To Request Time Off:

- Log on to the SUNY system at www.suny.edu/hrportal and access your time record.

- Access the Time Off Request Section by clicking on Request Time Off.

- On the calendar, double click on the day you wish to enter the accrual charge.

- This will open a single day request.

Single Day Request

- Enter the increment (increments of .25 hours only) in the accrual type you want to charge, then select Save and Submit to submit to your supervisor.
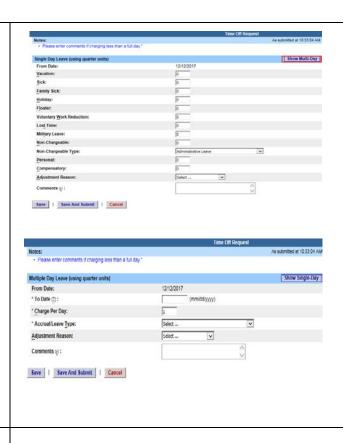- Once approved, the accrual charge will appear on your time record.

Multi-Day Request

- From the Time Off Request pop-up, click on Show Multi-Day.
- Enter the increment (increments of .25 hours only) in the accrual type you wish to charge, then select Save and Submit to submit to your supervisor.
- Charged accruals cannot span across multiple pay periods.
- If the request begins on the first day of the pay period, enter the beginning of a pay period as a single day request and then the rest can be entered as a multiple day request.
- If a holiday falls within the time charged, a separate entry must be submitted, excluding the holiday.

Previously Submitted Requests

- You can view your Previously Submitted Leave Requests along with the status (Saved, Pending and Approved).

- To withdraw a previously submitted leave request, simply select the withdraw radio button next to the associated request and then click Submit Actions.