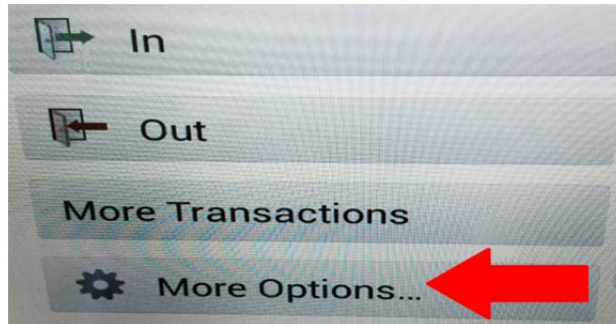


CHECKING YOUR LEAVE REQUEST STATUS

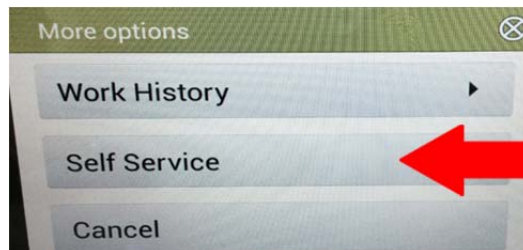
1) Use your key fob or ID number to login in..



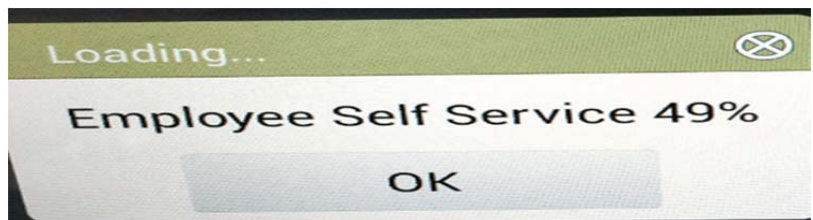
2) Click on More Options



3) Click on Self Service



4) Wait for the system to load



5) Go to My Time Off

