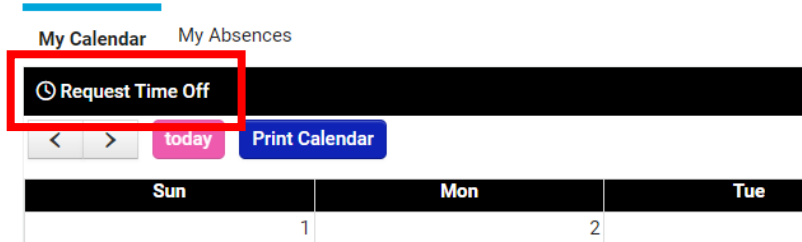


# HOW TO SUBMIT A PTO REQUEST



1. Log in to your EmployDrive portal.
2. Navigate to the *Time* tab and click on the *Employee Calendar*.
3. Click on the *Request Time Off* button:

Employee Calendar



4. Enter the details of your PTO request and hit Save. You are done!

Your request will go to M+P HR for approval, and we'll reach out and let you know once it's been approved. You are responsible for requesting approval separately from your on-site manager. If you have questions, HR is here to help!

A screenshot of the 'Request Time Off' form. At the top, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box. The form contains the following fields:

- \* Absence Policy: [dropdown menu]
- \* From Date: 1/2/2023 [calendar icon]
- \* To Date: 1/2/2023 [calendar icon]
- Start Time: [dropdown menu]
- Days: S M T W T F S, with the 'M' checkbox checked and a 'Check All' button.
- \* Hours Per Day: [input field]
- Hours Requested: [input field]
- Available After Request: [input field] [info icon]