Faculty/P&A Vacation Record Instructions:

1. Login into the website link listed above using your X500. Click on the MyTime tab located on the left side of the page. Click on ‘Request Time Off’.
2. Select the Start Date, End Date, Filter Type, Absence Name, Reason, and Partial Days.
3. Vacation time must be recorded in whole (1) or half days (0.5) only.
4. Click on ‘Calculate Duration’.
5. Please leave the Comments section blank.
6. After you have completed the steps above, please click on the ‘Submit’ button.
7. Absence records are to be submitted to your supervisor no later than 12:00 Noon on the Monday following the end of the pay period.

Training:
- Training is available on how to submit absences. You can access the training by using the following link, [http://upgrade.umn.edu/training/upgradeeducation.html](http://upgrade.umn.edu/training/upgradeeducation.html)
- To access the course please follow the instructions below.
  - Click on Human Resource System
  - Click on Absence Reporting
  - Click on Submitting Absences Course