

Long Branch Public Schools

Submitting a Time Off Request

To initiate a Time Off Request to be routed for approval, please follow the steps below:

STEPS:

1. Login to your employee account. (DO NOT CREATE A NEW ACCOUNT)

Where to look: Personnel website

District forms (bottom of the list)

2. Enter the username and password provided by Personnel.
3. Accept the Disclaimer.
4. Click on the My HR Docs Tab.
5. From the Quick submit form dropdown select "Time Off Request".
6. Complete the required fields on the form (noted by red asterisk).
 - a. Choose the appropriate Building
 - b. Choose the appropriate Position Classification
7. From the Select an action drop down choose Submit to assign request to your supervisor. (The system will automatically route the form to the appropriate person)
8. Enter your system password to confirm the document. Your system password is the password you used to sign into the system.