



### **Instructions for Requesting Annual/Sick Leave through Paychex HR Online**

Paychex is our payroll processor, and, through Paychex e-Services, it offers us not only the ability to view our pay stubs online, but to electronically submit leave requests to our supervisors. This memo discusses how to electronically submit PTO (Leave) requests to your supervisor. The big advantage of this process is that our leave balances will be able to be viewed not only in Paychex e-Services but on our online paystubs.

1. Logging in to Paychex e-Services-e
  - a. Access VCOM's website, then "Human Resources", then "Employee Resources", move down to the Business Office page, and click on <https://eservices.paychex.com/secure/>. Or, enter this web address in your browser.
  - b. Enter your username and password on the login screen and click on "Secure Logon".
  - c. See Attachment 1.
  
2. Creating a PTO Request
  - a. Click on the "employee" tab.
  - b. Then, click on "Compensation" and then on "Attendance/Time-Off" (see Attachment 2).
  - c. Click on "Submit PTO Request" (see Attachment 3).
  - d. Provide the information requested, i.e., PTO Date, PTO Type, Time Requested (see Attachment 4). The common PTO types you'll select are birthday holiday, floating holiday, sick or vacation. Please talk to Robby Hudson, Jean Harris or Karla Meadows if you think you should select another PTO type.
  - e. Also, please include in the Notes section information that is not otherwise provided. For example, if you will be out of the office for a doctor's appointment from 10:00 a.m. until 11:30 a.m., please include the hours you will be out of the office in this section.
  - f. Then, hit "Submit" and logout of Paychex e-services.

Your supervisor will receive an e-mail that he or she has a PTO request to approve. You will be notified via e-mail if that PTO request is approved or rejected.

Attachment 1

https://eservices.paychex.com/secure/

Paychex eServices - Login

File Edit View Favorites Tools Help

# Paychex eServices

Please enter your company ID, username and password to log in

**Company ID:**

**Username:**

**Password:**

**SECURE LOGIN**

 VeriSign  
Trusted  
VERIFY

**PAYCHEX**<sup>®</sup>  
© 2011 Paychex, Inc.  
All Rights Reserved.

# Attachment 2

https://eservices.paychex.com/secure/index.aspx VCOM Human Resources 0429-H159-2012 / Paychex ...

File Edit View Favorites Tools Help

Logged in as **MARK HAMRIC (0429-H159)**

**Edward Via Virginia College of Osteopathic Medicine**

employee administration company setup reporting hiring

January 19, 2012 TRAINING | HELP | LOGOUT

**Compensation**

- Check History
- Attendance/Time-Off
- Total Compensation Summary
- Retirement Plan
- Benefits Coverage
- Benefits Enrollment
- Benefit Change Request
- Tax Status
- Print Tax Forms
- Calculators

**Company Information**

**Personal Information**

**Training, Education, and Skills**

**Performance**

**Security**

**Welcome MARK!**

**New Messages**

You do not have any messages

[View Message Details](#)

**Action Required**

You do not have any messages.

©2012 Paychex, Inc. All Rights Reserved.  
[Privacy Statement](#) - [Disclaimer](#) - [Trademarks](#)

# Attachment 3

https://eservices.paychex.com/secure/index.aspx

0429-H159-2012 / Paychex ...

File Edit View Favorites Tools Help

Logged in as **MARK HAMRIC (0429-H159)**

**Edward Via Virginia College of Osteopathic Medicine**

employee administration company setup reporting hiring

January 19, 2012 TRAINING | HELP | LOGOUT

### Attendance/Time-Off

Submit PTO Request Display Requests Time Off Calendar

#### Time Off Summary

Description	Balance	Last Accrual
ADMINISTRATIVE FACULTY	136.000	1/13/2012
SICK LEAVE	66.500	1/13/2012
EDUCATION/TRAINING/CME	24.000	1/13/2012

Show 5 absences per page. Previous 5 | Next 5

Absence Date	Absence Type	Time Taken	Submitted By
You have no absences recorded.			

# Attachment 4

https://eservices.paychex.com/secure/index.aspx

0429-H159-2012 / Paychex...

File Edit View Favorites Tools Help

Logged in as **MARK HAMRIC (0429-H159)**

**Edward Via Virginia College of Osteopathic Medicine**

employee administration company setup reporting hiring

January 19, 2012 TRAINING | HELP | LOGOUT

### PTO Request

Supervisor: No Supervisor

PTO Date: \*

PTO Type: \*

Time Requested: \*  hours per day.

Auto-Fill:

Date Returning to Work:

Exclude Days (check days to exclude)

M	Tu	W	Th	F	Sa	Su
<input type="checkbox"/>						

Notes: (Max: 200 characters) (Time Stamp)

200 characters left

Cancel Submit

\* Required Fields

©2012 Paychex, Inc. All Rights Reserved.  
[Privacy Statement](#) - [Disclaimer](#) - [Trademarks](#)