

Changes to the ETO: What You Need to Know



Q: How do I request a schedule change?

A: Go to the [Time and Pay Portal](#) and select the “Forms” tab to access the Employee Information form for Time and Leave.

Q: Where can I find information about my schedule and/or how to make Time and Leave entries?

A: Visit the [Time & Leave Support](#) site for online resources about your schedule and how to make Time and Leave entries.

Q: Who can I talk to if I have questions about my new schedule and/or how to make Time and Leave entries?

A: You can contact [AskMyHR](#) by submitting an online service request or by phone.

Q: Can I enter my leave request for vacation or ETO for the entire year in advance?

A: Yes, leave requests can be entered in advance for the current and next year.

ETO leave requests can be entered once the ETO earned is credited to your ETO bank. Most employees earn ETO by pay period, and this is credited to your ETO banks the following pay period. (Some areas allow employees to go into the negative before earning the ETO).

Important Notes:

Please note that if you have ETO Taken days built into your schedule, do not include these days in your leave request. You must request your vacation or other leave around these days.

Please note that averaging employees may need to have their Time Approvers change their shifts, using Shift Override on the Timesheet, in order for the leave to be taken at the correct amount.