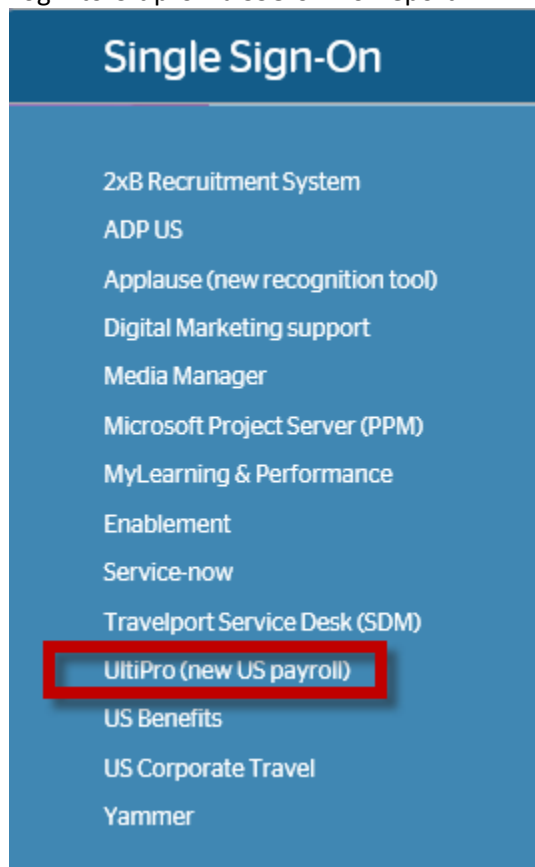# Creating a Time off request (PTO) in Ultipro
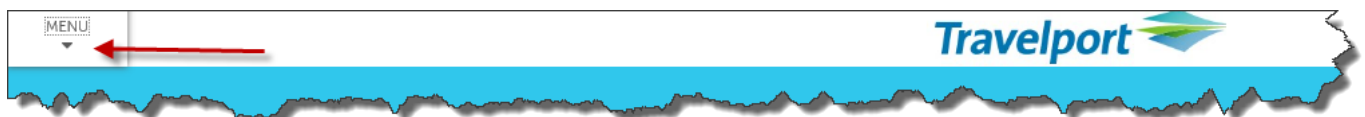
PTO requests should be submitted prior the start of your time off.

Steps to create PTO request
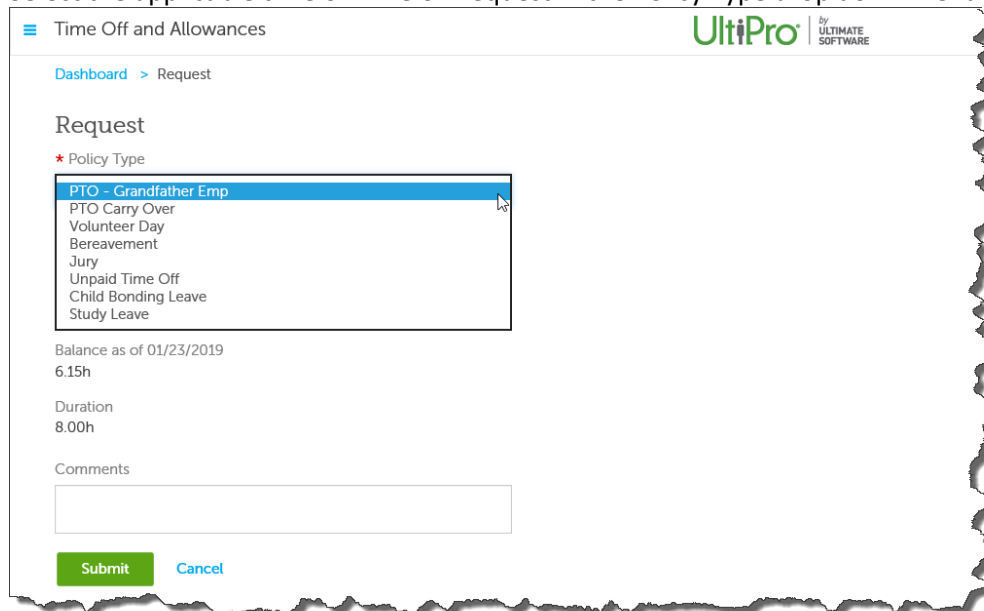
1. Log into Ultipro via SSO on Homeport

2. Select **Menu**

3. Select **Myself>Workforce Management>Time**

4. Select **Other Modules > Time Off and Allowance**

5. Select **Create Request**

6. Select the applicable time of Time off request in the Policy Type drop down menu
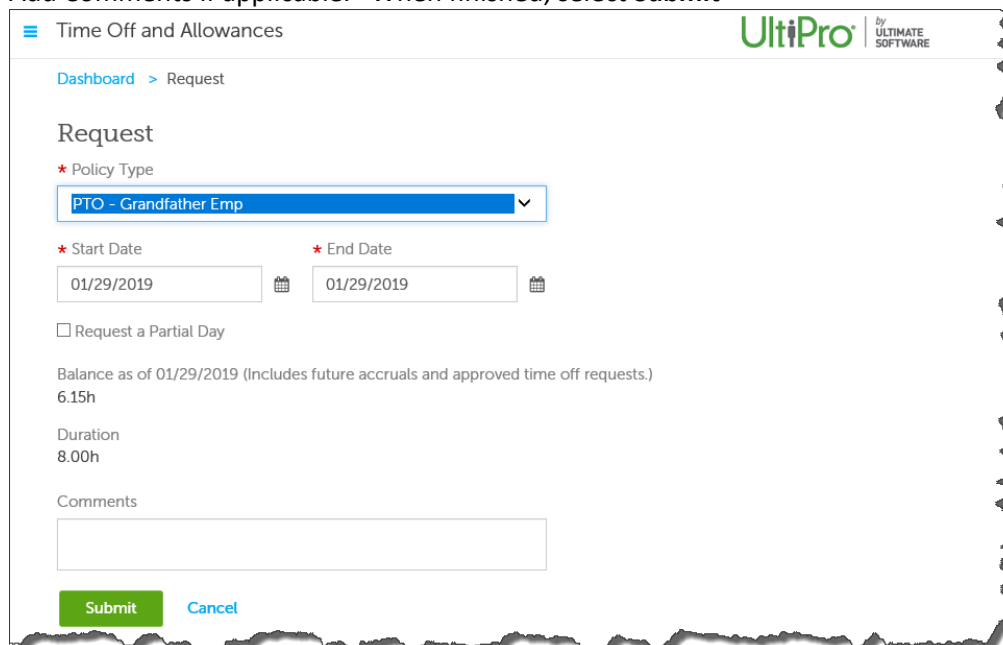

7. Enter the Start and End Date for the request.   **Note: if you are taking time off spanning over a weekend, submit 2 requests.   Otherwise, the weekend (16 hours) will be considered PTO time.**

8. Add Comments if applicable.   When finished, select **Submit**

9. Your manager will receive an email notification of the time off request.   Once the request has been processed by your manager, you will receive an email acknowledging the status.