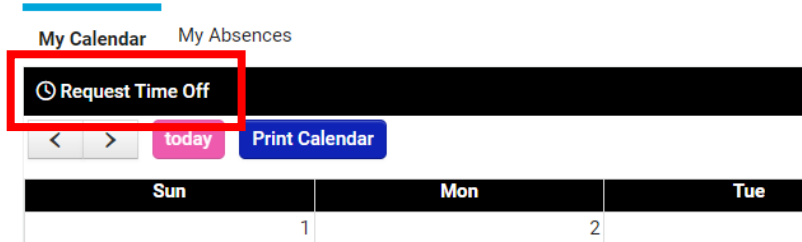# HOW TO SUBMIT A PTO REQUEST

1. Log in to your <u>EmployDrive</u> portal.
2. Navigate to the *Time* tab and click on the *Employee Calendar.*
3. Click on the *Request Time Off button:*

4. Enter the details of your PTO request and hit Save. You are done!

Your request will go to M+P HR for approval, and we'll reach out and let you know once it's been approved. You are responsible for requesting approval separately from your on-site manager.
If you have questions, <u>HR</u> is here to help!