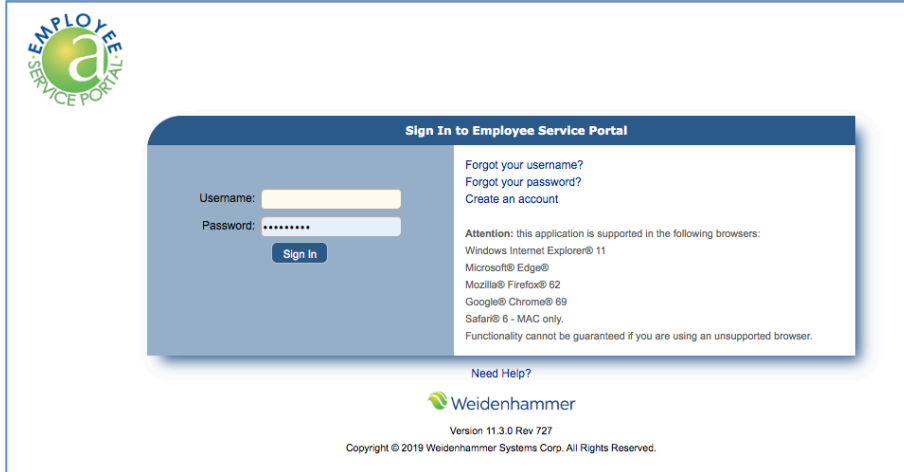


ESP Portal Cheat Sheet:

Go to <https://esp1.aliosolutions.net/HTSD/> and sign in.

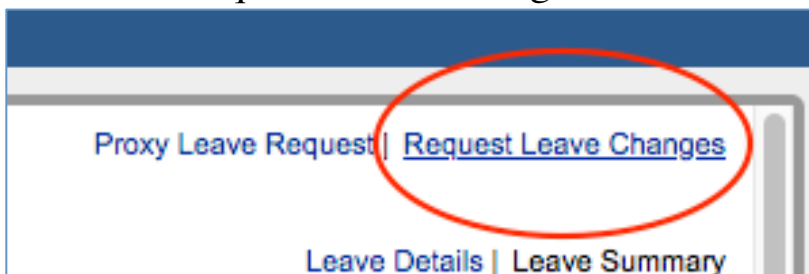


Your home page will come up. Click on “Leaves” to put in for a sick, personal, family illness, etc. day.



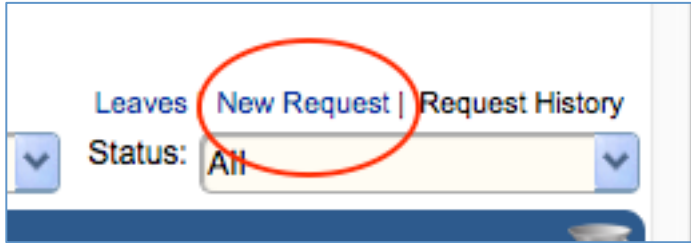
Your “Leave Summary” will come up and it shows you all your information. The calendar on the bottom half will show any days you have taken.

Click on “Request Leave Changes”



“Leave Requests” will come up. Click on “New Request”. Fill in your information. Once you put in your “leave type” the “duration in hours” will open up. If you only need to take a ½ day, you would put “.5” in there otherwise you would put a 1. On the right side you will see “email me only”

on the final step...” That is the default. You can change that if you wish. Hit “SUBMIT” on the bottom far right of screen. You are done.

A screenshot of the 'Leave Request' form. The form includes fields for 'Start Date' (09/12/2019) and 'End Date' (09/12/2019), a 'Leave Type' dropdown, 'Duration in Hours', and 'Partial Day Start/End Time' fields. A 'Comments' text area is on the right. At the bottom right, there are three radio button options: 'E-mail me each step of the approval process.', 'E-mail me only on the final step of the approval process.' (which is selected), and 'Do not e-mail me about this request.' A red star icon is placed next to the selected option.

If you need to attach a document for jury duty, professional development, doctor’s note, etc. under “Request Attachments” at the bottom right of page you would click on “add”. Attach documents and hit Save.

A screenshot of the 'Add Attachment' dialog box. It has a 'Document Definition' section with a 'Document name:' field. Below that is an 'Attachment:' section with a 'Choose File' button circled in red and the text 'No file chosen'. There is also a 'Comments:' text area. At the bottom right are 'Save' and 'Cancel' buttons.

**** You will need to put your day into AESOP as well to secure a sub if one is needed.**