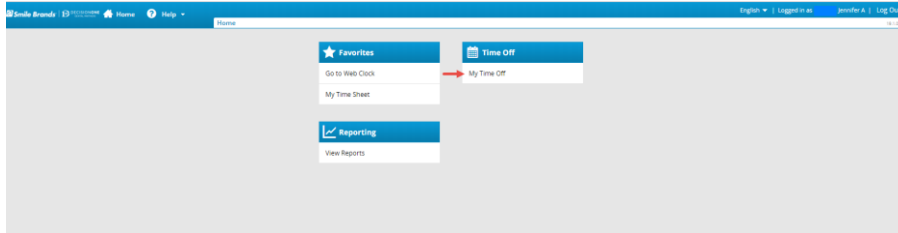
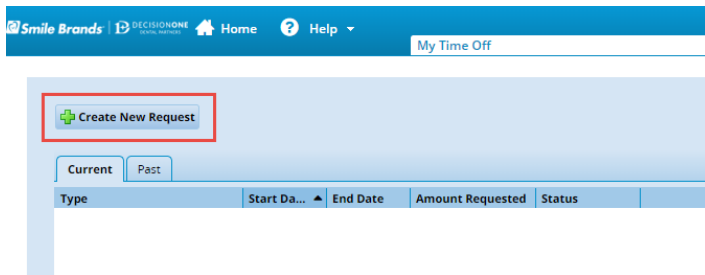


How to request PTO and/or Unpaid PTO in eSmiles

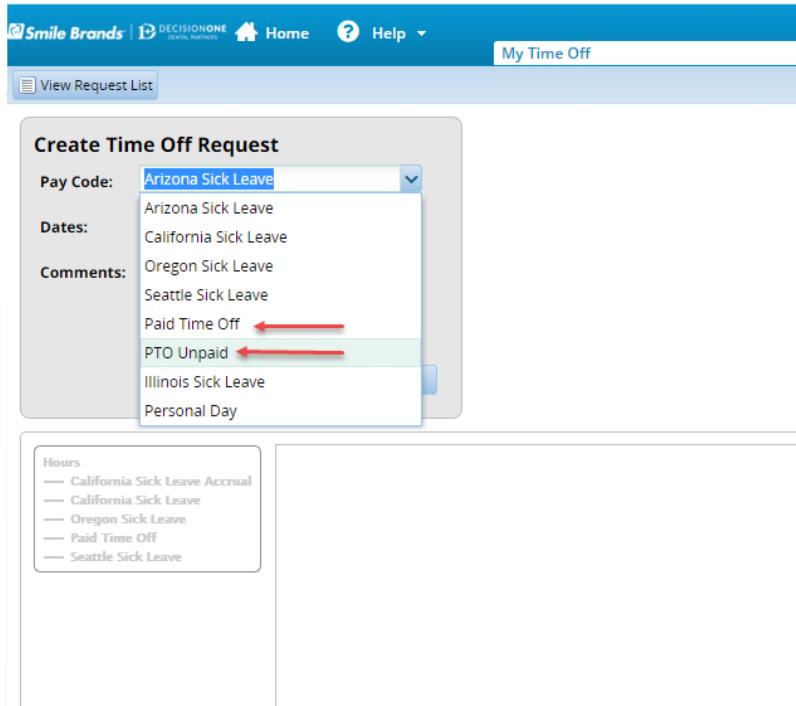
Access eSmiles through VPN or via web browser <https://smilebrands.workforcehosting.com/> > My Time Off



Create New Request



Complete the request accordingly, selecting Paid Time Off or Unpaid PTO



Enter the hours per day and click Update

Smile Brands | DECISIONONE | Home | Help | My Time Off

View Request List

Request Details

Action	Date	Pay Code	Value
	Mon 01/20/2020	Paid Time Off	8.0 Hours
	Tue 01/21/2020	Paid Time Off	8.0 Hours
	Wed 01/22/2020	Paid Time Off	8.0 Hours

Comments
Connor Smith, 547.524.1258 from Park Place Dental will cover for me

Hours

- California Sick Leave Accrual
- California Sick Leave
- Oregon Sick Leave
- Paid Time Off**
- Seattle Sick Leave

Auto-scale graph based on visible banks only

Requests: ■ This Request

Submit to your Manager

Smile Brands | DECISIONONE | Home | Help | My Time Off

View Request List

Request Details

Action	Date	Pay Code	Value
	Mon 01/20/2020	Paid Time Off	8.0 Hours
	Tue 01/21/2020	Paid Time Off	8.0 Hours
	Wed 01/22/2020	Paid Time Off	8.0 Hours

Comments
Connor Smith, 547.524.1258 from Park Place Dental will cover for me

Bank Usage

Paid Time Off: 24.00 Hours used

Mon 01/20: 252.29 | Wed 01/22: 228.29

Hours

- California Sick Leave Accrual
- California Sick Leave
- Oregon Sick Leave
- Paid Time Off**
- Seattle Sick Leave

With Current Request Auto-scale graph based on visible banks only

Requests: ■ This Request