

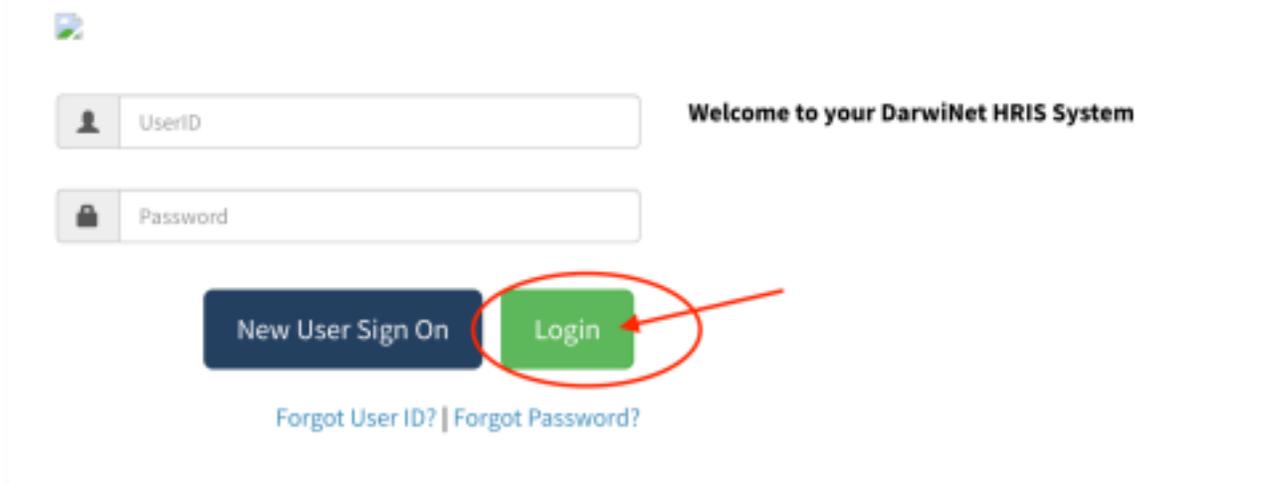
I LOVE VACATIONS

How to Enter in a PTO Request through the employee portal

You must receive manager approval before submitting PTO in the portal

Link to access the portal: <https://d21.darwinet.com/298D2/>

1. Enter User ID & Password, then press green Login Button



Welcome to your DarwiNet HRIS System

User ID

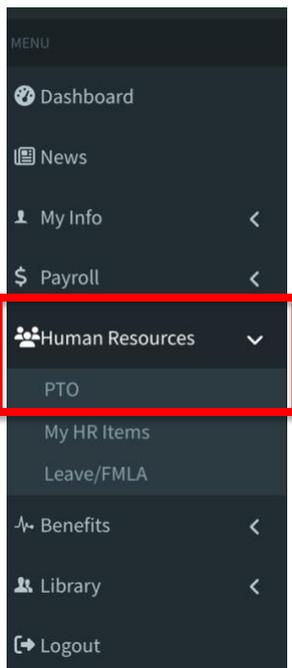
Password

New User Sign On Login

[Forgot User ID?](#) | [Forgot Password?](#)

If you are having troubles logging in, please email HR@ilovevacations.com

2. Once logged in, on the lefthand toolbar select "Human Resources" then "PTO".



3. Locate the line that says "Vacation" and select the button "Request PTO" at the far right end.

TIME OFF INFORMATION

Client 720's Vacation Default

Hrs Available	Hrs Pending	Request PTO
160.00	0.00	

COVID Pay

Hrs Available	Hrs Pending	Request PTO
40.00	0.00	

4. Enter the start and end dates with the days you want to take off.

**If you work Monday-Friday do not include Saturday and Sunday. The software will count those days as PTO used. Enter in separate PTO requests. For example...if you are taking Thursday 8/24-Monday 8/28 off do not put the start date as 8/24 and the end date as 8/28. Put in two separate requests. One for 8/24-8/25 and one for 8/28.

5. If you work 5 8-hour shifts, select the "All Day" button

6. If you work 4 10-hour shifts, enter the **start** and **end time**

7. **Comments**-Enter the amount of PTO days you're requesting

8. Select "Create" & wait for approval

Request PTO

Start Date	<input type="text"/>	<input type="text"/>	PTO ID	Vacation	
End Date	<input type="text"/>	<input type="text"/>	Description	Client 720's Vacation Default	
All Day	<input type="checkbox"/>		Available	160.00	
Start Time	<input type="text"/>	AM	Amount Taken	96.00	
End Time	<input type="text"/>	AM	Pending Approval	0.00	
Comments	<input type="text"/>			Approved - Not Taken	136.00
				<input type="button" value="Cancel"/>	<input type="button" value="Create"/>

You will receive an email once the PTO has been approved in the portal