# Oracle ESS Time Off Requests – Vacation/Sick/PTO

Salaried employees, Managers in Training and casino/hotel hourly employees may submit time off requests for vacation, sick leave, or personal time off electronically via Oracle's Employee Self Service (ESS). It is your responsibility to submit a Time Off Request immediately upon return from any unplanned absence.

After you submit a request via ESS, the system will route your request to your supervisor for approval. If you have an individual work email, you will receive notification when your supervisor approves or declines your request. If you do not have an individual work email address, you may log into Oracle to view the status of your request, or, your General Manager will notify you of an approved or declined request.

From the Intranet, select **Applications** then **Oracle ERP**. You may also access ESS from Landry's Employee Portal. Log in and select the responsibility **Landry's Time off Request, Standard**. Then select **Time off Request**.
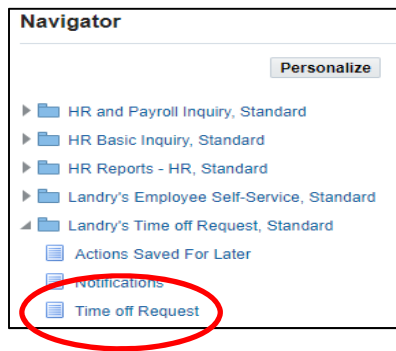

To review available balances, select **Entitlement Balances,** then **Show Accrual Balances**.
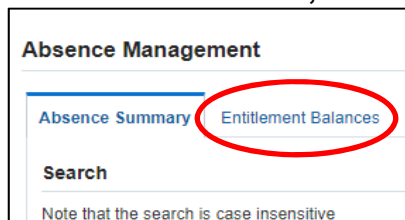
Note: The balances shown are as of the current date. If you have a request that has been approved for a future date, this will not be reflected in the balance. The balance does not decrease until the requested time off has passed. However, you can change the effective date to view the balance as of a future date.

To create an absence request, select **Create Absence** under the **Absence Summary** tab.
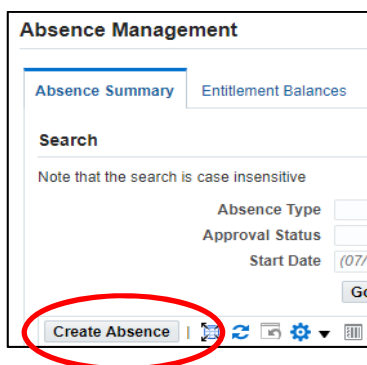
Select the appropriate **Absence Type** from the pull down menu. Salaried exempt employees must select from the Salaried options. Non-exempt employees will select from the Hourly options (except as noted below for Golden Nugget Biloxi and Lake Charles salaried employees).

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You may use the calendar to enter a **Start Date** and **End Date**, or type the dates.

Enter the total amount of time that you are requesting**.**

- Salaried exempt employees will enter the total number of paid <u>days</u> off they are requesting in the **Total** field. Enter .5 for half days. *Do not include regularly scheduled days off.* **Note:** Golden Nugget Biloxi salaried employees will select **GNBX PTO** and must enter the total number of paid <u>hours</u> they are requesting in the Total field. Golden Nugget Lake Charles salaried employees must choose **GNLC PTO** and must enter the total number of paid <u>hours</u> they are requesting in the Total field.
- Oracle ESS does not recognize regularly scheduled days off. Therefore, if you submit a time off request that is shorter in length than the actual calendar days of the request, you will receive a warning message.
  - **Example:** John submitted a vacation request for Monday through Thursday, which equals 4 calendar days. However, John is scheduled off on Monday and Tuesday, and therefore only entered 2 vacation days. John will receive an error message since his request of 2 days is shorter in duration than the actual number of calendar days that he will be off work.

If you receive a warning message, ensure your entries are correct, click on the **Next** button.

If you are satisfied with your time off request, click the **Submit** button.

Change or Cancel a Time Off Request:

To change or cancel a time off request, select Absence Summary and then Update or Delete next to the applicable request. The change or delete request will be routed to your supervisor for approval.

Start Date ▼	End Date △	Absence Type △	Absence Category △	Duration Days	Hours	Approval Status △	Absence Status △	Details	Update	Delete
03/12/2020	03/13/2020	Vacation Salaried	Vacation	2		Approved	Confirmed			
12/13/2019	12/13/2019	Sick Leave Salaried	Sickness	0.5		Approved	Confirmed			

Notifications:

The Notifications function is Oracle's internal email system, where you will be notified of any approvals, rejections, or requests for information of a time off request. These notifications will also be sent to your Landry's email account. For those that do not have an individual Landry's e-mail, your General Manager will notify you of any requests for additional information, or of a denied or approved time off request.