**How to Request PTO on MyCON**

Complete these steps in order for your PTO request to be submitted and processed. **Remember** your PTO request isn’t approved until you receive an email from your supervisor.

1. Navigate to <https://nursing.wayne.edu/>

A screenshot of a website

Description automatically generated

1. Scroll down to the bottom of the page and click “MyCON Login”

A screenshot of a computer

Description automatically generated

1. Enter your AccessID and password **and** select “Faculty & Staff Portal.” Then click “Login”

A group of women wearing scrubs

Description automatically generated

1. Click “Time Off” to navigate to the request form.

A screenshot of a computer

Description automatically generated

1. Enter: 1) The reason you’re requesting PTO (vacation, illness, any purpose, funeral, etc.); 2) The date your PTO begins; 3) The date you’ll be returning to work; 4) The total number of hours (7.5= a full workday); and 5) A note regarding how it will impact your site programming schedule. Then click “Request Time Off”

A computer screen shot of a computer

Description automatically generated

1. You’ll receive an email confirmation of your PTO request. Your supervisor will review your request and you’ll receive a second email confirmation with the status of your PTO request.

A screenshot of a computer

Description automatically generated

1. If something changes and you need to edit/cancel your request, login to MyCON and make the necessary changes.