Leave of Absence eForm
How to submit the Leave of Absence eForm

Leave of absence forms are now located in Employee Self Service.

You can access Employee Self Service from Payroll Home Page on the district website. http://www.spps.org/payroll

Click the link on the left menu to get to the Employee Self Service home page.)

This will bring you to the home page under the Payroll website that provides the link to the Self Service portal. The home page also provides internet browser compatibility information as well as notifications when the site may be down for routine maintenance.

Click on the “PeopleSoft Self Service Portal” link

Type in your User ID and Password. Your User ID is your Employee ID without the “e” in front of it.

Click the HR button.

If you have forgotten your password, you can use the “forgot password link” if you have previously set up a security question. If you have not set up a security question, or if it is your first time accessing PeopleSoft Self Service, contact payroll for further assistance with getting your new password.
Once you have logged into the PeopleSoft Self Service Portal, you will can access the Leave of Absence eForm through the tiles on the Home Page. Forms >Employee Forms > Leave of Absence Form.
1. Select the type of leave
2. For FMLA leaves you will need to select the leave length
3. Enter the leave start date
4. Enter the leave end date
5. For FMLA leaves you can enter any additional vacation/personal hours you wish to use during your leaves
6. Some leave of absences require supporting documentation. If your leave of absence requires documentation the file attachment area will appear. Please use the drop down menu to select the type of document
7. Acknowledge the information you have provided is true and accurate
8. Click “Submit”