



If you have any questions, please email HR at hr@valard.com.

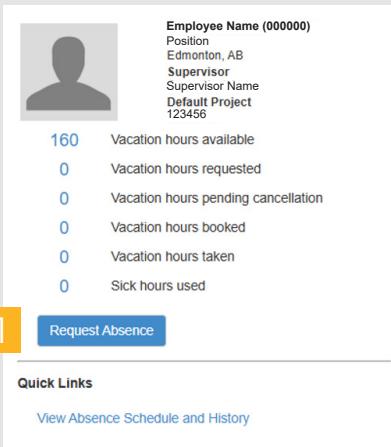
REQUESTING & TRACKING VACATION IN ONEPORTAL

Employees (**salaried only**) are required to request and track their annual vacation allotments in OnePortal. Please follow the steps below to request vacation time.

LOG IN

- Open your web browser and go to the OnePortal login page <https://apps.valard.com/onePortal/>
- Once logged in, you will see the dashboard.
- If no vacation hours are available, or there is any other discrepancy, please contact Human Resources at hr@valard.com.

CREATE AN ABSENCE REQUEST

1. Click on the **Request Absence** button. You will be redirected to the **Create an Absence Request** page.


Employee Name (000000)
Position
Edmonton, AB
Supervisor
Supervisor Name
Default Project
123456

160	Vacation hours available
0	Vacation hours requested
0	Vacation hours pending cancellation
0	Vacation hours booked
0	Vacation hours taken
0	Sick hours used

Request Absence

Quick Links

[View Absence Schedule and History](#)
2. Select **Type** from the drop-down list, select **Vacation**.
3. Enter the **Requested Time (hours)**.
 - A single day is 8 hours.
 - OnePortal requires a minimum of 4 hours be entered. For requests of less than 4 hours, send your request to HR hr@valard.com with your Supervisor's approval.
4. Select **Start Date** and **End Date** from the calendar picker.
 - The start and end dates can be the same date if only one day is being taken.

CREATE AN ABSENCE REQUEST (CONTINUED)

5. If required, enter **Comments**.

6. Click **Save**.

- You will see the following green bar across the top of the screen.

Success

✓ The absence request was saved successfully.

- The absence request is set to draft status and can be changed or deleted at any time. It has not yet been sent to your Manager for approval.

7. Double-check all the details to ensure accuracy and click **Submit for Approval**.

- Your Manager will receive an email requesting them to review the absence request in OnePortal.
- Requests are visible on the calendar and you can hover over the date to see details, such as the dates requested and the current status.
- All approved and rejected vacation requests will be stored in the system for future reference.

The form consists of several input fields and dropdown menus. Section 1: Employee dropdown with 'Myself' selected. Section 2: Type dropdown with 'Select...' placeholder. Section 3: Requested Time dropdown with 'Full Day' selected. Section 4: Start Date input field with '02/07/2025'. Section 5: End Date input field with '02/07/2025'. Section 6: Requested Time (hours) input field with '8'. Section 7: Comments text area which is empty.

STATUS & DESCRIPTIONS

An absence record can be shown in one of the below five statuses:

Draft	The request is still being worked on, and is assigned to the original requester.
Awaiting Manager Approval	The request is currently assigned to a manager for review.
Awaiting Cancellation Approval	The cancellation request is currently under review.
Completed	The request has been approved by the manager, and is scheduled on the absence calendar.
Canceled	The request was canceled by the original requester.

FIELDS & DESCRIPTIONS

On each Absence Request, the below fields are tracked:

Type	The kind of absence time to request. Options are either vacation time or sick time.
Requested Time	The amount of work time, either Full Day or Half Day, being taken over the course of the request.
Start Date	The first business day that the absence request starts.
End Date	The last business day that the absence request goes until.
Comments	An optional field allowing comments to be provided to the manager when the request is reviewed.
Manager Comments	An optional field allowing comments to be provided to the requestor when the request is reviewed.