DSASTAFF.COM

HOME   LINKS   RESOURCES   JOB AIDS

QUICK LINKS

SWS

Strategic Workforce Scheduler

SWS LINK

EMPLOYEE PORTAL

Additional Hours, Confirmed Availability, Sites and Department Preferences

EMPLOYEE PORTAL LINK

DSA MANAGER PORTAL

Manager Views & Settings

MANAGER PORTAL LINK

- Log in

DSA Staffing

NUID: [____] Password: [____] LOGIN

NUID is not case sensitive. Password is case sensitive. Click LOGIN

Welcome to the DSA Staffing Office Application Portal

Need Help? Please click below:

Reset Password (for this system only, not your work schedule)

Submit Trouble Ticket

View your Work Schedule on-line. Click below:

SWS - Strategic Workforce Scheduler Login

- Go to Time Off Request tab

- Click button to Create New Time Off Request

DSA Staffing

Welcome back, PLS Test Employee.

| Home | My Profile | **Time Off Request** | Holiday Sign Up | My Availability | My Regular Schedule |

Create New Time Off Request

| **Current Requests** | **Past Requests** | **Response Needed** | **Response Provided** |

TOR ID	Start Date	End Date	Request Date/Time	Response Date*	Request Status	Type of Request

* The Staffing Office will provide a response to the Time Off Request no later than the Response Date

IMPORTANT NOTE: **Vacation Requests Submitted After the Vacation Schedule is Posted** (UHW Contract Section 769 d.)

Vacation requests submitted after January will be considered and granted on a first-come, first-served basis. Such requests will be granted or denied within two (2) weeks of their submission.

- Fill in Type of Request, Start Date, End date, Time Frame, and optional Comments
- Submit Request creates **a single TOR for entire date range** and automatically sends an email to the employee upon submission in addition to sending overnight email
- Cancel Request changes status to Removed by Employee; no notifications