

## ACTIONS

- Go to dsastaff.com
- Click on Employee Portal Link

**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

The screenshot shows the DSA Staffing Office Application Portal. At the top left, the logo "DSA Staffing" is displayed in white on a dark blue background. To the right, there is a login form with a blue border. The form contains a user icon, a "NUID:" label followed by a text input field, a "Password:" label followed by a text input field, and a "LOGIN" button. Below the input fields, a note states: "NUID is not case sensitive. Password is case sensitive. Click LOGIN".

Below the login form, a yellow banner contains the text "Welcome to the DSA Staffing Office Application Portal" on the left and a mobile device icon on the right.

In the center of the page, a white box with a black border contains the text "Need Help? Please click below:" followed by two blue hyperlinks: "[Reset Password \(for this system only, not your work schedule\)](#)" and "[Submit Trouble Ticket](#)".

Below this box, the text "View your Work Schedule on-line. Click below:" is followed by a blue hyperlink: "[SWS - Strategic Workforce Scheduler Login](#)".

At the bottom of the page, a white box contains a disclaimer: "This is a private computer system. Access requires explicit current authorization and is limited to business use. All users expressly consent to monitoring by system personnel to detect improper use or access. If such monitoring reveals improper use/access, users may subject to: Revocation of user's privileges to use Electronic Message Delivery Systems or other Electronic Assets, Corrective/disciplinary action up to and including termination of employment or contract, and Other legal remedies."

- Go to Time Off Request tab

The screenshot shows the DSA Staffing employee portal. At the top, a dark blue header contains the logo "DSA Staffing" on the left and the text "Welcome back, PLS Test Employee." with a "Logout" link on the right. Below the header is a yellow navigation bar with several tabs: "Home", "My Profile", "Time Off Request", "Holiday Sign Up", "My Availability", and "My Regular Schedule". The "Time Off Request" tab is highlighted with a blue rectangular border. Below the navigation bar, the page is divided into two main sections. The left section is titled "Helpful Links" and contains three blue hyperlinks: "SWS - Strategic Workforce Scheduler Login", "NHO - Near Holiday Preferences Survey", and "TOB - Time Off Bidding (Annual Vacation Bidding)". The right section is titled "Staffing News and Information" and is currently empty. A dark blue footer bar is visible at the bottom of the page.

**DSA Staffing** Welcome back, PLS Test Employee. [Logout](#)

[Home](#) [My Profile](#) **[Time Off Request](#)** [Holiday Sign Up](#) [My Availability](#) [My Regular Schedule](#)

**Helpful Links**

- [SWS - Strategic Workforce Scheduler Login](#)
- [NHO - Near Holiday Preferences Survey](#)
- [TOB - Time Off Bidding \(Annual Vacation Bidding\)](#)

**Staffing News and Information**

- Click button to Create New Time Off Request

The screenshot displays the DSA Staffing web application interface. At the top, the logo 'DSA Staffing' is on the left, and the user is logged in as 'Welcome back, PLS Test Employee.' with a 'Logout' link. A navigation bar contains several tabs: 'Home', 'My Profile', 'Time Off Request' (which is the active tab), 'Holiday Sign Up', 'My Availability', and 'My Regular Schedule'. Below the navigation bar, a button labeled 'Create New Time Off Request' is highlighted with a blue border. The main content area features a tabbed interface with 'Current Requests', 'Past Requests', 'Response Needed', and 'Response Provided'. The 'Current Requests' tab is active, showing a table with the following headers: 'TOR ID', 'Start Date', 'End Date', 'Request Date/Time', 'Response Date\*', 'Request Status', and 'Type of Request'. The table body is currently empty. Below the table, a red asterisked note states: '\* The Staffing Office will provide a response to the Time Off Request no later than the Response Date'. At the bottom, an 'IMPORTANT NOTE' is provided: 'Vacation Requests Submitted After the Vacation Schedule is Posted (UHW Contract Section 769 d.)'. A final paragraph explains: '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

DSA Staffing
Welcome back, PLS Test Employee. [Logout](#)  
10/16/2023 9:29:20 AM

New Time Off Request Form
Cancel

Type of Request

- Bereavement.....
- Birthday Holiday.....
- BLS/ACLS.....
- Cancel Time Off.....
- CNA Day.....
- Educational.....
- Float Holiday.....
- Holiday - Bank.....
- Holiday - Change.....
- Jury Duty.....
- Meeting.....
- Other (Describe in Comments)...
- School Function - Paid.....
- School Function - Unpaid.....
- Shift Trade/Switch.....
- Sick Appointment - CESLA.....
- Sick Appointment - FMLA.....
- Sick Appointment - Unprotected.
- Training.....

Start Date

End Date

Time Frame  (you may change this to AM/PM/etc.)

Comments

(Note: If requesting less than a full day, please describe times and hours in comments.)

Submit Request
Cancel Request