



HR Frequently Asked Questions

How do I access the VSL application?

Logging In

Users access the application through the my.dot portal (<https://my.yourportal.illinois.edu>, **replacing the “yourportal” with department/unit portal information, for example:** <https://my.engr.illinois.edu>).

Users access the application by clicking on the Vacation/Sick Leave Reporting link under the HR dropdown and log in with their NetID and Active Directory password.



If there is not a link listed under the HR dropdown, users may go directly to the application by typing the following URL into a browser <http://my.yourportal.illinois.edu/vacation>, **replacing “yourportal” with the department/unit portal information, example:** <https://my.engr.illinois.edu/vacation>.

If a permission denied error is received, employees should contact the unit HR contact for assistance.



How do I update the frequency of supervisor reminders?

Please contact Engineering IT at engrit-apps@illinois.edu

How do I add/remove HR contact administrative access?

Please contact Engineering IT at engrit-apps@illinois.edu

How do I request new collections for the Absence Graph?

Please contact Engineering IT at engrit-apps@illinois.edu

Where do I find training for the VSL application?

Click “[hr-training-user-guides.html]HR Training/User Guides” on the IHR website

Who do I contact with questions regarding VSL functionality?

Please contact Engineering IT at engrit-apps@illinois.edu

Who do I contact for discrepancies in accruals, balances or for assistance and troubleshooting accrual calculators?

Please contact Brandi Pulleyblank, engrit-apps@illinois.edu

Last Modified: May 8, 2024