

PROCESSO DE FÉRIAS – VIA SEI

1. <https://sei.unifesp.br>

Login com o mesmo usuário e senha da Intranet



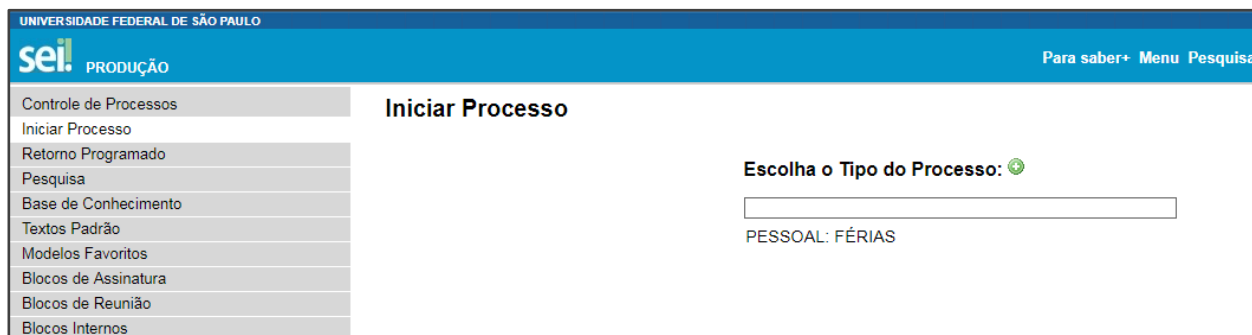
The login form features the SEI logo on the left. On the right, there are two input fields: 'Usuário:' and 'Senha:'. Below the 'Senha:' field is a checkbox labeled 'Lembrar' and a button labeled 'Acessar'.

2. Iniciar Processo

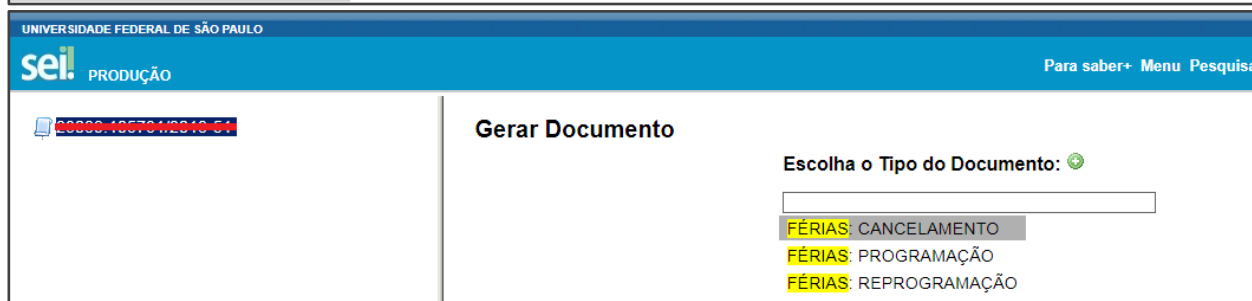


The screenshot shows the 'Controle de Processos' menu in the SEI system. The 'Iniciar Processo' option is circled in red. The main area displays 'Controle de Processos' with a row of icons and a search bar.

3. Escolher o Tipo do Processo



The screenshot shows the 'Iniciar Processo' screen. The 'Escolha o Tipo do Processo:' dropdown menu is open, showing the selected option 'PESSOAL: FÉRIAS'.



The screenshot shows the 'Gerar Documento' screen. The 'Escolha o Tipo do Documento:' dropdown menu is open, showing three options: 'FÉRIAS: CANCELAMENTO', 'FÉRIAS: PROGRAMAÇÃO', and 'FÉRIAS: REPROGRAMAÇÃO'.

4. Assinar Documento



The screenshot shows a row of icons. The first icon, representing a document with a signature, is circled in red. Below it is a button labeled 'Assinar Documento'.