

## VIEW TIME OFF

From the Absence application:

1. Click **My Absence** under the View section. A report of your **Absence Requests** displays.
2. Click the **Absence Balances as of Current Date** tab to see your absence balances as of today's date. Balances are tracked in hours.

## VIEW TIME OFF AND LEAVE OF ABSENCE BALANCES AS OF A CERTAIN DATE

From the Absence application:

1. Click the **Absence Balance** button under the View section.
2. Enter a date in the As Of field.
3. Click **OK**. A report of your Balances As Of the date entered displays. Balances are tracked in hours.

Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
Annual Time Off	Hours	199	30	32	167	0	0	0	167	167	03/01/2021 - 03/31/2021
CEAL	Hours	0	8	0	8	0	0	0	8	8	03/01/2021 - 03/31/2021
Cont - 2021 Time Off Plan	Hours	0	80	0	80	0	0	0	80	80	03/01/2021 - 03/31/2021
Employee Birthday	Hours	0	0	0	0	0	0	0	0	0	01/01/2021 - 12/31/2021
Military	Hours	0	0	0	0	0	0	0	0	0	03/01/2021 - 03/31/2021
Sick Time Off	Hours	788.5	16	0	788.5	0	0	0	788.5	788.5	03/01/2021 - 03/31/2021
University Holiday	Hours	0	24	16	8	0	0	0	8	8	03/01/2021 - 03/31/2021
<b>Total:</b>										<b>1032.5</b>	<b>1032.5</b>

## SUBMIT TIME OFF REQUESTS

From the Absence application:

1. Click **Request Absence** under the Request section. The absence calendar displays.
2. Click on the day(s) you wish to take time off or click and drag to select multiple days. Click on a selected day to deselect it. (Optional) Click the **Select Date Range** button at the top to enter an extended date range.
3. Click **Request Absence**. The number of days you requested dynamically displays on the button to help confirm your request.
4. Select the **Type** of absence requested. Your options will include both Time Off and Leave (leave of absence) types.
5. Click **Next**.
6. The Quantity per Day will default to a set amount based on scheduled hours.
7. (Optional) To change the amount for a time off, click **Edit Quantity per Day**. Enter the desired Quantity per Day amount and any needed Comments, or to update all quantities to the same amount, enter the desired amount in the Update all Quantities field. Click **Done**.



**Note:** Entering Sick Time Off will require you to enter a Reason. Select the appropriate type of sick leave.

8. Click **Submit**. You can view the status of your request at any time by returning to the **My Absence** report.

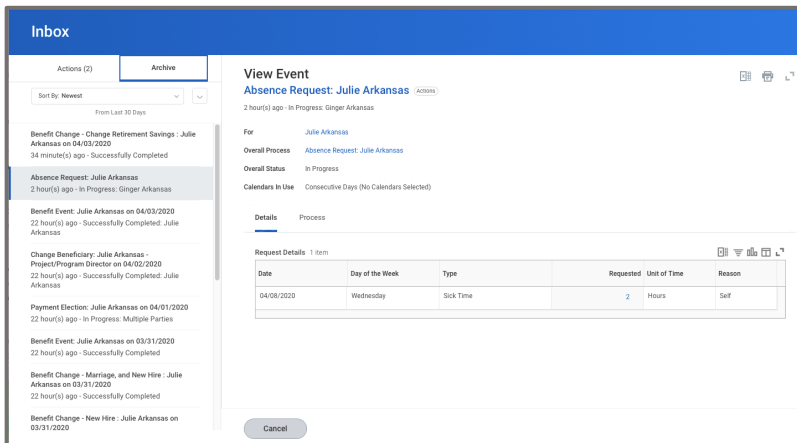
## CANCEL A SUBMITTED TIME OFF REQUEST

Submitted time off requests that have not yet been approved can be canceled. Once approved, you must correct the request to cancel it. From the Absence application:

1. Click **Request Absence** or **Correct My Absence**. Either takes you to the unified absence calendar.
2. Click the time off entry on the calendar that you wish to cancel.
3. Click **Cancel this Request**.
4. Enter a comment. This step is required for a cancellation.
5. Click **Submit**. No approval is required.



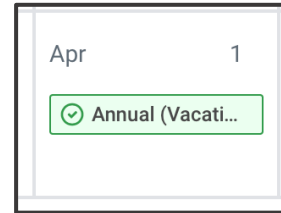
**Note:** It is also possible to cancel both submitted time off and leave of absence requests in the same manner by going to the Inbox Archive, accessing the absence request, and clicking the Cancel button to initiate the cancellation.



## MODIFY/CANCEL PREVIOUSLY SUBMITTED AND APPROVED TIME OFF REQUESTS

From the Absence application:

1. Click **Correct My Absence** to access the Absence Calendar.
2. Click the time off entry on the calendar. Approved requests will be green with a check mark.



3. Select the day(s) you want to correct or click the **Remove Row** icon to remove the days.
4. Enter the Type if changing the type of absence.
5. Enter an adjustment to requested hours in the Quantity per Day field. Enter 0 if you would like to cancel the request.
6. Click **Submit**.
7. Your manager will then need to approve the correction or cancellation.



**Note:** To correct an approved leave of absence request, you will need to notify an HR administrator.

## VIEW TEAM TIME OFF CALENDAR

Employees are able to see approved time off for those that are on their team (in the same supervisory organization) to help with absence planning. Employees are only able to see that an employee has been approved off for a day and it does not display the time off type or any other details.

1. Click **Request Absence** to view the unified absence calendar.
2. Click the **View Teams** button and select your supervisory organization in the Organizations field (if it is not already selected). Click **OK**.
3. Names of team members that have approved absences will display on the Absence Calendar.

**Absence Calendar** Susie Arkansas

Click and drag on the calendar or select date range.

Select Date Range **View Teams**

**Balances**

Balance as of 02/11/2022

**Per Plan**

- Child Education Activity: 8 Hours
- Covid - 2021 Time Off: 0 Hours
- Military: 0 Hours
- University Holiday: 16 Hours
- Annual (Vacation): 101 Hours
- Sick Time: 223.5 Hours
  - Sick: 122.5 Hours
- Annual: 101 Hours
- Total**: 247.5 Hours

February 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	30	31 Feb	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15 Benoid A Carter	16	17 Today	18	19
	20	21	22	23	24	25	26
	27	28 Mar	1	2	3	4	5

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