

## SUBMIT TIME OFF REQUESTS



From the **Absence** application:

1. Click **Request Absence** under the **Request** section. The unified absence calendar will display. **Absence**
2. Click on the day(s) you wish to take time off or click and drag to select multiple days. The dates will be highlighted in blue. Click on a selected day to deselect it. OR Click the **Select Date Range** button to enter an extended date range.

(Note: This is useful when entering an absence request that might extend into a different month or over a long period)

**Select Date Range** **View Teams**

### Balances

Balance as of 03 / 10 / 2020

#### Per Plan

Sick Time Off Plan  
19.5 Hours  
(Sick Time Off)

#### Total

19.5 Hours

Today < > March 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	Today	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Apr 1	2	3	4

**3 Days - Request Absence**

3. Scroll down, click **Request Absence**. The number of days you requested dynamically displays on the button to help confirm your request.

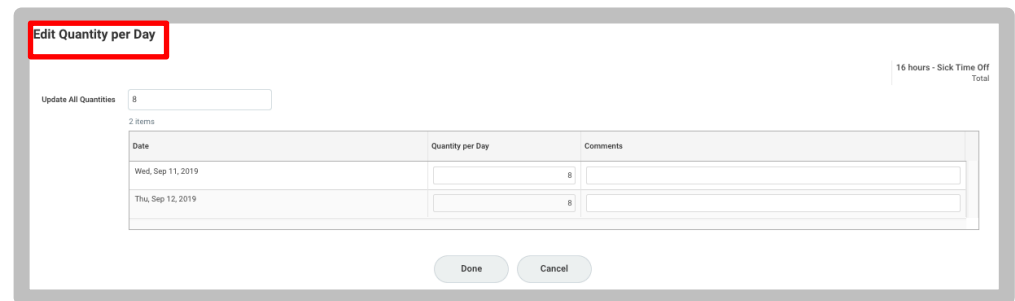
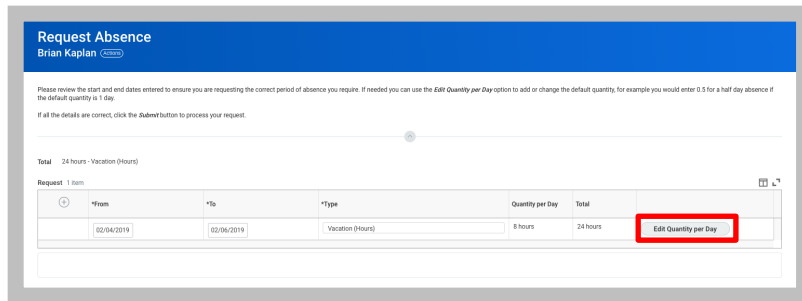
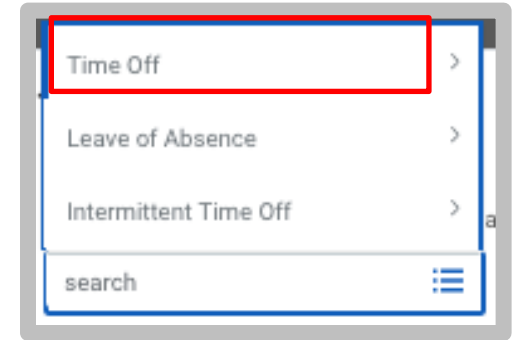
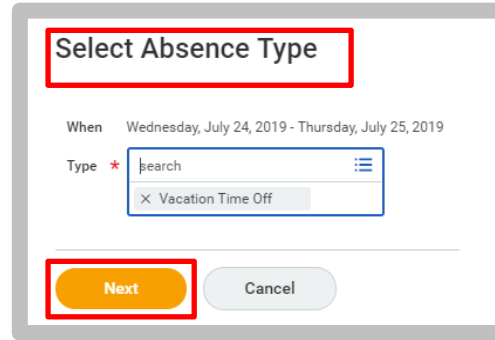
4. Select the Type of absence requested. Your options will include Time off (such as vacation, sick, etc.).

For instructions on how to submit a Leave of Absence, please refer to the [Requesting a Leave of Absence](#) user guide.

5. Click **Next**.

6. A summary of the absence request will appear. The Quantity per Day may default to a set amount or to your daily scheduled hours, depending on whether balances are tracked in days or hours.

To change the Quantity per Day amount, click **Edit Quantity per Day**. Enter the desired amount and any needed comments. You can also update all quantities to the same amount at once, using the Update all Quantities field. Click **Done**.



**Note:** If you do not have enough vacation and/or sick time, you must adjust the number of hours per day.

7. Click **Submit**. You can view the status of your request by hovering over the date by returning to the **Absence** Calendar. Once you submit your absence, you will see it in a grey box on the absence calendar. The box will turn green once approved.

## CANCEL A SUBMITTED TIME OFF REQUEST

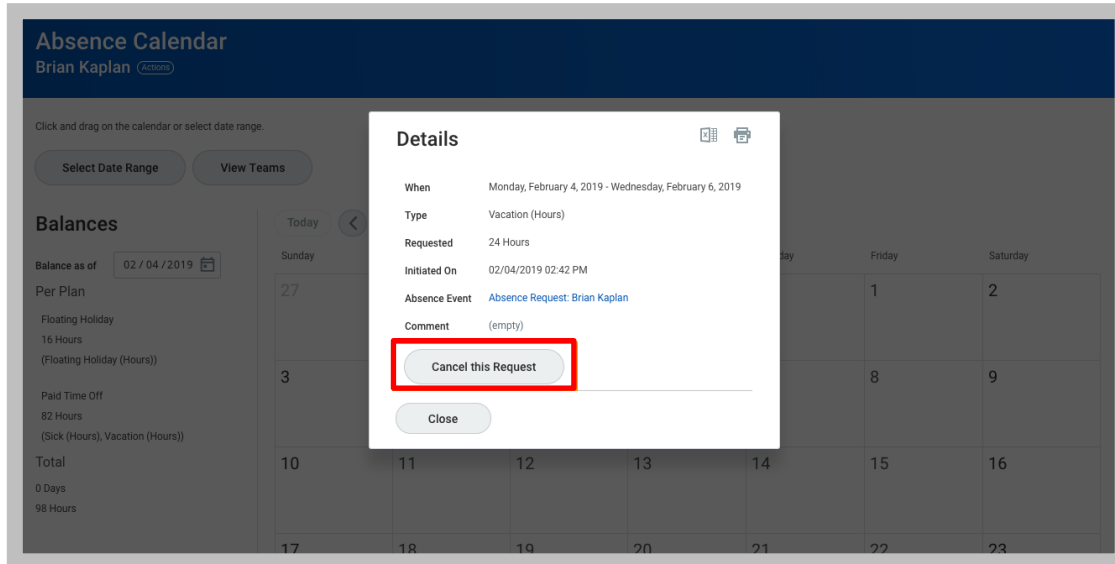
Submitted time off requests that have **not yet been approved** can be canceled. Once approved, you must **correct** the request to cancel it.

From the **Absence** application:



Absence

1. Click **Request Absence** to access the absence calendar.
2. Click the time off entry on the calendar.




3. Click **Cancel this Request**.
4. Enter a comment. Commenting is **required** for a cancellation.
5. Click **Submit**, then **Done**. No approval is required if your time off has not yet been approved.

## CORRECT PREVIOUSLY SUBMITTED AND APPROVED TIME OFF REQUESTS

From the **Absence** application:



Absence


1. Click **Request Absence** to access the absence calendar.
2. Click the time off entry on the calendar.
3. Select the day(s) you want to correct or click the **Remove Row**  icon to remove the days that you are no longer taking off.
4. Enter the Type.
5. Enter an adjustment to requested hours in the Quantity per Day field.




**Correct Absence** Brian Kaplan [Actions](#)

Total  
24 Hours

Monday, September 17, 2018 - Wednesday, September 19, 2018

Select All  0 selected

Correct 3 items 

	<input type="checkbox"/>	Monday, September 17, 2018	Vacation (Hours)	8 Hours
	<input type="checkbox"/>	Tuesday, September 18, 2018	Vacation (Hours)	8 Hours
	<input type="checkbox"/>	Wednesday, September 19, 2018	Vacation (Hours)	8 Hours

4

Type

Quantity per Day

Unit of Time (empty)

Comment

6. Click **Submit**.
7. Your supervisor will be prompted to approve the change in your absence.

**VIEW TIME OFF**

**VIEW TIME OFF BALANCES AS OF A CERTAIN DATE**



Absence

From the **Absence** application:

1. Click the **Absence Balance** button under the View section.
2. Enter a date in the As Of field (it will default to today's date).
3. Click **OK**. A report of your Balances As Of the date entered displays. Depending on the type of absence plan, balances are tracked either in days or hours.

← Absence Balance
✕ 🖨

**Balance As Of Date** 07/27/2019

Values displayed are based on the Balance As Of Date entered. To view details drill down on Year to Date values.

**Balances Tracked in Hours** 2 items ✕ ☰ 📄 🗨

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	
Sick Time Off Plan	Hours	60	52	24	88	0	0	0	88	88	07/16/2019 - 07/31/20 (Semi-Monthly)	
Vacation Time Off Plan	Hours	95.29	102.62	0	190.58	7.33	0	0	197.91	197.91	07/16/2019 - 07/31/20 (Semi-Monthly)	
									Total:	285.91	285.91	