SUBMIT TIME OFF REQUESTS

From the Absence application:

1. Click Request Absence under the Request section. The unified absence calendar will display.

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. 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)

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.
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** 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 cancelation.
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:

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.
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

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.

<table>
<thead>
<tr>
<th>Absence Plan</th>
<th>Unit of Time</th>
<th>Beginning Year Balance</th>
<th>Accrued Year To Date</th>
<th>Absence Paid Year To Date</th>
<th>Beginning Period Balance</th>
<th>Accrued in Period</th>
<th>Absence Paid in Period</th>
<th>Carryover Forfeited in Period</th>
<th>Ending Period Balance</th>
<th>Ending Period Balance Including Pended Events</th>
<th>As of Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick Time Off Plan</td>
<td>Hours</td>
<td>60</td>
<td>52</td>
<td>24</td>
<td>88</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>88</td>
<td>88</td>
<td>07/16/2019 - 07/31/20 (Semi-Monthly)</td>
</tr>
<tr>
<td>Vacation Time Off Plan</td>
<td>Hours</td>
<td>95.29</td>
<td>102.62</td>
<td>0</td>
<td>190.58</td>
<td>7.33</td>
<td>0</td>
<td>0</td>
<td>197.91</td>
<td>197.91</td>
<td>07/16/2019 - 07/31/20 (Semi-Monthly)</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>285.91</td>
<td>285.91</td>
<td></td>
</tr>
</tbody>
</table>

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