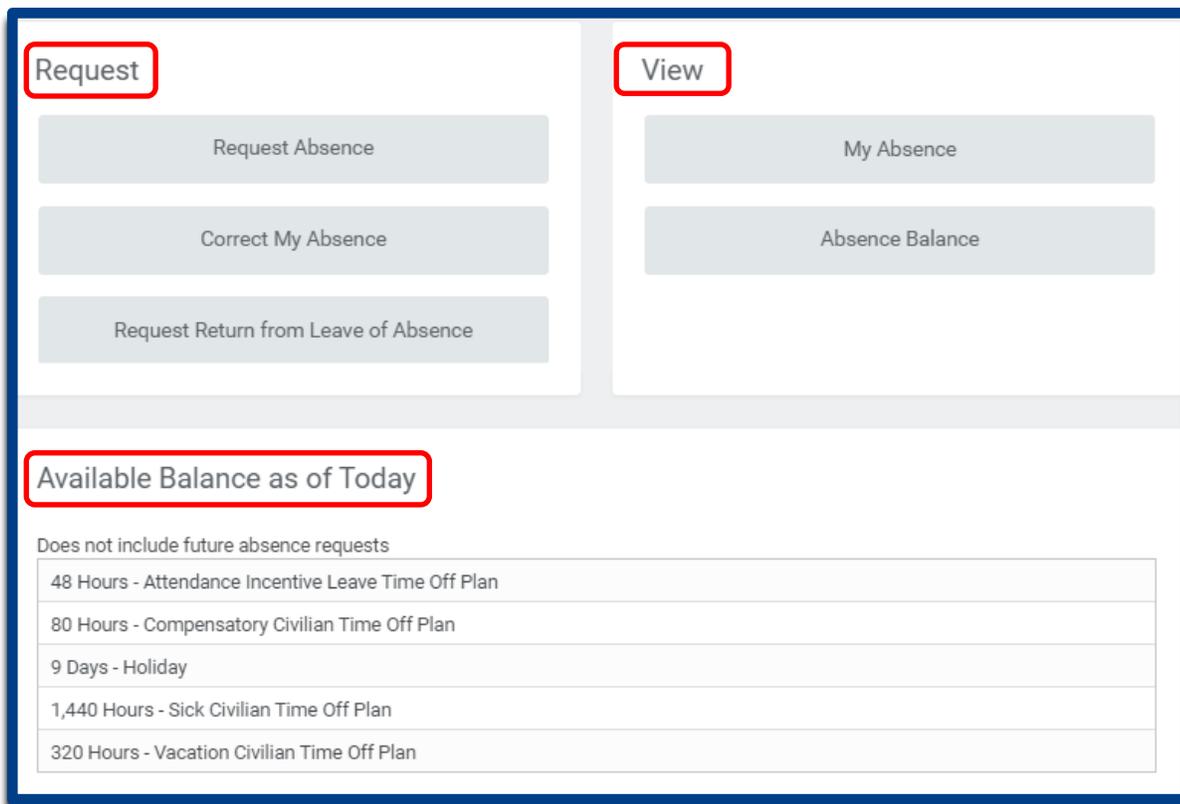


Employees use the Absence application to request time off. Absences are any normally scheduled workdays on which you did not report to work. You must schedule or report all absences in order to get paid.

VIEW TIME OFF AND LEAVE OF ABSENCE

From the **Absence**  application:

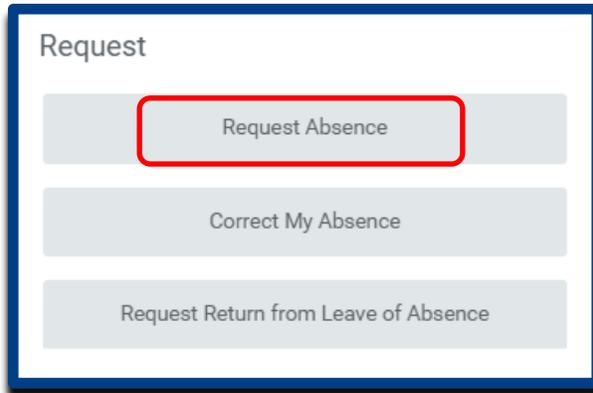
1. From the home page, select the application.
2. On the **Absence** page, there are three main areas to review:
 - **Request:** this section is where employees can report absences and request scheduled time off
 - **View:** this section is where employees can review any input time off, balances, and time off results by period
 - **Available Balance as of Today:** this section provides a quick view summary of accrued hours to date



SUBMIT TIME OFF AND LEAVE OF ABSENCE REQUESTS

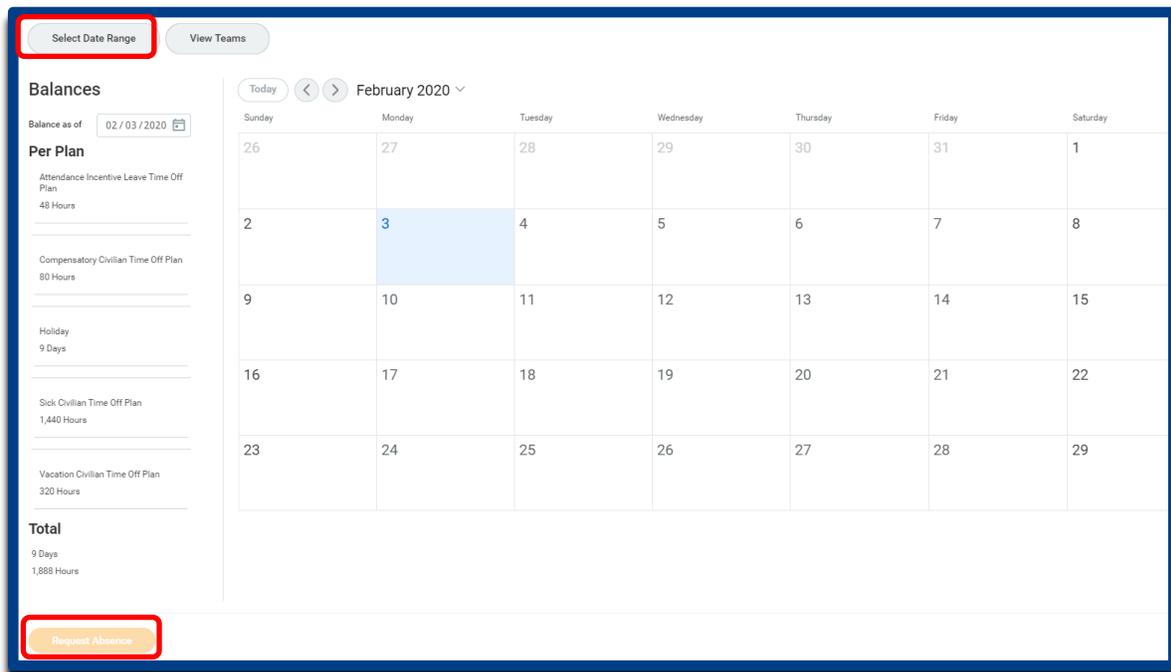
From the **Absence** application:

1. Select **Request Absence** under the Request section. The unified absence calendar displays.

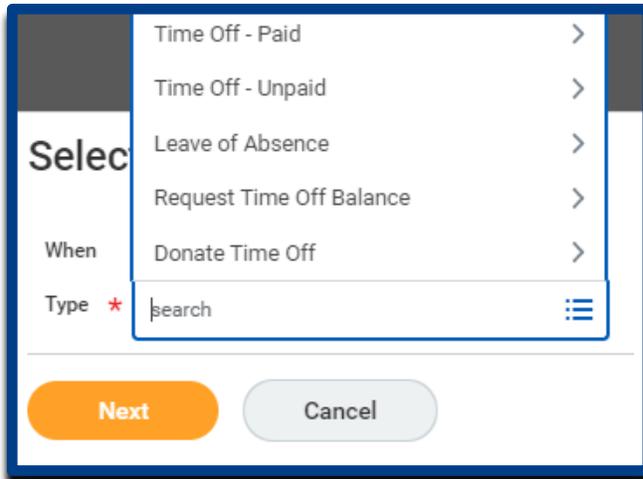


Note: You may be able to see other coworker's absence requests by selecting **View Teams**. This gives insight into when coworkers will be absent and decreases the likelihood of too many workers being out at the same time.

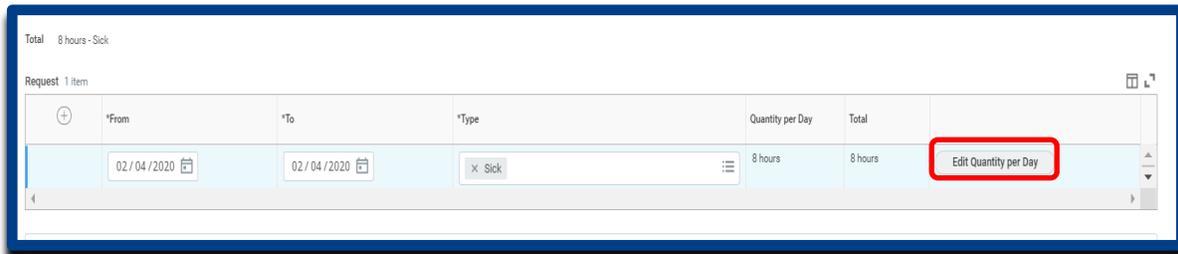
2. Select the day(s) you wish to take time off or click and drag to select multiple days. Click on a selected day to deselect it.
3. Another alternate selection method is to select the **Select Date Range** button to enter an extended date range. This is useful when entering an absence request that might extend into a different month or over a long period.



4. Select **Request Absence**. The number of days you requested dynamically displays on the button to help confirm your request.
5. Select the Type of absence requested. Your options will include both time(s) off and leave of absence types.



6. Select  .
7. The Quantity per Day will default to your daily scheduled hours.
8. To change the Quantity per Day amount, select **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**.



From	To	Type	Quantity per Day	Total	
02 / 04 / 2020	02 / 04 / 2020	X Sick	8 hours	8 hours	Edit Quantity per Day



Note: Managers can include optional or required start and end times with a worker's time off request. This helps managers know when in the day the worker will be taking time off and better plan for absences within teams.

9. Attach any appropriate supporting documents by dragging them to the Attachments field or clicking **Select files**.
10. Select  . You can view the status of your request at any time by returning to the **My Absence** report.

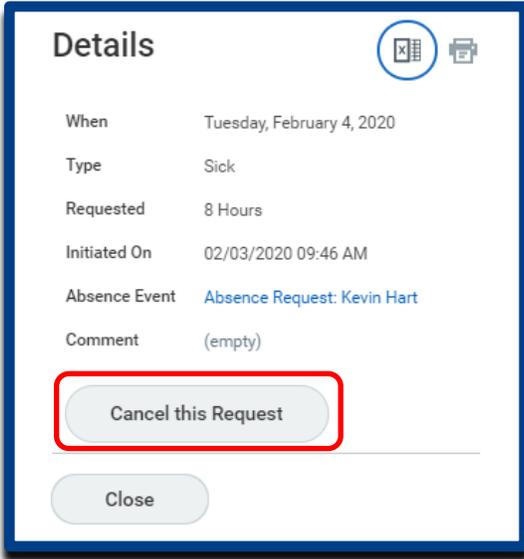
CANCEL A SUBMITTED TIME OFF REQUEST

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. Select **Request Absence** or **Correct My Absence** to access the unified absence calendar.
2. Select the time off entry on the calendar.

3. Select **Cancel this Request**.



Details

When: Tuesday, February 4, 2020

Type: Sick

Requested: 8 Hours

Initiated On: 02/03/2020 09:46 AM

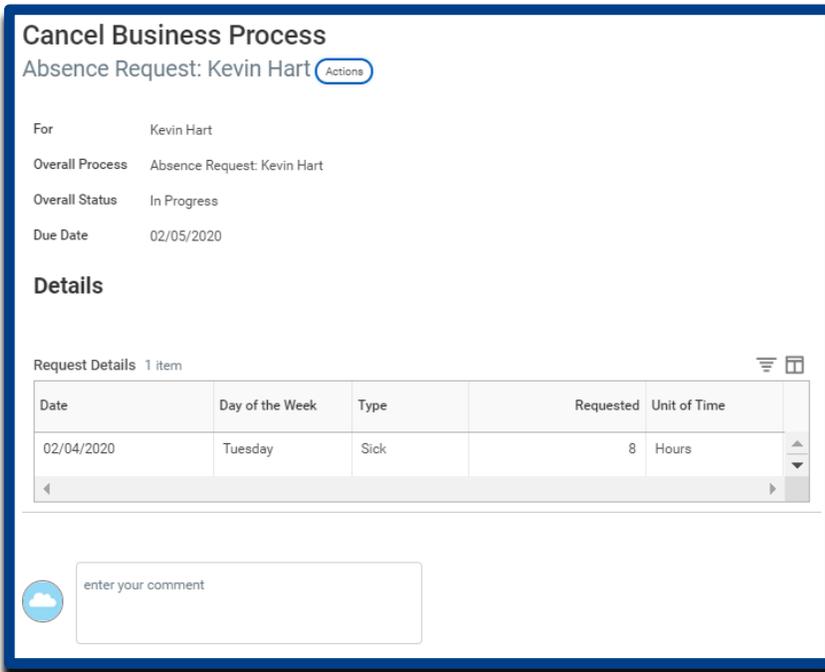
Absence Event: [Absence Request: Kevin Hart](#)

Comment: (empty)

Cancel this Request

Close

4. Enter a comment. Commenting is **required** for a cancellation.



Cancel Business Process

Absence Request: Kevin Hart [Actions](#)

For: Kevin Hart

Overall Process: Absence Request: Kevin Hart

Overall Status: In Progress

Due Date: 02/05/2020

Details

Request Details 1 item

Date	Day of the Week	Type	Requested	Unit of Time
02/04/2020	Tuesday	Sick	8	Hours

enter your comment

5. Select **Submit**, then **Done**. No approval is required.

CANCEL A SUBMITTED LEAVE OF ABSENCE REQUEST

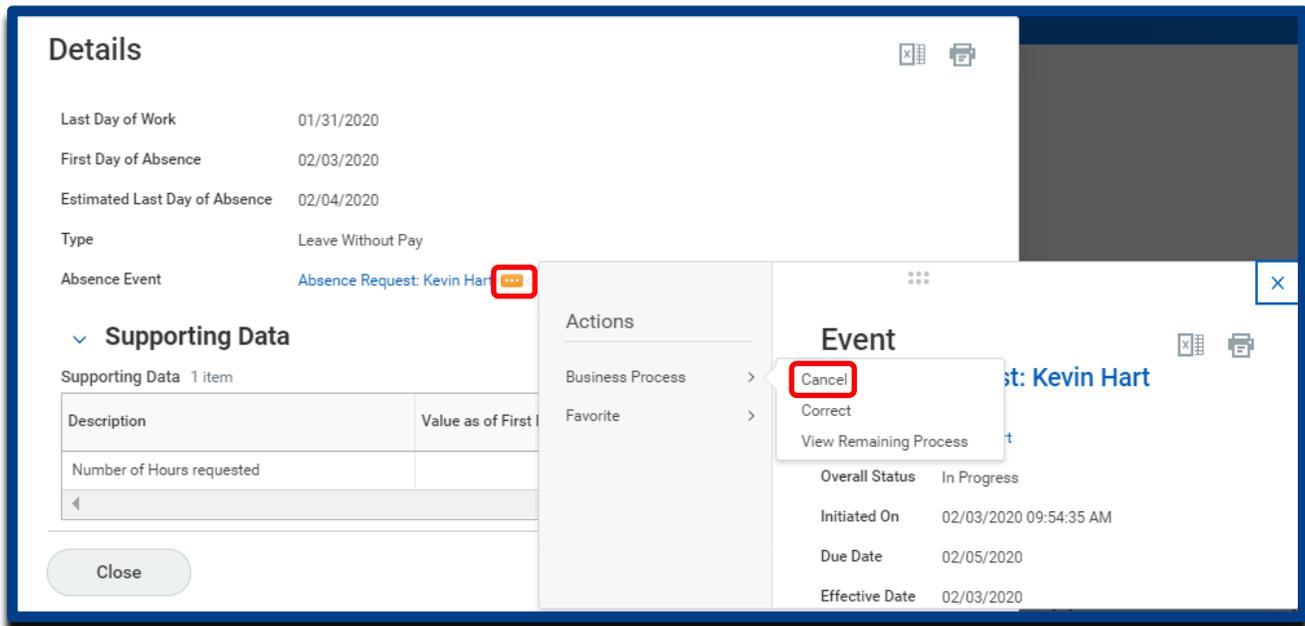
Submitted leave of absence requests that have not yet been approved can be canceled. Once approved, you must correct the request to cancel it.

From the Absence application:

1. Select **Request Absence** or **Correct My Absence** to open the unified absence calendar.

Time Off: Manage Your Time Off and Leave of Absence

2. Select the leave of absence entry on the calendar.
3. Select the Absence Event's **Related Actions**.



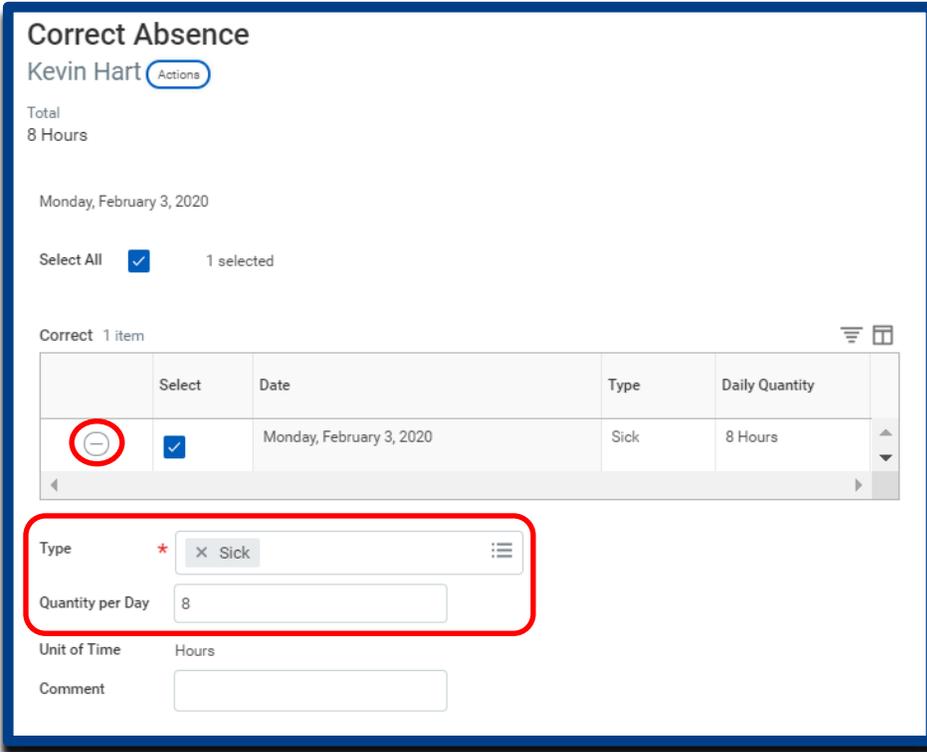
4. Select **Business Process** > **Cancel**.
5. Enter a comment. Commenting is **required** for a cancellation.
6. Select  , then  . No approval is required.



Note: As shown, the user experience to cancel an absence request is different from a time off request when initiated from the absence calendar. It is also possible to cancel both time(s) off and leave of absence requests in the same manner. From your Inbox Archive tab, access the absence request and select Cancel to initiate the cancellation. The Archive tab only includes absence requests completed *within the last 30 days*.

MODIFY PREVIOUSLY SUBMITTED AND APPROVED TIME OFF REQUESTS

1. From the Absence application: Select **Request Absence** or **Correct My Absence** to access the unified absence calendar.
2. Select the time off entry on the calendar.
3. Select the day(s) you want to correct or select the **Remove Row** icon to remove the days.



Correct Absence
Kevin Hart Actions

Total
8 Hours

Monday, February 3, 2020

Select All 1 selected

Correct 1 item

Select	Date	Type	Daily Quantity
<input checked="" type="checkbox"/>	Monday, February 3, 2020	Sick	8 Hours

Type × ⋮

Quantity per Day

Unit of Time

Comment

4. Enter the Type.
5. Enter an adjustment to requested hours in the Quantity per Day field.
6. Select Submit .
7. The updated request is routed back to the manager for approval.