## Submit Absence Request

The belowstepsare to submit an absence request as yourself (the e7(h)At(t)-s are

How to submit an absence request (Method 1):

- x Employee SelService Æ Time and Absence Æ Request Absence
- x Absence Type: Select the appropria.174 0 9wA %Ò]5• xobsnce

x Click the word Details under the Details column and the absence details window will open. If you are requesting a full day absence for all days click the Calculate Duration button, verify the total hours are correct, click OK. If you are requesting pattings, select the appropriate option using the Partial Days dropown menu, enter the number of hours, click the Calculate Duration button, verify total hours are correct, then click OK.

- x Select the Start Date, End Date & Absence Name
- x Click the word Details under the Details column and the absence details window will open. If you are requesting a full day absence for all days click the Calculate Duration button, verify the total hours are correct, click OK. If you are requesting partial days, select the appropriate option using the Partial Days dropdown menu, enter the number of hours, click the Calculate Duration button, verify total hours are correct, then click OK.

Persona		ence Take							,		_
Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit	Select	*Start Date	End Date	Absence Name	Duration
Annrov	Annro	val Mpnitor		Employee			7 🖬 107/25	/2017 🖬	Vacation Request	•24.00 Hours	Details

x Once you click OK, you will be taken back to your timesheet and will need to click the Forecast button.

*Stert Date	End Date	Absence Name	 Ouration	Type	Detaile	Status	Approval Monitor	Source	Canoel	Forecast	Edit	Delete
08/29/2018 🛒	08/29/2018	Vacation	4.0	0 Hours	Details	New	Approval Monitor	Employee Timesheet		Forecast	Em	Delete
		· atasis intis	 	<u>-</u> -		-				$\sim$		
					ELIGIBLE							

x Then click the Submit button on your timesheet to submit the requeslic COK to confirm submission You can submit an absence request if it is eligible or ineligiblest know that ineligible means you will have some uncompensated hours that you will not be paid for.

Submit	8				
Reported Time Status	Summary	Leave / Compensatory Time	Absence	Exceptions	Payable Time

x To see the Forecast Details, click the Forecast lises and then select Forecast Details The Forecast Details will display how many and what time of hours will be used for the request

Absence E	vents 2	Incustor (PTTT)			Personalize
Start P	End Date	Absence Name	Forecast Value	Forecast DateTime	Forecast Details
06/29/2018	08/29/2018	Vacation	ELIGIBLE	07/03/2018 2.29PM	Forecast Details

- x Once back on the timesheatgain, the approval options should appear you to approve the requestunder the Absence tab; select the row next to the absence that was submitted then click Approve
- x If the approval options below are not available, please approve through the normal absence approval method (Manager Settervice Æ Team Time Æ bsence Reques GR Time Approver Æ Time ApproverÆ Absence Requests

07/201	7 07/21/2017	Comptime	4.00 Hol Cetail Cetail Needs Approval Approval Monitor
Add Absence Event			
Approval			
Select All	Deselect All		Approve Deny Push Back