Submit Absence Request

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

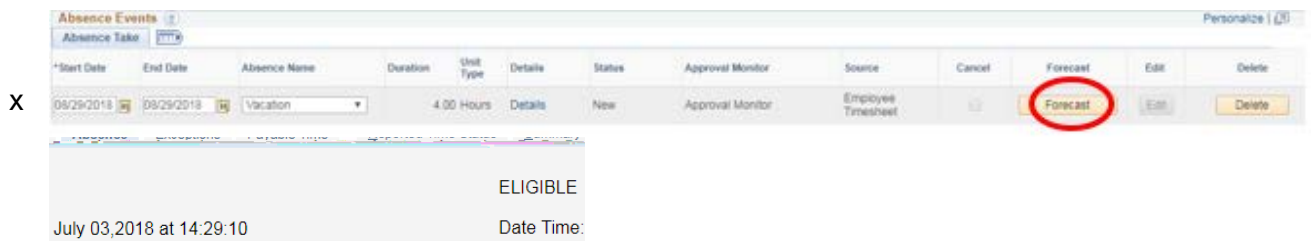How to submit an absence request (Method 1):

- x   Employee Self Service 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 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.

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.
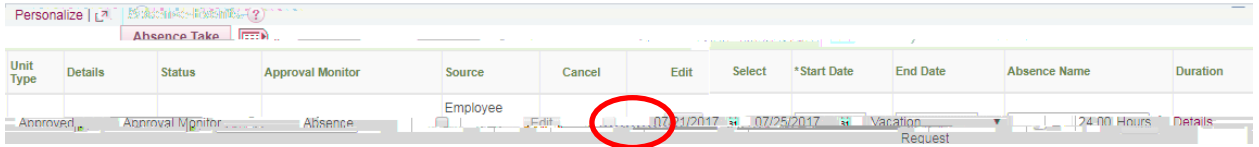

x Once you click OK, you will be taken back to your timesheet and will need to click the Forecast button.

x

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

x To see the Forecast Details, click the Forecast Results tab and then select Forecast Details
    o The Forecast Details will display how many and what time of hours will be used for the request
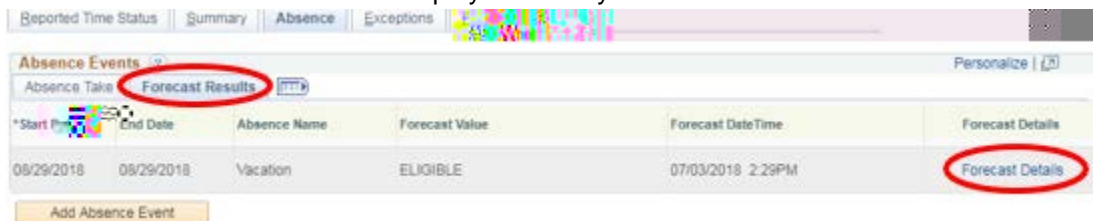
x Once back on the timesheet again, the approval options should appear for you to approve the request under the Absence tab; select the row next to the absence that was submitted and then click Approve

x If the approval options below are not available, please approve through the normal absence approval method (Manager Self Service Æ Team Time Æ Absence Request OR Time Approver Æ Time Approver Æ Absence Requests)