Submit Absence Request

The below steps are to submit an absence request as yourself (the employee) – there are two methods; the steps for a Manager to submit the absence request on behalf of an employee are included after both employee methods.

How to submit an absence request (Method 1):

- Employee Self-Service → Time and Absence → Request Absence
- Absence Type: Select the appropriate absence type and absence name
- Enter the Start Date and End Date
- Determine the number of hours you are taking; select the Partial Days option if not taking a full day of leave
- Click Check Leave Balance and ELIGIBLE or INELIGIBLE will be returned on the screen, click OK; you can still submit an INELIGIBLE request, but there will be uncompensated hours that you will not be paid for.
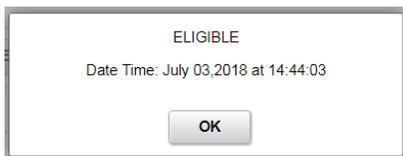
- Click Forecast Details to see the details of the request (will tell you how many and what time of hours will be used for the request)
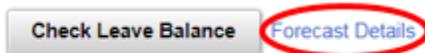
- Click Submit and Yes to confirm submission

How to submit an absence request (Method 2):

- Open your timesheet (Self-Service → Time & Absence → Weekly Timesheet)
- Click the Absence tab below the Submit button

- Click the Add Absence Event button
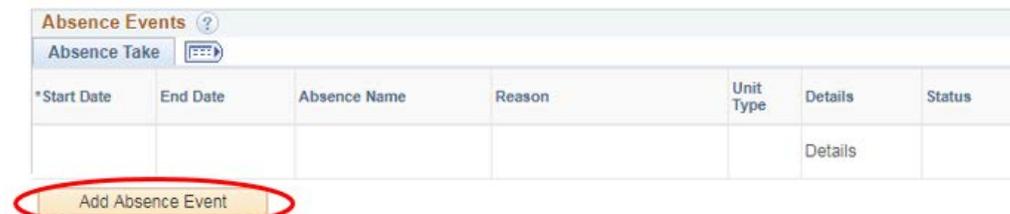
- Select the Start Date, End Date & Absence Name

- 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 drop-down menu, enter the number of hours, click the Calculate Duration button, verify total hours are correct, then click OK.

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
☐	07/21/2017	07/25/2017	Vacation ▼	24.00 Hours		Details	Approved	Approval Monitor	Employee Absence Request	☐	Edit

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

*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
08/29/2018	08/29/2018	Vacation ▼	4.00 Hours		Details	New	Approval Monitor	Employee Timesheet	☐	Forecast	Edit	Delete

- The screen with display ELIGIBLE or INELIGIBLE based on your leave balances.

Reported Time Status | Summary | **Absence** | Exceptions | Payable Time

ELIGIBLE

Date Time: July 03,2018 at 14:29:10

- **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.**
- To see the Forecast Details, click the Forecast Results tab and then select Forecast Details
  - The Forecast Details will display how many and what time of hours will be used for the request

Reported Time Status | Summary | Absence | Exceptions | Payable Time

*Start Date	End Date	Absence Name	Forecast Value	Forecast DateTime	Forecast Details
08/29/2018	08/29/2018	Vacation	ELIGIBLE	07/03/2018 2:29PM	Forecast Details

Add Absence Event

MANAGERS: Submit an absence request on behalf of an employee

Method 1: Enter absence request from the timesheet

- Open the employee timesheet (Manager Self-Service → Team Time → Report/Approve Time OR Time Approver → Time Approver → Report/Approve Time)
- Search and select the appropriate employee
- Click the Absence tab below the Submit button

Submit

Reported Time Status | Summary | **Absence** | Exceptions | Payable Time

- Click the Add Absence Event butto

*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status
					Details	

Add Absence Event

- Select the Start Date, End Date & Absence Name
- 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 drop-down menu, enter the number of hours, click the Calculate Duration button, verify total hours are correct, then click OK.

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

ELIGIBLE

Date Time: July 03,2018 at 14:29:10

- **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.**

- 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

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