

Entering an Absence Request

This section is for districts that are set up to have their employees enter their own absences.

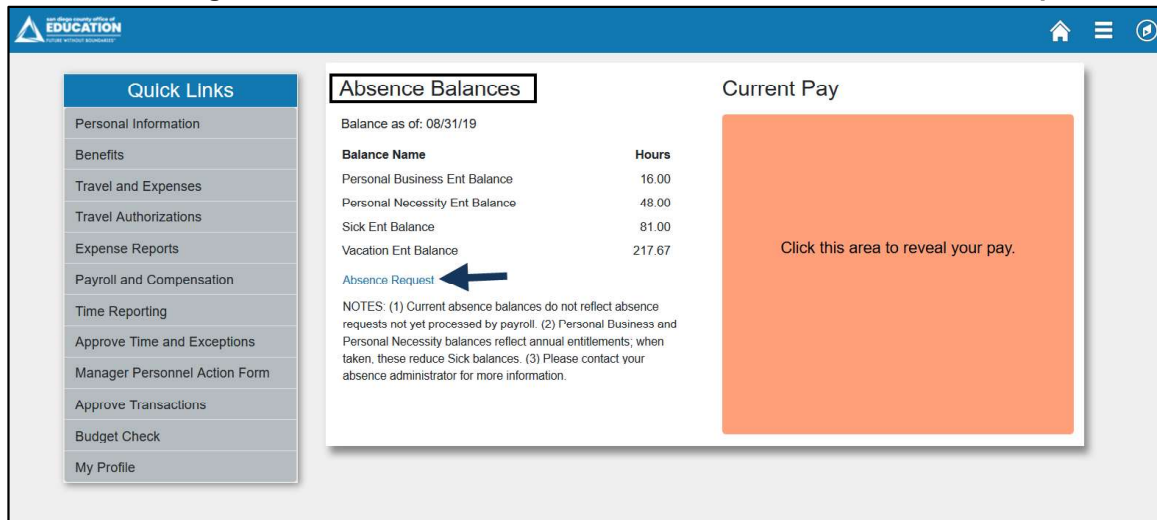
There are two ways to enter absences:

- Absence Request link in the Absence Balances section
- Quick Links

Navigating to Absence Request Screens

Absence Request link

1. On the **Home Page**, in the center section under Absence Balances, **click Absence Request** link.

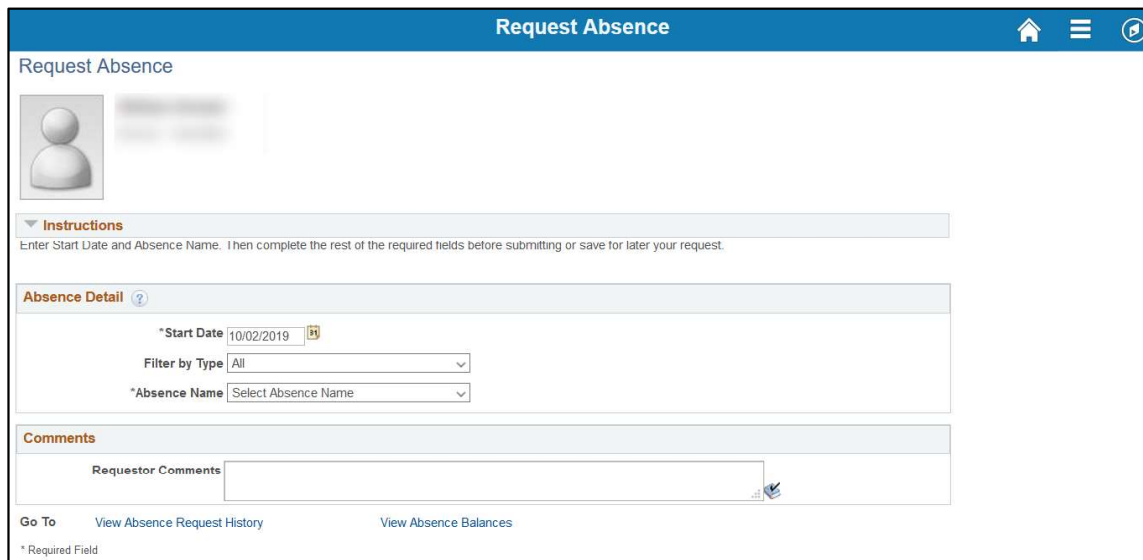


The screenshot shows the Home Page interface. On the left is a 'Quick Links' sidebar. The main content area is divided into three sections: 'Absence Balances', 'Current Pay', and 'Current Pay'. The 'Absence Balances' section shows a table of balances as of 08/31/19:

Balance Name	Hours
Personal Business Ent Balance	16.00
Personal Necessity Ent Balance	48.00
Sick Ent Balance	81.00
Vacation Ent Balance	217.67

Below the table, the 'Absence Request' link is highlighted with a blue arrow. To the right, the 'Current Pay' section contains a large orange box with the text 'Click this area to reveal your pay.' Below the table, there are notes: 'NOTES: (1) Current absence balances do not reflect absence requests not yet processed by payroll. (2) Personal Business and Personal Necessity balances reflect annual entitlements; when taken, these reduce Sick balances. (3) Please contact your absence administrator for more information.'

2. **Request Absence** screen opens. To enter your absence, refer to **How to Request Absence** on p. 29.



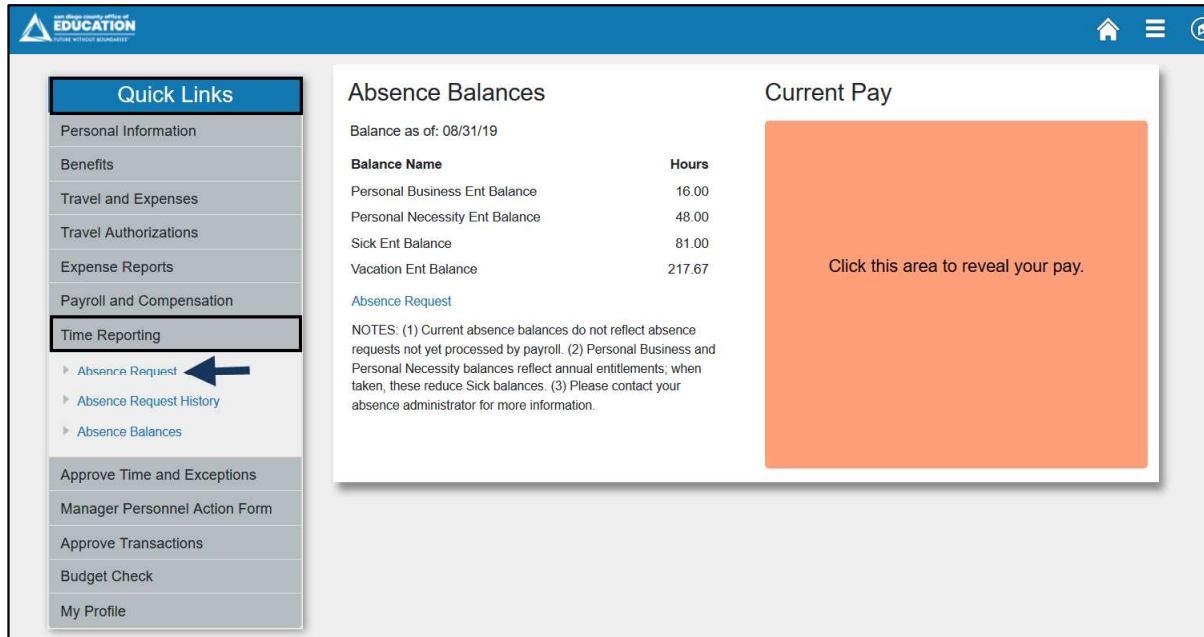
The screenshot shows the 'Request Absence' screen. At the top, there is a header 'Request Absence' with navigation icons. Below the header, there is a user profile picture and name. The main content area is divided into several sections:

- Instructions:** Enter Start Date and Absence Name. I then complete the rest of the required fields before submitting or save for later your request.
- Absence Detail:**
 - *Start Date: 10/02/2019
 - Filter by Type: All
 - *Absence Name: Select Absence Name
- Comments:** Requestor Comments

At the bottom, there are links for 'Go To', 'View Absence Request History', and 'View Absence Balances'. A note at the bottom left indicates '* Required Field'.

Quick Links for Absence Requests

1. On the **Home Page**, under **Quick Links**, click on **Time Reporting** then **Absence Request**.



Quick Links

- Personal Information
- Benefits
- Travel and Expenses
- Travel Authorizations
- Expense Reports
- Payroll and Compensation
- Time Reporting**
 - ▶ Absence Request ←
 - ▶ Absence Request History
 - ▶ Absence Balances
- Approve Time and Exceptions
- Manager Personnel Action Form
- Approve Transactions
- Budget Check
- My Profile

Absence Balances

Balance as of: 08/31/19

Balance Name	Hours
Personal Business Ent Balance	16.00
Personal Necessity Ent Balance	48.00
Sick Ent Balance	81.00
Vacation Ent Balance	217.67

[Absence Request](#)

NOTES: (1) Current absence balances do not reflect absence requests not yet processed by payroll. (2) Personal Business and Personal Necessity balances reflect annual entitlements; when taken, these reduce Sick balances. (3) Please contact your absence administrator for more information.

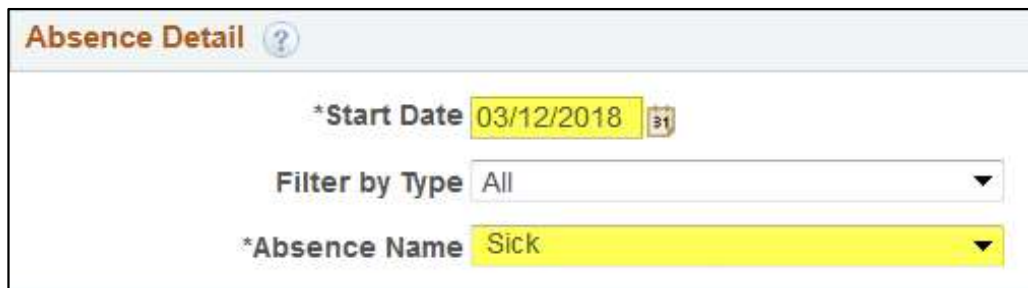
Current Pay

Click this area to reveal your pay.

2. *Request Absence* screen opens. To enter your absence, refer to **How to Request Absence** on p. 29.

How to Request Absence

1. Use Quick links or Absence Request link to get to **Request Absence** screen.
2. Enter the **Start Date** and **Absence Name**. After you complete these two fields, additional fields will appear.



Absence Detail ?

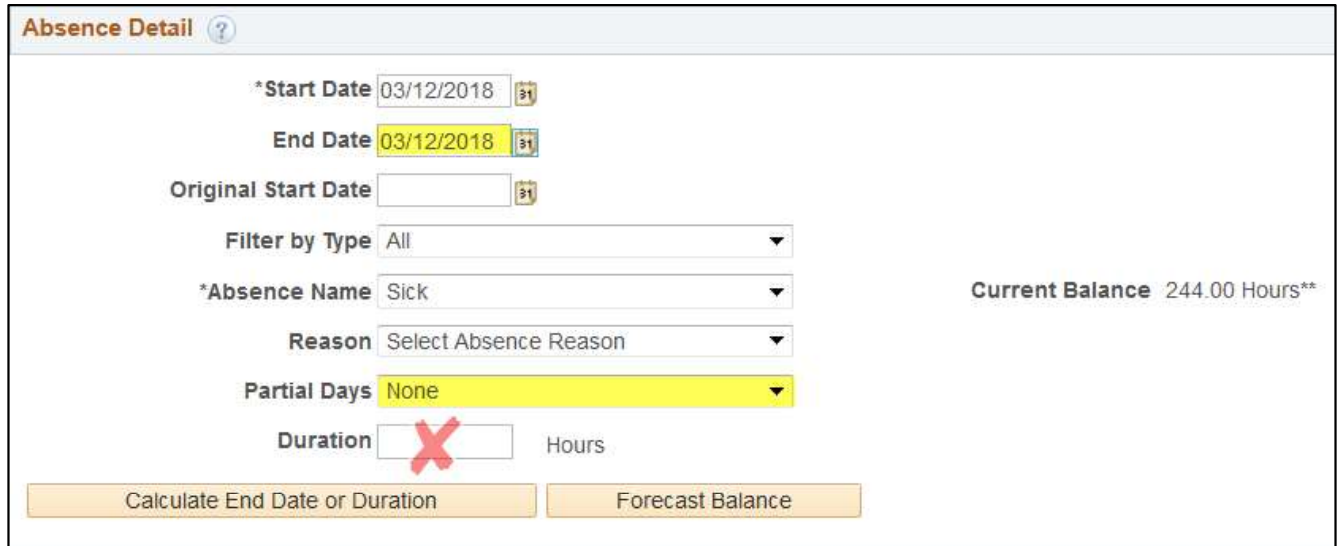
*Start Date

Filter by Type

*Absence Name

- **Start Date:** Enter the first day of the absence. *Example: 03/12/2018.*
- **Absence Name:** Select the type of absence. The options available for selection are tied to the way your position is set up in HR. *Examples: Sick, Vacation, Personal Business, Personal Necessity, Jury Duty.*

3. Enter the **End Date**. If necessary, enter **Reason** and **Partial Days**.



- **End Date:** Enter the last day of the absence. If this is one day only, this should be the same as the Start Date. *Examples: 03/12/2018 - 03/12/2018 (one day), 03/12/2018 - 03/13/2018 (two days)*
- **Reason:** If necessary and/or required by your district, select a Reason.
- **Partial Days:** Partial days are used when you are not taking a full day (like 2 hours or 4 hours, for example). See samples on p.14 for use of partial days.
- **Duration:** *Don't enter the duration.* This is automatically calculated in Step 4.
- **Current Balance:** Your current balance will be displayed on the right side of the screen. The current balances do not reflect absence requests not processed by payroll. This is why you forecast in Step 5.

4. Click **Calculate End Date or Duration** (orange button). This populates the **Duration** in hours.
NOTE: If the duration appears incorrect, contact HR to fix your job data record.



5. Click **Forecast Balance** (orange button). You should see a message that says, "*Completed Successfully!*" If not, you do not have enough of that absence type available. For details, click the **View Forecast Details** link on the right side of the screen.

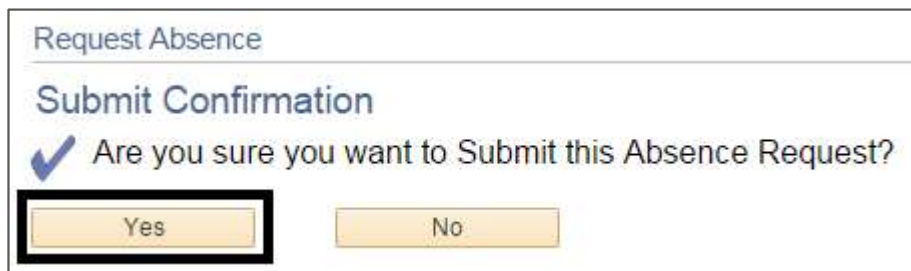


6. If desired, enter comments. Click **Submit**.



NOTE: If you click **Save for Later** it doesn't go anywhere until you submit it; if you save you will need to edit and submit it from the Absence Request History screen.

7. A confirmation window will appear. Click **Yes**.



8. Click **OK**.

The absence request is now submitted, which sends an email message to your manager and also adds the request to his/her worklist. If desired, click **Home** to return to the home screen or click **Absence Request** (the last portion of the breadcrumb navigation at the top of the screen) to return to the previous screen to enter other requests.

IMPORTANT! You cannot edit or cancel a submitted absence event until your manager takes action. You can only edit or cancel ones that are *saved*, *denied*, or *pushed back*. For directions, see p.17 (to edit) and p.18 (to cancel).