

## Request Absence – On Behalf of Employee (Manager)

---

Absences can be entered by a manager on behalf of the employee. These absences are auto-approved.

### Request Absence

1. Access the [Time/Absence Dashboard](#).
2. Click **Request Absence** in the left side bar.
3. Click the name of the employee.  
**NOTE:** To change search results, enter information in the search options fields and click Search.
4. Select the absence name from the dropdown.
5. Enter/Update information in the following fields:
  - **Hours Per Day** – How many hours are being requested for each day of absence
  - **Reason** – leave as is, this field is not used
  - **Start Date** – first day of the absence
  - **End Date** – last day of the absence (if requesting a one day absence, this day will match the Start Date)  
**NOTE:** if entering a date range, do not include weekend days or cross multiple months
  - **Duration** – will automatically calculate
  - **Comments** – optional
6. Click **Submit**.
7. Click **Yes** to verify that the request should be submitted.