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.