Enter an Absence on the Timesheet

Bi-weekly paid employees who are required to record the shift start and end times and are also absence eligible will submit their absence requests through their timesheet.
Because absences are requested as part of the timesheet it is no longer necessary to enter them prior to entering time.

Entering an Absence

1. On the row with the date of the absence to request, select the absence type from the Time/Absence Code drop down list. Absence types appear at the bottom of the list.
   NOTE: Shift In/Shift Out fields will disappear as soon as an absence type is selected.

2. Enter the hours being requested in the Quantity field.

3. Click Submit

4. When first submitted the status column icon will appear as Needs Approval. As the absence is approved and processed, the status icon will change.
   NOTE: To see a list of the status icons, click on the status header.

From 06/24/2018 to 07/07/2018 ?

| Timesheet	Additional Elements			☐ Show all columns by default								
Select for Delete			Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity	Sched Hrs	Comp Time
☐	+	−	☐ Sun 6/24	⚙						Sick Leave (CLS) ⌄	8.00	0.00	☐
☐	+	−	☐ Mon 6/25	✓						Vacation (CLS) ⌄	8.00	0.00	☐

Enter a Partial Day Absence

1. On the row with the date of the absence to request, select the absence type from the Time/Absence Code drop down list. Absence types appear at the bottom of the list.
   NOTE: Shift In/Shift Out fields will disappear as soon as an absence type is selected.

2. Enter the hours being requested in the Quantity field.

3. Click the plus sign next to the date

4. Enter hours worked in the Shift In/Shift Out fields

5. Click Submit

6. When first submitted the status column icon will appear as Needs Approval. As the absence is approved and processed, the status icon will change.
   NOTE: To see a list of the status icons, click on the status header.

From 06/24/2018 to 07/07/2018 ?

Timesheet	Additional Elements			☐ Show all columns by default								
Select for Delete			Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity	Sched Hrs	Comp Time
☐	+	−	☐ Sun 6/24	⧖	7:00:00AM			8:00:00AM	1.00	⌄		0.00	☐
☐	+	−	☐ 6/24	⚙						Sick Leave (CLS) ⌄	7.00	0.00	☐
☐	+	−	☐ Mon 6/25	⚙						Vacation (CLS) ⌄	4.00	0.00	☐

Absence Request Warning

If you request an absence but did not have enough hours prior to the start of the pay period in that absence type for the single request, you will see a warning message similar to the one below.
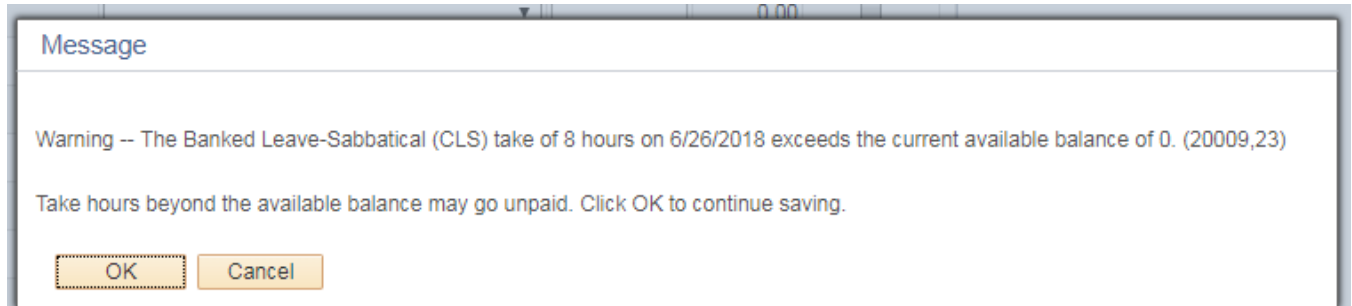
When will you see the warning?
- At the start of the pay period you have 4 hours of vacation time. On Monday you request 6 hours of vacation. You will see the warning message.
- At the start of the pay period you have 4 hours of vacation time. On Monday you request 2 hours of vacation time and on Tuesday you request 4 hours of vacation time. You will **NOT** see the warning message because you did not exceed the available hours in a single request.