

# Enter a Full Day 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.

For information on legal holiday, see [legal holiday](#).

## Review Available Time

Prior to entering an absence, verify that you have enough time to cover the absence.

**NOTE:** You can also review previous pay period absence use by changing the Display Balances Year and Period fields.

1. Navigate to the [timesheet](#).
2. On the **Absence Balances** tab, in the left side bar, see Posted and Projected balances.
  - a. **Posted Leave Balances** show balance totals as of the last completed payroll (Available Balance)
  - b. **Projected Balances** shows all absences that have been entered, approved and run through overnight processing, for the current and/or future pay periods.

**NOTE:** Information about what each column shows can be found by clicking on the blue i (information icon).

## Enter a Full Day Absence

1. On the row with the date of the absence, 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 grey out as soon as an absence type is selected.
2. Enter the hours being requested in the **Quantity** field.
3. Click **Submit**.
  - a. *Reported Hours* will be updated to total all hours entered for the time period.
  - b. Gear icon will appear in the *Status* column.

Select for Delete	Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity	Sched Hrs
<input type="checkbox"/>	Fri 7/13							Personal Holiday (CLS)	3.00	0.00

## Multiple Absence Types – Same Day

1. Navigate to the [timesheet](#).
2. On the row with the date of the absence, select the absence type from the **Time/Absence Code** drop down list. Absence types appear at the bottom of the list.
 

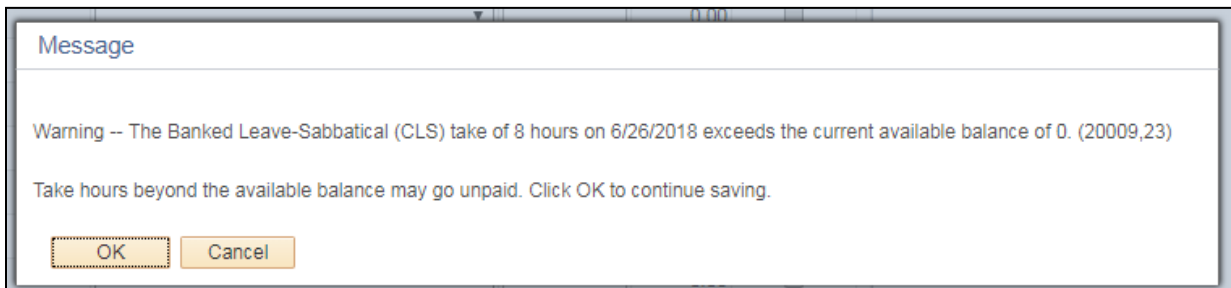
**NOTE:** Shift In/Shift Out fields will grey out as soon as an absence type is selected.
3. Enter the hours being requested in the **Quantity** field.

4. Click the **plus sign** next to the date of the absence, to add another row.
5. **Repeat** steps 2 – 4 as needed.
6. Click **Submit**.
  - a. *Reported Hours* will be updated to total all hours entered for the time period.
  - b. Gear icon will appear in the *Status* column.

Timesheet		Additional Elements		<input type="checkbox"/> 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	
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Fri 7/13							Vacation (CLS)	4.00	0.00	
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	7/13							Personal Holiday (CLS)	4.00	0.00	
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Sat 7/14									0.00	

### Absence Request Warning

If you request an absence but did not have enough hours prior to the start of the pay period for that absence type, a warning message similar to the one below may display



Example of when this warning will display:

- 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.