

Enter a Full Day Absence on the Timesheet

Bi-weekly paid employees will submit their absence requests through their timesheet.

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

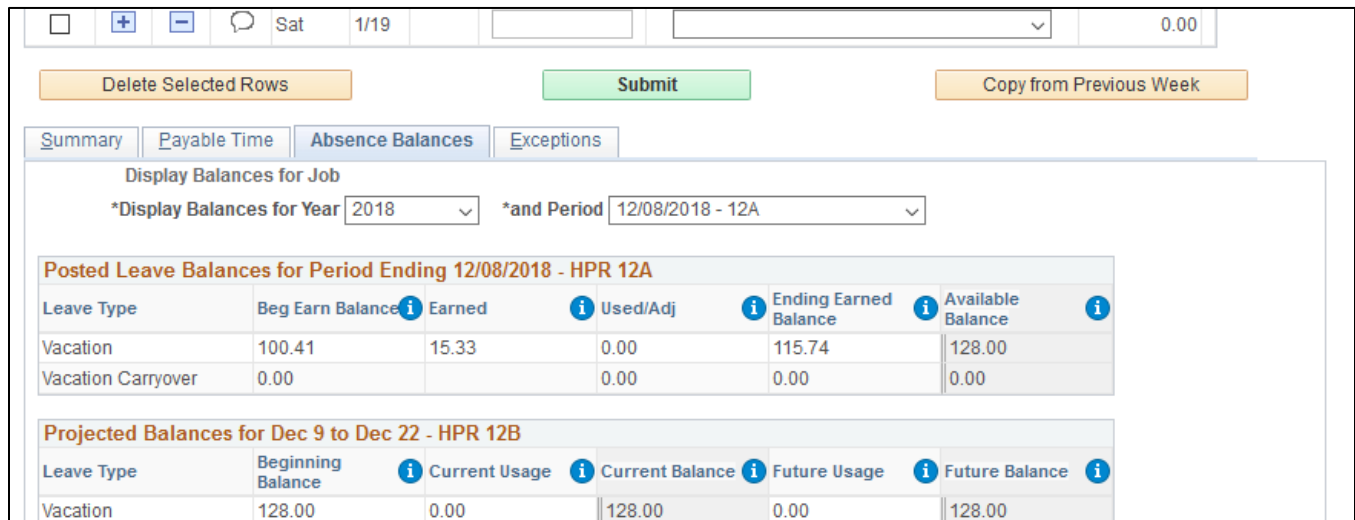
Review Available Time

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. Scroll to the bottom of the timesheet.
3. Click the **Absence Balances** tab to 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).

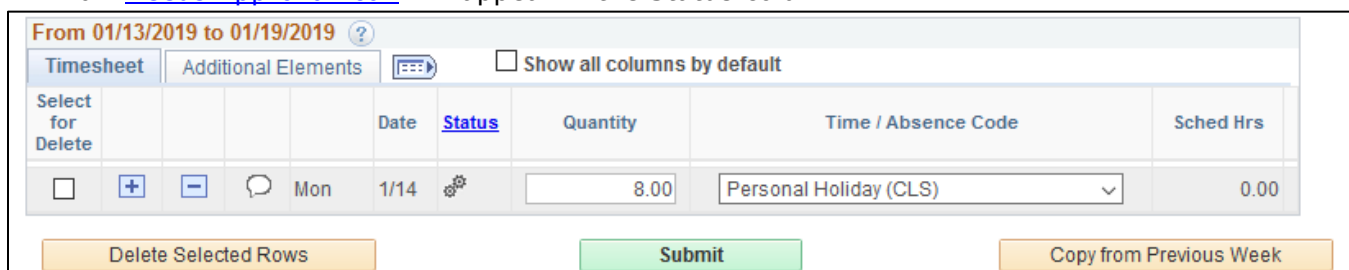


Posted Leave Balances for Period Ending 12/08/2018 - HPR 12A					
Leave Type	Beg Earn Balance	Earned	Used/Adj	Ending Earned Balance	Available Balance
Vacation	100.41	15.33	0.00	115.74	128.00
Vacation Carryover	0.00		0.00	0.00	0.00

Projected Balances for Dec 9 to Dec 22 - HPR 12B					
Leave Type	Beginning Balance	Current Usage	Current Balance	Future Usage	Future Balance
Vacation	128.00	0.00	128.00	0.00	128.00

Enter a Full Day Absence

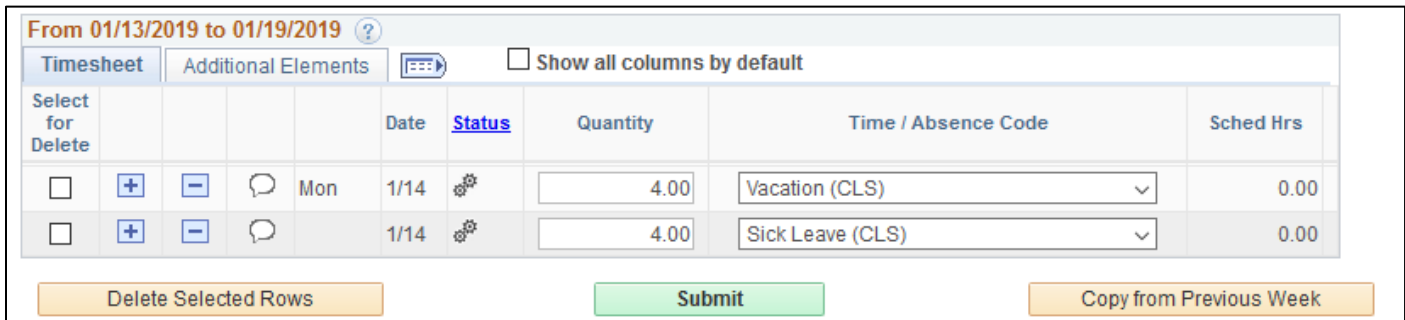
1. On the row with the date of the absence, select the absence type from the **Time/Absence Code** drop down list. Absence types appear at the bottom of the list.
2. Enter the number of hours being requested in the **Quantity** field.
3. Click **Submit**.
 - a. *Reported Hours* will be updated to reflect all Time and Absence hours entered for the time period.
 - b. [Needs Approval icon](#) will appear in the *Status* column.



Select for Delete	Date	Status	Quantity	Time / Absence Code	Sched Hrs
<input type="checkbox"/>	Mon 1/14		8.00	Personal Holiday (CLS)	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.
3. Enter the number of 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.



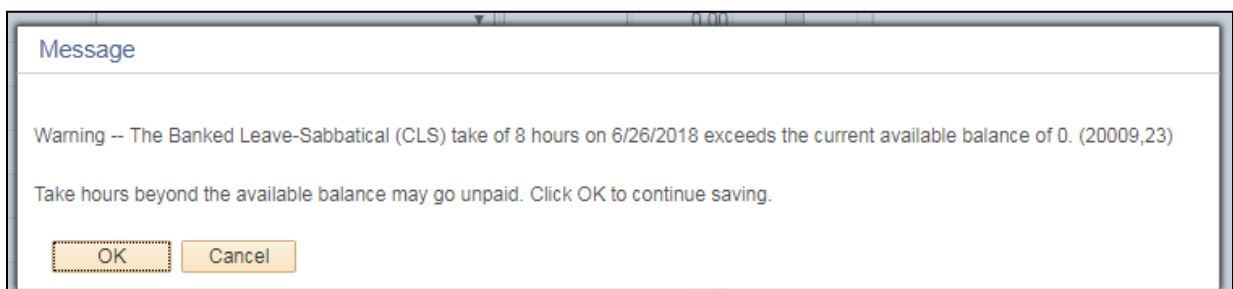
From 01/13/2019 to 01/19/2019 ?									
Timesheet		Additional Elements			<input type="checkbox"/> Show all columns by default				
Select for Delete				Date	Status	Quantity	Time / Absence Code	Sched Hrs	
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>	Mon	1/14	<input type="button" value="⚙"/>	4.00	Vacation (CLS)	0.00
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>		1/14	<input type="button" value="⚙"/>	4.00	Sick Leave (CLS)	0.00

6. Click **Submit**.
 - a. *Reported Hours* will be updated to reflect all Time and Absence hours entered for the time period.
 - b. [Needs Approval icon](#) will appear in the *Status* column.

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.

NOTE: This warning will only display upon submission of a single absence request which exceeds the available balance.



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.