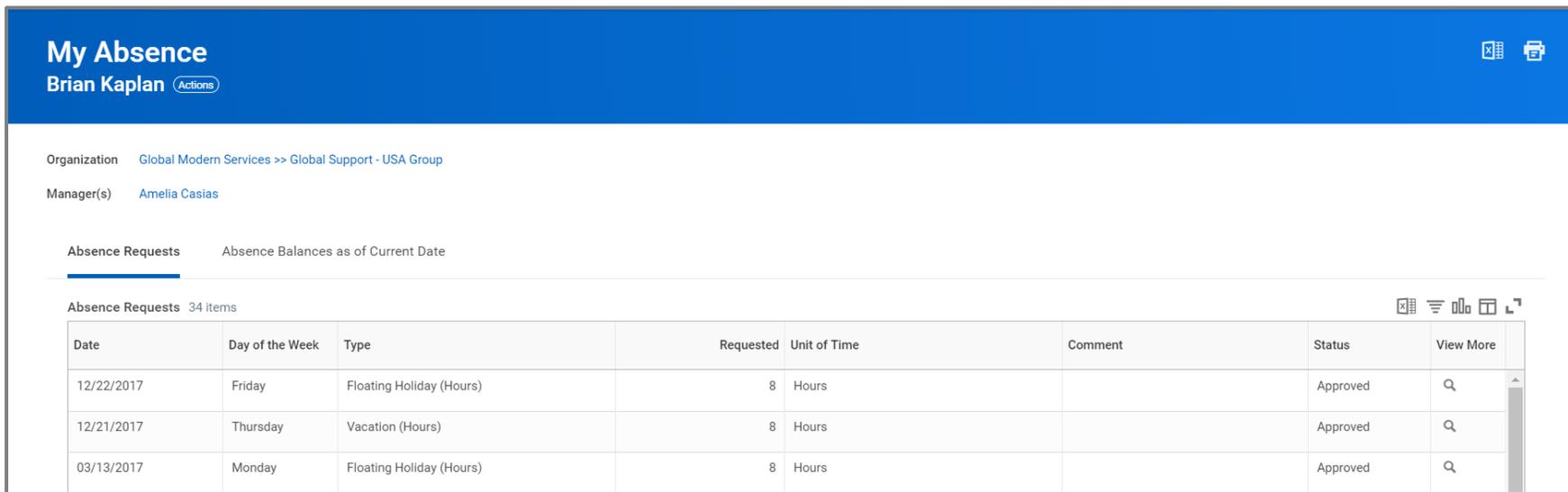


VIEW TIME OFF AND LEAVE OF ABSENCE

1. Click the Absence application:



2. Click **My Absence** under the View section. A report of your Absence Requests displays.

A screenshot of the "My Absence" application interface. The header is blue with the text "My Absence" and "Brian Kaplan" with an "Actions" button. Below the header, there are tabs for "Absence Requests" (selected) and "Absence Balances as of Current Date". The main content area shows a table of absence requests with columns for Date, Day of the Week, Type, Requested, Unit of Time, Comment, Status, and View More. The table contains three rows of data.

Date	Day of the Week	Type	Requested	Unit of Time	Comment	Status	View More
12/22/2017	Friday	Floating Holiday (Hours)	8	Hours		Approved	Q
12/21/2017	Thursday	Vacation (Hours)	8	Hours		Approved	Q
03/13/2017	Monday	Floating Holiday (Hours)	8	Hours		Approved	Q

3. Click the **Absence Balances as of Current Date** tab to see your absence balances as of today's date. Depending on the type of absence plan, balances are tracked either in days or hours.

VIEW TIME OFF AND LEAVE OF ABSENCE BALANCES AS OF A CERTAIN DATE

From the Absence application:

1. Click the **Absence Balance** button under the View section.
2. Enter a date in the As Of field.
3. Click **OK**. A report of your Balances As Of the date entered displays. Depending on the type of absence plan, balances are tracked either in days or hours.

← **Absence Balance**
📄 🖨

Brian Kaplan Actions

Balance As Of Date 08/09/2018

Values displayed are based on the Balance As Of Date entered. To view details drill down on Year to Date values.

Balances Tracked in Hours 2 Items 🔍 📄 🗨 📊 📅

Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
Floating Holiday	Hours	0	16	0	16	0	0	0	16	16	08/01/2018 - 08/15/2018 (Semi-monthly)
Paid Time Off	Hours	80	70	0	150	0	0	0	150	150	08/01/2018 - 08/15/2018 (Semi-monthly)
									Total:	166	166

SUBMIT TIME OFF AND LEAVE OF ABSENCE REQUESTS

From the Absence application:

1. Click **Request Absence** under the Request section. The unified absence calendar displays.
2. Click on the day(s) you wish to take time off or click and drag to select multiple days. Click on a selected day to deselect it.
3. (Optional) Click the **Select Date Range** button to enter an extended date range. This is useful when entering an absence request that might extend into a different month or over a long period.

Absence Calendar

Brian Kaplan (Actions)

Click and drag on the calendar or select date range.

Select Date Range
View Teams

Balances

Balance as of 08 / 14 / 2018

Per Plan

Floating Holiday
16 Hours
(Floating Holiday (Hours))

Paid Time Off
150 Hours
(Sick (Hours), Vacation (Hours))

Total

0 Days
166 Hours

Today
◀ ▶
August 2018
▼

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Request Absence

4. Click **Request Absence**. The number of days you requested dynamically displays on the button to help confirm your request.
5. Select the **Type** of absence requested. Your options will include both time off and leaves of absence types.
6. Click **Next**.
7. The Quantity per Day may default to a set amount or to your daily scheduled hours, depending on whether balances are tracked in days or hours.
8. (Optional) To change the amount for a time off, click **Edit Quantity per Day**. Enter the desired Quantity per Day amount and any needed Comments, or to update all quantities to the same amount, enter the desired amount in the Update all Quantities field. Click **Done**.

Request Absence

Brian Kaplan [Actions](#)

Please review the start and end dates entered to ensure you are requesting the correct period of absence you require. If needed you can use the *Edit Quantity per Day* option to add or change the default quantity, for example you would enter 0.5 for a half day absence if the default quantity is 1 day.
If all the details are correct, click the *Submit* button to process your request.

Total 16 hours - Sick (Hours)

Request 1 item

	*From	*To	*Type	Quantity per Day	Total	
(+)	08/20/2018	08/21/2018	Sick (Hours)	8 hours	16 hours	Edit Quantity per Day

9. Attach any appropriate supporting documents by dragging them to the Attachments field or clicking **Select files**.

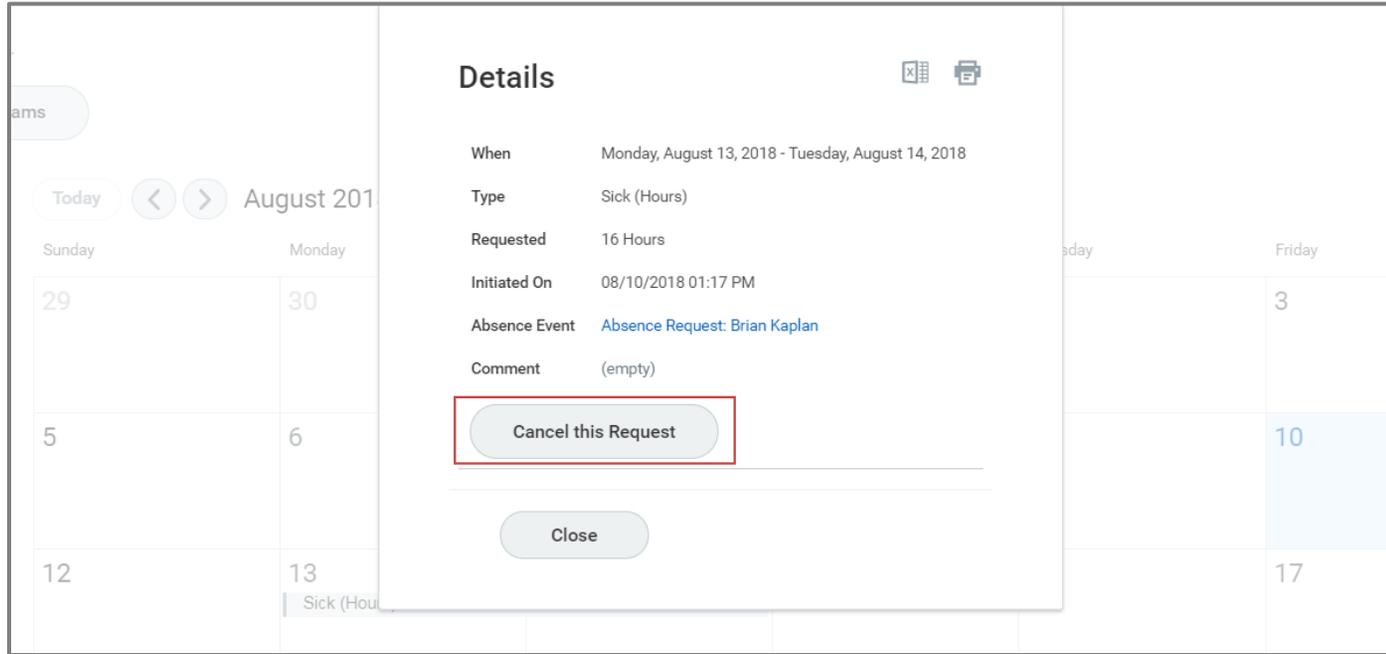
10. Click **Submit**. You can view the status of your request at any time by returning to the **My Absence** report.

CANCEL A SUBMITTED TIME OFF REQUEST

Submitted time off requests that have not yet been approved can be canceled. Once approved, you must correct the request to cancel it.

From the Absence application:

1. Click **Request Absence** or **Correct My Absence**. Either takes you to the unified absence calendar.
2. Click the time off entry on the calendar.
3. Click Cancel this Request.



11. Enter a comment. This step is required for a cancellation.
12. Click **Submit**, then **Done**. No approval is required.

CANCEL A SUBMITTED LEAVE OF ABSENCE REQUEST

Submitted leave of absence requests that have not yet been approved can be canceled. Once approved, you must correct the request to cancel it.

From the Absence worklet:

1. Click **Request Absence** or **Correct My Absence**. Either takes you to the unified absence calendar.
2. Click the leave of absence entry on the calendar.
3. Click the Absence Event's **Related Actions**.

Details

✕ 🖨

Last Day of Work	08/24/2018
First Day of Absence	08/27/2018
Estimated Last Day of Absence	08/28/2018
Type	Jury Duty
Absence Event	Absence Request: Brian Kaplan ⋮

Close

4. Click Business Process > Cancel.
5. Enter a comment. This step is required for a cancellation.
6. Click **Submit**, then **Done**. No approval is required.



Note: As shown, the user experience to cancel an absence request is different from a time off request when done from the absence calendar. It is also possible to cancel both time off and leave of absence requests in the same manner by going to the Inbox Archive, accessing the absence request, and clicking the Cancel button to initiate the cancellation. The Archive tab only includes absence requests completed within the last 30 days.

MODIFY PREVIOUSLY SUBMITTED AND APPROVED TIME OFF REQUESTS

From the Absence application:

1. Click **Request Absence** or **Correct My Absence**. Either takes you to the unified absence calendar.
2. Click the time off entry on the calendar.
3. Select the day(s) you want to correct or click the **Remove Row** icon to remove the days.
4. Enter the Type.
5. Enter an adjustment to requested hours in the Quantity per Day field.

Correct Absence Brian Kaplan [Actions](#)

Total
24 Hours

Monday, September 17, 2018 - Wednesday, September 19, 2018

Select All 0 selected

Correct 3 items ⌵

<input type="checkbox"/>	<input type="checkbox"/>	Monday, September 17, 2018	Vacation (Hours)	8 Hours	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Tuesday, September 18, 2018	Vacation (Hours)	8 Hours	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Wednesday, September 19, 2018	Vacation (Hours)	8 Hours	<input type="checkbox"/>

Type

Quantity per Day

Unit of Time

Comment

 enter your comment

Additional Information

Related Links
[Absence Policy Document](#)

Attachments

Drop files here

or

Select files

6. Click **Submit**.



Note: To correct an approved leave of absence request, you will need to notify an HR administrator. Your organization may have additional procedures for managing leaves of absence requests.