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.

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.

Brandeis University
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.
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**.
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 cancelation.

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.

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.
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.

Brandeis University