

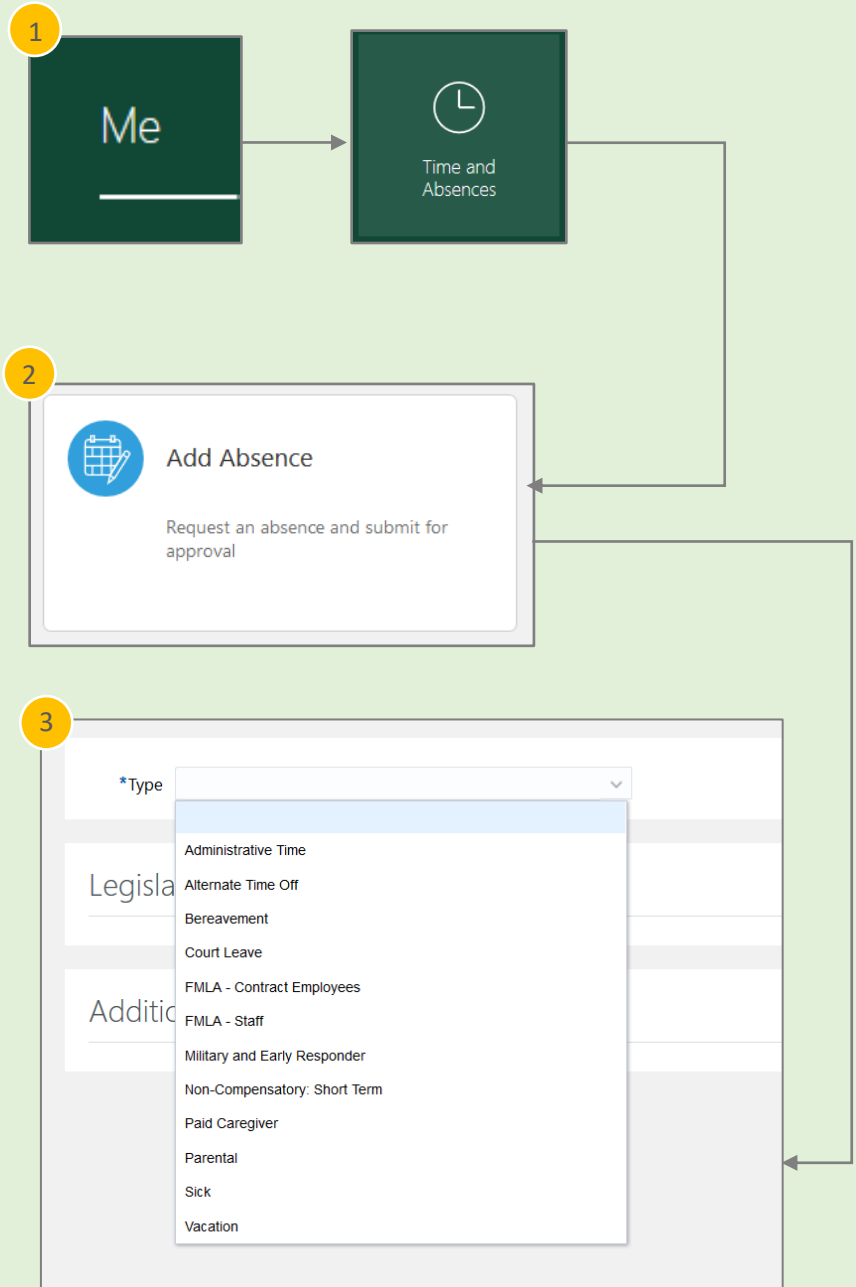
This quick reference guide details the steps required in requesting time off within Ignite.

## Instructions

1. On the home page, navigate to the **Me** tab and select **Time and Absences**.
2. Select the **Add Absence** tile.
3. Select the appropriate **Absence Type\***.
4. Enter the **Start Date** and **End Date** of your leave. If you are requesting a single day of leave, be sure the Start and End Date fields are the same.
5. You can calculate your remaining leave balance by selecting **Calculate**.
6. After entering your time under the appropriate leave type, click **Submit** in the upper right-hand corner of the screen. Your leave request will be routed for approval.



## Submitting a Leave Request



\* For more information on Baylor's Time Away policies, please visit:

<https://www.baylor.edu/hr/index.php?id=951190>

## Submitting a Leave Request

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\*Type

Absence Type Balance **264.000** Hours

When Edit Entries

\*Start Date and Duration  
  Hours

Absence Duration  
**8.000** Hours

\*End Date and Duration

Projected Balance Calculate

5

Projected Balance **264.000** Hours

Calculate

6

Save and Close Submit Cancel

Absence Type Balance **264.000** Hours