Overview

- This document reviews how an employee with multiple assignments will submit absence requests
1. In-System

1. Navigate to the tab “Me” and select “Time and Absences”

2. Select “Add Absence”

3. On the Add absence page, select the corresponding absence type
   a. In this example, we will be choosing vacation
4. On the right side of the screen, select “Edit Entries”
   a. In order to submit absences for multiple assignments, you will need to enter each day of the absence individually. This is done through the “Advanced Mode” or “Edit Entries”
   b. **Note:** An employee with multiple assignments **MUST** enter absence via the “Edit Entries”. If they do not, they will be submitting incorrect hours

5. On the Edit Entries page, select “Add” on the right side of the screen
6. You will add each day of the absence for each assignment individually. Enter the day the absence is taken and your normal working hours for each assignment. Select the yellow “OK” once you have entered the time entry
   a. Ex. If you have two jobs that are both 20 working hours a week, you would enter 4 hours of vacation for job A and 20 hours for job B
   b. Reminder: An employee with multiple assignments MUST enter absence via the “Edit Entries”. If they do not, they will be submitting incorrect hours

7. Once you have entered all of the days for the absence request, select “Submit” in the top right corner
   a. Note: Each line of the absence request under the “When” section shows how many hours, the date, and the assignment associated with that request
II. Reviewing Existing Absences

1. Once the absence request is submitted, it will be routed to either your Line Manager or HCM specialist (depending on the absence type)

2. To review previous, in-progress, future dated, rejected, submitted, or approved absence requests, navigate to the “Existing Absences” page
   a. It is similar navigation as above. Navigate to the tab “Me”, select “Time and Absences”, and select “Existing Absences”

3. In this page, you can view all absence requests and their current status (Completed, Awaiting Approval, Approved, etc)
4. To filter absence requests to view those within a certain time frame or in the future, select the “Last 6 Months” drop down and select your time frame.

5. To edit an already submitted absence request, select the pencil icon at the end of the row of the absence request.
   a. Submit the change as you would a normal absence request and then select “Submit”
   b. Note: If the absence request had already been approved, editing the absence request will resend the absence request to the line manager / HCM Specialist for approval.