

Absence: Submitting Absence Requests with Multiple Assignments

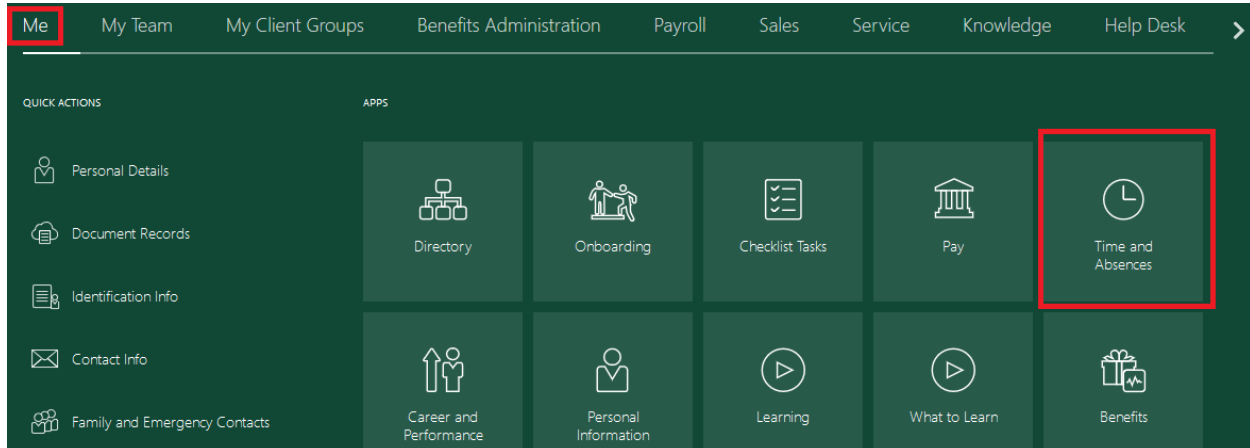
Overview

- This document reviews how an employee with multiple assignments will submit absence requests

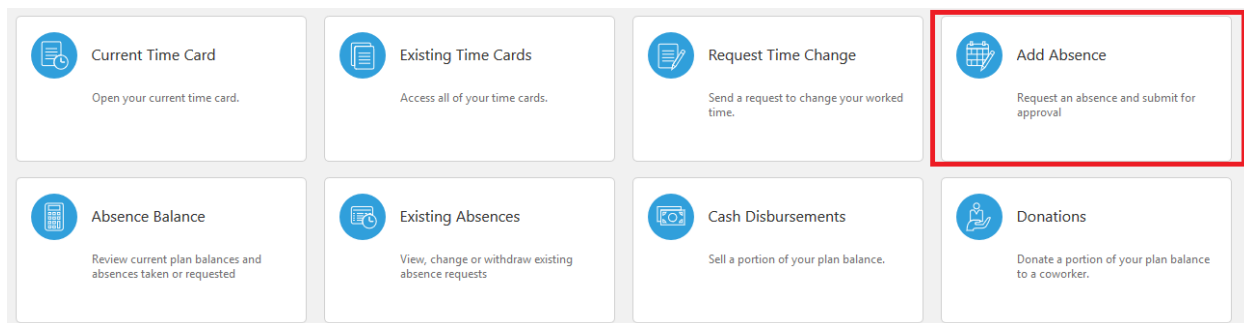
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I. In-System

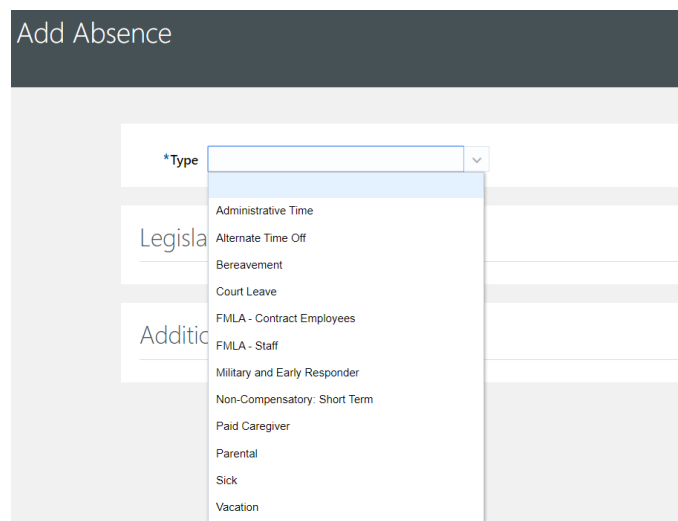
1. Navigate to the tab “Me” and select “Time and Absences”



2. Select “Add Absence”

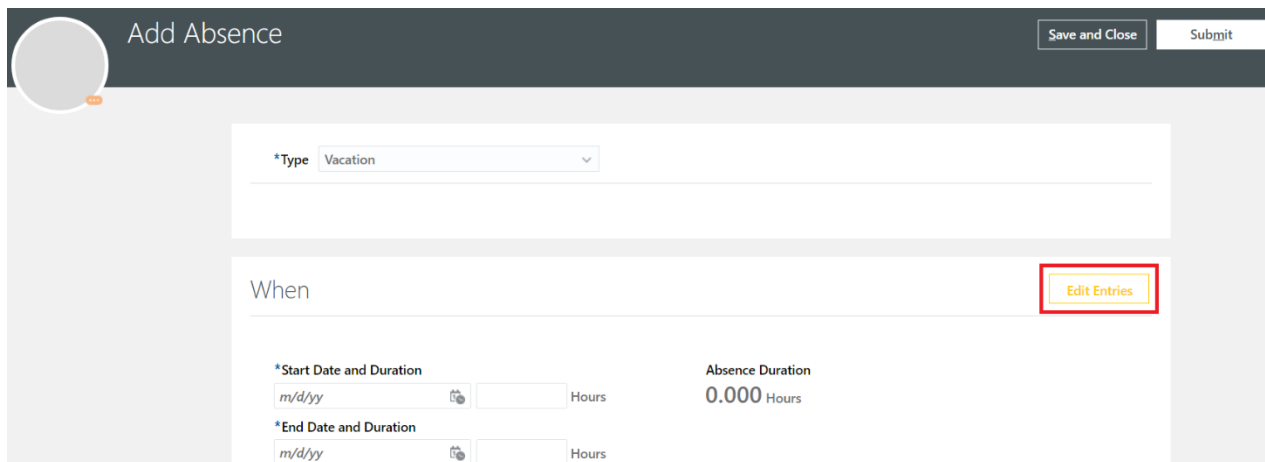


3. On the Add absence page, select the corresponding absence type
a. In this example, we will be choosing vacation



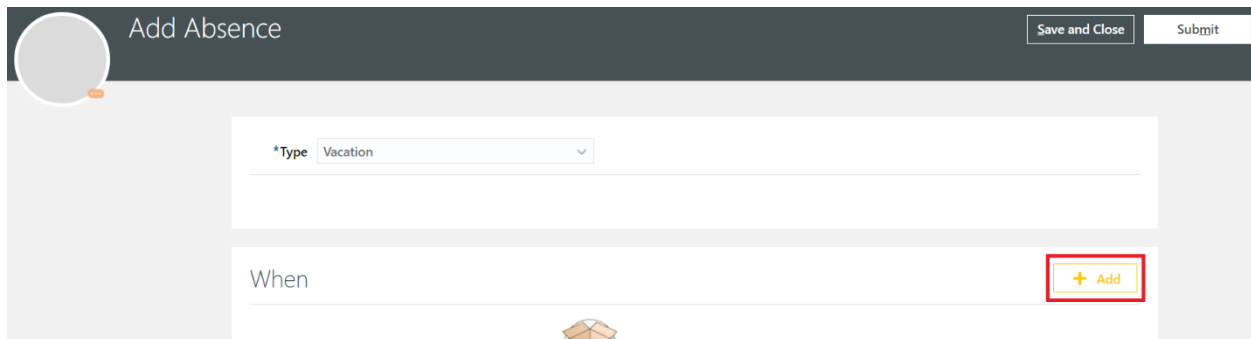
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4. On the right side of the screen, select “Edit Entries”
 - a. In order to submit absences for multiple assignments, you will need to enter each day of the absence individually. This is done through the “Advanced Mode” or “Edit Entries”
 - b. **Note:**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



The screenshot shows the 'Add Absence' form. At the top, there is a header with a profile picture, the text 'Add Absence', and buttons for 'Save and Close' and 'Submit'. Below the header, there is a dropdown menu for '*Type' with 'Vacation' selected. Underneath, there is a section labeled 'When' with a red box around the 'Edit Entries' button. Below this, there are two rows of date and duration input fields. The first row is for '*Start Date and Duration' with a date field (m/d/yy), a calendar icon, and a 'Hours' field. The second row is for '*End Date and Duration' with a date field (m/d/yy), a calendar icon, and a 'Hours' field. To the right of these fields, the 'Absence Duration' is displayed as '0.000 Hours'.

5. On the Edit Entries page, select “Add” on the right side of the screen



The screenshot shows the 'Add Absence' form. At the top, there is a header with a profile picture, the text 'Add Absence', and buttons for 'Save and Close' and 'Submit'. Below the header, there is a dropdown menu for '*Type' with 'Vacation' selected. Underneath, there is a section labeled 'When' with a red box around the '+ Add' button. Below this, there is a calendar icon and a list of dates.

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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

When

Duration in Hours

OK Cancel

*Date
3/18/20

Assignment
Office Manager

Absence Duration
4.000 Hours
Scheduled duration is 8 hours

Total Absence Duration 0.000

Projected Balance Calculate

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

Add Absence Save and Close Submit Cancel

*Type Vacation

When + Add

Duration in Hours

3/18/20 Administrative Associate - PT	4.000 Scheduled duration is 8 hours
3/18/20 Office Manager	4.000 Scheduled duration is 8 hours
Total Absence Duration	8.000

Projected Balance Calculate

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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”

The screenshot shows a dashboard with six main tiles:

- Current Time Card** (highlighted in green): Open your current time card.
- Existing Time Cards**: Access all of your time cards.
- Request Time Change**: Send a request to change your worked time.
- Add Absence**: Request an absence and submit for approval.
- Absence Balance**: Review current plan balances and absences taken or requested.
- Existing Absences** (highlighted with a red border): View, change or withdraw existing absence requests.

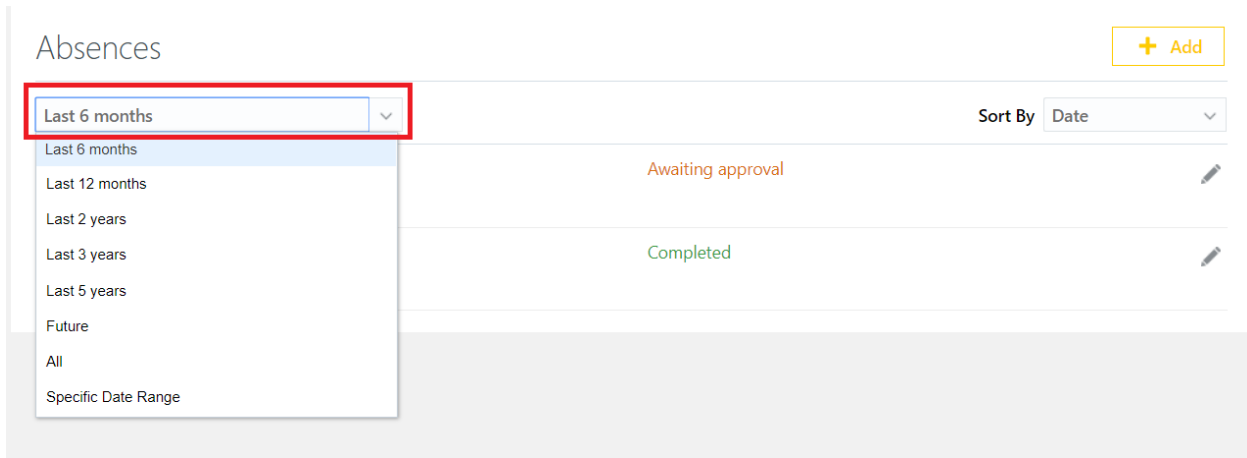
3. In this page, you can view all absence requests and their current status (Completed, Awaiting Approval, Approved, etc)

The screenshot shows the 'Existing Absences' page interface. At the top, there is a header 'Existing Absences' with a profile picture icon. Below the header, the main content area is titled 'Absences' and includes a '+ Add' button. A filter dropdown is set to 'Last 6 months' and the 'Sort By' dropdown is set to 'Date'. The table below lists two absence requests:

Vacation: 8.000 Hours	3/18/20 - 3/18/20	Awaiting approval	
Vacation: 24.000 Hours	3/9/20 - 3/11/20	Completed	

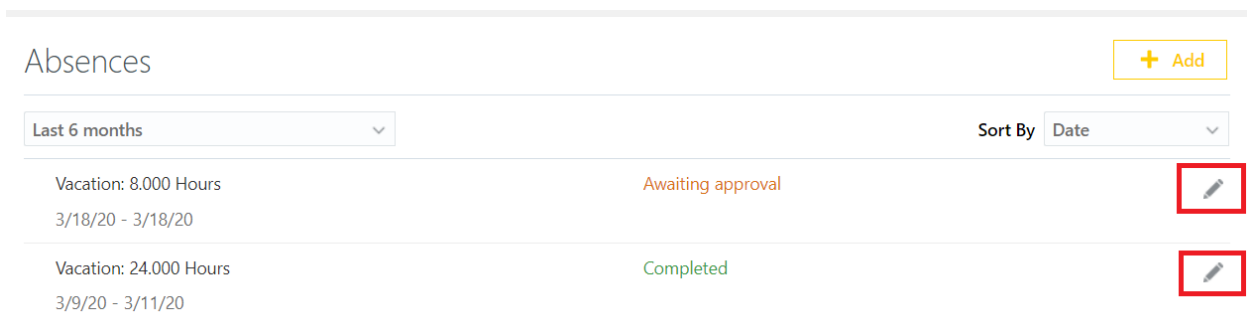
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4. To filter absence requests to view those within a certain time frame or in the future, select the “Last 6 Months” drop down and select your time frame



The screenshot shows the 'Absences' interface. At the top left is the title 'Absences' and a '+ Add' button. Below the title is a dropdown menu currently set to 'Last 6 months', which is highlighted with a red box. The dropdown menu is open, showing options: 'Last 6 months', 'Last 12 months', 'Last 2 years', 'Last 3 years', 'Last 5 years', 'Future', 'All', and 'Specific Date Range'. To the right of the dropdown is a 'Sort By' dropdown set to 'Date'. Below these are two rows of absence requests. The first row is labeled 'Awaiting approval' and has a pencil icon at the end. The second row is labeled 'Completed' and also has a pencil icon at the end.

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



The screenshot shows the 'Absences' interface with two rows of absence requests. The first row is labeled 'Awaiting approval' and has a pencil icon at the end, which is highlighted with a red box. The second row is labeled 'Completed' and also has a pencil icon at the end, which is highlighted with a red box. The interface includes a title 'Absences', a '+ Add' button, a dropdown menu set to 'Last 6 months', and a 'Sort By' dropdown set to 'Date'.