These instructions are also available within the absence reporting system during the entry process.

At page entry, the Absence Name defaults to “No Leave Taken”. The Begin and End Dates default to the current Absence period.

Select the Absence Name from the pull down menu.

Select the Begin and End Dates.

To enter Partial Days, select Partial Hours from the pull down and enter the appropriate hours in the “Hours Per Day” field.

Click on the “Calculation Duration” button and validate that the correct number of hours are displayed in the “Absence Duration” field.

To enter another absence, click on the (+) button to add a row and continue as instructed above until all absences have been entered.
If you enter a plus(+) row in error, click on the minus (-) button on the row you want deleted (prior to submitting).

Review information carefully and click on the “Submit” button to submit absence for approval.

Click “OK” on the confirmation page.

The “Report and View Absences” page displays the absences which were just submitted. Absences that are in the “Submitted” status can be deleted by clicking on the “Delete” icon.