Manager Absence Entry

This guide outlines the process to enter or correct absences on behalf of employee or verify what you have approved. The entry automatically goes into approved status and is not able to be edited by the employee. A system generated e-mail is sent to the employee to let them know an absence has been entered on their behalf.

**Step 1:**
Go to Manager Self Service>Time Management>Report Time>Manager Absence Entry

At the employee selection page select an employee by clicking on the Employee ID

**Step 2:**
At the page entry, the Absence Name defaults to “No Time Taken”. The Begin and End Dates default to the current Absence period.

**Step 3:**
Select the Absence Name from the drop down menu.

Then select the Begin and End Dates.
Step 4:
To enter Partial Days, select Partial Hours from the drop down and enter the appropriate hours in the “Hours Per Day” field.
Then click on the “Calculate Duration” button and validate that the correct number of hours are displayed in the “Absence Duration” field.

Step 5:
To enter another absence, click on the plus (+) 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).

Step 6
Review the information carefully and click on the “Submit” button to submit an absence for approval.
Click “Ok” on the confirmation page and an e-mail is automatically sent to the employee letting them know an absence has been entered on their behalf.