Absence Entry

This guide outlines the process to enter your absences.

**Step 1:**
Navigate to Self Service>Time Reporting>Report Time>Report and View Absences

**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.
Step 4: Select the Begin and End Dates.

Step 5: To enter Partial Days, select Partial Hours from the drop down and enter the appropriate hours in the “Hours Per Day” field.

Step 6: Click on the “Calculate Duration” button and validate that the correct number of hours are displayed in the “Absence Duration” field.
Step 7:
To enter another absence, click on the plus (+) button to add a row and continue as instructed above until all absences have been entered.

Step 8:
If you enter a plus (+) row in error, click on the minus (-) button on the row you want deleted (prior to submitting).

Step 9:
Review the information carefully and click on the “Submit” button to submit an absence for approval.

Click “Ok” on the confirmation page.