ABSENCES

Quick Reference guide

Leave types:
- Vacation leave
- Sick time
- Partial absence
- Educational Activities
- Jury Duty

Main Menu> Manager Self Service> Time Management> Report Time> Timesheet

1. Enter the search criteria for that Employee.
2. Click on Get Employees.
3. Select the desired work week and click the Refresh icon.
4. Select the Employee.

5. Click on the Absence Event link to open and view the leave balances.
6. Click on the Add Absence Event button to enter the absence.
7. Enter the corresponding absence event information.
8. Click on Details link to enter absence hours for partial days (optional-look below)
9. Click on the Submit button to submit the absence hours.

10. For a basic partial day off, select All Days.
11. Enter the hours in the All Days Hours field.
12. Click on Calculate End Date or Duration to calculate the deducted amount of hours.
13. Click Ok to return to the previous screen to submit.

**Note:** For one week off, edit the Partial Days option under the Absence Detail section.