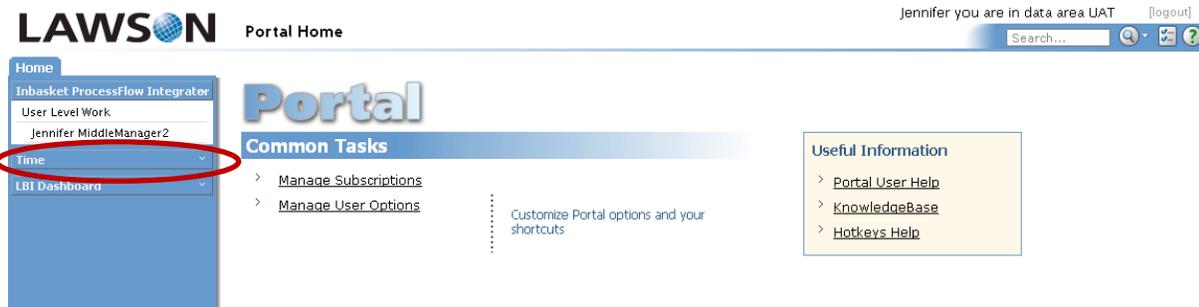


How the Absence Request Interacts with the Timecard

Purpose: These instructions explain in detail how the Absence Request interacts with the Timecard once approved.

The order of events becomes important when we consider how the leave request flows through to the timecard. If supervisors are monitoring their queues daily and approving or rejecting absence requests that affect the current payroll period employees should not encounter issues. As an employee you will want to check your queue and/or timecard as well to see when your leave is approved or rejected. Go to the **Time** bookmark.



Click on the **Timecard** link.



As you can see the approved line of leave has inserted into the timecard.



In the case of calling out sick you would not have had the opportunity to fill out a leave request form. Nor would you require approval in advance for a day you have chosen not to come in. Because of the way the flow of leave works you would not want to put in an absence request retroactively. Sick leave usage pay codes have been configured to invoke an additional information question upon selection which will ask the key information necessary to meet the CBA requirements.

In the case of a preplanned medical appointment you may use the absence request to ask for the time off in advance. Remember, the timecard is the vehicle that updates your leave balances. In the event the appointment is cancelled and you have an approved absence request you will *not* record that leave usage on your timecard and your balances will not be affected.