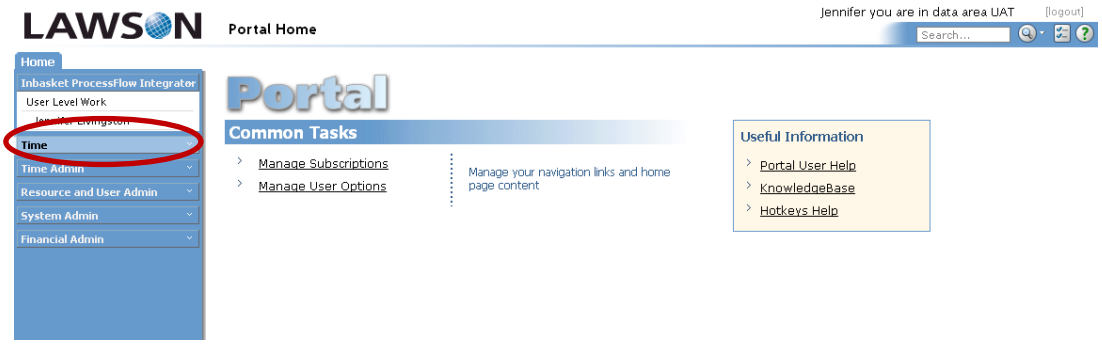
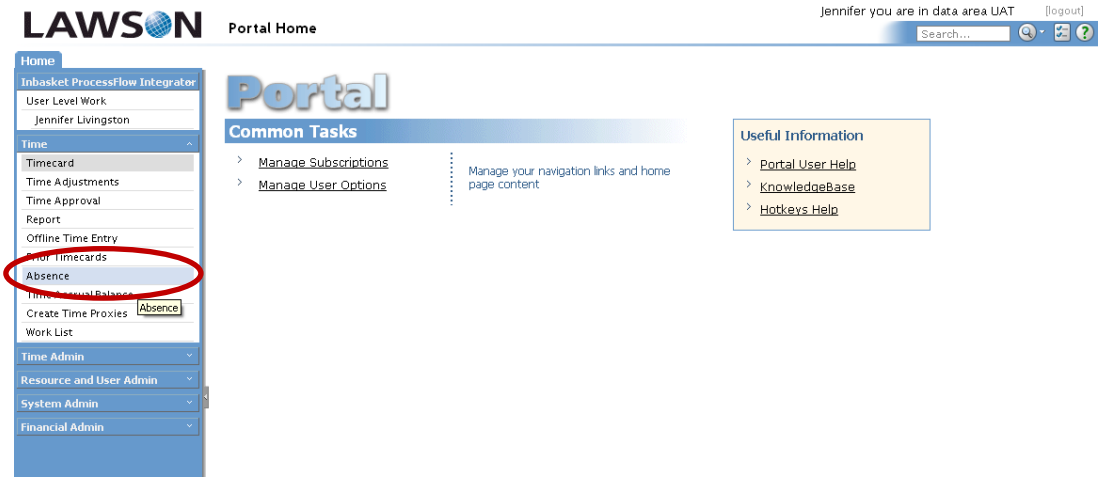
Time Management Absence Request

Purpose: These instructions are for requesting a leave request in the Time Management system.

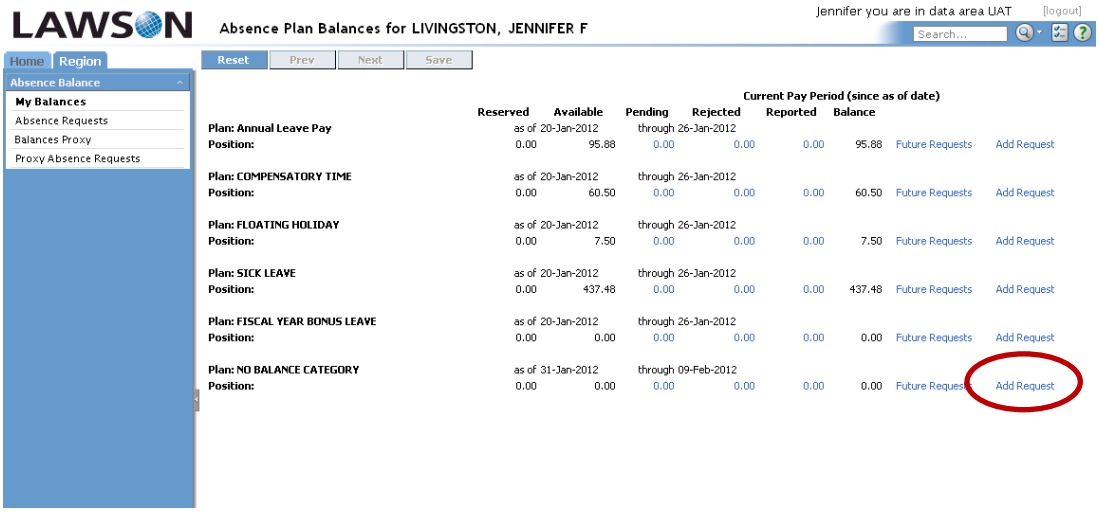
To access the Absence Request you will click on the **Time** bookmark.



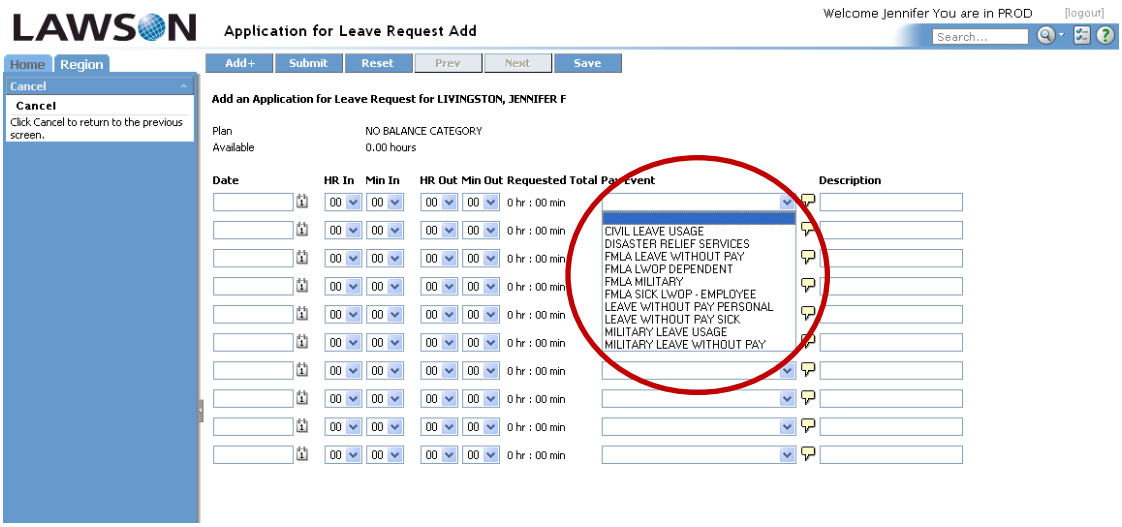
You will click on the **Absence** link.



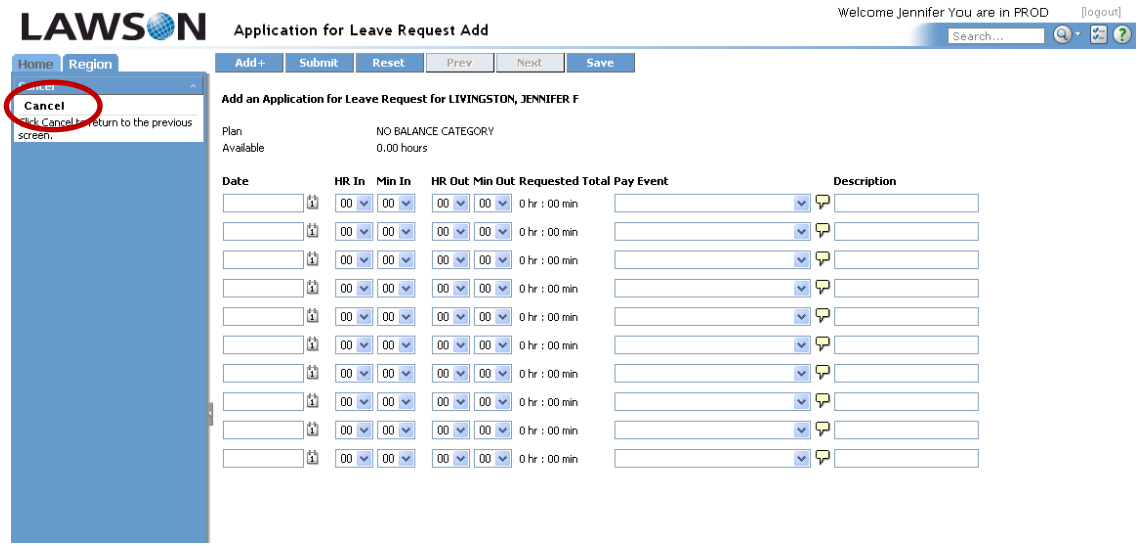
Here you will see your **Absence Plan Balances**. You would click on **Add Request** on the far right hand side parallel with the type of plan you wish to use.



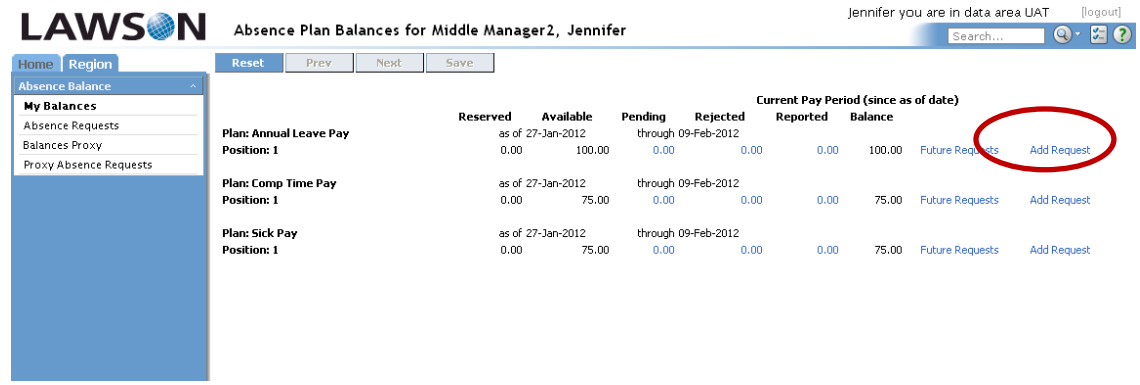
As you can see when you select add request for the **NO BALANCE CATEGORY** there are various types of **pay events** for this type of plan which does not hold any type of accrued balances. This is because these are usage types of leave.



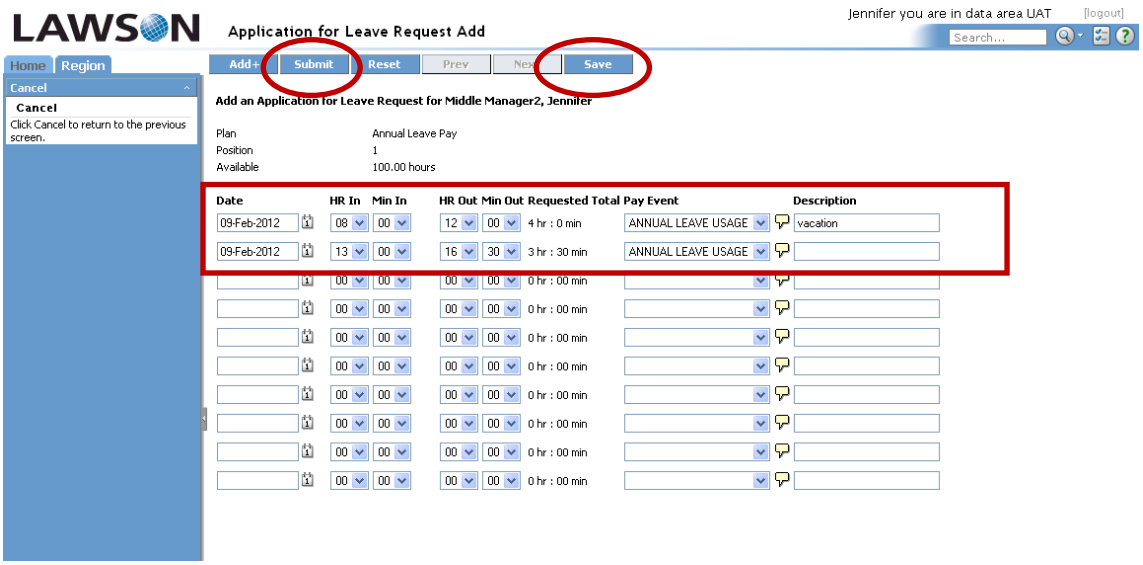
You can always click on **Cancel** to get out of the current screen.



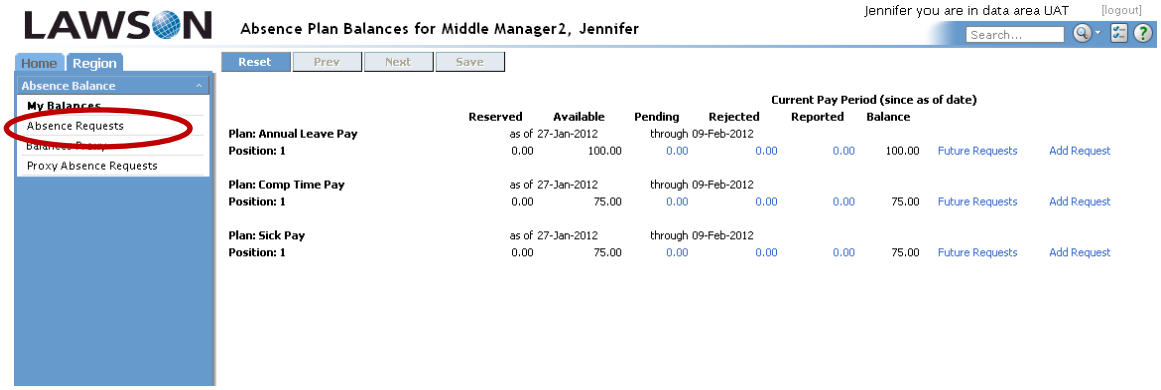
In this example as Middle Manager2 we will enter in an absence request for **Annual Leave Pay**. Click on the **Add Request** link.



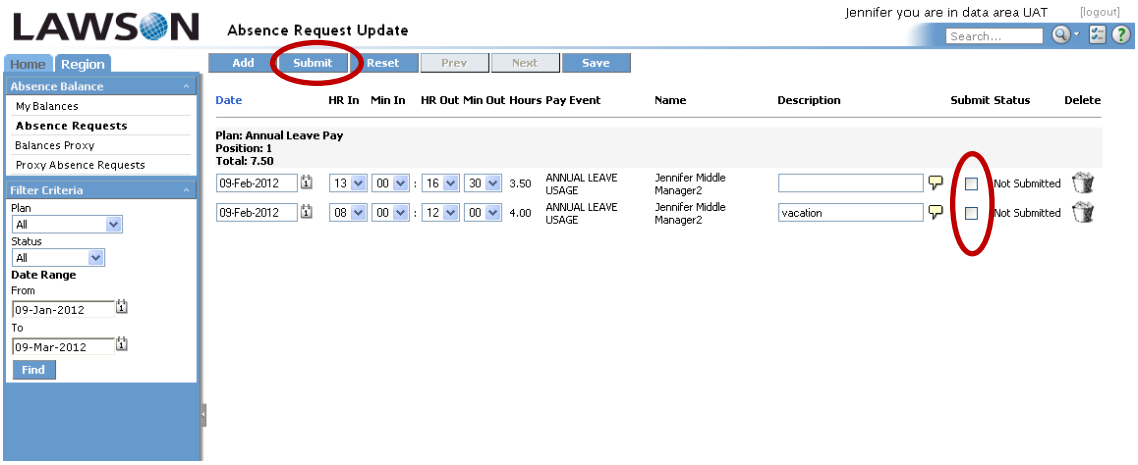
You will fill out each line horizontally first starting with the **Date, HR In, Min In, HR Out, Min Out, Pay Event,** and an optional **Description.** It is important to note that this form is a military time in time out form and does not have the copy paste feature. This form will allow you to submit without filling in all mandatory fields so please take extra time to ensure you have filled out all fields to include the pay event drop down. You may click on **Save** or **Submit** and **Confirm.** Submit and confirm will send your time to your supervisor for approval.



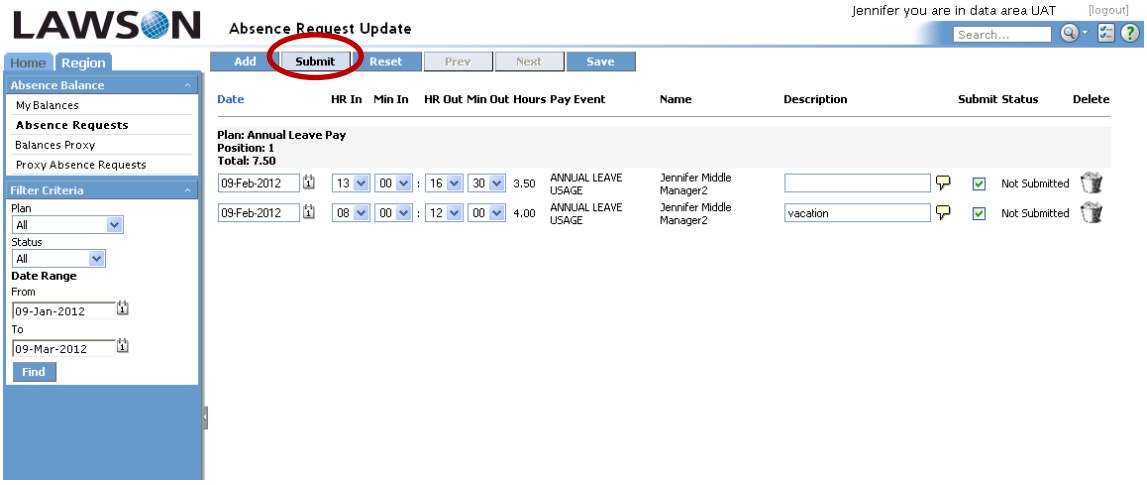
If you click on **Save** you are brought back to the Absence Plan Balances Screen. From here to view and submit your request click on the **Absence Requests** link.



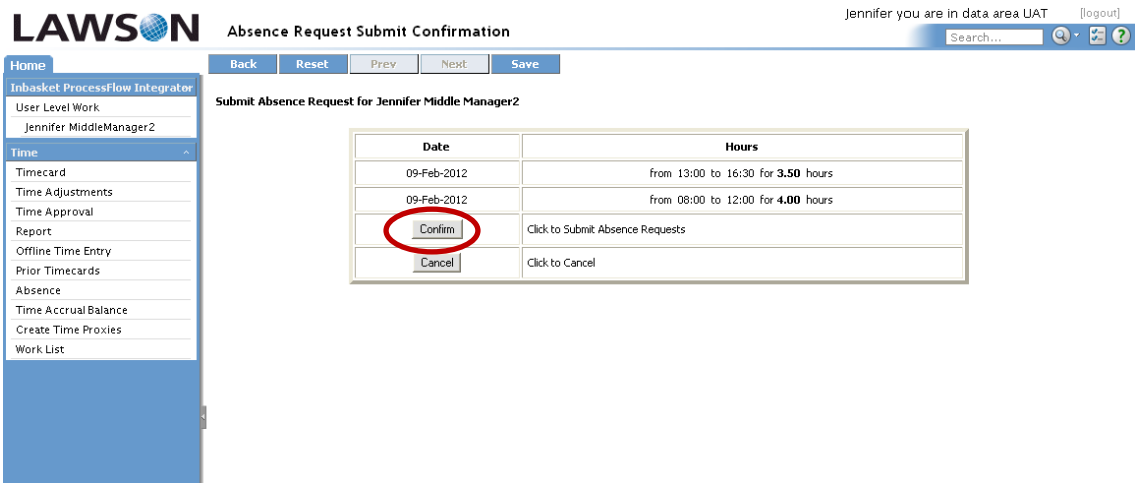
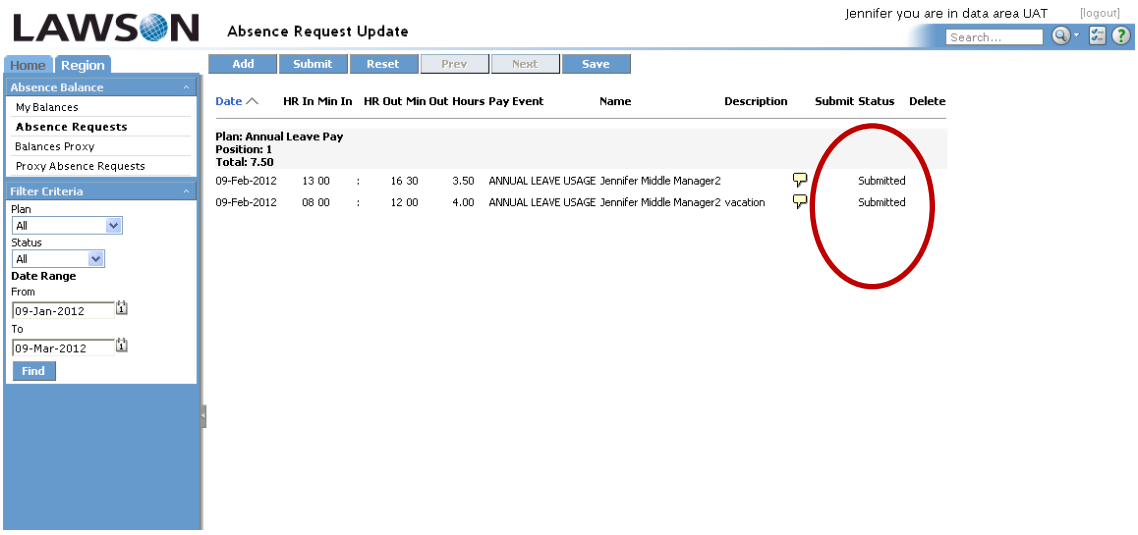
From the Absence Requests link you will be brough to the **Absence Request Update**. From here you may put a check under the heading submit in the square boxes and then click on **Submit**. From this screen you may also click on the garbage can icon under the delete heading to delete your request.



Click on **Submit**.



Click on **Confirm**.



After submitting and confirming you are brought to the **Absence Request Update**. As you can see your leave is now showing as **Submitted**. Please be aware that the absence request is the equivalent of a "Reservation" and is not the form that will update your balances. Entries made on the timecard and the timecard only will affect your balances.