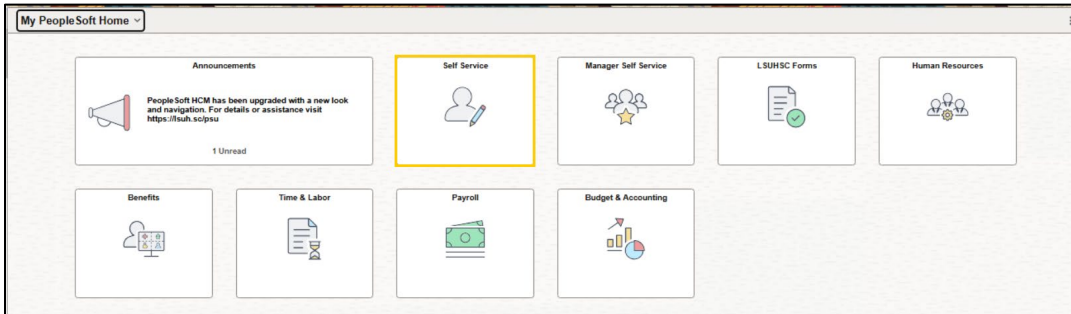
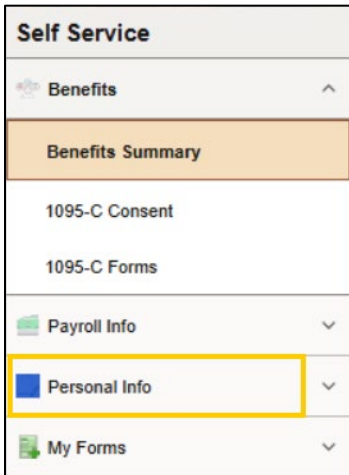


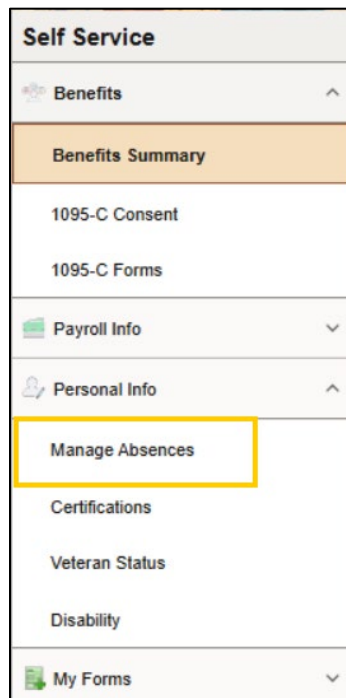
Employee Manage Absence Tile Navigation



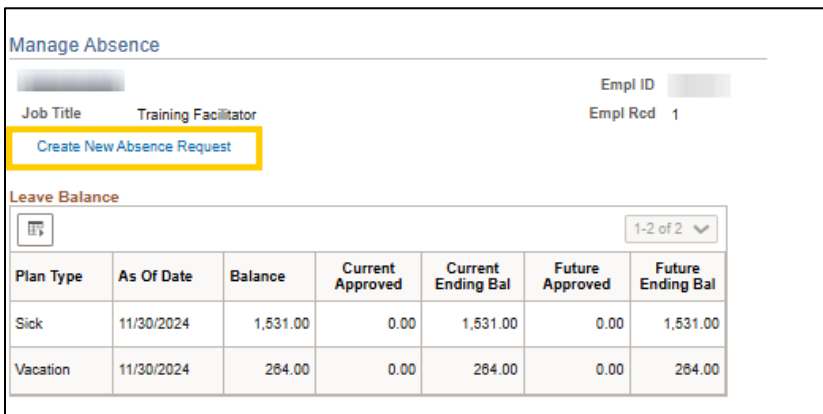
Step 1: Click Self Service



Step 2: Click Personal Info



Step 3: Click Manage Absences



Step 4: Click Create New Absence Request

Employee Manage Absence

Manage Absence

Empl ID [redacted]
Empl Rod 1

Job Title Training Facilitator

[Create New Absence Request](#)

Leave Balance

Plan Type	As Of Date	Balance	Current Approved	Current Ending Bal	Future Approved	Future Ending Bal
Sick	11/30/2024	1,531.00	0.00	1,531.00	0.00	1,531.00
Vacation	11/30/2024	264.00	0.00	264.00	0.00	264.00

Off-Campus Activity

Fiscal Year	Max Allowed Hrs	Hrs Taken FYTD	Balance
2025	120.00	0.00	120.00

Last 10 Requests

Action	Absence Type	Start Date	End Date	Hours	Trans Nbr	
Update	Sick	02/13/2025	02/21/2025	16.00	32052	
Update	Sick	02/13/2025	02/17/2025	8.00	32051	
	Annual	Withdrawn	02/13/2025	02/13/2025	8.00	32050
Update	Annual	Submitted	01/21/2025	01/24/2025	32.00	32020
Delete	Annual	Approved	11/18/2024	11/18/2024	4.00	364320
Delete	Special	Approved	11/21/2024	11/22/2024	16.00	364252
	Annual	Cancelled	11/18/2024	11/18/2024	4.00	364251
Delete	Sick	Approved	07/24/2024	07/26/2024	24.00	345723
Delete	Annual	Approved	08/19/2024	08/23/2024	40.00	338281
Delete	Annual	Approved	07/15/2024	07/19/2024	40.00	338279

Refresh Load for Year 2025

Default last 10 requests

New pending requests can now be updated and resubmitted.

Refresh to list all requests for specified year.

- 'Create New Absence Request' button instead of link
- Last 10 Requests
 - Section now has 2 tabs: *Absence* and *Details*
 - **Details** tab displays request Start and End Time
 - Click '*Show all columns*' button to view all information at one time
 - **Update** has replaced *Cancel* as **Action Type**
 - When **Update** selected, **Absence per Day** section will display
 - User has option to **Resubmit** or **Withdraw** request
 - **Absence Type** links
 - Leave requested prior to v2.0 will retain old look
 - New leave requests will display in new v2.0 look

Create New Absence Request

Create a new : Absence Request
[| Help |](#)
Form ID 32122 (NEW)

Absence Information

[View Balances](#)

*Start Date

*End Date

*Absence Type

FMLA/Other

*Total Hours

Comment

*Start Time

*End Time

Include Weekend

*Hours Per Day

Absence per Day

	Date ^{TL}	Day ^{TL}	Hours ^{TL}	Holiday ^{TL}
1	February 10, 2025	Mon	8.00	
2	February 11, 2025	Tue	8.00	
3	February 12, 2025	Wed	8.00	

Acknowledgement

By clicking the submit button, I certify that my absence from duty was for the reason noted above.

- **View Balances** link will access current *Sick* and *Vacation* leave balances
- Five (5) fields display on new **Absence Request** form: Start Date, End Date, Absence Type, Start Time and End Time
 - Once **Absence Type** is selected, additional fields display that user must complete
 - New **Review** button will be selected once all fields are populated
 - **Absence per Day** section will display providing summary line of request
 - New **Acknowledgement** message has been added and states: *“By clicking the submit button, I certify that my absence from duty was for the reason noted above.”*
 - Must click **Submit** to complete request

Create a new : Result
[| Help |](#)
Form ID 32072 (Pending)

You have successfully submitted your eForm.
 The eForm has been routed to the next approval step.
[multiple approvers.](#)

Transaction / Signature Log

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	02/05/2025 11:21:38AM	Initiated	WDOOL3	Dooley, Wanda	Submit	