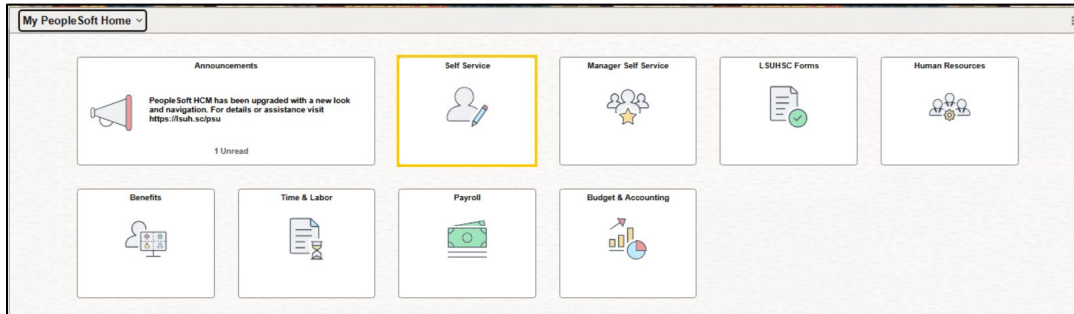
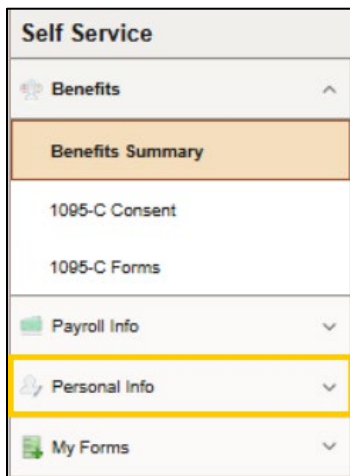


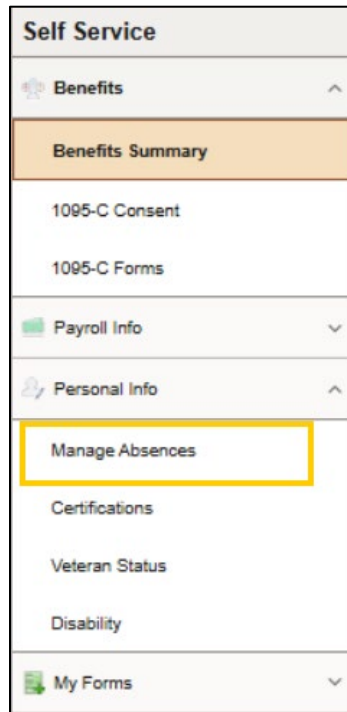
Employee Manage Absence Tile Navigation



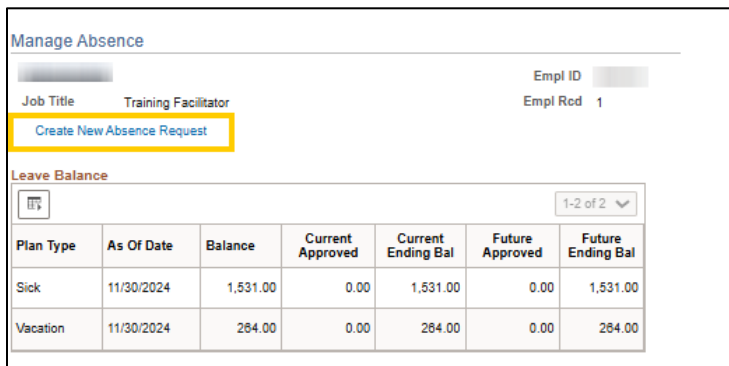
Step 1: Click Self Service



Step 2: Click Personal Info



Step 3: Click Manage Absences



Step 4: Click Create New Absence Request

Default last 10 requests

Employee Manage Absence

Last 10 Requests

⌵ 🔍 1-10 of 10 View All

Absences Details ▶

Action	Absence	Date	End Date	Hours	Trans Nbr
Update	Sick	02/13/2025	02/21/2025	16.00	32052
Update	Special	02/13/2025	02/17/2025	8.00	32051
	Annual	Withdrawn	02/13/2025	8.00	32050
Update	Annual	Submitted	01/21/2025	32.00	32020
Delete	Annual	Approved	11/18/2024	4.00	384320
Delete	Special	Approved	11/21/2024	16.00	384252
	Annual	Cancelled	11/18/2024	4.00	384251
Delete	Sick	Approved	07/24/2024	24.00	345723
Delete	Annual	Approved	08/19/2024	40.00	338281
Delete	Annual	Approved	07/15/2024	40.00	338279

Refresh Load for Year 2025

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 32072 (NEW)



View absence balances

View Balances

Review requested absences.

Detail absence requested per day.

Submit

Absence Information

*Start Date:

*End Date:

*Absence Type:

FMLA/Other:

*Total Hours:

*Start Time:

*End Time:

Include Weekend:

*Hours Per Day:

Comment:

[Review](#)

Absence per Day

	Date ^{TL}	Day ^{TL}	Hours ^{TL}	Holiday
1	February 10, 2025		8.00	
2	February 11, 2025		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.

[Submit](#)

- **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

Form ID 32072 (Pending)

You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
multiple approvers.

[View Approval Route](#)

Transaction / Signature Log

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

[Refresh Log](#)