

## SUBMIT TIME OFF REQUEST USING ACCRUED COMP TIME

From the Absence application:

1. Click **Request Absence** under the Request column. The unified absence calendar displays.
2. Click on the day(s) you wish to take time off or click and drag to select multiple days. Click on a selected day to deselect it.

**Note:** You may also click the **Select Date Range** button to enter an extended date range. This is useful when entering an absence request that might extend into a different month or over a long period.

The screenshot displays the 'Absence Calendar' for user Ali Alcatraz. The interface includes a 'Select Date Range' button (highlighted with a red box) and a 'View Teams' button. The calendar shows the month of August 2018, with days from Sunday to Saturday. The calendar grid shows the following dates and absence types:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Balance as of 08 / 14 / 2018

Per Plan

- Floating Holiday: 16 Hours (Floating Holiday (Hours))
- Paid Time Off: 150 Hours (Sick (Hours), Vacation (Hours))
- Total: 0 Days, 166 Hours

Request Absence

3. Click **Request Absence**. The number of days you requested dynamically displays on the button to help confirm your request.
4. Choose **Comp Time** from the drop down for the type of absence.
5. Click **Next**.
6. Your regular hours of 7.5 or 8.0 will be pre-populated for each day. You can edit the number of hours by clicking the **Edit Quantity per Day** option to change the Quantity per Day.
7. Click **Done**.

**Request Absence**  
Ali Alcatraz

Please review the start and end dates entered to ensure you are requesting the correct period of absence you require. If needed you can use the *Edit Quantity per Day* option to add or change the default quantity, for example you would enter 0.5 for a half day absence if the default quantity is 1 day.  
If all the details are correct, click the *Submit* button to process your request.

Total 16 hours - Sick (Hours)

Request 1 item

	*From	*To	*Type	Quantity per Day	Total	
	08/20/2018	08/21/2018	Sick (Hours)	8 hours	16 hours	<b>Edit Quantity per Day</b>

Note: You may include any appropriate supporting documents by dragging them to the **Attachments** field or clicking **Select files**.

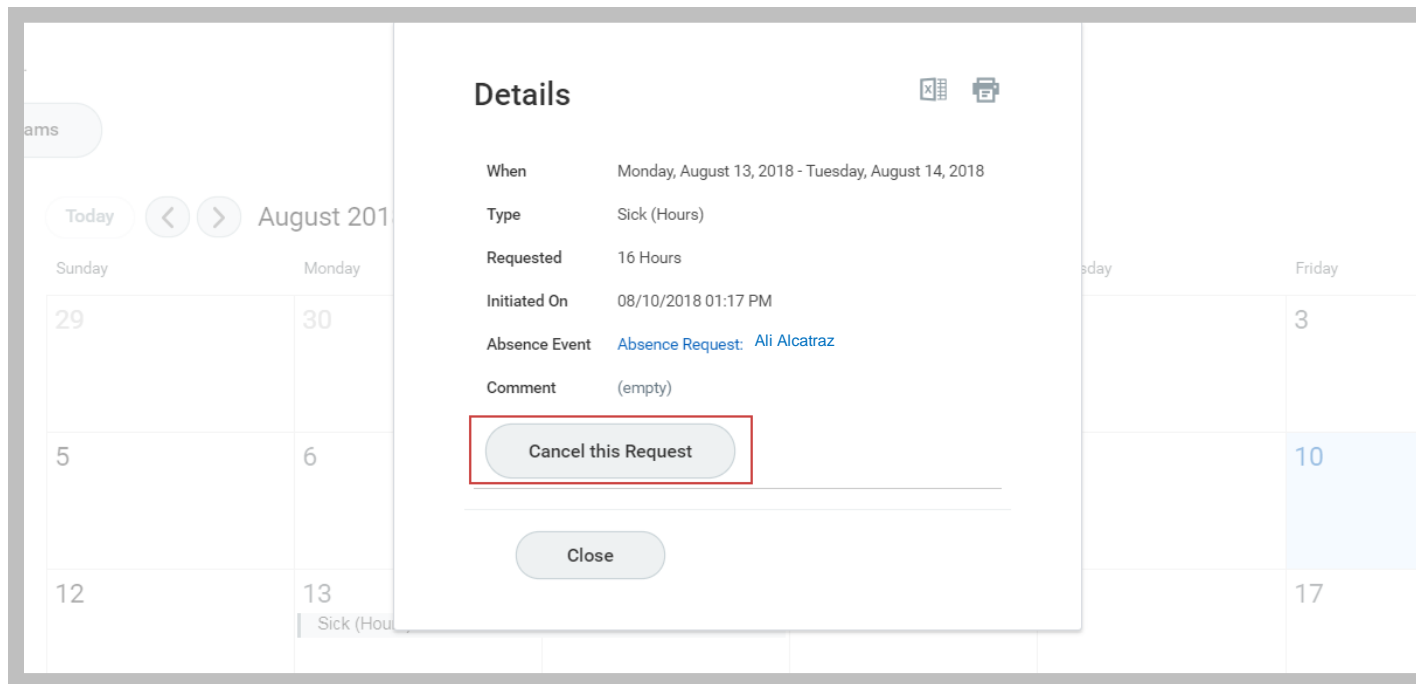
8. Click **Submit**. Your request will then be sent for Manager Approval. You can view the status of your request at any time by returning to the **My Absence** report.

## CANCEL A SUBMITTED TIME OFF REQUEST

Submitted time off requests that have not yet been approved can be cancelled. Once approved, you must correct the request to cancel it.

From the Absence application:

1. Click **Request Absence** or **Correct My Absence**. Either takes you to the unified absence calendar.
2. Click the time off entry on the calendar.
3. Click **Cancel this Request**.



4. Enter a comment. This step is required for a cancellation.
5. Click **Submit**, then **Done**. No approval is required for a cancellation.

## MODIFY PREVIOUSLY SUBMITTED AND APPROVED TIME OFF REQUESTS

From the Absence application:

1. Click **Request Absence** or **Correct My Absence**. Either takes you to the unified absence calendar.
2. Click the time off entry on the calendar.
3. Select the day(s) you want to correct or click the **Remove Row** icon to remove the days.
4. Enter the **Type**.
5. Enter an adjustment to requested hours in the **Quantity per Day** field.

**Correct Absence** Ali Alcatraz Actions

Total  
24 Hours

Monday, September 17, 2018 - Wednesday, September 19, 2018

Select All  0 selected

Correct 3 items ✕

<input type="checkbox"/>	<input type="checkbox"/>	Monday, September 17, 2018	Vacation (Hours)	8 Hours
<input type="checkbox"/>	<input type="checkbox"/>	Tuesday, September 18, 2018	Vacation (Hours)	8 Hours
<input type="checkbox"/>	<input type="checkbox"/>	Wednesday, September 19, 2018	Vacation (Hours)	8 Hours

Type

Quantity per Day

Unit of Time (empty)

Comment

6. Click **Submit**.