



SUBMIT TIME OFF AND LEAVE OF ABSENCE REQUESTS

From the Absence application:

1. Click **Request Absence** under the Request section. The unified absence calendar displays.



Note: Depending on your organization's configuration, you may be able to see other coworkers' absence requests by clicking View Teams. This gives insight into when coworkers will be absent and decreases the likelihood of too many workers being out at the same time.

2. Click the day you wish to take off or click and drag to select multiple days. Click a selected day to deselect it.
3. (Optional) 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.
4. Click **Request Absence**. The number of days you requested dynamically displays on the button to help confirm your request.
5. Select the **Type** of absence requested. Your options will include both time off and other absence types.
6. Click **Next**.
7. The Quantity per Day may default to a set amount or to your daily scheduled hours, depending on whether balance tracking is in days or hours.
8. (Optional) To change the Quantity per Day amount, click **Edit Quantity per Day**. Enter the desired amount and any needed comments. You can also update all quantities to the same amount at once, using the Update All Quantities field. Click **Done**.



Note: Depending on your organization's configuration, managers can include optional or required start and end times with a worker's time off request. This helps managers know when in the day the worker will be taking time off and better plan for absences within teams. Another feature, depending on your organization's configuration, can display the worker's position information alongside the worker's name in the Time Tracking and Absence application.



Request Absence

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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 24 hours - Vacation (Hours)

Request 1 item 📄 ↕

	*From	*To	*Type	Quantity per Day	Total	
+	08/19/2019	08/21/2019	Vacation (Hours)	8 hours	24 hours	Edit Quantity per Day

9. Attach any appropriate supporting documents by dragging them to the Attachments field or clicking **Select files**.

10. Click **Submit**. You can view the status of your request at any time by returning to the **My Absence** report.