

Manage Absence

1. Click on **Manage Absence** from **Absence** under Applications on your homepage
2. Manage Absence takes you to the **Absence Calendar** where you can **View Balance/Request Time Off/Edit** or **Cancel Time Off** and **View Your Recent Time Off Requests**

Viewing Your Time Off Balance / Requesting Time Off

1. Click on **Manage Absence** from the Absence application on your homepage
2. Manage Absence will take you to the **Absence Calendar**
3. To the right side of the pane, you can view **Absence Balance** for **today** or **as of a date**. Recent **Time Off requests** are **listed** on the Manage Absence screen **to its right**.
4. Here you can select the days and click on the **Request Absence** button.
5. Select the **Type of Absence** from the drop down.
6. Click on **Edit Individual Days** to adjust hours for individual days as needed
7. Enter Comment as needed (optional)
8. Click on **Submit Request**, it will go to your manager for approval. Note that it will **show gray** in the Absence Calendar until your manager has approved the time off.

Alternatively, you can also access 'Request Absence' from the Absence application on your homepage

1. Click the **Absence** under Applications on your homepage
2. Click the **Request Absence** button in the **Request** section
3. The absence calendar will pop up
4. Choose the date(s) you would like to request off. Click **Continue**
5. Select the **Type of Absence** from the drop down.
6. Click on **Edit Individual Days** to adjust hours for individual days as needed
7. Enter Comment as needed (optional)
8. Click on **Submit Request**, it will go to your manager for approval. Note that it will show **gray** in the Absence Calendar until your manager has approved the time off.

Canceling/Correcting Time Off Request

1. Click on **Manage Absence** from the Absence application on your homepage
2. **Manage Absence** will take you to the Absence Calendar
3. You can access an approved time off displayed in green to Edit hours or to Cancel the request. The change will go to your manager for approval.
4. You can access unapproved time off displayed in grey color to Cancel the absence request. ***Please note** that you will need to cancel the entire request. If you just need to edit the day(s) or hours you will need to re-enter the request if it is not approved.

