



MY ABSENCES

Frequently Asked Questions:

Q: Where do I find “My Absences”?

A: Log into the MyCampus Portal. Under Staff please visit Absences.

Q: Will there be reminders for staff to record, and for managers to approve on a timely basis?

A: No, however the Benefits Administrator follows up regularly with leaders should they have unapproved absences pending.

Q: My regular schedules requires me to work on weekends. How do I record a day off on the weekend?

A: This time will need to be recorded on one of the dates between Monday and Friday. Time off is not able to be reported on a weekend.

Q: How do I delete an absence that has been removed?

A: Once an absence has been approved, you are unable to delete the request. Please send an email request to the Benefits Administrator at benefits@flemingcollege.ca, copying your Manager.

Q: Is there an option to bank and track lieu time through Absence Management?

A: There is no ability to bank lieu time through Absence Management. However, you may request and record lieu time taken using the Absence Name “Other-Paid” with the Reason Code “Lieu Time”.

Q: Why does my balance does not show all my requested absences?

A: Absences will only be reflected in your Absences Balances page once the following conditions have been met:

1. They have been approved by your Manager;
2. They are within, or prior to, the current processing period;
3. The absence processing has been completed for that period by the Benefits Administrator

However, you will be able to review your balances, including carryover, entitlements and time taken, as well as any unprocessed days in Evolve by navigating to “My Self Service > Time Reporting > View Time > Absence Totals.

Should you have any questions, please contact the Benefits Administrator at benefits@flemingcollege.ca.