

## My Absences: Frequently Asked Questions (FAQ)



Below are answers to common questions about recording and managing absences.

**Q: Where do I find “My Absences”?**

**A:** You can access it in two ways:

1. MyCampus > Staff Resources > Absences
2. Evolve > My Self Service > Time Reporting > Report Time > Absence Request

**Q: Will there be reminds for staff to record, and for managers to approve, absences?**

**A:** General absence reminders are sent throughout the year. In addition, Human Resources (HR) follows up regularly with leaders if unapproved absences are pending.

**Q: My regular schedule includes weekends. How do I record a weekend day off?**

**A:** Absences must be recorded on weekdays, Monday to Friday. You cannot record an absence directly on a weekend.

**Q: How do I delete an absence?**

**A:** Employees and managers cannot delete approved absences through self service. To request a deletion, email [Total Rewards](#) and copy your manager.

**Q: Can I bank or track lieu time in My Absences?**

**A:** No. Lieu time cannot be banked in My Absences. However, you can request and record lieu time taken by selecting:

- Absence Name: Other Paid
- Reason: Lieu Time

**Q: My balance doesn’t show all of my requested absences. Why not?**

**A:** Balances are only updated after:

- The absence has been approved by your manager,
- The absence falls within or before the current processing period, and
- HR has completed processing for that period.

You can still review balances (carryover, entitlement, taken, and any unprocessed days) in Evolve > My Self Service > Time Reporting > View Time > Absence Totals.