My Absences:
Quick Tips

Login:
Evolve Administrative System > My Self Service > Time Reporting > Report Time > Absence Request

Request an Absence:
- Enter the start and end dates
- Select the absence type under Absence Name
- Select a reason type under Reason
- For partial days, select which day(s) it applies to and the fraction of the day (0.25, 0.5, 0.75)
- Click Calculate Duration
- Choose Save for Later or Submit
- If submitted, your manager receives an email to approve; you'll get an email when it's approved, denied or pushed back

View Absence Request History:
Use the link at the bottom of the Request Absence page or go to My Self Service > Time Reporting > View Time > Absence Request History.
- Status will show as approved, submitted, or denied
- To adjust the date range, enter the new "From" and "To" dates and click Refresh

View Absence Balances:
Use the link at the bottom of the Request Absence page or go to My Self Service > Time Reporting > View Time > Absence Balances.
- Balances show as of the date indicated
- They do not include absences that are unapproved or outside the current absence period

View Absence Totals:
My Self Service > Time Reporting > View Time > Absence Totals.
- Unapproved days and future days beyond the current period appear as unprocessed days

View Monthly Schedule:
Use the link on the Request Absence page or go to My Self Service > Time Reporting > View Time > Monthly Schedule.
- Switch months using the dropdown, or select Next/Previous Month

For help, contact [Total Rewards](#).