My Absences

Frequently Asked Questions

Q: **Where do I find "My Absences"?**

A: *Log in to MyCampus Portal, then go to "More Applications" > "My Absences". If you are already logged in, navigate to My Self Service > Time Reporting > Report Time > Absence Request.*

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

A: *No, however, HR follows up regularly with leaders, if they have unapproved absences pending.*

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

A: *You will need to record it on one of the days between Monday and Friday. You will not be able to record time off on the weekend.*

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

A: *There is no option in self service for an employee or a manager to delete an approved absence.*
If you need to delete an absence that has been approved, please send an email request to the Absence Administrator, Miranda Pawlett at Miranda.Pawlett@flemingcollege.ca, copying your Manager.

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

A: *There is no ability to bank lieu time. However you may request and record lieu time taken time using the Absence Name "Other-Paid" and the Reason Code "Lieu Time".*

Q: **My balance does not show all of my requested absences. Why is that?**

A: *Absences will only be reflected in your Absence Balances page once they have been approved by your leader, they are within or prior to the current processing period, and HR has completed the processing for that period. However, you will be able to review your balances including carryover, entitlements and taken, as well as any unprocessed days by navigating to "My Self Service" > Time Reporting > View Time > Absence Totals.*