

My Absences

QUICK TIPS

LOGIN

1. Go to My Self Service > "Time Reporting > Report Time > Absence Request

REQUEST AN ABSENCE

1. Add date under "Start Date"
2. Enter type of absence under "Absence Name". If choosing "Other Paid" or "Other Unpaid", please select Absence Type under "Reason"
3. If the absence is for partial day(s), select which day(s) this applies to in "Partial Days" (options: "All Days", "Start Day Only", "End Day Only" or "Start and End Day"). Then select 0.25, 0.5 or 0.75 under "Part Day"
4. Enter date under "End Date"
5. Click the "Calculate Duration" button
6. You can either "Save for Later" or "Submit" the absence request.
7. If you submit, an email request will be generated and sent to your Manager for approval.
8. Once your manager has processed the request, you will receive an email indicating the request has been approved, denied or pushed back.

VIEW ABSENCE REQUEST HISTORY

1. Go to the link at the bottom of the Request Absence page "View Absence Request History" or navigate to My Self Service > Time Reporting > View Time > Absence Request History.
2. Absence Requests will be listed with status: approved, submitted, denied.
3. If you wish to view absences for a different date range, select the desired dates under "From" and "To" and click on "Refresh".

VIEW ABSENCE BALANCES

1. Go to the link at the bottom of the Request Absence page "View Absence Balances" or navigate to My Self Service > Time Reporting > View Time > Absence Balances.
2. Please note the balances you see are as of the date indicated. Not included in these balances are absences that:
 - a) have not been approved by your manager and/or
 - b) are beyond the current absence period

VIEW ABSENCE TOTALS

1. Navigate to My Self Service > Time Reporting > View Time > Absence Totals.
2. Please note the number of unapproved days and days beyond the current absence period will be referred to as unprocessed days and will be indicated below each table.

VIEW MONTHLY SCHEDULE

1. Go to the link in the middle of the Request Absence page "View Monthly Schedule" or navigate to My Self Service > Time Reporting > View Time > Monthly Schedule.
2. To view a different month, click on the "month" dropdown and select the month, or click on "Next Month" or "Previous Month".