MY ABSENCES
Quick Tips

LOGIN:
- Login to My Campus > Staff Resources > Absences

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". Support Staff – if you are entering a caring for family member day under Sick, please indicate that under "Reason".
3. If the absence is for partial day(s), please select which day(s) this applies to in "Partial Days" – options include "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 "Calculate Duration:
6. You have the option to save before submitting by selecting "Save for Later" or submit the request by selecting "Submit".
7. If you submit, an email request will be generated and sent to your Manager for review.
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. Select "View Absence Request History" at the bottom of the Request Absence page, or navigate through Evolve through My Self Service > Time Reporting > View Time > Absence Request History.
2. Absence requests will be listed with the status approved, submitted or denied.
3. If you wish to view absences for a different date range, please input the desired dates under "From" and "To" and select "Refresh".

VIEW ABSENCE BALANCES:
1. Select "View Absence Balances" at the bottom of the Request Absence page, or navigate through Evolve through My Self Service > Time Reporting > View Time > Absence Balances.
2. Please note that the balances you see are as of the date indicated. Not included in these balances are absences that:
   - Have not been approved by your Manager, and/or
   - Are beyond the current absence period.

VIEW ABSENCE TOTALS:
1. Select "View Absence Balances" at the bottom of the Request Absence page, or navigate through Evolve through My Self Service > Time Reporting > View Time > Absence Totals.
2. Please note that the number of days not yet approved, or those beyond the current absence period will be referred to as unprocessed and will be indicated below each table.

VIEW MONTHLY SCHEDULE:
1. Select "View Monthly Schedule" on the Request Absence page, or navigate through Evolve through My Self Service > Time Reporting > View Time > Monthly Schedule.
2. To view a different month, please click on the "Month" dropdown and select the applicable month. As well, you can toggle by selecting "Previous Month" or "Next Month".
3. Please note that should you put in an absence request going over a weekend or statutory holiday, they will show under the monthly schedule, however this time will <u>not</u> be deducted from your balance(s).

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