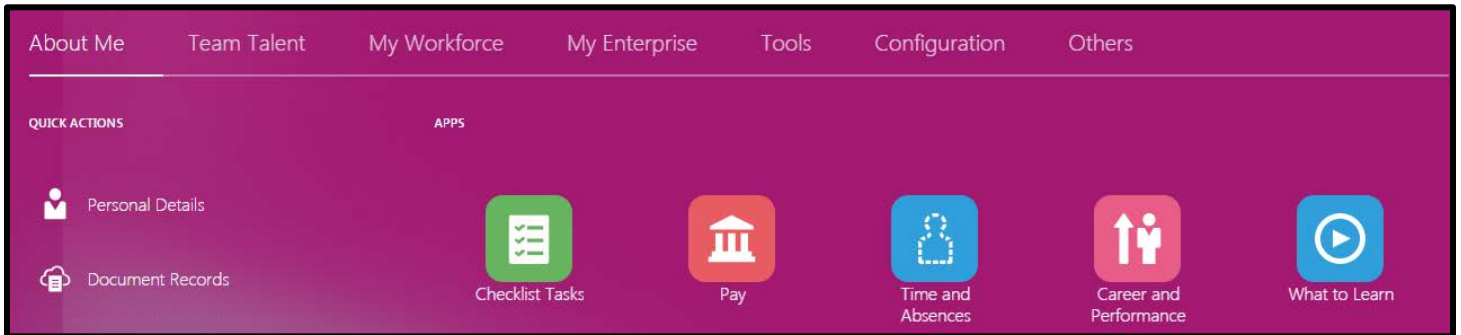


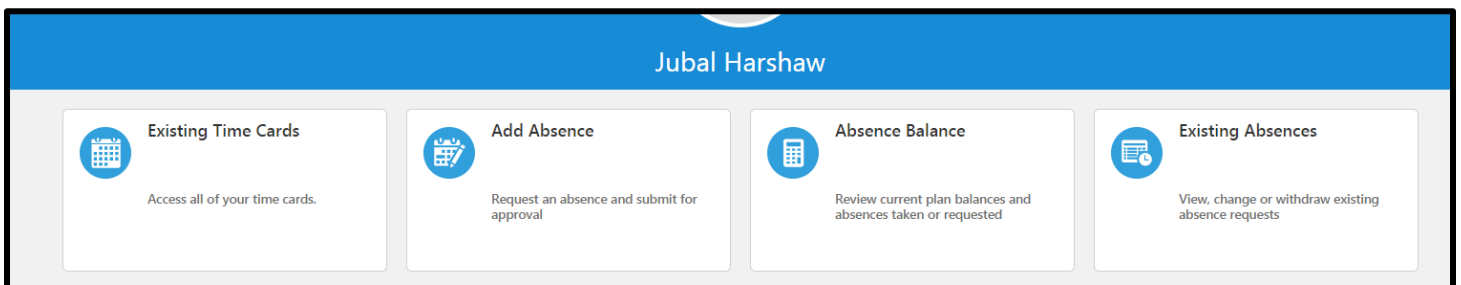
Absence Reporting in myHR

Absence process for full day(s) request, less than a full day, and multiple assignments.

1. Select the 'Time and Absence' Icon

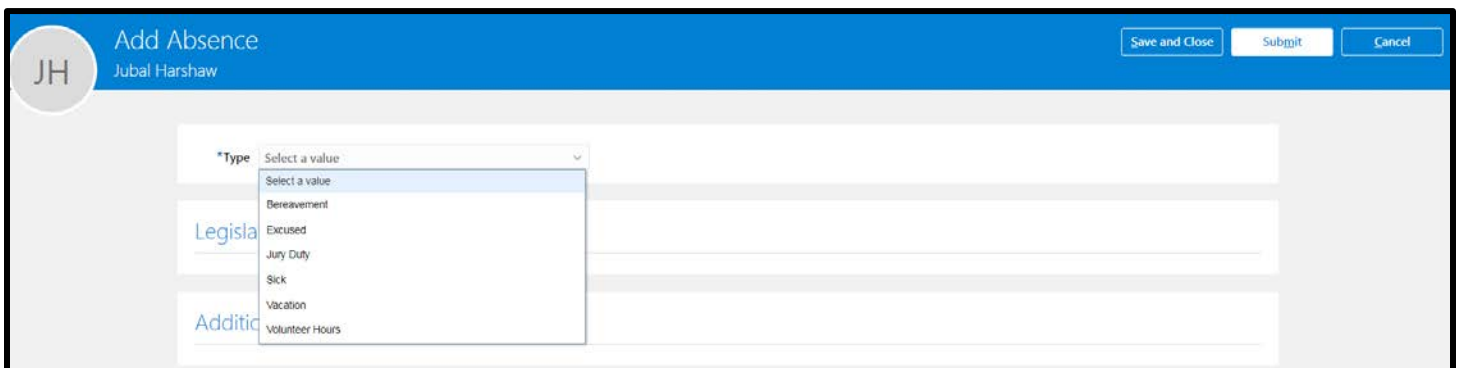


2. Select 'Add Absence' tile



- **Bi-weekly employees** use 'Existing Time Cards' to create new timecards and report time for the current pay period, and to view previous timecards

3. Use the dropdown menu to select absence type



4. Enter absence duration

The screenshot shows the 'Add Absence' form for Jubal Harshaw. The 'Type' is set to 'Vacation' and the 'Absence Type Balance' is 26.68 Hours. In the 'When' section, the start date is 12/4/20 and the absence duration is 0 Hours. There are buttons for 'Save and Close', 'Submit', and 'Cancel' at the top right, and 'Edit Entries' in the top right of the 'When' section.

- Use the calendar to select the start date
- The end date will default to the start date.

This screenshot shows the 'When' section with the start date set to 12/4/20 and the absence duration updated to 8 Hours. The end date is still 12/4/20. The 'Edit Entries' button is visible in the top right.

- For multiple day absence, change the end date

This screenshot shows the 'When' section with the start date set to 12/18/20 and the end date set to 12/22/20. The absence duration is now 24 Hours. The 'Edit Entries' button is in the top right, and 'Projected Balance' and 'Calculate' are at the bottom right.

5. Click 'Submit' to request the absence.

This screenshot shows the top header of the 'Add Absence' form. The 'Submit' button is highlighted, indicating the next step in the process.

Absences less than a full day.

1. once the start and end dates are entered you will click the Edit Entries button

When [Edit Entries](#)

*Start Date and Duration Absence Duration

12/18/20 Hours 24 Hours

*End Date and Duration

12/22/20 Hours

Projected Balance [Calculate](#)

2. click the edit (pencil) icon next to the absence to change the

When [+ Add](#)

Duration in Hours

12/18/20 Director..	8	
12/21/20 Director..	8	
12/22/20 Director..	8	
Total Absence Duration	24	

3. change the hours to reflect the correct total and click OK

When

Duration in Hours

Delete OK Cancel

*Date Absence Duration

12/18/20 Hours Scheduled duration is 8 hours

Business Title

Director..

12/21/20 Director..	8	
12/22/20 Director..	8	
Total Absence Duration	20	

Absence Request for Multiple Assignments

1. follow steps 1 through 4 to start the initial absence quest.
2. once the start and end dates are entered you will click the Edit Entries button

When Edit Entries

***Start Date and Duration**

Hours

Absence Duration

24 Hours

***End Date and Duration**

Hours

Projected Balance [Calculate](#)

3. click the edit (pencil) icon next to the absence with 0 hours

When + Add

Duration in Hours

12/18/20 Director..	8	✎	
12/18/20 Temporary..	0	✎	
12/21/20 Director..	8	✎	
12/21/20 Temporary..	0	✎	
12/22/20 Director..	8	✎	
12/22/20 Temporary..	0	✎	
Total Absence Duration	24		

4. Click the Delete button. You will need to complete this step for each absence with 0 hours.

When

Duration in Hours

12/18/20 Director..	8
<input type="button" value="Delete"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/>	

*Date

Absence Duration

 Hours
Scheduled duration is 0 hours

Business Title

12/21/20 Director..	8
12/21/20 Temporary..	0

5. the absence will be removed

When

Duration in Hours

12/18/20 Director..	8	✎
12/21/20 Director..	8	✎
12/22/20 Director..	8	✎
Total Absence Duration	24	

6. When all non-primary assignments (absence days with 0 hours) are removed, click **Submit** to request the absence.