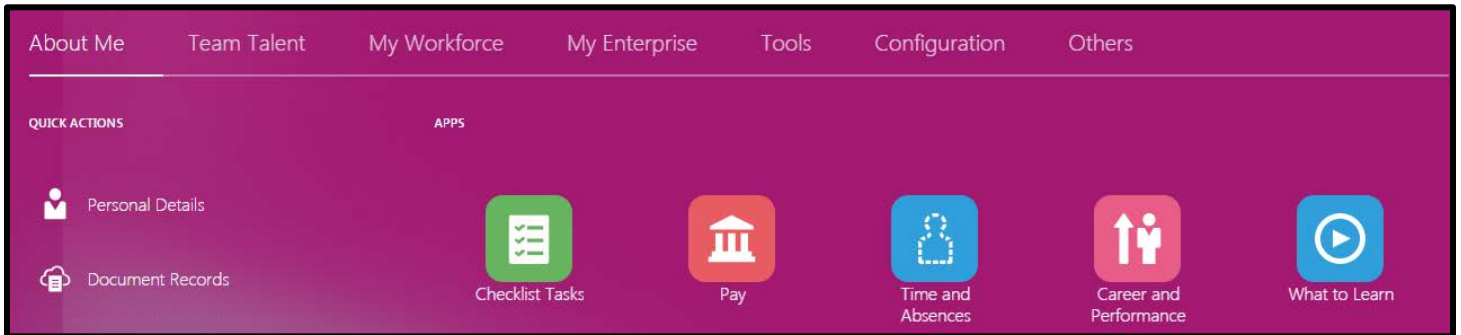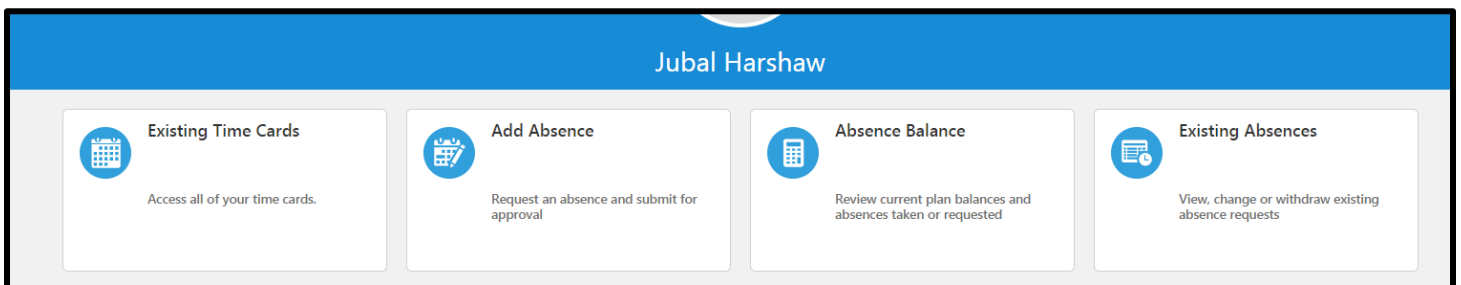**Absence Reporting in myHR**

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

1. Select the 'Time and Absence' Icon
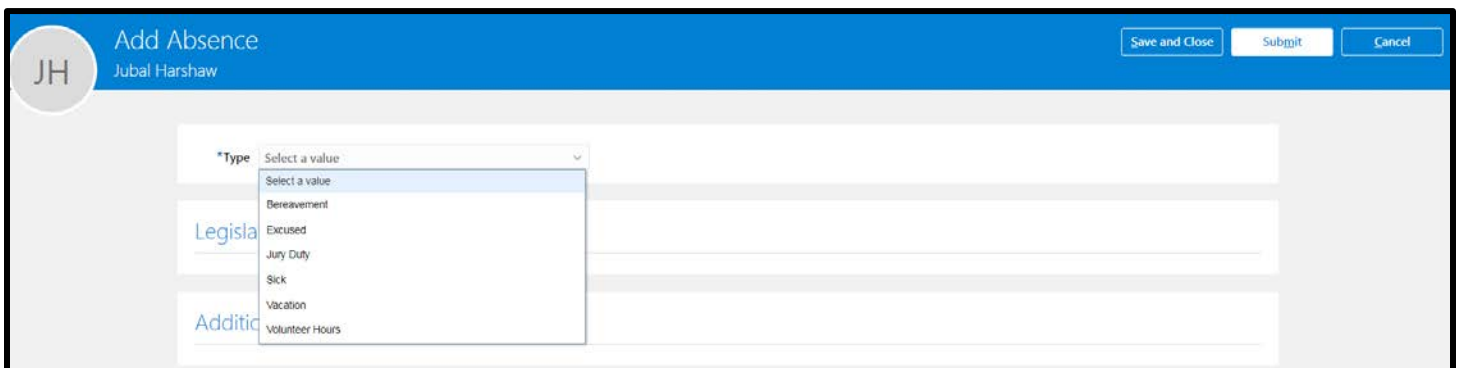

2. Select 'Add Absence' tile

- **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

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

- For multiple day absence, change the end date

5. Click 'Submit' to request the absence.

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		8	Hours	**24** Hours	
*End Date and Duration					
12/22/20		8	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		4	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		**Absence Duration**
12/18/20	8 Hours	24 Hours
*End Date and Duration		
12/22/20	8 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

<div style="text-align:right">Delete · OK · Cancel</div>

*Date	**Absence Duration**
12/18/20 📅	0 Hours
	Scheduled duration is 0 hours
Business Title	
Temporary.. ⌄	

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

5. the absence will be removed

When		+ Add
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.

January 2021