



#### 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

Jubal Harshaw					
Existing Time Cards	Add Absence	Absence Balance	Existing Absences		
Access all of your time cards.	Request an absence and submit for approval	Review current plan balances and absences taken or requested	View, change or withdraw existing absence requests		

- **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'.

Add Absence JH Jubal Harshaw		Save and Close	Submit	Cancel
*Туре	Select a value			
Legisla	Select à value Bereavement Excused Jury Dufy Sick			
Additio	Vacation Volunteer Hours			





4. If you have multiple assignments, select your primary assignment number under the 'Business Title' dropdown.

*Туре	Vacation				4
*Business Title	Select a value				-6
	Business Title	Start Date	End Date	Status	
	Director	1/4/21		Current	
/hen	Instructor.	1/11/21		Current	

#### 5. Enter absence duration.

*Туре	Vacation		×	
*Business Title	Director		×.	
				Absence Type Balance <b>O</b> Hours
When				Edit Entries
*Start Date and	l Duration	Enter a date on or after 1/4/21.	Absence Duration 8 Hours	
*End Date and	Duration			
1/13/21	Ĩê			
				Projected Balance Calculate

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

When				Edit Entries
*Start Date and Du	iration		Absence Duration	
12/4/20	to.	8 Hours	8 Hours	
*End Date and Dur	ation			
12/4/20	100			

• For multiple day absence, change the 'end date and duration'.

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hen				Edit Entries
*Start Date and Dura	tion		Absence Duration	
12/18/20	10	8 Hours	24 Hours	
*End Date and Durati	ion			
12/22/20	Č.	8 Hours		
				Projected Balance Calculate

#### 6. Click 'Submit' to request the absence.

	Add Absence	Save and Close	Submit	Cancel
JH	Jubal Harshaw			

## ABSENCES LESS THAN A FULL DAY.

- 1. Follow steps 1 5 from above.
- 2. Once the start and end dates are entered you will click the 'Edit Entries' button.

hen				Edit Entries
*Start Date and Durat	tion		Absence Duration	
12/18/20	tio -	8 Hours	24 Hours	
*End Date and Durati	ion			
12/22/20	10	8 Hours		
				Projected Balance Calcula

3. click the 'edit' (pencil) icon next to the absence to change the absence duration. You must click the pencil lcon to update the hours.

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'.

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ration in Hours				
				_
			Delete	K <u>C</u> ancel
*Date		Absence Duration		
12/18/20	tio -	4 Hours		
Business Title		Scheduled duration is 8 hours		
Director	*			
12/21/20				8 /
Director				0
12/22/20				8 /
Director				
Total Absence Duration				20

#### 4. Click 'Submit'.