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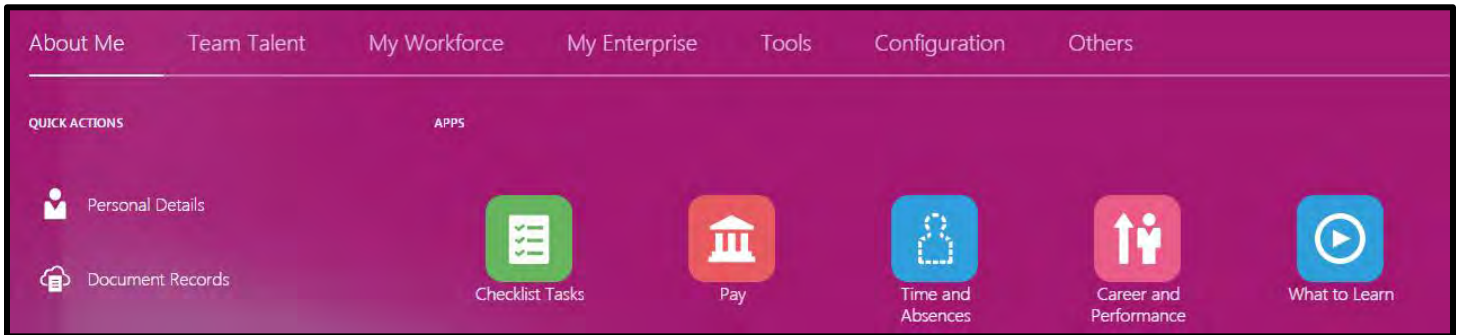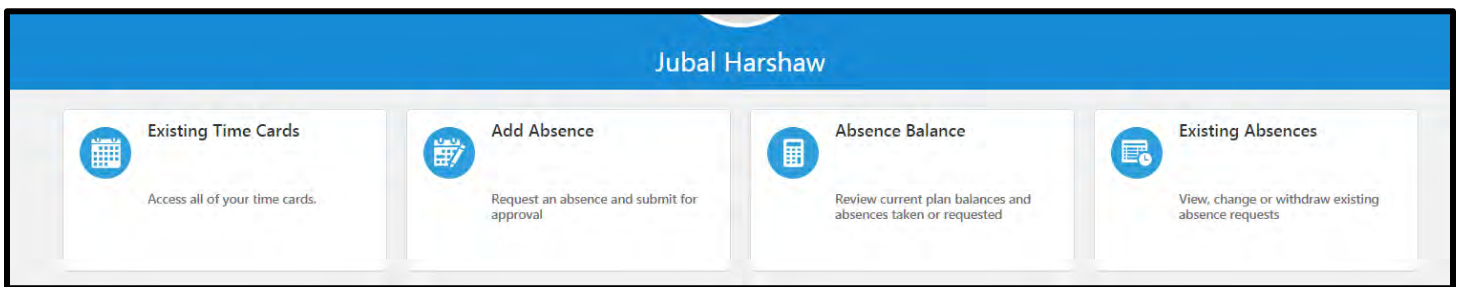
Absence process for full day(s) request, less than a full day, and multiple assignments.

1. Select the 'Time and Absence' Icon
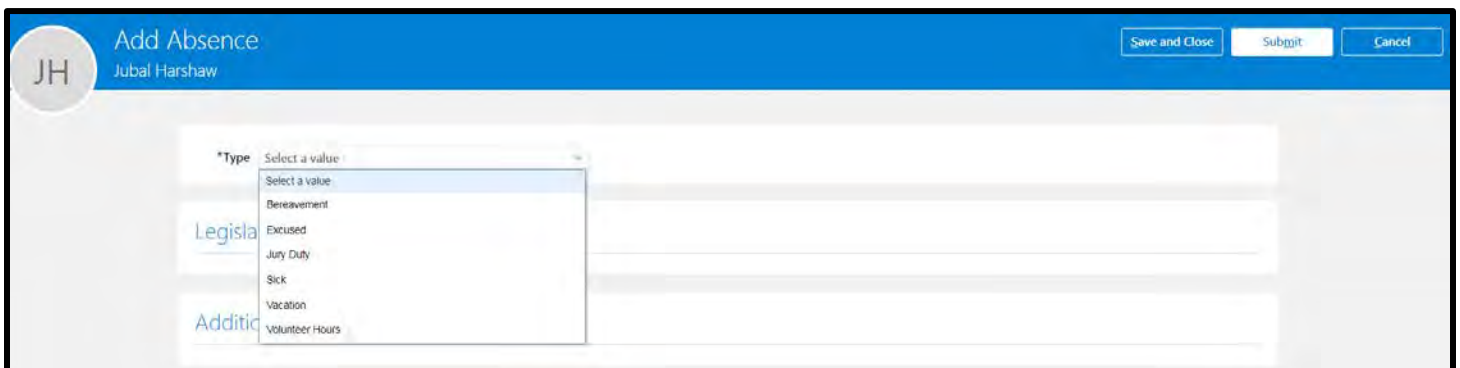

2. Select 'Add Absence' tile

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

*Type	Vacation		∨
*Business Title	Select a value		∨

Business Title	Start Date	End Date	Status
Director..	1/4/21		Current
Instructor..	1/11/21		Current

When

5. Enter absence duration.

*Type	Vacation	∨
*Business Title	Director..	∨

Absence Type Balance **0** Hours

When   Edit Entries

*Start Date and Duration

Enter a date on or after 1/4/21.

1/13/21   8 Hours

*End Date and Duration

1/13/21

Absence Duration

8 Hours

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 Duration

12/4/20   8 Hours

*End Date and Duration

12/4/20

Absence Duration

8 Hours

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

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6. Click 'Submit' to request the absence.

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.

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

3. Change the hours to reflect the correct total and click 'OK'.

When

Duration in Hours

Delete   OK   Cancel

*Date
12/18/20

Business Title
Director..

Absence Duration
4 Hours
Scheduled duration is 8 hours

12/21/20
Director..   8 ✎

12/22/20
Director..   8 ✎

Total Absence Duration   20

4. Click 'Submit'.