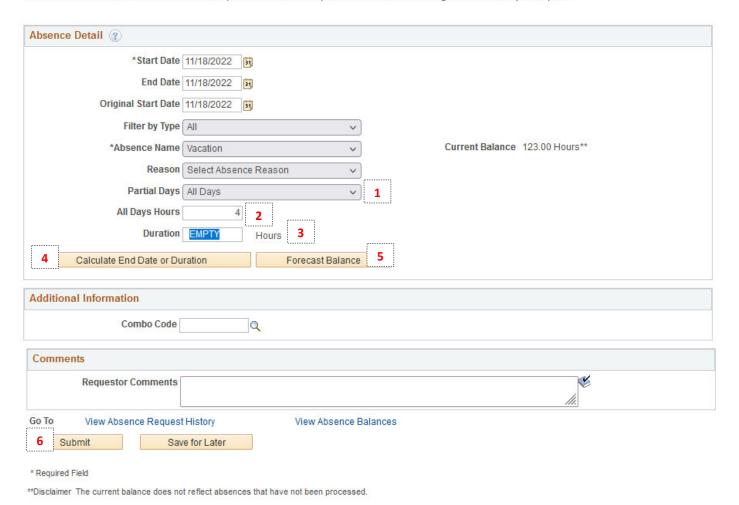




Jane Doe Custodian

## **▼** Instructions

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.



## **Entering Partial Day Absences:**

- 1. Use the drop down box and select "All Days",
- 2. Fill in the "All Days Hours" with the total amount of time they will be not there for (ex: leaving an hour early, you would enter "1").
- 3. Do not fill in the duration box, leave empty.
- 4. Click on "calculate the end hours", the system will fill in that box.
- 5. Click on "forecast".
- 6. Click on submit the absence at the bottom of the page.