



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.

Absence Detail ?

*Start Date 11/18/2022

End Date 11/18/2022

Original Start Date 11/18/2022

Filter by Type All ▼

*Absence Name Vacation ▼

Current Balance 123.00 Hours**

Reason Select Absence Reason ▼

Partial Days All Days ▼ **1**

All Days Hours 4 **2**

Duration EMPTY **3** Hours

4 Calculate End Date or Duration

Forecast Balance **5**

Additional Information

Combo Code

Comments

Requestor Comments

Go To

[View Absence Request History](#)

[View Absence Balances](#)

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Submit

Save for Later

* Required Field

**Disclaimer The current balance does not reflect absences that have not been processed.

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.