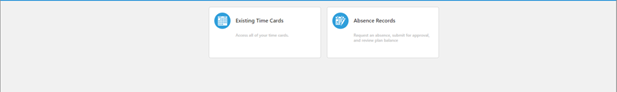
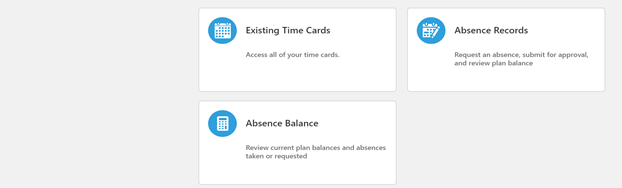
New Absence Entry

**There are now three options available on the Time and Absence screen**

Before: “Existing Time Cards” and “Absence Records”



After: An additional tile called “Absence Balance”

****

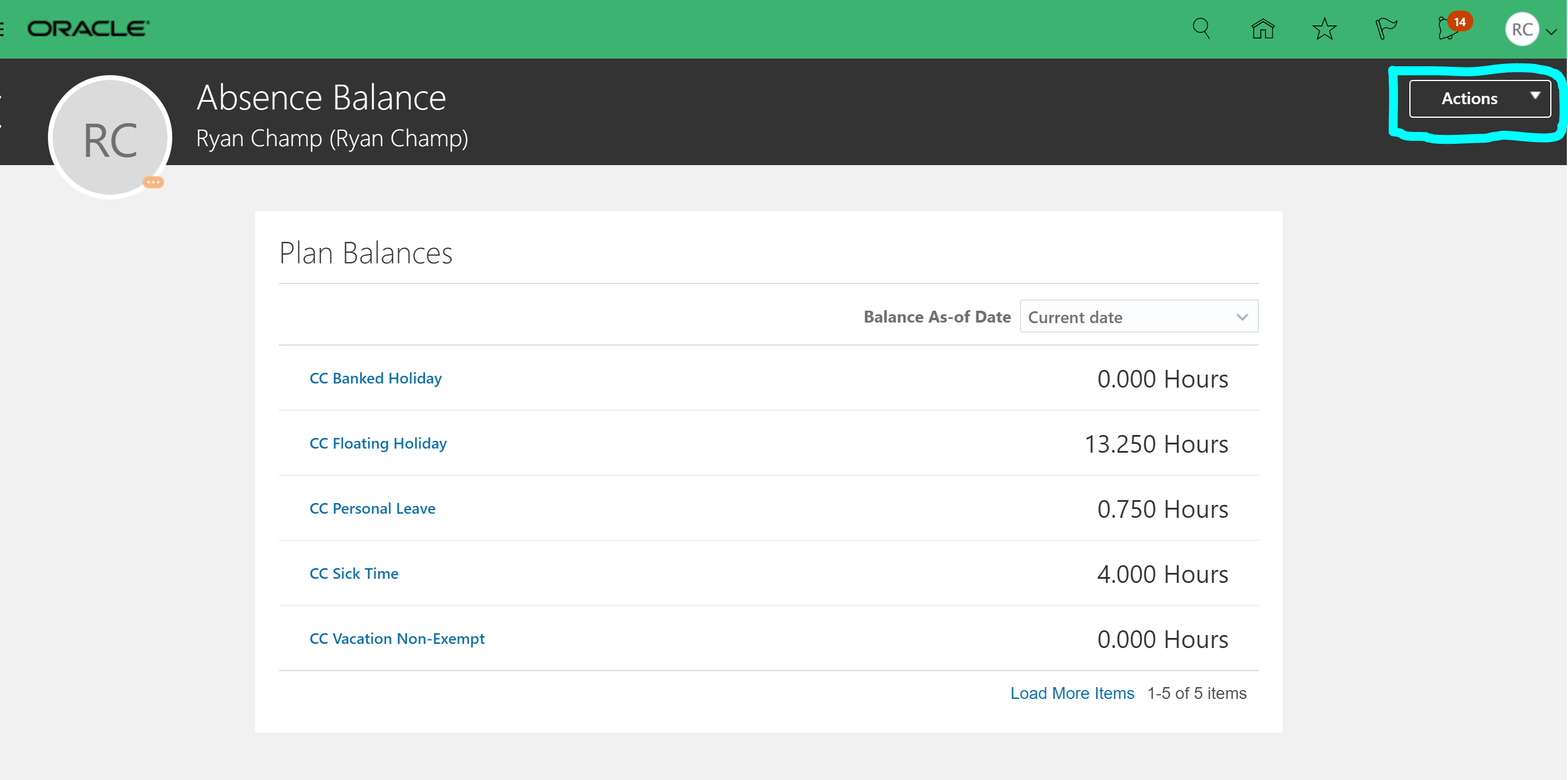
**Is the Process changing?**

**Existing Time Cards:** No change

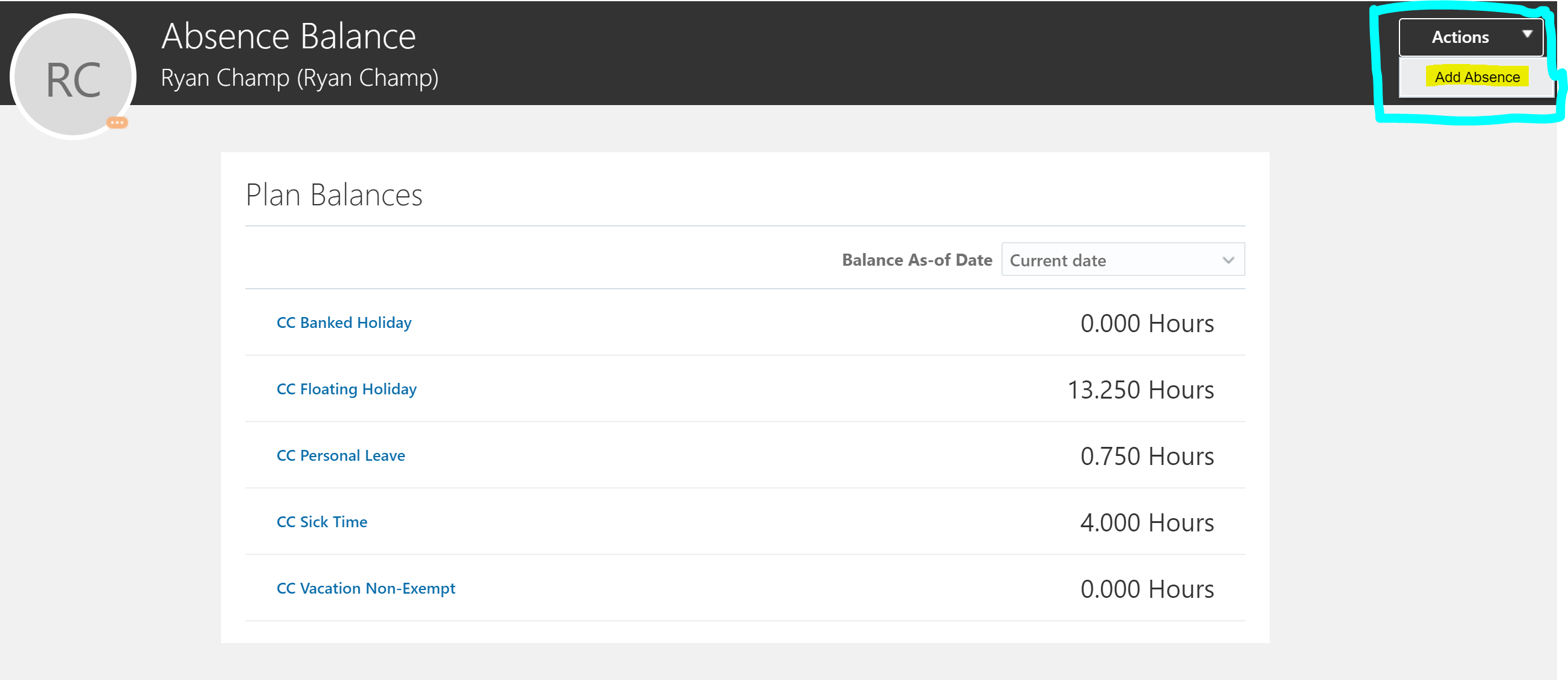
**Absence Records**: No change

**Absence Balance**: You can view the Accrual balances and enter an absence here.

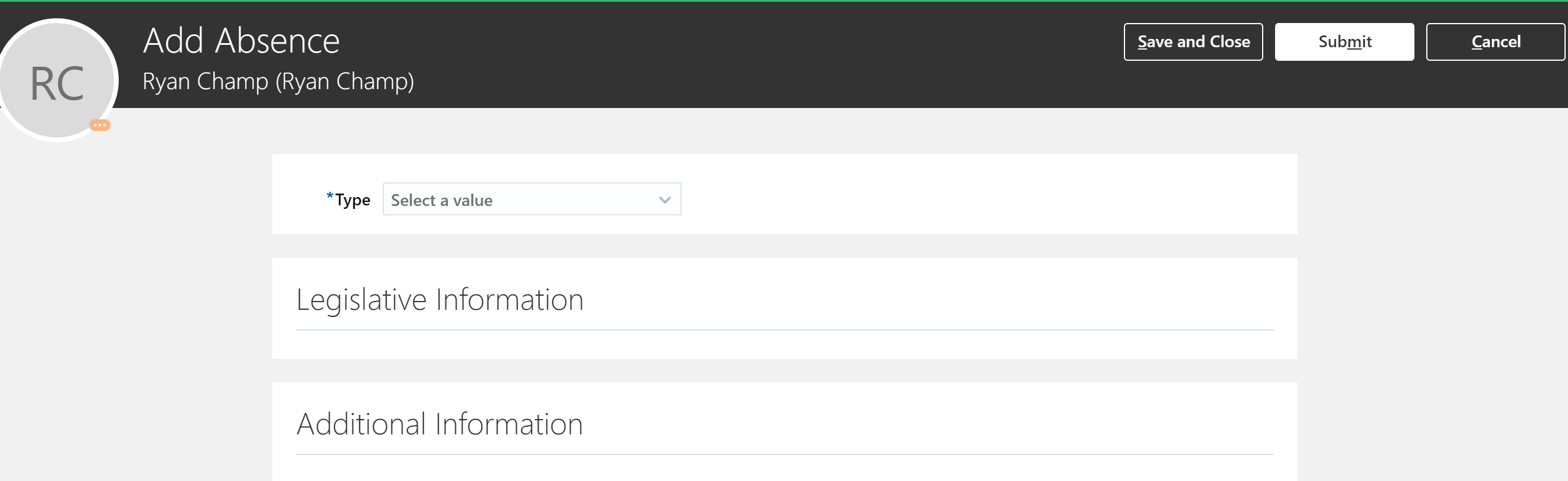
To enter an absence from this tile, click on the Actions Button on the top right corner as shown in the screen shot below:



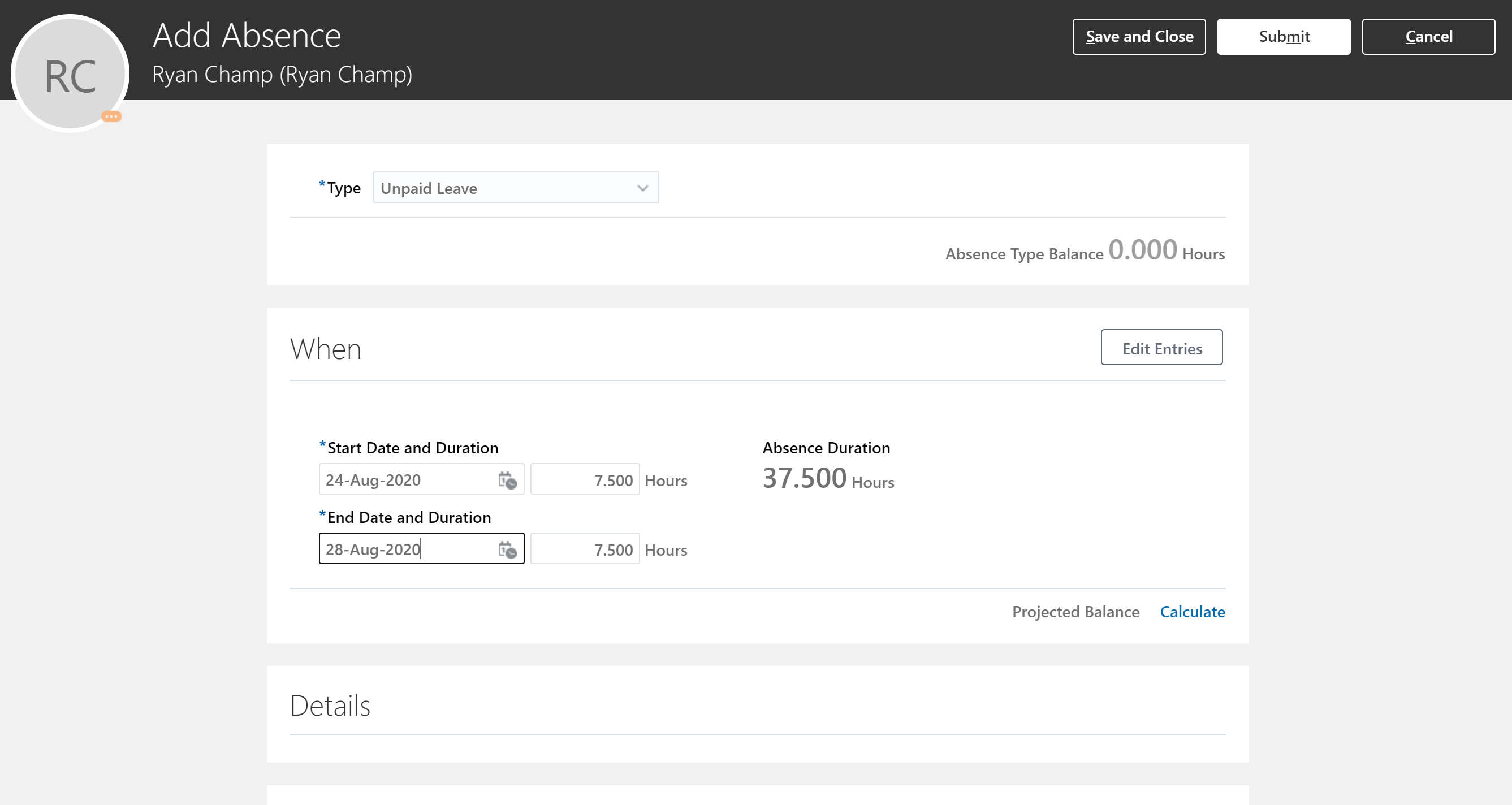
Click Add Absence

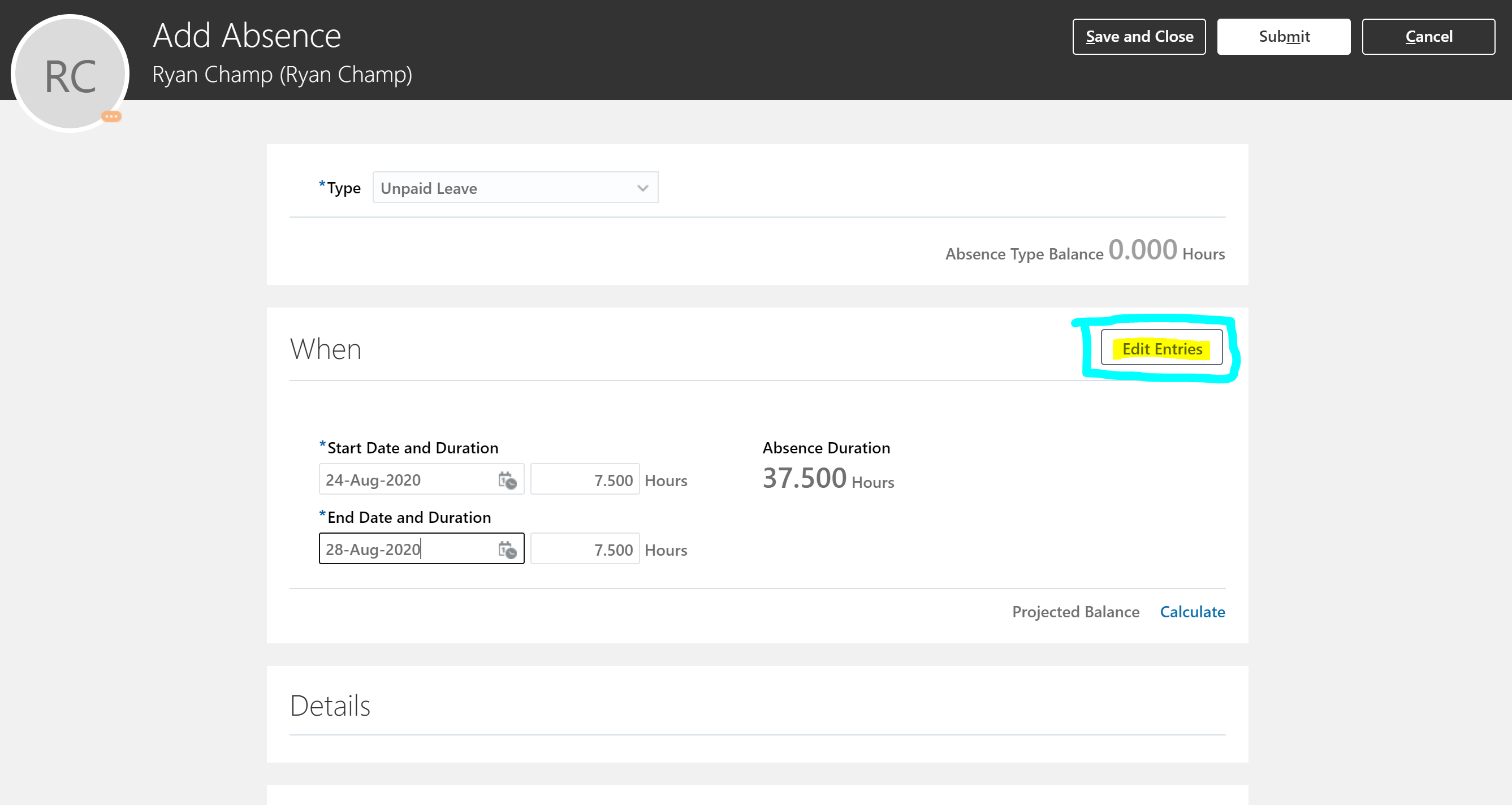


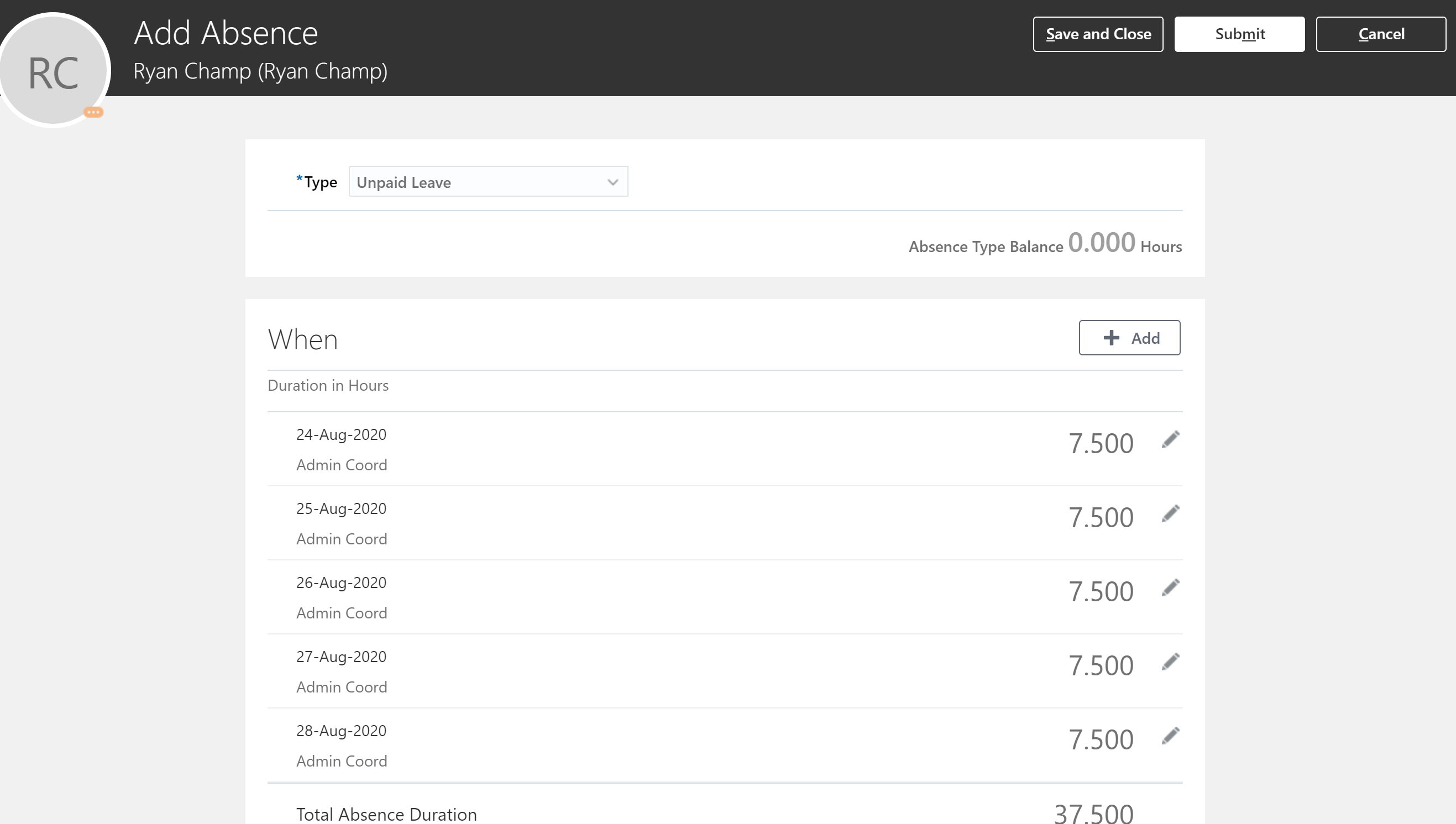
Select an Absence Type under the drop down



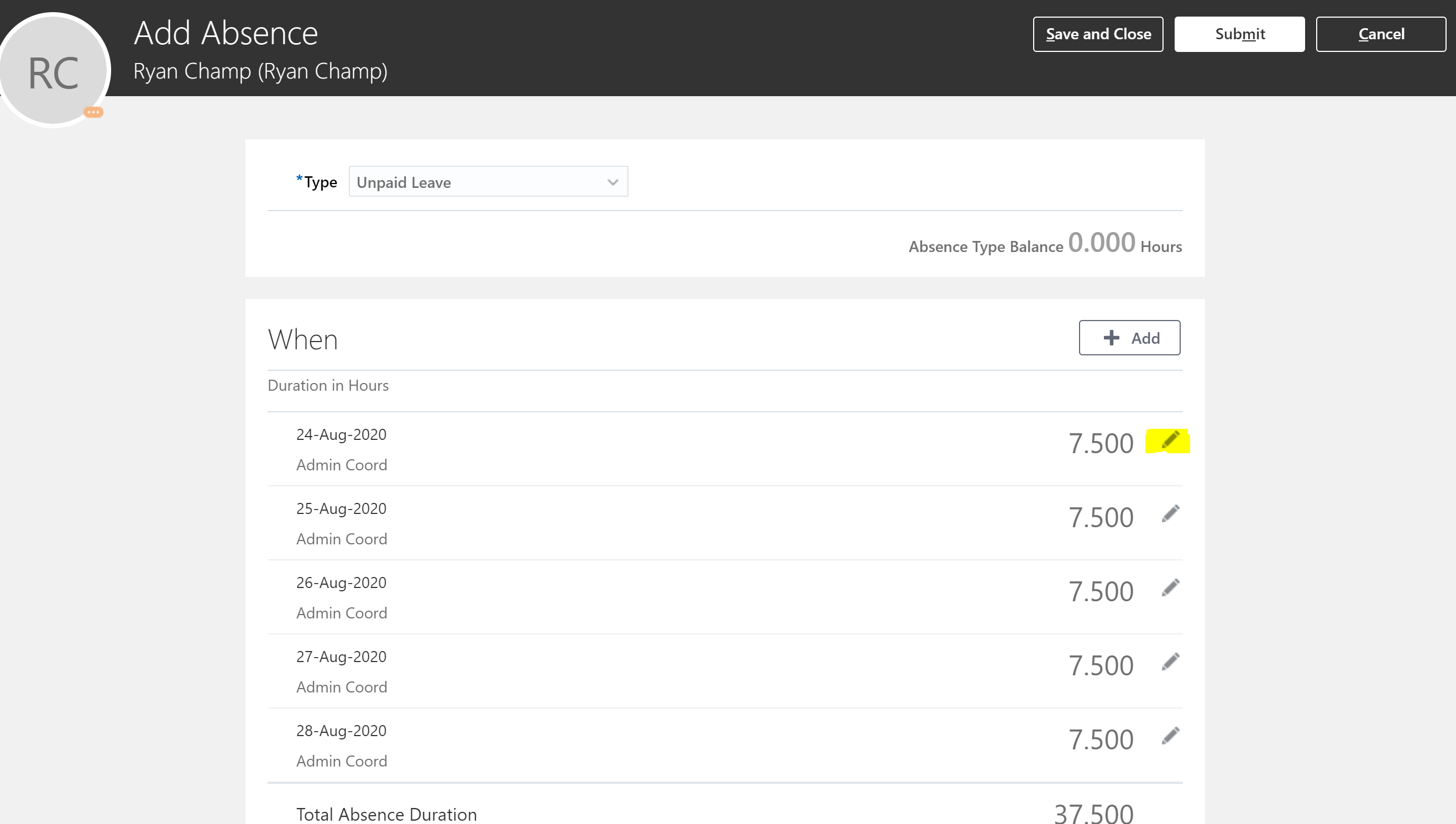
Enter your information

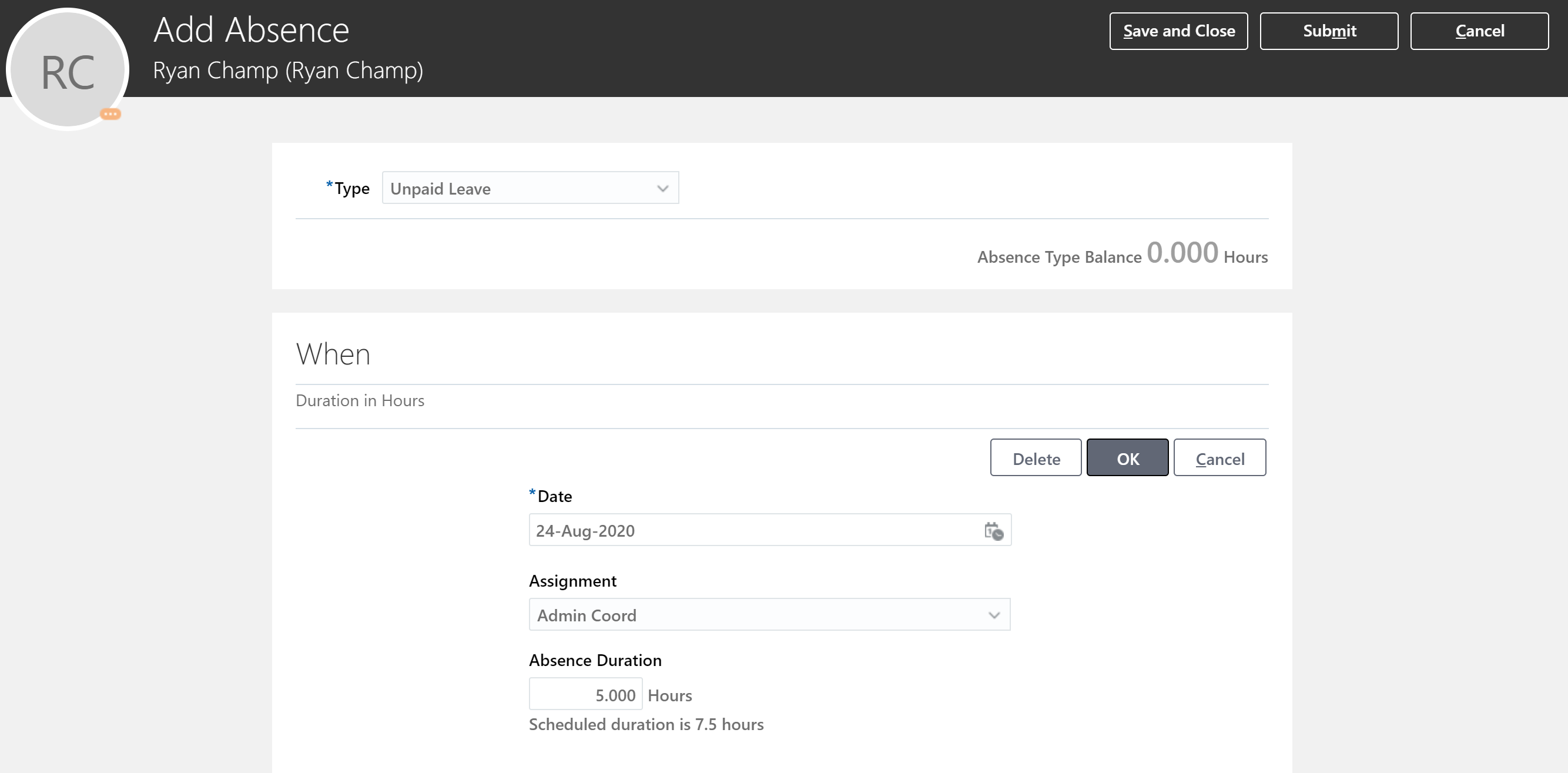


Click on Edit Entries to enter Absence for multiple Assignments.

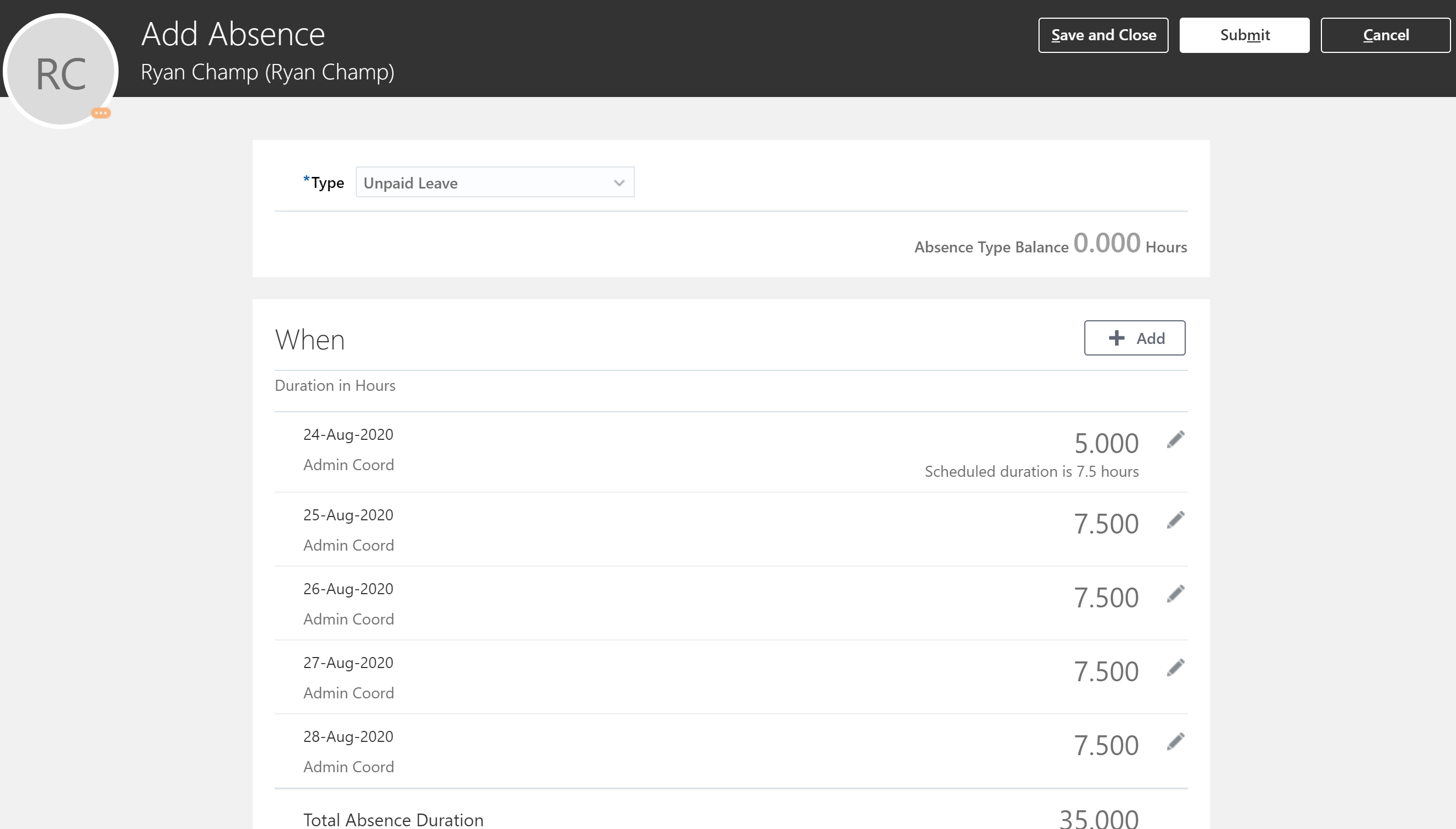


Click on the Pencil icon next to the hours to edit the details.





Click Ok after the changes have been made.



Click Submit button to submit the absence for Approval.