

Enter Absence on Behalf of Employee

This guide describes how to enter an absence on behalf of an employee who reports to you.


Walkthroughs:

- 1.0 Navigation Path
- 2.0 Absence on Behalf of an Employee
- 3.0 Absence Balance

Additional Resources:

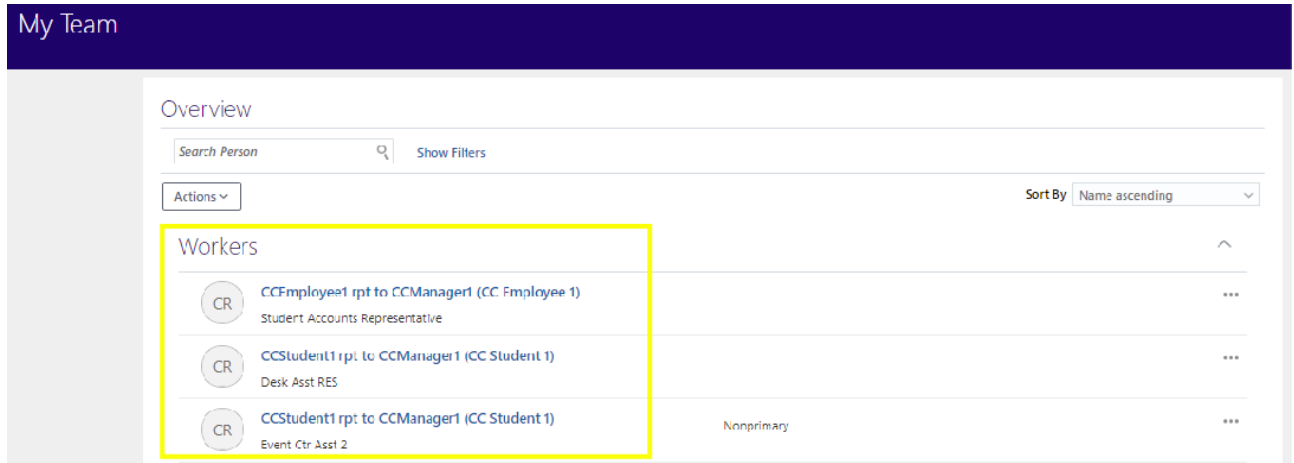
- Employee Self-Service Reference Guides, Schedule Absences

Audience: Managers

Process Step & Description	Action
<p>1.0 Navigation Path</p>	<div data-bbox="261 835 496 873"> <h3>Getting Started</h3> </div> <p data-bbox="261 907 1114 993">Through Responsive User Interface (RUI), begin at the Home page. Using the Quick Actions menu, click Show More at the bottom of the list:</p> <p data-bbox="355 1068 1060 1102">The Quick Actions library has many categories and options.</p> <p data-bbox="355 1178 1065 1262">Once the full list of Quick Actions is available, scroll down to Absences.</p> <p data-bbox="355 1665 618 1696">Choose Add Absence</p> 

2.0 Absence on Behalf of an Employee

- all of your direct reports will be displayed in a list.



The screenshot shows a 'My Team' overview page. At the top, there is a search bar labeled 'Search Person' and a 'Show Filters' button. Below this is an 'Actions' dropdown menu and a 'Sort By' dropdown menu set to 'Name ascending'. The main content area is titled 'Workers' and contains a list of three employees, each with a 'CR' icon and a three-dot menu:

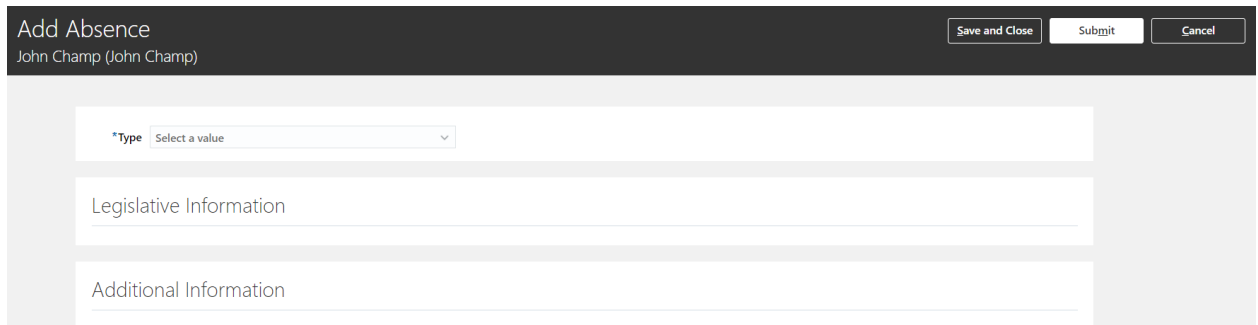
Worker	Role	Primary
CCEmployee1 rpt to CCManager1 (CC Employee 1)	Student Accounts Representative	...
CCStudent1 rpt to CCManager1 (CC Student 1)	Desk Asst RES	...
CCStudent1 rpt to CCManager1 (CC Student 1)	Event Ctr Asst 2	Nonprimary ...

Enter Absence on Behalf of an Employee

From the list of direct reports, find the employee who you will submit an absence for.

- Click on the name of the employee.

Select an Absence Type under the drop down. Be sure to choose the correct position if the employee has multiple assignments.



The screenshot shows the 'Add Absence' form for John Champ (John Champ). At the top right, there are buttons for 'Save and Close', 'Submit', and 'Cancel'. The form contains a dropdown menu for '*Type' with the text 'Select a value'. Below this are two text input fields: 'Legislative Information' and 'Additional Information'.

	<p>Enter the start and end date information.</p> <p>When Edit Entries</p> <hr/> <p>*Start Date and Duration Repeat</p> <p>18-May-2022 <input type="text" value="7.75"/> Hours None <input type="text"/></p> <p>*End Date and Duration</p> <p>18-May-2022 <input type="text"/></p> <hr/> <p>Absence Duration 7.75 Hours Projected Balance Calculate</p>				
	<p>Edit Hours and update the Repeat option if applicable.</p>				
	<p>Click on Submit. The Absence Record is auto approved when Line Manager submits the request.</p>				
<p>3.0 Absence Balance</p>	<p>To view the employee’s balance, navigate to Absence Balance under Quick Actions > Absences:</p> <div style="background-color: #f9e79f; padding: 10px; border: 1px solid #ccc;"> <p>Absences</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; display: flex; align-items: center; gap: 5px;"> <input type="checkbox"/> Absence Balance </div> <div style="display: flex; align-items: center; gap: 20px;"> <div style="display: flex; align-items: center; gap: 5px;"><input type="checkbox"/> Add Absence</div> <div style="display: flex; align-items: center; gap: 5px;"><input type="checkbox"/> Donations</div> <div style="display: flex; align-items: center; gap: 5px;"><input type="checkbox"/> Existing Absences</div> </div> </div> </div>				
	<p>Choose the employee by clicking on their name. Their balances will be displayed:</p> <p>Plan Balances</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: right;">Balance As-of Date <input type="text" value="Current date"/></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> <p>MIDD CTO Exempt Senior Asst. Director of Admissions</p> </td> <td style="text-align: right; padding: 5px;">142.142 Hours</td> </tr> <tr> <td style="padding: 5px;"> <p>MIDD Sick Leave Reserve Senior Asst. Director of Admissions</p> </td> <td style="text-align: right; padding: 5px;">0 Hours</td> </tr> </table> </div>	<p>MIDD CTO Exempt Senior Asst. Director of Admissions</p>	142.142 Hours	<p>MIDD Sick Leave Reserve Senior Asst. Director of Admissions</p>	0 Hours
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