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

Audience: Managers

Additional Resources:
- Employee Self-Service Reference Guides, Schedule Absences

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Getting Started

Through Responsive User Interface (RUI), begin at the Home page. Using the Quick Actions menu, click Show More at the bottom of the list:

The Quick Actions library has many categories and options.

Once the full list of Quick Actions is available, scroll down to Absences.

Choose Add Absence
2.0 Absence on Behalf of an Employee

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

### 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

Select an Absence Type under the drop down. Be sure to choose the correct position if the employee has multiple assignments.
Enter the start and end date information.

Edit Hours and update the Repeat option if applicable.

Click on Submit. The Absence Record is auto approved when Line Manager submits the request.

3.0 Absence Balance

To view the employee’s balance, navigate to Absence Balance under Quick Actions > Absences:

Choose the employee by clicking on their name. Their balances will be displayed: