How to Enter Absences for a Date Range for Summer Schedule

This guide is for employees that have a summer schedule that includes using leave to make up the work week. Use this guide to enter your absences for a date range. Payroll is requesting that absences be entered on a weekly basis! This is for your benefit as well, in case there is a change to your schedule. It can be very time consuming to have to correct leave requests that are over a long range of time.

*If you need assistance please reach out to Payroll.*

The example below is for an employee that is choosing to work 9 hours a day Monday through Thursday and use 1 hour of vacation each day.

Enter the date range for the week only.
You will notice the system automatically enters the total hours. YOU MUST CLICK ON PARITAL DAYS!
A new window will open to enter the partial days information. Select **ALL DAYS** from the drop down menu next to **Partial Days**. The system will automatically be selected to **Yes** for **All Days Are Half Days**. You will need to click on that to slide it to **No**.

Then you will enter the duration for each day. EX: You are working 9 hour days and using an hour of vacation each day. You will enter 1 in the **Duration** for the **Hours**. Then click **Done**.
When finished it will list the total hours for the week. You can then add comments if requested by your supervisor and then click **Submit**.

**Please make sure the duration is the correct number of hours for the week before you click Submit!!!**