

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 vaction 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!**

*Absence Name	130 Vacation Leave
Reason	Vacation Leave Taken
*Start Date	07/06/2020
End Date	07/09/2020
Duration	40.00 Hours
Partial Days All Days	
Comments	
Balance Information	
As Of 05/31/2020 116.50 Hours**	
View Balances	
View Requests	
Disclaimer The current balance does not reflect absences that have not been processed.	

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**.

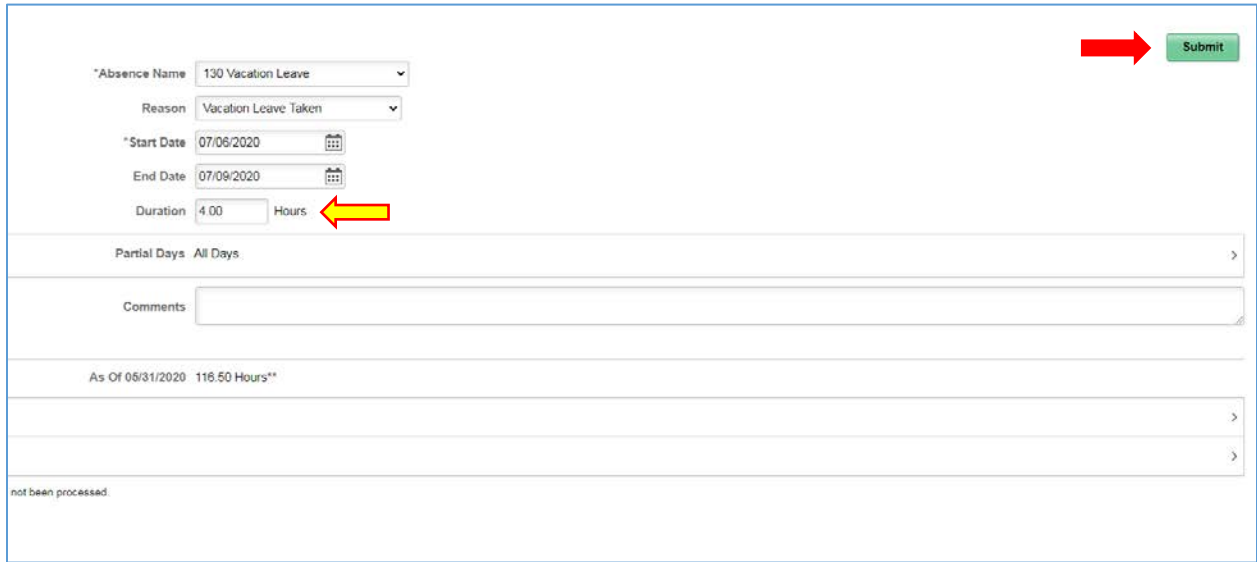
The screenshot shows a 'Partial Days' dialog box overlaid on a form. The dialog box has a title bar with 'Cancel' and 'Done' buttons. Inside, there is a dropdown menu for 'Partial Days' set to 'All Days', and a toggle switch for 'All Days Are Half Days' set to 'Yes'. Two red arrows point to the dropdown and the toggle switch.

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**.

The screenshot shows the 'Partial Days' dialog box with the 'All Days Are Half Days' toggle switch now set to 'No' and the 'Duration' field set to '1.00'. A yellow arrow points to the 'No' toggle, and a red arrow points to the '1.00' in the duration field.

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!!!



The screenshot shows a web form for submitting an absence request. The form includes the following fields and elements:

- *Absence Name:** A dropdown menu with "130 Vacation Leave" selected.
- Reason:** A dropdown menu with "Vacation Leave Taken" selected.
- *Start Date:** A date input field with "07/06/2020" and a calendar icon.
- End Date:** A date input field with "07/06/2020" and a calendar icon.
- Duration:** A text input field containing "4.00" followed by "Hours". A yellow arrow points to this field.
- Submit:** A green button with the text "Submit". A red arrow points to this button.
- Partial Days:** A dropdown menu with "All Days" selected.
- Comments:** A large text area for entering comments.
- Summary:** A line of text that reads "As Of 06/31/2020 116.50 Hours**".
- Status:** A line of text at the bottom that reads "not been processed".