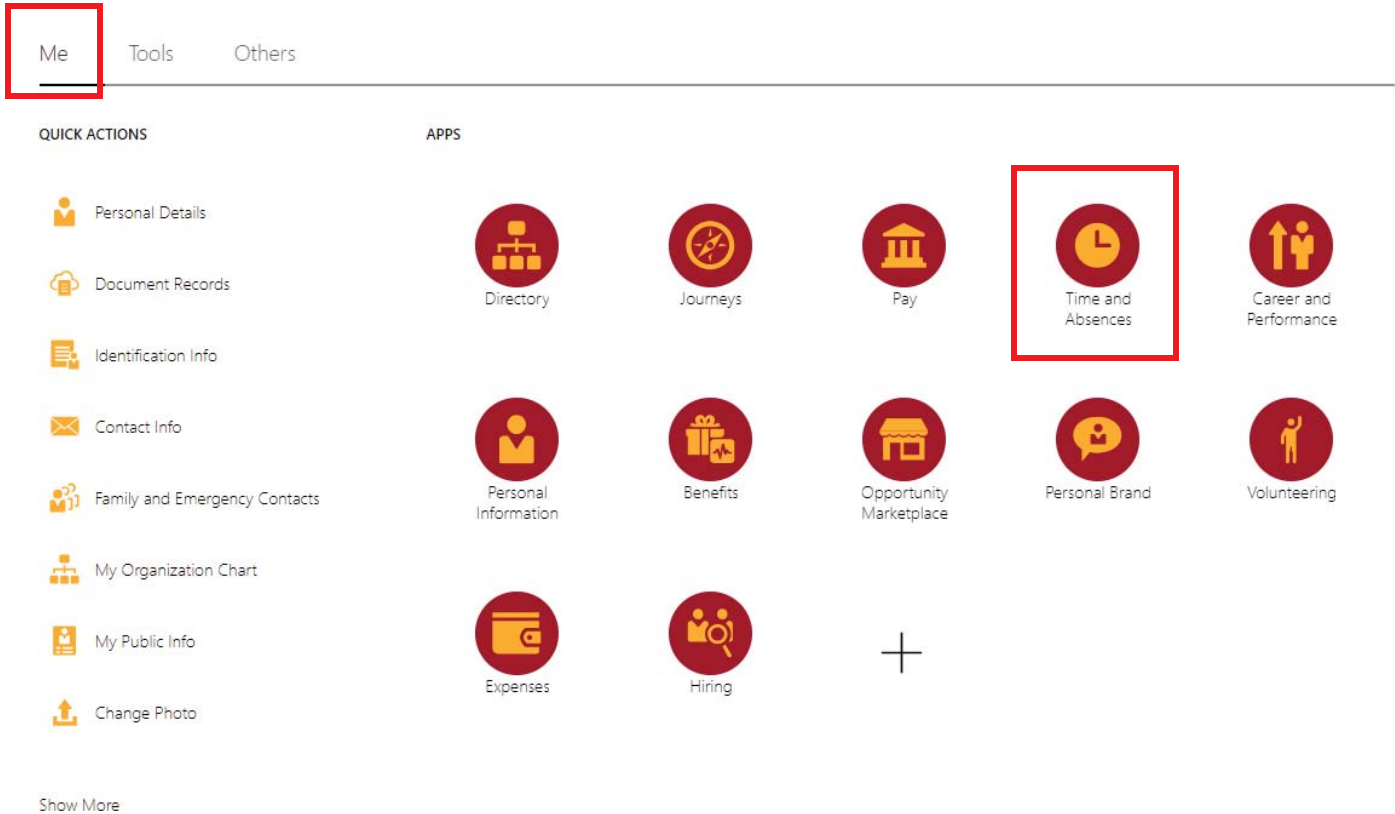


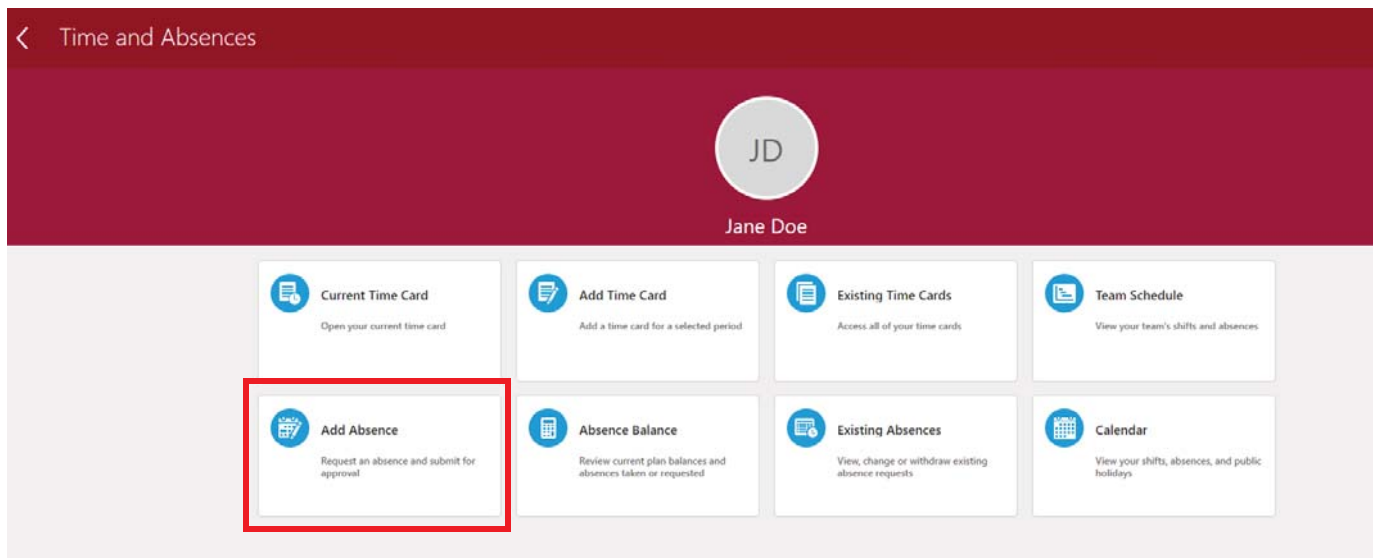
Add Absence

1. Select “Me” on the homepage bar, then select “Time and Absences” tile

Good morning, Jane Doe



2. Select “Add Absence” tile



3. Select the absence type from the drop-down menu

The screenshot shows the 'Add Absence' form for Jane Doe. The 'Type' dropdown menu is open, displaying a list of absence types: Bereavement Leave, Default PTO, Disability-Short Term, Floating Holiday, and Jury Duty. The dropdown is highlighted with a red box. The form header includes the user's name 'Jane Doe' and buttons for 'Save and Close', 'Submit', and 'Cancel'.

4. Enter start and end date (duration/hours will auto-populate), select reason within details if prompted (only for certain absence types), and enter any comments. Once done select “submit” in the upper right-hand corner.

NOTE: If you save and close, your absence will not be submitted, and the hours will not be deducted from your balance. “Context Segment” in additional information section will always be blank.

The screenshot shows the 'Add Absence' form for Jane Doe. The 'Type' dropdown is set to 'Bereavement Leave'. The 'When' section contains 'Start Date and Duration' (05-13-2024, 8 Hours) and 'End Date and Duration' (05-15-2024, 8 Hours). The 'Details' section shows the 'Reason' dropdown set to 'Brother-in-law'. The 'Submit' button is highlighted with a red box. The form header includes the user's name 'Jane Doe' and buttons for 'Save and Close', 'Submit', and 'Cancel'.