Enter Team Absence

1. Select: *Menu* on the *top left side*

2. Select: *Team Absence* widget under applications

3. Select: *Enter Absence* from Tasks box (right side)

4. Enter: *My Team then Select worker*

   ➢ Click: *OK*
**Enter Team Absence**

- Select the dates on the calendar that need to be updated *(DO NOT include weekend dates)*

```
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
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<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
</tbody>
</table>
```

- Click the orange Request Absence button (bottom left corner)

- Absence Type = **Sick, Vacation, Personal Floating Holiday, Anniversary**

- Click: **Next**
- Verify the number of hours entered per day *(edit if necessary)*

![Select Absence Type](image)

- Enter Comment: **Entered hours on employees’ behalf**
- Click: **Submit**

(Will automatically approve if supervisor is submitting time)