

Employee: How to Request Time Off

1. Click on the Absence Aplication on your homepage



2. Click Request Absence. Notice your balance accrual as of today will display below

| Request | Available Balance as of Today |
|-----------------|---|
| Request Absence | Does not include future absence requests 40 Hours - Sick |
| | 161.37 Hours - Vacation |

3. You can view your accruals by a certain date by updating the "**Balance as of**" date field. Your eligible time offs will appear depending on your employee type and eligibility.

Select one or more days you're looking to request time off for, notice the orange button on the bottom left will appear darkened.

| Julanooo | | June 2022 ∨ | | | |
|---------------------------|--------|---------------|------|--|--|
| | Sunday | Monday | Tue | | |
| alance as of 12/14/2022 💼 | | 29 | 30 | | |
| Per Plan | | Memorial Day | 2022 | | |
| Sick 88 Hours | | | | | |
| | | - | | | |
| Vacation 249.39 Hours | | 5 | 6 | | |
| Total 337.39 Hours | | | | | |
| | | 12 | 13 | | |
| | | | То | | |
| | 45 | 19 | 20 | | |
| | | Juneteenth 20 | 22 | | |

4. Once you click on the selection, please select the Time Off Request OR Leave of Absence

| elect | Absence Type | |
|---------|--------------------------|---|
| elect / | Time Off Request | > |
| When | Leave of Absence Request | > |
| Type * | := | |

5. Select the specific time off you're requesting

| | ← Time Off Request | | | | | |
|-------------|---------------------|--|--|--|--|--|
| | O Bereavement | | | | | |
| | 🔵 Jury Duty | | | | | |
| Coloct | C Kin Care | | | | | |
| Select | O Paid Release Time | | | | | |
| | Sick | | | | | |
| When | When Vacation | | | | | |
| Type ★ | Search 📰 | | | | | |
| Next Cancel | | | | | | |

6. Notice that your default position will appear. You may need to update it depending on the request. Then click Next.

| Select Absence Type | | | | | | | |
|---------------------------|--|----------|--|--|--|--|--|
| When Monday, June 6, 2022 | | | | | | | |
| Туре \star | Search | ≔ | | | | | |
| | × Sick … | | | | | | |
| Position * | X TCCS - Workday HCM and Security Analyst | 11 11 | | | | | |
| Next | Cancel | | | | | | |

- 7. You may add, remove, or edit rows on the next screen
 - A. Click here to add rows
 - B. Click here to modify number of hours

| Requ | Request Absence Catalina Chaidez (113893) | | | | | | | | |
|--------|---|------------|---------------|----------|----|------------------|---------|-----------------------|--|
| Total | 8 hours - Sic | ck A | | | | | | | |
| | P - | *From | *To | *Type | | Quantity per Day | Total | | |
| | | MM/DD/YYYY | MM/DD/YYYY | | | | | Edit Quantity per Day | |
| | Θ | 06/06/2022 | 06/06/2022 | × Sick … | := | 8 houre | 8 hours | Edit Quantity per Day | |
| Pos | Cost-Workday HOM and E Security Analyst | | | | | | | | |
| & | enter your | r comment | | | | | | | |
| Attack | nments | | | | | | | | |
| | | Dr | op files here | | | | | | |
| | Submit | Cancel | | | | | | | |

Click **Submit** for approval.

Submitted time pending approval will appear grey, approved time will appear green.

| Today) 🔇 () June 2022 🗸 | | | | | | | | | |
|-------------------------|-------------------------|---------|-----------|----------|---------|-------|--|--|--|
| unday | Monday | Tuesday | Wednesday | Thursday | Friday | Satur | | | |
| 29 | 30 Memorial Day 2022 | 31 | Jun 1 | 2 | 3 | | | | |
| 5 | ó ⊙ Siek ▼ | 7 | * | 9 | 10 • | | | | |

Note: If you have any questions, please contact Payroll at <u>Payroll@cmc.edu</u> or call (909) 607-3356