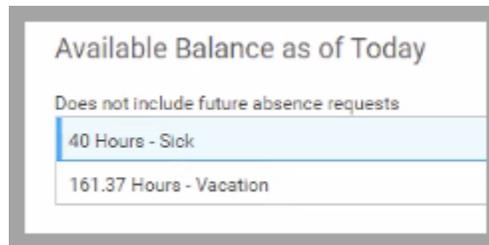


Employee: How to Request Time Off

1. Click on the Absence Application on your homepage

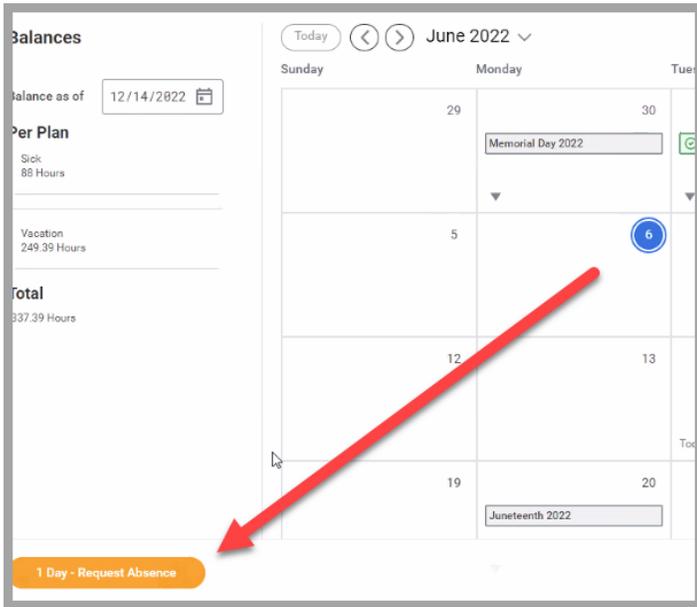


2. Click Request Absence. Notice your balance accrual as of today will display below

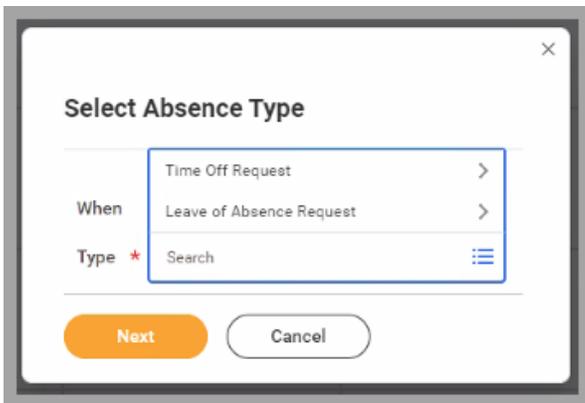


3. You can view your accruals by a certain date by updating the “**Balance as of**” date field. Your eligible time offs will appear depending on your employee type and eligibility.

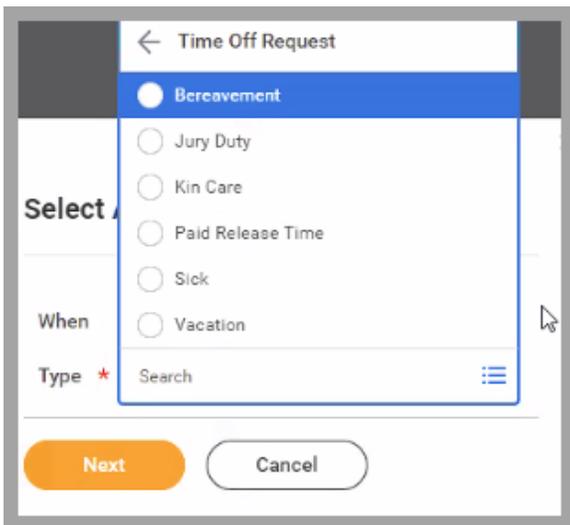
Select one or more days you’re looking to request time off for, notice the orange button on the bottom left will appear darkened.



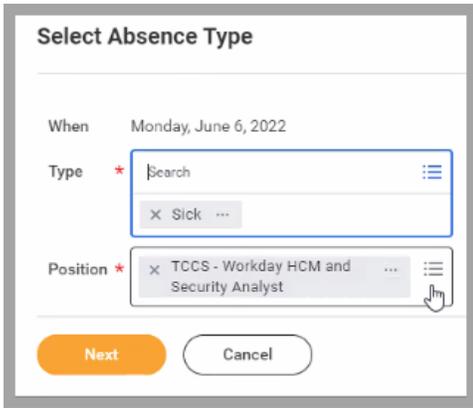
4. Once you click on the selection, please select the Time Off Request OR Leave of Absence



5. Select the specific time off you're requesting



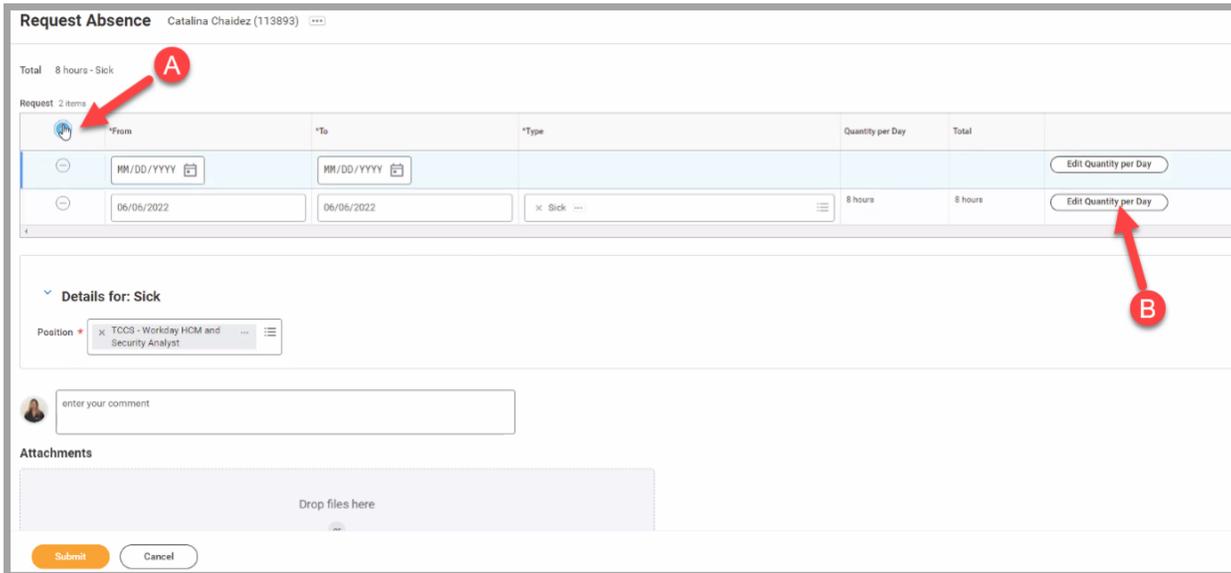
6. Notice that your default position will appear. You may need to update it depending on the request. Then click Next.



7. You may add, remove, or edit rows on the next screen

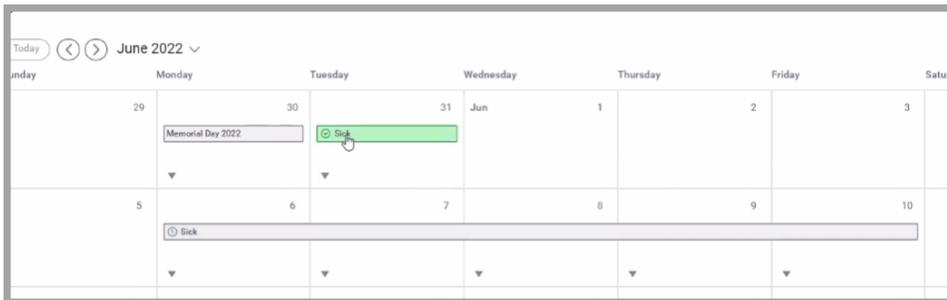
A. Click here to add rows

B. Click here to modify number of hours



Click **Submit** for approval.

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



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