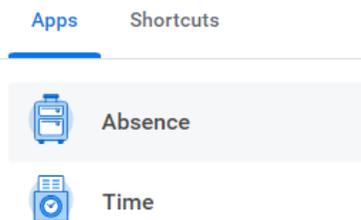


Employee: View and Manage Your Time and Absence (Overview)

1. From the main screen of your homepage, click on the *Menu* button in the top left.



2. To view and manage your time and absence, use the *Absence* and *Time* apps



3. Under the **Absence** app you can:
 - a. Request time off such as vacation, sick, jury duty (“Request Absence”).
 - b. Correct a previously submitted time off request (“Correct My Absence”).
 - c. View your available accrual balances (e.g., vacation, sick, etc.) for the year and the pay period as of a date you select (“Absence Balance”) or as of today (“My Absence”).

Absence

The interface is divided into two main columns: 'Request' and 'View'. The 'Request' column contains two buttons: 'Request Absence' and 'Correct My Absence'. The 'View' column contains two buttons: 'My Absence' and 'Absence Balance'. Below these columns is a section titled 'Available Balance as of Today' with a sub-note 'Does not include future absence requests'. This section contains two rows of data: '56 Hours - Sick' and '55.81 Hours - Vacation'.

Available Balance as of Today	
Does not include future absence requests	
56 Hours - Sick	
55.81 Hours - Vacation	

4. Under the **Time app** you can:
- a. Clock in and out your work hours using the **Time Clock** feature.
 - b. View and enter your work time for **This Week, Last Week, or a Select Week**.
 - c. Under **View**, see your work schedule (“My Schedule”), time off balances and usage for the year and current pay period (“My Time Off”), Time Off Balances (e.g., vacation, sick, etc.) as of a date you select, and time clock history (if you have used the Time Clock feature).

Time

The interface is divided into two main columns: 'Enter Time' and 'View'. The 'Enter Time' column contains three buttons: 'This Week (24 Total)', 'Last Week (.366667 Total)', and 'Select Week'. The 'View' column contains four buttons: 'My Schedule', 'My Time Off', 'Time Off Balance', and 'Time Clock History'. Below these columns is a section titled 'Time Clock' with two buttons: 'Check In' and 'Check Out'.

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