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”).
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).

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