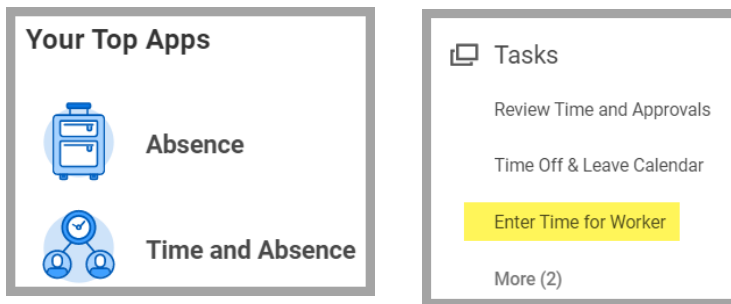


Supervisor:

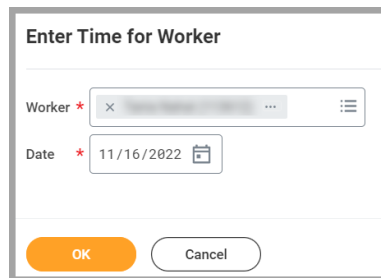
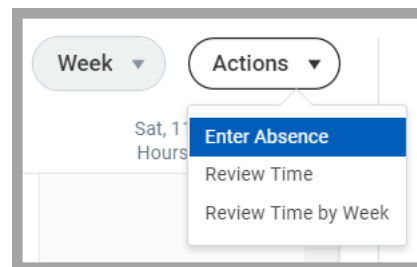
How to Enter Time Off (Absence) for your team member

This guide is in support of supervisors entering absence on behalf of their team when their team-member may not otherwise be able to submit it on their own.

1. From the Time and Absence App, or search bar, bring up the **Enter Time for Worker** task.



2. Enter the worker's name and a date. You may change the date on a later part of the request.

3. Click on the Actions button and select Enter Absence.

[Type here]

4. Update the **Balance as of** date to a date covering the absence request to ensure there is enough time available on the **Plan** you're looking to request time off on, such as Vacation. Then click on the **Request Absence** button.

Balance as of 11/15/2022

Today < > November 2022

Per Plan

COVID Sick
80 Hours

Sick
88 Hours

Vacation
29.34 Hours

Total
2 Days - Request Absence

Sunday	Monday	Tuesday	Wednesday	Thursday
30	31	Nov 1	2	3
6	7	8	9	10
13	14	15	16	17

5. Select the Absence Type and click on the Next button.

Select Absence Type

When Wednesday, November 2, 2022 - Thursday, November 3, 2022

Type * x Vacation

Next Cancel

[Type here]


- From the *Enter Absence* screen, you may make changes to the request such as dates, plan type, and quantity. You may also add a comment and attachments to the request. Click **Submit** to save your changes. Their time will now appear as approved.

Enter Absence Tania Nahal (113612) ...

Total 16 hours - Vacation

Request 1 item 📅

+	*From	*To	*Type	Quantity per Day	Total	
	11/02/2022 📅	11/03/2022 📅	× Vacation ⋮	8 hours	16 hours	Edit Quantity pe...

 enter your comment

Attachments

Submit Cancel

Today < > November 2022 ⌵

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	Approved Vacation Wednesday, November 2, 2022 to Thursday, November 3, 2022					5
			✓ Vacation			

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