

## Absence Reporting

Request time off for those who have or have had multiple assignments within Creighton

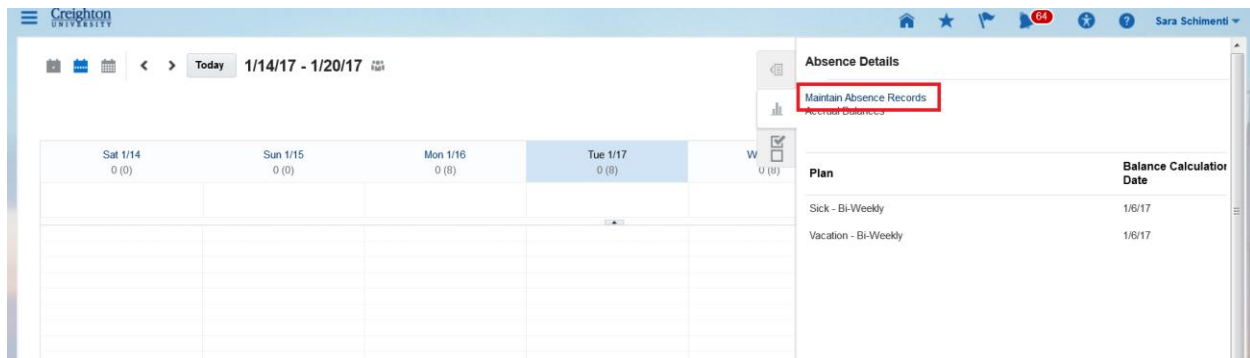
1. Select the Time icon



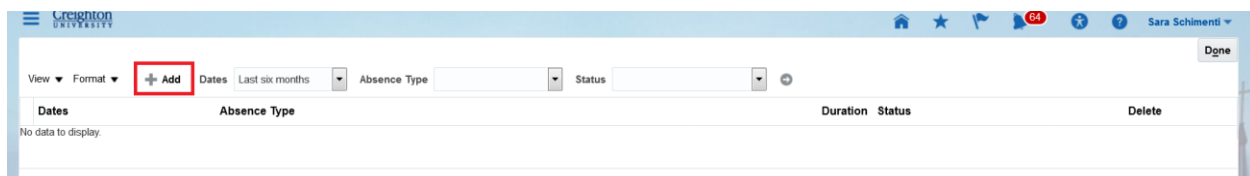
2. On right hand side, select 'Absence Details' tab



3. Select 'Maintain Absence Records'



4. Select '+Add' button



5. Use drop down menu to choose Absence Type

The screenshot shows a software interface with a modal dialog box titled "Add Absence Record". The dialog box has a red border and contains a dropdown menu labeled "\* Absence Type" with the value "Vacation Creighton Univ" selected. Below the dropdown are three buttons: "Save and Close", "Submit", and "Cancel". The background shows a table with columns "Plan", "Balance Calculation Date", and "Balance".

6. Select 'Advanced Mode'

The screenshot shows a software interface with a modal dialog box titled "Add Absence Record". The dialog box has a red border and contains a dropdown menu labeled "\* Absence Type" with the value "Vacation Creighton Univ" selected. Below the dropdown is a section titled "Details" which includes a checkbox for "Single day", fields for "\* Start Date" and "\* End Date", and fields for "Start Date Duration" and "End Date Duration". There is also a "Balance" field. At the bottom is a "Comments" text area and three buttons: "Save and Close", "Submit", and "Cancel". The "Advanced Mode" button is highlighted with a red border.

7. Click '+Add' button

The screenshot shows the 'Add Absence Record' form. At the top, there is a dropdown for 'Absence Type' set to 'Vacation Creighton Univ'. Below this is a 'Details' section with a 'Basic Mode' button. In the 'Details' section, there is a 'View' dropdown and a '+Add' button highlighted with a red box. Other buttons in this section include 'Add Range of Dates', 'Add Weekly Recurrences', and 'Delete'. Below these buttons is a table with columns: '\* Date', 'Job or Assignment or ID', 'Scheduled Duration', and 'Duration'. The table is currently empty, with a 'Total' row showing '0 Hours' for both 'Scheduled Duration' and 'Duration'. At the bottom of the form, there is a 'Comments' text area and buttons for 'Save and Close', 'Submit', and 'Cancel'.

8. Insert the 'Date' and 'Job or Assignment or ID'

a. Find the correct assignment number in the 'My Portrait' icon

This screenshot shows the 'Add Absence Record' form with the first row of the table populated. The 'Date' column contains '1/11/17' and the 'Job or Assignment or ID' column contains 'E25075'. The 'Scheduled Duration' column shows '8 Hours'. The 'Duration' column has an input field with '8 Hours' entered. The 'Total' row now shows '8 Hours' for both 'Scheduled Duration' and 'Duration'. The 'Rows Selected' indicator shows '1'. The 'Comments' text area and the 'Save and Close', 'Submit', and 'Cancel' buttons are also visible.

9. Once you have entered your hours, select 'submit'

This screenshot shows the 'Add Absence Record' form with two rows of data entered. The first row is for '1/12/17' with 'E25075' and '8 Hours'. The second row is for '1/11/2017' with 'E25075' and '8 Hours'. The 'Total' row now shows '16 Hours' for both 'Scheduled Duration' and 'Duration'. The 'Rows Selected' indicator shows '1'. The 'Comments' text area and the 'Save and Close', 'Submit', and 'Cancel' buttons are visible. The 'Submit' button is highlighted with a red box.