

## Recording, Editing & Deleting Absences

### Recording an Absence

From the **Time Entry** screen you may record time **within** the current two week pay period. This time is recorded on the right side of the screen.

Day	Date	Delete	s/v	Start	Stop	Lunch	Paid	Position	Comment	Delete	s/v	Absence	Hours	Position
Sat	Jul 6	--:--	--	--:--	--:--									
Sun	Jul 7	--:--	--	--:--	--:--									
Mon	Jul 8	--:--	--	--:--	--:--									
Tue	Jul 9	--:--	--	--:--	--:--									
Wed	Jul 10	--:--	--	--:--	--:--									
Thu	Jul 11	--:--	--	--:--	--:--									

1. Enter the **Hours** for the time off and then use the **drop down arrows** to select the **Code** for the time off and your **Position** number.

- a. There are **two pages** of absence codes, so use the arrow at the bottom of the menu to access additional codes.
- b. If you have only one position on campus, the **Position** number will automatically populate when you click Apply. If you have more than one Position, use the **drop down arrows** to select the correct position.

2. Once the code is selected and your time is entered, click **Apply**.

### Editing or Deleting an Absence

Delete	s/v	Absence	Hours	Position
<input type="checkbox"/>	P	VAC	8.00	S9656601
<input checked="" type="checkbox"/>	✓	VAC	8.00	S9656601

1. You may **edit** or **delete** your time off as long as it is still **Pending**. You can tell the status from the **s/v** column. **P** = Pending and **✓** = Approved. If it is approved, then your **supervisor** is the only one that can change it.
2. If you need to change the type of **Absence** or the **Position**, simply use the **drop down arrows** to change the **Code** and then click **Apply**.
3. To change the amount of time, **highlight** the number of **Hours**, enter the new time and click **Apply**.
4. If you need to enter **more than one type** of absence for a single day, click the **green plus sign +** to add another row for that day. Enter your **Hours** and **Code** for the second absence the same as the first.
5. To delete an absence that is still pending, check the **Delete** box and then click **Apply**.
6. You may also enter both **hours worked** and **time off** for the same day.

Date	Delete	s/v	Start	Stop	Lunch	Paid	Position	Comment	Delete	s/v	Absence	Hours	Position
Jul 5	<input checked="" type="checkbox"/>		08:00 AM	12:00 PM		4.00	S9656601	doctor's appt	<input checked="" type="checkbox"/>	P	INH	4.00	S9656601

7. For a summary of your **time off accruals**, click on the **Summary** button on the upper right corner of the page.

**Close**

Name: Doe, John  
Start: 06/25/2018

**Accrual Totals**

VAC Used: 42.00 Available: 13.44 Date: 03/01/2019  
INC Used: 46.00 Available: 34.00 Date: 01/04/2019