

(for PC users)

- If an employee has a **pending absence**, you will need to go to the **Absences Tab** to take action. There are a few ways to see if there are any pending absences, but the most obvious is the **day will be highlighted yellow**. This is true even if part of the day has normal hours worked.

Hours	Schedules	Absences	Exceptions									
Employee Name	Total	Confirm	Sat	Sun	Mon	Tue						
Webtime, Wendy J 900000004	H:40.17	✓	15	16	17	18	19	20	21	22	23	24
	H:32	○	25	26	27	28	29	30	31	32	33	34
	A 2	○	35	36	37	38	39	40	41	42	43	44

- To take action on the pending absence, first click on the **Absences Tab**, then **RIGHT click** on the pending absence. A window will pop up with "P" (Pending), "A" (Approved), and "W" (Withdrawn) on the left side. To approve the absence, select the "A" button and hit **Apply**.

Tuesday, July 30, 2019

P	A	W	Name	Code	Hours	Balance	Position	Seniority	Requested	Paid	Message
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Wendy J Webtime	VAC VACATION Regular	2.00	10.80	ActsPay	01/01/1993	01/01/0001	<input checked="" type="checkbox"/>	doctors appt

P = Pending, A = Approved, W = Withdrawn

Apply Cancel Close

Once you click **Apply**, a pop up window appears with the **leave balances** for th employee. If it looks correct, click **Ok**. Then the highlight on the left will turn **green**. Click **Close** to return to the absences tab.

Tuesday, July 30, 2019

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<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Wendy J Webtime	VAC VACATION Regular	2.00	10.80	ActsPay	01/01/1993	01/01/0001	<input checked="" type="checkbox"/>	doctors appt

P = Pending, A = Approved, W = Withdrawn

Apply Cancel Close

- When the absence is **confirmed**, back on the **Hours Tab**, a **small check mark** will be next to the code and the cell will turn grey. If all the hours for that week have been confirmed, the **big check mark** will turn **green** and you are good to go.

Hours	Schedules	Absences	Exceptions									
Employee Name	Total	Confirm	Sat	Sun	Mon	Tue						
Webtime, Wendy J 900000004	H:40.17	✓	15	16	17	18	19	20	21	22	23	24
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(for Mac users)

- If an employee has a **pending absence**, you will need to go to the **Absences Tab** to take action. There are a few ways to see if there are any pending absences, but the most obvious is the **day will be highlighted yellow**. This is true even if part of the day has normal hours worked.

Hours		Schedules		Absences		Exceptions	
Employee Name	Total	Confirm	Sat	Sun	Mon	Tue	
Webtime, Wendy J 900000004	H:40.17	✓	13	14	15	16	17
	H:32	⚪	20	21	22	23	24
	A 2	⚪	27	28	29	30	31
			3	4	5	6	7

- To take action on the pending absence, first click on the **Absences Tab**, then **click** on the pending absence. Choose the drop down for the **Status** and select **Approved** or **Withdrawn**. Then click **Save (or press enter)**, then **Apply** and **Close** to exit.

Webtime, Wendy J
July 20 2019

Apply Cancel |< < > >| Help Close

Status	Hours	Absence Code	Position	Paid	Fund	Org
Pending	2.00	VAC	S9865500	☑		
NEW	NEW	NEW	NEW	☐	NEW	NEW

SEEK:
Approved
Deleted
Pending
Withdrawn

Save Clear |< < > >|

- When the absence is **confirmed**, back on the **Hours** Tab, a **small check mark** will be next to the code and the cell will turn grey. If all the hours for that week have been confirmed, the **big check mark** will turn **green** and you are good to go.

Hours		Schedules		Absences		Exceptions	
Employee Name	Total	Confirm	Sat	Sun	Mon	Tue	
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