Enter Team Absence

1. Select: Menu on the top left side



2. Select: Team Absence widget under applications



3. Select: Enter Absence from Tasks box (right side)



4. Enter: My Team then Select worker



> Click: OK

Enter Team Absence

Select the dates on the calendar that need to be updated (DO NOT include weekend dates)

Today < > February 2022 ~							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
30	31	Feb 1	2	3	4	5	
6	2	8	9	10	11	12	
13	14	15	16	17	18	19	

Click the orange Request Absence button (bottom left corner)



Absence Type = Sick, Vacation, Personal Floating Holiday, Anniversary



- > Click: Next
- Verify the number of hours entered per day (edit if necessary)

Quantity per Day	Total	
8 hours	16 hours	Edit Quantity per Day

- > Enter Comment: *Entered hours on employees' behalf*
- Click: Submit

(Will automatically approve if supervisor is submitting time)