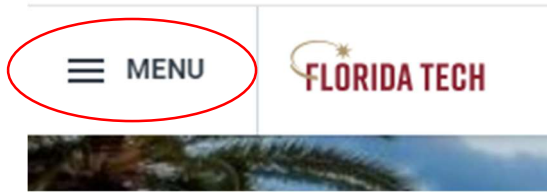
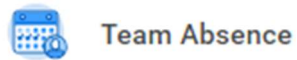


Enter Team Absence

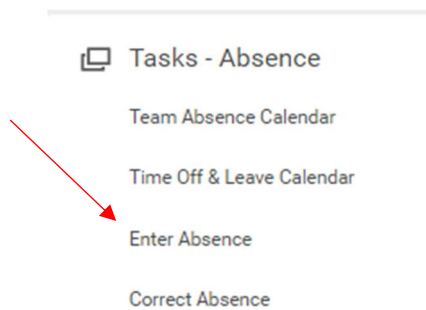
1. Select: **Menu** on the *top left side*



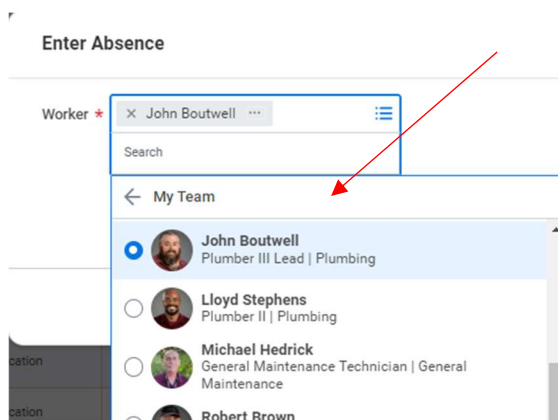
2. Select: **Team Absence** widget under applications



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



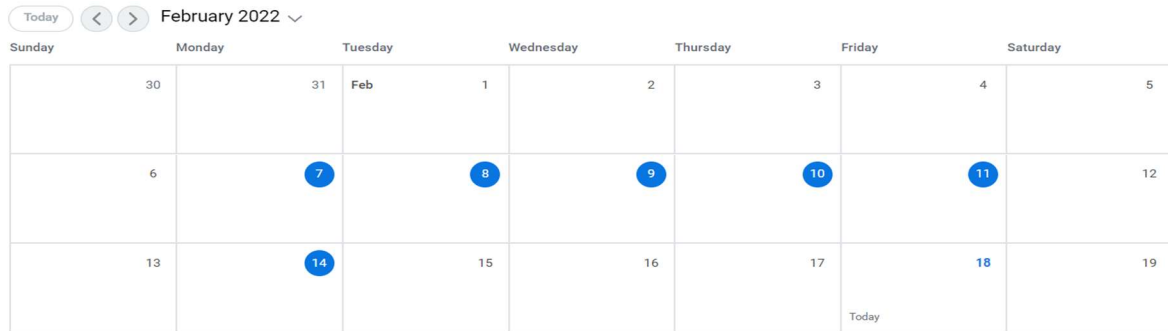
4. Enter: **My Team then Select worker**



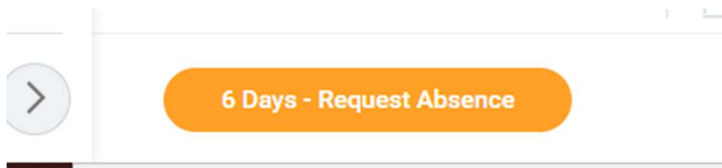
- Click: **OK**

Enter Team Absence

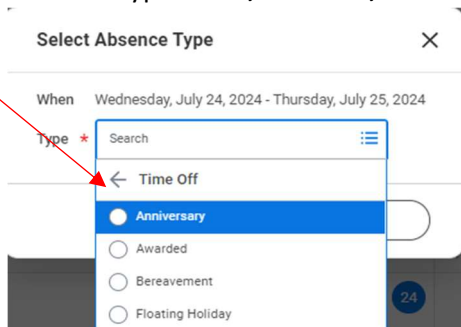
- Select the dates on the calendar that need to be updated (**DO NOT include weekend dates**)



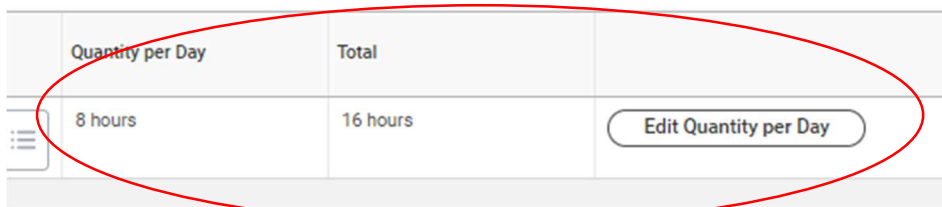
- Click the orange Request Absence button (bottom left corner)



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



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



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

(Will automatically approve if supervisor is submitting time)