

Requesting Time off (Absence)

How to request time off or an absence

Time off- will be the short amount of time offs, examples listed below:

PTO

Bereavement

Jury Duty

There is also two ways to request an absence/time off

26 Steps [View most recent version](#) 

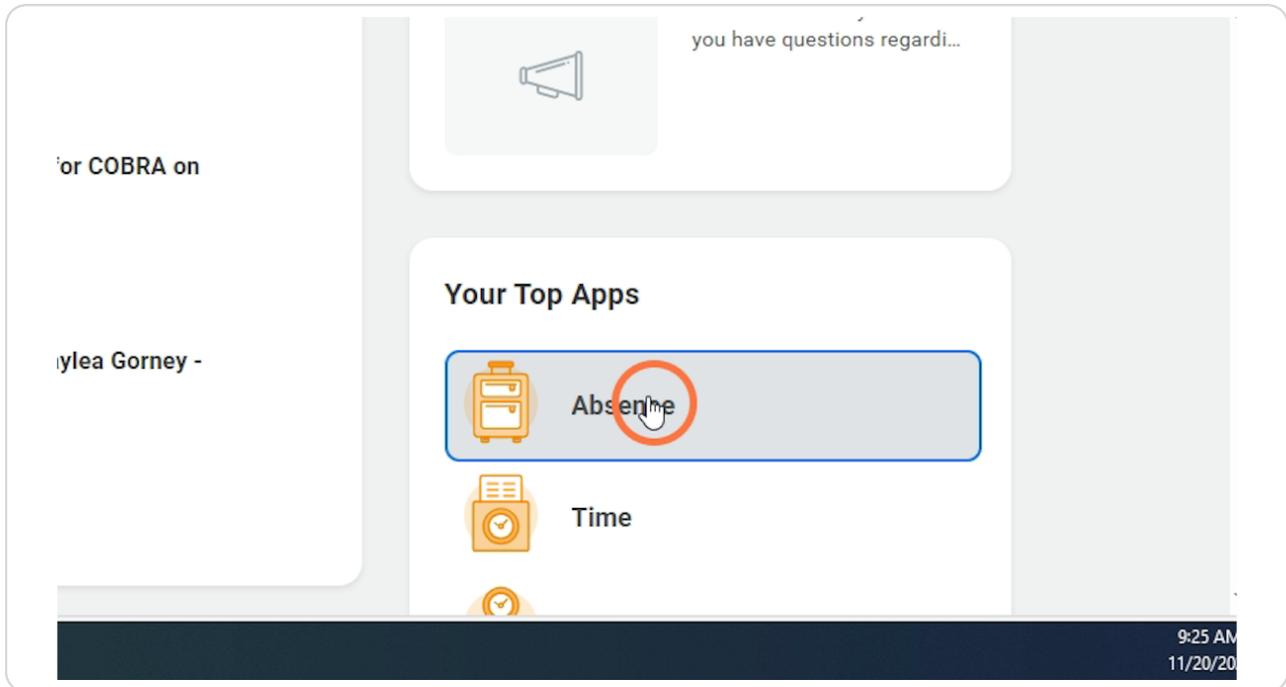
Created by	Creation Date	Last Updated
Alex Drabik	Nov 20, 2024	Nov 20, 2024

STEP 1

Dashboard Request

When you first log in you are considered on your dashboard. Under the dashboard you will go to your hub/app section and click on Absence.

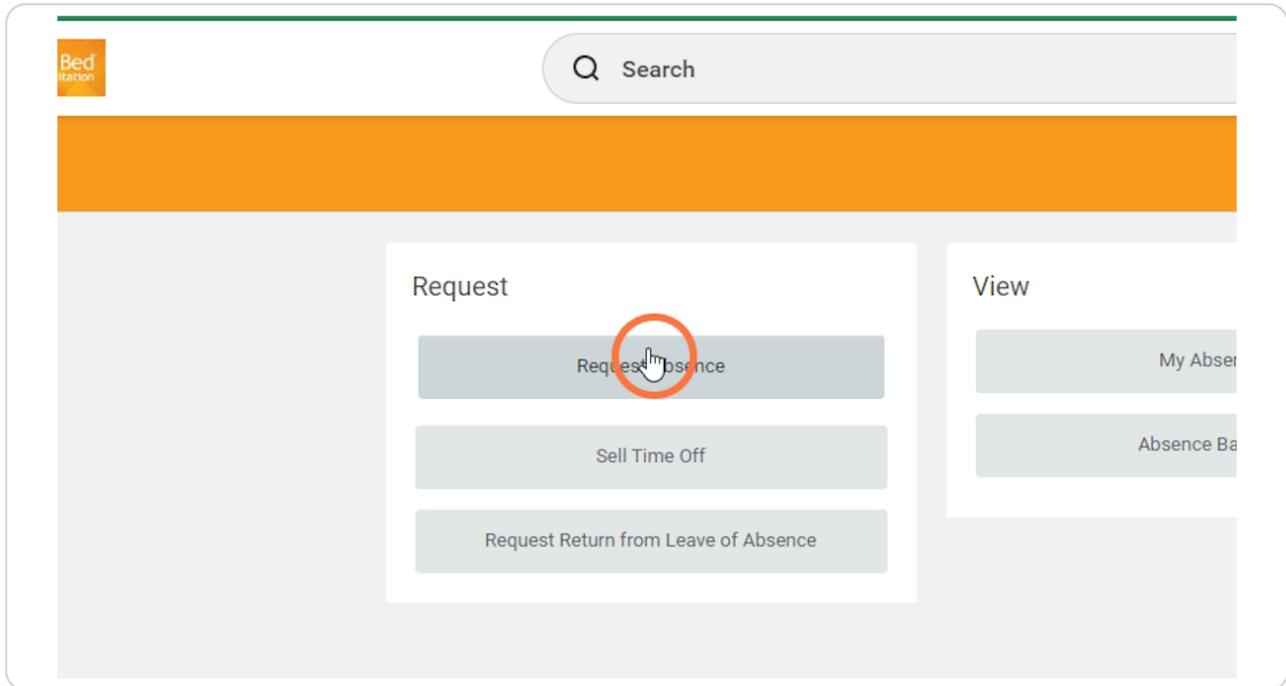
If you do not have the Absence hub/app, click the + sign and add Absence



STEP 2

Request An Absence

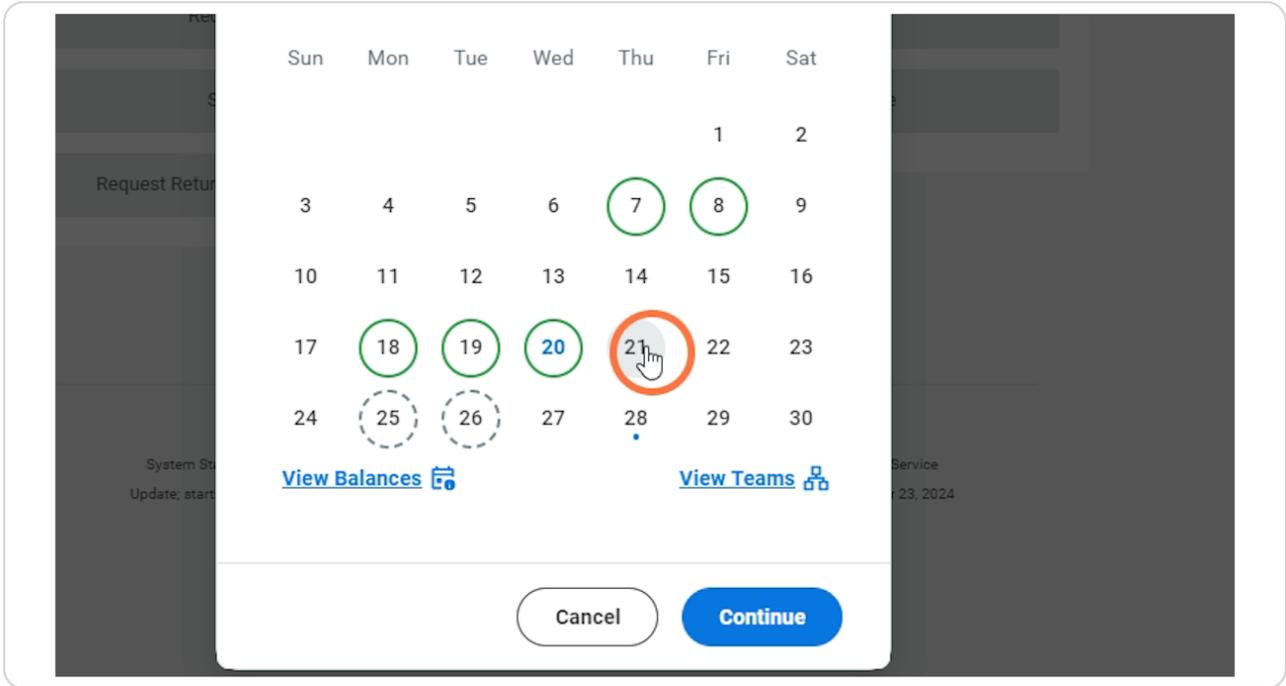
Click on Request Absence



STEP 3

Selecting the Day

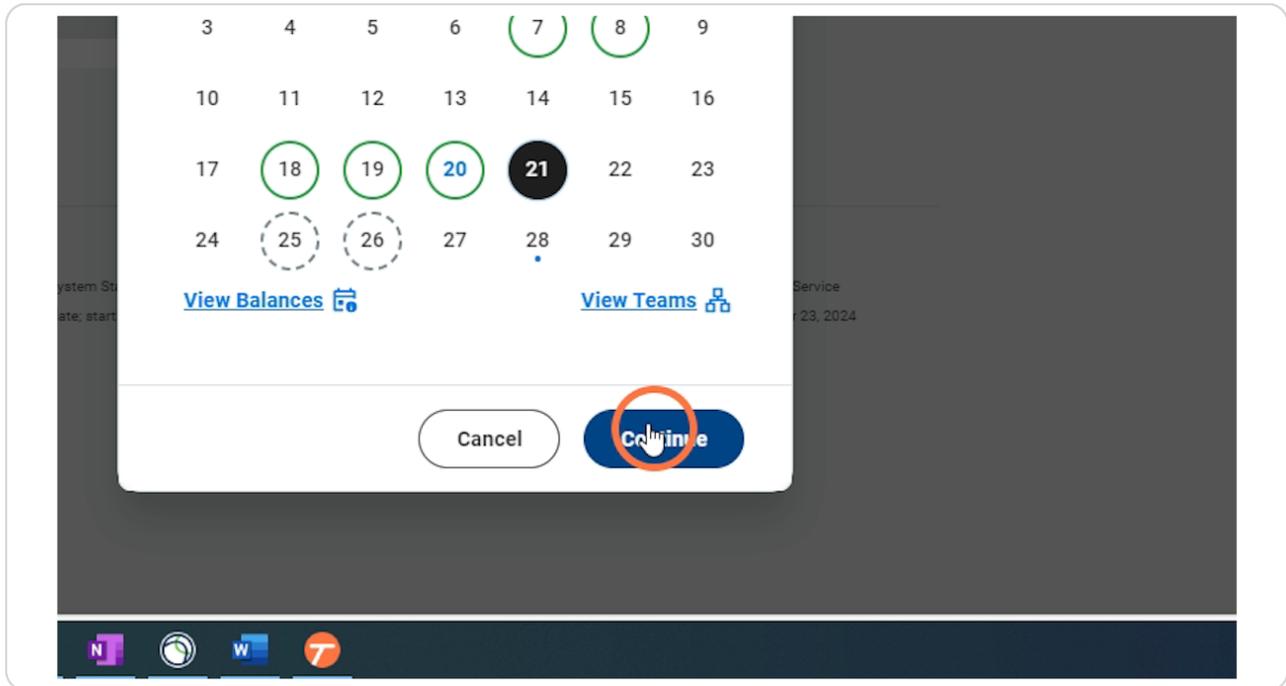
A calendar will pop up and you will select the day you wish to take time off



STEP 4

Press Continue

Press Continue after selecting the date that you wish to take off

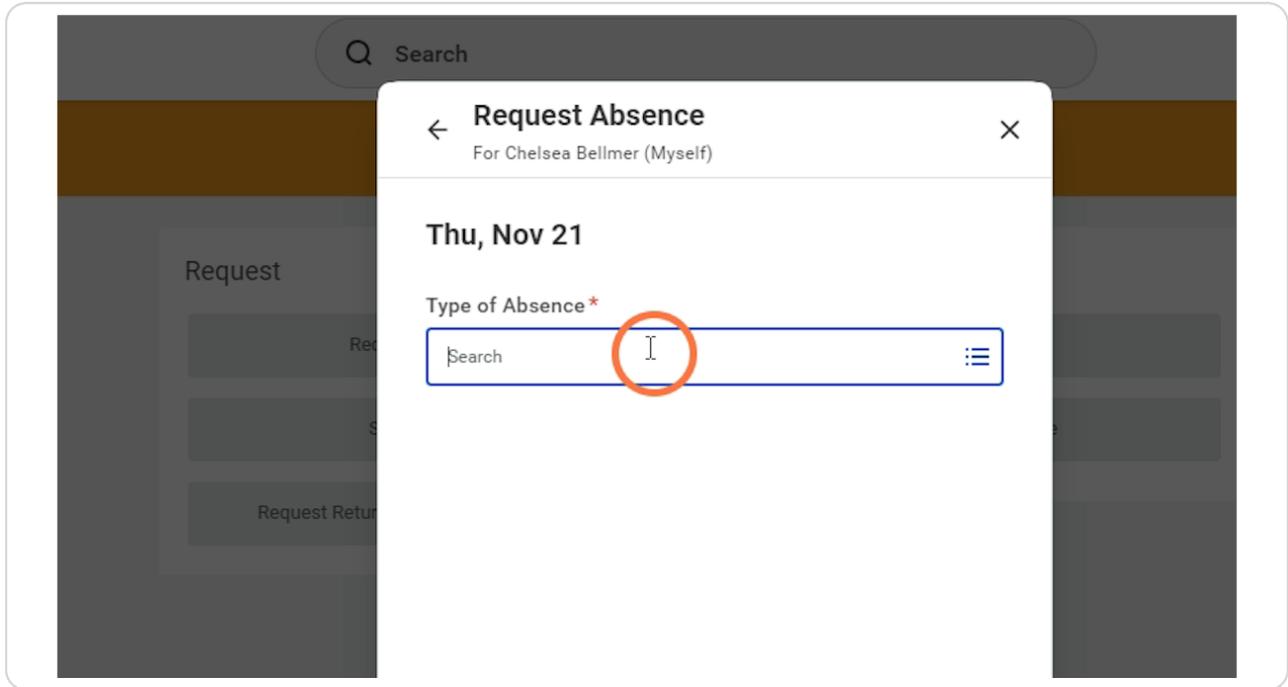


STEP 5

Type of Absence

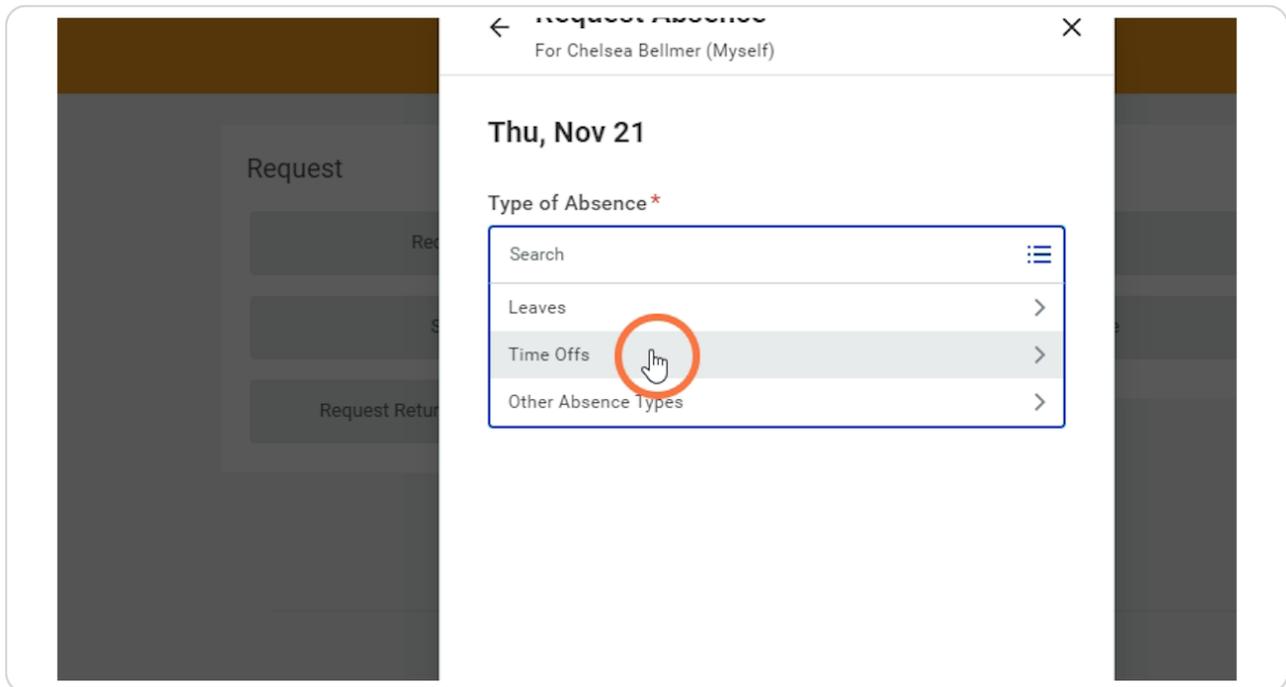
Next it will ask you what type of absence you are requesting off. This time you will be selecting Time off.

Click in the search bar and your drop down list will appear



STEP 6

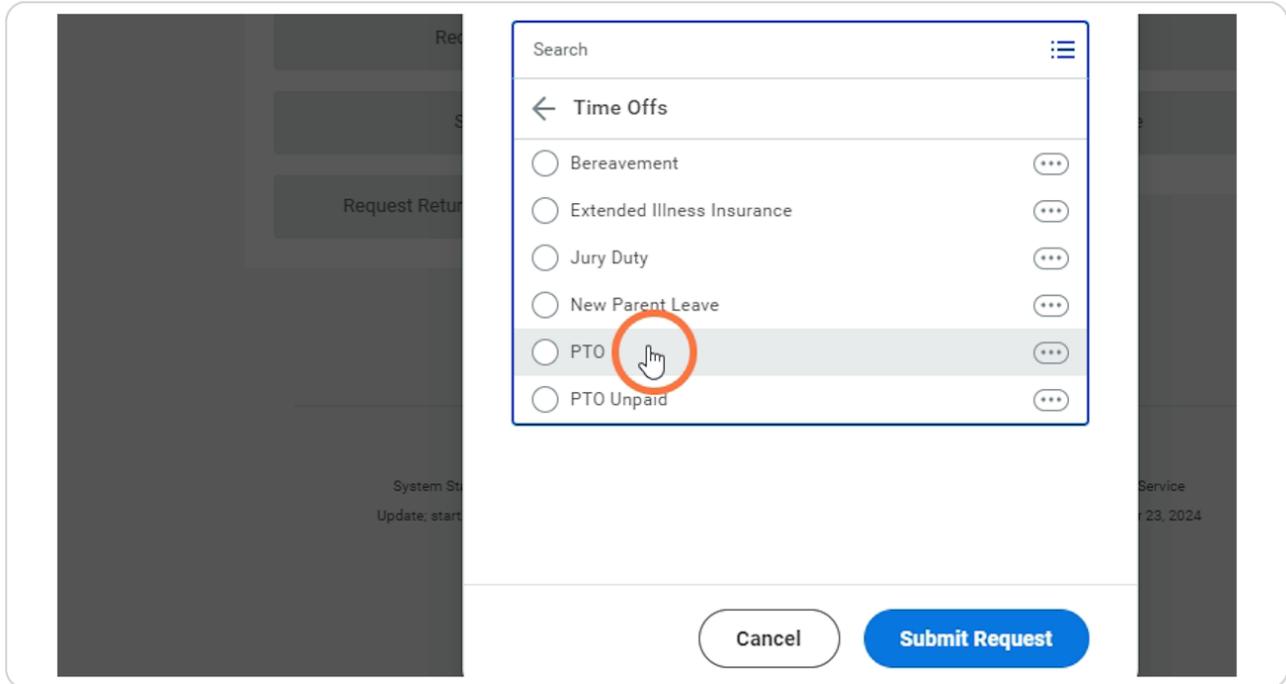
Select Time offs



STEP 7

Time off Reason

Select the time off type you are wanting.



The screenshot displays a mobile application interface for selecting a time off reason. A central modal window titled "Time Offs" is open, showing a list of options with radio buttons and three-dot menus. The "PTO" option is highlighted with a red circle and a hand cursor. Below the modal, there are "Cancel" and "Submit Request" buttons. The background shows a blurred form with fields for "Request Return" and "System Status Update, start".

Time Off Reason	Selection
Bereavement	<input type="radio"/>
Extended Illness Insurance	<input type="radio"/>
Jury Duty	<input type="radio"/>
New Parent Leave	<input type="radio"/>
PTO	<input checked="" type="radio"/>
PTO Unpaid	<input type="radio"/>

STEP 8

Reason under the Type of Absence

After you select the Type of Absence you may be required to fill out a Reason. In the Reason box, please click

The screenshot shows a web interface for requesting an absence. At the top, it says "For Chelsea Bellmer (myself)". The date "Thu, Nov 21" is displayed. Below this, there are several form fields:

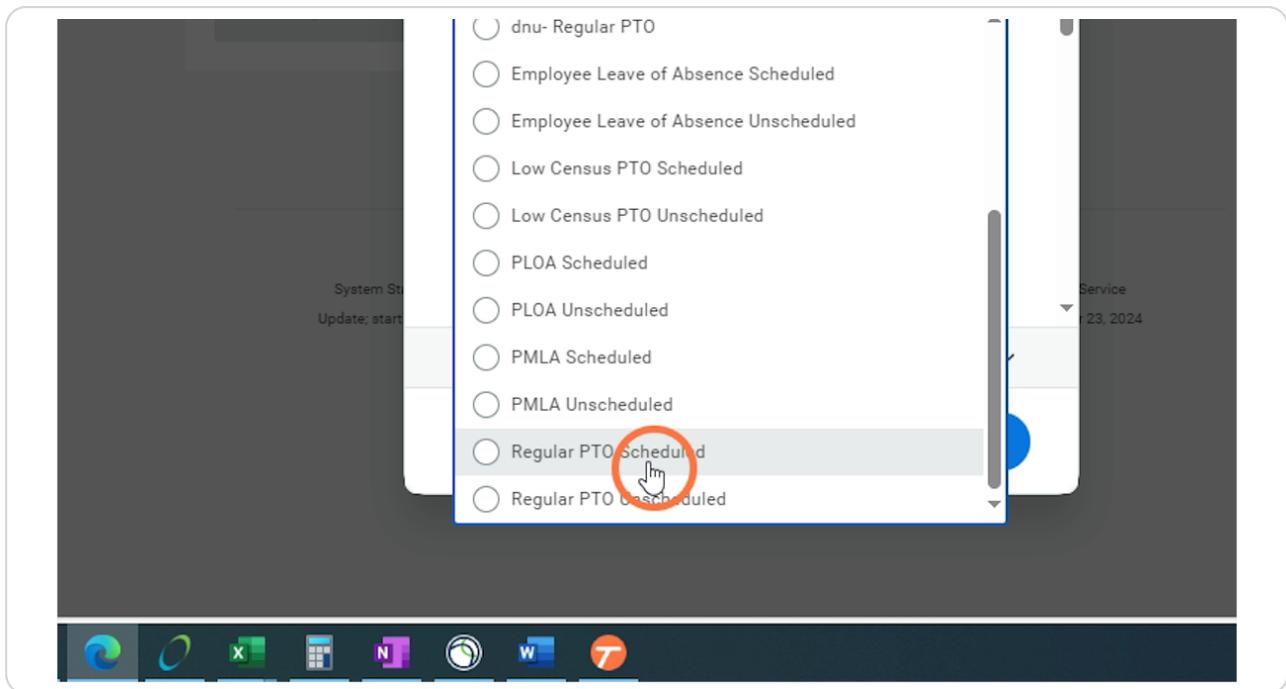
- Type of Absence***: A dropdown menu with "PTO" selected.
- Reason**: A search box with a magnifying glass icon and a vertical line cursor. This icon is circled in orange.
- Hours (Daily)**: A text input field containing the number "8".
- Comment**: A large empty text area for providing additional details.

On the left side, there is a sidebar with a "Request" button and other options. At the bottom, there are labels for "System St" and "Service".

STEP 9

Selecting the correct Reason

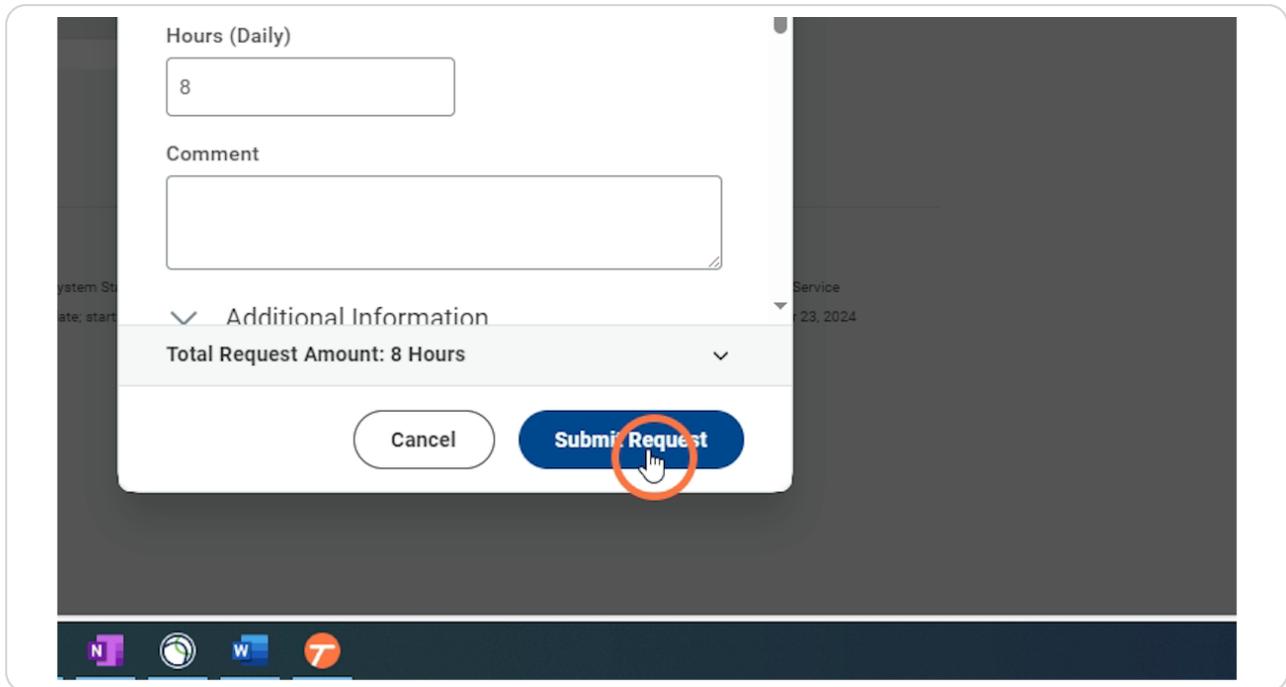
Notice there will be Schedule and Unscheduled for some of the options. The difference is, is this planned PTO, PMLA, etc or is this not planned.



STEP 10

Hours Amount

Enter the hours you are requesting to take off and click Submit request.
You can also leave a comment.



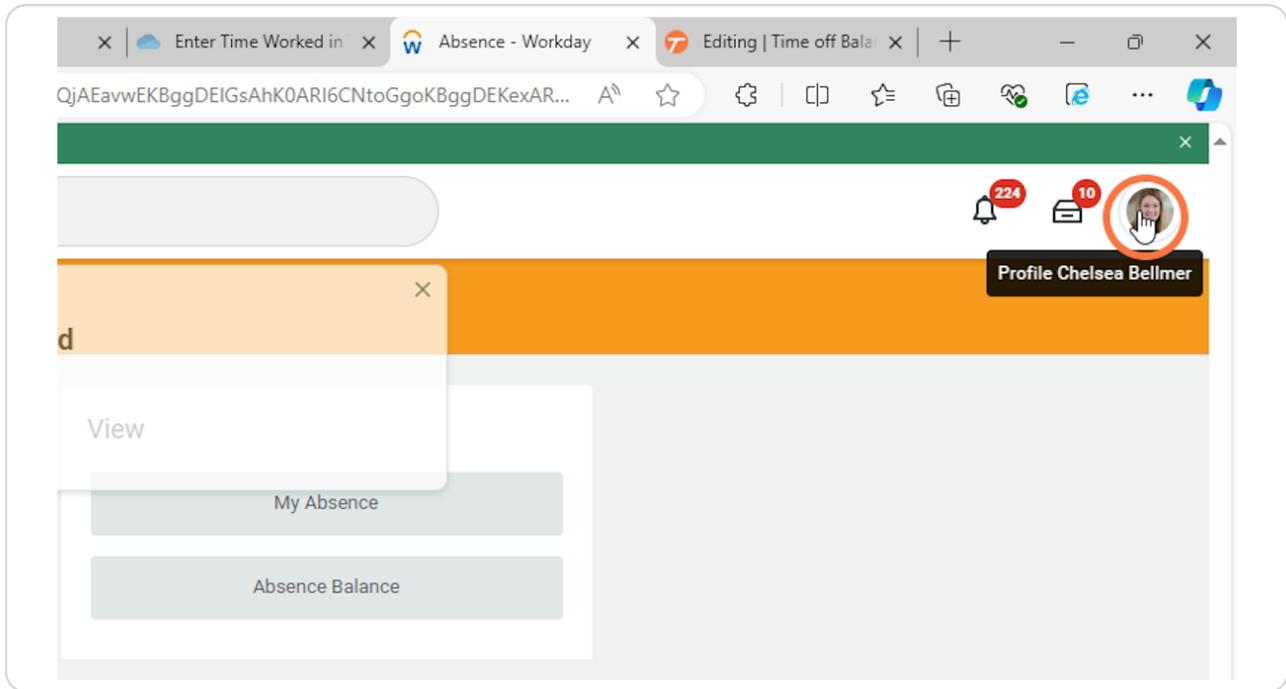
The screenshot shows a web form for submitting a request. The form is titled "Hours (Daily)" and has a text input field containing the number "8". Below this is a "Comment" section with a large text area. Underneath the comment area is a section titled "Additional Information" which is expanded to show "Total Request Amount: 8 Hours". At the bottom of the form are two buttons: "Cancel" and "Submit Request". The "Submit Request" button is highlighted with an orange circle and a hand cursor, indicating it is the next step to click.

STEP 11

Second Way to Request- Your Profile

After Logging in, you will see 3 icons at the top of the page. 1- Bell 2-Folder (task inbox) 3- Your Profile Picture

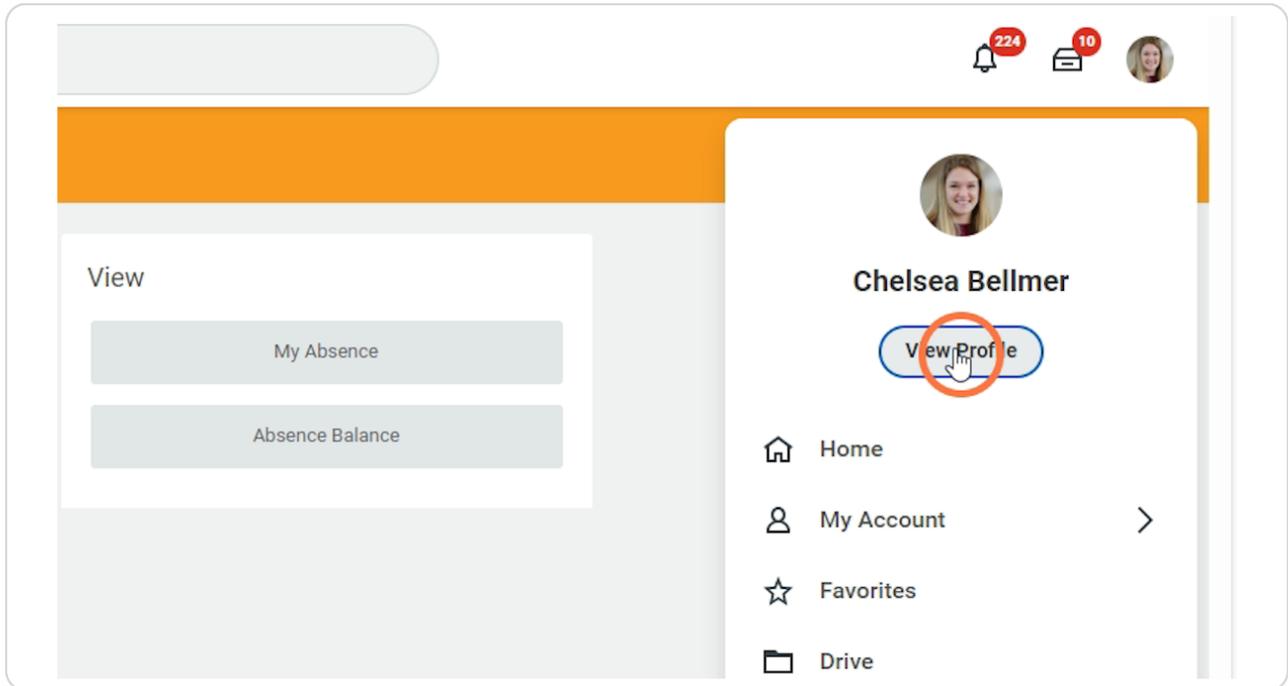
Click your profile picture



STEP 12

View Profile

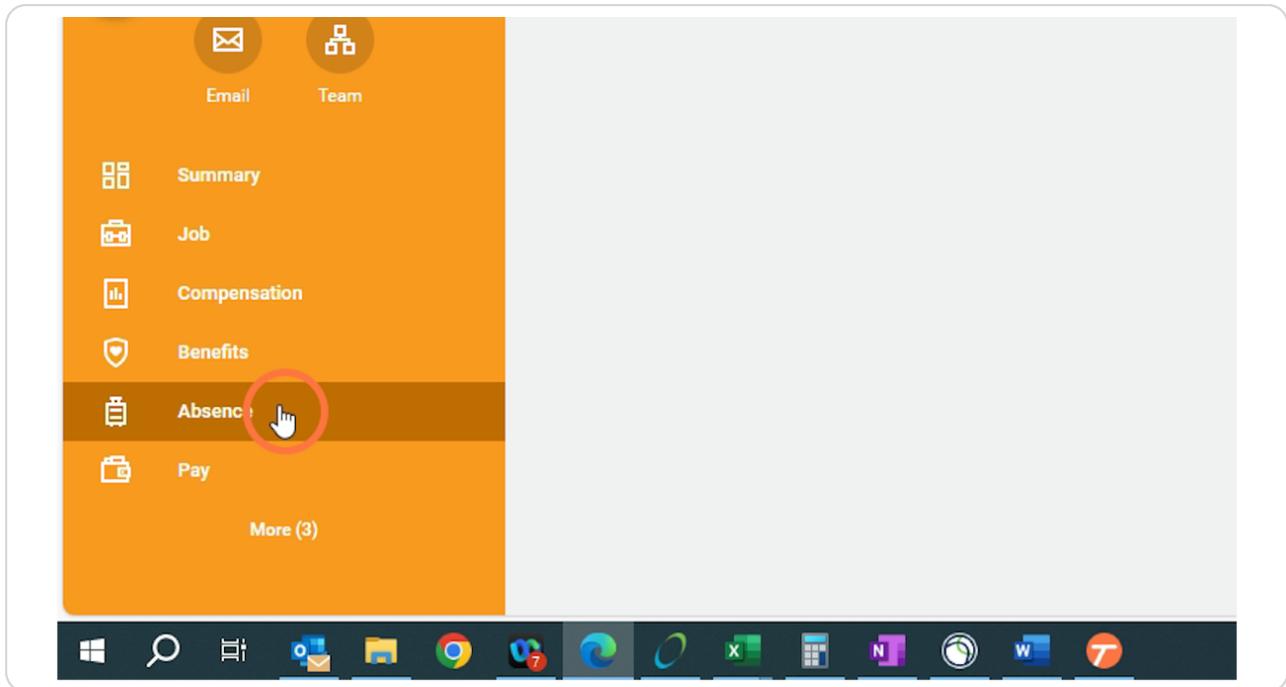
Click on View Profile



STEP 13

Absence Hub/Tab

On the left-hand side of the screen, you will see your available tabs/hubs.
Click Absence



STEP 14

Request Absence

Click Request Absence icon

The screenshot displays a user profile for Chelsea Bellmer, a Total Rewards Specialist at Mary Free Bed Rehabilitation. The interface includes a search bar, navigation tabs for 'Absence Requests' and 'Absence Balance', and two buttons: 'Request Absence' (highlighted with a red circle) and 'Manage Absence'. Below the buttons is a table titled 'Time Off Requests' with 17 items, showing two rows of data.

Time Off	Date	Day of the Week	Type
Q	11/20/2024	Wednesday	PMLA
Q	11/19/2024	Tuesday	PMLA

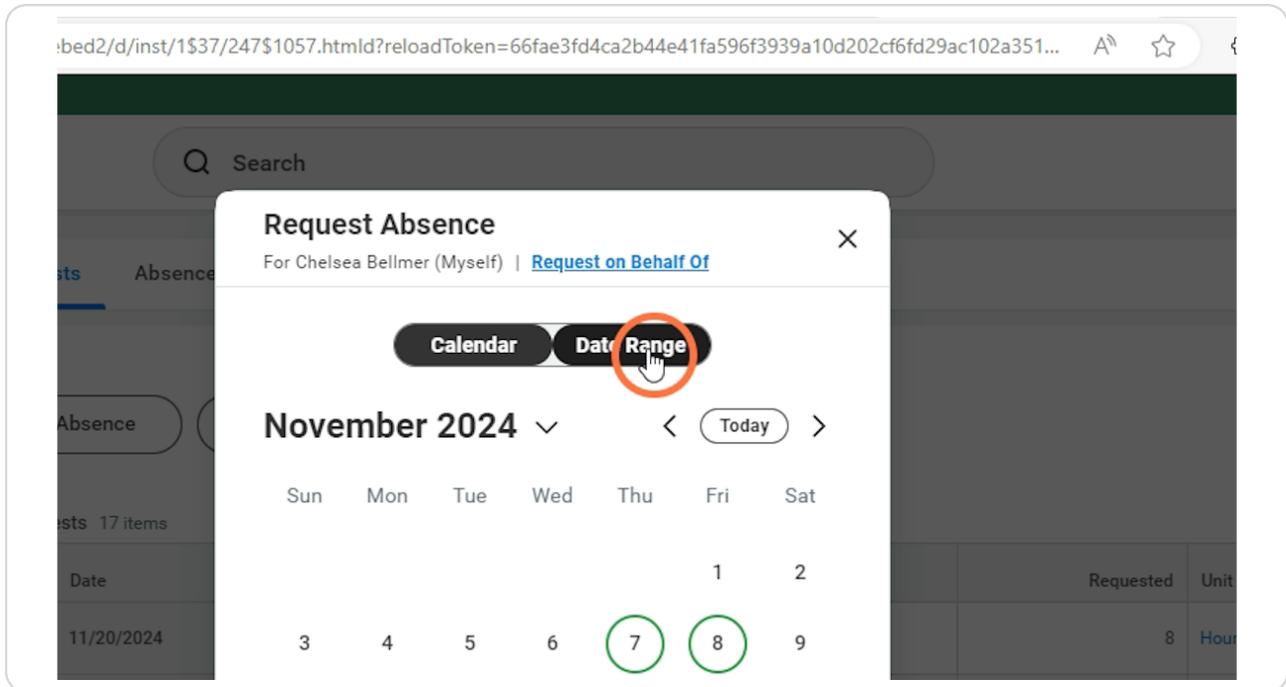
STEP 15

Dates off

This time I am going to show you how to request a "Date Rate" time off.

Date Range- when you are asking off more than 1 day at a time (consecutive days off in a row)

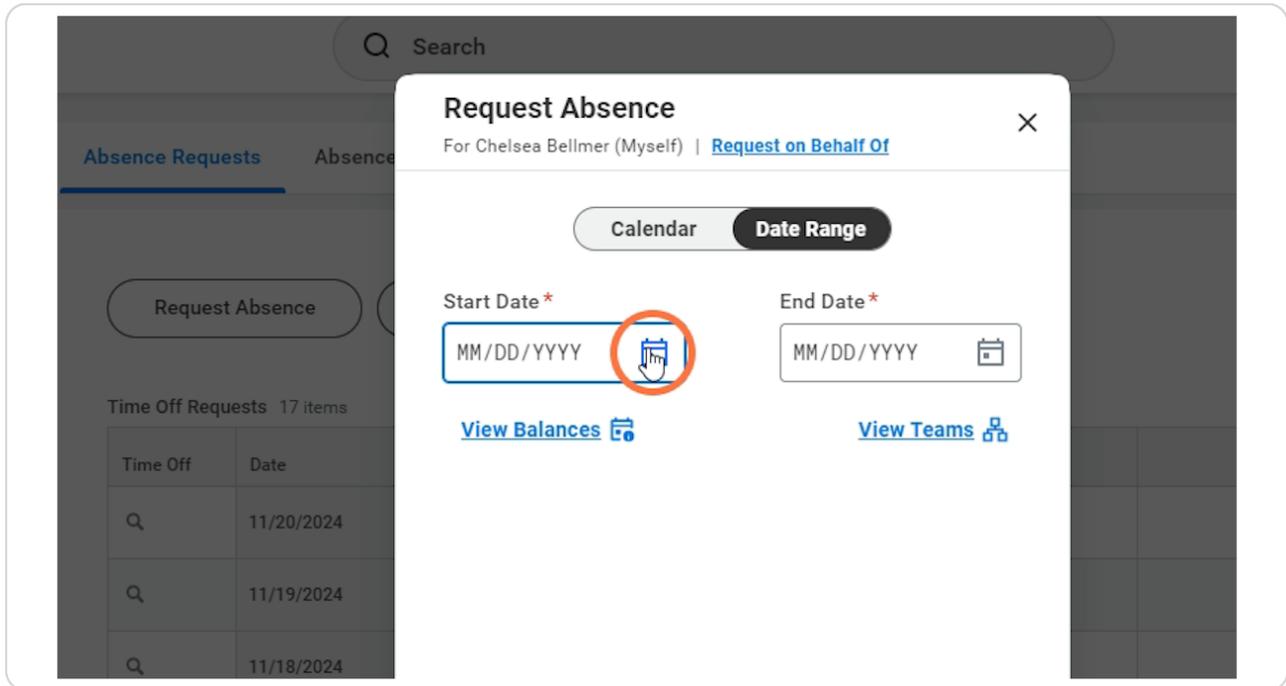
Click Date Range



STEP 16

Start Date

You can either type in the date or select the calendar icon



STEP 17

Calendar Icon

If you clicked on the calendar icon, a calendar will appear. Select the date you wish to have as your first date off

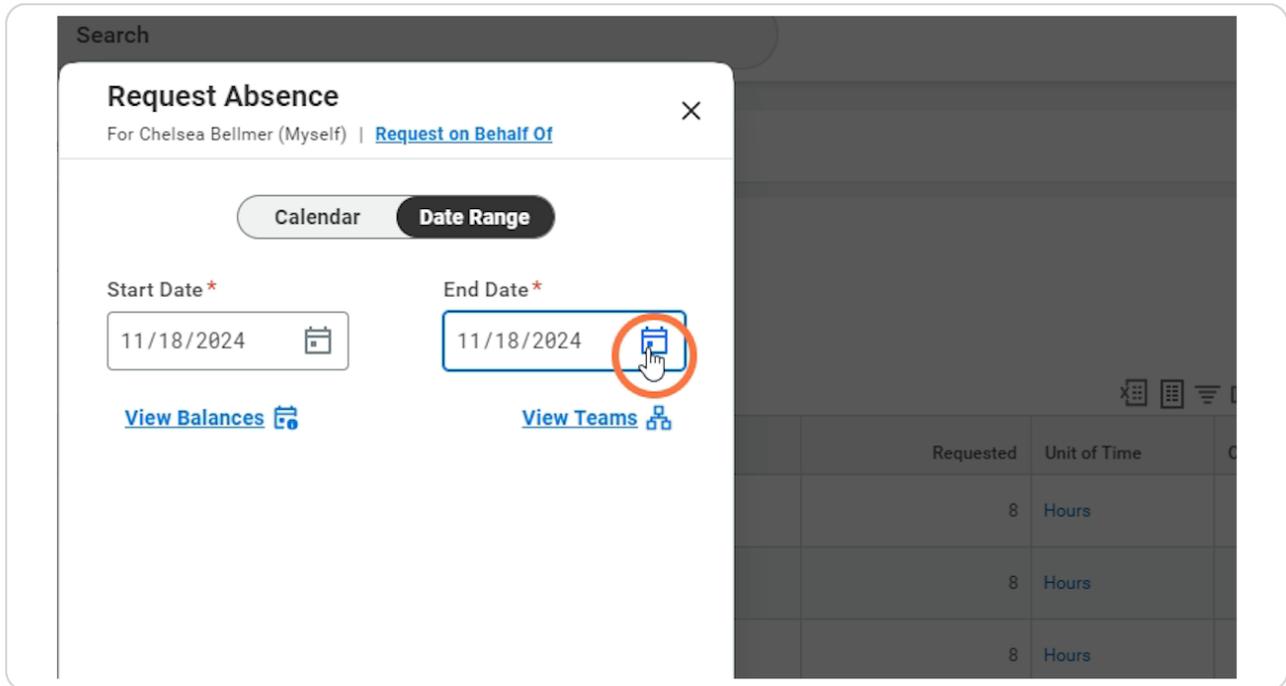
The screenshot shows a user interface for selecting a date. On the left, there is a list of dates under the heading "Absence". The main area contains two date selection fields: "Start Date*" and "End Date*", each with a calendar icon. Below these fields is a link "View Balances" with a calendar icon. A calendar for "November 2024" is displayed, showing days from Sunday to Saturday. The date 18 is circled in orange with a hand cursor pointing to it, and the date 20 is circled in blue. At the bottom, there are "Cancel" and "Continue" buttons.

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

STEP 18

End Date

Same Process. You can either enter the end date or select the calendar icon



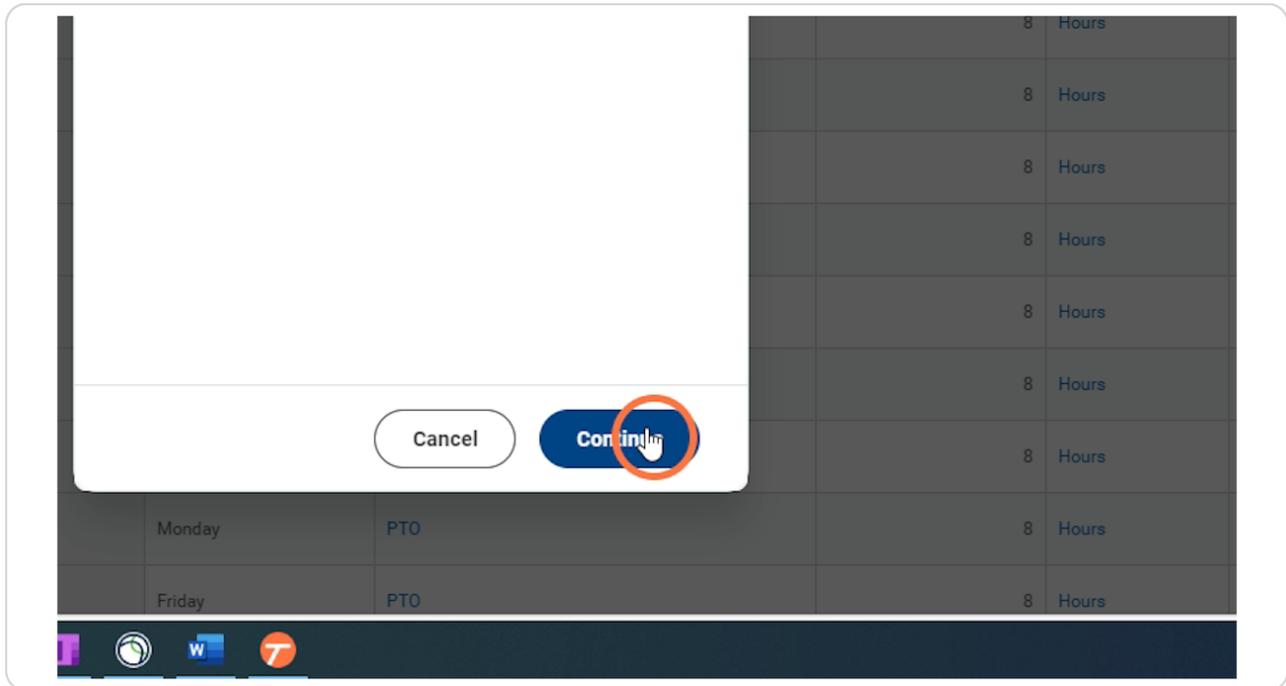
The screenshot shows a 'Request Absence' modal window. At the top, it says 'Request Absence' and 'For Chelsea Bellmer (Myself) | [Request on Behalf Of](#)'. Below this are two tabs: 'Calendar' and 'Date Range', with 'Date Range' being the active tab. There are two date input fields: 'Start Date*' and 'End Date*', both containing '11/18/2024'. The 'End Date*' field has a calendar icon to its right, which is circled in red. Below the date fields are two links: 'View Balances' with a calendar icon and 'View Teams' with a group icon. The background shows a table with columns 'Requested' and 'Unit of Time', with rows containing '8 Hours'.

Requested	Unit of Time
8	Hours
8	Hours
8	Hours

STEP 19

Click Continue

Once all Dates are selected, click the Continue button

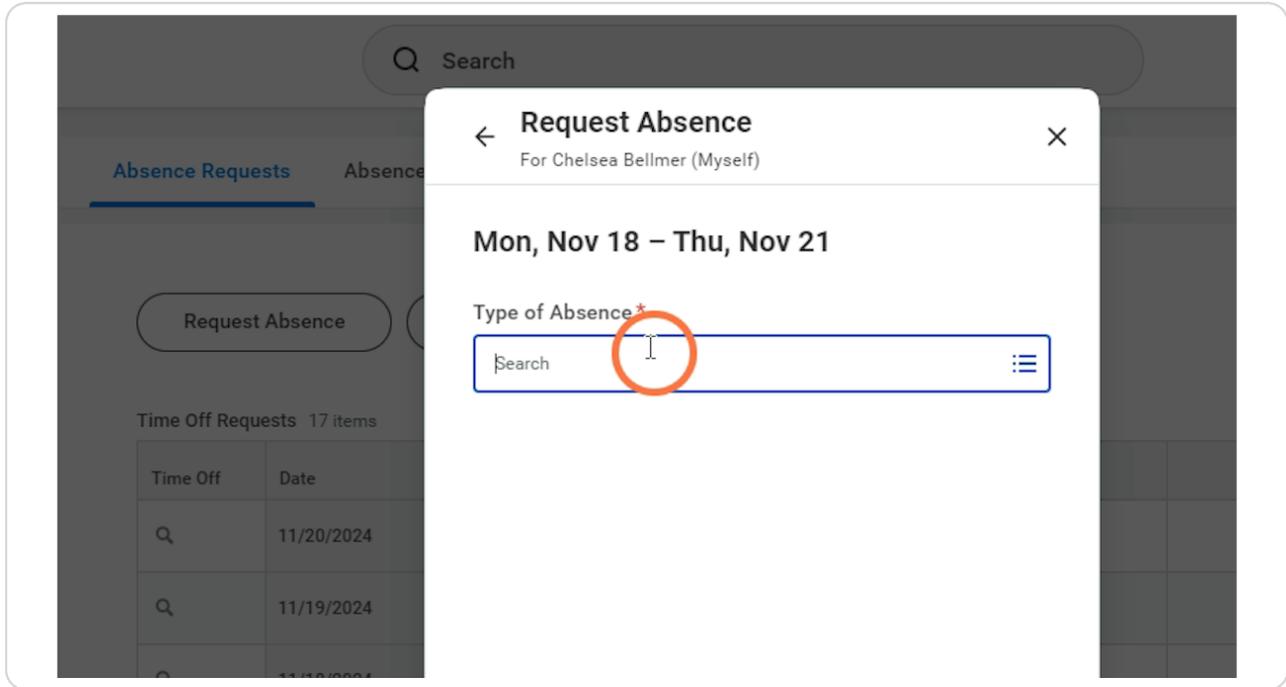


STEP 20

Type of Absence

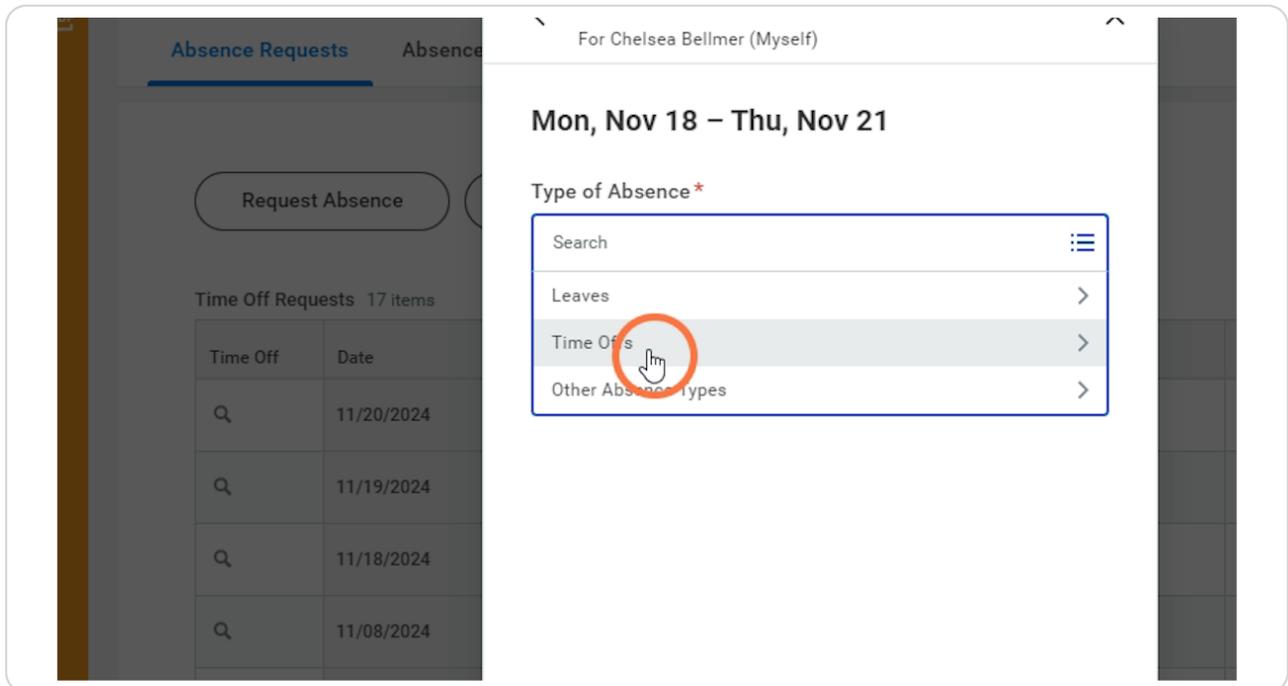
Next it will ask you what type of absence you are requesting off. This time you will be selecting Time off.

Click in the search bar and your drop-down list will appear



STEP 21

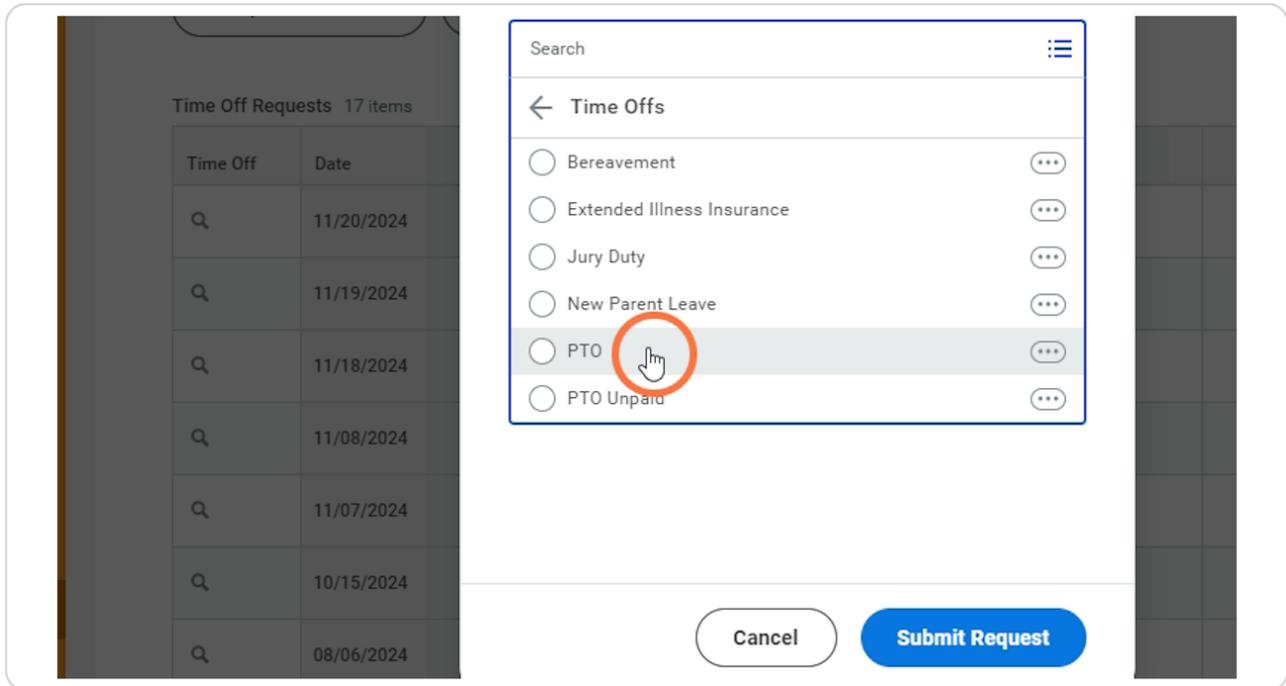
Select Time Offs



STEP 22

Type of Time off

Select the time off type you are wanting.



The screenshot shows a user interface for submitting a time off request. On the left, there is a table titled "Time Off Requests 17 items" with columns "Time Off" and "Date". The table contains several rows, each with a magnifying glass icon in the "Time Off" column and a date in the "Date" column. On the right, a modal menu titled "Time Offs" is open, listing several options: Bereavement, Extended Illness Insurance, Jury Duty, New Parent Leave, PTO, and PTO Unpaid. Each option has a radio button and a three-dot menu icon. The "PTO" option is highlighted, and a hand cursor is pointing at its radio button, which is circled in red. At the bottom of the modal, there are two buttons: "Cancel" and "Submit Request".

Time Off	Date
Q	11/20/2024
Q	11/19/2024
Q	11/18/2024
Q	11/08/2024
Q	11/07/2024
Q	10/15/2024
Q	08/06/2024

- Bereavement
- Extended Illness Insurance
- Jury Duty
- New Parent Leave
- PTO
- PTO Unpaid

Cancel Submit Request

STEP 23

Time off Reason

After you select the Type of Absence you may be required to fill out a Reason. In the Reason box, please click

Select the reason you are wanting.

Notice there will be Schedule and Unscheduled for some of the options. The difference is, is this planned PTO, PMLA, etc or is this not planned.

Also fill out the amount of hours you are requesting off

The screenshot shows a web interface for requesting absence. The main content area is titled 'For Chelsea Bellmer (Myself)' and shows the dates 'Mon, Nov 18 – Thu, Nov 21'. The form includes the following fields:

- Type of Absence***: A dropdown menu with 'PTO' selected.
- Reason**: A search bar with a magnifying glass icon and a cursor, circled in orange.
- Hours (Daily)**: A text input field containing the number '8'.
- Edit Individual Days**: A blue link with a pencil icon.
- Comment**: A text area for additional notes.

The left sidebar contains a 'Request Absence' button and a table of 'Time Off Requests' with 17 items. The table has columns for 'Time Off' and 'Date'.

Time Off	Date
Q	11/20/2024
Q	11/19/2024
Q	11/18/2024
Q	11/08/2024

STEP 24

Submit Request

Click Submit Request

The request then will go to your manager/timecard editor to approve. If it is EII and/or New Parent leave, the request will go to the Absence Partner to approve.

Date	Day	Request Type	Hours	Unit
20/2024			8	Hours
19/2024			8	Hours
18/2024			8	Hours
08/2024			8	Hours
07/2024			8	Hours
15/2024			8	Hours
06/2024			8	Hours
05/2024	Monday	PTO	8	Hours
02/2024	Friday	PTO	8	Hours

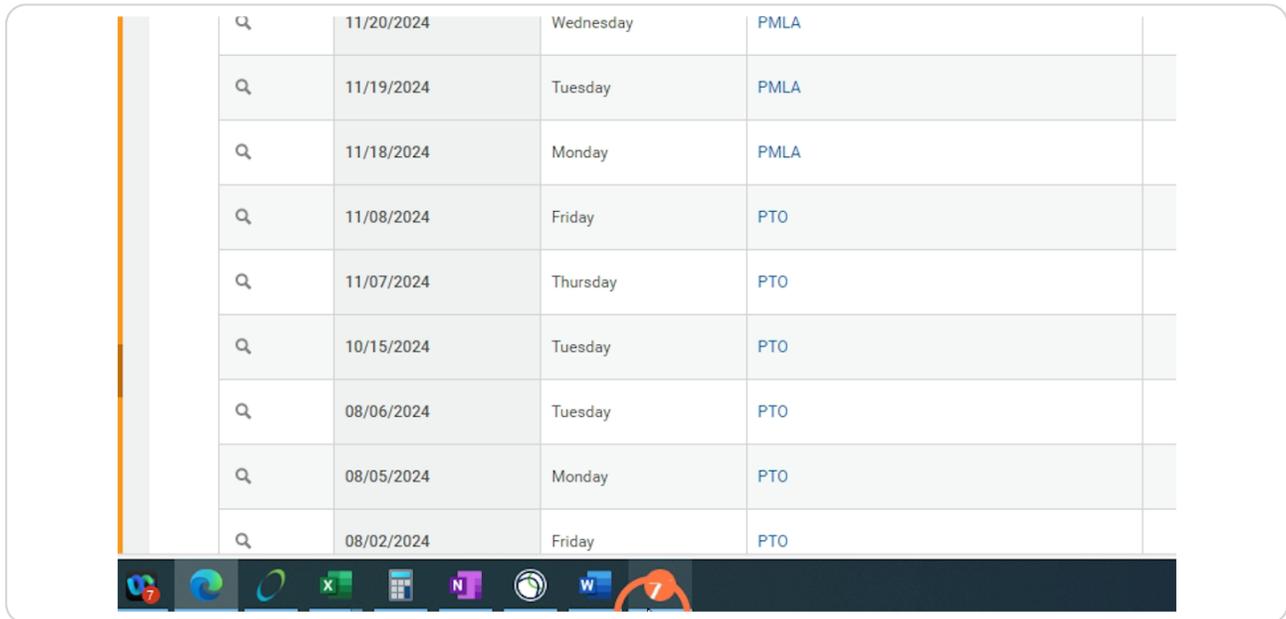
Tango Desktop

2 Steps

STEP 25

List of Request time off

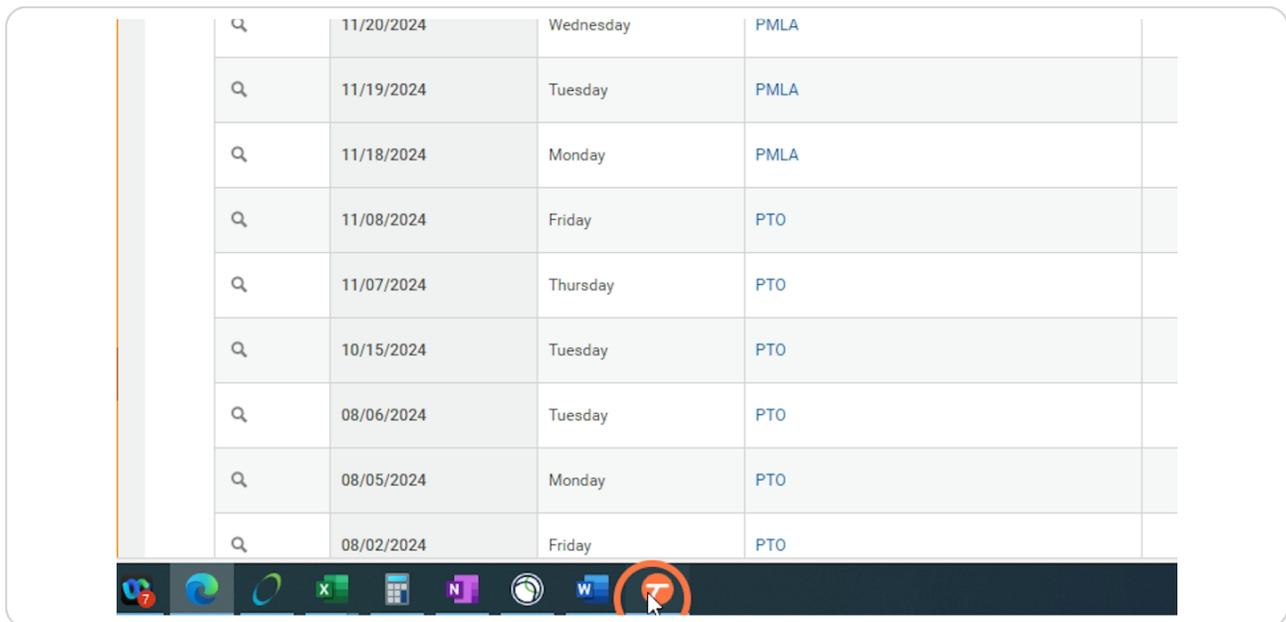
You can also view a list of your time off or requested time off in this Absence Hub/Tab under your profile.



Q	11/20/2024	Wednesday	PMLA
Q	11/19/2024	Tuesday	PMLA
Q	11/18/2024	Monday	PMLA
Q	11/08/2024	Friday	PTO
Q	11/07/2024	Thursday	PTO
Q	10/15/2024	Tuesday	PTO
Q	08/06/2024	Tuesday	PTO
Q	08/05/2024	Monday	PTO
Q	08/02/2024	Friday	PTO

STEP 26

Click here



Q	11/20/2024	Wednesday	PMLA
Q	11/19/2024	Tuesday	PMLA
Q	11/18/2024	Monday	PMLA
Q	11/08/2024	Friday	PTO
Q	11/07/2024	Thursday	PTO
Q	10/15/2024	Tuesday	PTO
Q	08/06/2024	Tuesday	PTO
Q	08/05/2024	Monday	PTO
Q	08/02/2024	Friday	PTO