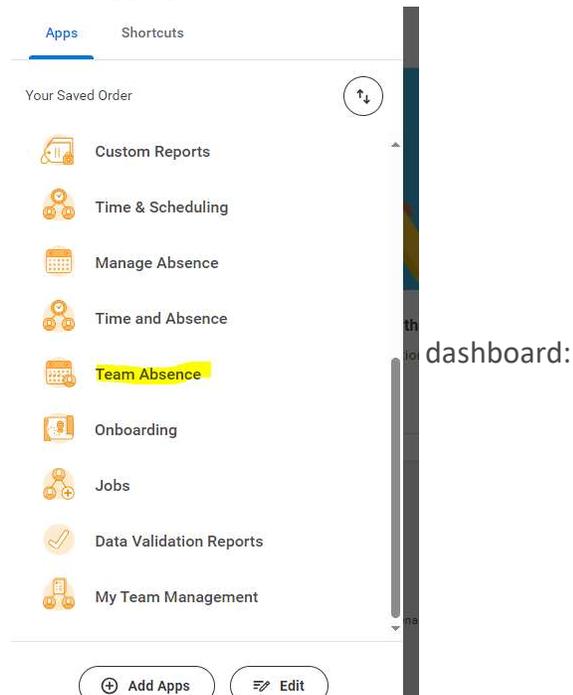


Manager Entering Time off on Behalf of Employee

Managers can easily enter an absence/time off on behalf of their direct reports using the Enter Absence task.

After logging in, on your main Dashboard, under APP/hubs, click on the Team Absence



1. At the top of the dashboard, select the **Manage Absence** task.
2. Click on Switch Worker at the top right-hand side of the calendar view

MENU Mary Free Bed Rehabilitation Search

Manage Absence Robin Vander Veen

Today < > November 2024 Switch Worker Actions

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	Nov	1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23

Request Absence

3. From the Worker prompt, select the direct report you are entering an absence for.

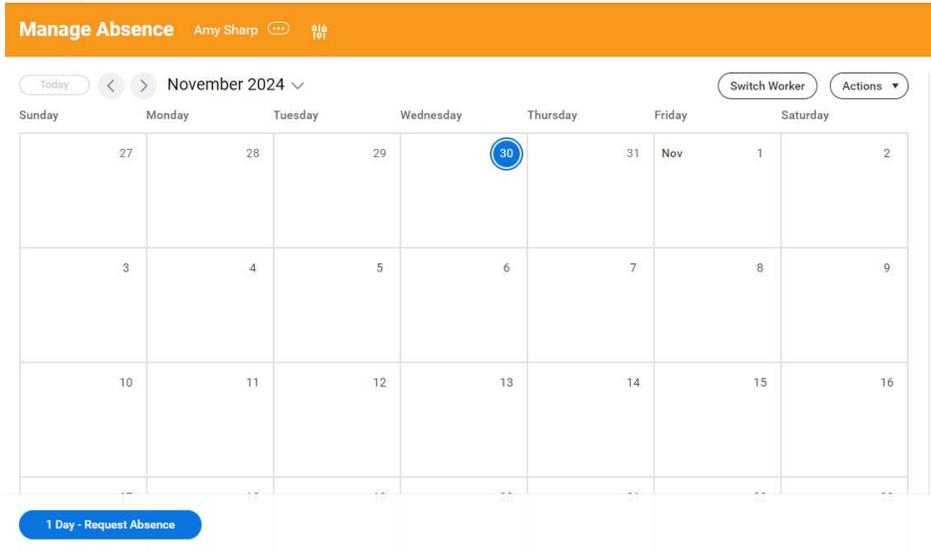
Enter Absence

Worker * Brian Kaplan

Cancel OK

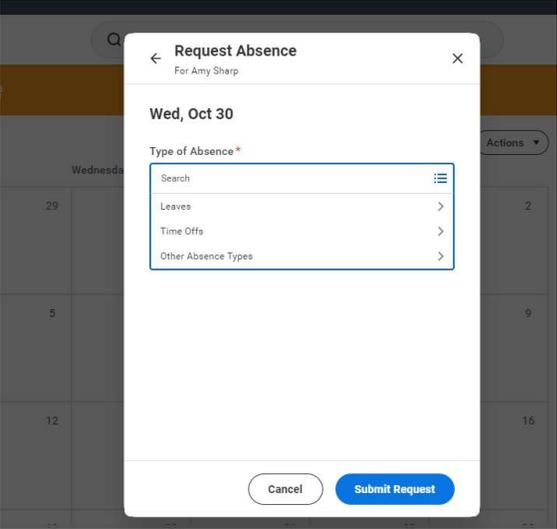
4. Select **OK**.

5. Select one or more days for the worker's absence or select and drag to choose multiple days. To clear a selected day, select the day on the calendar. - click Request Absence in the bottom left-hand side of the screen



6. Select the Type of Leave

- a. Under Time off plan is where you find PTO, Bereavement pay, Jury duty, etc.



Request Absence
For Amy Sharp

Wed, Oct 30

Type of Absence*

Search

← Time Offs

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

Cancel Submit Request

7. Fill out the Details needed.

Request Absence
For Amy Sharp

Wed, Oct 30

Type of Absence*

× PTO

Reason

× PMLA Scheduled

Hours (Daily)

12

Comment

Additional Information

Total Request Amount: 12 Hours

Cancel Submit Request

8. (Optional) Select the **Select Date Range** button to enter an extended date range. This is useful when entering an absence request that might extend into a different month or over a long period.

Manage Absence Amy Sharp

Today < > November 2024

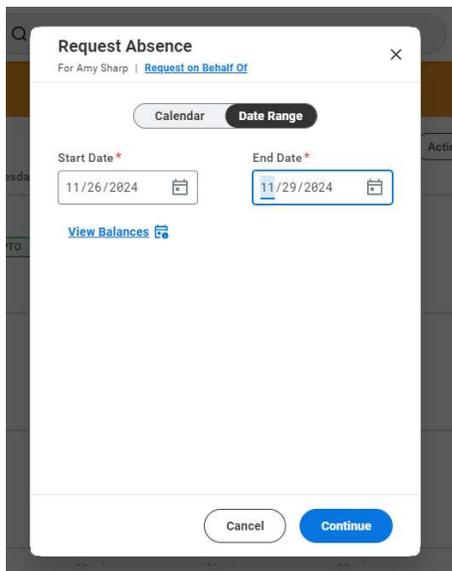
Switch Worker Actions

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	27	28	29	30	31	Nov 1
			PTO			
3	4	5	6	7	8	9

Enter Time for Worker
Enter Time for Worker (delegation only)
Enter Time for Worker - High Volume (Delegation)
View Absence for Worker
Select Date Range

Balances as of 11

9. Select the **Request Absence** button. The number of days you requested dynamically displays on the button to help confirm your request.



Request Absence
For Amy Sharp | Request on Behalf Of

Calendar **Date Range**

Start Date* 11/26/2024

End Date* 11/29/2024

[View Balances](#)

Cancel Continue

10. From the Type prompt, enter the type of absence requested. Your options may include Time Off and Leave of Absence types.



Select Absence Type

When Friday, August 16, 2024

Type *

- Search
- Time Off
- Leave of Absence
- Other Absence Types

11. Fill out the appropriate details.
12. Click submit.