

# Manager- View Employee Time off/Absence

Here is the how to on how to pull up an individual employee and view their taken time off, request time off, and Leave of Absence.

9 Steps [View most recent version](#) 

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Created by	Creation Date	Last Updated
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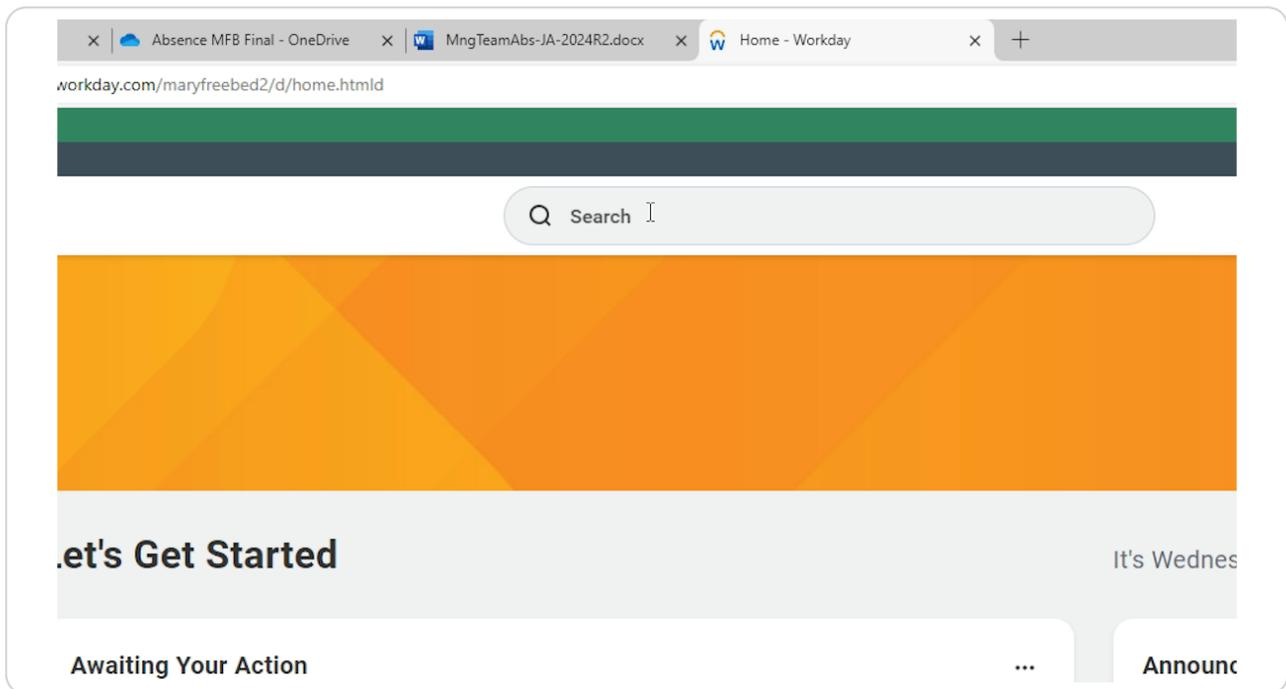
## STEP 1

### Search Employee Name

First step is to search for the employee. You can search for the employee by:

- 1- Employee ID #
  - 2- Employee Full Name
  - 3- Employee Last name
  - 4- Abbreviation of the employee's name
- EXAMPLE: Chel Bell

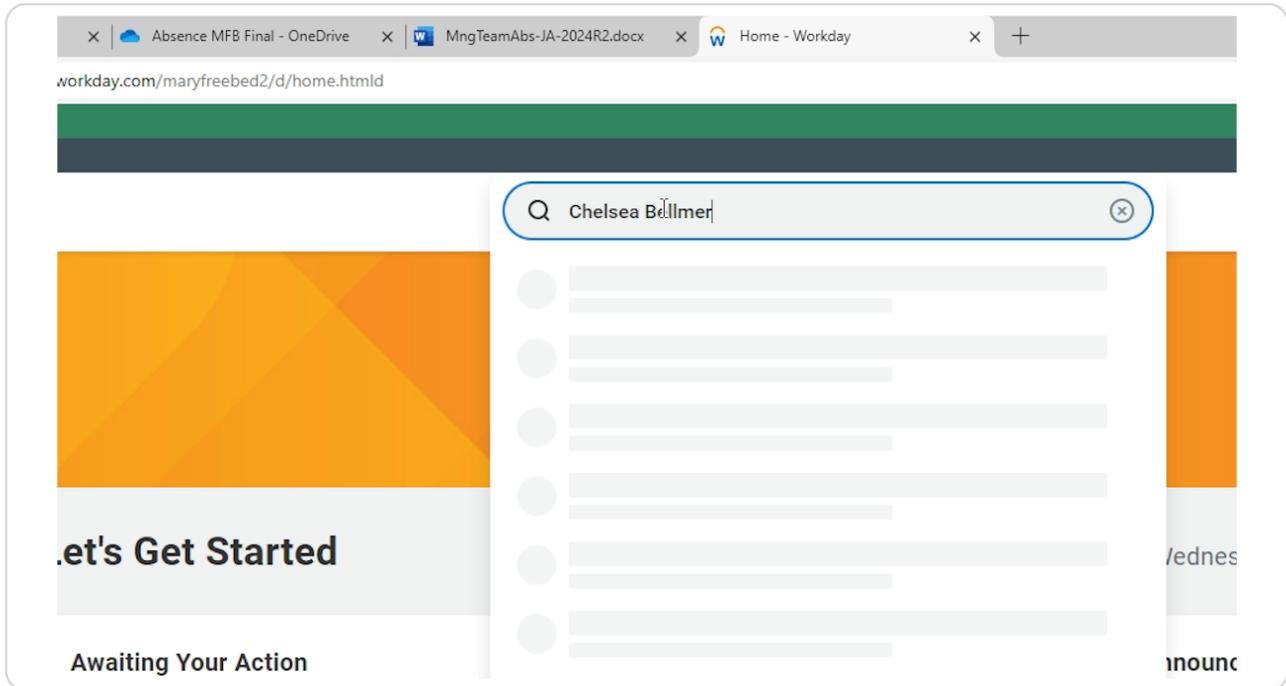
Search bar will be at the top of the screen in the middle



## STEP 2

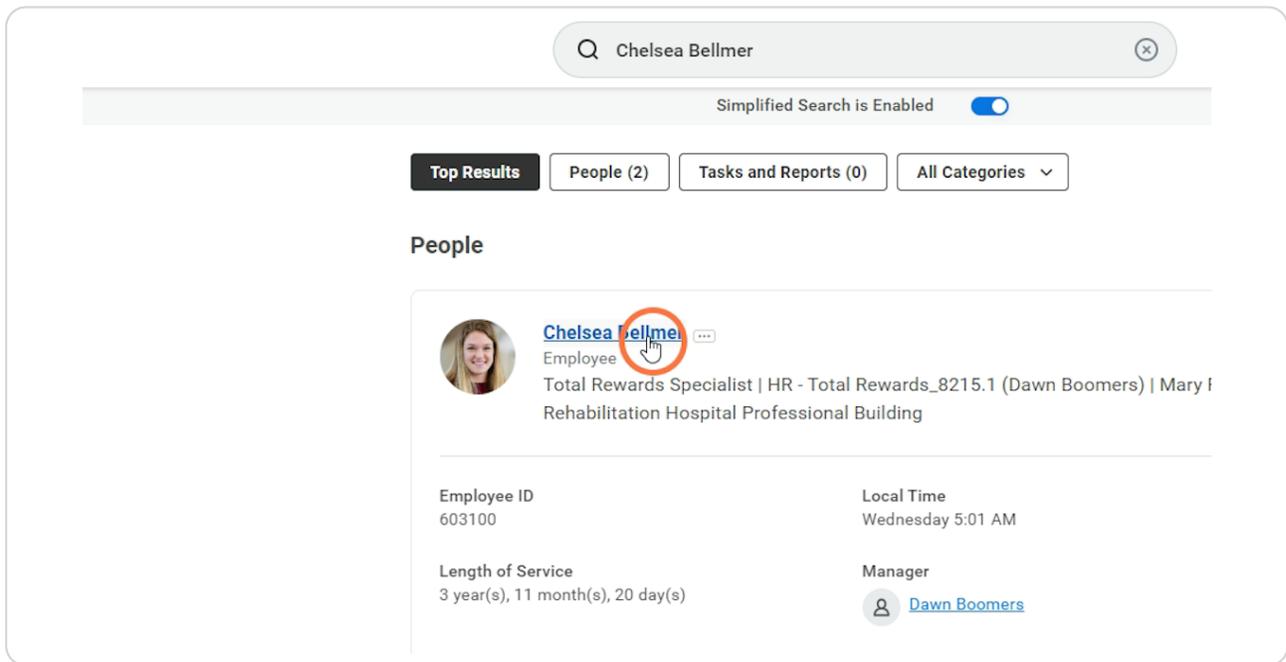
### Press Enter

You can Press enter OR the Search icon to the right in the search bar



### STEP 3

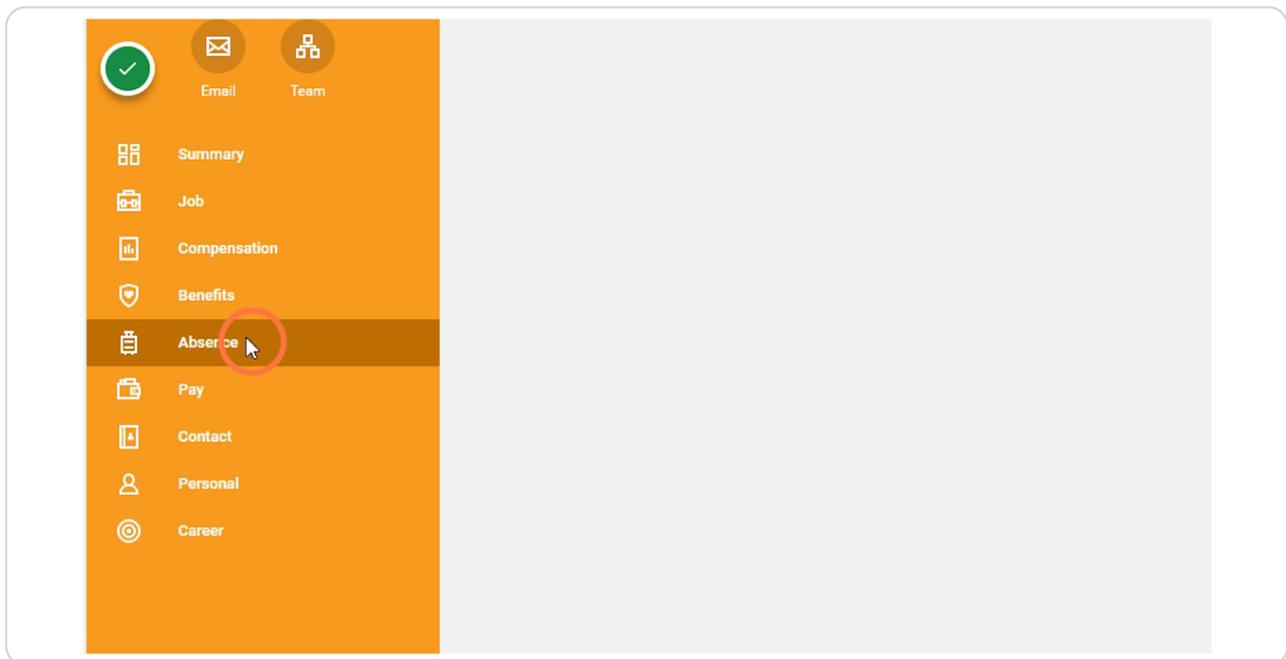
#### Click on the Employees Name



The screenshot shows a search interface with a search bar containing "Chelsea Bellmer". Below the search bar, a toggle switch indicates "Simplified Search is Enabled". There are three filter buttons: "Top Results" (highlighted in black), "People (2)", and "Tasks and Reports (0)". A dropdown menu for "All Categories" is also visible. Under the "People" section, a profile card for Chelsea Bellmer is shown. The name "Chelsea Bellmer" is circled in red, with a mouse cursor pointing to it. The profile card includes a profile picture, the title "Employee", and the text "Total Rewards Specialist | HR - Total Rewards\_8215.1 (Dawn Boomers) | Mary I Rehabilitation Hospital Professional Building". Below the profile card, there are four data points: "Employee ID 603100", "Local Time Wednesday 5:01 AM", "Length of Service 3 year(s), 11 month(s), 20 day(s)", and "Manager Dawn Boomers" (with a profile picture icon).

### STEP 4

#### Click on Absence Dashboard



The screenshot shows a navigation sidebar on an orange background. At the top, there are three icons: a checkmark, an envelope, and a group of people, labeled "Email" and "Team". Below these are several menu items with icons: "Summary", "Job", "Compensation", "Benefits", "Absence" (highlighted with a red circle and a mouse cursor), "Pay", "Contact", "Personal", and "Career". The main content area to the right of the sidebar is a light gray rectangle.

## STEP 5

### View of Time off

After clicking on the Absence Dashboard, it will bring to a page where it will list all submitted, approved, and denied time off.

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Manage Absence

	Day of the Week	Type	Requested	Unit of Time
	Wednesday	PMLA	8	Hours
	Tuesday	PMLA	8	Hours
	Monday	PMLA	8	Hours
	Friday	PTO	8	Hours
	Thursday	PTO	8	Hours
	Tuesday	PTO	8	Hours

## STEP 6

# Requesting Absence

This is another way to request an Absence for the employee

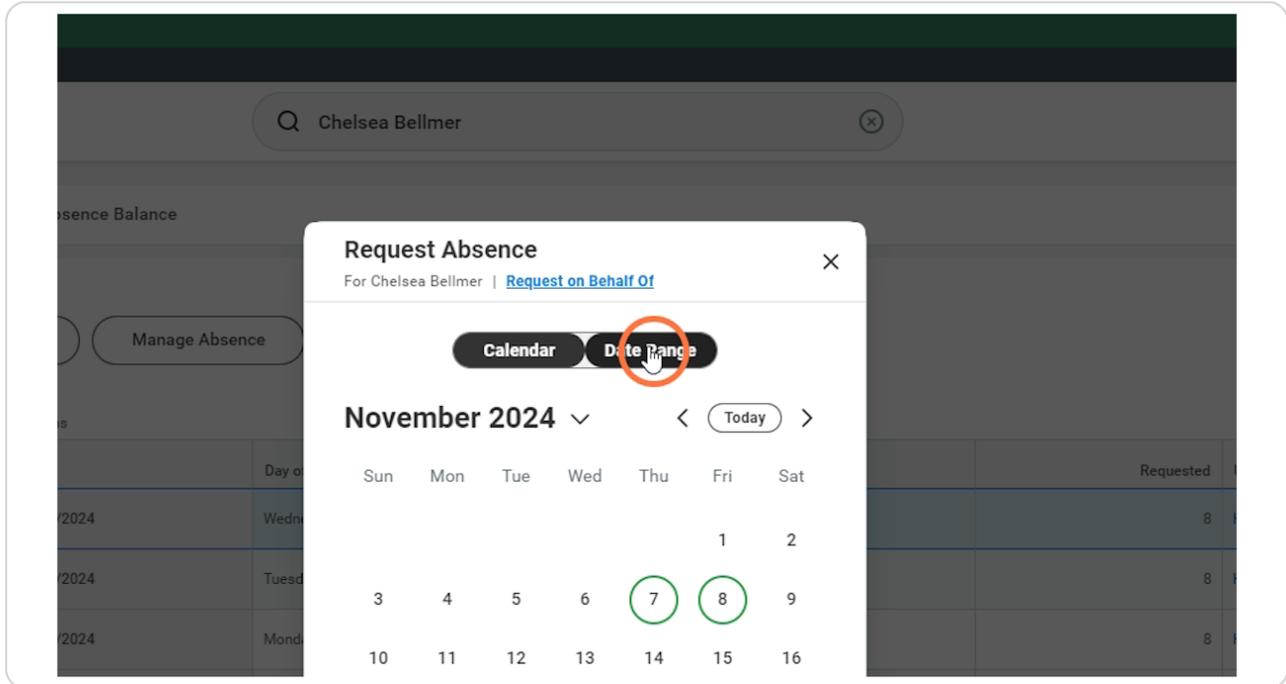
The screenshot displays a user interface for requesting absence. On the left is a user profile card for Chelsea Bellmer, a Total Rewards Specialist, with options for Email and Team. The main content area has tabs for 'Absence Requests' and 'Absence Balance'. Below these are two buttons: 'Request Absence' (circled in red) and 'Manage Absence'. A table titled 'Time Off Requests' shows 17 items with columns for Time Off, Date, Day of the Week, and Type.

Time Off	Date	Day of the Week	Type
Q	11/20/2024	Wednesday	PMLA
Q	11/19/2024	Tuesday	PMLA
Q	11/18/2024	Monday	PMLA

## STEP 7

### Select Time off

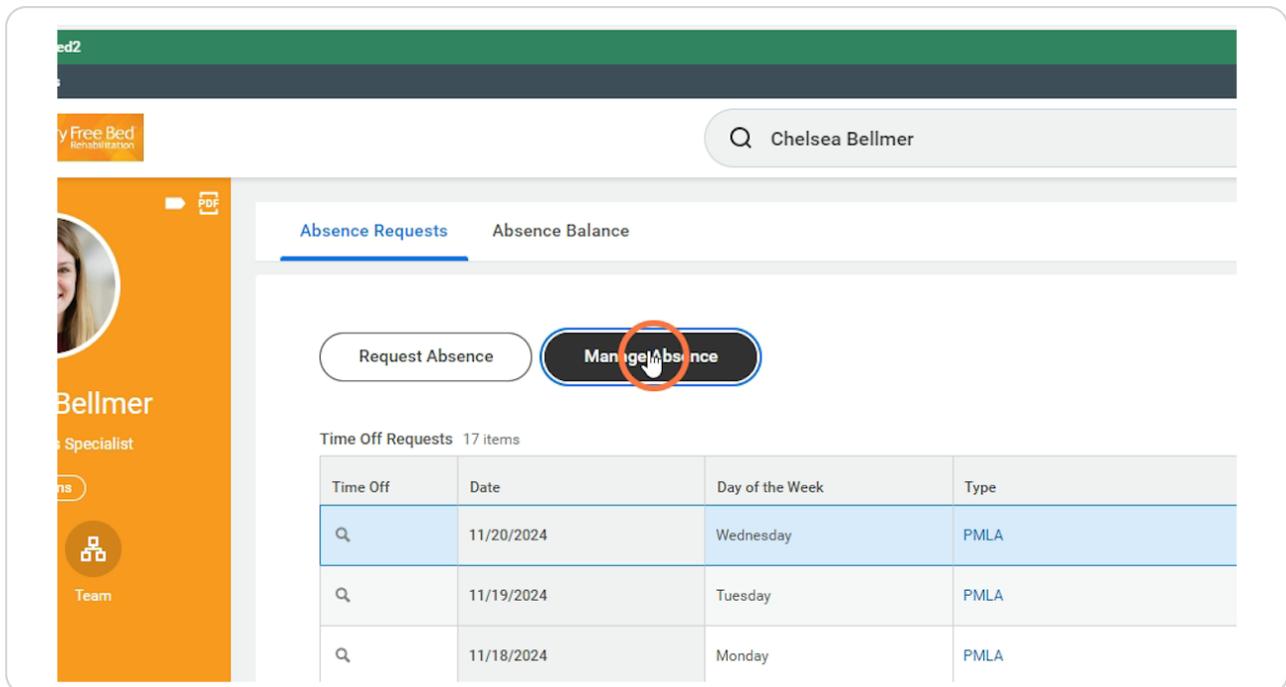
You can select individual day off or Date Range



## STEP 8

### Calendar View of Absence/Time off

If you want to view the employees Time off/Absence, click on Manage Absence and it will bring up the calendar view



The screenshot displays a user interface for managing absence requests. At the top, there is a search bar containing the name 'Chelsea Bellmer'. Below the search bar, there are two tabs: 'Absence Requests' (which is selected) and 'Absence Balance'. In the center, there are two buttons: 'Request Absence' and 'Manage Absence'. The 'Manage Absence' button is circled in red, indicating it is the focus of the instruction. Below the buttons, there is a section titled 'Time Off Requests' with a sub-header '17 items'. This section contains a table with the following data:

Time Off	Date	Day of the Week	Type
Q	11/20/2024	Wednesday	PMLA
Q	11/19/2024	Tuesday	PMLA
Q	11/18/2024	Monday	PMLA

## STEP 9

### Calendar View

This view will show you all the time off they have taken and/or Scheduled

You can also view balances/request all the way to the right hand side

The screenshot displays a calendar view for the month of November. The calendar grid shows dates from the 30th of the previous month to the 23rd of the current month. A green bar labeled 'PTO' spans from the 6th to the 15th. A red circle highlights a hand cursor icon over the date 15th. On the right side, a sidebar titled 'View Your Requests and Balances' is visible. It has two tabs: 'Balances' (selected) and 'Requests'. Under 'Balances as of 11/27/2023', the following items are listed:

- EII  
• Extended Illness Insurance  
0 Hours
- FML  
480 Hours
- PTO  
• PTO  
64 Hours
- PTO Unpaid  
• PTO Unpaid