ABSENCE ENTRY

REQUESTING LEAVE

- Select **Absence** from the Time & Expense Menu
- **Click on** the [+ New Absence Request] button on the 'Absence Requests' tab
- **Enter the first day** of the absence
- **Enter the last day** of the absence
- **Choose the Absence type** by typing in the name or clicking on the magnifying glass and selecting the type from the list
- If either of the first or last day is a half day, tick the respective box
- Enter any comments in the **Request** field
- Press the **Create** button
- The request will have gone to an absence approver. You will be notified by email once your leave is approved and the time will be shown on your timesheet

WHAT ABOUT TIME IN LIEU?

- If you have worked on the weekend or overtime and you want to request some time in lieu for that work, you will need to apply for an allowance request

- Select **Absence** from the 'Time & Expense' Menu
- Click on the **Allowance Request tab**
- **Click on** the [+ New Allowance Request] button
- Select the **Absence Type "Time in Lieu"**
- Select the **Entry date** being the date you did the extra work
- Select the **number of days** (.5 = half day)
- Enter the **reason why** you are asking for time in lieu
- Press the **Create** button
- Click the [↓ Submit Request] button to submit the request for approval
- Once the request has been approved, you will be able to request leave using the time in lieu allowance as outlined in the 'Requesting Leave' section

I DIDN'T TAKE THE LEAVE I BOOKED?

- If you had leave which was approved and for whatever reason, had to work, you will need to contact your HR department and ask them to cancel or amend the leave