

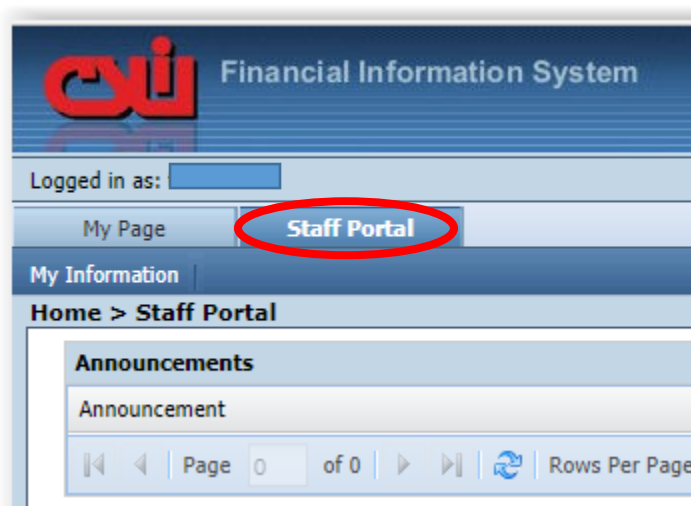
MIFFLINBURG AREA SCHOOL DISTRICT EMPLOYEE HOW TO REQUEST AN ABSENCE

If you need assistance to login, please see [How to login to the New Staff Portal](#)

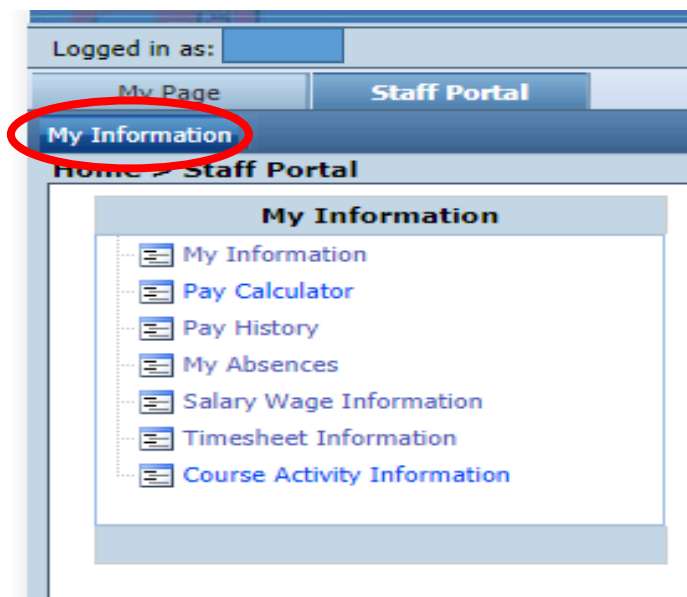
HOW TO REQUEST AN ABSENCE:

To request an absence in the staff portal, perform the following:

1. Log into the Staff Portal
2. Click the Staff Portal tab

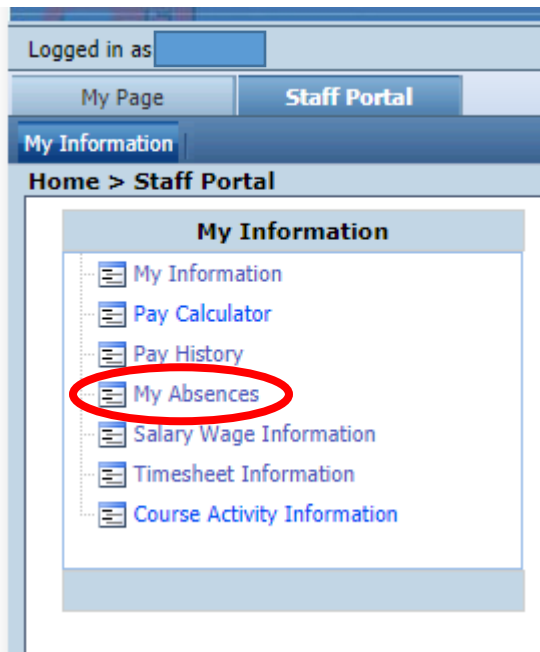


3. Click the My Information tab option.



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4. Click the My Absences link on the menu to open the Absence Information screen.



5. The Absence Information tab displays all of the total information for your absences. You will only see the Absences that you are entitled to. Click on the Request Absence button available on the top or bottom of the absence information grid to open the Absence Entry screen.

A screenshot of the 'Absence Information' screen. At the top, it says 'Home > Staff Portal'. Below that are three tabs: 'Absence Information' (circled in red), 'Absence History', and 'Scheduled Requests'. Below the tabs, there are fields for 'Name: [redacted]', 'ID: 121011', and 'Hire Date: 10/09/2012'. On the right side, there is a 'Request Absence' button (circled in red). Below this is a table with the following data:

Absence	Available	Awaiting Approval	Pre-Approved	Balance
Bereavement Day		0.000	0.000	
Educational Conferences		0.000	0.000	
Secretary - PTO		0.000	1.000	
Secretary - Sick Day		0.000	0.000	
Support Staff Sick Bank		0.000	0.000	
Deduct Day		0.000	0.000	
Secretary - Vacation Day		0.000	0.000	

At the bottom of the screen, there is a pagination bar showing 'Page 1 of 1', 'Rows Per Page: 30', and 'Displaying 1 - 7 of 7'.

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6. Select/Enter ALL required fields on the Absence Entry screen. **NOTE:** a red asterisk (*) means the field is required.

The screenshot shows the 'Absence Entry' form with the following fields and values:

- Name: [Redacted]
- ID: 121011
- Hire Date: 10/09/2012
- * Absence: --Select--
- * Start: 04/01/2018
- End: [Redacted]
- * Units: --Select--
- AM/PM: --Select--
- * Job Title: Admin Asst, Business Administrator (AO-Administration Office)
- Staff Note: [Empty text area]

At the bottom right, there are 'Save' and 'Cancel' buttons, with the 'Save' button circled in red.

- Select the type of absences (sick, vacation) from the Absence field. If you are taking a **NO PAY DAY**, you **MUST** enter this as an Absence.
- Enter the Start Date (defaults to the current date). **NOTE:** If you are requesting a range of dates (such as a week of vacation), you **MUST** enter an end date in the End Date field.
- Select the unit value of the absence (full day=1, half day=.5, or number of hours) from the Unit field. **NOTE:** If you select less than Full Day, you **MUST** select AM or PM from the AM/PM field. If you are entering a date range, enter 1 in the units.
- Select your Job Title from the Job Title field. If you only have one job title, this defaults to your current job title.
- Select your job location from the Location field. If you only have one job title, this defaults to your current job title's location.

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7. Click the Save button.
 - a. If you request one day, you will return to the main Absence Information tab and receive a blue message: **YOUR ABSENCE REQUEST HAS BEEN SUBMITTED.**
 - b. If you request a range of dates, you **MUST** use the checkbox options to select each of the dates from the grid and click the Post button to submit the request for approval.

Absence Entry
Name: Ann R. Ambridge ID: 6 Hire Date: 09/04/2002

Select All Clear All

<input checked="" type="checkbox"/>	Date	Absence	Units	AM/PM	Staff Note
<input checked="" type="checkbox"/>	11/09/2017	Sick days - Supervisors	1.000		
<input checked="" type="checkbox"/>	11/10/2017	Sick days - Supervisors	1.000		
<input checked="" type="checkbox"/>	11/13/2017	Sick days - Supervisors	1.000		
<input checked="" type="checkbox"/>	11/14/2017	Sick days - Supervisors	1.000		
<input checked="" type="checkbox"/>	11/15/2017	Sick days - Supervisors	1.000		

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* = This type of absence is inactive and cannot be posted.

Post Cancel

NOTE: After you save or post, your absence request is sent to your supervisor for approval. You can also use the Scheduled Requests tab to [cancel absence requests](#). (See Employee How to Cancel An Absence Request)