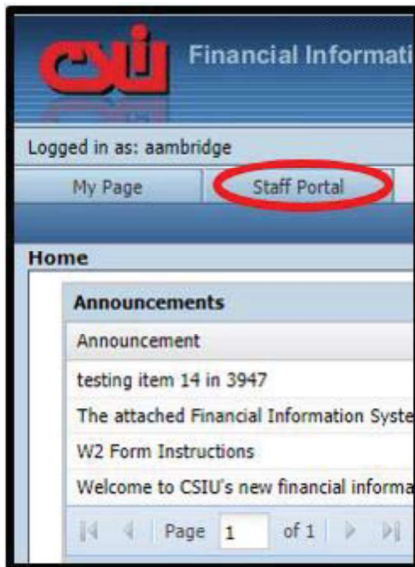


Staff Portal Reference

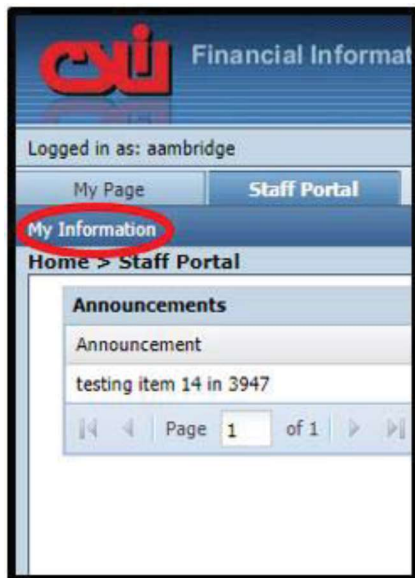
HOW TO REQUEST AN ABSENCE

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

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

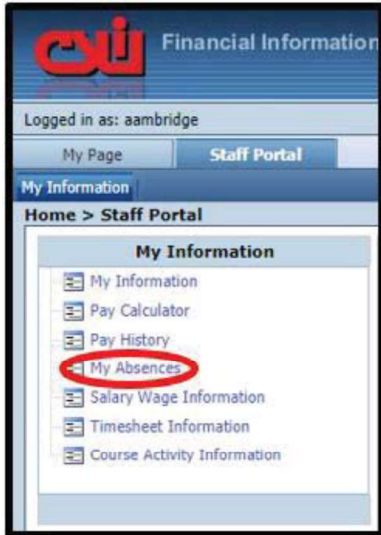


3. Click the **My Information** tab option.



Staff Portal Reference

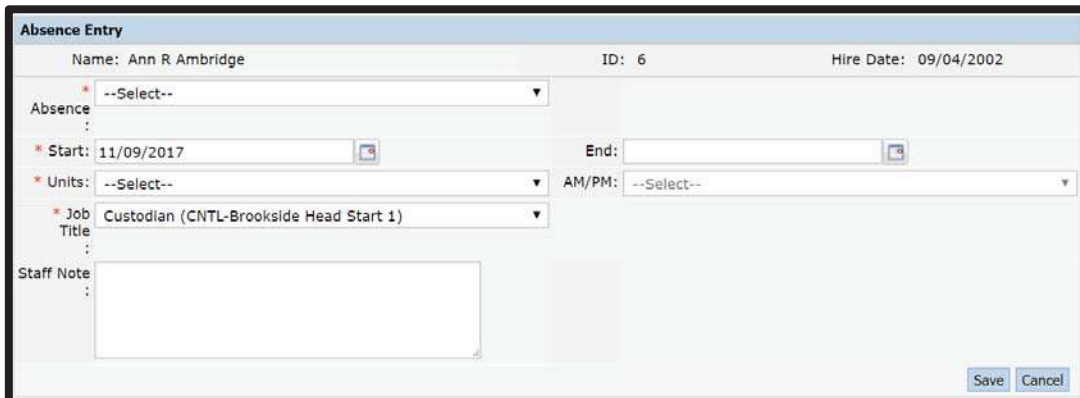
- Click the **My Absences** link on the menu to open the *Absence Information* screen.



- The *Absence Information* tab displays all of the total information for your absences. Click on the **Request Absence** button available on the top or bottom of the absence information grid to open the *Absence Entry* screen.



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



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- a. Select the type of absences (sick, vacation) from the **Absence** field.
 - b. 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.
 - c. 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.
 - d. Select your job title from the **Job Title** field. If you only have one job title, this defaults to your current job title.
 - e. Select your job location from the **Location** field. If you only have one job title, this defaults to your current job title's location.
 - f. Optionally, add any staff or substitute notes in the applicable fields. **NOTE:** Sub notes are only available to those staff who need substitutes and are available to the sub caller.
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. **NOTE:** you can select the checkbox to the left of the Date label to select ALL records.

The screenshot shows the 'Absence Entry' form for Ann R Ambridge (ID: 6, Hire Date: 09/04/2002). It features a table with columns for Date, Absence, Units, AM/PM, and Staff Note. The table contains five rows of sick days from 11/09/2017 to 11/15/2017, each with 1.000 units. A red box highlights the checkboxes in the Date column, and a red circle highlights the 'Post' button at the bottom right. A message at the bottom states: '* = This type of absence is inactive and cannot be posted.'

| <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 | | |

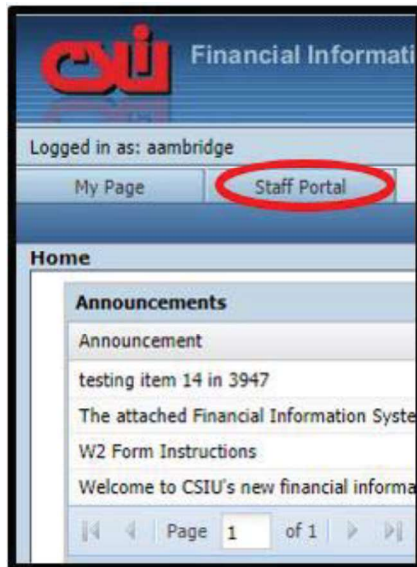
NOTE: After you save or post, your absence request is sent to your supervisor for approval. You can also use the *Scheduled Requests* tab to [cancel absence requests](#).

Staff Portal Reference

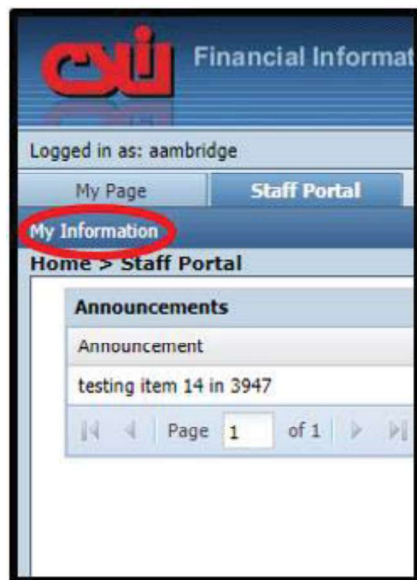
HOW TO CANCEL AN ABSENCE REQUEST

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

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

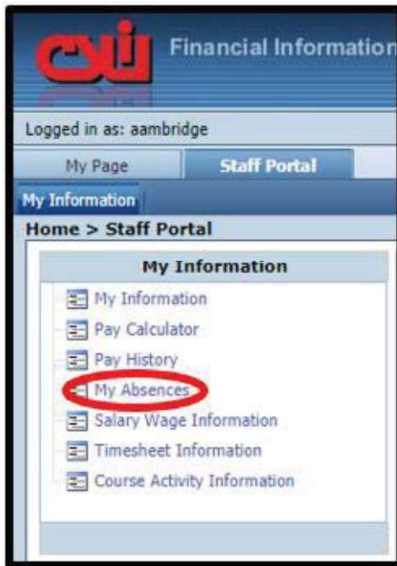


3. Click the **My Information** tab option.

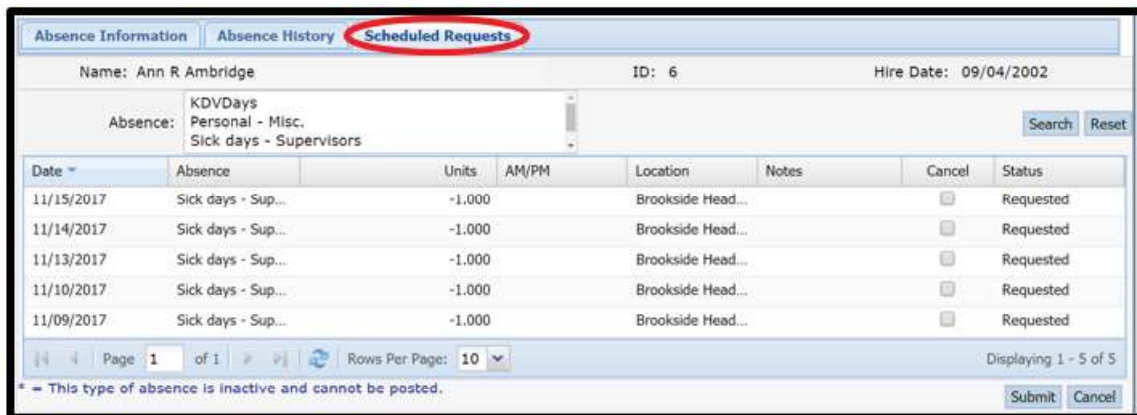


4. Click the **My Absences** menu link to open the *Absence Information* tab.

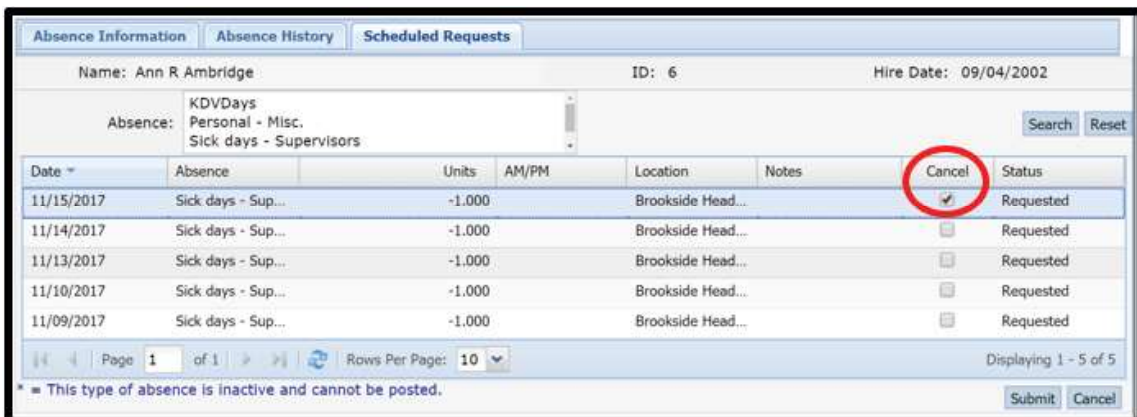
Staff Portal Reference



5. Click the Scheduled Requests tab to view your future absence information in the grid.
 - a. If desired, narrow your requests by absence types using the **Absence** field.
 - b. Click the **Search** button.



6. Select the Cancel checkbox for one or multiple absence requests in the grid.



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7. Click the Submit button to cancel your request.
8. Click OK after the system prompts you to confirm your cancelation request.

