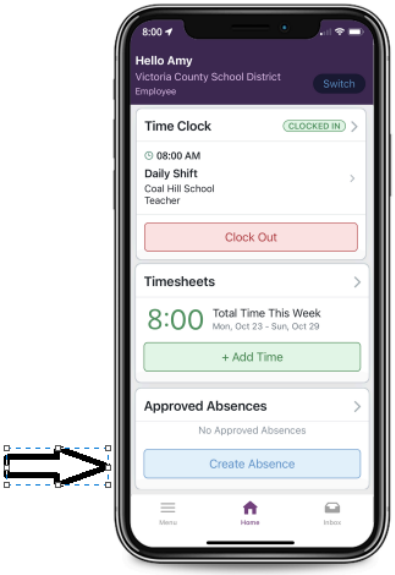
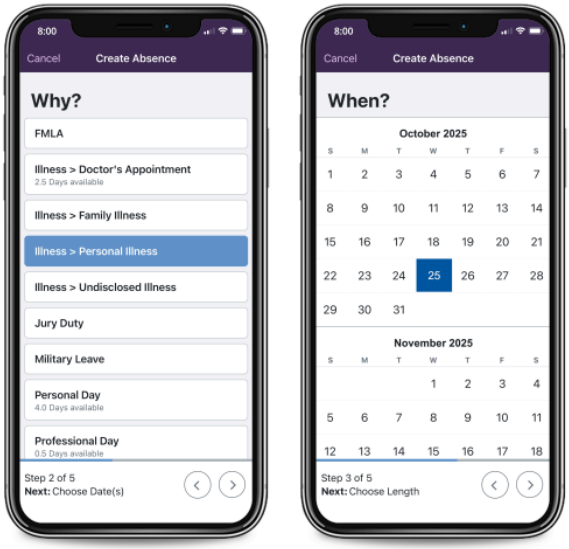
Creating an Absence in the Mobile App

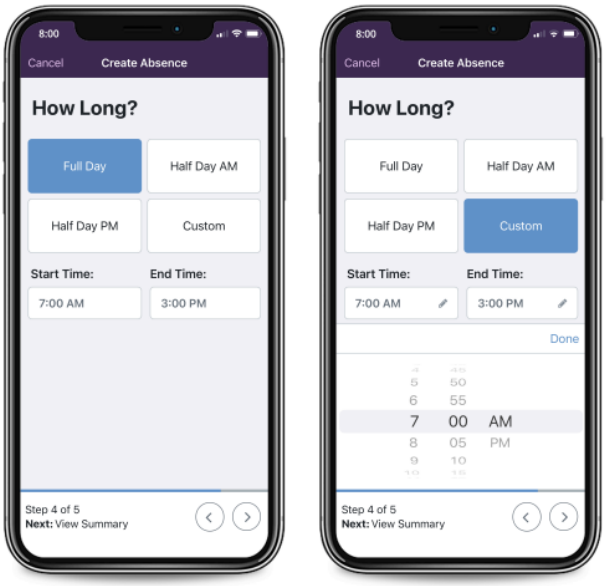
1. Press **Create Absence** directly from the home page (as seen in image below).



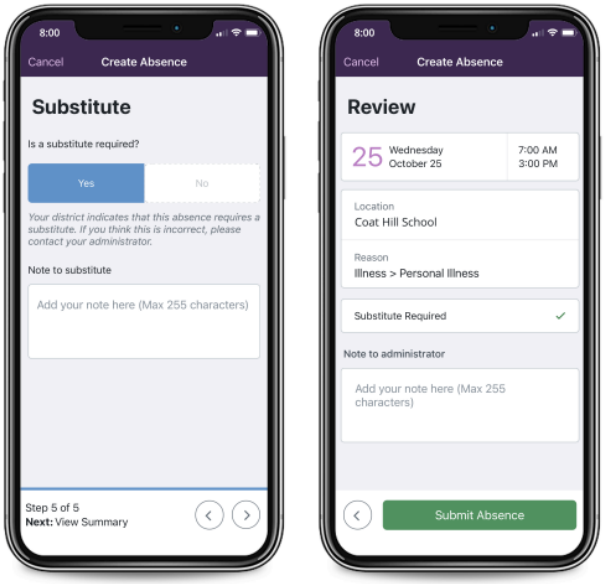
2. Select an absence reason and then press the arrow in the bottom right corner to proceed. Select a date (or date range) from the calendar and press the arrow in the bottom right to proceed.



3. You can choose from a list of timeframes that include- Full Day, Half Day AM, Half Day PM, and/or "Custom."
    - Only Hourly Employees will be able to select Custom absence. You can select the edit icon beside the start and end time to indicate the alternate timeframe. Once you are finished, press the arrow to continue.



4. For employees who require a substitute, you will be prompted to select the "Yes" or "No" option based on your position's requirements and press the arrow to proceed.



The final Summary page provides an overview of the selections you made. These details include the location, absence reason, timeframe, and confirmation for whether a substitute is required. You can also include a personal note to the administrator prior to submitting the absence.

Once you are ready, press Submit Absence to create the absence request.