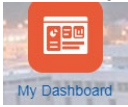




View Absence Requests & Balance

1. Log into myHR.
2. Click 'My Dashboard'



3. Absence Balance will display
4. To see absence requests select "Date Start" criteria
 - a. Recommend selecting a date criteria 'Is Greater Than'
 - b. Use calendar to select date

Absence Requests

* Date Start is equal to / is in [] * Absence Status --Select Value-- []

a b

OK Reset

5. Select Absence status(es)
 - a. Awaiting Approval – Request submitted to manager
 - b. Completed – Absence that has been taken
 - c. In progress – Current absence
 - d. Saved – Request not submitted for approval
 - e. Scheduled – Approved future dated absence
 - f. Withdrawn – Cancelled absence request
6. Click 'OK'

Absence Requests

* Date Start is equal to / is in [] * Absence Status --Select Value-- []

Awaiting approval
Completed
In progress
Saved
Scheduled
Withdrawn

Search...

Notes:

1. Denied requests are not available at this time
2. Request that span a weekend will display as multiple requests, but show the same amount of hours. For example. A request for a Friday through Tuesday will display as two requests for 24 hours each.