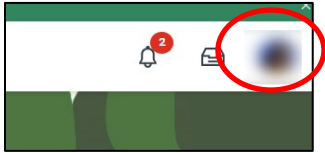


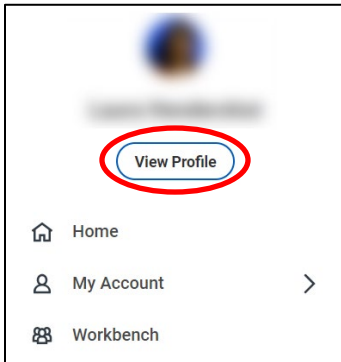
## HOW TO REQUEST ABSENCE IN ADVANCE

From the Home page:

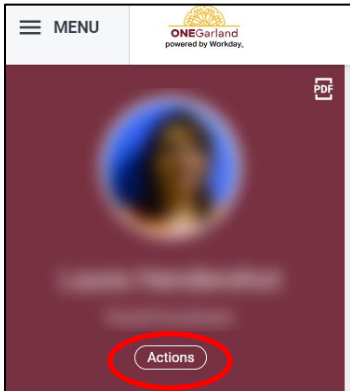
1. Click on your **Profile Picture** in the upper right corner.



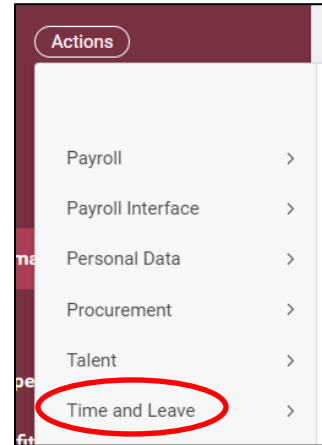
2. Click on **View Profile**.



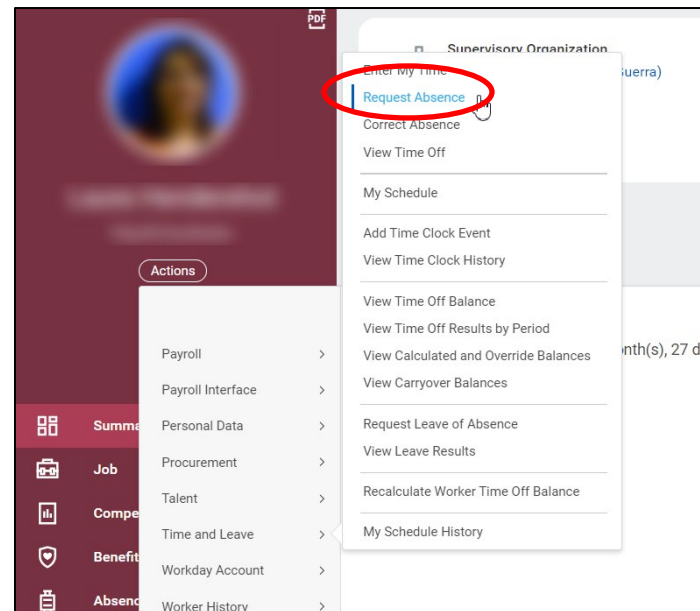
3. On the far-left side of the page select **ACTIONS**.



4. Hover over **Time and Absence** and find **Request Absence**.



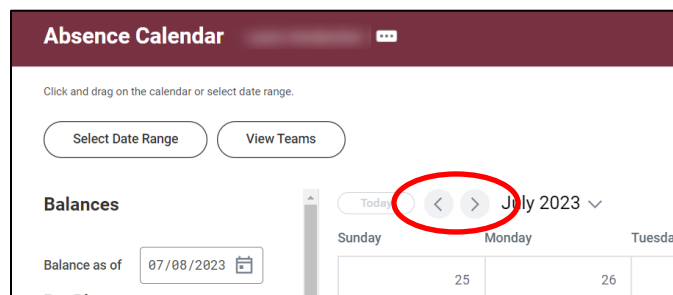
5. Next click on **Request Absence**.



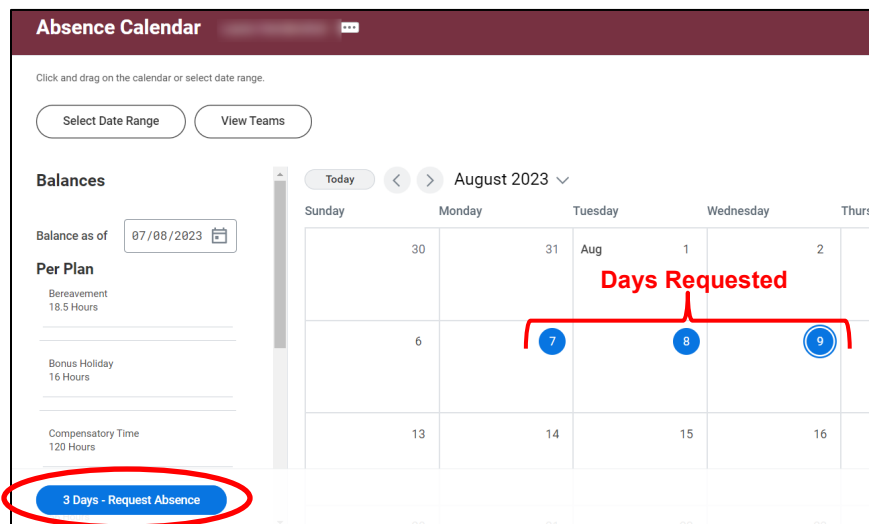
- The calendar for the current month will appear.



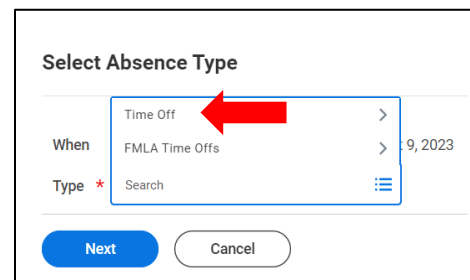
**Tip:** The month can be changed by using the **arrows**.



- Find the desired month and click on the day(s) to be requested or click on the first day and move the mouse across all the days to be requested. Each requested day will appear in **BLUE**.
- Click on the **BLUE** oval # of absence days being requested.

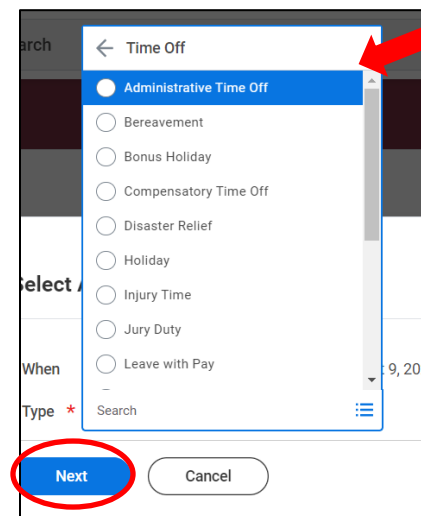


- The **select absence type** box will appear. Click in the box for the drop-down menu for **types listed**.
- Select the appropriate **Absence** type being requested.



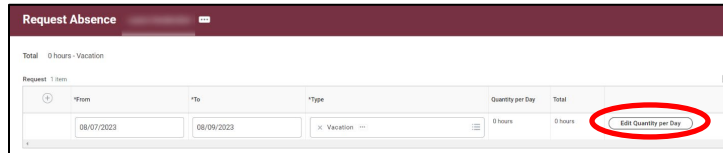

Remember all time off types in the FMLA time off's list must be Approved by Sunlife before being selected.

- Once the types appear click on the **TIME OFF** Type and select **Next**.



12. This will create the days being requested. The default hours are zero so the quantity must be updated.

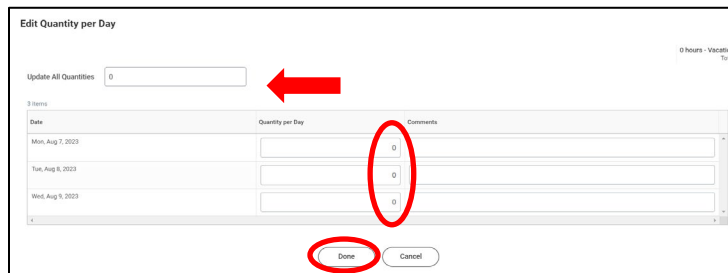
13. Click on the **Edit Quantity Per Day** button.



The screenshot shows the 'Request Absence' form with a table of request items. The 'Edit Quantity per Day' button is circled in red.

14. Change the zero to the number of hours being requested. If the increment of hours is the same for all days being requested, enter the hour amount in the **Update All Quantities** box.

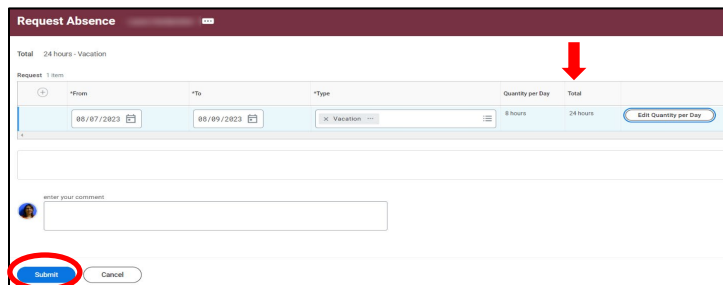
15. If the # of hours for each day will vary, enter the hours in the **Quantity Per Day** box for each day.



The screenshot shows the 'Edit Quantity per Day' form. The 'Update All Quantities' box is highlighted with a red circle and an arrow pointing to it. The 'Quantity per Day' boxes for each day are also highlighted with red circles.

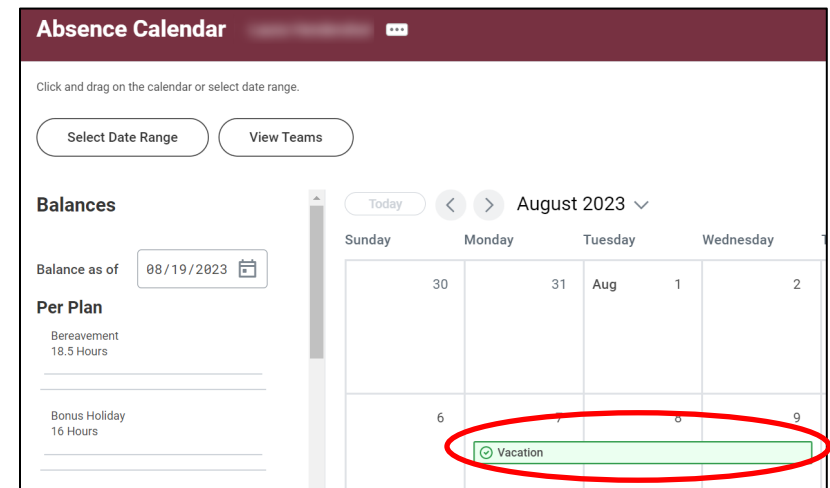
16. Change the # of hours and click on **DONE**.

When the total number of hours appear click **SUBMIT**.

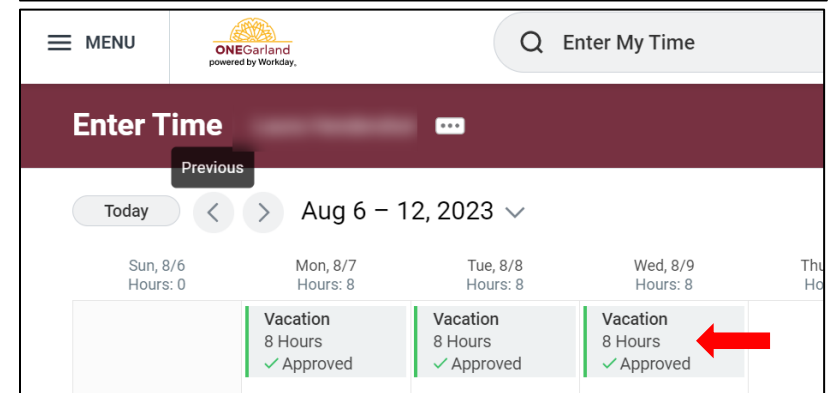


The screenshot shows the 'Request Absence' form with the 'Submit' button circled in red.

17. Once **SUBMIT** is clicked, the request is sent to the direct supervisor for approval. After the request is approved, the time will appear in the calendar and in the time entry screen for the days selected.



The screenshot shows the 'Absence Calendar' for August 2023. A 'Vacation' entry is highlighted in green and circled in red.



The screenshot shows the 'Enter Time' screen for August 6-12, 2023. The 'Vacation' entries are highlighted in green and circled in red.