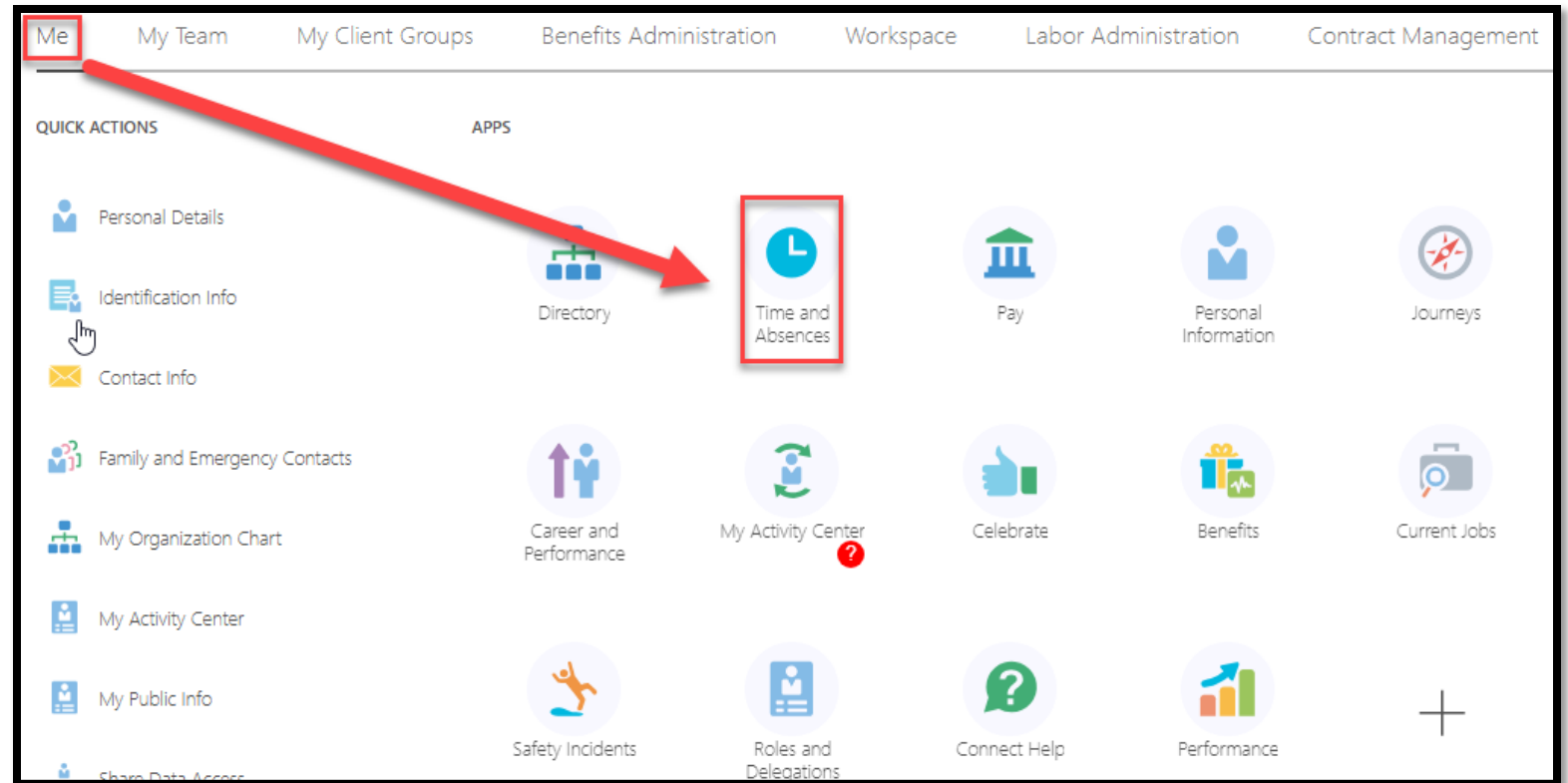
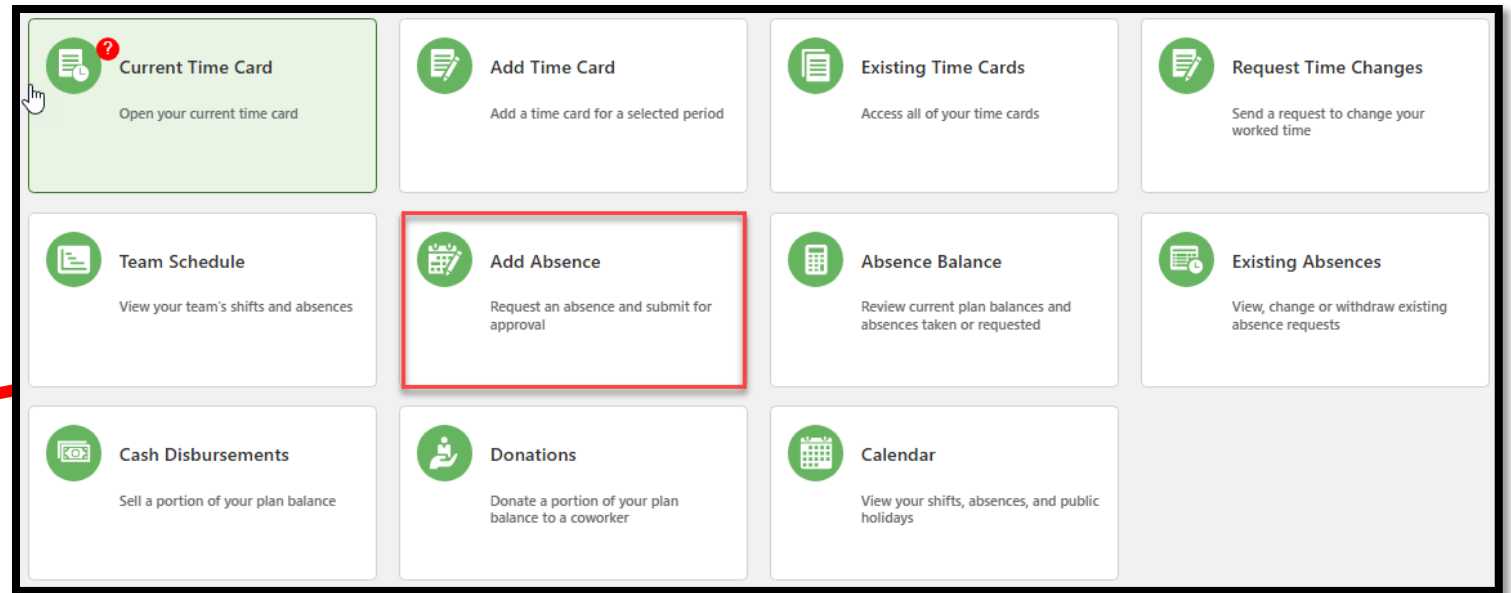


1. Select **My Team** to display your employee functions
2. Click **Time and Absences**

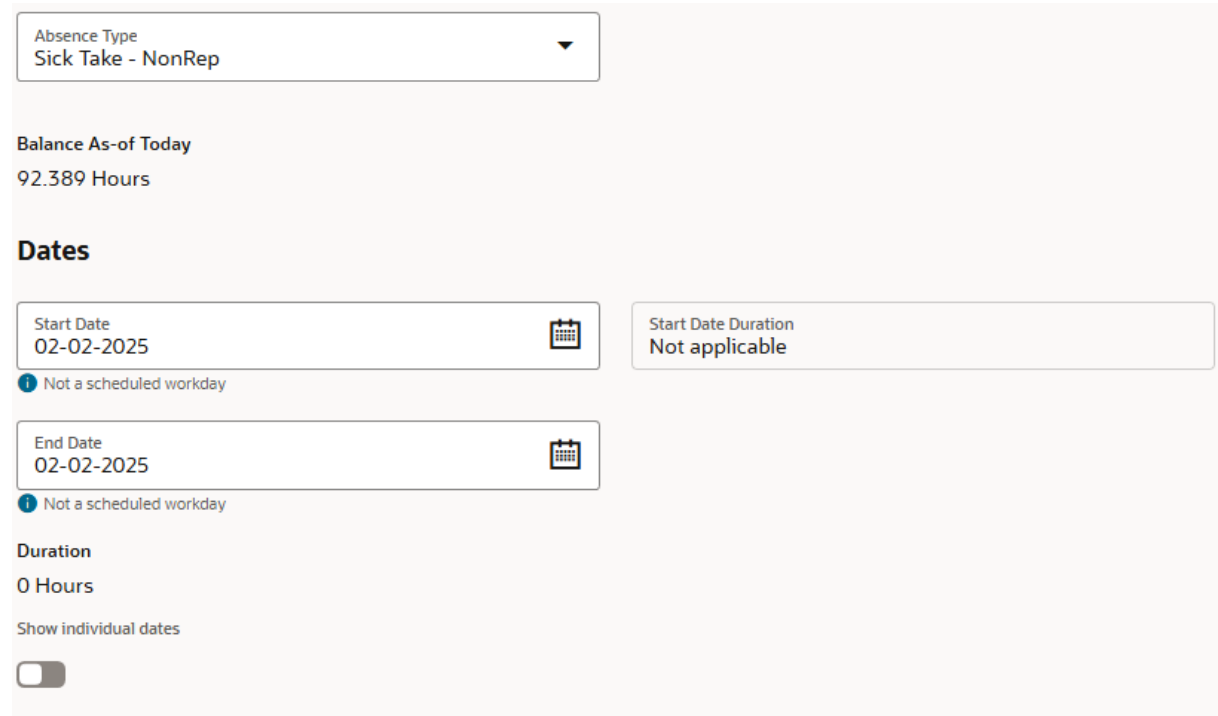


3. Click Add Absence



4. Add Absence Type

5. Add Date

A screenshot of a web application interface for adding an absence. The interface is light gray with white form fields. At the top, there is a dropdown menu for 'Absence Type' with 'Sick Take - NonRep' selected. Below this, the text 'Balance As-of Today' is followed by '92.389 Hours'. A section titled 'Dates' contains two date pickers, both set to '02-02-2025'. Each date picker has a calendar icon and a small blue information icon with the text 'Not a scheduled workday'. To the right of the date pickers is a box labeled 'Start Date Duration' with the text 'Not applicable'. Below the date pickers, the text 'Duration' is followed by '0 Hours'. At the bottom, there is a toggle switch for 'Show individual dates' which is currently turned off.

Absence Type
Sick Take - NonRep

Balance As-of Today
92.389 Hours

Dates

Start Date
02-02-2025

Start Date Duration
Not applicable

End Date
02-02-2025

Duration
0 Hours

Show individual dates
☐

6. Click the button under Show Individual Dates to add times

7. Click the pencil to edit

Absence Type
Sick Take - NonRep

Balance As-of Today
92.389 Hours

Dates

Start Date
02-02-2025

Not a scheduled workday

End Date
02-02-2025

Not a scheduled workday

Duration
0 Hours

Show individual dates
☐

Start Date Duration
Not applicable

Dates

Show individual dates



02-02-2025 - 02-02-2025

0 Hours

+ Add

PAYROLL & BENEFITS MGR
02-02-2025

0 Hours



Projected Balance
As-of 02-02-2025

0 Hours
Calculate

8. Add the Duration

9. Click Save

Dates

Show individual dates

☒

Duration
02-02-2025 - 02-02-2025 0 Hours

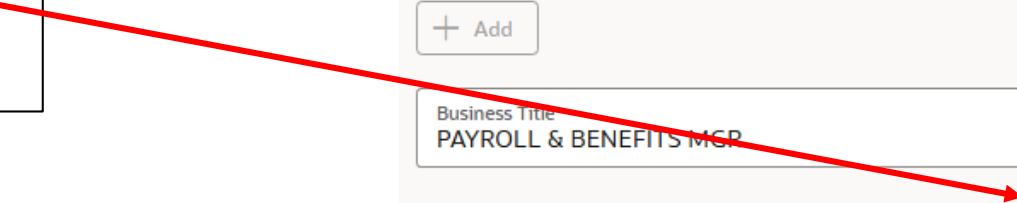
Business Title
PAYROLL & BENEFITS MCP

Start Date
02-02-2025 

 Not a scheduled workday

Scheduled Duration
0 Hours

Duration
8.000



Home Absence

Cancel

Actions

Submit

Absence Type
Sick Take - NonRep

Balance As-of Today
92.389 Hours

Dates

Show individual dates

Duration

02-02-2025 - 02-02-2025

8 Hours

+ Add

PAYROLL & BENEFITS MGR

02-02-2025

8 Hours