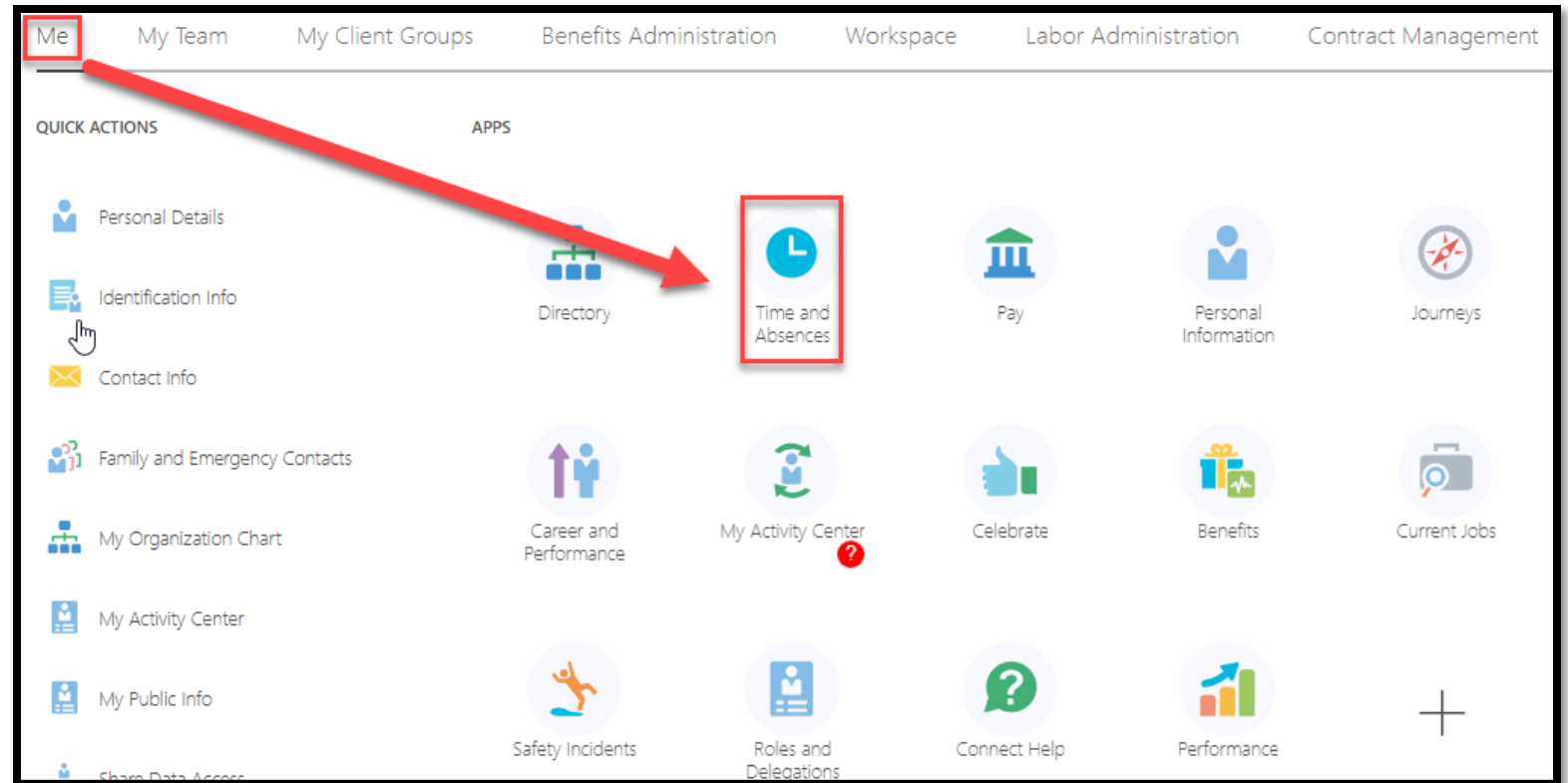
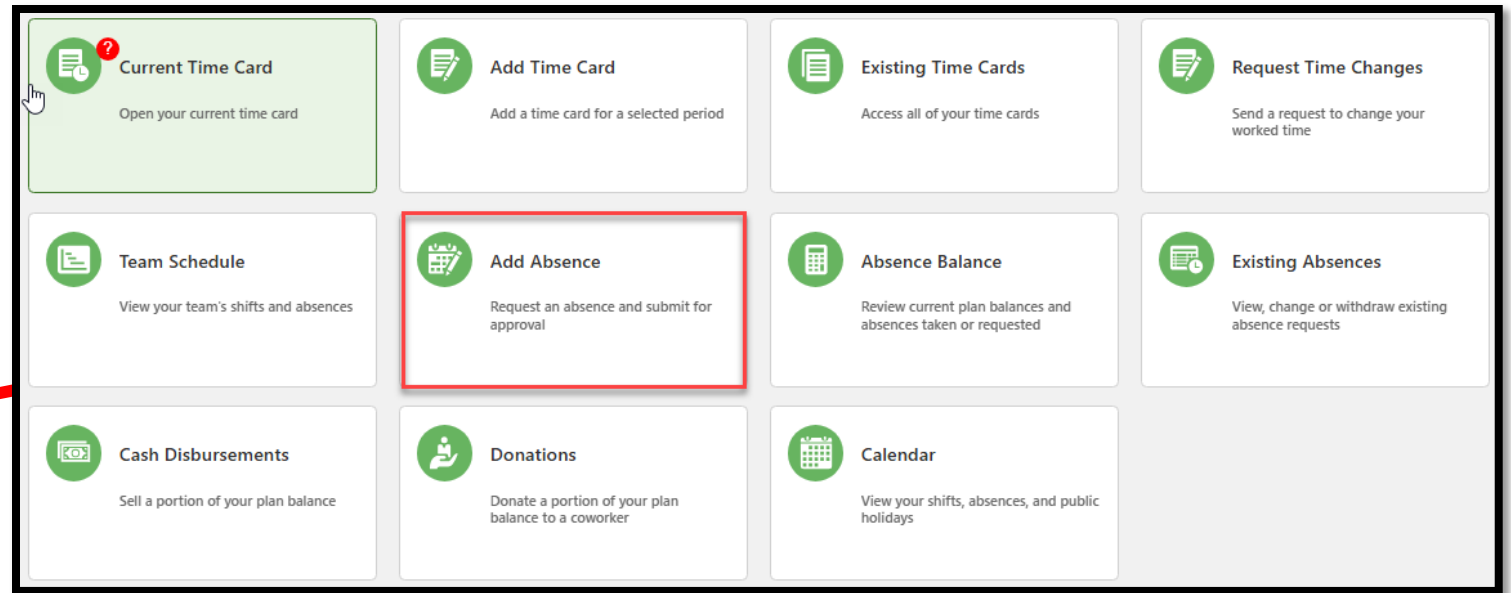


1. Select **My Team** to display your employee functions
2. Click **Time and Absences**

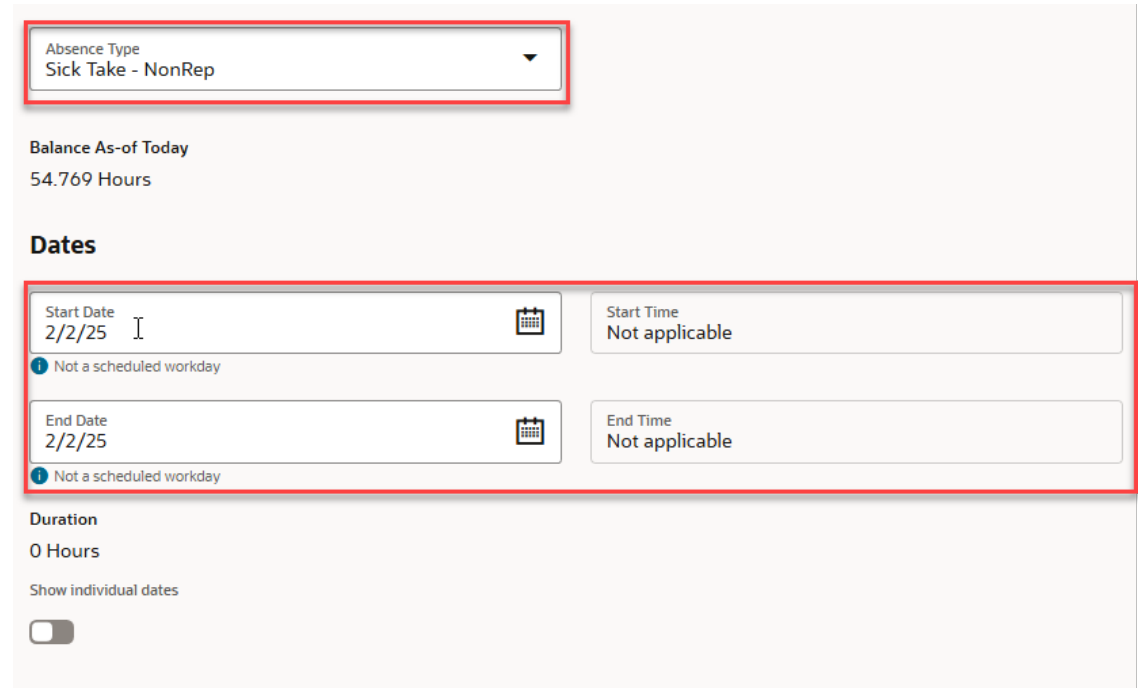


3. Click Add Absence



4. Add Absence Type

5. Add Date

A screenshot of a web-based system interface for adding an absence. The interface is light gray with white input fields. At the top, there is a dropdown menu for 'Absence Type' with 'Sick Take - NonRep' selected. Below this is a label 'Balance As-of Today' followed by the value '54.769 Hours'. A section titled 'Dates' contains two rows of date and time inputs. The first row has 'Start Date' set to '2/2/25' and 'Start Time' set to 'Not applicable'. The second row has 'End Date' set to '2/2/25' and 'End Time' set to 'Not applicable'. Both date inputs have a calendar icon and a warning icon with the text 'Not a scheduled workday'. Below the dates, there is a 'Duration' section showing '0 Hours' and a 'Show individual dates' toggle switch which is currently turned off. Red arrows from the numbered steps on the left point to the 'Absence Type' dropdown and the 'Start Date' input field respectively.

Absence Type  
Sick Take - NonRep

Balance As-of Today  
54.769 Hours

**Dates**

Start Date  
2/2/25

Start Time  
Not applicable

End Date  
2/2/25

End Time  
Not applicable

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  
54.769 Hours

**Dates**

Start Date  
2/2/25  
Not a scheduled workday

Start Time  
Not applicable

End Date  
2/2/25  
Not a scheduled workday

End Time  
Not applicable

Duration  
0 Hours


Show individual dates  
☐

**Dates**

Show individual dates  
☒

Duration  
2/2/25 - 2/2/25 0 Hours

+ Add

Payroll and Benefits Assistant  
2/2/25  
12:00 AM - 12:00 AM 0 Hours 

Projected Balance  
As-of 2/2/25 0 Hours [Calculate](#)

8. Add the start and end times

9. Click Save

Duration  
2/2/25 - 2/2/25


0 Hours

+ Add

Business Title  
Payroll and Benefits Assistant

Start Date  
2/2/25



 Not a scheduled workday

End Date  
2/2/25



Duration  
8 Hours

Start Time  
8:00 AM

End Time  
4:00 PM

Scheduled Duration  
0 Hours

Cancel

Delete

Save

Home Absence

Cancel

Actions

Submit

Absence Type  
Sick Take - NonRep

Balance As-of Today  
54.769 Hours

Dates

Show individual dates

Duration  
2/2/25 - 2/2/25

8 Hours

+ Add

Payroll and Benefits Assistant  
2/2/25  
8:00 AM - 4:00 PM

8 Hours