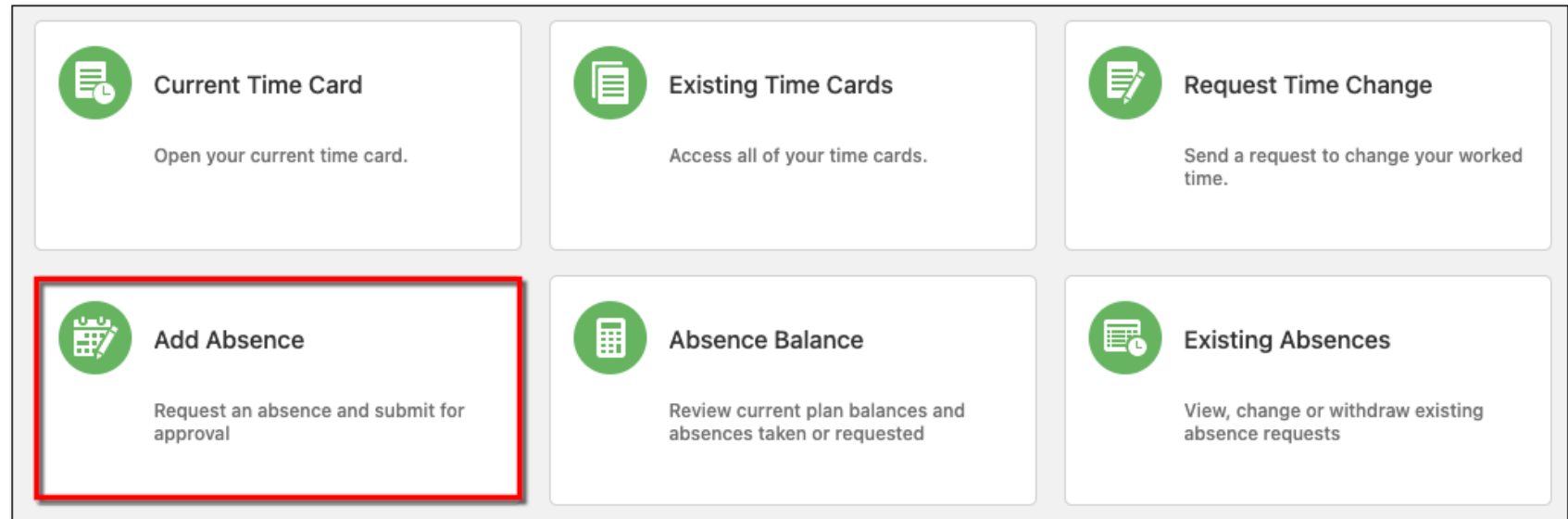
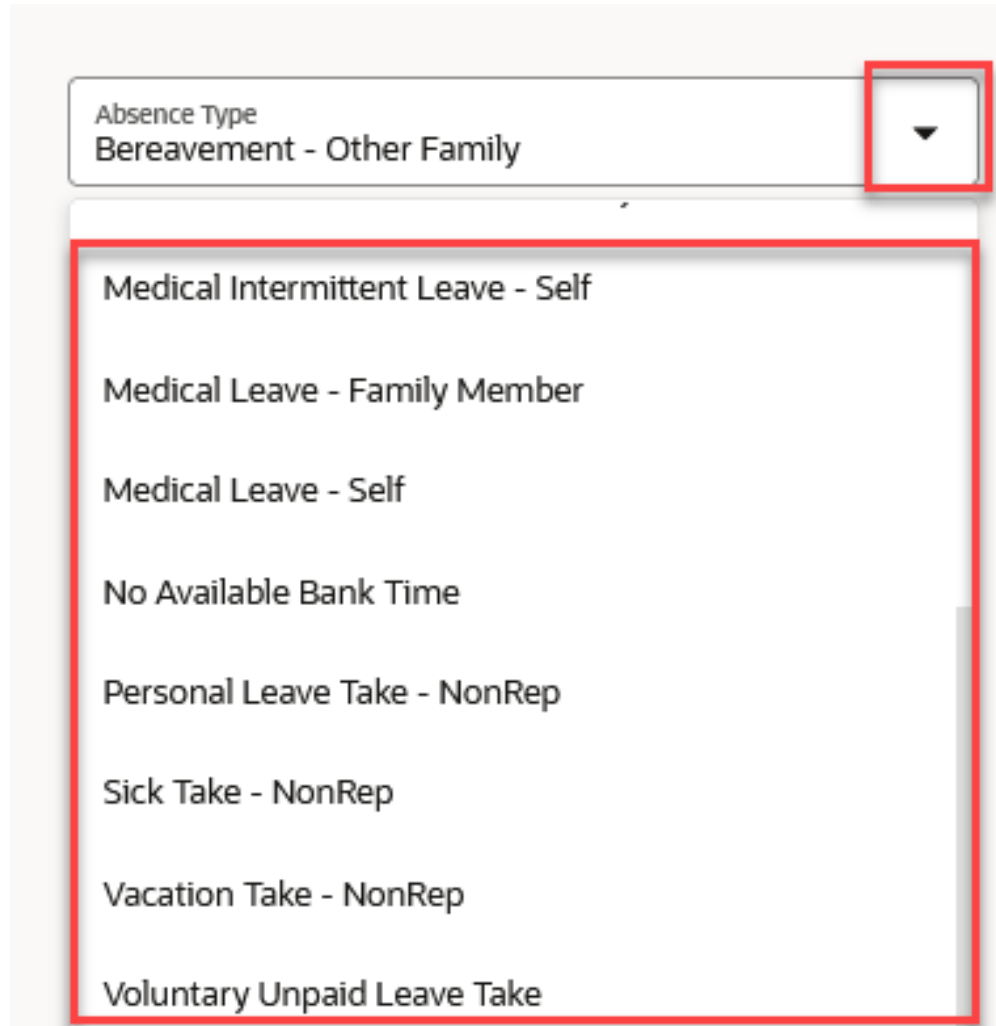


1. Click the **Add Absence** tile



2. Choose an absence **type**

Enter absence for only the days you are schedule to work. Do not enter absence on days NOT scheduled to work

A screenshot of a web application interface showing a dropdown menu for 'Absence Type'. The dropdown is open, displaying a list of options. The current selection is 'Bereavement - Other Family'. The dropdown menu is highlighted with a red border. The list of options includes: Medical Intermittent Leave - Self, Medical Leave - Family Member, Medical Leave - Self, No Available Bank Time, Personal Leave Take - NonRep, Sick Take - NonRep, Vacation Take - NonRep, and Voluntary Unpaid Leave Take.

Absence Type
Bereavement - Other Family

- Medical Intermittent Leave - Self
- Medical Leave - Family Member
- Medical Leave - Self
- No Available Bank Time
- Personal Leave Take - NonRep
- Sick Take - NonRep
- Vacation Take - NonRep
- Voluntary Unpaid Leave Take

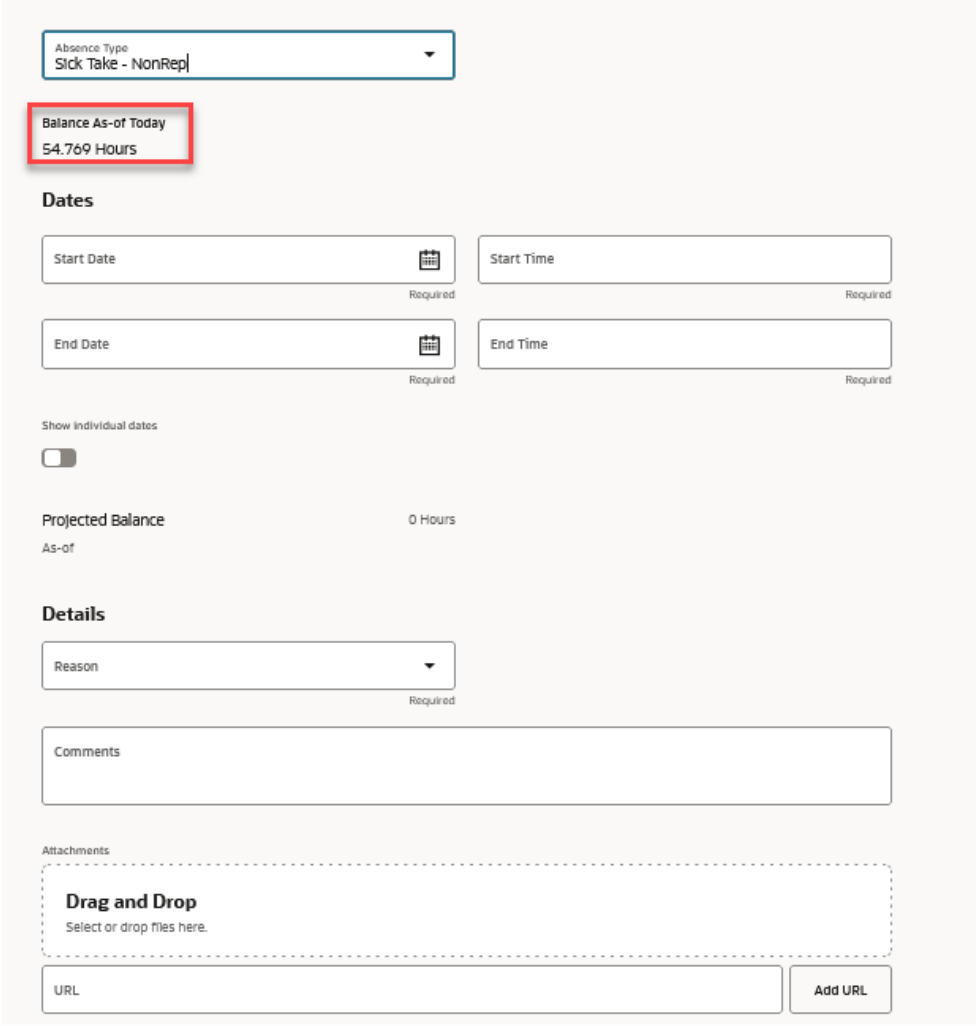
3. Note: The fields displayed on the **Add Absence** page might vary slightly depending on the absence type that was selected.

Enter absence for only the days you are schedule to work. Do not enter absence on days NOT scheduled to work

Different absence types require different supporting information.

Note: Your absence balance is displayed on the page for all absences that accrue a balance.

For non accrued absence types such as bereavement or jury duty, the balance will display zero hours.



The screenshot shows the 'Add Absence' form in the ESS system. At the top, the 'Absence Type' dropdown is set to 'Sick Take - NonRep'. Below this, a red box highlights the 'Balance As-of Today' field, which shows '54.769 Hours'. The 'Dates' section contains four required fields: 'Start Date', 'Start Time', 'End Date', and 'End Time', each with a calendar icon. Below these is a 'Show individual dates' toggle switch, which is currently turned off. The 'Projected Balance' section shows '0 Hours' and 'As-of'. The 'Details' section has a 'Reason' dropdown (required) and a 'Comments' text area. At the bottom, there is an 'Attachments' section with a 'Drag and Drop' area (with the text 'Select or drop files here.') and a 'URL' input field with an 'Add URL' button.

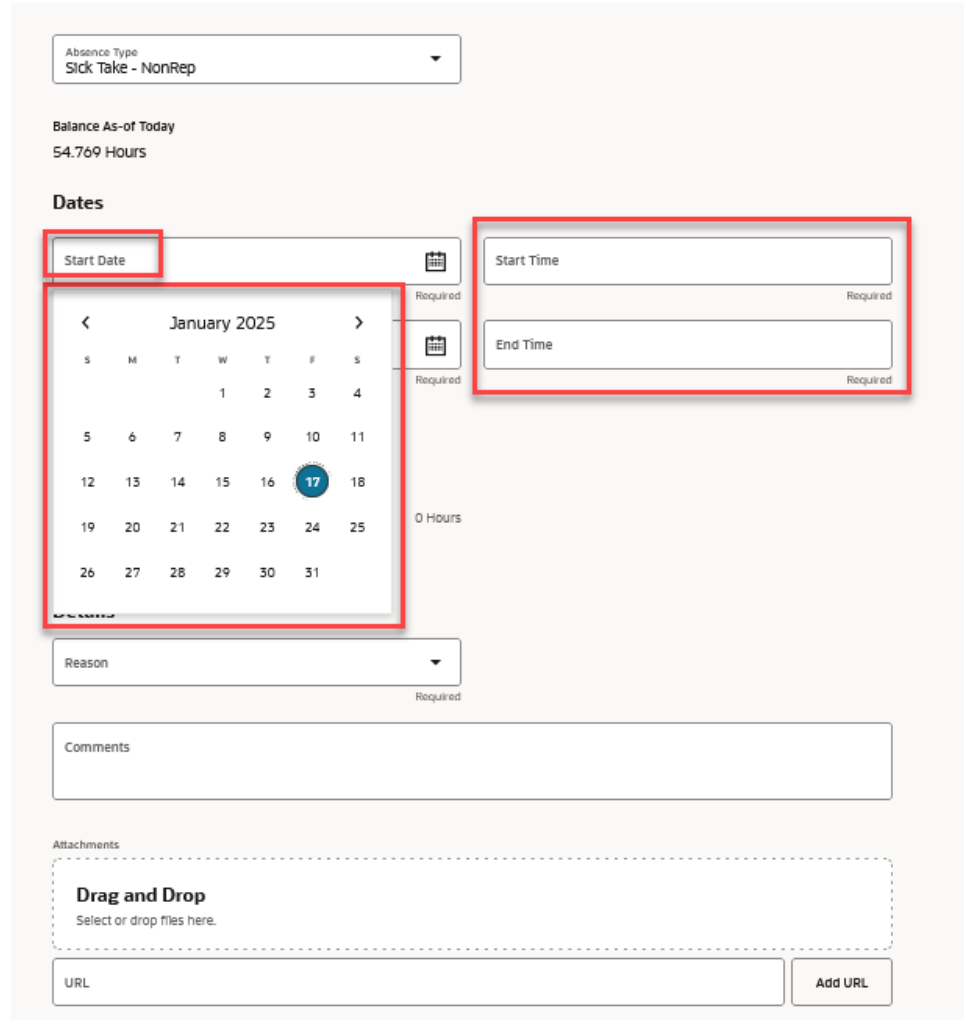
5. Click the **Calendar/Clock** icon to select the **start date** and **time** of your absence.

Enter absence for only the days you are schedule to work. Do not enter absence on days NOT scheduled to work

Note: If you don't enter a time, Connect will automatically populate the start time based on your assigned work schedule assignment, set up in Connect for you.

Note: If you have an **elapsed** schedule, Connect will automatically populate the duration in hours based on your elapsed schedule.

Click **OK**.



Absence Type
Sick Take - NonRep

Balance As-of Today
54.769 Hours

Dates

Start Date

Start Time

End Time

Reason

Comments

Attachments

Drag and Drop
Select or drop files here.

URL

Add URL

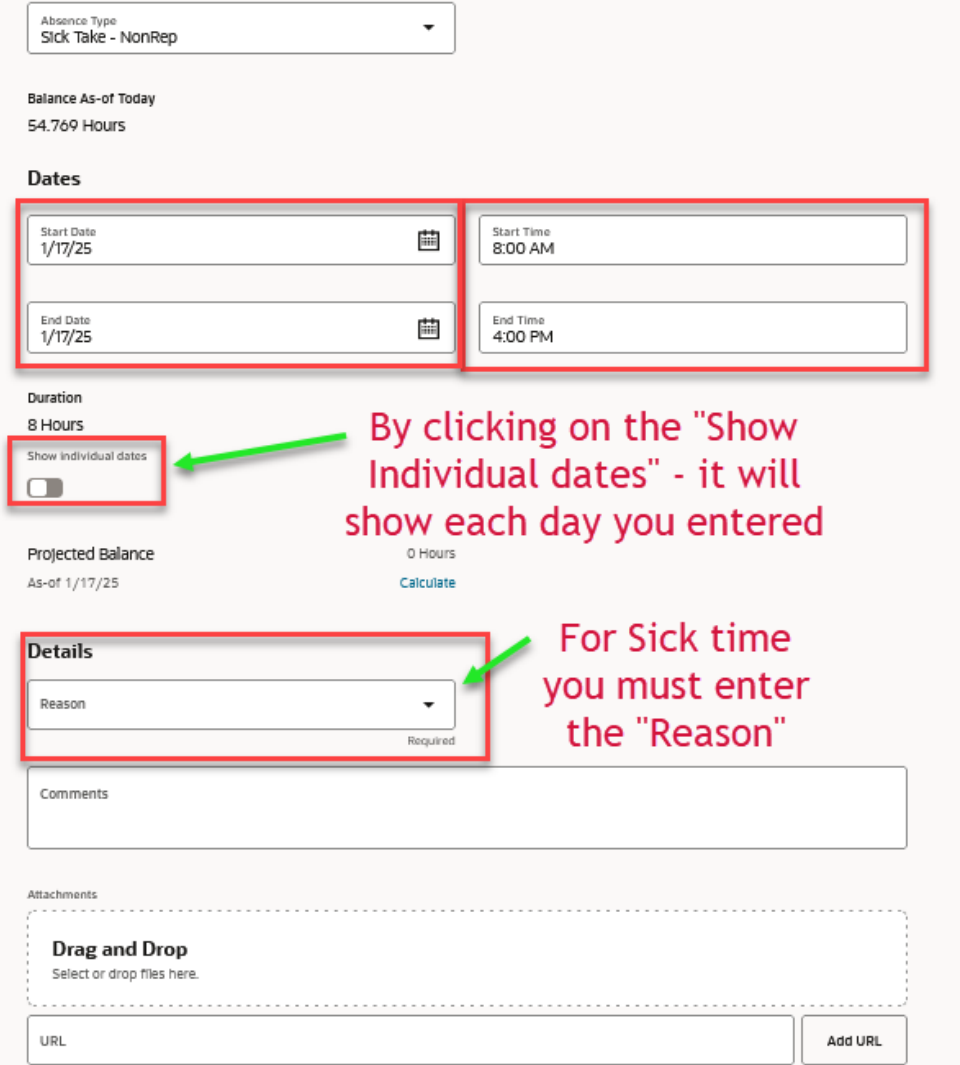
6. Click the **Calendar** icon to select the **end date** and **time** of your absence.

Note: If you don't enter a time, Connect will automatically populate the end time based on your assigned schedule.

Note: If you have an **elapsed** schedule, Connect will automatically populate the duration in hours based on your elapsed schedule.

Note: An absence request in Connect **cannot cross pay periods**. If your requested time off crosses pay periods, you must submit two absence requests, one for all days in the first period and a second request for all days in the second period. Enter absence for only the days you are schedule to work. **Do not enter absence on days NOT scheduled to work**

8. When finished, click **OK**.

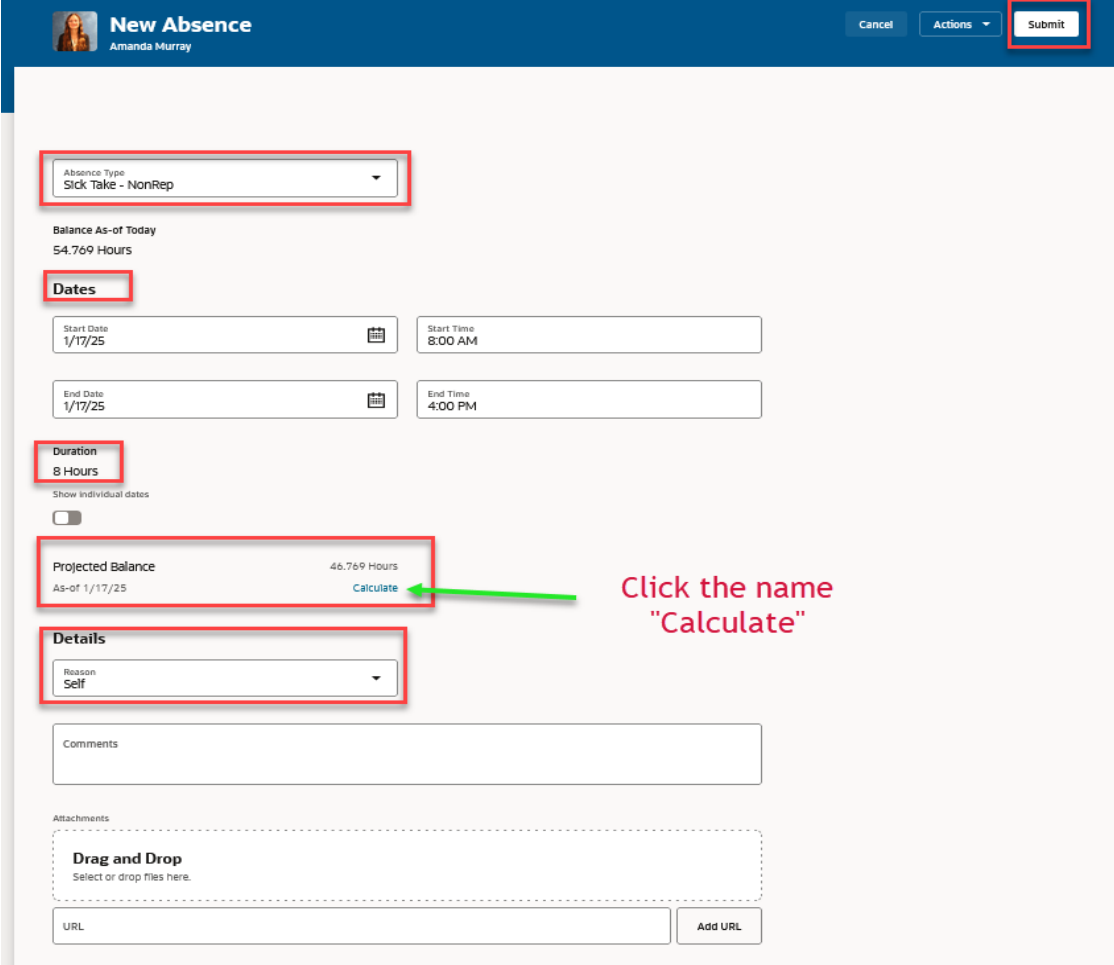


The screenshot shows the 'Adding an Absence' form in the ESS system. Key elements and annotations include:

- Absence Type:** A dropdown menu set to 'Sick Take - NonRep'.
- Balance As-of Today:** 54.769 Hours.
- Dates Section:** A red box highlights the 'Start Date' (1/17/25), 'End Date' (1/17/25), 'Start Time' (8:00 AM), and 'End Time' (4:00 PM) fields. A green arrow points to the 'Show individual dates' toggle switch, which is currently off.
- Duration:** 8 Hours.
- Projected Balance:** 0 Hours, As-of 1/17/25. A 'Calculate' button is visible.
- Details Section:** A red box highlights the 'Reason' dropdown menu, which is marked as 'Required'. A green arrow points to it with the text: 'For Sick time you must enter the "Reason"'. A 'Comments' text area is located below this section.
- Attachments:** A dashed box labeled 'Attachments' with the text 'Drag and Drop' and 'Select or drop files here.'.
- URL:** A text input field with an 'Add URL' button next to it.

9. For future absence requests, click **Calculate** to see how many hours you will have left after the absence has been taken. This calculation also accounts for any hours accrued by the absence dates.
10. Enter a **Reason** or any other required information.
11. Click **Submit**.

End of Procedure



New Absence
Amanda Murray

Cancel Actions **Submit**

Absence Type
Sick Take - NonRep

Balance As-of Today
54.769 Hours

Dates

Start Date 1/17/25 Start Time 8:00 AM

End Date 1/17/25 End Time 4:00 PM

Duration
8 Hours

Show individual dates
☐

Projected Balance 46.769 Hours
As-of: 1/17/25 [Calculate](#)

Details
Reason Self

Comments

Attachments
Drag and Drop
Select or drop files here.

URL Add URL

Click the name "Calculate"