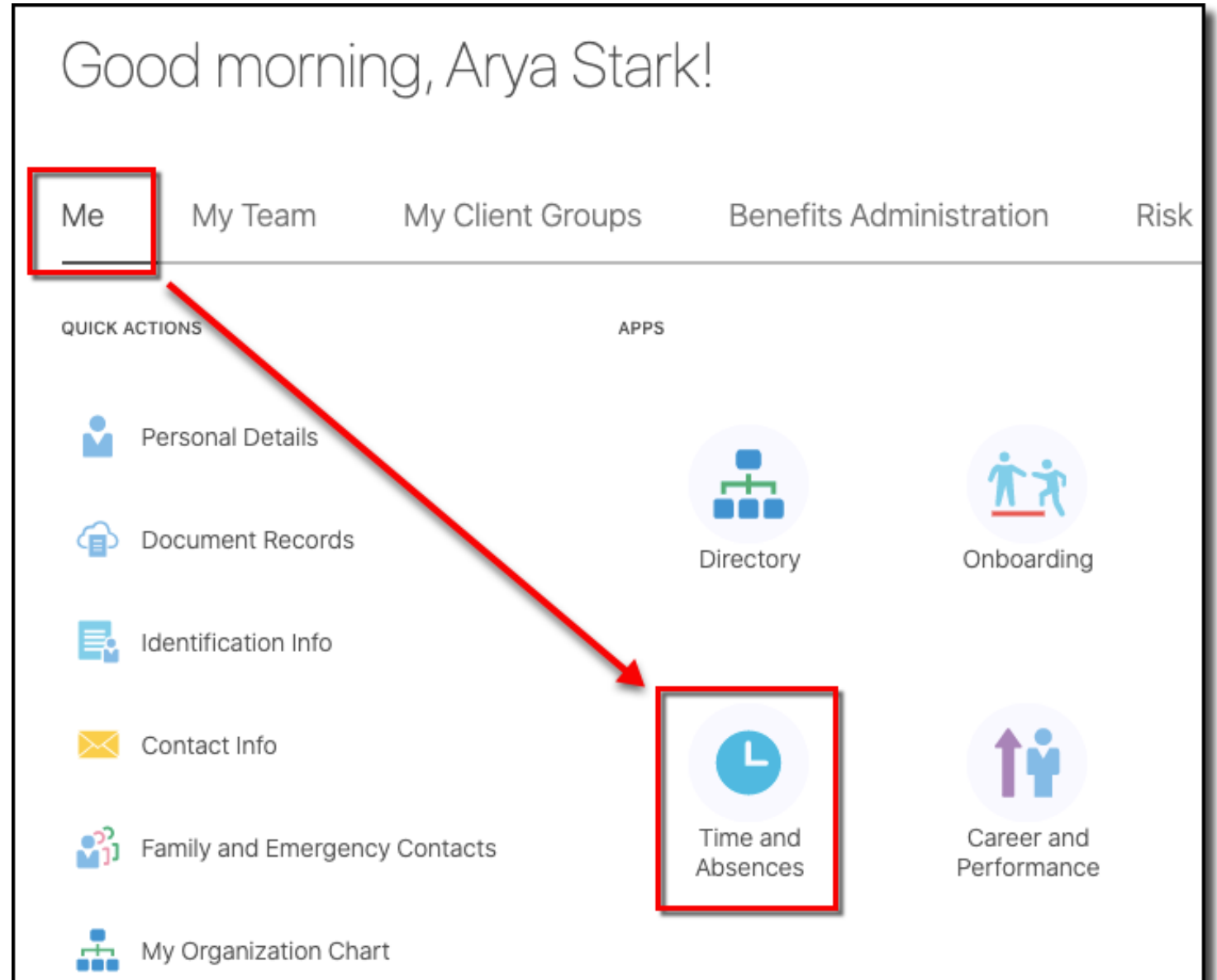


1. Select **Me** to display your employee functions
2. Click **Time and Absences**



3. Click the **Current Time Card** tile

Time and Absences

AS
Arya S Stark

 Current Time Card Open your current time card.	 Existing Time Cards Access all of your time cards.	 Request Time Change Send a request to change your worked time.
 Add Absence Request an absence and submit for approval	 Absence Balance Review current plan balances and absences taken or requested	 Existing Absences View, change or withdraw existing absence requests

Note: Approved absence requests will automatically populate on your timecard as an absence taken



Amanda Murray
Human Resources

Cancel Save Actions Submit

Time Card Period 1/4/25 to 1/17/25

1/4/25 - 1/17/25

Assignment Number *	Pay Code *	CompTime Y/N?	↑ CMHA Program Code	CMHA Projects	Sat, Jan 04	Sun, Jan 05	Mon, Jan 06	
Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	
E13293	Sick Take - NonRep	No						24 hours
		No						0 hours
		No						0 hours

4. Enter the **Assignment Number** (your employee number with an E)
5. Enter the absence type taken in the **Pay Code** field
6. Select the **date(s)** of the absence
7. Enter the **Start/End Times** of the hours taken

[illegible]

Amelia Murray 17/25

Cancel Save Actions Submit

1/4/25 - 1/17/25

Assignment Number *	Pay Code *	CompTime Y/N?	CMHA Program Code	CMHA Projects	Sat, Jan 04			Sun, Jan 05			Mon, Jan 06		
					Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	
E13203	Sick Take - NonRep	No											24 hours
E13293	Vacation Take - NonRep	No			8:00 AM	4:00 PM	8						8 hours
		No											0 hours
		No											0 hours

8. The new absence is added to your timecard

9. Click **Submit** or **Save and Close** the timecard

Cancel Save Actions Submit

Save and Close
Save as Template
Print

End of Procedure