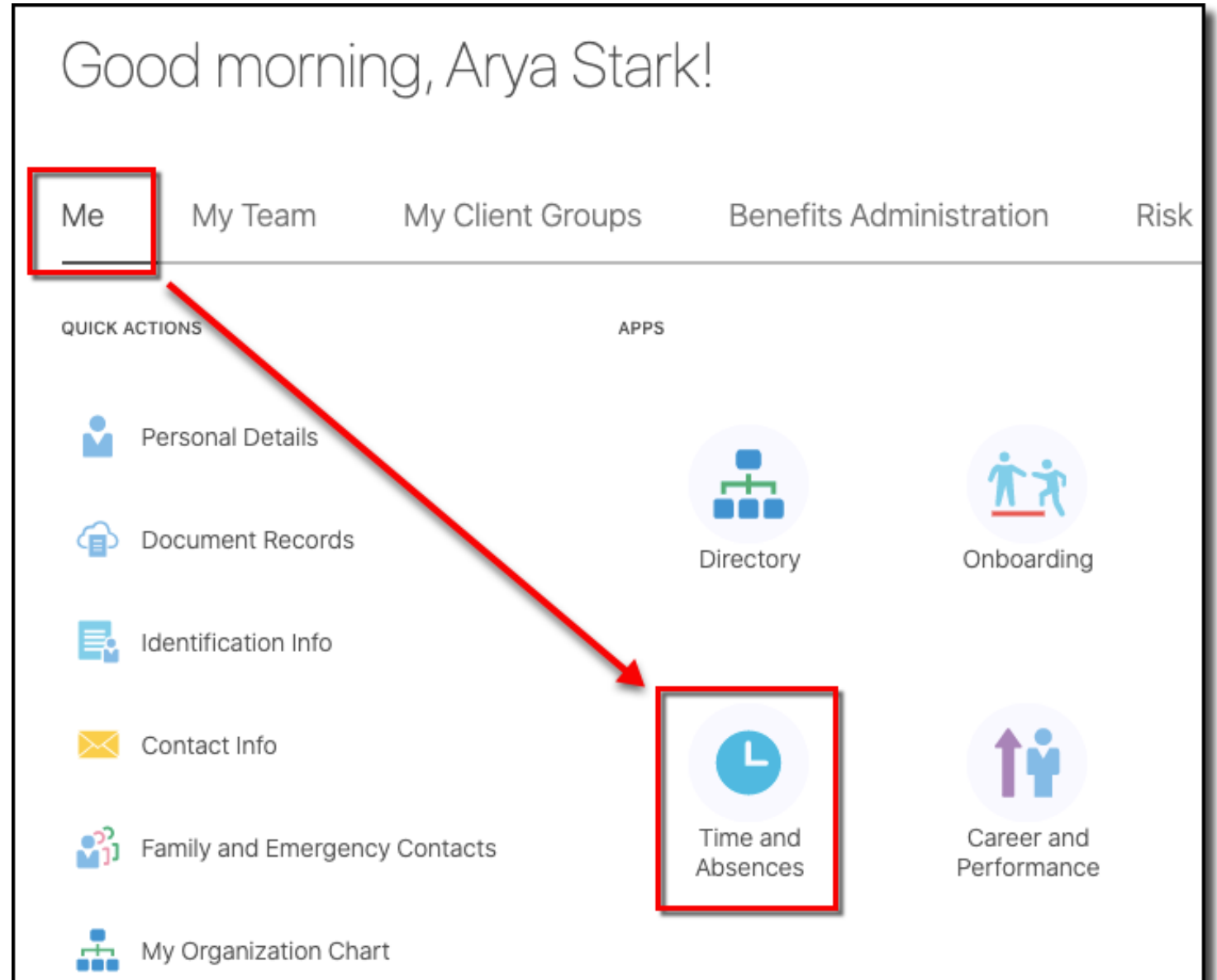


1. Select **Me** to display your employee functions
2. Click **Time and Absences**



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

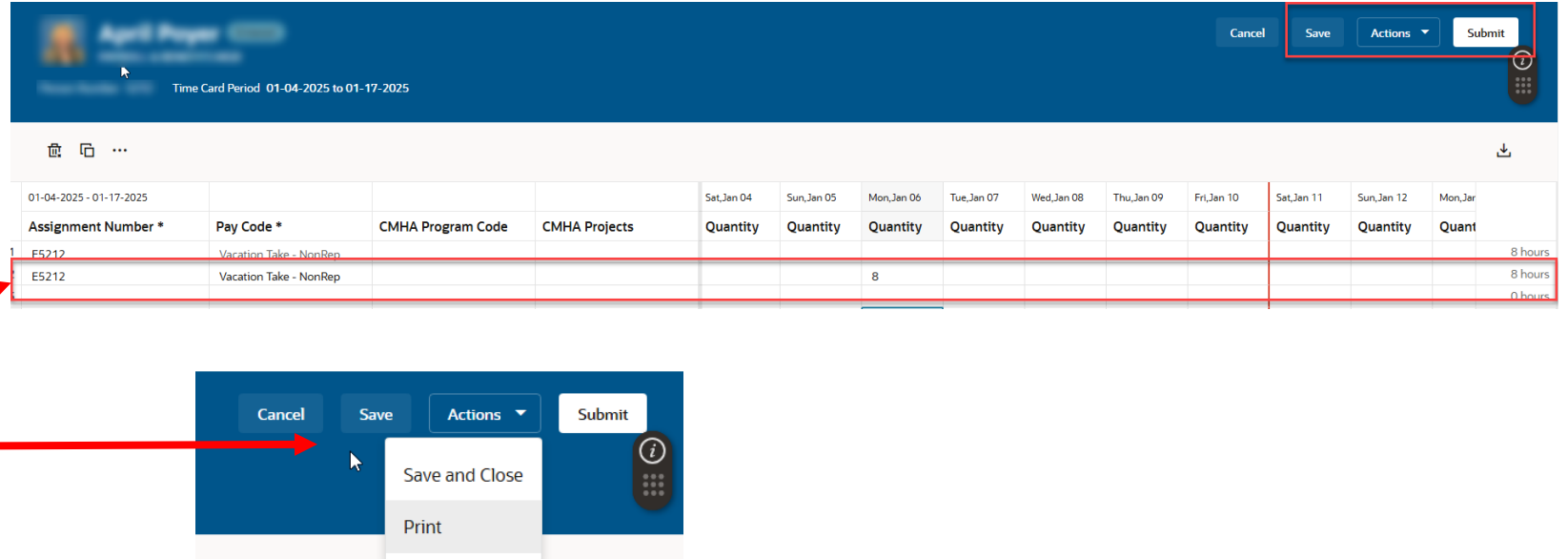
[illegible]



- [illegible]

[illegible]

8. The new absence is added to your timecard
9. Click **Submit** or **Save and Close** the timecard



The screenshot shows the ESS Time Card interface for the period 01-04-2025 to 01-17-2025. A new absence entry has been added to the timecard, highlighted by a red box and an arrow from step 8. The entry is for Assignment Number * E5212, Pay Code * Vacation Take - NonRep, and CMHA Program Code. The quantity is 8 hours, and the date is 01-04-2025. The interface also shows a table with columns for Assignment Number *, Pay Code *, CMHA Program Code, CMHA Projects, and various dates from Sat, Jan 04 to Mon, Jan 13. The table shows the absence entry for 01-04-2025 with a quantity of 8 hours. The interface includes buttons for Cancel, Save, Actions, and Submit. A red box highlights the Save, Actions, and Submit buttons, and an arrow from step 9 points to the Actions dropdown menu, which shows options for Save and Close and Print.

01-04-2025 - 01-17-2025	Assignment Number *	Pay Code *	CMHA Program Code	CMHA Projects	Sat, Jan 04	Sun, Jan 05	Mon, Jan 06	Tue, Jan 07	Wed, Jan 08	Thu, Jan 09	Fri, Jan 10	Sat, Jan 11	Sun, Jan 12	Mon, Jan 13
	E5212	Vacation Take - NonRep					8							
	E5212	Vacation Take - NonRep												

End of Procedure