

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

Good morning, Arya Stark!

Me My Team My Client Groups Benefits Administration Risk

QUICK ACTIONS APPS

Personal Details

Document Records

Identification Info

Contact Info

Family and Emergency Contacts

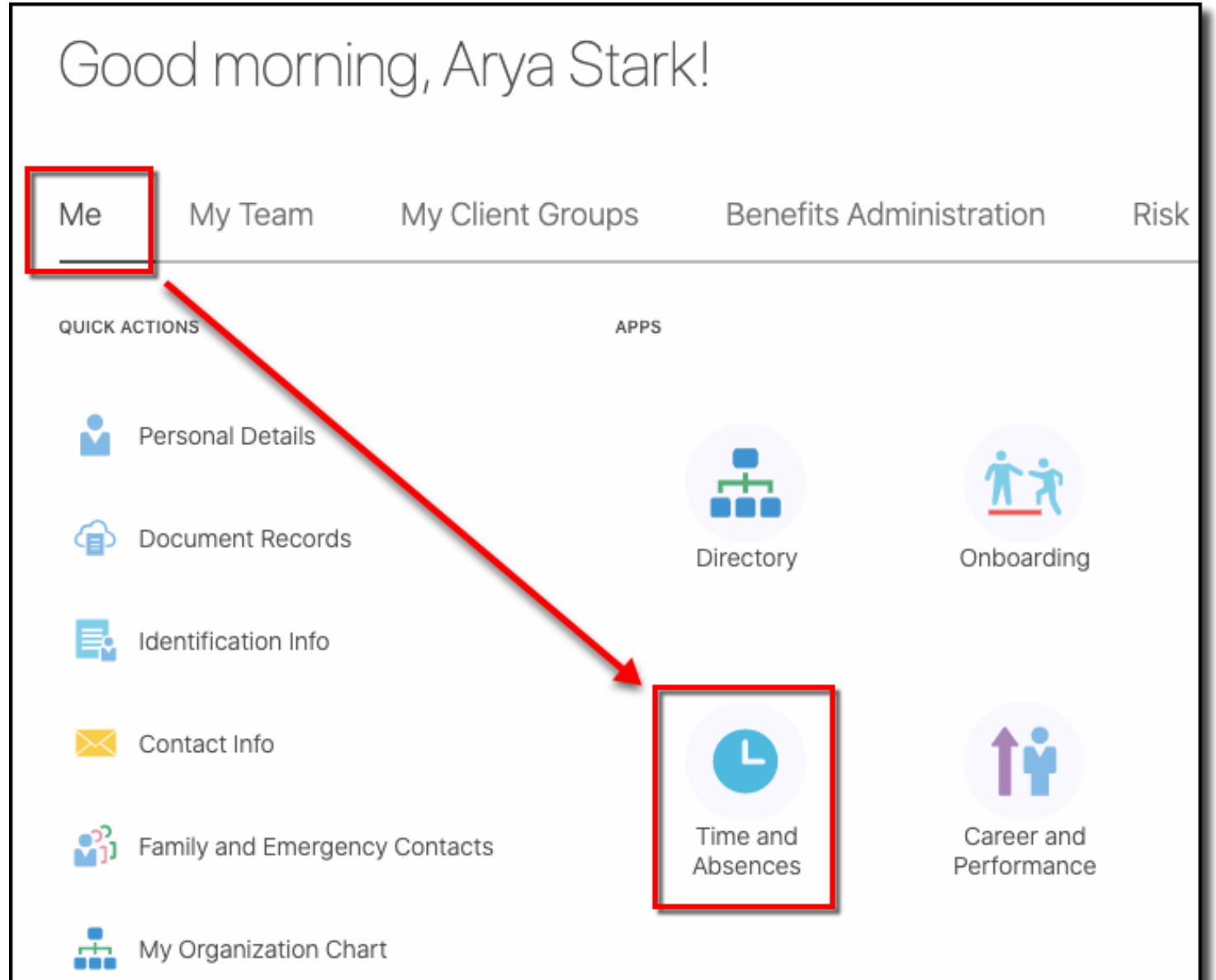
My Organization Chart

Directory

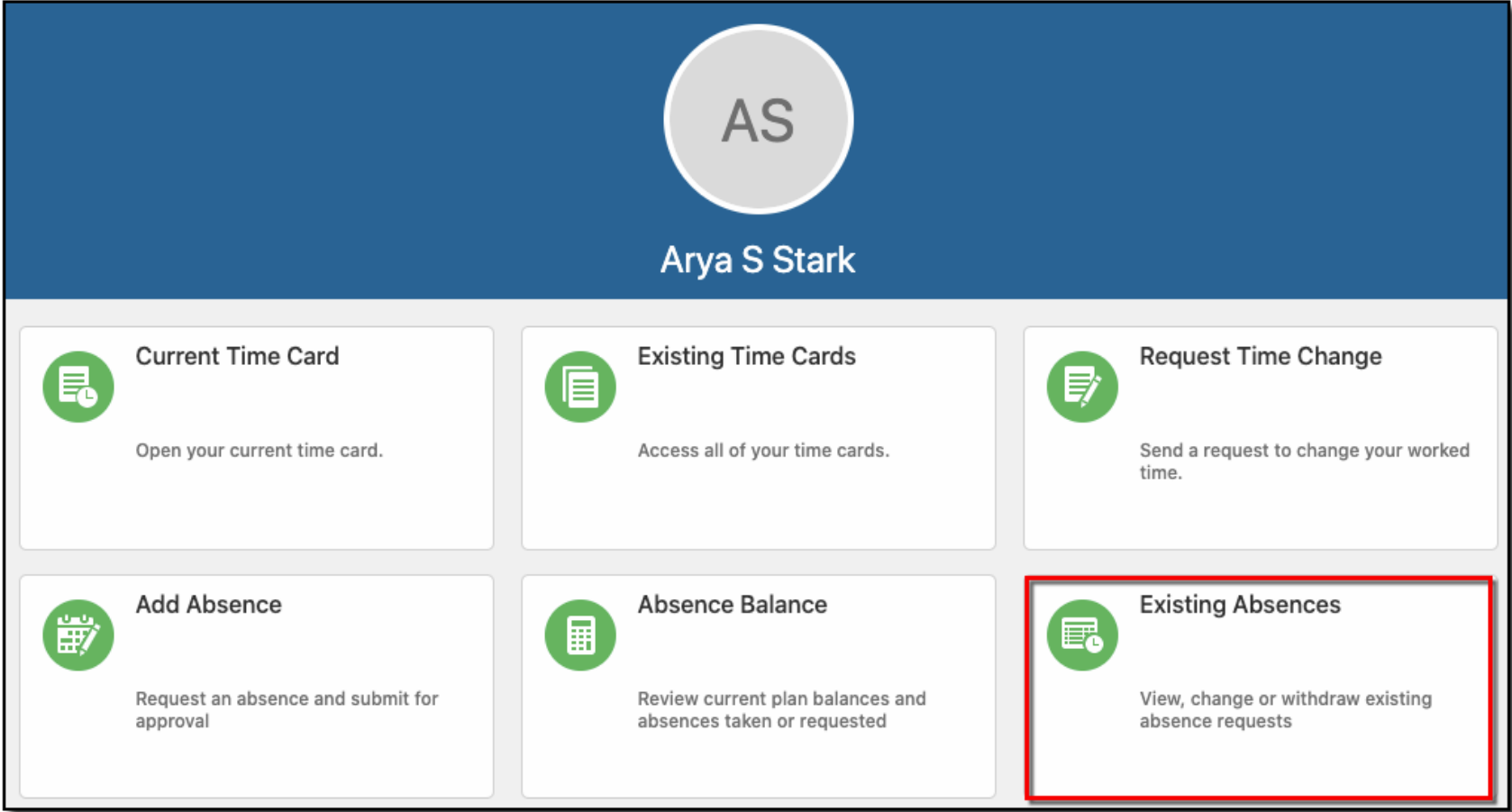
Onboarding

Time and Absences

Career and Performance

The screenshot shows the ESS dashboard interface. At the top, a greeting 'Good morning, Arya Stark!' is displayed. Below it is a navigation bar with tabs: 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', and 'Risk'. The 'Me' tab is highlighted with a red box. A red arrow points from the 'Me' tab to the 'Time and Absences' app icon, which is also highlighted with a red box. The dashboard is divided into two main sections: 'QUICK ACTIONS' on the left and 'APPS' on the right. The 'QUICK ACTIONS' section lists several options with icons: Personal Details, Document Records, Identification Info, Contact Info, Family and Emergency Contacts, and My Organization Chart. The 'APPS' section displays four app icons: Directory, Onboarding, Time and Absences, and Career and Performance.

3. Click the **Existing Absences** tile

The dashboard has a dark blue header bar. In the center of the header is a light gray circle containing the initials 'AS', with the name 'Arya S Stark' written in white text below it. The main content area is a light gray grid of six white tiles. Each tile has a green circular icon on the left, a title in bold, and a description below. The tiles are: 'Current Time Card' (calendar icon), 'Existing Time Cards' (document icon), 'Request Time Change' (document with pencil icon), 'Add Absence' (calendar with pencil icon), 'Absence Balance' (calculator icon), and 'Existing Absences' (document with clock icon). The 'Existing Absences' tile is highlighted with a red border.

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

4. Your existing absence requests are displayed

Search by type Q			
Date 07-17-2024 X Status Clear (1)			
Add Absence		Sort By ▼	
Vacation Take - NonRep	08-29-2025 - 08-29-2025 8 Hours	Scheduled	
Vacation Take - NonRep	06-20-2025 - 06-20-2025 8 Hours	Scheduled	
Vacation Take - NonRep	05-23-2025 - 05-23-2025 8 Hours	Scheduled	
Vacation Take - NonRep	02-14-2025 - 02-14-2025 8 Hours	Scheduled	
Vacation Take - NonRep	01-21-2025 - 01-21-2025 8 Hours	Awaiting approval	
Vacation Take - NonRep	01-20-2025 - 01-20-2025 8 Hours	Awaiting approval	

5. By default, the last 6 months are displayed. You can click the date to change this.

Search by type Date 07-17-2024 Status Clear (1)			
Add Absence		Sort By ▼	
Vacation Take - NonRep	08-29-2025 - 08-29-2025 8 Hours	Scheduled	
Vacation Take - NonRep	06-20-2025 - 06-20-2025 8 Hours	Scheduled	
Vacation Take - NonRep	05-23-2025 - 05-23-2025 8 Hours	Scheduled	
Vacation Take - NonRep	02-14-2025 - 02-14-2025 8 Hours	Scheduled	
Vacation Take - NonRep	01-21-2025 - 01-21-2025 8 Hours	Awaiting approval	
Vacation Take - NonRep	01-20-2025 - 01-20-2025 8 Hours	Awaiting approval	

6. If desired, you can click **Add** to add an absence from this page

End of Procedure

Search by type Date 07-17-2024 Status Clear (1)			
Add Absence			Sort By ▾
Vacation Take - NonRep	08-29-2025 - 08-29-2025 8 Hours	Scheduled	
Vacation Take - NonRep	06-20-2025 - 06-20-2025 8 Hours	Scheduled	
Vacation Take - NonRep	05-23-2025 - 05-23-2025 8 Hours	Scheduled	
Vacation Take - NonRep	02-14-2025 - 02-14-2025 8 Hours	Scheduled	
Vacation Take - NonRep	01-21-2025 - 01-21-2025 8 Hours	Awaiting approval	
Vacation Take - NonRep	01-20-2025 - 01-20-2025 8 Hours	Awaiting approval	