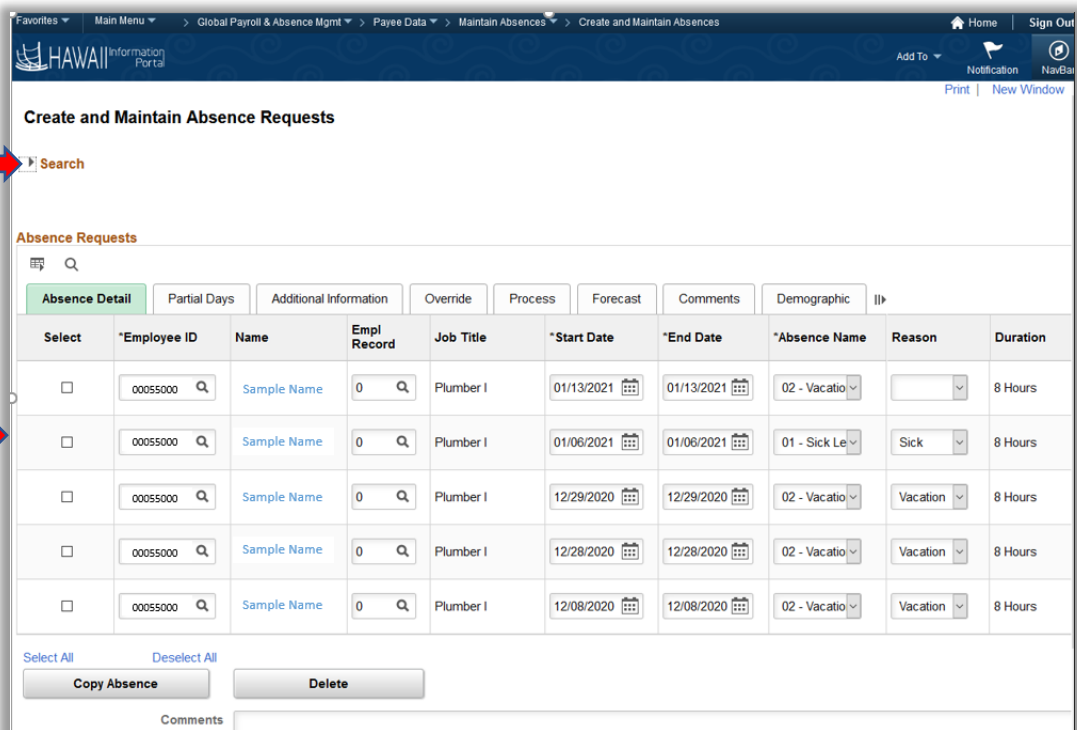# Time & Leave, Leave Keeper – Create & Maintain Absence

Leave Keepers need to review, edit, cancel, add, submit and save absence requests on behalf of employees or supervisors as required. The Create and Maintain Absence page is used by Leave Keepers

Review or Edit an Absence Request

1. Go to: Nav Bar>Navigator>Global Payroll & Absence Mgmt>Payee Data>Maintain Absences>Create and Maintain Absences.
2. Search for the desired employee and set the needed date range to review. Click the grey triangle to open up the search fields.
3. Review or edit any applicable row as needed. IMPORTANT - remember to click the Select box for the appropriate row when submitting (you will be prompted if no rows are selected).

4. Review Submission Options – The checked box next to *Override Forecast Eligibility* bypasses forecasting. To use forecasting, uncheck the box then clicking the Forecast button before clicking Submit. *Submit Option – **Use Absence Name Default** will route the absence request to employee's supervisor for approval. For absence requests preauthorized by a supervisor select **Approve Automatically** as needed.
5. Click the Submit Button.

Time & Leave, Leave Keeper – Create & Maintain Absence

Cancel an Absence Request

I. Click the Cancel Absence Requests link at the upper right-hand corner of the Create and Maintain Absences Page
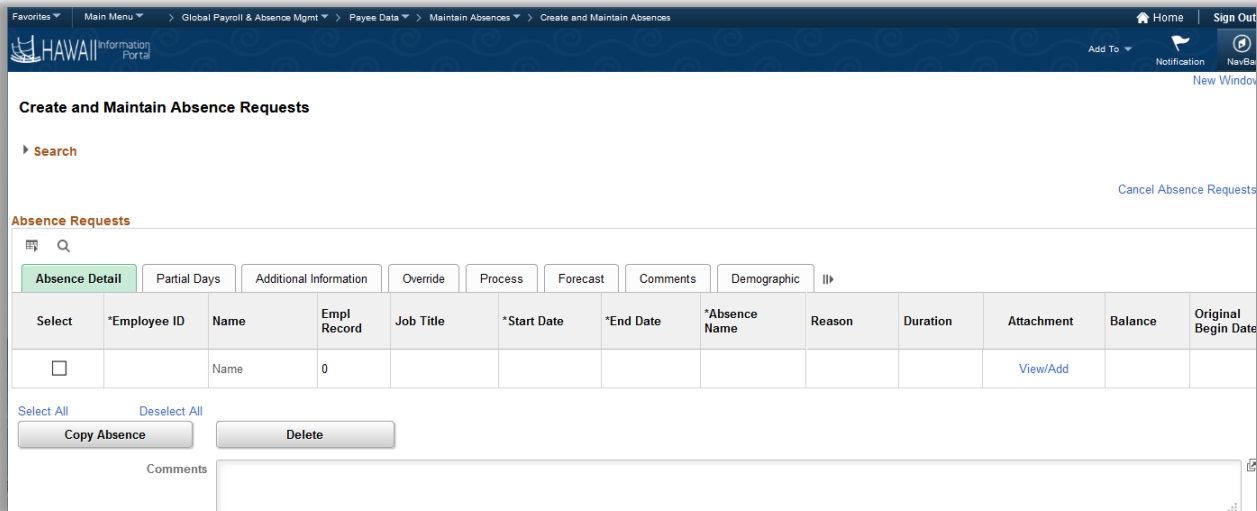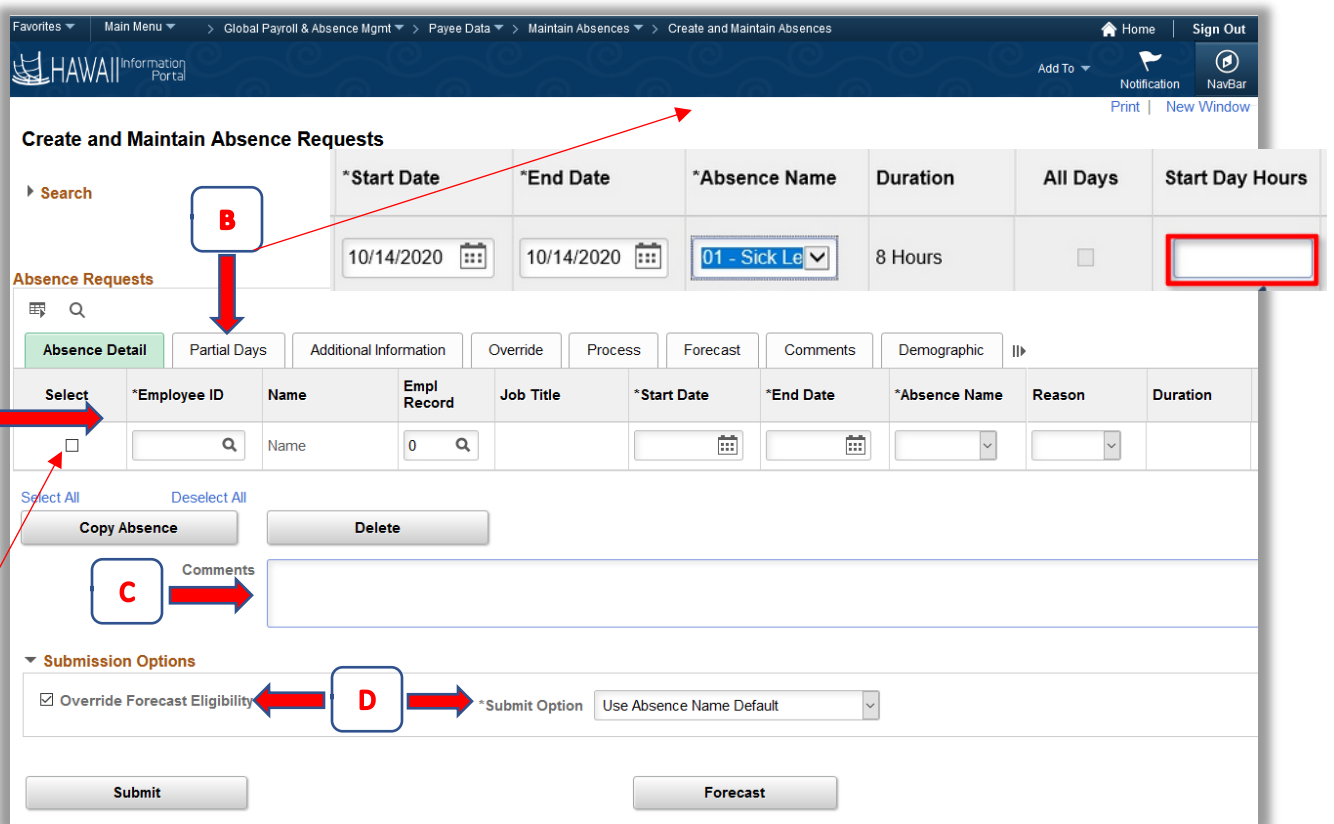

II. The Absence Requests for Cancelation is displayed. Search for the desired employee and date range.
III. Absence requests in the date range will display, click and check the Select box for the appropriate row.
IV. Add any comments.
V. Set the Submit Option (See Step 4 above in the Review or Edit an Absence Request section).
VI. Click the Submit for Cancelation button.
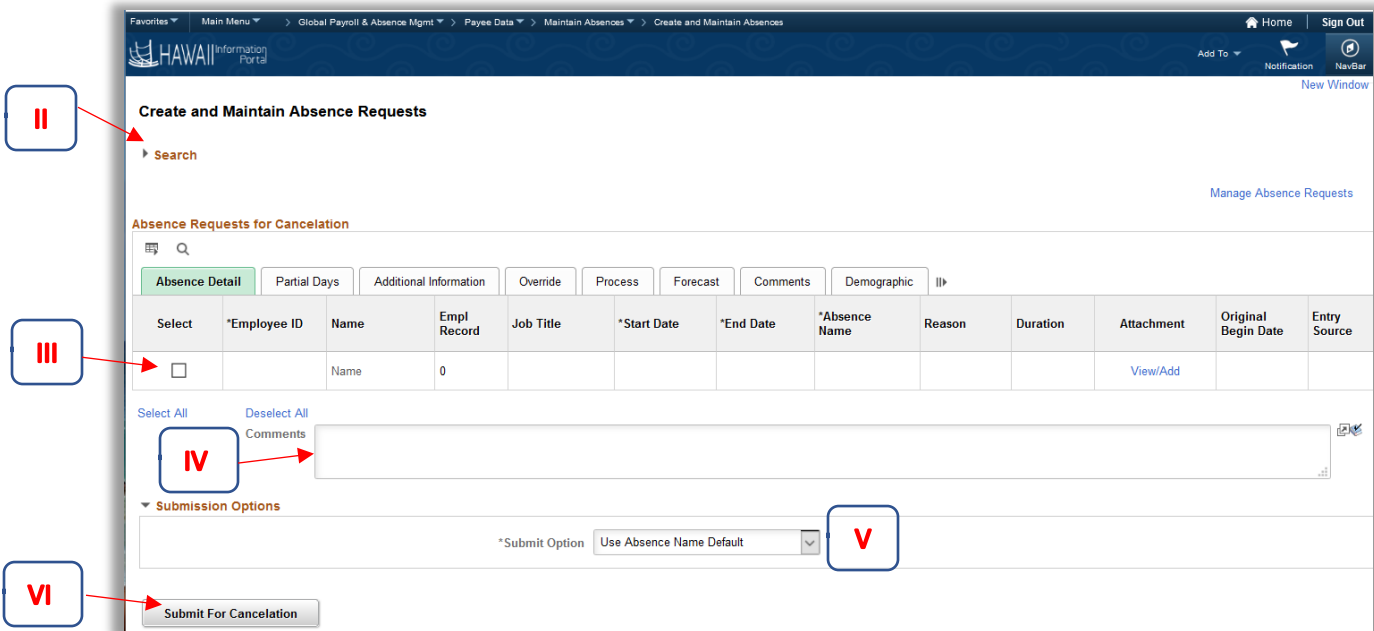
Time & Leave, Leave Keeper – Create & Maintain Absence

Add an Absence Request

A. Complete the form from left to right – Employee ID, Empl Record, Start Date, End Date, Absence Name, Reason.
B. If applicable click the Partial Days tab and enter as appropriate "Absence Name" and "Start Day Hours"
C. Enter comments as needed.
D. Set the Submission Options (See step 4 above in the Review or Edit an Absence Request section).
E. Remember to check and click the Select Box before clicking the Forecast or Submit Button