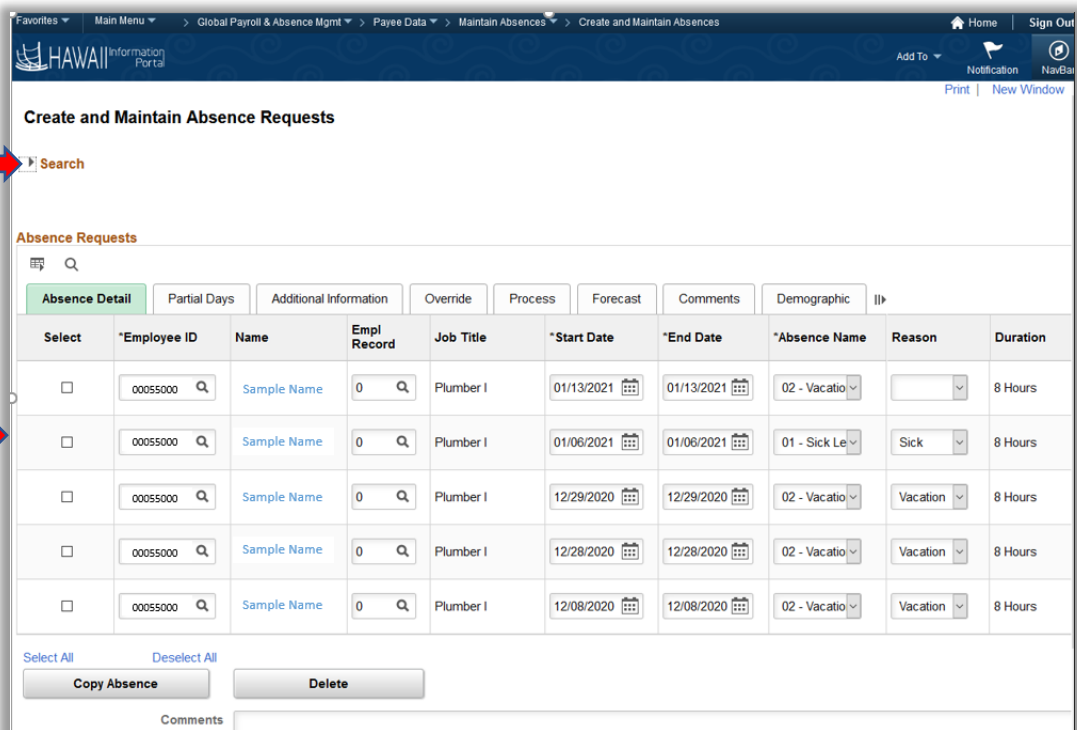


Time & Leave, Leave Keeper – Create & Maintain Absence

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).



Create and Maintain Absence Requests

Search

Absence Requests

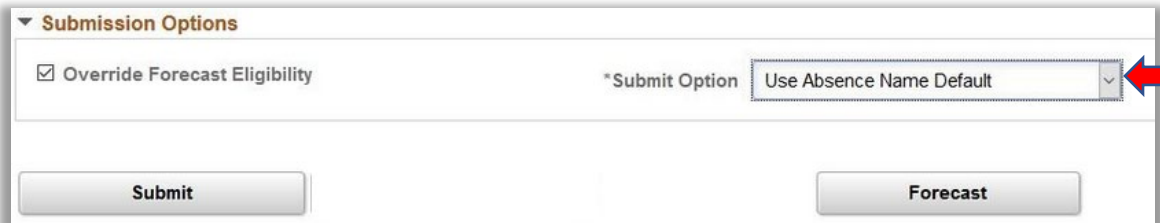
Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration
<input type="checkbox"/>	00055000	Sample Name	0	Plumber I	01/13/2021	01/13/2021	02 - Vacatio		8 Hours
<input type="checkbox"/>	00055000	Sample Name	0	Plumber I	01/06/2021	01/06/2021	01 - Sick Le	Sick	8 Hours
<input type="checkbox"/>	00055000	Sample Name	0	Plumber I	12/29/2020	12/29/2020	02 - Vacatio	Vacation	8 Hours
<input type="checkbox"/>	00055000	Sample Name	0	Plumber I	12/28/2020	12/28/2020	02 - Vacatio	Vacation	8 Hours
<input type="checkbox"/>	00055000	Sample Name	0	Plumber I	12/08/2020	12/08/2020	02 - Vacatio	Vacation	8 Hours

Select All Deselect All

Copy Absence Delete

Comments

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.



Submission Options

Override Forecast Eligibility

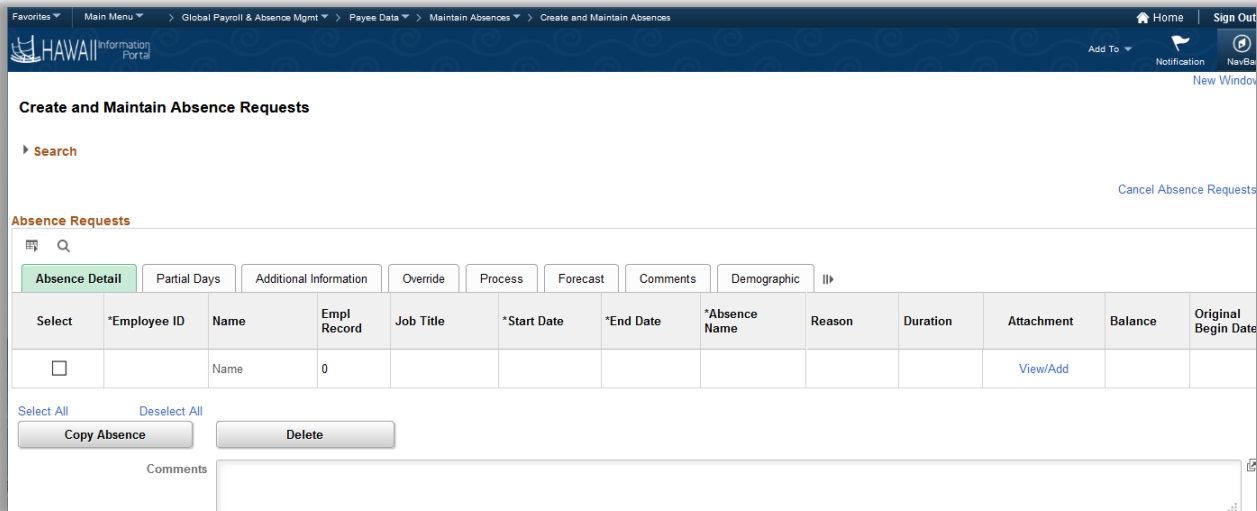
*Submit Option Use Absence Name Default

Submit Forecast

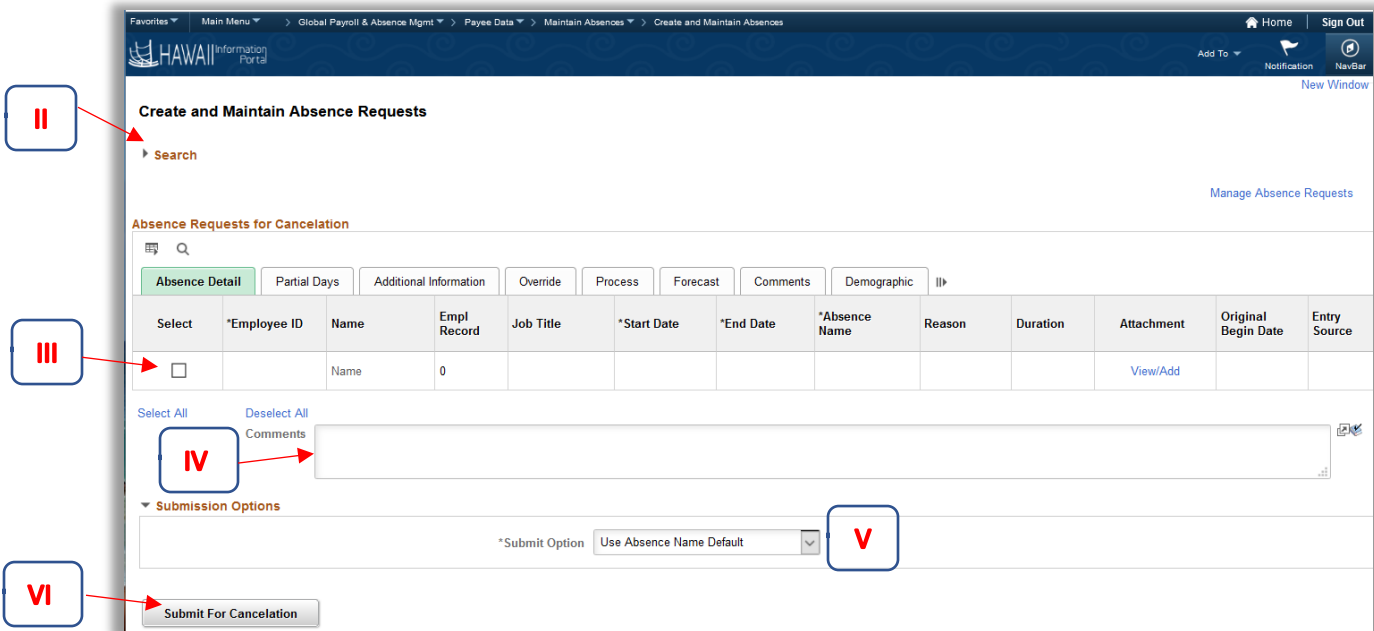
Time & Leave, Leave Keeper – Create & Maintain Absence

Cancel an Absence Request

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



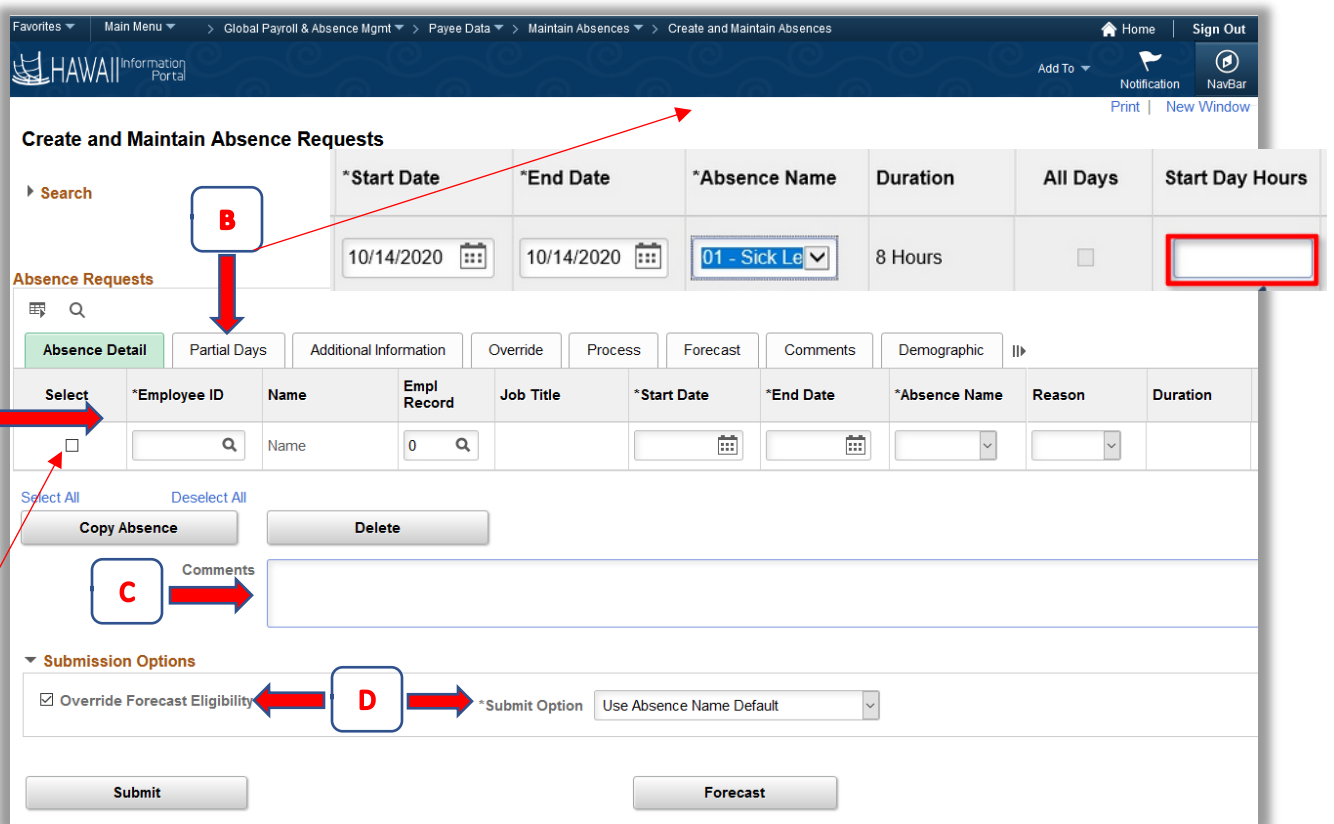
- II. The Absence Requests for Cancellation is displayed. Search for the desired employee and date range.
- III. Absence requests in the date range will display, click and check the Select box for the appropriate row.
- IV. Add any comments.
- V. Set the Submit Option (See Step 4 above in the Review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



Time & Leave, Leave Keeper – Create & Maintain Absence

Add an Absence Request

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



The screenshot shows the 'Create and Maintain Absence Requests' form in the Hawaii Information Portal. The form is divided into several sections:

- Search Section:** Contains fields for *Start Date, *End Date, *Absence Name, Duration, All Days, and Start Day Hours. A red box highlights the Start Day Hours field, with callout B pointing to it.
- Absence Requests Section:** Includes tabs for Absence Detail, Partial Days, Additional Information, Override, Process, Forecast, Comments, and Demographic. A red box highlights the Select checkbox in the table below, with callout A pointing to it.
- Table:** A table with columns: Select, *Employee ID, Name, Empl Record, Job Title, *Start Date, *End Date, *Absence Name, Reason, and Duration.
- Actions:** Buttons for Copy Absence and Delete.
- Comments Section:** A text area for entering comments, with callout C pointing to it.
- Submission Options Section:** Includes a checkbox for Override Forecast Eligibility and a *Submit Option dropdown menu. Callout D points to the Submit Option dropdown.
- Buttons:** Submit and Forecast buttons at the bottom. Callout E points to the Submit button.