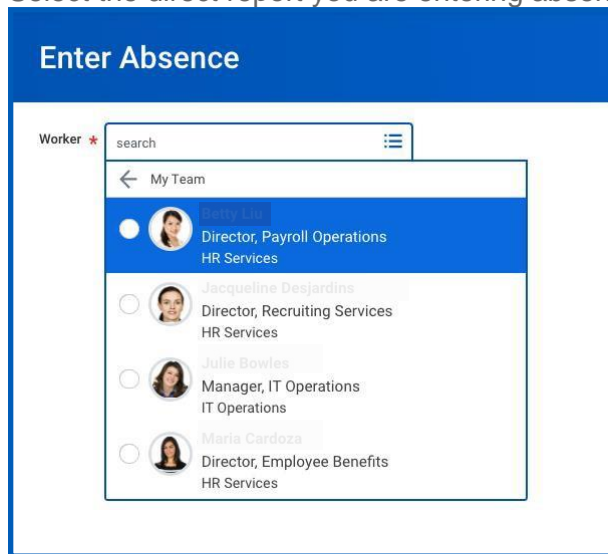


ENTER ABSENCE FOR AN EMPLOYEE

Managers can easily enter an absence on behalf of their direct reports using the Enter Absence task.

From the **Team Time** application:

1. Click the **Enter Absence** tab. The Enter Absence page displays, and you are prompted to enter a worker/employee's name.
2. Click the drop-down icon.
3. Click **My Team**.
4. Select the direct report you are entering absence for from the Worker prompt.



5. Click **OK**.
6. Click on one or more days for the worker's absence or click and drag to select multiple days. Click on a selected day to deselect.



Note: Click the **Select Date Range** button to enter an extended date range. This is useful when entering an absence request that might extend into a different month or over a long period.

7. Click the **Request Absence** button. The number of days you requested dynamically displays on the button to help confirm your request.
8. Enter the type of absence requested from the Type prompt. Your options will include both Time Off and Leave of Absence types.

Select

When

February 14, 2019

Type *

search

Bereavement Leave

Education

Emergency Leave

Extended Bereavement Leave

Extended Jury Duty / Court Subpoena

Next

Cancel

9. Click **Next**.

10. The Quantity per Day defaults to your daily scheduled hours.



Note: To change the amount, click **Edit Quantity per Day**. Enter the desired quantity per day amount and any comments needed. Click **Done**

Edit Quantity per Day

24 hours - Sick (Hours) Total

Update All Quantities 8

3 items

Date	Quantity per Day	Comments
Tue, Sep 18, 2018	8	
Wed, Sep 19, 2018	8	
Thu, Sep 20, 2018	8	

Done

Cancel

11. Attach any appropriate supporting documents by dragging them to the Attachments field or clicking **Select files**.

12. Click **Submit**.



Note: Depending on the type of absence requested, the request may be automatically approved, or it may route to an HR representative for approval.

Use the Correct Leave of Absence for an Employee to correct or cancel the time off or leave of absence request.

ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner or view the website at Workday.Baltimorecity.gov.