

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

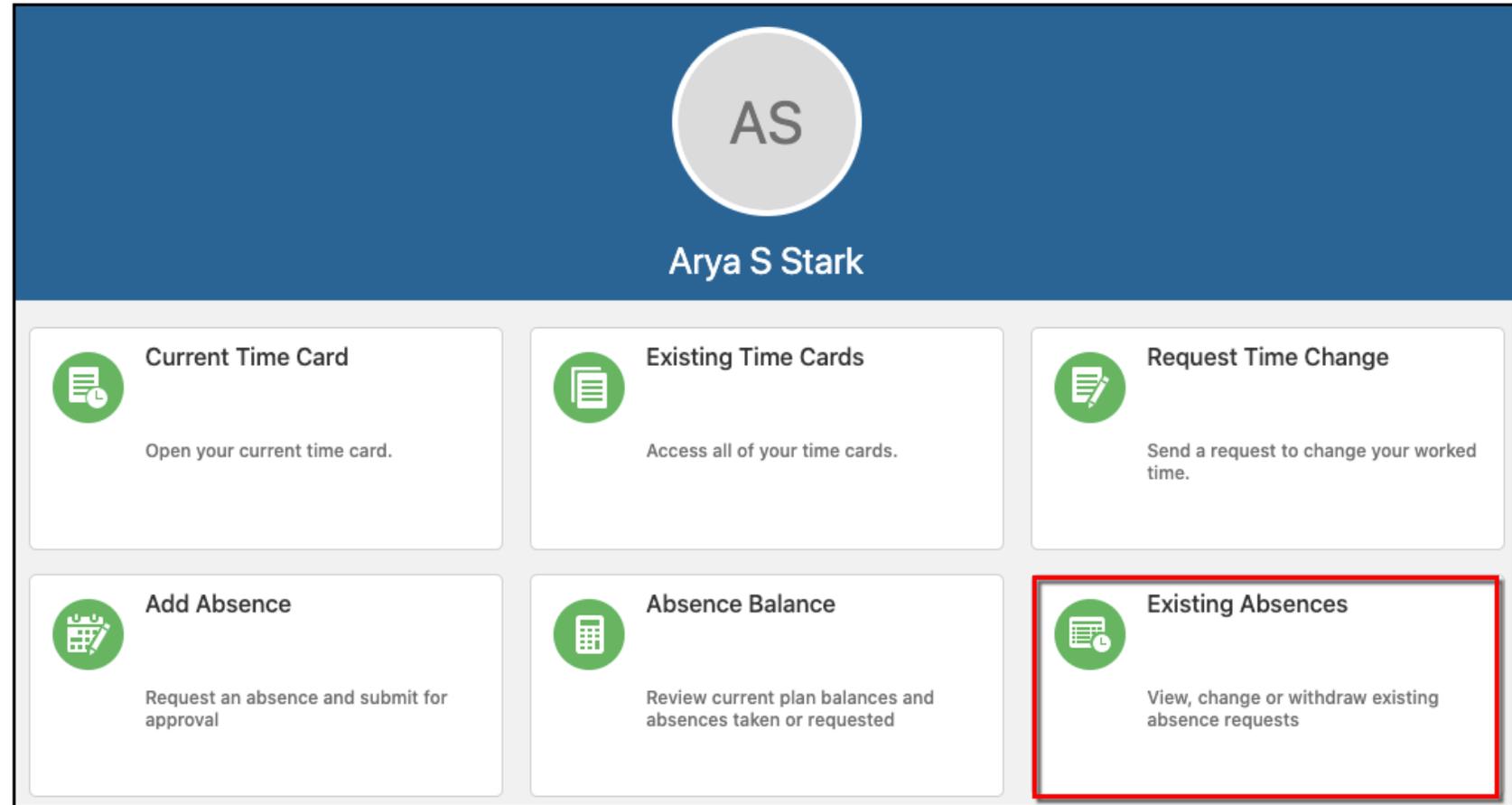
QUICK ACTIONS APPS

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 a user interface for an Employee Self-Service (ESS) system. At the top, a greeting reads "Good morning, Arya Stark!". Below this is a navigation bar with several tabs: "Me", "My Team", "My Client Groups", "Benefits Administration", and "Risk". The "Me" tab is highlighted with a red box. Below the navigation bar, there are two main sections: "QUICK ACTIONS" and "APPS". The "QUICK ACTIONS" section lists several options: "Personal Details", "Document Records", "Identification Info", "Contact Info", "Family and Emergency Contacts", and "My Organization Chart". The "APPS" section lists: "Directory", "Onboarding", "Time and Absences", and "Career and Performance". A red arrow points from the "Me" tab to the "Time and Absences" app icon, which is also highlighted with a red box.

3. Click the **Existing Absences** tile



The dashboard features a dark blue header with a circular profile icon containing the initials 'AS' and the name 'Arya S Stark'. Below the header is a grid of six white tiles, each with a green icon and a title. The 'Existing Absences' tile in the bottom right corner is highlighted with a red border.

Tile Title	Description
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

Existing Absences

Arya S Stark

Absences

Last 6 months Sort By Date + Add

Personal Leave Take - 512 Supervisors: 18 Hours 10/19/2020 - 10/20/2020	Awaiting approval	
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5. By default, the last 6 months are displayed. You can click the drop-down arrow to change this filter

Existing Absences

Arya S Stark

Absences

+ Add

Last 6 months ▼ Sort By Date ▼

Personal Leave Take - 512 Supervisors: 18 Hours Awaiting approval ✎

10/19/2020 - 10/20/2020

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

End of Procedure

Existing Absences
Arya S Stark

Absences + Add

Last 6 months Sort By Date

Personal Leave Take - 512 Supervisors: 18 Hours	Awaiting approval	
10/19/2020 - 10/20/2020		