

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

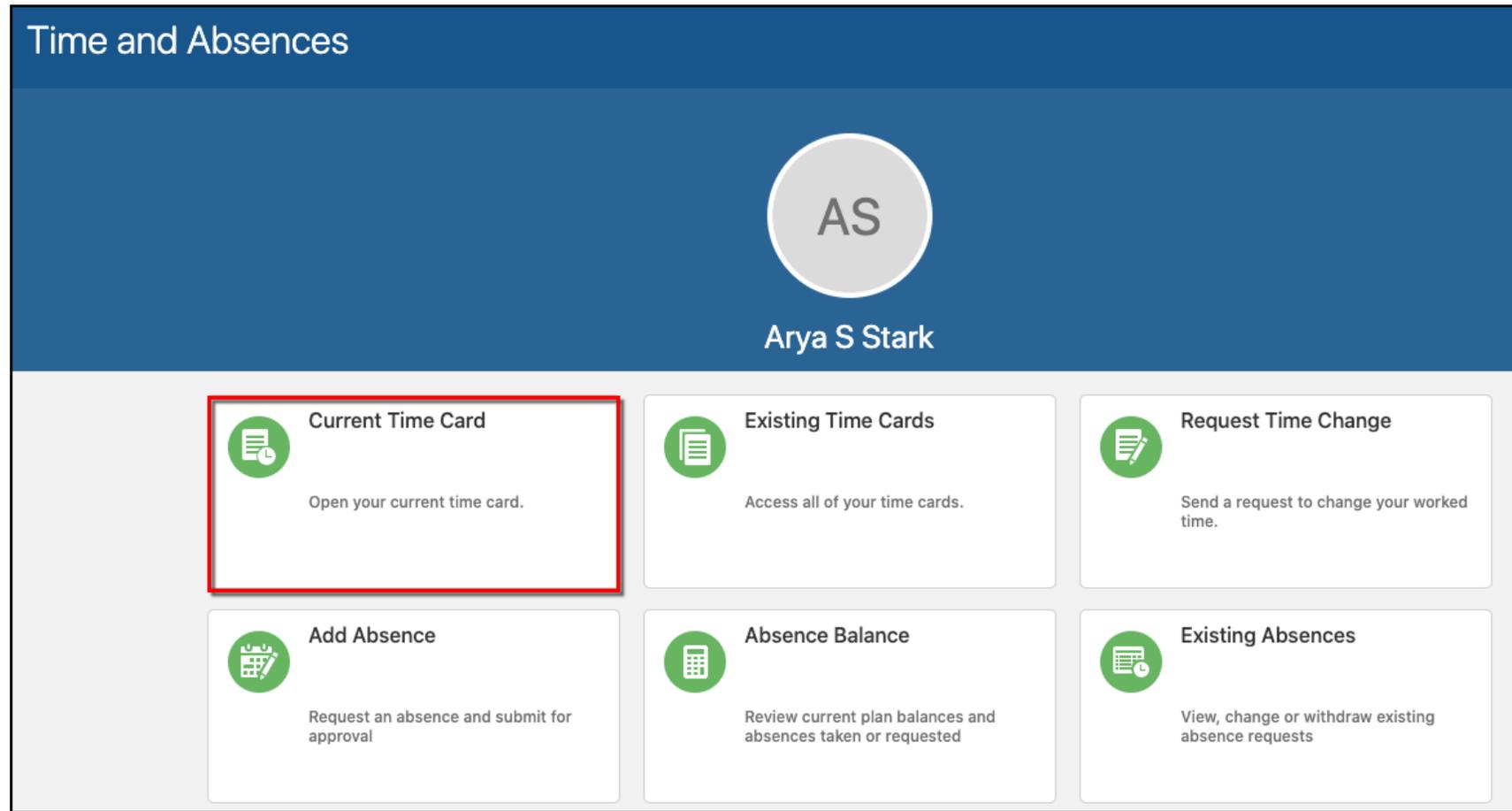
QUICK ACTIONS APPS

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, it says "Good morning, Arya Stark!". Below this is a navigation bar with several options: "Me", "My Team", "My Client Groups", "Benefits Administration", and "Risk". The "Me" option is highlighted with a red box. Below the navigation bar, there are two columns of options. The left column is labeled "QUICK ACTIONS" and includes "Personal Details", "Document Records", "Identification Info", "Contact Info", "Family and Emergency Contacts", and "My Organization Chart". The right column is labeled "APPS" and includes "Directory", "Onboarding", "Time and Absences", and "Career and Performance". The "Time and Absences" app icon, which features a clock face, is highlighted with a red box. A red arrow points from the "Me" menu item to the "Time and Absences" app icon.

3. Click the **Current Time Card** tile

The screenshot shows a user interface for 'Time and Absences'. At the top, the title 'Time and Absences' is displayed in white on a dark blue background. Below the title is a large grey circle containing the initials 'AS', with the name 'Arya S Stark' underneath. The main area contains six white tiles with green icons and text. The 'Current Time Card' tile is highlighted with a red border. The tiles are: '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), and 'Existing Absences' (View, change or withdraw existing absence requests).

Note: Approved absence requests will automatically populate on your timecard as an absence taken

4. To add an absence to your timecard without requesting the absence ahead of time, click the **Add** button

Add Time Card ☆ Actions Submit Cancel
Arya S Stark

New 9
Status Reported Hours
Show Details

Entries + Add

Actions View By Reported details by entry date Sort By Reported date - old to new

Tue, Nov 03	9 Hours 8:00 AM-5:00 PM Sick Take - 512 Supervisors E10036	
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5. Enter the **Assignment Number** (your employee number with an E)
6. Enter the absence type taken in the **Pay Code** field
7. Enter **comments** if applicable
8. Select the **dates** of the absence
9. Enter the **quantity** of hours taken
10. Click **OK**

Entries

OK Cancel

* Assignment Number
E10036

* Select Dates
11/4/2020
1 day selected

CMHA Projects
Select a value

* Pay Code
Sick Take - 512 Supervisors

* Quantity
9.00

Add another date

Comments
Follow up medical appointment

Tue, Nov 03

9 Hours
8:00 AM-5:00 PM
Sick Take - 512 Supervisors | E10036

11. The new absence is added to your timecard
12. Click **Submit** or **Save and Close** the timecard

End of Procedure

Add Time Card
Arya S Stark

☆ Actions Submit Cancel

New
Status
18
Reported Hours
Show Details

Entries + Add

Actions View By Reported details by entry date Sort By Reported date - old to new

Tue, Nov 03	9 Hours 8:00 AM-5:00 PM Sick Take - 512 Supervisors E10036	
Wed, Nov 04	9 Hours Sick Take - 512 Supervisors E10036	