Entering an Absence on Behalf of Your Employee

This guide will cover:

- Entering an absence on behalf of your employee.
- Most frequently absences should be entered by the employee, however this process is available for circumstances in which the employee is unable to enter the absences.

This guide details the steps for completing this process using Supervisor/Manager WyoCloud access. This process should only be used if the employee requesting absence on behalf of only has one assignment.

Step One

Navigate to the My Team section of WyoCloud HCM from WyoWeb.

- Upon signing in, click on the Navigator (three horizontal lines) in the upper left corner of the page.

- First click on My Team to expand, then select My Team.
The *My Team* page will display.

**Step Two**

Navigate to the Maintain Absence Records page.

- Click on the three dots to the right of the employee you’d like to enter absence for.

- In the drop down, select *Absence Balance*. 
The Absence Balance page for the selected employee will appear.

Review available balances for the employee to ensure adequate leave is available.

- If adequate leave is not available, multiple leave types can be used. Each leave type is entered as a separate request.
- If adequate leave is still not available, Leave Without Pay may be an option. See the Human Resources Leave Policy website for more details.

You can also click on the specific leave type name to view a detailed breakdown of the balance. See steps two and three of the Reviewing Absence Balances Quick Reference Guide for more information on how to review absence balance details.

**Step Three**

Create an absence request for the employee.

- Click Actions to expand the drop down, then click Add Absence.
Select the appropriate absence type from the **Type drop down.** In this example we are selecting vacation.

Upon selecting Vacation, the **When** section will appear.

- For a single day absence, enter the same date in both the **Start Date** and **End Date** fields. Use the **calendar icon** to the right of each field or type in M/D/YYYY format.
- By default, the duration will calculate to 8 hours, to request a different number of hours, adjust the number in the **Hours** field.

To request multiple days, input the first day off in the **Start Date** and last day off in the **End Date.**
- Comments and/or attachments can be added below. These will be included in approval details.

- After all details are completed, click **Submit** at the top of the page.

Although you as the supervisor submitted the absence, you will also need to approve the leave request when it appears in your worklist.

You have completed the steps to Entering an Absence on Behalf of Your Employee.