Requesting/Entering an Absence

This guide will cover:

- The steps for submitting an absence request for approval for a single day absence.
- The steps for submitting an absence request for a multiple day absence.
- Absence is leave granted to benefited employees (i.e. vacation, sick). Absence can be requested in advance (i.e. planned vacation) or after it has occurred (i.e. unplanned sick time).

This guide details the steps for completing this process as an employee.

If you are a benefited employee with multiple assignments (i.e. have a second non-benefited job), you will need to enter your leave via the time card. See Requesting an Absence with Multiple Assignments Quick Reference Guide.

Step One

Navigate to the Time section of WyoCloud HCM from WyoWeb.

- Upon signing in, the homepage will display. Click on the Navigator button (three horizontal lines) in the upper left-hand corner.

- Select Time and Absence under the My Profile header within the Navigator.
The Time Entry page will display.

Step Two

Navigate to the Maintain Absence Records page.

- Select the Actions Tab (First Tab) in the upper right-hand corner of the screen.

**CAUTION**
Please do not use the Schedule Absence button in the upper right corner of the page. It is not the recommended way to enter absences.
Under the Related Links section, select **Maintain Absence Records**.

The **Maintain Absence Records** page will appear.

![Related Links](image)

![Maintain Absence Records](image)

**Note:** In the Plan Balances section, an employee can view their accrual balances as of the specified date shown as long as all their leave is in the absence system. The balance calculation date will tell the employee the last time their balances were calculated. Balances are calculated at the end of the month that they are earned in. For example, a balance calculation date of 4/30/2018, would dictate an employee’s accrual balances through April 2018. **You cannot use your monthly earned leave accrual in the month earned.**
Step Three
Create an absence record for a **single day** absence.

**Note:** If you are entering an absence for a multiple day span please skip to **Step Four**.

- To create an absence record, select the + Add button under Maintain Absence Records.

In the Add Absence Record pop-up, select the appropriate absence type from the **Absence Type drop down**. In this example we are entering sick. Upon selecting Sick, the Details section will appear.
In the Details section, select the **Single Day** check box.

**Note:** After selecting the **Single Day** check box, the Start Date Duration and Duration fields will auto-populate. If you would like to schedule an absence for less than a full business day, you can override the Start Date Duration by typing in another value, which will automatically update the duration.

In the comments section, enter an appropriate comment for the absence that is being taken. Select **Submit** in the bottom right-hand corner of the window.
• If the employee is eligible for the absence and has a sufficient accrual balance, the employee will see that their absence is **Awaiting Approval** in the Maintain Absence Records section.
• The system will come back with an error if the employee is asking for more time than they have in their bank.

- **Awaiting Approval:** Absence is pending approval
- **Scheduled:** Absence has been approved but has not occurred yet
- **In Progress:** Absence is currently in progress
- **Completed:** Absence has occurred
- **Withdrawn:** Absence was withdrawn by the employee

• If an employee is not eligible for an absence or has an insufficient accrual balance, the employee will see the following error.
• If this is received, you will need to return and enter the absence using another appropriate leave type. If it is desired to use multiple types of leave, you will need to enter a separate request for each leave type.
Step Four
Create an absence record for a **multiple day** absence.

- To create an absence record, select the + Add button under Maintain Absence Records.

In the Add Absence Record pop-up, select the appropriate absence type from the **Absence Type** drop down. In this example we are entering sick. Upon selecting Sick, the Details section will appear.
In the Details section, enter the **Start Date** and **End Date**.

**Note:** After entering a Start Date and End Date, the Start Date Duration, End Date Duration, and the Duration values will all auto-populate.
After submitting the absence, the employee will see that their absence is **Awaiting Approval** in the Maintain Absence Records section.

You have completed the steps to Requesting/Entering an Absence.