Requesting/Entering an Absence

This guide will cover:

- Viewing current leave balances and status of leave requested.
- The steps for submitting an absence request for approval for an 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 Entering Absence with Multiple Assignments Quick Reference Guide.

Step One

Navigate to the Time and Absences 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.

- Click on My Profile to expand, then click on Time and Absences.
There are multiple ways to request an absence, however it is recommended you first click **Absence Balance** to review available balances for the absence type you plan to request.

### Step Two

**Review available balances.**

- The **Absence Balance** page will display. Here you can see the current amount of leave you have earned for all leave types you are eligible for. In addition, you will see the amount you’ve **Taken** (both in the past and fully approved) and **Requested** (not yet approved and/or date not yet occurred).

**Note:** Accrual balances as of the specified date shown as long as all taken leave is in the absence system. Balances are calculated at the end of the month that they are earned in. **You cannot use your monthly earned leave accrual in the month earned.**
To begin requesting leave, click any of the available +Add buttons.

**Step Three**
Create an absence request.
- The Add Absence page will appear.
- First use the drop down menu to select the type of leave you would like to request. In this example, we will request vacation leave.
After the leave type is selected, additional options will populate. Begin by entering the **Start** and **End Date** for the absence. You can either use the *calendar icon* to select a date or *type* the date in using **MM/DD/YYYY** format.

- If the absence is for a single day, put that date in both the Start and End Date fields.

**Note:** The Duration and Hours per day 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.

**Comments** and/or **Attachments** can be added to provide the approver with additional relevant details.
Return to the top of the page and click **Submit**.

The system will come back with an error if the employee is asking for more time than they have in their bank and/or are ineligible for the requested leave type.

If this happens, 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 enter the leave via the time card. See the [Requesting Multiple Leave Types in One Day](#) quick reference guide.

You will be returned to the **Absences** home.

**Step Four**

You can review requested absences and their current status by clicking on **Existing Absences**.
• 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 Existing Absences section.
• The system will come back with an error if the employee is asking for more time than they have in their bank.

**Note:** Absences can have various statuses depending on what part of the process the absence is in. Below are the statuses and their meanings:
- **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

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