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.

Step One

Navigate to the My Team 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 My Team under the My Team header within the Navigator.
- The My Team page will display.

**Step Two**

Navigate to the Maintain Absence Records page.
- Hovering over the employee’s tile, click on the **Actions** dropdown (orange down arrow).

- Select **Absences**.
Select Manage Absence Records.

The Maintain Absence Records page will appear.

Step Three
Create an absence record for the employee.

Click + 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 selecting vacation. Upon selecting Vacation, the *Details* section will appear.
In the Details section, select the **Single Day** check box and enter the **State Date**.

**Note:** After selecting the **Single Day** check box and entering the **Start Date**, 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.

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