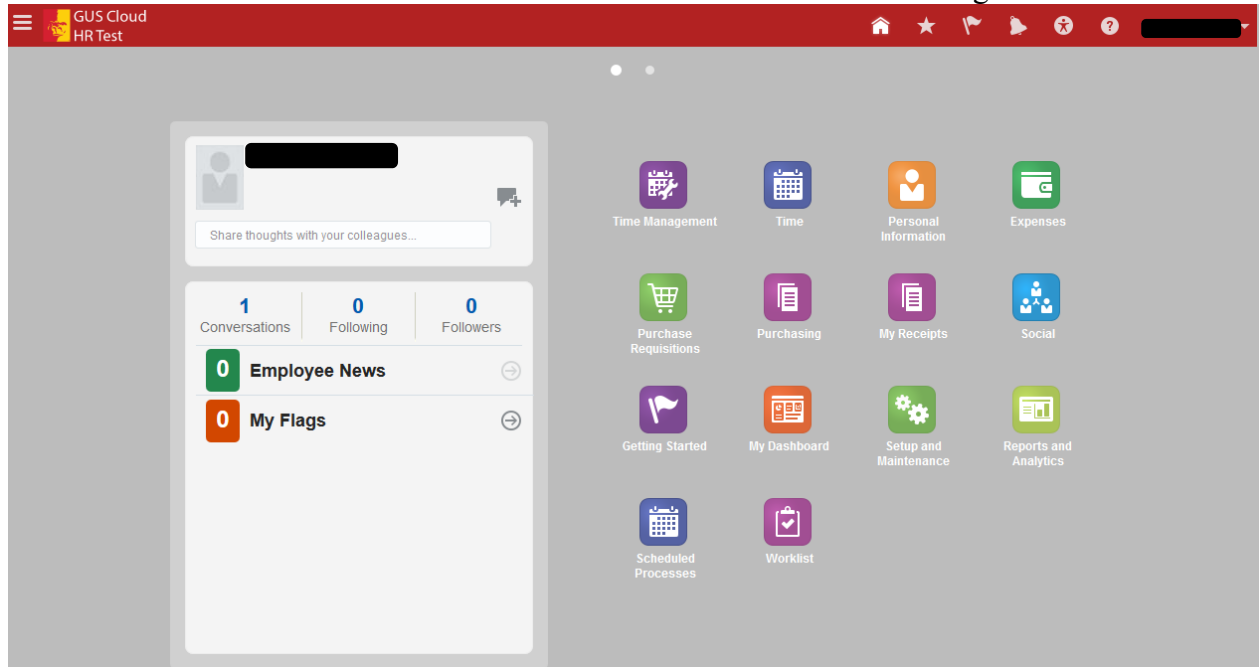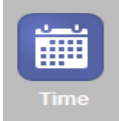# Job Aid

Scheduling Future Absences

This Job Aid walks through the process of scheduling future absences in GUS HR. This job aid can be used by all benefits eligible employees that earn vacation, sick, etc. Steps 1-10 are instructions on how to schedule a future absence in the amount of 8 hours. Steps 11-22 are instructions on how to schedule a future absence in the amount of something other than 8 hours.

Step	Action
1.	Click **Time** on the homepage to access the Time Calendar.
2.	Click **Related Links** tab on the top right of the timecard.
3.	Click **Maintain Absence Records.** The Maintain Absence Records link provides information on approval balances and details on requests and absences. **Related Links** Manage Time Cards Maintain Absence Records

	To request time off, you must have that amount of time available at the time of the request.
4.	Click + **Add** to schedule a future absence. ✚ Add
5.	Click the **Down Arrow** and select the appropriate absence type. **Add Absence Record** * Absence Type ▼
6.	Click **Single Day** if you will be gone a full 8 hours. Fill in the Start Date. **Details** Advanced Mode ☐ Single day * Start Date * End Date Start Date Duration Hours End Date Duration Hours Duration 0 Hours Balance Comments

Job Aid

Scheduling Future Absences

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7.	If you are going to be gone for more than one 8 hour day, do not click on Single day. Fill in the **Start Date and End Date.**

Add Absence Record

* Absence Type Vacation Pittsburg Stat ▼

Details   Advanced Mode

☐ Single day

* Start Date [   ] 📅   * End Date [   ] 📅

Start Date Duration [   ] Hours   End Date Duration [   ] Hours

Duration   0 Hours   Balance 🖩

Comments [   ]

◢ **Legislative Information**

Context Segment [▼]

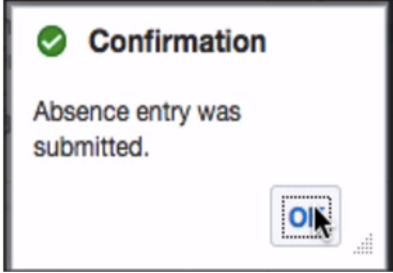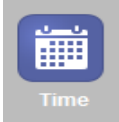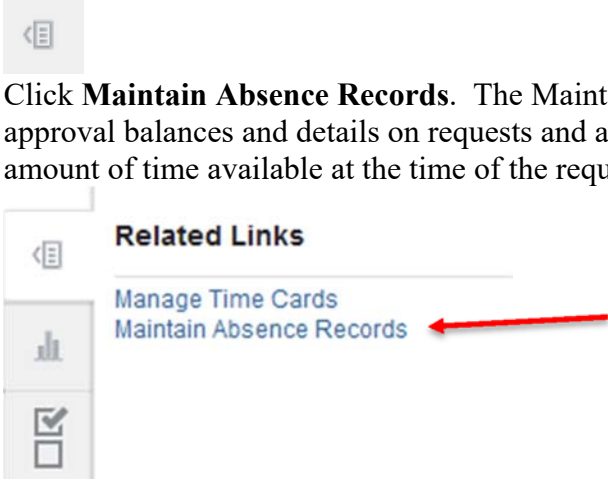◢ **Descriptive Information**

Context Segment [▼]

Save and Close ▼   Submit   Cancel

*It will automatically fill in the hours as 8.

8.	If you need to check and see what your balance would be if you submit this request, select the **Balance Calculator** icon. Add comments if necessary.

Add Absence Record

* Absence Type Vacation Pittsburg Stat ▾

Details   Advanced Mode

☐ Single day

* Start Date _____ 📅   * End Date _____ 📅

Start Date Duration ____ Hours   End Date Duration ____ Hours

Duration   0 Hours   Balance 🔢 ⬅

Comments ➡ _____

◢ **Legislative Information**

Context Segment ▾

◢ **Descriptive Information**

Context Segment ▾

Save and Close ▾ Submit Cancel

9.	Select **Submit.**

Submit
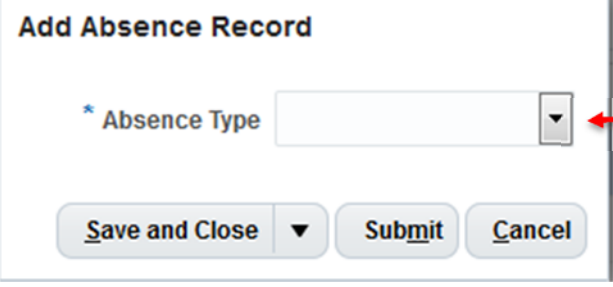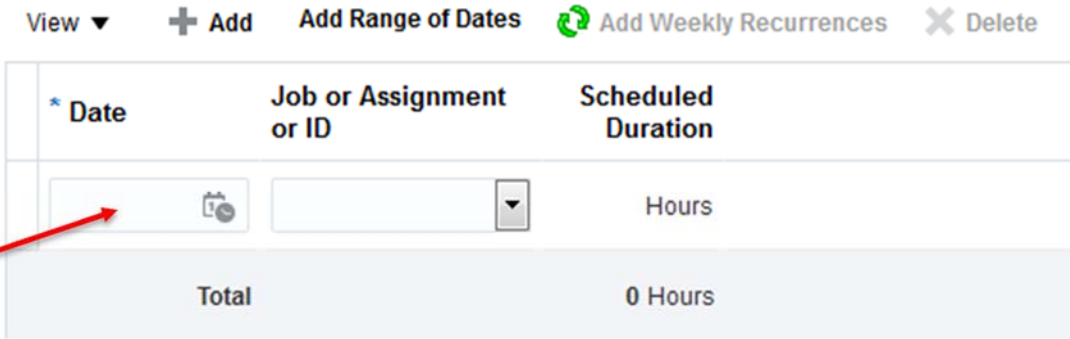
10.	A confirmation box stating that your **Absence entry was submitted** will appear. Select **OK.**
	✔ **Confirmation** Absence entry was submitted. OK
11.	Your absence request has now gone to your line manager for approval. If you need to report an absence request that is not 8 hours, on the **GUS Springboard,** select the **Time** icon 📅 Time
12.	Click **Related Links** tab on the right of the timecard. ‹📄 Click **Maintain Absence Records**. The Maintain Absence Records link provides information on approval balances and details on requests and absences. To request time off, you must have that amount of time available at the time of the request. **Related Links** Manage Time Cards Maintain Absence Records ⟵
13.	Click **+ Add** to schedule a future absence**.** ➕ Add

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14.	Click the **Down Arrow** and select the appropriate absence type.
	Add Absence Record * Absence Type [ ] ▼ **Save and Close** ▼ **Submit** **Cancel**
15.	Select **Advanced Mode.** Advanced Mode
16.	Select + **Add** ➕ Add
17.	Select **Date.** View ▼ ➕ Add **Add Range of Dates** 🔄 Add Weekly Recurrences ✖ Delete * Date | Job or Assignment or ID | Scheduled Duration [ ] 📅 | [ ] ▼ | Hours Total | | 0 Hours
18.	Select **Job.** The hours on the left automatically fill in with 8. Change "8" to the appropriate number and **"Tab"** * Date | Job or Assignment or ID | Scheduled Duration | | Duration 11/15/16 📅 | Nurse Practitioner ▼ | 8 Hours | [ ] 8 Hours

19.	If you are a **nonexempt employee**, paid hourly, you will have to report the number in quarter-hour increments. If you are an **exempt employee,** paid salary, you will have to report the hours in half or full-day increments. Add comments if necessary.
20.	Select **Submit.**
21.	A confirmation box stating that your **Absence entry was submitted** will appear. Select **OK.**
22.	Your absence request has now gone to your line manager for approval.