Job Aid

Viewing Absence Balance, Scheduling Future Absences – Hourly Employees with Benefits

This Job Aid walks through the process of Viewing Absence Balances, and Scheduling Future Absences for **Hourly Employees with Benefits**.

*Note that the procedures will be the same for both the desktop and mobile applications.

Audience: Hourly Employees with Benefits

*Important: Time cards are due every two weeks. Please reference the HR & Payroll Calendar to review deadlines.

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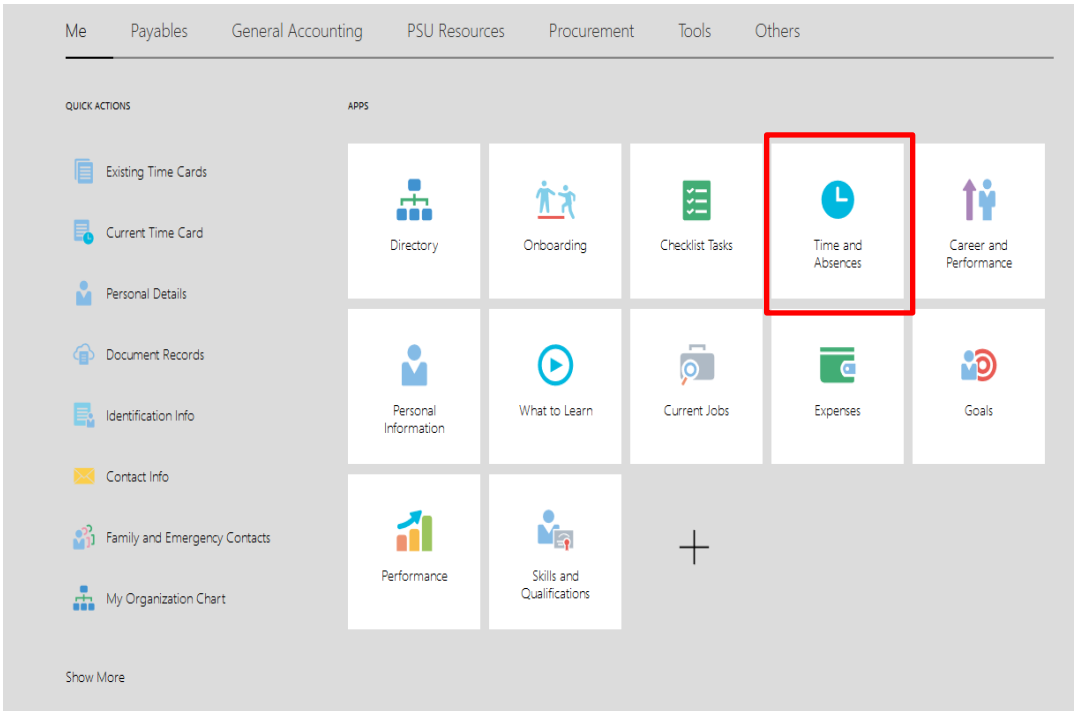
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Viewing Absence Balances

Navigation Path: Me > Time and Absences

Step	Action
1.	Click the **Home** icon at the top right of the screen to access the Gus Cloud Springboard. 
2.	Click on the **Time and Absences** tile located under the Me tab. This will open the Time and Absences page. 
3.	Click on the **Absence Balance** tile. This will display the Absence Balance page.
4.	Click on the **Plan Balances** name link to view details.

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Scheduling Future Absences

Step	Action
1.	Click the **Home** icon at the top right of the screen to access the Gus Cloud Springboard. 
2.	Click on the **Time and Absences** tile located under the Me tab. This will open the Time and Absences page.
3.	Click on the **Add Absence** tile. This brings you to the Add Absence page.
4.	Select the **Type** of absence from the drop down menu.
5.	Enter or click on the calendar icon to select a **Start Date and Duration** in the pay period. Change the number of hours if needed.
6.	Enter or click on the calendar icon to select an **End Date and Duration** in the pay period. Change the number of hours if needed.
7.	Verify the **Absence Duration Hours** are correct.
8.	Click on **Submit**.

Absence Types Available – Hourly Employees Benefits Eligible:

Time Types
Admin Leave
AFT Kansas Steward Time
AFT Kansas Training Time
Call Back
Compensatory Time Taken
Disaster Service Volunteer Leave
Discretionary Day
Donor Leave
Funeral
Furlough
Holiday Credit
Inclement Weather
Job Injury Leave
Jury Duty
Leave Without Pay
Military Leave
Parental Leave
Regular
Shared Leave
Shift Differential
Sick
Standby Pay
Vacation

Please refer to information found on the Pittsburg State University Human Resources Webpage for further information reporting types of leave and the time types.