Job Aid

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

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

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

Audience: **Salaried Employees with Benefits**

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

Table of Contents

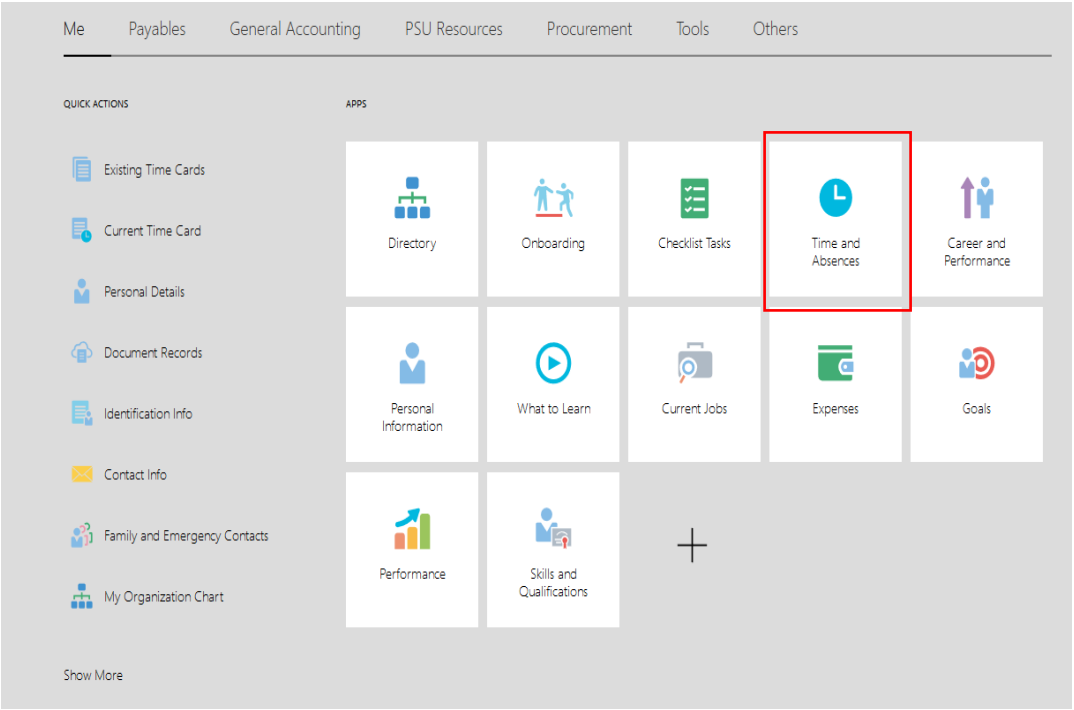
Page#	Section
1	Intro and Table of Contents
2	Viewing Absence Balances
3	Scheduling Future Absences
4	Absence Types Available – Salaried Employees with Benefits

Job Aid

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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.

Job Aid

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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. Refer to Absence Types Available listed on Page 4.
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 – Salaried Employees with Benefits

Absence Types
Admin Leave
Comp Time Earned
Comp Time Taken
Disaster Service Volunteer Leave
Discretionary Day
Donor Leave
Funeral Leave
Furlough Leave
Job Injury Leave
Jury Duty
Leave Without Pay
Military Leave
Parental Leave
Shared Leave
Sick
Vacation

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