Absence

1. Go to MY.
2. Select ABSENCE to create a new absence request.

3. Calendar: This captures and marks both days booked off and days available. It also highlights days pending authorisation.

- Below is a typical example and track absence record showing available entitlement.
4. **Summary:** This summarises the absences record within a period

![Absence summary image]

5. **Entitlement:** This section allows to input holiday entitlement available to resource.

6. **Absence:** Select and use the appropriate option to describe absence type (as shown below)

![Absence type options]

7. **Enter the absence details – date and reason.**
8. Then click submit.