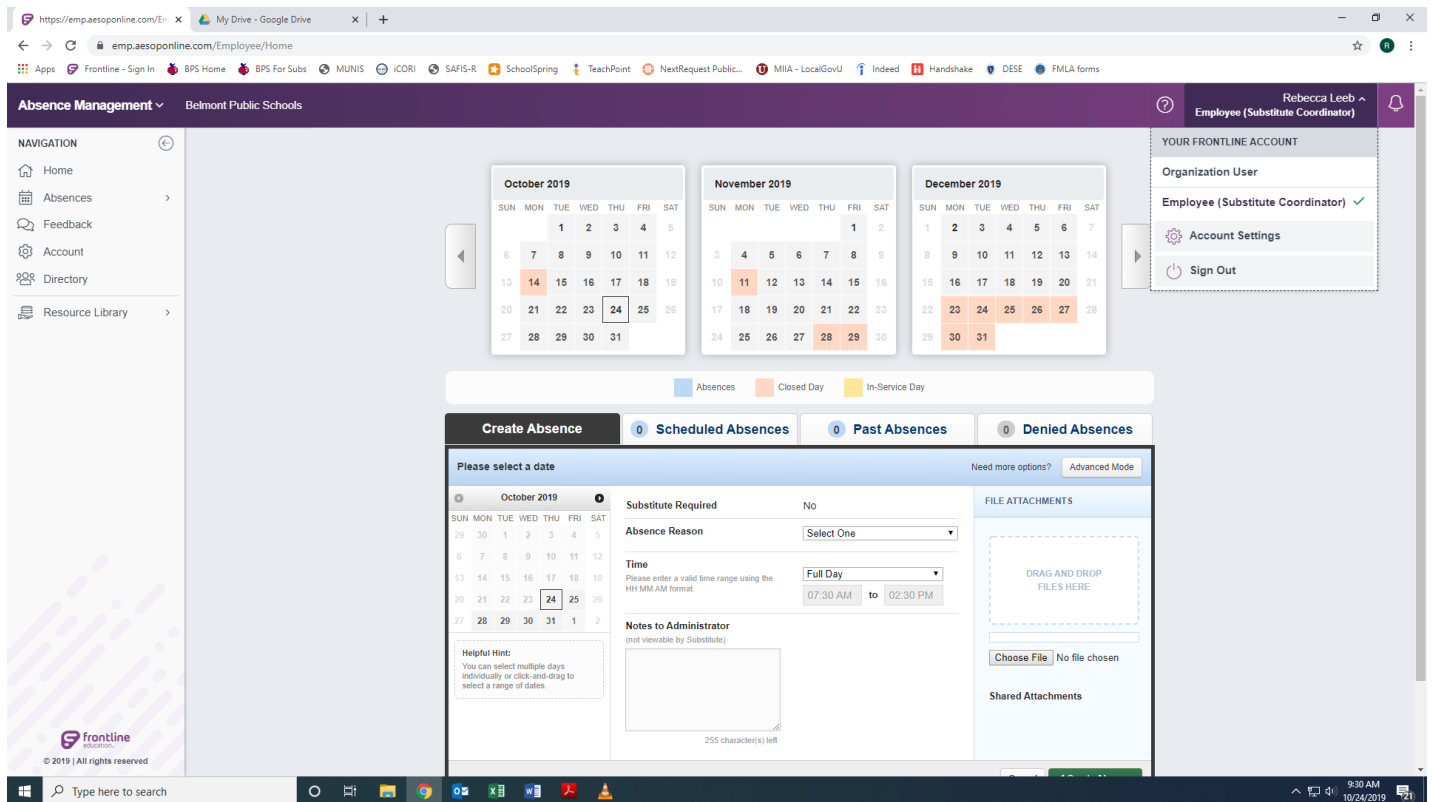
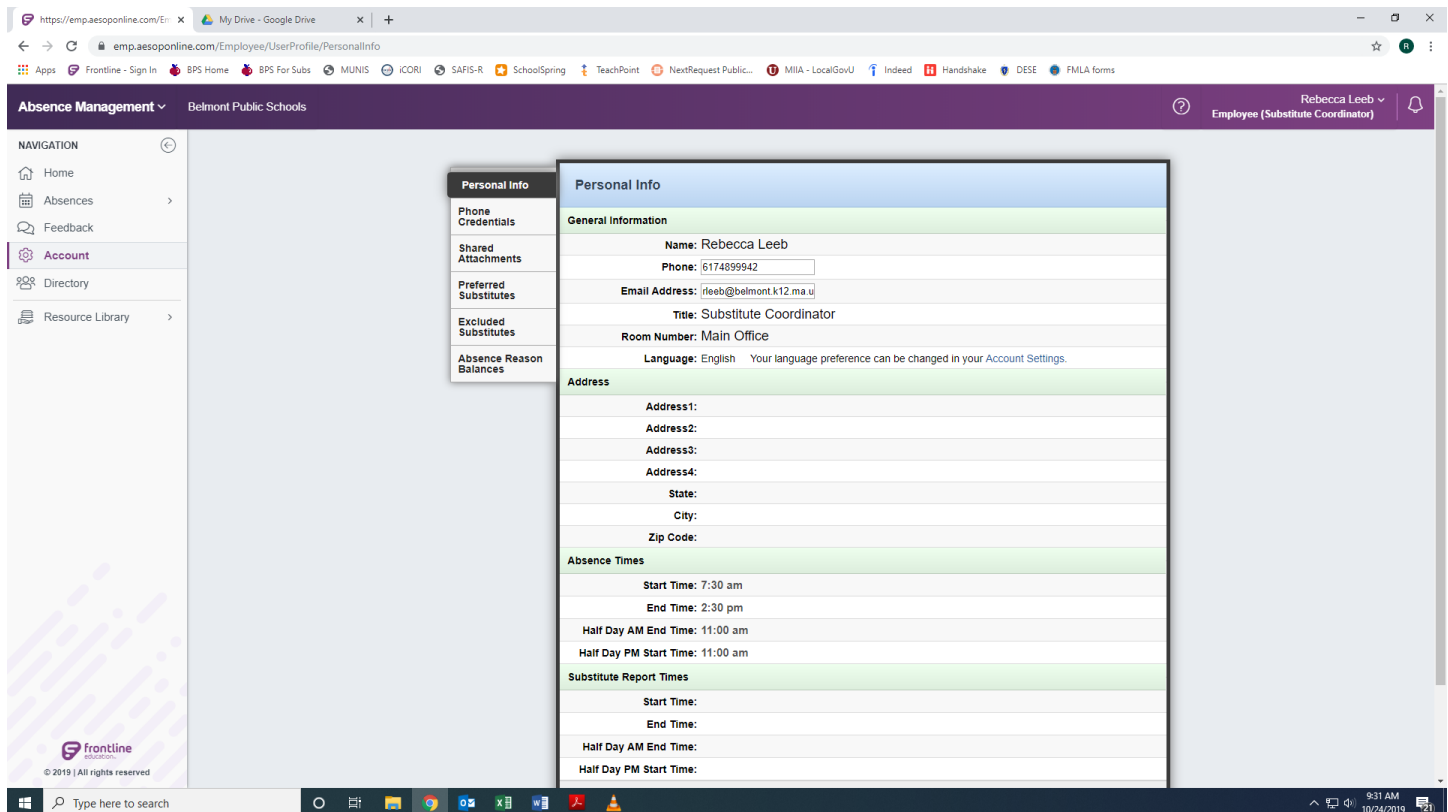


Absence Management Home Screen – Employee Account



- Use Create Absence box in center to enter your absence – fill in all required fields
- Click on your name in the upper right corner to select Account Settings if you want to change username, password, etc.
- Click on Account in the left margin menu to get to the screen below

Account Screen



- Click on Absence Reason Balances tab (at bottom of tabs at left edge of center box) to see your day balances