

# HRconnect

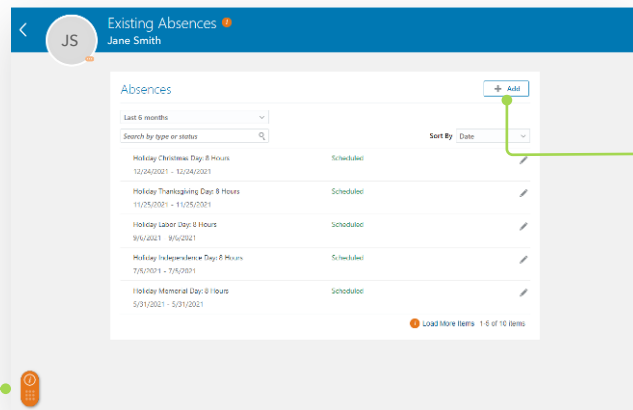
## Navigation Tips & Tricks: Requesting an Absence

In order to request and submit absences – and get paid for those absences – employees and managers must follow the steps below:

### How to Access

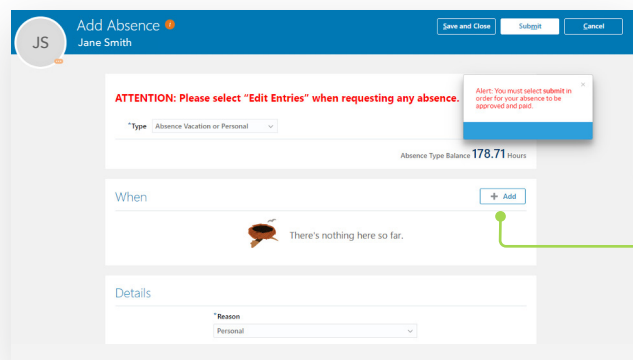
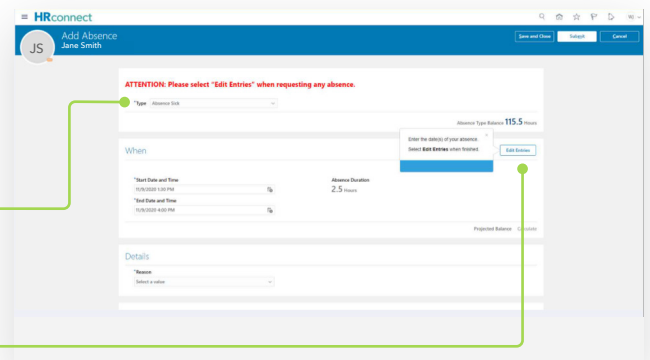
To submit time off or absences:

1. Select **Time** on the [HRconnect portal](#) (formerly known as “My HR”).
2. Select **Request Time Off** under **Time Off**.
3. Select **Request Time Off** under **Paid Time Off (PTO)**.



4. On the **Existing Absences** page, select **Add**.

5. On the **Add Absence** page, select the **Type** from the drop-down menu. **Do not** enter details regarding your request on this screen under the **When** and **Details** section (doing so could cause pay issues).
6. Select the **Edit Entries** button.



**TIP:** To learn more about how to **Edit Entries**, view the [request a regular absence for myself](#) guided learning step guide, start at step 7.

7. Select **Add** in the **When** section.

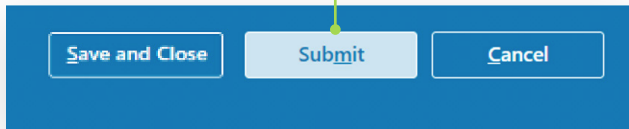


You also have access to real-time **guided learning**, which provides step-by-step guidance to easily navigate and complete tasks.

8. Enter the **Start Date and Time** and **End Date and Time**, then select **OK**.
9. Confirm that the **Total Absence Duration** is correct (for CO only: total absence duration should not include your meal break. Select the pencil icon to modify your request if it does).

**TAKE NOTE:**

- i. Your **Total Absence Duration** should be the total hours you normally work for your shift.
- ii. The **Absence Duration** hours will be pulled to your time card and paid after your manager approves your absence and time card.
- iii. If your absence is for more than one day, you need to request each day individually. If there are days you normally don't work in the date range you select (a weekend or holiday, for example), remove any non-worked days (0 hrs.) by selecting the pencil icon and selecting **Delete**.



10. Select the **Submit** button for your absence to be reviewed and approved by your manager and paid. If you need to save your request to return later and complete, select **Save and Close**. Refer to the [Navigation Tips & Tricks](#) for more information around saving vs. submitting.

**TAKE NOTE:**

- i. Requests that are saved will not be paid until they have been submitted for approval.
- ii. Ensure your manager has approved your absence request. Even though it shows up on your time card, it will not pay until your absence request is approved.

## Helpful Tips

### Employees:

- Absence requests must be approved by your manager in Absence management to be paid. Requests that are saved will not be paid until they have been submitted for approval.
- Refer to the [Navigation Tips & Tricks](#) for more information around saving vs. submitting.
- To check the status of submitted absences, view the **Existing Absences** page via the [Time Off](#) page on the HRconnect portal.

### Staffing Office and Non-Manager Reviewers:

- When reviewing a time card that has an absence, confirm that the manager approved the absence request to ensure the employee gets paid accurately.  
  
To do this, go to the **Existing Absences** page via the [Time Off](#) page on the HRconnect portal and search by the employee's name. If the absence for the current time period appears in **Saved** status, contact the employee to be sure they want to **Submit** or withdraw their absence request. If the absence appears in submitted status, contact the manager to be sure they have approved or rejected the request as needed.

### Managers:

- Once an employee submits their absence, you must approve the absence in order for that employee to be paid accurately and in the next pay period as expected.
  - **NOTE:** If an employee deletes an absence, you must approve the withdrawn absence to ensure that employee doesn't get paid for that absence.
- Prior to approving time cards, any absence requests submitted by an employee must either be approved or rejected (leverage the [approve or reject absence requests for my direct reports](#) guided learning step guide). Employees will not get paid unless the absence has been approved.
  - **NOTE:** Once the absence is approved, the previously approved time card status will change to "submitted," which requires you to re-approve the time card following the same process you previously approved (leverage the [approve time cards for my direct reports](#) guided learning step guide and [explore the time management overview page](#) smart tip, to understand time card statuses, see step 5).
- Before approving time cards, review the notifications in your bell icon and worklist to be sure that you have reviewed and responded to your team's requests for time off for the current time period.

## Additional Educational Resources:



Infographic:

- [Understanding Your Time Card](#)



Info sheets:

- [Timekeeping](#)
- [Time Away from Work \(Absences\)](#)



Deep dive:


- [Kronos Timekeeping](#)



Web-based training:

- For employees:
  - [Clocking In and Out and Requesting Time Off](#)
  - [Reading a Time Card](#)
  - [Requesting a Leave of Absence and Reduced Work Schedule](#)
- For managers:
  - [Approve Time Cards](#)
  - [Edit a Time Card](#)
  - [Managing Delegations](#)

## Additional Educational Resources (continued):

 Guided learning: Use the keyword links below to view the associated guided learning step guides for time away from work (Absences). For the best experience, please use Google Chrome or Microsoft Edge as your web browser.

- For employees:
  - [Clock](#)
  - [Request](#)
  - [Leave](#)
  - [Update](#)
- For managers:
  - [Approvals](#)
  - [Update absence](#)
  - [Delegate](#)
  - [Approve time cards](#)
  - [Update time cards](#)
  - [Pay period](#)