

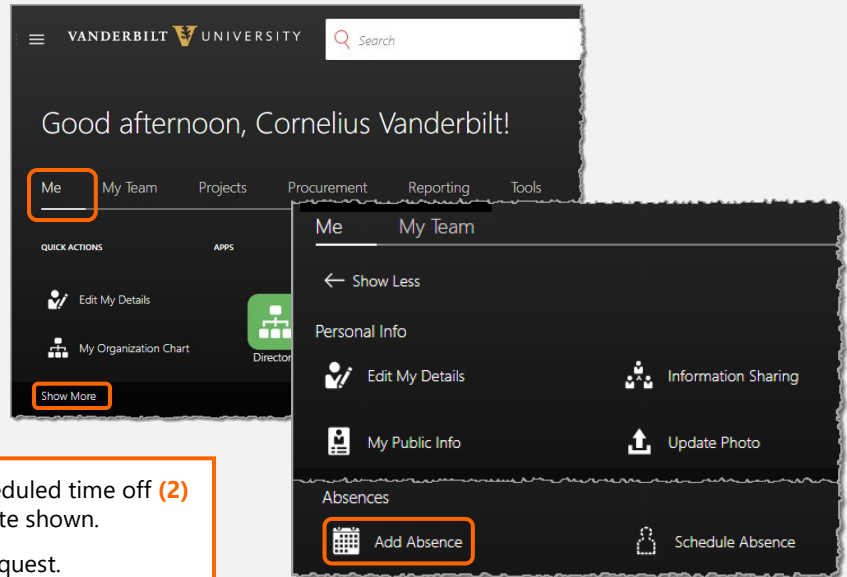


Quick Reference Guide: Time Off for Exempt Employees

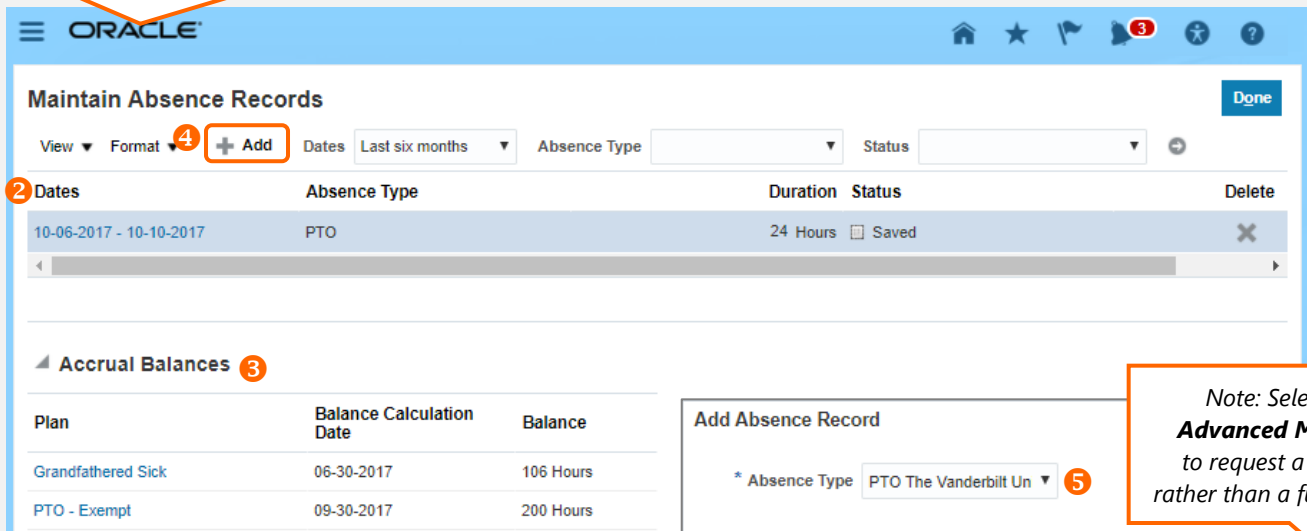
Maintain Absence Records in Oracle Cloud allows you to view your time off balance(s) and request time off – consult the [HR Policies webpage](#) for details of absence types.

To access **Maintain Absence Records**:

- Select the **Me** menu from the Springboard;
- Click **Show More** (under **Quick Actions**); and
- Click **Add Absence**.

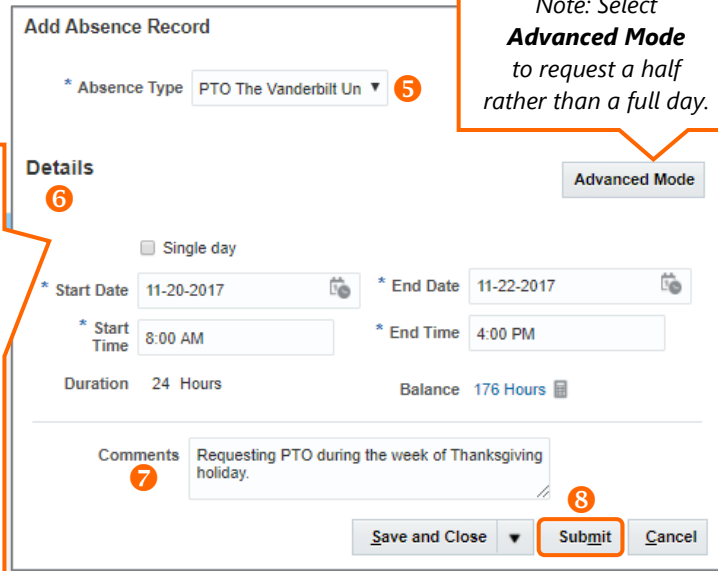


The **Maintain Absence Records** screen displays your scheduled time off (2) and **Accrual Balances** (3) as of the calculation date shown. Click **+Add** (4) to begin entering a time off request.



*Note: Select **Advanced Mode** to request a half rather than a full day.*

- The **Add Absence Record** window will open:
- 5 Select the desired **Absence Type** from the drop-down menu.
 - 6 Select the absence length under **Details**:
 - To request a **single day**, click the check box and enter the start date; or
 - To select a **range of days**, input the **Start** and **End Dates**. The system will automatically calculate the **Duration**, and you can click the calculator icon to view the impact of the request on your **Balance**.
 - 7 Enter any comments in the **Comments** box (optional).
 - 8 Click **Submit** for the request to be routed automatically through the system to your HR Line Manager for review. You can also click **Save and Close** to save the request and submit it later.



Additional Information: Once an absence request is approved, the exempt employee will not need to take any additional action in the system to report that time off. In the event the employee’s plans change, the time off request can be revised in the system or deleted. Employees can also report an absence after-the-fact if the absence was unplanned.