

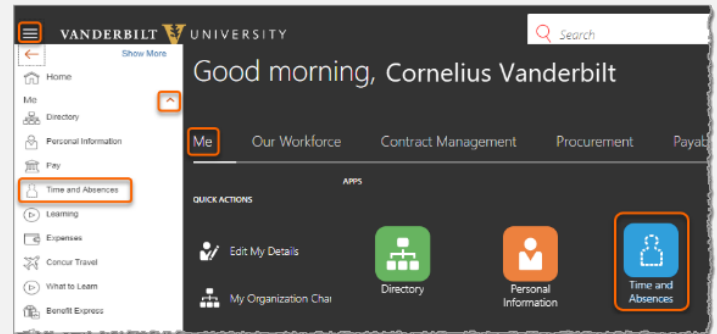


Quick Reference Guide: Absences - Time Off Balances and Requests

The **Time and Absences** section in Oracle Cloud allows eligible employees to view their time off balance(s) and request time off (i.e., Absences) – consult the [HR Policies webpage](#) for details of absence types.

To access **Time and Absences**:

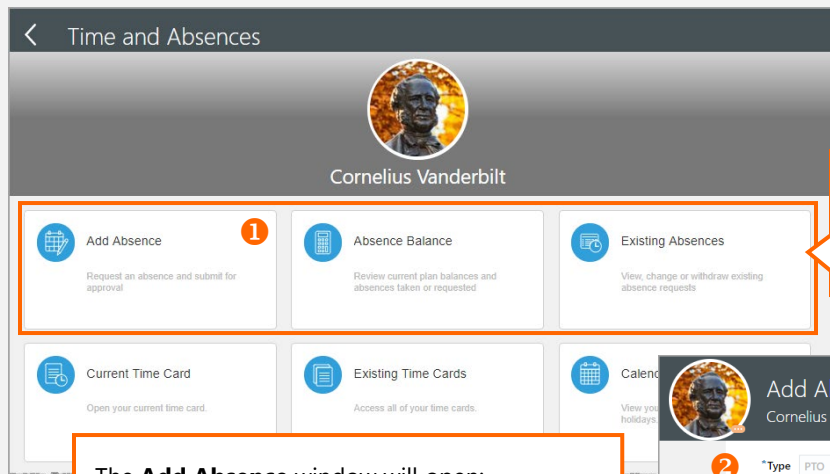
- From the **Springboard** or **Navigator**, select the **Me** section, and then choose **Time and Absences**.



Viewing Absence Balances and Requesting Time Off

Employee requests to schedule time off are reported via Oracle and routed to their line manager for approval. Once approved, the time will be deducted from their **Absence Balance** when taken.*

If an employee's plans subsequently change, a previously-approved time off request can be revised or deleted. Similarly, in the event of an unplanned absence, employees may report the time off upon their return.



Absence request and balance information is available here.

- 1 To request time off select **Add Absence**.

The **Add Absence** window will open:

- 2 Select the desired **Type** of absence from the drop-down menu.
- 3 Select the absence length under **When**:
 - Select a **Start Date and Time** and **End Date and Time**
 - Select **Edit Entries** to edit your entry or add additional absences to the request
 - The system will automatically calculate the **Duration**
- 4 Click **Calculate** to view the impact of the request on your **Balance** (optional).
- 5 Enter any comments in the **Comments and Attachments** box (optional).
- 6 Click **Submit** for the request to be routed to your HR Line Manager for review. You can also click **Save and Close** to save the request and submit it later.

* Non-exempt employees submitting time off requests will see the related absence prepopulated on their time card, but must still submit the time card in order to receive the related pay. Refer to the [Quick Reference Guide: Employee Guide – Non-Exempt Time](#) for details on creating and submitting time cards.