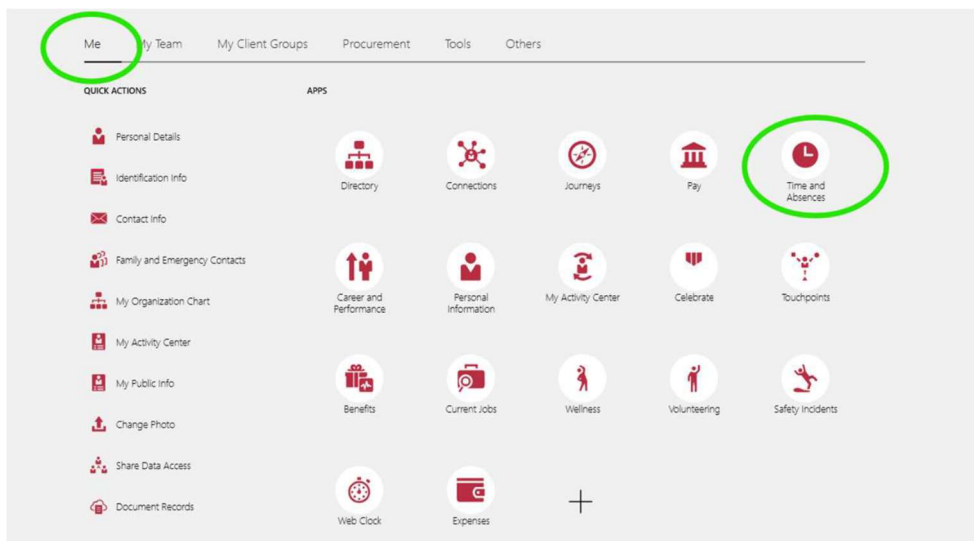


Absence Requests

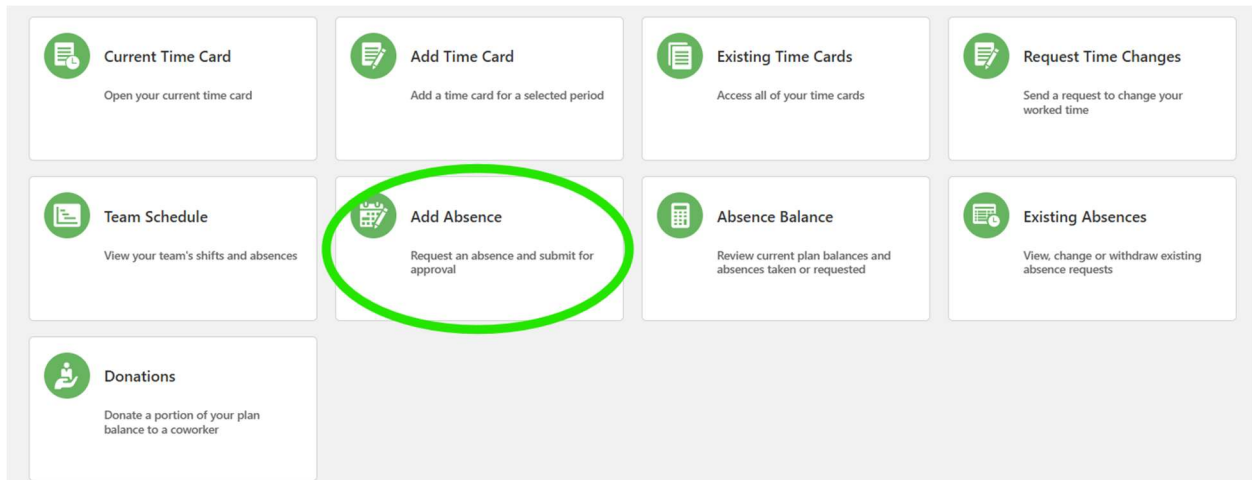
Log into Govs Suite

Select **Me** Tab

Select **Time & Absence** Icon



Select **Add Absence**



Absence Requests



From the **Absence Type** box select the drop down.

Select the type of time off you would like to use.

*You may need to scroll to see the full list of eligible time off options.

A screenshot of a web application interface for submitting an absence request. The top of the page has a black header bar. On the left of the header, it says 'JS' followed by 'New Absence' and 'Jane Super' below it. On the right of the header, there are four buttons: 'Cancel', 'Save and Close', 'Save', and 'Submit'. The main content area has a light beige background. On the left side of this area, there is a dropdown menu labeled 'Absence Type'. The menu is open, showing a list of options: 'Annual Leave', 'Bereavement Leave', 'Civil Leave', 'Community Service Leave', 'FMLA Paid', 'FMLA Unpaid', 'Health and Wellness Day Leave', and 'Leave With Pay'. To the right of the dropdown menu, the text 'the details of your absence here.' is visible.

Absence Requests

Select applicable **Absence Type**

Select dates

If you are selecting one day, start and end date should be the same.

View total hours

If you are only requesting a few hours, enter the number of hours you are requesting under 7.50 in the Duration box.

Details are optional

SUBMIT – Do not Save. You MUST submit your time or it will not transfer for approval or payment.

Your request has now been sent to your Supervisor for Approval.

The screenshot shows a web form titled "New Absence" with a user "Jane Lopez". At the top right are buttons for "Cancel", "Save and Close", "Save", and "Submit". The "Submit" button is circled in green. The form fields include: "Absence Type" (Annual Leave), "Duration" (7.50 Hours), "Dates" (Start Date: 6/30/2025, End Date: 7/3/2025), "Duration" (7.50 Hours), "Projected Balance" (0 Hours), and "Details" (Comments: Went to Montana).

Supervisors Note: If you do not approve staff time requests they **will not transfer for payment** causing the employee to be short paid.

To view Pending Absence Requests, go to –

My Team - Quick Actions – Show More - Absence Section – Existing Absences

Click on each employee – View status of the list of requests

Sick Leave	10/23/2025 - 10/23/2025 1.5 Hours	Awaiting approval	
Annual Leave	10/15/2025 - 10/15/2025 3.5 Hours	Completed	
Sick Leave	10/15/2025 - 10/15/2025 4 Hours	Completed	
Sick Leave	10/1/2025 - 10/1/2025 1.5 Hours	Completed	
Sick Leave	9/30/2025 - 9/30/2025 1.5 Hours	Completed	

Absence Requests

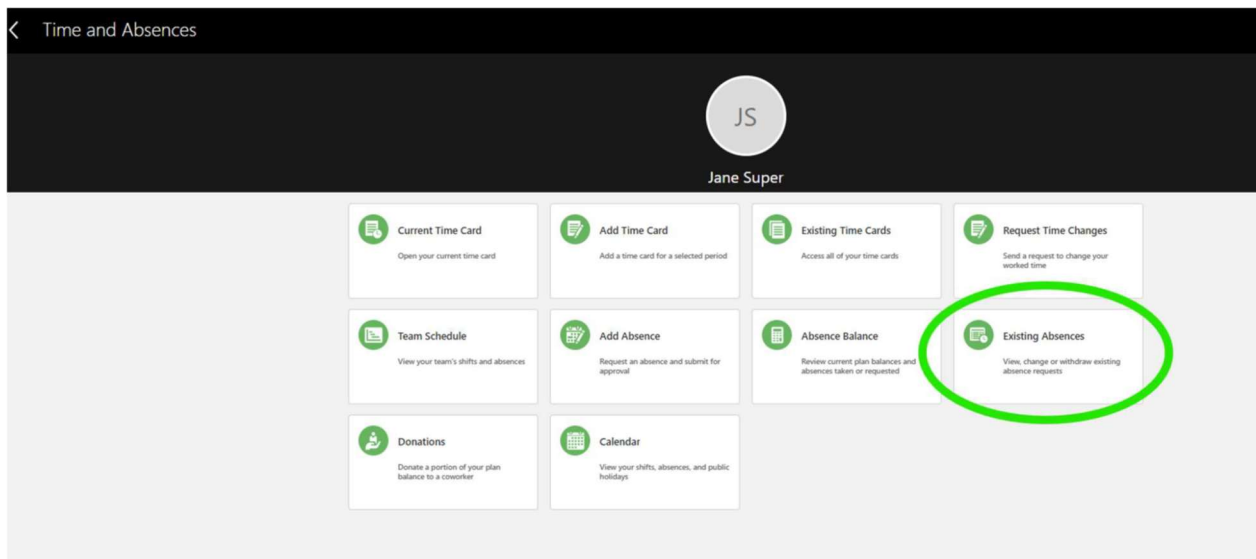


If you have a request that needs to be approved go to your Bell or Things to Finish at the bottom of your My Team dashboard. Find the request and approve. **Absence request MUST be in an Approved status** to transfer for payment. If they are not approved the employee may be short paid.

Employee Note:

Before you submit your timecard for the pay period, make sure to review the status of any Absence request you have entered to make sure it is in Approved status.

You can do this by going into Existing Absences.



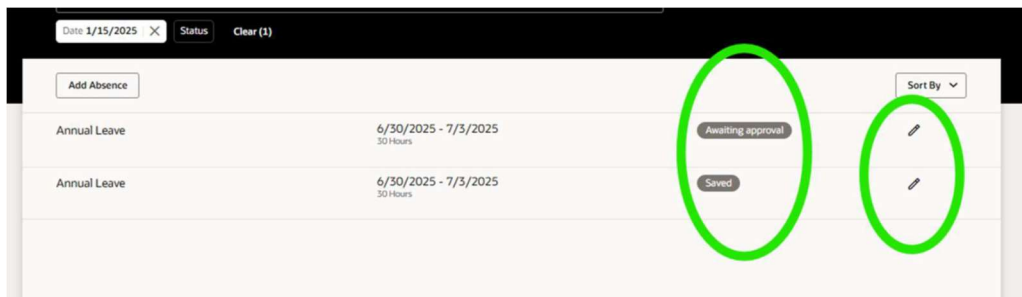
Absence Requests

Your requests **MUST** be in an **Approved status** or it will **NOT** transfer for payment.

Please make sure all requests have been **Submitted** so it will transfer to your Supervisor for Approval.

If your Supervisor has not Approved your request contact your Supervisor to discuss.

If changes need to be made to a request you can select the pencil to edit the request.



Viewing Absences on the Timecard

The Absence will show in a light gray writing font on the timecard as soon as the request has been entered. This does NOT mean it has been added to your timecard. It will not be added to your timecard until it is Approved. Once the absence has been approved it will show in the black font like the rest of the timecard.