

Good morning, Nonexempt Staff!

Me Procurement Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info
- Change Photo
- Employment Info
- Document Delivery Preferences

APPS

Directory	Onboarding	Checklist Tasks	Pay	Time and Absences
Career and Performance	Personal Information	Learning	Benefits	Current Jobs
Web Clock	Roles and Delegations	Expenses	Campus Address	DPU Alert



Show More

Timecard - Employee Add Absence

Bluesky Help

1/6 Click 'Me'

Training, Nonexempt Staff!

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2/6 x
Click 'Time and Absences'

Bluesky Help

Show More

Time and Absences



Nonexem

3/6 Click 'Add Absence'

- Current Time Card**
Open your current time card.
- Existing Time Cards**
Access all of your time cards.
- Add Absence**
Request an absence and submit for approval
- Absence Balance**
Review current plan balances and absences taken or requested
- Existing Absences**
View, change or withdraw existing absence requests
- Calendar**
View your shifts, absences, and public holidays.
- Team Schedule**
View your team's shifts and absences.

NS Add Absence
Nonexempt Staff

Save and Close Submit Cancel

4/6 x
Select the type of absence you would like to add.

*Type

Legislative Information

Additional Information

Add Absence

Nonexempt Staff

Save and Close Submit Cancel



*Type Sick

When

5/6 Select **Start Date** and **Hours**.
End Date should auto-populate.

Edit Entries

*Start Date and Duration
 10/13/2020 7 Hours

*End Date and Duration
 10/13/2020

Absence Duration
7 Hours

Details

Reason
Select a value

Comments and Attachments

Comments

Bluesky Help

NS Add Absence
Nonexempt Staff

Save and Close Submit Cancel

*Type Sick

When

Edit Entries

*Start Date and Duration
10/13/2020 1 Hours

Absence Duration
1 Hours

*End Date and Duration
10/13/2020

Details

Reason
Select a value

Comments and Attachments

Comments

6/6

Once you have finished, click 'Submit'.

Alternatively you can Cancel to discard changes.

Note: Save and Close will retain this information, but will NOT submit it to your manager for approval.

Bluesky Help

*Type Sick

When

*Start Date and Duration
10/13/2020 1 Hours

*End Date and Duration
10/13/2020

Edit Entries

Details

Reason
Select a value

Comments and Attachments

Comments

Congratulations! You have successfully added an absence.

You must now await approval from your manager. They will receive a bell notification asking for approval. You will also receive a bell notification once it has been approved.

To view this walkthrough again, search 'Add Absence' from BlueSky Help.