

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

Timecard - Employee Add  
Absence Voluntary Unpaid Time Off

BlueSky Help

Show More

17 Click 'Me'

# Learning, Nonexempt Staff!

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Click 'Time and Absences'

Show More

# Time and Absences



Nonexempt

37 x  
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.



# Add Absence

Nonexempt Staff

Save and Close Submit Cancel

417  
Select Voluntary Unpaid Time Off from this menu.

\*Type

Legislative Information

Additional Information

NS Add Absence  
Nonexempt Staff

Save and Close Submit Cancel

\*Type Sick

When Edit Entries

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

*Start Date and Duration	Absence Duration
10/13/2020 <input type="text"/> 7 Hours	7 Hours
*End Date and Duration	
10/13/2020 <input type="text"/>	

Details

Reason  
Select a value

Comments and Attachments

Comments



Absence type Balance Hours

### When Edit Entries

\*Start Date and Duration  
11/3/2020 7 Hours

Absence Duration  
7 Hours

\*End Date and Duration  
11/3/2020

Projected Balance Calculate

### Details

### Comments and Attachments

Comments

[Empty text area for comments]

Attachments

Drag files here or click to add attachment

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To submit this absence, you must attach a Voluntary Unpaid Time-Off Request Form.

[Click Here](#) to download this form. Then sign and upload in the field below.

Click 'Next' when complete.



# Add Absence

Nonexempt Staff

\*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

717

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.



\*Type Sick

### When

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

\*End Date and Duration  
10/13/2020

### Details

Reason  
Select a value

### Comments and Attachments

Comments

Congratulations! You have successfully added a request for voluntary unpaid time off.

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.

Edit Entries