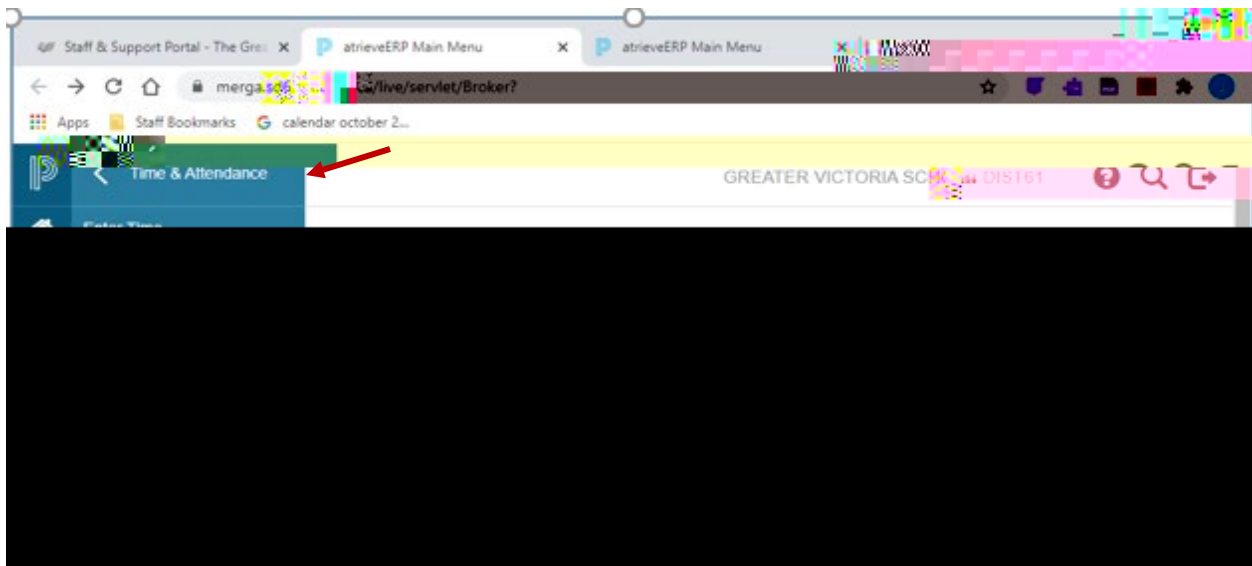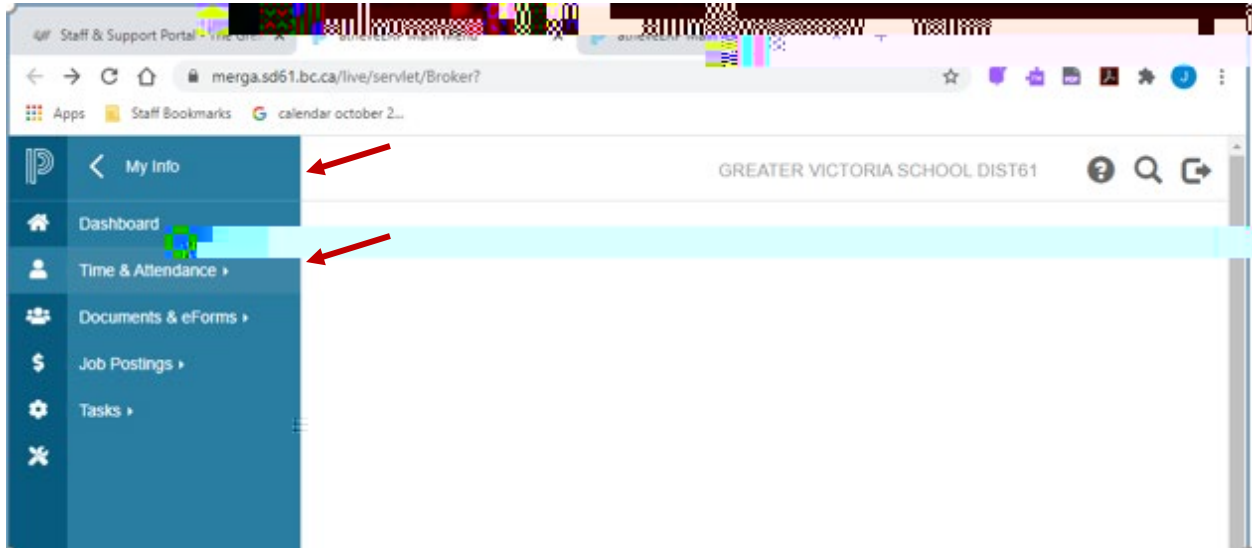# Logging an Absence through the WEB

FOR CUPE 382

The following short-term absences are required to be logged through the WEB by the employee.
An absence can now be logged up to seven (7) days in the past. B
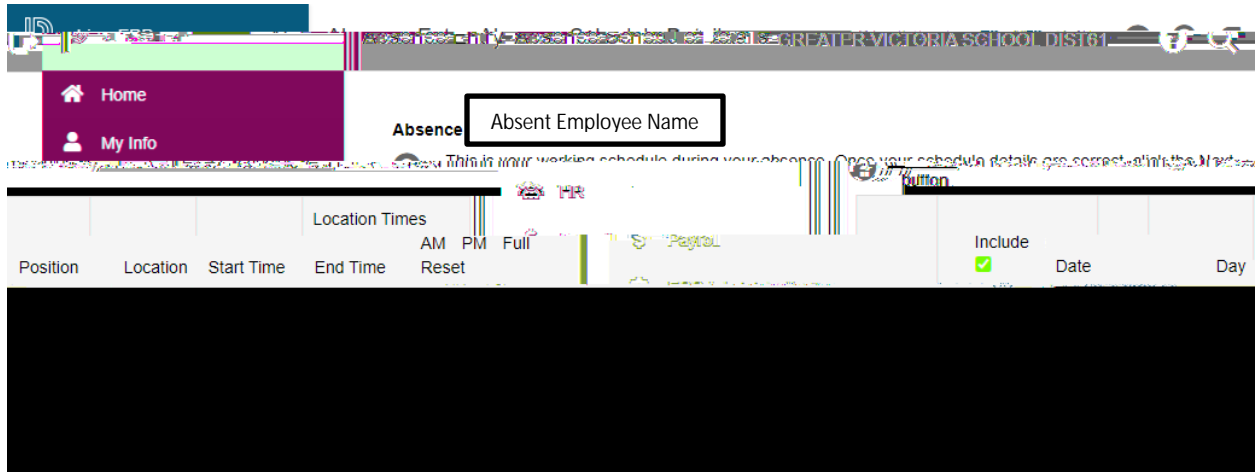
How to Log an Absence

Absence Information

1. Log into e-Services and under "**My Info**" find the heading called "**Time & Attendance**" and select "**Enter Absence**" from the list.

ABSENCE I

ABSENCE SCHEDULE DETAILS

6. Your assignment(s) will appear. If you are going to be away for the full day click "**Next**" and then **skip to page 6** for the next step.
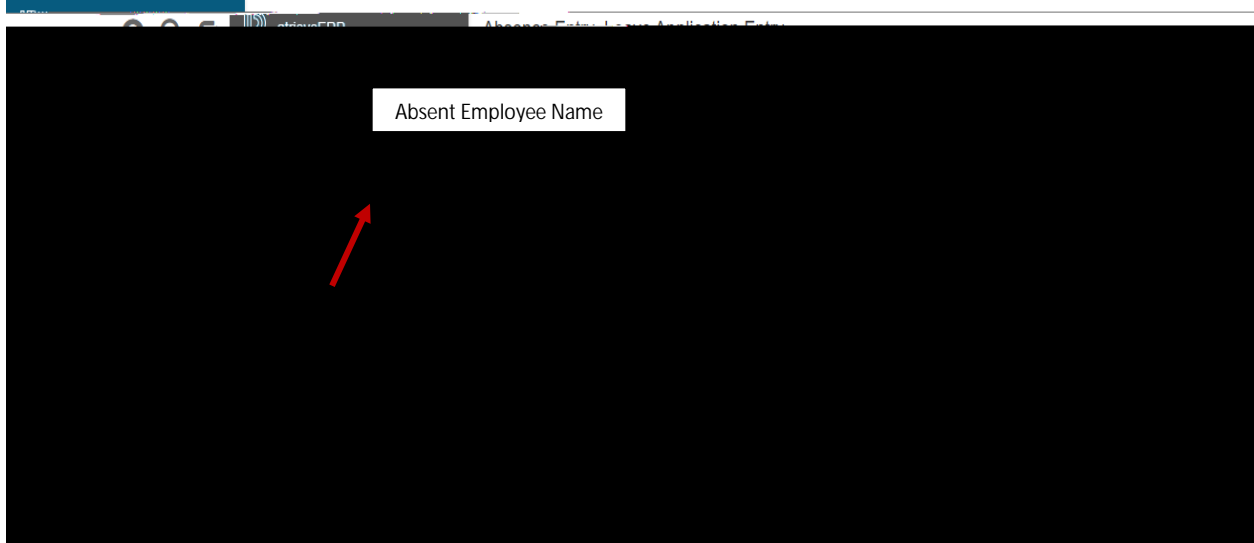
If you are going to be away for a **partial shift** go to the next page.
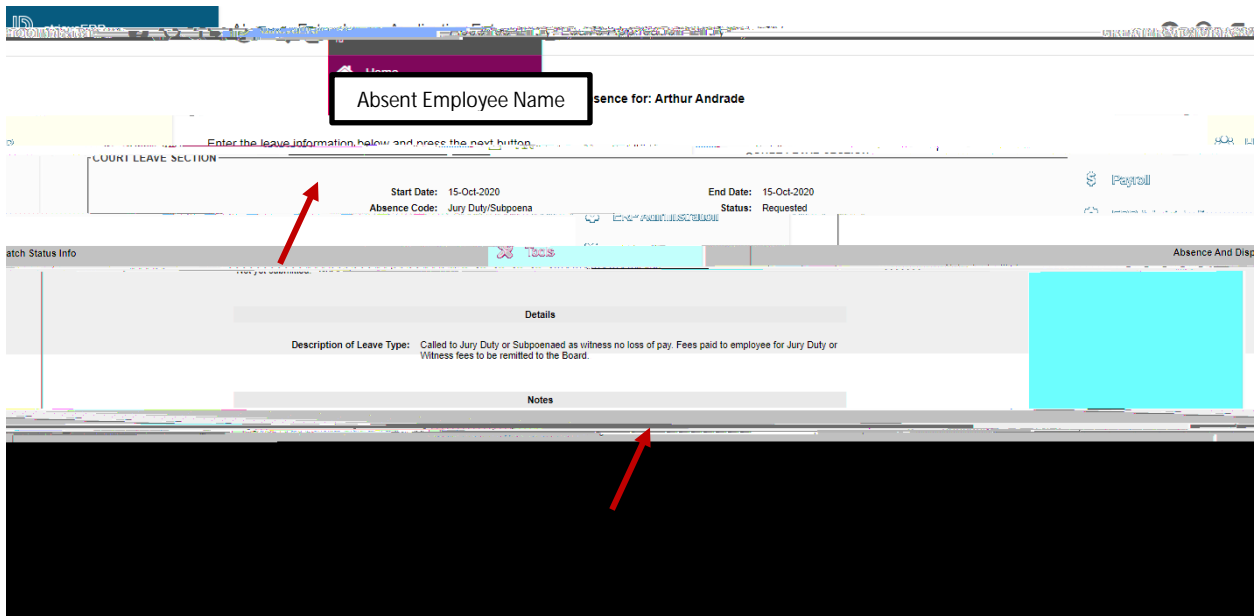
ABSENCE SCHEDULE DETAILS

7.

ABSENCE SCHEDULE DETAILS

12.   Depending on the "Type" of leave you are taking, the details from the Collective Agreement will be shown. Additional information may be requested for some of the leaves. (i.e.: Jury Duty requires that you submit Subpoena documentation). Click on "Email Supporting Documentation" to submit your form.

Absent Employee Name

Or another leave type such as:

Absent Employee Name

...sence for: Arthur Andrade

Enter the leave information below and press the next button.

COURT LEAVE SECTION

| Start Date: | 15-Oct-2020 | End Date: | 15-Oct-2020 |
| Absence Code: | Jury Duty/Subpoena | Status: | Requested |

Details

Description of Leave Type: Called to Jury Duty or Subpoenaed as witness no loss of pay. Fees paid to employee for Jury Duty or Witness fees to be remitted to the Board.
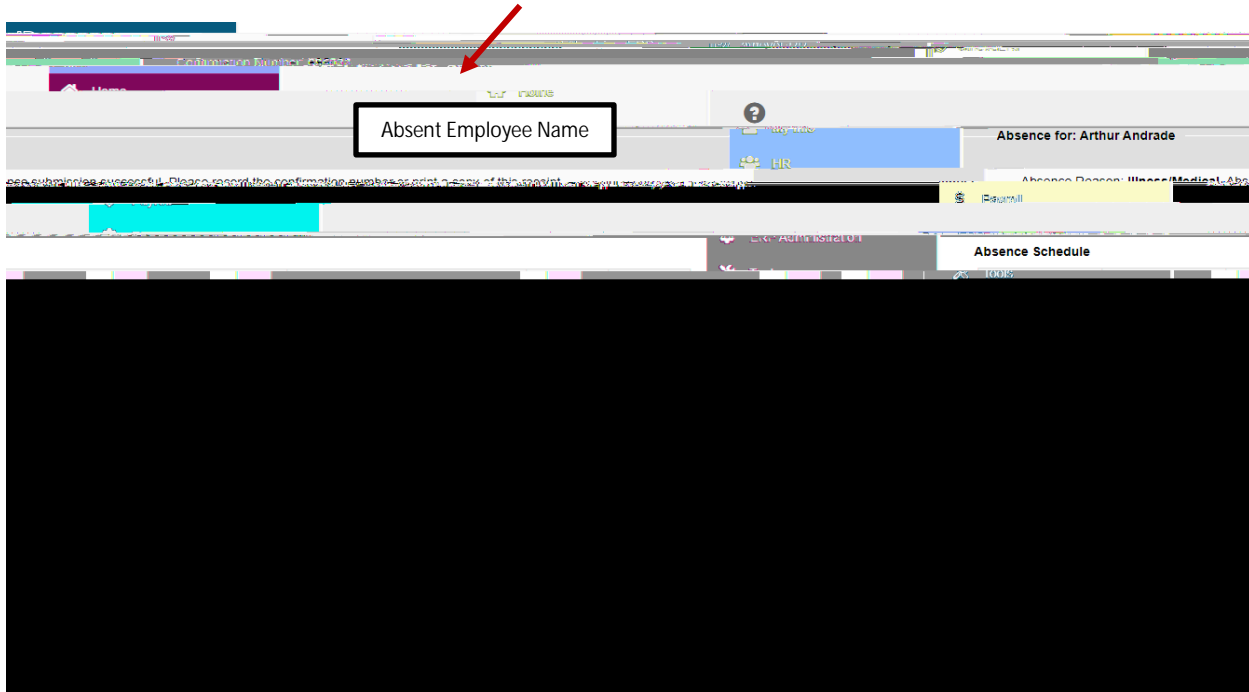
Notes

13.   Click "**Next**" to complete

ABSENCE SCHEDULE DETAILS

14.

ABSENCE SCHEDULE DETAILS

15. You will receive a **Confirmation Number** that your request has been received. If you DO NOT receive this message then the dispatch has not been successful.

16. Your absence has now been sent to your Manager for approval. Once approved electronically it will be sent to HR for **final approval** and you will receive an email regarding your request, dependent on your leave type. (Please note: some leave types are automatically approved).