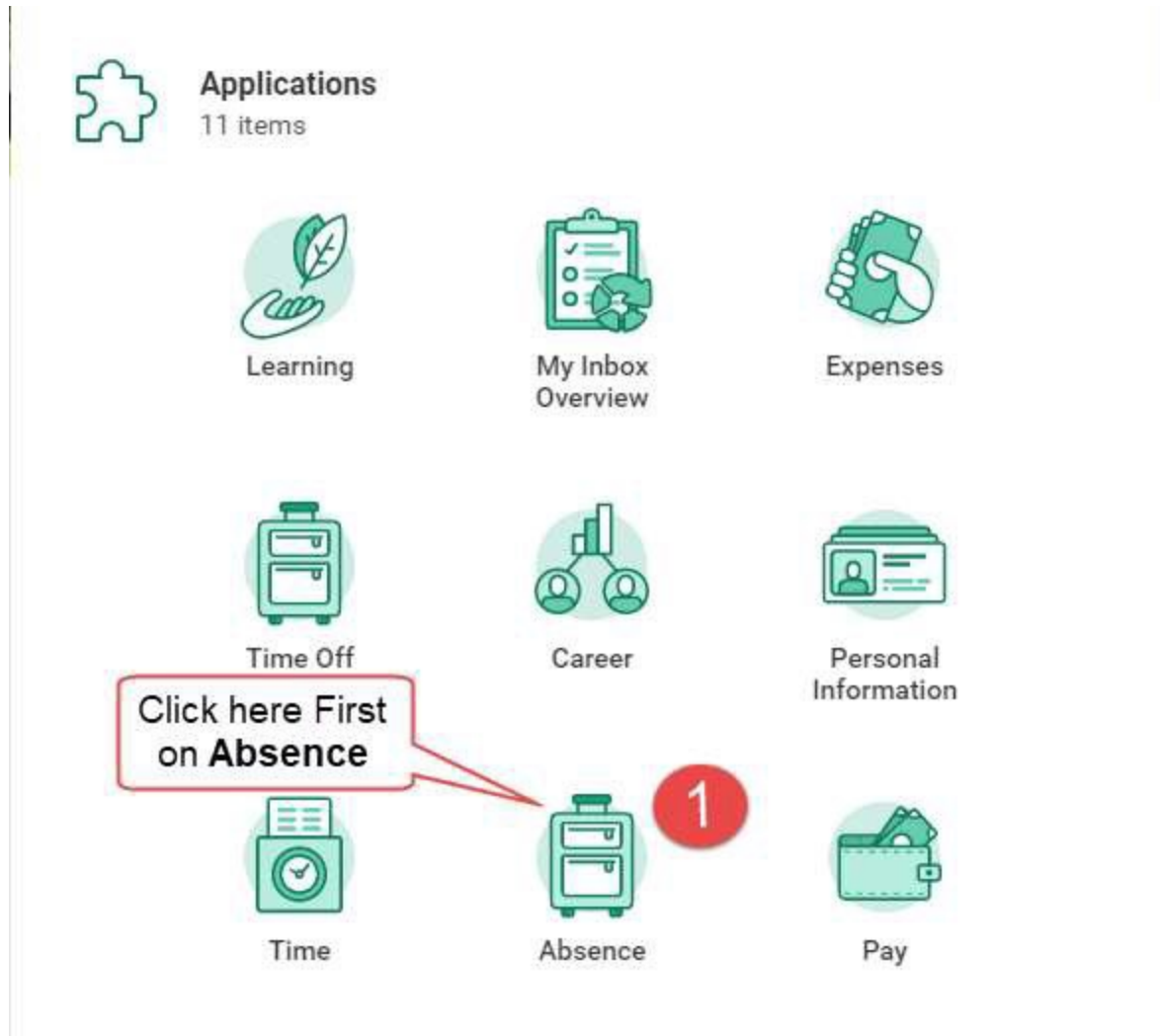


# Instructions on How to Add **Time Off** for **Hurricane Ian**



**Request**

- Request Absence
- Correct My Absence
- Request Return from Leave of Absence

**View**

- My Absence
- Absence Balance

Next, you'll want to click on "Request Absence"

## Balances

Balance as of 09/04/2019

Per Plan

Sick  
(Sick)

Unpaid > Unpaid Leave of Absence  
120 Days

Vacation  
(Vacation)

Total  
120 Days

Today < > September 2019

Sunday	Monday	Tuesday	Wednesday
1	2 Labor Day	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	1	2

Select Sept. 26<sup>th</sup> (and any additional days) and then Click on "# Day(s) - Request Absence"

4  
1 Day - Request Absence

5

Select

When

Type \*

- Bereavement
- Jury Duty
- Military Service
- Sick
- University Closure
- Unpaid Leave of Absence
- Unpaid Time Off
- Vacation

search

× University Closure

6

Next


Cancel

Now you need to select **University Closure** from the drop-down selection. Then select **Next**

Total 8 hours - University Closure

Request 1 item

	*From	*To	*Type	Quantity per Day	Total	
	09/03/2019	09/03/2019	University Closure	8 hours	8 hours	<b>7</b> Edit Quantity per Day

 enter your comment

**Comment is Optional** **8**

Attachments

Drop files here

or

Select files

**9** Submit Cancel

Edit Quantity per Day, only if you were scheduled a different amount of Hours other than 8. So, for example, if you were scheduled for 10 hours, you would click Edit Quantity per Day and change your hours to reflect your scheduled hours. Or if you are a part-time staff employee and were scheduled to work, then you would enter in your scheduled part-time hours.

Once your hours are set above and added the optional comment, you can click on **Submit** and you're done. Note: If you had previously scheduled paid **Time Off** during the university closure plan, you will need remove it and change the leave type to "**University Closure**".