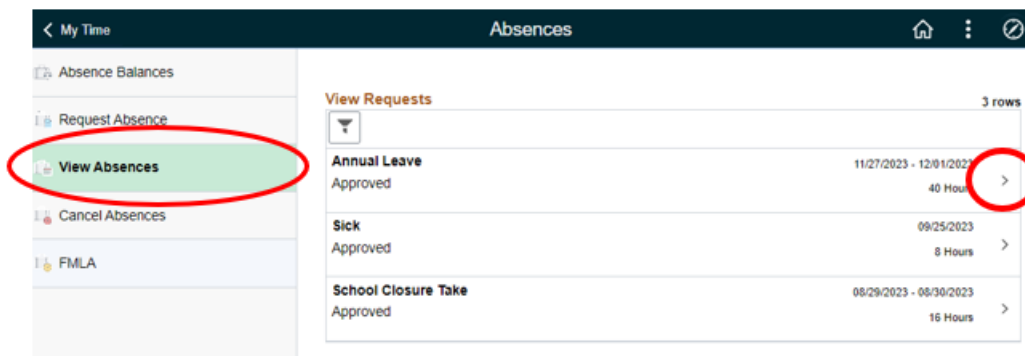
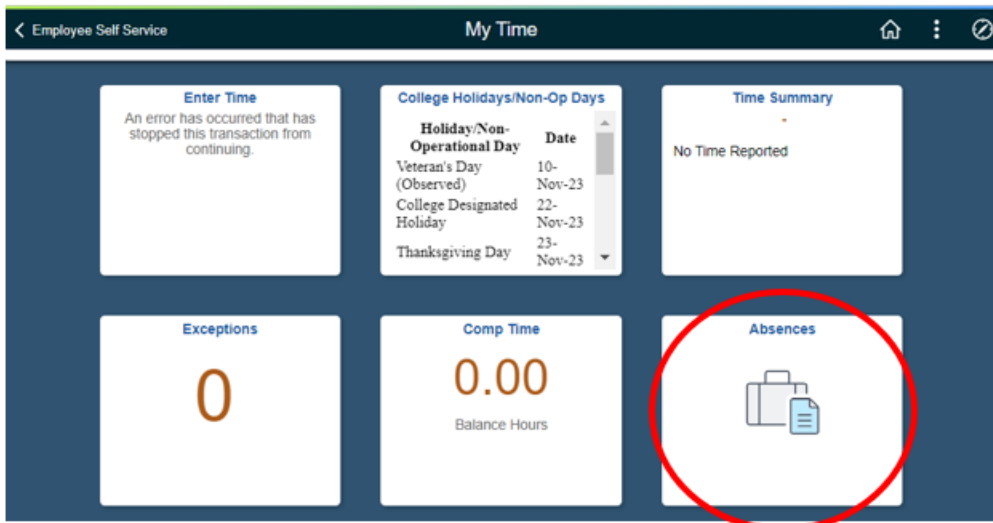
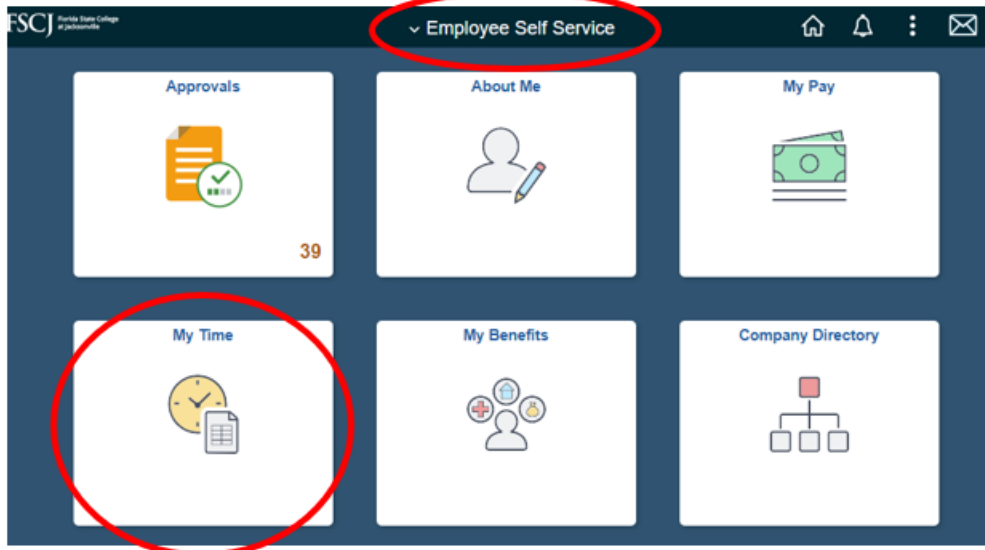


Editing an Absence Management Event

Below are the directions and screen shots from the Employee point of view:

To edit the absence, navigate to Employee Self Service > My Time > Absences > View Absences (screenshots are below). Click on the (>) symbol on the right side of the date in question. Make any adjustments and/or enter comments to the request and re-submit it to your supervisor for approval.



Editing an Absence Management Event

The screenshot shows the 'Request Absence' form in a mobile application. The form includes the following fields: 'Absence Type' (Annual), '*Absence Name' (Annual Leave), '*Reason' (Vacation), '*Start Date' (12/04/2023), 'End Date' (12/08/2023), and 'Duration' (40.00 Hours). A 'Partial Days' dropdown menu is set to '1 - None'. A 'Comments' field contains the text: 'Changed week of vacation from 11/27/2023 to 12/1/2023. Will be out on 12/4/2023 to 12/8/2023.' A 'Submit' button is circled in red. A disclaimer is visible at the bottom of the form.

As a reminder, for partial hours, you will need to change the input in the drop-down box (an example in the screen shot below) in order to input the number of hours of leave you are requesting.

The screenshot shows the 'Request Absence' form with the 'Partial Days' dropdown menu circled in red. The form fields are: 'Absence Type' (Annual), '*Absence Name' (Annual Leave), '*Reason' (Vacation), '*Start Date' (12/11/2023), 'End Date' (12/11/2023), and 'Duration' (8.00 Hours). A modal dialog titled 'Partial Days (See Instructions Above for Using Partial Days)' is open, showing a dropdown menu set to '2 - Start Day Only', 'Start Date' (12/04/2023), and 'Duration' (4 Hours). The 'Done' button in the modal is circled in red.

Please contact Benefits@fscj.edu if you have any further questions.