



Managing Absence Requests

This Job Aid provides Agency Timekeepers with the information needed to manage Absence Requests on behalf of employees.

The scenarios in this Job Aid only apply to Agencies using Cardinal Absence Management.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Time & Attendance Job Aid

TA371 Managing Absence Requests

Revision History

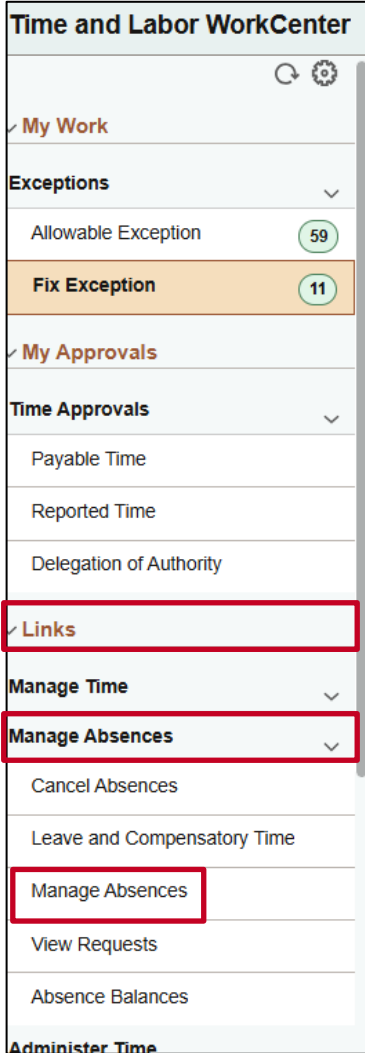
Revision Date	Summary of Changes
9/1/2026	Baseline.

Creating a New Absence Request (No Partial Days)

In this scenario, a new Absence Request will be created on behalf of an employee. For this scenario, two full days of vacation will be taken by the employee.

Note: This section of the Job Aid is not for use by employees with a Variable Work Schedule. If entering an Absence Request for an employee with a Variable Work Schedule, refer to the [Creating a New Absence Request \(With Partial Days\)](#) section of this Job Aid. The process for entering an Absence Request on behalf of an employee is the same regardless of whether the employee is a Positive Time Reporter or an Exception Time Reporter.

Step	Action
1.	Navigate to the Manage Absences page by clicking the TA WorkCenter tile. Note: WorkCenters Sections, Folders and Pages vary based on User's Security roles. 
	For information about WorkCenters, refer to the Job Aid titled Overview of the Cardinal HCM WorkCenters. This Job Aid is located on the Cardinal website in Job Aids under Learning.

Step	Action
2.	Use the following navigation path: TA WorkCenter > Links > Manage Absences > Manage Absences  The screenshot shows the 'Time and Labor WorkCenter' navigation menu. The 'Links' section is highlighted with a red box. Within 'Links', 'Manage Absences' is highlighted with a red box. Under 'Manage Absences', 'Manage Absences' is highlighted with a red box.



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Step	Action
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The **Find Team Member** page displays.

Time and Labor WorkCenter

> Find Team Member

Team Members 300 rows

00273128900 - 0	Apple Pie	Status	Active	Department	DEPT OF LABOR AND INDUSTRY - 18100	Location	NORFOLK REGIONAL OFFICE
Job Title	Compliance Manager II						
Full/Part	Full-Time	Type	Employee				

00858636500 - 0	CHEESE BURGER	Status	Active	Department	DEPT OF LABOR AND INDUSTRY - 18100	Location	HENRICO REGIONAL OFFICE
Job Title	Compliance/Safety Officer III						
Full/Part	Full-Time	Type	Employee				

00862671000 - 0	Cheese Pizza	Status	Active	Department	DEPT OF LABOR AND INDUSTRY - 18100	Location	HENRICO REGIONAL OFFICE
Job Title	Compliance/Safety Officer III						
Full/Part	Full-Time	Type	Employee				

00720106000 - 0	Homer Simpson	Status	Active	Department	DEPT OF LABOR AND INDUSTRY - 18100	Location	Dept of Labor and Industry
Job Title	Human Resource Analyst II						
Full/Part	Full-Time	Type	Employee				

00005884100 - 0

- Use the scroll bar to find an employee or click the **Find Team Member** expand (>) icon to search for an employee.

Find Team Member

Team Members 300 rows

00273128900 - 0	Apple Pie	Status	Active	Department	DEPT OF LABOR AND INDUSTRY - 18100	Location	NORFOLK REGIONAL OFFICE
Job Title	Compliance Manager II						
Full/Part	Full-Time	Type	Employee				

00858636500 - 0	CHEESE BURGER	Status	Active	Department	DEPT OF LABOR AND INDUSTRY - 18100	Location	HENRICO REGIONAL OFFICE
Job Title	Compliance/Safety Officer III						
Full/Part	Full-Time	Type	Employee				

00862671000 - 0	Cheese Pizza	Status	Active	Department	DEPT OF LABOR AND INDUSTRY - 18100	Location	HENRICO REGIONAL OFFICE
Job Title	Compliance/Safety Officer III						
Full/Part	Full-Time	Type	Employee				

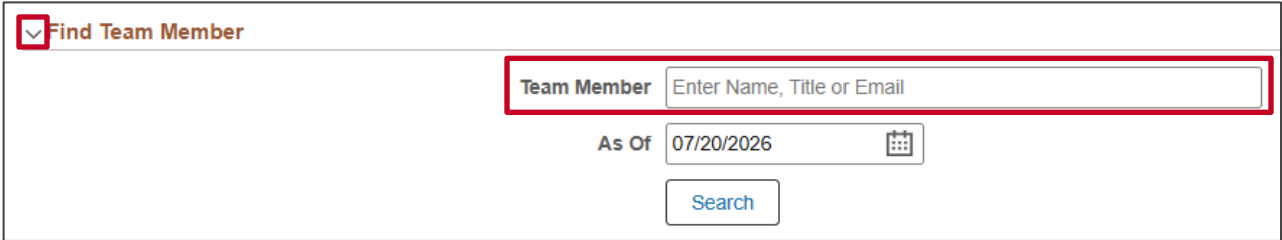
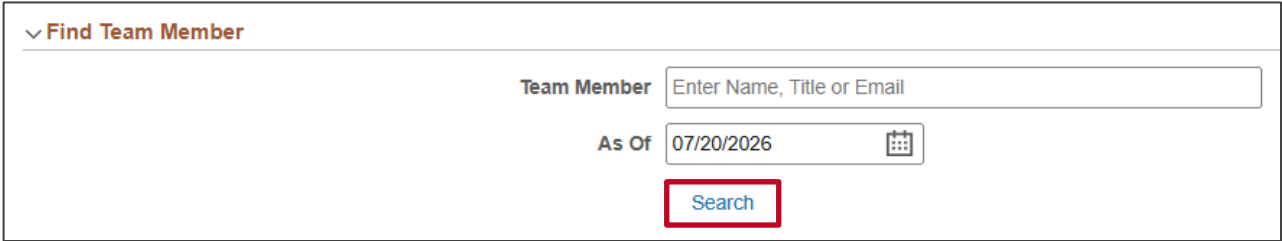
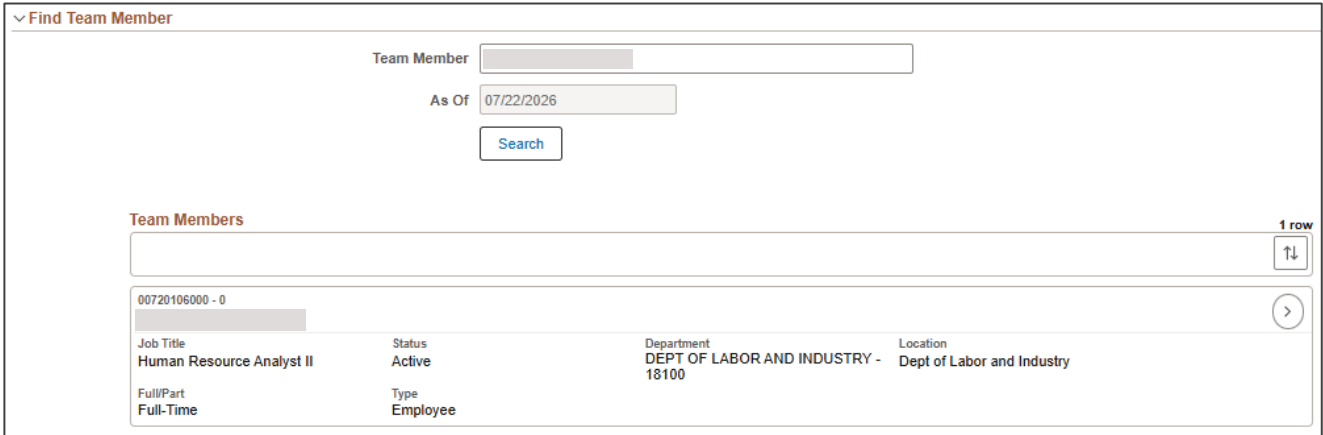
00720106000 - 0	Homer Simpson	Status	Active	Department	DEPT OF LABOR AND INDUSTRY - 18100	Location	Dept of Labor and Industry
Job Title	Human Resource Analyst II						
Full/Part	Full-Time	Type	Employee				

00005884100 - 0



Time & Attendance Job Aid

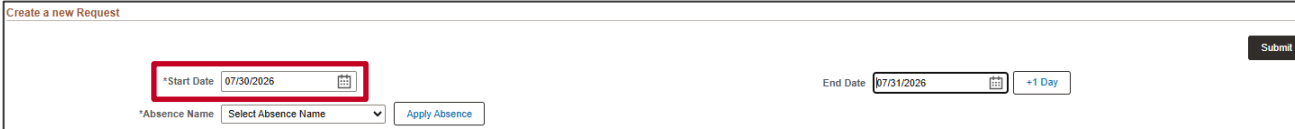
TA371 Managing Absence Requests

Step	Action
	Users need to confirm the Employee ID which is a unique identifier for each employee.
4.	Click the Find Team Member expand (>) icon to search based on Name, Title, or Email. 
5.	Enter a Name, Title, or Email and click the Search button. 
The Find Team Member search page displays. 	
6.	Click the Select button. 



Time & Attendance Job Aid

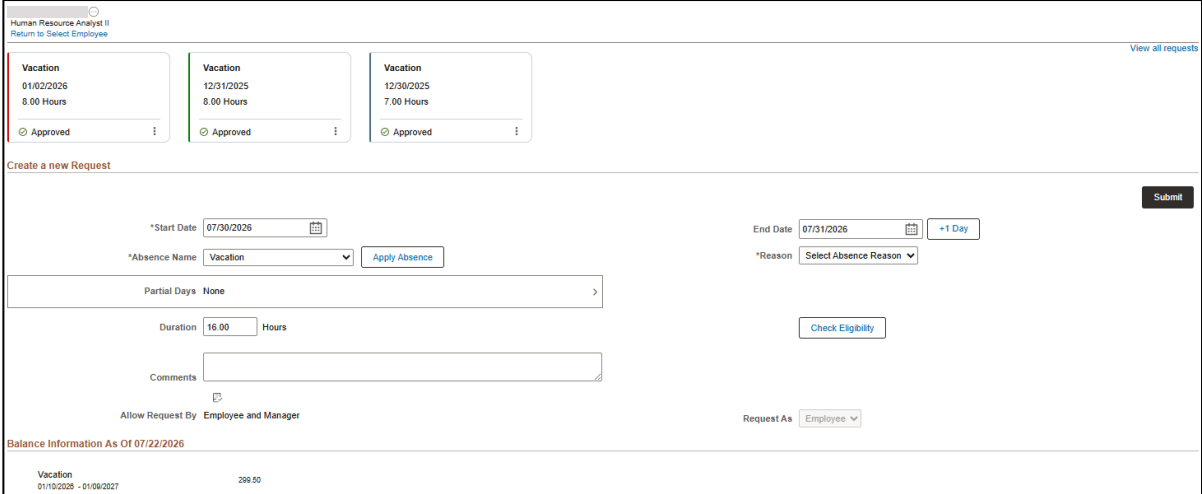
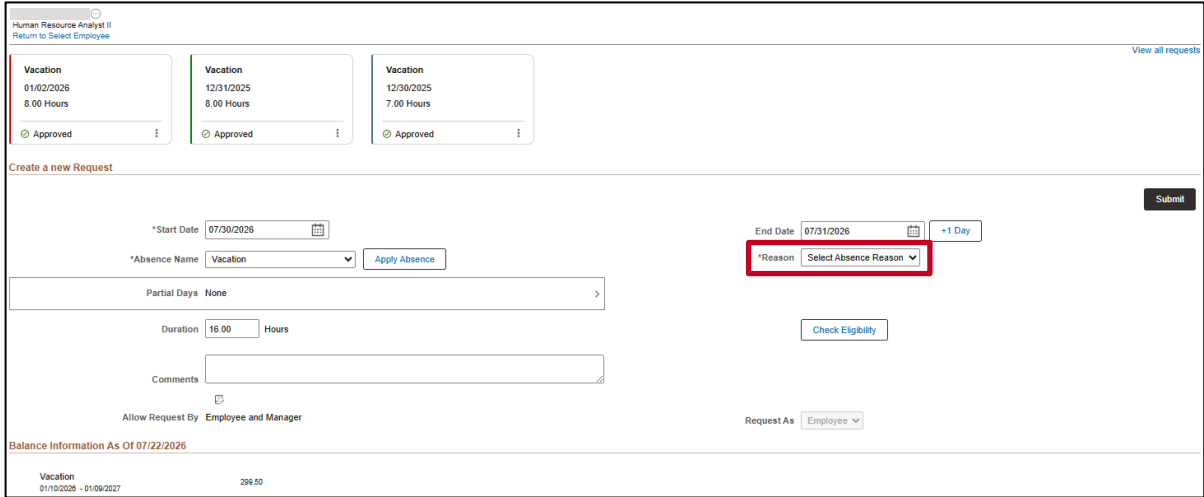
TA371 Managing Absence Requests

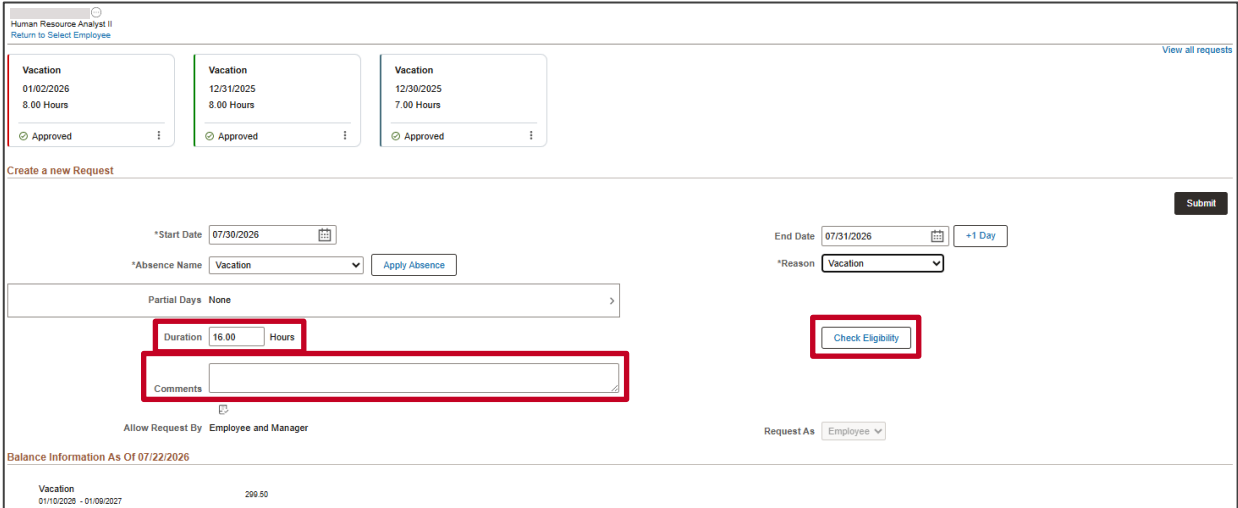
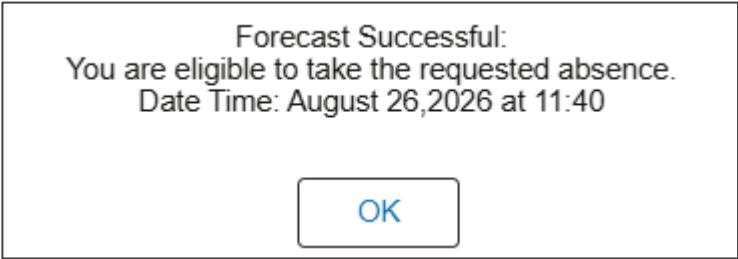
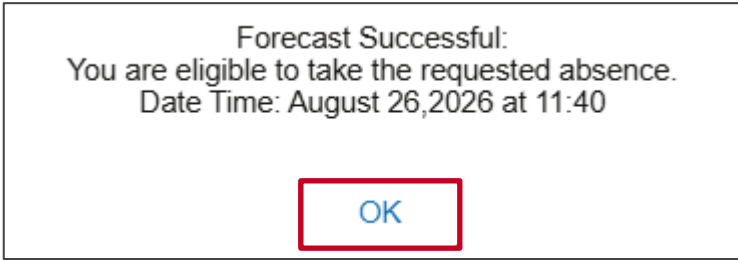
Step	Action
	The Create a new Request page displays listing any absences under the employee name/title. 
7.	The Start Date field defaults to the system date. Update the start date as needed using the Calendar icon provided to denote the actual first day of the absence. 
8.	The End Date field defaults to the system date. Update the end date as needed using the Calendar icon provided to denote the actual last day of the absence or click the +1 Day button next to the End Date field to add additional days. 
9.	Click the Absence Name dropdown button and then select the applicable absence name list item. 
	The list items available for selection vary based on the absence types that individual employees are eligible for.
10.	Click the Apply Absence button. 



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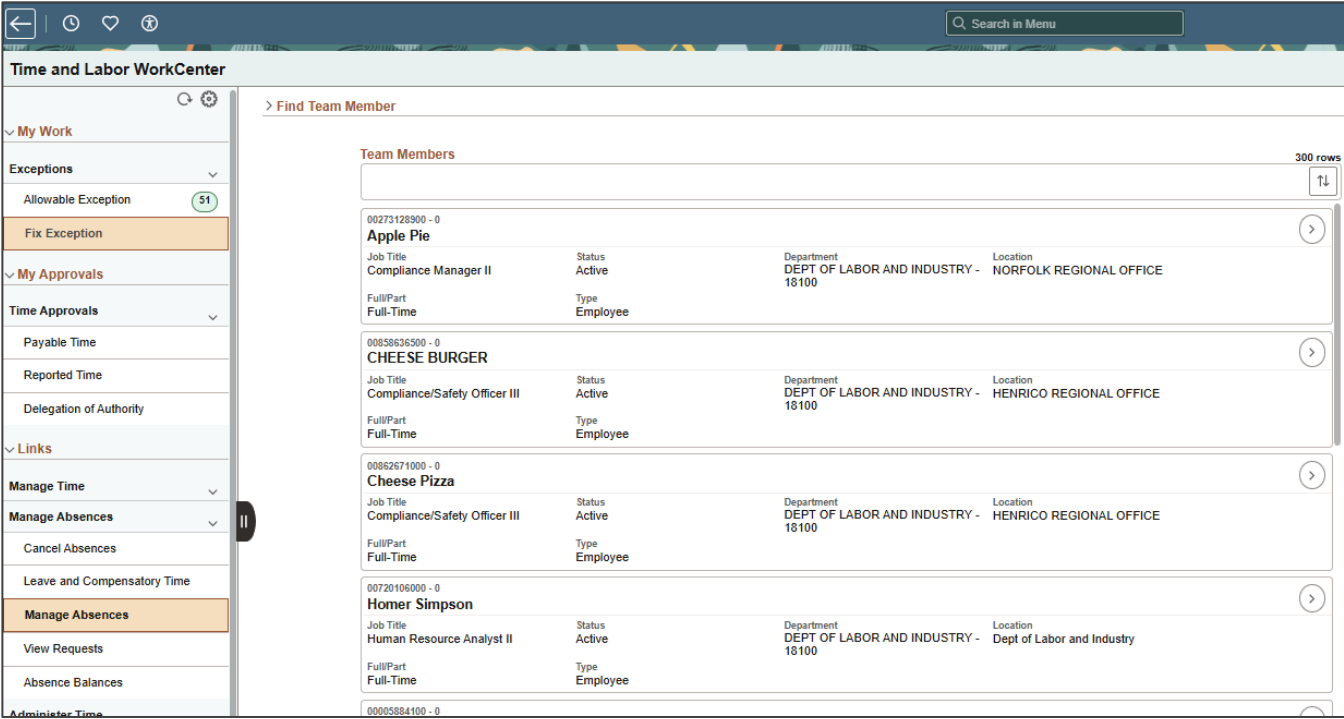
Step	Action
	The Create a new Request section displays additional fields. 
	The employee's current balance for the applicable Absence Type displays at the bottom of the page under the Balance Information As of xx/xx/xxxx section.
11.	Click the Reason dropdown button and then select the applicable absence reason list item. 

Step	Action
12.	Confirm the total number of absence hours in the Hours field to ensure accuracy, review the information and update as needed. Optionally enter comments for the Approver in the Comments field. Once complete, click the Check Eligibility button. 
A pop-up window displays confirming if the Forecast request was successful. 	
	If the forecast is unsuccessful, the employee does not have a sufficient balance for the selected absence type. Update the absence type or duration as needed until the Absence Request can be forecasted successfully.
13.	Click the OK button. 
	Most Absence Types must be forecasted successfully in order to be submitted for approval. This is true regardless of whether the Absence Request being entered is historical, current, or future dated.



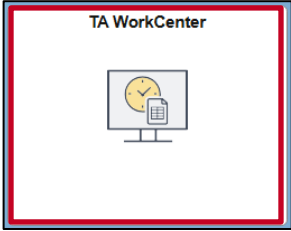
Time & Attendance Job Aid

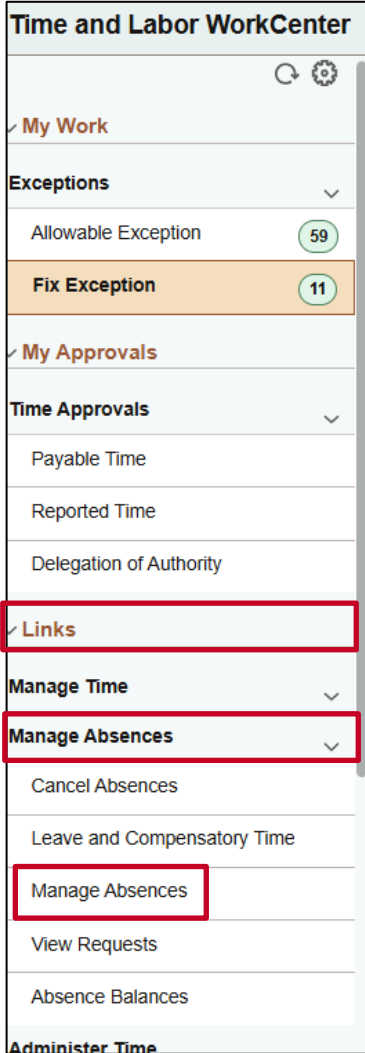
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Step	Action
14.	Click the Submit button. End Date07/31/2026+1 Day *ReasonVacation Submit
	A pop-up window displays confirming to Submit this Absence Request. Are you sure you want to Submit this Absence Request? YesNo
15.	Click the Yes button to confirm. Are you sure you want to Submit this Absence Request? YesNo
	The Find Team Member page redispays. 

Creating a New Absence Request (With Partial Days)

In this scenario, a new Absence Request will be created on behalf of an employee. For this scenario, one half-day and one full day of vacation will be taken by the employee.

Step	Action
1.	Navigate to the Manage Absences page by clicking the TA WorkCenter tile. Note: WorkCenters Sections, Folders and Pages vary based on User's Security roles. 
	For information about WorkCenters, refer to the Job Aid titled Overview of the Cardinal HCM WorkCenters. This Job Aid is located on the Cardinal website in Job Aids under Learning.

Step	Action
2.	Use the following navigation path: TA WorkCenter > Links > Manage Absences > Manage Absences  The screenshot shows the 'Time and Labor WorkCenter' navigation menu. The 'Links' menu item is highlighted with a red box. The 'Manage Absences' menu item is also highlighted with a red box. The 'Manage Absences' sub-menu is open, showing 'Manage Absences' highlighted with a red box.



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Step	Action
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The **Find Team Member** page displays.

Time and Labor WorkCenter

Find Team Member

Team Members 300 rows

00273128900 - 0	Apple Pie	Status	Active	Department	DEPT OF LABOR AND INDUSTRY - 18100	Location	NORFOLK REGIONAL OFFICE
Job Title	Compliance Manager II						
Full/Part	Full-Time	Type	Employee				

00858636500 - 0	CHEESE BURGER	Status	Active	Department	DEPT OF LABOR AND INDUSTRY - 18100	Location	HENRICO REGIONAL OFFICE
Job Title	Compliance/Safety Officer III						
Full/Part	Full-Time	Type	Employee				

00862671000 - 0	Cheese Pizza	Status	Active	Department	DEPT OF LABOR AND INDUSTRY - 18100	Location	HENRICO REGIONAL OFFICE
Job Title	Compliance/Safety Officer III						
Full/Part	Full-Time	Type	Employee				

00720106000 - 0	Homer Simpson	Status	Active	Department	DEPT OF LABOR AND INDUSTRY - 18100	Location	Dept of Labor and Industry
Job Title	Human Resource Analyst II						
Full/Part	Full-Time	Type	Employee				

00005884100 - 0

- Use the scroll bar to find an employee or click the **Find Team Member** expand (>) icon to search for an employee.

Find Team Member

Team Members 300 rows

00273128900 - 0	Apple Pie	Status	Active	Department	DEPT OF LABOR AND INDUSTRY - 18100	Location	NORFOLK REGIONAL OFFICE
Job Title	Compliance Manager II						
Full/Part	Full-Time	Type	Employee				

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Job Title	Compliance/Safety Officer III						
Full/Part	Full-Time	Type	Employee				

00862671000 - 0	Cheese Pizza	Status	Active	Department	DEPT OF LABOR AND INDUSTRY - 18100	Location	HENRICO REGIONAL OFFICE
Job Title	Compliance/Safety Officer III						
Full/Part	Full-Time	Type	Employee				

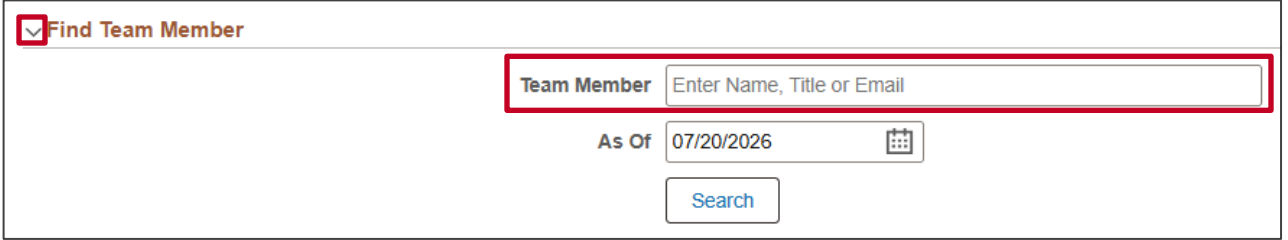
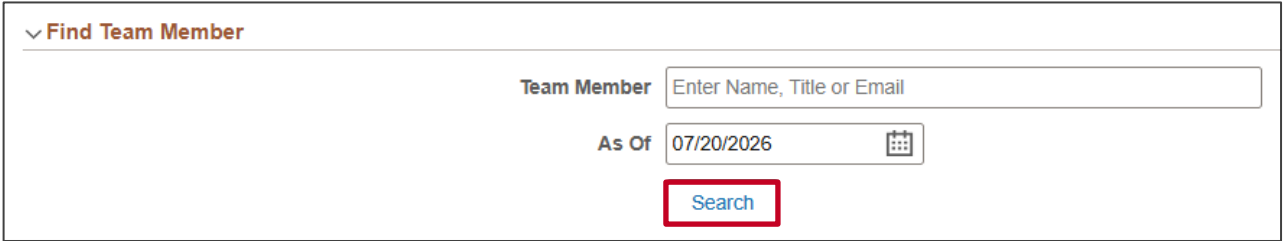
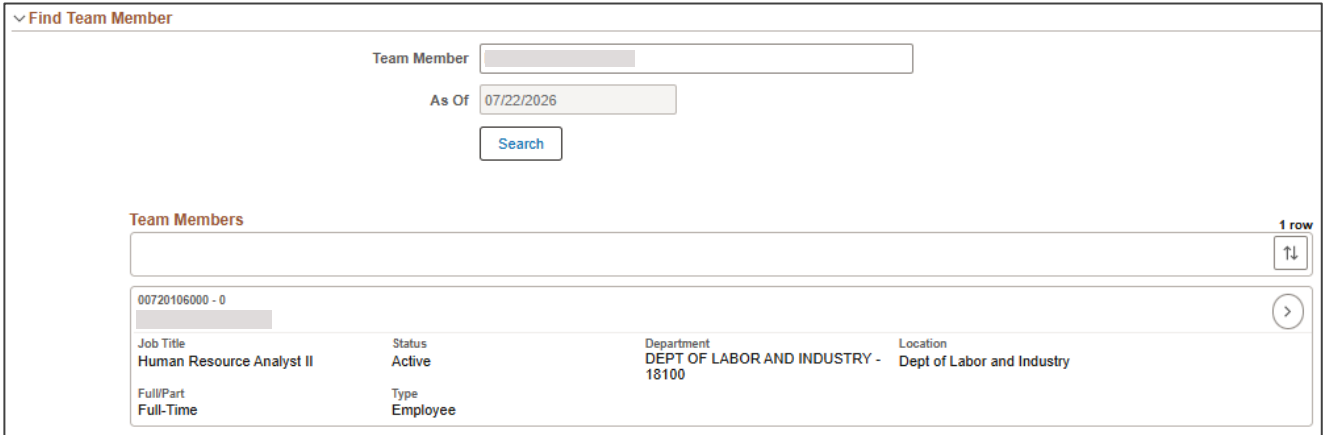
00720106000 - 0	Homer Simpson	Status	Active	Department	DEPT OF LABOR AND INDUSTRY - 18100	Location	Dept of Labor and Industry
Job Title	Human Resource Analyst II						
Full/Part	Full-Time	Type	Employee				

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Time & Attendance Job Aid

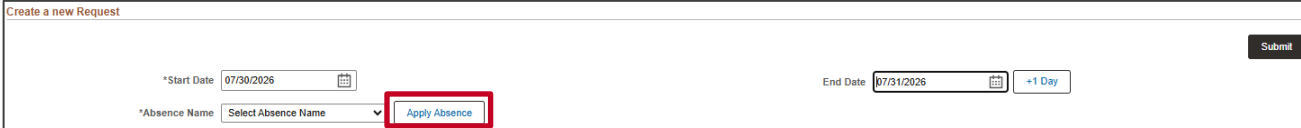
TA371 Managing Absence Requests

Step	Action
	Users need to confirm the Employee ID which is a unique identifier for each employee.
4.	Click the Find Team Member expand (>) icon to search based on Name, Title or Email. 
5.	Enter a Name, Title or Email and click the Search button. 
The Find Team Member search page displays. 	
6.	Click the Select button. 



Time & Attendance Job Aid

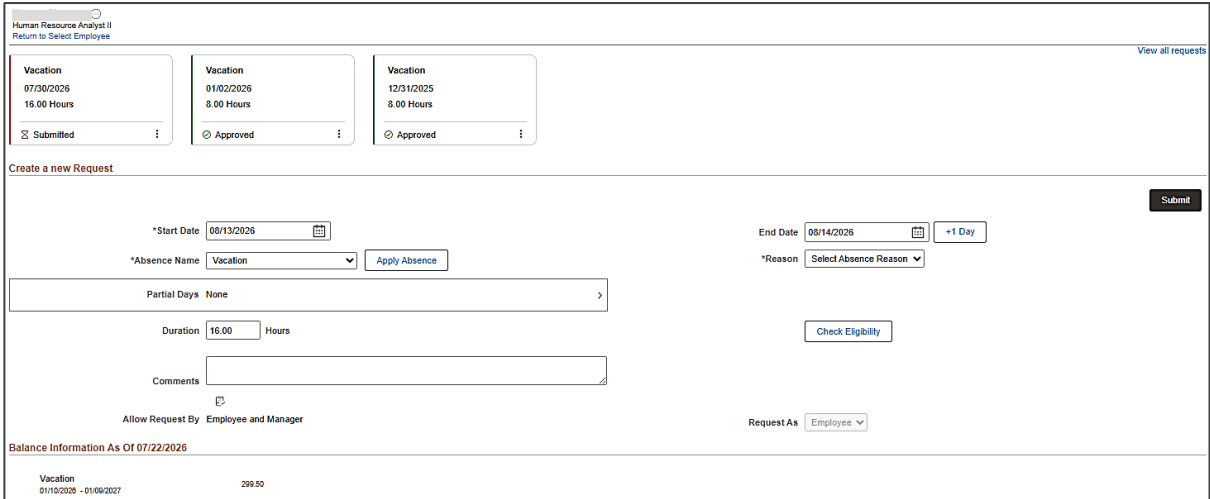
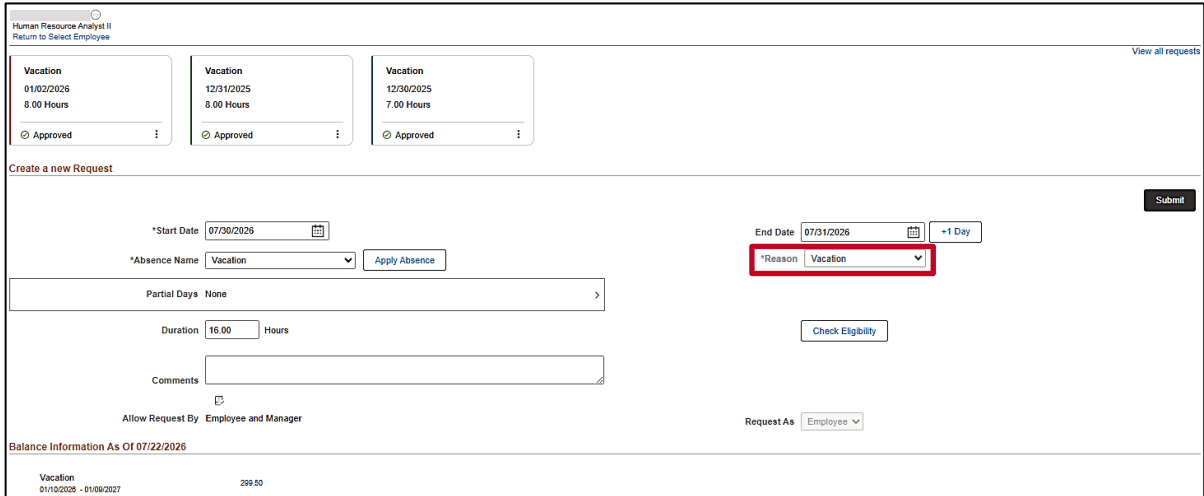
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Step	Action
	The Create a new Request page displays listing any absences under the employee name/title. 
7.	The Start Date field defaults to the system date. Update the start date as needed using the Calendar icon provided to denote the actual first day of the absence. 
8.	The End Date field defaults to the system date. Update the end date as needed using the Calendar icon provided to denote the actual last day of the absence or click the +1 Day button next to the End Date field to add additional days. 
9.	Click the Absence Name dropdown button and then select the applicable absence name list item. 
	The list items available for selection will vary based on the absence types that individual employees are eligible for.
10.	Click the Apply Absence button. 



Time & Attendance Job Aid

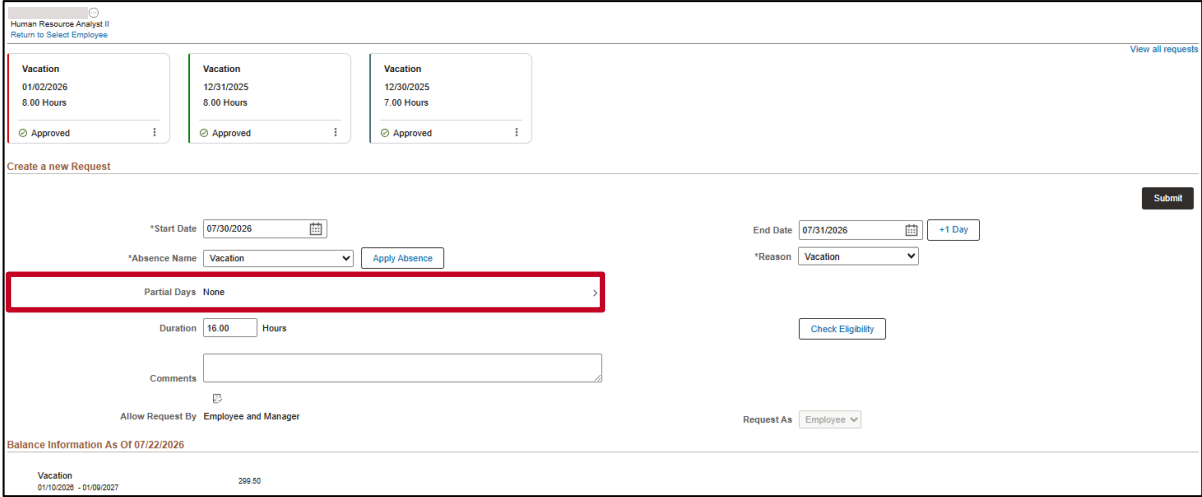
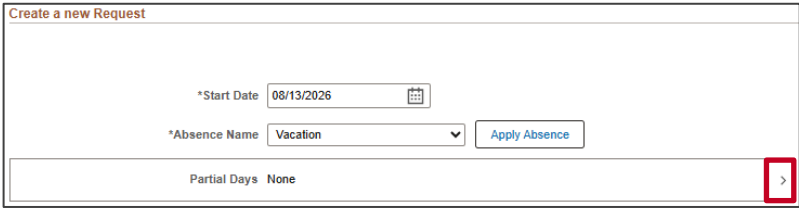
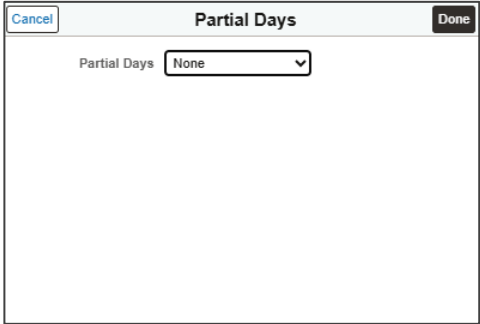
TA371 Managing Absence Requests

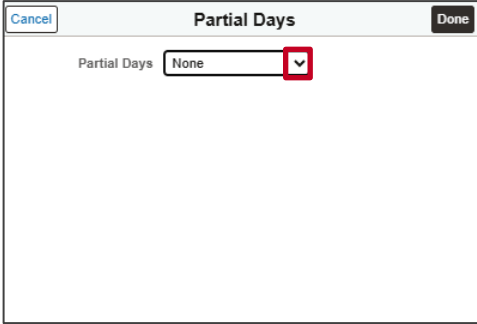
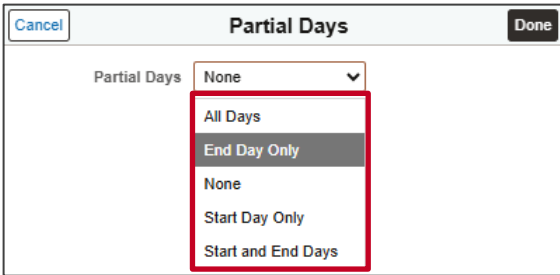
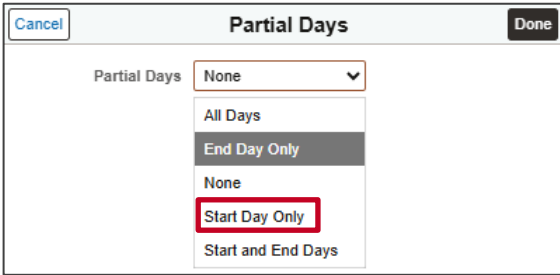
Step	Action
	The Create a new Request section displays additional fields. 
	The employee's current balance for the applicable Absence Type displays at the bottom of the page under the Balance Information As of xx/xx/xxxx section.
11.	Click the Reason dropdown button and then select the applicable absence reason list item. 



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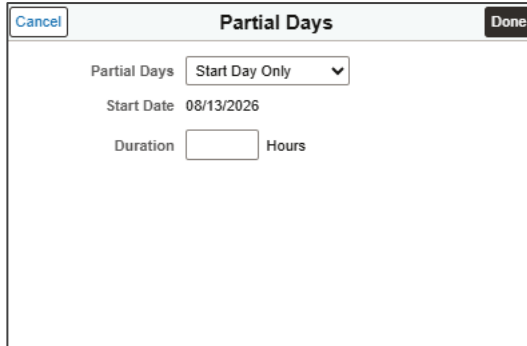
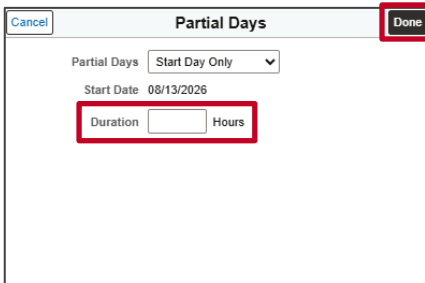
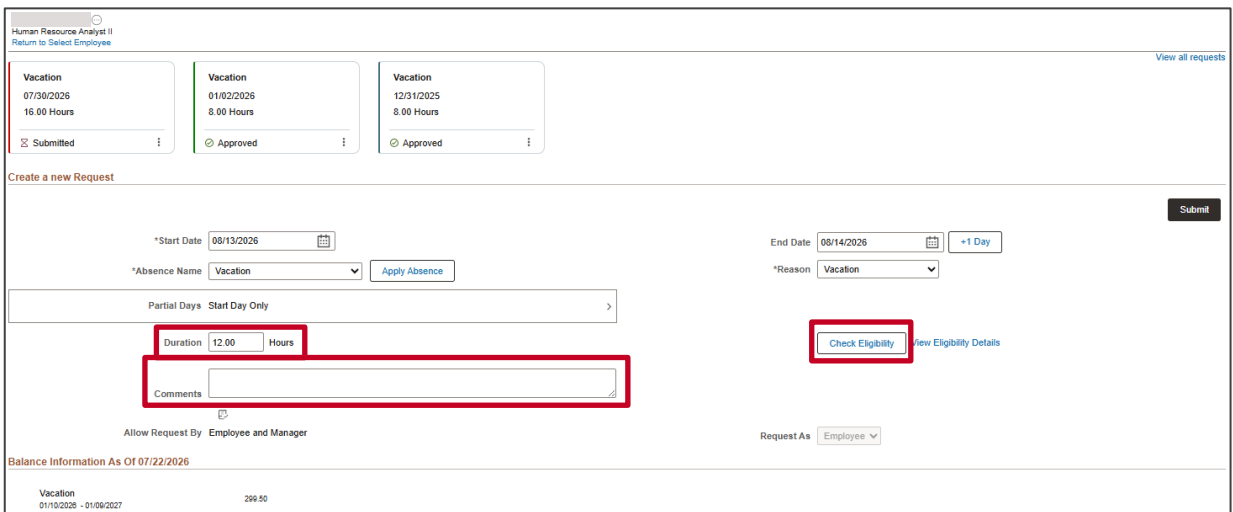
Step	Action
12.	The Partial Days field defaults to “None” and must be updated. 
	When entering Absence Requests for employees with a Variable Work Schedule, always select a Partial Days option. Remember, Variable Work Schedules calculate time at 24 hours per day so partial days and actual hours must be entered so that the absence duration will calculate correctly.
13.	Click the Partial Days arrow (>). 
The Partial Days pop-up window displays. 	

Step	Action
14.	Click the Partial Days dropdown arrow. 
15.	Click the Partial Days dropdown button and select the applicable list item based on the following: • All Days: Select this option if every day of the absence is going to be a partial day. This is the appropriate selection for employees with a Variable Work Schedule. This selection should also be used if this is just a one partial-day absence. • End Day Only: Select this option when only the last day of the absence is a partial day. • Start Day Only: Select this option when only the first day of the absence is a partial day. • Start and End Days: Select this option when both the first day and the last day of the absence will be partial days. 
16.	For this scenario, select “Start Day Only”. 



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Step	Action
	The Partial Days pop-up window displays with additional fields based on the Partial Days option selected. 
17.	Enter the applicable number of hours being taken as an absence on the partial day(s) in the corresponding Hours field and then click the Done button. For this scenario, enter four hours. 
18.	Confirm the total number of absence hours in the Hours field to ensure accuracy, review the information and update as needed. Optionally enter comments for the Approver in the Comments field. Once complete, click the Check Eligibility button. 

Step	Action
	A pop-up window displays confirming if the Forecast request was successful. Forecast Successful: You are eligible to take the requested absence. Date Time: August 26, 2026 at 11:40 OK
	If the forecast is unsuccessful, the employee does not have a sufficient balance for the selected absence type. Update the absence type or duration as needed until the Absence Request can be forecasted successfully.
19.	Click the OK button. Forecast Successful: You are eligible to take the requested absence. Date Time: August 26, 2026 at 11:40 OK
	Most Absence Types must be forecasted successfully in order to be submitted for approval. This is true regardless of whether the Absence Request being entered is historical, current, or future dated.
20.	Click the Submit button. End Date 08/14/2026  +1 Day *Reason Vacation  Submit
	A pop-up window displays confirming to Submit this Absence Request. Are you sure you want to Submit this Absence Request? Yes No



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Step	Action
21.	Click the Yes button to confirm. Are you sure you want to Submit this Absence Request? Yes No

The **Find Team Member** page redispays.

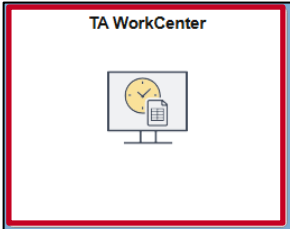
The screenshot displays the 'Time and Labor WorkCenter' interface. The main content area is titled '> Find Team Member'. Below this, there is a 'Team Members' section with a table listing employees. The table has columns for ID, Name, Job Title, Status, Department, Location, Full/Part, and Type. The listed employees are Apple Pie, Cheese Burger, Cheese Pizza, and Homer Simpson. The left sidebar contains navigation links such as 'My Work', 'My Approvals', 'Links', 'Manage Time', 'Manage Absences', 'View Requests', and 'Absence Balances'. The 'Manage Absences' link is highlighted.

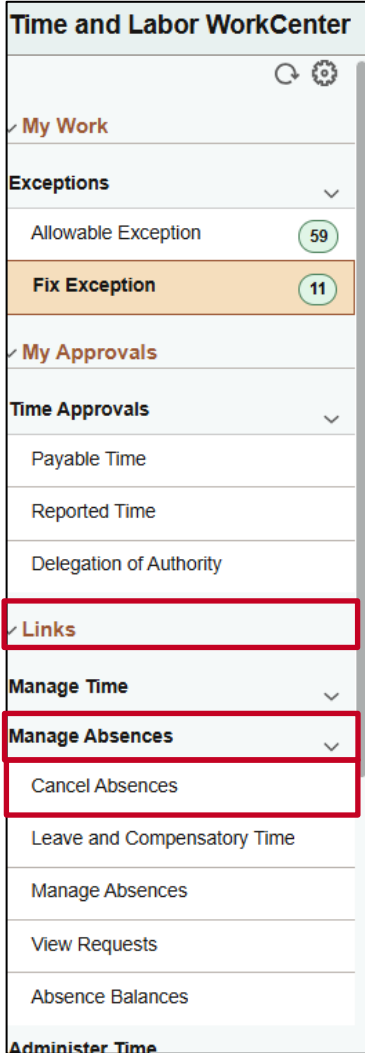
ID	Name	Job Title	Status	Department	Location	Full/Part	Type
00273128900 - 0	Apple Pie	Compliance Manager II	Active	DEPT OF LABOR AND INDUSTRY - 18100	NORFOLK REGIONAL OFFICE	Full-Time	Employee
00858636500 - 0	CHEESE BURGER	Compliance/Safety Officer III	Active	DEPT OF LABOR AND INDUSTRY - 18100	HENRICO REGIONAL OFFICE	Full-Time	Employee
00862671000 - 0	Cheese Pizza	Compliance/Safety Officer III	Active	DEPT OF LABOR AND INDUSTRY - 18100	HENRICO REGIONAL OFFICE	Full-Time	Employee
00720106000 - 0	Homer Simpson	Human Resource Analyst II	Active	DEPT OF LABOR AND INDUSTRY - 18100	Dept of Labor and Industry	Full-Time	Employee

Cancelling an Absence Request

In this scenario, an absence that was requested and submitted will be cancelled.

An Absence Request that has been submitted but not approved yet can be cancelled. If the Absence Request has already been approved the absence can be cancelled, but the status will be "Cancel in Progress", and the cancellation request will route to the supervisor for approval. Once the cancellation request has been approved, the status will update to "Cancelled".

Step	Action
1.	Navigate to the Cancel Absences page by clicking the TA WorkCenter tile. Note: WorkCenters Sections, Folders and Pages vary based on User's Security roles. 
	For information about WorkCenters, refer to the Job Aid titled Overview of the Cardinal HCM WorkCenters. This Job Aid is located on the Cardinal website in Job Aids under Learning.

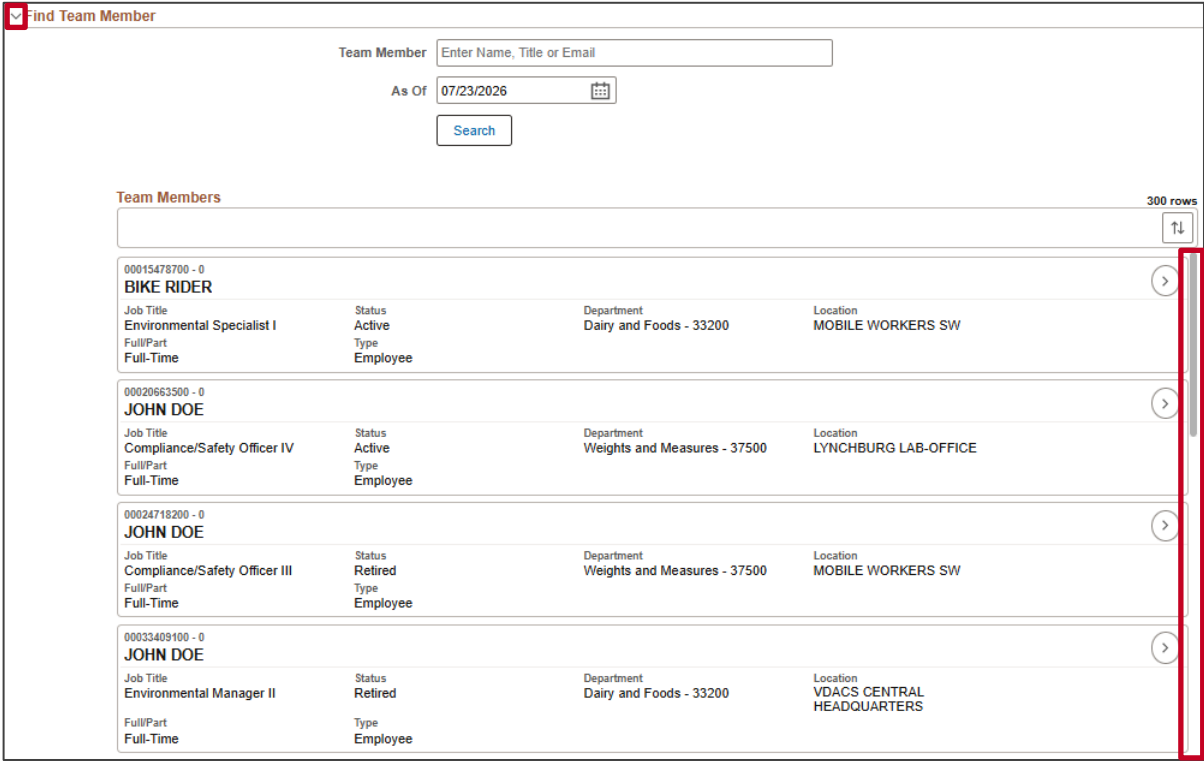
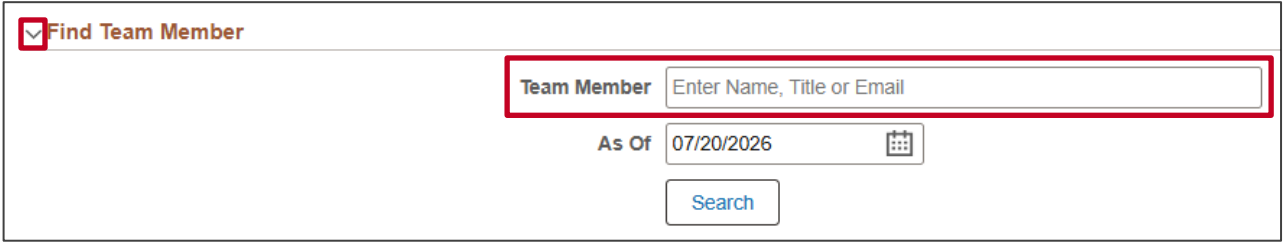
Step	Action
2.	Use the following navigation path: TA WorkCenter > Links > Manage Absences > Cancel Absences  The screenshot shows the 'Time and Labor WorkCenter' navigation menu. The 'Links' section is highlighted with a red box. Under 'Links', the 'Manage Absences' option is highlighted with a red box, and the 'Cancel Absences' option is also highlighted with a red box.



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Step	Action
	The Find Team Member page displays. Time and Labor WorkCenter My Work Exceptions Allowable Exception 1 Fix Exception My Approvals Time Approvals Payable Time 3 Reported Time 1 Absence Request Cancel Absence Delegation of Authority Links Manage Time Manage Absences Cancel Absences Leave and Compensatory Time Manage Absences View Requests Absence Balances Administer Time > Find Team Member Team Members 300 rows 00015478700 - 0 BIKE RIDER Job Title Environmental Specialist I Status Active Type Employee Department Dairy and Foods - 33200 Location MOBILE WORKERS SW 00020663500 - 0 JOHN DOE Job Title Compliance/Safety Officer IV Status Active Type Employee Department Weights and Measures - 37500 Location LYNCHBURG LAB-OFFICE 00024718200 - 0 JOHN DOE Job Title Compliance/Safety Officer III Status Retired Type Employee Department Weights and Measures - 37500 Location MOBILE WORKERS SW 00033409100 - 0 JOHN DOE Job Title Environmental Manager II Status Retired Type Employee Department Dairy and Foods - 33200 Location VDACS CENTRAL HEADQUARTERS 00038049000 - 0 JOHN DOE Job Title VetTech II/Veterinarian I Status Active Type Employee Department Veterinary Services - 33500 Location HARRISONBURG LAB-OFFICE

Step	Action
3.	Use the scroll bar to find an employee or click the Find Team Member expand (>) icon to search for an employee. 
	Users need to confirm the Employee ID which is a unique identifier for each employee.
4.	Click the Find Team Member expand (>) icon to search based on Name, Title or Email. 



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Step

Action

5.

Enter a Name, Title or Email and click the **Search** button.

Find Team Member

Team Member

Enter Name, Title or Email

As Of

07/20/2026

Search

The **Find Team Member** search page displays.

Find Team Member

Team Member

As Of

07/23/2026

Search

JOHN DOE

Team Members

1 row

Job Title

Environmental Specialist I

Full/Part

Full-Time

Status

Active

Type

Employee

Department

Dairy and Foods - 33200

Location

MOBILE WORKERS SW

6.

Click the **Select** button.

Team Members

1 row

Job Title

Environmental Specialist I

Full/Part

Full-Time

Status

Active

Type

Employee

Department

Dairy and Foods - 33200

Location

MOBILE WORKERS SW



Time & Attendance Job Aid

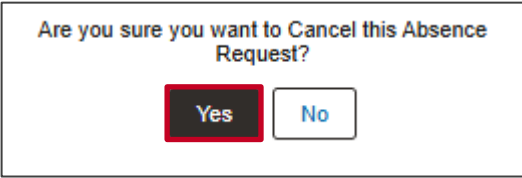
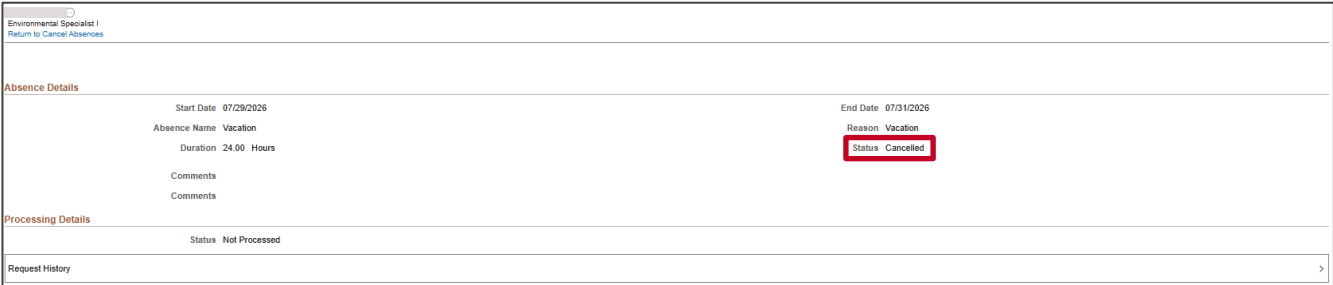
TA371 Managing Absence Requests

Step	Action
	The View Requests page displays the requests and the status of each request. Environmental Specialist I Return to Select Employee View Requests 2 rows Vacation Submitted 09/21/2026 - 09/25/2026 40 Hours Not Processed Vacation Submitted 07/29/2026 - 07/31/2026 24 Hours Not Processed
7.	Click the specific request to be updated. Environmental Specialist I Return to Select Employee View Requests 2 rows Vacation Submitted 09/21/2026 - 09/25/2026 40 Hours Not Processed Vacation Submitted 07/29/2026 - 07/31/2026 24 Hours Not Processed



Time & Attendance Job Aid

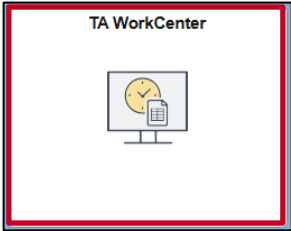
TA371 Managing Absence Requests

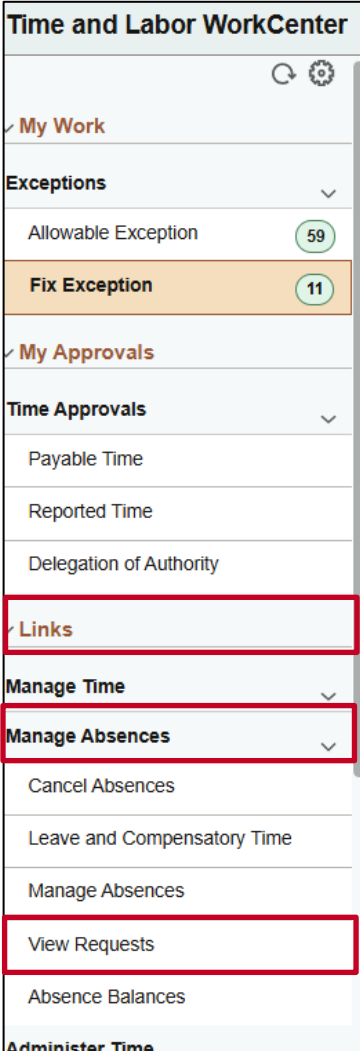
Step	Action
	The Absence Request selected displays. 
7.	The Start Date field defaults to the first day for this particular Timesheet. Update the start date as needed using the Calendar icon provided to denote the actual first day of the absence. 
8.	A pop-up window displays to confirm the request to cancel the Absence Request. Click the Yes button. 
	The Absence Request redisplay and the Status field is "Cancelled". 

Editing a Cancelled/Denied Absence Request

In this scenario, an Absence Request that was previously submitted for an employee will be edited. The original request was for three days of vacation and needs to be updated as the first day of vacation will be adjusted to four hours.

An Absence Request must be Cancelled/Denied prior to editing dates or duration. If the absence type needs to be edited, a new Absence Request must be created rather than editing the existing absence.

Step	Action
1.	Navigate to the View Requests page by clicking the TA WorkCenter tile. Note: WorkCenters Sections, Folders and Pages vary based on User's Security roles. 
	For information about WorkCenters, refer to the Job Aid titled Overview of the Cardinal HCM WorkCenters. This Job Aid is located on the Cardinal website in Job Aids under Learning.

Step	Action
2.	Use the following navigation path: TA WorkCenter > Links > Manage Absences > View Requests  The screenshot shows the 'Time and Labor WorkCenter' navigation menu. The 'Links' section is highlighted with a red box. Under 'Links', the 'Manage Absences' section is highlighted with a red box. Under 'Manage Absences', the 'View Requests' option is highlighted with a red box.

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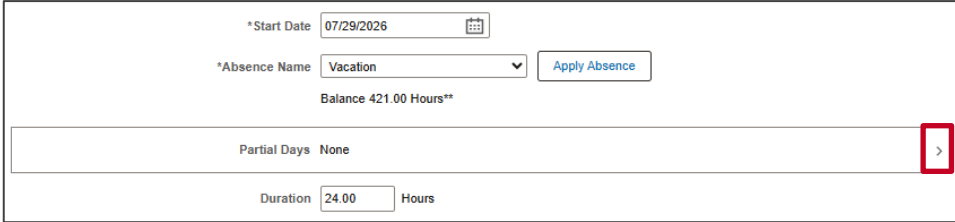
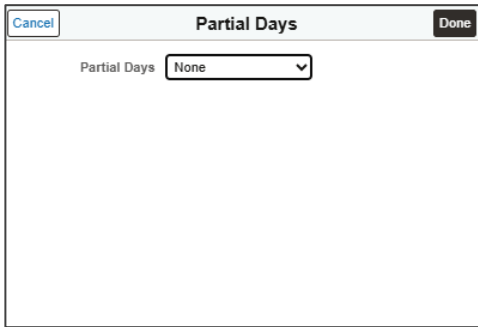
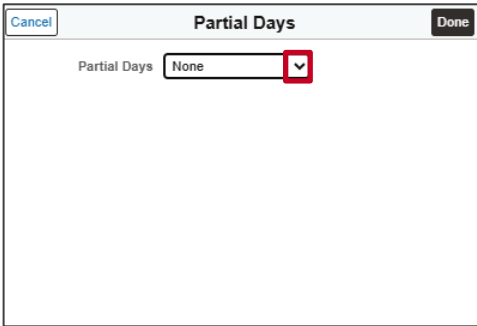
TA371 Managing Absence Requests

Step	Action
	The selected Absence Request displays. Environmental Specialist I Return to View Requests Submit * Start Date 07/29/2026 End Date 07/31/2026 +1 Day * Absence Name Vacation Apply Absence * Reason Vacation Balance 421.00 Hours** Partial Days None Duration 24.00 Hours Status Canceled Comments Check Eligibility Allow Request By Employee and Manager Request As Manager Processing Details Status Not Processed Request History Disclaimer The current balance does not reflect absences that have not been processed.
4.	The Partial Days field is currently marked to “None” and must be updated. Environmental Specialist I Return to View Requests Submit * Start Date 07/29/2026 End Date 07/31/2026 +1 Day * Absence Name Vacation Apply Absence * Reason Vacation Balance 421.00 Hours** Partial Days None Duration 24.00 Hours * Reason Vacation Comments Check Eligibility Allow Request By Employee and Manager Request As Manager Processing Details Status Not Processed Request History Disclaimer The current balance does not reflect absences that have not been processed.
	When entering Absence Requests for employees with a Variable Work Schedule, always select a Partial Days option. Remember, Variable Work Schedules calculate time at 24 hours per day so partial days and actual hours must be entered so that the absence duration will calculate correctly.



Time & Attendance Job Aid

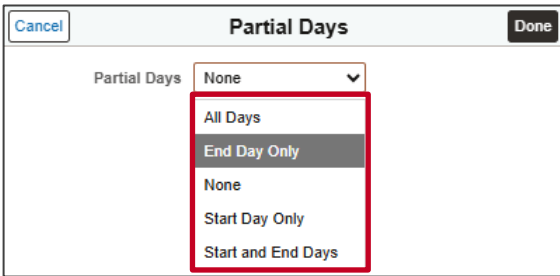
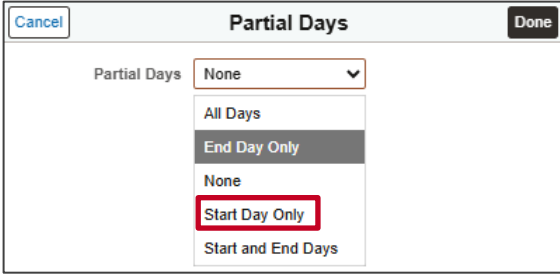
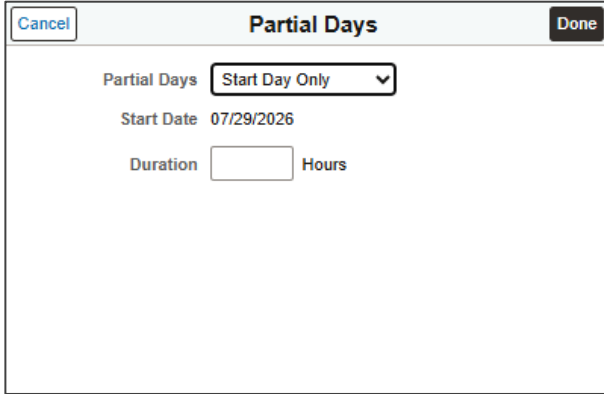
TA371 Managing Absence Requests

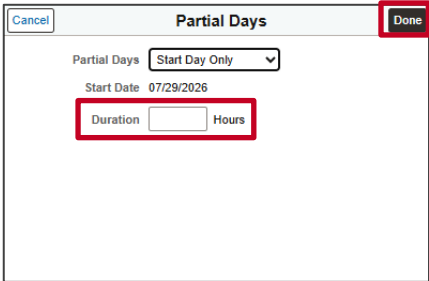
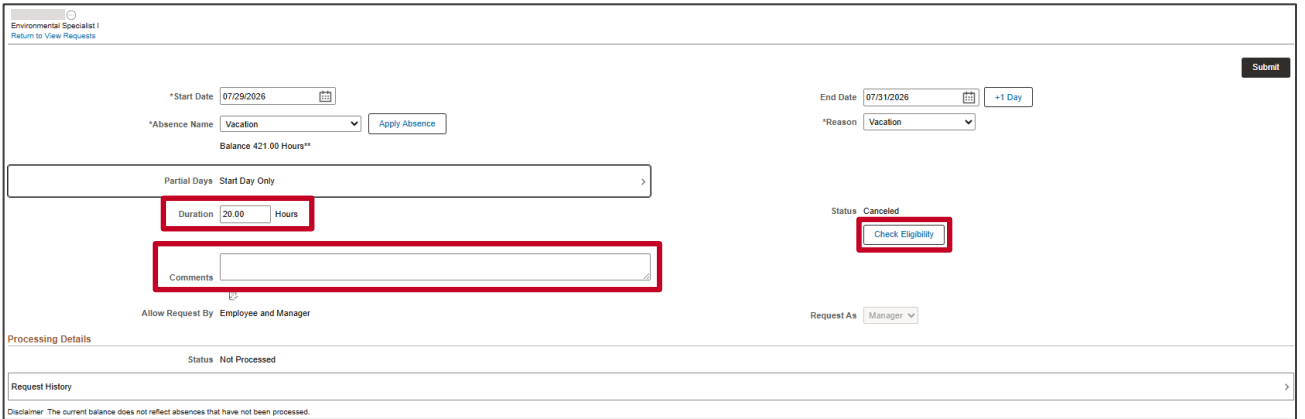
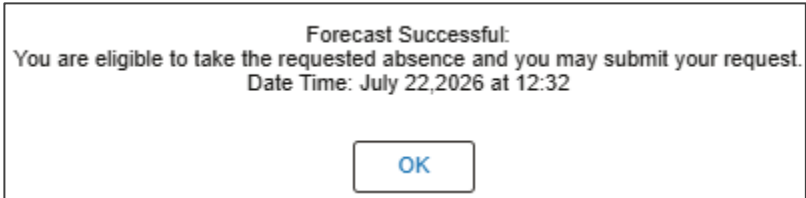
Step	Action
5.	Click the Partial Days arrow. 
The Partial Days pop-up window displays. 	
6.	Click the Partial Days dropdown arrow. 



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Step	Action
7.	Click the Partial Days dropdown button and select the applicable list item based on the following: • All Days: Select this option if every day of the absence is going to be a partial day. This is the appropriate selection for employees with a Variable Work Schedule. This selection should also be used if this is just a one partial-day absence. • End Day Only: Select this option when only the last day of the absence is a partial day. • Start Day Only: Select this option when only the first day of the absence is a partial day. • Start and End Days: Select this option when both the first day and the last day of the absence will be partial days. 
8.	For this scenario, select “Start Day Only”. 
The Partial Days pop-up window displays with additional fields based on the Partial Days option selected. 	

Step	Action
9.	Enter the applicable number of hours being taken as an absence on the partial day(s) in the corresponding Hours field and then click the Done button. For this scenario, enter four hours. 
10.	Confirm the total number of absence hours in the Hours field to ensure accuracy, review the information and update as needed. Optionally enter comments for the Approver in the Comments field. Once complete, click the Check Eligibility button. 
A pop-up window displays confirming if the Forecast request was successful. 	
	If the forecast is unsuccessful, the employee does not have a sufficient balance for the selected absence type. Update the absence type or duration as needed until the Absence Request can be forecasted successfully.

Step	Action
11.	Click the OK button. Forecast Successful: You are eligible to take the requested absence and you may submit your request. Date Time: July 22,2026 at 12:32 OK
	Most Absence Types must be forecasted successfully in order to be submitted for approval. This is true regardless of whether the Absence Request being entered is historical, current, or future dated.
12.	Click the Submit button. End Date 08/14/2026  +1 Day *Reason Vacation  Submit A pop-up window displays confirming to Submit this Absence Request. Are you sure you want to Submit this Absence Request? Yes No
13.	Click the Yes button to confirm. Are you sure you want to Submit this Absence Request? Yes No



Time & Attendance Job Aid

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Step	Action
	The Find Team Member page redispays. Time and Labor WorkCenter My Work Exceptions Allowable Exception Fix Exception My Approvals Time Approvals Payable Time Reported Time Delegation of Authority Links Manage Time Manage Absences Cancel Absences Leave and Compensatory Time Manage Absences View Requests Absence Balances Administer Time > Find Team Member Team Members 300 rows 00273128900 - 0 Apple Pie Job Title Compliance Manager II Status Active Department DEPT OF LABOR AND INDUSTRY - 18100 Location NORFOLK REGIONAL OFFICE Full/Part Full-Time Type Employee 00859635500 - 0 CHEESE BURGER Job Title Compliance/Safety Officer III Status Active Department DEPT OF LABOR AND INDUSTRY - 18100 Location HENRICO REGIONAL OFFICE Full/Part Full-Time Type Employee 00862671000 - 0 Cheese Pizza Job Title Compliance/Safety Officer III Status Active Department DEPT OF LABOR AND INDUSTRY - 18100 Location HENRICO REGIONAL OFFICE Full/Part Full-Time Type Employee 00720106000 - 0 Homer Simpson Job Title Human Resource Analyst II Status Active Department DEPT OF LABOR AND INDUSTRY - 18100 Location Dept of Labor and Industry Full/Part Full-Time Type Employee 00005884100 - 0