Lesson Objective:



Upon the completion of the Submit an Absence lesson, you will be able to:

Objective

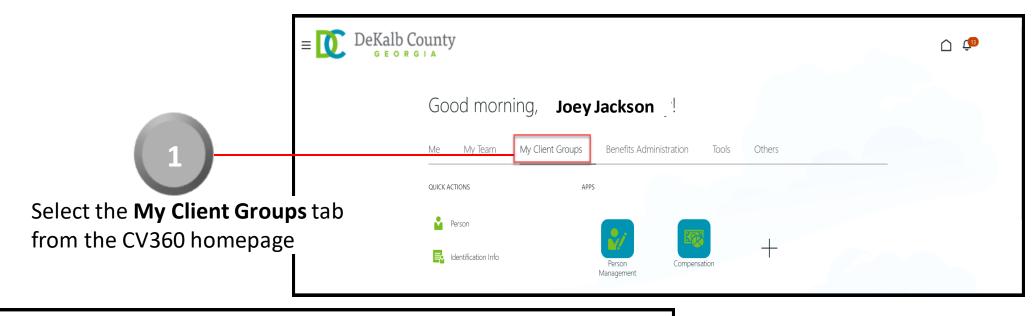
Submit an Absence Request for an Employee

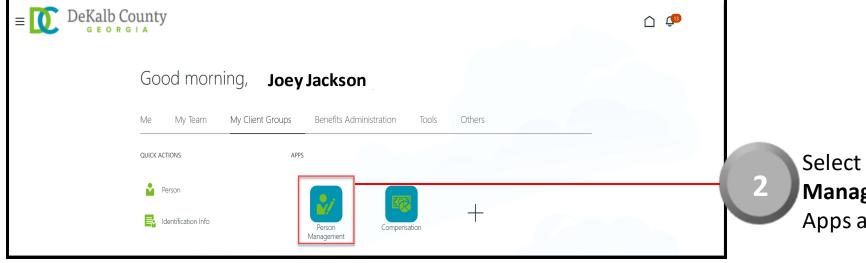
Employees, Managers, Absence AOR and Payroll Coordinators are prevented from "changing" or "editing" approved leave. This primarily affects an employee submitting a multi-day absence (e.g., five days M-F, 8 hour a day for a total of 40 hours).

If the absence requester attempts to remove one of the 5 days (e.g., change it from 5 days M-F to 4 days leave M-Th), they will not be able to edit/change the leave. Absence requesters will be forced to "Withdraw" the 5-day absence (M-F) and submit a new 4-day absence (M-Th).

This will also prevent the requester from "changing an 8-hour leave that was approved to "change" or "edit" to a 4-hour leave for the day. They would have to "Withdraw" the 8-hour leave and then submit a new 4-hour leave. This will keep CV360 in sync with Kronos and force the updates over to Kronos.



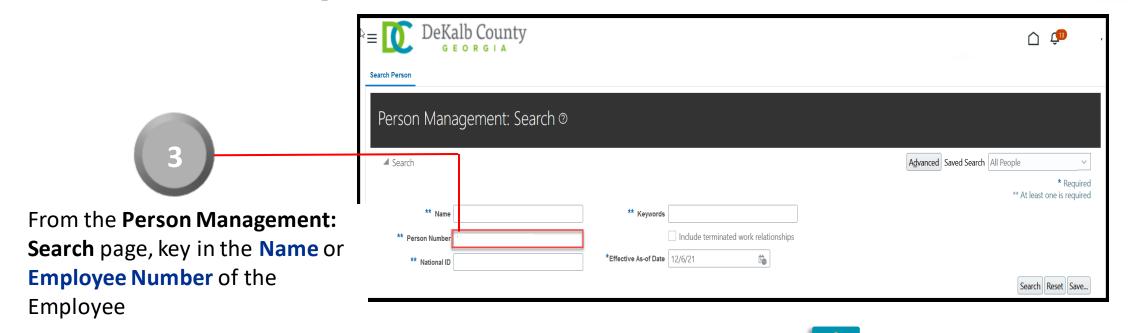


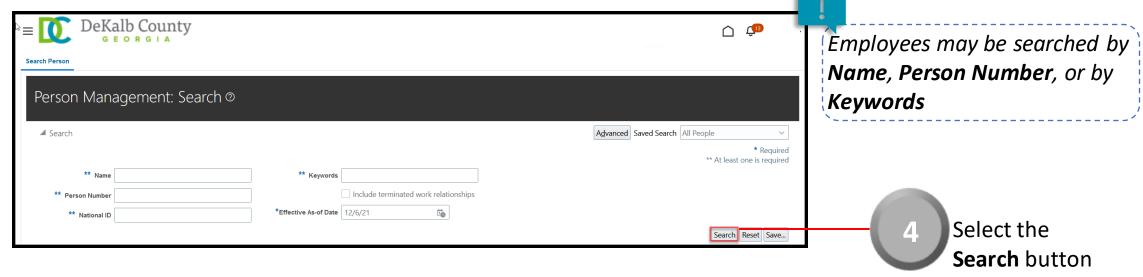


Select the **Person Management** tile within the Apps area



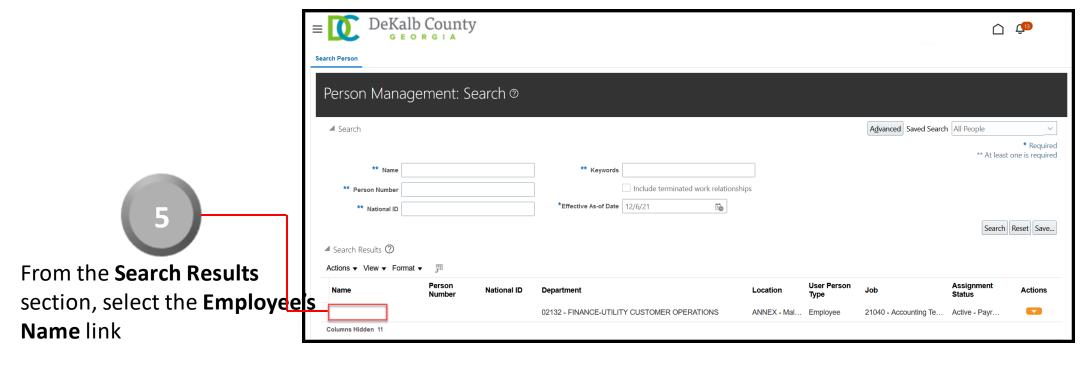


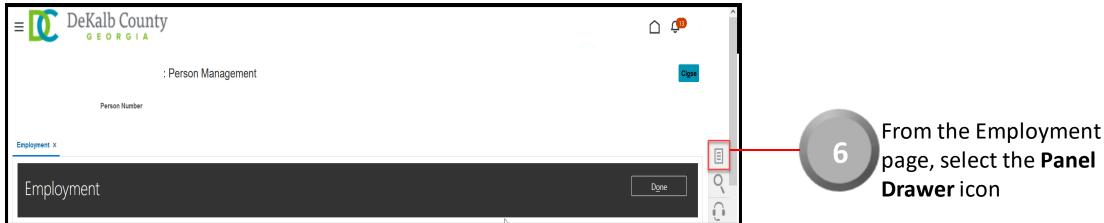




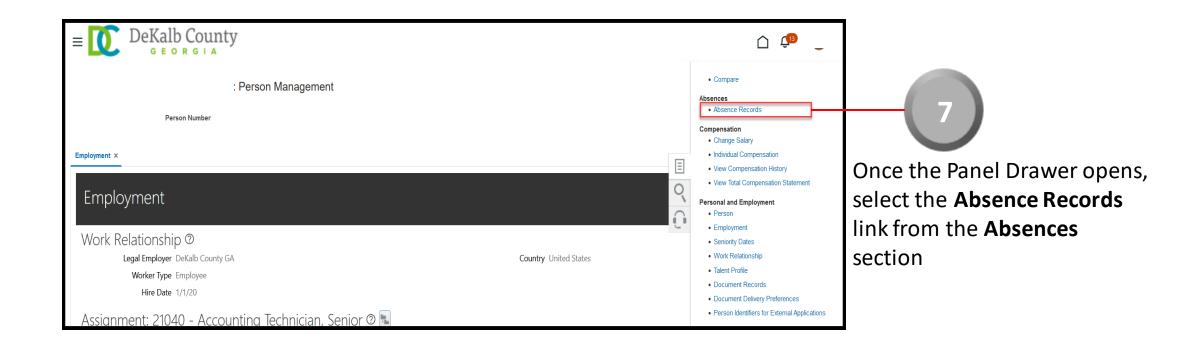




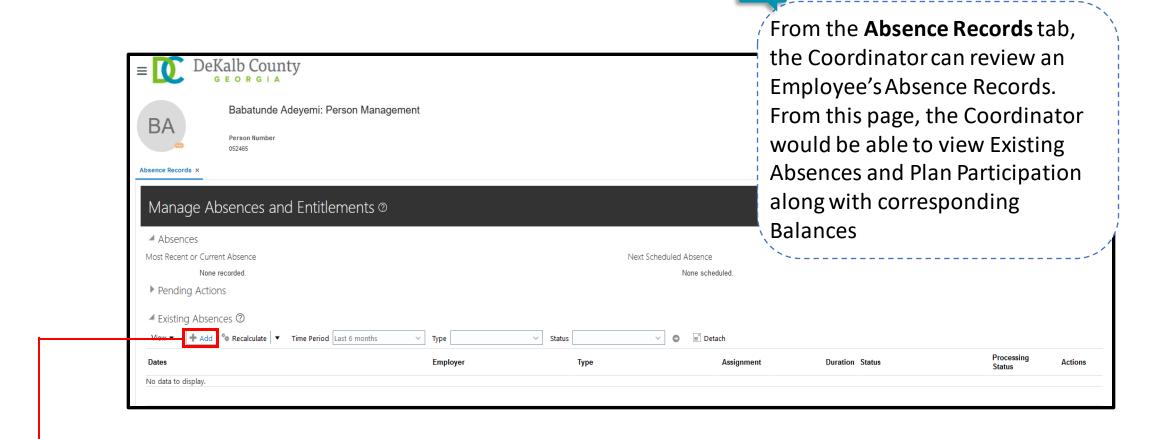












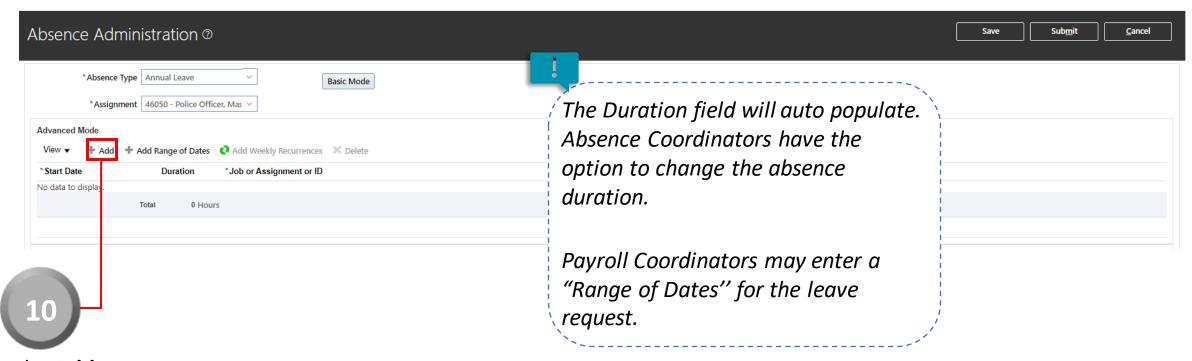
Select the **Add** button from the Existing Absences section





Select the **Advanced Mode** button from the Existing Absences section Absence Administration @ Advanced Mode *Absence Type | Annual Leave Employees may have multiple jobs 46050 - Police Officer, Mas Basic Mode associated with their employment 9008 - Polling Place Security Guard Single day record. Select the appropriate *Start Date m/d/yy *Start Date Duration Hours Assignment to submit the leave *End Date | m/d/yy *End Date Duration Hours Duration 0 Hours request. Details Plan Use Action Items Comments None -■ Legislative Information Descriptive Information Context Payroll Coordinators must select the Advance Mode button before entering Segment leave for the employee. The leave request will not reflect on the Kronos timecard in Basic Mode.



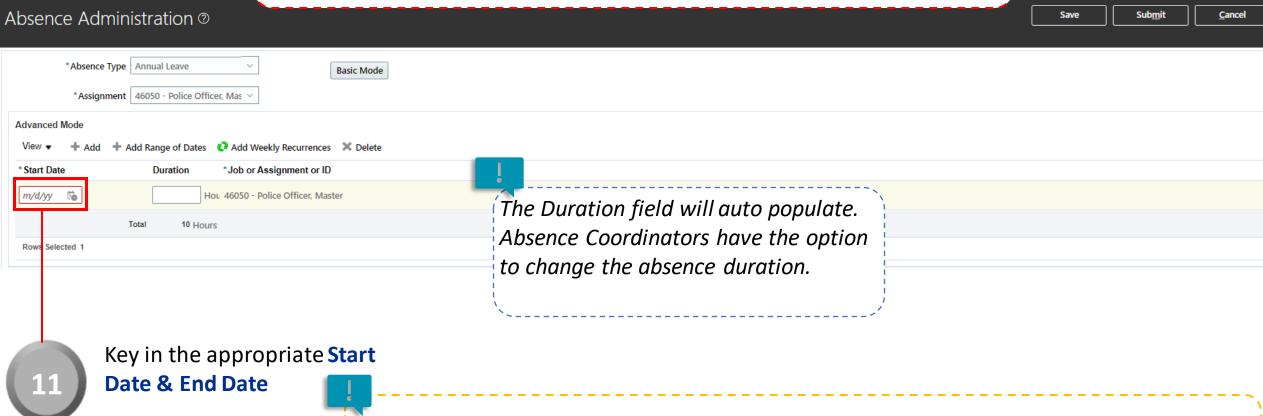


Select the **Add** button from the Advanced Mode section





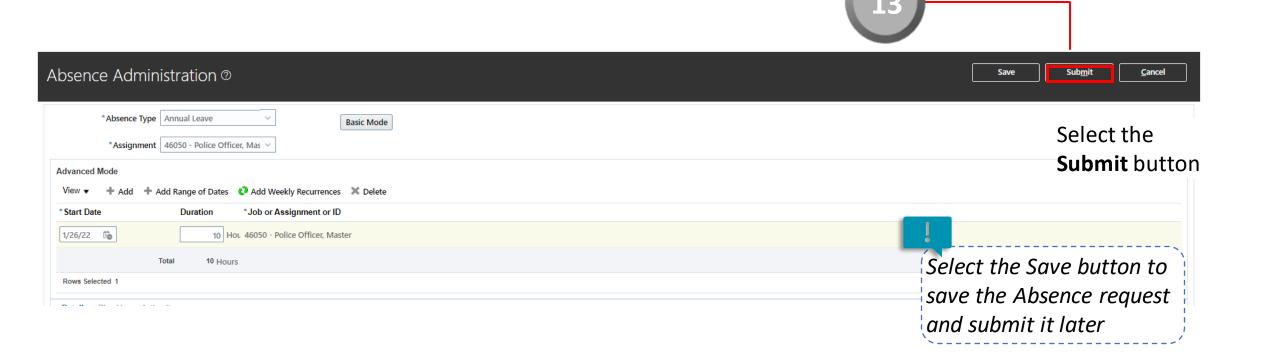
Users may receive an error message if the leave request is summited for a day that does not match their Kronos schedule. Ensure you are requesting leave for a scheduled workday.



(to align with Kronos rounding rules).

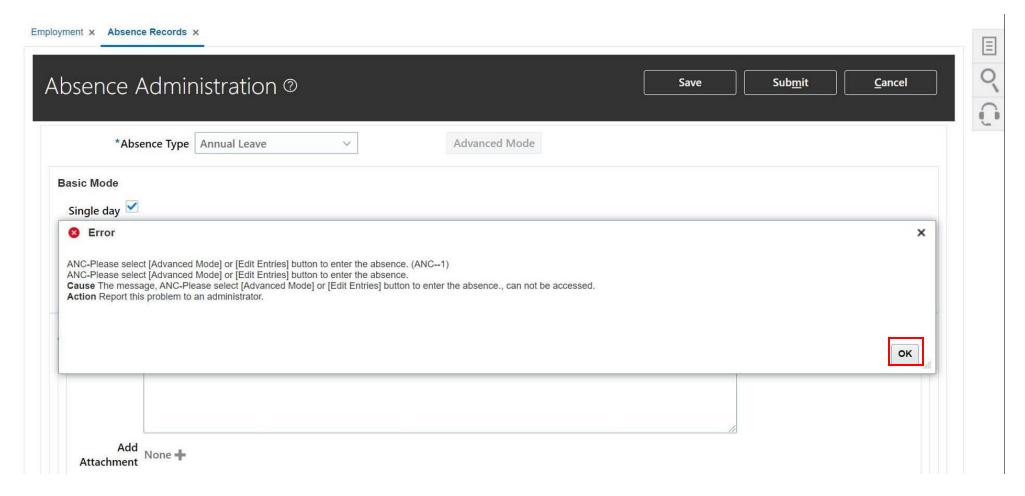
Absence submissions in CV360 are limited to whole hour, 0.5 hour, and 0.25-hour increments









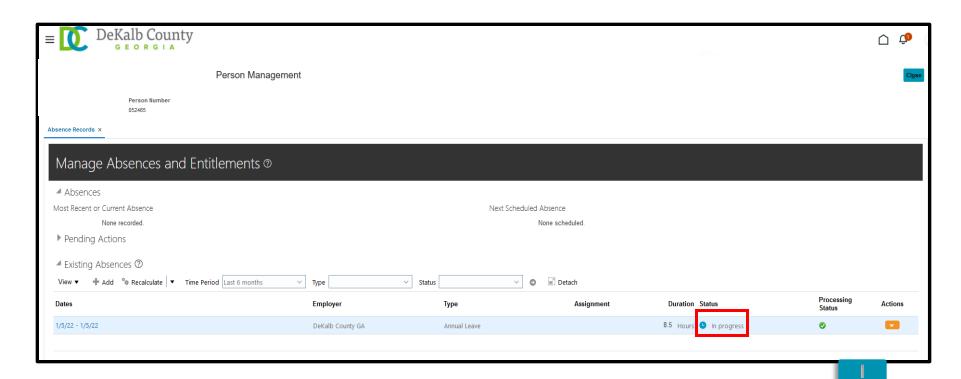




Payroll Coordinators may receive an error message if the leave request was submitted in Basic Mode. If the Error message appears, select ok, and resubmit the request in Advance Mode.







The status of the Absence request will display under the Existing Absences section