

Request Absence on Behalf of an Employee



CloudVergent 360

Updated August 2025

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Select the My Team tab from the CV360 homepage



2

Select Show More

Request Absence on Behalf of an Employee



Select the employee from the list of Direct Reports

Direct Reports



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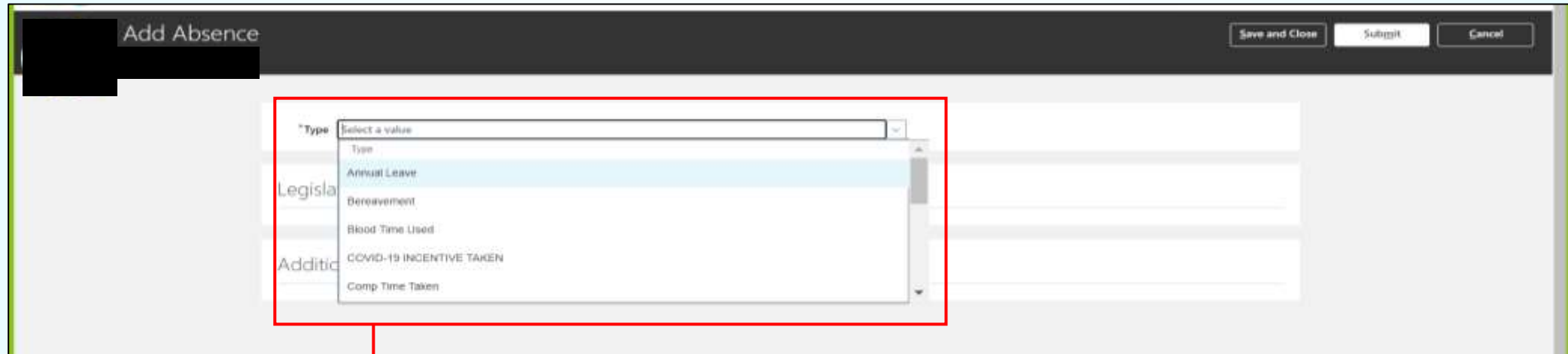
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5

Select the appropriate **Leave Type** from the drop-down list that you wish to request for the Employee



For Accrual Leave types, the Employee must have an available balance unless it is automatically provided to the Employee by DeKalb County. The type of Leave available to the Employee will be displayed in the drop-down list

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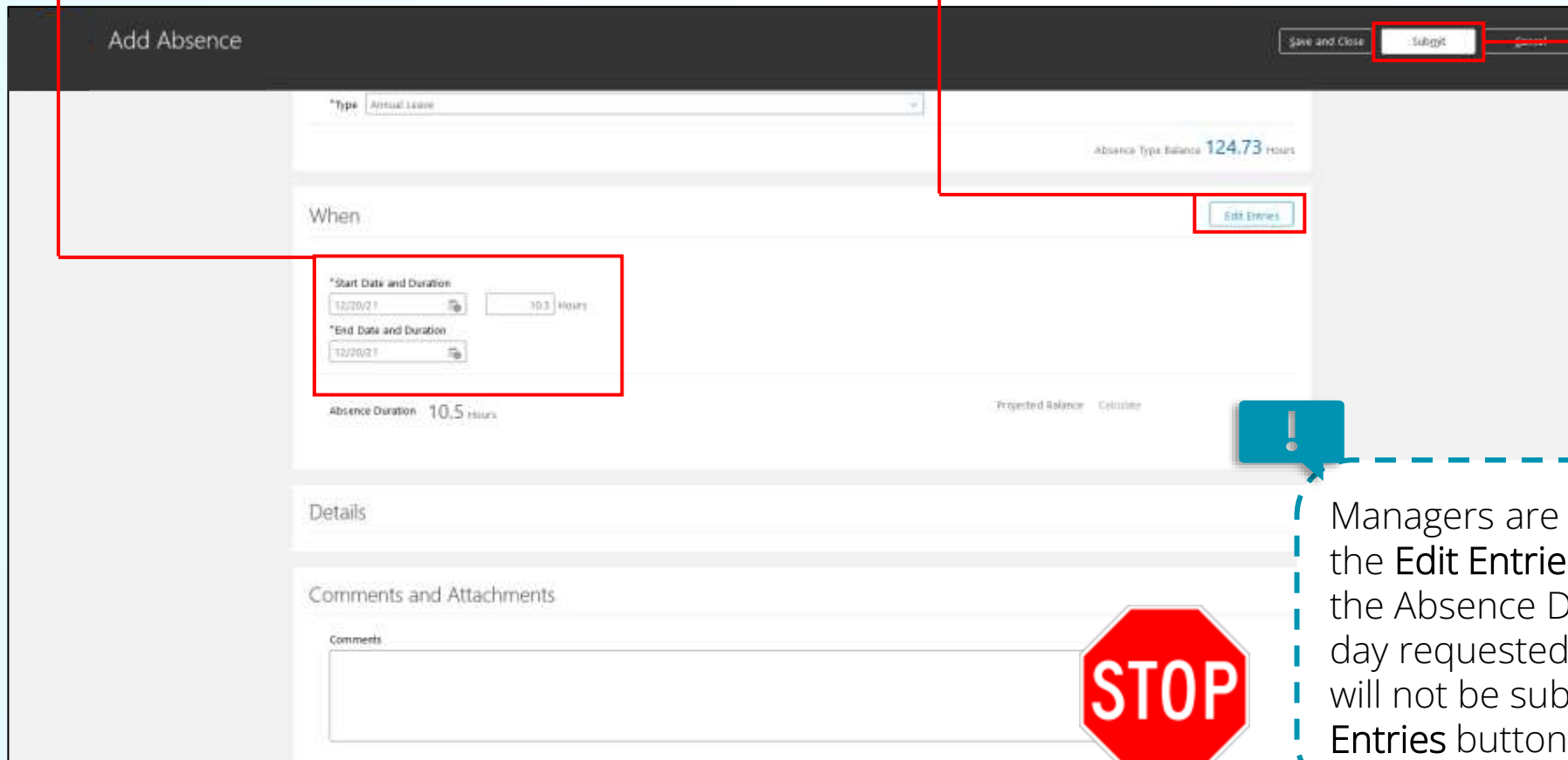
Select **Start Date** and **End Date** - hours may be overridden if necessary

7

Select **Edit Entries** button and verify Absence Duration for each Day

8

Select **Submit** button



The screenshot shows the 'Add Absence' form. At the top right, there are buttons for 'Save and Close', 'Submit', and 'Cancel'. The 'Submit' button is highlighted with a red box and a line pointing to step 8. Below the header, there is a dropdown menu for 'Type' set to 'Annual Leave'. To the right, it shows 'Absence Type Balance 124.73 Hours'. In the center, there is a section titled 'When' with a table. The first row is highlighted with a red box and a line pointing to step 6. It shows 'Start Date and Duration' with a date of '12/20/21' and a duration of '10.5 Hours'. Below it, 'End Date and Duration' also shows '12/20/21' and '10.5 Hours'. To the right of the table, there is a button labeled 'Edit Entries' highlighted with a red box and a line pointing to step 7. At the bottom of the table, it says 'Absence Duration 10.5 Hours'. Below the table, there is a 'Details' section and a 'Comments and Attachments' section with a text area for comments. At the bottom right, there is a red octagonal 'STOP' sign icon pointing to a callout box.

Managers are required to select the **Edit Entries** button to submit the Absence Duration for each day requested. The leave request will not be submitted if **Edit Entries** button is not selected.