

Submit an Absence Request

Focus



- This lesson focuses on guiding users through how to submit an Absence Request for an employee within CV360.
- It explains the rules governing approved absences, including how CV360 prevents editing of finalized leave requests to maintain accurate synchronization with Kronos.

Navigation



My Client Groups →
Person Management →
Search →
Panel Drawer →
(Absence Records Absences group)

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).

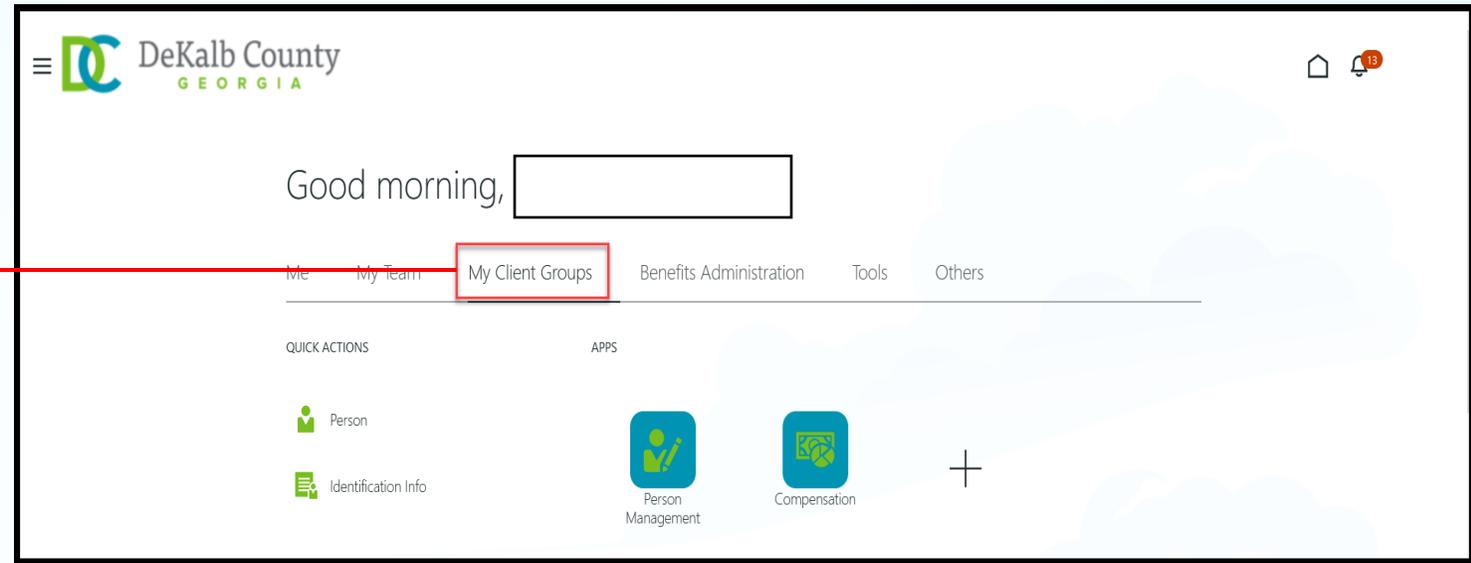
If the absence requester attempts to remove one of the 5 days (e.g., change it from 5 days M-F to 4 days leave M-Th), they will not be able to edit/change the leave. Absence requesters will be forced to “Withdraw” the 5-day absence (M-F) and submit a new 4-day absence (M-Th).

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.

Submit an Absence Request

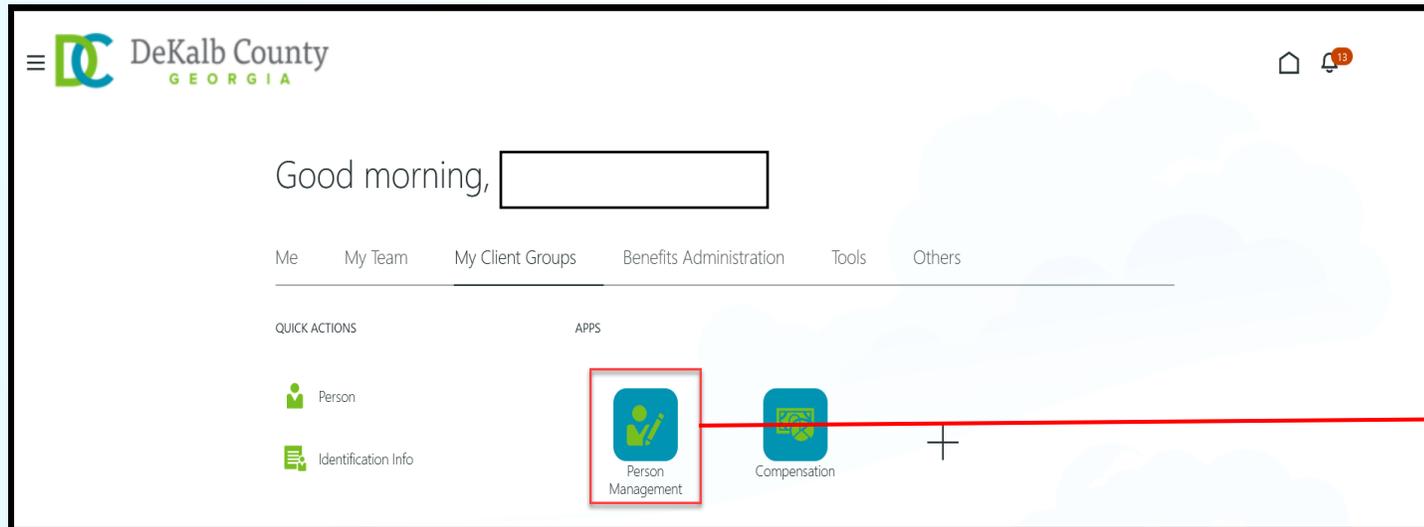
1

Select the **My Client Groups** tab from the CV360 homepage



2

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



Submit an Absence Request



From the Person Management: Search page, key in the Name or Employee Number of the Employee



DeKalb County GEORGIA

Search Person

Person Management: Search

Search

Advanced Saved Search All People

** Name

** Keywords

** Person Number

** National ID

* Effective As-of Date 12/6/21

Include terminated work relationships

* Required
** At least one is required

Search Reset Save...

DeKalb County GEORGIA

Search Person

Person Management: Search

Search

Advanced Saved Search All People

** Name

** Keywords

** Person Number

** National ID

* Effective As-of Date 12/6/21

Include terminated work relationships

* Required
** At least one is required

Search Reset Save...



Search by **Name, Person Number** or **Keywords**



Select the Search button

Submit an Absence Request



From the Search Results section, select the Employee's Name link



DeKalb County GEORGIA

Search Person

Person Management: Search

Search

Advanced Saved Search All People

** Name ** Keywords

** Person Number Include terminated work relationships

** National ID *Effective As-of Date 12/6/21

Search Reset Save...

Search Results

Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
[Red Box]			02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	ANNEX - Mal...	Employee	21040 - Accounting Te...	Active - Payr...	

Columns Hidden 11

DeKalb County GEORGIA

: Person Management

Person Number

Close

Employment x

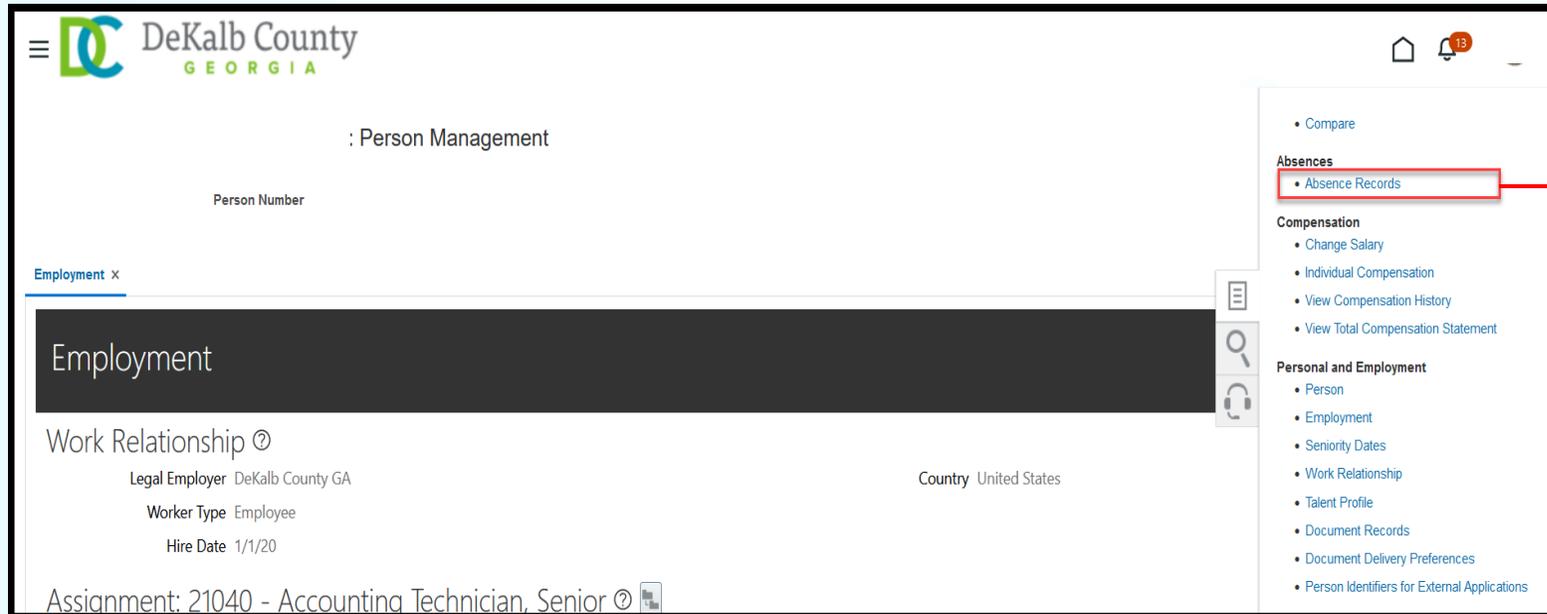
Employment Done

Panel Drawer icon



From the Employment page, select the Panel Drawer icon

Submit an Absence Request



The screenshot shows the DeKalb County Georgia HR system interface. The top left features the DeKalb County logo and the text "DeKalb County GEORGIA". The main header area displays ": Person Management" and "Person Number". Below this, there is a section for "Employment" with a search bar and a "Work Relationship" section. The "Work Relationship" section includes fields for "Legal Employer" (DeKalb County GA), "Worker Type" (Employee), and "Hire Date" (1/1/20). At the bottom, it shows "Assignment: 21040 - Accounting Technician, Senior". On the right side, a panel drawer is open, listing various options. The "Absences" section is highlighted with a red box, and the "Absence Records" link is selected. A red line connects this link to a blue circle with the number 7.

DeKalb County
GEORGIA

: Person Management

Person Number

Employment x

Employment

Work Relationship ⓘ

Legal Employer DeKalb County GA

Worker Type Employee

Hire Date 1/1/20

Country United States

Assignment: 21040 - Accounting Technician, Senior ⓘ

- Compare
- Absences**
 - Absence Records
- Compensation
 - Change Salary
 - Individual Compensation
 - View Compensation History
 - View Total Compensation Statement
- Personal and Employment
 - Person
 - Employment
 - Seniority Dates
 - Work Relationship
 - Talent Profile
 - Document Records
 - Document Delivery Preferences
 - Person Identifiers for External Applications

7

Once the Panel Drawer opens, select the **Absence Records** link from the **Absences** section

Submit an Absence Request



From the **Absence Records** tab, review an Employee's Absence Records, view Existing Absences, Plan Participation and corresponding Balances

DeKalb County
GEORGIA

Babatunde Adeyemi: Person Management
Person Number: 052465

Absence Records x

Manage Absences and Entitlements

- Absences
 - Most Recent or Current Absence: None recorded.
 - Next Scheduled Absence: None scheduled.
- Pending Actions
- Existing Absences
 - View **Add** Recalculate Time Period: Last 6 months Type: Status: Detach

Dates	Employer	Type	Assignment	Duration	Status	Processing Status	Actions
No data to display.							

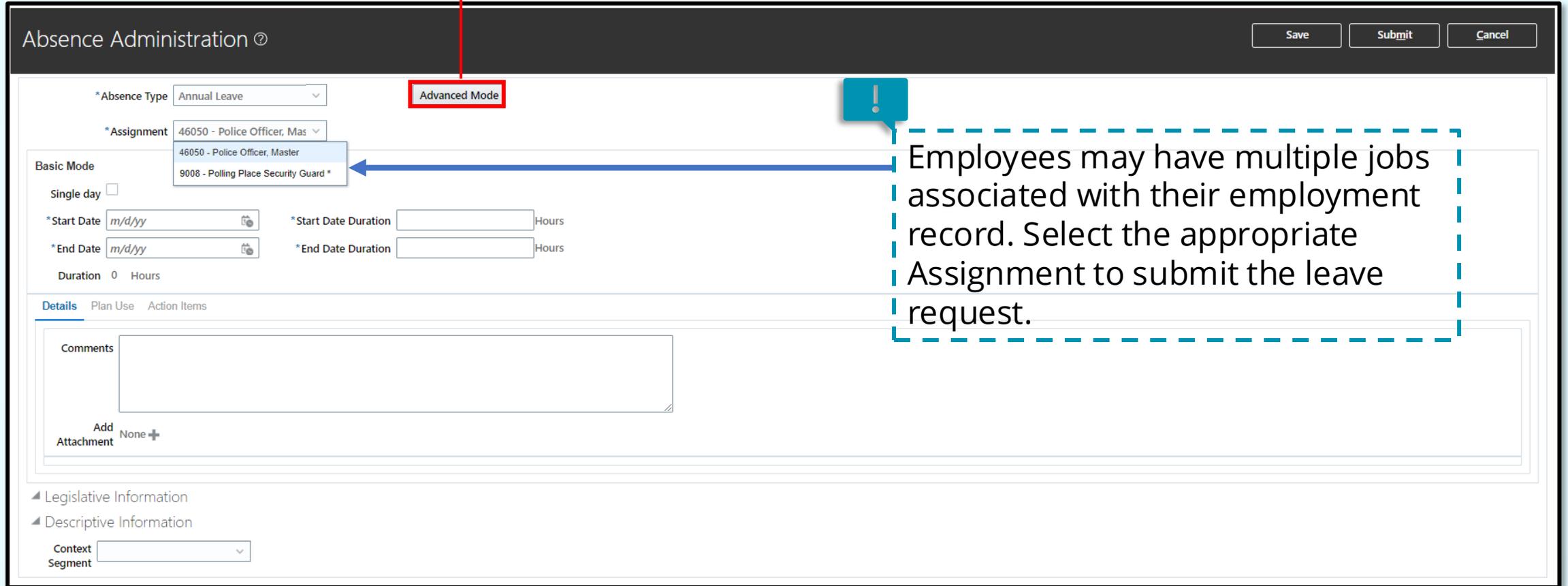
8

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

Submit an Absence Request

9

Select the **Advanced Mode** button from the Existing Absences section



Absence Administration ⓘ

Save Submit Cancel

*Absence Type Annual Leave

*Assignment 46050 - Police Officer, Mas

Advanced Mode

Basic Mode

Single day

*Start Date m/d/yy

*Start Date Duration Hours

*End Date m/d/yy

*End Date Duration Hours

Duration 0 Hours

Details Plan Use Action Items

Comments

Add Attachment None +

Legislative Information

Descriptive Information

Context Segment

Employees may have multiple jobs associated with their employment record. Select the appropriate Assignment to submit the leave request.



*Coordinators must select the **Advanced Mode** button before entering leave for the employee
- the leave request will not reflect on the Kronos timecard in Basic Mode.*

Submit an Absence Request

Absence Administration ⓘ

Save Submit Cancel

*Absence Type Annual Leave Basic Mode

*Assignment 46050 - Police Officer, Mas

Advanced Mode

View ▾ + Add + Add Range of Dates + Add Weekly Recurrences ✕ Delete

* Start Date	Duration	* Job or Assignment or ID
No data to display		
Total	0 Hours	

10

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



The Duration field will auto populate. Coordinators have the option to change the absence duration.

Coordinators may enter a "Range of Dates" for the leave request.

Submit an Absence Request



The Duration field will auto populate.
Coordinators have the option to change the absence duration.



Absence Administration ⓘ

Save Submit Cancel

*Absence Type Annual Leave Basic Mode

*Assignment 46050 - Police Officer, Mas

Advanced Mode

View ▾ + Add + Add Range of Dates + Add Weekly Recurrences ✕ Delete

*Start Date	Duration	*Job or Assignment or ID
m/d/yy 📅		Hot. 46050 - Police Officer, Master
Total		10 Hours

Rows selected 1

11

Key in the appropriate Start Date & End Date



Absence submissions in CV360 are limited to whole hour, 0.5 hour, and 0.25-hour increments (to align with Kronos rounding rules).



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

Submit an Absence Request



Select the **Submit** button



Absence Administration

Save Submit Cancel

*Absence Type Annual Leave

*Assignment 46050 - Police Officer, Mas

Advanced Mode

View

*Start Date	Duration	*Job or Assignment or ID
1/26/22	10	Hou 46050 - Police Officer, Master
Total		10 Hours

Rows Selected 1

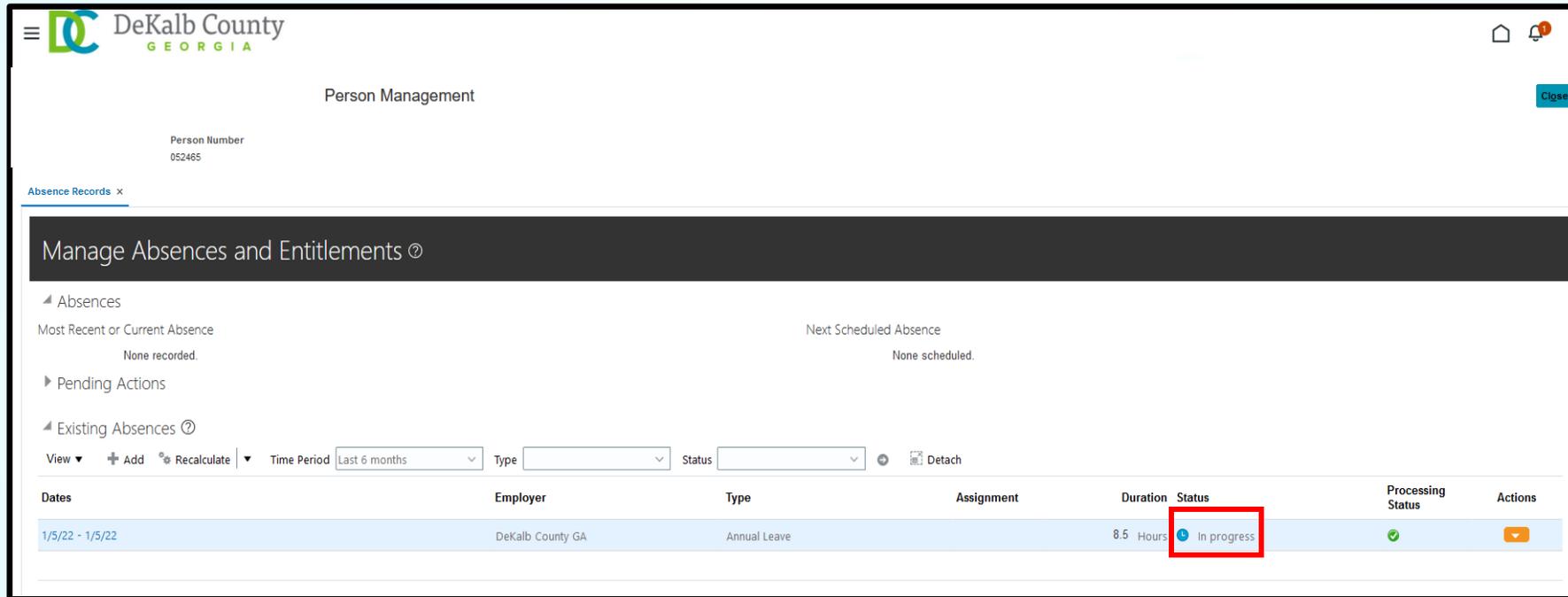


Select the **Save** button to save the leave request and submit it later



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.

Submit an Absence Request



The screenshot shows the 'Person Management' interface for DeKalb County Georgia. The user is logged in as Person Number 052465. The main section is titled 'Manage Absences and Entitlements'. It includes sections for 'Absences', 'Pending Actions', and 'Existing Absences'. The 'Existing Absences' section is active, showing a table with one record. The 'Status' column for this record is highlighted with a red box and contains the text 'In progress'.

Dates	Employer	Type	Assignment	Duration	Status	Processing Status	Actions
1/5/22 - 1/5/22	DeKalb County GA	Annual Leave		8.5 Hours	In progress	✓	⌵



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

Conclusion

- This lesson guided you through how to submit an Absence Request for an employee and understand the rules surrounding approved leave within CV360.
- You learned that CV360 does not allow editing or changing approved absences, ensuring complete alignment with Kronos for accurate timekeeping and payroll processing.
- When updates are needed whether for multi-day absences or single-day hours users must withdraw the original request and submit a new, corrected absence request.
- Following this process helps maintain clean, accurate attendance records and ensures all leave adjustments are handled consistently across the system.