

Submitting Time Off on Behalf of a Team Member

There may be times when you will need to enter in Time Off for your Team Members. Follow the steps below to complete the request.

1. Open the Team Time App in the Global Navigation Menu

Menu



Apps

Shortcuts

Your Saved Order



My Team Management



Benefits and Pay



Absence



My Team Management



Personal Information



Pay



Recruiting



Directory



Favorites



Team Time



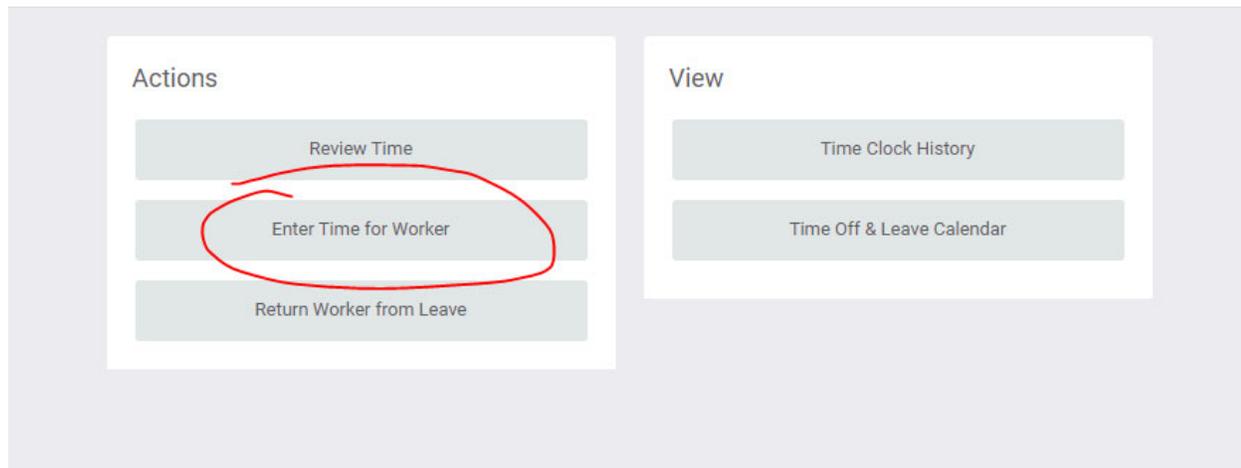
Time and Absence



Time

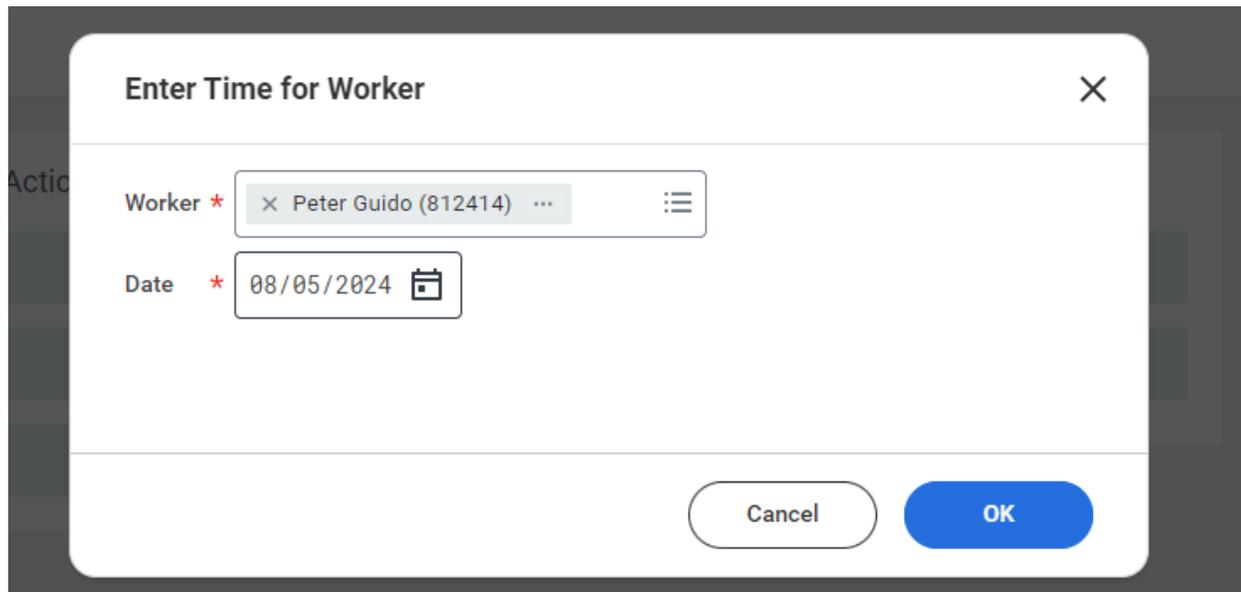
2. Team Time Actions

Select **Enter Time for Worker**.



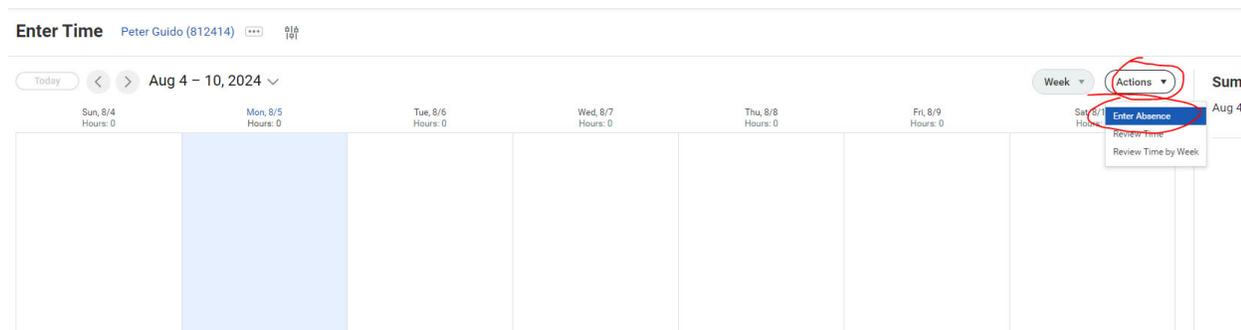
3. Enter the Worker

Search for the Worker's name and select it. Click **OK** to move on.



4. Select the Action

In the upper right corner, select the **Actions** menu, then **Enter Absence**.



5. Request the Absence

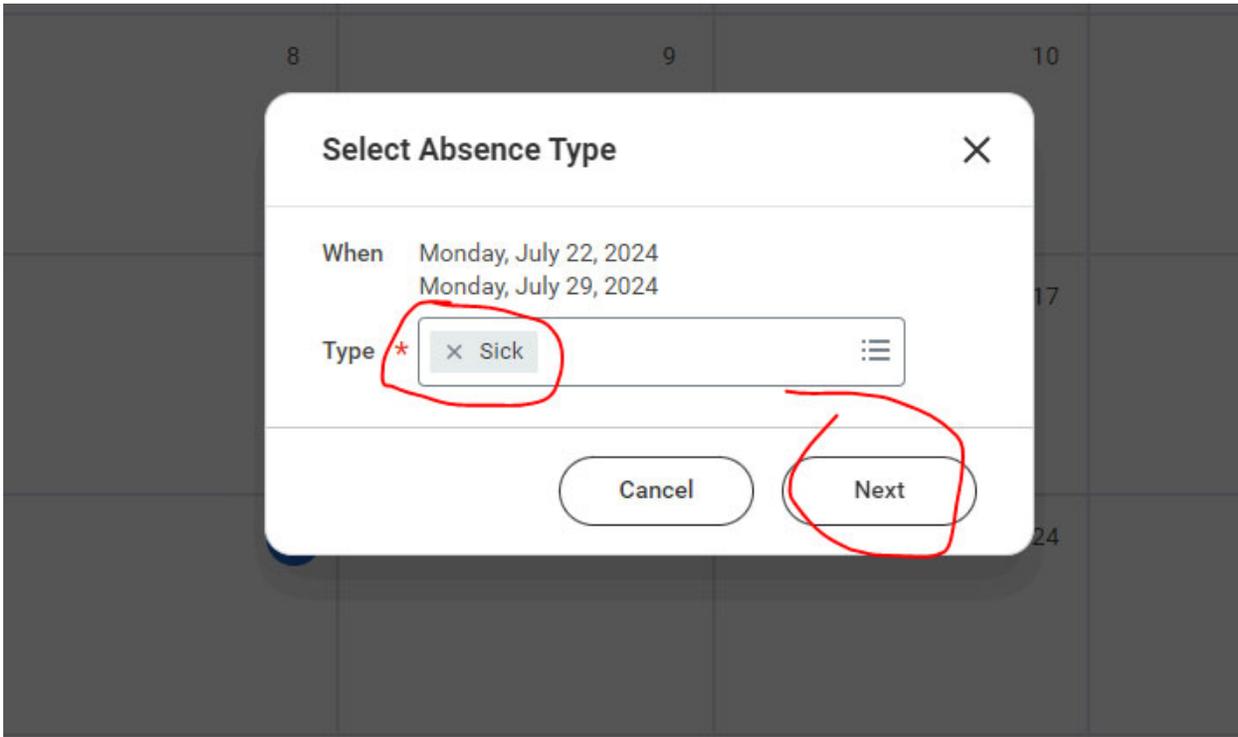
Navigate to the date (in the future or in the past), select the date(s) on the calendar, and click the **Request Absence** button in the lower left of the screen.

The screenshot displays an absence request interface. On the left, the 'Balances' section shows a balance as of 08/05/2024. Under 'Per Plan', 'Sick' is 0 Hours and 'Vacation' is 80 Hours. The 'Total' is 80 Hours. The main area is a calendar for July 2024, showing dates from 30 to 30. A red circle highlights the dates 22 and 29. At the bottom left, a blue button labeled '2 Days - Request Absence' is circled in red.

Sunday	Monday	Tuesday
30	Jul 1	2
7	8	9
14	15	16
21	22	23
28	29	30

6. Absence Type

Select the appropriate **Absence Type** and click **Next**.



7. Complete the Request

Confirm the information is correct, make any edits to the Quantity per Day (i.e. the Team Member used a half rather than the default full 8 hours) that might be needed, the click **Submit** to complete their entry.

Enter Absence Peter Guido (812414) ⋮

Total 16 hours - Sick

Request 2 items

	*From	*To	*Type	Quantity per Day	Total	
⊖	07/22/2024	07/22/2024	× Sick	8 hours	8 hours	Edit Quantity per Day
⊖	07/29/2024	07/29/2024	× Sick	8 hours	8 hours	Edit Quantity per Day

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Attachments

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