

Submitting an Absence Request for Full Days Job Aid



Absence-eligible employees will use the Human Resource Management System (HRMS) to request vacation, sick, personal holiday or comp time. HRMS allows employees to enter absences in a full day, half day or quarter hour increments of time. Employees should be familiar with the expectations of their unit when initiating requests and should understand the governing contracts and rules pertaining to their employment classification.

1. Navigate to **MyU > My Time > Request Time Off**.
2. In the *Start Date* field enter the start date of the absence.
3. *Filter by Type* field is not required.
4. From the **Absence Name** drop-down menu select the absence name. Options may vary depending upon eligibility. Choose between “Vacation”, “Sick Leave”, “Personal Holiday”, “Comp Time”. Do not select “Excused Paid” or “Excused Unpaid” unless directed to do so.

Note: Personal Holidays will display for Duluth, Morris and Crookston employees but they are not eligible for using this benefit.

5. In the *End Date* field enter the end date of the absence. The end date can be the same as the start date or can span multiple days.
6. From the **Reason** drop-down menu select the absence reason. Use “Other”, “Personal Holiday”, or “Comp Time” unless directed differently. See the “Absence Definitions” job aid for more information.
7. Leave the *Partial Days* field at “None” to reflect full-day requests.
8. Do not use the *Duration* field. Duration will display the total hours of the request after the system performs the absence calculation.
9. Click <Calculate Duration>. The system calculates duration based on your work schedule and the selections you have entered. Click <Monthly Schedule>. If your work schedule is not correct, see your supervisor or unit absence administrator.
10. The *Comment* field is not used. Do not enter comments.
11. Click <Submit> or <Save for Later>
 - <Submit> saves the request and routes it to your supervisor for approval.
 - <Save for Later> saves the request but does not route it to your supervisor. Edit your request by clicking <Absence Request History> on the **My Time** page.
12. Click <Yes> to confirm submission.
13. Click <OK> to complete.



Monitor notifications/emails – when supervisors review requests, notifications/emails are automatically sent to the employee on the status of the requests.