



Request Absence for Worker for Future Pay Period


Replaces Request Time Off (Full Days Only)

Use this procedure to request absences for a worker in a future pay period such as vacation. To request continuous leave, select the days the employee wants to use leave. Balances are updated at the end of the pay period. You may also edit for different start/end times for each day.

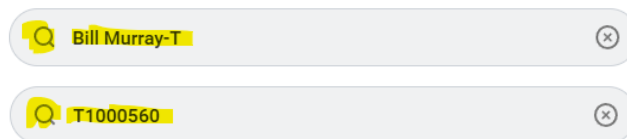
The days that you select will automatically be added to the corresponding future timesheet(s) and will display as an Absence (time off).


You can also take enter absences directly on the timesheet if you prefer (in the current pay period or in a future pay period).

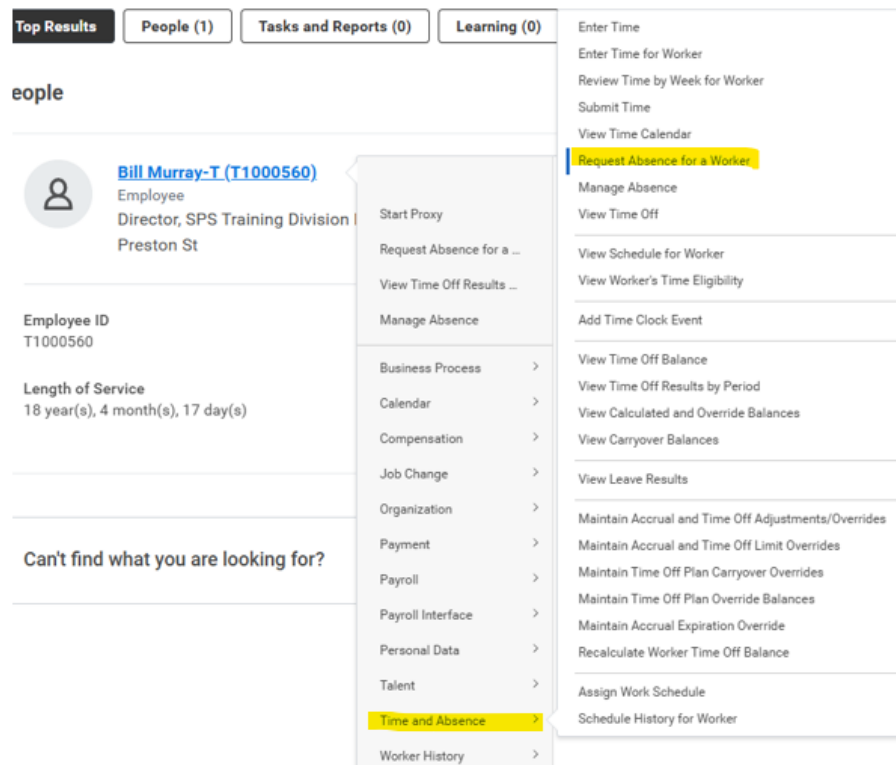
Procedure:

1. Search for the employee by entering name and /or employee ID in the **Search** field. Then click the magnifying glass icon .

NOTE: You may also find the worker in their assigned supervisory organization under the **Members** tab




2. Click the Related Actions icon  next to the worker's name to open the related actions menu. Then scroll down to **Time and Absence** and then select **Request Absence for a Worker**.



The screenshot shows the SPS system interface. At the top, there are tabs for 'Top Results', 'People (1)', 'Tasks and Reports (0)', and 'Learning (0)'. The 'People (1)' tab is selected, showing a list of people. The first person is 'Bill Murray-T (T1000560)', with details: 'Employee', 'Director, SPS Training Division', 'Preston St'. Below this, it shows 'Employee ID: T1000560' and 'Length of Service: 18 year(s), 4 month(s), 17 day(s)'. A search bar at the bottom says 'Can't find what you are looking for?'. To the right of the employee details is a 'Related Actions' menu. The menu is open, showing a list of actions. The 'Time and Absence' section is highlighted in yellow, and the 'Request Absence for a Worker' option is also highlighted in yellow.



3. In the pop-up calendar, select the date(s) which you want to request absence for then select the Continue button 

NOTE: To see current balances, click View Balances [View Balances](#) 

NOTE: To select a different worker click Request on Behalf Of [Request on Behalf Of](#)

Request Absence

For Bill Murray-T (T1000560) | [Request on Behalf Of](#)


Calendar

Date Range

October 2025

< Today >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

[View Balances](#) 

Cancel

Continue



4. Select the Type of Absence you are requesting by clicking in the box and choosing in the drop down menu.

NOTE: The available options will be determined by the employee's security role and Absence/Time Off eligibility.

The image displays three sequential screenshots of the 'Request Absence' form, illustrating the process of selecting an absence type. Each screenshot shows the form title 'Request Absence' with a close button (X) and the date range 'Mon, Oct 20 – Wed, Oct 22'.

- First Screenshot:** The 'Type of Absence*' field is empty, with a search icon on the right.
- Second Screenshot:** A blue arrow points from the first screenshot to this one, where the 'Type of Absence*' dropdown menu is open. The menu lists several options: Primary Time Off, Compensatory Leave Time Offs, Misc Time Offs, Sick and Safe Time Offs, Unpaid Time Offs, Intermittent FMLA Time Offs, and Accident Leave. Each option has a right-pointing arrow.
- Third Screenshot:** A blue arrow points from the second screenshot to this one, where the 'Primary Time Off' option is selected. The dropdown menu is now expanded to show sub-options: Annual Leave (Time Off Calendar), Paid Administrative Leave (Time Off Calendar), Pandemic Carryover Time Off (Calendar), Personal Leave (Time Off Calendar), and Sick (Time Off Calendar). Each sub-option is preceded by a radio button.

At the bottom of each screenshot, there are two buttons: 'Cancel' and 'Submit Request'.



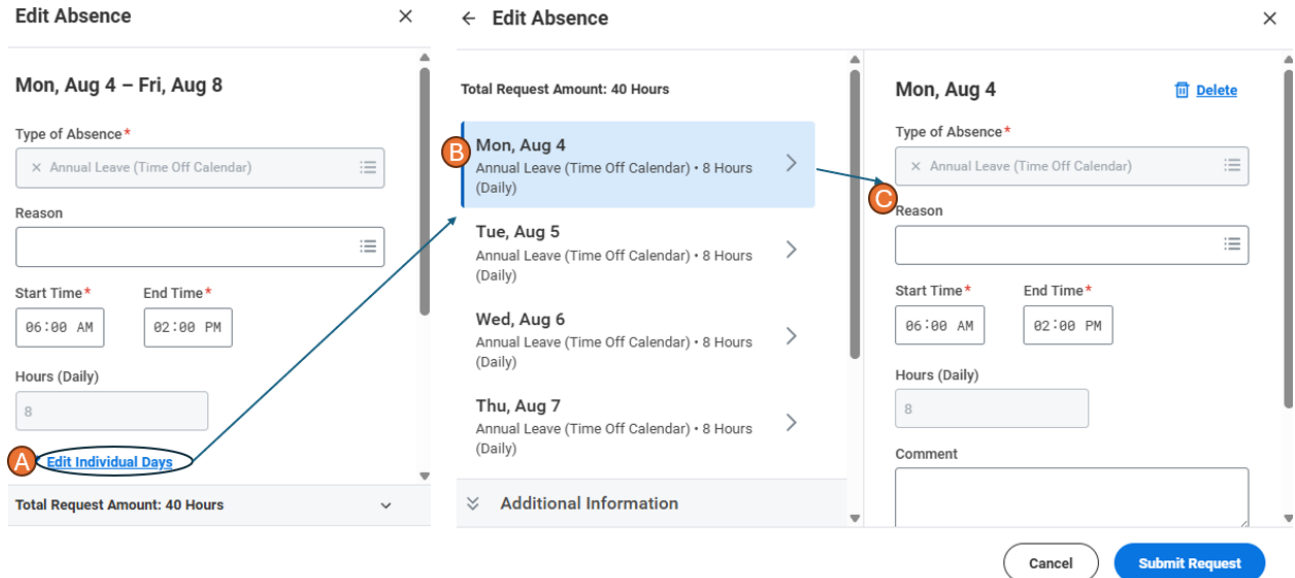
5. Complete the **Absence Request** details:

*****Option 1:** (used if all dates requested are identical; *same # of hours used*)

The screenshot shows the 'Request Absence' form. On the left, the dates 'Mon, Aug 25 – Wed, Aug 27' are displayed. Below this, the 'Type of Absence' dropdown (A) is set to 'Annual Leave (Time Off Calendar)'. The 'Reason' dropdown (B) is empty. The 'Start Time' (C) is '08:00 AM' and the 'End Time' is '04:00 PM'. The 'Hours (Daily)' input is '8'. A link 'Edit Individual Days' (D) is visible. At the bottom left, a summary bar shows 'Total Request Amount: 24 Hours'. On the right, there is a 'Comment' field (E), an 'Additional Information' section with a 'Comment to Approver' field (F), and an 'Attachments' section (G) with a 'Drop files here' area and a 'Select files' button. At the bottom right, a summary box (H) shows 'Total Request Amount: 24 Hours', 'Available Balance: 653.721 Hours' (including accrued time off and future requests until 08/27/2025), and 'Remaining Balance: 629.721 Hours' (amount after submitting the request). 'Cancel' and 'Submit Request' buttons are at the bottom.

- A. Type of Absence: Use the prompt to change the appropriate Time Off code (e.g., Personal, Sick) or leave
- B. Time Off Reason: Use the prompt to select the time off reason (if applicable)
- C. Start/End time for the absence for date(s)
- D. Click to choose different options for different requested dates (see Option 2 below)
- E. Do not use
- F. Enter Comment for the approver for the request
- G. Add attachment (if applicable)
- H. Click down arrow at anytime to seem balance before and after request

*****Option 2:** (used to select different options; *varying start/end times for select dates in the request*)

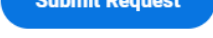


A. To choose different options for different dates choose Edit Individual Days

[Edit Individual Days](#)

B. Select each date individually

C. Enter options by date (type, reason, start / end), etc...

6. When you have finished entering details, select the Submit button  and you will see this confirmation pop-up:

**Success! Request Submitted for Bill
Murray-T (T1000560)**

[View Details](#)



7. To verify click View Details [View Details](#) and confirm the details of the absence are correct.

Absence Entries

PDF

Print

Close

Request Amount

24 Hours

Request History

[Absence Request: Bill Murray-T \(T1000560\)](#)

In Progress

Status

Submitted

Request Dates

Mon, Oct 20, 2025 – Wed, Oct 22, 2025

Type of Absence

[Annual Leave \(Time Off Calendar\)](#)

Duration per Day

8 Hours

Start Time

08:00:00 AM

End Time

04:00:00 PM

Awaiting Action By

Cancel Absence

NOTE: You may cancel this request if you see an error by clicking Cancel Absence

[Cancel Absence](#)

Tips:

- For leave taken, leave balances are updated in the system at the end of each pay period.
- For accruals, the balance is updated at the beginning of the pay period based on projected accrued leave for the employee (except Comp Time).
- Comp Time is accrued the day it is earned and after the time sheet is saved.
- To view the status of your Absence request, use the **View Time Off** job aid.
- You can cancel an absence before it has been approved. After the absence has been approved, you can cancel or correct it using the **Edit or Cancel Absence Requests** job aid.
- There is no need to request Holidays as Time Off unless you work in a unit that has pre-scheduled holidays.

8. The System Task is Complete.