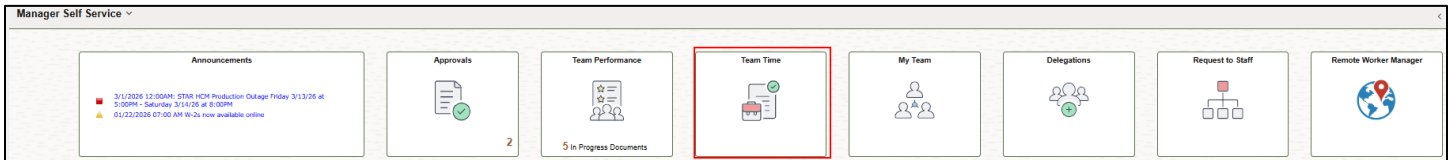




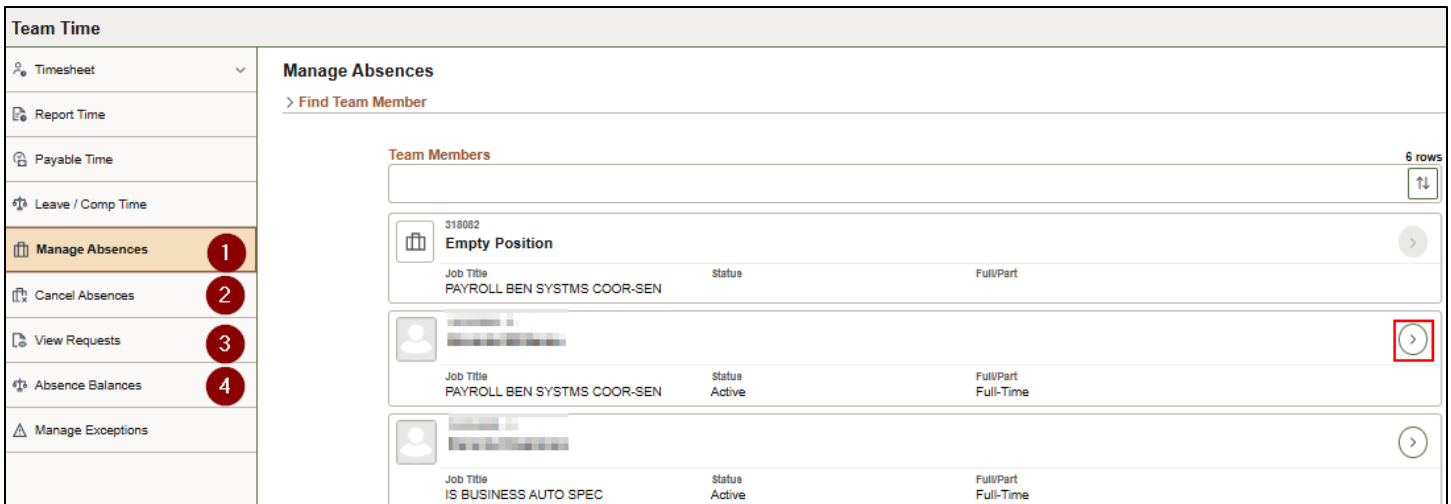
Manager Self Service: Entering Absence on Behalf of your Employee

Enter an Absence

From the **Manager Self Service** (MSS) homepage, select the **Team Time** tile.



Click on the **Manage Absences** option from the Navigation options:



1. The **Manage Absences** screen will appear. To enter an absence for your employees, select your employee by clicking the “circle with arrow icon” on the far-right side of the employee’s name. Once your employee is selected follow instructions from **Entering An Absence** in the [Employee Self Service: Absence Entry Quick Guide](#). With the latest update, managers can no longer request an absence through employee’s timesheet.

Other Screen Options

1. To move through the various options, simply click on the options listed on the left side of the screen under **Team Time**.
2. By selecting the **Cancel Absences** option, you can cancel unfinalized absences for your employees. Select your employee by clicking the “circle with arrow icon”. If no absences appear, that means there are no unfinalized absences. If your employee needs finalized absences cancelled, you will need to contact your agency payroll office. Once your employee is selected follow instructions from the section **Canceling an Absence** in the [Employee Self Service: Absence Entry Quick Guide](#).

You may also cancel an absence through the Enter Time screen. On the row with an Absence already entered, click on the related Actions button. (Day Summary column far right side, circle with "... icon".) Select the option: Cancel Absences.

Day Summary		First In	Out	In	Last Out	Time Reporting Code
15	Sunday					
Mar	Reported 0.00					
16	Monday					
Mar	Reported 24.00				VACTN - Paid Vacation Time Taken	24.00

- By selecting the **View Requests** option, you can see absence history for your employees. Select your employee by clicking the "circle with arrow icon". Once your employee is selected you can use the filter button "icon directly below View Requests" to view the date range, absence type, and/or status you wish to review.
- By selecting the **Absence Balances** option, you can review absence balances for your employees. Select your employee by clicking the "circle with arrow icon". These balances are through the last finalized pay period.

Additional Resources

- [Employee Self Service Job Aid: Absence Management](#)
- [Employee Self Service: Absence Entry Quick Guide](#)
- If you have further questions about Time and Absence entry, additional resources are available on the [Time and Absence Job Aids tile in ESS](#) (This will require you to login to your ESS account).