Apply Leave/Add Absence
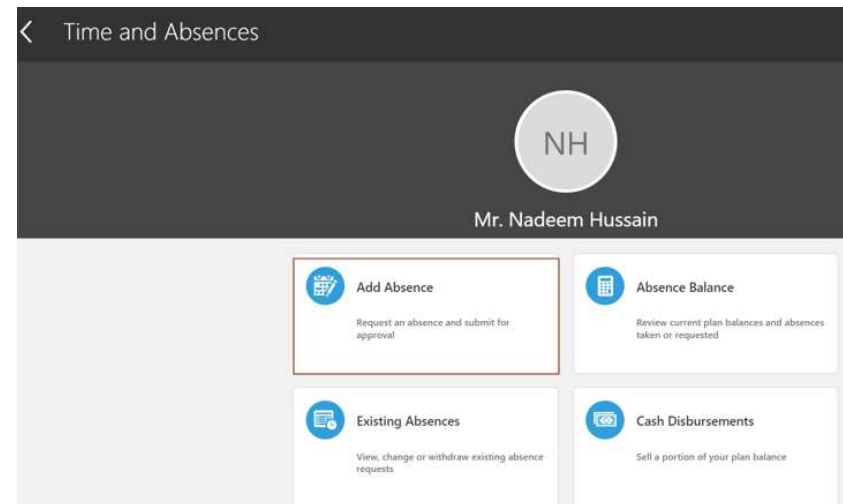
Apply Leave/Add Absence

- Once the employee signs in, the home page will be displayed.

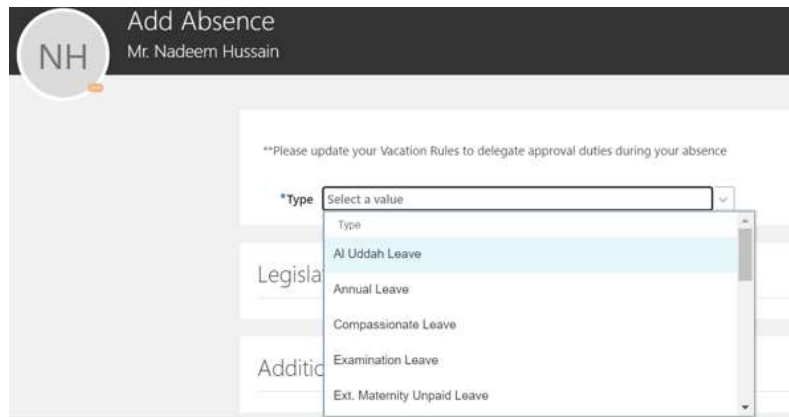- Click on the **Me** tab and then click on **Time and Absences** icon.

- Click on **Add Absence** tile**.**
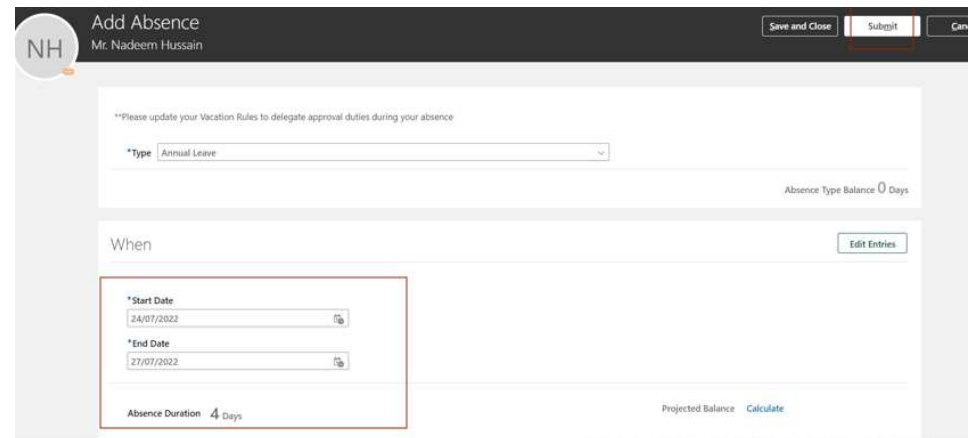
Apply Leave/Add Absence

- Select Leave Type.

Note: Leave types are different based on the employee's eligibility.
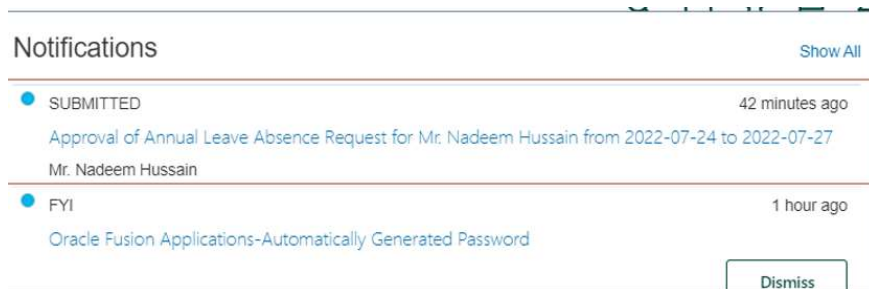
- Enter State date and End date of the Absence.
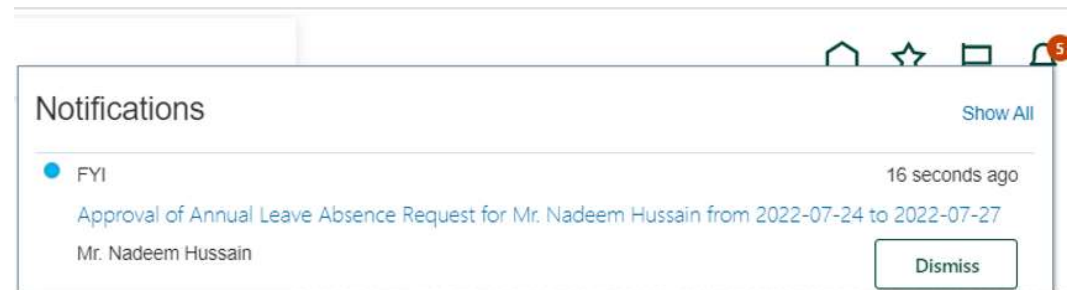- Click **Submit** and it is sent for approvals

Apply Leave/Add Absence

- Once the leave is submitted, employee will receive a notification which conveys that the absence has been submitted for approval.

- Once the request is approved by Line Manager, Employee will receive an FYI notification which conveys that the request is approved.

Notifications | Show All
SUBMITTED — 42 minutes ago
Approval of Annual Leave Absence Request for Mr. Nadeem Hussain from 2022-07-24 to 2022-07-27
Mr. Nadeem Hussain
FYI — 1 hour ago
Oracle Fusion Applications-Automatically Generated Password
Dismiss

Notifications | Show All
FYI — 16 seconds ago
Approval of Annual Leave Absence Request for Mr. Nadeem Hussain from 2022-07-24 to 2022-07-27
Mr. Nadeem Hussain
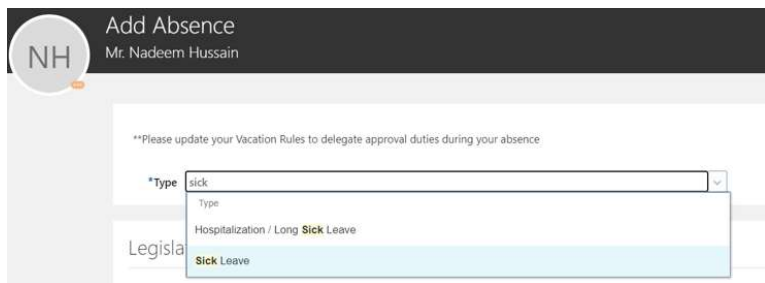Dismiss

Apply Leave with Mandatory Attachment

- Once the employee signs in, the home page will be displayed.

- Click on the **Me** Tab and then click on **Time and Absences**.
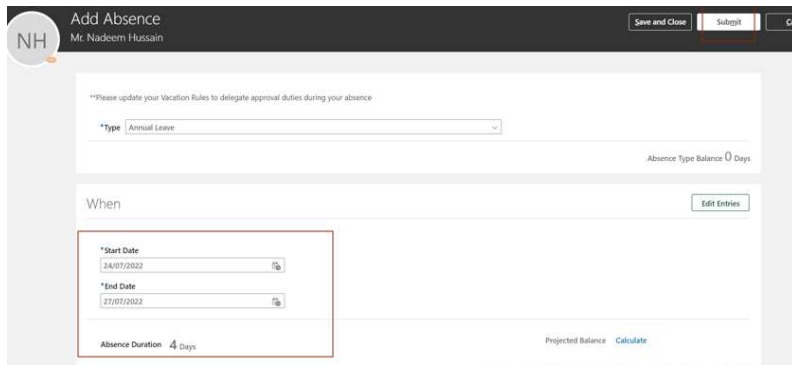
- Click on **Add Absence** tile.
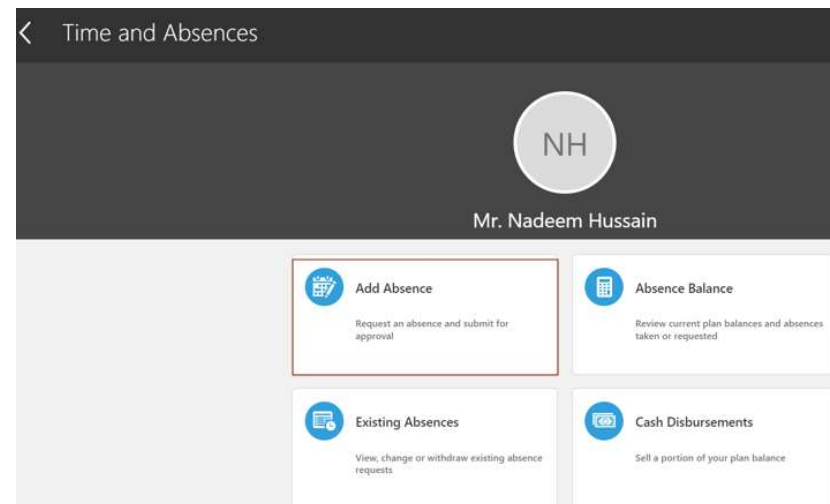
Apply Leave with Mandatory Attachment

- Select Leave Type as **Sick leave** as it requires mandatory attachment.
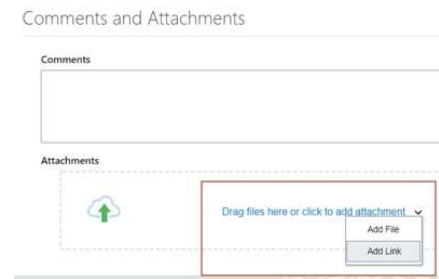

- Enter State date and End date of the Absence.

- Scroll down to 'Comments and Attachments' section. Click on 'Drag files here or click to add attachment' and select 'Link' to add any web link. Add link and click on 'Save and Close'.

- Click **Submit** and it is sent for approvals.

Apply Leave with Mandatory Attachment

- Employee may add any file as an attachment as well.

- Scroll down to 'Comments and Attachments' section.

- Click on 'Drag files here or click to add attachment' and select 'File'. Browse and select the file you want to add and click on Open.

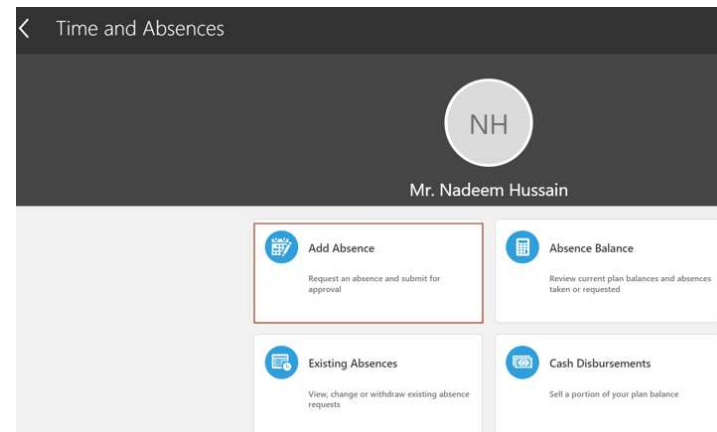- Once the file is uploaded, **Submit** the absence.

Apply Leave with Mandatory Reason

- Once the employee signs in, the home page will be displayed.

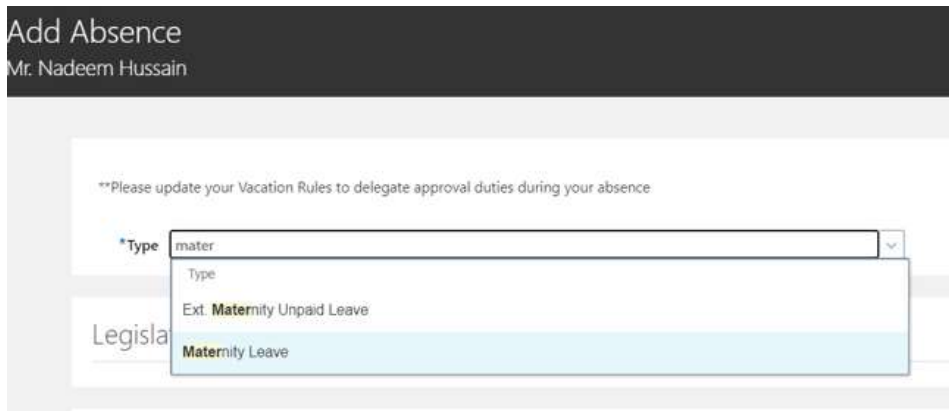- Click on the **Me** Tab and then click on **Time and Absences**.

- Click on **Add Absence** tile.

Apply Leave with Mandatory Reason

- Select Leave Type where the reason is mandatory.
- Choose **Maternity Leave**.

- Enter State date and End date of the Absence.
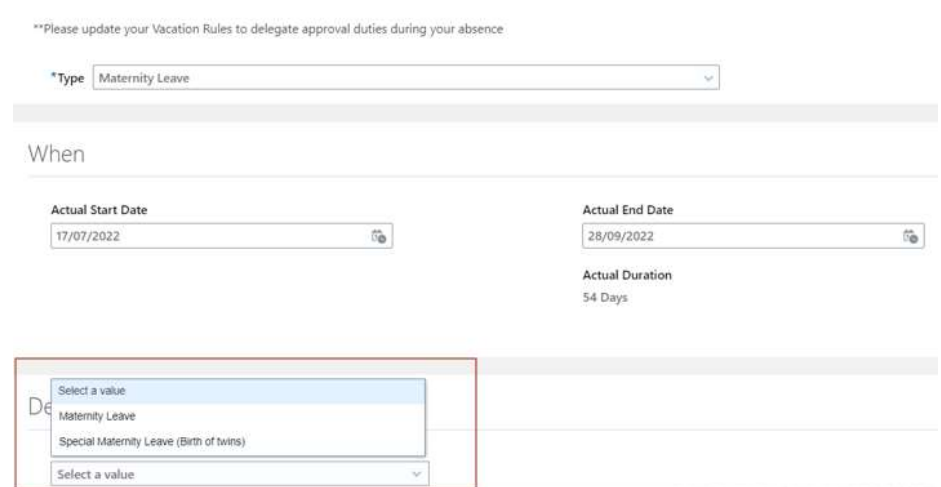- Under 'Details' section, click on 'Reason' dropdown to select the appropriate reason.
- Click **Submit**.