

ABSENCE MANAGEMENT BASICS

WHAT IS THE ABSENCE MANAGEMENT ELECTRONIC FORM?

In an effort to create efficiencies and reduce paper-based processing, Nassau BOCES has created an application to manage the submission, approval and associated electronic workflow of the Absence Management process. The application allows an employee to complete an absence request, select a manager for approval and route the form appropriately. Employees can also add attachments as supporting documentation if needed. Employees will receive a finalized copy of the form once all necessary approvals have been completed.

ACCESSING THE ABSENCE MANAGEMENT APPLICATION

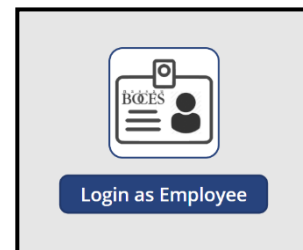
[Access the Request for Absence form here.](#)

If not already logged in, users will be prompted to enter their Nassau BOCES credentials.

*You may be prompted to allow the application to access your Outlook and Office365 information. Please allow this access.

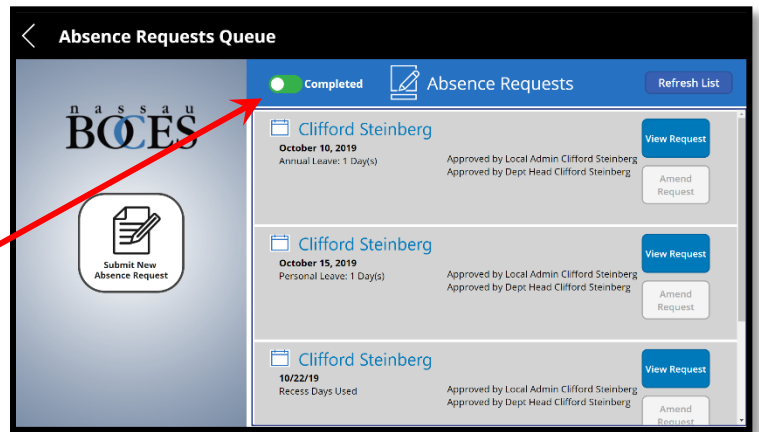
SUBMITTING AN ABSENCE REQUEST

Employees wishing to submit a request should use the “Login as Employee” icon.



Once logged in to the employee interface, staff will be able to view requests previously submitted as well as have the ability to submit a new request for absence.

Staff can use the toggle button to switch between viewing completed and pending requests for absence.



To submit a new request for absence, employees will select the "Submit New Absence Request" icon.



Employees will then be presented with the request for absence form which they complete as they would the paper version.

*Employee location codes are cited on timesheet.

Once all required information is entered, the employee must complete the following steps:

- 1) Use the "Click to Sign" button. This will add an electronic signature and timestamp.



- 2) Complete the Approval Routing Step.
 - a. Search for the manager or department staff to route the request to and click the "Submit" button.



- 3) **Optional** – Prior to clicking "Submit," Employees also have the ability to add attachments as supporting documentation associated with the absence request. To add supporting documents, click the "Attach file" function next to the Approval Routing section.

*Attachments will route with the approval workflow emails.



Once a new absence request is submitted, an automated email will notify the manager to which the request was routed. A notification will also go to the employee with the details and any associated attached supporting documentation.

Additional available functionality.

Once a request is submitted, the employees can submit additional requests, review pending requests, or create an email away message within outlook for the time of the leave.

