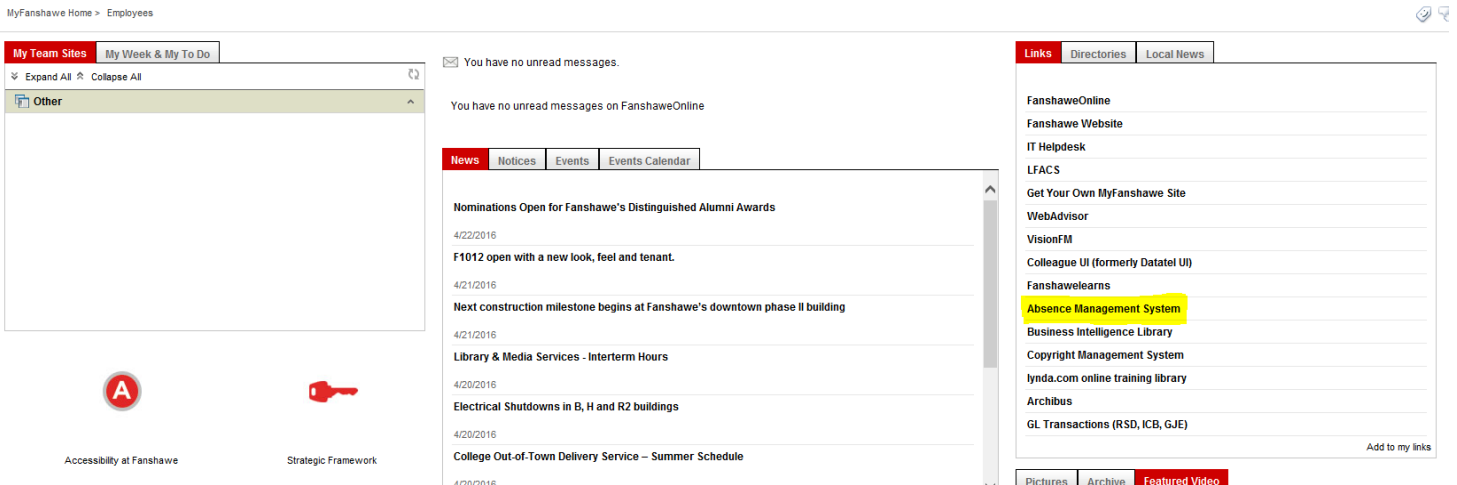


Entering Absences on the Absence Management System (AMS)

1) Access AMS on the right side of the portal main page as seen below:



2) Select the applicable “Absence Type” from the drop down menu and select the “From” and “To” date using the calendar then hit “Add”

Report an Absence | Leave History | Vacation Leave Option

Your weekly work schedule is:

MON	TUE	WED	THU	FRI	SAT	SUN
8.80	8.80	8.80	8.80	8.80	0.00	0.00

Absence Type: Sick
From: **To:**

<input type="checkbox"/>	Edit	Absence Date	△	Absence Type	HRS	Comments	Status	Status Date
No data to display								

Note: Within the AMS System, submitted Sick Absences are automatically marked as recorded. All sick absences are subject to the requirements of Absence Management policy P202. Sick absences that do not meet these requirements will not be paid as sick leave.

3) If you are required to edit the number of hours for your absence hit the pencil under the “Edit” column. **If you do not need to edit skip to step (5).** Note: one full day for full time faculty is 8.8 hours. If you miss ½ your total teaching time for the day you need to adjust the number of hours to 4.4, and so on.

<input type="checkbox"/>	Edit	Absence Date	△	Absence Type	HRS	Comments	Status	Status Date
<input type="checkbox"/>		Fri, Apr 22, 2016		Vacation	8.80		Saved, Not Submitted	Fri, Apr 22, 2016

4) To edit the number of hours enter in the correct number under the “HRS” column and enter a comment to explain. Then click the green check mark under the “Edit” column.

<input type="checkbox"/>	Edit	Absence Date	△	Absence Type	HRS	Comments	Status	Status Date
<input checked="" type="checkbox"/>		4/22/2016		Vacation	4.4	Absent for 2/4 of teaching time	Saved, Not Submitted	Fri, Apr 22, 2016

5) To submit the absence check the box in the far left column and hit "Submit" in the bottom right corner

Absence Type:
 From:
 To:

<input type="checkbox"/>	Edit	Absence Date	△	Absence Type	HRS	Comments	Status	Status Date
<input checked="" type="checkbox"/>		Fri, Apr 22, 2016		Vacation	4.40	Absent for 2/4 of teaching time ^{AH}	Saved, Not Submitted	Fri, Apr 22, 2016
<input type="checkbox"/>		Mon, Jun 27, 2016		Vacation	7.00		Approved	Fri, Mar 11, 2016
<input type="checkbox"/>		Tue, Jun 28, 2016		Vacation	7.00		Approved	Fri, Mar 11, 2016
<input type="checkbox"/>		Wed, Jun 29, 2016		Vacation	7.00		Approved	Fri, Mar 11, 2016
<input type="checkbox"/>		Thu, Jun 30, 2016		Vacation	7.00		Approved	Fri, Mar 11, 2016
<input type="checkbox"/>		Mon, Jul 04, 2016		Vacation	7.00		Approved	Fri, Mar 11, 2016
<input type="checkbox"/>		Tue, Jul 05, 2016		Vacation	7.00		Approved	Fri, Mar 11, 2016
<input type="checkbox"/>		Wed, Jul 06, 2016		Vacation	7.00		Approved	Fri, Mar 11, 2016
<input type="checkbox"/>		Thu, Jul 07, 2016		Vacation	7.00		Approved	Fri, Mar 11, 2016
<input type="checkbox"/>		Fri, Jul 08, 2016		Vacation	7.00		Approved	Fri, Mar 11, 2016

Page 1 of 2 (14 items)

Note: Within the AMS System, submitted Sick Absences are automatically marked as recorded. All sick absences are subject to the requirements of Absence Management policy P202. Sick absences that do not meet these requirements will not be paid as sick leave.

6) If submitted correctly the "Status" will say "Waiting for Manager Approval"

<input type="checkbox"/>	Edit	Absence Date	△	Absence Type	HRS	Comments	Status	Status Date
<input type="checkbox"/>		Fri, Apr 22, 2016		Vacation	4.40	Absent for 2/4 of teaching time ^{AH}	Waiting for Manager Approval	Fri, Apr 22, 2016

7) Once approved you will receive an email from the AMS system and the "Status" will change to "Approved"

****This applies for all missed time:** Sick, vacation, family day, bereavement, PD, jury duty, etc**

If you have any questions regarding entering your hours please contact the School's Assistant ☺