## Entering Vacation on the Absence Management System (AMS)

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

MyFanshawe Home > Employees				Ø			
My Team Sites My Week & My To Do	25	You have no unread messages.		Links Directories Local News			
Tother	^	You have no unread messages on FanshaweOnline		FanshaweOnline			
				Fanshawe Website			
				IT Helpdesk			
		News Notices Events Events Calendar	^	LFACS			
		Nominations Open for Fanshawe's Distinguished Alumni Awards 4/22/2016		Get Your Own MyFanshawe Site			
				WebAdvisor			
				VisionFM			
		F1012 open with a new look, feel and tenant.		Colleague UI (formerly Datatel UI)			
		4/21/2016		Fanshawelearns			
A		Next construction milestone begins at Fanshawe's downtown phase II building		Absence Management System			
	4/21/2016		Business Intelligence Library				
	<b>0</b>	Library & Media Services - Interterm Hours 4/20/2016 Electrical Shutdowns in B, H and R2 buildings 4/20/2016		Copyright Management System			
				lynda.com online training library			
				Archibus			
				GL Transactions (RSD, ICB, GJE)			
Accessibility at Fanshawe	Strategic Framework	College Out-of-Town Delivery Service – Summer Schedule		Add to my links			
stoooding at talloliano	or alogio - raile work	4/20/2016		Pictures Archive Featured Video			

2) Select the "Vacation Leave Option" tab and click "Contiguous" under "Vacation Choice"

Report an Absence Leave History	Vacation Leave Option						
<b>Year Start Date</b> Tuesday, September 01, 2015	Year End Date Wednesday, August 31, 2016	Vacation Choice Contiguóus O Non-Contiguous					
Non-Contiguous Vacation Request – Any other vacation period requested and approved by the College.							
This information is requested pursuant to article 15.01 A of the academic collective agreement.							

 From the "Absence Type" drop down menu select "Vacation". Now select the "From" and "To" date using the calendar. <u>Check the box under the "Add" button</u> and then hit "Add". This will automatically submit the days for approval.

Report an Absence	Leave History	Vacation Leave Option							
Your weekly work schedule is: 0				TUE	WED	THU	FRI	SAT	SUN
			8.80	8.80	8.80	8.80	8.80	0.00	0.00
Absence Type: Vacation	~	From:		To:				Add	
Check this box and click the "Add" button to automatically submit these absences for approval.									

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

Edit	Absence Date 🛛 🛆	Absence Type	HRS	Comments	Status	Status Date
	Fri, Apr 22, 2016	Vacation	4.40	Absent for 2/4 of teaching time <sup>AH</sup>	Waiting for Manager Approval	Fri, Apr 22, 2016

5) Once approved you will receive an email from the AMS system and the "Status" will change to "Approved" If you have any questions regarding entering your hours please contact the School's Assistant ©