Step by Step: How to request leave for supervisor approval.

Notes to remember:

When requesting sick leave, you must use **Internet Explorer**.

Always make sure you request an absence slip for anytime you are taking off/have taken off. Once your supervisor approves the requested time, it will appear on your timecard.

First check in UltiPro if you have enough available sick hours.

Student Staff can accrue up to 24 sick hours per Calendar Year.

Step 1: Log into Timeforce

Make sure you are on the “Timecard” tab.
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Step 2: Click "Absence Requests"

Step 3: Click "Create Absence Request"
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Step 4: Input your requested time and press “Enter” (bottom right)

- Confirm that your supervisors is in the “Send to:” section
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Step 5: Once you’ve selected “Enter”, make sure you select “YES” when promoted to email request to your supervisor. This is the only way your supervisor will know that a pending request is waiting for them.

When you click “yes”, your Outlook will appear with a message for your supervisor. Click “send”.