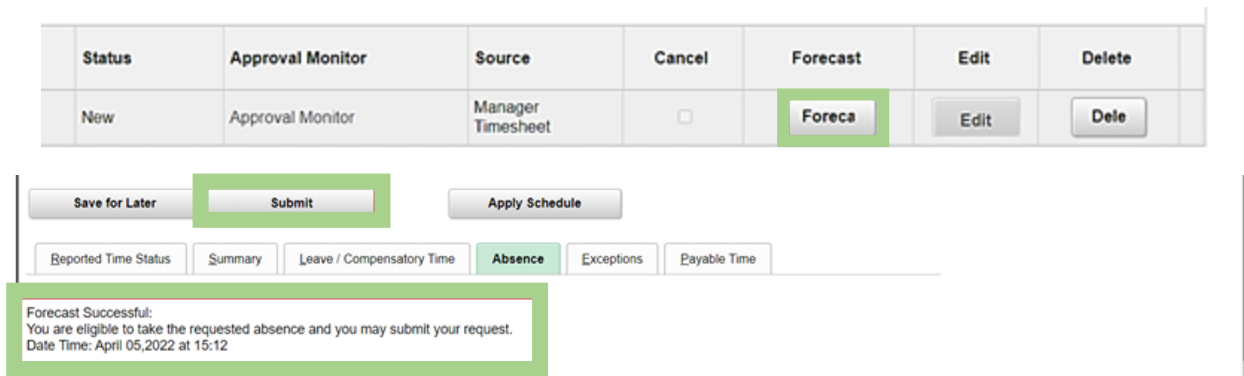


After entering your absence events, scroll to the end of the row and “Forecast” to ensure you have leave available (or *will* have the leave in the future if you are entering leave in advance).



After forecasting, your leave will automatically populate on your timesheet. We recommend submitting your timesheet after each forecast to avoid losing any work if you change screens.

Need to edit leave? Navigate to the Absence Event row and select the Edit button on the far right. This will “open” the other fields. Select the Details link to open the absence menu. Make changes as needed, delete the previous Duration value so that field is blank, then click Calculate for your new Duration. Click ok, re-forecast, and submit.

Need to cancel leave? Navigate to the Absence Event row and put a check under the Cancel column then submit your timesheet.

Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
Vacation	6.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>
Vacation	6.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>
			Details	New	Approval Monitor	Employee Timesheet	<input type="checkbox"/>

EMERGENCY RESPONSE

Please review the VDOF OT Scenarios Job Aid: <H:\Finance\HCM\Job Aids>.