

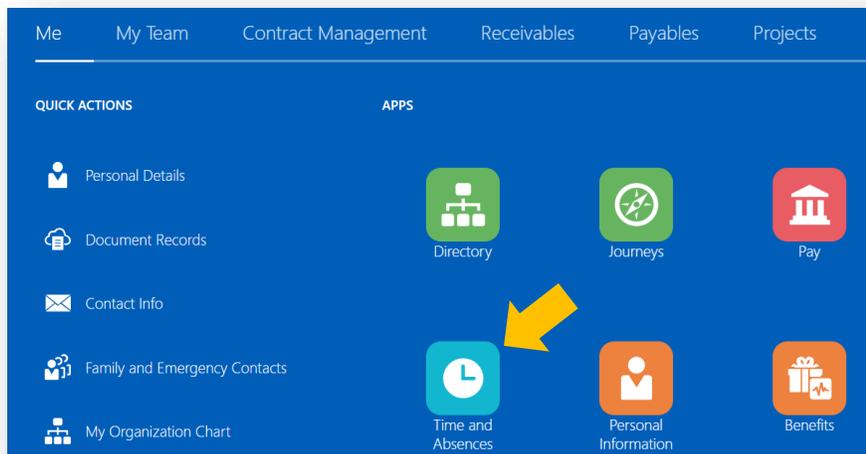
## MOBIUS QUICK GUIDE – ADDING AN ABSENCE (REQUEST LEAVE)

Employees request leave (time off) through the Absences area. Fire & Rescue and Police Dept employees use UKG Telestaff instead.

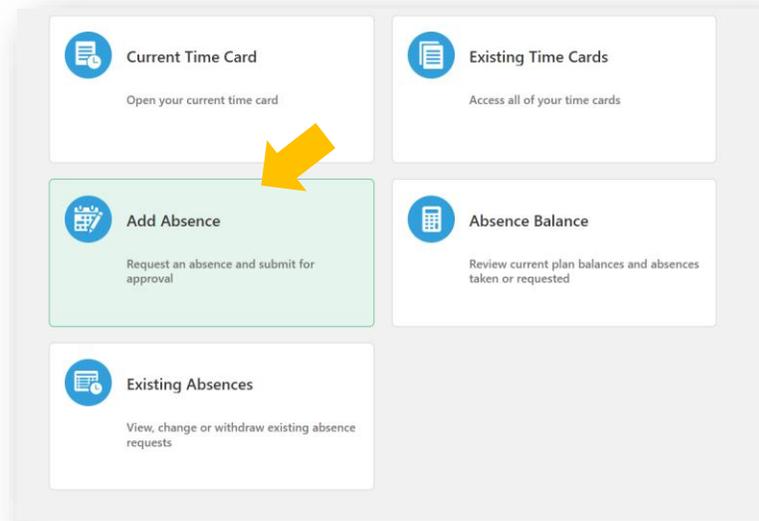
A few notes:

- The system will default the absence **length to 24 hours**, be sure to update this before submitting
- If you do not see the leave type in the drop down, **start typing** it – the dropdown only stores a limited number of leave types
- **Personal days and Bereavement days must be entered one at a time**, you cannot enter a range of dates
- The instructions vary a little based on whether you want to submit **one single instance or a range of dates**, review carefully based on which scenario you need
- If you are a non-exempt employee and must complete a timecard, you will also see the leave/absence on the timecard but it will display in the timecard even if it has not been submitted by you (Saved Status) or approved by your supervisor, and cannot be edited or approved through the timecard; your leave request must also be approved to be paid for that time

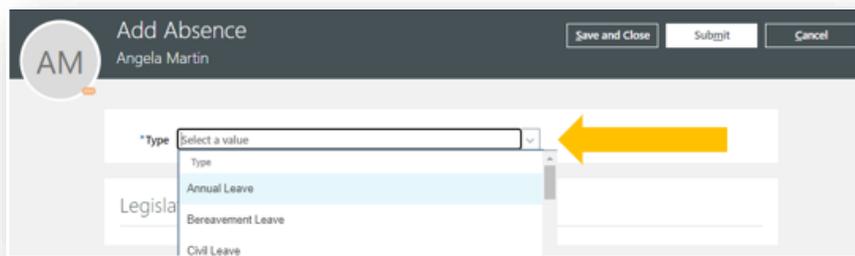
From your **Home Page** click **Time and Absences** under **Apps**



Select **Add Absence**



Select the type of leave in the **Type** dropdown menu – you may need to start typing in the leave type if you do not see it, such as “sick”.



To enter one day of leave (or less than a full day):

1. Select the **start date** by clicking on the calendar icon
2. The **end date** will auto populate with the same date
3. After the hours populates with 24, overwrite 24 in the **hours** box and enter the number of hours of leave to be taken
4. Add any necessary comments in the **Comments and Attachments** area
5. Select **Submit**

The screenshot shows the 'Add Absence' form for Angela Martin. At the top right, there are buttons for 'Save and Close', 'Submit', and 'Cancel'. The form is titled '5.' and shows the following details:

- \*Type: Annual Leave
- \*Business Title: Administrative Coordinator
- Absence Type Balance: 185.58 Hours
- When: [Yellow arrow pointing left]
- \*Start Date and Duration: 1. 12/21/22 [Yellow bracket] 3. 7.5 Hours
- \*End Date and Duration: 2. 12/21/22 [Yellow bracket]
- Absence Duration: 7.5 Hours
- Projected Balance: Calculate
- Details: [Empty field]
- Comments and Attachments: 4. [Comments text area]

## To enter multiple days of leave (consecutive) at one time:

After selecting the type of leave:

1. Select the **start date** by clicking on the calendar icon
2. Select the **end date** by clicking on the calendar icon
  - **It will populate 24 hours for each day; you will correct this in the next step**
3. Select **Edit Entries**
4. Select the **Pencil Icon** to edit each date
5. Update the **Absence Duration** to the appropriate number of hours
6. Select **Ok**
7. Update the remaining entries as need
8. Select the **Delete** option if needed to remove any unwanted dates
9. Review the **Total Absence Duration** section to ensure the total number of hours is correct.
10. Add any necessary comments in the **Comments and Attachments** area
11. Select **Submit**

\*Type

\*Business Title

Absence Type Balance **185.58** Hours

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When 3. Edit Entries

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\*Start Date and Duration

1.   Hours

\*End Date and Duration

2.   Hours

---

Absence Duration **96** Hours Projected Balance [Calculate](#)

\*Type

\*Business Title

Absence Type Balance **185.58** Hours

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When [+ Add](#)

Duration in Hours

12/19/22 Administrative Coordinator	24
12/20/22 Administrative Coordinator	24
12/21/22 Administrative Coordinator	
12/22/22 Administrative Coordinator	
<b>Total Absence Duration</b>	

Delete [OK](#) [Cancel](#)

\*Date  6.

\*Business Title  
Administrative Coordinator

Absence Duration  Hours 5.

### Add Absence

Angela Martin

Save and Close Submit Cancel

11. + Add

When

Duration in Hours

12/19/22	Administrative Coordinator	7.5	
12/20/22	Administrative Coordinator	7.5	
12/21/22	Administrative Coordinator	7.5	
12/22/22	Administrative Coordinator	7.5	
Total Absence Duration		9.30	

Details

Comments and Attachments

10. Comments

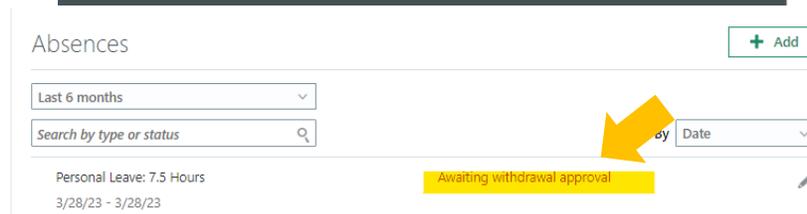
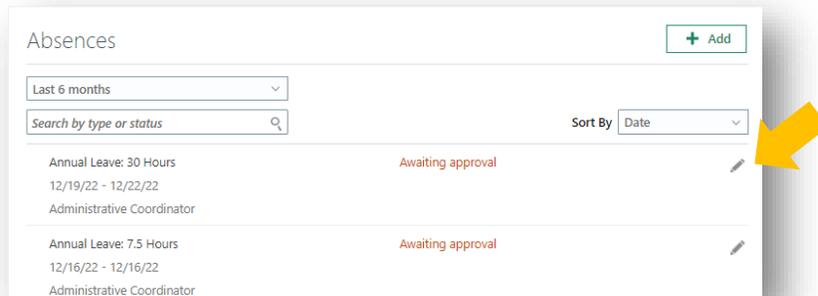
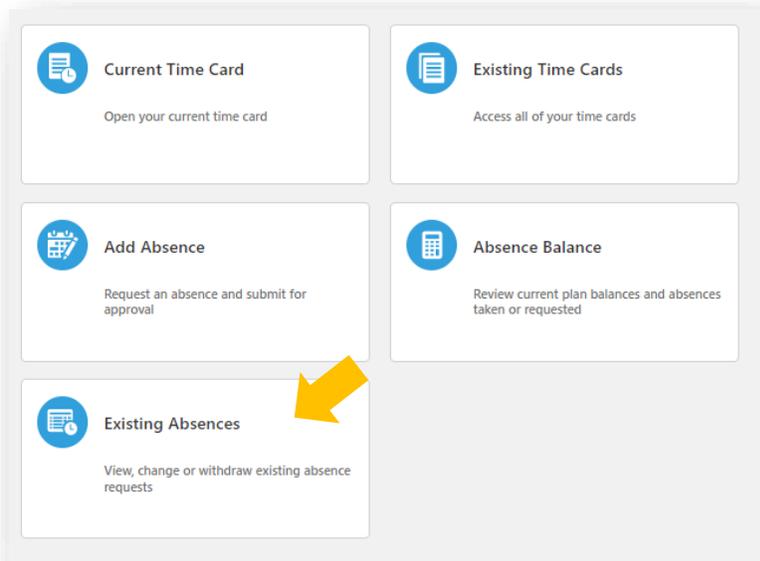
Once submitted, the leave request will route to your supervisor for approval. If they deny it, you will receive a notification.

To view Leave Requests/Absences:

From your **Home Page** click **Time and Absences** under **Apps**

### Select **Existing Absences**

From here you can see the status of submitted requests. If you need to cancel a request you can select the **pencil icon** then modify or delete the request. If you select delete it will require an approval from your manager.



## Absence Statuses

These are the statuses for absences:

Status	Meaning
Awaiting Approval	Waiting for supervisor approval
Awaiting Withdrawal Approval	Employee initiated withdrawal request, awaiting manager approval
Completed	Approved and in the past
Denied	Denied
In progress	Approved and employee is currently on leave as of today
Saved	Employee created but did not submit for approval
Scheduled	Approved and in future
Withdrawn	Employee withdrew (deleted), and manager approved withdrawal

## Leave Types

Leave Type	Important Notes
Annual Leave	
Admin Leave (Paid & Unpaid)	Can only be entered by liaison
Bereavement Leave	Must be entered one day at a time in full day increments
Civil Leave	Jury duty, summons, election work
Comp Used	
FMLA	Pre-Approval from HR needed before entering. May or may not be bundled with a paid leave type. Enter FMLA Leave Tracking separately if you don't see the FMLA leave type for the paid leave you are using, like "FMLA Sick".
Injury Leave	Pre-Approval from HR and Risk needed before entering
LWOP	Leave without pay
Military Paid Leave	If not currently enrolled, HR will need to enroll before entering
Personal Leave	Must be entered one day at a time in full day increments
Sick Leave	Type in "sick" to see it display in the drop-down menu
STD	Hybrid only; Pre-Approval from HR needed before entering
Sick Leave Grant	FT Only; Pre-Approval from HR needed before entering
Workers Comp Unpaid*	Can only be entered by liaison, used instead of LWOP when being paid Worker's Comp directly