



# Job Aid: TA08 Request for Leave, Review Leave Balance

Last Update: 04/25/2023



## Document Version History

Date	Version	Comments
04/25/2023	1.0	Initial version

## Pre-Requisites/ Job Descriptions

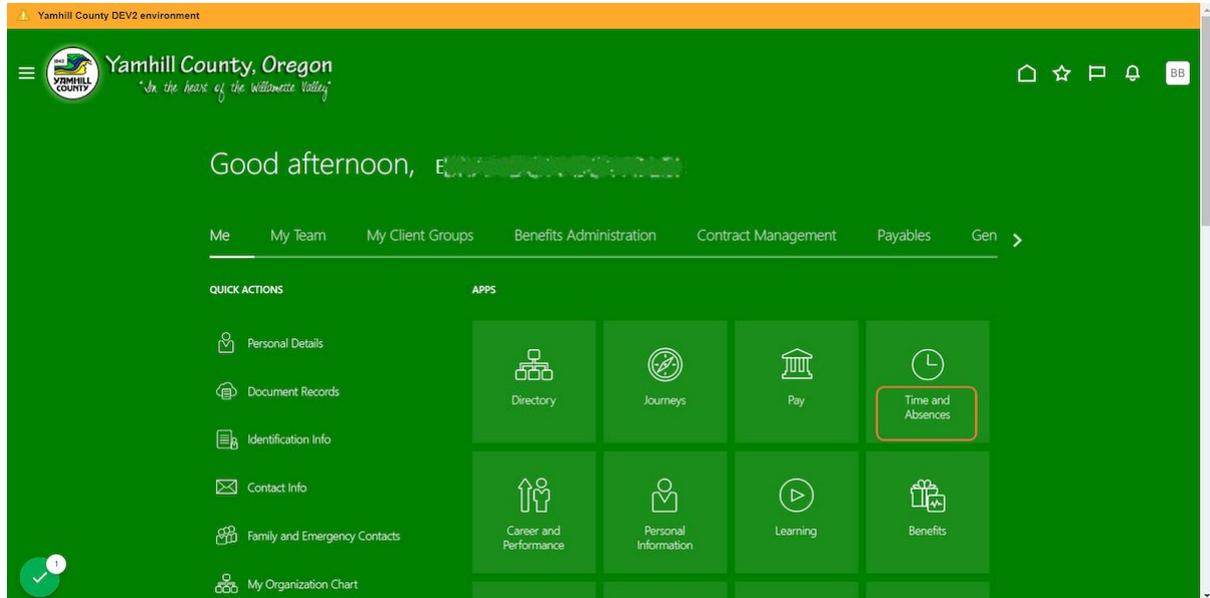
This job aid is applicable to the following Oracle Cloud job descriptions:

ID	Job Description
01	Employee



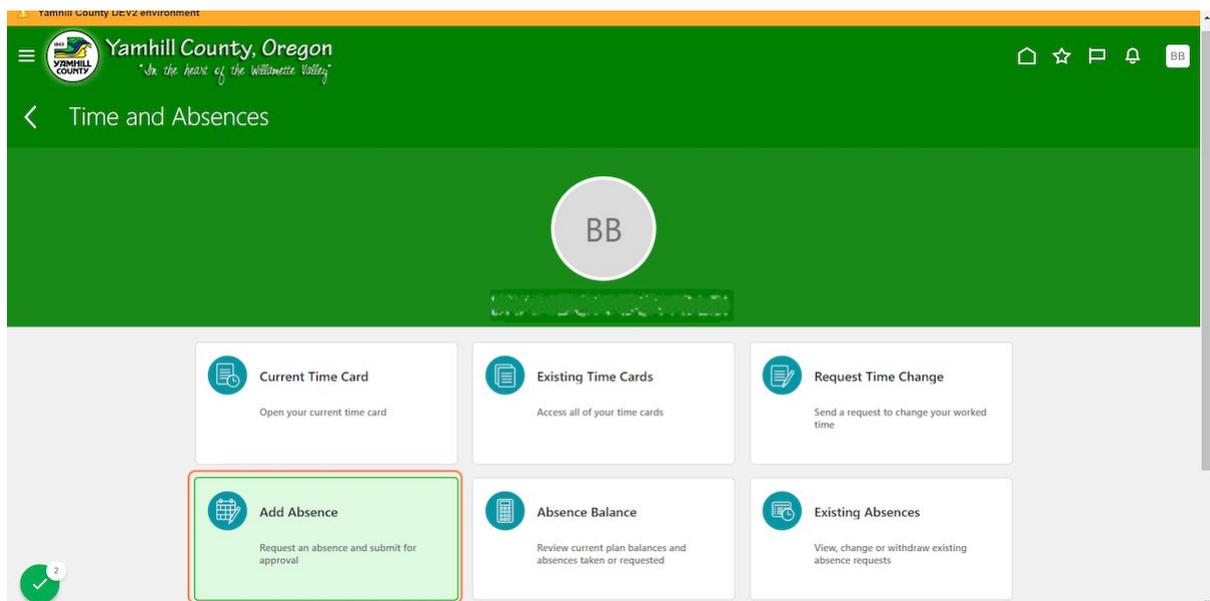
STEP 1

Login to Oracle Fusion Cloud. Click on the “Time and Absences” tile under the “Me” tab.



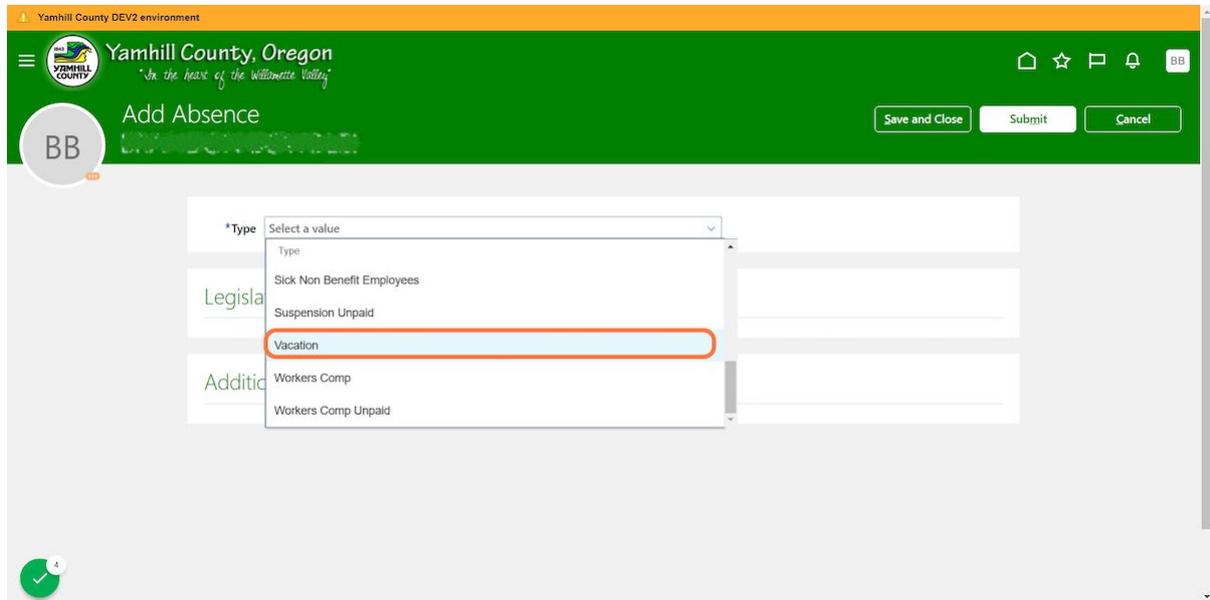
STEP 2

Click on the “Add Absence” tile.



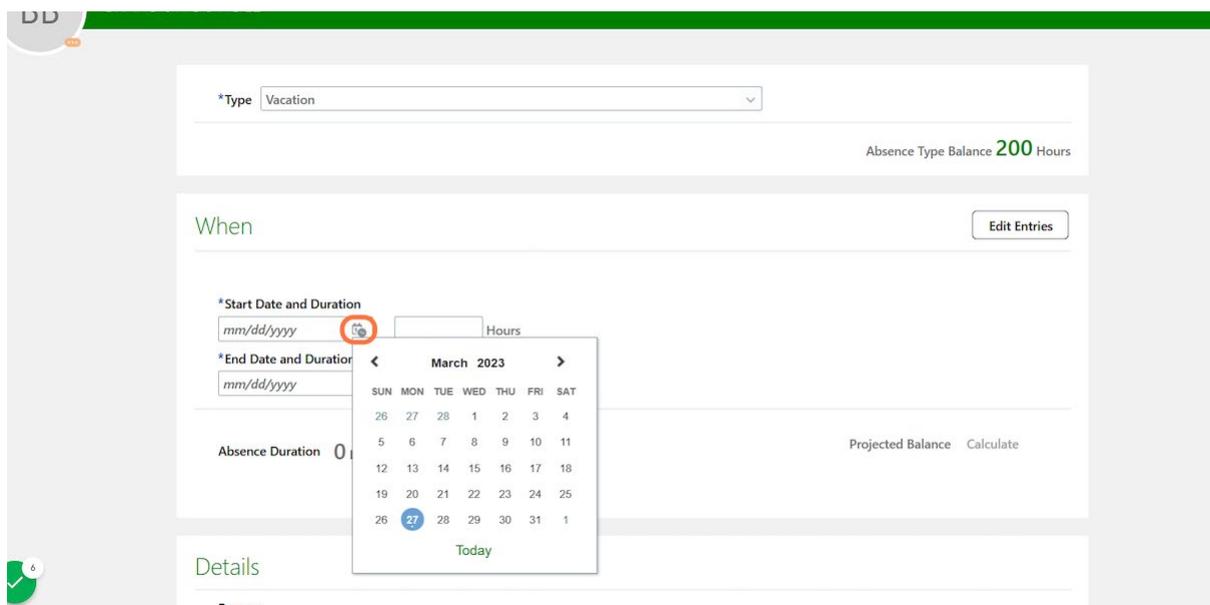
STEP 3

Click on the “Type” drop-down and select the desired absence type.



STEP 4

Select the desired date by clicking on the “Calendar” icon next to the Start Date.



### STEP 5

The End Date, Time field and Absence duration will populate automatically based upon the Start Date and the duration. The times for both the start and end fields are populated based on the employee's work schedule. You can override the amount by entering a different number of hours.

The screenshot shows the 'Add Absence' form. At the top left is a user profile icon with 'BB'. The title is 'Add Absence'. On the top right are buttons for 'Save and Close', 'Submit', and 'Cancel'. The main form area has a dropdown for '\*Type' set to 'Vacation'. Below this, it says 'Absence Type Balance 200 Hours'. The 'When' section has an 'Edit Entries' button. Underneath are two rows: '\*Start Date and Duration' with a date field '03/27/2023' and a duration field '8 Hours'; and '\*End Date and Duration' with a date field '03/27/2023'. Below these is 'Absence Duration 8 Hours' and 'Projected Balance Calculate'. At the bottom is a 'Details' section with a 'Reason' field.

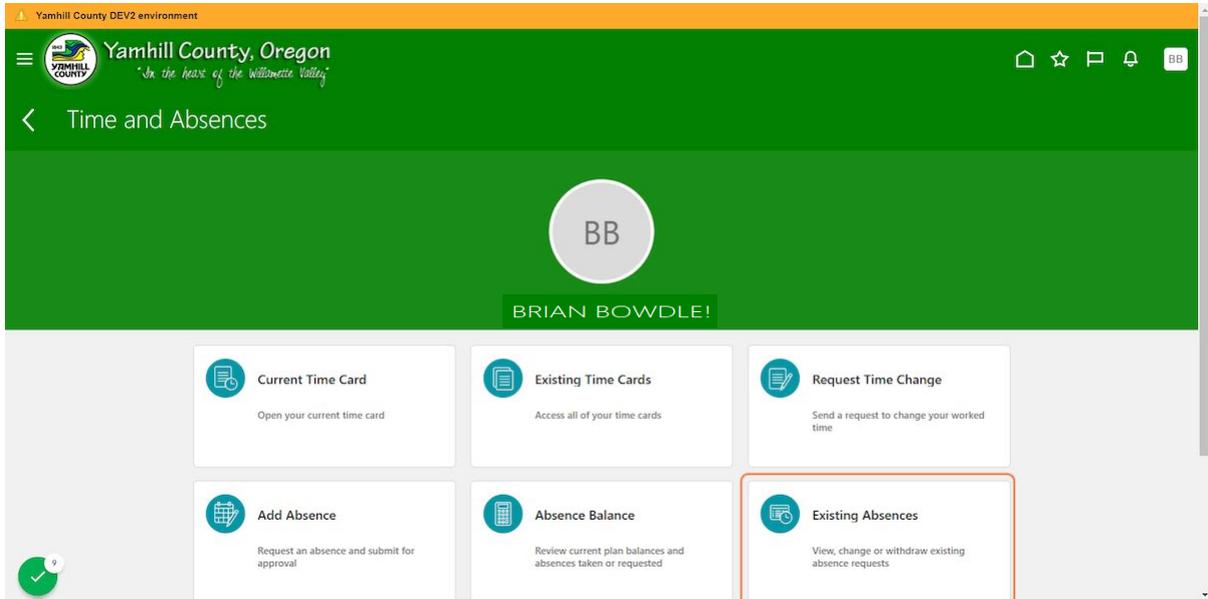
### STEP 6

Click on the "Submit" button towards the top-right of the screen.

This screenshot is identical to the one in Step 5, but the 'Submit' button in the top right corner is highlighted with a red rectangular box to indicate the next action.

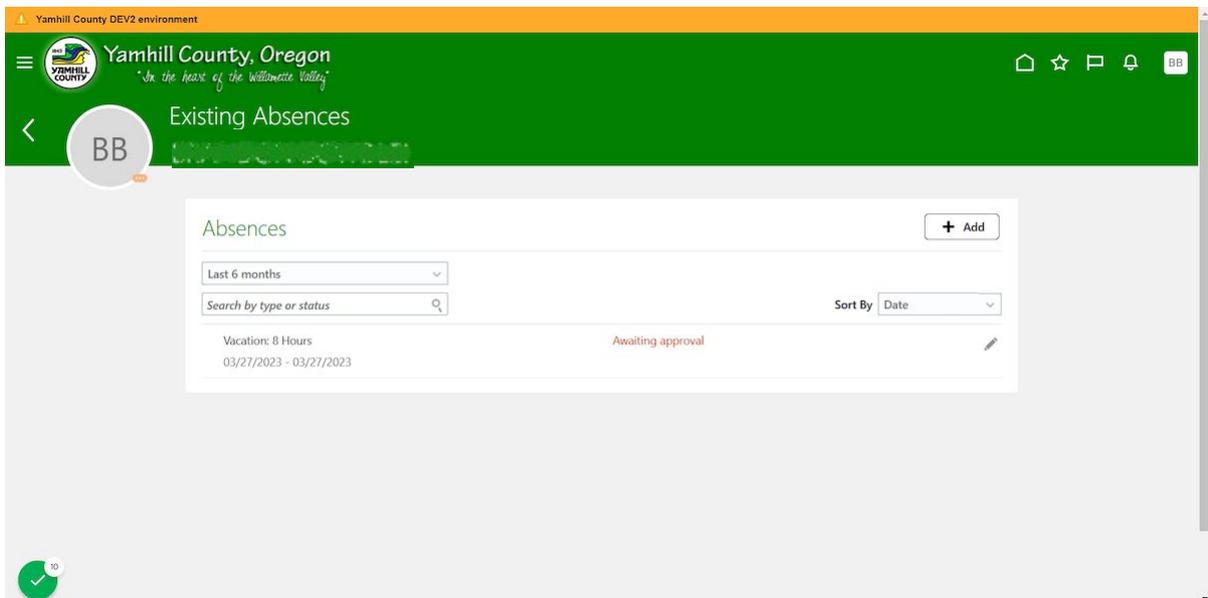
STEP 7

Click on the “Existing Absences” tile to review your recent absence request.



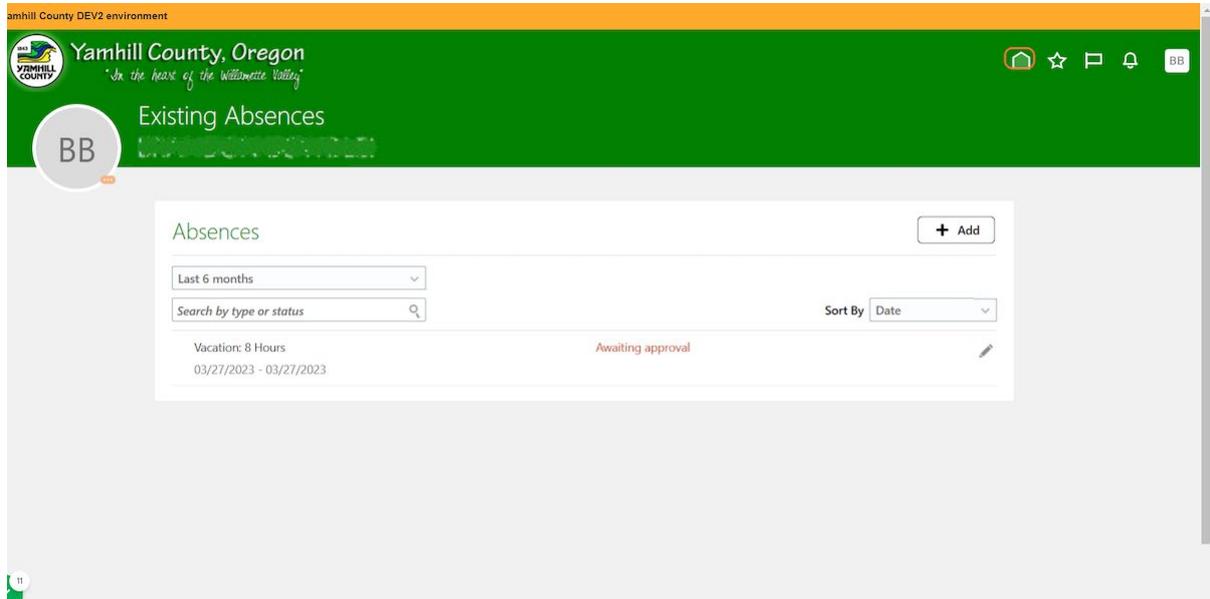
STEP 8

The request will be visible with the status “Awaiting Approval”.



STEP 9

Click on the “Home” icon to return to the main screen.



STEP 10

End of the procedure.

