Job Aid: TA09 Request for multiple leave types on one day

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:
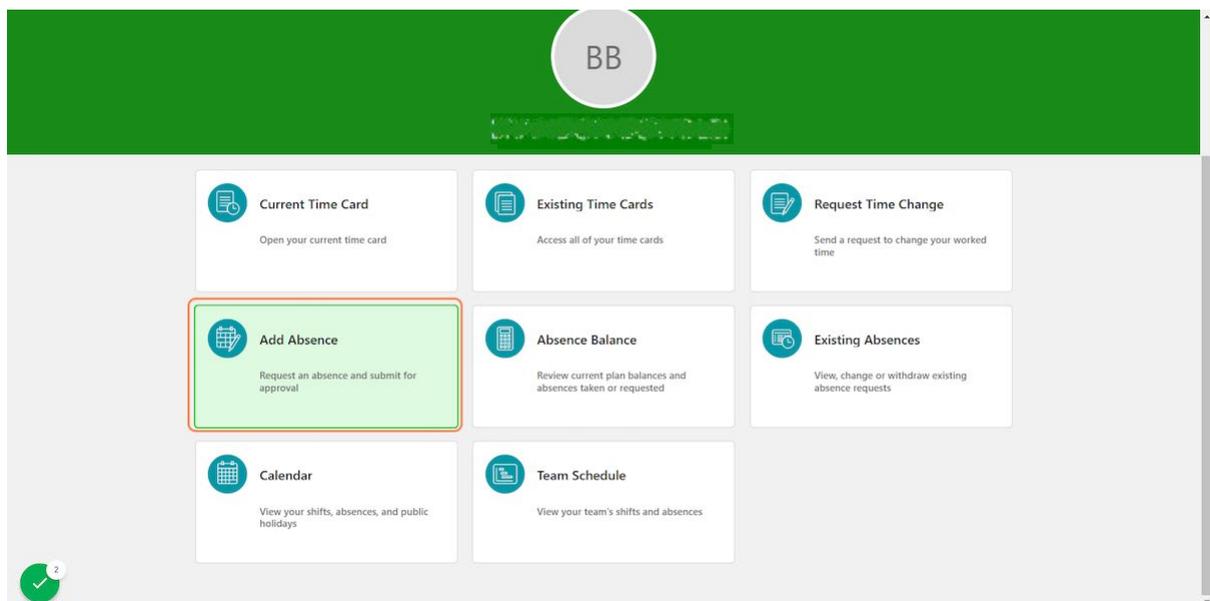
ID	Job Description
01	Employee

Job Aid: TA09 Request for multiple leave types on one day

STEP 1

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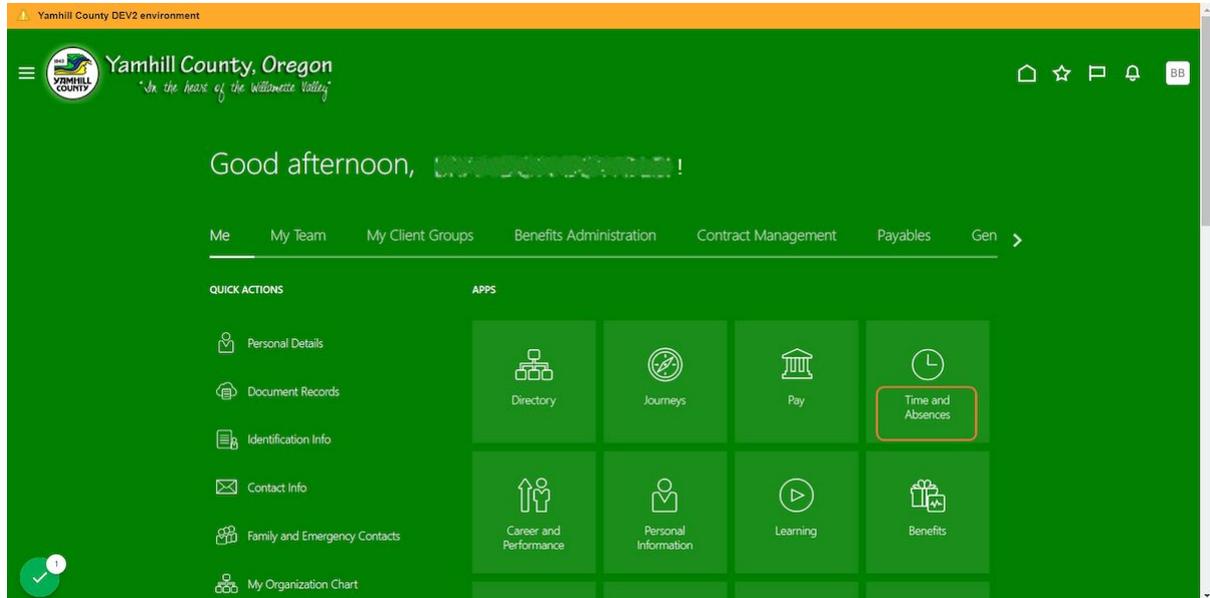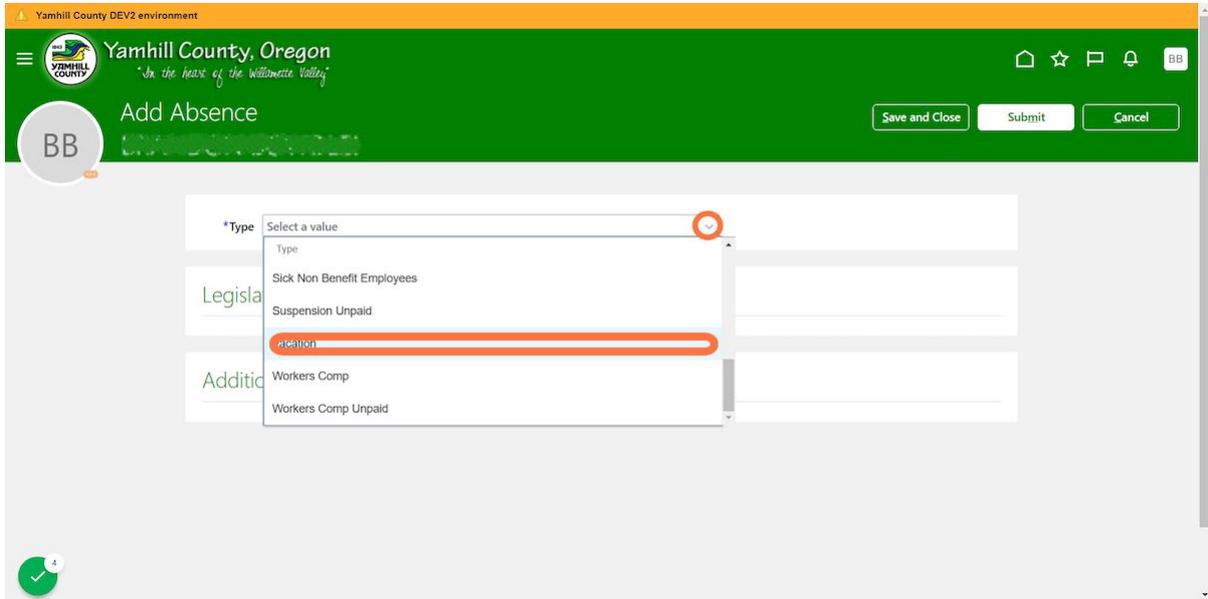

STEP 2

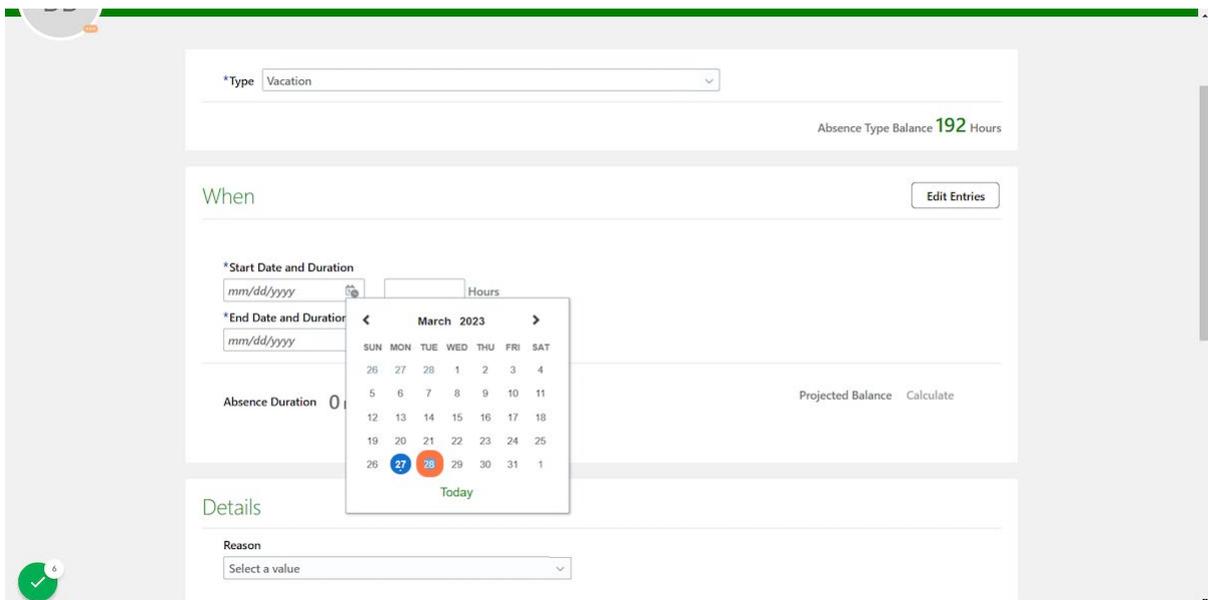**Click on the "Add Absence" tile.**

STEP 3

Click on the "Type" dropdown and select an absence type.

STEP 4

Select the Start Date by clicking on the "Calendar" icon.

STEP 5

The "End Date" and "Duration" fields will populate automatically based on the Start Date, the duration, and the employee's work schedule.

STEP 6

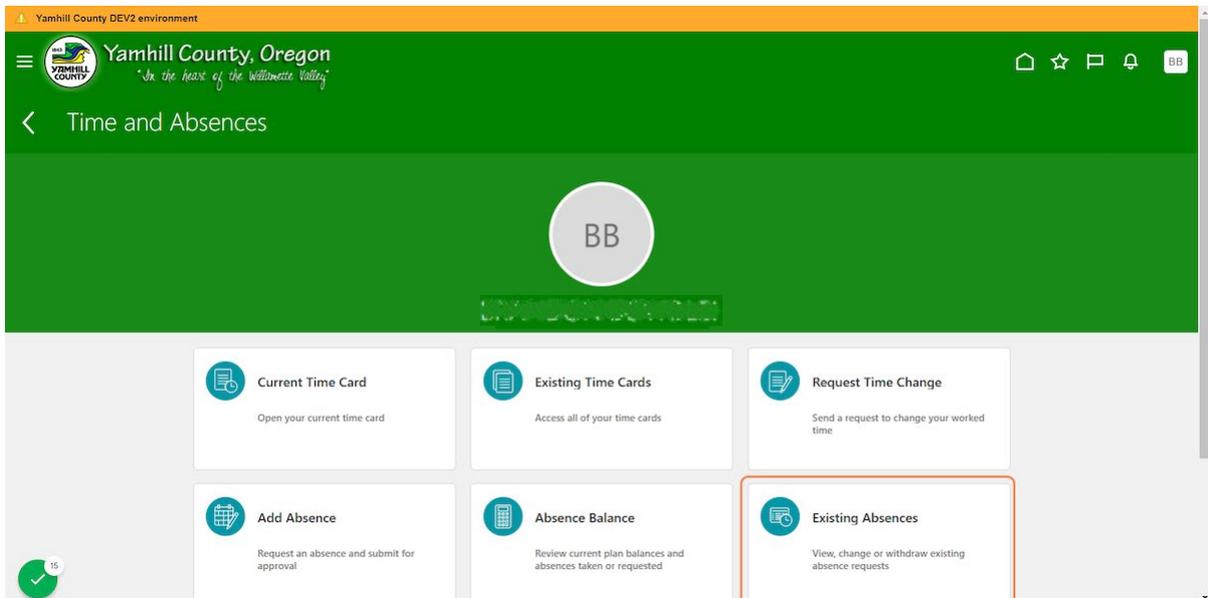**Change the value in the "Hours" field as appropriate.**

STEP 7

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

STEP 8

To review your recent absence request, select the "Existing Absences" tile.

STEP 9

The request will be visible with a status of "Awaiting Approval".
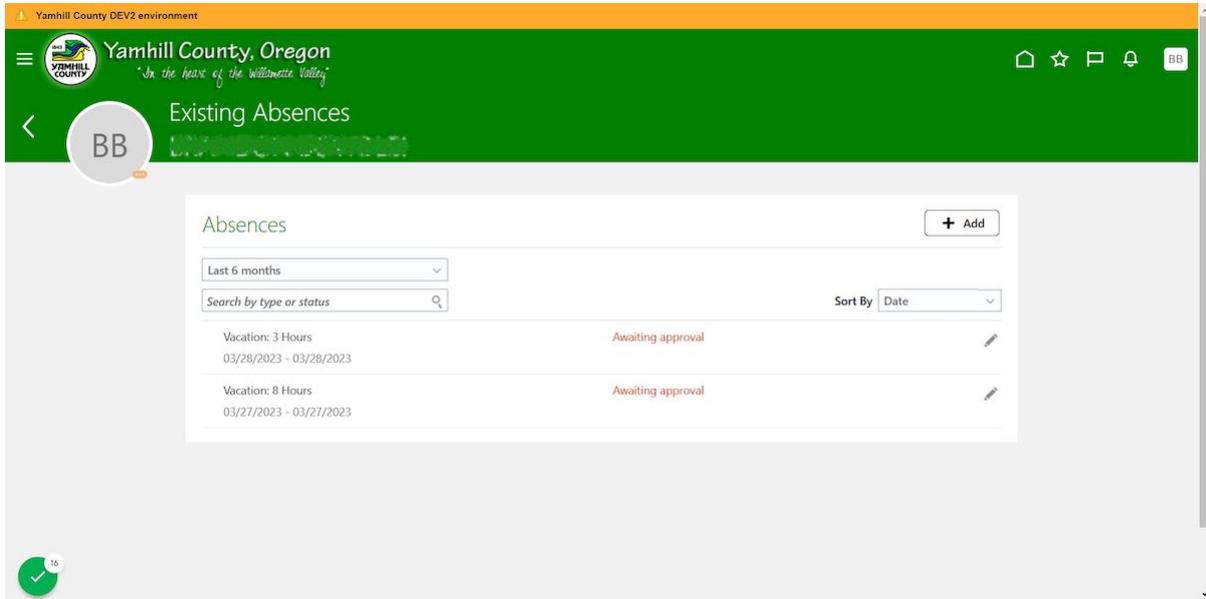
STEP 10

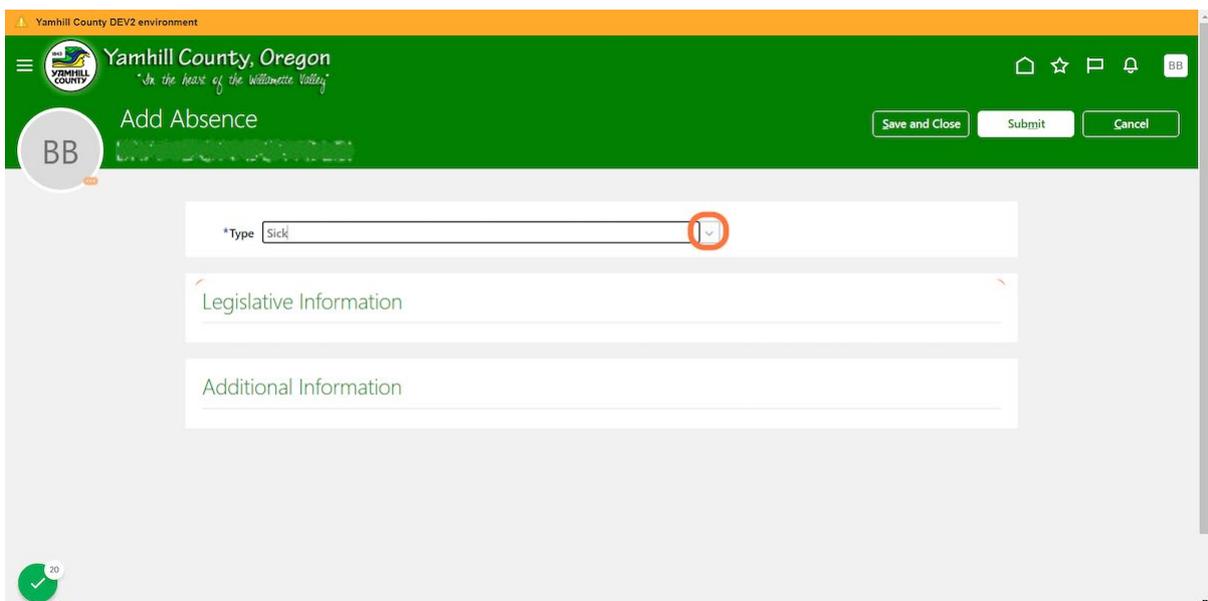**Click on the "<" icon towards the top left of the screen.**
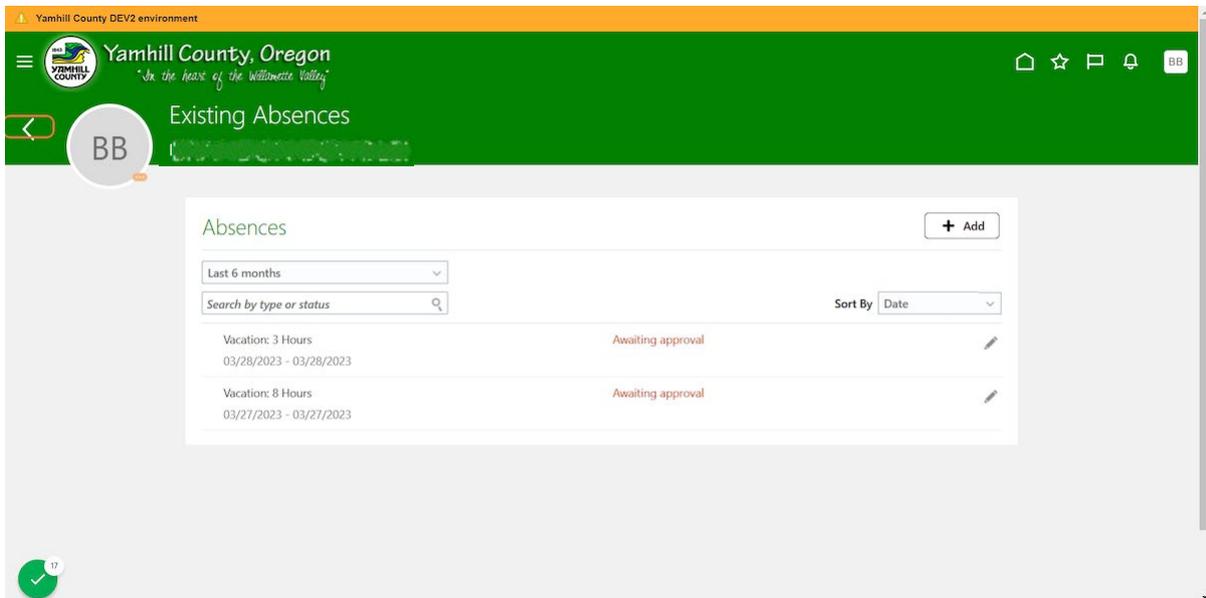
STEP 11

Click on the "Add Absence" tile.
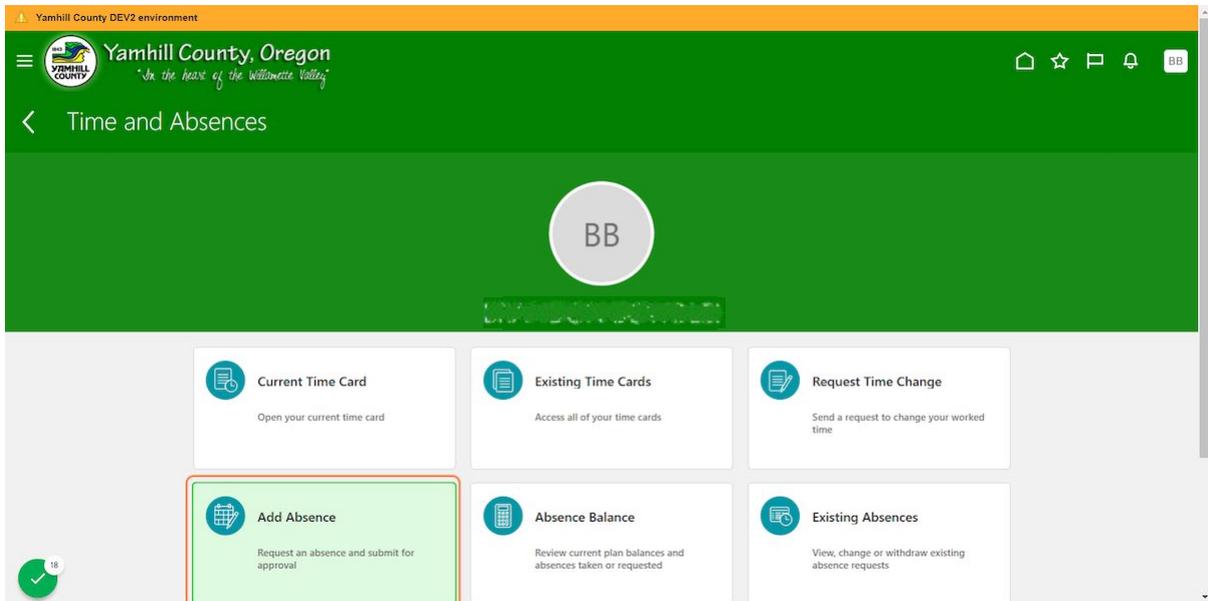
STEP 12

In the "Type" field, click the down arrow and select the appropriate option from the list of available leaves.

STEP 13

Select the Start Date by clicking on the "calendar" icon. In the Start Date and Duration field, select the same date you selected previously.

STEP 14

The End Date and Time fields will populate automatically based on the Start Date and the duration. Change the value in the "Hours" field as appropriate.
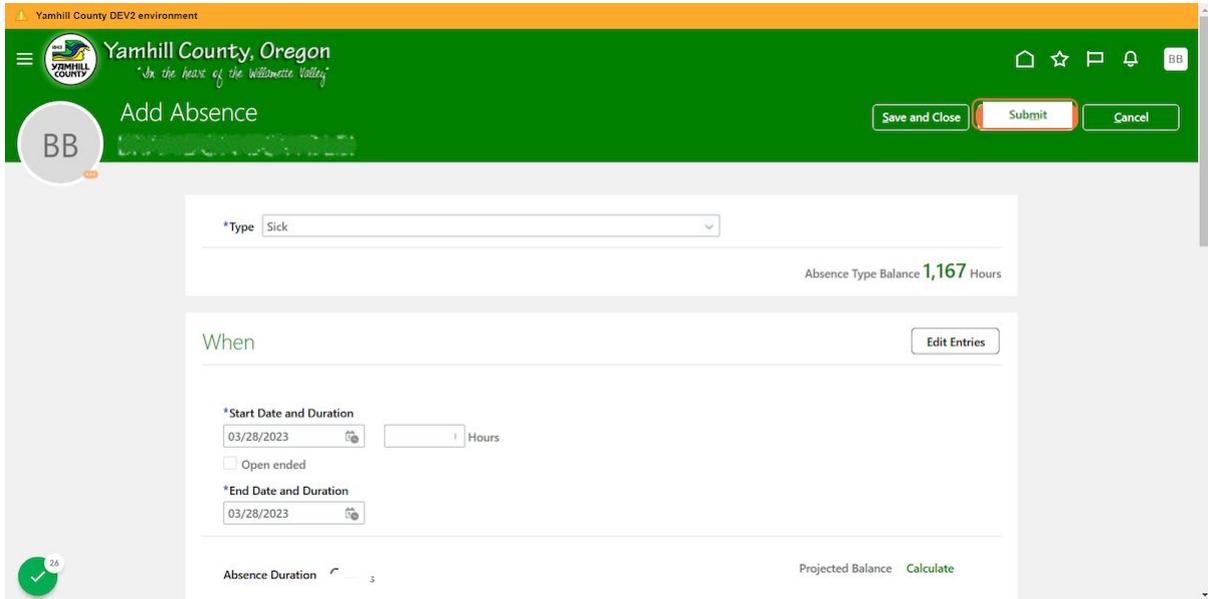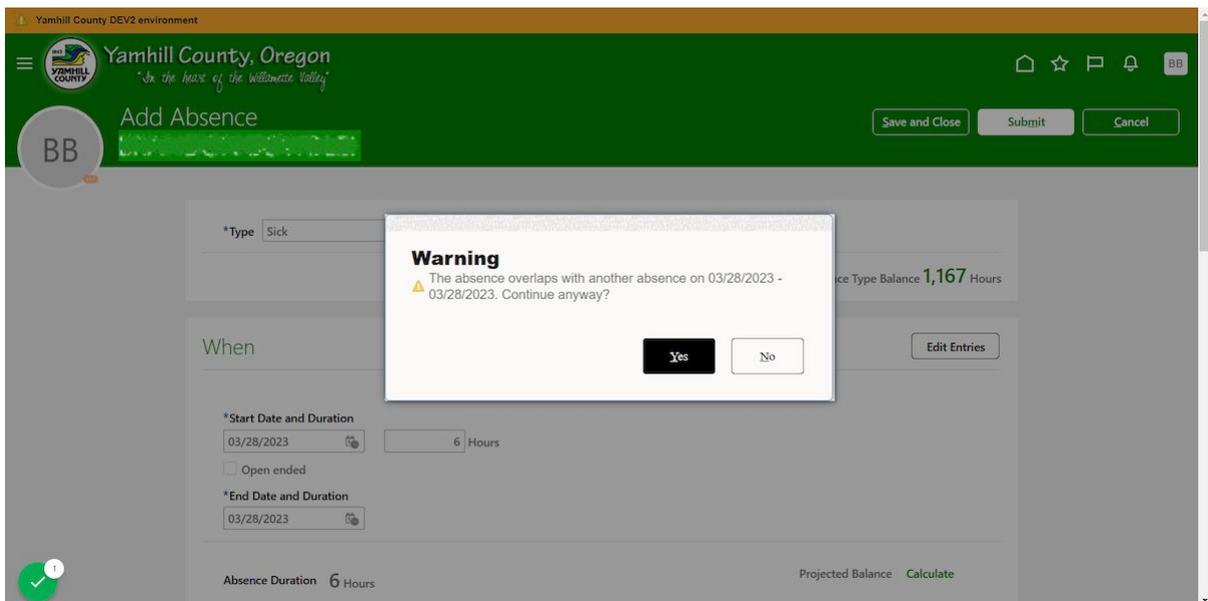
STEP 15

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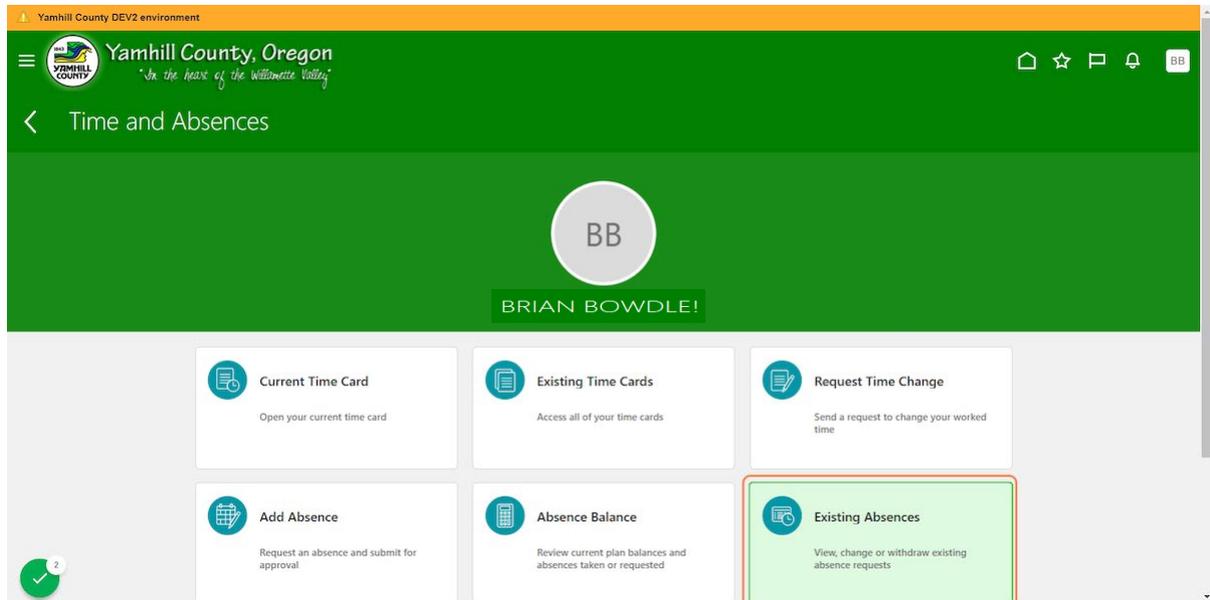

STEP 16

If a warning message appears, then review the message and click on the "Yes" button to continue, or the "No" button to go back and make any additional changes.
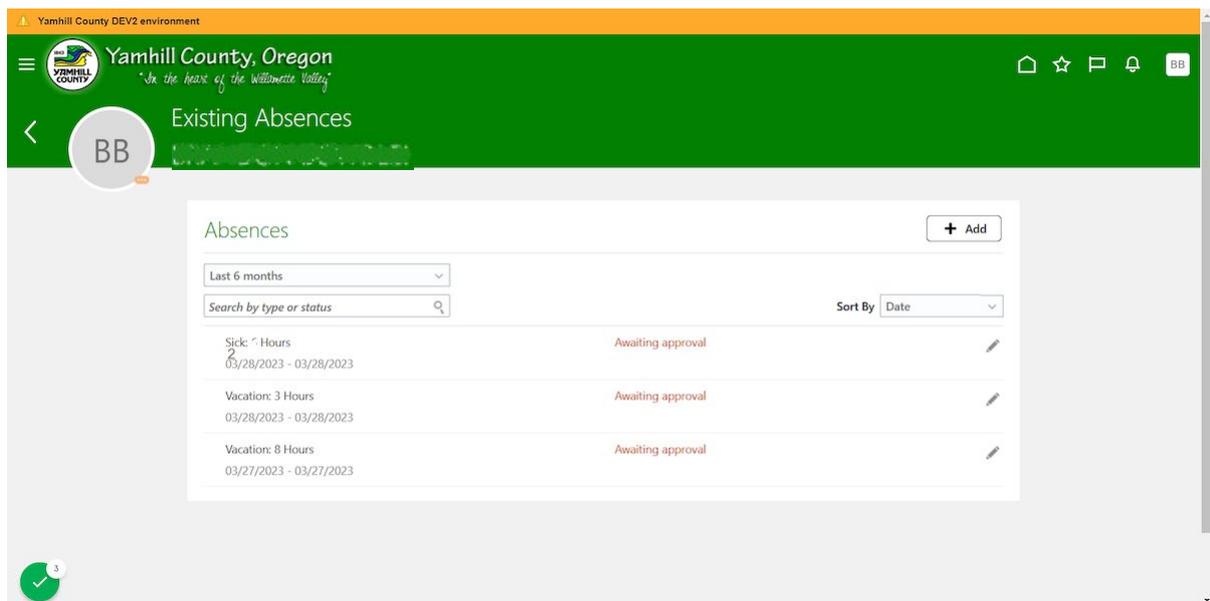
STEP 17

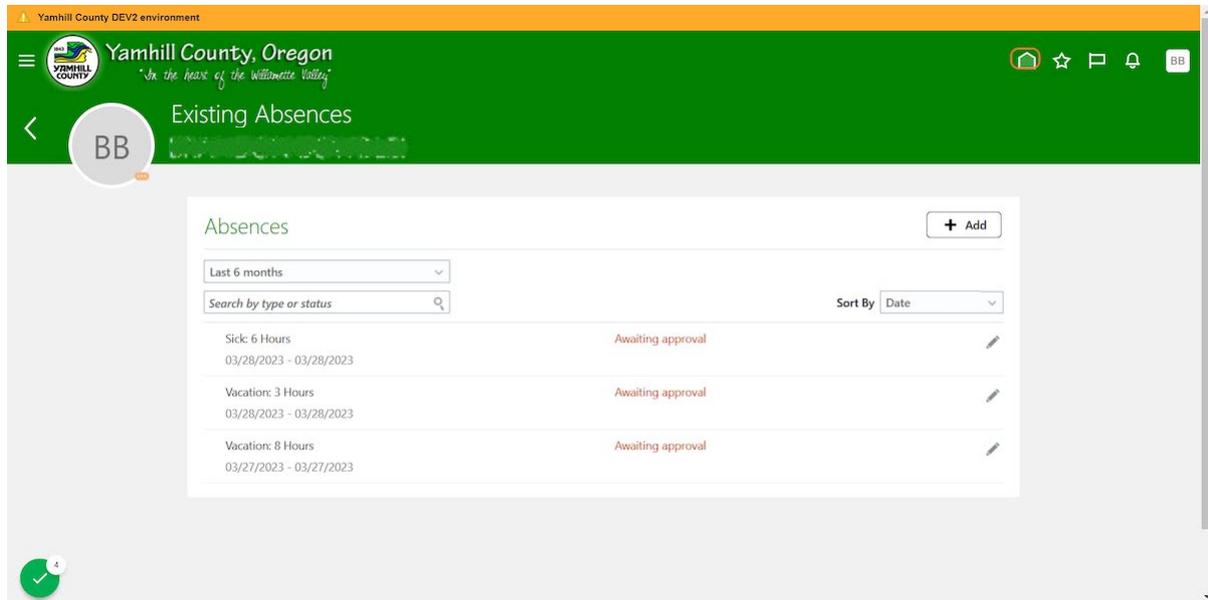**To review your recent absence request, select the "Existing Absences" tile.**

STEP 18

The request will be visible with a status of "Awaiting Approval".

STEP 19

Click on the "Home" icon to return to the main screen.

STEP 20

End of the procedure.