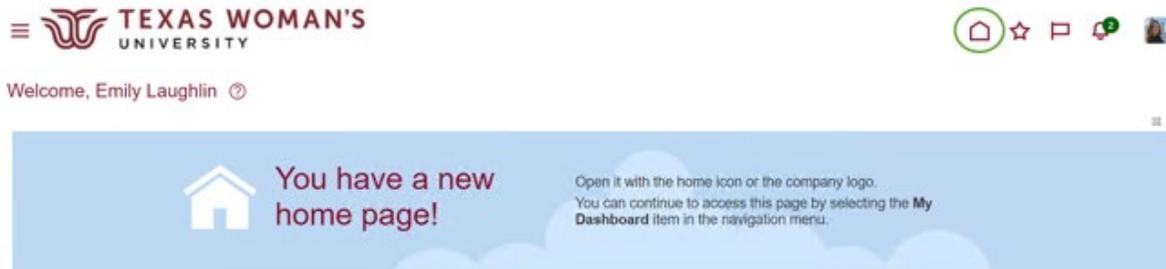


Add or Request an Absence in Oracle Cloud

Benefits eligible employees may add or request absences via Add Absence in Oracle Cloud.

To request an absence in Oracle Cloud:

1. Login to Oracle Cloud – <https://oraclecloud.twu.edu>
2. Use the company single sign-on to log in.
3. Select the home icon in the top right corner to access the home page.

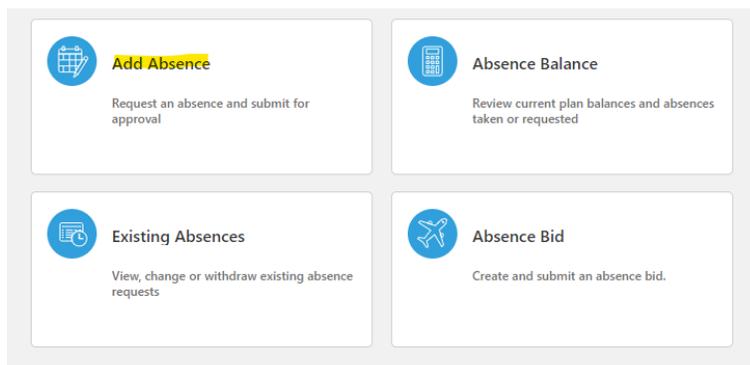


Add an Absence

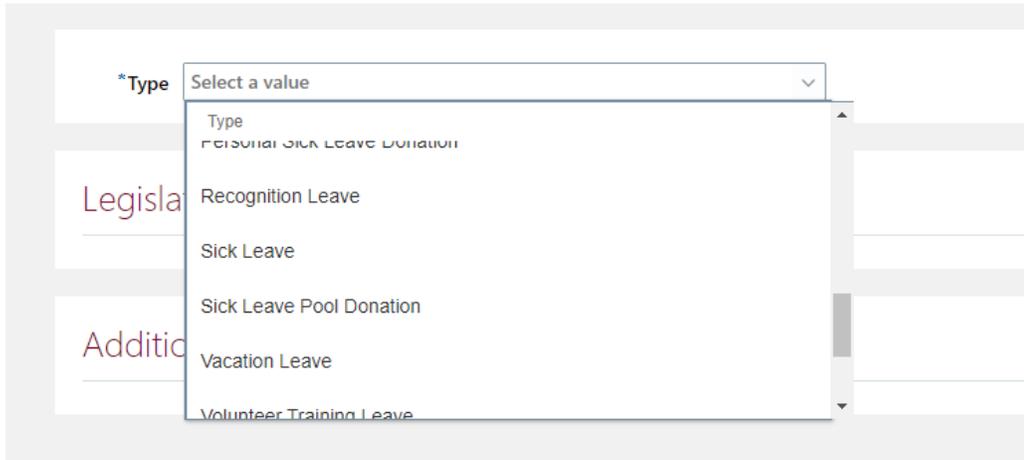
On the home page select the tab “Me,” then select “Time and Absences” icon.



Choose Add Absence.



Select an Absence Type from the drop-down list. After you choose a leave type you will see the absence type balance total so you know how many hours you have available to use on the same page.



Choose a Start Date and End Date. If recording a span of dates for absence please do not submit each date separately as this requires your manager to approve the absences individually. Instead, record the full absence duration by choosing the start date and end date of the absence and the hours will automatically populate. If the hours total is incorrect, click on edit entries and it will allow you to adjust your totals before submitting them to your manager for approval.

Click the **“Calculate”** button next to Projected Balance to preview your balance after the absence has been approved.

A screenshot of the "When" section of a web form. It features a title "When" and an "Edit Entries" button. Below the title are two rows of input fields. The first row is labeled "*Start Date and Duration" and contains a date field with a calendar icon, a text field for "Hours", and a label "Hours". The second row is labeled "*End Date and Duration" and contains a date field with a calendar icon, a text field for "Hours", and a label "Hours". At the bottom of the section, there is a label "Absence Duration" followed by "0 Hours" and a "Projected Balance" label with a "Calculate" button.

Choose a Reason. Optional unless Emergency Leave is recorded.

A screenshot of the "Details" section of a web form. It features a title "Details" and a label "* Reason" above a drop-down menu. The drop-down menu is currently set to "Select a value" and has a downward arrow icon.

Click Submit to submit your absence for approval by your supervisor. Once approved your absence balance will automatically adjust and no further action is required by you. (No time card entry required).

Note: Non-exempt employees required to create and submit time cards may request absences for approval through add absence. Once approved, the approved absence will automatically appear on your time card. You may also simply record the absence directly onto your timecard.

Common Leave Types:

- **Sick Leave** – may only be used for sick leave purposes
- **Vacation Leave** – may be used after six months of continuous service
- **Holiday Leave** – record an official TWU holiday (does not deduct from PTO)
- **Compensatory Leave** – record when using accrued compensatory time
- **Overtime Leave** – record when using accrued overtime
- **Jury Duty** – use to record Jury Duty (does not deduct from PTO)
- **Recognition Leave** – use to record approved recognition leave (does not deduct from PTO)
- **FMLA Sick Leave** – sick leave reporting for approved FMLA
- **FMLA Vacation Leave** – vacation leave reporting for approved FMLA
- **FMLA Compensatory Leave** – Compensatory leave reporting for approved FMLA
- **FMLA Overtime Leave** – Overtime leave reporting for approved FMLA
- **Emergency Leave** – record emergency leave (does not deduct from PTO) with an absence reason:
 - **Weather Closure** – Inclement weather closure.
 - **Building Closure** – A building is closed unexpectedly.
 - **University Closure** – Campus is closed. Not an official TWU Holiday.
 - **University Sponsored Wellbeing** – University sponsored wellness events during work hours.
 - **Bereavement Leave** – Funeral Leave.
 - **Emergency Other** – Other emergency leave.

FAQ:

Q: I made a mistake on my absence. Can I correct it?

Yes. To correct an absence go to **Me > Time and Absences > Existing Absences**. Click the pencil icon next to the absence you would like to correct. Adjust your entry or delete your entry and click submit. This sends the correction back to your manager for approval.

Q: Campus is closed unexpectedly. How do I report my time?

- **It is an official TWU Holiday.** Record Holiday Leave or Holiday Worked if you worked on an official TWU Holiday.
- **Campus was closed by the Chancellor.** If it is your regular scheduled day to work, record Emergency Leave with Absence Reason University Closure. If it is not your regular scheduled day to work do not record emergency leave.

- **Campus is closed due to inclement weather.** If it is your regular scheduled day to work, record Emergency Leave with Absence Reason Weather Closure. If it is not your regular scheduled day to work do not record emergency leave
- **The building I work in closed unexpectedly.** If it is your regular scheduled day to work, record Emergency Leave with Absence Reason Building Closure. If it is not your regular scheduled day to work do not record emergency leave

Emergency Leave Types – Only report emergency leave if it is your regular scheduled day to work. Emergency leave does not deduct from PTO and requires an absence reason:

- **Weather Closure** – Inclement weather closure.
- **Building Closure** – A building is closed unexpectedly.
- **University Closure** – Campus is closed. Not an official TWU Holiday.
- **University Sponsored Wellbeing** – University sponsored wellness events during work hours.
- **Bereavement Leave** – Funeral Leave.
- **Emergency Other** – Other emergency leave.