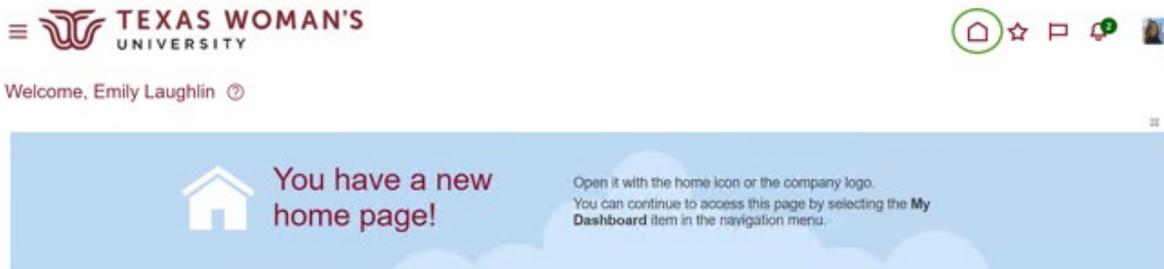


# Reporting Sick Leave in Oracle Cloud: Faculty Employees

Faculty employees including adjunct faculty .50 FTE and above may report sick leave in Oracle Cloud through “Add Absence”. Faculty and adjunct employees are paid monthly.

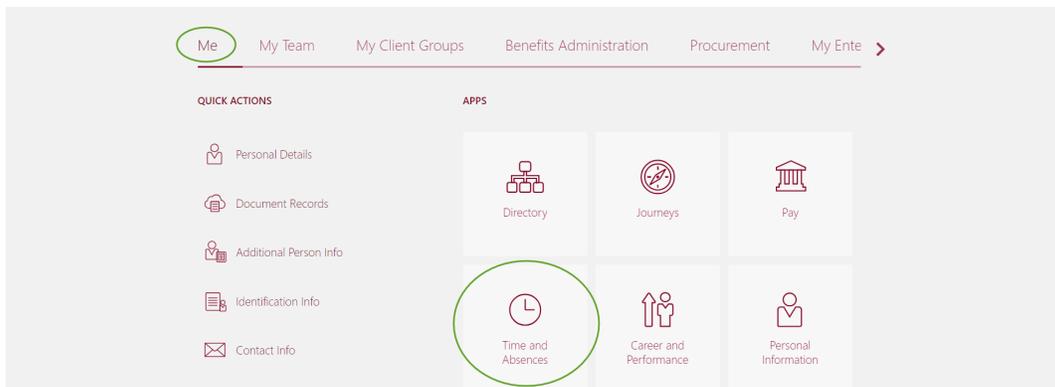
## To report sick leave in Oracle Cloud:

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.

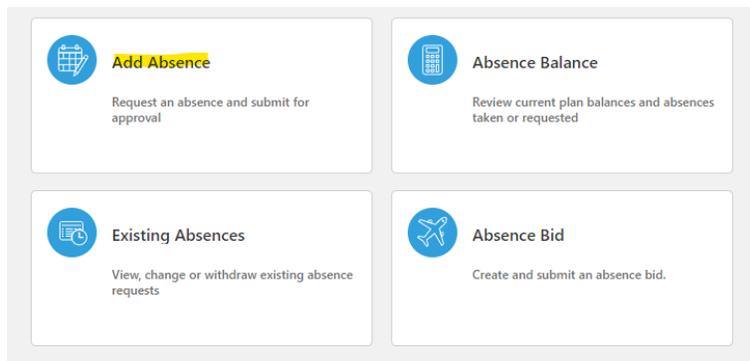


## Add an Absence

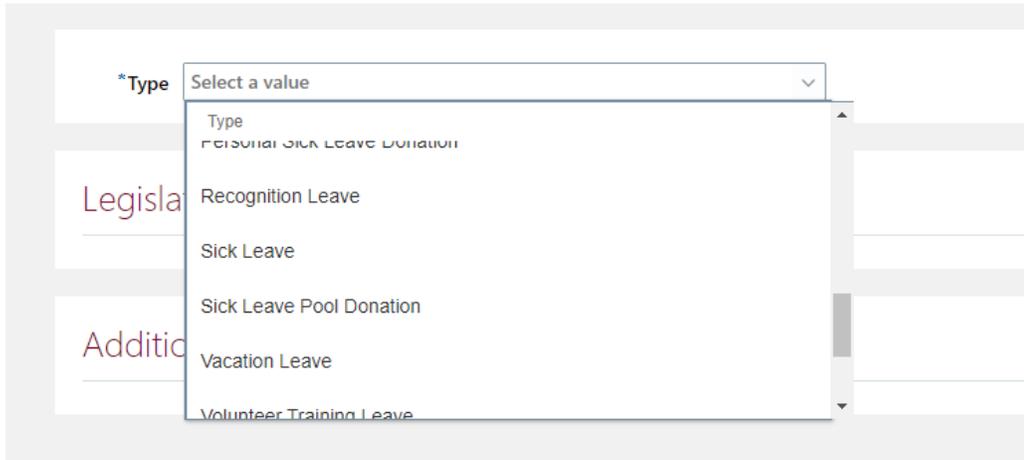
On the home page select the tab “Me,” then select “Time and Absences” icon.



## Choose Add Absence.



**Select Sick Leave from the drop-down list.** After you choose sick leave 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.** You can choose a span of dates and it will calculate the total. If the total hours of the duration is incorrect, click the "Edit Entries" button to correct the total hours.

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. At the top left is the heading "When". At the top right is a red-bordered button labeled "Edit Entries". Below the heading are two rows of input fields. The first row is labeled "\*Start Date and Duration" and contains a date input field with the placeholder "m/d/yy" and a calendar icon, followed by a text input field for "Hours". The second row is labeled "\*End Date and Duration" and contains a similar date input field and "Hours" field. At the bottom left, it says "Absence Duration 0 Hours". At the bottom right, it says "Projected Balance" followed by a "Calculate" button.

**Choose a Reason.** Optional

A screenshot of the "Details" section of a web form. At the top left is the heading "Details". Below the heading is a red-bordered button labeled "Edit Entries". Below that is a label "\*Reason" followed by a dropdown menu. The dropdown menu is currently showing "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).

