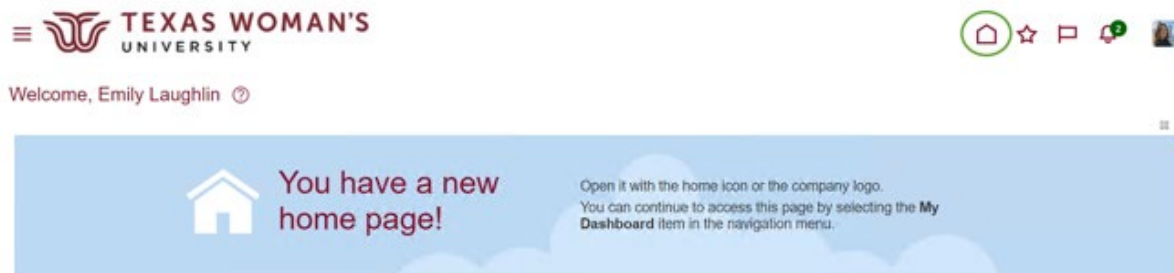


## Reporting Sick Leave in Oracle Cloud: Faculty Employees

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.

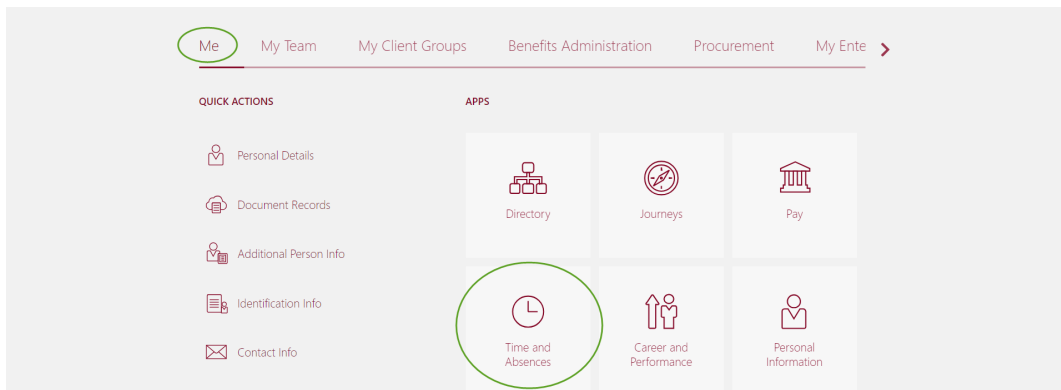
### To report sick leave in Oracle Cloud:

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.

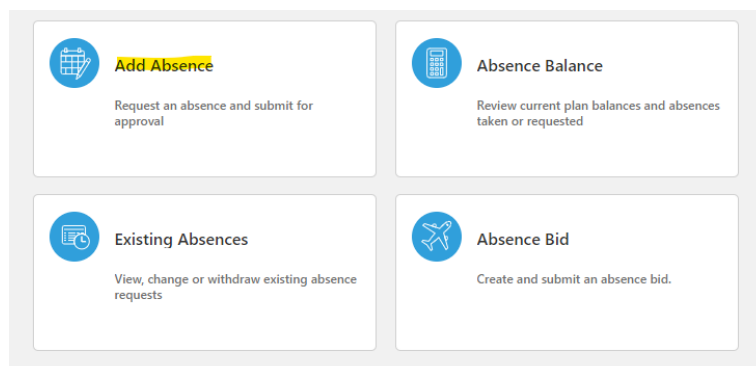


### Add an Absence

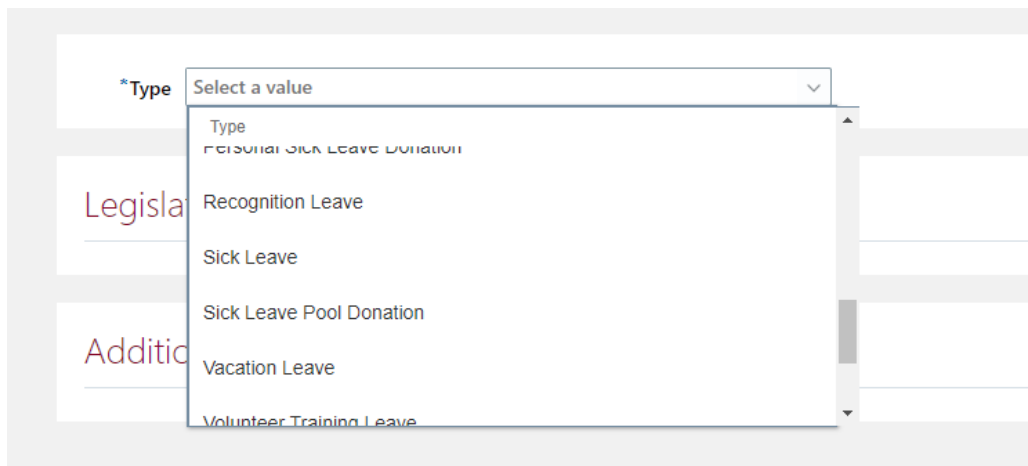
On the home page select the tab “Me,” then select “Time and Absences” icon.



### Choose Add Absence.



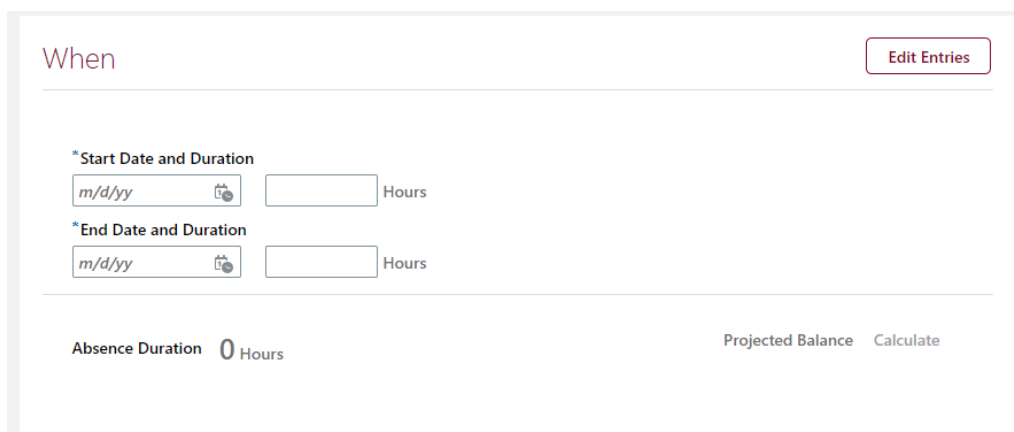
**Select Sick Leave from the drop-down list.** After you choose sick leave you will see the absence type balance total so you know how many hours you have available to use on the same page.



The screenshot shows a web form with a section titled "Type" containing a dropdown menu. The dropdown is open, displaying a list of leave types: "Personal Sick Leave Donation", "Recognition Leave", "Sick Leave", "Sick Leave Pool Donation", "Vacation Leave", and "Volunteer Training Leave". The "Sick Leave" option is highlighted. To the left of the dropdown, the text "\*Type" is visible. Below the dropdown, there are sections titled "Legislation" and "Additional Information".

**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.



The screenshot shows the "When" section of the form. It includes two rows of input fields for dates and durations. The first row is labeled "\*Start Date and Duration" and the second row is labeled "\*End Date and Duration". Each row has a date input field (m/d/yy) with a calendar icon and a duration input field (Hours). Below these fields, the text "Absence Duration 0 Hours" is displayed. To the right, there is a "Projected Balance" label and a "Calculate" button. An "Edit Entries" button is located in the top right corner of the section.

**Choose a Reason.** Optional



The screenshot shows the "Details" section of the form. It contains a single dropdown menu labeled "\*Reason" with the text "Select a value" and a downward arrow. The section is titled "Details" in a large, bold font.

**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).

