

## DOCUMENTATION / SUPPORT DE FORMATION



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# My absence requests


You can declare your absences using the **Human resources > My absence requests** menu. This screen allow you to fin all your absence requests, create new ones directly and submit them for validation. The status of your requests is also available here.

Note that the absence requests made here will also be added to your activity (timesheet).

At the top right of the page, if you have the right, you can view your paid\_leave counters, de RTT and your recovery counters, as well as the current balance.

Human resources


My absence requests \*  Between 11/2020 and 6/2021



Request statuses

Created, not submitted for validation

No validation required



Balances of absences at the end of 4 October 2020







	Paid leave 2019/2020	Paid leave 2020/2021 - by anticipation	employee RTT	employer RTT	Jours de récupération	Days saved in the TSA (Time Saving Account)
Acquired	25,000	10,400	4,041	4,041	0,000	
Used	-6,000	0,000	-1,000	0,000	0,000	
Remaining (still to take)	19,000	10,400	3,041	4,041	0,000	0,000

Current month (Not included)

	Paid leave	RTT employees	RTT employers
Not submitted	3,00	0,00	0,00

Create a new absence request

2 items - 1/1 - 200

Number	Type	First day	Last day	Days	Consistency with the timesheet line	Attachment(s)	Status	Actions
395	RTT employeur	24/12/2020 Morning	24/12/2020 Evening	1,00		No attachment	<div>No validation required</div>	 
589	Congés payés	17/11/2020 Morning	19/11/2020 Evening	3,00		No attachment	<div><div>Cancel</div><div>Validation</div><div>Fin</div></div> <div><div>Request not submitted for validation</div><div>Submit for validation</div></div>	 

4,00

The filter on the left of the screen will refine the display accroding to your need.

## Make a new absence request

Create a new absence request  
Consultant : MALION Louis

Simply create the request    Create and go to the submission form for validation

Choose the start and end dates of your absence

Start date\* 29/06/2020

Start\* Morning ▾

End date\* 29/06/2020

End\* Evening ▾

Nature de l'absence

Nature of the absence\* ... ▾

Description

A form opens and allows you to enter :

- The date range
- The absence nature
- A description

Click on the Create absence request button to save this absence.

**Important** : For your request to be validated, consider submitting it for validation. Once submitted, if your request is not accepted, you can relaunch your validators..

## Submit an absence request for validation

**Submit for validation** Submit


Request to validate an absence request **Congés payés** from 17/11/2020 morning to 19/11/2020 evening

Person(s) to send the validation request to\* NOLI Jean ✕ ?

Comment

- Select one or more managers who can validate. They will receive an e-mail with all the necessary informations and can then decide to validate or refuse the request.
- Use the comment box to argue your request or leave any necessary indication to your manager.
- Click on the **submit** button to send your request.
- As soon as your manager has made his decision and modifies the requests, you will directly receive an e-mail indicating his choice. In case of refusal, you will have to modify your schedule to generate a new request and start the validation circuit again.

## Case of an absence refused

In case of refusal of an absence request, you can click on  to make a new request from the one that has been refused.

## Screen actions

### Global actions

## Réaliser une nouvelle demande d'absence

Allows you to make a new absence request without having previously filled in your timesheet.

See the detail of this action below.

### Actions on each line



#### Télécharger le justificatif PDF

Allows you to retrieve a PDF version of the absence request with all the follow-up informatio.



#### Réaliser une demande d'absence à partir d'une demande refusée

Following a refusal, allows you to make a new modified absence request.



#### Attacher des documents

Allows you to attach documents to your absence request (ex : justificatif mariage...)



#### Supprimer la demande d'absence

Allows you to delete the absence request before it is submitted for validation. This action is only possible for requests that have yet been validated. The deletion does not affect your schedule, it just deletes the request in this screen. If you delete a request, it will be automatically recreated the next time the page is loaded, if your timesheet has not been modified accordingly.

The deletion is useful if you decide to modify your schedule and an absence request existed and corresponded to your old schedule. You can delete it with this function.