Step 1: Select the **New Request** button.

Step 2: Swipe your UCard or press the **Punch** button to enter your badge number. Your badge # is on the back of the card. This is NOT your student or staff ID #.

Step 3: Select **Other Paid Leaves**

Step 4: Select **Submit Request**.

Step 5: Select the **Start Date** and **End Date** button to select the start and end date for the absence.

Step 6: Select the appropriate pay code.
**Step 7**

Review the transaction and select the **Continue** button.

**Step 8**

Select the **Duration** button to request the absence dates. Select either **Full day** or **Hours** for a partial day.

**Step 9**

Review the request and select the **Continue** button. Select the **Submit** button if this is for a full-day. See steps 10-12 to continue with a partial day.

**Step 10**

For a partial day, enter the start time you will start the time off using the numbered buttons and select **AM** or **PM**. Select **Enter**.

**Step 11**

Enter the length of time off using the numbered buttons and select **Enter**.

**Step 12**

Select the **Submit** button.