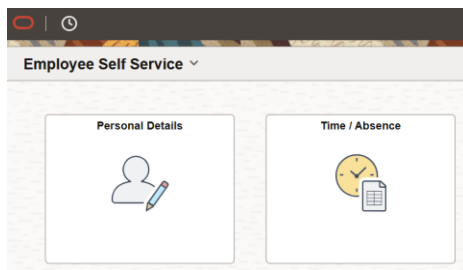
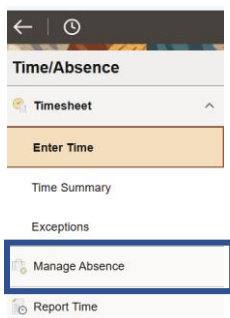


Transferring time from one employee record to another

From the employee self service homepage click on Time/Absence tile

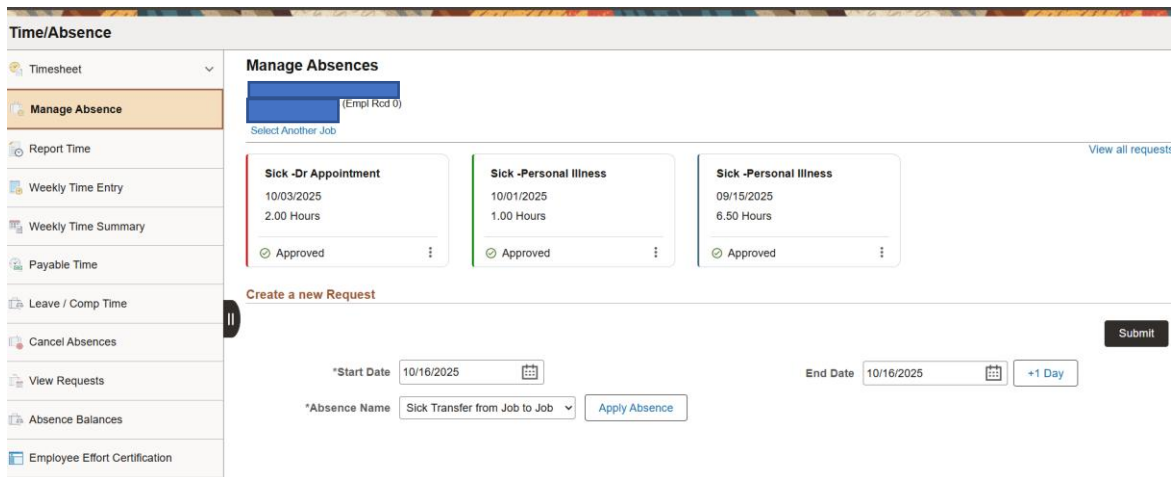


Click on Manage Absence



Select the employee record you want to transfer the time from.

NOTE: You must select the beginning and end date (use the same date) on the request that is a date in the pay period prior to the date of your absence request.



Enter beginning and ending date (use the same date)

Choose absence name *Sick Transfer from Job to Job* or *VAC transfer from Job to Job*

Click

Apply Absence

Additional fields will appear

Time/Absence

Timesheet

Manage Absence

Report Time

Weekly Time Entry

Weekly Time Summary

Payable Time

Leave / Comp Time

Cancel Absences

View Requests

Absence Balances

Employee Effort Certification

(Empl Rcd 0)

Select Another Job

Sick -Dr Appointment

10/03/2025

2.00 Hours

Approved

Sick -Personal Illness

10/01/2025

1.00 Hours

Approved

Sick -Personal Illness

09/15/2025

6.50 Hours

Approved

View all requests

Create a new Request

*Start Date

10/16/2025

End Date

10/16/2025

+1 Day

*Absence Name

Sick Transfer from Job to Job

Apply Absence

Check Eligibility

Additional Information

*Sick Hours to Transfer

1

Transfer to Job (Empl Record)

1

Comments

Submit

Enter Sick Hours to Transfer
Enter Transfer to Job (EMPL Record)
Check eligibility
You will see the following message:

The eligibility check has been completed successfully. You may proceed with submitting your absence.

Please be aware that this is an estimate based on your current leave balance. Your actual balance may change due to other requests or accruals before payroll is processed.

If you don't have a sufficient leave balance at the time of payroll processing, all or part of your leave will be changed to an unpaid absence.

Date Time: October 16, 2025 at 13:39

OK

Click OK
You will see the following message:

REVIEW ABSENCE ON SECONDARY POSITION(S)

Please request an absence on your secondary position(s) if you did not work your secondary position(s) scheduled hours.

OK

Click OK
You will then see the following message:

Are you sure you want to Submit this Absence Request?

Yes

No

Click Yes
This transfer will need to be approved by Level 1 and Level 2 before it is available to use.