Editing Days in a Multi-Day Absence

You may occasionally need to edit the details for a specific day within a multi-day absence. Whether these changes apply to an absence reason, location, budget code, or any number of additional fields, you can easily implement the updates.
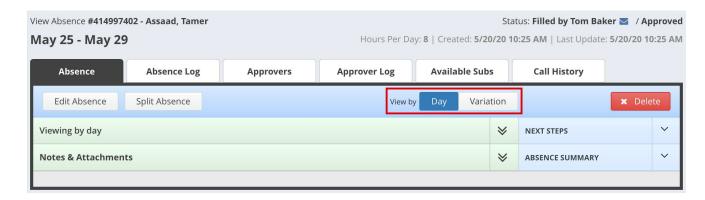
To get started, let's first locate the absence in question using the options provided on your Absence Management homepage (as outlined here). In this example, the absence was located by confirmation number using the Search bar.

This will open the absence's details page.

Alternating Views: The absence wizard allows you to alternate between one of two visibility modes (e.g. "Day" or "Variation"). Both offer similar functionality, but each provides a different view/method to enter your absence details. This example uses the "Day" view.

When editing a multi-day absence, we recommend you select the "Day" view, as this will allow you to easily navigate and reference each day in your multi-day absence. (If, however, you prefer using the "Variation" view, you can reference this article to better understand how to edit your absence.)

To choose the "Day" view, simply select the **"Day"** toggle at the top of the absence detail's page. Then, click **Edit Absence**. This selection will provide access to view and edit each day of your overall absence.

In this example, the first two days of this user's absence will occur at a different location than is indicated on the absence, so both days will require an update. To make these changes, simply locate each day (by its date) and select the "School" dropdown to choose an alternate location.

Cancel | Save

Viewing by day | Add Day(s) | ⌃

Date
05/25/2020 📅
Monday
U

School
Dell Middle School ⇕
   Williams High School
   Walker Middle School
✓ Dell Middle School

Budget Code
Select One ⇕

Accounting Code
Select One ⇕

Hours Sub Worked
[   ]

Absence Type
Full Day ⇕

Start Time
08:00 AM

End Time
04:00 PM

Pay Code
Regular Sub Rate ⇕

🗑

Date
05/26/2020 📅
Tuesday
U

School
Dell Middle School ⇕

Absence Reason
Personal Day ⇕

Budget Code
Select One ⇕

Absence Type
Full Day ⇕

Start Time
08:00 AM

End Time
04:00 PM

Pay Code
Regular Sub Rate ⇕

🗑

You can collectively review and update any fields within each day of your multi-day absence, and once you are finished, simply click **Save** to record your changes.

| Absence | Absence Log | Approvers | Approver Log | Available Subs | Call History |

Cancel   Save   ✖ Delete

Viewing by day   Add Day(s)   ⟰   NEXT STEPS   ⌃

Date	School	Absence Type	Start Time	End Time
05/25/2020 🗓	Walker Middle School ▾	Full Day ▾	08:00 AM	04:00 PM
Monday				
U	Absence Reason	Pay Code		🗑
	Personal Day ▾	Regular Sub Rate ▾		

Budget Code
Select One ▾

Accounting Code
Select One ▾

Hours Sub Worked
[   ]

Status: Filled by **Tom Baker** ✉
⭐⭐⭐⭐⯪

Create another Absence for this Employee

Approval Status: **Approved**
Approvals Received: 1/1
Last Approval Action: 5/20/2020 10:25 AM

ABSENCE SUMMARY   ⌃

Date	School	Absence Type	Start Time	End Time
05/26/2020 🗓	Walker Middle School ▾	Full Day ▾	08:00 AM	04:00 PM
Tuesday				
U	Absence Reason	Pay Code		🗑
	Personal Day ▾	Regular Sub Rate ▾		

Substitute Required   Yes

Hold Until
No Hold ▾