

HCM Cloud

Absence Management: Requesting a Day on an Energy Holiday

Good afternoon, Hugo First!

Me My Team My Client Groups General Accounting Budgetary Control My Enterprise Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts

APPS

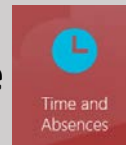
Directory Pay **Time and Absences** Career and Performance Personal Information

Benefits +

Show More

Welcome to Hugo First's Cloud Account.

You should see that the "Me" option is underscored. At this time, click the



tile.



Hugo First



Current Time Card

Open your current time card. Do not use if you are a Grant or Non Unit employee.



Existing Time Cards

Access all of your time cards. Do not use if you are a Grant or Non Unit employee.



Add Absence

Request an absence and submit for approval



Absence Balance

Review current plan balances and absences taken or requested



Existing Absences

View, change or withdraw existing absence requests



Donations

Donate a portion of your plan balance to a coworker.

Hugo requests an energy holiday.



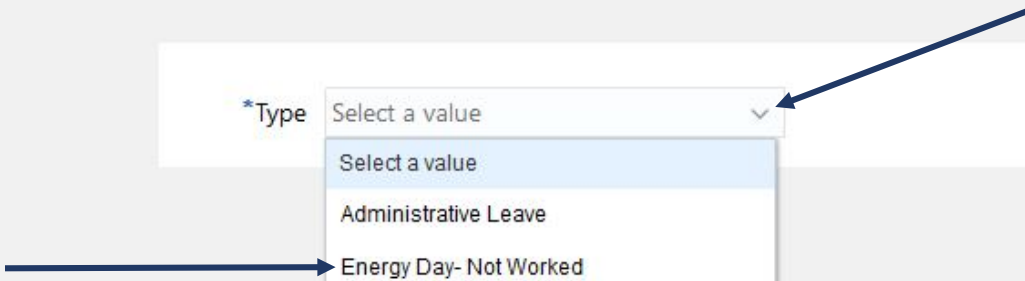
Add Absence

Hugo First

Save and Close Submit Cancel

*Type

- Select a value
- Select a value
- Administrative Leave
- Energy Day- Not Worked
- Energy Leave Day
- Intermittent FMLA
- Sick
- Vacation
- Voluntary Furlough





Add Absence

Hugo First

Save and Close Submit Cancel

*Type Energy Day- Not Worked

Absence Type Balance 0 Hours

When

*Start Date and Duration

10/14/2020

*End Date and Duration

10/14/2020

Edit Entries

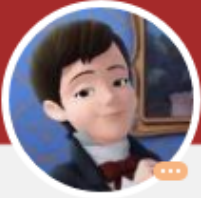


Error

THIS IS NOT A VALID ENERGY LEAVE DAY.

OK

Projected Balance Calculate



Add Absence

Hugo First

Save and Close

Submit

Cancel

*Type Energy Day- Not Worked



Absence Type Balance 0 Hours

When

Edit Entries

*Start Date and Duration

10/12/2020

7 Hours



Absence Duration

7 Hours

*End Date and Duration

10/12/2020

Projected Balance Calculate



Questions?

Contact us at: hr@tcnj.edu