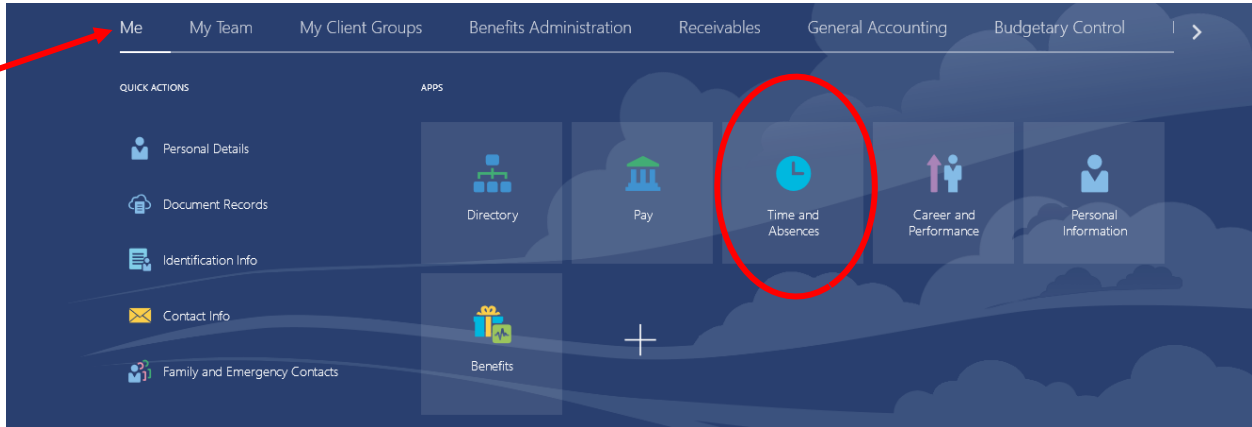


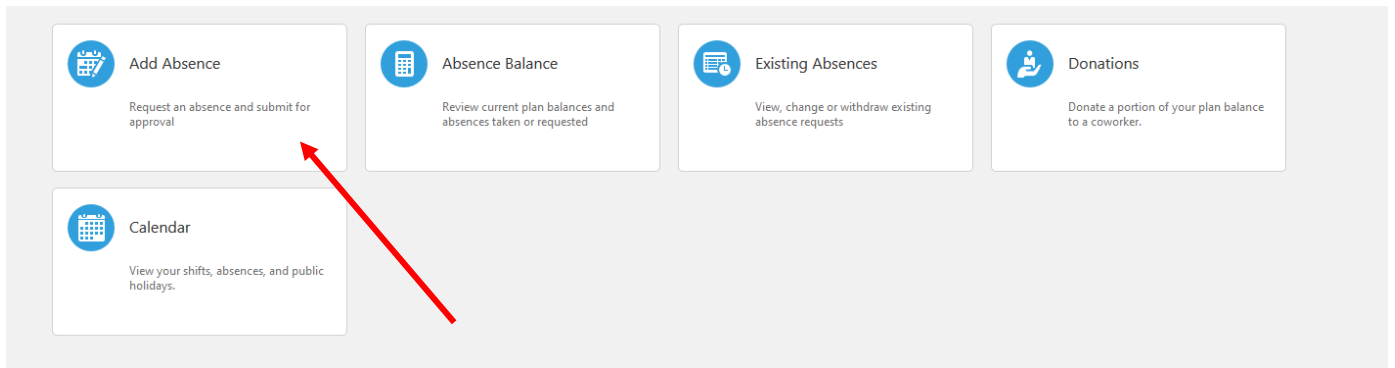


Steps to Request an Energy Leave Day

1. Ensure the **ME** is underscored.
2. Click the **Time and Absence** tile.

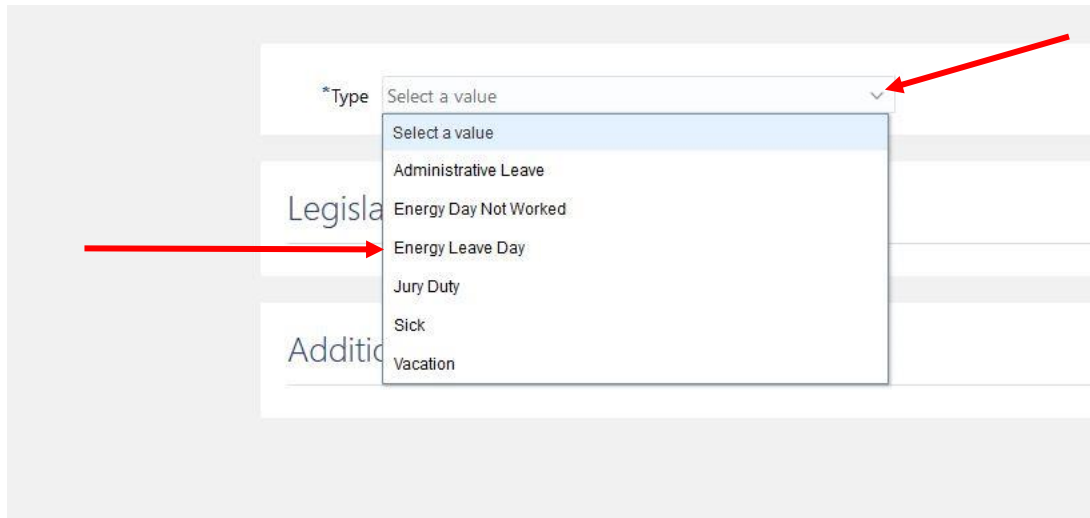


3. Click the **Add Absence** tile.

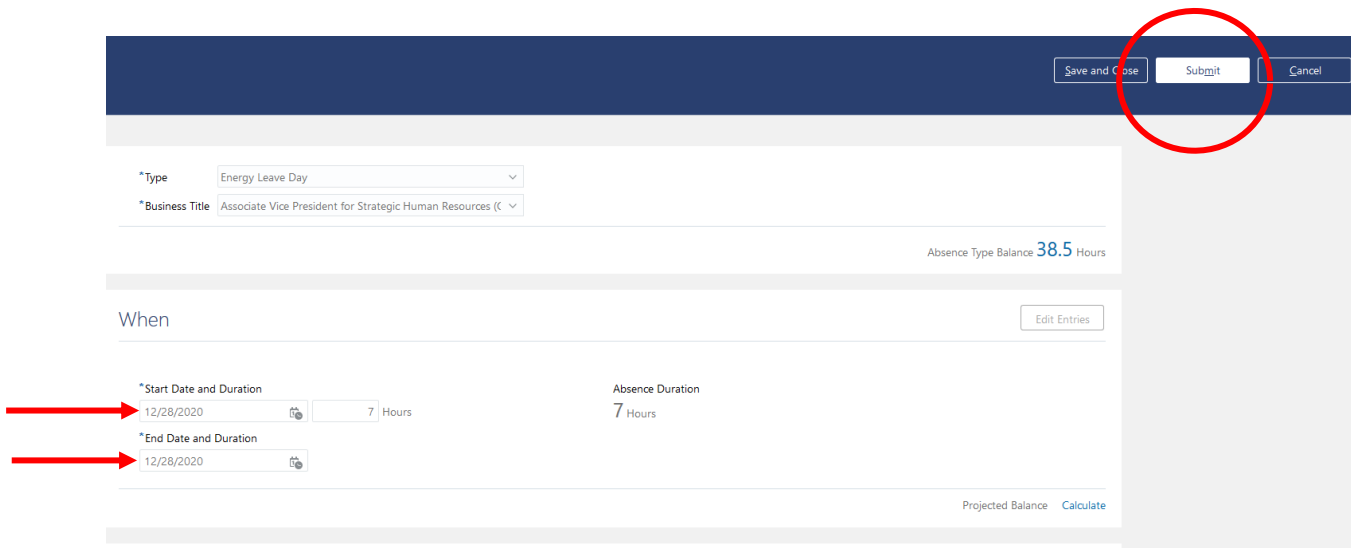




4. Click the down arrow to select an absence value.
5. Click **Energy Leave Day**

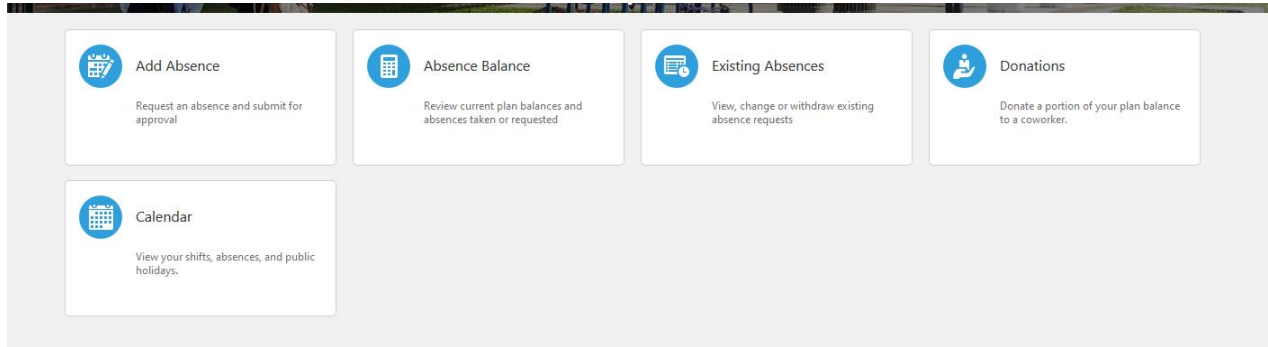


6. Enter the dates of absence.
7. Click Submit





8. Once you click submit, Cloud takes you back to the first absence screen.



Questions? Contact us at HCMCloudResponseTeam@tcnj.edu