

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

*Type	Select a value	~
	Select a value	
10 m m	Administrative Leave	
Legisla	Energy Day Not Worked	
	Energy Leave Day	-
	Jury Duty	
	Sick	
Additio	Vacation	
<u>17</u>		

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

				Save and Case Culomit
				<u>Save and Cose</u> Sub <u>m</u> it
*Type	Energy Leave Day	· · · · · · · · · · · · · · · · · · ·		
*Business Title	Associate Vice Preside	ent for Strategic Human Resources (C 🛇		
				Absence Type Balance 38.5 Hours
When				Edit Entries
*Start Date and	d Duration		Absence Duration	
12/28/2020	tio -	7 Hours	7 Hours	
*End Date and	Duration			
•				



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

Add Absence	Absence Balance	Existing Absences	Donations
Request an absence and submit for approval	Review current plan balances and absences taken or requested	View, change or withdraw existing absence requests	Donate a portion of your plan balance to a coworker.
Calendar			
View your shifts, absences, and public holidays.			

Questions? Contact us at HCMCloudResponseTeam @tcnj.edu