

Absence Management for Employees

For All Employees eligible for some form of paid time off

Intro

Purpose:	To submit, edit or delete an absence request in Bear Trax.
How to Access:	From the Bear Trax landing page, click on Me > Time and Absences. Click on Add Absence Select the absence type, date and hours. Then submit.
Helpful Hints:	Be sure to keep in mind that... <ul style="list-style-type: none">• The request process includes a workflow. Your absence request is subject to Manager approval.• Ensure you select the correct assignment (if you have multiple assignments) by clicking the Business Title drop down.• You can only request time off that you have accrued. (The system will stop your request if you do not have the leave balance accrued.)• You can view all pending or approved absences.• You can view your current absence balances and project your balance calculations into the future.• Absence and Time modules are integrated. If you use Bear Trax to track your time worked, submit your absence requests <i>before</i> submitting your time card. Once an absence is submitted and approved it will appear in your time card.
Procedure:	Complete the following steps to submit an absence:

Overview:

All absences, including same day absences, must go through absence management. **The only exception is Comp Time Used which is logged in Time Entry.**

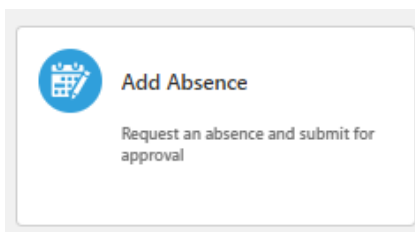
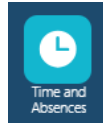
Employee FTE drives absence accruals. Once an absence request is submitted and approved it will appear in your time card (if applicable). Note! You **must** enter your absences first before finalizing your time entries so that the absences appear in your time card.

Part One: Request Time Off

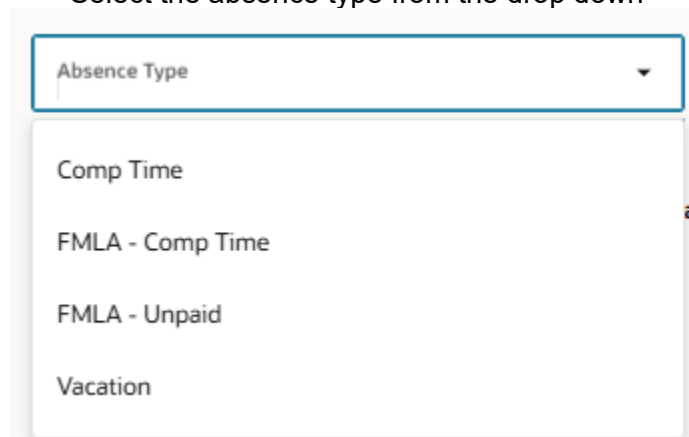
Employees can request absence time subject to manager approval and available balance.

Follow these steps to request time off:

From the Bear Trax landing page, click Me > Time and Absences > Add Absence

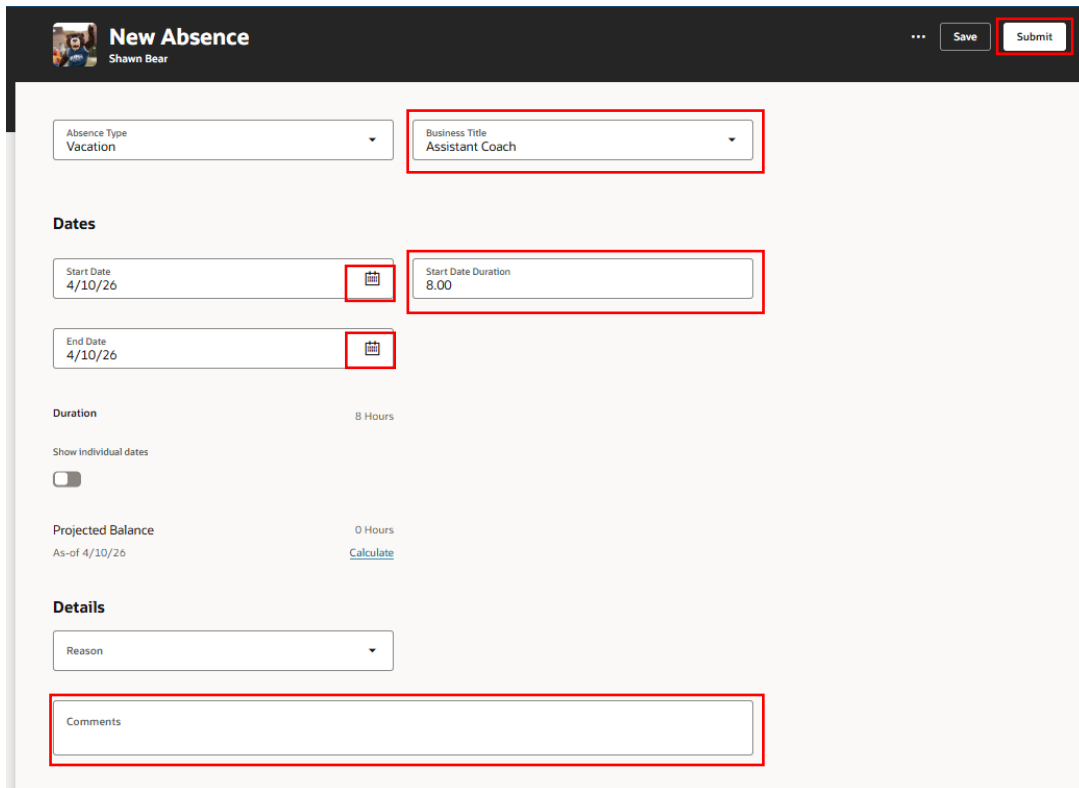


Select the absence type from the drop down



Enter in the following details and submit;

1. Ensure you have the correct Business Title selected (*only applicable for those with multiple assignments*).
2. Select the Start and End date from the calendar.
3. Ensure your duration is correct
4. Enter comments in (*not required for submission but may be useful*).



New Absence
Shawn Bear

Absence Type: Vacation

Business Title: Assistant Coach

Dates

Start Date: 4/10/26

End Date: 4/10/26

Start Date Duration: 8.00

Duration: 8 Hours

Show individual dates:

Projected Balance: 0 Hours
As-of 4/10/26 [Calculate](#)

Details

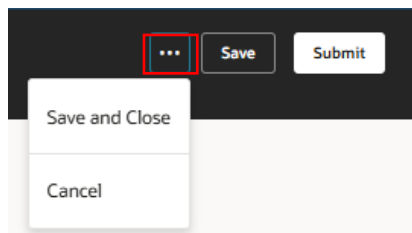
Reason:

Comments:

Buttons: Save, Submit

Other possible actions include:

5. Click "Save and Close" to save the request to submit at a later time for manager approval.
6. Click "Cancel" to cancel the transaction and not save it.



Buttons: Save, Submit

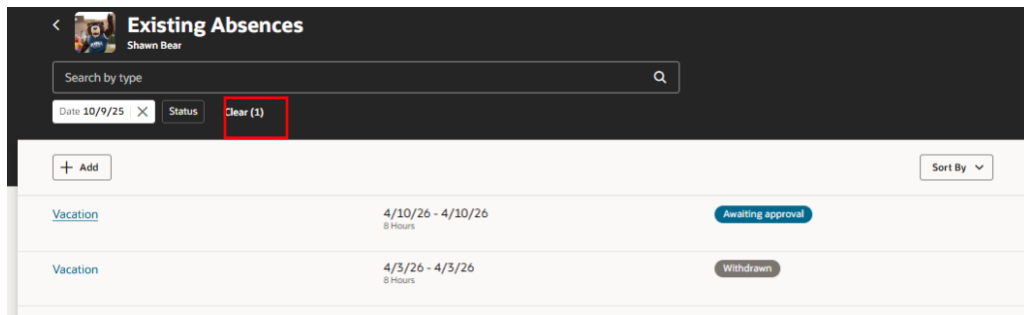
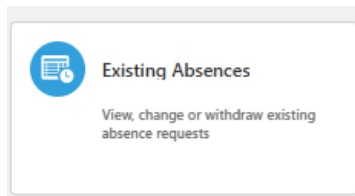
Menu icon (three dots) highlighted with a red box.

Dropdown menu options: Save and Close, Cancel

Part Two: View the status of an Absence Request

Follow these instructions to view the status of your absence report:

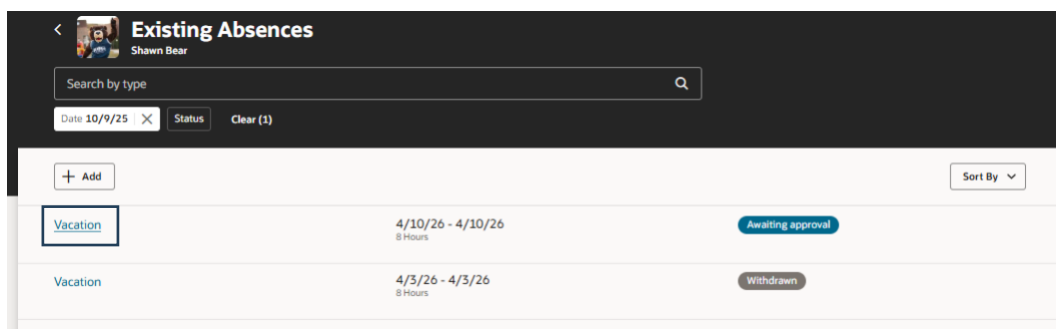
1. Navigate to the main Manage Absence Records screen (*Me > Time and Absences*).
2. Click on Existing Absences. You may need to clear filters to view all absences.



Part Three: Edit an existing absence record

Follow these instructions to edit an existing absence request:

1. Navigate to the main Existing Absences Screen (*see part two above*).
2. Click on the absence type link on the date you wish to edit/review



3. Make the necessary adjustments and click a desired action (*withdraw or submit*).

Note: If you edit an absence request after you've submitted your timesheet, you must resubmit your timesheet. If you do not, the timesheet defaults back to "saved" status and will not be submitted to Payroll for processing.