

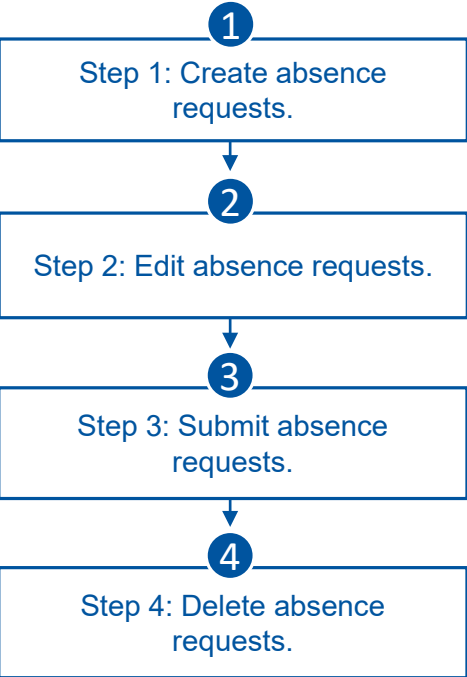
Deltek.

Maconomy Essentials

Recording Absences in iAccess
Quick Steps



Recording Absences in iAccess



The steps in the navigation pane should be updated throughout all the slides. Update the link of the numbered circles once all the slides are finalized.

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Absence

Date Selected: 12/10/21

PERIOD SUMMARY | ALLOWANCE REQUESTS

Allowance	Carri
0.00 Days	
0.00 Days	
0.00 Days	
0.00 Days	

ABSENCE REQUES

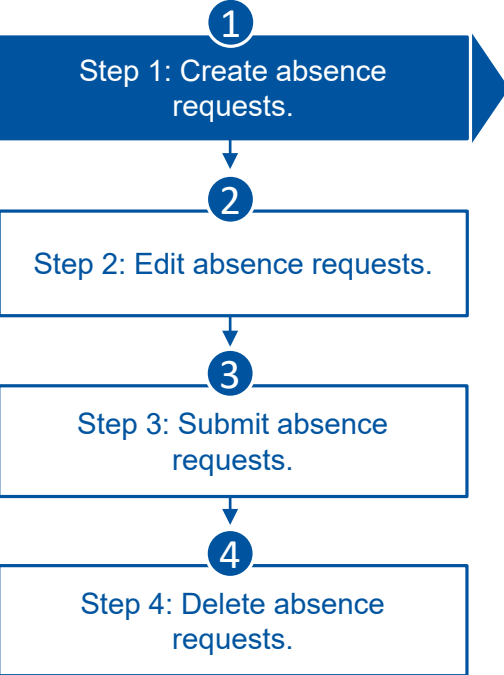
First Day of Abs
12/6/21

Submitted Approved Rejected

+ New Absence Request

Best viewed in IE or Adobe PDF Reader.

Recording Absences in iAccess



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PURCHASES AND COSTS

- Purchase Orders
- Invoice Allocation

REPORTING

Absence <:-> [Save] [Revert] [Edit]

Date Selected
2021-12-10

PERIOD SUMMARY ALLOWANCE REQUESTS

To create absence requests:

A Under the Self Service menu, go to the Absence workspace » Period Summary tab » Absence Requests sub-tab.

D In the **Last Day of Absence** field, specify the end date of the absence period. If the date you specified is a half-day, select the **1/2 Day** check box.

C In the **First Day of Absence** field, specify the start date of the absence period. If the date you specified is a half-day, select the **1/2 Day** check box.

B Click **+ New Absence Request**.

If you register absence in HOURS: After filling out the **First Day of Absence** and **Last Day of Absence** fields, specify the number of hours of absence for both. If you enter hours equivalent to a half-day for either date, iAccess automatically selects the **1/2 Day** field for that date.

Follow the steps on the next slide to continue creating an absence request.

ABSENCE REQUESTS

First Day of Absence	1/2 Day	Last Day of Absence	1/2 Day	Days	Days	Type
2021-12-10	<input type="checkbox"/>	2021-12-10	<input type="checkbox"/>	1,00	1,00	Time in Lieu
2021-12-13	<input type="checkbox"/>	2021-12-13	<input type="checkbox"/>	1,00	1,00	Time in Lieu
2021-12-10	<input type="checkbox"/>		<input type="checkbox"/>	0,00	0,00	

Submitted Approved Rejected

Vacation None

+ New Absence Request

Recording Absences in iAccess

1
Step 1: Create absence requests.

2
Step 2: Edit absence requests.

3
Step 3: Submit absence requests.

4
Step 4: Delete absence requests.

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PURCHASES AND COSTS

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- Invoice Allocation

REPORTING

Absence

:-

Date Selected
2021-12-10

PERIOD SUMMARY ALLOWANCE REQUESTS

Allowance	Carried Forward	Total	Available	Balance
0,00 Days	0,00 Days	0,00 Days	0,00 Days	0,00 Days
0,00 Days	0,00 Days	0,00 Days	0,00 Days	0,00 Days
0,00 Days	0,00 Days	0,00 Days	0,00 Days	0,00 Days
0,00 Days	0,00 Days	0,00 Days	0,00 Days	0,00 Days

ABSENCE REQUESTS

First Day of Absence	½ Day	Last Day of Absence	½ Day	Duration	Working Time	Absence Type	Remarks	Rejection Reason	Submitted	Approved	Rejected
2021-12-10	<input type="checkbox"/>	2021-12-10	<input type="checkbox"/>	1,00 Days	1,00 Days	Time in Lieu					
2021-12-13	<input type="checkbox"/>	2021-12-13	<input type="checkbox"/>	1,00 Days	1,00 Days	Time in Lieu			✓		
2021-12-10	<input type="checkbox"/>		<input type="checkbox"/>	0,00 Days	0,00 Days						

E
In the **Absence Type** field, select an absence type from the drop-down list.

F
Enter additional remarks if needed.

G
Press ENTER or click **Save**. iAccess automatically fills out the **Duration** and **Working Time** fields on the line.

Save Revert Edit

▼*

- Illness
- None
- Leave
- None
- Time in Lieu
- None
- Vacation
- None

More search results

Recording Absences in iAccess

1

Step 1: Create absence requests.

2

Step 2: Edit absence requests.

3

Step 3: Submit absence requests.

4

Step 4: Delete absence requests.

SELF SERVICE

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Daily Time Sheets

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REPORTING

Absence

:-

Date Selected

2021-12-13

PERIOD SUMMARY

ALLOWANCE REQUESTS

A

Under the Self Service menu, go to the Absence workspace » Period Summary tab » Absence Requests sub-tab.

B

Select the line you want to edit. Update the fields as needed.

ABSENCE REQUESTS

First Day of Absence	½ Day	Last Day of Absence	½ Day	Duration	Working Time	Absence Type	Remarks	Rejection Reason	Submitted	Approved	Rejected
2021-12-10	<input type="checkbox"/>	2021-12-10	<input type="checkbox"/>	1,00 Days	1,00 Days	Time in Lieu	For approval				
2021-12-13	<input type="checkbox"/>	2021-12-13	<input type="checkbox"/>	1,00 Days	1,00 Days	Time in Lieu			✓		

C

To save your changes, press ENTER or click **Save**.

To edit absence requests:

Follow the steps on the next slide to edit a submitted absence request.

Save Revert Edit

+ New Absence Request

Recording Absences in iAccess

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Step 1: Create absence requests.

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Step 3: Submit absence requests.

4
Step 4: Delete absence requests.

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REPORTING

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Date Selected
2021-12-13

PERIOD SUMMARY ALLOWANCE REQUESTS

Save Revert Edit

To edit submitted absence requests:

A Under the Self Service menu, go to the Absence workspace » Period Summary tab » Absence Requests sub-tab.

B Select the line you want to edit. Update the fields as needed.

D To save your changes, press ENTER or click Save.

ABSENCE REQUESTS

First Day of Absence	½ Day	Last Day of Absence	½ Day	Duration	Working Time	Absence Type	Remarks	Rejection Reason	Submitted	Approved	Rejected
2021-12-10	<input type="checkbox"/>	2021-12-10	<input type="checkbox"/>	1,00 Days	1,00 Days	Time in Lieu					
2021-12-13	<input type="checkbox"/>	2021-12-13	<input type="checkbox"/>	1,00 Days	1,00 Days	Time in Lieu	For approval		✓		

Submit Request
Reopen Request
Delete Request

C On the selected line, click the icon for other actions, and select Reopen Request from the dropdown list.

Recording Absences in iAccess

1
Step 1: Create absence requests.

2
Step 2: Edit absence requests.

3
Step 3: Submit absence requests.

4
Step 4: Delete absence requests.

A Under the Self Service menu, go to the Absence workspace » Period Summary tab » Absence Requests sub-tab.

B Select the line you want to submit.

C On the selected line, click the icon for other actions, and select **Submit Request** from the dropdown list.

To submit absence requests:

Once you submit the absence request, iAccess sends a notification to the absence approver, who can either approve or reject your request.

Table Data:

Date	Duration	Working Time	Absence Type	Remarks	Submitted	Approved	Rejected
2021-12-10	1,00 Days	1,00 Days	Time in Lieu				
2021-12-13	1,00 Days	1,00 Days	Time in Lieu	For approval			

Recording Absences in iAccess

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REPORTING

Absence

:-

Date Selected
2021-12-13

PERIOD SUMMARY ALLOWANCE REQUESTS

A Under the Self Service menu, go to the Absence workspace » Period Summary tab » Absence Requests sub-tab.

B Select the line you want to delete.

To delete absence requests:

C On the selected line, click the icon for other actions, and select **Delete Request** from the dropdown list.

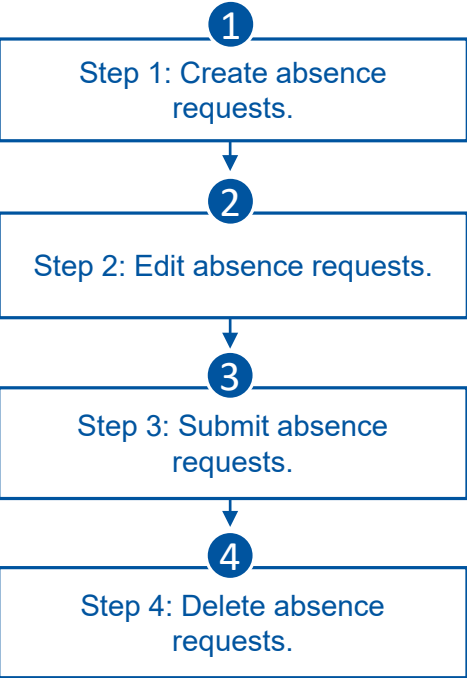
iAccess deletes the line, and automatically refreshes the workspace.

ABSENCE REQUESTS

First Day of Absence	½ Day	Last Day of Absence	½ Day	Duration	Working Time	Absence Type	Remarks	Rejection Reason	Submitted	Approved	Rejected		
2021-12-10	<input type="checkbox"/>	2021-12-10	<input type="checkbox"/>	1,00 Days	1,00 Days	Time in Lieu							
1,00 Days		1,00 Days		Time in Lieu	For approval								

Submit Request
Reopen Request
Delete Request

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Absence

:-

Date Selected
12/10/21

PERIOD SUMMARY ALLOWANCE REQUESTS

Allowance	Carried Forward	Total	Used	Balance
0.00 Days	0.00 Days			
0.00 Days	0.00 Days			
0.00 Days	0.00 Days			
0.00 Days	0.00 Days			

This concludes the Recording Absences in iAccess Quick Steps Procedure.

ABSENCE REQUESTS

First Day of Absence	½ Day	Last Day of Absence	½ Day	Duration	Working Time	Absence Type	Remarks	Rejection Reason	Submitted	Approved	Rejected
12/6/21	<input type="checkbox"/>	12/6/21	<input type="checkbox"/>	1.00 Days	1.00	Days Vacation					

+ New Absence Request