



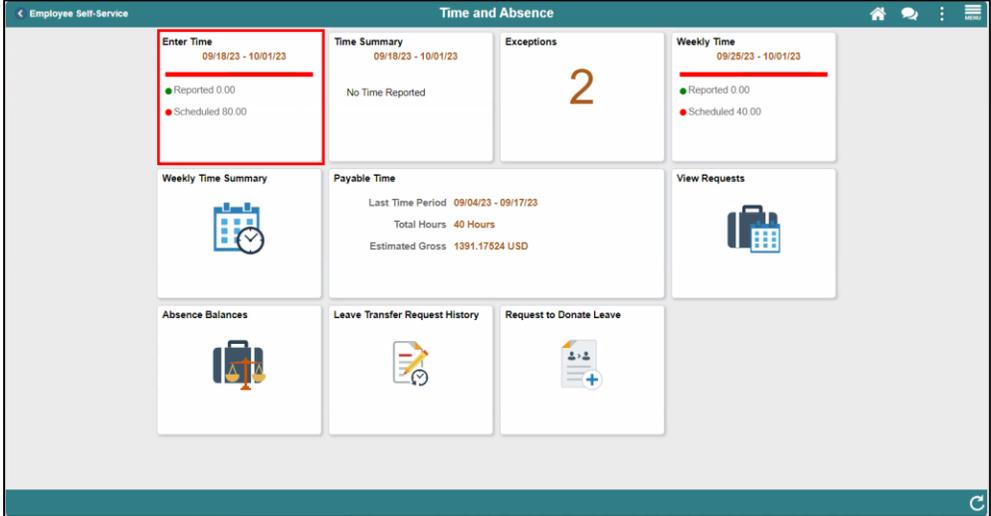
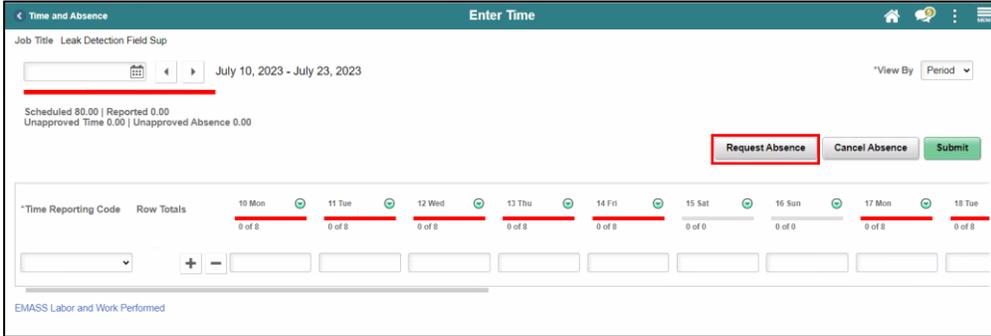
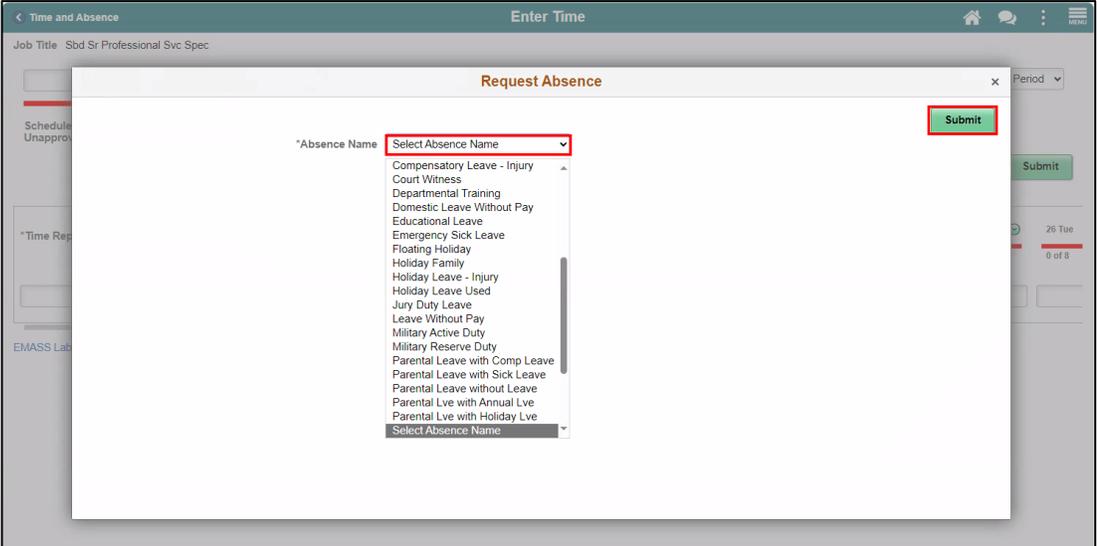
Miami-Dade County

Enter Absence Request

Version 1.0

PURPOSE

This document explains the process of entering an absence within the INFORMS system.

Step	Action
1.	<ul style="list-style-type: none"> Log into INFORMS. Navigation: Main Menu > Employee Self-Service > Time and Absence > Enter Time 
2.	<ul style="list-style-type: none"> Select Request Absence. 
3.	<p>Select the Absence Name and Select Submit.</p> 

4.

- Enter the following fields:
 - **Absence Name.**
 - **Start Date.**
 - **End Date.**
- Enter **Partial Days**, if applicable.
- Select **Check Eligibility** to check employee’s available balance and eligibility of the selected absence.

The screenshot shows the 'Request Absence' form in the INFORMS system. The form includes the following fields and sections:

- *Absence Name:** Annual Leave (dropdown menu)
- *Start Date:** 03/21/2022 (calendar icon)
- End Date:** 03/21/2022 (calendar icon)
- Duration:** 8.00 Hours
- Partial Days:** None
- Check Eligibility:** (button)
- Comments:** (text area)
- Attachments:** You have not added any Attachments. (Add Attachment button)
- Balance Information:** As Of 12/27/2020 664.50 Hours**
- View Balances:** (button)
- View Requests:** (button)

Disclaimer: The current balance does not reflect absences that have not been processed.

5.

To attach supporting documents, Select **Add Attachment** and go to **My Device** and navigate to the documents (e.g., Medical Certificate). Select **Upload** and then **Done**.

6.

Select **Submit**.

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