

## Quick Reference Guide:

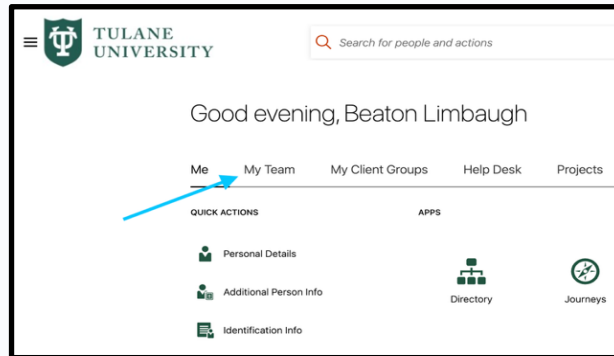
Enter Absence on Behalf of an Employee (Line Manager)

### Purpose:

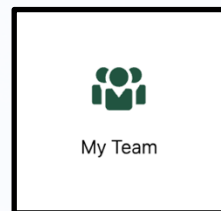
This Quick Reference Guide provides instructions for Tulane Line Managers to enter an absence in WaveWorks on behalf of direct employees who are unable to do so themselves.

### Step-by-Step:

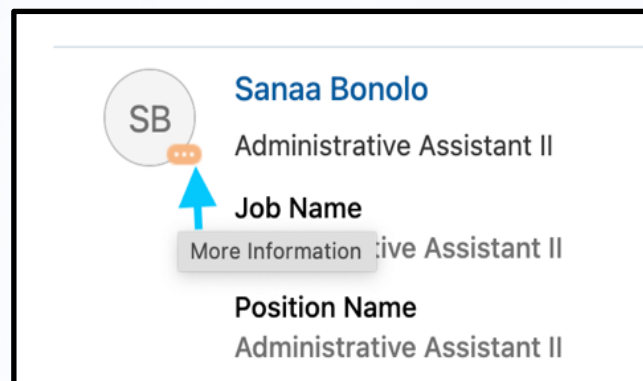
1. From the WaveWorks homepage, select **My Team** tab.



2. Select the **My Team** icon on the My Team page.



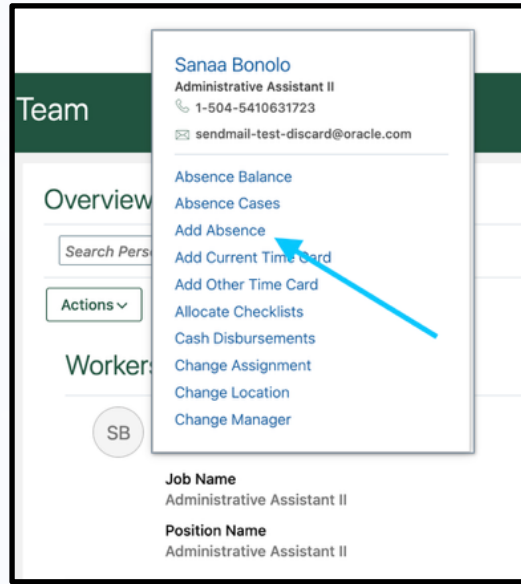
3. Select the yellow three-dot icon on the employee's initials circle. A menu will appear.



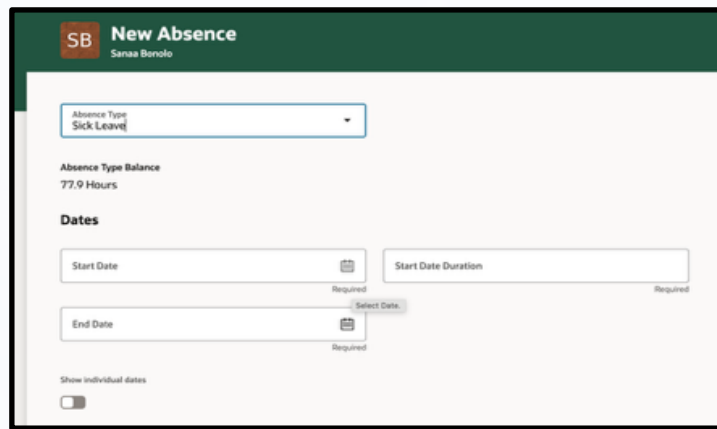
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4. Select **Add Absence** to start the add absence process.

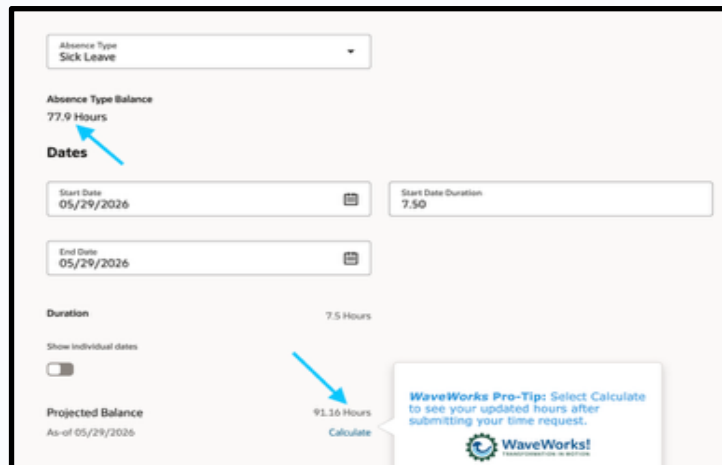


5. Choose **Absence Type** from menu; add date(s) of absence.



The 'New Absence' form for Sanaa Bonolo is shown. The 'Absence Type' dropdown is set to 'Sick Leave'. Below this, the 'Absence Type Balance' is 77.9 Hours. The 'Dates' section includes 'Start Date' and 'End Date' fields, both with calendar icons and 'Required' labels. There is also a 'Start Date Duration' field with a 'Required' label. A 'Show individual dates' toggle is at the bottom left.

6. Click **Calculate** to view available accrual hours after the requested absence.



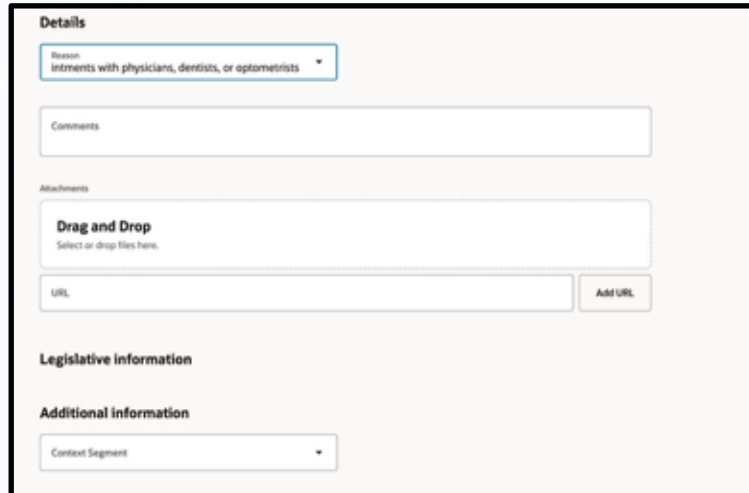
The 'New Absence' form is shown after the 'Calculate' button has been clicked. The 'Absence Type' is still 'Sick Leave'. The 'Absence Type Balance' is now 77.9 Hours. The 'Start Date' is 05/29/2026 and the 'End Date' is 05/29/2026. The 'Start Date Duration' is 7.50. The 'Duration' is 7.5 Hours. The 'Projected Balance' is 91.16 Hours, with a 'Calculate' button next to it. A 'WaveWorks Pro-Tip' box is visible at the bottom right, stating: 'WaveWorks Pro-Tip: Select Calculate to see your updated hours after submitting your time request.'



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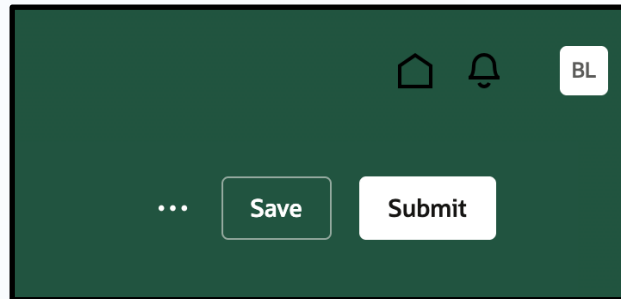
7. Enter any additional absence details or comments, if needed. You may also attach a URL and/or supporting documents.



The screenshot shows a 'Details' form with the following sections:

- Reason:** A dropdown menu with the selected option 'Intruments with physicians, dentists, or optometrists'.
- Comments:** A large text input field.
- Attachments:** A section with a 'Drag and Drop' area (text: 'Select or drop files here.'), a 'URL' input field, and an 'Add URL' button.
- Legislative information:** A section with no visible input fields.
- Additional information:** A section with a 'Context Segment' dropdown menu.

8. Click **Submit** to complete the request, or **Save** to finish it later.



The screenshot shows the bottom of the form with a dark green background. In the top right corner, there are icons for home, a notification bell, and a 'BL' button. In the center, there are three buttons: a three-dot menu icon, a 'Save' button, and a 'Submit' button.

