This quick reference guide details the steps required in requesting time off within Ignite.

### Instructions

1. On the home page, navigate to the Me tab and select **Time and Absences**.

2. Select the **Add Absence** tile.

3. Select the appropriate **Absence Type**.

4. Enter the **Start Date** and **End Date** of your leave. If you are requesting a single day of leave, be sure the Start and End Date fields are the same. If desired, setup absence to repeat based on your absence schedule.

5. You can calculate your remaining leave balance by selecting **Calculate**.

6. After entering your time under the appropriate leave type, click **Submit** in the upper right-hand corner of the screen. Your leave request will be routed for approval.

*For more information on Baylor’s Time Away policies, please visit:*

[https://www.baylor.edu/hr/index.php?id=951190](https://www.baylor.edu/hr/index.php?id=951190)
Absence Management

Submitting a Leave Request

4

*Type

* Business Title

When

* Start Date and Duration

* End Date and Duration

Absence Duration 8,000 Hours

Repeat

None

Every

Weekly

Every X number of days

Every X number of weeks

Projected Balance 264,000 Hours

5

6

Submit Cancel

Projected Balance 264,000 Hours

Calculate

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