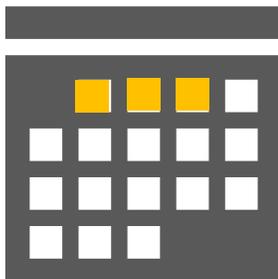


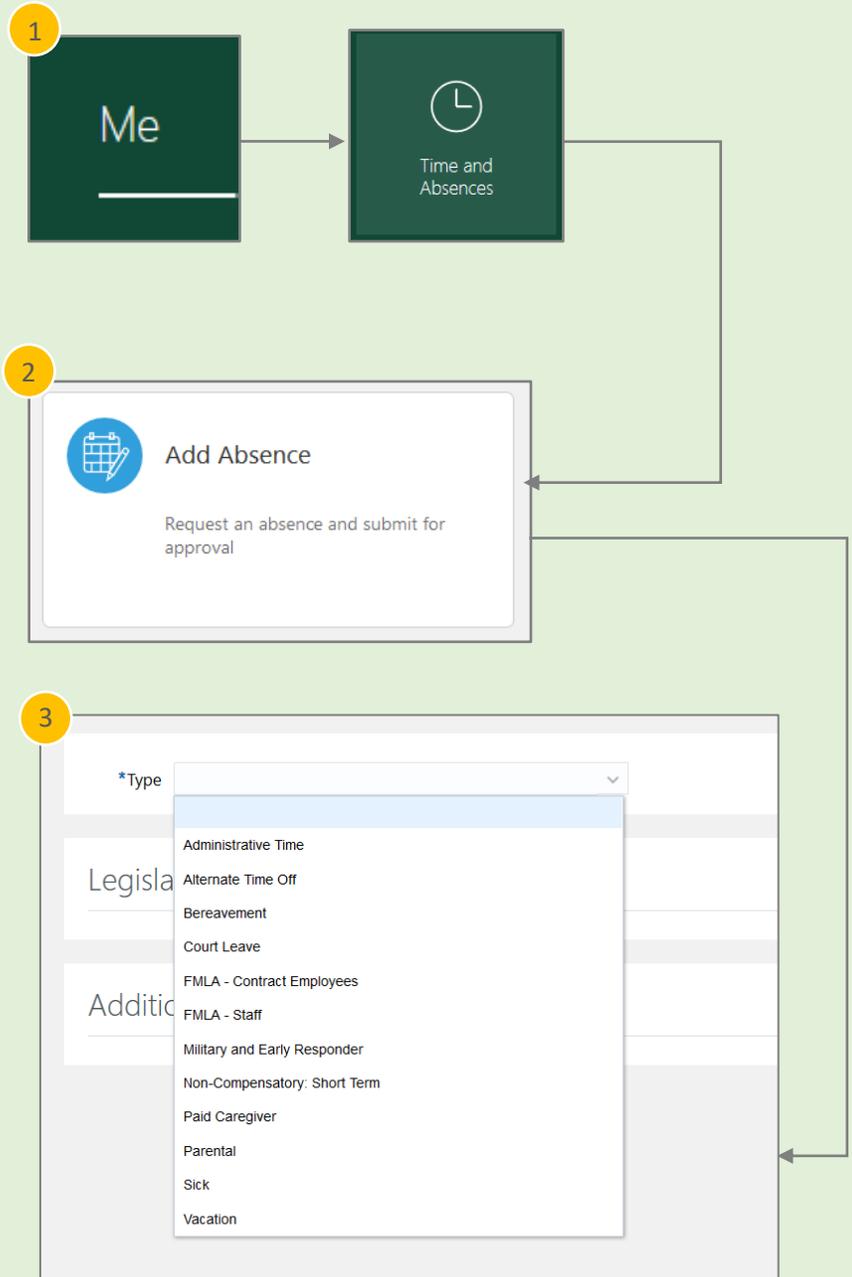
This quick reference guide details the steps required in requesting time off within Ignite.

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.



Submitting a Leave Request



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

<https://www.baylor.edu/hr/index.php?id=951190>

Submitting a Leave Request

4

Type

Business Title

When [Edit Entries](#)

***Start Date and Duration**
 Hours

***End Date and Duration**

Repeat

Select a value
None
Daily
Weekly
Every X number of days
Every X number of weeks

Absence Duration **8.000** Hours

Projected Balance [Calculate](#)

5

Projected Balance **264.000** Hours
[Calculate](#)

6