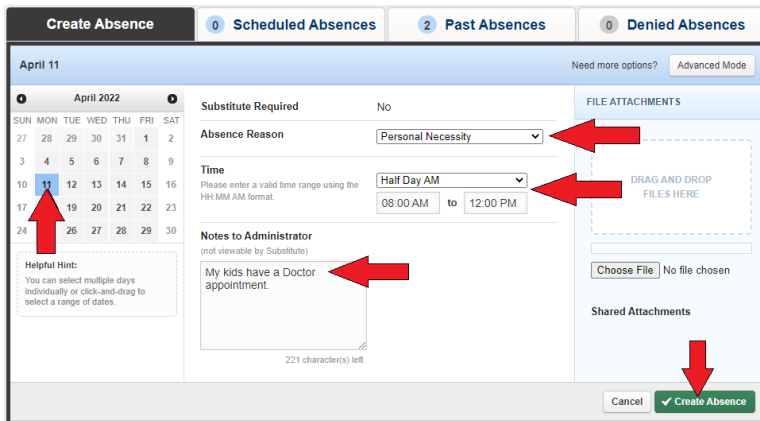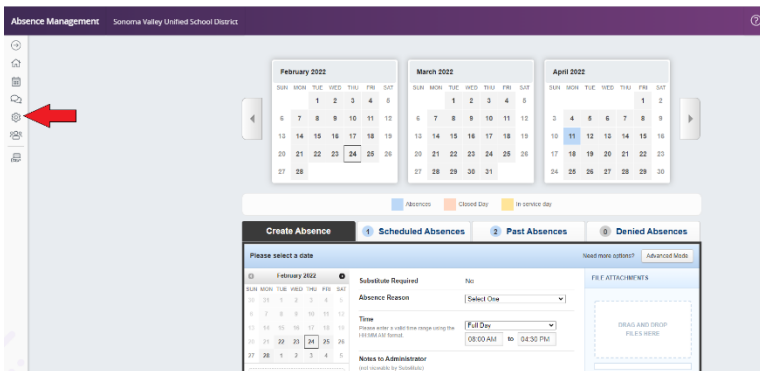# Create an absence

1) Create an absence by selecting the date(s), reason, and time. Leave a note if needed.

Set your schedule

1) Select "Account" on the left hand side.

2) Update start/end times and lunch/off times. Select *Save Changes.*