

Absence Module

**Employee
Self Service (ESS) –
Redwood
Enhancement**



Employee Self Service (ESS)

Manage Absences

Review Leave Balances
Review Existing Absences
Submit New Leave Request



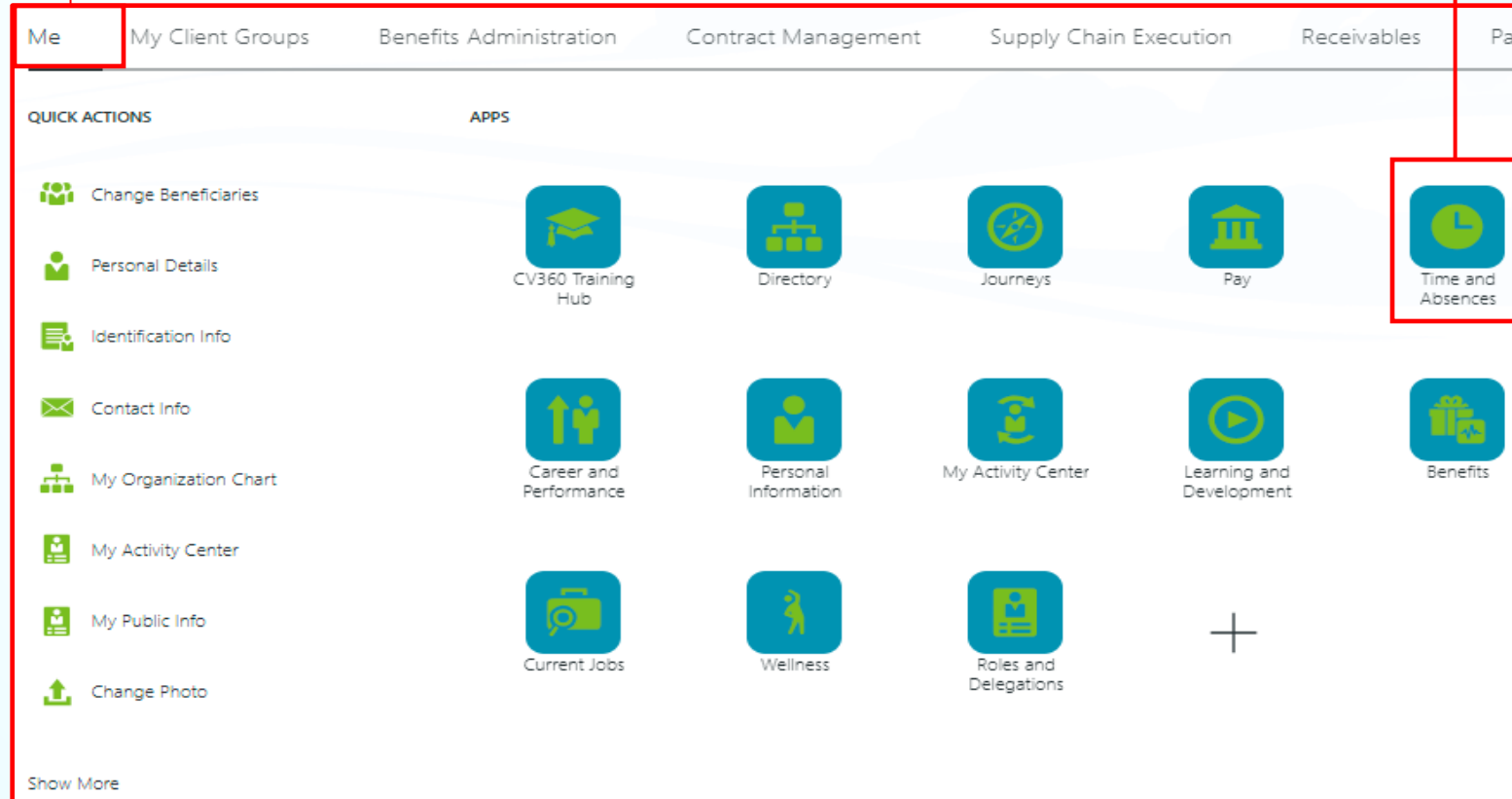
Manage Absence

1

Select the **Me** tab from the CV360 homepage.

2

Select the Time and Absences tile.

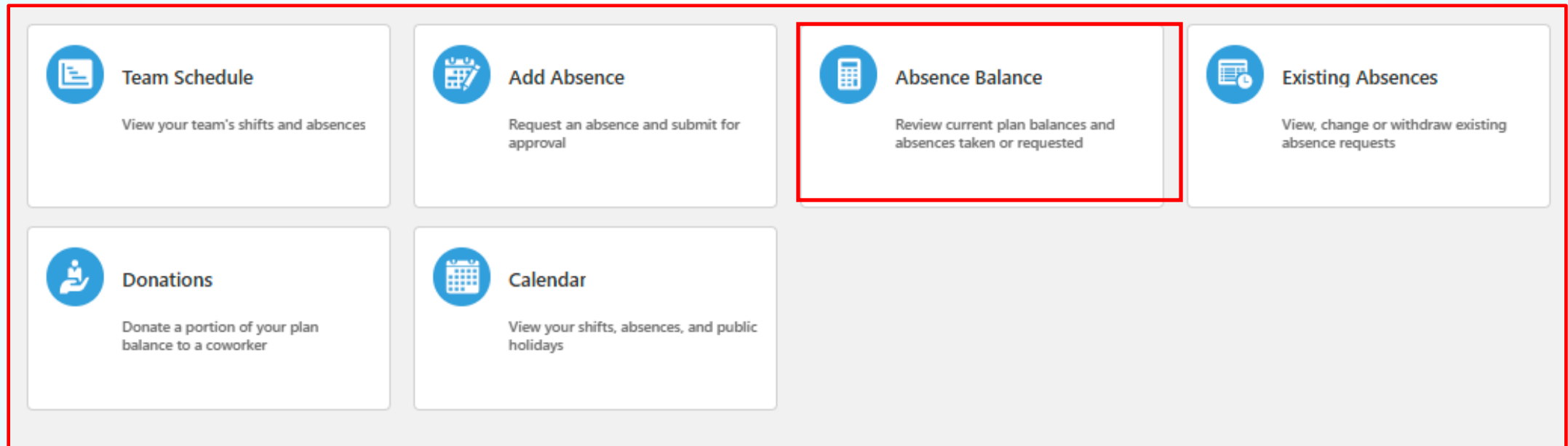


The screenshot displays the CV360 homepage interface. At the top, a navigation bar contains several tabs: 'Me', 'My Client Groups', 'Benefits Administration', 'Contract Management', 'Supply Chain Execution', 'Receivables', and 'Payables'. The 'Me' tab is highlighted with a red box and a red line connecting it to a blue circle with the number '1'. Below the navigation bar, the page is divided into two main sections: 'QUICK ACTIONS' on the left and 'APPS' on the right. The 'QUICK ACTIONS' section lists several options: 'Change Beneficiaries', 'Personal Details', 'Identification Info', 'Contact Info', 'My Organization Chart', 'My Activity Center', 'My Public Info', and 'Change Photo'. The 'APPS' section displays a grid of application tiles. The 'Time and Absences' tile, located in the top right of the grid, is highlighted with a red box and a red line connecting it to a blue circle with the number '2'. Other tiles in the grid include 'CV360 Training Hub', 'Directory', 'Journeys', 'Pay', 'Career and Performance', 'Personal Information', 'My Activity Center', 'Learning and Development', 'Benefits', 'Current Jobs', 'Wellness', and 'Roles and Delegations'. A 'Show More' link is visible at the bottom left of the 'APPS' section.

View Leave Balances

3

Under the Absence category, select the **Absence Balance** tile to view your leave balances as shown.



Note: Initial load of data for balances can take a few moments to display on your screen.

View Leave Balances

Employees can view their current **Absence Balance** As of Today or Last Calculation Date. **Note:** You can also add an absence request directly from this screen by selecting the '**Add Absence**' button.



<

Absence Balance

Add Absence

Balances

Annual Leave

403.38 Hours

Annual Leave Reserve

120 Hours

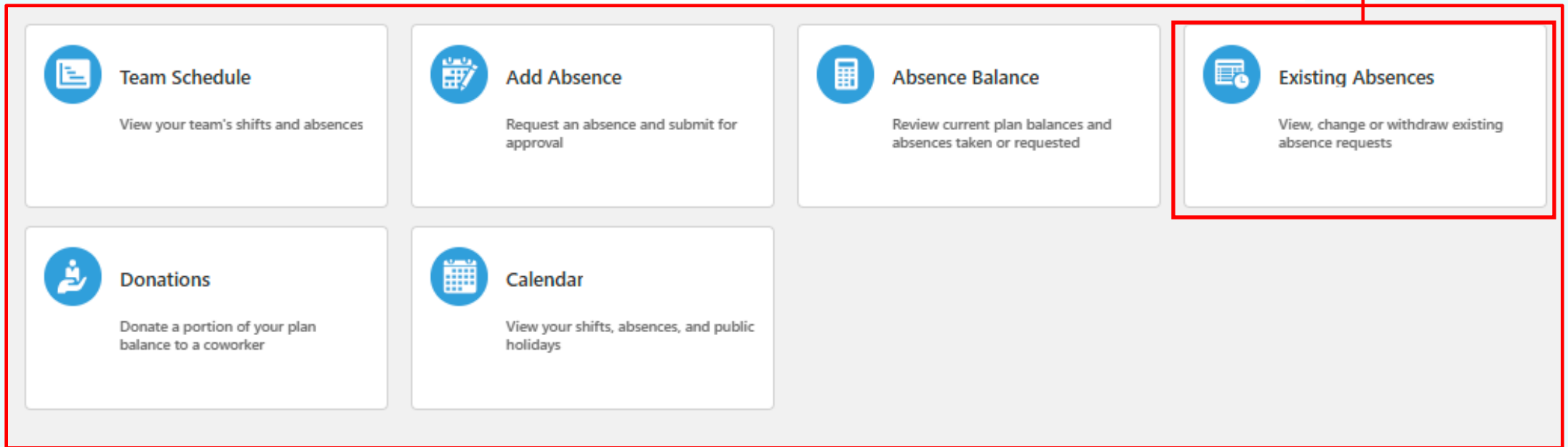
As of Today

Last Calculation Date

View Existing Absences

Select the **Existing Absences** tile to view your previous and already submitted leave requests.

5



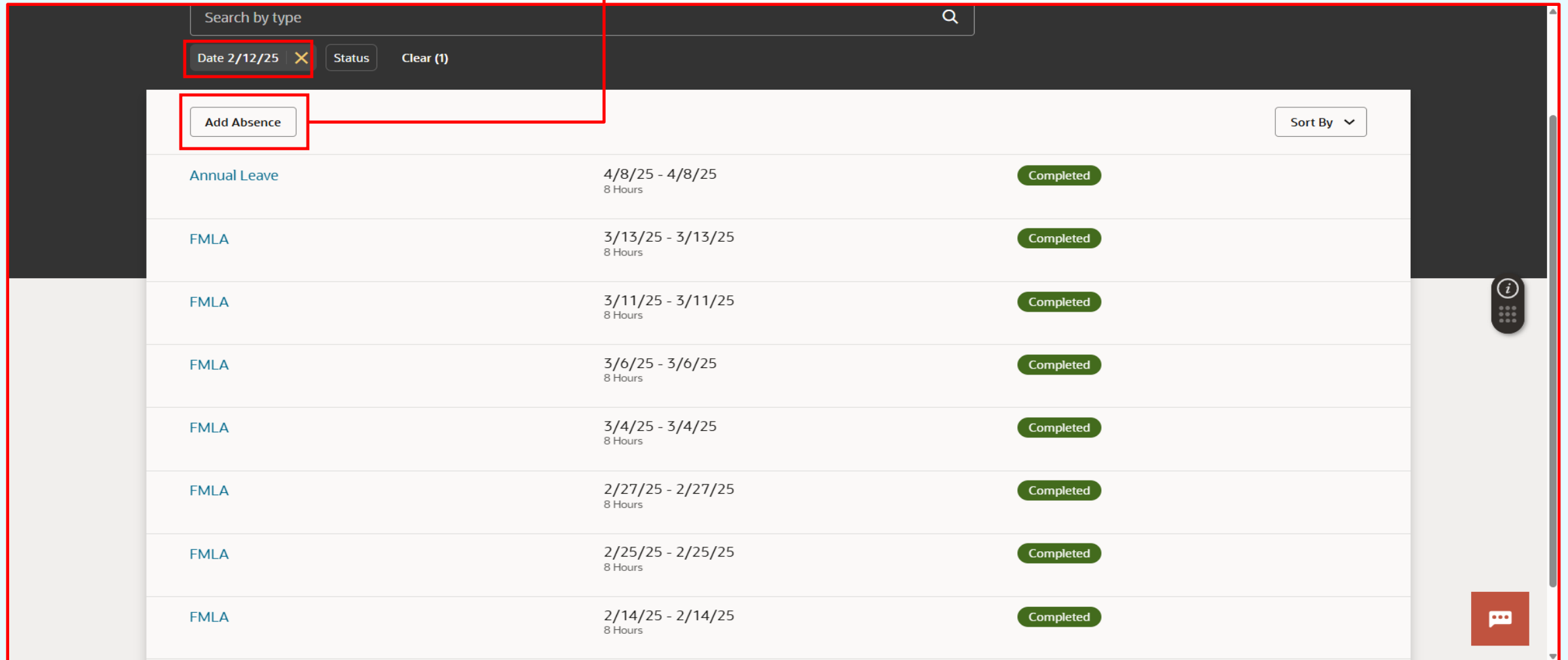
The dashboard contains six tiles arranged in two rows. The 'Existing Absences' tile in the top right is highlighted with a red border and a red line connecting it to the number '5'. Each tile features a blue circular icon, a title, and a brief description.

Icon	Title	Description
	Team Schedule	View your team's shifts and absences
	Add Absence	Request an absence and submit for approval
	Absence Balance	Review current plan balances and absences taken or requested
	Existing Absences	View, change or withdraw existing absence requests
	Donations	Donate a portion of your plan balance to a coworker
	Calendar	View your shifts, absences, and public holidays

View Existing Absences

6

Employees can view their **Existing Absences** to review previous and already submitted leave requests. **Note:** You can also add an absence request directly from this screen by selecting the '**Add Absence**' button as shown.



Search by type

Date 2/12/25 X Status Clear (1)

Add Absence

Sort By

Annual Leave	4/8/25 - 4/8/25	8 Hours	Completed
FMLA	3/13/25 - 3/13/25	8 Hours	Completed
FMLA	3/11/25 - 3/11/25	8 Hours	Completed
FMLA	3/6/25 - 3/6/25	8 Hours	Completed
FMLA	3/4/25 - 3/4/25	8 Hours	Completed
FMLA	2/27/25 - 2/27/25	8 Hours	Completed
FMLA	2/25/25 - 2/25/25	8 Hours	Completed
FMLA	2/14/25 - 2/14/25	8 Hours	Completed

Submit a New Absence

7

Select the **Add Absence** tile to submit a new leave request.



Team Schedule

View your team's shifts and absences



Add Absence

Request an absence and submit for approval



Absence Balance

Review current plan balances and absences taken or requested



Existing Absences

View, change or withdraw existing absence requests



Donations

Donate a portion of your plan balance to a coworker



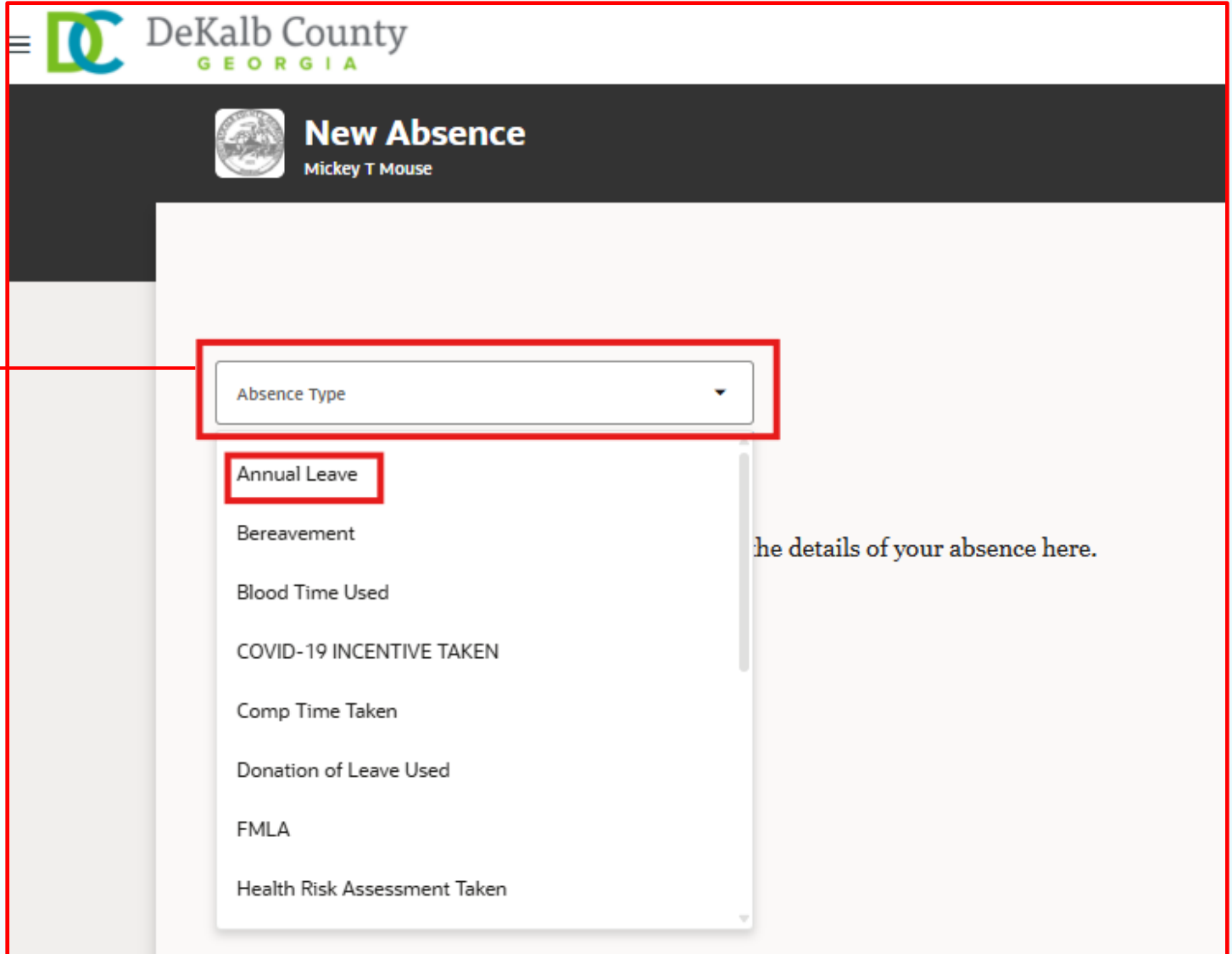
Calendar

View your shifts, absences, and public holidays

Submit a New Absence

8

Use the drop-down to select the type of leave you want to request and submit.



DeKalb County
GEORGIA

 **New Absence**
Mickey T Mouse

Absence Type ▼

- Annual Leave
- Bereavement
- Blood Time Used
- COVID-19 INCENTIVE TAKEN
- Comp Time Taken
- Donation of Leave Used
- FMLA
- Health Risk Assessment Taken

he details of your absence here.

Submit a New Absence

Verify your job title is populated in the **Business Title** field



10

Select the **Start Date** and **End Date** both must be on scheduled workdays.

DeKalb County
GEORGIA

New Absence
Mickey T Mouse

Absence Type
Annual Leave

Business Title
46050 - Police Officer, Master

Dates

Start Date
8/8/25

End Date
8/8/25

Start Date Duration
8.00

Duration
8 Hours

Show individual dates
☐

Projected Balance
As-of 8/8/25

0 Hours
[Calculate](#)

Details

Comments

Attachments

Drag and Drop
Select or drop files here.

Submit a New Absence

11

Turn on the 'Show Individual Dates' button by sliding the toggle switch. It will turn blue to indicate it is on.

DeKalb County
GEORGIA

New Absence
Mickey T Mouse

Cancel Save and Close Save Submit

Absence Type
Annual Leave

Business Title
46050 - Police Officer, Master

Dates

Show individual dates
☒

Duration
8 Hours

+ Add

46050 - Police Officer, Master
8/8/25

8 Hours

Projected Balance
As-of 8/8/25

0 Hours
[Calculate](#)

Details

Comments

Attachments

Drag and Drop
Select or drop files here.

Absence Type
Annual Leave

Business Title
46050 - Police Officer, Master

Dates

Start Date
8/8/25

Start Date Duration
8.00

End Date
8/8/25

Duration
8 Hours

Show individual dates
☒

12

You must click the "Submit" button to request your leave.

Note: Save and Close only saves a draft that cannot be seen or approved until you pull the leave up, edit, and "submit" the request.

Submit a New Absence



Submitted absences can be viewed under **Existing Absences**.

13

Employees can withdraw or edit their submitted absence requests while the request is **Awaiting approval**.

Add Absence		Sort By ▾	
Annual Leave	8/12/25 - 8/12/25 8 Hours	Awaiting approval	
Annual Leave	4/8/25 - 4/8/25 8 Hours	Completed	
FMLA	3/13/25 - 3/13/25 8 Hours	Completed	
FMLA	3/11/25 - 3/11/25 8 Hours	Completed	
FMLA	3/6/25 - 3/6/25 8 Hours	Completed	
FMLA	3/4/25 - 3/4/25 8 Hours	Completed	
FMLA	2/27/25 - 2/27/25 8 Hours	Completed	
FMLA	2/25/25 - 2/25/25 8 Hours	Completed	
FMLA	2/14/25 - 2/14/25 8 Hours	Completed	

Withdraw an Absence Request – Awaiting Approval



Add Absence			Sort By ▾
Annual Leave	8/15/25 - 8/15/25 8 Hours	Awaiting approval	✎

14

For an Absence Request that is **Awaiting Approval**, select the pencil to start the withdrawal process.

15

Select the **Withdraw** button as shown to complete the withdrawal request.

Edit Absence

Cancel

Withdraw

Submit

Absence Type
Annual Leave

Business Title
16045 - Enterprise Technician

Absence Type Balance
57.54 Hours

Withdraw an Absence Request – Awaiting Approval



Annual Leave	8/15/25 - 8/15/25 8 Hours	Withdrawn
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Your absence request will now show as **Withdrawn**.

Withdraw an Absence Request – Approved (Scheduled)



Annual Leave	8/15/25 - 8/15/25 8 Hours	Scheduled	
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17 For an Absence Request that is Approved and displays as Scheduled, select the pencil to start the withdrawal process.

18

Select the **Withdraw** button as shown to complete the withdrawal request.

Edit Absence

CancelWithdrawSubmit

Absence Type
Annual Leave

Business Title
16045 - Enterprise Technician

Absence Type Balance
57.54 Hours

Withdraw an Absence Request – Approved (Scheduled)

Annual Leave	8/15/25 - 8/15/25 8 Hours	Awaiting withdrawal approval	
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19

The absence request now displays **Awaiting Withdrawal Approval** and will be sent to your manager for approval.