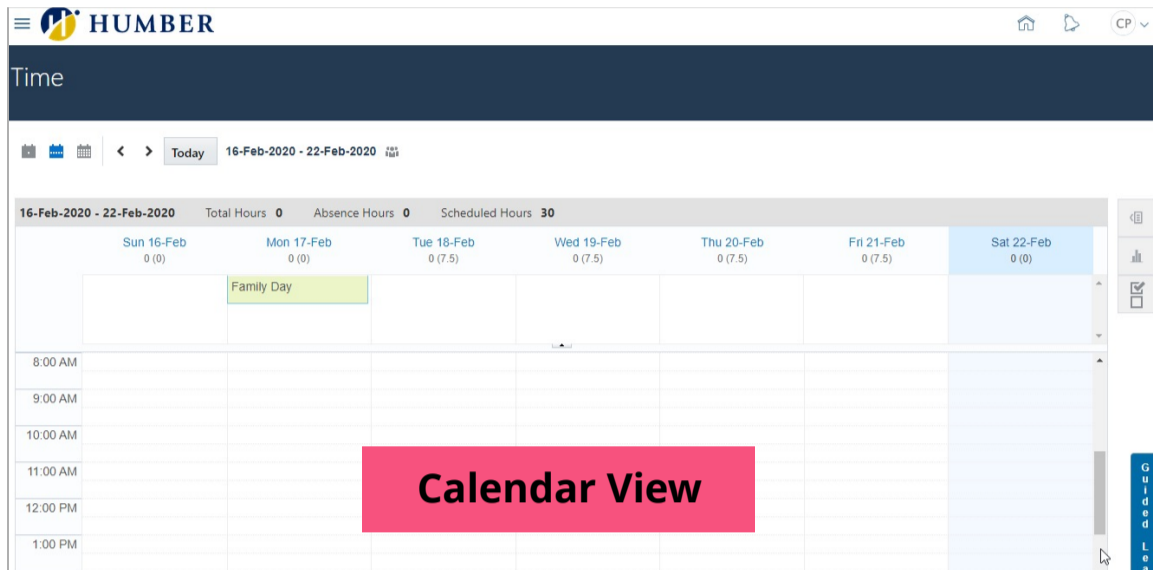




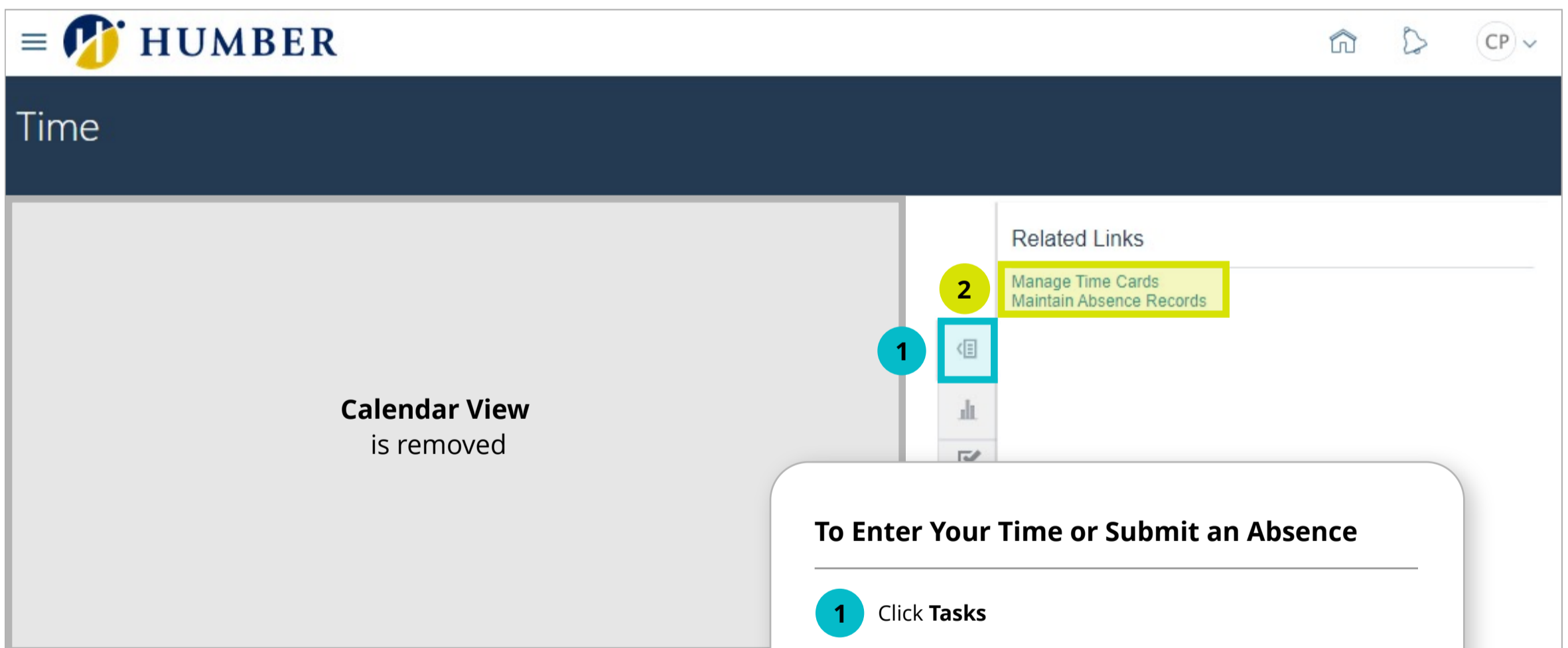
# UPDATES TO THE TIME AND ABSENCE WORK AREA

When you login to the **Human Resource Management System (HRMS)** from **February 24, 2020**, you will see the **Calendar View** to enter time or an absence **has been removed from the Time and Absence work area**.



Previous Time  
and Absence Work Area

New Time and Absence  
Work Area



## To Enter Your Time or Submit an Absence

- 1 Click **Tasks**
- 2 Click **Manage Time Cards** to **Create a Time Card**  
or **Maintain Absence Records** to **Submit an Absence**

### HRMS Knowledge Base:

[Click here](#) for step by step instructions on **Creating a Time Card on the HRMS**.

[Click here](#) for step by step instructions on **Creating an Absence Request on the HRMS**.