

Splitting Absences

- Click on the Absence code to open the Absence details page. If the absence can be split, you will see the **Split Absence** button next to the replacement record.
 - Replacement records with the fill method 'Easyconnect' or 'failed to fill' can be split.

Date	Time								
<input type="checkbox"/> 2021-01-06	09:30 AM to 03:30 PM	Absent: Dave Benk Assignment: Primary Reason: SICKEMP - Sick Employee YTD Workflow Status: Ready to Export	Absence: 100% Auto-populated Edit						
<input type="checkbox"/> 2021-01-06	09:30 AM to 03:30 PM	Fill Method: EasyConnect Replacement:	<table border="1"> <thead> <tr> <th>Charge Back</th> <th>Payroll</th> </tr> </thead> <tbody> <tr> <td>122ST100000 - CCC - Daycare Infants and Toddlers</td> <td>100%</td> </tr> <tr> <td colspan="2" style="text-align: right;">Auto-populated</td> </tr> </tbody> </table> Edit	Charge Back	Payroll	122ST100000 - CCC - Daycare Infants and Toddlers	100%	Auto-populated	
Charge Back	Payroll								
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Auto-populated									

SPLIT ABSENCE

3.

- Click on **Split Absence**. The Split Absence box will appear. Complete the fields and click OK.
 - The Absence Ends: This will be the new end time for the absence being split.
 - New Absence Starts: This will be the time the new absence starts at.
 - If you need to adjust the absence percentage or pay rate, uncheck 'auto-populate' and enter in the desired values.

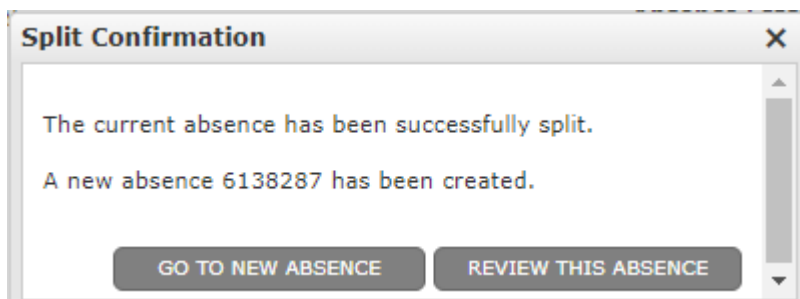
Split Absence X

Date: 2021-01-06 Auto-populate Auto-populate

This Absence Ends: 11:30AM **Absence:**

New Absence Starts: 11:30AM **Absence:** **Payroll:**

3. You will receive a pop up confirming the successful creation of the new absence.



The existing absence will be automatically update to 'failed to fill'. If you need to edit that you will be able to by clicking 'review this absence' and making your edits.