

Absence Request Using the Web Portal

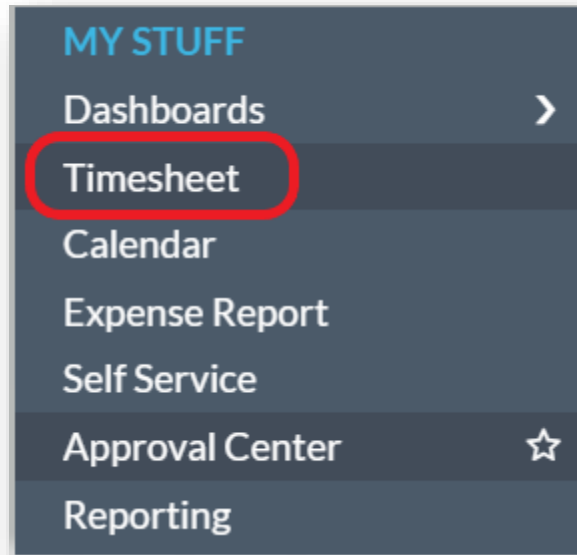
Deltek Vantagepoint



How to Request an Absence

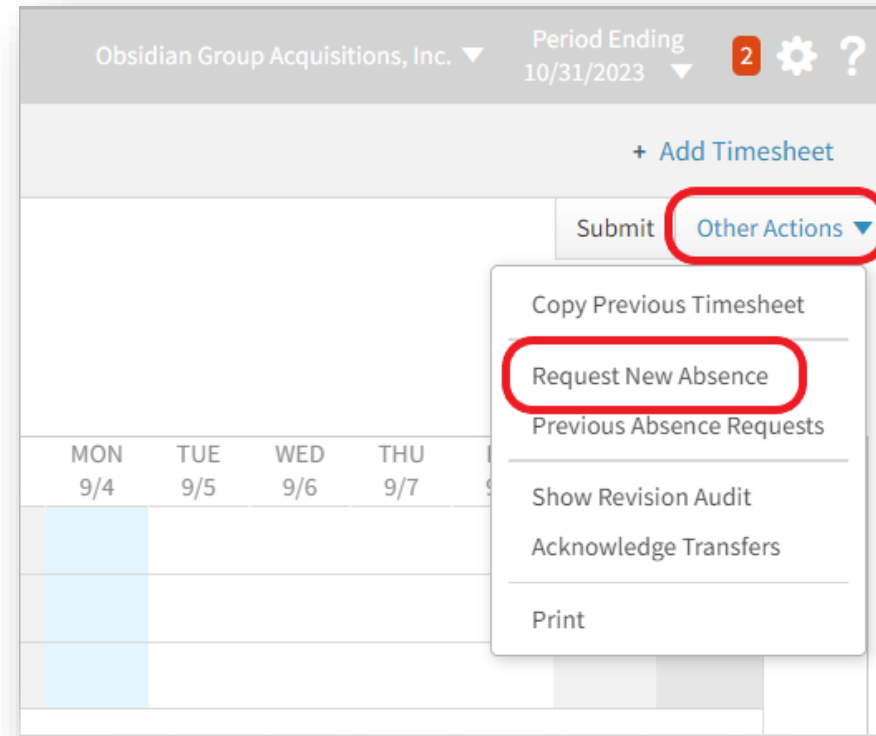


- Click on “Timesheet” under My Stuff in the Vantagepoint Navigation Tree



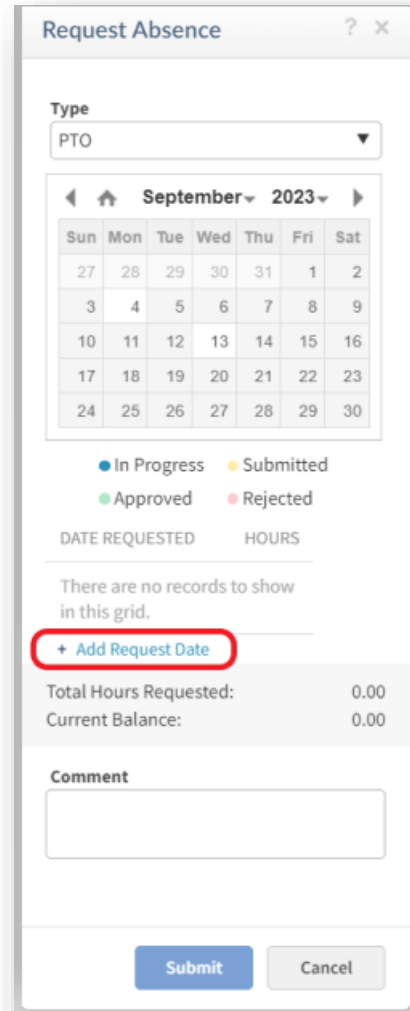
Step 2: Request Absence

- Once your timesheet is opened, click “Other Actions” in the upper right corner.
- Then click on “Absence Request”.



Step 2: Request Absence cont.

- Click on “Add Request Date” and then select the start and end date for the request.



Request Absence

Type
PTO

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

In Progress Submitted
 Approved Rejected

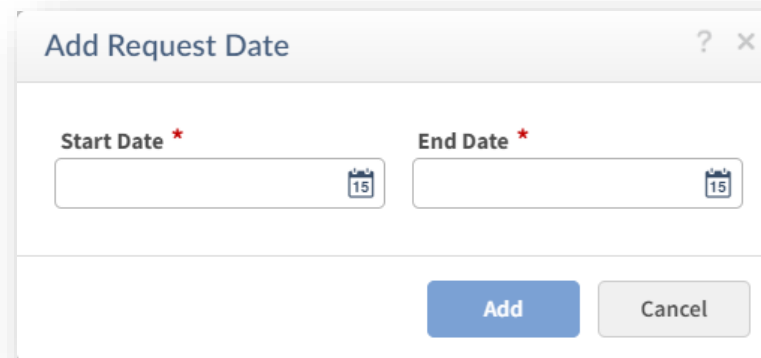
DATE REQUESTED HOURS

There are no records to show in this grid.

[+ Add Request Date](#)

Total Hours Requested: 0.00
Current Balance: 0.00

Comment



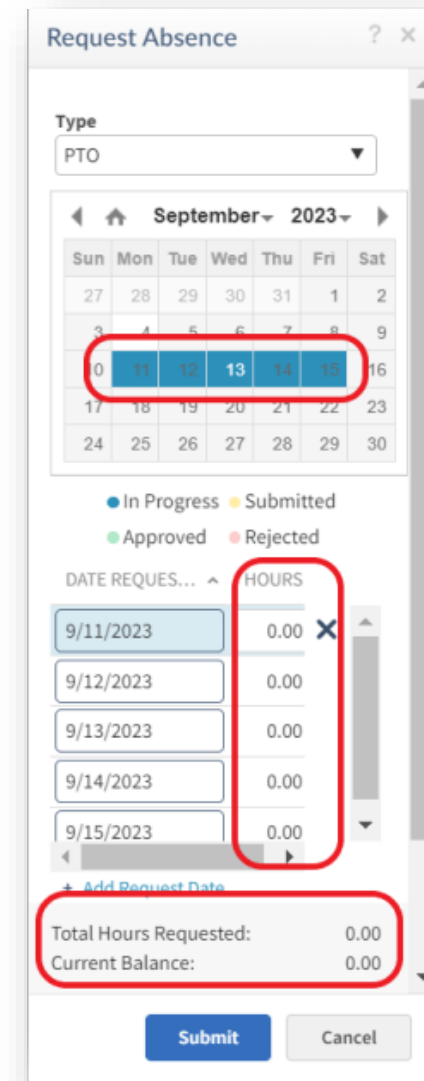
Add Request Date

Start Date *

End Date *

Step 2: Request Absence cont.

- The Calendar will display the days highlighted in blue you are requesting. (This helps you visually see your requested days on a calendar)
- Enter your requested hours off for each day of the request.
- At the bottom, you will see “Total Hours Request” and your Current Balance.
- Click “Submit” once done.



Request Absence ? x

Type
PTO

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

● In Progress ● Submitted
● Approved ● Rejected

DATE REQUES...	HOURS
9/11/2023	0.00
9/12/2023	0.00
9/13/2023	0.00
9/14/2023	0.00
9/15/2023	0.00

+ Add Request Date

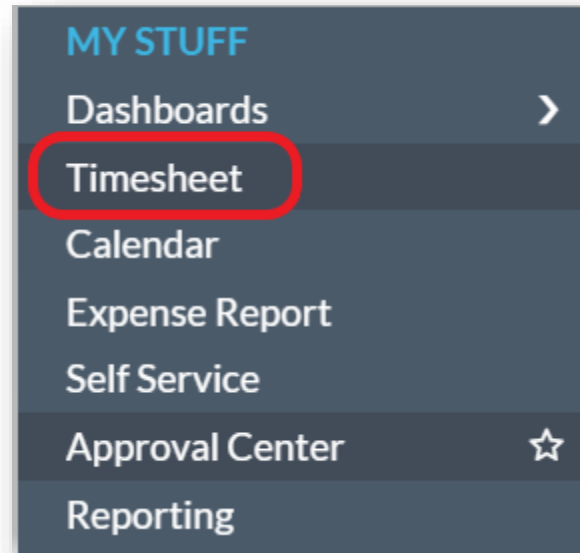
Total Hours Requested: 0.00
Current Balance: 0.00

Submit Cancel

Viewing Previously Request Absences

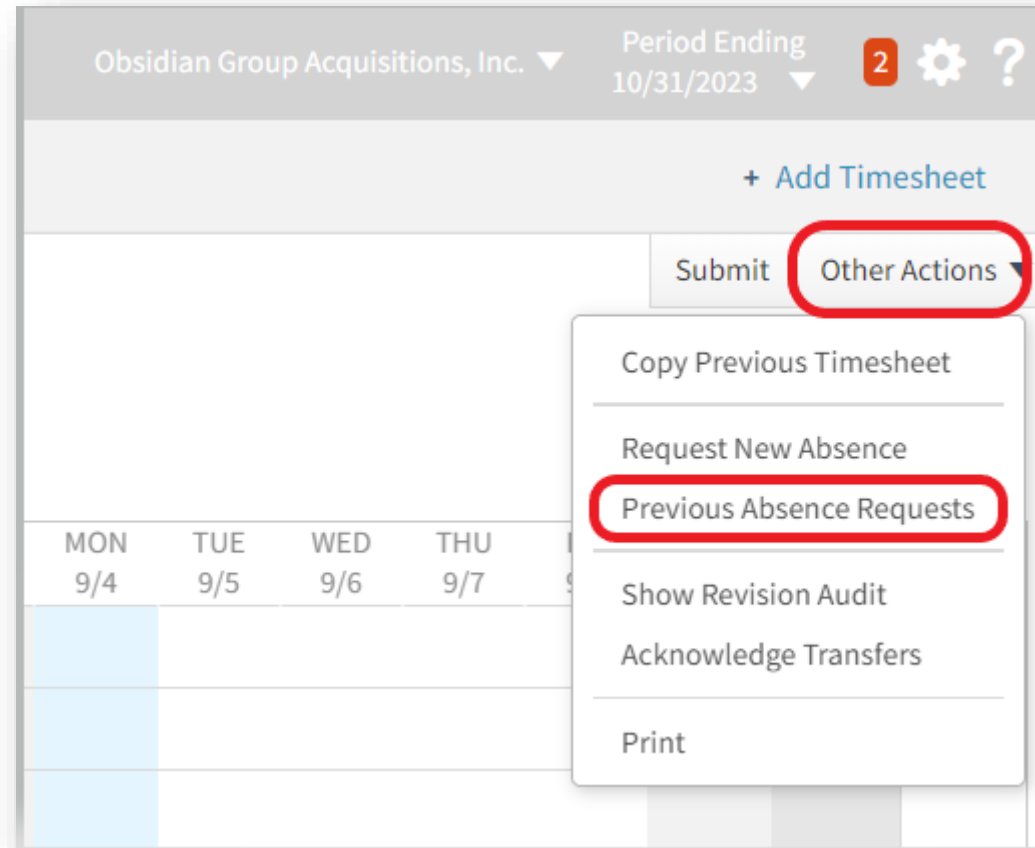


- Click on “Timesheet” under My Stuff in the Vantagepoint Navigation Tree



Step 2: View Previously Requested

- Once your timesheet is opened, Click on “Other Actions” in the upper right corner.
- Then click on “Previous Absence Request”



- The “Previously Requested Absences” dialog box shows you a list of your requests and the status of the request.

Previously Requested Absences

Only Show Upcoming Absence Requests

Actions ▼

<input type="checkbox"/>	TYPE	FIRST DAY	LAST DAY	HOURS REQUESTED	STATUS	DATE SUBMITTED	DATE APPROVED	COMMENTS
<input type="checkbox"/>	PTO	9/11/2023	9/15/2023	40.00	Submitted	9/4/2023		

Step 4: Deleting a Request Off (If Needed)

- If you need to delete a request off submission, check the box for the request you wish to delete.
- Click “Other Actions”, “Delete Selected”

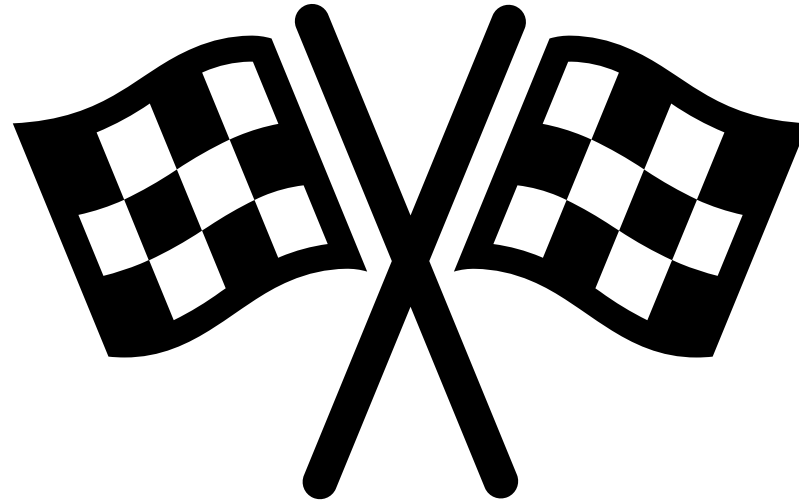
Previously Requested Absences

Only Show Upcoming Absence Requests

Actions ▾

Delete Selected

<input type="checkbox"/>	TYPE	FIRST DAY	LAST DAY	HOURS REQUESTED	STATUS	DATE SUBMITTED	DATE APPROVED	COMMENTS
<input checked="" type="checkbox"/>	PTO	9/11/2023	9/15/2023	40.00	Submitted	9/4/2023		



You have now completed this Training Module.