

Guide of Absences

Created on Apr 30, 2025 by Mauricio Olguín Sánchez

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Add absence

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REASON	START DATE	END DATE	DURATION	LEADER STATUS	HR STATUS	EVIDENCE
I got sick	28/4/2025	30/4/2025	3	Pending...	Pending...	No Evidence

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1 Go to Absences

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At the main page of Absences, we can view our previous requests, add a new absence or, if we had the role of Manager, view pending requests.

WorkCells << Absences ?

My absences Add absence Pending requests

REASON	START DATE	END DATE	DURATION	LEADER STATUS	HR STATUS	EVIDENCE
I got sick	28/4/2025	30/4/2025	3	Pending...	Pending...	No Evidence

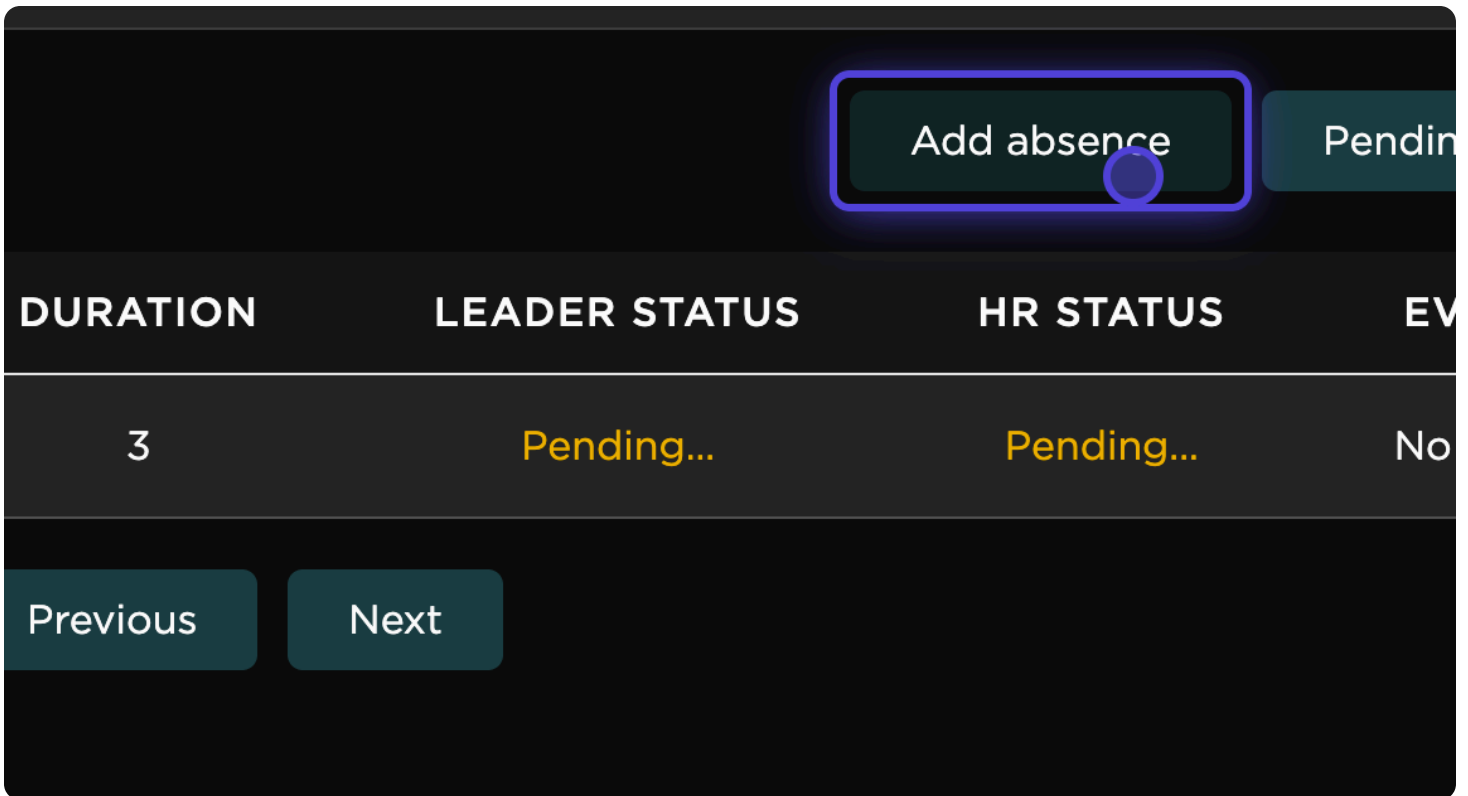
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Profile Logout

2 Add absence

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To add a new absences, click on add absences



The screenshot shows a dark-themed web interface. At the top right, there is a button labeled "Add absence" which is highlighted with a red rectangular box and a red circle. To the right of this button is another button labeled "Pending". Below these buttons is a table with four columns: "DURATION", "LEADER STATUS", "HR STATUS", and "EV". The table has one row of data with the following values: "3", "Pending...", "Pending...", and "No". At the bottom of the interface, there are two buttons: "Previous" and "Next".

DURATION	LEADER STATUS	HR STATUS	EV
3	Pending...	Pending...	No

3 Type in Start Date

Fill all the fields

Add absence

Start Date of the absence:

15/05/2025

End Date of the absence:

dd/mm/aaaa

Reason of the absence:

I got ill and had to go to see the doctor

Evidence (optional):

Seleccionar archivo Sin archivos seleccionados

Add absence

4 Type in End Date

Add absence

Start Date of the absence:

15/05/2025



End Date of the absence:

16/05/2025



Reason of the absence:

I got ill and had to go to see the doctor



Evidence (optional):

Seleccionar archivo Sin archivos seleccionados

Add absence

5 Type in Reason

If your absences is more than 3 days, you MUST have to fill it.

Add absence

Start Date of the absence:

15/05/2025



End Date of the absence:

16/05/2025



Reason of the absence:

I got sick



Evidence (optional):

Seleccionar archivo Sin archivos seleccionados

Add absence

6 Click on Evidences

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If your absences is more than 3 days, you MUST have to fill it.

Start Date of the absence:

15/05/2025



End Date of the absence:

16/05/2025



Reason of the absence:

I got sick

Evidence (optional):

Seleccionar archivo Sin archivos seleccionados



Add absence

7 Click on Add absence

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Finally, add the new absences clicking on the button "Add absences"

ional):

archivo Sin archivos seleccionados

Add absence

8 Pending requests

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To review the pending requests, click on the button.

The screenshot shows a dark-themed web interface. At the top, there are two buttons: "Add absence" and "Pending requests". The "Pending requests" button is highlighted with a red rectangular border and a red circle on its right side. Below these buttons is a table with three columns: "LEADER STATUS", "HR STATUS", and "EVIDENCE". The table contains two rows of data, both showing "Pending..." in red text for the first two columns and "No Evidence" in white text for the third column. At the bottom left, there is a "Next" button.

LEADER STATUS	HR STATUS	EVIDENCE
Pending...	Pending...	No Evidence
Pending...	Pending...	No Evidence

Next

9 Click on Approve absence

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DESCRIPTION		REASON	EVIDENCE	STATUS	
2	2	Problemas de salud mental	View evidence	<div>Approve</div>	<div>D</div>
		Donación de sangre	View evidence	<div>Approve</div>	<div>D</div>
		Accidente	View evidence	<div>Approve</div>	<div>D</div>

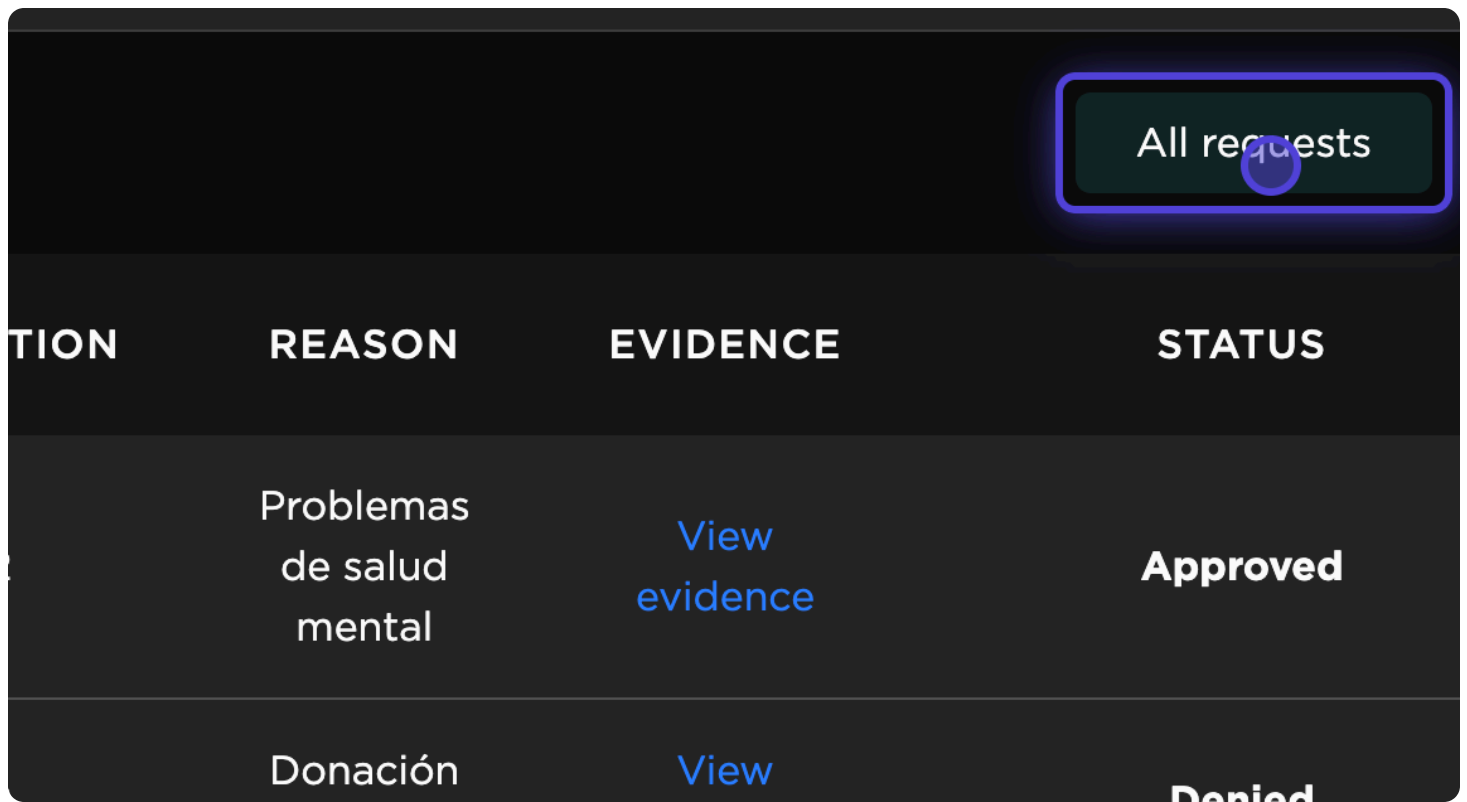
10 Click on Deny absence

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Problemas de salud mental	View evidence	Approved	
Donación de sangre	View evidence	<div>Approve</div>	<div>Deny</div>
Accidente	View evidence	<div>Approve</div>	<div>Deny</div>

11 All requests[VIEW PAGE →](#)

If you want to review previous requests already approved/denied, click on "All requests" to check it.



			All requests
TION	REASON	EVIDENCE	STATUS
	Problemas de salud mental	View evidence	Approved
	Donación	View	Denied