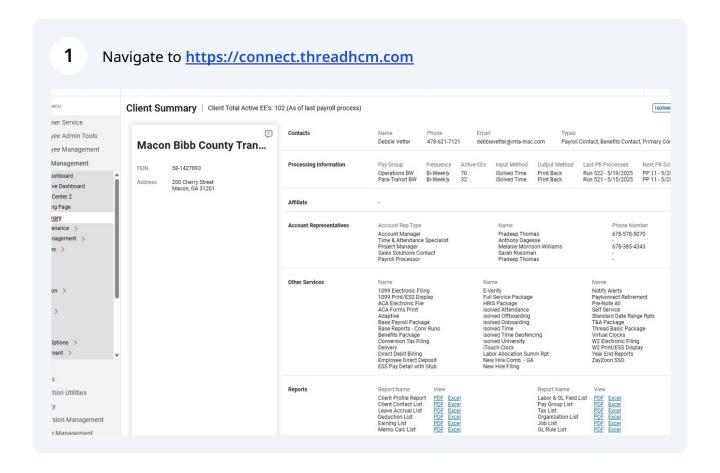
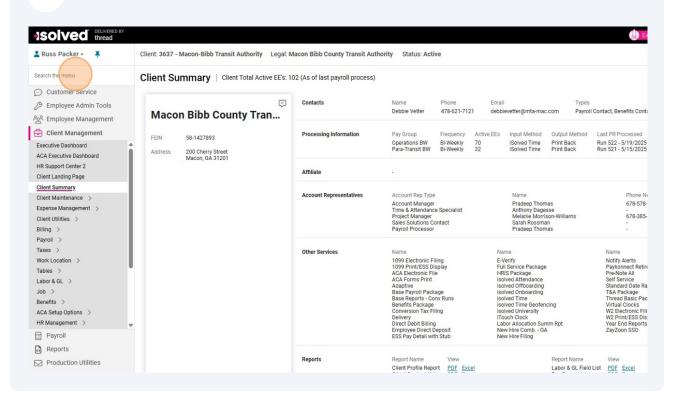
Adding A New Absence Policy



This guide walks through adding a new absence policy within isolved

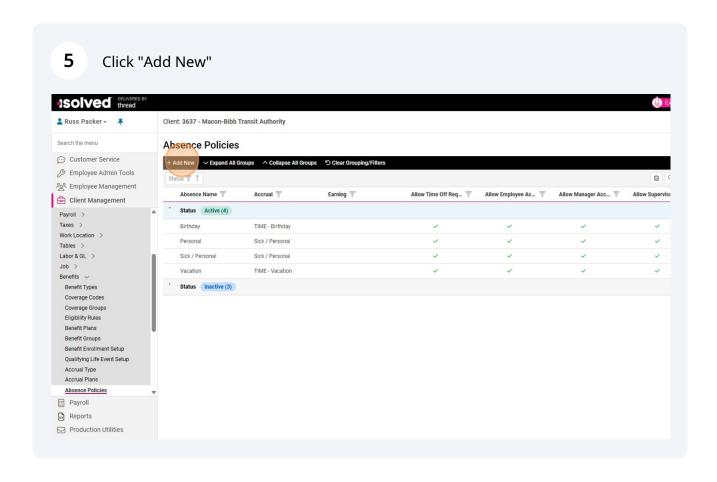


Click the "Search the menu" field.

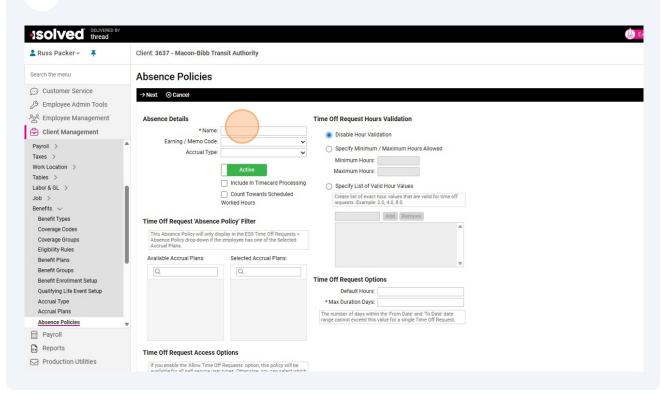


Type "Absence"

4 Click "Client Management » Benefits » Absence Policies" ISOIVED DELIVERED BY thread Russ Packer → ▼ Client: 3637 - Macon-Bibb Transit Authority Legal: Macon Bibb County Transit Authority Status: Active Client Summary | Client Total Active EE's: 102 (As of last payroll process) Client Management Benefits Absence Policies Employee Self-Service » Time » Employee Absence: Name Phone Debbie Vetter 478-621-7121 Types Payroll Contact, Benefits Conta debbievetter@mta-mac.com 3ibb County Tran... Frequency Active EEs Input Method Output Method Processing Information -1427893 Operations BW Bi-Weekly 70 Para-Transit BW Bi-Weekly 32 0 Cherry Street acon, GA 31201 Affiliate Account Representatives Account Rep Type Name Pradeep Thomas Anthony Dagesse Melanie Morrison-Williams Sarah Rossman Pradeep Thomas Account Mep Type Account Manager Time & Attendance Specialist Project Manager Sales Solutions Contact Payroll Processor 678-578-678-385-Other Services Name Notify Alerts Paykonnect Retire Pre-Note All Self Service Standard Date Ra T&A Package Thread Basic Pac Virtual Clocks WZ Electronic Fili WZ Print/ESS Dis Year End Reports ZayZoon SSO Name 1099 Electronic Filing 1099 Print/ESS Display ACA Electronic File ACA Forms Print Adaptive Base Payroll Package Base Reports - Conv Runs Benefits Package Conversion Tax Filing Delivery Direct Debti Billing Employee Direct Deposit ESS Pay Detail with Stub Name E-Verify Full Service Package HRIS Package isolved Attendance isolved Offboarding isolved Onboarding isolved Onboarding isolved Time isolved Time Geofencing isolved University ITouch Clock Labor Allocation Summ Rpt New Hire Comb. - GA New Hire Filing Reports Labor & GL Field List PDF Excel Client Profile Report PDF Excel

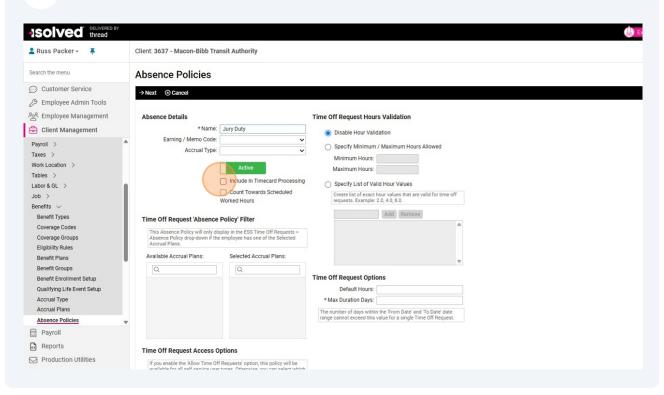


Click the "Name:" field.



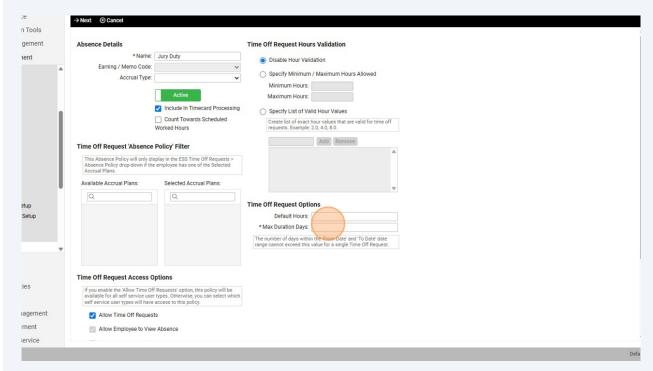
Type the name of the absence policy.

8 Click the "Include In Timecard Processing" field.

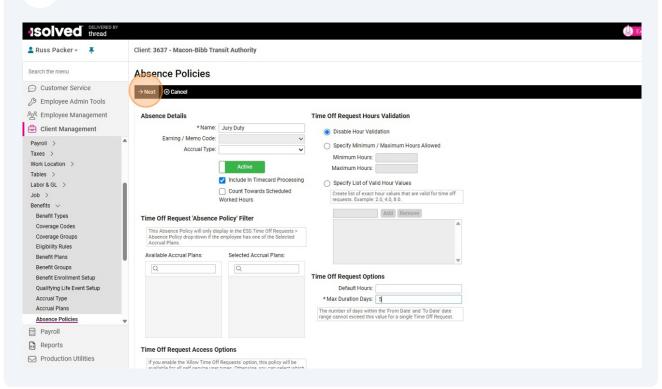


9 Scroll down and Click the "Allow Time Off Requests" field. (...) Customer Service → Next ⊗ Cancel Employee Admin Tools Add Remove 28 Employee Management Time Off Request 'Absence Policy' Filter Client Management Taxes > Available Accrual Plans: Selected Accrual Plans Work Location > Q Tables > Time Off Request Options Labor & GL > Default Hours: * Max Duration Days: Benefits v Benefit Types Coverage Codes Coverage Groups Eligibility Rules Time Off Request Access Options Benefit Plans If you enable the 'Allow Time Off Requests' option, this policy will be available for all self service user types. Otherwise, you can select which self service user types will have access to this policy. Benefit Enrollment Setup Qualifying Life Event Setup Accrual Type Allow Employee to View Absence Accrual Plans Allow Managers to View / Create Absence Absence Policies Allow Supervisors to View / Create Absence Payroll Reports Time Off Request Negative Balance Validation Production Utilities Disable Negative Balance Validation Security Conversion Management Allow Negative Balance Up To (3) System Management Employee Self-Service 4solved © 2025

Click the "Max Duration Days:" field.
Enter the maximum amount of days an employee can request for this type of absence.



Once you've completed that screen, Click "Next"



Add any eligibility rules if applicable Click "Save"

