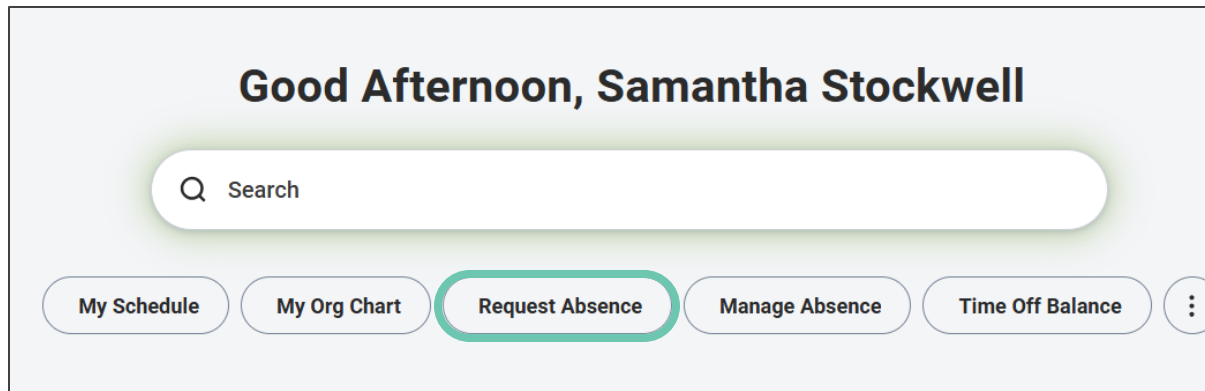


Absence Request Preview

IMPORTANT NOTE: Kern360 configuration is still underway. Because of this, you may see some minor differences between this preview and the final version of Kern360 Absence.

Kern360 provides multiple avenues for requesting an absence, including one right on the home page! Using the quick links below your search bar, you'll be able to click **Request Absence**.



Request Absence brings up a pop-up window where you can select the dates and details for your absence request. Note that you have the option to select your absence dates from the calendar or by manually inputting the date(s) you need. In the example below, you'll see a request for two days of vacation in May.

A screenshot of the "Request Absence" pop-up window. At the top, it says "Request Absence" with a close button (X). Below this are two tabs: "Calendar" and "Date Range" (which is selected). Under the "Date Range" tab, there are two input fields: "Start Date*" with the value "05/21/2026" and a calendar icon, and "End Date*" with the value "05/22/2026" and a calendar icon. Below these fields are two links: "View Balances" with a balance icon and "View Teams" with a team icon. At the bottom are two buttons: "Cancel" and "Continue".A screenshot of the "Request Absence" pop-up window showing the details of the request. At the top, it says "Request Absence" with a close button (X). Below this is a date range "Thu, May 21 – Fri, May 22". Under this is a "Type of Absence*" dropdown menu with the selected option "Vacation (Hours)". Below this is a "Hours (Daily)" input field with the value "8". There is a link "Edit Individual Days" with a pencil icon. Below this is a "Comment" text area. At the bottom, there is a section "Additional Information" with a downward arrow. At the very bottom, it says "Total Request Amount: 16 Hours" with a downward arrow. At the bottom right are two buttons: "Cancel" and "Submit Request".

After you've submitted an absence request, you'll see that request noted on your timecard when you go to enter time. The screenshot below shows the time entry/timecard screen. In the example below, you can see the vacation request we entered on the previous page appears directly on the timecard with the status **Submitted**.

On the timecard screen shown, you'll also find options for submitting additional absence requests, viewing your absence balances, and managing all your current absence requests. This absence functionality within the time entry system eliminates the need for a separate in and out board for a more streamlined experience.

The screenshot displays a timecard interface for the week of May 16 to May 22, 2026. The top navigation bar includes a 'Today' button, navigation arrows, the date range, and buttons for 'Week', 'Period Calendar', and 'Actions'. Below the navigation bar is a grid for time entry with columns for each day and rows for time slots (7 AM, 8 AM, 9 AM). A blue 'Enter Time' button is visible in the 8 AM slot for Wednesday, May 20. A green box highlights the 'Actions' dropdown menu, which is open, showing options: 'Auto-fill from Prior Week', 'Auto-fill from Schedule', 'Clear', 'Manage Absence', 'Request Absence' (highlighted with a red box), 'Review Time by Week', 'Run Calculations', 'Time Requests', and 'View Absence Balances'. A green arrow points from the 'Request Absence' option in the dropdown to the 'Vacation (Hours)' section of the timecard, which shows '8 Hours Submitted' for Thursday, May 21 and Friday, May 22.