

**AM008.07: Creating an Off-Cycle Absence Request**

Step	Action
1.	On the <b>Employee Self Service</b> page, click the <b>NavBar</b> button. 
2.	Click the <b>Global Payroll &amp; Absence Mgmt</b> menu. 
3.	Click the <b>Absence and Payroll Processing</b> menu. 
4.	Click the <b>Off Cycle</b> menu. 
5.	Click the <b>Off Cycle Request</b> menu. 
6.	Click the <b>Add a New Value</b> tab. 
7.	Populate the <b>Pay Group</b> field. Pay Group <input data-bbox="483 1533 652 1570" type="text"/>
8.	Populate the <b>Target Period ID</b> field. Target Period ID <input data-bbox="544 1638 714 1675" type="text"/>
9.	Select the desired <b>Target Period ID</b> from the listing. 
10.	Populate the <b>Off Cycle Group</b> field. Off Cycle Group <input data-bbox="544 1848 820 1885" type="text"/>



Step	Action
11.	Click the <b>Add</b> button. 
12.	Click the <b>Expand</b> icon in the <b>Calendars to Correct</b> section. 
13.	Populate the <b>Employee ID</b> field.
14.	Click the <b>Correction Details</b> icon. 
15.	Populate the <b>Calendar ID</b> field. Calendar ID <input type="text"/>
16.	Select the desired <b>Calendar Group ID</b> . <input type="text" value="2017 M 0531"/>
17.	Click the <b>OK</b> button. 
18.	Click the <b>Plus (+)</b> icon to add another employee for correction. 
19.	Populate the <b>Employee ID</b> field.
20.	Click the <b>Correction Details</b> icon. 
21.	Populate the <b>Calendar ID</b> field. Calendar ID <input type="text"/>
22.	Select the desired <b>Calendar Group ID</b> . <input type="text" value="2017 2017M05"/>
23.	Click the <b>OK</b> button. 
24.	Click the <b>Save</b> button. 
25.	You have successfully completed the <b>Creating an Off-Cycle Absence Calendar Group</b> topic. <b>End of Procedure.</b>