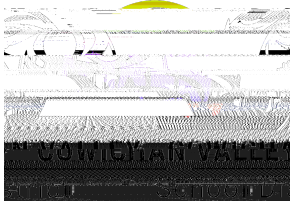
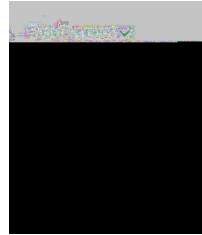


Procedures for creating an absence in Easy Connect

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4. Select the Employee Connection > Connection Absence



5. Confirm Employee Group and Replacement Year are selected
6. Check the date of absence in the calendar and the start and end time
7. Select assignment from the dropdown
8. Select absence code
9. Click OK
10. Release the employee if applicable



11. Save final bill in