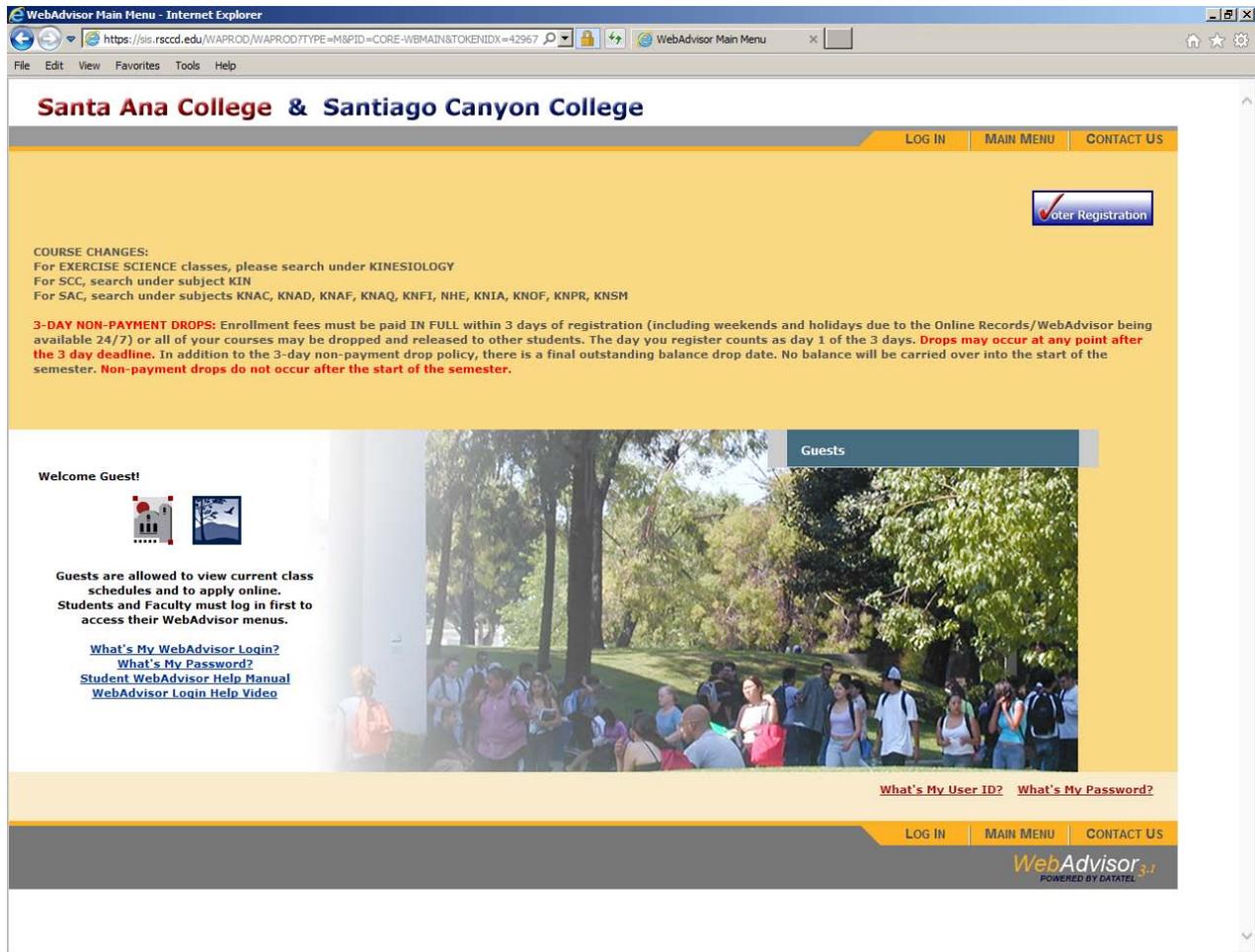


# Employee Electronic Absence Request Submittal

When an employee wants to submit an absence request, it is required that they complete an electronic absence request form through WebAdvisor. The WebAdvisor link is found at the top of the page at the District, Santa Ana College and Santiago Canyon College websites.



The employee must click on "Log In" at the top right hand side of the page, and then input their Username and Password.

The Username and Password are the same as their network Username and Password.

### Log In

**Is this your first time logging onto WebAdvisor?**  
If so, your temporary password is your birth month, birth day, and two digit birth year (mmdyy).  
You will be prompted to change your password after you first log on.

**Need Help?**  
[What's My WebAdvisor Login?](#)  
[What's My Password?](#)

WebAdvisor Login

Password

Hint

[LOG IN](#) | [MAIN MENU](#) | [CONTACT US](#)

If you have forgotten your Login or Password, simply click on the links below the “Need Help?” section to obtain support for your request.

Once they have logged into WebAdvisor, they must click on the “Employees” tab. Student employees and Faculty members must click on the “Employees” tab to submit an electronic absence request, not the “Students” or “Faculty” tab.

**Santa Ana College & Santiago Canyon College**

CHANGE PASSWORD | LOG OUT | MAIN MENU | CONTACT US

[Voter Registration](#)

**COURSE CHANGES:**  
For EXERCISE SCIENCE classes, please search under KINESIOLOGY  
For SCC, search under subject KIN  
For SAC, search under subjects KNAC, KNAD, KNAF, KNAQ, KNFI, NHE, KNIA, KNOF, KNPR, KNSM

**3-DAY NON-PAYMENT DROPS:** Enrollment fees must be paid IN FULL within 3 days of registration (including weekends and holidays due to the Online Records/WebAdvisor being available 24/7) or all of your courses may be dropped and released to other students. The day you register counts as day 1 of the 3 days. **Drops may occur at any point after the 3 day deadline.** In addition to the 3-day non-payment drop policy, there is a final outstanding balance drop date. No balance will be carried over into the start of the semester. **Non-payment drops do not occur after the start of the semester.**

Welcome Richard!



[Guests](#)  
[Students](#)  
[Faculty](#)  
[Employees](#)

Guests are allowed to view current class schedules and to apply online. Students and Faculty must log in first to access their WebAdvisor menus.

[What's My WebAdvisor Login?](#)  
[What's My Password?](#)  
[Student WebAdvisor Help Manual](#)  
[WebAdvisor Login Help Video](#)

[What's My User ID?](#) [What's My Password?](#)

CHANGE PASSWORD | LOG OUT | MAIN MENU | CONTACT US

WebAdvisor 3.1  
POWERED BY DATATEL

After having clicked on the “Employees” tab, the employee must click on the “Absence eForm Link” under “eForms”

The screenshot displays the 'EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU' interface. At the top right, it says 'Welcome Richard!'. Below the header, a warning states: 'The following links may display confidential information.' The main content area is divided into two columns: 'User Account' and 'eForms'. The 'User Account' column lists links for finding student/staff numbers, logging in, changing passwords, addresses, checking email, and emergency info. The 'eForms' column lists links for absence forms, including blank forms, status changes, and WebNow. A navigation bar at the bottom contains links for 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'EMPLOYEES MENU', and 'CONTACT US'. The footer includes the 'WebAdvisor 3.1' logo, powered by DATATEL.

User Account	eForms
<a href="#">What's My Student Number / Staff ID Number?</a>	<a href="#">Absence eForm Link</a>
<a href="#">What's My WebAdvisor Login?</a>	<a href="#">Blank Absence eForm Link (Timekeepers Use Only)</a>
<a href="#">What's my password</a>	<a href="#">Status Change eForm Link (Timekeepers Use Only)</a>
<a href="#">Change Password</a>	<a href="#">WebNow (Timekeepers/Approvers Use Only)</a>
<a href="#">Address Change</a>	
<a href="#">Check My Email</a>	
<a href="#">Emergency Information</a>	

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | CONTACT US

WebAdvisor 3.1  
POWERED BY DATATEL

After the employee clicks on the “Absence eForm Link”, the following page will be displayed showing the Classified and/or Certificated positions assigned to the employee.

**Ana College & Santiago Canyon College**

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT US

EMPLOYEES Welcome Richard!

### Absence eForm Link

Name: Kudlik, Richard  
Colleague ID: 2047808

To make your choice, click on the eForm link to the left of the appropriate Position, Supervisor or Supervisor Division. This will take you to the corresponding absence form.

**Classified Positions**  
Please choose the **position** that you want to report your leave.

Link	Position	Pos Title	Primary	Start Date	Division Location	Division	Supervisor
<a href="#">eForm</a>	SFISC-UF-MGR	UF-Fiscal Services Manager	Y	09/03/2013	DO	SFIS - DO Business, Opertns, & Fiscal Svc	O'Connor, Adam M.

**Certificated Positions' Supervisors.**  
Please choose the **supervisor** that you want to report your leave

Link	Supervisor	Supv Position	Supv Pos Title	Supv Div Location	Supv Division
There is no active certificated position.					

**Supervisors' Division Location**  
*Only use this option if your supervisor is not listed in sections above.*  
Please choose the **supervisor div location** that you want to report your leave.  
A list of active supervisors for the selected division will be populated in the form. You will be prompted to select one of the supervisors.

Link	Supv Div Location	Supv Division
<a href="#">eForm</a>	DO	SFIS - DO Business, Opertns, & Fiscal Svc

If the Supervisor listed on the far right side of the position line is correct, then simply click on the “eForm” link directly on the left of the Position.

If the Supervisor is not correct, or is blank, the employee must email the Timekeeper/Approver in the department in order to rectify the situation. If the Supervisor is not correct, or blank, then the employee should click on the “eForm” link in the bottom section of the page titled “Supervisor’s Division Location.” This will allow the employee to select the appropriate Supervisor from a drop down list for proper routing.

For employees with Certificated Positions, a list of all supervisors available at the employee's location will be displayed. The employee should select the correct supervisor for their division for proper routing of their absence form.

**Certificated Positions' Supervisors.**

Please choose the **supervisor** that you want to report your leave

Link	Supervisor	Supv Position	Supv Pos Title	Supv Div Location	Supv Division
eForm	Abejar, Esmeralda	1ADMS-UF-MGR	UF-Campus Budget Manager	SAC	1ADM - SAC Administrative Services
eForm	Bonetati, Thomas E.	1BK-UF-MGR1	UF-Bookstore Manager	SAC	1BO - SAC Business Operations
eForm	Bridges, Avie J.	1KNHA-AF-DN	AF-Dean Kinesiology, Hlth, At	SAC	1KNHA - SAC Kinesiology, Health & Athletic
eForm	Bryant, Micki	1CNLS-AF-DN	AF-Dean, Counseling	SAC	1CNLS - SAC Counseling Division
eForm	Carrera, Cheryl L.	1SMHS-AF-DN	AF-Dean, Science & Math	SAC	1SMH - SAC Science, Math, & Health Scienc
eForm	Collins, Michael T.	1ADMS-LF-VP	LF-VP, Administrative Svcs	SAC	1ADM - SAC Administrative Services
eForm	DeRosa, Sherry R.	1DSPS-AF-DNAC	AF-Assoc Dean, DSPS	SAC	1STSS - SAC Student Services
eForm	Finch, John C.	1CJA-AF-DNAS	AF-Asst Dean, CJ Academies	SAC	1HST - SAC Human Services & Technology
eForm	Grant, Madeline A.	1BUS-AF-DN	AF-Dean, Business	SAC	1BUS - SAC Business Division
eForm	Hoffman, Simon B.	1HST-AF-DN	AF-Dean, Human Svcs & Tech	SAC	1HST - SAC Human Services & Technology
eForm	Jaeger, Carl R.	1ACA-UF-MGR	UF-Enrollment Reporting Mgr	SAC	1ACA - SAC Academic Affairs
eForm	Jaffray, Shelly C.	1HSS-AF-DN	AF-Dean, Humanities/Soc Sci	SAC	1HSS - SAC Humanities & Social Sciences
eForm	Jones, Ronald S.	1CUST-UF-SUPR	UF-Custodial Supervisor	SAC	1ADM - SAC Administrative Services
eForm	Kikawa, Eve S.	1FPA-AF-DN	AF-Dean, Fine/Prfrmng Arts	SAC	1FPA - SAC Fine & Performing Arts
eForm	Leon, Christine M.	1EOPS-AF-DNAC	AF-Assoc Dn, EOPS	SAC	1STSS - SAC Student Services
eForm	Liang, Mark C.	1ADM-AF-DNAC	AF-Assoc Dean, Adm & Rec	SAC	1STSS - SAC Student Services
eForm	Lundquist, Sara W.	1STSS-AF-VP	AF-VP of Student Services	SAC	1STSS - SAC Student Services
eForm	Mahany, Donald E.	1FIAC-AF-DNAS	AF-Asst Dean, Fire Tech	SAC	1HST - SAC Human Services & Technology
eForm	Manson, Robert G.	1FAO-AF-DNAC	AF-Assoc Dn, Financial Aid	SAC	1STSS - SAC Student Services
eForm	Martinez, Erlinda J.	1PRES-AF-PRES	AF-President. SAC	SAC	1EXE - SAC Executive Division
eForm	Miller, Rebecca L.	1SMHS-AF-DNAC	AF-Assoc Dn, Hlth Sci/Nurs	SAC	1SMH - SAC Science, Math, & Health Scienc
eForm	Romero, Christina R.	1ADV-UF-DIRX	Exec Dir College Advancement	SAC	1EXE - SAC Executive Division
eForm	Tanakeyowma, Lilia M.	1SCP-AF-DN	AF-Dean, Student Affairs	SAC	1STSS - SAC Student Services
eForm	Torres, Omar J.	1ACA-AF-VP	AF-VP, Academic Affairs	SAC	1ACA - SAC Academic Affairs
eForm	Truong, Huey C.	1ADM-UF-RGST	UF-Registrar	SAC	1STSS - SAC Student Services
eForm	Wheeler, Mark J.	1MAIN-UF-MGR2	UF-Facilities Manager	SAC	1ADM - SAC Administrative Services

If the Supervisor listed is correct, and the employee has clicked on the “eForm” link associated with that Supervisor, the following page will appear.

**RANCHO SANTIAGO**  
Community College District

**Absence Form**

**Job Category:** Full-time Classified/Administrator

**Employee Information**

ID: 2047808      Year: 2015  
 Name: Kudlik, Richard B      Pay Period: 2/1-2/28  
 Employee Position: 5FISC-UF-MGR UF-Fiscal Services Manager  
 Supervisor Location: DO - District Office      Supervisor Division: 5FIS - DO Business, Opertns, & Fiscal Svc  
 Supervisor: O'Connor, Adam M. - 1871524      Supervisor Position: 5FISC-LF-VCAS LF-Asst VC of Fiscal Svcs

**Absence Information**

**Code 1**      Start Date      End Date      Hrs  
 VAC - Vacation      02/23/2015      02/27/2015      8:00      Add

SU M T W TH F SA  
 Include:

Row	Date	Day of Week	Hrs	Delete	Posted Hrs	Notes
1	2/23	Monday	8:00	Delete	8:00	
2	2/24	Tuesday	8:00	Delete	8:00	
3	2/25	Wednesday	8:00	Delete	8:00	
4	2/26	Thursday	8:00	Delete	8:00	
5	2/27	Friday	8:00	Delete	8:00	
<b>Code 1 Total Hours (HH:MM):</b>			40:00		40:00	

Payroll Use Only

Buttons: Submit, Reset, Print, Attachments

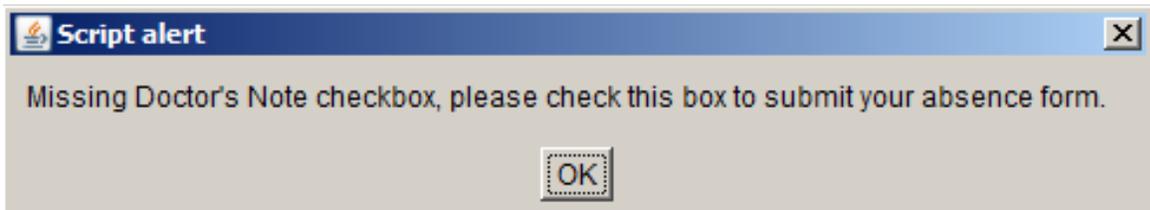
At this point, the employee should select the appropriate Code from the drop down menu, and if they are requesting multiple days of absence, they must use the “Start Date” and “End Date” fields to identify the multiple days requested. The “Hrs” box should be completed for the number of hours of leave requested for each day clicked on the days below those boxes. The employee should then click “Add” and the days will populate with the corresponding number of hours in the Rows at the bottom of the Absence Information section.



If you are requesting Sick leave using the "SIC" code, then the following box will appear. You must click on this box prior to being able to submit your absence request.

<b>Attachments</b> <input type="checkbox"/> If required, I certify I have attached a valid doctor's note to this absence form
--

If you try to sign the form without having checked the box above, the following warning will appear notifying you that you must check the box prior to being able to submit your absence form for approval.



If you select Personal Necessity ("PRN") as the Code, then you will be required to provide a valid reason for the request in the box below the Code.

<b>Absence Information</b>										
<b>Code 1</b>			Start Date	End Date	Hrs					
PRN - Personal Necessity			02/23/2015	02/27/2015	8:00	Add				
Reason			SU M T W TH F SA							
			Include: <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>							
<b>Payroll Use Only</b>										
Row	Date	Day of Week	Hrs	Delete		Posted Hrs	Notes			
1	2/23	Monday	8:00	Delete		8:00				
Code 1 Total Hours (HH:MM):			8:00							
					Add New Code	Delete Code				

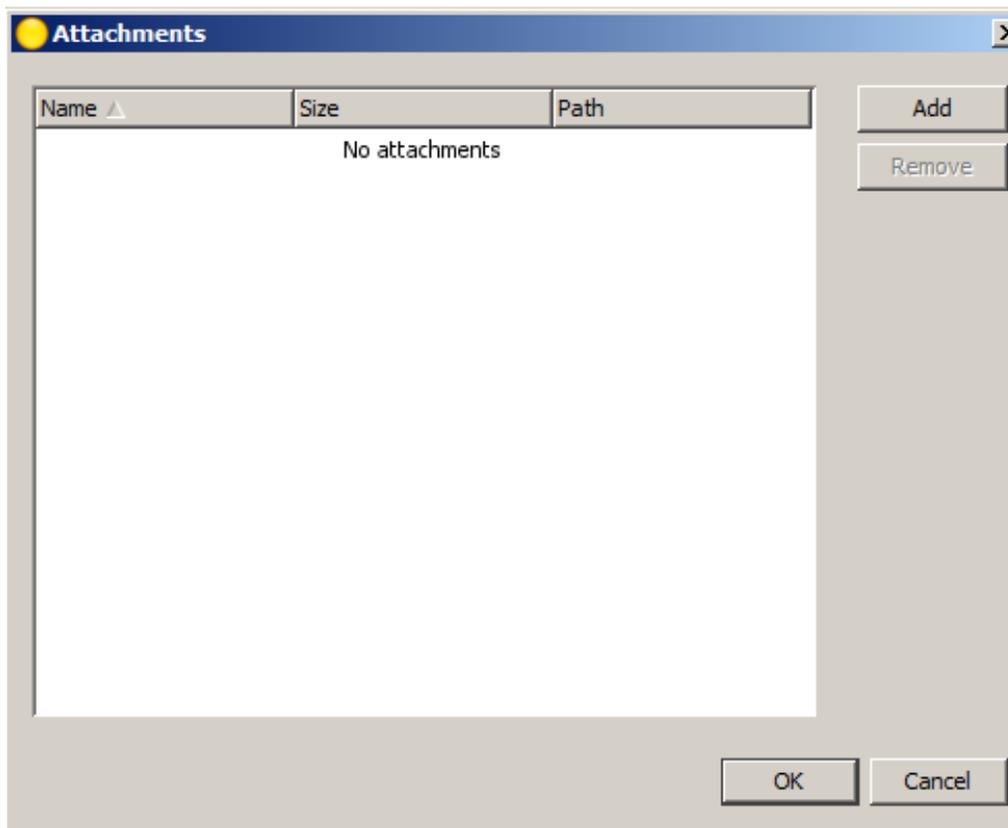
If you fail to include a Reason in the box above, then you will receive the following warning when you try to Sign the form, meaning you will have to fill out a Reason before the system will let you proceed:



If you are required to attach a doctor's note, or mileage form, or jury summons verification, or any other document, then you must scan your document to your computer, then click on "Attachments" at the bottom of the screen



Once you click on "Attachments" you will have to find the scanned document that you sent to yourself and click "Add" to find the attachment and then hit "OK" to attach the file.



Once you have completed your absence form request and you are ready to Submit it for approval, you must first “Sign” the form in the Employee/Preparer section. If you look back and see that you have made a mistake that you need to fix, you must first click “Unsign” and then make the change. Then you must go back and click “Sign” before clicking “Submit” at the bottom of the page. Once you click on “Submit,” the absence form will be routed to the people designated to review and approve absence forms in your department.

**Clicking Submit will route your absence form for approval. No additional changes will be allowed without submitting a new form.**

<b>Signatures</b>			
<b>Employee/Preparer</b>			
I hereby certify that this report correctly reflects all absence time for me for the period indicated.			
<input type="text" value="Richard B. Kudlik"/>	<input type="text" value="02/19/2015"/>	<input type="button" value="Sign"/>	<input type="button" value="UnSign"/> <span style="color: red;">Please Submit the form. Unsign to make more changes.</span>
<b>Timekeeper 1</b>			
I hereby certify that the employee named on this form has provided accurate information in regards to their absences.			
<input type="text"/>	<input type="text"/>	<input type="button" value="Sign"/>	<input type="button" value="UnSign"/>
<b>Approver 1</b>			
I hereby certify that the employee named on this form has provided accurate information in regards to their absences.			
<input type="text"/>	<input type="text"/>	<input type="button" value="Sign"/>	<input type="button" value="UnSign"/>
<b>Timekeeper 2</b>			
I hereby certify that the employee named on this form has provided accurate information in regards to their absences.			
<input type="text"/>	<input type="text"/>	<input type="button" value="Sign"/>	<input type="button" value="UnSign"/>
<b>Approver 2</b>			
I hereby certify that the employee named on this form has provided accurate information in regards to their absences.			
<input type="text"/>	<input type="text"/>	<input type="button" value="Sign"/>	<input type="button" value="UnSign"/>
<b>Risk Management (Workers' Compensation)</b>			
I hereby certify that the employee named on this form has provided accurate information in regards to their absences.			
<input type="text"/>	<input type="text"/>	<input type="button" value="Sign"/>	<input type="button" value="UnSign"/>

Following are some guidelines associated with completing an absence request in WebAdvisor:

- If you are requesting an absence to cover more than one Pay Period, you must submit two (2) separate absence requests, one for each period (e.g. in the examples shown, if the employee were to request February 28 and March 1 for vacation, they would need to submit one absence request for February 28 and a separate one for March 1)
- You can include up to three absence codes on one absence request as long as it is for the same Pay Period (e.g. in the examples shown, you can include Vacation, Sick, Personal Necessity, Jury Duty, etc. as long as they all fall within the 2/1-2-28 Pay Period)
- If you are submitting an absence request for less than a full day, please include a comment stating the time that you will be leaving/returning (e.g. I have a Doctor's Appointment from 1-2 p.m.)
- If you have previously submitted an absence request that was routed to your Supervisor and approved, and you need to modify or remove that request, then you must submit a new absence request with the same Code and the same Date placing the new amount to replace what was previously submitted (e.g. if you previously request 8:00 hours of vacation on February 10 and it was approved, and you need to remove that vacation because you could no longer take it, then you would submit a new absence form using February 10 as the Date and using 0:00 as the number of hours. The new amount that you submit replaces the previously submitted/approved amount. No negatives are to be included)
- If you include "SIC" as one of the Codes you are requesting, the system does not know whether or not you are required to include a Doctor's Note, it just knows that you clicked on Sick Leave request. You will need to work with your Supervisor to determine when a Doctor's Note is required in accordance with the Collective Bargaining Agreement
- If you submit an absence request for a future fiscal year (e.g. you submit a request on April 1 for time off in July or August or December), Payroll will not be able to process that request in the system until after the new fiscal year begins on July 1.