

Employee Absence Amendment Online Form Instructions

Step 1: Employee

- complete the fields on the form
- sign your name
- Click Continue
- Click drop down menu, select their site and Principal/Director/Manager/Supervisor
- Click send to recipient

Step 2: Principal/Director/Supervisor

- Review for accuracy
- Sign your name
- Click I have reviewed this form
- Click send to next approver
- Drop down menu, select their Office Manager/Secretary/Clerk (all is correct and approved)
- Click send to recipient

Step 3: Office Manager/Secretary

- Review for accuracy (print or save)
- **IF the date of change is less than 31 days from today's date then make the edit in Red Rover to reflect the new change. IF the date is more than 31 days then Payroll will update.**
- Click I have reviewed this form
- Select complete this form

Step 4: Payroll