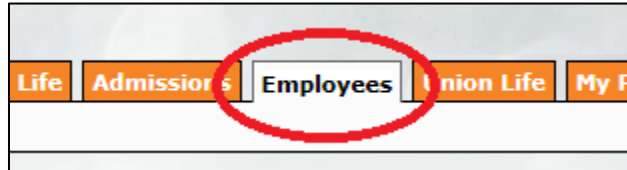


## Absence Report for Salaried Personnel on My Union

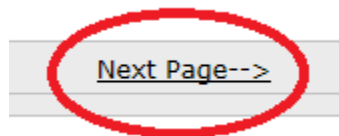
- 1) Go to [My Union](#) and log in.
- 2) Click on the Employees tab across the top.



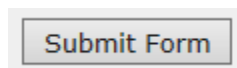
- 3) Locate the **Absence Report for Salaried Personnel** portlet and click on Absence Report.



- 4) The absence report should display showing your name and supervisor. Verify that this information is correct.
- 5) Select the month and year for your Absence Report and fill in your absence information. Please note, all days missed for holidays and weather should be included.
- 6) After you are finished filling out the form, click Next Page at the bottom right-hand corner.



- 7) Review your information a final time and when ready click the Submit Form button at the bottom of the page.



UNION COLLEGE  
Department of Administrative Systems  
*Absence Report for Salaried Personnel on My Union*

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Once your form has been submitted it will be emailed to your supervisor for approval. You can submit multiple absence reports for the same month if you need to redo it. Your most recent submission will always be used.

If you have technical difficulties, please contact our Help Desk at ext. 1626 or [helpme@unionky.edu](mailto:helpme@unionky.edu).

If you have general questions, please contact HR at ext. 1206.