AbsenceTracker
Employee Self-Service Dashboard

Submit an Intermittent Time Off Request (ITOR)
STEP 1
Click on the AbsenceTracker logo in myBama for single sign-on access to your Employee Self-Service (ESS) Dashboard

STEP 2
Click on MY CASES to view all of your pending, approved and/or denied cases
STEP 3

Click on SUBMIT INTERMITTENT ABSENCE under the correct case number to record your Intermittent Time Off Request (ITOR)

STEP 4

Enter the DATE of your time off by typing in the box or use the calendar to navigate to the correct date
STEP 5
Select the REASON for your Intermittent Time Off Request (ITOR)

- **Incapacity**: The inability to work or perform other regular daily activities due to the serious health condition or treatment and recovery from a serious health condition for you or a covered family member.
- **Treatment/Office Visit**: Includes (but is not limited to) examinations to determine if a serious health condition exists and evaluations and treatment of the condition for you or a covered family member. It does not include routine physical, eye, or dental examinations.

How much time off do you need?

Time requested must be submitted in 15 minute intervals.

STEP 6
Enter the number of HOURS and MINUTES you took off work on the selected date

- **Treatment/Office Visit**: Includes (but is not limited to) examinations to determine if a serious health condition exists and evaluations and treatment of the condition for you or a covered family member. It does not include routine physical, eye, or dental examinations.

How much time off do you need?

8h 0m

Time requested must be submitted in 15 minute intervals.

[Buttons: CANCEL, SUBMIT]
NOTE: Time off requests may only be submitted in 15 minute increments, otherwise you will receive an error message.

STEP 8
Click on SUBMIT to record the Intermittent Time Off Request in AbsenceTracker
STEP 9

You may also click on EDIT INTERMITTENT ABSENCE to change a prior ITOR that has already been submitted.

STEP 10

Intermittent Time Off Requests reported in AbsenceTracker will automatically feed over to your existing leave report in eTime or myBama.
STEP 11

NOTE: Supervisors may also enter an Intermittent Time Off Request (ITOR) if an employee is incapacitated and/or otherwise unable to access the AbsenceTracker portal. In the supervisor's Employee Self-Service portal, click on MY TEAM to view a list of all direct report employees.

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STEP 12

Click on the applicable employee (i.e., DEVON ABNER) to view all open cases.
STEP 13

Click on SUBMIT INTERMITTENT ABSENCE under the employee’s correct case number and follow the same Steps #4 – 8 listed above.