

Absence Entries Manual

Track your time off

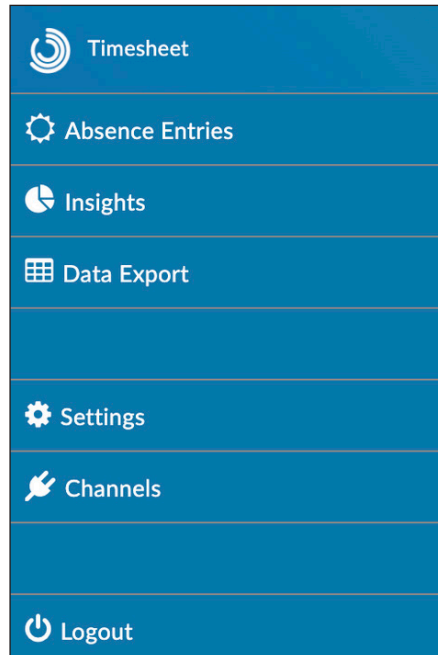




TIQ Time's Absence entries help users to track their time off, whether it is vacation time or a personal leave.

1. Access Absence Entries

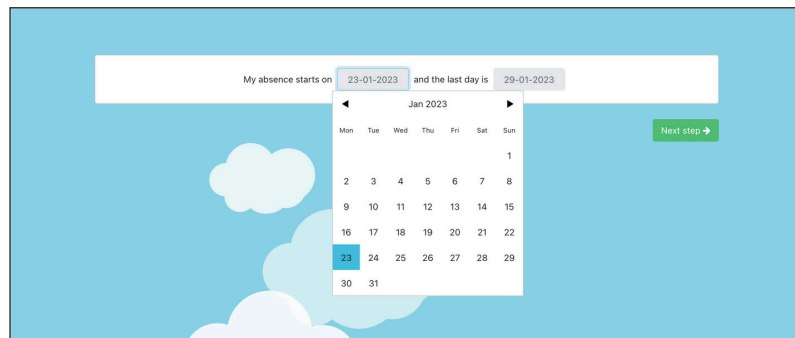
Click on TIQ's logo (or your firm's logo for branded environments) located at the top left corner of the TIQ main view and the Settings dropdown menu will be displayed, then click on 'Absence Entries'.



Please note: If you don't see this item on the menu do not hesitate to reach out to support@tiqtime.com to enable it for your account.

2. How to create Absence Entries

A) Select the start and ending date of your absence and click Next Step.



B) Select a Matter/Project where you would like to record this absence and click Next Step.





2. How to create Absence Entries

C) Type the number of hours that you work per day (this will be the duration of a daily entry) and click Next Step.

I usually work hours per workday

← Previous step Next step →

D) Type in a description for your Absence, e.g. 'Absence because of the family trip during weekend' and click Next Step.

Entries will have the description

← Previous step Next step →

E) Review the summary of your entry to make sure all data is correct and click 'Create Entries'.

TIQ will create **1 entries** (8 hours for every work day) under **Absence - Absence** with description "Absence time due to a family trip"
The entries will be posted automatically

← Previous step ✔ Create entries

F) Go to the date (dates) to verify that the entry has been correctly created. Also make sure you post the entry to confirm it when this is a required manual step for your account.

Confirmed entries - Billable (8h 0m) ✔ Post all				
	8h 0m	Absence	Absence (Billable)	Absence time due to a family trip