Basic Science & Centers IBU

Instructions for Faculty & Staff to Submit an Absence Form

To submit an absence request for any type of leave that will take you away from your normal work station follow the steps below:

1) Go to the web address: https://academics.ukhc.uky.edu/medicine/bscienceIBU/default.aspx
2) Click on the Absence Form Button

3) The Absence Form will come up …

4) Enter all fields marked with a red asterisk (mandatory fields).
5) Employee Name: Your name as it appears on your pay stub
6) UKID: this is also on your pay stub
7) Leave Type: this is a drop down list from which to choose. If you have a leave type that you need that is not listed please let Dalene Rice (darice2@email.uky.edu) know.
8) Enter the date your leave began
9) The begin time field is optional but would be helpful
10) Enter the date your leave ended
11) The end time field is optional but would be helpful
12) Enter the total amount of your leave time in quarter hours (e.g. 1.25 = One hour & 15 minutes)
13) Type in your supervisor’s official name (last name, first name then click the button on the right of the field)
14) Type in your department name
15) Employee Comments (optional)
16) If you choose “Funeral Leave” you will need to complete the “Funeral Leave – complete if reporting funeral leave above” box which is more to the middle of the form & indicate your relationship to the deceased.
17) If you choose “Official University Travel” you will need to complete the “Official Travel – complete if reporting official travel above” box which is close to the bottom of the form & mark whether you will be requesting expense reimbursement (“Expenses being requested”).