

25 May 2020 - Selkirk College Has Officially Launched Unit4 Absence Module!



Absences are accessed by logging in to Unit4. Review [step-by-step instructions](#) here.

WHAT THIS MEANS TO YOU:

- Vacation and other planned absence requests/cancellations will be submitted through the Unit4 system going forward.
 - **Note:** *This process replaces the need for bi-weekly absence reports from those employees previously required to submit.*
- All previously submitted/approved planned leave requests falling after June 1st **must be resubmitted** through Unit4.

IMPORTANT:

TEC and On-Call Employees are not required to submit Absence requests. See the [Absence FAQs](#) for additional information.

ACTION REQUIRED:

STEP 1. Review the [FAQs](#), which may answer some of your initial questions.

STEP 2. Ensure vacation absences up to May 31, 2020 have been submitted to Payroll through the bi-weekly absence report.

STEP 3. Follow the [step-by-step instructions](#) to **resubmit all leave requests falling after June 1st** in to Unit4.

QUESTIONS?

- Please review the [Absence FAQs](#) page for answers to most common questions.
- Join our "HelpDesk for Absence Module" Zoom sessions: [schedule and login information](#).
- Don't see a solution to your problem or having difficulty logging in? [Submit an IT Ticket](#).

Related Articles:

- [October 21, 2021 - Changes to the Expense Module](#)
- [12 October 2021 - Selkirk College Has Officially Launched Unit4 Schedule D Overload Form](#)
- [2 January 2020 - Selkirk College Has Officially Launched Unit4 Payroll Module!](#)
- [22 August 2020 - Notice of Service Outage - Unit4](#)
- [21 July 2020 - Finance Department Blackout 20 July - 9 August](#)
- [29 June - Finance Department Blackout Period July 20 - August 9](#)
- [10 August 2020 - Selkirk College Has Officially Launched Unit4 Finance!](#)
- [24 June 2020 - Timesheets Phased Release](#)