HCM Part-Time Employee & Adjunct Faculty Absence Request

Part-Time Employees and Adjunct Faculty* can now submit Absence Requests for Sick Leave in HCM. These employees earn 1 hour of sick time for every 30 hours worked per Prop 206.

*Adjunct Faculty – these employees are strictly adjunct who do not have a full-time position with Maricopa.

Enter Absence Request

1. Log into HCM with your MEID and password.
2. Click the Time tile.
3. Click Request Absence.
4. **Note:** Your Job Title field will only display if you have multiple part-time positions with Maricopa. Select the job for which you are requesting time off.
5. Click in Absence Name and select Sick Leave.
6. Click the Calendar icons to select the same Start Date and End Date for the Absence Request.
7. **Skip the Duration Hours field.**
8. Click in Partial Days; select All Days.
9. In Duration, enter the number of Sick Leave hours you are requesting.
10. Click the Done button.
   - The Duration Hours are automatically recalculated based on the information you entered.

11. Click Check Eligibility.
   - **Note:** Check Eligibility determines whether your Absence Request will be paid or unpaid.

12. If desired, enter comments in the Comments box (not required).
   - Please do not include any sensitive or personal information in the Comments box.

13. Click the Submit button; click Yes to confirm, or click No to make changes.

14. To enter a new Absence Request, click Home and repeat steps 2-13. Otherwise, in the upper-right corner, click Actions List and click Sign Out.