

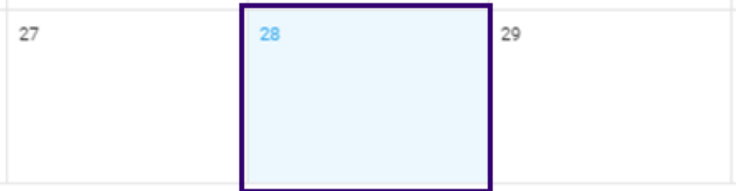
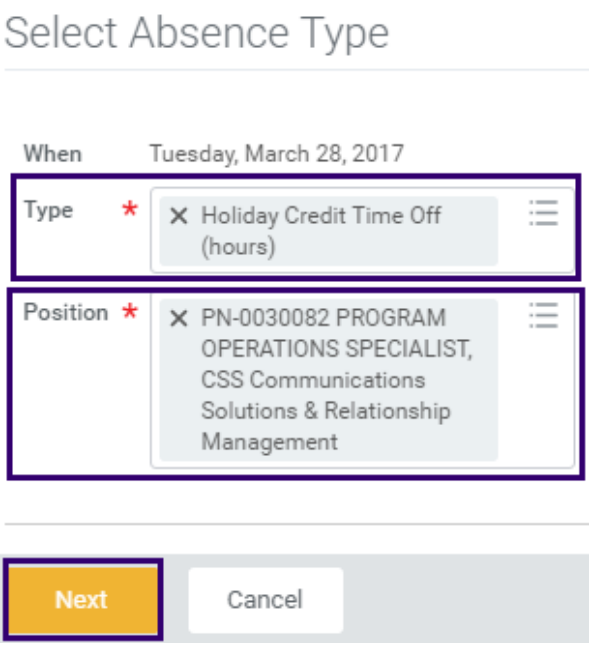
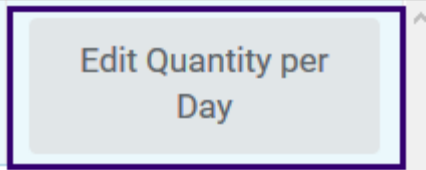
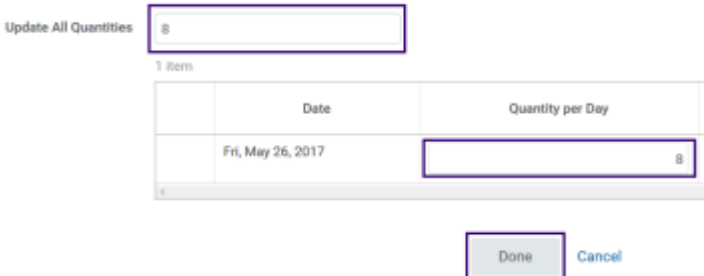
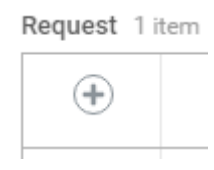
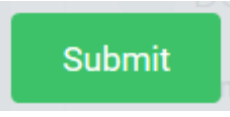


GAGGEESA SAFFISA WORKDAY (GUYAAHOJII)

SA'AATII CUFAA GAAFACHUU	
1. Waraqaa Absence (Haftee) jedhu filadhu.	 Absence
2. Request Absence (Haftee Gaafachuu) kan jedhu filadhu.	Request <input type="button" value="Request Absence"/> <input type="button" value="Correct My Absence"/>
3. Guyyaa Balance as of (Haftee gaafachaa) jirtuu keessaa isa guyyaa dhumaatti kaa'i.	Today < > Balance as of <input type="text" value="05 / 09 / 2017"/>  Per Plan
4. Ji'a cufaa gochuu barbaaddu fialdhu.	Select Date Range Today < > March 2017
5. Guyyaa(oota) cufiinsa itti gaafachuu barbaaddu filadhu. 6. Request Absence (Haftee Gaafachuu) kan jedhu filadhu.	 <input type="button" value="1 Day - Request Absence"/>

<p>7. Type (Gosa) haftee fudhachuu barbaadduu filadhu. Ati Type (Gosa) haftee keetii duraa duuba armaan gadiitiin fayyadamu qabda:</p> <ul style="list-style-type: none"> • Cufiinsa Sa’aatii Guyyaa Ayyaanaa • Cufiinsa Sa’aatii Filannoo (Kennamaa) • Cufiinsa Sa’aatii Boqonnaa • Cufiinsa Sa’aatii Kaffalamee Kan Biroo • Cufiinsa Sa’aatii Hin Kaffalamnee <p>8. Gitawwan hojii tokkoo ol kan qabdu yoo ta’e, gaaffii cufiinsa sa’aatiiif Position (Gita hojii) fayyadamuu barbaaddu filadhu.</p> <p>9. Next (Itti aansee) kan jedhu filadhu.</p>	
<p>10. Edit Quantity per Day (Baay’ina sirreessa Guyyyaa) kan jedhu filadhu.</p>	
<p>11. Quantity per Day (Baay’ina sirreessa Guyyyaa) keessatti, sa’aatii tokkoon tokkoon guyyaa keessatti cufaa gochuu barbaadduu filadhu.</p> <p>12. Done (Hojjetame) kan jedhu filadhu.</p>	
<p>13. Gaaffii cufiinsaa sa’aatii biroo dabaluuuf, Ida’uu (+), kan jedhu filadhu, akkasumas tarkaanfiiwwan 4–12 irra deebi’i.</p>	
<p>14. Submit (Galchuu) filadhu.</p>	

Qajeelcha fayyadamaa kanatti galchi: https://isc.uw.edu/user-guides/request_absence_time_off/