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1. Login to Easy Connect
 2. Create an absence
 3. Select your designates name in the First Contact field
 4. Enter your position hours and absence date(s)
 5. Select your absence reason
 6. Double check the booking and Save

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1. Accept the job offer through the Easy Connect App or website
 2. Create your absence as designate:
 - a. Login to Easy Connect a second time if needed or continue on the App or website
 - b. Create an absence
 - c. Enter your position hours and absence date(s)
 - d. Under the reason code drop down select designate
 - e. Double check

