Current weekly presence – instruction manual

1. Via your personal « me@epfl » page, you can register your recurrent weekly presence:
   - The absences management system automatically applies a standardized weekly presence on five days for every new absences management account.
   - After an activity rate modification, the new weekly presence has to be adapted too.

2. In your “current weekly presence” – click on “manage”:

   ![chart]

3. Then choose an action:
   - Define a new presence period.
   - Create an exception on your normal presence period if you change temporarily your weekly presence.
   - Modify or delete the registered presence if it doesn’t fit to your current weekly presence.

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Absences management system 1 02.12.2014/DF
The weekly presence is the calculation basis for the holiday deductions on every absence registration and for the calculation of the compensation for official holidays. Consequently it's important that it reflects the reality.

For any further information, please contact our Helpdesk: absences@epfl.ch