

Reporting Intermittent Time

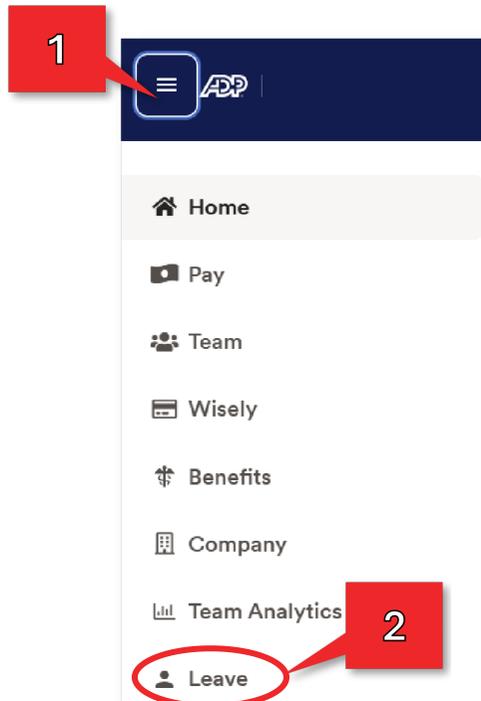
Follow the steps below to log time against your intermittent leave in Vantage

You must report each absence through Vantage or by calling TAM as soon as possible, but **no later than 48 hours after your missed shift**. Delays may result in corrective action or payroll impacts.

Sign into Vantage

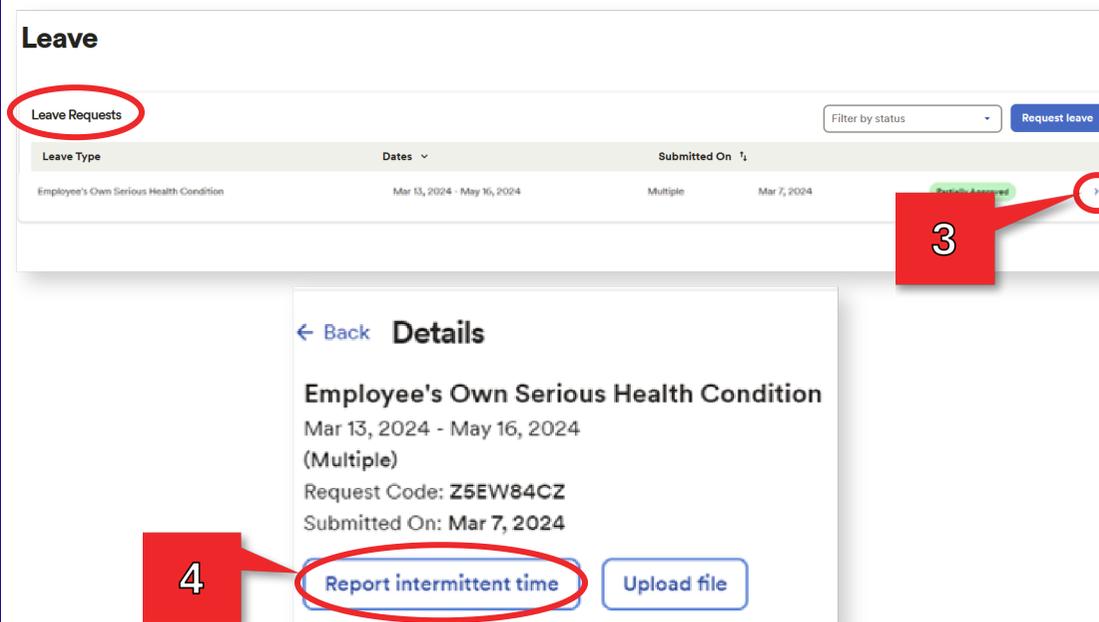
Once you are signed in to Vantage:

1. Click on the **Menu** Icon
2. Select **Leave** from the menu



Your active intermittent leave will display under **Leave Requests**

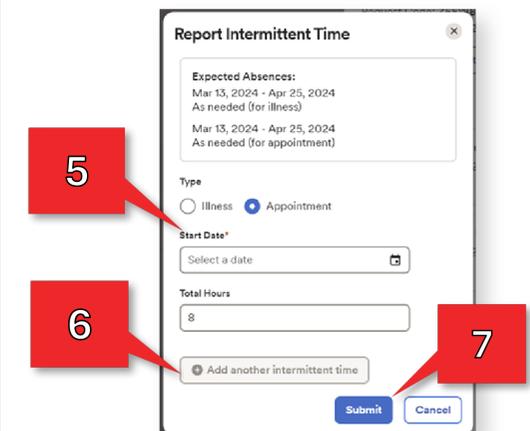
3. Click the ">" icon to the right of your active intermittent leave request
4. Click **Report intermittent time**



NOTE: Do not click on the blue **Request Leave** button to log time against your active intermittent leave. This will create an entirely new leave request.

Enter the Absence(s)

5. Enter the absence **Type** (Appointment or Illness), **Start Date** (day of absence), and **Total Hours** (hours missed)
6. If you have multiple dates to enter, click **Add another intermittent time** to enter another date



7. Click **Submit**

If you prefer to have a representative at TAM enter your intermittent absence(s), or if you have questions related to your leave request, contact TAM directly at **855-287-3420** (Mon-Fri: 8AM – 5PM CST, Sat: 7AM – 4PM CST).

If TAM was unable to assist you, or if you would like to talk to the HR team directly, please call **314-207-2408** or [submit a ticket](#) via the Self-Service Portal.