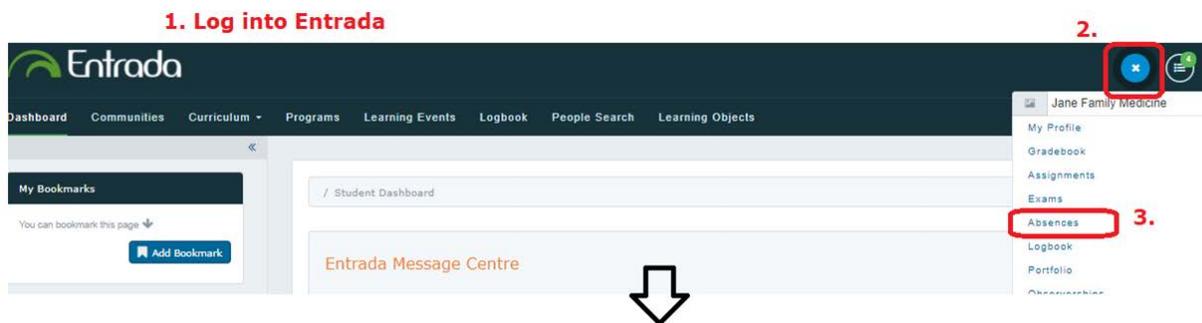


Resident Submitting Time-Off

1. Resident logs into [Entrada](#) (using recommended browsers Google Chrome / Firefox & UofM email and password),
2. On the top right corner, click on “Access My Entrada” icon
3. Click on “Absences” option on the list



4. The “Absence” page will open
5. To submit a request (i.e. Illness), click on “Report an Absence”

[/ My Profile / Absence/Moonlighting Dashboard](#)

4.

Absence/Moonlighting Dashboard

5.

Report an Absence/Moonlighting

6. Choose the Dates of your time-off
7. Select the appropriate Absence option from the drop down menu.

Report an Absence/Moonlighting

Students are able to make requests for absences and moonlighting through the Entra from one or more sessions, or have a moonlighting request please select the dates. Cl

Dates

Number of days selected: 5

Absence/Moonlighting (Required)

Select One

7.

Comments

Provide ar

Maximum 100

8. Select appropriate Approvers

Select Approver #1 (Required) ?

8.

Select Approver #2 (Required) ?

Entrada Absences Reason	Approver 1	Approver 2	
Bereavement Leave	Approver #1: select your Program Administrator at your Site	Approver #2: select your Education Director	
Conference	Approver #1: select your Program Administrator at your Site	Approver #2: select your Education Director	
Examination Leave	Approver #1: select your Program Administrator at your Site	Approver #2: select your Education Director	
Illness	Approver #1: select your Program Administrator at your Site	Approver #2: select your Education Director	
Partner Leave	Approver #1: select your Program Administrator at your Site	Approver #2: select your Education Director	
Recognized Holiday	Approver #1: select your Program Administrator at your Site	Approver #2: select your Education Director	
Statutory Day	Approver #1: select your Program Administrator at your Site	Approver #2: select your Education Director	
Vacation	Approver #1: select your Program Administrator at your Site	Approver #2: select your Education Director	
LOA	Approver #1: select your Program Administrator at your Site	Approver #2: select your Education Director	Approver #3: If applicable, the PGME Resident Administrator will auto-populate. Approver #4: If applicable, the Associate Dean, PGME will auto-populate
LOA - Educational	Approver #1: select your Program Administrator at your Site	Approver #2: select your Education Director	
LOA - Maternity	Approver #1: select your Program Administrator at your Site	Approver #2: select your Education Director	
LOA - Medical	Approver #1: select your Program Administrator at your Site	Approver #2: select your Education Director	
LOA - Paternity	Approver #1: select your Program Administrator at your Site	Approver #2: select your Education Director	
Moonlighting	Approver #1: select FM PGME Program Coordinator (i.e. Shannon Rankin).	Approver #2: select FM PGME Program Director (i.e. Dr. Tamara Buchel)	

9. Provide any additional information/notes in the Comments field

10. Attach any documents if required for the applicable selected absence option.

Comments

9.

Provide any additional information here

Maximum 1000 characters

10.

Upload Files (*.pdf, *.jpg, *.png formats only) No file chosen

11. Click "Submit" once complete all required fields.

11.