The steps are as follows in WD:

1. EE goes to their Absence calendar an request day(s) for Jury Duty under Time OFF and hit "Next."
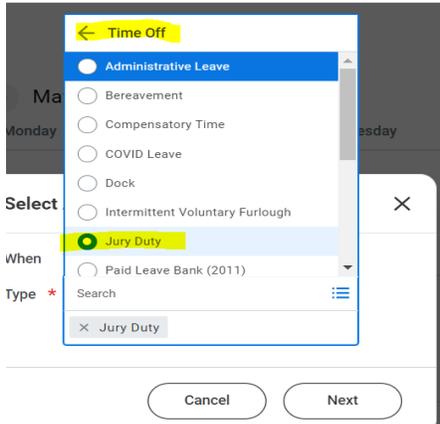
1. Once Jury Duty Day(s) is requested they should upload documentation in WP Connect under "Jury Duty Document." The required documentation is the proof of attendance letter from the court as stated above.
2. When the EE completes the upload Absence will receive a notification and will verify the documentation and day(s) requested.
3. If the document is sufficed and days are correct the Absence partner will approve day(s) and it will go green on the EE Absence calendar.