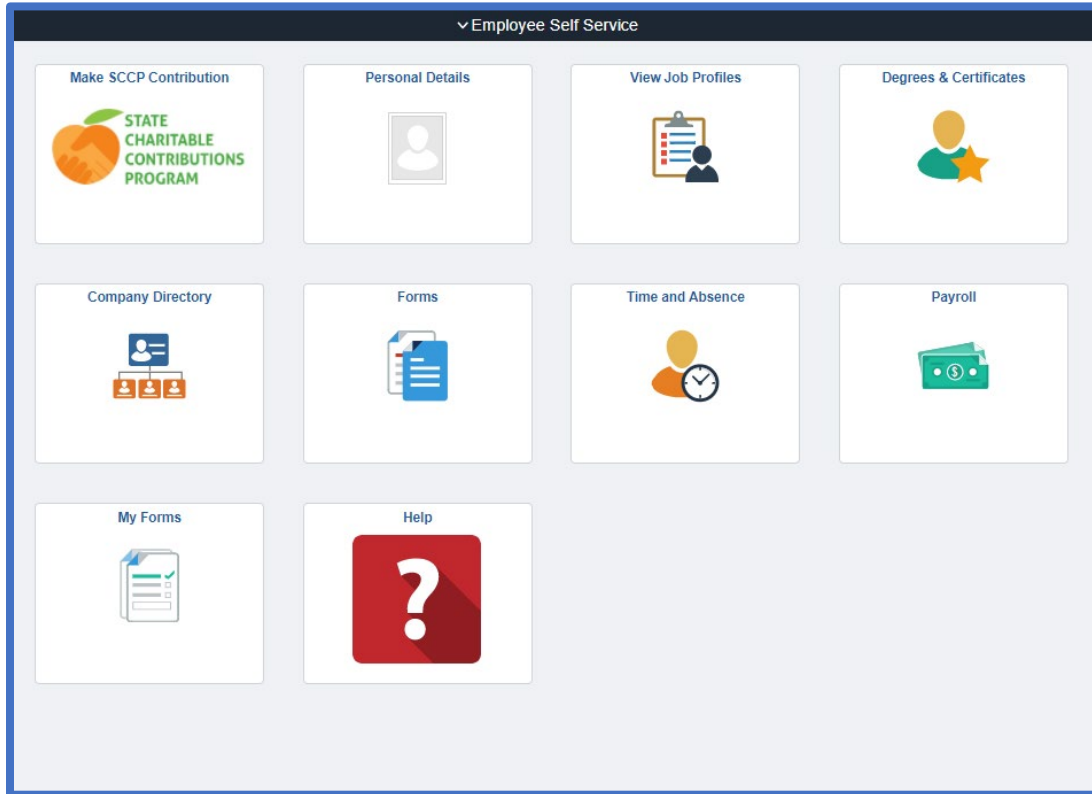



How Do I Submit an Absence Request?

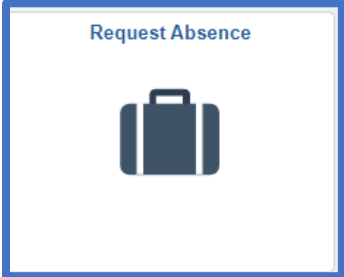
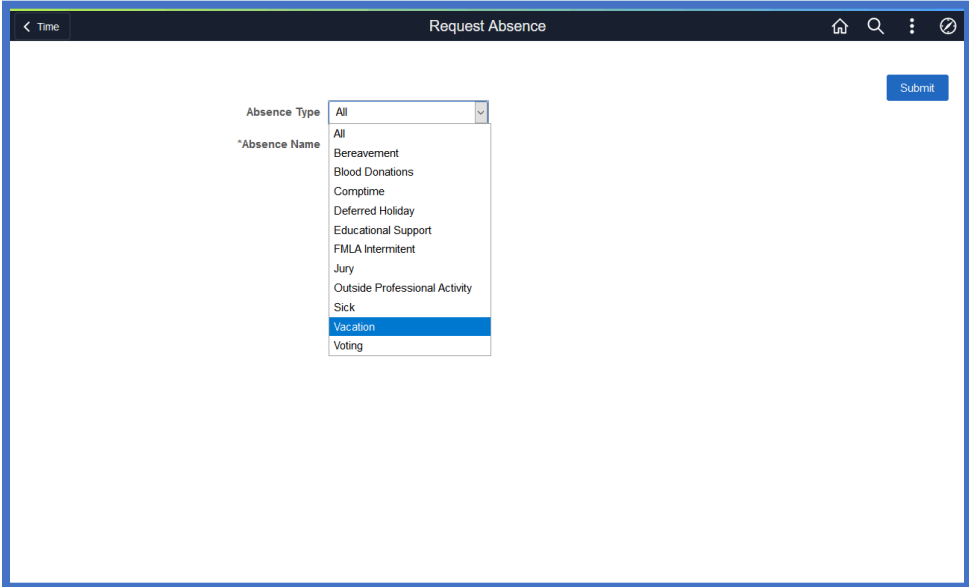
Navigation

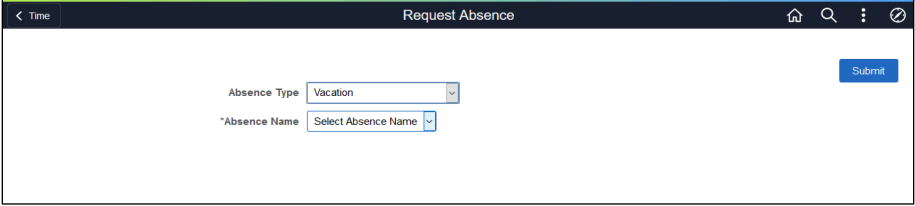
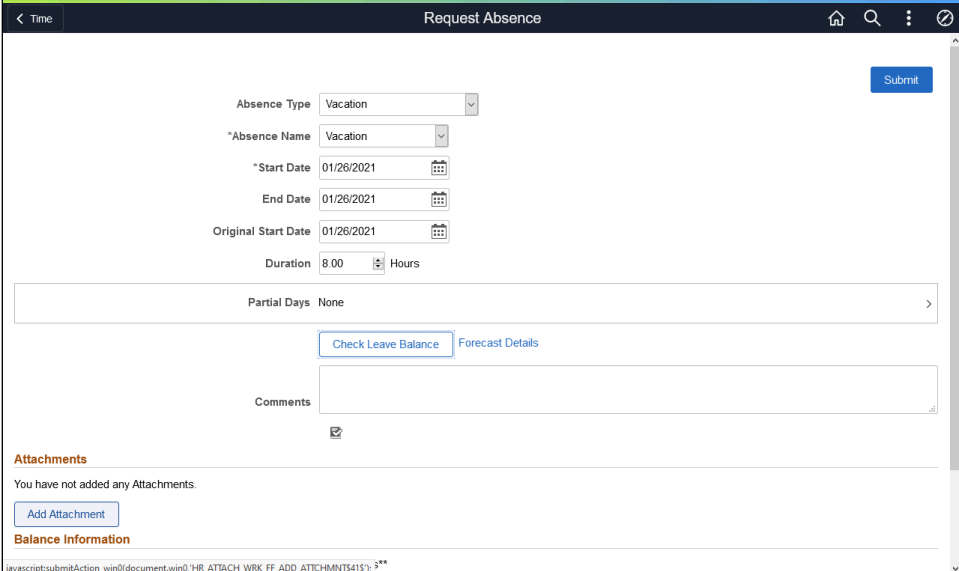
Employee Self Service > Time and Absence > Request Absence








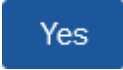
Submitting a Full Day Absence Request

Step	Action
1.	From Employee Self Service Homepage, click the Time and Absence tile. 


Step	Action
2.	<p>The Time page is displayed.</p> <p>Click the Request Absence tile.</p> 
3.	<p>The Request Absence page is displayed.</p> <p>Note: The Absence Type field is not a required field. You can use this field to filter the Absence Types in order to narrow down the absence names in the Absence Name list.</p>  <p>Click the Absence Type drop-down list.</p> <p>Absence Type </p>

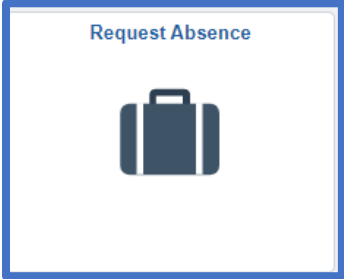
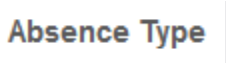
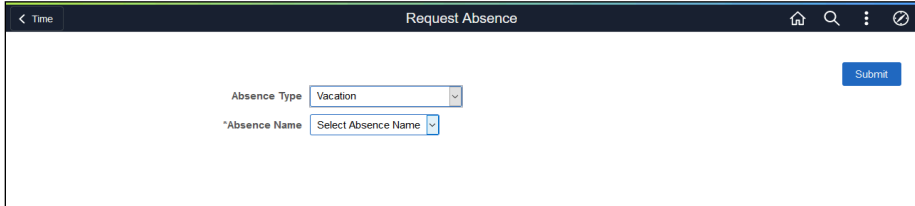

Step	Action
4.	<p>Select the appropriate leave type from the displayed list.</p>  <p>Note: If you are a Biweekly Benefitted employee, the best practice is to always enter Comp Time Requests and Deferred Holiday requests as Annual/Vacation. The cascading rules will deduct the comp balance, the deferred holiday balance, and then annual leave. Comp Time and Deferred Holidays are not applicable for Monthly employees. Please view the ESS course materials for more information on the cascading rules.</p>
5.	<p>Click the Absence Name drop-down list.</p> <p>*Absence Name</p>
6.	<p>Absence Name is required. The list is filtered by the Absence Type.</p> <p>Choose the appropriate absence name from the list.</p> 

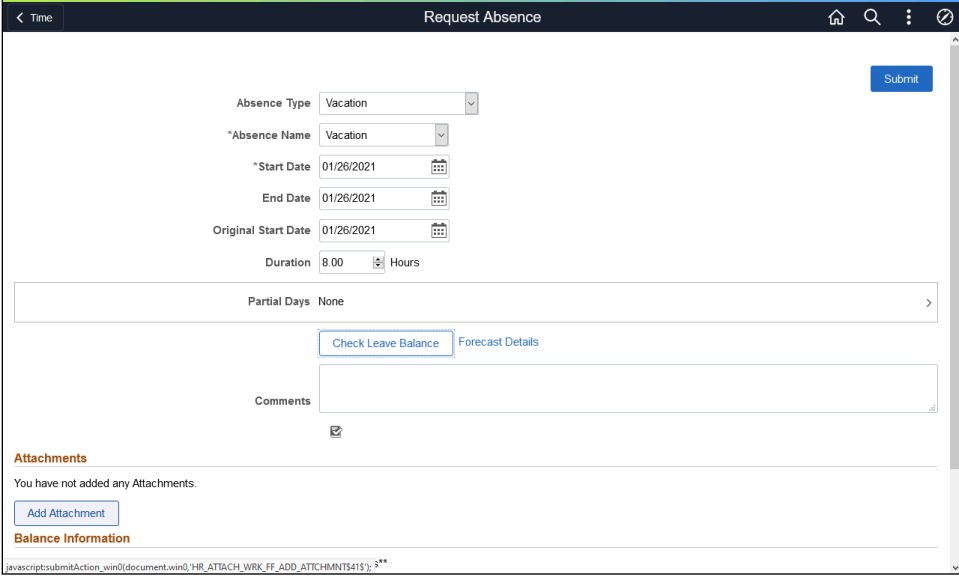

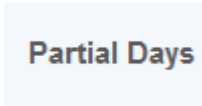
Step	Action
7.	Enter the appropriate information in the *Start Date field or select the Calendar icon. 
8.	To confirm available hours for the selected absence type, click the Check Leave Balance button. 
9.	A message is displayed providing the eligibility status of your requested absence. Click the OK button. 
10.	Enter the appropriate information in the End Date and Original Start Date fields. <p style="text-align: center;">End Date</p> <p style="text-align: center;">Original Start Date</p>
11.	If you click the Submit link before you click the Check Leave Balances button, you will get an error saying that you need to forecast the absence first.
12.	To see the approximate balance of leave available for future dates, click the Forecast Details link. Forecast Details
13.	<p>Note: Requests are subject to the USG cascading rules. You will not be able to create a negative leave balance.</p> <p>After reviewing the eligible leave balance, click the Close button.</p> 
14.	If necessary, use the Comments field for details related to your absence request. <p>Comments</p>

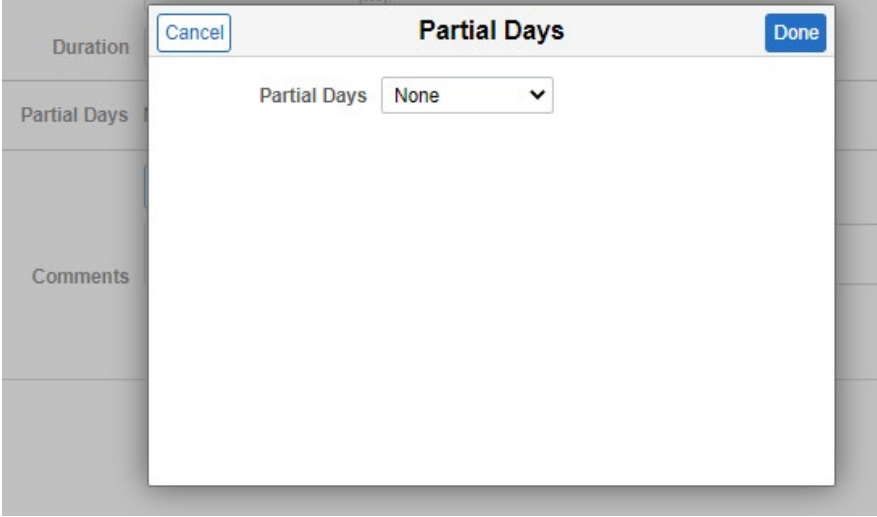

Step	Action
15.	<p>The Add Attachment feature allows you to upload documentation with your absence request.</p> <p>Note: Supporting documents are not required, so this step may be skipped.</p> <p>Attachments</p>
16.	<p>When you are ready, click the Submit button.</p> <p>Note: The request will be routed to your supervisor for review.</p> 
17.	<p>A confirmation pop-up is displayed.</p> <p>Click the Yes button.</p> 
18.	<p>The absence request has been submitted for review.</p> <p>Note: You will also receive an email confirming your absence request has been submitted.</p> <p>Status Submitted</p>
19.	<p>You have completed the steps to submit a full day absence request in OneUSG Connect.</p>






Submitting a Partial Day Absence Request

Step	Action
1.	<p>From the Employee Self Service homepage in OneUSG Connect, click the Time and Absence link.</p> 

Step	Action
2.	<p>The Time and Absence page is displayed.</p> <p>Click the Request Absence tile.</p> 
3.	<p>The Request Absence page is displayed.</p> <p>Note: The Absence Type field is not a required field. You can use this field to filter the Absence Types in order to narrow down the absence names in the Absence Name list.</p> <p>Click the Absence Type drop-down list.</p> 
4.	<p>Select the appropriate leave type from the displayed list.</p>  <p>Note: If you are a Biweekly Benefitted employee, the best practice is to always enter Comp Time Requests and Deferred Holiday requests as Annual/Vacation and then the cascading rules will deduct the comp balance, the deferred holiday balance, and then annual leave. Comp Time and Deferred Holidays are not applicable for Monthly employees. Please view the ESS course materials for more information on the cascading rules.</p>
5.	<p>Click the Absence Name drop-down list.</p> 

Step	Action
6.	<p>Absence Name is required. The list is limited by the Absence Type.</p>  <p>Choose the appropriate absence name from the list.</p>
7.	<p>Enter the appropriate information in the *Start Date field or select the Calendar icon.</p> 
8.	<p>The End Date and Original Start Date fields are populated by the Check Leave Balance action.</p> <p style="text-align: center;">End Date</p> <p>Original Start Date</p>
9.	<p>Click the Partial Days button.</p> 
10.	<p>The Partial Days window is displayed.</p> <p>Click the Partial Days drop-down list.</p> <p>Partial Days</p>

Step	Action
11.	<p>From the Partial Days list, select the appropriate type.</p>  <p>Note: If you are taking one day of leave, select either All Days or Start Day Only. If you are taking multiple dates off and will only be on partial leave the 1st day of the event- select Start Day Only. If you are taking off part of each day for a range of dates select All Days</p> <p>Partial Days</p>
12.	Enter the appropriate number of leave hours requested for your partial day.
13.	Click the Done button.
14.	<p>Verify the Duration field has been updated to reflect the number of hours of leave you are requesting.</p> <p>Click the Check Leave Balance button.</p> <p>Duration</p>
15.	<p>A message is displayed, indicating your eligibility for the requested amount of leave.</p> <p>Click the OK button.</p> 

Step	Action
16.	Enter the appropriate information in the End Date and Original Start Date fields.  
17.	If your request date is in the future, you can see the approximate balance of leave that might be available at that point in time. Click the Forecast Details link. Forecast Details
18.	Requests are subject to the USG cascading rules. You will not be able to create a negative leave balance. After reviewing the eligible leave balance, click the Close button. 
19.	If necessary, use the Comments field for details related to your absence request. Comments
20.	When you have finished, click the Submit button to route the request to your supervisor for review. 
21.	A message is displayed, confirming your action to submit the absence request. If you are sure you want to submit the request, click the Yes button. 
22.	The absence request was submitted successfully.
23.	You have completed the steps to submit a partial day absence request in the OneUSG Connect system.