

How to request a full day absence:

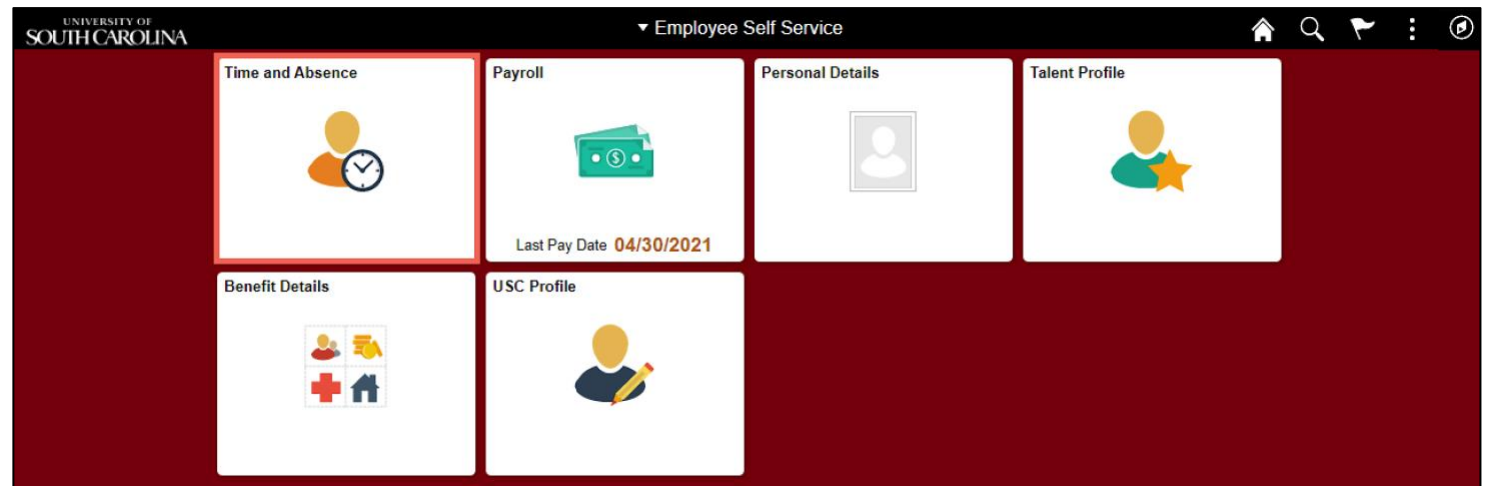
This job aid outlines how an employee can request a full day absence.

Navigation: Employee Self Service > Time and Absence > Request Leave

Processing Steps

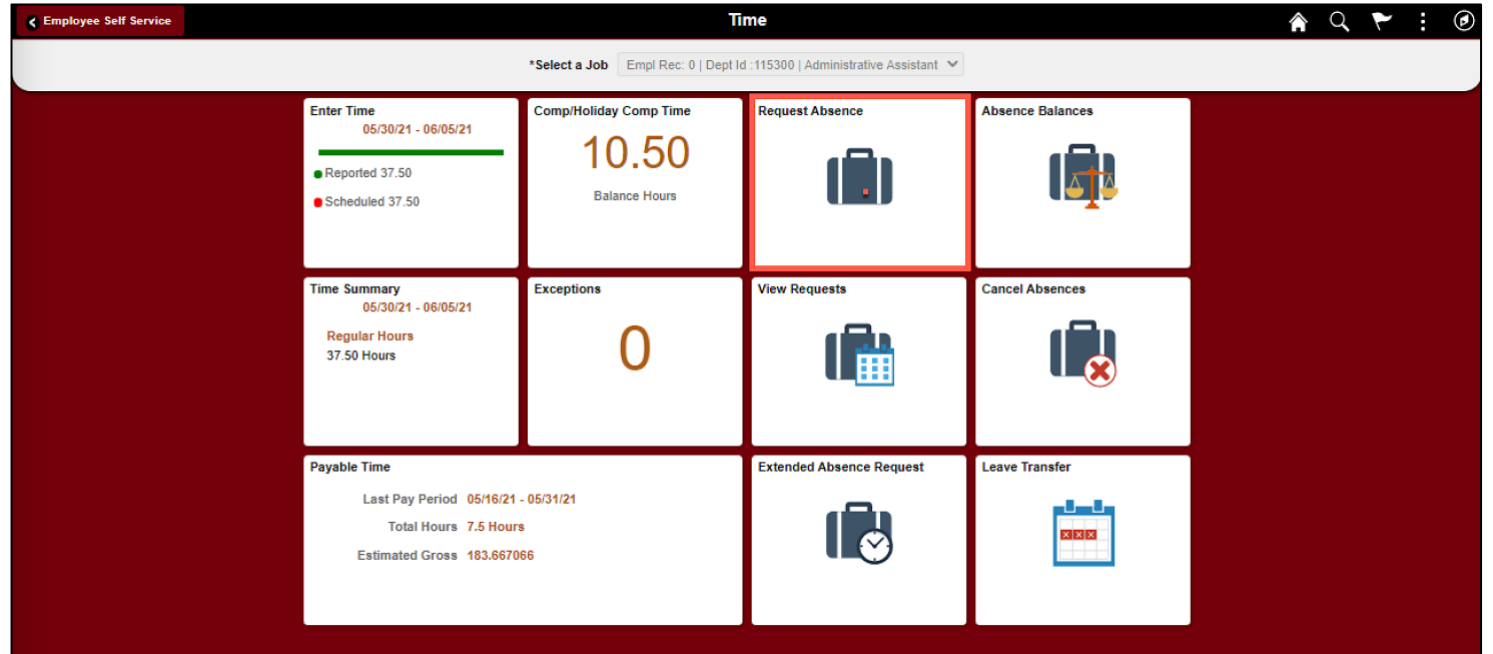
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screenshots



University of South Carolina Absence Management - ESS Request a Full Day Absence

Step 2: Click the **Request Absence** tile to request an absence.



The screenshot shows the 'Time' dashboard in the Employee Self Service (ESS) system. The user is logged in as an Administrative Assistant. The dashboard features several tiles for time management:

- Enter Time:** 05/30/21 - 06/05/21. Reported 37.50, Scheduled 37.50.
- Comp/Holiday Comp Time:** 10.50 Balance Hours.
- Request Absence:** The tile to be clicked, featuring a briefcase icon.
- Absence Balances:** Features a briefcase and scales icon.
- Time Summary:** 05/30/21 - 06/05/21. Regular Hours: 37.50 Hours.
- Exceptions:** 0.
- View Requests:** Features a briefcase and calendar icon.
- Cancel Absences:** Features a briefcase and 'X' icon.
- Payable Time:** Last Pay Period: 05/16/21 - 05/31/21. Total Hours: 7.5 Hours. Estimated Gross: 183.667066.
- Extended Absence Request:** Features a briefcase and clock icon.
- Leave Transfer:** Features a calendar icon with 'X' marks.

Step 3: Click the **Absence Name** drop-down arrow and select an absence type.

This will only display absence types that are associated with your eligibility.

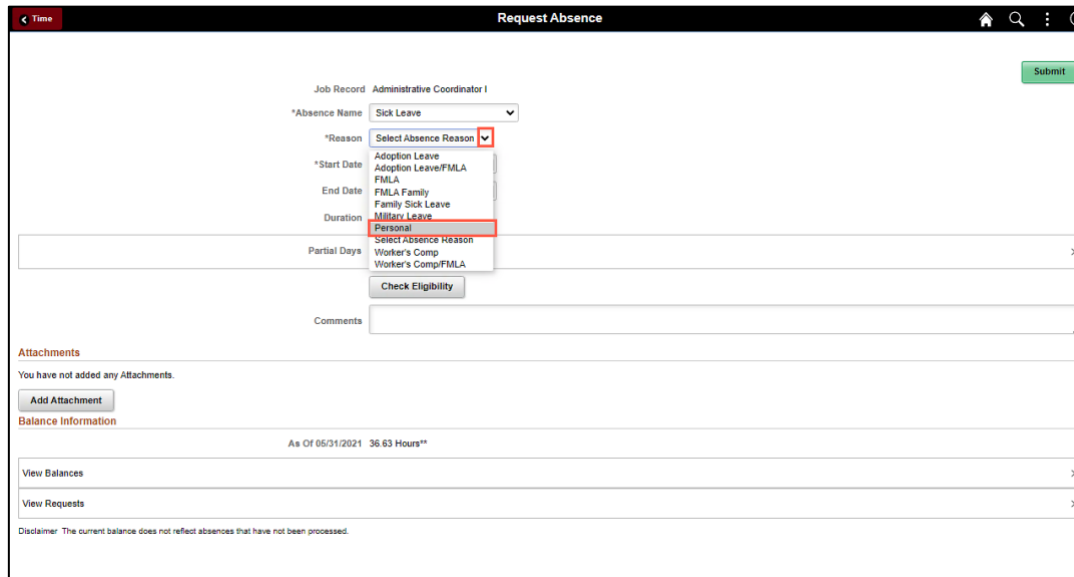
Please refer to the Absence Type one page document.

Step 4: Click the **Reason** drop-down arrow and select an appropriate reason for the leave.

Note: Not all absence types have this reason field.



The screenshot shows the 'Request Absence' form for an Administrative Coordinator I. The 'Absence Name' dropdown menu is open, displaying a list of absence types. 'Sick Leave' is highlighted in red. Other options include Administrative Leave, Amer. Red Cross Cr. Disaster, Annual Leave, Blood Drive and Donation, Bone Marrow, Court Leave, Death in Immediate Family, Leave of Absence (LWOP), Mandatory Furlough, Military Leave, Organ Donor Leave, Select Absence Name, Sick Leave Advance, Voluntary Furlough, and Voting Leave. A 'Submit' button is visible in the top right corner.



The screenshot shows the 'Request Absence' form with 'Sick Leave' selected in the 'Absence Name' field. The 'Reason' dropdown menu is open, showing options: Adoption Leave, Adoption Leave/FMLA, FMLA, FMLA Family, Family Sick Leave, Military Leave, and Personal. 'Personal' is highlighted in red. Below the dropdowns are fields for 'Start Date', 'End Date', 'Duration', and 'Partial Days'. There is also a 'Check Eligibility' button and a 'Comments' text area. At the bottom, there is an 'Attachments' section with an 'Add Attachment' button, a 'Balance Information' section showing 'As Of 06/01/2021 36.63 Hours**', and 'View Balances' and 'View Requests' buttons. A disclaimer at the bottom states: 'Disclaimer: The current balance does not reflect absences that have not been processed.'

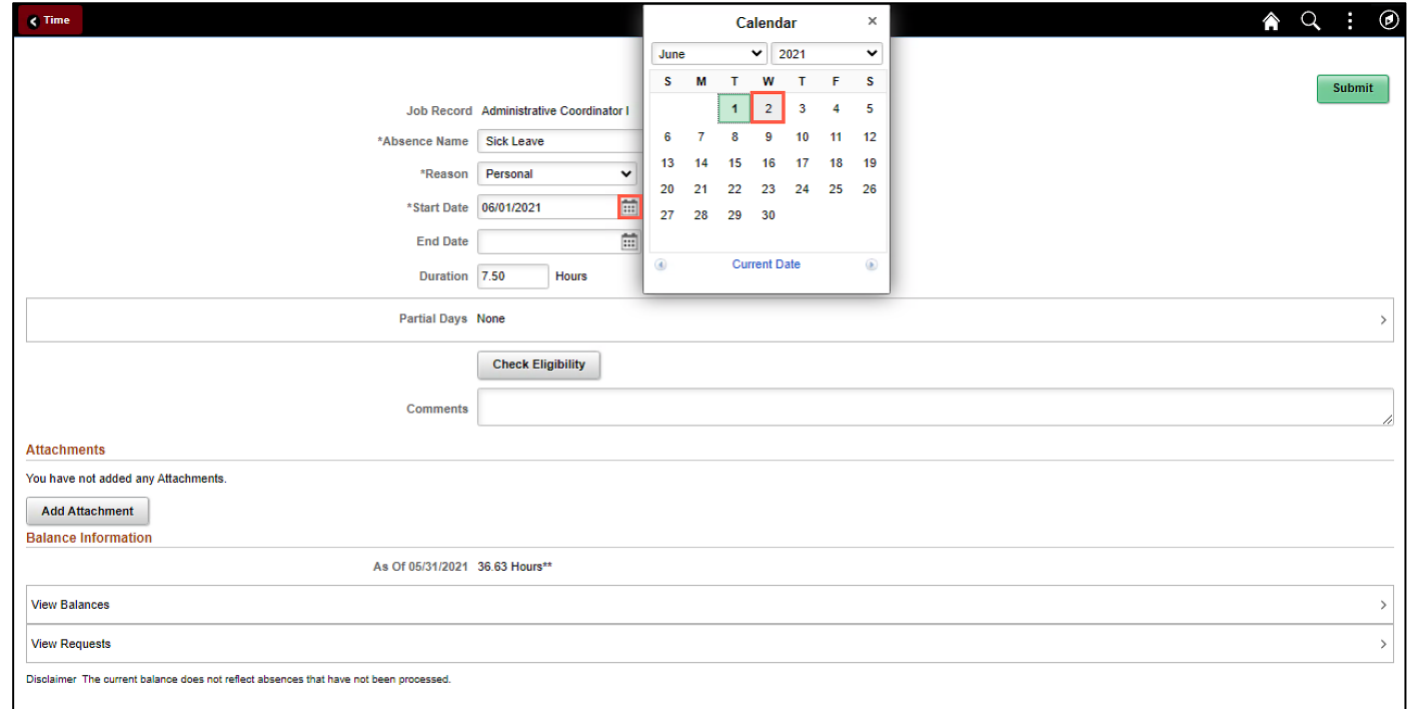
Step 5: Click the **Calendar** icon to select a start date for the absence.

Select the first day of the absence event. The field option defaults to the current date. If there's a break in the absence, enter each event separately. For example, if you're out sick for two days, return to work for three days, and are out sick again, enter two absence events. If the absence includes a weekend (say, Thursday to Monday), enter one absence event.

Future dated absences can be entered months in advance of the planned absences.

You can go back and enter absences that occurred 30 days prior to the current day.

Note: An end date is not needed unless you are requesting multiple days of leave.



The screenshot shows the 'Request a Full Day Absence' form in the ESS system. A calendar pop-up is open, showing the month of June 2021. The date 06/01/2021 is selected, and the calendar icon in the 'Start Date' field is highlighted. The form fields are as follows:

- Job Record: Administrative Coordinator I
- *Absence Name: Sick Leave
- *Reason: Personal
- *Start Date: 06/01/2021
- End Date: (empty)
- Duration: 7.50 Hours
- Partial Days: None
- Check Eligibility button
- Comments: (empty)
- Attachments: You have not added any Attachments. Add Attachment button.
- Balance Information: As Of 05/31/2021 36.63 Hours**
- View Balances button
- View Requests button
- Disclaimer: The current balance does not reflect absences that have not been processed.

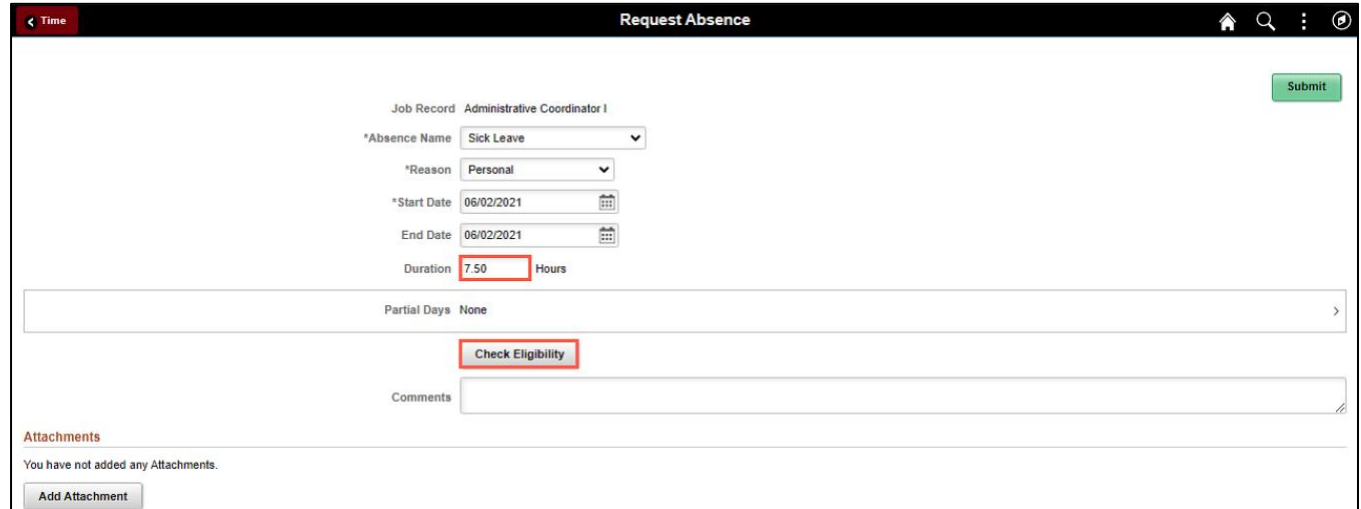
University of South Carolina Absence Management - ESS Request a Full Day Absence

Validate the number of hours for the absence in the **Duration** field.

Duration Hours are determined by your assigned work schedule and should match the hours you are scheduled to work on the days for which the absence has been requested.

An absence cannot be requested for a date an employee is not scheduled to work.

Step 6: If the absence request is for annual or sick leave, click the **Check Eligibility** button to determine if you are eligible to take the leave.



Request Absence

Job Record: Administrative Coordinator I

*Absence Name: Sick Leave

*Reason: Personal

*Start Date: 06/02/2021

End Date: 06/02/2021

Duration: 7.50 Hours

Partial Days: None

Check Eligibility

Comments

Attachments

You have not added any Attachments.

Add Attachment

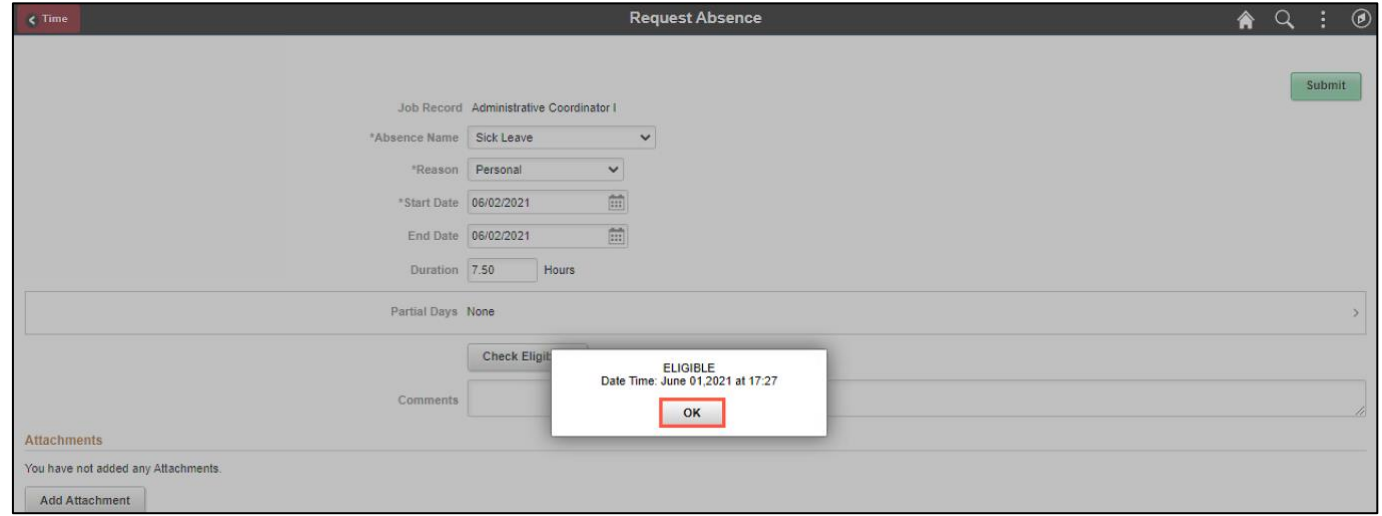
Two possible messages will be returned:

- **ELIGIBLE** means you have the leave available.
- **INELIGIBLE** means you do not have the leave balance available for the request.

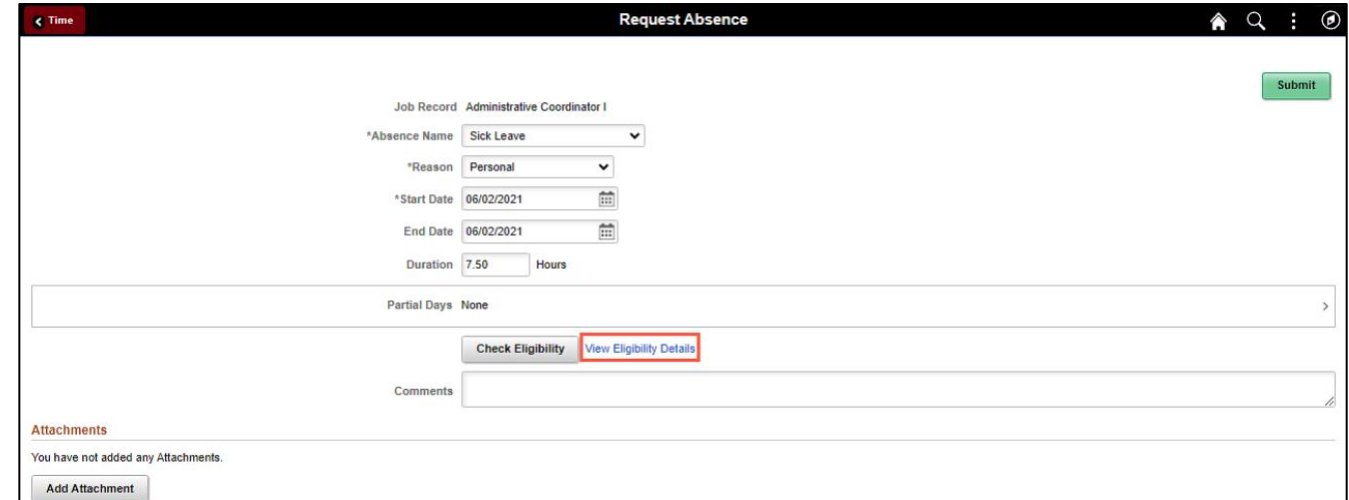
If the absence is for leave types other than annual or sick leave, you will not see this Check Eligibility button. However, if the other leave type (i.e., death in the immediate family leave) has a limit per Uof SC policy, an error message will appear if your request exceeds the established limit.

Step 7: A message appears saying you are eligible. Click the **OK** button to continue.

Step 8: Click the **View Eligibility Details** link to view the details.



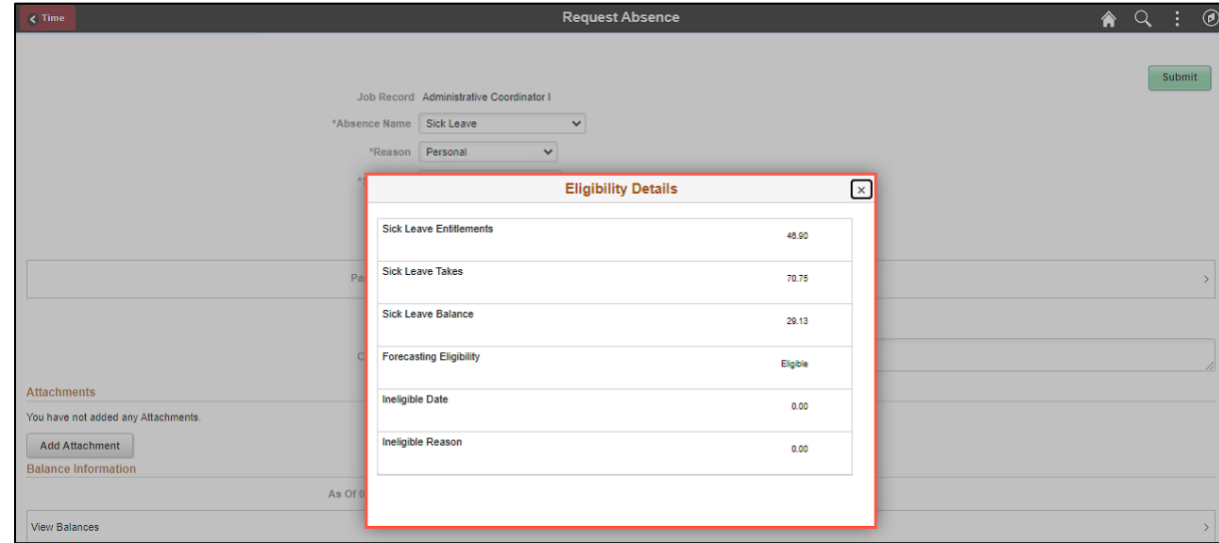
The screenshot shows the 'Request Absence' form with the following details: Job Record: Administrative Coordinator I; *Absence Name: Sick Leave; *Reason: Personal; *Start Date: 06/02/2021; End Date: 06/02/2021; Duration: 7.50 Hours; Partial Days: None. A modal dialog box is displayed in the center with the text 'ELIGIBLE' and 'Date Time: June 01, 2021 at 17:27'. An 'OK' button is highlighted with a red box.



The screenshot shows the 'Request Absence' form with the following details: Job Record: Administrative Coordinator I; *Absence Name: Sick Leave; *Reason: Personal; *Start Date: 06/02/2021; End Date: 06/02/2021; Duration: 7.50 Hours; Partial Days: None. The 'View Eligibility Details' link is highlighted with a red box.

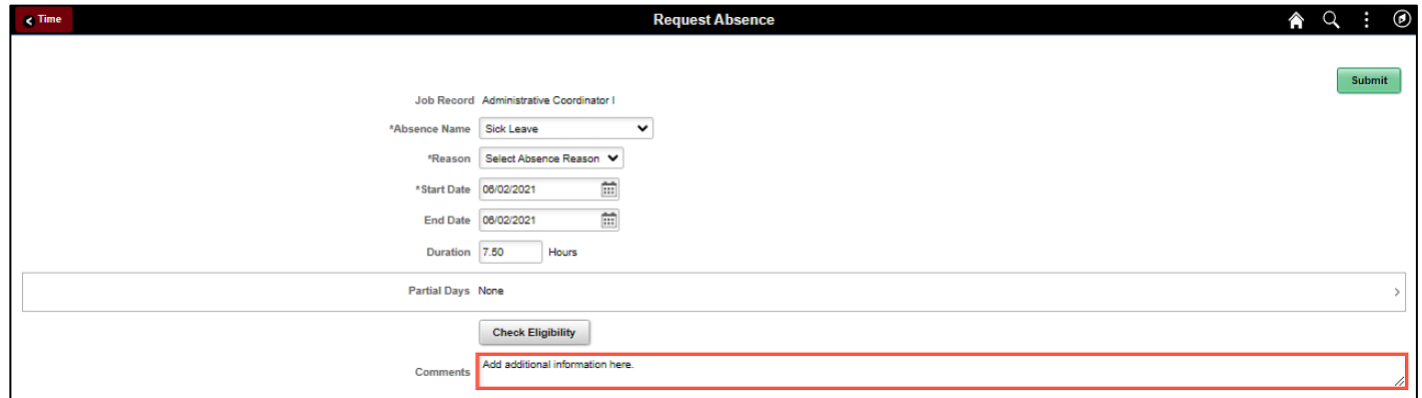
If Check Eligibility comes back Ineligible, an ineligible reason will be provided on this Eligibility Details page.

Step 9: Click the **X** to close the page to continue the absence request.



Eligibility Details	
Sick Leave Entitlements	45.00
Sick Leave Takes	70.75
Sick Leave Balance	28.13
Forecasting Eligibility	Eligible
Ineligible Date	0.00
Ineligible Reason	0.00

Step 10: Click in the **Comments** field and enter additional information. You may wish to include the specific times you will be away from the office. These comments are routed to your manager or TL/ABS approver.



Job Record: Administrative Coordinator I

*Absence Name: Sick Leave

*Reason: Select Absence Reason

*Start Date: 09/02/2021

End Date: 09/02/2021

Duration: 7.50 Hours

Partial Days: None

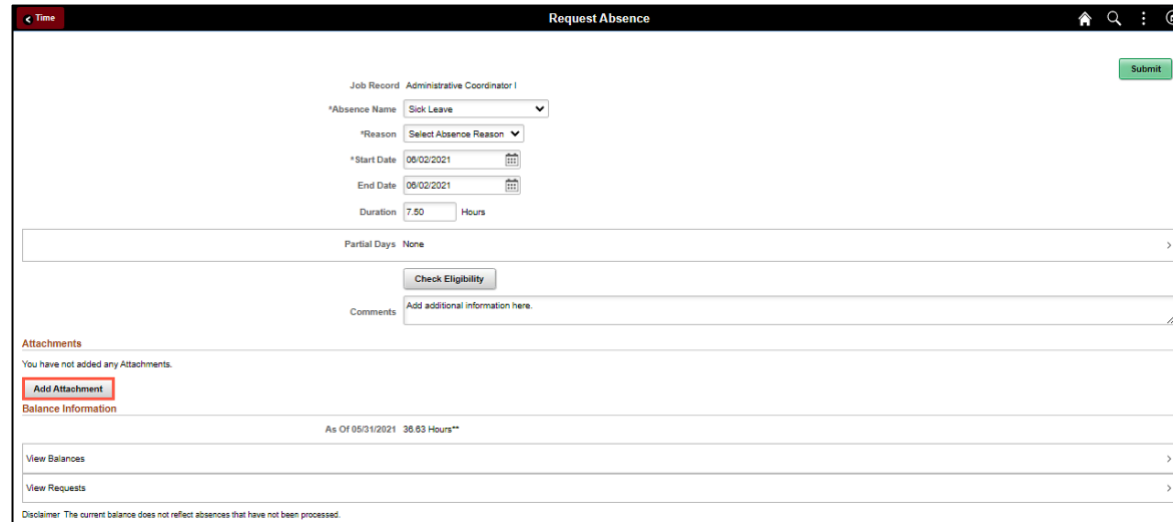
Check Eligibility

Comments: Add additional information here.

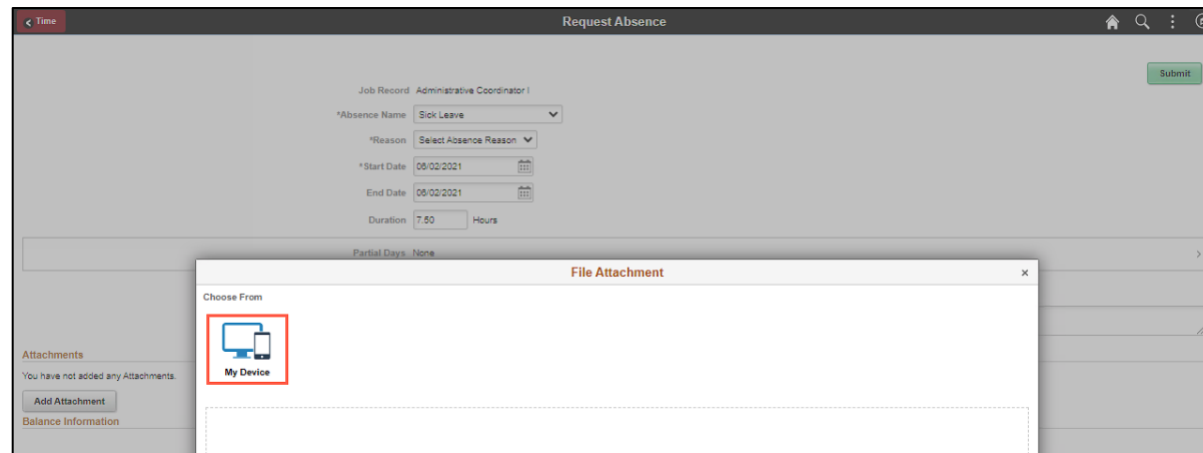
Note: If attachments are required for the Absence Type, a message will appear asking you to upload supporting documentation.

Step 11: To add an attachment, click the **Add Attachment** button.

Step 12: Click **My Device** to select the appropriate documentation saved on your computer.

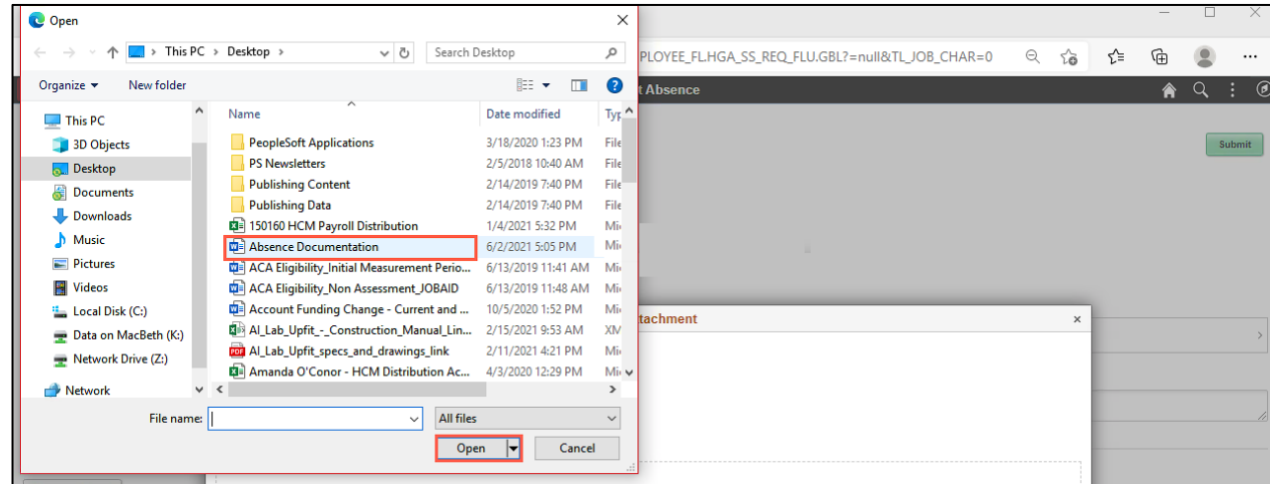


The screenshot shows the 'Request Absence' form with the following fields: Job Record (Administrative Coordinator I), Absence Name (Sick Leave), Reason (Select Absence Reason), Start Date (09/02/2021), End Date (09/02/2021), Duration (7.50 Hours), Partial Days (None), and a Comments field. The 'Add Attachment' button is highlighted with a red box. Below the form, there is a section for 'Attachments' with a message 'You have not added any Attachments.' and a 'Balance Information' section showing 'As Of 09/02/2021 35.63 Hours**'. A disclaimer at the bottom states: 'Disclaimer: The current balance does not reflect absences that have not been processed.'

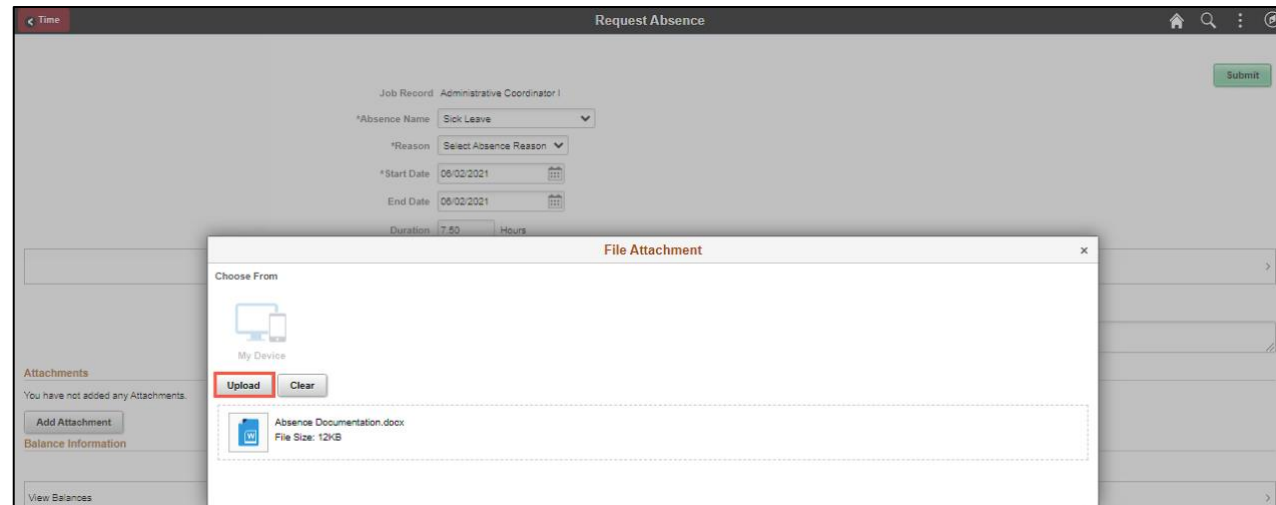


This screenshot shows the same 'Request Absence' form as above, but with a 'File Attachment' dialog box open. The dialog box has a title bar 'File Attachment' and a 'Choose From' section. In this section, the 'My Device' option, represented by a computer and mobile phone icon, is highlighted with a red box. The background form is dimmed.

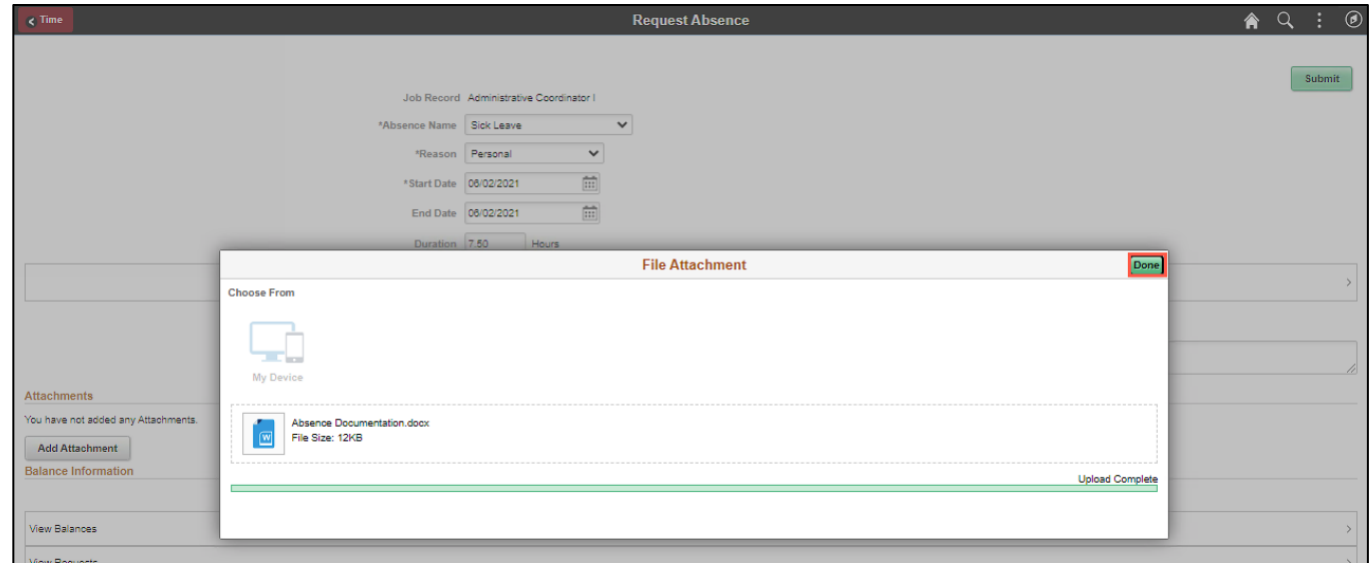
Step 13: Select the document and click the **Open** button.



Step 14: Click the **Upload** button.



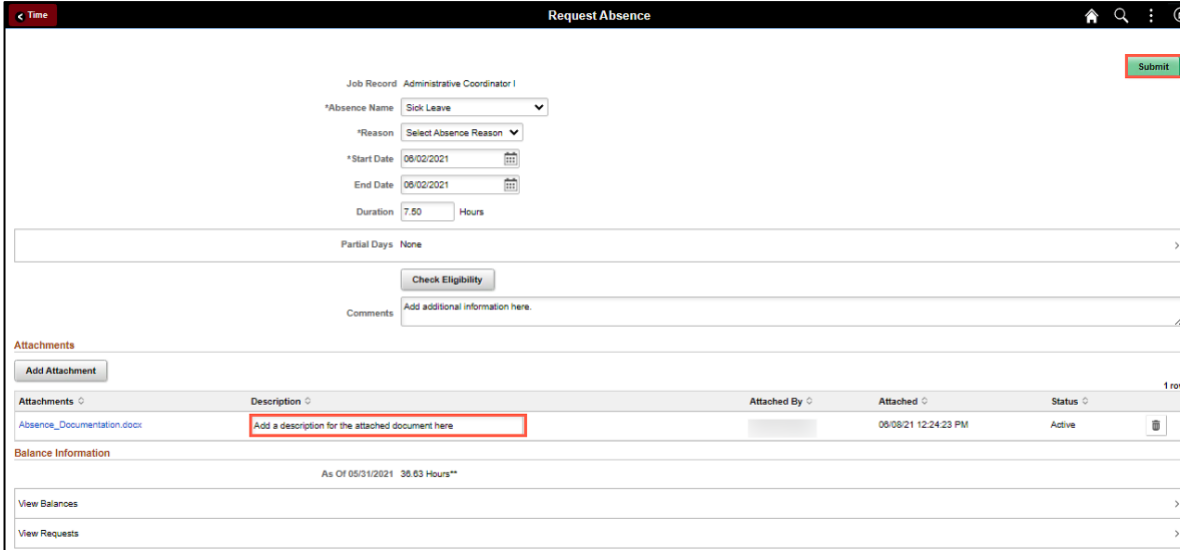
Step 15: Click the **Done** button to close the File Attachment page.



Step 16: Enter a description for the attached document in the **Description** field.

Step 17: Click **Submit** to submit the absence request for approval.

Step 18: Click the **Yes** button to indicate you are ready to submit the request.



Request Absence

Job Record: Administrative Coordinator I

*Absence Name: Sick Leave

*Reason: Select Absence Reason

*Start Date: 06/02/2021

End Date: 06/02/2021

Duration: 7.50 Hours

Partial Days: None

Check Eligibility

Comments: Add additional information here.

Attachments

Add Attachment

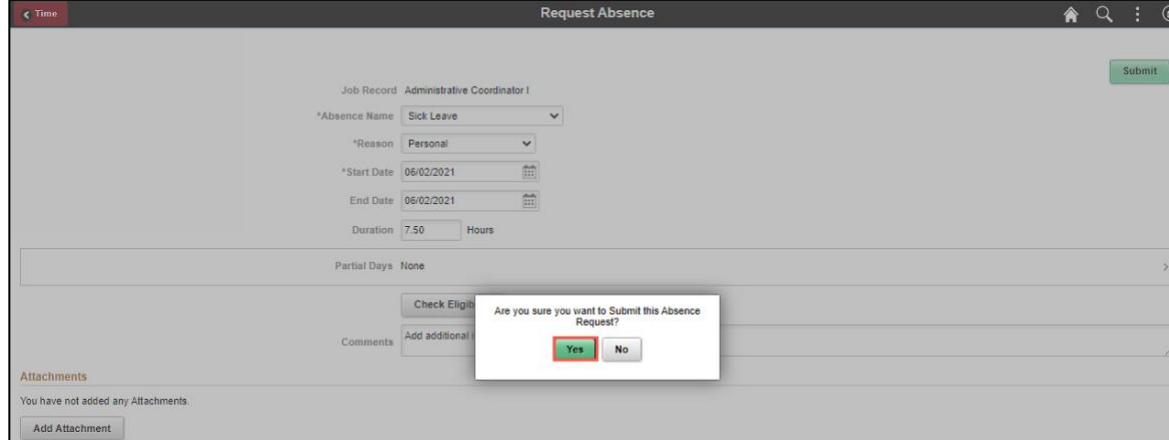
Attachments	Description	Attached By	Attached	Status
Absence_Documentation.docx	Add a description for the attached document here		06/08/21 12:24:23 PM	Active

Balance Information

As Of 06/01/2021 36.63 Hours**

View Balances

View Requests



Request Absence

Job Record: Administrative Coordinator I

*Absence Name: Sick Leave

*Reason: Personal

*Start Date: 06/02/2021

End Date: 06/02/2021

Duration: 7.50 Hours

Partial Days: None

Check Eligibility

Comments: Add additional information here.

Attachments

You have not added any Attachments.

Add Attachment

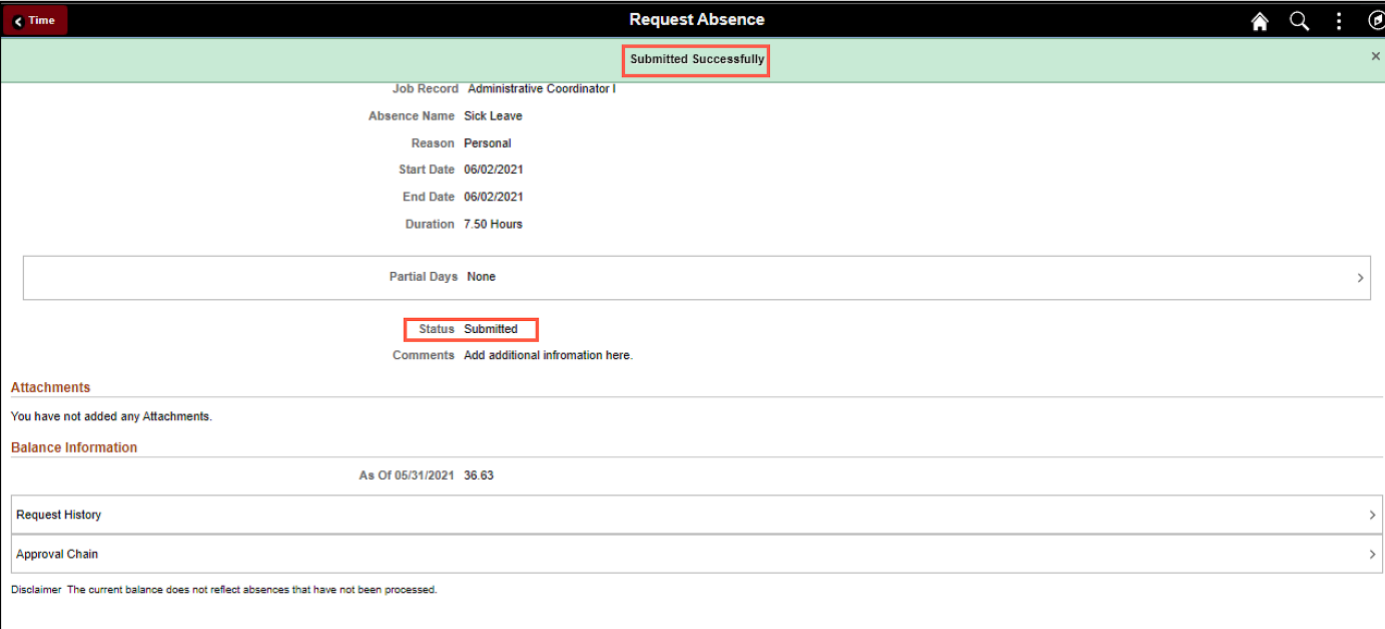
Are you sure you want to Submit this Absence Request?

Yes No

Once the absence request has been submitted correctly, you will see a message saying that the absence request has been submitted successfully. Also, an email is generated that will automatically be sent to you.

The **Approval Chain** option will become available when the absence is routed for approval. You can click it to view who it has been sent to for approval.

You successfully learned how to request a full day absence from request absence tile.



Request Absence

Submitted Successfully

Job Record: Administrative Coordinator I

Absence Name: Sick Leave

Reason: Personal

Start Date: 06/02/2021

End Date: 06/02/2021

Duration: 7.50 Hours

Partial Days: None

Status: Submitted

Comments: Add additional information here.

Attachments

You have not added any Attachments.

Balance Information

As Of 06/31/2021 36.63

Request History

Approval Chain

Disclaimer: The current balance does not reflect absences that have not been processed.