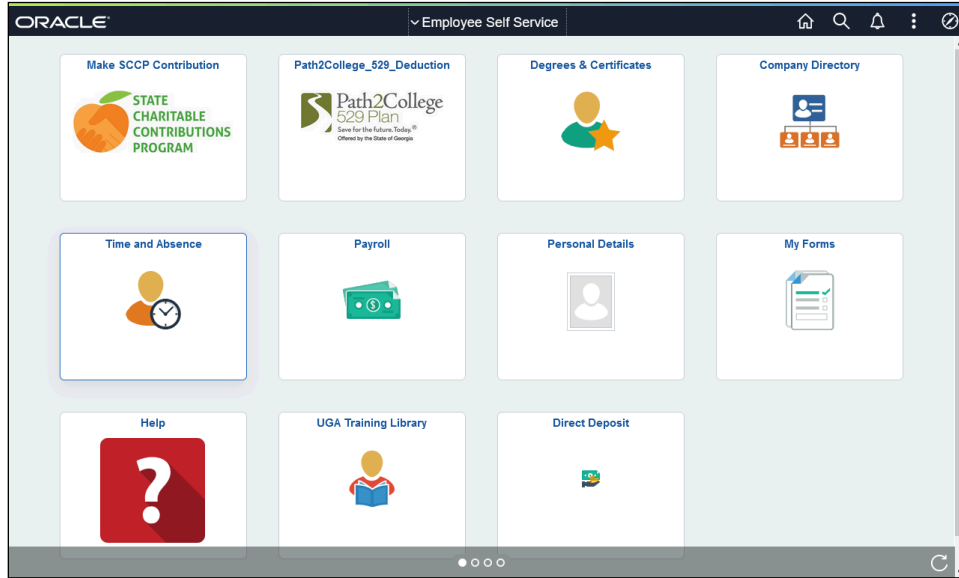






Submitting a Full Day Absence Request

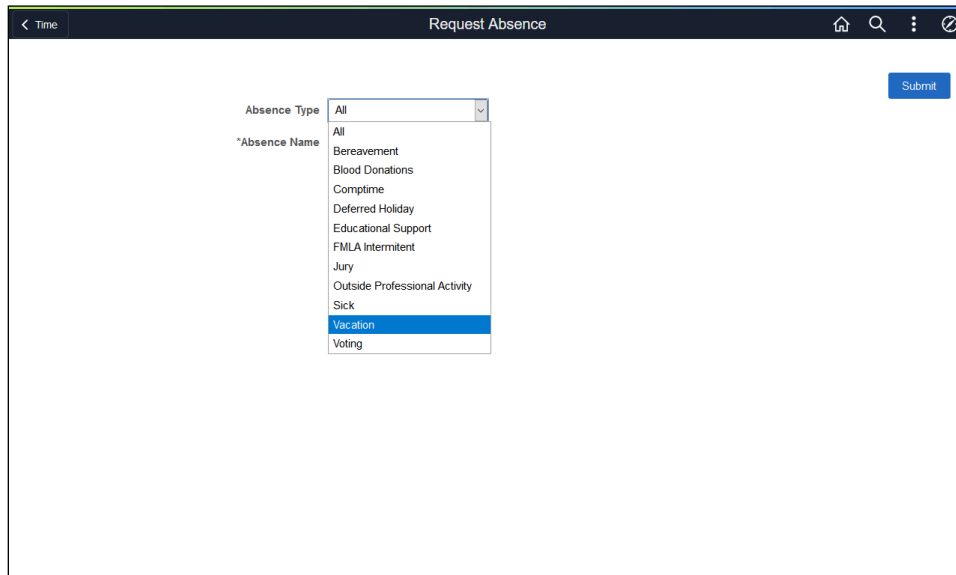




Step	Action
1.	<p>From Employee Self Service Homepage, click the Time and Absence tile.</p> <p>Time and Absence</p>  An icon for the 'Time and Absence' tile, showing a stylized person in orange and a clock face.
2.	<p>The Time and Absence page is displayed.</p> <p>Click the Request Absence tile.</p> <p>Request Absence</p>  An icon for the 'Request Absence' tile, showing a dark blue briefcase.




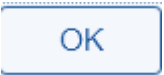


Step	Action
3.	<p>The Request Absence page is displayed.</p> <p>Note: The Absence Type field is not a required field. You can use this field to filter the Absence Types in order to narrow down the absence names in the Absence Name list.</p> <p>Click the Absence Type drop-down list.</p> <p>Absence Type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


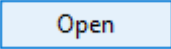






Step	Action
5.	Click the Absence Name drop-down list. *Absence Name
6.	Absence Name is required. The list is limited because you filtered the Absence Type. Choose the appropriate absence name from the list. 
7.	Enter the appropriate information in the *Start Date field or select the Calendar icon. 
8.	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.	The End Date and Original Start Date fields are populated by the Check Leave Balance action. Original Start Date



Step	Action
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.	Note: 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. 
14.	If necessary, use the Comments field for details related to your absence request. Comments

Step	Action
15.	The Add Attachment feature allows you to upload documentation with your absence request. Note: Supporting documents are optional and not required, so this step may be skipped. Attachments

Step	Action
16.	To locate the appropriate file, click the My Device link. 
17.	The File Upload menu is displayed from your device. Choose the appropriate file you want to attach to your request.
18.	Click the Open button. 
19.	Click the Upload button. 
20.	Click the Done button. 
21.	The selected file is attached to your absence request.
22.	When you are ready, click the Submit button. Note: The request will be routed to your supervisor for review. 
23.	Click the Yes button. 
24.	The absence request has been submitted for review. Note: You will also receive an email confirming your absence request has been submitted.
25.	You have completed the steps to submit a full day absence request in OneUSG Connect. End of Procedure.