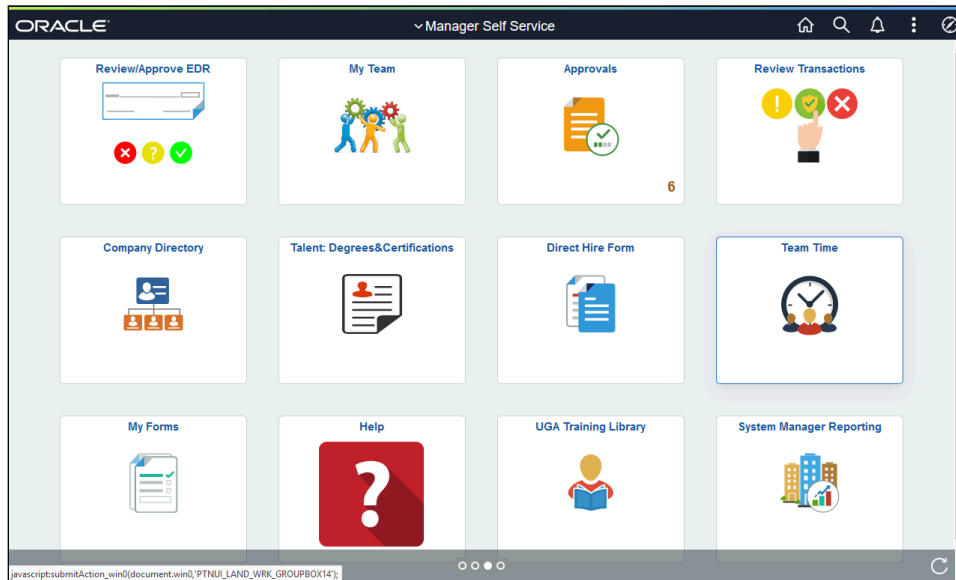
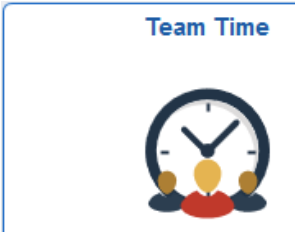
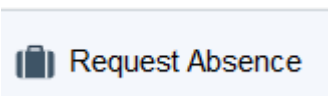




Submitting an Absence Request on Behalf of an Employee as a Supervisor


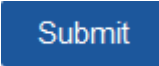
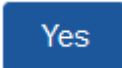
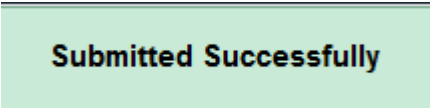


Step	Action
1.	<p>From the Manager Self Service homepage in OneUSG Connect, click the Team Time tile.</p> 
2.	<p>The Team Time page is displayed.</p> <p>Click the Request Absence link.</p> 
3.	<p>A list of your employees is displayed.</p> <p>Select the appropriate employee.</p>



Step	Action
4.	<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 options in the Absence Name list.</p> <p>Click the Absence Type drop-down list.</p> <p>Absence Type</p>
5.	<p>Select the appropriate absence type from the displayed list.</p> <p>Absence Type</p>
6.	<p>Click the Absence Name drop-down list.</p> <p>*Absence Name</p>
7.	<p>Absence Name is required. The list is filtered by the Absence Type.</p> <p>Choose the appropriate absence name from the list.</p> <p>*Absence Name</p>
8.	<p>Enter the appropriate information in the *Start Date, End Date and Original Start date fields or select the Calendar icon.</p> <p>*Start Date</p> <p>End Date</p> <p>Original Start Date</p>
9.	<p>To confirm the employee's available hours for the selected absence type, click the Check Leave Balance button.</p> <p>Check Leave Balance</p>
10.	<p>A message is displayed providing the eligibility status of the requested absence.</p> <p>Click the OK button.</p> <p>OK</p>
11.	<p>To view the employee's future leave balance, click the Forecast Details link.</p> <p>Forecast Details</p>



Step	Action
12.	<p>The employee's eligibility for the absence request is displayed.</p> <p>After reviewing the eligible leave balance, click the Close button.</p> 
13.	<p>Note: You can use the Add Attachment function to include any related documents.</p> <p>You will need to select the appropriate requested by option under Workflow.</p> <p>Click the Request As list.</p> <p>Request As</p>
14.	<p>Note: As the employee's supervisor you should submit any requests on their behalf using the Manager option.</p> <p>Click the Manager option.</p> <p>Request As</p>
15.	<p>When you are ready to submit the absence request, click the Submit button.</p> 
16.	<p>A confirmation pop-up is displayed.</p> <p>Click the Yes button.</p> 
17.	<p>The absence request has been submitted successfully.</p> 
18.	<p>You have completed the steps to submit an absence request on behalf of an employee in OneUSG Connect. End of Procedure.</p>