

Submitting an Absence/Leave Request (ESS Job Aid)

Introduction

This job aid describes the necessary steps to submit an Absence Request.

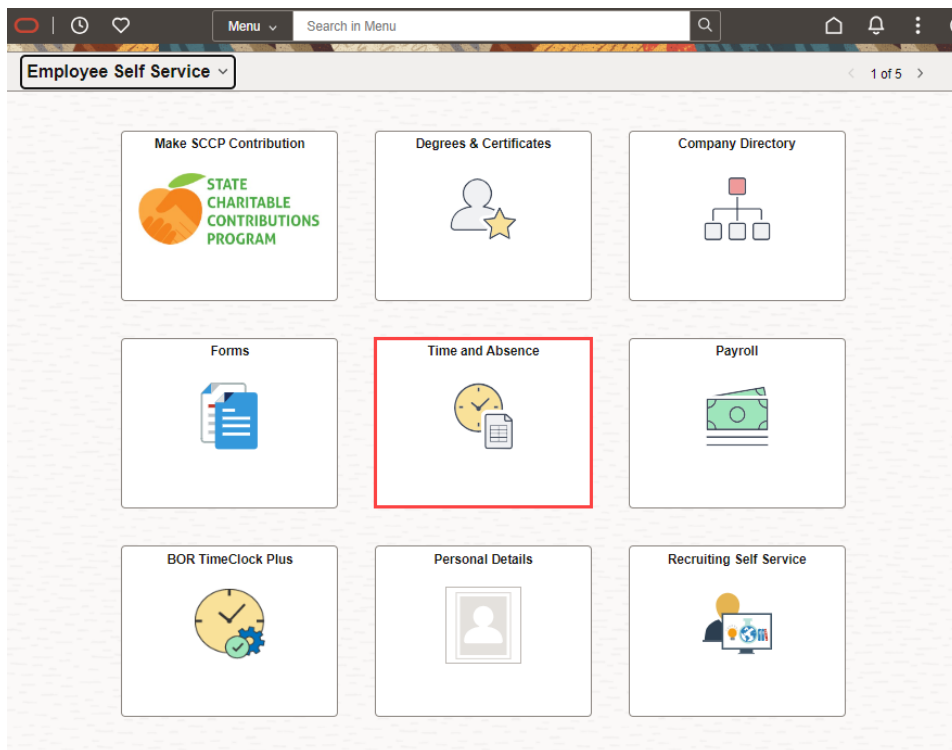
Absences are any time you take off from work. This can include vacation, sick leave, educational support leave, voting leave, jury duty, FMLA and other types of leave.

Instructions

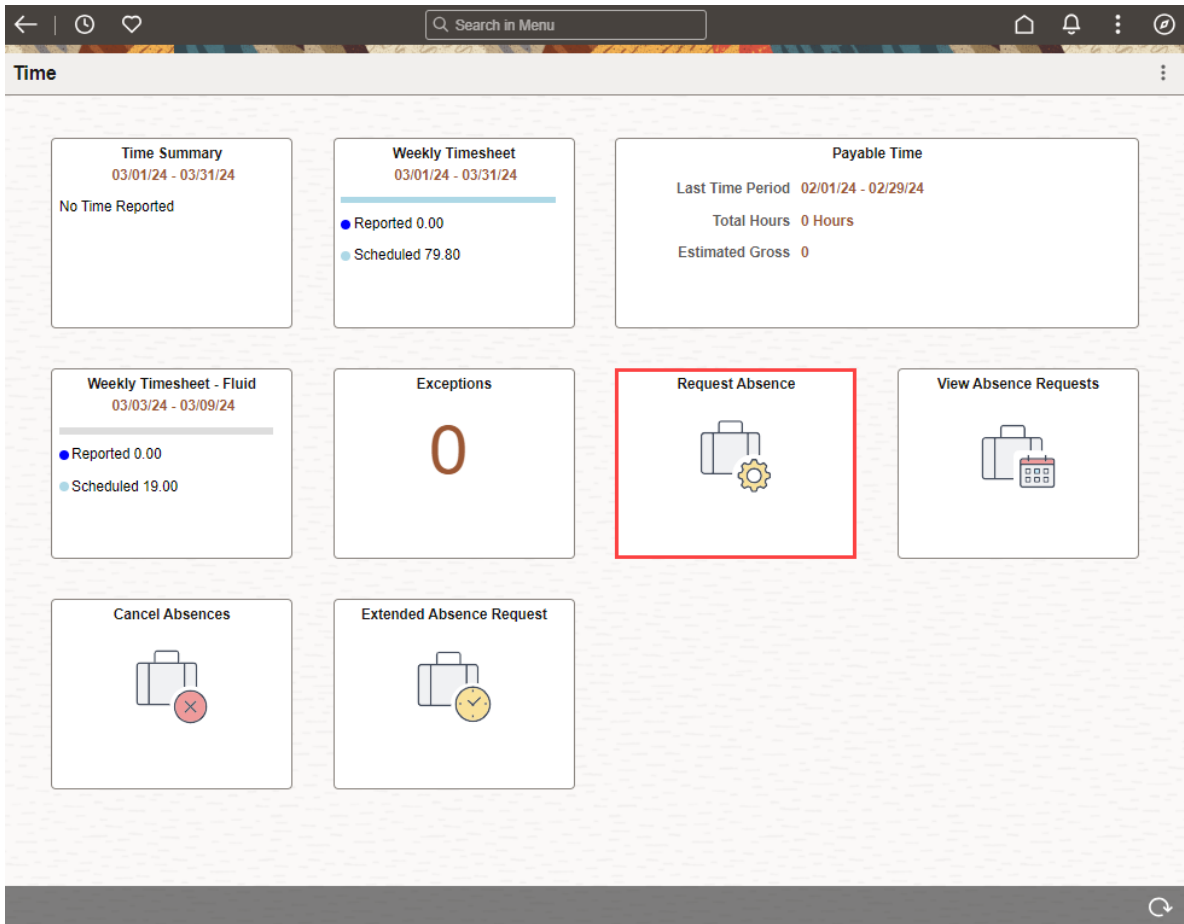
1. Log into **OneUSG Connect**.

Navigation: Home Page

2. From the home page, click **Time and Absence** tile.



3. Click the Request **Absence** from the Fluid Time and Absence Dashboard.



4. The **Request Absence** page displays two dropdown fields.
 - a. Allow the **Absence Type** to default to "All."
 - b. Select the appropriate **Absence Name** from the from the dropdown list, (i.e., "Sick").
 - c. Click **Apply Absence**.

The screenshot displays the 'Manage Absences' interface. It features a top navigation bar with a search bar and several icons. Below this, there are three cards showing different absence requests: 'Education Support' (Submitted), 'Sick Leave' (Approved), and another 'Sick Leave' (Approved). At the bottom, there is a form to 'Create a new Request' with fields for 'Start Date' (03/04/2024), 'End Date' (03/04/2024), 'Absence Type' (Sick), and 'Absence Name' (Sick Leave). A red box highlights the 'Absence Type' dropdown menu.

5. Use the Calendar icon to select an Absence **Start Date** and **End Date**.
6. The **Original Start Date** will default from the **Start Date**.
 - a. The Start and End dates must have values and should not Begin or End on OFF Days or Holidays.
 - b. Only Scheduled Work Days have value (the value of the scheduled hours).
 - c. **Holidays** and **OFF Days** have no scheduled hours value and calculate an Absence Request **Duration** of **Zero (0) hours** if selected.
 - d. A requested Start Date may be entered up to ninety (90) days in the past.
7. The **Duration** will default based on the number of 'event days' entered, times your scheduled work hours for the dates selected.
 - a. If are assigned an 8.0 hour schedule and you select a two-day date range (based on work days), the **Duration** will populate as 16.00 hours.
 - b. The default **Duration** hours will always calculate as scheduled hours times the number of Absence Event days requested.

Note: If you enter a leave request and the 'Duration' populates as 0.0 hours, you are requesting leave on a day that is scheduled as an 'Off Day'. If this is not correct, your manager will need to update your schedule in OneUSG Connect to have your leave ready to process.
8. If the number of requested hours is less than your scheduled hours for the requested day(s) off, the **Partial Days** option must be used. Refer to knowledge

article **USGKB0011083 Submit a Partial Day Absence/Leave Request (ESS Job Aid)** for instructions on how to submit a partial day absence/leave request.

9. Click the **Add Attachment** button to provide an attachment with the request.
 - a. **Attachment Disclaimer:** The attachments upload is optional functionality that may be used by an institution to facilitate and support established leave administration procedures. Employees should contact their institution's Human Resources or Payroll department for instructions regarding the use of this feature prior to the upload of any documentation.
 - b. Examples of appropriate documentation to upload may include a copy of a jury summons, a copy of military orders, or a note from a health care provider's office.
 - c. **Please do not upload any Personally Identifiable Information (PII)** such as social security numbers, mailing or email address, date of birth, phone numbers, or Protected Health Information (PHI) that contains specific treatment details which may cite a medical diagnosis.

Attachments

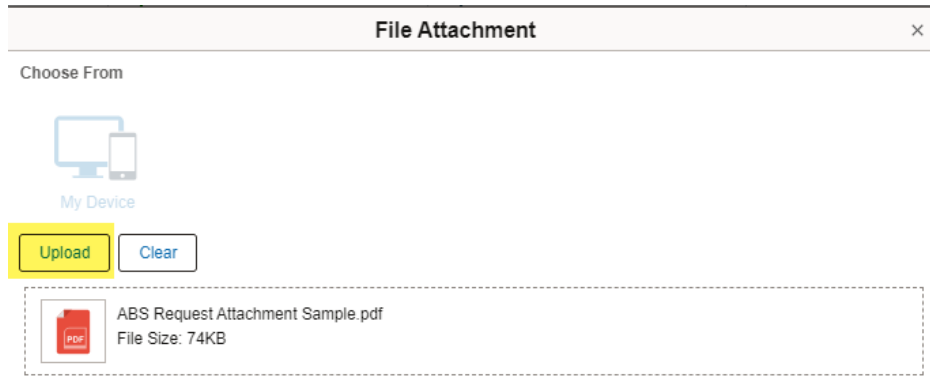
You have not added any Attachments.

Add Attachment

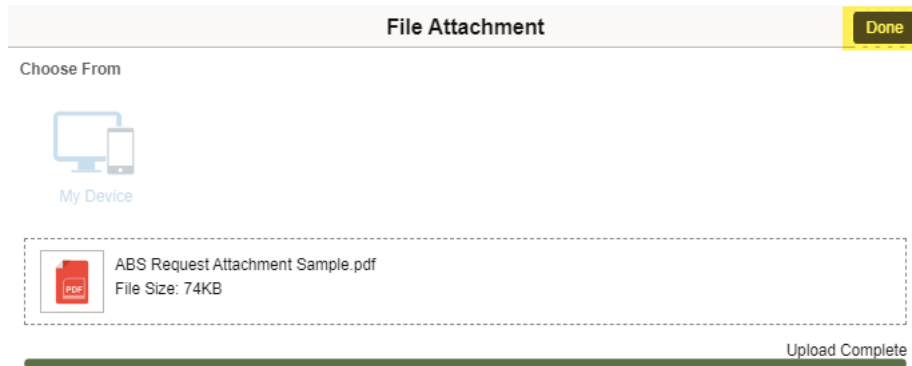
- d. Select **My Device** as the source from which to retrieve the appropriate attachment for this request.



- e. Once the file is chosen, select **Upload** to start **Attachment Step 1**.



f. **Attachment Step 2**, select **Done** to complete the Upload process.



10. Notice the attachment listed with an audit stamp alongside.

11. You may add an additional attachment description if desired.

Attachments

[Add Attachment](#)

Attachments	Description	Attached By	Attached	Status
ABS_Request_Attachment_Sample.pdf			03/04/24 05:43:27 PM	Active

1 row

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

12. Select the **Check Leave Balance** button to determine (via forecast) whether you have a sufficient accrual balance to cover the number of hours requested.

- a. A designation of “ELIGIBLE” or “INELIGIBLE” appears in a pop-up display once the forecast process is complete.

ELIGIBLE
Date Time: March 04,2024 at 17:45

OK

- b. “ELIGIBLE”, signifies that you have enough accrual balance to cover the absence.

INELIGIBLE
Date Time: March 04,2024 at 17:46

OK

- c. “INELIGIBLE”, signifies that do not have enough balance to cover all the absence hours requested, and that some (or all) of the requested hours will go uncompensated.
- d. Ineligible absences can still be submitted for processing.

Note: If this request changes the eligibility of a future leave request, the following notification will appear in a pop-up window:

Eligibility has changed for one or more existing Absence Requests. Please select View Eligibility Details to display the status of the requests.

OK

- e. If desired, click the **View Forecast Details** link to view the Eligibility Details to view absence hours requested, the balances from which the absence will be drawn, the resulting leave balances after the absence has been taken, and whether any hours will go uncompensated.

The screenshot shows the 'Manage Absences' interface. At the top, there are three cards representing different absence types: 'Education Support' (Submitted, 8.00 Hours), 'Sick Leave' (Approved, 4.00 Hours), and 'Sick Leave' (Approved, 16.00 Hours). Below these is a 'Create a new Request' section with various input fields: Start Date (03/04/2024), End Date (03/04/2024), Original Start Date (03/04/2024), Absence Type (Sick), Absence Name (Sick Leave), and a balance of 88.50 Hours. There are also fields for Partial Days (None), Duration (8.00 Hours), and a Comments box. A 'Submit' button is located at the top right of the form. Below the form is an 'Attachments' section with an 'Add Attachment' button and a table listing one attachment: 'ABS_Request_Attachment_Sample.pdf' attached on 03/04/24 at 05:43:27 PM, with an 'Active' status. A disclaimer at the bottom states: 'Disclaimer: The current balance does not reflect absences that have not been processed.'

Note: When you click **Forecast Details**, the details of the eligibility change will be visible at the bottom of the pop-up window.

Eligibility Details



Total Absence Hours Requested	8.00
Total Sick Hours Used	8.00
Total Comp Time Used	0.00
Total Deferred Holiday Used	0.00
Total Vacation Hours Used	0.00
Total Unpaid Hours	0.00
Total Unsched Holiday Hours	0.00
Sick Balance	88.50
Comp Time Balance	0.00
Deferred Holiday Balance	0.00
Vacation Balance	164.00
Unsched Hol Balance	0.00

- f. After your review, click the **[X]** at the top right corner to Return to Absence Request.
 - g. Click **Submit** and click **Yes** to confirm the absence request.
 - h. To complete the Request Absence process, review the Forecast Results and select **Submit**.
13. Click **Submit** and then click **Yes** to confirm the absence request.