Submitting a Full Day Absence Request

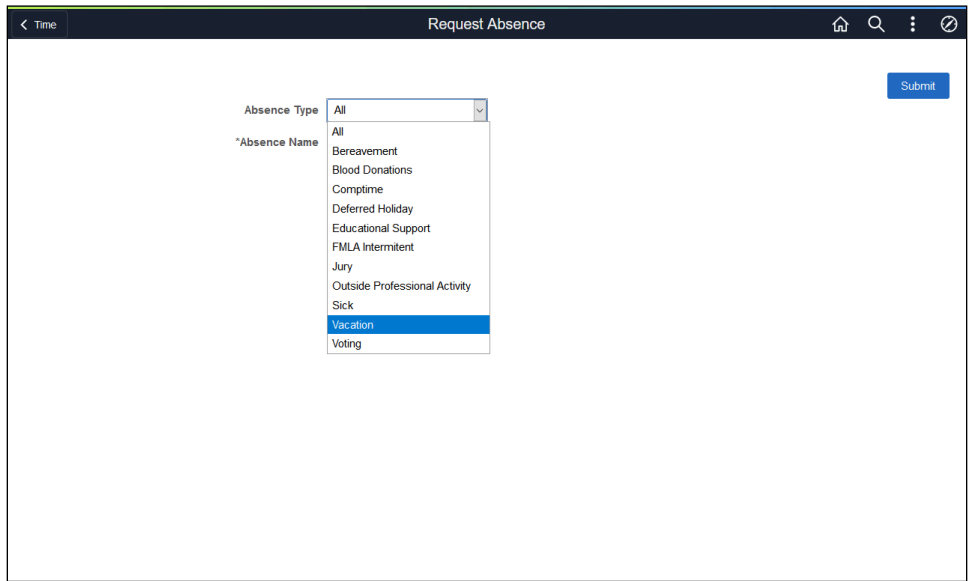**Job Aid**

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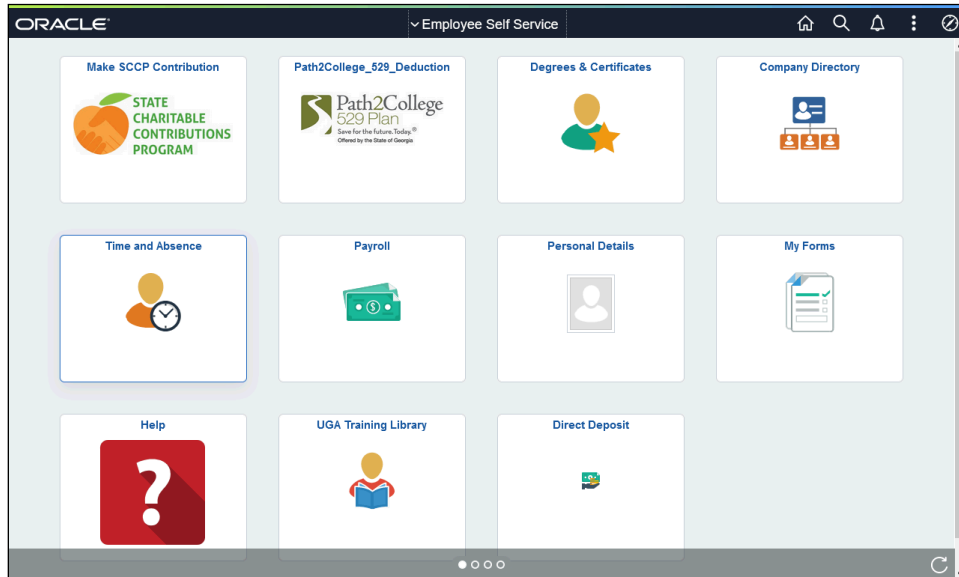
Step	Action
1.	From Employee Self Service Homepage, click the **Time and Absence** tile. **Time and Absence**
2.	The Time and Absence page is displayed. Click the **Request Absence** tile. **Request Absence**

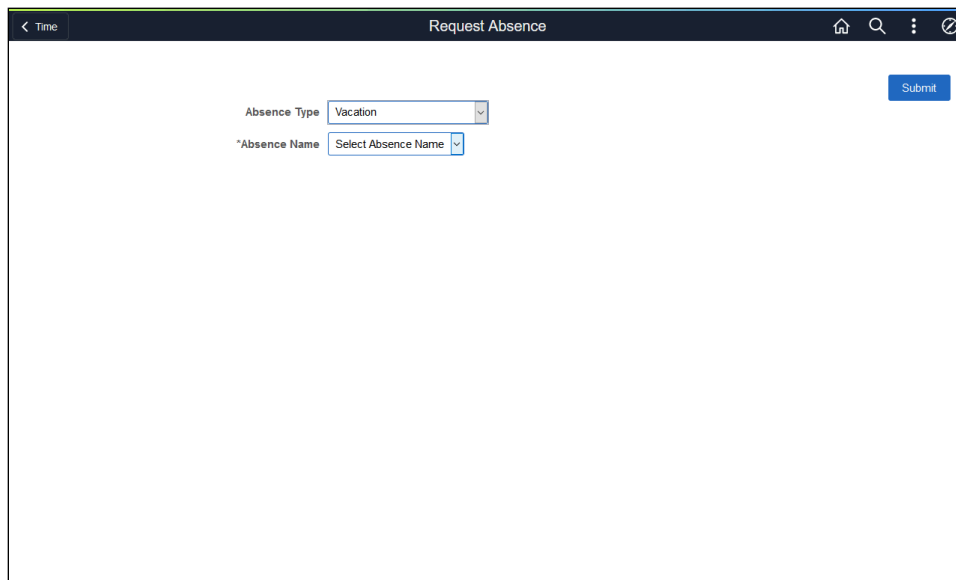| Step	Action
3.	The Request Absence page is displayed. **Note:** The Absence Type field is not a required field. You can use this field to filter the Absence Types in order to narrow down the absence names in the Absence Name list. Click the **Absence Type** drop-down list. **Absence Type**

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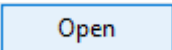| Step	Action
4.	Select the appropriate leave type from the displayed list. **Note:** If you are a Biweekly Benefitted employee, the best practice is to always enter Comp Time Requests and Deferred Holiday requests as Annual/Vacation and then the cascading rules will deduct the comp balance, the deferred 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.

	Request Absence	
	Absence Type Vacation	Submit
	*Absence Name Select Absence Name	
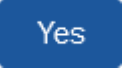
Step	Action
5.	Click the **Absence Name** drop-down list. *Absence Name
6.	Absence Name is required. The list is limited because you filtered the Absence Type. Choose the appropriate absence name from the list. Vacation
7.	Enter the appropriate information in the ***Start Date** field or select the **Calendar** icon.
8.	To confirm available hours for the selected absence type, click the **Check Leave Balance** button. Check Leave Balance

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Step	Action
9.	A message is displayed providing the eligibility status of your requested absence. Click the **OK** button. OK
10.	The End Date and Original Start Date fields are populated by the Check Leave Balance action. **Original Start Date**
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**
16.	To locate the appropriate file, click the **My Device** link. My Device
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. Open
19.	Click the **Upload** button. Upload
20.	Click the **Done** button. Done
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. Submit
23.	Click the **Yes** button. Yes
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.**