Submitting a Partial Day Absence/ Leave Request (ESS Job Aid)

Introduction

This job aid provides instructions on how to submit a partial day absence/leave request.

Instructions

- 1. Log into **OneUSG Connect**.
- 2. From Employee Self Service, click the Time and Absence tile.

Navigation:

Employee Self Service > Time and Absence > Request Absence

Note: Employee Self Service tile options may vary depending on your employee type.



3. On the **Time** page, click **Request Absence**.

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lime .					
N	Time Summary 03/01/24 - 03/31/24 Io Time Reported	Weekly Timesheet 03/01/24 - 03/31/24 • Reported 0.00 • Scheduled 168.00		Pay Last Time Period 02/01/24 Total Hours 0 Hours Estimated Gross 0	able Time - 02/29/24
	Weekly Timesheet - Fluid 03/03/24 - 03/09/24 Reported 0.00 Scheduled 40.00	Exceptions		Request Absence	View Absence Requests

- 4. The **Request Absence** opens to create a new request. Note: The start and end dates are defaulted to today's date.
 - a. Enter or select the **Start Date** of the absence.
 - b. Enter or select the **End Date** of the absence, if more than one day is being requested.

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Team Time						Vold Greek And Come		1 11	1.40	
🐔 Timesheet	Manage Absences									
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Request Absence			V					v	iew all re	equests
Cancel Absences	Vacation 01/02/2024		Vacation 12/18/2023		Vacation 11/27/2023					
E View Absence Requests	8.00 Hours		40.00 Hours		8.00 Hours					
Absence Balances	Ø Approved	1	 Approved 	:	Ø Approved	I				
6 Manage Exceptions	II Create a new Request									
Approve Absence Requests									Sub	mit
Assign Work Schedule	*Start Date	02/28/2024			End	Date 02/28/2024	🟥 🗐 +1 D	ay		
	Absence Type	All	•		*Absence M	lame Select Absence	e Name 🖌	Apply At	sence]

5. Click the **Absence Name** field and select the appropriate absence reason.

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Team Time			17 1979 MENT & B. 197 18			6.5.5 CA	17.27.10		
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Request Absence	Return to Select Employee		9					View	all requests
Cancel Absences	Vacation		Vacation		Vacation	Select Absence Name			
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Manage Exceptions	II Create a new Request					Jury Duty Outside Activity - Academic Outside Activity - Fiscal			
E Approve Absence Requests						Parental Intermittent Sick - Vac In Lieu			Submit
E Assign Work Schedule	*Start Date	03/04/2024	Ē		End Date	Sick-Bereavement Vacation	1 Day]	
	Absence Type	All	~		Absence Name	Select Absence Name	App	ly Abser	ice

6. Click Apply Absence.

reate a new Request				
				Submit
*Start Date	03/04/2024	End Date	03/04/2024	+1 Day
Original Start Date		Absence Type	All	~
		*Absence Name	Vacation	Apply Absence

7. Click Partial Days.

eate a new Request					
		-		(account of the	Su
-Start Date	03/04/2024		End Date	03/05/2024	+1 Day
Original Start Date			Absence Type	All	~
			*Absence Name	Vacation	✓ Apply Absence
				Balance 321.00 Hours**	
Partial Days	None	>			
Duration	16.00 Hours			Check Leave Balance	

Note: The status defaults to 'None'.

< Time			Request Absence		ଜ	Q	: 0
Changing the Absence Name will e	civer the detailed information associated.					5	ubmit
	Absence Type	Vacation	~				
	*Absence Name	Vacation ~					
	"Start Date	Cancel	Partial Days	Done			
	End Date	Partial Days	None ~				
	Original Start Date		All Days End Day Only				
	Duration		Start Day Only Start and End Days				
	Partial Days						
	Comments			_			

- a. Select the day(s) that will only be a partial absence.
 - "All Days"
 - "End Day Only"
 - "Start Day Only"
 - "Start and End Days"

Note: If you are only taking one day of leave, select either 'All Days' or 'Start Day' only. Either selection will work.

- b. In **Duration**, enter the hours of leave you are requesting for the day(s) selected through the **Partial Days** dropdown.
- c. Click Done.



d. Verify **Duration** has updated to reflect the correct number of hours.

e a new Request				SI
*Start Date	03/04/2024	End Date	03/05/2024	+1 Day
Original Start Date		Absence Type	All	~
		*Absence Name	Vacation	Apply Absence
			Balance 321.00 Hours**	
Partial Days	Start Day Only	>		
Duration	12.00 Hours		Check Leave Balance	

e. Click Check Leave Balance.

ELIGIBLE Date Time: February 28,2024 at 17:22	
ОК	

- f. Two possible messages will be returned:
 - "ELIGIBLE" means you have the leave balance available for the request.
 - "INELIGIBLE" means you **do not** have the leave balance available for the request. An ineligible absence can still be submitted for approval, but there will be uncompensated hours once the absence is processed.
- g. Click OK.

Note: If this request changes the eligibility of a future leave request, the following notification will appear:

Eligibility has changed for one or more existing Absence Reques	sts. Please sel	ect View Eligibility Details to display the status of the requests.
	OK	

8. Click Forecast Details.

ate a new Request				
				Su
*Start Date	03/04/2024	End Date	03/05/2024	+1 Day
Original Start Date	03/04/2024	Absence Type	All]
		*Absence Name	Vacation ~	Apply Absence
			Balance 321.00 Hours**	
Partial Days	Start Day Only	>		
Duration	12.00 Hours		Check Leave Balance Fore	cast Details

9. The **Eligibility Details** box shows the absence hours requested, the balances from which the absence will be drawn, and the resulting leave balances after the absence has been taken, and whether any hours will go uncompensated.

12.00
0.00
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12.00
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323.00
0.00

- 10. After your review, click the **[X]** at the top right corner to return to Absence Request.
- 11. Add **Comments** to detail the absence request, if necessary. These comments are routed to your manager or designated time approver.

Comments		li li
	E	

12. When finished entering all information for the absence, click **Submit**.

Note: If you click Submit without checking leave balances, the following error message will display:

"You must forecast this absence before submitting. Click Check Leave Balance button."

Create a new Request							
							Submit
*Start Date	03/06/2024		End Date	03/07/2024		+1 Day	
Original Start Date	03/06/2024		Absence Type	All		~	
			*Absence Name	Vacation		Apply Absence	
				Balance 280.00 Hours	**		

13. The system displays an informational message, asking you to confirm the submittal request. Click **Yes**.

					Submit
*Start Date	03/06/2024		End Date	03/07/2024 🟥 +1 Day	
Original Start Date	03/06/2024	Are you sure you want to Submit this Absenc Request?	е Туре	All	
		Yes	Name	Vacation Apply Absence	
				Balance 280.00 Hours**	

14. After completing the submittal process, the leave request is redisplayed in readonly mode. The **Request Status** is set to **Submitted.**