How Do I Request a Regular Absence for an Employee?

Navigation

1. Log into OneUSG Connect.

2. Click the **Navigator** icon in the upper right corner of the screen.

3. In the **NavBar**, select **Navigator**.

4. Click **Manager Self Service**.

5. Click **Time Management**.

6. Click **Report Time**.

7. Click **Absence Request**.

8. Click the **Select** button of the employee for which you want to record the absence.

9. Enter or use the **Calendar** icon to indicate the absence **Start Date**.

10. In the **Absence Name** drop down, select the type of absence.

11. Enter or use the **Calendar** icon to indicate the absence **End Date**.

12. If the absence included a partial day of leave, select the **Partial Days** drop down and select the appropriate value.

    a. In the **Duration** field, enter the number of hours of leave for the partial days.

13. Click the **Calculate Duration** button.

14. In the **Workflow** section, the **Request As** will be automatically set to **Employee**. The requestor will be the employee, and any comments entered will appear as the requestor comments.

15. In the **Requestor Comments** field, indicate the reason you are submitting this absence request on behalf of your employee.

16. Click **Forecast Balance**.

17. A value of "ELIGIBLE" or "INELIGIBLE" will display above the "Forecast Balance" button.

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a. If the value is "ELIGIBLE," the employee has enough paid entitlement to cover the absence.

b. If the value is "INELIGIBLE," the employee does not have enough entitlement and a portion of the absence will go uncompensated. Ineligible absences can still be submitted for processing.

18. If desired, click the **View Forecast Details** link to view the absence hours requested, the balances from which the absence will be drawn, and the resulting leave balances after the absence has been taken.

19. Click **Return to Absence Request** after viewing the forecast details.

20. Click the **Submit** button.

21. Click **Yes** when asked if you want to submit the absence request.

22. Click **OK** on the confirmation page.

23. Review the read-only details for the absence request, indicating an approved status. No additional approval action needs to be taken on this absence request.

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