Introduction

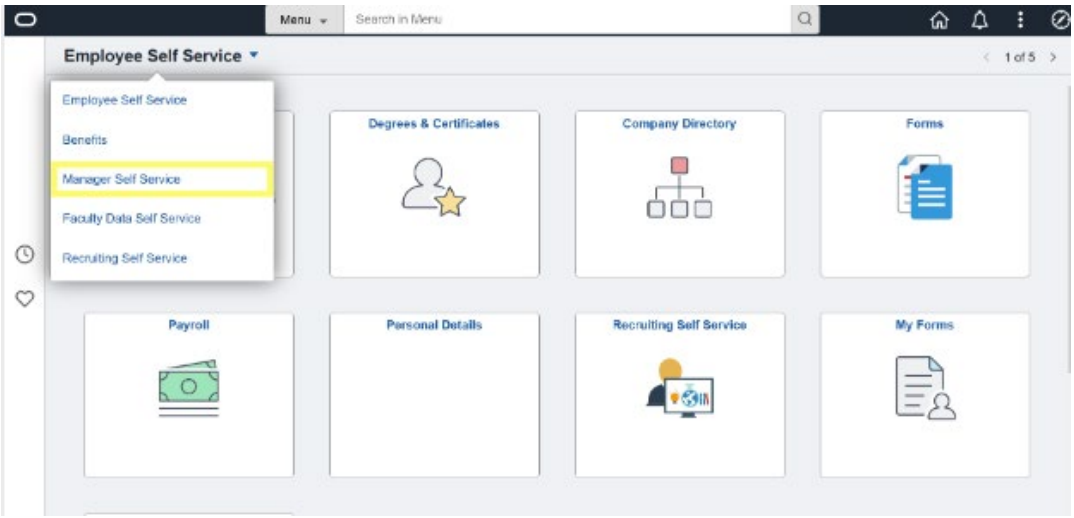
This job aid describes the steps necessary for a manager to request a regular absence on behalf of an employee through Manager Self Service (MSS) if the employee is unable to do so themselves. Normally, all leave requests should be submitted by the employee.

Instructions

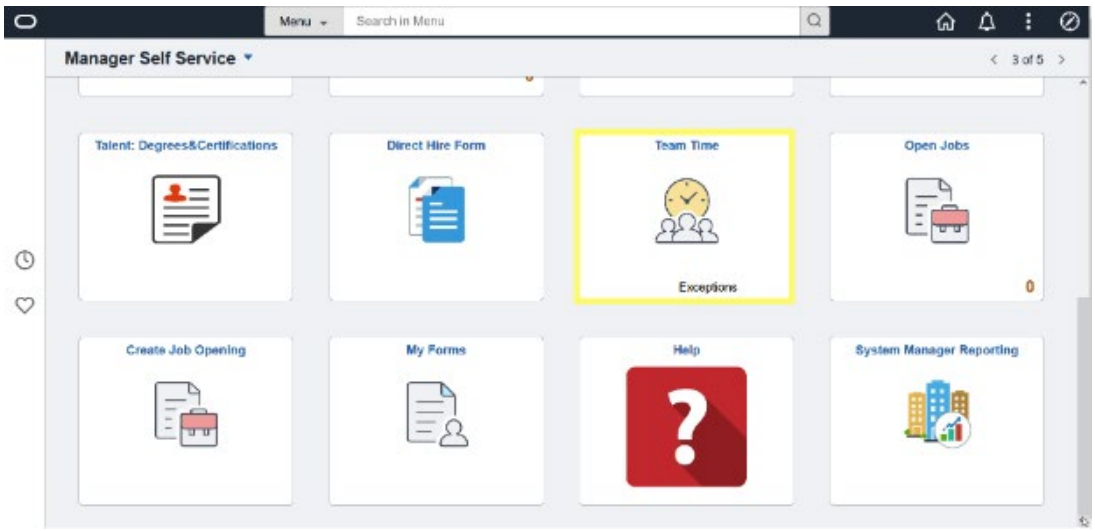
1. Log into **OneUSG Connect.**

   Navigation:
   Employee Self Service > Time Approver > Team Time Tile

2. Click on **Employee Self Service**, then click **Manager Self Service.**



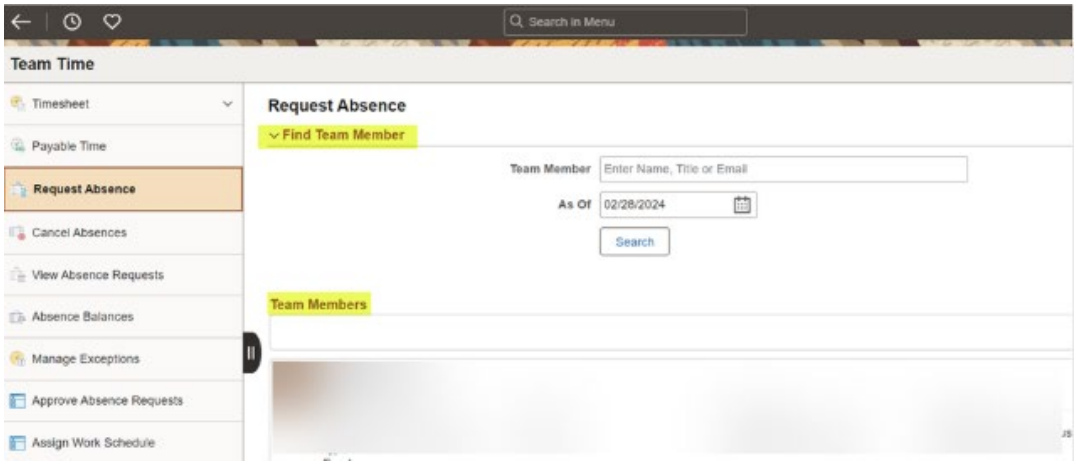
3. Click the **Team Time** tile to access the **Manager Self Service** dashboard.



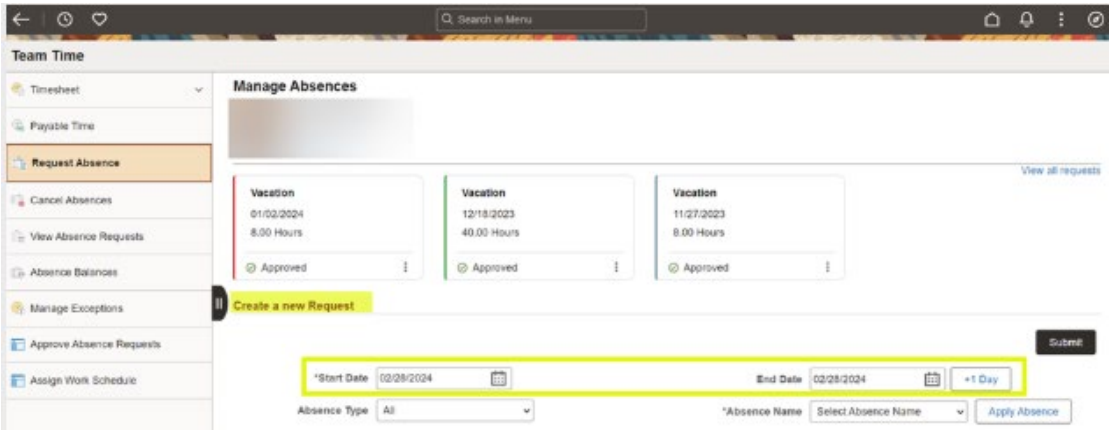
4. Click **Request Absence**.

5. Select employee using one of two methods:

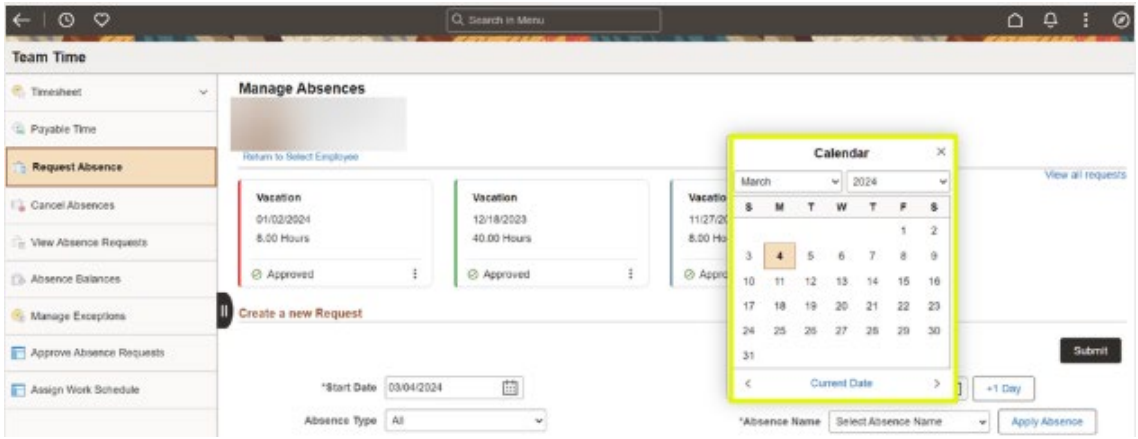
   a. Click the arrow in front of **Find Team Member.** OR
   b. Under **Team Members,** click on the employee's name.



6. The **Request Absence** page is opened to create a new request. NoteL the start and end dates are defaulted to today's date.

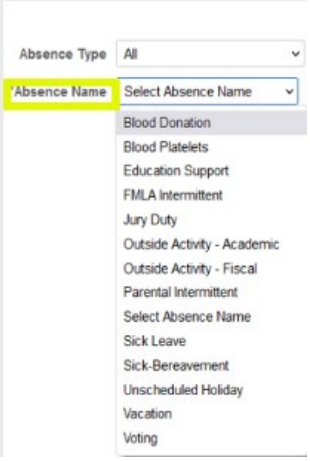


7. Use the **Calendar** icon to indicate the absence **Start Date** and **End Date.**

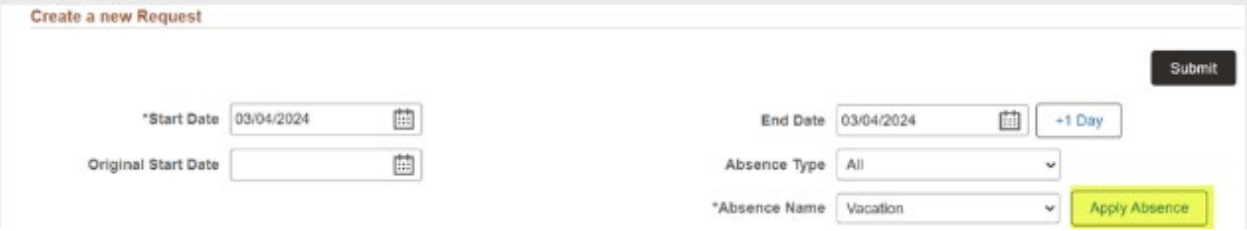


a. The **Start** and **End** dates must have a value and should not Begin or End on OFF Days or Holidays.
b. Only Scheduled Work Days have value (the value of the scheduled hours).
c. **Holidays** and **OFF Days** have no scheduled hours value and calculate an Absence Request **Duration of Zero (0) hours** if selected.
d. A requested Start Date may be entered up to ninety (90) days in the past.

8. Select the appropriate **Absence Name** from the dropdown list (i.e., “Sick Leave”)



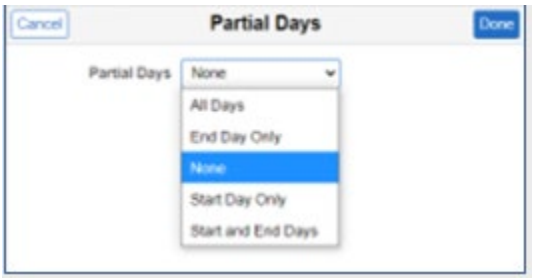
9. Click **Apply Absence**.



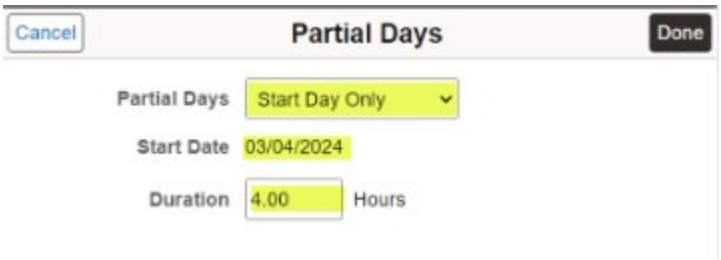
10. The **Duration** will default based on the number of ‘event days’ entered times the employee’s scheduled work hours for the dates selected.
    a. If an employee is assigned an 8.0-hour schedule and selects a two-day date range (based on work days), the **Duration** will populate as 16.00 hours.
    b. The default **Duration** hours will always calculate as scheduled hours times the number of Absence Event days requested.

11. If the number of requested hours is less than the employee’s scheduled hours for the requested day(s) off, the Partial Days option must be used. Refer to step 12 below.

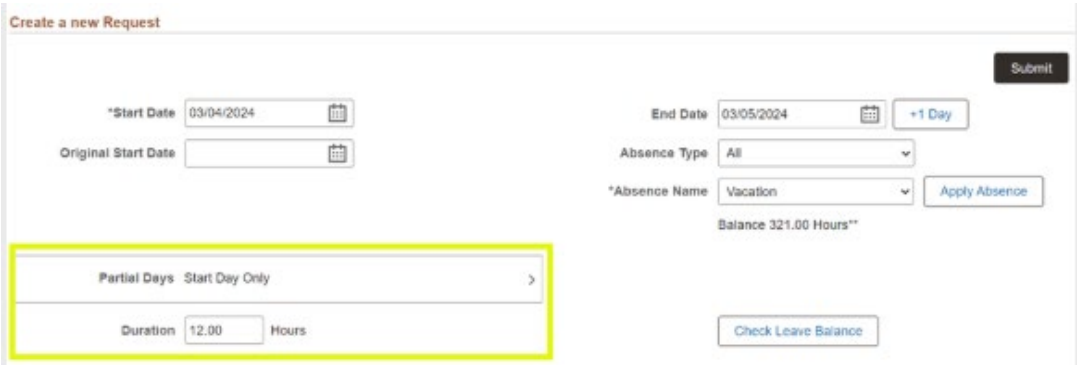
12. Select **Partial Days** if you need to request a Duration that is less than the employee's scheduled hours for the requested day(s).
    a. There are four (4) Partial Days options:
        - **All Days** – Use to count **ALL** requested days as Partial Days.
        - **End Day Only** – Use to designate only the requested **END** Day as a Partial Day.
        - **Start Day Only** – Use to designate only the requested **Start** Day as a Partial Day.
        - **Start and End Days** – Use to designate both the requested **Begin** and **End** dates as Partial Days.



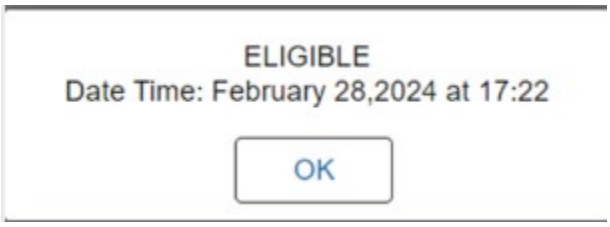
    b. Each **Partial Days** option will apply the defined Partial Days value (hours) to all designated **Partial Days** within the request.
    c. Once the **Duration** hours are entered, click **Done** to return to the main request page.
    d. In this example, "Start Day Only" was selected with a four (4) hour5 Duration.



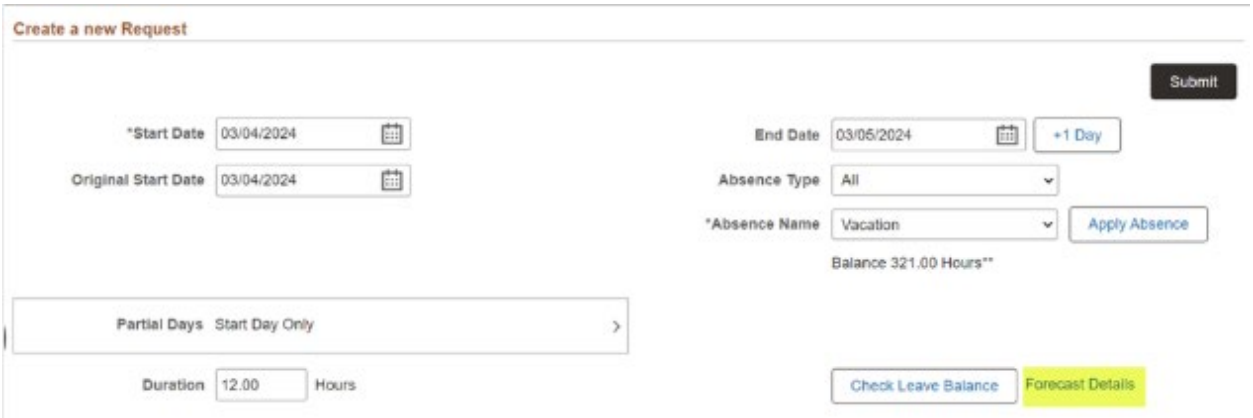
    e. Notice the original sixteen (16) hour request now has a **Duration** of twelve (12); four (4) hours for the **Start Day Only**, and eight (8) hours for the full second day.



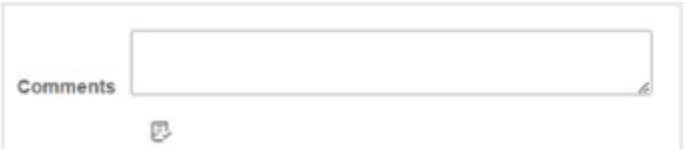
13. Click **Check Leave Balance** to determine (via forecast) whether the employee has a sufficient accrual balance to cover the number of hours requested.
    a. A designation of “ELIGIBLE” or “INELIGIBLE” appear in a popup display once the forecast process is complete.



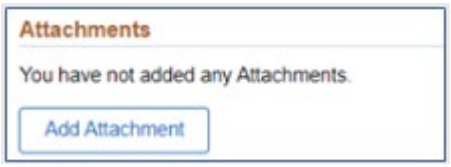
    b. “ELIGIBLE”, signifies that the employee has enough accrual balance to cover the absence.
    c. “INELIGIBLE”, signifies that the employee does not have enough balance to cover all the absence hours requested, and that some or all of the requested hours will go uncompensated.
    d. Ineligible absences can still be submitted for processing.
    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, and the resulting leave balances after the absence has been taken, and whether any hours will go uncompensated.



14. After your review, click the **[X]** at the top right corner to return to **Absence Request.**
    a. If desired, enter comment in the comments box.



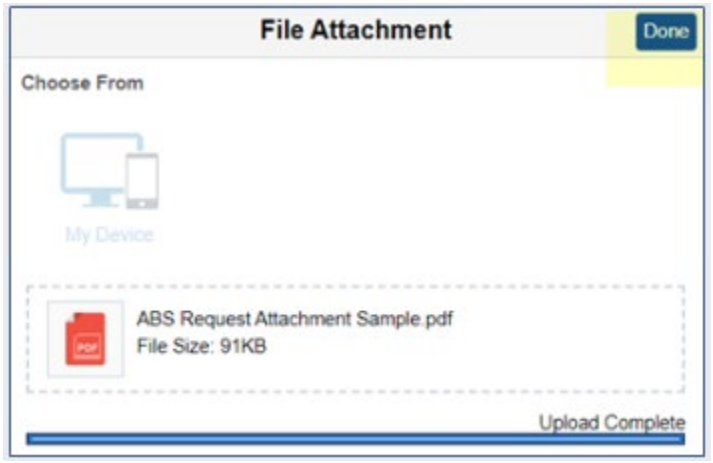
15. Click **Add Attachment** to provide an attachment with the request.
    a. **Attachment Disclaimer**: The attachments upload is optional functionality which may be used by an institution to facilitate and support established leave administration procedures. Employees should contact their institution's 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, 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.



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

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

f. Attachment Step 2: click **Done** to complete the Upload process



16. Notice the attachment listed with an audit stamp alongside.
17. You may add an additional description if needed.

18. The **Request As** type should always be set to "Employee."

19. Click **Submit** and click **Yes** to confirm the absence request.