University of South Carolina
Absence Management - MSS
Request a Full Day Absence on Behalf of Employee

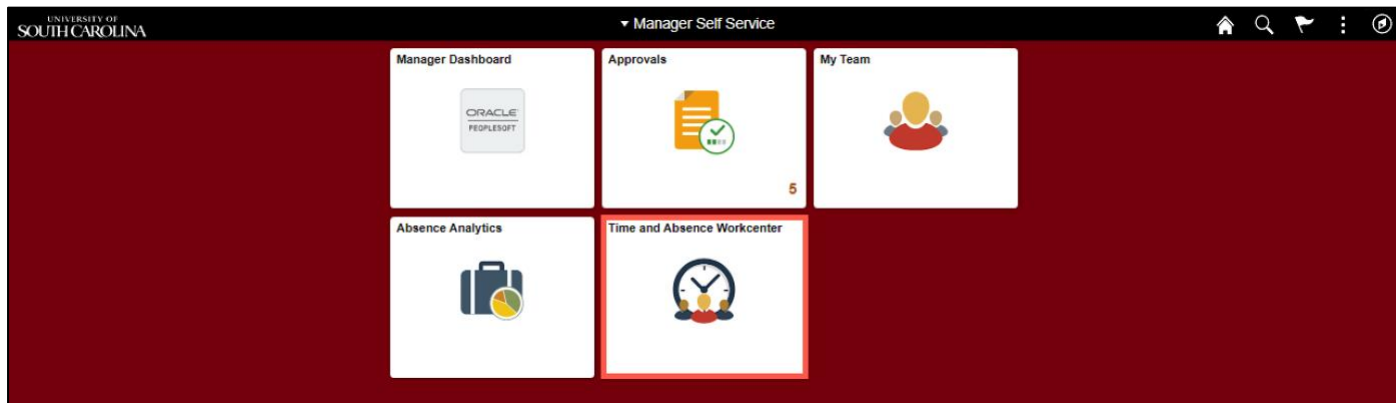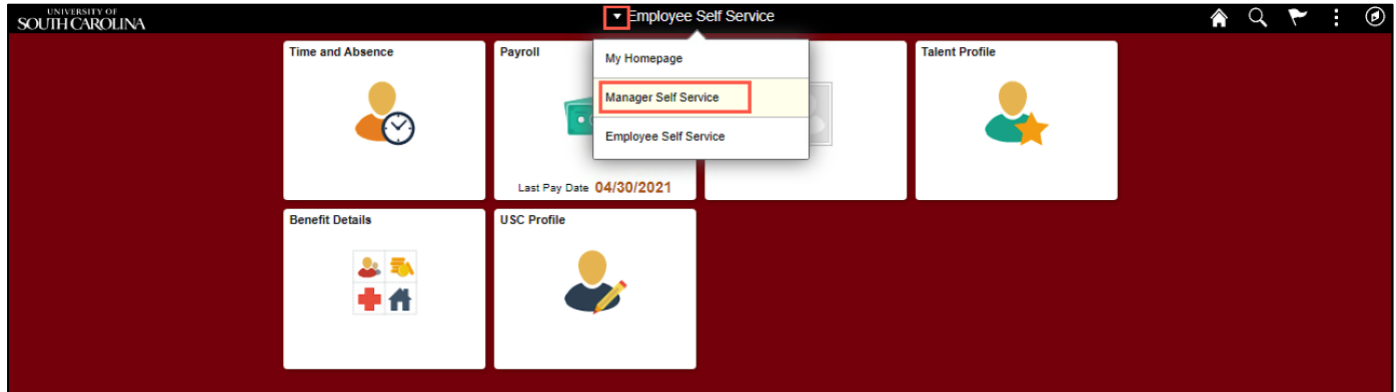| How to request a full day absence: |
|---|
| This job aid outlines how a manager can request a full day absence on behalf of an employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities. |

Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

Processing Steps	Screenshots
Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop-down arrow and select **Manager Self Service** from the list.	
Step 2: Click the **Time and Absence Workcenter** tile.	

Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries and reports.

Step 3: Click the **Manage Time and Absence** drop-down arrow.

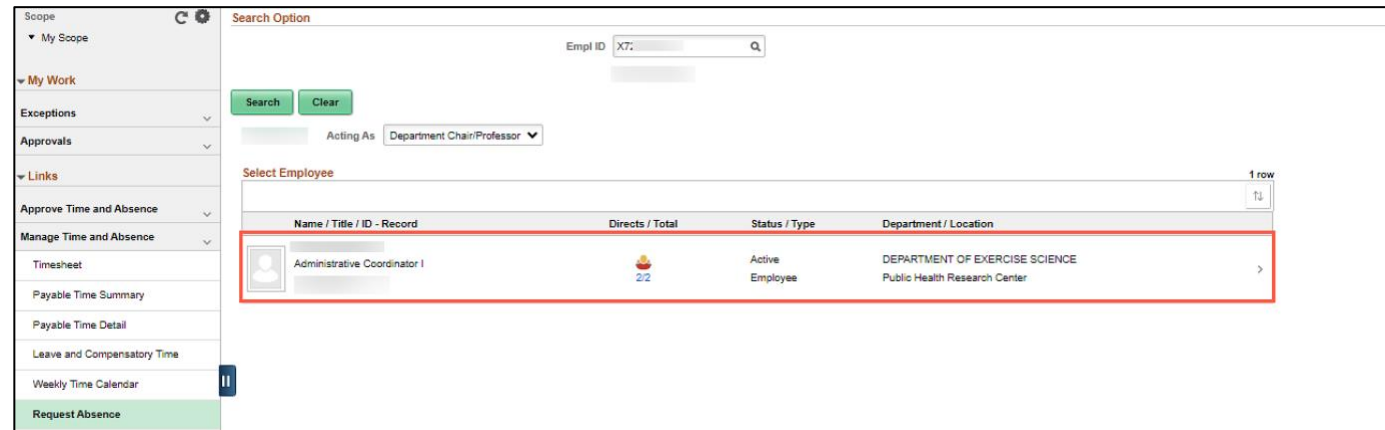**Step 4:** Click **Request Absence** from the options list.

Step 5: Click in the **Empl ID** field and enter the USCID for the employee you are creating the absence for.

Step 6: Click the **Search** button.

Step 7: Click the **Employee** row to open the Request Absence page.

Step 8: Click the **Expand Page** icon to see a full view of the Enter Time page. This will reduce the amount of scrolling you will have to do to complete the task.

Step 9: Click the **Absence Name** drop-down arrow and select an absence type.

This will only display absence types that are associated with the employee's eligibility.
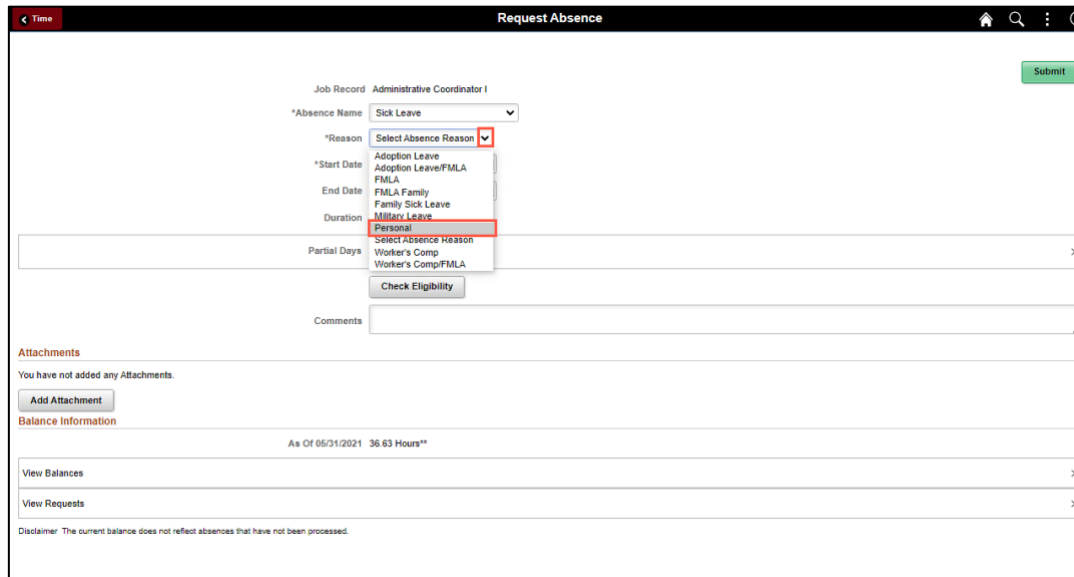
Please refer to the Absence Type one page document for more detailed information about each absence type.

Request Absence

Job Record Administrative Coordinator I

*Absence Name Select Absence Name ▼

- Administrative Leave
- Amer. Red Cross Crt. Disaster
- Annual Leave
- Blood Drive and Donation
- Bone Marrow
- Court Leave
- Death in Immediate Family
- Leave of Absence (LWOP)
- Mandatory Furlough
- Military Leave
- Organ Donor Leave
- Select Absence Name
- Sick Leave
- Sick Leave Advance
- Voluntary Furlough
- Voting Leave

Submit

Step 10: Click the **Reason** drop-down arrow and select an appropriate reason for the leave.

Note: Not all absence types have this reason field.

Request Absence

Job Record Administrative Coordinator I

*Absence Name Sick Leave ▼

*Reason Select Absence Reason ▼

- Adoption Leave
- Adoption Leave/FMLA
- FMLA
- FMLA Family
- Family Sick Leave
- Military Leave
- Personal
- Select Absence Reason
- Worker's Comp
- Worker's Comp/FMLA

*Start Date

End Date

Duration

Partial Days

Check Eligibility

Comments

Attachments

You have not added any Attachments.

Add Attachment

Balance Information

As Of 05/31/2021 36.63 Hours**

View Balances

View Requests

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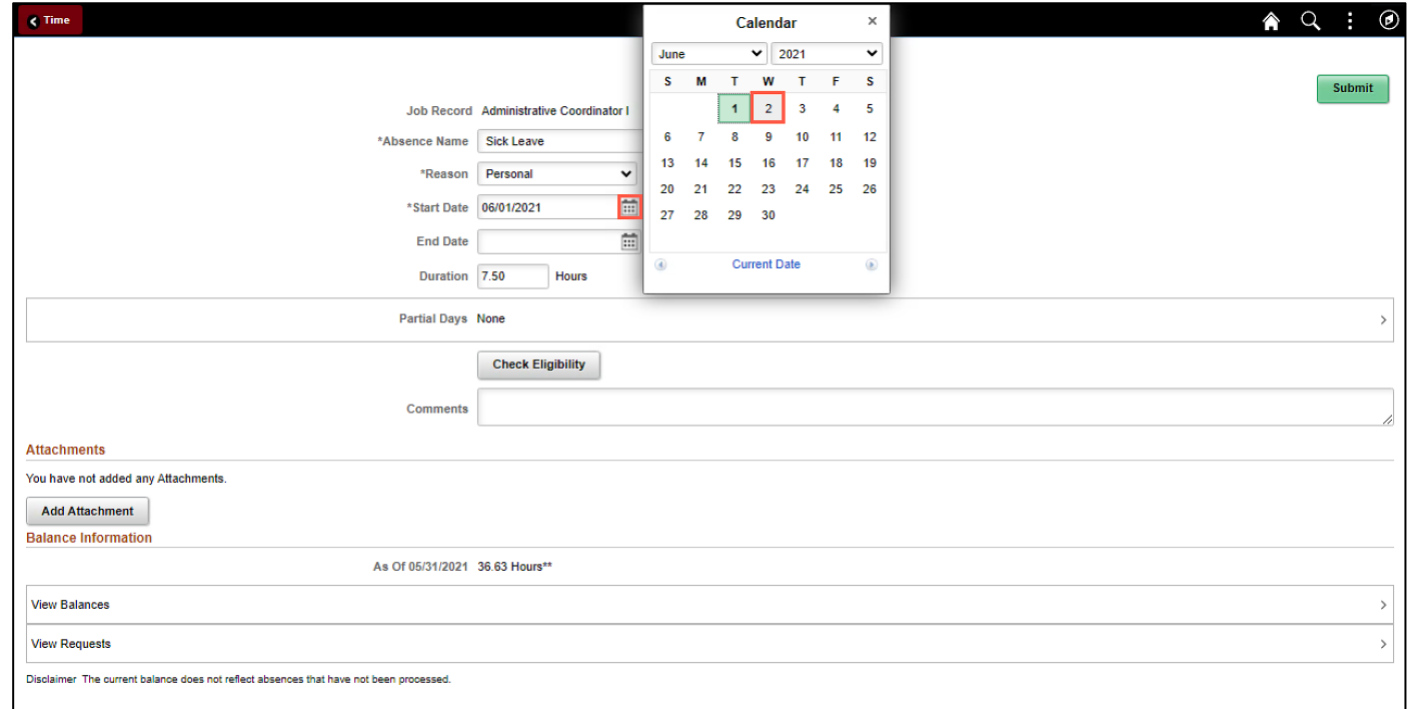
Submit

Step 11: Click the **Calendar** icon to select a start date for the absence.

Select the first day of the absence event. The field option defaults to the current date. If there's a break in the absence, enter each event separately. For example, if the employee is out sick for two days, return to work for three days, and is out sick again, enter two absence events. If the absence includes a weekend (say, Thursday to Monday), enter one absence event.

Future dated absences can be entered months in advance of the planned absences.

You can go back and enter absences that occurred 60 days prior to the current day.

Note: An end date is not needed unless you are requesting multiple days of leave.

Validate the number of hours for the absence in the **Duration** field.

Duration Hours are determined by the employee's assigned work schedule and should match the hours they are scheduled to work on the days for which the absence has been requested.

An absence cannot be requested for a date an employee is not scheduled to work.

Step 12: If the absence request is for annual or sick leave, click the **Check Eligibility** button to determine if they are eligible to take the leave.

Request Absence		
‹ Time		⌂ 🔍 ⋮ ⊘
		Submit
Job Record	Administrative Coordinator I	
*Absence Name	Sick Leave ⌄	
*Reason	Personal ⌄	
*Start Date	06/02/2021 📅	
End Date	06/02/2021 📅	
Duration	7.50	Hours
Partial Days	None	›
	Check Eligibility	
Comments		

Attachments
You have not added any Attachments.

Add Attachment
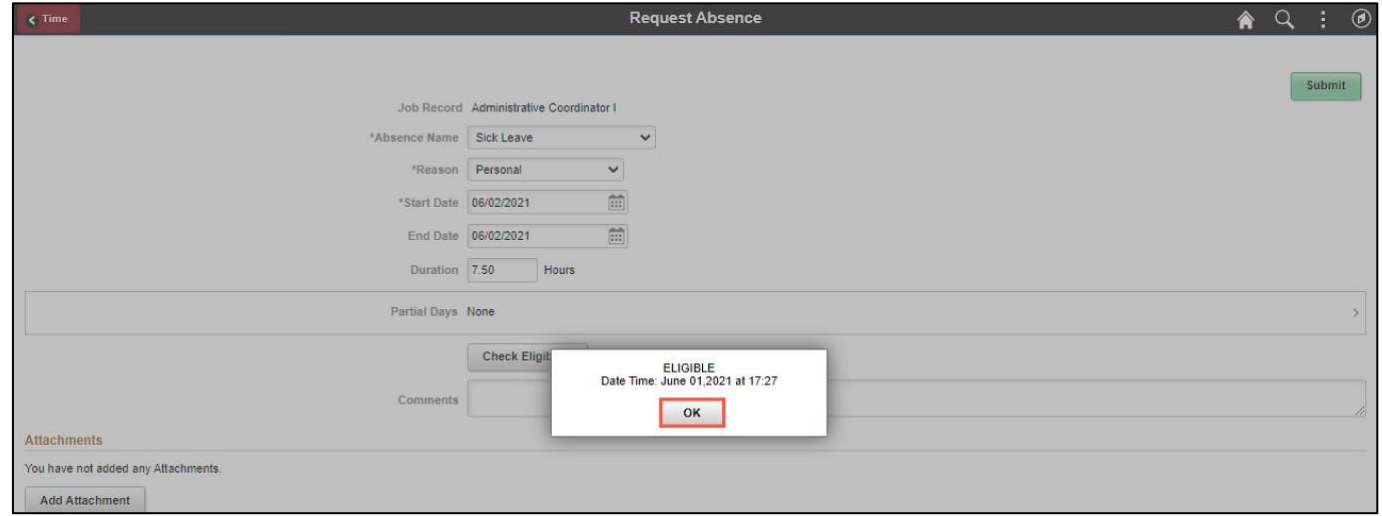
Two possible messages will be returned:

- **ELIGIBLE** means they have the leave available.
- **INELIGIBLE** means they do not have the leave balance available for the request.
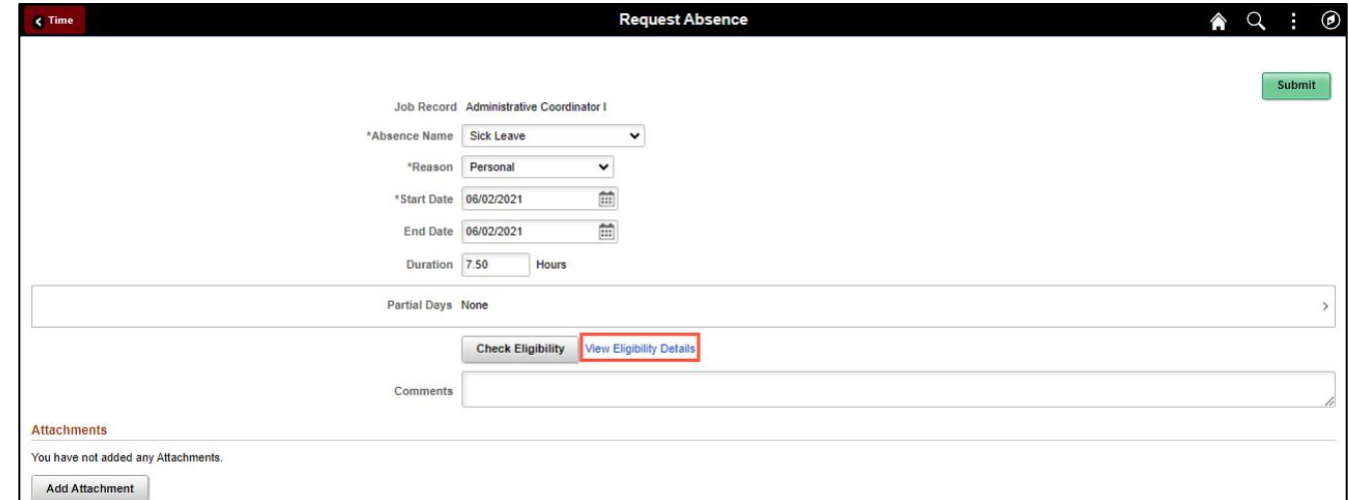
If the absence is for leave types other than annual or sick leave, you will not see this Check Eligibility button. However, if the other leave type (i.e., death in the immediate family leave) has a limit per Uof SC policy, an error message will appear if the request exceeds the established limit.

Step 13: A message appears saying the employee is eligible. Click the **OK** button to continue.
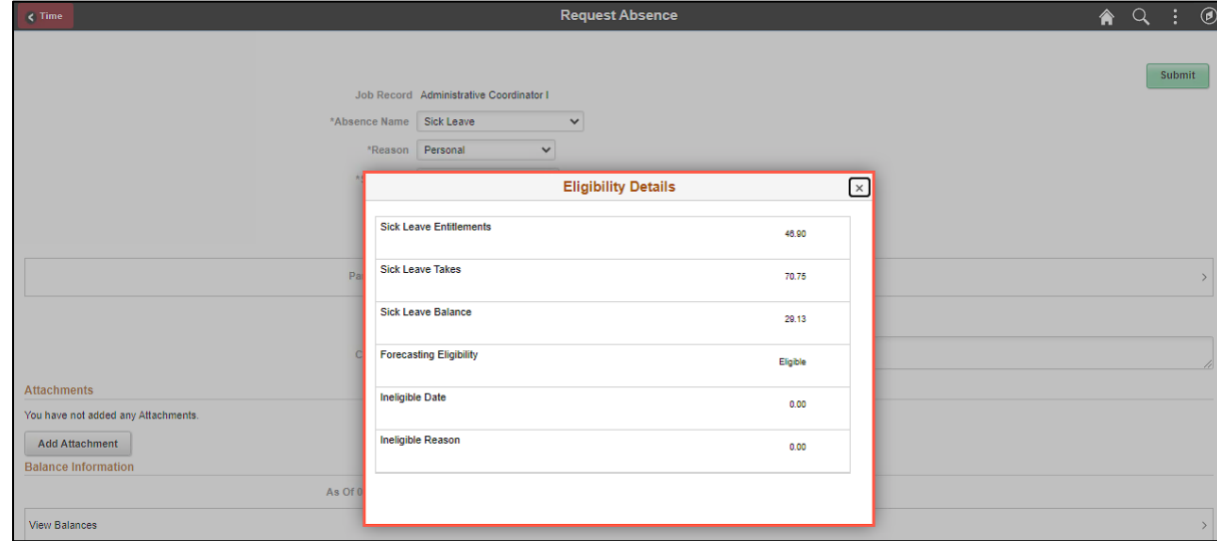
Step 14: Click the **View Eligibility Details** link to view the details.

If Check Eligibility comes back Ineligible, an ineligible reason will be provided on this Eligibility Details page.

Step 15: Click the **X** to close the page to continue the absence request.

Step 16: Click in the **Comments** field and enter additional information.

Note: If attachments are required for the Absence Type, a message will appear asking you to upload supporting documentation.

Step 17: To add an attachment, click the **Add Attachment** button.

Step 18: Click **My Device** to select the appropriate documentation saved on your computer.

Step 19: Select the document and click the **Open** button.

Step 20: Click the **Upload** button.

Step 21: Click the **Done** button to close the File Attachment page.

Step 22: Enter a description for the attached document in the **Description** field.

Step 23: Click **Submit** to submit the absence request for approval.

Step 24: Click the **Yes** button to indicate you are ready to submit the request.
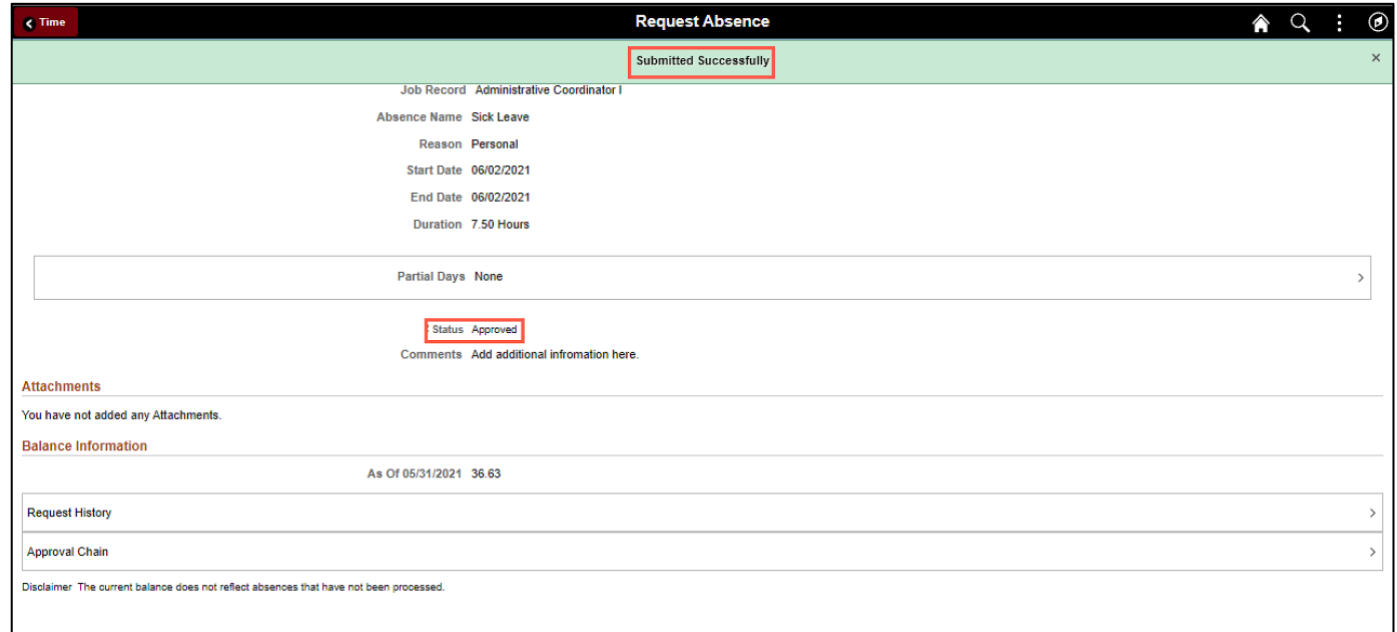
Once the absence request has been submitted correctly, you will see a message saying that the absence request has been submitted successfully. Also, an email is generated that will automatically be sent the employee.

When an absence request is entered by a manager on behalf of an employee, additional approval is not required.

You successfully learned how to request a full day absence from request absence tile.