University of South Carolina
Absence Management – Leave Administrator
View Leave Pool Transaction History

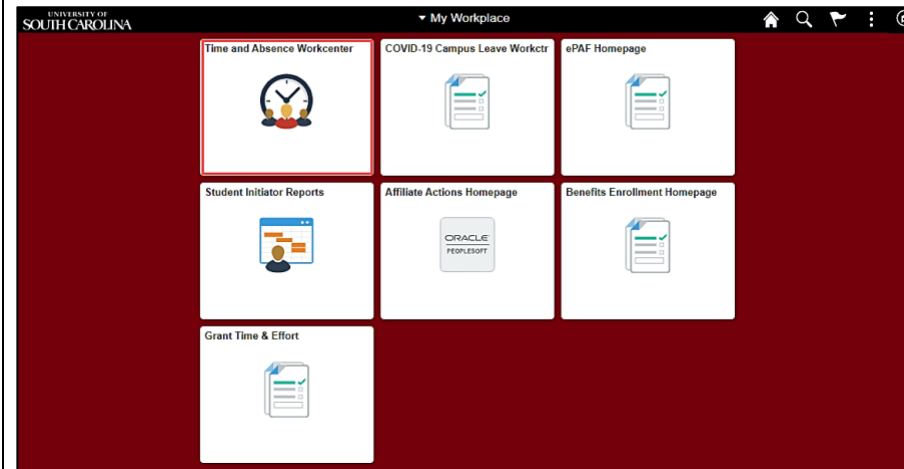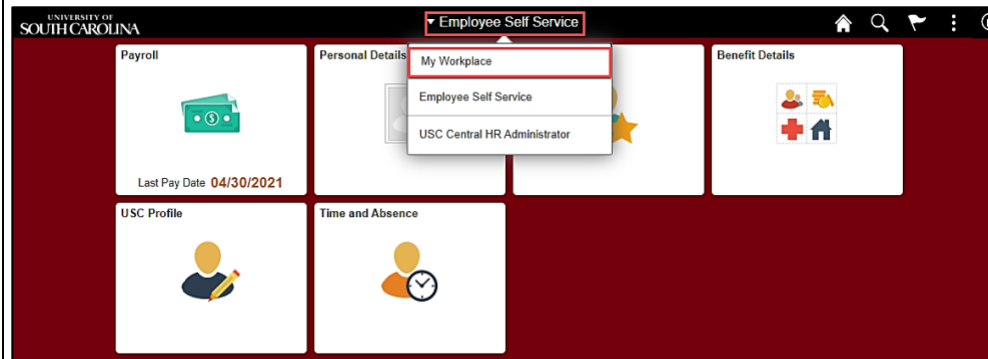| How to request to view leave pool transaction history: |
|---|
| This job aid outlines how a TL/ABS Approver with the HR Leave Administrator role can view leave pool transaction history on behalf of an employee. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities. |
| **Navigation:** Employee Self Service > My Workplace > 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 **My Workplace** 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.

In conjunction with the TL/ABS Approver role, you also have an add-on role, HR Leave Administrator, which affords some access to medically sensitive information. The HR **Leave Administrator** role can initiate requests on behalf of employees for Bone Marrow Donor, Organ Donor, Sick Leave Advancement, and view Leave Pool Transfer History.

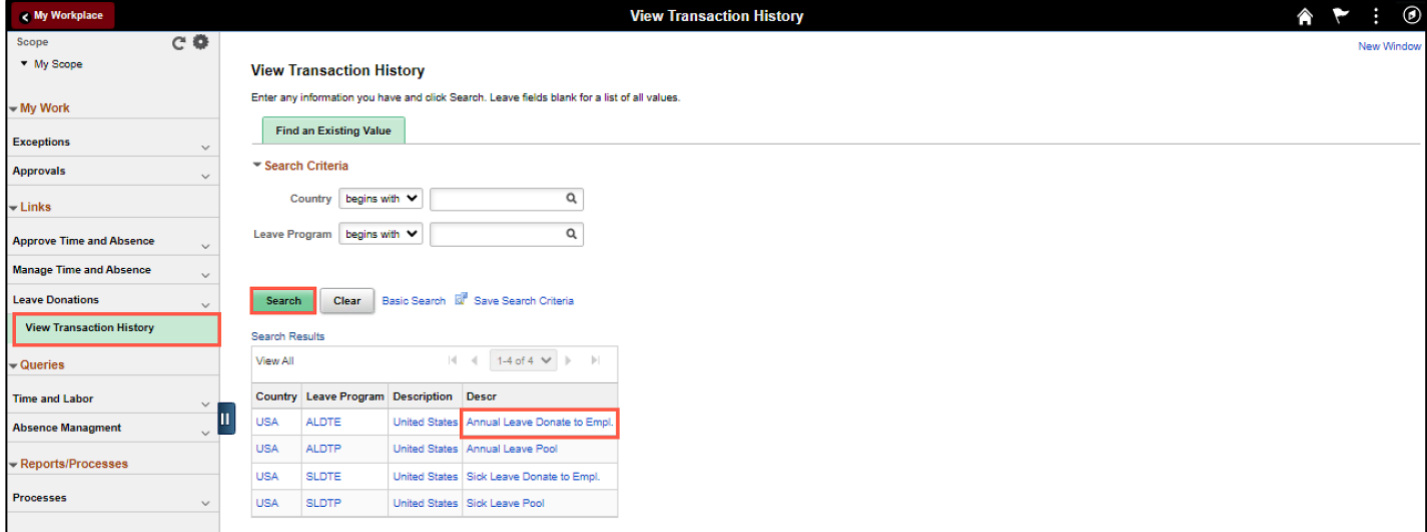**Step 3:** Click the **Leave Donations** drop-down arrow.

Step 4: Click the **View Transaction History** tab.

Step 5: Click the **Search** button to return all of the Leave request programs.

Step 6: Click the appropriate **Leave Program** from the list.
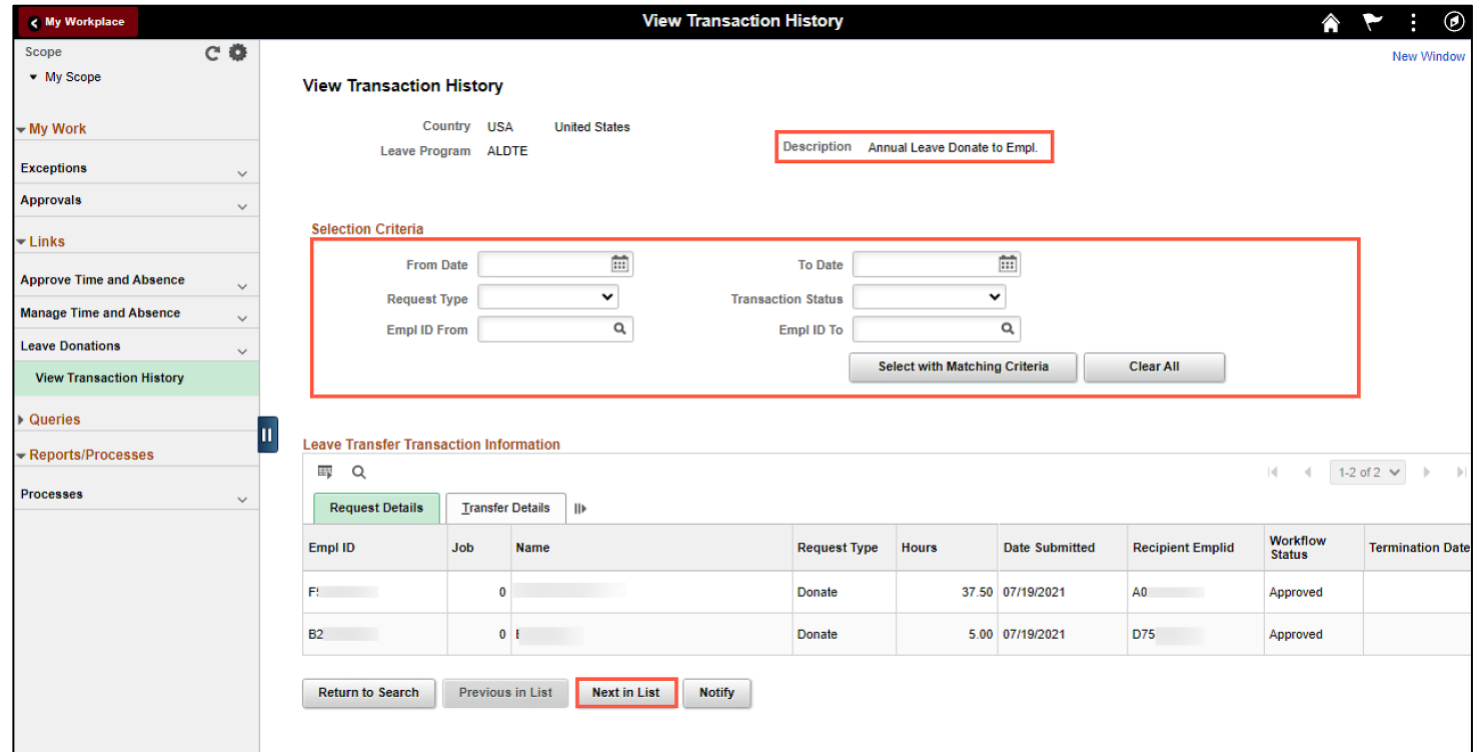
Step 7: On the **View Transaction History page**, the Leave Program description can be seen at the top. You can narrow your search by using the Selection Criteria to search by:

- Time Period using the From Date and To Date fields
- Request Type of Donate or Receive
- A specific employee using the EMPL ID From and To fields

Step 8: To view transaction history for the next leave program, click the **Next in List** button.

You successfully learned how to view leave pool transaction history as a HR Leave Administrator.