



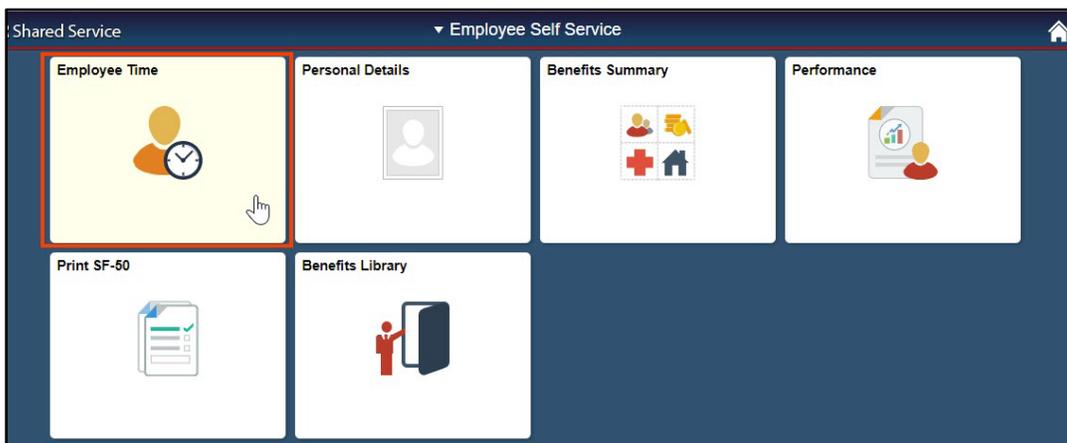
Create an Absence/OT Request (Employees)

Content:

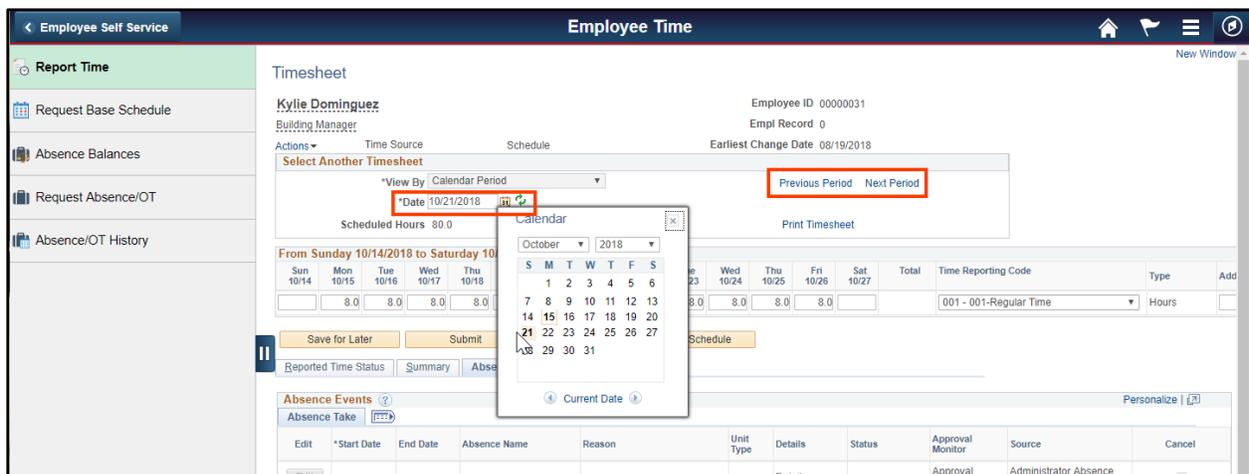
- [Absence/OT Request Submitted from Timesheet](#)
- [Absence/OT Request Submitted from Request Absence/OT Tab](#)

Absence/OT Request Submitted from Timesheet

1. From the Employee Self Service home page, choose the **Employee Time** tile.



2. The **Report Time** tab will be displayed automatically. Navigate to the date of the leave request using the **Date** field or **Previous Period/Next Period** hyperlinks.
 - a. Select the refresh [🔄] icon if you use the Date field.





3. Select the **Absence/OT** tab on the timesheet.

The screenshot shows the 'Employee Time' interface for 'Kylie Dominguez'. The 'Absence/OT' tab is highlighted with a red box. Below the tabs, there is an 'Absence Events' section with an 'Add Absence Event' button.

Sun 10/14	Mon 10/15	Tue 10/16	Wed 10/17	Thu 10/18	Fri 10/19	Sat 10/20	Sun 10/21	Mon 10/22	Tue 10/23	Wed 10/24	Thu 10/25	Fri 10/26	Sat 10/27	Total	Time Reporting Code	Type
	8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			001 - 001-Regular Time	Hours

4. Select the **Add Absence Event** button.

The screenshot shows the 'Employee Time' interface for 'Kylie Dominguez'. The 'Absence/OT' tab is selected. The 'Add Absence Event' button is highlighted with a red box.

Sun 10/14	Mon 10/15	Tue 10/16	Wed 10/17	Thu 10/18	Fri 10/19	Sat 10/20	Sun 10/21	Mon 10/22	Tue 10/23	Wed 10/24	Thu 10/25	Fri 10/26	Sat 10/27	Total	Time Reporting Code	Type
	8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			001 - 001-Regular Time	Hours



5. Enter the **Start** and **End** Dates for the absence/overtime event.

Employee Time

Timesheet

Kylie Dominguez Employee ID 00000031
Building Manager Empl Record 0

Actions Time Source Schedule Earliest Change Date 08/19/2018

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 10/14/2018 Scheduled Hours 80.0 Reported Hours 0.0 Print Timesheet

From Sunday 10/14/2018 to Saturday 10/27/2018

Sun 10/14	Mon 10/15	Tue 10/16	Wed 10/17	Thu 10/18	Fri 10/19	Sat 10/20	Sun 10/21	Mon 10/22	Tue 10/23	Wed 10/24	Thu 10/25	Fri 10/26	Sat 10/27	Total	Time Reporting Code	Type
	8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			001 - 001-Regular Time	Hours

Save for Later Submit Apply Schedule

Reported Time Status Summary Absence/OT Exceptions

Absence Events

Absence Take

Edit *Start Date End Date

Calendar

October 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Current Date

Absence Entitlement Balance

Entitlement Name	Balance as of 05/26/2018**
Sick Leave Balance	627.00 Hours
Annual Leave Balance	276.00 Hours

6. Select the **Absence Name** drop-down to choose the appropriate option.

Employee Time

Timesheet

Kylie Dominguez Employee ID 00000031
Building Manager Empl Record 0

Actions Time Source Schedule Earliest Change Date 08/19/2018

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 10/14/2018 Scheduled Hours 80.0 Reported Hours 0.0 Print Timesheet

From Sunday 10/14/2018 to Saturday 10/27/2018

Sun 10/14	Mon 10/15	Tue 10/16	Wed 10/17	Thu 10/18	Fri 10/19	Sat 10/20	Sun 10/21	Mon 10/22	Tue 10/23	Wed 10/24	Thu 10/25	Fri 10/26	Sat 10/27	Total	Time Reporting Code	Type
	8.0	8.0	8.0					8.0	8.0	8.0	8.0	8.0			001 - 001-Regular Time	Hours

Save for Later Submit Apply Schedule

Reported Time Status Summary Absence/OT Exceptions

Absence Events

Absence Take

Edit *Start Date End Date

Restored Leave #1
Restored Leave #1 / FMLA- Emp
Restored Leave #1 / FMLA- Fmly
Restored Leave #1 / Volunteer
Restored Leave #2
Restored Leave #2 / FMLA- Emp
Restored Leave #2 / FMLA- Fmly
Restored Leave #2 / Volunteer
Restored Leave #3
Restored Leave #3 / FMLA- Emp
Restored Leave #3 / FMLA- Fmly
Restored Leave #3 / Volunteer
Select Absence Name
Sick Leave
Sick Leave / FFL - Addition
Sick Leave / FFL - Family
Sick Leave / FFL - Funeral
Sick Leave / FMLA- Employee
Sick Leave / FMLA- Family
Sick Leave / FMLA- Seasonal With FM
Select Absence Name



7. Select the **Details** hyperlink.

Absence Events ?											
Absence Take											
Edit	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Cancel	
Edit	10/15/2018	10/16/2018	Select Absence Name			Details	New	Approval Monitor	Employee Timesheet		
Add Absence Event											

8. The Absence Event Details screen will appear.

Employee Time

SS Create Absence Req

Absence Event Details

Kylie Dominguez
Building Manager

Instructions
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

Absence Detail ?

*Start Date: 10/15/2018 [View Monthly Schedule](#)

End Date: 10/16/2018

Filter by Type: All

*Absence Name: Sick Leave

Partial Days: None

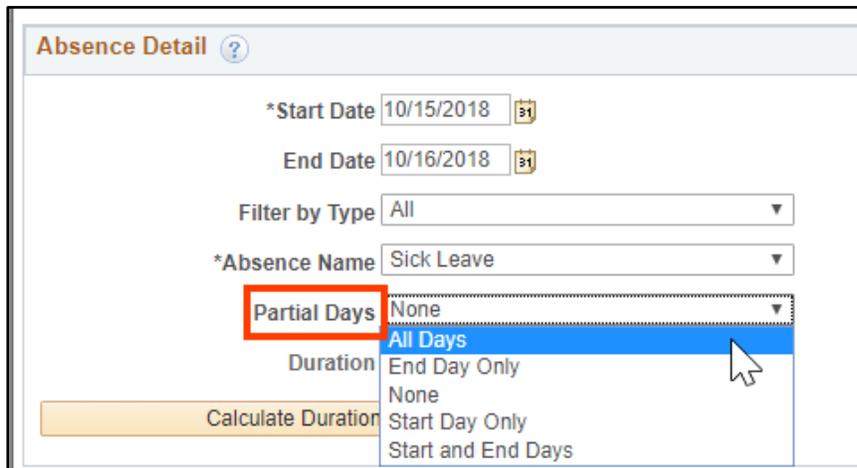
Duration: Hours

Comments

Reporter Comments:

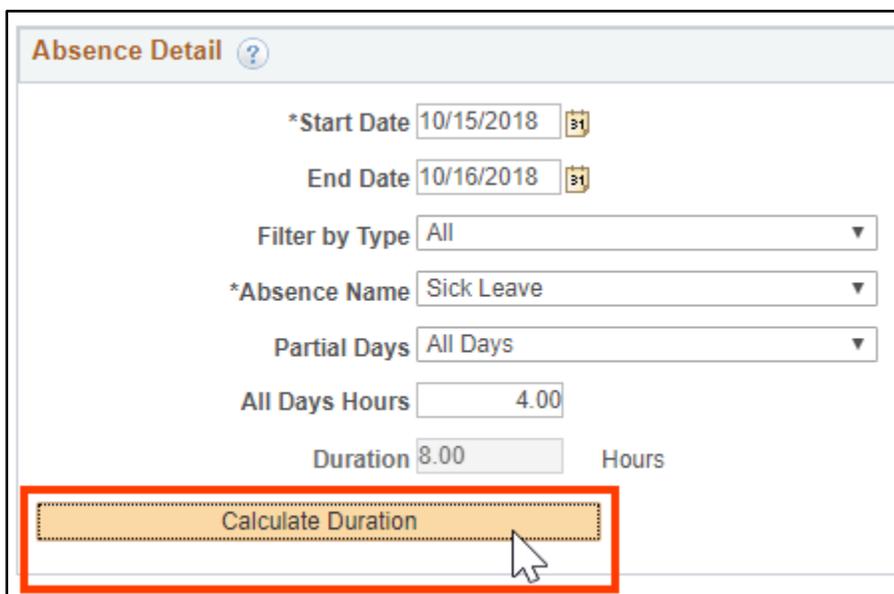
* Required Field

9. Select the appropriate option for **Partial days**.
 - a. **None**: Default value. No partial days (all full day absences). The hours calculated will be based on the number of hours on the base schedule.
 - b. **All Days**: All partial days. Enter the hours to be applied to all days.
 - c. **Start Day Only**: Start day is the only partial day. The rest are full day absences. Enter the number of hours for the first day. The rest will be calculated using the hours in the base schedule.
 - d. **End Day Only**: End (or last) day is the only partial day. The rest are full day absences. Enter the number of hours for the last day. The rest will be calculated using the hours in the base schedule.
 - e. **Start and End Days**: Start and end days are partial days. The rest are full day absences. Enter the number of hours for the first and last day. The rest will be calculated using the hours in the base schedule.



The screenshot shows the 'Absence Detail' form. The 'Partial Days' dropdown menu is open, and 'All Days' is selected. The form includes fields for Start Date (10/15/2018), End Date (10/16/2018), Filter by Type (All), Absence Name (Sick Leave), and a Calculate Duration button.

10. Choose the **Calculate Duration** button to see how many hours of leave will be submitted.



The screenshot shows the 'Absence Detail' form after the 'Calculate Duration' button has been clicked. The 'Partial Days' dropdown is now set to 'All Days'. The 'All Days Hours' field is set to 4.00, and the 'Duration' field is set to 8.00 Hours. The 'Calculate Duration' button is highlighted with a red box.



11. Enter comments, if necessary, and select the **OK** button.

Absence Detail ?

*Start Date 10/15/2018 [31]
End Date 10/16/2018 [31]
Filter by Type All [v]
*Absence Name Sick Leave [v]
Partial Days All Days [v]
All Days Hours 4.00
Duration 8.00 Hours
Calculate Duration

Comments

Reporter Comments: [text area]

OK [button] Cancel [button]

* Required Field

12. Once you return to the timesheet, select the **Submit** button to submit the absence/overtime event. This will submit the request to the supervisor for approval.

Employee Time

Timesheet

Kylie Dominguez Employee ID 00000031
Building Manager Empl Record 0
Actions Time Source Schedule Earliest Change Date 08/19/2018

Select Another Timesheet

*View By Calendar Period [v] Previous Period Next Period
*Date 10/14/2018 [31] [refresh]
Scheduled Hours 80.0 Reported Hours 0.0 Print Timesheet

From Sunday 10/14/2018 to Saturday 10/27/2018 ?

Sun 10/14	Mon 10/15	Tue 10/16	Wed 10/17	Thu 10/18	Fri 10/19	Sat 10/20	Sun 10/21	Mon 10/22	Tue 10/23	Wed 10/24	Thu 10/25	Fri 10/26	Sat 10/27	Total	Time Reporting Code
	8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			001 - 001-Regular Time [v]

Save for Later [button] **Submit** [button] Apply Schedule [button]

Reported Time Status Summary Absence Exceptions

Absence Events ? Personalize [v]

Absence Take [icon]

Edit	*Start Date	End Date	Absence Name	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Delete
Edit	10/15/20 [31]	10/16/20 [31]	Sick Leave [v]	Hours	Details [icon]	New	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Delete [button]

Add Absence Event [button]



13. An attestation message will appear. Select the **Yes** button.

Attestation of Time (20020,19)

I certify that the time worked and leave taken as recorded on this form is true and correct to the best of my knowledge

Yes No

14. Once the absence/OT event is submitted, you will see the status change from **New** to **Needs Approval**. You have successfully submitted the absence request for approval.

Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
Edit	10/15/2018	10/16/2018	Sick Leave	8.00	Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet	<input type="checkbox"/>

Add Absence Event

a. *If the event is an overtime request, comp time earned or credit hours earned, be sure that the time is added manually to the timesheet after it has been worked.*

Timesheet

Kylie Dominguez Employee ID 00000031
Building Manager Empl Record 0
Earliest Change Date 09/03/2018

View By: Calendar Period
Date: 09/02/2018
Scheduled Hours 80.0 Reported Hours 64.0

Sun 9/2	Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7	Sat 9/8	Sun 9/9	Mon 9/10	Tue 9/11	Wed 9/12	Thu 9/13	Fri 9/14	Sat 9/15	Total	Time Reporting Code	Type	Additional TRC	Labor Code	Task Code
	8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		64.0	001 - 001-Regular Time	Hours		01020812	PG121
														4.0	014 - 014-Irregular Scheduled OT				

Save for Later Submit

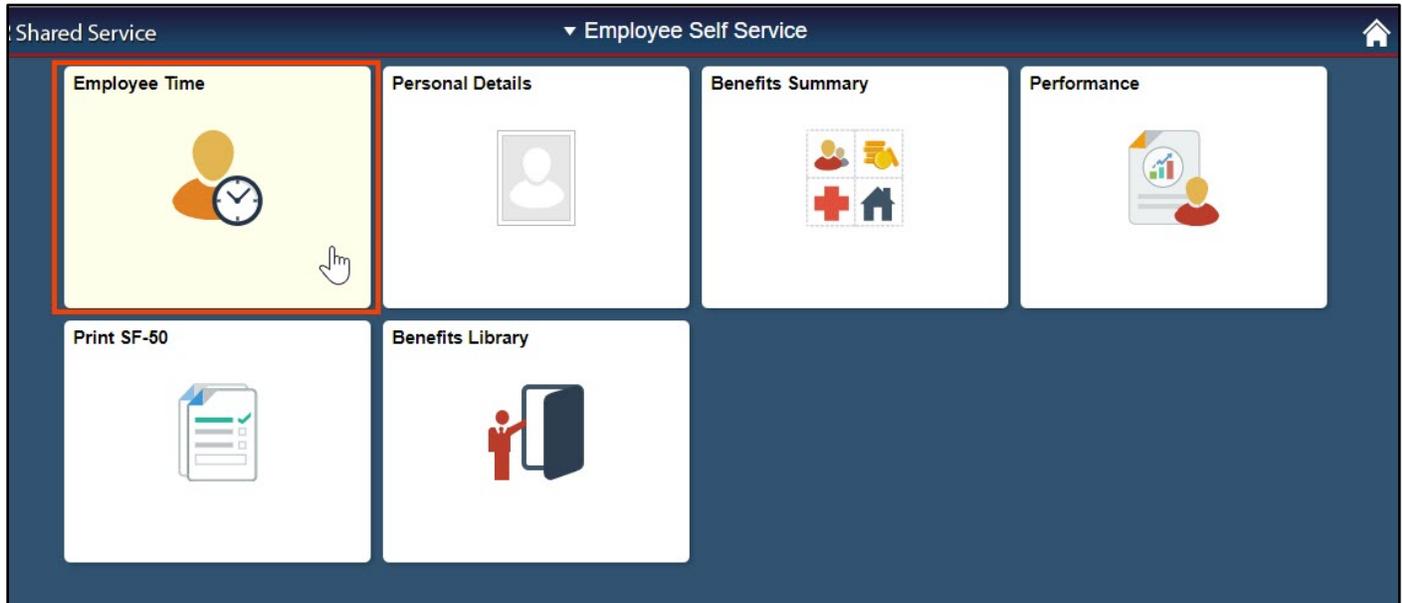
Reported Time Status Summary Absence/OT Exceptions

Edit	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
Edit	09/02/2018	09/02/2018	Overtime Request	Irregular Scheduled Overtime	4.00	Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet	<input type="checkbox"/>

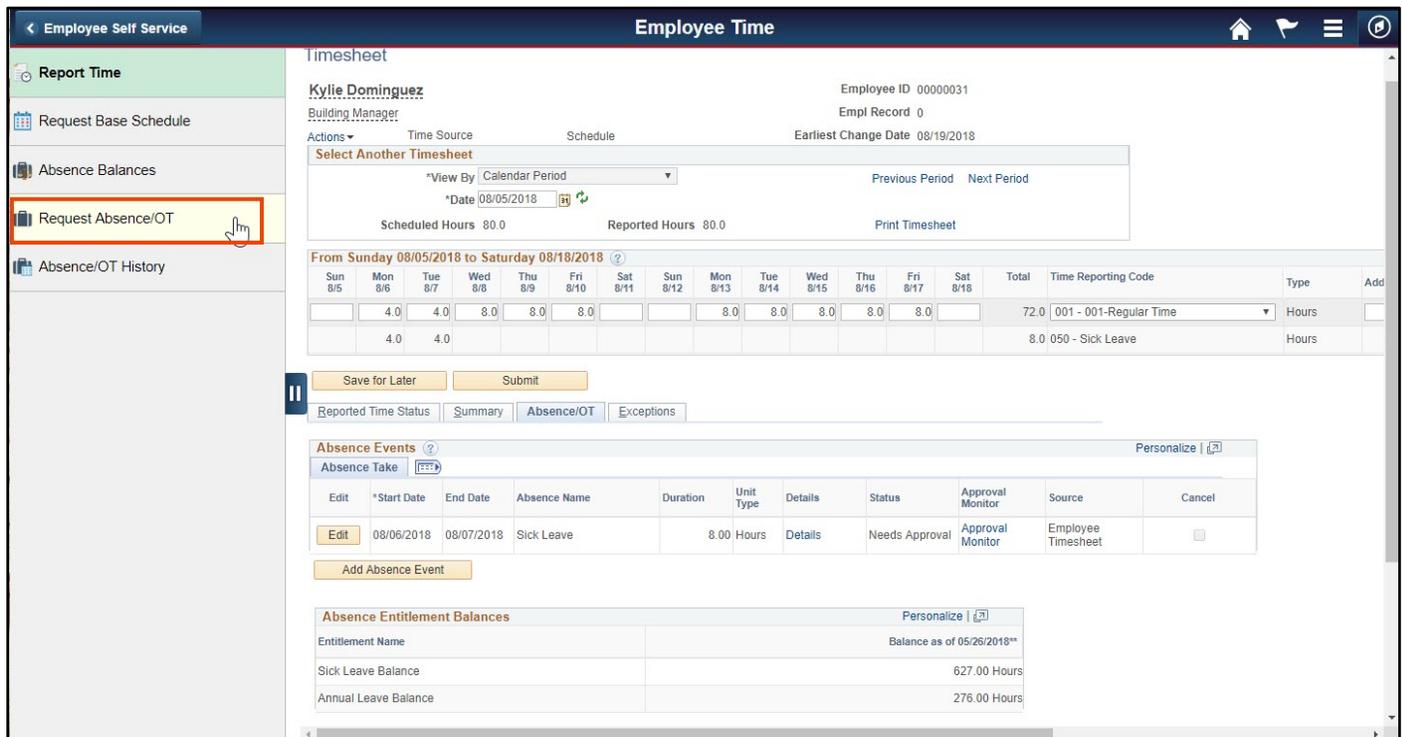


Absence/OT Request Submitted from Request Absence/OT Tab

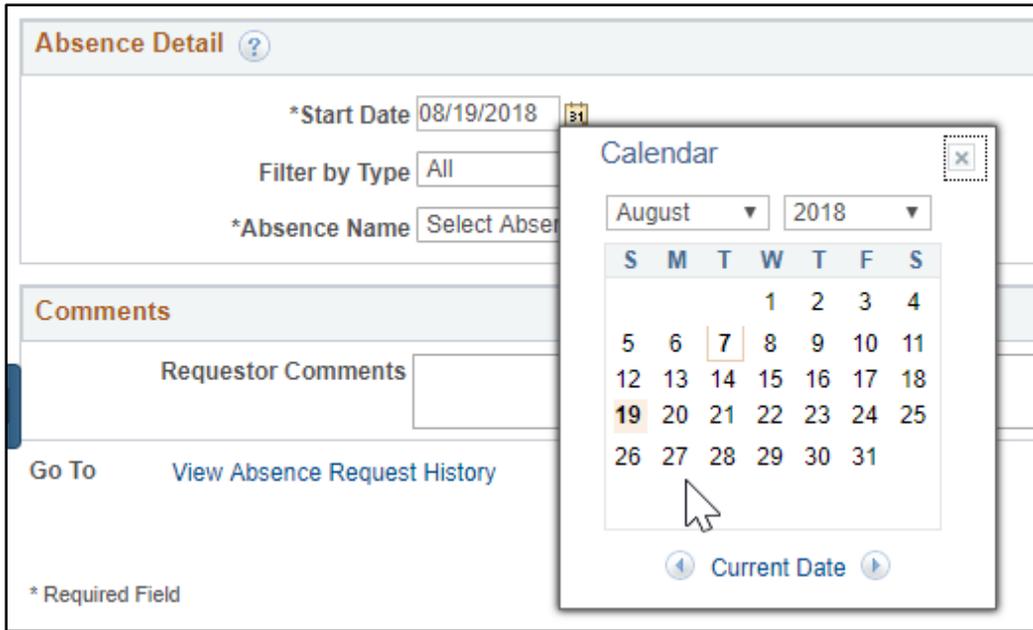
1. From the Employee Self Service home page, choose the **Employee Time** tile.



2. The Report Time tab/page will appear automatically. Choose the **Request Absence/OT** tab from the left menu.

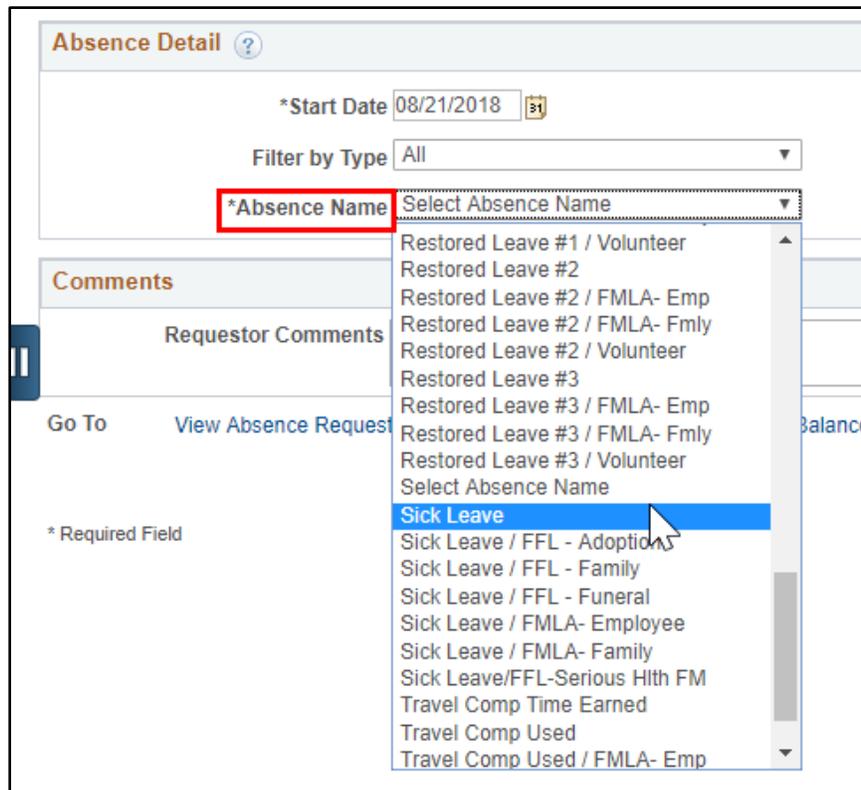


- Choose the **Start Date** of the absence by entering the date into the field or selecting the calendar icon [31].



The screenshot shows the 'Absence Detail' form. The '*Start Date' field is set to '08/19/2018' and has a calendar icon to its right. A 'Calendar' pop-up window is open, showing the month of August 2018. The date '19' is highlighted in the calendar. The form also includes a 'Filter by Type' dropdown set to 'All' and an '*Absence Name' dropdown set to 'Select Absen...'. Below the form is a 'Comments' section with a 'Requestor Comments' text area and a 'Go To' button labeled 'View Absence Request History'. A '* Required Field' note is visible at the bottom left.

- Leave the **Filter by Type** drop-down menu set to **All**. Use the **Absence Name** field to select the specific absence event type.



The screenshot shows the 'Absence Detail' form with the '*Absence Name' dropdown menu open. The '*Start Date' field is now '08/21/2018'. The 'Filter by Type' dropdown remains set to 'All'. The dropdown menu lists various absence types, with 'Sick Leave' highlighted. The list includes: Restored Leave #1 / Volunteer, Restored Leave #2, Restored Leave #2 / FMLA- Emp, Restored Leave #2 / FMLA- Fmly, Restored Leave #2 / Volunteer, Restored Leave #3, Restored Leave #3 / FMLA- Emp, Restored Leave #3 / FMLA- Fmly, Restored Leave #3 / Volunteer, Select Absence Name, Sick Leave, Sick Leave / FFL - Adoption, Sick Leave / FFL - Family, Sick Leave / FFL - Funeral, Sick Leave / FMLA- Employee, Sick Leave / FMLA- Family, Sick Leave/FFL-Serious Hlth FM, Travel Comp Time Earned, Travel Comp Used, and Travel Comp Used / FMLA- Emp. A '* Required Field' note is visible at the bottom left.



5. Choose the **End Date** for the absence by entering the date into the field or selecting the calendar icon.
 - a. *The End Date field does not appear until you make a selection from the absence name field.*
6. Select the appropriate option for **Partial days**.
 - a. **None**: Default value. No partial days (all full day absences). The hours calculated will be based on the number of hours on the base schedule.
 - b. **All Days**: All partial days. Enter the hours to be applied to all days.
 - c. **Start Day Only**: Start day is the only partial day. The rest are full day absences. Enter the number of hours for the first day. The rest will be calculated using the hours in the base schedule.
 - d. **End Day Only**: End (or last) day is the only partial day. The rest are full day absences. Enter the number of hours for the last day. The rest will be calculated using the hours in the base schedule.
 - e. **Start and End Days**: Start and end days are partial days. The rest are full day absences. Enter the number of hours for the first and last day. The rest will be calculated using the hours in the base schedule.

The screenshot shows the 'Absence Detail' form with the following fields: Start Date (08/21/2018), End Date (08/21/2018), Filter by Type (All), and Absence Name (Sick Leave). The 'Partial Days' dropdown menu is open, showing options: None (highlighted in blue), All Days, End Day Only, Start Day Only, and Start and End Days. A red box highlights the 'Partial Days' dropdown menu.

7. Choose the **Calculate Duration** button to see how many hours of leave will be submitted.

The screenshot shows the 'Absence Detail' form with the following fields: Start Date (08/21/2018), End Date (08/21/2018), Filter by Type (All), and Absence Name (Sick Leave). The 'Partial Days' dropdown menu is now closed and shows 'None'. The 'Duration' field is now populated with '8.00' and 'Hours'. A red box highlights the 'Calculate Duration' button.

8. Click **Submit** to submit the Absence Request.

Request Absence

 **Kylie Dominguez**
Building Manager

Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail ?

*Start Date

End Date

Filter by Type

*Absence Name

Partial Days

Duration Hours

Comments

Requestor Comments

Go To [View Absence Request History](#) [View Absence Balances](#)

* Required Field

9. Review the Confirmation Message and click **Yes**.

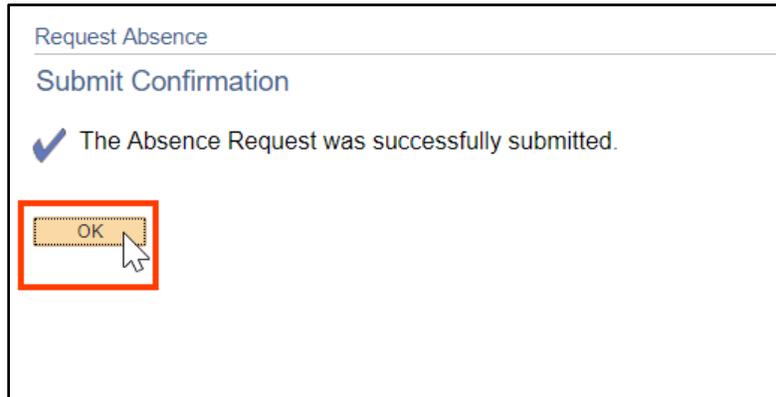
Request Absence

Submit Confirmation

Are you sure you want to Submit this Absence Request?



10. A message will appear, confirming that the Absence Request has been successfully submitted. Click **OK** to continue.



11. The Request Details page will appear with details of the absence request. **You have successfully submitted the absence request for approval.**

