



Create an Absence Request (Manager)

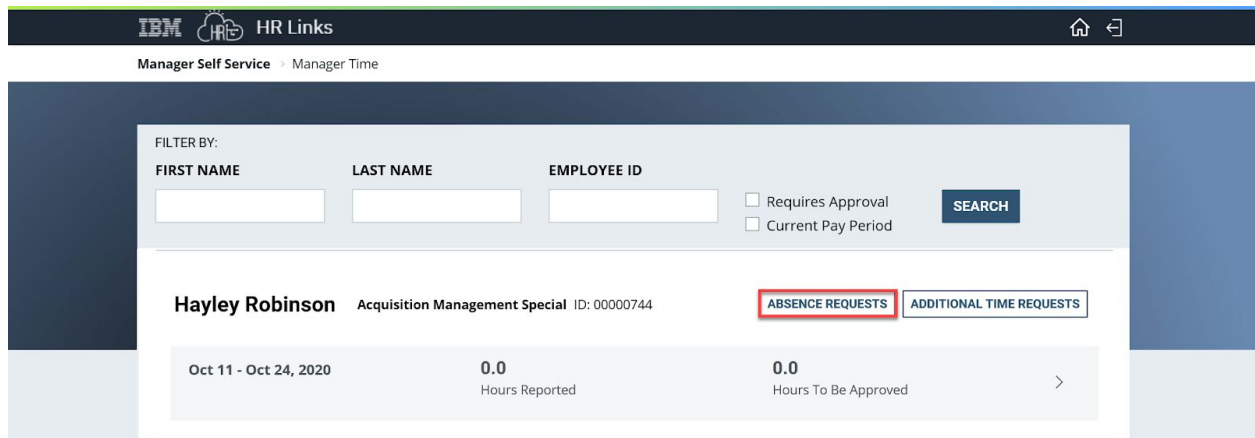
Follow this job aid to learn how to create an absence request in HR Links for an employee.

Create an Absence Request from Manager Time Tile

1. Select the **Manager time** tile on the Manager Self Service homepage.



2. For the Employee for whom you are requesting an absence, select the **Absence Requests** button.





3. Select **Request Annual Leave** from the **Request Absence** page. **Note:** If requesting **Sick Leave**, select **Request Sick Leave** from the **Request Absence** page and follow the same instructions below (Absence Type will show as Sick Leave).

IBM HR Links
Manager Self Service > Manager Time > Absence

Viewing Employee Hayley Robinson

REQUEST ABSENCE

Annual Leave Balance
72 Hours
REQUEST ANNUAL LEAVE

Sick Leave Balance
1145.8 Hours
REQUEST SICK LEAVE


ⓘ The current balance does not reflect requests that have been processed after 05/26/2018.

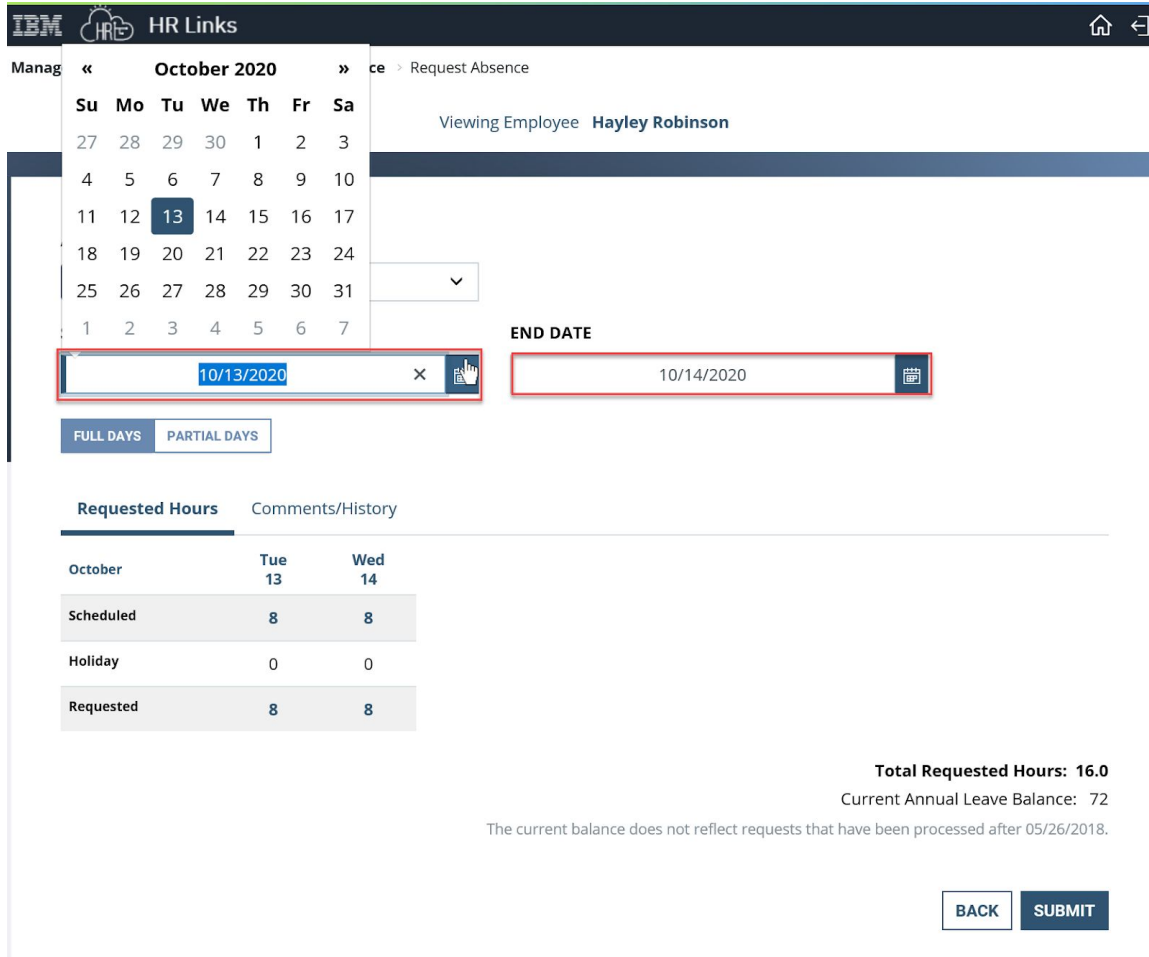
Absence Request History

ABSENCE TYPE: All | STATUS: All Statuses | BEGIN DATE: 07/28/2020 | END DATE: 01/24/2021

Date	Absence Type	Duration	Status
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4. Select the calendar icon  to choose the **Start Date** and **End Date** or type the **Start** and **End Dates** into the corresponding fields.



IBM HR Links

Request Absence

Viewing Employee **Hayley Robinson**

START DATE: 10/13/2020

END DATE: 10/14/2020

FULL DAYS PARTIAL DAYS

Requested Hours	Comments/History
October	Tue 13 Wed 14
Scheduled	8 8
Holiday	0 0
Requested	8 8

Total Requested Hours: 16.0
Current Annual Leave Balance: 72
The current balance does not reflect requests that have been processed after 05/26/2018.

BACK SUBMIT

5. After choosing start and end dates, the absence page defaults to **Full Days**.
 - a. If you are requesting **Full Days** for your employee, simply select the **Comments/History** hyperlink and add any **Comments** in the **Comments** tab as necessary and select **Submit**. The page will automatically calculate the total requested hours.
 - b. If you are submitting a request for **Partial Days**, select **Partial Days**, put in the number of hours being requested either for all days or for the first and last day of absence and select **Submit**. The page will automatically calculate the total requested hours.



Note: If only the **First Day** and/or **Last Day** of the absence will be partial days, a value must be added for each of them. The value **0** is not allowed for these days.

If selecting **All days are partial**, the same number of hours must be requested for all days in the period.

ABSENCE TYPE *

Annual Leave

START DATE *

10/13/2020

END DATE

10/14/2020

FULL DAYS PARTIAL DAYS

All days are partial hr
 First day (October 13) hr
& Last day (October 14) hr

Requested Hours Comments/History

October	Tue 13	Wed 14
Scheduled	8	8
Holiday	0	0
Requested	2	4

Total Requested Hours: 6.0

Current Annual Leave Balance: 72

The current balance does not reflect requests that have been processed after 05/26/2018.

BACK SUBMIT

- Once the absence request is submitted, you will see the status show up as **Approved**.



Employee Self Service / Time / Absence

REQUEST ABSENCE

Annual Leave Balance
290 Hours
(186 Hours Use or Lose)
[REQUEST ANNUAL LEAVE](#)

Sick Leave Balance
689.3 Hours
[REQUEST SICK LEAVE](#)

ⓘ The current balance does not reflect requests that have been processed after 07/04/2020.

Absence Requests

ABSENCE: All | STATUS: All Statuses | BEGIN DATE: 06/05/2020 | END DATE: 12/01/2020

Date	Absence Type	Duration	Status	
Friday October 2 - Tuesday October 6	Annual Leave	26 Hours	Approved	VIEW/EDIT CANCEL

Questions?

Check out our [complete library](#) of job aids, videos, and training courses! You can search based on your role ([employee](#), [supervisor](#), [timekeeper](#)) or by topic ([time and leave](#), [telework](#), [benefits](#), [performance](#)).

If you still have questions, contact the following:

- **Issues with Single Sign On (SSO):** GSA IT Service Desk at 866-450-5250 or ITServiceDesk@gsa.gov
- **Time and Attendance:** [your Timekeeper or Time Administrator](#)
- **Benefits:** the [Benefits and Retirement Center](#)
- **Performance Management:** the [HR performance team](#)
- **Need a new labor code in HR Links:** Contact your [regional Labor Admin](#)
- **All other HR Questions contact your servicing HR Office:**
 - [PBS HR Service Center](#)
 - [FAS HR Service Center](#)
 - [Staff Office HR Service Center](#)
 - [Executive Resources HR Service Center](#)