Create an Absence Request (Employee)

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

Create an Absence Request from Employee Time Tile

1. Select Absence Requests from the Employee Time Requests tile on the Employee Self Service homepage.
2. 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).

**Note:** Absence Request History will also be shown on this page. Absence type defaults to All. If you want to see absence request history outside the default date parameters, you can change either the **Begin Date** or the **End Date** or both.
3. Select the calendar icon to choose the Start Date and End Date or type the Start and End Dates into the corresponding fields..
4. After choosing start and end dates, the absence page defaults to **Full Days**.

   a. If you are requesting **Full Days**, 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.

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**Absence Request**

**Start Date:** 10/01/2020

**End Date:** 10/06/2020

**Full Days**

- All days are partial: 

**Partial Days**

- First day (October 1): 2 hr
- Last day (October 6): 4 hr

**Requested Hours**

<table>
<thead>
<tr>
<th></th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scheduled</strong></td>
<td>9</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td><strong>Holiday</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Requested</strong></td>
<td>2</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>4</td>
</tr>
</tbody>
</table>

The total requested hours has been adjusted to accommodate system business rules. No further action is required.

**Total Requested Hours:** 22.0

**Current Annual Leave Balance:** 290

The current balance does not reflect requests that have been processed after 07/01/2020.

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

6. Once your supervisor approves your absence request, the status will change from **Submitted** to **Approved**. Congratulations!
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