

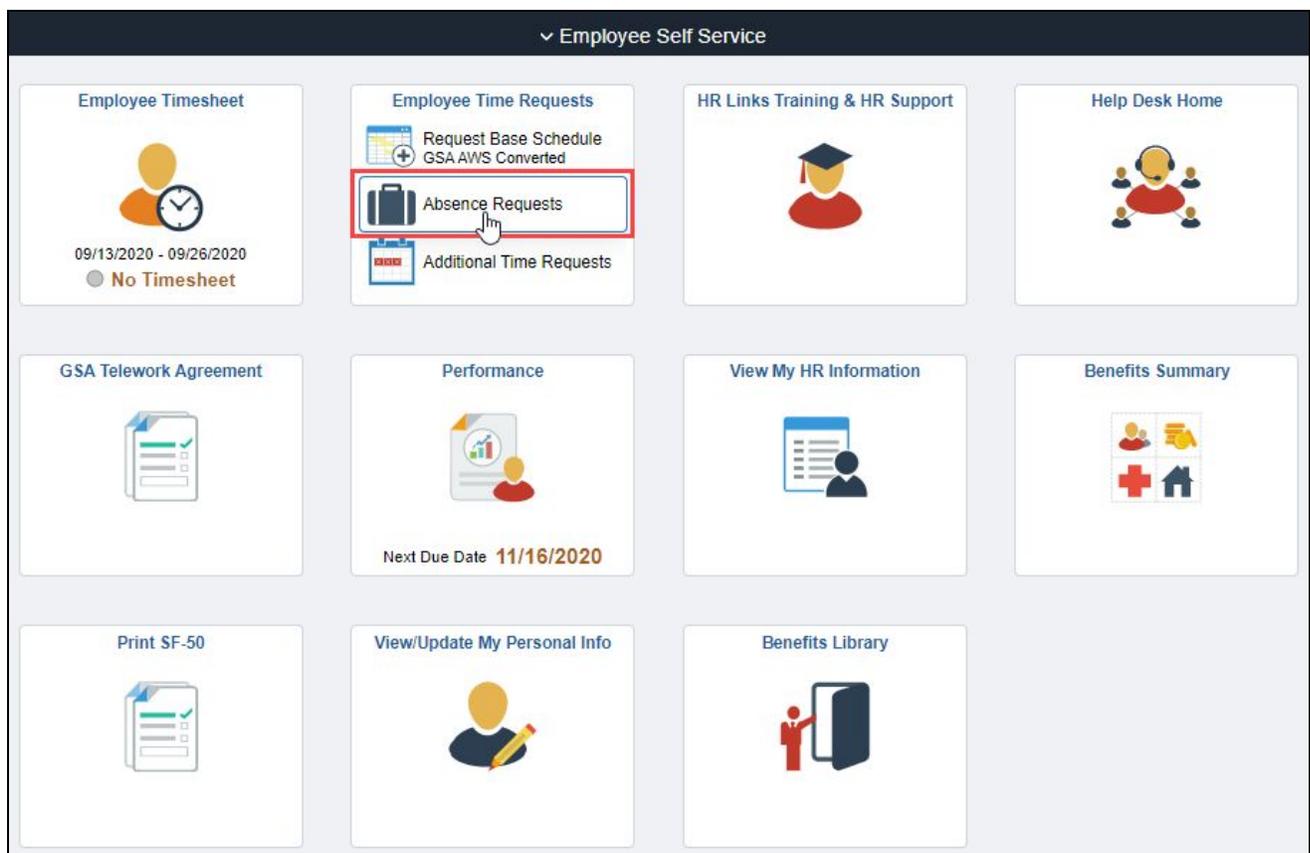


Create an Absence Request (Employee)

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).

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

① 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: 12/31/2020

① The current balance does not reflect requests that have been processed after 09/26/2020.

Absence Request History

ABSENCE TYPE: All | STATUS: All Statuses | BEGIN DATE: 07/22/2020 | END DATE: 01/18/2021

Date	Absence Type	Duration	Status	
Thursday October 15	Disabled Veteran Leave	9 Hours	Submitted	VIEW/EDIT CANCEL
Thursday October 15	Annual Leave	9 Hours	Canceled	VIEW/EDIT CANCEL
Wednesday August 12 - Friday August 21	Annual Leave	62 Hours	Approved	VIEW/EDIT CANCEL

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..

ABSENCE TYPE *

Annual Leave 

START DATE * **END DATE**

10/02/2020   10/02/2020 

« **October 2020** »

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	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
1	2	3	4	5	6	7

Requested **8**

Total Requested Hours: 8.0
Current Annual Leave Balance: 290
The current balance does not reflect requests that have been processed after 07/04/2020.



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.

ABSENCE TYPE *
Annual Leave

START DATE * 10/01/2020 **END DATE** 10/06/2020

FULL DAYS **PARTIAL DAYS**

All days are partial: hr

First day (October 1) hr
& Last day (October 6) hr

Requested Hours [Comments/History](#)

	Thu 1	Fri 2	Sat 3	Sun 4	Mon 5	Tue 6
Scheduled	9	8	0	0	9	9
Holiday	0	0	0	0	0	0
Requested	2	8	0	0	8	4

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 07/04/2020.

[BACK](#) [SUBMIT](#)



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

Employee Self Service / Time / Absence

REQUEST ABSENCE

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

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

① 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: 12/02/2020

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

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

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](#)

① 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](#)