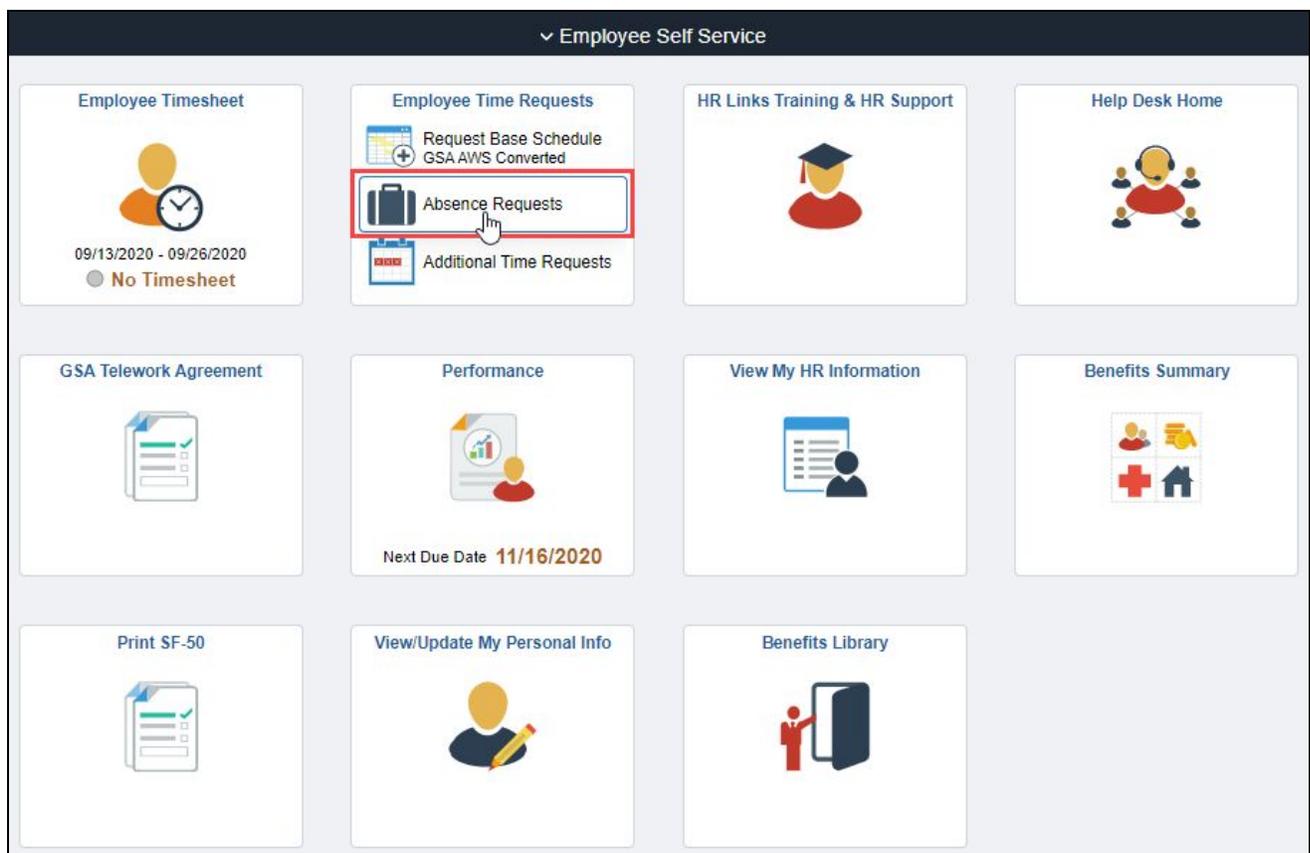# Create an Absence Request (Employee)

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.*

ABSENCE TYPE *						
Annual Leave						

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

FULL DAYS   **PARTIAL DAYS**

○ All days are partial: ___ hr

● First day (October 1) [2] hr

& Last day (October 6) [4] hr

Requested Hours   Comments/History

October	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**

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](#)