

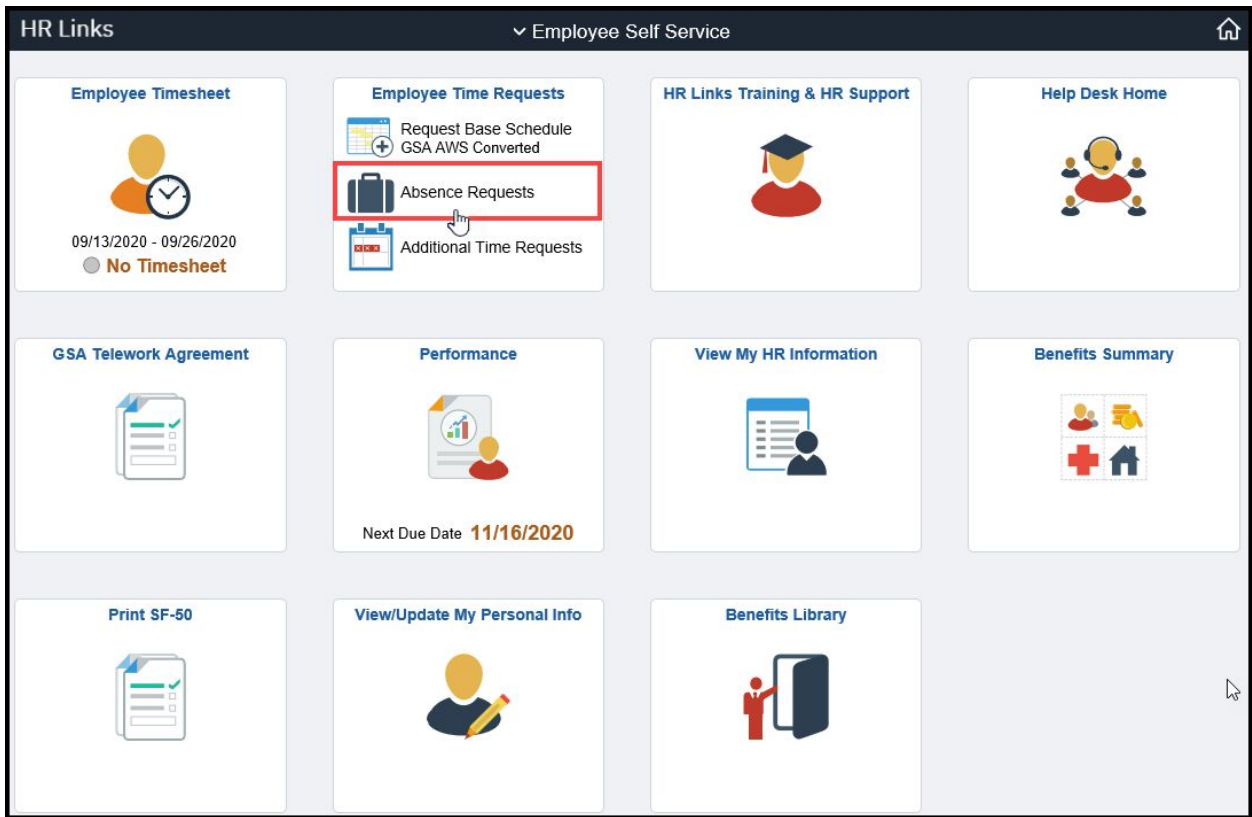


# Edit an Absence Request (Employee)

Follow this job aid to learn how to **Edit and Absence Request** in HR Links.

## Edit Absence Request from Employee Time Tile

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





2. Find the **Absence Request** you would like to **edit** under the **Absence Requests** section. Select **View/Edit** for that specific absence request.
  - If you do not see your request in the **Absence Requests** list, you may need to change the **Begin Date** and/or **End Date** in the search parameters to capture the request you are looking for.
  - If you cannot see all of your **Absence Requests** because your list is too long, you can use the dropdown menus/calendars at the top of the list to narrow your search.

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

Date	Absence Type	Duration	Status	
Monday December 28 - Thursday December 31	Annual Leave	36 Hours	Approved	<a href="#">VIEW/EDIT</a> <a href="#">CANCEL</a>
Friday October 2 - Tuesday October 6	Annual Leave	26 Hours	Submitted	<a href="#">VIEW/EDIT</a> <a href="#">CANCEL</a>



**Note:** This page defaults to list all Absence Requests, their Duration, and their Status within a specified date parameter.

3. Select the  icon or type in the new **Start and/or End Date** you want, and select a new **Absence Type** if desired. In this example, one additional Annual Leave day, 10/07/2020, will be added to the request.

**ABSENCE TYPE \***

Annual Leave ▼

**START DATE \*** **END DATE**

10/02/2020  | 10/06/2020 

**FULL DAYS** **PARTIAL DAYS**

Requested Hours	Comments/History	
October	Fri 2	Sat 3
<b>Scheduled</b>	<b>8</b>	0
<b>Holiday</b>	0	0
<b>Requested</b>	<b>8</b>	0

« **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
0		9				9

**Total Requested Hours: 26.0**

Current Annual Leave Balance: 290

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



- Once the **End Date** has been changed, the **Total Requested Hours** are automatically recalculated. If desired, you can add information to your request by selecting the **Comments/History** hyperlink.

**ABSENCE TYPE \***  
Annual Leave

**START DATE \*** 10/02/2020

**END DATE** 10/07/2020

FULL DAYS PARTIAL DAYS

**Requested Hours** [Comments/History](#)

October	Fri 2	Sat 3	Sun 4	Mon 5	Tue 6	Wed 7
Scheduled	8	0	0	9	9	9
Holiday	0	0	0	0	0	0
Requested	8	0	0	9	9	9

**Total Requested Hours: 35.0**

Current Annual Leave Balance: 290

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BACK SUBMIT



- An optional **Comments** field will open where you can enter an explanation or description to your request, then select **Submit**.

**ABSENCE TYPE \***  
Annual Leave

**START DATE \*** 10/02/2020 **END DATE** 10/07/2020

**FULL DAYS** **PARTIAL DAYS**

Requested Hours **Comments/History**

**COMMENTS**

**Total Requested Hours: 35.0**  
Current Annual Leave Balance: 290  
The current balance does not reflect requests that have been processed after 07/04/2020.

**BACK** **SUBMIT**

6. If all or part of your absence request is for partial days of leave, select **Partial Days** and proceed as follows:
  - If “**All days are partial**” leave days in your request, enter the number of hours you are requesting for each day. **The number of hours you enter will apply to all of the days in the period.**
  - If only the “**First and Last Day**” of your request are partial leave days, as in the example below, enter the number of hours you want to request for each of those days into the corresponding fields. You may not enter **0** for either of these days.
  - Select **Submit** to complete the process.

**ABSENCE TYPE \***  
Annual Leave

**START DATE \*** 10/02/2020 **END DATE** 10/06/2020

**FULL DAYS** **PARTIAL DAYS**

All days are partial:  hr

First day (October 2)  hr

& Last day (October 6)  hr

**Requested Hours**    Comments

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

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

**Total Requested Hours: 15.0**  
Current Annual Leave Balance: 290

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

BACK
SUBMIT



- You will return to the Request Absence screen. The request you edited will have a Status of **Submitted** and is now awaiting your supervisor's approval.

Employee Self Service / Time / Absence

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(186 Hours Use or Lose)  
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**Sick Leave Balance**  
**689.3 Hours**  
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**Absence Requests**

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All	All Statuses	06/05/2020	12/31/2020

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- Once the absence request is approved by your supervisor, the **Status** will be updated to **Approved**. *You are all set!*

Employee Self Service / Time / Absence

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## Questions?

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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](mailto: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](#)