

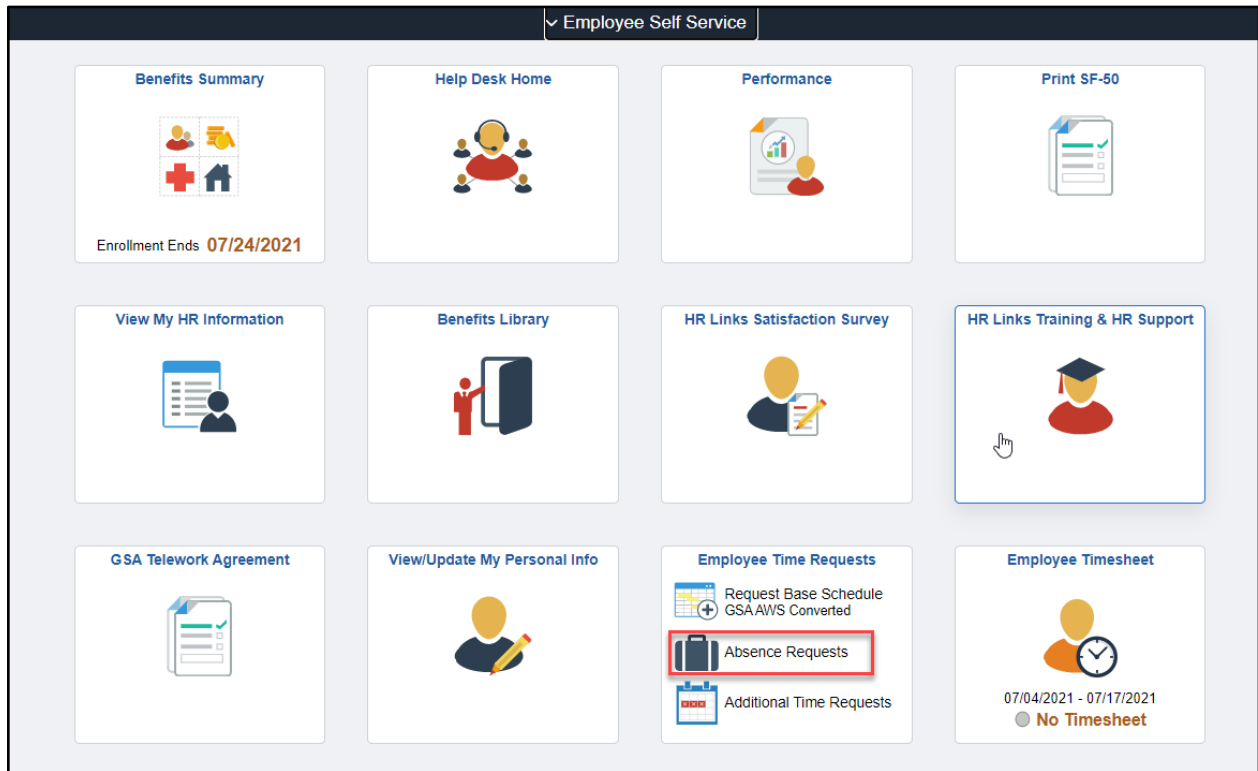


Paid Parental Leave (Employee)

Once approved by GSA OHRM for Paid Parental Leave, the employee will be able to enter a Paid Parental Leave Absence request in the system and utilize their eligible Paid Parental Leave balance (up to 480 hours per year).

Enter Paid Parental Absence Request

1. From the Employee Self Service homepage, click on the Absence Request link in the Employee Time Request tile.



2. Select the Request Paid Parental Leave button within the Paid Parental Leave Balance tile to enter a request.



IBM HR Links
Employee Self Service > Time > Absence

REQUEST ABSENCE ABSENCE BALANCES

Annual Leave Balance
60 Hours
[REQUEST ANNUAL LEAVE](#)

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

Paid Parental Lv Birth Balance
480 Hours
[REQUEST PAID PARENTAL LV BIRTH](#)

ⓘ The current balance does not reflect requests that have been processed after 07/03/2021.

Absence Request History

ABSENCE TYPE: All STATUS: All Statuses BEGIN DATE: 04/14/2021 END DATE: 10/11/2021

Date	Absence Type	Duration	Status	
Monday June 14 - Thursday June 17	Annual Leave	36 Hours	Approved	VIEW/EDIT CANCEL
Monday June 7 - Thursday June 10	Annual Leave	36 Hours	Approved	VIEW/EDIT CANCEL

3. Enter the Start and End Date of the Paid Parental Leave Absence Request. Select Submit.



IBM HR Links

Employee Self Service > Time > Absence > Request Absence

ABSENCE TYPE *
Paid Parental Leave Birth

START DATE * 06/01/2021 **END DATE** 06/04/2021

FULL DAYS PARTIAL DAYS

Requested Hours Comments/History

June	Tue 1	Wed 2	Thu 3	Fri 4
Scheduled	9	9	9	0
Holiday	0	0	0	0
Requested	9	9	9	0

Total Requested Hours: 27.0
The current balance does not reflect requests that have been processed after 07/03/2021.

BACK SUBMIT

- View your submitted Paid Parental Leave Absence request in your Absence Request history. Select View/Edit button to make adjustments to your submitted absence request. View this [guide](#) on how to Edit an Absence Request. Select cancel if you would like to cancel this absence request. View this [guide](#) on how to Cancel an Absence Request.



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Absence Request History

ABSENCE TYPE	STATUS	BEGIN DATE	END DATE
All	All Statuses	04/14/2021	10/11/2021

Date	Absence Type	Duration	Status	
Monday June 14 - Thursday June 17	Annual Leave	36 Hours	Approved	VIEW/EDIT CANCEL
Monday June 7 - Thursday June 10	Annual Leave	36 Hours	Approved	VIEW/EDIT CANCEL
Tuesday June 1 - Friday June 4	Paid Parental Leave Birth	27 Hours	Submitted	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](#)