University of South Carolina

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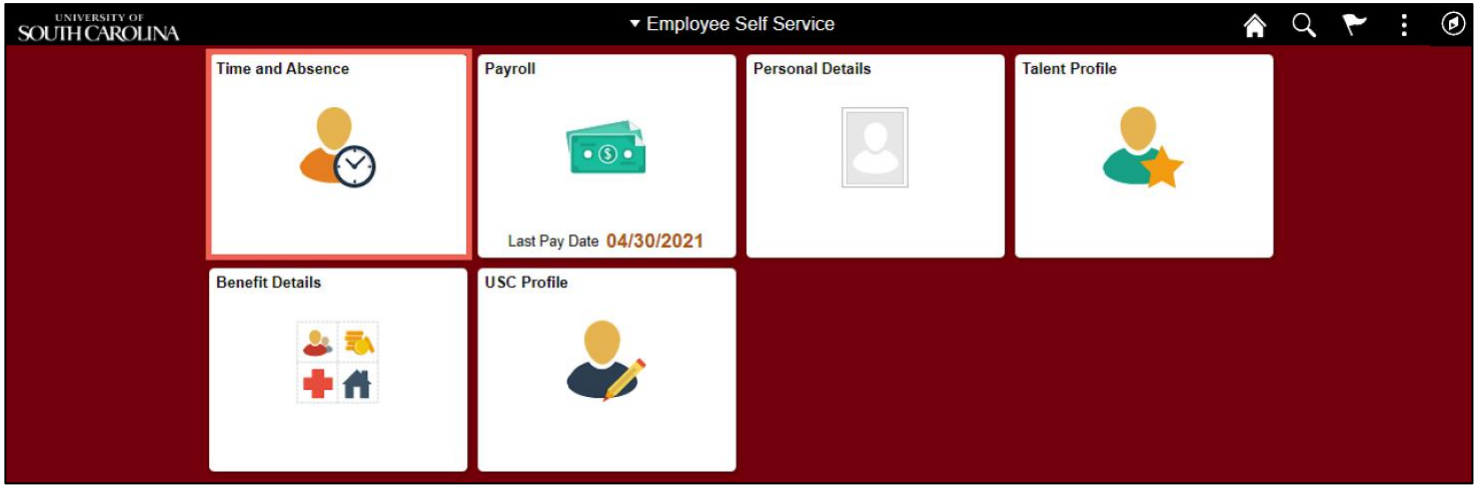
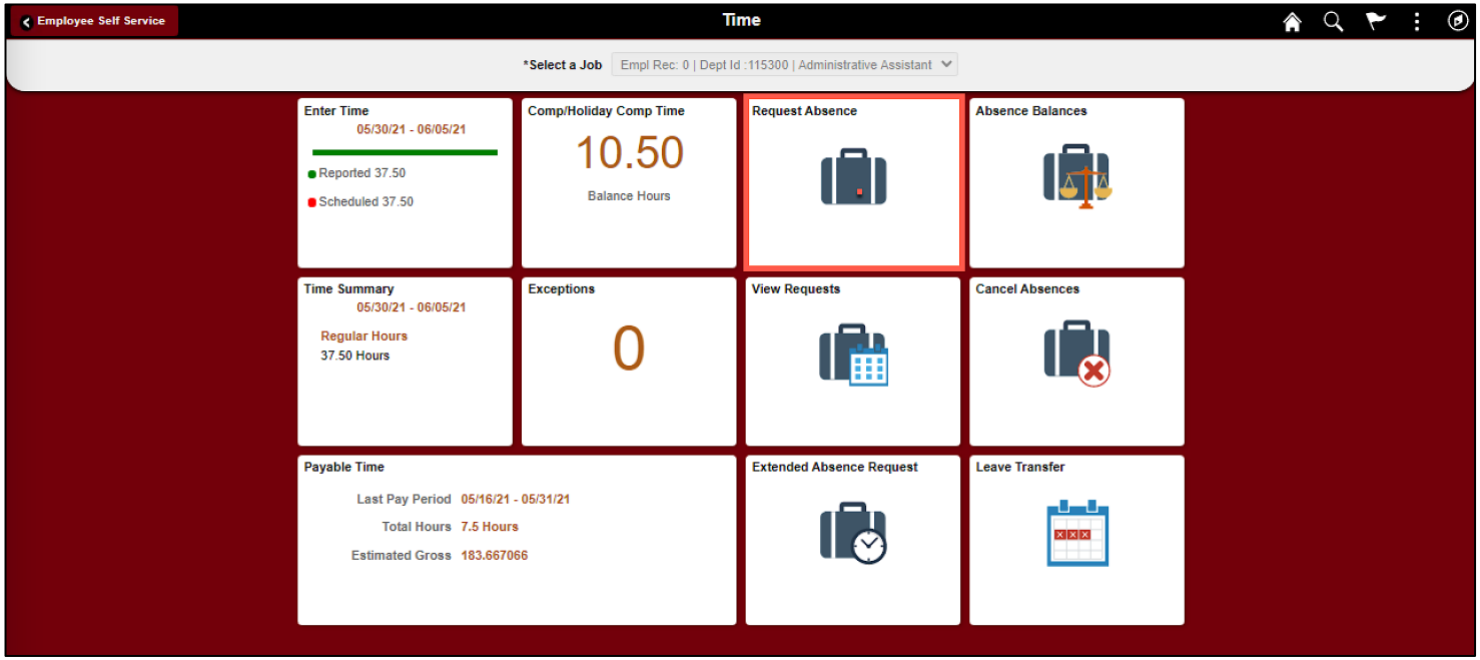
Absence Management - ESS
Request a Full Day Absence

How to request a full day absence: This job aid outlines how an employee can request a full day absence.	
Navigation: Employee Self Service > Time and Absence > Request Leave	
Processing Steps	**Screenshots**
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.	

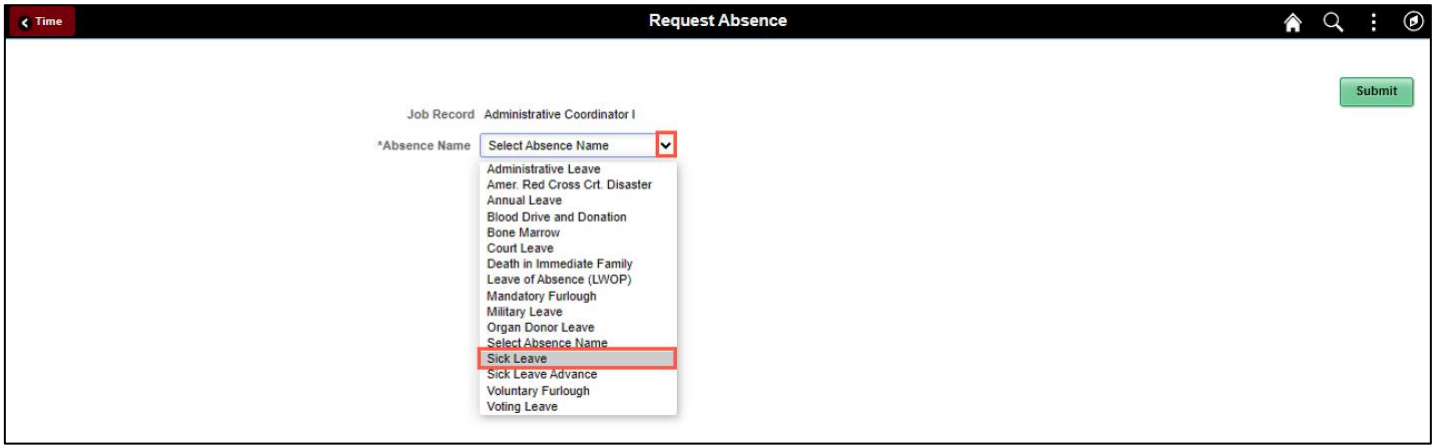
Step 2: Click the **Request Absence** tile to request an absence.



Step 3: Click the **Absence Name** drop-down arrow and select an absence type.

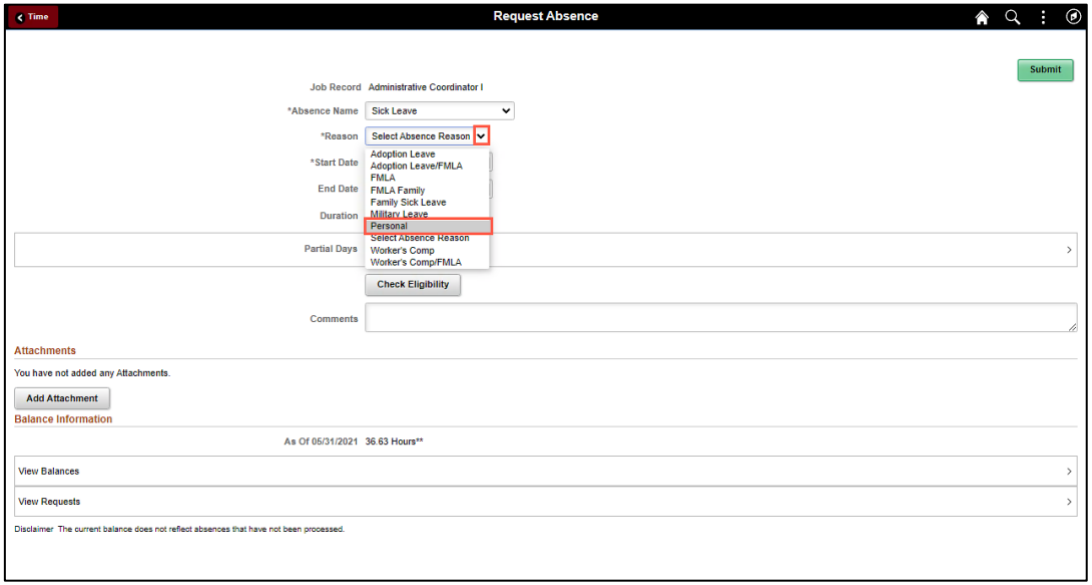
This will only display absence types that are associated with your eligibility.

Please refer to the Absence Type one page document.



Step 4: Click the **Reason** drop-down arrow and select an appropriate reason for the leave.

Note: Not all absence types have this reason field.



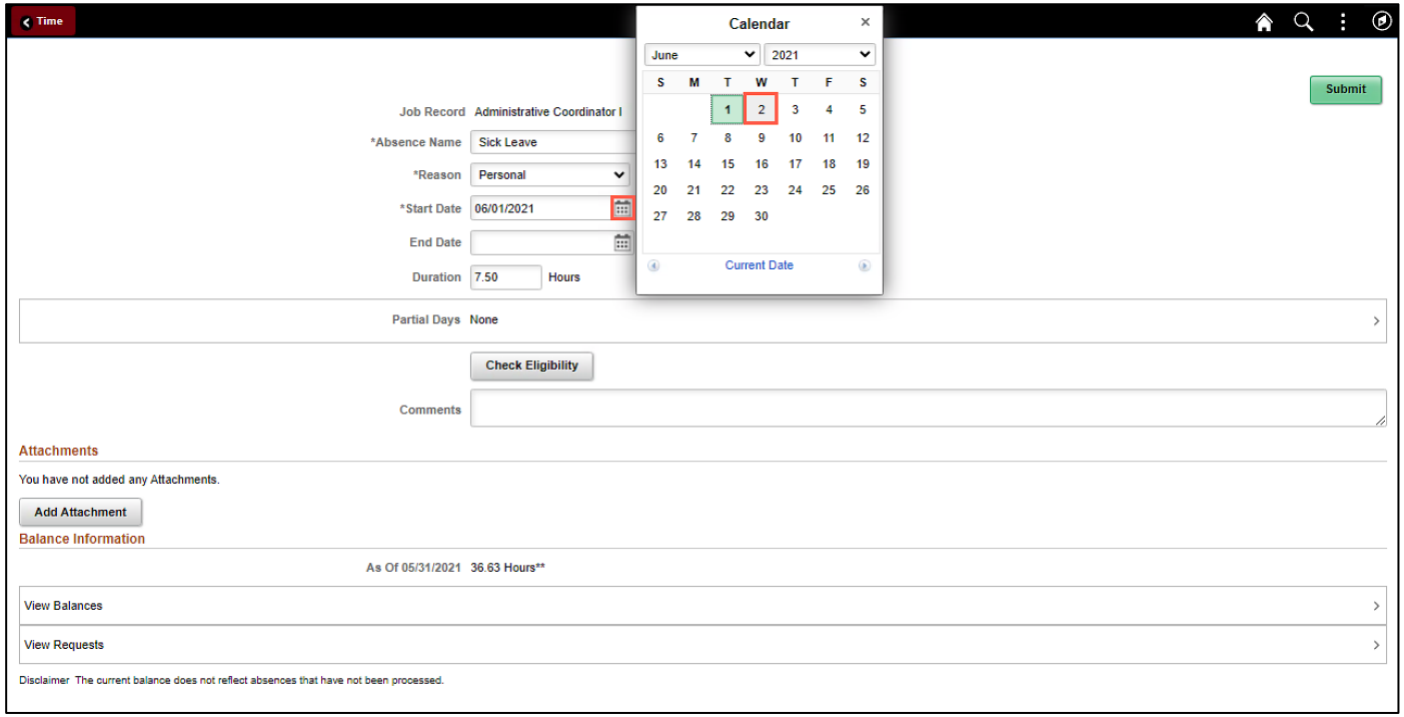
Step 5: Click the **Calendar** icon to select a start date for the absence.

Select the first day of the absence event. The field option defaults to the current date. If there's a break in the absence, enter each event separately. For example, if you're out sick for two days, return to work for three days, and are out sick again, enter two absence events. If the absence includes a weekend (say, Thursday to Monday), enter one absence event.

Future dated absences can be entered months in advance of the planned absences.

You can go back and enter absences that occurred 30 days prior to the current day.

Note: An end date is not needed unless you are requesting multiple days of leave.

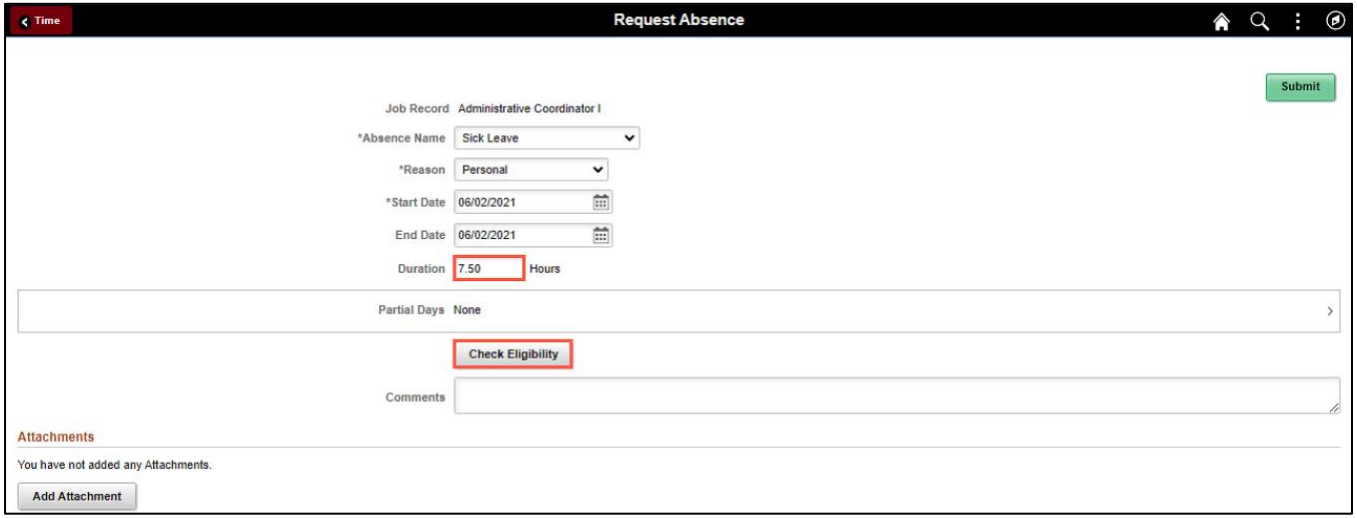


Validate the number of hours for the absence in the **Duration** field.

Duration Hours are determined by your assigned work schedule and should match the hours you are scheduled to work on the days for which the absence has been requested.

An absence cannot be requested for a date an employee is not scheduled to work.

Step 6: If the absence request is for annual or sick leave, click the **Check Eligibility** button to determine if you are eligible to take the leave.



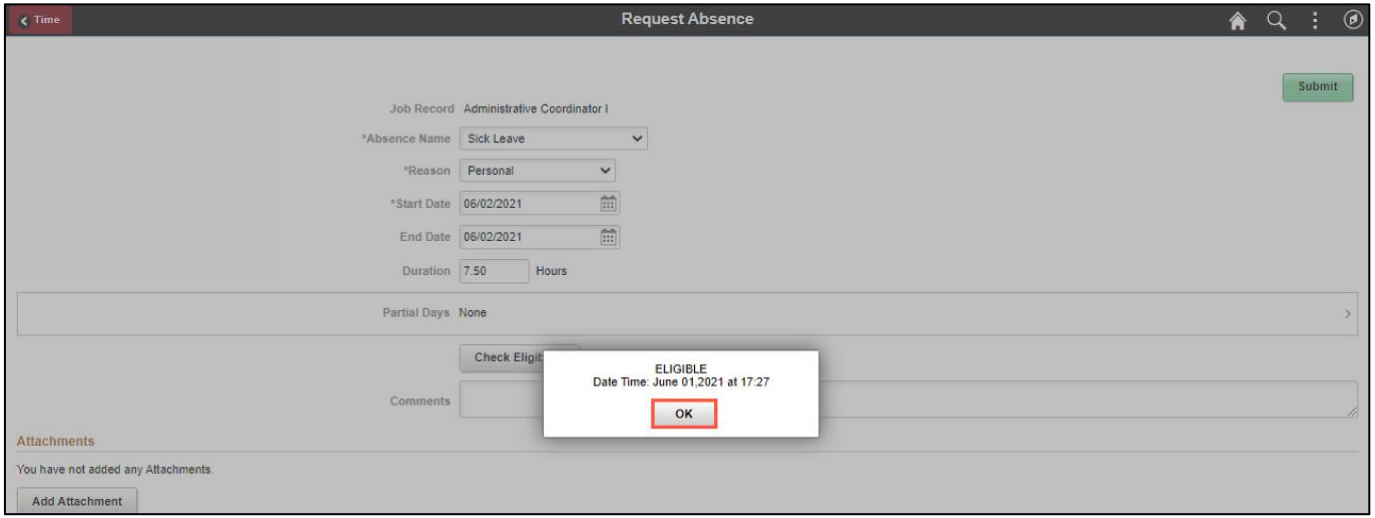
Two possible messages will be returned:

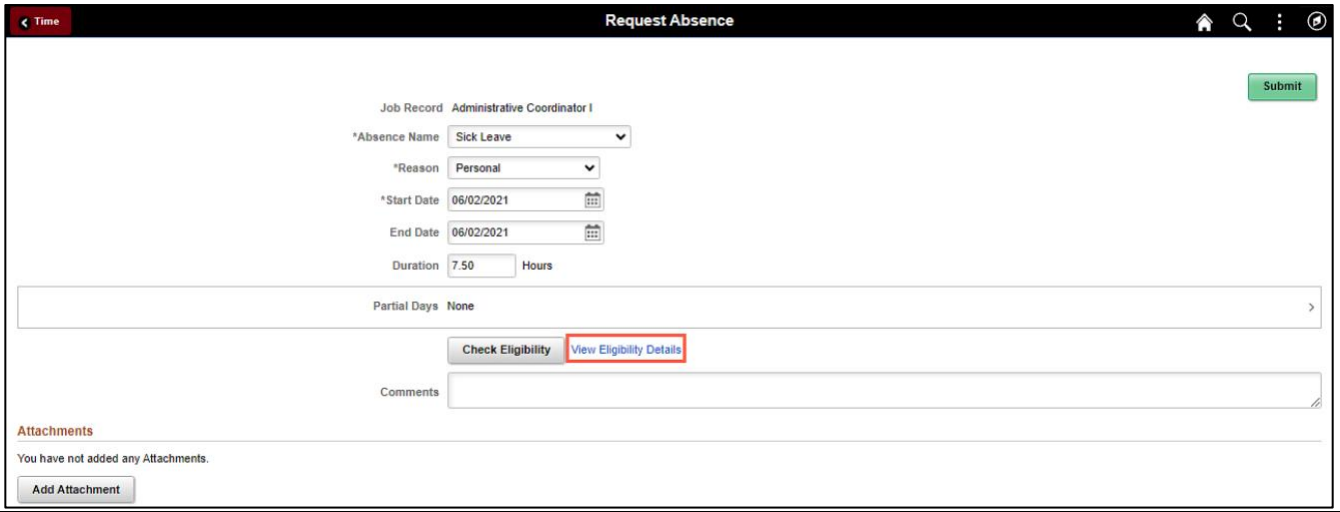
- **ELIGIBLE** means you have the leave available.
- **INELIGIBLE** means you do not have the leave balance available for the request.

If the absence is for leave types other than annual or sick leave, you will not see this Check Eligibility button. However, if the other leave type (i.e., death in the immediate family leave) has a limit per Uof SC policy, an error message will appear if your request exceeds the established limit.

Step 7: A message appears saying you are eligible. Click the **OK** button to continue.

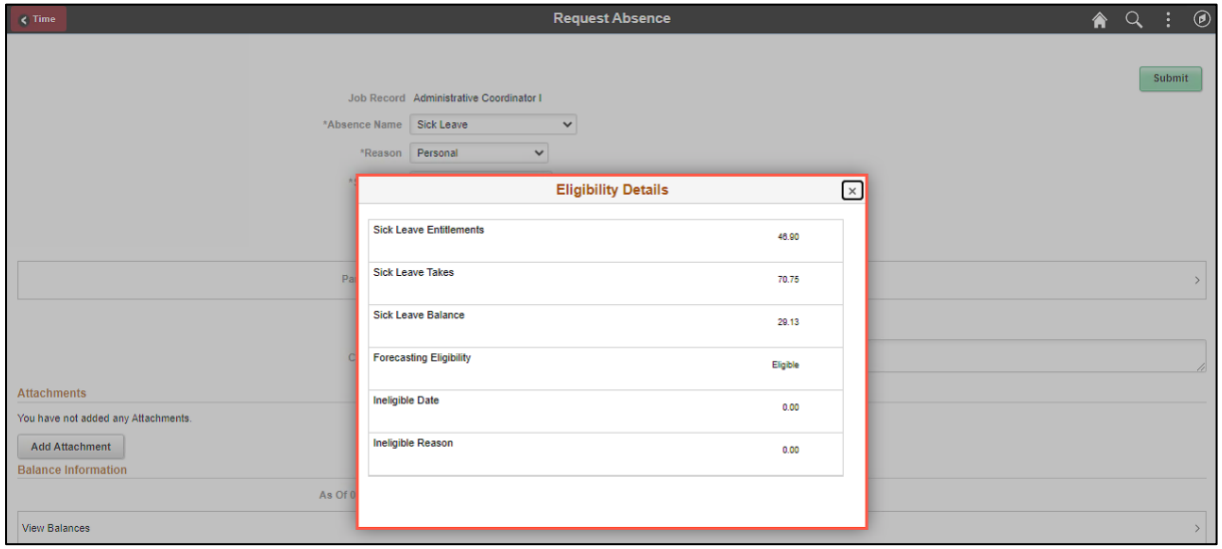
Step 8: Click the **View Eligibility Details** link to view the details.



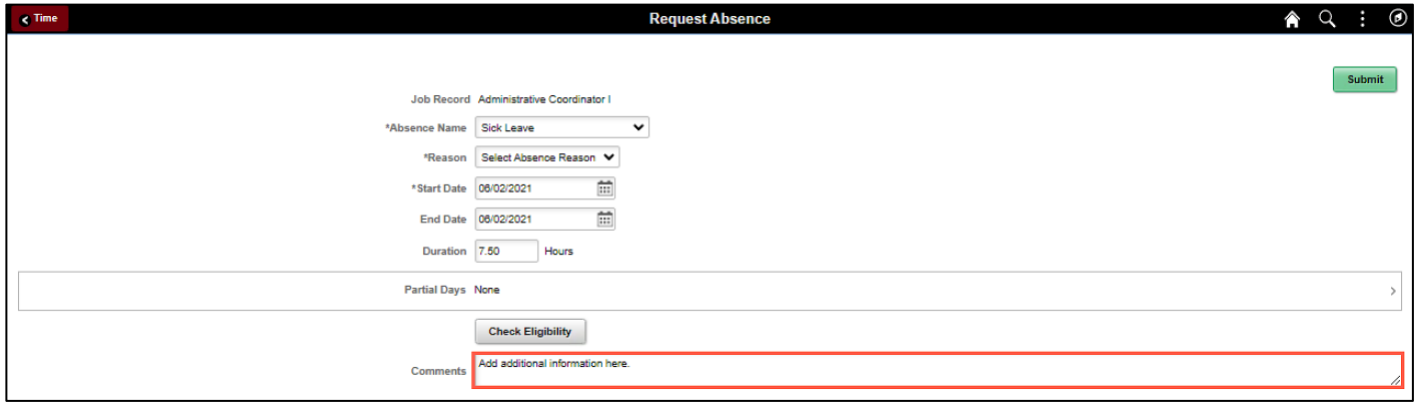


If Check Eligibility comes back Ineligible, an ineligible reason will be provided on this Eligibility Details page.

Step 9: Click the **X** to close the page to continue the absence request.

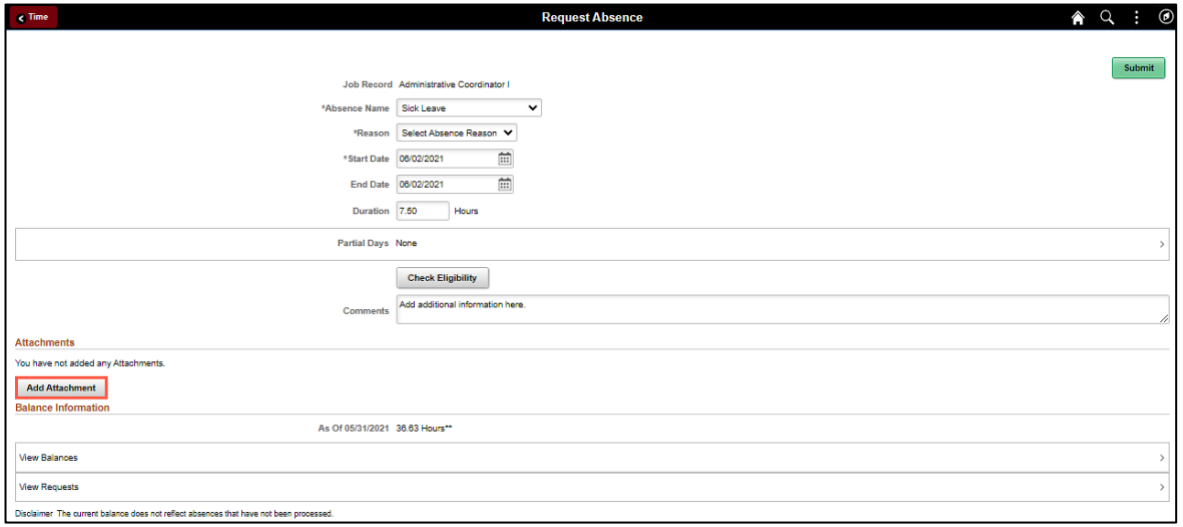


Step 10: Click in the **Comments** field and enter additional information. You may wish to include the specific times you will be away from the office. These comments are routed to your manager or TL/ABS approver.

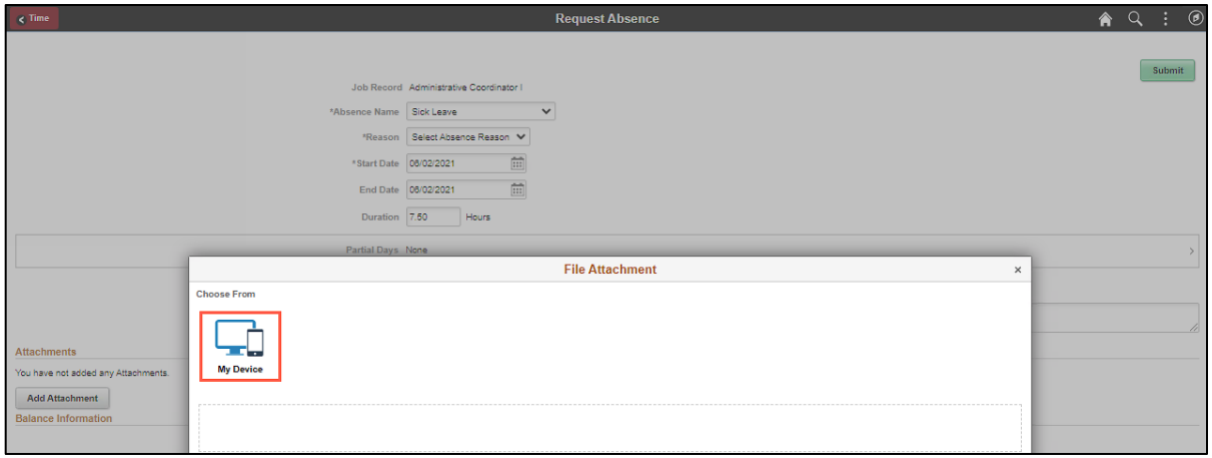


Note: If attachments are required for the Absence Type, a message will appear asking you to upload supporting documentation.

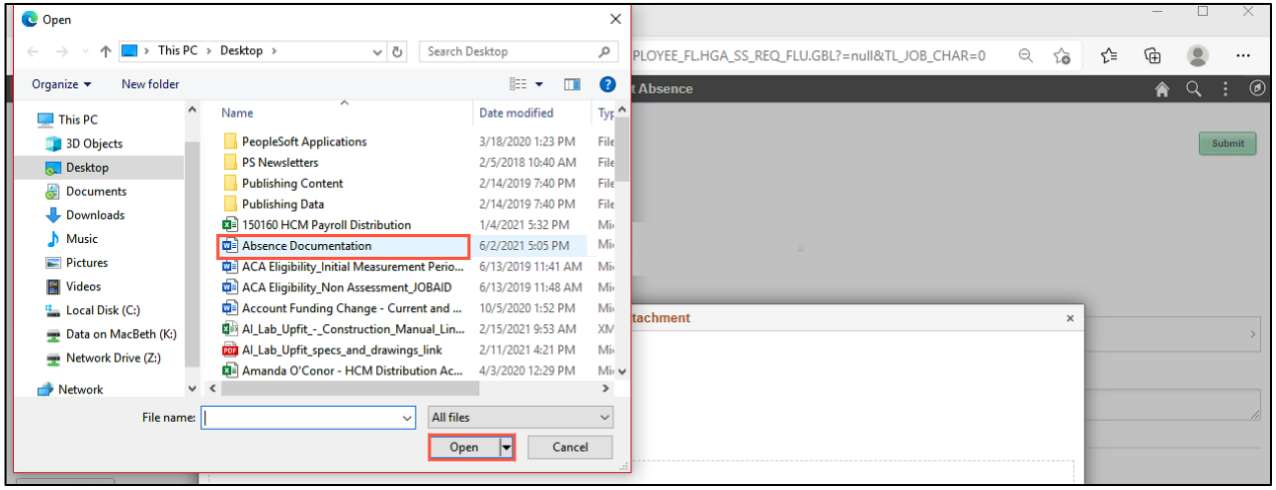
Step 11: To add an attachment, click the **Add Attachment** button.



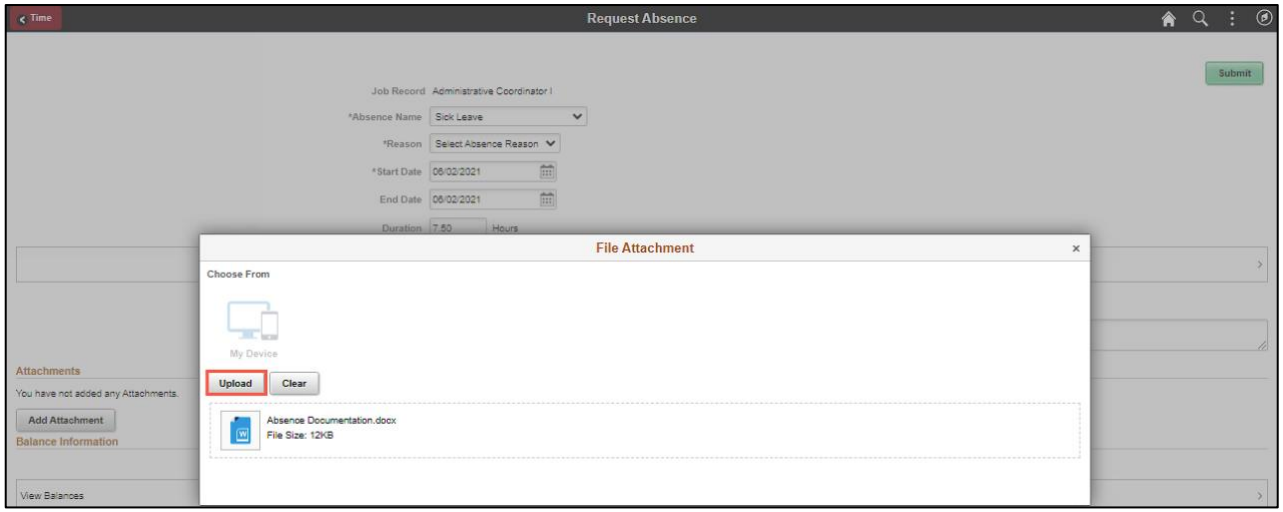
Step 12: Click **My Device** to select the appropriate documentation saved on your computer.



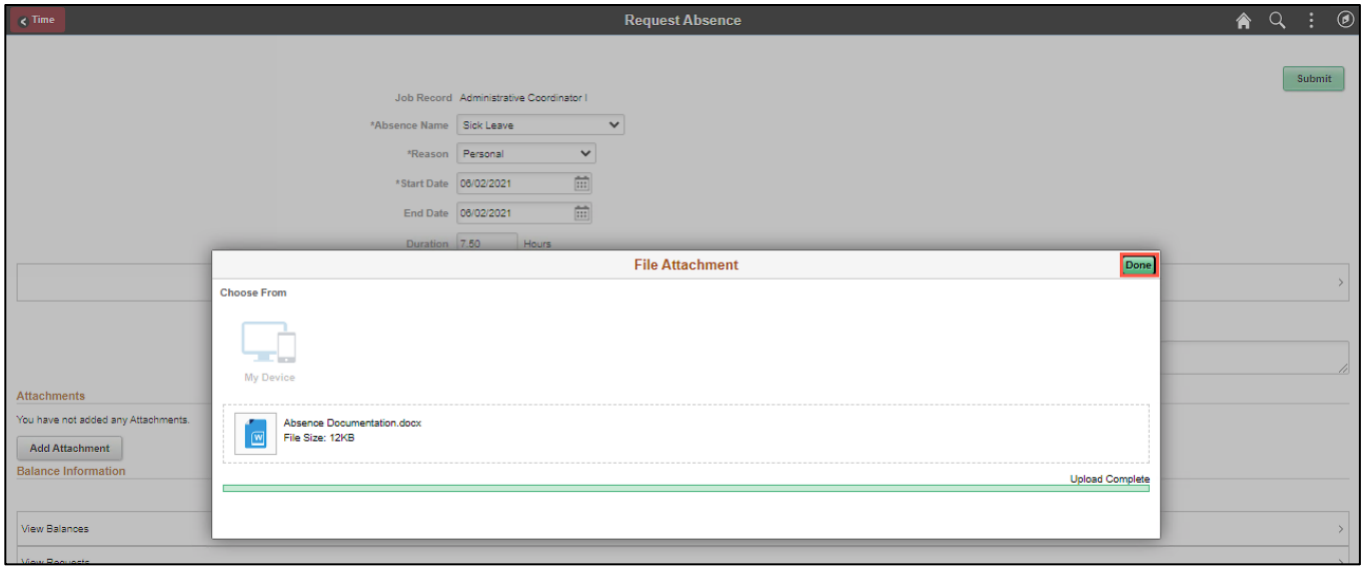
Step 13: Select the document and click the **Open** button.



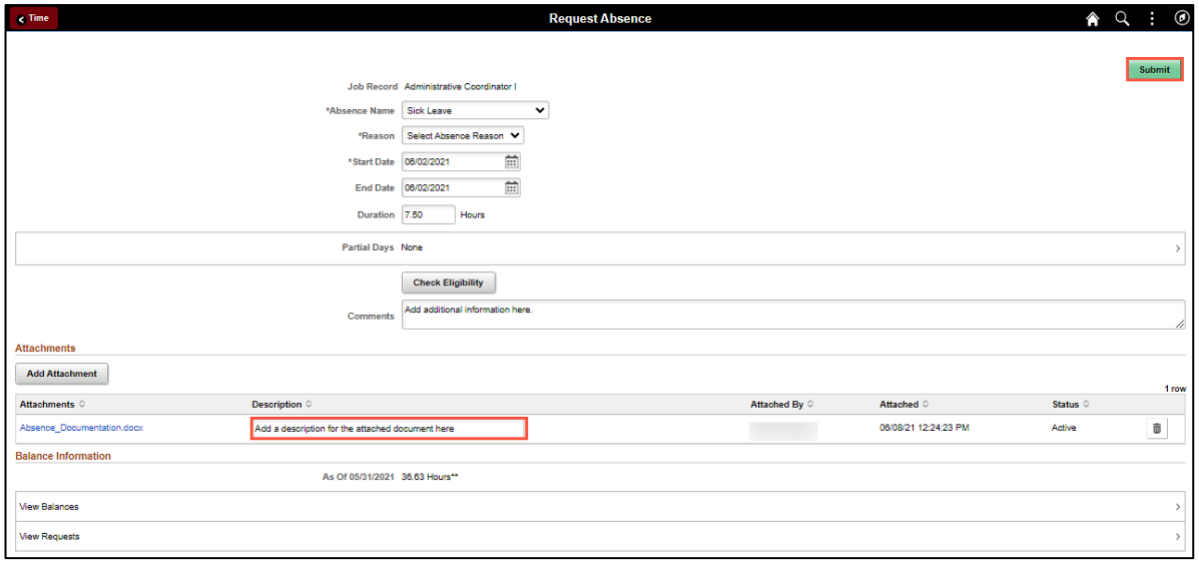
Step 14: Click the **Upload** button.



Step 15: Click the **Done** button to close the File Attachment page.

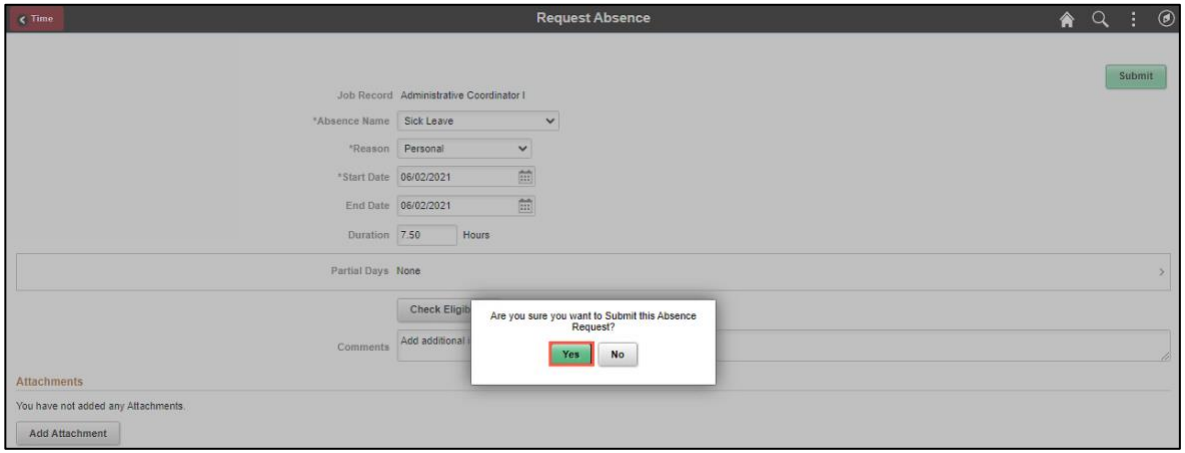


Step 16: Enter a description for the attached document in the **Description** field.

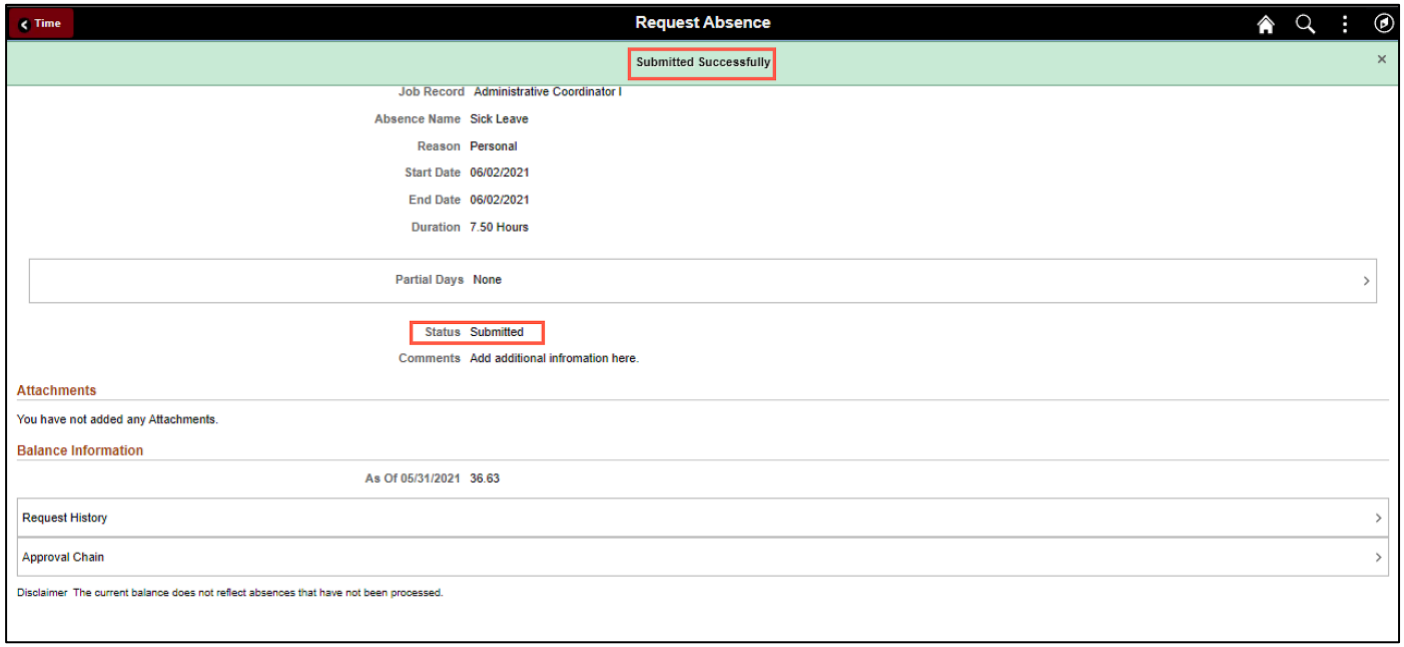


Step 17: Click **Submit** to submit the absence request for approval.

Step 18: Click the **Yes** button to indicate you are ready to submit the request.



Once the absence request has been submitted correctly, you will see a message saying that the absence request has been submitted successfully. Also, an email is generated that will automatically be sent to you.



The **Approval Chain** option will become available when the absence is routed for approval. You can click it to view who it has been sent to for approval.

You successfully learned how to request a full day absence from request absence tile.