

**University of South Carolina
Absence Management – Leave Administrator
Request a Full Day Absence on Behalf of Employee**

How to request a full day absence on behalf of an employee:

This job aid outlines how a TL/ABS Approver with the HR Leave Administrator can request a absence for Bone Marrow Donor, Organ Donor, and Sick Leave Advancement on behalf of an employee. These absences are only available to TL/ABS Approvers with the HR Leave Administrator role.

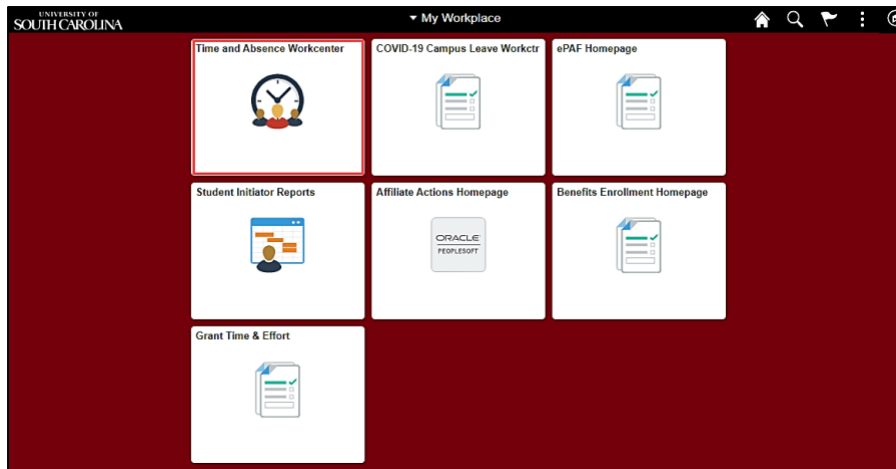
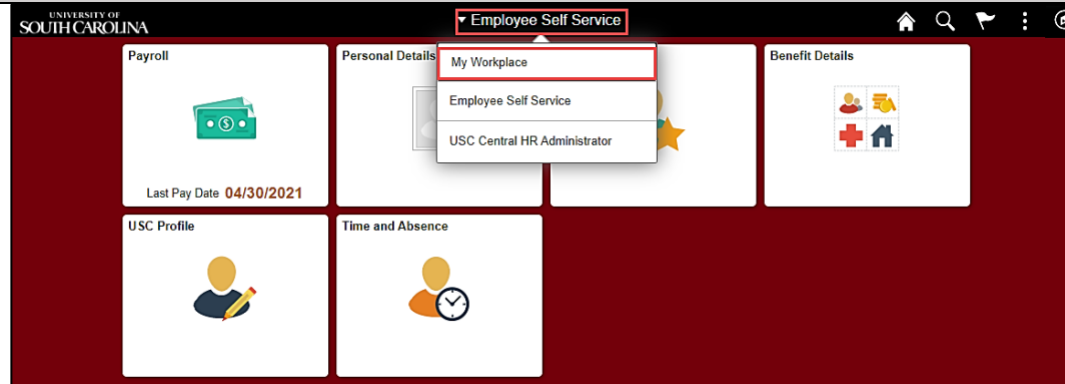
Navigation: Employee Self Service > My Workplace/My Homepage > Time and Absence Workcenter

Processing Steps

Step 1: On the Employee Self Service landing page, click the **Homepage Selector** drop-down arrow and select **My Workplace/My Homepage** from the list.

Step 2: Click the **Time and Absence Workcenter** tile.

Screenshots



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Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries and reports.

In conjunction with the TL/ABS Approver role, you also have an add-on role, HR Leave Administrator, which affords some access to medically sensitive information. The **HR Leave Administrator** role can initiate requests on behalf of employees for Bone Marrow Donor, Organ Donor, Sick Leave Advancement, Extended Leave and view Leave Pool Transfer History and extended leave history.

Step 3: Click the **Manage Time and Absence** drop-down arrow.



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Step 4: Click **Request Absence** from the options list.

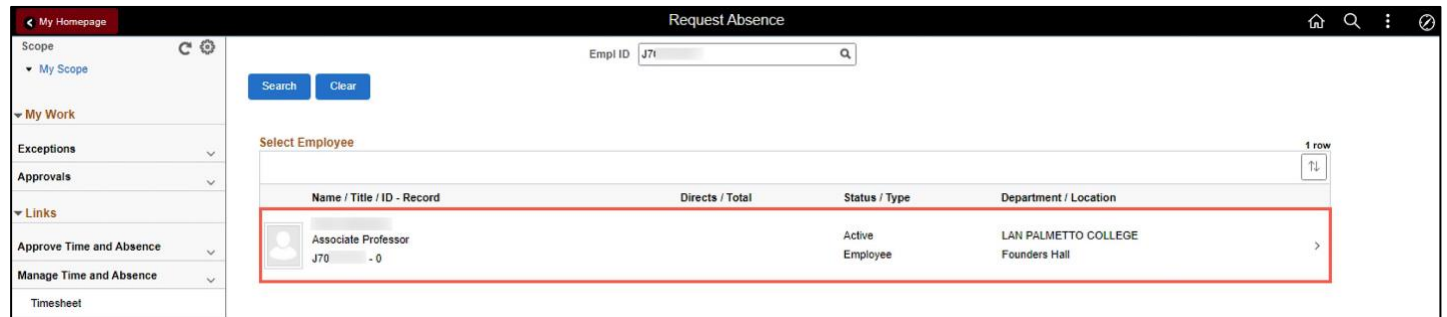
Step 5: Click in the **Empl ID** field and enter the USCID for the employee you are creating the absence for.

Step 6: Click the **Search** button.


Step 7: Click the **Employee** row to open the Request Absence page.



The screenshot shows the 'Request Absence' page. On the left sidebar, the 'Request Absence' option is highlighted with a red box. In the main content area, the 'Empl ID' field contains 'J70' and is also highlighted with a red box. The 'Search' button is highlighted with a red box.

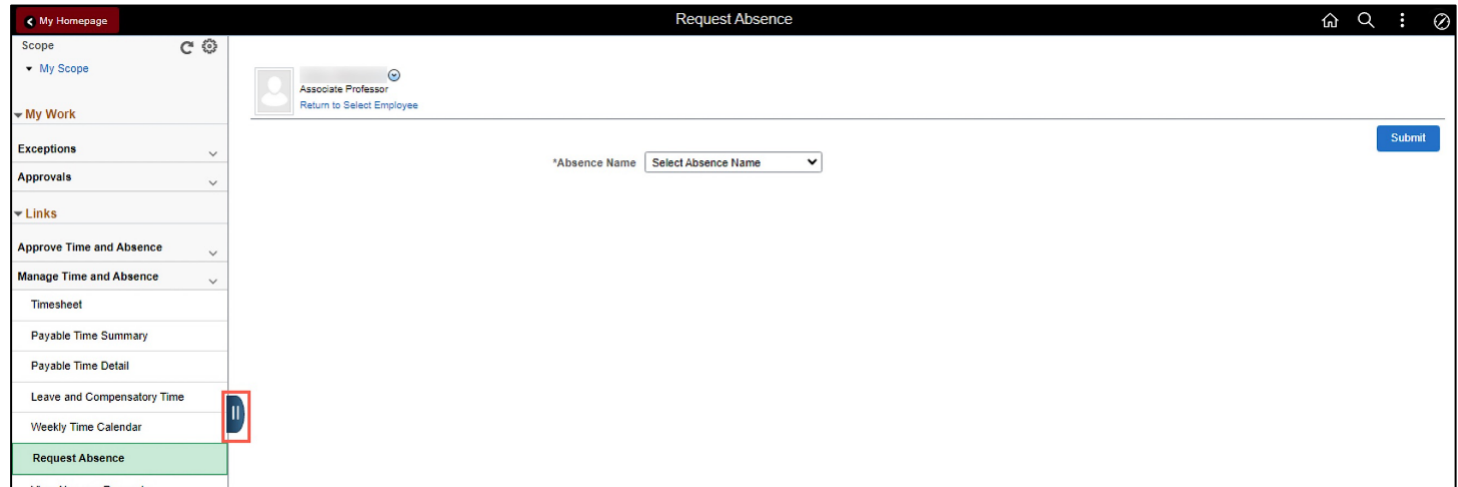


The screenshot shows the 'Request Absence' page with search results. The 'Empl ID' field now contains 'J71'. Below the search buttons, there is a 'Select Employee' section with a table. The first row of the table is highlighted with a red box.

Name / Title / ID - Record	Directs / Total	Status / Type	Department / Location
 Associate Professor J70 - 0		Active Employee	LAN PALMETTO COLLEGE Founders Hall

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Step 8: Click the **Expand Page** icon to see a full view of the Enter Time page. This will reduce the amount of scrolling you will have to do to complete the task.



The screenshot displays the 'Request Absence' interface. On the left, a navigation menu lists various options, with 'Request Absence' highlighted in green. A red box highlights a small icon next to 'Request Absence'. The main content area shows a user profile for 'Associate Professor' and a dropdown menu for '*Absence Name' with the option 'Select Absence Name'. A 'Submit' button is visible in the top right corner.

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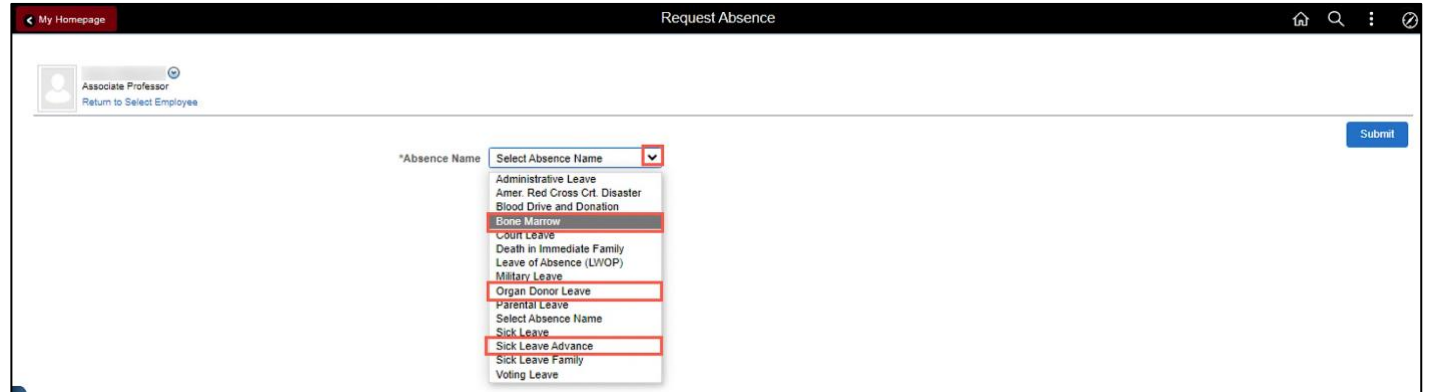
Step 9: Click the **Absence Name** drop-down arrow and select an absence type. For this example, select Bone Marrow.

Employees that are part of a bone marrow donor program and who are identified as a donor match may be granted up to 40 work hours of paid leave for the donation.

This will only display absence types that are associated with the employee's eligibility.

Notice the Bone Marrow, Organ Donor Leave, and Sick Leave Advance are available for you to select and request as a TL/ABS Approver with the HR Leave Administrator role.

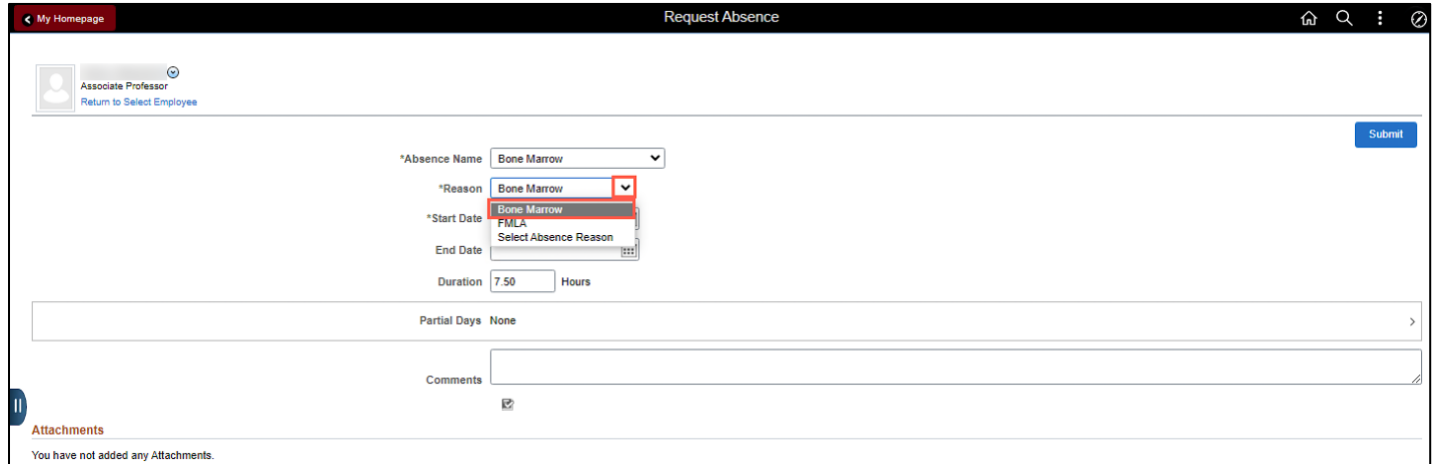
Please refer to the Absence Type Reference Guide for more detailed information about each Absence type.



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Step 10: Click the **Reason** drop-down arrow and select an appropriate reason for the leave.

Note: Not all absence types have this reason field.



My Homepage Request Absence

Associate Professor
[Return to Select Employee](#)

Submit

*Absence Name Bone Marrow

*Reason Bone Marrow

*Start Date Bone Marrow

End Date Select Absence Reason

Duration 7.50 Hours

Partial Days None

Comments

Attachments
You have not added any Attachments.

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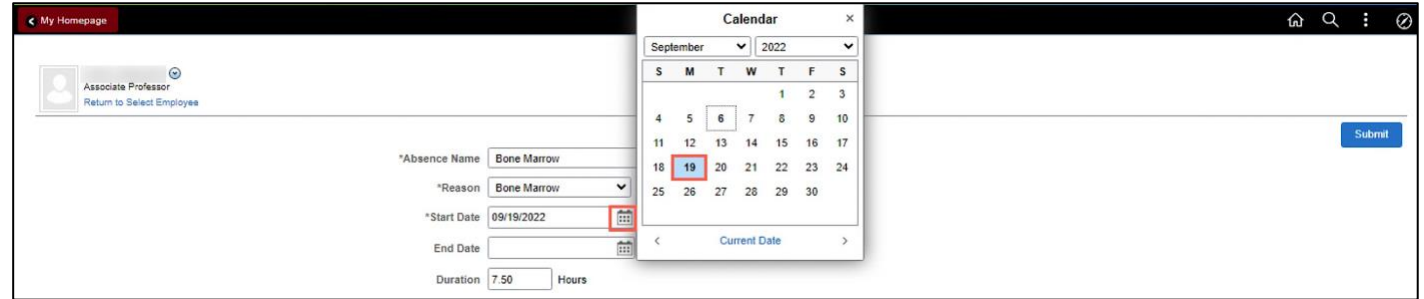
Step 11: Click the **Calendar** icons to select a **Start and End Date** for the absence.

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 the employee is out sick for two days, return to work for three days, and is out sick again, enter two absence events. If the absence includes a weekend (say, Thursday to Monday), enter one absence event.

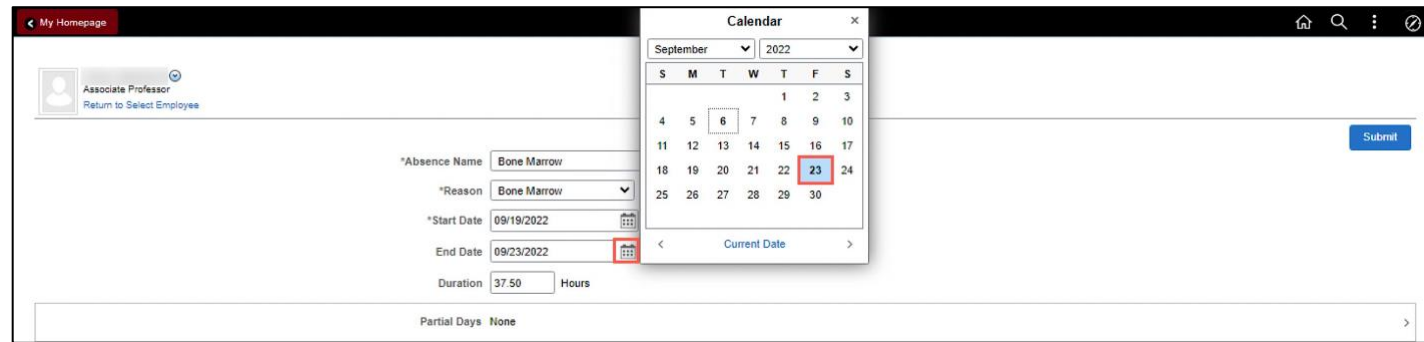
Future dated absences can be entered months in advance of the planned absences.

You can go back and enter absences that occurred 60 days prior to the current day.

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



The screenshot shows the 'My Homepage' interface for an 'Associate Professor'. The 'Absence Name' is 'Bone Marrow' and the 'Reason' is 'Bone Marrow'. The 'Start Date' is set to '09/19/2022', which is highlighted with a red box. A calendar pop-up is open, showing the month of September 2022, with the date '19' selected and highlighted in red. The 'End Date' field is empty, and the 'Duration' is set to '7.50 Hours'. A 'Submit' button is visible on the right side of the form.



The screenshot shows the same 'My Homepage' interface. The 'Absence Name' is 'Bone Marrow' and the 'Reason' is 'Bone Marrow'. The 'Start Date' is '09/19/2022' and the 'End Date' is now '09/23/2022', both highlighted with red boxes. The calendar pop-up is open, showing the month of September 2022, with the date '23' selected and highlighted in red. The 'Duration' is now '37.50 Hours'. A 'Submit' button is visible on the right side of the form. At the bottom, it says 'Partial Days: None'.

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Step 12: Notice the number of hours for the absence is now populated in the **Duration** field.

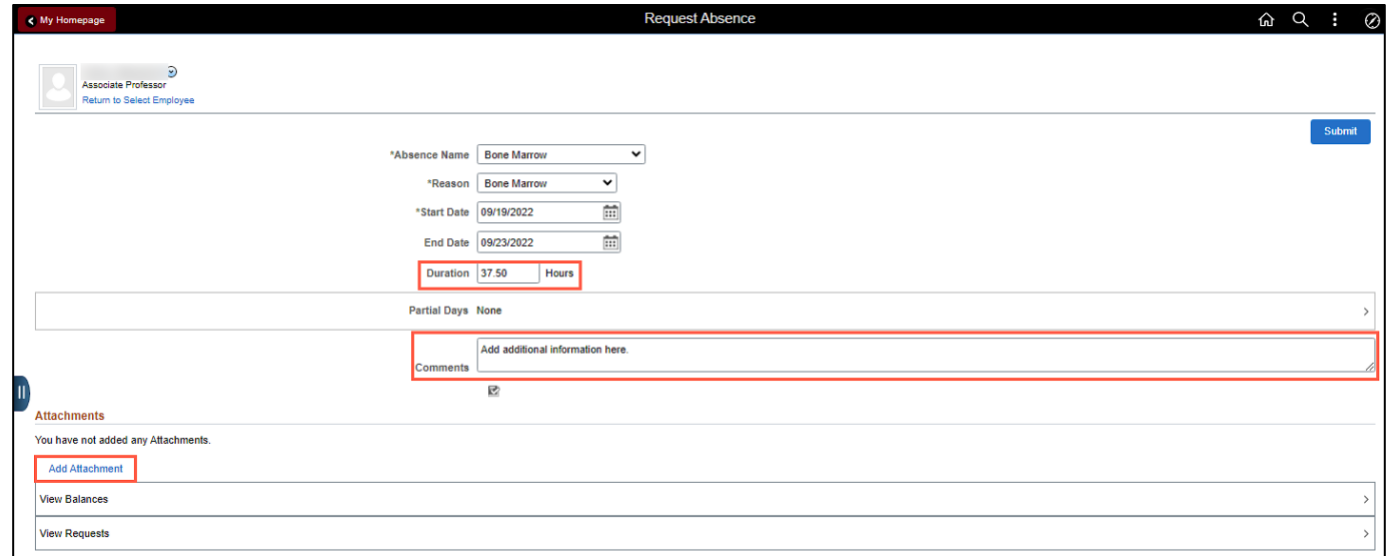
Employees that are part of a bone marrow donor program and who are identified as a donor match may be granted up to 40 work hours paid leave for the donation.

Duration Hours are determined by the employee’s assigned work schedule and should match the hours they 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 13: Click in the **Comments** field and enter additional information applicable to the absence request.

Step 14: Click the **Add Attachment** button. Attachments are required for a Bone Marrow absence request as indicated on the Absence Type Reference Guide.



The screenshot shows the 'Request Absence' interface. At the top, there's a navigation bar with 'My Homepage' and 'Request Absence'. Below that, a user profile for 'Associate Professor' is visible. The main form contains the following fields:

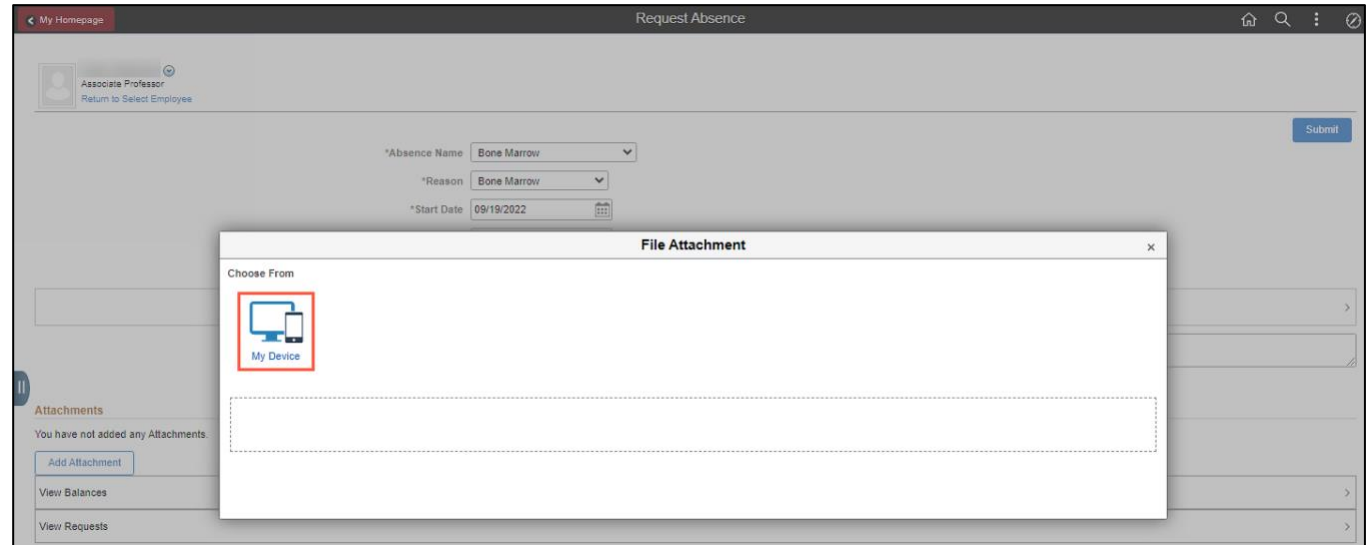
- *Absence Name: Bone Marrow
- *Reason: Bone Marrow
- *Start Date: 09/19/2022
- End Date: 09/23/2022
- Duration: 37.50 Hours
- Partial Days: None
- Comments: Add additional information here.

 Below the form, there's an 'Attachments' section with the message 'You have not added any Attachments.' and an 'Add Attachment' button. At the bottom, there are links for 'View Balances' and 'View Requests'. Red boxes in the original image highlight the 'Duration' field, the 'Comments' field, and the 'Add Attachment' button.

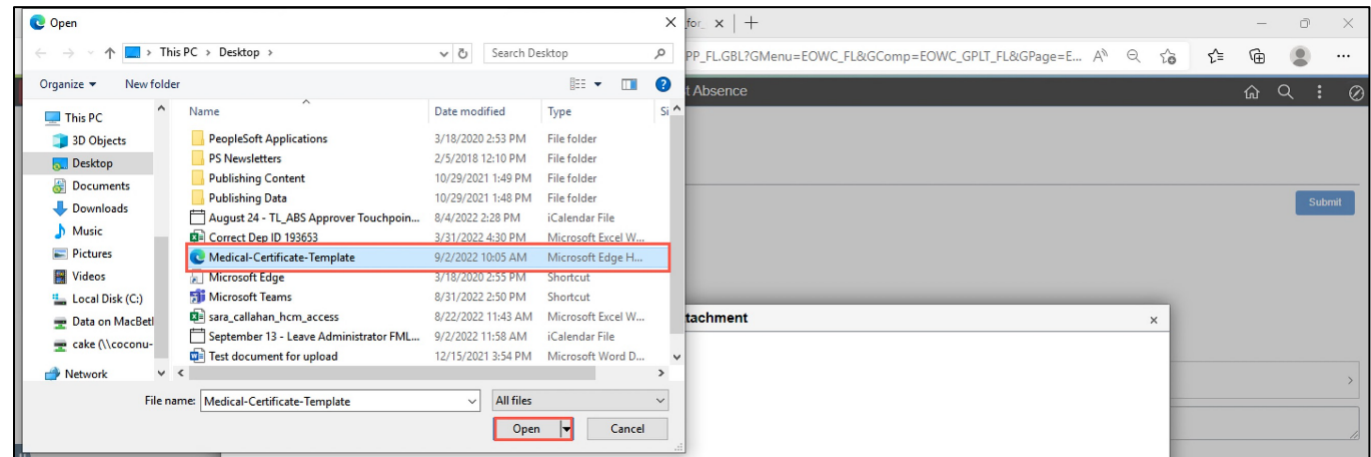
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Note: If attachments are required for the Absence Type, a message will appear asking you to upload supporting documentation.

Step 15: Click **My Device** to select the appropriate documentation saved on your computer.

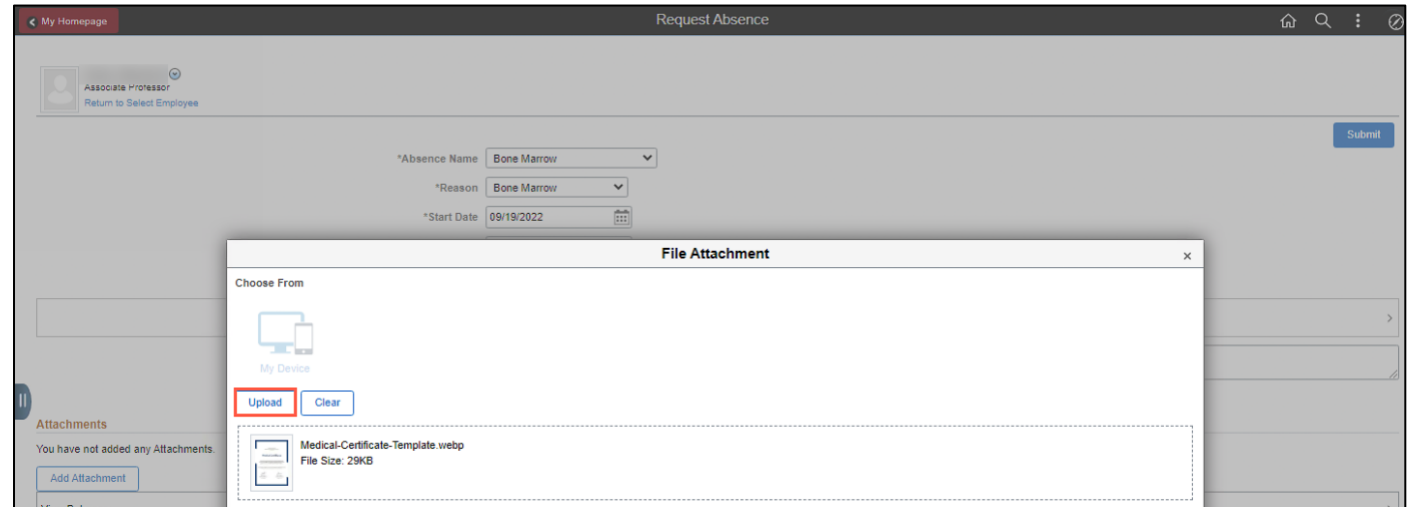


Step 16: Select the document and click the **Open** button.

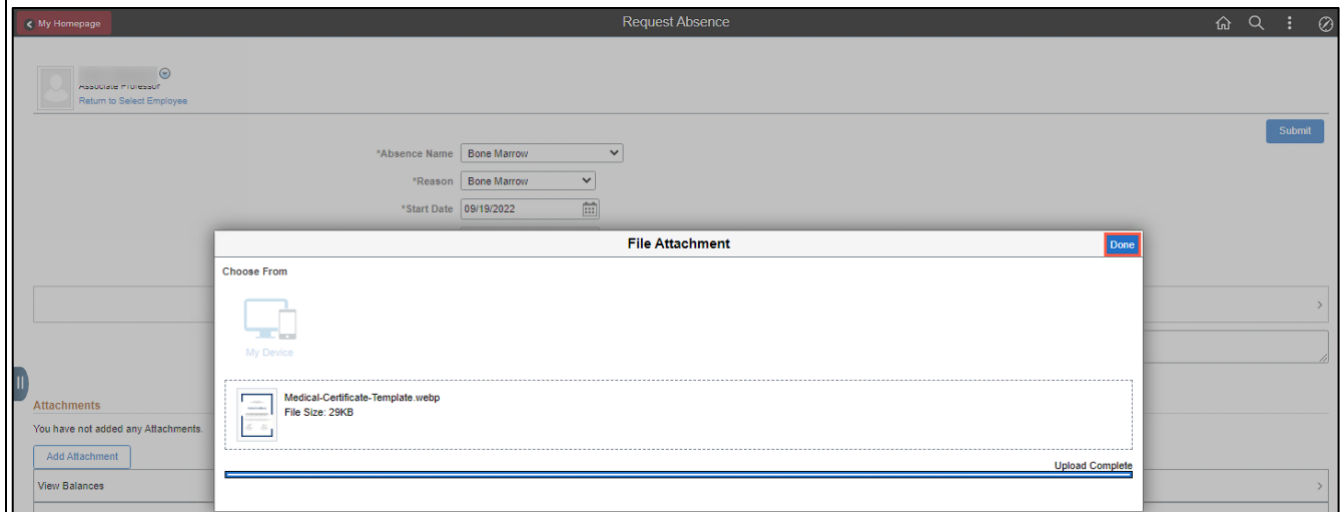


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Step 17: Click the **Upload** button.



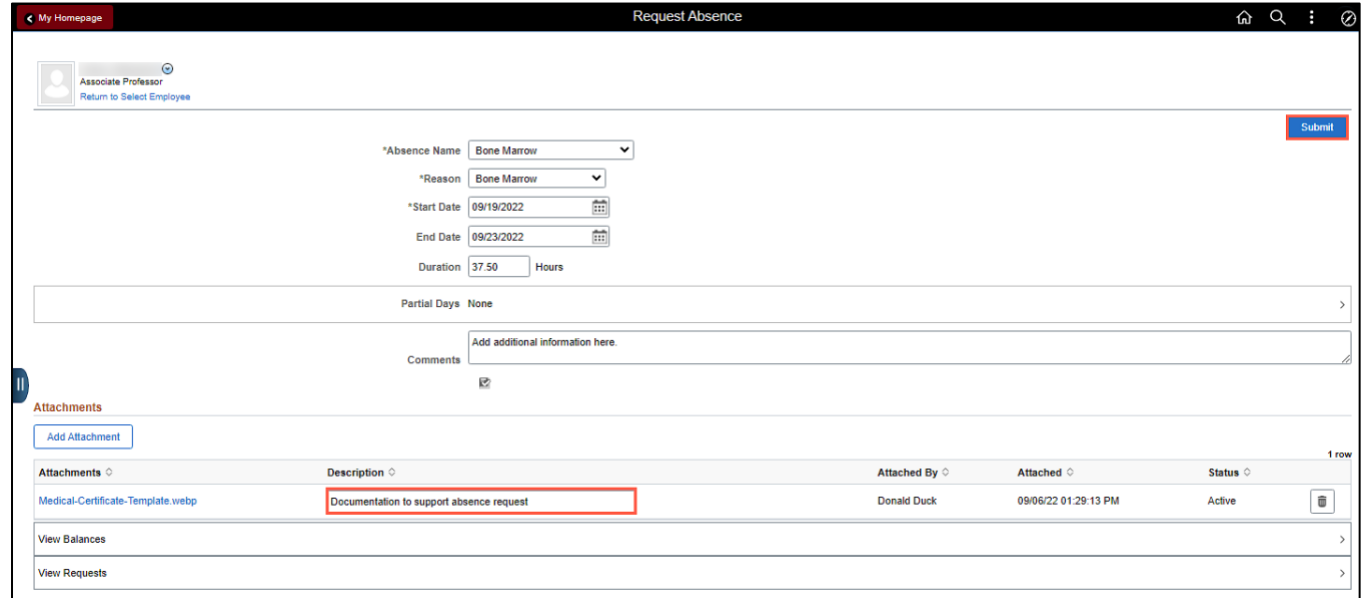
Step 18: Click the **Done** button to close the File Attachment page.



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Step 19: Enter a description for the attached document in the **Description** field.

Step 20: Click the **Submit** button to submit the absence request for approval.



Request Absence

Associate Professor
[Return to Select Employee](#)

Submit

*Absence Name: Bone Marrow

*Reason: Bone Marrow

*Start Date: 09/19/2022

End Date: 09/23/2022

Duration: 37.50 Hours

Partial Days: None

Comments: Add additional information here.

Attachments

[Add Attachment](#)

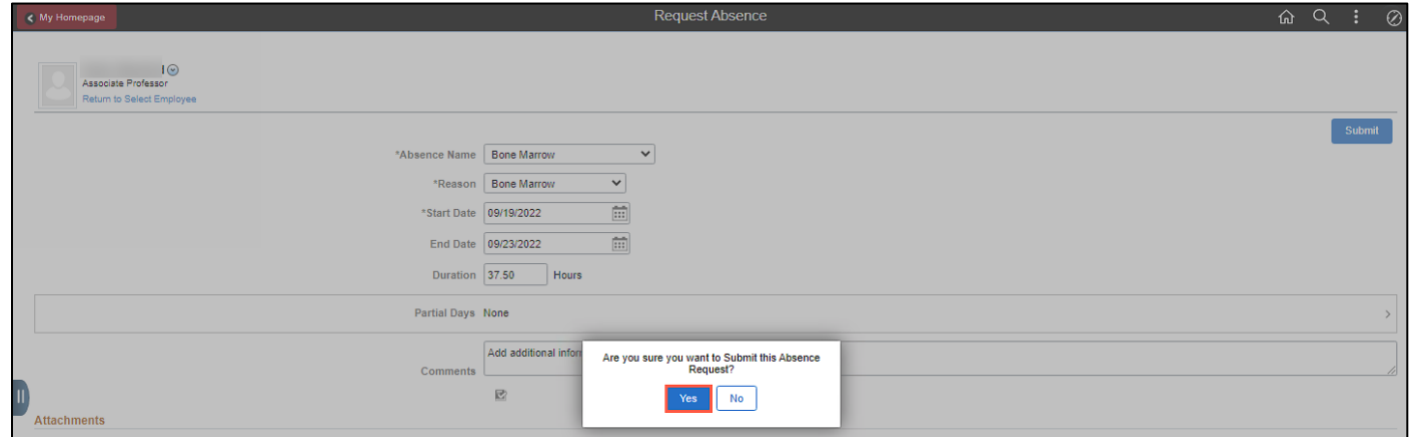
Attachments	Description	Attached By	Attached	Status
Medical-Certificate-Template.webp	Documentation to support absence request	Donald Duck	09/06/22 01:29:13 PM	Active

[View Balances](#)

[View Requests](#)

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Step 21: Click the **Yes** button to indicate you are ready to submit the request.

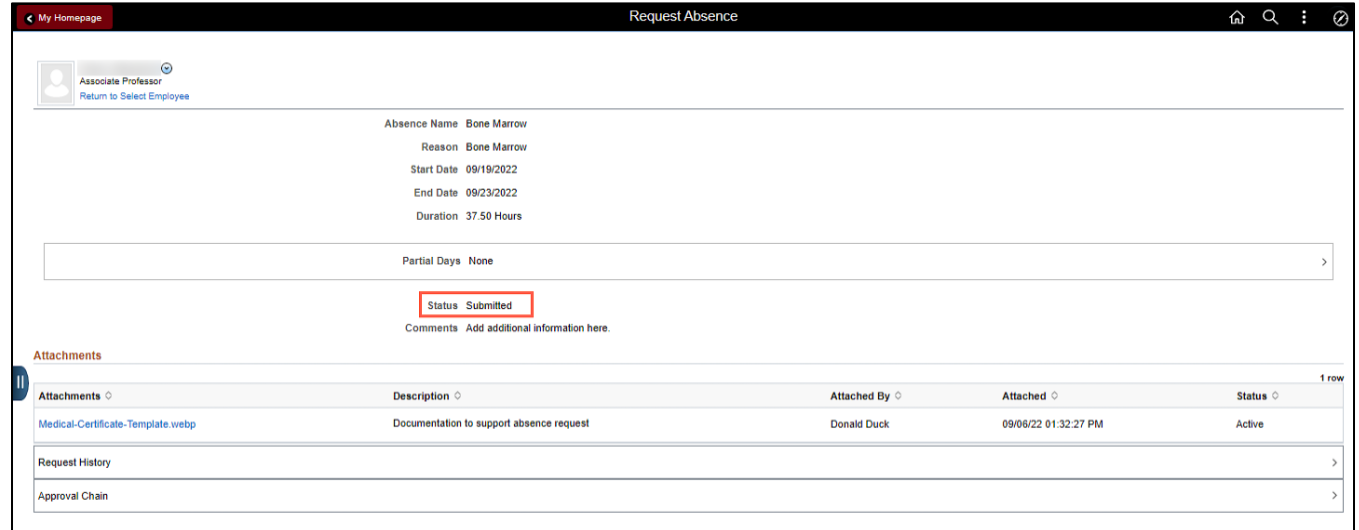


The screenshot shows the 'Request Absence' form with the following details:

- Absence Name:** Bone Marrow
- Reason:** Bone Marrow
- Start Date:** 09/19/2022
- End Date:** 09/23/2022
- Duration:** 37.50 Hours
- Partial Days:** None
- Status:** Submitted

A confirmation dialog box is displayed in the center of the screen with the text: "Are you sure you want to Submit this Absence Request?". The dialog has two buttons: "Yes" (highlighted with a red box) and "No".

Once the absence request has been submitted correctly, the **Status** will update to **Submitted** indicating that the absence request has been submitted successfully. Also, an email is generated that will automatically be sent to the employee.



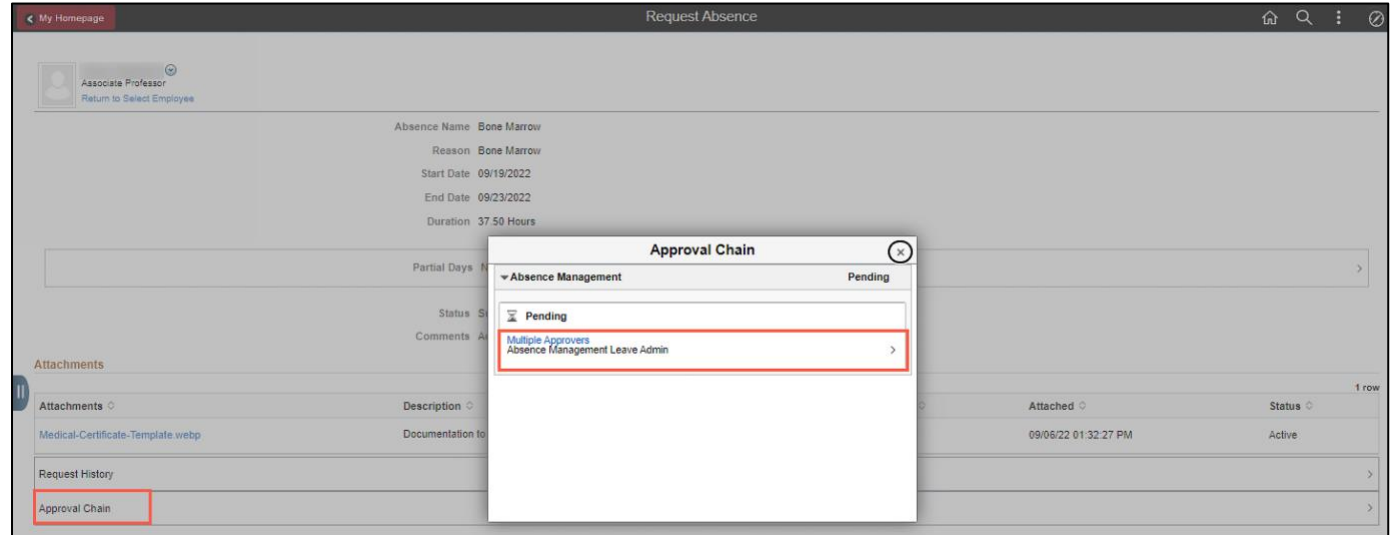
The screenshot shows the 'Request Absence' form after submission. The status is updated to 'Submitted' (highlighted with a red box). Below the form, there is an 'Attachments' section with the following table:

Attachments	Description	Attached By	Attached	Status
Medical-Certificate-Template.webp	Documentation to support absence request	Donald Duck	09/08/22 01:32:27 PM	Active

Below the attachments table, there are links for 'Request History' and 'Approval Chain'.

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Step 22: Click the **Approval Chain** row to view who is required to approve the request. When a Bone Marrow absence request is entered the request is sent to the Absence Management Leave Administrator approver at the Central Benefit's Office.



You successfully learned how to request a full day absence as a TL/ABS Approver with the HR Leave Administrator role on behalf of an employee.