

**University of South Carolina
Absence Management – TL/ABS Approver
Request a Full Day Absence on Behalf of Employee**

How to request a full day absence:

This job aid outlines how a TL/ABS Approver can request a full day absence on behalf of an employee. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

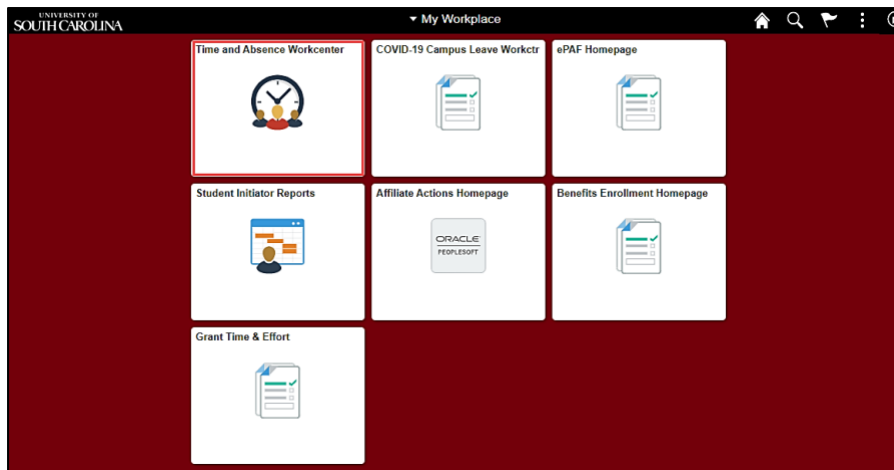
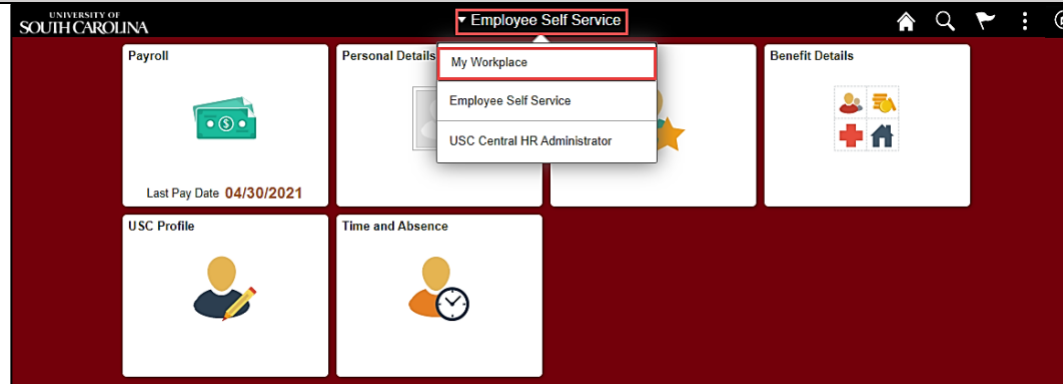
Navigation: Employee Self Service > My Workplace > Time and Absence Workcenter

Processing Steps

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

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

Screenshots

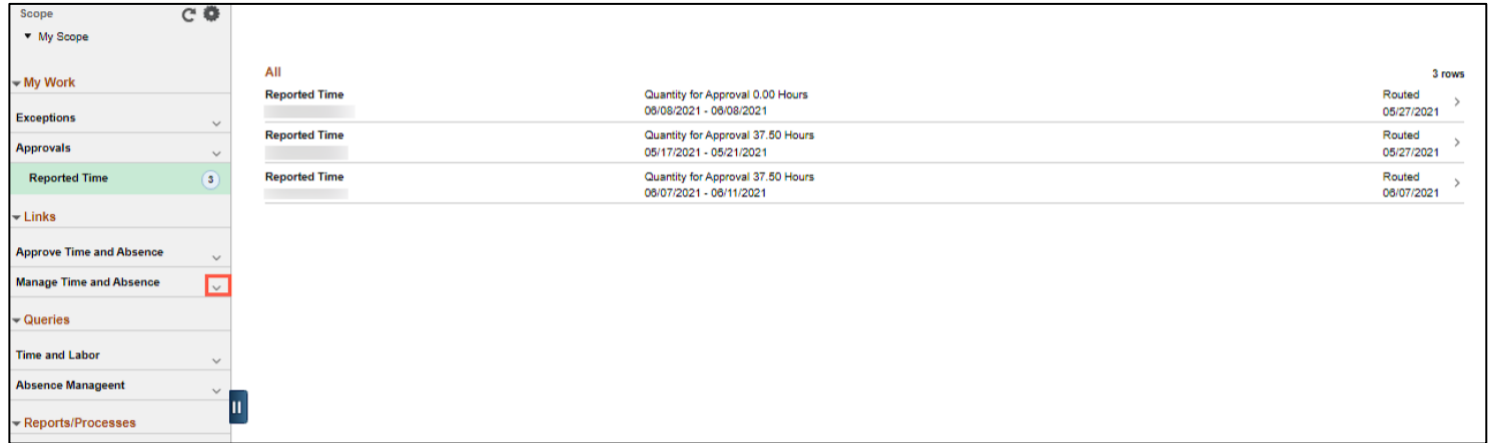


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Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

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

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



The screenshot shows the 'Time and Absence Workcenter' interface. On the left is a sidebar menu with the following items: 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Reported Time' (highlighted in green with a '3' badge), 'Links', 'Approve Time and Absence', 'Manage Time and Absence' (with a red box around its drop-down arrow), 'Queries', 'Time and Labor', 'Absence Management', and 'Reports/Processes'. The main area displays a table of 'Reported Time' entries under the 'All' filter. The table has 3 rows and includes columns for 'Reported Time', 'Quantity for Approval', and 'Routed' status.

Reported Time	Quantity for Approval	Routed
08/08/2021 - 08/08/2021	0.00 Hours	Routed 05/27/2021 >
05/17/2021 - 05/21/2021	37.50 Hours	Routed 05/27/2021 >
08/07/2021 - 08/11/2021	37.50 Hours	Routed 08/07/2021 >

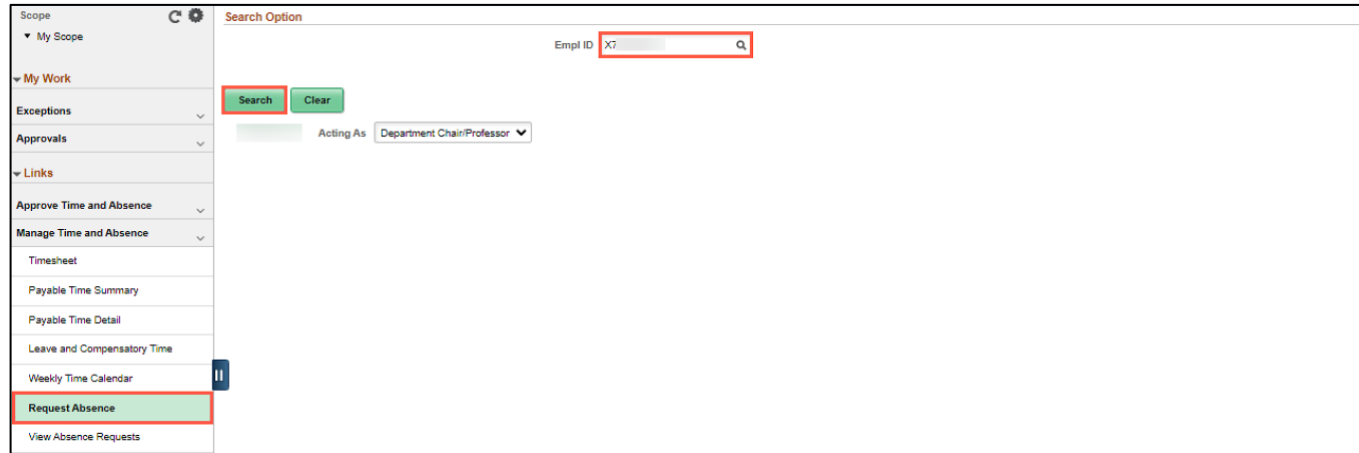
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Step 4: Click **Request Absence** from the options list.

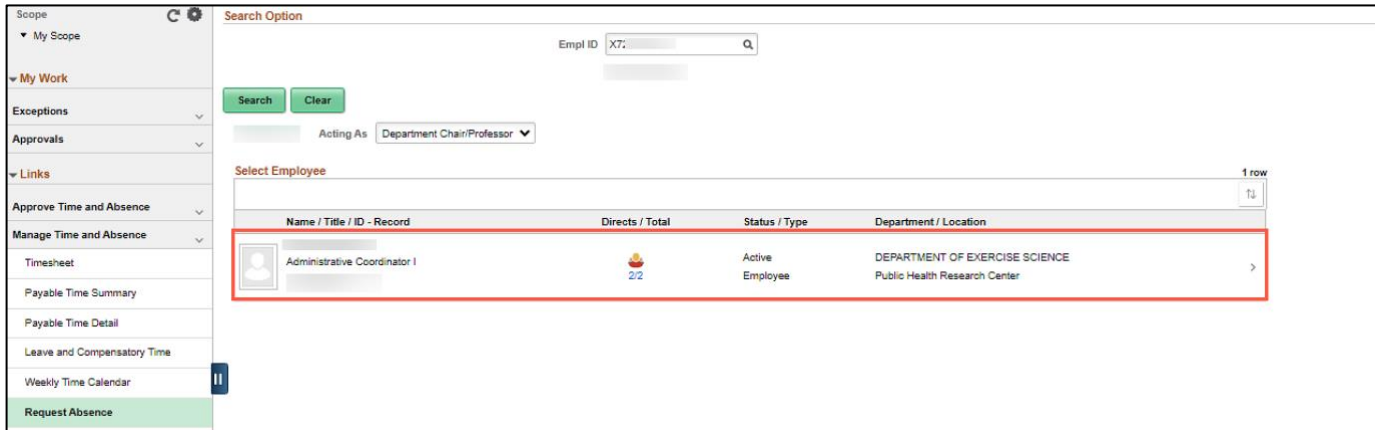
Step 5: Click in the **Empl ID** field and enter the USCID for the employee you are creating the absence for.

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 is highlighted with a red box and contains the value 'X7'. Below the search field are 'Search' and 'Clear' buttons, and an 'Acting As' dropdown menu set to 'Department Chair/Professor'.

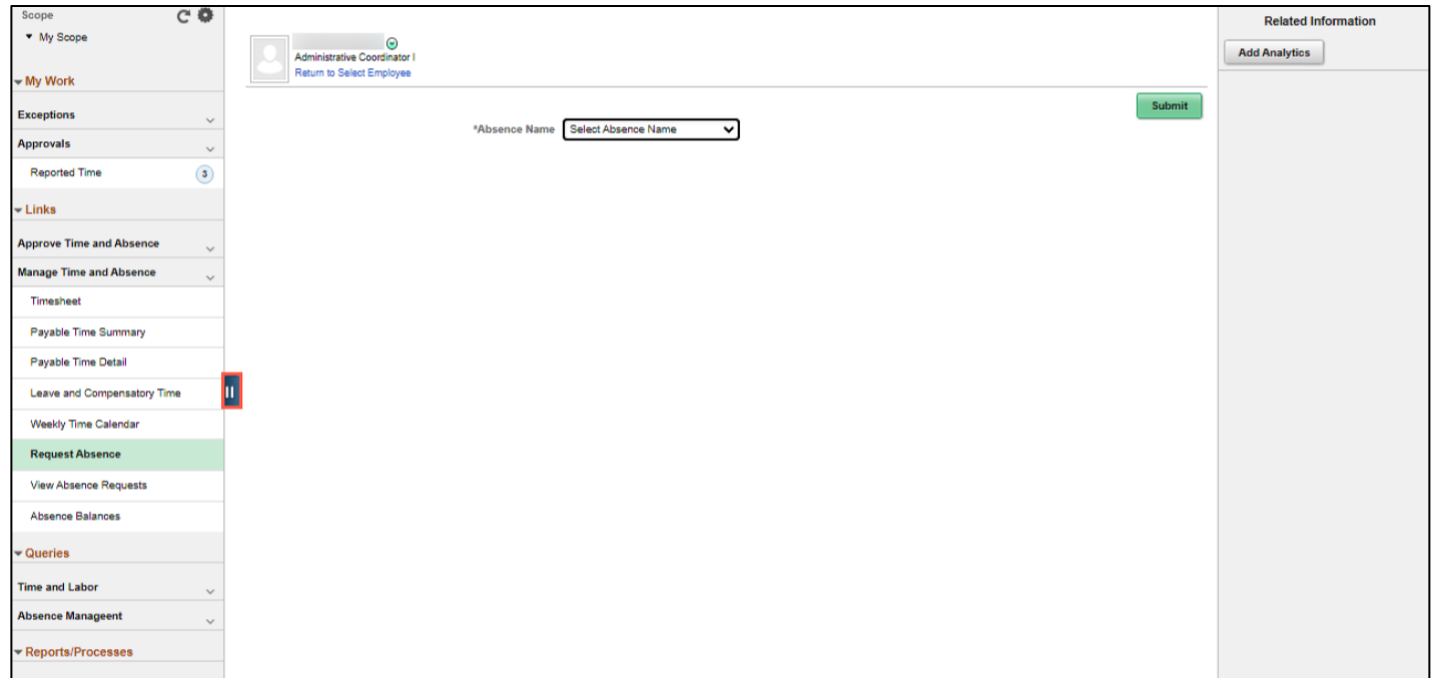


The screenshot shows the search results for the employee. The 'Request Absence' button in the sidebar is now highlighted in green. The search results table is highlighted with a red box and contains one row:

Name / Title / ID - Record	Directs / Total	Status / Type	Department / Location
 Administrative Coordinator I	 2/2	Active Employee	DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center

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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' page in the system. On the left, a navigation sidebar is visible with the following items: My Scope, My Work, Exceptions, Approvals, Reported Time (3), Links, Approve Time and Absence, Manage Time and Absence, Timesheet, Payable Time Summary, Payable Time Detail, Leave and Compensatory Time (highlighted with a red box), Weekly Time Calendar, Request Absence (highlighted in green), View Absence Requests, Absence Balances, Queries, Time and Labor, Absence Management, and Reports/Processes. The main content area shows a user profile for 'Administrative Coordinator I' with a 'Return to Select Employee' link. Below this is a form with a label '*Absence Name' and a dropdown menu currently showing 'Select Absence Name'. A green 'Submit' button is located to the right of the dropdown. On the far right, a 'Related Information' sidebar contains an 'Add Analytics' button.

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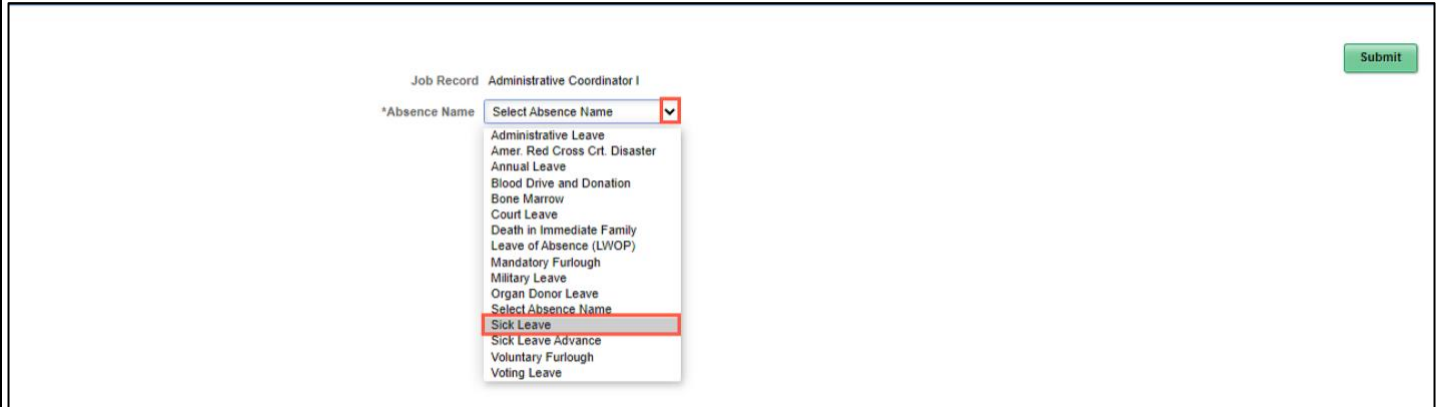
Step 9: Click the **Absence Name** drop-down arrow and select an absence type.

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

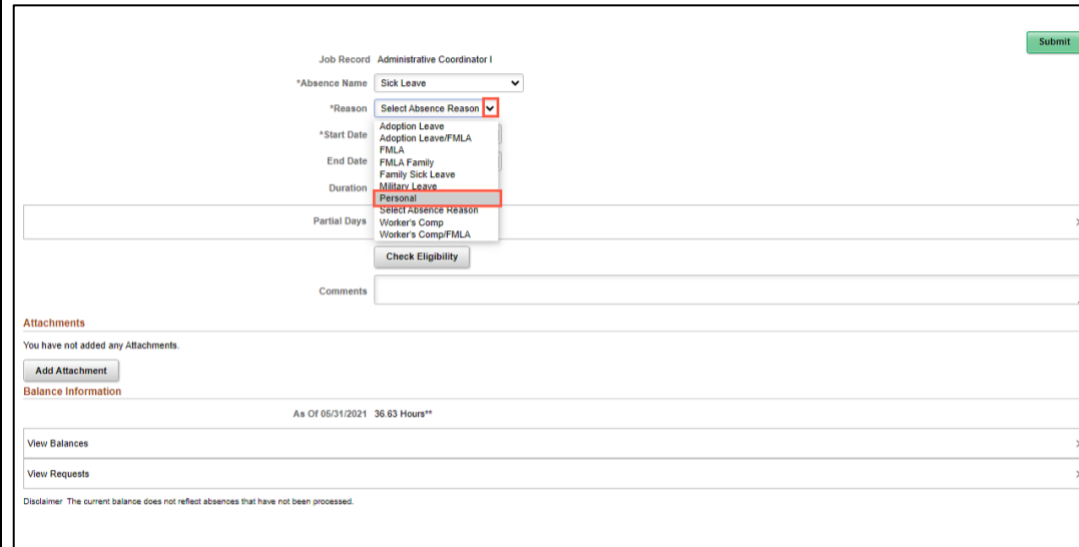
Please refer to the Absence Type Reference Guide for more detailed information about each Absence type.

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.



This screenshot shows the 'Absence Name' dropdown menu open. The menu lists various absence types, with 'Sick Leave' highlighted in red. The 'Submit' button is visible in the top right corner.



This screenshot shows the 'Reason' dropdown menu open. The menu lists various reasons, with 'Personal' highlighted in red. The 'Absence Name' dropdown is set to 'Sick Leave'. The 'Submit' button is visible in the top right corner.

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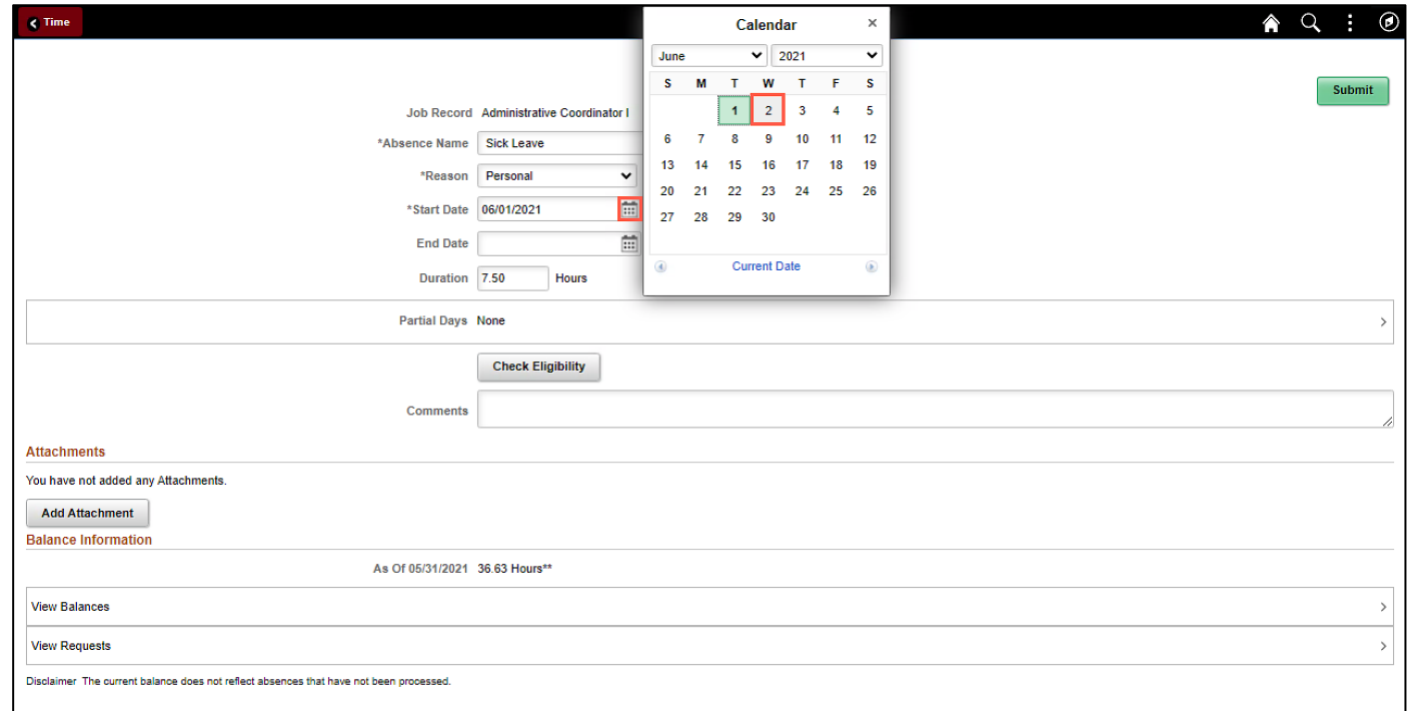
Step 11: Click the **Calendar** icon to select a start date for the absence.

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 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 'Request a Full Day Absence' form. A calendar pop-up is open for June 2021, with the 1st and 2nd highlighted. The form fields are as follows:

- Job Record: Administrative Coordinator I
- *Absence Name: Sick Leave
- *Reason: Personal
- *Start Date: 06/01/2021
- End Date: (empty)
- Duration: 7.50 Hours
- Partial Days: None
- Check Eligibility button
- Comments: (empty text area)
- Attachments: You have not added any Attachments. Add Attachment button.
- Balance Information: As Of 05/31/2021 36.63 Hours**
- View Balances button
- View Requests button
- Disclaimer: The current balance does not reflect absences that have not been processed.

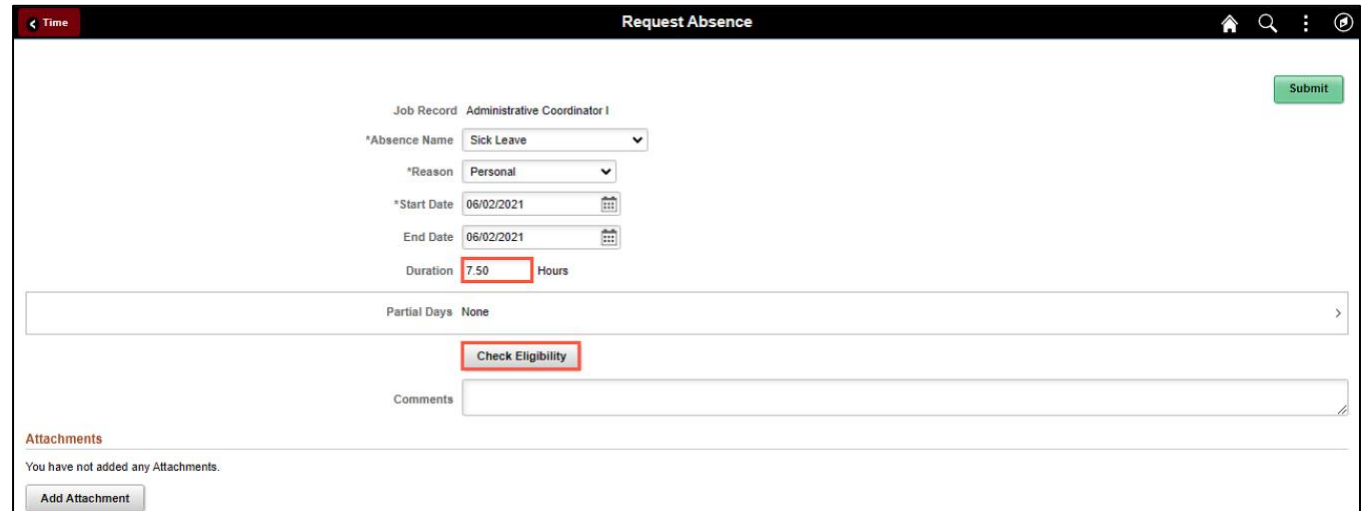
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Validate the number of hours for the absence in the **Duration** field.

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



Request Absence

Job Record: Administrative Coordinator I

*Absence Name: Sick Leave

*Reason: Personal

*Start Date: 06/02/2021

End Date: 06/02/2021

Duration: 7.50 Hours

Partial Days: None

Check Eligibility

Comments

Attachments

You have not added any Attachments.

Add Attachment

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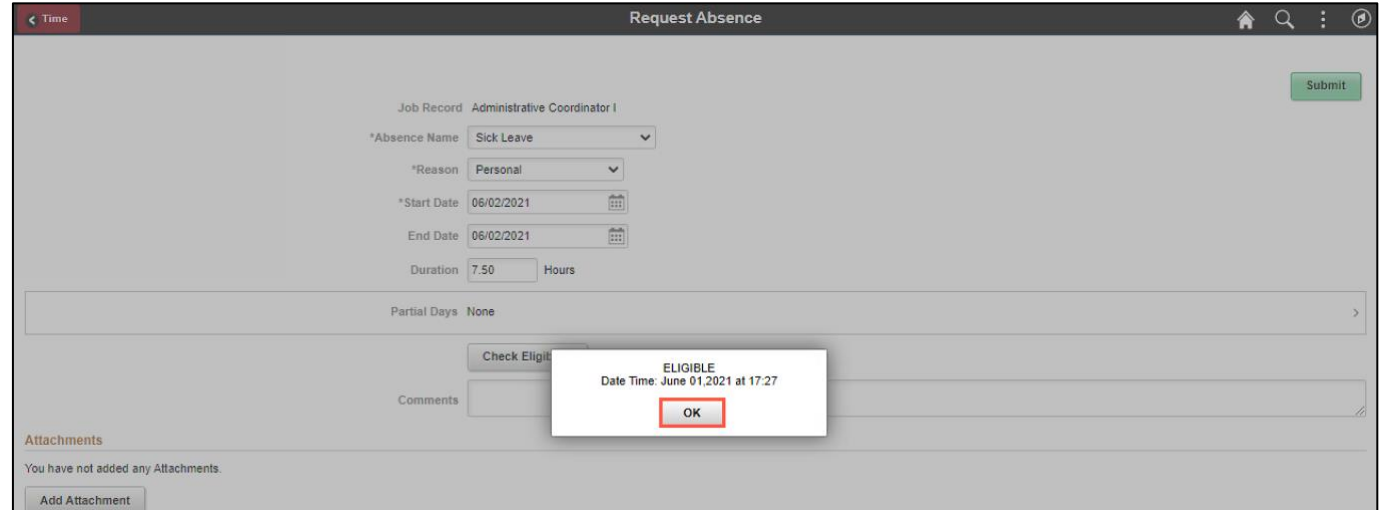
Two possible messages will be returned:

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

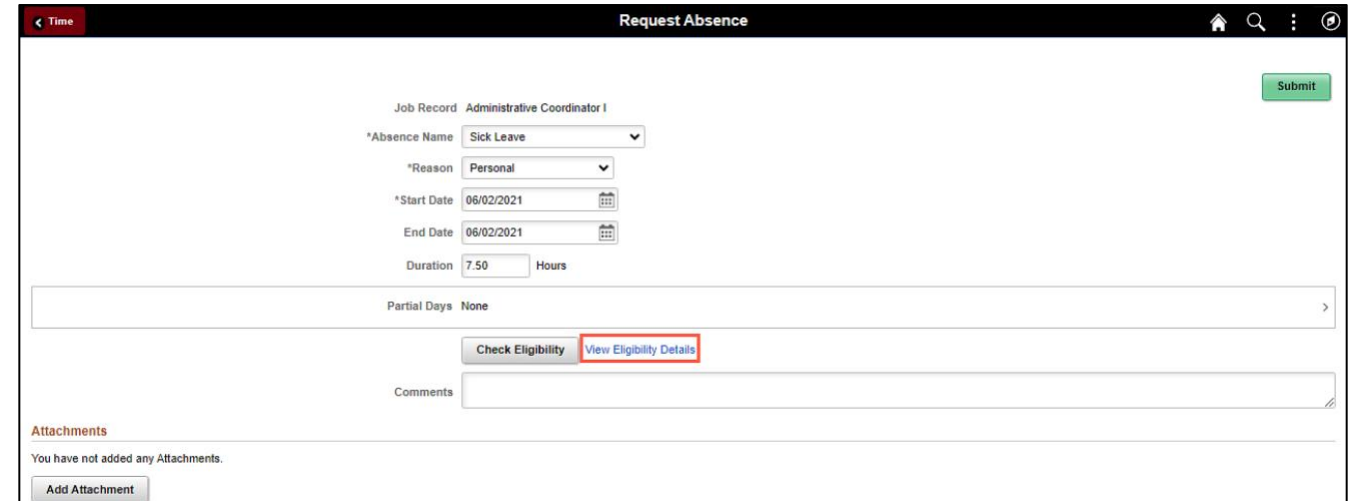
If the absence is for leave types other than annual or sick leave, you will not see this Check Eligibility button. However, if the other leave type (i.e. death in the immediate family leave) has a limit per Uof SC policy, an error message will appear if your request exceeds the established limit.

Step 13: A message appears saying they are eligible. Click the **OK** button to continue.

Step 14: Click the **View Eligibility Details** link to view the details.



The screenshot shows the 'Request Absence' form for 'Administrative Coordinator I'. The form fields are: *Absence Name: Sick Leave, *Reason: Personal, *Start Date: 06/02/2021, End Date: 06/02/2021, Duration: 7.50 Hours, Partial Days: None. A modal dialog box is displayed in the center with the text 'ELIGIBLE' and 'Date Time: June 01, 2021 at 17:27'. An 'OK' button is highlighted with a red box.

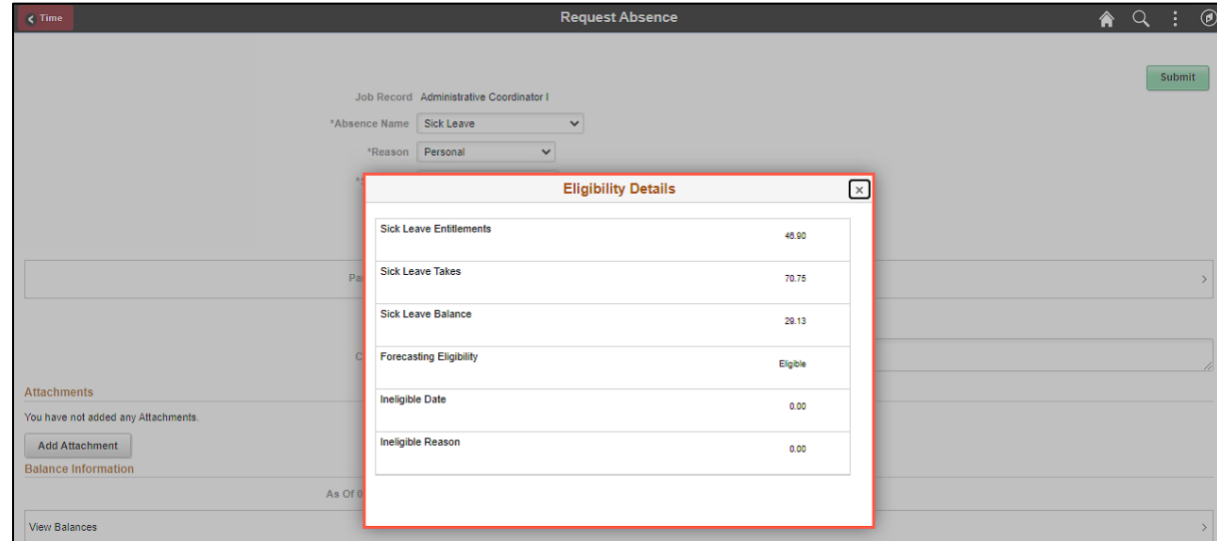


The screenshot shows the same 'Request Absence' form. The 'View Eligibility Details' link is highlighted with a red box. The form fields are: Job Record: Administrative Coordinator I, *Absence Name: Sick Leave, *Reason: Personal, *Start Date: 06/02/2021, End Date: 06/02/2021, Duration: 7.50 Hours, Partial Days: None. The 'Check Eligibility' button is also visible.

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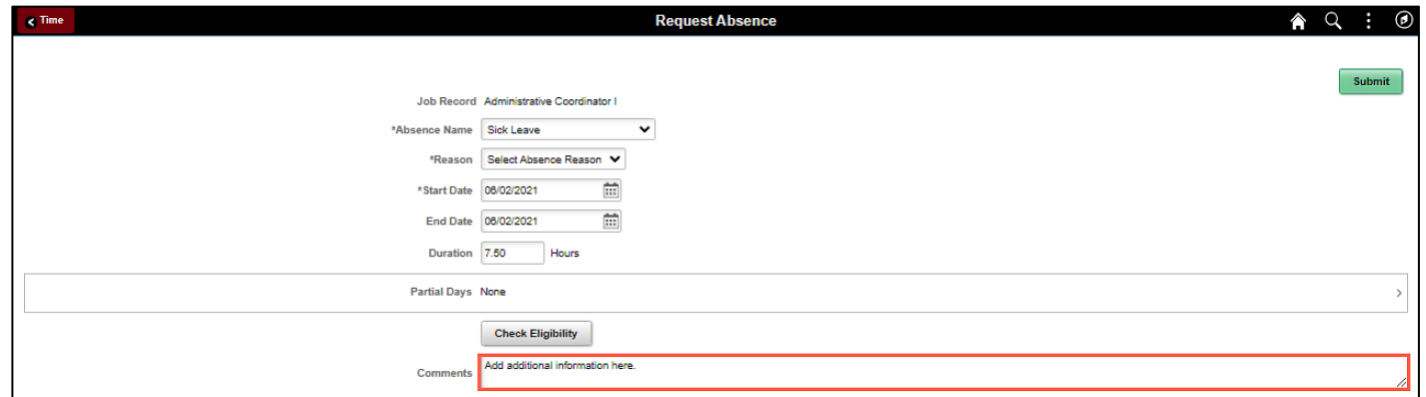
If Check Eligibility comes back Ineligible, an ineligible reason will be provided on this Eligibility Details page.

Step 15: Click the **X** to close the page to continue the absence request.



Sick Leave Entitlements	45.00
Sick Leave Takes	70.75
Sick Leave Balance	28.13
Forecasting Eligibility	Eligible
Ineligible Date	0.00
Ineligible Reason	0.00

Step 16: Click in the **Comments** field and enter additional information.



Job Record: Administrative Coordinator I

*Absence Name: Sick Leave

*Reason: Select Absence Reason

*Start Date: 09/02/2021

End Date: 09/02/2021

Duration: 7.50 Hours

Partial Days: None

Check Eligibility

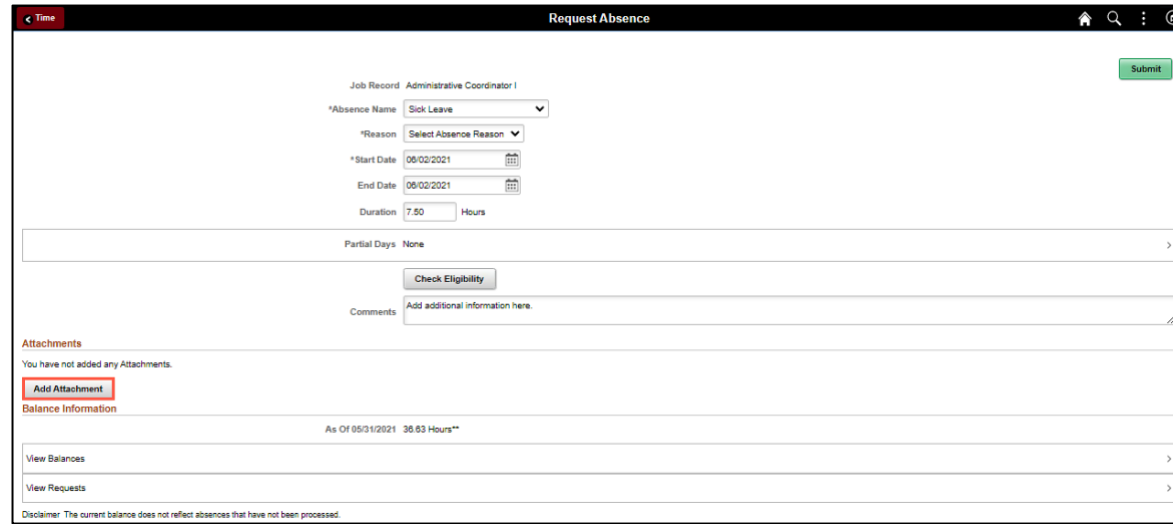
Comments: Add additional information here.

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

Step 17: To add an attachment, click the **Add Attachment** button.

Step 18: Click **My Device** to select the appropriate documentation saved on your computer.



Request Absence

Job Record: Administrative Coordinator I

*Absence Name: Sick Leave

*Reason: Select Absence Reason

*Start Date: 09/02/2021

End Date: 09/02/2021

Duration: 7.50 Hours

Partial Days: None

Check Eligibility

Comments: Add additional information here.

Attachments
You have not added any Attachments.

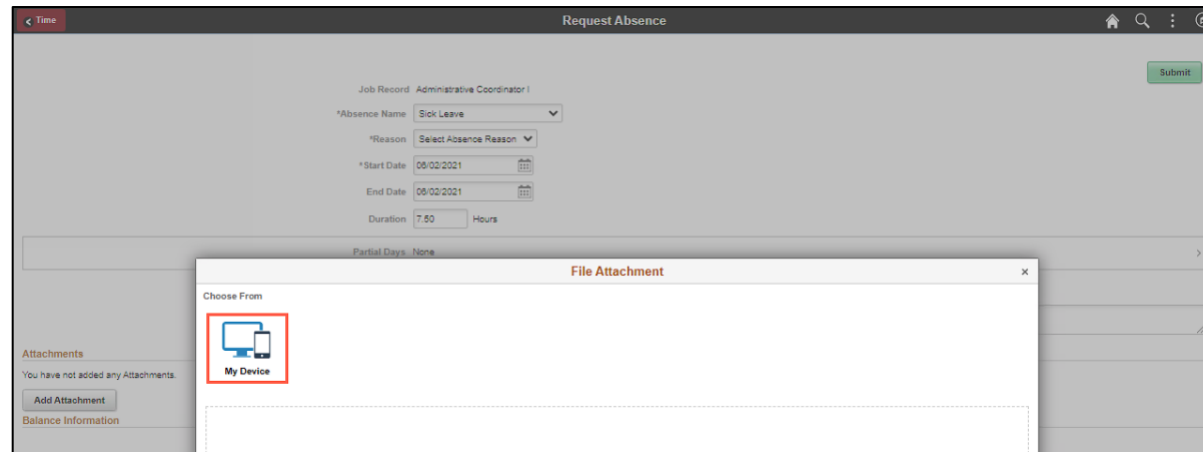
Add Attachment

Balance Information
As Of 09/02/2021 35.63 Hours**

View Balances

View Requests

Disclaimer: The current balance does not reflect absences that have not been processed.



Request Absence

Job Record: Administrative Coordinator I

*Absence Name: Sick Leave

*Reason: Select Absence Reason

*Start Date: 09/02/2021

End Date: 09/02/2021

Duration: 7.50 Hours

Partial Days: None

File Attachment

Choose From

My Device

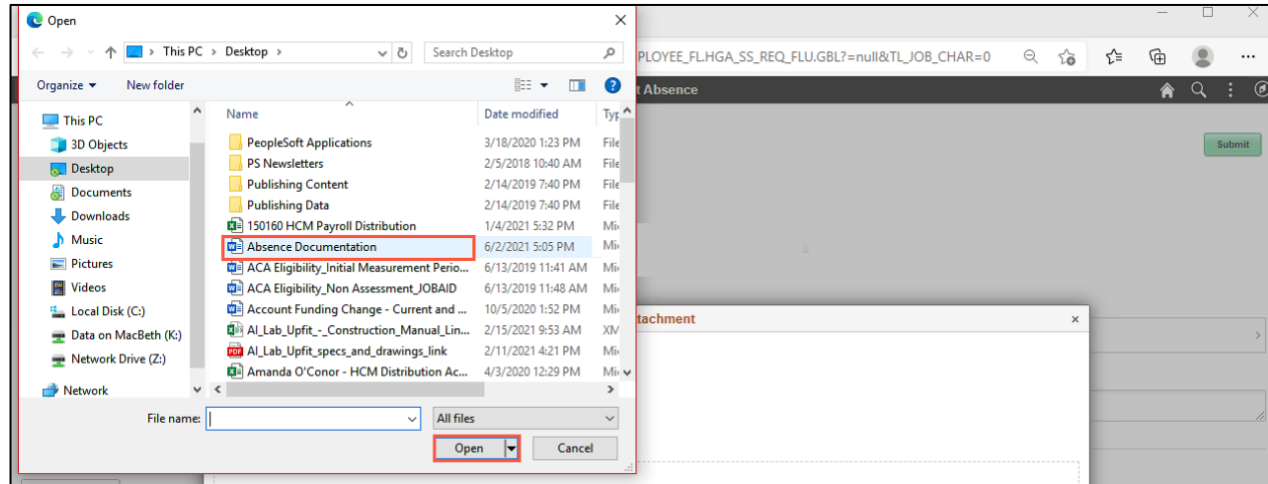
Attachments: You have not added any Attachments.

Add Attachment

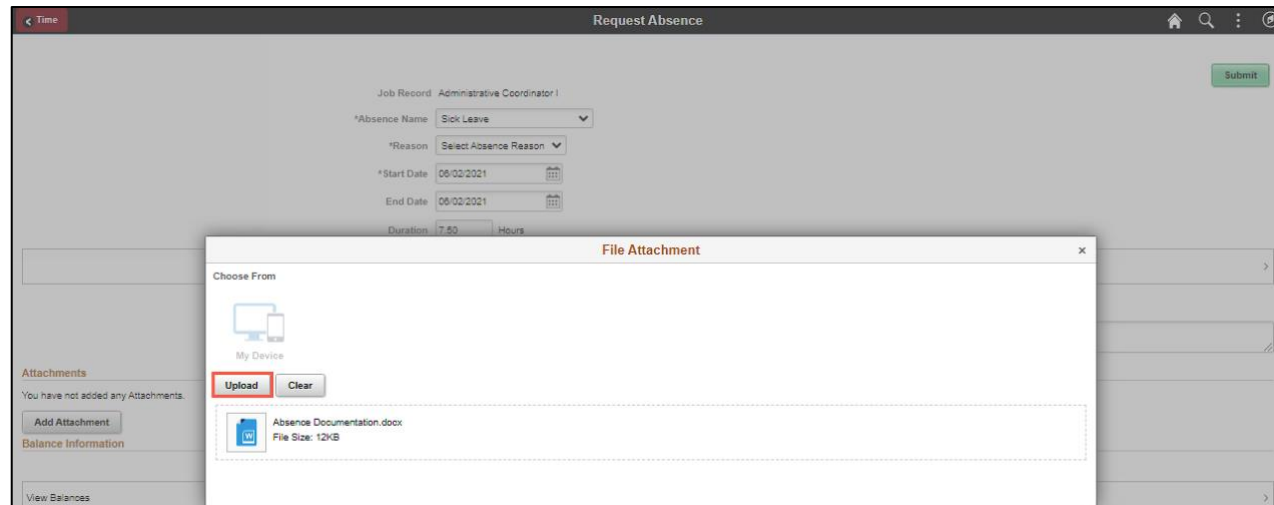
Balance Information

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Step 19: Select the document and click the **Open** button.

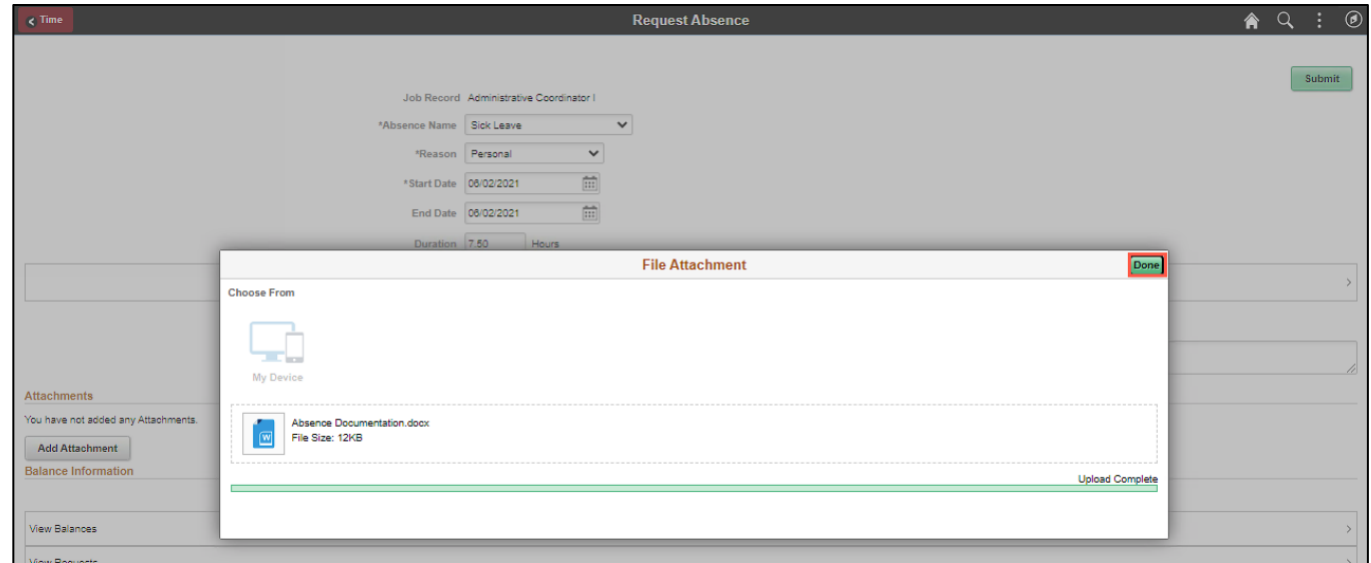


Step 20: Click the **Upload** button.



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Step 21: Click the **Done** button to close the File Attachment page.



The screenshot displays the 'Request Absence' mobile application interface. The main form includes the following fields:

- Job Record: Administrative Coordinator I
- *Absence Name: Sick Leave
- *Reason: Personal
- *Start Date: 06/02/2021
- End Date: 06/02/2021
- Duration: 7.50 Hours

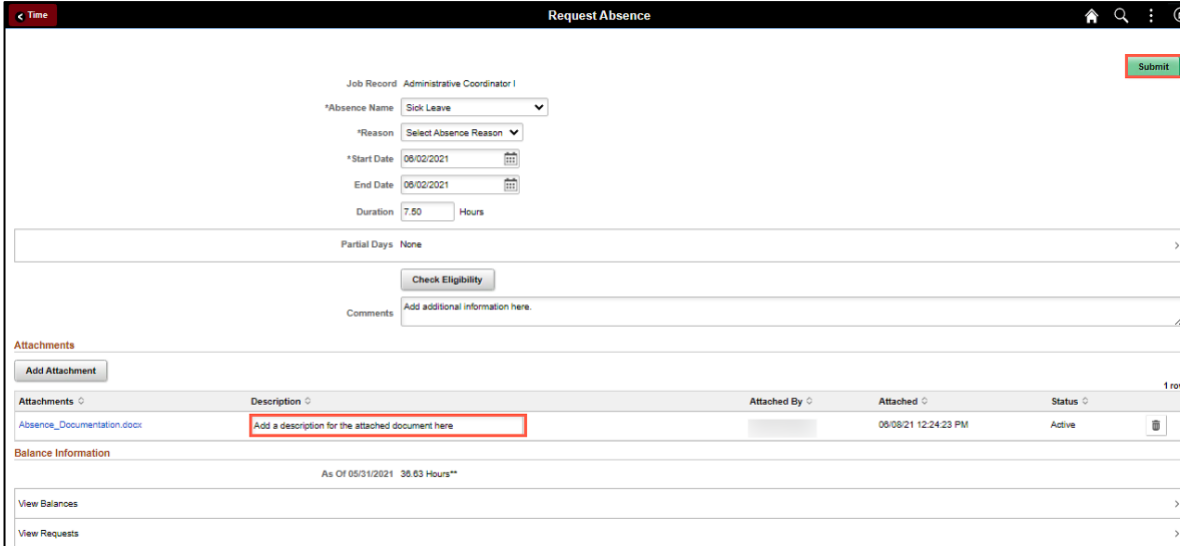
A 'File Attachment' modal is open, showing a 'Choose From' section with 'My Device' and a file 'Absence Documentation.docx' (File Size: 12KB) with a green progress bar and 'Upload Complete' text. A red box highlights the 'Done' button in the top right corner of the modal.

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Step 22: Enter a description for the attached document in the **Description** field.

Step 23: Click **Submit** to submit the absence request for approval.

Step 24: Click the **Yes** button to indicate you are ready to submit the request.



Request Absence

Job Record: Administrative Coordinator I

*Absence Name: Sick Leave

*Reason: Select Absence Reason

*Start Date: 06/02/2021

End Date: 06/02/2021

Duration: 7.50 Hours

Partial Days: None

Check Eligibility

Comments: Add additional information here.

Attachments

Add Attachment

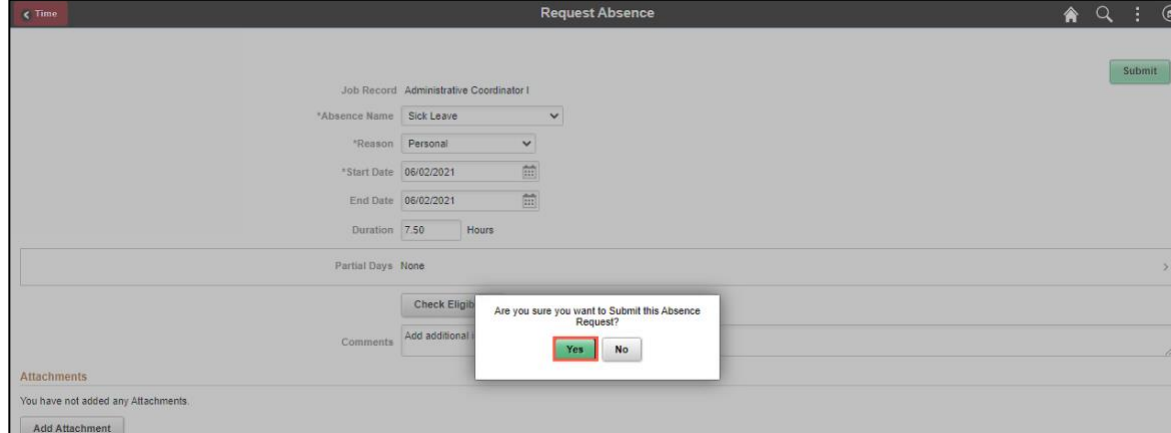
Attachments	Description	Attached By	Attached	Status
Absence_Documentation.docx	Add a description for the attached document here		06/08/21 12:24:23 PM	Active

Balance Information

As Of 06/01/2021 36.63 Hours**

View Balances

View Requests



Request Absence

Job Record: Administrative Coordinator I

*Absence Name: Sick Leave

*Reason: Personal

*Start Date: 06/02/2021

End Date: 06/02/2021

Duration: 7.50 Hours

Partial Days: None

Check Eligibility

Comments: Add additional information here.

Attachments

You have not added any Attachments.

Add Attachment

Are you sure you want to Submit this Absence Request?

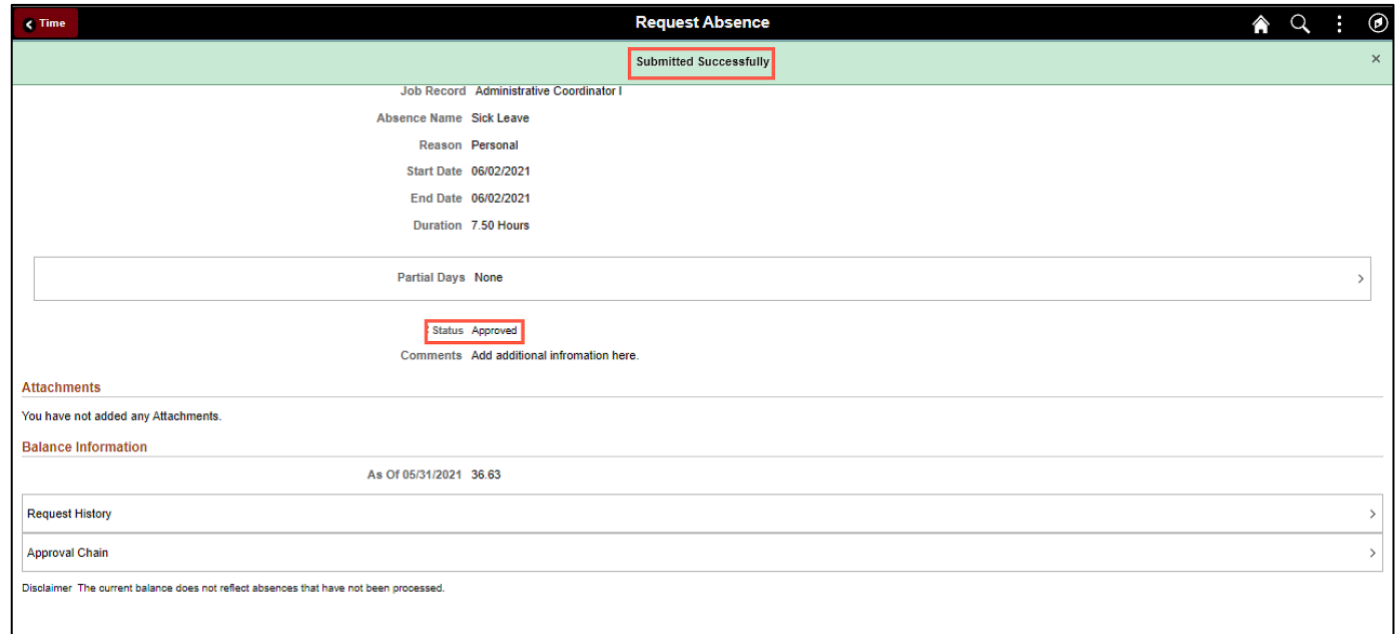
Yes No

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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 the employee.

When an absence request is entered by a TL/ABS Approver on behalf of an employee, additional approval is not required.

You successfully learned how to request a full day absence on behalf of an employee.



The screenshot displays the 'Request Absence' interface. At the top, a green notification banner reads 'Submitted Successfully'. Below this, the user's job record is shown as 'Administrative Coordinator I'. The request details are as follows:

- Absence Name: Sick Leave
- Reason: Personal
- Start Date: 06/02/2021
- End Date: 06/02/2021
- Duration: 7.50 Hours

Additional fields include 'Partial Days' set to 'None' and 'Status' set to 'Approved'. A 'Comments' section is present with the placeholder text 'Add additional information here.' Below the main details, there are sections for 'Attachments' (stating 'You have not added any Attachments.'), 'Balance Information' (showing 'As Of 05/31/2021 36.63'), 'Request History', and 'Approval Chain'. A disclaimer at the bottom states: 'Disclaimer: The current balance does not reflect absences that have not been processed.'