

## University of South Carolina Absence Management - MSS Request a Full Day Absence on Behalf of Employee

**How to request a full day absence:**

This job aid outlines how a manager can request a full day absence on behalf of an employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

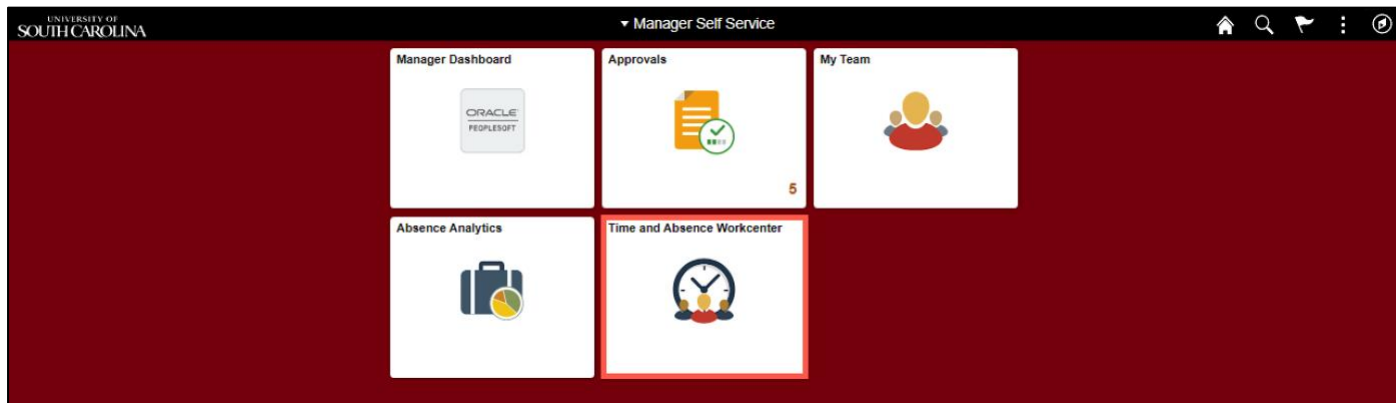
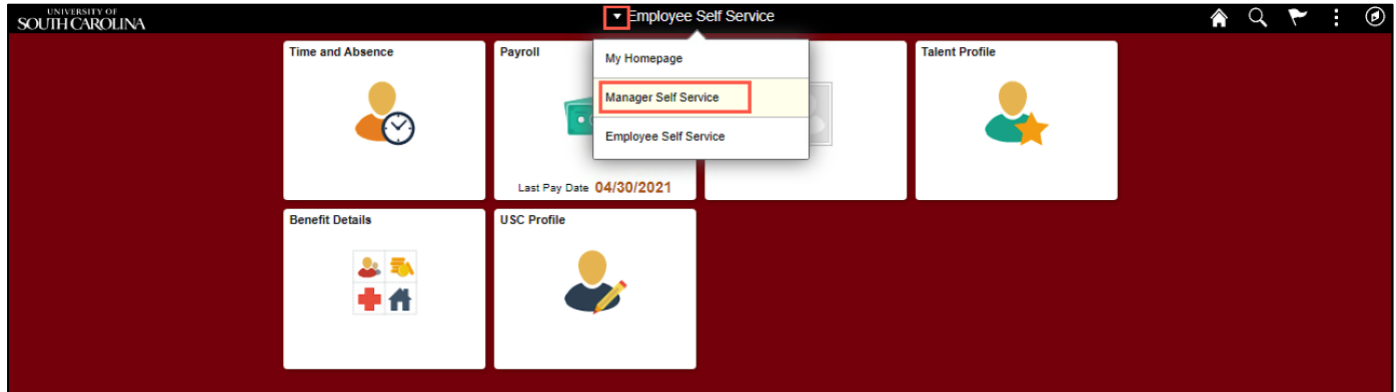
**Navigation:** Employee Self Service > Manager Self Service > Time and Absence Workcenter

**Processing Steps**

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



Pending Approvals		
3 rows		
Reported Time	Quantity for Approval 0.00 Hours 08/08/2021 - 08/08/2021	Routed 05/27/2021
Reported Time	Quantity for Approval 37.50 Hours 05/17/2021 - 05/21/2021	Routed 05/27/2021
Reported Time	Quantity for Approval 37.50 Hours 08/07/2021 - 08/11/2021	Routed 08/07/2021

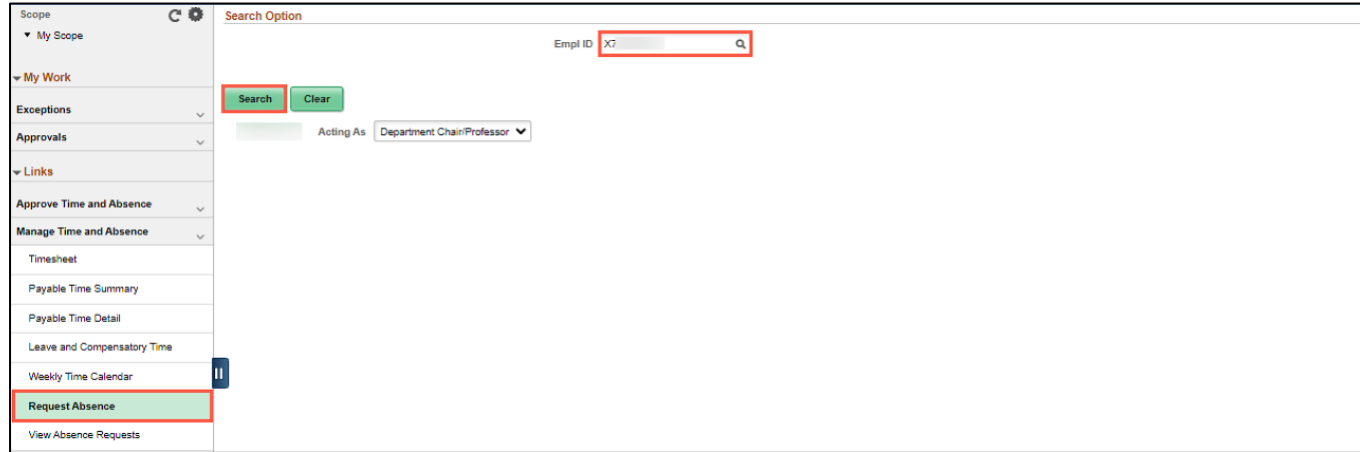
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**Step 4:** Click **Request Absence** from the options list.

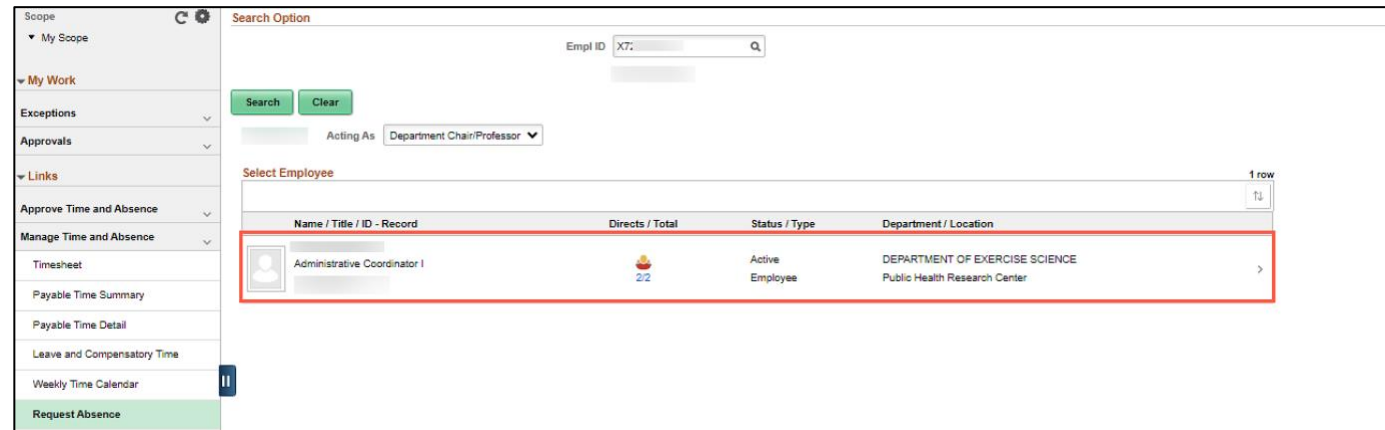
**Step 5:** Click in the **Empl ID** field and enter the USCID for the employee you are creating the absence for.

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



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



The screenshot shows the MSS interface with a sidebar on the left containing various navigation options. The 'Request Absence' option is highlighted with a red box. The main content area has a search bar with 'Empl ID' and the value 'X7' entered. Below the search bar are 'Search' and 'Clear' buttons, and an 'Acting As' dropdown menu set to 'Department Chair/Professor'.

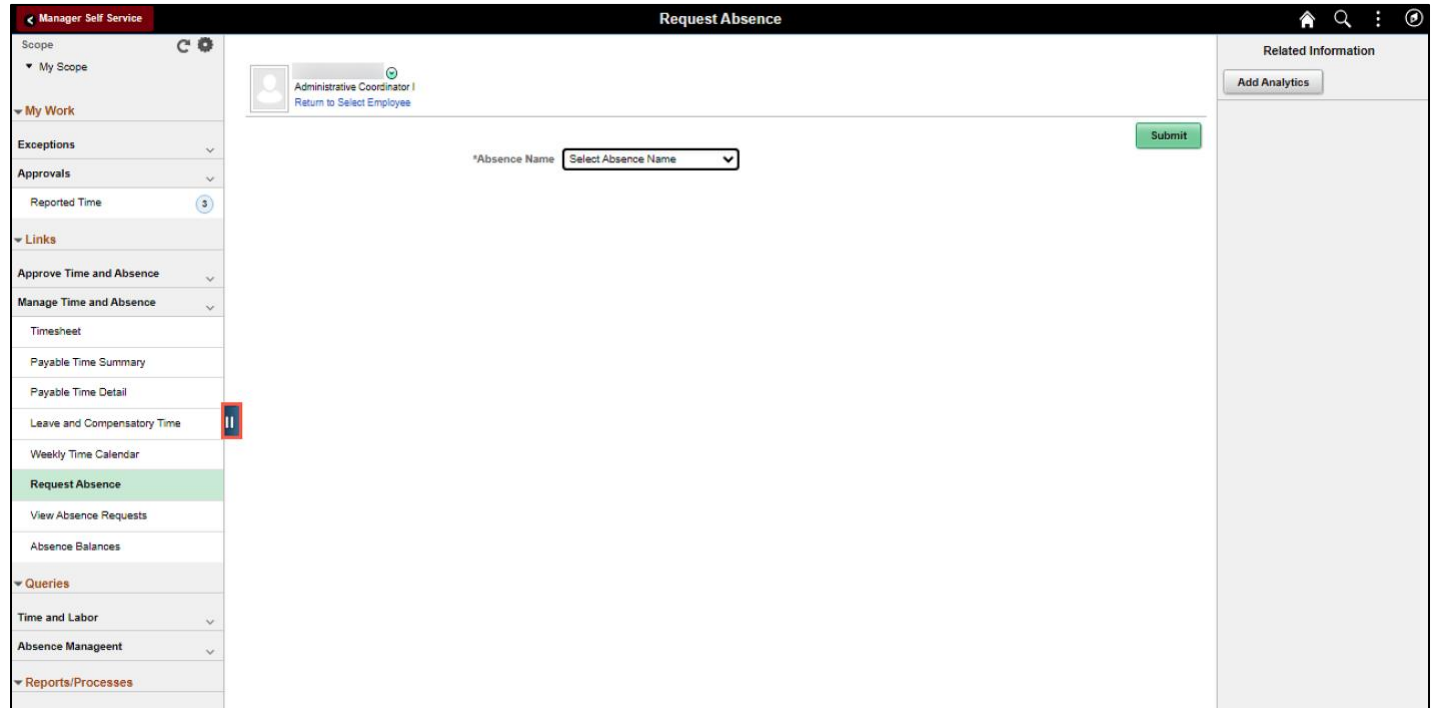


The screenshot shows the search results for 'Empl ID: X7'. A table titled 'Select Employee' displays one result, which is highlighted with a red box. The table has columns for Name / Title / ID - Record, Directs / Total, Status / Type, and Department / Location.

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' interface. On the left, a sidebar menu is visible with the following items: Scope, 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, Weekly Time Calendar, Request Absence (highlighted), View Absence Requests, Absence Balances, Queries, Time and Labor, Absence Management, and Reports/Processes. The 'Request Absence' item is highlighted in green, and a red box highlights the 'Expand Page' icon (three vertical bars) next to it. The main content area shows a header 'Request Absence' and a user profile for 'Administrative Coordinator I' with a 'Return to Select Employee' link. Below the profile is a form with a label '\*Absence Name' and a dropdown menu 'Select Absence Name'. A green 'Submit' button is to the right of the dropdown. On the right side, there is a 'Related Information' section with 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.

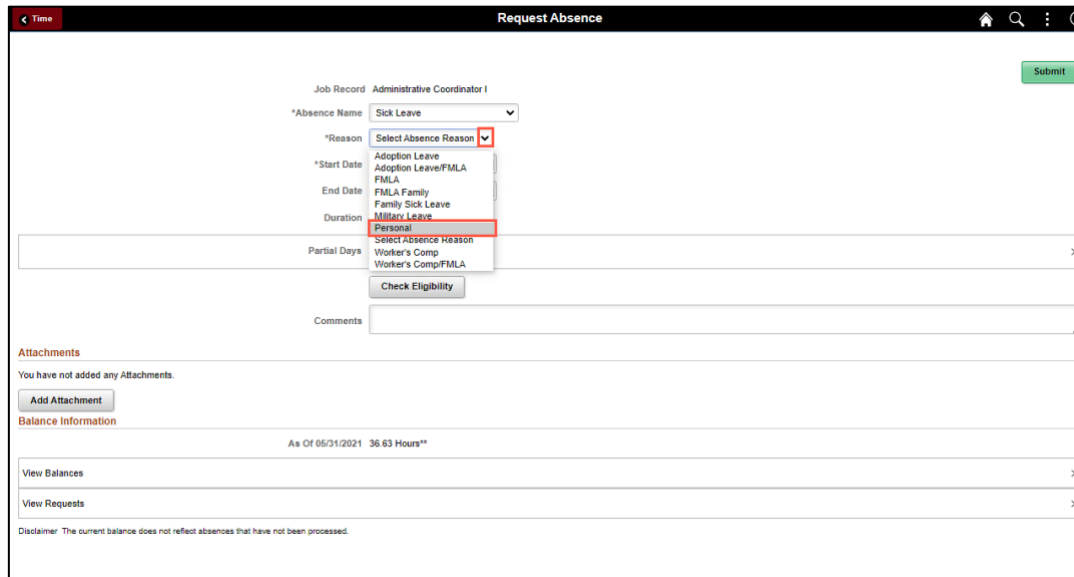
Please refer to the Absence Type one page document for more detailed information about each absence type.

**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.



The screenshot shows the 'Request Absence' form for an 'Administrative Coordinator I'. The 'Absence Name' dropdown menu is open, displaying a list of absence types. 'Sick Leave' is highlighted in red. Other options include Administrative Leave, Amer. Red Cross Cr. Disaster, Annual Leave, Blood Drive and Donation, Bone Marrow, Court Leave, Death in Immediate Family, Leave of Absence (LWOP), Mandatory Furlough, Military Leave, Organ Donor Leave, Select Absence Name, Sick Leave Advance, Voluntary Furlough, and Voting Leave. A 'Submit' button is visible in the top right corner.



The screenshot shows the 'Request Absence' form with 'Sick Leave' selected in the 'Absence Name' field. The 'Reason' dropdown menu is open, showing options: Adoption Leave, Adoption Leave/FMLA, FMLA, FMLA Family, Family Sick Leave, Military Leave, and Personal. 'Personal' is highlighted in red. Below the dropdown, there are fields for 'Start Date', 'End Date', 'Duration', and 'Partial Days'. A 'Check Eligibility' button is located below the 'Duration' field. The 'Comments' field is empty. At the bottom, there is an 'Attachments' section with an 'Add Attachment' button, a 'Balance Information' section showing 'As Of 06/01/2021 36.63 Hours\*\*', and 'View Balances' and 'View Requests' buttons. A disclaimer at the bottom states: 'Disclaimer: The current balance does not reflect absences that have not been processed.'

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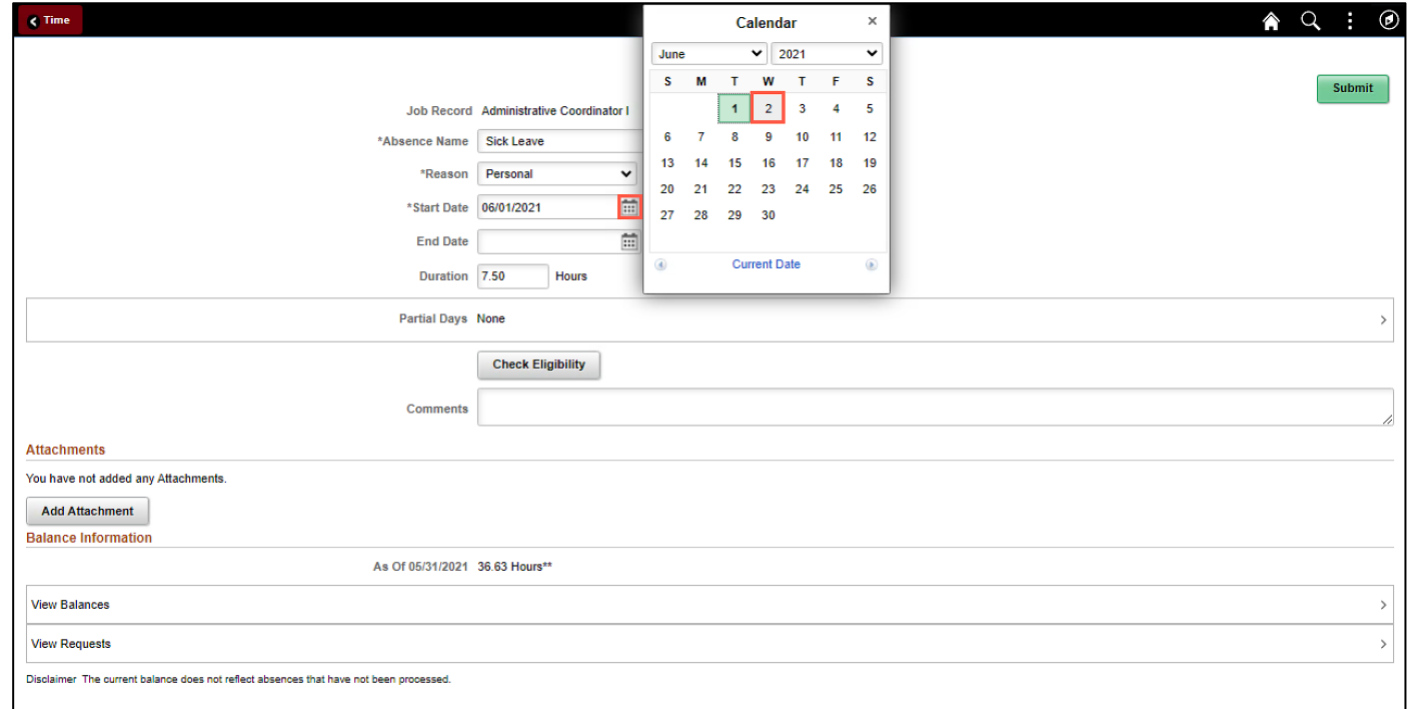
**Step 11:** Click the **Calendar** icon to select a start date for the absence.

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. The 'Job Record' is 'Administrative Coordinator I'. The 'Absence Name' is 'Sick Leave'. The 'Reason' is 'Personal'. The 'Start Date' is '06/01/2021', which is highlighted with a red box in the calendar. The 'End Date' is empty. The 'Duration' is '7.50 Hours'. The 'Partial Days' are 'None'. There is a 'Check Eligibility' button and a 'Comments' field. Below the form, there is an 'Attachments' section with an 'Add Attachment' button. The 'Balance Information' section shows 'As Of 05/31/2021 36.63 Hours\*\*'. There are 'View Balances' and 'View Requests' buttons. A disclaimer at the bottom states: 'Disclaimer: The current balance does not reflect absences that have not been processed.'

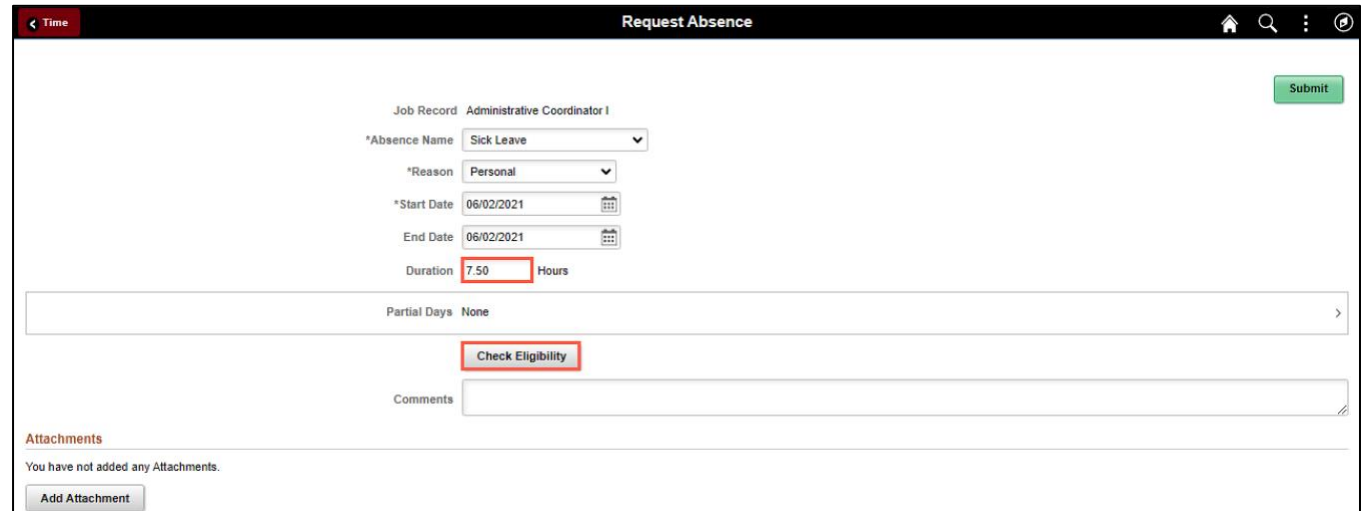
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Validate the number of hours for the absence in the **Duration** field.

**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

## University of South Carolina Absence Management - MSS Request a Full Day Absence on Behalf of Employee

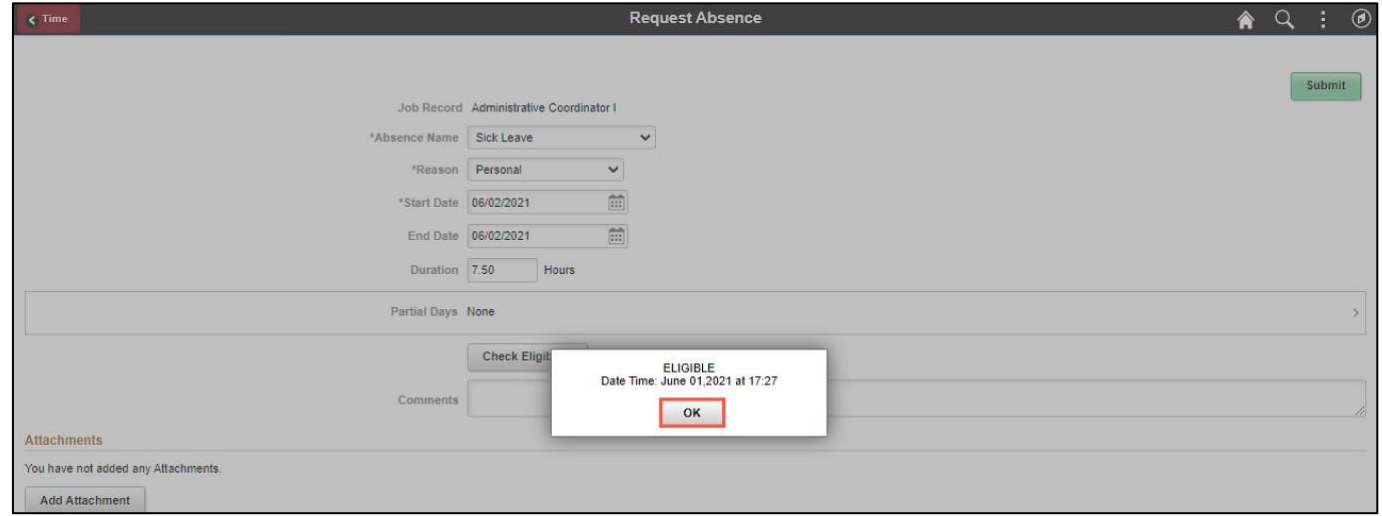
Two possible messages will be returned:

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

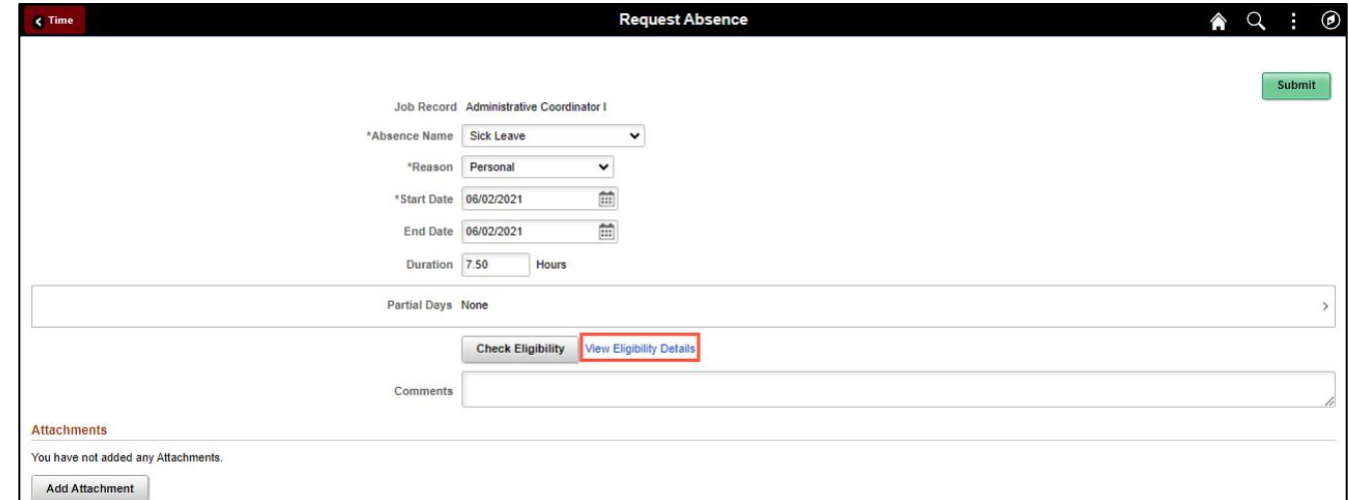
If the absence is for leave types other than annual or sick leave, you will not see this Check Eligibility button. However, if the other leave type (i.e., death in the immediate family leave) has a limit per Uof SC policy, an error message will appear if the request exceeds the established limit.

**Step 13:** A message appears saying the employee is 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.



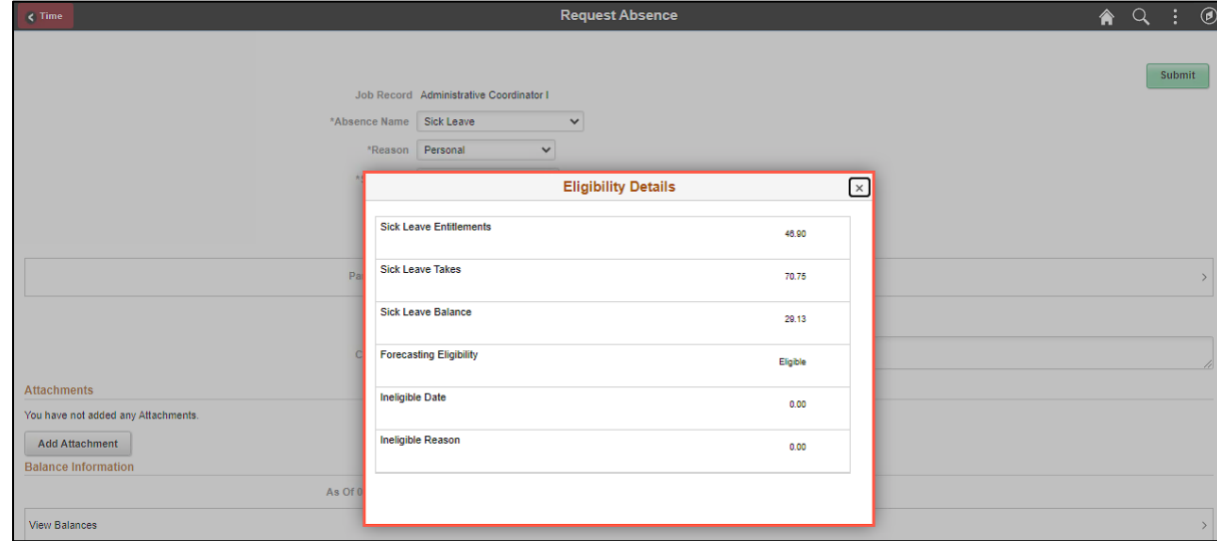
The screenshot shows the same 'Request Absence' form. The 'View Eligibility Details' link is highlighted with a red box. The form fields are: Job Record: Administrative Coordinator I, \*Absence Name: Sick Leave, \*Reason: Personal, \*Start Date: 06/02/2021, End Date: 06/02/2021, Duration: 7.50 Hours,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



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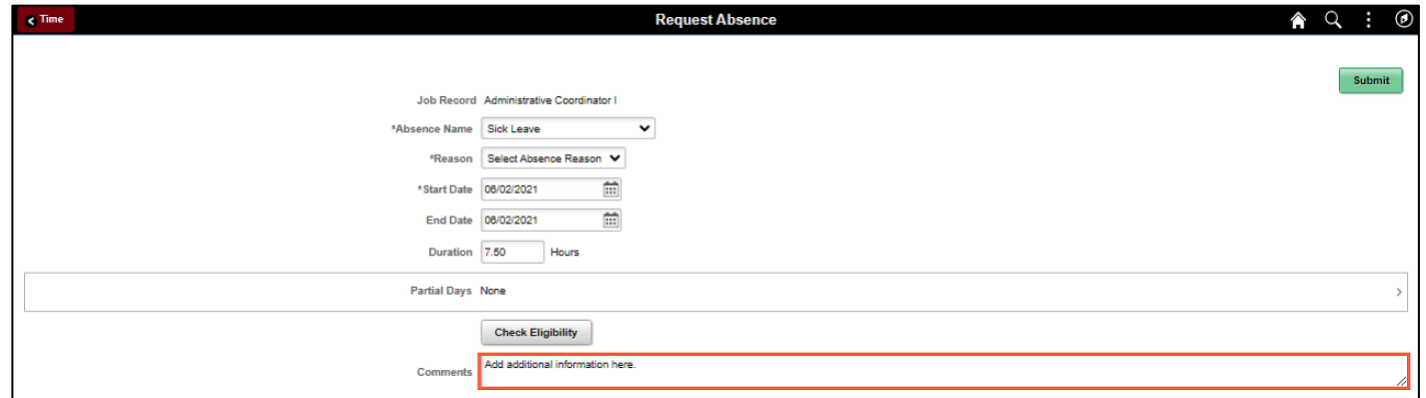
If Check Eligibility comes back Ineligible, an ineligible reason will be provided on this Eligibility Details page.

**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

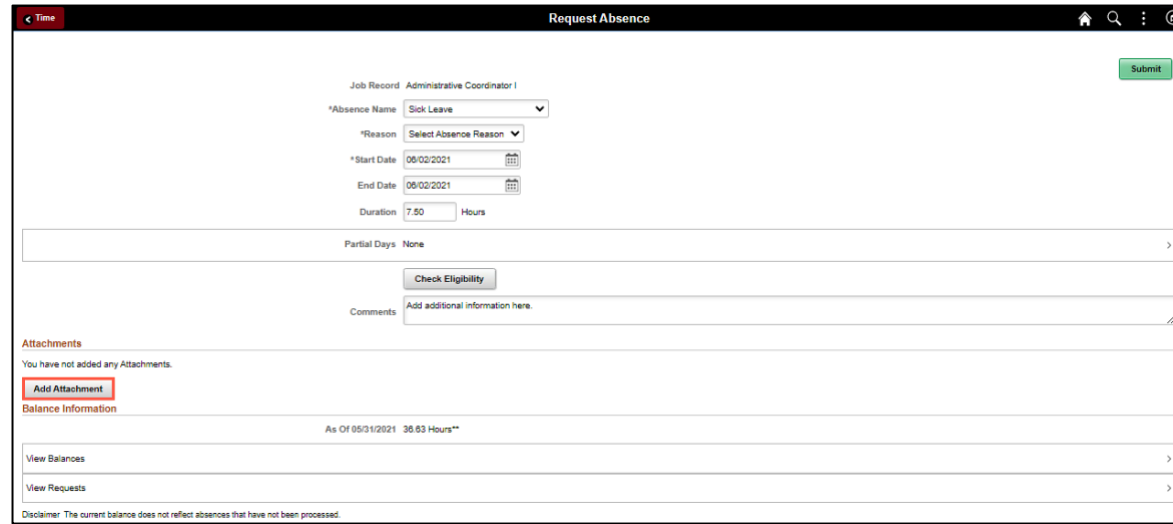
Comments: Add additional information here.

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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.

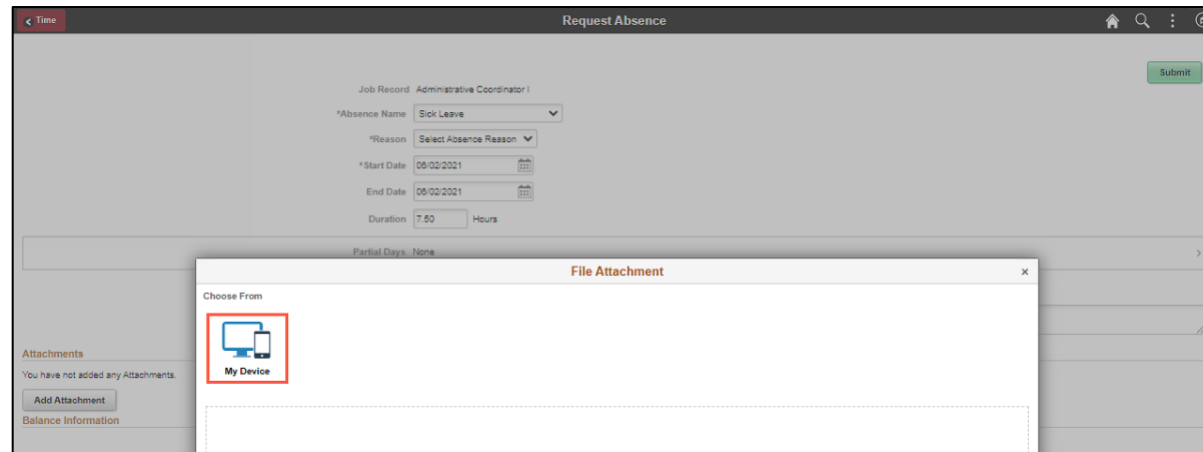
**Add Attachment**

**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**

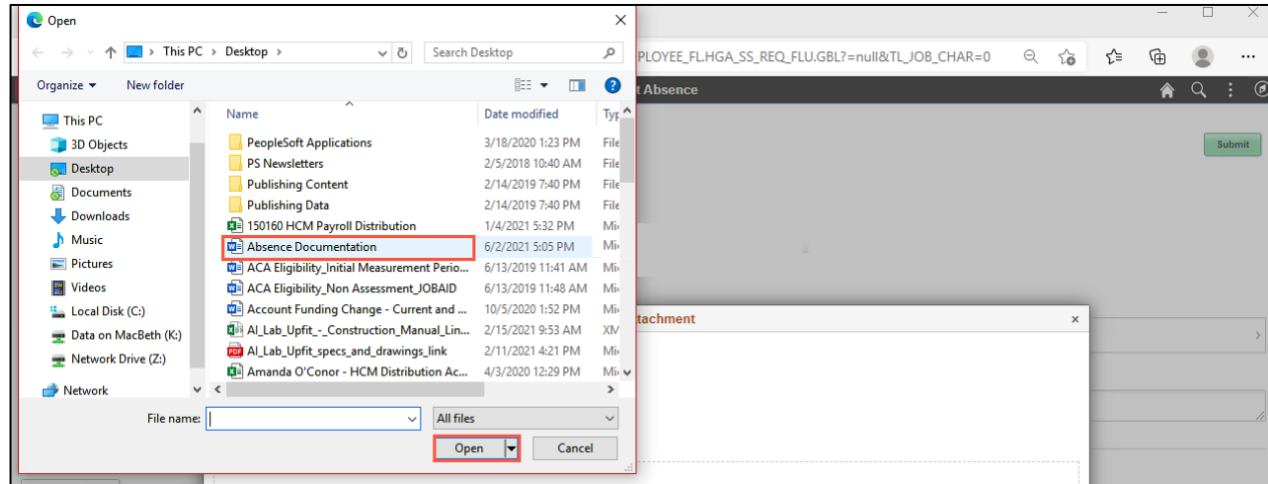
Attachments: You have not added any Attachments.

Add Attachment

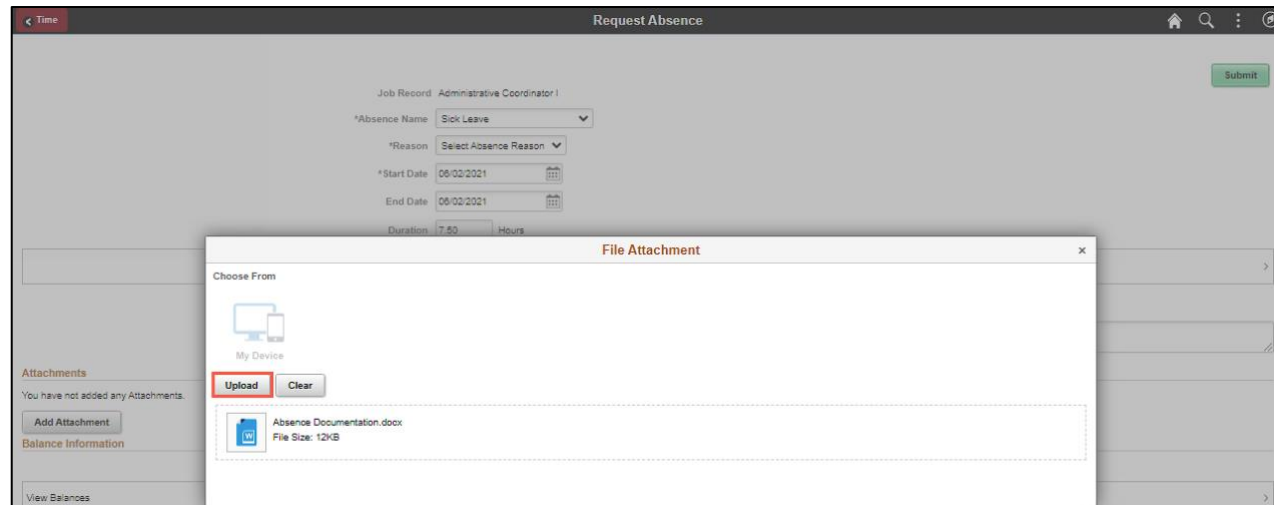
Balance Information

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

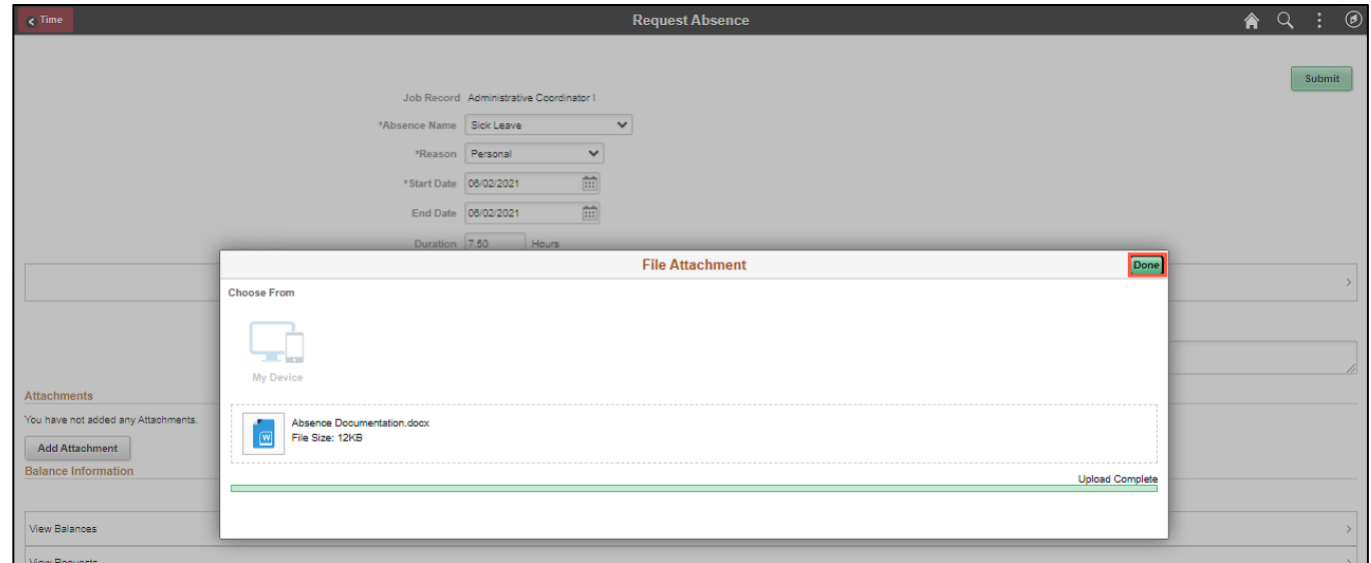


**Step 20:** Click the **Upload** button.



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



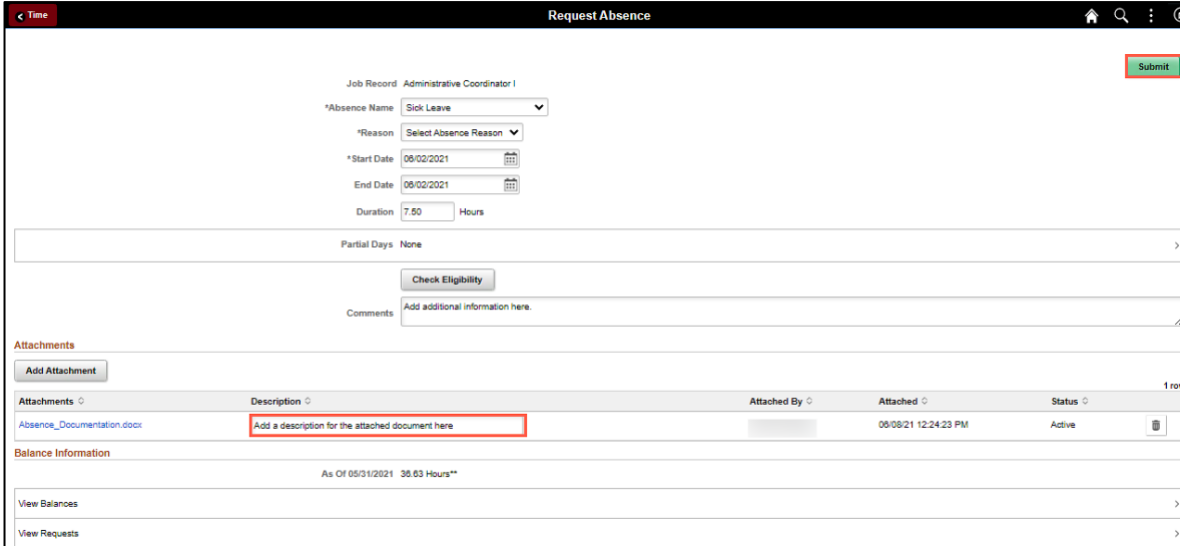
The screenshot displays the 'Request Absence' interface. At the top, the title 'Request Absence' is visible. Below it, the user's job record is listed as 'Administrative Coordinator I'. The form includes fields for 'Absence Name' (Sick Leave), 'Reason' (Personal), 'Start Date' (06/02/2021), 'End Date' (06/02/2021), and 'Duration' (7.50 Hours). A 'Submit' button is located in the top right corner. A modal window titled 'File Attachment' is open in the center, showing a 'Choose From' section with 'My Device' and a file named 'Absence Documentation.docx' (File Size: 12KB). The modal also features a 'Done' button in the top right corner and an 'Upload Complete' indicator at the bottom right.

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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

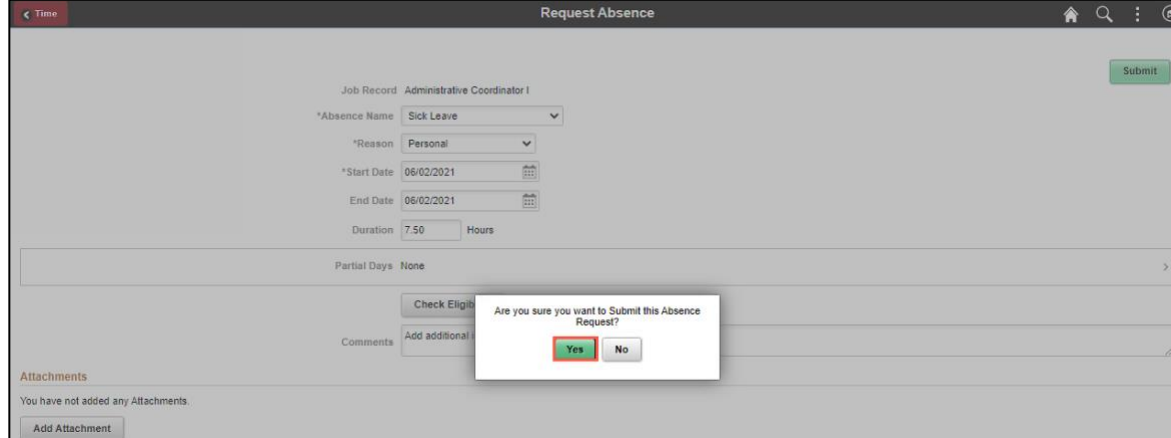
Attachments	Description	Attached By	Attached	Status
Absence_Documentation.docx	Add a description for the attached document here		06/08/21 12:24:23 PM	Active

**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?

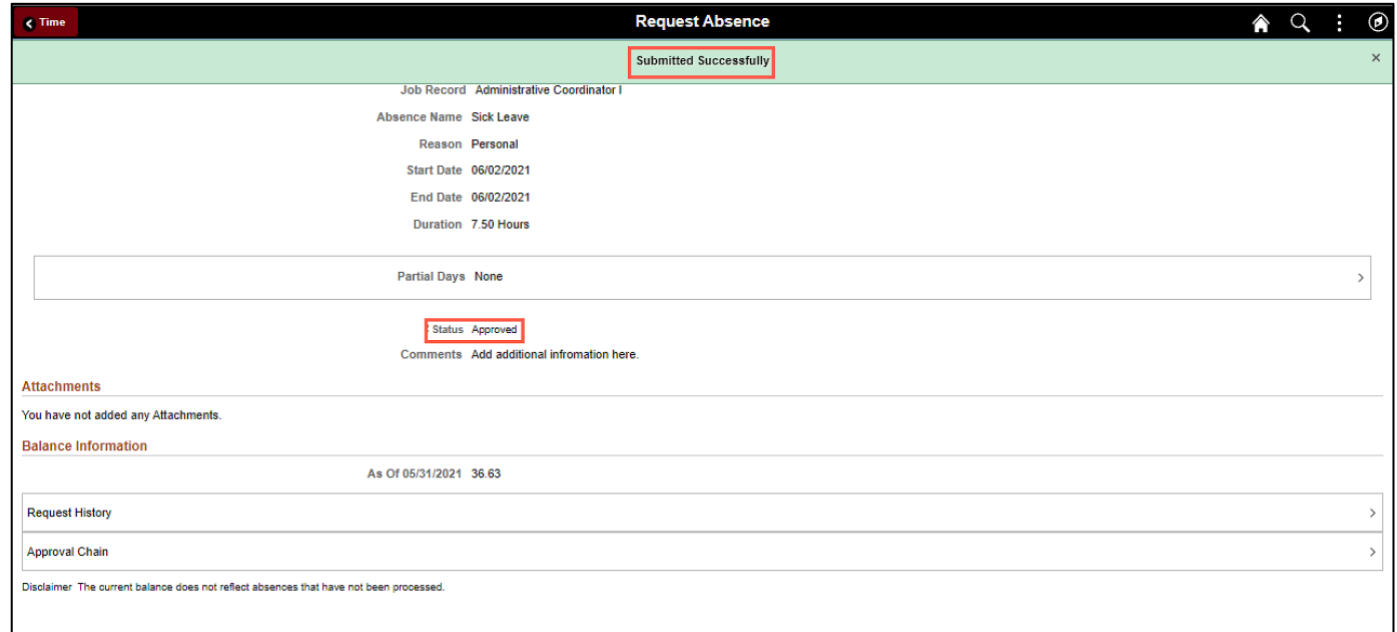
**Yes** No

## University of South Carolina Absence Management - MSS Request a Full Day Absence on Behalf of Employee

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 the employee.

When an absence request is entered by a manager on behalf of an employee, additional approval is not required.

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



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
- Partial Days: None
- Status: Approved
- Comments: Add additional information here.

Below the details, there are sections for 'Attachments' (stating no attachments were added), 'Balance Information' (showing a balance of 36.63 as of 05/31/2021), 'Request History', and 'Approval Chain'. A disclaimer at the bottom states: 'Disclaimer: The current balance does not reflect absences that have not been processed.'