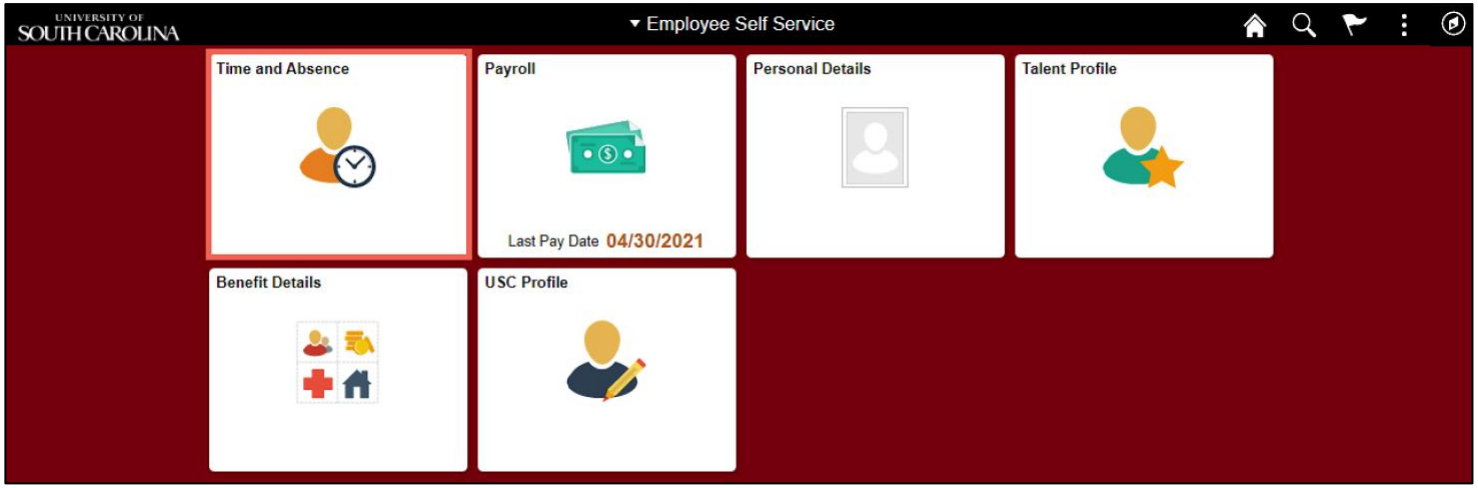
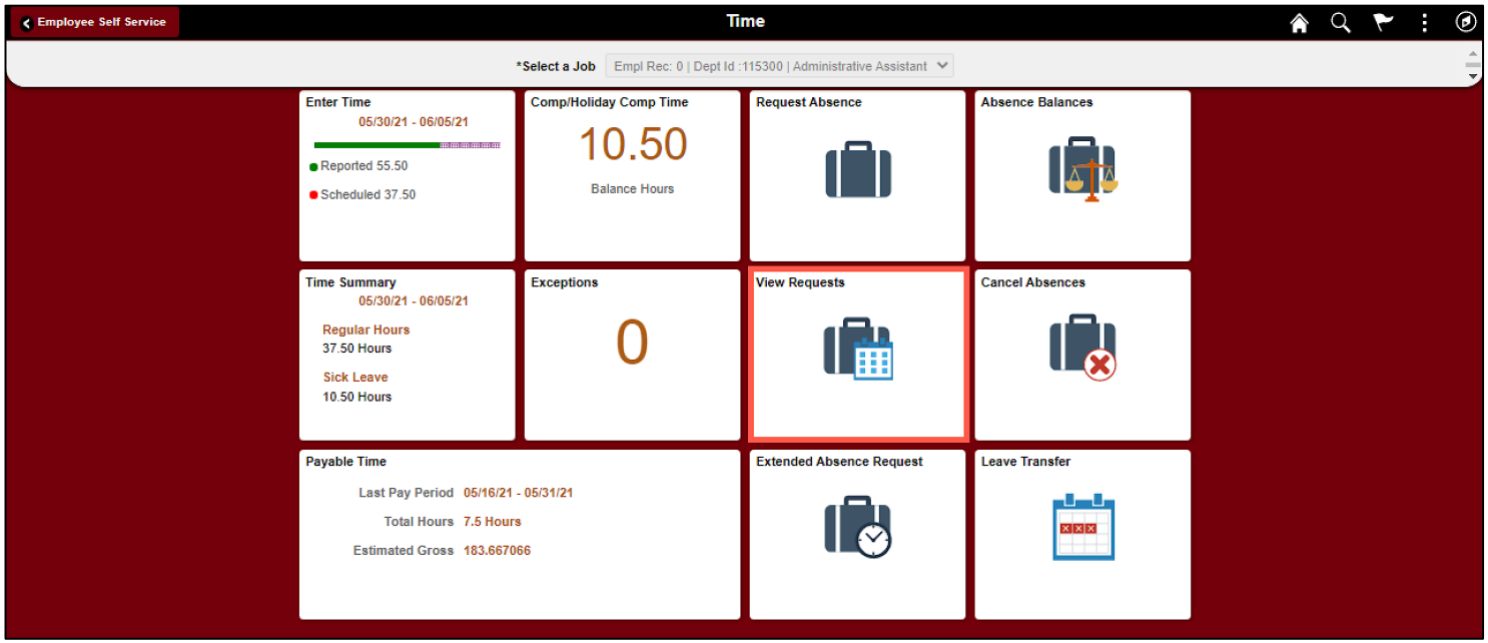
University of South Carolina
Absence Management - ESS
View Absence Requests

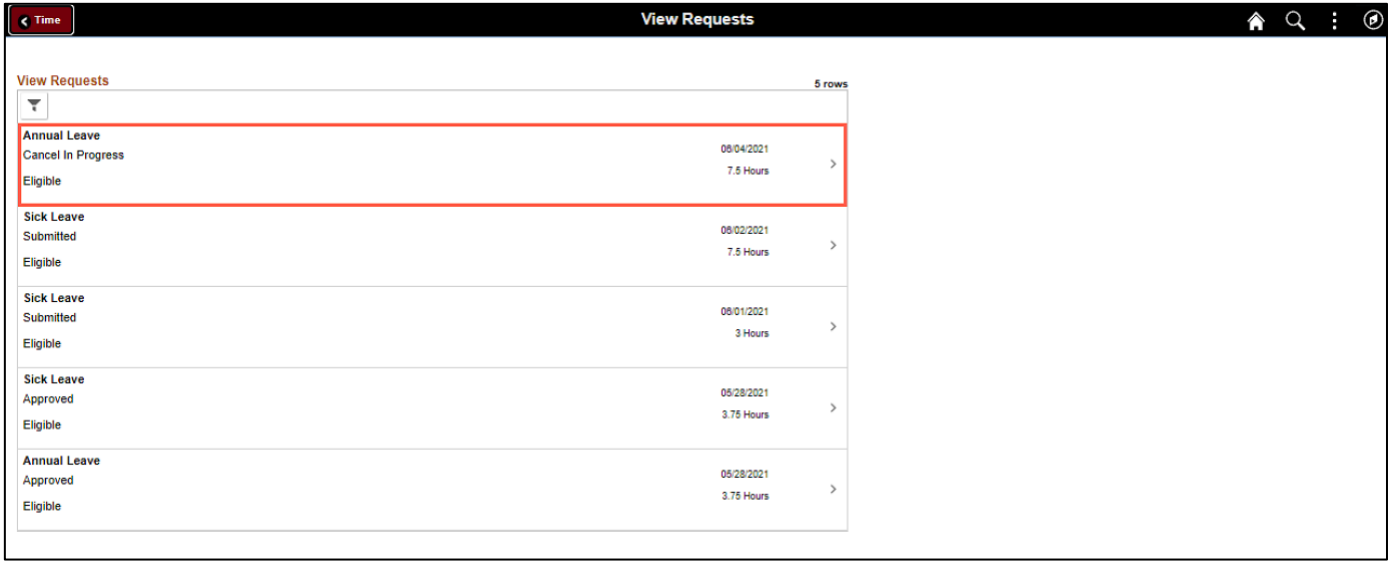
How to view absence requests: This job aid outlines how an employee can view absence requests.	
Navigation: Employee Self Service > Time and Absence > View Requests	
Processing Steps	**Screenshots**
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.	

Step 2: Click the **View Requests** tile, to view your absence request history.



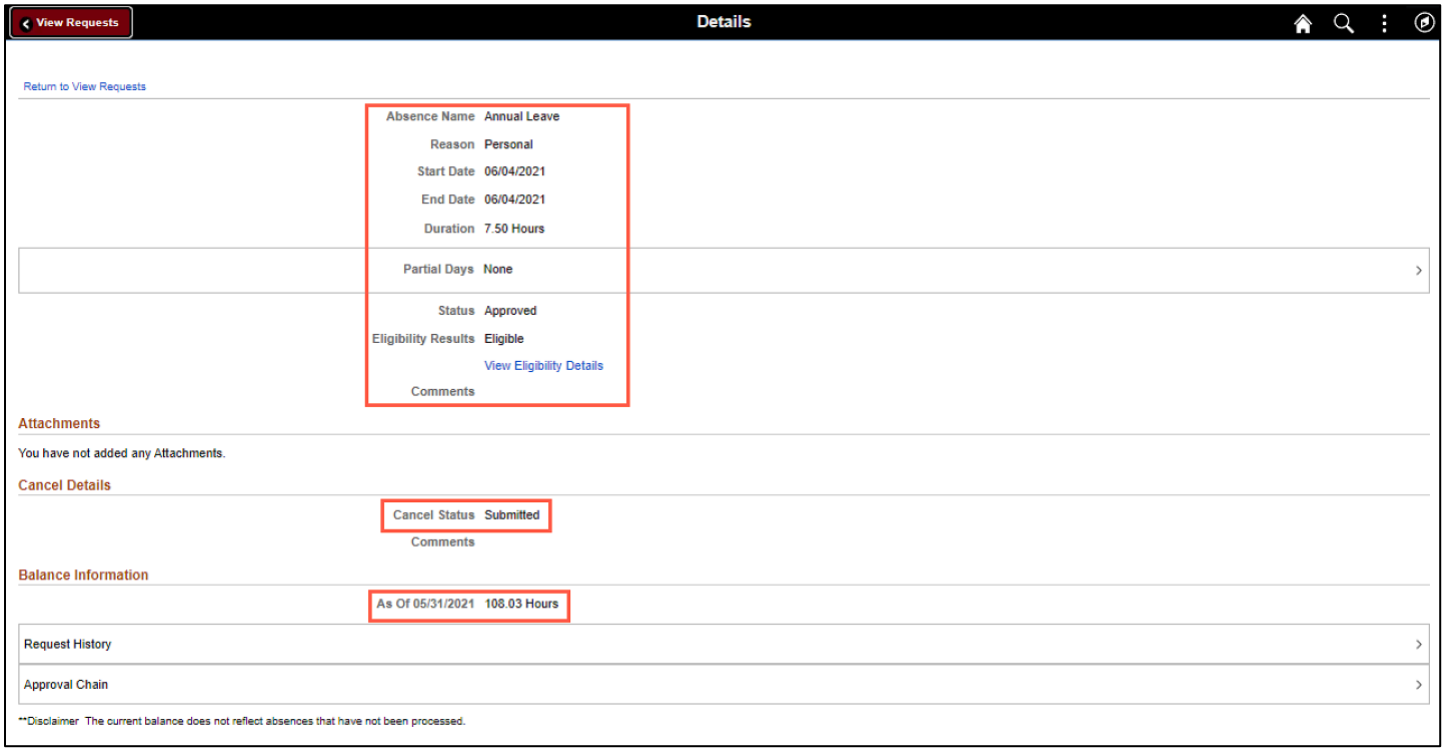
The View Request page provides a list of your absence requests.

Step 3: Click a specific request to view the details.

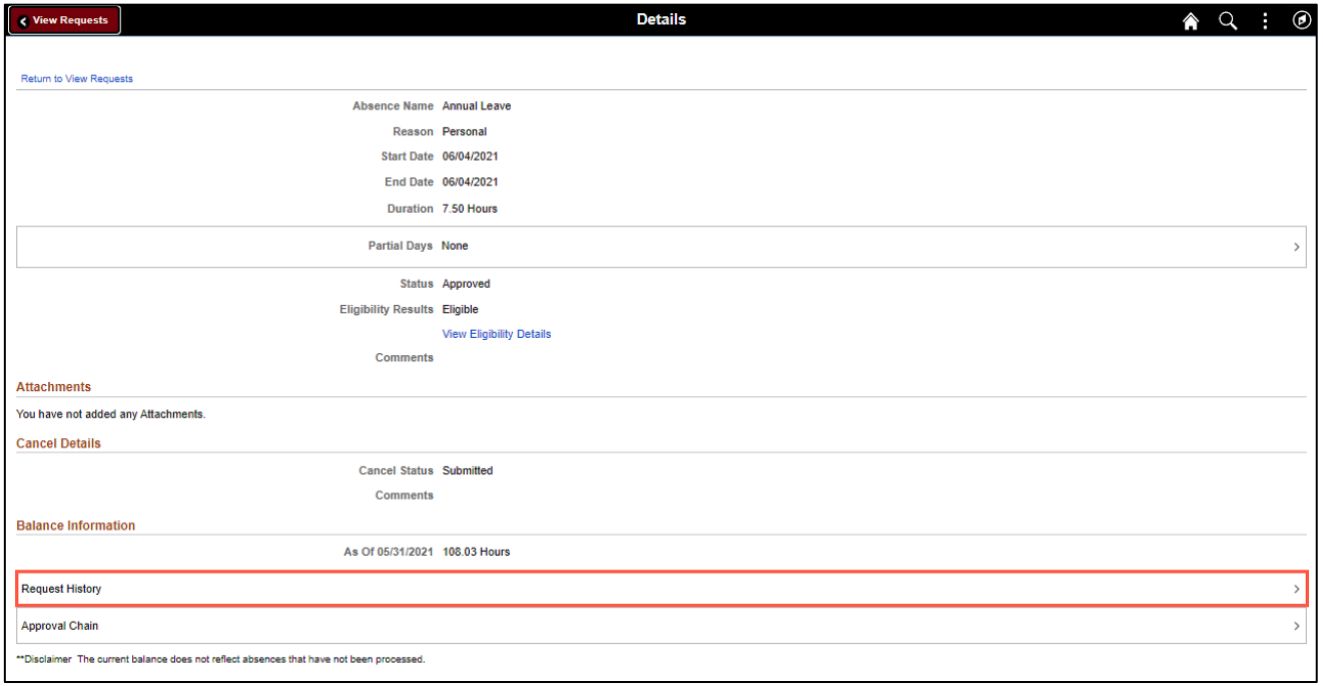


Step 4: On the details page you can view:

- Absence Name
- Reason
- Start and End Date
- Duration
- Status
- Eligibility Results
- Cancel Details (this request has been canceled and waiting for manager approval).
- Balance Information



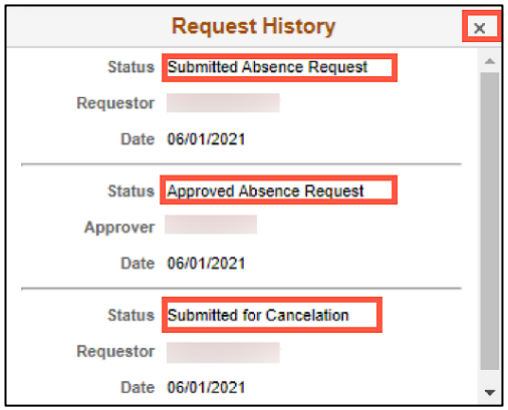
Step 5: Click **Request History**.



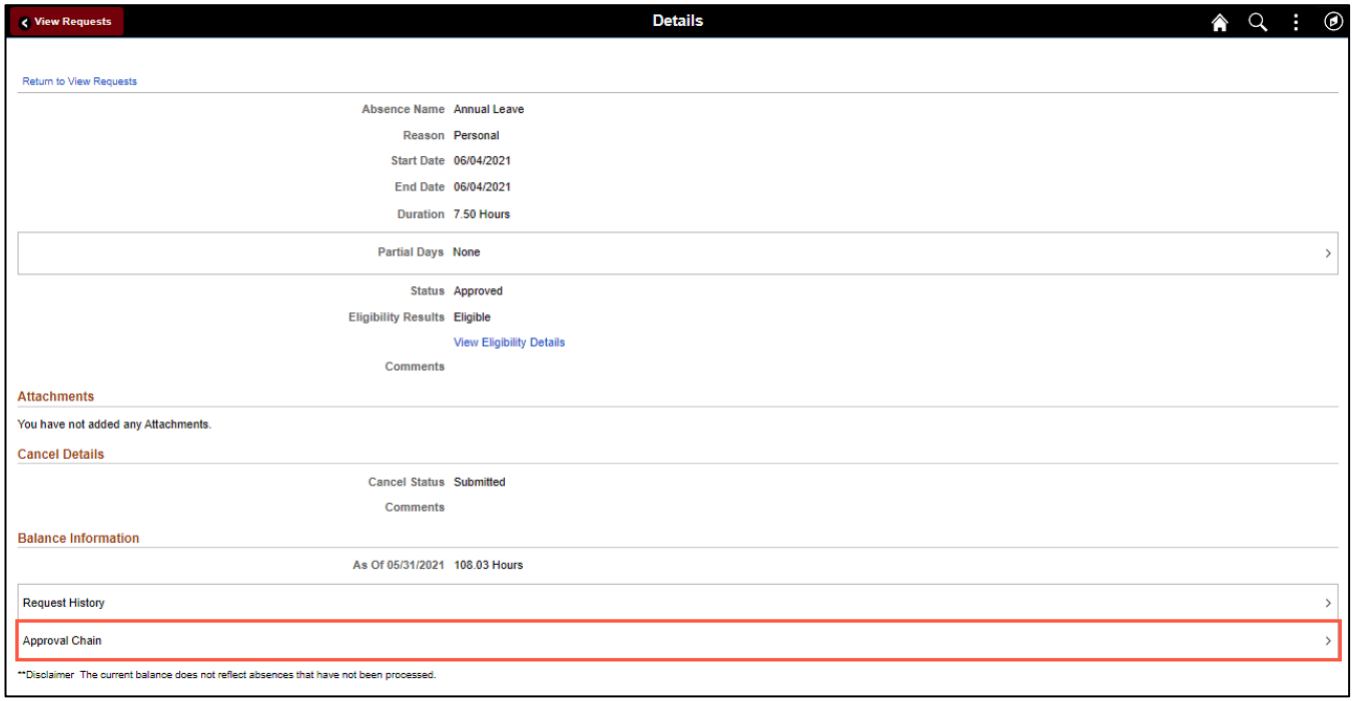
Step 6: On the **Request History** page, you can follow the status of the request.

The employee is the requestor, and the Manager or TL/ABS Approver is the Approver.

Step 7: Click the **X** to close the Request History page and return to the Details page.

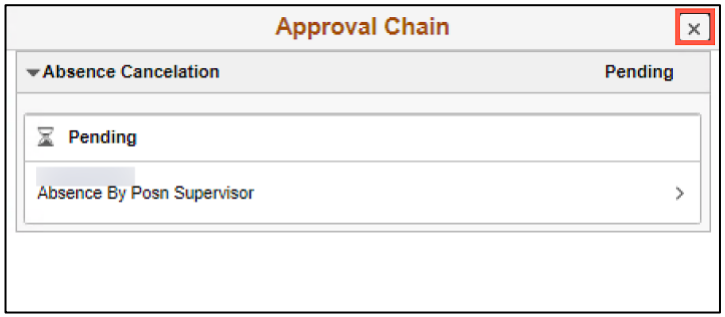


Step 8: Click **Approval Chain**.

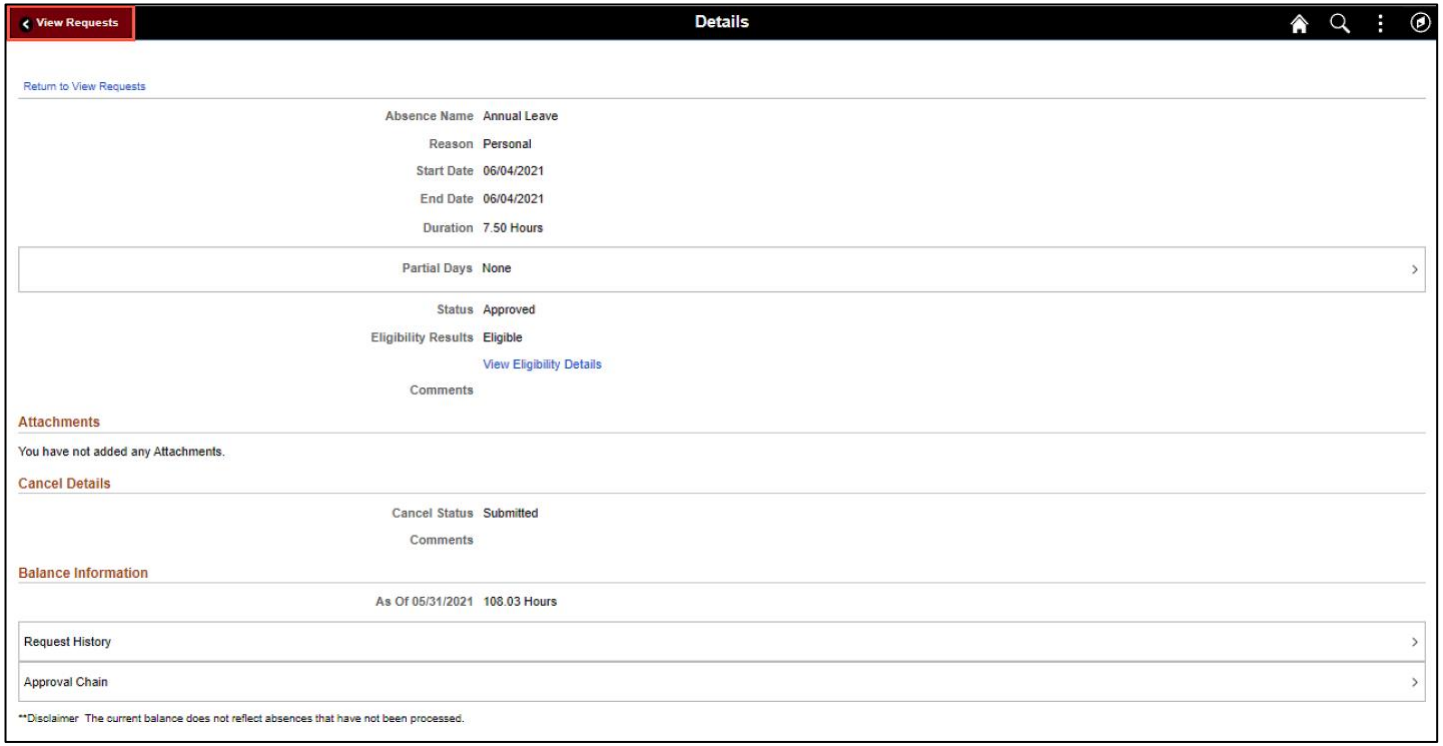


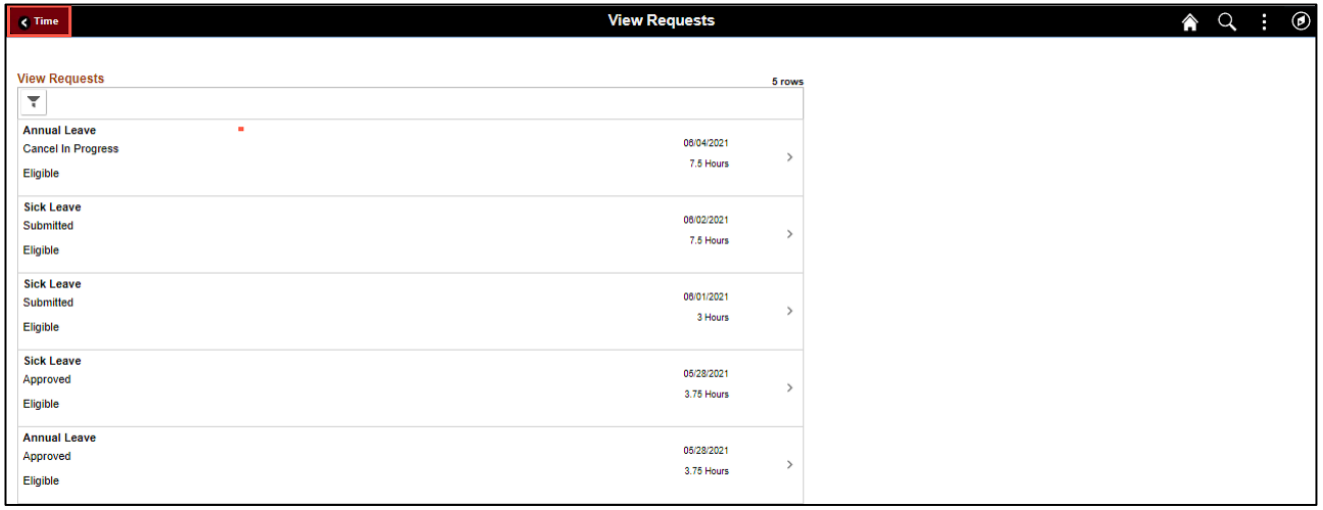
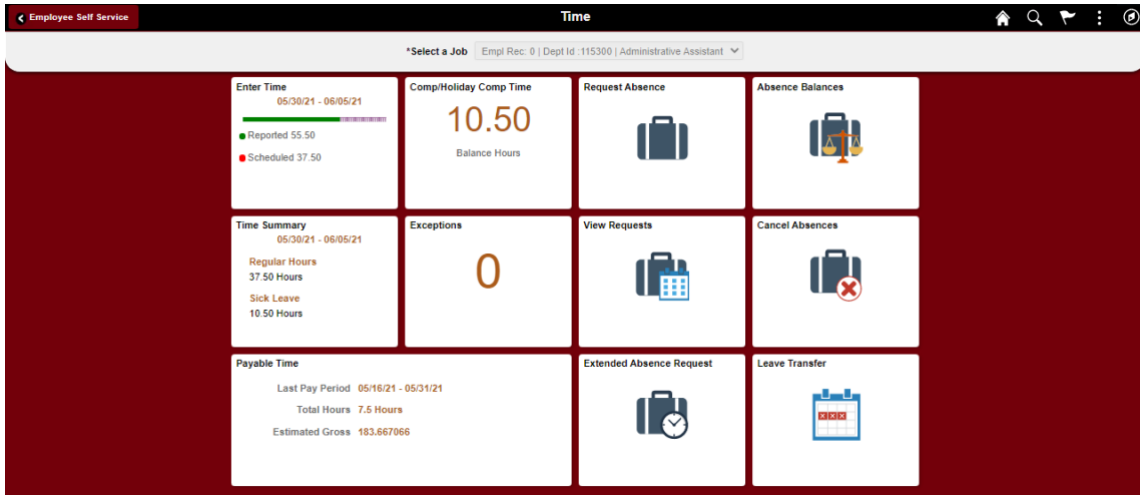
Step 9: On the **Approval Chain** page, you view where the request is in the approval process.

Step 10: Click the **X** to close the Approval Chain page and return to the details page.



Step 11: Click the **View Requests** tab to return to the View Requests page.



Step 12: Select another requests to view or click the **Time** tab to return to the Time Self Service page where you can continue to enter, request and/or view time and absence information.

You successfully learned how to view your absence requests.