

How to view absence requests:

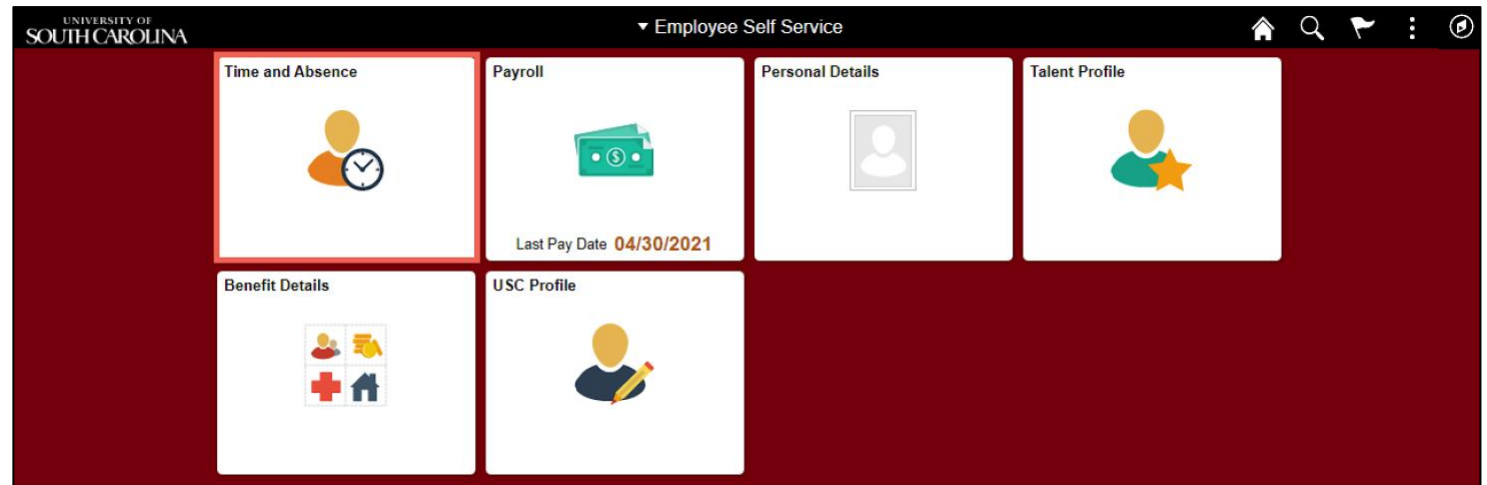
This job aid outlines how an employee can view absence requests.

Navigation: Employee Self Service > Time and Absence > View Requests

Processing Steps

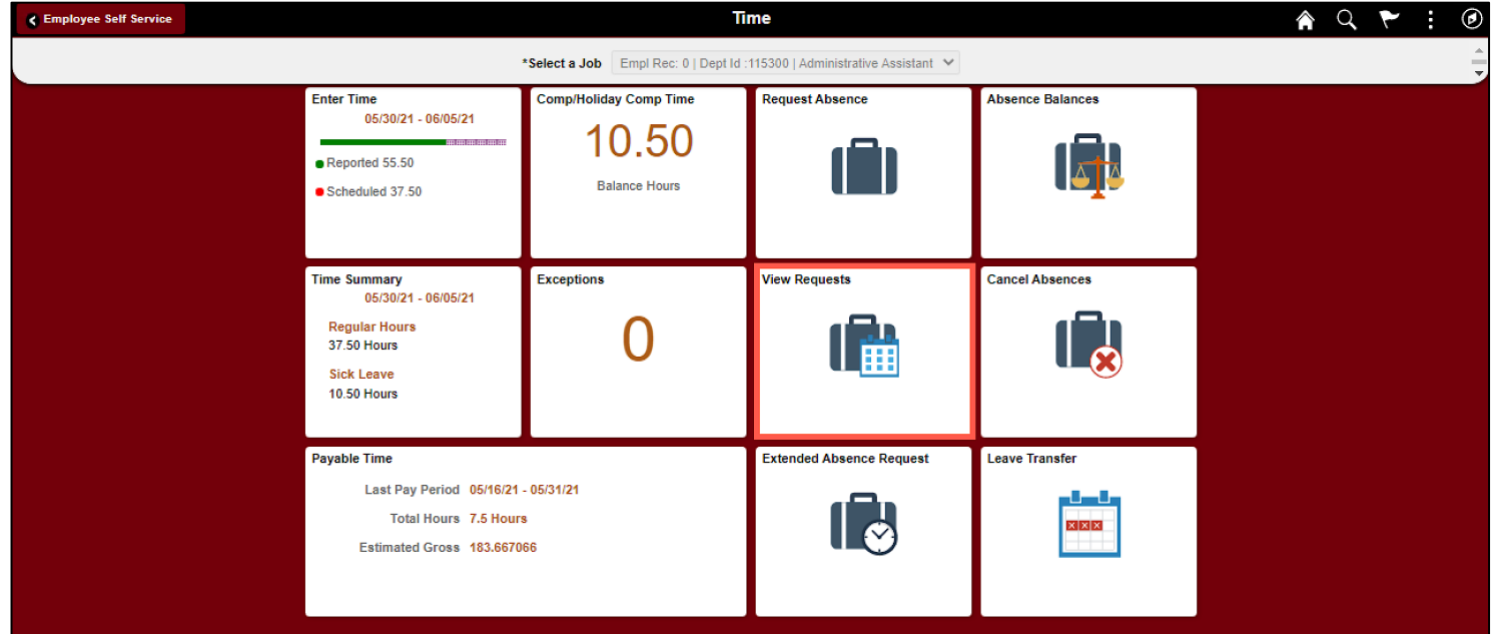
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screenshots



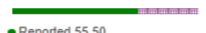






University of South Carolina Absence Management - ESS View Absence Requests

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



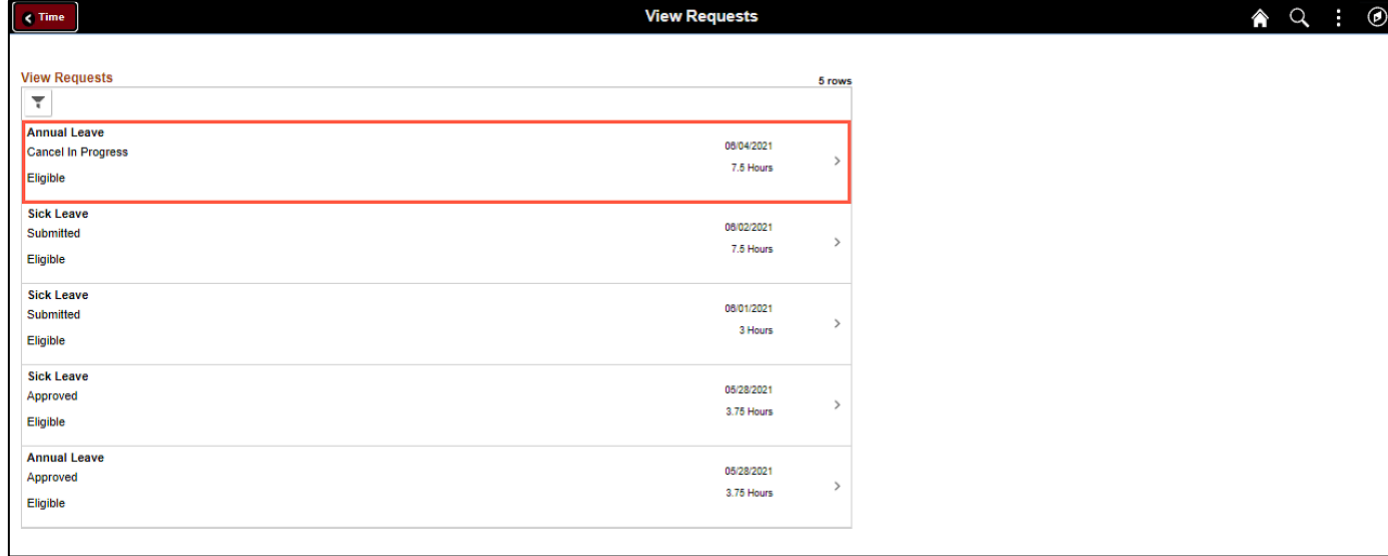
Employee Self Service | **Time**

*Select a Job: Empl Rec: 0 | Dept Id: 115300 | Administrative Assistant

Enter Time 05/30/21 - 06/05/21  Reported 55.50 Scheduled 37.50	Comp/Holiday Comp Time 10.50 Balance Hours	Request Absence 	Absence Balances 
Time Summary 05/30/21 - 06/05/21 Regular Hours 37.50 Hours Sick Leave 10.50 Hours	Exceptions 0	View Requests 	Cancel Absences 
Payable Time Last Pay Period 05/16/21 - 05/31/21 Total Hours 7.5 Hours Estimated Gross 183.667066		Extended Absence Request 	Leave Transfer 

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

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

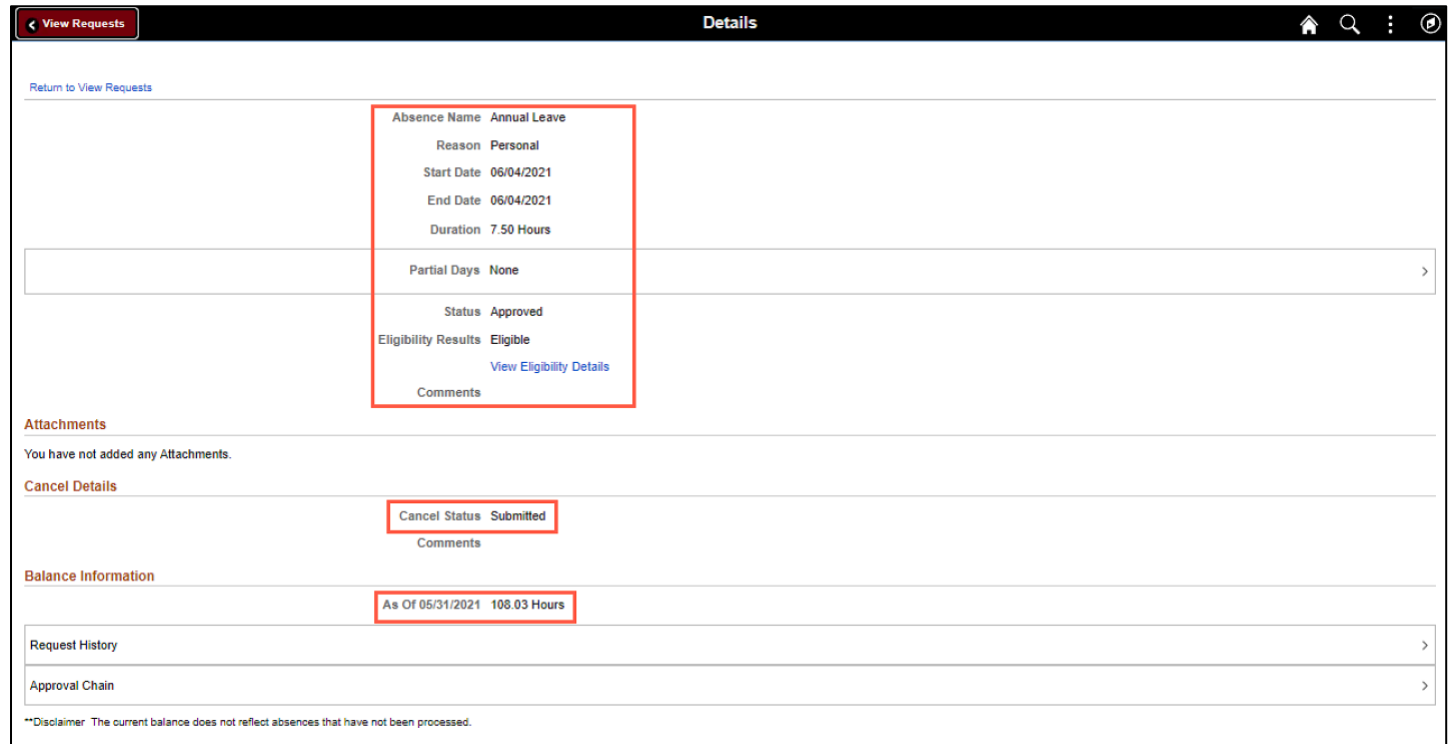


The screenshot shows a mobile application interface titled "View Requests". At the top, there is a navigation bar with a back arrow, the text "Time", and the title "View Requests". Below the navigation bar, there is a search bar and a list of absence requests. The first request is highlighted with a red border. The list contains the following data:

View Requests		5 rows
Annual Leave	09/04/2021	
Cancel In Progress	7.5 Hours	>
Eligible		
Sick Leave	09/02/2021	
Submitted	7.5 Hours	>
Eligible		
Sick Leave	09/01/2021	
Submitted	3 Hours	>
Eligible		
Sick Leave	09/29/2021	
Approved	3.75 Hours	>
Eligible		
Annual Leave	09/29/2021	
Approved	3.75 Hours	>
Eligible		

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



View Requests Details

[Return to View Requests](#)

Absence Name	Annual Leave
Reason	Personal
Start Date	06/04/2021
End Date	06/04/2021
Duration	7.50 Hours
Partial Days	None
Status	Approved
Eligibility Results	Eligible
	View Eligibility Details
Comments	

Attachments
You have not added any Attachments.

Cancel Details

Cancel Status	Submitted
Comments	

Balance Information

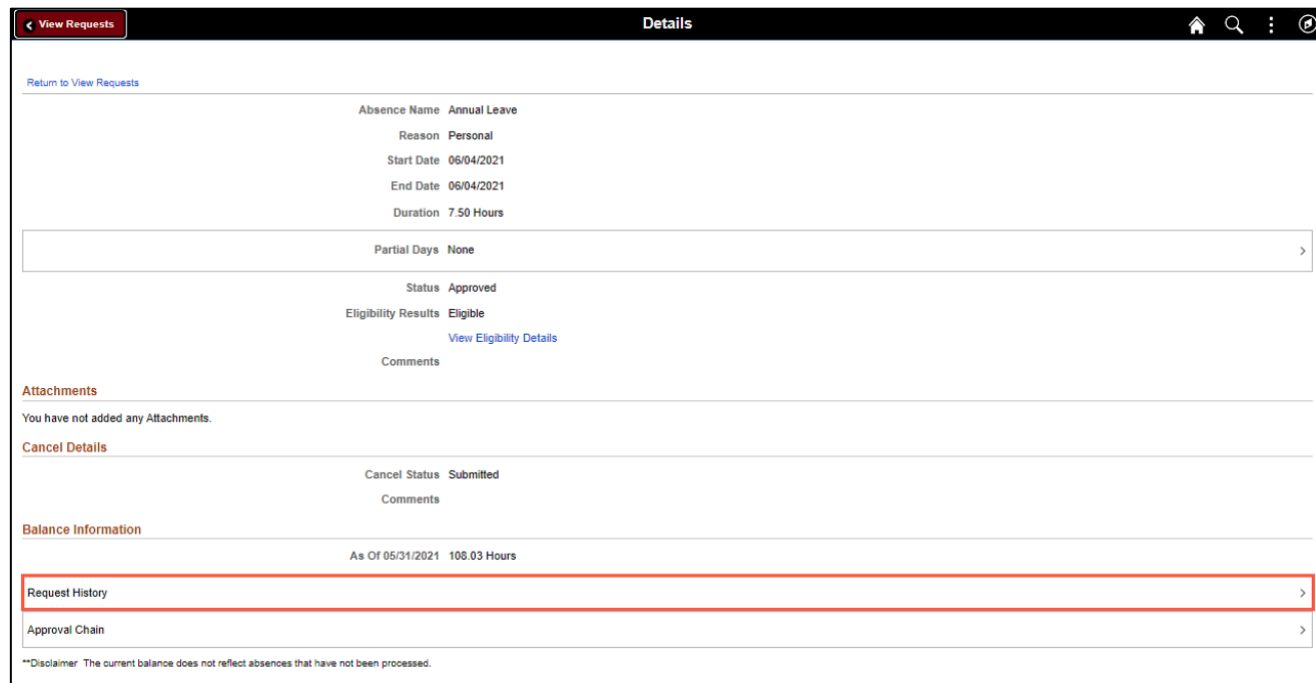
As Of 05/31/2021	108.03 Hours
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Request History >

Approval Chain >

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

Step 5: Click **Request History**.



View Requests Details

[Return to View Requests](#)

Absence Name Annual Leave
Reason Personal
Start Date 06/04/2021
End Date 06/04/2021
Duration 7.50 Hours

Partial Days None

Status Approved
Eligibility Results Eligible
[View Eligibility Details](#)
Comments

Attachments
You have not added any Attachments.

Cancel Details
Cancel Status Submitted
Comments

Balance Information
As Of 05/31/2021 108.03 Hours

Request History

Approval Chain

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

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.



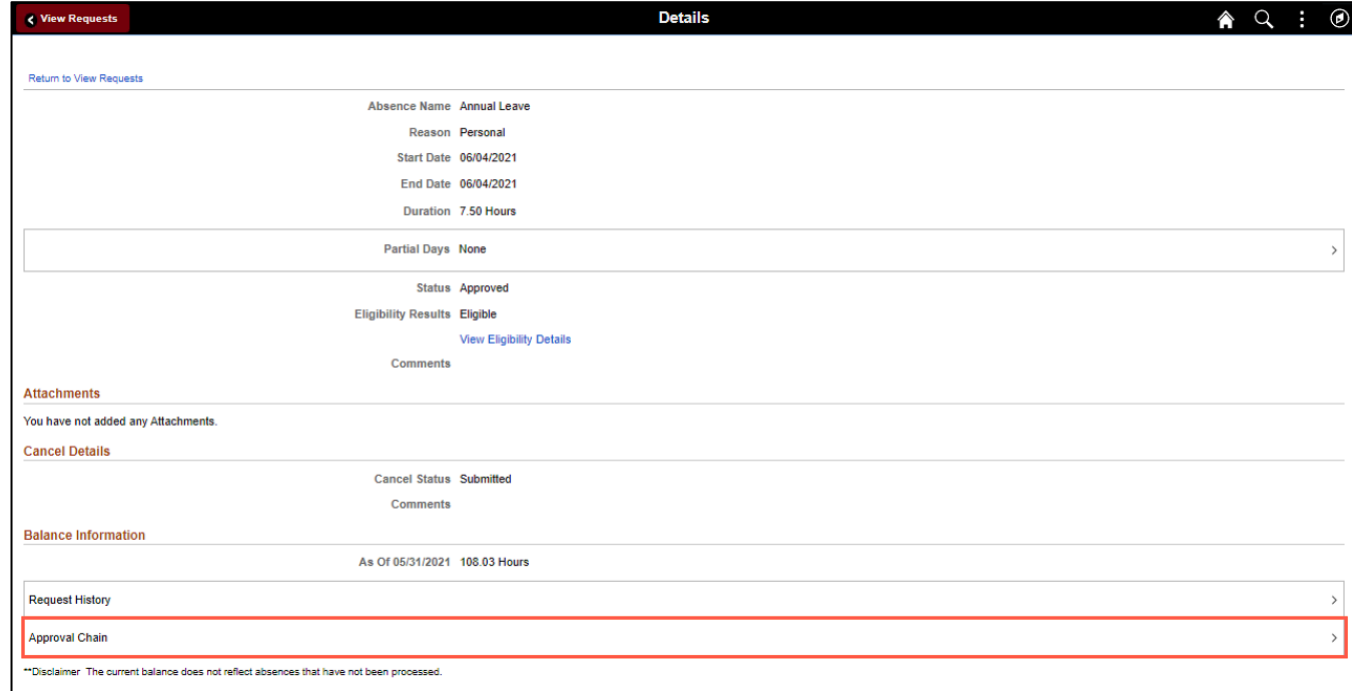
Request History [X]

Status **Submitted Absence Request**
Requestor [Redacted]
Date 06/01/2021

Status **Approved Absence Request**
Approver [Redacted]
Date 06/01/2021

Status **Submitted for Cancellation**
Requestor [Redacted]
Date 06/01/2021

Step 8: Click **Approval Chain**.



View Requests Details

[Return to View Requests](#)

Absence Name Annual Leave
Reason Personal
Start Date 06/04/2021
End Date 06/04/2021
Duration 7.50 Hours

Partial Days None

Status Approved
Eligibility Results Eligible
[View Eligibility Details](#)
Comments

Attachments
You have not added any Attachments.

Cancel Details
Cancel Status Submitted
Comments

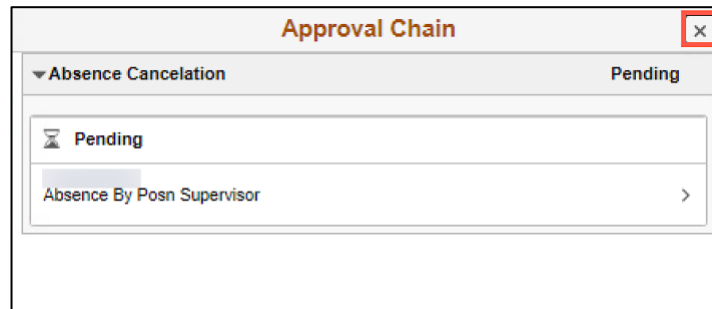
Balance Information
As Of 05/31/2021 108.03 Hours

Request History
Approval Chain

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

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.



Approval Chain [X]

▼ Absence Cancellation Pending

Pending

Absence By Posn Supervisor

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

< View Requests
Details
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Absence Name Annual Leave

Reason Personal

Start Date 06/04/2021

End Date 06/04/2021

Duration 7.50 Hours

Partial Days None

>

Status Approved

Eligibility Results Eligible

[View Eligibility Details](#)

Comments

Attachments

You have not added any Attachments.

Cancel Details

Cancel Status Submitted

Comments

Balance Information

As Of 05/31/2021 108.03 Hours

Request History

>

Approval Chain

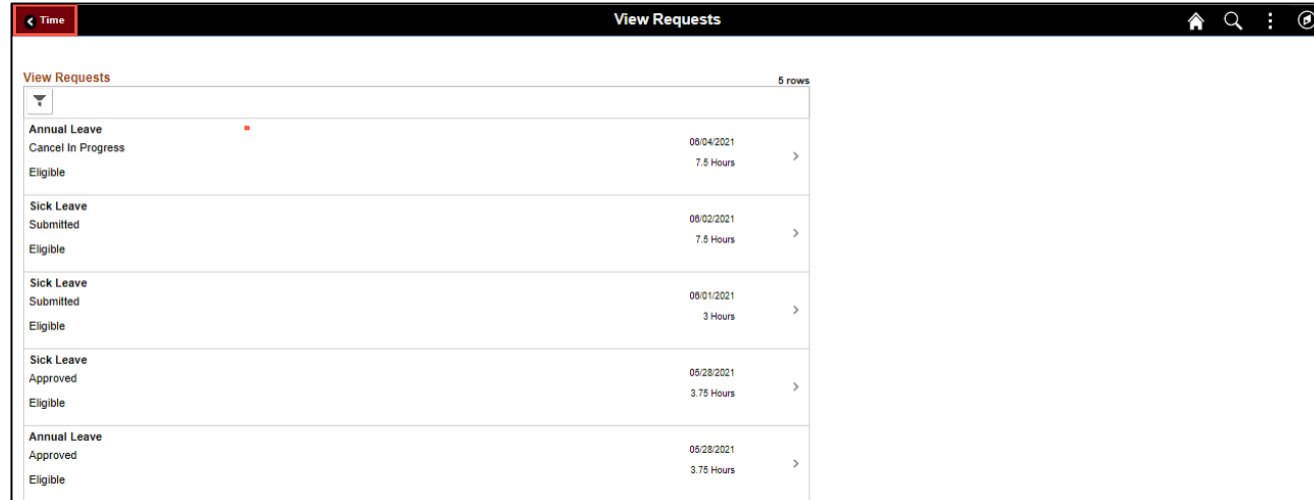
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**Disclaimer: The current balance does not reflect absences that have not been processed.

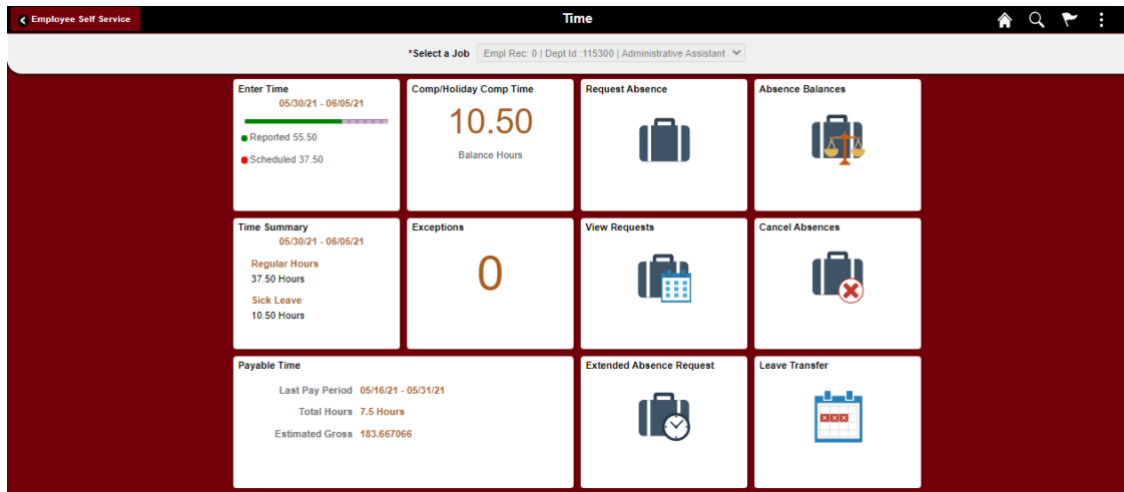
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Step 12: Select another requests to view or click the **Time** tab to return to the Time Self Service page where you can continue to enter, request and/or view time and absence information.

You successfully learned how to view your absence requests.








View Requests			5 rows
Annual Leave	Cancel In Progress	08/04/2021	>
Eligible		7.5 Hours	
Sick Leave	Submitted	08/02/2021	>
Eligible		7.5 Hours	
Sick Leave	Submitted	08/01/2021	>
Eligible		3 Hours	
Sick Leave	Approved	05/28/2021	>
Eligible		3.75 Hours	
Annual Leave	Approved	05/28/2021	>
Eligible		3.75 Hours	



Time

*Select a Job | Empl Rec: 0 | Dept Id: 115300 | Administrative Assistant

Enter Time 05/30/21 - 06/05/21 Reported 55.50 Scheduled 37.50	Comp/Holiday Comp Time 10.50 Balance Hours	Request Absence 	Absence Balances 
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