

Submitting an Absence/Leave Request (ESS Job Aid)

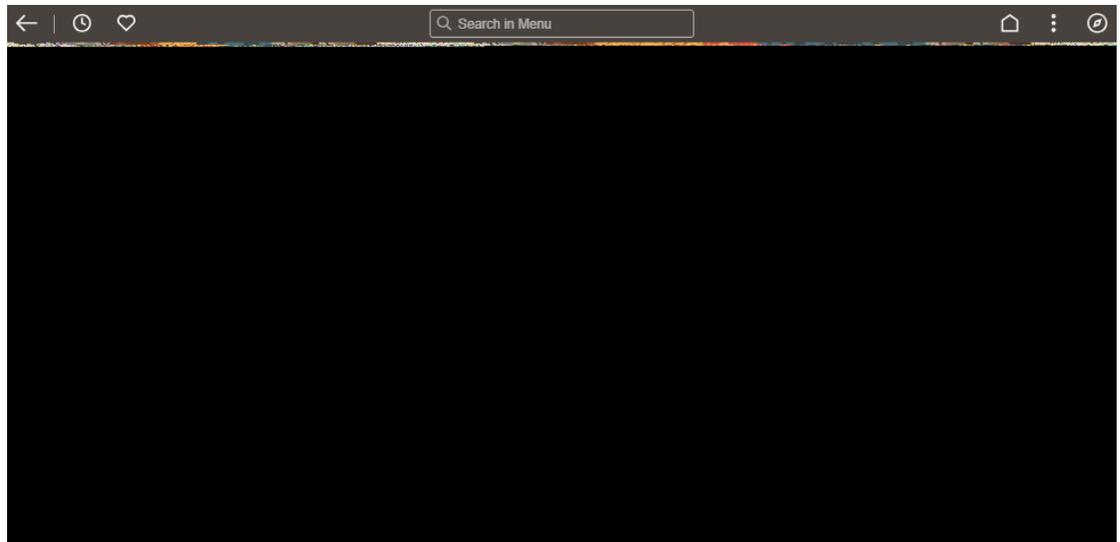
Introduction

This job aid describes the necessary steps to submit an Absence Request.

Absences are any time you take off from work. This can include vacation, sick leave, educational support leave, voting leave, jury duty, FMLA and other types of leave.

Instructions

- 1.

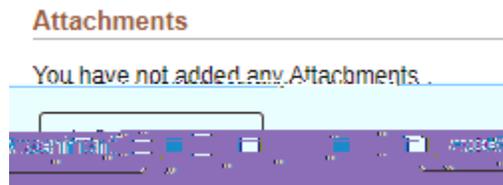


5. Use the Calendar icon to select an Absence Start Date and End Date .
6. The Original Start Date will default from the Start Date .
 - a. The Start and End dates must have values and should not Begin or End on OFF Days or Holidays.
 - b. Only Scheduled Work Days have value (the value of the scheduled hours).
 - c. Holidays and OFF Days have no scheduled hours value and calculate an Absence Request Duration of Zero (0) hours if selected.
 - d. A requested Start Date may be entered up to ninety (90) days in the past.
7. The Duration will default based on the number of 'event days' entered, times your scheduled work hours for the dates selected.
 - a. If are assigned an 8.0 hour schedule and you select a two-day date range (based on work days), the Duration will populate as 16.00 hours.
 - b. The default Duration hours will always calculate as scheduled hours times the number of Absence Event days requested.

Note: If you enter a leave request and the 'Duration' populates as 0.0 hours, you are requesting leave on a day that is scheduled as an 'Off Day'. If this is not correct, your manager will need to update your schedule in OneUSG Connect to have your leave ready to process.
8. If the number of requested hours is less than your scheduled hours for the requested day(s) off, the Partial Days option must be used. Refer to knowledge

article USGKB0011083 Submit a Partial Day Absence/Leave Request (ESS Job Aid) for instructions on how to submit a partial day absence/leave request.

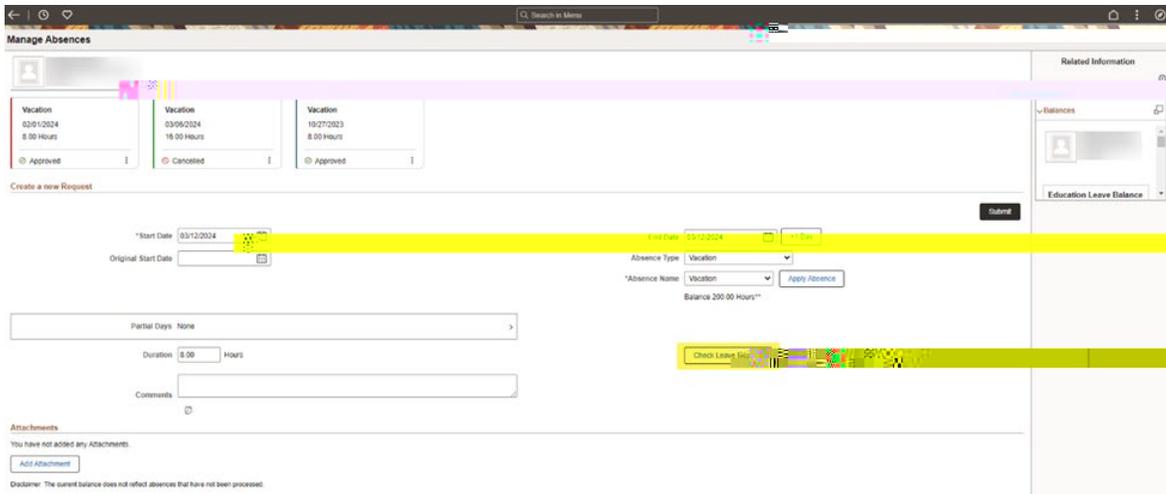
9. Click the Add Attachment button to provide an attachment with the request.
 - a. Attachment Disclaimer: The attachments upload is optional functionality that may be used by an institution to facilitate and support established leave administration procedures. Employees should contact their institution's Human Resources or Payroll department for instructions regarding the use of this feature prior to the upload of any documentation.
 - b. Examples of appropriate documentation to upload may include a copy of a jury summons, a copy of military orders, or a note from a health care provider's office.
 - c. Please do not upload any Personally Identifiable Information (PII) such as social security numbers, mailing or email address, date of birth, phone numbers, or Protected Health Information (PHI) that contains specific treatment details which may cite a medical diagnosis.



- d. Select My Device as the source from which to retrieve the appropriate attachment for this request.



- e. Once the file is chosen, select Upload to start Attachment Step 1.



- a. A designation of “ELIGIBLE” or “INELIGIBLE” appears in a pop-up display once the forecast process is complete.

ELIGIBLE
Date Time: March 04, 2024 at 17:45

OK

- b. “ELIGIBLE”, signifies that you have enough accrual balance to cover the absence.

INELIGIBLE

OK

- c. “INELIGIBLE”, signifies that do not have enough balance to cover all the absence hours requested, and that some (or all) of the requested hours will go uncompensated.
d. Ineligible absences can still be submitted for processing.

Note: If this request changes the eligibility of a future leave request, the following notification will appear in a pop-up window:

Eligibility has changed for one or more existing Absence Requests. Please select View Eligibility Details to display the status of the requests.

OK

- e. If desired, click the [View Forecast Details](#) link to view the Eligibility Details to view absence hours requested, the balances from which the absence will be drawn, the resulting leave balances after the absence has been taken, and whether any hours will go uncompensated.

Note: When you click [Forecast Details](#) , the details of the eligibility change will be visible at the bottom of the pop

Eligibility Details	
Total Absence Hours Requested	8.00
Total Sick Hours Used	8.00
Total Comp Time Used	0.00
Total Deferred Holiday Used	0.00
Total Vacation Hours Used	0.00

Sick Balance	8.00
Comp Time Balance	0.00
Deferred Holiday Balance	0.00
Vacation Balance	8.00
Untracked Holiday Balance	0.00

- f. After your review, click the [X] at the top right corner to Return to Absence Request.
 - g. Click Submit and click Yes to confirm the absence request.
 - h. To complete the Request Absence process, review the Forecast Results and select Submit .
13. Click Submit and then click Yes to confirm the absence request.