

How Do I Request a Regular Absence for an Employee?

Navigation

1. Log into OneUSG Connect.
2. Click the **Navigator** icon in the upper right corner of the screen.
3. In the **NavBar**, select **Navigator**.
4. Click **Manager Self Service**.
5. Click **Time Management**.
6. Click **Report Time**.
7. Click **Absence Request**.

Select an Employee

8. On the **Request Absence** page, click the name of the employee for whom you are requesting the absence.

Enter the Absence Request Information

9. Enter or select the **Start Date** of the absence.
10. Click the **Absence Name** drop down and choose the type of absence.
11. Enter or select the **End Date** of the absence.
12. If the request includes partial days, select the **Partial Days** drop down and select the appropriate value:
 - a. **All Days**
 - b. **End Day Only**
 - c. **Start Day Only**
 - d. **Start and End Days**
13. Click the **Calculate Duration** button.
14. In the **Workflow** section, select the **Request As** drop down and select the appropriate value:



- a. **Employee:** If Employee is selected, the requestor will be the employee, and any comments you enter will appear as the requestor comments.
 - b. **Manager:** If Manager is selected, the requestor and approver will be the manager.
15. In the **Requestor Comments** field, indicate the reason you are submitting this absence request on behalf of your employee.
 16. Click the **Submit** button.
 17. Click **Yes** when asked if you want to submit the absence request.
 18. Click **OK** on the confirmation page.
 19. Review the read-only details for the absence request, indicating an approved status. No additional approval action needs to be taken on this absence request.

Complete the Task/Sign Out of Application

20. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



21. Click the **Sign Out** option in the listing.

