Overview/Description
This process describes the steps necessary in requesting an Extended Absence Request Using the Navigator Menu

Prerequisite(s)
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Instructions

Navigation

1. Log into OneUSG Connect

2. From Employee Self Service or Manager Self Service, click the NavBar button

3. Click the Navigator Button.

4. Click the Global Payroll & Absence Mgmt menu.
5. Click the **Payee Data** menu.

6. Click **Maintain Absences** menu.
7. Click **Administer Extended Absence** menu.

8. Enter the **Empl ID** field.

9. Click the **Search** button.
Requesting an Extended Absence Request
Absence Management Job Aid
ABS_JA04.04
08/19/2019

10. Enter the Start Date field with the begin date for the extended absence.

11. Enter the Expected Return Date field with the anticipated end date for the extended absence.

12. Click the Drop Down icon associated with the Absence Type field.

13. Select the desired Absence Type from the list, FMLA.
14. Click the Drop Down icon associated with the Absence Name Field.

15. Select the desired Absence Name from the list. EA-FMLA Continuous/Intermitt.

16. Click the View Extended Absence Request History link, to validate there are no existing regular absence requests in the system for the stated date range.

17. Click the OK button.

NOTE: If existing regular absence requests were identified for the stated date range either update the Start and Expected Return Dates or update the Absence Event (i.e. a regular absence request needs to be changed to FMLA). Then, click the View
18. Click the Return to **Extended Absence Request** link.

19. Click the **View Absence Balances** link, to review the employee’s available leave balances by **Absence Type**.

20. Review the employee’s leave balances. Then, click the **Return to Extended Absence Request** link.
21. Enter any comments in the **Requestor Comments** field, as needed.

22. Click the **Submit** button.
Requesting an Extended Absence Request
Absence Management Job Aid
ABS_JA04.04
08/19/2019

23. Click the Yes button to confirm the request.

24. Click the OK button to complete the task.
25. You have successfully completed **Requesting an Extended Absence Using the Navigator Menu**