



How Do I Submit an Absence \ Leave Request?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Time and Absence** tile.
3. On the **Time** page, click the **Request Absence** link.
4. On the **Request Absence** page, click the **Absence Name** field and select absence reason.



Absence Type All ▼

*Absence Name Select Absence Name ▼

5. Enter or select the **Start Date** of the absence.
6. Enter or select the **End Date** of the absence, if more than one day is being requested.
 - a. There is no need to enter an Original Start Date and the Duration will automatically calculate.
7. Validate the number of hours for the absence in the **Duration** field.



8. Add **Comments** to detail the absence request. These comments are routed to your manager or designated time approver.

Request Absence

Submit

Absence Type: All

*Absence Name: Vacation

*Start Date: 04/19/2019

End Date: 04/22/2019

Original Start Date:

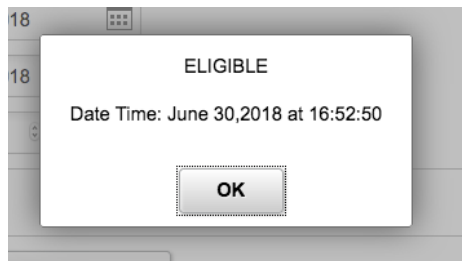
Duration: 16.00 Hours

Partial Days: None

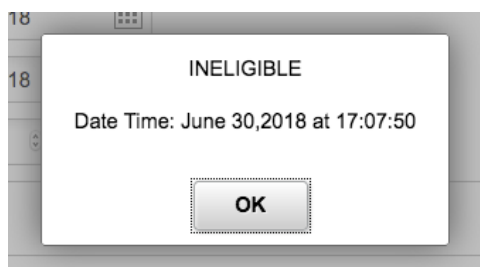
Check Leave Balance

Comments: Vacation time requested for 04/19 and 04/22

9. Click **Check Leave Balance** and two possible messages will be returned:
 - a. "ELIGIBLE" means you have the leave available.



- b. "INELIGIBLE" means you do not have the leave balance available for the request. An ineligible absence can still be submitted for approval, but there will be uncompensated hours once the absence is processed.





10. Click **OK**.

11. Click **Forecast Details**.

- a. If your request is **ELIGIBLE**, the details of your request will show the request amount, amount of leave used from each bucket, and the future balance totals after the request is processed.

Forecast Details	
Total Absence Hours Requested	32.00
Total Comp Time Used	32.00
Total Deferred Holiday Used	0.00
Total Vacation Hours Used	0.00
Total Unsched Holiday Hours	0.00
Total Unpaid Hours	0.00
Comp Time Balance	47.06
Deferred Holiday Balance	0.00
Vacation Balance	216.11
Unsched Hol Balance	0.00

- b. If your request is **INELIGIBLE**, the Forecast Details will show the amount requested, the amount granted, the amount taken, and



the ending balance after the request. The remaining hours requested will go uncompensated.

Eligibility Details	
Hours Requested 11/12/2017 - 10/05/2018	80.00
Total Comp Time Used 11/12/2017 - 10/06/2018	0.00
Total Deferred Holiday Used 11/12/2017 - 10/06/2018	0.00
Total Vacation Time Used 11/12/2017 - 10/06/2018	52.75
Total Unsched Hol Used 11/12/2017 - 10/06/2018	0.00
Unpaid Hours 11/12/2017 - 10/06/2018	27.25
Comptime Balance 01/01/2017 - 31/12/2017	0.00
Deferred Holiday Balance 01/01/2017 - 31/12/2017	0.00
Vacation Balance 01/01/2017 - 31/12/2017	0.00
Unscheduled Holiday 01/01/2017 - 31/12/2017	0.00

12. When finished entering all information for the absence, click the **Submit** button.
 - a. If you click Submit without checking leave balances, the following error message will display on the absence tab: "You must forecast this absence before submitting."
13. The system displays an informational message, asking you to confirm the submittal request. Click the **Yes** button. After any leave request are made, the **Submit** must be clicked. If **Submit** is not clicked, the time will



moved to a Saved status; will not go to the manager for approval and will not be processed.

14. After completing the submittal process, the leave request is redisplayed in read-only mode. The **Request Status** is set to **Submitted**.