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**.
8. Click the **Select** button of the employee for which you want to record the absence.
9. Enter or use the **Calendar** icon to indicate the absence **Start Date**.
10. In the **Absence Name** drop down, select the type of absence.
11. Enter or use the **Calendar** icon to indicate the absence **End Date**.
12. If the absence included a partial day of leave, select the **Partial Days** drop down and select the appropriate value.
   a. In the **Duration** field, enter the number of hours of leave for the partial days.
13. Click the **Calculate Duration** button.
14. In the **Workflow** section, the **Request As** will be automatically set to **Employee**. The requestor will be the employee, and any comments entered will appear as the requestor comments.
15. In the **Requestor Comments** field, indicate the reason you are submitting this absence request on behalf of your employee.
16. Click **Forecast Balance**.
17. A value of “ELIGIBLE” or “INELIGIBLE” will display above the “Forecast Balance” button.
a. If the value is “ELIGIBLE,” the employee has enough paid entitlement to cover the absence.

b. If the value is “INELEGIBLE,” the employee does not have enough entitlement and a portion of the absence will go uncompensated. Ineligible absences can still be submitted for processing.

18. If desired, click the View Forecast Details link to view the absence hours requested, the balances from which the absence will be drawn, and the resulting leave balances after the absence has been taken.

19. Click Return to Absence Request after viewing the forecast details.

20. Click the Submit button.

21. Click Yes when asked if you want to submit the absence request.

22. Click OK on the confirmation page.

23. 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.