

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 for the employee you want to record the absence for.
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, 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.

