



Overview/Description

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

Prerequisite(s)

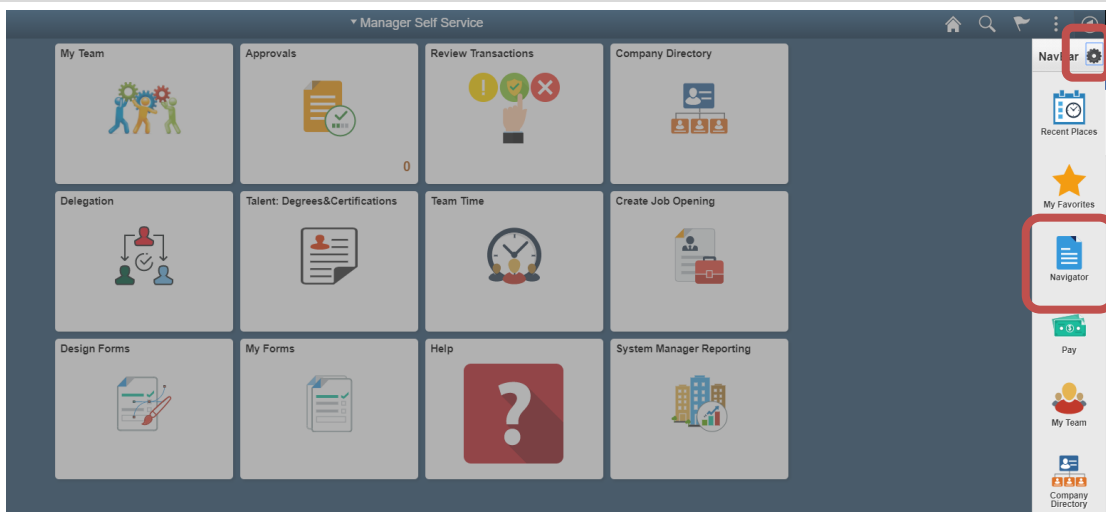
-

Instructions

Navigation

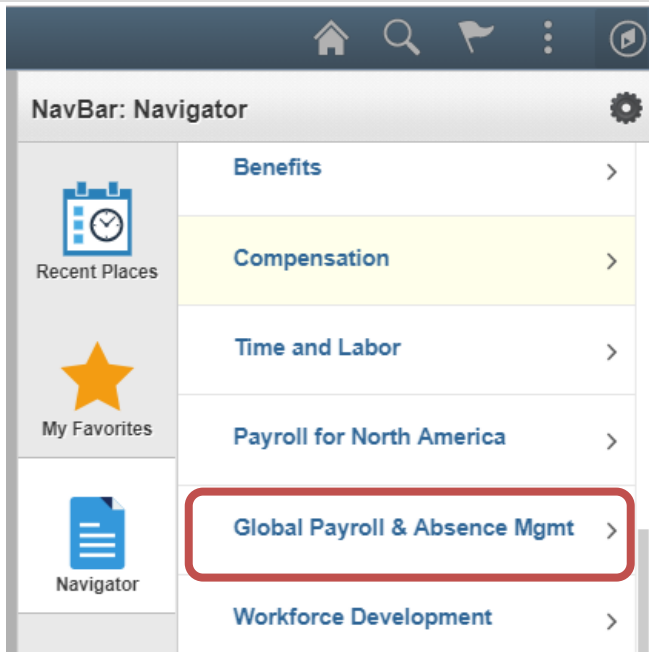
1. Log into OneUSG Connect

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

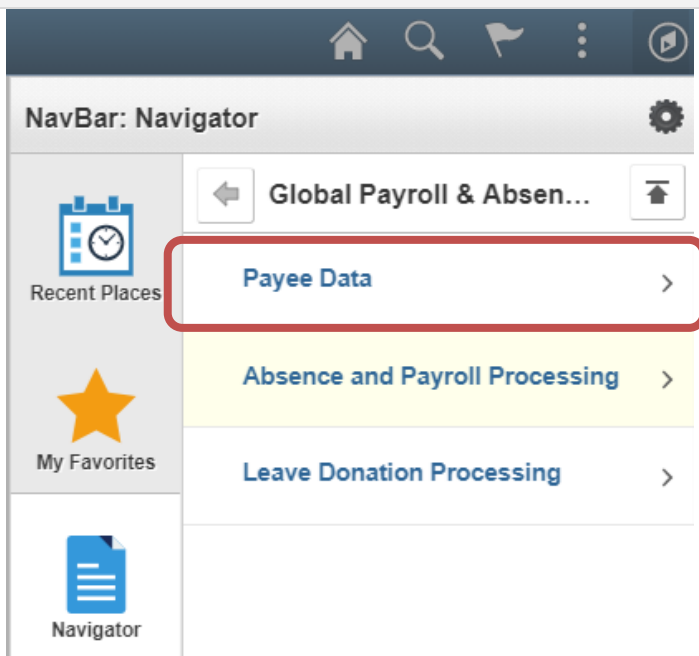


3. Click the **Navigator** Button.

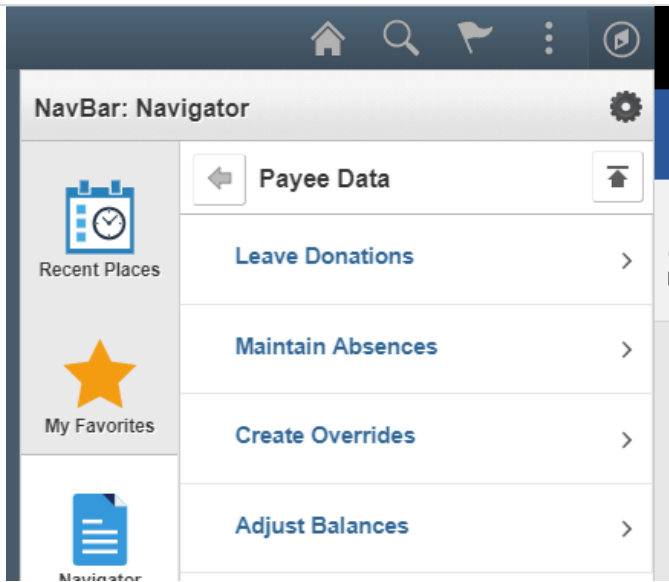
4. Click the **Global Payroll & Absence Mgmt** menu.



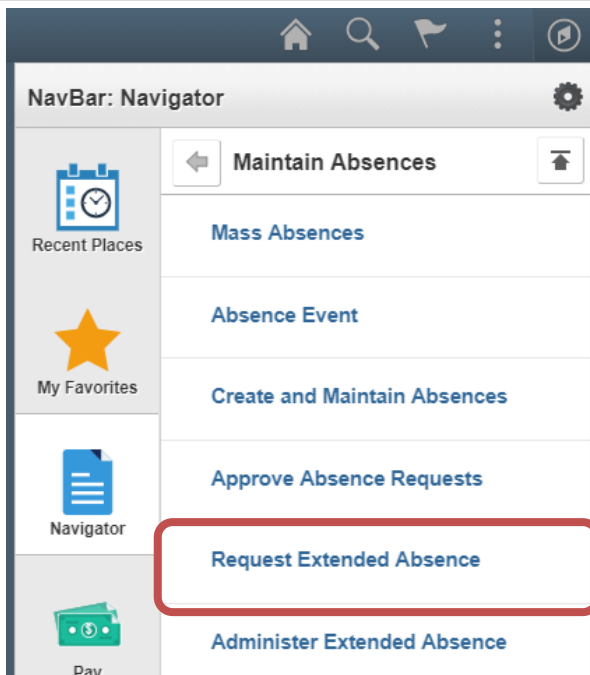
5. Click the **Payee Data** menu.



6. Click **Maintain Absences** menu.



7. Click **Administer Extended Absence** menu.



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

9. Click the **Search** button



[Employee Self Service](#)

Request Extended Absence

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID	begins with ▼	<input type="text"/>
Empl Record	= ▼	<input type="text"/>
Name	begins with ▼	<input type="text"/>
Last Name	begins with ▼	<input type="text"/>
Second Last Name	begins with ▼	<input type="text"/>
Alternate Character Name	begins with ▼	<input type="text"/>
Middle Name	begins with ▼	<input type="text"/>

Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

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**.

Employee Self Service Request Extended Absence

IT Application Professional

To create your request, complete the information in the Extended Absence Request Details section and select save for later or submit the request for approval. Additional information may be managed or viewed at a later time.

Extended Absence Request Details

*Start Date 06/03/2019
*Expected Return Date 07/22/2019
Actual Return Date
Absence Type FMLA
*Absence Name EA - FMLA Continuous/Intermitt

Absence Requests

Absence Request	Status	Start Date	End Date	Duration	Source	Process Action	Voided
Vacation	Approved	07/19/2019	07/22/2019	16 Hours	Employee Absence Request	Normal	<input type="checkbox"/>

Requestor Comments

Go To [View Extended Absence Request History](#) [View Absence Balances](#) [Return to Search List](#)
[Submit](#) [Save for Later](#)

* Required Field

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**



Extended Absence Request History link again.

Message

There were no requests found for the date range specified. Select a new date range. (0,0)

OK

18. Click the Return to **Extended Absence Request** link.

Absence Self Service Req Hist

Extended Absence Request History

IT Application Professional

Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and use the Refresh push button. Select the absence name link to view request details. Select edit button to modify or delete the request.

From Through **Refresh**

Return to Extended Absence Request

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

Absence Requests

Absence Request	Status	Start Date	End Date	Duration	Source	Process Action	Voided
Vacation	Approved	07/19/2019	07/22/2019	16 Hours	Employee Absence Request	Normal	<input type="checkbox"/>

Requestor Comments

Go To [View Extended Absence Request History](#) **View Absence Balances** [Return to Search List](#)

* Required Field

20. Review the employee's leave balances. Then, click the **Return to Extended Absence Request** link.



Absence Self Service x

View Absence Balances

IT Application Professional

Instructions

View current absence entitlement balances. Current balances do not reflect absence requests that have not been processed by payroll. For more details please contact your absence administrator.

Absence Entitlement Balances Personalize 				
Entitlement Name	Balance as of 05/31/2019	From	To	Accrual Period
Deferred Holiday Balance	0.00 Hours	01/01/2019	12/31/2019	Year to Date
Comp Time Balance	0.00 Hours	01/01/2019	12/31/2019	Year to Date
Unsched Hol Balance	8.00 Hours	01/01/2019	12/31/2019	Year to Date
Vacation Balance	32.00 Hours	01/01/2019	12/31/2019	Year to Date
Sick Balance	24.00 Hours	01/01/2019	12/31/2019	Year to Date

Go To [Forecast Balance](#)

Return to Extended Absence Request

21. Enter any comments in the **Requestor Comments** field, as needed.

22. Click the **Submit** button.



Employee Self Service

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Request Extended Absence

IT Application Professional

To create your request, complete the information in the Extended Absence Request Details section and select save for later or submit the request for approval. Additional information may be managed or viewed at a later time.

Extended Absence Request Details ?

*Start Date: 06/03/2019 [calendar icon]

*Expected Return Date: 07/22/2019 [calendar icon]

Actual Return Date: [calendar icon]

Absence Type: FMLA [dropdown arrow]

*Absence Name: EA - FMLA Continuous/Intermitt [dropdown arrow]

Absence Requests

Absence Request ? Personalize | Find | View All | [grid icon] [refresh icon] First 1 of 1 Last

Absence Requests	Status	Start Date	End Date	Duration	Source	Process Action	Voided
Vacation	Approved	07/19/2019	07/22/2019	16 Hours	Employee Absence Request	Normal	<input type="checkbox"/>

Requestor Comments [text area]

Go To [button] View Extended Absence Request History [button] View Absence Balances [button]

Submit [button] Save for Later [button] Return to Search List [button]

* Required Field

23. Click the Yes button to confirm the request.

Confirmation Page Absence EA

Request Extended Absence

Submit Confirmation

✓ Are you sure you want to Submit this Extended Absence Request?

Yes [button]

No [button]

24. Click the OK button to complete the task.



Employee Self Service

Request Extended Absence
Submit Confirmation

✓ The Extended Absence Request was successfully submitted.

OK

25. You have successfully completed **Requesting an Extended Absence Using the Navigator Menu**

Request History				Personalize
Status	Name	Date	Comments	
Submitted		06/03/2019		

Extended Abs Process for FMLA

▼ Absence Management: Pending

Extended Abs Process for FMLA

Pending

- Multiple Approvers
- Extended Absence Administrator

* Required Field