



Overview/Description

This process describes the steps necessary in approving 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

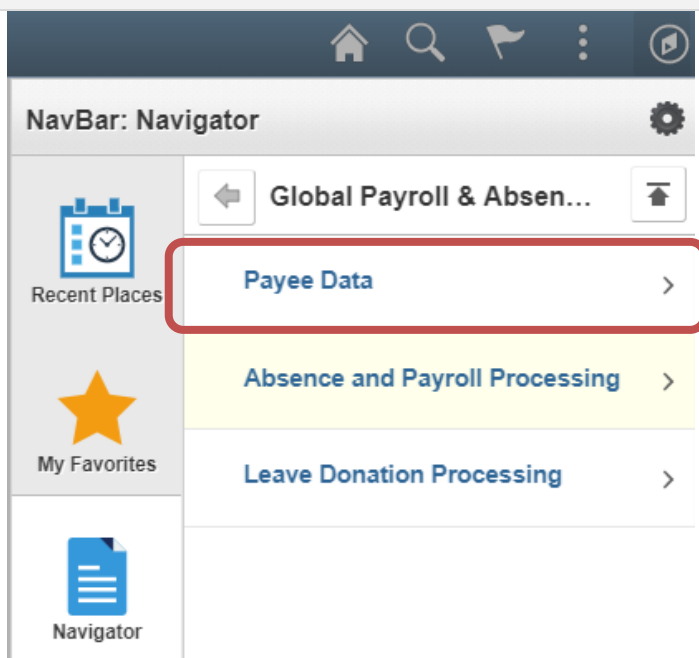


3. Click the **Navigator** Button.

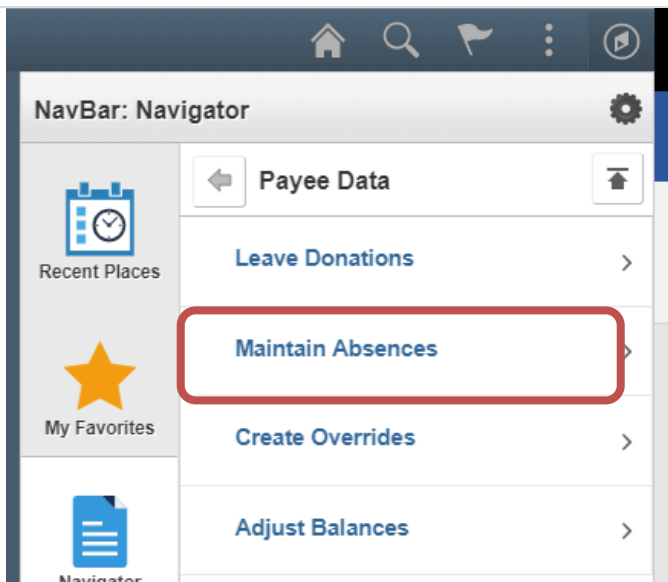
4. Click the **Global Payroll & Absence Mgmt** menu.



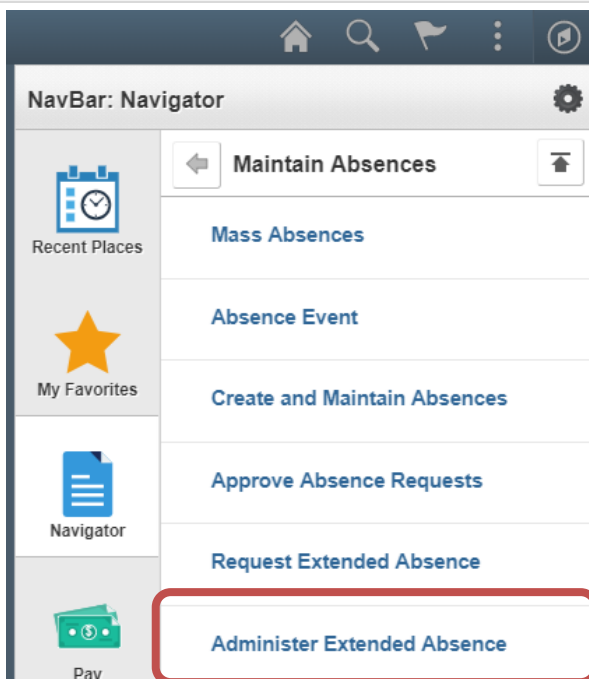
5. Click the **Payee Data** menu.



6. Click **Maintain Absences** menu.



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



8. Click the **Approve** button associated with the desired extended absence request.
NOTE: To make changes to a pending extended absence request prior to approval, click the **Edit** button.



Employee Self Service **Administer Extended Absence**

Administer Extended Absence

Search Criteria

*Show Requests by Status Pending

Approver [input] [Q]

Employee ID [input]

Absence Name [input]

From Last Name [input] Through Last Name [input]

From Date [input] Through Date [input]

Search Clear

Extended Absence Requests

Name	Empl ID	Empl Record	Absence Name	Start Date	Expected Return Date	Status	Date Submitted	Absence Request Exists	Edit	Approve
			0 EA - FMLA Continuous/Intermitt	07/06/2018	07/09/2018	Submitted	07/06/2018	N	Edit	Approve
			1 EA - FMLA Continuous/Intermitt	06/24/2019	07/09/2019	Submitted	05/17/2019	N	Edit	Approve
			1 EA - FMLA Continuous/Intermitt	10/21/2019	11/12/2019	Submitted	05/17/2019	N	Edit	Approve

9. Click the **Approve** button for the selected extended absence request.

NOTE: if you wish to **Deny** or **Push Back** the request you do it at this point.

Administer Extended Absence

Approve Extended Absence

Mgr, IT Svcs (Univ Housing)

Review the details for this request and either approve, deny or submit for rework. You may also enter optional comments about each approval choice.

Extended Absence Request Details

Request 184218

Request Date 07/06/2018

Start Date 07/06/2018

Expected Return Date 07/09/2018

Actual Return Date

Absence Name EA - FMLA Continuous/Intermitt

Status Submitted

Absence Requests

Absence Request	Status	Start Date	End Date	Duration	Source	Process Action	Voided

Request History

Status	Name	Date	Comments
Submitted		07/06/2018	

Approver Comments [input]

Approve Deny Push Back

View Absence Balances
Return to Administer Extended Absence

10. On the **Approval Confirmation** page, click the **Yes** button.



< Employee Self Service

Approve Extended Absence

Approval Confirmation

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

Yes No

11. Click the **OK** button.

< Employee Self Service

Approve Extended Absence

Approve Confirmation

✓ The Extended Absence Request was successfully approved.

OK

12. You have successfully completed the **Approving an Extended Absence Request Using the Navigator Menu** topic.