## How to request a full day absence:
This job aid outlines how a manager can request an absence on behalf of an employee from the My Team tile. Managers can view the onboarding summary for their new employees, request an absence on behalf of an employee, view job information, and specific personal information such as emergency contact(s).

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<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the <strong>Choose Other Homepages</strong> drop down arrow and select <strong>Manager Self Service</strong> from the list.</td>
<td><img src="image1.png" alt="Image 1" /></td>
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<td><strong>Step 2:</strong> Click the <strong>My Team</strong> tile.</td>
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On the **View My Team** page, you will see all of your direct reports.

**Step 3:** To request an absence on an employee’s behalf, begin by clicking the **Related Actions** menu button (small green circular button next to the employee’s name) to view available options.

**Step 4:** Click **Time Management** from the drop-down list.
Step 5: Click the Request Absence option from the drop-down list.

From this list you can also:

- Access the View Request page where you can view a list of the employee’s absence requests.
- Access the Absence Balance page to view an employee’s current absence balances and forecast balance for future dated absence requests.
Step 6: Click the Absence Name drop-down arrow and select an absence type.

This will only display absence types that are associated with the employee’s eligibility.

Please refer to the Absence Type one page document.

Step 7: Click the Reason drop-down arrow and select an appropriate reason for the leave.

Note: Not all absence types have this reason field.
Step 8: Click the Calendar icon to select a start date for the absence.

Select the first day of the absence event. The field option defaults to the current date. If there’s a break in the absence, enter each event separately. For example, if the employee is out sick for two days, return to work for three days, and are out sick again, enter two absence events. If the absence includes a weekend (say, Thursday to Monday), enter one absence event.

Future dated absences can be entered months in advance of the planned absences.

You can go back and enter absences that occurred 60 days prior to the current day on behalf of an employee.

Note: An end date is not needed unless you are requesting multiple days of leave.
Validate the number of hours for the absence in the **Duration** field.

**Duration Hours** are determined by the employee’s assigned work schedule and should match the hours they are scheduled to work on the days for which the absence has been requested.

An absence cannot be requested for a date an employee is not scheduled to work.

**Step 9:** If the absence request is for annual or sick leave, click the **Check Eligibility** button to determine if you are eligible to take the leave.
Two possible messages will be returned:

- **ELIGIBLE** means they have the leave available.
- **INELIGIBLE** means they do not have the leave balance available for the request.

If the absence is for leave types other than annual or sick leave, you will not see this Check Eligibility button. However, if the other leave type (i.e. death in the immediate family leave) has a limit per UofSC policy, an error message will appear if your request exceeds the established limit.

**Step 10:** A message appears saying you are eligible. Click the OK button to continue.

**Step 11:** Click the View Eligibility Details link to view the details.
If Check Eligibility comes back Ineligible, an ineligible reason will be provided on this Eligibility Details page.

**Step 12:** Click the X to close the page to continue the absence request.
Step 13/Optional: Click in the Comments field to enter additional information.

Step 14: Click Submit to submit the absence request for approval.
Step 15: Click the Yes button to indicate you are ready to submit the request.
Once the absence request has been submitted correctly, you will see a message saying that the absence request has been submitted successfully. Also, an email is generated that will automatically be sent to the employee.

When an absence request is entered by a manager on behalf of an employee, additional approval is not required.

**Step 16:** Click the **My Team** to return to the View My Team page.
Step 17: Click the Leave Balances tab.
This Leave Balances page gives you a quick view of annual and sick leave balances for all of your direct reports.

You successfully learned how to request an absence from the My Team tile.