

How to request an extended leave request on behalf of an employee:

This job aid outlines how a TL/ABS Approver with the HR Leave Administrator role can request an extended leave request on behalf of an employee.





Time and Absence Workcenter

University of South Carolina Absence Management – Leave Administrator Request Extended Leave on Behalf of an Employee

provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep	 My Sc My Worl Exception
multiple windows open while doing	× Links
their daily work.	Approve T
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The activities provided within the	Approve
Time and Absence Workcenter	Manage Ti
include Approving, Reporting,	Absence F
viewing time and absence related	Leave Dor
transactions, queries and reports.	Extended
	Request
In conjunction with the TL/ABS	- Queries
Approver role, you also have an add-	Time and
on role, HR Leave Administrator,	Absence M
which affords some access to	- Reports
medically sensitive information. The	
HR Leave Administrator role can	
initiate requests on behalf of	
employees for Bone Marrow Donor,	

Organ Donor, Sick Leave Advancement, Extended Leave an view Leave Pool Transfer History.

Step 3: Click the Extended Absences drop-down arrow and select **Request Extended Absence**.



Step 4. Enter the employee S USCID	K My Homepage	Request Extended Absence	
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Step 11: Scroll down to the bottom	· · · · · · · · · · · · · · · · · · ·	FMLA Eligibility (Admin	nistrator)							
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Step 12: Click the OK button to save	K My Homepage	Save Confirmation	6
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			Select Sequence	Created	Author	Entry ID	Subject	Status	
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ep 21: This step is optional. Click	< My Homepage	Document Definition - New Note	<u>ଜେବ</u> ୍ଦ୍ :
the Subject field and enter an propriate description and click in	Scope C 🕑 • My Scope	Request Extended Absence	New Window
e Note Text field and enter	✓ My Work	Building/Grounds Spec I	
ditional information related to	Exceptions	Maintain Attachments ×	
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e extended request.	▼ Links	Image: Comment Definition - New Note Image: Comment Definition -	
		You have chosen to enter a new note.	
n 22: Click the Save button	Approve Time and Absence	✓ Selection Criteria	
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p 23: Click the Extended Absence	< My Homepage	Existing Document Definitions	ଜୁର୍ଚ୍ଚ :
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quest Absence Request page.	- My Work	Existing Document Definitions	·
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		Select Sequence Created Author Entry ID Subject Sta	atus
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Step 24: Click the Yes button to confirm you would like to request the extended absence on behalf of	Ky Homepage Scope C O • My Scope O		Request Extended Absence	ଲ							
confirm you would like to request the extended absence on behalf of	Scope C O • My Scope										
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	- My Work	Additional Questions: My Work Are you a transfer from another state agency or state funded University?									
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	wpprovais 🗸	balance is insufficient, will you use	annual leave?								
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	Approve Time and Absence	Absence Requests									
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	K My Homepage		Submit Confirmation	ଳ ୧ ୦ ፣ ଡ							
Step 25: Click the OK button to	Scope C 🕲			New Window							
confirm successful submission.	 My Scope 	Request Extended Absence									
	- My Work	Submit Confirmation									
	Excentions	The Extended Absence Reque	st was successfully submitted.								
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