

How to view extended absence leave request history:

This job aid outlines how a TL/ABS Approver with the HR Leave Administrator role can view extended absence request history for a specific employee.





University of South Carolina Absence Management – Leave Administrator View Extended Absence Request History

Time and Absonce Morksonter	K My Homepage	Time and Labor WorkCenter	
Time and Absence Workcenter	Scope C 😳		
provides a central area to access the	 My Scope 		
most used time and absence related	- My Work		
activities. It enables managers to	Exceptions		
access various pages and keep	Approvals ~		
multiple windows open while doing	✓ Links		
their daily work.	Approve Time and Absence		
	Approve Reported Time		
The activities provided within the	Approve Multiple Absence Requests		
Time and Absence Workcenter	TL ABS Administrator Monitor Approvals		
include Approving, Reporting,	Manage Time and Absence 🗸		
viewing time and absence related	Absence Processing		
transactions, queries and reports.	Extended Absences		
······································	Request Extended Absence		
In conjunction with the TL/ABS	- Queries		
Approver role, you also have an add-	Time and Labor \checkmark		
on role, HR Leave Administrator,	Absence Management ~		
which affords some access to	✓ Reports/Processes		
medically sensitive information. The			
HR Leave Administrator role can			
initiate requests on behalf of			
employees for Bone Marrow Donor			
Organ Donor, Sick Loavo			
Advancement Extended Leave and			
Auvalicement, Extended Leave and			
view Leave Pool Transfer History			
and extended leave history.			
Step 3: Click the Extended Absences			
drop-down arrow and select			
Request Extended Absence			
nequest Extended Absence.			

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Step 4: Enter the employee's USCID	< My Homepage	Reguest Extended Absence
	Scope C 📀	New Window
the Empl ID field.	✓ My Scope	Request Extended Absence
•	• My Work	Enter any information you have and click Search. Leave fields blank for a list of all values.
ton F. Clink the Secure button	Examples	Find an Existing Value
ep 5: Click the Search button.	Approvale	▼ Search Criteria
		Empl ID begins with V J70
	★ Links	
	Approve Time and Absence	
	Manage Time and Absence 🗸	vame begins wan V
	Absence Processing ~	Last Name begins with V
	Leave Donations	Second Last Name begins with V
	Extended Absences	Alternate Character Name begins with V
	Request Extended Absence	Middle Name begins with 🗸
	✓ Queries	Case Sensitive
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	Absence Management 🗸	, Search Clear Basic Search 🛱 Save Search Criteria
	- Reports/Processes	
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ep 6: 10 view a history of the	✓ My Scope	Request Extended Absence
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ep 6: To view a history of the nployee's extended leave quests, click the View Extended	My Scope My Work Exceptions	Request Extended Absence Associate Professor Enter Start Date, Expected End Date and Absence Take, Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.
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Absence Processing 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 dif button to modify or delete the request.											
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Step 8: To view where the request is	K My Homepage	×							
in the approval process, scroll down	Scope C O Requ	Does your	spouse work for and	other state agency	or state funded Univer	sity?			 New Window
to the bottom of the Absence Self	Baker	· According	to HR 1.07 FMLA po	olicy, you are requi	sick leave balance				
Service Request History page. Notice	My Work Associ Enter S Information	is insufficien	nt, will you use annua	al leave?					
this request is still waiting for	Exceptions request	Absence Req	luests						
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Administration approval at the	Approve Time and Absence	□ Q							
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central benefit s'office.	Absence Processing								
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Step 9: Scroll back up to the top of	K My Homepage	Absence Self Service Req Hist ×	6 Q A : 0
he page to review the details. Itep 10: Click the Medical Certificate link to view	Scope C (2) My Scope Req Below My Work Assoc Enter Exceptions c request Approvals	Extended Absence Request History Extended Absence Request Details Associate Professor View Request Status and Approval Details	New Windo
nay be attached to the request. Notice there are two attachments available to view.	Links Approve Time and Absence Manage Time and Absence Absence Processing Leave Donations Extended Absence Request Extended Absence Co To	Extended Absence Request Details (*) Request 113262 Request Date 09/01/2022 Start Date 09/12/2022 Expected Return to Work Date 10/17/2022 Absence Name FMLA Absence Reason Own Serious Health Condition Current Balance 450.00 Status Submitted	
	Absence Management Reports/Processes	Additional Questions: • Are you a transfer from another state agency or state funded University? • Does your spouse work for the same company? • What is the spouse's employee number? • Obes your spouse work for another state agency or state funded University? • Obes your spouse work for another state agency or state funded University? • Obes your spouse work for another state agency or state funded University? • What state agency or state funded University employs the spouse? • According to HP 107 FMLA policy, you are required to use sick leave during your own serious health condition. If your sick leave balance is insufficient, will you use annual leave?	
		Absence Request ③	



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and/or notes, click the Subject links.	My Scope Req	qu Sta	rt Date 09/12/2022						
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Step 12: To return to the Extended	Enter S inform	Existing Document D	efinitions					÷.	
Absence Request History page, click	Approvals	■ Instructions	▼ Instructions						
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enueu Absence Request HISTORY	Scope C @	Scope C O · What is the spouse's employee number?									-	New Window
	• My Scope	Poes your spouse work for another state agency or state funded University? What state agency or state funded University employs the spouse?										
at the bottom of the page.	✓ My Work	Associa	According t is insufficient	to HR 1.07 FMLA po t, will you use annua	olicy, you are requi al leave?	red to use sick leave du	iring your own serious	health condition. If your	r sick leave balance			
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tep 14: Click the next FMLA link for	Scope C 🔘						New Window				
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Step 16: From here you can click the	K My Homepage	Request Extended Absence	6
Request Extended Absence option	Scope C 😳	Request Extended Absence	New Window
roview the extended absence,	- My Work	Associate Professor	
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request history for another	Approvals	request for later to be able to add additional details.	
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work within the Time and Absence	- Unite		
Workcenter.	LINKS ■	"Start Date 09/06/2022 [:::]	
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You successfully learned how to			
view extended absence request			
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history for an employee.			
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