

How to view absence requests:						
This job aid outlines how an employee	can view absence	requests.				
<b>Navigation:</b> Employee Self Service > Ti	me and Absence >	> View Requests				
Processing Steps	Screenshots					
<b>Step 1</b> : On the Employee Self Service	UNIVERSITY OF SOUTH CAROLINA		✓ Employee !	Self Service	<b>^</b>	Q 🏲 : Ø
Absence tile.		Time and Absence	Payroll ( ) Last Pay Date 04/30/2021	Personal Details	Talent Profile	
		Benefit Details	USC Profile			







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	<b>C</b> Time	View Requests	A Q :	Ø
The View Request page provides a list				
of your absence requests.	View Requests	5 rows		
	T			
Stop 2. Click a specific request to	Annual Leave			
Step S. Click a specific request to	Cancel In Progress	06/04/2021 7.5 Hours		
view the details.	Eligible			
	Sick Leave	08(02)2021		
	Submitted	7.5 Hours		
	Eligible			
	Sick Leave	08/01/2021		
	Submitted	3 Hours >		
	k-inginers			
	Sick Leave	05/28/2021		
	Eligible	3.75 Hours >		
	Annual Leave Approved	05/28/2021		
	Eligible	3.76 Hours		
	L			



Step 4: On the details page you can	✓ View Requests     Details     A Q : Ø
view:	
	Return to View Requests
Absence Name	Absence Name Annual Leave
	Reason Personal
Reason	Find Date: 06/04/2021
Start and End Date	Duration 7.50 Hours
Duration	Destin Deve Mare
Status	Partiai Days None
Eligibility Results	Status Approved
Cancel Details (this request has	Eligibility Results Eligible
been canceled and waiting for	Comments
manager approval)	Attachments
manager approval).	You have not added any Attachments.
Balance Information	Cancel Details
	Cancel Status Submitted
	Comments
	Balance Information
	As Of 05/31/2021 108.03 Hours
	Request History >
	Approval Chain
	**Disclaimer The current balance does not reflect absences that have not been processed.



Step 5: Click Request History	< View Requests	
	Return to View Requests	
	Absence Name Annual Leave	
	Reason Personal	
	Start Date 06/04/2021	
	End Date 06/04/2021	
	Duration 7.50 Hours	
	Partial Days None >	
	Status Approved	
	Eligibility Results Eligible	
	View Eligibility Details	
	Comments	
	Attachments	
	Tou have not addeed any Attachments.	
	Cancel Details	
	Cancel status submitted	
	As Of 05/31/2021 108 03 Hours	
	Request History	
	Approval Chain >	
	**Disclaimer The current balance does not reflect absences that have not been processed.	
	Demus et l'interne	
Step 6: On the Request History page,	Request history ×	
you can follow the status of the	Status Submitted Absence Request	
you can follow the status of the	Requestor	
request.		
	Date 06/01/2021	
The employee is the requestor, and	Status Annoved Absence Request	
the Manager or TL/ABS Approver is		
	Approver	
the Approver.	Date 06/01/2021	
Step 7: Click the X to close the	Status Submitted for Cancelation	
Pequest History page and return to	Requestor	
nequest history page and return to	Date 06/01/2021	
the Details page.		



Step 3: Click Approval Chain. <pre></pre>		
Step 3: Click Approval Chain     Attent to be approval Chain page, you		< View Requests Details ♠ Q : ∅
Step 3: Click Approval Chain.         Matrix News Munifixes         Step 3: Click Approval Chain page, page.	Chan B. Click Annuaual Chain	
Step 9: On the Approval Chain page you where the request is in the approval process.       Approval Chain page and return to the details page.         Step 10: Click the X to close the Approval Chain page and return to the details page.       Approval Chain page and return to the details page.	Step 8: Click Approval Chain.	Return to View Requests
Step 9: On the Approval Chain page and return to the details page.       Approval Chain page and return to the details page.		Absence Name Annual Leave
Step 9: On the Approval Chain page, you view where the request is in the proval chain page and return to the details page.		Reason Personal
Step 9: On the Approval Chain page, you view where the request is in the Approval Chain page and return to the details page.		Start Date 06/04/2021
Step 9: On the Approval Chain page, you view where the request is in the Approval process.       Approval Chain page and return to the details page.		End Date 06/04/2021
Step 9: On the Approval Chain page, you view where the request is in the approval process.         Step 10: Click the X to close the Approval Chain page, you view where the request is in the approval Chain page and return to the details page.		Duration 7.50 Hours
Step 9: On the Approval Chain page, you view where the request is in the approval process. Step 10: Click the X to close the Approval Chain page, and return to the details page.		Partial Days None
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Step 9: On the Approval Chain page, you view where the request is in the approval process. Step 10: Click the X to close the Approval Chain page, you show the details page.		View Eligibility Details
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Vie here et diede ang Addentimeds.         Cancel Details         Cancel Status Submitted         Comments         Balance Information         Ac Of 8001/2021 108.03 Hours         Step 9: On the Approval Chain page, you view where the request is in the approval process.         Step 10: Click the X to close the Approval Chain page and return to the details page.		Attachments
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Step 9: On the Approval Chain page, you view where the request is in the approval process. Step 10: Click the X to close the Approval Chain page and return to the details page.		**Disclaimer The current balance does not reflect absences that have not been processed.
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approval process.  Step 10: Click the X to close the Approval Chain page and return to the details page.  X Pending Absence By Posn Supervisor	you view where the request is in the	Absence Cancelation     Pending
Step 10: Click the X to close the Approval Chain page and return to the details page.	approval process.	<b>A</b> Pending
Approval Chain page and return to the details page.		
Approval Chain page and return to the details page.	Step 10: Click the X to close the	Absence By Posn Supervisor >
the details page.	Approval Chain page and return to	
	the details page.	



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Step 12: Select another requests to	Time			View Requests			A C : Ø
view or click the <b>Time</b> tab to return	View Requests				5 rows		
you can continue to enter, request	Annual Leave Cancel In Progress Eligible	•		08/04/2021 7.6 Hours	>		
information.	Sick Leave Submitted Eligible			08/02/2021 7.5 Hours	>		
You successfully learned how to view your absence requests.	Sick Leave Submitted Eligible			06/01/2021 3 Hours	>		
,	Sick Leave Approved Eligible			05/28/2021 3.75 Hours	>		
	Annual Leave Approved Eligible			05/28/2021 3.75 Hours	>		
	C Employee Self Service		*Select a lob Empl Rec: 0.1 Dent	ime		🏫 Q 🏲 🗄 (	Ø
		Enter Time 05/30/21 - 06/05/21	Comp/Holiday Comp Time	Request Absence	Absence Balances		
		Reported 55.50     Scheduled 37.50	Balance Hours		<b>∆</b> ‡8		
		Time Summary 05/30/21 - 06/05/21 Regular Hours 37.50 Hours Sick Leave 19.56 Hours		View Requests	Cancel Absences		
		Payable Time Last Pay Period 05/16/21 Total Hours 7.5 Hour	I - 05/31/21	Extended Absence Request	Leave Transfer		
		Estimated Gross 183.6670	066				