KENNESAW STATE
U N I V E R S I T Y

How to Submit an Absence Request

Introduction

This job aid describes the necessary steps to submit absence (either full day or partial day) requests. This can include vacation, sick leave, educational support leave, voting leave, jury duty, FMLA and other types of leave. Absence requests are required to account for all time off taken, even if there are insufficient leave balances.

Note: Absences cannot be submitted if the events occurred more than 90 days before the current pay period. Managers will need to work with Payroll to address older requests.

Instructions

1. Log into OneUSG Connect

2. Navigate to the **Time and Absence** tile
    (Employee Self Service home page > Time and Absence)

    Note: Employee Self Service options may vary depending on your employee type.
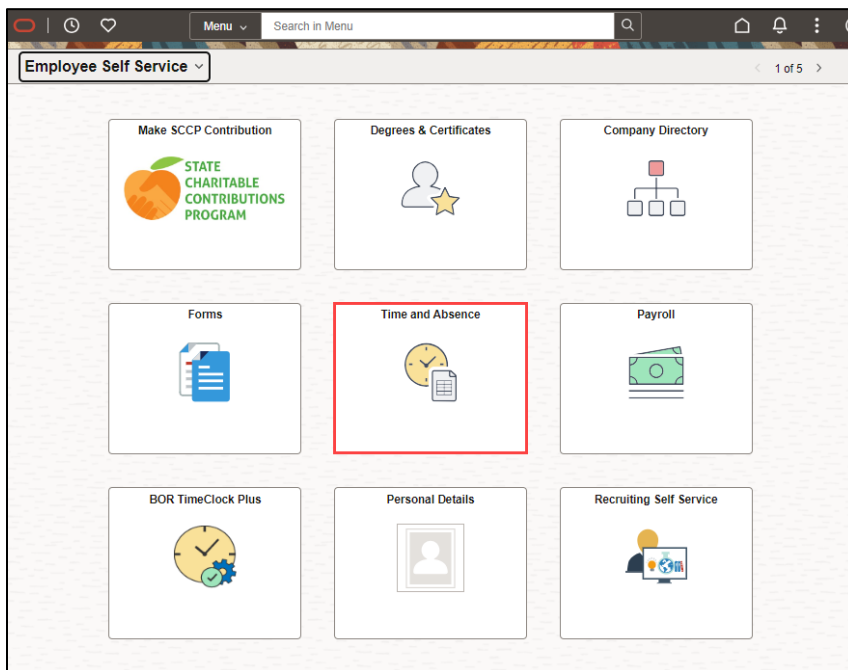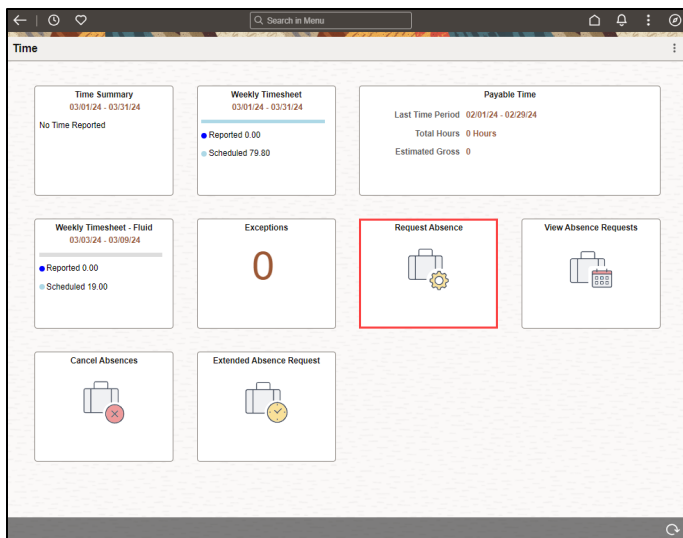
3. When the Time dashboard is displayed, select the **Request Absence** tile

4. Select the **Absence Type** and **Absence Name**
    *   The Absence Type can be left as "All" and then the appropriate Absence Name can be selected
        …**or**…
    *   You can select the Absence Type and only the related Absence Name will be displayed in the drop-down list.

    Per policy, the absence request must accurately reflect the genuine reason for taking time off rather than being selected based solely on available balances.
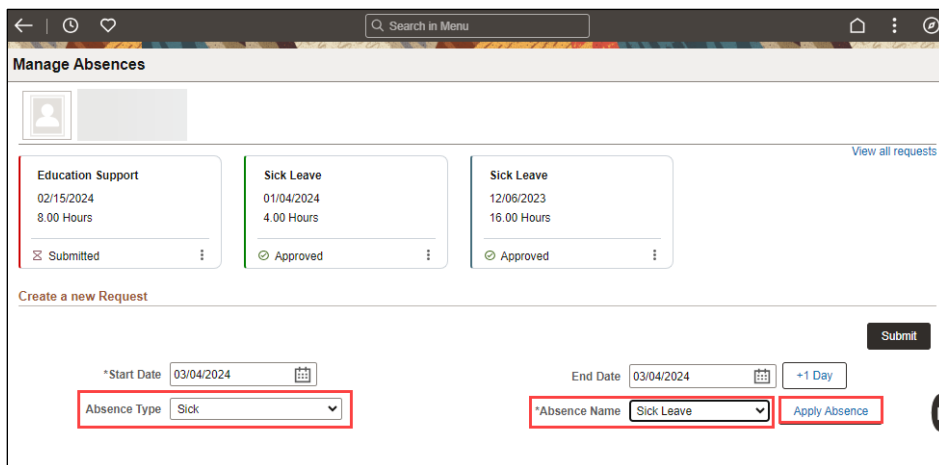
5. Use the calendar icons (and optional +1 Day button) to select your **Start Date** and **End Date**. These dates should not begin or end on holidays or days you are not scheduled to work.
    (Requests for partial day absences can be chosen and will appear after the Apply Absence button has been selected)

Note: The Manage Absences dashboard displays the three most recent absence requests. These are not in chronological order by absence date but are displayed in the order in which they were submitted with the most recent appearing on the left side.

6. Click on the **Apply Balance** button to expand the panel to reveal other required and optional fields.


*   **Comments** can be added if desired.

*   **Add Attachments** is an optional functionality that may be used if directed by HR or Benefits Specialist for items such as jury duty, military orders, or necessary notes from a health care provider. *Please do not upload any personally identifiable information such as social security numbers, mailing or email address, date of birth, phone numbers, or protected health information that contains specific treatment details which may cite a medical diagnosis*.

- **Duration** will display the total number of leave hours being requested. Please review for accuracy.
  - If the duration populates as 0.0 hours or is less than the intended total of hours requested (for multiple days), you are requesting leave on a day that is scheduled as an 'Off Day' and will need your manager to update your schedule so that your leave will process and pay accordingly.
  - If you intended to request fewer hours (not full days), you will need to select the Partial Days drop-down box to edit your absence request.

- **Partial Days** is to be utilized when you need to request absences for less than a full day.
  - Select the Partial Days box (which defaults to "None") and choose which days will be a partial absence.
    Note: If you are only taking one day of leave, you can select either "All Days" or "Start Day Only".
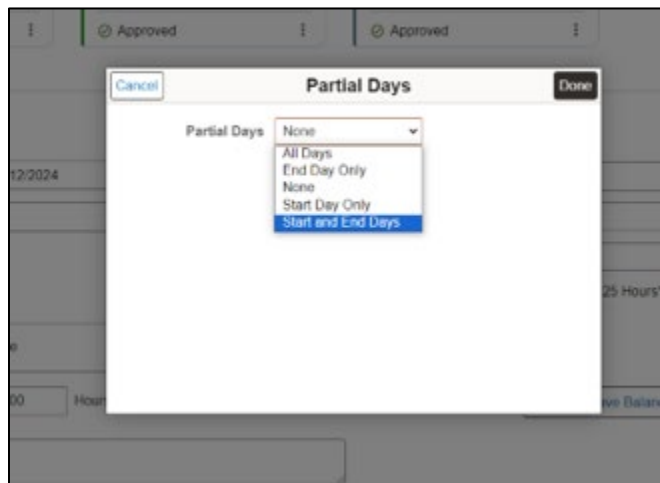
  - In the Duration box, enter the hours of leave being requested for the partial day and click "Done"
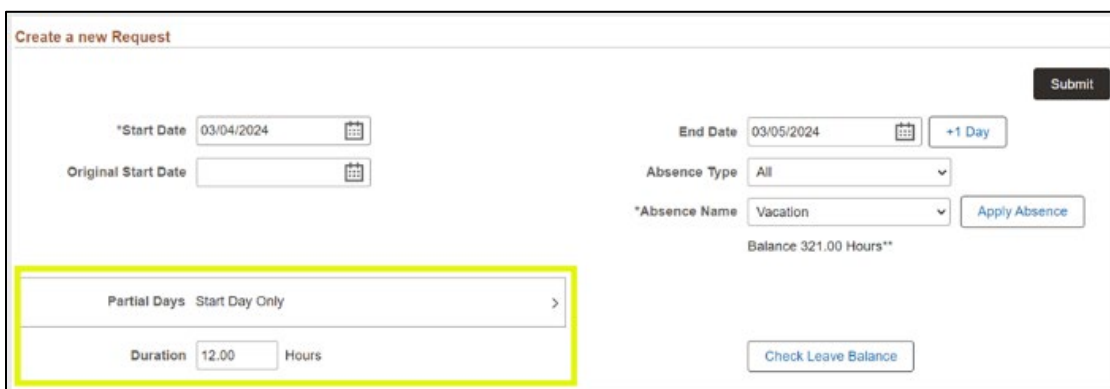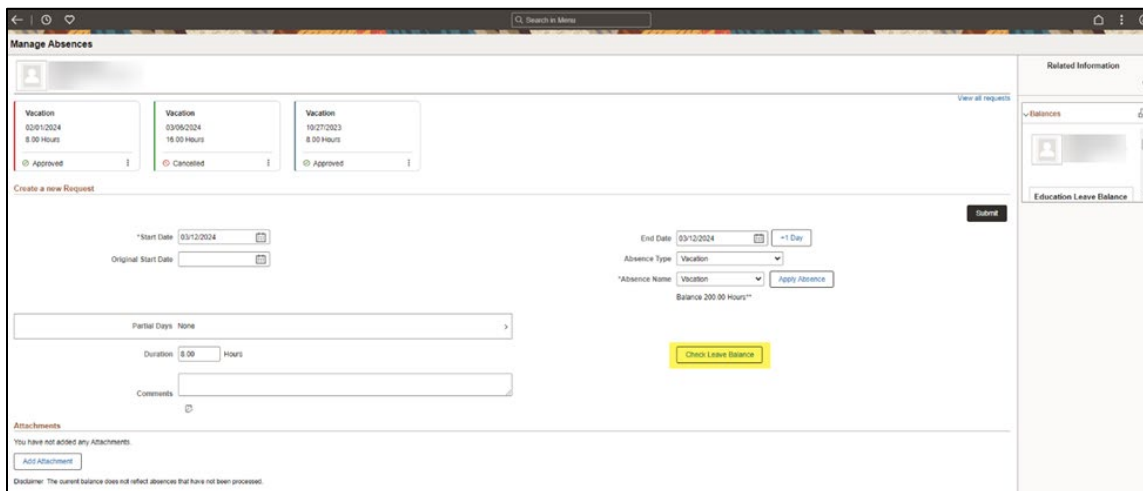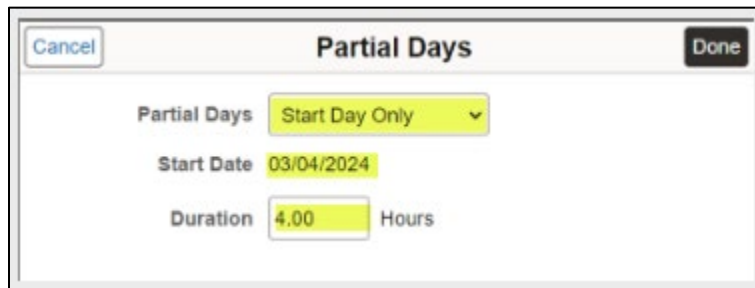
o   Verify that the total duration of your leave request has updated to reflect the correct number of hours.

7. Select the required **Check Leave Balance** button to determine whether you have a sufficient accrual balance to cover the number of hours requested.

A designation of "ELIGIBLE" or "INELIGIBLE" will appear in a pop-up display.

- ELIGIBLE signifies that you have the available accrual balance to cover the absence.
- INELIGIBLE signifies that you do not have enough of an available balance to cover all or part of the absence request and that some (or all) of the requested hours will be uncompensated. ***These are still to be submitted since it is required to account for all time off, regardless of available balances.**
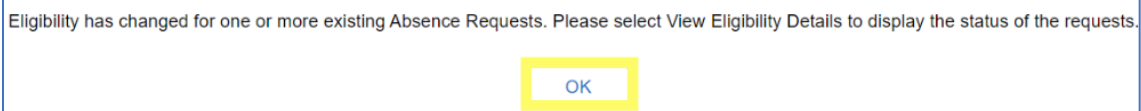
o If this request changes the eligibility of a future leave request, the following notification will appear in a pop-up window

Eligibility has changed for one or more existing Absence Requests. Please select View Eligibility Details to display the status of the requests.

OK

o If desired, click the **Forecast Details** button (which isn't visible until after the Check Leave Balance button has been selected) to view absence hours requested, the resulting forecast of what the leave balance will be after the absence has been taken, and whether any hours will be unpaid.

8. When all applicable fields have been completed, select the **Submit** button to push this absence request to your manager for approval.

• If you receive an error that an absence already exists, you will need to do one of the following since the error is related to another absence using one or more of the same dates as the one you are submitting:

- o If a prior (active) request is using any of the same dates, you will need to edit this new request so that the dates do not overlap.
- o If you have a canceled absence request that contains any of the same dates, do not save your changes from this new request and instead open the canceled request (Time and Absence > View Absence Requests > Select the canceled absence), edit all the applicable fields (dates, leave type, duration), check leave balances, and submit since that will now become your new request.

For hourly employees, please monitor the status of your absence requests and communicate with your manager to ensure that absences are approved so that you don't risk being unpaid if the requests are not approved by the payroll deadlines.