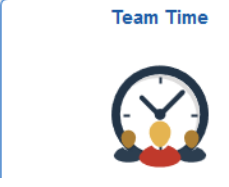
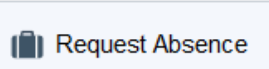


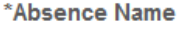

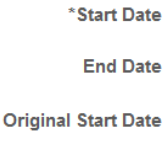



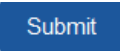

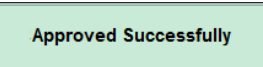


Submitting an Absence Request on Behalf of an Employee

Step	Action
1.	From the Manager Self Service (or Time Approver) homepage in OneUSG Connect, click the Team Time tile. 
2.	The Team Time page is displayed. Click the Request Absence link. 
3.	A list of your employees is displayed. Select the appropriate employee.
4.	The Request Absence page is displayed. Note: The Absence Type field is not a required field. You can use this field to filter the options in the Absence Name list. Click the Absence Type drop-down list. 
5.	Select the appropriate absence type from the displayed list. 
6.	Click the Absence Name drop-down list. 
7.	Absence Name is required. The list is filtered by the Absence Type. Choose the appropriate absence name from the list. 
8.	Enter the appropriate information in the *Start Date, End Date and Original Start date fields or select the Calendar icon. 

Step	Action
9.	<p>To confirm the employee's available hours for the selected absence type, click the Check Leave Balance button.</p> 
10.	<p>A message is displayed providing the eligibility status of the requested absence.</p> <p>Click the OK button.</p> 
11.	<p>To view the employee's future leave balance, click the Forecast Details link.</p> <p>Forecast Details</p>
12.	<p>The employee's eligibility for the absence request is displayed.</p> <p>After reviewing the eligible leave balance, click the Close button.</p> 
13.	<p>Note: You can use the Add Attachment function to include any related documents.</p> <p>You will need to select the appropriate requested by option under Workflow.</p> <p>Click the Request As list.</p> <p>Request As</p>
14.	<p>Note: As the employee's supervisor you should submit any requests on their behalf using the Employee option.</p> <p>Click the Employee option.</p> <p>Request As</p>
15.	<p>When you are ready to submit the absence request, click the Submit button.</p> 
16.	<p>A confirmation pop-up is displayed.</p> <p>Click the Yes button.</p> 
17.	<p>The absence request has been submitted and approved successfully. By submitting as the employee, the system auto-approves the request.</p> 



Step	Action
18.	You have completed the steps to submit an absence request on behalf of an employee in OneUSG Connect. End of Procedure.