Submitting a Partial Day Absence/ Leave Request (ESS Job Aid)

Introduction

This job aid provides instructions on how to submit a partial day absence/leave request.
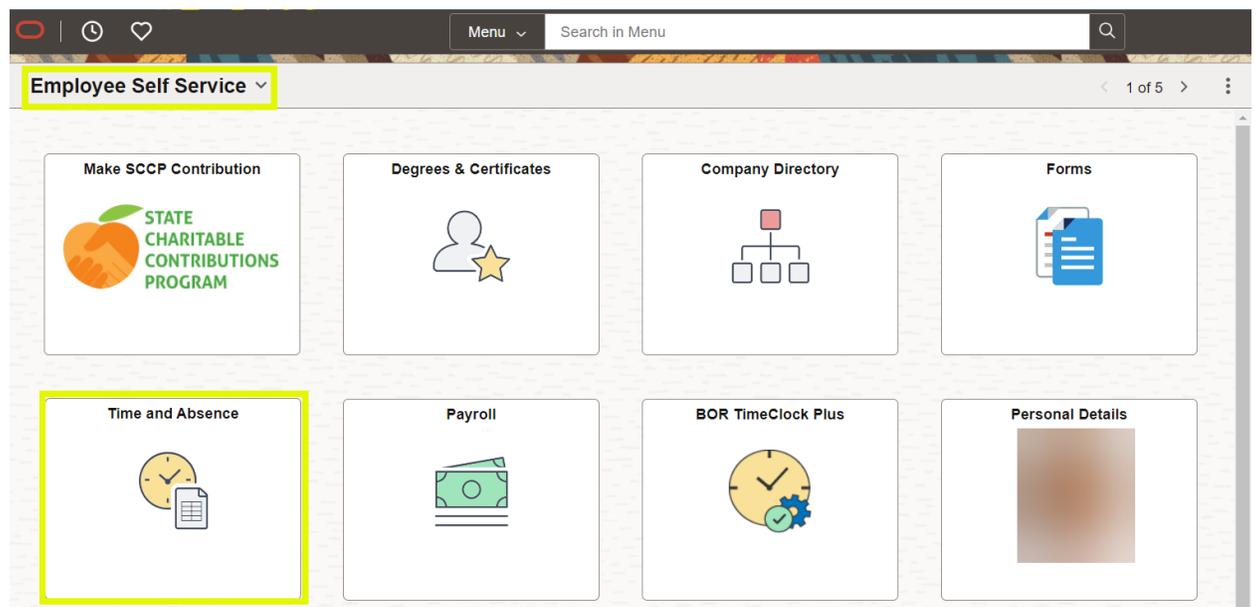
Instructions

1. Log into **OneUSG Connect**.

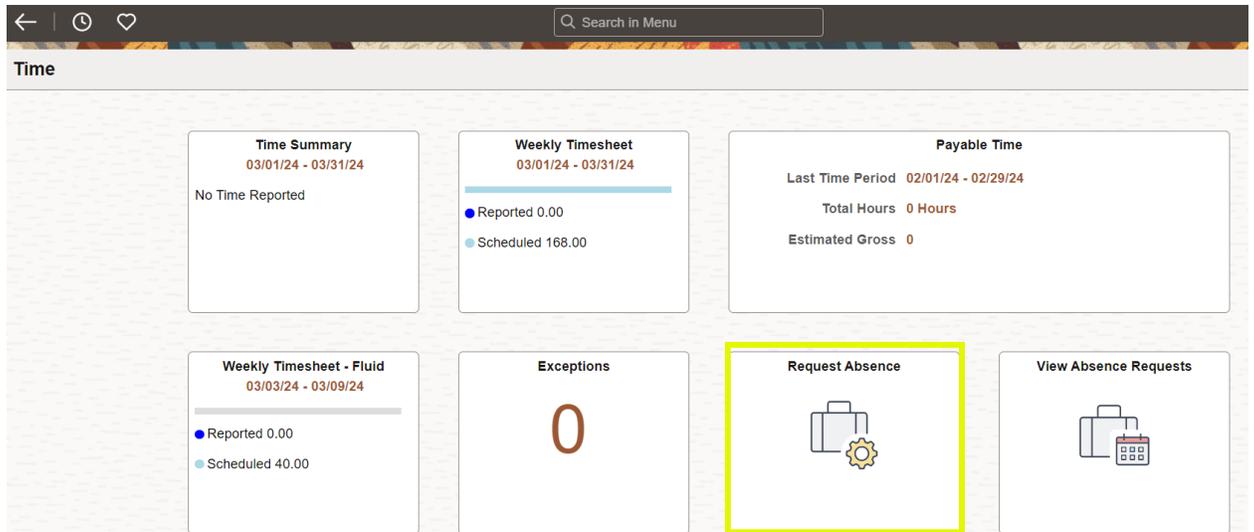2. From **Employee Self Service**, click the **Time and Absence** tile.

   Navigation:
   Employee Self Service > Time and Absence > Request Absence

   Note: Employee Self Service tile options may vary depending on your employee type.
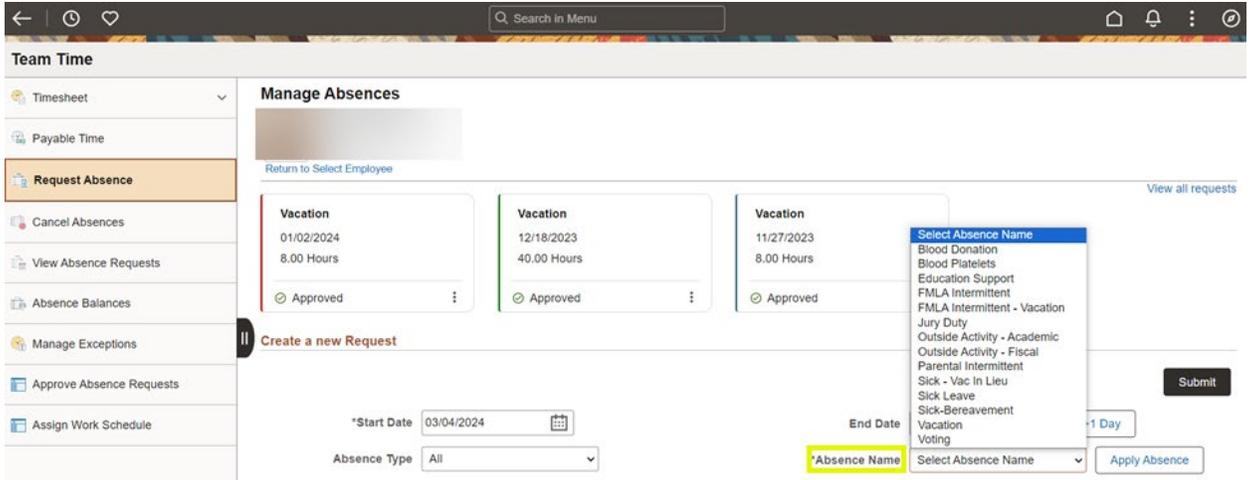

3. On the **Time** page, click **Request Absence**.

4. The **Request Absence** opens to create a new request.
   Note: The start and end dates are defaulted to today's date.

   a. Enter or select the **Start Date** of the absence.
   b. Enter or select the **End Date** of the absence, if more than one day is being requested.
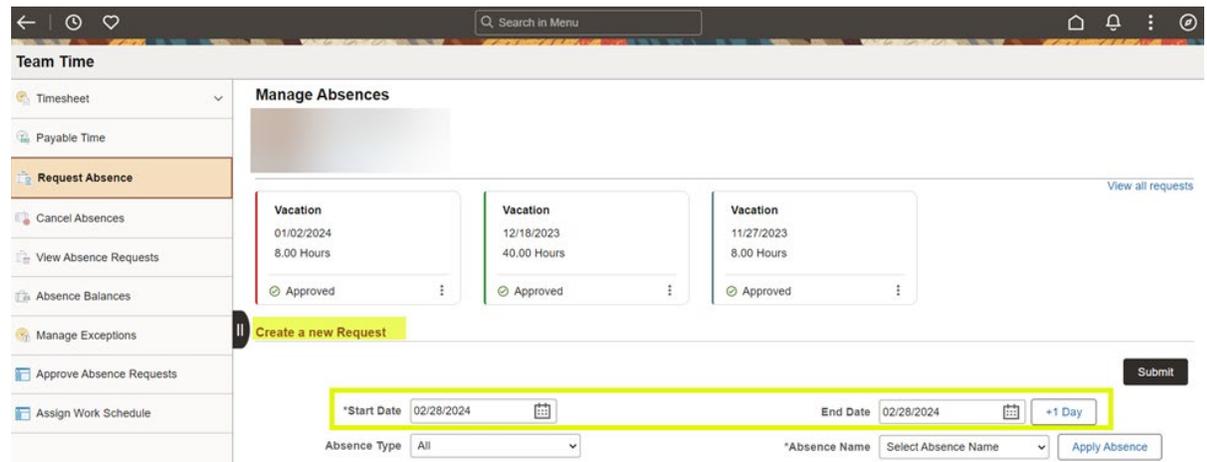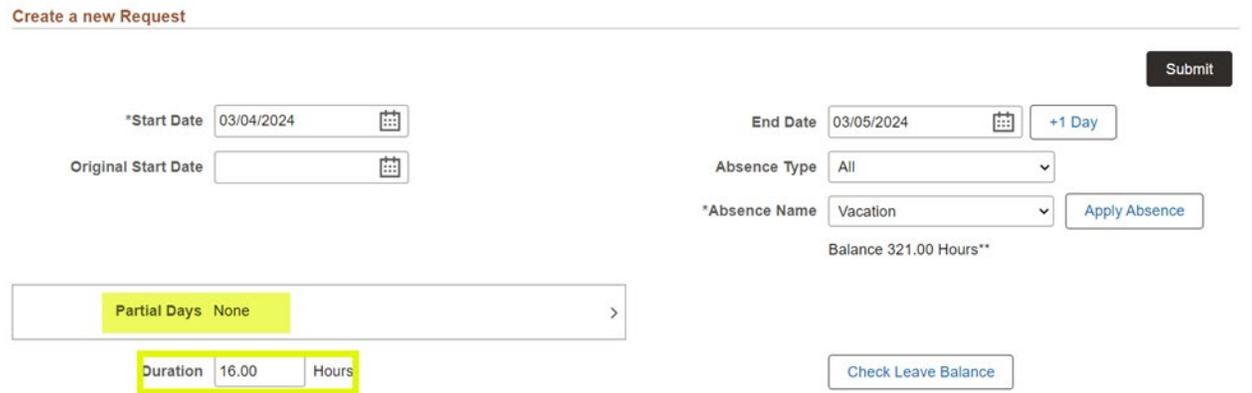

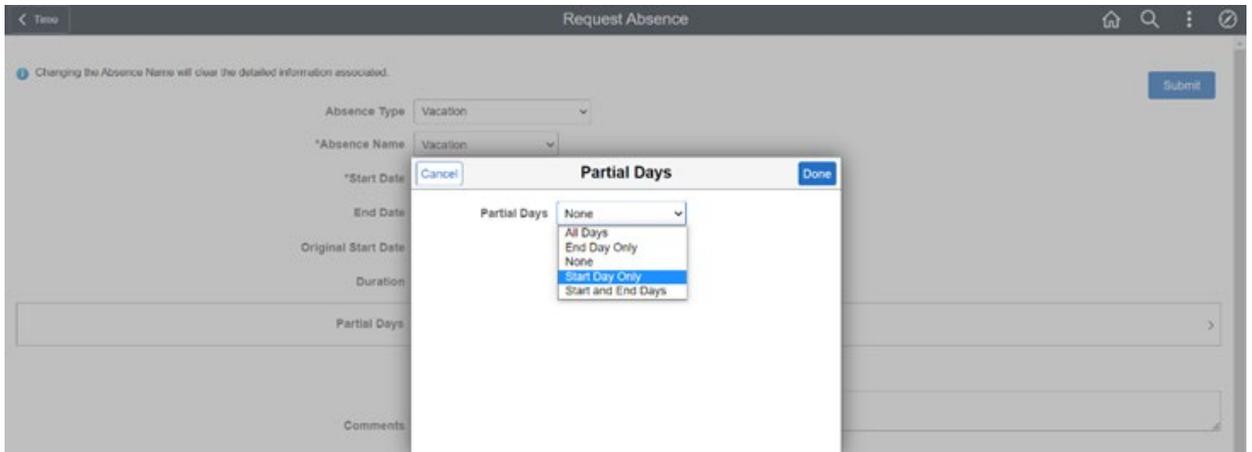5. Click the **Absence Name** field and select the appropriate absence reason.

6. Click **Apply Absence**.

7. Click **Partial Days**.

Note: The status defaults to 'None'.

a. Select the day(s) that will only be a partial absence.

- "All Days"
- "End Day Only"
- "Start Day Only"
- "Start and End Days"

  Note: If you are only taking one day of leave, select either 'All Days' or 'Start Day' only. Either selection will work.

b. In **Duration**, enter the hours of leave you are requesting for the day(s) selected through the **Partial Days** dropdown.
c. Click **Done**.

d. Verify **Duration** has updated to reflect the correct number of hours.

Create a new Request

Submit

*Start Date 03/04/2024	End Date 03/05/2024 +1 Day
Original Start Date	Absence Type All
	*Absence Name Vacation Apply Absence
	Balance 321.00 Hours**

Partial Days Start Day Only   >

Duration 12.00   Hours

Check Leave Balance

e. Click **Check Leave Balance**.

ELIGIBLE
Date Time: February 28,2024 at 17:22

OK

f. Two possible messages will be returned:
    - "ELIGIBLE" means you have the leave balance available for the request.
    - "INELIGIBLE" means you **do not** have the leave balance available for the request. An ineligible absence can still be submitted for approval, but there will be uncompensated hours once the absence is processed.
g. Click **OK**.

    Note: If this request changes the eligibility of a future leave request, the following notification will appear:

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

OK

8. Click **Forecast Details**.

Create a new Request

Submit

*Start Date	03/04/2024	End Date	03/05/2024 +1 Day
Original Start Date	03/04/2024	Absence Type	All
		*Absence Name	Vacation Apply Absence
			Balance 321.00 Hours**

Partial Days Start Day Only >

Duration 12.00 Hours

Check Leave Balance   Forecast Details

9. The **Eligibility Details** box shows the absence hours requested, the balances from which the absence will be drawn, and the resulting leave balances after the absence has been taken, and whether any hours will go uncompensated.

Eligibility Details ☒

Total Absence Hours Requested	12.00
Total Comp Time Used	0.00
Total Deferred Holiday Used	0.00
Total Vacation Hours Used	12.00
Total Unsched Holiday Hours	0.00
Total Unpaid Hours	0.00
Comp Time Balance	0.00
Deferred Holiday Balance	0.00
Vacation Balance	323.00
Unsched Hol Balance	0.00

10. After your review, click the **[X]** at the top right corner to return to Absence Request.
11. Add **Comments** to detail the absence request, if necessary. These comments are routed to your manager or designated time approver.

Comments

12. When finished entering all information for the absence, click **Submit**.

   Note: If you click Submit without checking leave balances, the following error message will display:

   "You must forecast this absence before submitting. Click Check Leave Balance button."

13. The system displays an informational message, asking you to confirm the submittal request. Click **Yes**.

14. After completing the submittal process, the leave request is redisplayed in read-only mode. The **Request Status** is set to **Submitted.**