

**How to request a full day absence:**

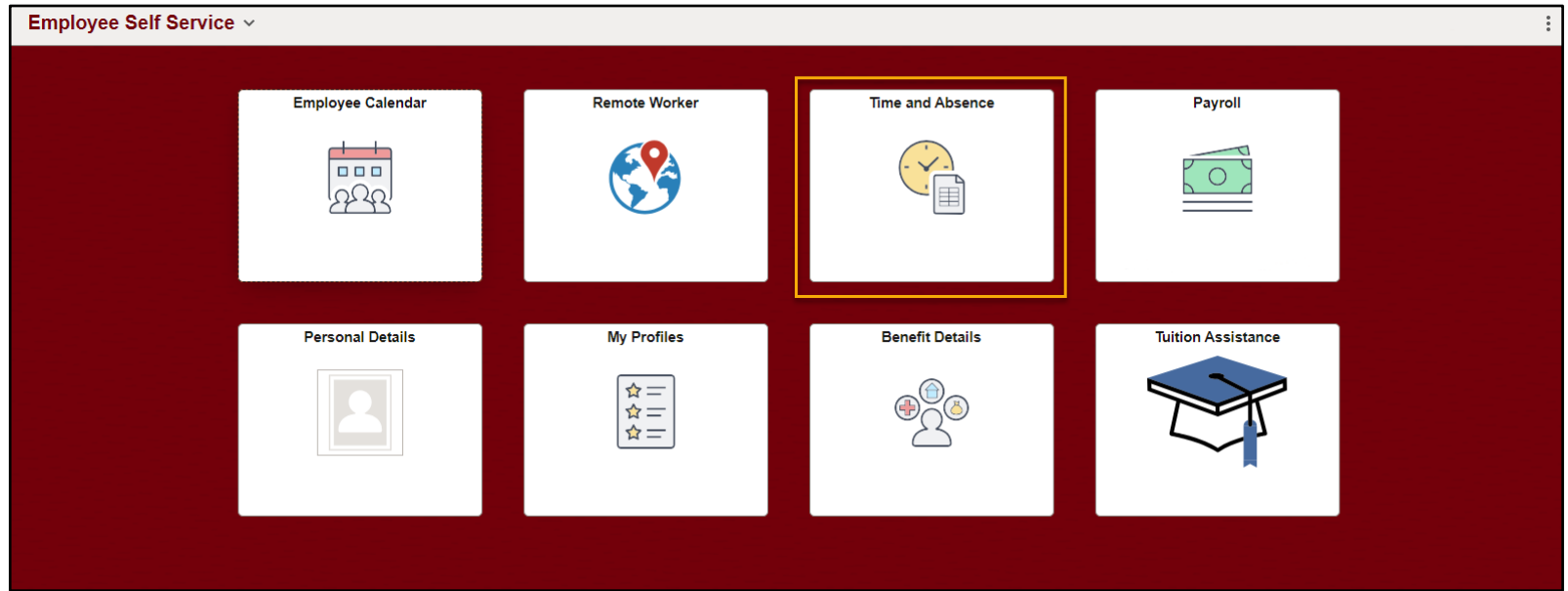
This job aid outlines how an employee can request a full day absence.

**Navigation:** Employee Self Service > Time and Absence > Manage Absences

**Information**

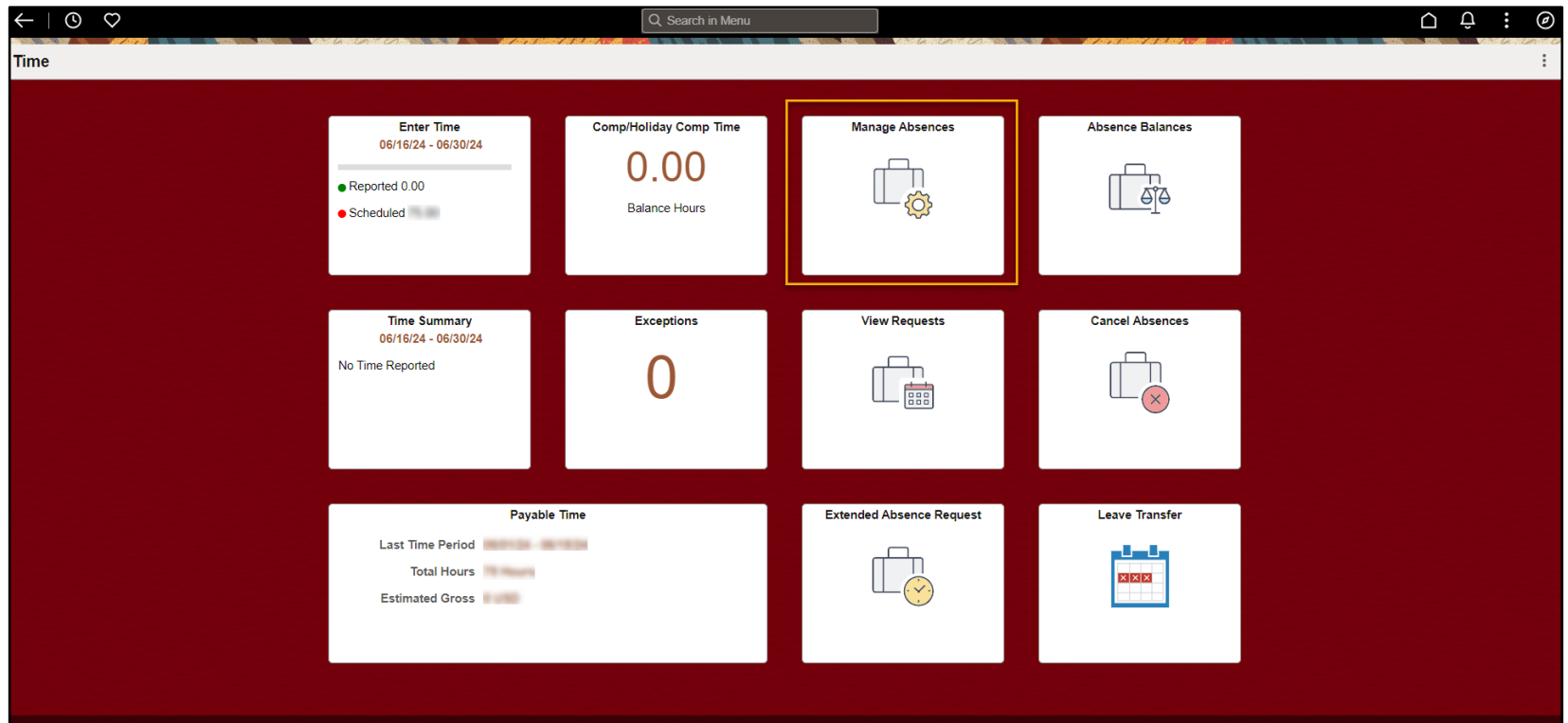
**Step 1:** On the Employee Self Service landing page, click the **Time and Absence** tile.

**Screenshots**



## University of South Carolina Absence Management - ESS Request a Full Day Absence

**Step 2:** Click the **Manage Absences** tile to request an absence.



The screenshot shows the 'Time' management interface with the following tiles:

- Enter Time** (06/16/24 - 06/30/24): Reported 0.00, Scheduled [redacted]
- Comp/Holiday Comp Time**: 0.00 Balance Hours
- Manage Absences** (highlighted with a yellow border): [Briefcase and gear icon]
- Absence Balances**: [Briefcase and scales icon]
- Time Summary** (06/16/24 - 06/30/24): No Time Reported
- Exceptions**: 0
- View Requests**: [Briefcase and calendar icon]
- Cancel Absences**: [Briefcase and red X icon]
- Payable Time**: Last Time Period [redacted], Total Hours [redacted], Estimated Gross [redacted]
- Extended Absence Request**: [Briefcase and clock icon]
- Leave Transfer**: [Calendar icon with red Xs]

**Step 3:** Click the **Absence Name** drop-down arrow and select an absence type.

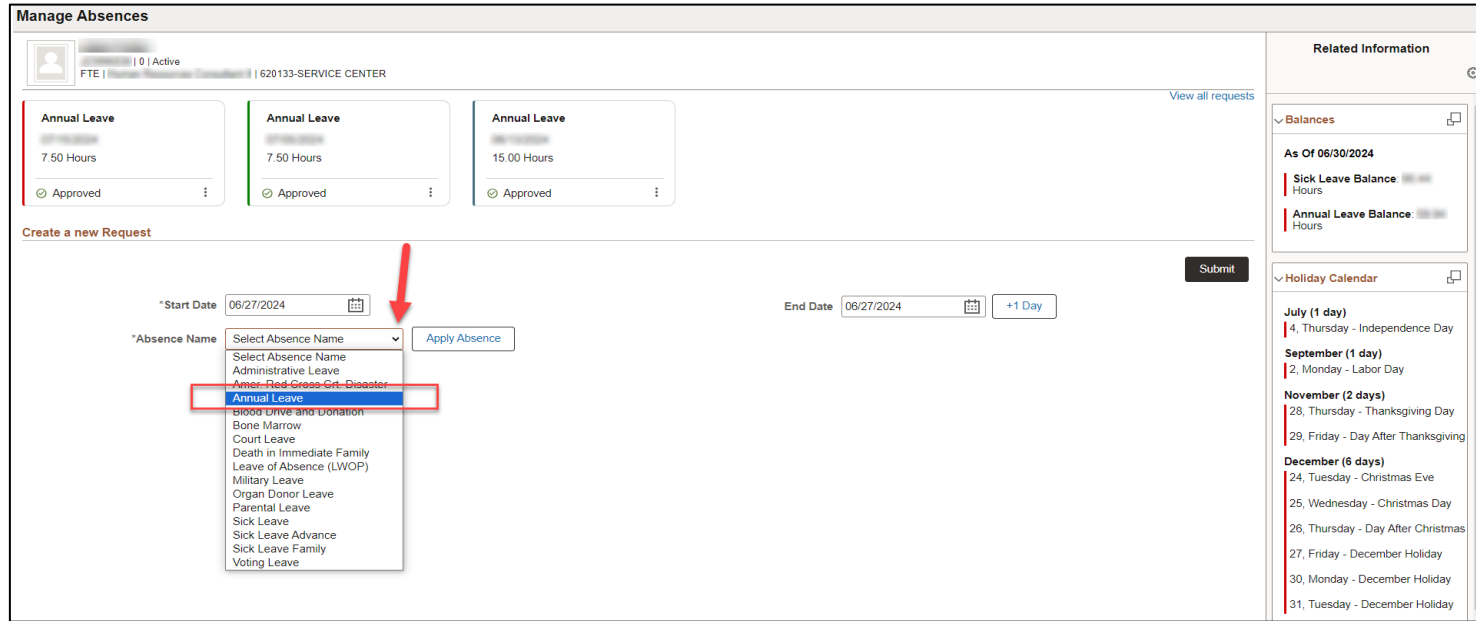
This will only display absence types that are associated with your eligibility.

Please refer to the Absence Type one-page document.

**Step 4:** Click **Apply Absence**.

**Step 5:** Click the **Reason** drop-down arrow and select an appropriate reason for the leave.

**Note:** Not all absence types have this reason field.



**Manage Absences**

FTE | 1.0 | Active | 620133-SERVICE CENTER

View all requests

Annual Leave: 7.50 Hours (Approved)

Annual Leave: 7.50 Hours (Approved)

Annual Leave: 15.00 Hours (Approved)

Create a new Request

\*Start Date: 06/27/2024

End Date: 06/27/2024 +1 Day

\*Absence Name: Select Absence Name (dropdown menu open)

- Select Absence Name
- Administrative Leave
- Annual Leave
- Blood Drive and Donation
- Bone Marrow
- Court Leave
- Death in Immediate Family
- Leave of Absence (LWOP)
- Military Leave
- Organ Donor Leave
- Parental Leave
- Sick Leave
- Sick Leave Advance
- Sick Leave Family
- Voting Leave

Apply Absence

Submit

**Related Information**

Balances

As Of 06/30/2024

Sick Leave Balance: 0.00 Hours

Annual Leave Balance: 0.00 Hours

Holiday Calendar

July (1 day)

4, Thursday - Independence Day

September (1 day)

2, Monday - Labor Day

November (2 days)

28, Thursday - Thanksgiving Day

29, Friday - Day After Thanksgiving

December (6 days)

24, Tuesday - Christmas Eve

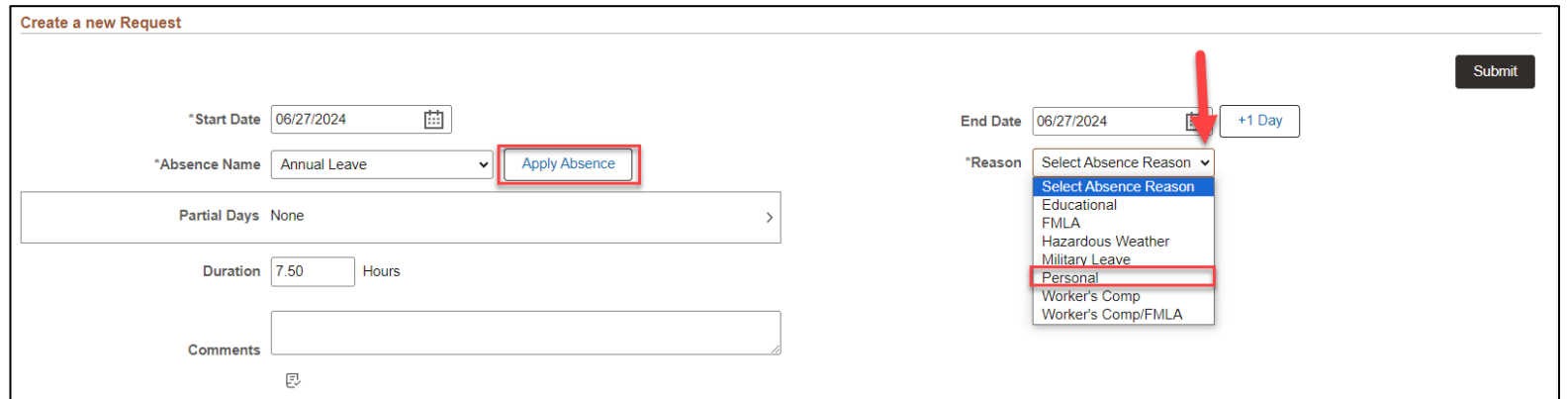
25, Wednesday - Christmas Day

26, Thursday - Day After Christmas

27, Friday - December Holiday

30, Monday - December Holiday

31, Tuesday - December Holiday



Create a new Request

Submit

\*Start Date: 06/27/2024

End Date: 06/27/2024 +1 Day

\*Absence Name: Annual Leave (dropdown menu open)

Apply Absence

Partial Days: None

Duration: 7.50 Hours

Comments

\*Reason: Select Absence Reason (dropdown menu open)

- Select Absence Reason
- Educational
- FMLA
- Hazardous Weather
- Military Leave
- Personal
- Worker's Comp
- Worker's Comp/FMLA

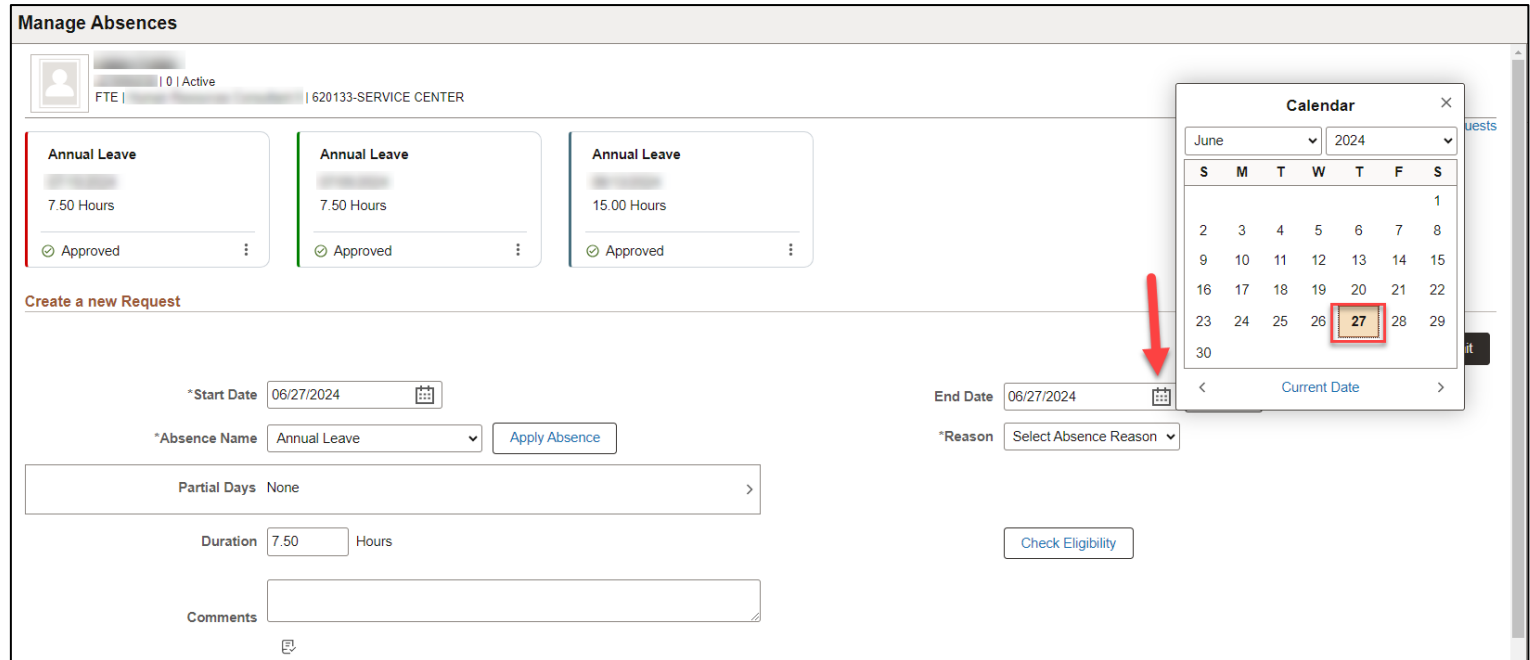
**Step 6:** Click the **Calendar** icon to select a start date for the absence.

Select the first day of the absence event. The field defaults to the current date. If there's a break in the absence, enter each event separately. For example, if you're out sick for two days, return to work for three days, and are out sick again, enter two absence events. If the absence includes a weekend (say, Thursday to Monday), enter one absence event.

Future dated absences can be entered months in advance of the planned absences.

You can go back and enter absences that occurred 30 days prior to the current day.

**Note:** An end date is not needed unless you are requesting multiple days of leave.



**Manage Absences**

FTE | 0 | Active | 620133-SERVICE CENTER

**Annual Leave**

7.50 Hours

Approved

**Annual Leave**

7.50 Hours

Approved

**Annual Leave**

15.00 Hours

Approved

**Create a new Request**

\*Start Date: 06/27/2024

\*Absence Name: Annual Leave

Partial Days: None

Duration: 7.50 Hours

\*Reason: Select Absence Reason

Validate the number of hours for the absence in the **Duration** field.

**Duration Hours** are determined by your assigned work schedule and should match the hours you are scheduled to work on the days for which the absence has been requested.

An absence cannot be requested for a date an employee is not scheduled to work.

**Step 7:** If the absence request is for annual or sick leave, click the **Check Eligibility** button to determine if you are eligible to take the leave.

**Note:** When requesting a full day absence, the Partial Days field will always be 'None.'

Create a new Request

Submit

\*Start Date 06/27/2024

End Date 06/27/2024 +1 Day

\*Absence Name Annual Leave Apply Absence

\*Reason Personal

Partial Days None

Duration 7.50 Hours

Check Eligibility

Comments

Attachments

## University of South Carolina Absence Management - ESS Request a Full Day Absence

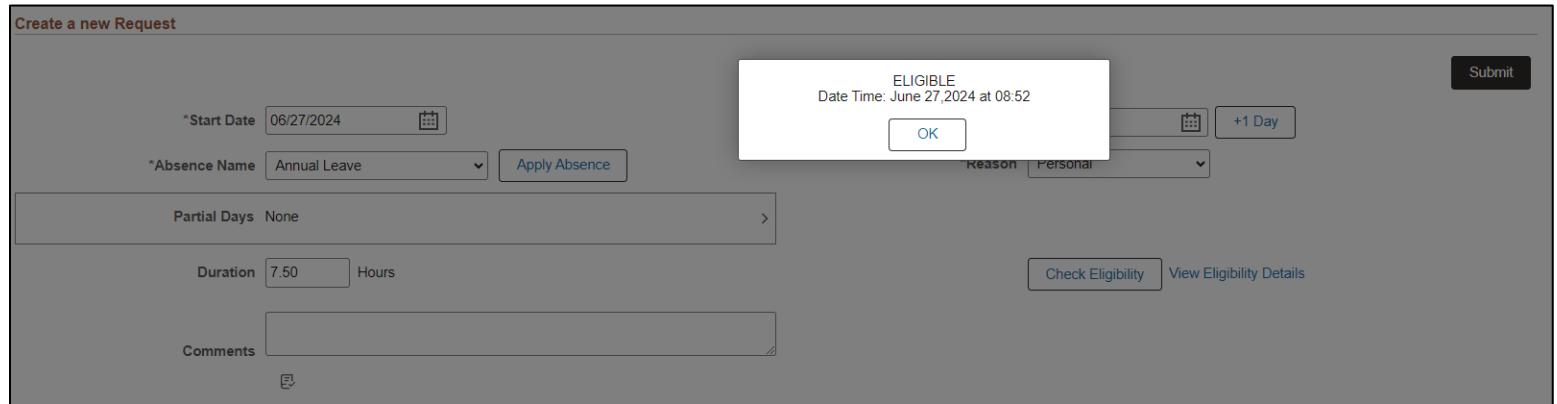
Two possible messages will be returned:

- **ELIGIBLE** means you have the leave available.
- **INELIGIBLE** means you do not have the leave balance available for the request.

If the absence is for leave types other than annual or sick leave, you will not see this **Check Eligibility** button. However, if the other leave type (i.e., death in the immediate family leave) has a limit per USC policy, an error message will appear if your request exceeds the established limit.

**Step 8:** A message appears saying you are eligible. Click the **OK** button to continue.

**Step 9:** Click **View Eligibility Details** to view the details.



**Create a new Request**

\*Start Date: 06/27/2024

\*Absence Name: Annual Leave [Apply Absence](#)

Reason: Personal

Partial Days: None

Duration: 7.50 Hours

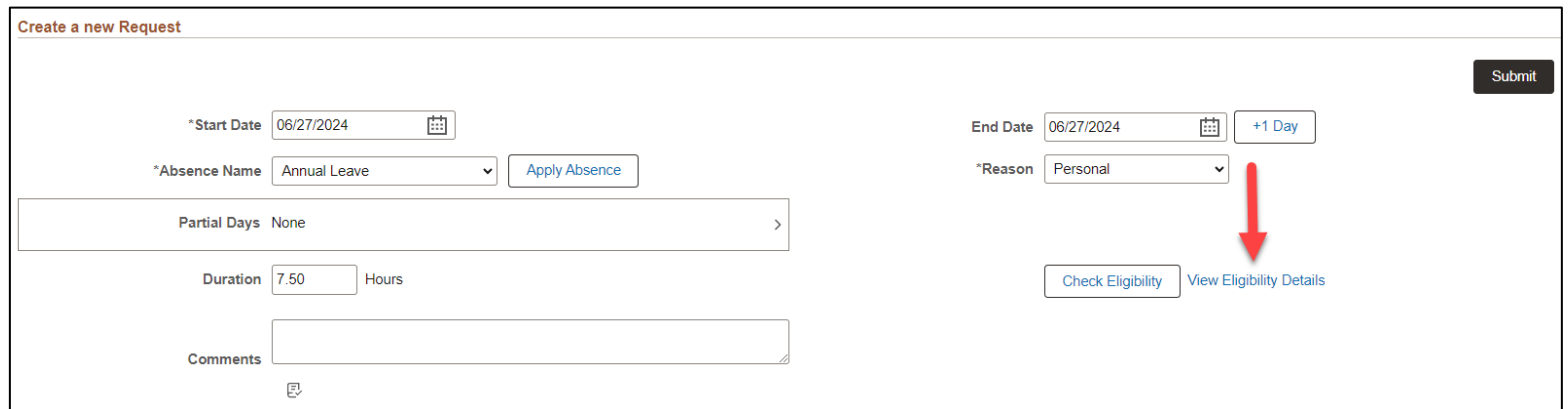
Comments

**ELIGIBLE**  
Date Time: June 27, 2024 at 08:52

[OK](#)

[Check Eligibility](#) [View Eligibility Details](#)

[Submit](#)



**Create a new Request**

\*Start Date: 06/27/2024

End Date: 06/27/2024 [+1 Day](#)

\*Absence Name: Annual Leave [Apply Absence](#)

\*Reason: Personal

Partial Days: None

Duration: 7.50 Hours

Comments

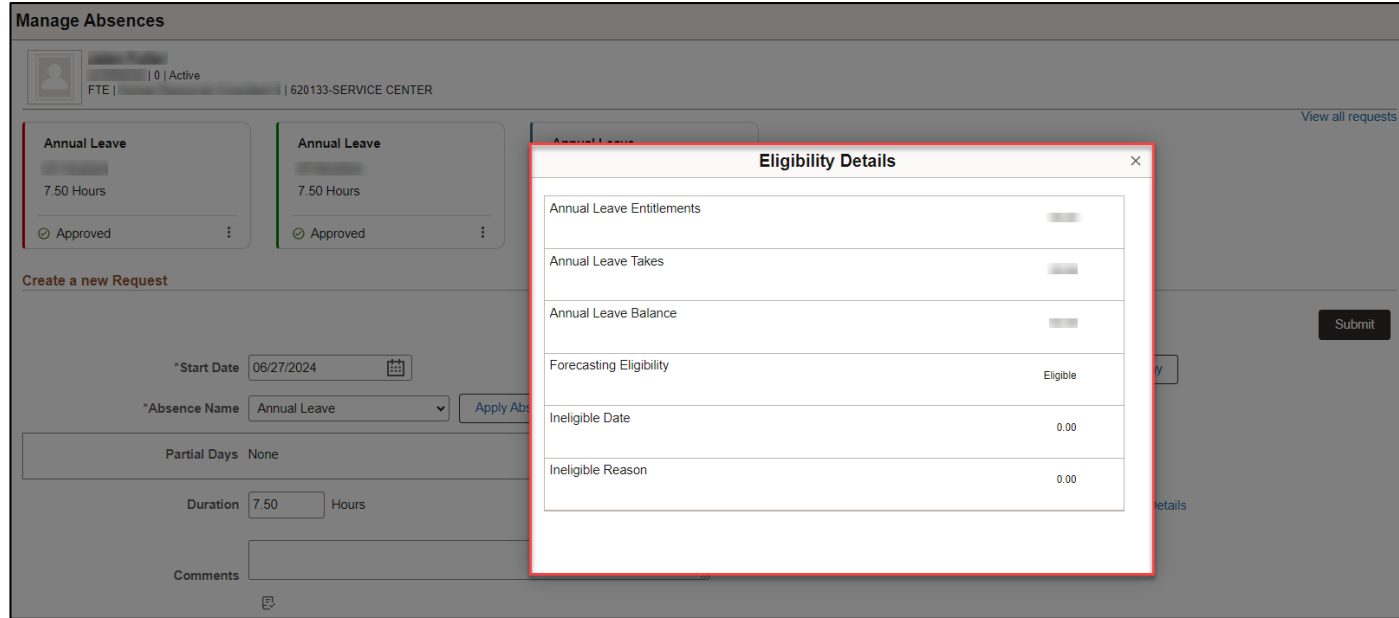
[Check Eligibility](#) [View Eligibility Details](#)

[Submit](#)

If **Check Eligibility** comes back Ineligible, an ineligible reason will be provided on this **Eligibility Details** page.

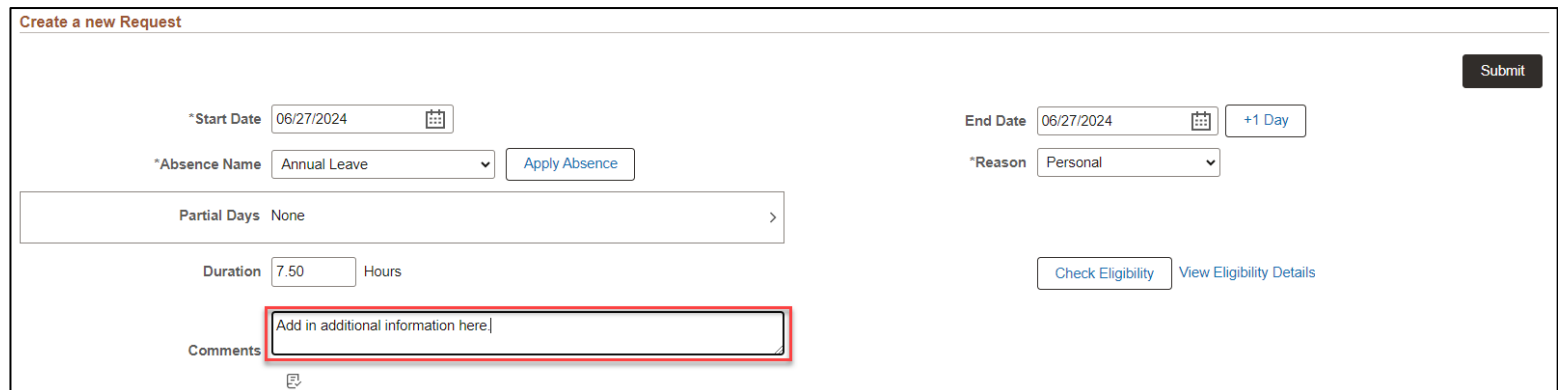
**Step 10:** Click the **X** to close out the page to continue the absence request.

**Step 11:** Click in the **Comments** field and enter additional information. You may wish to include the specific times you will be away from the office. These comments are routed to your manager or TL/ABS approver.



The screenshot shows the 'Manage Absences' interface. At the top, it displays the user's profile and organization: '620133-SERVICE CENTER'. Below this, there are two 'Annual Leave' cards, each showing '7.50 Hours' and 'Approved' status. A 'Create a new Request' section is visible, with fields for 'Start Date' (06/27/2024), 'Absence Name' (Annual Leave), 'Duration' (7.50 Hours), and 'Comments'. An 'Eligibility Details' modal window is open, showing the following information:

Annual Leave Entitlements	
Annual Leave Takes	
Annual Leave Balance	
Forecasting Eligibility	Eligible
Ineligible Date	0.00
Ineligible Reason	0.00

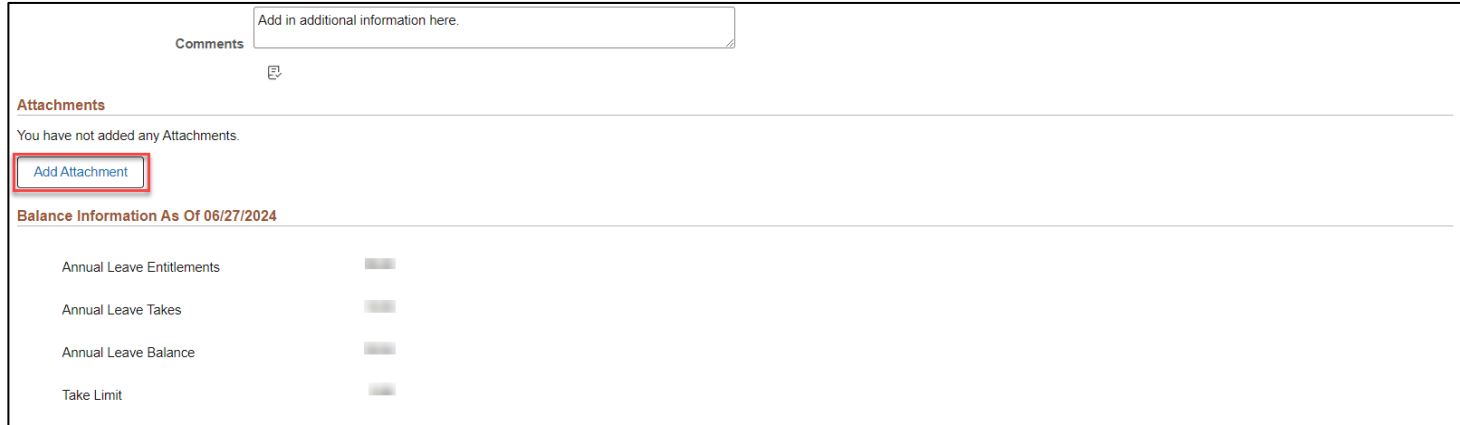


The screenshot shows the 'Create a new Request' form. It includes fields for 'Start Date' (06/27/2024), 'End Date' (06/27/2024), 'Absence Name' (Annual Leave), 'Reason' (Personal), 'Duration' (7.50 Hours), and 'Comments'. The 'Comments' field is highlighted with a red box and contains the placeholder text 'Add in additional information here'. There are buttons for 'Apply Absence', 'Check Eligibility', 'View Eligibility Details', and 'Submit'.

**Note:** If attachments are required for the Absence Type, a message will appear asking you to upload supporting documentation.

**Step 12:** To add an attachment, click the **Add Attachment** button.

**Step 13:** Click **My Device** to select the appropriate documentation saved on your computer.



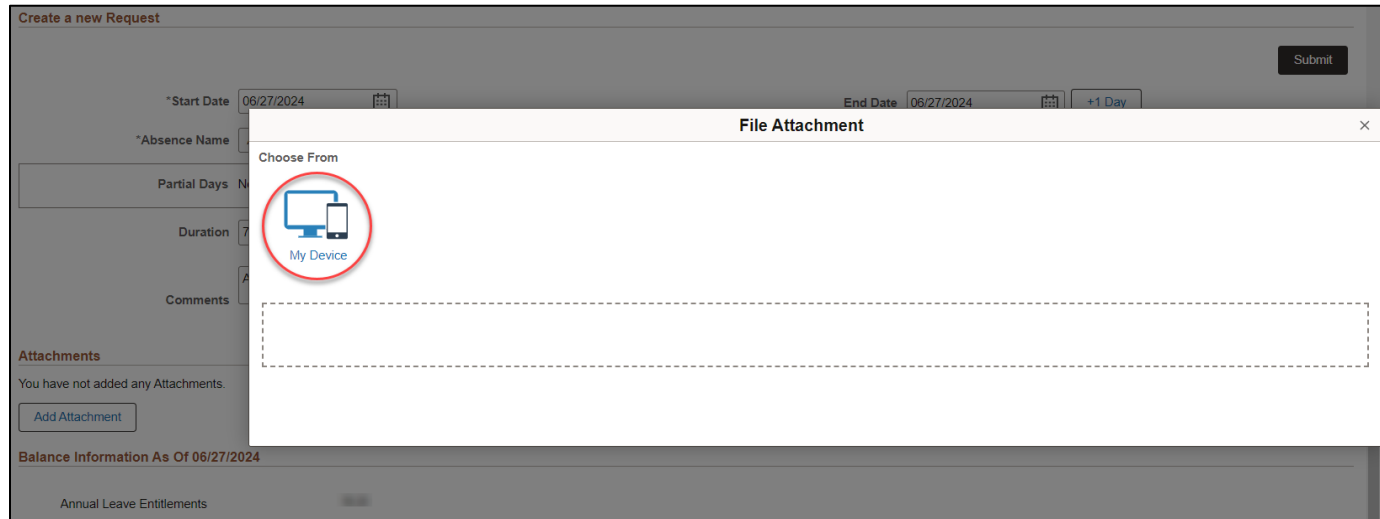
Comments

**Attachments**  
You have not added any Attachments.

**Add Attachment**

**Balance Information As Of 06/27/2024**

Annual Leave Entitlements	███
Annual Leave Takes	███
Annual Leave Balance	███
Take Limit	███



Create a new Request Submit

\*Start Date 06/27/2024 End Date 06/27/2024 +1 Day

\*Absence Name

Partial Days

Duration

Comments

**Attachments**  
You have not added any Attachments.


**Add Attachment**

**Balance Information As Of 06/27/2024**

Annual Leave Entitlements

**File Attachment** ×

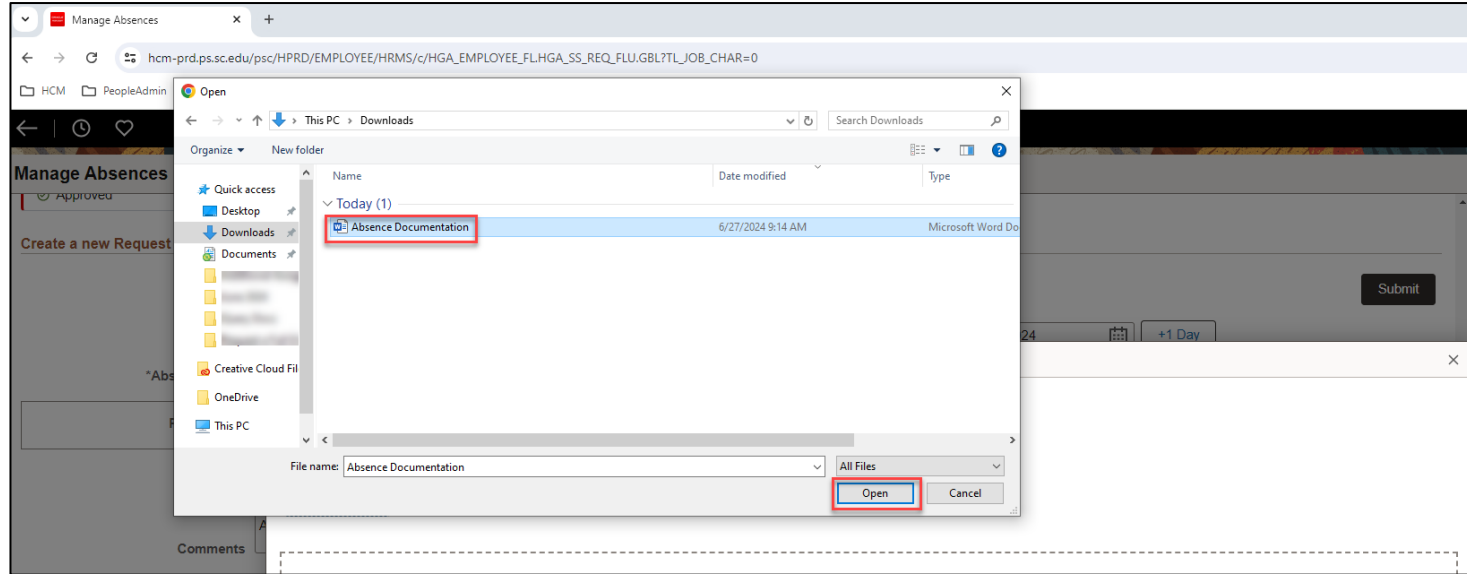
Choose From



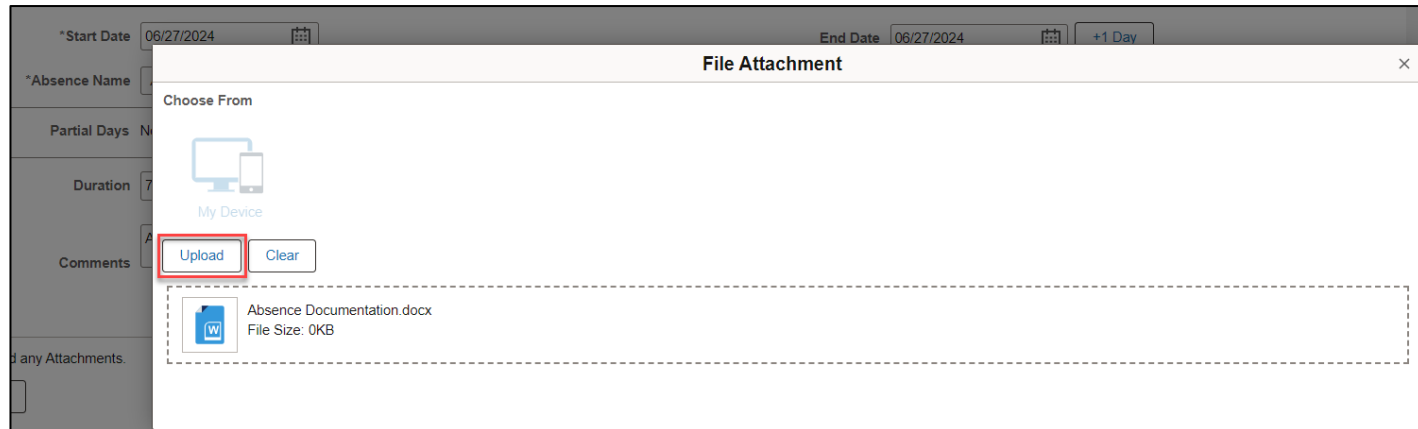
My Device



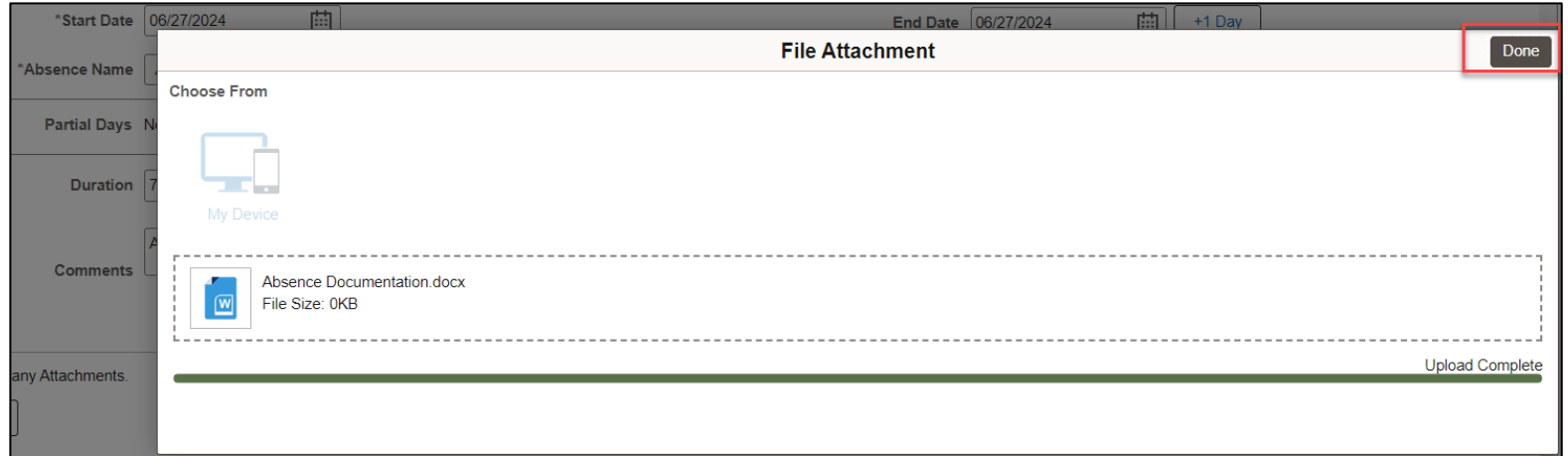
**Step 14:** Select the document and click the **Open** button.



**Step 15:** Click the **Upload** button.



**Step 16:** Click the **Done** button to close the **File Attachment** page.



The screenshot shows a 'File Attachment' dialog box. At the top, it displays the start and end dates as '06/27/2024' and '+1 Day'. The main area is titled 'File Attachment' and contains a 'Choose From' section with a 'My Device' icon. Below this, a file named 'Absence Documentation.docx' with a file size of '0KB' is shown. A green progress bar at the bottom indicates 'Upload Complete'. A 'Done' button is highlighted with a red box in the top right corner.

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**Step 17:** Enter a description for the attached document in the **Description** field.

**Step 18:** Click **Submit** to submit the absence request for approval.

**Step 18:** Click the **Yes** button to indicate you are ready to submit the request.

Create a new Request

**Submit**

\*Start Date: 06/27/2024

End Date: 06/27/2024   +1 Day

\*Absence Name: Annual Leave

\*Reason: Personal

Partial Days: None

Duration: 7.50 Hours

Comments: Add in additional information here.

[View Eligibility Details](#)

Attachments

Attachments	Description	Attached By	Attached	Status
Absence_Documentation.docx	<input type="text"/>		06/27/24 09:36:23 AM	Active <input type="button" value="trash"/>

Create a new Request

**Submit**

\*Start Date: 06/27/2024

End Date: 06/27/2024   +1 Day

\*Absence Name: Annual Leave

\*Reason: Personal

Partial Days: None

Duration: 7.50 Hours

Comments: Add in additional information here.

[View Eligibility Details](#)

Attachments

Attachments	Description	Attached By	Attached	Status
Absence_Documentation.docx	<input type="text"/>		06/27/24 09:48:34 AM	Active <input type="button" value="trash"/>

Are you sure you want to Submit this Absence Request?

Once the absence request has been submitted correctly, you will briefly see a 'Submitted Successfully' message. The absence will appear near the top of the page with an hourglass icon and a status of 'Submitted.' Also, an email is generated that will automatically be sent to you.

The **Approval Chain** option will become available when the absence is routed for approval. To view, click the 3 dots to the right of the Leave status and then **View Absence**. You can click **Approval Chain** to view who the request has been sent to for approval.

You have successfully learned how to request a full day absence from the **Manage Absences** tile.

