



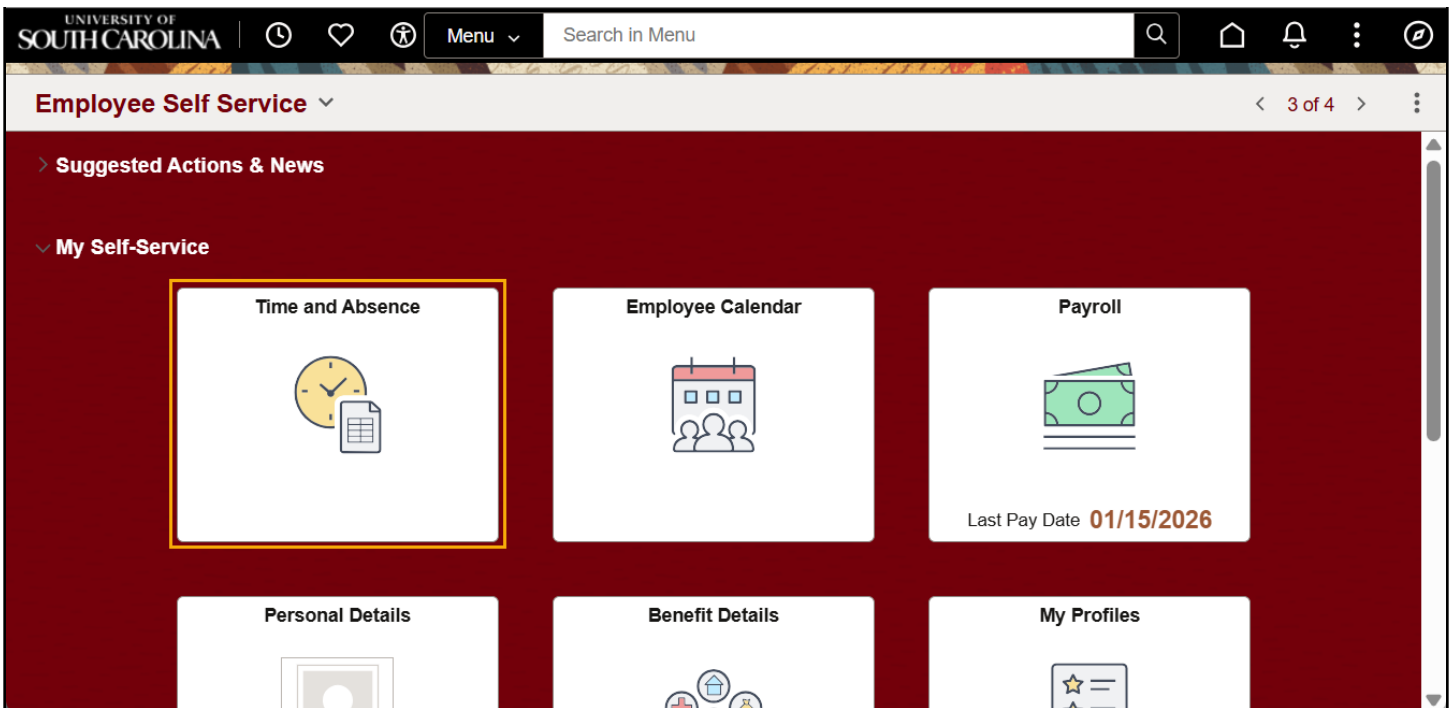
Absence Management Job Aids

Employee Self Service: Request a Full Day Absence

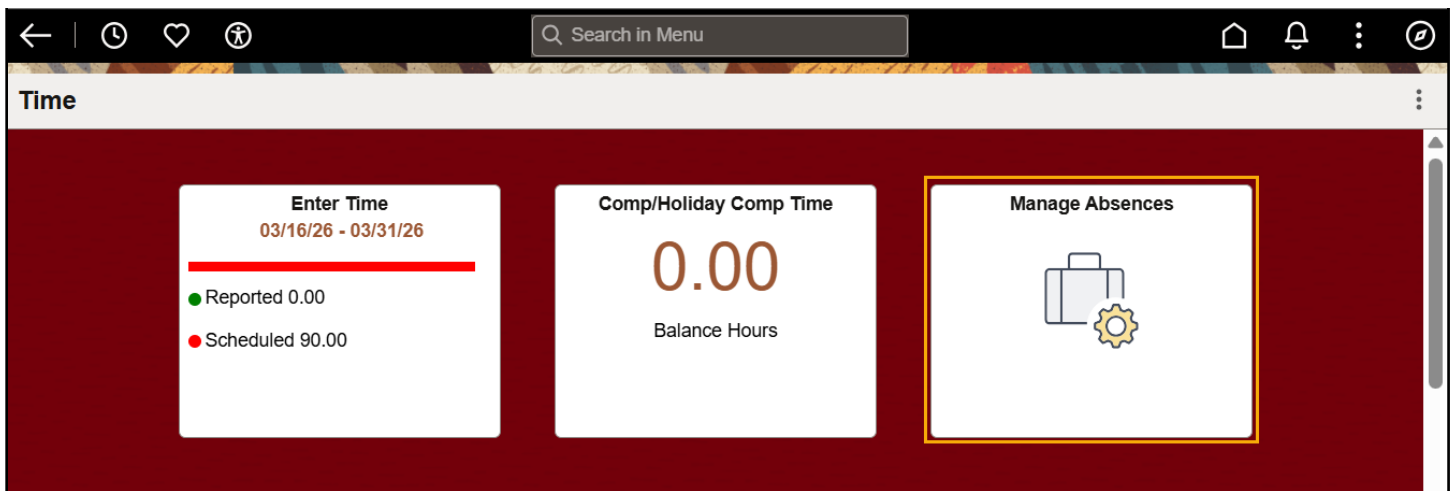
How to request a full day absence: This job aid outlines how an employee can request a full day absence.

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

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



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



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 for more detailed information about each Absence type.

The screenshot shows the 'Manage Absences' interface. At the top left, there is a user profile section with a name, 'FTE | 1.0 | Active', and '62013'. Below this, there are two main sections: 'Annual Leave' (7.50 Hours, Approved) and 'Bone Marrow' (7.50 Hours, Submitted). A dropdown menu for 'Absence Name' is open, listing various absence types. 'Annual Leave' is highlighted with a red box. Below the dropdown, there are fields for '*Start Date' (03/24/2026) and 'End Date' (03/24/2026). An 'Apply Absence' button is visible at the bottom right of the dropdown area.

4) Click **Apply Absence**.

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

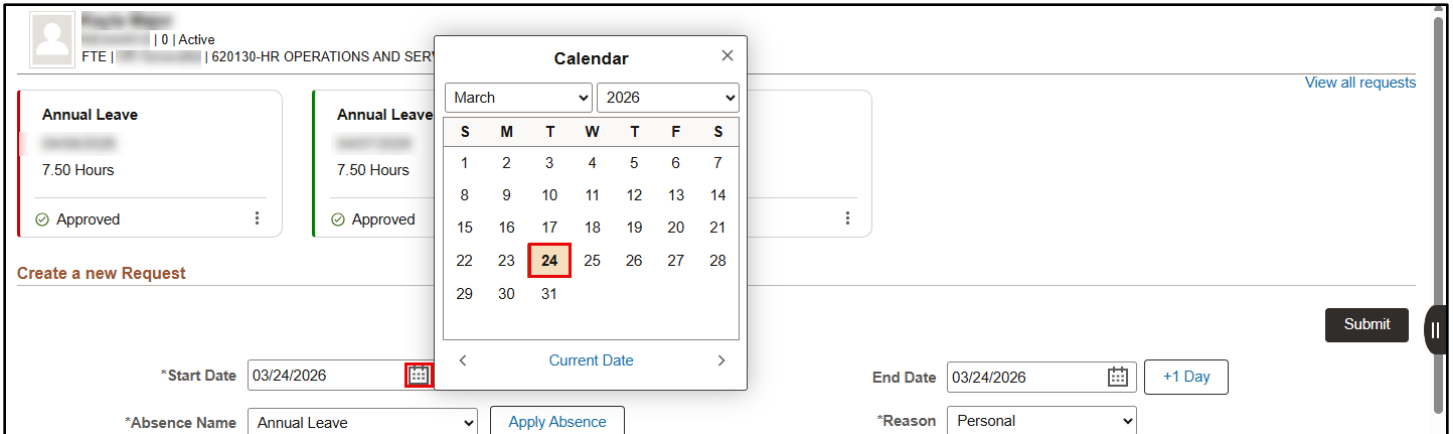
The screenshot shows the 'Create a new Request' form. It includes fields for '*Start Date' (03/24/2026) and 'End Date' (03/24/2026). The '*Absence Name' is set to 'Annual Leave', and the 'Apply Absence' button is highlighted with a red box. Below this, there is a 'Partial Days' field set to 'None' and a 'Duration' field set to '7.50 Hours'. A 'Comments' field is also present. On the right side, there is a '*Reason' dropdown menu. The dropdown is open, showing options like 'Educational', 'FMLA', 'Hazardous Weather', 'Military Leave', 'Personal', 'Worker's Comp', and 'Worker's Comp/FMLA'. The 'Personal' option is highlighted with a red box, and a red arrow points to the dropdown arrow.

NOTE: Not all absence types have this reason field.

(Continued on next page)

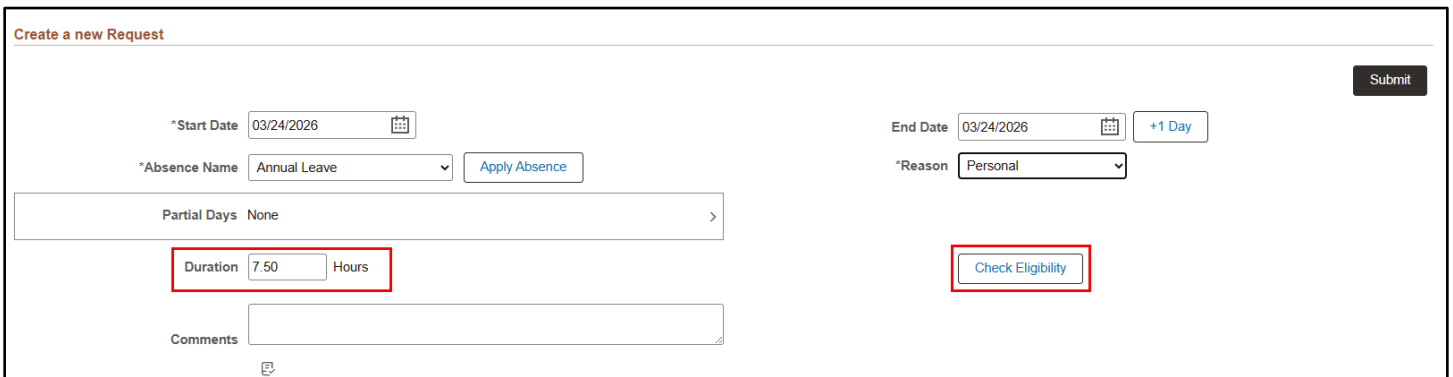
- 6) Click the **Calendar** icon to select a **Start Date** for the absence. Select the first day of the absence event. The field defaults to the current date. If there's a break in the absence, enter each event separately. For example, if you're out sick for two days, return to work for three days, 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.

- 7) 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.
- 8) 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. 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.

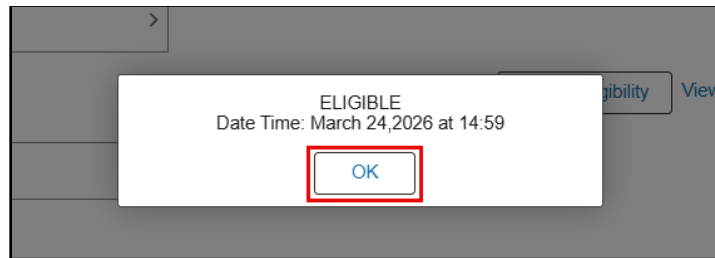


NOTE: When requesting a full day absence, the Partial Days field will always be 'None.'

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.

9) Click **Check Eligibility**. A message appears saying you are eligible. Click the **OK** button to continue.



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

A screenshot of the "Create a new Request" form. The form includes fields for "Start Date" (03/24/2026), "End Date" (03/24/2026), "Absence Name" (Annual Leave), "Reason" (Personal), "Duration" (7.50 Hours), and "Partial Days" (None). There are buttons for "Submit", "Apply Absence", "Check Eligibility", and "View Eligibility Details". A red arrow points from the "View Eligibility Details" link to the "View Eligibility Details" button.A screenshot of the "Eligibility Details" modal window. The window contains a table with the following data:

Annual Leave Entitlements	28.14
Annual Leave Takes	28.14
Annual Leave Balance	0.00
Forecasting Eligibility	Ineligible
Ineligible Date	04/13/2026
Ineligible Reason	0.00

The table is enclosed in a red rectangular border.

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

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.

A screenshot of the "Create a new Request" form, identical to the one above. The "Comments" field at the bottom is highlighted with a red rectangular border. The text inside the field reads "Add additional info here."

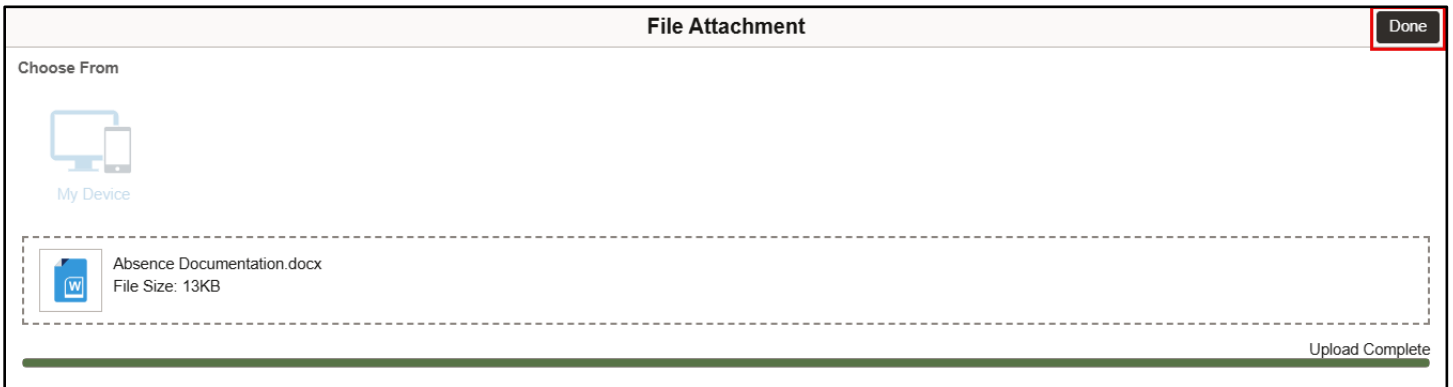
11) To add an attachment, click the **Add Attachment** button.



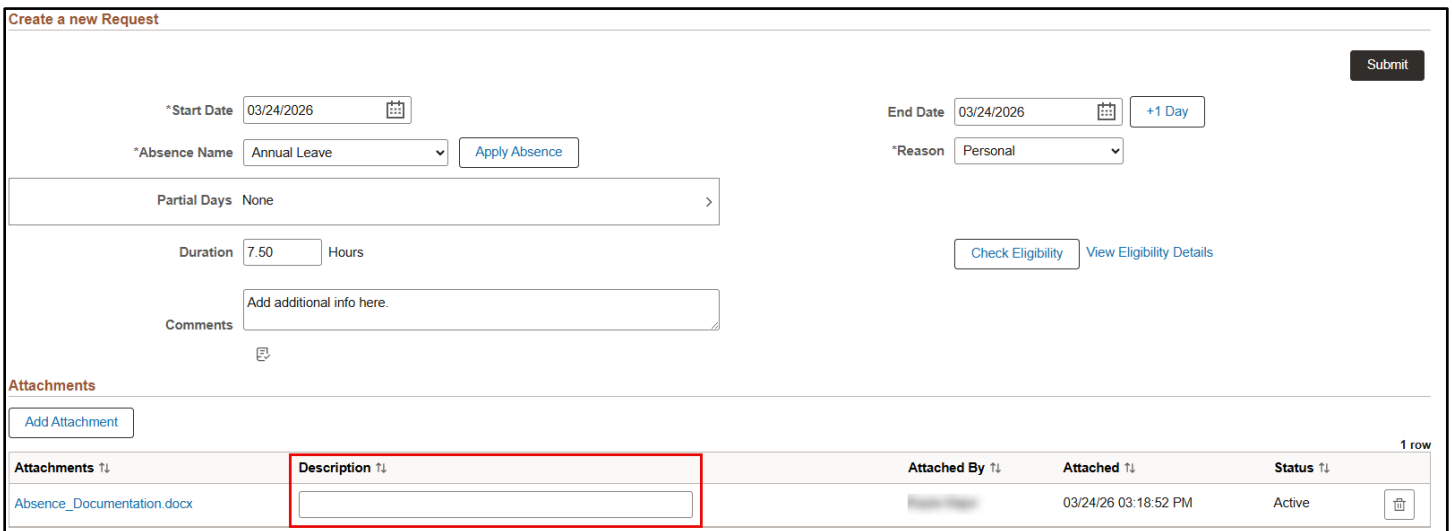
NOTE: If attachments are required for the Absence Type, a message will appear asking you to upload supporting documentation.

12) Click **My Device** to select the appropriate documentation saved on your computer. Select the document and click the **Upload** button.

13) Click the **Done** button to close the **File Attachment** page.

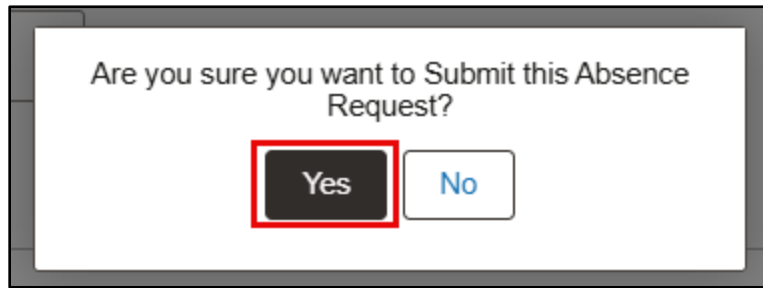


14) Enter a description for the attached document in the **Description** field.



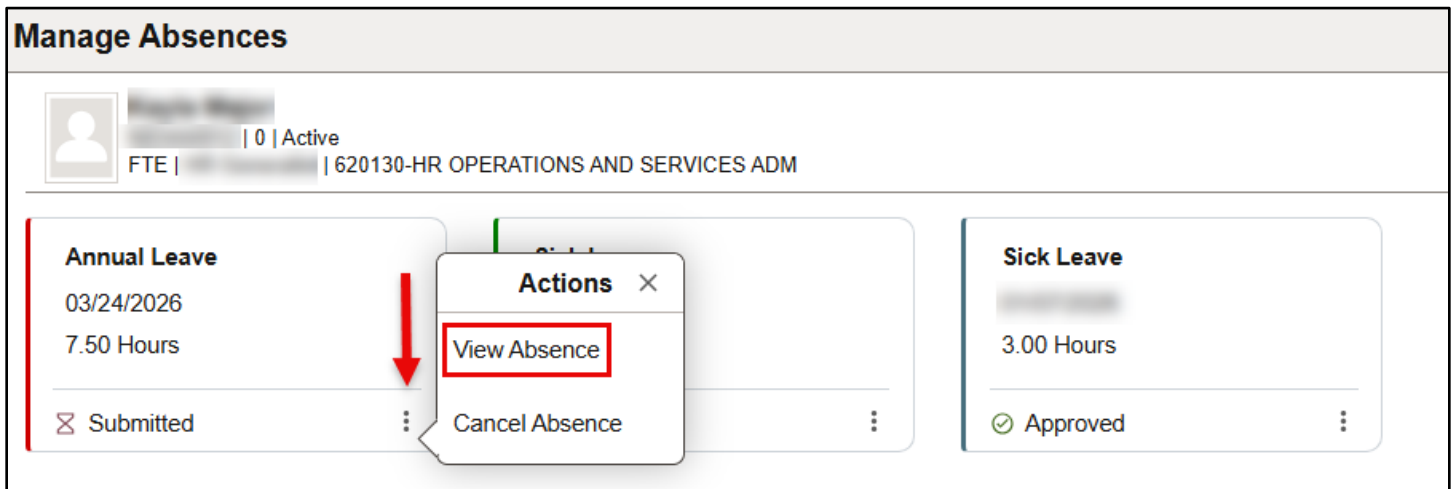
(Continued on next page)

15) Click **Submit** to submit the absence request for approval. Click the **Yes** button to indicate you are ready to submit the request.

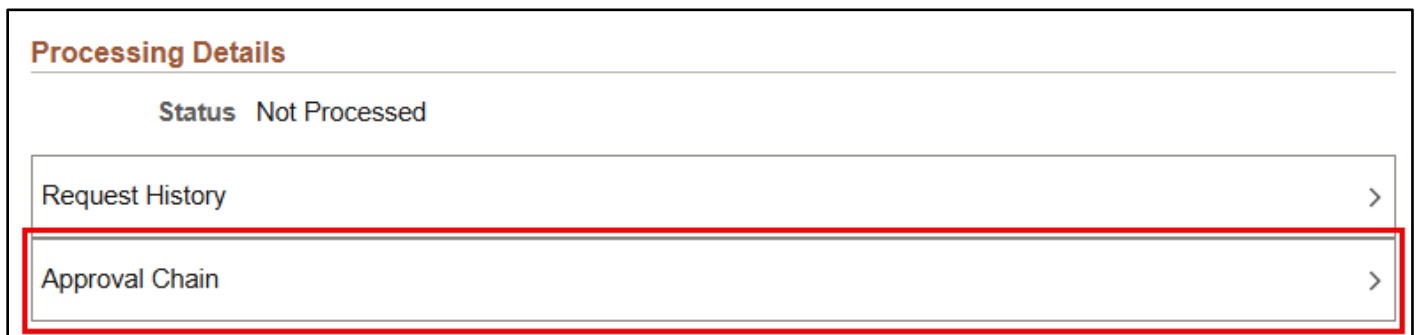


Once the absence request has been submitted correctly, you will briefly see a 'Submitted Successfully' message. The absence will appear near the top of the page with an hourglass icon and a status of 'Submitted.' Also, an email is generated that will automatically be sent to you.

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!