How Do I Request a Regular Absence for an Employee?

Navigation

1. Log into OneUSG Connect.
2. Click the Navigator icon in the upper right corner of the screen.
3. In the NavBar, select Navigator.
4. Click Manager Self Service.
5. Click Time Management.
7. Click Absence Request.

Select an Employee

8. On the Request Absence page, click the name of the employee for whom you are requesting the absence.

Enter the Absence Request Information

9. Enter or select the Start Date of the absence.
10. Click the Absence Name drop down and choose the type of absence.
11. Enter or select the End Date of the absence.
12. If the request includes partial days, select the Partial Days drop down and select the appropriate value:
   a. All Days
   b. End Day Only
   c. Start Day Only
   d. Start and End Days
13. Click the Calculate Duration button.
14. In the Workflow section, select the Request As drop down and select the appropriate value:
a. **Employee**: If Employee is selected, the requestor will be the employee, and any comments you enter will appear as the requestor comments.

b. **Manager**: If Manager is selected, the requestor and approver will be the manager.

15. In the **Requestor Comments** field, indicate the reason you are submitting this absence request on behalf of your employee.

16. Click the **Submit** button.

17. Click **Yes** when asked if you want to submit the absence request.

18. Click **OK** on the confirmation page.

19. Review the read-only details for the absence request, indicating an approved status. No additional approval action needs to be taken on this absence request.

**Complete the Task/Sign Out of Application**

20. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.

21. Click the **Sign Out** option in the listing.