



# **Absence Request Employee Self Service**

**Version Date: November 25, 2019**

**Training Guide**  
**Absence Request Employee Self Service**

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## Absence Request Employee Self Service

### Application for Absence Request

#### OVERVIEW

The Application for Absence Request process is now automated within the PeopleSoft system. The screen shown below is the primary page where employees will be able to create a new absence request, review their annual and sick leave balances, review their absence request history, and see the status of any pending absence requests. Definitions of certain fields are listed below.

Absence Request (SF-6)

John Doe  Empl ID:   
 Job Title: COORDINATOR OF NON-ACADEMIC OR Empl Rcd: 1

[Create New Absence Request](#)

[Refresh](#)

Leave Balance						
Plan Type	As Of Date	Balance	Current Period Approved Leave	Current Period Ending Balance	Future Period Approved Leave	Future Period Ending Balance
Sick	07/31/2019	723.00	0.00	723.00	0.00	723.00
Vacation	07/31/2019	176.00	40.00	136.00	64.00	72.00

Off-Campus Activity			
Fiscal Year	Max Allowed Hrs	Hrs Taken FYTD	Balance
2020	120.00	0.00	120.00

Absence Request History											
Absence Type	Status	FMLA	Start Date	Start Time	End Date	End Time	Hours	Trans Nbr	Delete	Prior Nbr	Action
Sick	Submitted	<input type="checkbox"/>	08/02/2019	8:00AM	08/02/2019	4:30PM	8.00	135811	<input type="checkbox"/>		Cancel
Sick	Submitted	<input checked="" type="checkbox"/>	09/23/2019	8:00AM	09/30/2019	4:30PM	48.00	135805	<input type="checkbox"/>		Cancel
Annual	Cancelled	<input type="checkbox"/>	08/15/2019	8:00AM	08/15/2019	5:00PM	8.00	134471	<input type="checkbox"/>		
Annual	Approved	<input type="checkbox"/>	09/04/2019	8:00AM	09/13/2019	5:00PM	64.00	130574	<input type="checkbox"/>		Delete
Annual	Approved	<input type="checkbox"/>	08/19/2019	8:00AM	08/23/2019	5:00PM	40.00	130573	<input type="checkbox"/>		Delete
Annual	Approved	<input type="checkbox"/>	07/12/2019	8:00AM	07/12/2019	5:00PM	8.00	130468	<input type="checkbox"/>		Delete
Special	Approved	<input type="checkbox"/>	04/18/2019	9:00AM	04/18/2019	5:00PM	8.00	123604	<input type="checkbox"/>		Delete

#### Leave Balance Section

**Plan Type:** Indicates Annual or Sick Leave.

**As Of Date:** Indicates the date on which accrual process was last run.

**Balance:** Employee's leave balance on the as of date.

**Current Period Approved Leave:** Sum of all outstanding approved leave requests for the plan type up to the end date of the current period.

- **Current Period** – The month after “As of Date”. In the above case the current end date = 7/31/2019.

**Current Period Ending Balance:** Total balance after subtracting “Current Approved Leave” from “Balance”.

**Future Period Approved Leave:** Sum of all outstanding approved leave request for the plan type *after* the end date of the current period. In above case, any request with a begin date after 7/31/2019 is considered a “Future Request”.

## **Training Guide**

### **Absence Request Employee Self Service**

**Future Period Ending Balance:** Total balance after subtracting both “Current” and “Future” approved leave from “Balance”.

#### **Leave Request History Section**

**Absence Type:** Particular leave Plan Type requested by employee.

**Status:** Position of request within the absence request process.

**FMLA:** Indicates whether absence should be considered Family Medical Leave.

**Start Date:** Date leave is to begin.

**Start Time:** Time leave is to begin.

**End Date:** Date leave is to end.

**End Time:** Time leave is to end.

**Hours:** Total number of leave hours requested.

# Training Guide


## Absence Request Employee Self Service

### On Campus Logon to Absence Request Employee Self-Service

#### Procedure

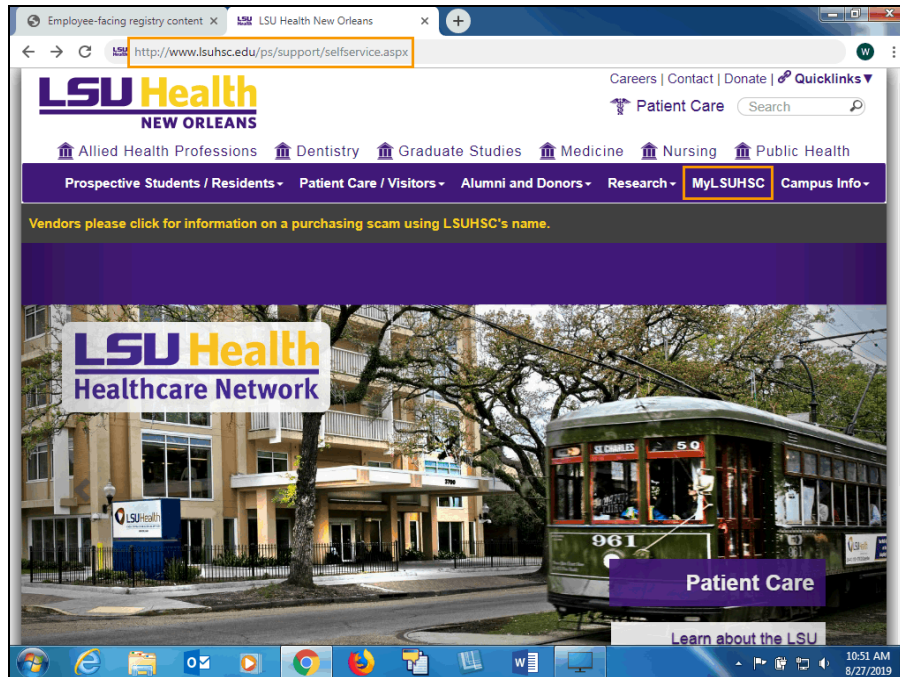
In this topic you will learn how to **On Campus Logon to Absence Request Employee Self-Service**.



Step	Action
1.	From your home screen, double-click the <b>Internet Explorer</b> button. 

# Training Guide

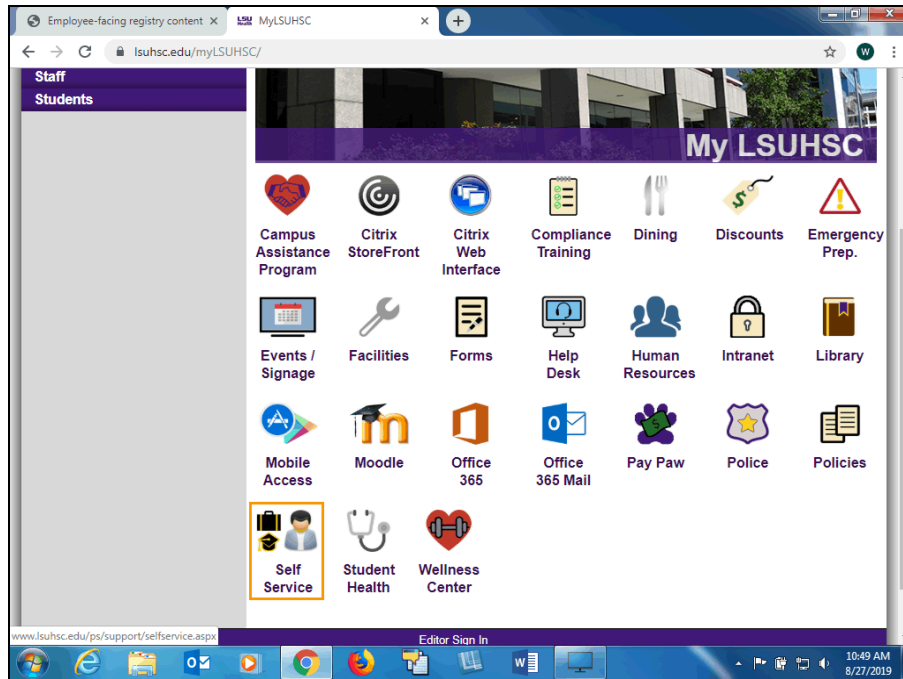
## Absence Request Employee Self Service




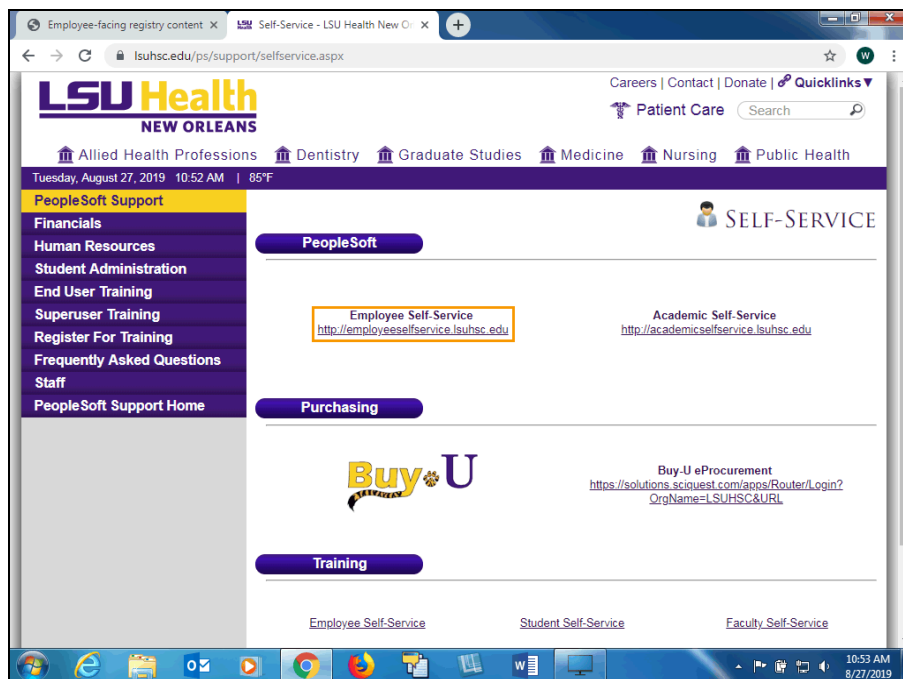
Step	Action
2.	To go directly to the Self-Service site, type in: <a href="http://www.lsuhs.edu/ps/support/selfservice.aspx">http://www.lsuhs.edu/ps/support/selfservice.aspx</a> and press <b>Enter</b> .  OR  Click the <b>MyLSUHSC</b> link.

# Training Guide

## Absence Request Employee Self Service



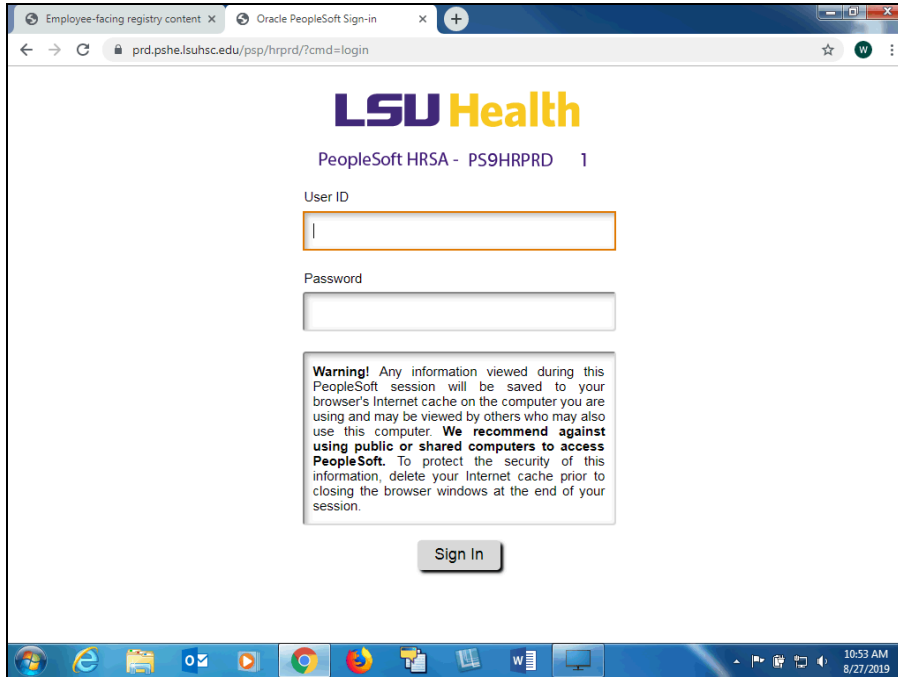
Step	Action
3.	<p>Click the <b>Self Service</b> link.</p>  <p>Self Service</p>




# Training Guide

## Absence Request Employee Self Service

Step	Action
4.	Click the <b>Employee Self-Service</b> link. <b>Employee Self-Service</b> <a href="http://employeeselfservice.lsuhs.edu">http://employeeselfservice.lsuhs.edu</a>



Step	Action
5.	Enter the desired information into the <b>User ID</b> field if it does not default. Enter " <b>Your User ID</b> ".  <i>NOTE: Your User ID will automatically convert to Upper Case however, passwords are case sensitive.</i>
6.	Enter the desired information into the <b>Password</b> field. Enter " <b>Your PeopleSoft Password</b> ".  <i>NOTE: Passwords are case sensitive.</i>
7.	Click the <b>Sign In</b> button.  
8.	Your PeopleSoft Home page displays.
9.	This completes <i>On Campus Logon to Absence Request Employee Self-Service</i> . <b>End of Procedure.</b>



## Create an Absence Request for Annual and Sick Leave

All unclassified faculty and staff must submit a timely absence request for all leave taken. You are required to submit an Application for Absence Request in advance of the requested absence dates to your immediate supervisor. You should not plan to take leave that has not been approved in advance by your supervisor. In situations where prior notification is not possible (e.g. unplanned sick leave), you will enter the absence request immediately upon your return to work.

Future dated absence can be submitted for approval. However, if there is an insufficient leave balance at the time the future dated absence is taken, the system will automatically convert sick leave into annual leave and annual leave into Leave Without Pay (LWOP).

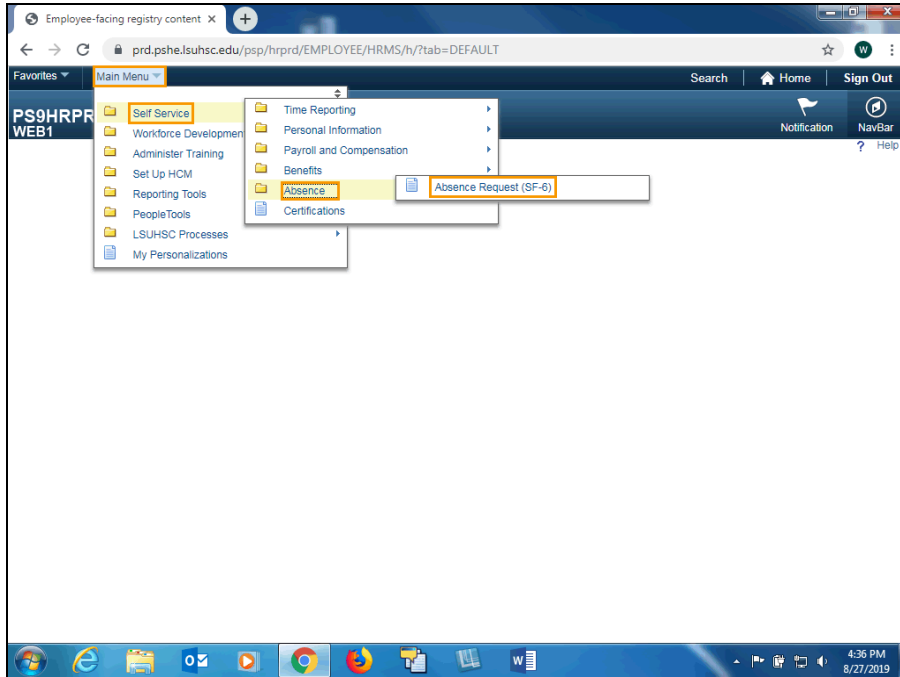
### Procedure

In this topic you will learn how to **Create an Absence Request for Annual and Sick Leave**.

Step	Action
1.	<i>Look for this sign (light bulb)! Key reminders are placed throughout this document to remind you of important points.</i>
2.	<p>***** <b>NOTICE</b> *****</p> <p><i>Absence requests will be created and submitted by the employee whenever possible. If an employee is on extended absence such as FMLA, the employee's manager can create an absence request on the employee's behalf if the employee is unable to complete the request himself/herself. A manual absence request must be completed by the employee immediately upon his/her return to work, for verification and audit purposes, for the time periods indicated on all manager created absence requests submitted on the employee's behalf. For audit purposes, manual leave slips will be housed in the department.</i></p>

# Training Guide

## Absence Request Employee Self Service



Step	Action
3.	Click the <b>Absence Request (SF-6)</b> menu. <a href="#">Absence Request (SF-6)</a>
4.	The Absence Request (SF-6) page displays.  The <b>Plan Type</b> column displays the leave plans available for use by the employee.
5.	The <b>As of Date</b> column displays the date the accrual process was run. The accrual process is run at the end of each pay period. Any earned leave will be added and any used leave subtracted automatically by the system.
6.	The <b>Balance</b> column displays the number of hours available for each leave type as of the last accrual date. Requests for annual or sick leave should not be submitted if adequate leave hours are not available. Requests for Leave Without Pay are presented in a later topic.
7.	The <b>Current Period Approved Leave</b> column displays the total number of hours requested for the current pay period by leave type. Approved leave hours are automatically subtracted from the Balance hours by the system. The remaining available leave balance is displayed in the <b>Current Period Ending Balance</b> column.
8.	The <b>Future Period Approved Leave</b> column displays leave hours requested in future pay periods by leave type. Again, the system will automatically subtract future approved leave hours from the Balance and display the remaining future leave balance in the <b>Future Period Ending Balance</b> .
9.	<i>Remember, future leave balances do not take into consideration any future leave you may accrue!</i>

# Training Guide

## Absence Request Employee Self Service

Absence Request (SF-6)

Empl ID: [REDACTED]  
Job Title: COORDINATOR OF NON-ACADEMIC OR Empl Rcd: 1

**Create New Absence Request**

[Refresh](#)

Leave Balance						
Plan Type	As Of Date	Balance	Current Period Approved Leave	Current Period Ending Balance	Future Period Approved Leave	Future Period Ending Balance
Sick	07/31/2019	723.00	0.00	723.00	0.00	723.00
Vacation	07/31/2019	176.00	40.00	136.00	64.00	72.00

Off-Campus Activity			
Fiscal Year	Max Allowed Hrs	Hrs Taken FYTD	Balance
2020	120.00	0.00	120.00

Absence Request History											
Absence Type	Status	FMLA	Start Date	Start Time	End Date	End Time	Hours	Trans Nbr	Delete	Prior Nbr	Action
Annual	Cancelled	<input type="checkbox"/>	08/15/2019	8:00AM	08/15/2019	5:00PM	8.00	134471	<input type="checkbox"/>		
Annual	Approved	<input type="checkbox"/>	09/04/2019	8:00AM	09/13/2019	5:00PM	64.00	130574	<input type="checkbox"/>		Delete
Annual	Approved	<input type="checkbox"/>	08/19/2019	8:00AM	08/23/2019	5:00PM	40.00	130573	<input type="checkbox"/>		Delete
Annual	Approved	<input type="checkbox"/>	07/12/2019	8:00AM	07/12/2019	5:00PM	8.00	130468	<input type="checkbox"/>		Delete
Special	Approved	<input type="checkbox"/>	04/18/2019	9:00AM	04/18/2019	5:00PM	8.00	123604	<input type="checkbox"/>		Delete
Annual	Approved	<input type="checkbox"/>	02/01/2019	1:15PM	02/01/2019	1:45PM	0.50	117148	<input type="checkbox"/>		Delete
Annual	Approved	<input type="checkbox"/>	04/25/2019	8:00AM	04/29/2019	5:00PM	24.00	116435	<input type="checkbox"/>		Delete
Annual	Approved	<input type="checkbox"/>	03/27/2019	8:00AM	04/01/2019	5:00PM	32.00	116431	<input type="checkbox"/>		Delete
Annual	Approved	<input type="checkbox"/>	02/22/2019	8:00AM	02/22/2019	5:00PM	8.00	116412	<input type="checkbox"/>		Delete

Step	Action
10.	Click the <b>Create New Absence Request</b> link. <a href="#">Create New Absence Request</a>

Application for Absence Request (SF-6)

Empl ID: [REDACTED]  
Job Title: COORDINATOR OF NON-ACADEMIC OR Empl Rcd: 1

**Details**

\*Start Date: 08/27/2019 \*Time: [REDACTED]  
\*End Date: [REDACTED] \*Time: [REDACTED]  
\*Absence Type: [REDACTED]  
\*Total Hours: [REDACTED] \*Duration Per Day: [REDACTED]  
Comment: [REDACTED]

By clicking the submit button you are certifying that your absence from duty is for the reason noted above.

[Absence Definitions](#)



<< Return >>

Leave Balance						
Plan Type	As Of Date	Balance	Current Period Approved Leave	Current Period Ending Balance	Future Period Approved Leave	Future Period Ending Balance
Sick	07/31/2019	723.00	0.00	723.00	0.00	723.00
Vacation	07/31/2019	176.00	40.00	136.00	64.00	72.00

Off-Campus Activity			
Fiscal Year	Max Allowed Hrs	Hrs Taken FYTD	Balance
2020	120.00	0.00	120.00


## Training Guide

### Absence Request Employee Self Service

Step	Action
11.	<p>You may enter the leave start date directly into the Start Date field or use the Choose a Date button to select it.</p> <p>Click the <b>Choose a date</b> button.</p> 
12.	<p>In this example, you will request to take Thursday, August 29th as annual leave.</p> <p>Click the desired date.</p> 
13.	<p>When the start date is entered or selected, the End Date field will automatically populate using the same date. Partial leave days (i.e., leave hours that are less than scheduled hours) will have the same Start and End Date. If leave extends beyond one day, make sure to adjust the End Date accordingly.</p>
14.	<p><b>Absence Scenarios</b></p> <p>If an employee request includes absence time for a partial day, followed by a <u>full</u> day, two separate requests must be submitted. For example, an employee wishes to submit an absence request to be off on sick leave beginning on Thursday, August 29th at 12:30 PM and ending on Friday, August 30th at 4:30PM. Two separate absence requests would have to be submitted: one for August 29th from 12:30 PM - 4:30 PM and one for August 30th from 8:00 AM until 4:30 PM.</p>
15.	<p><b>Absence Scenarios</b></p> <p>If an employee wishes to request multiple absence times on a single day, separate requests must be completed for each. For example, an employee wishes to submit an absence request to be off on sick leave on Friday, August 30th from 9:00 AM - 10:30 AM and then again from 2:30 PM - 4:30 PM. Two separate absence requests would have to be submitted; one for the 9:00 AM - 10:30 AM portion and one for the 2:30 PM - 4:30 PM portion.</p>
16.	<p><b>Absence Scenarios</b></p> <p>Absence Start and End dates can extend over a weekend. For example, an employee wishes to submit an absence request to be off on annual leave beginning Friday, August 23rd and ending at close of business (COB) on Monday, August 26th. However, total leave hours will be 16 hours since that is the total time requested off work.</p>
17.	<p><b>Absence Scenarios</b></p> <p>Absence Start and End dates can extend beyond the current pay period. For example, an employee wishes to submit an absence request to be off beginning Friday, August 23th and ending COB Wednesday, August 27th. The system will automatically adjust pay period amounts once the request is approved.</p>


## Training Guide

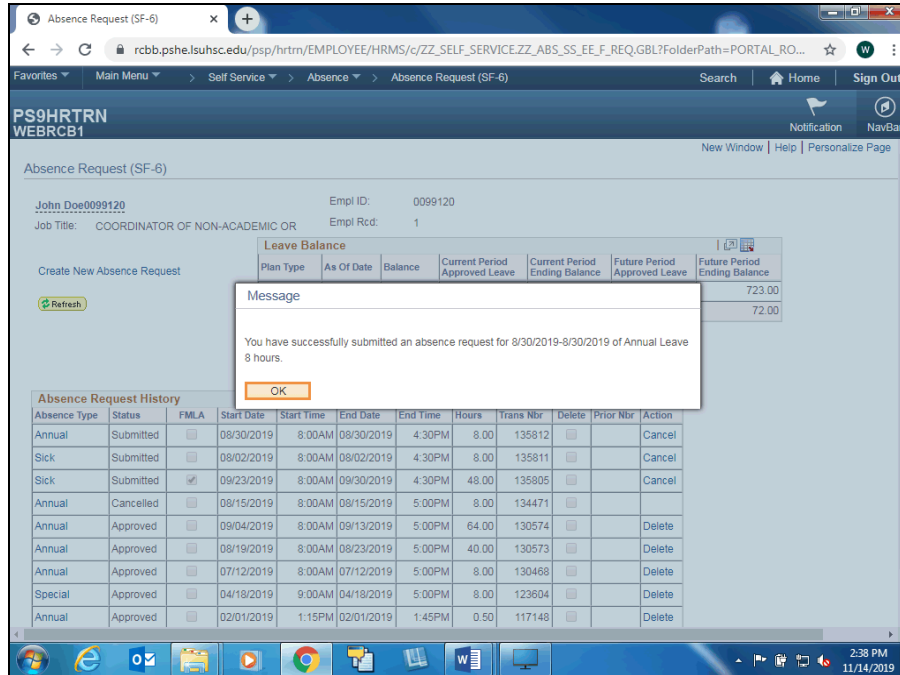
### Absence Request Employee Self Service


Step	Action
18.	<p><b>Absence Scenarios</b></p> <p>Absence Start and End dates cannot include a holiday. For example, an employee wishes to submit an absence request to be off Friday, August 30th. September 2nd is designated as Labor Day holiday. Two separate leave requests <u>must</u> be submitted. In this example, one request will be submitted to cover August 30th, and a second request will cover September 3rd.</p>
19.	<p>Enter the time the absence is to begin. Time may be entered using regular or military time. When entering regular time, the system will automatically default to <b>AM</b> rather than <b>PM</b>, unless otherwise specified. Military time must be entered in a 4-digit format with the first two digits representing the hour of the day and the last two digits the minutes of the hour (e.g., 0830).</p> <p>Enter the desired information into the <b>Time</b> field. Enter "<b>8:00AM</b>".</p>
20.	<p>Enter the desired information into the <b>Time</b> field. Enter "<b>4:30PM</b>".</p>
21.	<p>Only one Absence Type can be used when requesting leave. An additional request must be added if absence time is split and charged partially to annual and partially to sick.</p> <p>For example, if a person is taking 4 hours of absence and the absence time is split evenly between annual and sick leave, then the employee will submit a request for 2 hours of annual leave and another request for 2 hours of sick leave.</p>
22.	<p>Click the button to the right of the <b>Absence Type</b> field.</p> 
23.	<p>Click the <b>Annual Leave</b> list item.</p> <p>Annual Leave</p>
24.	<p><b>NOTE: The FMLA option will display when the Sick, Annual or Leave Without Pay absence type is selected.</b></p>
25.	<p>Enter the desired information into the <b>Total Leave Hours</b> field. Enter "<b>8</b>".</p>
26.	<p>In this example the employee is requesting a full day of absence, so the Duration Per Day hours will be the same as the Total Leave hours. However, that will not always be the case. If the employee is taking partial or intermittent leave, the Duration Per Day may be different than the Total Leave hours.</p> <p>For example, suppose an employee requests to be off for 4 hours each day for one week. The Total Leave hours would be 20 hours however, the Duration Per Day hours would be 4.</p>
27.	<p>Enter the desired information into the <b>Duration Per Day</b> field. Enter "<b>8</b>".</p>
28.	<p>Comments are not required but can be used if desired. The Comments section can be used to note why the employee is requesting absence or for other pertinent leave information. Please do not enter any information into the Comment box that you wish to be considered confidential.</p>

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## Absence Request Employee Self Service

Step	Action
29.	Click the <b>Submit</b> button. 



Step	Action
30.	A message displays indicating that the request has been successfully submitted.  Click the <b>OK</b> button. 
31.	A line displays in the Absence Request History section showing that a request has been submitted and providing other relevant information regarding the request.
32.	The system will automatically send a confirmation email to your email address. Your manager will also receive an email indicating a leave request has been submitted by you for approval.  <b>NOTE: You can click on the link provided in the email to view the actual transaction.</b>
33.	Once the request has been approved by your manager, you will receive an approval confirmation email. You can click on the link included in the email to view the actual transaction.  <b>NOTE: Annual leave cannot be taken until you receive confirmation that your absence has been approved.</b>

## Training Guide

### Absence Request Employee Self Service

Step	Action
34.	You can click the Refresh button to update your Leave Request History. Once your manager approves the request, the Status will change from Submitted to Approved.
35.	<b>Key Points</b>  1. Your Future Period Approved Leave has increased from 0 to 8 hours.  2. Your Future Period Ending Balance was reduced by 8 hours.  3. Future Leave Balances do not include future hours earned. If additional leave is taken prior to the future dated request and there is insufficient available leave at the time the leave is taken, the system will automatically convert sick leave into annual leave, and annual leave into Leave Without Pay.
36.	This completes <i>Create a Leave Request for Annual and Sick Leave</i> . <b>End of Procedure.</b>

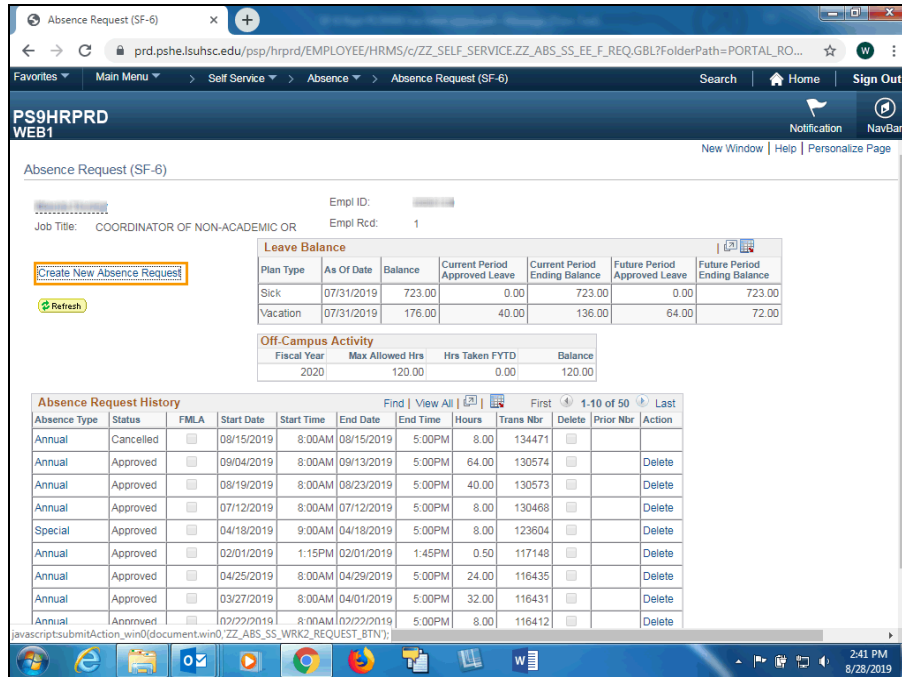
# Training Guide

## Absence Request Employee Self Service

### Create a Special Absence Request

#### Procedure

In this topic you will learn how to **Create a Special Leave Request**.

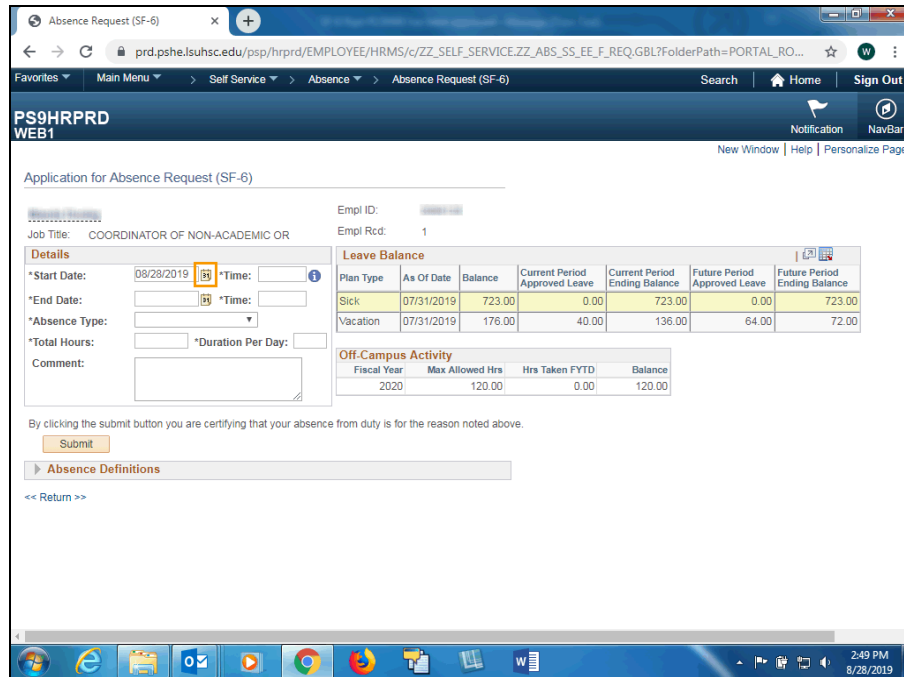





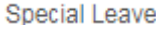

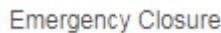
Step	Action
1.	Click the <b>Create New Leave Request</b> link. <a href="#">Create New Absence Request</a>



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## Absence Request Employee Self Service

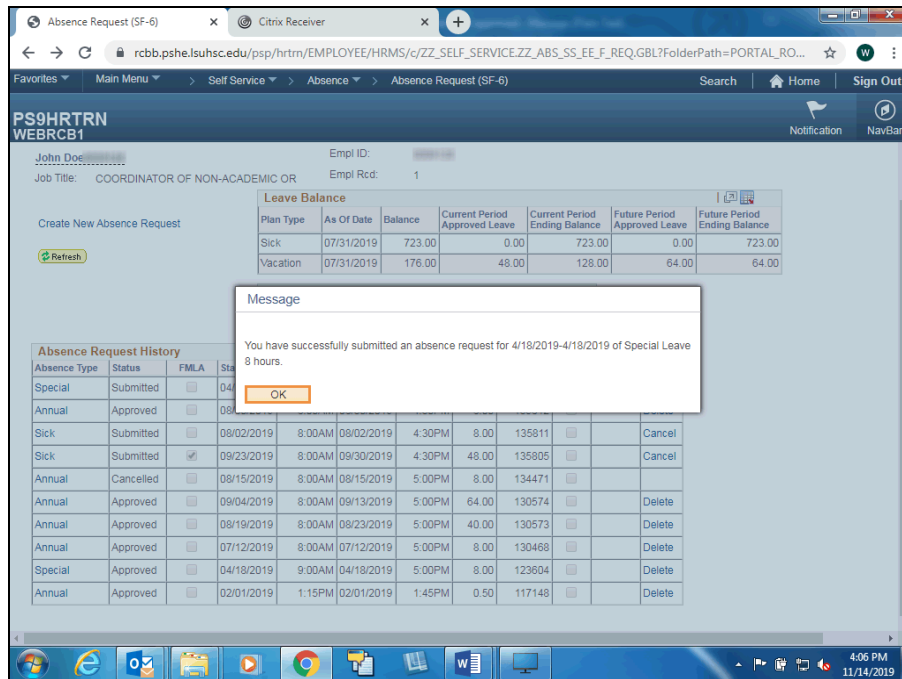


Step	Action
2.	Click the <b>Choose a date</b> button. 
3.	Click the desired date. 
4.	Enter the desired information into the <b>Time</b> field. Enter <b>"8:00AM"</b> .
5.	Enter the desired information into the <b>Time</b> field. Enter <b>"4:30PM"</b> .
6.	Click the button to the right of the <b>Absence Type</b> field. 
7.	Click the <b>Special Leave</b> list item. 
8.	Click the button to the right of the <b>Reason</b> field. 
9.	Click the <b>Emergency Closure</b> list item. 
10.	Enter the desired information into the <b>Total Hours</b> field. Enter <b>"8"</b> .
11.	Enter the desired information into the <b>Duration Per Day</b> field. Enter <b>"8"</b> .

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## Absence Request Employee Self Service

Step	Action
12.	<p><b>NOTE: When requesting Special Leave, comments <u>must</u> be added to the Comments box. Comments should provide specific information as to why the request is being made. An example comments is provided here.</b></p> <p>Enter the desired information into the <b>Comment</b> field. Enter "<b>Emergency Closure</b>".</p>
13.	<p>Click the <b>Submit</b> button.</p> <p><b>Submit</b></p>



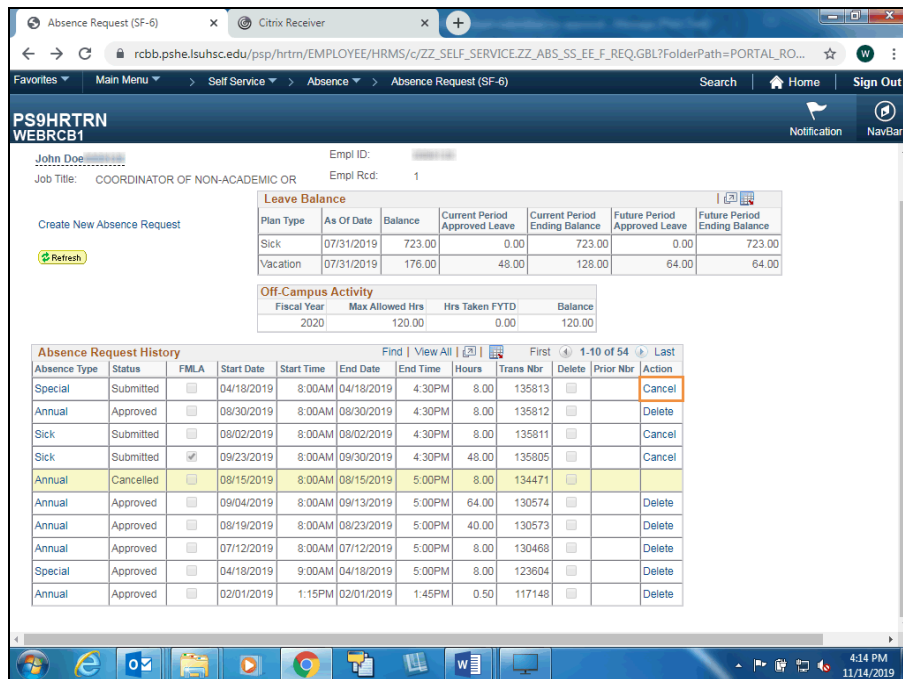
Step	Action
14.	<p>Click the <b>OK</b> button.</p> <p><b>OK</b></p>
15.	<p>The system will automatically send a confirmation email to your email address. Your manager will also receive an email indicating a leave request has been submitted by you for approval. The system will also send a return email notifying you when the request has been approved.</p> <p><b>NOTE: You can click on the link provided in the email to view the actual transaction.</b></p>
16.	<p>This completes <b>Create a Special Absence Request</b>.</p> <p><b>End of Procedure.</b></p>

### Cancel an Absence Request

#### Procedure

In this topic you will learn how to **Cancel a Leave Request**.

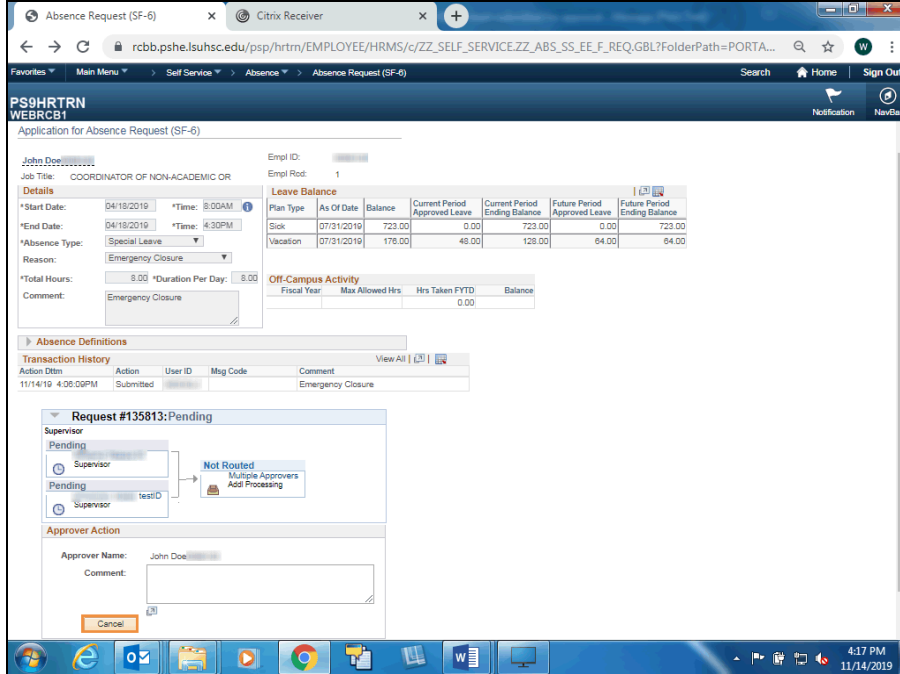
Step	Action
1.	If a Leave Request has been not been approved by your Manager, you can cancel the request. Once the request has been approved, it must be deleted rather than cancelled. Deleting a request will be discussed in a later topic. Again, prior to Manager approval, a leave request may be cancelled in the system.



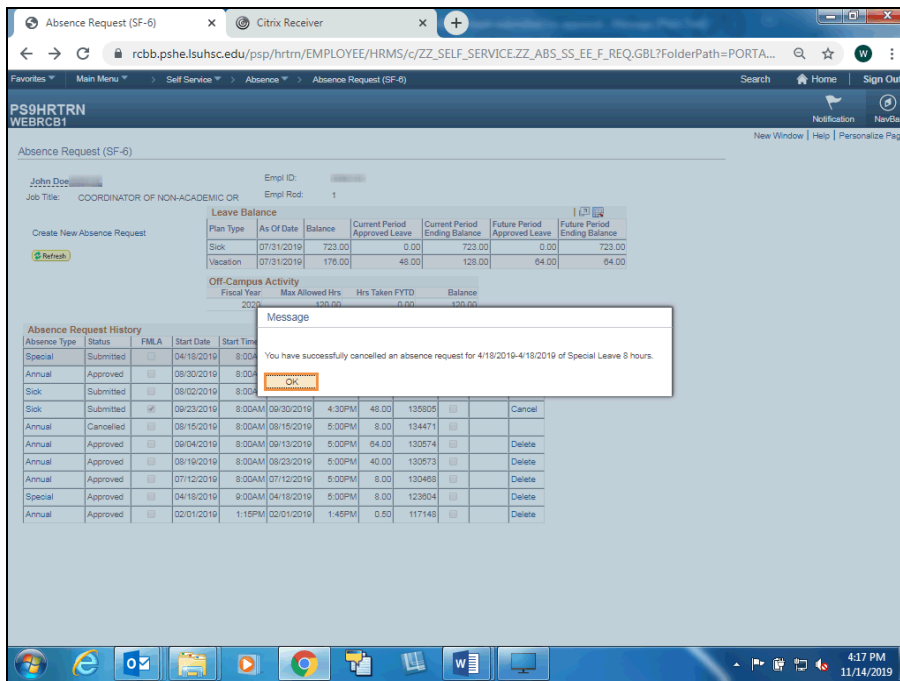
Step	Action
2.	Click the <b>Cancel</b> link. <a href="#">Cancel</a>
3.	Review the transaction details to ensure the correct transaction has been selected for cancellation.

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

## Absence Request Employee Self Service



Step	Action
4.	Click the <b>Cancel</b> button.



## Training Guide Absence Request Employee Self Service

Step	Action
5.	<p>A message displays confirming your request has been cancelled.</p> <p>Click the <b>OK</b> button.</p> 
6.	<p>Notice that the line Status still displays Submitted rather than Cancelled. To update the Leave Request History, click the <b>Refresh</b> button.</p> 
7.	<p>Once the page was refreshed, the Status changed from Submitted to Cancelled.</p>
8.	<p>You will receive a confirmation email stating your request has been cancelled. You can click on the link included in the email to view the actual transaction.</p>
9.	<p>This completes <i>Cancel a Leave Request</i>. <b>End of Procedure.</b></p>

# Training Guide

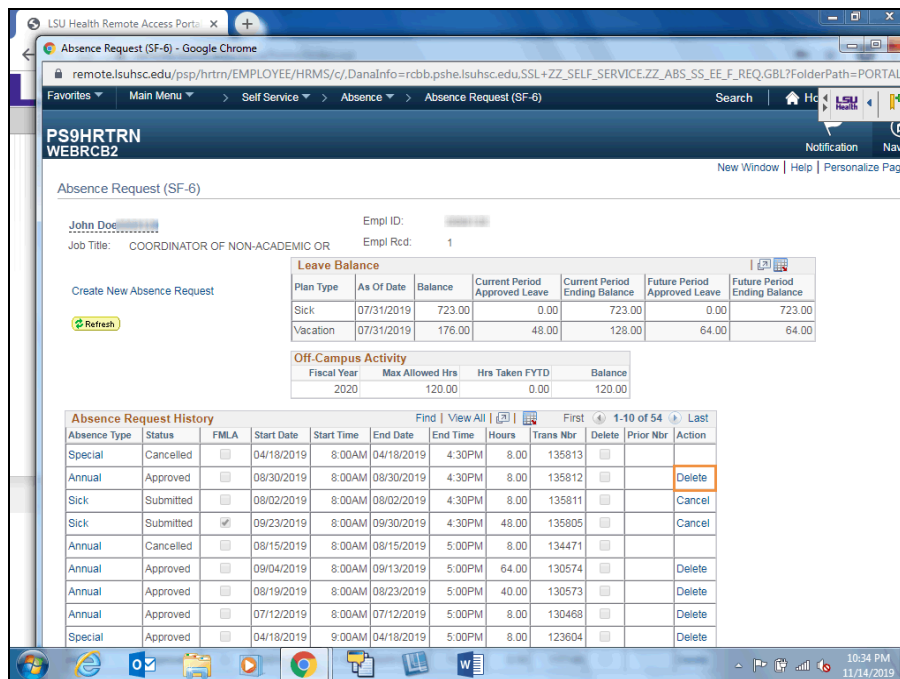
## Absence Request Employee Self Service

### Delete an Absence Request

#### Procedure

In this topic you will learn how to **Delete a Leave Request**.

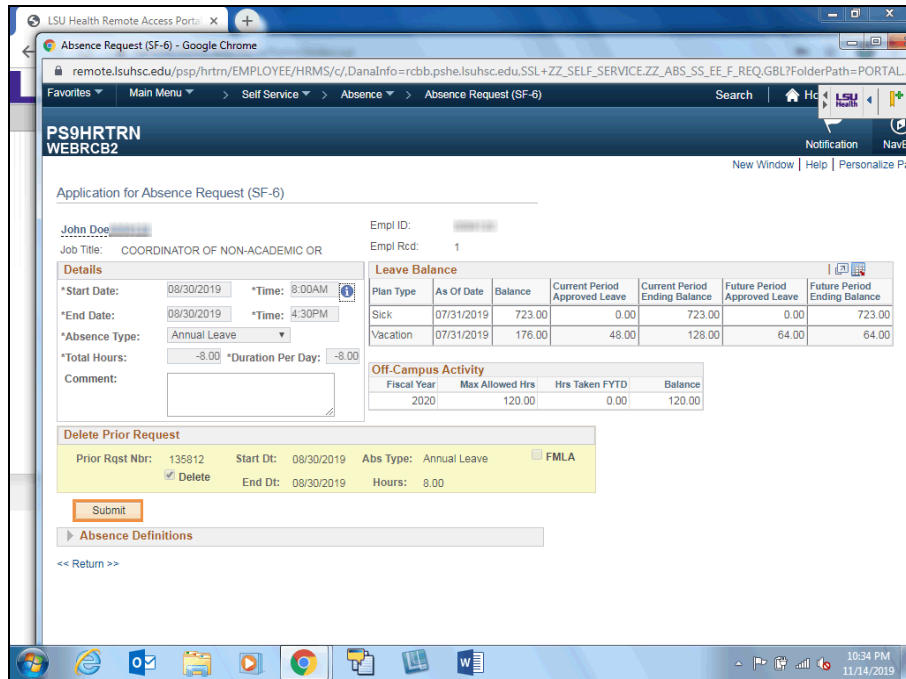
Step	Action
1.	Occasionally, you may need to delete a request if you were unable to take the absence. Once an absence request has been approved it must be deleted rather than cancelled, and a new request submitted if applicable.  <i><b>NOTE: The Future Period Approved Leave field shows 8.00 hours of Sick leave.</b></i>

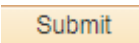


Step	Action
2.	In this example you will be deleting a leave request for 4 hours of sick leave.  Click the <b>Delete</b> link.  <b>Delete</b>

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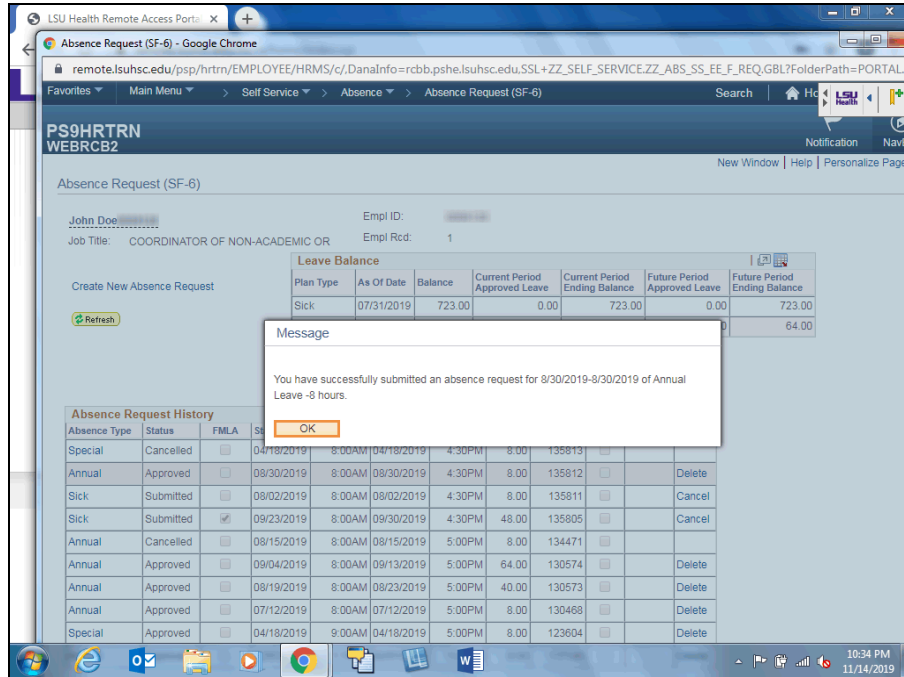
## Absence Request Employee Self Service

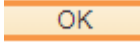
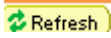


Step	Action
3.	<p>Review transaction information prior to submitting your request to confirm the correct request has been selected.</p> <p>Click the <b>Submit</b> button.</p> <p></p>

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## Absence Request Employee Self Service

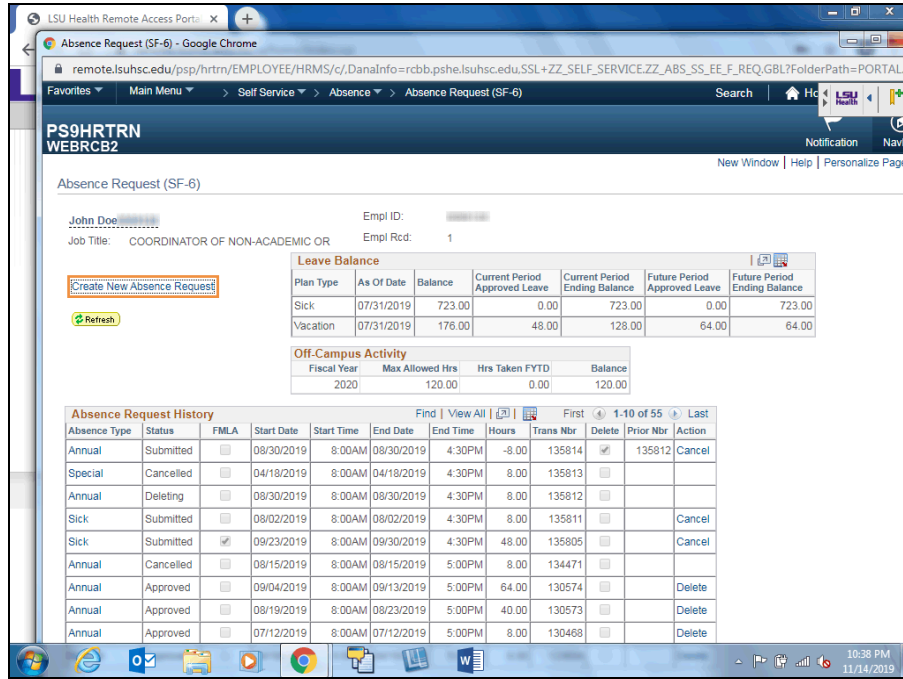


Step	Action
4.	<p>A confirmation message displays confirming a request for -8 hours of sick leave has been submitted.</p> <p>Click the <b>OK</b> button.</p> 
5.	<p>Click the <b>Refresh</b> button to update your Leave Request History.</p> 
6.	<p>A new line displays indicating your request has been submitted for approval.</p> <p><b>NOTE: The Future Period Approved Leave field continues to show 8.00 hours of leave to be taken until your manager has approved the deletion request.</b></p>
7.	<p>The system will automatically send you an email once your manager has approved the deletion request. You can click on the link included in the email to view the actual transaction.</p>
8.	<p>Once your manager approves your request, the system will automatically update your Leave Request History. Your deletion request Status will change to Approved and the original request line status to Deleted.</p> <p><b>NOTE: The Future Period Approved Leave field now displays a balance of 0.00.</b></p>
9.	<p>This completes <b>Delete a Leave Request</b>.</p> <p><b>End of Procedure.</b></p>



### Submit a Family Medical Leave Request Procedure

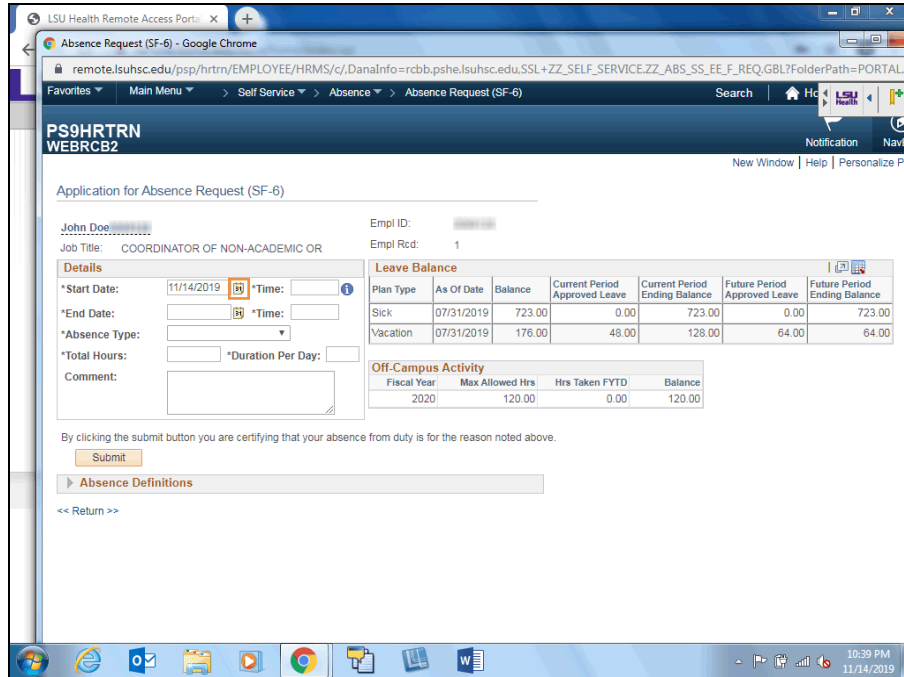
In this topic you will learn how to **Submit a Family Medical Leave Request**.









Step	Action
1.	Click the <b>Create New Leave Request</b> link. <a href="#">Create New Absence Request</a>

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Step	Action
2.	In this example, you will create a request for 40 hours of FMLA leave beginning June 22nd through June 26th.  Click the <b>Choose a date</b> button. 
3.	Click the desired date. 
4.	Enter the desired information into the <b>Time</b> field. Enter <b>"8:00AM"</b> .
5.	Click the <b>Choose a date</b> button. 
6.	Click the desired date. 
7.	Enter the desired information into the <b>Time</b> field. Enter <b>"4:30PM"</b> .
8.	Click the button to the right of the <b>Absence Type</b> field. 
9.	Click the <b>Sick Leave</b> list item. 

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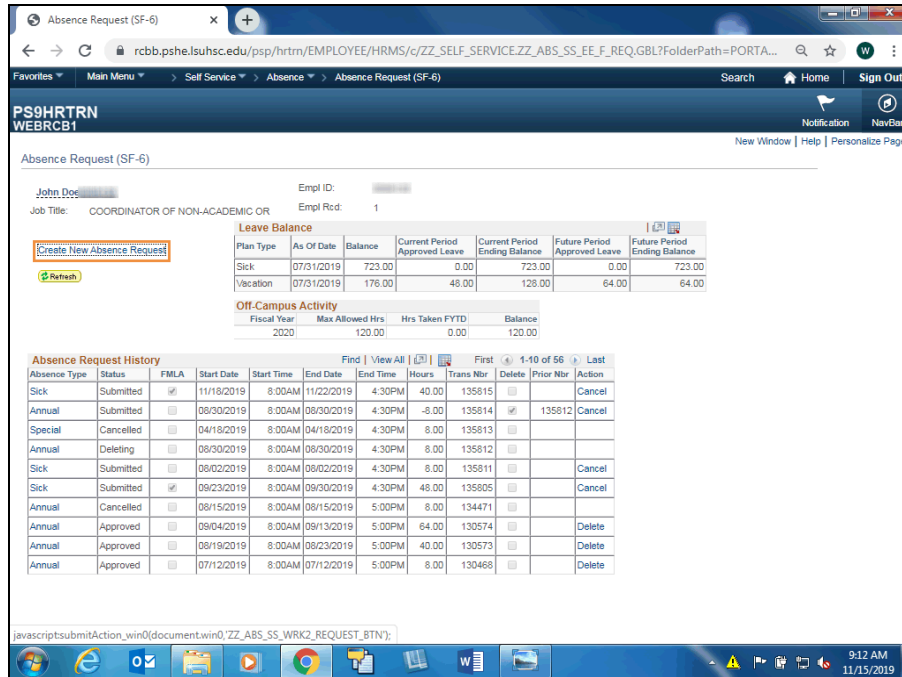
Step	Action
10.	<p><i><b>NOTE: The FMLA option will display when the Leave Without Pay, Sick or Annual absence type is selected.</b></i></p> <p>Click the <b>FMLA</b> option.</p> <p><input type="checkbox"/> FMLA</p>
11.	Enter the desired information into the <b>Total Leave Hours</b> field. Enter " <b>40</b> ".
12.	Enter the desired information into the <b>Duration Per Day</b> field. Enter " <b>8</b> ".
13.	<p>Click the <b>Submit</b> button.</p> <p style="text-align: center;"><b>Submit</b></p>
14.	<p>Once submitted, a message will display indicating your request will be sent to Human Resources for review.</p> <p>Click the <b>Yes</b> button.</p> <p style="text-align: center;"><b>Yes</b></p>
15.	<p>A message displays indicating that the request has been successfully submitted.</p> <p>Click the <b>OK</b> button.</p> <p style="text-align: center;"><b>OK</b></p>
16.	<p>You will receive an email confirming your FMLA request has been submitted. FMLA requests require approval from both your manager and Human Resources. The system will automatically send an approval email to you once both approvals have been submitted. Click the link provided in the email to view the actual transaction.</p>
17.	<p>This completes <i><b>Submit a Family Medical Leave Request.</b></i></p> <p><b>End of Procedure.</b></p>

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## Absence Request Employee Self Service

### Submit a Leave Without Pay Request Procedure

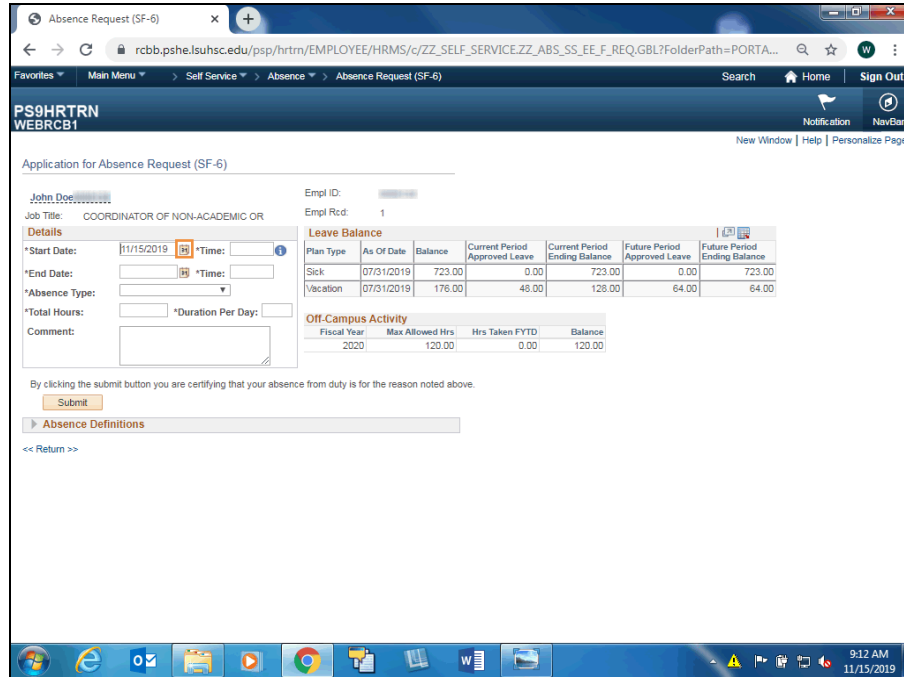
In this topic you will learn how to **Submit a Leave Without Pay Request**.



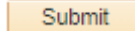


Step	Action
1.	<p>If you have no leave hours available, you can submit a Leave Without Pay request.</p> <p>Click the <b>Create New Leave Request</b> link.</p> <p><a href="#">Create New Absence Request</a></p>

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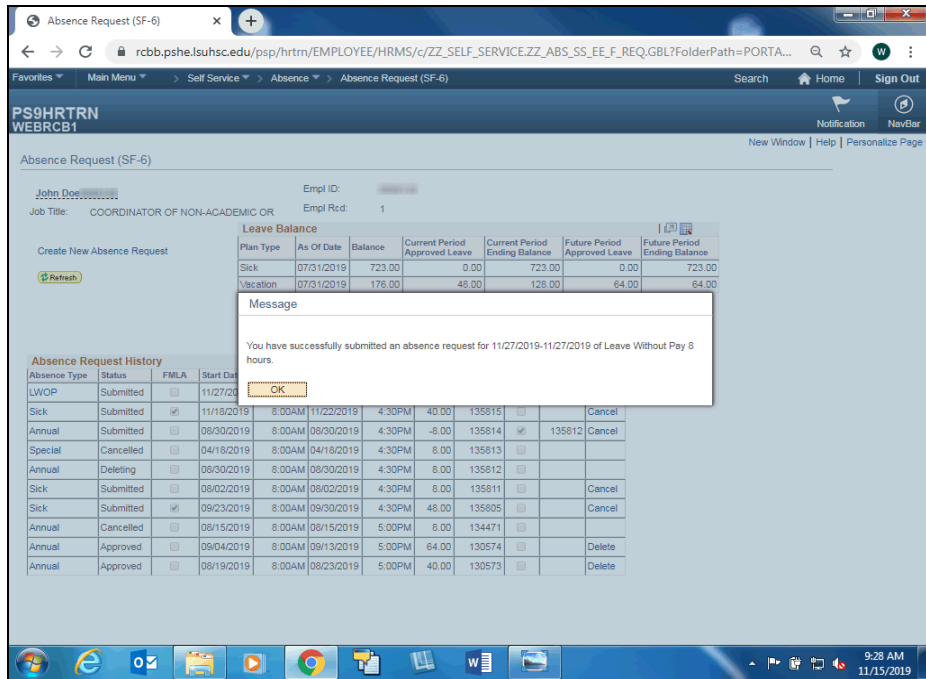
## Absence Request Employee Self Service

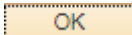


Step	Action
2.	Click the <b>Choose a date</b> button. 
3.	Click the desired date. <b>27</b>
4.	Enter the desired information into the <b>Time</b> field. Enter " <b>8:00AM</b> ".
5.	Enter the desired information into the <b>Time</b> field. Enter " <b>4:30PM</b> ".
6.	Click the <b>Absence Type</b> list. 
7.	Click the <b>Leave Without Pay</b> list item. <b>Leave Without Pay</b>
8.	<b>NOTE: The FMLA option will display when the Leave Without Pay, Sick or Annual absence type is selected.</b>
9.	Enter the desired information into the <b>Total Leave Hours</b> field. Enter " <b>8</b> ".
10.	Enter the desired information into the <b>Duration Per Day</b> field. Enter " <b>8</b> ".
11.	Click the <b>Submit</b> button. 

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Step	Action
12.	<p>A message displays indicating that the request has been successfully submitted.</p> <p>Click the <b>OK</b> button.</p> 
13.	<p>The system will automatically send a confirmation email to your email address. Your manager will also receive an email indicating a Leave Without Pay request has been submitted by you for approval. You can click on the link provided in the email to view the actual transaction.</p>
14.	<p>Once the request has been approved by your manager, you will receive an approval confirmation email. You can click on the link included in the email to view the actual transaction.</p>
15.	<p>Once your manager approves the request, the Leave Request History will automatically update and display a Status of Approved.</p>
16.	<p>This completes <i>Submit a Leave Without Pay Request</i>.</p> <p><b>End of Procedure.</b></p>