Absence Requests - Employee

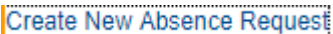| Step	Action
1.	*NOTE: Do not use the Back button on your Browser while viewing the WBT. If you wish to view the previous screen, click the [Actions] link in the top right-hand corner of this bubble and a list of navigation options (shown here) will display.*
2.	**On Campus Logon to Absence Request Employee Self-Service**
3.	From your home screen, double-click the **Internet Explorer** button.
4.	From the LSU Health New Orleans homepage (**http://www.lsuhsc.edu/**), click the **MyLSUHSC** button.
5.	Click the **Self Service** button.
6.	Click the **Employee Self-Service** link.
7.	Enter the desired information into the **User ID** field if it does not default. Enter a valid value e.g. "**Your User ID**". *NOTE: Your User ID will automatically convert to Upper Case however, passwords are case sensitive.*
8.	Enter the desired information into the **Password** field. Enter a valid value e.g. "**Your PeopleSoft Password**". *NOTE: Passwords are case sensitive.*
9.	Click the **Sign In** button.
10.	Your PeopleSoft Home page displays.
11.	**Create Absence Request for Annual and Sick Leave**
12.	*Look for this sign (light bulb)! Key reminders are placed throughout this document to remind you of important points.*

Job Aid

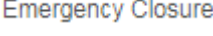| Step	Action
13.	***** *NOTICE* ***** *Absence requests will be created and submitted by the employee whenever possible. If an employee is on extended absence such as FMLA, the employee's manager can create an absence request on the employee's behalf if the employee is unable to complete the request 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.*
14.	Click the **Absence Request (SF-6)** menu. Absence Request (SF-6)
15.	The Absence Request (SF-6) page displays. The **Plan Type** column displays the leave plans available for use by the employee.
16.	The **As of Date** 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.
17.	The **Balance** 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.
18.	The **Current Period Approved Leave** 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 **Current Period Ending Balance** column.
19.	The **Future Period Approved Leave** 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 **Future Period Ending Balance**.
20.	*Remember, future leave balances do not take into consideration any future leave you may accrue!*
21.	Click the **Create New Absence Request** link. Create New Absence Request
22.	You may enter the leave start date directly into the Start Date field or use the Choose a Date button to select it. Click the **Choose a date** button. 31

| Step	Action
23.	In this example, you will request to take Thursday, August 22nd as annual leave. Click the desired date. 22
24.	When the start date is entered or selected, the End Date field will automatically populate using the same date. Partial absence days (i.e., absence hours that are less than scheduled hours) will have the same Start and End Date. If absence extends beyond one day, make sure to adjust the End Date accordingly.
25.	**Absence Scenarios** If an employee's 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 22nd at 12:30 PM and ending on Friday, August 23rd at 4:30PM. Two separate absence requests would have to be submitted: one for August 22nd from 12:30 PM - 4:30 PM and one for August 23rd from 8:00 AM until 4:30 PM.
26.	**Absence Scenarios** 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 23rd 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.
27.	**Absence Scenarios** 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 absence hours will be 16 hours since that is the total time requested off work.
28.	**Absence Scenarios** 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 Monday, August 26th and ending COB Thursday, August 29th. The system will automatically adjust pay period amounts once the request is approved.
29.	**Absence Scenarios** Absence Start and End dates cannot include a holiday. For example, an employee wishes to submit an absence request to be off beginning Thursday, August 29th and ending COB Tuesday, September 3th. September 2nd is the Labor Day holiday. Two separate absence requests <u>must</u> be submitted. In this example, one request will be submitted to cover August 29th and 30th, and a second request will cover September 3rd.

Job Aid

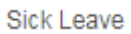| Step	Action
30.	Enter the time the absence is to begin. Time may be entered using regular or military time. When entering regular time, the system will automatically default to **AM** rather than **PM**, unless otherwise specified. Military time must be entered in a 4-digit format with the first two digits representing the hour of the day and the last two digits the minutes of the hour (e.g., 0830). Enter the desired information into the **Time** field. Enter a valid value e.g. "**8:00AM**".
31.	Enter the desired information into the **Time** field. Enter a valid value e.g. "**4:30PM**".
32.	Only one Absence Type can be used when requesting an absence. An additional request must be added if absence time is split and charged partially to annual and partially to sick. 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.
33.	Click the button to the right of the **Absence Type** field. ▼
34.	Click the **Annual Leave** list item. Annual Leave
35.	*NOTE: The FMLA option will display when the Sick, Annual or Leave Without Pay absence type is selected.*
36.	Enter the desired information into the **Total Hours** field. Enter a valid value e.g. "**8**".
37.	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 Hours. However, that will not always be the case. If the employee is taking partial or intermittent absence, the Duration Per Day may be different than the Total Hours. For example, suppose an employee requests to be off for 4 hours each day for one week. The Total Hours would be 20 hours however, the Duration Per Day hours would be 4.
38.	Enter the desired information into the **Duration Per Day** field. Enter a valid value e.g. "**8**".
39.	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 absence information. Please do not enter any information into the Comment box that you wish to be considered confidential.
40.	Click the **Submit** button. Submit
41.	A message displays indicating that the request has been successfully submitted. Click the **OK** button. OK

Step	Action
42.	A line displays in the Absence Request History section showing that a request has been submitted and providing other relevant information regarding the request.
43.	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. *NOTE: You can click on the link provided in the email to view the actual transaction.*
44.	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. *NOTE: Annual leave cannot be taken until you receive confirmation that your absence has been approved.*
45.	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.
46.	**Key Points** 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.
47.	**Key Points** 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.
48.	**Create a Special Absence Request**
49.	Click the **Create New Absence Request** link. Create New Absence Request
50.	Click the **Choose a date** button. 🗓
51.	Click the desired date. **18**
52.	Enter the desired information into the **Time** field. Enter a valid value e.g. "**8:00AM**".
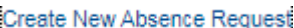
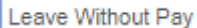| Step	Action
53.	Enter the desired information into the **Time** field. Enter a valid value e.g. "**4:30PM**".
54.	Click the button to the right of the **Absence Type** field. ▼
55.	Click the **Special Leave** list item. Special Leave
56.	Click the button to the right of the **Reason** field. ▼
57.	Click the **Emergency Closure** list item. Emergency Closure
58.	Enter the desired information into the **Total Hours** field. Enter a valid value e.g. "**8**".
59.	Enter the desired information into the **Duration Per Day** field. Enter a valid value e.g. "**8**".
60.	*NOTE: When requesting Special Leave, comments must 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.* Enter the desired information into the **Comment** field. Enter a valid value e.g. "**Emergency Closure**".
61.	Click the **Submit** button. Submit
62.	Click the **OK** button. OK
63.	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. *NOTE: You can click on the link provided in the email to view the actual transaction.*
64.	**Cancel an Absence Request**
65.	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.
66.	Click the **Cancel** link. Cancel
67.	Review the transaction details to ensure the correct transaction has been selected for cancellation.

| Step	Action
68.	Click the **Cancel** button. Cancel
69.	A message displays confirming your request has been cancelled. Click the **OK** button. OK
70.	Notice that the line Status still displays Submitted rather than Cancelled. To update the Leave Request History, click the **Refresh** button. Refresh
71.	Once the page was refreshed, the Status changed from Submitted to Cancelled.
72.	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.
73.	**Delete a Absence Request**
74.	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. *NOTE: The Future Period Approved Leave field shows 8.00 hours of Sick leave.*
75.	In this example you will be deleting a leave request for 4 hours of sick leave. Click the **Delete** link. Delete
76.	Review transaction information prior to submitting your request to confirm the correct request has been selected. Click the **Submit** button. Submit
77.	A confirmation message displays confirming a request for -8 hours of sick leave has been submitted. Click the **OK** button. OK
78.	Click the **Refresh** button to update your Leave Request History. Refresh
79.	A new line displays indicating your request has been submitted for approval. *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.*

Step	Action
80.	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.
81.	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. *NOTE: The Future Period Approved Leave field now displays a balance of 0.00.*
82.	**Submit a Family Medical Leave Request**
83.	Click the **Create New Leave Request** link. Create New Absence Request
84.	In this example, you will create a request for 40 hours of FMLA leave beginning June 22nd through June 26th. Click the **Choose a date** button. 🗓
85.	Click the desired date. 18
86.	Enter the desired information into the **Time** field. Enter a valid value e.g. "**8:00AM**".
87.	Click the **Choose a date** button. 🗓
88.	Click the desired date. 22
89.	Enter the desired information into the **Time** field. Enter a valid value e.g. "**4:30PM**".
90.	Click the button to the right of the **Absence Type** field. ▼
91.	Click the **Sick Leave** list item. Sick Leave
92.	*NOTE: The FMLA option will display when the Leave Without Pay, Sick or Annual absence type is selected.* Click the **FMLA** option. ☐ FMLA
93.	Enter the desired information into the **Total Leave Hours** field. Enter a valid value e.g. "**40**".
94.	Enter the desired information into the **Duration Per Day** field. Enter a valid value e.g. "**8**".

Step	Action
95.	Click the **Submit** button. Submit
96.	Once submitted, a message will display indicating your request will be sent to Human Resources for review. Click the **Yes** button. Yes
97.	A message displays indicating that the request has been successfully submitted. Click the **OK** button. OK
98.	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.
99.	**Submit a Leave Without Pay Request**
100.	If you have no leave hours available, you can submit a Leave Without Pay request. Click the **Create New Leave Request** link. Create New Absence Request
101.	Click the **Choose a date** button.
102.	Click the desired date. 27
103.	Enter the desired information into the **Time** field. Enter a valid value e.g. "**8:00AM**".
104.	Enter the desired information into the **Time** field. Enter a valid value e.g. "**4:30PM**".
105.	Click the **Absence Type** list. ▼
106.	Click the **Leave Without Pay** list item. Leave Without Pay
107.	*NOTE: The FMLA option will display when the Leave Without Pay, Sick or Annual absence type is selected.*
108.	Enter the desired information into the **Total Leave Hours** field. Enter a valid value e.g. "**8**".
109.	Enter the desired information into the **Duration Per Day** field. Enter a valid value e.g. "**8**".
110.	Click the **Submit** button. Submit

Step	Action
111.	A message displays indicating that the request has been successfully submitted. Click the **OK** button. OK
112.	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.
113.	Once your manager approves the request, the Leave Request History will automatically update and display a Status of Approved.
114.	*NOTE: Please return to the Employee Self-Service page and click the link provided to certify that you have completed the training.*
115.	This completes *Absence Requests - Employee*. **End of Procedure.**