Employee Application for Absence on a Mobile Device
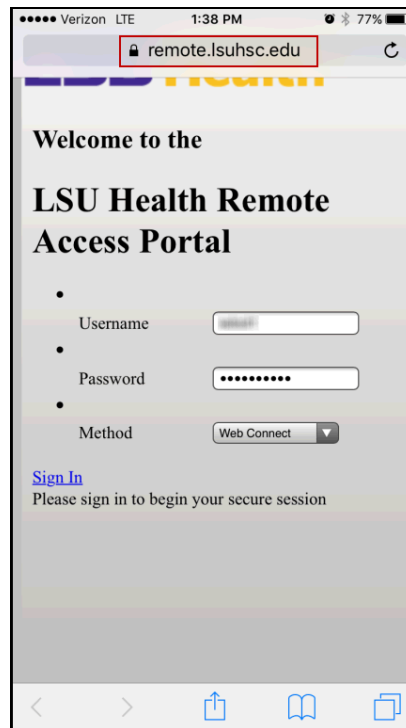
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Employee Absence Application
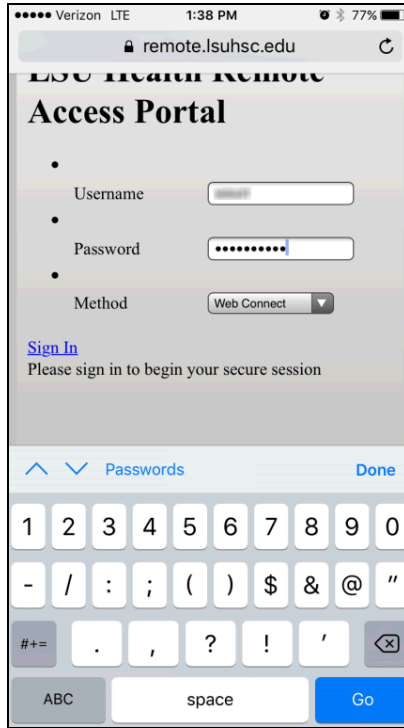
Employee Application for Absence - SF6

Procedure

In this topic you will learn how to enter **Employee Application for Absence**.

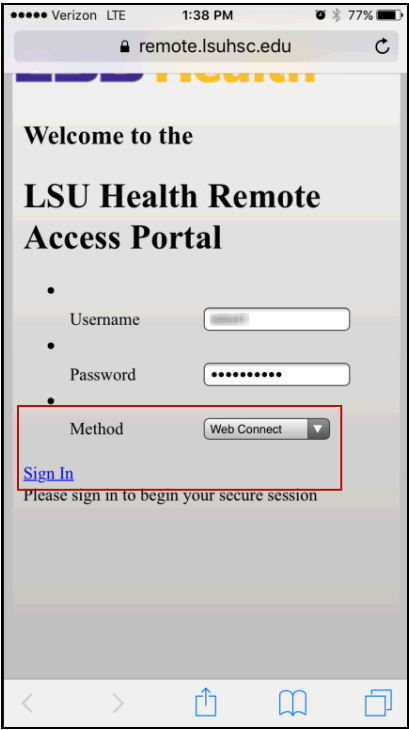| Step	Action
1.	Click the **Internet Browser** on your remote device. Type in: **https://remote.lsuhsc.edu** *NOTE: Please be aware that depending on the mobile device that you are using, your screen may appear slightly different than the ones you will see in this documentation. There may also be a difference when holding your device landscape versus portrait mode. With this in mind, please note that your selection choices are the same.*

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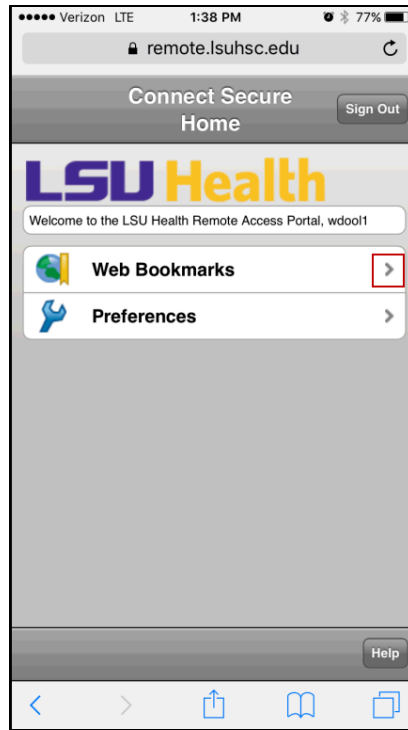| Step	Action
2.	Enter the desired information into the **Username** field. Enter "**Your Network User ID**". Enter the desired information into the **Password** field. Enter "**Your Network Password**". *NOTE: The User ID and Password are the same as you use at work.*

Step	Action
3.	Make sure that the Method is **Web Connect**. Click the **Sign In** button. **Sign In**

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Step	Action
4.	Click the **Web Bookmarks** option.
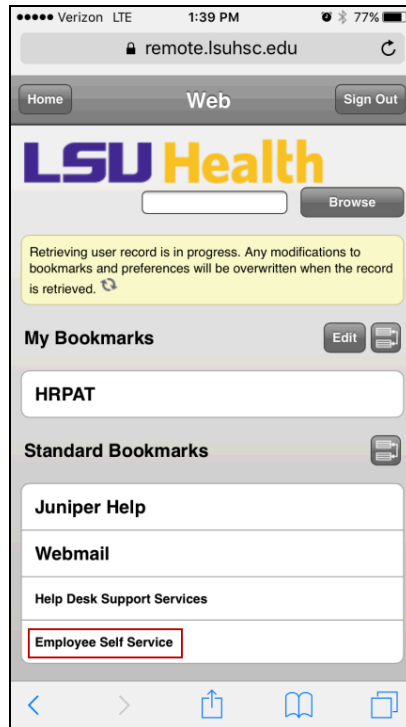
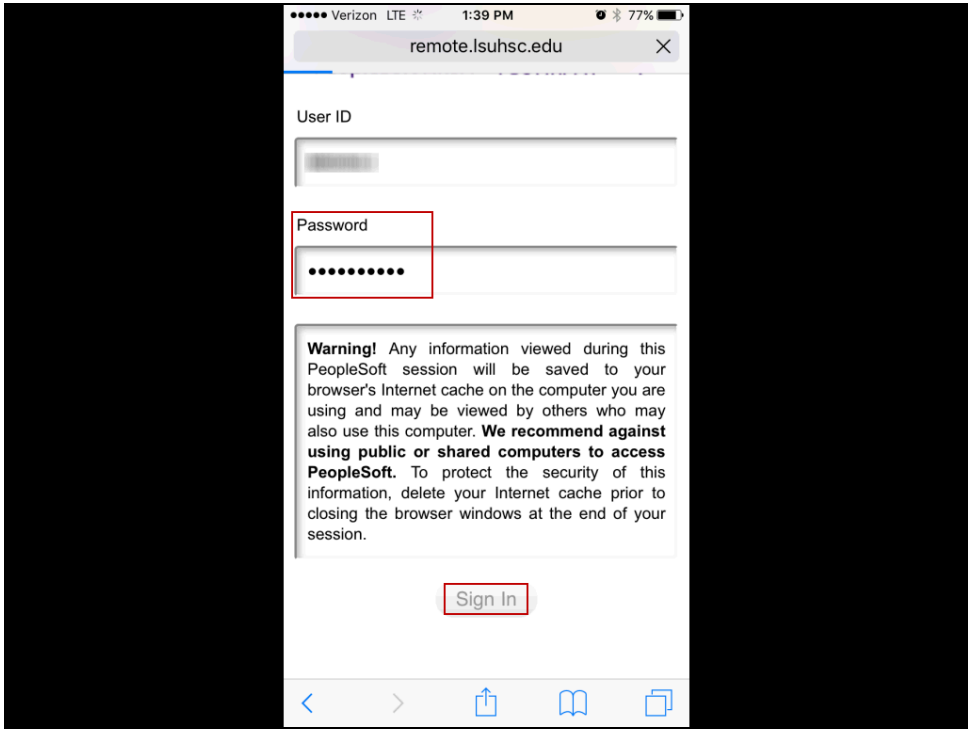| Step	Action
5.	The Remote Access Portal Bookmarks are displayed. ***The menu options you see will depend on your network access.*** Click the **Employee Self Service** link. Employee Self Service

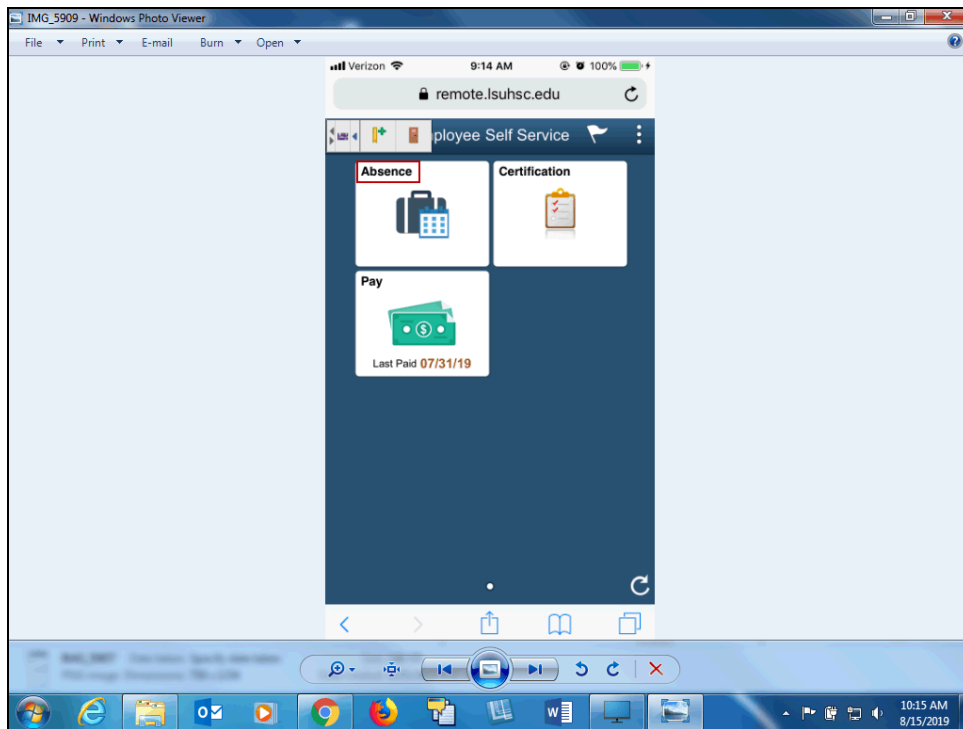| Step	Action
6.	The PeopleSoft sign on screen will appear. *NOTE: Your User ID should default into the User ID field. If it does not, enter it. The User ID is the same as the ID you used to logon to the Remote Access Portal. The User ID is not case sensitive and the system automatically converts it to Upper Case.* *Passwords <u>are</u> case sensitive.*

Step	Action
7.	Enter the desired information into the **Password** field. Enter "**Your Password**". Click the **Sign In** button. ![Sign In]

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Step	Action
8.	Click the **Absence** tile.
	Absence
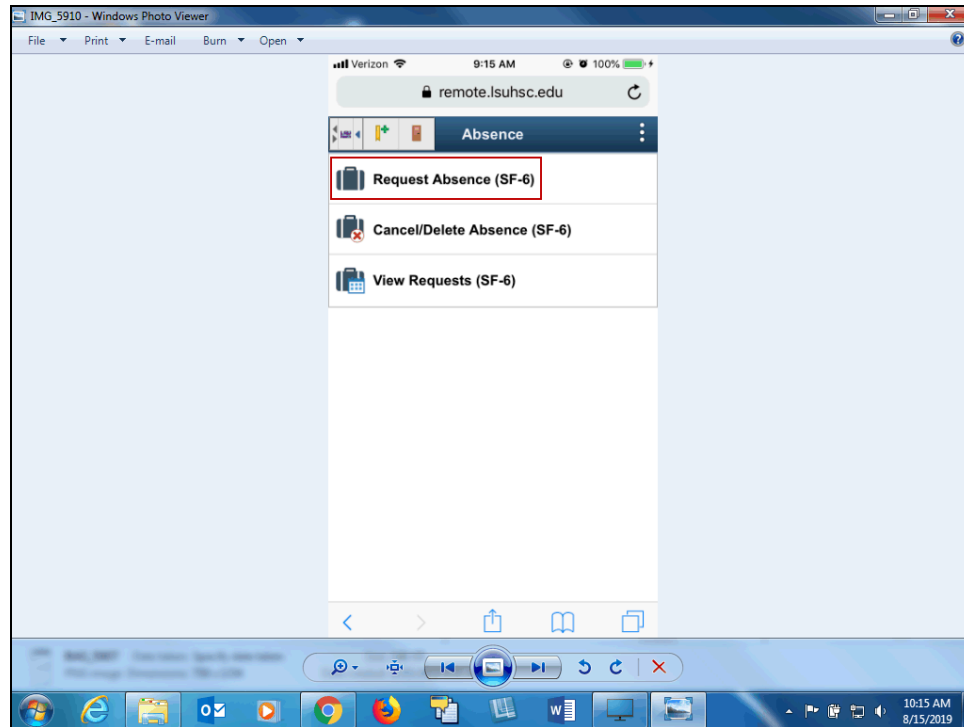
Step	Action
9.	Select the desired function from the **Absence** screen.
	In this example, we will request an absence.
	Select the **Request Absence (SF-6)** option.
	Request Absence (SF-6)
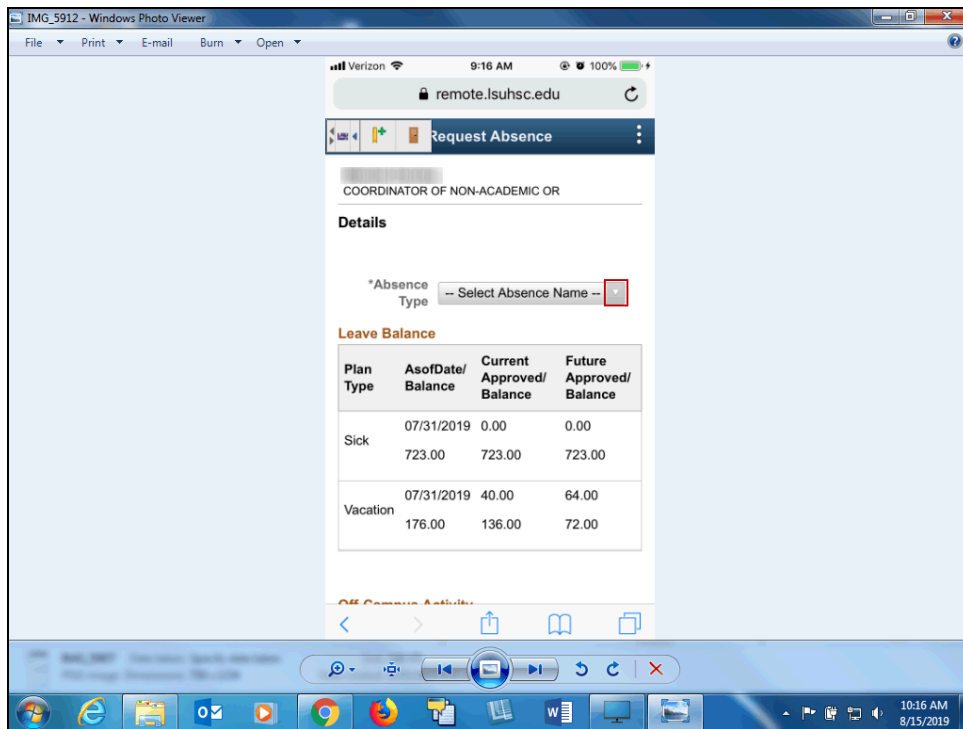
Step	Action
10.	Click the arrow to the right of the **Absence Type** to select the type of absence you desire.
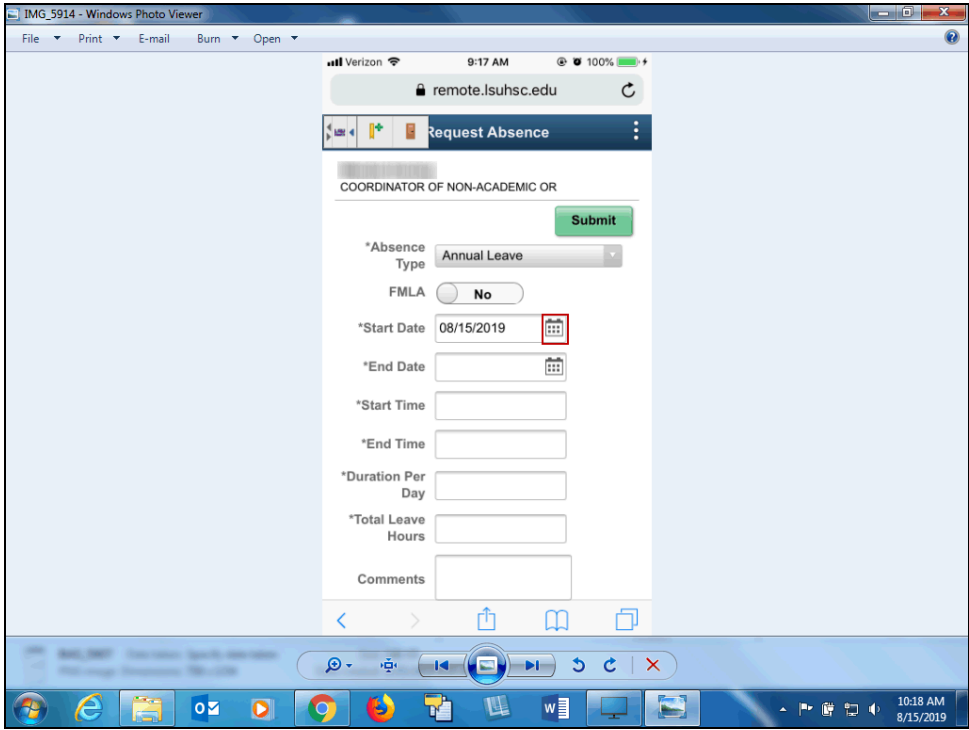
Step	Action
11.	Click the Calendar page icon to select the **Start Date**.
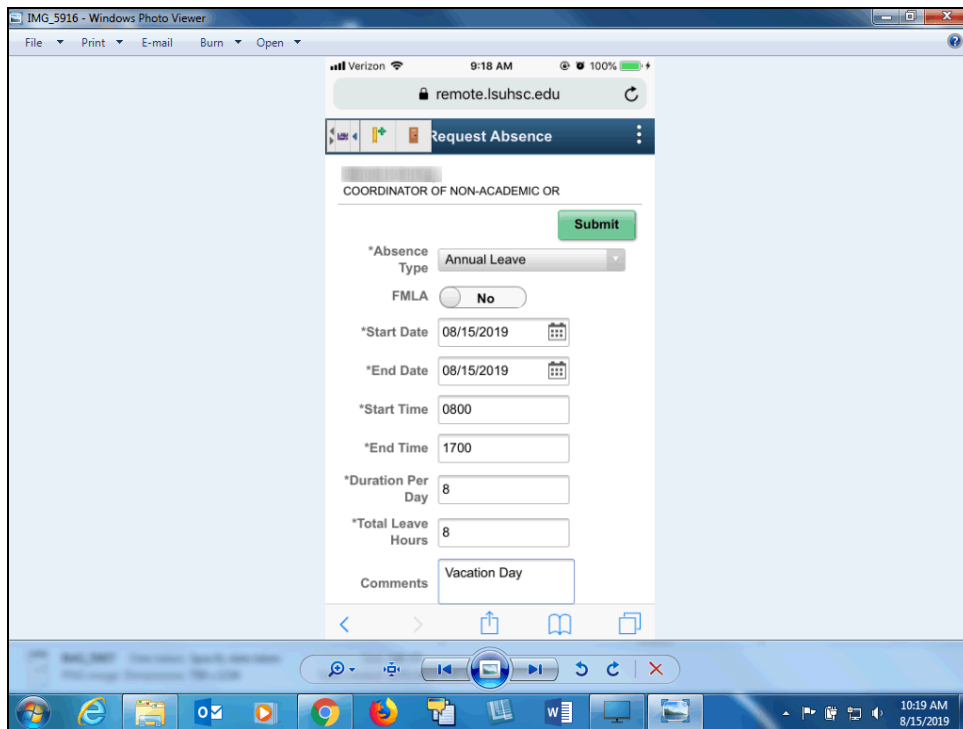
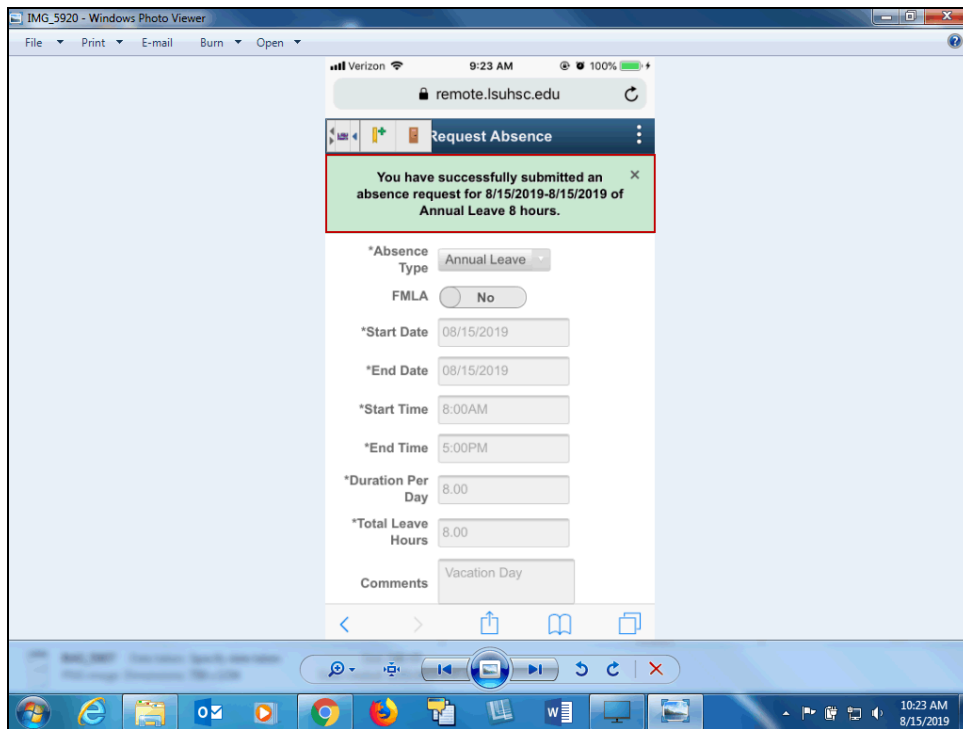| Step	Action
12.	Complete the form by entering the **Start Date, End Date, Start Time, End Time (include AM or PM), Duration Per Day (number of hours the absence will last each day), Total Leave Hours for all days requested, and Comments.**
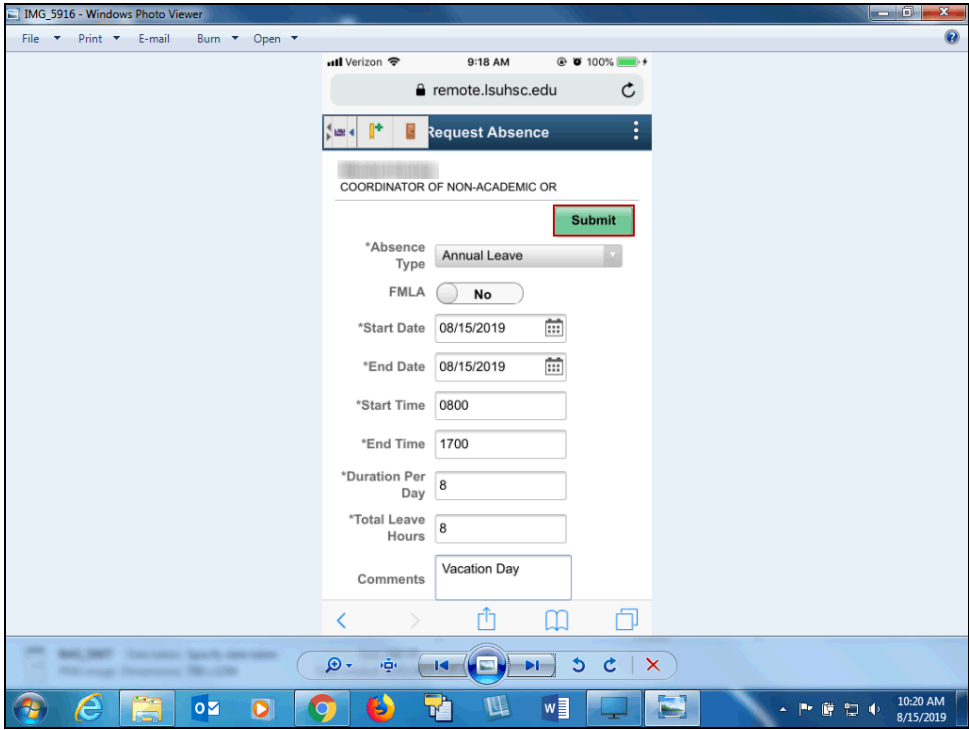
Step	Action
13.	Once all the fields have been entered, Click the **Submit** button.

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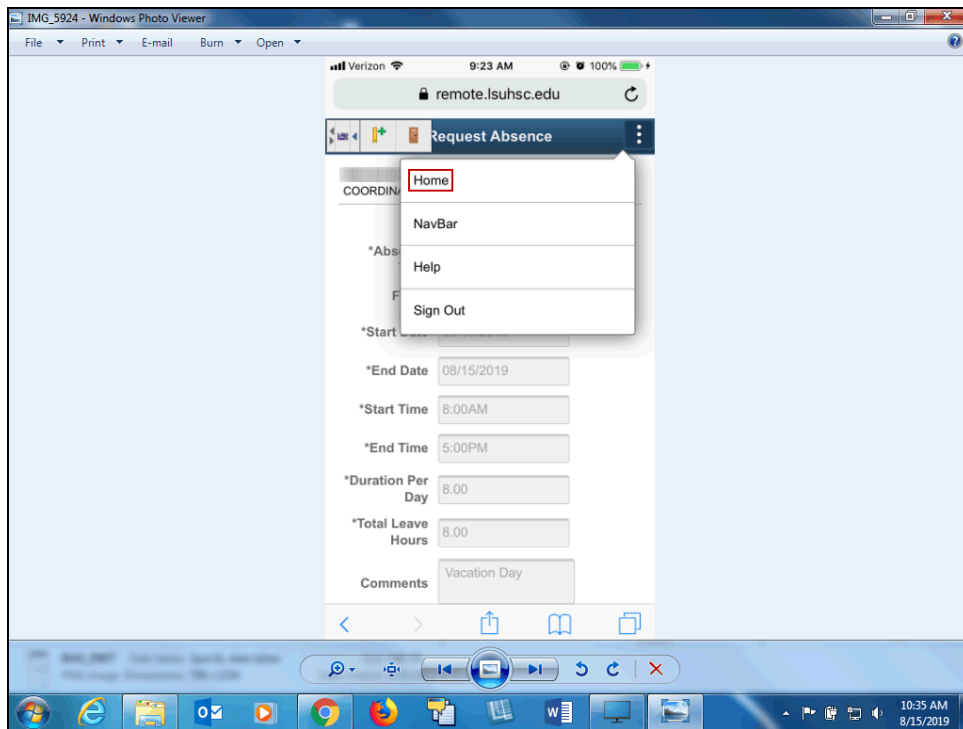| Step	Action
14.	Once the absence request has been submitted correctly, you will see a message across the top of the screen saving that the absence has been submitted successfully. Also, an email is generated that will automatically be sent to you and your supervisor's inbox.
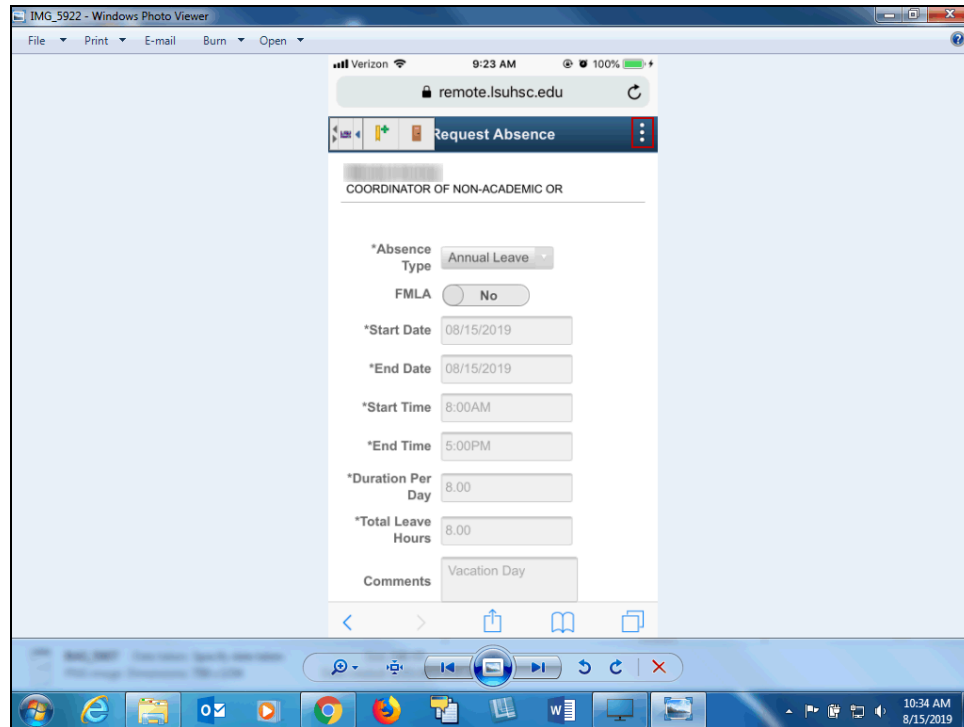
Step	Action
15.	To return to the **Home** screen, click the **Actions List** *(the three dots) in the upper right corner*.

Step	Action
16.	Select the **Home** option.
	Home

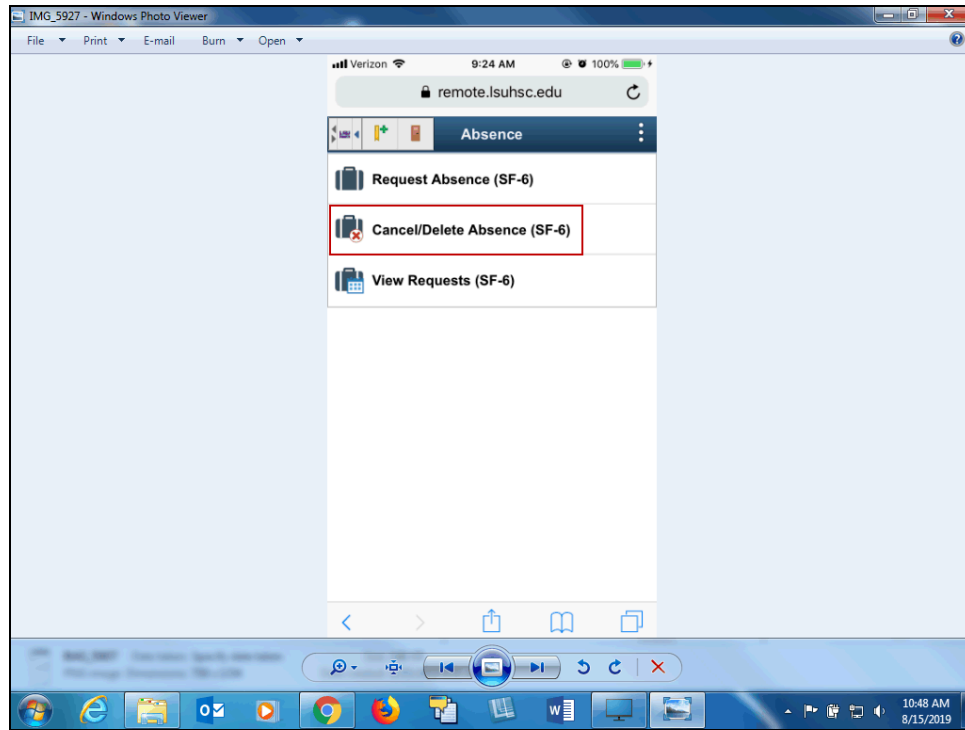| Step	Action
17.	You may also return to the **previous** screen by clicking the **Reposition Toolbar** button *(the double arrows)* to move the Remote Access Toolbar to reveal the Back Button underneath. Click the **Reposition Toolbar** button.

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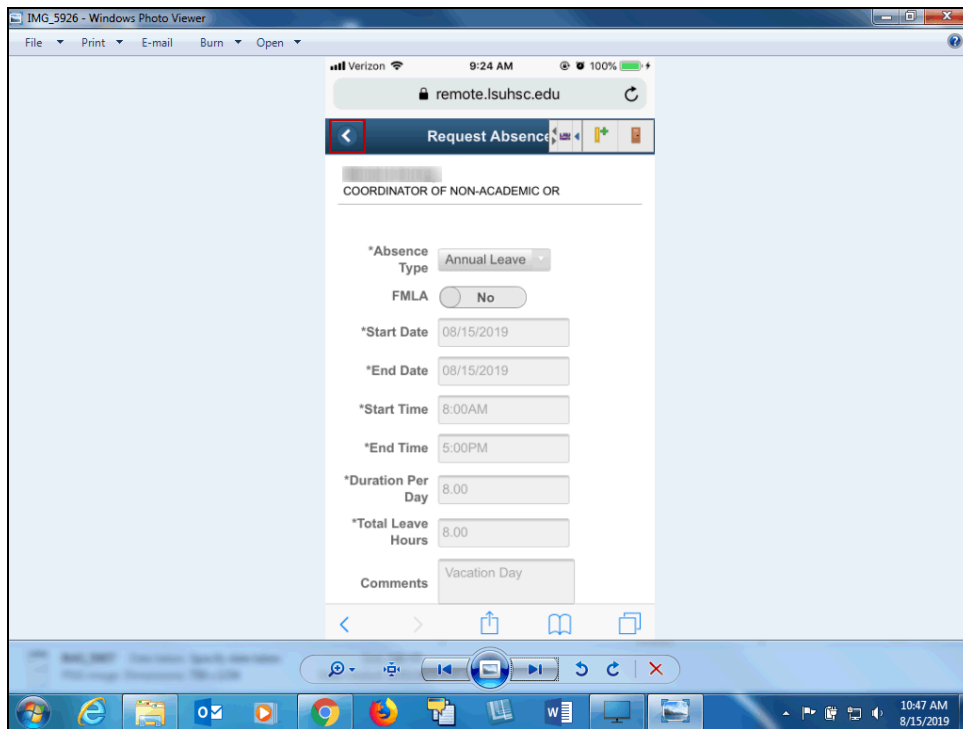
Step	Action
18.	Click the **Back** button.

Step	Action
19.	If you need to **Cancel/Delete Absence (SF-6)**. Click the **Cancel/Delete Absence (SF-6)** button.

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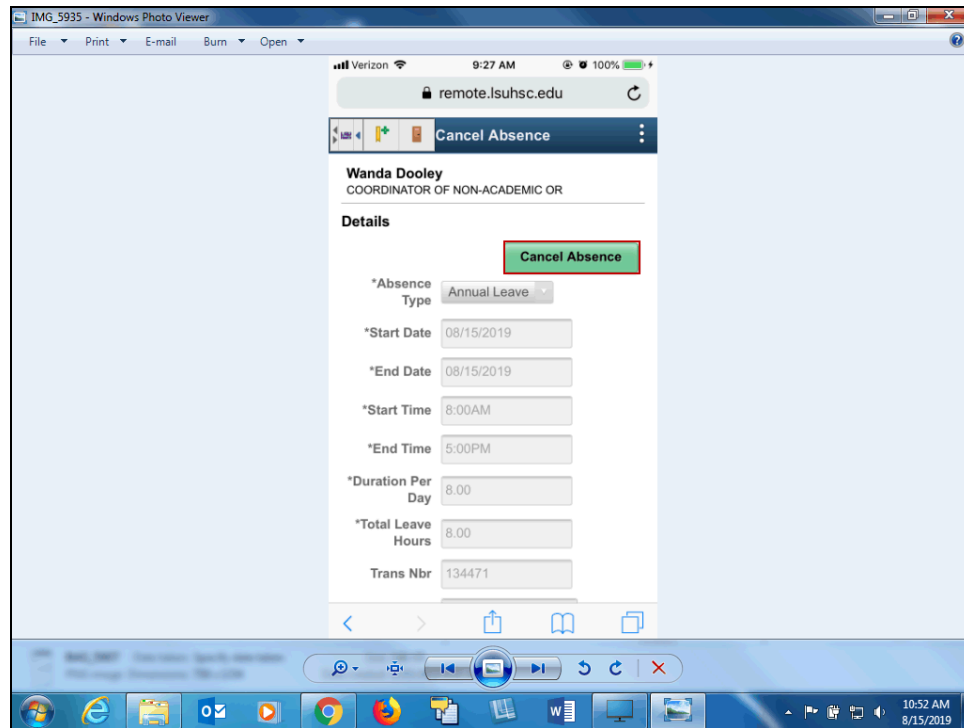## Employee Application for Absence on a Mobile Device
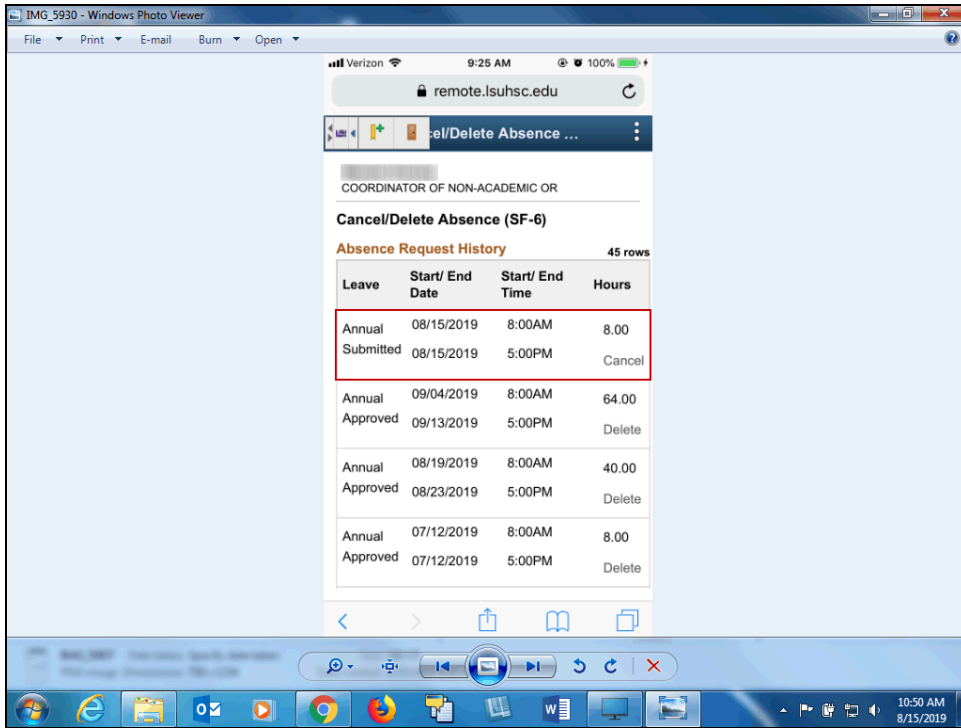
Step	Action
20.	Click the **Leave** date you wish to cancel.
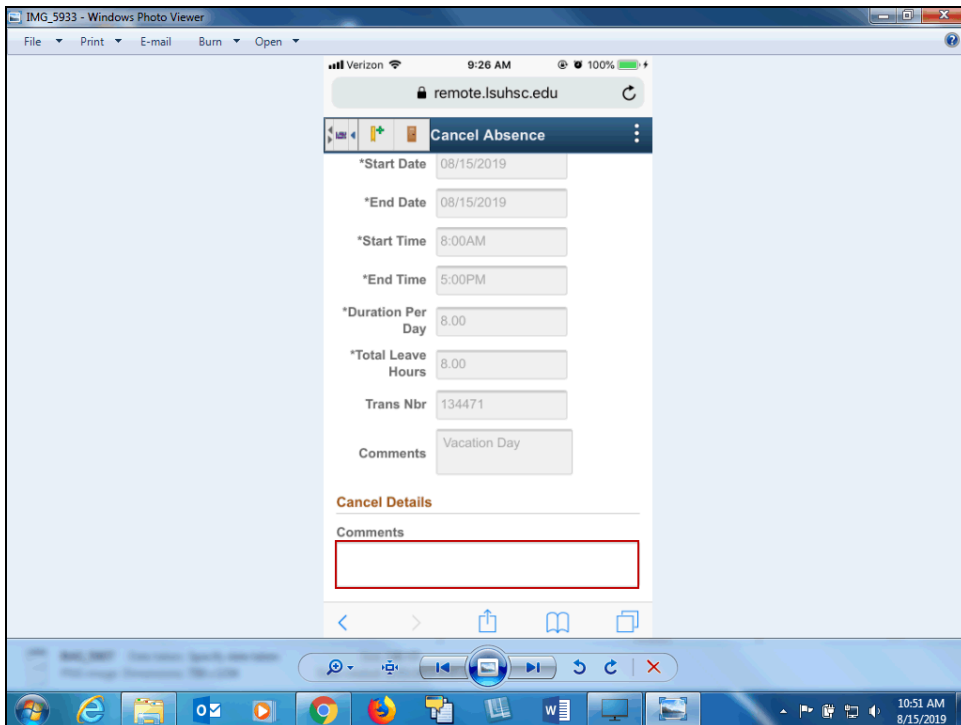
Step	Action
21.	Under the **Cancel Details**, put in the **Comments** explaining the reason for the cancelation.

Step	Action
22.	Click the **Cancel Absence** button.
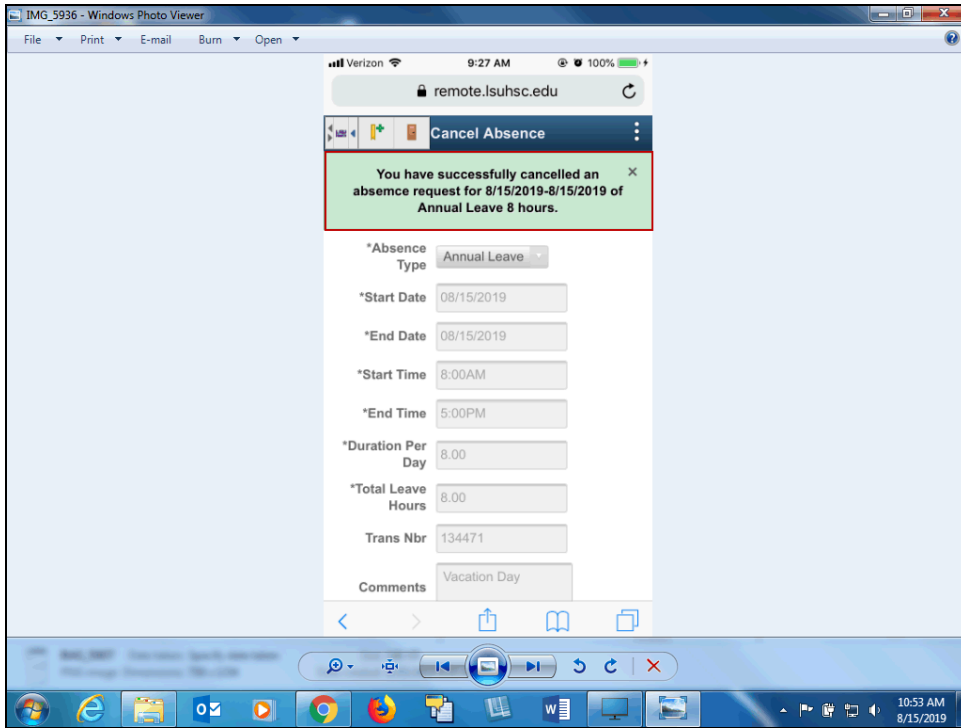
Step	Action
23.	If the **Cancel Absence** is successful, you will get a message as displayed.
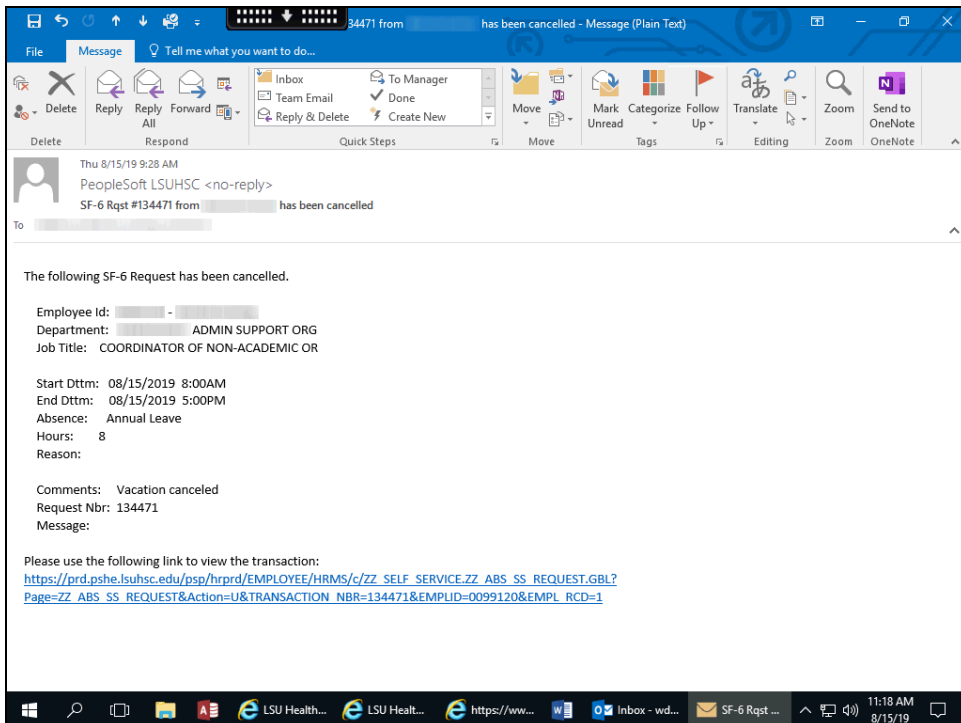
Step	Action
24.	Once the absence request has been canceled, an email is generated that will automatically be sent to your inbox.
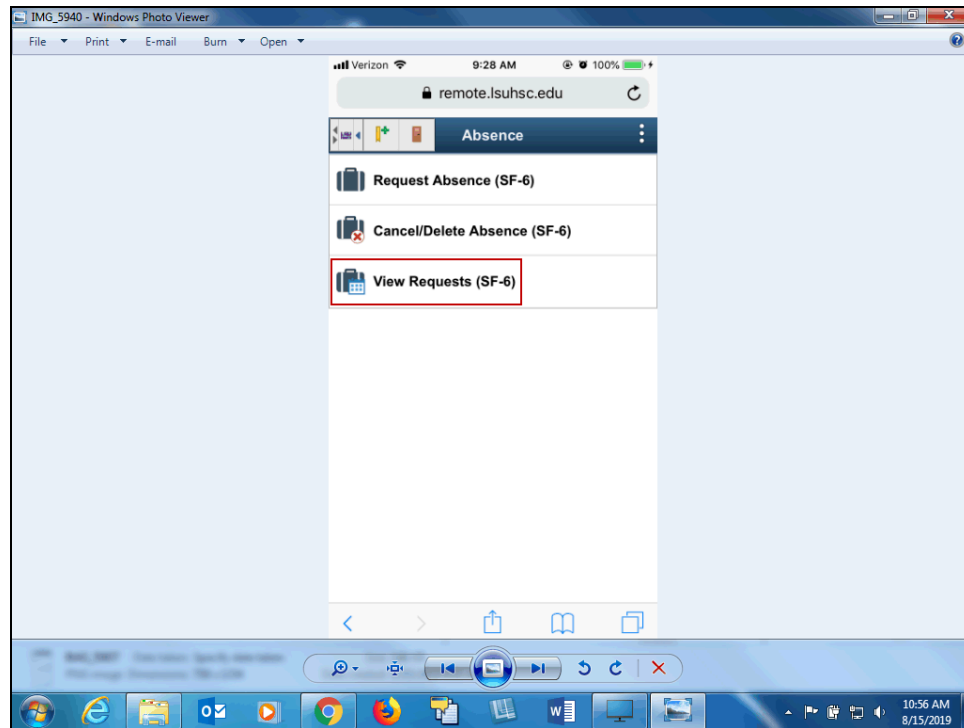
Step	Action
25.	If you would just like to see your Leave Balance and Absence Request History, click the **View Requests (SF-6)** link. ![](View Requests (SF-6))

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Step	Action
26.	On the **View Requests (SF-6)** screen, your total **Leave Balance** will be listed at the top of the page and the **Off-Campus Activity** and **Absence Request History** will be below.
27.	This completes *Employee Application for Absence - SF6*. **End of Procedure.**