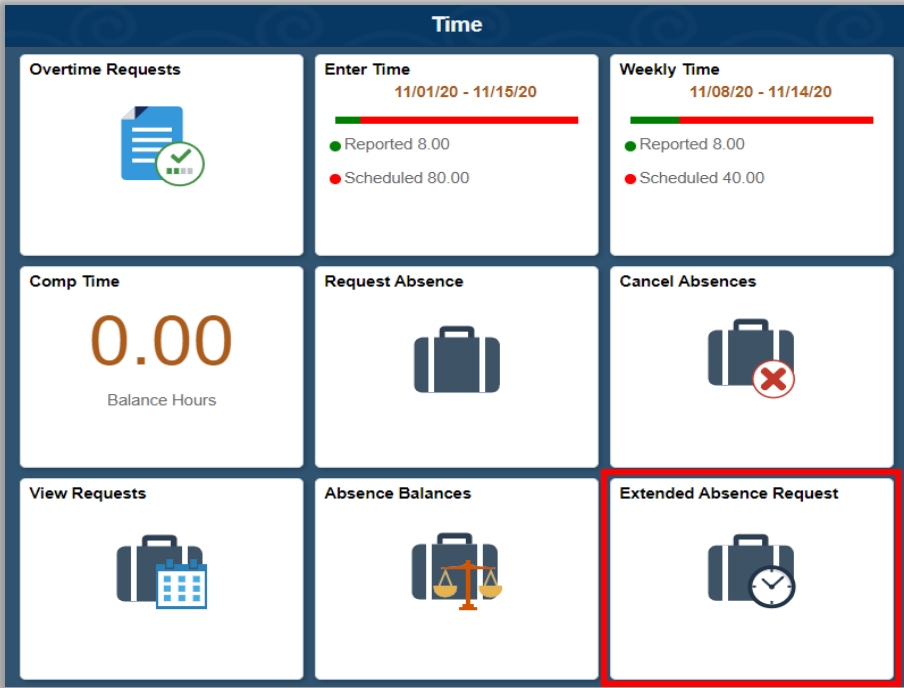
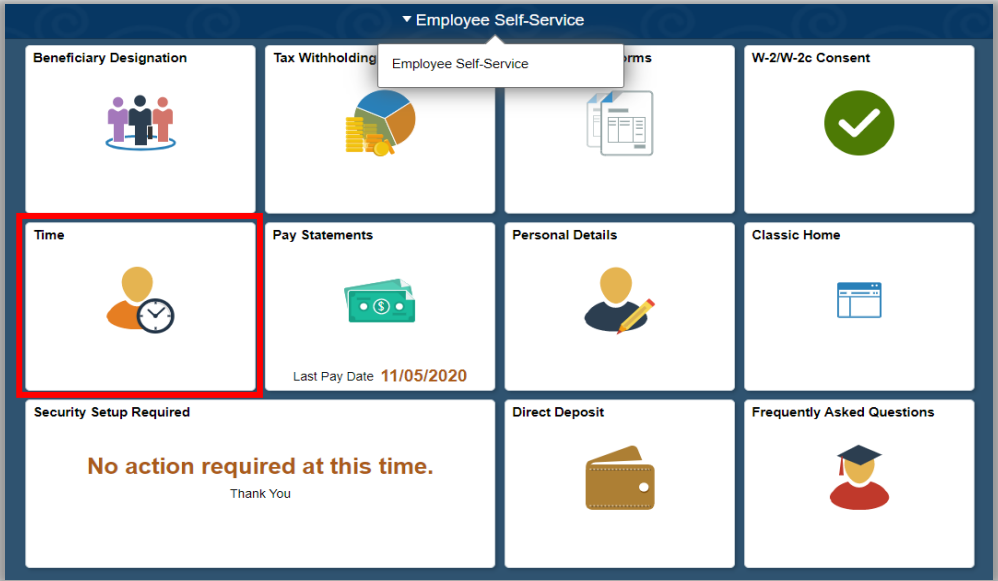


## Request Extended Absence – Employee

Once the HR Administrator approves the Extended Absence Request, an employee may now *Add Absences* to their request to take their leave.

1. Navigate to *Employee Self Service* > *Time* > *Extended Absence Request*



2. Select the approved Extended Absence to add a new absence

**Extended Absence Request**

**Manage Extended Absence**

Create and manage your extended absences here. You can create and submit the extended absence request for approval by entering Start Date, Expected End Date, Absence Take with the rest of the required information. If you are missing some information, save your request for later to manage your extended absences at a later time.

**Extended Absence Request**

Absence Name	Absence Reason	Start Date	Expected Return Date	Status	Source	Absence Request Exists
Hawaii Family Leave Law EA	Parent	03/01/2021	03/05/2021	Approved	Employee Extended Absence	No

3. Click **Add absence**

**Extended Absence Request**

Absence Type HFLS SICK AT  
 Absence Name Hawaii Family Leave Law EA  
 Status Approved

**Absence Requests**

**Add absence**

**Extended Absence Details**

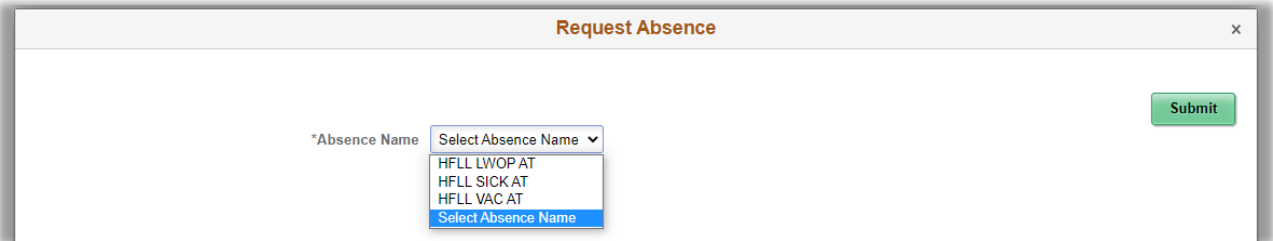
Start Date 03/01/2021  
 Expected Return Date 03/05/2021  
 Actual Return Date  
 Absence Reason Parent  
 Comments

**Attachments and Notes**

You have not added any Attachments.

Request History >  
 Approvals Chain >

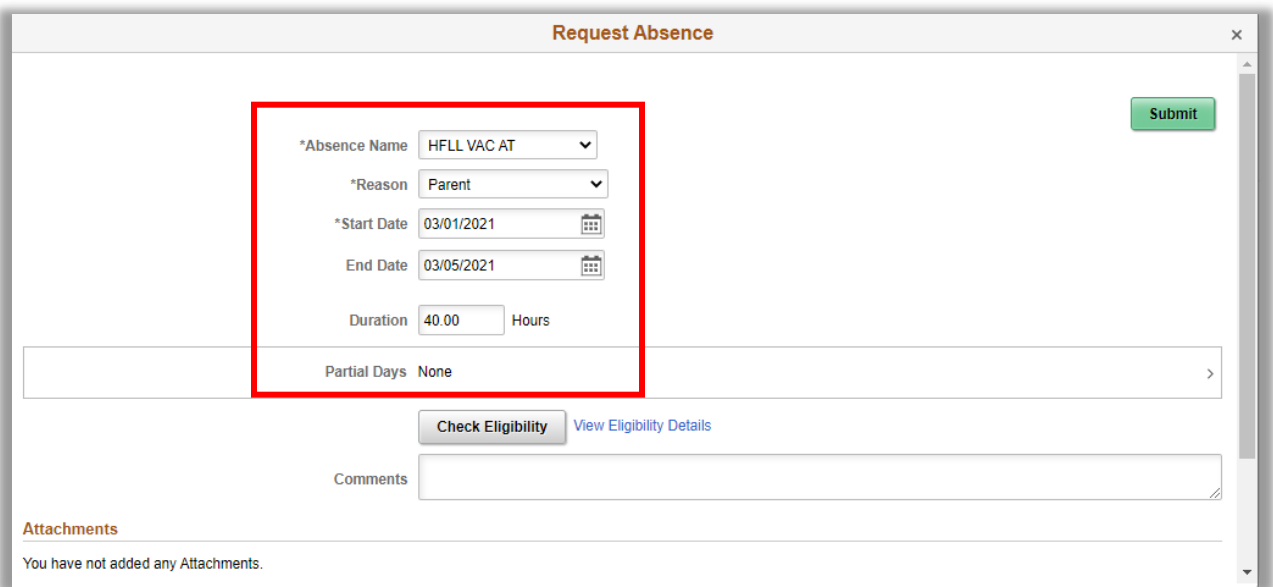
4. Select **Absence Name**



The screenshot shows a web browser window titled "Request Absence". On the right side, there is a green "Submit" button. On the left, there is a label "\*Absence Name" followed by a dropdown menu. The dropdown menu is open, showing the following options: "Select Absence Name", "HFLL LWOP AT", "HFLL SICK AT", "HFLL VAC AT", and "Select Absence Name".

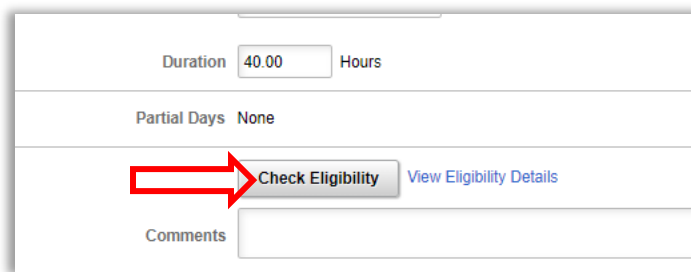
5. Complete **Absence Information**

- \*Reason – Required
- \*Start Date – Required
- End Date
- Duration – System will auto calculate Hours
- Partial Days – If Necessary



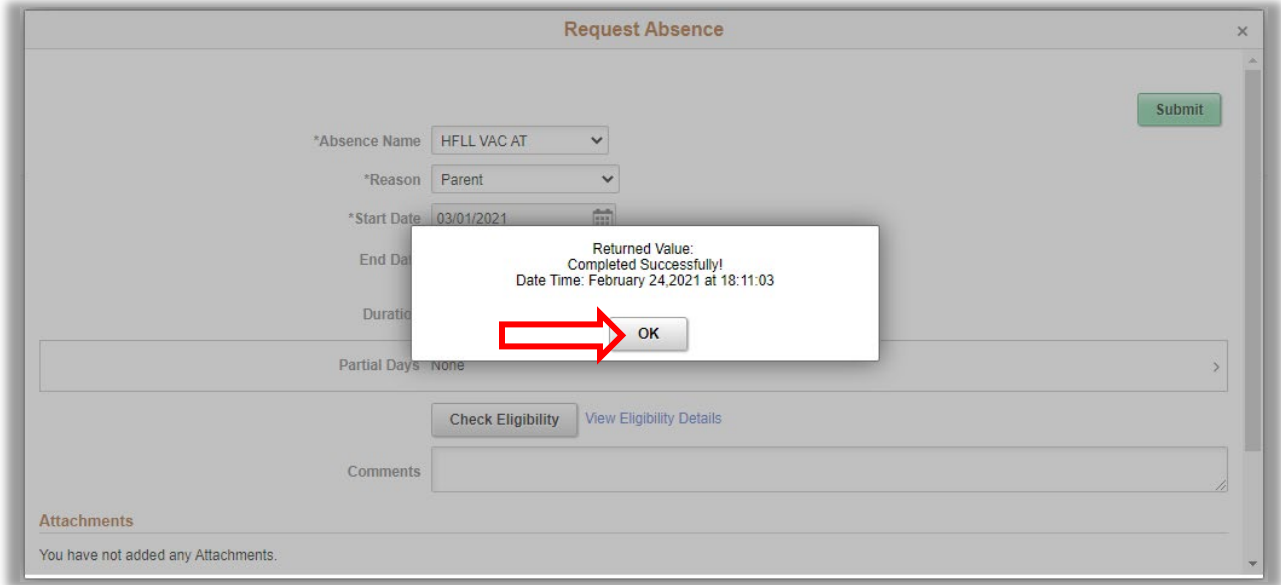
The screenshot shows the "Request Absence" form with several fields filled out. A red box highlights the following fields: "\*Absence Name" (set to "HFLL VAC AT"), "\*Reason" (set to "Parent"), "\*Start Date" (set to "03/01/2021"), "End Date" (set to "03/05/2021"), and "Duration" (set to "40.00" Hours). Below these fields, there is a "Partial Days" field set to "None". At the bottom of the form, there is a "Check Eligibility" button and a "View Eligibility Details" link. Below that is a "Comments" text area. At the very bottom, there is an "Attachments" section with the text "You have not added any Attachments."

6. Click **Check Eligibility**



This is a close-up screenshot of the "Check Eligibility" button. A red arrow points to the button, which is labeled "Check Eligibility" and has a "View Eligibility Details" link next to it. Above the button, the "Duration" is set to "40.00" Hours and "Partial Days" is set to "None". Below the button is a "Comments" text area.

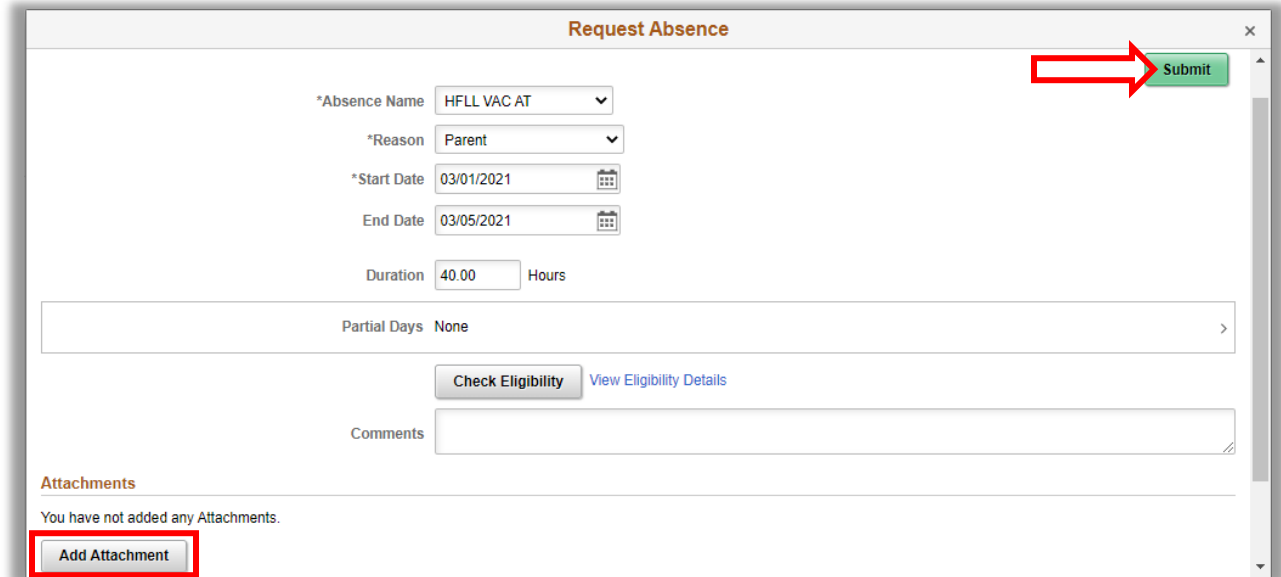
7. If eligibility check is successful, click **OK** to return to Request Absence



The screenshot shows the 'Request Absence' form with a modal dialog box overlaid. The dialog box contains the text: 'Returned Value: Completed Successfully! Date Time: February 24, 2021 at 18:11:03'. A red arrow points to the 'OK' button in the dialog box. The form fields are: \*Absence Name: HFLL VAC AT, \*Reason: Parent, \*Start Date: 03/01/2021, End Date: (empty), Duration: (empty), Partial Days: None, and Comments: (empty). There are buttons for 'Check Eligibility' and 'View Eligibility Details'. A 'Submit' button is visible in the top right corner of the form.

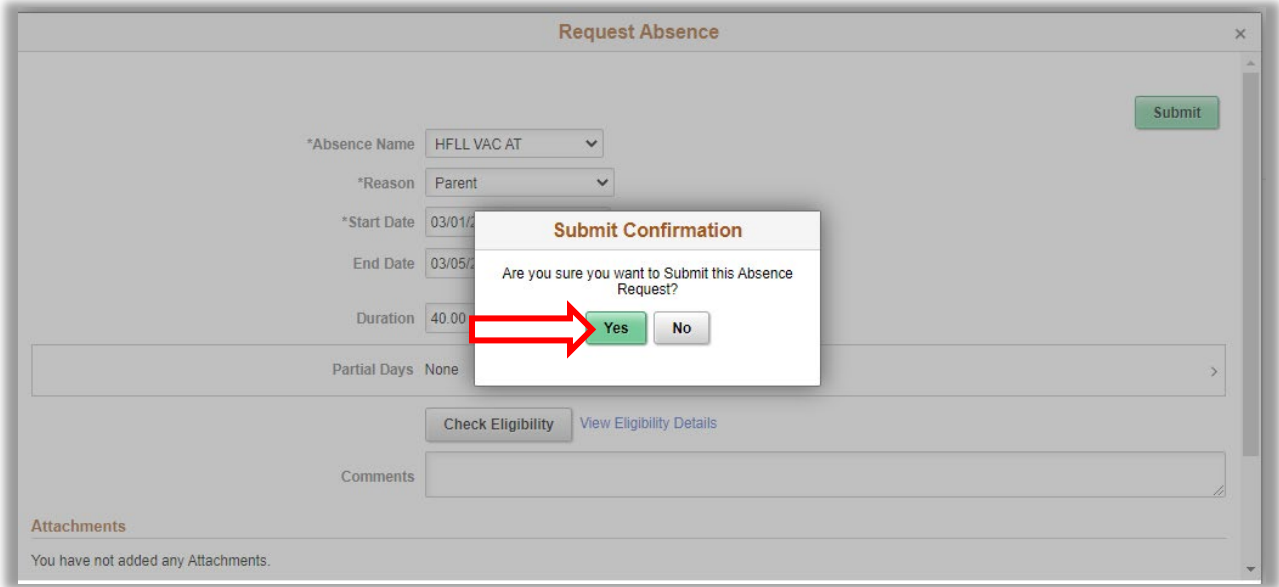
8. Click **Submit**

- You may also **Add Attachment**

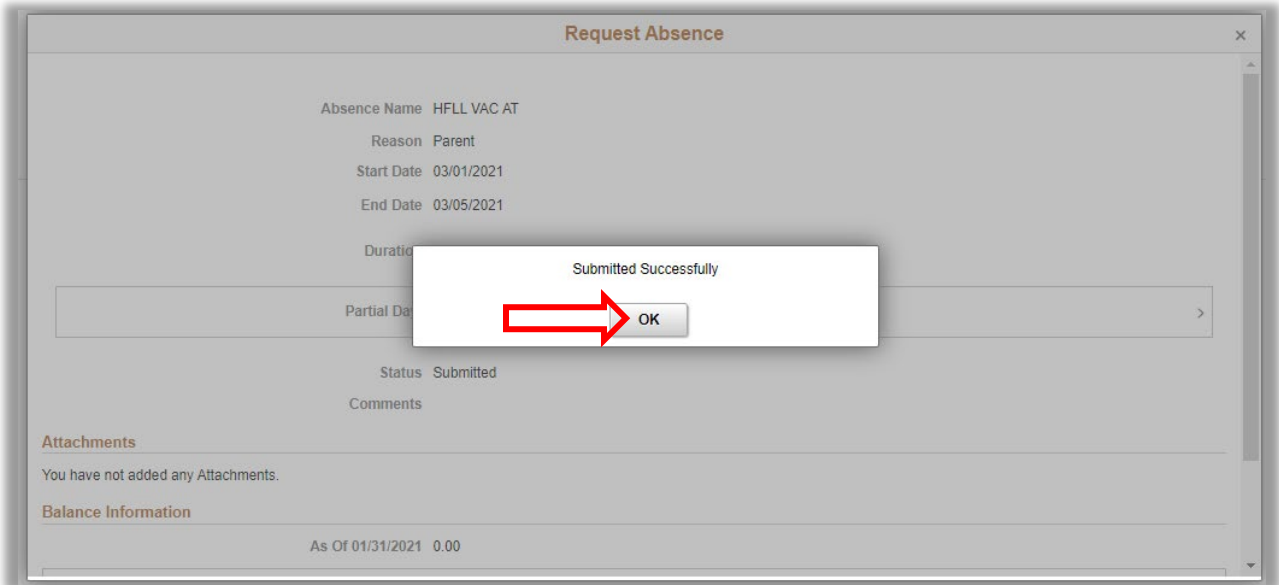


The screenshot shows the 'Request Absence' form with the 'Submit' button highlighted by a red arrow. The form fields are: \*Absence Name: HFLL VAC AT, \*Reason: Parent, \*Start Date: 03/01/2021, End Date: 03/05/2021, Duration: 40.00 Hours, Partial Days: None, and Comments: (empty). There are buttons for 'Check Eligibility' and 'View Eligibility Details'. A 'Submit' button is highlighted in the top right corner. At the bottom left, under the 'Attachments' section, the 'Add Attachment' button is highlighted with a red box.

9. Click **Yes** to confirm the **OK**



The screenshot shows a 'Request Absence' form with the following fields: \*Absence Name (HFLV VAC AT), \*Reason (Parent), \*Start Date (03/01/21), End Date (03/05/21), Duration (40.00), and Partial Days (None). A 'Submit' button is in the top right. A 'Submit Confirmation' dialog box is overlaid, asking 'Are you sure you want to Submit this Absence Request?' with 'Yes' and 'No' buttons. A red arrow points to the 'Yes' button. Below the form are 'Check Eligibility' and 'View Eligibility Details' buttons, and a 'Comments' text area. At the bottom, there is an 'Attachments' section with the text 'You have not added any Attachments.'



The screenshot shows the 'Request Absence' form after submission. The fields are: Absence Name (HFLV VAC AT), Reason (Parent), Start Date (03/01/2021), End Date (03/05/2021), Duration, and Partial Days. A 'Submitted Successfully' dialog box is overlaid with an 'OK' button, which is highlighted by a red arrow. Below the form, the 'Status' is 'Submitted' and there is a 'Comments' text area. At the bottom, there is an 'Attachments' section with the text 'You have not added any Attachments.' and a 'Balance Information' section with the text 'As Of 01/31/2021 0.00'.

10. Click “x” to exit and return to Add absence page

x

Absence Name HFLV VAC AT

Reason Parent

Start Date 03/01/2021

End Date 03/05/2021

Duration 40.00 Hours

Partial Days None >

Status Submitted

Comments

**Attachments**

You have not added any Attachments.

**Balance Information**

As Of 01/31/2021 0.00

8. Request will then be routed to HR Administrator for approval

< View Extended Absence
View Extended Absence

Absence Type HFLV SICK AT

Absence Name Hawaii Family Leave Law EA

Status Approved

**Absence Requests**

Add absence

**Manage Extended Absence** 1 row

Absence Name	Start Date	End Date	Duration	Status
HFLV VAC AT	03/01/2021	03/05/2021	40 Hour(s)	Submitted

**Extended Absence Details**

Start Date 03/01/2021

Expected Return Date 03/05/2021

Actual Return Date

Absence Reason Parent

Comments

**Attachments and Notes**

You have not added any Attachments.

Request History >

Approvals Chain >