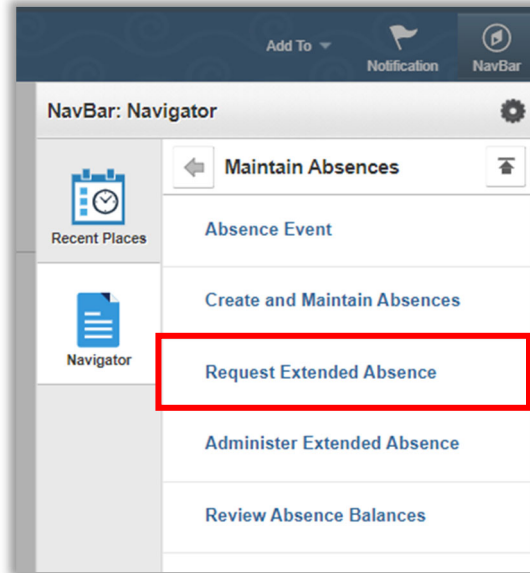
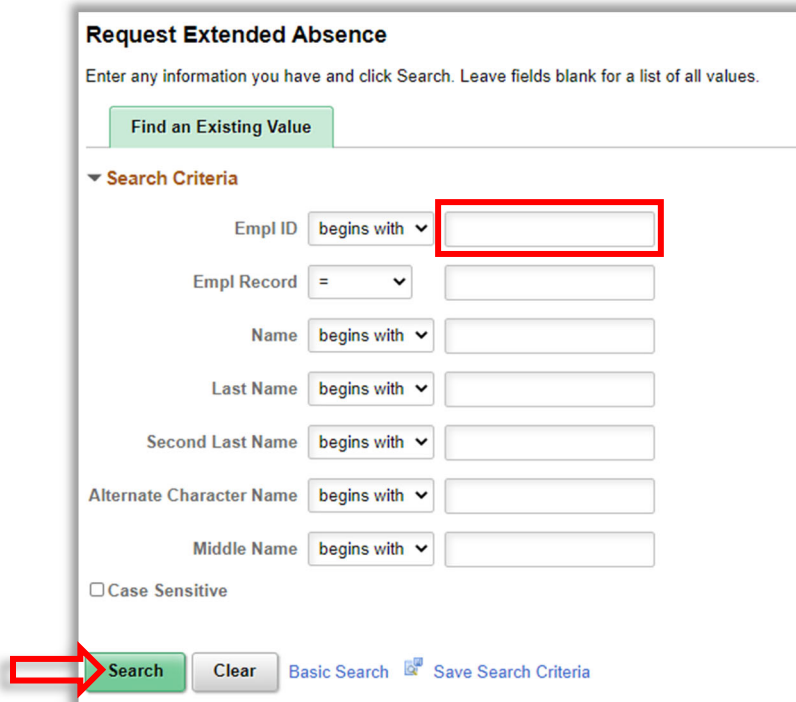


## Request Extended Absence on Behalf of Employee HR Administrator

1. Navigate to *NavBar* > *Navigator* > *Global Payroll & Absence Mgmt* > *Payee Data* > *Maintain Absences* > *Request Extended Absence*



2. Search for Employee by **Empl ID** or any of the Search Criteria



The screenshot shows a search form titled 'Request Extended Absence'. Below the title is a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a green button labeled 'Find an Existing Value'. Below this is a section titled 'Search Criteria' with a dropdown arrow. The form contains several search criteria, each with a dropdown menu and a text input field: 'Empl ID' (dropdown: 'begins with', input field highlighted with a red box), 'Empl Record' (dropdown: '=', input field), 'Name' (dropdown: 'begins with', input field), 'Last Name' (dropdown: 'begins with', input field), 'Second Last Name' (dropdown: 'begins with', input field), 'Alternate Character Name' (dropdown: 'begins with', input field), and 'Middle Name' (dropdown: 'begins with', input field). At the bottom left, there is a checkbox labeled 'Case Sensitive'. At the bottom, there is a green 'Search' button (highlighted with a red box), a grey 'Clear' button, and two links: 'Basic Search' and 'Save Search Criteria'.

3. Enter **Extended Absence Request Details** then click **Submit**

### Request Extended Absence

To create your request, complete the information in the Extended Absence Request Details section and select save for later or submit the request for approval. Additional information may be managed or viewed at a later time.

#### Extended Absence Request Details ?

\*Start Date

\*Expected Return Date

Actual Return Date

Absence Type

\*Absence Name

\*Absence Reason

[State of Hawaii FMLA Eligibility](#)

#### Absence Requests

##### Absence Request ?

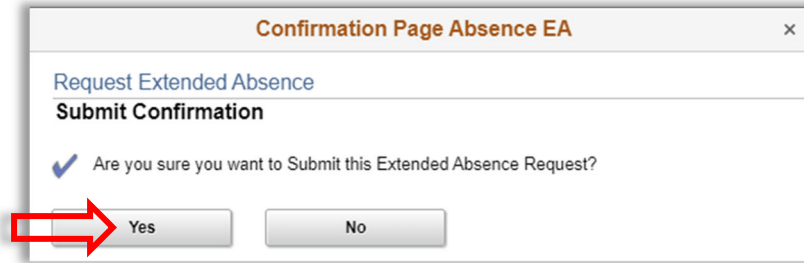
Absence Requests	Status	Start Date	End Date	Process Action	Voided
					<input type="checkbox"/>

Requestor Comments

Go To [View Extended Absence Request History](#) [View Absence Balances](#) [Return to Search List](#)

\* Required Field

4. Click **Yes** to confirm



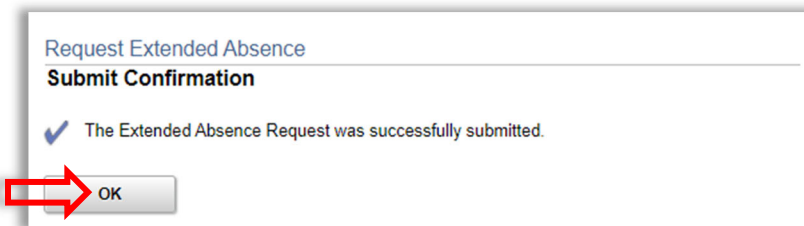
**Confirmation Page Absence EA**

Request Extended Absence

**Submit Confirmation**

Are you sure you want to Submit this Extended Absence Request?

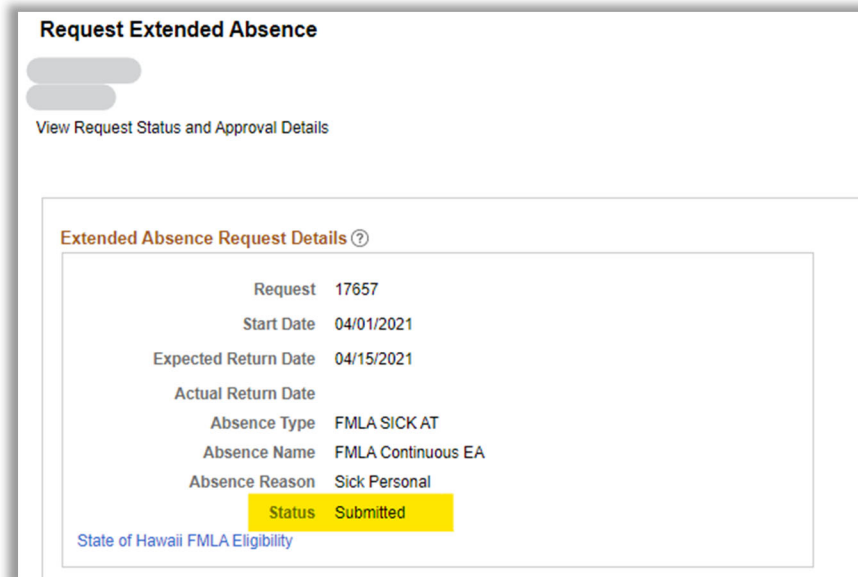
5. Click **OK** to return to Request Extended Absence page



Request Extended Absence

**Submit Confirmation**

The Extended Absence Request was successfully submitted.



**Request Extended Absence**

View Request Status and Approval Details

**Extended Absence Request Details**

Request	17657
Start Date	04/01/2021
Expected Return Date	04/15/2021
Actual Return Date	
Absence Type	FMLA SICK AT
Absence Name	FMLA Continuous EA
Absence Reason	Sick Personal
Status	Submitted

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