

**University of South Carolina
Absence Management - MSS
Request an Absence On Behalf of Employee From the My Team Tile**

How to request a full day absence:

This job aid outlines how a manager can request an absence on behalf of an employee from the My Team tile. Managers can view the onboarding summary for their new employees, request an absence on behalf of an employee, view job information, and specific personal information such as emergency contact(s).

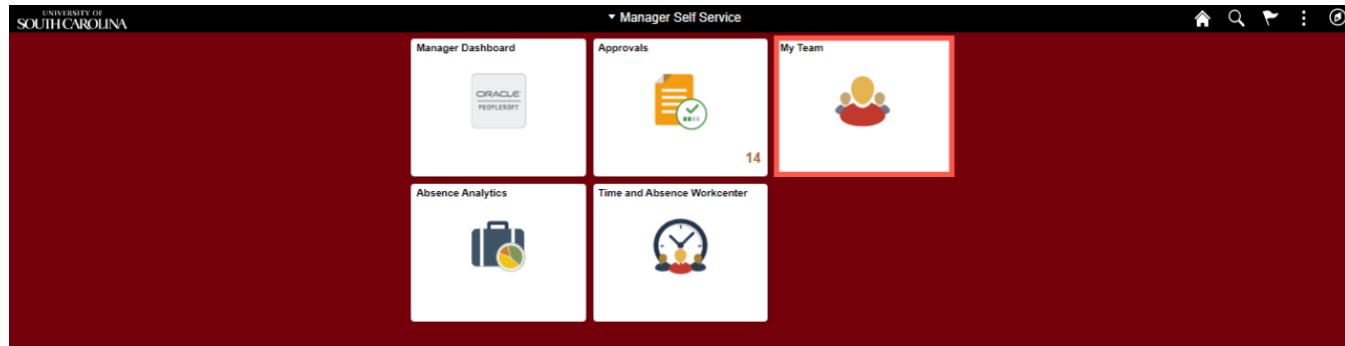
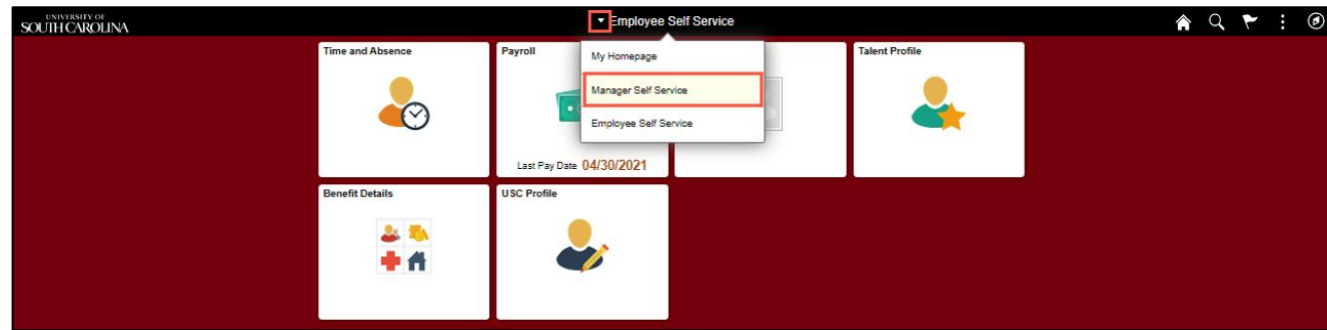
Navigation: Employee Self Service > Manager Self Service > My Team

Processing Steps

Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop down arrow and select **Manager Self Service** from the list.

Step 2: Click the **My Team** tile.

Screenshots

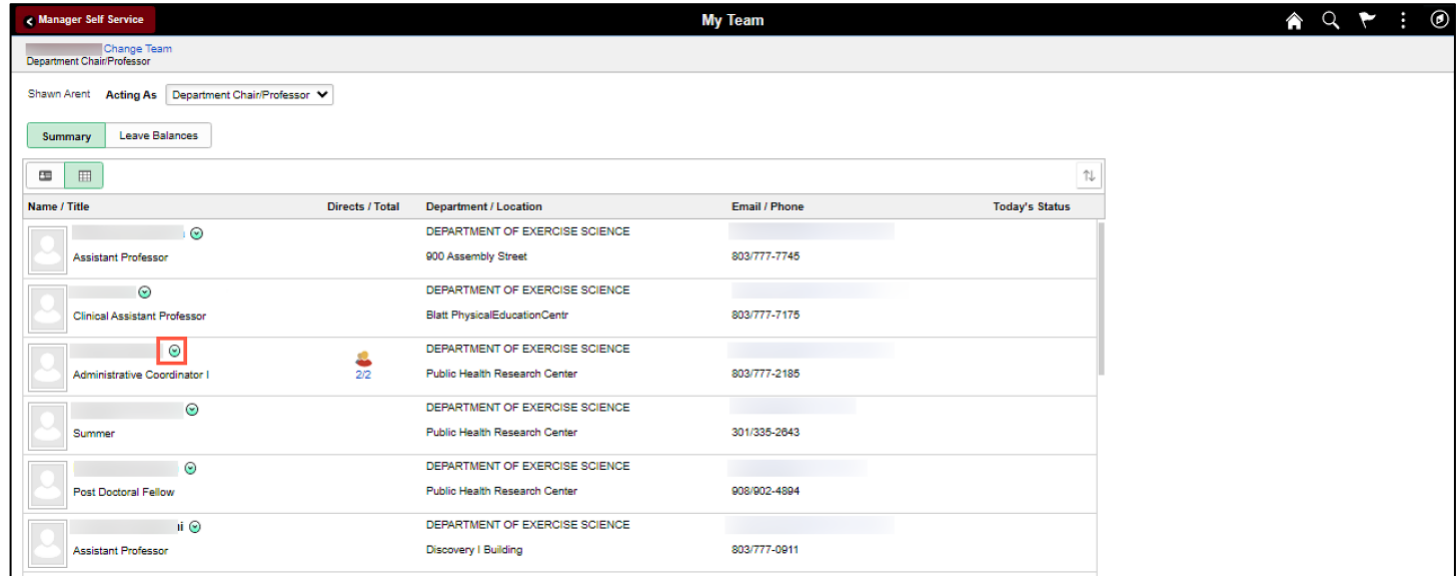


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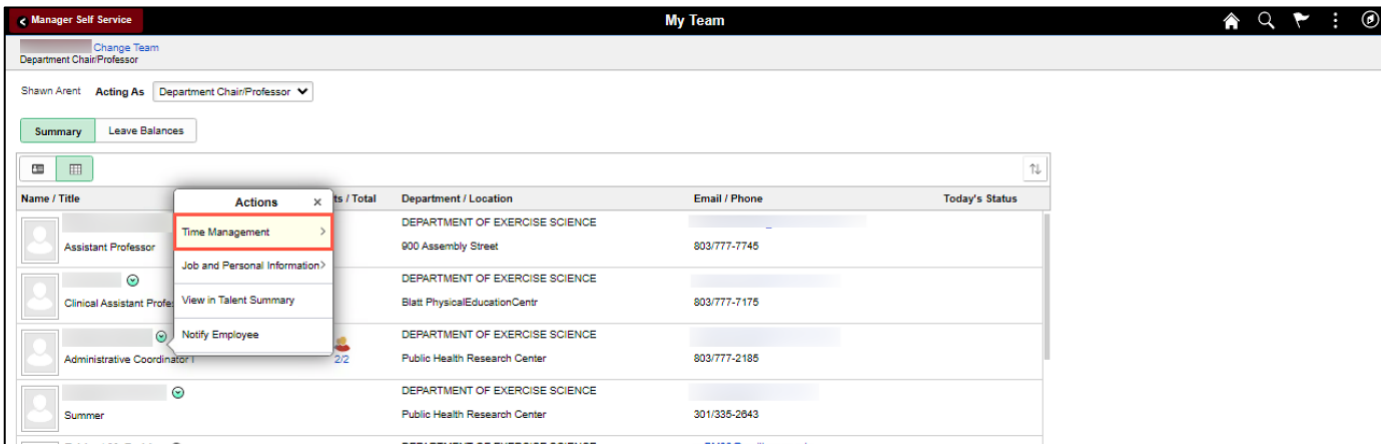
On the **View My Team** page, you will see all of your direct reports.

Step 3: To request an absence on an employee's behalf, begin by clicking the **Related Actions** menu button (small green circular button next to the employee's name) to view available options.



Name / Title	Directs / Total	Department / Location	Email / Phone	Today's Status
Assistant Professor		DEPARTMENT OF EXERCISE SCIENCE 900 Assembly Street	803/777-7745	
Clinical Assistant Professor		DEPARTMENT OF EXERCISE SCIENCE Blatt PhysicalEducationCentr	803/777-7175	
Administrative Coordinator I	2/2	DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center	803/777-2185	
Summer		DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center	301/335-2043	
Post Doctoral Fellow		DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center	906/902-4894	
Assistant Professor		DEPARTMENT OF EXERCISE SCIENCE Discovery I Building	803/777-0911	

Step 4: Click **Time Management** from the drop-down list.



Name / Title	Directs / Total	Department / Location	Email / Phone	Today's Status
Assistant Professor		DEPARTMENT OF EXERCISE SCIENCE 900 Assembly Street	803/777-7745	
Clinical Assistant Prof		DEPARTMENT OF EXERCISE SCIENCE Blatt PhysicalEducationCentr	803/777-7175	
Administrative Coordinator I	2/2	DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center	803/777-2185	
Summer		DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center	301/335-2043	
Post Doctoral Fellow		DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center	906/902-4894	

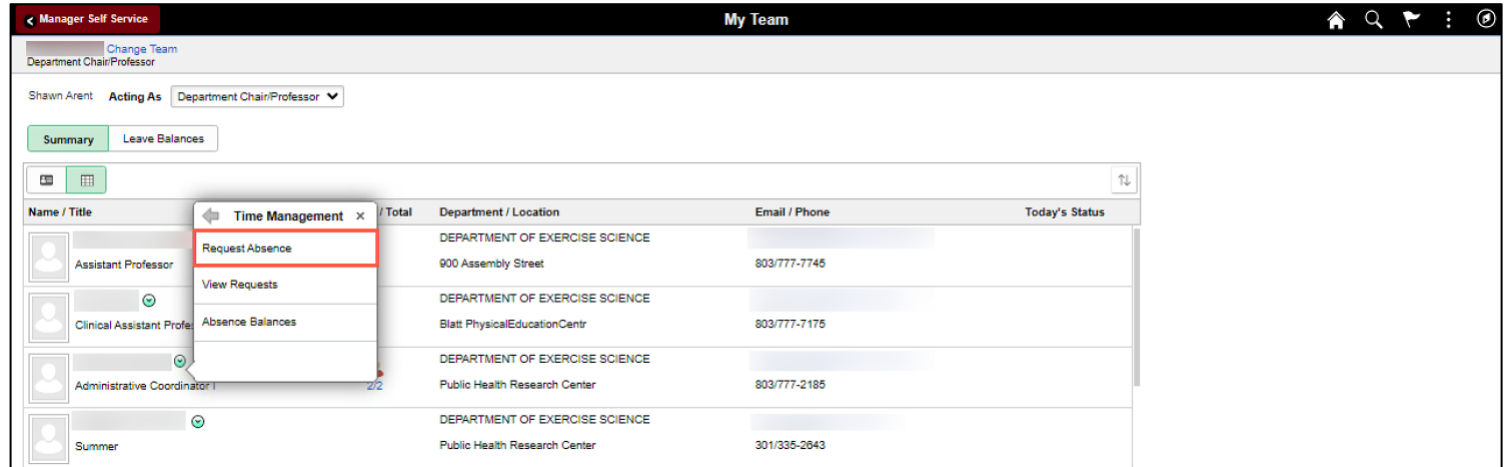
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Step 5: Click the **Request Absence** option from the drop-down list.

From this list you can also:

- Access the **View Request** page where you can view a list of the employee's absence requests.
- Access the **Absence Balance** page to view an employee's current absence balances and forecast balance for future dated absence requests.



The screenshot shows the 'My Team' page in the absence management system. At the top, there is a navigation bar with 'Manager Self Service' and 'My Team'. Below this, there are tabs for 'Summary' and 'Leave Balances'. A table lists team members with columns for Name / Title, Total, Department / Location, Email / Phone, and Today's Status. A dropdown menu is open over the table, showing options: 'Request Absence', 'View Requests', and 'Absence Balances'. The 'Request Absence' option is highlighted with a red box.

Name / Title	Total	Department / Location	Email / Phone	Today's Status
Assistant Professor		DEPARTMENT OF EXERCISE SCIENCE 900 Assembly Street	803/777-7745	
Clinical Assistant Profe		DEPARTMENT OF EXERCISE SCIENCE Blatt PhysicalEducationCentr	803/777-7175	
Administrative Coordinator	2/2	DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center	803/777-2185	
Summer		DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center	301/335-2043	

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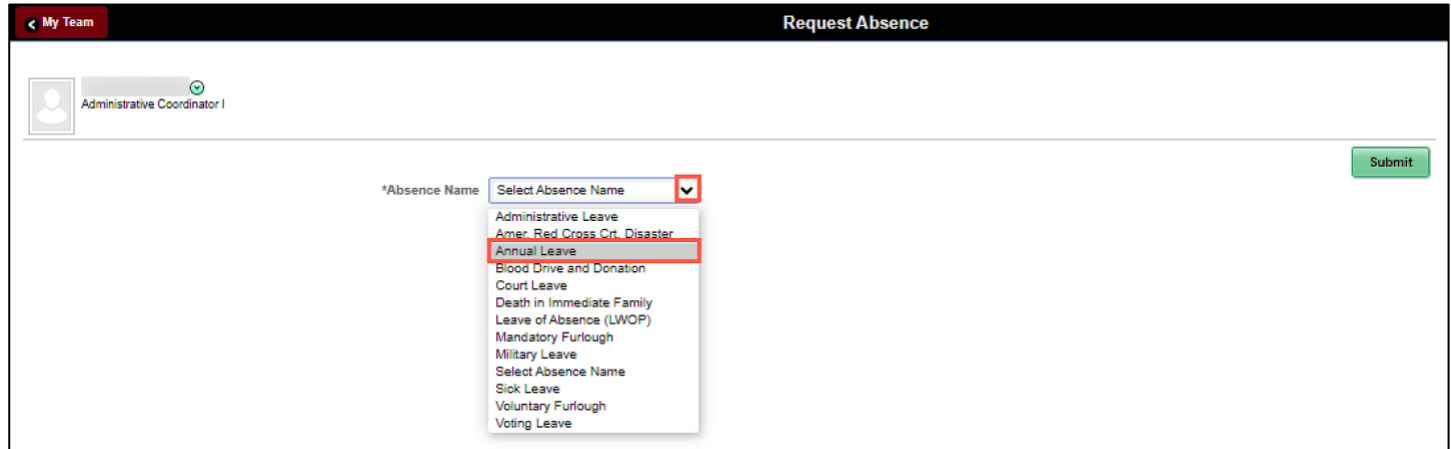
Step 6: Click the **Absence Name** drop-down arrow and select an absence type.

This will only display absence types that are associated with the employee's eligibility.

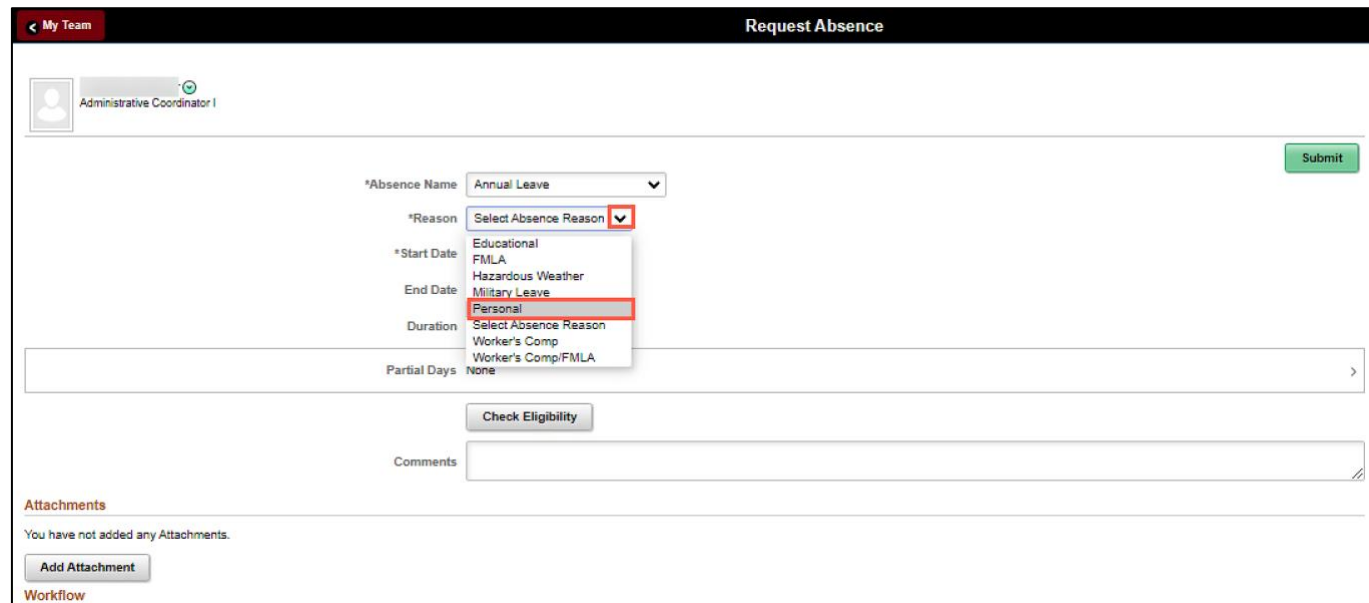
Please refer to the Absence Type one page document.

Step 7: Click the **Reason** drop-down arrow and select an appropriate reason for the leave.

Note: Not all absence types have this reason field.



The screenshot shows the 'Request Absence' form for an 'Administrative Coordinator I'. The '*Absence Name' dropdown menu is open, displaying a list of options. 'Annual Leave' is highlighted with a red box. Other options include Administrative Leave, Amer. Red Cross Cr. Disaster, Blood Drive and Donation, Court Leave, Death in Immediate Family, Leave of Absence (LWOP), Mandatory Furlough, Military Leave, Select Absence Name, Sick Leave, Voluntary Furlough, and Voting Leave. A green 'Submit' button is visible in the top right corner.



The screenshot shows the 'Request Absence' form with the '*Absence Name' dropdown set to 'Annual Leave'. The '*Reason' dropdown menu is open, displaying options: Educational, FMLA, Hazardous Weather, Military Leave, and Personal. 'Personal' is highlighted with a red box. Other fields include '*Start Date', 'End Date', 'Duration' (with a dropdown for 'Select Absence Reason'), 'Partial Days' (set to 'None'), a 'Check Eligibility' button, and a 'Comments' text area. At the bottom, there is an 'Attachments' section with the message 'You have not added any Attachments.' and an 'Add Attachment' button, and a 'Workflow' section.

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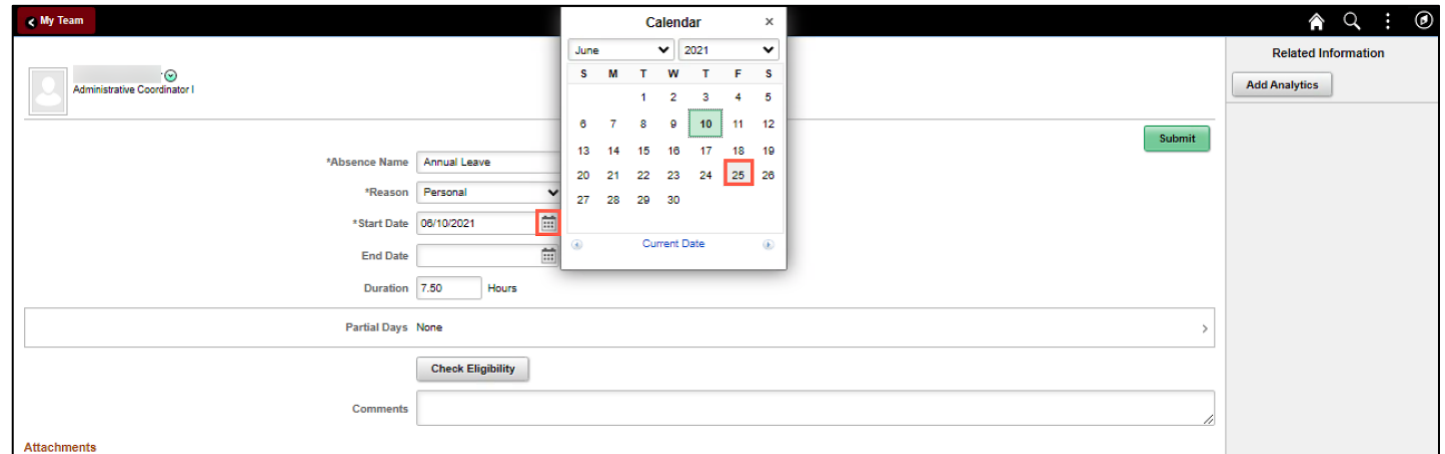
Step 8: Click the **Calendar** icon to select a start date for the absence.

Select the first day of the absence event. The field option defaults to the current date. If there's a break in the absence, enter each event separately. For example, if the employee is out sick for two days, return to work for three days, and are out sick again, enter two absence events. If the absence includes a weekend (say, Thursday to Monday), enter one absence event.

Future dated absences can be entered months in advance of the planned absences.

You can go back and enter absences that occurred 60 days prior to the current day on behalf of an employee.

Note: An end date is not needed unless you are requesting multiple days of leave.



The screenshot shows the 'My Team' interface for an 'Administrative Coordinator I'. The form includes the following fields:

- *Absence Name: Annual Leave
- *Reason: Personal
- *Start Date: 06/10/2021 (highlighted with a red box in the calendar)
- End Date: (empty)
- Duration: 7.50 Hours
- Partial Days: None
- Comments: (empty)

A calendar pop-up is displayed for June 2021, with the date 10 highlighted in green and 25 highlighted in red. The interface also features a 'Submit' button, a 'Check Eligibility' button, and a 'Related Information' sidebar with an 'Add Analytics' button.

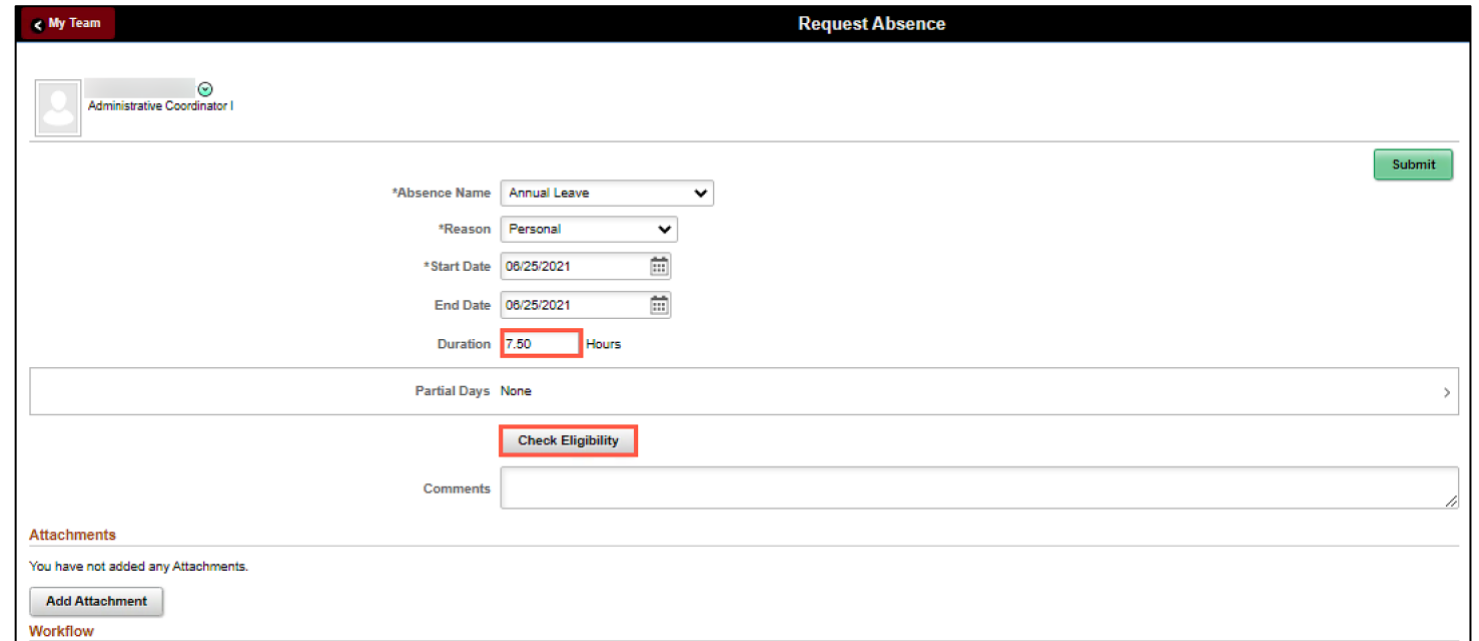
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Validate the number of hours for the absence in the **Duration** field.

Duration Hours are determined by the employee's assigned work schedule and should match the hours they are scheduled to work on the days for which the absence has been requested.

An absence cannot be requested for a date an employee is not scheduled to work.

Step 9: If the absence request is for annual or sick leave, click the **Check Eligibility** button to determine if you are eligible to take the leave.



Request Absence

Administrative Coordinator I

*Absence Name: Annual Leave

*Reason: Personal

*Start Date: 08/25/2021

End Date: 08/25/2021

Duration: 7.50 Hours

Partial Days: None

Check Eligibility

Comments

Attachments
You have not added any Attachments.
Add Attachment

Workflow

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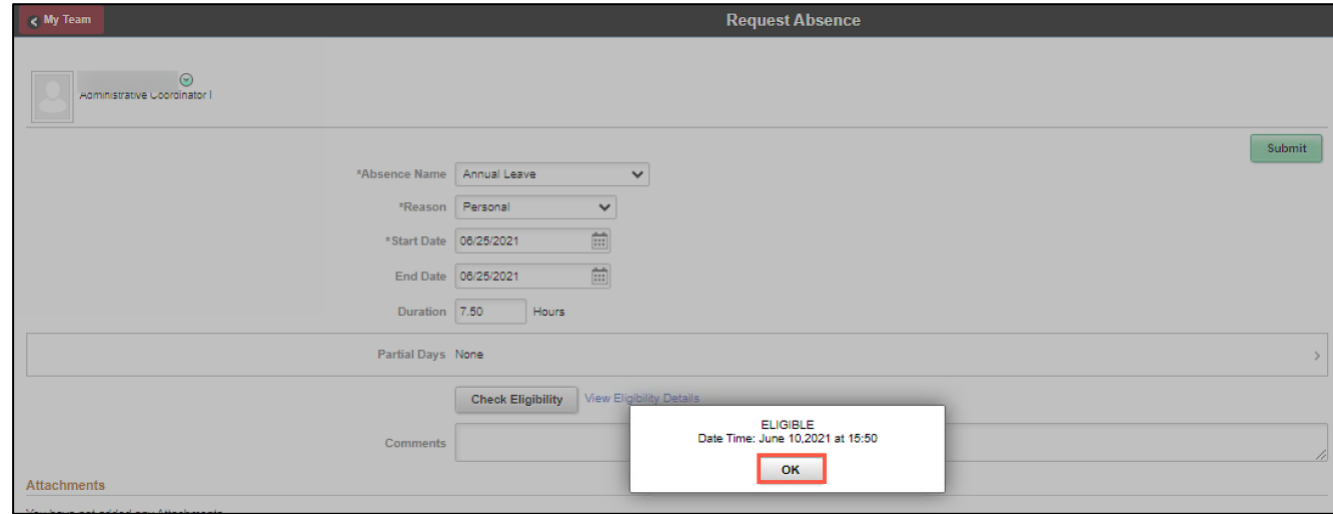
Two possible messages will be returned:

- **ELIGIBLE** means they have the leave available.
- **INELIGIBLE** means they do not have the leave balance available for the request.

If the absence is for leave types other than annual or sick leave, you will not see this Check Eligibility button. However, if the other leave type (i.e. death in the immediate family leave) has a limit per Uof SC policy, an error message will appear if your request exceeds the established limit.

Step 10: A message appears saying you are eligible. Click the **OK** button to continue.

Step 11: Click the **View Eligibility Details** link to view the details.



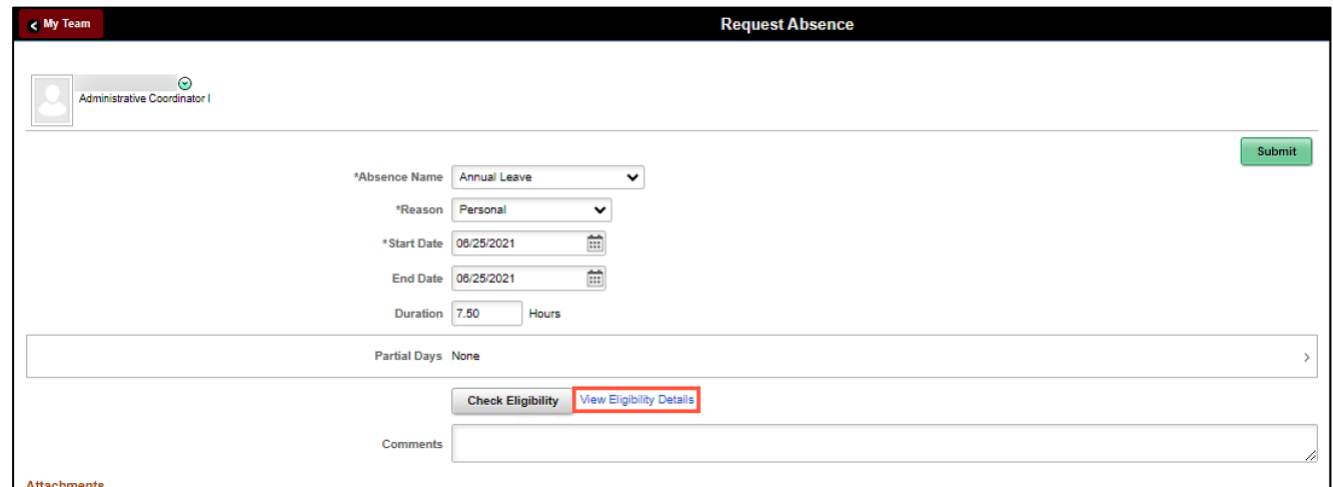
The screenshot shows the 'Request Absence' form for an 'Administrative Coordinator I'. The form fields are:

- *Absence Name: Annual Leave
- *Reason: Personal
- *Start Date: 06/25/2021
- End Date: 06/25/2021
- Duration: 7.50 Hours
- Partial Days: None

 A modal message is displayed in the center:


```

    ELIGIBLE
    Date Time: June 10,2021 at 15:50
    [OK]
    
```



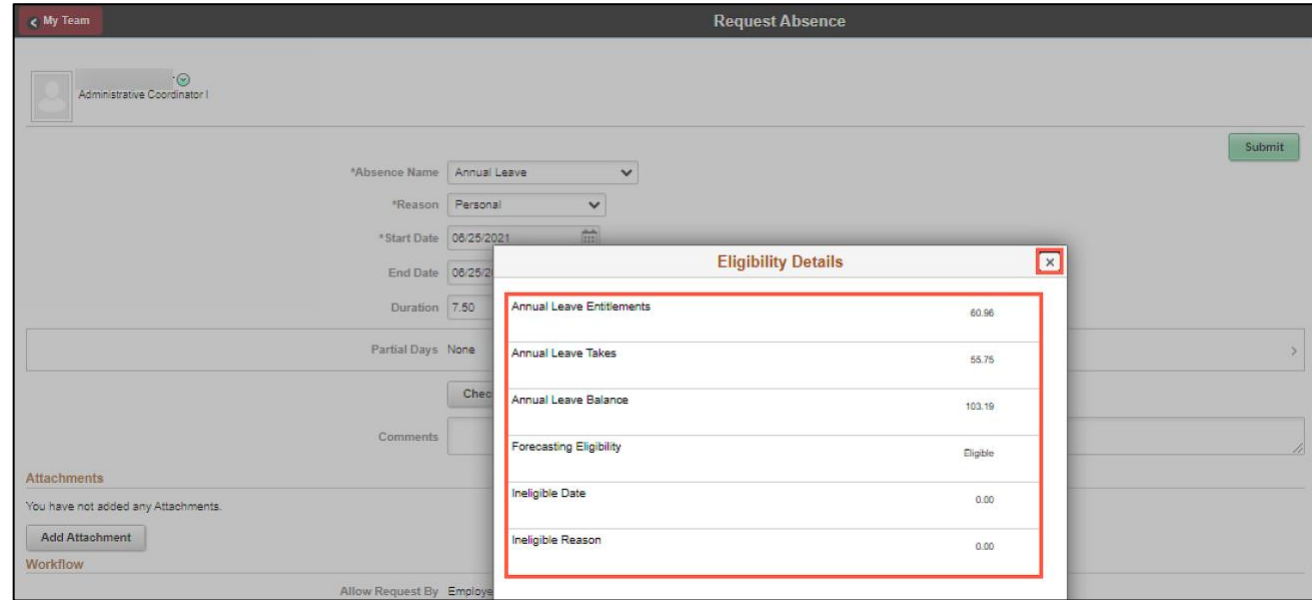
The screenshot shows the same 'Request Absence' form. The 'View Eligibility Details' link is highlighted with a red box. The form fields are:

- *Absence Name: Annual Leave
- *Reason: Personal
- *Start Date: 06/25/2021
- End Date: 06/25/2021
- Duration: 7.50 Hours
- Partial Days: None

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If Check Eligibility comes back Ineligible, an ineligible reason will be provided on this Eligibility Details page.

Step 12: Click the **X** to close the page to continue the absence request.



The screenshot shows the 'Request Absence' interface. The main form has the following fields:

- *Absence Name: Annual Leave
- *Reason: Personal
- *Start Date: 06/25/2021
- End Date: 06/25/2021
- Duration: 7.50
- Partial Days: None
- Attachments: You have not added any Attachments. (Add Attachment button)
- Workflow: Allow Request By Employee

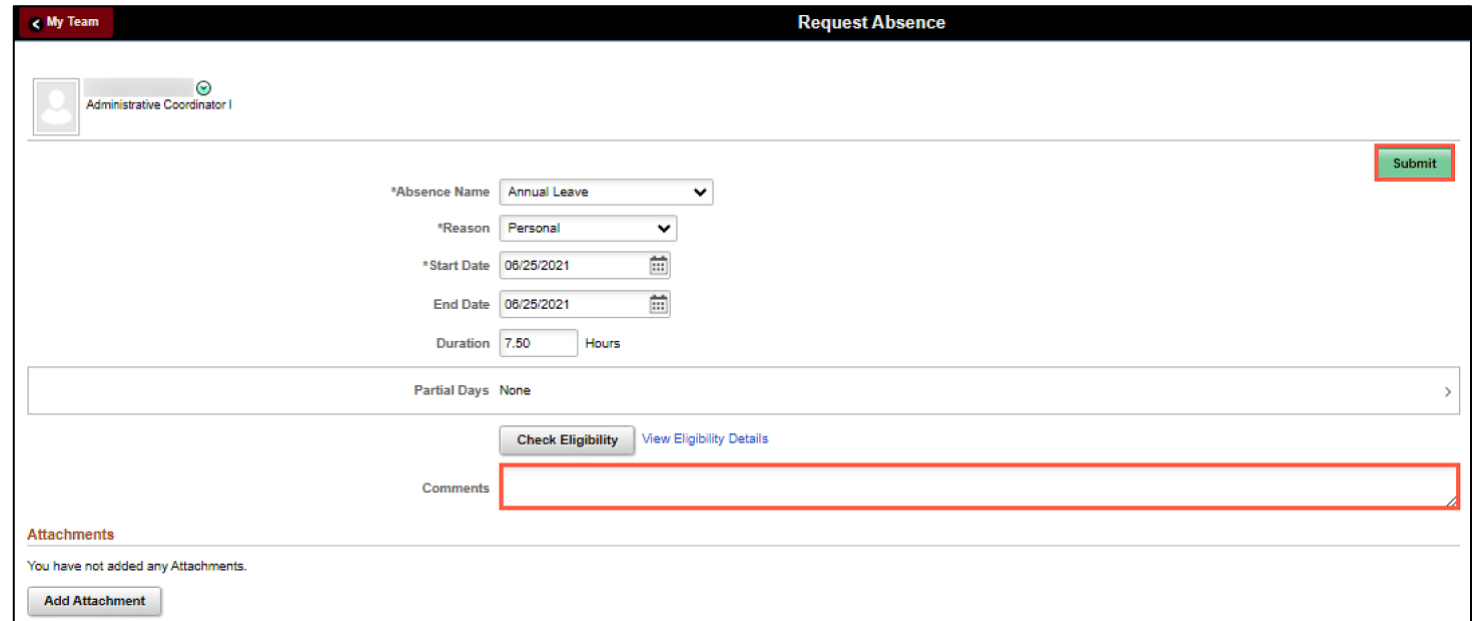
An 'Eligibility Details' modal window is open, displaying the following table:

Eligibility Details	
Annual Leave Entitlements	60.96
Annual Leave Takes	55.75
Annual Leave Balance	103.19
Forecasting Eligibility	Eligible
Ineligible Date	0.00
Ineligible Reason	0.00

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Step 13/Optional: Click in the **Comments** field to enter additional information.

Step 14: Click **Submit** to submit the absence request for approval.



Request Absence

Administrative Coordinator I

*Absence Name: Annual Leave

*Reason: Personal

*Start Date: 06/25/2021

End Date: 06/25/2021

Duration: 7.50 Hours

Partial Days: None

[Check Eligibility](#) [View Eligibility Details](#)

Comments

Attachments

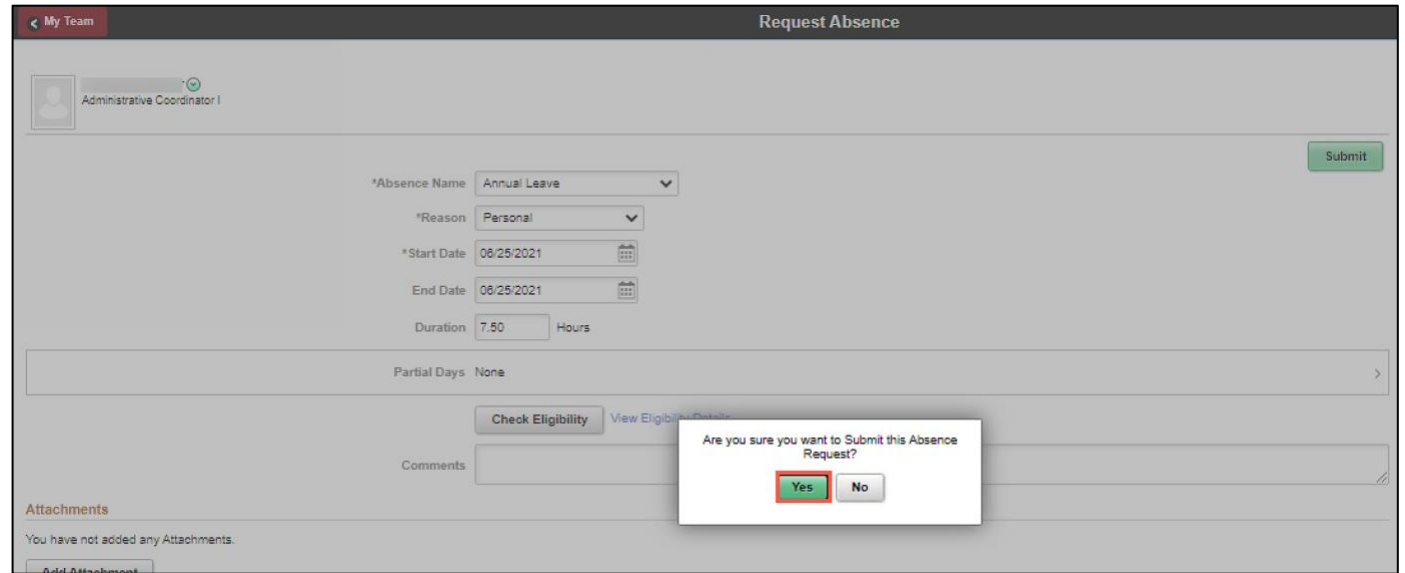
You have not added any Attachments.

[Add Attachment](#)

[Submit](#)

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Step 15: Click the **Yes** button to indicate you are ready to submit the request.



My Team Request Absence

Administrative Coordinator I

Submit

*Absence Name Annual Leave

*Reason Personal

*Start Date 08/25/2021

End Date 08/25/2021

Duration 7.50 Hours

Partial Days None

Check Eligibility View Eligibility Details

Comments

Attachments

You have not added any Attachments.

Add Attachment

Are you sure you want to Submit this Absence Request?

Yes No

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Once the absence request has been submitted correctly, you will see a message saying that the absence request has been submitted successfully. Also, an email is generated that will automatically be sent to the employee.

When an absence request is entered by a manager on behalf of an employee, additional approval is not required.

Step 16: Click the **My Team** to return to the View My Team page.

← My Team
Request Absence

Submitted Successfully

Administrative Coordinator I

Absence Name	Annual Leave
Reason	Personal
Start Date	09/25/2021
End Date	09/25/2021
Duration	7.50 Hours

Partial Days
None
>

Status
Approved

Comments

Attachments

You have not added any Attachments.

Workflow

Allow Request By	Employee and Manager
Request As	Employee

Balance Information

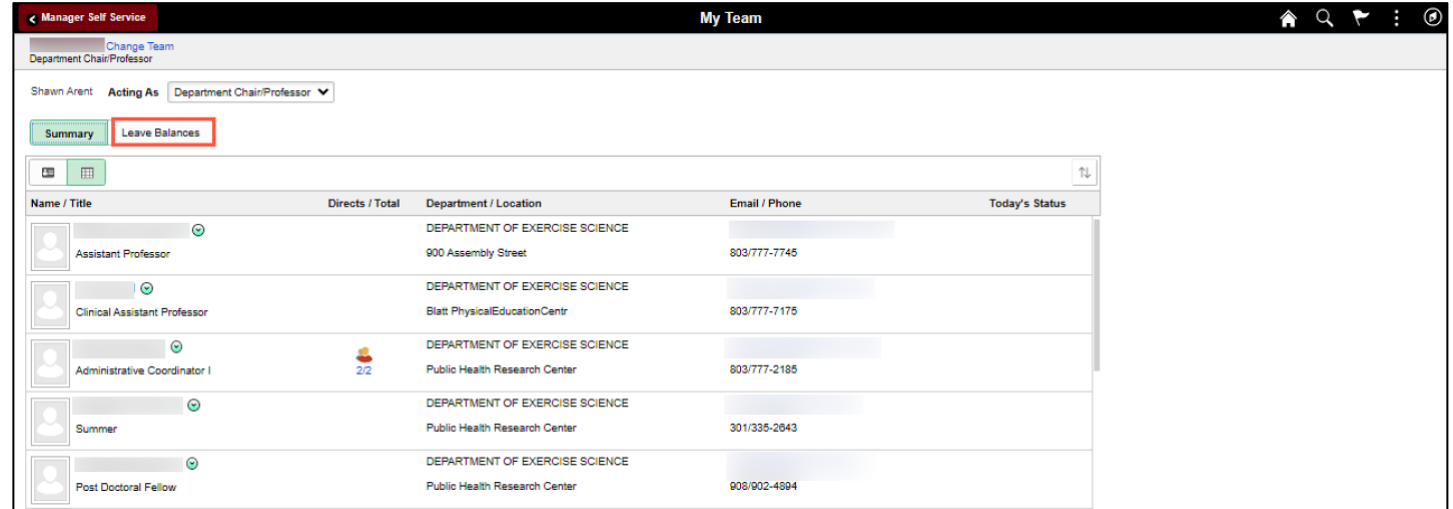
As Of	05/31/2021	108.03
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Request History
>

Approval Chain
>

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Step 17: Click the **Leave Balances** tab.



Manager Self Service | My Team

Change Team
Department Chair/Professor

Shawn Arent Acting As Department Chair/Professor

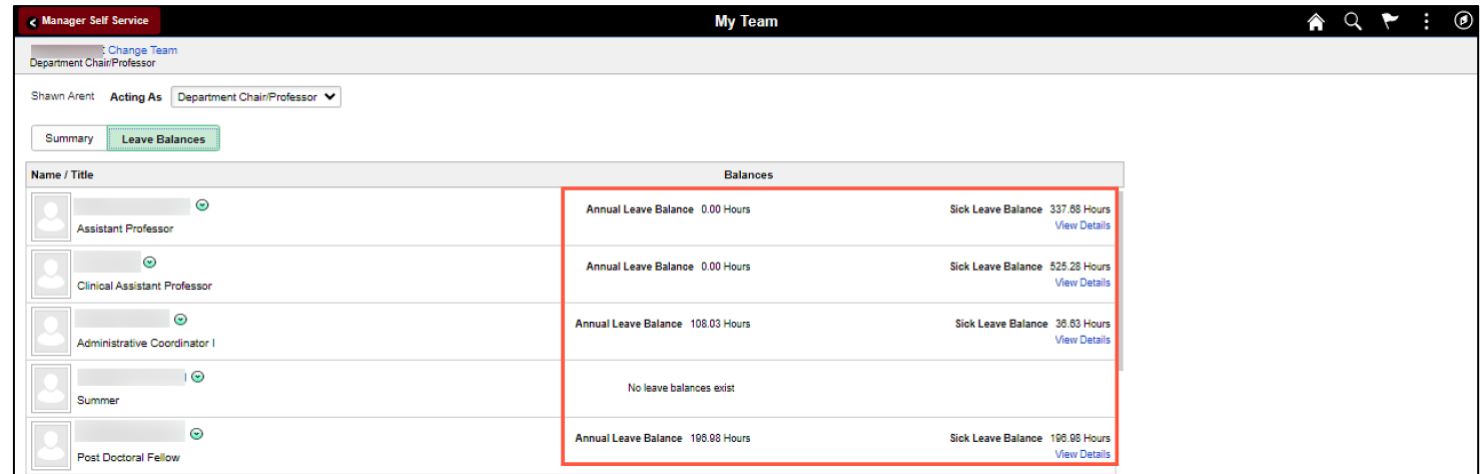
Summary **Leave Balances**

Name / Title	Directs / Total	Department / Location	Email / Phone	Today's Status
Assistant Professor		DEPARTMENT OF EXERCISE SCIENCE 900 Assembly Street	803/777-7745	
Clinical Assistant Professor		DEPARTMENT OF EXERCISE SCIENCE Blatt PhysicalEducationCentr	803/777-7175	
Administrative Coordinator I	2/2	DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center	803/777-2185	
Summer		DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center	301/335-2643	
Post Doctoral Fellow		DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center	008/002-4804	

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This **Leave Balances** page gives you a quick view of annual and sick leave balances for all of your direct reports.



Manager Self Service | **My Team**

Change Team
Department Chair/Professor

Shawn Arent | Acting As | Department Chair/Professor

Summary | **Leave Balances**

Name / Title	Balances	
Assistant Professor	Annual Leave Balance 0.00 Hours	Sick Leave Balance 337.66 Hours View Details
Clinical Assistant Professor	Annual Leave Balance 0.00 Hours	Sick Leave Balance 525.28 Hours View Details
Administrative Coordinator I	Annual Leave Balance 108.03 Hours	Sick Leave Balance 36.63 Hours View Details
Summer	No leave balances exist	
Post Doctoral Fellow	Annual Leave Balance 196.98 Hours	Sick Leave Balance 196.98 Hours View Details

You successfully learned how to request an absence from the My Team tile.