

**University of South Carolina  
Absence Management – Leave Administrator  
View Extended Absence Request History**

**How to view extended absence leave request history:**

This job aid outlines how a TL/ABS Approver with the HR Leave Administrator role can view extended absence request history for a specific employee.

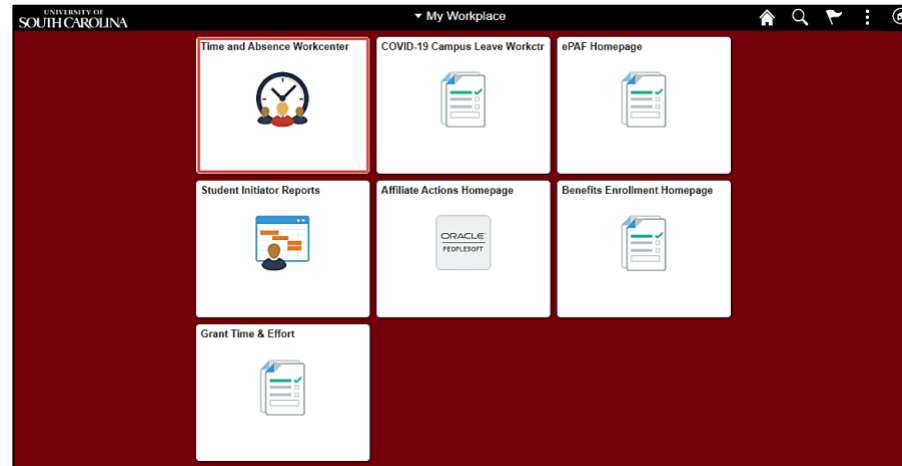
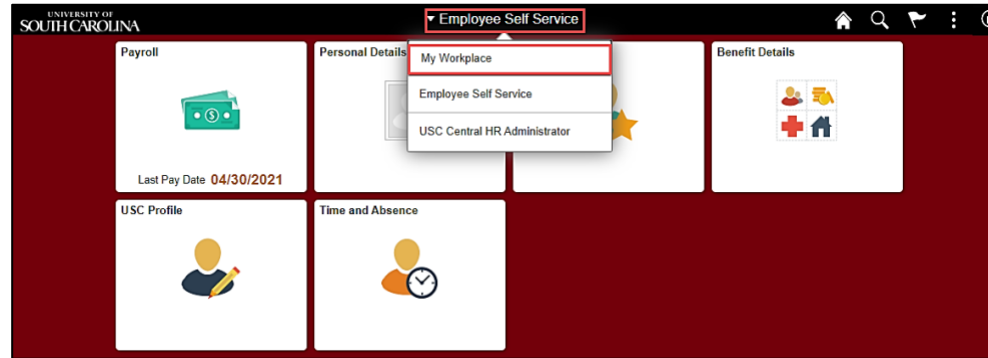
**Navigation:** Employee Self Service > My Workplace/My Homeplace > Time and Absence Workcenter

**Processing Steps**

**Step 1:** On the Employee Self Service landing page, click the **Homepage Selector** drop down arrow and select **My Workplace/My Homeplace** from the list.

**Step 2:** Click the **Time and Absence Workcenter** tile.

**Screenshots**



**University of South Carolina**  
**Absence Management – Leave Administrator**  
**View Extended Absence Request History**

**Time and Absence Workcenter** provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries and reports.

In conjunction with the TL/ABS Approver role, you also have an add-on role, HR Leave Administrator, which affords some access to medically sensitive information. The **HR Leave Administrator** role can initiate requests on behalf of employees for Bone Marrow Donor, Organ Donor, Sick Leave Advancement, Extended Leave and view Leave Pool Transfer History and extended leave history.

**Step 3:** Click the **Extended Absences** drop-down arrow and select **Request Extended Absence**.

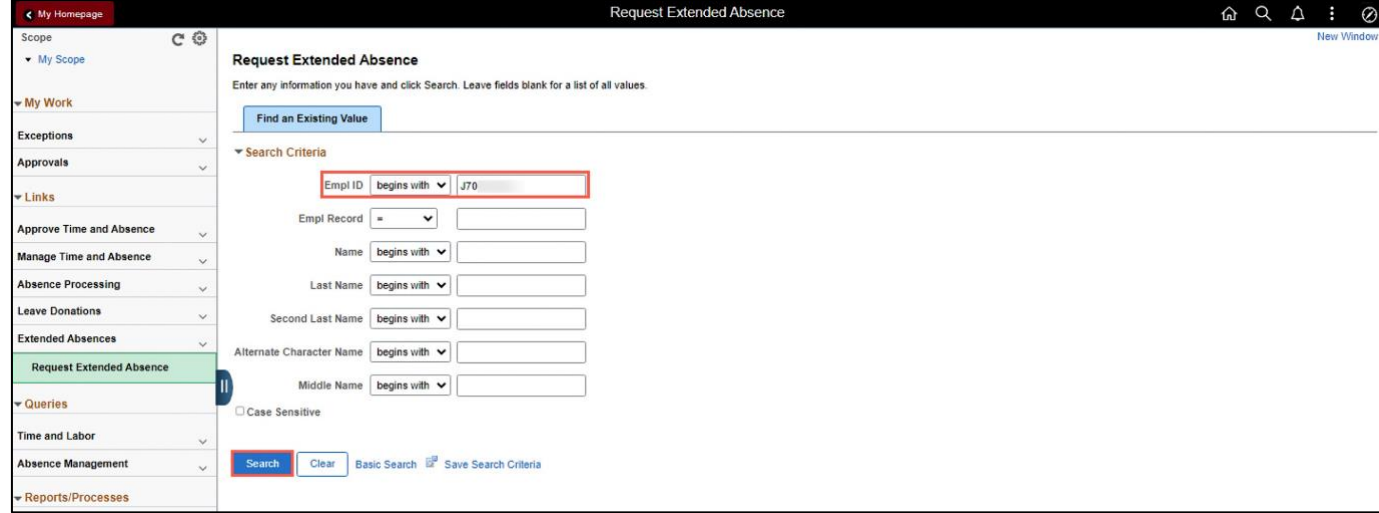


## University of South Carolina Absence Management – Leave Administrator View Extended Absence Request History

**Step 4:** Enter the employee's **USCID** in the **Empl ID** field.

**Step 5:** Click the **Search** button.

**Step 6:** To view a history of the employee's extended leave requests, click the **View Extended Absence Request History** link.



**Request Extended Absence**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

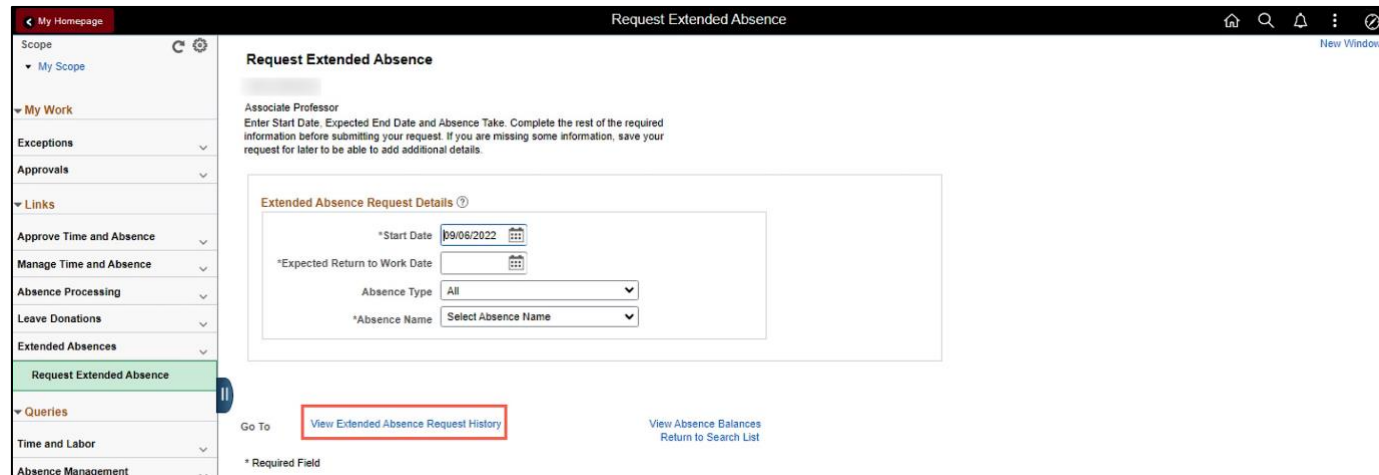
Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)



**Request Extended Absence**

Associate Professor

Enter Start Date, Expected End Date and Absence Take. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.

**Extended Absence Request Details**

\*Start Date

\*Expected Return to Work Date

Absence Type

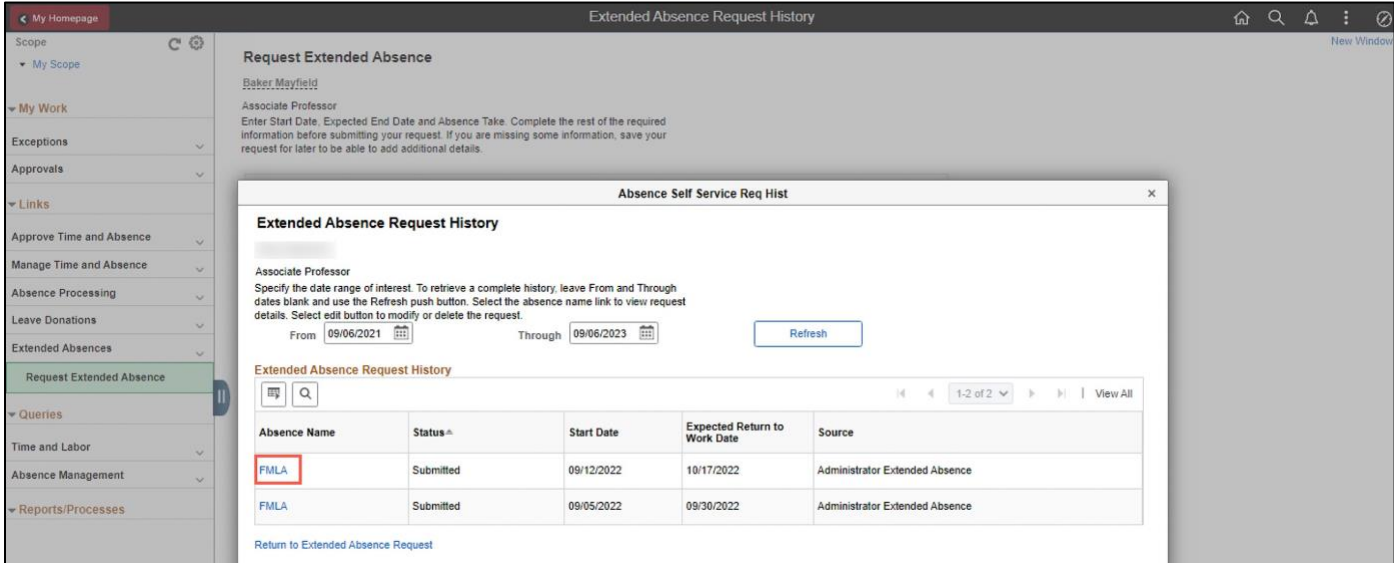
\*Absence Name

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

\* Required Field

## University of South Carolina Absence Management – Leave Administrator View Extended Absence Request History

**Step 7:** Click the **FMLA** link for the request you would like to review.



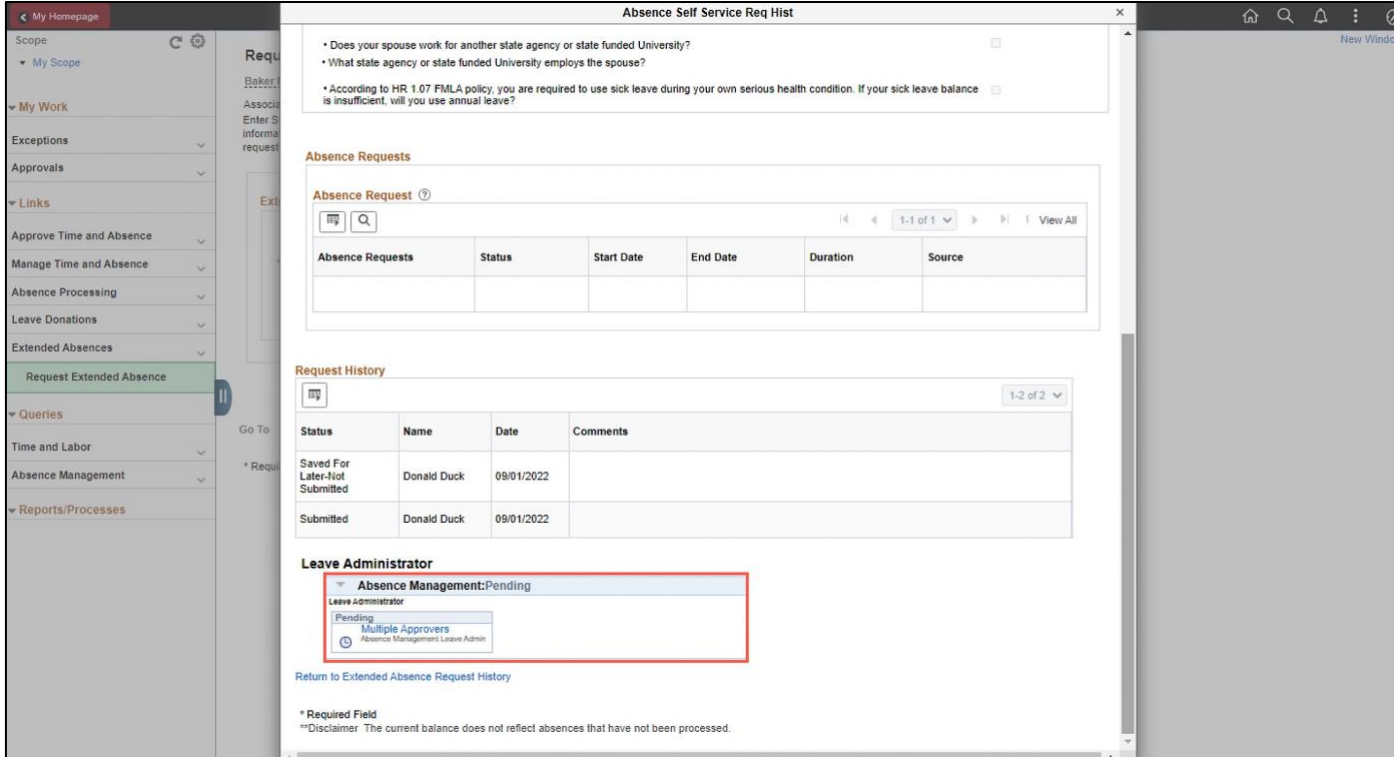
The screenshot shows the 'Request Extended Absence' page for user Baker Mayfield, an Associate Professor. A modal window titled 'Absence Self Service Req Hist' is open, displaying the 'Extended Absence Request History' for the user. The modal includes a search filter for 'From' (09/06/2021) and 'Through' (09/06/2023) with a 'Refresh' button. Below the filter is a table of request history.

Absence Name	Status	Start Date	Expected Return to Work Date	Source
<a href="#">FMLA</a>	Submitted	09/12/2022	10/17/2022	Administrator Extended Absence
<a href="#">FMLA</a>	Submitted	09/05/2022	09/30/2022	Administrator Extended Absence

At the bottom of the modal, there is a link: [Return to Extended Absence Request](#).

## University of South Carolina Absence Management – Leave Administrator View Extended Absence Request History

**Step 8:** To view where the request is in the approval process, scroll down to the bottom of the Absence Self Service Request History page. Notice this request is still waiting for Absence Management Leave Administrator approval at the Central Benefit's Office.



**Request History**

Status	Name	Date	Comments
Saved For Later-Not Submitted	Donald Duck	09/01/2022	
Submitted	Donald Duck	09/01/2022	

**Leave Administrator**

**Absence Management: Pending**

Leave Administrator

Pending

Multiple Approvers

Absence Management Leave Admin

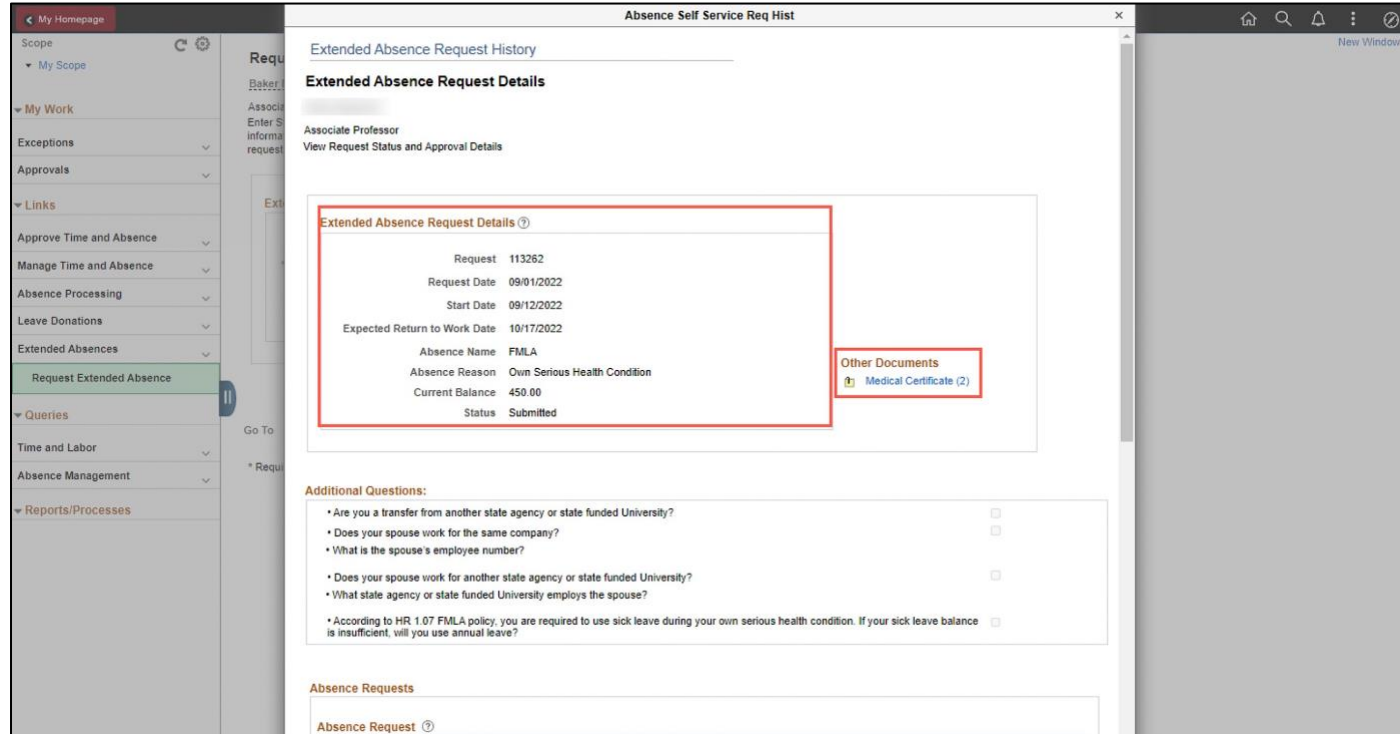
[Return to Extended Absence Request History](#)

\* Required Field  
\*\*Disclaimer: The current balance does not reflect absences that have not been processed.

## University of South Carolina Absence Management – Leave Administrator View Extended Absence Request History

**Step 9:** Scroll back up to the top of the page to review the details.

**Step 10:** Click the **Medical Certificate** link to view documentation and any notes that may be attached to the request. Notice there are two attachments available to view.



**Extended Absence Request History**

**Extended Absence Request Details**

Associate Professor  
View Request Status and Approval Details

**Extended Absence Request Details**

Request	113262
Request Date	09/01/2022
Start Date	09/12/2022
Expected Return to Work Date	10/17/2022
Absence Name	FMLA
Absence Reason	Own Serious Health Condition
Current Balance	450.00
Status	Submitted

**Other Documents**

- Medical Certificate (2)

**Additional Questions:**

- Are you a transfer from another state agency or state funded University?
- Does your spouse work for the same company?
- What is the spouse's employee number?
- Does your spouse work for another state agency or state funded University?
- What state agency or state funded University employs the spouse?
- According to HR 1.07 FMLA policy, you are required to use sick leave during your own serious health condition. If your sick leave balance is insufficient, will you use annual leave?

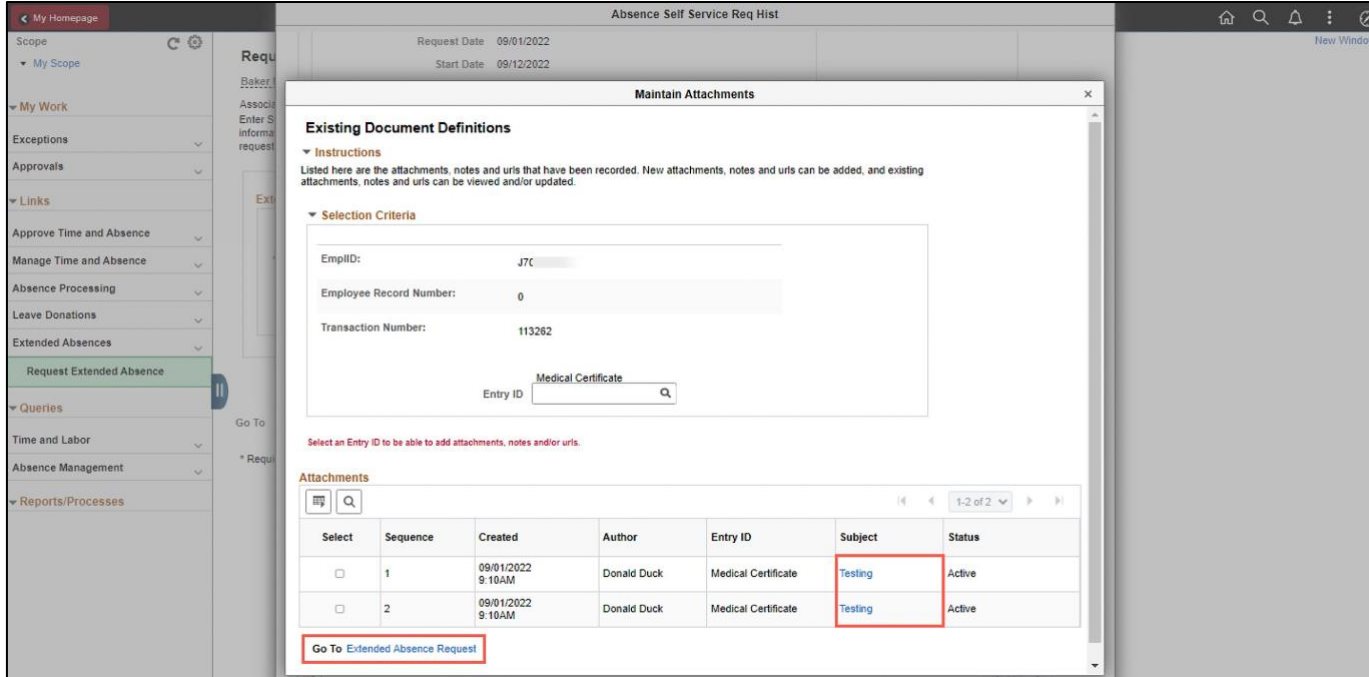
**Absence Requests**

Absence Request

## University of South Carolina Absence Management – Leave Administrator View Extended Absence Request History

**Step 11:** To view the attachments and/or notes, click the **Subject** links.

**Step 12:** To return to the Extended Absence Request History page, click the **Extended Absence Request** link.



The screenshot displays the 'Maintain Attachments' dialog box. It includes a search section with the following criteria:

- EmpID: J7C
- Employee Record Number: 0
- Transaction Number: 113262
- Entry ID: Medical Certificate

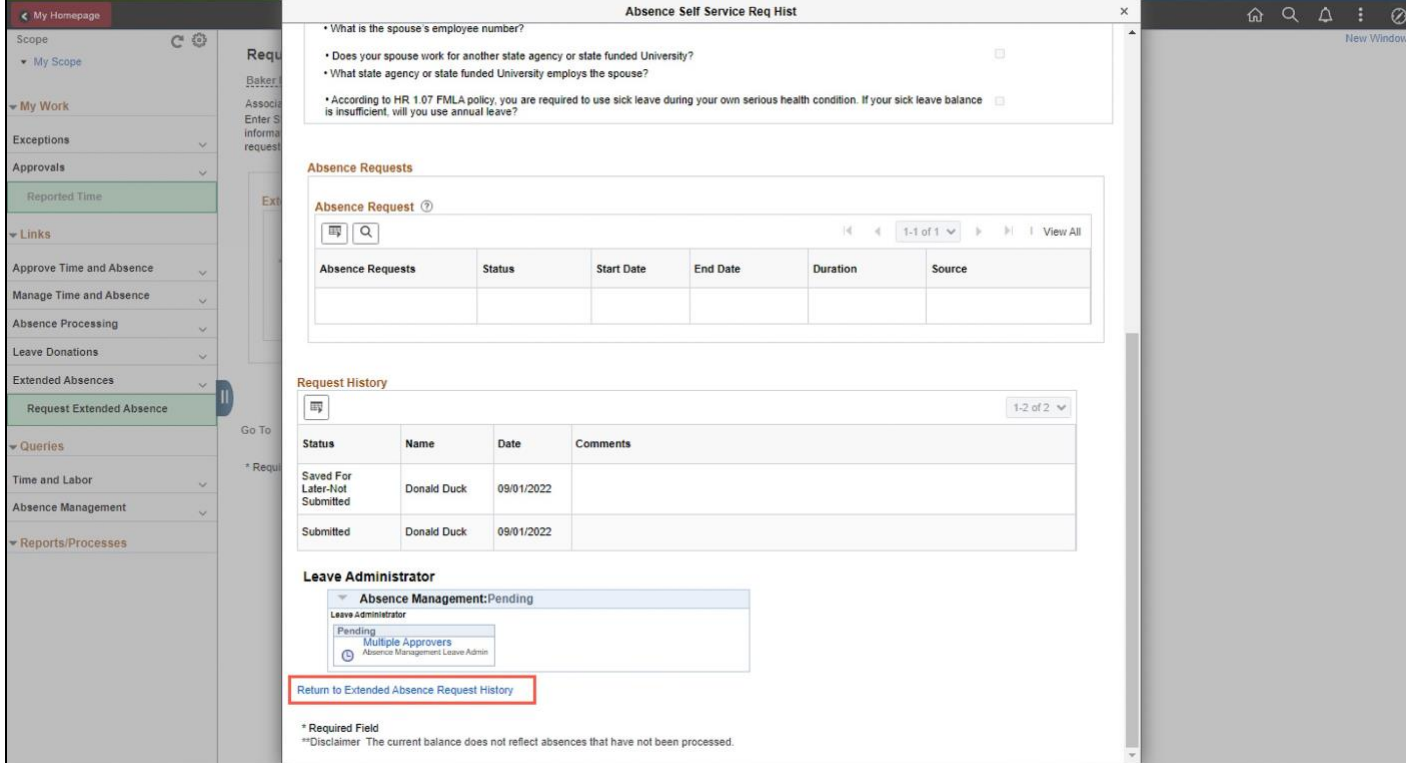
Below the search criteria is a table of attachments:

Select	Sequence	Created	Author	Entry ID	Subject	Status
<input type="checkbox"/>	1	09/01/2022 9:10AM	Donald Duck	Medical Certificate	Testing	Active
<input type="checkbox"/>	2	09/01/2022 9:10AM	Donald Duck	Medical Certificate	Testing	Active

At the bottom of the dialog, there is a 'Go To Extended Absence Request' link.

## University of South Carolina Absence Management – Leave Administrator View Extended Absence Request History

**Step 13:** Click the **Return to Extended Absence Request History** link at the bottom of the page.



**Absence Self Service Req Hist**

- What is the spouse's employee number?
- Does your spouse work for another state agency or state funded University?
- What state agency or state funded University employs the spouse?
- According to HR 1.07 FMLA policy, you are required to use sick leave during your own serious health condition. If your sick leave balance is insufficient, will you use annual leave?

**Absence Requests**

**Absence Request**

Absence Requests	Status	Start Date	End Date	Duration	Source

**Request History**

Status	Name	Date	Comments
Saved For Later-Not Submitted	Donald Duck	09/01/2022	
Submitted	Donald Duck	09/01/2022	

**Leave Administrator**

**Absence Management: Pending**

Leave Administrator

Pending

Multiple Approvers

Absence Management Leave Admin

**Return to Extended Absence Request History**

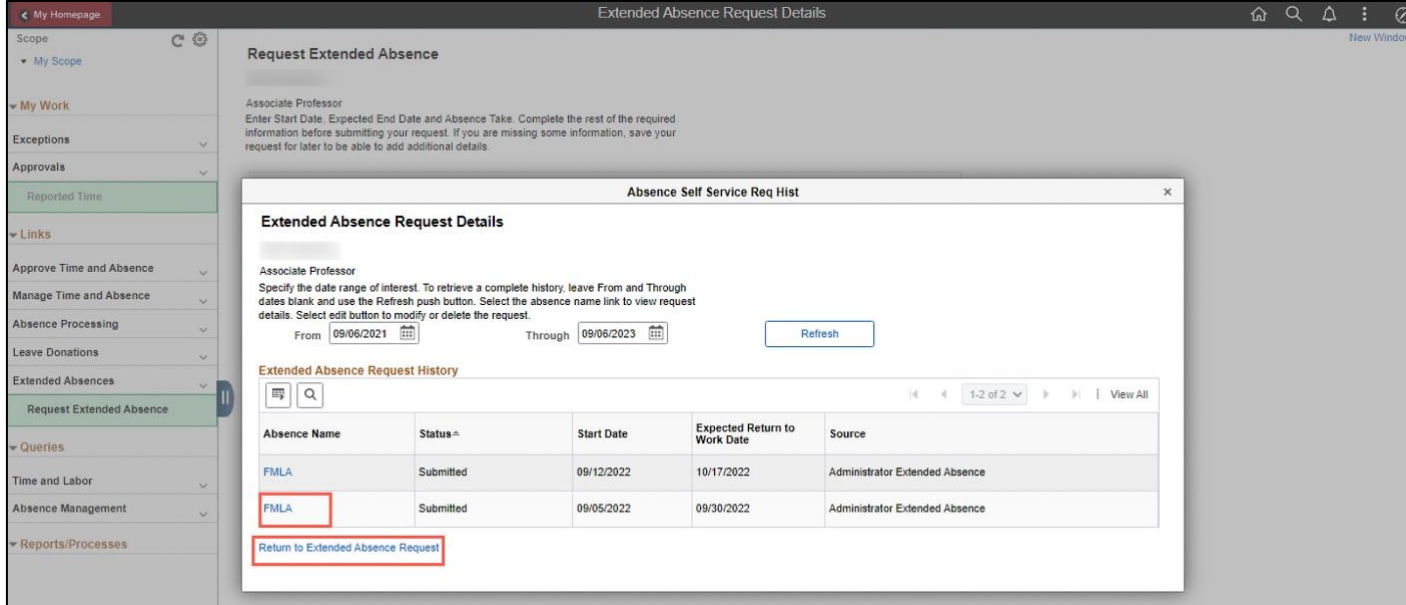
\* Required Field  
\*\*Disclaimer: The current balance does not reflect absences that have not been processed.



## University of South Carolina Absence Management – Leave Administrator View Extended Absence Request History

**Step 14:** Click the next **FMLA** link for another request if applicable.

**Step 15:** When a review of all FMLA requests is complete for a specific employee, click the **Return to Extended Absence Request** link.



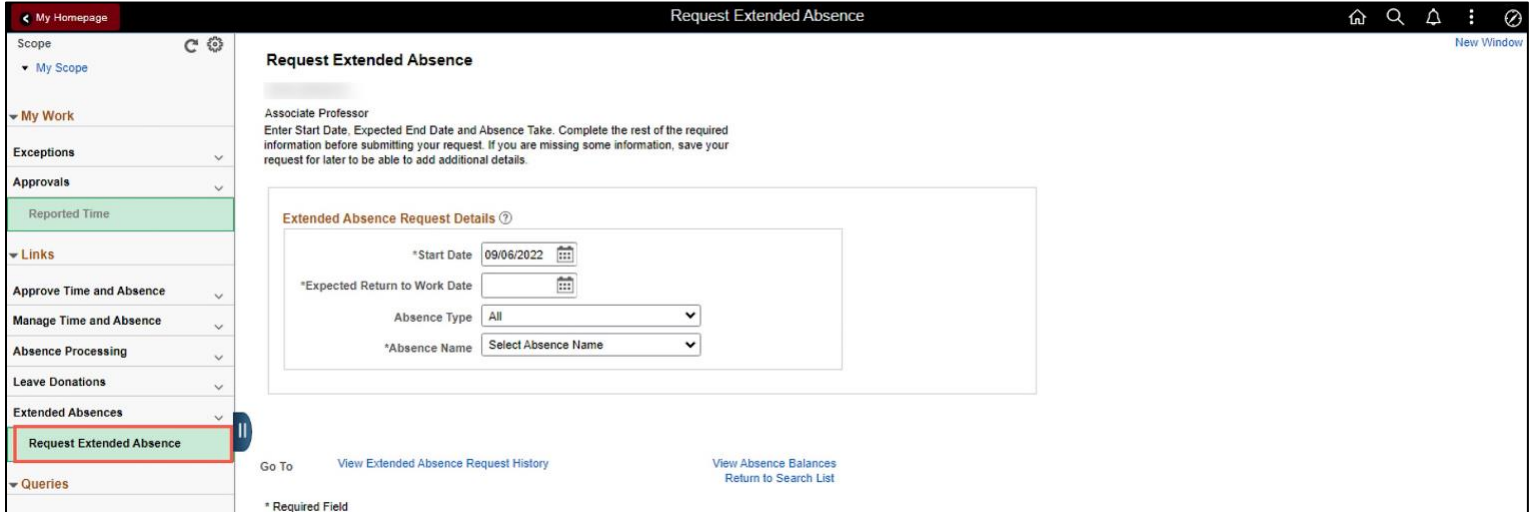
The screenshot shows the 'Request Extended Absence' page for an Associate Professor. A modal window titled 'Absence Self Service Req Hist' is open, displaying the 'Extended Absence Request History' for the user. The history table contains two entries:

Absence Name	Status	Start Date	Expected Return to Work Date	Source
<a href="#">FMLA</a>	Submitted	09/12/2022	10/17/2022	Administrator Extended Absence
<a href="#">FMLA</a>	Submitted	09/05/2022	09/30/2022	Administrator Extended Absence

Below the table, there is a link labeled 'Return to Extended Absence Request'.

## University of South Carolina Absence Management – Leave Administrator View Extended Absence Request History

**Step 16:** From here you can click the **Request Extended Absence** option to request an extended absence, review the extended absence request history for another employee, or complete additional work within the Time and Absence Workcenter.



The screenshot displays the 'Request Extended Absence' web application. On the left is a navigation sidebar with categories like 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Reported Time', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', 'Absence Processing', 'Leave Donations', 'Extended Absences', and 'Queries'. The 'Request Extended Absence' option under 'Extended Absences' is highlighted with a red box. The main content area shows the user's role as 'Associate Professor' and instructions to enter start and end dates. Below this is a form titled 'Extended Absence Request Details' with the following fields:
 

- \*Start Date: 09/06/2022
- \*Expected Return to Work Date: (empty)
- Absence Type: All
- \*Absence Name: Select Absence Name

 At the bottom of the main area, there are links: 'Go To View Extended Absence Request History' and 'View Absence Balances Return to Search List'. A legend indicates that an asterisk (\*) denotes a required field.

You successfully learned how to view extended absence request history for an employee.