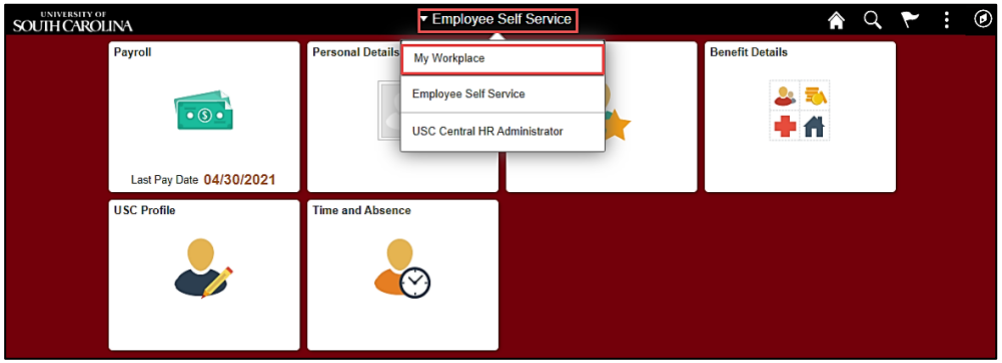
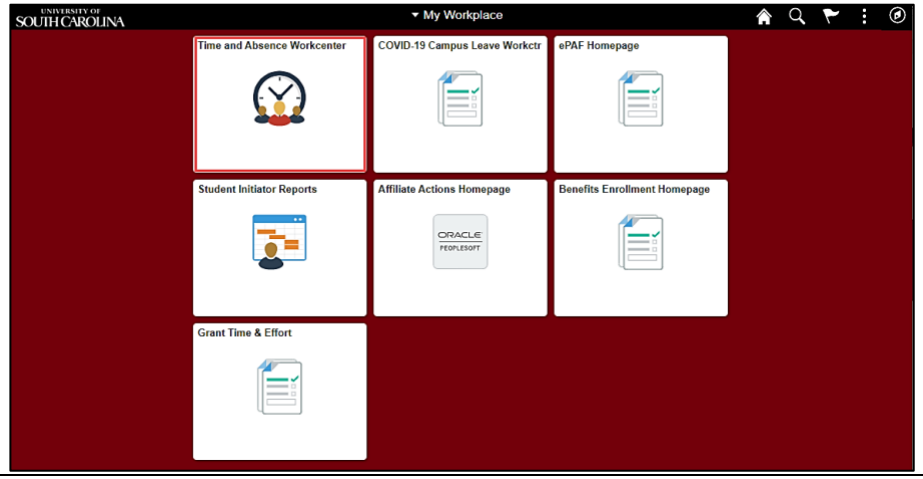
University of South Carolina
Absence Management – Leave Administrator
View Extended Absence Request History

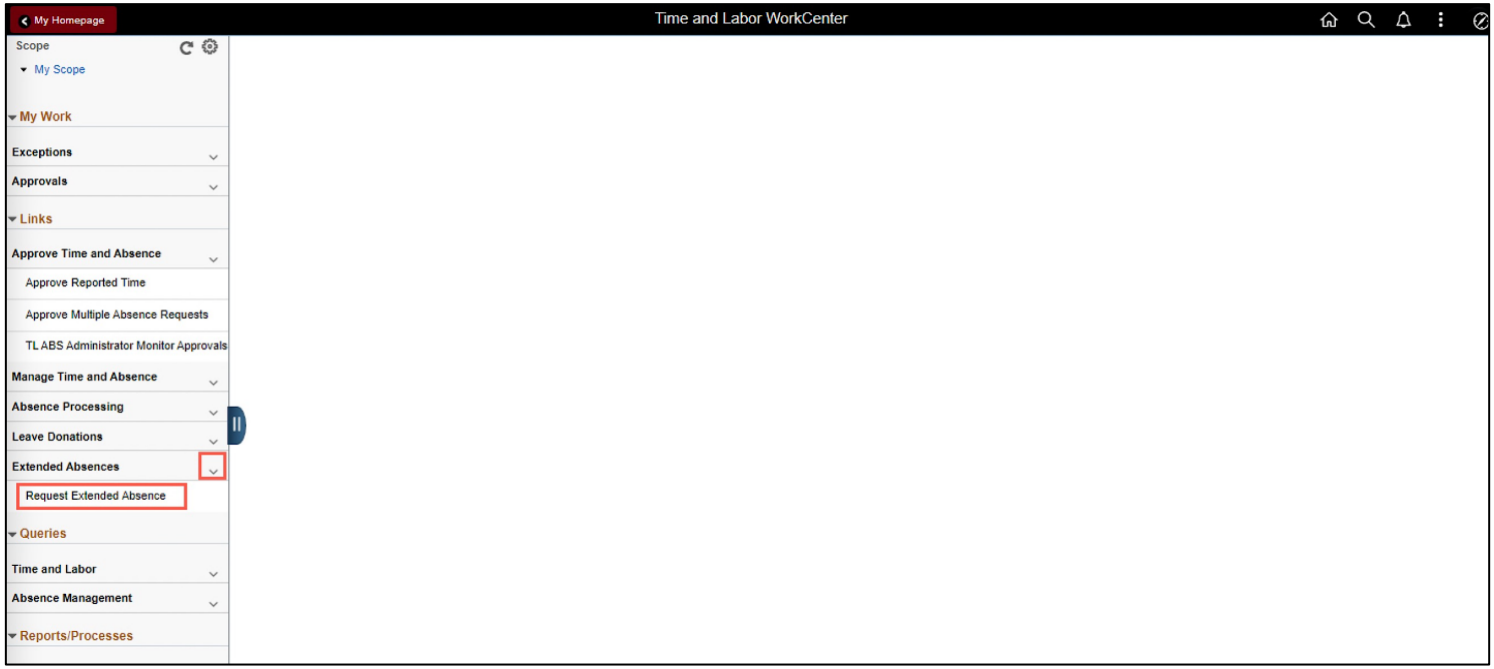
How to view extended absence leave request history: This job aid outlines how a TL/ABS Approver with the HR Leave Administrator role can view extended absence request history for a specific employee.	
Navigation: Employee Self Service > My Workplace/My Homeplace > Time and Absence Workcenter	
Processing Steps	**Screenshots**
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.	

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.

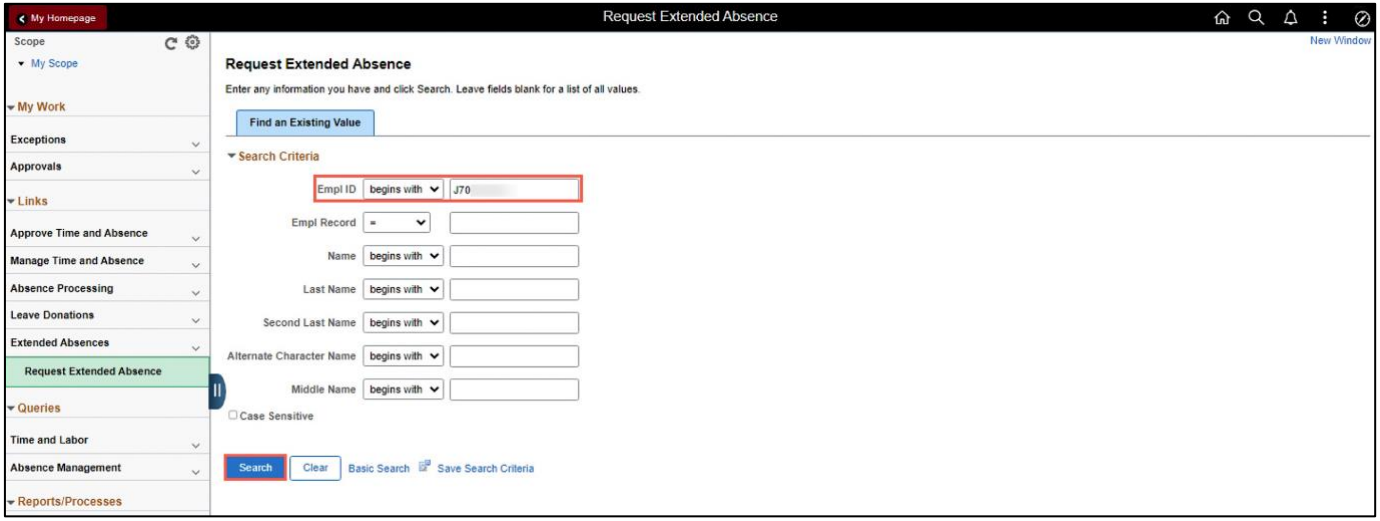
In conjunction with the TL/ABS Approver role, you also have an add-on role, HR Leave Administrator, which affords some access to medically sensitive information. The HR **Leave Administrator** role can initiate requests on behalf of employees for Bone Marrow Donor, Organ Donor, Sick Leave Advancement,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

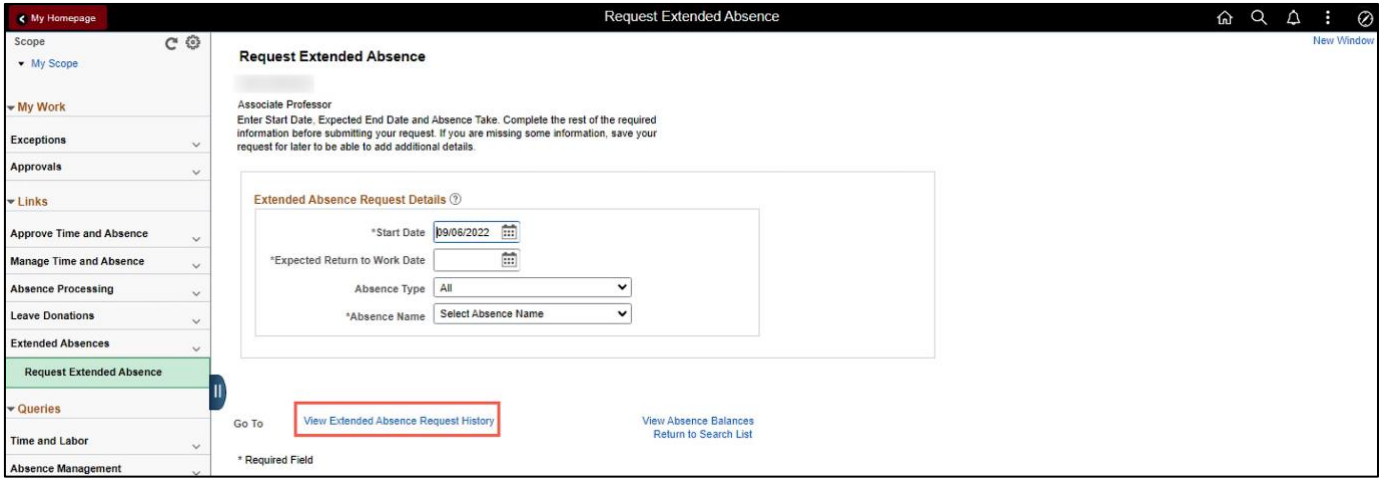


Step 4: Enter the employee's **USCID** in the **Empl ID** field**.**

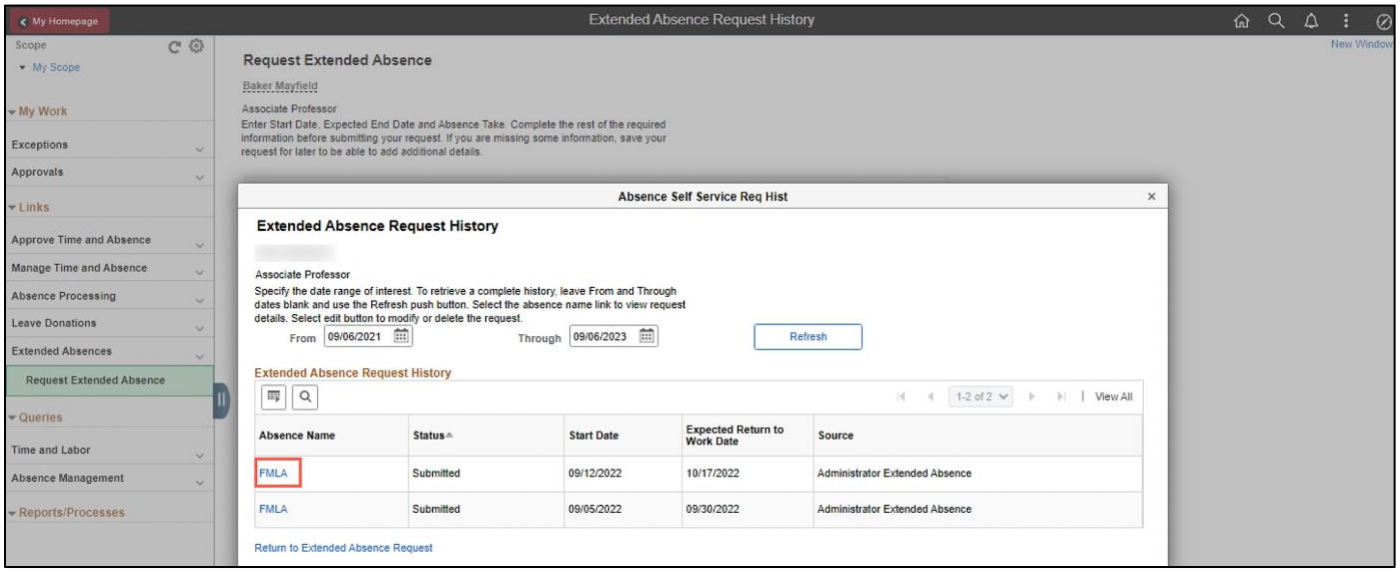
Step 5: Click the **Search** button.



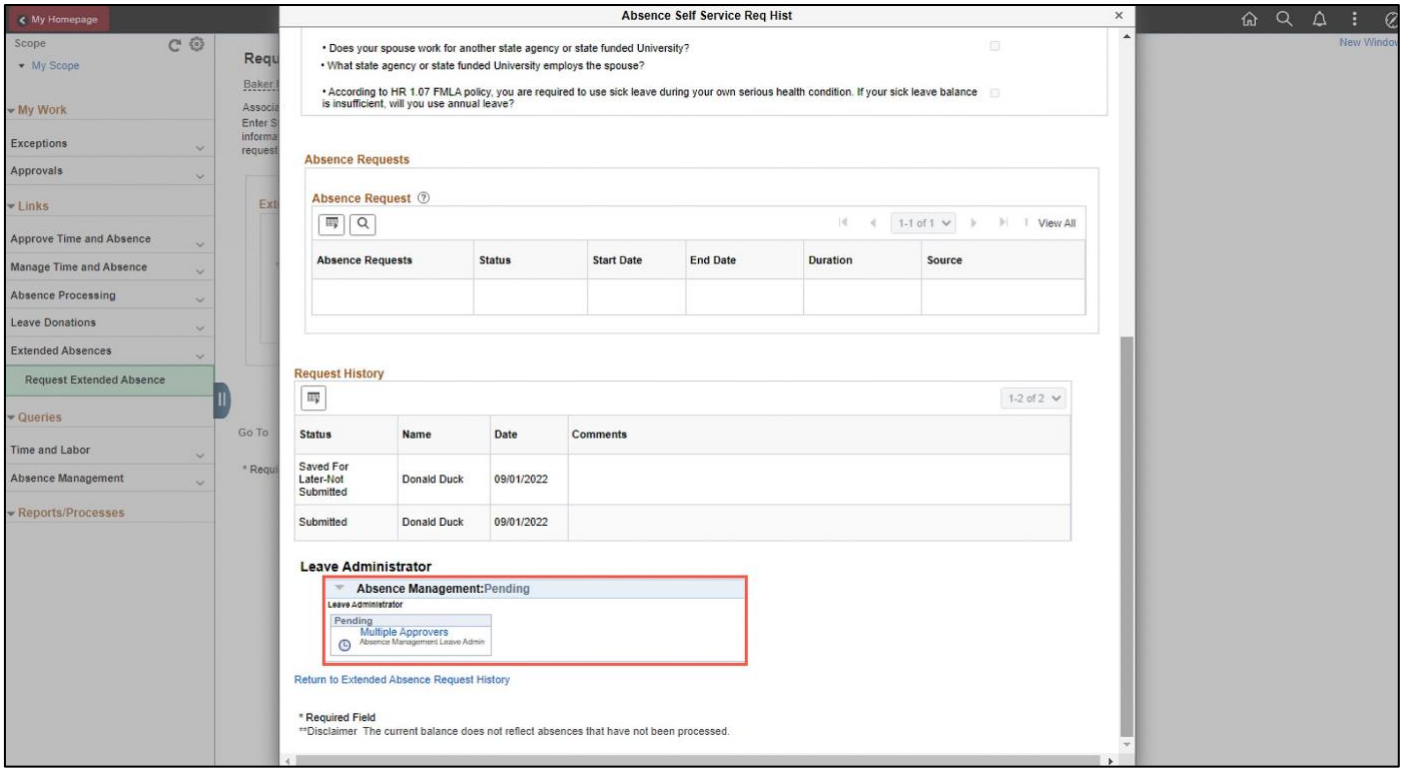
Step 6: To view a history of the employee's extended leave requests, click the **View Extended Absence Request History** link.



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

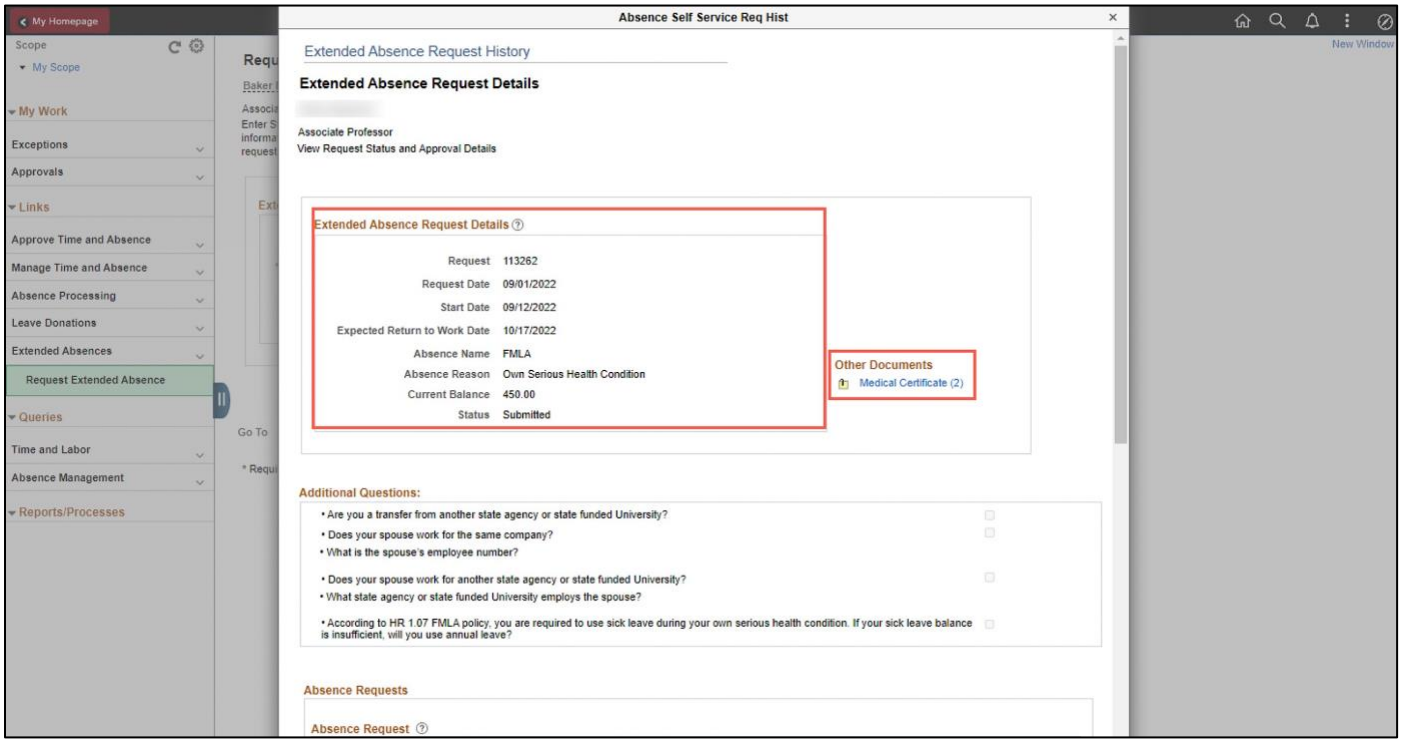


Step 8: To view where the request is in the approval process, scroll down to the bottom of the Absence Self Service Request History page. Notice this request is still waiting for Absence Management Leave Administratior approval at the Central Benefit's Office.



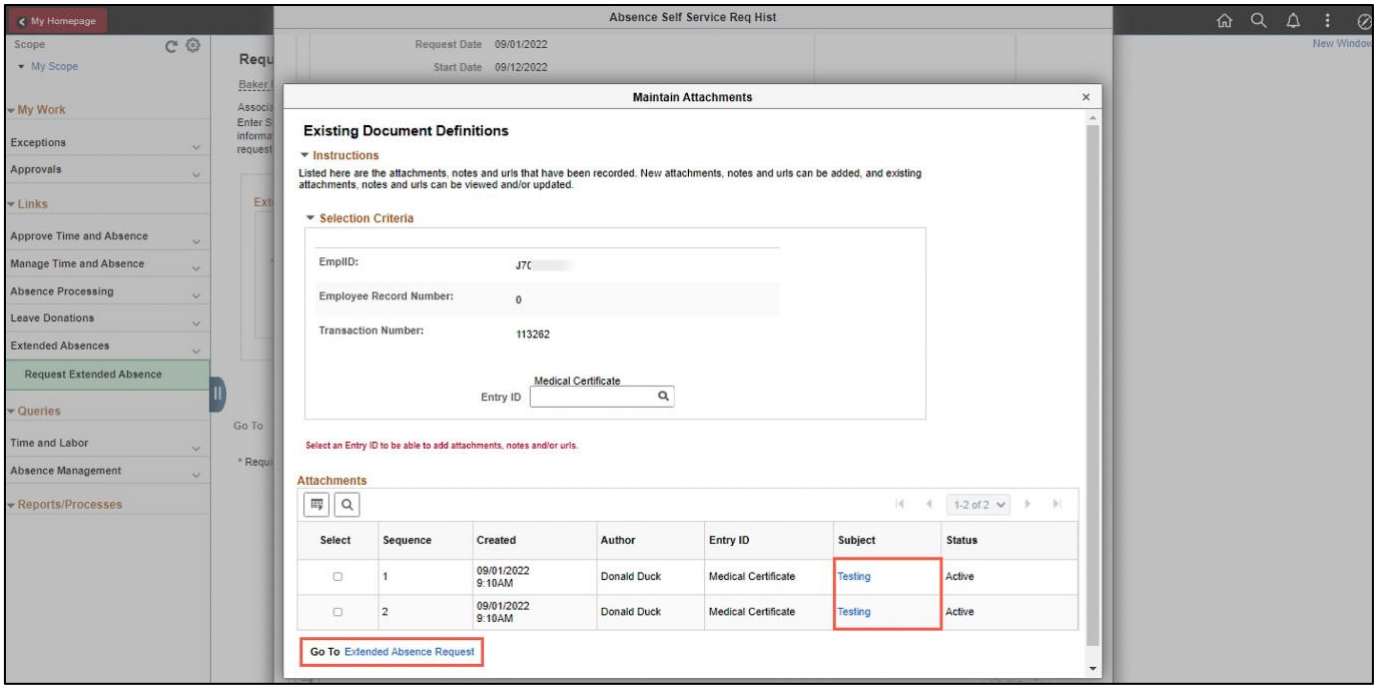
Step 9: Scroll back up to the top of the page to review the details.

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.

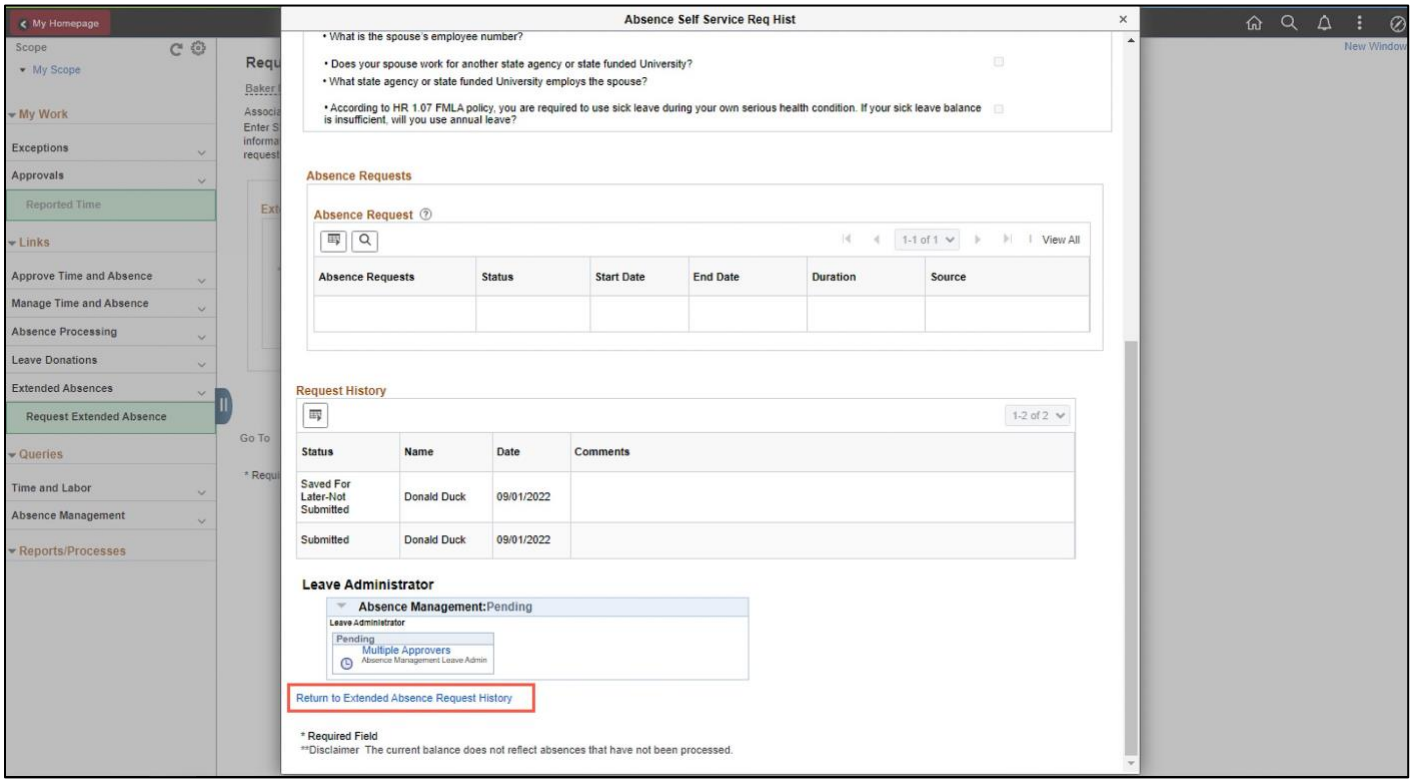


Step 11: To view the attachments and/or notes, click the **Subject** links.

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

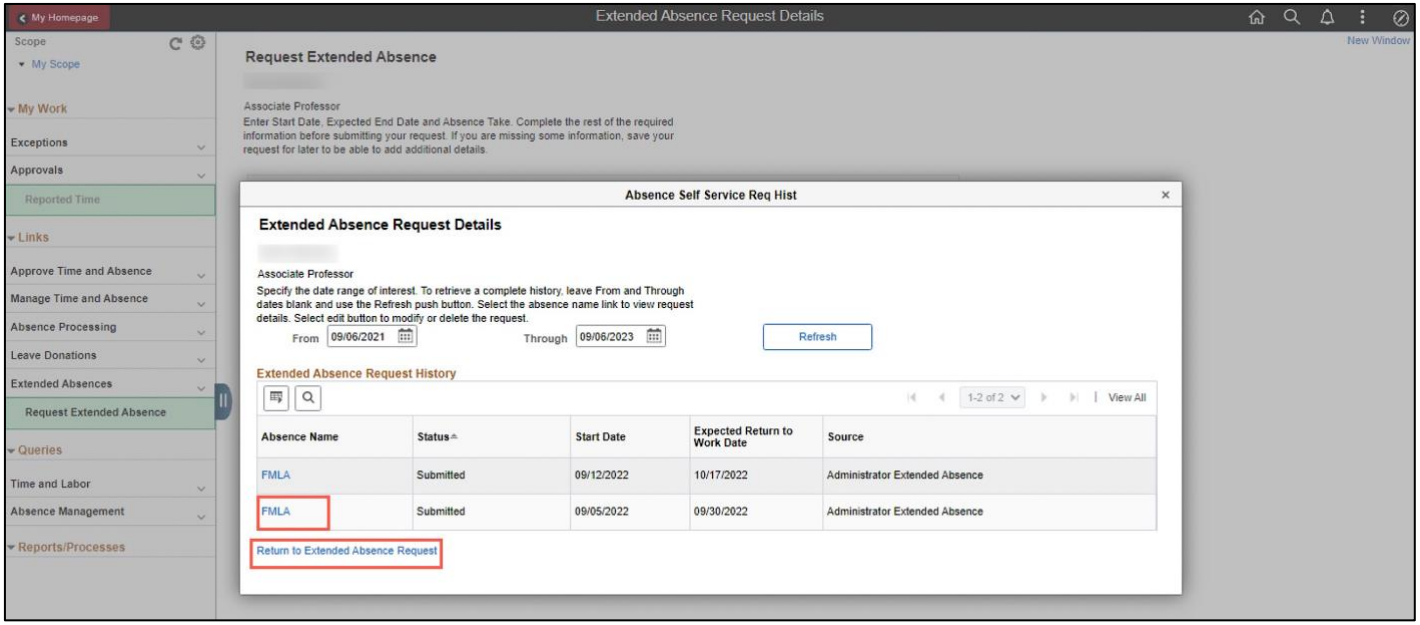


Step 13: Click the **Return to Extended Absence Request History** link at the bottom of the page.

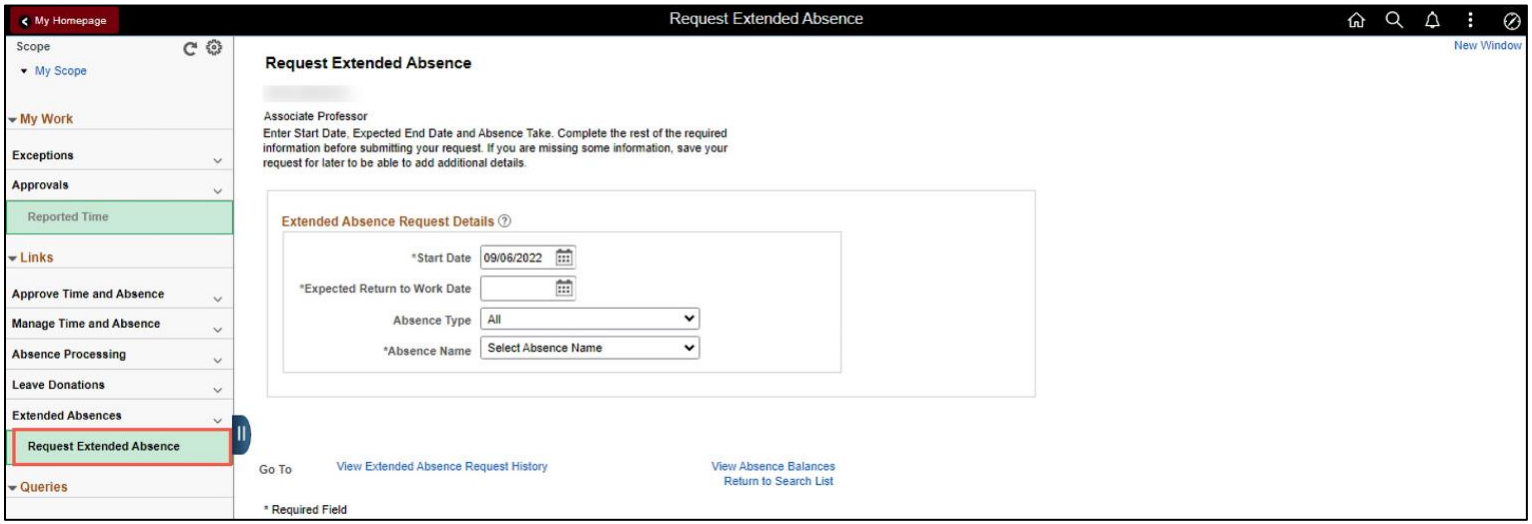


Step 14: Click the next **FMLA** link for another request if applicable.

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



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.



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