

Paid Parental Leave (Employee)

Once approved by GSA OHRM for Paid Parental Leave, the employee will be able to enter a Paid Parental Leave Absence request in the system and utilize their eligible Paid Parental Leave balance (up to 480 hours per year).

Enter Paid Parental Absence Request

1. From the Employee Self Service homepage, click on the Absence Request link in the Employee Time Request tile.

~ Employee Self Service								
Benefits Summary	Help Desk Home	Performance	Print SF-50					
View My HR Information	Benefits Library	HR Links Satisfaction Survey	HR Links Training & HR Support					
GSA Telework Agreement	View/Update My Personal Info	Employee Time Requests Request Base Schedule GSAAWS Converted Absence Requests	Employee Timesheet					

2. Select the Request Paid Parental Leave button within the Paid Parental Leave Balance tile to enter a request.

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Employee Self Service > Time > Absence				
REQUEST ABSENCE ABSENCE BALANC	ES			
Annual Leave Balance 60 Hours REQUEST ANNUAL LEAVE		Ŵ	Sick Leave Balance 121.5 Hours REQUEST SICK LEAVE	
Paid Parental Lv Birth Balar 480 Hours REQUEST PAID PARENTAL LV BIR	псе			
	that have been processed after	07/03/2021.		
 The current balance does not reflect requests 	ABSENCE TYPE	STATUS	BEGIN DATE	END DATE
 The current balance does not reflect requests Absence Request History 	ABSENCE TYPE	All Statuses	BEGIN DATE ✓ 04/14/2021	END DATE 10/11/2021
The current balance does not reflect requests Absence Request History Date	ABSENCE TYPE All Absence Type	All Statuses	BEGIN DATE V 04/14/2021 Status	END DATE
 The current balance does not reflect requests Absence Request History Date Monday June 14 - Thursday June 17 	ABSENCE TYPE All Absence Type Annual Leave	All Statuses Duration 36 Hours	BEGIN DATE V 04/14/2021 Status Approved VIE	END DATE 10/11/2021 W/EDIT CANCEL

3. Enter the Start and End Date of the Paid Parental Leave Absence Request. Select Submit.

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START DATE * 06/01/2021		曲	END DATE	06/04/2021	曲	
	Tue	Wed	Thu	Eri		
June	Tue 1	Wed 2	Thu 3	Fri 4		
June Scheduled	Tue 1 9	Wed 2 9	Thu 3	Fri 4 0		
June Scheduled Holiday	Tue 1 9 0	Wed 2 9 0	Thu 9 0	Fri 4 0 0		
June Scheduled Holiday Requested	Tue 1 9 0 9	Wed 2 9 0 9	Thu 3 9 0 0 9	Fri 4 0 0 0		

4. View your submitted Paid Parental Leave Absence request in your Absence Request history. Select View/Edit button to make adjustments to your submitted absence request. View this <u>guide</u> on how to Edit an Absence Request. Select cancel if you would like to cancel this absence request. View this<u>guide</u> on how to Cancel an Absence Request.

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Paid Parental Lv Birth Bala 480 Hours REQUEST PAID PARENTAL LV BI	INCE			
The current balance does not reflect request Absence Request History	s that have been processed af ABSENCE TYPE	ter 07/03/2021. STATUS	BEGIN DATE	END DATE
Date	All Absence Type	All Statuses Duration	04/14/2021 Status	m 10/11/2021 m
Monday June 14 - Thursday June 17	Annual Leave	36 Hours	Approved	VIEW/EDIT CANCEL
Monday lune 7 - Thursday lune 10		26.11	Approved	
Monday June 7 - Mursday June 10	Annual Leave	36 Hours	Approved	VIEW/EDIT CANCEL