

The Extended Absence Administrator will enter Paid Parental Leave requests on behalf of eligible employees into HR Links upon receipt of the following documents:

- Paid Parental Leave Request Form
- Agreement to Complete 12-Week Work Obligation •

Once approved, 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). In the event the Extended Absence Administrator is entering more than 1 request for the same employee, they should enter the events in chronological order.

Enter Extended Absence Request

1. From the Employee Self Service homepage, click on the NavBar-->Navigator-->Global Payroll & Absence Mgmt.



2. Select Payee Data, Select Maintain Absences.









3. Select Request Extended Absence.

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		Maintain Absences	
)	Recent Places	Request Extended Absence	
1	My Favorites	Administer Extended Absence	

4. On the Request Extended Absence page enter the information for the employee you are entering an extended absence request for. Select Search.



Request Extended A	Request Extended Absence								
Enter any information you have	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 V								
Second Last Name	begins with 🗸								
Alternate Character Name	begins with 🗸								
Middle Name	begins with 🖌								
□ Case Sensitive									
Search Clear Bas	sic Search 🖉 Save Search Criteria								

5. In the search results select the Employee you are entering an extended absence request for.

Search Res	Search Results									
View All	View All 1-3 of 3 ~ > >									
Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name			
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On the Request Extended Absence Details section, Select the Absence Type and Name from the drop down menu. Select the Start Date (Date of Birth or Placement) and End Date. Select Submit or Save for Later (if not ready to submit or the Start Date is Future Dated). If the Start Date is Future Dated you are only able to Save this Extended Absence until the Start Date. Additionally the PPL Extended Absences End Date should be 1 year from the Start Date. The only time the PPL Extended Absence End Date should be less than 1 year from the Start Date is when the employee had federal service eligibility issues at the date of birth, adoption, or foster placement.

Note: DO NOT check the box for the Override PI indicator within the Interface Controls Section of the request.

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Favorites + N	avorthes + Main Menu + > Employee Self Service > Request Extended Absence									
Request Ex Supervisory Bra To create your re section and sele be managed or v	ctended Absence Inch Chief Manag equest, complete the infor ct save for later or submit viewed at a later time.	mation in the Extended A the request for approval	bsence Request Det Additional informatic	ialis n may						
Extended /	Absence Request Deta	ille 🗇								
	Absence Type	All	~							
	*Absence Name	Paid Parental Ly Birth	EA 🗸							
	*Start Date	10/19/2021								
	*End Date	10/19/2022								
	Actual Return Date	Ē								
Paid Pare	ntal Leave									
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Go To	View Extended Absence	Request History		View Abs	ence Balances					
Submit	Save	for Later		Return to	Search List					
Required Field										



6. Confirm you selected the right Absence Name and Select Yes. If you need to update Absence Name select No and update appropriately.

Confirmation Page Absence EA	×
Request Extended Absence	
Submit Confirmation	
Once Submitted you will not be able to change the type of Extended Absence.	
Paid Parental Lv Birth EA [07/04/2021 - 07/04/2022]	
Are you sure you want to Submit this Extended Absence Request?	
Yes No	

7. Confirm Selection by selecting Ok.

IBM CHE HR Links GSAUAT	
Favorites + Main Menu + > Global Payroll & Absence Mgmt + >	> Payee Data + > Maintain Absences + > Request Extended Absence
Request Extended Absence Submit Confirmation	
The Extended Absence Request was successfully sub-	omitted.
ок	



Administer Extended Absence Request

To view extended absence requests submitted and approved by an Extended Absence Administrator use the Administer Extended Absence Request page.

1. From the Employee Self Service homepage, click on the NavBar-->Navigator-->Global Payroll & Absence Mgmt.

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	Employee Timesheet	Employee Time Requests	View My HR Information		Perform	NavBar: Navi	gator	0
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	07/04/2021 - 07/17/2021 No Timesheet	Additional Time Requests			Next Due Date 1	*	Self Service	>
						My Favorites	Manager Self Service	>
	Print SF-50	Benefits Summary	Benefits Library		Help Desi		Workforce Administration	>
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		Enrolment Ends 0772472021				Characterio	Payroll for North America	>
	Company Directory	HR Links Training & HR Support	GSA Telework Agreement		Appro	Benefits Library	Global Payroll & Absence Mgmt) ,
	2=	1					Workforce Development	>
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							Workforce Monitoring	>
	View/Update My Personal Info	HR Links Satisfaction Survey	Employee Reports				Set Up HCM	>
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2. Select Payee Date, Select Maintain Absences.





3.

Select Administer Extended Absence.



4. On the Administer Extended Absence Page, enter the information of the employee you entered an absence request for. Select Search. Results should display the Extended Absence Request you already submitted.

Note: If searching by name, enter the last name of the employee in both the From Last Name and Through Last Name fields capitalizing the first letter of the last name in both fields.

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Search Criteria										
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	Employ	/ee ID								
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Extended Abser	nce Requests ⑦									
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Name	Empl ID	Empl Record	Absence Name	Start Date	End Date	Status	Date Submitted	Absence Request Exists	Edit	Approve
/		0	Paid Parental Lv Birth EA	10/19/2021	10/19/2022	Approved	10/19/2021	N	Edit	Approve
		0	Paid Parental Lv Birth EA	03/16/2021	03/16/2022	Approved	08/03/2021	N	Edit	Approve
_			Paid Parental Lv	02/16/2021	02/16/2022	Approved	00/00/0004			

If you need to edit an Extended Absence Request select the Edit button on the request you would like to update. The Extended Absence Request will open and you can make necessary updates and select Submit.



Extended Absence Re	equests ⑦								14	◀ 1-3 of	3 ✓ ► ► View All
Name	Empi ID	Empl Record	Absence Name	Start Date	End Date	Status	Date Submitted	Absence Request Exists		Edit	Approve
/		0	Paid Parental Lv Birth EA	10/19/2021	10/19/2022	Approved	10/19/2021	Ν		Edit	Approve
		0	Paid Parental Lv Birth EA	03/16/2021	03/16/2022	Approved	08/03/2021	Ν		Edit	Approve
		0	Paid Parental Lv Birth EA	03/16/2021	03/16/2022	Approved	08/03/2021	Ν		Edit	Approve

To cancel an Extended Absence Request, Select Cancel at the bottom of the Extended Absence Request page.

Request History			
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Status	Name	Date	Comments
Saved For Later-Not Submitted		07/19/2021	
Request	or Comments		
Go To Vie	w Extended Absen	ce Request Histor	View Absence Balances
Submit	Save	e for Later	Cancel Return to Administer Extended Absence
* Required Field			