

## Create an Absence Request (Supervisor)

Follow this job aid to learn how to create an absence request in HR Links for an employee.

## **Create an Absence Request from Manager Time Tile**

1. Select the **Manager time** tile on the Manager Self Service homepage.



2. For the Employee for whom you are requesting an absence, select the **Absence Requests** button.

Manager Self Service → Manager Time	
FILTER BY:       EMPLOYEE ID         FIRST NAME       LAST NAME       EMPLOYEE ID         Image: Comparison of the second s	
Hayley Robinson Acquisition Management Special ID: 00000744 ABSENCE REQUESTS ADDITIONAL TIME REQUESTS	
Oct 11 - Oct 24, 2020     0.0     0.0       Hours Reported     Hours To Be Approved	



3. Select **Request Annual Leave** from the **Request Absence** page. *Note:* If requesting **Sick Leave**, select **Request Sick Leave** from the **Request Absence** page and follow the same instructions below (Absence Type will show as Sick Leave).

IBM     IR     Links       Manager Self Service     Manager Time     Abs	ence			ଜ ∈
	Viewing Employ	ee Hayley Robir	ison	
REQUEST ABSENCE				
Annual Leave Balance 72 Hours REQUEST ANNUAL LEAVE		Ŵ	Sick Leave Balance 1145.8 Hours REQUEST SICK LEAVE	
① The current balance does not reflect requests	that have been processed afte	r 05/26/2018.		
Absence Request History	ABSENCE TYPE	All Statuses	BEGIN DATE           ✓         07/28/2020	END DATE 01/24/2021
			<b>.</b> .	

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4. Select the calendar icon it to choose the **Start Date** and **End Date** or type the **Start** and **End Dates** into the corresponding fields.

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nag	«		Octo	ber :	2020		»	ce > F	Request A	Absence	
	Su	Мо	Tu	We	Th	Fr	Sa		View	ing Employee Havley Robinson	
	27	28	29	30	1	2	3				
	4	5	6	7	8	9	10				
	11	12	13	14	15	16	17				
	18	19	20	21	22	23	24				
	25	26	27	28	29	30	31		~		
	1	2	3	4	5	6	7			END DATE	
Ī	×			10/13	3/2020	0			× 🔊	10/14/2020	
	FULL	DAYS Ueste	PAR	TIAL D	AYS Con	nmen	ts/Hist	ory			
	FULL Req	DAYS ueste	PAR	UTIAL D	Con Tu	nmen e	ts/Hist	ory ed			
	FULL Req Octob Sched	DAYS ueste er uled	PAR ed Ho	urs	Con Tu 13	nmen e 3	ts/Hist Wa 1	ory ed 4			
	FULL Req Octob Sched Holida	DAYS ueste er uled	PAR ed Ho	urs	Con Tu 13 8	nmen e 3	ts/Hist Wa 1 8	ory ed 4			
	FULL Req Octob Sched Holida Reque	DAYS uested	PAR	urs	Con Tu 13 8 0	nmen e 3	ts/Hist Wa 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	ory ed 4			
	FULL Req Octob Sched Holida Reque	DAYS ueste er uled ay ested	PAR ed Ho	urs	Con Tu 13 8 0	nmen e 3	ts/Hist W 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	ory ed 4		Total Requested Hours: 1	6.0
	FULL Req Octob Sched Holida Reque	DAYS ueste uled ay ssted	PAR ed Ho	urs	Con Tuu 13 8 0	e 3	ts/Hist Wi 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	ory ed ; ;		Total Requested Hours: 1 Current Annual Leave Balance:	<b>6.0</b> 72
	FULL Req Octob Sched Holida Reque	DAYS ueste uled ay ested	PAR	ITTIAL DJ	Con Tu: 13 8 0 8	nmen e 3	ts/Hist W 1 £ C C	ory ed ;		Total Requested Hours: 1 Current Annual Leave Balance: The current balance does not reflect requests that have been processed after 05/26/20	<b>6.0</b> 72 018.

- 5. After choosing start and end dates, the absence page defaults to Full Days.
  - a. If you are requesting **Full Days** for your employee, simply select the Comments/History hyperlink and add any **Comments** in the Comments tab as necessary and select **Submit**. The page will automatically calculate the total requested hours.
  - b. If you are submitting a request for **Partial Days**, select **Partial Days**, put in the number of hours being requested either for all days or for the first and last day of absence and select **Submit**. The page will automatically calculate the total requested hours.



*Note:* If only the *First Day* and/or *Last Day* of the absence will be partial days, a value must be added for each of them. The value **0** is <u>not</u> allowed for these days.

If selecting **All days are partial**, the same number of hours must be requested for all days in the period.

Annual Leave			
			✓
START DATE*			END DATE
10/1	13/2020		· 10/14/2020 · ·
FULL DAYS PARTIAL DA	YS		
All days are partial	hr		
First day (October 13)	2 ł	ır	
& Last day (October 14	4)	hr	
Requested Hours	Commen	ts/History	
October	Tue 13	Wed 14	
		-	
Scheduled	•	8	
Scheduled Holiday	0	8	
Scheduled Holiday Requested	0 2	8 0 4	
Scheduled Holiday Requested	0 2	8 0 4	Total Deguasted Hourse 6.0
Scheduled Holiday Requested	0 2	8 0 4	<b>Total Requested Hours: 6.0</b> Current Annual Leave Balance: 72

6. Once the absence request is submitted, you will see the status show up as **Approved**.

REQUEST	ABSENCE					
	Annual Leave Balance 290 Hours (186 Hours Use or Lose) REQUEST ANNUAL LEAVE		\$Y	Sick Leave Ba	alance ours LEAVE	
() The currer Absence	nt balance does not reflect requests	that have been processed a ABSENCE All	fter 07/04/2020. STATUS All Statuses	BEGIN	<b>DATE</b> 6/05/2020	END DATE
<ol> <li>The current</li> <li>Absence</li> <li>Date</li> </ol>	nt balance does not reflect requests	ABSENCE All Absence Type	fter 07/04/2020. STATUS All Statuses	BEGIN 5 V 0 uration	DATE 5/05/2020 Status	END DATE 12/01/2020