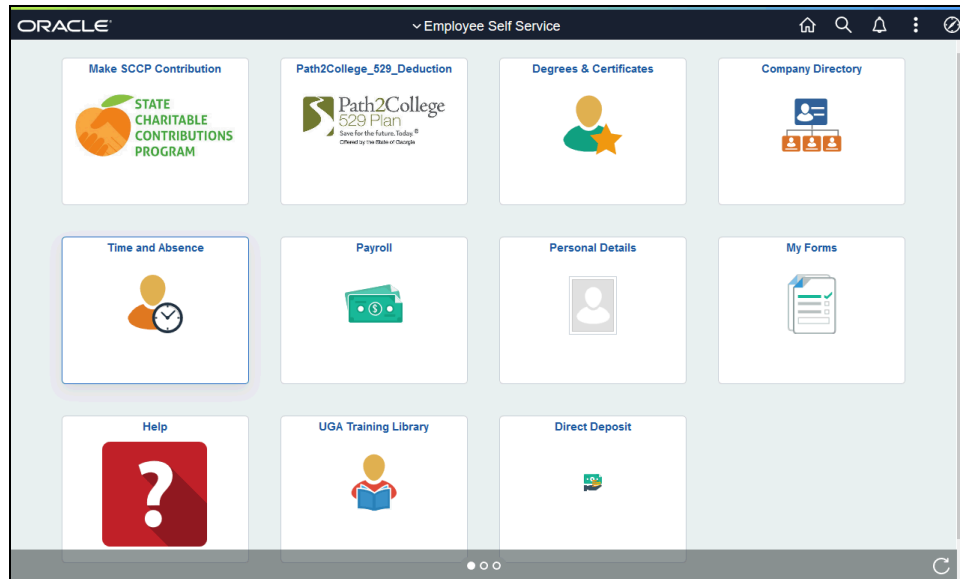




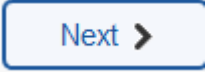

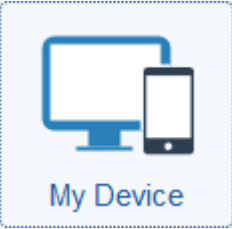
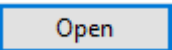
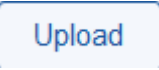



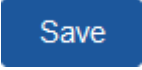
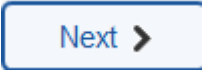
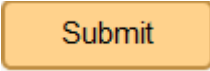

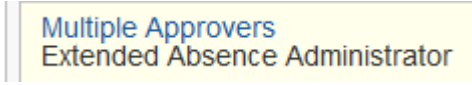

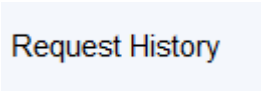
Requesting an Extended Leave Event




Step	Action
1.	<p>From the Employee Self Service homepage in OneUSG Connect, click the Time and Absence tile.</p> <p>Time and Absence</p> 
2.	<p>The Time page is displayed.</p> <p>Click the Extended Absence Request link.</p> <p>Extended Absence Request</p> 

Step	Action
3.	<p>The Extended Absence Request Page is displayed. On this page, you can create and manage extended leave requests.</p> <p>To create a request, click the [+] Plus button.</p> 
4.	<p>The Extended Absence Request page is displayed.</p> <p>Click the Absence Type drop-down list.</p> <p>Absence Type</p>
5.	<p>Select the appropriate Absence Type from the displayed menu.</p> <p>Absence Type</p>
6.	<p>Click the *Absence Take drop-down list.</p> <p>*Absence Take</p>
7.	<p>Select the appropriate Absence Type.</p> <p>EA - Medical/Non FMLA</p>
8.	<p>Click the Launch button.</p> <p>Launch</p>
9.	<p>The Extended Absence Request page is displayed.</p> <p>Enter the appropriate information in the *Start Date, *Expected Return Date, Actual Return Date (optional) fields or select the Calendar icon.</p> <p>*Start Date</p> <p>*Expected Return Date</p> <p>Actual Return Date</p>
10.	<p>You can enter optional details about the absence request in the Comments box.</p> <p>Note: These comments are subject to open records and can be used in court. Use discretion with what you enter.</p> <p>Comments</p>

Step	Action
11.	<p>Note: The Save function can be used at any time.</p> <p>Click the Save button.</p> 
12.	<p>Click the Next button.</p> 
13.	<p>The Attachments and Notes step is displayed.</p> <p>Note: Attachments are not required. This step can be skipped if not applicable.</p> <p>To add an optional supporting documentation to your extended leave request, click the Add Attachment button.</p> 
14.	<p>The File Attachment pop-up is displayed.</p> <p>To locate the appropriate file, click the My Device link.</p> 
15.	<p>The File Upload menu is displayed from your device.</p> <p>Choose the appropriate file you want to attach to your request.</p>
16.	<p>Click the Open button.</p> 
17.	<p>Click the Upload button.</p> 
18.	<p>Once the upload is completed, click the Done button.</p> 

Step	Action
19.	<p>The attachment is added to the request.</p> <p>Click the Save button.</p> 
20.	<p>Click the Next button.</p> 
21.	<p>The Review and Submit step is displayed.</p> <p>When you are sure the information is complete, click the Submit button.</p> 
22.	<p>A confirmation pop-up window is</p> <p>Click the Yes button.</p> 
23.	<p>The Extended Absence Submission page is displayed with the Workflow Status of your extended leave request.</p> <p>Note: For your leave balances to be deducted, additional processing will be needed by the leave administrator.</p> <p>To view additional Workflow details, click the Multiple Approvers link.</p> 
24.	<p>The Approver Information pop-up is displayed.</p> <p>Note: If additional information/documentation is needed, the leave approvers will contact you directly.</p> <p>Click the Close button.</p> 
25.	<p>To view the history for this extended leave request, click the Request History link.</p> 

Step	Action
26.	<p>The Request History page is displayed with your submitted extended leave request details.</p> <p>Click the Close button.</p> 
27.	<p>The Request History page is displayed with your submitted extended leave request details.</p>
28.	<p>You have completed the steps to request an extended leave in the OneUSG Connect System.</p> <p>End of Procedure.</p>