



Time and Labor (OTL)

Absence Management - Employee

R12 Work Instructions



Document Control

Change Record

Date	Author	Version	Change Reference
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Reviewers

Date	Name	Position
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Distribution

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Business Process Description

Absence Management is a new capability within Time and Labor which allows the Employee, Supervisor and Timekeeper to enter a Leave Request for themselves or their subordinates within DAI Self Service. This electronic request once approved will automatically generate a timecard if necessary and enter the Employee's Leave Request information on that timecard. After entering a Leave Request, the Supervisor/Approver for the Employee will receive a notification within their Worklist, requiring further processing. Again, only upon the Supervisor/Approver's Approval of the Leave Request will the appropriate timecard be updated with the Leave Request information. Any type of User; Employee, Supervisor or Timekeeper will be able to review their Leave Balances and attach files to a Leave Request in a similar manner as balances are reviewed and files attached to a timecard. Leave Requests can be made for the current payroll period or up to 90 days in advance.

All Employees will only view the appropriate Leave Types and Pay Codes they are eligible to have per their status and assignments within their employee record. The process to establish this is based off the Pay Code Eligibility Matrix. Not all types of Leave can be processed using Absence Management. The valid types of Leaves in Absence Management will be explained further within this documentation.

Absence Management Valid Leave Types and Exceptions

Valid Absence Types for the Leave Request entry.

Absence Type	Description	Special Handling
LA	Annual Leave	
LP	Restored Annual Leave 3	
LQ	Restored Annual Leave 2	
LR	Restored Annual Leave 1	
CT	Comp Time Taken	
CF	Travel Comp Time Taken	
CA	Religious Comp Time Taken	
LY	Time off award	
LS	Sick Leave	
LO	BRAC Restored Leave	
KA	Leave Without Pay (LWOP)	Employee Assignment should be in Active status to request this leave. Assignment status code = 'A-Active'
LC	Court Leave	



Absence Management Valid Leave Types and Exceptions

Valid codes for Family Medical Leave Act (FMLA) and Family Friendly Leave Act (FFLA)

Family Friendly Leave Codes DE and DF can only be entered in conjunction with the Absence Type LS – SICK LEAVE.

Type	Code	Description
Family Medical Leave	DA	Birth of son/daughter or care of newborn
Family Medical Leave	DB	Adoption or foster care
Family Medical Leave	DC	Care for spouse, son, daughter, or parent with a serious health condition
Family Medical Leave	DD	Serious health condition of employee
Family Medical Leave	DM	Care for an injured member of the Armed Forces
Family Medical Leave	DE	Family Care/Bereavement
Family Medical Leave	DF	Sick Leave for Adoption Purposes

Exceptions are FMLA codes DA, DB, DC, DD and DM will be entered only in conjunction with the below absence types:

Valid Absence Types	2 Letter Code	Code Description
	CN	Credit Hours Taken
	CT	Comp Time Taken
	KA	Leave Without Pay
	LA	Annual Leave
	LB	Advanced Annual
	LG	Advanced Sick
	LQ	Restored Annual Leave 2
	LR	Restored Annual Leave 1
	LS	Sick Leave

Trigger: An Employee needs time off from work.

Prerequisites

- The employee is in the DAI hierarchy approval flow.
- Project and Task values are all linked to the employee.
- The employee's Tour of Duty exists.
- The supervisor or authorized delegate is in the hierarchy approval flow with a link to the employee.



Responsibilities

- Employee Time User – (Agency)
- Limited or Super Timekeeper (Graded or Ungraded)– (Agency)
- OTL Supervisor Approver – (Agency)

Menu Path

Use the following menu path(s) to begin this task:

- Employee Time User →DAI Absence Management
- Limited or Super Timekeeper (Graded or Ungraded) → DAI Absence Management
- OTL Supervisor Approver → DAI Absence Management

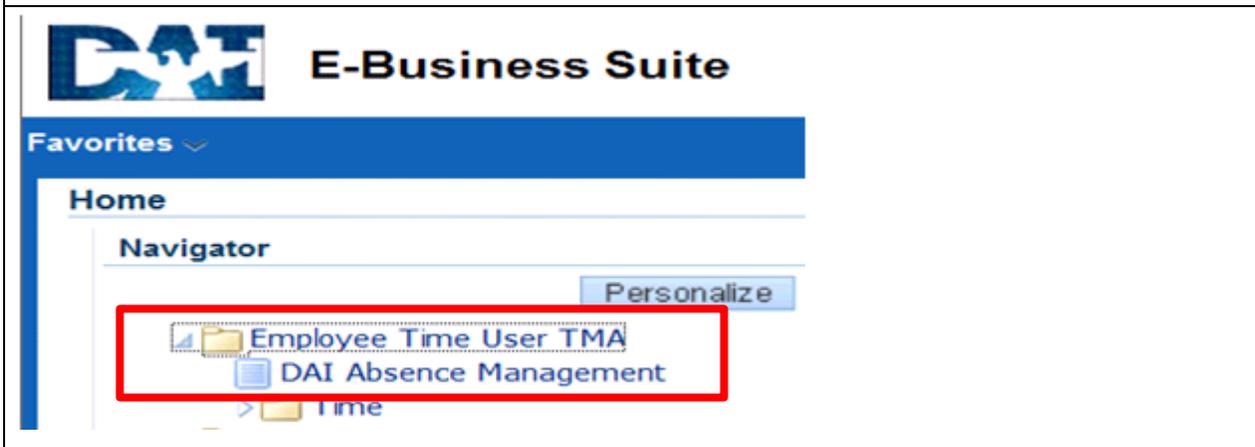


Employee - Leave Request Summary Screen

Start the task using the following responsibility and menu path to open the DAI Absence Management screen:

Responsibility: Employee Time User – Agency

Menu Path: DAI Absence Management link.





Employee Summary Screen – Header Section

Employee Time User TMA 2

Navigator ▾ Favorites ▾

Absence Requests Summary Page

Employee Details

Employee Name	SERVICE, STEVE TMA	Employee Number	11886
E-Mail Address	SERVICE.STEVE@TMA.MIL	Business Group	Setup Business Group
Supervisor	HARDY, ROBIN (CTR) L	Organization	TMA DEFENSE HEALTH BOARD DIRECTORATE

2. Overview: The **Employee Details** section: Partial Screen

Field Name	Field Detail	Description
Employee Name	Employee's Name	Leave Requests is to be entered for this employee
Employee Number	Employee's Number	Numerical number assigned to the employee record
Email Address	Employee's Email Address	Email address from the Employee's record
Business Group	Employee's Business Group	Employee's assigned Business Group from the Employee's record
Supervisor	Employee's Supervisor	Employee's assigned Supervisor/Approver from the Employee's record.
Organization	Employee's Organization	Employee's assigned Organization from the Employee's record



Employee Summary Screen – Simple Search Section

Employee Name	SERVICE, STEVE TMA	Employee Number	11886
EEmail Address	SERVICE.STEVE@TMA.MIL	Business Group	Setup Business Group
Supervisor	HARDY, ROBIN (CTR) L	Organization	TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Summary | **Accrual Balances** | **3**

Simple Search

Type Status

From Date To Date

The Simple Search option allows the Employee to retrieve any Leave Request that has been previously entered.

3. Click the drop down arrow in the **Type** field to display the various **Leave Types** that can be used as the criteria for a **Leave Request** search. If this is the only criteria, click the **Go** button otherwise; continue to add additional search criteria.

Type

- CA - Religious Comp Time Taken
- CF - Travel Comp Time Taken
- CT - Comp Time Taken
- KA - Leave Without Pay (LWOP)
- LA - Annual Leave
- LC - Court Leave
- LO - BRAC Restored Leave
- LP - Restored Annual Leave 3
- LQ - Restored Annual Leave 2
- LR - Restored Annual Leave 1
- LS - Sick Leave
- LY - Time off award



Employee Summary Screen – Simple Search Section

Employee Name	SERVICE, STEVE TMA	Employee Number	11886
E-Mail Address	SERVICE.STEVE@TMA.MIL	Business Group	Setup Business Group
Supervisor	HARDY, ROBIN (CTR) L	Organization	TMA DEFENSE HEALTH BOARD DIRECTORATE

Simple Search

Type

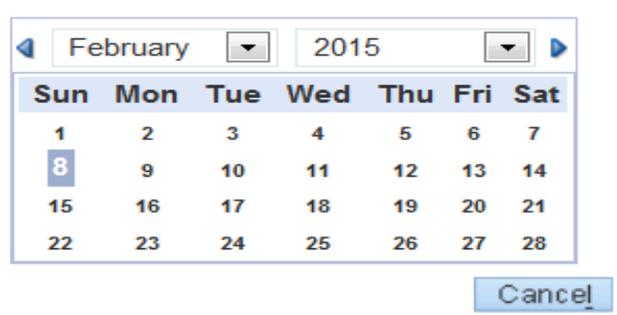
From Date **5** To Date **4**

Status **4**

4. Click the drop down arrow for the **Status** field to display the various **Leave Statuses** that can be used as the criteria for a **Leave Request** search. If this is the only criteria, click the **Go** button otherwise; continue to add additional search criteria.



5. Click the icon for the **From Date and To Date** fields to display a calendar to use when selecting the date range for the **Leave Request**. Search for or enter the dates using the format of DD-MMM-YYYY. If this is the only criteria, click the **Go** button otherwise; continue to add additional search criteria.





View Leave Request Search Results

6

Absence Request Summary

Create Absence

Start Date	End Date	Duration (Hours)	Type	Status	Attachments	Details	Update	Withdraw
09-Feb-2015	09-Feb-2015	8	LS - Sick Leave	Pending Approval				

[Return to Previous Page](#)

6. Review the retrieved data associated with the search criteria entered in the **Simple Search** fields.

Column Heading	Description
Start Date	Beginning date of the Leave Request
End Date	End date of the Leave Request
Duration (Hours)	Numeric display in hours of leave requested
Type	Code and description for the Type of leave requested
Status	One of the following statuses: <ul style="list-style-type: none"> • Approved • Pending Approval • Rejected • Saved for Later • Withdrawn
Attachments	Attachment icon (paperclip) displays indicating if a file is attached.
Details	Detail icon displays the Historical Absence Request information.
Update	Update icon allows changes or edits to be made to the Leave Request. .
Withdraw	Trash Bin icon allows the Leave Request to be withdrawn. Once withdrawn this Leave Request cannot be reused.



Employee - Accrual Balances - Summary Screen

Absence Requests Summary Page

Employee Details

Employee Name	SERVICE, STEVE TMA	Employee Number	11886
Email Address	SERVICE.STEVE@TMA.MIL	Business Group	Setup Business Group
Supervisor	HARDY, ROBIN (C	Organization	TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Summary **Accrual Balances** 1a

TIP Enter the date for which you wish to view the accruals. If no date is entered, accruals are computed as of today.

Simple Search 1b

Effective Date

1c

Accrual Bal

Accrual Balances – Partial screen

- Click the **Accrual Balances Tab** to search for the **Employee’s Accrual Balances** interfaced from **DCPS** as accrued by the end of the previous payroll period.
 - Click the icon to enter an **Effective Date** for the **Accrual Balances** Or leave the field blank to display balances as of today’s date.
 - Click the **Go** button to process the **Simple Search** and display the accrual balances as of the **Effective Date** entered.

Note: If the Effective Date entered is not the last day of the previous payroll period, the displayed balances will be as of the end of the previous payroll period.



Employee Accrual Balances –Summary Screen

Accrual Balances	
Accrual Type	Balance
Advanced Annual Leave	0
Advanced Sick Leave	0
Annual Leave	73
BRAC Restored Leave	0
Compensatory Time	0
Credit Hours	0
Military Leave	0
Religious Compensatory Time	0
Restored Annual Leave 1	0
Restored Annual Leave 2	0
Restored Annual Leave 3	0
Sick Leave	22
Time Off Award	5
Travel Compensatory Time	0

2

Accrual Balances - Partial Screen

2. All types of **Accrual Balances** will display using this search option.

Note: Leave balances are as of the end of the previous payroll period within **DCPS**. **DAI** does not calculate or generate leave balances, **DAI** only displays the information that is interfaced at the end of the payroll period from DCPS.



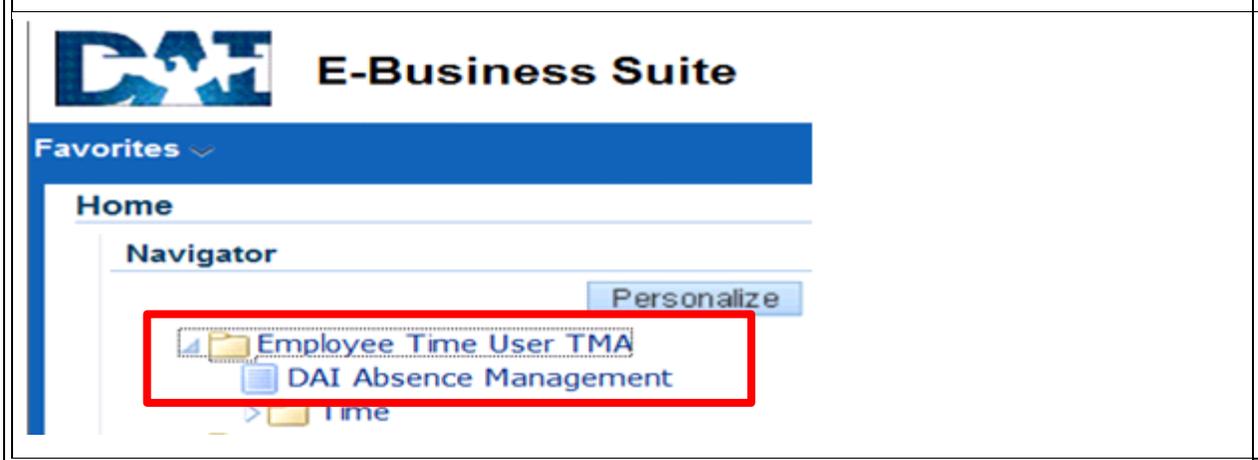
Employee - Create a Leave Request

Option 1: Full Days

Start the task using the following responsibility and menu path to open the DAI Absence Management screen:

Responsibility: Employee Time User – Agency

Menu Path: DAI Absence Management link.





Option 1: Full Days

Absence Requests Summary Page

Employee Details

Employee Name: SERVICE, STEVE TMA Employee Number: 11886
 EMail Address: SERVICE.STEVE@TMA.MIL Business Group: Setup Business Group
 Supervisor: HARDY, ROBIN (CTR) L Organization: TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Summary **Accrual Balances**

Simple Search

Type: [] Status: []
 From Date: [] To Date: []
 [Go] [Clear]

Absence Request Summary

[Create Absence] 1

Start Date	End Date	Duration (Hours)	Type	Status	Attachments
No results found.					

1. Click the **Create Absence** button to display the “**Create Absence – Enter Absence Details**” screen.

Absence Details: Partial screen

Absence Details

Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate duration button to see the number of hours you are requesting.
 * Indicates required field

* Absence Type: [FMLA Leave Code] [] 2

Duration: * Start Date [] * [Full Day Leave] Start Time [] End Time []
 * End Date [] * [Full Day Leave] Start Time [] End Time []
 Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH24:MI (00:00-23:59)

Total Hours: [] [Calculate Duration]

Comments: []

- LA - Annual Leave
- CA - Religious Comp Time Taken
- CF - Travel Comp Time Taken
- CT - Comp Time Taken
- KA - Leave Without Pay (LWOP)
- LA - Annual Leave
- LC - Court Leave
- LO - BRAC Restored Leave
- LP - Restored Annual Leave 3
- LQ - Restored Annual Leave 2
- LR - Restored Annual Leave 1
- LS - Sick Leave
- LY - Time off award

2. Click the drop down arrow in the **Absence Type** field and scroll to select “**LA – Annual Leave**”.

Note: If the leave refers to **FMLA** or **FFLA** review the restrictions explained at the beginning of this Work Instruction. Not all types of leave codes can be used in conjunction with **FMLA** or **FFLA** selections.



Option 1: Full Days

Absence Details

Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate duration button to see the number of hours you are requesting.

* Indicates required field

* Absence Type LA - Annual Leave

FMLA Leave Code

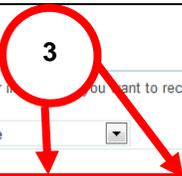
Duration

* Start Date	11-Feb-2015		* <input checked="" type="checkbox"/> Full Day Leave	Start Time	End Time
* End Date	13-Feb-2015		* <input checked="" type="checkbox"/> Full Day Leave	Start Time	End Time

Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH:MM (00:00-23:59)

Total Hours

Comments



Absence Details: Partial screen

- Enter the **Annual Leave Start Date and End Dates** in the format **DD-MMM-YYYY** or use the **Calendar** icon to select the appropriate dates. Keep the check marks in the **Full Day Leave** fields.
- Note: The Absence Management Leave Request defaults with both entry lines displaying check marks in the Full Day Leave fields.**

Absence Details

Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate duration button to see the number of hours you are requesting.

* Indicates required field

* Absence Type LA - Annual Leave

FMLA Leave Code

Duration

* Start Date	11-Feb-2015		* <input checked="" type="checkbox"/> Full Day Leave	Start Time	End Time
* End Date	13-Feb-2015		* <input checked="" type="checkbox"/> Full Day Leave	Start Time	End Time

Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH:MM (00:00-23:59)

Total Hours 24

Comments



- Click the **Calculate Duration** button to calculate the total hours of **LA – Annual Leave** to be generated by the employee’s **Leave Request**.
- Note: The number of hours for full days used in the calculation is based off the Tour of Duty established for the employee; therefore the daily rate could vary from the standard 8 hours.**

Option 1 – Full Days

Absence Details

Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate duration button to see the number of hours you are requesting.
* Indicates required field

* Absence Type

FMLA Leave Code

Duration

* Start Date	11-Feb-2015	<input type="checkbox"/>	* Full Day Leave	Start Time		End Time	
* End Date	13-Feb-2015	<input type="checkbox"/>	* Full Day Leave	Start Time		End Time	

Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH24:MI (00:00-23.59)

Total Hours 24

Comments

Supporting Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update
No results found.							

[Return to Absence Summary](#)

5

- 5.** Click the **Next** button to process the validations for the **Leave Request**.
- a) Click the **Save** button to keep the **Leave Request** for a future submission. The screen will return to the **Absence Requests Summary Page** and the saved request will be listed at the bottom of the page
 - b) Click the **Cancel** button to remove/delete the **Leave Request**. If this option is selected, a warning message will display allowing the cancelation to be reversed.
 - I. Click the **Yes** button to continue with the cancelation.
 - II. Click the **No** button to return to the previous screen.



Option 1 – Full Days

Employee Details

Employee Name	SERVICE, STEVE TMA	Employee Number	11886
EMAIL Address	SERVICE.STEVE@TMA.MIL	Business Group	Setup Business Group
Supervisor	HARDY, ROBIN TMA	Organization	TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Details

Review all the information and click on "Submit" to submit the request for approval.

Type LA
 FMLA Leave Code

Duration	Start Date	11-Feb-2015	<input checked="" type="checkbox"/> Full Day Leave	Start Time	End Time
	End Date	13-Feb-2015	<input checked="" type="checkbox"/> Full Day Leave	Start Time	End Time

Total Hours 24
 Comments

Supporting Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Approver Details

Name	Employee Number	Organization	Email Address	BusinessGroup
HARDY, ROBIN TMA	11899	TMA OFC OF CHIEF PHARMACEUTICAL OPS		Setup Business Group

Buttons: Cancel, Back, Submit (highlighted in red boxes)

- 6.** Click the **Submit** button to send the **Leave Request** to the Supervisor for approval.
- a)** Click the **Cancel** button to remove/delete the **Leave Request**. If this option is selected, a warning message will display allowing the cancellation to be reversed.
 - I. Click the **Yes** button to continue with the cancellation
 - II. Click the **No** button to return to the previous screen.
 - b)** Click the **Back** button to return to the previous screen.



Option 1 – Full Days



Confirmation

The absence request has been submitted successfully for approval

7

Employee Details

Employee Name: SERVICE STEVE DUNN Employee Number: 11000
 EMail Address: SERVICE.STEVE@TMA.MIL Business Group: Setup Business Group
 Supervisor: HARDY, ROBIN TMA Organization: TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Summary Accrual Balances

Simple Search

Type: Status:

From Date: To Date:

Go Clear

Absence Request Summary

Create Absence

Start Date	End Date	Duration (Hours)	Type	Status	Attachments	Details	Update	Withdraw
11-Feb-2015	13-Feb-2015	24	LA - Annual Leave	Pending Approval				
10-Feb-2015	10-Feb-2015	8	LS - Sick Leave	Saved for later				
09-Feb-2015	09-Feb-2015	8	LS - Sick Leave	Pending Approval				

7. Review the **Confirmation** screen on the **Absence Requests Summary Page** saying **“The absence request has been submitted successfully for approval”**.

Result

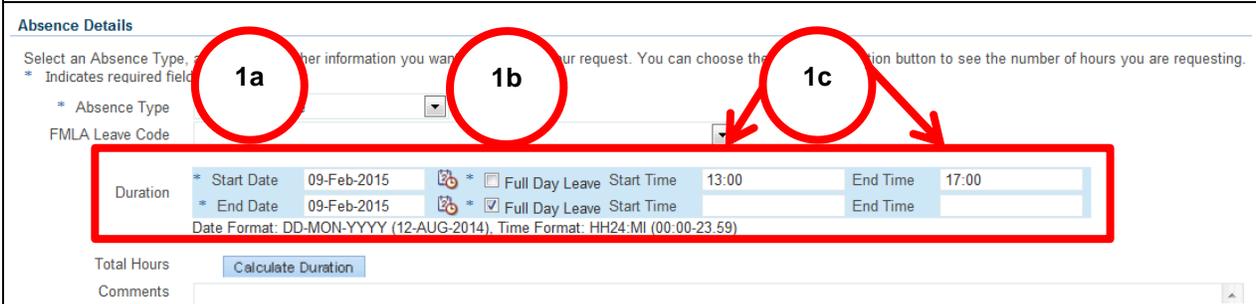
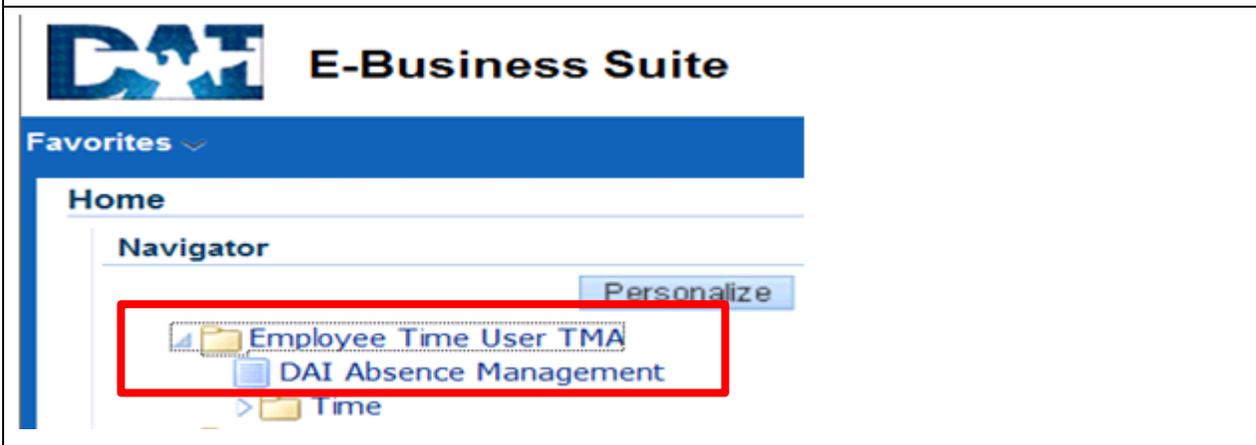
Congratulations! You have successfully created a Leave Request for full days in DAI Absence Management.

Option 2 - Partial Hours

Start the task using the following responsibility and menu path to open the DAI Absence Management screen:

Responsibility: Employee Time User – Agency

Menu Path: DAI Absence Management link.



Absence Details: Partial screen

1.
 - a) Enter the **Sick Leave Start Date and End Dates** in the format **DD-MMM-YYYY** or use the **Calendar** icon to select the appropriate dates.
 - b) Uncheck the **Full Day Leave** check box in only the first line to activate the **Start Time** and **End Time** fields.
 - c) Enter the partial hours in Military Hours format.(00:00-23:59)

Note: If entering one day of partial hours only remove the check mark from the first line. If the partial hours are spread over multiple days, the leave request will require the partial hours to be entered on two lines thus requiring the check mark to be removed from both boxes.



Option 2 Partial Hours

Absence Details

Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate duration button to see the number of hours you are requesting.
 * Indicates required field

* Absence Type

FMLA Leave Code

Duration

* Start Date	09-Feb-2015	<input type="checkbox"/> Full Day Leave	Start Time	1300	End Time	1700
* End Date	09-Feb-2015	<input checked="" type="checkbox"/> Full Day Leave	Start Time		End Time	

Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH24:MI (00:00-23:59)

Total Hours 4 **2**

Comments

2. Click the **Calculate Duration** button to calculate the total hours **LS – Sick Leave** to be generated by the employee’s **Leave Request**.

Absence Details

Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate duration button to see the number of hours you are requesting.
 * Indicates required field

* Absence Type

FMLA Leave Code

Duration

* Start Date	09-Feb-2015	<input type="checkbox"/> Full Day Leave	Start Time	13:00	End Time	17:00
* End Date	09-Feb-2015	<input checked="" type="checkbox"/> Full Day Leave	Start Time		End Time	

Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH24:MI (00:00-23:59)

Total Hours 4 **3**

Comments

3. Click the **Next** button to process the validations for the **Leave Request**.

- a) Click the **Save** button to keep the **Leave Request** for a future submission. The screen will return to the **Absence Requests Summary Page** and the saved request will be listed at the bottom of the page
- b) Click the **Cancel** button to remove/delete the **Leave Request**. If this option is selected, a warning message will display allowing the cancelation to be reversed.
 - I. Click the **Yes** button to continue with the cancelation
 - II. Click the **No** button to return to the previous screen.



Option 2 – Partial Hours

Employee Details

Employee Name	SERVICE, STEVE TMA	Employee Number	11886
E-Mail Address	SERVICE.STEVE@TMA.MIL	Business Group	Setup Business Group
Supervisor	HARDY, ROBIN TMA	Organization	TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Details

Review all the information and click on "Submit" to submit the request for approval.

Type: LS
FMLA Leave Code

Duration	Start Date	09-Feb-2015	<input type="checkbox"/> Full Day Leave	Start Time	13:00	End Time	17:00
	End Date	09-Feb-2015	<input checked="" type="checkbox"/> Full Day Leave	Start Time		End Time	

Total Hours: 4
Comments:

Supporting Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Approver Details

Name	Employee Number	Organization	Email Address	BusinessGroup
HARDY, ROBIN TMA	11899	TMA OFC OF CHIEF PHARMACEUTICAL OPS		Setup Business Group

4. Click the **Submit** button to send the **Leave Request** to the Supervisor for approval.

- a)** Click the **Cancel** button to remove/delete the **Leave Request**. If this option is selected, a warning message will display allowing the cancellation to be reversed.
 - I. Click the **Yes** button to continue with the cancellation
 - II. Click the **No** button to return to the previous screen.
- b)** Click the **Back** button to return to the previous screen.



Option 2 – Partial Hours

 **Confirmation**
The absence request has been submitted successfully for approval.

Employee Details

Employee Name	SERVICE, STEVE TMA	Employee Number	11886
E-Mail Address	SERVICE.STEVE@TMA.MIL	Business Group	Setup Business Group
Supervisor	HARDY, ROBIN TMA	Organization	TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Summary | **Accrual Balances**

Simple Search

Type: Status:
From Date: To Date:

Absence Request Summary

Create Absence									
Start Date	End Date	Duration (Hours)	Type	Status	Attachments	Details	Update	Withdraw	
09-Feb-2015	09-Feb-2015	4	LS - Sick Leave	Pending Approval					

5

5. Review the **Confirmation** screen on the **Absence Requests Summary Page** saying “**The absence request has been submitted successfully for approval**”.

Result

Congratulations! You have successfully created a Leave Request for partial hours in DAI Absence Management.

Option 3: Full Days and Partial Hours

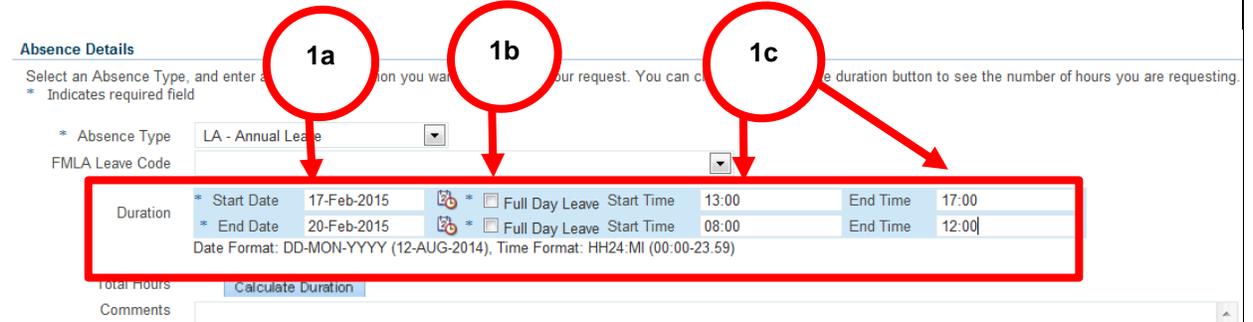
Start the task using the following responsibility and menu path to open the DAI Absence Management screen:

Responsibility: Employee Time User – Agency

Menu Path: DAI Absence Management link.



Option 3 – Full Days and Partial Hours



Absence Details: Partial screen

1.
 - a) Enter the **Annual Leave Start Date and End Dates** in the format **DD-MMM-YYYY** or use the **Calendar** icon to select the appropriate dates.
 - b) Uncheck both **Full Day Leave** check boxes to activate the **Start Time** and **End Time** fields.
 - c) Enter the partial hours in the **Start Time and End Time** fields using the **Military Hours** format. (00:00-23:59).

Note: Total hours will be calculated based on the entire duration entered, including the days in-between the Start Date and End Date.



Option 3 – Full Days and Partial Hours

Absence Details

Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate duration button to see the number of hours you are requesting.
 * Indicates required field

* Absence Type LA - Annual Leave

FMLA Leave Code

Duration	* Start Date	* End Date	Full Day Leave	Start Time	End Time
	17-Feb-2015	20-Feb-2015	<input type="checkbox"/>	13:00	17:00
			<input type="checkbox"/>	08:00	12:00

Date Format: DD-MON-YYYY (12-AUG-2014) Time Format: HH24:MI (00:00-23:59)

Total Hours 24

Comments

2. Click the **Calculate Duration** button to calculate the total hours of **LA – Annual Leave** to be generated by the employee’s **Leave Request**.

Note: The date range includes two (2) full days in-between the day scheduled for partial hours. The calculation will be 4 hours for Feb. 17th, a full day of hours for Feb. 18th, a full day of hours for Feb. 19th and 4 hours for Feb 20th totaling 24 hours of leave for this employee.

Create Absence - Enter Absence Details

Employee Details

Employee Name	SERVICE, STEVE TMA	Employee Number	11886
E-mail Address	SERVICE.STEVE@TMA.MIL	Business Group	Setup Business Group
Supervisor	HARDY, ROBIN TMA	Organization	TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Details

Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate duration button to see the number of hours you are requesting.
 * Indicates required field

* Absence Type LA - Annual Leave

FMLA Leave Code

Duration	* Start Date	* End Date	Full Day Leave	Start Time	End Time
	17-Feb-2015	20-Feb-2015	<input type="checkbox"/>	13:00	17:00
			<input type="checkbox"/>	08:00	12:00

Date Format: DD-MON-YYYY (12-AUG-2014) Time Format: HH24:MI (00:00-23:59)

Total Hours 24

Comments

3. Click the **Next** button to process the validations for the **Leave Request**.

- Click the **Save** button to keep the **Leave Request** for a future submission. The screen will return to the **Absence Requests Summary Page** and your saved request will be listed at the bottom of the page
- Click the **Cancel** button to remove/delete the **Leave Request**. If this option is selected, a warning message will display allowing the cancelation to be reversed.
 - Click the **Yes** button to continue with the cancelation
 - Click the **No** button to return to the previous screen.



Option 3 – Full Days and Partial Hours

Employee Details

Employee Name	SERVICE, STEVE TMA	Employee Number	11886
E-Mail Address	SERVICE.STEVE@TMA.MIL	Business Group	Setup Business Group
Supervisor	HARDY, ROBIN TMA	Organization	TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Details

Review all the information and click on "Submit" to submit the request for approval.

Type LA

FMLA Leave Code

Duration

Start Date	17-Feb-2015	<input type="checkbox"/> Full Day Leave	Start Time	13:00	End Time	17:00
End Date	20-Feb-2015	<input type="checkbox"/> Full Day Leave	Start Time	08:00	End Time	12:00

Total Hours 24

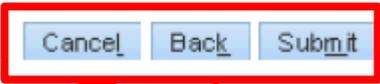
Comments

Supporting Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Approver Details

Name	Employee Number	Organization	Email Address	BusinessGroup
HARDY, ROBIN TMA	11899	TMA OFC OF CHIEF PHARMACEUTICAL OPS		Setup Business Group



4. Click the **Submit** button to send the **Leave Request** to the Supervisor for approval.
 - a) Click the **Cancel** button to remove/delete the **Leave Request**. If this option is selected, a warning message will display allowing the cancelation to be reversed.
 - I. Click the **Yes** button to continue with the cancelation
 - II. Click the **No** button to return to the previous screen.
 - b) Click the **Back** button to return to the previous screen to make any edits to the **Leave Request** prior to continuing with the submittal process.



Option 3 – Full Days and Partial Hours

 **Confirmation**
The absence request has been submitted successfully for approval.

5

Absence Requests Summary Page

Employee Details

Employee Name	SERVICE, STEVE TMA	Employee Number	11886
E-Mail Address	SERVICE.STEVE@TMA.MIL	Business Group	Setup Business Group
Supervisor	HARDY, ROBIN TMA	Organization	TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Summary | **Accrual Balances**

Simple Search

Type: Status:
From Date: To Date:

Absence Request Summary

Start Date	End Date	Duration (Hours)	Type	Status	Attachments	Details	Update	Withdraw
17-Feb-2015	20-Feb-2015	24	LA - Annual Leave	Pending Approval				

5. Review the **Confirmation** screen on the **Absence Requests Summary Page** saying “**The absence request has been submitted successfully for approval**”.

Result

Congratulations! You have successfully created a Leave Request for full days and partial hours in DAI Absence Management.

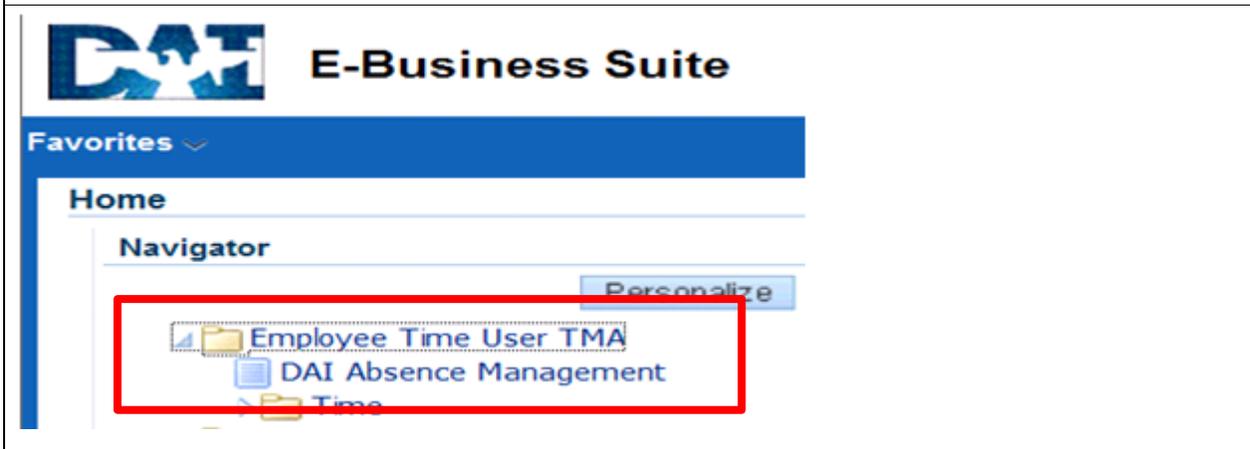


Employee - Modify a Leave Request

Start the task using the following responsibility and menu path to open the **DAI Absence Management** screen:

Responsibility: Employee Time User – Agency

Menu Path: DAI Absence Management link.





Modify a Leave Request

 **Employee Time User TMA** Home Logout Preferences **Logged In As**
SERVICE.STEVE:

Navigator ▾ Favorites ▾

Absence Requests Summary Page

Employee Details

Employee Name	SERVICE, STEVE TMA	Employee Number	11886
Email Address	SERVICE.STEVE@TMA.MIL	Business Group	Setup Business Group
Supervisor	HARDY, ROBIN TMA	Organization	TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Summary | **Accrual Balances**

Simple Search

Type: Status:
From Date: To Date:

Absence Request Summary

Start Date	End Date	Duration (Hours)	Type	Status	Attachments	Details	Update	Withdraw
17-Feb-2015	20-Feb-2015	24	LA - Ann	Pending Approval				
09-Feb-2015	09-Feb-2015	4	LS - Sick	Pending Approval				
10-Feb-2015	10-Feb-2015	8	LS - Sick Leave	Saved for later				
09-Feb-2015	09-Feb-2015	8	LS - Sick Leave	Withdrawn				

1. Click the **Update** icon to open the “**Saved for later**” editable Leave Request.

Note: If a **Leave Request** is **Pending Approval** or has been **Withdrawn**, the **Update** icon is grayed out and is unavailable.



Modify a Leave Request

Employee Time User TMA Home Logoferences Logged In As SERVICE.STEVE.TMA

Navigator Favorites

Create Absence - Enter Absence Details

Cancel Save Next

Employee Details

Employee Name SERVICE, STEVE TMA Employee Number 11886
Email Address SERVICE.STEVE.TMA@MIL Business Group Setup Business Group
Supervisor HARDY Organization TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Details

Select an Absence Type, and enter the information you want to record for your request. You can choose the Calculate duration button to see the number of hours you are requesting.
* Indicates required field

* Absence Type LS - Sick Leave

FMLA Leave Code

Duration * Start Date 10-Feb-2015 * Full Day Leave Start Time End Time
* End Date 10-Feb-2015 * Full Day Leave Start Time End Time
Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH24:MI (00:00-23:59)

Total Hours 8 Calculate Duration

Comments

Supporting Documents

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Return to Absence Summary

Cancel Save Next

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2. Enter a **Start Date** or **End Date** change or an **Absence Type** change on the **Leave Request** to modify the previously stored information.



Modify a Leave Request

Create Absence - Enter Absence Details

Cancel Save Next

Employee Details

Employee Name	SERVICE, STEVE TMA	Employee Number	11886
E-Mail Address	SERVICE.STEVE@TMA.MIL	Business Group	Setup Business Group
Supervisor	HARDY, ROBIN TMA	Organization	TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Details

Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate duration button to see the number of hours you are requesting.
* Indicates required field

* Absence Type LA - Annual Leave

FMLA Leave Code

Duration

* Start Date	03-Apr-2015	<input checked="" type="checkbox"/> Full Day Leave	Start Time	End Time
* End Date	03-Apr-2015	<input checked="" type="checkbox"/> Full Day Leave	Start Time	End Time

Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH:MM (00:00-23:59)

Total Hours 8 [Calculate Duration](#)

Comments Any Message can be typed here.

Supporting Documents

[Add Attachment](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

3 Click the **Next** button to continue with the submittal of the modified **Leave Request**.

- Click the **Save** button to keep the modifications to the **Leave Request** and to save the **Leave Request** for later submission. . The screen will return to the **Absence Requests Summary Page** and the saved request will be listed at the bottom of the page
- Click the **Cancel** button to remove/delete the **Leave Request**. If this option is selected, a warning message will display allowing the cancelation to be reversed.
 - Click the **Yes** button to continue with the cancelation
 - Click the **No** button to return to the previous screen.



Modify a Leave Request

Employee Time User TMA Home Logout Preferences Logged In As SERVICE.STEVE.TMA

Employee Details

Employee Name: SERVICE, STEVE TMA Employee Number: 11886
Email Address: SERVICE.STEVE@TMA.MIL Business Group: Setup Business Group
Supervisor: HARDY, ROBIN TMA Organization: TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Details

Review all the information and click on "Submit" to submit the request for approval.

Type: LA
FMLA Leave Code: []

Duration: Start Date: 03-Apr-2015 [x] Full Day Leave Start Time: End Time: []
End Date: 03-Apr-2015 [x] Full Day Leave Start Time: End Time: []

Total Hours: 8

Comments: []

Supporting Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Approver Details

Name	Employee Number	Organization	Email Address	BusinessGroup
HARDY, ROBIN TMA	11899	TMA OFC OF CHIEF PHARMACEUTICAL OPS		Setup Business Group

Cancel Back Submit

4. Click the **Submit** button to send the **Leave Request** to the Supervisor for approval.

- a) Click the **Cancel** button to remove/delete the **Leave Request**. If this option is selected, a warning message will display allowing the cancellation to be reversed.
 - I. Click the **Yes** button to continue with the cancellation
 - II. Click the **No** button to return to the previous screen.
- b) Click the **Back** button to return to the previous screen to make any edits to the **Leave Request** prior to continuing with the submittal process.



Modify a Leave Request

Employee Time User TMA
Home Logout Preferences Logged In As SERVICE.STEVE.TMA

Navigator Favorites

Confirmation

The absence request has been submitted successfully for approval.

Employee Name SERVICE, STEVE TMA Employee Number 11895

Email Address SERVICE.STEVE@TMA.MIL Business Group Setup Business Group

Supervisor HARDY, ROBIN TMA Organization TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Summary [Accrual Balances](#)

Simple Search

Type: Status:

From Date: To Date:

[Go](#) [Clear](#)

Absence Request Summary

[Create Absence](#)

Start Date	End Date	Duration (Hours)	Type	Status	Attachments	Details	Update	Withdraw
17-Feb-2015	20-Feb-2015	24	LA - Annual Leave	Pending Approval				
09-Feb-2015	09-Feb-2015	4	LS - Sick Leave	Pending Approval				
11-Feb-2015	13-Feb-2015	24	LA - Annual Leave	Pending Approval				
03-Apr-2015	03-Apr-2015	8	LA - Annual Leave	Pending Approval				
09-Feb-2015	09-Feb-2015	8	LS - Sick Leave	Withdrawn				

[Return to Previous Page](#)

5. Review the **Confirmation** screen on the **Absence Requests Summary Page** saying **“The absence request has been submitted successfully for approval”**.

Result

Congratulations! You have successfully modified a Leave Request in DAI Absence Management.

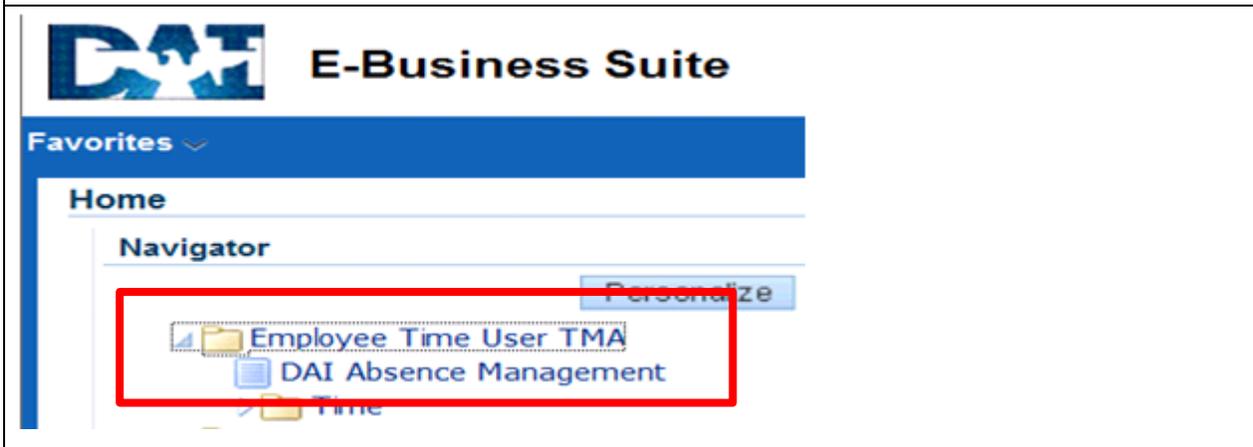


Employee - Withdraw a Leave Request

Start the task using the following responsibility and menu path to open the **DAI Absence Management** screen:

Responsibility: Employee Time User – Agency

Menu Path: DAI Absence Management link





Employee - Withdraw a Leave Request

Employee Time User TMA Home Logout Preferences Logged In As SERVICE.STEVE.TMA

Navigator Favorites (0)

Absence Requests Summary Page

Employee Details

Employee Name: SERVICE, STEVE TMA Employee Number: 11886
 EMail Address: SERVICE.STEVE@TMA.MIL Business Group: Setup Business Group
 Supervisor: HARDY, ROBIN TMA Organization: TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Summary | **Accrual Balances**

Simple Search

Type: [] Status: []
 From Date: [] To Date: []
 Go Clear

Absence Request Summary

Create Absence

Start Date	End Date	Duration (Hours)	Type	Status	Attachments	Details	Update	Withdraw
17-Feb-2015	20-Feb-2015	24	LA - Annual Leave	Approved				
09-Feb-2015	09-Feb-2015	4	LS - Sick Leave	Approved				
11-Feb-2015	13-Feb-2015	24	LA - Annual Leave	Approved				
03-Apr-2015	03-Apr-2015	8	LA - Annual Leave	Approved				
09-Feb-2015	09-Feb-2015	8	LS - Sick Leave	Withdrawn				

[Return to Previous Page](#)

- Click the **Withdraw** icon to open the “**Rejected**” editable **Leave Request**.
Note: If a **Leave Request** is **Pending Approval** or has been **Withdrawn**, the **Update** icon is grayed out and is unavailable.

Employee Time User TMA Home Logout Preferences Logged In As SERVICE.STEVE.TMA

Navigator Favorites (1)

Warning

Withdrawal of Absence Request

The selected absence request will be withdrawn. Do you want to continue?

- Click the **Yes** button to continue with the withdrawal
 - Click the **No** button to return to the previous screen.



Employee - Withdraw a Leave Request

Absence Request Summary

Create Absence

Start Date	End Date	Duration (Hours)	Type	Status	Attachments	Details	Update	Withdraw
16-Mar-2015	20-Mar-2015	40	KA - Leave Without Pay (LWOP)	Withdrawn				

3



3. Review the **Absence Request Summary** listing at the bottom of the screen to confirm the withdrawal of the **Leave Request** has been performed.

Result

Congratulations! You have successfully withdrawn a Leave Request in DAI Absence Management.

Employee - Add a Comment or Attach a File to a Leave Request

Start the task using the following responsibility and menu path to open the **DAI Absence Management** screen:

Responsibility: Employee Time User – Agency

Menu Path: DAI Absence Management link





Employee – Add a Comment or Attach a File to a Leave Request

Absence Requests Summary Page

Employee Details

Employee Name **SERVICE, STEVE TMA** Employee Number **11886**
 EMail Address SERVICE.STEVE@TMA.MIL Business Group **Setup Business Group**
 Supervisor **HARDY, ROBIN (CTR) L** Organization **TMA DEFENSE HEALTH BOARD DIRECTORATE**

Absence Summary Accrual Balances

Simple Search

Type Status
 From Date To Date

Absence Request Summary

1

Start Date	End Date	Duration (Hours)	Type	Status	Attachments
No results found.					

1. Click the **Create Absence** button to display the “**Create Absence – Enter Absence Details**” screen.

Create Absence - Enter Absence Details Cancel Save Next

Employee Details

Employee Name **SERVICE, STEVE TMA** Employee Number **11886** Type
 EMail Address SERVICE.STEVE@TMA.MIL Business Group **Setup Business Group**
 Supervisor **HARDY, ROBIN TMA** Organization **TMA DEFENSE HEALTH BOARD DIRECTORATE**

Absence Details

Select an Absence Type, and enter any other information you want to record for this absence. Choose the Calculate duration button

* Absence Type **2**
 FMLA Leave Code

Duration Full Day Leave Start Time End Time
 Full Day Leave Start Time End Time
 Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH24.MI (00:00:23.59)

Total Hours

Comments

Supporting Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

CA - Religious Comp Time Taken
 CF - Travel Comp Time Taken
 CT - Comp Time Taken
 KA - Leave Without Pay (LWOP)
 LA - Annual Leave
 LC - Court Leave
 LO - BRAC Restored Leave
 LP - Restored Annual Leave 3
 LQ - Restored Annual Leave 2
 LR - Restored Annual Leave 1
 LS - Sick Leave
 LY - Time off award

2. Click the drop down arrow in the **Absence Type** field and scroll to select “**LA – Annual Leave**”.



Employee – Add a Comment or Attach a File to a Leave Request

Absence Details

Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate duration button to see the number of hours you are requesting.
 * Indicates required field

* Absence Type: LA - Annual Leave

FMLA Leave Code: [dropdown]

Duration:

* Start Date	16-Apr-2015		<input checked="" type="checkbox"/> Full Day Leave	Start Time	End Time
* End Date	16-Apr-2015		<input checked="" type="checkbox"/> Full Day Leave	Start Time	End Time

Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH24:MI (00:00-23:59)

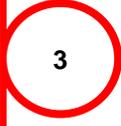
Total Hours: 8 [Calculate Duration](#)

Comments: Requesting a day off, Leave form attached. S. Service

Supporting Documents

[Add Attachment](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								



3. Enter the **Annual Leave Start Date and End Date** in the format **DD-MMM-YYYY** or use the **Calendar** icon to select the appropriate dates. Retain the check marks in the **Full Day Leave** fields.

Note: The **Absence Management Leave Request** defaults with both entry lines displaying check marks in the **Full Day Leave** fields.

Absence Details

Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate duration button to see the number of hours you are requesting.
 * Indicates required field

* Absence Type: LA - Annual Leave

FMLA Leave Code: [dropdown]

Duration:

* Start Date	16-Apr-2015		<input checked="" type="checkbox"/> Full Day Leave	Start Time	End Time
* End Date	16-Apr-2015		<input checked="" type="checkbox"/> Full Day Leave	Start Time	End Time

Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH24:MI (00:00-23:59)

Total Hours: 8 [Calculate Duration](#)

Comments: Requesting a day off, Leave form attached. S. Service

Supporting Documents

[Add Attachment](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								



4. Click the **Calculate Duration** button to calculate the total hours **LA – Annual Leave** to be generated by the employee’s **Leave Request**.

Note: The number of hours for full days used in the calculation is based off the Tour of Duty established for the employee; therefore the daily rate could vary from the standard 8 hours.



Employee – Add a Comment or Attach a File to a Leave Request

Absence Details

Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate duration button to see the number of hours you are requesting.
 * Indicates required field

* Absence Type: LA - Annual Leave
 FMLA Leave Code: [dropdown]
 Duration: * Start Date: 16-Apr-2015 [checkbox checked] Full Day Leave Start Time: [input] End Time: [input]
 * End Date: 16-Apr-2015 [checkbox checked] Full Day Leave Start Time: [input] End Time: [input]
 Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH24:MI (00:00-23:59)

Total Hours: 8 [Calculate Duration]

Comments: Requesting a day off, Leave form attached. S. Service

5

Supporting Documents

Add Attachment [icon]

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

5. Click in the **Comments** field and type the message.

Note: All comments will be visible on the **Leave Request** and on the **Notification** sent to the **OTL Supervisor Approver**.

Absence Details

Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate duration button to see the number of hours you are requesting.
 * Indicates required field

* Absence Type: LA - Annual Leave
 FMLA Leave Code: [dropdown]
 Duration: * Start Date: 16-Apr-2015 [checkbox checked] Full Day Leave Start Time: [input] End Time: [input]
 * End Date: 16-Apr-2015 [checkbox checked] Full Day Leave Start Time: [input] End Time: [input]
 Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH24:MI (00:00-23:59)

Total Hours: 8 [Calculate Duration]

Comments: Requesting a day off. Leave Form Attached.

Supporting Documents

Add Attachment [icon]

6

Title	Type	Description	Category	Last Updated By	Last Updated	Usage
No results found.						

6. Click the **Add Attachment** button to display the **Add Attachments** screen.

Employee – Add a Comment or Attach a File to a Leave Request

Add Attachment

Cancel | Add Another | Apply

Add **Desktop File/ Text/ URL**

Attachment Summary Information

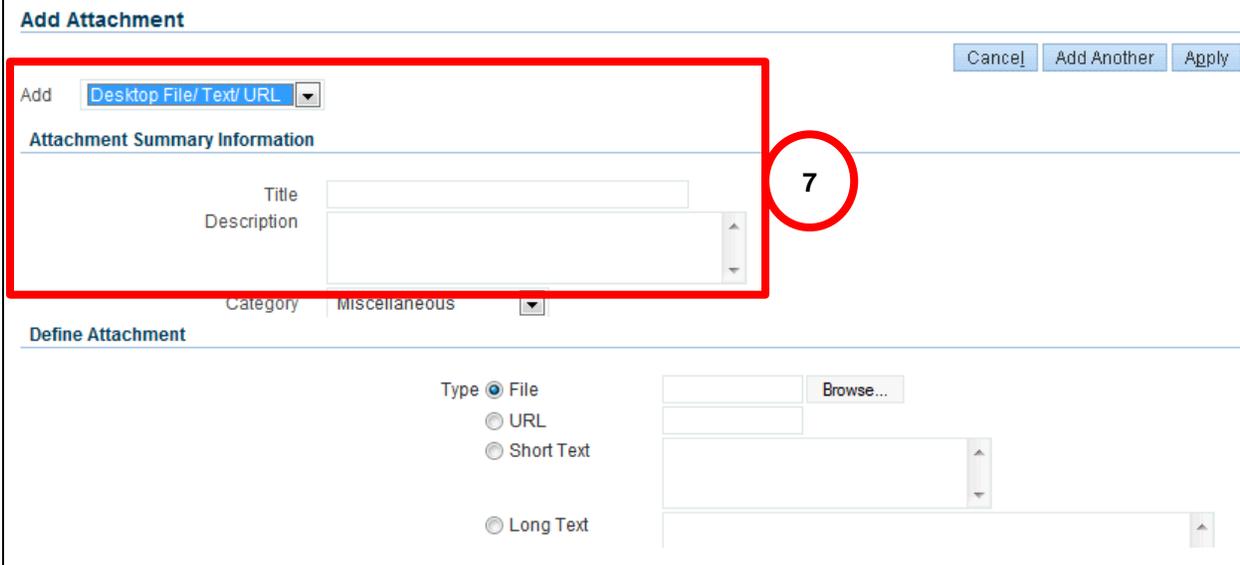
Title

Description

Category **Miscellaneous**

Define Attachment

Type File Browse...
 URL
 Short Text
 Long Text



7. Retain the “Desktop File/Text/URL” default option in the **Add** drop down field.

Note: In the **Attachment Summary Information** section the **Title** and **Description** fields are not required fields, so enter information as necessary.

Add Attachment

Cancel | Add Another | Apply

Add **Desktop File/ Text/ URL**

Attachment Summary Information

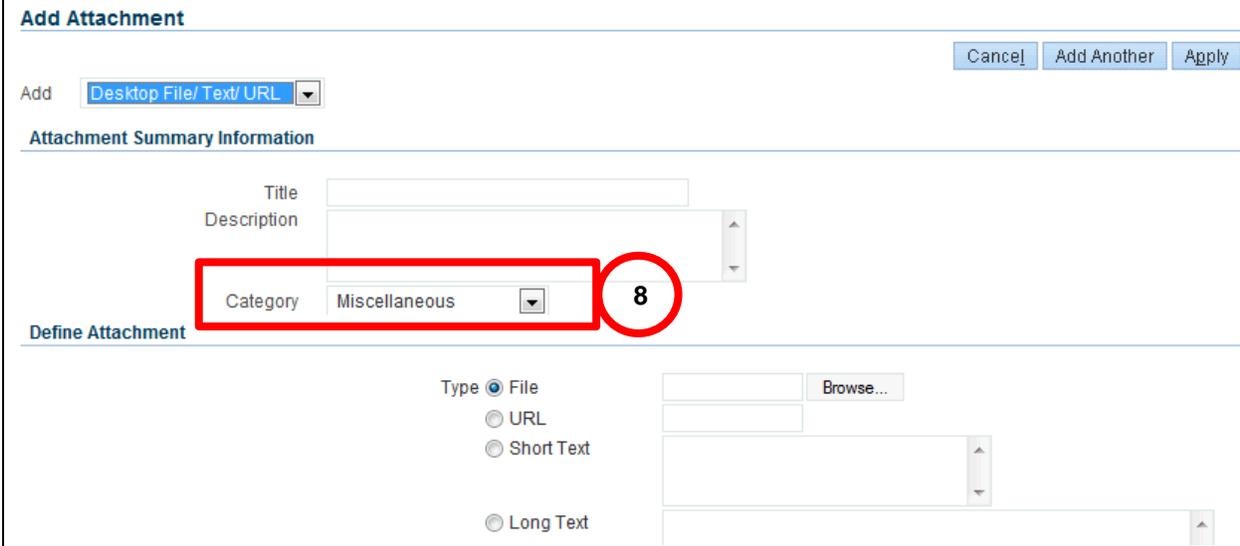
Title

Description

Category **Miscellaneous**

Define Attachment

Type File Browse...
 URL
 Short Text
 Long Text



8. Retain the **Miscellaneous** default option in the **Category** drop down field.

Employee – Add a Comment or Attach a File to a Leave Request

Add Attachment

Cancel Add Another Apply

Add Desktop File/ Text/ URL

Attachment Summary Information

Title

Description

Category Miscellaneous

Define Attachment

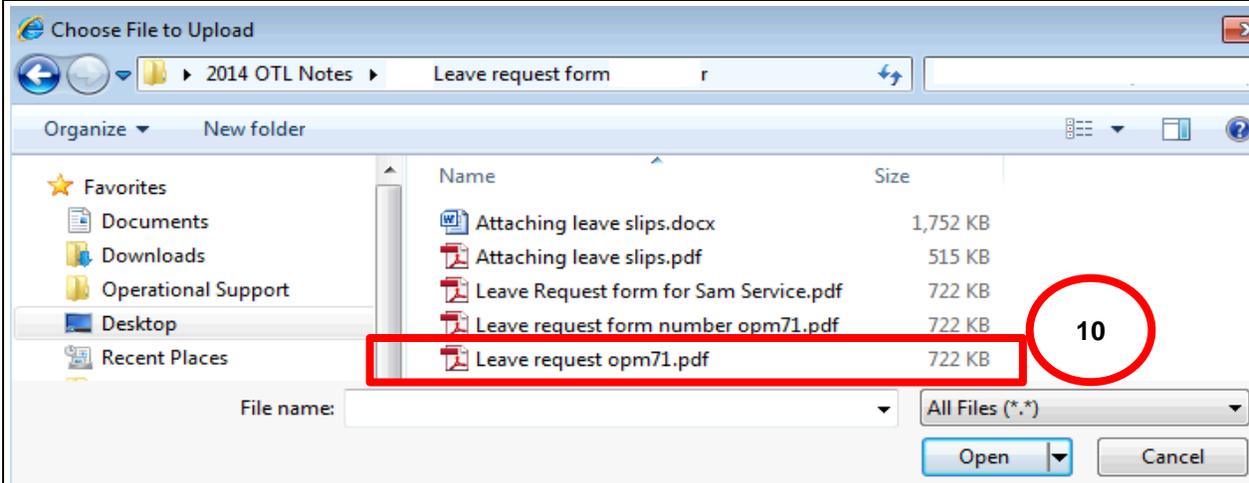
Type File Browse...

URL

Short Text

Long Text

9. Click the **Browse...** button in the **Define Attachment** section to search for the file to be attached to the **Leave Request**.



10. Drill down to the file location and select the file to be attached. Click the **Open** button.

Note: In addition to attaching a file, the employee can attach a **Short** or **Long Text** message or **URL** address to the **Leave Request**.

Short Text	Stores 2000 characters or less
Long Text	Stores more than 2000 characters



Employee – Add a Comment or Attach a File to a Leave Request

Add Attachment

Add

Attachment Summary Information

Title

Description

Category

Define Attachment

Type File

URL

Short Text

Long Text

11. Click the **Apply** button to attach the file to the **Leave Request** form or click the **Add Another** button to add an additional **File, Short/Long Text** or **URL**.

Confirmation

Attachment Leave request opm71.pdf has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Employee Details

Employee Name	SERVICE, STEVE TMA	Employee Number	11886
E-Mail Address	SERVICE.STEVE@TMA.MIL	Business Group	Setup Business Group
Supervisor	HARDY, ROBIN TMA	Organization	TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Details

Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate duration button to see the number of hours you are requesting
 * Indicates required field

* Absence Type

FMLA Leave Code

Duration

* Start Date	16-Apr-2015	<input checked="" type="checkbox"/> Full Day Leave	Start Time	<input type="text"/>	End Time	<input type="text"/>
* End Date	16-Apr-2015	<input checked="" type="checkbox"/> Full Day Leave	Start Time	<input type="text"/>	End Time	<input type="text"/>

Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH24.MI (00:00-23.59)

Total Hours

Comments

12. Click the **Next** button to commit the attachment to the **Leave Request** and process the **Leave Request** into the next review and submittal phase. Otherwise, click the **Save** button to save the attachment to the **Leave Request** form and remain in the current creation phase.



Employee – Add a Comment or Attach a File to a Leave Request

Confirmation
 Attachment Leave request opm71.pdf has been added successfully but not committed, it would be committed when you commit the rest of the current transaction.

Create Absence - Enter Absence Details

13 Cancel Save Next

Employee Details

Employee Name	SERVICE, STEVE TMA	Employee Number	11896
E-Mail Address	SERVICE.STEVE@TMA.MIL	Business Group	Setup Business Group
Supervisor	HARDY, ROBIN TMA	Organization	TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Details

Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate duration button to see the number of hours you are requesting
* Indicates required field

* Absence Type LA - Annual Leave

FMLA Leave Code

Duration

* Start Date	16-Apr-2015	<input checked="" type="checkbox"/> Full Day Leave	Start Time	End Time
* End Date	16-Apr-2015	<input checked="" type="checkbox"/> Full Day Leave	Start Time	End Time

Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH:MM (00:00-23:59)

Total Hours 8 Calculate Duration

Comments Requesting a day off. Leave Form attached.

13. Click the **Cancel** button to cancel all pending changes to the **Leave Request**.

Note: The **Cancel** button will display the warning message below and with the option to discard the attachment.

Warning

Cancellation of changes requested

All the pending changes will be cancelled. Do you want to continue?

No Yes **14**

14. Click the **No** button to keep the file attachment. Click the **Yes** button to cancel applying the attachment to the **Leave Request**.



Employee – Add a Comment or Attach a File to a Leave Request

Cancel Back Submit

Employee Details

Employee Name	SERVICE, STEVE TMA	Employee Number	11886
E-Mail Address	SERVICE.STEVE@TMA.MIL	Business Group	Setup Business Group
Supervisor	HARDY, ROBIN TMA	Organization	TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Details

Review all the information and click on "Submit" to submit the request for approval.

Type LA
 FMLA Leave Code

Duration	Start Date	16-Apr-2015	<input checked="" type="checkbox"/> Full Day Leave	Start Time	End Time
	End Date	16-Apr-2015	<input checked="" type="checkbox"/> Full Day Leave	Start Time	End Time

Total Hours 8

Comments

Supporting Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Leave request opm71.pdf	File				16-Feb-2015			

Approver Details

Name	Employee Number	Organization	Email Address	Business Group
HARDY, ROBIN TMA	11899	TMA OFC OF CHIEF PHARMACEUTICAL OPS		Setup Business Group

Cancel Back Submit

15

15. Click the **Submit** button to forward the **Leave Request** to the **OTL Supervisor Approver** for approval.

Confirmation

The absence request has been submitted successfully for approval.

16

E-Mail Address	SERVICE.STEVE@TMA.MIL	Business Group	Setup Business Group
Supervisor	HARDY, ROBIN TMA	Organization	TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Summary | **Accrual Balances**

Simple Search

Type Status

From Date To Date

Go Clear

Absence Request Summary

Create Absence

Start Date	End Date	Duration (Hours)	Type	Status	Attachments	Details	Update	Withdraw
16-Apr-2015	16-Apr-2015	8	LA - Annual Leave	Pending Approval				

16. Review the **Confirmation** screen displaying “**The absence request has been submitted successfully for approval**”.

Employee – Add a Comment or Attach a File to a Leave Request

Absence Requests Summary Page

Employee Details

Employee Name: SERVICE, STEVE TMA Employee Number: 11886
E-Mail Address: SERVICE.STEVE@TMA.MIL Business Group: Setup Business Group
Supervisor: HARDY, ROBIN TMA Organization: TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Summary Accrual Balances

Simple Search

Type: [] Status: []
From Date: [] Go Clear

Absence Request Summary

Create Absence

Start Date	End Date	Duration (Hours)	Type	Status	Attachments	Details	Update	Withdraw
16-Apr-2015	16-Apr-2015	8	LA - Annual Leave	Pending Approval				

Attachments

Title	Type	Details	Update	Delete
Leave request opm71.pdf	File	Leave request opm71.pdf		

17

17. Position the cursor over the attachment icon on the **Absence Requests Summary Page** to display the file attachment link. The attached file link can be selected for viewing the file from this location.

Result

Congratulations! You have successfully added a comment and attached a file to a Leave Request.



Employee - Synchronize a Leave Request to a Retro Timecard

Home Logout Preferences Help
Logged In As SERVICE.STEVE.TMA

Time

Recent Timecards | [Create Timecard](#) | [Templates](#)

Review: SERVICE, STEVE TMA, 11886

Week Starting: Sunday, January 25 2015
 Timecard Period (days): 14

Comments

Project	Task	Type	Code	Ind	ND	Sun, 25	Mon, 26	Tue, 27	Wed, Jan 28	Thu, Jan 29	Fri, Jan 30	Sat, Jan 31	Sun, Feb 01	Mon, Feb 02	Tue, Feb 03	Wed, Feb 04	Thu, Feb 05	Fri, Feb 06	Sat, Feb 07	Total	
MA_CIVPAY_15DHA807704	2015 MGMT ACTIVITY	RG - Regular Graded and Military						8	8	8	8			8	8	8	8	8		72	
MA_CIVPAY_15DHA807704	2015 MGMT ACTIVITY	LA - Annual Leave				8														8	
						0	8		8	8	8	0	0	8	8	8	8	8	8	0	80

[Return to Recent Timecards](#)

Preface:
 View the existing **Approved** timecard that shows **Annual Leave** was taken **Jan. 26th, 2015**. A **Leave Request** was not created for this **Annual Leave**. The steps below will create a **Leave Request** to synchronize back to the previously approved timecard.

E-Business Suite

Favorites

Home

Navigator

Personalize

Employee Time User TMA

DAI Absence Management

Time

Start the task using the following responsibility and menu path to open the **DAI Absence Management** screen:

Responsibility: Employee Time User– Agency

Menu Path: DAI Absence Management link



Employee: Synchronize a Leave Request to a Retro Timecard

Absence Requests Summary Page

Employee Details

Employee Name	SERVICE, STEVE TMA	Employee Number	11886
E-mail Address	SERVICE.STEVE@TMA.MIL	Business Group	Setup Business Group
Supervisor	HARDY, ROBIN TMA	Organization	TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Summary | **Accrual Balances**

Simple Search

Type: Status:
From Date: To Date:

Absence Request Summary

1

1. Click the **Create Absence** button to display the “**Create Absence – Enter Absence Details**” screen.

Absence Details

Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate duration button to see the number of hours you are requesting.
* Indicates required field

* Absence Type
FMLA Leave Code

Duration: * Start Date * End Date
Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH24:MI

Total Hours:

Comments:

2

- LA - Annual Leave
- CA - Religious Comp Time Taken
- CF - Travel Comp Time Taken
- CT - Comp Time Taken
- KA - Leave Without Pay (LWOP)
- LA - Annual Leave
- LC - Court Leave
- LO - BRAC Restored Leave
- LP - Restored Annual Leave 3
- LQ - Restored Annual Leave 2
- LR - Restored Annual Leave 1
- LS - Sick Leave
- LY - Time off award

2. Click the drop down arrow in the **Absence Type** field and scroll to select “**LA – Annual Leave**”.

Note: If the leave refers to **FMLA** or **FFLA** review the restrictions explained at the beginning of this Work Instruction. Not all types of leave codes can be used in conjunction with **FMLA** or **FFLA** selections.



Employee: Synchronize a Leave Request to a Retro Timecard

Create Absence - Enter Absence Details

Cancel Save Next

Employee Details

Employee Name	SERVICE, STEVE TMA	Employee Number	11886
Email Address	SERVICE.STEVE@TMA.MIL	Business Group	Setup Business Group
Supervisor	HARDY, ROBIN TMA	Organization	TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Details

Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate duration button to see the number of hours you are requesting.
 * Indicates required field

* Absence Type LA - Annual Leave

FMLA Leave Code

Duration	* Start Date	26-Jan-2015	<input type="checkbox"/> * <input checked="" type="checkbox"/> Full Day Leave	Start Time	End Time
	* End Date	26-Jan-2015	<input type="checkbox"/> * <input checked="" type="checkbox"/> Full Day Leave	Start Time	End Time

Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH24:MI (00:00-23:59)

Total Hours Calculate Duration

Comments

3. Enter the **Annual Leave Start Date and End Dates** in the format **DD-MMM-YYYY** or use the **Calendar** icon to select the appropriate dates. Keep the check marks in the **Full Day Leave** fields.

Note: The **Absence Management Leave Request** defaults with both entry lines displaying check marks in the **Full Day Leave** fields.

Create Absence - Enter Absence Details

Cancel Save Next

Employee Details

Employee Name	SERVICE, STEVE TMA	Employee Number	11886
Email Address	SERVICE.STEVE@TMA.MIL	Business Group	Setup Business Group
Supervisor	HARDY, ROBIN TMA	Organization	TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Details

Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate duration button to see the number of hours you are requesting.
 * Indicates required field

* Absence Type LA - Annual Leave

FMLA Leave Code

Duration	* Start Date	26-Jan-2015	<input type="checkbox"/> * <input checked="" type="checkbox"/> Full Day Leave	Start Time	End Time
	* End Date	26-Jan-2015	<input type="checkbox"/> * <input checked="" type="checkbox"/> Full Day Leave	Start Time	End Time

Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH24:MI (00:00-23:59)

Total Hours 8 Calculate Duration

Comments

4. Click the **Calculate Duration** button to calculate the total hours of **LA – Annual Leave** to be generated by the employee’s **Leave Request**.

Note: The number of hours for full days used in the calculation is based off the Tour of Duty established for the employee; therefore the daily rate could vary from the standard 8 hours.



Employee: Synchronize a Leave Request to a Retro Timecard.

Employee Details

Employee Name: SERVICE, STEVE TMA Employee Number: 11886
 EMail Address: SERVICE.STEVE@TMA.MIL Business Group: Setup Business Group
 Supervisor: HARDY, ROBIN TMA Organization: TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Details

Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate duration button to see the number of hours you are requesting.
 * Indicates required field

* Absence Type: LA - Annual Leave
 FMLA Leave Code: [dropdown]
 Duration: * Start Date: 26-Jan-2015 * [checkbox] Full Day Leave Start Time: [input] End Time: [input]
 * End Date: 26-Jan-2015 * [checkbox] Full Day Leave Start Time: [input] End Time: [input]
 Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH24:MI (00:00-23:59)

Total Hours: 8 Calculate Duration

Comments: This is a Leave Request being synchronized to a previously approved timecard. **5**

5. Click in the **Comments** section and add a message stating this is a **Leave Request** being synchronized to a previously approved timecard.

Employee Name: SERVICE, STEVE TMA Employee Number: 11886
 EMail Address: SERVICE.STEVE@TMA.MIL Business Group: Setup Business Group
 Supervisor: HARDY, ROBIN TMA Organization: TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Details

Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate duration button to see the number of hours you are requesting.
 * Indicates required field

* Absence Type: LA - Annual Leave
 FMLA Leave Code: [dropdown]
 Duration: * Start Date: 26-Jan-2015 * [checkbox] Full Day Leave Start Time: [input] End Time: [input]
 * End Date: 26-Jan-2015 * [checkbox] Full Day Leave Start Time: [input] End Time: [input]
 Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH24:MI (00:00-23:59)

Total Hours: 8 Calculate Duration

Comments: This is a Leave Request being synchronized to a previously approved timecard.

Supporting Documents

Add Attachment [icon]

Title	Type	Description	Category	Last Updated By	Last U
No results found.					

Return to Absence Summary

Cancel **6** Next

6. Click the **Next** button to process the validations for the **Leave Request**.

Note: If the Employee creates a **Leave Request** against a retro timecard without that timecard having leave already entered on it, the validation rules will not allow the **Leave Request** to be submitted. The retro timecard can be updated with **Leave** and after properly processed, a **Leave Request** can be then be synchronized back to the updated retro timecard.



Employee: Synchronize a Leave Request to a Retro Timecard. Cancel **7** Submit

Employee Details

Employee Name	SERVICE, STEVE TMA	Employee Number	11886
E-Mail Address	SERVICE.STEVE@TMA.MIL	Business Group	Setup Business Group
Supervisor	HARDY, ROBIN TMA	Organization	TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Details

Review all the information and click on "Submit" to submit the request for approval.

Type: LA

FMLA Leave Code

Duration	Start Date	26-Jan-2015	<input checked="" type="checkbox"/> Full Day Leave	Start Time	End Time
	End Date	26-Jan-2015	<input checked="" type="checkbox"/> Full Day Leave	Start Time	End Time

Total Hours: 8

Comments

Supporting Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Approver Details

Name	Employee Number	Organization	Email Address	Business Group
HARDY, ROBIN TMA	11899	TMA OFC OF CHIEF PHARMACEUTICAL OPS		Setup Business Group

Cancel Back Submit

7. Click the **Submit** button to process the **Leave Request for Approval** by the **OTL Supervisor Approver**.

Confirmation **8**

The absence request has been submitted successfully for approval.

Employee Name: SERVICE, STEVE TMA | Employee Number: 11886
 E-Mail Address: SERVICE.STEVE@TMA.MIL | Business Group: Setup Business Group
 Supervisor: HARDY, ROBIN TMA | Organization: TMA DEFENSE HEALTH BOARD DIRECTORATE

Absence Summary | Accrual Balances

Simple Search

Type: Status:
 From Date: To Date:
 Go Clear

Absence Request Summary

Start Date	End Date	Duration (Hours)	Type	Status	Attachments	Details	Update	Withdraw
26-Jan-2015	26-Jan-2015	8	LA - Annual Leave	Pending Approval				

8. Review the **Confirmation** screen on the **Absence Requests Summary Page** saying “**The absence request has been submitted successfully for approval**”.

Result

Congratulations! You have successfully submitted a Leave Request in order to synchronize the Leave Request to a retro timecard.