Time and Labor (OTL)

Absence Management - Employee

R12 Work Instructions
Document Control

Change Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Author</th>
<th>Version</th>
<th>Change Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Robin Hardy</td>
<td>1.0</td>
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</tr>
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</table>

Reviewers

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Melissa Sturgeon</td>
<td>Work Force Preparation</td>
</tr>
</tbody>
</table>

Distribution

<table>
<thead>
<tr>
<th>Copy No.</th>
<th>Name</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>R12 Absence Management - Employee</td>
<td>DEPS</td>
</tr>
</tbody>
</table>

Note to Holders:

If you receive an electronic copy of this document and print it out, please write your name on the equivalent of the cover page, for document control purposes. If you receive a hard copy of this document, please write your name on the front cover, for document control purposes.
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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.

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

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

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

<table>
<thead>
<tr>
<th>2 Letter Code</th>
<th>Code Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CN</td>
<td>Credit Hours Taken</td>
</tr>
<tr>
<td>CT</td>
<td>Comp Time Taken</td>
</tr>
<tr>
<td>KA</td>
<td>Leave Without Pay</td>
</tr>
<tr>
<td>LA</td>
<td>Annual Leave</td>
</tr>
<tr>
<td>LB</td>
<td>Advanced Annual</td>
</tr>
<tr>
<td>LG</td>
<td>Advanced Sick</td>
</tr>
<tr>
<td>LQ</td>
<td>Restored Annual Leave 2</td>
</tr>
<tr>
<td>LR</td>
<td>Restored Annual Leave 1</td>
</tr>
<tr>
<td>LS</td>
<td>Sick Leave</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Detail</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name</td>
<td>Employee’s Name</td>
<td>Leave Requests is to be entered for this employee</td>
</tr>
<tr>
<td>Employee Number</td>
<td>Employee’s Number</td>
<td>Numerical number assigned to the employee record</td>
</tr>
<tr>
<td>Email Address</td>
<td>Employee’s Email Address</td>
<td>Email address from the Employee's record</td>
</tr>
<tr>
<td>Business Group</td>
<td>Employee’s Business Group</td>
<td>Employee’s assigned Business Group from the Employee’s record</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Employee’s Supervisor</td>
<td>Employee’s assigned Supervisor/Approver from the Employee’s record.</td>
</tr>
<tr>
<td>Organization</td>
<td>Employee’s Organization</td>
<td>Employee’s assigned Organization from the Employee’s record.</td>
</tr>
</tbody>
</table>
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.
Employee Summary Screen – Simple Search Section

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

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>Beginning date of the Leave Request</td>
</tr>
<tr>
<td>End Date</td>
<td>End date of the Leave Request</td>
</tr>
<tr>
<td>Duration (Hours)</td>
<td>Numeric display in hours of leave requested</td>
</tr>
<tr>
<td>Type</td>
<td>Code and description for the Type of leave requested</td>
</tr>
</tbody>
</table>
| Status               | One of the following statuses:  
  - 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. |
1. **Employee - Accrual Balances - Summary Screen**

   **Accrual Balances – Partial screen**

1a. 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.

1b. Click the **Effective Date** icon to enter an **Effective Date** for the Accrual Balances **Or** leave the field blank to display balances as of today’s date.

1c. 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.
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

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

Absence Details: Partial screen

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: Partial screen

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.

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.
Option 1 – Full Days

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

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.
Option 1 – Full Days

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

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

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

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.
Option 2 – Partial Hours

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.

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

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.

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 your 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 3 – Full Days and Partial Hours

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

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

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.
2. Enter a **Start Date** or **End Date** change or an **Absence Type** change on the **Leave Request** to modify the previously stored information.
3 Click the Next button to continue with the submittal of the modified Leave Request.

   a) 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.

   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.
Modify a Leave Request

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.
Modify a Leave Request

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
1. 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.

2. a) Click the Yes button to continue with the withdrawal
b) Click the No button to return to the previous screen.
Employee - Withdraw a Leave Request

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**

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

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

---

#### 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.

---

#### 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

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**.

6. Click the **Add Attachment** button to display the **Add Attachments** screen.
Employee – Add a Comment or Attach a File to a Leave Request

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.

8. Retain the Miscellaneous default option in the Category drop down field.
Employee – Add a Comment or Attach a File to a Leave Request

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.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Text</td>
<td>Stores 2000 characters or less</td>
</tr>
<tr>
<td>Long Text</td>
<td>Stores more than 2000 characters</td>
</tr>
</tbody>
</table>
Employee – Add a Comment or Attach a File to a Leave Request

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

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

14. Click the No button to keep the file attachment. Click the Yes button to cancel applying the attachment to the Leave Request.
15. Click the **Submit** button to forward the Leave Request to the OTL Supervisor Approver for 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

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

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.

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

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>SERVICE, STEVE TMA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td><a href="mailto:SERVICE.STEVE@TMA.MIL">SERVICE.STEVE@TMA.MIL</a></td>
</tr>
<tr>
<td>Supervisor</td>
<td>HARDY, ROBIN TMA</td>
</tr>
</tbody>
</table>

Absence Summary

Simple Search

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Date</td>
<td>To Date</td>
</tr>
</tbody>
</table>

Go Clear

Absence Request Summary

[Create Absence] 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.

<table>
<thead>
<tr>
<th>Absence Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA - Annual Leave</td>
<td>Annual Leave</td>
</tr>
</tbody>
</table>

Duration

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
</table>

Total Hours: Calculate Duration

Comments

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

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.

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.

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

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.

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

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.