ESS – Entering and Submitting an Absence Request

Office of Human Resources
From the Employee Self Service page, select the Time and Attendance tile.
Select the **Request Absence** tab.
Select the absence type from the **Absence Name** drop-down menu. Select **Submit**.
Select the Start Date and End Date.
If not a Partial Day request, select **None**. Select **Done**.
Request Absence

*Absence Name: SICK LEAVE

*Start Date: 04/08/2020
End Date: 04/08/2020
Duration: 8.00 Hours

Partial Days: None

Comments:

Attachments
You have not added any Attachments.

Add Attachment

Balance Information

As Of 01/31/2020  441.50 Hours**

View Balances
View Requests

Disclaimer: The current balance does not reflect absences that have not been processed.
Select Yes.
You should see a **Submitted Successfully** banner at the top of the screen.

**NOTE:** All hours must be accounted for the full week as either, eight hours worked or absence taken. Please adjust the timesheet accordingly.
Thank You!

The University of Texas at San Antonio

UTSA Human Resources