

ESS – Entering and Submitting an Absence Request

Office of Human Resources

UTSA Announcements



Disbursements & Travel Services (DTS) Training Materials
Carlos Gonzales.



IMPORTANT - Pay Advice ESS Instructions
Carlos Gonzales.

Financial Approvals



52

HRMS Approvals



8

My Reports



Payroll and Compensation



Personal Details

Talent Profile

From the Employee Self Service page, select the **Time and Attendance** tile.

Performance



Time and Attendance



Benefits Summary



UTSA Business Solutions Center



Employee Self Service

Time and Attendance








- Timesheet
- Request Absence**
- Cancel Absences
- Compensatory Time
- Payable Time Detail
- View Requests
- Extended Absence History
- Leave Transfer Requests
- Monthly Schedule
- Absence Balance Details

Request Absence

Submit

*Absence Name

Select the Request Absence tab.

Employee Self Service **Time and Attendance**     

Request Absence

Request Absence

*Absence Name

- Bereavement
- Educational Activities
- Floating Holiday
- Jury Duty
- Select Absence Name
- Sick Leave
- Vacation Leave

Submit

Select the absence type from the **Absence Name** drop-down menu. Select **Submit**.

Employee Self Service

Time and Attendance



- Timesheet
- Request Absence**
- Cancel Absences
- Compensatory Time
- Payable Time Detail
- View Requests
- Extended Absence History

Request Absence

Submit

*Absence Name Sick Leave

*Start Date 04/08/2020

End Date

Duration 8.00 Hours

Partial Days None

Comments

Select the Start Date and End Date.

Employee Self Service

Time and Attendance

Request Absence

*Absence Name: Sick Leave

*Start Date: 04/08/2020

End Date: 04/08/2020

Duration: 8.00 Hours

Partial Days: None

Submit

Cancel

Partial Days

Partial Days:

- None
- All Days
- None

Done

Attachments
You have not a

Add Attach

Balance Info

View Balances

View Request

Disclaimer: The current balance does not reflect absences that have not been processed.

If not a Partial Day request, select **None**.
Select **Done**.

- Timesheet
- Request Absence**
- Cancel Absences
- Compensatory Time
- Payable Time Detail
- View Requests
- Extended Absence History
- Leave Transfer Requests
- Monthly Schedule
- Absence Balance Details

Request Absence

*Absence Name

*Start Date

End Date

Duration Hours



Select Submit.

Partial Days

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.

Employee Self Service **Time and Attendance** Home Search 1 More Help

Request Absence Submit

*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
View Balances
View Requests

Disclaimer: The current balance does not reflect absences that have not been processed.

Are you sure you want to Submit this Absence Request?

Select Yes.

Employee Self Service

Time and Attendance

Submitted Successfully

Absence Name Sick Leave

Start Date 04/08/2020

End Date 04/08/2020

Duration 8.00 Hours

Partial Days None

Status Submitted

Comments

Attachments

You have not added any Attachments.

Balance Information

As Of 01/31/2020 441.50

Request History

Approval Chain

Disclaimer The current balance does not reflect absences that have no

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