

Employee Manage Absence

Manage Absence

John Doe Empl ID:
 Job Title: Assistant Registrar Empl Rcd: 0

Create New Absence Request

Leave Balance 📅						
Plan Type	As Of Date	Balance	Current Approved	Current Ending Bal	Future Approved	Future Ending Bal
Sick	11/30/2024	21.00	0.00	21.00	0.00	21.00
Vacation	11/30/2024	70.00	0.00	70.00	0.00	70.00

Last 10 Requests Find | View All | 📅 First ⏪ 1-5 of 5 ⏩ Last

Absences

Details

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Action	Absence Type	Status	FMLA/ Other	Start Date	End Date	Hours	Trans Nbr
Update	Annual	Submitted	FMLA	12/02/2024	12/04/2024	24.00	30604
Delete	Sick	Approved		10/02/2024	10/02/2024	3.00	357692
	Sick	Cancelled		10/02/2024	10/02/2024	3.00	356792
Delete	Sick	Approved		09/05/2024	09/06/2024	16.00	352489
Delete	Special	Approved		08/02/2024	08/05/2024	16.00	346310

[Refresh](#)

[Load for Year](#)

2024 ▼

Default last 10 requests


New pending requests can now be updated and resubmitted.


Refresh to list all requests for specified year.

- **'Create New Absence Request'** button instead of link
- **Last 10 Requests**
 - Section now has 2 tabs: *Absence* and *Details*
 - **Details** tab displays request Start and End Time
 - Click *'Show all columns'* button to view all information at one time
 - **Update** has replaced *Cancel* as **Action Type**
 - When **Update** selected, **Absence per Day** section will display
 - User has option to **Resubmit** or **Withdraw** request
 - **Absence Type** links
 - Leave requested prior to v2.0 will retain old look
 - New leave requests will display in new v2.0 look

NOTE: New Orleans users will still have an Off-Campus Activity section. No changes have been made to this section in v2.0.

Create New Absence Request

 **John Doe**
Assistant Registrar

 **Create a new : Absence Request** Form ID 30604 (NEW)
[| Help |](#)

LSU Health

Absence Information

[View Balances](#)

*Start Date: 12/02/2024 *Start Time: 8:00AM

*End Date: 12/04/2024 *End Time: 5:00PM

*Absence Type: Annual Leave Include Weekend: No

FMLA/Other: FMLA

*Total Hours: 24.00 *Hours Per Day: 8.00

Comment: demo absence request v2

Absence per Day

Date	Day	Hours	Holiday
1 December 2, 2024	Mon	8.00	
2 December 3, 2024	Tue	8.00	
3 December 4, 2024	Wed	8.00	

Acknowledgement

By clicking the submit button, I certify that my absence from duty was for the reason noted above.

View absence balances

Review requested absences.

Detail absence requested per day.

- **View Balances** link will access current *Sick* and *Vacation* leave balances
 - **New Orleans users will also see Off-Campus Activity balance**
- Five (5) fields display on new **Absence Request** form: Start Date, End Date, Absence Type, Start Time and End Time
 - Once **Absence Type** is selected, additional fields display that user must complete
 - New **Review** button will be selected once all fields are populated
 - **Absence per Day** section will display providing summary line of request
 - New **Acknowledgement** message has been added and states: *“By clicking the submit button, I certify that my absence from duty was for the reason noted above.”*
 - Must click **Submit** to complete request