

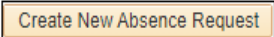
Welcome to the Human Capital Management (HCM) Absence Request Delta Guide! Basic functionality is still the same, and most items can still be accessed and utilized as they were in the previous version of the application. However, there are a few minor changes and some new features which are presented in this document.

It is important to note you can still navigate and use the HCM application by utilizing the Classic menu across the top of the application screen, or by using the NavBar > Navigator option.

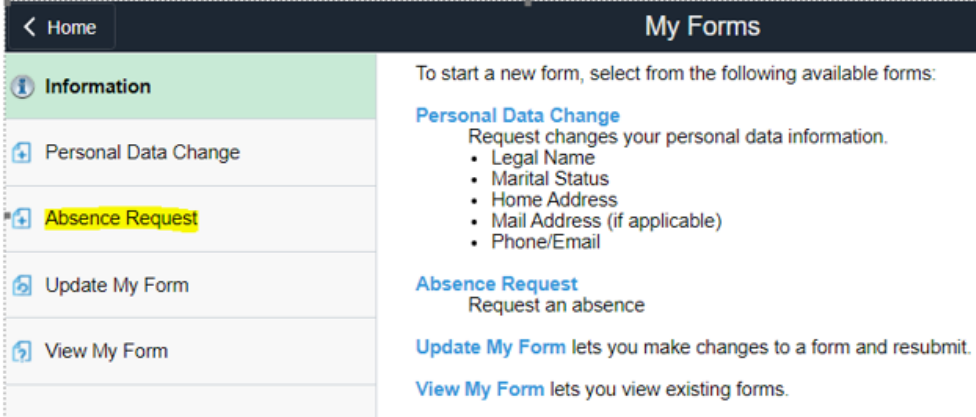
1. Create an Absence Request Navigational Options

Users have several navigational options for creating an absence request:


Option 1: Use "Create New Absence Request" using Self Service → Absence → Absence Request (SF-6).



Option 2: Use Self Service → My Forms → Absence Request

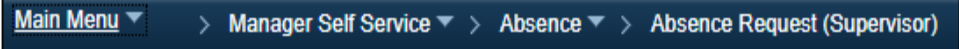


Option 3: For Mobile



- Request Absence will direct to new absence form.
- Cancel/Delete link has been updated to display in "Manage Absence" page
- View Request link has updated to display in "Manage Absence" page.

Manager/Supervisor can still manage absences for their employees using:



Absence Administrator (HR) can still manage absences for an employees using:



2. New Look of Absence Panel

The look of the Absence Panel page has changed to a more vertical rather than horizontal configuration. The functionality of the panel, and the information provided on the page, has not changed. Users will still be able to create a new absence request, review their sick and vacation (annual) leave balances, review their off-campus activity hours taken and their remaining balance, review their absence request history, and see the status of any pending absence requests.

The **Create New Absence Request** button has *moved* directly under Job Title. The Leave Balance section is now under the Create New Absence Request button, with the Off-Campus Activity section directly below Leave Balance. There are no new features or functionality changes to these sections.

NOTE: The Off-Campus Activity section is only used by LSUNO.

Manage Absence

JohnMonthly Doe Empl ID: 0157825
 Job Title: Assistant Professor - Clinical 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	06/30/2024	72.00	0.00	72.00	0.00	72.00
Vacation	06/30/2024	68.00	0.00	68.00	0.00	68.00

Off-Campus Activity

Fiscal Year	Max Allowed Hrs	Hrs Taken FYTD	Balance
2025	120.00	0.00	120.00

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

Action	Absence Type	Status	FMLA/Other	Start Date	End Date	Hours	Trans Nbr
Cancel	Annual	Submitted		09/24/2024	09/30/2024	40.00	345175
Cancel	Annual	Submitted		08/23/2024	08/23/2024	8.00	345173
Delete	OffCampAct	Approved		06/07/2024	06/07/2024	8.00	334551
Delete	Annual	Approved		03/25/2024	03/28/2024	32.00	326469
Delete	Annual	Approved		12/15/2023	12/15/2023	8.00	319046

[Refresh](#) [Load for Year](#) 2024

[Return to Search](#)

The *Absence Request History* section has been renamed and is now the “**Last 10 Requests**” section. New features and functionality have been added to this section.

3. New – Last 10 Requests Section

The information displayed in the Last 10 Requests section has been divided into two tabs: **Absences** and **Details**. Users can click the *Show all Columns* button to remove the tabs and view all information at one time.

Last 10 Requests Find | View All | [Grid Icon] First 1-5 of 10 Last

Absences Details [Show All Columns]

Action	Absence Type	Status	FMLA/Other	Start Date	End Date	Hours	Trans Nbr
Delete	Sick	Approved		10/08/2024	10/09/2024	16.00	358192
Delete	Sick	Approved		10/07/2024	10/07/2024	1.50	357176
Delete	Annual	Approved		09/27/2024	09/27/2024	8.00	355592
Delete	Sick	Approved		09/26/2024	09/26/2024	2.00	355591
Delete	Annual	Approved		09/23/2024	09/23/2024	8.00	355250

Last 10 Requests Find | View All | [Grid Icon] First 1-5 of 10 Last

Absences Details [Show All Columns]

Action	Absence Type	Status	Start Time	End Time	Delete	Prior Nbr
Delete	Sick	Approved	8:30AM	5:00PM	<input type="checkbox"/>	
Delete	Sick	Approved	8:30AM	10:00AM	<input type="checkbox"/>	
Delete	Annual	Approved	8:30AM	5:00PM	<input type="checkbox"/>	
Delete	Sick	Approved	11:30AM	1:30PM	<input type="checkbox"/>	
Delete	Annual	Approved	8:30AM	5:00PM	<input type="checkbox"/>	

Last 10 Requests Find | View All | [Grid Icon] First 1-5 of 10 Last

[Show All Columns]

Action	Absence Type	Status	FMLA/Other	Start Date	End Date	Hours	Trans Nbr	Start Time	End Time	Delete	Prior Nbr
Cancel	Annual	Submitted		09/24/2024	09/30/2024	40.00	345175	8:00AM	4:00PM	<input type="checkbox"/>	
Cancel	Annual	Submitted		08/23/2024	08/23/2024	8.00	345173	8:00AM	4:00PM	<input type="checkbox"/>	
Delete	OffCampAct	Approved		06/07/2024	06/07/2024	8.00	334551	9:00AM	5:00PM	<input type="checkbox"/>	
Delete	Annual	Approved		03/25/2024	03/28/2024	32.00	326469	9:00AM	5:00PM	<input type="checkbox"/>	
Delete	Annual	Approved		12/15/2023	12/15/2023	8.00	319046	8:00AM	5:00PM	<input type="checkbox"/>	

Action

- Allows users to Delete/Update/Cancel specified leave request.

Absence Type

- The link will display requested leave in details.
- Leave requested prior to v2.0 will retain old look.
- New leave requests will be display in the new look (v2.0).

The **Action** column has moved from the last column to the first column on the panel and a new feature has also been added. Users can still *Delete* an absence request. However, a new **Update** link will replace the *Cancel* option. The **Update** options allows a user to **update** a request or **withdraw** a request. Previously, the user would have to cancel or delete the request and create a new request with the corrected date. With the **Update** feature, the user will now be able to change the current request and **Resubmit** it. Or, if the user wants to withdraw the request, a **Withdraw** button is also available.

When the user clicks on the **Update** link in the **Action** column, the user’s *Absence Request* will display. As the user scrolls down the page, the *Absence per Day* section may be viewed. The **Resubmit** and **Withdraw** buttons are directly below the *Acknowledgement* message.

Action	Absence Type	Status	FMLA/Other	Start Date	End Date	Hours	Trans Nbr
Update	Annual	Submitted		12/10/2024	12/10/2024	2.00	30556
	Annual	Withdrawn		12/10/2024	12/10/2024	1.00	30554
Delete	Sick	Approved		10/08/2024	10/09/2024	16.00	358192
Delete	Sick	Approved		10/07/2024	10/07/2024	1.50	357176
Delete	Annual	Approved		09/27/2024	09/27/2024	8.00	355592

Update : Absence Request Form ID 30556 (Pending)
[\[Help \]](#)

LSU Health

Absence Information

*End Date: 12/10/2024

*Absence Type: Annual Leave

FMLA/Other:

*Total Hours: 2.00

*Start Time: 10:00AM

*End Time: 12:00PM

Include Weekend: No

*Hours Per Day: 2.00

Comment:

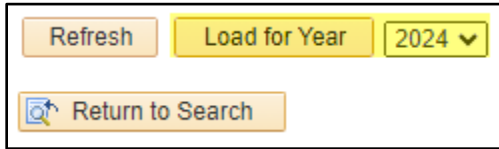
Absence per Day

Date	Day	Hours	Holiday
1 December 10, 2024	Tue	2.00	

Acknowledgement

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

Another new feature in the Last 10 Requests section is the **Load for Year** button located directly beneath the Requests grid. This feature allows the user to view all absence requests for the particular calendar year that they select using the drop down arrow to view a list of available year's.



4. New Look of Fluid and Mobile (e-Form) Absence Request Form

Old Format

The *Fluid* and *Mobile Absence Request* e-Form also has a new look. The basic functionality of the panel remains, but the look is very different. In the old format, the user would have select an Absence Type. A list of fields would then display for the user to complete. The user's Leave Balances would display at the bottom of the page.

Details

*Absence Type

Leave Balance

Plan Type	AsofDate/ Balance	Current Approved/ Balance	Future Approved/ Balance
Sick	09/30/2024	17.50	0.00
	159.50	142.00	142.00
Vacation	09/30/2024	5.25	0.00
	299.30	294.05	294.05

Off-Campus Activity

Fiscal Year	Max Hours Allowed	Hours Taken FYTD	Balance
2025	120.00	0.00	120.00

*Absence Type

FMLA
 Disaster

*Start Date

*End Date

*Start Time

*End Time

*Duration Per Day

*Total Leave Hours

Comments

By clicking the submit button you are certifying that your absence from duty is for the reason noted above.

Leave Balance

Plan Type	AsofDate/ Balance	Current Approved/ Balance	Future Approved/ Balance
Sick	09/30/2024	17.50	0.00
	159.50	142.00	142.00
Vacation	09/30/2024	5.25	0.00
	299.30	294.05	294.05

New Format

The **Absence Information** page defaults when the user selects the **Request Absence (SF-6)** option on the **Absence** panel. A new **View Balances** link is the first item in the section. Click the **View Balances** link to view *Sick, Vacation and Off-Campus Activity* balances.

Create a new : Absence Request Form ID 30561 (NEW)
[Help](#)

LSU Health

Absence Information

[View Balances](#)

*Start Date: 12/10/2024 *Start Time:

*End Date: 12/10/2024 *End Time:

*Absence Type:

[Cancel](#) **Absence Balances** [Apply](#) [Done](#)

Empl ID 0114881
 Current Period 11/1/2024 - 11/30/2024

Leave Balance

Plan Type	As Of Date	Balance	Current Approved	Current Ending Bal	Future Approved	Future Ending Bal
Sick	10/31/2024	158.00	0.00	158.00	0.00	158.00
Vacation	10/31/2024	315.30	0.00	315.30	0.00	315.30

Off-Campus Activity

Fiscal Year	Max Allowed Hrs	Hrs Taken FYTD	Balance
2025	120.00	0.00	120.00

Also with the new version, five (5) initial fields display on the page: Start Date, End Date, Absence Type, Start Time, and End Time. Once the Absence Type is selected, new fields will display automatically on the page for the user to complete including a **Review** button. Once the user enters all the relevant information, the **Review** button will be selected. A new section – **Absence Per Day** - displays at the bottom of the page. A summary line of your request, as well

as an **Acknowledgement** message are produced. Users will click the **Submit** button to complete the process.

JohnMonthly Doe
Assistant Professor - Clinical

Create a new : Absence Request Form ID 28645 (NEW)
| Help |

LSU Health

Absence Information

[View Balances](#)

*Start Date 07/29/2024 *Start Time
 *End Date 07/29/2024 *End Time
 *Absence Type

Absence Information

[View Balances](#)

*Start Date 12/10/2024 *Start Time 10:00 A
 *End Date 12/10/2024 *End Time 12:00 P
 *Absence Type Annual Leave Include Weekend No
 FMLA/Other
 *Total Hours 2 *Hours Per Day 2
 Comment

[Review](#)

Absence per Day 1 row

Date	Day	Hours	Holiday
1 December 10, 2024	Tue	2.00	

Acknowledgement

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

[Submit](#)

The user will receive a confirmation page once the form is submitted. Users will click the **Absence** button in the top left corner of the page to return to the Absence panel.

The screenshot displays the 'Form Result' page. At the top left, there is a navigation bar with a back arrow and the text 'Absence'. The page title is 'Form Result'. Below the navigation bar, there is a user profile section for 'Training Facilitator'. A main message area contains a blue box with the text: 'You have successfully submitted your eForm. The eForm has been routed to the next approval step.' Below this message is a 'View Approval Route' button. A table titled 'Transaction / Signature Log' shows a single row of data. Below the table is a 'Refresh Log' button.

Transaction / Signature Log							1 row
	Current Date	Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	12/10/2024	3:19:44PM	Initiated			Submit	

This completes the Absence Request Delta Guide.