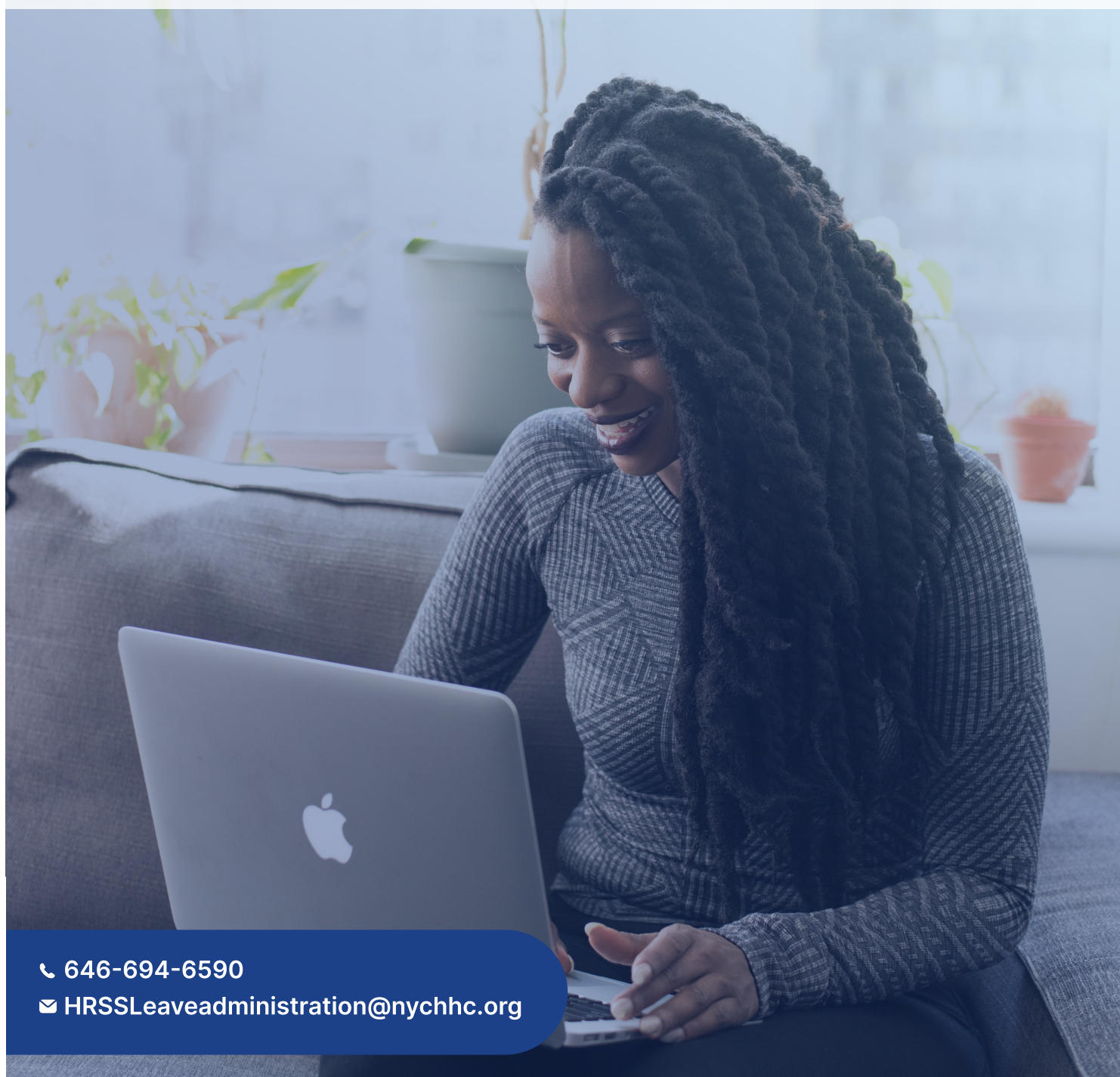


# Extended Absence Request

## in PeopleSoft HR Absence Management



☎ 646-694-6590

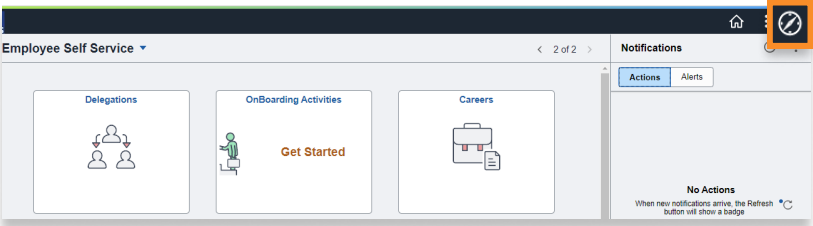
✉ [HRSSLeaveadministration@nychhc.org](mailto:HRSSLeaveadministration@nychhc.org)

In this guide, you will learn:

- How to Request Extended Absence Page 1
- Making Changes to an Existing Request Page 8

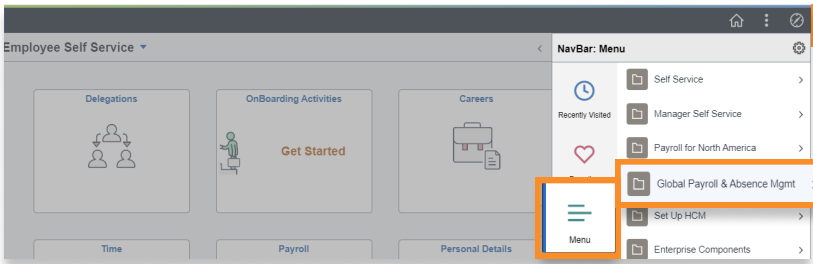
How to Request Extended Absence

This guide provides steps to submit requests for non-work-related and work-related medical leave of absences. These steps should also be followed to submit leave extensions.



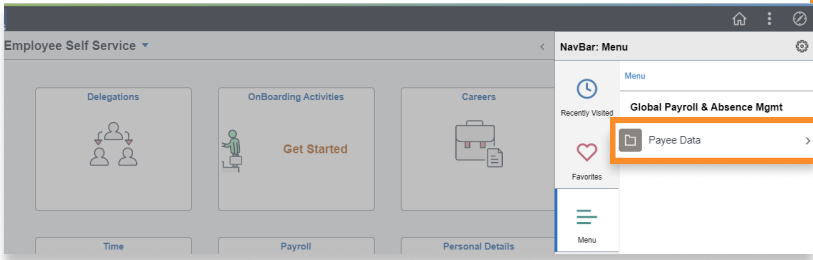
Step 1

On the Employee Self Service (ESS) main page, click on the **NavBar icon** to access the main menu.



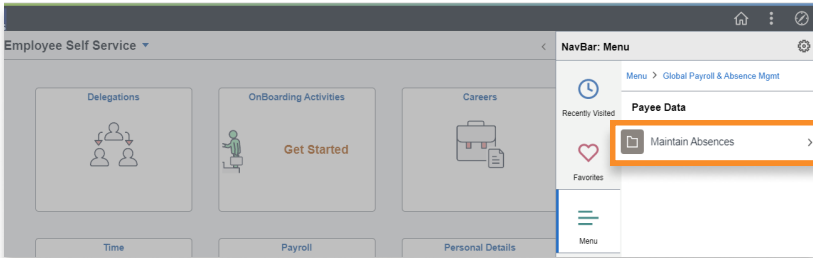
Step 2

From the **Menu**, click **Global Payroll & Absence Mgmt.**



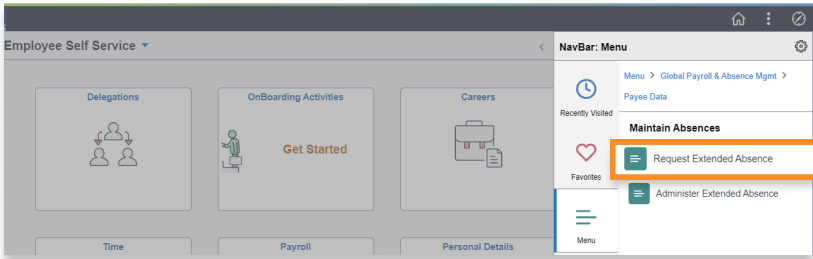
Step 3

From the *Global Payroll & Absence Mgmt* sub-menu, click **Payee Data**.



Step 4

Within the *Payee Data* menu, click **Maintain Absences**.



Step 5

Under *Maintain Absences*, click **Request Extended Absence** to start the submittal process.

## Request Extended Absence

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Empl ID

begins with

Empl Record

=

Name

begins with

Last Name

begins with

Second Last Name

begins with

Alternate Character Name

begins with

Middle Name

begins with

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

## Step 6

Input your Employee ID or any of the name search fields to locate your PeopleSoft record.

Click **Search** to be directed to the request form page.

**Note:** If you conduct your search by inputting a couple of letters of your name, you will have to locate your name under the search results, and double click on your employee record.

## Step 7

On the *Request Extended Absence* page, provide the leave dates you are requesting.

Be sure to fill out all the fields with an asterisk including **Absence Type**, which will cause the **Absence Reason** dropdown and a **Comments** section to appear on the page.

Once the fields in the *Extended Absence Request Details* box are filled in, click **Save for Later** to access the related links feature to attach required documents.

## Request Extended Absence

ANDY ALLEN

Enter Start Date, Expected End Date and Absence Take. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.

Extended Absence Request Details ?

\*Start Date

06/13/2022

\*Expected Return Date

Absence Type

All

▼

\*Absence Name

Select Absence Name

▼

**Note:** This form should not be submitted for Paid Family Leave (PFL) requests.

## Request Extended Absence

### Extended Absence Request Details ?

\*Start Date

06/13/2022

\*Expected Return Date

06/30/2022

Actual Return Date

Absence Type

FMLA Medical

▼

\*Absence Name

FMLA Medical

▼

\*Absence Reason

Self

▼

**Note:** If you click on the **Leave of Absence Policy** link, you will be redirected to the *Leave of Absence* resource page. And will have to navigate back to the form.

[Additional Information](#)

Requestor Comments

### Other Documents

[Leave of Absence Policy](#)

Go To

[View Extended Absence Request History](#)

[Submit](#)

[Save for Later](#)

[Return to Search List](#)

[Employee Self Service](#)

Request Extended Absence

Request Extended Absence

Save Confirmation

The Extended Absence Request was successfully saved. The request must be submitted in order for it to be approved.

OK

## Step 8

A confirmation screen will appear once you have saved your request.

Click **OK** to return to the Request Extended Absence screen.

Extended Absence Request Details ⓘ

Request 4465

\*Start Date 06/13/2022

\*Expected Return Date 06/30/2022

Actual Return Date

Absence Type FMLA Medical

\*Absence Name FMLA Medical

\*Absence Reason Self

Status Saved

Additional Information

Related Links ⓘ

Absence Supporting Documents (0)

Other Documents

Leave of Absence Policy

## Step 9

Click on **Absence Supporting Documents** link to view the *Maintain Attachments* pop up screen.

Maintain Attachments

Existing Document Definitions

Instructions

Listed here are the attachments, notes and urls that have been recorded. New attachments, notes and urls can be added, and existing attachments, notes and urls can be viewed and/or updated.

Selection Criteria

EmplID: 123456789

Empl Record: 0

Transaction Number: 4466

Entry ID HHC\_EA\_ATTAUTH

Absence Supporting Documents

Ext Abs Attach Auth

Add Attachment

Go To Extended Absence Request

## Step 10

Click **Add Attachment** to begin submitting the required supporting documentation.

Maintain Attachments

Selection Criteria

EmplID: 123456789

Empl Record: 0

Transaction Number: 4466

Entry ID HHC\_EA\_ATT

Sequence 0

Created 05/09/22 9:34 AM

\*Subject Medical Certification

Attachment

Add Attachment

Save

Go To Existing Document Definitions

File Attachment

Choose File

file chosen

Upload

Cancel

## Step 11

Fill in the required *Subject* line and click **Add Attachment** to access the *File Attachment* pop up screen.

Click **Choose File** to access the location your documentation is saved in and click **Upload**.



Maintain Attachments

Selection Criteria

EmplID:

123456789

Empl Record:

0

Transaction Number:

4466

Entry ID

HHC\_EA\_ATTAUTH

Sequence

1

Created

06/09/22 9:34AM

Last Updated

06/09/22 9:34AM

\* Subject

Medical Certification

Attachment

Medical\_Certification

View Attachment

Save

Go To Existing Document Definitions

## Step 12

If your file(s) uploaded properly, the name of the file will appear under the *Subject* line.

Click **Save**.

Maintain Attachments

EmplID:

123456789

Empl Record:

0

Transaction Number:

4466

Entry ID

Absence Supporting Documents

HHC\_EA\_ATTAUTH

Ext Abs Attach Auth

Attachments

1-1 of 1

Select	Sequence	Created	Author	Entry ID	Subject	Status
<input type="checkbox"/>	1	06/09/2022 9:34AM	ANDY ALLEN	Ext Abs Attach Auth	Medical Certification	Active

Go To Extended Absence Request

## Step 13

Once attachments have been saved, they appear in the *Attachments* section.

Click **Extended Absence Request** to return to the request form page.

Extended Absence Request Details

Request

4466

Request Date

06/09/2022

Start Date

06/13/2022

Expected Return Date

06/30/2022

Actual Return Date

Absence Name

FMLA Medical

Absence Reason

Self

Status

Saved

Related Links

Absence Supporting Documents

Other Documents

Leave of Absence Policy

Additional Information

## Step 14

The number of documents uploaded will appear in the *Absence Supporting Documents* area under *Related Links*.

Click **Additional Information** to enter personal information and work schedule.

Step 15

Follow the instructions in every section and fill out all required fields except the *FMLA Eligibility* section. Click **Validate Sections** then click on **Return to Extended Absence Request**.

Request Extended Absence

Additional Information

Use this Template form to enter Employee Extended Absence Request related information. In order to save your data entry updates, please navigate back to the Extended Absence Request page using the Return to Extended Absence Request link. Your Extended Absence Request must be saved in order for changes to go into effect.

Extended Absence Detail Information ?

▼ Personal Data

\*Personal Email

\*Alternate Phone

▼ Intermittent Leave Section

Forms with supporting documentation must be uploaded and should include reduced schedule request for consideration.  

☐ For Self  
☐ For Care of Covered Family Mem

▼ Work Schedule Section A

Work schedules should reflect current schedules. Search in section A for existing schedule.  

Week 1 Schedule

Week 2 Schedule

Week 3 Schedule

Week 4 Schedule

▼ Work Schedule Section B

Only complete Work schedule B if your search in A did not reflect an existing schedule to select.  

Week1 Sunday

Week1 Monday

...

▼ FMLA Eligibility

Disclaimer: The FMLA eligibility is an estimate and is not intended to be relied upon as a final determination.  

☐ 12 Months Employed  
☐ 12 Months Work Hours

FMLA Eligible Hours

FMLA Hours Taken

FMLA Hours Available

▼ Comments

Comments

Validate Sections

Return to Extended Absence Request

The *Work Schedule* section **MUST** be completed to successfully submit your request.

**Note:** If your schedule is not found in *Section A*, please complete *Section B*.

The *FMLA Eligibility* section will populate after Validate Sections is clicked.

**Note:** This section is an estimate that will be reviewed and confirmed by the Leave team.

## Step 16

When back on the *Request Extended Absence* page, click **Submit** to formally submit your request.

### Extended Absence Request Details ?

Request 4467

\*Start Date 06/13/2022

\*Expected Return Date 06/30/2022

Actual Return Date

Absence Type FMLA Medical

\*Absence Name FMLA Medical

\*Absence Reason Self

Status Saved

[Additional Information](#)

### Related Links ?

- [Absence Supporting Documents \(1\)](#)

### Other Documents

- [Leave of Absence Policy](#)

### Request History

1-1 of 1

Status	Name	Date	Comments
Saved For Later-Not Submitted	ANDY ALLEN	06/09/2022	

Requestor Comments

Go To [View Extended Absence Request History](#)

Submit

Save for Later

[Return to Search List](#)

## Step 17

Clicking *Submit* will complete your leave request and will show a *Confirmation Page Absence EA* pop up.

Click **Yes** and the next screen will reconfirm your submission.

### Confirmation Page Absence EA

[Request Extended Absence](#)

#### Submit Confirmation

Are you sure you want to Submit this Extended Absence Request?

Yes

No

### Request Extended Absence

#### Submit Confirmation

The Extended Absence Request was successfully submitted.

OK

**Note:** If you click **No**, you will be directed back to the request form where you can make any necessary changes to your submission.

## Email Confirmation

If the request was successfully submitted, you will receive an email like the one below.

File

Message

Help

Acrobat

Tell me what you want to do

Ignore

Junk

Delete

Archive

Reply

Reply All

Forward

Move to: ?

Team Email

Reply & Delete

To Manager

Done

Create New

Move

Rules

OneNote

Actions

Mark Unread

Categorize

Follow Up

Translate

Read Aloud

Zoom

Report A Phish

Delete

Respond

Quick Steps

Move

Tags

Editing

Speech

Zoom

Report Phishi...

The following Extended Absence Request has been Submitted

Employee Id: 123456789 - ANDY ALLEN  
Department: HR LEAVES ADMINISTRATION  
Job Title: Assistant Director (CO) - L1  
Absence Start Date: 2022-06-13  
Absence Name: 200002 - AT\_FCC - FMLA Child Care  
Expected Return Date: 2022-06-30  
Actual Return Date:  
Status: Submitted  
Comments:

Please use the following link to view the transaction:  
[http://fsesdevap01.nychhc.org:13000/psp/hrmsit/EMPLOYEE/HRMS/c/ROLE\\_EMPLOYEE.GP\\_ABS\\_EA\\_XFER.GBL?Action=U&EMPLID=100043451&EMPL\\_RCD=0&TRANSACTION\\_NBR=4438&TRANSACTION\\_NBR\\_EA=0](http://fsesdevap01.nychhc.org:13000/psp/hrmsit/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.GP_ABS_EA_XFER.GBL?Action=U&EMPLID=100043451&EMPL_RCD=0&TRANSACTION_NBR=4438&TRANSACTION_NBR_EA=0)

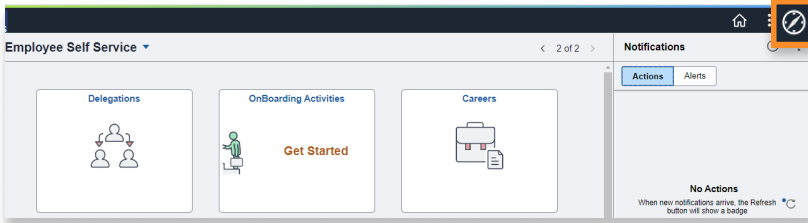
Click on the link provided in the confirmation email to review your submission in PeopleSoft.

**Note:** You will not be able to make changes to your request once submitted.



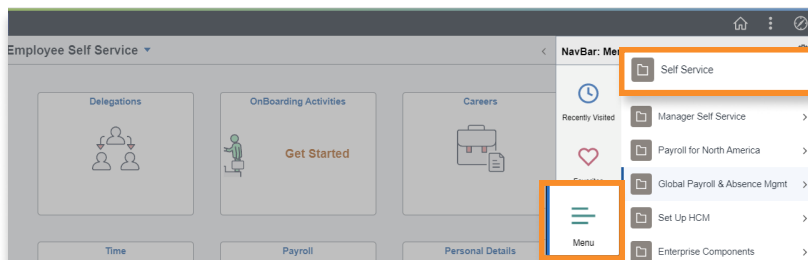
## Making Changes to an Existing Request

If your leave gets pushed back after being submitted, you can edit the Extended Absence Request form by following the steps below.



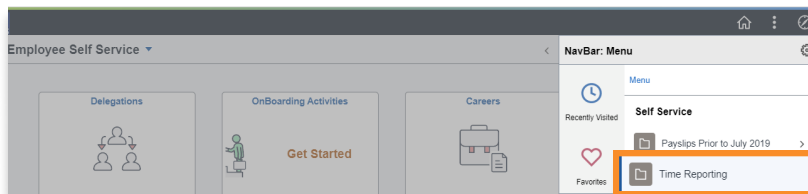
### Step 1

On the Employee Self Service (ESS) main page, click on the **NavBar icon** to access the main menu.



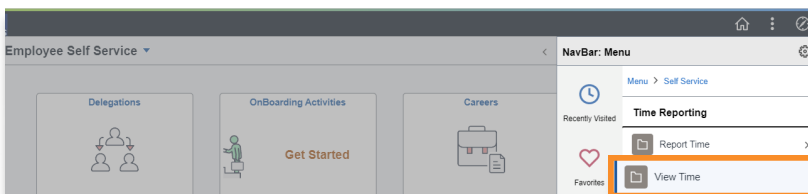
### Step 2

From the **Menu**, click **Self Service**.



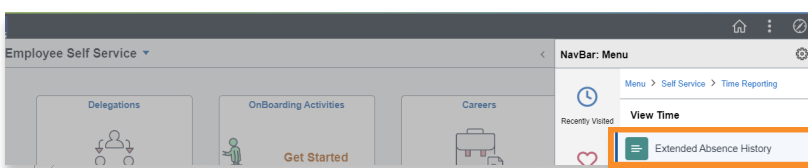
### Step 3

Within the *Self Service* sub-menu, click **Time Reporting**.



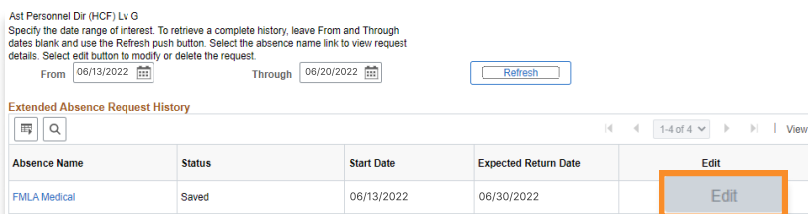
### Step 4

Under the *Time Reporting* menu, click **View Time**.



### Step 5

From the *View Time* menu, click **Extended Absence History**.



### Step 6

On this page locate the absence request form you need to amend and click **Edit**.

Extended Absence Request Details ⓘ

Request 4466

Request Date 06/09/2022

Start Date 06/13/2022

Expected Return Date 06/30/2022

Actual Return Date

Absence Name FMLA Medical

Absence Reason Self

Status Saved

Additional Information

Related Links ⓘ

Absence Supporting Documents (0)

Other Documents

Leave of Absence Policy

## Step 7

By clicking Edit, you will be redirected to the *Extended Absence Request Details* form you originally submitted. Here you can make changes to the form and can upload additional supporting documentation.

Once your changes have been made, please follow the steps in the beginning of the guide to resubmit your request.

## Email Confirmation

Once your amended request has been resubmitted, you will receive an email confirmation similar to the one below.

File Message Help Acrobat Tell me what you want to do

Ignore Delete Archive Reply Reply All Forward

Move to: ? Team Email Reply & Delete

To Manager Done Create New

Move OneNote Actions

Mark Unread Categorize Follow Up

Translate Editing

Read Aloud Zoom

Report A Phish

The following Extended Absence Request has been Submitted

Employee Id: 123456789 - ANDY ALLEN

Department: HR LEAVES ADMINISTRATION

Job Title: Assistant Director (CO) - L1

Absence Start Date: 2022-06-13

Absence Name: 200002 - AT\_FCC - FMLA Child Care

Expected Return Date: 2022-06-30

Actual Return Date:

Status: Submitted

Comments:

Please use the following link to view the transaction:

[http://fsesdevap01.nychhc.org:13000/psp/hrmsit/EMPLOYEE/HRMS/c/ROLE\\_EMPLOYEE.GP\\_ABS\\_EA\\_XFER.GBL?Action=U&EMPLID=100043451&EMPL\\_RCD=0&TRANSACTION\\_NBR=4438&TRANSACTION\\_NBR\\_EA=0](http://fsesdevap01.nychhc.org:13000/psp/hrmsit/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.GP_ABS_EA_XFER.GBL?Action=U&EMPLID=100043451&EMPL_RCD=0&TRANSACTION_NBR=4438&TRANSACTION_NBR_EA=0)

📞 646-694-6590

✉ HRSSLeaveadministration@nychhc.org