

Extended Absence Request

in PeopleSoft HR Absence Management



☎ 646-694-6590

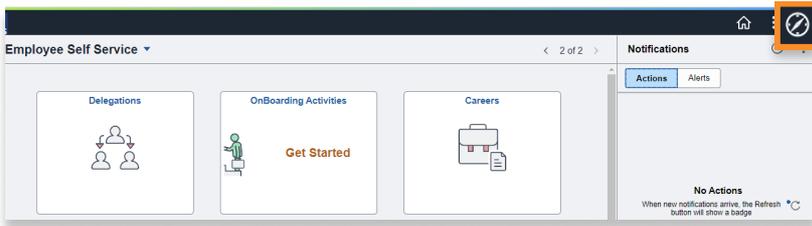
✉ HRSSLeaveadministration@nychhc.org

In this guide, you will learn:

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

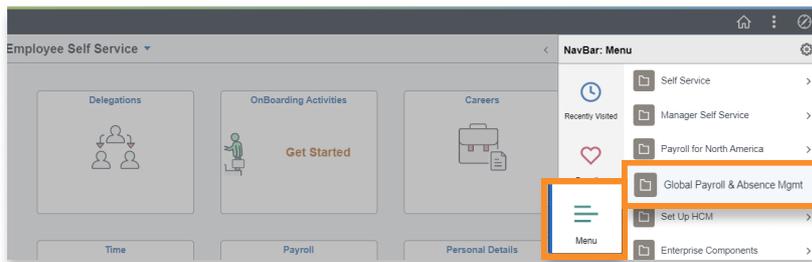
How to Request Extended Absence

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.



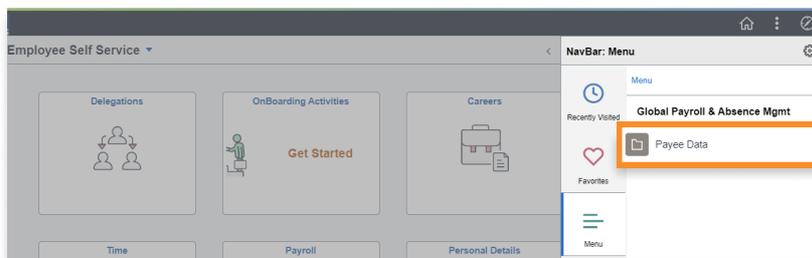
Step 1

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



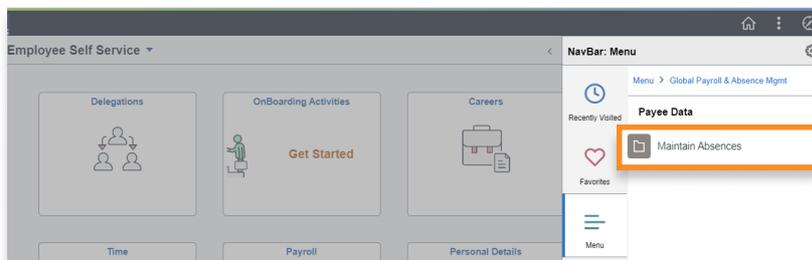
Step 2

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



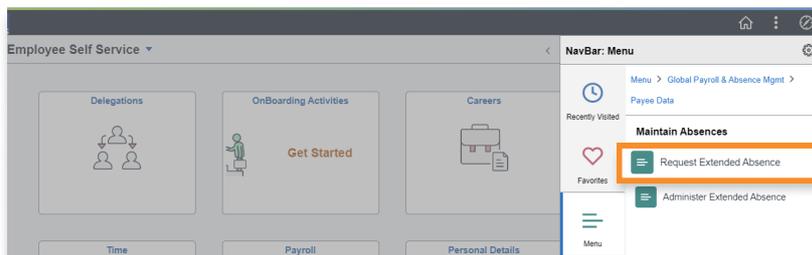
Step 3

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

*Expected Return Date

Absence Type

*Absence Name

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

Request Extended Absence

Extended Absence Request Details ?

*Start Date

*Expected Return Date

Actual Return Date

Absence Type

*Absence Name

*Absence Reason

[Additional Information](#)

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.

Other Documents
[Leave of Absence Policy](#)

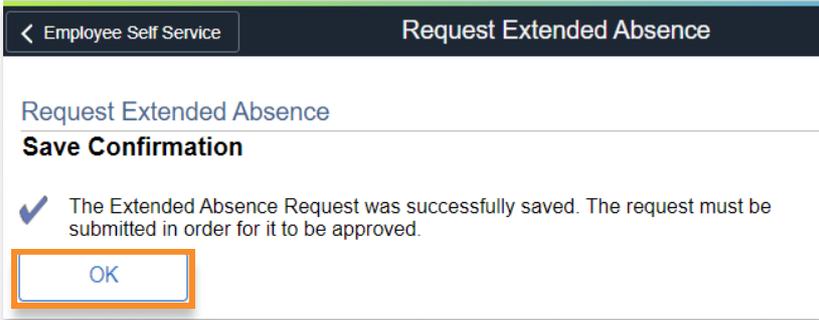
Requestor Comments

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

[Submit](#)

[Save for Later](#)

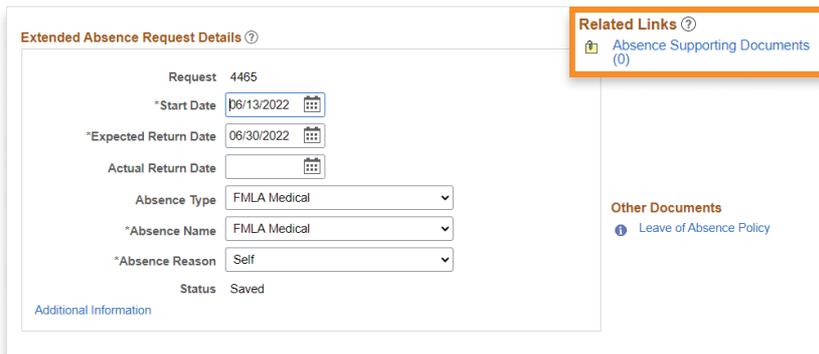
[Return to Search List](#)



Step 8

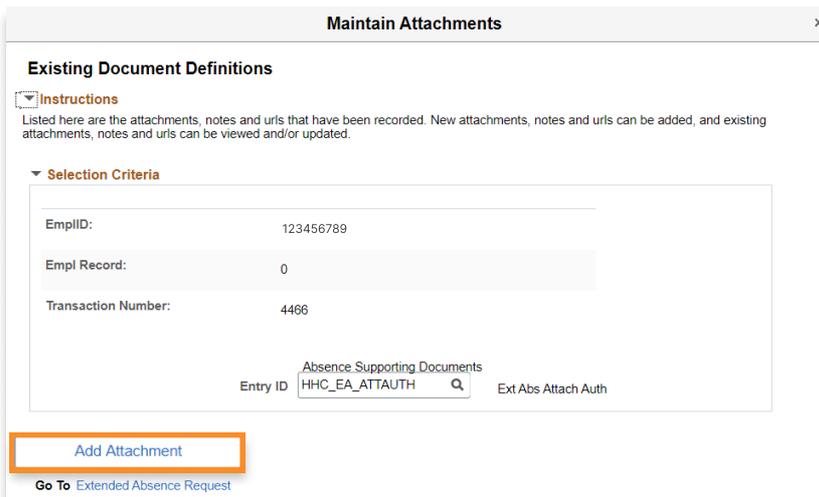
A confirmation screen will appear once you have saved your request.

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



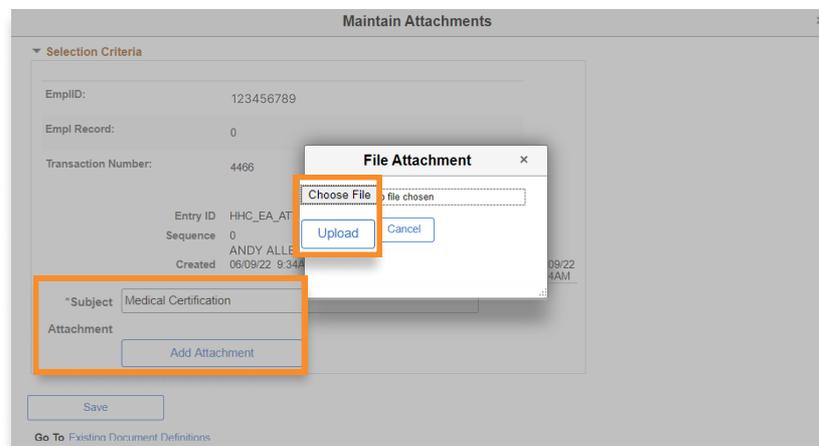
Step 9

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



Step 10

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



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

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

Additional Information

Related Links

- Absence Supporting Documents

Other Documents

- Leave of Absence Policy

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

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*.

...

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

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.

Comments

Comments

Validate Sections

Return to Extended Absence Request

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 📅

*Expected Return Date 📅

Actual Return Date 📅

Absence Type ▼

*Absence Name ▼

*Absence Reason ▼

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

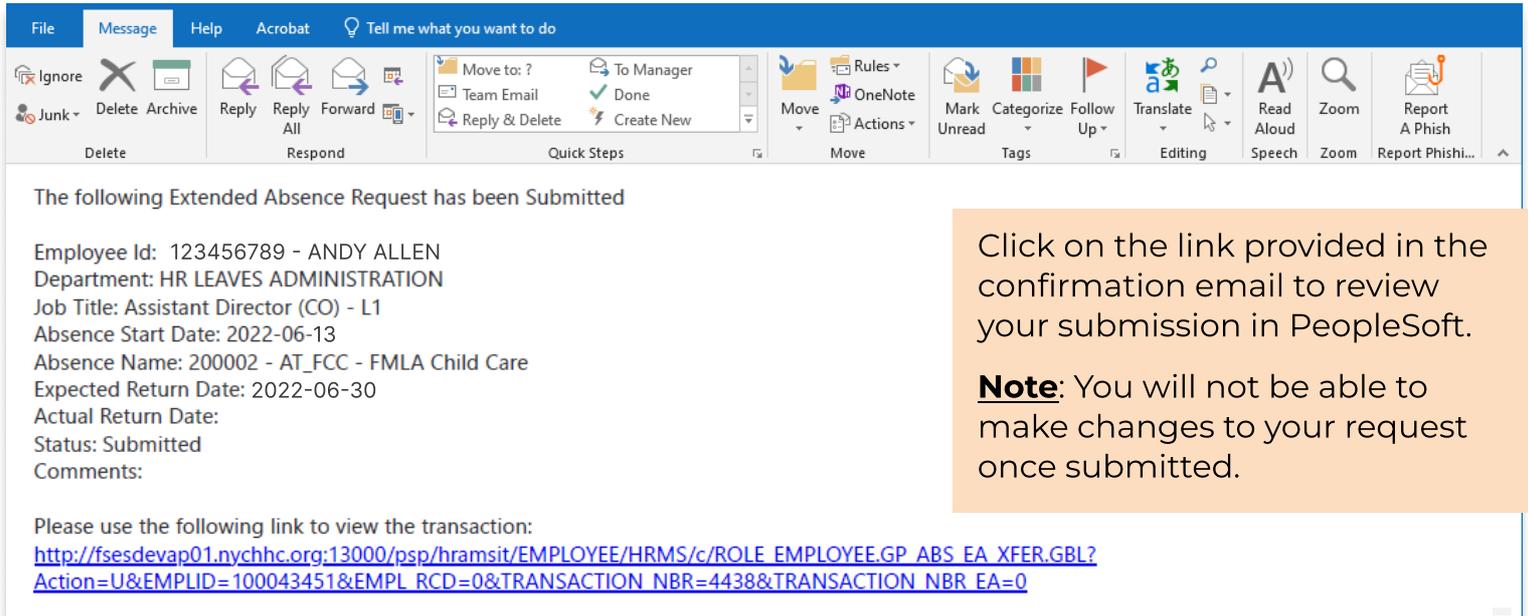
✓ The Extended Absence Request was successfully submitted.

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.

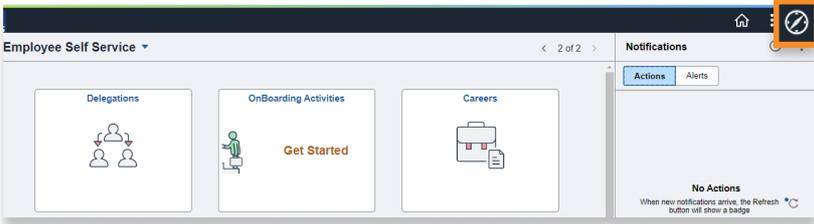
Email Confirmation

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



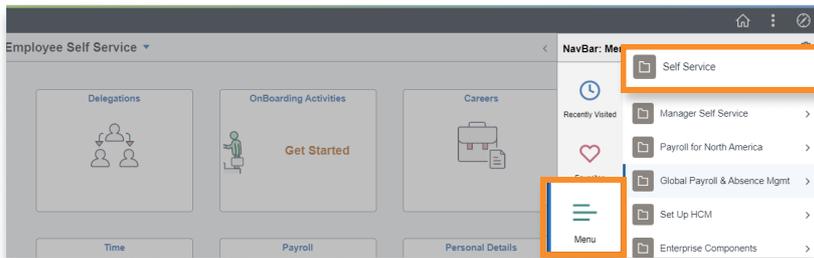
Making Changes to an Existing Request

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.



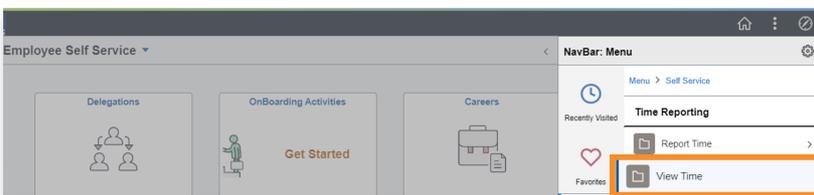
Step 2

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



Step 3

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



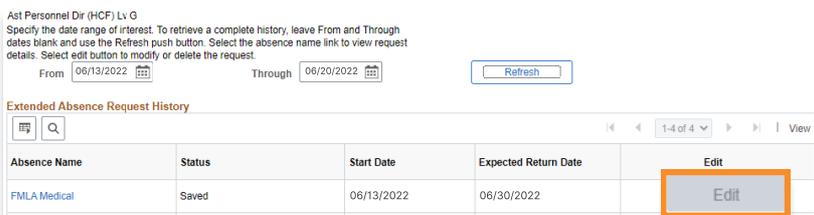
Step 4

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.

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/hramsit/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.GP_ABS_EA_XFER.GBL?Action=U&EMPLID=100043451&EMPL_RCD=0&TRANSACTION_NBR=4438&TRANSACTION_NBR_EA=0

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