

**Welcome to the Human Capital Management (HCM) Absence Request 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.

**NOTE: It is important to note you can still navigate the HCM application by using the NavBar > Navigator option. The Classic menu across the top left of the application screen is no longer available.**

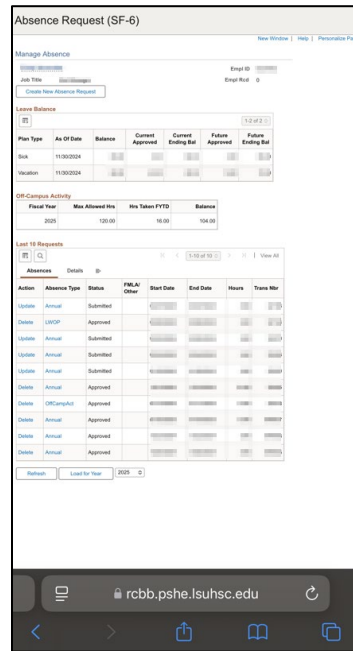
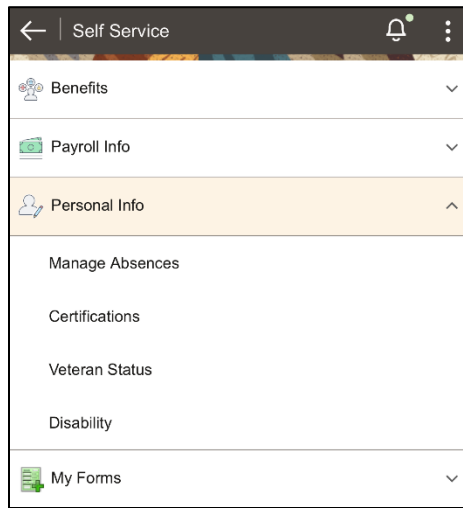
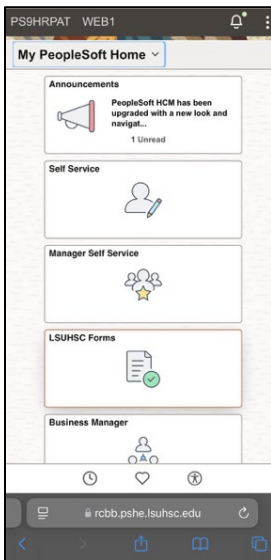
**1. Create an Absence Request Navigational Options**

Users have navigational options for creating an absence request:

**Option 1: Using Self Service > Personal Info > Manage Absences**



**Option 2: For Mobile**



**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 (**for New Orleans only**), 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 (**for New Orleans only**). There are no new features or functionality changes to these sections.

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

The screenshot displays the 'Manage Absence' interface for Wanda Dooley, a Training Facilitator. It includes a 'Create New Absence Request' button, a 'Leave Balance' table, an 'Off-Campus Activity' table, and a 'Last 10 Requests' table.

**Leave Balance**

Plan Type	As Of Date	Balance	Current Approved	Current Ending Bal	Future Approved	Future Ending Bal
Sick	11/30/2024	1,531.00	0.00	1,531.00	0.00	1,531.00
Vacation	11/30/2024	264.00	0.00	264.00	0.00	264.00

**Off-Campus Activity**

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

**Last 10 Requests**

Action	Absence Type	Status	FMLA/ Other	Start Date	End Date	Hours	Trans Nbr
Update	Annual	Submitted		02/10/2025	02/12/2025	24.00	32122
Update	Sick	Submitted	FMLA	02/20/2025	02/21/2025	16.00	32052
Update	Special	Submitted		02/17/2025	02/17/2025	8.00	32051
	Annual	Withdrawn		02/13/2025	02/13/2025	8.00	32050
Update	Annual	Submitted		01/21/2025	01/24/2025	32.00	32020
Delete	Annual	Approved		11/18/2024	11/18/2024	4.00	364320
Delete	Special	Approved		11/21/2024	11/22/2024	16.00	364252
	Annual	Cancelled		11/18/2024	11/18/2024	4.00	364251
Delete	Sick	Approved		07/24/2024	07/26/2024	24.00	345723
Delete	Annual	Approved		08/19/2024	08/23/2024	40.00	338281

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**

1-10 of 10
View All

Absences Details

Action	Absence Type	Status	FMLA/ Other	Start Date	End Date	Hours	Trans Nbr
Update	Annual	Submitted		02/28/2025	02/28/2025	2.00	33568
Update	Annual	Recycled		02/24/2025	02/24/2025	8.00	33567
Update	Annual	Recycled		02/26/2025	02/26/2025	4.00	33566
	Annual	Withdrawn		02/19/2025	02/19/2025	8.00	33565
Update	Annual	Submitted		02/12/2025	02/12/2025	8.00	33558
Update	Annual	Submitted		02/18/2025	02/18/2025	8.00	33557
Delete	Sick	Approved		02/13/2025	02/13/2025	8.00	33556

**Last 10 Requests**

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View All

Absences **Details**

Action	Absence Type	Status	Start Time	End Time	Delete	Prior Nbr
Update	Annual	Submitted	10:00AM	12:00PM	<input type="checkbox"/>	
Update	Annual	Recycled	8:00AM	4:30PM	<input type="checkbox"/>	
Update	Annual	Recycled	8:00AM	12:00PM	<input type="checkbox"/>	
	Annual	Withdrawn	8:00AM	4:30PM	<input type="checkbox"/>	
Update	Annual	Submitted	8:00AM	5:00PM	<input type="checkbox"/>	
Update	Annual	Submitted	8:00AM	4:30PM	<input type="checkbox"/>	
Delete	Sick	Approved	8:00AM	4:30PM	<input type="checkbox"/>	

**Last 10 Requests**

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View All

<<

Action	Absence Type	Status	FMLA/ Other	Start Date	End Date	Hours	Trans Nbr	Start Time	End Time	Delete	Prior Nbr
Update	Annual	Submitted		02/28/2025	02/28/2025	2.00	33568	10:00AM	12:00PM	<input type="checkbox"/>	
Update	Annual	Recycled		02/24/2025	02/24/2025	8.00	33567	8:00AM	4:30PM	<input type="checkbox"/>	

The **Action** column has moved from the last column to the first column on the screen 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**. Or, if the user wants to withdraw the request, a **Withdraw** button is also available.

**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).

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.

**Last 10 Requests**

1-10 of 10 | View All

**Absences** Details

Action	Absence Type	Status	FMLA/Other	Start Date	End Date	Hours	Trans Nbr
Update	Annual	Submitted		02/28/2025	02/28/2025	2.00	33568
Update	Annual	Recycled		02/24/2025	02/24/2025	8.00	33567

Update : Absence Request Form ID 33568 (Pending)

**LSU Health**

**Absence Information**

[View Balances](#)

\*Start Date: 02/28/2025      \*Start Time: 10:00AM

\*End Date: 02/28/2025      \*End Time: 12:00PM

\*Absence Type: Annual Leave      Include Weekend:

FMLA/Other:

\*Total Hours: 2.00      \*Hours Per Day: 2.00

Comment:

**Absence per Day**

Date	Day	Hours	Holiday
1 February 28, 2025	Fri	2.00	

**Acknowledgement**

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

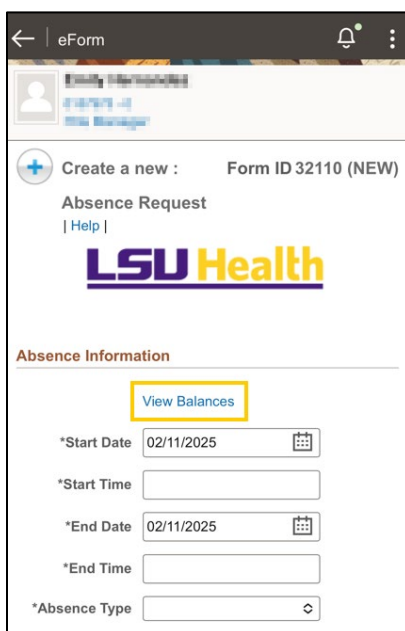
Another new feature in the Last 10 Requests section is the **Load for Year** button located directly beneath the Requests grid. This feature allows the user to view all absence requests for the particular calendar year that they select using the drop down arrow to view a list of available years.



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

##### New Format

The **Absence Information** page defaults when the user selects the *Create New Absence Request* option on the *Manage Absence* screen. 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 (New Orleans only)* balances.



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, additional 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.

This screenshot shows the top portion of the 'Create a new : Absence Request' form. It includes the 'LSU Health' logo, the form ID '32072 (NEW)', and the 'Absence Information' section. The 'View Balances' link is visible. Input fields for '\*Start Date' (02/09/2025), '\*End Date' (02/09/2025), '\*Absence Type', '\*Start Time', and '\*End Time' are present.

This screenshot shows the middle portion of the form. It includes the 'Absence Information' section with a 'View Balances' link. Input fields for '\*Start Date' (02/10/2025), '\*End Date' (02/12/2025), '\*Absence Type' (Annual Leave), 'FMLA/Other', '\*Total Hours' (24.00), '\*Start Time' (8:00AM), '\*End Time' (5:00PM), 'Include Weekend', and '\*Hours Per Day' (8) are visible. A 'Comment' text area and a 'Review' button are also shown.

This screenshot shows the 'Absence per Day' table and the 'Submit' button. The table has columns for 'Date', 'Day', 'Hours', and 'Holiday'. It contains three rows of data for the dates February 10, 11, and 12, 2025, each with 8.00 hours. Below the table is an 'Acknowledgement' section with a 'Submit' button.

Date	Day	Hours	Holiday
February 10, 2025	Mon	8.00	
February 11, 2025	Tue	8.00	
February 12, 2025	Wed	8.00	

The user will receive a confirmation page once the form is submitted. Users will click the **Manage Absences** menu link on the left side of the page to return to the Manage Absences screen.

This screenshot shows the 'Create a new : Result' confirmation page. It includes a success message: 'You have successfully submitted your eForm. The eForm has been routed to the next approval step. multiple approvers.' Below this is a 'View Approval Route' button and a 'Transaction / Signature Log' table. The table has columns for 'Current Date Time', 'Step Title', 'User ID', 'Description', 'Form Action', and 'Time Elapsed'. It contains one row of data for the transaction initiated by WDOOL3 on 02/05/2025 at 11:21:38AM.

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
02/05/2025 11:21:38AM	Initiated	WDOOL3	Dooley, Wanda	Submit	

*This completes the Absence Request Upgrade Guide.*