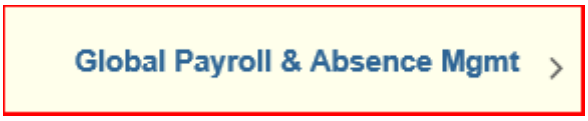
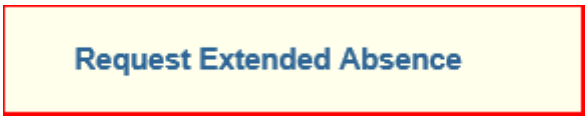
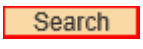
AM004.04: Requesting an Extended Absence Using the Navigator Menu

Step	Action
1.	On the **Employee Self Service** page, click the **NavBar** button.
2.	Click the **Navigator** button.
3.	Click the **Global Payroll & Absence Mgmt** menu. 
4.	Click the **Payee Data** menu.
5.	Click the **Maintain Absences** menu.
6.	Click the **Request Extended Absence** menu. 
7.	Populate the **Empl ID** field.
8.	Click the **Search** button. 

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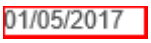
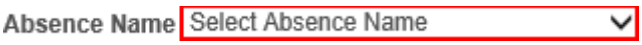
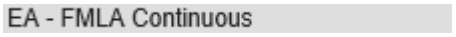
Step	Action
9.	Populate the **Start Date** field with the begin date for the extended absence. 
10.	Populate the **Expected Return Date** field with the anticipated end date for the extended absence.
11.	Click the **Drop Down** icon associated with the **Absence Type** field.
12.	Select the desired value from the list.
13.	Click the **Drop Down** icon associated with the **Absence Name** field. 
14.	Select the desired value from the list. 
15.	Click the **View Extended Absence Request History** link, to validate there are no existing regular absence requests in the system for the stated date range.
16.	Click the **OK** button. NOTE: If existing regular absence requests were identified for the stated date range, update the **Start** and **Expected Return Dates.** Then, view the request history again.
17.	Click the **Return to Extended Absence Request** link.
18.	Click the **View Absence Balances** link, to review the employee's available leave balances by **Absence Type.**
19.	Review the employee's leave balances. Then, click the **Return to Extended Absence Request** link.

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Step	Action
20.	Populate the **Requestor Comments** field, as needed. NOTE: Information entered into this field is covered by HIPAA regulations; take all necessary precautions to protect the employee's privacy when entering comments. Requestor Comments
21.	Click the **Submit** button. Submit
22.	Click the **Yes** button to confirm the request. Yes
23.	Click the **OK** button to complete the task. OK
24.	You have successfully completed the **Requesting an Extended Absence Using the Navigator Menu** topic. **End of Procedure.**

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