

AbsenceTracker

Employee Self-Service Dashboard

Submit a New Accommodation Request

Last Updated
May 2022

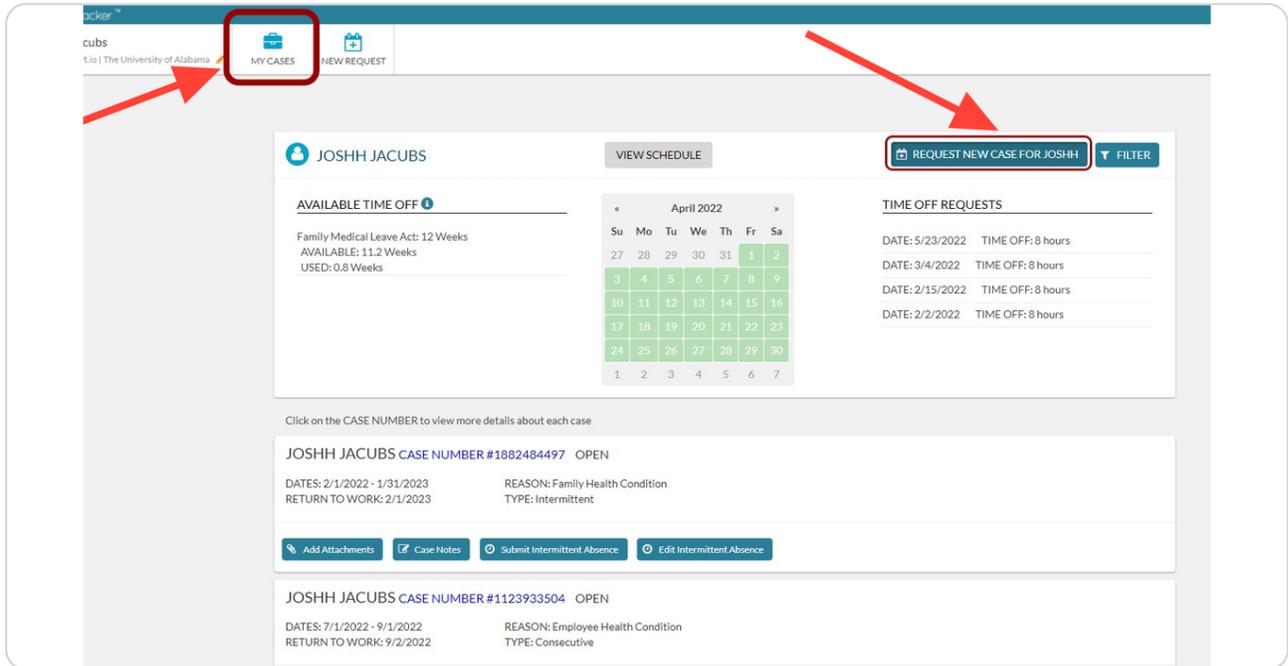
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STEP 1

Click on the AbsenceTracker logo in myBama for single sign-on access to your Employee Self-Service (ESS) Dashboard

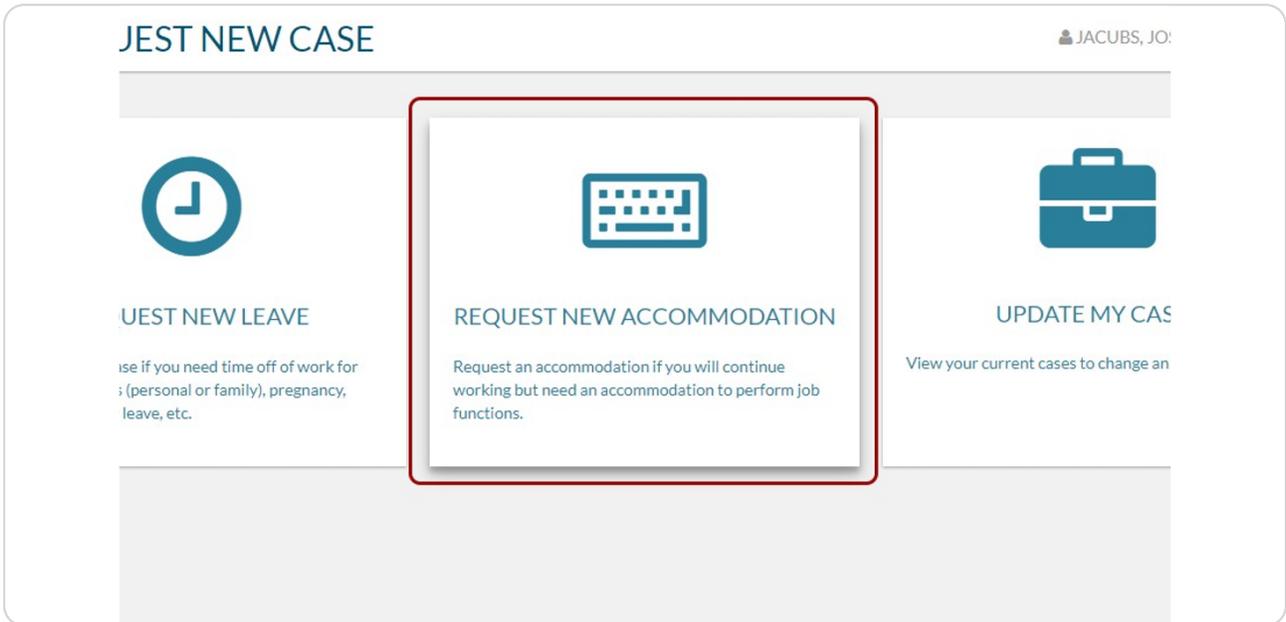
STEP 2

Click on NEW REQUEST or the REQUEST NEW CASE button to get started



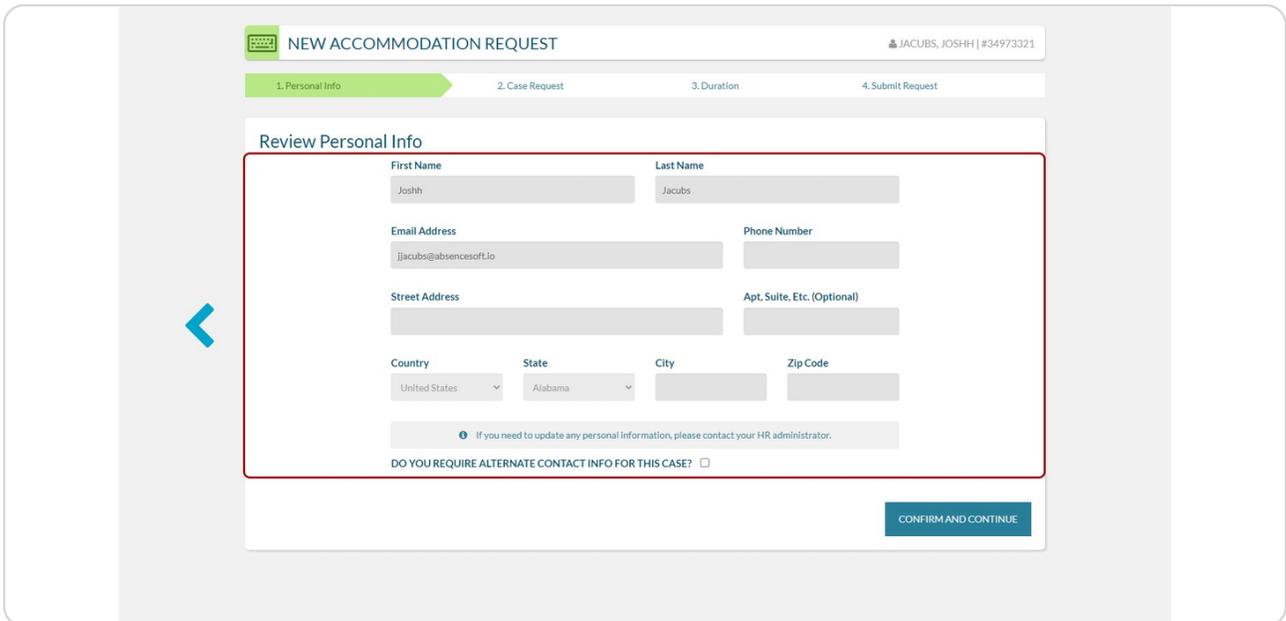
STEP 3

Click on REQUEST NEW ACCOMMODATION



STEP 4

If you need to update any personal information, contact the HR Service Center at (205) 348-7732 or email hr@ua.edu, otherwise click CONFIRM AND CONTINUE



STEP 5

If personal information is incorrect, click the checkbox to provide **ALTERNATE CONTACT INFO** for this case

Country: United States | State: Alabama | City: | Zip Code: |

If you need to update any personal information, please contact your HR administrator.

DO YOU REQUIRE ALTERNATE CONTACT INFO FOR THIS CASE?

Enter Alternate Contact Info

Email Address: | Phone Number: |

Street Address: | Apt, Suite, Etc. (Optional): |

Country: | State: | City: | Zip Code: |

STEP 6

Click on **CONFIRM AND CONTINUE**

or HR administrator.

CONFIRM AND CONTINUE

STEP 7

Click on the **REASON FOR CASE** to identify the **TYPE** of accommodation required, then **CONFIRM AND CONTINUE**

The screenshot shows a web interface for a 'NEW ACCOMMODATION REQUEST'. At the top, there is a header with a keyboard icon and the text 'NEW ACCOMMODATION REQUEST'. Below this is a progress bar with two steps: '1. Personal Info' (completed with a checkmark) and '2. Case Request' (active, highlighted in green with an arrow pointing right). The main content area is titled 'Reason for Case' and contains three buttons: 'Leave', 'On the Job', and 'Other'. A large blue arrow on the left side of the form points to the left, indicating a back navigation option.

STEP 8

Click on **TIMING** for this accommodation request and provide estimated **START/END DATES** as applicable, then **CONFIRM AND CONTINUE**

The screenshot shows the 'NEW ACCOMMODATION REQUEST' form at Step 3: Duration. The header includes the University of Alabama logo, 'MY CASES', and 'NEW REQUEST' buttons. The user's name and ID, 'JACUBS, JOSHH | #34973321', are displayed in the top right. The progress bar shows '1. Personal Info' (completed), '2. Case Request' (completed), '3. Duration' (active, highlighted in green with an arrow pointing right), and '4. Submit Request'. The main content area is titled 'Duration of Request' and contains the following fields: 'Select the timing for this request:' with radio buttons for 'TEMPORARY' and 'PERMANENT' (selected); 'Choose the starting date for this request:' with a 'Start Date' field containing '04/01/2022'; and a 'CONFIRM AND CONTINUE' button at the bottom right. A large blue arrow on the left side of the form points to the left, indicating a back navigation option.

STEP 9

Review the request details page, then click on SUBMIT REQUEST

Personal Info Case Request Duration 4. Submit Request

Confirm Request Details

First Name: Joshh Last Name: Jacubs

Email Address: jjacubs@absencesoft.io Phone Number:

Accommodation: ON THE JOB PERMANENT

Duration: PERMANENT Start Date: 04/01/2022

SUBMIT REQUEST

STEP 10

Your new accommodation request will be assigned a Case ID number and reviewed by an assigned Case Manager in the Benefits Office

Alabama MY CASES NEW REQUEST

NEW ACCOMMODATION REQUEST

Accommodation Request Successfully Submitted

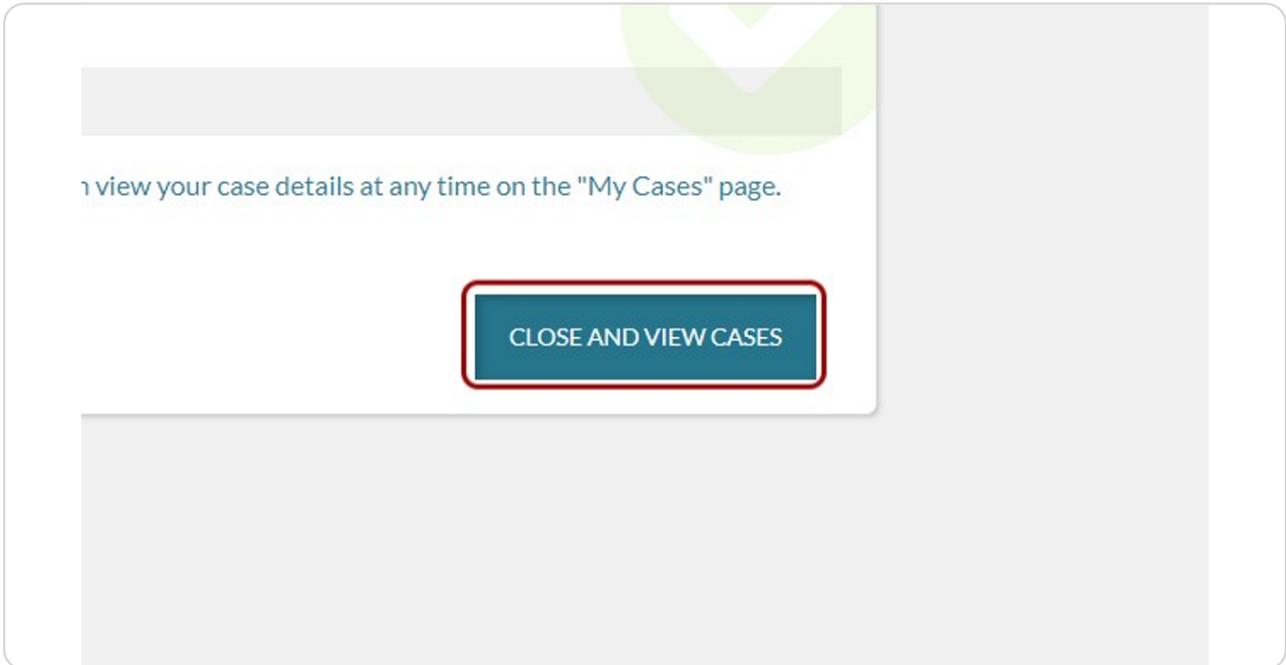
CASE # 769028631

Your request has successfully been submitted and will be reviewed by your case manager. You can view your case details at any time on the "My Cases" page.

ADD A NEW REQUEST CLOSE AND VIEW CASES

STEP 11

Click on CLOSE AND VIEW CASES to exit and return to your Employee Self-Service (ESS) Dashboard



STEP 12

After submitting the new accommodation request, you will receive an ACCOMMODATION ACKNOWLEDGEMENT letter via email with additional information and next steps to continue the interactive process.

For example, you will be asked to complete a more detailed Employee Accommodation Request Form within seven (7) days of receipt of this acknowledgement. You must also return a Medical Inquiry Form completed by your healthcare provider within fifteen (15) days of acknowledgement.

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