AbsenceTracker Employee Self-Service Dashboard

Upload Attachments and Add Case Notes





Division of Finance and Operations Human Resources STEP 1

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

STEP 2

Under My Cases, click ADD ATTACHMENTS to add documentation to your case to share with your Case Manager

DETUDNITO MODIA 4/40/2022 TVDE, Conservellar	ORK: 4/19/2022 TYPE: Consecutive
RETURN TO WORK: 4/19/2022 TYPE: Consecutive	



STEP 3

To Add Attachment, click on BROWSE YOUR COMPUTER or DRAG AND DROP the attachment.

(REQUEST	ADD ATTACHMENTS CASE ID # 1	589937346 PENDING	
amily and Medical Leave for : 2 Weeks seks amily and Medical Leave for : 6 Weeks	BROWSE YOU -O DRAG AND DROP YOU	R COMPUTER R- R ATTACHMENT HERE.	
SE NUMBER to view more of BNER CASE NUMBER :	Туре Туре у	Description	
022 - 4/18/2022 ORK: 4/19/2022 ents Case Notes		CANCEL SAVE AND CLOSE	

STEP 4

Click on the drop-down menu to select the TYPE of attachment

AVAILABLE: 2 Weeks USED: 0 Weeks Wisconsin Family and Medical Leave for 1 6 Weeks AVAILABLE: 6 Weeks USED: 0 Weeks	BROWSE YOUR COMPUTER -OR- DRAG AND DROP YOUR ATTACHMENT HERE.
Click on the CASE NUMBER to view more d DEVON ABNER CASE NUMBER : DATES: 3/23/2022 - 4/18/2022	Type Description
RETURN TO WORK: 4/19/2022 Add Attachments C Case Notes	CANCEL SAVE AND CLOSE
DEVON ABNER CASE NUMBER #2 DATES: 1/1/2022 - 3/1/2022	142041868 OPEN REASON: Employee Health Condition



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STEP 5
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Click on the DESCRIPTION box to enter additional information about the attachment

cs d Medical Leave for cs	BROWSE YOU -C DRAG AND DROP YOU	R COMPUTER R- R ATTACHMENT HERE.	
1BER to view more a	Type Documentation	Description Medical Certification	
18/2022 (19/2022)		CANCEL SAVE AND CLOSE	
CASE NUMBER #	2142041868 OPEN		

STEP 6

Click on SAVE AND CLOSE to add the attachment to your case

	PLEASE SELECT A	FILE TO ATTACH
ew more d		
UMBER #	Туре	Description
	Documentation ~	Medical Certification
	2142041868 OPEN	CANCEL SAVE AND CLOSE
	REASON: Employee Health Condition TYPE: Intermittent	



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STEP 7
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You may click on CASE NOTES to add a note for your Case Manager to review



STEP 8

Click on + NEW NOTE to add a note

DEVON ABNER CASE NUMBE	ER#1589937346 OPEN
DATES: 3/23/2022 - 4/18/2022 RETURN TO WORK: 4/19/2022	REASON: Employee Health Condition TYPE: Consecutive
Cases Notes	
Cases Notes here are no notes on this case.	+ NEW NOTE



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STEP 9
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Type a message to your Case Manager and click CREATE NOTE

DEVON ABNER CASE NUMB	ER#1589937346 OPEN
DATES: 3/23/2022 - 4/18/2022 RETURN TO WORK: 4/19/2022	REASON: Employee Health Condition TYPE: Consecutive
♦ Add Attachments 🕼 Case Notes	
A Cases Natas	
Cases Notes There are no notes on this case.	
Cases Notes There are no notes on this case. Sample note to FML Administrator	
Cases Notes There are no notes on this case. Sample note to FML Administrator	



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