

AbsenceTracker

Employee Self-Service Dashboard

[Submit a New Leave Request](#)

Last Updated
May 2022

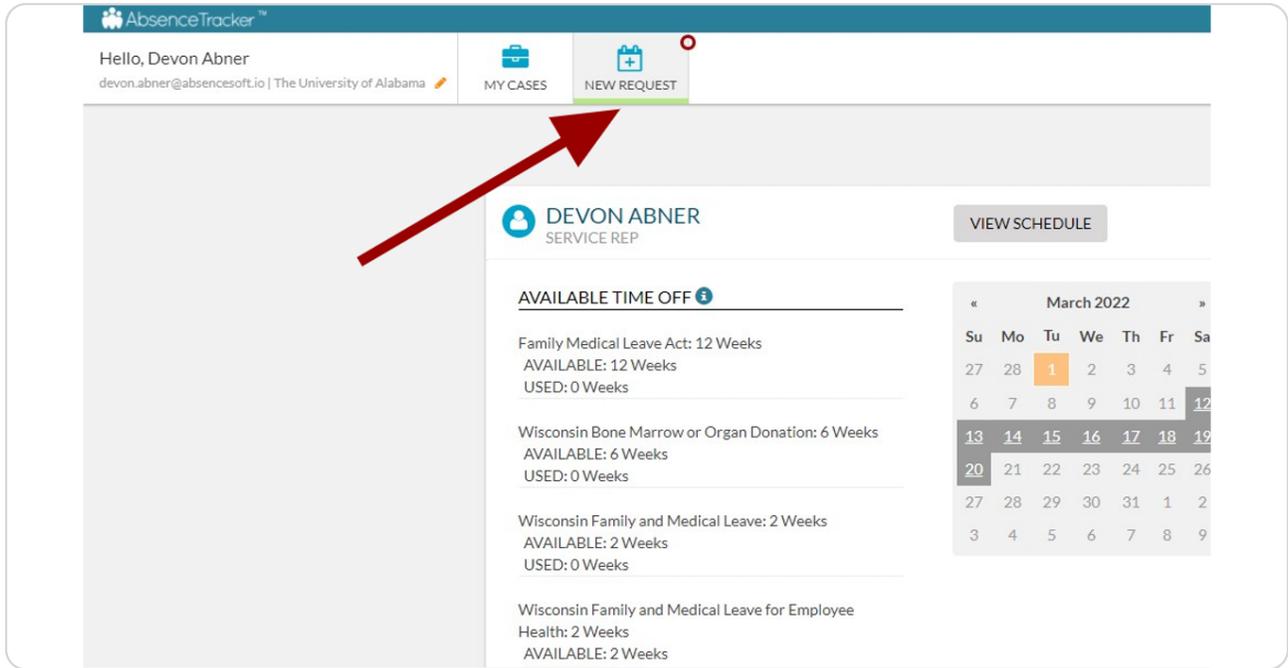
THE UNIVERSITY OF
ALABAMA® | *Division of*
Finance and Operations
Human Resources

STEP 1

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

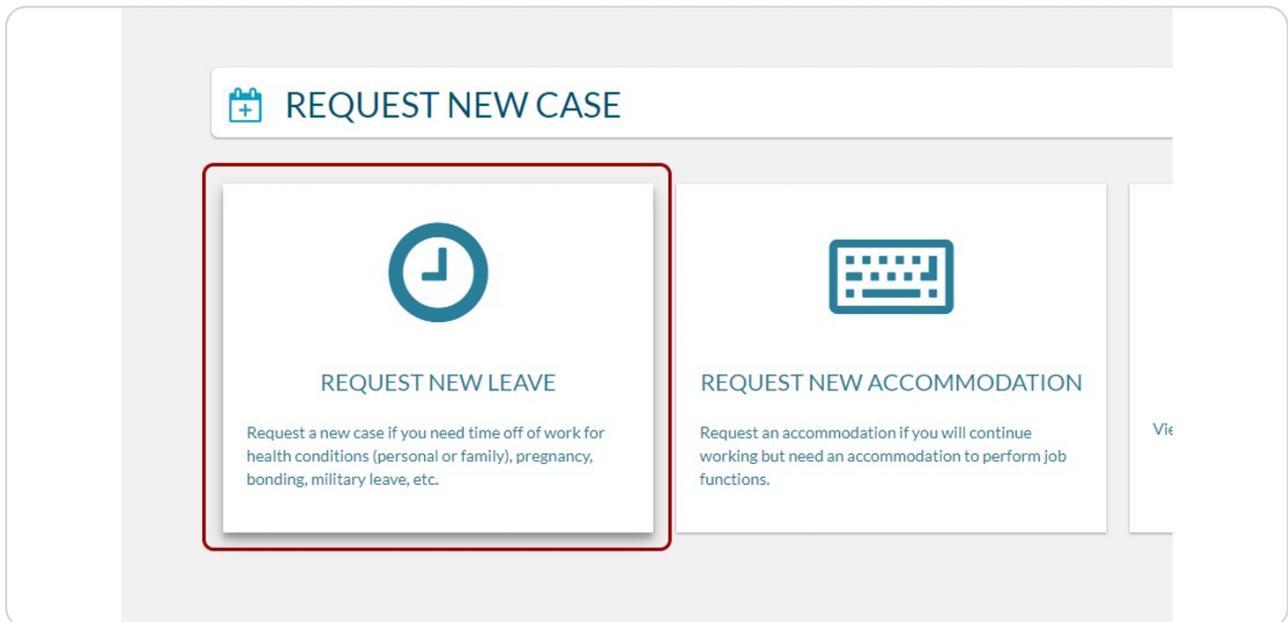
STEP 2

Click on NEW REQUEST



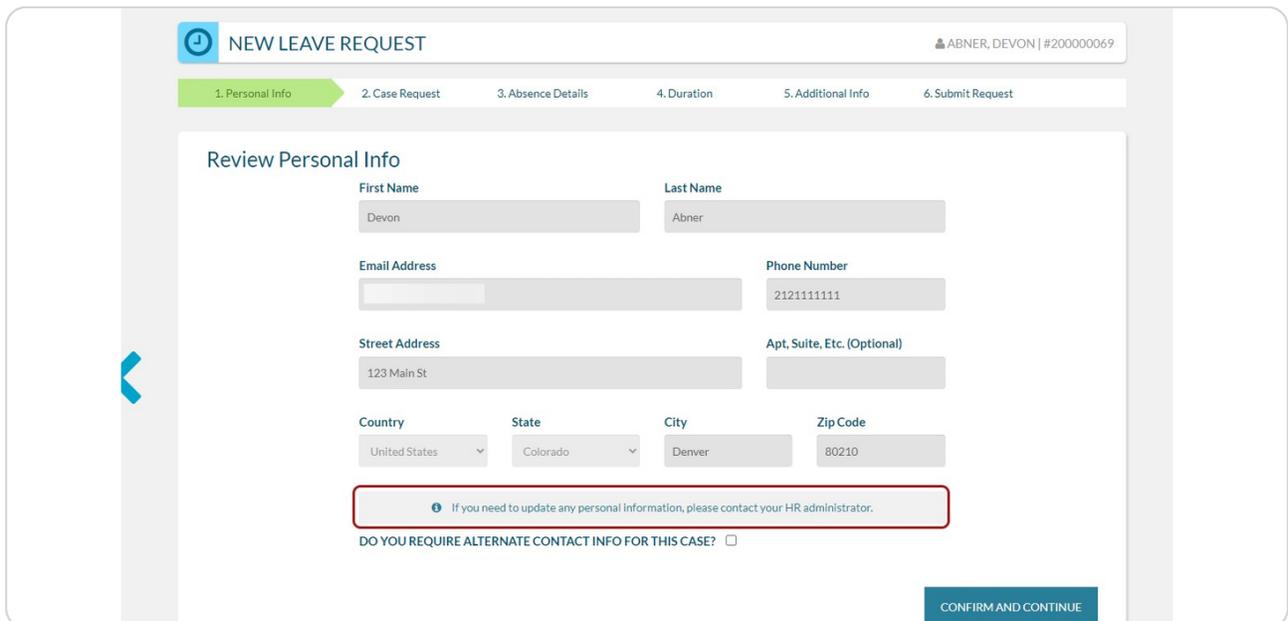
STEP 3

Click on REQUEST NEW LEAVE



STEP 4

Review your Personal Information. If you need to update any personal information, contact the HR Service Center at (205) 348-7732 or email hrsvctr@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 then click **CONFIRM AND CONTINUE**

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 the **REASON** for your leave request, then click **CONFIRM AND CONTINUE**

LEAVE REQUEST ABNER, DEV

1. Case Request **2. Case Request** 3. Absence Details 4. Duration 5. Additional Info 6. Submit Request

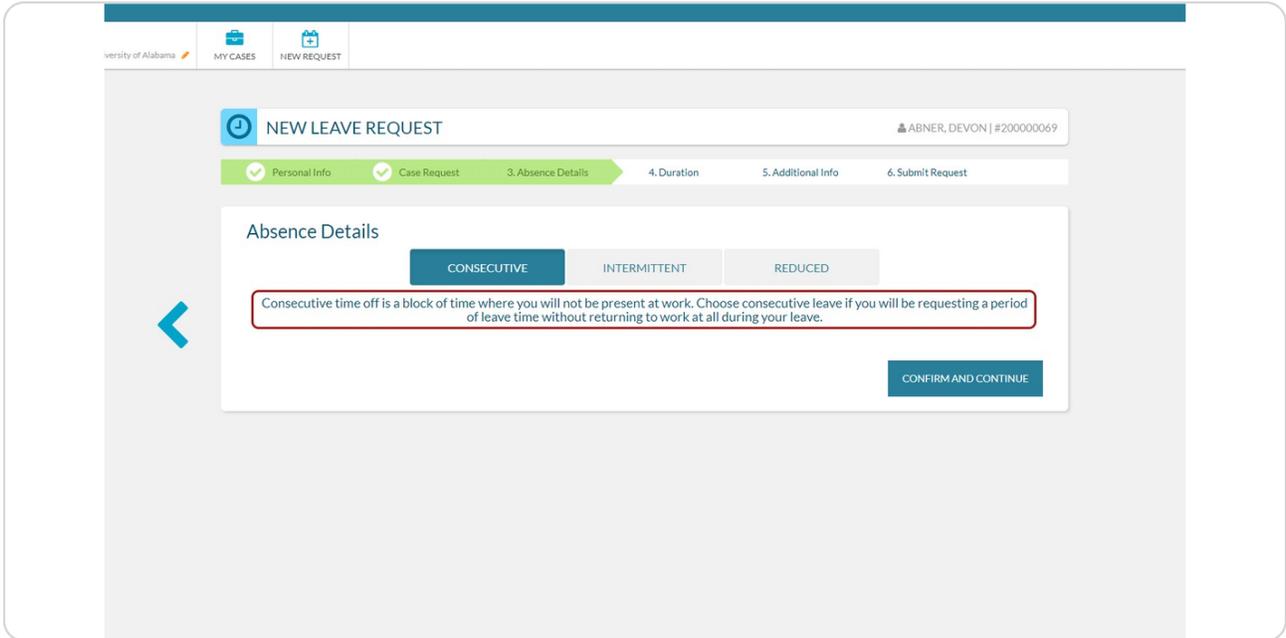
or Case

Ter Care Bonding **Employee Health Condition** Family Health Condition Pregnancy/Maternity Sabbatical Military

CONFIRM AND CONTINUE

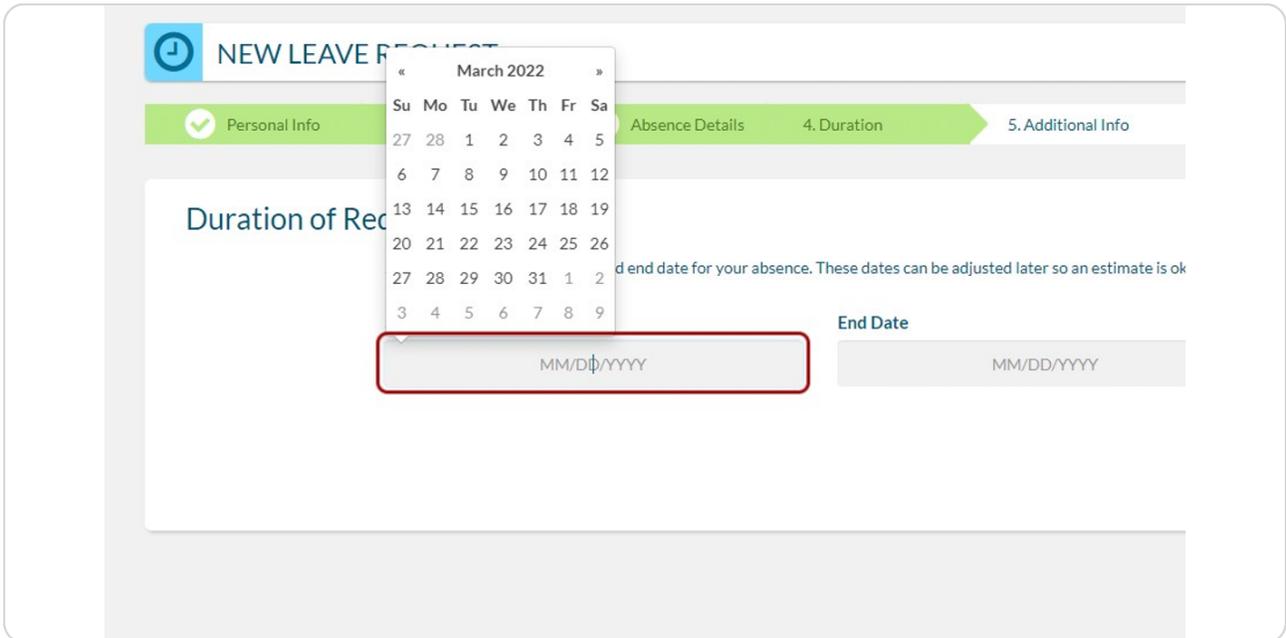
STEP 7

Select the ABSENCE TYPE. Click on Consecutive, Intermittent, or Reduced to view a description of each absence type. Click CONFIRM AND CONTINUE



STEP 8

Click on Start Date to select the first day you will need time off work



STEP 9

Click on End Date to select the last day you will need time off work, then CONFIRM AND CONTINUE

The screenshot shows a web interface for an absence request. At the top right, the user is identified as 'ABNER, DEVON | #200000069'. The main content area has a green header with a checkmark and the text 'Absence Details 4. Du'. Below this, there is a date picker for the end date. The date picker is open, showing a calendar for 'March 2022'. The date '23' is selected. Below the calendar, there is a text input field containing '03/23/2022' and a placeholder 'MM/DD/YYYY'. To the right of the date picker, there is a section titled '6. Submit Request' with a button labeled 'CONFIRM AND CONTINUE'. The text 'an estimate is okay.' is visible below the date picker.

STEP 10

NOTE: Case Start Date and End Date are estimates and may be changed later by contacting your assigned Case Manager

STEP 11

Complete all required fields under **ADDITIONAL INFORMATION**. Family and Medical Leave is **UNPAID**, but you may elect to use accrued leave time to be **PAID** while off work.

The screenshot shows a web form titled "NEW LEAVE REQUEST" for user "ABNER, DEVON | #20000069". The progress bar indicates steps: Personal Info, Case Request, Absence Details, Duration, 5. Additional Info (current), and 6. Submit Request. The "Additional Information" section includes:

- Annual Leave Hours * (text input)
- Annual Leave Order * (dropdown menu with "1" selected and highlighted by a red box)
- Compensatory Time Hours * (text input)
- Compensatory Time Order * (dropdown menu with "Select One")
- Parental Leave Hours * (text input)
- Parental Leave Order * (dropdown menu with "Select One")
- Sick Leave Hours * (text input)
- Sick Leave Order * (dropdown menu with "Select One")
- Unpaid Leave Hours * (text input)
- Unpaid Leave Order * (dropdown menu with "Select One")
- Do you plan to use Short-Term Disability? * (dropdown menu with "Select One")

A blue arrow points left from the "Additional Information" section. A "CONFIRM AND CONTINUE" button is at the bottom right.

STEP 12

Click the drop-down menu next to each accrued leave to select the **ORDER** of preference to use paid leave (i.e., rank 1-5 or N/A)

This close-up view shows the dropdown menus for leave orders. The "Annual Leave Order" dropdown is highlighted with a red box and shows "1" selected. The other dropdowns (Compensatory, Parental, Sick, and Unpaid) are currently set to "Select One".

STEP 13

NOTE: Parental Leave is only available for employees requesting time off due to the birth of a child, adoption, or placement of a child for adoption or foster care

Annual Leave Order * 1

Compensatory Time Order * 2

Parental Leave Order * N/A

Sick Leave Order * 2

Unpaid Leave Order * Select One

STEP 14

Enter the number of HOURS of accrued leave you plan to use during your time off. If unknown, you may enter 0 hours and your accrued leave time will be used as needed until it is exhausted.

NEW LEAVE REQUEST

Personal Info Case Request Absence Details Duration 5. Additional

Additional Information

* Required Information

Annual Leave Hours * 80 Annual Leave Order *

Compensatory Time Hours * [] Compensatory Time Order *

Parental Leave Hours * [] Parental Leave Order *

Sick Leave Hours * [] Sick Leave Order *

STEP 15

Short-Term Disability may be available when you are unable to work due to an illness or injury. If you are enrolled in Short-Term Disability and plan to use it while on leave, then select YES. Otherwise, select NO.

Sick Leave Hours *	<input type="text" value="0"/>
Unpaid Leave Hours *	<input type="text" value="0"/>
Do you plan to use Short-Term Disability? *	<input type="text" value="Select One"/>

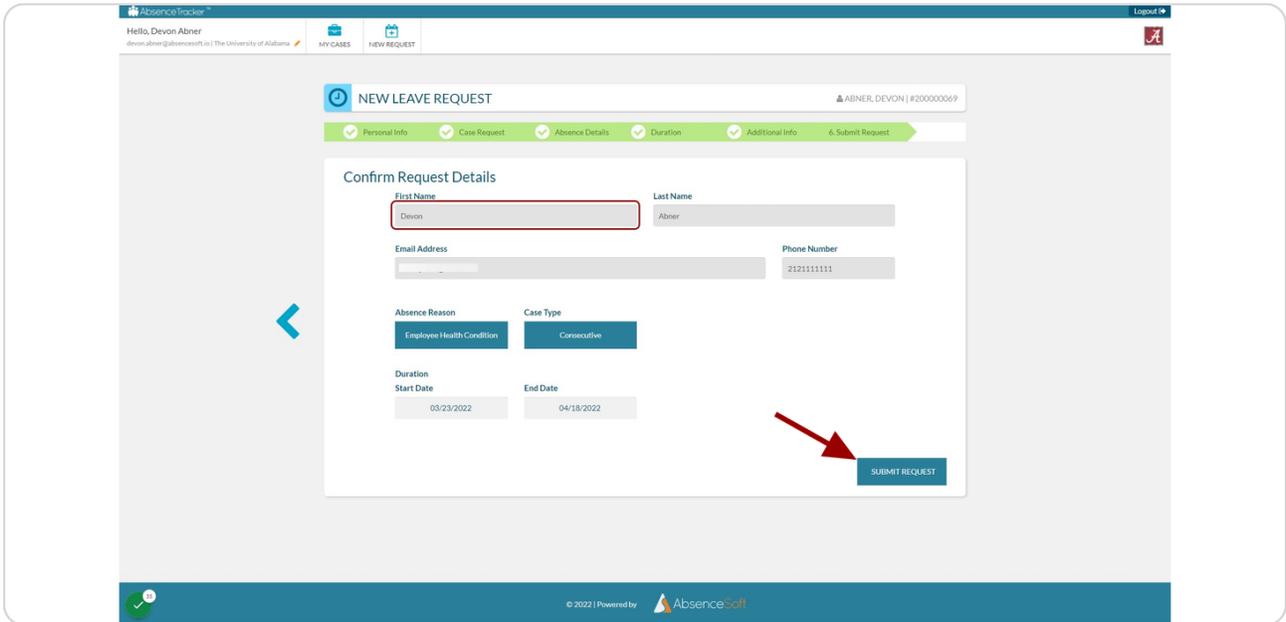
STEP 16

Click on CONFIRM AND CONTINUE to record your ORDER and HOURS of accrued leave preference

<input type="text"/>	Sick Leave Order *	<input type="text" value="2"/>
<input type="text"/>	Unpaid Leave Order *	<input type="text" value="N/A"/>
<input type="text"/>		

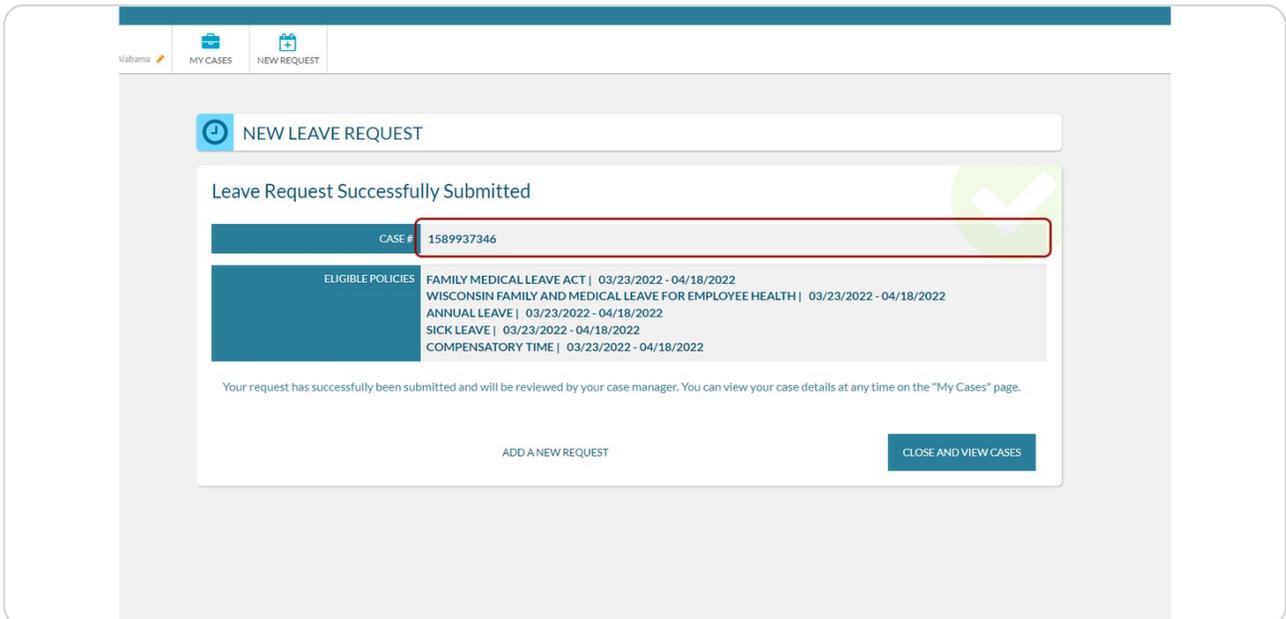
STEP 17

Review all of your LEAVE REQUEST DETAILS for accuracy, then SUBMIT REQUEST



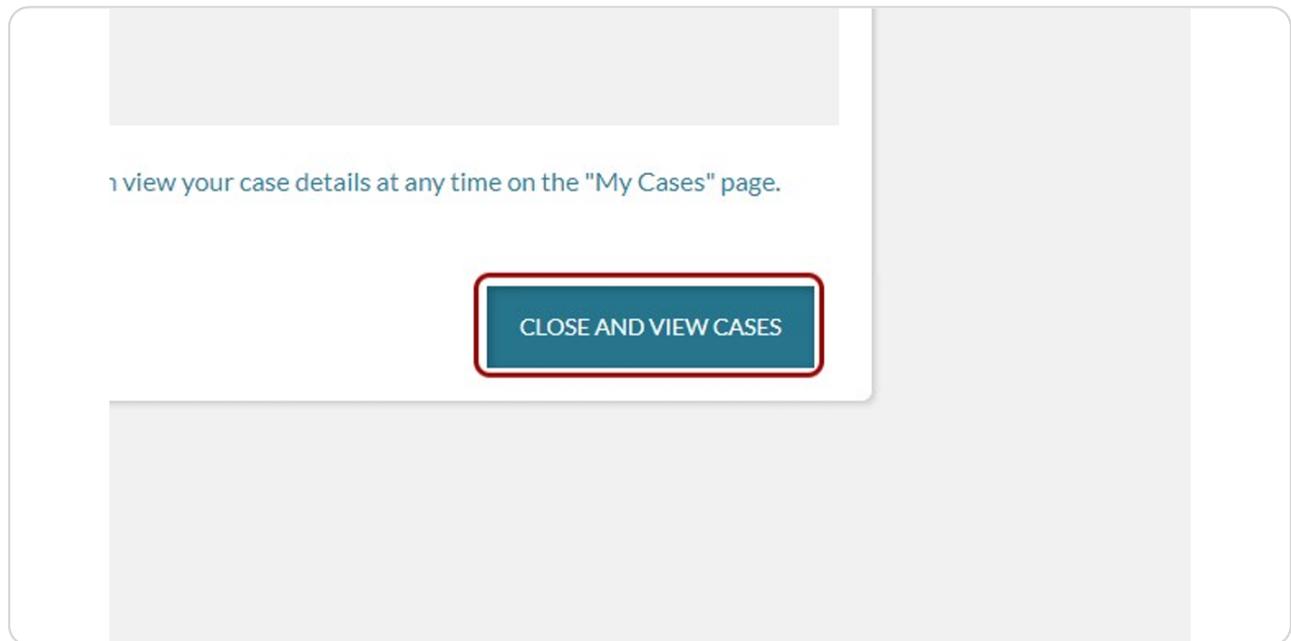
STEP 18

Review the confirmation screen which shows your CASE NUMBER and ELIGIBLE LEAVE POLICIES that apply to your case.



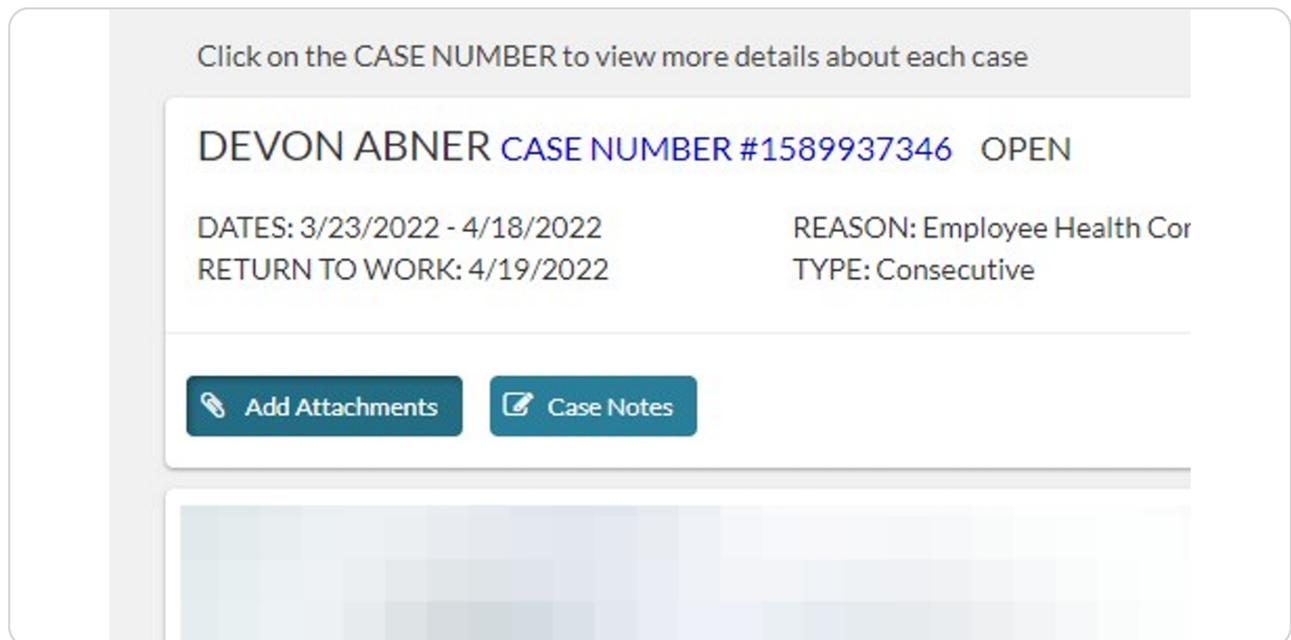
STEP 19

Click on CLOSE AND VIEW CASES



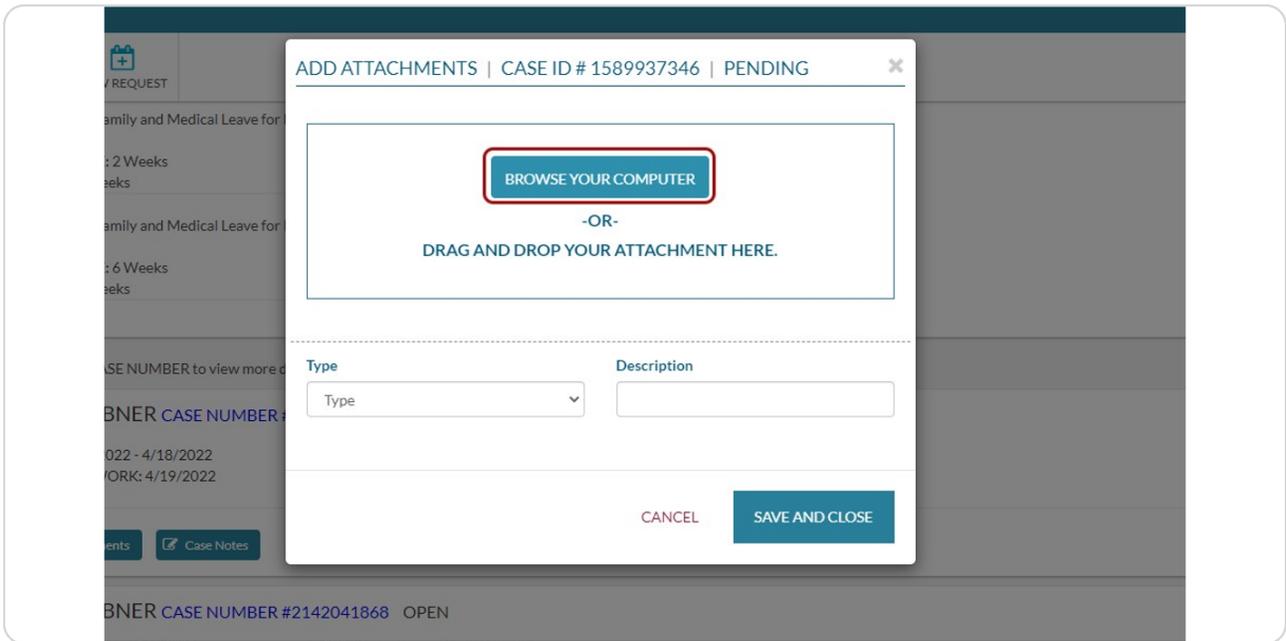
STEP 20

Click ADD ATTACHMENTS to add documentation to your case to share with your Case Manager



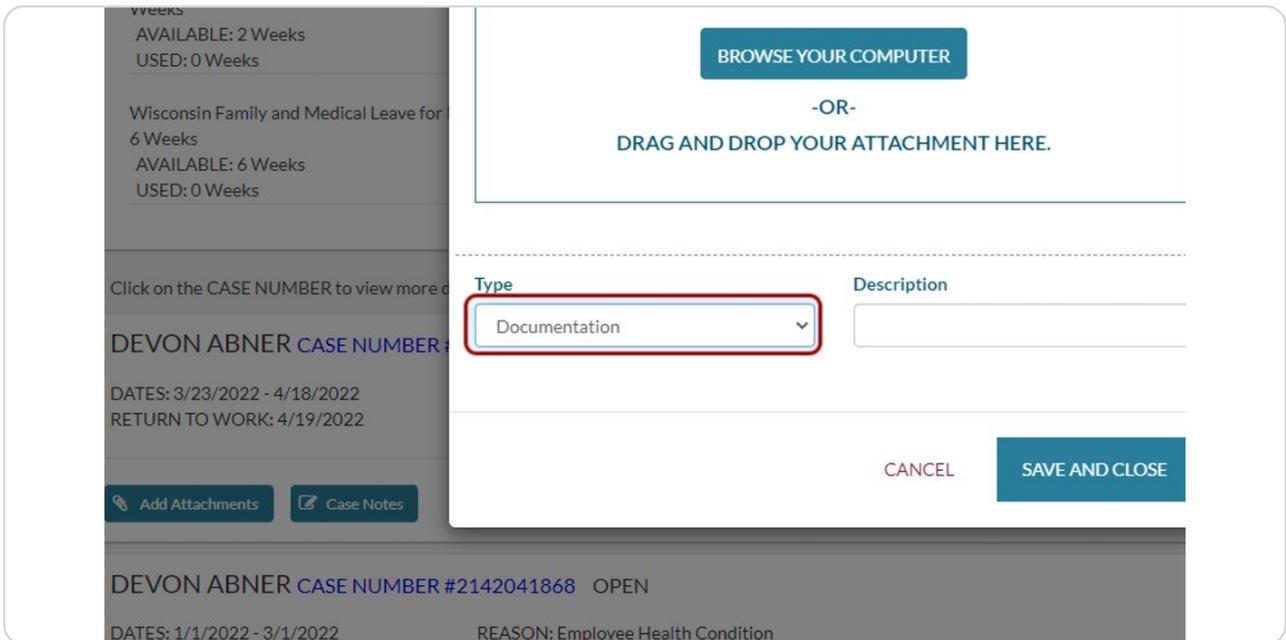
STEP 21

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



STEP 22

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



STEP 23

Click on the **DESCRIPTION** box to enter additional information about the attachment

BROWSE YOUR COMPUTER

-OR-
DRAG AND DROP YOUR ATTACHMENT HERE.

type
Documentation

Description
Medical Certification

CANCEL SAVE AND CLOSE

42041868 OPEN
REASON: Employee Health Condition

STEP 24

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

PLEASE SELECT A FILE TO ATTACH

Description
Medical Certification

CANCEL SAVE AND CLOSE

EN
e Health Condition

Submit Intermittent Absence Edit Intermittent Absence

STEP 25

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

Click on the CASE NUMBER to view more details about each case

DEVON ABNER [CASE NUMBER #1589937346](#) OPEN

DATES: 3/23/2022 - 4/18/2022 REASON: Employee Health Co
RETURN TO WORK: 4/19/2022 TYPE: Consecutive

[Add Attachments](#) [Case Notes](#)

STEP 26

Click on **+ NEW NOTE** to add a note

Click on the CASE NUMBER to view more details about each case

DEVON ABNER [CASE NUMBER #1589937346](#) OPEN

DATES: 3/23/2022 - 4/18/2022 REASON: Employee Health Condition
RETURN TO WORK: 4/19/2022 TYPE: Consecutive

[Add Attachments](#) [Case Notes](#)

[Cases Notes](#)
There are no notes on this case.

[+ NEW NOTE](#)

STEP 27

Type a message to your Case Manager and click CREATE NOTE

Click on the CASE NUMBER to view more details about each case

DEVON ABNER [CASE NUMBER #1589937346](#) OPEN

DATES: 3/23/2022 - 4/18/2022 REASON: Employee Health Condition
RETURN TO WORK: 4/19/2022 TYPE: Consecutive

[Add Attachments](#) [Case Notes](#)

Cases Notes
There are no notes on this case.

Sample note to FML Administrator

▼

THE UNIVERSITY OF
ALABAMA[®]

Division of
Finance and Operations
Human Resources