AbsenceTracker
Employee Self-Service Dashboard

Submit a New Leave Request
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

STEP 6
Click on the REASON for your leave request, then click 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

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.

![Image of NEW LEAVE REQUEST form]

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)

![Image of drop-down menus for leave requests]
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.

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.
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.

STEP 16

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

STEP 24
Click on SAVE AND CLOSE to add the attachment to your case
STEP 25
You may click on CASE NOTES to add a note for your Case Manager to review

STEP 26
Click on + NEW NOTE to add a note
STEP 27

Type a message to your Case Manager and click CREATE NOTE

Sample note to FML Administrator