AbsenceTracker
Employee Self-Service Dashboard

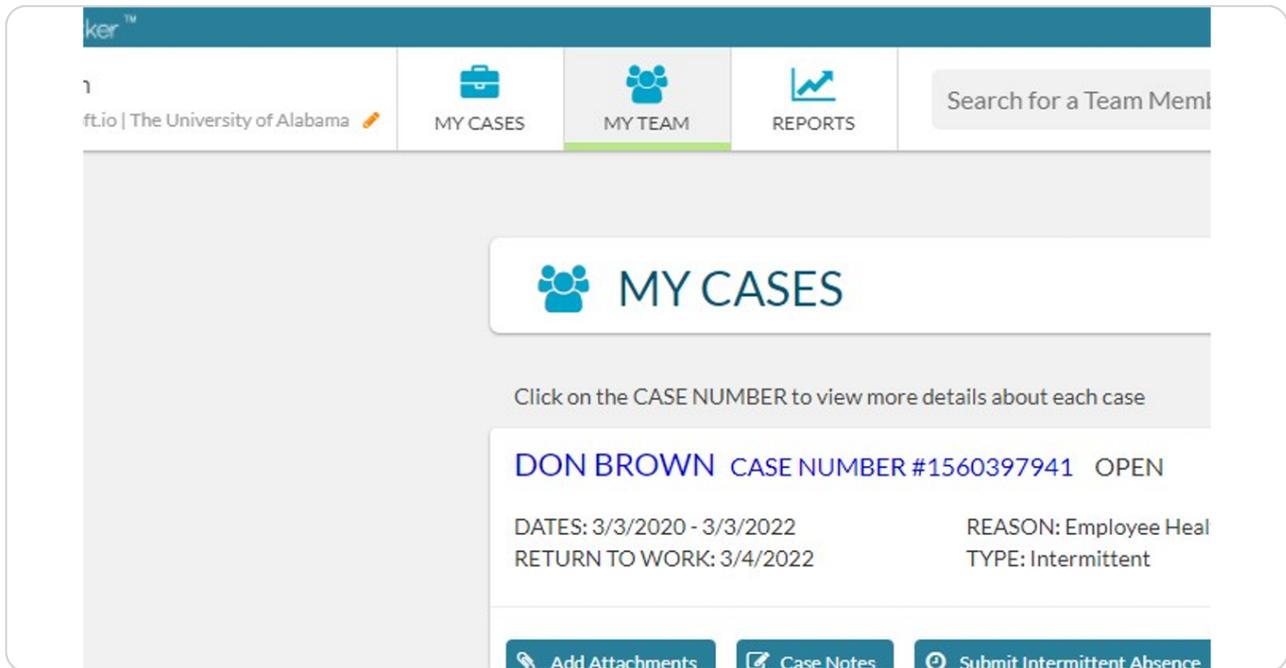Submit a New Leave Request on an Employee's Behalf

(Supervisor and/or HR Liaison)

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

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

Click on MY TEAM button in the top navigational menu to view employee(s)

STEP 3

Click on Employee Name to view Employee Profile Information

STEP 4

Click on REQUEST NEW CASE button on employee's profile

Click on REQUEST NEW LEAVE and enter all known information about the employee's need for leave, then SUBMIT
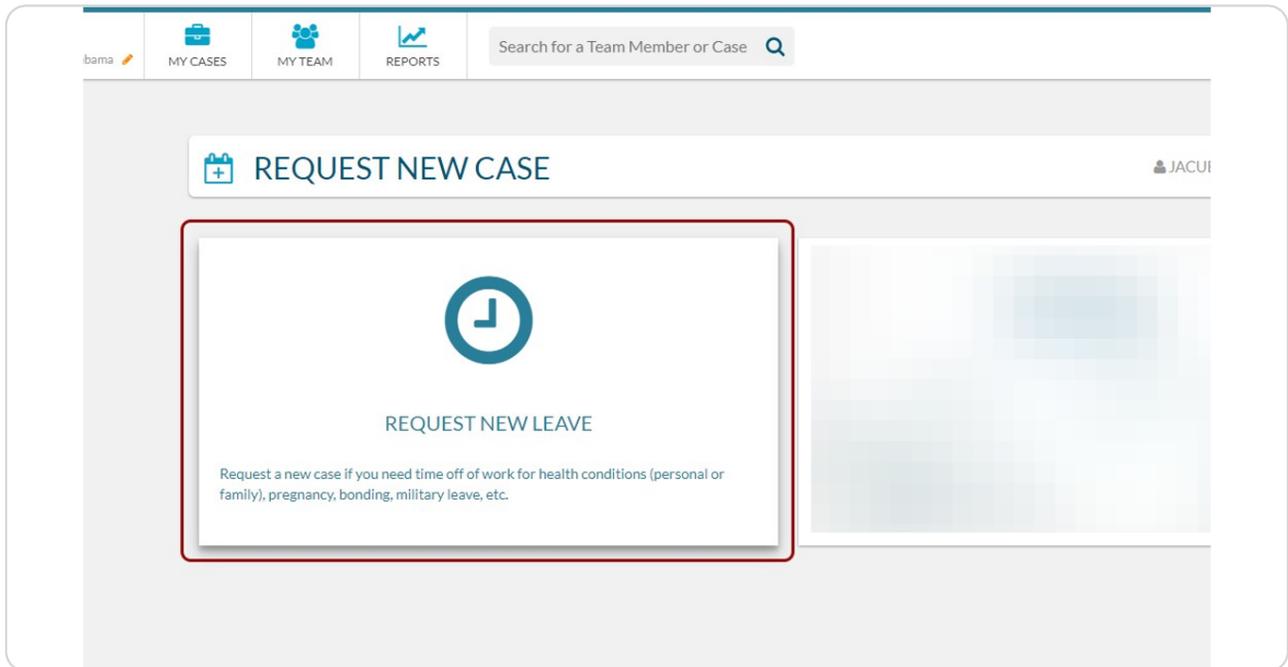
Certain Colleges/Departments with an assigned HR Liaison may also request a new leave for an employee in the AbsenceTracker Administrative Portal. HR Liaisons will only be able to view employees in their assigned organizations.

The following step is applicable to HR Liaisons only, not all supervisors

Click on the AbsenceTracker Admin link in myBama for single sign-on access to your Administrative Dashboard. Search by Employee Name or CWID
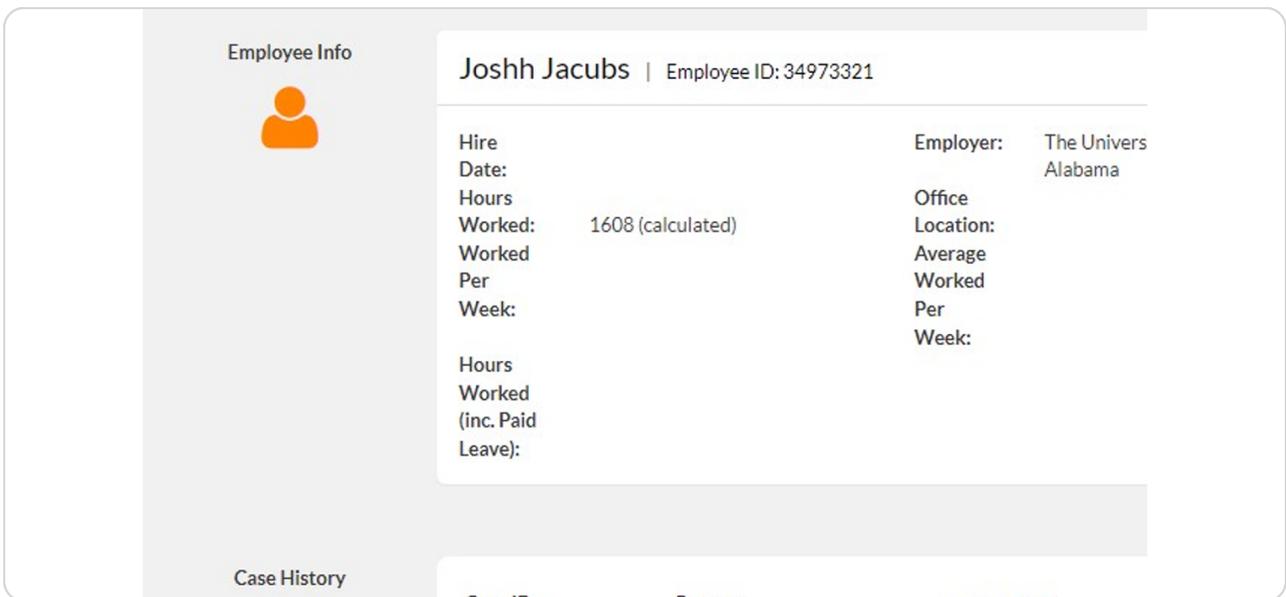
The following step is applicable to HR Liaisons only, not all supervisors
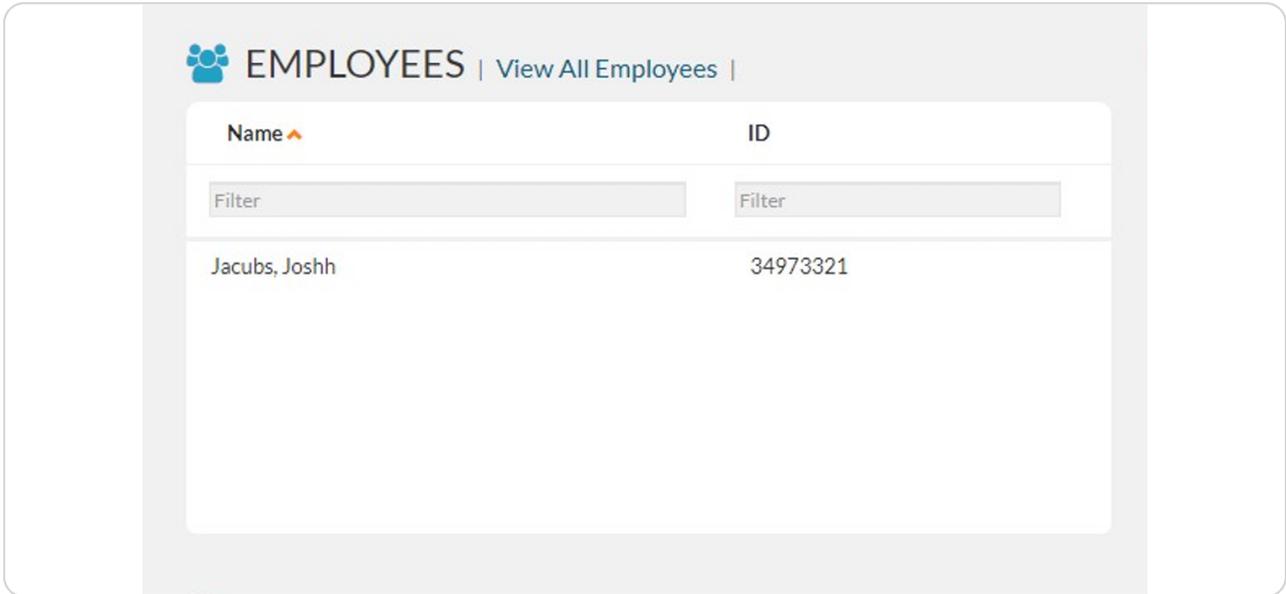
Click on Employee Name to review Employee Profile Information

The following step is applicable to HR Liaisons only, not all supervisors

Click on NEW CASE in the Case History section

The following step is applicable to HR Liaisons only, not all supervisors

Type in the SHORT DESCRIPTION Box a "Case Name"

The following step is applicable to HR Liaisons only, not all supervisors

Type in the SUMMARY box any relevant information about the new leave request

The following step is applicable to HR Liaisons only, not all supervisors

Select the LEAVE TYPE and enter EXPECTED CASE DATES

The following step is applicable to HR Liaisons only, not all supervisors

Click on the REASON FOR CASE

The following step is applicable to HR Liaisons only, not all supervisors

Enter responses for three clarifying leave questions and short-term disability status (if known), then click CALCULATE ELIGIBILITY

The following step is applicable to HR Liaisons only, not all supervisors

Confirm communication preferences and enter contact information for the employee and/or immediate family member serving as caregiver (if incapacitated)

The following step is applicable to HR Liaisons only, not all supervisors

STEP 16

Review contact information and click on CREATE CASE

The following step is applicable to HR Liaisons only, not all supervisors

STEP 17

New Case ID Number will be generated for the employee and indicate primary leave administrator assigned to the employee's case.

The following step is applicable to HR Liaisons only, not all supervisors

THE UNIVERSITY OF
ALABAMA®

Division of
Finance and Operations
Human Resources