

# AbsenceTracker

## Employee Self-Service Dashboard

Submit a New Leave Request on an Employee's Behalf  
(Supervisor and/or HR Liaison)

**Last Updated**  
May 2022

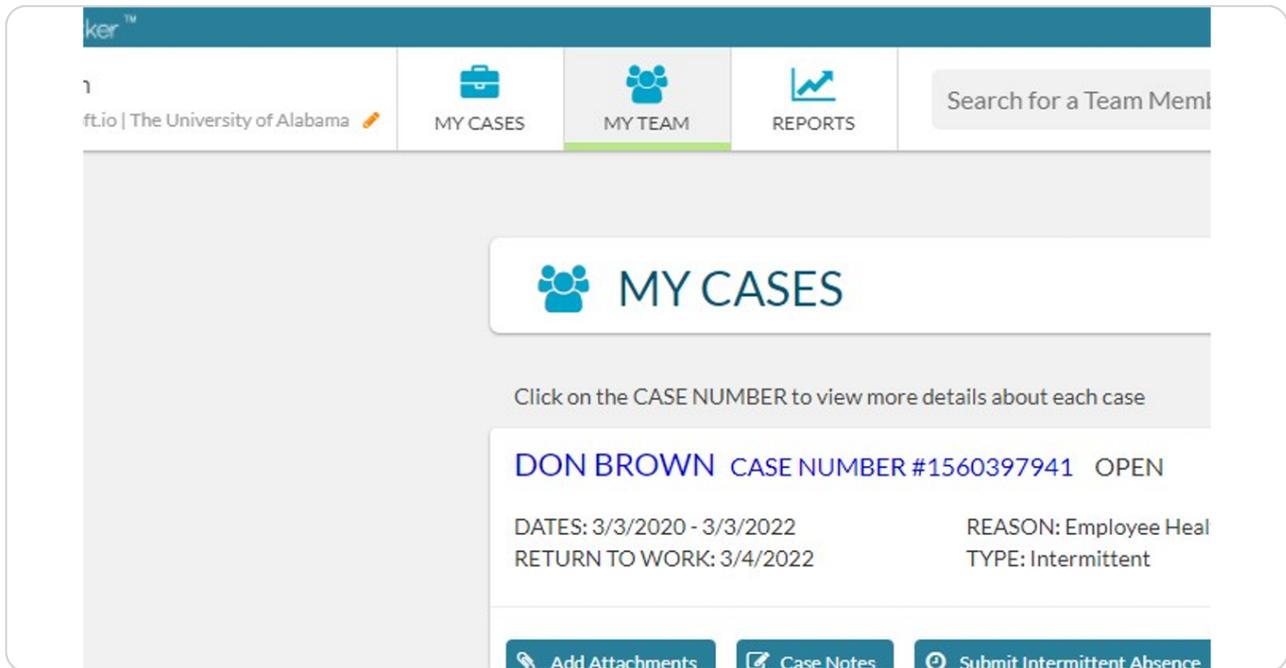
THE UNIVERSITY OF  
**ALABAMA**<sup>®</sup> | *Division of*  
Finance and Operations  
Human Resources

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



### STEP 3

## Click on Employee Name to view Employee Profile Information

The screenshot shows a web interface for 'MY TEAM'. At the top, there are navigation tabs for 'MY CASES', 'MY TEAM', and 'REPORTS', along with a search bar. Below the navigation, there is a 'MY TEAM' header with buttons for 'VIEW CASES', 'VIEW TEAM', and 'FILTER'. A list of employees is displayed, each with a name, employee ID, and the number of open cases. The entry for 'JOSH JACUBS' (Employee ID#34973321, 3 Open Cases) is highlighted with a red border. Below the list is a 'Load More Employees' button.

Employee Name	Employee ID	Open Cases
SANDRA ABRAMS	10219367	2 Open Cases
HARRY ANDERSEN	72000001	4 Open Cases
DON BROWN	907349384	1 Open Cases
<b>JOSH JACUBS</b>	<b>34973321</b>	<b>3 Open Cases</b>

### STEP 4

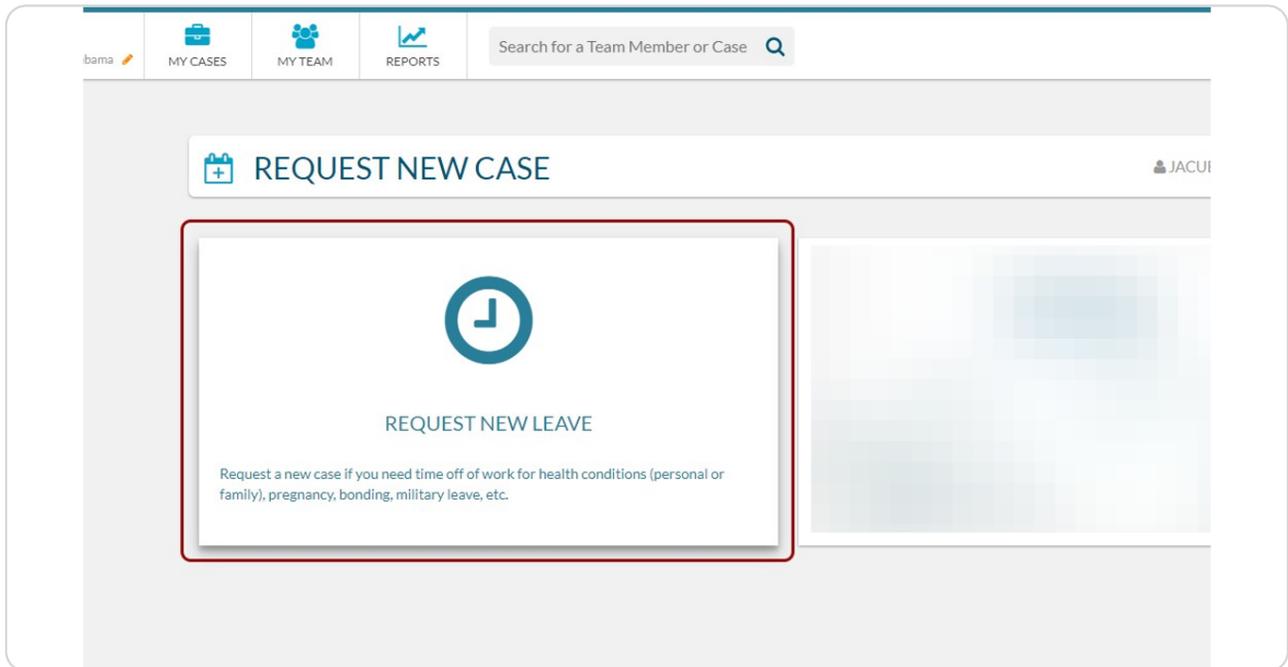
## Click on REQUEST NEW CASE button on employee's profile

The screenshot shows the employee profile for Josh Jacobs. At the top, there are buttons for 'VIEW SCHEDULE' and 'REQUEST NEW CASE FOR JOSH'. Below the buttons is a calendar for April 2022. To the right of the calendar is a 'TIME OFF REQUESTS' section with a list of requests. Below the calendar is a section for 'details about each case' with a link to '#1882484497 OPEN' and the reason 'REASON: Family Health Condition'.

DATE	TIME OFF
5/23/2022	8 hours
3/4/2022	8 hours
2/15/2022	8 hours
2/2/2022	8 hours

STEP 5

Click on **REQUEST NEW LEAVE** and enter all known information about the employee's need for leave, then **SUBMIT**



## STEP 6

**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

The screenshot displays the 'DASHBOARD' interface. It features two main sections: 'EMPLOYEES' and 'CASES'. The 'EMPLOYEES' section includes a table with columns for 'Name' and 'ID', and a 'Filter' input field. The 'CASES' section includes a table with columns for 'Employee' and 'Reason', and a 'Filter' input field. Below these sections is a 'CASES LAST REVIEWED' section with a table showing columns for 'Employee', 'Case', 'Status', and 'R'.

Name	ID
Jacubs, Joshh	34973321

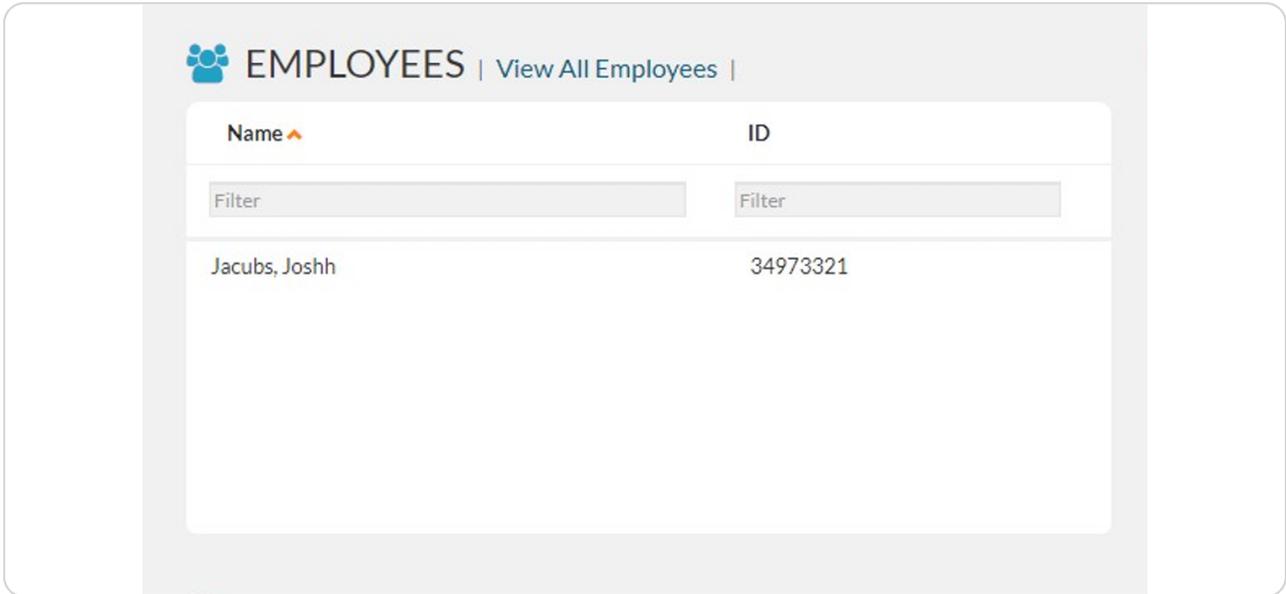
Employee	Reason
----------	--------

Employee	Case	Status	R
----------	------	--------	---

STEP 7

**Click on the AbsenceTracker Admin link in myBama for single sign-on access to your Administrative Dashboard. Search by Employee Name or CWID**

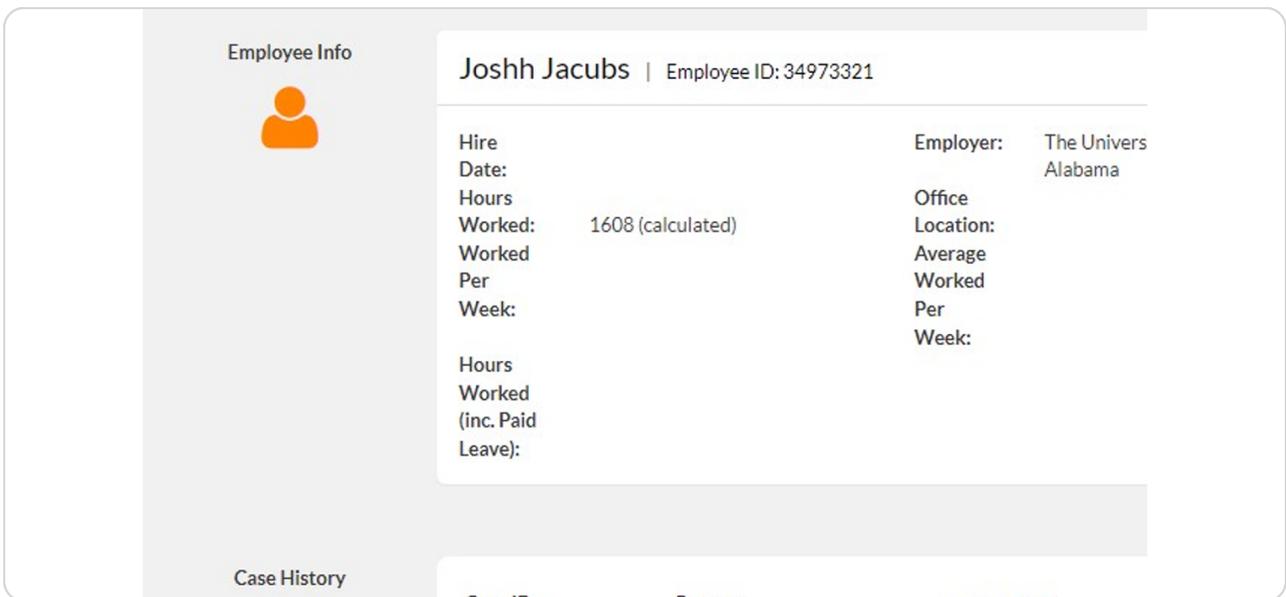
The following step is applicable to HR Liaisons only, not all supervisors



STEP 8

**Click on Employee Name to review Employee Profile Information**

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



## STEP 9

### Click on NEW CASE in the Case History section

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

The screenshot shows the 'Case History' section of a web application. On the left sidebar, there are three icons: a briefcase for 'Case History', a clock for 'Time Tracker', and a calendar for 'Absence History'. The main content area is divided into three sections:

- Case History:** A table with columns: Case ID, Reason, Date Start, Date End, and Status. A 'New Case' button is located to the right of this table.
- Time Tracker:** A table with columns: Policy, Time Used, and Time Available. The 'Family Medical Leave Act' policy is listed with 0.75 weeks used and 11.25 weeks available.
- Absence History:** A calendar view showing dates from May 2021 to July 2021.

## STEP 10

### Type in the SHORT DESCRIPTION Box a "Case Name"

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

The screenshot shows the 'Request' form in a web application. The 'Short description' field is highlighted with a red box and contains the text 'HR Liaison Case Request for Employee Joshh Jacobs'. The 'Summary' field is empty. Below the form, there are four radio button options: 'Consecutive', 'Intermittent', 'Reduced', and 'Administrative'. The 'Custom Fields' section is partially visible at the bottom.

STEP 11

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

Case No.	Reason	Date Start	Date End	Status
1327081227	Employee Health Condition	09/01/2022	09/01/2023	Cancelled
1123933504	Employee Health Condition	07/01/2022	09/01/2022	Open
769028631	Accommodation Request	04/01/2022		Open
1882484497	Family Health Condition	02/01/2022	01/31/2023	Open
482252951	Employee Health Condition	06/01/2021	08/01/2021	Cancelled

Request

Short description: HR Liaison Case Request for Employee Joshh Jacubs

Summary: Employee is incapacitated and hospitalized as of 4/1/2022

Dates: Consecutive, Intermittent, Reduced, Administrative

Custom Fields: Do you plan to use Short-Term Disability? Select One

Calculate Eligibility Cancel

STEP 12

Select the LEAVE TYPE and enter EXPECTED CASE DATES

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

Dates: Consecutive, Intermittent, Reduced

Expected Case Dates: 04/01/2022 to 27

Reason for Case: +, New Case, Inquiry

Bonding, Child Care Provider or Sch, Care of Child during f, Adoption/Foster Care

## STEP 13

### Click on the REASON FOR CASE

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

The screenshot shows a web interface for selecting a reason for a case. On the left, there is a sidebar with a 'Reason for Case' header and an orange plus icon. The main area has two tabs: 'New Case' (active) and 'Inquiry'. A note states: 'A case will be created upon submittal of all necessary data. The reason for a case can not be edited after it's been submitted.' Below this, there are two columns of radio button options. The first column includes: Bonding, Child Care Provider or School Emergency, Military, Family Health Condition, Sabbatical, and Other. The second column includes: Care of Child during Public Health Emergency, Adoption/Foster Care, Employee Health Condition (which is selected and highlighted in blue), Pregnancy/Maternity, Voting Leave, and COVID 19. At the bottom, there are two questions with radio button options: 'Is Work Related?' (Yes/No) and 'Medical Complications?' (Yes/No).

## STEP 14

### 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

The screenshot shows the 'Custom Fields' section of the web application. It contains three questions with radio button options: 'Is Work Related?' (Yes/No), 'Medical Complications?' (Yes/No), and 'Hospitalized?' (Yes/No). Below these is a question: 'Do you plan to use Short-Term Disability?' with a dropdown menu currently set to 'Select One'. At the bottom right, there are two buttons: 'Calculate Eligibility' (in blue) and 'Cancel' (in orange).

STEP 15

**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

The screenshot shows a web form with three main sections on the left: 'Communication Preference' with a speech bubble icon, 'Contact Preferences' with a smartphone icon, and 'Contact Information' with another smartphone icon. The 'Communication Preference' section has 'Email' and 'Phone' labels, each with a 'Yes' button (highlighted in blue) and a 'No' button (greyed out). The 'Contact Preferences' section includes 'Preferred Way Of Contact' (a dropdown menu with 'Please select' and a red border), 'Preferred Contact Time' (a dropdown menu with 'Please select'), and 'Personal Email Address' (a text input field). The 'Contact Information' section contains a note: 'The following fields can be optionally entered and will be saved when the case is created.' Below this are 'Address Details' for 'Primary Address' and 'Alternative Address', each with a small 'AL' label and an edit icon.

STEP 16

### Review contact information and click on CREATE CASE

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

Alternate Email:

Do you plan to use Short-Term Disability? Yes

[Create Case](#) [Cancel](#)

Powered by AbsenceSoft

© 2022 - AbsenceSoft LLC

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

**Case Info** | Case ID: 899126461 | Employee Health Condition

Type	Consecutive	Requested Start	04/01/2022
Status	Open	Requested End	04/30/2022
Description	HR Liaison Case Request for Employee Joshh Jacobs	Primary Assigned To	Cresynce Cottrell
Summary	Employee is incapacitated and hospitalized as of 4/1/2022		

[MORE](#)

**Employee Info** | Joshh Jacobs | Employee ID: 34973321

Hire Date:	Employer:	The University of Alabama
Hours Worked:	Office Location:	Average Worked Per Week:
1608 (calculated)		
Hours Worked (inc. Paid Leave):		

[VIEW ALL INFO](#)

**Case History**

Case ID	Reason	Date Start	Date End	Status
1327081227	Employee Health Condition	09/01/2022	09/01/2023	Cancelled
1123933504	Employee Health Condition	07/01/2022	09/01/2022	Open
769028631	Accommodation Request	04/01/2022		Open
1882484497	Family Health Condition	02/01/2022	01/31/2023	Open

THE UNIVERSITY OF  
**ALABAMA**<sup>®</sup>

*Division of*  
Finance and Operations  
**Human Resources**