

AbsenceTracker

Employee Self-Service Dashboard

Upload Attachments and Add Case Notes

Last Updated
May 2022

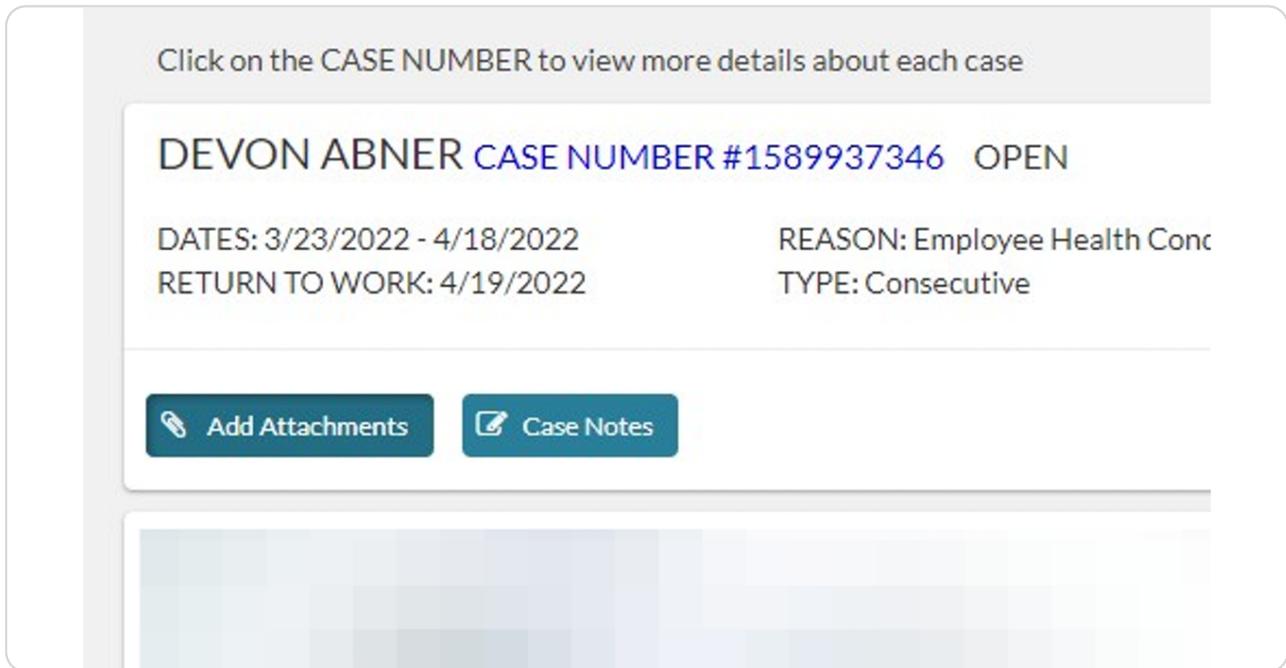
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STEP 1

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

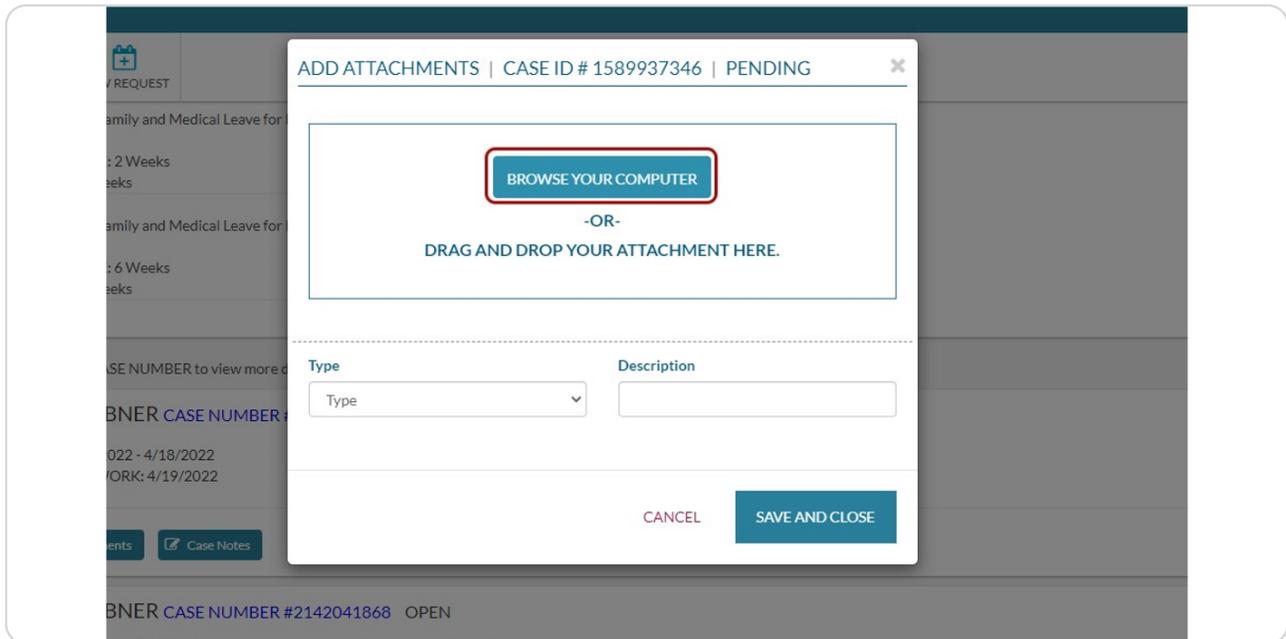
STEP 2

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



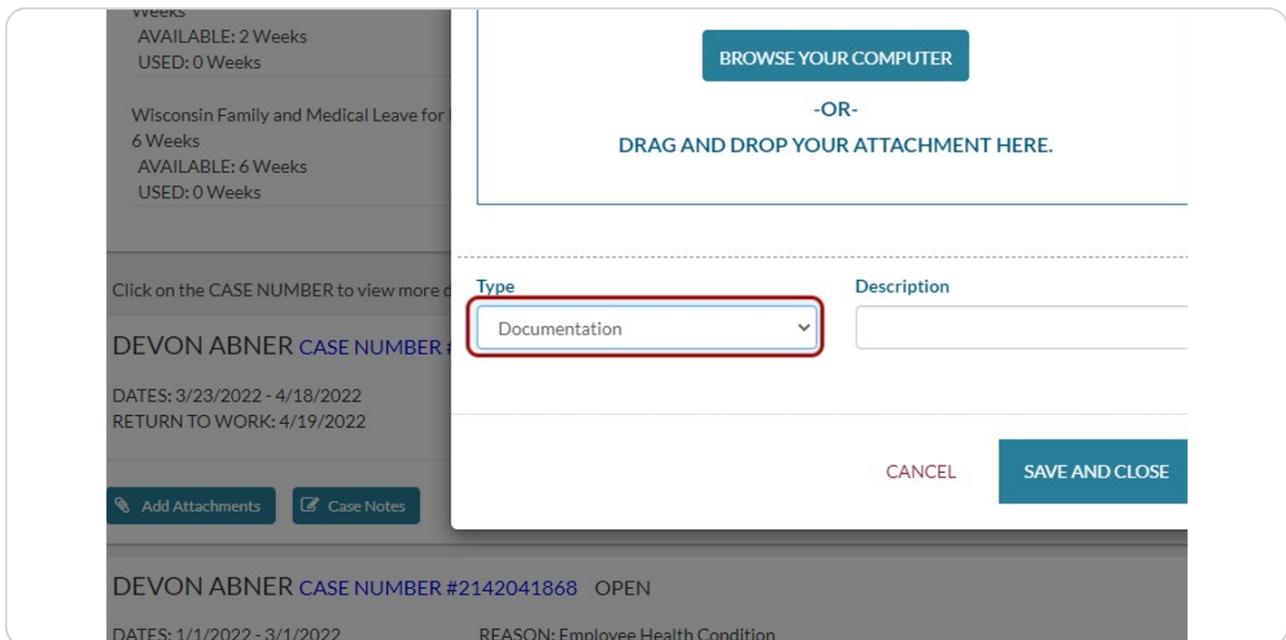
STEP 3

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



STEP 4

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



STEP 5

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

STEP 6

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

PLEASE SELECT A FILE TO ATTACH

Type: Documentation

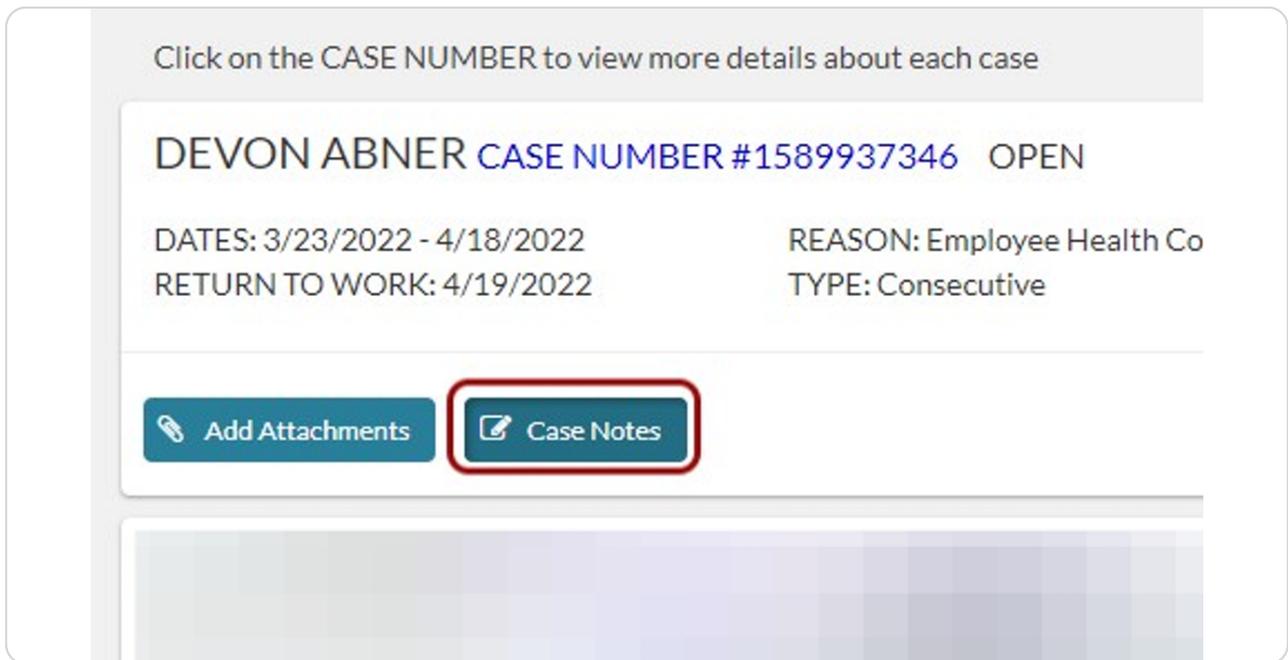
Description: Medical Certification

CANCEL SAVE AND CLOSE

REASON: Employee Health Condition
TYPE: Intermittent

STEP 7

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

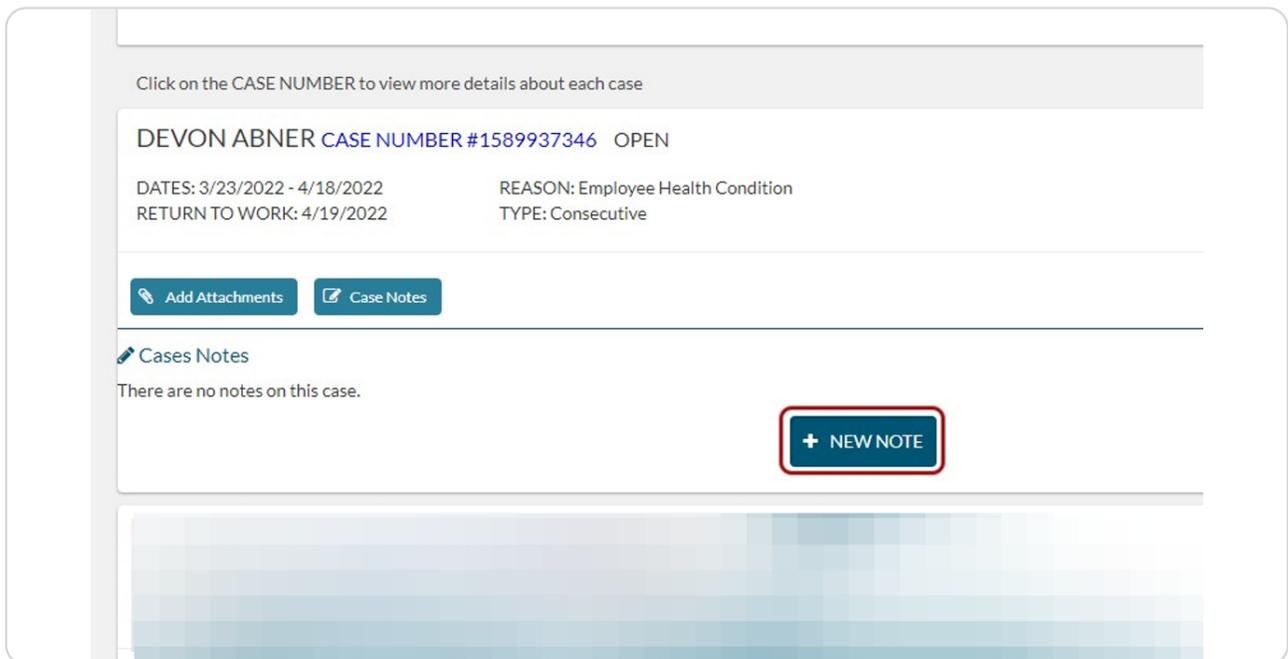
DEVON ABNER [CASE NUMBER #1589937346](#) OPEN

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

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

STEP 8

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 9

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

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