Submitting a Full Day Absence Request
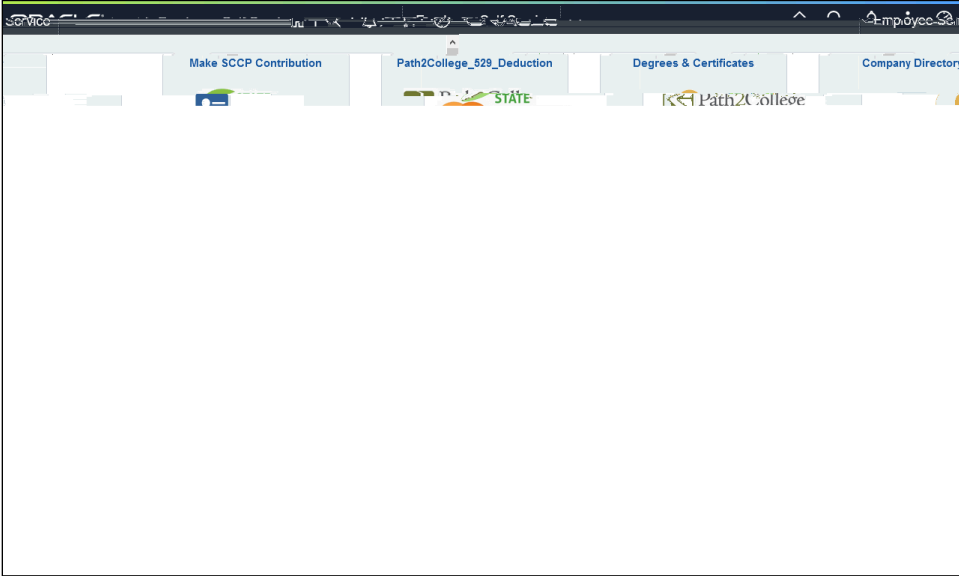
Step	Action
1.	

Step	Action
3.	The Request Absence page is displayed.
	Note: The Absence Type field is not a required field. You can use this field to filter the Absence Types in order to narrow down the absence names in the Absence Name list.
	Click the Absence Type dropdown list.

Step	Action
4.	

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Step	Action
5.	Click the Absence Name drop-down list.

6. Absence Name is required. The list is limited because you filtered the Absence Ty

Choose the appropriate absence name from the list.

Step	Action
16.	To locate the appropriate file, click the **My Device** link.
17.	The File Upload menu is displayed from your device. Choose the appropriate file you want to attach to your request.
18.	Click the **Open** button.
19.	Click the **Upload** button.
20.	Click the **Done** button.
21.	The selected file is attached to your absence request.
22.	When you are ready, click the **Submit** button. Note: The request will be routed to your supervisor for review.
23.	Click the **Yes** button.
24.	The absence request has been submitted for review. Note: You will also receive an email confirming your absence request has been submitted.
25.	You have completed the steps to submit a full day absence request in OneUSG C