VALDOSTA STATE UNIVERSITY

Requesting an Extended Leave Event
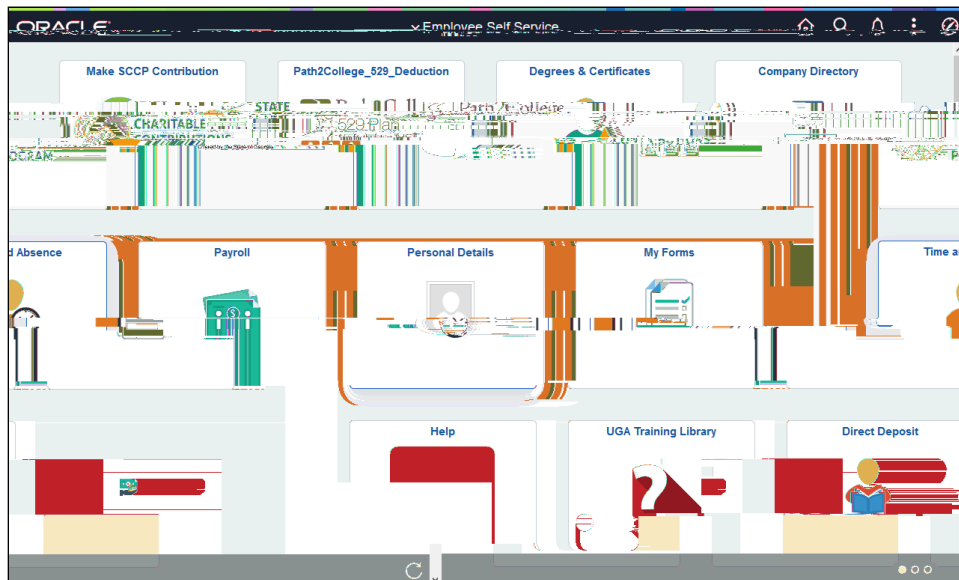
Step	Action
1.	From the Employee Self Service homepage in OneUSG Connect, click the **Time and Absence** tile. **Time and Absence**
2.	The Time page is displayed. Click the **Extended Absence Request** link. **Extended Absence Request**

Step	Action
3.	The Extended Absence Request Page is displayed. On this page, you can create and manage extended leave requests. To create a request, click the **[+] Plus** button.
4.	The Extended Absence Request page is displayed. Click the

Step	Action
11.	**Note:** The Save function can be used at any time. Click the **Save** button.
12.	Click the **Next** button.
13.	The Attachments and Notes step is displayed. To add an optional supporting documentation to your extended leave request, click the **Add Attachment** button.
14.	The File Attachment pop-up is displayed. To locate the appropriate file, click the **My Device** link.
15.	The File Upload menu is displayed from your device. Choose the appropriate file you want to attach to your request.
16.	Click the **Open** button.
17.	Click the **Upload** button.
18.	Once the upload is completed, click the **Done**

Step	Action
20.	Click the **Next** button.
21.	The Review and Submit step is displayed. When you are sure the information is complete, click the **Submit** button.
22.	A confirmation pop-up window is Click the **Yes** button.
23.	The Extended Absence Submission page is displayed with the Workflow Status of your extended leave request. **Note:** For your leave balances to be deducted, additional processing will be needed by the leave administrator. To view additional Workflow details, click the **Multiple Approvers** link.
24.	The Approver Information pop-up is displayed. Click the **Close** button.
25.	To view the history for this extended leave request, click the **Request History**

Step	Action
28.	You have completed the steps to request an extended leave in the OneUSG Connect System. **End of Procedure.**