



Paid Parental Leave (Extended Absence Administrator)

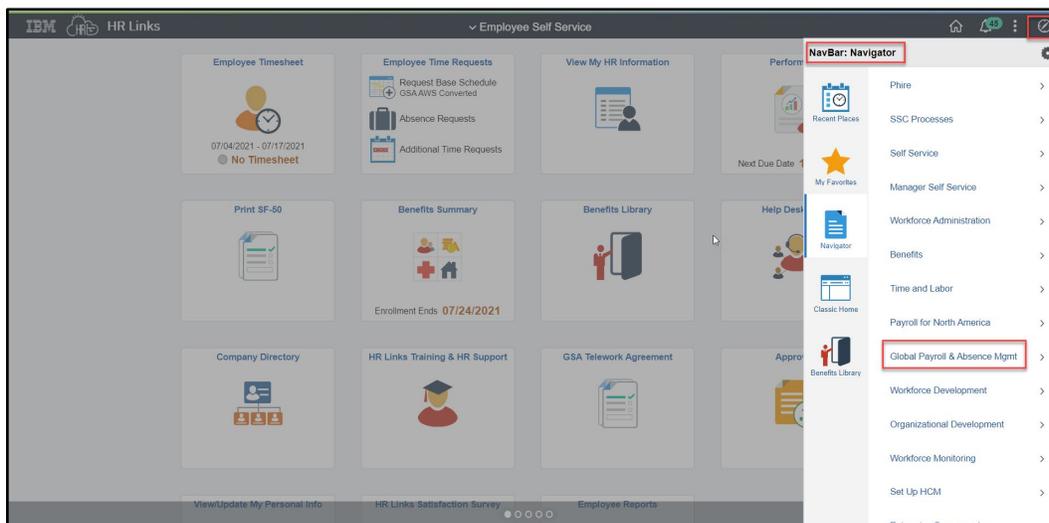
The Extended Absence Administrator will enter Paid Parental Leave requests on behalf of eligible employees into HR Links upon receipt of the following documents:

- [Paid Parental Leave Request Form](#)
- [Agreement to Complete 12-Week Work Obligation](#)

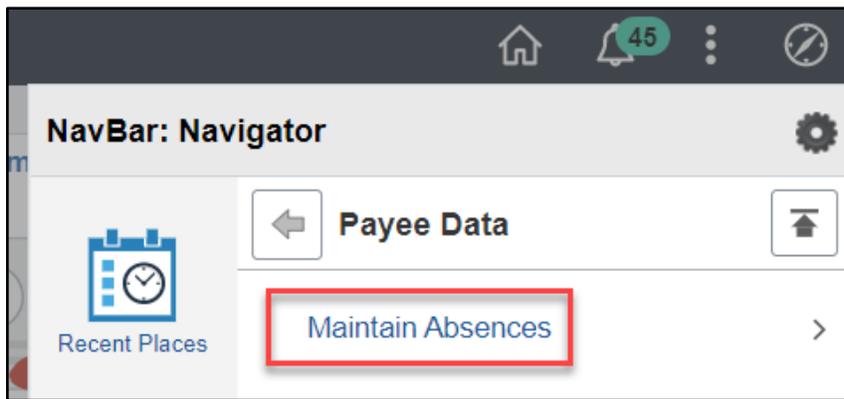
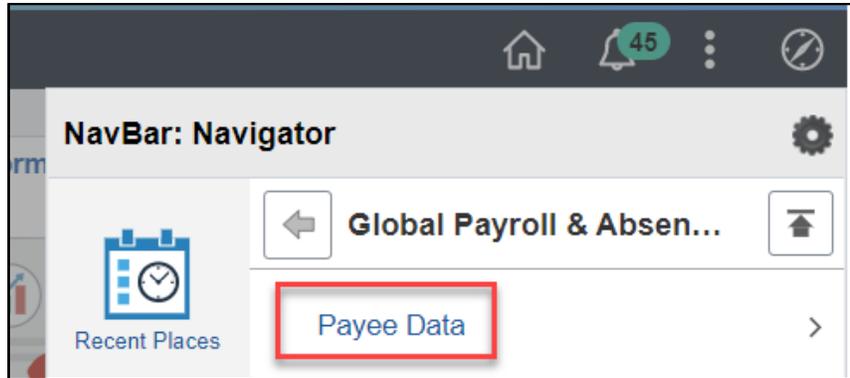
Once approved, the employee will be able to enter a Paid Parental Leave Absence request in the system and utilize their eligible Paid Parental Leave balance (up to 480 hours per year). In the event the Extended Absence Administrator is entering more than 1 request for the same employee, they should enter the events in chronological order.

Enter Extended Absence Request

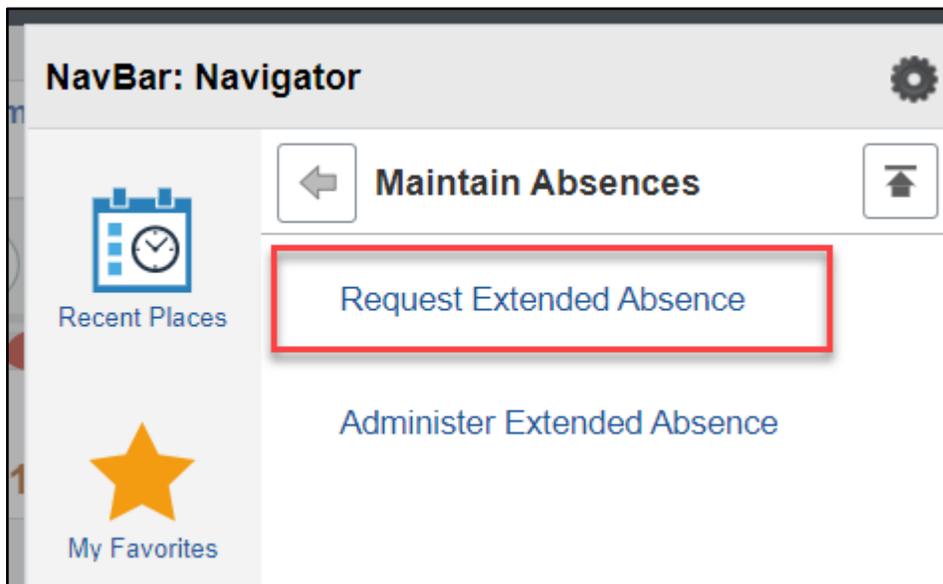
1. From the Employee Self Service homepage, click on the NavBar-->Navigator-->Global Payroll & Absence Mgmt.



2. Select Payee Data, Select Maintain Absences.



3. Select Request Extended Absence.



4. On the Request Extended Absence page enter the information for the employee you are entering an extended absence request for. Select Search.



Request Extended Absence

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

Case Sensitive

[Search](#)

[Clear](#)

[Basic Search](#)

[Save Search Criteria](#)

5. In the search results select the Employee you are entering an extended absence request for.

Search Results

[View All](#)

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Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name
00000100	0				(blank)	(blank)	M
	0				(blank)	(blank)	M
	0				(blank)	(blank)	D



On the Request Extended Absence Details section, Select the Absence Type and Name from the drop down menu. Select the Start Date (Date of Birth or Placement) and End Date. Select Submit or Save for Later (if not ready to submit or the Start Date is Future Dated). If the Start Date is Future Dated you are only able to Save this Extended Absence until the Start Date. Additionally the PPL Extended Absences End Date should be 1 year from the Start Date. The only time the PPL Extended Absence End Date should be less than 1 year from the Start Date is when the employee had federal service eligibility issues at the date of birth, adoption, or foster placement.

Note: DO NOT check the box for the Override PI indicator within the Interface Controls Section of the request.

Request Extended Absence

Supervisory Branch Chief Manag

To create your request, complete the information in the Extended Absence Request Details section and select save for later or submit the request for approval. Additional information may be managed or viewed at a later time.

Extended Absence Request Details

Absence Type: All
*Absence Name: Paid Parental Lv Birth EA
*Start Date: 10/19/2021
*End Date: 10/19/2022
Actual Return Date:
Paid Parental Leave

Interface Controls

Effective Date: NOA Code: 940 PI Update Ind: Not Rn Override PI Indicator
Sequence: 0 Status: WIP Action Date: 10/19/2021 by GSA0100017072

Absence Requests

Absence Request	Status	Start Date	End Date	Duration	Source	Process Action	Voided
							<input type="checkbox"/>

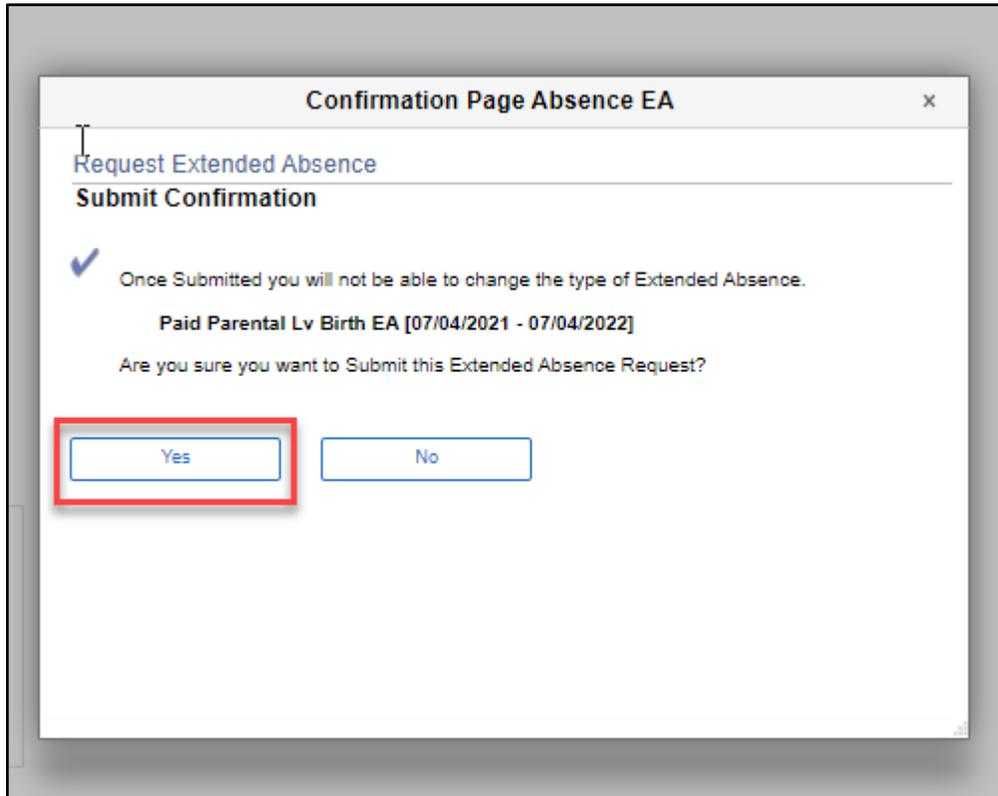
Requestor Comments:

Go To: [View Extended Absence Request History](#) [View Absence Balances](#) [Return to Search List](#)

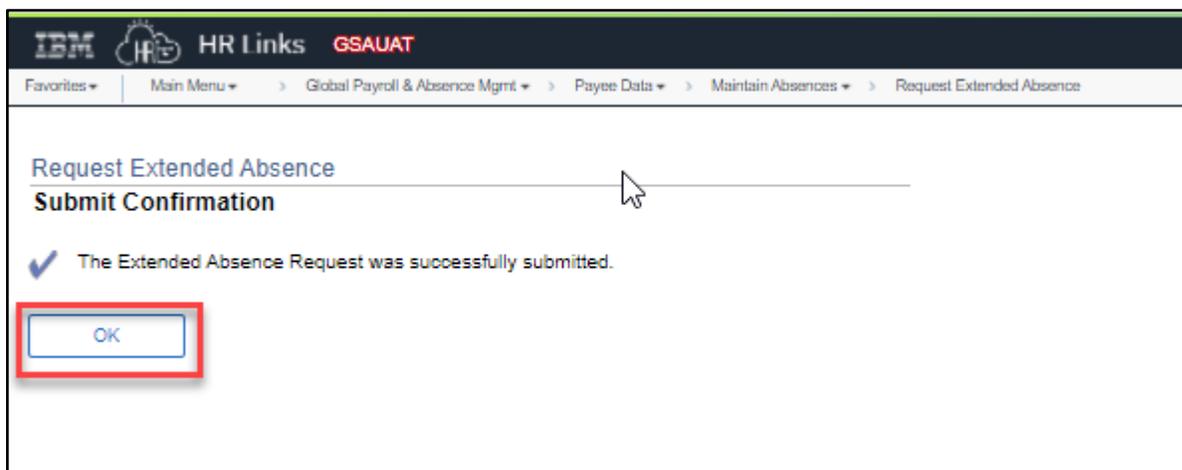
* Required Field



6. Confirm you selected the right Absence Name and Select Yes. If you need to update Absence Name select No and update appropriately.



7. Confirm Selection by selecting Ok.

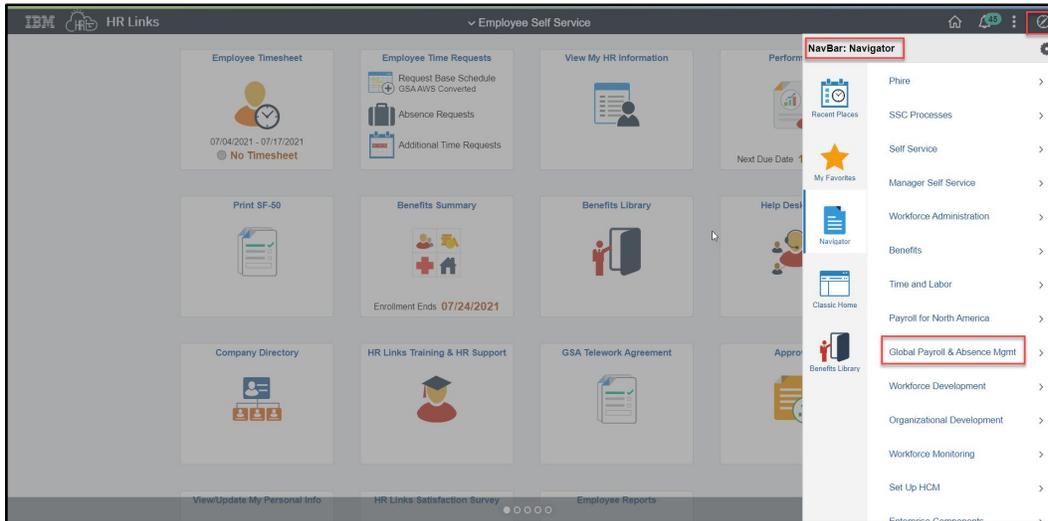




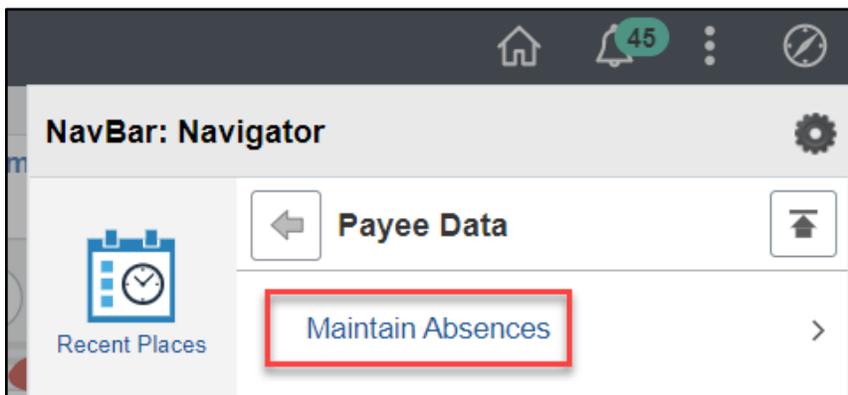
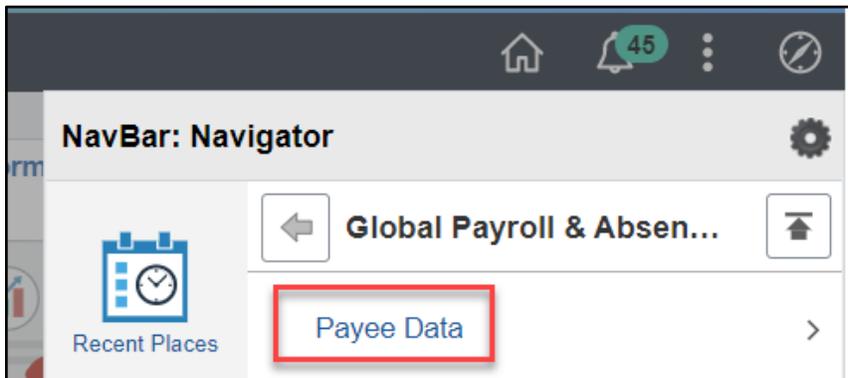
Administer Extended Absence Request

To view extended absence requests submitted and approved by an Extended Absence Administrator use the Administer Extended Absence Request page.

1. From the Employee Self Service homepage, click on the NavBar-->Navigator-->Global Payroll & Absence Mgmt.



2. Select Payee Date, Select Maintain Absences.





3. Select Administer Extended Absence.



4. On the Administer Extended Absence Page, enter the information of the employee you entered an absence request for. Select Search. Results should display the Extended Absence Request you already submitted.

Note: If searching by name, enter the last name of the employee in both the From Last Name and Through Last Name fields capitalizing the first letter of the last name in both fields.

Administer Extended Absence

Search Criteria

*Show Requests by Status: All

Approver: [Search]

Employee ID: [Text]

Absence Name: [Dropdown]

From Last Name: Taylor Through Last Name: Taylor

From Date: [Calendar] Through Date: [Calendar]

Search [Clear]

Extended Absence Requests

Name	Empl ID	Empl Record	Absence Name	Start Date	End Date	Status	Date Submitted	Absence Request Exists	Edit	Approve
[Link]	[Text]	0	Paid Parental Lv Birth EA	10/19/2021	10/19/2022	Approved	10/19/2021	N	Edit	Approve
[Link]	[Text]	0	Paid Parental Lv Birth EA	03/16/2021	03/16/2022	Approved	08/03/2021	N	Edit	Approve
[Link]	[Text]	0	Paid Parental Lv Birth EA	03/16/2021	03/16/2022	Approved	08/03/2021	N	Edit	Approve

If you need to edit an Extended Absence Request select the Edit button on the request you would like to update. The Extended Absence Request will open and you can make necessary updates and select Submit.



Extended Absence Requests ?

1-3 of 3 View All

Name	Empl ID	Empl Record	Absence Name	Start Date	End Date	Status	Date Submitted	Absence Request Exists	Edit	Approve
[Redacted]	[Redacted]	0	Paid Parental Lv Birth EA	10/19/2021	10/19/2022	Approved	10/19/2021	N	<input type="button" value="Edit"/>	<input type="button" value="Approve"/>
[Redacted]	[Redacted]	0	Paid Parental Lv Birth EA	03/16/2021	03/16/2022	Approved	08/03/2021	N	<input type="button" value="Edit"/>	<input type="button" value="Approve"/>
[Redacted]	[Redacted]	0	Paid Parental Lv Birth EA	03/16/2021	03/16/2022	Approved	08/03/2021	N	<input type="button" value="Edit"/>	<input type="button" value="Approve"/>

To cancel an Extended Absence Request, Select Cancel at the bottom of the Extended Absence Request page.

Request History

1-1 of 1

Status	Name	Date	Comments
Saved For Later-Not Submitted	[Redacted]	07/19/2021	

Requestor Comments

Go To [View Extended Absence Request History](#) [View Absence Balances](#)

[Return to Administer Extended Absence](#)

* Required Field