

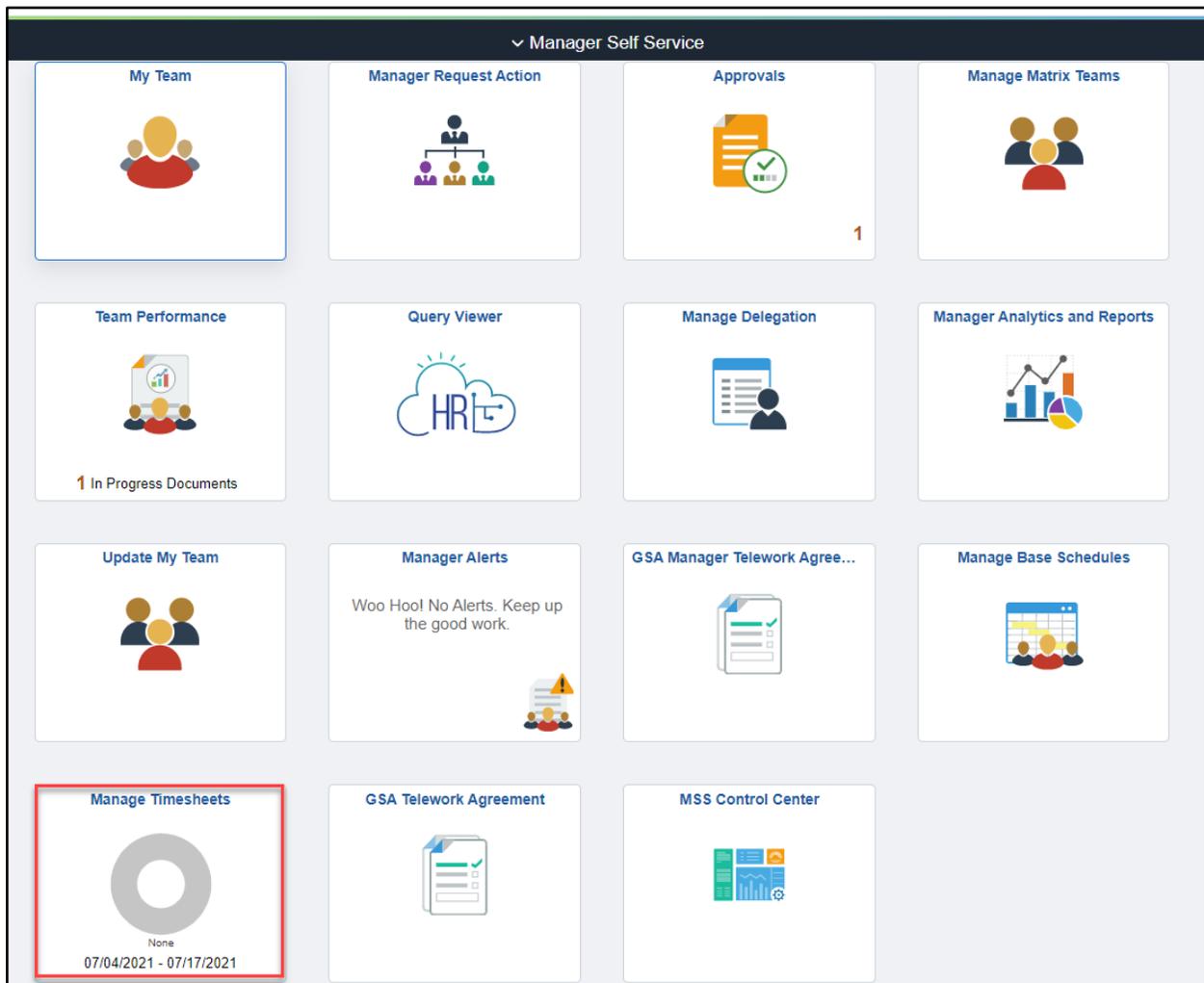


Paid Parental Leave (Supervisor)

Once approved by GSA OHRM for Paid Parental Leave (PPL), the Supervisor can enter a Paid Parental Leave Absence request in the system on behalf of their employee.

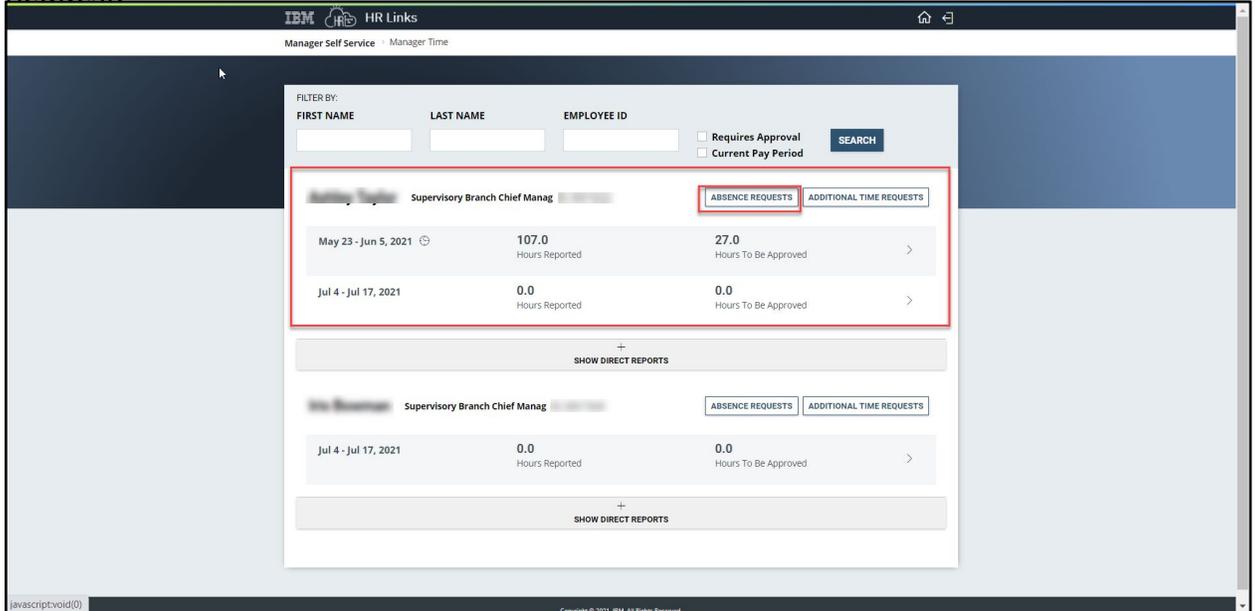
Enter Paid Parental Absence Request on behalf of the employee

1. From the Manager Self Service homepage, click on the Manage Timesheets tile.

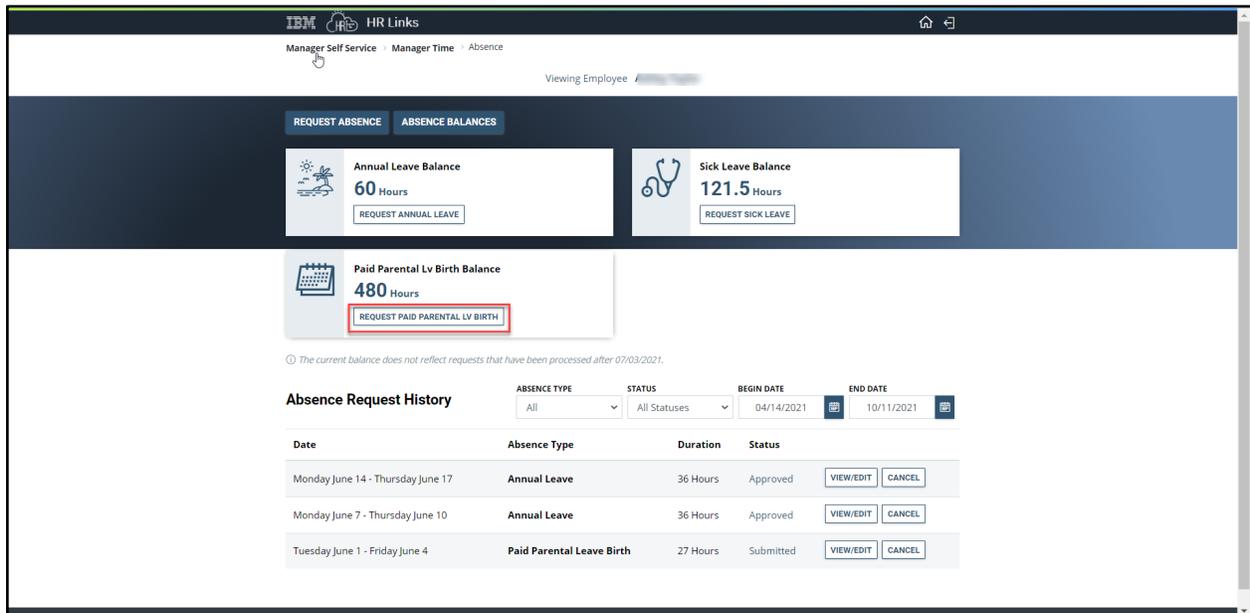




2. Select the employee you are entering an PPL Absence Request and select Absence Request.



3. Select the Request Paid Parental Leave button within the Paid Parental Leave Balance tile to enter a request.



4. Enter the Start and End Date of the Paid Parental Leave Absence Request. Select Submit.



Manager Self Service > Manager Time > Absence > Request Absence

Viewing Employee [Employee Name]

ABSENCE TYPE*
Paid Parental Leave Birth

START DATE* 06/01/2021 **END DATE** 06/04/2021

FULL DAYS PARTIAL DAYS

Requested Hours Comments/History

June	Tue 1	Wed 2	Thu 3	Fri 4
Scheduled	9	9	9	0
Holiday	0	0	0	0
Requested	9	9	9	0

Total Requested Hours: 27.0
The current balance does not reflect requests that have been processed after 07/03/2021.

BACK SUBMIT

5. View your submitted Paid Parental Leave Absence request in your employee's Absence Request history. Select View/Edit button to make adjustments to the submitted absence request. View this [guide](#) on how to Edit an Absence Request. Select cancel if you would like to cancel this absence request.

Absence Request History

ABSENCE TYPE: All STATUS: All Statuses BEGIN DATE: 04/14/2021 END DATE: 10/11/2021

Date	Absence Type	Duration	Status	
Monday June 14 - Thursday June 17	Annual Leave	36 Hours	Approved	VIEW/EDIT CANCEL
Monday June 7 - Thursday June 10	Annual Leave	36 Hours	Approved	VIEW/EDIT CANCEL
Tuesday June 1 - Friday June 4	Paid Parental Leave Birth	27 Hours	Submitted	VIEW/EDIT CANCEL

Approve a Paid Parental Absence Request on behalf of the employee

1. From the Manager Self Service homepage, click on the Manage Timesheets tile.



Manager Self Service

My Team 	Manager Request Action 	Approvals  1	Manage Matrix Teams 
Team Performance  1 In Progress Documents	Query Viewer 	Manage Delegation 	Manager Analytics and Reports 
Update My Team 	Manager Alerts Woo Hool No Alerts. Keep up the good work. 	GSA Manager Telework Agree... 	Manage Base Schedules 
Manage Timesheets  None 07/04/2021 - 07/17/2021	GSA Telework Agreement 	MSS Control Center 	



2. Select the employee you are approving a PPL Absence Request and select Absence Request.

The screenshot shows the IBM HR Links Manager Self Service interface. At the top, it says "Manager Self Service" and "Manager Time". Below this is a search filter section with fields for "FIRST NAME", "LAST NAME", and "EMPLOYEE ID". There are also checkboxes for "Requires Approval" and "Current Pay Period", and a "SEARCH" button. The main content area displays a list of absence requests for a "Supervisory Branch Chief Manag". The first request is for the period "May 23 - Jun 5, 2021" with "107.0 Hours Reported" and "27.0 Hours To Be Approved". The second request is for "Jul 4 - Jul 17, 2021" with "0.0 Hours Reported" and "0.0 Hours To Be Approved". A red box highlights the "Absence Requests" tab and the first two rows of the table. Below the table is a "SHOW DIRECT REPORTS" button.

3. Select the Paid Parental leave request to approve. Select View/Edit button.

The screenshot shows the IBM HR Links Manager Self Service interface for an employee. At the top, it says "Viewing Employee". Below this are two tabs: "REQUEST ABSENCE" and "ABSENCE BALANCES". The "ABSENCE BALANCES" tab is active, showing three cards: "Annual Leave Balance" with "60 Hours" and a "REQUEST ANNUAL LEAVE" button; "Sick Leave Balance" with "121.5 Hours" and a "REQUEST SICK LEAVE" button; and "Paid Parental Lv Birth Balance" with "480 Hours" and a "REQUEST PAID PARENTAL LV BIRTH" button. Below these cards is a note: "The current balance does not reflect requests that have been processed after 07/03/2021." The "Absence Request History" section has filters for "ABSENCE TYPE" (All), "STATUS" (All Statuses), "BEGIN DATE" (04/14/2021), and "END DATE" (10/11/2021). The table below shows three rows of absence requests. The first two rows are for "Annual Leave" (36 Hours, Approved) with "VIEW/EDIT" and "CANCEL" buttons. The third row is for "Paid Parental Leave Birth" (27 Hours, Submitted) with "VIEW/EDIT" and "CANCEL" buttons. A red box highlights the third row and its buttons.



4. Review the employee's Paid Parental Absence Request and select Submit to approve.

IBM HR Links
Manager Self Service > Manager Time > Absence > Request Absence
Viewing Employee [Employee Name]

ABSENCE TYPE*
Paid Parental Leave Birth

START DATE* 06/01/2021 **END DATE** 06/04/2021

Requested Hours Comments/History

June	Tue 1	Wed 2	Thu 3	Fri 4
Scheduled	9	9	9	0
Holiday	0	0	0	0
Requested	9	9	9	0

Total Requested Hours: 27.0
The current balance does not reflect requests that have been processed after 07/03/2021.

[CANCEL REQUEST](#) [BACK](#) [SUBMIT](#)

Your employee's PPL Absence Request is now approved.

Viewing Employee [Employee Name]

[REQUEST ABSENCE](#) [ABSENCE BALANCES](#)

Annual Leave Balance
60 Hours
[REQUEST ANNUAL LEAVE](#)

Sick Leave Balance
121.5 Hours
[REQUEST SICK LEAVE](#)

Paid Parental Lv Birth Balance
480 Hours
[REQUEST PAID PARENTAL LV BIRTH](#)

① The current balance does not reflect requests that have been processed after 07/03/2021.

Absence Request History

ABSENCE TYPE	STATUS	BEGIN DATE	END DATE
All	All Statuses	04/14/2021	10/11/2021

Date	Absence Type	Duration	Status	VIEW/EDIT	CANCEL
Monday June 14 - Thursday June 17	Annual Leave	36 Hours	Approved	VIEW/EDIT	CANCEL
Monday June 7 - Thursday June 10	Annual Leave	36 Hours	Approved	VIEW/EDIT	CANCEL
Tuesday June 1 - Friday June 4	Paid Parental Leave Birth	27 Hours	Approved	VIEW/EDIT	CANCEL



To edit your employee's Paid Parental Absence Request select the View/Edit button, make any needed changes and select Submit. To cancel your employee's request, select Cancel. You will receive a pop-up message to confirm your cancellation, Select Confirm.

Cancel Request
Paid Parental Leave Birth
06/01/2021 - 06/03/2021
Duration: 27.00

Review the request leave details and optionally enter comments.

COMMENTS

CLOSE **CONFIRM**

Absence Request History

ABSENCE TYPE	STATUS	BEGIN DATE	END DATE
All	All Statuses	04/14/2021	10/11/2021

Date	Absence Type	Duration	Status	
Monday June 14 - Thursday June 17	Annual Leave	36 Hours	Approved	VIEW/EDIT CANCEL
Monday June 7 - Thursday June 10	Annual Leave	36 Hours	Approved	VIEW/EDIT CANCEL
Tuesday June 1 - Thursday June 3	Paid Parental Leave Birth	27 Hours	Approved	VIEW/EDIT CANCEL