

Use this task to approve a leave of absence request.

Begin the process by accessing the **Administer Extended Absence** page.

Navigation: Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > UC Customizations > **Administer Extended Absence**

OR

Workforce Administration (Homepage) > Absence Administration (Tile) > Extended Absence > **Administer Extended Absence**

Administer Extended Absence

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Administer Extended Absence

Search Criteria

Show Requests by Status: **App Prc / App Cncl** Transaction Number:

Approver: Initiator:

Employee ID: Business Unit:

Leave: FMLA/CFRA/PDLL Leave:

First Name: Last Name:

FN From: FN Through:

From Date: Through Date:

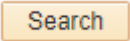
Display Count: **025** Search Clear

Administer Extended Absence


Extended Absence Details JED Additional Earnings Codes Workers' Compensation Sabbatical Pay Period Dates for AY Academics Job Overrides Attachments

Transaction Number	Empl ID	Name	*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Absence Reason	Action	Action Reason	Workf Status
1 197671	10000001	Tao Kupo	06/01/2018	06/15/2018			Employee's SHC-CFRA	Unpaid-Block	LOA	CFR	App Cancel
2 197672	10000001	Tao Kupo	06/18/2018	06/25/2018	06/25/2018		Employee's SHC-CFRA	Paid-Block	PLA	CFR	App Cancel
3 196239	10000038	Kristie-Valerie Tang	01/03/2015	02/23/2015			Employee's SHC-FMLA	Unpaid-Block	LOA	MED	Apprvl
4 197723	10000270	Kerry Richards	02/01/2018	03/01/2018		Jury Duty		Paid-Block	PLA	JUR	Apprvl
5 197725	10000270	Kerry Richards	03/01/2018	04/01/2018		Military Leave		Unpaid-Block	LOA	MIL	Apprvl
6 197692	10000339	Chad Howdershelt	07/01/2018	07/15/2018		Bereavement		Paid-Block	PLA	PER	Apprvl
7 197698	10000488	Austin Nguyen	07/02/2018	07/03/2018		Jury Duty		Paid-Block	PLA	JUR	Apprvl
8 197699	10000488	Austin Nguyen	07/03/2018	07/04/2018		Jury Duty		Paid-Block	PLA	JUR	Apprvl
9 197700	10000488	Austin Nguyen	07/04/2018	07/05/2018		Jury Duty		Paid-Block	PLA	JUR	Apprvl

Step	Action
1.	<p>Use the Administer Extended Absence page to review extended absence requests according to the Search Criteria entered in the header section.</p> <p>For this example, the Show Request by Status is set to App Prc/ App Cancel.</p> <p>Note: The Display Count can be updated to show 025, 050, 100, 200 or ALL Requests by the status selected.</p>
2.	<p>You can narrow the search results by entering additional Search Criteria.</p> <p>In this example, enter the Employee ID.</p> <p>Click in the Employee ID field.</p> <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>

Step	Action
3.	Enter the desired information into the Employee ID field. For this example, enter 10001031 .
4.	Click the Search button. 

Administer Extended Absence

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Administer Extended Absence

Search Criteria

Show Requests by Status: Transaction Number:

Approver: Initiator:

Employee ID: Business Unit:

Leave: FMLA/CFRA/PDLL Leave:

First Name: Last Name:

FN From: FN Through:

From Date: Through Date:

Display Count:

Administer Extended Absence

Extended Absence Details | JED Additional Earnings Codes | Workers' Compensation | Sabbatical | Pay Period Dates for AY Academics | Job Overrides | Attachments

Transaction Number	Empl ID	Name	*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Absence Reason	Action	Reason	Workflow Status
1 197709	10001031	Cheryl Perry	07/12/2018	07/31/2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	PLA	MED	Apprvl Prc

Step	Action
5.	The updated search results appear in the Administer Extended Absence section.

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Administer Extended Absence

Search Criteria

Show Requests by Status: Transaction Number:

Approver: Initiator:

Employee ID: Business Unit:

Leave: FMLA/CFRA/PDLL Leave:

First Name: Last Name:

FN From: FN Through:

From Date: Through Date:

Display Count:

Administer Extended Absence

[Extended Absence Details](#) | [JED Additional Earnings Codes](#) | [Workers' Compensation](#) | [Sabbatical](#) | [Pay Period Dates for AY Academics](#) | [Job Overrides](#) | [Attachments](#) | [Pe](#)

Transaction Number	Empl ID	Name	*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Absence Reason	Action	Action Reason	Workflow Status
1 197709	10001031	Cheryl Perry	07/12/2018	07/31/2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	PLA	MED	Apprvl Prc

Step	Action
6.	Use the Transaction Number link to display and review the extended absence request details.
7.	Click each tab to review the details of the extended absence request.
8.	Click the scroll bar.

Administer Extended Absence

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Transaction Number

Initiator

Business Unit

FMLA/CFRA/PDLL Leave

Last Name


FN Through

Through Date


Personalize | Find | View All | First 1 of 1 Last

Workers' Compensation	Sabbatical	Pay Period Dates for AY Academics	Job Overrides	Attachments	Personalize	Find	View All			First	1 of 1	Last	
Actual Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Absence Reason	Action	Action Reason	Workflow Status	Notes	Edit	Approve	PushBack	Deny	Cancel
2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	PLA	MED	Apprvl Prc	Notes	<input type="button" value="Edit"/>	<input type="button" value="Approve"/>	<input type="button" value="PushBack"/>	<input type="button" value="Deny"/>	<input type="button" value="Cancel"/>

Step	Action
9.	<p>The Approve, PushBack and Deny buttons are available only for extended absence requests in the following statuses:</p> <ul style="list-style-type: none"> • Apprvl Prc • App Cancel <p>The PushBack button is available only for Approver 2 and 3.</p>
10.	Use the Approve button to display and approve the extended absence request. (The absence request is not approved by clicking this Approve button. A separate Approve button is used within the extended absence request details page.)
11.	If available, use the PushBack button to push the extended absence request back to the previous Approver for correction. (The absence request is not pushed back by clicking this PushBack button. A separate PushBack button is used within the extended absence request details page.)
12.	Use the Deny button to deny the extended absence request. If the request is denied it is no longer available for update. (The absence request is not denied by clicking this Deny button. A separate Deny button is used within the extended absence request details page.)
13.	The Deny button is only available for transactions that have not gone through the full approval process (AWE). If the Deny button is grey (unavailable), the transaction must be cancelled and resubmitted.

Step	Action
14.	<p>This example provides a review of the fields in the extended absence request details page and demonstrates how to approve the extended absence request.</p> <p>Click the Approve button.</p> <p></p>



Administer Extended Absence


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Empl ID 10001034 Jean Erick Duran Sanabria UC Office of President FINANCIAL ANL 3 [Benefit Summary](#) [Review Absence Balance](#)

FMLA/CFRA Eligibility	FMLA/CFRA/PDLL Balances & Takes
Eligible for FMLA?: <input checked="" type="checkbox"/> FMLA Override: <input type="checkbox"/>	FMLA Balance: FULL CFRA Balance: FULL PDLL Balance: FULL
Eligible for CFRA?: <input checked="" type="checkbox"/> CFRA Override: <input type="checkbox"/>	FMLA Taken: 0 CFRA taken: 0 PDLL taken: 0
Service Months: 318.00 Eligibility Hours: 1912.00	
Disclaimer: Exempt employee may be eligible regardless of the eligibility hours. More Info	


Extended Absence Summary

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Extended Absence Details		JED Additional Earnings Codes		Workers' Compensation	Sabbatical	Pay Period Dates for AY Academics		Job Overrides	
Transaction Number	Start Date	Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	
1									

Administer Extended Absence

Personalize

Extended Absence Details		JED Additional Earnings Codes		Job Overrides	Attachments			
*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Action	Action Reason	Workflow
1 07/12/2018	07/31/2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	PLA	MED	App

Go To [Return to Administer Absence page](#)

<  >

Step	Action
15.	The extended absence request details page appears so you can review the details of the request.

Administer Extended Absence

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Empl ID 10001034 Jean Erick Duran Sanabria Exempt [Benefit Summary](#) [Review Absence Balance](#)

FMLA/CFRA Eligibility

Eligible for FMLA?: ☒ FMLA Override: ☐

Eligible for CFRA?: ☒ CFRA Override: ☐

Service Months: 318.00 Eligibility Hours: 1912.00

Disclaimer: Exempt employee may be eligible regardless of the eligibility hours. [More Info](#)

FMLA/CFRA/PDLL Balances & Takes

FMLA Balance: FULL CFRA Balance: FULL PDLL Balance: FULL

FMLA Taken: 0 CFRA taken: 0 PDLL taken: 0

Disclaimer: Ending Balances only reflect absences that have been processed as of the date of the last update.

Extended Absence Summary

Personalize | Find | View All | [Print](#) | [Refresh](#) | First 1

Extended Absence Details		JED Additional Earnings Codes	Workers' Compensation	Sabbatical	Pay Period Dates for AY Academics	Job Overrides	
Transaction Number	Start Date	Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	FMLA/CFRA/PDLL Adjustment Hours
1							

Administer Extended Absence

Personalize

Extended Absence Details		JED Additional Earnings Codes	Job Overrides	Attachments	
*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid
1 07/12/2018	07/31/2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block

Action: PLA Action Reason: MED Workflow: Appr

Go To [Return to Administer Absence page](#)

Step	Action
16.	<p>Review any existing extended absence requests in the Extended Absence Summary section.</p> <p>In this example, the employee does not have any existing extended absence requests.</p>

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Emp ID 10001034 · Jean Erick Duran Sanabria · UC Office of President · FINANCIAL SVC ANL 3 · Exempt · [Benefit Summary](#) · [Review Absence Balance](#)

FMLA/CFRA Eligibility
Eligible for FMLA?: ☒ FMLA Override: ☐
Eligible for CFRA?: ☒ CFRA Override: ☐
Service Months: 318.00 Eligibility Hours: 1912.00
Disclaimer: Exempt employee may be eligible regardless of the eligibility hours. [More Info](#)

FMLA/CFRA/PDLL Balances & Takes
FMLA Balance: FULL CFRA Balance: FULL PDLL Balance:
FMLA Taken: 0 CFRA taken: 0 PDLL taken:
Disclaimer: Ending Balances only reflect absences that have been processed as of the date of

Extended Absence Summary [Personalize](#) | [Find](#) | [View All](#) | First 1

Extended Absence Details	JED Additional Earnings Codes	Workers' Compensation	Sabbatical	Pay Period Dates for AY Academics	Job Overrides	Attachments		
Transaction Number	Start Date	Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours
1								


Administer Extended Absence [Personalize](#)

Extended Absence Details	JED Additional Earnings Codes	Job Overrides	Attachments	Attachments				
*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Action	Action Reason	Workflow
1 07/12/2018	07/31/2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	PLA	MED	Appr

Go To [Return to Administer Absence page](#)

Step	Action
17.	Review the extended absence request details in the Administer Extended Absence section. Review all the fields on each tab.
18.	Click the scroll bar.

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FMLA/CFRA/PDLL Balances & Takes


FMLA Balance: FULL CFRA Balance: FULL PDLL Balance: FULL

FMLA Taken: 0 CFRA taken: 0 PDLL taken: 0


Disclaimer: Ending Balances only reflect absences that have been processed as of the date displayed. [More Info](#)


Personalize | Find | View All |  First 1 of 1 Last

Sabbatical | Pay Period Dates for AY Academics | Job Overrides | 

FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Workflow Status																		
<p>Personalize Find View All  First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>FMLA/CFRA/PDLL Leave</th> <th>Paid/Unpaid</th> <th>Action</th> <th>Action Reason</th> <th>Workflow Status</th> <th>*Last Date Worked</th> <th>FMLA/CFRA/PDLL Adjustment Hours</th> <th>Notes</th> <th>Approve</th> </tr> </thead> <tbody> <tr> <td>Employee's SHC-FMLA</td> <td>Paid-Block</td> <td>PLA</td> <td>MED</td> <td>Apprvl Prc: 07/11/2018</td> <td></td> <td></td> <td>Notes</td> <td>Approve</td> </tr> </tbody> </table>					FMLA/CFRA/PDLL Leave	Paid/Unpaid	Action	Action Reason	Workflow Status	*Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Notes	Approve	Employee's SHC-FMLA	Paid-Block	PLA	MED	Apprvl Prc: 07/11/2018			Notes	Approve
FMLA/CFRA/PDLL Leave	Paid/Unpaid	Action	Action Reason	Workflow Status	*Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Notes	Approve														
Employee's SHC-FMLA	Paid-Block	PLA	MED	Apprvl Prc: 07/11/2018			Notes	Approve														


Step	Action
19.	The Notes link and the Approve button appear only when the Extended Absence Details tab is selected.
20.	Review the absence request notes to gain an understanding of the request history. Click the Notes link. Notes

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Request HistoryPersonalize | 

Status	Name	Date	Notes
Submitted	Chad Cheit	07/23/2018	Employee medical FMLA leave effective 7/12/18.
Approved	Nathan Giel	07/23/2018	Approved

Notes



OK

Cancel

Step	Action
21.	<p>The Request History section displays the notes entered at each stage of the absence request.</p> <p>Notes are required when the absence request is entered by the Initiator and any time it is updated by an Initiator or Approver (including deny, push back or cancel). For approval, a note is optional.</p>
22.	<p>Click the Cancel button.</p> <div>Cancel</div>

Administer Extended Absence

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Summary Review Absence Balance

RA/PDLL Balances & Takes

Balance: FULL CFRA Balance: FULL PDLL Balance: FULL

Taken: 0 CFRA taken: 0 PDLL taken: 0

Ending Balances only reflect absences that have been processed as of the date displayed. [More Info](#)

Personalize | Find | View All | First 1 of 1 Last

Pay Period Dates for AY Academics Job Overrides

RA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Workflow Status
PDLL Leave	Paid/Unpaid	Action	Action Reason	Workflow Status
HC-FMLA	Paid-Block	PLA	MED	Apprvl Prc: 07/11/2018

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PDLL Leave	Paid/Unpaid	Action	Action Reason	Workflow Status	*Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Notes	Approve
HC-FMLA	Paid-Block	PLA	MED	Apprvl Prc: 07/11/2018			Notes	Approve

Step	Action
23.	<p>When you are ready to approve the request, click the Approve button.</p> <p>Approve</p>

New Window | Help | Personalize Page |

Summary Review Absence Balance

RA/PDLL Balances & Takes

Balance: FULL CFRA Balance: FULL PDLL Balance: FULL

Taken: 0 CFRA taken: 0 PDLL taken: 0

Ending Balances only reflect absences that have been processed as of the date displayed. [More Info](#)

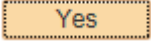
Personalize | Find | View All | First 1 of 1 Last

Pay Period Dates for AY Academics Job Overrides


RA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Workflow Status
PDLL Leave	Paid/Unpaid	Action	Action Reason	Workflow Status
HC-FMLA	Paid-Block	PLA	MED	Apprvl Prc: 07/11/2018

Personalize | Find | View All | First 1 of 1 Last

PDLL Leave	Paid/Unpaid	Action	Action Reason	Workflow Status	*Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Notes	Approve
HC-FMLA	Paid-Block	PLA	MED	Apprvl Prc: 07/11/2018			Notes	Approve

Step	Action
24.	A confirmation message appears. Click the Yes button. 
25.	Click the scroll bar.




Administer Extended Absence

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Empl ID 10001034 Jean Erick Duran Sanabia UC Office of President FINANCIAL SVC ANL 3 Exempt [Benefit Summary](#) [Review Absence Balance](#)


FMLA/CFRA Eligibility	FMLA/CFRA/PDLL Balances & Takes
Eligible for FMLA?: <input checked="" type="checkbox"/> FMLA Override: <input type="checkbox"/> Eligible for CFRA?: <input checked="" type="checkbox"/> CFRA Override: <input type="checkbox"/> Service Months: 318.00 Eligibility Hours: 1912.00 Disclaimer: Exempt employee may be eligible regardless of the eligibility hours. More Info	FMLA Balance: FULL CFRA Balance: FULL PDLL Balance: FULL FMLA Taken: 0 CFRA taken: 0 PDLL taken: 0 Disclaimer: Ending Balances only reflect absences that have been processed as of the date

Extended Absence Summary

Personalize | Find | View All |   First 

Transaction Number	Start Date	Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hour
1								

Administer Extended Absence

Extended Absence Details | JED Additional Earnings Codes | Job Overrides | Attachments 

*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Action	Action Reason
1 07/12/2018	07/31/2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	PLA	MED

UC UCOP AM Extended Stage

ID: 10001031, Empl Record: 0, Trans Nbr: 197709, Trans Nbr: 0: **Approved**

UC UCOP AM Extended Path

Approved
✓ Brook Yonne
UC AWE Approver 01
07/23/18 - 4:42 PM

→

Pending
⌚ Multiple Approvers
UC AWE Approver 02

Step	Action
26.	The workflow information appears and displays the request as Approved .
27.	You have approved a leave of absence request. End of Procedure.