

How to view leave transfer request history:

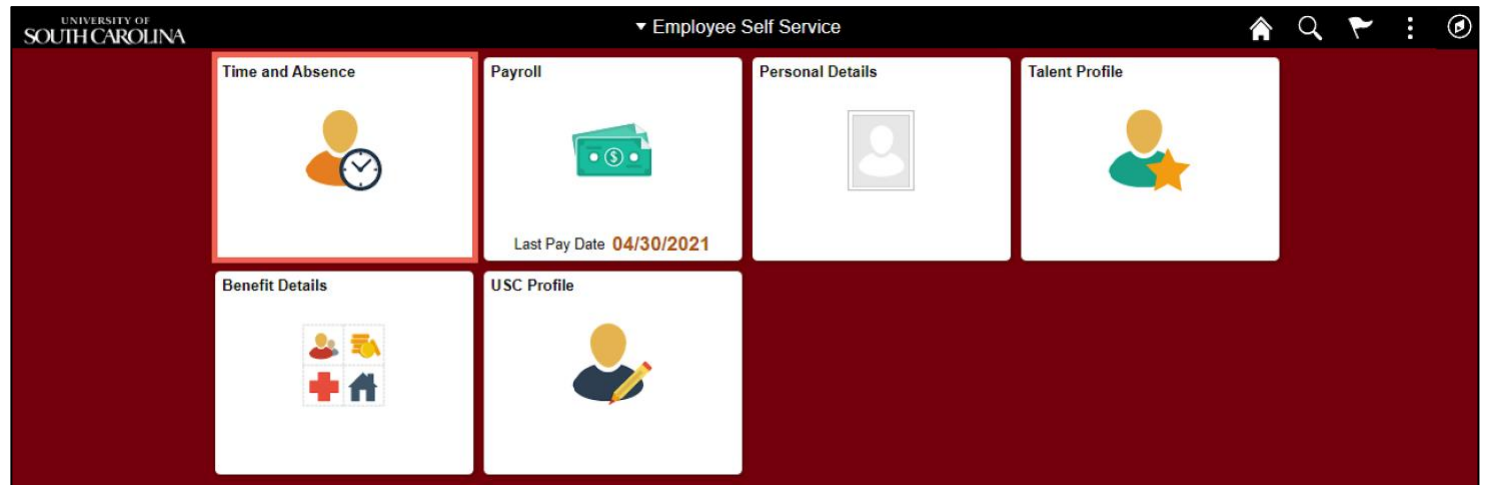
This job aid outlines how an employee can view leave transfer request history.

Navigation: Employee Self Service > Time and Absence > Leave Transfer

Processing Steps

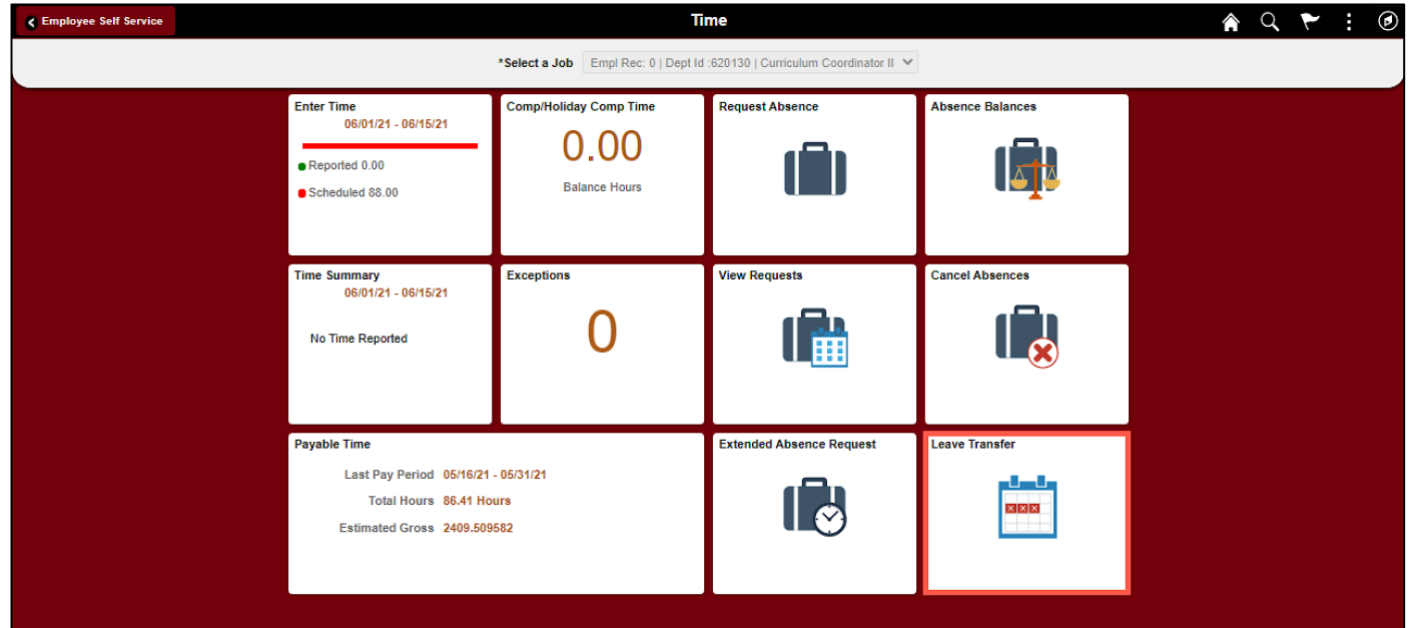
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screenshots



University of South Carolina Absence Management - ESS View Leave Transfer Request History

Step 2: Click the **Leave Transfer** tile.



The screenshot displays the 'Time' section of the Employee Self Service (ESS) portal. The user is logged in as 'Curriculum Coordinator II' in Department 620130. The page features several interactive tiles:

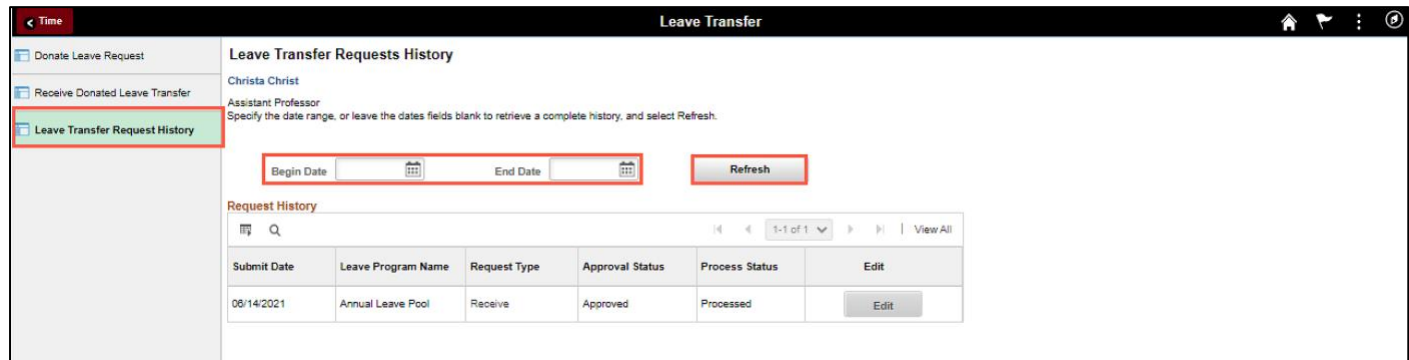
- Enter Time:** Shows a progress bar for the period 06/01/21 - 06/15/21. It indicates 0.00 hours reported and 88.00 hours scheduled.
- Comp/Holiday Comp Time:** Shows a balance of 0.00 hours.
- Request Absence:** A tile with a briefcase icon.
- Absence Balances:** A tile with a briefcase and scales icon.
- Time Summary:** Shows 'No Time Reported' for the period 06/01/21 - 06/15/21.
- Exceptions:** Shows a balance of 0.
- View Requests:** A tile with a briefcase and calendar icon.
- Cancel Absences:** A tile with a briefcase and 'X' icon.
- Payable Time:** Shows the last pay period as 05/16/21 - 05/31/21, with a total of 86.41 hours and an estimated gross of 2409.509582.
- Extended Absence Request:** A tile with a briefcase and clock icon.
- Leave Transfer:** A tile with a calendar icon, which is highlighted with a red border.

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Step 3: Click the **Leave Transfer Request History** tab.

Step 4: Use the **Begin** and **End Date** fields to specify a date range or leave the date fields blank to retrieve a complete history.

Step 5: Click the **Refresh** button if a date range has been specified.



Leave Transfer Requests History

Christa Christ
Assistant Professor
Specify the date range, or leave the dates fields blank to retrieve a complete history, and select Refresh.

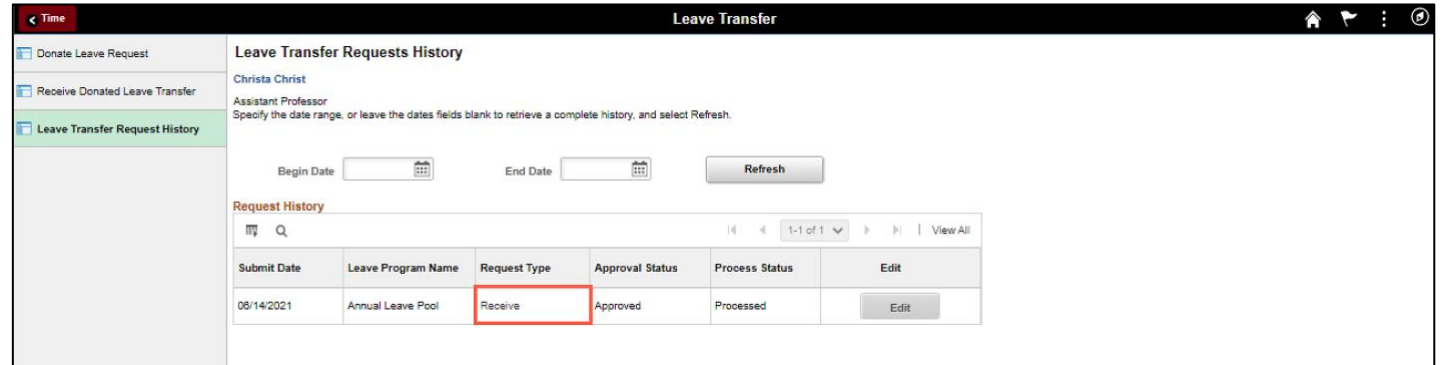
Begin Date End Date Refresh

Request History

Submit Date	Leave Program Name	Request Type	Approval Status	Process Status	Edit
06/14/2021	Annual Leave Pool	Receive	Approved	Processed	Edit

Step 6: Review your request history.

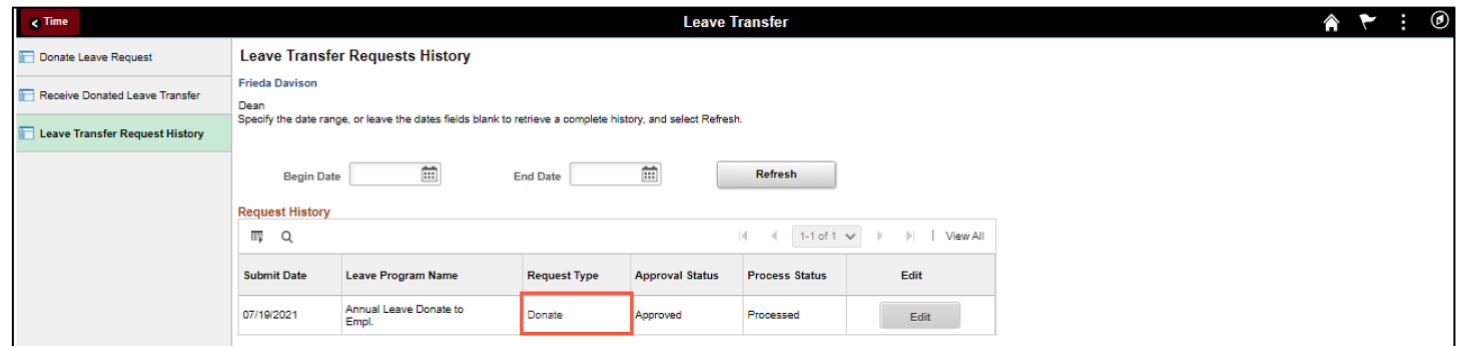
Annual Leave Received Screenshot



The screenshot shows the 'Leave Transfer Requests History' page for user Christa Christ, an Assistant Professor. It includes a sidebar with navigation options: 'Donate Leave Request', 'Receive Donated Leave Transfer', and 'Leave Transfer Request History'. The main content area has a 'Refresh' button and date selection fields for 'Begin Date' and 'End Date'. Below is a table of request history with one entry highlighted in red.

Submit Date	Leave Program Name	Request Type	Approval Status	Process Status	Edit
06/14/2021	Annual Leave Pool	Receive	Approved	Processed	Edit

Annual Leave Donated Screenshot



The screenshot shows the 'Leave Transfer Requests History' page for user Frieda Davison, a Dean. It includes a sidebar with navigation options: 'Donate Leave Request', 'Receive Donated Leave Transfer', and 'Leave Transfer Request History'. The main content area has a 'Refresh' button and date selection fields for 'Begin Date' and 'End Date'. Below is a table of request history with one entry highlighted in red.

Submit Date	Leave Program Name	Request Type	Approval Status	Process Status	Edit
07/19/2021	Annual Leave Donate to Empl.	Donate	Approved	Processed	Edit

You have successfully learned how to view your leave transfer request history.