

Introduction

The purpose of this procedure is for employees to request, edit or withdraw their annual and sick leave in Oracle.

Audience

This document is intended for use by exempt employees with leave available.

Steps

The steps outlined below show the navigation and process whereby an employee can request, edit or withdraw the use of annual and sick leave in Oracle.

Submitting Leave Requests									
Step	Details								
1	Log into Oracle HR cloud, navigate to the Me heading. Me is where anything for an employee (Employee Self Service) is located.					Others			
2	Click on the Time and Absences tile <i>Note: The apps displaye</i>	ed	Me My Client Groups QUICK ACTIONS Review Employee Resource Personal Details	s HR Help (A	Center Tools PPS Directory	Others	Journeys	C Time and Absences	Career and Performance
	are specific to your role.		Identification Info Contlact Info Gontlact Info Family and Emergency Contlact My Organization Chart	ntacts	Personal Information	My Activity Center	Learning	Bernefits	Copportunity Marketplace
			My Activity Center		9 Wellness	Personal Brand	Y Volunteering	Safety Incidents	Web Clock
3	Click Add Absence	Current Time Card Open your current time card		rd ne card Add Time Card Add a time card for a selected period		Existing Time Cards Access all of your time cards		Request Time Changes Send a request to change your worked time	
				Add Absence Request an absence and submit for approval		Absence Balance Review current plan balances and absences taken or requested		Existing Absences View, change or withdraw existing absence requests	
		Cash Disburse Sell a portion of y	ements	Calendar View your shifts, abs holidays	ences, and public				



	Select Continue Without Journey on the top right						
	< _{AC} New	Absence	Continue Without Journey				
А	Select a new journey						
4	Request Ar Leave	dministrative Request Medical Leave					
	Select the leave type you would like to request and the business title you would like to take the leave under.						
5	Absence Type Annual Leave Absence Type Balance 178.63 Hours	Business	Title				
	Enter your leave start and end dates. The start/end date and total duration will auto						
	Note: Duration of	Dates					
6	Leave for Exempt Employees can only be taken in increments of 4 or 8 hours.	Start Date 05/19/2025	Start Date Duration 8.00				
		End Date 05/21/2025	End Date Duration 8.00				
		Duration 24 Hours					
7	When you have comple fields, click Submit on t supervisor will be notifi	eted the required he top right. Your ed of your request.	Cancel Submit				
Edit/Withdraw a Leave Request							
1							

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	Click on the Time and	Me My Client Groups	HR Help Center Tools	Others					
	Absences tile		APPS						
		i Review Employee Resources		· .			* *		
		Personal Details	Directory	Connections	Journeys	Time and Absences	Career and Performance		
		dentification Info							
		Contact Info	Personal	My Activity Center	Learning	Benefits	Opportunity		
		My Organization Chart	Information				Marketplace		
		My Activity Center	3	ø	Ĩ	±	٢		
		My Public Info	Wellness	Personal Brand	Volunteering	Safety Incidents	Web Clock		
		Change Photo			+				
	Click Existing Absons								
	Click Existing Absence			A	inter Track	8.			
2		Open your current time card	period Acc	Access all of your time cards		Send a request to change your worked time			
		View your team's shifts and absences	t for Rev abs	Review current plan balances and absences taken or requested absences requests					
	Cash Disbursements Calendar Sell a portion of your plan balance View your shifts, absences, and public holidays								
3	Use the pencil icon to e	dit the submissio	n						
	Annual Leave		Awaiting approval						
	Select Continue Witho	ut Journey on th	e top right						
	< AC New Absence Continue Without Journey								
4	Select a new journey								
	Request Administrative Request Medical Leave Leave								
5									
		3							



Either edit the submission details a request. Your supervisor will be	nd click Submit or select Withdraw to withdraw the						
nouned.		Cancel	Withdraw	Submit			

Additional Guidance

Visit the <u>Training & Resources webpage</u> and complete the training modules listed to strengthen your knowledge of the new system.

Oracle Guided Learning (OGL) is a tool within Oracle HR that provides step-by-step guidance and interactive tutorials for essential tasks, such as creating a timesheet or requesting leave. After logging in, activate OGL by clicking the floating information icon on the right side of the screen. <u>See how OGL works</u>.

If your department is included in Embedded Services, your Human Resources Business Partner and Change Ambassador know where to go, who to contact and what to do. Find your Change Ambassador.

If you need further assistance or technical support, visit the <u>HR Help Center</u> through the MyUSF Quick Links to submit an <u>HR Help Desk</u> ticket.