

Introduction

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


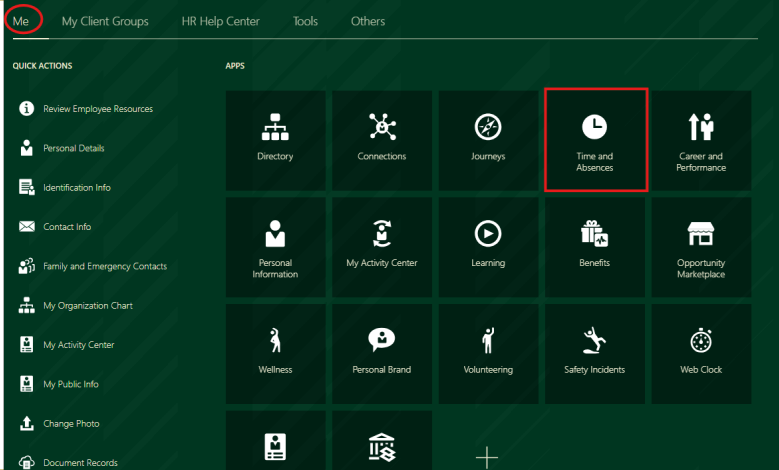
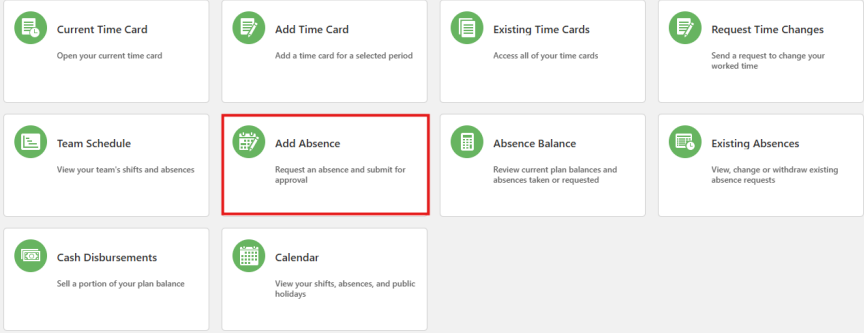
Audience

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

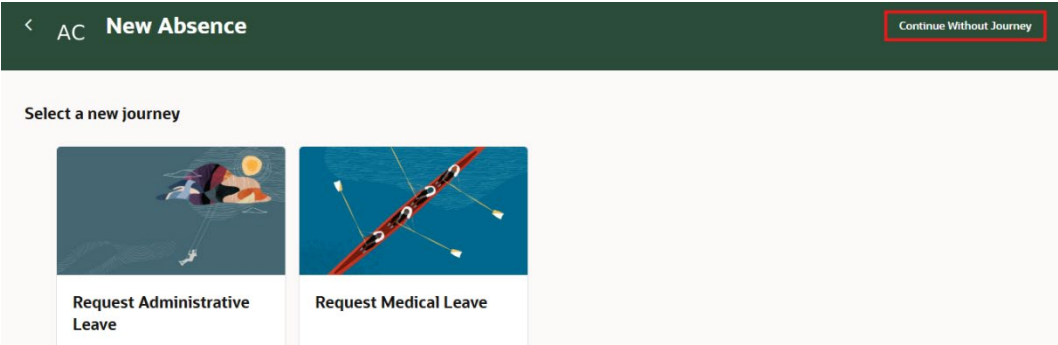
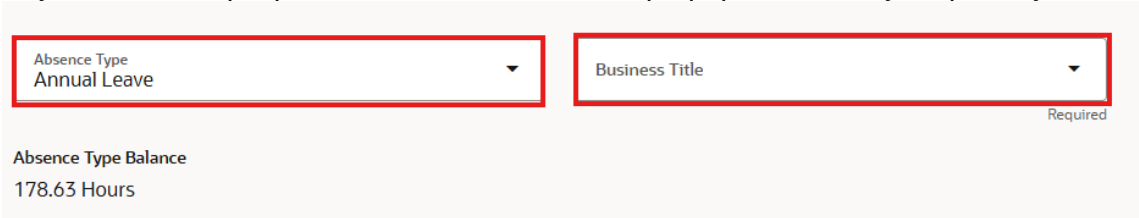
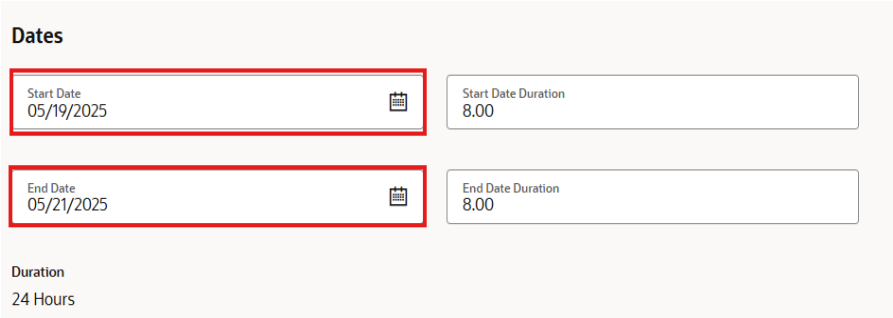
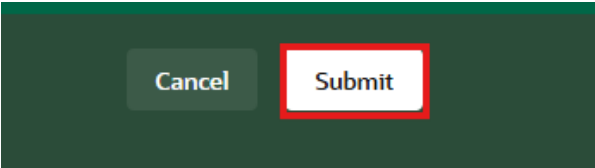
Steps

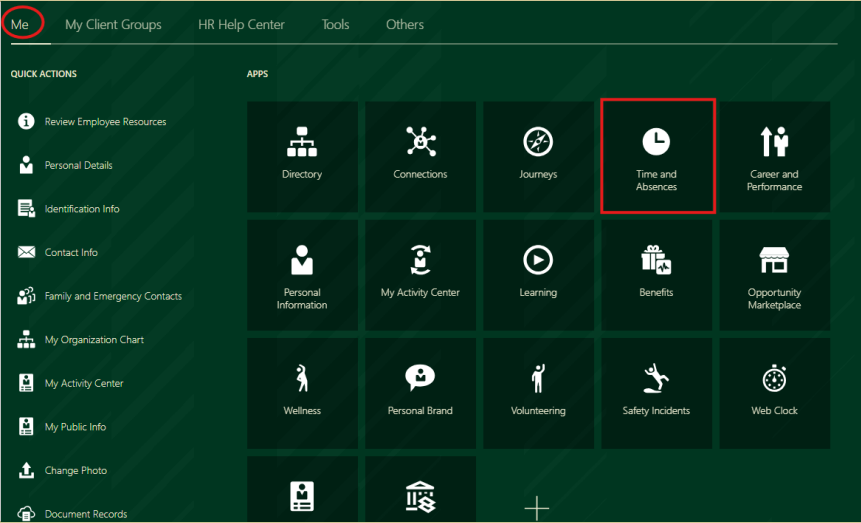
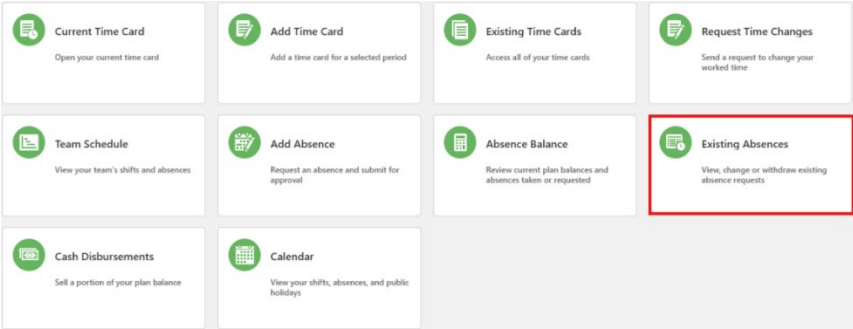

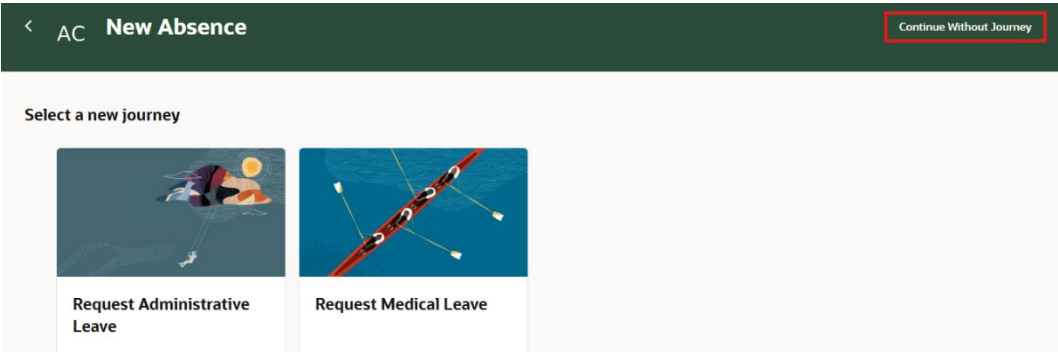
The steps outlined below show the navigation and process whereby an employee can request, edit or withdraw the use of annual and sick leave in Oracle.

Submitting Leave Requests

Step	Details
1	<p>Log into Oracle HR cloud, navigate to the Me heading. Me is where anything for an employee (Employee Self Service) is located.</p> 
2	<p>Click on the Time and Absences tile</p> <p><i>Note: The apps displayed are specific to your role.</i></p> 
3	<p>Click Add Absence</p> 



4	<p>Select Continue Without Journey on the top right</p> 
5	<p>Select the leave type you would like to request and the business title you would like to take the leave under.</p> <p><i>Note: If you have multiple positions, the Business Title prepopulates with your primary role.</i></p> 
6	<p>Enter your leave start and end dates. The start/end date and total duration will auto populate based on the dates entered.</p> <p><i>Note: Duration of Leave for Exempt Employees can only be taken in increments of 4 or 8 hours.</i></p> 
7	<p>When you have completed the required fields, click Submit on the top right. Your supervisor will be notified of your request.</p> 
Edit/Withdraw a Leave Request	
1	

	Click on the Time and Absences tile	
2	Click Existing Absence	
3	Use the pencil icon to edit the submission	
4	Select Continue Without Journey on the top right	
5		

	<p>Either edit the submission details and click Submit or select Withdraw to withdraw the request. Your supervisor will be notified.</p> <div data-bbox="792 268 1541 432"><div data-bbox="893 310 1042 384">Cancel</div><div data-bbox="1071 302 1265 384">Withdraw</div><div data-bbox="1291 302 1461 384">Submit</div></div>
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Additional Guidance

Visit the [Training & Resources webpage](#) 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. [See how OGL works.](#)

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 [HR Help Center](#) through the MyUSF Quick Links to submit an [HR Help Desk](#) ticket.