



## Requesting a Leave through Employee Self Service (ESS)

- 1) Go to <https://genescoinc.ess-absencetracker.com/login>. Enter your **Email** and **Password**. Select **Login**.

AbsenceSoft

### Log In

Welcome Back! Please enter your credentials.

Email

Password

The Password field is required.

Terms And Conditions  Yes  No

By logging into this site, you agree to the site's [Terms And Conditions](#)

Login

[Register New Account](#) [Forgot Password?](#)

- 2) Select **My Cases**.

AbsenceTracker™

Hello, John Doe  
kfry@genesco5.io | Genesco Inc.

MY CASES

- 3) Select **View Schedule**.

JOHN DOE

4) Select **Edit Schedule**.

The screenshot shows a user profile for JOHN DOE. At the top right, there are buttons for 'REQUEST NEW CASE FOR JOHN' and 'FILTER'. Below this is the 'WORK SCHEDULE' section, which displays a table of hours per day for each day of the week (SUNDAY to SATURDAY), all set to 9h. A red arrow points to the 'EDIT SCHEDULE' button located at the bottom right of the schedule table.

5) Enter in the **hours per week that you work** and click **Save Schedule**.

The screenshot shows the 'Schedule Type' configuration page. It includes tabs for 'Weekly', 'Rotating', 'Variable', and 'FTE Variable'. Below the tabs are fields for 'Start Date' (1/1/2022) and 'End Date'. Underneath is a table for 'Hours per Day' for each day of the week, with input boxes for '9h' on Sunday, Monday, and Friday, and '0h' on Tuesday, Wednesday, and Thursday. At the bottom right, there are two buttons: 'CANCEL EDITS' and 'SAVE SCHEDULE', with a red arrow pointing to the 'SAVE SCHEDULE' button.

6) Select **Request New Leave**.

The screenshot shows the 'REQUEST NEW CASE' page for user JOHN DOE. It features three main cards: 'REQUEST NEW LEAVE' (with a clock icon), 'REQUEST NEW ACCOMMODATION' (with a keyboard icon), and 'UPDATE MY CASES' (with a briefcase icon). A red arrow points to the 'REQUEST NEW LEAVE' card. The 'REQUEST NEW LEAVE' card contains the text: 'Request a new case if you need time off of work for health conditions (personal or family), pregnancy, bonding, military leave, etc.'

- 7) Review the information to ensure it is correct. If any updates are needed, please visit <http://genesco.ultipro.com> to update the information under your Employee Summary section. Once verified, select **Confirm and Continue**.

 **8** If you need to update any personal information, please visit [www.mygenesco.com](http://www.mygenesco.com) to update this information.

**First Name** John **Last Name** Doe

**Street Address** 123 ABC Street **Apt, Suite, Etc. (Optional)**

**Country** Select a Countr **State** Tennessee **City** Nashville

**Work Email Address** kfry@genesco5.io **Phone Number**

**Personal Email Address** kfry@genesco5.io

DO YOU REQUIRE ALTERNATE CONTACT INFO FOR THIS CASE?

**CONFIRM AND CONTINUE** 

- 8) Select the appropriate Leave reason for your leave of absence and complete the information that is populated. Then select **Confirm and Continue**.

 **NEW LEAVE REQUEST** DOE, JOHN | #0987654

Personal Info **2. Case Request** 3. Absence Details 4. Duration 5. Additional Info 6. Submit Request

**Reason for Case**

Adoption/Foster Care Bonding Care for Injured Servicemember Employee Health Condition Family Health Condition

Pregnancy/Maternity Military Other

**CONFIRM AND CONTINUE** 

- 9) Select either **Consecutive, Intermittent, or Reduced**. An explanation of each option is available once you click on them. Once an option is selected, click **Confirm and Continue**.

NEW LEAVE REQUEST DOE, JOHN | #0987654

Personal Info Case Request 3. Absence Details 4. Duration 5. Additional Info 6. Submit Request

### Absence Details

CONSECUTIVE INTERMITTENT REDUCED

CONFIRM AND CONTINUE

- 10) Enter the **Start Date** and **End Date** for your leave of absence. Click **Confirm and Continue** to move forward.

NEW LEAVE REQUEST DOE, JOHN | #0987654

Personal Info Case Request Absence Details 4. Duration 5. Additional Info 6. Submit Request

### Duration of Request

Select the expected start date and end date for your absence. These dates can be adjusted later so an estimate is okay.

**NOTE: Must be out of work for 5 calendar days**

Start Date  End Date

CONFIRM AND CONTINUE

- 11) Enter your **average hours per week** and **brief description of your request**. Once complete, select **Confirm and Continue**.

NEW LEAVE REQUEST DOE, JOHN | #0987654

Personal Info Case Request Absence Details Duration 5. Additional Info 6. Submit Request

### Additional Information

\* Required Information

Normal Work Schedule hours per week: \*

Please provide a brief description of your request: \*

CONFIRM AND CONTINUE

12) Verify that the information is correct and then select **Submit Request**.

**NEW LEAVE REQUEST** DOE, JOHN | #0987654

Personal Info Case Request Absence Details Duration Additional Info 6. Submit Request

### Confirm Request Details

First Name: John Last Name: Doe

Work Email Address: kfry@genesco5.io Personal Email Address: kfry@genesco5.io Phone Number:

Absence Reason: Employee Health Condition Case Type: Consecutive Is this work related?: YES NO

Duration Start Date: 03/01/2025 End Date: 07/01/2025

**SUBMIT REQUEST**

13) Once you have submitted your request, you will get a case number for your leave of absence request. This will also show all eligible policies for the leave of absence request. You can select **Close and View Cases** to go back to your dashboard.

**NEW LEAVE REQUEST**

### Leave Request Successfully Submitted

CASE # **1914968880**

ELIGIBLE POLICIES **ACCOMMODATION** | THIS POLICY IS ONLY AVAILABLE WHEN FMLA IS INELIGIBLE

Your request has successfully been submitted and is currently pending review. Once we have completed our review of your request, you will be contacted with the appropriate paperwork to be completed based on your leave of absence request. Check back here for all updates on your leave of absence request.

ADD A NEW REQUEST **CLOSE AND VIEW CASES**

14) Your leave of absence request has been submitted and will be reviewed by the Leave Department. Additional paperwork will be sent out within 48 business hours from the time that we receive the request. Please note that the Leave Department is closed on Saturdays and Sundays. Please contact the Leave team at [Leave@genesco.com](mailto:Leave@genesco.com) or 615-367-7121 if you have any questions.