



Requesting a Leave through Employee Self Service (ESS)

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

The image shows the AbsenceSoft login page. At the top is the AbsenceSoft logo. Below it is the 'Log In' heading and a welcome message: 'Welcome Back! Please enter your credentials.' There are two input fields: 'Email' and 'Password'. Red arrows point to both fields. Below the 'Password' field is a red error message: 'The Password field is required.' There are two buttons: 'Yes' and 'No' for 'Terms And Conditions'. Below these is a link: 'By logging into this site, you agree to the site's Terms And Conditions'. At the bottom is a large 'Login' button with a red arrow pointing to it. Below the 'Login' button are two links: 'Register New Account' and 'Forgot Password?'.

- 2) Select **My Cases**.

The image shows the AbsenceTracker user dashboard. At the top is the AbsenceTracker logo. Below it is a header bar with the user's name 'Hello, John Doe' and email 'kfry@genesco5.io | Genesco Inc.'. There are two buttons: 'MY CASES' and 'NEW REQUEST'. A red arrow points to the 'MY CASES' button.

- 3) Select **View Schedule**.

The image shows a user profile section. It includes a user icon, the name 'JOHN DOE', and a button labeled 'VIEW SCHEDULE'. A red arrow points to the 'VIEW SCHEDULE' button.

4) Select **Edit Schedule**.

The screenshot shows the user profile for JOHN DOE. At the top, there is a 'HIDE SCHEDULE' button. Below it, the 'WORK SCHEDULE' section displays a table of hours per day for each day of the week: SUNDAY (9h), MONDAY (9h), TUESDAY (9h), WEDNESDAY, THURSDAY, FRIDAY (9h), and SATURDAY (9h). To the right of this table is an 'EDIT SCHEDULE' button, which is pointed to by a red arrow.

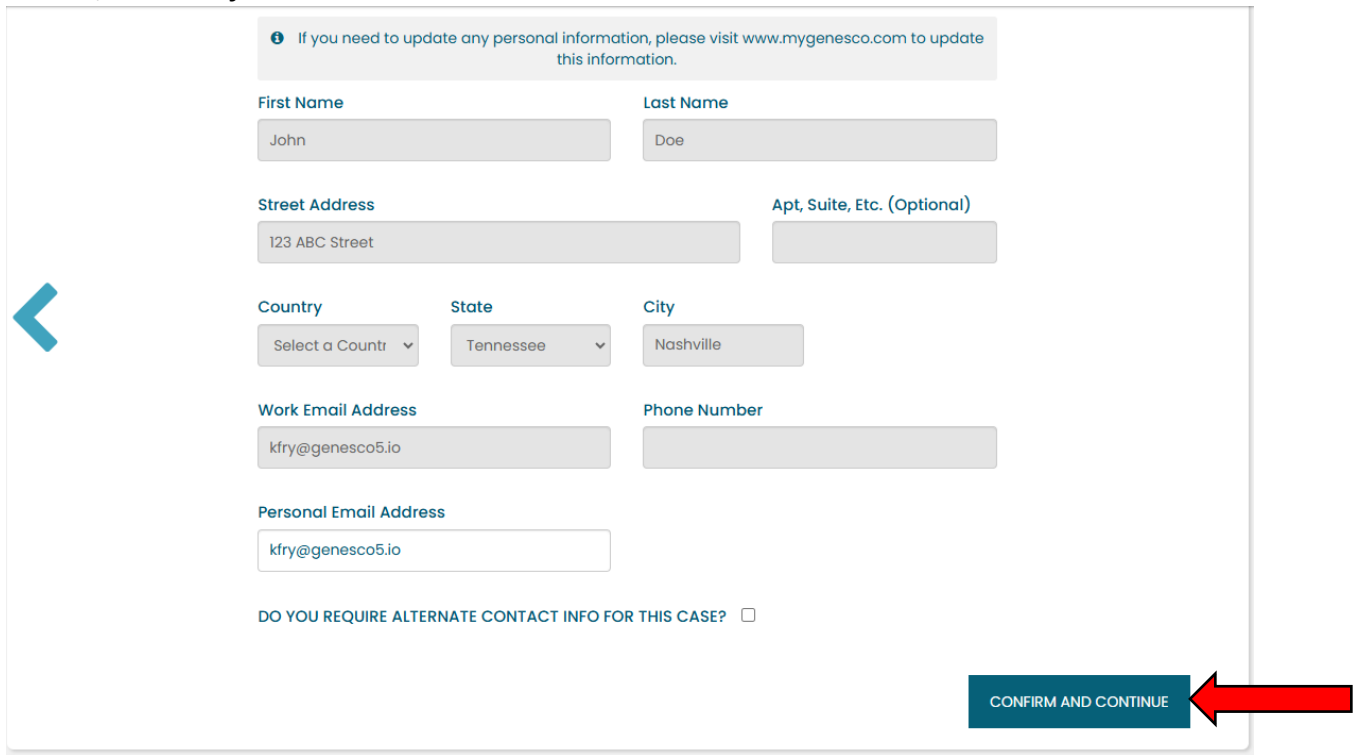
5) Enter the **hours per week that you work** and hit **Save Schedule**.


The screenshot shows the 'Schedule Type' configuration page. Under 'Schedule Type', the 'Weekly' option is selected. Below it, there are 'Start Date' (1/1/2022) and 'End Date' fields. The 'Hours per Day' section shows input fields for each day of the week: SUNDAY (9h), MONDAY (9h), TUESDAY (9h), WEDNESDAY (0h), THURSDAY (0h), FRIDAY (9h), and SATURDAY (9h). To the right of these fields are 'CANCEL EDITS' and 'SAVE SCHEDULE' buttons. The 'SAVE SCHEDULE' button is pointed to by a red arrow.

6) Select **Request New Accommodation**.

The screenshot shows the 'REQUEST NEW CASE' page. At the top, there is a 'REQUEST NEW CASE' header and a user ID 'DOE, JOHN | #0987654'. Below the header, there are three main options: 'REQUEST NEW LEAVE', 'REQUEST NEW ACCOMMODATION', and 'UPDATE MY CASES'. The 'REQUEST NEW ACCOMMODATION' option is pointed to by a red arrow. Below each option is a brief description of what it entails.

- 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**.



 If you need to update any personal information, please visit 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 Country ▾

State
Tennessee ▾


City
Nashville

Work Email Address
kfry@genesco5.io

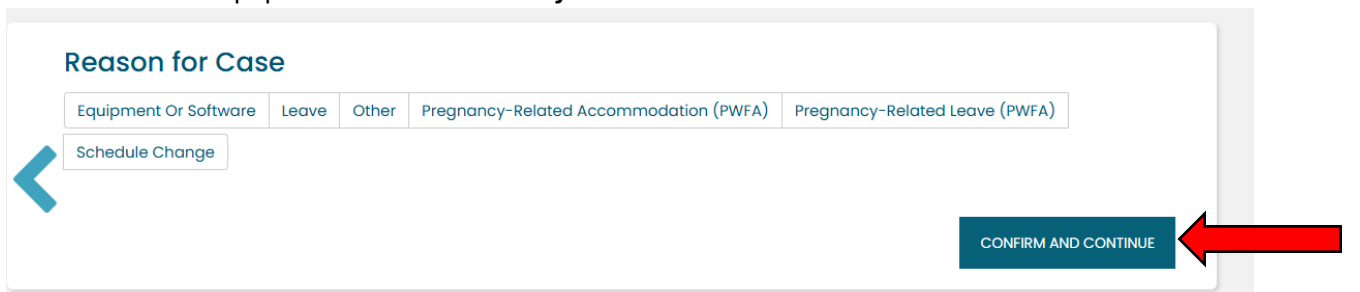
Phone Number

Personal Email Address
kfry@genesco5.io

DO YOU REQUIRE ALTERNATE CONTACT INFO FOR THIS CASE? ☐


CONFIRM AND CONTINUE 


- 8) Select the appropriate Accommodation reason for your accommodation request and complete the information that is populated. Then select **Confirm and Continue**.



Reason for Case

Equipment Or Software | Leave | Other | Pregnancy-Related Accommodation (PWFA) | Pregnancy-Related Leave (PWFA)

 Schedule Change

CONFIRM AND CONTINUE 

- 9) Provide the dates that the accommodation request is needed for Temporary requests. The Start date for any Permanent requests. Click *Confirm and Continue* to move forward.

Select the Timing of this Request

TEMPORARY	PERMANENT
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Select the expected start date and end date that you are requesting an accommodation for. These dates can be adjusted later so an estimate is okay.

Start Date

End Date



CONFIRM AND CONTINUE



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

Confirm Request Details

First Name

Last Name

Work Email Address

Personal Email Address

Phone Number



Accommodation

SCHEDULE CHANGE

Duration

TEMPORARY

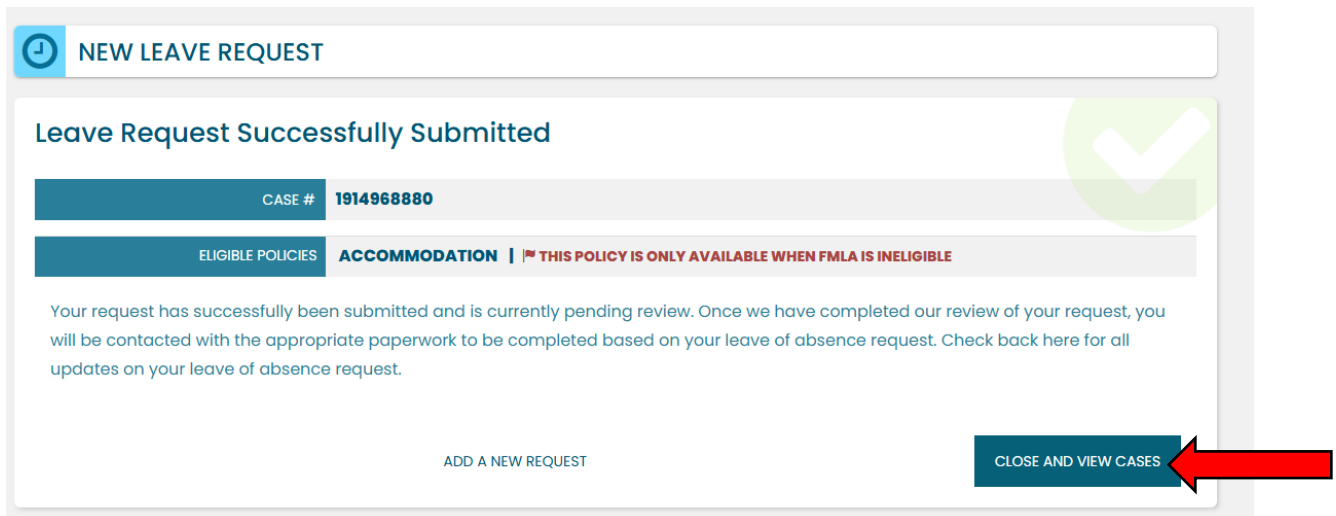
Start Date

End Date

SUBMIT REQUEST



- 11) 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](#)

- 12) 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 or 615-367-7121 if you have any questions.