Requesting a Leave through Employee Self Service (ESS)

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

2) Select *My Cases*.

3) Select *View Schedule*.

4) Select *Edit Schedule*.

| JOHN DOE | HIDE SCHEDULE | | | | | | REQUEST NEW CASE FOR JOHN | FILTER |

WORK SCHEDULE								
Hours per Day	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	EDIT SCHEDULE
	9h	9h	9h			9h	9h	

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

Schedule Type	Weekly	Rotating	Variable
	FTE Variable		

Start Date	1/1/2022		End Date				

Hours per Day	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	CANCEL EDITS
	9h	9h	9h	0h	0h	9h	9h	SAVE SCHEDULE

6) Select *Request New Accommodation*.

REQUEST NEW CASE   DOE, JOHN | #0987654

REQUEST NEW LEAVE

Request a new case if you need time off of work for health conditions (personal or family), pregnancy, bonding, military leave, etc.

REQUEST NEW ACCOMMODATION

Request an accommodation if you will continue working but need an accommodation to perform job functions.

UPDATE MY CASES

View your current cases to change an existing case.

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

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

MM/DD/YYYY

End Date

MM/DD/YYYY

CONFIRM AND CONTINUE

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

Confirm Request Details

First Name

John

Last Name

Doe

Work Email Address
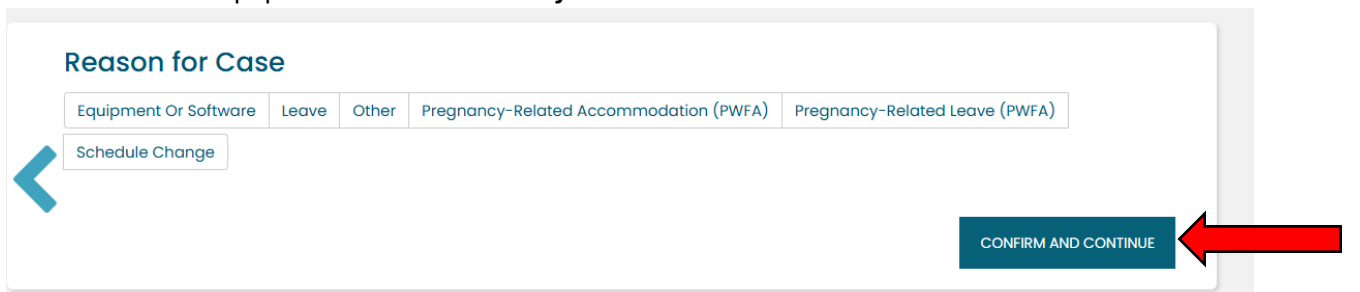
kfry@genesco5.io

Personal Email Address

kfry@genesco5.io

Phone Number

Accommodation

SCHEDULE CHANGE
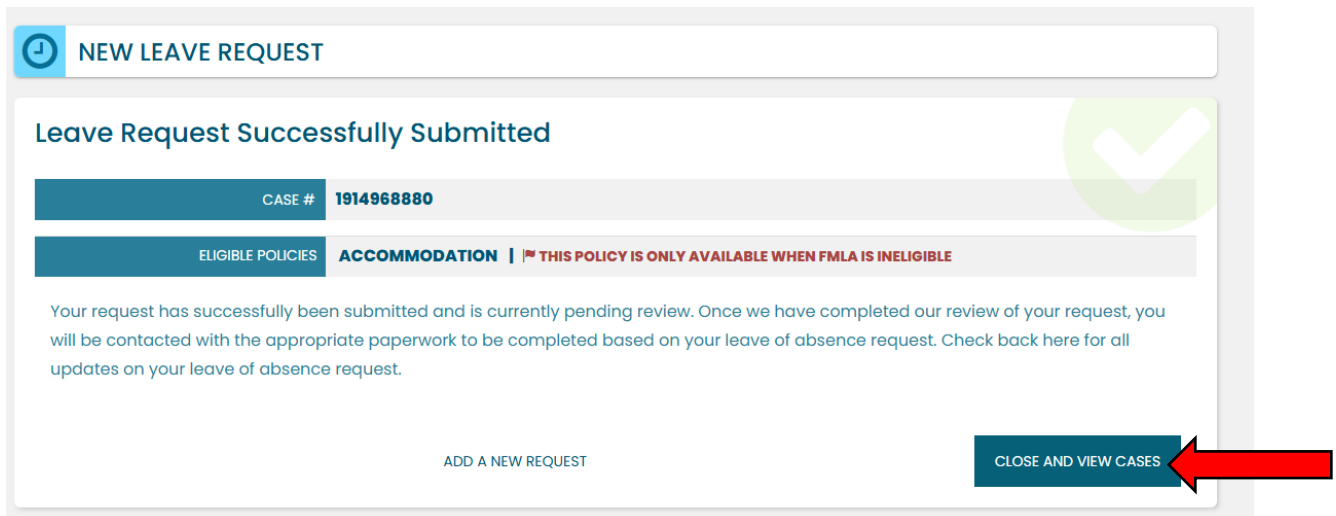
Duration

TEMPORARY

Start Date

01/01/2025

End Date

12/31/2025

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.

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.