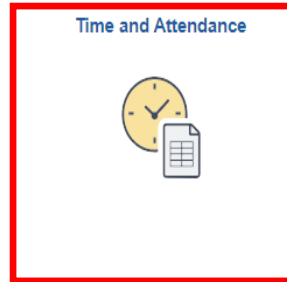


Employee Leave Request Submission-Full Day

Employees can submit an absence request via the Time and Attendance tile; all submissions will route to the employee's Supervisor for approval. Follow the steps on how to submit time for a Full Day i.e. 8 hrs.

1. Log into PeopleSoft, from the Employee Self Service homepage select the **Time and Attendance** tile.
2. Next, select the **Manage Absence** tile.



1

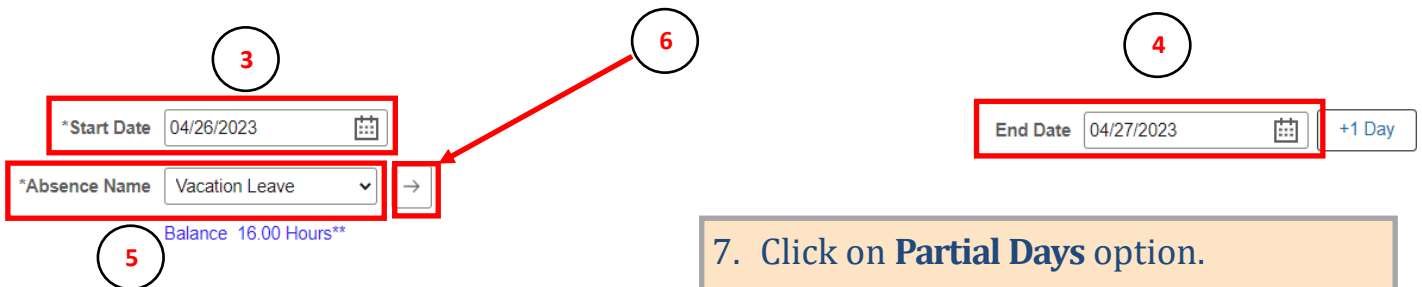


2

3. Select **Start Date**.
4. Select **End Date**.
5. From drop-down menu, select **Absence Name**.
6. The select the **Apply Absence Name Arrow**.

+1 Day button will add one day to end date each time it is clicked.

Submit



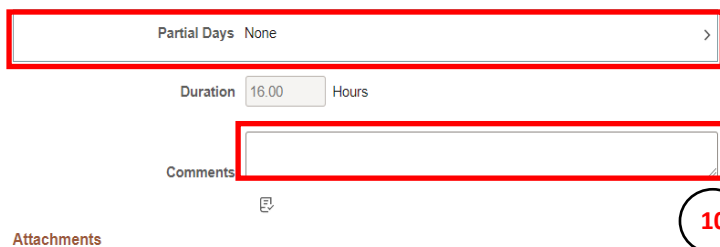
*Start Date 04/26/2023

*Absence Name Vacation Leave →

Balance 16.00 Hours**

End Date 04/27/2023 +1 Day

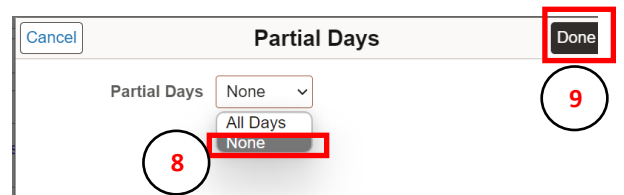
7. Click on **Partial Days** option.
8. From drop-down select **None**.
9. Select **Done**.
10. Enter **Comments**.



Partial Days None

Duration 16.00 Hours

Comments



Cancel Partial Days Done

Partial Days None

All Days

None

Attachments

You have not added any Attachments.

Add Attachment

Disclaimer: The current balance does not reflect leave requests that have not been approved by your supervisor and processed in the UT PeopleSoft system.

Employee Leave Request Submission-Full Day

Attachments

You have not added any Attachments.

11

11. If applicable, insert an **Attachment** to justify the absence (i.e. Doctor's note, jury duty summons and school documents).

12. Review your **leave balance** and **requests**, if needed.

Balances

As Of 03/31/2023

- Sick Leave: 16.00 Hours
- Vacation Leave: 16.00 Hours

12

Holiday Calendar

May (1 day)
29, Monday - Memorial Day

June (1 day)
19, Monday - Emancipation Day

July (1 day)
4, Tuesday - Independence Day

13. Select **Submit**.

14. From the pop-up click **Yes** to submit the request for approval. You will then see the "submitted" status under the request.

13

*Start Date 04/23/2023

*Absence Name Vacation Leave → End Date 04/27/2023 +1 Day

Balance 16.00 Hours**

Partial Days None

Are you sure you want to Submit this Absence Request?

14

This request will route to your supervisor. If your supervisor approves, the time will be recorded and reflect until the next pay cycle. If the request is pushed-back, you will need to modify and resubmit.