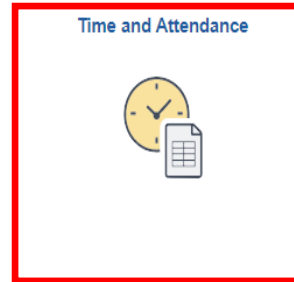


Employee Leave Request Submission-Partial Day

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 Partial Day i.e. 4 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 the **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.



*Start Date: 05/23/2023 (calendar icon) [3]

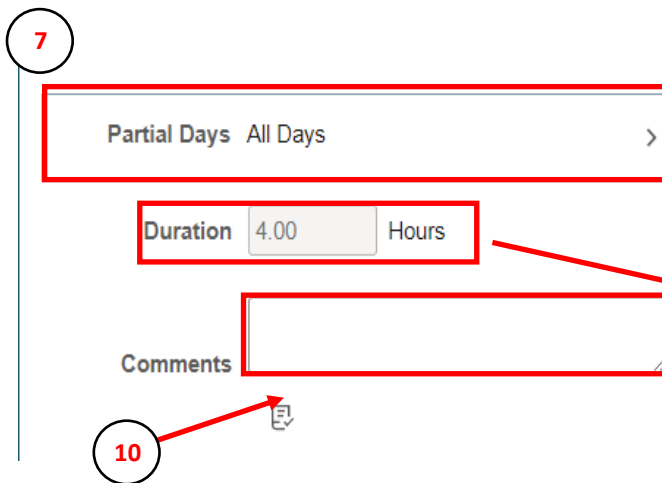
*Absence Name: Sick Leave (dropdown arrow) [5] [6]



End Date: 05/23/2023 (calendar icon) [4] +1 Day

Submit

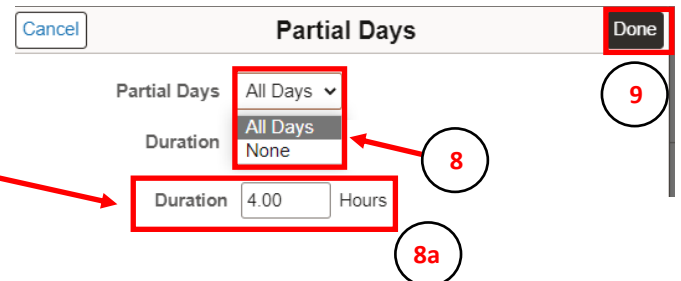
7. Click on **Partial Days** option.
8. From drop-down select **All Days**.
- 8a. Under **Duration** enter the hours.
9. Select **Done**.
10. Enter **Comments**.



Partial Days: All Days [7]

Duration: 4.00 Hours

Comments: [10]



Cancel Partial Days Done [9]

Partial Days: All Days [8]

Duration: All Days [8]

Duration: None

Duration: 4.00 Hours [8a]

Employee Leave Request Submission-Partial 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.

*Start Date 05/23/2023

*Absence Name Sick Leave → End Date 05/23/2023 +1 Day

Balance 16.00 Hours**

13

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.