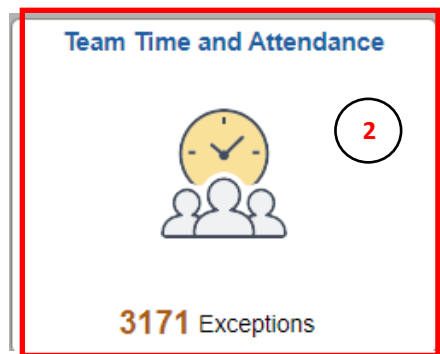
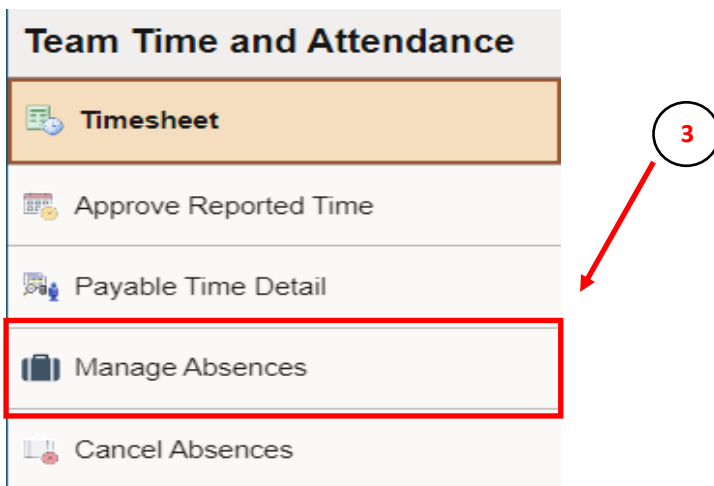
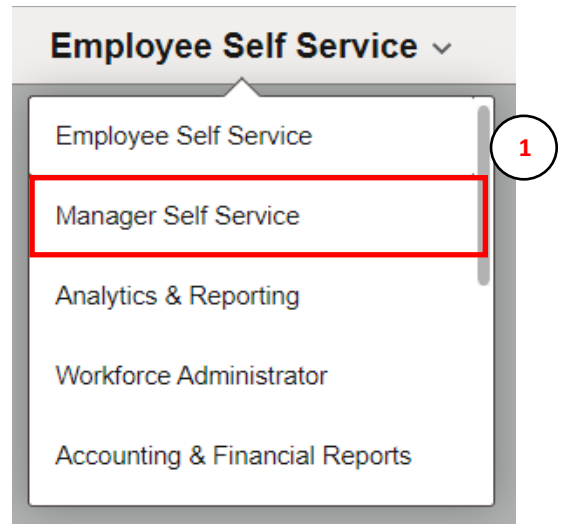


# Manager- Leave Request Submission–Partial day

Managers can submit an absence request for employees via the Team Time and Attendance tile, requests submitted by Managers will auto-approve. Follow the steps on How to Submit Time for a Partial Day i.e. less than 8 hrs

1. Log into PeopleSoft, from the drop-down, select the **Manager Self Service** option.
2. Select the **Team Time and Attendance** title.
3. Under the side panel select **Manage absences**.



## Manage Absences

Find Team Member

Team Member

As Of

### Team Members

3 rows

Team Member	Status	Department	Location
6001333333 - 0 <b>Alan Jackson</b>	Active	PeopleSoft - 301500	Jack C Vowell Hall - 7
6001222222 - 0 <b>Jesse Guzman</b>	Active	PeopleSoft - 301500	Jack C Vowell Hall - 7
6001111111 - 0 <b>Adrian Rodriguez</b>	Active	PeopleSoft - 301500	Administration Building - 1

4. Select the **employee** from the list for which you will be submitting the absence request. Please note, requests submitted by managers will auto-approve.

# Manager- Leave Request Submission-Partial day

Managers can submit an absence request for employees via the Team Time and Attendance tile, requests submitted by Managers will auto-approve. Follow the steps on How to Submit Time for a Partial Day i.e. less than 8 hrs

5. From the drop-down, select the **Absence Name**.
6. Click on the **Apply Absence Name** arrow.
7. Insert a **Start** and **End Date**.
8. Click on the **Partial Days** option.
  - a. From the drop-down select **All Days**.
  - b. Under **Duration** insert the hours.
  - c. Click **Done**.

\*Absence Name Sick Leave ▾ →

- Bereavement
- Educational Activities
- Jury Duty
- Select Absence Name
- Sick Leave
- Vacation Leave

\*Start Date 05/24/2023 End Date 05/24/2023 7

Cancel Partial Days Done

Partial Days All Days ▾

- All Days
- None

Duration 4.00 Hours 8b

8a →

8c →

## 9. Enter Comments.

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

11. Review your employee's **leave balance** and **requests**, if needed.

8 Partial Days All Days >

Duration 8.00 Hours

9 Comments

## Attachments

You have not added any Attachments.

Add Attachment

10

11

Balances

As Of 03/31/2023

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

# Manager- Leave Request Submission-Partial day

Managers can submit an absence request for employees via the Team Time and Attendance tile, requests submitted by Managers will auto-approve. Follow the steps on How to Submit Time for a Partial Day i.e. less than 8 hrs.

12. Select **Submit** to continue.

\*Start Date 05/25/2023

End Date 05/25/2023

\*Absence Name Sick Leave

Balance 16.00 Hours\*\*

Partial Days All Days

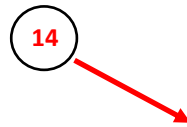
Duration 4.00 Hours

Submit

13. From the pop-up, click **Yes**.  
14. The request will now reflect the Status **“Approved”**.

Are you sure you want to Submit this Absence Request?

Yes No



**Sick Leave**

25-May-2023

4.00 Hours

Approved