Partial Time Leave Request

Timekeepers have the ability to enter, edit and submit partial sick and vacation time for employees in their respective department.

1. Navigate to Timesheet.
2. Search for employee by using Empl ID, Last Name and/or First Name fields.
3. Click Get Employees.
4. Employee will populate at bottom of the screen, select the hyperlink with the employee’s last name to view their timesheet.

Main Menu> Manager Self Service> Time Management> Report Time> Timesheet
5. Select to **View By**:
   - **Calendar Period** – Displays one pay period (2 weeks or 1 month)
   - **Day** – Displays just one day
   - **Week** – Displays one week

6. Enter the **Date** and click the green **Refresh** icon to display results.

7. Select the **Absence** tab.

8. Click the **Add Absence Event** button.

9. Enter **Start Date** and **End Date** of Sick or Vacation Time requested.

10. From the drop down menu arrow, select either the **Sick or Vacation Leave** to enter partial time.

11. Click the **Details** link to input additional information.
12. **Absence Event Detail Screen** will be displayed; verify the information is correct.

13. From the **Partial Days** dropdown select **All Days**.

14. Enter the hours requested, for the partial day sick or vacation leave request, in the **All Days Hours** field.

15. Click on the **Calculate End Date or Duration** to refresh.

16. Then click the **OK** button.

17. You will then be re-directed to the Timesheet, select the **Submit** button to continue.

18. From the **Submit Confirmation** screen, click **OK** to complete.

19. Total Hours submitted will now reflect under **Reported Hours**.