

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

Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

Report Time

Timesheet Summary

Employee Selection

Employee Selection Criteria

| Description | Time Reporter Group |
|---------------------|-------------------------------------|
| Time Reporter Group | <input type="text"/> |
| Employee ID | <input type="text"/> |
| Empl Record | <input type="text"/> |
| Last Name | <input type="text" value="Espino"/> |
| First Name | <input type="text" value="Diana"/> |

Get Employees

Clear Criteria

Save Criteria

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.

Employees For Yvette Ruiz-Esparza, Totals From 04/01/2019 - 04/07/2019

Time Summary | Demographics

| Last Name | First Name | Employee ID | Empl Record | Reported Hours | Hours to be Approved | Scheduled Hours | Exception | Reported Absence | Hours Approved or Submitted | Denied Hours |
|-----------|------------|-------------|-------------|----------------|----------------------|-----------------|-----------|------------------|-----------------------------|--------------|
| Espino | Diana | 6001205272 | 0 | 0.00 | 0.00 | 40.00 | | | 0.00 | 0.00 |

4

Partial Time Leave Request

Timesheet

Diana Espino
Coordinator
Actions ▾

Employee ID 6001205272
Empl Record 0
Earliest Change Date 05/01/2019

Select Another Timesheet

*View By Week Previous Week Next Week
*Date 04/01/2019 [Calendar] [Refresh] Reported Hours 0.00
Print Timesheet Punch Timesheet

Reported Time Status Summary **Absence** Exceptions Payable Time

Absence Events (?)

Absence Take |||

| Select | *Start Date | End Date | Absence Name | Reason | Unit Type | Details |
|--------------------------|-----------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------|---------|
| <input type="checkbox"/> | 04/01/2019 [Calendar] | 04/01/2019 [Calendar] | Select Absence Na Bereavement Educational Activities Floating Holiday Jury Duty Select Absence Name Sick Leave Vacation Leave | | | Details |

Add Absence Event

Approval

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.

Partial Time Leave Request

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**.

*Start Date 04/01/2019  12

End Date 04/01/2019 

Filter by Type All 13

Absence Name Vacation Leave

Partial Days All Days 13

All Days Hours 14 All Days Are Half Days

Duration Hours

Calculate End Date or Duration 15

OK 16 Cancel

Submit 17

Reported Time Status Su

Absence Events 17

Absence Take 17



Timesheet

Submit Confirmation

The Submit was successful.

Time for the Week of 2019-04-01 to 2019-04-07 is submitted

OK 18

| Select | * Start Date | End Date | Absence Name | Duration |
|--------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|----------------|----------|
| <input type="checkbox"/> | 04/01/2019  | 04/01/2019  | Vacation Leave | 2.00 |


Diana Espino Employee ID 6001205272

Coordinator Empl Record 0

Actions Earliest Change Date 05/01/2019

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 04/01/2019  19

Reported Hours 2.00 Print Timesheet Punch Timesheet