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 home page, select the Manager Self Service option from the drop down.
2. Select the Team Time and Attendance tile.
3. Under the side panel select Request Absence.
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.

Request Absence

Select Employee

<table>
<thead>
<tr>
<th>Name / Title / ID - Record</th>
<th>Directs / Total</th>
<th>Status / Type</th>
<th>Job Code / Position / Department / Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adrian Rodriguez</td>
<td></td>
<td>Active Full-Time Employee</td>
<td>19024 PeopleSoft - 301500</td>
</tr>
<tr>
<td>Jesse Guzman</td>
<td></td>
<td>Active Full-Time Employee</td>
<td>19004 PeopleSoft - 301500</td>
</tr>
<tr>
<td>Alan Jackson</td>
<td></td>
<td>Active Part-Time Employee</td>
<td>19162 PeopleSoft - 301500</td>
</tr>
</tbody>
</table>
Manager: Absence Request Submissions– Partial day

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

8. Enter **Comments**.
9. If applicable, please insert an **Attachment** to justify the absence (i.e. Doctor’s note, jury duty summons and school documents).
10. Review your employee’s **leave balance** and **requests**, if needed.

---

**Attachments**

You have not added any Attachments.

**Add Attachment**

**Balance Information**

As Of 04/30/2020  109.00 Hours**

View Balances

View Requests

Disclaimer: The current balance does not reflect absences that have not been processed.
Manager: Absence Request Submissions– Partial day

11. Select Submit to continue.
12. From the pop-up, click Yes.
13. The request will now reflect the Status “Approved.”