

Manager: Leave Request Submission- Full 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 Full Day i.e. 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.

The screenshot shows the 'Employee Self Service' dropdown menu with 'Manager Self Service' highlighted (1). Below it is the 'Team Time and Attendance' tile with a clock icon and three people icons (2).

The screenshot shows the 'Timesheet' side panel with 'Request Absence' highlighted (3). Other options include 'Approve Reported Time', 'Payable Time Detail', and 'Cancel Absences'.

The screenshot shows the 'Request Absence' search interface. It includes a search bar for employees, a date selector set to 02/03/2020, and a 'Search' button. Below is a table of employees to select from.

Name / Title / ID - Record	Directs / Total	Status / Type	Job Code / Position / Department / Location
Adrian Rodriguez Project Specialist 6001111111 - 0		Active Full-Time Employee	19024 10011111 PeopleSoft - 301500
Jesse Guzman Admin Services Coordinator 6001222222 - 0		Active Full-Time Employee	19004 10012222 PeopleSoft - 301500
Alan Jackson Accountant I 6001333333 - 0		Active Part-Time Employee	19162 10073333 PeopleSoft - 301500

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- From the drop-down, select the **Absence Name**.
- Insert a **Start** and **End Date**.
- On duration insert **8** hours
- Click on the **Partial Days** option.
 - From the drop-down select **None**.
 - Click **Done**.

Request Absence
Adrian Rodriguez ✓
Project Specialist
[Return to Select Employee](#)

*Absence Name 5
Bereavement
Educational Activities
Jury Duty
Select Absence Name
Sick Leave
Vacation Leave

Request Absence
Adrian Rodriguez ✓
Project Specialist
[Return to Select Employee](#)

Submit

*Absence Name 6

*Start Date 6

End Date 6

Duration Hours 7

Partial Days 8

Comments 9

Partial Days 8b 8a

Attachments

You have not added any Attachments.

Add Attachment 10

Balance Information

As Of 04/30/2020 109.00 Hours**

View Balances 11

View Requests

Disclaimer The current balance does not reflect absences that have not been processed.

9. Enter **Comments**.

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

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

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Request Absence

Adrian Rodriguez 

Project Specialist

[Return to Select Employee](#)

*Absence Name

*Start Date 

End Date 

Duration  Hours

12

Submit

12. Select **Submit** to continue.
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?

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Yes

No

Request Absence

Adrian Rodriguez 

Project Specialist

[Return to Select Employee](#)

Absence Name Vacation Leave

Start Date 02/11/2020

End Date 02/11/2020

Duration 8.00 Hours

Partial Days None

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Status Approved

Comments