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.
5. From the drop-down, select the Absence Name.
6. Insert a Start and End Date.
7. On duration insert 8 hours
8. Click on the Partial Days option.
   a. From the drop-down select None.
   b. Click Done.
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.
12. Select **Submit** to continue.
13. From the pop-up, click **Yes**.
14. The request will now reflect the **Status** “Approved.”