Employee Leave Request Submission – Partial Day

Employees can submit an absence request via the Time and Attendance tile, all submissions will route to the employee’s Supervisor for approval. Follow the steps on how to submit time for a Partial Day i.e. 4 hrs.

1. Log into PeopleSoft, from the Employee Self Service homepage select the Time and Attendance tile.
2. Next, select the Request Absence option on the left panel.

3. From the drop-down menu, select the Absence Name.
4. Insert the Start and End Date.
5. Then, click on the Partial Days option:
   5a. From the drop-down, select All Days.
   5b. Under Duration enter the hours.
   5c. Select Done.
6. Enter Comments.
7. If applicable, please insert an **Attachment** to justify the absence (i.e. Doctor’s note, jury duty summons, school documents).

8. Review your **leave balance** and **requests**, if needed.

9. Select **Submit**.

10. From the pop-up click **Yes** to submit the request for approval. You will then see the “Submitted” status under the request.

This request will route to your supervisor. If your supervisor approves, the time will be recorded and reflect until the next pay cycle. If the request is Pushed-back (sent back), you will need to modify and resubmit.