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.

---

**Manager: Leave Request Submission - Full day**

1. **Adrian Rodriguez**
   - Project Specialist
   - Employee ID: 6001111111 - 0
   - Status: Active
   - Full Time Employee
   - PeopleSoft - 301500

2. **Jesse Guzman**
   - Admin Services Coordinator
   - Employee ID: 6001222222 - 0
   - Status: Active
   - Full Time Employee
   - PeopleSoft - 301500

3. **Alan Jackson**
   - Accountant I
   - Employee ID: 6001333333 - 0
   - Status: Active
   - Part Time Employee
   - PeopleSoft - 301500
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.”