Manager: Absence Request Submissions– Partial 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 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.
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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.
11. Select **Submit** to continue.
12. From the pop-up, click **Yes**.
13. The request will now reflect the **Status** “Approved.”