Employee Leave Request Submission—Full 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 Full Day i.e. 8 hrs.

1. Log into PeopleSoft, from the Employee Self Service homepage select the Time and Attendance tile.
2. Next, select the Manage Absence tile.
3. Select Start Date.
4. Select End Date.
5. From drop-down menu, select Absence Name.
6. The select the Apply Absence Name Arrow.
7. Click on Partial Days option.
8. From drop-down select None.
9. Select Done.
10. Enter Comments.

Disclaimer: The current balance does not reflect leave requests that have not been approved by your supervisor and processed in the UT PeopleSoft system.
11. If applicable, insert an **Attachment** to justify the absence (i.e. Doctor’s note, jury duty summons and school documents).

12. Review your leave balance and requests, if needed.

13. Select **Submit**.

14. 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, you will need to modify and resubmit.