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 Manage Absence tile.

3. Select Start Date.
4. Select End Date.
5. From drop-down menu, select the Absence Name.
6. The select the Apply Absence Name Arrow.

+1 Day button will add one day to end date each time it is clicked.

7. Click on Partial Days option.
8. From drop-down select All Days.
   8a. Under Duration enter the hours.
9. Select Done.
10. Enter Comments.
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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.