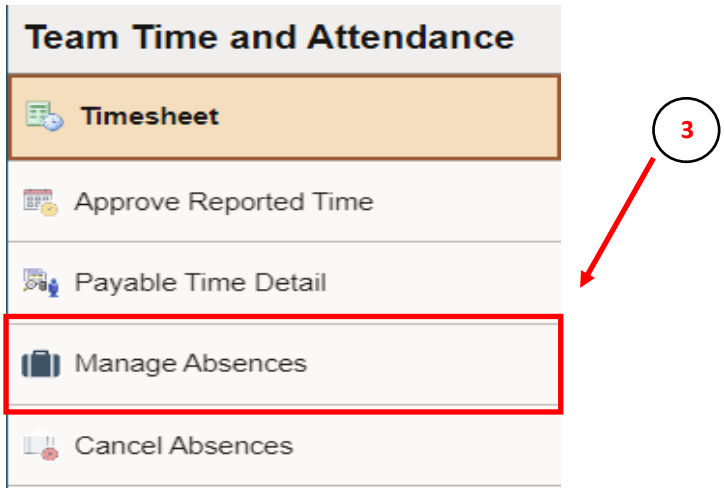
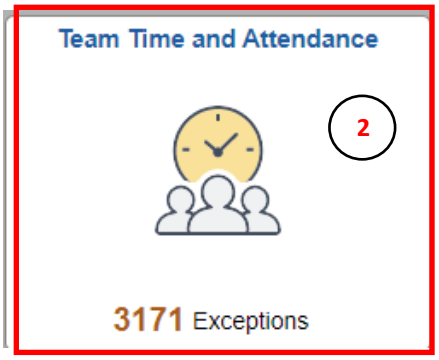
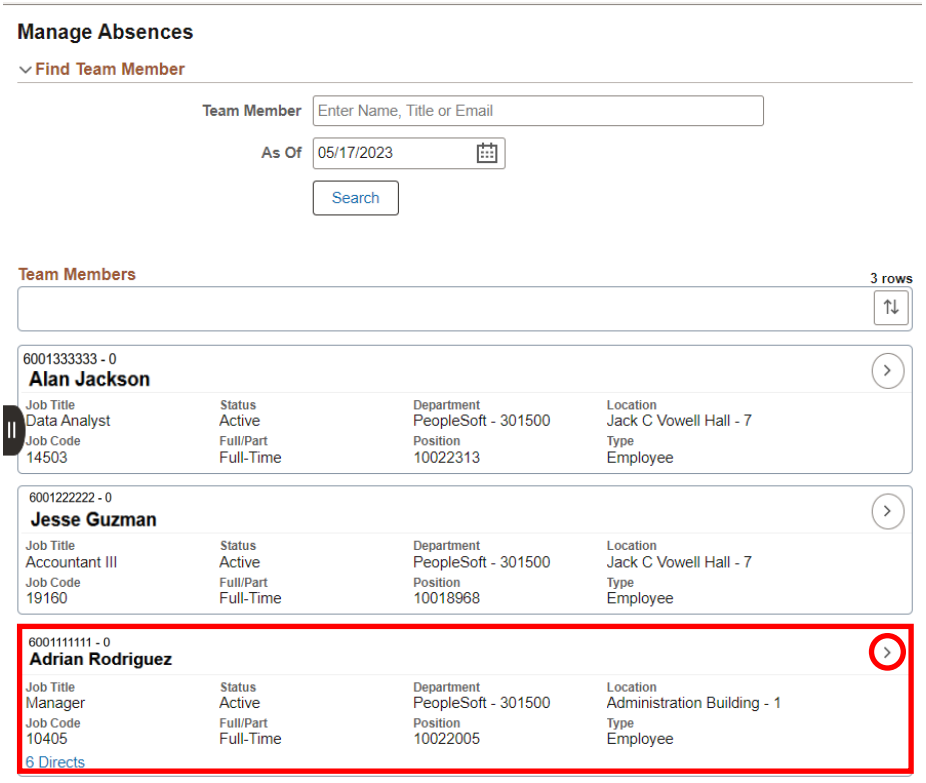
Manager- Leave Request Submission–Partial day

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, from the drop-down, select the **Manager Self Service** option.
2. Select the **Team Time and Attendance** title.
3. Under the side panel select **Manage absences.**







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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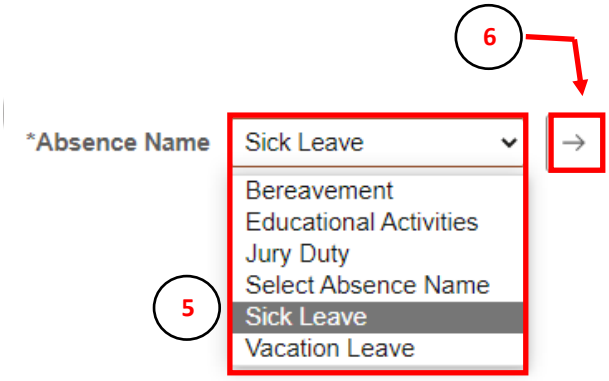
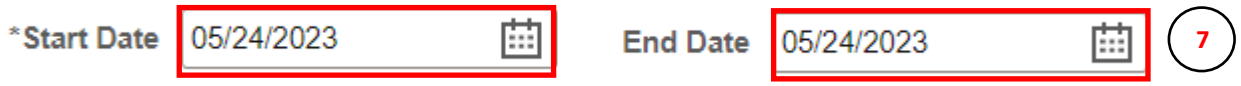
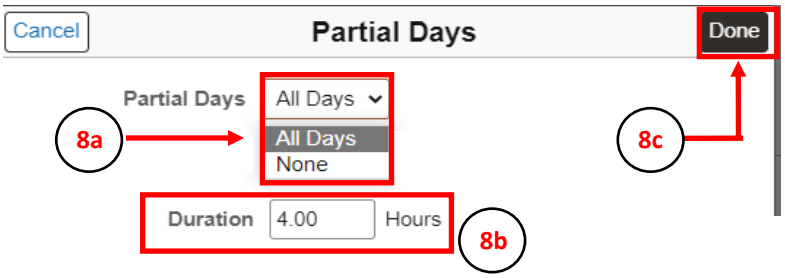
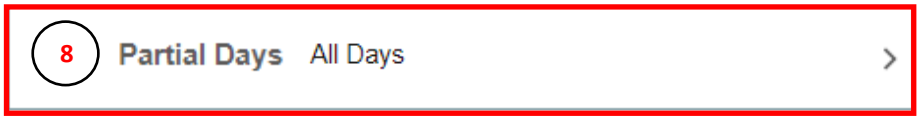
5. From the drop-down, select the **Absence Name**.
6. Click on the **Apply Absence Name** arrow.
7. Insert a **Start** and **End Date**.
8. Click on the **Partial Days** option.
    a. From the drop-down select **All Days.**
    b. Under **Duration** insert the hours.
    c. Click **Done.**





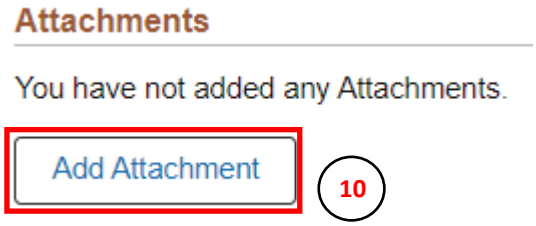


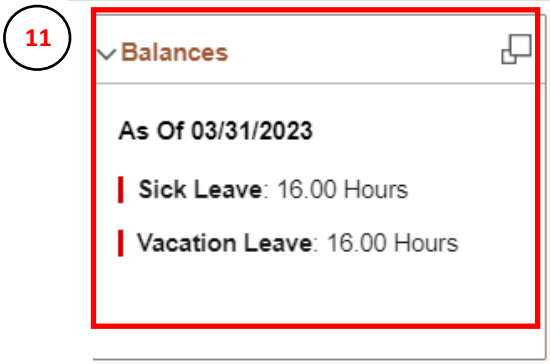


9.Enter **Comments.**

10. If applicable, please insert an **Attachment** to justify the absence (i.e. Doctor's note, jury duty summons and school documents).

11. Review your employee's **leave balance** and **requests,** if needed.





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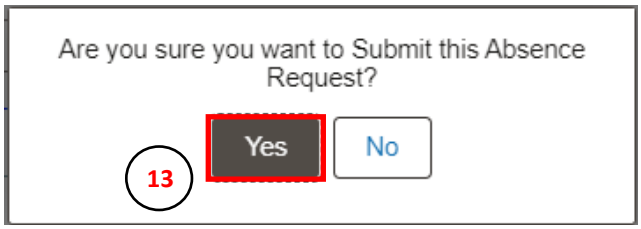
12. Select **Submit** to continue.

13. From the pop-up, click **Yes**.

14. The request will now reflect the Status "**Approved".**