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”.

Are you sure you want to Submit this Absence Request?
Yes
No

Sick Leave
25-May-2023
4.00 Hours

Approved