Manager- Leave Request Submission—Full 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 Full Day i.e. 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 None.
   b. 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.

Attachments
You have not added any Attachments.

Partial Days
- None
- All Days

Duration 8:00 Hours
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12. Select Submit to continue.

Create a new Request

Start Date 05/24/2023
Absence Name Vacation Leave
Balance 16.00 Hours

Partial Days None
Duration 8.00 Hours
Comments Test

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

13. From the pop-up, click Yes.
14. The request will now reflect the Status “Approved”.

Vacation Leave
24-May-2023
8.00 Hours

Approved