**How to request a partial day absence:**
This job aid outlines how an employee can request a partial day absence.

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<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the <strong>Time and Absence</strong> tile.</td>
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Step 2: Click the **Request Absence** tile to request an absence.
Step 3: Click the Absence Name drop-down arrow and select an absence type.

This will only display absence types that are associated with your eligibility.

Please refer to the Absence Type one page document.

Step 4: Click the Reason drop-down arrow and select an appropriate reason for the leave.

Note: Not all absence types have this reason field.
Step 5: Enter or select the Start Date of the absence.

Step 6: For absences of less than a full day, click the Partial Day option to enter the number of hours that you are requesting to be absent.

Select the first day of the absence event. The field option defaults to the current date. If there's a break in the absence, enter each event separately. For example, if you're out sick for two days, return to work for three days, and are out sick again, enter two absence events. If the absence includes a weekend (say, Thursday to Monday), enter one absence event.

Future dated absences can be entered months in advance of the planned absences.

You can go back and enter absences that occurred 30 days prior to the current day.

Note: An end date is not needed unless you are requesting multiple days of leave.
Step 7: Click the Partial Days drop-down arrow and select the applicable option.

- **All Days** – Indicates that every day of absence is a partial day.
- **None** – Indicates that all days are full days at your regularly scheduled hours.
- **Start Day Only** – Indicates that every day of the absence with the exception of the first day was a full day off.

Step 8: If the Start Day is less than half a day, click the Start Day is Half Day button to toggle to no.

If the absence is for a half day, leave the button at yes and the system will populate the duration hours for you. It will populate half of what you are scheduled to work.

Step 9: Click in the Duration Hours field and enter the partial hours.

Step 10: Click the Done button to complete the request.
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Step 11: Click the Check Eligibility button to determine if you are eligible to take the leave.

Two possible messages will be returned:

- **ELIGIBLE** means you have the leave available.
- **INELIGIBLE** means you do not have the leave balance available for the request.

If the absence is for leave types other than annual or sick leave, you will not see this Check Eligibility button. However, if the other leave type (i.e., death in the immediate family leave) has a limit per Uof SC policy, an error message will appear if your request exceeds the established limit.

Step 12: A message appears saying you are eligible. Click the OK button to continue.
Step 13: Click the View Eligibility Details link to view the details.

If Check Eligibility comes back Ineligible, an ineligible reason will be provided on this Eligibility Details page.

Step 14: Click the X to close the page to continue the absence request.
Step 15: Click in the Comments field and enter additional information. You may wish to include the actual times you will be absent. These comments are routed to your manager or TL/ABS approver.

Note: If attachments are required for the Absence Type, a message will appear asking you to upload supporting documentation.

Step 16: To add an attachment, click the Add Attachment button.
Step 17: Click **My Device** to select the appropriate documentation saved on your computer.

Step 18: Select the document and click the **Open** button.
**Step 19:** Click the **Upload** button.

**Step 20:** Click the **Done** button to close the File Attachment page.
Step 21: Enter a description for the attached document in the Description field.

Step 22: Click Submit to submit the absence request for approval.
Step 23: Click the Yes button to indicate you are ready to submit the request.
Once the absence request has been submitted correctly, you will see a message saying that the absence request has been submitted successfully. Also, an email is generated that will automatically be sent to you.

The Approval Chain option will become available when the absence is routed for approval. You can click it to view who it has been sent to for approval.

You successfully learned how to request a partial day absence from the request absence tile.