How to request a partial day absence:
This job aid outlines how a manager can request a partial day absence on behalf of an employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

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<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the <strong>Choose Other Homepages</strong> drop-down arrow and select <strong>Manager Self Service</strong> from the list.</td>
<td><img src="image1.png" alt="Screenshot of Manager Self Service" /></td>
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<td><strong>Step 2:</strong> Click the <strong>Time and Absence Workcenter</strong> tile.</td>
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Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries and reports.

**Step 3:** Click the **Manage Time and Absence** drop-down arrow.
Step 4: Click **Request Absence** from the options list.

Step 5: Click in the **Empl ID** field and enter the USCID for the employee you are creating the absence for.

Step 6: Click the **Search** button.

Step 7: Click the **Employee** row to open the Request Absence page.
Step 8: Click the Expand Page icon to see a full view of the Enter Time page. This will reduce the amount of scrolling you will have to do to complete the task.
Step 9: Click the Absence Name drop-down arrow and select an absence type.

This will only display absence types that are associated with the employee’s eligibility.

Please refer to the Absence Type one page document.

Step 10: Click the Reason drop-down arrow and select an appropriate reason for the leave.

Note: Not all absence types have this reason field.
Step 11: Enter or select the Start Date of the absence.

Step 12: 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 the employee is 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 60 days prior to the current day.

Note: An end date is not needed unless you are requesting multiple days of leave.
Step 13: 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 14: 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 15: Click in the Duration Hours field and enter the partial hours.

Step 16: Click the Done button to complete the request.
Step 17: Click the Check Eligibility button to determine if they are eligible to take the leave.

Two possible messages will be returned:

- ELIGIBLE means they have the leave available.
- INELIGIBLE means they 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 18: A message appears saying you are eligible. Click the OK button to continue.
Step 19: 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 20: Click the X to close the page to continue the absence request.
Step 21: Click in the Comments field and enter additional information.

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

Step 22: To add an attachment, click the Add Attachment button.
Step 23: Click **My Device** to select the appropriate documentation saved on your computer.

Step 24: Select the document and click the **Open** button.
Step 25: Click the **Upload** button.

Step 26: Click the **Done** button to close the File Attachment page.
Step 27: Enter a description for the attached document in the Description field.

Step 28: Click Submit to submit the absence request for approval.
Step 29: 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 the employee.

When an absence request is entered by a manager on behalf of an employee, additional approval is not required.

You successfully learned how to request a partial day absence on behalf of an employee.