

For Timekeepers/Clerks ONLY

How to Submit or Modify an Absence Request for a Full Time Teacher

(Anyone besides Teaching Assistants, Part Time Employees, Employee with Unique Schedules, etc.)

Step 1. Go to PeopleSoft > Manager Self-Service > Team Tile > Create and Maintain Absences. If it's a new request, fill in all of these fields with the respective information. If it's an existing absence request, you need to utilize the search option and search their Employee ID to modify or edit it.

SPPS Manager Team Time

Timesheet
Report Time
Payable Time
Leave / Comp Time
Create and Maintain Absences
Team Calendar
Manage Exceptions
Daily Time Calendar
Weekly Time Calendar
Monthly Time Calendar

Create and Maintain Absence Requests

> Search

Important to note: You can also expand the search option if there is an existing absence request for this employee that you are fixing. You would use this to modify or edit an absence request by searching the Employee ID.

First, add in the Employee's employee ID, start date, end date, absence name, absence type, etc.

Absence Requests

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name
☐							

Select All Deselect All
Copy Absence Delete

Comments

> Submission Options

Step 2. Select the hyperlinked name once all information is filled out for the most user-friendly view of the absence request.

Create and Maintain Absence Requests

> Search

Absence Requests

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name
☐							

Select All Deselect All
Copy Absence Delete

Comments

The easiest way to submit requests on behalf of an Employee is by selecting their name once the hyperlinked name generates here.

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Step 3. Review and Adjust - Skip to this other help page for assistance in requesting or modifying an absence request for a Teaching Assistant, Part Time Employee, or an Employee with a unique schedule. These additional steps will be needed if nothing generates automatically for the “Duration” field.

The screenshot shows the 'Absence Details' form. A red callout box with white text points to the 'Duration' field, which is highlighted with a yellow oval. The text in the callout box reads: 'Review all information here and make sure hours are generating in this "Duration" field. If they are not, you need to use the Partial Days "All Days" option and fill out the Duration box with the respective hours per day for that Employee.'

Absence Details

☒ **Instructions**
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Extended Absence Request page

Details ⓘ

*Start Date: 10/27/2025
End Date: 10/27/2025
Filter by Type: All
*Absence Name: Sick Leave
*Reason: Sick Leave Pay
Partial Days: None
Duration: Hours
Status:
[Calculate Duration](#)

Step 4. Scroll down and select “OK”

The screenshot shows the 'Request History' section. A red callout box with white text points to the 'OK' button. The text in the callout box reads: 'Click OK before submitting once you have added all fields.'

Request History

Approval Process	Status	Name	Date	Comments

* Required Field
**Disclaimer: The current balance does not reflect absences that have not been processed.

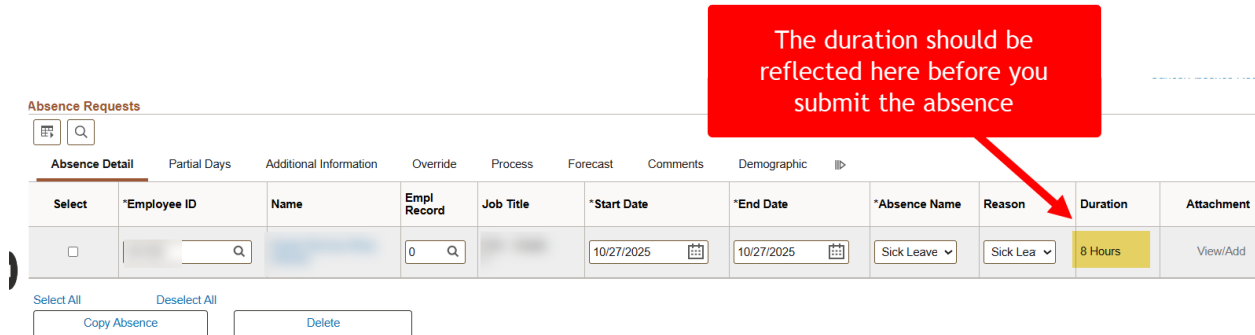
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Step 5. Review:

The duration should be reflected here before you submit the absence



Absence Requests

Select All Deselect All Copy Absence Delete

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment
☐							Sick Leave	Sick Lea	8 Hours	View/Add

Step 6. Submit the absence request:

Absence Requests

Select All Deselect All Copy Absence Delete

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name
☒							Sick Leave

Comments

> Submission Options

Submit Save for Later Forecast

Select the checkbox and hit submit to submit and approve this for an Employee, and for it to generate on their timesheet.

