

For Timekeepers/Clerks ONLY

How to Submit or Modify an Absence Request for a Teaching Assistant, Part Time Employee, or an Employee with a Unique Schedule

*For these employees, you need to select the partial days all days option with the duration field filled out.

Any TA, employee with a unique schedule, or part time employee may need the partial days option required for an absence request to go through. As a Timekeeper, this selection can be overridden which will cause the absence request to essentially be non-existent with zero hours. This may result in a delay or error in pay for the Employee.

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 Request

> 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.

Absence Requests

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

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.

New Window

Create and Maintain Absence Requests

> Search

Absence Requests

Absence Detail

Partial Days

Additional Information

Override

Process

Forecast

Comments

Demographic

||>

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name
☐		[Name]	0		10/27/2025	10/27/2025	Sick Leave

Select All Deselect All

Comments

The easiest way to add this is by selecting the Employee's name that is highlighted blue after the main absence information is added.

Step 3. The Absence Details page will pop up. Fill out the partial days and duration fields. Select "All Days" for the Partial Days field:

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

View Monthly Calendar

Current Balance

Next, this page should pop up. As you can see, the partial days and duration selections are not completed.

Step 4. This is what this page should look like once you fill out these fields with the Partial Days “All Days”, the respective number of hours (this is per day – i.e. Do not enter 15 if you are submitting for 2 days to indicate 7.5 hours each day, select 7.5 in this field), and select Calculate Duration:

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: All Days

All Days Hours: 7.50

Duration: 7.50 Hours

Status

[Calculate Duration](#)

Additional Information

[View Month](#)

Current Balance

This is what this page should look like when you adjust the partial days option to "All Days" and add in the Duration amount. Please input the respective hours here based on the unique Employee. Then, select Calculate Duration to see the options update.

Step 5. Scroll down and select “OK”

Request History

Approval Process	Status	Name	Date	Comments

OK **Cancel**

Click OK before submitting once you have added in the partial days, all days, and duration fields

* Required Field

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

Step 6. Review:

The duration should be reflected here before you submit the absence

<1-1 of 1>> | View All

Demographic

*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Original Begin Date	Entry Source	Status	Void	
10/27/2025	Sick Leave	Sick Leave	7.25 Hours	View/Add	Not Available	10/27/2025		New	☐	

Step 7. Submit the absence request:

Absence Requests

Absence Detail Partial Days Additional Information Override Process Forecast Comments Demographic

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name
☒			0		10/27/2025	10/27/2025	Sick Leave

Select All Deselect All Copy Absence Delete

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.