

Submitting an Absence Request for Partial Days Job Aid



Certain employment groups at the University have specific parameters on the amounts of time that can be submitted on an absence request. This document captures how to use partial days for those employee groups.

FACULTY, ACADEMIC PROFESSIONALS (P&A) AND ADMINISTRATIVE EMPLOYEES

Faculty, Academic Professionals (P&A) and Administrative employees must submit absences in full or half day increments only.

1. Navigate to **MyU>My Time > Request Time Off**
2. In the *Start Date* field enter the start date of the absence.
3. *Filter by Type* field is not required.
4. From the **Absence Name** drop-down menu select the absence name. Options may vary depending upon eligibility. Choose between “Vacation” or “Personal Holiday”. Do not select “Excused Paid” or “Unpaid” unless directed to do so.
5. In the *End Date* field enter the end date of the absence. The end date can be the same as the start date or can span multiple days.
6. From the **Reason** drop-down menu select the absence reason. Use “Other” or “Personal Holiday” unless directed differently. See the “Absence Definitions” job aid for more information.
7. From the **Partial Days** drop-down menu select the partial days option. The partial days selection identifies which day of the absence will be partial – all other days remain as full days. Choose between “All Days”, “End Day Only”, “Start Day Only”, “Start and End Day Only.”
8. For half day request, the *Hours* field is not required.
9. Select the **Half Day** checkbox. Selecting the checkbox calculates the partial day as a half day.
Note: the checkbox name corresponds with the partial day selection.
10. Do not use the *Duration* field. Duration will display the total hours of the request after the system performs the absence calculation.
11. Click <Calculate Duration>. The system calculates the duration based on your work schedule and the selections you have entered. Click <Monthly Schedule>. If your work schedule is not correct, see your supervisor or unit absence administrator.
12. The *Comment* field is not used. Do not enter comments.
13. Click <Submit> or <Save for Later>.
 - <Submit> saves the request and routes it to your supervisor for approval.
 - <Save for Later> saves the request but does not route it to your supervisor. Edit your request by clicking <Absence Request History> on the **My Time** page.
14. Click <Yes> to confirm submission.
15. Click <OK> to complete.



Monitor notifications/emails – when supervisors review requests, notifications/emails are automatically sent to the employee on the status of the requests.

Submitting an Absence Request for Partial Days Job Aid (cont.)



BARGAINING UNITS AND CIVIL SERVICE EMPLOYEES

Bargaining Units and Civil Service employees may submit partial days but should use quarter hour increments when submitting the request.

1. Navigate to **MyU > My Time > Request Time Off**
2. In the *Start Date* field enter the start date of the absence.
3. *Filter by Type* field is not required.
4. From the **Absence Name** drop-down menu select the absence name. Options may vary depending upon eligibility. Choose between “Vacation”, “Sick Leave”, “Personal Holiday”, “Comp Time.” Do not select “Excused Paid” or “Unpaid” unless directed to do so.
5. In the *End Date* field enter the end date of the absence. The end date can be the same as the start date or can span multiple days.
6. From the **Reason** drop-down menu select the absence reason. Use “Other”, “Personal Holiday” or “Comp Time” unless directed differently. See the *Absence Definitions* job aid for more information.
7. From the **Partial Days** drop-down menu select the partial days option. The partial day selection identifies which day of the absence will be partial – all other days will remain as full days. Choose between “All Days”, “End Day Only”, “Start Day Only”, “Start and End Day Only.”
8. In the *Hours* field enter the total partial day hours. *Note: Entry of time should be made in quarter hour increments (.25 = 15 minutes, .50 = 30 minutes, .75 = 45 minutes).*
9. Do not use the **Half Day** checkbox. It is not required.
10. Do not use the *Duration* field. Duration will display the total hours of the request after the system performs the absence calculation.
11. Click <Calculate Duration>. The system calculates the duration based on your work schedule and the selections you have entered. Click <Monthly Schedule>. If your work schedule is not correct, see your supervisor or unit absence administrator.
12. The *Comment* field is not used. Do not enter comments.
13. Click <Submit> or <Save for Later>
 - <Submit> saves the request and routes it to your supervisor for approval.
 - <Save for Later> saves the request but does not route it to your supervisor. Edit your request by clicking <Absence Request History> on the **My Time** page.
14. Click <Yes> to confirm submission.
15. Click <OK> to complete.



Monitor notifications/emails – when supervisors review requests, notifications/emails are automatically sent to the employee on the status of the requests.