Request Full Day leave

- Log into PeopleSoft HRMS
- Self-Service
- Time Reporting
- Report Time
- Absence Request—IF YOU ARE REQUESTING FML (FAMILY MEDICAL LEAVE) IT MUST HAVE BEEN APPROVED AHEAD OF TIME.
- Fill in request.
  1. Fill in start date
  2. Filter by Type click on drop down arrow and choose type of leave. **If you do not know the type of leave to request, contact Payroll.**

### Request Absence

Debra Gagner

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

<table>
<thead>
<tr>
<th>Absence Detail</th>
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<tbody>
<tr>
<td><strong>Start Date:</strong></td>
</tr>
<tr>
<td><strong>Filter by Type:</strong></td>
</tr>
<tr>
<td><strong>Absence Name:</strong></td>
</tr>
<tr>
<td>Comments</td>
</tr>
<tr>
<td>Requestor Comment</td>
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</tbody>
</table>

**Required Field:** Annual Classified

Go To: View Absen

- Annual Leave Pro Fac
- Bonus Leave
- College Personal/9Month Faculty
- Comp Leave
- Education Leave Plan 63
- Family Personal/VSDP Only Leave without Pay
- On Call
- Other
- Overtime
- Recognition and Retention
- School Asst/Volunteer Service
- Short Term Disability
- Sick 9 Month Faculty
- T06SICK/VSDP
- Traditional Sick
- Workers comp
3. **Absence Name** (this must agree with the field **Filter by Type**). Go to the Absence Name, click on the down arrow and select the matching name. To the **RIGHT** of this box you will see how much leave you have available for the type of leave you have chosen. This balance reflects only leave that has been processed by payroll. You should never be more than one payroll off in leave balances.

4. After the **Absence Name** is selected, the dialog box expands to show the fields of **Partial Days** and **Duration**.

5. If None is not showing for **Partial Days**, choose **None** (because you are requesting full days).

6. **Duration** is the total number of hours you wish to take off. One day would be 8 hours, a week would be 40 hours, etc.

7. Click on **Calculate End Date** (date is inserted automatically based on the hours you have entered).

8. If you are requesting **Family Medical Leave** check FML. This type of leave must have already been approved by your supervisor before it can be used.

9. **Requestor Comments**: enter the reason you are requesting the leave (vacation, personal, sick, etc.) any other comments your manager may need.

10. **Save for Later** or **Submit** your request.
11. **Save for Later** allows you to set up your request and submit it at a later date. Your supervisor can see the saved request, but does not approve it until you **Submit** the request.

12. If **Submit**, click **OK** to acknowledge the Submit

13. If finished in HRMS, **Sign Out** (look at top right corner of screen)

**Is your leave approved?**

- You will receive an email from your supervisor when your request for leave is approved, denied, or pushed back to you for rework. You can also go into **View Absence Request History** to see absence request history and the status.

- **Push back** indicates it was not approved as submitted and has been returned to you by your manager for rework. You need to edit the request (where you can see the reason), and make any needed changes. Notice in the screen print below, the two requests that may be edited.

*Important* The current balance shown DOES NOT reflect absence request that have not been processed.
Oops—you have submitted your request and now do not want to take the leave as it was requested (not at all or different time).

- **If your supervisor has approved the request:**
  If you find you ARE NOT going to take that leave or the amount of leave or dates are different than you requested, you MUST notify PAYROLL (Linda Smith) of the change. If you fail to notify Payroll, your account will reflect that time as leave taken.

- **If the manager HAS NOT yet approved the request:**
  If your manager has NOT approved the request the manager can return it to you for “rework” and you can cancel the request or make hour changes and re-submit the request.

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**IMPORTANT**

If you have requested leave that you have not yet taken (future leave), you MUST enter that leave into HRMS and have it approved by your supervisor.
Summary: Request Self Service Leave (Full Days)

- Log into PeopleSoft HRMS
- Click on Self Service
- Click on Time Reporting
- Click on Report Time
- Click on Absence Request
- Enter Start Date
- Click on drop down arrow in the Filter by Type
- Select type of leave
- Click on Absence Name and select type of leave
- Be sure Partial Leave shows None
- Duration: enter leave hours based on 8 hour days
- Click on Calculate End Day
- Check to see that correct End Day is what you expected
- If Family Medical Leave (which must have been approved ahead of time), check
- Comments: fill in reason for the leave request
- Save for Later or Submit
- If Submit, Sign Out (top right corner of screen)
- Sign Out