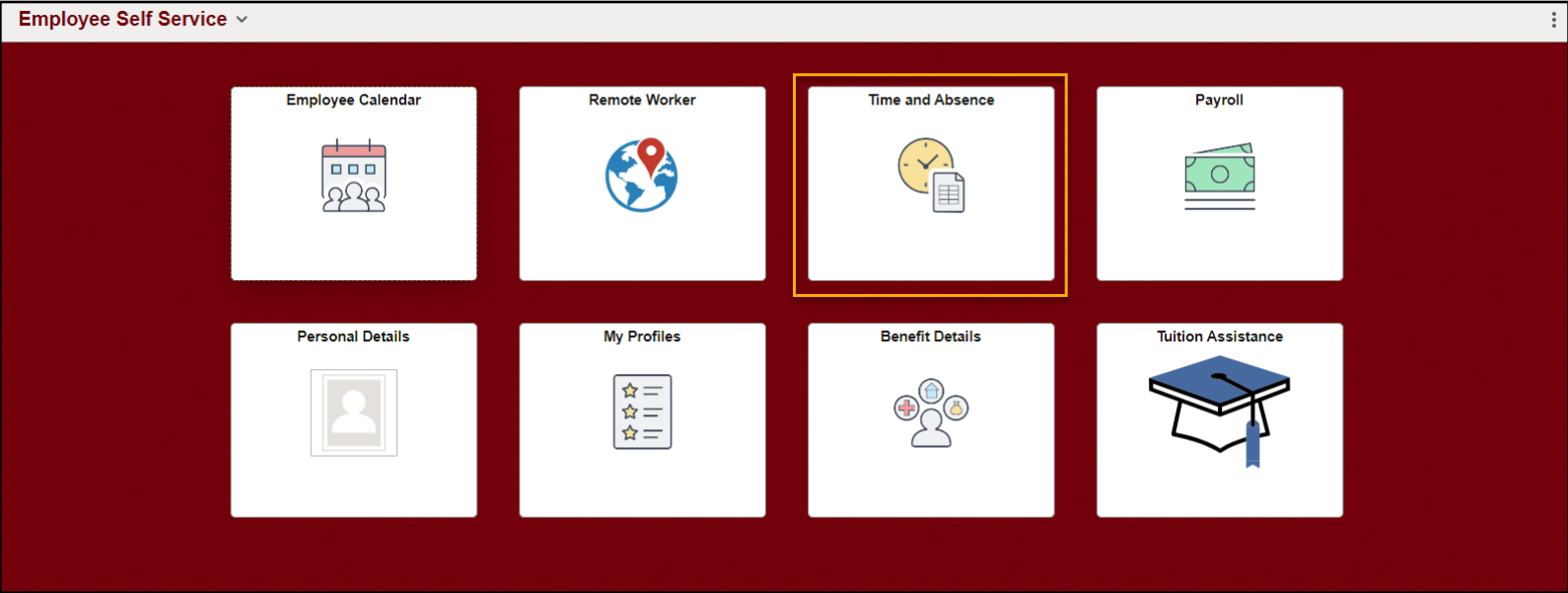


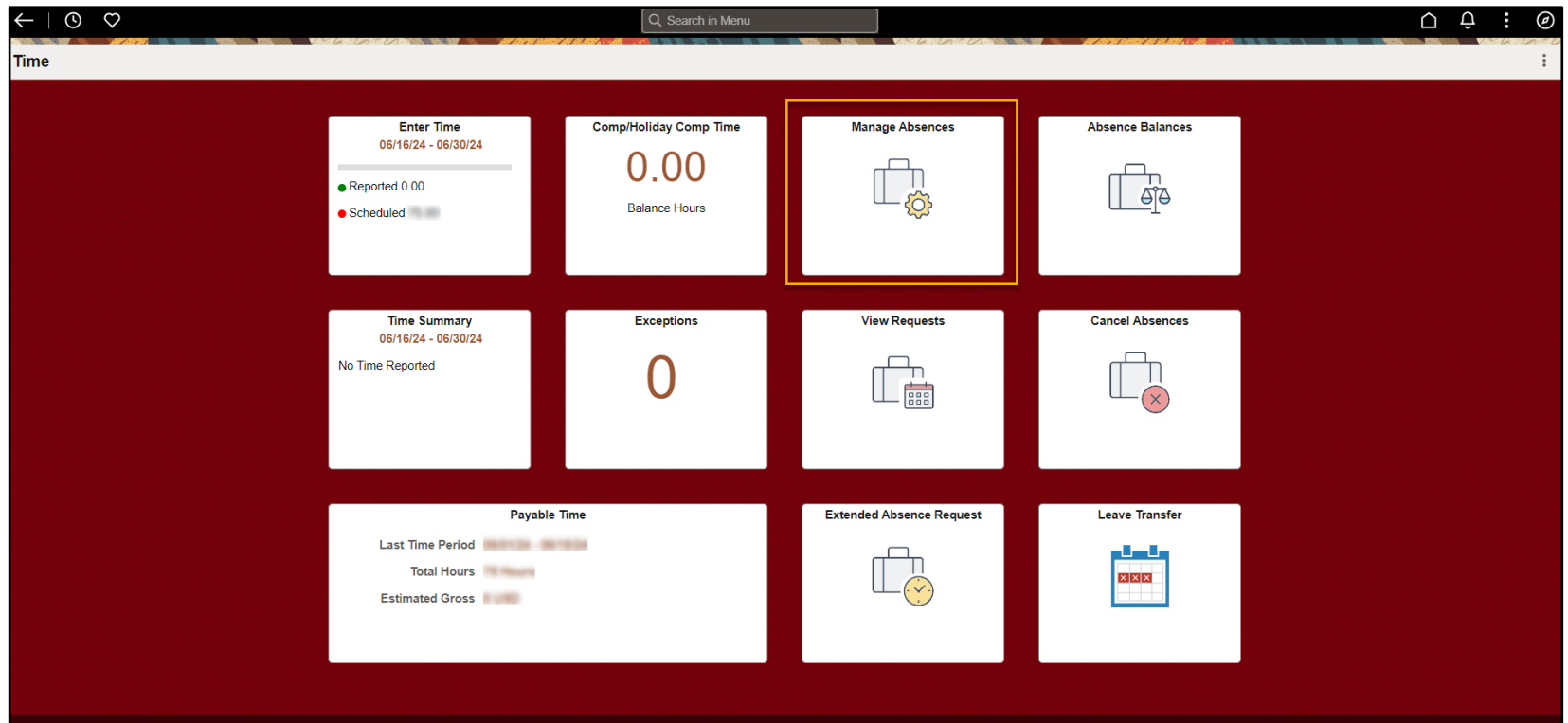
How to request a partial day absence:

This job aid outlines how an employee can request a partial day(s) in an absence request.

Navigation: Employee Self Service > Time and Absence > Manage Absences

Information	Screenshots
<p>Step 1: On the Employee Self Service landing page, click the Time and Absence tile.</p>	 <p>The screenshot shows the 'Employee Self Service' landing page with a dark red background. At the top left, there is a dropdown menu labeled 'Employee Self Service'. Below it, there are eight white tiles arranged in a 2x4 grid. The tiles are: 'Employee Calendar' (calendar icon), 'Remote Worker' (globe icon), 'Time and Absence' (clock and document icon, highlighted with a yellow border), 'Payroll' (money icon), 'Personal Details' (person icon), 'My Profiles' (list with stars icon), 'Benefit Details' (person with plus icon), and 'Tuition Assistance' (graduation cap icon).</p>

Step 2: Click the **Manage Absences** tile to request an absence.



The screenshot shows a mobile application interface for 'Time' management. The top navigation bar includes a search bar and standard mobile icons. The main content area features several white tiles on a dark red background:

- Enter Time:** 06/16/24 - 06/30/24. Reported 0.00, Scheduled [redacted].
- Comp/Holiday Comp Time:** 0.00 Balance Hours.
- Manage Absences:** (Highlighted with a yellow border) Icon of a briefcase and gear.
- Absence Balances:** Icon of a briefcase and scales.
- Time Summary:** 06/16/24 - 06/30/24. No Time Reported.
- Exceptions:** 0.
- View Requests:** Icon of a briefcase and calendar.
- Cancel Absences:** Icon of a briefcase and a red 'X'.
- Payable Time:** Last Time Period [redacted], Total Hours [redacted], Estimated Gross [redacted].
- Extended Absence Request:** Icon of a briefcase and clock.
- Leave Transfer:** Icon of a calendar with red 'X's.

Step 3: Click the **Absence Name** drop-down arrow and select an absence type.

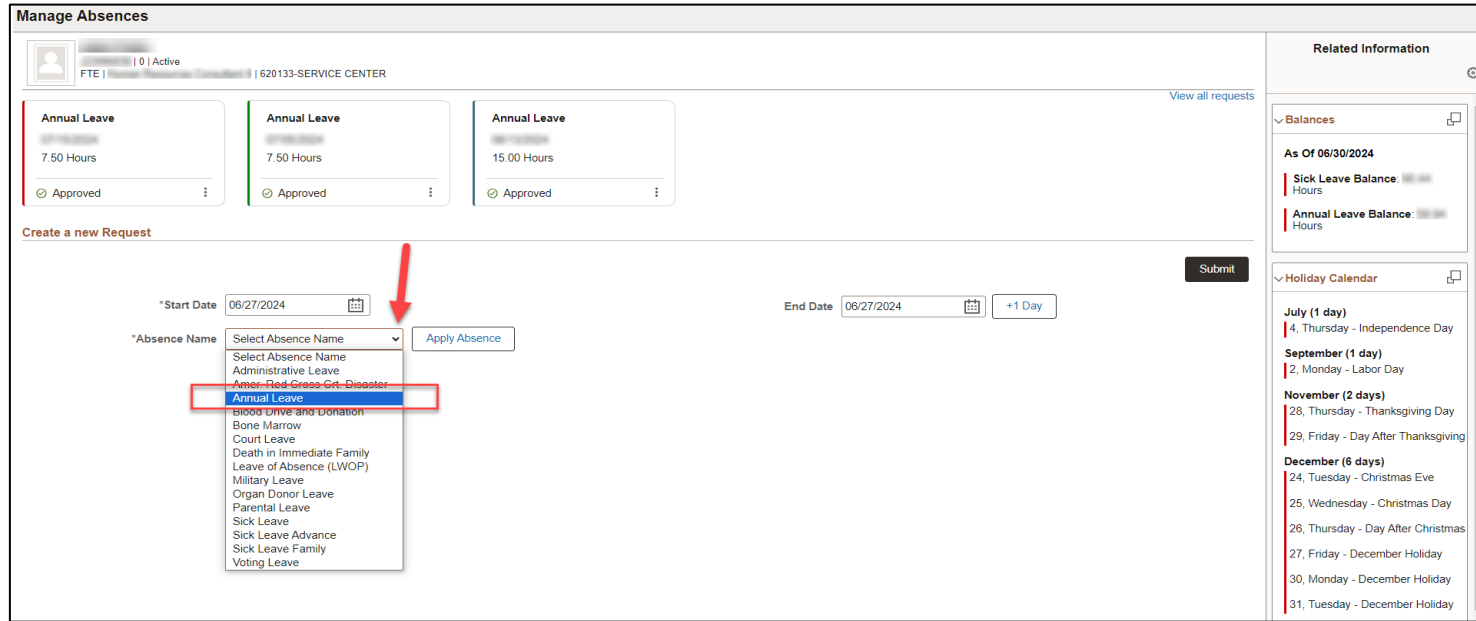
This will only display absence types that are associated with your eligibility.

Please refer to the Absence Type one-page document.

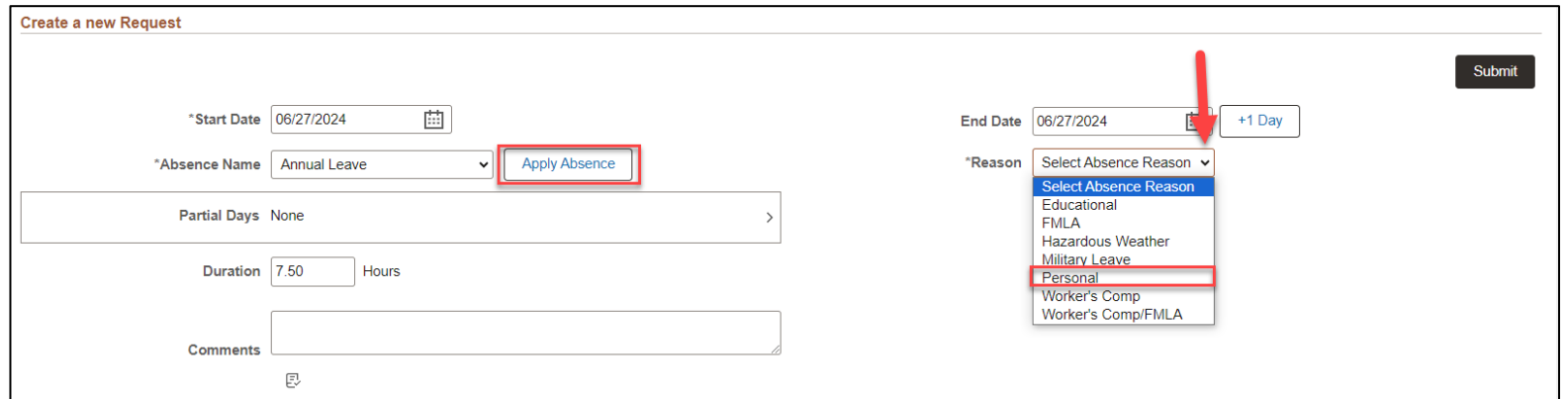
Step 4: Click **Apply Absence**.

Step 5: Click the **Reason** drop-down arrow and select an appropriate reason for the leave.

Note: Not all absence types have this reason field.



The screenshot shows the 'Manage Absences' interface. At the top, there are three 'Annual Leave' cards, each showing '7.50 Hours' and 'Approved'. Below these is a 'Create a new Request' section. The 'Start Date' is set to 06/27/2024 and the 'End Date' is 06/27/2024 with a '+1 Day' button. The '*Absence Name' dropdown menu is open, showing a list of options. 'Annual Leave' is highlighted in blue, and a red box is drawn around it. A red arrow points to the dropdown arrow. An 'Apply Absence' button is visible next to the dropdown.



The screenshot shows the 'Create a new Request' form. The 'Start Date' is 06/27/2024 and the 'End Date' is 06/27/2024 with a '+1 Day' button. The '*Absence Name' dropdown is set to 'Annual Leave' and has an 'Apply Absence' button next to it. The '*Reason' dropdown menu is open, showing a list of options. 'Personal' is highlighted in blue, and a red box is drawn around it. A red arrow points to the dropdown arrow. A 'Submit' button is in the top right corner.

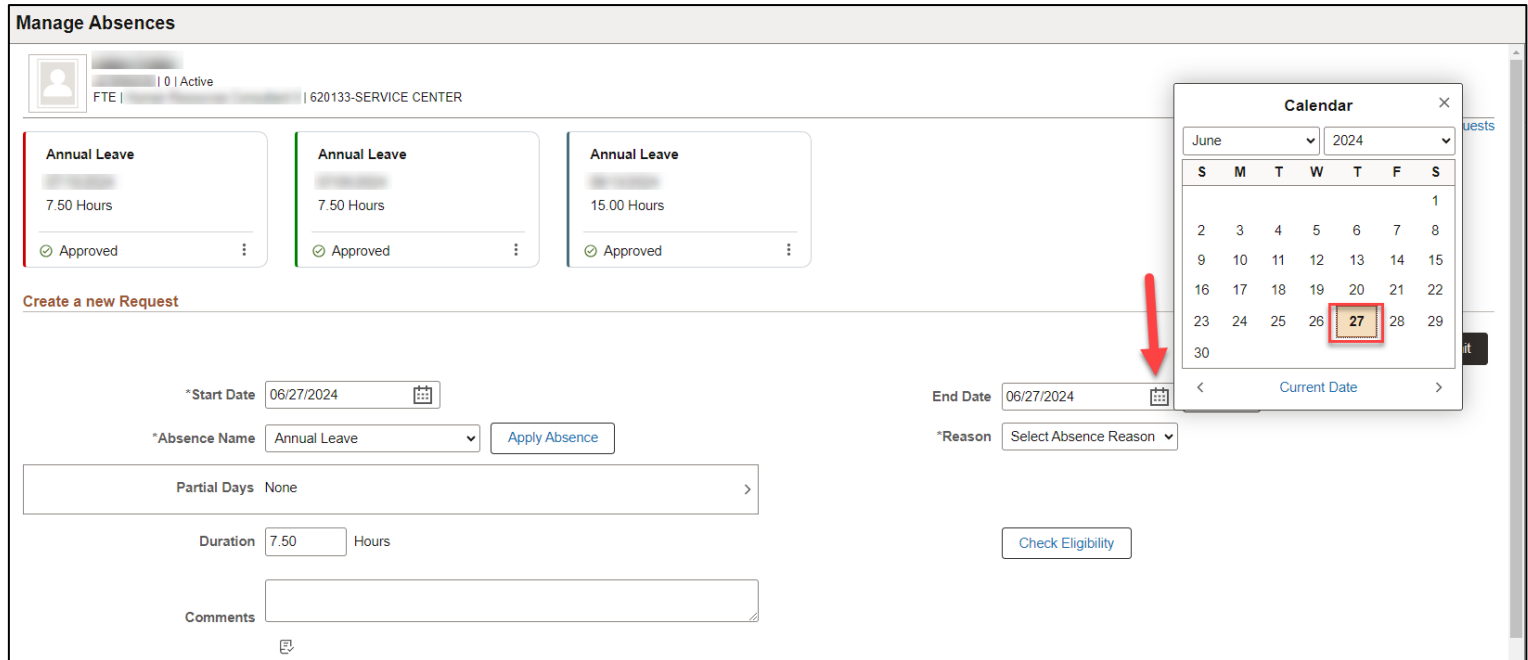
Step 6: Click the **Calendar** icon to select a start date for the absence.

Select the first day of the absence event. The field defaults to the current date. If there's a break in the absence, enter each event separately. For example, if you're 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 30 days prior to the current day.

Note: An end date is not needed unless you are requesting multiple days of leave.



Manage Absences

FTE | 0 | Active | 620133-SERVICE CENTER

Annual Leave

7.50 Hours

Approved

Annual Leave

7.50 Hours

Approved

Annual Leave

15.00 Hours

Approved

Create a new Request

*Start Date: 06/27/2024

*Absence Name: Annual Leave [Apply Absence](#)

Partial Days: None

Duration: 7.50 Hours

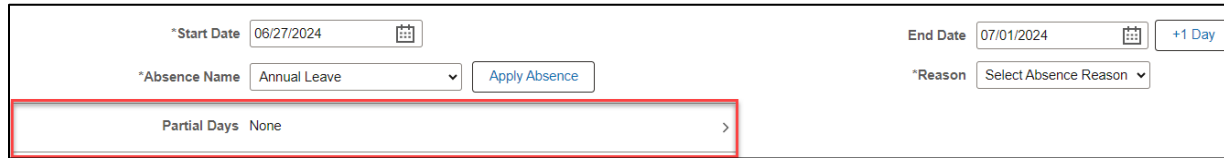
*Reason: Select Absence Reason

[Check Eligibility](#)

Comments:

University of South Carolina Absence Management - ESS Partial Day Absence Requests

Step 7: Click on the **Partial Days** menu row, which will open the partial day selection menu.



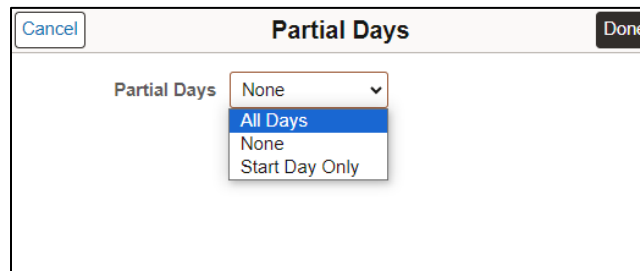
*Start Date: 06/27/2024 End Date: 07/01/2024 +1 Day

*Absence Name: Annual Leave Apply Absence *Reason: Select Absence Reason

Partial Days: None

One Day Partial Day Absence:

If your absence is only one day (meaning the start and end date are the same) the **Partial Days** drop-down will display the following two options (not including the default of 'None'): **All days** and **Start Day** only.



Cancel **Partial Days** Done

Partial Days: None

- All Days
- None
- Start Day Only

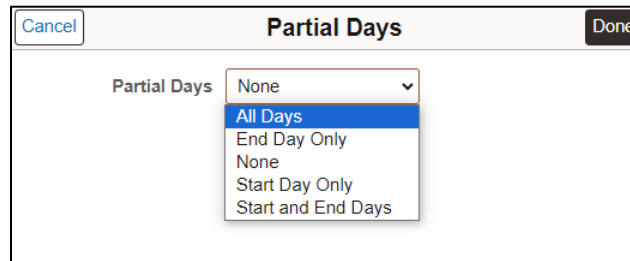
Note: These two options do the exact same thing since the request is only for one day. Selecting either option will properly reflect the time taken for a one-day absence request.

Examples:

- The cable technician is coming to your home to correct connectivity issues and the company gave you a window of 1:00-4:00pm on Wednesday. You must be home during this timeframe, so you request to take annual leave for a partial day.
- You have an appointment with your doctor at 9:00am Monday, you will report to the office following the appointment. You request sick leave for a couple hours that morning.

Two or More Days Partial Absence:

If your absence is two or more days long the **Partial Days** drop-down will display the following four options (not including the default of 'None'): **All Days**, **End Day Only**, **Start Day Only**, and **Start and End Days**.



Cancel **Partial Days** Done

Partial Days: None

- All Days
- End Day Only
- None
- Start Day Only
- Start and End Days

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Partial Day Absence Requests**

All Days: You need to take the exact number of leave hours each day of the absence request.

- **Example:** Your child has half days at school all week and you need to take annual leave from 12:30pm-5:00pm Monday through Friday to care for your child.

End Day Only: You will work (or utilize another type of leave) some portion of the last day of the absence request, thus you only need leave hours to account for a portion of that day.

- **Example:** You are returning from vacation (annual leave) to attend an important division-wide meeting. You will be at work attending the meeting from 3:00pm -5:00pm, so you only need leave hours for the first part of the day.

Start Day Only: You will work (or utilize another type of leave) some portion of the first day (start date) of the absence request, thus you only need leave hours to account for a portion of that day.

- **Example:** You are catching a flight to New York at 6:00pm and you are driving to the airport directly from work, so you plan to leave at 2:00pm. You only need leave hours for the work schedule after 2:00pm that day.

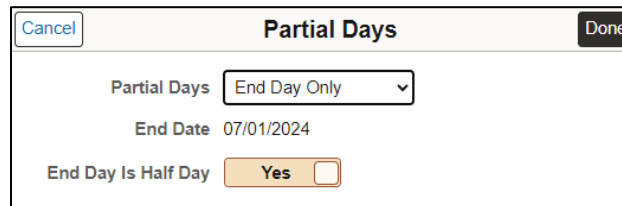
Start and End Days: You need to take the exact same number of leave hours on both the start and end date of the absence request. ***Note** for a two day absence this is the same as using the All Days option.

- **Example:** You are taking an extended weekend trip with odd hours and you want to take the least amount of time possible. You are leaving at 12:00pm Friday and returning to work at 11:00am Monday so you would like to request a partial day leave on both days in the amount of 4 hours. The amount of leave must be the same for both days if using this option.

After you've indicated the type of **Partial Days** needed, follow one of the following processes to indicate hours of the partial day absence.

Half Day: The default for any of the four partial day selections is **half day**, which means the system will automatically populate leave hours on the selected day(s) to align with your work schedule.

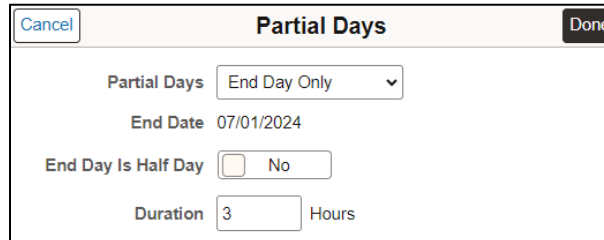
- **Example:** If you are a 37.5 hour per week employee on a standard schedule, meaning you work 7.5 hours per day Monday through Friday, the default half day will be 3.75 hours. If a half day is what you want to request, no further action needed.
 - Click the **Done** button.



A screenshot of a web form titled "Partial Days". It has a "Cancel" button on the top left and a "Done" button on the top right. The form contains the following fields: "Partial Days" with a dropdown menu set to "End Day Only", "End Date" with the value "07/01/2024", and "End Day Is Half Day" with a toggle switch set to "Yes".

Partial Day, Not Half Day: If you need to request a partial day that is not exactly half of your set work schedule, click the **Is Half Day** toggle button to **No**. Upon clicking the toggle a new field **Duration Hours** will appear. This field is for the duration of leave hours you are requesting to utilize that day.

- **Example:** If you are a 37.5 hour per week employee on a standard schedule, meaning you work 7.5 hours per day Monday through Friday, and you plan to work 4.5 hours. You need to request a partial day absence for the remaining hours. In this scenario you would enter 3 hours in the duration field (normal daily schedule of 7.5 hours – 4.5 hours = 3 hours of leave needed).
 - Click the **Done** button.



A screenshot of a web form titled "Partial Days". It has a "Cancel" button on the top left and a "Done" button on the top right. The form contains the following fields: "Partial Days" with a dropdown menu set to "End Day Only", "End Date" with the value "07/01/2024", "End Day Is Half Day" with a toggle switch set to "No", and "Duration" with a text input field containing "3" followed by the label "Hours".

Validate the number of hours for the absence in the **Duration** field.

Duration Hours are determined by your assigned work schedule and should match the hours you are scheduled to work on the days for which the absence has been requested (minus any partial day(s)).

An absence cannot be requested for a date an employee is not scheduled to work.

Step 7: If the absence request is for annual or sick leave, click the **Check Eligibility** button to determine if you are eligible to take the leave.

Create a new Request

Submit

*Start Date 06/27/2024

End Date 06/27/2024 +1 Day

*Absence Name Annual Leave Apply Absence

*Reason Personal

Partial Days None

Duration 7.50 Hours

Check Eligibility

Comments

Attachments

University of South Carolina Absence Management - ESS Partial Day Absence Requests

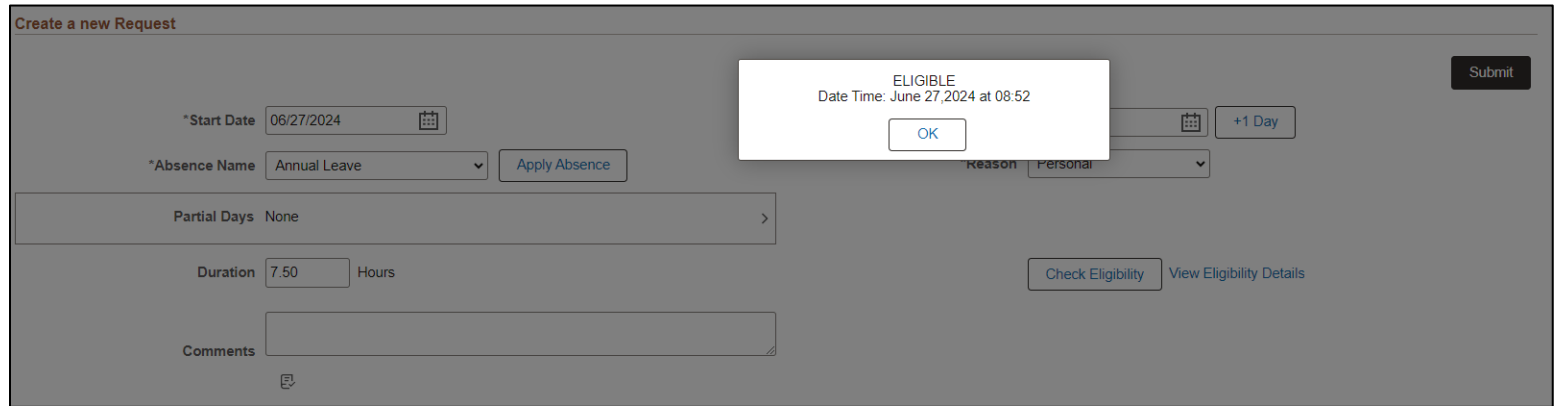
Two possible messages will be returned:

- **ELIGIBLE** means you have the leave available.
- **INELIGIBLE** means you 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 USC policy, an error message will appear if your request exceeds the established limit.

Step 8: A message appears saying you are eligible. Click the **OK** button to continue.

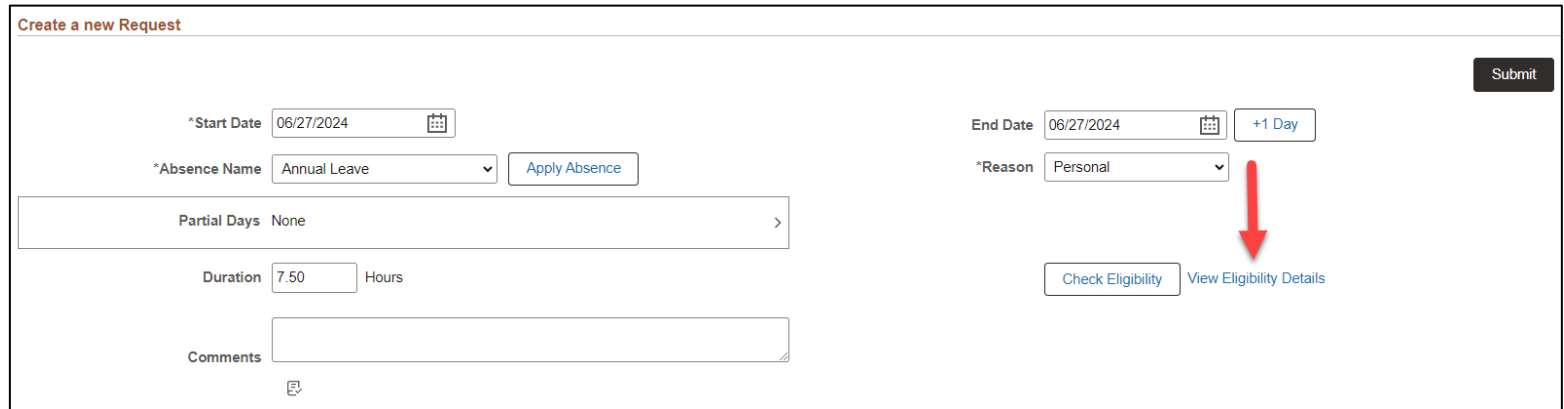
Step 9: Click **View Eligibility Details** to view the details.



The screenshot shows the 'Create a new Request' form with the following fields:

- *Start Date: 06/27/2024
- *Absence Name: Annual Leave
- Partial Days: None
- Duration: 7.50 Hours
- Comments: (empty text area)
- Reason: Personal

 An 'ELIGIBLE' message overlay is displayed in the center, stating 'Date Time: June 27, 2024 at 08:52'. The 'Check Eligibility' button is visible and active.

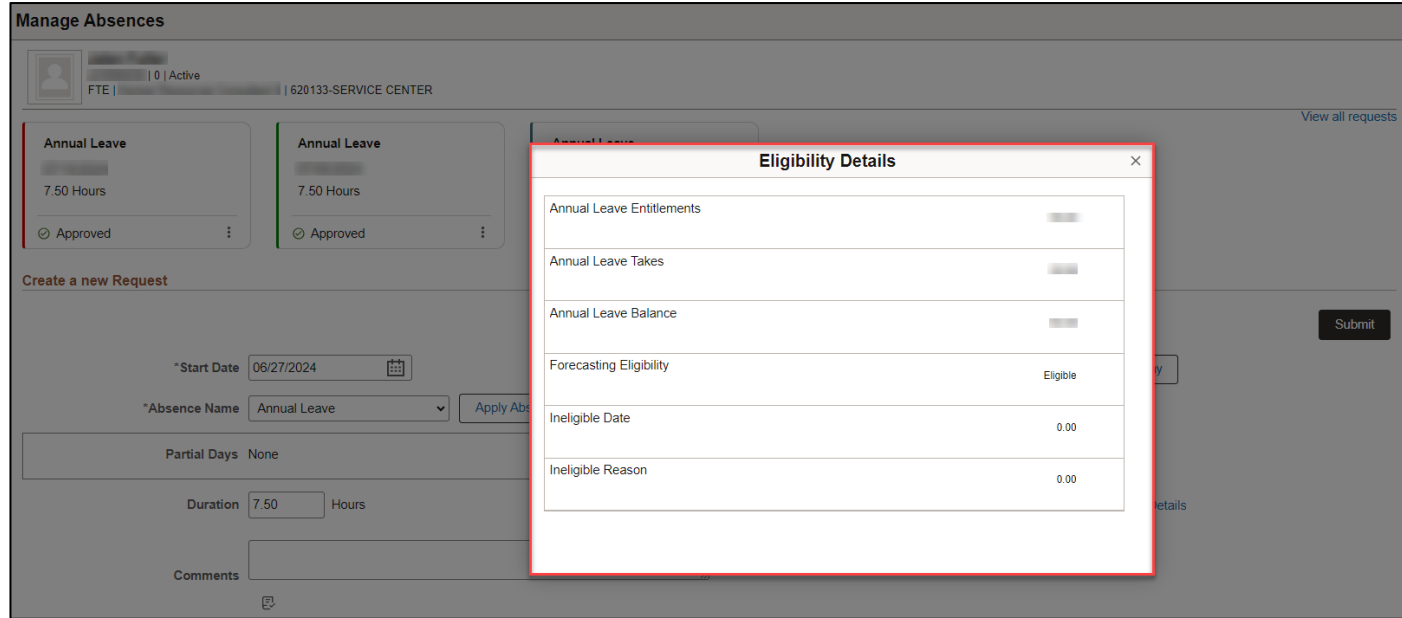


This screenshot shows the same 'Create a new Request' form, but with an 'End Date' field set to 06/27/2024. A red arrow points from the 'Reason' dropdown menu down to the 'View Eligibility Details' button, which is highlighted in blue.

If **Check Eligibility** comes back Ineligible, an ineligible reason will be provided on this **Eligibility Details** page.

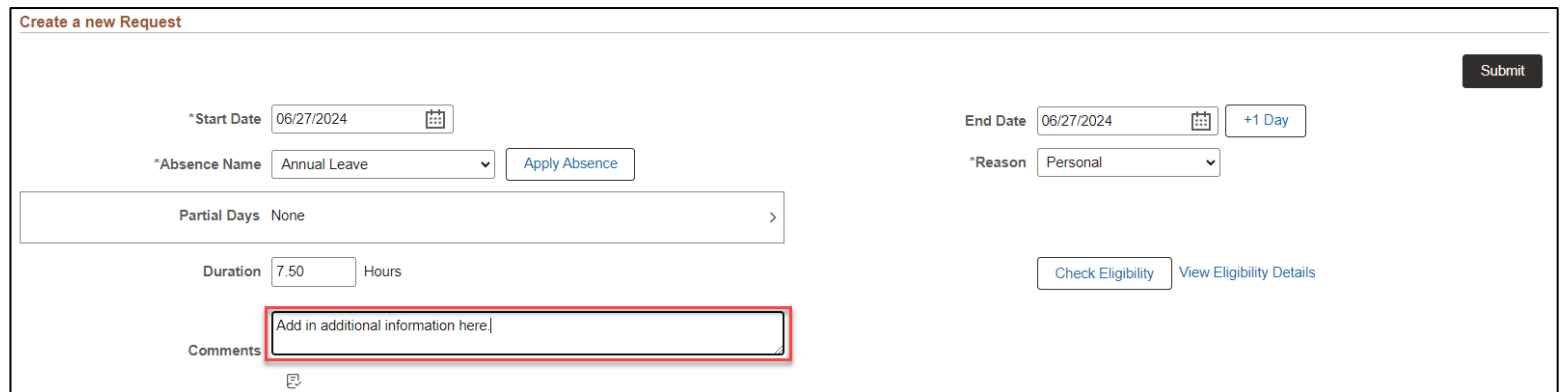
Step 10: Click the **X** to close out the page to continue the absence request.

Step 11: Click in the **Comments** field and enter additional information. You may wish to include the specific times you will be away from the office. These comments are routed to your manager or TL/ABS approver.



The screenshot shows the 'Manage Absences' interface. At the top, it displays user information: 'FTE | 0 | Active' and '620133-SERVICE CENTER'. Below this, there are two 'Annual Leave' cards, each showing '7.50 Hours' and 'Approved' status. A 'Create a new Request' section is visible, with fields for '*Start Date' (06/27/2024), '*Absence Name' (Annual Leave), 'Partial Days' (None), 'Duration' (7.50 Hours), and 'Comments'. An 'Eligibility Details' modal window is open, showing a table with the following data:

Eligibility Details	
Annual Leave Entitlements	
Annual Leave Takes	
Annual Leave Balance	
Forecasting Eligibility	Eligible
Ineligible Date	0.00
Ineligible Reason	0.00

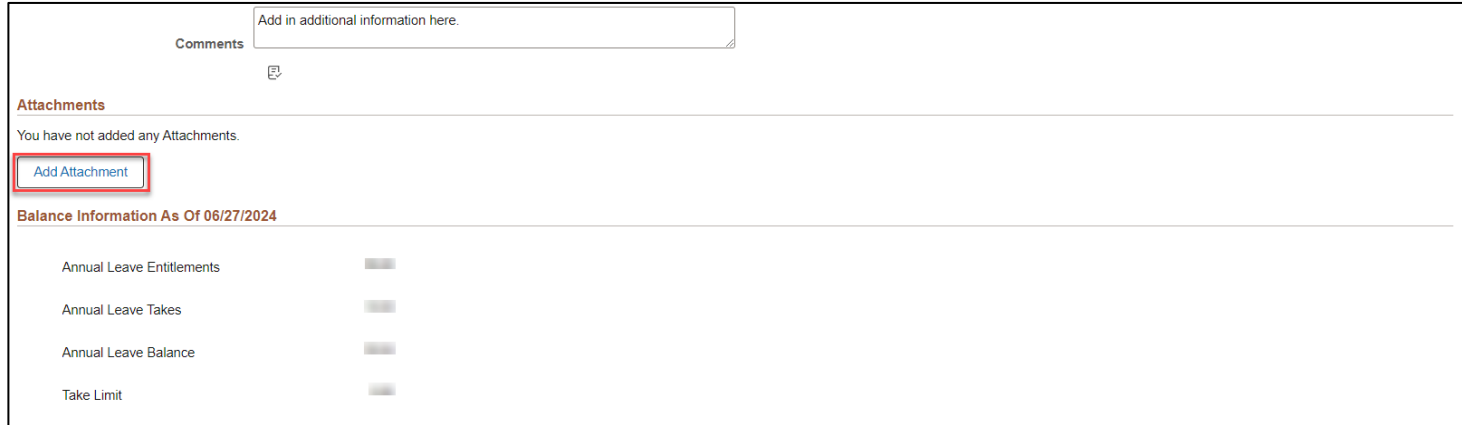
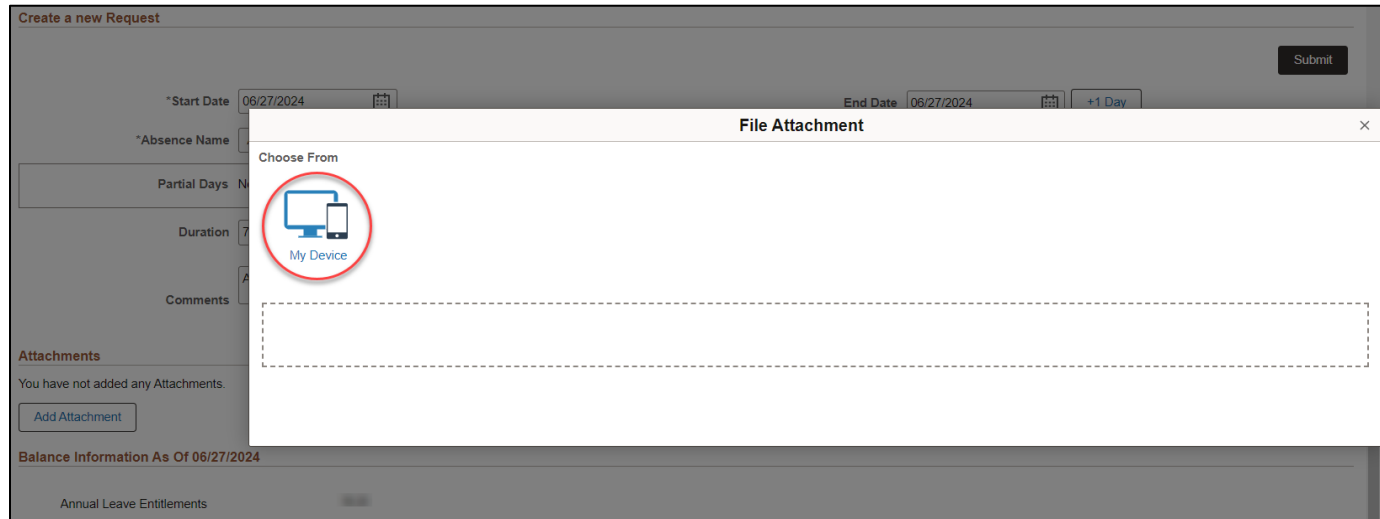


The screenshot shows the 'Create a new Request' form. It includes fields for '*Start Date' (06/27/2024), 'End Date' (06/27/2024), '+1 Day' button, '*Absence Name' (Annual Leave), '*Reason' (Personal), 'Partial Days' (None), 'Duration' (7.50 Hours), and 'Comments'. A 'Check Eligibility' button and a 'View Eligibility Details' link are also present. The 'Comments' field is highlighted with a red box and contains the text 'Add in additional information here|'.

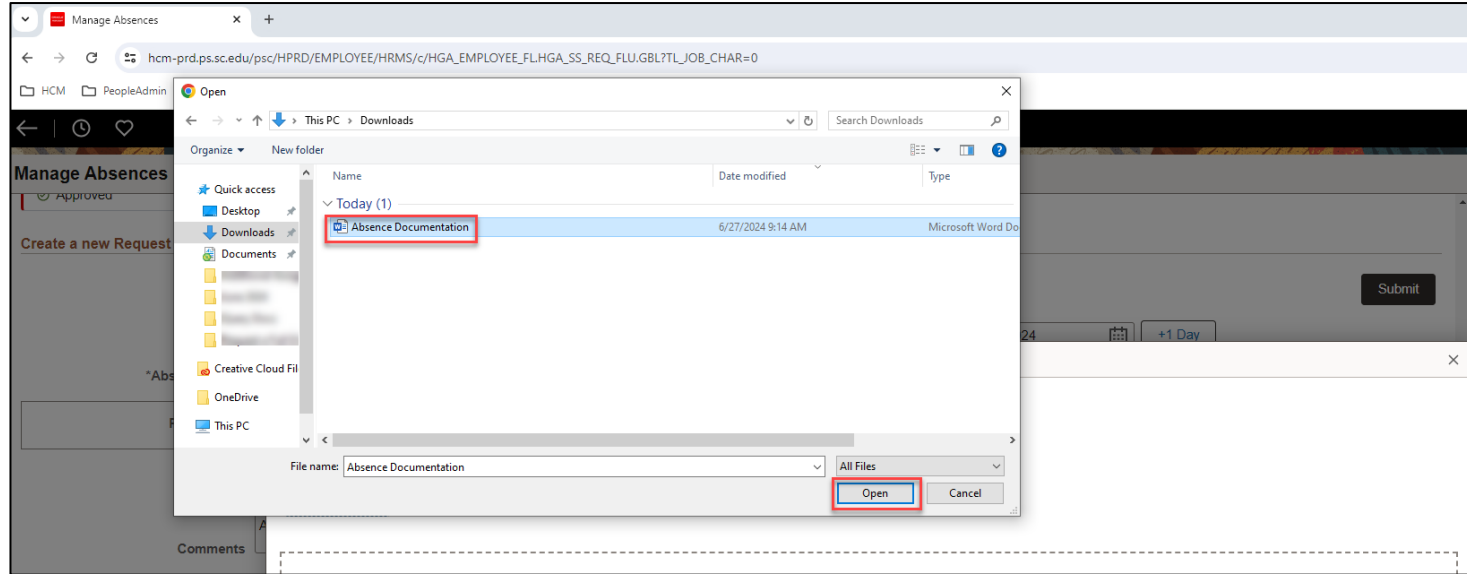
Note: If attachments are required for the Absence Type, a message will appear asking you to upload supporting documentation.

Step 12: To add an attachment, click the **Add Attachment** button.

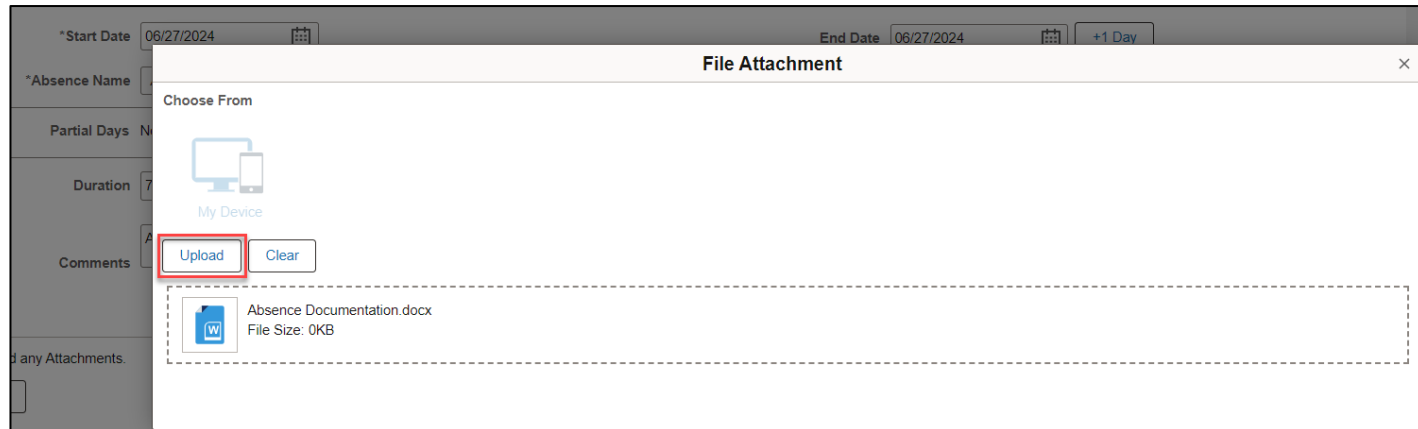
Step 13: Click **My Device** to select the appropriate documentation saved on your computer.

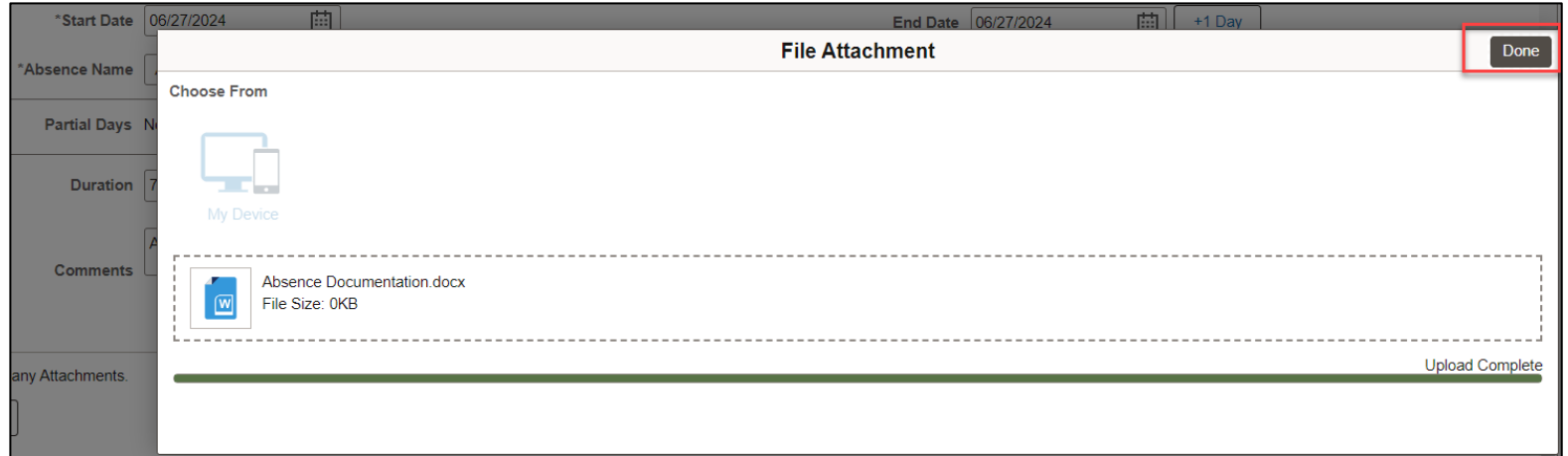
Step 14: Select the document and click the **Open** button.



Step 15: Click the **Upload** button.



Step 16: Click the **Done** button to close the **File Attachment** page.



The screenshot shows a 'File Attachment' dialog box with a sidebar on the left containing fields for Start Date (06/27/2024), End Date (06/27/2024), Absence Name, Partial Days, Duration (7), and Comments. The main area is titled 'File Attachment' and contains a 'Choose From' section with a 'My Device' icon. Below this is a dashed box containing a file icon and the text 'Absence Documentation.docx' and 'File Size: 0KB'. A green progress bar at the bottom indicates 'Upload Complete'. A 'Done' button is highlighted with a red box in the top right corner.

Step 17: Enter a description for the attached document in the **Description** field.

Step 18: Click **Submit** to submit the absence request for approval.

Step 18: Click the **Yes** button to indicate you are ready to submit the request.

Create a new Request

Submit

*Start Date: 06/27/2024

End Date: 06/27/2024 +1 Day

*Absence Name: Annual Leave

*Reason: Personal

Partial Days: None

Duration: 7.50 Hours

Comments: Add in additional information here.

[View Eligibility Details](#)

Attachments

Attachments	Description	Attached By	Attached	Status
Absence_Documentation.docx	<input type="text"/>		06/27/24 09:36:23 AM	Active <input type="button" value="Delete"/>

Create a new Request

Submit

*Start Date: 06/27/2024

End Date: 06/27/2024 +1 Day

*Absence Name: Annual Leave

*Reason: Personal

Partial Days: None

Duration: 7.50 Hours

Comments: Add in additional information here.

[View Eligibility Details](#)

Attachments

Attachments	Description	Attached By	Attached	Status
Absence_Documentation.docx	<input type="text"/>		06/27/24 09:48:34 AM	Active <input type="button" value="Delete"/>

Are you sure you want to Submit this Absence Request?

Once the absence request has been submitted correctly, you will briefly see a 'Submitted Successfully' message. The absence will appear near the top of the page with an hourglass icon and a status of 'Submitted.' Also, an email is generated that will automatically be sent to you.

The **Approval Chain** option will become available when the absence is routed for approval. To view, click the 3 dots to the right of the Leave status and then **View Absence**. You can click **Approval Chain** to view who the request has been sent to for approval.

You have successfully learned how to request a partial day absence from the **Manage Absences** tile.

