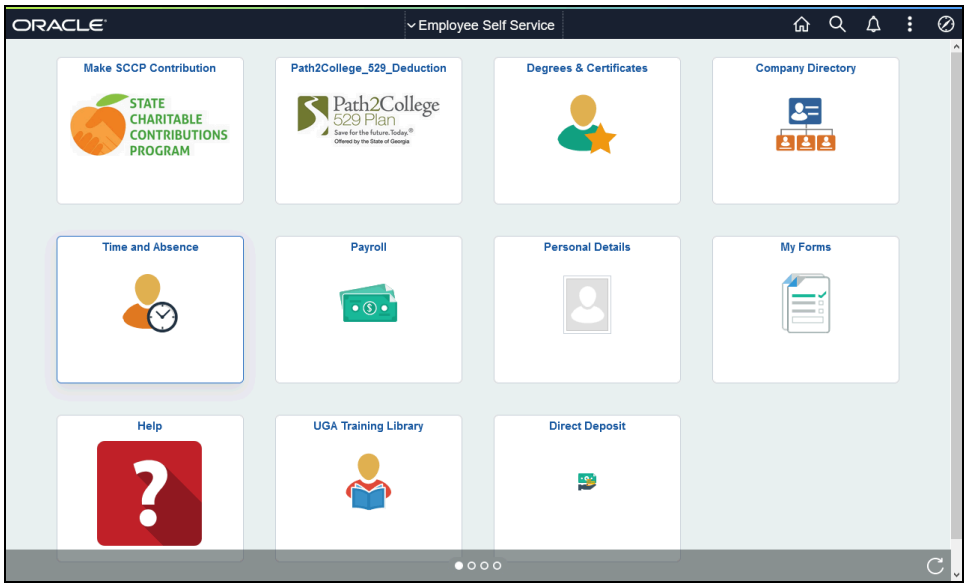
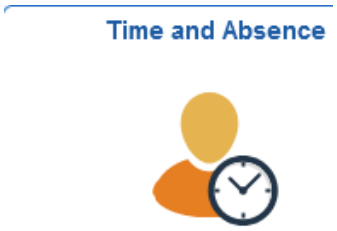
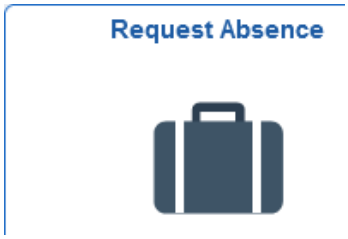
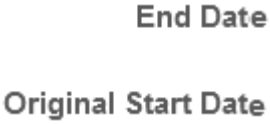
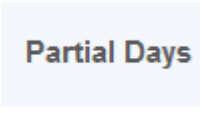
Submitting a Partial Day Absence Request



Step	Action
1.	From the Employee Self Service homepage in OneUSG Connect, click the **Time and Absence** link. 
2.	The Time and Absence page is displayed. Click the **Request Absence** tile. 

Step	Action
3.	The Request Absence page is displayed. **Note:** The Absence Type field is not a required field. You can use this field to filter the Absence Types in order to narrow down the absence names in the Absence Name list. Click the **Absence Type** drop-down list.
4.	Select the appropriate leave type from the displayed list. **Note:** If you are a Biweekly Benefitted employee, the best practice is to always enter Comp Time Requests and Deferred Holiday requests as Annual/Vacation and then the cascading rules will deduct the comp balance, the deferred holiday balance, and then annual leave. Comp Time and Deferred Holidays are not applicable for Monthly employees. Please view the ESS course materials for more information on the cascading rules.
5.	Click the **Absence Name** drop-down list.
6.	Absence Name is required. The list is limited by the Absence Type. Choose the appropriate absence name from the list.
7.	Enter the appropriate information in the ***Start Date** field or select the **Calendar** icon.
8.	The End Date and Original Start Date fields are populated by the Check Leave Balance action. **Note:** Any duration over 8 hours is applied to the following calendar date. 
9.	Click the **Partial Days** button. 

Step	Action
10.	The Partial Days window is displayed. Click the **Partial Days** drop-down list.
11.	From the Partial Days list, select the appropriate type. **Note:** If you are taking one day of leave, select either All Days or Start Day Only.
12.	Enter the appropriate number of leave hours requested for your partial day.
13.	Click the **Done** button.
14.	Verify the Duration field has been updated to reflect the number of hours of leave you are requesting. Click the **Check Leave Balance** button.
15.	A message is displayed, indicating your eligibility for the requested amount of leave. Click the **OK** button.
16.	The End Date and Original Start Date are completed based on you hours entry.
17.	If your request date is in the future, you can see the approximate balance of leave that might be available at that point in time. Click the **Forecast Details** link.

Step	Action
18.	Requests are subject to the USG cascading rules. You will not be able to create a negative leave balance. After reviewing the eligible leave balance, click the **Close** button.
19.	If necessary, use the **Comments** field for details related to your absence request. Comments
20.	When you have finished, click the **Submit** button to route the request to your supervisor for review.
21.	A message is displayed, confirming your action to submit the absence request. If you are sure you want to submit the request, click the **Yes** button.
22.	The absence request was submitted successfully.
23.	You have completed the steps to submit a partial day absence request in the OneUSG Connect system. **End of Procedure.**