How To Enter an Absence in PeopleSoft

1. Log into PeopleSoft Employee Self Service (ESS). This is the same portal used to view your paycheck.
2. Click on the **Time and Absence** tile, then the **Absence Request** tile.
3. Request Absence screen opens.
4. Enter the **Start Date** or click on the calendar icon to select a date. Then select an **Absence Name** from the drop-down list. After you complete these two fields, additional fields will appear.
    - **Start Date:** Enter the first day of the absence. Example: 03/12/2018.
    - **Absence Name:** Select the type of absence. The options available for selection are tied to the way your position is set up in HR. Examples: Sick, Vacation, Personal Business, Personal Necessity, Jury Duty.
5. Enter the **End Date:**
    - **End Date:** Enter the last day of the absence. If this is one day only, this should be the same as the Start Date. Examples: 03/12/2018 - 03/12/2018 (one day), 03/12/2018 - 03/13/2018 (two days)
6. **Reason:** If necessary, enter reason (the system will notify you if this is required, skip unless prompted.)
7. Enter **Partial Days** if applicable**:** Partial days are used when you are not taking a full day (like 2 hours or 4 hours, for example). Select one of the following from the drop-down list if taking a partial day, and put in number of hours you're taking off.
    - **All Days:** The Partial Hours will apply to all dates within the date range you selected.
    - **End Days Only:** The Partial Hours only apply to the End Date within the date range you selected.
    - **None:** No Partial Hours will be applied. (Use this when entering full day absences).
    - **Start Day only:** The Partial Hours only apply to the Start Date within the date range you selected.
    - **Start and End Days:** The Partial Hours only apply to the Start Date and End Date within the date range you selected.
8. Click **Calculate End Date or Duration** (orange button). This populates the **Duration** in hours. NOTE: If the duration appears incorrect, contact HR to fix your job data record.
    - **Duration:** Do not manually enter the duration, this is automatically calculated when you click "Calculate End Date or Duration".
9. Click **Forecast Balance** (orange button). You should see a message that says, "Completed Successfully!" If not, you do not have enough of that absence type available. For details, click the View Forecast Details link on the right side of the screen.
    - **Current Balance**: Your current balance will be displayed on the right side of the screen. The current balances do not reflect absence requests not processed by payroll. This is why you will forecast in this step.
10. If needed enter comments. If taking a partial day indicate the time of day in the comments Ex. 9:00am – 10:00am. **Click Submit.**

    NOTE: If you click Save for Later the request doesn't go anywhere until you submit it; if you save you will need to edit and submit it from the Absence Request History screen.
11. A confirmation window will appear. **Click Yes.**
12. Click **OK.**

The absence request is now submitted, which sends an email message to your manager and adds the request to his/her worklist. If desired, click Home to return to the home screen.