

## University of South Carolina Absence Management – TL/ABS Approver Request a Partial Day Absence on Behalf of Employee

**How to request a partial day absence:**

This job aid outlines how a TL/ABS Approver can request a partial day absence on behalf of an employee. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

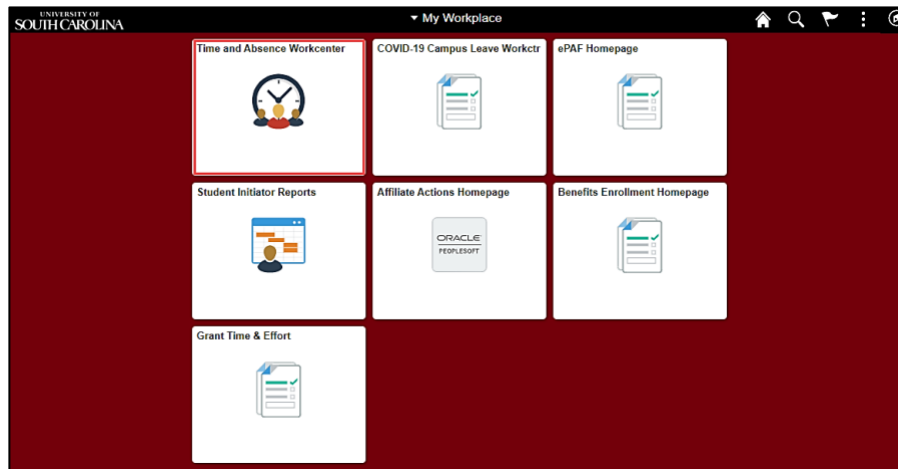
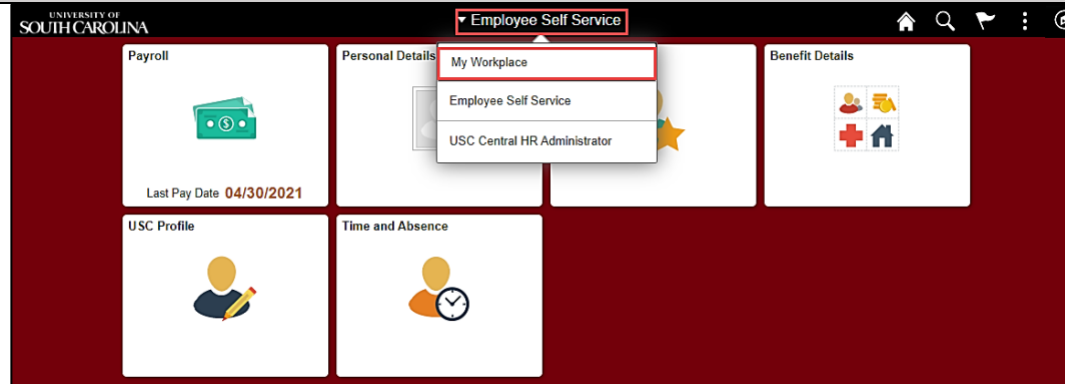
**Navigation:** Employee Self Service > My Workplace > Time and Absence Workcenter

**Processing Steps**

**Step 1:** On the Employee Self Service landing page, click the **Choose Other Homepages** drop-down arrow and select **My Workplace** from the list.

**Step 2:** Click the **Time and Absence Workcenter** tile.

**Screenshots**

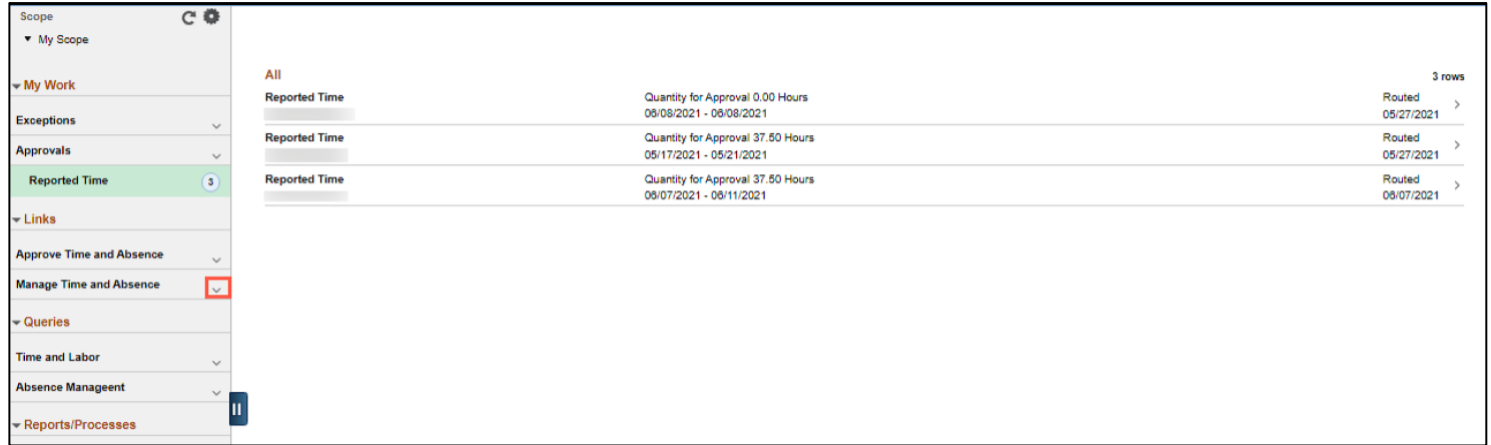


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**Time and Absence Workcenter** provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries and reports.

**Step 3:** Click the **Manage Time and Absence** drop-down arrow.



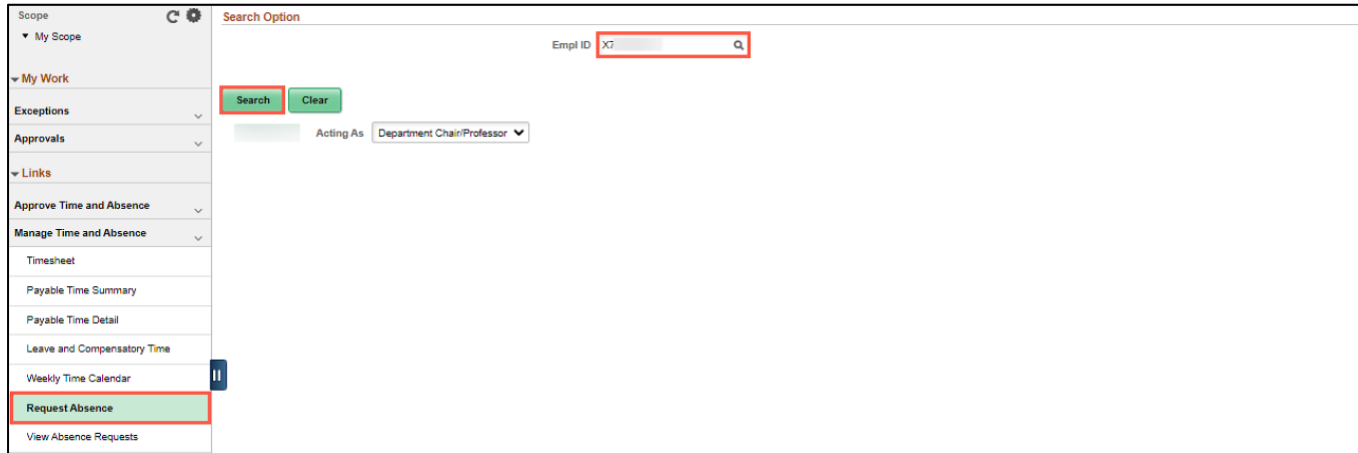
Scope			
▼ My Scope			
▼ My Work			
Exceptions			
Approvals			
Reported Time 3			
▼ Links			
Approve Time and Absence			
Manage Time and Absence			
▼ Queries			
Time and Labor			
Absence Management			
▼ Reports/Processes			
All			
Reported Time	Quantity for Approval 0.00 Hours		3 rows
	09/09/2021 - 09/09/2021		Routed 05/27/2021 >
Reported Time	Quantity for Approval 37.50 Hours		Routed 05/27/2021 >
	05/17/2021 - 05/21/2021		Routed 05/27/2021 >
Reported Time	Quantity for Approval 37.50 Hours		Routed 05/07/2021 >
	08/07/2021 - 08/11/2021		Routed 05/07/2021 >

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**Step 4:** Click **Request Absence** from the options list.

**Step 5:** Click in the **Empl ID** field and enter the USCID for the employee you are creating the absence for.

**Step 6:** Click the **Search** button.



Scope ⚙️ 🔍 Search Option

▼ My Scope

▼ My Work

Exceptions

Approvals

▼ Links

Approve Time and Absence

Manage Time and Absence

Timesheet

Payable Time Summary

Payable Time Detail

Leave and Compensatory Time

Weekly Time Calendar

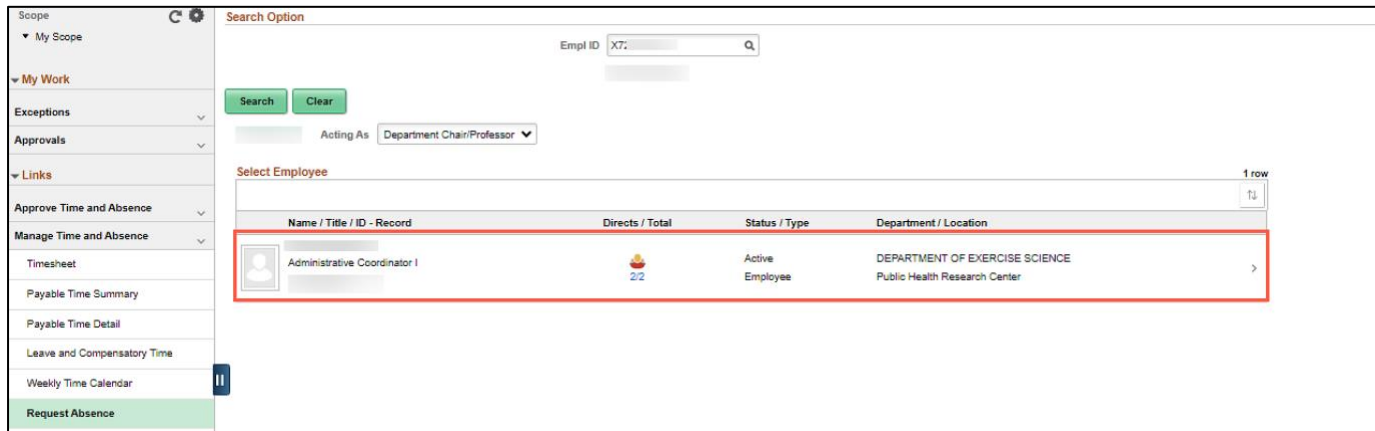
**Request Absence**

View Absence Requests

Empl ID X7

Acting As Department Chair/Professor ▼

**Step 7:** Click the **Employee** row to open the Request Absence page.



Scope ⚙️ 🔍 Search Option

▼ My Scope

▼ My Work

Exceptions

Approvals

▼ Links

Approve Time and Absence

Manage Time and Absence

Timesheet

Payable Time Summary

Payable Time Detail

Leave and Compensatory Time



Weekly Time Calendar

**Request Absence**

Empl ID X7

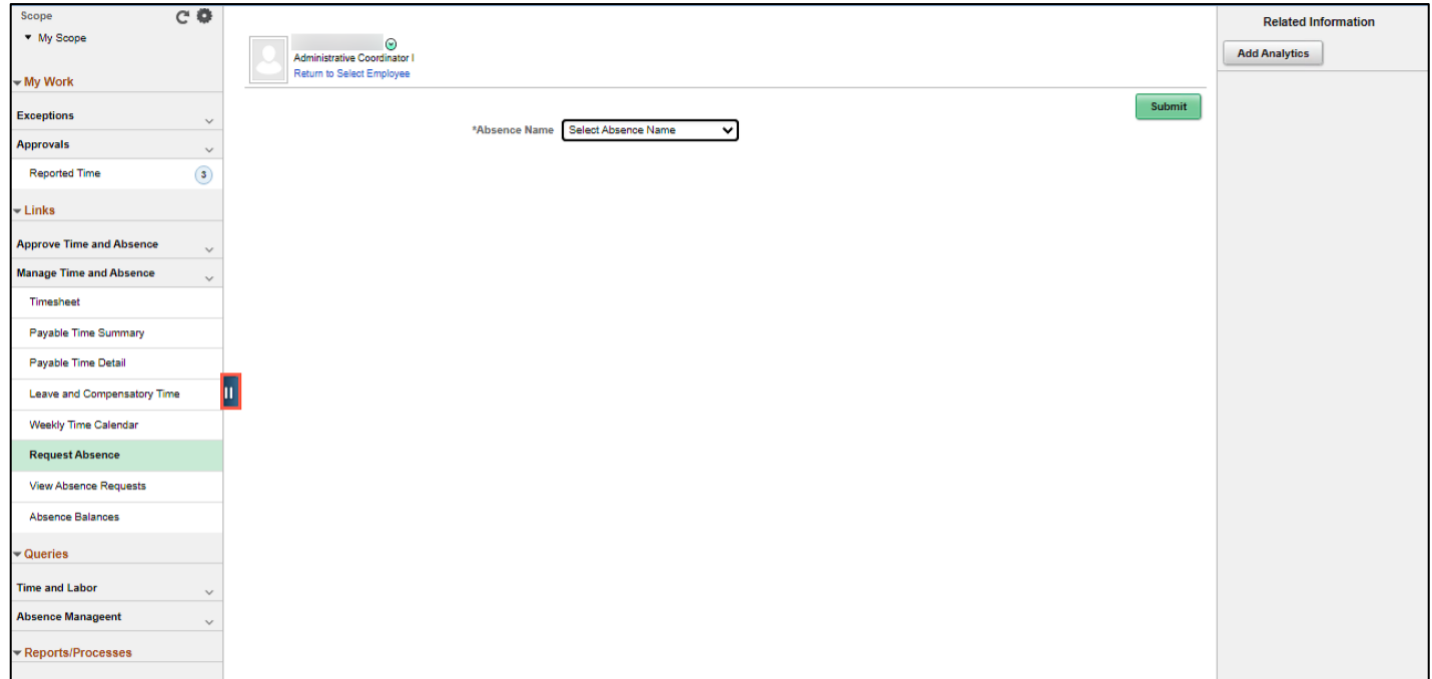
Acting As Department Chair/Professor ▼

Select Employee 1 row

Name / Title / ID - Record	Directs / Total	Status / Type	Department / Location
 Administrative Coordinator I	 2/2	Active Employee	DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center

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**Step 8:** Click the **Expand Page** icon to see a full view of the Enter Time page. This will reduce the amount of scrolling you will have to do to complete the task.



The screenshot shows the 'Request Absence' page in the system. On the left is a navigation sidebar with categories like 'My Work', 'Links', and 'Queries'. The 'Request Absence' option is highlighted in green. The main area shows a user profile for 'Administrative Coordinator I' and a form with a dropdown menu labeled '\*Absence Name' with the text 'Select Absence Name'. A green 'Submit' button is located to the right of the dropdown. On the far right, there is a 'Related Information' section with an 'Add Analytics' button.

## University of South Carolina Absence Management – TL/ABS Approver Request a Partial Day Absence on Behalf of Employee

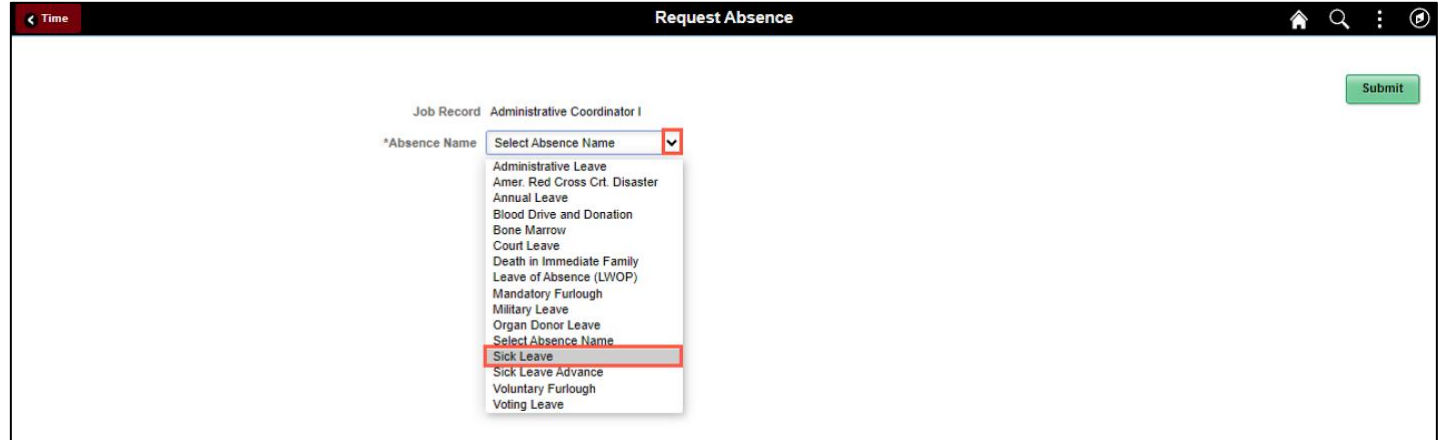
**Step 9:** Click the **Absence Name** drop-down arrow and select an absence type.

This will only display absence types that are associated with the employee's eligibility.

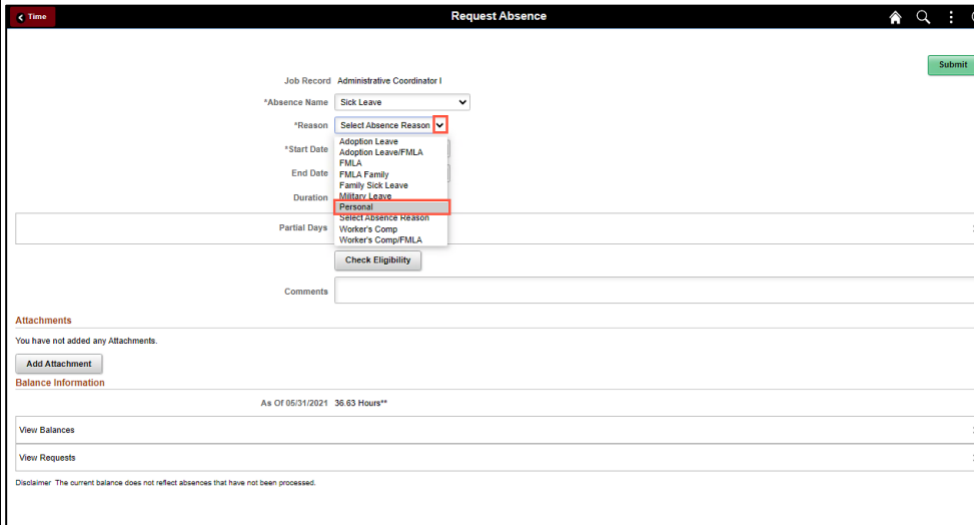
Please refer to the Absence Type Reference Guide for more detailed information about each Absence type.

**Step 10:** 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 'Request Absence' interface. At the top, it says 'Request Absence' with a back arrow and a home icon. Below that, the job record is 'Administrative Coordinator I'. The '\*Absence Name' dropdown is open, showing a list of options: Administrative Leave, Amer. Red Cross Cr. Disaster, Annual Leave, Blood Drive and Donation, Bone Marrow, Court Leave, Death in Immediate Family, Leave of Absence (LWOP), Mandatory Furlough, Military Leave, Organ Donor Leave, Select Absence Name, Sick Leave (highlighted), Sick Leave Advance, Voluntary Furlough, and Voting Leave. A green 'Submit' button is in the top right corner.



The screenshot shows the 'Request Absence' interface with the '\*Absence Name' set to 'Sick Leave'. The '\*Reason' dropdown is open, showing options: Select Absence Reason, Adoption Leave, Adoption Leave/FMLA, FMLA, FMLA Family, Family Sick Leave, Military Leave, Personal (highlighted), Select Absence Reason, Worker's Comp, and Worker's Comp/FMLA. Below the dropdown is a 'Check Eligibility' button. The form also includes fields for '\*Start Date', 'End Date', 'Duration', 'Partial Days', and 'Comments'. At the bottom, there is an 'Attachments' section with an 'Add Attachment' button, a 'Balance Information' section showing 'As Of 05/31/2021 36.63 Hours\*\*', and 'View Balances' and 'View Requests' links. A disclaimer at the bottom states: 'Disclaimer: The current balance does not reflect absences that have not been processed.'

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**Step 11:** Enter or select the **Start Date** of the absence.

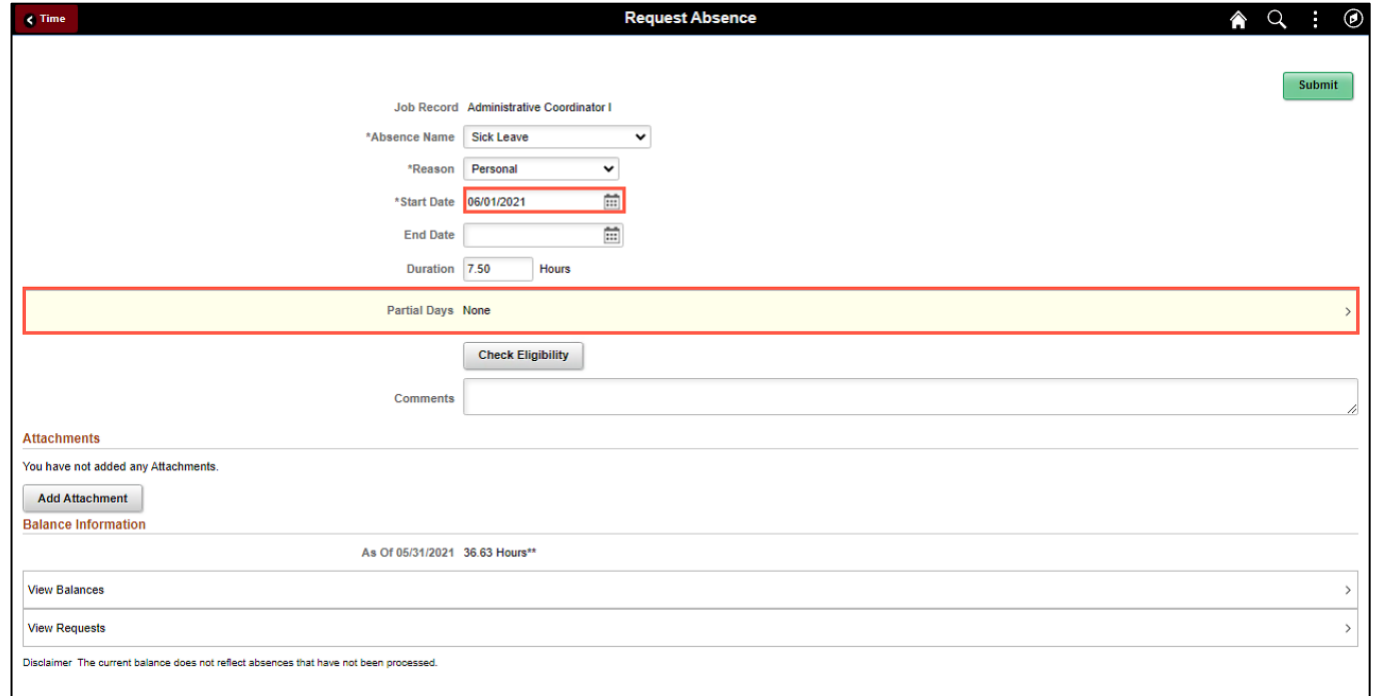
**Step 12:** For absences less than a full day, click the **Partial Day** option to enter the number of hours that you are requesting to be absent.

Select the first day of the absence event. The field option defaults to the current date. If there's a break in the absence, enter each event separately. For example, if the employee is out sick for two days, return to work for three days, and is 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 60 days prior to the current day.

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

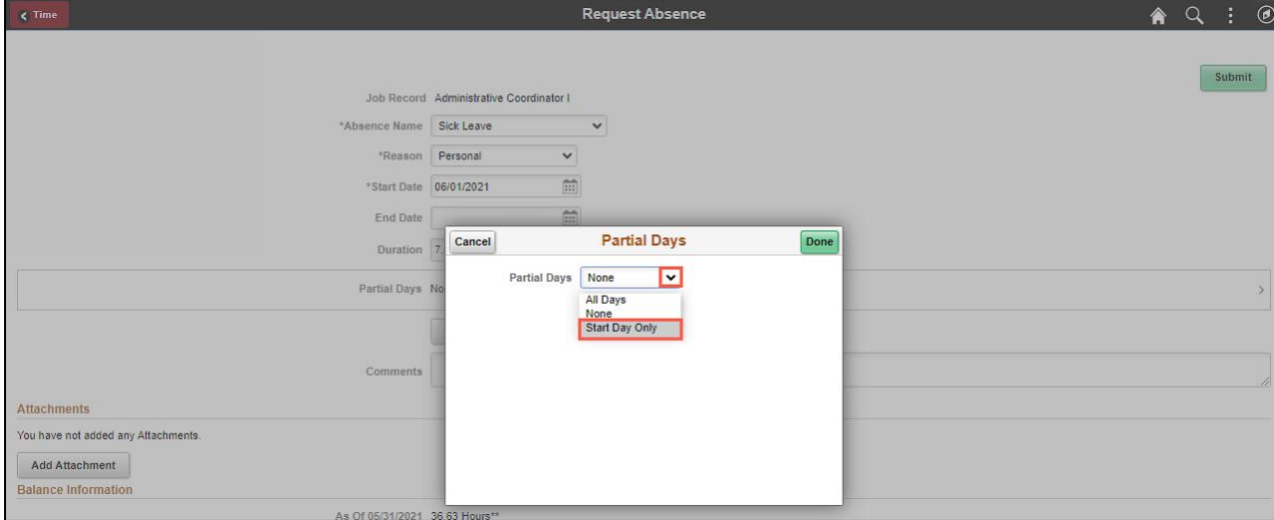


The screenshot shows the 'Request Absence' interface. At the top right is a 'Submit' button. The form fields are: Job Record: Administrative Coordinator I; \*Absence Name: Sick Leave; \*Reason: Personal; \*Start Date: 06/01/2021; End Date: (empty); Duration: 7.50 Hours. Below these is a 'Partial Days' section with 'None' selected. A 'Check Eligibility' button is present. A 'Comments' text area is below. The 'Attachments' section shows 'You have not added any Attachments.' with an 'Add Attachment' button. The 'Balance Information' section shows 'As Of 05/31/2021 36.63 Hours\*\*'. At the bottom, there are 'View Balances' and 'View Requests' links. A disclaimer at the very bottom states: 'Disclaimer: The current balance does not reflect absences that have not been processed.'

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**Step 13:** Click the **Partial Days** drop-down arrow and select the applicable option.

- **All Days** – Indicates that every day of absence is a partial day.
- **None** – Indicates that all days are full days at your regularly scheduled hours.
- **Start Day Only** – Indicates that every day of the absence with the exception of the first day was a full day off.



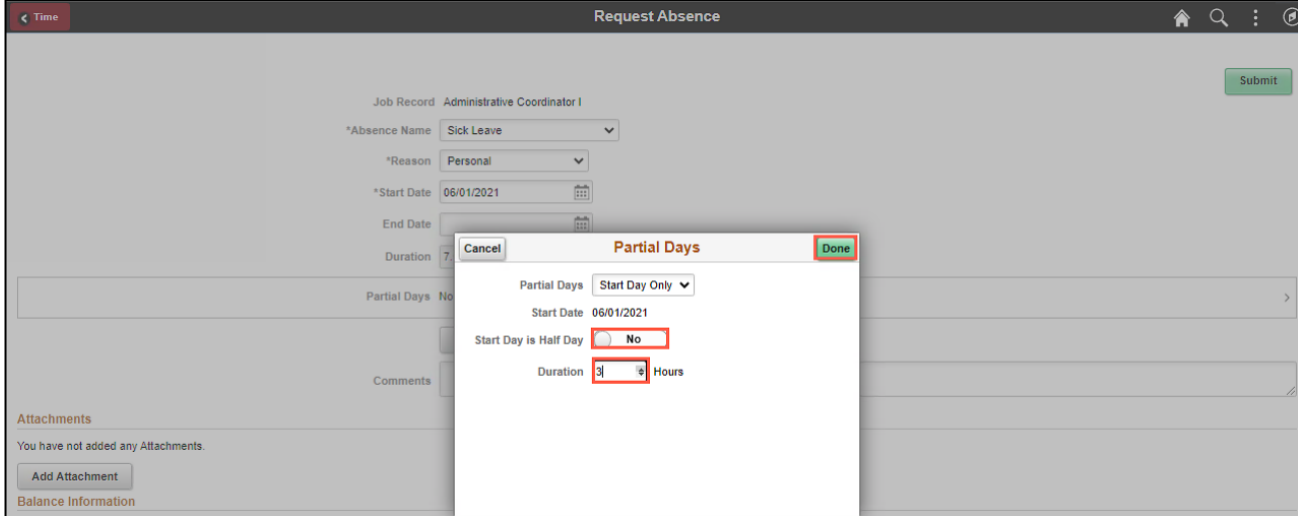
The screenshot shows the 'Request Absence' form with the following details: Job Record: Administrative Coordinator I; \*Absence Name: Sick Leave; \*Reason: Personal; \*Start Date: 06/01/2021; End Date: (empty); Duration: 7; Partial Days: No. A modal window titled 'Partial Days' is open, showing a dropdown menu with options: None, All Days, None, and Start Day Only. The 'Start Day Only' option is highlighted with a red box. The modal also has 'Cancel' and 'Done' buttons.

**Step 14:** If the Start Day is less than half a day, click the Start Day is Half Day button to toggle to no.

If the absence is for a half day, leave the button at yes and the system will populate the duration hours for you. It will populate half of what the employee is scheduled to work.

**Step 15:** Click in the **Duration Hours** field and enter the partial hours.

**Step 16:** Click the **Done** button to complete the request.



The screenshot shows the 'Request Absence' form with the following details: Job Record: Administrative Coordinator I; \*Absence Name: Sick Leave; \*Reason: Personal; \*Start Date: 06/01/2021; End Date: (empty); Duration: 7; Partial Days: No. A modal window titled 'Partial Days' is open, showing a dropdown menu with the option: Start Day Only. The modal also shows 'Start Date: 06/01/2021', 'Start Day is Half Day: No' (with a red box around the 'No' radio button), and 'Duration: 3.5 Hours' (with a red box around the '3.5' input field). The modal has 'Cancel' and 'Done' buttons.

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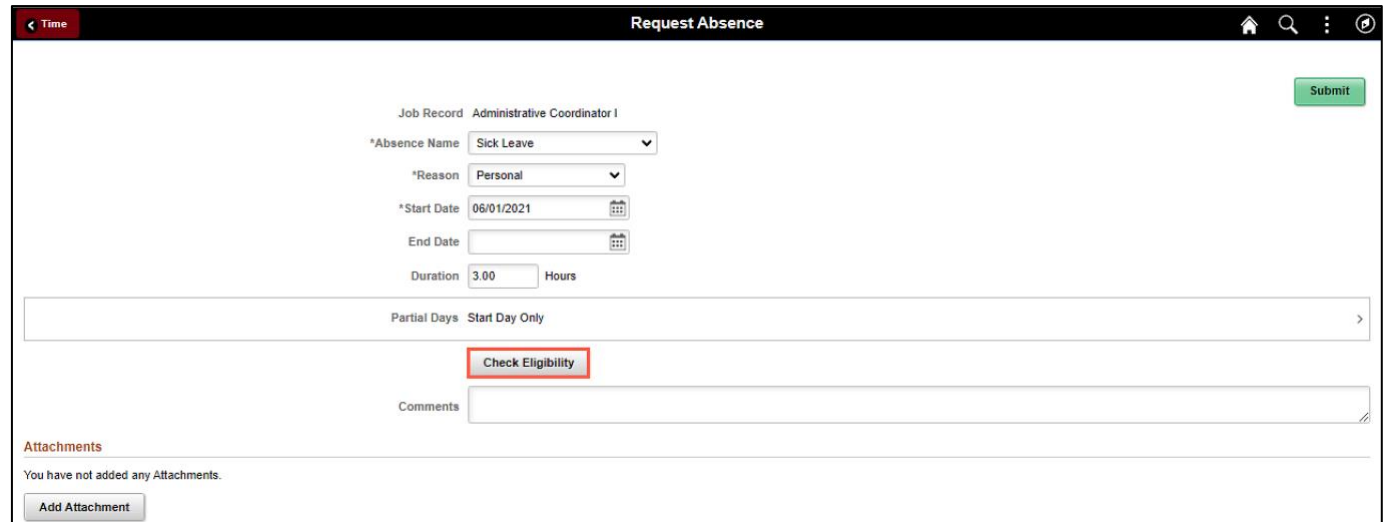
**Step 17:** Click the **Check Eligibility** button to determine if they are eligible to take the leave.

Two possible messages will be returned:

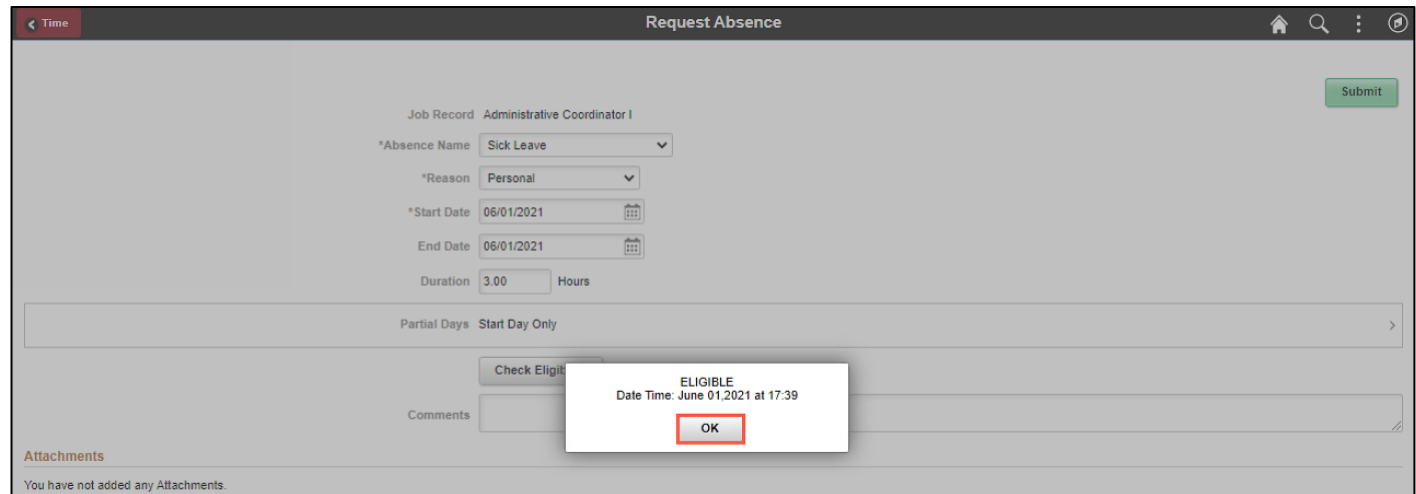
- **ELIGIBLE** means they have the leave available.
- **INELIGIBLE** means they do not have the leave balance available for the request.

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 Uof SC policy, an error message will appear if your request exceeds the established limit.

**Step 18:** A message appears saying they are eligible. Click the **OK** button to continue.



The screenshot shows the 'Request Absence' form for an Administrative Coordinator I. The form includes fields for Absence Name (Sick Leave), Reason (Personal), Start Date (06/01/2021), End Date, and Duration (3.00 Hours). A 'Check Eligibility' button is highlighted with a red box. Below the form is an 'Attachments' section with an 'Add Attachment' button.



The screenshot shows the same 'Request Absence' form, but with an 'ELIGIBLE' modal dialog box overlaid. The dialog box contains the text 'ELIGIBLE' and 'Date Time: June 01, 2021 at 17:39'. An 'OK' button is highlighted with a red box. The background form is dimmed.

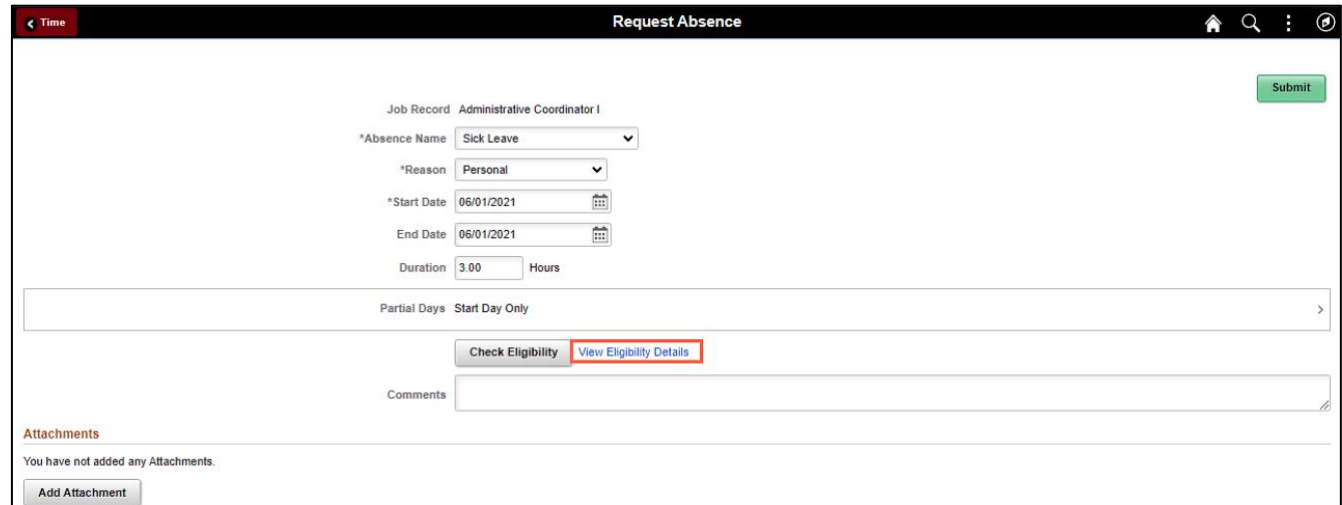


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**Step 19:** Click the **View Eligibility Details** link to view the details.

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

**Step 20:** Click the **X** to close the page to continue the absence request.



**Request Absence**

Job Record: Administrative Coordinator I

\*Absence Name: Sick Leave

\*Reason: Personal

\*Start Date: 06/01/2021

End Date: 06/01/2021

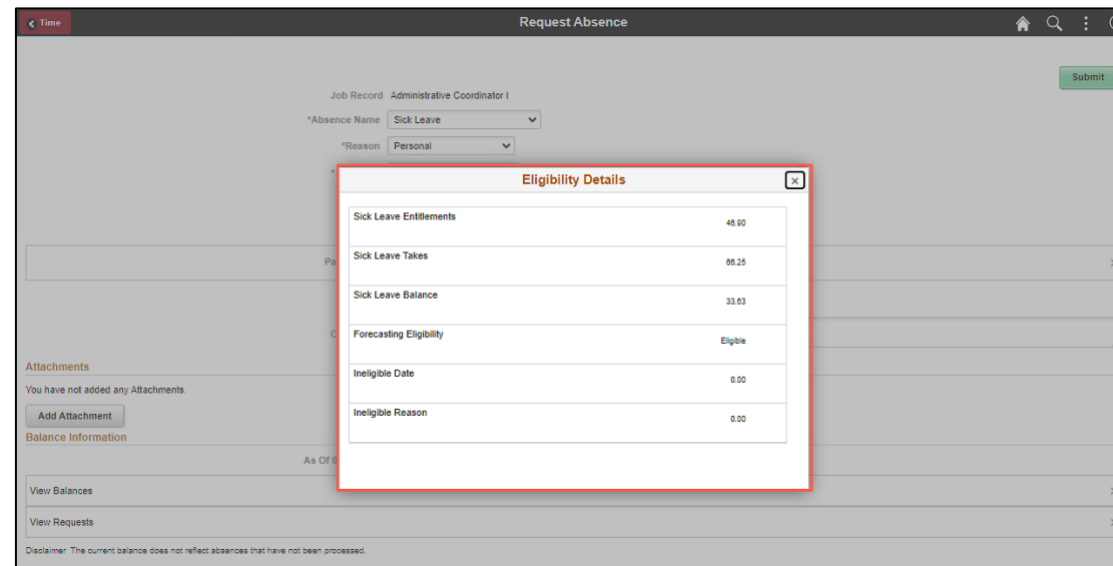
Duration: 3.00 Hours

Partial Days: Start Day Only

[Check Eligibility](#) [View Eligibility Details](#)

Comments

**Attachments**  
You have not added any Attachments.  
[Add Attachment](#)



**Request Absence**

Job Record: Administrative Coordinator I

\*Absence Name: Sick Leave

\*Reason: Personal

**Eligibility Details**

Sick Leave Entitlements	46.90
Sick Leave Takes	06.25
Sick Leave Balance	33.03
Forecasting Eligibility	Eligible
Ineligible Date	0.00
Ineligible Reason	0.00

**Attachments**  
You have not added any Attachments.  
[Add Attachment](#)

**Balance Information**  
As Of

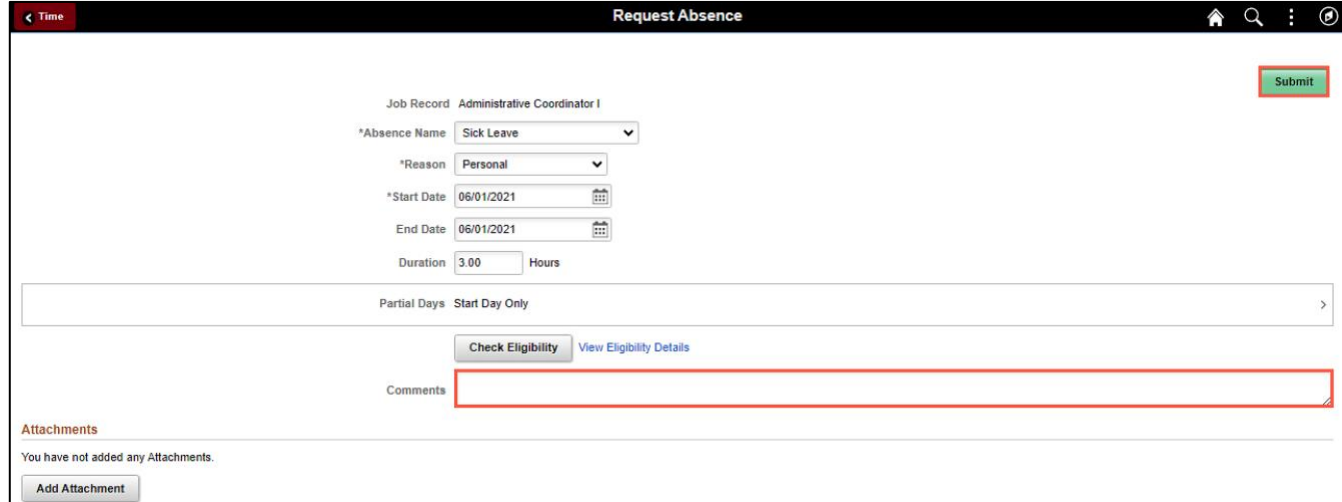
[View Balances](#)

[View Requests](#)

Disclaimer: The current balance does not reflect absences that have not been processed.

## University of South Carolina Absence Management – TL/ABS Approver Request a Partial Day Absence on Behalf of Employee

**Step 21:** Click in the **Comments** field and enter additional information.



**Request Absence**

Job Record: Administrative Coordinator I

\*Absence Name: Sick Leave

\*Reason: Personal

\*Start Date: 06/01/2021

End Date: 06/01/2021

Duration: 3.00 Hours

Partial Days: Start Day Only

[Check Eligibility](#) [View Eligibility Details](#)

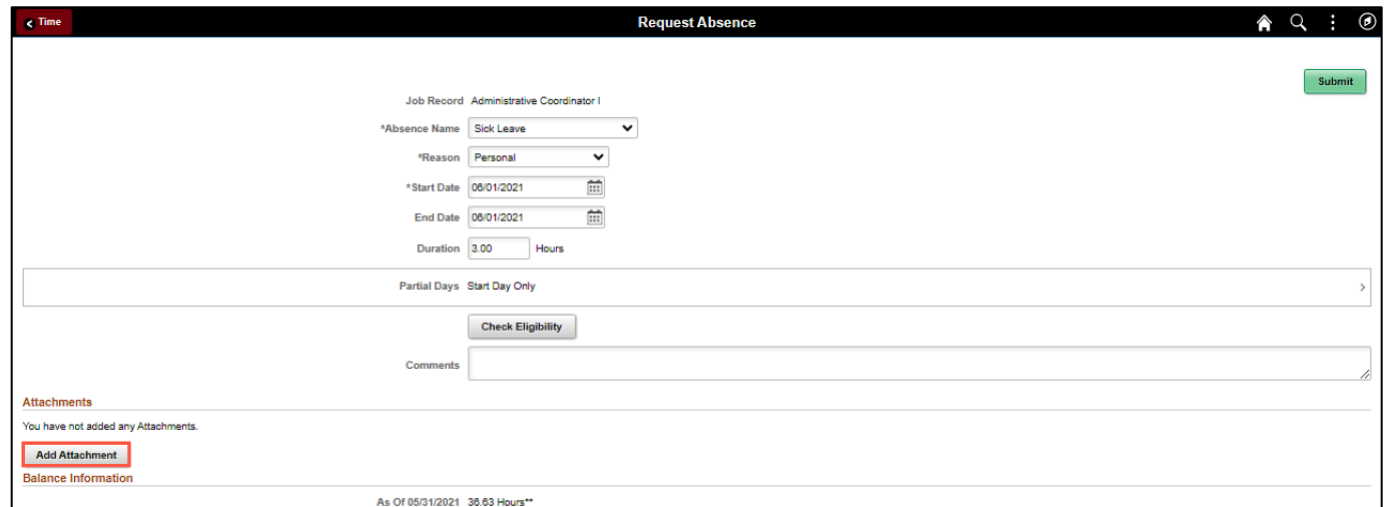
Comments:  

**Attachments**  
You have not added any Attachments.  
[Add Attachment](#)

[Submit](#)

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

**Step 22:** To add an attachment, click the **Add Attachment** button.



**Request Absence**

Job Record: Administrative Coordinator I

\*Absence Name: Sick Leave

\*Reason: Personal

\*Start Date: 06/01/2021

End Date: 06/01/2021

Duration: 3.00 Hours

Partial Days: Start Day Only

[Check Eligibility](#)

Comments:  

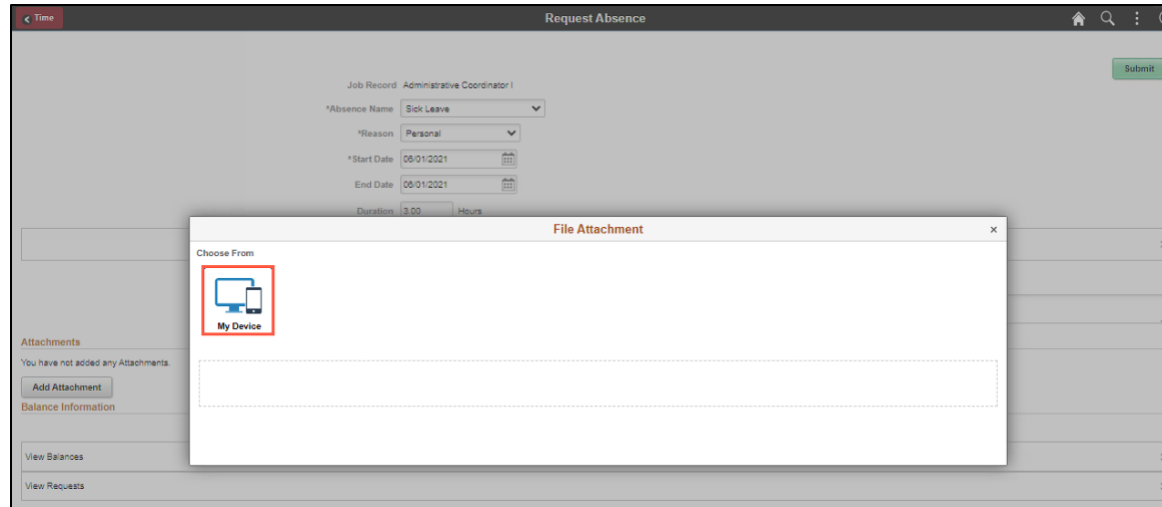
**Attachments**  
You have not added any Attachments.  
[Add Attachment](#)

**Balance Information**  
As Of 05/31/2021 36.63 Hours\*\*

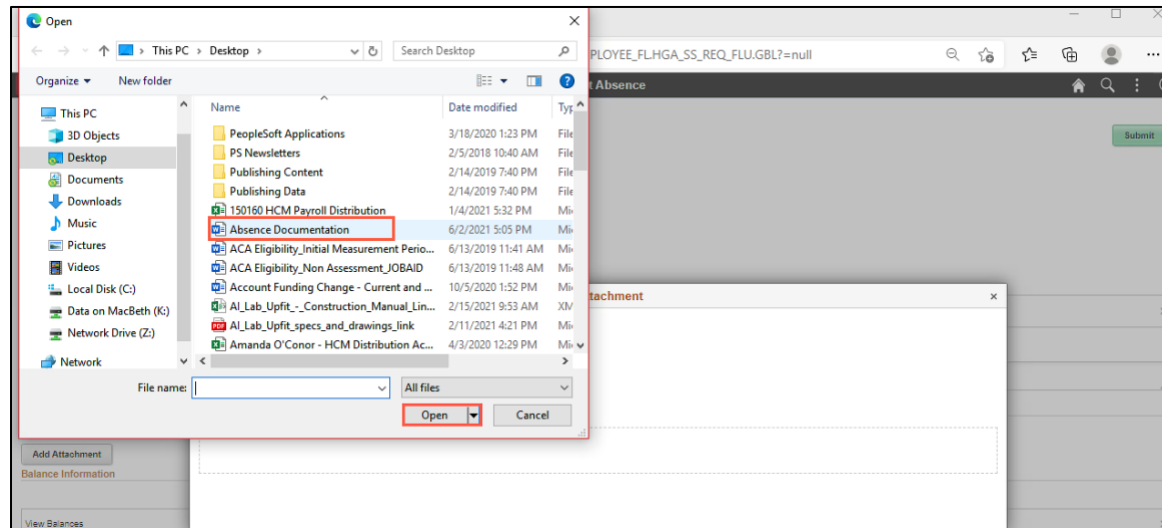
[Submit](#)

## University of South Carolina Absence Management – TL/ABS Approver Request a Partial Day Absence on Behalf of Employee

**Step 23:** Click **My Device** to select the appropriate documentation saved on your computer.

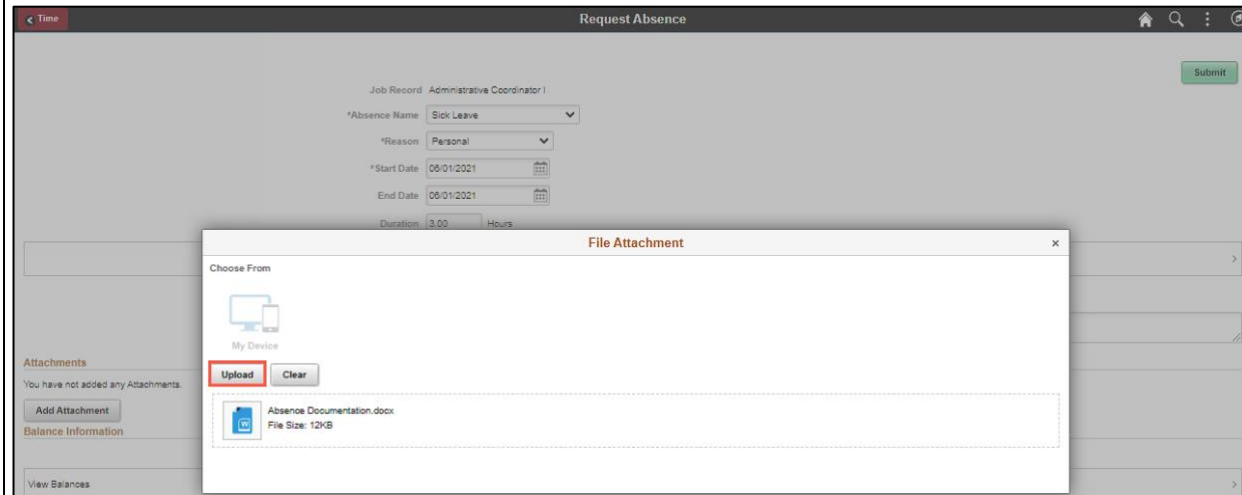


**Step 24:** Select the document and click the **Open** button.

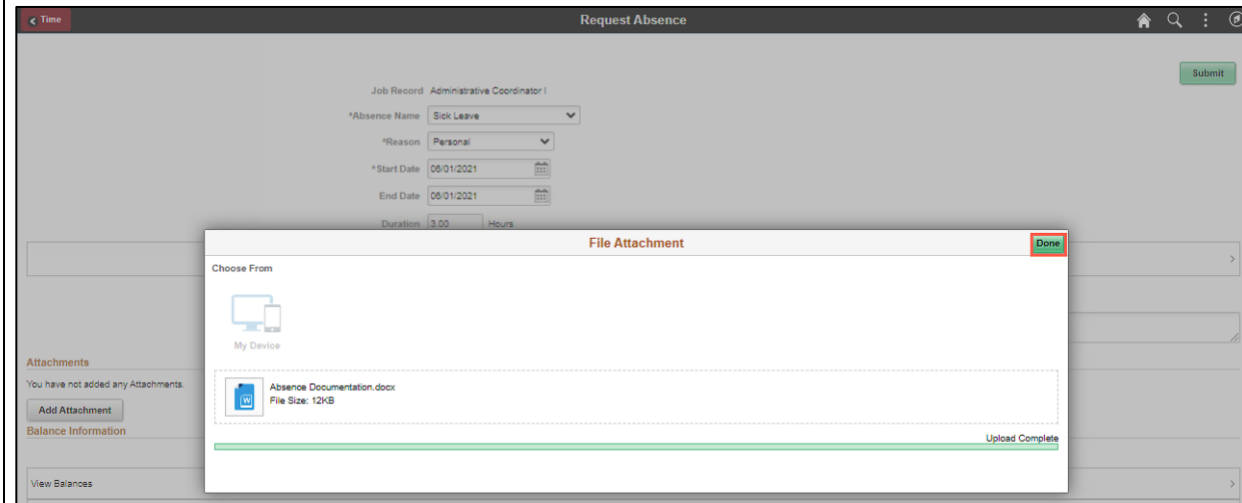


## University of South Carolina Absence Management – TL/ABS Approver Request a Partial Day Absence on Behalf of Employee

**Step 25:** Click the **Upload** button.



**Step 26:** Click the **Done** button to close the File Attachment page.



## University of South Carolina Absence Management – TL/ABS Approver Request a Partial Day Absence on Behalf of Employee

**Step 27:** Enter a description for the attached document in the **Description** field.

**Step 28:** Click **Submit** to submit the absence request for approval.

< Time
Request Absence
🏠 🔍 ⋮ 🔄

Submit

Job Record: Administrative Coordinator I

\*Absence Name: Sick Leave

\*Reason: Personal

\*Start Date: 05/01/2021

End Date: 05/01/2021

Duration: 3.00 Hours

Partial Days: Start Day Only

[Check Eligibility](#)

Comments:

**Attachments**

[Add Attachment](#)

Attachments	Description	Attached By	Attached	Status	1 row
Absence_Documentation.docx	Add a description for the selected document here.		05/10/21 08:00:16 AM	Active	<a href="#">🗑️</a>

**Balance Information**

As Of 05/31/2021 36.63 Hours\*\*

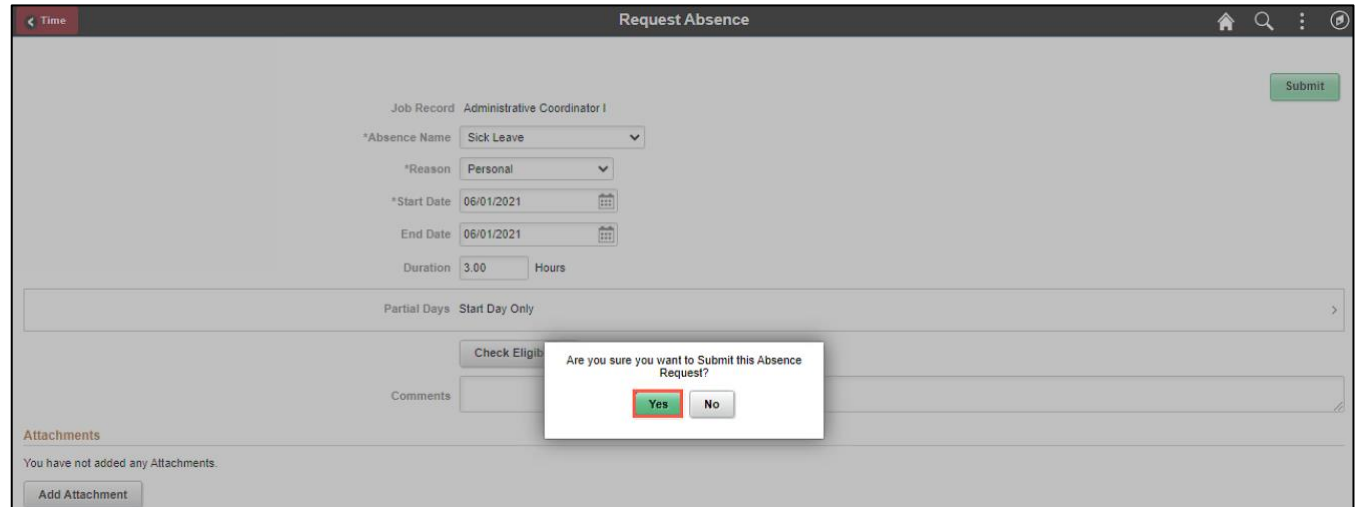
[View Balances](#)

[View Requests](#)

Disclaimer: The current balance does not reflect absences that have not been processed.

## University of South Carolina Absence Management – TL/ABS Approver Request a Partial Day Absence on Behalf of Employee

**Step 29:** Click the **Yes** button to indicate you are ready to submit the request.



Request Absence

Job Record: Administrative Coordinator I

\*Absence Name: Sick Leave

\*Reason: Personal

\*Start Date: 06/01/2021

End Date: 06/01/2021

Duration: 3.00 Hours

Partial Days: Start Day Only

Check Eligibility

Comments

Attachments

You have not added any Attachments.

Add Attachment

Are you sure you want to Submit this Absence Request?

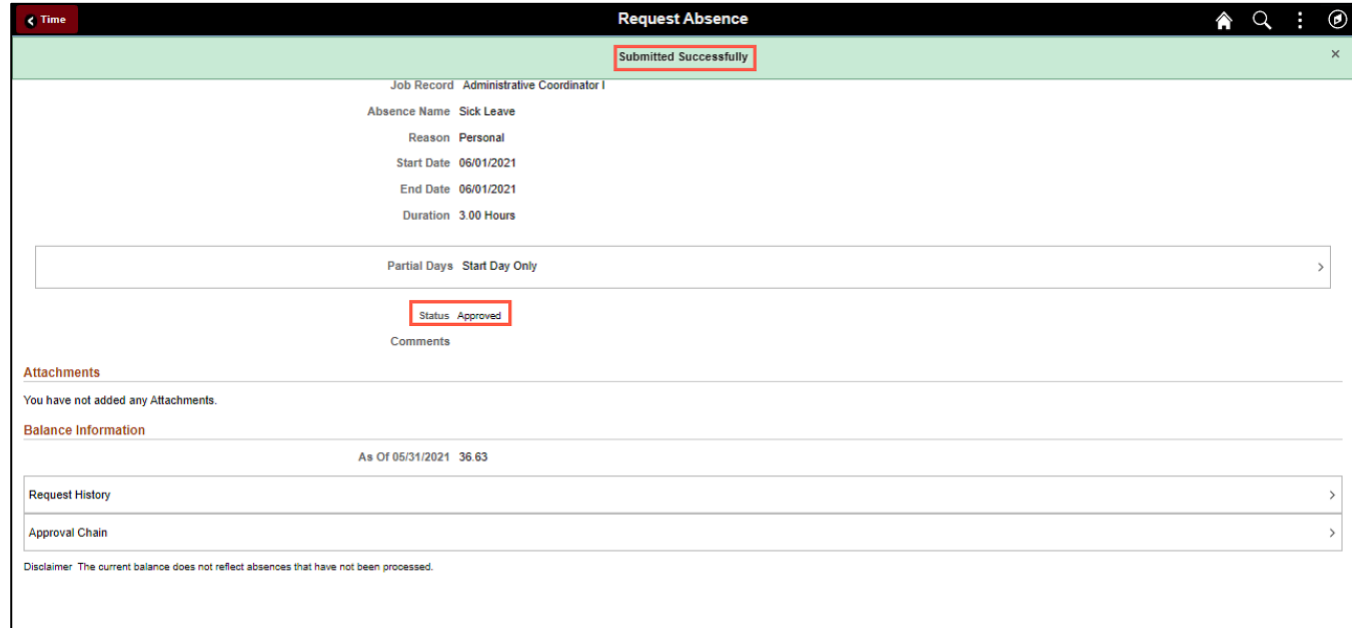
Yes No

## University of South Carolina Absence Management – TL/ABS Approver Request a Partial Day Absence on Behalf of Employee

Once the absence request has been submitted correctly, you will see a message saying that the absence request has been submitted successfully. Also, an email is generated that will automatically be sent to the employee.

When an absence request is entered by a TL/ABS Approver on behalf of an employee, additional approval is not required.

You successfully learned how to request a partial day absence on behalf of an employee.



The screenshot shows a mobile application interface for requesting an absence. At the top, there is a navigation bar with a back arrow, the text 'Time', and the title 'Request Absence'. Below the navigation bar, a green banner displays the message 'Submitted Successfully'. The main content area shows the following details:

- Job Record: Administrative Coordinator I
- Absence Name: Sick Leave
- Reason: Personal
- Start Date: 06/01/2021
- End Date: 06/01/2021
- Duration: 3.00 Hours

Below these details is a section for 'Partial Days' with a dropdown menu set to 'Start Day Only'. A 'Status' field is highlighted in red and shows 'Approved'. There is also a 'Comments' field. The interface includes sections for 'Attachments' (with the message 'You have not added any Attachments.'), 'Balance Information' (showing 'As Of 05/31/2021 36.63'), 'Request History', and 'Approval Chain'. A disclaimer at the bottom states: 'Disclaimer The current balance does not reflect absences that have not been processed.'