



Absence Management Job Aids

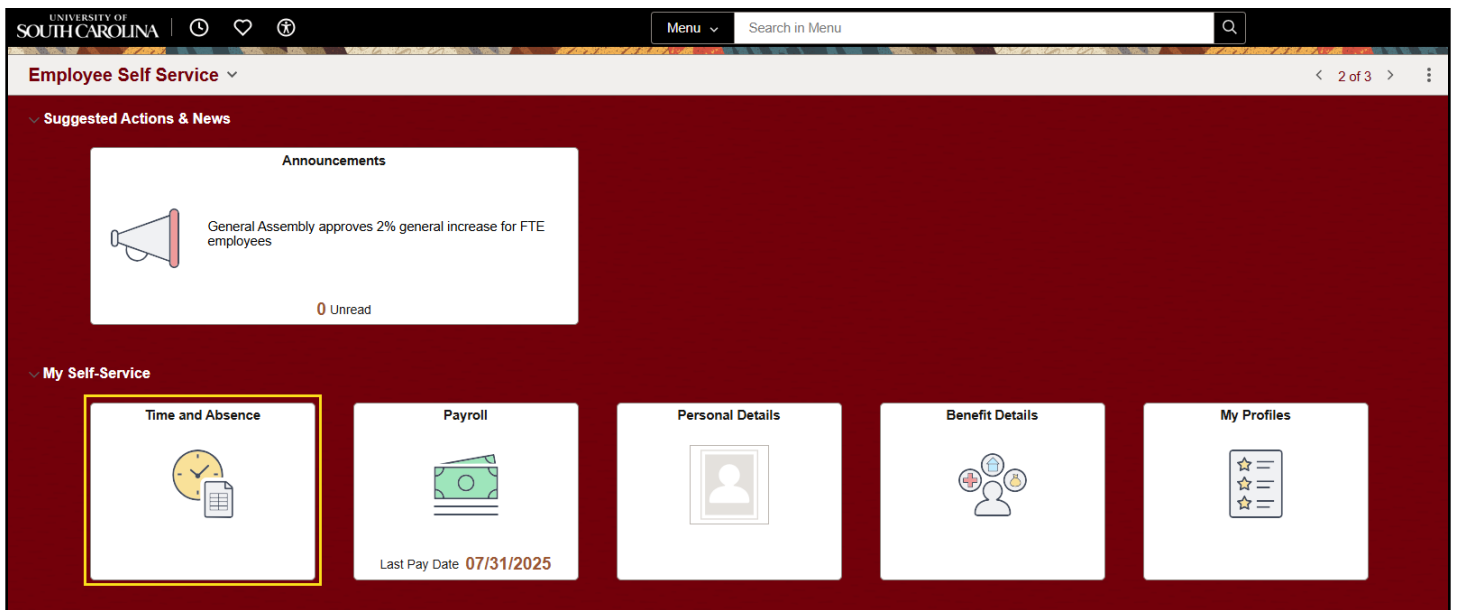
Employee Self Service: Partial Day Absence Requests

How to request a partial day absence:

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

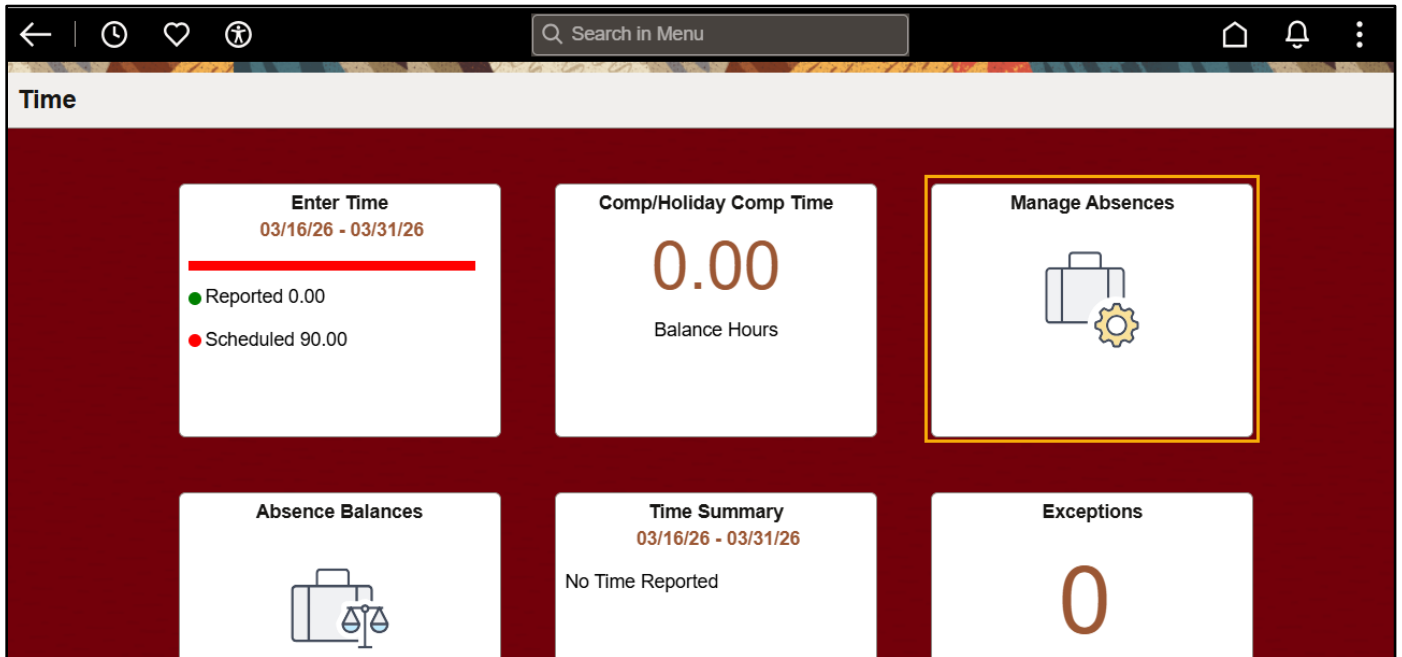
Navigation: Employee Self Service > Time and Absence > Manage Absences

1) On the Employee Self Service landing page, click the **Time and Absence** tile.

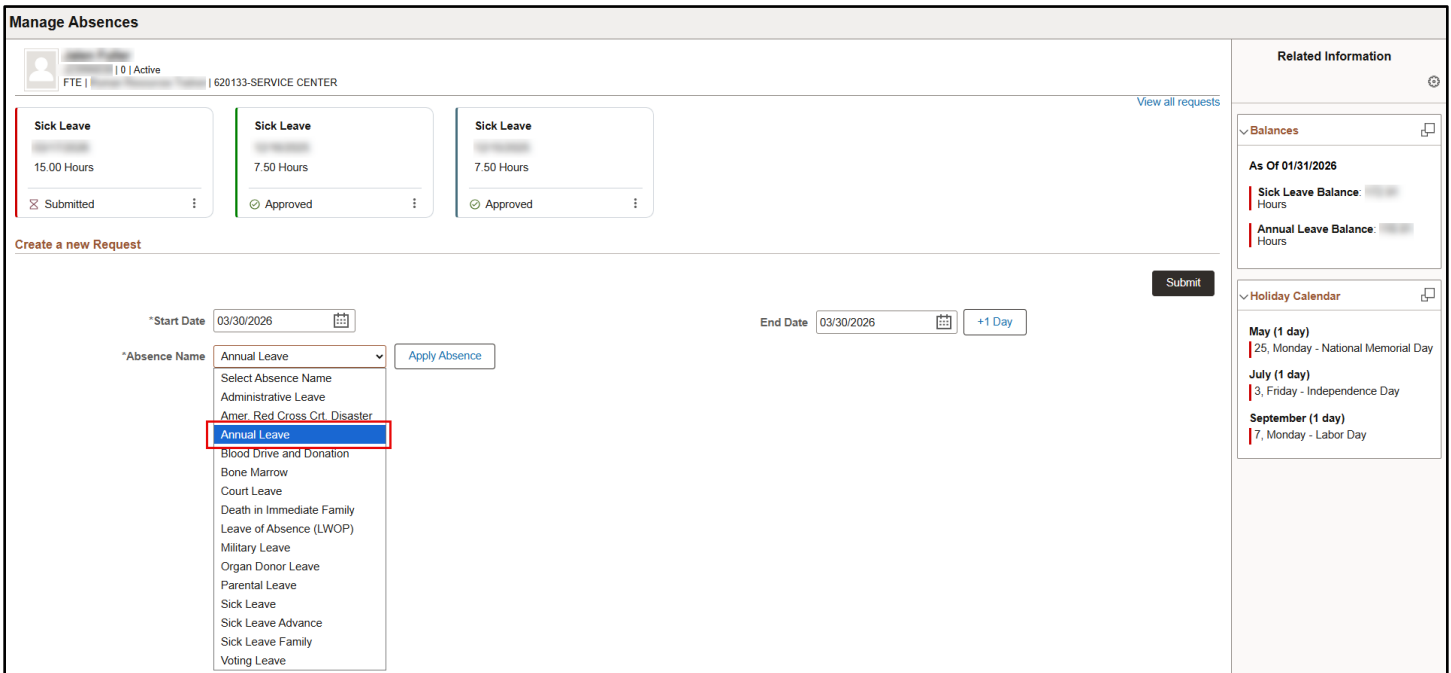


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2) Click the **Manage Absences** tile to request an absence.



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.



4) Click **Apply Absence**.

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

Create a new Request

*Start Date: 03/30/2026

*Absence Name: Annual Leave

Apply Absence

End Date: 03/30/2026 +1 Day

*Reason: Select Absence Reason

- Select Absence Reason
- Educational
- FMLA
- Hazardous Weather
- Military Leave
- Personal
- Worker's Comp
- Worker's Comp/FMLA

Partial Days: None

Duration: 7.50 Hours

Comments:

Submit

NOTE: Not all absence types have this reason field.

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.

Manage Absences

FTE | 0 | Active | 620133-SERVICE CENTER

Sick Leave: 15.00 Hours Submitted

Sick Leave: 7.50 Hours Approved

Sick Leave: 7.50 Hours Approved

Create a new Request

*Start Date: 03/30/2026

*Absence Name: Annual Leave

Apply Absence

End Date: 03/30/2026

*Reason: Personal

Partial Days: None

Duration: 7.50 Hours

Check Eligibility

Comments:

Calendar: March 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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

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

*Start Date: 03/30/2026
End Date: 03/30/2026 +1 Day
*Absence Name: Annual Leave
*Reason: Personal
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.

Partial Days: None

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**.

Partial Days: Start Day Only

Start Date

Start Day is Half Day

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.

Cancel **Partial Days** Done

Partial Days End Day Only ▾

End Date 03/31/2026

End Day Is Half Day

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. 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.

Partial Days

Partial Days Start Day Only ▾

Start Date 03/30/2026

Start Day is Half Day

Duration 3 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)).

- 8)** 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

*Start Date 03/30/2026 End Date 03/30/2026 +1 Day

*Absence Name Annual Leave Apply Absence *Reason Personal

Partial Days None

Duration 7.50 Hours Check Eligibility View Eligibility Details

Comments

Submit

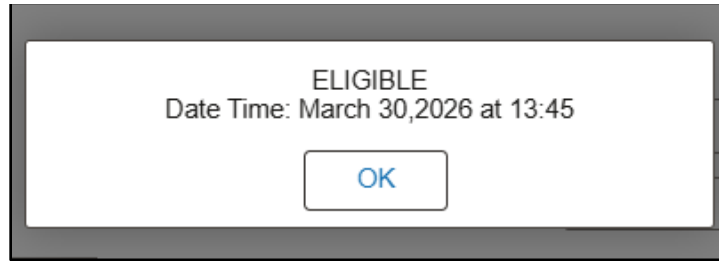
NOTE: An absence cannot be requested for a date an employee is not scheduled to work.

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.

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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.



9) A message appears saying you are eligible. Click the **OK** button to continue.

10) Click **View Eligibility Details** to view the details.

Create a new Request

*Start Date: 03/30/2026

End Date: 03/30/2026 +1 Day

*Absence Name: Annual Leave Apply Absence

*Reason: Personal

Partial Days: None

Duration: 7.50 Hours

Comments:

Check Eligibility View Eligibility Details

Submit

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

11) Click the **X** to close out the page to continue the absence request.

Eligibility Details	
Annual Leave Entitlements	28.14
Annual Leave Takes	28.14
Annual Leave Balance	0.00
Forecasting Eligibility	Ineligible
Ineligible Date	04/13/2026
Ineligible Reason	0.00

12) 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.

Create a new Request

Submit

*Start Date 03/30/2026 End Date 03/30/2026 +1 Day

*Absence Name Annual Leave Apply Absence *Reason Personal

Partial Days None

Duration 7.50 Hours Check Eligibility View Eligibility Details

Comments Add in additional info here.

13) To add an attachment, click the **Add Attachment** button.

Attachments

You have not added any Attachments.

Add Attachment

Balance Information As Of 03/30/2026

Annual Leave Entitlements	
Annual Leave Takes	0.00
Annual Leave Balance	
Take Limit	0.00

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

14) Click **My Device** to select the appropriate documentation saved on your computer. Select the document and click the **Upload** button. Click the **Done** button to close the **File Attachment** page.

File Attachment Done

Choose From

My Device

Absence Documentation.docx
File Size: 13KB

Upload Complete

15) Enter a description for the attached document in the **Description** field.

Create a new Request Submit

*Start Date: 03/30/2026 End Date: 03/30/2026 +1 Day

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

Partial Days: None

Duration: 7.50 Hours Check Eligibility View Eligibility Details

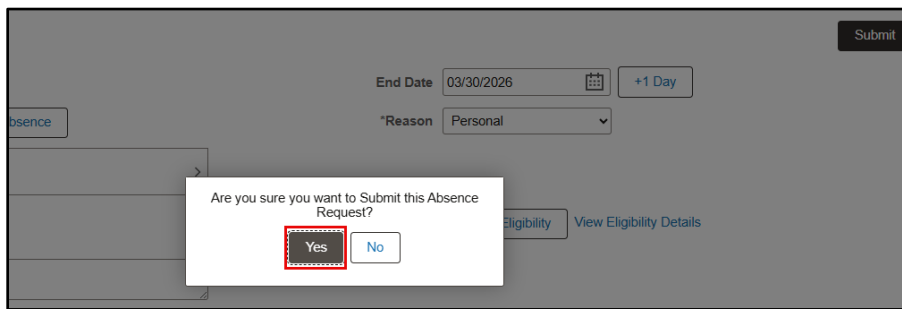
Comments: Add in additional info here.

Attachments

Add Attachment

Attachments	Description	Attached By	Attached	Status
Absence_Documentation.docx			03/30/26 01:54:00 PM	Active

16) Click **Submit** to submit the absence request for approval.



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.

Manage Absences

| 0 | Active
FTE | | 620133-SERVICE CENTER

Annual Leave

03/30/2026

7.50 Hours

Submitted

Actions ✕

View Absence


Cancel Absence

Sick Leave

7.50 Hours

Approved

Details ✕

 [Redacted]
| 0 | Active
FTE | [Redacted] | 620133-SERVICE CENTER

Start Date 03/30/2026

Absence Name Annual Leave

Balance [Redacted]

End Date 03/30/2026

Reason Personal

[Cancel Absence](#)

Partial Days None >

Duration 7.50 Hours

Status Submitted

Eligibility Results Eligible [View Eligibility Details](#)

Comments Add in additional info here.

Attachments

1 row

Attachments ↑↓	Description ↑↓	Attached By ↑↓	Attached ↑↓	Status ↑↓
Absence_Documentation.docx	Absence_Documentation.docx	[Redacted]	03/30/26 01:58:26 PM	Active

Processing Details

Status Not Processed

Request History

Approval Chain >

You have successfully learned how to request a partial day absence !