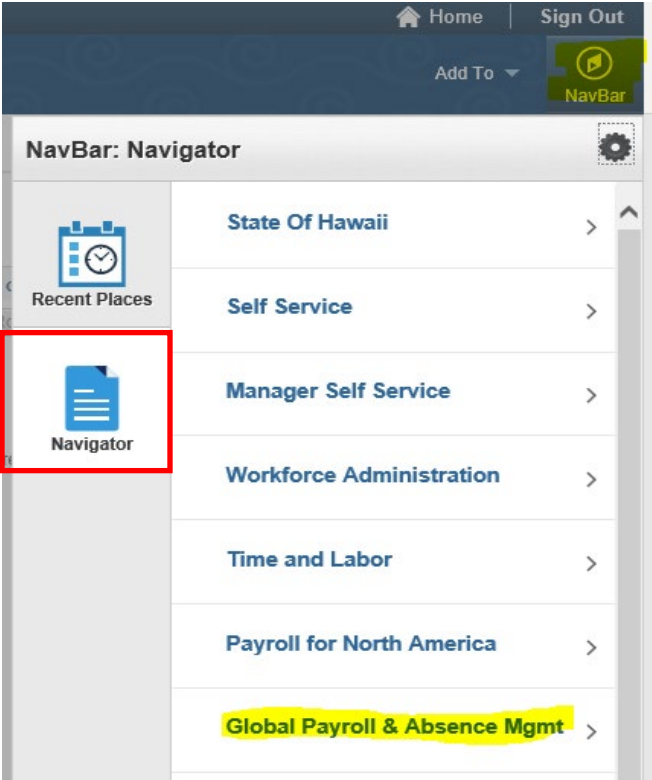
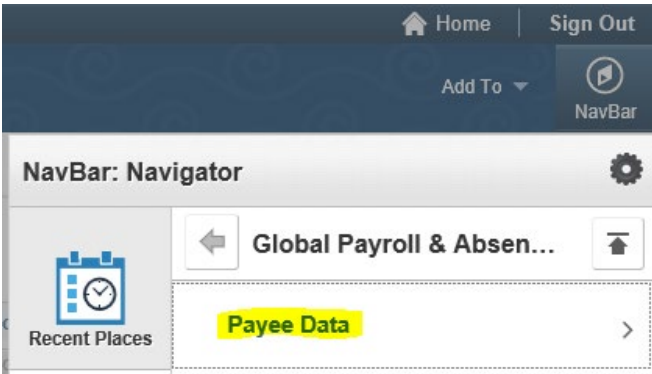


HOW TO REQUEST PARTIAL DAYS OFF

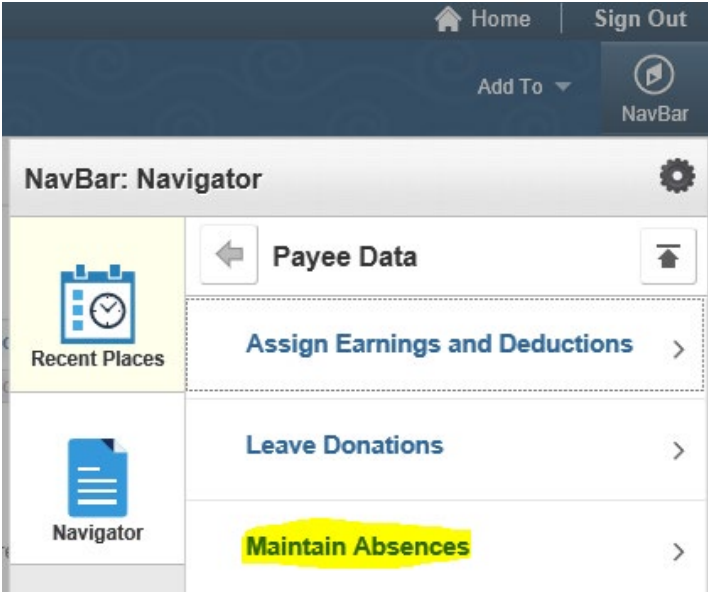
Go to NavBar, Navigator, then Global Payroll & Absence Mgmt



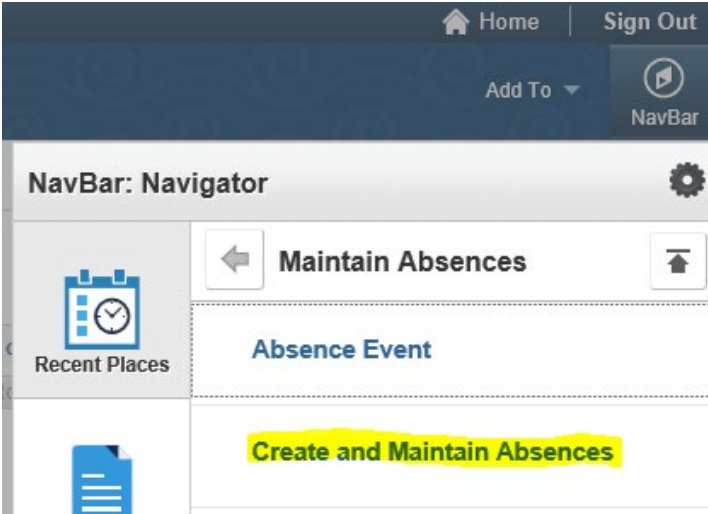
Go to Payee Data



Go to Maintain Absences



Go to Create and Maintain Absences



Fill out your Absence Detail, then go to the Partial Days tab

Create and Maintain Absence Requests

▸ [Search](#)

Absence Requests

☰

Absence Detail
Partial Days
Additional Information
Override
Process
Forecast
Comments
Demographic
||▶

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration
<input type="checkbox"/>	██████████ <input style="width: 20px; border: none; border-bottom: 1px solid #ccc;" type="text"/>	██████████	0 <input style="width: 20px; border: none; border-bottom: 1px solid #ccc;" type="text"/>	*General Professional	04/20/2020 <input style="width: 20px; border: none; border-bottom: 1px solid #ccc;" type="text"/>	04/21/2020 <input style="width: 20px; border: none; border-bottom: 1px solid #ccc;" type="text"/>	02 - Vacati <input style="width: 20px; border: none; border-bottom: 1px solid #ccc;" type="text"/>	Vacation <input style="width: 20px; border: none; border-bottom: 1px solid #ccc;" type="text"/>	16 Hours

Select All
Deselect All

Copy Absence
Delete

Select what you want for EX: All Days at the start of shift, 4 hours only select All Days and 4 in Start Day Hours and you will see the Duration revert from 16 to 8 hours

[Cancel Absence Requests](#)

⏪ ⏩ 1-1 of 1 ⏪ ⏩

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Forecast
Comments
Demographic
||▶

*Start Date	*End Date	*Absence Name	Duration	All Days	Start Day Hours	Start Half Day	End Day Hours	End Half Day
04/20/2020 <input style="width: 20px; border: none; border-bottom: 1px solid #ccc;" type="text"/>	04/21/2020 <input style="width: 20px; border: none; border-bottom: 1px solid #ccc;" type="text"/>	02 - Vacatio <input style="width: 20px; border: none; border-bottom: 1px solid #ccc;" type="text"/>	8 Hours	<input checked="" type="checkbox"/>	4.00	<input type="checkbox"/>		<input type="checkbox"/>

Select the Select box, then Forecast, & then Submit

Create and Maintain Absence Requests

▶ Search

Absence Requests

<input type="checkbox"/> <input type="checkbox"/>									
Absence Detail		Partial Days		Additional Information		Override	Process	Forecast	Comments
Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date			
<input checked="" type="checkbox"/>	██████████	██████████	0	*General Professional	04/20/2020	04/21/2020			
Select All		Deselect All							
Copy Absence				Delete					
Comments		TEST!							

▶ Submission Options

Once you Forecast you will receive this prompt select “Yes”

In order to provide accurate Forecast Results, the system will save the all Absence Requests. Would you like to continue?

After you Submit you will get a successful prompt select “OK”

Selected Absence Requests were successfully submitted. (0,0)

NOTE: Once you hit “Submit” this will auto approve.