

## How Do I Make a Partial Day Absence Request?

### Navigation

1. Log into OneUSG Connect.
2. From the **Employee Self Service** page, click the Time and Absence tile.
3. On the **Time** page, click the **Request Absence** link.

#### Select a Job (Only For Employees with Multiple Positions)

4. On the **Balances** page, validate the job name displayed in the **Select a Job** field; if the correct job is not displayed, click in the **Select a Job** field and select another item in the listing.

#### Enter a Partial Day Absence Request

5. On the **Request Absence** page, click the **Absence Name** field and select absence reason.
6. Enter or select the **Start Date** of the absence.
7. Enter or select the **End Date** of the absence, if more than one day is being requested.
8. Click the **Partial Days** field.
9. Select the day(s) that will only be a partial absence.
  - a. **All Days**
  - b. **End Day Only**
  - c. **Start Day Only**
  - d. **Start and End Days**
  - e. If you are only taking one day of leave, select either **All Days** or **Start Day** only. Either selection will work.
10. In the **Duration** field, enter the hours of leave you are requesting for the day(s) selected through the **Partial Days** drop down (step 9).
11. Click **Done**.
12. Verify the **Duration** field has updated.



13. Add **Comments** to detail the absence request. These comments are routed to your manager or designated time approver.

#### **Save the Request Without Submitting It (Optional)**

14. To save the request without submitting it, click the **Save for Later** button.

#### **Submit the Request**

15. When finished entering all information for the absence, click the **Submit** button.
16. The system displays an informational message, asking you to confirm the submittal request. Click the **Yes** button.
17. After completing the submittal process, the leave request is redisplayed in read-only mode. The **Request Status** is set to **Submitted**.

#### **Complete the Task/Sign Out of Application**

18. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



19. Click the **Sign Out** option in the listing.

