

How Do I Submit a Partial Day Absence\Leave Request?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Time and Absence** tile.
3. On the **Time** page, click the **Request Absence** link.
4. On the **Request Absence** page, click the **Absence Name** field and select absence reason.
5. Enter or select the **Start Date** of the absence.
6. Enter or select the **End Date** of the absence, if more than one day is being requested.
7. Click the **Partial Days** field.
8. 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.
9. In the **Duration** field, enter the hours of leave you are requesting for the day(s) selected through the **Partial Days** drop down.
10. Click **Done**.
11. Verify the **Duration** field has updated.
12. Add **Comments** to detail the absence request. These comments are routed to your manager or designated time approver.
13. To save the request without submitting it, click the **Save for Later** button.



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

