

**University of South Carolina  
Absence Management - MSS  
Request a Partial Day Absence on Behalf of Employee**

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

This job aid outlines how a manager can request a partial day absence on behalf of an employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

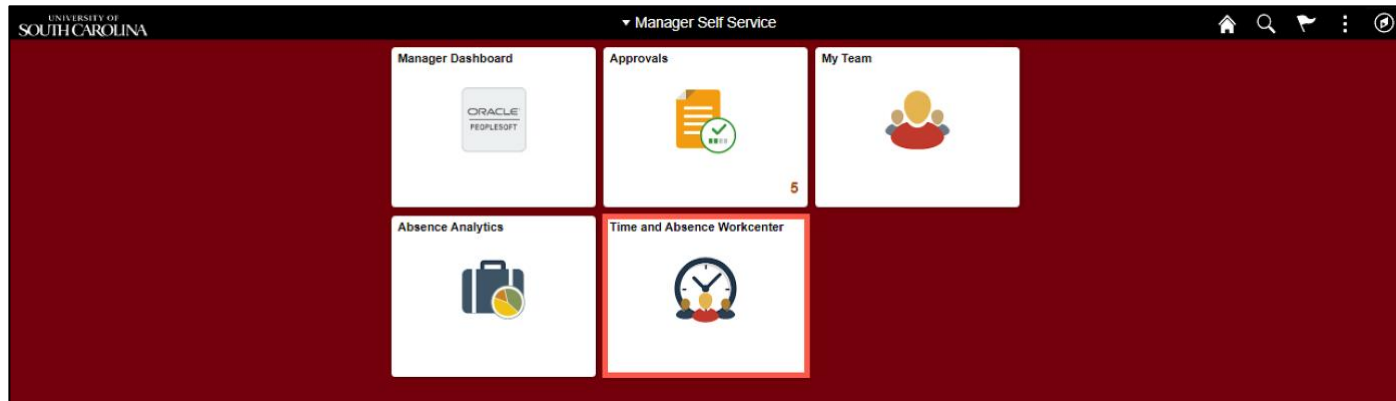
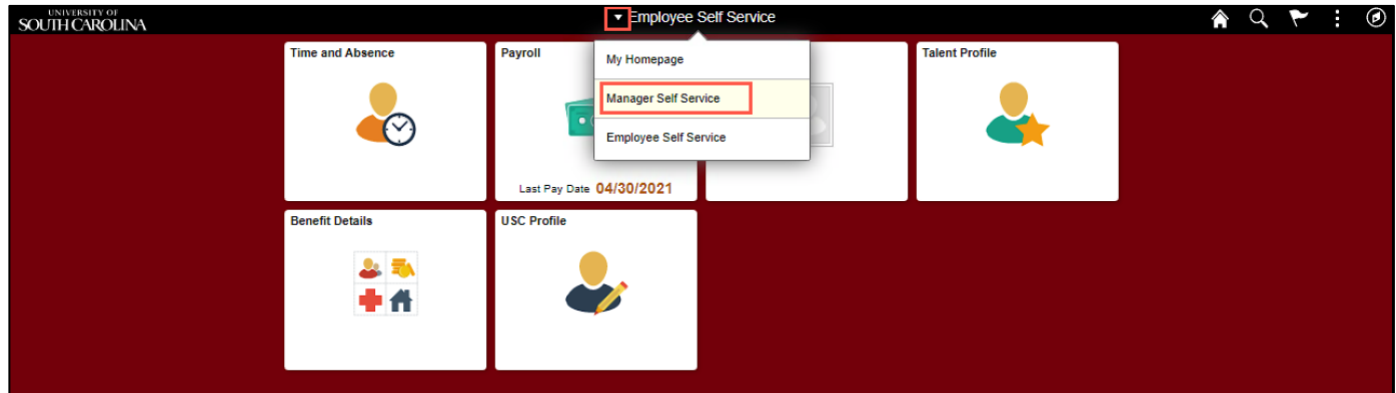
**Navigation:** Employee Self Service > Manager Self Service > Time and Absence Workcenter

**Processing Steps**

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

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

**Screenshots**

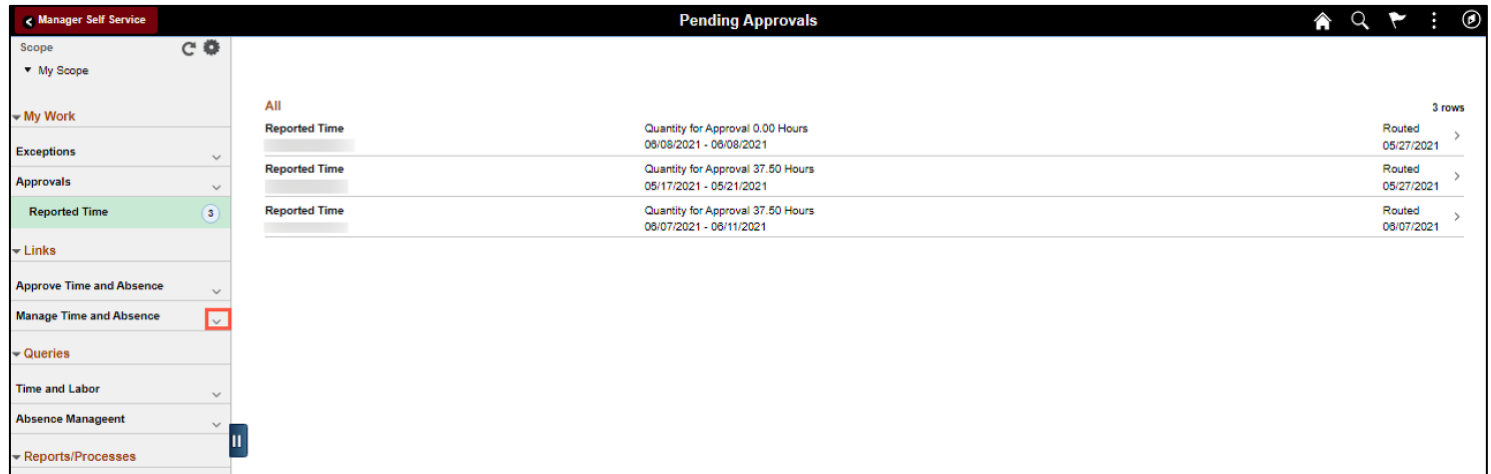


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**Time and Absence Workcenter** provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

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.



Pending Approvals			3 rows
Reported Time	Quantity for Approval 0.00 Hours 09/09/2021 - 09/09/2021	Routed	05/27/2021 >
Reported Time	Quantity for Approval 37.50 Hours 05/17/2021 - 05/21/2021	Routed	05/27/2021 >
Reported Time	Quantity for Approval 37.50 Hours 08/07/2021 - 08/11/2021	Routed	08/07/2021 >

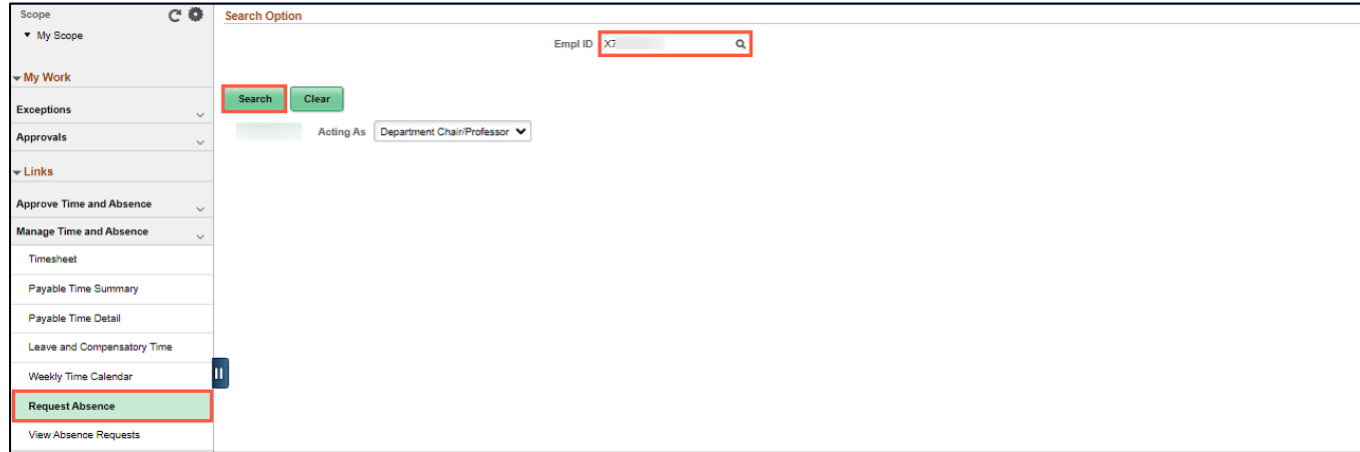
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**Step 4:** Click **Request Absence** from the options list.

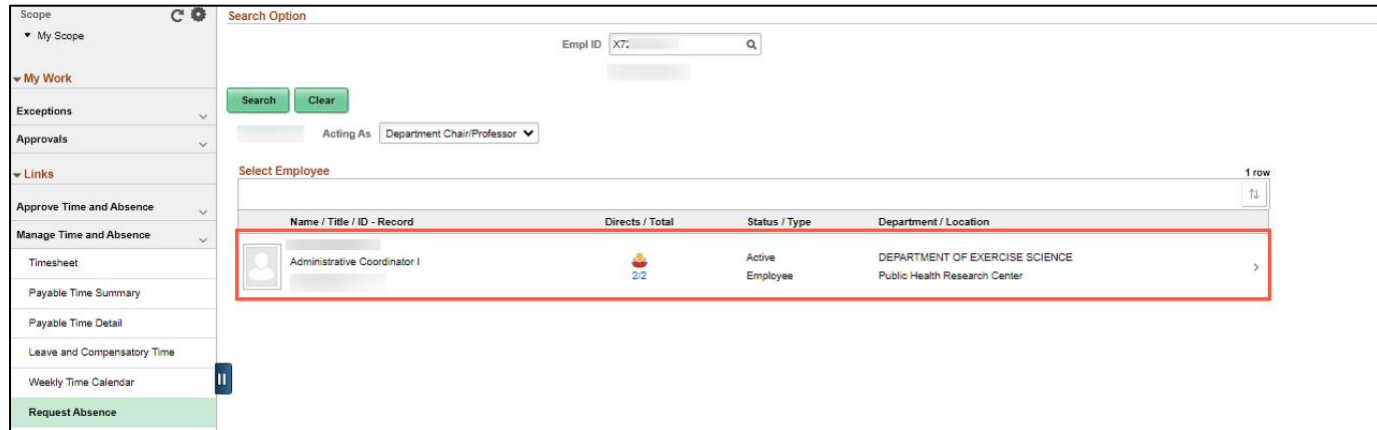
**Step 5:** Click in the **Empl ID** field and enter the USCID for the employee you are creating the absence for.

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



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



The screenshot shows the MSS interface. On the left sidebar, the 'Request Absence' button is highlighted with a red box. In the main content area, the 'Search Option' section has 'Empl ID' set to 'X7' in a search field, also highlighted with a red box. Below the search field are 'Search' and 'Clear' buttons, with the 'Search' button highlighted in red. The 'Acting As' dropdown is set to 'Department Chair/Professor'.



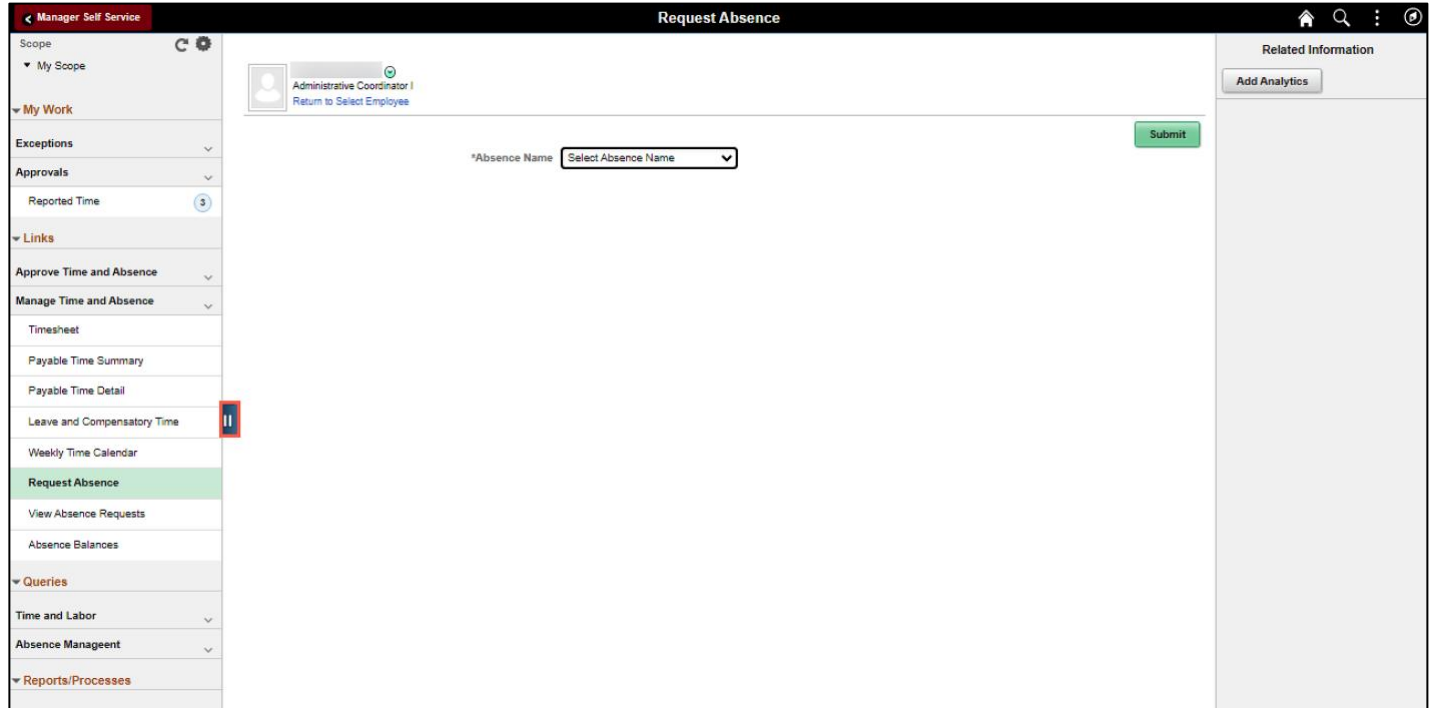
The screenshot shows the search results in the MSS interface. The 'Request Absence' button in the sidebar is highlighted in green. The search results table is displayed with one row highlighted in red:

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

The table indicates 1 row of results. The 'Request Absence' button in the sidebar is highlighted in green.

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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.



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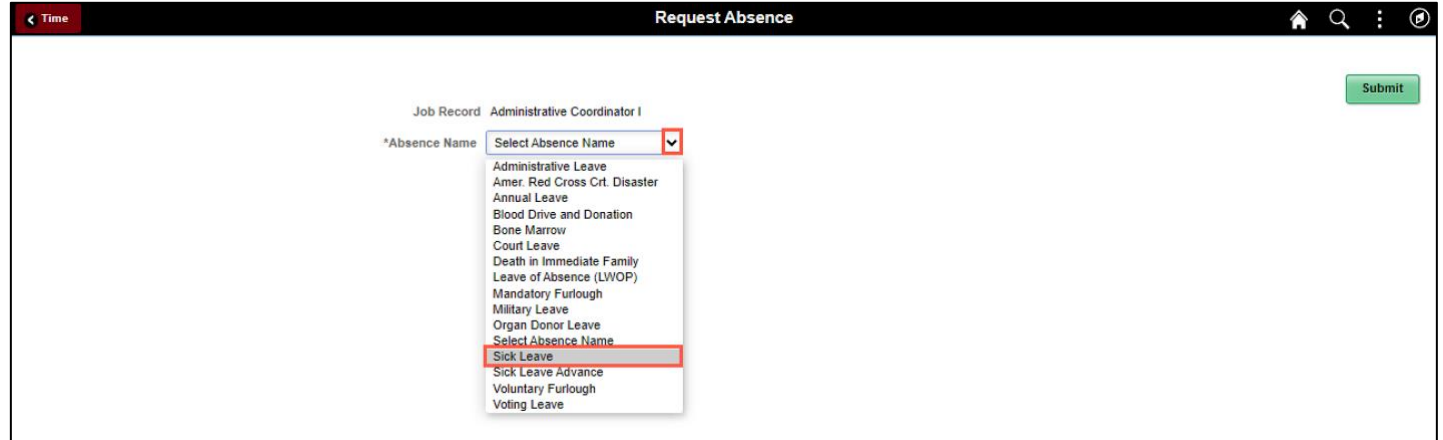
**Step 9:** Click the **Absence Name** drop-down arrow and select an absence type.

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

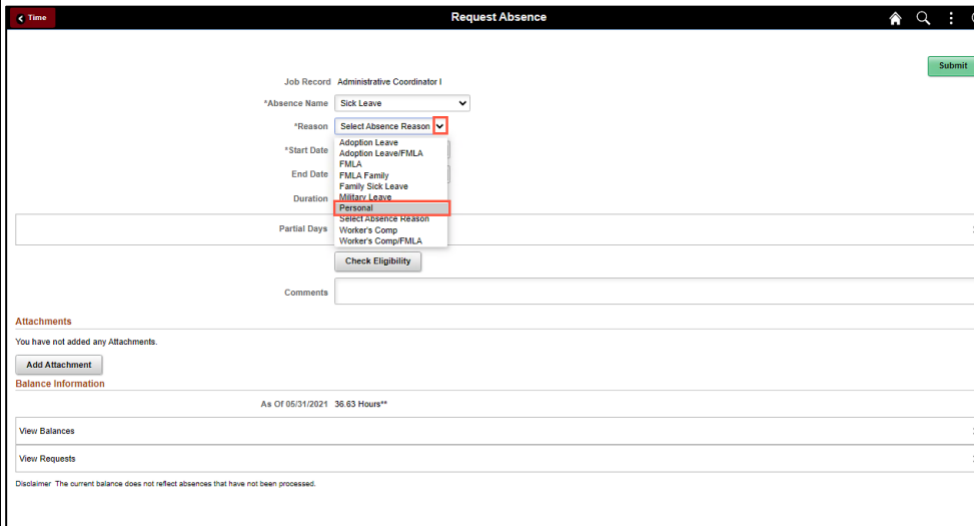
Please refer to the Absence Type one page document.

**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' form for an Administrative Coordinator I. The 'Absence Name' dropdown menu is open, displaying a list of absence types. 'Sick Leave' is highlighted with a red box. Other options include 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 Advance, Voluntary Furlough, and Voting Leave. A 'Submit' button is visible in the top right corner.



The screenshot shows the 'Request Absence' form with 'Sick Leave' selected in the 'Absence Name' dropdown. The 'Reason' dropdown menu is open, showing options like Adoption Leave, FMLA, Family Sick Leave, Military Leave, Personal, Select Absence Reason, Worker's Comp, and Worker's Comp/FMLA. 'Personal' is highlighted with a red box. Below the dropdowns are fields for Start Date, End Date, Duration, Partial Days, and Comments. There is also a 'Check Eligibility' button. At the bottom, there are sections for Attachments, Balance Information (As Of 05/31/2021 36.63 Hours\*\*), and View Balances/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.

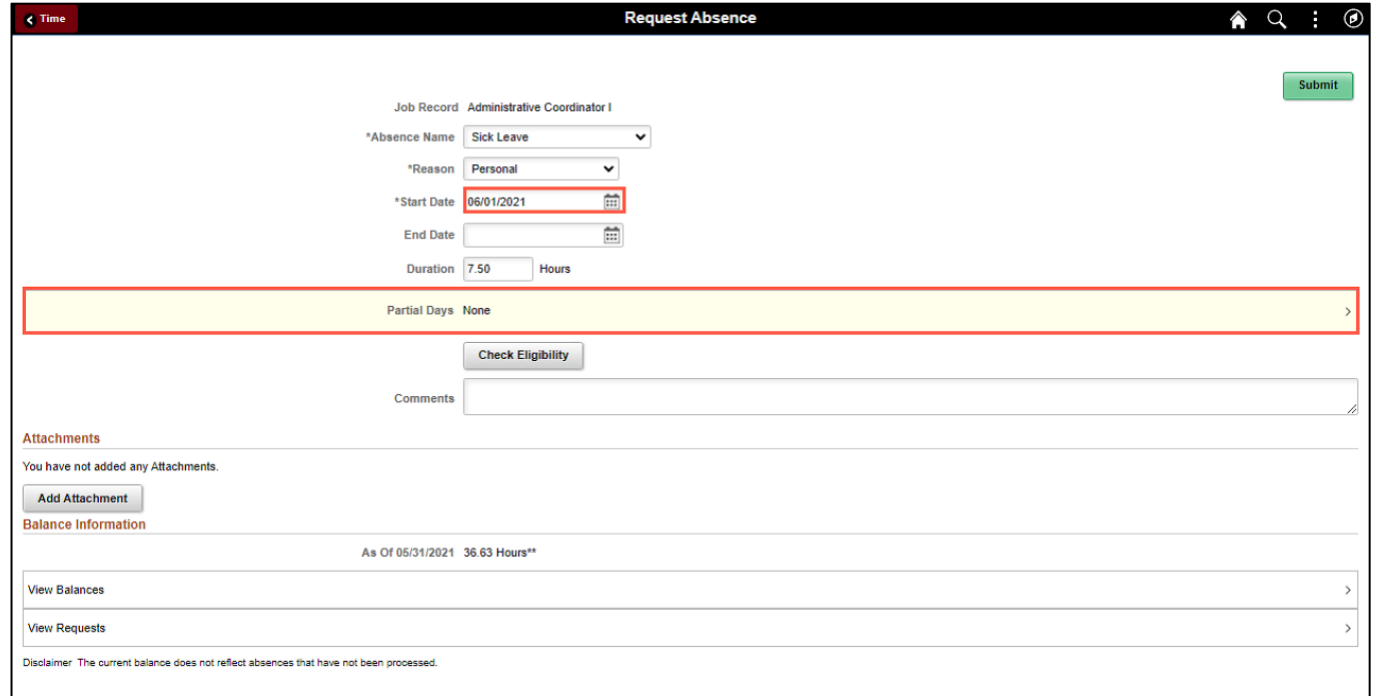
**Step 12:** For absences of less than a full day, click the **Partial Day** option to enter the number of hours that you are requesting to be absent.

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 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 60 days prior to the current day.

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

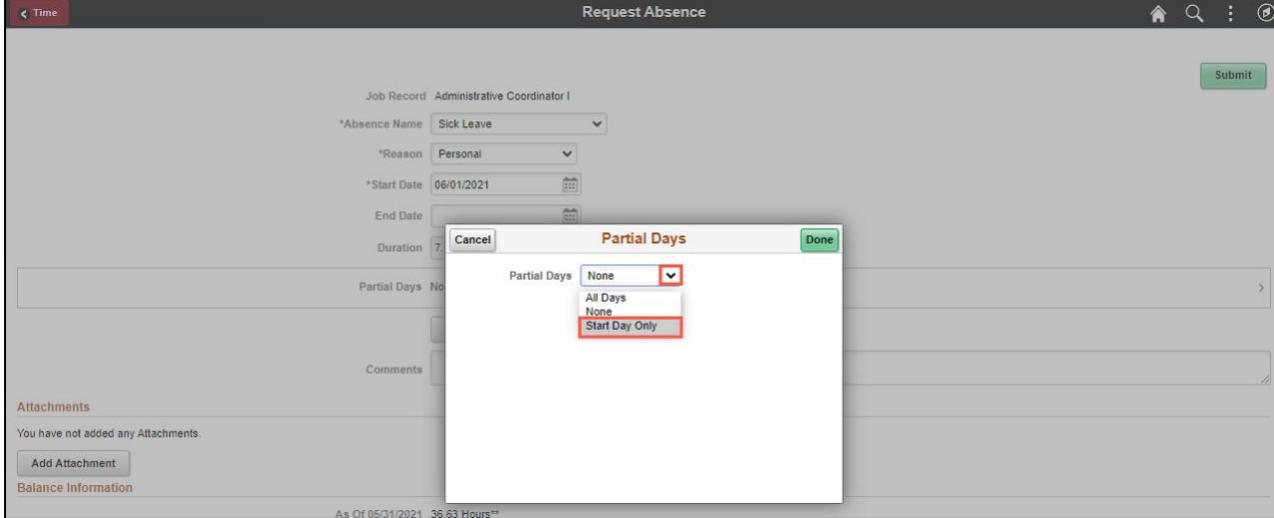


The screenshot shows the 'Request Absence' interface. At the top right is a 'Submit' button. The form fields are: Job Record: Administrative Coordinator I; \*Absence Name: Sick Leave; \*Reason: Personal; \*Start Date: 06/01/2021; End Date: (empty); Duration: 7.50 Hours. Below these is a 'Partial Days' 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.



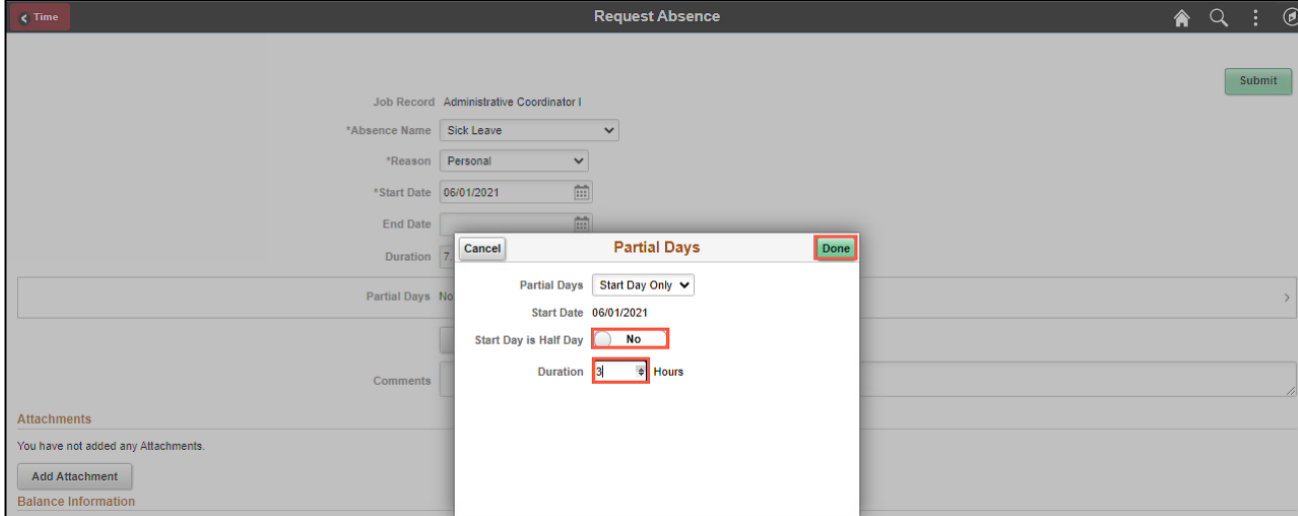
The screenshot shows the 'Request Absence' form for 'Administrative Coordinator I'. The 'Absence Name' is 'Sick Leave' and the 'Reason' is 'Personal'. The start date is 06/01/2021. A 'Partial Days' modal is open, showing a dropdown menu with options: 'None', 'All Days', 'None', and 'Start Day Only'. The 'Start Day Only' option is highlighted with a red box. The 'Done' button is also highlighted with a green box.

**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 you are 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 'Partial Days' modal open. The 'Partial Days' dropdown is now set to 'Start Day Only'. The 'Start Date' is 06/01/2021. The 'Start Day is Half Day' toggle is set to 'No'. The 'Duration' field is set to 3.5 hours. The 'Done' button is highlighted with a green box.

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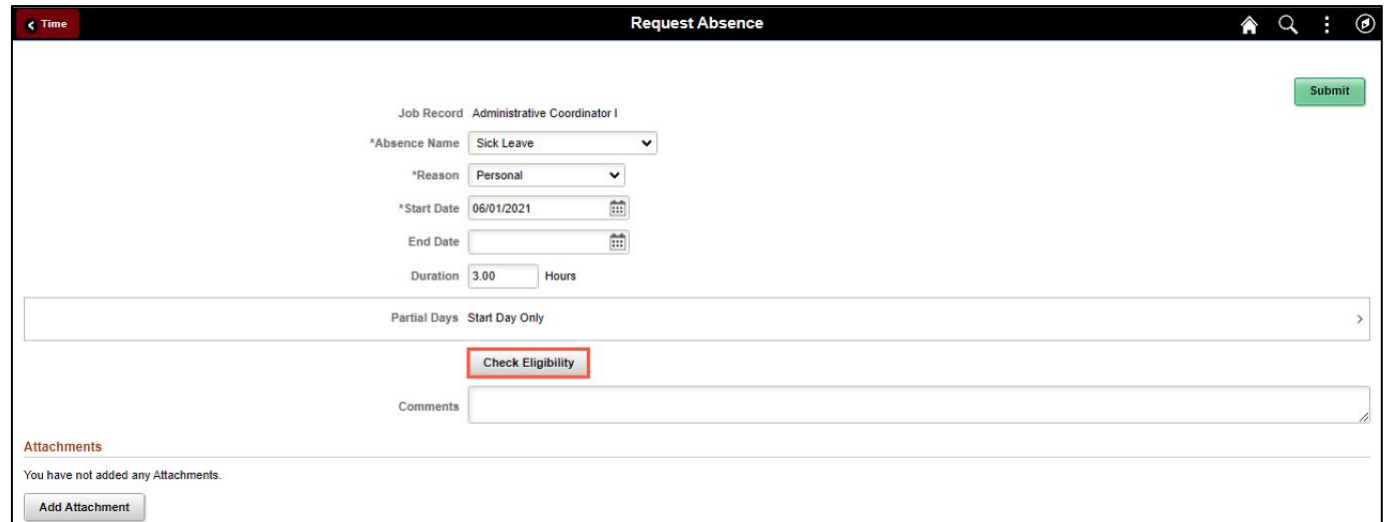
**Step 17:** Click the **Check Eligibility** button to determine if they are eligible to take the leave.

Two possible messages will be returned:

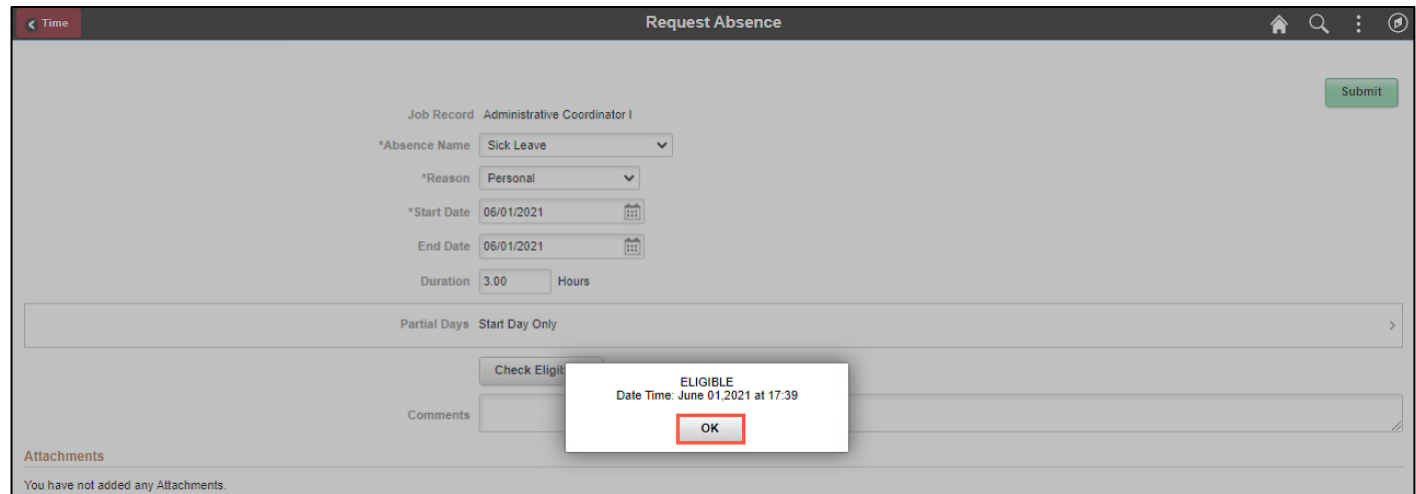
- **ELIGIBLE** means they have the leave available.
- **INELIGIBLE** means they do not have the leave balance available for the request.

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 you 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, Duration (3.00 Hours), and Partial Days (Start Day Only). A red box highlights the 'Check Eligibility' button. Below the form is an 'Attachments' section with an 'Add Attachment' button.



This screenshot shows the same 'Request Absence' form, but with a modal dialog box overlaid on the 'Check Eligibility' button. The dialog box contains the text 'ELIGIBLE' and 'Date Time: June 01, 2021 at 17:39'. A red box highlights the 'OK' button within the dialog.

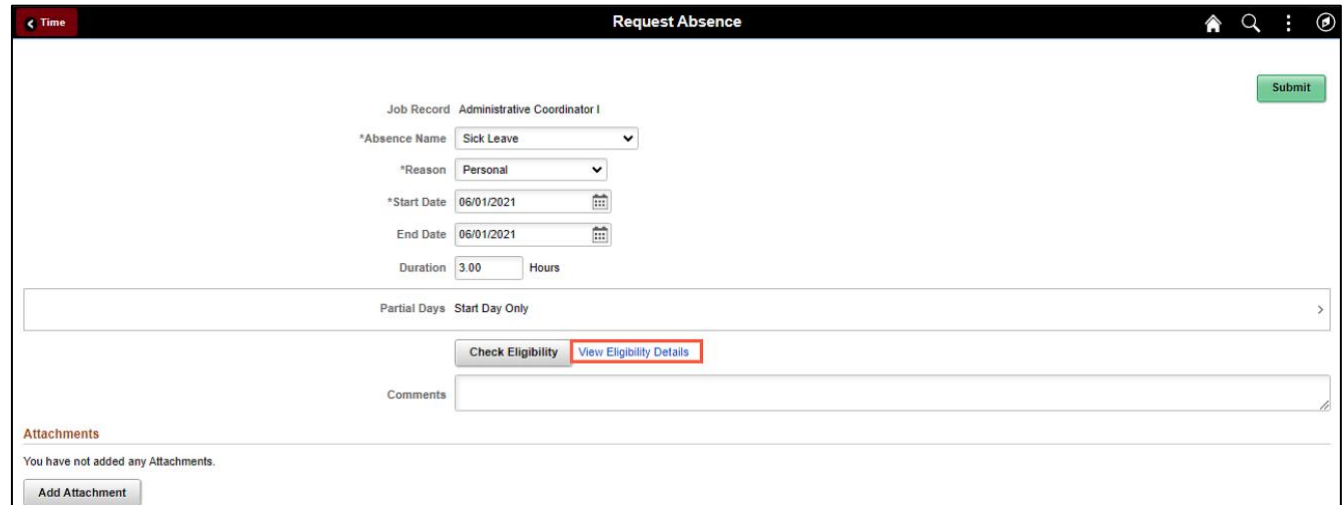


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**Step 19:** Click the **View Eligibility Details** link to view the details.

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

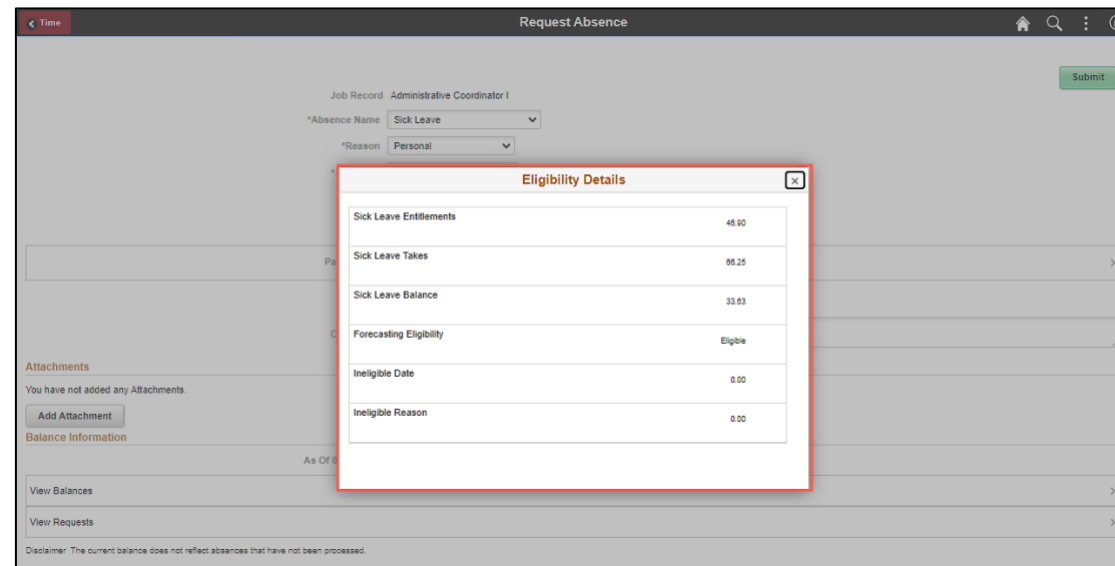
Duration: 3.00 Hours

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

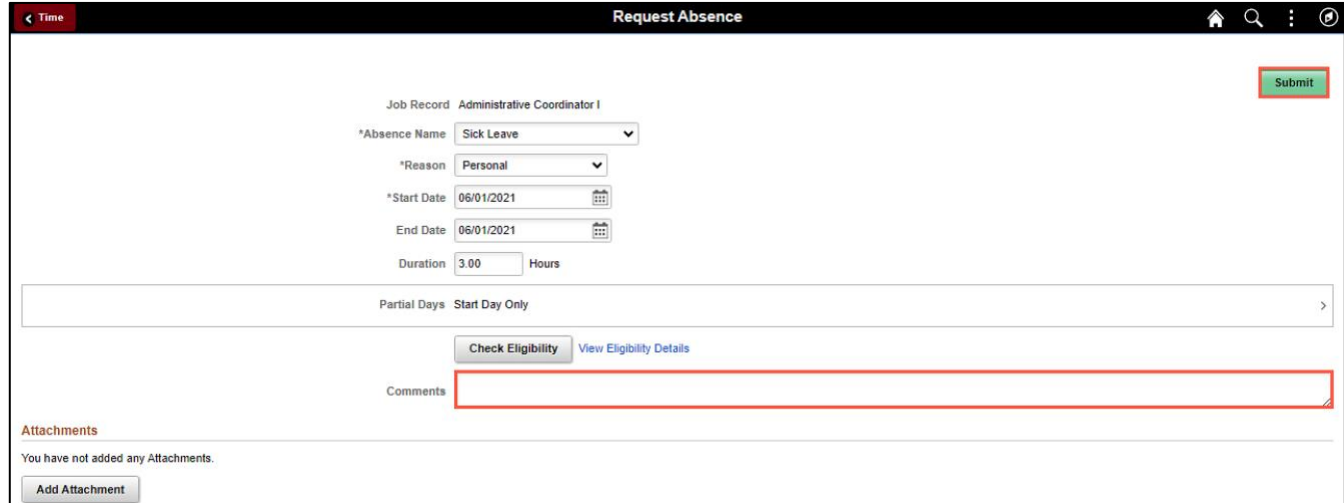
[View Balances](#)

[View Requests](#)

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

## University of South Carolina Absence Management - MSS Request a Partial Day Absence on Behalf of Employee

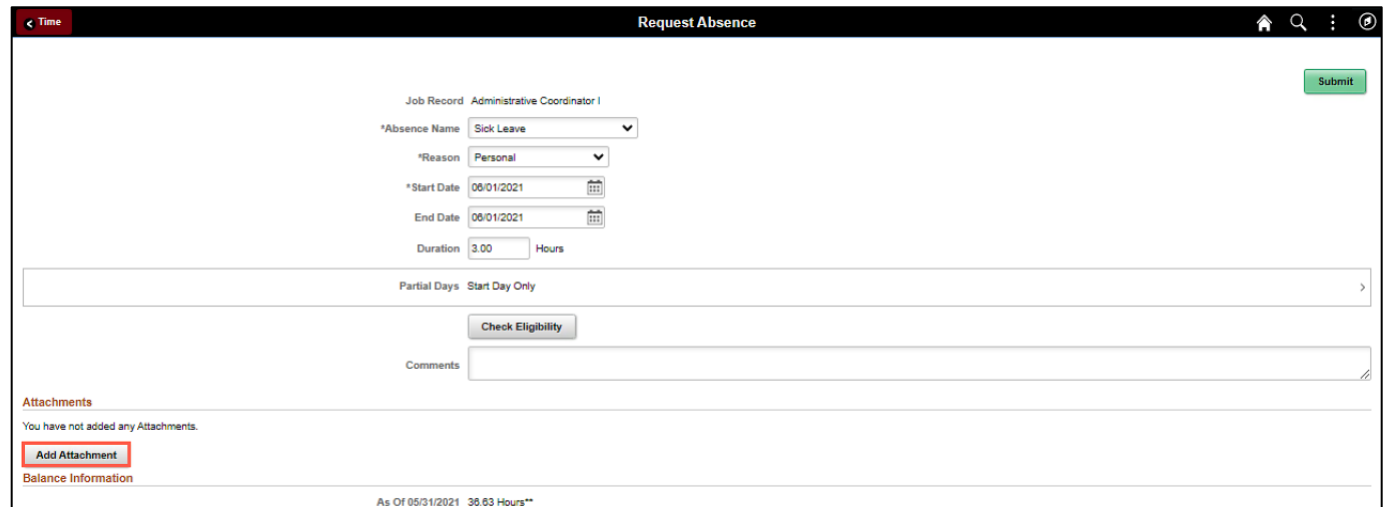
**Step 21:** Click in the **Comments** field and enter additional information.



The screenshot shows the 'Request Absence' form for 'Administrative Coordinator I'. The form includes fields for 'Absence Name' (Sick Leave), 'Reason' (Personal), 'Start Date' (06/01/2021), 'End Date' (06/01/2021), and 'Duration' (3.00 Hours). Below these is a 'Partial Days' section set to 'Start Day Only'. A 'Comments' text area is highlighted with a red border. At the bottom, there is an 'Attachments' section with an 'Add Attachment' button.

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

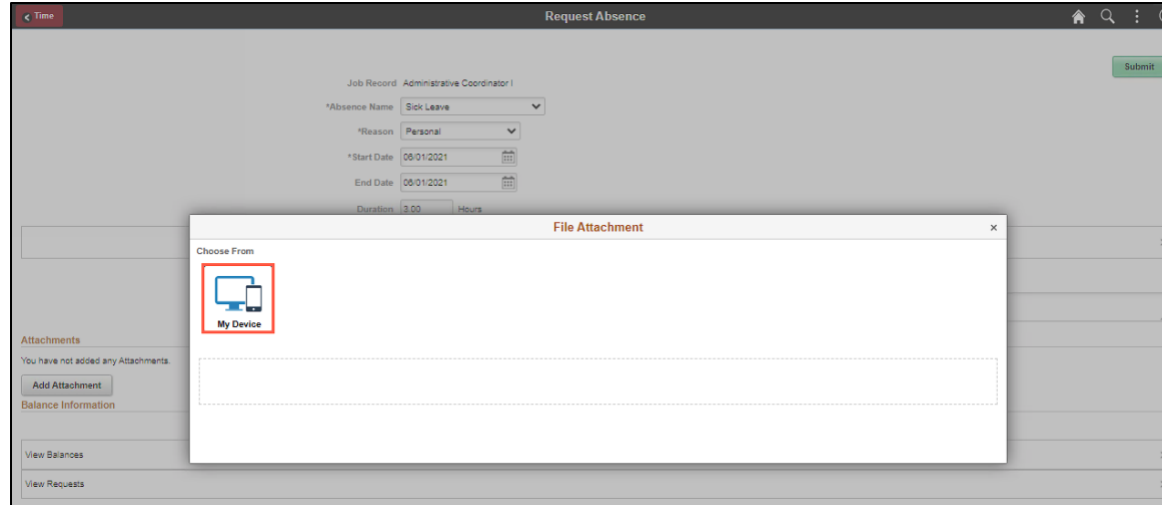
**Step 22:** To add an attachment, click the **Add Attachment** button.



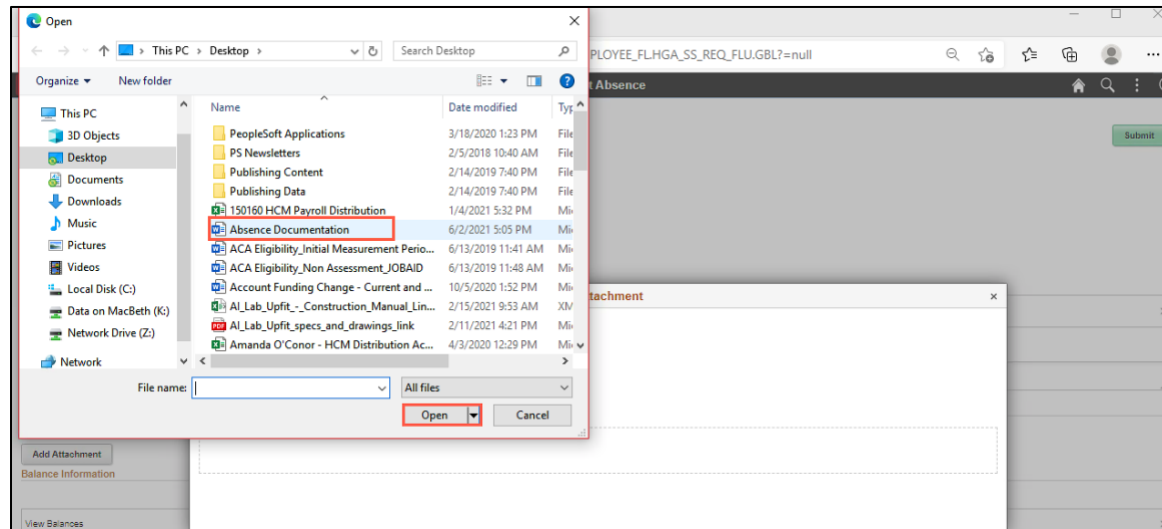
This screenshot is identical to the previous one, but the 'Add Attachment' button in the 'Attachments' section is highlighted with a red border. Additionally, a 'Balance Information' section is visible at the bottom of the form, showing 'As Of 05/31/2021 36.63 Hours\*\*'.

## University of South Carolina Absence Management - MSS Request a Partial Day Absence on Behalf of Employee

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

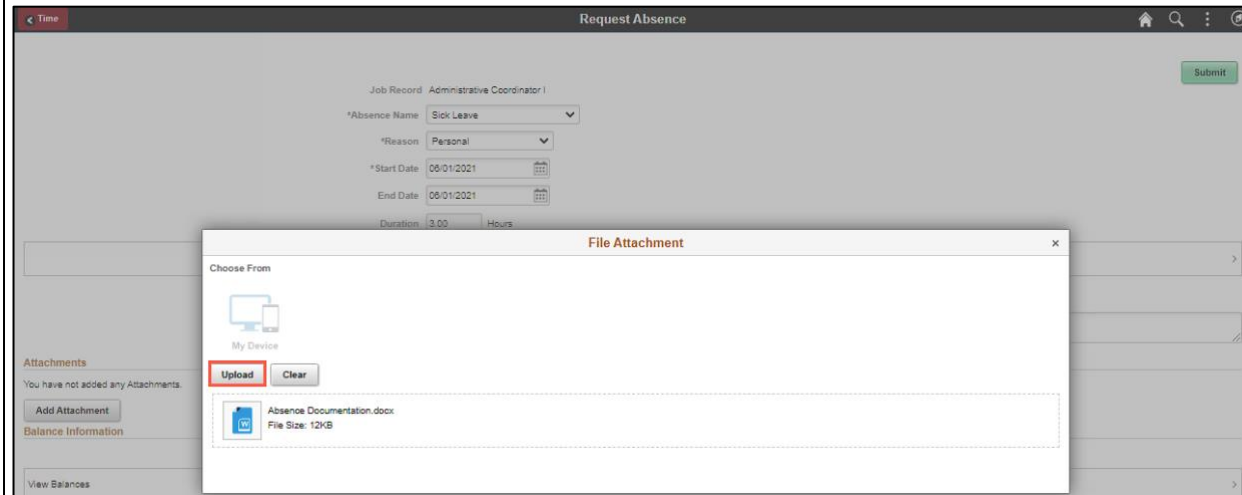


**Step 24:** Select the document and click the **Open** button.

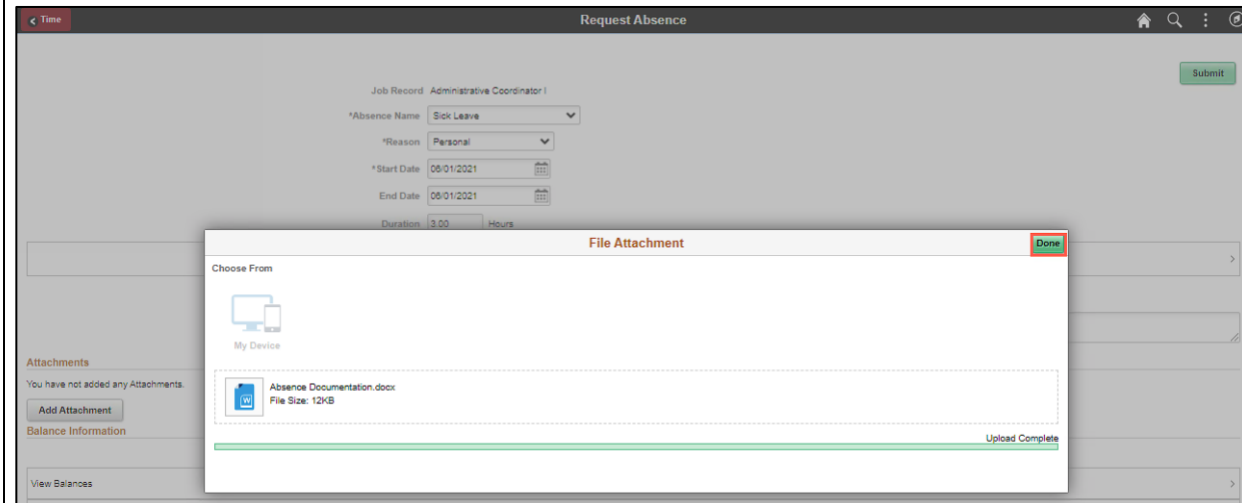


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**Step 25:** Click the **Upload** button.



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



## University of South Carolina Absence Management - MSS 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
Absence_Documentation.docx	Add a description for the selected document here.		05/10/21 08:00:16 AM	Active

**Balance Information**

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

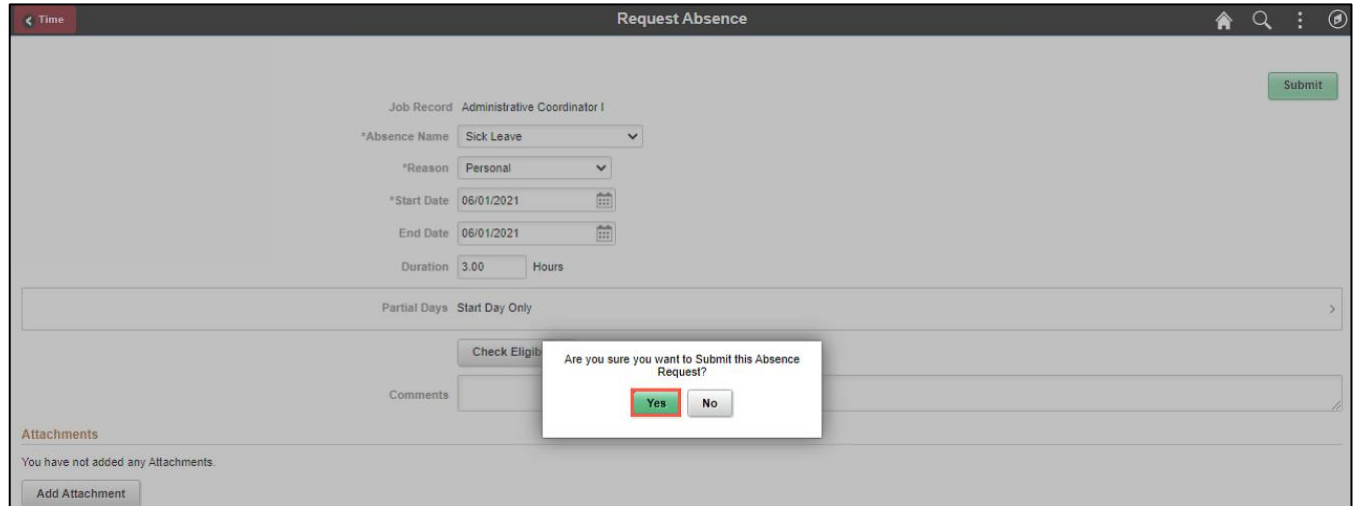
[View Balances](#)

[View Requests](#)

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

## University of South Carolina Absence Management - MSS 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

Are you sure you want to Submit this Absence Request?

Yes No

Comments

Attachments

You have not added any Attachments.

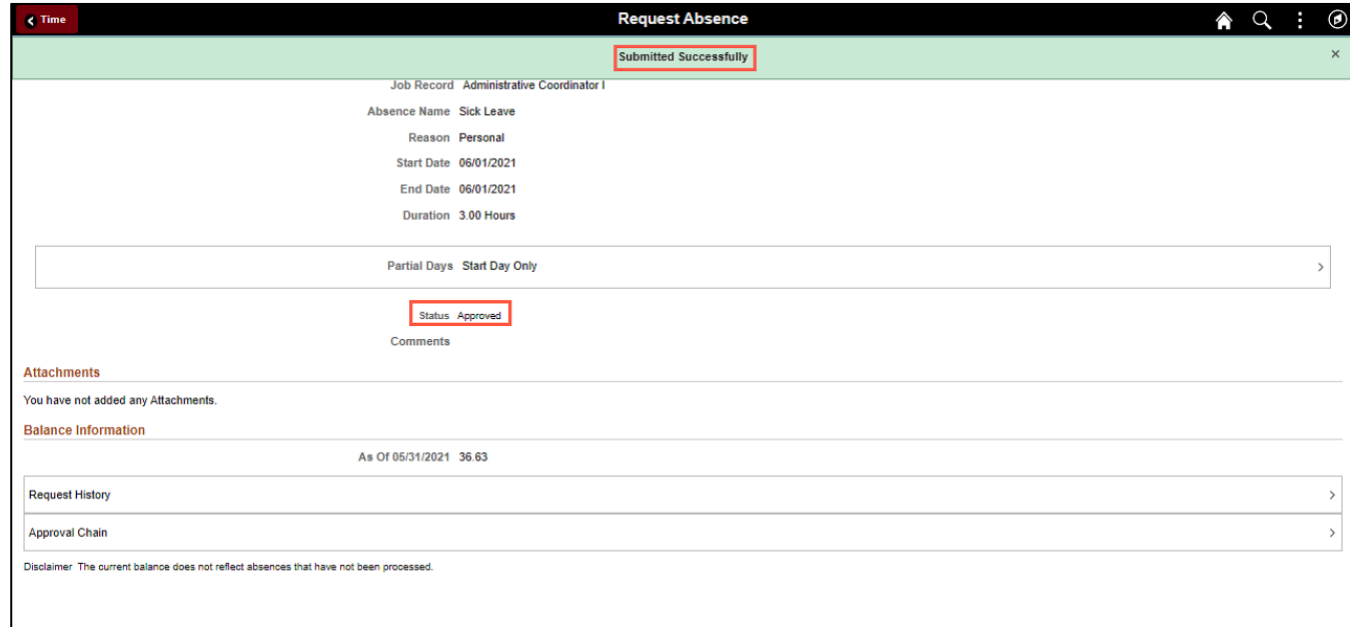
Add Attachment

## University of South Carolina Absence Management - MSS 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 manager 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 displays the 'Request Absence' mobile application interface. At the top, a green banner shows a 'Submitted Successfully' message. Below this, the user's job record is identified as 'Administrative Coordinator I'. The absence details are as follows:

- Absence Name: Sick Leave
- Reason: Personal
- Start Date: 06/01/2021
- End Date: 06/01/2021
- Duration: 3.00 Hours

The 'Partial Days' section is set to 'Start Day Only'. The status is 'Approved', and there are no comments. Below the details, there are sections for 'Attachments' (no attachments added), 'Balance Information' (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.'