

Submit or Modify an Absence Request

In Employee Self Service (ESS)

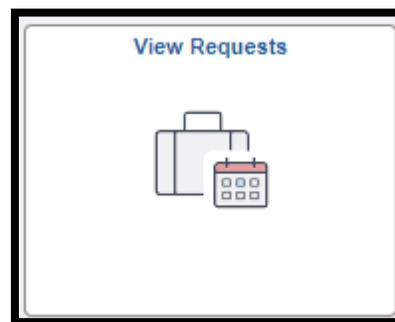
Manage Absences in ESS

Employees will use the following tiles in under Time and Attendance in ESS (PeopleSoft) to submit, cancel, and modify absences:



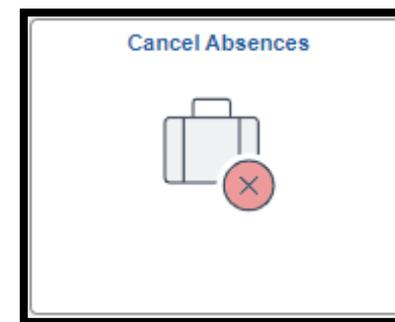
Manage Absences

This tile is used by the employee to submit an absence request and view absences.



View Requests

This tile is used by the employee to view absences and access returned items for rework (modification) when in submitted status prior to manager approval.



Cancel Absences

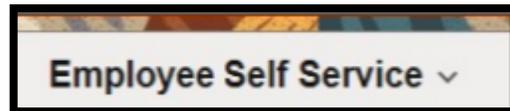
This tile is used by the employee to request a canceled absence for supervisor approval and access returned items for rework (modification) when in canceled status after manager approval.

Submit an Absence

Employees can log in to PeopleSoft to access their Employee Self Service (PeopleSoft) landing page and access their Time and Attendance tile to submit an absence using the Manage Absence tile.

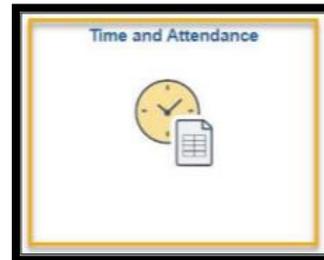
Step 1

Access the Employee Self-Service Landing page



Step 2

Select the Time and Attendance tile



Step 3

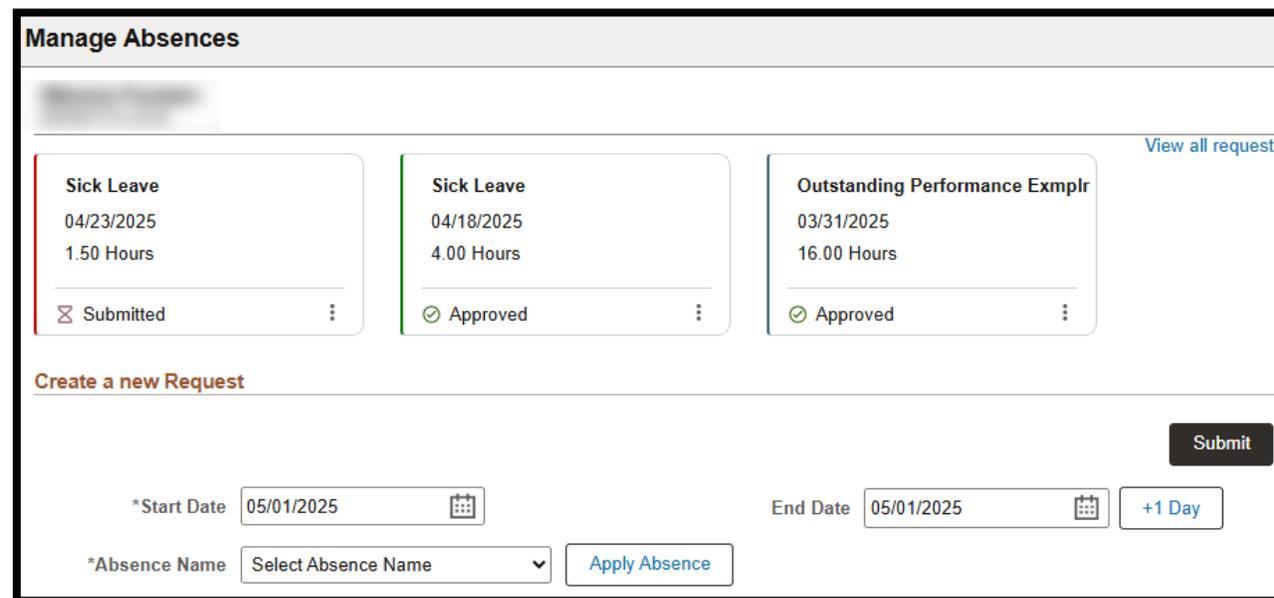
Select the Manage Absence tile



Submit an Absence

The Manage Absences page displays the following:

- **View Absences:** View the status of your last three actionable absence requests or view all requests.
- **Create a new Request:** Submit an absence request.



The screenshot shows the 'Manage Absences' interface. At the top, there is a header 'Manage Absences' and a blurred profile picture. Below this, there are three cards representing absence requests. The first card is for 'Sick Leave' on 04/23/2025 for 1.50 hours, with a status of 'Submitted'. The second card is for 'Sick Leave' on 04/18/2025 for 4.00 hours, with a status of 'Approved'. The third card is for 'Outstanding Performance Exmplr' on 03/31/2025 for 16.00 hours, with a status of 'Approved'. Each card has a three-dot menu icon. To the right of these cards is a link 'View all requests'. Below the cards is a section titled 'Create a new Request'. This section contains a 'Submit' button, a '*Start Date' field with a calendar icon and the value '05/01/2025', an 'End Date' field with a calendar icon and the value '05/01/2025', and a '+1 Day' button. Below these fields is a '*Absence Name' dropdown menu with the text 'Select Absence Name' and an 'Apply Absence' button.

Submit an Absence

Step 4

To submit a new request, update the Start Date and End Date of the absence request. The **+1 Day button** may be used to increment the End Date of the date range.

Note: The End Date is auto populated to the current date when accessing the page. The End Date does not change when submitting a previously dated request or when the absence request is in progress upon applying the Absence Name.

Step 5

Select the absence requested from the Absence Name drop-down menu. Once selected, click the Apply Absence Name button.

Note: Only sick and vacation absence request will include an optional reason field that is not required to proceed.

The screenshot shows a form titled "Create a new Request". It includes a "Submit" button in the top right. Below the title, there are two date input fields: "*Start Date" with the value "05/01/2025" and "End Date" with the value "05/01/2025". To the right of the "End Date" field is a "+1 Day" button. At the bottom left, there is an "*Absence Name" dropdown menu with "Select Absence Name" selected, and an "Apply Absence" button to its right.

The screenshot shows the "Absence Name" dropdown menu open. The list of options includes: Assistance Dog Training, Bereavement, Blood Donation, Bone Marrow Donation, Floating Holiday, Jury Duty, Leave Without Pay, Military Leave, Outstanding Performance Exmplr, Parent Attendance/Edu Activity, Select Absence Name (highlighted), Sick Leave, Vacation Leave, and Veteran Health. An "Apply Absence" button is visible to the right of the dropdown.

The screenshot shows the "Reason" dropdown menu open. The list of options includes: Select Absence Reason (highlighted), Scheduled, and Unscheduled. Above the dropdown, there is an "End Date" field with the value "04/25/2023" and a "+1 Day" button to its right.

View after clicking the Apply Absence button

Manage Absences

Sick Leave
04/23/2025
1.50 Hours
Submitted

Sick Leave
04/18/2025
4.00 Hours
Approved

Outstanding Performance Exmplr
03/31/2025
16.00 Hours
Approved

[View all requests](#)

Create a new Request

***Start Date** **End Date**

***Absence Name** **Reason**

Balance 425.00 Hours**

Partial Days & Hours

Total Hours **Hours**

Comments

Attachments

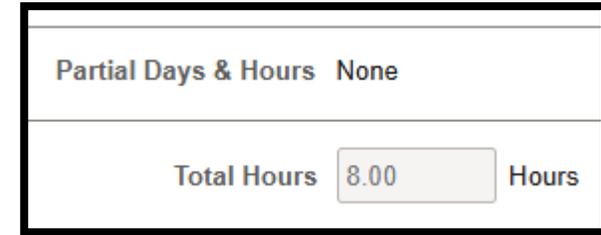
You have not added any Attachments.

Disclaimer: The current balances do not reflect leave requests that have not been approved by your supervisor and unprocessed in the UT PeopleSoft system.

Submit an Absence

Step 6

If taking a **full day** off, Partial Days and Hours will remain as **None**. Duration will display the scheduled hours for the period.

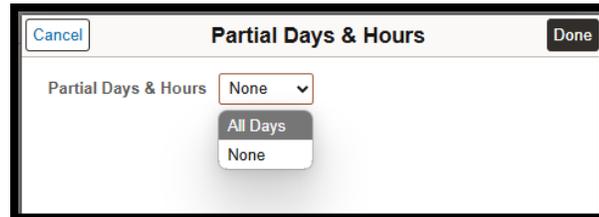


Partial Days & Hours None

Total Hours 8.00 Hours

If taking anything **less than a full day** off (ex: 5 hours), select the Partial Days & Hours box. You will then select All Days from the dropdown and enter the number of hours in the duration field. Then click **Done** and verify the duration.

Note: The Begin Time field is **optional** and not required to submit the absence request.

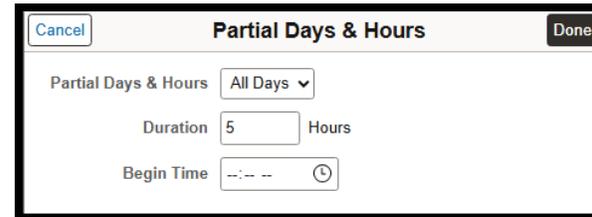


Cancel Partial Days & Hours Done

Partial Days & Hours None

All Days

None

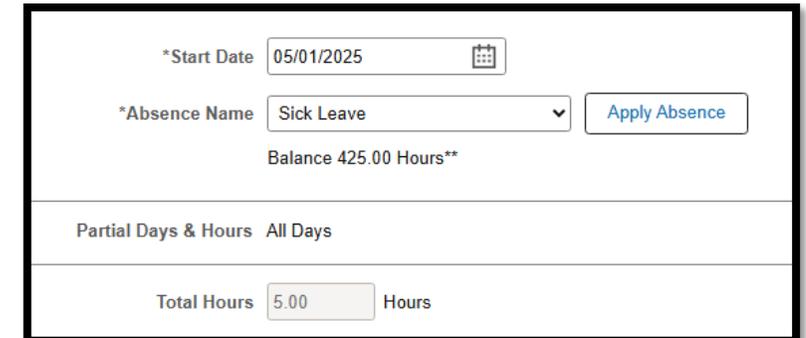


Cancel Partial Days & Hours Done

Partial Days & Hours All Days

Duration 5 Hours

Begin Time --:--



*Start Date 05/01/2025

*Absence Name Sick Leave Apply Absence

Balance 425.00 Hours**

Partial Days & Hours All Days

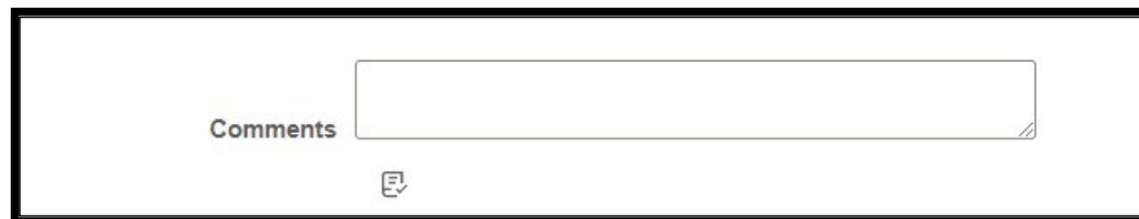
Total Hours 5.00 Hours

Submit an Absence

Step 7

If necessary, enter comments in the Comments box field.

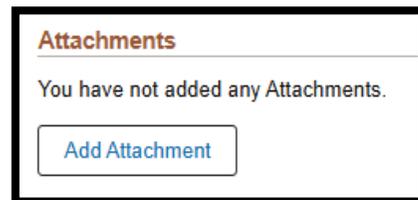
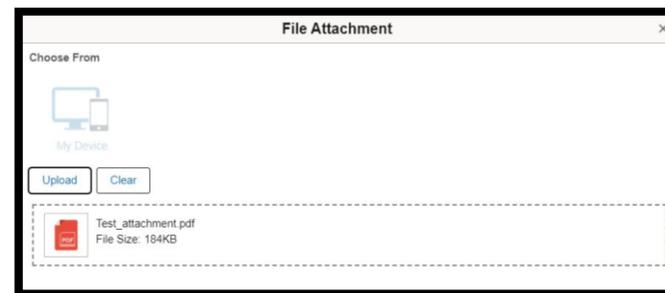
**Note: These comments will be routed with the request to the supervisor. Do not include any Personal Health Information.*

A screenshot of a web form showing a text input field labeled "Comments". The field is empty and has a small icon in the bottom right corner. Below the field is a small icon of a document with a downward arrow.

Step 8

If necessary, the Add Attachments can be used to upload documents related to the absence request submitted (i.e.: Document for Veterans Health Leave).

To upload the document, select My Device, select the file and select Open and click upload. Then click Done.

A screenshot of a web form showing the "Attachments" section. The text "You have not added any Attachments." is displayed. Below this text is a blue button labeled "Add Attachment".A screenshot of a "File Attachment" dialog box. The dialog has a title bar with "File Attachment" and a close button. Below the title bar is a "Choose From" section with a "My Device" icon. There are "Upload" and "Clear" buttons. Below these buttons is a list of files, with one file selected: "Test_attachment.pdf" with a file size of "194KB".

Submit an Absence

Step 9

Review the absence request to verify information is accurate. Then select **Submit**.

There will then be a pop-up window to confirm submission, select Yes or No on the confirmation message.

- Yes, will submit the absence request.
- No, will return you to the absence request to make any necessary changes.

Create a new Request

Submit

*Start Date End Date

*Absence Name Reason

Balance 425.00 Hours**

Partial Days & Hours All Days >

Total Hours Hours

Comments

Attachments

You have not added any Attachments.

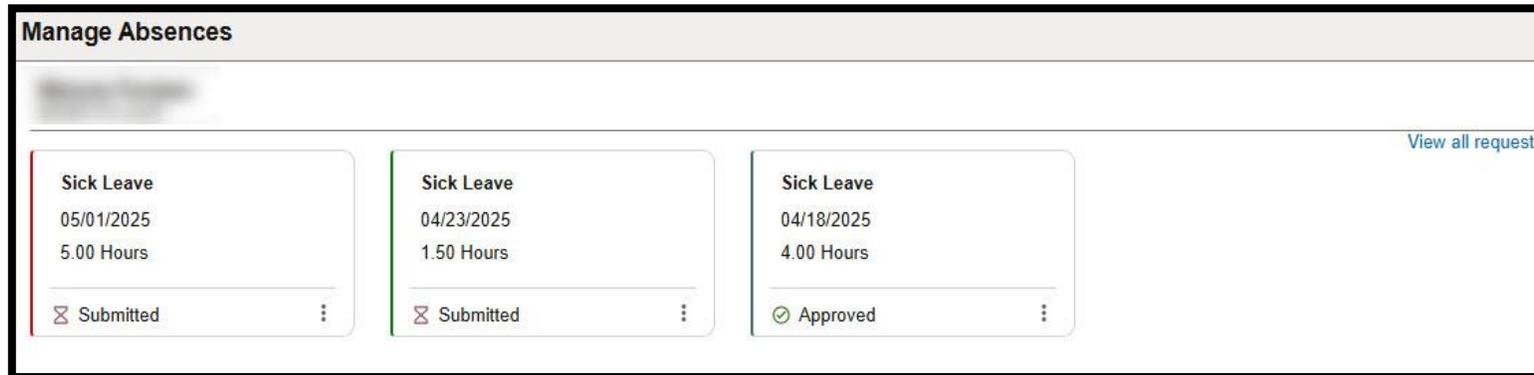
Disclaimer: The current balances do not reflect leave requests that have not been approved by your supervisor and unprocessed in the UT PeopleSoft system.

Are you sure you want to Submit this Absence Request?

Submit an Absence

The status of the absence request may be viewed from the Manage Absence page. If the request is not visible on this page, the **View all requests** link or the **View Request** tile may be used to view the status of submitted absence requests.

Absence balances will be depleted upon approval and processing of the absence request. Current absence balances may be viewed on the Absence Balance Details page.



The screenshot shows the 'Manage Absences' interface. It features three cards representing absence requests:

- Card 1:** Sick Leave, 05/01/2025, 5.00 Hours, Submitted status.
- Card 2:** Sick Leave, 04/23/2025, 1.50 Hours, Submitted status.
- Card 3:** Sick Leave, 04/18/2025, 4.00 Hours, Approved status.

Each card includes a status icon (a crossed-out box for Submitted, a checkmark for Approved) and a three-dot menu icon. A 'View all requests' link is visible in the top right corner of the interface.



Modify Absence Request

Modify Request Overview

Modifying an absence request is a joint effort between the employee and supervisor and is dependent on the workflow status of the absence.

Approved Absence Status

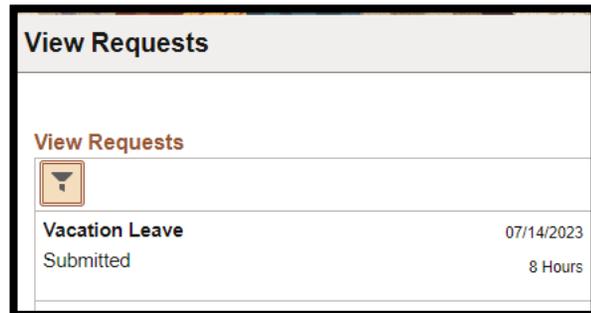
View Requests	
View Requests	
	
Vacation Leave	07/07/2023
Approved	8 Hours

Submitted Absence Status

View Requests	
View Requests	
	
Vacation Leave	07/14/2023
Submitted	8 Hours

Modifying an Absence Request in Submitted Status

If the absence request is in a Submitted status and in the managers queue; managers will initiate the process using the following steps:



Staff	Step Item
	Request Status: Submitted (for Supervisor approval)
Supervisor	Log in to PeopleSoft system
Supervisor	Access Manager Self Service landing page
Supervisor	Access Team Time and Attendance tile
Supervisor	Access Multiple Absence Requests or HRMS Approval tile
Supervisor	Push Back (Return) Absence Request
	Request Status: Rework (for Employee Rework)
Employee	Log in to PeopleSoft system
Employee	Access Employee Self Service landing page
Employee	Access Time and Attendance tile
Employee	Access View Requests tile
Employee	Access Reworked Absence Request
Employee	Modify and Resubmit Absence Request
	Request Status: Submitted (for Supervisor approval)

Modify Absence Request in Approved Status

If the absence request is in an Approved status, employees will initiate the process following these steps:

[Cancel Absence](#)

Absence Details

Start Date 04/18/2025	End Date 04/18/2025
Absence Name Sick Leave	Reason Scheduled
Total Hours 4.00 Hours	Status Approved
Comments	

Are you sure you want to Cancel this Absence Request?

Staff	Step Item
Employee	Log in to PeopleSoft system
Employee	Access Employee Self Service landing page
Employee	Access Time and Attendance tile
Employee	Access Cancel Absences tile
Employee	Access Approved Absence Request Needing to Modify
Employee	Click Cancel Absence and confirm Request to Cancel
	Request Status: Submitted (for Supervisor approval)
Supervisor	Log in to PeopleSoft system
Supervisor	Access Manager Self Service landing page
Supervisor	Access Team Time and Attendance tile
Supervisor	Access Multiple Absence Requests or HRMS Approval tile
Supervisor	Approve Absence Cancellation Request
	Request Status: Approved (for Employee Review)
Employee	Log in to PeopleSoft system
Employee	Access Employee Self Service landing page
Employee	Access Time and Attendance tile
Employee	Access Manage Absence tile
Employee	Modify and Resubmit Canceled Absence Request
	Request Status: Submitted (for Supervisor approval)