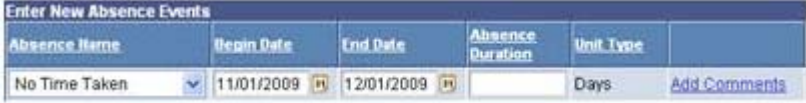
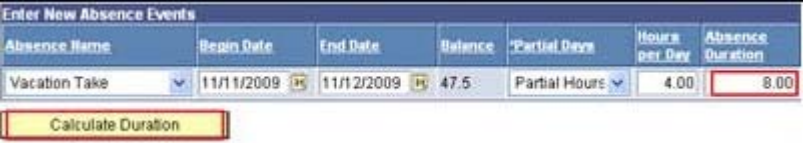
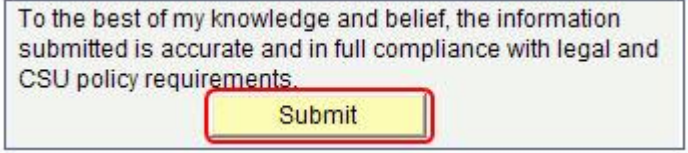


### **Report Absences** **Employee**

**Objective:** To provide employees with a short overview of how to report absences using Absence Management Self Service in PeopleSoft.

Step	Action
1	Log into PeopleSoft using your LDAP login and password.
2	In the Menu bar, click on <b>Self Service</b> .
3	Select <b>Time Reporting</b>
4	Select <b>Report Time</b>
5	Select <b>Report and View Absences</b>
6	The following view will appear:  
7	<ul style="list-style-type: none"> <li>• Select the Absence Name from the drop down menu</li> <li>• Select the Begin and End Dates</li> <li>• To enter Partial Days, select Partial Hours from the drop down and enter the appropriate hours in the “Hours Per Day” field.</li> </ul>
8	Click on “Calculate Duration” and validate that the number of hours are correct.  
9	Review the information carefully and click on the “Submit” button.  
10	Click “OK” on the confirmation page.  