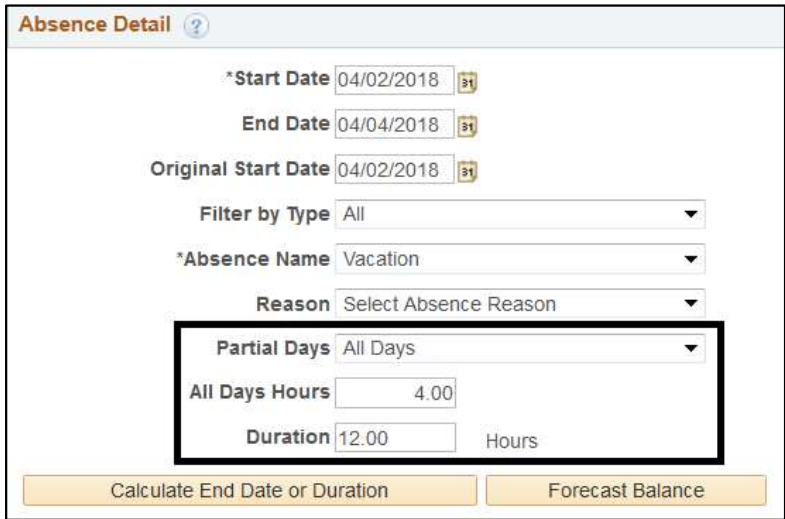
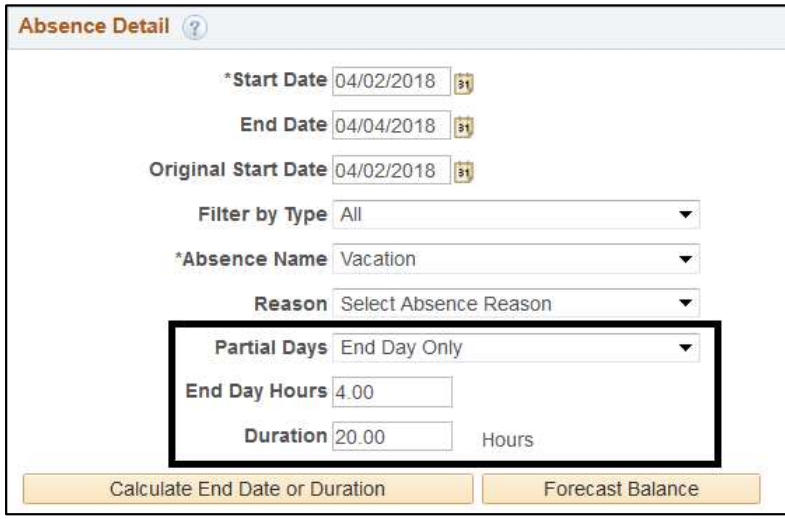


Partial Days

PeopleSoft allows you to enter absences requests in partial days. If you need to request a partial day(s) for an absence, you will use the **Partial Days** dropdown menu and the **Hours** field.

| If you need to request... | Enter it like this... |
|--|---|
| <p>Full days off, no partials (MOST CIRCUMSTANCES)</p> <p><i>Example: Hank's regular work schedule is 8 hours per day. He is taking 3 full days (24 hours) of sick leave.</i></p> | <p>NONE (Default)</p> <div data-bbox="535 514 1291 955" style="border: 1px solid black; padding: 5px;"> <p>Absence Detail ?</p> <p>*Start Date 04/02/2018 [calendar icon]</p> <p>End Date 04/04/2018 [calendar icon]</p> <p>Original Start Date 04/02/2018 [calendar icon]</p> <p>Filter by Type All [dropdown]</p> <p>*Absence Name Sick [dropdown]</p> <p>Reason Select Absence Reason [dropdown]</p> <p>Partial Days None [dropdown]</p> <p>Duration 24.00 Hours</p> <p>Calculate End Date or Duration Forecast Balance</p> </div> <ul style="list-style-type: none"> ▪ Partial Days = None (Default) ▪ Duration = Do nothing. It will be calculated by multiplying the employee's work schedule (8) x the number of days taken (3) = 24 hrs |
| <p>A few hours off during one work day (MANY CIRCUMSTANCES)</p> <p><i>Example: Hank's regular work schedule is 8 hours per day. He is taking 2 hours of personal necessity.</i></p> | <p>ALL DAYS (OR START DAY ONLY)</p> <div data-bbox="535 1113 1291 1585" style="border: 1px solid black; padding: 5px;"> <p>Absence Detail ?</p> <p>*Start Date 04/02/2018 [calendar icon]</p> <p>End Date 04/02/2018 [calendar icon]</p> <p>Filter by Type All [dropdown]</p> <p>*Absence Name Personal Necessity [dropdown]</p> <p>Reason Select Absence Reason [dropdown]</p> <p>Partial Days All Days [dropdown]</p> <p>All Days Hours 2.00</p> <p>Duration 2.00 Hours</p> <p>Calculate End Date or Duration Forecast Balance</p> </div> <ul style="list-style-type: none"> ▪ Partial Days = All Days (or you can select <i>Start Day Only</i> – when applied to one day, both do the same thing) ▪ All Days Hours = 2.0 ▪ Duration = Do nothing. It will be calculated by taking the All Days Hours (2) x the number of days taken (1) = 2 hrs |

| If you need to request... | Enter it like this... |
|--|---|
| <p>Consecutive half days off</p> <p><i>Example: Hank's regular work schedule is 8 hours per day. He is taking 3 half-days (12 hours) of vacation.</i></p> | <p>ALL DAYS</p> <div data-bbox="532 348 1312 863">  <p>The screenshot shows the 'Absence Detail' form with the following fields: *Start Date (04/02/2018), End Date (04/04/2018), Original Start Date (04/02/2018), Filter by Type (All), *Absence Name (Vacation), Reason (Select Absence Reason), Partial Days (All Days), All Days Hours (4.00), and Duration (12.00 Hours). The 'All Days Hours' and 'Duration' fields are highlighted with a black box.</p> </div> <ul style="list-style-type: none"> ▪ Partial Days = All Days ▪ All Days Hours = 4.0 ▪ Duration = Do nothing. It will be calculated by taking the All Days Hours (4) x the number of days taken (3) = 12 hrs |
| <p>Partial day at end of leave</p> <p><i>Example: Hank's regular work schedule is 8 hours per day. He is taking 3 days of vacation. The first two days will be full days of vacation and the third will be a half-day (20 hours).</i></p> | <p>END DAY ONLY</p> <div data-bbox="532 1066 1312 1581">  <p>The screenshot shows the 'Absence Detail' form with the following fields: *Start Date (04/02/2018), End Date (04/04/2018), Original Start Date (04/02/2018), Filter by Type (All), *Absence Name (Vacation), Reason (Select Absence Reason), Partial Days (End Day Only), End Day Hours (4.00), and Duration (20.00 Hours). The 'End Day Hours' and 'Duration' fields are highlighted with a black box.</p> </div> <ul style="list-style-type: none"> ▪ Partial Days = End Day Only. The Partial Hours only apply to the End Date (within a range). ▪ End Day Hours = 4.0 ▪ Duration: Do nothing. It will be calculated by taking his work schedule (8) x the number of full days taken (2) = 16 hrs. + the 4 hrs. taken on the half-day = 20 hrs |

| If you need to request... | Enter it like this... |
|---|---|
| <p>Partial day at beginning of leave</p> <p><i>Example: Hank's regular work schedule is 8 hours per day. He is taking 3 days of vacation. The first day will be a half-day of vacation and the second and third day will be full days (20 hours).</i></p> | <p>START DAY ONLY</p> <div data-bbox="532 352 1318 871" style="border: 1px solid black; padding: 5px;"> <p>Absence Detail ?</p> <p>*Start Date <input type="text" value="04/02/2018"/> </p> <p>End Date <input type="text" value="04/04/2018"/> </p> <p>Original Start Date <input type="text" value="04/02/2018"/> </p> <p>Filter by Type <input type="text" value="All"/></p> <p>*Absence Name <input type="text" value="Vacation"/></p> <p>Reason <input type="text" value="Select Absence Reason"/></p> <div style="border: 2px solid black; padding: 5px; margin: 5px 0;"> <p>Partial Days <input type="text" value="Start Day Only"/></p> <p>Start Day Hours <input type="text" value="4.00"/></p> <p>Duration <input type="text" value="20.00"/> Hours</p> </div> <p style="text-align: center;"> <input type="button" value="Calculate End Date or Duration"/> <input type="button" value="Forecast Balance"/> </p> </div> <ul style="list-style-type: none"> ▪ Partial Days = Start Day Only. The Partial Hours only apply to the Start Date (within a range). ▪ Start Day Hours = 4.0 ▪ Duration: Do nothing. It will be calculated by taking his work schedule (8) x the number of full days taken (2) = 16 hrs. + the 4 hrs. taken on the half-day = 20 hrs |
| <p>Partial day at beginning and end of leave</p> <p><i>Example: Hank's regular work schedule is 8 hours per day. He is taking 3 days of vacation. The first day will be a half-day, the second day will be a full day, and the last day will be a half-day (16 hours).</i></p> | <p>START AND END DAYS</p> <div data-bbox="532 1144 1193 1354" style="border: 2px solid black; padding: 5px;"> <p>Partial Days <input type="text" value="Start and End Days"/></p> <p>Start Day Hours <input type="text" value="4.00"/></p> <p>End Day Hours <input type="text" value="4.00"/></p> <p>Duration <input type="text" value="16.00"/> Hours</p> </div> <ul style="list-style-type: none"> ▪ Partial Days = Start and End Days. The Partial Hours only apply to the Start Date and End Date (within a range). ▪ Start Day Hours = 4.0 ▪ End Day Hours = 4.0 ▪ Duration: Do nothing. It will be calculated by taking his work schedule (8) x the number of full days taken (1) = 8 hrs. + the hours taken on the 2 half-days (4 hrs.) + (4 hrs.) = 16 hrs |