
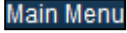

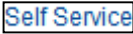

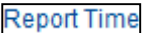

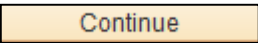




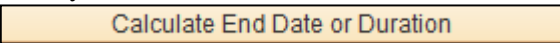

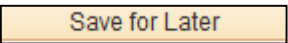
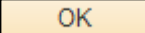
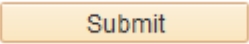


Employee Self Service (ESS) Initiate Partial Personal Leave Request

Step	Action
1.	Click in the Sign In button. 
2.	Click in the Main Menu field. 
3.	Click in the HCM field. 
4.	Click in the Self Service field. 
5.	Click in the Time Reporting field. 
6.	Click in the Report Time field. 
7.	If you are a delegate, click on Absence Request . 
8.	Select the position for which you are going to submit absence request . Click the Continue button. 
9.	In the Filter by Type field, select the Other value. 
10.	In the *Absence Name field, click on the value Personal Leave .
11.	Select the Start Date and End Date for your Absence Request .  NOTE: The end date does not show until you select the Absence Name .
12.	Click on the Partial Days . Click the Start Day Only value.  NOTE: You select Partial Days when taking leave for less than your assigned number of hours per day.
13.	In the Start Day Hours , enter a valid value (e.g., "2.0").
14.	In the Duration field LEAVE BLANK . The system will populate this field for you. 
15.	Next, you <u>must</u> click on the Calculate End Date or Duration button. 
16.	Next, you <u>must</u> click the Forecast Balance button. 
17.	The system will generate a message stating if you are eligible. Click the Save for Later button. 
18.	Click the OK button. 
19.	When ready to submit the Partial Personal Leave Request click the SUBMIT button. 
20.	You have successfully submitted Personal Leave in Absence Management . End of Procedure .