Create an Absence/OT Request (Timekeeper)

1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.
   a. [Follow these instructions](#) to add the Time Administration page/tile to your homepage.

2. Select the **Time Administration** tile.

   a. It might take a moment for the Time Administration page to load.

4. Click on the Employee Selection arrow to make the Employee Selection Criteria section appear. Enter full or partial search items to refine the list of employees, and select the **Get Employees** button.
   a. If you do not enter search criteria and simply click Get Employees, all employees will appear in the Search Results section.
5. A list of employees will appear. Select the employee for whom you would like to create an absence or overtime request.

6. The employee’s timesheet will appear. Navigate to the date of the leave request using the Date field or Previous Period/Next Period hyperlinks, and select the refresh [ ] icon.
7. Select the **Absence/OT** tab on the timesheet.

8. Select the **Add Absence Event** button.
9. Enter the **Start** and **End** Dates for the absence/overtime event.

10. Select the **Absence Name** drop-down to choose the appropriate option.
11. Select the **Details** hyperlink.

12. The Absence Event Details screen will pop up.
13. Select the appropriate option for **Partial days**.
   a. **None**: Default value. No partial days (all full day absences). The hours calculated will be based on the number of hours on the base schedule.
   b. **All Days**: All partial days. Enter the hours to be applied to all days.
   c. **Start Day Only**: Start day is the only partial day. The rest are full day absences. Enter the number of hours for the first day. The rest will be calculated using the hours in the base schedule.
   d. **End Day Only**: End (or last) day is the only partial day. The rest are full day absences. Enter the number of hours for the last day. The rest will be calculated using the hours in the base schedule.
   e. **Start and End Days**: Start and end days are partial days. The rest are full day absences. Enter the number of hours for the first and last day. The rest will be calculated using the hours in the base schedule.

14. Choose the **Calculate Duration** button to see how many hours of leave will be submitted.
15. Enter comments, if necessary, and select the **OK** button.

16. Once you return to the timesheet, select the **Submit** button to submit the absence/overtime event. This will submit the request to the supervisor for approval.
17. An attestation message will appear. Select the Yes button.

18. Once the absence/OT event is submitted, you will see the status change from New to Needs Approval.
   a. If the event is an overtime request, be sure that the overtime is added manually to the timesheet after it has been worked.