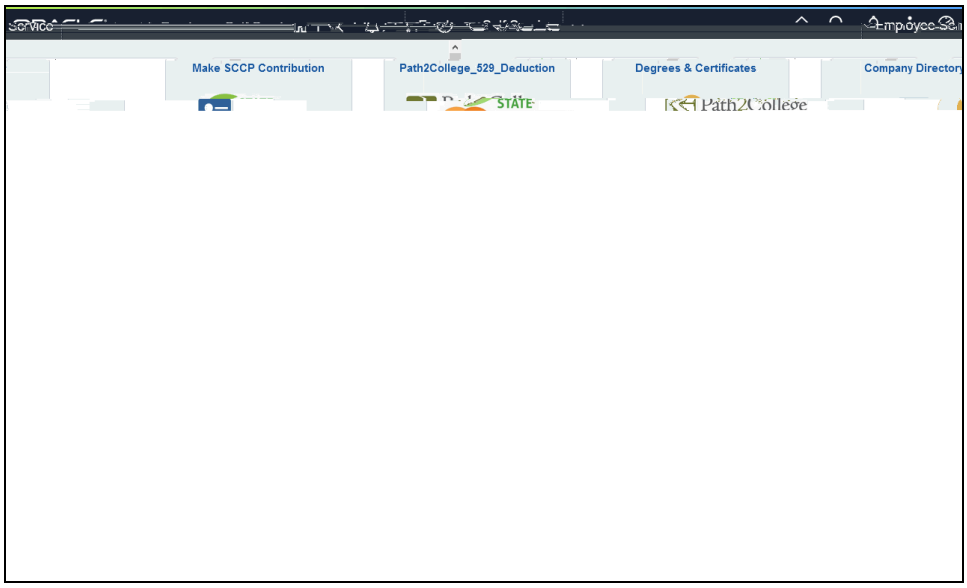
Submitting a Partial Day Absence Request



Step	Action
10.	The Partial Days window is displayed. Click the **Partial Days** drop-down list. Partial Days
11.	From the Partial Days list, select the appropriate type. **Note:** If you are taking one day of leave, select either All Days or Start Day Only. Partial Days
12.	Enter the appropriate number of leave hours requested for your partial day.
13.	Click the **Done** button. Done
14.	Verify the Duration field has been updated to reflect the number of hours of leave you are requesting. Click the **Check Leave Balance** button. Duration
15.	A message is displayed, indicating your eligibility for the requested amount of leave. Click the **OK** button. OK
16.	The End Date and Original Start Date are completed based on you hours entry.
17.	If your request date is in the future, you can see the approximate balance of leave that might be available at that point in time. Click the **Forecast Details** link. Forecast Details

Step	Action
18.	