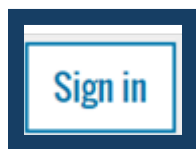
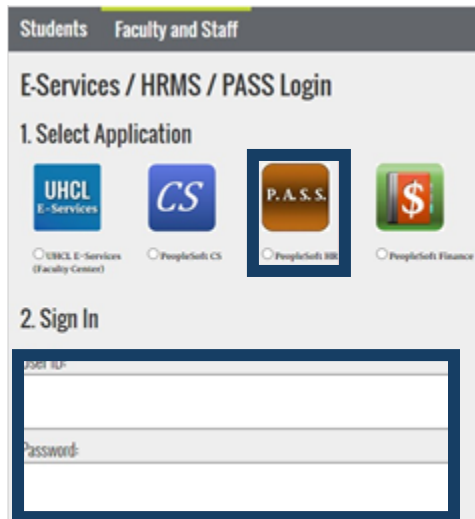


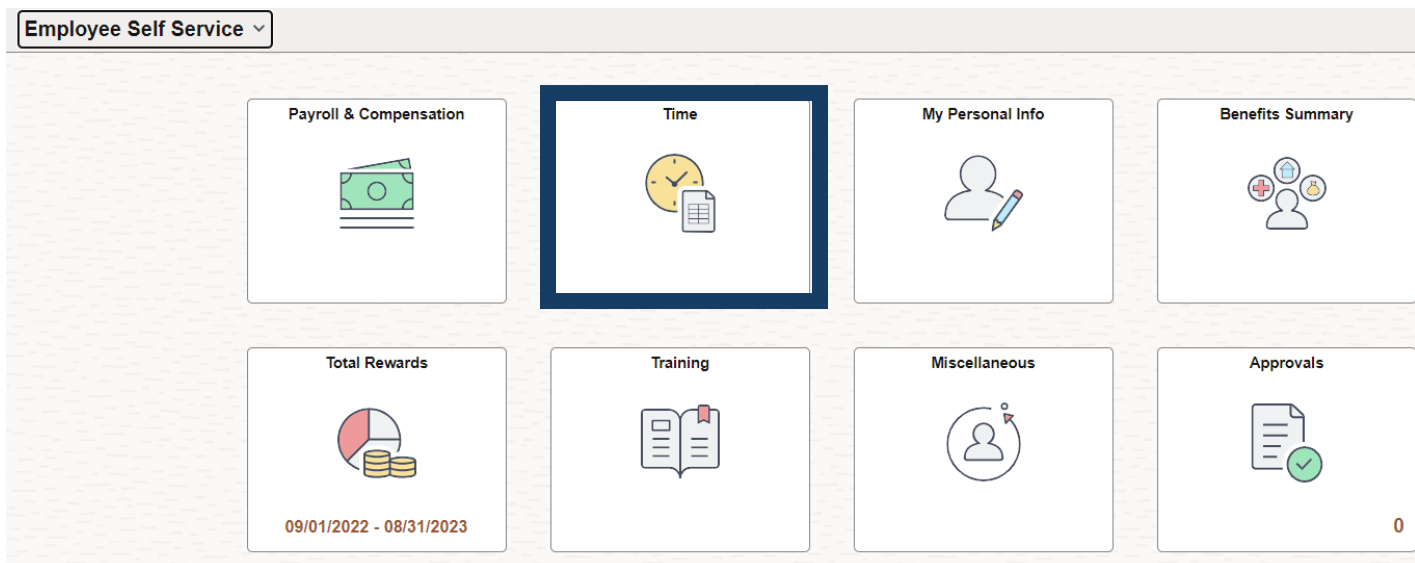
Go to the [E-Services](#) login page

1. **Select** P.A.S.S. or the Peoplesoft HR icon. **Login** with your User ID and Password



2. **Click** Sign In

3. **Click** the Time tile



4. Click on Manage Absence

Time
 Webclock
 Timesheet
 Manage Absence
 Absence Balances
 Cancel Absences
 View Requests

5. Select the correct leave type: FML Sick, FML Unpaid Leave, FML Vacation

*Absence Name Select Absence Name ▼

Select Absence Name

Administrative Leave

Bereavement Leave

Blood Donor Leave

CDV Fitness Release Time

CDV Release Time

FML Sick

FML Unpaid Leave

FML Vacation

Faculty Development Leave

Jury Duty

Leave w/Pay-Investigation

Marrow Donor Leave

Military Leave

Organ Donor Leave

Other Paid Leave

Professional Development Leave

Professional Release Time

Sick

Unpaid Leave

*Reason Select Absence Reason ▼

Select Absence Reason

Child

Employee/Self

Next of Kin

Parent

Spouse

6. Select the Reason

7. **Enter** the start date, end date and duration.

*Start Date	06/28/2024		End Date	06/28/2024		+1 Day
*Absence Name	FML Sick	▼	Apply Absence	*Reason	Next of Kin	▼
Current Bal						
Partial Days None >						
Duration 8.00 Hours						
Comments 						
						

If you are taking partial day(s) select Partial Days and enter the number of hours.

Cancel	Partial Days	Done
Partial Days All Days ▼		
Duration 0 Hours		

8. When finished, **click** submit. If you need to save for later, **click** Save for Later

Submit	Save for Later
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