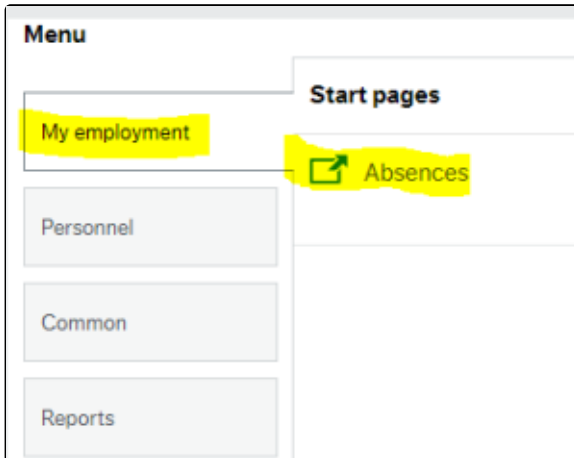


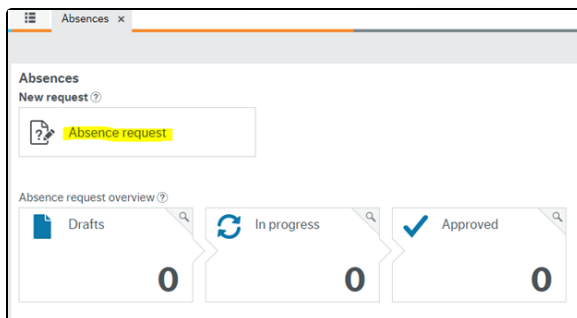
Submitting An Absence Request - Partial Day (Unit4)

The following steps outline how to submit a **PARTIAL** leave request in Unit4. All employees will use this module to submit requests for any type of planned leave from their regular working hours (i.e. Vacation).

1. [Login to Unit4.](#)
2. Under “**My Employment**” > “**Start Pages**”, click on “**Absences**”.

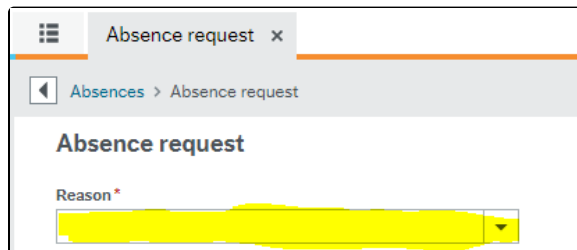


3. Click on “**Absence Request**” to start a new request.



Note: This landing page will also show you the available balances that you can draw down.

4. Complete all sections:
 - a. Select the type of request you would like to submit under the “**Reason**” drop-down.



- b. Choose the date range that you are requesting by selecting “**First Day**” and “**Last Day**”
- c. Select the position that is affected
- d. Indicate whether you are requesting a full or partial day:
 - i. Yes = a full day of vacation
 - ii. **No** = a partial day (you will be asked to identify # hours requested)



Related Articles:

- [Submitting An Absence Request - Multiple Positions \(Unit4\)](#)
- [Submitting An Absence Request - Single Position \(Unit4\)](#)
- [Absence Request Screen - Understanding Balance Summaries \(Unit4\)](#)
- [Absence FAQs](#)
- [Modifying an Absence Request - Employee \(Unit4\)](#)
- [Cancelling an Absence Request - Employee \(Unit4\)](#)
- [How to Adjust Your Unit4 Timesheet](#)
- [Submitting a Timesheet \(Unit4 \)](#)
- [Scale Placement Form](#)
- [SCFA Schedule D Overload Form](#)
- [Pay Periods and Submission Deadlines](#)
- ["Employee Payroll Donation" form instructions](#)

← Absences > Absence request

Absence request

Reason *
 Vacation Exempt ▼

First day *
 2/24/2020  Last day *
 2/26/2020 

from 8:00 am to 4:00 pm

Position *
 Human Resources Technician ▼
 100007



Is this a full day? Yes No

iii. Select partial that you would like to request:

Enter your part time absence ×

AM/PM Use hours **Use time**

Time from (all days) Time to (all days)

8:00 am  12:00 pm 

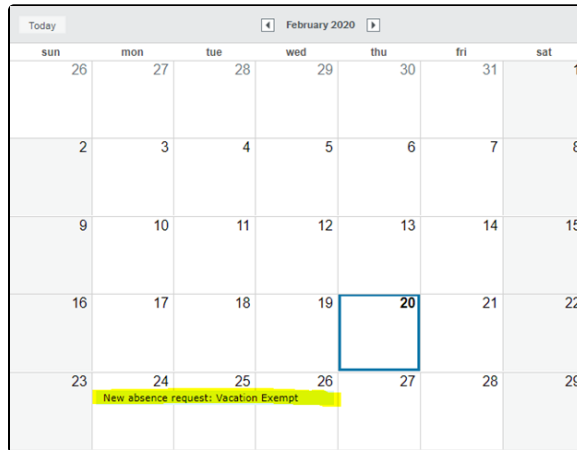
OK Cancel

5. Double check that the correct request is submitted by:
- viewing the **"Summary"** section

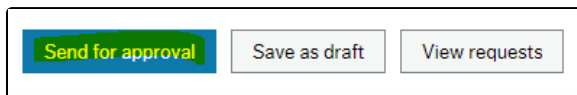
Summary

Number of days	3
Number of hours	21.00

- AND viewing the **"New Absence Request"** on the adjacent calendar.

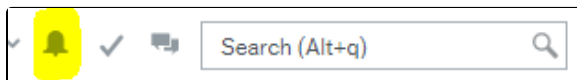


6. If you are ready to submit, click **“Send for Approval”** button at the bottom of the page when you are finished.



Note: Alternatively, you can select **“Save as draft”** to save and revisit this request at a later date, before submitting to your manager/ supervisor.

7. You will receive notice of approved/rejected requests through notification button (i.e. bell icon) on the home screen.



8. To view all requests in their different stages (i.e. "Draft", "In progress", "Approved"), return to the **“Absences”** landing page.

