



How to Submit a Leave Request in UT Share

This guide provides a quick, step-by-step overview of how to submit your leave entitlement—such as sick, vacation, and other applicable leave types—using UTShare.

Navigate to Employee Self Service - Time and Attendance - Manage Absence

Step 1

Create a New Request.

Enter the Start Date and End Date for your leave request (One day entry at a time)

From the Absence Name drop-down menu, select the appropriate leave entitlement

- (e.g., Vacation, Sick Leave)

Then Select Apply Absence

Create a new Request

*Start Date 10/30/2025 End Date 10/31/2025 +1 Day

*Absence Name Floating Holiday Apply Absence

Submit

Step 2

Select the option for Partial Days & Hours.

Create a new Request

*Start Date 10/30/2025 End Date 10/31/2025 +1 Day

*Absence Name Floating Holiday Reason Select Absence Reason

Balance 59.00 Hours**

Partial Days & Hours None

Total Hours 0.00 Hours

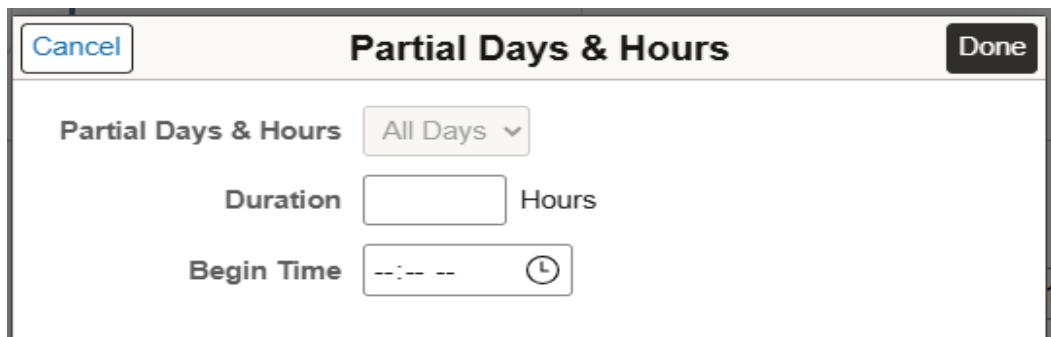
Comments

Submit

Step 3

Once the Partial Days & Hours option is selected (as per the prior step), a pop-up window will appear. In the Duration field, enter the total hours you will be absent Per Day for the entire leave period.

- **Example:** If you work an 8-hour shift and are taking two full days off, the Duration must be entered as 8 hours (Per Day).

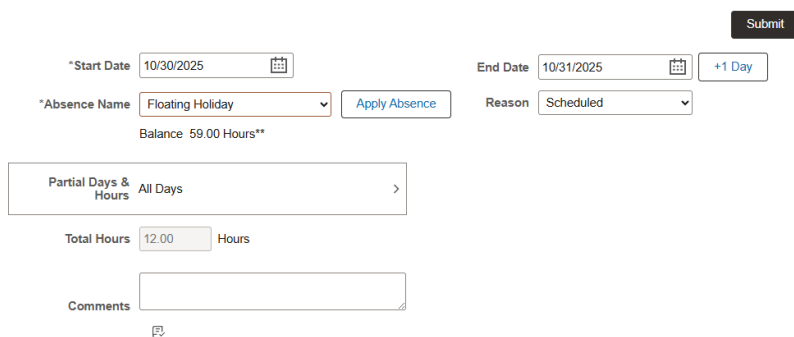


The screenshot shows a pop-up window titled "Partial Days & Hours". It has a "Cancel" button on the top left and a "Done" button on the top right. Inside the window, there is a section labeled "Partial Days & Hours" with a dropdown menu currently set to "All Days". Below this, there is a "Duration" field with a text input box and the word "Hours" next to it. At the bottom, there is a "Begin Time" field with a time selection interface showing "--:--" and a clock icon.

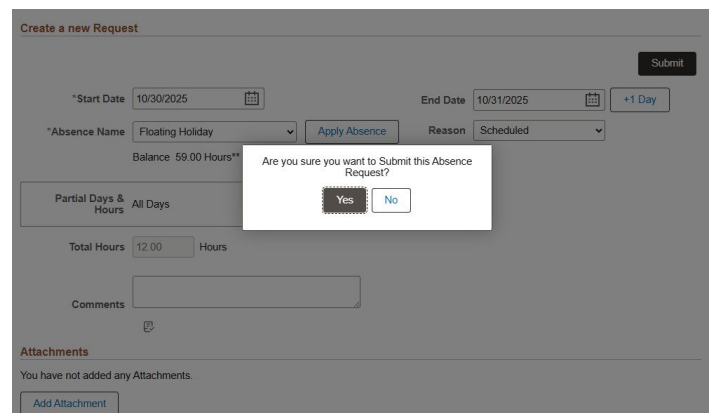
Step 4

Review your leave request carefully to ensure all details are correct. Submit the request.

Create a new Request



The screenshot shows the "Create a new Request" form. It includes fields for "Start Date" (10/30/2025) and "End Date" (10/31/2025) with calendar icons and a "+1 Day" button. The "Absence Name" is set to "Floating Holiday" with an "Apply Absence" button. The "Reason" is set to "Scheduled". The "Balance" is shown as "59.00 Hours**". There is a "Partial Days & Hours" section with a dropdown set to "All Days". The "Total Hours" is set to "12.00" with a "Hours" label. There is a "Comments" field with a text input box and a small icon below it. A "Submit" button is located at the top right.



This screenshot shows the same "Create a new Request" form as the previous one, but with a confirmation dialog box overlaid. The dialog box asks "Are you sure you want to Submit this Absence Request?" and has "Yes" and "No" buttons. The form fields are visible in the background, including the "Start Date", "End Date", "Absence Name", "Reason", "Balance", "Partial Days & Hours", "Total Hours", and "Comments" fields.

Incorrect Leave Entry Example

An employee is wanting to request 2 days of leave and works 12 hours shift per day. When entering partial days and hours the employee entered Duration 24 hours. *** This will cause the employee to be over paid as the system will read it as 24 hours per day (when the correct entry is 12 per day)**

Create a new Request

Submit

*Start Date11/06/2025

End Date11/07/2025

+1 Day

*Absence NameSelect Absence Name

Apply Absence

Cancel

Partial Days & Hours

Done

Partial Days & HoursAll Days

Duration24Hours

Begin Time--:--