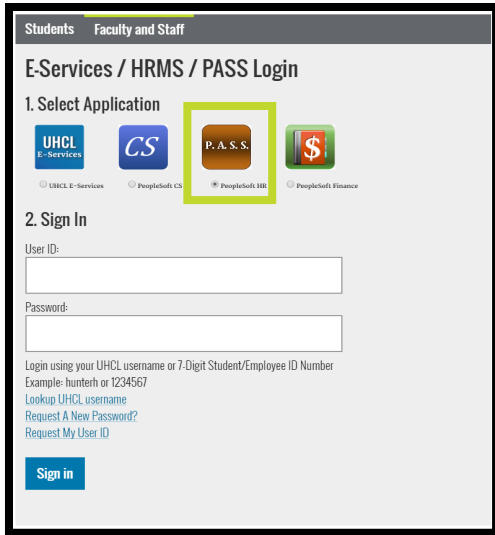
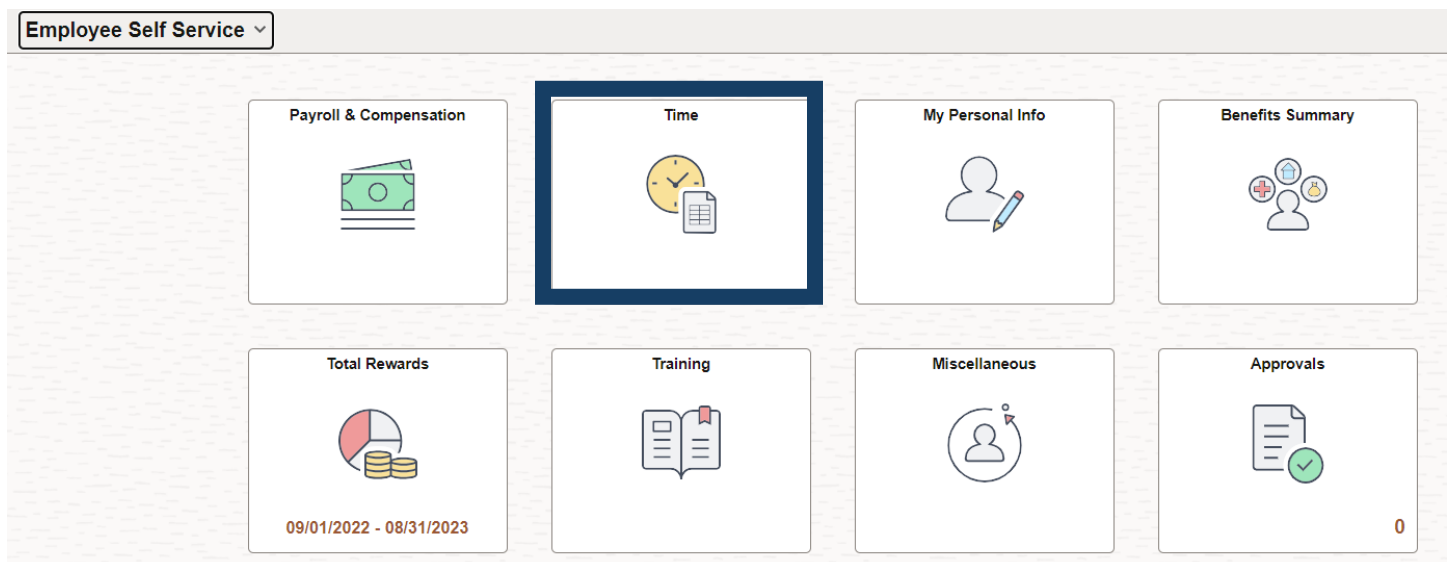


1. Log in to **P.A.S.S.** with your credentials
2. Click **Sign in**

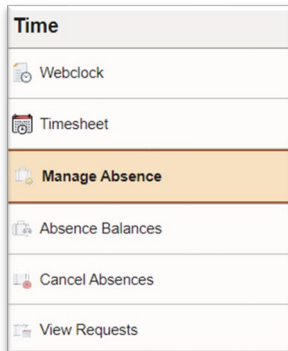


From the Employee Self Service screen

3. Click **Time**. The self-service menu screen will appear.



4. Click **Manage Absence** from the menu

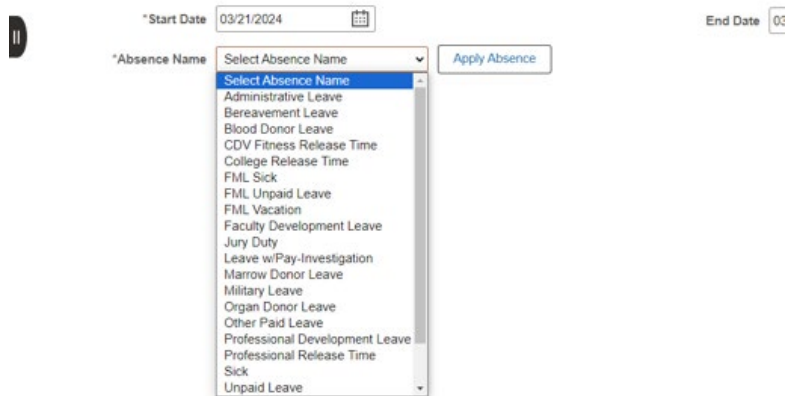
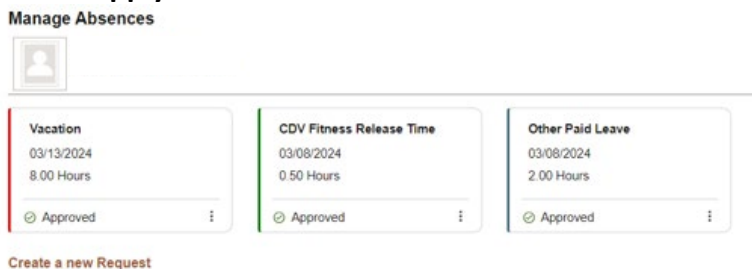


The Manage Absences screen will appear

5. Enter or select the **start and end dates**

6. Select **Absence Type** under the Select Absence Name drop down menu

7. Click **Apply Absence**



Note: if you need to take a partial day, see instructions in the Requesting a Partial Day section

8. Verify dates, absence name, and duration are all correct
9. Enter **comments** (optional)
10. Click **Submit**

Create a new Request

Submit Save for Later

*Start Date 03/21/2024

End Date 03/21/2024 +1 Day

*Absence Name Vacation Apply Absence

Current Bal 20.75

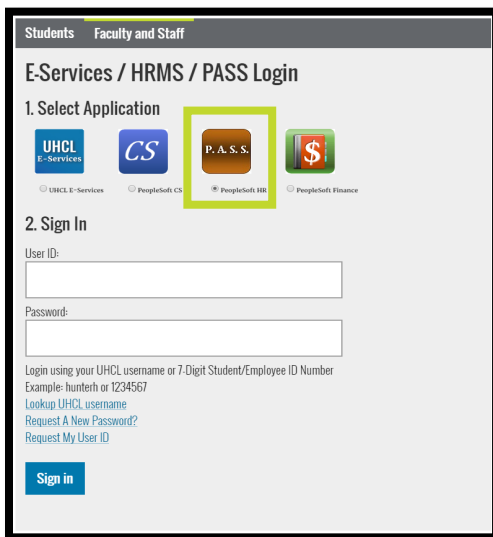
Partial Days None

Duration 8.00 Hours

Comments

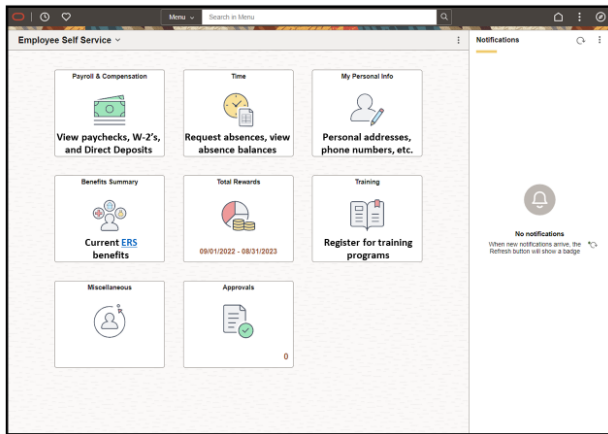
Reusing a Denied Leave Request

1. Log in to **P.A.S.S.** with your credentials
2. Click **Sign in**



From the Employee Self Service screen

3. Click Time



The Self-Service Menu screen will appear

4. Click View Requests from the menu

5. Select the Denied Request

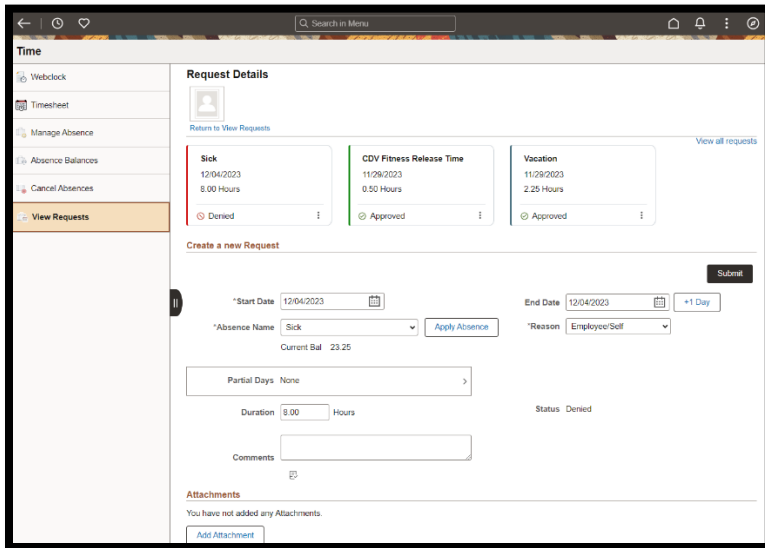
Note: TRAM requires you to recycle denied leave request.

Time	
Webclock	
Timesheet	
Manage Absence	
Absence Balances	
Cancel Absences	
View Requests	
View Requests 34 rows	
Sick Denied	12/04/2023 8 Hours >
CDV Fitness Release Time Approved	11/29/2023 0.5 Hours >
Vacation Approved	11/29/2023 2.25 Hours >
CDV Fitness Release Time Approved	11/22/2023 0.5 Hours >

The Request Details screen will appear

6. Modify all required fields

7. Select the correct leave type and hit Apply Absence

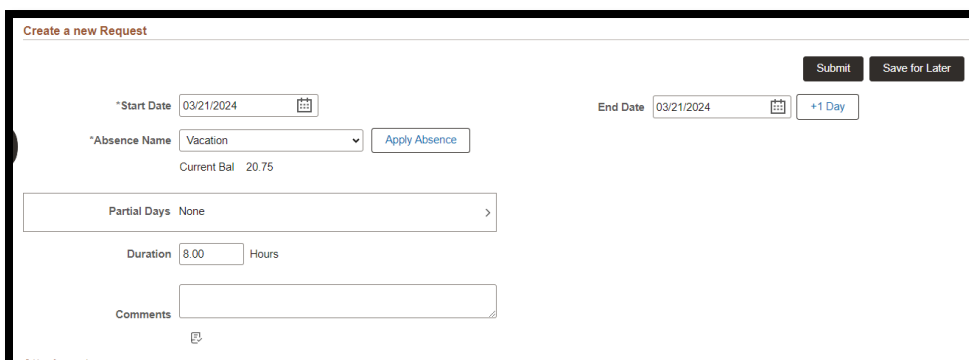


Note: if you need to take a partial day, see [Requesting a Partial Day](#) below

8. Verify dates, absence name, and duration are all correct

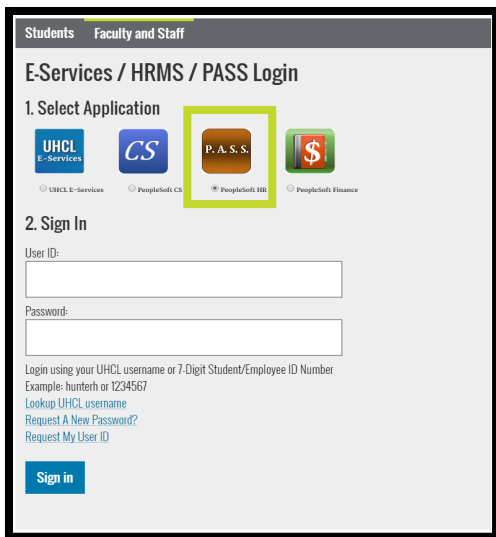
9. Enter **comments** (optional)

10. Click **Submit**



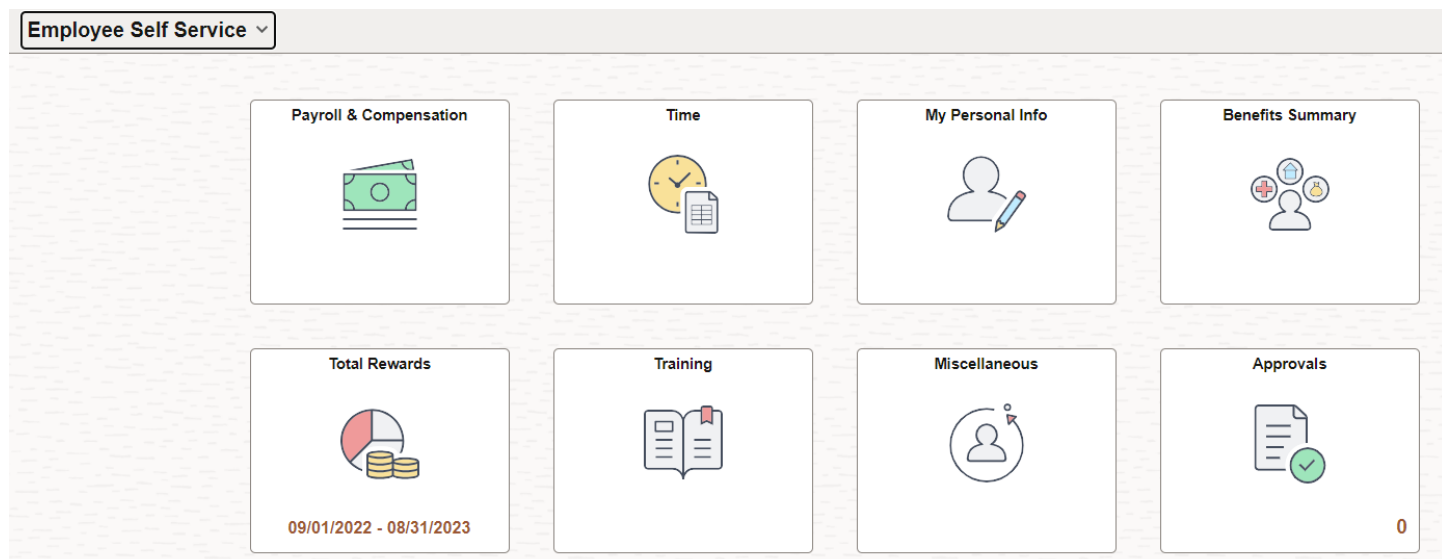
Requesting a Partial Day

1. Log in to P.A.S.S. with your credentials.
2. Click Sign in



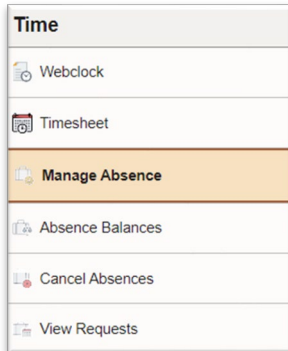
From the Employee Self Service screen

3. Click Time



The Self-Service Menu screen will appear

4. Click Manage Absence from the menu

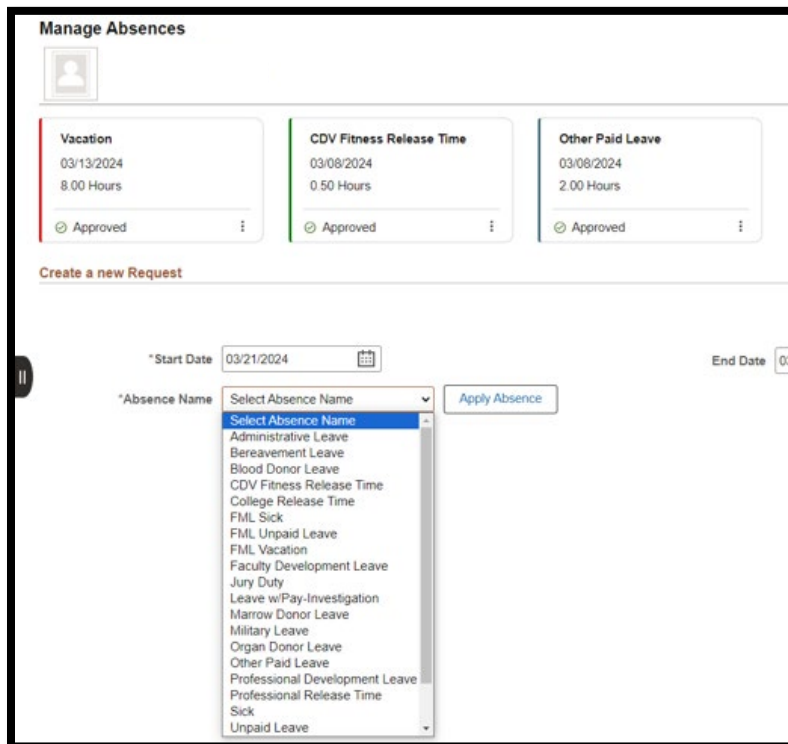


In the Create a New Request screen:

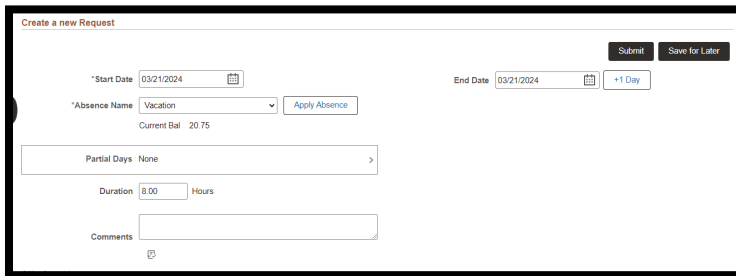
5. Select Absence Type under the Select Absence Name drop down menu

6. Enter or select the start and end dates

7. Select the correct leave type and hit Apply Absence



8. Select the box for Partial Days



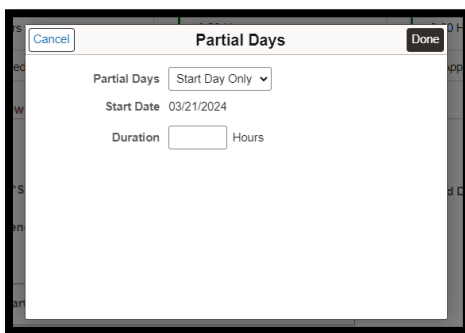
The screenshot shows the 'Create a new Request' form. At the top right are 'Submit' and 'Save for Later' buttons. The form includes fields for 'Start Date' (03/21/2024), 'End Date' (03/21/2024), and '+1 Day' button. The 'Absence Name' is set to 'Vacation' with an 'Apply Absence' button and a 'Current Bal' of 20.75. The 'Partial Days' dropdown menu is open, showing 'None' selected. Below it are fields for 'Duration' (8.00 Hours) and 'Comments'.

The Partial Days pop-up will appear

9. Select which day is a partial day. Either Start date, end date, or all days

10. Input the number of hours taken

11. Select Done



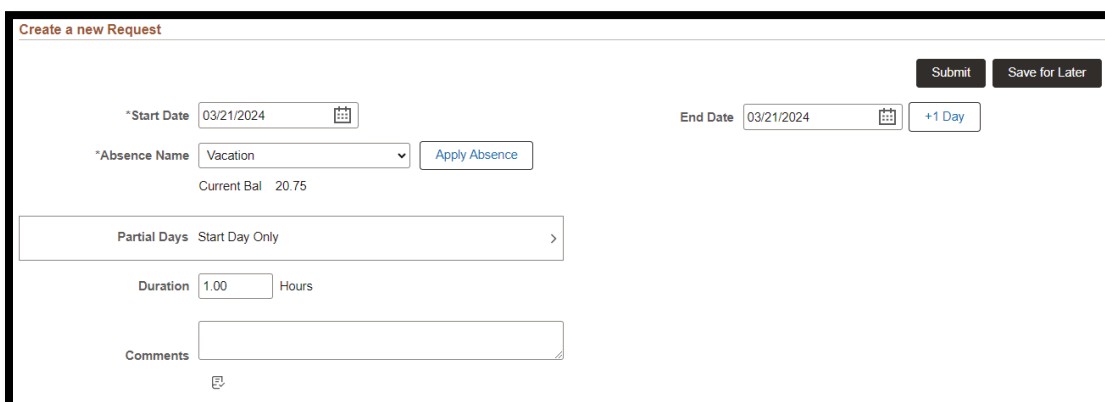
The screenshot shows the 'Partial Days' pop-up dialog box. It has 'Cancel' and 'Done' buttons. The 'Partial Days' dropdown is set to 'Start Day Only'. The 'Start Date' is 03/21/2024. The 'Duration' field is empty, followed by 'Hours'.

Note: Duration will automatically update.

12. Verify dates, absence name, and duration are all correct.

13. Enter comments (optional)

14. Click Submit



The screenshot shows the 'Create a new Request' form after the 'Partial Days' pop-up is closed. The 'Partial Days' dropdown now shows 'Start Day Only'. The 'Duration' field is updated to 1.00 Hours. The 'Comments' field is empty.