

—SPS ALERT—

SPS Alert 200: HR, Timekeeping, Payroll and Benefits Update

Release date: 4/18/2022

For SPMS:

NEWS

Partial Day Time Off Calendar Request

Wednesday, April 20th, we will roll out some new functionality in SPS Workday---the ability for employees to request partial days off through the SPS Workday Time Off Calendar Request Process. We have sent out an email with the attached job aid to employees and supervisors with this information as well.

- Employees will be able to use the request process for less than a full workday, to plan for this time off as they do now for full days off through the Time Off Calendar.
 - Employees will be able to submit requests for **future dates only**---any time off in the past will need to be entered directly on the timesheets as is the current practice.
 - The request process will look the same, except the employee will need to select the start and end time of the leave.
 - Employees will still be able to enter partial days off directly on the timesheet as they do now if they choose. Any Time Off entered through the Calendar must be corrected or edited through the Time Off Correction process.
 - Supervisors will get the requests for approval and will be able to see all leave requested and approved on the ***Time Off and Leave Calendar*** through the ***Team Time Off*** icon, as it is requested and approved.
 - Supervisors are encouraged to use this new method for partial days off with their employees but will have the option to use a process that works for them or their agency. Employee questions should be directed to the agency support staff.
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- Please see the attached revised job aid for Time Off Requests, the Time Off Calendar Request starts on page 4.
 - [Request Partial Day Off-User Guide.pdf](#)
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