

—SPS ALERT—

SPS Alert 199 NEW: Partial Day Time Off Request

Release date: 4/11/2022

We will be rolling out some new functionality in SPS Workday---the ability for employees to request partial days off through the SPS Workday Time Off Request Process.

- 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/amount of leave requested.
- Employees will still be able to enter partial days off directly on the timesheet as they do now if they choose.
- 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 will be 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.

We anticipate an April 20th go live date for this change. We are excited to bring something new to the agencies and hope this will be a positive change for employees and supervisors. As we get closer, we will send out additional information, including a job aid with a step by step guide.
