

# Employee Self-Service Absence Management Training Manual

PeopleSoft 9.2



## DISCLAIMER

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## EXCLUSION

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# EMPLOYEE SELF SERVICE - ABSENCE MANAGEMENT

## Overview

All employees who earn leave will request time off through the Absence Management module in PeopleSoft. This applies to all types of leave: sick (with the subset of dependent sick), annual, comp time, jury, military and funeral.

An absence can be requested for an event that occurred in the past (e.g. a sick day) or for an event to occur in the future, such as annual leave. All absences should be entered by the employee, and approved by the supervisor, no later than the end of the pay period in which the absence occurs.

An absence cannot be requested for a date an employee is not scheduled to work

Employee balances reflect the pay period of the most recent check. For example, if today is April 22; the last paycheck was April 15th, the pay period for April 15th paycheck is March 16th-31st. The leave balances would be current as of March 31st. Please contact your Human Resources/Payroll Office if you feel your balances are incorrect.

The business process under the new process is as follows:

1. An employee signs into PeopleSoft clicks on the Time Tile on the Employee Self Service home page (see below) and enters a leave request before (for planned absences) or after (for unplanned absences) an event.
2. The supervisor signs into HRMS and reviews absence approvals as needed
3. The supervisor has three choices for taking action on the request:
  - a. Approve – the employee receives an approval email
  - b. Deny – the employee receives a denial email
  - c. Push back – the employee receives an email requesting modification of the request.
4. If the request is approved, it is processed in the next pay cycle.

Employee Self Service

Company Directory



Time



Payroll



Last Pay Date **08/15/2018**

Personal Details



Total Rewards



Total Rewards Statement

## Request Absence

Time



The screenshot shows the 'Request Absence' form in the Employee Self Service system. The form is titled 'Request Absence' and has a 'Submit' button in the top right corner. The form includes the following fields and sections:

- Absence Name:** A dropdown menu with 'Annual Leave' selected.
- Start Date:** A date field with '10/08/2018' entered.
- End Date:** A date field with '10/08/2018' entered.
- Duration:** A text field with '8.00' entered, followed by 'Hours'.
- Partial Days:** A dropdown menu with 'None' selected.
- Additional Information:** A section containing:
  - Start Time:** An empty text field.
  - End Time:** An empty text field.
  - Comments:** A large text area for entering comments.
- Balance Information:** A section showing 'As Of 09/15/2018 257.10 Hours\*\*'.
- View Balances:** A link with a right-pointing arrow.
- View Requests:** A link with a right-pointing arrow.
- Disclaimer:** A small text at the bottom stating 'The current balance does not reflect absences that have not been processed.'

1. **Absence Name** – select absence type
2. **Start Date** – Enter the Start Date of the absence

This will only display absence types that are associated with your eligibility. For example, only non-exempt employees will see the “Comptime Taken” option.

- Annual Leave
- Comptime taken
- Funeral Leave
- Jury Duty
- Military Leave
- Sick

3. **End Date** - Once you select the Absence Name, the End Date will display below the Start Date. When you choose an absence type/name, the screen will change to match the fields needed for that type of leave.



**Additional Information** (optional) – enter hours of the day as requested to do so by your supervisor. This is information only; it does not calculate any absence.

**Comments box** (optional) - enter information here if requested to do so by your supervisor.

Refrain from entering any personal medical data as your supervisor and HR/Payroll office view it.

## Partial Days


For absences of less than a full day, use this field to enter the number of hours that you were absent. The available values in the Partial Days field when the absence is calculated in days include:

- **All Days** – Indicates that every day of absence is a partial day.
- **None** – Indicates that all days are full days at your regularly scheduled hours.
- **Start Day Only** – Indicates that every day of the absence with the exception of the first day was a full day off.

Once the Absence Request is ready to be submitted, and the employee chooses the Submit button, the following message will display:

After choosing “**Yes**” you will see message at top the Absence Request was Submitted Successfully.






**Cancel Absence** – You can cancel current absence requests



If the absence was already approved by your manager, your manager **MUST** approve the cancel absence request before the absence cancelled.  
If the absence was never approved by your manager (e.g., if was in a submitted status), your cancellation action automatically cancels the absence

**View Request** to see your absence request history.

**Absence Balances** – View Current balances from Employee Self Service Tile

Time	
 Timesheet	
 Request Absence	
 Cancel Absences	
 View Requests	
 <b>Absence Balances</b>	
<b>Absence Balances</b>	
<b>Sick Entitlement</b> As Of 09/15/2018	1972.84 Hours
<b>Annual Entitlement</b> As Of 09/15/2018	253.70 Hours
<small>**Disclaimer The current balance does not reflect absences that have not been processed.</small>	
<a href="#">Forecast Balance</a>	

To view what your balance will be in the future, click on the hyperlink Forecast Balance.

Enter in the date you want to forecast for (**As of Date**), and **Absence Name**; once this entered, the “**Forecast Balance**” button will appear. Click the “**Forecast Balance**” button

## View Absence Balances – Detail



[New Window](#) | [Help](#) | [Personalize Page](#)

To navigate to Absence Balances (click on NavBar as seen above) - Self Service>Benefits>Absence Balances.

View your Absence Balances by **Check Date** by selecting from the drop down the check date you want to see. It defaults to the most current Check Date.

**Adam Thielen** Employee ID: 060221  
 Job Title: Operations Manager Empl Record: 2

Year: 2018 Check Date: 09/14/2018 Pay Period End Date: 08/31/2018

Current Leave				YTD Leave				
	Earned	Taken	Adjust		Balance	Earned	Taken	Adjust
Annual	7.72	0.00	0.00	Annual	256.67	112.67	96.00	0.00
Sick	4.41	0.00	0.00	Sick	985.38	64.38	15.00	-16.00
Dep Sick		0.00		Dep Sick			7.00	
Comp	0.00	0.00	0.00	Comp	0.00	0.00	0.00	0.00