Employee Self Service

Absence Management

UNIVERSITY OF NORTH DAKOTA
HUMAN RESOURCES
What type of leave does employee enter?

- Sick Leave
- Dependent Leave
- Annual Leave
- Comp Time
- Jury
- Military
- Funeral
When does employee enter leave?

• An absence can be submitted for an event that occurred in the past (e.g. a sick day) or for an event to occur in the future (e.g. annual leave)

• You will still enter leave time into FAMIS and request leave through your supervisor as you do now.

• 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 leave balances would be current as of the April 15th payday. Please contact the Payroll Office if you feel your balances are incorrect.
What is the process for the new module?

- An employee signs into PeopleSoft and enters a leave to match their leave approved by supervisor as well as entry into FAMIS.
- The supervisor signs into HRMS and reviews absence approvals as needed.
- The supervisor has three choices for taking action on the request:
  - Approve – the employee receives an approval email.
  - Deny – the employee receives a denial email.
  - Push back – the employee receives an email requesting modification of the request.
- If the request is approved, it is processed in the next pay cycle.

NOTE: Once an absence request has been approved, it cannot be canceled by the employee or the supervisor. Let your supervisor know if you need to cancel a submitted or approved absence request.
Where and what does the employee enter for leave?

- Log in to HRMS
- On Home page click on Absence Request or navigate to: Self Service>Time Reporting>Report Time> Absence Request
Leave entry continued…

- Resulting screen will look like this:
• Enter Start Date of the Absence
• Absence Name-Select absence type
  • Annual Leave
  • Comp Time taken
  • Funeral Leave
  • Jury Duty
  • Military Leave
  • Sick Leave
Leave entry continued…

- End Date will display

- Select Absence Name (The needed fields will change for type of leave entered)

- Select Partial Days from dropdown
  - All days - all are partial
  - End Day - every day except last day was a full day
  - None - all are full days
  - Start Day - everyday except first day was a full day
  - Start and End Days - leave of 3 days or more, the first day is a partial day and the last day is a partial day - days in between are full days

- Click Calculate Duration

- Be sure that leave matches FAMIS**

Note: Current Balance for the leave type you are requesting will display. Remember leave requests not yet processed will not be taken into account in the balance amount.
Leave entry continued…

- Click View Absence Request History to see absence request history. To edit saved request navigate to: **Self Service > Time Reporting > View Time > Absence Request History**

- Click Submit or Save for Later

- Note: When saved for later, supervisor can see it but cannot approve it. Request must be submitted for supervisor to be able to approve it.
Will the employee get a confirmation?

- Employee will receive a confirmation that the leave was submitted or saved for later.
- An email will also be sent to the employee when the transaction is processed by supervisor.
- Transaction will show Pending when waiting for approval. Approver will show at bottom if the blue link is clicked,
How can employee track the approval of leave?

- To track your leave status go to: Self Service>Time Reporting>View Time> Absence Request History
- Select the dates and click Refresh
- Click blue link to open record
- Select a date range if needed
- To edit click the Edit button
A submitted or Approved request cannot be edited (contact supervisor)
How does employee view leave balances?

- Navigate to: Self Service>Benefits>Absence Balances
- View Absence Balances by check date
How can employee view balances and forecast balances?

- Navigate to:
  Self Service>Time Reporting>View Time>Absence Balances
- Employee will see their balances
- Click Forecast Balance
• Enter date for the forecast time wanted
• Enter Absence Name
• Forecast Balance button appears; click it
• System will advise that the calculating has been successful and shows you the results
How does an employee submit or edit a saved absence?

- Click the Edit button
- Page will open
- Edit data as needed
- Click Submit
How does an employee edit a pushed back absence?

- Navigate to: Self Service > Time Reporting > View Time > Absence Request History
- Click Edit button on the Push Back leave
- Page opens
- Edit data as needed
- Add comments if necessary
- Click Submit

Note: The leave balances will no longer appear on your view paycheck in self-service. They can be viewed on-line on the Employee View Absence Balances via Self Service

Self Service>Benefits>Absence Balances
• Students will not use TLAB at all
• Students hours should be put in the comments when they enter their time in FAMIS
• Supervisors should audit this by running the Employee Labor Entry Report from FAMIS
• Supervisor Approval → Report → enter pay period dates and your EMPL ID → Employee Labor Entry Report…
• Do not use hourly reporting forms