MANAGER 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, 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. Basic employee schedules have been populated into the module.

Employee balances reflect the pay period of the most recent check. For example, if today is April 23; 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.

NOTE: During the initial rollout, leave balances from the old method of taking leave will not display in Absence Management until after the first payroll runs under the new method. This is a planned part of the conversion process.

The business process under the new process is as follows:

1. An employee signs into PeopleSoft and enters a leave request before (for planned absences) or after (for unplanned absences) an event.
2. The supervisor signs into HRMS
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.

NOTE: Once an absence request has been approved, it cannot be canceled by the employee or the supervisor.
**APPROVING, DENYING AND PUSHING BACK**
Manager Self Service > Time Management > Approve Time and Exceptions > Absence Requests

This will bring up a list of all absence requests pending your approval for the employees that report to you. It will show the following absences:

- Approved
- Denied
- Pending

If there are no Absence Requests pending, the system will display a message indicating there are no results to display.

If you click the **Deny** button, the employee will be notified by email, and the absence request will now appear in your denied status.

*If you click the **Push Back** button, the employee will be notified via email and it will be removed from your list of pending approvals.*

If you click the **Approve** button, the employee will be notified by email, and the absence will now be ready for processing.
Sign into PeopleSoft directly. A list of all pending approvals will display. Choose one employee’s request by clicking on the hyperlinked name.
Add any (optional) comments.

Choose the “Approve” button.
DENY ABSENCE REQUESTS

Manager Self Service > Time Management > Approve Time and Exceptions > Absence Requests

Request Details
Shelby Smith
Network Engineer

Review the details for this request and either approve, deny or submit for rework. You may also enter optional comments about each approval choice.

Absence Detail
- Start Date: 08/29/2016
- End Date: 08/29/2016
- Absence Name: Annual Leave
- Partial Days: None
- Duration: 8.00 Hours
- Current Balance: 285.57 Hours**

Additional Information
- Start Time: 
- End Time: 

Workflow
- Status: Submitted

Comments
Requestor Comments:
Approver Comments: This request is not approved

Go To
- View Absence Request History
- View Absence Balances
- View Monthly Calendar

*Disclaimer: The current balance does not reflect absences that have not been processed.
PUSH BACK ABSENCE REQUESTS

_MANAGER SELF SERVICE > TIME MANAGEMENT > APPROVE TIME AND EXCEPTIONS > ABSENCE REQUESTS_

The image shows a screen for approving absence requests. It includes details such as the employee's name, job title, absence type, dates, and comments. There are options to deny, approve, or push back the request, as well as to view absence request history, balances, or the monthly calendar. A disclaimer note indicates that the current balance does not reflect absences that have not been processed.
**VIEWING ABSENCE REQUEST HISTORY**

Manager Self Service > Time Management > View Time > Absence Request History

This will display a list of employees reporting to you. (Employee’s reporting to you is populated automatically by the system via Job Data “Reports To” field.) The Transaction Effective Date will default to today’s date. This date can be changed once you are in the “Absence Request History Page” of the selected employee.

![Absence Request History]

- **Shelby Smith**
  - Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and select the Refresh button. Select the absence name link to view request details. Click the edit button to modify or delete the request.

<table>
<thead>
<tr>
<th>Absence Name</th>
<th>Status</th>
<th>Start Date</th>
<th>End Date</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave</td>
<td>Approved</td>
<td>09/01/2016</td>
<td>09/01/2016</td>
<td>Edit</td>
</tr>
<tr>
<td>Annual Leave</td>
<td>Approved</td>
<td>09/02/2016</td>
<td>09/02/2016</td>
<td>Edit</td>
</tr>
<tr>
<td>Annual Leave</td>
<td>Approved</td>
<td>08/29/2016</td>
<td>08/29/2016</td>
<td>Edit</td>
</tr>
<tr>
<td>Annual Leave</td>
<td>Approved</td>
<td>08/26/2016</td>
<td>08/26/2016</td>
<td>Edit</td>
</tr>
</tbody>
</table>

**Return to Direct Reports**
VIEWING AN EMPLOYEE’S ABSENCE BALANCES
Manager Self Service > Time Management > View Time > Absence Balances

A page will display listing all of the employees that report to you, and is populated automatically by the system via job data Reports To field.

Once you have selected the employee the following page will display the employee’s balances.

![Image of Absence Balances page]
VIEW MONTHLY TIME CALENDAR

Manager Self Service>Time Management>View Time>Monthly Time Calendar
VIEW MONTHLY TIME CALENDAR – USE THIS NAVIGATION

Manager Self Service>Time Management>Report Time>Absence Request

Select an employee

The Monthly Time Calendar will list all employees that report to you.

You can change the month by clicking on previous month, next month or click on the drop down for month and year.

The calendar will show

- Approved absences – AAB
- Requested Absences - RAB Holidays - HOL
- Workday – WRK
REQUEST ABSENCE ON BEHALF OF EMPLOYEE

Manager Self Service>Time Management>Report Time>Absence Request

Select the employee to request an absence for

Request as: Employee (this is recommended) - it will automatically be approved by the supervisor

Request as: Manager – it will need to approved by the managers manager who entered the request because as a manager requesting it they also cannot approve it
If you choose **Request As: Employee** the request will be submitted and approved. See below it shows the request submitted by Employee and approved by the Supervisor

**Status:** Approved

*Employee will receive an email notifying them this absence is submitted and approved on their behalf*

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<tbody>
<tr>
<td><strong>Status</strong></td>
</tr>
<tr>
<td>Submitted</td>
</tr>
<tr>
<td>Approved</td>
</tr>
</tbody>
</table>

If you choose **Request As: Manager** the request will be submitted and approved. See below it shows the request submitted by Employee and approved by the Supervisor

**Status:** Submitted

This request must be approved by the Managers Manager. Since the absence was requested as the manager the manager can’t approve it and it must move to the next manager.

*Employee will NOT receive an email notifying them this absence is submitted and approved on their behalf. The employees Manager will receive an email after the manager has approved this request.*

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EDIT PAGELETS ON HR HOME PAGE

You can redesign your pagelet if you want a different layout or want to move stuff up or down on the home page.

User arrows on left to move the different pagelets to different areas of the home screen.