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THINGS TO KNOW BEFORE YOU BEGIN

1. What are my leave options?
   • Division of Personnel Management Leave Benefits: [https://dpm.wi.gov/Pages/ Employees/BnLeave.aspx](https://dpm.wi.gov/Pages/Employees/BnLeave.aspx)

2. Know your work schedule?
   • Your work schedule determines what days and number of hours you are eligible to use for an absence.
   • You can contact your agency payroll specialist to get your work schedule.

3. New Hire Vacation Carryover, without 6 months prior classified service:
   • Hire Date: 1/1 – 6/30: Carryover current year’s vacation must be used by June 30 of the following year (no vacation limit to carryover).
   • Hire Date: 7/1 – 12/31: Carryover previous year’s vacation must be used by December 31 of the following year (no vacation limit to carry over).

4. Use it or lose it:
   • Legal Holiday and Personal Holiday must be used in the calendar year they are earned. Any remaining balance at the end of the year will be lost.
   • Employees are allowed to carry up to 40 hours of vacation into the following calendar year. Any vacation carried over must be used by June 30 of the following year.
REVIEWING ABSENCE BALANCES

From the Employee Self-Service homepage, select the My Time tile.

Select the Absence Balances tile to display your remaining absence balances, assuming you remain employed through the end of the calendar year.

The As Of date represents the date that absences are processed and finalized through.
In order to provide you with information regarding your future leave balances, you will want to expand the Forecast Balance section. This will provide you with your leave balances as of a specific date. Example: if I entered vacation for week of June 7 – 11, changing the “As of Date” to 06/30/2021 will provide you with your vacation balance with this week’s leave considered.

If you expand the **Forecast Balance** link, by clicking on the triangle, at the bottom of the absence balances grid, you can forecast a balance based on future absence entries.

1. Enter an end date for forecasting through the **As of Date**
2. Choose your **Absence Name** from the drop-down list
3. Click **Forecast Balance**

The Current Balance of 64 hours is showing up through the As of Date 06/30/21. The Forecast Details is including future Legal Holidays that have been entered for the calendar year so future forecasting shows a Legal Holiday balance of 48 hours:

**Note:** When forecasting vacation to the future, please note that the system automatically calculates lost vacation for any work time not approved in the current pay period. This means the forecasted balance will show slightly less than you expect.
ENTERING AN ABSENCE

Employees are required to obtain approval for absences through their normal agency policy before entering the absence into PeopleSoft/STAR. Your entries must be made by noon on Tuesday, following the close of the pay period.

Key Points:

- All absences must be forecasted before they can be submitted.
- Any absence with a Forecast Error cannot be submitted.
- If your absence hours are less than your work schedule, you will have to submit your absence using a partial day (see Entering a Partial Days Absence).

From the Employee Self-Service homepage, select the My Time tile.

The Request Absence screen may be reached in two ways: from the Timesheet or from the Request Absence tile.

1. From the Timesheet Select the Enter Time tile

Select the Request Absence button on the upper right of the Timesheet
2. Select the Request Absence tile.

Start by selecting an **Absence Name** from the drop-down menu.
1. Select the absence **Reason**.
   a. Reason is only required when using Sick or FMLA absence names but may be used with the other absence names. You will receive an error message if you miss selecting a required reason.
   b. You may only use one reason per absence name per day.
   c. You may use multiple reasons in one day if you are using different absence names.
2. Enter **Start Date** of your absence, if it is not the current date.
3. Enter **End Date** of your absence, even if it is the same as your Start Date.
4. Leave the **Partial Days** as “None” if using a full day that matches your daily work-schedule hours (see **Entering a Partial Days Absence**)
5. Click **Forecast Balance**.

Note: If wanting to resubmit a Canceled Absence, do so through the View Requests tile. Instructions below.
FORECAST SUCCESS

Confirm forecasting was successfully validated in the pop-up message:

Click on the OK button to clear the pop-up window.

Click on the Submit button in the upper right of the window, when the pop up message appears, click the Yes button to finalize the absence process and put your request into the Status of Approved.

<table>
<thead>
<tr>
<th>Absence Name</th>
<th>Personal Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason</td>
<td>Select Absence Reason</td>
</tr>
<tr>
<td>Start Date</td>
<td>03/09/2021</td>
</tr>
<tr>
<td>End Date</td>
<td>03/09/2021</td>
</tr>
<tr>
<td>Duration</td>
<td>8.00 Hours</td>
</tr>
<tr>
<td>Partial Days</td>
<td>None</td>
</tr>
</tbody>
</table>

Status: Approved

Comments

As Of 01/16/2021 36.00
FORECAST FAILURE

If the forecasting could not be successfully validated, there will be a list of possible reasons for the failure.

Click the OK button on the failure list.
Click on the View Forecast Details link to determine if the potential issue is #2 (The leave requested exceeds your available balance).

Personal Holiday balance is 36.00. Work Schedule is 10 hours each day and the duration is 3/8-3/11. 3/8-3/10 are ok, using 30 hours total. Only 6 hours remains for the last day. The 6 hours will go on 3/11 but 4 hours will go unpaid. The Forecast Balance Details is showing 4 unpaid hours. The duration will need to be changed and a different absence name used for the unpaid hours. Click on the button in upper right corner to close this window so you may fix your original entry.
Note: Always remember to re-forecast (successfully validated) and re-submit an entry every time it is changed.

**Entering a Partial Days Absence**

- Click on **Partial Days** from the Request Absence page.

- From the **Partial Days** drop-down, choose the days that will have a partial day of leave applied (options explained below).

- Enter the partial hours in the **Duration** field.

- Click the **Done** button on the upper right of the Partial Days window.

- Confirm your selection has been applied.

6. Refer back to **Step 5** Click **Forecast Balance** above.

**All Days**
This will apply the duration (number of hours) that you enter to all days from Start Date to End Date.

**Start Day Only**
This will apply the duration (number of hours) that you enter to the Start Date only. All other days, if applicable, will apply leave equivalent to your work schedule for each day.
CANCELING AN ABSENCE

Canceling an absence will stop an approved absence from processing. It is also the first step to change an approved absence (see View Requests).

From the Employee Self-Service homepage, select the My Time tile.

An absence may be canceled two different ways: from the Timesheet or from the Cancel Absences tile.

1. From the Timesheet, select the Enter Time tile.

Select the Related Actions button on the Timesheet and choose Cancel Absences under the available Actions.
2. Select the Cancel Absences tile.

Select the approved absence you wish to cancel from the list.

If you do not see the absence event you are looking for, you can use the filter button to adjust the date range or absence type.

- Only approved absences may be canceled.
  - You may only go back to the beginning of the previous pay period to cancel an absence.
- Finalized absences cannot be canceled.
  - Finalized absences are absences that have already been processed in a previous pay period.
    - This as of date is indicated on the Absence balances page.
  - Contact your agency payroll if a previously finalized absence needs to be canceled.
Click the **Cancel Absence** button on the upper right of the page.

```
<table>
<thead>
<tr>
<th>Absence Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Absence Name</strong></td>
</tr>
<tr>
<td><strong>Reason</strong></td>
</tr>
<tr>
<td><strong>Start Date</strong></td>
</tr>
<tr>
<td><strong>End Date</strong></td>
</tr>
<tr>
<td><strong>Duration</strong></td>
</tr>
<tr>
<td><strong>Status</strong></td>
</tr>
<tr>
<td><strong>Comments</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cancel Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Comments</strong></td>
</tr>
</tbody>
</table>
```

Click the **Yes** button to confirm the cancel.

```
Are you sure you want to Cancel this Absence Request?

Yes  No
```

Either the **Cancel Absences** button or the **Return to Cancel Absences** link will take you back to the list of approved absences.

```
< Cancel Absences  [Return to Cancel Absences]
```

You will notice that the absence you just canceled is no longer in your list.
VIEW REQUESTS

From the Employee Self-Service homepage, select the My Time tile.

Select the View Requests tile.

You can filter by date range, absence type and/or status by clicking the filter icon. Once you have your filters defined, click Done.
If the absence was canceled in error and you would like to resubmit it, you can do so from the View Requests tile.

- You may only go back to the beginning of the previous pay period. If you are outside of this period, you will get this error message.

- If it is within the time period, there will be a Forecast Balance button and a Submit button available for editing. When you are done with your changes, you must click both the Forecast Balance button and Submit button. If you do not and leave the Review Requests tile, the absence will be in “Saved” status.

Note: Saved Status is not Paid!

- If this happens, to fix the issue you must go back into the “Saved” absence, click on the Forecast Balance button again getting the successful pop-up message.
• Click on the **Submit** button. Go back to View Requests tile and the absence is now in Approved status.

![Submit button](image)

### Changing the Amount of a Canceled Absence
Follow instructions starting under [Entering a Partial Days Absence](#).

### Changing the Type of a Canceled Absence
Follow instructions starting under [Selecting an Absence Name](#).

### Adding a Day to a Canceled Absence
Follow instructions starting under [Enter Dates](#). If the absence needs to start earlier, change the Start Date (#2). If the absence needs to end later, change the End Date (#3).

### Resubmitting a Canceled Absence with No Changes
If you are resubmitting the exact absence that you canceled, same absence name, start date, end date, and duration, you will need to click on the **Forecast Balance** button twice.

You will get the following message on the first time you click the Forecast button:

![Error message](image)

Click **OK** button on the pop-up window. Click the **Forecast Balance** button a second time. Click the **Submit** button.

If you are still getting errors, please take note of the error code and notify your system administrator. Continue with instructions for [Forecast Success](#) or [Forecast Failure](#) based on your forecast results.

### ADDITIONAL RESOURCES
If you have further questions about any of the topics presented in this Job Aid, additional resources are available on the [ESS Job Aids](#) page.