



Employee Self Service Job Aid:

Absence Management



Table of Contents

THINGS TO KNOW BEFORE YOU BEGIN	2
REVIEWING ABSENCE BALANCES	3
ENTERING AN ABSENCE	5
<i>FORECAST SUCCESS</i>	8
<i>FORECAST FAILURE</i>	9
<i>Entering a Partial Days Absence</i>	10
CANCELING AN ABSENCE	11
VIEW REQUESTS	14
<i>Changing the Amount of a Canceled Absence</i>	16
<i>Changing the Type of a Canceled Absence</i>	16
<i>Adding a Day to a Canceled Absence</i>	16
<i>Resubmitting a Canceled Absence with No Changes</i>	16
ADDITIONAL RESOURCES	16



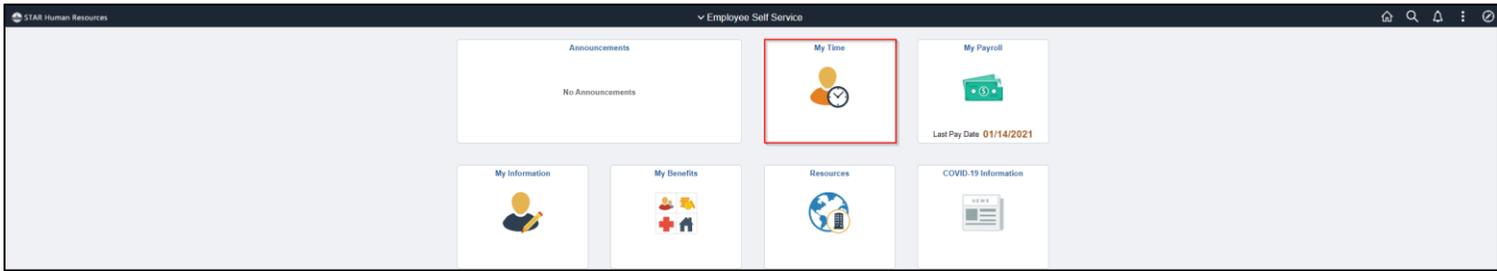
THINGS TO KNOW BEFORE YOU BEGIN

1. What are my leave options?
 - Division of Personnel Management Leave Benefits: <https://dpm.wi.gov/Pages/Employees/BnLeave.aspx>
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.

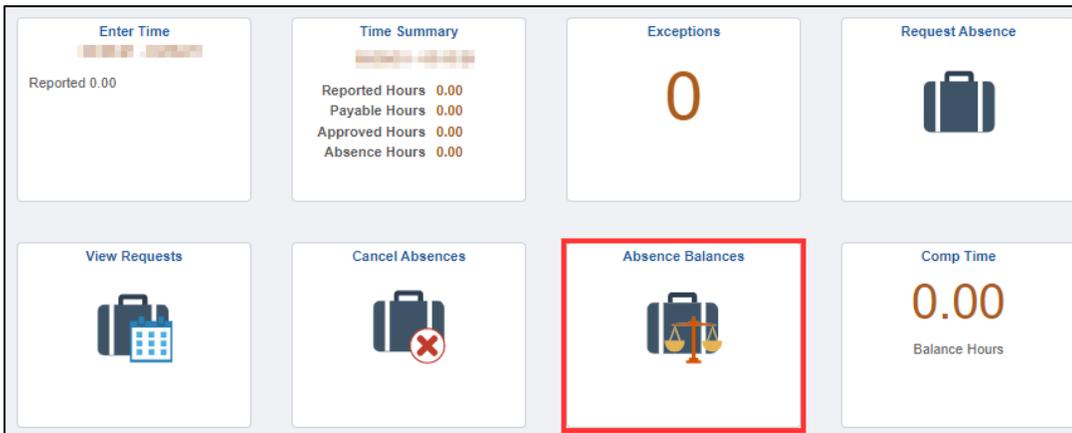


REVIEWING ABSENCE BALANCES

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.

Sabbatical Leave Balance	80.00 Hours
As Of 01/16/2021	
Vacation Carry Over	100.00 Hours
As Of 01/16/2021	
Vacation Balance	184.00 Hours
As Of 01/16/2021	
Sick Balance	155.20 Hours
As Of 01/16/2021	
Personal Holiday Balance	36.00 Hours
As Of 01/16/2021	
Legal Holiday Balance	64.00 Hours
As Of 01/16/2021	
FMLA Balance	480.00 Hours
As Of 01/16/2021	
**Disclaimer The current balance does not reflect absences that have not been processed.	
Forecast Balance	



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.

The screenshot shows a form with the following elements:

- 1** As of Date: 06/30/2021 (with a calendar icon)
- Filter by Type: All (dropdown menu)
- 2** *Absence Name: Legal Holiday (dropdown menu)
- Current Balance: 64.00 Hours**
- 3** Forecast Balance (button)

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:

Forecast Details	
Legal Holiday Carry Over 01/01/2021 - 12/31/2021	0.00
Legal Holiday Balance 01/01/2021 - 12/31/2021	48.00

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.



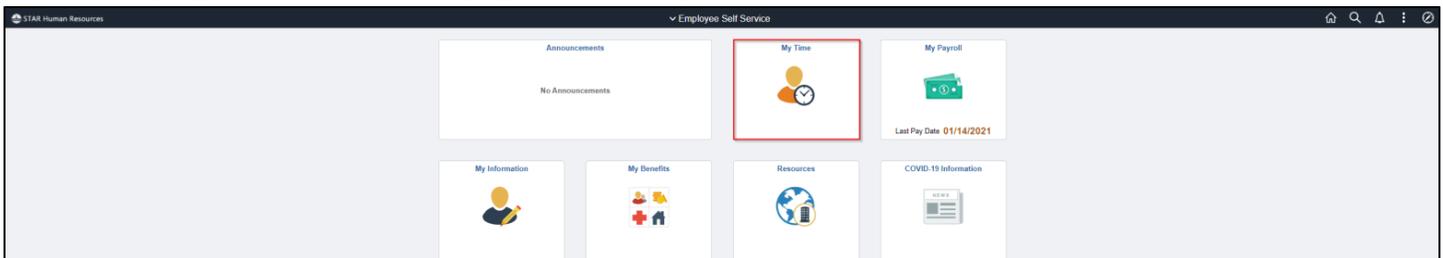
ENTERING AN ABSENCE

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:

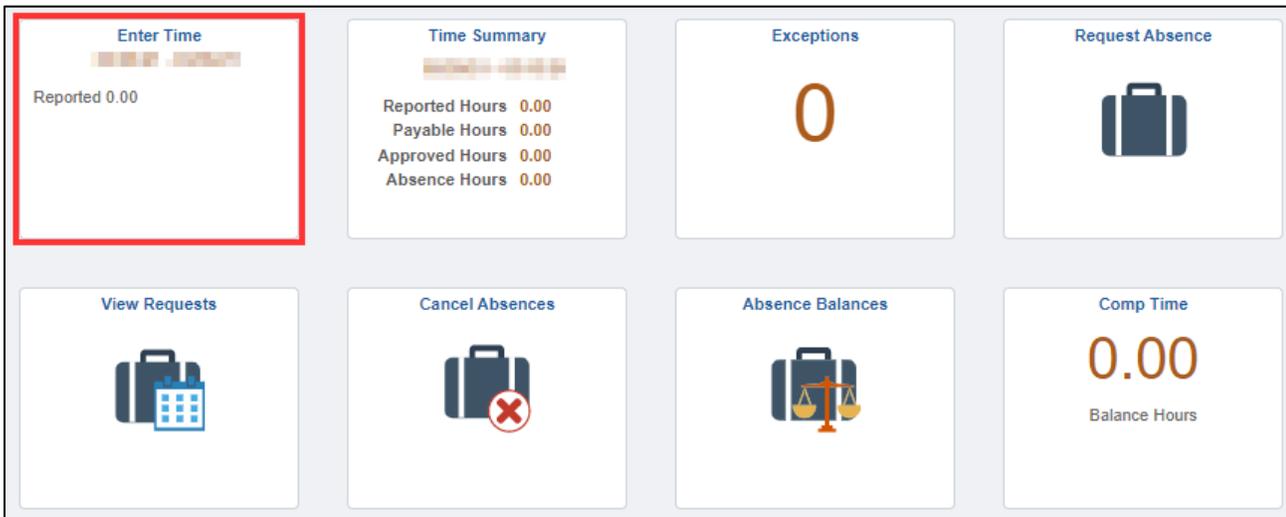
- All absences must be forecasted before they can be submitted.
- Any absence with a Forecast Error cannot be submitted.
- If your absence hours are less than your work schedule, you will have to submit your absence using a partial day (see [Entering a Partial Days Absence](#)).

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

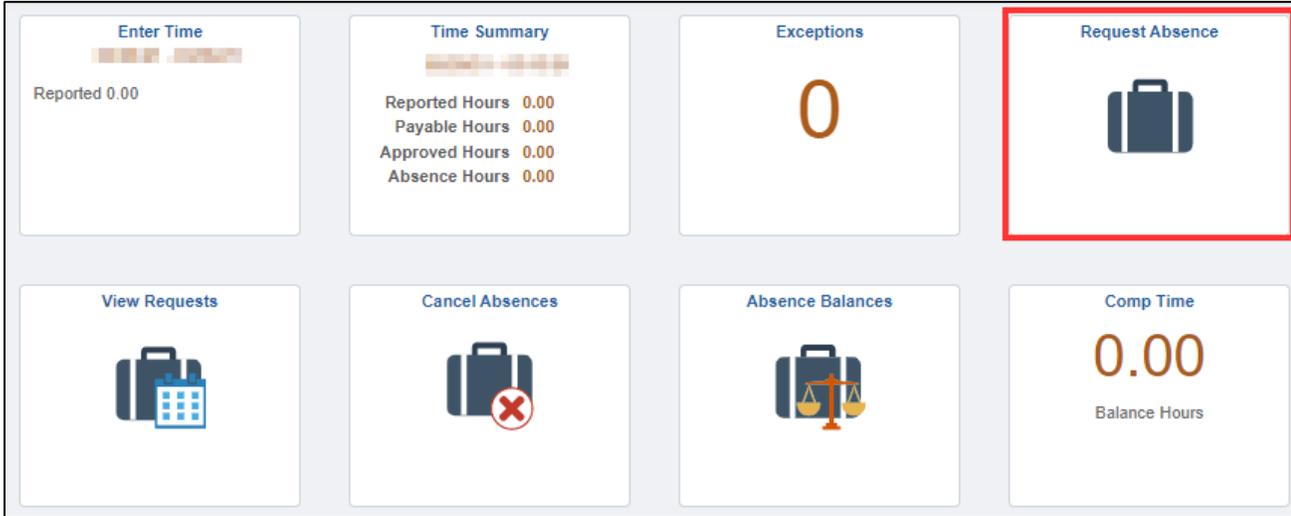


Select the **Request Absence** button on the upper right of the Timesheet

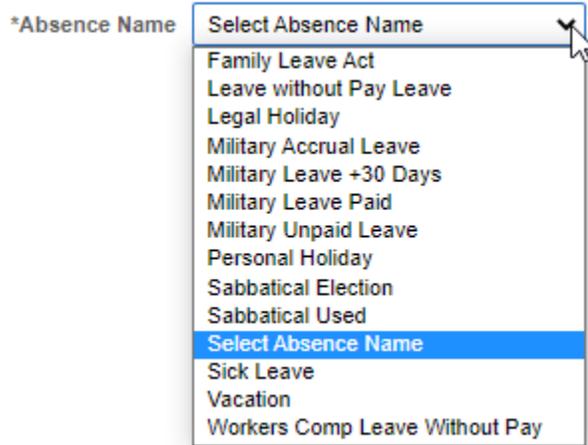




2. Select the Request Absence tile.



Start by selecting an **Absence Name** from the drop-down menu.





*Absence Name	Personal Holiday
1 Reason	Select Absence Reason
2 *Start Date	Defaults to current date
3 End Date	
Duration	8.00 Hours Defaults to daily work-schedule hours
4 Partial Days	None
5	Forecast Balance
Comments	
As Of 01/16/2021 36.00 Hours**	

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:

Your request has been **successfully validated!** You may submit.

Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future.
Date Time: March 09,2021 at 11:25

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.



Are you sure you want to Submit this Absence Request?

Absence Name	Personal Holiday
Reason	Select Absence Reason
Start Date	03/09/2021
End Date	03/09/2021
Duration	8.00 Hours
Partial Days	None
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.

*Absence Name Personal Holiday ▼

Reason Select Absence Reason ▼

*Start Date 03/08/2021 📅

End Date 03/11/2021 📅

Duration 40.00 Hours

Partial Days None

[Forecast Balance](#) [View Forecast Details](#)

Comments 📧

As Of 01/16/2021 36.00

Your leave cannot be submitted as entered.

Please check the following possible errors:

- 1 – The total reported and leave hours exceeds the scheduled hours for the day (based on your assigned schedule)
- 2 – The leave requested exceeds your available balance
- 3 – The Vacation requested is within 6-months of your Company Seniority Date
- 4 – The leave requested exceeds the timeframe allowed
- 5 – The leave requested is on an Off Day (based on your assigned schedule)

Date Time: March 09,2021 at 15:09

[OK](#)

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).

[Forecast Balance](#) [View Forecast Details](#)

Forecast Details	
Absence Unpaid Hours 03/08/2021 -	4.00
Personal Holiday Balance 01/01/2021 - 12/31/2021	0.00
Personal Holiday Carry Over 01/01/2021 - 12/31/2021	0.00
Scheduled Hours	10.00

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.



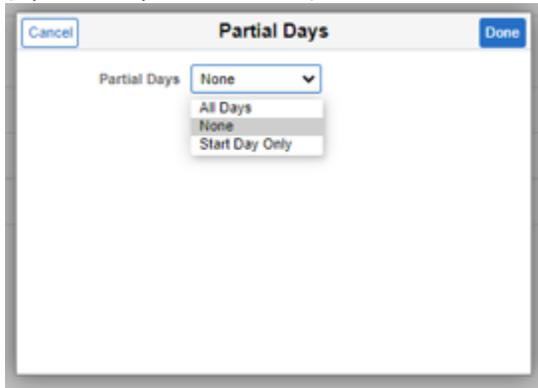
Note: Always remember to re-forecast (successfully validated) and re-submit an entry every time it is changed.

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.

Duration Hours

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



- Confirm your selection has been applied.

Duration	<input type="text" value="4.00"/>	Hours
Partial Days All Days		

- 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

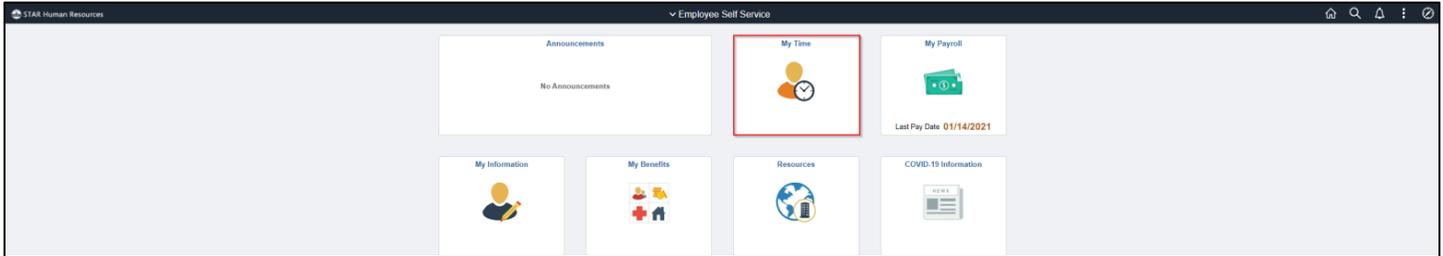
This will apply the duration (number of hours) that you enter to the Start Date only. All other days, if applicable, will apply leave equivalent to your work schedule for each day.



CANCELING AN ABSENCE

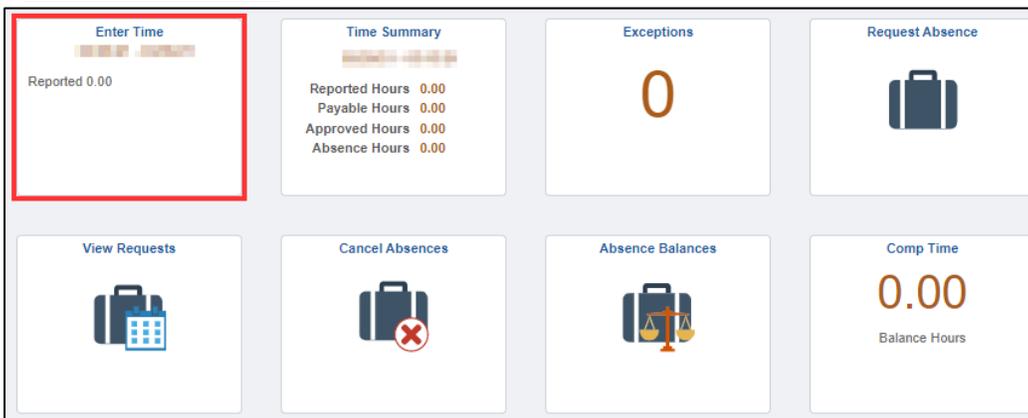
Canceling an absence will stop an approved absence from processing. It is also the first step to change an approved absence (see [View Requests](#)).

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

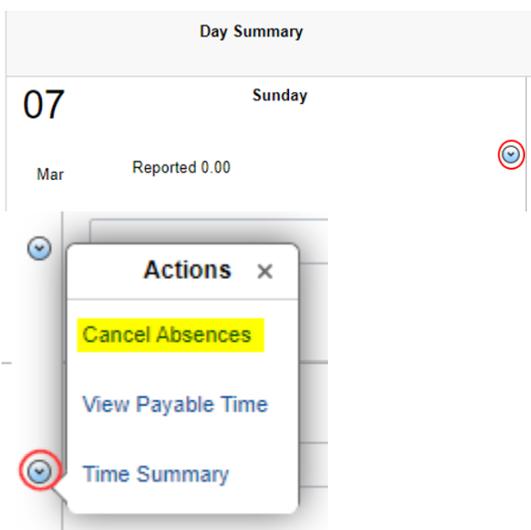


An absence may be canceled two different ways: from the Timesheet or from the Cancel Absences tile.

1. From the Timesheet Select the Enter Time tile.

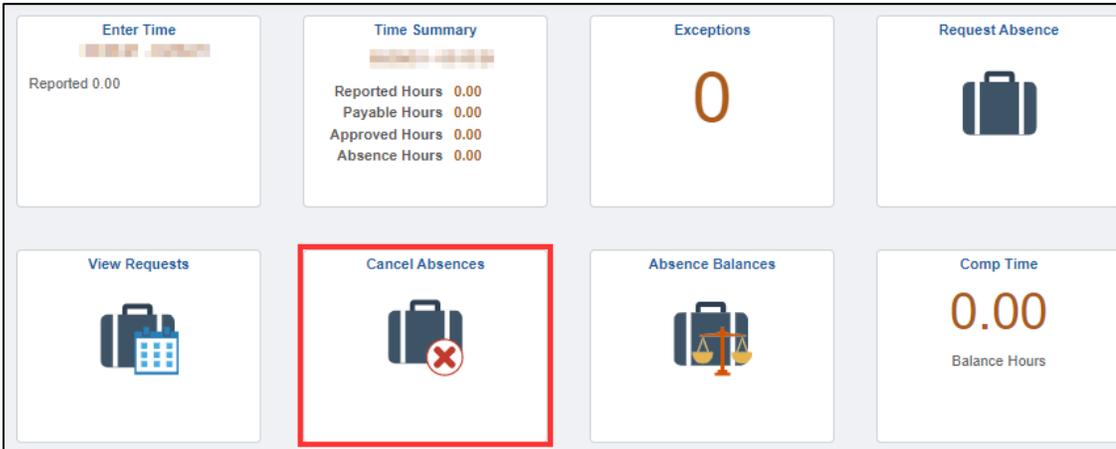


Select the **Related Actions** button  on the Timesheet and choose **Cancel Absences** under the available Actions.





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.

View Requests		11 rows
Legal Holiday Approved	05/31/2021 8 Hours	>
Legal Holiday Approved	03/29/2021 8 Hours	>
Sick Leave Approved	02/08/2021 8 Hours	>
Vacation Approved	02/25/2021 8 Hours	>
Sabbatical Used Approved	02/24/2021 8 Hours	>
Family Leave Act Approved	02/24/2021 - 02/26/2021 24 Hours	>
Sick Leave Approved	02/22/2021 8 Hours	>
Vacation Approved	02/18/2021 - 02/19/2021 Manager Absence Request 32 Hours	>
Legal Holiday Approved	02/15/2021 8 Hours	>
Vacation Approved	02/08/2021 - 02/12/2021 40 Hours	>

- 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.

The screenshot shows a web interface for managing absences. At the top left, there is a link "Return to Cancel Absences". On the top right, a blue button labeled "Cancel Absence" is highlighted with a red border. Below this is a section titled "Absence Details" containing the following information: "Absence Name" (Legal Holiday), "Reason" (Select Absence Reason), "Start Date" (05/31/2021), "End Date" (05/31/2021), "Duration" (8.00 Hours), and "Status" (Approved). Below the details is a "Comments" field. At the bottom of the form, there is another "Cancel Details" section with a "Comments" text area and a small icon.

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

A confirmation dialog box with the text "Are you sure you want to Cancel this Absence Request?". Below the text are two buttons: "Yes" (highlighted with a red border) and "No".

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

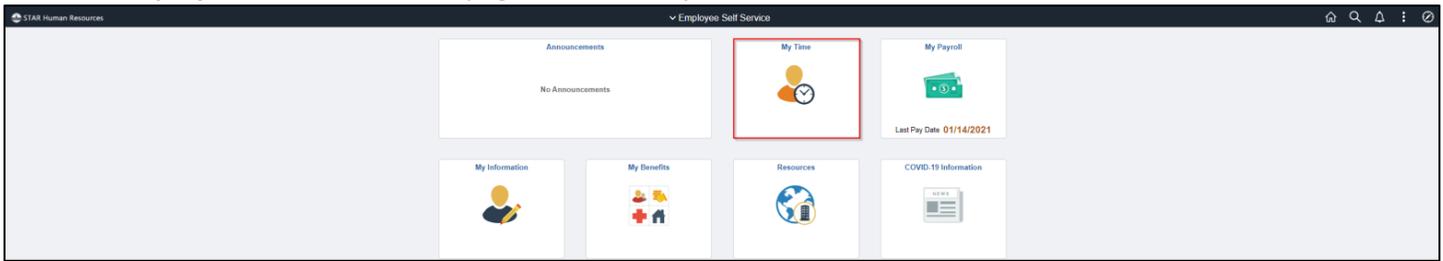
The screenshot shows the "Cancel Absences" page. At the top left, there is a dark header with a back arrow and the text "Cancel Absences", with a red arrow pointing to the back arrow. Below the header, there are fields for "Name", "Empl ID", "Job Title", and "Empl Record". At the bottom left, there is a blue link "Return to Cancel Absences" with a red arrow pointing to it.

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

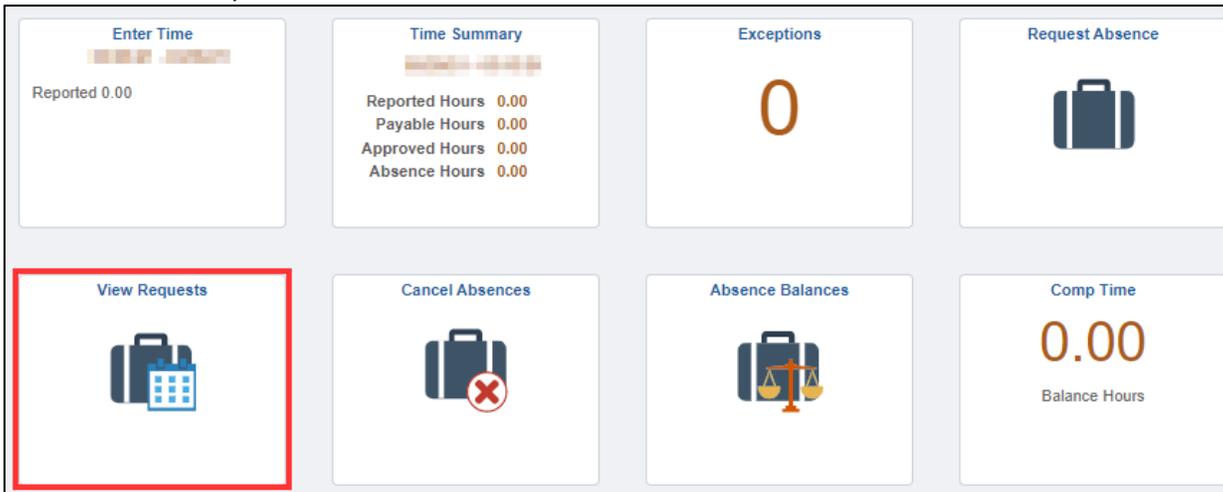


VIEW REQUESTS

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**.

Filters

Cancel Done

Begin Date 09/01/2020

End Date 06/01/2021

Absence All Types

Status All Statuses

Reset



Return to View Requests

Submit

*Absence Name: Legal Holiday

Reason: Select Absence Reason

*Start Date: 03/29/2021

End Date: 03/29/2021

Duration: 8.00 Hours

Partial Days: None

Status: Canceled

Forecast Balance

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.

Any absence request changes prior to 02/28/2021 are not allowed. Please contact your Payroll and Benefit Specialist for assistance.

OK

- 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.

View Requests 10 rows

Vacation Saved 03/18/2021

ELIGIBLE 8 Hours

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.

End Date: 03/18/2021

Duration: 8.00 Hours

Partial Days: None

Status: Saved

Forecast Balance View Forecast Details

End Date: 03/18/2021

Duration: 8.00 Hours

Your request has been successfully validated! You may submit.

Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future.

Date Time: March 17, 2021 at 20:11

OK

Comments



- Click on the **Submit** button. Go back to View Requests tile and the absence is now in Approved status.

Return to View Requests

*Absence Name

Reason

View Requests		10 rows
Vacation	Approved	03/18/2021
	ELIGIBLE	8 Hours >
Vacation		

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:

An error occurred while forecasting for Absence Take: WL_LEGAL_HOL_TK.

- If you are forecasting a canceled absence without any change, forecast again.

- If you are trying to forecast FMLA or Military Accrual Leave, your entitlement and take eligibility might not be entered into the system. Please contact your agency specialist to verify eligibility.

- Contact your Agency Specialist for any other reasons.

Date Time: March 18, 2021 at 13:39

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.