



Employee Self Service Job Aid: Absence Management

Table of Contents

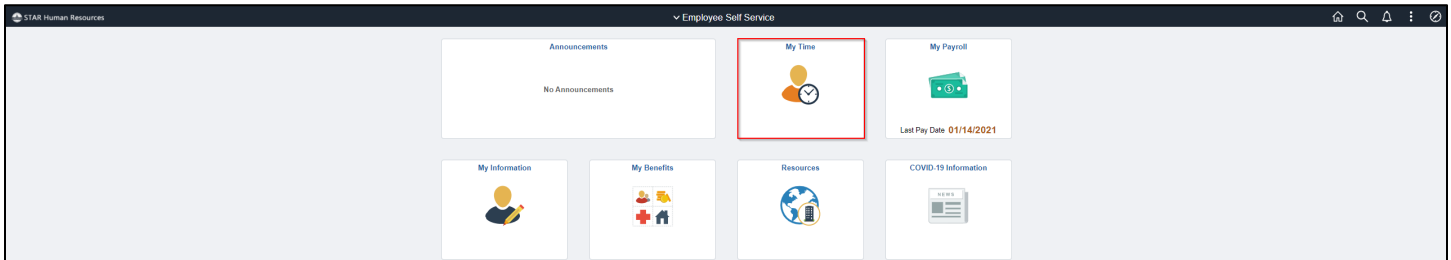
THINGS TO KNOW BEFORE YOU BEGIN	1
REVIEWING ABSENCE BALANCES	2
ENTERING AN ABSENCE	3
Enter an Absence – Option 1	3
Enter an Absence – Option 2	6
FORECAST FAILURES	7
CANCELING AN ABSENCE	8
VIEW REQUESTS	9

THINGS TO KNOW BEFORE YOU BEGIN

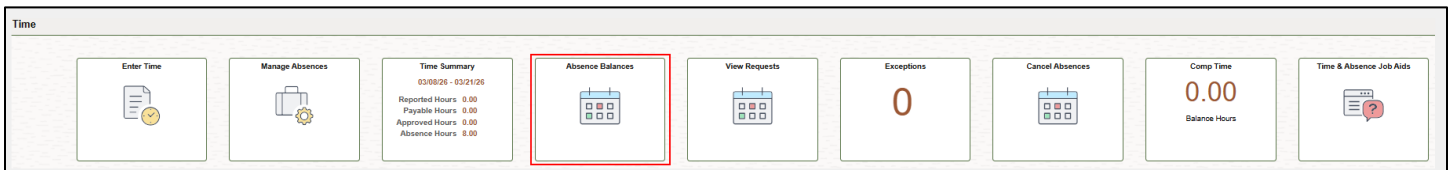
1. What are my leave options?
 - a. Refer to [Division of Personnel Management Leave Benefits](#).
2. Know your work schedule?
 - a. Your work schedule determines what days and number of hours you are eligible to use for an absence.
 - b. You can contact your agency payroll office to get your work schedule.
3. New Hire Vacation Carryover, without 6 months prior classified service:
 - a. Hire Date: 1/1 – 7/1: Carryover current year’s vacation must be used by June 30 of the following year (no vacation limit to carryover).
 - b. Hire Date: 7/2 – 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:
 - a. 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.
5. 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 absence balances.



The **As Of** date represents the date that absences are processed and finalized through.

Balances	
PAYROLL BEN SYSTEMS COOR-SEN	
Vacation Balance	
As Of 02/07/2026	206.34 Hours
Legal Holiday Balance	
As Of 02/07/2026	57.00 Hours
Sick Balance	
As Of 02/07/2026	2986.62 Hours
Personal Holiday Balance	
As Of 02/07/2026	30.00 Hours
Sabbatical Leave Balance	
As Of 02/07/2026	440.00 Hours
Vacation Carry Over	
As Of 02/07/2026	2.75 Hours
Disclaimers: 1. Balances do not include absences in pay periods that are not fully processed. 2. Balances assume full pay status through 12/31. If you leave employment or use unpaid leave before that date, actual earned amounts may be prorated.	
> Forecast Balance	

Note: the disclaimers in red. – “1. Balances do not include absences in pay periods that are not fully processed. 2. Balances assume full pay status through 12/31. If you leave employment or use unpaid leave before that date, actual earned amounts may be prorated.”

You can see your future leave balances based on future absence entries, by clicking on the “arrow icon” to the left of Forecast Balance heading at the bottom of the screen. This will provide you with your leave balances as of a specific date.

Example: if I entered a legal holiday take for a future date of 5/25, change the “As of Date” to 06/30/2026, “Filter by Type” select All, and “Absence Name” select Legal Holiday the system will provide my legal holiday balance through the 6/30 date.

The screenshot shows a form with three numbered callouts: 1. 'As of Date' field containing '06/30/2026' with a calendar icon. 2. 'Filter by Type' dropdown menu set to 'All'. 3. '*Absence Name' dropdown menu set to 'Legal Holiday'. To the right of the dropdowns, it says 'Current Balance 57.00 Hours**'. Below the dropdowns is a 'Forecast Balance' button.

1. Enter an future end date for forecasting through the **As of Date**.
2. Select All for the **Filter by Type**.
3. Choose your **Absence Name** from the drop-down list

Click **Forecast Balance**

The Current Balance of 57 hours is showing above. The Forecast Details below is including the future legal holiday that has been entered for the calendar year so future forecasting shows a Legal Holiday balance of 49 hours as of 6/30/2026.

Forecast Details	
Legal Holiday Carry Over 04/01/2026 - 06/30/2026	0.00
Legal Holiday Balance 01/01/2026 - 12/31/2026	49.00

Note: When forecasting vacation into the future, the system automatically calculates lost vacation for any hours under your work schedule in the current pay period. This means the forecasted balance may show slightly less vacation balance than you expect.

ENTERING AN ABSENCE

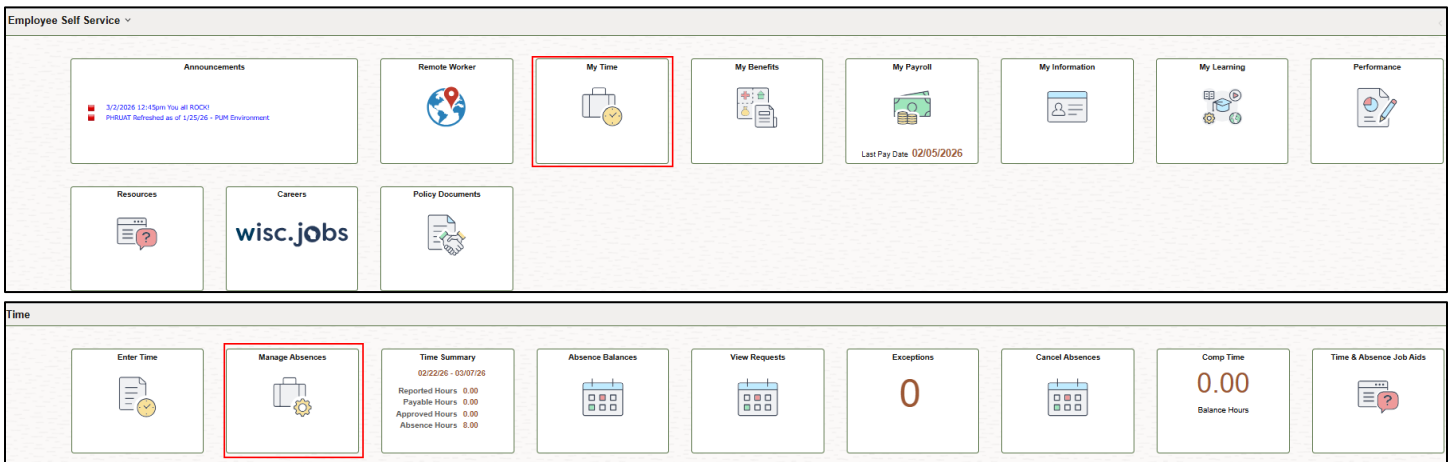
Employees are required to obtain approval for absences through their normal agency policy before entering the absence into PeopleSoft/STAR.

Key Points:

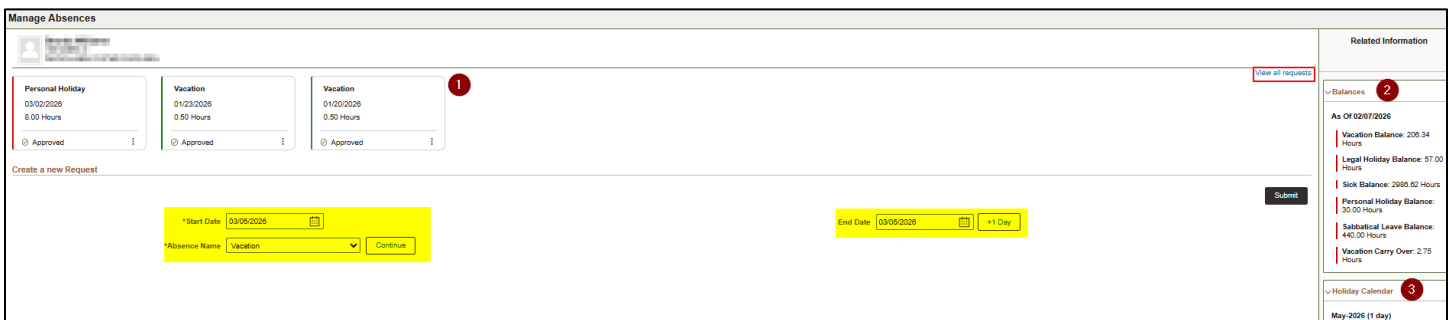
- You may make absence and time entries up to 2:00 PM on Monday following the close of the pay period.
- All absences must be forecasted before they can be submitted.
- Any absence with a Forecast Error cannot be submitted. You must resolve the error before proceeding. If you need assistance contact your agency payroll office.
- If your absence hours are fewer than your work schedule (Duration/Hours), you will have to submit your absence using the Partial Days function.

Enter an Absence – Option 1

From the [Employee Self-Service](#) homepage, select the **My Time** tile. Select the **Manage Absence** tile.

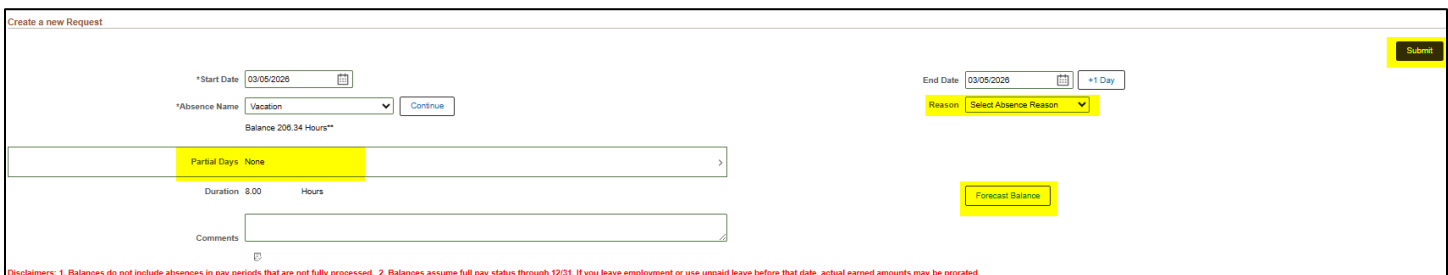


Note: on the Time tile above, there is a tile for Time and Absence Job Aids you may refer to for more information.



In the section **Create a new Request**

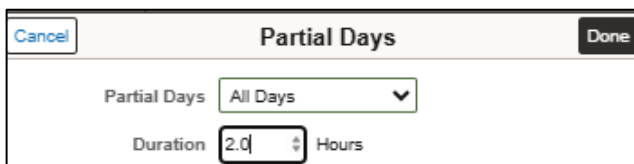
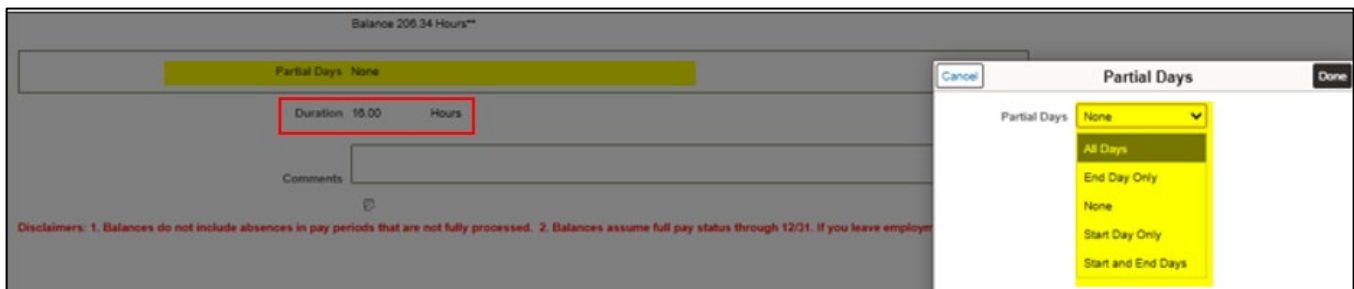
1. Fill in the **Start Date**, **End Date**, and **Absence Name** from the drop-down menu. If you click on the +1 Day button right of the End Date, it will increase the date by 1 day. This allows for entry of multiple days.
2. Click on the **Continue** button. DO NOT click on the Submit button. A second Create a new Request screen will open.
 - (a) At the top of this screen your last 3 absences will show. On the far right if you click on the “View all requests” link this will take you to the View Requests screen, which is a historical listing of your absence requests. Click on the arrow in the upper left corner to go back to Manage Absence > Create a new Request screen.
 - (b) On the right column you can review your Balances.
 - (c) On the right column there is a Holiday Calendar. This calendar shows the 9 holidays the state observes. If the holiday falls on a Saturday, it will be considered a floating legal holiday that can be used at any time. If the holiday falls on a Sunday, it is observed on the following Monday.



Disclaimers: 1. Balances do not include absences in pay periods that are not fully processed. 2. Balances assume full pay status through 12/31. If you leave employment or use unpaid leave before that date, actual earned amounts may be prorated.

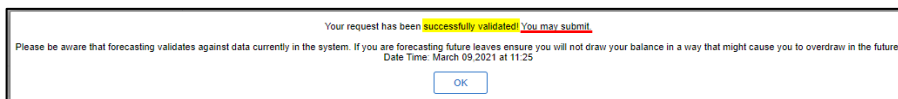
3. Select the **Reason** from the drop-down menu. Reason is required when using Sick or FMLA absence names. If entering an FMLA absence, you must first submit the corresponding leave absence, then submit the FMLA entry. If you have no paid absence balances available, enter Leave Without Pay Leave.
4. If entering hours less than your full day schedule (Duration/Hours), click on the **Partial Days** bar, select appropriate option from the Partial Days drop-down on the pop-up. Enter your hours in the **Duration** field. Click the **Done** button.
 - a. **All Days**
 - i. If just entering for one day, select All Days.
 - ii. This will apply when you are entering for multiple days (Start Date to End Date) and you want all the days to have the same Duration/Hours.
 - b. **End Day Only** This will apply the Duration/Hours that you enter to the End date Only. All other days, if applicable, will auto fill the Duration/Hours based on your work schedule.
 - c. **None** Do not use. You must select one of the other options on the drop down.
 - d. **Start Day Only** This will apply the Duration/Hours that you enter to the Start Date only. All other days, if applicable, will auto fill the Duration/Hours based on your work schedule.
 - e. **Start and End Days Only** This will apply the Duration/Hours that you enter to the Start and End Dates only. All other days, if applicable, will auto fill the Duration/Hours based on your work schedule.
5. If you are an employee with a 24/7 work schedule (Duration field shows 24.00 hours), you **MUST** always enter the number of hours in the **Duration field** on the Partial Days pop-up.

(Refer to the Minutes conversion chart at the end of this section.)



Click the **Forecast Balance** button. Confirm forecasting was successful in the pop-up message.

6. Click the **OK** button in the pop-up message.



7. Click the **Submit** button in upper right corner.
8. Click the **Yes** button in the pop-up message.
9. To return to the Time Tiles, Click on the arrow in the upper left corner.

Enter an Absence – Option 2

From the Enter Time screen you can click on the “... icon” in the upper right corner of the screen next to the **Submit** button.

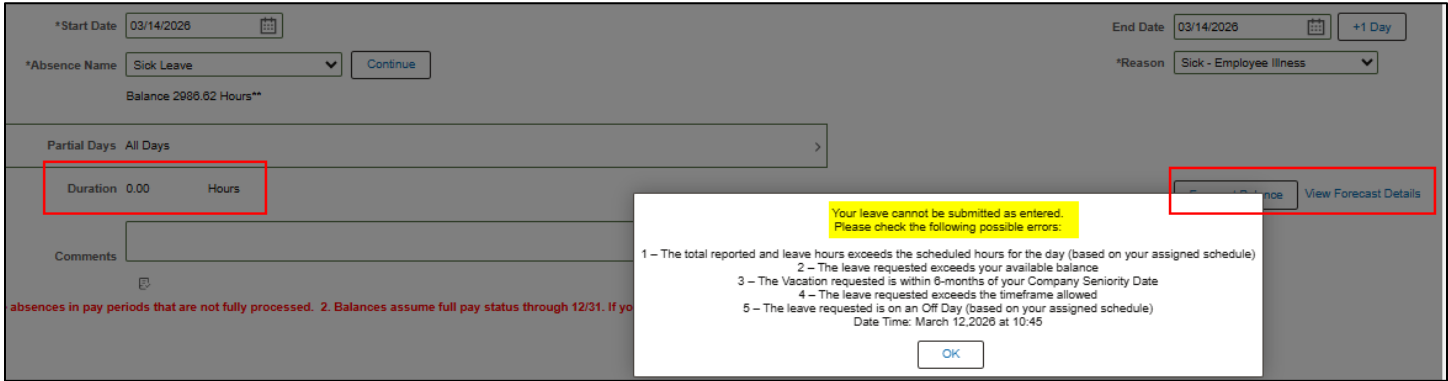
1. Click on the drop-down Request Absence to go directly to the Request Absence screen.
2. When using this short cut, the top section with the last 3 absences and the right section with the Balances and Holiday Calendar no longer appear.

Conversion Chart					
Minutes to Hundredths of Hours					
Minutes	Hundredths	Minutes	Hundredths	Minutes	Hundredths
1	0.02	21	0.35	41	0.68
2	0.03	22	0.37	42	0.70
3	0.05	23	0.38	43	0.72
4	0.07	24	0.40	44	0.73
5	0.08	25	0.42	45	0.75
6	0.10	26	0.43	46	0.77
7	0.12	27	0.45	47	0.78
8	0.13	28	0.47	48	0.80
9	0.15	29	0.48	49	0.82
10	0.17	30	0.50	50	0.83
11	0.18	31	0.52	51	0.85
12	0.20	32	0.53	52	0.87
13	0.22	33	0.55	53	0.88
14	0.23	34	0.57	54	0.90
15	0.25	35	0.58	55	0.92
16	0.27	36	0.60	56	0.93
17	0.28	37	0.62	57	0.95
18	0.30	38	0.63	58	0.97
19	0.32	39	0.65	59	0.98
20	0.33	40	0.67	60	1.00

PeopleSoft/STAR is set up to use “hundredths” not minutes.

FORECAST FAILURES

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



Click the OK button on the failure list to close the pop-up.

Solutions:

1. For Issue #1 – The system will only allow for the entry of work and leave time up to the number of hours on your Work Schedule. The Duration field shows what you are scheduled for that day.
2. For Issue #2 – The system will only allow for absence takes up to your available balance for the specific absence name. To check if this is the issue click on the **View Forecast Details** link to determine if the absence requested exceeds your available balance.

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

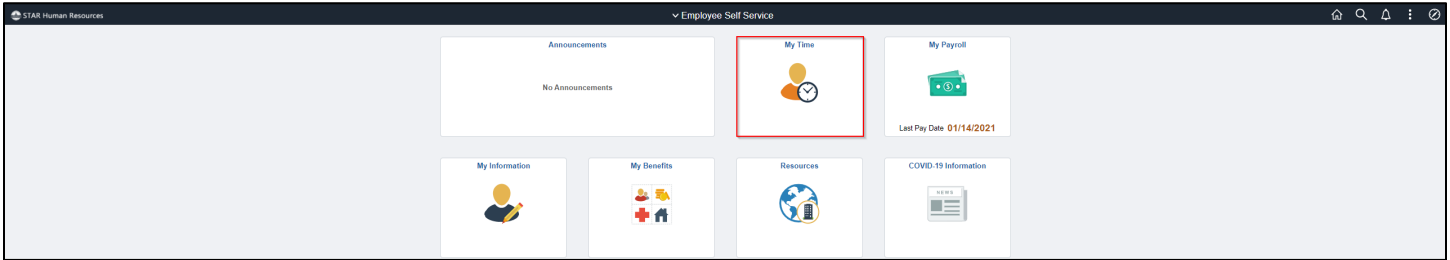
Example: Work Schedule is 10 hours each day. You enter an absence take for Personal Holiday for 3/8-3/11 (4 days), for a total of 40 hours. Your Personal Holiday balance is 36.00. You are using 30 hours total for the first 3 days, leaving 6 hours remaining for the last day. Enter 6 hours Personal Holiday on the last day. You will have to select a different absence name for the remaining 4 hours. Click on the “X” icon in upper right corner to close this window so you may fix your original entry.

3. For Issue #3 – The system will not allow a new “Classified” employees to use vacation until they have served 6 months of employment. You will have to select a different absence name.
4. For Issue #4 – An employee may go back to the beginning of the previous pay period to enter an absence. After that, you will need to contact your agency payroll office for assistance.
5. For Issue #5 – The system will not allow an employee to take an absence on a non-scheduled workday. You can tell this by looking at the Duration field, if it is 0.00, you are not scheduled on that day. If your Work Schedule has changed you will need to contact your agency payroll office.

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

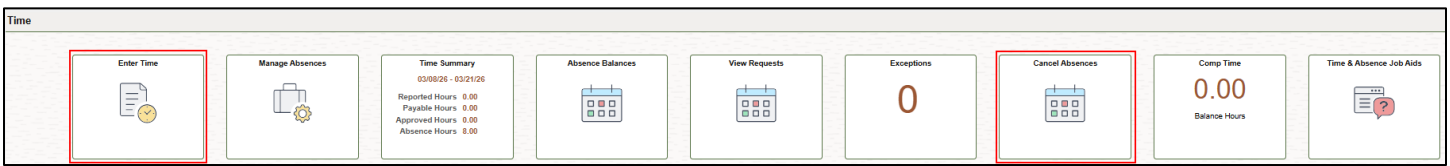
CANCELING AN ABSENCE

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

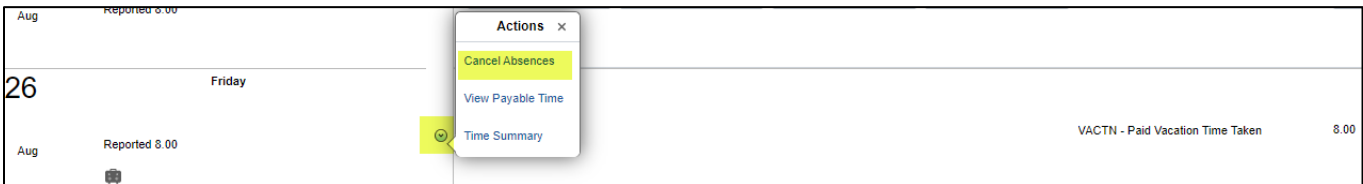


There are 2 paths to reach the Cancel Absences screen in ESS:

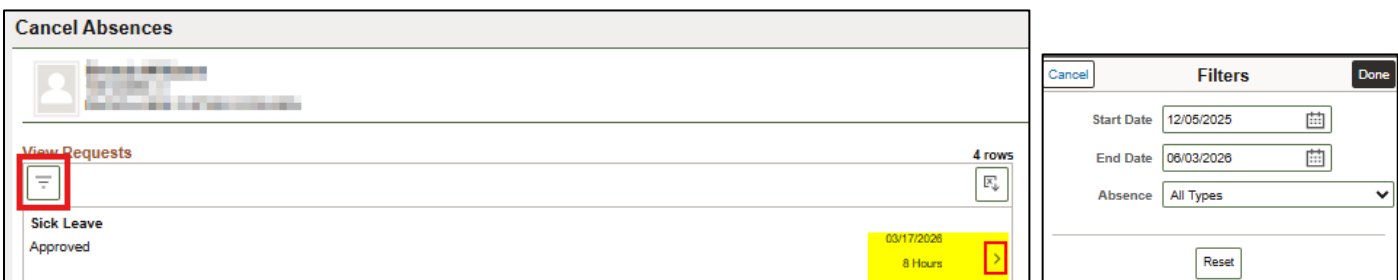
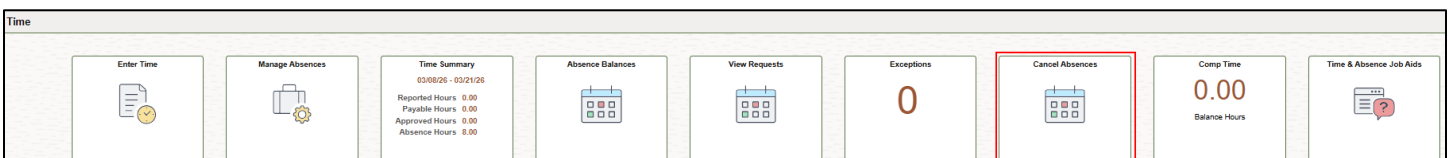
Option 1: Select the **My Time** tile. Select the **Enter Time** tile.



- a. On a row with an Absence already entered, click on the related Actions button. (Day Summary column far right side, circle with 3 dots.) Select the option: Cancel Absence.



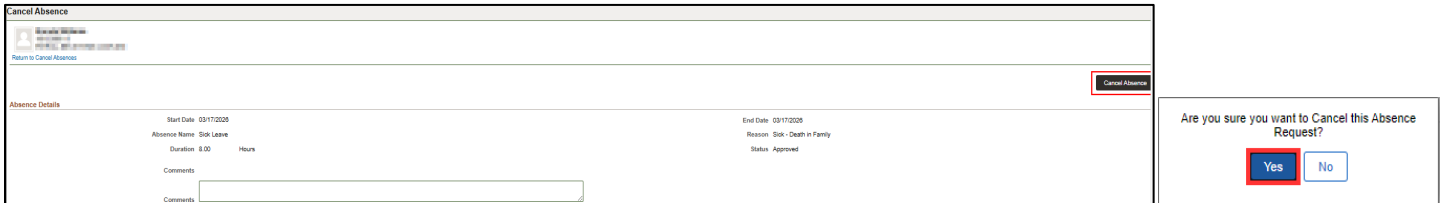
Option 2: Select the **My Time** tile. Select the **Cancel Absences** tile.



- 1. Only approved unfinalized absences may be canceled. (Finalized absences are absences that have been processed in a previous pay period.)
 - a. You may only go back to the beginning of the previous pay period to cancel an unfinalized absence.
 - i. The As of on the Absence balance screen represents the date that absences are processed and finalized through.
 - ii. You may get this message, "Any absence request changes prior to ##/##/## are not allowed."

- b. Only unfinalized absences will be shown on the View Requests. When extending the date on the filter, you most likely will not see any additional absences since those older absences have been finalized. If additional requests appear, that indicates the absences were just recently entered.
- c. If you need to cancel or change a finalized absence, you will need to contact your agency payroll office.

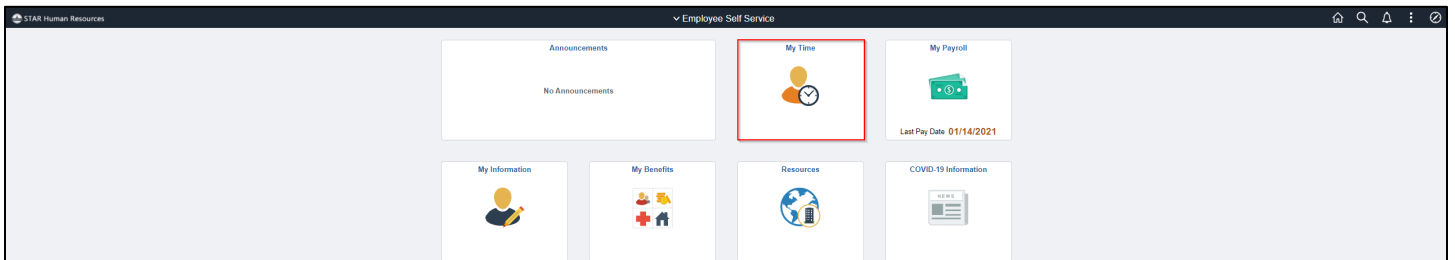
2. Select the absence you wish to cancel from the View Requests list by clicking on the **arrow** button to the right of the specific absence.



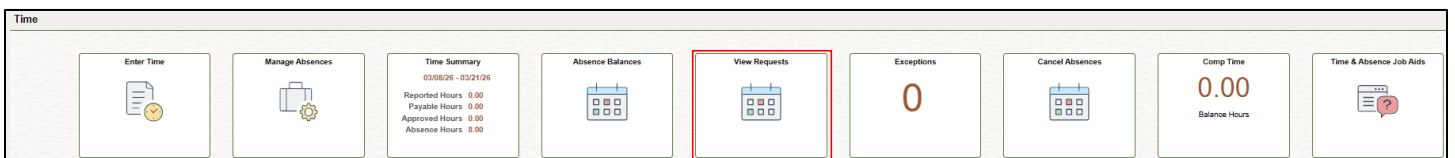
3. Click the **Cancel Absence** button on the upper right of the screen.
4. Click the **Yes** button in the pop-up message. (If you return to the View Requests list the absence will be gone.)
5. If you are simply cancelling the absence and do not need to change the absence, you are done.
6. If you need to submit a new changed absence, follow the instructions above for Entering an Absence.
7. To return to the Time Tiles, click on the arrow in the upper left corner.

VIEW REQUESTS

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



Select the **View Requests** tile.



By selecting the **View Requests** option, you can review your absence history.

View Requests

PAYROLL BEN SYSTMS COOR-SEN

View Requests 13 rows

Legal Holiday	Approved	05/25/2026	>
ELIGIBLE		8 Hours	
Personal Holiday	Approved	03/18/2026	>
ELIGIBLE		8 Hours	
Vacation	Approved	03/05/2026 - 03/06/2026	>
ELIGIBLE		4 Hours	

1. You can use the filter button (icon directly below View Requests) to select the date range, absence type and/or status you wish to review. 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

2. You can click on the spreadsheet download button (icon directly below # rows) on right side of the View Requests screen. This will create an Excel spreadsheet of the absence takes showing on the screen. Simply click on the Downloads option in the upper right corner of your computer screen.

Downloads

ps - 2026-03-12T121111.967.xls

[Open file](#)

See more

3. To see detail of your absence, select the specific absence by clicking the “arrow icon” on the far-right side of the absence take. To return to the View Requests screen, click on the arrow in the upper left corner of your computer screen.

Absence Details

PAYROLL BEN SYSTMS COOR-SEN

[Return to View Requests](#)

Start Date: 05/25/2026 End Date: 05/25/2026

Absence Name: Legal Holiday Reason:

Balance: 57.00 Hours

Partial Days: None

Duration: 8.00 Hours Status: Approved

Forecast Results: ELIGIBLE [View Forecast Details](#)

Comments:

Disclaimers: 1. Balances do not include absences in pay periods that are not fully processed. 2. Balances assume full pay status through 12/31. If you leave employment or use unpaid leave before that date, actual earned amounts may be prorated.