

Employee Self Service Absence Entry Quick Guide



Enter an Absence

From the <u>Employee Self-Service</u> homepage, select the **My Time tile**. Select the **Enter Time tile**. You may make absence and time entries up to 2:00 PM on Monday following the close of the pay period.



Select the **Request Absence button** on the upper right of the timesheet. The Absence Request screen will open.

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Select an Absence Name from the drop-down menu.

- 1. Select the absence **Reason**. Reason is required when using Sick or FMLA absence names. If entering a FMLA absence, you must first submit the corresponding leave absence, then submit the FMLA entry.
- 2. Enter Start Date of your absence.
- 3. Enter End Date of your absence.
- 4. If entering hours less than your full day schedule, click on the Partial Days bar, select either All Days or Start Day Only, then enter your hours in the Duration field on the Partial Days pop-up. Click the Done button. Note: If you are an employee with a 24/7 work schedule (Duration field shows 24.00), you MUST click on the Partial Days bar and ALWAYS enter the number of hours in the Duration field on the Partial Days pop-up. Refer to the conversion chart on page 2 for the partial hour amounts.

5. Click the Forecast Balance button.

Confirm forecasting was successful in the pop-up message. If not, refer to page 9 of the ESS Absence Management Job Aid.

Click the OK button in the pop-up message.

| Your request has been <mark>successfully validated</mark> 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 Date Time: March 09/2021 at 11/25 | | | | | | | |
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 Click the Submit button in upper right corner of pop-up window. Click the Yes button in the pop-up message.

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

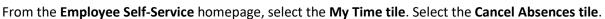
Click the **OK button** in the pop-up message again.

- 7. Click the **X** in the upper right corner to close the pop-up window.
- 8. Click the **Submit button** in upper right corner of the Enter Time screen. Click **OK button** in the pop-up message.

To return to the Time Tiles, click on the **Time button** in the upper left corner of the screen.

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| 6 | sence Name Reason | Vacation Select Absence Rea | ison 🗸 | | | | | | |
| | *Start Date | 04/09/2021 | (in 1 | | | | | | |
| 2 | End Date | O TO DE DE T | Ē | | | | | | |
| 9 | Duration | 8.00 Hours | 1 | | | | | | |
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| 4 | Partial Days | | CHICK OF THE PA | artial Days be | I DEIOW ID E | nier nours | ress unam | your iuii day | scrie |
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| | 5 | Forecast Balance | | | | | | | |
| | Comments | | | | | | | | |
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| As O | f 03/27/2021 | 216.00 Hours** | | | | | | | |
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CANCEL AN ABSENCE



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

- Only approved absences may be canceled.
- You may only go back to the beginning of the previous pay period to cancel an absence.

If you get the message, "Any absence request changes prior to ##/##/## are not allowed.", you will need to contact your agency payroll to request the cancellation.

- Finalized absences cannot be canceled.
 - Finalized absences are absences that have been processed in a previous pay period.
- 1. Click the Cancel Absence button on the upper right of the screen.
- 2. Click the **Yes button** in the pop-up message. <u>When you return to</u> <u>the View Requests list the absence is gone.</u>
- 3. If you are simply cancelling the absence and do not need to change the absence, you are done.
- 4. If you need to submit the absence with changes, you must re-enter as a new absence following the instructions above.

To return to the View Requests screen, click on the **Cancel Absences button** in the upper left corner of the screen.

To return to the Time Tiles, click on the **Time button** in the upper left corner of the screen.

Edit Time on Timesheet:

If work hours have been entered on the timesheet, and you need to change the hours, you will need to edit the time prior to resubmitting your new absence. Simply click on the **Enter Time tile** and update your work hours.

If you have further questions about any of the topics presented in this Quick Guide, additional resources are available at <u>Employee Self Service Job Aids</u>

| View Requests | | 11 rows |
|---------------------------|-----------------------|---------|
| Legal Holiday Approved | 05/01/2021 8 Hours | 0 |
| Legal Holiday Approved | 05/26/2021 8 Hours | > |
| Sick Leave Approved | 62/26/2621 8 Hours | > |



| 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. | | | | | | | | | |

