

# State of North Dakota



## PeopleSoft HCM 8.9 Absence Management

### Agency Administrator's Guide

**PeopleSoft HCM Absence Management  
Agency Administrator's Guide**

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## Absence Management Enrollment

### New Hires, Rehires and Transfers (This Excludes Hourly and Temporary Employees)

**Payroll Tab:** To enroll an employee into Absence Management; select the value of “Absence Management”. This will open the section for “Absence Management System”. Then, enter the employee’s Pay Group (i.e., PG1, MJ1, etc.). The Eligibility Group will default to ND State for Classified State Employees; this will need to be changed if you do not fall into this group.

The screenshot shows the 'Payroll Information' tab for employee Bauer (EMP). The 'Absence System' is set to 'Absence Management'. Under the 'Absence Management System' section, the 'Pay Group' is 'PG1' and the 'Eligibility Group' is 'ND STATE'. Other fields include 'Payroll System' (Payroll for North America), 'Employee Type' (Salaried), and 'Tax Location Code' (BURLEIGH).

**Benefits Program Participation: Review Page,** check that Elig Fld 3: has AM populated.

The screenshot shows the 'Benefits Program Participation' review page for employee Bauer (EMP). The 'Benefits Administration Eligibility' section shows 'Elig Fld 3' populated with 'AM'. Other fields include 'Benefit Record Number' (1), 'Effective Date' (05/01/2008), and 'Benefits System' (Benefits Administration).

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After an employee is enrolled in Absence Management they will be eligible to use their first month of leave entitlement. When entering a leave request the system will forecast the first month's entitlement and will allow the employee to submit leave requests for the amount of leave they are entitled to. For example, if an employee is hired on the 1<sup>st</sup> of the month they would be entitled to 8 hours of Annual Leave or Sick Leave. If they are hired during the middle of the month, they would be entitled to a pro-rated amount of Annual Leave or Sick Leave depending on the date of hire.

**NOTE:** For those employees that transfer into a Department or Agency that requires them to enroll into Absence Management, an "Adjustment" must be processed to populate their Annual and Sick Leave Balances within the Absence Management module (See Page 15 – Leave Adjustment Balances). In addition, for those employees who are "Rehired" and have their service years "Adjusted", an adjustment must be processed to add their Sick Leave Balance to Absence Management (See Page 15 – Leave Adjustment Balances).

## Approving an Absence

When an employee is absent from work at a normally scheduled work time, the employee (via Self Service) or Manager (via Manager Self Service) will record the Absence Take, the Begin and End dates, and other details that the State is tracking.

Absences can be “Approved” via the Absence Event Entry Page by the Administrator. By selecting the “**Manager Approved**” check box the absence reported will be processed. (This process should be used when only absolutely necessary.)

**Navigate:** Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

**Absence Event**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with [ ]

Empl Rcd Nbr: = [ ]

Name: begins with [ ]

Last Name: begins with [ ]

Second Name: begins with [ ]

Alternate Character Name: begins with [ ]

Middle Name: begins with [ ]

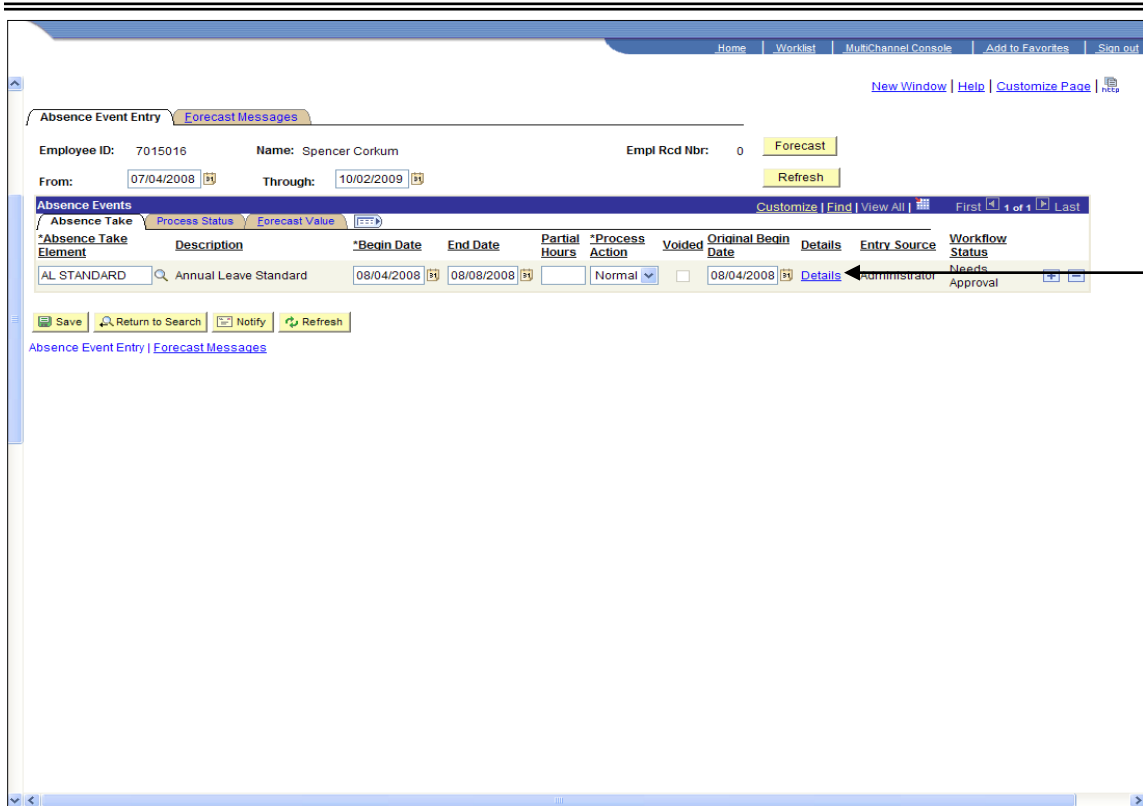
Case Sensitive

Search Clear Basic Search Save Search Criteria

- Enter the employee information (EMPLID) that you are requesting an absence for.
- Click **SEARCH** button and select the employee.
- The search will return all absences, regardless of approval status within the range of dates selected. You can change the range of dates.

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## Approving an Absence



- To view details and approve an absence for processing, click the blue [Details](#) Hyperlink.

When leave is approved through the Absence Event Entry Page, by the Administrator, the following entry will show on the employee's Absence Request History Page.



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## Approving an Absence

**Absence Event**  
**Absence Event Input Detail**

Absence Take:    
Absence Reason:    
Entry Source: Admin  
Workflow Status: Needs Approval  
\*Process Action:    
 Voided Indicator  
 Manager Approved

Absence Type: AL  
Event Priority: 0  
Last Updated: 10/02/2008  
Process Status: Not Processed  
Calendar Group ID:  
Process Date:

**Absence Begin / End Data**

\*Begin Date:    
End Date:    
Original Begin Date:

Partial Hours:    
Begin Day Hours:   
End Day Hours:

Or Half Day:  Begin Half Day  
 End Half Day

Or All Days:  All Days

**User Defined Fields**

Date 1: <input type="text"/> <input type="button" value="B"/> Character 1: <input type="text"/> Monetary 1: <input type="text"/> Currency 1: <input type="text"/> <input type="button" value="Q"/> Decimal 1: <input type="text"/>	Date 2: <input type="text"/> <input type="button" value="B"/> Character 2: <input type="text"/> Monetary 2: <input type="text"/> Currency 2: <input type="text"/> <input type="button" value="Q"/> Decimal 2: <input type="text"/>
Date 3: <input type="text"/> <input type="button" value="B"/> Character 3: <input type="text"/> Monetary 3: <input type="text"/> Currency 3: <input type="text"/> <input type="button" value="Q"/> Decimal 3: <input type="text"/>	Date 4: <input type="text"/> <input type="button" value="B"/> Character 4: <input type="text"/> Monetary 4: <input type="text"/> Currency 4: <input type="text"/> <input type="button" value="Q"/> Decimal 4: <input type="text"/>

**Override**

Entitlement:  Adjustment:

[Comments](#)

- The following screen will appear. Click and/or flag the “**Manager Approved**” check box and click **OK**.

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## Approving an Absence

The screenshot displays the 'Absence Event Entry' page for Employee ID 7015016, Spencer Corkum. The absence is for Annual Leave Standard from 07/04/2008 to 10/02/2009. The 'Absence Events' table shows one entry with a status of 'Approved'.

Absence Take Element	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow States
AL STANDARD	Annual Leave Standard	08/04/2008	08/08/2008		Normal	<input type="checkbox"/>	08/04/2008	Details	Administrator	Approved

- The status will then appear as “**Approved**” - Remember to click the **SAVE** button.



## Entering an Absence

When an employee is absent from work for an extended period of time and the employee and/or manager are not able to enter the leave request via self-service the absence can be entered by the Administrator through the Absence Event Entry Page.

- Payroll Administrators and Department Administrators use this Page to record Absence Events when Self Service cannot be used.

**Navigate:** Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

- Enter the employee information (EMPLID) that you are requesting an absence for.
- Click **SEARCH** button and select the employee.
- The search will return all absences, regardless of approval status within the range of dates selected. You can change the range of dates.

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## Entering an Absence

- To add an Absence Event complete the fields on this Page or simple add a new row by clicking the “+” Icon if there are no blank lines.

Field Name	Description
Absence Take Element	Enter and/or select the Element Name associated with this absence from the list of the Prompt (i.e., Sick, Vacation, etc.).
Begin Date	Enter the <b>BEGIN DATE</b> of the absence.
End Date	Enter the <b>END DATE</b> of the absence.
Partial Hours	For absences of less than a full day, enter the number of hours that the employee was absent.
Process Action	For a new absence event, the default is <i>Normal</i> . Select <i>Void</i> to void an absence that has already gone through the Take process. The event is not processed in subsequent runs. Instead, the Process Action is reset to <i>Normal</i> and the Voided check box is automatically selected during the next Take process.
Original Begin Date	Not applicable – this field will be populated by the system once you <b>SAVE</b> .

## Viewing Absence Calculation Results

After the Calculate process is run by Central Payroll, you can view the results. To view absence calculations results go to:

**Navigate:** Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Results by Calendar Group

The screenshot displays the 'Results by Calendar Group' search page. The search criteria are as follows:

EmplID:	begins with	7015016
Empl Rcd Nbr:	=	0
Calendar Group ID:	begins with	ADV070108
Name:	begins with	

Additional options include 'Case Sensitive' (unchecked) and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

**Search Results**  
View All First 1-3 of 3 Last

EmplID	Empl Rcd Nbr	Calendar Group ID	Name
7015016 0		ADV070108	Spencer Corkum
7015016 0		OC	Spencer Corkum
7015016 0		TST_JN_08 ADV	Spencer Corkum

- Select Results by Calendar Group and/or EMPLID.
- You will see a list of Calendar Group ID's; select the desired Calendar Group ID.

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## Viewing Absence Calculation Results

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page |

Calendar Group Results | Earnings and Deductions | **Accumulators** | Supporting Elements

Spencer Corkum EMP ID: 7015016 Empl Rcd #: 0  
Calendar Group ID: ADV070108 Adv 070108

Segment Information by Calendar							
Calendar ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail
TST 0608 ADV	06/01/2008	06/30/2008	Calculate	1	2	1	<a href="#">Segment Detail</a>
ABS01	07/01/2008	07/31/2008	Calculate	1	1	1	<a href="#">Segment Detail</a>

Additional Result Pages

[Positive Input - Absence](#) | [Positive Input - Payroll](#) | [Generated Positive Input](#)  
[Absence Data](#) | [Retro Calculation Deltas](#)

[Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

[Calendar Group Results](#) | [Earnings and Deductions](#) | [Accumulators](#) | [Supporting Elements](#)

- To view the Accumulators calculation, click the Accumulators **TAB** and click “**View All**” to see all accumulators processed by Absence Management.

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The screenshot shows the 'Accumulators' tab selected. The 'View All' link in the 'Accumulators' sub-tab is circled in red. Below the sub-tab, a table lists various accumulators with their amounts and descriptions.

Period	Element Name	Amount	Description	From	Through
Year to Date	ANNL LV STND_BAL	8.000000	Annual Leave - Standard	05/01/2008	04/30/2009
Year to Date	ANNL LV STND_ENT	8.000000	Annual Leave - Standard	05/01/2008	04/30/2009
Year to Date	COMP TIME_BAL	0.000000	Comp Time Balance	01/01/2008	12/31/2008
Year to Date	SICK LV STND_BAL	8.000000	Sick Leave - Standard	05/01/2008	04/30/2009
Year to Date	SICK LV STND_ENT	8.000000	Sick Leave - Standard	05/01/2008	04/30/2009

- From the “Calendar Group Results” TAB, select “Absence Data” hyperlink to view the absences that have been processed.

The screenshot shows the 'Segment Information by Calendar' table. The 'Absence Data' hyperlink is highlighted with a red arrow. Below the table, there are additional result pages including 'Absence Data'.

Calendar ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail
TST 0608 ADV	06/01/2008	06/30/2008	Calculate	1	2	1	<a href="#">Segment Detail</a>
ABS01 ABS2008M07	07/01/2008	07/31/2008	Calculate	1	1	1	<a href="#">Segment Detail</a>

Additional Result Pages:

- [Positive Input - Absence](#)
- [Absence Data](#)
- [Positive Input - Payroll](#)
- [Retro Calculation Deltas](#)
- [Generated Positive Input](#)

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Calendar Group Results | Absence Data | **Retro Calculation Deltas**

Spencer Corkum EMP ID: 7015016 Empl Rcd #: 0  
Calendar Group ID: ADV070108 Adv 070108

**Calendar Information**

Calendar ID:	ABS01 ABS2008M07	Pay Group:	PG1
Segment Number:	1	Version:	1
Gross Result Value:	0.000000 USD	Net Result Value:	0.000000 USD

**Absence Daily Data**

Element Name	Description	Absence Date	Day	Day Count	Paid	Unpaid	Entitlement Balance	Balance Detail
FUNERAL LEAVE	Funeral leave	07/15/2008	Tuesday	8.000000	8.000000		8.000000	<a href="#">Balance Detail</a>
FUNERAL LEAVE	Funeral leave	07/14/2008	Monday	8.000000	8.000000		16.000000	<a href="#">Balance Detail</a>

[Return To Main Result Pages](#)

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

[Calendar Group Results](#) | [Absence Data](#) | [Retro Calculation Deltas](#)

- To view what will be sent to Payroll, select the **“Generated Positive Input”** [hyperlink](#) from the **“Calendar Group Results”** TAB.

Calendar Group Results | **Earnings and Deductions** | Accumulators | Supporting Elements

Spencer Corkum EMP ID: 7015016 Empl Rcd #: 0  
Calendar Group ID: ADV070108 Adv 070108

**Segment Information by Calendar**

Calendar ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail
TST 0608 ADV	06/01/2008	06/30/2008	Calculate	1	2	1	<a href="#">Segment Detail</a>
ABS01 ABS2008M07	07/01/2008	07/31/2008	Calculate	1	1	1	<a href="#">Segment Detail</a>

**Additional Result Pages**

[Positive Input - Absence](#) [Positive Input - Payroll](#) [Generated Positive Input](#)  
[Absence Data](#) [Retro Calculation Deltas](#)

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

[Calendar Group Results](#) | [Earnings and Deductions](#) | [Accumulators](#) | [Supporting Elements](#)

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Spencer Corkum      EMP      ID: 7015016      Empl Rcd #: 0

Calendar Group ID: ADV070108      Adv 070108

Calendar Information      Find      First 1 of 2      Last

Calendar ID: ABS01 ABS2008M07      Pay Group: PG1

Entry Type	Element Name	Description	Instance	Source	Action Type	Other Data	Override
Earnings	AM-S45	Funeral Leave-Salaried	101	Absence	Override	Other Data	Override
Earnings	AM-S45	Funeral Leave-Salaried	102	Absence	Override	Other Data	Override

Return To Main Result Pages

Return to Search    Previous in List    Next in List    Notify

Calendar Group Results | Positive Input - Absence | Positive Input - Payroll | Generated Positive Input

- Once on this Page, click the “**Other Data**” for details of how those Earnings Codes will be sent to payroll during the interface process to payroll.

Results by Calendar Group

Positive Input - Details

EmpID: 7015016      Corkum, Spencer

Element Name: AM-S45      Description: Funeral Leave-Salaried

Generated Instance: 101      Business Unit:

Begin Date: 07/14/2008      End Date: 07/14/2008

Rate Element Type:      Rate: 0.000000

Unit Element Type: Numeric      Unit: 8.000000

Amount Element Type:      Amount: 0.000000

Percent Element Type:      Percent: 0.000000

Base Element Type:      Base: 0.000000

Absence Begin Date: 07/14/2008      Absence End Date: 07/15/2008

Absence Period Begin Date: 07/01/2008      Absence Period End Date: 07/31/2008

Return

- Data will be sent to Payroll and loaded into the Paysheets.

## View an Employee's Absence Balance

Use the Balance Inquiry feature to view an employee's current Entitlement Balance for a take.

**Navigate:** Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Review Absence Balances

The screenshot shows the 'Review Absence Balances' page in a web browser. At the top, there are navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below these is a 'New Window | Help | nctp' link. The main heading is 'Review Absence Balances' with a sub-instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A tab labeled 'Find an Existing Value' is active. The search criteria section includes:
 

- EmplID: begins with [7015016]
- Empl Rcd Nbr: [=]
- Name: begins with [ ]
- Last Name: begins with [ ]
- Second Name: begins with [ ]
- Alternate Character Name: begins with [ ]
- Middle Name: begins with [ ]

 There is also a 'Case Sensitive' checkbox which is unchecked. At the bottom of the search section are buttons for 'Search' (highlighted in yellow), 'Clear', 'Basic Search', and 'Save Search Criteria'.

➤ Enter the **EMPLID** desired.

➤ Click the **SEARCH** button.



The screenshot shows the 'Forecast Balance' tab selected in the 'Absence Entitlement Current Balance' section. The employee information is: Employee ID: 7015016, Name: Spencer Corkum, Empl Rcd Nbr: 0. The table below shows the following data:

Accumulator Period	Entitlement Element	Element Name	Amount	From	Through
Year to Date	ANNL LV STND	ANNL LV STND_BAL	8.000000	05/01/2008	04/30/2009
Year to Date	FAM SICK LV	FAM SICK LV_BAL	16.000000	01/01/2008	12/31/2008

Navigation buttons include: Return to Search, Notify, Refresh. Links at the bottom: Current Balance | Forecast Balance | Forecast Messages.

**NOTE:** This page will display all the Leave Balances for an employee. If an employee is eligible for a particular Leave Type (i.e., Comp Time) and they have zero in their balance, that Leave Type will not be displayed.

- Select the **TAB** "Forecast Balance".

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page | help

Current Balance | Forecast Balance | Forecast Messages

Employee ID: 7015016      Name: Spencer Corkum      Empl Rcd Nbr: 0

Absence Take Element:

As Of Date:

**Forecast**

Forecast Balance Results Detail      Customize | Find | View All |      First 1 of 1 Last

Forecast Results	Accumulator Results	User Keys			
Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
			0.000000		

Return to Search    Notify    Refresh

[Current Balance](#) | [Forecast Balance](#) | [Forecast Messages](#)

- Enter the Absence Take Element (for example, Annual Leave Standard).
- Enter the DATE desired (for example, 10/31/2008).
- Click the “**Forecast**” button – the system will forecast the hours and return the information based on the Date entered in the “As Of Date” field.

**PeopleSoft HCM Absence Management**  
**View an Employee's Absence Balance Agency Administrator's Guide**

The screenshot displays the 'Forecast Balance Results Detail' page in the PeopleSoft HCM Absence Management system. At the top, there are navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below these are links for New Window, Help, and Customize Page. The page has three tabs: Current Balance, Forecast Balance (selected), and Forecast Messages. The main content area shows the following information:

- Employee ID: 7015016, Name: Spencer Corkum, Empl Rcd Nbr: 0
- Absence Take Element: AL STANDARD (with a search icon)
- As Of Date: 10/31/2008 (with a calendar icon)
- A yellow 'Forecast' button is located to the right of the As Of Date field.
- The 'Forecast Balance Results Detail' section has a sub-header with 'Forecast Results' selected, and other options: Accumulator Results and User Keys.
- Below the sub-header is a table with the following data:
 

Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
AL STANDARD	ANNL LV STND_BAL	Accumulatr	16.000000		
- At the bottom of the table, there are buttons for 'Return to Search', 'Notify', and 'Refresh'.
- Below the buttons are links for 'Current Balance', 'Forecast Balance', and 'Forecast Messages'.

Field Name	Description
Secondary Element	Displays the name of the take element that the results pertain to in the Secondary Element field (i.e., Annual Leave).
Forecast Element	Displays the name of the element for which a value has been forecasted.
Type	The Absence Type for the Take element is displayed.
Numeric Value	Amount of hours accrued based on the "As Of Date" requested.
Character Value	The Character Values <b>TAB</b> displays variables defined with character values (not used at this time).
Date Value	The Date Value <b>TAB</b> displays variables defined with date values (not used at this time).

## Leave Adjustment Balances

You can adjust or override an employee's Entitlement Balance in several ways. The State will be using the following Pages to Add/Subtract hours to Leave Balances.

**Navigate:** Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences

**Absences**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with 7015791  
Empl Rcd Nbr: =  
Pay Group: begins with PG1  
Calendar ID: begins with  
Name: begins with  
Period Begin Date: >=  
Period End Date: <=  
 Case Sensitive

Search Clear Basic Search Save Search Criteria

**Search Results**  
View All First 1-16 of 16 Last

EmplID	Empl Rcd Nbr	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
7015791	0	PG1	ND ND08M09	Anderson Cooper	09/01/2008	09/30/2008
7015791	0	PG1	ND ND08M10	Anderson Cooper	10/01/2008	10/31/2008
7015791	0	PG1	ND ND08M11	Anderson Cooper	11/01/2008	11/30/2008
7015791	0	PG1	ND ND08M12	Anderson Cooper	12/01/2008	12/31/2008
7015791	0	PG1	ND ND09M01	Anderson Cooper	01/01/2009	01/31/2009
7015791	0	PG1	ND ND09M02	Anderson Cooper	02/01/2009	02/28/2009
7015791	0	PG1	ND ND09M03	Anderson Cooper	03/01/2009	03/31/2009
7015791	0	PG1	ND ND09M04	Anderson Cooper	04/01/2009	04/30/2009
7015791	0	PG1	ND ND09M05	Anderson Cooper	05/01/2009	05/31/2009
7015791	0	PG1	ND ND09M06	Anderson Cooper	06/01/2009	06/30/2009
7015791	0	PG1	ND ND09M07	Anderson Cooper	07/01/2009	07/31/2009
7015791	0	PG1	ND ND09M08	Anderson Cooper	08/01/2009	08/31/2009
7015791	0	PG1	ND ND09M09	Anderson Cooper	09/01/2009	09/30/2009
7015791	0	PG1	ND ND09M10	Anderson Cooper	10/01/2009	10/31/2009
7015791	0	PG1	ND ND09M11	Anderson Cooper	11/01/2009	11/30/2009
7015791	0	PG1	ND ND09M12	Anderson Cooper	12/01/2009	12/31/2009

➤ This will list ALL calendars that are set up in Absence Management. It is very important that the correct Calendar Group is selected for your employee. Enter the EMPLID and the appropriate Pay Group. Then, select the Calendar in which the adjustments are to be made.

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## Leave Adjustment Balances

Adjust Absence Balances

Employee ID: 7015791	Name: Anderson Cooper	Empl Rcd Nbr: 0
Pay Group: PG1	Description: Pay Group 1	Pay Entity: ND
Calendar ID: ND ND08M11	Begin Date: 11/01/2008	End Date: 11/30/2008

Element Name	Description	Balance Adjustment	Begin Date	End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Return to Search Previous in List Next in List Notify

Field Name	Description
Element Name	Select the entitlement element for which you want to enter an adjustment. The prompt table displays only frequency-based entitlement elements that are defined for positive input overrides on the Element Name Page (i.e., Annual Leave, Sick and Personal Sick Leave).
Description	Displays the name of the element for which a value will be adjusted (i.e., Annual Leave Standard).
Balance Adjustment	Enter the adjustment units. You can enter a positive or negative number. The amount is added to or subtracted from the beginning Entitlement Balance when you run the Entitlement process.
Begin Date And End Date	<p>These dates determine in which segment the adjustment is made, if the calendar period is segmented (calendar segments not used by the State).</p> <ul style="list-style-type: none"> <li>If you leave the Begin Date field blank, the system assumes that the date is the same as the Begin Date on the Calendar - Definition Page. The system does not use the begin date for processing.</li> <li>If the End Date differs from the Calendar End Date, and the calendar period is segmented, the end date determines the segment or slice to which the adjustment is assigned.</li> </ul>

Click **SAVE**.

**NOTES:**

- ❖ When you process the next Absence Process, the balances will be updated.
- ❖ An employee will NOT appear in the search until their first Absence Calculation is finalized.
- ❖ You cannot enter more than one adjustment for the same element.

## Updating/Modifying Accumulators

You can adjust or override an employee's Entitlement Balance in several ways. The State will be using the following Pages to adjust year-to-date balances.

**Navigate:** Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Accumulators

The screenshot shows the 'Accumulators' search page in PeopleSoft HCM. The page has a blue header with navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, Sign out. Below the header, there are links for New Window, Help, and a printer icon. The main content area is titled 'Accumulators' and includes the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a search form with the following fields and values:

- Find an Existing Value (tab)
- EmplID: begins with 7015016
- Empl Rcd Nbr: = 0
- Calendar Group ID: begins with ADV070108
- Calendar ID: begins with TST 0608 ADV
- Name: begins with
- Case Sensitive
- Buttons: Search, Clear, Basic Search, Save Search Criteria

Below the search form is the 'Search Results' section. It shows 'View All' and 'First 1 of 1 Last'. The results are displayed in a table:

EmplID	Empl Rcd Nbr	Calendar Group ID	Calendar ID	Pay Group Name
7015016 0		ADV070108	TST 0608 ADV PG1	Spencer Corkum

- Enter the desired EMPLID.
- Enter the appropriate Calendar Group ID.
- Enter the appropriate Calendar ID.
- Click the **SEARCH** button or select one of the values listed.

The screenshot shows the 'Adjust Accumulator Balance' page. At the top, there are navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, Sign out, New Window, Help, and Customize Page. The main form area contains the following information:

- Employee ID:** 7015016 (Spencer Corkum), **Empl Rcd Nbr:** 0
- Calendar Group ID:** ADV070108 (Adv 070108), **Calendar ID:** TST 0608 ADV
- Pay Group:** PG1 (Pay Group 1)
- Pay Entity:** ND (State Absence Mgmt Pay Entity)

Below this is the 'Accumulator' section with a search field. The 'Instances' section includes:

- From Date:** [Date Picker]
- Through Date:** [Date Picker]
- User Key 1-6:** [Input Fields]
- Value:** 0.000000
- Applied Adjustment:** 0.000000
- Accumulator Empl record:** 000

The 'Adjustments' table has columns: Amount, Reason, Updated at, Updated by. At the bottom are buttons: Save, Return to Search, and Notify.

Field Name	Description
Accumulator	Select the accumulator to adjust. Once selected, the system displays the accumulator's description to the right of this field and populates the Instances group box with information from the result tables. If no results are returned, the accumulator has no recorded balance for the identified employee record and calendar.
From Date	The Begin Date for the accumulator period.
Through Date	The End Date for the accumulator period.

Field Name	Description
User Key 1	Not used by the State.
User Key 2	Not used by the State.
User Key 3	Not used by the State.
User Key 4	Not used by the State.
User Key 5	Not used by the State.
User Key 6	Not used by the State.
Amount	Enter the adjustment amount, either positive or negative.
Reason	Enter the reason for the adjustment.

Once the accumulator to be adjusted has been entered (including the amount and reason) click the **SAVE** button.

**NOTES:**

- ❖ The balances will **NOT** show until the next Absence Calculation is processed and Finalized.
- ❖ An employee will **NOT** appear in the search until their first Absence Calculation is finalized.
- ❖ You can add new instances and adjust accumulators, but you cannot delete entered data. All adjustments remain in the system for an audit trail. To reverse a prior adjustment, enter a row with an offsetting or negative value.

**Adjust Accumulator Balance**

Employee ID: ADV093008      Empl Rcd Nbr: 0  
 Calendar Group ID: September 30, 2008      Calendar ID: ABS01 ABS2008M09  
 Pay Group: PG1      Pay Group 1  
 Pay Entity: ND      State Absence Mgmt Pay Entity

Accumulator: ANNL LV STND\_BAL      Annual Leave - Standard

**Instances**      Find | View All      First 1 of 1 Last

From Date: 05/01/2008      Through Date: 04/30/2009

User Key 1:      User Key 2:      User Key 3:      User Key 4:      User Key 5:      User Key 6:

Value: 254.000104      Applied Adjustment: 0.000000

**Adjustments**      Customize | Find | View All      First 1 of 1 Last

Amount	Reason	Updated at	Updated by
-50.000000	Took SL in error	11/24/2008 10:05AM	TBAUER@ND.GOV

Save    Return to Search    Previous in List    Next in List    Notify



# PeopleSoft HCM Absence Management Agency Administrator's Guide

## *FMLA Entitlement*

### **FMLA Entitlement**

When an employee is approved for FMLA, FMLA entitlement will need to be given to the employee in the Absence Management module before they can request FMLA leave types.

**Navigation:** Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Assign Entitlements and Takes.

**Entitlement/Take Assignment**

Employee ID: 0189164      Name: Sheryl Haldorson      Empl Rcd Nbr: 0

**Element Override List**      Customize | Find | View All | First | 1-2 of 2 | Last

Elements    Unit Element    Generation Control    **Add**

Element Type	Element Name	Description	Apply	Begin Date	End Date
Absence Entitlement	FMLA	Family Medical Leave	<input checked="" type="checkbox"/>	11/03/2008	12/31/2008
Absence Entitlement	FMLA	Family Medical Leave	<input checked="" type="checkbox"/>	01/01/2009	03/31/2009

Save    Return to Search    Notify    Refresh

**Entitlement/Take Assignment**

Employee ID: 0189164      Name: Sheryl Haldorson      Empl Rcd Nbr: 0

**Element Override List**

Element Type	Element Name	Description	Apply	Begin Date	End Date	Unit Element Type	Element Name - Unit	Entitlement Unit	Frequency	Frequency ID	Generation Control Option
Absence Entitlement	FMLA	Family Medical Leave	<input checked="" type="checkbox"/>	01/01/2009	01/31/2009	Numeric		480.00	Pay Period		None
Absence Entitlement	FMLA	Family Medical Leave	<input checked="" type="checkbox"/>	09/01/2008	09/30/2008	Numeric		200.00	Pay Period		None

Save    Return to Search    Notify    Refresh

Field Name	Description
Element Type	Select the value of “Absence Entitlement”
Element Name	Select the value of “FMLA”.
Description	Family Medical Leave (system generated).
Apply	This will default to checked.
Begin Date	This should be the beginning of the Pay Period the employee is entitled to start using their FMLA entitlement.
End Date	This should be the end of the Pay Period that matches the Begin Date Pay Period. (See example above).
Unit Element Type	Select the value of “Numeric”.

**PeopleSoft HCM Absence Management  
Agency Administrator's Guide**

***FMLA Entitlement***

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<b>Field Name</b>	<b>Description</b>
Element Name - Unit	This field is left blank.
Entitlement Unit	Enter the number of hours that the employee is entitled to use for FMLA.
Frequency	Select the value of "Pay Period".
Frequency ID	This field is left blank.
Generation Control Option	This field is left blank.

- Family Medical Leave requests are forecasted for the Calendar year. Agencies will need to monitor all Family Medical Leave requests for rolling back and rolling forward methods.

***Holiday Reporting***

When an employee works a Flex Schedule, the employee will need to monitor their schedule to make sure they adjust for the 8-hour Holiday. For example, if an employee works Monday thru Thursday (9-hours a day) and on Fridays (4-hours a day) and there is a Holiday on Thursday, the employee would need to take 1 hour annual leave on Thursday or work an additional hour during the week.

If an employee, with a Flex Schedule reports leave taken during a week that includes a Holiday, the employee will need to adjust their Leave Hours taken to include the 8-hour Holiday.

***Family Sick Leave, Military Leave and Military Leave Mobilization***

Family Sick Leave, Military Leave and Military Leave Mobilization entitlements are maintained on a Calendar year. Separate leave entries will need to be made when these leave types cross over a Calendar year. For example, when reporting leave from December 30<sup>th</sup> thru Jan 6<sup>th</sup>, one should submit a Leave Request for December 30 thru 31 and another Leave Request for January 2<sup>nd</sup> thru 6<sup>th</sup>. Leave should not be requested on January 1<sup>st</sup>, since this is a holiday.