



AGENCY ADMINISTRATOR'S GUIDE

PeopleSoft
ABSENCE MANAGEMENT

NORTH
Dakota

Be Legendary.™

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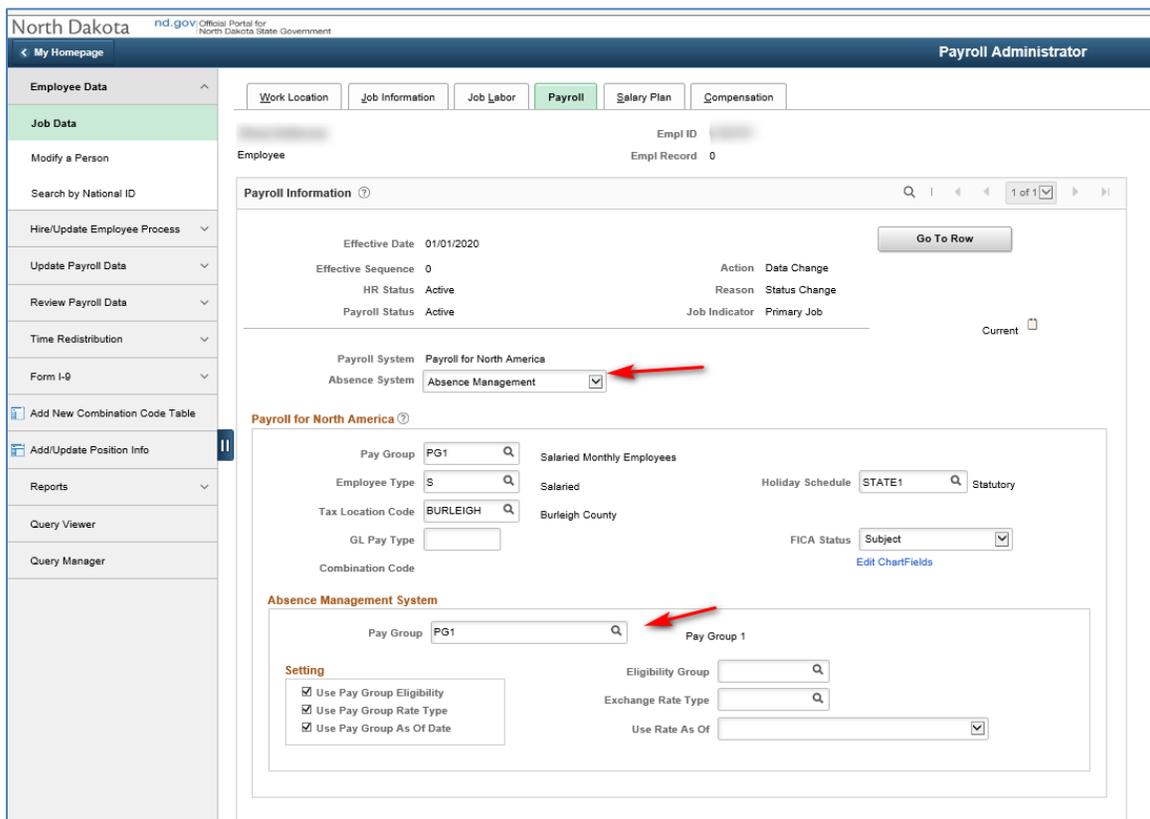
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ABSENCE MANAGEMENT ENROLLMENT

NEW HIRES, REHIRS AND TRANSFERS (This excludes hourly and temporary employees.)

 **Payroll Administrator Tile > Employee Data > Job Data (Payroll Tab)**

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 or MJ1).



The screenshot displays the North Dakota Payroll Administrator interface. The left sidebar contains navigation options such as "Employee Data", "Job Data", "Modify a Person", and "Search by National ID". The main content area is titled "Payroll Administrator" and shows the "Job Data" tab selected. The "Payroll Information" section displays details for an employee, including "Effective Date: 01/01/2020", "HR Status: Active", and "Payroll Status: Active". The "Absence System" dropdown menu is set to "Absence Management", indicated by a red arrow. Below this, the "Payroll for North America" section shows the "Pay Group" set to "PG1" and "Employee Type" set to "S". The "Absence Management System" section is also visible, with the "Pay Group" set to "PG1" and "Pay Group 1" selected, also indicated by a red arrow. The "Setting" section includes checkboxes for "Use Pay Group Eligibility", "Use Pay Group Rate Type", and "Use Pay Group As Of Date", all of which are checked.

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 1st 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 Employee 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.

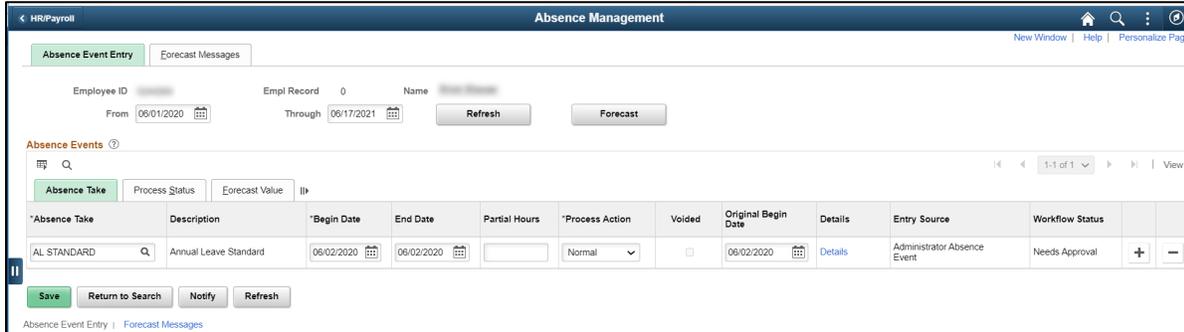


Absence Management Tile > Absence Management > Absence Event

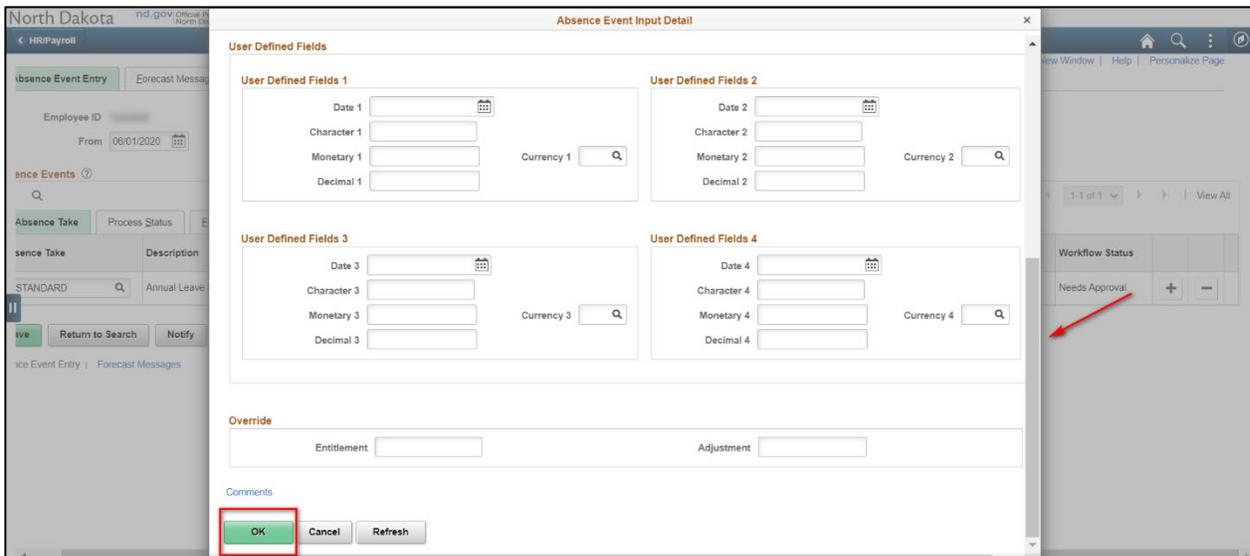
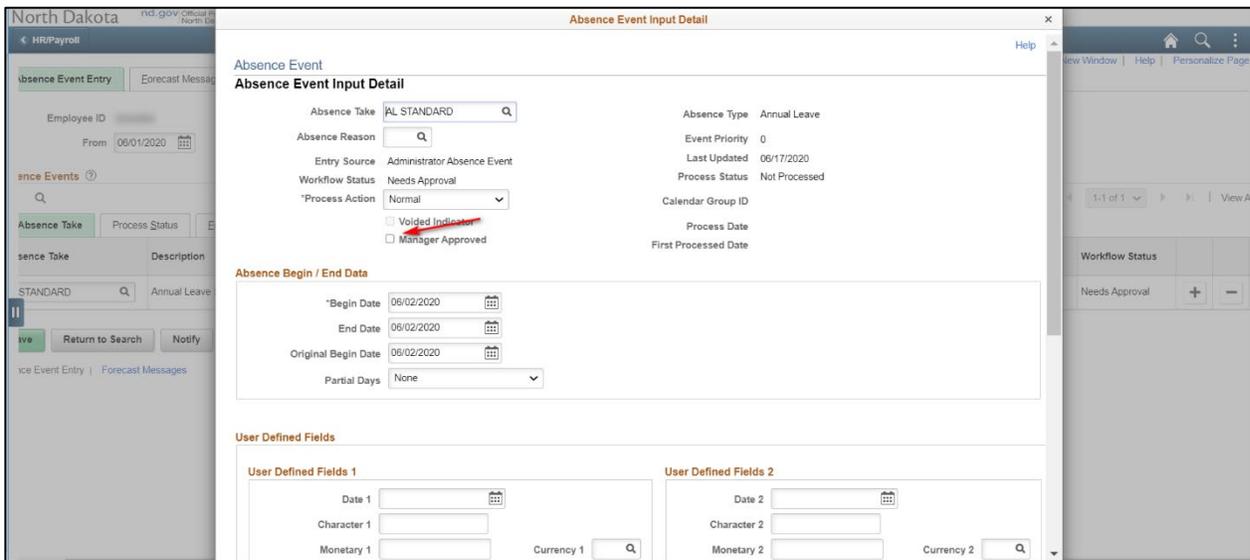
The screenshot shows the North Dakota State Government's Absence Management system. The page title is "Absence Management" and the breadcrumb trail is "Absence Management Tile > Absence Management > Absence Event". The left sidebar contains a menu with options like "Absence Management", "Add Delegation Request", "Absence Event", "Review Absence Balances", "Results by Calendar Group", "Adjust Balances", "Adjust Accumulators", "Assign Work Schedule", "Monthly Time Calendar", "Assign Entitlements and Takes", "Query Viewer", and "Query Manager". The main content area is titled "Absence Event" and includes a search form with the following fields:

- Find an Existing Value** button
- Search Criteria** section with a dropdown arrow:
 - Empl ID: begins with [dropdown] [input field]
 - Empl Record: = [dropdown] [input field]
 - Name: begins with [dropdown] [input field]
 - Last Name: begins with [dropdown] [input field]
 - Second Last Name: begins with [dropdown] [input field]
 - Alternate Character Name: begins with [dropdown] [input field]
 - Middle Name: begins with [dropdown] [input field]
 - Preferred Name: begins with [dropdown] [input field]
- Case Sensitive
- Search** and **Clear** buttons
- Basic Search [icon] Save Search Criteria

- Enter the employee information (Empl ID) 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.



- To view details and approve an absence for processing, click the blue **Details** Hyperlink.
- The following screen will appear. Click and/or flag the **“Manager Approved”** check box and click **OK**. You will need scroll down to see the OK button.



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

The screenshot shows the 'Absence Management' interface. At the top, there are tabs for 'Absence Event Entry' and 'Forecast Messages'. Below this, there are fields for 'Employee ID', 'Empl Record' (0), and 'Name'. A date range is set from '06/01/2020' to '06/17/2021', with 'Refresh' and 'Forecast' buttons. The main section is titled 'Absence Events' and contains a table with the following data:

Absence Take	Description	Begin Date	End Date	Partial Hours	Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
AL STANDARD	Annual Leave Standard	06/02/2020	06/02/2020		Normal	<input type="checkbox"/>	06/02/2020	Details	Administrator Absence Event	Approved

At the bottom left, a 'Save' button is highlighted with a red box. A red arrow points to the 'Approved' status in the 'Workflow Status' column.

When leave is approved through the Absence Event Entry Page, by the Administrator, the following entry will show on the Employee Self Service View Requests screen.

The screenshot shows the 'Employee Self Service' interface under the 'Time' section. A sidebar on the left contains navigation options: 'Timesheet', 'Project/Task Timesheet', 'Report Time', 'Weekly Time', 'Payable Time', 'Request Absence', 'Cancel Absences', 'View Requests' (highlighted with a red arrow), and 'Absence Balances'. The main area is titled 'View Requests' and shows a list of 55 rows. The first row is circled in red and contains the following information:

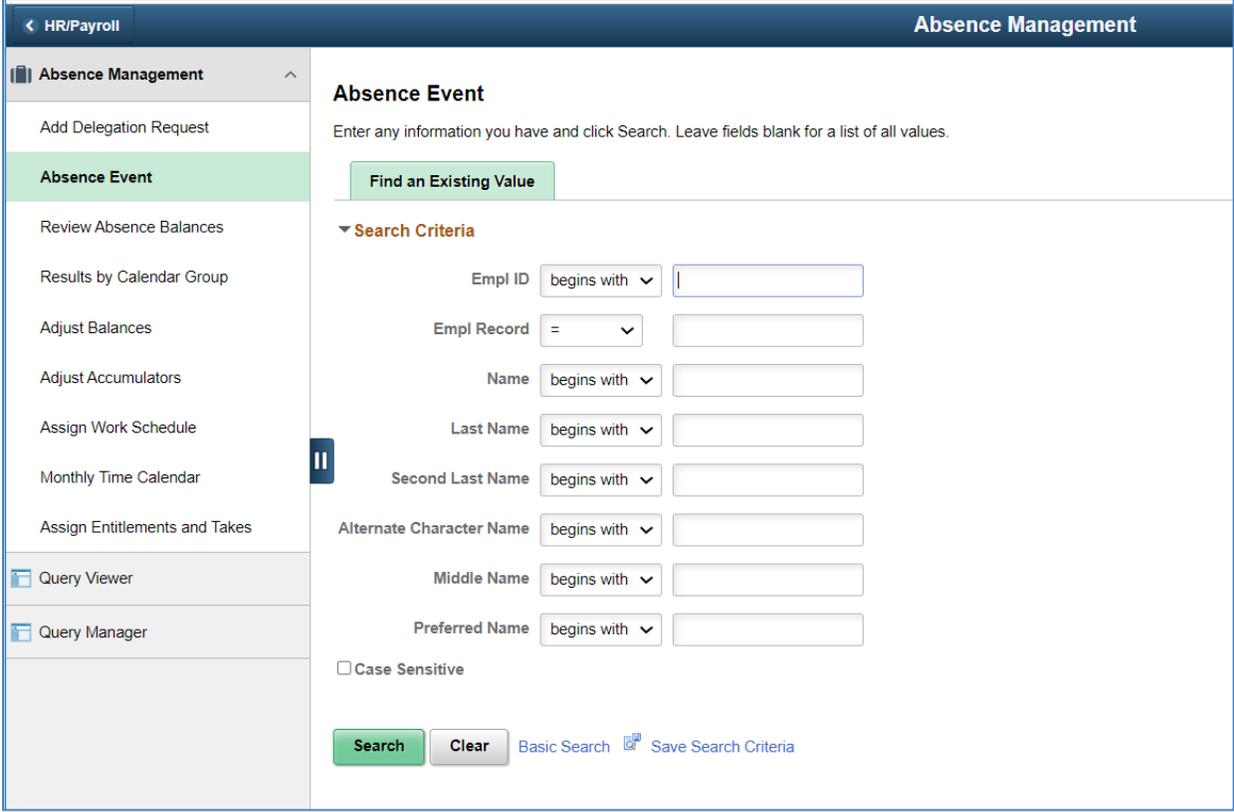
Request Type	Status	Begin Date	End Date	Hours
Annual Leave Standard	Approved	06/02/2020	06/02/2020	8 Hours

Other rows in the list show 'Annual Leave Standard' with statuses 'Approved' and 'ELIGIBLE' for various dates in 2020.

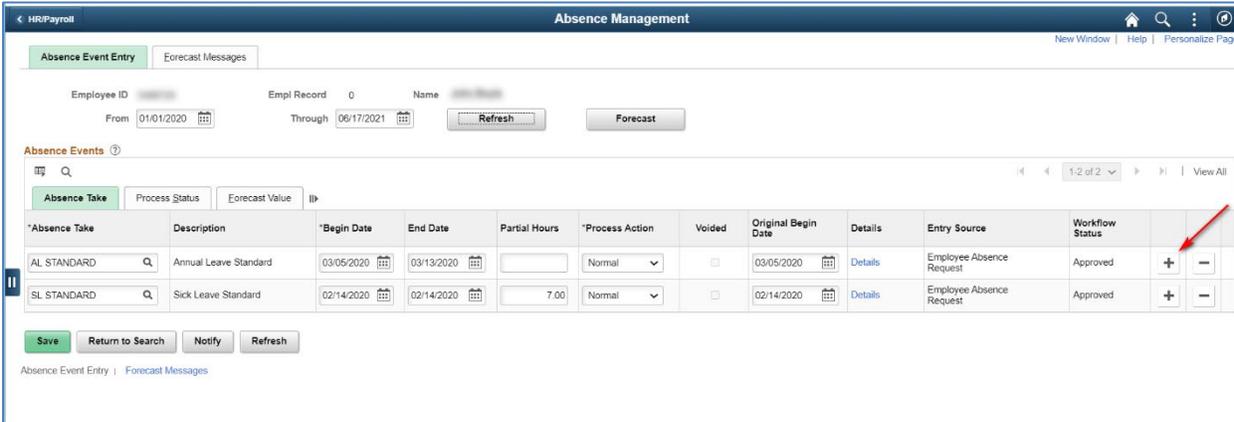
ENTERING AN ABSENCE

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.

Absence Management Tile > Absence Management > Absence Event



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



Absence Take	Description	Begin Date	End Date	Partial Hours	Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
AL STANDARD	Annual Leave Standard	03/05/2020	03/13/2020		Normal	<input type="checkbox"/>	03/05/2020	Details	Employee Absence Request	Approved
SL STANDARD	Sick Leave Standard	02/14/2020	02/14/2020	7.00	Normal	<input type="checkbox"/>	02/14/2020	Details	Employee Absence Request	Approved

- To add an Absence Event complete the fields on this Page or 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 BEGIN DATE of the absence.
End Date	Enter the END DATE 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> .
Original Begin Date	Not applicable – this field will be populated by the system once you SAVE .

- To approve an absence for processing, click the blue **Details** Hyperlink.

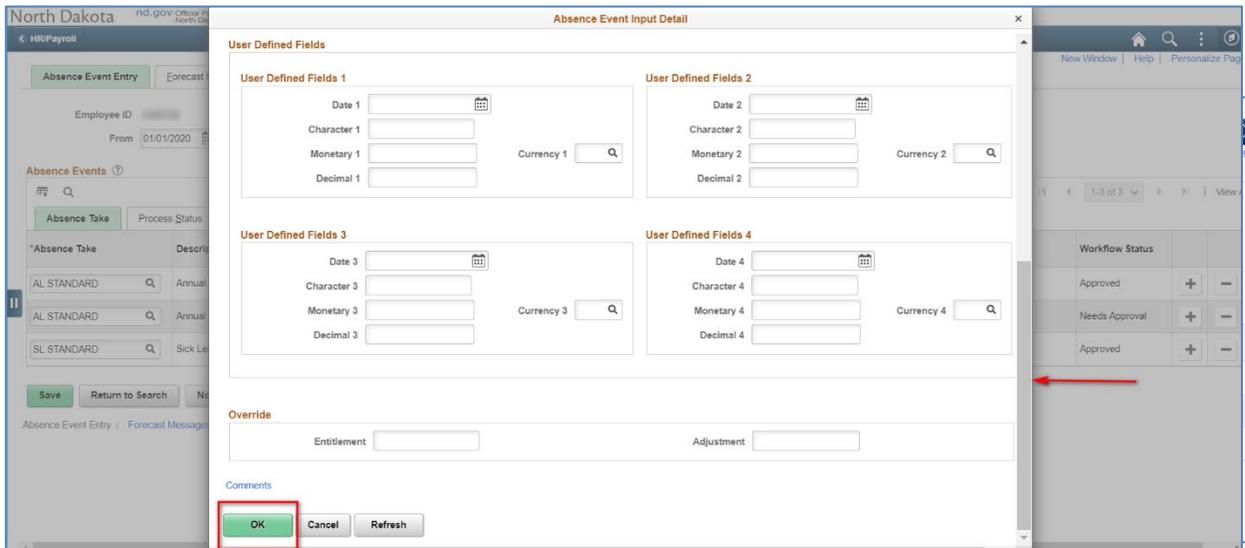
The screenshot shows the 'Absence Management' interface. At the top, there are tabs for 'Absence Event Entry' and 'Forecast Messages'. Below this, there are fields for Employee ID, Empl Record, Name, and date ranges (From: 01/01/2020, Through: 06/17/2021). A table titled 'Absence Events' contains the following data:

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
AL STANDARD	Annual Leave Standard	03/05/2020	03/13/2020		Normal	<input type="checkbox"/>	03/05/2020	Details	Employee Absence Request	Approved
AL STANDARD	Annual Leave Standard	06/01/2020	06/01/2020	6	Normal	<input type="checkbox"/>		Details	Administrator Absence Event	Needs Approval
SL STANDARD	Sick Leave Standard	02/14/2020	02/14/2020	7.00	Normal	<input type="checkbox"/>	02/14/2020	Details	Employee Absence Request	Approved

Buttons at the bottom include Save, Return to Search, Notify, and Refresh.

- The following screen will appear. Click and/or flag the “**Manager Approved**” check box and click **OK**. You will need scroll down to see the OK button.

The screenshot shows the 'Absence Event Input Detail' form. The 'Absence Take' is set to 'AL STANDARD'. The 'Absence Reason' is empty. The 'Entry Source' is 'Administrator Absence Event', 'Workflow Status' is 'Needs Approval', and '*Process Action' is 'Normal'. The 'Manager Approved' checkbox is checked with a red checkmark. The 'Absence Begin / End Date' section shows: '*Begin Date' 06/01/2020, 'End Date' 06/01/2020, and 'Original Begin Date' 06/01/2020. The 'Partial Days' is 'Start Day Only' and 'Start Day Hours' is '6.00'. The 'Workflow Status' on the right side of the screen shows 'Approved', 'Needs Approval', and 'Approved' with plus and minus icons.



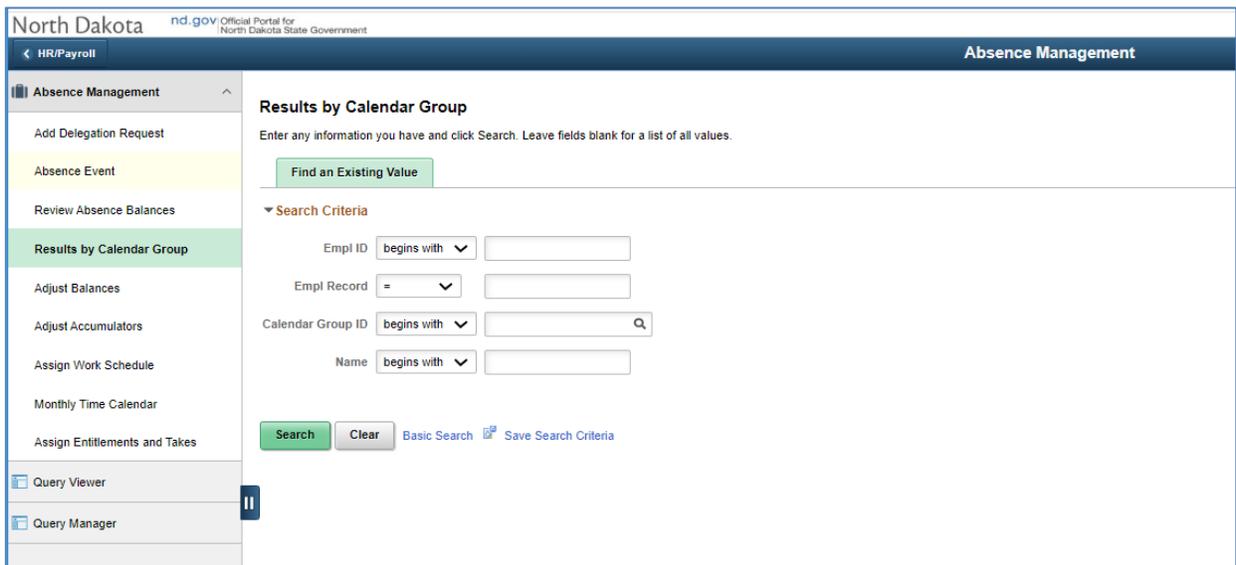
- The status will then appear as **“Approved”**. Remember to click the **SAVE** button.

VIEWING ABSENCE CALCULATION RESULTS

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



Absence Management Tile > Absence Management > Results by Calendar Group



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

North Dakota nd.gov Official Portal for North Dakota State Government

HR/Payroll Absence Management

Absence Management

- Add Delegation Request
- Absence Event
- Review Absence Balances
- Results by Calendar Group**
- Adjust Balances
- Adjust Accumulators
- Assign Work Schedule
- Monthly Time Calendar
- Assign Entitlements and Takes

Results by Calendar Group

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

[Find an Existing Value](#)

Search Criteria

Empl ID begins with

Empl Record =

Calendar Group ID begins with

Name begins with

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

[View All](#) | 1-100 of 137

Empl ID	Empl Record	Calendar Group ID	Name
0		ND013110	
0		ND013112	
0		ND013113	

- 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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HR/Payroll Absence Management

Absence Management

- Add Delegation Request
- Absence Event
- Review Absence Balances
- Results by Calendar Group**
- Adjust Balances
- Adjust Accumulators
- Assign Work Schedule
- Monthly Time Calendar
- Assign Entitlements and Takes

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

Employee Empl ID Empl Record 0

Calendar Group ID ND033120 March 31, 2020

Calendar Information

Calendar ID ND ND20M03 Pay Group PG1
 Segment Number 1 Version 1 Revision 1
 Gross Result Value 0.000000 USD Net Result Value 0.000000 USD

Accumulators

[View All](#)

Accumulator Results | User Keys

Period	Element Name	Amount	Description	From	Through
Year to Date	ANNL LV STND_BAL	239.500000	Annual Leave - Standard	05/01/2019	04/30/2020
Year to Date	ANNL LV STND_ENT	176.000000	Annual Leave - Standard	05/01/2019	04/30/2020
Year to Date	ANNL LV STND_TAKE	170.500000	Annual Leave - Standard	05/01/2019	04/30/2020
Year to Date	COMP TIME_BAL	2.750000	Comp Time Balance	01/01/2020	12/31/2020
Year to Date	SICK LV STND_BAL	2318.881040	Sick Leave - Standard	05/01/2019	04/30/2020

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

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

- To view the absences that have been processed, select the **"Absence Data"** hyperlink from the **"Calendar Group Results"** tab.

North Dakota nd.gov Official Portal for North Dakota State Government

HR/Payroll **Absence Management**

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

Employee [Redacted] Empl ID [Redacted] Empl Record 0
 Calendar Group ID ND033120 March 31, 2020

Segment Information by Calendar

Calendar ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail
ND ND20M03	03/01/2020	03/31/2020	Calculate	1	1	1	Segment Detail

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

The following screen will display.

North Dakota nd.gov Official Portal for North Dakota State Government

HR/Payroll **Absence Management**

Absence Data | Calendar Group Results | Retro Calculation Deltas

Employee [Redacted] Empl ID [Redacted] Empl Record 0
 Calendar Group ID ND033120 March 31, 2020

Calendar Information

Calendar ID ND ND20M03 Pay Group PG1
 Segment Number 1 Version 1 Revision 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
AL STANDARD	Annual Leave Standard	03/20/2020	Friday	8.000000	8.000000		239.500000	Balance Detail
AL STANDARD	Annual Leave Standard	03/19/2020	Thursday	8.000000	8.000000		247.500000	Balance Detail
AL STANDARD	Annual Leave Standard	03/13/2020	Friday	8.000000	8.000000		255.500000	Balance Detail

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.

North Dakota nd.gov Official Portal for North Dakota State Government

HR/Payroll Absence Management

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

Employee Empl ID Empl Record 0
Calendar Group ID ND033120 March 31, 2020

Segment Information by Calendar

Calendar ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail
ND ND20M03	03/01/2020	03/31/2020	Calculate	1	1	1	Segment Detail

Additional Result Pages

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

Return to Search Previous in List Next in List Notify

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

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

North Dakota nd.gov Official Portal for North Dakota State Government

HR/Payroll Absence Management

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

Employee Empl ID Empl Record 0
Calendar Group ID ND033120 March 31, 2020

Calendar Information

Calendar ID ND ND20M03 Pay Group PG1

Positive Input Details

Entry Type	Element Name	Description	Instance	Source	Action Type	Other Data	Override
Earnings	AM-S41	Annual Leave-Salaried	101	Absence	Override	Other Data	Override
Earnings	AM-S41	Annual Leave-Salaried	102	Absence	Override	Other Data	Override
Earnings	AM-S41	Annual Leave-Salaried	103	Absence	Override	Other Data	Override
Earnings	AM-S41	Annual Leave-Salaried	104	Absence	Override	Other Data	Override
Earnings	AM-S41	Annual Leave-Salaried	105	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

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

The screenshot shows the 'Absence Management' interface with a pop-up window titled 'GP Results Positive Input'. The pop-up displays the following details:

Results by Calendar Group			
Positive Input - Details			
Empl ID			
Element Name	AM-S41	Description	Annual Leave-Salaried
Generated Instance	101	Business Unit	
Begin Date	03/05/2020	End Date	03/05/2020
Rate Element Type		Rate	0.000000
Unit Element Type	Numeric	Unit	4.000000
Amount Element Type		Amount	0.000000
Percent Element Type		Percent	0.000000
Base Element Type		Base	0.000000
Absence Begin Date	03/05/2020	Absence End Date	03/05/2020
Absence Period Begin Date	03/01/2020	Absence Period End Date	03/31/2020

VIEW AN EMPLOYEE'S ABSENCE BALANCE

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



Absence Management Tile > Absence Management > Review Absence Balances

The screenshot shows the 'Review Absence Balances' search criteria form. The form includes the following fields:

- Empl ID: begins with []
- Empl Record: = []
- Name: begins with []
- Last Name: begins with []
- Second Last Name: begins with []
- Alternate Character Name: begins with []
- Middle Name: begins with []
- Preferred Name: begins with []

There is also a checkbox for 'Case Sensitive' and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

- Enter the Empl ID desired.
- Click the **SEARCH** button.
- The following screen will display with the employee's balances. Leave balances are updated the first working day of each month.

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HR/Payroll Absence Management

Current Balance Forecast Balance Forecast Messages

Employee ID [redacted] Empl Record 0 Name [redacted]

Absence Entitlement Current Balance

Accumulator Period	Entitlement Element	Element Name	Amount	From	Through
Year to Date	SICK LV STND	SICK LV STND_BAL	662.059524	05/01/2019	04/30/2020
Year to Date	ANNL LV STND	ANNL LV STND_BAL	222.559524	05/01/2019	04/30/2020
Year to Date	COMP TIME	COMP TIME_BAL	7.000000	01/01/2020	12/31/2020

Return to Search Previous in List Next in List Notify Refresh

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" to forecast an employee's balance for a future date.

North Dakota nd.gov Official Portal for North Dakota State Government

HR/Payroll Absence Management

Current Balance Forecast Balance Forecast Messages

Employee ID [redacted] Empl Record 0 Name [redacted]

Absence Entitlement Current Balance

Accumulator Period	Entitlement Element	Element Name	Amount	From	Through
Year to Date	SICK LV STND	SICK LV STND_BAL	662.059524	05/01/2019	04/30/2020
Year to Date	ANNL LV STND	ANNL LV STND_BAL	222.559524	05/01/2019	04/30/2020
Year to Date	COMP TIME	COMP TIME_BAL	7.000000	01/01/2020	12/31/2020

Return to Search Previous in List Next in List Notify Refresh

Current Balance | Forecast Balance | Forecast Messages

- Enter the Absence Take Element (for example, Annual Leave Standard).
- Enter the DATE desired in the “As of Date” field (for example, 7/31/2020).
- 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.

The screenshot displays the 'Absence Management' interface. At the top, there are tabs for 'Current Balance', 'Forecast Balance', and 'Forecast Messages'. The 'Forecast Balance' tab is active. The search form includes fields for 'Employee ID', 'Absence Take Element' (containing 'AL STANDARD'), and 'As Of Date' (containing '07/31/2020'). A red box highlights these three fields. To the right of the 'As Of Date' field is a 'Forecast' button, which is pointed to by a red arrow. Below the search form is a table titled 'Forecast Balance Results Detail' with columns: Secondary Element, Forecast Element, Type, Numeric Value, Character Value, and Date Value. The table contains two rows of data for 'AL STANDARD'.

Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
AL STANDARD	ANNL LV STND_BAL	Accumulatr	190.559524		
AL STANDARD	ANNL LV STND_ENT	Accumulatr	36.000000		

The first line displayed will be the employee’s balance to the “As Of Date”. The bottom line is the employee’s entitlement (hours earned) to the “As Of Date”.



NOTE: To forecast an employee’s balance for 240 leave cutoff purposes, use the “As Of Date” of 4/30/20XX.

LEAVE ADJUSTMENT BALANCES

You can adjust or override an employee's Leave Balance. **OMB recommends forecasting the employee's leave balance before and after an adjustment is entered.**



Absence Management Tile > Absence Management > Adjust Balances > Absences

- Forecast the employee's leave balance for the leave plan you will be adjusting.
- Enter the Empl ID and Period begin date (use current month) and click the Search button.

The screenshot displays the 'Absence Management' interface. On the left is a navigation menu with 'Adjust Balances' highlighted. The main area is titled 'Absences' and contains a search form. The form includes a 'Find an Existing Value' button and a 'Search Criteria' section with the following fields: 'Empl ID' (dropdown 'begins with', text input), 'Empl Record' (dropdown '=', text input), 'Pay Group' (dropdown 'begins with', text input with search icon), 'Calendar ID' (dropdown 'begins with', text input with search icon), 'Name' (dropdown 'begins with', text input), 'Period Begin Date' (dropdown '>=', text input with calendar icon), and 'Period End Date' (dropdown '<=', text input with calendar icon). A 'Search' button is highlighted with a red box, and a 'Clear' button is next to it. Below the buttons are links for 'Basic Search' and 'Save Search Criteria'. Two red arrows point to the 'Empl ID' and 'Period Begin Date' input fields.

- The search will return all calendar ID's from the Period Begin Date forward.

HR/Payroll Absence Management

Absences

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

Search Criteria

Empl ID begins with

Empl Record =

Pay Group begins with

Calendar ID begins with

Name begins with

Period Begin Date >=

Period End Date <=

Case Sensitive

[Basic Search](#)

Search Results

View All 1-19 of 19

Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
0		PG1	ND ND20M06		06/01/2020	06/30/2020
0		PG1	ND ND20M07		07/01/2020	07/31/2020
0		PG1	ND ND20M08		08/01/2020	08/31/2020
0		PG1	ND ND20M09		09/01/2020	09/30/2020

- Select the current month to enter the adjustment information.

North Dakota Absence Management

Absences

Employee ID Name Empl Record 0

Pay Group PG1 Description Pay Group 1 Pay Entity ND

Calendar ID ND ND20M06 Begin Date 06/01/2020 End Date 06/30/2020

Balance Adjustments

1-1 of 1

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

- Add adjustment under Element Name (pick correct leave plan for either AL, SL, or Comp time) and enter hours in Balance Adjustment. Begin Date and End Date should populate once the Element name is entered.
- Click **SAVE**.
- Forecast the employee's leave balance for the leave plan you adjusted. The adjustment you entered should calculate in the forecasted balance.



NOTES

- When OMB processes the next Absence Process, the balances will be updated (first working day of each month).
- 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

If you need to make an adjustment to a leave plan not showing in the drop down, you will need to make an accumulators adjustment (normally year-to-date leave plans).



Absent Management Tile > Absence Management > Adjust Accumulators > Accumulators

The screenshot shows the North Dakota HR/Payroll system interface. The top navigation bar includes "North Dakota nd.gov Official Portal for North Dakota State Government" and "Absence Management". The left sidebar lists various options under "Absence Management", with "Adjust Accumulators" highlighted. The main content area is titled "Accumulators" and contains a search form. The form includes a "Find an Existing Value" button, a "Search Criteria" section with dropdown menus for "Empl ID" (set to "begins with"), "Empl Record" (set to "="), "Calendar Group ID" (set to "begins with"), "Calendar ID" (set to "begins with"), and "Name" (set to "begins with"). There is also a "Case Sensitive" checkbox. At the bottom of the form are "Search" and "Clear" buttons, along with links for "Basic Search" and "Save Search Criteria".

- Enter the desired Empl ID.
- Enter the appropriate Calendar Group ID (if known).
- Enter the appropriate Calendar ID (if known).
- Click the **SEARCH** button and select one of the values listed.

North Dakota nd.gov Official Portal for North Dakota State Government

HR/Payroll Absence Management

Accumulators

Employee ID [REDACTED] Empl Record 0
 Calendar Group ID ND013120 January 31, 2020 Calendar ID ND ND20M01
 Pay Group PG1 Pay Group 1
 Pay Entity ND State Absence Mgmt Pay Entity

Accumulator

Accumulator [REDACTED]

Instances

From Date [REDACTED] Through Date [REDACTED]

User Key 1 [REDACTED] User Key 2 [REDACTED]
 User Key 3 [REDACTED] User Key 4 [REDACTED]
 User Key 5 [REDACTED] User Key 6 [REDACTED]

Value 0.000000 Applied Adjustment 0.000000
 Accumulator Empl Record 000

Adjustments

Amount	Reason	Updated at	Updated by
[REDACTED]	[REDACTED]		

Buttons: Save, Return to Search, Previous in List, Next in List, 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 (first working day of the month).
- 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.

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.



Absence Management Tile > Absence Management > Assign Entitlements and Takes

- Enter the Empl ID and click Search

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HR/Payroll Absence Management

Assign Entitlements and Takes

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

[Find an Existing Value](#)

Search Criteria

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

Preferred Name begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

The following screen will appear. Information needs to be entered on both the Elements Tab and Unit Element Tab BEFORE the record is saved.

- Enter in the " As of Date", Element Name, and the Begin and End Date dates.
- Click on the Unit Element Tab

Field Name	Description
Unit Element Type	Select the value of "Numeric".
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 "Calculate Per Pay Period".
Frequency ID	This field is left blank.

- Click on **SAVE**
- 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 30th thru Jan 6th, one should submit a Leave Request for December 30 thru 31 and another Leave Request for January 2nd thru 6th. Leave should not be requested on January 1st, since this is a holiday.