State of North Dakota

PeopleSoft HCM 8.9
Absence Management

Employee Self Service Guide
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Absence Request

To request an absence using Absence Management, go to “My Page” on the PeopleSoft Portal and click on the hyperlink for Absence Request.

The following page will be displayed:

- Enter the Start Date of the absence. Either type in the date or click on the calendar icon. When you click on the calendar icon, a calendar will open up. Click on the date and it will then populate the Start Date.

- All absences are linked to a “Type” of absence. To filter the Absence Name by absence type, click on the Filter by Type pull down bar (this field is NOT mandatory). The types may vary according to your eligibility.

- Click on the Absence Name pull down menu. Note: This will ONLY display absence types that are associated with your filter and/or absences that you are entitled to take. (Example: If you select Annual Leave, you will ONLY be able to see leave types related to Annual Leave.)
Select your Absence Name. Once you select the Absence Name, the End Date will display below the Start Date.

The Current Balance will also display. This is your current balance for the leave type you are requesting.

**Partial Days**

For absences of less than a full day, use this field to enter the number of hours that you were absent. The available values in the Partial Days field when the absence is calculated in days include:

- **All Days** – Indicates that every day of absence is a partial day.
- **End Day Only** – Indicates that every day of the absence with the exception of the last day was a full day off.
- **None** – Indicates that all days are full days at your regularly scheduled hours.
- **Start Day Only** – Indicates that every day of the absence with the exception of the first day was a full day off.
- **Start and End Days** – Indicates that on a leave 3-days or more, the first day of the absence is a partial day, and the last day of the absence is a partial day – the days in between the Start and End Date will be recorded as full days off.
**Start Time and End Time**

The Start Time and End Time are optional fields. Your agency may require this information for scheduling and reporting purposes. When entering into these fields you will need to enter AM or PM.

![Start Time and End Time Fields]

**Reason Field**

The Reason Field will appear when requesting Funeral Leave or Family Sick Leave. Click on the pull down menu and pick the appropriate family member that the leave applies to. This field will need to be completed before submitting the leave request.

![Reason Field](image)

**Calculate Duration (Optional)**

Once you have entered in the details for your absence, click the “Calculate Duration”. Duration will then calculate the number of hours as per your schedule, the Start and End Dates, and any Partial Days that you have completed. This is optional since forecasting will also calculate duration.

**Forecast Balance**

Before you are able to submit your request, you must click the “Forecast Balance” button. The Forecast Balance feature will verify if you have enough leave for the requested absence. All leave types must be forecasted before being submitted except Jury Duty.

Once forecasted, the system will return “Eligible” or “Ineligible” based on your available balance, and what you “will” have available if your absence is in the future.
Once your forecasted value has returned ELIGIBLE, you can then click the “Submit” button. Please note – you can also indicate comments to your Manager in “Requestor Comments” to give your Manager more details of your absence.

You can choose to either “Submit” the absence or “Save for Later”. If you click “Save for Later”, the system will prompt you to confirm that you’d like to save for later, and remind you that the request does require approval.

Once saved or submitted, the system will provide you the details of your absence.

After the request is submitted, it will be sent to your supervisor. At this time your supervisor can approve, deny, or send back for rework. You will receive an email back from your supervisor noting the option chosen. If the leave is approved, you will also receive another email giving you an attachment, which you can open, and add the leave dates to your outlook calendar.
Viewing Absence Request History

To view your Absence Request History, go to "My Page" on the PeopleSoft Portal and click on Absence Request and then click on the hyperlink View Absence Request History.

Select the From and Through dates, you can populate the period in which you wish to view your absence request history. To view the Absence Request History of your selected dates, you must click the "Refresh" button as outlined above.

Note: If the absence was "Submitted", you will NOT be able to edit the absence (for example, the Status column says "Approved" or "Needs Approval").

To edit a "SAVED" Absence Request, click on the "EDIT" button. Complete the details of the Absence Request per previous instructions.
Viewing Your Schedule

To view your schedule, go to “My Page” on the PeopleSoft Portal and click on Absence Request and then click on the hyperlink View Monthly Schedule.

Your schedule is a monthly schedule, you can view the previous month or the next month. Absence Management will default you to the current date.

If you have any absence requests submitted and approved, you will see the absence on the calendar.
Viewing Your Balances and Forecasted Balance

To view your Balances, go to “My Page” on the PeopleSoft Portal and click on Absence Request and then click on the hyperlink View Absence Balances.

The following page will be displayed:

To view what your balance will be in the future, click on the hyperlink Forecast Balance. Enter in the date you want to forecast for, and Absence Name; once this is entered the “Forecast Balance” button will appear. Click the “Forecast Balance” button.

Once the forecasting button has been clicked, the system should advise you that it has been successful in calculating the forecasted balance and shows you the results of its calculation. This will include all Leave Types that have been approved for usage and all Leave Types that will have been accrued.