State of North Dakota

PeopleSoft HCM 8.9
Absence Management

Employee Self Service Guide

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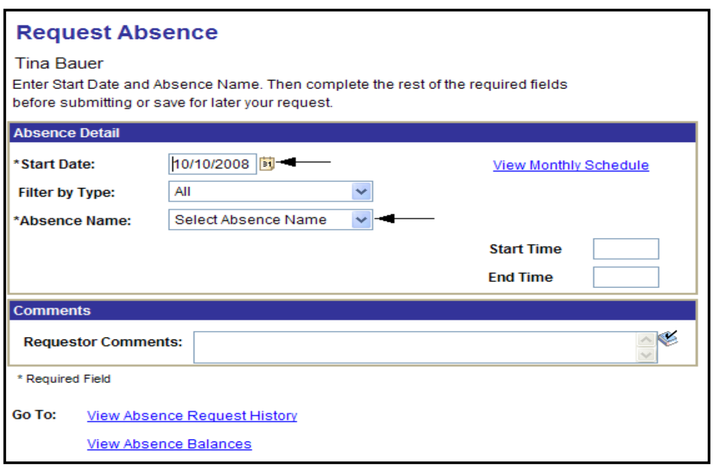
Absence Request

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:

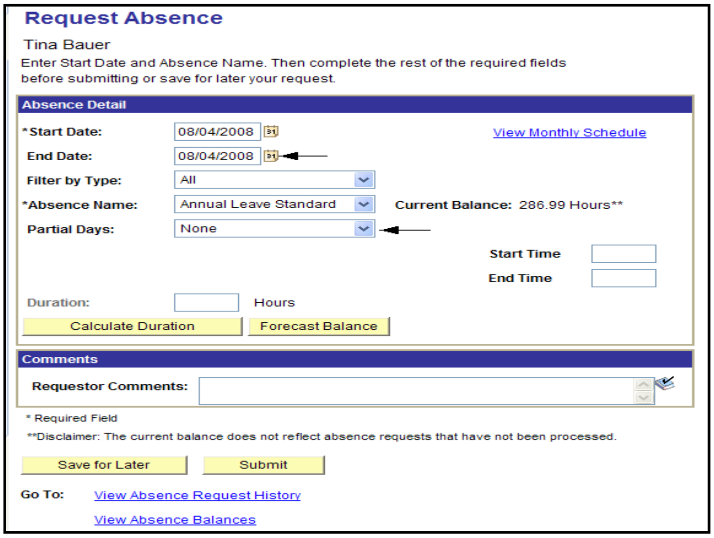


- ➢ Enter the Start Date of the absence. Either type in the date or click on the calendar icon. When you click on the calendar icon, a calendar will open up. Click on the date and it will then populate the Start Date.

- ➢ 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.

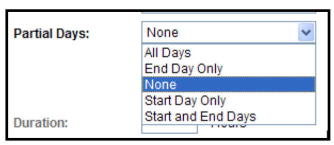
- ➢ Click on the Absence Name pull down menu. **Note**: This will ONLY display absence types that are associated with your filter and/or absences that you are entitled to take. (Example: If you select Annual Leave, you will ONLY be able to see leave types related to Annual Leave.)

- 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.

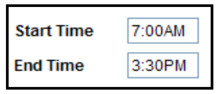
None – Indicates that all days are full days at your regularly scheduled hours.

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.

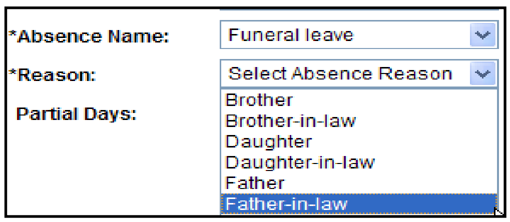
Start Time and End Time

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.



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.



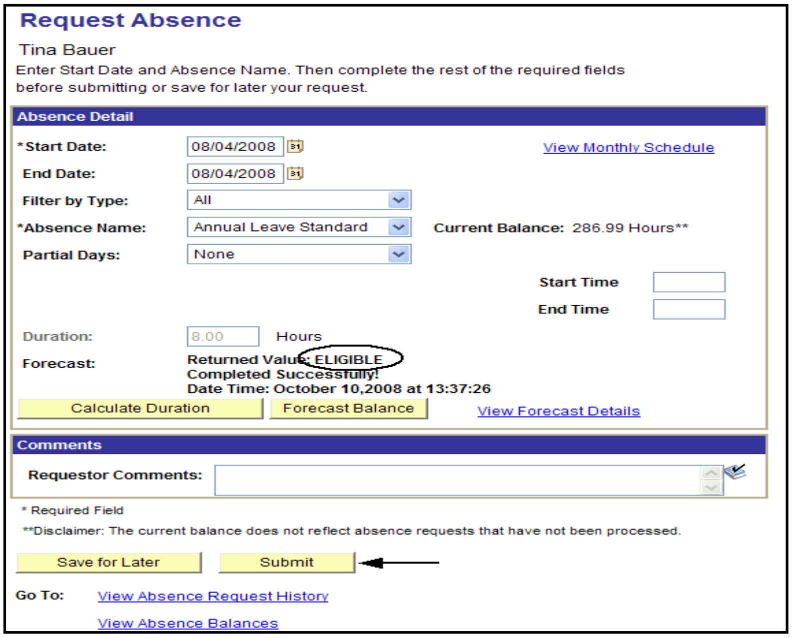
Calculate Duration (Optional)

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 <u>except</u> 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.



Request Absence

Tina Bauer

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date:	08/04/2008	View Monthly Schedule	
End Date:	08/04/2008		
Filter by Type:	All		
*Absence Name:	Annual Leave Standard	Current Balance:	286.99 Hours**
Partial Days:	None		
		Start Time	
		End Time	
Duration:	8.00 Hours		
Forecast:	Returned Value: ELIGIBLE Completed Successfully! Date Time: October 10,2008 at 13:37:26		

Calculate Duration | Forecast Balance | View Forecast Details

Comments

Requestor Comments:

* Required Field

**Disclaimer: The current balance does not reflect absence requests that have not been processed.

Save for Later | Submit

Go To: View Absence Request History

View Absence Balances

- 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.

Request Details

Tina Bauer

View Request Status and Approval Details

Details

Start Date:	08/04/2008		
End Date:	08/04/2008		
Absence Name:	Annual Leave Standard	Current Balance:	286.99 Hours**
Partial Days:	None		
		Start Time	12:00AM
		End Time	12:00AM
Duration:	8.00 Hours		

Workflow

Status: Submitted

Request History

Status:	Name	Date	Comments
1 Saved	Tina Bauer	10/10/2008	
2 Submitted	Tina Bauer	10/10/2008	

**Disclaimer: The current balance does not reflect absence requests that have not been processed.

Go To: Request Absence

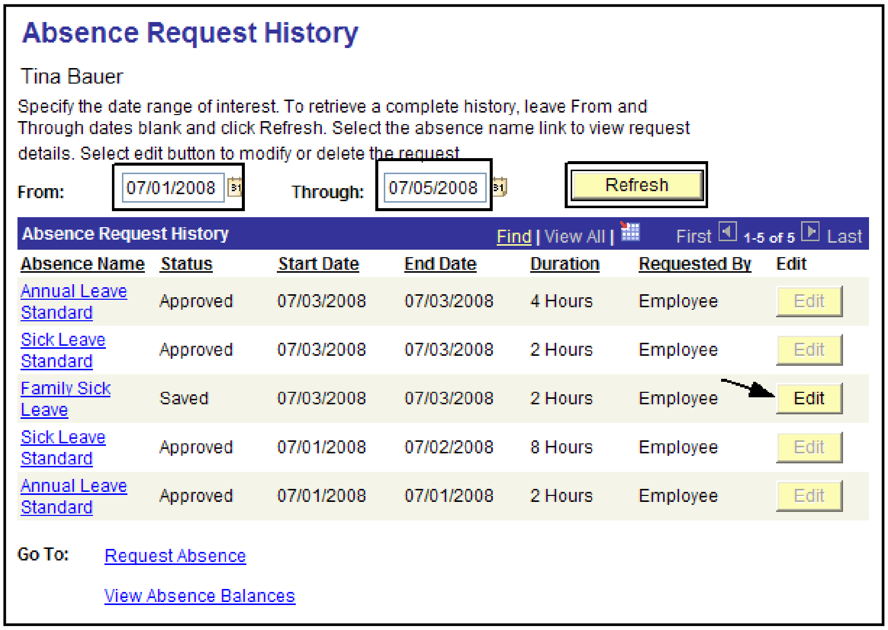
View Absence Request History

View Absence Balances

- 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.



Absence Request History

Tina Bauer

Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and click Refresh. Select the absence name link to view request details. Select edit button to modify or delete the request.

From: 07/01/2008 Through: 07/05/2008 Refresh

Absence Request History — Find | View All | First 1-5 of 5 Last

Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit
Annual Leave Standard	Approved	07/03/2008	07/03/2008	4 Hours	Employee	Edit
Sick Leave Standard	Approved	07/03/2008	07/03/2008	2 Hours	Employee	Edit
Family Sick Leave	Saved	07/03/2008	07/03/2008	2 Hours	Employee	Edit
Sick Leave Standard	Approved	07/01/2008	07/02/2008	8 Hours	Employee	Edit
Annual Leave Standard	Approved	07/01/2008	07/01/2008	2 Hours	Employee	Edit

Go To: Request Absence

View Absence Balances

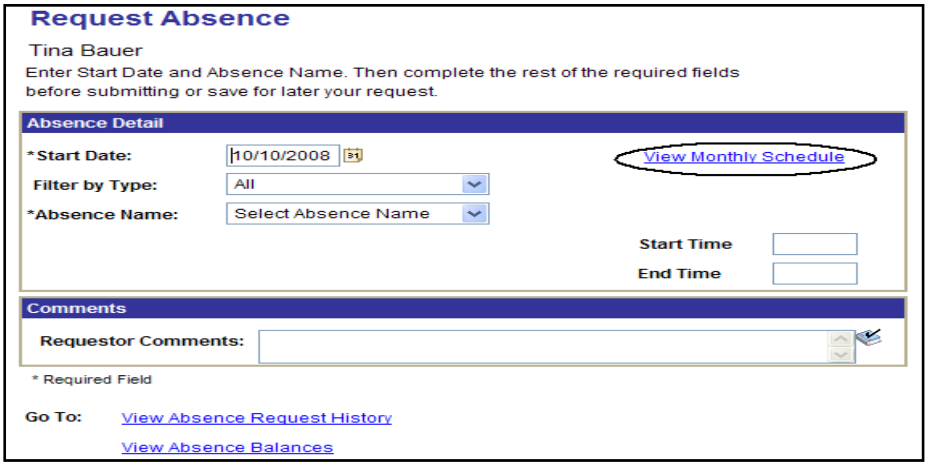
- Select the From and Through dates, you can populate the period in which you wish to view your absence request history. To view the Absence Request History of your selected dates, you must click the “**Refresh**” button as outlined above.

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.

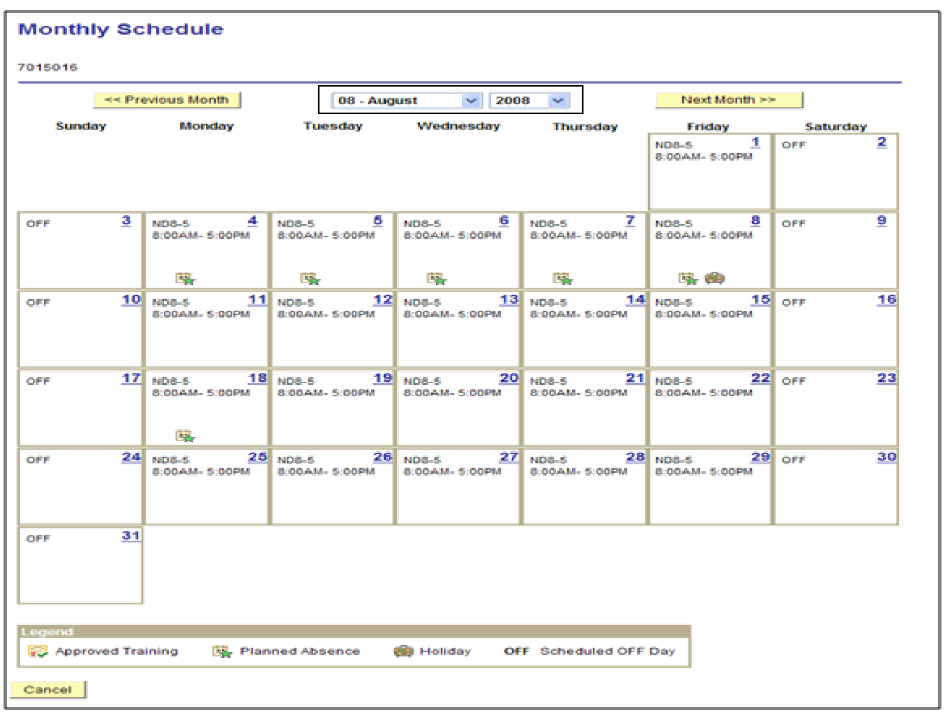
Viewing Your Schedule

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.

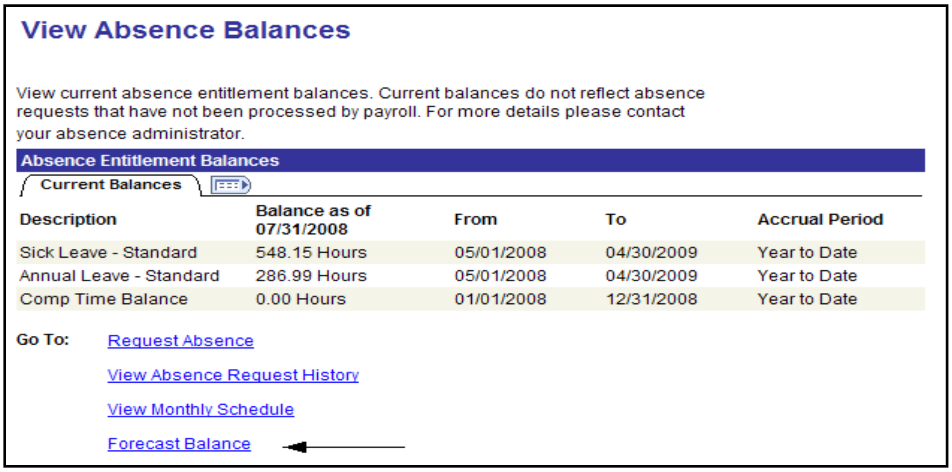
If you have any absence requests submitted and approved, you will see the absence on the calendar.



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:



View Absence Balances

View current absence entitlement balances. Current balances do not reflect absence requests that have not been processed by payroll. For more details please contact your absence administrator.

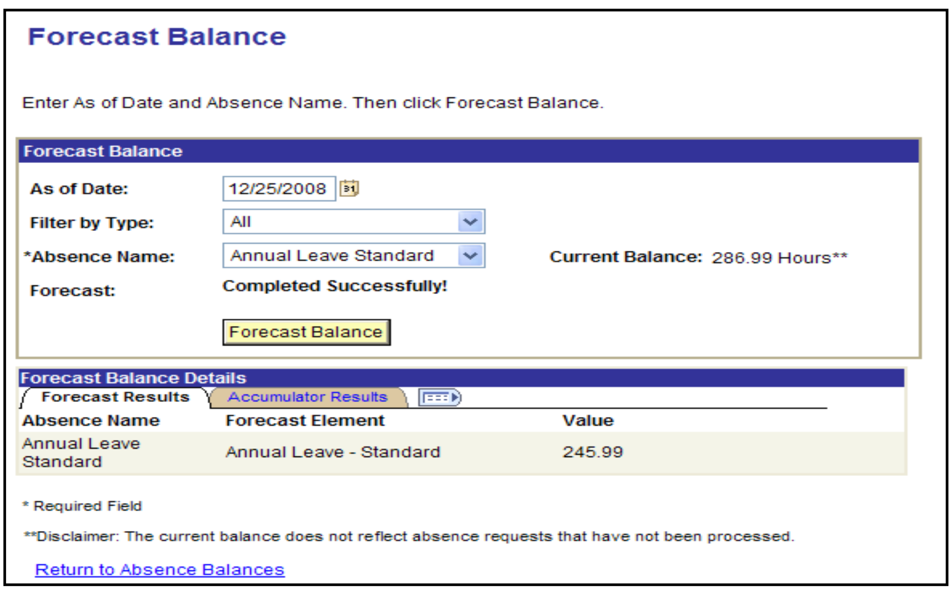
Absence Entitlement Balances

Current Balances

Description	Balance as of 07/31/2008	From	To	Accrual Period
Sick Leave - Standard	548.15 Hours	05/01/2008	04/30/2009	Year to Date
Annual Leave - Standard	286.99 Hours	05/01/2008	04/30/2009	Year to Date
Comp Time Balance	0.00 Hours	01/01/2008	12/31/2008	Year to Date

Go To: Request Absence
View Absence Request History
View Monthly Schedule
Forecast Balance

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.



Forecast Balance

Enter As of Date and Absence Name. Then click Forecast Balance.

Forecast Balance

As of Date: 12/25/2008
Filter by Type: All
*Absence Name: Annual Leave Standard
Current Balance: 286.99 Hours**
Forecast: Completed Successfully!
Forecast Balance

Forecast Balance Details

Forecast Results | Accumulator Results

Absence Name	Forecast Element	Value
Annual Leave Standard	Annual Leave - Standard	245.99

* Required Field
**Disclaimer: The current balance does not reflect absence requests that have not been processed.
Return to Absence Balances

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.