Absence Management
Employee Self Service Absence Entry

OBJECTIVE:

The Employee Self Service Absence Entry Business Process Guide is to help employees navigate in Absence Management to enter monthly absences as applicable by the MOU.

CONTENTS:

NEED ADDITIONAL INFORMATION?

For further questions on this process please go to the CMS webpage at
http://www.sonoma.edu/cms/contact.shtml
to locate the
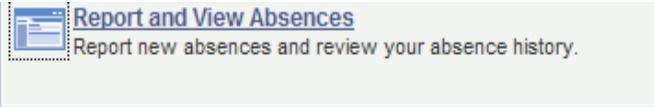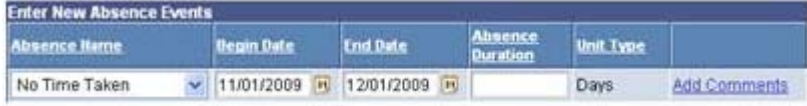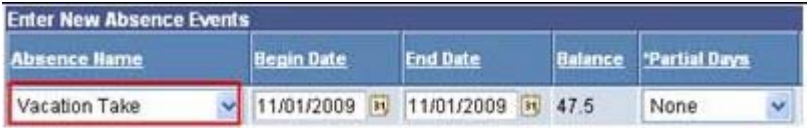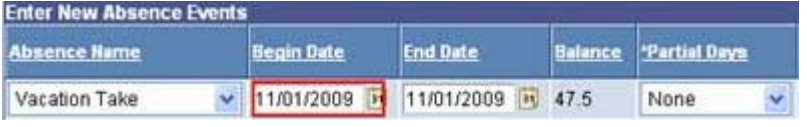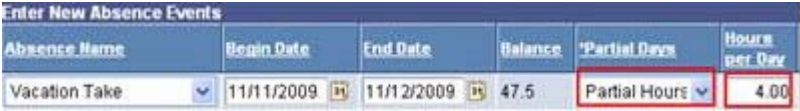**PAYROLL AND BENEFITS FUNCTIONAL LEAD**
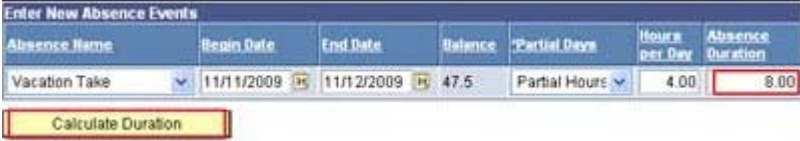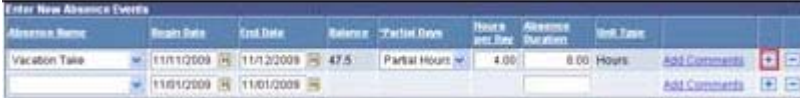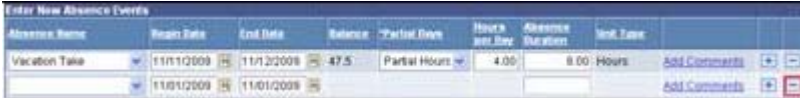under HRIS.

Lesson 1: Report Absences

Navigation: Self Service>Time Reporting>Report Time>Report and View Absences

Introduction:

Employees enter absences using the Absence Management self service page. This entry is then verified by the appropriate administrator and approved or marked for needs correction.

Report and View Absences

Step	Action	Screenshot
1	Navigate to Self Service>Time Reporting>Report Time>Report and View Absences	▽ Self Service ▽ Time Reporting ▾ Report Time – Report and View Absences Report and View Absences Report new absences and review your absence history.
2	At the page entry, the Absence Name defaults to "No Time Taken". The Begin and End Dates default to the current Absence period.	Enter New Absence Events Absence Name / Begin Date / End Date / Absence Duration / Unit Type No Time Taken ▾ / 11/01/2009 / 12/01/2009 / / Days / Add Comments
3	Select the Absence Name from the drop down menu.	Enter New Absence Events Absence Name / Begin Date / End Date / Balance / *Partial Days Vacation Take ▾ / 11/01/2009 / 11/01/2009 / 47.5 / None ▾
4	Select the Begin and End Dates.	Enter New Absence Events Absence Name / Begin Date / End Date / Balance / *Partial Days Vacation Take ▾ / 11/01/2009 / 11/01/2009 / 47.5 / None ▾

5	To enter Partial Days, select Partial Hours from the drop down and enter the appropriate hours in the "Hours Per Day" field.	
6	Click on the "Calculate Duration" button and validate that the correct number of hours are displayed in the "Absence Duration" field.	
7	To enter another absence, click on the plus (+) button to add a row and continue as instructed above until all absences have been entered.	
8	If you enter a plus (+) row in error, click on the minus (-) button on the row you want deleted (prior to submitting).	
9	Review the information carefully and click on the "Submit" button to submit an absence for approval.	

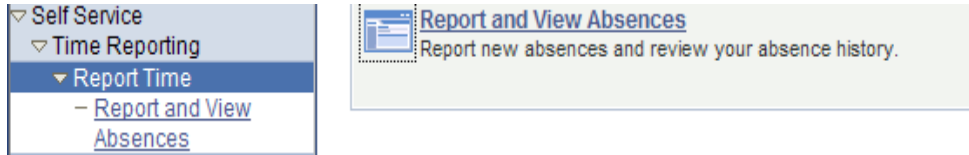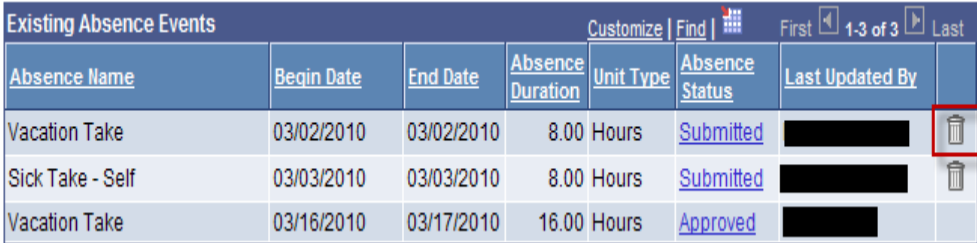| 10 | Click "Ok" on the confirmation page. | **Submit Confirmation** ✔ The Absence(s) were submitted successfully. [OK] | |

Lesson 2: Deleting Reported Absences

Navigation: Self Service>Time Reporting>Report Time>Report and View Absences

Introduction:

There are two situations where an entry would need to be deleted and re-entered correctly:
1. When the manager marks an employee's entry as needs correction
2. When the employee submits incorrectly and wants to delete the entry. This option is only available if the entry has not been approved by a manager or reviewed by a timekeeper (if applicable).

Deleting Absence Entries

Step	Action	Screenshot
1	Navigate to Self Service>Time Reporting>Report Time>Report and View Absences	
2	Select the From and Through dates	
3	Absences that have not been approved or reviewed can be deleted by clicking on the 🗑	

4	If you do not see the icon next to the entry you would like to delete, contact your appropriate administrator for further instruction.	

Existing Absence Events   Customize | Find | First ◀ 1-3 of 3 ▶ Last

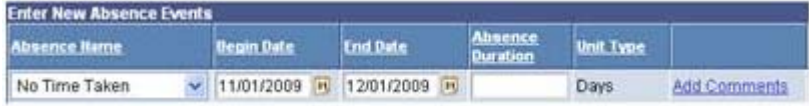| Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By	
Vacation Take	03/02/2010	03/02/2010	8.00	Hours	Submitted	▉	🗑
Sick Take - Self	03/03/2010	03/03/2010	8.00	Hours	Submitted	▉	🗑
Vacation Take	03/16/2010	03/17/2010	16.00	Hours	Approved	▉	

Lesson 3: Entering Retroactive Absences

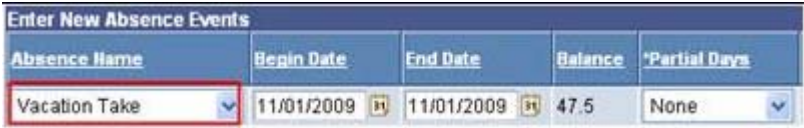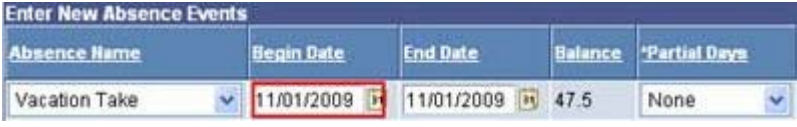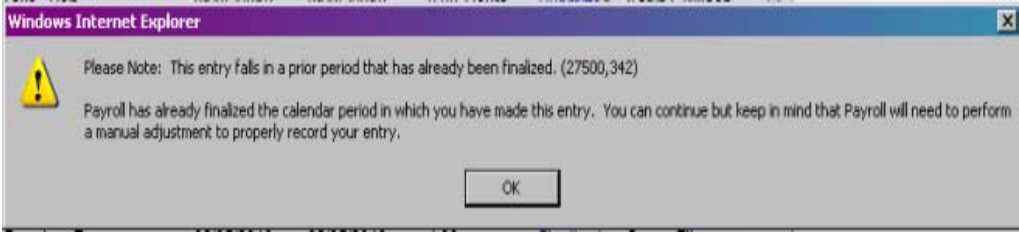| Navigation: Self Service>Time Reporting>Report Time>Report and View Absences |
|---|
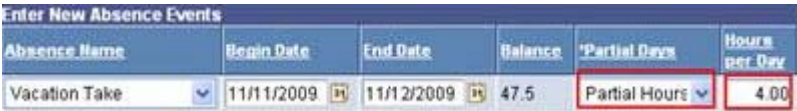
Introduction:
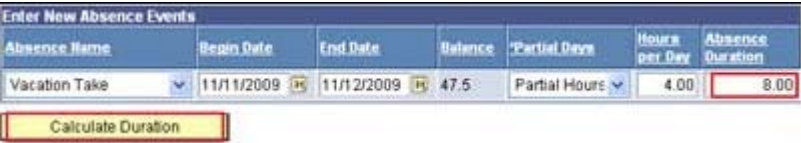
Employees enter absences using the Absence Management self service page. This entry is then verified by the appropriate administrator and approved or marked for needs correction. When an entry falls into a calendar month that has already been processed it requires additional steps by the Payroll and Benefits department.

Please note: If the absence is more than 90 days old, an absence report representing all absences in the closed pay period must be submitted to the employee's manager for approval and then sent to Payroll and Benefits for processing. You will receive a warning to tell you that it cannot be entered through Self Service.

Entering Retroactive Absences

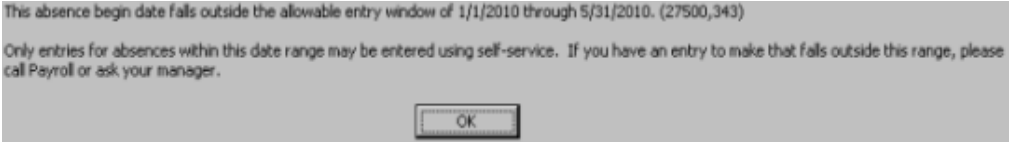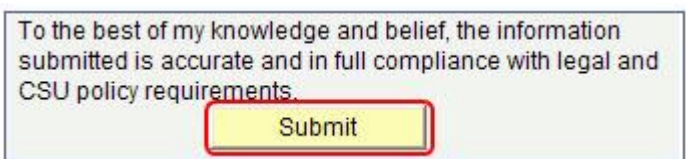| Step	Action	Screenshot
1	Navigate to Self Service>Time Reporting>Report Time>Report and View Absences	▽ Self Service ▽ Time Reporting ▾ Report Time – Report and View Absences **Report and View Absences** Report new absences and review your absence history.
2	At the page entry, the Absence Name defaults to "No Time Taken". The Begin and End Dates default to the current Absence period.	Enter New Absence Events Absence Name / Begin Date / End Date / Absence Duration / Unit Type No Time Taken / 11/01/2009 / 12/01/2009 / / Days / Add Comments

3	Select the Absence Name from the drop down menu.	
4	Select the Begin and End Dates.	
5	When the dates fall into a month that has been finalized, you will receive a warning to let you know that the entry will show as an adjustment. Click "Ok" on the warning page.	
6	If the entry is for an absence outside the allowable date range, a warning will show that the entry cannot be made through self service.	
7	To enter Partial Days, select Partial Hours from the drop down and enter the appropriate hours in the "Hours Per Day" field.	

8	Click on the "Calculate Duration" button and validate that the correct number of hours are displayed in the "Absence Duration" field.	
9	To enter another absence, click on the plus (+) button to add a row and continue as instructed above until all absences have been entered.	
10	If you enter a plus (+) row in error, click on the minus (-) button on the row you want deleted (prior to submitting).	
11	Review the information carefully and click on the "Submit" button to submit an absence for approval.	
12	Click "Ok" on the confirmation page.	

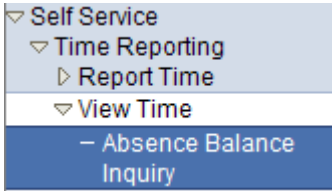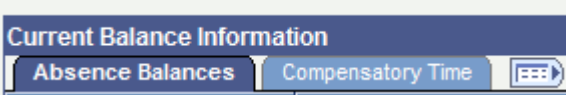| 13	An e-mail is automatically sent to the manager and to the Payroll and Benefits department letting them know a retroactive absence has been entered.	The following PRIOR PERIOD Absence Request has been entered by ▮▮▮▮▮▮ Absence ..: Sick Take - Self Start Date: 2010-01-05 End Date..: 2010-01-05 Duration..: 8 Hours Comments entered with the absence are shown below:

Lesson 4: View Absence Balances

Navigation:	Self Service>Time Reporting>View Time>Absence Balance Inquiry

Introduction:

Faculty and Staff may view their absence balances on-line. Absences and accruals are updated monthly. The leave balances used and accrued for the prior month will usually post around the 15th of the current month.

View Absence Balances

Step	Action	Screenshot
1	Navigate to Self Service>Time Reporting>View Time>Absence Balance Inquiry	
2	View the absence balances	
3	If needed select the corresponding tab for other balances	

4	Select the ⓘ icon to get detail regarding the leave/accrual balance	Vacation Balance 226.178 ⓘ