Absence Management

Manager Absence Self Service

OBJECTIVE:

The Manager Self Service Absence Entry Business Process Guide is to help managers navigate in Absence Management to enter or approve monthly absences for their employees as applicable by the MOU.

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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: Approve Reported Absences

Navigation: Manager Self Service>Time Management>Approve Time and Exceptions> Approve Reported Absences

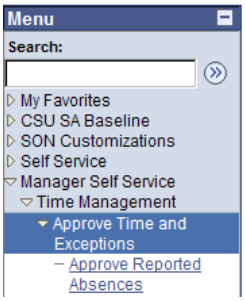
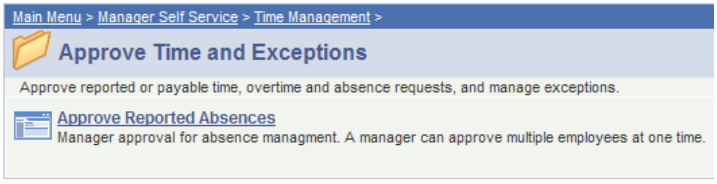
Introduction:

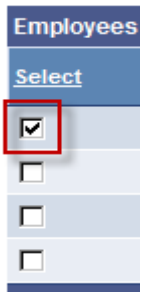
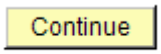
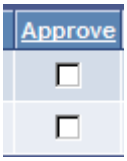
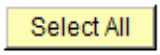
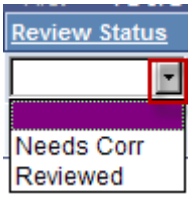
Managers must approve all absences and no time taken entries for their employees. This can be done throughout the month, or on an as needed basis. It is important to recognize that the approvals must be done prior to the Payroll and Benefits deadline. Please adhere to any deadlines to ensure timely processing for all employees on campus.

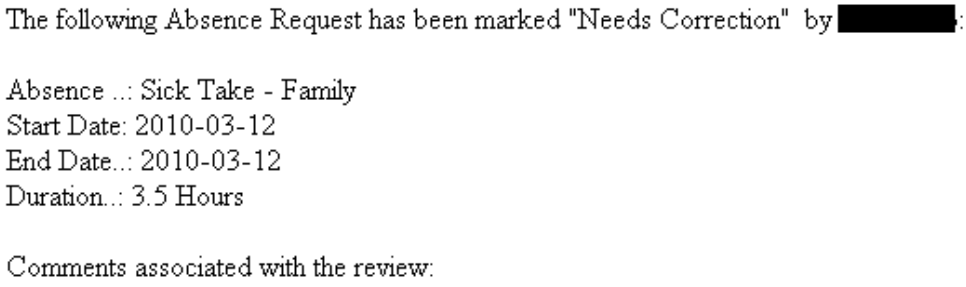
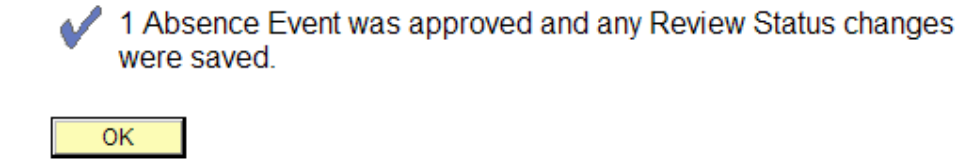
On the approval page, a manager can:

- approve employee absence entries
- change the status to "needs correction" so the employee can delete and re-enter the absence as needed
- change the status to "reviewed" to keep the entries on the screen for the month in preparation for approving as a group

Approve Reported Absences

Step	Action	Screenshot
1	Navigate to Manager Self Service>Time Management> Approve Time and Exceptions>Approve Reported Absences	 

2a	At the employee selection page: Check the boxes in the “Select” column for the employee(s) to view absences or	
2b	Click on the “Select All” button to view absences for all employees listed.	
3	Select Continue	
4a	Select the approve checkbox to approve the absence. or	
4b	Click on the “Select All” button to approve all absence entries.	
5	To Change the Review Status select from the drop down.	

5a	Selecting “Needs Corr” will notify the employee via e-mail that the entry needs to be corrected.	
5b	Selecting “Reviewed” will keep the absence showing on this page for future reference, but will not approve the absence. It will also change the entry status so that it cannot be changed by the employee.	
6	To Submit Approvals or Status Changes, click Submit	
7	An approval confirmation will appear, select ok.	

Lesson 2: Report Absences for an Employee

Navigation: Manager Self Service>Time Management>Report Time>Manager Absence Entry

Introduction:

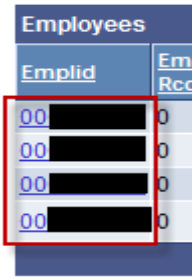
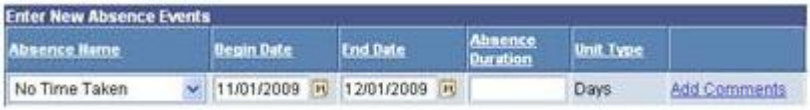
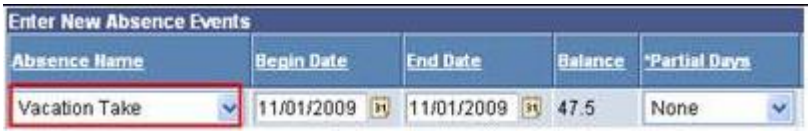
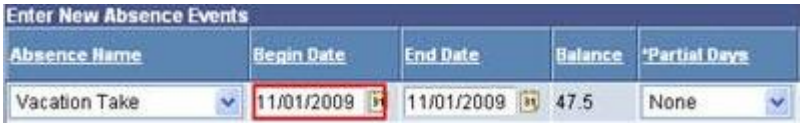
There are situations where an entry would need to be made on the employee's behalf. Some examples are:

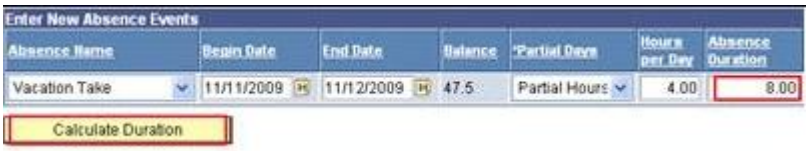
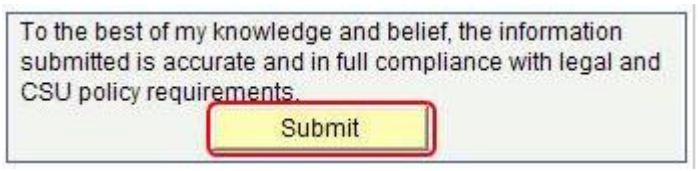
1. When the employee is unavailable to enter their absences prior to the deadline
2. When the employee is unavailable to fix an entry that was put into needs correction status prior to the deadline

Managers enter absences using the Absence Management manager self service page. The entry automatically goes into approved status and is not able to be edited by the employee. A system generated e-mail is sent to the employee to let them know an absence has been entered on their behalf. Managers who enter absences on behalf of an employee must also submit the absence authorization form (STD 634) signed by the manager (approver) and indicate 'unavailable for signature' in the employee signature field.

Manager Absence Entry

Step	Action	Screenshot
1	Navigate to Manager Self Service>Time Management>Report Time>Manager Absence Entry	

2	At the employee selection page select an employee by clicking on the Employee ID	
3	At the page entry, the Absence Name defaults to “No Time Taken”. The Begin and End Dates default to the current Absence period.	
4	Select the Absence Name from the drop down menu.	
5	Select the Begin and End Dates.	
6	To enter Partial Days, select Partial Hours from the drop down and enter the appropriate hours in the “Hours Per Day” field.	

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

12	An e-mail is automatically sent to the employee letting them know an absence has been entered on their behalf.	The following Absence Request has been entered for you by [redacted]: Absence ..: Vacation Take Start Date: 2010-03-16 End Date..: 2010-03-16 Duration..: 8 Hours Comments entered with the absence are shown below:
13	To select another employee, select either “Return to Employee List”, “Previous Employee in List” or “Next Employee in List”.	Return to Employee List Previous Employee In List Next Employee In List

Lesson 3: Deleting Absences Reported for an Employee

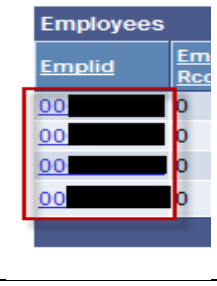
Navigation: **Manager Self Service>Time Management>Report Time>Manager Absence Entry**

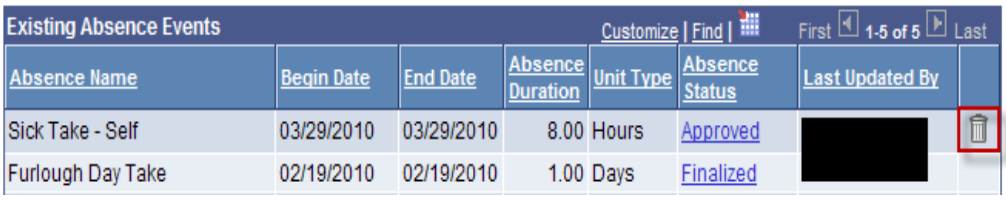
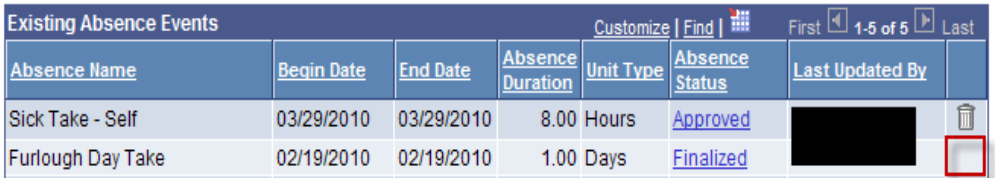
Introduction:

There are situations where an entry would need to be deleted and re-entered correctly. Some examples are:

1. When the employee notifies the manager that an entry that has been submitted on their behalf is incorrect
2. When the employee is unavailable to fix an entry that was put into needs correction status
3. When the manager submits an entry in error

Deleting Absence Entries Reported for an Employee

Step	Action	Screenshot
1	Navigate to Manager Self Service>Time Management>Report Time>Manager Absence Entry	
2	At the employee selection page select an employee by clicking on the Employee ID	

3	Select the From and Through dates	From 03/01/2010 Through 03/31/2010
4	Absences that have not been approved or reviewed can be deleted by clicking on the	
5	If you do not see the icon next to the entry you would like to delete, contact Payroll and Benefits for further instruction.	
6	An e-mail is automatically sent to the employee letting them know an absence has been deleted on their behalf.	The following Absence Event has been deleted by [redacted]: Absence ..: CTO Take Start Date: 2010-03-09 End Date..: 2010-03-09 Duration..: 10 Hours

Lesson 4: Entering Retroactive Absences

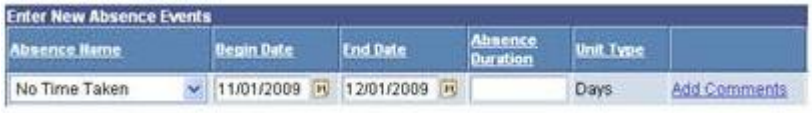
Navigation: **Manager Self Service>Time Management>Report Time>Manager Absence Entry**

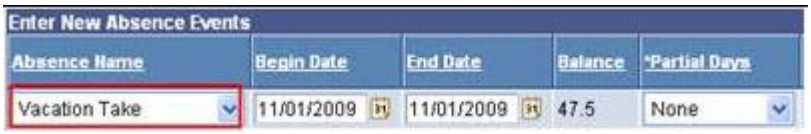
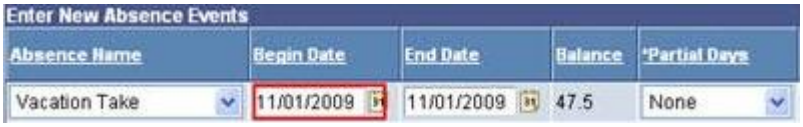
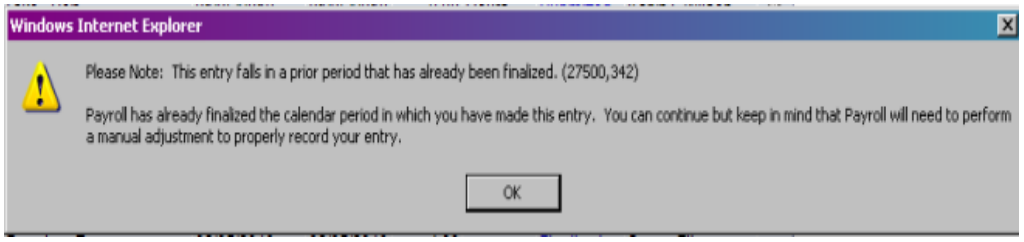
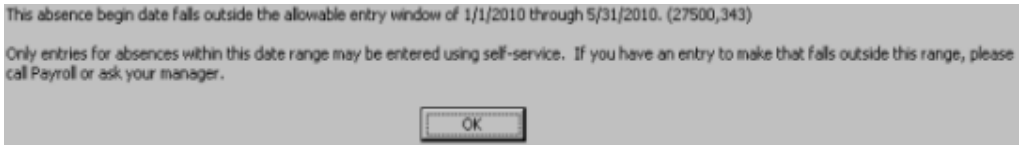
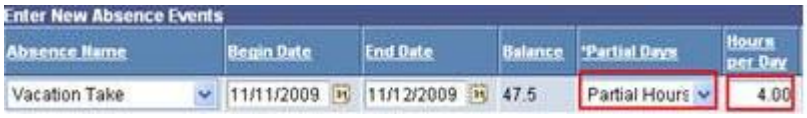
Introduction:

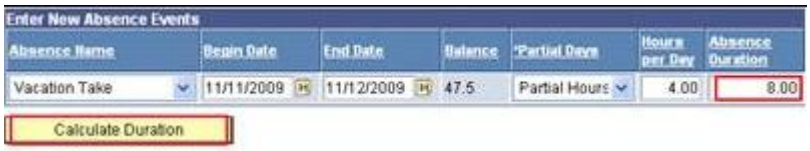
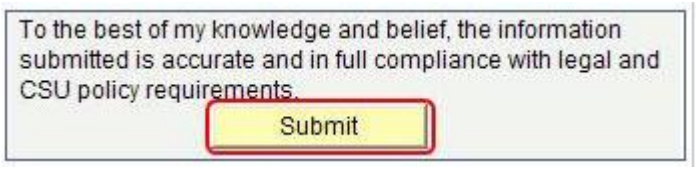
When an entry falls into a calendar month that has already been processed it requires additional steps by the Payroll and Benefits department. The entry is done as a regular absence entry, however a message will show on the screen to notify the manager that the entry falls into a closed calendar. An e-mail is generated to notify the manager that an entry was made for a closed pay period.

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 Manager Self Service>Time Management>Report Time>Manager Absence Entry	
2	At the page entry, the Absence Name defaults to "No Time Taken". The Begin and End Dates default to the current Absence period.	

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 employee 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 [redacted] 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:

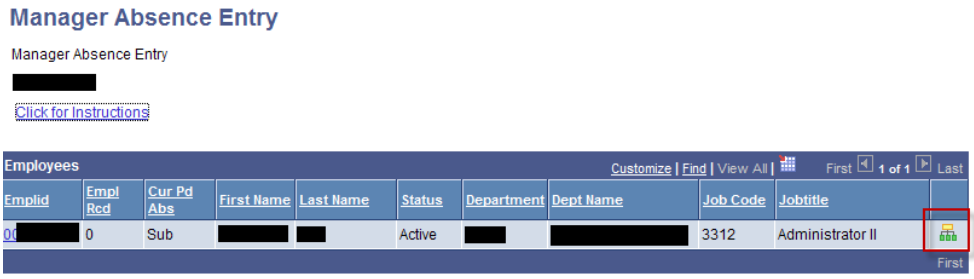
Lesson 5: Approve and Enter Direct Reports Absences

Navigation: **Manager Self Service>Time Management>Approve Time and Exceptions>Approve Reported Absences**
-or-
Manager Self Service>Time Management>Report Time>Manager Absence Entry

Introduction:

In a managers absence, entries still need to be approved and/or made. The security for the approval and entry pages are based on reporting structure. Therefore, if a manager is unavailable to meet the deadline, their manager can approve and enter as needed.

Using the Direct Reports drill down

Step	Action	Screenshot
1	Navigate to Manager Self Service>Time Management> Approve Time and Exceptions>Approve Reported Absences -or- Navigate to Manager Self Service>Time Management>Report Time>Manager Absence Entry	

2	At the employee list select the icon to drill down to an employee's direct reports