

# Create & Approve Absence Requests (Time Administrators)

# Content

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# **Create an Absence Request for an Employee (as Time Administrator)**

- 1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.
  - a. <u>Follow these instructions</u> to add the Time Administration page/tile to your homepage.



2. Select the Time Administration tile.

	<ul> <li>Time Administration</li> </ul>
Time Administration	
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3. HR Links will default to the **Report Employee Time** tab. From there, choose the employee for whom you would like to create an absence/OT request.

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🛗 Assign Employee Schedule	Employee S	election									
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	Employees For Time Summary	Turner Craig, Time	Needing Appr	roval From 09/30/2018 - 10/13/201	8						
	Last Name	First Name	Employee ID	Job Title	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Absence to be Approved	Hours Approved or Submitted	Denied Hours
	Davenport	Isiah	00000764	Supervisory Realty Specialist	0.0	0.0	80.0			0.0	0.0
	Dickson	Christine	00000802	Supervisory Financial Manageme	0.0	0.0	80.0			0.0	0.0
	Dominguez	Kylie	0000031	Building Manager	0.0	0.0	80.0			0.0	0.0
	Donaidson	Kiara	00000761	Transportation Operations Spec	0.0	0.0	80.0			0.0	0.0
	Downs	Caylee	00000808	Program Manager	0.0	0.0	80.0			0.0	0.0
	Doyle	Karla	00000117	Program and Procurement Suppor	0.0	0.0	80.0			0.0	0.0
	Durham	Shamar	00000746	Assisted Acquisition Project M	0.0	0.0	80.0			0.0	0.0
	Ellis	Toby	00000835	Operations Manager	0.0	0.0	80.0			0.0	0.0
	Espinoza	Miriam	0080000	Asset Manager	0.0	0.0	80.0			0.0	0.0
	Finley	Ernesto	00000106	General Engineer	0.0	0.0	80.0			0.0	0.0

4. Navigate to the pay period in which you need to create an absence/OT event by selecting the **Previous Period** hyperlink or entering the date in the **Date** field and clicking the green refresh button.

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	10/05/2018 A	Approved	8.0	001				0	01-R	egular <sup>·</sup>	Time				8.00								
	10/08/2018 A	Approved	8.0	001				0	01-R	egular	Time				8.00								
	10/09/2018 A	Approved	8.0	001				0	01-R	egular	Time				8.00								
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5. Once you navigate to the appropriate pay period timesheet, select the **Absence/OT** tab.

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6. Select the **Add Absence Event** button.

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7. Choose the calendar icon by the **Start Date** and **End Date** fields to enter when the absence/OT request will begin and end.

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8. Choose the appropriate option from the **Absence Name** drop-down list.

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#### 9. Select the **Details** hyperlink.

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	Edit	10/18/201 🙀	10/18/201	Annual Leave		Hours	Details	New	Approval Monitor	Manager Timesheet		Dele
Add Al	bsence Even	t					2					

- 10. A dialogue box will appear where you will be able to create the **Absence Event Details**, such as indicating Partial Days for the absence.
- 11. Select the appropriate option for **Partial days**.
  - a. **None**: Default value. No partial days (all full day absences). The hours calculated will be based on the number of hours on the base schedule.
  - b. **All Days**: All partial days. Enter the hours to be applied to all days.
  - c. **Start Day Only**: Start day is the only partial day. The rest are full day absences. Enter the number of hours for the first day. The rest will be calculated using the hours in the base schedule.
  - d. **End Day Only**: End (or last) day is the only partial day. The rest are full day absences. Enter the number of hours for the last day. The rest will be calculated using the hours in the base schedule.
  - e. **Start and End Days**: Start and end days are partial days. The rest are full day absences. Enter the number of hours for the first and last day. The rest will be calculated using the hours in the base schedule.

Absence Detail 👔	
*Start Date	08/21/2018
End Date	08/21/2018
Filter by Type	All
*Absence Name	Sick Leave
Partial Days	None
Duration	All Days / 것 End Day Only
Calculate Duration	None
	Start Day Only Start and End Days



12. Select the **Calculate Duration** button to determine how many hours the absence will be.

Absence Detail 👔	
*Start Date 10/18/2018	
End Date 10/18/2018	
Filter by Type All	٣
*Absence Name Annual Leave	•
Partial Days None	۳
Duration 8.00 Hours	
Calculate Duration	

13. Select the **OK** button to return to the timesheet.

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7 Iboonoo Evont Bottano	
Kylie Dominguez         Building Manager	
▼ Instructions	
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.	- 1
Absence Detail 👔	
*Start Date 10/18/2018 🛐 View Monthly Calendar End Date 10/18/2018 🛐	
Filter by Type All	
Calculate Duration	
Comments	
Reporter Comments:	
Cancel * Required Field **Disclaimer The current balance does not reflect absences that have not been processed.	



- 14. For the current pay period, select the **Apply Schedule** button to apply the base schedule to the employee's timesheet, if you have not already done so.
  - a. If regular time appears on the timesheet, the Apply Schedule button will not appear.

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			Edit	10/18/201	10/18/20		nnual Leave	٣		8.00 H	lours	Details	Ne	9W	Approval Monitor	Manager Timesheet		Delet
		Add Ab	isence Event	:														
		Approval																
		Sele	ect All	De	select All				Approve			Deny						

- 15. The base schedule will appear on the timesheet. Edit the time on the base schedule based on the absence event you just entered.
  - a. Ex: If eight hours of annual leave is submitted for October 18, the eight hours of work that appeared when you applied the base schedule must be deleted or changed to 0. If you don't delete the regular hours, you will receive an exception and the timesheet will not be processed until it has been corrected.

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Kylie Domi	nguez						Employ	vee ID 000	00031					
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	Edit	10/15/2018	10/16/2018	Sick Leave		8.00	Hours	Details	N	eeds Approval	Approval Monitor	Employee Timesheet		
	Edit	10/18/201	10/18/201	Annual Leave	Ŧ	8.00	Hours	Details	N	ew	Approval Monitor	Manager Timesheet		
Add Abs	ence Event													



16. Once you have made the necessary adjustments, select the **Submit** button.

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Report Employee Time	Timesheet		New Windo	w ^							
iii Assign Employee Schedule	Kylie Dominguez         Employee ID         00000031           Building Manager         Empl Record         0										
Time Administration Analytics	Actions Time Source Schedule Earliest Change Date 10/28/2018 Select Another Timesheet										
Time Administration Queries V	*View By Calendar Period   Previous Period Next Period  *Date 10/14/2018										
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	Save for Later         Submit           Reported Time Status         Summary         Absence/OT										
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	Edit 10/18/2011 10/18/2011 Annual Leave • 8.00 Hours Details New Approval Manager Timesheet		Del	el							
	Add Absence Event										
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17. Review the attestation message, and select the **Yes** button.

Once Approved the status cannot be reverted back. (20020,20)
By clicking Yes, you are certifying that all reported time was worked and approved according to law and regulation.
Select Yes to confirm and complete the status change. No to return to the page without undating the status
Celeer res to command complete the status enange, no to retain to the page without updating the status.
Yes No
W 0//1//2018 Needs Approval 8.001-Regular lime 8.001

- 18. You have successfully submitted the absence/OT request (and timesheet).
- 19. As the time administrator, you can now approve both the absence/OT request(s) (and timesheet). Read how to approve the absence/OT request in the next section.



# **Approve Absence Request for Employee**

- 1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.
  - a. <u>Follow these instructions</u> to add the Time Administration page/tile to your homepage.



2. Select the **Time Administration** tile.

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Time Administration		
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a. It might take a moment for the Time Administration page to load.



3. HR Links will default to the **Report Employee Time** tab. From there, choose the employee for whom you would like to approve an absence/OT request.

C Time Administration				Time Administration						^ ₹	≡ 0
🕜 Report Employee Time	Report Time										New Window
iii Assign Employee Schedule	Employee Se	Immary									
Ime Administration Analytics	Change View										
•	*View By	Calendar Period	Ŧ	<b>v</b>	Show Schedu	le Information	1				
🙀 Time Administration Queries 🛛 🗸	Date 0	9/30/2018	φ	Pre	vious Period	N	ext Period				
	Employees For	Turner Craig, Time	e Needing Appr	roval From 09/30/2018 - 10/13/201	8						
	Last Name	First Name	Employee ID	Job Title	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Absence to be Approved	Hours Approved or Submitted	Denied Hours
	Davenport	Isiah	00000764	Supervisory Realty Specialist	0.0	0.0	80.0			0.0	0.0
	Dickson	Christine	00000802	Supervisory Financial Manageme	0.0	0.0	80.0			0.0	0.0
	Dominguez	Kylie	0000031	Building Manager	0.0	0.0	80.0			0.0	0.0
	Bonaidson	Kiara	00000761	Transportation Operations Spec	0.0	0.0	80.0			0.0	0.0
	Downs	Caylee	80800000	Program Manager	0.0	0.0	80.0			0.0	0.0
	Doyle	Karla	00000117	Program and Procurement Suppor	0.0	0.0	80.0			0.0	0.0
	Durham	Shamar	00000746	Assisted Acquisition Project M	0.0	0.0	80.0			0.0	0.0
	Ellis	Toby	00000835	Operations Manager	0.0	0.0	80.0			0.0	0.0
	Espinoza	Miriam	0080000	Asset Manager	0.0	0.0	80.0			0.0	0.0
	Finley	Ernesto	00000106	General Engineer	0.0	0.0	80.0			0.0	0.0

4. The employee's timesheet will appear. Go to the **Absence/OT** tab.

< Time Administration							Tim	e Adr	ninist	ration	1							â	٢		٢
	Timesh	neet																		New Wi	iuow 🔺
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	Select	t Date	Status	Reported	Status			Total	TRC		De	escription		F 615	Sche Hi	d Com	ments				
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5. From the Absence/OT tab, choose the **Select All** button. A check mark will appear at the beginning of each row.

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Entitle	ement Na	ne										Balance a	s of 05/26/	2018**						

### 6. Return to the **Reported Time Status** tab.

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tions -									1	Earliest	Change	Date 10/0	1/2018						
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Time Administration						Time	Admi	inist	ration								۲ =	٢
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🔯 Time Administration Queries 🛛 🗸	Reported	Time Stat	IS										Perso	nalize   Find	1 🖾   🔜 1-11 of	11		
	Select	Date	Report	ed Status		т	otal TR	С		De	scription			Scheo Hrs	Comments			- 1
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		10/10/20	18 Needs	Approval			8.0 00	1		00	1-Regular	Time		8.0	0			- 1
		10/11/201	8 Needs	Approval			8.0 00	1		00	1-Regular	Time		8.0	00			- 1
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	Return to Se	elect Employe	е															-

7. Choose the **Select All** button to select any timesheet entries that need to be approved.

8. Select the **Approve** button to approve both reported time and absence/OT requests.

C Time Administration								Tim	e Adı	ninist	tration	1							۲		۲
Report Employee Time	Sun 9/30	M 10	lon 1 D/1 10	ue )/2	Wed 10/3	1hu 10/4	Fri 10/5	Sat 10/6	Sun 10/7	Mon 10/8	1ue 10/9	Wed 10/10	1 hu 10/11	⊢п 10/12	Sat 10/13	lotal	Time Re	eporting Code	Т	уре	Ac -
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Time Administration Queries 🗸 🗸	Repo	rted T	ime Sta	tus											Pers	onalize   Fin	d   🖾	1-11 of 11			
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9. An attestation message will appear. Select the **Yes** button.

Once Approved the status cannot be reverted back. (20020,20)
By clicking Yes, you are certifying that all reported time was worked and approved according to law and regulation.
Select Yes to confirm and complete the status change, No to return to the page without updating the status.
Yes No
10/11/1/2018 Needs Approval 5:000 001-Regular time 8:00

10. An approve confirmation message will appear. Select the **OK** button to continue.

	Time Administration
<b>T</b>	
Approve Confirmation	
Approve Confirmation	
Selected transactions were successfully appre	oved.
ок	

11. After you see that the status of the time and absences is Approved, you can know for sure that you successfully submitted and approved the absence/OT request(s) and timesheet. No further action needs to be taken.

Time Administration	Time Administration															Â	7	-	٢		
🕜 Report Employee Time	Kylie D Building M	lez												^							
Assign Employee Schedule	Actions Time Source Schedule Earliest Change Date 10/01/2018 Select Another Timesheet																				
Time Administration Analytics	*Date 09/30/2018 👔 🗘																				
Time Administration Queries V	Scheduled Hours 80.0 Reported Hours 80.0 Print Timesheet																				
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11	Reported Time Status Summary Reported Time Status Date Reported Status				ry <u>A</u> t	osence/OT Total	Exc	eptions		Persona				e   Find   🔄   🚟 1-11 of 11 Sched Hrs Comments							
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Create & Approve Absence Requests (Time Administrators) | 13