



State Accounting Office
of
Georgia
Fiscal Leadership for Georgia

Teamworks Absence Management v.9.1

Employee Training– Job Aid

ABSENCE MANAGEMENT

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ABSENCE MANAGEMENT

View Monthly Schedule

The TeamWorks Absence Management module allows employees to view their current work schedule. The standard schedule for employees is Monday through Friday, eight hours each day. However, you may be working an alternative work schedule (i.e., 4/10, 9/80) which will be displayed. The default start time displayed for your monthly schedule will be 8:00 AM, if you are working a regular 8 hour day. All other work schedules will have a default start time of 7:00 AM. The start times are simply default values and may not necessarily reflect your actual start time and end times. Also, the monthly schedules are designed to only to reflect “working” hours and therefore exclude default one hour lunch.

If you have questions regarding the schedule that is being displayed for you, please contact your manager.

Navigation: [Self Service](#)>[Time Reporting](#)>[View Time](#)>[Monthly Schedule](#)

The following page will appear:

Example: 8 hour regular Monthly Schedule:

[Previous Month](#)

05 - May

2013

[Next Month](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			8HRS DAY 1 8 Hours 8:00AM- 4:00PM	8HRS DAY 2 8 Hours 8:00AM- 4:00PM	8HRS DAY 3 8 Hours 8:00AM- 4:00PM	OFF 4
OFF 5	8HRS DAY 6 8 Hours 8:00AM- 4:00PM	8HRS DAY 7 8 Hours 8:00AM- 4:00PM	8HRS DAY 8 8 Hours 8:00AM- 4:00PM	8HRS DAY 9 8 Hours 8:00AM- 4:00PM	8HRS DAY 10 8 Hours 8:00AM- 4:00PM	OFF 11
OFF 12	8HRS DAY 13 8 Hours 8:00AM- 4:00PM	8HRS DAY 14 8 Hours 8:00AM- 4:00PM	8HRS DAY 15 8 Hours 8:00AM- 4:00PM	8HRS DAY 16 8 Hours 8:00AM- 4:00PM	8HRS DAY 17 8 Hours 8:00AM- 4:00PM	OFF 18
OFF 19	8HRS DAY 20 8 Hours 8:00AM- 4:00PM	8HRS DAY 21 8 Hours 8:00AM- 4:00PM	8HRS DAY 22 8 Hours 8:00AM- 4:00PM	8HRS DAY 23 8 Hours 8:00AM- 4:00PM	8HRS DAY 24 8 Hours 8:00AM- 4:00PM	OFF 25
OFF 26	8HRS DAY 27 8 Hours 8:00AM- 4:00PM 	8HRS DAY 28 8 Hours 8:00AM- 4:00PM	8HRS DAY 29 8 Hours 8:00AM- 4:00PM	8HRS DAY 30 8 Hours 8:00AM- 4:00PM	8HRS DAY 31 8 Hours 8:00AM- 4:00PM	

Legend

Approved Training
 Planned Absence
 Holiday
OFF Scheduled OFF Day

ABSENCE MANAGEMENT

Example: Alternative Work Schedule (every other Friday off)

Previous Month		05 - May		2011		Next Month	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
OFF 1	10-FRIOFF 2 10 Hours 7:00AM- 5:00PM	10-FRIOFF 3 10 Hours 7:00AM- 5:00PM	10-FRIOFF 4 10 Hours 7:00AM- 5:00PM	10-FRIOFF 5 10 Hours 7:00AM- 5:00PM	OFF 6	OFF 7	
OFF 8	10-FRIOFF 9 10 Hours 7:00AM- 5:00PM 	10-FRIOFF 10 10 Hours 7:00AM- 5:00PM	10-FRIOFF 11 10 Hours 7:00AM- 5:00PM	10-FRIOFF 12 10 Hours 7:00AM- 5:00PM	OFF 13	OFF 14	
OFF 15	10-FRIOFF 16 10 Hours 7:00AM- 5:00PM	10-FRIOFF 17 10 Hours 7:00AM- 5:00PM	10-FRIOFF 18 10 Hours 7:00AM- 5:00PM	10-FRIOFF 19 10 Hours 7:00AM- 5:00PM 	OFF 20		Absences that have been entered will be displayed with a calendar icon.
OFF 22	10-FRIOFF 23 10 Hours 7:00AM- 5:00PM	10-FRIOFF 24 10 Hours 7:00AM- 5:00PM	10-FRIOFF 25 10 Hours 7:00AM- 5:00PM	10-FRIOFF 26 10 Hours 7:00AM- 5:00PM	OFF 27	OFF 28	
OFF 29	10-FRIOFF 30 10 Hours 7:00AM- 5:00PM 	10-FRIOFF 31 10 Hours 7:00AM- 5:00PM					

Legend			
 Approved Training	 Planned Absence	 Holiday	OFF Scheduled OFF Day

Notes: Absences that have been requested will be displayed on your monthly schedule with a calendar icon. State holidays will be displayed on your monthly schedule with a suitcase icon. If you have an absence request that overlaps a state holiday, both icons will be displayed.

The TeamWorks Absence Management module allows employees to view their current absence balance information through Employee Self Service.

View Absence Balances

Navigation: [Self Service](#)>[Time Reporting](#)>[View Time](#)>[Absence Balances](#).

The following page will appear:

ABSENCE MANAGEMENT

View Absence Balances

David Lee

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 Customize 		
Current Balances 		
Entitlement Name	Balance as of 06/07/2013	Accrual Period
Annual Leave Earned	201.00 Hours	Year to Date
Sick Leave Earned	178.00 Hours	Year to Date

Notes: All absence codes that have balances are displayed as of the last absence processing cycle. Current balances do not reflect absence requests that have processed by the 15th and last day of the month. The Accrual Period From/To dates for each absence balance will reflect either a fiscal year or calendar year date, depending on type of leave.

The TeamWorks Absence Management module allows employees the ability to view their absence requests history through Employee Self-Service. The Absence Request History will reflect any absence requests enter by the employee through Employee Self Service, enter the employee’s manager through Manager Self-Service and absence requests entered the agency’s Leave Administrator.

Viewing Absence Request History

Navigation: [Self Service](#)>[Time Reporting](#)>[View Time](#)>[Absence Request History](#)

The following page will be displayed:

ABSENCE MANAGEMENT

ORACLE

Home | Work

Menu

- View Time
 - Monthly Schedule
 - Absence Request History
 - Absence Balances
 - Extended Absence History
- Personal Information
- Payroll and Compensation
- Benefits
- Stock Activity
- Performance Management
- Recruiting Activities
 - Employee Expense Reimbursement
 - Manage Delegation
- Manager Self Service
- Agency Security
- Workforce Administration
- Benefits
- Compensation
- Time and Labor
- Payroll for North America
- Global Payroll & Absence Mgmt
- Workforce Development
- Organizational Development
- Enterprise Learning
- Workforce Monitoring
- Change Management

Absence Request History

Jill Johnson

PS: Business Analyst (WL)

Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and click Refresh.

From: 11/12/2012 Through: 09/08/2013 Refresh

Absence Name	Status	From	To	Duration	Requested By	Edit
Annual Leave Taken	Approved	07/01/2013	07/01/2013	8 Hours	Employee	Edit
Sick Leave Taken	Approved	03/21/2013	03/22/2013	16 Hours	Employee	Edit
Sick Leave Taken	Approved	03/20/2013	03/20/2013	3 Hours	Employee	Edit
Sick Leave Taken	Approved	01/28/2013	01/28/2013	8 Hours	Employee	Edit
Annual Leave Taken	Approved	12/26/2012	12/31/2012	32 Hours	Employee	Edit
Annual Leave Taken	Approved	12/12/2012	12/12/2012	8 Hours	Employee	Edit

1. The Absence Request History page is displayed with a pre-populated **From/To** date range. Absence request data is displayed in descending order. To change order displayed, click the **Column** titled **From** and the absence request will be displayed in ascending order.
2. To view a specific date range click in the **From** and **To dates** fields and update the date range displayed.
3. Click the **Refresh** button. All absence requests within the date entered will be displayed.

ORACLE

Absence Request History

Jill Johnson

PS: Business Analyst (WL)

Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and click Refresh.

From: 03/12/2013 Through: 09/08/2013 Refresh

Absence Name	Status	From	To	Duration	Requested By	Edit
Annual Leave Taken	Approved	07/01/2013	07/01/2013	8 Hours	Employee	Edit
Sick Leave Taken	Approved	03/21/2013	03/22/2013	16 Hours	Employee	Edit
Sick Leave Taken	Approved	03/20/2013	03/20/2013	3 Hours	Employee	Edit

ABSENCE MANAGEMENT

- If you would like to view **all** your absence requests, delete the dates in the “**From**” and “**To**” fields and then click the **Refresh** button. All absence requests will be displayed.

Entering an Absence Request (Full Day)

The Absence Request Page includes the following fields:

- ❖ From
- ❖ To
- ❖ Absence Code
- ❖ Absence Name
- ❖ Reason
- ❖ Partial/Full Day
- ❖ Duration
- ❖ Requestor Comments

Navigation: [Self Service](#)>[Time Reporting](#)>[Report Time](#)>[Absence Request](#).

The following page will appear:

The screenshot shows the Oracle HR Self Service interface. On the left is a navigation menu with 'Absence Request' selected. The main content area is titled 'Request Absence' for user 'Jill Johnson' (PS: Business Analyst (WL)). The 'Absence Detail' section contains the following fields: '*From:' with a date picker set to 06/10/2013, a 'View Monthly Schedule' link, 'Absence Code:' with a dropdown menu set to 'All', and '*Absence Name:' with a dropdown menu set to 'Select Absence Name'. Below this is a 'Comments' section with a text area for 'Requestor Comments'. At the bottom, there are links for 'View Absence Request History' and 'View Absence Balances', and a note that '*' indicates a required field.

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1. Click the **From** field and enter the start date of your absence request.
2. Click in the **Absence Code** field and click the drop-down arrow.
3. Select **Annual Leave** from the drop-down list
4. Click in the **Absence Name** field and click the drop-down arrow and select **Annual Leave Taken**
5. Click in the **Reason** field and select **Annual Leave** from the drop down list
6. In the **To** field enter the end date of your absence request
7. In the **Partial/Full Day** field used the default value of “Full Day”. The page should look similar to this.

ORACLE

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 - Global Payroll & Absence Mgmt
- Workforce Development
 - Organizational Development
 - Enterprise Learning
 - Workforce Monitoring
 - Change Management
 - Set Up HRMS
 - Enterprise Components
 - Worklist
 - Tree Manager
 - Reporting Tools

Request Absence

Jill Johnson
PS: Business Analyst (WL)

Absence Detail

*From: 06/10/2013 [View Monthly Schedule](#)
To: 06/13/2013
Absence Code: Annual Leave
*Absence Name : Annual Leave Taken **Current Balance : 201.00 H**
*Reason : Select Absence Reason
Partial/Full Day: Full Day
Duration :
Calculate End Date or Duration

Comments

Requestor Comments :

Go To [View Absence Request History](#) [View Absence Balances](#)
Submit

* Required Field
**Disclaimer The current balance does not reflect absences that have not been processed.

The “**Calculate End Date or Duration**” button calculates the total number of leave hours based on your current work schedule, including alternative work schedules.

8. Click the “**Calculate End Date or Duration**” button
9. Verify the correct amount of hours have been populated in the “Duration” field.

Note: The calculation results are based on your current work schedule including alternative work schedules i.e., 9 or 10 hour days. Please see your manager if the hours being calculated are incorrect, in order to verify if the correct work schedule has been entered for you. Also, the amount of hours calculated cannot exceed the hours displayed in the “Current Balance” field.

ABSENCE MANAGEMENT

ORACLE Home | Worklist

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Request Absence

Jill Johnson
PS: Business Analyst (WL)

Absence Detail

*From: 06/10/2013 [View Monthly Schedule](#)
To: 06/13/2013
Absence Code: Annual Leave [View Monthly Schedule](#)
*Absence Name: Annual Leave Taken **Current Balance : 204**
*Reason : Select Absence Reason
Partial/Full Day: Full Day
Duration : 32.00 Hours
[Calculate End Date or Duration](#)

Comments

Requestor Comments :

Go To [View Absence Request History](#) [View Absence Balances](#)

[Submit](#)

* Required Field
**Disclaimer: The current balance does not reflect absences that have not been processed.

10. Click in the **Requestor Comments** field and enter any comments, if needed. This is an optional field.

ABSENCE MANAGEMENT

Request Absence
Jill Johnson
PS: Business Analyst (WL)

Absence Detail

*From: 06/10/2013 [View Monthly Schedule](#)
To: 06/13/2013
Absence Code: Annual Leave
Absence Name: Annual Leave Taken
Reason: Select Absence Reason
Partial/Full Day: Full Day
Duration: 32.00 Hours
[Calculate End Date or Duration](#)

Comments

Requestor Comments :

Go To [View Absence Request History](#) [View Absence Balances](#)

[Submit](#)

* Required Field
**Disclaimer: The current balance does not reflect absences that have not been processed.

11. Click the **Submit** button at the bottom of the page and the following page will appear.
Click Ok on the **Submit Confirmation** page.

Submit Confirmation

✓ The Absence Request was successfully submitted.

[OK](#)

ABSENCE MANAGEMENT

12. After you click Ok, the **Request Details** page will be displayed which provides a summary of your absence request.

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Entering an Absence Request (Partial Day)

When submitting an absence request for less than a full day, the “**Partial Day**” option must be selected in the field titled “**Partial/Full Day**”.

Navigation: [Service](#)>[Time Reporting](#)>[Report Time](#)>[Absence Request](#).

1. Enter the appropriate data in the following fields on the absence request page:
 - ❖ From
 - ❖ To
 - ❖ Absence Code
 - ❖ Absence Name
 - ❖ Reason
2. Click in the Partial/Full Day field and select the drop-down arrow
3. Select “Partial Day” from the drop-down list

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Request Absence

Jill Johnson
PS: Business Analyst (WL)

Absence Detail

*From: 06/10/2013 [31] [View Month](#)

To: 06/10/2013 [31]

Absence Code: Annual Leave [v]

*Absence Name: Annual Leave Taken [v] Current Balance : 201.00 Hours**

*Reason: Annual Leave [v]

Partial/Full Day: **Partial Day** [v]

All Days Hours : []

Duration : [] Hours

[Calculate End Date or Duration](#)

Comments

Requestor Comments : []

Go To [View Absence Request History](#) [View Absence Balances](#)

[Submit](#)

* Required Field

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

ABSENCE MANAGEMENT

4. Click in field titled " All Day Hours" and enter the amount of partial hours you are requesting.

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- Enterprise Components
- Worklist
- Task Manager

Request Absence

Jill Johnson
PS: Business Analyst (WL)

Absence Detail

*From:	<input type="text" value="06/10/2013"/>	View Monthly Schedule
To:	<input type="text" value="06/10/2013"/>	
Absence Code:	<input type="text" value="Annual Leave"/>	
*Absence Name :	<input type="text" value="Annual Leave Taken"/>	Current Balance : 201.00 Hours**
*Reason :	<input type="text" value="Annual Leave"/>	
Partial/Full Day:	<input type="text" value="Partial Day"/>	
All Days Hours :	<input type="text" value="4"/>	
Duration :	<input type="text"/> Hours	

Comments

Requestor Comments :

Go To [View Absence Request History](#) [View Absence Balances](#)

5. Next, click the "Calculate End Date or Duration" button. Verify that the amount of hours populated in the "Duration" field is correct.

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- Change Management
- Set Up HRMS
- Enterprise Components
- Worklist

Request Absence

Jill Johnson
PS: Business Analyst (WL)

Absence Detail

*From: 06/10/2013 [View Monthly Schedule](#)

To: 06/10/2013

Absence Code: Annual Leave

*Absence Name : Annual Leave Taken **Current Balance : 201.00 Hours****

*Reason : Annual Leave

Partial/Full Day: Partial Day

All Days Hours : 4.00

Duration : 4.00 Hours

Comments

Requestor Comments :

Go To [View Absence Request History](#) [View Absence Balances](#)

ABSENCE MANAGEMENT

6. Enter any comments in the **Requestor Comments** field, if needed. This field is optional.

The screenshot shows the Oracle HRMS interface for requesting an absence. On the left is a navigation menu with 'Absence Request' selected. The main form area is titled 'Request Absence' and shows the user's name as 'Jill Johnson' and their position as 'Business Analyst (WL)'. The 'Absence Detail' section includes fields for start and end dates (both 06/10/2013), absence code (Annual Leave), absence name (Annual Leave Taken), reason (Annual Leave), and duration (4.00 hours). A 'Calculate End Date or Duration' button is present. The 'Comments' section has a text box with 'Working a Half Day'. At the bottom, there is a 'Submit' button and a note that asterisks indicate required fields.

7. Next click the **Submit** button at the bottom of page to submit your request. The **Submit Confirmation** page will be displayed next. Click Ok.
8. After you click Ok, the **Request Details** page will be displayed which provides a summary of your absence request.

Entering an Absence Request (Multiple Codes)

TeamWorks Absence Management allows employees to enter more than one absence code for the same day. For example, you would like to submit an absence request using four (4) hours of Annual Leave and (4) hours of Sick Leave for the same day. Use the **Partial Day** functionality for each absence code you wish to submit. See – **Entering an Absence Request (Partial Day)**, for instructions on how to enter partial hours. Each absence request will generate a separate email notification to you and your manager.

Modifying an Existing Absence Request (Rework Functionality)

In order to modify an existing absence request once it has been submitted for approval, the **“Rework”** functionality can be used. For example, you submitted an absence request using Annual Leave when you should have submitted Sick Leave. Notify your manager that you would like to change/modify an

ABSENCE MANAGEMENT

absence request that was recently submitted. This must be done **prior** to the manager's approval of the absence request. Your manager will initiate the Rework functionality, which will generate an email notification to you

Navigation: [Self Service](#)>[Time Reporting](#)>[Report Time](#)>[Absence Request History](#).

1. The following page will be displayed:

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Home | Work

Absence Request History

Jill Johnson
Human Resources Spec (AOC)

Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and click Refresh.

From: 10/12/2012 [31] Through: 09/08/2013 [31] Refresh

Absence Name	Status	From	To	Duration	Requested By	
Sick Leave Taken	Push Back	06/06/2013	06/06/2013	8 Hours	Employee	Edit
Annual Leave Taken	Approved	03/04/2013	03/04/2013	Not Available	Admin	Edit
Annual Leave Taken	Approved	02/13/2013	02/15/2013	Not Available	Admin	Edit
Annual Leave Taken	Approved	02/06/2013	02/11/2013	32 Hours	Employee	Edit
Annual Leave Taken	Approved	02/05/2013	02/05/2013	8 Hours	Employee	Edit
Annual Leave Taken	Approved	01/11/2013	01/11/2013	3 Hours	Employee	Edit
Annual Leave Taken	Approved	01/07/2013	01/07/2013	8 Hours	Employee	Edit
Annual Leave Taken	Approved	12/28/2012	12/28/2012	8 Hours	Employee	Edit
Sick Leave Taken	Approved	12/12/2012	12/13/2012	16 Hours	Employee	Edit
Annual Leave Taken	Approved	12/06/2012	12/06/2012	3 Hours	Employee	Edit

Any absence request that needs to be "reworked" will have a status of "Push Back".

2. The status for any absence request that has needs to be reworked will change from Submitted to "Push Back".
3. Click the **Edit** button next to the absence request and the following page will appear.

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- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

Absence Request History

Request Absence

Jill Johnson
Human Resources Spec (AOC)
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*From: 06/06/2013
To: 06/06/2013
Absence Code: All
*Absence Name: Sick Leave Taken
*Reason: Sick Leave
Partial/Full Day: Full Day
Duration: 8.00 Hours
Calculate End Date or Duration
Current Balance: 44.00 Hours**

Workflow

Status: Push Back

Comments

Approver Comments: Please use Annual leave
Requestor Comments:

4. Enter your changes into the absence request page. You may also enter any comments.

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- Worklist
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

Absence Request History

Request Absence

Jill Johnson
Human Resources Spec (AOC)
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*From: 06/06/2013
To: 06/06/2013
Absence Code: Annual Leave
*Absence Name: Annual Leave Taken
*Reason: Annual Leave
Partial/Full Day: Full Day
Duration: Hours
Calculate End Date or Duration
Current Balance: 170.75 Hours**

Workflow

Status: Push Back

Comments

Approver Comments: Please use Annual leave
Requestor Comments:

5. Click the **Submit** button, in order to send the updated absence request to your manager for approval. You will receive an email notification that your absence request has been submitted.

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- On the **Submit Confirmation** page, click Ok. The **Request Details** page will display with a summary of your absence request.

Request Details

Jill Johnson
Human Resources Spec (AOC)
View Request Status and Approval Details

Details			
Start Date :	06/06/2013		
To:	06/06/2013		
Absence Name :	Annual Leave Taken	Current Balance :	170.75 Hours**
Reason :	Annual Leave		
Partial/Full Day:	Full Day		
Duration :	8.00	Hours	

Workflow	
Status :	Submitted

Request History			
Status	Name	Date	Comments
Submitted	Jill Johnson	06/10/2013	
Push Back	Stephanie Hines	06/10/2013	Please use Annual leave
Submitted	Jill Johnson	06/10/2013	

**Disclaimer The current balance does not reflect absences that have not been processed.

Notes: Once an absence request has been approved by your manager, it cannot be modified. The Rework functionality only applies to an absence request that hasn't been approved yet. Any changes to an absence request after it has been approved must be submitted to the agency's Leave Administrator.

Cancel an Existing Absence Request

The **Rework** functionality can also be used **cancel** an absence request in its entirety. For example, you submitted an absence request for Annual Leave but there has now been a change in your plans and you wish to cancel the absence request. Notify your manager that you would to cancel a recently submitted absence request. This must be done **prior** to the manager's approval of the absence request. Your manager will initiate the Rework functionality, which will generate an email notification to you.

Navigation: [Self Service](#)>[Time Reporting](#)>[Report Time](#)>[Absence Request History](#)

- Click the **Edit** button on the absence request you wish to cancel

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2. Click the **Cancel** button on request you wish to cancel.
3. Click **Yes**, on each cancel confirmation page.
4. The Request Details page will appear.
5. Any absence request that have been cancelled will have a status of **Cancelled** on your Absence Request History page.

Notes: *Once an absence request has been approved by your manager, it cannot be cancelled. The Rework functionality only applies to an absence request that hasn't been approved yet. Any changes to an absence request after it has been approved must be submitted to the agency's Leave Administrator.*