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The duties of the NDSU Budget Office and Ag Budget Office include the funding and budget portions of payroll forms. They are responsible for processing funding changes, budget adjustments and retroactive distributions in relation to payroll. They are also responsible for the activation and/or inactivation of Combination Codes.
INTRODUCTION

Absence Management is a module in Oracle/PeopleSoft HRMS used by all employees who earn leave to request time off. This applies to all types of leave: Annual, Sick, Dependent Sick, Comp Time, Jury Duty, Military and Funeral.

An absence can be requested for an event that occurred in the past (e.g. a sick day) or for an event to occur in the future, such as annual leave. All absences should be entered by the employee, and approved by the supervisor, no later than the end of the pay period in which the absence occurs.

An absence cannot be requested for a date an employee is not scheduled to work.

Employee balances reflect the pay period of the most recent check. For example, if today is April 22; the last paycheck was April 15th, the pay period for April 15th paycheck is March 16th-31st. The leave balances would be current as of March 31st. Please contact the Human Resources/Payroll Office if you feel your balances are incorrect.

Leave Balances will no longer appear on your View Paycheck in Employee Self-Service. They can be viewed in Employee Self Service on the Employee View Absence Balances screen.

Navigation: Navigator > Self Service > Benefits > Absence Balances

NOTE: During the initial rollout, leave balances from the old method of taking leave will not display in Absence Management until after the first payroll runs under the new method. This is a planned part of the conversion process.

The business process under the new process is as follows:

1. Employee logs in to HRMS and enters a leave request before (for planned absences) or after (for unplanned absences) an event.
2. The supervisor logs in to HRMS and reviews absence approvals as needed.
3. The supervisor has three choices for taking action on the request:
   a. Approve – the employee receives an approval email.
   b. Deny – the employee receives a denial email.
   c. Push back – the employee receives an email requesting modification of the request.
4. Approved requests are sent to payroll and paid the next payday.

NOTE: Once an absence request has been approved, it cannot be canceled by the employee or the supervisor. Let your supervisor know if you need to cancel a submitted or approved absence request.
NOTE FOR NEGATIVE LEAVE: If the employee is requesting an absence for more hours than what his/her Current Balance displays, meaning the employee will have a negative leave balance, he/she must have a conversation with and receive permission from the supervisor before submitting the leave request. If the supervisor is allowing the employee to have a negative balance, a negative leave agreement must be on file in HR/Payroll before the leave request is submitted and approved. Contact HR/Payroll for the negative leave agreement template.

NOTE FOR TERMINATING EMPLOYEES: Annual and sick leave (if applicable) will pay out on the employee’s last regular paycheck. This is a change from previous practice of having the leave payout on the paycheck after the last regular paycheck. If the employee has not submitted leave requests timely and/or if the leave requests have not been approved by the supervisor, the incorrect annual and sick leave (if applicable) balance will pay out on the employee’s last regular paycheck. It will be very important to have all leave requests submitted and approved timely.

REQUEST ABSENCE

Employees are expected to log in to Oracle/PeopleSoft HRMS to record absences. Employees can navigate to Oracle/PeopleSoft HRMS from the NDSU home page. From the NDSU Index at the bottom of the NDSU home page, select letter “H”. Select the Human Resources and Payroll link. On the right side of the HR/Payroll home page is a green button labeled “Employee Self-Service”. Selecting that green button will take you to the Oracle/PeopleSoft HRMS page. Enter your user ID and password to log in. If you do not know your user ID or password, or are having difficulty logging in to HRMS, please contact the NDUS Help Desk at 866-457-6387 for assistance. The HR/Payroll office does not have user ID or password information.
Once logged in, click the Absence Request Link on the home page, or you can navigate to the Absence Request screen.

**Navigation**: Navigator > Self Service > Time Reporting > Report Time > Absence Request

Whether clicking the link or navigating, the Request Absence screen will look like this:

**Request Absence**

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

<table>
<thead>
<tr>
<th>Absence Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Start Date:</td>
</tr>
<tr>
<td>*Absence Name:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor Comments:</td>
</tr>
</tbody>
</table>

**Start Date**: Enter the Start Date of the absence

**Absence Name**: Select Absence Name  
This will only display Absence Names that are associated with your eligibility. For example, only non-exempt employees will see the "Comptime Taken" option.

- Annual Leave
- Comptime Taken
- Funeral Leave
- Jury Duty
- Military Leave
- Sick

Select your Absence Name. Once you select the Absence Name, the **End Date** will display below the Start Date.

When you choose an absence type/name, the screen will change to match the fields needed for that type of leave.
The Current Balance for the type of leave selected will also display. Employee balances reflect the pay period of the most recent check. For example, if today is April 22, the last paycheck was April 15th, the pay period for April 15th paycheck is March 16th-31st. The leave balances would be current as of March 31st. Please contact the Human Resources/Payroll Office if you feel your balances are incorrect.

Remember that leave requests for pay periods that are future dated/not yet processed, or submitted but not yet approved, will not be taken into account.

If you are requesting an absence for more hours than what your Current Balance displays, meaning you will have a negative leave balance, you must have a conversation with and receive permission from your supervisor before submitting this leave request. If the supervisor is allowing you to have a negative balance, a negative leave agreement must be on file in HR/Payroll before the leave request is submitted and approved. Contact HR/Payroll for the negative leave agreement template.

The screen will now look like this:
Partial Days: For absences of less than a full day, use this field to enter the number of hours that you were or will be absent. The available values in the Partial Days field 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.

**Calculate Duration:** Once you have entered in the details for your absence, including any partial day hours, click the Calculate Duration button. 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. Verify that it is the correct number of hours you were expecting for your time off request.

**Start Time, End Time** and **Comments** can be added, but are not required unless required by your supervisor.
**View Absence Request History** to see your absence request history.

**View Absence Balances** to see balances for all types of earned leave.

You can choose to either **Submit** the absence or **Save for Later**. If you **Save for Later** you will get a message that the Absence Request was successfully saved, but it will not be sent to the supervisor for approval. The request must be **submitted** in order for it to be sent to the supervisor for approval.

Once the Absence Request is ready to be submitted, and the employee chooses the **Submit** button, the following message will display:

**Request Absence**

**Submit Confirmation**

✅ Are you sure you want to Submit this Absence Request?

[Yes] [No]

After choosing “Yes” you will receive confirmation the Absence Request was successfully submitted, click OK.

Once submitted, the system will provide you the details of your absence and show the approval needed.

Note the request is now **Pending**. If the employee clicks the **Multiple Approvers** hyperlink, he or she will see the two supervisors who can approve the request. Though two supervisors will show as approvers, only one supervisor needs to approve the request. Until the request is approved by one of the supervisors, it will not reflect on the paycheck or deduct from balances.
The supervisor can take the following action with the Absence Request:

1. Approve
2. Deny
3. Push back

In all three instances, the employee will receive a PeopleSoft-generated email informing them of the outcome. If the employee has any questions, they should consult their supervisor.
VIEWING ABSENCE REQUEST HISTORY

Employees may want to view their Absence Request History. To view Absence Request History, navigate to: Navigator > Self Service > Time Reporting > View Time > Absence Request History

Select From: and Through: dates to populate the periods you wish to view. Click Refresh.

If the absence Status is “Submitted” or “Approved”, you will NOT be able to edit the absence.

You need to contact your supervisor if you need to change a submitted or approved absence request.

To edit a “Saved” Absence Request, click on the EDIT button, complete the details of the absence request.
VIEW ABSENCE BALANCES

Employees may need to view current Absence Balances. There are 2 screens to do this.

To view Absence Balance, navigate to: Navigator > Self Service > Benefits > Absence Balances

View your Absence Balances by Check Date by selecting from the drop down the check date you want to see. The default is the most current Check Date.

The second screen is at navigation: Navigator > Self Service > Time Reporting > View Time > Absence Balances. This screen also allows the employee to forecast what your leave balance will be in the future, per current accrual levels.
FORECAST BALANCE

To view what your balance will be in the future, navigate to Navigator > Self Service > Time Reporting > View Time > Absence Balances. Click on the hyperlink Forecast Balance. Enter the As of Date in the future you want to forecast for, and Absence Name; once this is entered the “Forecast Balance” button will appear. Click the “Forecast Balance” button.
Once the forecast button has been clicked, the system will 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 that has been requested for the future time period. It will not include if the employee is scheduled to step up to the next level of accrual within the forecasted time.
ABSENCE REQUEST SCENARIOS

For all types of leave requests the process is generally the same; only the data filled out on the Absence Request page will be vary. Examples are included below.

Scenario 1: Request Single Day Absence (partial day)

*Navigation: Navigator > Self Service > Time Reporting > Report Time > Absence Request*

To take less than a full scheduled day, choose the appropriate value from the drop down menu for the field “Partial Days.” This will cause appropriate fields to open underneath into which time can be entered.

The **Additional Information box is optional.** Enter start and end times if requested to do so by your supervisor. This is information only, it does not calculate any absence.

The **Comments box is optional.** Enter information here if requested to do so by your supervisor.

Remember that this data is viewed by your supervisor, and people in the HR/Payroll office. Refrain from entering any personal medical data.

Click **Submit** button when complete.
Scenario 2: Request Multiple Day Absence (full days)

Navigation: Navigator > Self Service > Time Reporting > Report Time > Absence Request

Enter the appropriate Start Date and End Date range.
Select the Absence Name from the drop down.
Select the correct Partial Days from the drop down. For this scenario it is full days, that would be None.
Click on the Calculate Duration button; the correct number of hours will be calculated.
Click Submit button when complete.
As before, the Additional Information box and the Comments box are optional as designated by your supervisor.
Scenario 3: Request Single Shift Absence Crossing Midnight

**Navigation:** Navigator > Self Service > Time Reporting > Report Time > Absence Request

Example for someone working a 10:00 p.m. to 6:00 a.m. shift. Two separate partial day requests would be submitted.
Scenario 4: SUBMIT or EDIT a Saved Absence

*Navigation: Navigator > Self Service > Time Reporting > View Time > Absence Request History*

Choose the “**Edit**” button for the leave entry with a “Saved” status.

The saved page will open. Edit the information as needed.

Once finished, click “**Submit**” button to send to supervisor for approval.
Scenario 5: EDIT a Pushed Back or Denied Absence

*Navigation: Navigator > Self Service > Time Reporting > View Time > Absence Request History*

Choose the "Edit" button for the leave entry with a “Push Back” or “Denied” status. The saved page will open. Edit the information as needed.

Once finished, click “Submit” button to send to supervisor for approval.