

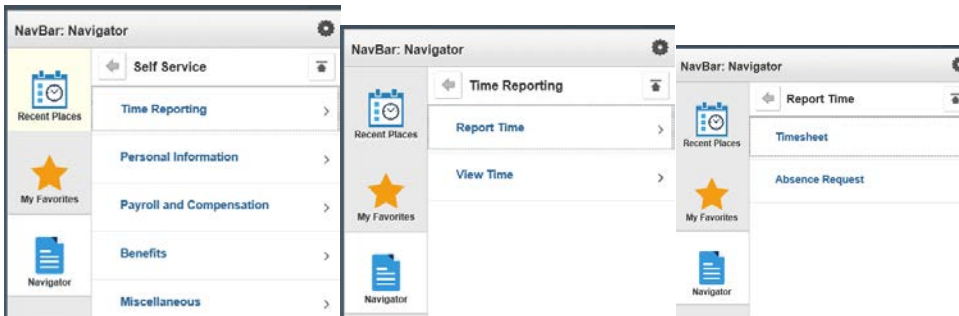
QUICK REFERENCE SHEET - EMPLOYEE ABSENCE REQUEST

Employees are expected to log in to Oracle/PeopleSoft HRMS to record absences.

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:

The screenshot shows the 'Request Absence' screen. At the top, there is a blue header with a back arrow and the text 'Employee Self Service'. Below the header, the title 'Request Absence' is displayed. The main content area includes a section for 'Absence Detail' with a help icon. It contains two required fields: '*Start Date' with a date picker set to 08/23/2018, and '*Absence Name' with a dropdown menu showing 'Select Absence Name'. Below this is a 'Comments' section with a text area for 'Requestor Comments' and a submit button. At the bottom, there are links for 'View Absence Request History' and 'View Absence Balances', and a note that an asterisk indicates a required field.

Start Date: Enter the Start Date of the absence

Absence Name Options:

- Annual Leave
- Comptime Taken (only non-exempt employees)
- Funeral Leave
- Jury Duty
- Military Leave
- Sick

Select your Absence Name. **End Date** will display below the Start Date.

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:

Request Absence

HRMS Technician

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

Absence Detail 	
*Start Date :	<input type="text" value="08/23/2018"/> 
End Date :	<input type="text" value="08/23/2018"/> 
*Absence Name :	<input type="text" value="Annual Leave"/>  Current Balance : 111.58 Hours**
Partial Days :	<input type="text" value="None"/> 
Duration :	<input type="text" value="8.00"/> Hours
<input type="button" value="Calculate Duration"/>	

Additional Information	
Start Time:	<input type="text"/>
End Time:	<input type="text"/>

Comments
Requestor Comments : <input type="text"/>

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

* Required Field

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

Partial Days: For absences 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: Every day is a partial day.

End Day Only: Every day with the exception of the last day was a full day off.

None: All days are full days at your regularly scheduled hours.

Start Day Only: Every day 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** are optional.

Absence Request History to see your absence request history.


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

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 that 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.

Request Details

Empl Name

Network Engineer

[View Request Status and Approval Details](#)

Details ?

Start Date : 08/29/2016
End Date : 08/29/2016
Absence Name : Annual Leave Current Balance : 285.97 Hours**
Partial Days : None
Duration : 8.00 Hours

Additional Information

Start Time: End Time:

Workflow


Status : Submitted

Request History

[Personalize](#) | [First](#)

Status	Name	Date	Comments
Submitted	Shelby Smith	08/29/2016	

AbsenceManagement

▼ **Absence Management: Pending** 

Absence Management

Pending

Multiple Approvers

AB: List EES 2 MIs of rpts to

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

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.