

Absence Management Tips/Facts Sheet

- Paper leave slips are no longer used. An employee enters sick, annual and other types of leave in PeopleSoft HRMS Absence Management module.
- Late Absence Requests are entered by the employee for the actual date the leave was taken.
- Absence Requests for date ranges can cross pay periods, months and calendar years.
- Absence Requests: Start Time and End Time fields do not affect the Calculate Duration button, these are optional fields.
- Absence Requests: Comments box entries are optional and can be seen by both the employee and Supervisor.
- To enter a partial day request, from the Partial Day Dropdown field, select the option that fits your partial day leave request.
- Press **Calculate Duration** to calculate total hours, then press **Submit** to send to Supervisor.
- Absence Requests are seen by the direct Supervisor and the Supervisor's Supervisor. Only one of these individuals needs to approve. In most cases, the direct Supervisor should be the one to approve Absence Requests, unless their Supervisor has been requested to approve for them.
- Supervisors do not receive emails when they have Absence Requests to approve. Supervisors will need to log in to PeopleSoft HRMS frequently each pay period to approve any pending Absence Requests.
- Supervisors cannot change an employee's Absence Request. If the employees' entry needs to be altered and the Supervisor has not approved it yet; the Supervisor should **Push Back** the Absence Request to the employee to **Edit**.
- To **Edit** a Push Back Absence Request, or to **Edit** a Saved Request, the employee must navigate to: **Navigator>Self Service>Time Reporting>View Time>Absence Request History**. Accessing the Absence Request through the link on the home page will not give the **Edit** option.
- If an Absence Request has been submitted by the employee and approved by the Supervisor and is incorrect, it can only be deleted by HR/Payroll. Send an email to: ndsuh.payroll@ndsuh.edu with the information on the Absence Request to delete. Once it has been deleted, the employee will be notified and will have to start the Absence Request over again.
- If an employee's regular schedule is not 8 hours/day Monday-Friday, submit an email to: ndsuh.payroll@ndsuh.edu to change the schedule in PeopleSoft. Temporary changes need not be submitted, permanent schedule changes only.
- Contact Noah Fischer for extended leave, Family Medical Leave and Shared Leave.
 - Employees on paid FMLA: When entering the Absence Request, type "FMLA" in the Comments section in order to track FMLA usage.
 - Employees on Shared Leave: Employees will continue to make their request via the Absence Request screen and donations will be entered into their sick leave balance.
- Unpaid FMLA and unpaid leave of absence are still on a Change Form 101.
- If an employee's Absence Request would cause the employee to be negative for their leave balance, the employee must discuss this situation with the Supervisor before submitting the request. If the Supervisor and department practice allow negative leave, before submitting the Absence Request contact Noah Fischer in HR/Payroll for the Negative Leave Agreement. After the Agreement is on file in HR/Payroll, the employee can submit the Absence Request.

Note: PeopleSoft HRMS limits employees to 40 hours of negative leave. Any negative hours over 40 hours will automatically be unpaid leave on the employee's next check.

- When a benefited employee terms employment, unused annual and sick (if applicable) leave balances will be paid on the last regular payday. Make sure that all Absence Requests have been submitted by the employee and approved by the Supervisor as part of the exit process.
- Approval deadline reminders will be sent out by HR/Payroll each pay period. Absence Requests not submitted and approved by the deadline will not reflect on the next payday.