

## Schedule Absences

This reference guide provides steps on how to schedule absence for qualification, accrual and no entitlement plans.

Audience: All

### Walkthroughs

- 1.0 Navigation Path
- 2.0 Schedule absence through Absence Records
- 2.1 Schedule a Single Day Request
- 2.2 Schedule a Continuous Dates Request
- 2.3 Schedule a Selected Dates Request
- 2.4 Schedule a Weekly Recurrences Request
- 2.5 Delete a Row
- 3.0 Schedule absence through Absence Balance
- 3.1 Add Absence
- 4.0 Plan Balance – Absence Balance
- 4.1 Plan Balance – Absence Record

### Additional Information:

- Continuous Dates - To be used when scheduling multiple consecutive dates.
- Selected Dates - To be used for scheduling multiple non-consecutive dates or when requesting absences from multiple or specific positions.
- Single Day - To be used for scheduling one absence date.
- Weekly Recurrences- To be used for scheduling weekly recurring absences.

Process Step & Description	Action
<p><b>1.0 Navigation Path</b></p>	<p><b>Getting Started</b></p> <p>➤ <b>Navigation Path</b> Me &gt; Time and Absences &gt; Schedule Absence</p> <p>From the home screen:</p> <ul style="list-style-type: none"> <li>● Click on “Me” to see all Employee Self-Service applications.</li> <li>● Click on the “Time and Absences” Application.</li> </ul>

Me My Team My Client Groups Benefits Administration Payroll Sales Payables Procurement

QUICK ACTIONS APPS

Personal Details Document Records Identification Info Contact Info Family and Emergency Contacts My Organization Chart My Public Info

Directory Onboarding Checklist Tasks Pay

Time and Absences Career and Performance Personal Information Learning

What to Learn Benefits Current Jobs Wellness

- On this screen, click on “Absence Records” or “Absence Balance.”

Existing Time Cards  
Access all of your time cards.

Absence Records  
Request an absence, submit for approval, and review plan balance

Absence Balance  
Review current plan balances and absences taken or requested

## 2.0 Schedule Absence through Maintain Absence Records

**Absence Records:** This screen will show you all submitted absence requests and their status. You can manage your absences by deleting requests or adding new requests.

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Maintain Absence Records

View Format Add Dates Last 6 months Absence Type Status

Dates	Employer	Absence Type	Duration	Status	Delete
No data to display.					

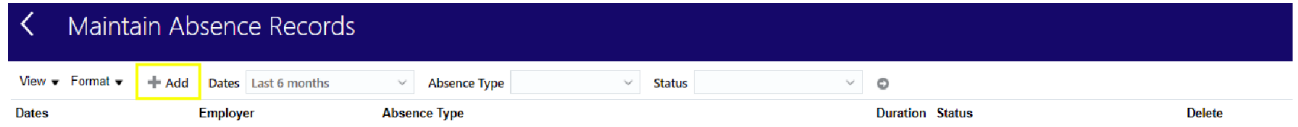
Plan Balances

Plan	Type	Balance Calculation Date	Balance	Actions
CC Floating ...	Accrual	30-Jun-2020	15 Hours	
CC Personal ...	Accrual	31-Aug-2020	22.5 Hours	
CC Sick Time	Accrual	31-Aug-2020	135 Hours	
CC Vacation ...	Accrual	18-Jan-2020	106.74 Hours	

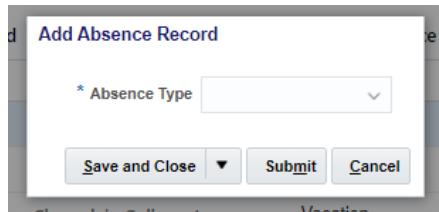
## Add a Single Day Absence Request

From the “Maintain Absence” Screen:

- Click the “Add” button.

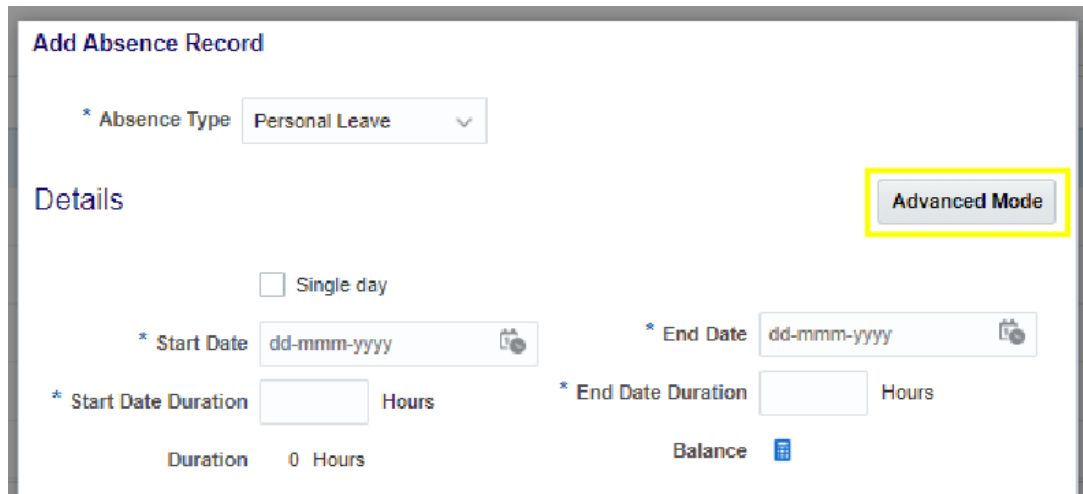


- Select the absence type in the pop-up dialogue box.



The “Add Absence Record” screen will default in “Basic Mode.” It is best practice to only use “Advanced Mode” for more flexibility and ability. Enter Advanced Mode:

- Click on “Advanced Mode” button



On the Add Absence Record (Advanced Mode):

*Note: Your actual screen may look slightly different depending on your employee type (Exempt/Non-Exempt), but the general functionality is the same.*

- Click the (+Add) button.

### 2.1 Schedule a Single Day Request

### Add Absence Record

\* Absence Type

#### Details

View

* Start Date	Scheduled Duration	Duration	Job or Assignment or ID
No data to display.			
Total	0 Hours	0 Hours	

- Enter "Start Date" on the newly added row.
- Scheduled Duration may auto-populate. Manually enter the duration to change the length of the absence within the specific date.
- Select "Job or Assignment or ID" from the drop-down menu.

View

* Start Date	Scheduled Duration	Duration	Job or Assignment or ID
<input type="text" value="dd-mmm-yyy"/>	Hours <input type="text"/>	<input type="text"/>	<input type="text"/>
Total	0 Hours	0 Hours	

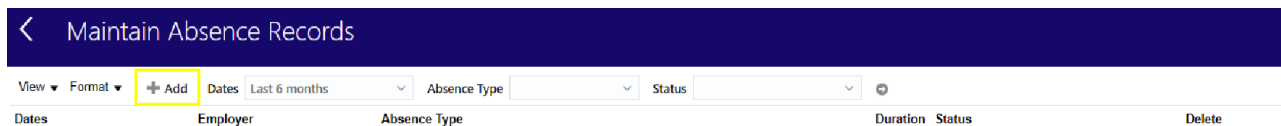
- Enter a comment, if applicable.
- Click "Submit".
- Use the "Save and Close" function if you are not ready to submit your request.

## 2.2 Schedule a Continuous Dates Request

### Add a Continuous Dates Absence Request

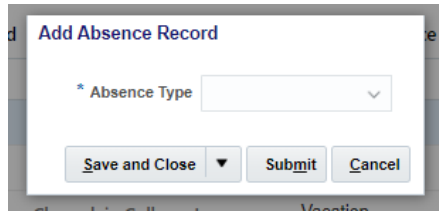
From the "Maintain Absence" Screen:

- Click the "Add" button.



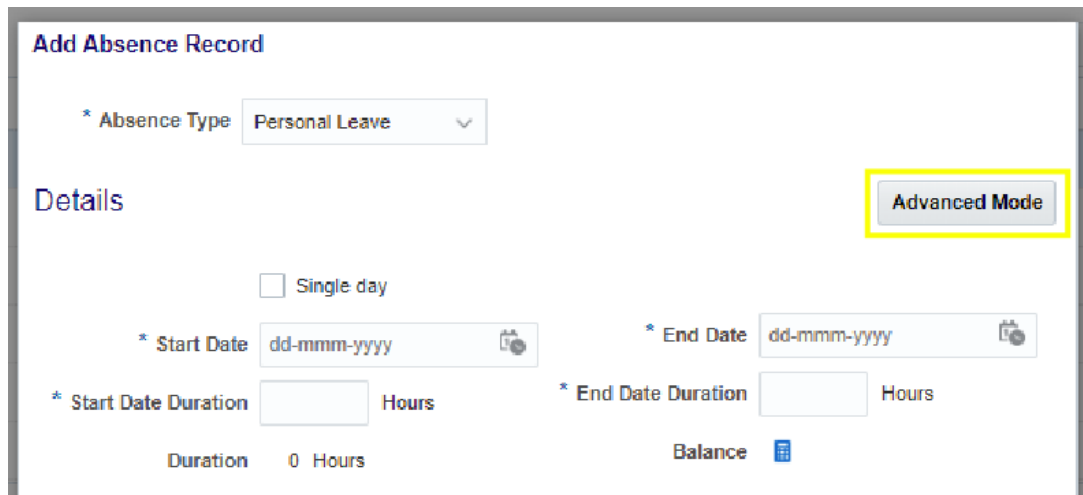
The screenshot shows the 'Maintain Absence Records' interface. At the top, there is a blue header with a back arrow and the text 'Maintain Absence Records'. Below the header, there are several controls: 'View', 'Format', a highlighted '+ Add' button, 'Dates' (set to 'Last 6 months'), 'Absence Type', and 'Status'. Below these controls is a table with columns for 'Dates', 'Employer', 'Absence Type', 'Duration', 'Status', and 'Delete'.

- Select the absence type in the pop-up dialogue box.



The “Add Absence Record” screen will default in “Basic Mode.” It is best practice to only use “Advanced Mode” for more flexibility and ability. Enter Advanced Mode:

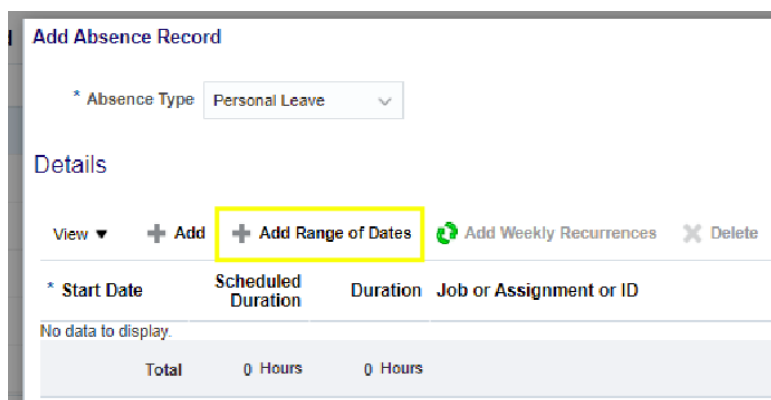
- Click on “Advanced Mode” button



On the Add Absence Record (Advanced Mode):

*Note: Your actual screen may look slightly different depending on your employee type (Exempt/Non-Exempt), but the general functionality is the same.*

- Click the (+Add Range of Dates) button.

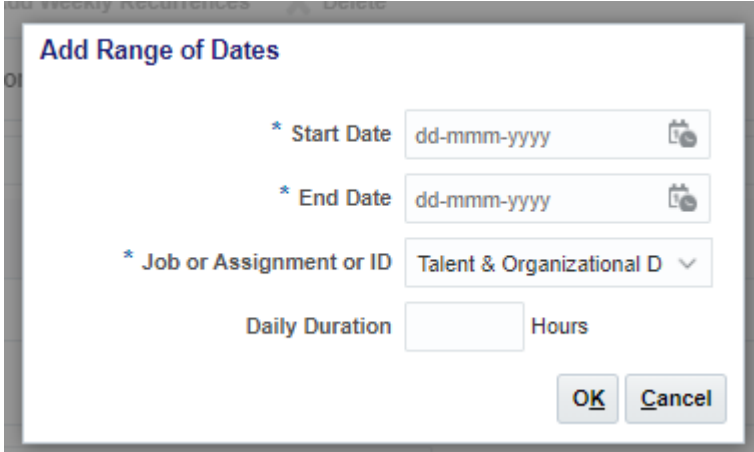


In the “Add Range of Dates” pop-up:

- Enter start & end date, Select Job (auto-populated) and enter duration. You may need to expand the duration box for the edits to populate. The duration is applicable for all the dates.

Ex: If I Select Start and end Dates as 03/16/2020 and enter duration as 2 hrs, the duration is applicable for 03/16/2020.

If I Select Start date as 03/16/2020 and end Dates as 03/30/2020 and enter duration as 2 hrs, the duration is applicable for all dates excluding Weekends or Public Holidays.



- Click "Ok."

Confirm that the system has generated all your continuous dates.

View ▾ + Add + Add Range of Dates + Add Weekly Recurrences ✕ Delete

* Start Date	Scheduled Duration	Duration	Job or Assignment or ID
24-Feb-2020 🗓️	7.5 Hours		Talent & Organizational Development Specialist
25-Feb-2020 🗓️	7.5 Hours		Talent & Organizational Development Specialist
26-Feb-2020 🗓️	7.5 Hours		Talent & Organizational Development Specialist
<b>Total</b>	<b>22.5 Hours</b>	<b>22.5 Hours</b>	

- Click "Submit".
- Use the "Save and Close" function if you are not ready to submit your request.

Save and Close ▾ Submit

### 2.3 Schedule a Selected Dates Request

#### Add Selected Dates Absence Request

From the "Maintain Absence" Screen:

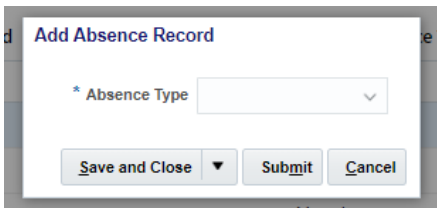
- Click the "Add" button.

[←](#) Maintain Absence Records

View ▾ Format ▾ **+ Add** Dates Last 6 months ▾ Absence Type ▾ Status ▾

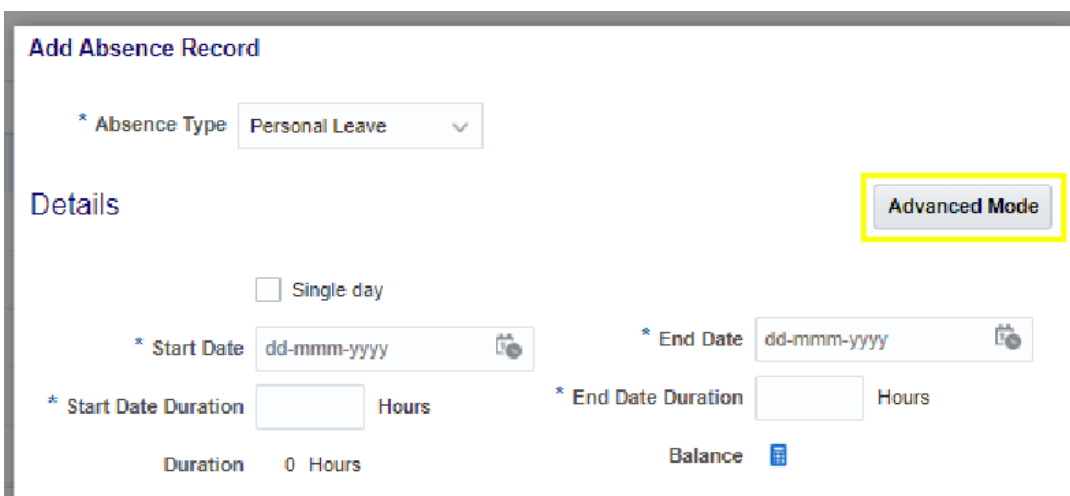
Dates	Employer	Absence Type	Duration	Status	Delete
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- Select the absence type in the pop-up dialogue box.



The “Add Absence Record” screen will default in “Basic Mode.” It is best practice to only use “Advanced Mode” for more flexibility and ability. Enter Advanced Mode:

- Click on “Advanced Mode” button



On the Add Absence Record (Advanced Mode):



*Note: Your actual screen may look slightly different depending on your employee type (Exempt/Non-Exempt), but the general functionality is the same.*

- Click the (+Add) button.

### Add Absence Record



\* Absence Type

#### Details

View ▾ **+ Add** + Add Range of Dates  Add Weekly Recurrences  Delete

* Start Date	Scheduled Duration	Duration	Job or Assignment or ID
No data to display.			
Total	0 Hours	0 Hours	

- Enter “Start Date” on the newly added row.
- Scheduled Duration may auto-populate. Manually enter the duration to change the length of the absence within the specific date.
- Select “Job or Assignment or ID” from the drop-down menu.

View ▾ + Add + Add Range of Dates  Add Weekly Recurrences  Delete

* Start Date	Scheduled Duration	Duration	Job or Assignment or ID
<input type="text" value="dd-mmm-yyy"/>	Hours <input type="text"/>	<input type="text"/>	<input type="text"/>
Total	0 Hours	0 Hours	

To add another date (non-consecutive) in the same Absence Request:

- Click the (+Add) button and repeat “Single Day” steps until you have all your desired dates.  
*Note: You can add as many rows as you need to cover all the dates you need.*
- Click “Submit”.
- Use the “Save and Close” function if you are not ready to submit your request.

▾

## 2.4 Schedule a Weekly Recurrence Request

### Add Weekly Recurring Absence Request

*Note: You need to have at least one date on your Absence Request before you can use the “Add Weekly Recurrences function.*

From the “Maintain Absence” Screen:

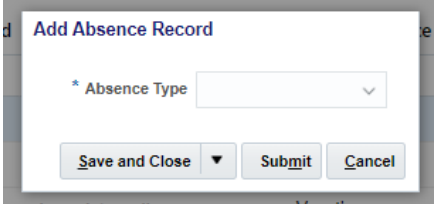
- Click the “Add” button.

## ← Maintain Absence Records

View ▾ Format ▾ **+ Add** Dates Last 6 months ▾ Absence Type ▾ Status ▾

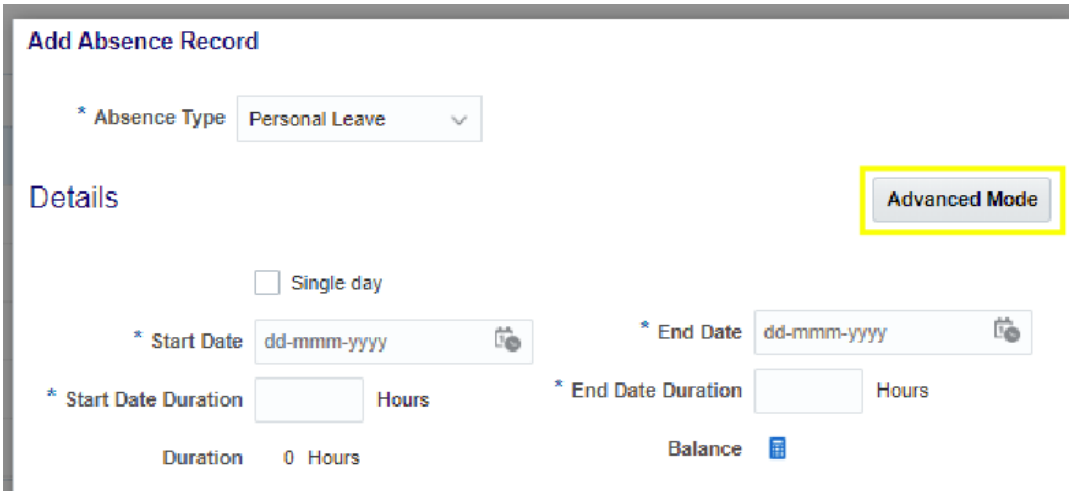
Dates	Employer	Absence Type	Duration	Status	Delete
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- Select the absence type in the pop-up dialogue box.



The “Add Absence Record” screen will default in “Basic Mode.” It is best practice to only use “Advanced Mode” for more flexibility and ability. Enter Advanced Mode:

- Click on “Advanced Mode” button



On the Add Absence Record (Advanced Mode):

*Note: Your actual screen may look slightly different depending on your employee type (Exempt/Non-Exempt), but the general functionality is the same.*

- Click the (+Add) button.

### Add Absence Record

\* Absence Type Personal Leave ▼

#### Details

View ▼ + Add + Add Range of Dates 🔄 Add Weekly Recurrences ✕ Delete

* Start Date	Scheduled Duration	Duration	Job or Assignment or ID
No data to display.			
Total	0 Hours	0 Hours	

- Enter “Start Date” on the newly added row.
- Scheduled Duration may auto-populate. Manually enter the duration to change the length of the absence within the specific date.
- Select “Job or Assignment or ID” from the drop-down menu.

View ▼ + Add + Add Range of Dates 🔄 Add Weekly Recurrences ✕ Delete

* Start Date	Scheduled Duration	Duration	Job or Assignment or ID
24-Feb-2020 🗓️	7.5 Hours		Talent & Organizational Development Specialist
Total	7.5 Hours	7.5 Hours	

- Click on “Add Weekly Recurrences.”

#### Add Weekly Recurrences

Frequency Every \* 1 ▲ ▼ Weeks

Number of Occurrences \* 2 ▲ ▼

Range

End by Date dd-mmm-yyyy 🗓️

🔼 Hide Preview

🗓️ 📅 📅 📅 Today **February 2020**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

OK Cancel

- Set Frequency
  - “1” for weekly recurrences, 2 for every two weeks, etc.

- Set Range using “Number of Occurrences” or “End by Date.”
- Click “Ok.”

Confirm the system has generated all your recurrence dates.

View ▾ + Add + Add Range of Dates + Add Weekly Recurrences ✕ Delete

* Start Date	Scheduled Duration	Duration	Job or Assignment or ID
24-Feb-2020 📅	7.5 Hours		Talent & Organizational Development Specialist
09-Mar-2020 📅	7.5 Hours		Talent & Organizational Development Specialist
23-Mar-2020 📅	7.5 Hours		Talent & Organizational Development Specialist
06-Apr-2020 📅	7.5 Hours		Talent & Organizational Development Specialist
<b>Total</b>	<b>30.0 Hours</b>	<b>30 Hours</b>	

- Click “Submit”.
- Use the “Save and Close” function if you are not ready to submit your request.

Save and Close ▾ Submit

## 2.5 Delete a Row

### Delete a Row

To delete a date/row from your Absence Record request screen.

- Click on the row.  
*Your row will now be highlighted*

24-Feb-2020 📅	7.5 Hours		Talent & Organizational Development Specialist
09-Mar-2020 📅	7.5 Hours		Talent & Organizational Development Specialist
<b>Total</b>	<b>15.0 Hours</b>	<b>15 Hours</b>	

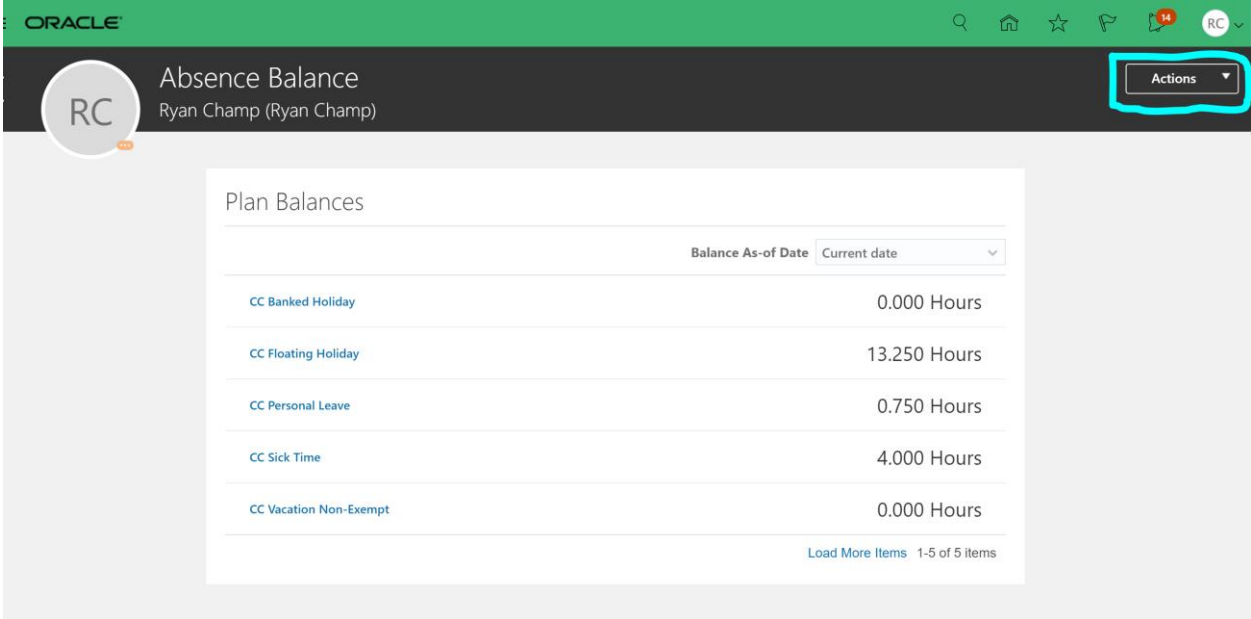
- Click Delete

View ▾ + Add + Add Range of Dates Add Weekly Recurrences Delete

* Start Date	Scheduled Duration	Duration	Job or Assignment or ID
24-Feb-2020	7.5 Hours		Talent & Organizational Development Specialist
09-Mar-2020	7.5 Hours		Talent & Organizational Development Specialist
<b>Total</b>	<b>15.0 Hours</b>	<b>15 Hours</b>	

**3.0 Absence Balance**

**Absence Balance:** This screen gives you access to view the Absence Balances and enter an absence.



ORACLE Absence Balance Ryan Champ (Ryan Champ)

Plan Balances

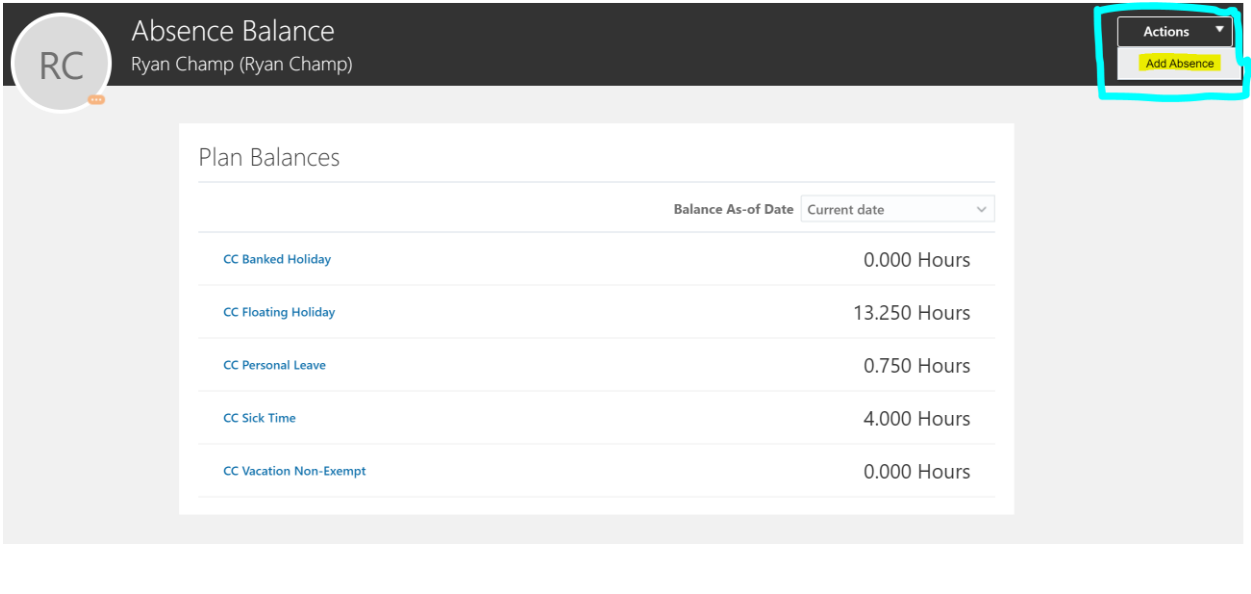
Balance As-of Date: Current date

CC Banked Holiday	0.000 Hours
CC Floating Holiday	13.250 Hours
CC Personal Leave	0.750 Hours
CC Sick Time	4.000 Hours
CC Vacation Non-Exempt	0.000 Hours

Load More Items 1-5 of 5 Items

**3.1 Add Absence**

To Add Absence, click on Actions and choose Add Absence.



ORACLE Absence Balance Ryan Champ (Ryan Champ)

Plan Balances

Balance As-of Date: Current date

CC Banked Holiday	0.000 Hours
CC Floating Holiday	13.250 Hours
CC Personal Leave	0.750 Hours
CC Sick Time	4.000 Hours
CC Vacation Non-Exempt	0.000 Hours

Select an Absence Type and enter the details.

**RC** Add Absence Ryan Champ (Ryan Champ) Save and Close Submit Cancel

\*Type

Legislative Information

Additional Information

**RC** Add Absence Ryan Champ (Ryan Champ) Save and Close Submit Cancel

\*Type

Absence Type Balance 0.000 Hours

When Edit Entries

\*Start Date and Duration  7.500 Hours **Absence Duration** 37.500 Hours

\*End Date and Duration  7.500 Hours

Projected Balance Calculate

Details

Click on Edit Entries to enter Absence for multiple Assignments.

**RC** Add Absence Ryan Champ (Ryan Champ) Save and Close Submit Cancel

\*Type

Absence Type Balance 0.000 Hours

When Edit Entries

\*Start Date and Duration  7.500 Hours **Absence Duration** 37.500 Hours

\*End Date and Duration  7.500 Hours

Projected Balance Calculate

Details

Click on the Pencil icon next to the hours to edit the details.

RC
Add Absence  
Ryan Champ (Ryan Champ)

\*Type

Absence Type Balance **0.000** Hours

When

Duration in Hours

24-Aug-2020 Admin Coord	7.500
25-Aug-2020 Admin Coord	7.500
26-Aug-2020 Admin Coord	7.500
27-Aug-2020 Admin Coord	7.500
28-Aug-2020 Admin Coord	7.500
<b>Total Absence Duration</b>	<b>37.500</b>

RC
Add Absence  
Ryan Champ (Ryan Champ)

\*Type

Absence Type Balance **0.000** Hours

When

Duration in Hours

\*Date

Assignment

Absence Duration  
 Hours  
Scheduled duration is 7.5 hours

Click Submit button to submit the absence for Approval.

RC

Add Absence

Ryan Champ (Ryan Champ)

Save and Close

Submit

Cancel

**\*Type** Unpaid Leave ▼

Absence Type Balance **0.000** Hours

**When** + Add

Duration in Hours

24-Aug-2020 <small>Admin Coord</small>	5.000 <small>✎</small>
<small>Scheduled duration is 7.5 hours</small>	
25-Aug-2020 <small>Admin Coord</small>	7.500 <small>✎</small>
26-Aug-2020 <small>Admin Coord</small>	7.500 <small>✎</small>
27-Aug-2020 <small>Admin Coord</small>	7.500 <small>✎</small>
28-Aug-2020 <small>Admin Coord</small>	7.500 <small>✎</small>
<b>Total Absence Duration</b>	<b>35.000</b>

Plan Balance will default to today's date in Absence Balance.

**4.0 Plan Balance – Absence Balance**

### Plan Balances




**Balance As-of Date** Current date ▼

GMHEC PTO

144.002 Hours

To change this date, click on the Plan Name, change the effective date and then click the process arrow. This will change the balance as of the date you selected. If you select today's date it will match the balance in the Absence Balance tile.



**Accrual Plan Balance : GMHEC PTO**

Balance Calculation Date **24-Aug-2020**   

Plan Period Start Date 01-Jan-2020

Balance **144.002 Hours**

**Summary** Details

View   Detach

Description	Hours
Adjustment	124.627
Periodic accrual	96.875
Absence	-77.500

OK

Plan Balance will reflect the balance as of the last day of the previous pay period.

**4.1 Plan Balance – Absence Record**

Plan Balances

Plan	Type	Balance Calculation Date	Balance	Actions
GMHEC PTO	Accrual	<b>15-Aug-2020</b>	182.752 Hours	