PeopleSoft Absence Management - Employee

Table of Contents

Navigating to the Report and View Absences Page ................................................................. 2
Reporting No Time Taken ......................................................................................................... 3
Reporting Absences .................................................................................................................. 4
Correcting an Absence Entry .................................................................................................... 7
Viewing Leave Balances .......................................................................................................... 9
Navigating to the Report and View Absences Page

1. Log into the myHumboldt portal at [http://humboldt.edu/myhumboldt](http://humboldt.edu/myhumboldt)

2. Choose the PeopleSoft HCM link


4. The Report and View Absences page appears. The page includes the following:
   a. The page header
   b. From and Through date selectors
   c. Existing Absence Events
   d. Enter New Absence Events
   e. Calculate Duration button
   f. Submit button
**Reporting No Time Taken**
This section covers how to report that you did not have any absences during the pay period.

1. The default option for absences is "No Time Taken."
2. Review the pay period dates to ensure that you are entering time for the current pay period.
3. Click Submit.

4. You will receive a confirmation message that your absence entries were submitted. Click OK.

5. The entry now appears in the Existing Absence Events section. Your entry has now been submitted for review and you are finished.
Reporting Absences

1. Navigate to the Report and View Absences page as described in the previous section.

2. Select an absence type from the drop-down menu under Absence Name.
   
   Note: The types of absences available to you will depend on your classification and bargaining unit.

3. Enter the Begin Date of the absence. You may type in the date or click the Calendar icon for a calendar view.
   
   Note: Your absence entry cannot start or end on a campus holiday.
4. The End Date automatically changes to match the Begin Date. If the absence occurred over more than one day, change the End Date.

Note: The Balance field shows the amount of leave available to you for the absence type you have selected (if applicable). The system will not allow you to enter an absence that exceeds your available balance.

5. Note: If the time between the Begin Date and End Date includes weekends or campus holidays, the system will omit those days from the calculations.

6. If your absence was for less than a full day and you are non-exempt, select Partial Hours under the Partial Days column.

7. The Hours per Day column will automatically appear and you can enter the number of hours for your absence.

Note: If you enter partial hours for a range of dates, do not include weekends or holidays in the range.

8. Click Add Comments to add a comment for the absence.

Note: A comment is required only when the Add Comments link appears in red.

9. Enter a comment for the absence. If a comment is required, you may see text indicating what information you are required to provide.
10. Once you are finished entering your comment, click Save Comments.

Note: To return to the Report Absences page without saving your comment, click Return to Entry Page.

11. To report additional absences, click the plus sign at the end of the row. To remove an absence, click the negative sign at the end of the row.

12. Once you have finished entering your absence(s), click Calculate Duration.

13. The Absence Duration and Unit Type columns will show the duration of each absence.

14. To submit your time, click Submit.

Note: Once you submit your time, you will not be able to edit the entries. To make changes, you will need to delete the absence entry and re-enter.

15. You will receive a confirmation message that your absence entries were submitted. Click OK.

16. The absences now appear in the Existing Absence Events section of the page. Your absence entries have now been submitted for review and you are finished.
Correcting an Absence Entry

When your timekeeper and/or manager reviews your absence entries, they may send an entry back to you for correction. This section covers how to correct an absence entry.

1. When you receive an email indicating that an absence entry needs to be corrected, review the information in the email. A comment indicating what you need to modify will be at the bottom of the email.


3. Your current absence entries appear. Locate the absence that needs correction under Existing Absence Events. Click the Delete icon next to the entry to delete it.

4. Confirm the deletion by clicking on Yes.

5. Re-enter the absence entry with the corrected information, then click Submit.
6. You will receive a confirmation message that your absence entries were submitted. Click OK.

7. The corrected absence entry now appears in the Existing Absence Events section.
**Viewing Leave Balances**
Viewing your available leave balances can help you track your available sick leave, vacation leave, personal holiday, compensatory time, and state service.

1. Navigate to Employee Balance Inquiry by choosing Main Menu → Self Service → Time Reporting → Employee Balance Inquiry.

2. There are three tabs of information on this screen:
   a. Absence Balances
   b. Compensatory Time
   c. State Service for Absence

3. To view additional details on your balances, click the Details icon.

4. Select a tab to view details relating to that balance type.

5. To return to the previous page, click Return.

6. To view information on leave accrual rates, click Graduated Vacation Chart.
7. The Graduated Vacation Chart shows how much leave you accrue each month based on your years of service.

8. Press the Esc key on the keyboard to go back.