Reviewing and Editing Absences for Employees and Supervisors

Note:
All absence entry is completed the same way for both punch and elapsed time reporters.

Contents
Requesting vs. Entering Absence ........................................................................................................ 2
   Requesting an Absence .................................................................................................................. 2
   Entering an Absence ................................................................................................................... 2
Review Absence Balances .................................................................................................................... 2
   As an Employee .......................................................................................................................... 2
      Viewing Absence Balances on Your Dashboard ....................................................................... 2
   Navigating to Absence Balances ................................................................................................. Error! Bookmark not defined.
As a Supervisor/ Payroll Coordinator .................................................................................................. 3
   Viewing Absence Balances .......................................................................................................... 3
   Viewing Absence History ............................................................................................................ 4
Absence Recording .............................................................................................................................. 6
   As an Employee – Current Week ............................................................................................... 6
   As an Employee – Future Week ................................................................................................. 13
      How to Enter an Absence on Behalf of an Employee ............................................................... 19
Editing an Absence ........................................................................................................................... 24
   How to Edit an Absence as an Employee .................................................................................. 24
   How to Delete an Absence as an Employee or on Behalf of an Employee .................................. 32
Troubleshooting .................................................................................................................................. 33

Updated – 5/7/2019
Requesting vs. Entering Absence

Note: Employees must continue to follow the proper procedures in their work unit for requesting leave prior to entering and submitting absences in PeopleSoft. Official leave approvals take place outside of PeopleSoft.

Requesting an Absence
To request an absence please follow your business unit guidelines whether it be by paper or by calendar invite. Specific questions regarding the process for requesting an absence in your work unit should be directed towards your supervisor.

Entering an Absence
When an absence is entered, and the leave time is available it will populate on the timesheet of an employee. This DOES NOT mean that the absence has prior approval from the supervisor. There is no functionality in the system to approve an absence- approval is outside the system.

Review Absence Balances
Absence balances are updated after final payroll is processed on Tuesdays following the end of a pay period.

As an Employee
You may view your absence balances in two ways: on your home page or by navigating to absence balances.

Viewing Absence Balances on Your Dashboard
1. Navigate to PeopleSoft Employee Self Service (ESS) at: https://ess.wi.gov/
2. Log in to PeopleSoft Employee Self-Service (ESS) using your IAM Account.
3. **Absence Balances** will appear on your dashboard under **Employee Leave Summary**.

Not all absences may appear on this screen. You can view all your eligible absences by following the steps below:
1. Click on Absence Request link on your homepage
2. Click on View Absence Balances link on Request absence page:
As a Supervisor
As a supervisor you may view employees Absence Balances or Absence History.

Viewing Absence Balances
Absence Balances will reflect an employee’s balances as of the last pay period. Leave balances are updated after final payroll is processed on Tuesdays following the end of a pay period.

1. Navigate to PeopleSoft Employee Self Service (ESS) at: https://ess.wi.gov/
2. Log in using your IAM Account.
3. Select the Manager Self-Service role from the Employee Self-Service drop down.

4. Click Team Time on your PeopleSoft dashboard.

5. Select Team Absence Balances. Your team members will populate. Click Select next to employee name and their absence balances will display.
6. **View your employee’s current balances.**

   ![Manager Self Service](image1)
   ![View Absence Balances](image2)

   **Note:** If the current leave balance information is incorrect, it may be due to the fact that balance calculations are run at 5:00pm on Tuesday’s and updated at that point.

**Viewing Absence History**

Absence History will show an employee’s historical absences taken.

1. Navigate to PeopleSoft Employee Self Service (ESS) at: [https://ess.wi.gov/](https://ess.wi.gov/)
2. Log in using your IAM Account.
3. Select the Manager Self-Service role from the Employee Self-Service drop down.

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Updated – 5/7/2019
4. Select **Team Absence Request History**. Your team members will populate.

5. Click **Select** next to employee name and their absence request history will display.

<table>
<thead>
<tr>
<th>Absence Name</th>
<th>Status</th>
<th>Start Date</th>
<th>End Date</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>Approved</td>
<td>05/03/2019</td>
<td>05/03/2019</td>
<td>4 Hours</td>
</tr>
<tr>
<td>Personal Holiday</td>
<td>Approved</td>
<td>04/23/2019</td>
<td>04/23/2019</td>
<td>3 Hours</td>
</tr>
<tr>
<td>Personal Holiday</td>
<td>Approved</td>
<td>03/25/2019</td>
<td>03/25/2019</td>
<td>8 Hours</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>Approved</td>
<td>02/04/2019</td>
<td>02/08/2019</td>
<td>40 Hours</td>
</tr>
</tbody>
</table>

6. You can enter a date range by entering dates in the From and Through fields. Click Refresh.

   From 01/01/2019  To 08/05/2019

Updated – 5/7/2019
Absence Recording

As an Employee – Current Week

Note: If you would like to enter multiple types of absences in one week (i.e. Vacation and Personal Holiday) or an unequal number of hours per day for a multiple day leave, you will need to submit a separate Absence Event for each type/ day. Be sure to submit your timesheet after each absence is entered.

1. Navigate to PeopleSoft Employee Self Service (ESS) at: https://ess.wi.gov/
2. Log in to PeopleSoft Employee Self- Service (ESS) using your IAM Account.
3. Click My Time on your PeopleSoft dashboard.

Dashboard

4. Click the Timesheet on the left side of screen.

5. Click on the Absence tab towards the bottom of your timesheet.
6. Click **Add Absence Event**.

7. Enter the start and end date of the absence. For a single day absence, your start date and end date will be the same day; for multiple days your start date is the first day of your approved leave and the end date is the last day of your approved leave.

8. Click the **Absence Name** drop-down box and select a name that describes your absence.

**Absence Name** selections include:

- Leave Without Pay Leave
- Legal Holiday
- Military Accrual Leave
- Military Leave +30 Days
- Military Leave Paid
- Military Unpaid Leave
- Personal Holiday
- Sabbatical Election
- Sabbatical Used
- Sick Leave
- Vacation
- Workers Comp Leave Without Pay
9. Click the **Reason** drop-down box and select a reason that describes your absence.

Sick Leave **Reasons** Include:
- Sick – Death in Family
- Sick – Employee Illness
- Sick – Employee Contagious Disease
- Sick – Family Illness
- Sick – Medical/Dental Appt

10. Click the **Details** link to open the Absence Event Details window.

11. In the **Absence Event Details** window, click the **Partial Days** drop-down box. Select **All Days**.
**Important:** All employees are on a 24/7 schedule. If you fail to select partial days, PeopleSoft will assume 1 day = 24 hours of leave and will record 24 hours on your timesheet.

12. Enter the total number of hours per day of the absence in the **All Days Hours** box. For example, if you are going to be out one full day and work 8-hour days, you would enter 8.00.
13. Click Calculate End Date or Duration. Verify the duration of your leave request is correct. *If your Duration adds up to 24 hours, you have not selected All Days in the Partial Days box. Go back to step 13.*

![Screenshot of calculate end date or duration](image1)

14. Click OK.

![Screenshot of OK button](image2)

15. Click Forecast to verify you have the proper balance to request the total numbers of hours off. *Forecasting will ensure you have enough leave balance to submit your absence request.*

![Screenshot of forecast button](image3)

If you have enough leave balance to submit your request, you will receive a message in blue below. If you do not receive the blue message below, please see troubleshooting at the end of this job aid.
Please note, your time is not yet submitted to your time sheet.

16. Click **Submit** to submit your absence request.

After submitting your absence request, you should return to the timesheet and enter and submit your work hours if you have not already done so.

**Note:** If you would like to enter multiple types of absences in one day or one week (i.e. Vacation and Personal Holiday) you would follow the steps 5-14 for each type of absence including the forecasting and submitting.

**OR**

If there is an unequal number of hours per day for a multiple-day leave, complete a separate Absence Event for each day (example: 2 hours of leave time on Monday, 8 hours of leave time on Tuesday).

Partial day absence (an employee works part of the day and takes leave for part of the day) example:

Employee starts work at 8:00 am and has an appointment and needs to leave at 10:00am. The employee is planning on returning at noon, after their appointment.

How the Details tab in Absence Details would appear for absence event entry:
How the absence event will appear on a Punch Time Reporter Timesheet:

<table>
<thead>
<tr>
<th>Mon 3/7</th>
<th>Submitted</th>
<th>0.00:00AM</th>
<th>10:00:00AM</th>
<th>12:00:00PM</th>
<th>4:00:00PM</th>
<th>6:00:00PM</th>
<th>01 REGLR - Regular Hours Worked</th>
<th>SICK - Paid Sick Leave</th>
<th>2.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Approved</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How the absence event will appear on an Elapsed Time Reporter Timesheet:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6.00 01 REGLR - Regular Hours Worked</td>
</tr>
<tr>
<td>2.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2.00 SICK - Paid Sick Leave</td>
</tr>
</tbody>
</table>
As an Employee – Future Week

Note: If you would like to enter multiple types of absences in one week (i.e. Vacation and Personal Holiday) or an unequal number of hours per day for a multiple day leave, you will need to submit a separate Absence Event for each type/day. You cannot edit future dated absences. You will need to wait until that week to edit or contact your payroll and benefits specialist.

1. Navigate to PeopleSoft Employee Self Service (ESS) at: https://ess.wi.gov/
2. Log in using your IAM Account.
3. Click My Time on your PeopleSoft dashboard.

Dashboard

4. Click Absence Request on the left side of screen.
5. Enter the **Start Date** of the absence.

6. Click the **Absence Name** drop-down box and select a name that describes your absence.

7. Enter the **End Date** of the absence.
8. Click the Partial Days drop-down box. Select All Days.

*Important: All employees are on a 24/7 schedule. If you fail to select partial days, PeopleSoft will assume 1 day = 24 hours of leave and will record 24 hours on your timesheet.*

9. Enter the total number of hours per day of the absence in the All Days Hours box. For example, if you are going to be out one full day and work 8-hour days, you would enter 8.00.
10. Click **Calculate End Date or Duration**. Verify the duration of your leave request is correct.

11. Click **Forecast Balance** to verify you have the proper balance to request the total numbers of hours off.  
*Forecasting will ensure you have enough leave balance to submit your absence request.*
12. If you have enough leave balance to submit your request, you will receive a message in blue below. If you do not receive the blue message below, please see troubleshooting at the end of this job aid. 

*Please note, your time is not yet submitted to your time sheet.*

13. Click **Submit** to submit your absence request.
Note: If you would like to enter multiple types of absences in one day or one week (i.e. Vacation and Personal Holiday) you would follow the steps 4-13 for each type of absence including the forecasting and submitting.

OR

If there is an unequal number of hours per day for a multiple-day leave, complete a separate Absence Event for each day (example: 2 hours of leave time on Monday, 8 hours of leave time on Tuesday).

Partial day absence (an employee works part of the day and takes leave for part of the day) example:

Employee starts work at 8:00 am and has an appointment and needs to leave at 10:00am. The employee is planning on returning at noon, after their appointment.

How the Details tab in Absence Details would appear for absence event entry:

How the absence event will appear on a Punch Time Reporter Timesheet:

How the absence event will appear on an Elapsed Time Reporter Timesheet:
How to Enter an Absence on Behalf of an Employee

2. Log in with your IAM Account.
3. Select Manager Self-Servicer from the Employee Self-Service drop down.

4. Select **My Team** on your Peoplesoft dashboard.

5. Select **Team Absence Request** from the left side of screen.

6. Click **Select** next to the employee’s name you are selecting.
7. Enter the **Start date**. Select **Absence Name** from drop down menu. **Enter End date**.

8. Click the **Partial Days** drop-down box. Select **All Days**.

   *Important: All employees are on a 24/7 schedule. If you fail to select partial days, PeopleSoft will assume 1 day = 24 hours of leave and will record 24 hours on your timesheet.*
9. Enter the total number of hours per day of the absence in the **All Days Hours** box. For example, if the employee will be out one full day and work 8-hour days, you would enter 8.00.

10. Click **Calculate End Date or Duration** and verify the duration of the leave request. *If your Duration adds up to 24 hours, you have not selected All Days in the Partial Days box. Go back to step 13.*
11. Click **Forecast** to verify the employee has the proper balance to request the total numbers of hours off.

If the employee has enough leave balance to submit the request, you will receive a message in blue below. Please note, the absence is not yet submitted on the employee’s time sheet.
12. Click **Submit** to submit the absence request and timesheet.

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**How the absence event will appear on a Punch Time Reporter Timesheet:**

<table>
<thead>
<tr>
<th>Mon 3/7</th>
<th>Submitted</th>
<th>6:00 AM</th>
<th>10:00 AM</th>
<th>12:00 PM</th>
<th>4:00 PM</th>
<th>6:00 PM</th>
<th>01 REGUL - Regular Hours Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01 REGUL - Regular Hours Worked</td>
<td></td>
</tr>
</tbody>
</table>
|         |           |         |          |          |         | SICK - Paid Sick Leave           | 2.00

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**How the absence event will appear on an Elapsed Time Reporter Timesheet:**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01 REGUL - Regular Hours Worked</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2.00 SICK - Paid Sick Leave</td>
</tr>
</tbody>
</table>

Updated – 5/7/2019
Editing an Absence
An absence would be edited if an individual recorded more leave than taken or if an individual wanted to change the type of leave taken. Absences may be edited to change the dates, duration or reasoning for the absence request.

How to Edit an Absence as an Employee
Note: You are not able to edit an absence that has been recorded into the future. For example, if today is June 30th, you cannot edit an absence on July 4. If you need to edit a future dated absence, you must wait until that week to edit or contact your payroll and benefits specialist.

1. Access PeopleSoft Employee Self Service (ESS) using the following link: https://ess.wi.gov
2. Log in using your IAM Account.
3. Click on My Time on your PeopleSoft dashboard

Dashboard

4. Click the Absence Tab underneath the time sheet.
5. In the **Absence Tab**, you will see an absence event listed. Scroll to the right on an absence event and click **Edit**.

<table>
<thead>
<tr>
<th>Absence Name</th>
<th>Reason</th>
<th>Duration</th>
<th>Unit Type</th>
<th>Details</th>
<th>Status</th>
<th>Approval Monitor</th>
<th>Source</th>
<th>Cancel</th>
<th>Forecast</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td></td>
<td>8.00</td>
<td>Hours</td>
<td>Details</td>
<td>Approved</td>
<td>Approval Monitor</td>
<td>Employee Timesheet</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. You may now edit the following fields:
   - Start Date
   - End Date
   - Absence Name
   - Absence Reason
   - Details

7. After you have made the necessary edits, click the **Forecast** button.

8. Click **Submit** to resubmit your absence request.
9. The Message box will appear letting you know that the changes have been applied. Click **OK**.

   Rules have successfully been applied. (13504,1626)

   Press OK to refresh your timesheet with updated payable time.

   ![OK button]
10. The timesheet will appear for you to review the changes on your absence request. The request should have a status of **Approved**, letting you know that you have successfully resubmitted the request.
How to Edit an Absence on Behalf of an Employee

Note: You are not able to edit an absence that has been recorded into the future. For example, if today is June 30th, you cannot edit an absence on July 4. If you need to edit a future dated absence, you must wait until that week to edit or contact your payroll and benefits specialist.

11. Access PeopleSoft Employee Self Service (ESS) using the following link: https://ess.wi.gov
12. Log in using your IAM Account.
13. Select Manager Self-Service from the Employee Self-Service drop down.

14. Click My Time on your PeopleSoft dashboard.

15. Click Team Timesheet from the left side of screen.
16. Enter employee’s Last Name and First Name. Click **Get Employees**.

![Employee Selection](image)

17. Click the hyperlinked Last Name for the employee you are selecting.

**Smith**
18. Click the **Absence Tab** underneath the time sheet.

![Image of Absence Sheet]

19. Click on **Edit**.

![Image of Edit Button]

20. You may now edit the following fields:
   - Start Date
   - End Date
   - Absence Name
   - Absence Reason
   - Details
21. After you have made the necessary edits, click the **Forecast** button.

<table>
<thead>
<tr>
<th>Approval Monitor</th>
<th>Source</th>
<th>Cancel</th>
<th>Forecast</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Monitor</td>
<td>Manager Absence Request</td>
<td>□</td>
<td>[Forecast]</td>
<td>[Edit]</td>
</tr>
</tbody>
</table>

22. **Submit** to resubmit the absence request.

<table>
<thead>
<tr>
<th>Reported Time Status</th>
<th>Summary</th>
<th>Absence</th>
<th>Exceptions</th>
<th>Payable Time</th>
</tr>
</thead>
</table>

*Your request has been successfully validated! You may submit*

*Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future.*

23. The Message box will appear letting you know that the changes have been applied. Click **OK**.

*Rules have successfully been applied. (13504,1626)*

*Press OK to refresh your timesheet with updated payable time.*

24. The timesheet page will appear for you to review the changes on your absence request. The request should have a status of Approved, letting you know that you have successfully resubmitted the request.

*The system will only allow you to go back 30 days from the current week. If the adjustment exceeds 30 days prior to the current week, please contact your payroll and benefits specialist.*
How to Delete an Absence as an Employee or on Behalf of an Employee

Note: You are not able to edit an absence that has been recorded into the future. For example, if today is June 30th, you cannot edit an absence on July 4. If you need to edit a future dated absence, you must wait until that week to edit or contact your payroll and benefits specialist.

1. Click on the Absence tab.

2. Find the absence that you would like to delete and click the Edit button.

3. Click the Cancel Box.

4. Click the Submit button.
Troubleshooting

Your leave cannot be submitted. Please check the following:

1. The total reported and leave hours do not exceed the schedule hours in submitted day
2. The leave requested is no more than 30 days old
3. You are requesting more leave than your balance allows
4. You are not submitting leave on an Off Day
5. Your schedule might be incorrect

You may receive this error after clicking the **Forecast** button. Several issues could cause this error. If you are unable to resolve this error on your own, please work with your manager or your payroll coordinator to resolve the issue.