

## Reporting

### REVIEWING LEAVE BALANCES

This lesson provides instructions on how to locate and view the available time off balance within the Employee Self Service Reporting module of STAR PeopleSoft.

**Note:** Current balances do not reflect absence requests that have not been processed by payroll.

| Step                     | Action   |                  |                          |                |    |                |                  |             |            |            |              |              |             |            |            |              |                          |             |            |            |              |                       |             |            |            |              |
|--------------------------|--|------------------|--------------------------|----------------|----|----------------|------------------|-------------|------------|------------|--------------|--------------|-------------|------------|------------|--------------|--------------------------|-------------|------------|------------|--------------|-----------------------|-------------|------------|------------|--------------|
| 1.                       | <p>To review your leave balances, begin by navigating to the <b>Absence Balances</b> page.</p> <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;"> <p>Main Menu ▾ &gt; Self Service ▾ &gt; Time Reporting ▾ &gt; View Time ▾ &gt; Absence Balances</p> </div>  |                  |                          |                |    |                |                  |             |            |            |              |              |             |            |            |              |                          |             |            |            |              |                       |             |            |            |              |
| 2.                       | <p>The <b>View Available Balances</b> page displays the remaining leave balances. The types of leave that are displayed will vary based on eligibility. The following leave types are the most common:</p> <ul style="list-style-type: none"> <li>• Vacation Hours</li> <li>• Sick Hours</li> <li>• Personal Holiday Hours</li> <li>• Legal Holiday Hours</li> </ul> <p>Any remaining carryover balances will be displayed separately from the current year’s balance.</p> <div style="border: 1px solid black; padding: 10px;"> <p><b>View Absence Balances</b></p> <div style="display: flex; align-items: center;">  <div> <p><b>Abdallah Litty</b><br/>PSYCH SERVICES ASST</p> </div> </div> <div style="margin-top: 10px;"> <p>▾ <b>Instructions</b></p> <p>View current absence entitlement balances. Current balances do not reflect absence requests that have not been processed by payroll. For more details please contact your absence administrator.</p> </div> <div style="margin-top: 10px;"> <p><b>Absence Entitlement Balances</b> <span style="float: right;">Personalize   </span></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Current Balances</b> </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Entitlement Name</th> <th style="text-align: left;">Balance as of 07/25/2015</th> <th style="text-align: left;">From</th> <th style="text-align: left;">To</th> <th style="text-align: left;">Accrual Period</th> </tr> </thead> <tbody> <tr> <td>Vacation Balance</td> <td>94.00 Hours</td> <td>01/01/2015</td> <td>12/31/2015</td> <td>Year to Date</td> </tr> <tr> <td>Sick Balance</td> <td>25.00 Hours</td> <td>01/01/2015</td> <td>12/31/2015</td> <td>Year to Date</td> </tr> <tr> <td>Personal Holiday Balance</td> <td>36.00 Hours</td> <td>01/01/2015</td> <td>12/31/2015</td> <td>Year to Date</td> </tr> <tr> <td>Legal Holiday Balance</td> <td>56.00 Hours</td> <td>01/01/2015</td> <td>12/31/2015</td> <td>Year to Date</td> </tr> </tbody> </table> </div> <p>Go To <a href="#">Forecast Balance</a></p> </div> </div> <p><b>Note:</b> The balances displayed do not reflect absence requests that have not been processed by Payroll.</p> | Entitlement Name | Balance as of 07/25/2015 | From           | To | Accrual Period | Vacation Balance | 94.00 Hours | 01/01/2015 | 12/31/2015 | Year to Date | Sick Balance | 25.00 Hours | 01/01/2015 | 12/31/2015 | Year to Date | Personal Holiday Balance | 36.00 Hours | 01/01/2015 | 12/31/2015 | Year to Date | Legal Holiday Balance | 56.00 Hours | 01/01/2015 | 12/31/2015 | Year to Date |
| Entitlement Name         | Balance as of 07/25/2015   | From             | To                       | Accrual Period |    |                |                  |             |            |            |              |              |             |            |            |              |                          |             |            |            |              |                       |             |            |            |              |
| Vacation Balance         | 94.00 Hours  | 01/01/2015       | 12/31/2015               | Year to Date   |    |                |                  |             |            |            |              |              |             |            |            |              |                          |             |            |            |              |                       |             |            |            |              |
| Sick Balance             | 25.00 Hours  | 01/01/2015       | 12/31/2015               | Year to Date   |    |                |                  |             |            |            |              |              |             |            |            |              |                          |             |            |            |              |                       |             |            |            |              |
| Personal Holiday Balance | 36.00 Hours  | 01/01/2015       | 12/31/2015               | Year to Date   |    |                |                  |             |            |            |              |              |             |            |            |              |                          |             |            |            |              |                       |             |            |            |              |
| Legal Holiday Balance    | 56.00 Hours  | 01/01/2015       | 12/31/2015               | Year to Date   |    |                |                  |             |            |            |              |              |             |            |            |              |                          |             |            |            |              |                       |             |            |            |              |



## ENTERING AN ABSENCE REQUEST

This lesson provides instructions on how to enter an absence request within the Employee Self Service Reporting module of STAR PeopleSoft

**Note:** Employees are required to obtain approval for absences through their normal agency policy before entering the absence request into STAR PeopleSoft.

### Key Points:

- All absences must be forecasted before they can be submitted.
- Any absence with a Forecast Error cannot be submitted.
- If your normal work hours do not match your STAR PeopleSoft schedule, you will have to submit your absence utilizing partial days.
- When entering FMLA, please see step 12 below and contact your Payroll and Benefits Specialist for additional information.

| Step | Action  |
|------|---|
| 1.   | <p>To enter an absence request, begin by navigating to the <b>Absence Request</b> page.</p> <div data-bbox="321 919 1398 963" style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;"> <p>Main Menu &gt; Self Service &gt; Time Reporting &gt; Report Time &gt; Absence Request</p> </div>  |
|      | <p>To request an absence:</p> <ol style="list-style-type: none"> <li>1. Select the <b>Start Date</b>.</li> <li>2. Select <b>End Date</b> or enter <b>Duration</b>. (For the purpose of this exercise we will enter a portion of time in the <b>Duration</b> field.)</li> <li>3. Select an <b>Absence Event</b>. This can be done by selecting <b>Filter by Type</b> from the dropdown and then selecting an <b>Absence Name</b> from the dropdown or by selecting the Absence Name from the dropdown without filtering.</li> <li>4. Select a <b>Reason</b> from the dropdown. (Reason is required when entering an absence of sick leave; please refer to your agency policy for entering reasons for other absences.)</li> </ol> <div data-bbox="321 1388 1395 1875" style="border: 1px solid black; padding: 10px;"> <p><b>Absence Detail</b> ?</p> <p>*Start Date: 10/19/2015 <input type="text"/> <a href="#">View Monthly Schedule</a></p> <p>End Date: <input type="text"/></p> <p>Filter by Type: All <input type="text"/></p> <p>*Absence Name: Vacation <input type="text"/> <span style="float: right;">Current Balance 74.50 Hours</span></p> <p>Reason: Vacation <input type="text"/></p> <p>Partial Days: None <input type="text"/></p> <p>Duration: 80 <input type="text"/> Hours</p> <p>Calculate End Date or Duration    Forecast Balance</p> <hr/> <p><b>Comments</b></p> <p>Requestor Comments: <input type="text"/></p> <p>Go To: <a href="#">View Absence Request History</a>    <a href="#">View Absence Balances</a></p> <p>Submit    Save for Later</p> </div> |



| Step | Action  |
|------|---|
| 2.   | <p>To request an absence:</p> <ol style="list-style-type: none"> <li>5. Select the <b>Start Date</b>.</li> <li>6. Select <b>End Date</b> or enter <b>Duration</b>. (For the purpose of this exercise we will enter a portion of time in the <b>Duration</b> field.)</li> <li>7. Select an <b>Absence Event</b>. This can be done by selecting <b>Filter by Type</b> from the dropdown and then selecting an <b>Absence Name</b> from the dropdown or by selecting the Absence Name from the dropdown without filtering.</li> <li>8. Select a <b>Reason</b> from the dropdown. (Reason is required when entering an absence of sick leave; please refer to your agency policy for entering reasons for other absences.)</li> </ol> <div data-bbox="326 667 1398 1157" style="border: 1px solid black; padding: 5px;"> </div> |
| 3.   | <p>Requesting an absence continued:</p> <ol style="list-style-type: none"> <li>9. Click <b>Calculate End or Duration</b>. (For this example the <b>End Date</b> will be calculated since the <b>Duration</b> is set to 48 hours.)</li> <li>10. Click <b>Forecast Balance</b> (You must validate your balance by forecasting before you can submit the absence request).</li> </ol> <p>If an <b>Error</b> message appears, as shown below in <b>Step 5</b>, a change will need to be made to the type of leave being taken or the number of hours being used. An absence cannot be submitted when an error message appears.</p>  |



| Step | Action  |
|------|---|
| 4.   | <p>Select <b>Partial Days</b> if the following instances apply (Reference the screenshot below on how to enter <b>Partial Days</b>):</p> <ul style="list-style-type: none"><li>You are not taking a full day of leave</li><li>Your STAR PeopleSoft schedule does not match your normal work hours. (To check your STAR PeopleSoft schedule, click on the <b>View Monthly Schedule</b> link.)</li><li>You are using more than one type of leave to cover the absence</li></ul> <p><b>Note:</b> When selecting partial days, choose the appropriate option from the <b>Partial Days</b> dropdown list.</p> <ul style="list-style-type: none"><li>If taking full days of leave, but your STAR PeopleSoft Schedule does not match your normal work hours, you will select <b>All Days</b> and enter the number of hours as appropriate in <b>All Days Hours</b>.</li></ul> <div data-bbox="302 751 1416 1167"><p>The screenshot shows the 'Absence Detail' form with the following fields and options:</p><ul style="list-style-type: none"><li>*Start Date: 11/17/2015</li><li>End Date: [Empty]</li><li>Filter by Type: Vacation</li><li>*Absence Name: Vacation</li><li>Reason: [Dropdown menu open with options: All Days, End Day Only, Partial Days (highlighted), Start Day Only, Start and End Days]</li><li>Duration: [Empty]</li><li>View Monthly Schedule (link)</li><li>Current Balance: 155.00 Hours</li><li>Buttons: Calculate End Date or Duration, Forecast Balance</li></ul></div> |



5. Click **View Forecast Details** link to review details about your leave.

**Absence Detail** ?

\* Start Date: 10/19/2015  [View Monthly Schedule](#)

End Date: 10/19/2015

Filter by Type: All

\* Absence Name: Personal Holiday  Current Balance: 0.00 Hours

Reason: Select Absence Reason

Partial Days: None

Duration: 10.00 Hours

**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

Date Time: November 18, 2015 at 22:31

Calculate End Date or Duration

6. **Note:** In this example, there is not enough balance to cover this leave; if processed, **10.00** hours would be **Absence Unpaid Hours**. The type of leave needs to be changed so that there is sufficient balance to cover the absence being taken.

**Forecast Balance Details** [Personalize](#) |

[Forecast Results](#) | [Accumulator Results](#)

| Absence Name     | Forecast Element         | Value |
|------------------|--------------------------|-------|
| Personal Holiday | Absence Unpaid Hours     | 10.00 |
| Personal Holiday | Personal Holiday Balance | 0.00  |

Click **Return to Absence Request**.



| 7.           | <p>Change the type of leave to accommodate the absence being taken, and click <b>Forecast Balance</b>.</p> <div data-bbox="293 260 1422 751"> <p>Absence Detail ?</p> <p>*Start Date: 10/19/2015 [calendar icon]      View Monthly Schedule</p> <p>End Date: 10/19/2015 [calendar icon]</p> <p>Filter by Type: All [dropdown]</p> <p>*Absence Name: <b>Vacation</b> [dropdown]      Current Balance: 74.50 Hours</p> <p>Reason: Vacation [dropdown]</p> <p>Partial Days: None [dropdown]</p> <p>Duration: 10.00 Hours</p> <p>Your request has been successfully validated! You may submit</p> <p>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.</p> <p>Date Time: November 18, 2015 at 22:30</p> <p>Calculate End Date or Duration      <b>Forecast Balance</b>      View Forecast Details</p> </div> |              |                  |       |          |                      |      |          |                  |      |          |                     |      |          |                     |      |          |                 |       |
|--------------|---|--------------|------------------|-------|----------|----------------------|------|----------|------------------|------|----------|---------------------|------|----------|---------------------|------|----------|-----------------|-------|
| 8.           | <p>Click <b>View Forecast Details</b> link to review details about your leave.</p> <div data-bbox="289 890 1422 1314"> <p>Forecast Balance Details      Personalize [icon]</p> <p>Forecast Results      Accumulator Results [icon]</p> <table border="1"> <thead> <tr> <th>Absence Name</th> <th>Forecast Element</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Vacation</td> <td>Absence Unpaid Hours</td> <td>0.00</td> </tr> <tr> <td>Vacation</td> <td>Vacation Balance</td> <td>8.00</td> </tr> <tr> <td>Vacation</td> <td>Vacation Carry Over</td> <td>0.00</td> </tr> <tr> <td>Vacation</td> <td>Vacation Carry Over</td> <td>0.00</td> </tr> <tr> <td>Vacation</td> <td>Scheduled Hours</td> <td>10.00</td> </tr> </tbody> </table> <p><b>Return to Absence Request</b></p> </div> <p>Once you have completed reviewing the <b>Forecast Details</b> page, click <b>Return to Absence Request</b>.</p>   | Absence Name | Forecast Element | Value | Vacation | Absence Unpaid Hours | 0.00 | Vacation | Vacation Balance | 8.00 | Vacation | Vacation Carry Over | 0.00 | Vacation | Vacation Carry Over | 0.00 | Vacation | Scheduled Hours | 10.00 |
| Absence Name | Forecast Element  | Value        |                  |       |          |                      |      |          |                  |      |          |                     |      |          |                     |      |          |                 |       |
| Vacation     | Absence Unpaid Hours  | 0.00         |                  |       |          |                      |      |          |                  |      |          |                     |      |          |                     |      |          |                 |       |
| Vacation     | Vacation Balance  | 8.00         |                  |       |          |                      |      |          |                  |      |          |                     |      |          |                     |      |          |                 |       |
| Vacation     | Vacation Carry Over   | 0.00         |                  |       |          |                      |      |          |                  |      |          |                     |      |          |                     |      |          |                 |       |
| Vacation     | Vacation Carry Over   | 0.00         |                  |       |          |                      |      |          |                  |      |          |                     |      |          |                     |      |          |                 |       |
| Vacation     | Scheduled Hours   | 10.00        |                  |       |          |                      |      |          |                  |      |          |                     |      |          |                     |      |          |                 |       |
| 9.           | <p>You are now ready to submit the absence request. Click <b>Submit</b>.</p> <div data-bbox="732 1486 980 1535"> <p><b>Submit</b></p> </div>  |              |                  |       |          |                      |      |          |                  |      |          |                     |      |          |                     |      |          |                 |       |



| 10.         | <p>Click <b>Yes</b>.</p> <div data-bbox="418 260 1302 642" style="border: 1px solid black; padding: 10px;"> <p>Request Absence</p> <hr/> <p>Submit Confirmation</p> <p>✓ Are you sure you want to Submit this Absence Request?</p> <p style="text-align: center;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </p> </div>  |                  |                         |              |           |          |           |                  |                    |                          |        |        |            |            |            |                         |            |  |         |          |                  |                    |                          |            |            |                  |      |  |       |         |     |                  |                    |                          |
|-------------|--|------------------|-------------------------|--------------|-----------|----------|-----------|------------------|--------------------|--------------------------|--------|--------|------------|------------|------------|-------------------------|------------|--|---------|----------|------------------|--------------------|--------------------------|------------|------------|------------------|------|--|-------|---------|-----|------------------|--------------------|--------------------------|
| 11.         | <p>Click <b>OK</b>.</p> <div data-bbox="459 726 1260 1075" style="border: 1px solid black; padding: 10px;"> <p>Request Absence</p> <hr/> <p>Submit Confirmation</p> <p>✓ The Absence Request was successfully submitted.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>   |                  |                         |              |           |          |           |                  |                    |                          |        |        |            |            |            |                         |            |  |         |          |                  |                    |                          |            |            |                  |      |  |       |         |     |                  |                    |                          |
| 12.         | <p><b>Note:</b> When taking <b>FMLA</b>, you must submit another type of leave (sick, vacation, leave without pay etc.) for the same corresponding dates/hours prior to submitting the FMLA take.</p> <div data-bbox="289 1194 1429 1411" style="border: 1px solid black; padding: 5px;"> <p>Absence Events <span style="float: right;">?</span></p> <p>Absence Take    Forecast Results <span style="float: right;">[?]</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Start Date</th> <th>End Date</th> <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> </tr> </thead> <tbody> <tr> <td>09/30/2015</td> <td>09/30/2015</td> <td>Sick Leave</td> <td>Sick - Employee Illness</td> <td>8.00 Hours</td> <td></td> <td>Details</td> <td>Approved</td> <td>Approval Monitor</td> <td>Employee Timesheet</td> <td><input type="checkbox"/></td> </tr> <tr> <td>09/29/2015</td> <td>09/29/2015</td> <td>Family Leave Act</td> <td>Self</td> <td></td> <td>Hours</td> <td>Details</td> <td>New</td> <td>Approval Monitor</td> <td>Employee Timesheet</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p style="text-align: left; margin-top: 5px;"><input type="button" value="Add Absence Event"/></p> </div> | *Start Date      | End Date                | Absence Name | Reason    | Duration | Unit Type | Details          | Status             | Approval Monitor         | Source | Cancel | 09/30/2015 | 09/30/2015 | Sick Leave | Sick - Employee Illness | 8.00 Hours |  | Details | Approved | Approval Monitor | Employee Timesheet | <input type="checkbox"/> | 09/29/2015 | 09/29/2015 | Family Leave Act | Self |  | Hours | Details | New | Approval Monitor | Employee Timesheet | <input type="checkbox"/> |
| *Start Date | End Date   | Absence Name     | Reason                  | Duration     | Unit Type | Details  | Status    | Approval Monitor | Source             | Cancel                   |        |        |            |            |            |                         |            |  |         |          |                  |                    |                          |            |            |                  |      |  |       |         |     |                  |                    |                          |
| 09/30/2015  | 09/30/2015   | Sick Leave       | Sick - Employee Illness | 8.00 Hours   |           | Details  | Approved  | Approval Monitor | Employee Timesheet | <input type="checkbox"/> |        |        |            |            |            |                         |            |  |         |          |                  |                    |                          |            |            |                  |      |  |       |         |     |                  |                    |                          |
| 09/29/2015  | 09/29/2015   | Family Leave Act | Self                    |              | Hours     | Details  | New       | Approval Monitor | Employee Timesheet | <input type="checkbox"/> |        |        |            |            |            |                         |            |  |         |          |                  |                    |                          |            |            |                  |      |  |       |         |     |                  |                    |                          |



## ENTERING AN ABSENCE ADJUSTMENT

This lesson provides instructions on how to adjust an absence request within the Employee Self Service Reporting module of STAR PeopleSoft.

When adjusting an absence for a prior period (within the last 30-days) or for the current period, the best place to make this adjustment is through the timesheet.

| Step       | Action   |            |                          |          |          |          |  |          |                           |      |      |      |      |  |  |  |  |      |                 |           |             |          |            |          |            |                          |  |            |          |            |                          |  |
|------------|--|------------|--------------------------|----------|----------|----------|--|----------|---------------------------|------|------|------|------|--|--|--|--|------|-----------------|-----------|-------------|----------|------------|----------|------------|--------------------------|--|------------|----------|------------|--------------------------|--|
| 1.         | <p>To enter an absence adjustment, begin by navigating to the <b>Timesheet</b> page.</p> <p><a href="#">Main Menu</a> &gt; <a href="#">Self Service</a> &gt; <a href="#">Time Reporting</a> &gt; <a href="#">Report Time</a> &gt; <a href="#">Timesheet</a></p>  |            |                          |          |          |          |  |          |                           |      |      |      |      |  |  |  |  |      |                 |           |             |          |            |          |            |                          |  |            |          |            |                          |  |
| 2.         | <p>Click the <b>Absence</b> tab towards the bottom of the page.</p> <div data-bbox="305 737 1414 1451"> <p><b>Timesheet</b></p> <p><b>Letitia Fedderly</b> Employee ID 10004488<br/>FORESTER-SENIOR Empl Record 0<br/>Earliest Change Date 09/28/2015</p> <p>Actions ▾</p> <p>Select Another Timesheet</p> <p>*View By <input type="text" value="Week"/> Previous Week Next Week</p> <p>*Date <input type="text" value="09/28/2015"/> <input type="button" value="aj"/> <input type="button" value="↻"/></p> <p>Reported Hours 32.00 <a href="#">Print Timesheet</a></p> <p>Reported time on or after 09/29/2015 is for a future period.</p> <p>From Monday 09/28/2015 to Sunday 10/04/2015 ?</p> <table border="1"> <thead> <tr> <th>Mon 9/28</th> <th>Tue 9/29</th> <th>Wed 9/30</th> <th>Thu 10/1</th> <th>Fri 10/2</th> <th>Sat 10/3</th> <th>Sun 10/4</th> <th>Total Time Reporting Code</th> </tr> </thead> <tbody> <tr> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td></td> <td></td> <td></td> <td>32.00 VACTN - Paid Vacation Time Taken</td> </tr> </tbody> </table> <p><input type="button" value="Submit"/></p> <p>Reported Time Status <input type="button" value="Summary"/> <input checked="" type="button" value="Absence"/> <input type="button" value="Exceptions"/> <input type="button" value="Payable Time"/></p> <p>Reported Time Status <span style="float: right;">Personalize   Find   1-4 of 4</span></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Reported Status</th> <th>Total TRC</th> <th>Description</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>09/28/2015</td> <td>Approved</td> <td>8.00 VACTN</td> <td>Paid Vacation Time Taken</td> <td></td> </tr> <tr> <td>09/29/2015</td> <td>Approved</td> <td>8.00 VACTN</td> <td>Paid Vacation Time Taken</td> <td></td> </tr> </tbody> </table> </div> | Mon 9/28   | Tue 9/29                 | Wed 9/30 | Thu 10/1 | Fri 10/2 | Sat 10/3                               | Sun 10/4 | Total Time Reporting Code | 8.00 | 8.00 | 8.00 | 8.00 |  |  |  | 32.00 VACTN - Paid Vacation Time Taken | Date | Reported Status | Total TRC | Description | Comments | 09/28/2015 | Approved | 8.00 VACTN | Paid Vacation Time Taken |  | 09/29/2015 | Approved | 8.00 VACTN | Paid Vacation Time Taken |  |
| Mon 9/28   | Tue 9/29   | Wed 9/30   | Thu 10/1                 | Fri 10/2 | Sat 10/3 | Sun 10/4 | Total Time Reporting Code              |          |                           |      |      |      |      |  |  |  |  |      |                 |           |             |          |            |          |            |                          |  |            |          |            |                          |  |
| 8.00       | 8.00   | 8.00       | 8.00                     |          |          |          | 32.00 VACTN - Paid Vacation Time Taken |          |                           |      |      |      |      |  |  |  |  |      |                 |           |             |          |            |          |            |                          |  |            |          |            |                          |  |
| Date       | Reported Status  | Total TRC  | Description              | Comments |          |          |  |          |                           |      |      |      |      |  |  |  |  |      |                 |           |             |          |            |          |            |                          |  |            |          |            |                          |  |
| 09/28/2015 | Approved   | 8.00 VACTN | Paid Vacation Time Taken |          |          |          |  |          |                           |      |      |      |      |  |  |  |  |      |                 |           |             |          |            |          |            |                          |  |            |          |            |                          |  |
| 09/29/2015 | Approved   | 8.00 VACTN | Paid Vacation Time Taken |          |          |          |  |          |                           |      |      |      |      |  |  |  |  |      |                 |           |             |          |            |          |            |                          |  |            |          |            |                          |  |



3.

The **Timesheet** page allows you to delete an existing absence request or add an additional absence event. For the purpose of this exercise, select the Cancel button and then hit Submit.

From Monday 09/28/2015 to Sunday 10/04/2015

| Mon 9/28 | Tue 9/29 | Wed 9/30 | Thu 10/1 | Fri 10/2 | Sat 10/3 | Sun 10/4 | Total Time Reporting Code              | Rule Element 1 |
|----------|----------|----------|----------|----------|----------|----------|--|----------------|
| 8.00     | 8.00     | 8.00     | 8.00     |          |          |          | 32.00 VACTN - Paid Vacation Time Taken |                |

Submit

Reported Time Status | Summary | Absence | Exceptions | Payable Time

Absence Events

| *Start Date | End Date   | Absence Name | Reason | Duration    | Unit Type | Details | Status   | Approval Monitor | Source                   | Cancel                   | Forecast | Edit |
|-------------|------------|--------------|--------|-------------|-----------|---------|----------|------------------|--------------------------|--------------------------|----------|------|
| 09/28/2015  | 10/01/2015 | Vacation     |        | 32.00 Hours | Hours     | Details | Approved | Approval Monitor | Employee Absence Request | <input type="checkbox"/> | Forecast | Edit |

Add Absence Event

4.

Take the following steps to adjust this absence:

1. Adjust the **End Date** to the appropriate date (or you can also change the **Absence Name**, or both).
2. Select the appropriate reason for the absence in the **Reason** column.
3. Click **Forecast**.

Absence Events

| *Start Date | End Date   | Absence Name | Reason   | Duration    | Unit Type | Details | Status   | Approval Monitor | Source                   | Cancel                   | Forecast |
|-------------|------------|--------------|----------|-------------|-----------|---------|----------|------------------|--------------------------|--------------------------|----------|
| 09/28/2015  | 10/02/2015 | Vacation     | Vacation | 32.00 Hours | Hours     | Details | Approved | Approval Monitor | Employee Absence Request | <input type="checkbox"/> | Forecast |

Add Absence Event

Absence Entitlement Balances

| Entitlement Name         | Balance as of 07/25/2015** | From       | To         | Accrual Period |
|--------------------------|----------------------------|------------|------------|----------------|
| Vacation Balance         | 94.00 Hours                | 01/01/2015 | 12/31/2015 | Year to Date   |
| Sick Balance             | 30.00 Hours                | 01/01/2015 | 12/31/2015 | Year to Date   |
| Personal Holiday Balance | 36.00 Hours                | 01/01/2015 | 12/31/2015 | Year to Date   |
| Legal Holiday Balance    | 56.00 Hours                | 01/01/2015 | 12/31/2015 | Year to Date   |



**Note:** The request was successfully validated.

5.

Reported time on or after 09/29/2015 is for a future period.

From Monday 09/28/2015 to Sunday 10/04/2015 ?

| Mon<br>9/28 | Tue<br>9/29 | Wed<br>9/30 | Thu<br>10/1 | Fri<br>10/2 | Sat<br>10/3 | Sun<br>10/4 | Total Time Reporting Code              | Rule Element 1           |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--|--------------------------|
| 8.00        | 8.00        | 8.00        | 8.00        | 8.00        |             |             | 40.00 VACTN - Paid Vacation Time Taken | <input type="checkbox"/> |

Reported Time Status | Summary | **Absence** | Exceptions | Payable Time

**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.

Date Time: September 28, 2015 at 16:03

Absence Events ?

Absence Take | Forecast Results

| *Start Date | End Date   | Absence Name | Reason   | Duration | Unit Type | Details | Status | Approval Monitor | Source             | Cancel                   | Forecast                                |
|-------------|------------|--------------|----------|----------|-----------|---------|--------|------------------|--------------------|--------------------------|---|
| 09/28/2015  | 10/02/2015 | Vacation     | Vacation | 40.00    | Hours     | Details | Saved  | Approval Monitor | Employee Timesheet | <input type="checkbox"/> | <input type="button" value="Forecast"/> |

Click **Submit**.



## REVIEWING ABSENCE REQUEST HISTORY

This lesson provides instructions on how to review absence history within the Employee Self Service Reporting module of STAR PeopleSoft.

| Step                                    | Action   |                         |            |          |                             |   |  |   |              |        |            |          |          |              |      |                                     |          |            |            |         |                             |                      |   |          |            |            |         |                          |                      |                          |          |            |            |          |                   |                      |   |          |            |            |         |                             |                      |
|---|--|-------------------------|------------|----------|-----------------------------|---|--|---|--------------|--------|------------|----------|----------|--------------|------|-------------------------------------|----------|------------|------------|---------|-----------------------------|----------------------|---|----------|------------|------------|---------|--------------------------|----------------------|--------------------------|----------|------------|------------|----------|-------------------|----------------------|---|----------|------------|------------|---------|-----------------------------|----------------------|
| 1.                                      | <p>To review absence request history, begin by navigating to the <b>Absence Request History</b> page.</p> <p><a href="#">Main Menu</a> &gt; <a href="#">Self Service</a> &gt; <a href="#">Time Reporting</a> &gt; <a href="#">View Time</a> &gt; <a href="#">Absence Request History</a></p>   |                         |            |          |                             |   |  |   |              |        |            |          |          |              |      |                                     |          |            |            |         |                             |                      |   |          |            |            |         |                          |                      |                          |          |            |            |          |                   |                      |   |          |            |            |         |                             |                      |
| 2.                                      | <p>Adjust the dates to the appropriate length of time and click <b>Refresh</b> to view history.</p> <div data-bbox="297 625 1425 1291" style="border: 1px solid black; padding: 10px;"> <p><b>Absence Request History</b></p> <div style="display: flex; align-items: center;"> <div> <p><b>Abdallah Litty</b><br/>PSYCH SERVICES ASST</p> </div> </div> <p><b>Instructions</b></p> <p>Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and select the Refresh button. Select the absence name link to view request details. Select edit button to modify or delete the request.</p> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="border: 1px solid red; padding: 2px;">From 06/18/2015</div> <div style="margin: 0 10px;">Through</div> <div style="border: 1px solid red; padding: 2px;">12/15/2015</div> <div style="margin-left: 20px; border: 1px solid orange; padding: 2px 10px;">Refresh</div> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6" style="text-align: left;">Absence Request History</th> <th style="text-align: right;">Personalize   Find   View All   1-4 of 4   Last</th> </tr> <tr> <th>Absence Name</th> <th>Status</th> <th>Start Date</th> <th>End Date</th> <th>Duration</th> <th>Requested By</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td><a href="#">Sabbatical Election</a></td> <td>Approved</td> <td>11/29/2015</td> <td>11/29/2015</td> <td>0 Hours</td> <td>Administrator Absence Event</td> <td><a href="#">Edit</a></td> </tr> <tr> <td><a href="#">Leave without Pay Leave</a></td> <td>Approved</td> <td>09/16/2015</td> <td>09/16/2015</td> <td>8 Hours</td> <td>Employee Absence Request</td> <td><a href="#">Edit</a></td> </tr> <tr> <td><a href="#">Vacation</a></td> <td>Approved</td> <td>08/31/2015</td> <td>09/04/2015</td> <td>40 Hours</td> <td>Manager Timesheet</td> <td><a href="#">Edit</a></td> </tr> <tr> <td><a href="#">Leave without Pay Leave</a></td> <td>Approved</td> <td>08/31/2015</td> <td>08/31/2015</td> <td>8 Hours</td> <td>Administrator Absence Event</td> <td><a href="#">Edit</a></td> </tr> </tbody> </table> </div> | Absence Request History |            |          |                             |   |  | Personalize   Find   View All   1-4 of 4   Last | Absence Name | Status | Start Date | End Date | Duration | Requested By | Edit | <a href="#">Sabbatical Election</a> | Approved | 11/29/2015 | 11/29/2015 | 0 Hours | Administrator Absence Event | <a href="#">Edit</a> | <a href="#">Leave without Pay Leave</a> | Approved | 09/16/2015 | 09/16/2015 | 8 Hours | Employee Absence Request | <a href="#">Edit</a> | <a href="#">Vacation</a> | Approved | 08/31/2015 | 09/04/2015 | 40 Hours | Manager Timesheet | <a href="#">Edit</a> | <a href="#">Leave without Pay Leave</a> | Approved | 08/31/2015 | 08/31/2015 | 8 Hours | Administrator Absence Event | <a href="#">Edit</a> |
| Absence Request History                 |  |                         |            |          |                             | Personalize   Find   View All   1-4 of 4   Last |  |   |              |        |            |          |          |              |      |                                     |          |            |            |         |                             |                      |   |          |            |            |         |                          |                      |                          |          |            |            |          |                   |                      |   |          |            |            |         |                             |                      |
| Absence Name                            | Status   | Start Date              | End Date   | Duration | Requested By                | Edit  |  |   |              |        |            |          |          |              |      |                                     |          |            |            |         |                             |                      |   |          |            |            |         |                          |                      |                          |          |            |            |          |                   |                      |   |          |            |            |         |                             |                      |
| <a href="#">Sabbatical Election</a>     | Approved   | 11/29/2015              | 11/29/2015 | 0 Hours  | Administrator Absence Event | <a href="#">Edit</a>                            |  |   |              |        |            |          |          |              |      |                                     |          |            |            |         |                             |                      |   |          |            |            |         |                          |                      |                          |          |            |            |          |                   |                      |   |          |            |            |         |                             |                      |
| <a href="#">Leave without Pay Leave</a> | Approved   | 09/16/2015              | 09/16/2015 | 8 Hours  | Employee Absence Request    | <a href="#">Edit</a>                            |  |   |              |        |            |          |          |              |      |                                     |          |            |            |         |                             |                      |   |          |            |            |         |                          |                      |                          |          |            |            |          |                   |                      |   |          |            |            |         |                             |                      |
| <a href="#">Vacation</a>                | Approved   | 08/31/2015              | 09/04/2015 | 40 Hours | Manager Timesheet           | <a href="#">Edit</a>                            |  |   |              |        |            |          |          |              |      |                                     |          |            |            |         |                             |                      |   |          |            |            |         |                          |                      |                          |          |            |            |          |                   |                      |   |          |            |            |         |                             |                      |
| <a href="#">Leave without Pay Leave</a> | Approved   | 08/31/2015              | 08/31/2015 | 8 Hours  | Administrator Absence Event | <a href="#">Edit</a>                            |  |   |              |        |            |          |          |              |      |                                     |          |            |            |         |                             |                      |   |          |            |            |         |                          |                      |                          |          |            |            |          |                   |                      |   |          |            |            |         |                             |                      |



## **ADDITIONAL RESOURCES**

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If you have further questions about any of the topics presented in this Job Aid, use the following supplemental resources available at <http://starconnection.wi.gov/Training/#Resources>

### **User Productivity Kits (UPKs): STAR HCM UPK**

*Absence Management 9.2 > Absence Management*

### **STAR Job Aids: Release 2 Training Materials**

*STAR Release 2 Training Library > HCM401: Self-Service > Job Aids*

- **Self-service Employee Reporting: Time and Labor – Elapsed Time**
- **Self-service Employee Reporting: Time and Labor – Punch Time**