



# STAR PeopleSoft Job Aid: Supervisor Self Service Absence Management – General Reporting



This job aid provides an overview of reporting and reviewing absences within the Manager Self Service menu.

**Audience:** Supervisors

## REVIEWING LEAVE BALANCES

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

Step	Action																																																								
1.	<p>To review leave balances, begin by navigating to the <b>Absence Balances</b> page.</p> <p><b>Main Menu</b> ▾ &gt; <b>Manager Self Service</b> ▾ &gt; <b>Time Management</b> ▾ &gt; <b>View Time</b> ▾ &gt; <b>Absence Balances</b></p>																																																								
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3. Search by the one of the following criteria:

- Name
- Last Name
- Second Last Name
- Alternate Character Name
- Middle Name
- Empl ID
- Empl Status
- Position

To clear search criteria and start over, click **Reset Search**.

**Find Employee**

Name	begins	<input type="text"/>
Last Name	begins	<input type="text"/>
Second Last Name	begins	<input type="text"/>
Alternate Character Name	begins	<input type="text"/>
Middle Name	begins	<input type="text"/>
Empl ID	begins	<input type="text"/>
Empl Status	=	<input type="text"/>
Position	begins	<input type="text"/>

4. **Note:** For more search options click the dropdown list next to the search criteria.

=  
begins  
contains

For the purpose of this exercise, click **Return**.

5. To view a particular employee's absence balance, click **Select** next to the employee's name.

**View Absence Balances**

Employee Selection Criteria

Select the employee you'll be working with. You can initiate transactions only for employees who reported to you as of the date you entered on this page.

As Of Date: 11/11/2015

Deanne Kinnie's employees							Personalize <sup>[2]</sup>	First	1-9 of 9	Last
Select	Name	Empl ID	Job	Empl Status	HR Status	Position				
<input type="button" value="Select"/>	Alexis Lauren Mach	100049007	0	Active	Active	010191				
<input type="button" value="Select"/>	Chanmugam Deglow	100047946	0	Active	Active	311260				
<input type="button" value="Select"/>	Frances Ann Neims	100041844	0	Active	Active	008175				
<input type="button" value="Select"/>	Kaitlynn Xu	100003942	0	Active	Active	024268				
<input type="button" value="Select"/>	Kaomeng Martinko	100016720	0	Active	Active	023038				
<input type="button" value="Select"/>	Kylie Guell	100022484	0	Active	Active	001754				
<input type="button" value="Select"/>	Margaret Ann Steingraber	100067063	0	Active	Active	005626				
<input type="button" value="Select"/>	Samuel Parduhn	100053757	0	Active	Active	007388				
<input type="button" value="Select"/>	Tryg Avery	100003146	0	Active	Active	311264				



The balances for Alexis Lauren Mach are now displayed.

6.

**Alexis Lauren Mach**  
STATE PATROL INSPECTOR

**Instructions**

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.

**Absence Entitlement Balances** [Personalize](#) | [?](#)

**Current Balances** [Filter]

Entitlement Name	Balance as of 07/25/2015	From	To	Accrual Period
Vacation Balance	104.00 Hours	01/01/2015	12/31/2015	Year to Date
Sick Balance	22.00 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

[Go To](#)     [Forecast Balance](#)  
[Return to Direct Reports](#)

**Note:** The balances do not reflect absence requests that have not been processed by Payroll.

7.

The **View Available Balances** page displays the remaining leave balances for the selected employee. The types of leave that are displayed will vary based on eligibility. The following leave types are the most common:

- Vacation Hours
- Sick Hours
- Personal Holiday Hours
- Legal Holiday Hours

Any remaining carryover balances will be displayed separately from the current year's balance.



## ENTERING AN ABSENCE REQUEST ON BEHALF OF AN EMPLOYEE

This lesson provides instructions on how to enter an absence request on behalf of another employee within the Supervisor 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.
- When entering FMLA, please see step 13 below and contact your payroll and benefits specialist for additional information.

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To enter an absence on behalf of an employee, take the following steps:

1. Select **Start Date**.
2. Select **End Date** or enter **Duration**. (For the purpose of this exercise, we will enter a portion of time in the **Duration** field.)
3. Select **Absence Name**. This can be done by selecting **Filter by Type** from the dropdown and then selecting an **Absence Name** from the dropdown or by selecting the **Absence Name** from the dropdown without filtering.
4. Select **Reason** 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.)
5. In the **Request As** dropdown list, select **Manager**.

3.

The screenshot shows the user interface for James Donald Gerzema, a Victim Services Specialist-ADV. The interface includes a profile picture, name, and title. Below this is an "Instructions" section with a dropdown arrow and the text: "Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request." The main section is titled "Absence Detail" and contains several fields: "Start Date" (10/26/2015), "End Date" (empty), "Filter by Type" (Vacation), "Absence Name" (Vacation), "Reason" (Vacation), "Partial Days" (None), and "Duration" (120 Hours). There are buttons for "Calculate End Date or Duration" and "Forecast Balance". Below this is a "Workflow" section with "Allow Request By" (Employee and Manager) and "Request As" (Manager). A "Comments" section has a text input field for "Requestor Comments". At the bottom, there are links for "Go To", "View Absence Request History", "View Absence Balances", "Return to Direct Reports", and buttons for "Submit" and "Save for Later".

Manager



Select **Partial Days** if the following instances apply (Reference the screenshot below on how to enter partial days):

- The absence is not a full day of leave.
- They are using more than one type of leave to cover the absence.

**Note:** When selecting partial days, choose the appropriate option from the **Partial Days** dropdown list.

For example, if you plan to take a partial day off (say 4 hours of vacation) on the start day only, select **“Start Day Only.”** Another example would be if you are wanting to take say 4 hours of vacation each day from 12/21/15 through 12/23/15, you would select, **“All Days.”** Then 4 hours of vacation would be taken on each of these three days and reflected in your leave balance.

Therefore a total of 12 hours of vacation would be used between 12/21/15 through 12/23/15.

The choice of **“None”** would **not be** selected because you are taking partial days. Click

4. **Calculate End or Duration.** (For this example the **End Date** will be calculated since the **Duration** is set to 120 hours).

Click **Forecast Balance** (You must forecast balance before you submit the absence request).

Click **View Forcast Details** to review why your leave cannot be submitted.

- 5.



**Note:** There is not enough balance to cover this leave; if processed, 62 hours would be Absence Unpaid Hours. In this example, the duration would need to be reduced to not exceed the balance available (shown above).

Click **Return to Absence Request**.

6.

The screenshot shows a web application window titled "Absence Forecast Results" for user "James Donald Gerzema". It includes a table with columns "Absence Name", "Forecast Element", and "Value". The "Absence Unpaid Hours" row is highlighted with a red box. Below the table is a "Return to Absence Request" button, also highlighted with a red box.

Absence Name	Forecast Element	Value
Vacation	Absence Unpaid Hours	62.00
Vacation	Vacation Balance	0.00
Vacation	Vacation Carry Over	0.00
Vacation	Vacation Carry Over	0.00
Vacation	WI TEMP007 NUM	8.00
Vacation	WI TEMP001 NUM	0.00
Vacation	WI TEMP001 CHAR	0.00
Vacation	Absence date	2015-11-13
Vacation	30 Days Back	2015-09-21
Vacation	WI TEMP003 NUM	0.00



<p>7.</p>	<p>Change the hours to an appropriate amount, below the <b>Current Balance</b> amount and click <b>Forecast Balance</b>.</p> <p>Click <b>View Forecast Details</b>.</p> <div data-bbox="300 346 1421 913" style="border: 1px solid black; padding: 10px;"> <p><b>Absence Detail</b> ?</p> <p>*Start Date: 10/26/2015 <span style="float: right;"><a href="#">View Monthly Calendar</a></span></p> <p>End Date: 10/28/2015</p> <p>Filter by Type: Vacation</p> <p>*Absence Name: Vacation <span style="float: right;">Current Balance: 97.00 Hours</span></p> <p>Reason: Vacation</p> <p>Partial Days: None</p> <p>Duration: <span style="border: 1px solid red; padding: 2px;">24.00</span> Hours</p> <p style="color: blue;">Your request has been successfully validated! You may submit</p> <p style="color: blue; font-size: small;">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: October 21, 2015 at 15:21</p> <p style="text-align: center;"> <span>Calculate End Date or Duration</span> <span style="border: 1px solid red; padding: 2px; margin-left: 20px;">Forecast Balance</span> <span style="border: 1px solid red; padding: 2px; margin-left: 20px;">View Forecast Details</span> </p> </div>																																	
<p>8.</p>	<p>Click <b>Return to Absence Request</b>.</p> <div data-bbox="332 997 1388 1648" style="border: 1px solid black; padding: 10px;"> <p><b>Absence Forecast Results</b></p> <p>James Donald Gerzema</p> <p>View forecast element results. For more details please contact your absence administrator.</p> <p><b>Forecast Balance Details</b> <span style="float: right;"><a href="#">Personalize</a>   ?</span></p> <p>Forecast Results   Accumulator Results</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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>31.00</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>WI TEMP007 NUM</td> <td>8.00</td> </tr> <tr> <td>Vacation</td> <td>WI TEMP001 NUM</td> <td>0.00</td> </tr> <tr> <td>Vacation</td> <td>WI TEMP001 CHAR</td> <td>0.00</td> </tr> <tr> <td>Vacation</td> <td>Absence date</td> <td>2015-10-28</td> </tr> <tr> <td>Vacation</td> <td>30 Days Back</td> <td>2015-09-21</td> </tr> <tr> <td>Vacation</td> <td>WI TEMP003 NUM</td> <td>0.00</td> </tr> </tbody> </table> <p style="color: red; border: 1px solid red; display: inline-block; padding: 2px;">Return to Absence Request</p> </div>	Absence Name	Forecast Element	Value	Vacation	Absence Unpaid Hours	0.00	Vacation	Vacation Balance	31.00	Vacation	Vacation Carry Over	0.00	Vacation	Vacation Carry Over	0.00	Vacation	WI TEMP007 NUM	8.00	Vacation	WI TEMP001 NUM	0.00	Vacation	WI TEMP001 CHAR	0.00	Vacation	Absence date	2015-10-28	Vacation	30 Days Back	2015-09-21	Vacation	WI TEMP003 NUM	0.00
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<p>9.</p>	<p>The <b>Request Absence</b> page also allows you to:</p> <ul style="list-style-type: none"> <li>• View Absence Request History.</li> <li>• View Absence Balances.</li> </ul>																																	



10.	<p>Click <b>Submit</b>.</p> <div style="text-align: center; margin-top: 20px;">  </div>																																																							
11.	<p>Click <b>Yes</b>.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p style="color: #4F81BD;">Request Absence</p> <hr/> <p style="color: #4F81BD; font-weight: bold;">Submit Confirmation</p> <p><input checked="" type="checkbox"/> Are you sure you want to Submit this Absence Request?</p> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;"> <span style="border: 1px solid #D9534F; padding: 5px 15px;">Yes</span> <span style="border: 1px solid #D9534F; padding: 5px 15px;">No</span> </div> </div>																																																							
12.	<p>Click <b>OK</b>.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p style="color: #4F81BD;">Request Absence</p> <hr/> <p style="color: #4F81BD; font-weight: bold;">Submit Confirmation</p> <p><input checked="" type="checkbox"/> The Absence Request was successfully submitted.</p> <div style="text-align: center; margin-top: 10px;"> <span style="border: 1px solid #D9534F; padding: 5px 15px;">OK</span> </div> </div>																																																							
13.	<p><b>Note:</b> When taking FMLA, you must submit another type of leave (sick, vacation, leave without pay etc...) for the same corresponding dates/hours <b>prior</b> to submitting the FMLA take.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.9em;"> <thead> <tr> <th colspan="11" style="background-color: #f2f2f2;">Absence Events <span style="float: right;">?</span></th> </tr> <tr> <th colspan="2" style="background-color: #f2f2f2;">Absence Take</th> <th colspan="2" style="background-color: #f2f2f2;">Forecast Results</th> <th colspan="7"></th> </tr> <tr> <th style="background-color: #f2f2f2;">*Start Date</th> <th style="background-color: #f2f2f2;">End Date</th> <th style="background-color: #f2f2f2;">Absence Name</th> <th style="background-color: #f2f2f2;">Reason</th> <th style="background-color: #f2f2f2;">Duration</th> <th style="background-color: #f2f2f2;">Unit Type</th> <th style="background-color: #f2f2f2;">Details</th> <th style="background-color: #f2f2f2;">Status</th> <th style="background-color: #f2f2f2;">Approval Monitor</th> <th style="background-color: #f2f2f2;">Source</th> <th style="background-color: #f2f2f2;">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><a href="#">Details</a></td> <td>Approved</td> <td>Approval Monitor</td> <td>Employee Timesheet</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>9/30/2015</td> <td>9/30/2015</td> <td>Family Leave Act</td> <td>Self</td> <td></td> <td>Hours</td> <td><a href="#">Details</a></td> <td>New</td> <td>Approval Monitor</td> <td>Employee Timesheet</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> <p style="margin-top: 5px; font-size: 0.8em; color: #808080;">Add Absence Event</p> </div>	Absence Events <span style="float: right;">?</span>											Absence Take		Forecast Results									*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		<a href="#">Details</a>	Approved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	9/30/2015	9/30/2015	Family Leave Act	Self		Hours	<a href="#">Details</a>	New	Approval Monitor	Employee Timesheet	<input type="checkbox"/>
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9/30/2015

9/30/2015

9/30/2015



## ENTERING AN ABSENCE ADJUSTMENT ON BEHALF OF AN EMPLOYEE

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

Step	Action																														
1.	<p>To enter an absence adjustment on behalf of an employee, start by navigating to the <b>Timesheet</b> page.</p> <p><b>Main Menu</b> &gt; <b>Manager Self Service</b> &gt; <b>Time Management</b> &gt; <b>Report Time</b> &gt; <b>Timesheet</b></p>																														
2.	<p>Click <b>Get Employees</b>. Only your employees will be displayed. (Scroll to the bottom of the page to view employees timesheets)</p> <div data-bbox="305 747 1409 1371" style="border: 1px solid black; padding: 5px;"> <p>Report Time Timesheet Summary</p> <p>Employee Selection</p> <table border="1"> <thead> <tr> <th colspan="2">Employee Selection Criteria</th> </tr> <tr> <th>Selection Criterion</th> <th>Selection Criterion Value</th> </tr> </thead> <tbody> <tr> <td>Time Reporter Group</td> <td><input type="text"/></td> </tr> <tr> <td>Employee ID</td> <td><input type="text"/></td> </tr> <tr> <td>Empl Record</td> <td><input type="text"/></td> </tr> <tr> <td>Last Name</td> <td><input type="text"/></td> </tr> <tr> <td>First Name</td> <td><input type="text"/></td> </tr> <tr> <td>Business Unit</td> <td><input type="text"/></td> </tr> <tr> <td>Job Code</td> <td><input type="text"/></td> </tr> <tr> <td>Job Description</td> <td><input type="text"/></td> </tr> <tr> <td>Department</td> <td><input type="text"/></td> </tr> <tr> <td>Reports To Position Number</td> <td>315304</td> </tr> <tr> <td>Location Code</td> <td><input type="text"/></td> </tr> <tr> <td>Company</td> <td><input type="text"/></td> </tr> <tr> <td>Position Number</td> <td><input type="text"/></td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> <p><b>Get Employees</b></p> <p>Clear Criteria</p> <p>Save Criteria</p> </div> </div>	Employee Selection Criteria		Selection Criterion	Selection Criterion Value	Time Reporter Group	<input type="text"/>	Employee ID	<input type="text"/>	Empl Record	<input type="text"/>	Last Name	<input type="text"/>	First Name	<input type="text"/>	Business Unit	<input type="text"/>	Job Code	<input type="text"/>	Job Description	<input type="text"/>	Department	<input type="text"/>	Reports To Position Number	315304	Location Code	<input type="text"/>	Company	<input type="text"/>	Position Number	<input type="text"/>
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Reports To Position Number	315304																														
Location Code	<input type="text"/>																														
Company	<input type="text"/>																														
Position Number	<input type="text"/>																														



3.

Click the last name of the employee you wish to adjust time for.

Employees For Erin Henkes, Totals From 10/19/2015 - 10/25/2015 Personalize | Find | 1-6 of 6

Time Summary | Demographics

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
Charvat	Pa Amadou Awa	100043857	0	PROGRAM AND POLICY ANALYST-ADV	0.00	0.00	40.00			0.00	0.00
Dankert	Kathleen Lucill	100071357	0	VICTIM SERVICES SPECIALIST-ADV	0.00	0.00	40.00			0.00	0.00
Gerzema	James Donald	100013276	0	VICTIM SERVICES SPECIALIST-ADV	0.00	0.00	40.00			0.00	0.00
Nollendorfs	Mickaël	100061819	0	VICTIM SERVICES SPECIALIST-ADV	0.00	0.00	40.00			0.00	0.00
Turman	Christina Marie	100027542	0	OFFICE OPERATIONS ASSOCIATE	0.00	0.00	40.00			0.00	0.00
Wiggin	Logan	100062176	0	VICTIM SERVICES SPECIALIST	0.00	0.00	40.00			0.00	0.00

4.

**Note:** The system will default to the current week upon opening the timesheet. Use the **Previous Week** and **Next Week** links to locate the appropriate timeframe.

Select Another Timesheet

\*View By: Week Previous Week | Next Week

#Date: 10/28/2015 Previous Employee | Next Employee

Reported Hours: 24.00 Print Timesheet

Reported time on or after 10/22/2015 is for a future period.

From 10/28/2015 to 11/01/2015

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date
	Mon	10/26	Approved						VACTN - Paid Vacation Time Taken	8.00		10/26
	Tue	10/27	Approved						VACTN - Paid Vacation Time Taken	8.00		10/27
	Wed	10/28	Approved						VACTN - Paid Vacation Time Taken	8.00		10/28
<input type="radio"/>	Thu	10/29	New									10/29
<input type="radio"/>	Fri	10/30	New									10/30
<input type="radio"/>	Sat	10/31	New									10/31
<input type="radio"/>	Sun	11/1	New									11/1

Summary | Absence | Exceptions | Payable Time

Reported Time Summary Personalize | Find | 1-5 of 5

Category	Total	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31	Sun 11/1
Hours Not in Wrk Status	24.00	8.00	8.00	8.00				
Total Reported Hours	24.00	8.00	8.00	8.00				
Time with no Category								
Total Scheduled Hours	40.00	8.00	8.00	8.00	8.00	8.00		
Schedule Deviation	-16.00				-8.00	-8.00		

[Return to Select Employee](#)

Click the **Absence** tab.



5. The **Timesheet** page allows you to edit an existing absence request or add an additional absence event. For the purpose of this exercise, click **Edit**.

Absence Events													
Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	10/28/2015	10/28/2015	Vacation		24.00 Hours		Details	Approved	Approval Monitor	Manager Absence Request	<input type="checkbox"/>	Forecast	Edit

Add Absence Event

6. Adjust the **End Date** to the appropriate date, then click **Forecast**.

Absence Events													
Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	10/28/2015	10/28/2015	Vacation	Select Absence Reason	24.00 Hours		Details	Approved	Approval Monitor	Manager Absence Request	<input type="checkbox"/>	Forecast	Edit

Add Absence Event

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

Reported time on or after 10/22/2015 is for a future period.

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date
	Mon	10/26	Saved						VACTN - Paid Vacation Time Taken	8.00		10/26
	Tue	10/27	Saved						VACTN - Paid Vacation Time Taken	8.00		10/27
<input type="radio"/>	Wed	10/28	New									10/28
<input type="radio"/>	Thu	10/29	New									10/29
<input type="radio"/>	Fri	10/30	New									10/30
<input type="radio"/>	Sat	10/31	New									10/31
<input type="radio"/>	Sun	11/1	New									11/1

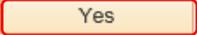
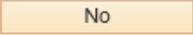
Summary Absence Exceptions Payable Time

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: October 21,2015 at 16:57



8.	<p>Click <b>Submit</b>.</p> <p style="text-align: center;"></p>
9.	<p>Click <b>Yes</b>.</p> <div data-bbox="475 390 1245 701" style="border: 1px solid black; padding: 10px;"><p>Request Absence</p><hr/><p><b>Submit Confirmation</b></p><p>✓ Are you sure you want to Submit this Absence Request?</p><p style="text-align: center;"> </p></div>
10.	<p>Click <b>OK</b>.</p> <div data-bbox="500 789 1219 1094" style="border: 1px solid black; padding: 10px;"><p>Request Absence</p><hr/><p><b>Submit Confirmation</b></p><p>✓ The Absence Request was successfully submitted.</p><p style="text-align: center;"></p></div>



## REVIEWING ABSENCE REQUEST HISTORY

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

Step	Action																																																								
1.	<p>To review absence request history, begin by navigating to the Absence Request History page.</p> <p>Main Menu &gt; &gt; Manager Self Service &gt; &gt; Time Management &gt; &gt; View Time &gt; &gt; Absence Request History</p>																																																								
2.	<p>Only your employees will be displayed. If your employees have changed since the <b>As Of Date</b> shown, change the date and click <b>Refresh Employees</b>.</p> <p>If your list of employees consists of <b>more than one page</b> you may use the <b>Find Employee</b> link to locate the appropriate employee.</p> <p>Click <b>Select</b> next to the employee you wish to view the absence request history for.</p> <div data-bbox="293 806 1422 1272" style="border: 1px solid black; padding: 5px;"> <p><b>View Absence Balances</b></p> <p><b>Employee Selection Criteria</b></p> <p>Select the employee you'll be working with. You can initiate transactions only for employees who reported to you as of the date you entered on this page.</p> <p>As Of Date <input type="text" value="10/21/2015"/> <input type="button" value="Refresh Employees"/></p> <p style="text-align: right;"><input type="button" value="Find Employee"/></p> <p><b>Erin Henkes's employees</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Name</th> <th>Empl ID</th> <th>Job</th> <th>Empl Status</th> <th>HR Status</th> <th>Position</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Select"/></td> <td>Carmela Sarow</td> <td>100072147</td> <td>0</td> <td>Active</td> <td>Active</td> <td>502977</td> </tr> <tr> <td><input type="button" value="Select"/></td> <td>Christina Marie Turman</td> <td>100027542</td> <td>0</td> <td>Active</td> <td>Active</td> <td>328308</td> </tr> <tr> <td><input type="button" value="Select"/></td> <td>James Donald Gerzema</td> <td>100013276</td> <td>0</td> <td>Active</td> <td>Active</td> <td>327975</td> </tr> <tr> <td><input type="button" value="Select"/></td> <td>Kathleen Lucill Dankert</td> <td>100071357</td> <td>0</td> <td>Active</td> <td>Active</td> <td>502931</td> </tr> <tr> <td><input type="button" value="Select"/></td> <td>Logan Wiggin</td> <td>100062176</td> <td>0</td> <td>Active</td> <td>Active</td> <td>319987</td> </tr> <tr> <td><input type="button" value="Select"/></td> <td>Mickael Nollendorfs</td> <td>100061819</td> <td>0</td> <td>Active</td> <td>Active</td> <td>319986</td> </tr> <tr> <td><input type="button" value="Select"/></td> <td>Pa Amadou Awa Charvat</td> <td>100043857</td> <td>0</td> <td>Active</td> <td>Active</td> <td>328307</td> </tr> </tbody> </table> </div>	Select	Name	Empl ID	Job	Empl Status	HR Status	Position	<input type="button" value="Select"/>	Carmela Sarow	100072147	0	Active	Active	502977	<input type="button" value="Select"/>	Christina Marie Turman	100027542	0	Active	Active	328308	<input type="button" value="Select"/>	James Donald Gerzema	100013276	0	Active	Active	327975	<input type="button" value="Select"/>	Kathleen Lucill Dankert	100071357	0	Active	Active	502931	<input type="button" value="Select"/>	Logan Wiggin	100062176	0	Active	Active	319987	<input type="button" value="Select"/>	Mickael Nollendorfs	100061819	0	Active	Active	319986	<input type="button" value="Select"/>	Pa Amadou Awa Charvat	100043857	0	Active	Active	328307
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<p>3.</p>	<p>By default, the system will display a date range of 90 days prior and 90 days after the current date. If a different date range is needed, adjust dates accordingly by clicking the <b>Calendar</b> icons.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Absence Request History</b></p> <div style="display: flex; align-items: center;"> <div> <p><b>James Donald Gerzema</b> VICTIM SERVICES SPECIALIST-ADV</p> </div> </div> <div style="margin-top: 10px;"> <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> <p>From <input type="text" value="07/23/2015"/> <input type="text" value="31"/> Through <input type="text" value="01/19/2016"/> <input type="text" value="31"/> <input type="button" value="Refresh"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">Absence Request History</th> <th style="text-align: right;">Personalize   Find   View All   <input type="text" value="21"/>   <input type="text" value="1"/>   <input type="text" value="1"/>   First   1 of 1   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="#">Vacation</a></td> <td>Saved</td> <td>10/26/2015</td> <td>10/27/2015</td> <td>16 Hours</td> <td>Manager Timesheet</td> <td style="text-align: center;"><input type="button" value="Edit"/></td> </tr> </tbody> </table> <p><a href="#">Return to Direct Reports</a></p> </div> </div>	Absence Request History							Personalize   Find   View All   <input type="text" value="21"/>   <input type="text" value="1"/>   <input type="text" value="1"/>   First   1 of 1   Last	Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit	<a href="#">Vacation</a>	Saved	10/26/2015	10/27/2015	16 Hours	Manager Timesheet	<input type="button" value="Edit"/>
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<p>4.</p>	<p>The <b>Absence Request History</b> page displays the following information regarding the employees absence request history:</p> <ul style="list-style-type: none"> <li>• Absence Name</li> <li>• Status</li> <li>• Start Date</li> <li>• End Date</li> <li>• Duration of the absence request</li> <li>• Who it was requested by</li> </ul>																						

## ADDITIONAL RESOURCES

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*

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