



STAR PeopleSoft Job Aid: Absences for Less Than Your Scheduled Hours



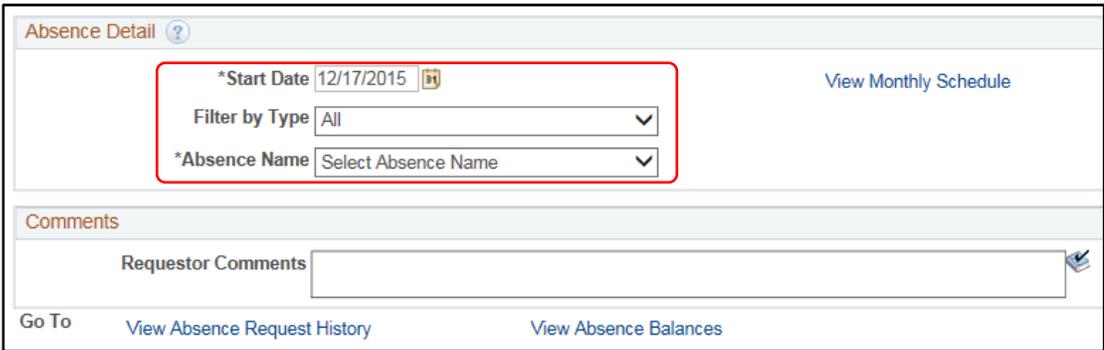
This job aid provides instructions to new employees about how to enter absences for less than your scheduled hours.

Use Partial Days if the following instances apply:

- You are not taking a full day of leave
- Your STAR PeopleSoft schedule does not match your normal work hours. (To check your STAR PeopleSoft schedule, click the View Monthly Schedule link on the Absence Request page.)
- You are using more than one type of leave to cover the absence

ENTERING ABSENCES FOR LESS THAN YOUR SCHEDULED HOURS

The following process can be used for entering future, current or prior time period absence requests.

Step	Action
1.	Begin by accessing the Employee Self-Service Landing Page: https://ess.wi.gov
2.	Navigate to the Absence Request Page . Navigation: Main Menu > Self Service > Time Reporting > Report Time > Absence Request
3.	Enter the desired Start Date .
4.	<p>Select the appropriate Absence Event by first selecting a value in Filter by Type to narrow your options. Then select the desired Absence Name from the list.</p>  <p>Additional fields become available after entering the Absence Name.</p>
5.	<p>If required, select an appropriate Reason from the Reason list.</p> <ul style="list-style-type: none"> ○ Reason is required for all state employees when using an Absence Name of <i>Sick Leave</i>. ○ Additional requirements for selecting a Reason are at the discretion of your agency.



Step	Action
6.	<p>Enter either the desired End Date or the desired Duration in hours.</p> <ul style="list-style-type: none"> If entering Duration: enter the total amount of hours for the absence. Portions of time need to be entered in hundredths instead of minutes (7.5 for 7 hours and 30 minutes, etc.). <div data-bbox="315 527 1414 926" style="border: 1px solid black; padding: 5px;"> <p>Absence Detail ?</p> <p>*Start Date 12/17/2015 <input type="button" value="📅"/> View Monthly Schedule</p> <p>End Date <input type="text"/> <input type="button" value="📅"/></p> <p>Filter by Type Vacation <input type="button" value="▼"/></p> <p>*Absence Name Vacation <input type="button" value="▼"/></p> <p>Reason Vacation <input type="button" value="▼"/></p> <p>Partial Days None <input type="button" value="▼"/></p> <p>Duration 20.00 <input type="text"/> Hours</p> <p>Calculate End Date or Duration <input type="button" value="▶"/> Forecast Balance <input type="button" value="▶"/></p> </div>
7.	<p>* To enter a partial day, you <u>must</u> select a value other than None for the absence hours to calculate correctly.</p> <p>Click the Partial Days list and select an appropriate Partial Day value.</p> <div data-bbox="302 1142 1422 1541" style="border: 1px solid black; padding: 5px;"> <p>Absence Detail ?</p> <p>*Start Date 12/18/2015 <input type="button" value="📅"/> View Monthly Schedule</p> <p>End Date <input type="text"/> <input type="button" value="📅"/></p> <p>Filter by Type Vacation <input type="button" value="▼"/></p> <p>*Absence Name Vacation <input type="button" value="▼"/></p> <p>Reason <input type="button" value="▼"/></p> <p>Partial Days <input type="button" value="▼"/></p> <p>Duration <input type="text"/></p> <p>Calculate End Date or Duration <input type="button" value="▶"/> Forecast Balance <input type="button" value="▶"/></p> </div> <p>Use the following table to help determining which Partial Days selection is appropriate for your situation.</p>



Step	Action															
	<p>Use the following table to help determining which Partial Days value is appropriate for your situation.</p> <table border="1" data-bbox="302 363 1430 1289"> <thead> <tr> <th data-bbox="302 363 522 453">Value</th> <th data-bbox="522 363 1073 453">Select when...</th> <th data-bbox="1073 363 1430 453">Additional Fields to Complete</th> </tr> </thead> <tbody> <tr> <td data-bbox="302 453 522 621">All Days</td> <td data-bbox="522 453 1073 621">...all days of your absence will be full days but your assigned STAR PeopleSoft Schedule does not match actual work hours.</td> <td data-bbox="1073 453 1430 621">All Days Hours <i>Enter your actual work day hours</i></td> </tr> <tr> <td data-bbox="302 621 522 825">End Day Only</td> <td data-bbox="522 621 1073 825">...just the last day of your absence will be a partial day.</td> <td data-bbox="1073 621 1430 825">End Day Hours <i>Enter the number of hours you will be out on your last day of absences</i></td> </tr> <tr> <td data-bbox="302 825 522 1026">Start Day Only</td> <td data-bbox="522 825 1073 1026">...just the first day of your absence will be a partial day.</td> <td data-bbox="1073 825 1430 1026">Start Day Hours <i>Enter the number of hours you will be out on your first day of absences</i></td> </tr> <tr> <td data-bbox="302 1026 522 1289">Start and End Days</td> <td data-bbox="522 1026 1073 1289">...both the first and last day of your absence will be partial days.</td> <td data-bbox="1073 1026 1430 1289">Start Day Hours and End Day Hours <i>Enter the number of hours you will be out on your first day of absences and your last day of absences</i></td> </tr> </tbody> </table> <p data-bbox="302 1360 1386 1446">* Important: Enter the total amount of hours of leave on each applicable day in portions of time (7.5 for 7 hours and 30 minutes, etc.)</p>	Value	Select when...	Additional Fields to Complete	All Days	...all days of your absence will be full days but your assigned STAR PeopleSoft Schedule does not match actual work hours.	All Days Hours <i>Enter your actual work day hours</i>	End Day Only	...just the last day of your absence will be a partial day.	End Day Hours <i>Enter the number of hours you will be out on your last day of absences</i>	Start Day Only	...just the first day of your absence will be a partial day.	Start Day Hours <i>Enter the number of hours you will be out on your first day of absences</i>	Start and End Days	...both the first and last day of your absence will be partial days.	Start Day Hours and End Day Hours <i>Enter the number of hours you will be out on your first day of absences and your last day of absences</i>
Value	Select when...	Additional Fields to Complete														
All Days	...all days of your absence will be full days but your assigned STAR PeopleSoft Schedule does not match actual work hours.	All Days Hours <i>Enter your actual work day hours</i>														
End Day Only	...just the last day of your absence will be a partial day.	End Day Hours <i>Enter the number of hours you will be out on your last day of absences</i>														
Start Day Only	...just the first day of your absence will be a partial day.	Start Day Hours <i>Enter the number of hours you will be out on your first day of absences</i>														
Start and End Days	...both the first and last day of your absence will be partial days.	Start Day Hours and End Day Hours <i>Enter the number of hours you will be out on your first day of absences and your last day of absences</i>														
8.	<p>Click Calculate End Date or Duration.</p> <ul style="list-style-type: none"> ○ If End Date was entered above, the Duration is calculated by PeopleSoft. ○ If Duration was entered above, the End Date is calculated by PeopleSoft. 															

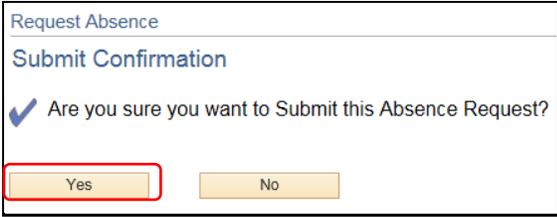
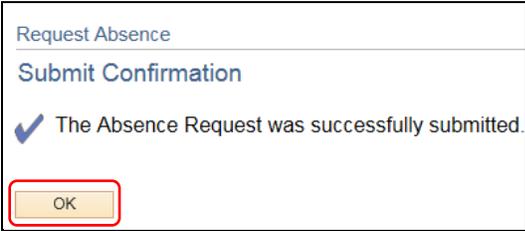


Step	Action
9.	<p>Click Forecast Balance.</p> <p>This process validates your balance and is required prior to submitting the absence request.</p> <div data-bbox="302 390 1401 827" style="border: 1px solid black; padding: 5px;"> <p>Absence Detail ?</p> <p>*Start Date <input type="text" value="12/17/2015"/> <input type="button" value="BT"/> View Monthly Schedule</p> <p>End Date <input type="text" value="12/23/2015"/> <input type="button" value="BT"/></p> <p>Filter by Type <input type="text" value="Vacation"/> <input type="button" value="v"/></p> <p>*Absence Name <input type="text" value="Vacation"/> <input type="button" value="v"/> Current Balance 149.50 Hours</p> <p>Reason <input type="text" value="Vacation"/> <input type="button" value="v"/></p> <p>Partial Days <input type="text" value="All Days"/> <input type="button" value="v"/></p> <p>All Days Hours <input type="text" value="4.00"/></p> <p>Duration <input type="text" value="20.00"/> Hours</p> <div style="border: 1px solid red; padding: 2px; display: flex; justify-content: space-around; margin-top: 5px;"> Calculate End Date or Duration Forecast Balance </div> </div>
9.	<p>Note: If the error message “Your leave can not be submitted” dispalys, 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> <p>Click View Forcast Details link to review details about your leave.</p> <div data-bbox="357 1121 1375 1734" style="border: 1px solid black; padding: 5px;"> <p>Absence Detail ?</p> <p>*Start Date <input type="text" value="12/17/2015"/> <input type="button" value="BT"/> View Monthly Schedule</p> <p>End Date <input type="text" value="12/23/2015"/> <input type="button" value="BT"/></p> <p>Filter by Type <input type="text" value="Vacation"/> <input type="button" value="v"/></p> <p>*Absence Name <input type="text" value="Vacation"/> <input type="button" value="v"/> Current Balance 149.50 Hours</p> <p>Reason <input type="text" value="Vacation"/> <input type="button" value="v"/></p> <p>Partial Days <input type="text" value="All Days"/> <input type="button" value="v"/></p> <p>All Days Hours <input type="text" value="4.00"/></p> <p>Duration <input type="text" value="20.00"/> Hours</p> <p style="color: red; text-align: center; margin-top: 10px;">Your leave cannot be submitted. Please check the following:</p> <ol style="list-style-type: none"> 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 <p style="text-align: center; font-size: small;">Date Time: November 18,2015 at 22:31</p> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="border: 1px solid black; padding: 2px; background-color: #f0f0f0;">Calculate End Date or Duration</div> <div style="border: 1px solid black; padding: 2px; background-color: #f0f0f0;">Forecast Balance</div> <div style="border: 1px solid red; padding: 2px; background-color: #f0f0f0;">View Forecast Details</div> </div> </div>



Step	Action									
10.	<p>Take note of your available absences and values. If for instance, you do not have enough of the type of leave you are requesting, you will need to return to the Absence Request page and update the Absence Name field or reduce the hours you are taking.</p> <p>Click Return to Absence Request to make necessary updates.</p> <div data-bbox="302 478 1414 758" style="border: 1px solid black; padding: 5px;"> <p>Forecast Balance Details Personalize [?]</p> <p>Forecast Results Accumulator Results [≡]</p> <table border="1"> <thead> <tr> <th>Absence Name</th> <th>Forecast Element</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Personal Holiday</td> <td>Absence Unpaid Hours</td> <td>10.00</td> </tr> <tr> <td>Personal Holiday</td> <td>Personal Holiday Balance</td> <td>0.00</td> </tr> </tbody> </table> <p>Return to Absence Request</p> </div>	Absence Name	Forecast Element	Value	Personal Holiday	Absence Unpaid Hours	10.00	Personal Holiday	Personal Holiday Balance	0.00
Absence Name	Forecast Element	Value								
Personal Holiday	Absence Unpaid Hours	10.00								
Personal Holiday	Personal Holiday Balance	0.00								
11.	<p>Update your request as necessary.</p> <p>Click Forecast Balance.</p> <div data-bbox="302 915 1390 1486" style="border: 1px solid black; padding: 5px;"> <p>Absence Detail [?]</p> <p>*Start Date <input type="text" value="12/18/2015"/> <input type="button" value="BT"/> View Monthly Schedule</p> <p>End Date <input type="text" value="12/21/2015"/> <input type="button" value="BT"/></p> <p>Filter by Type <input type="text" value="Vacation"/> <input type="button" value="v"/></p> <p>*Absence Name <input type="text" value="Vacation"/> <input type="button" value="v"/> Current Balance 149.50 Hours</p> <p>Reason <input type="text" value="Vacation"/> <input type="button" value="v"/></p> <p>Partial Days <input type="text" value="All Days"/> <input type="button" value="v"/></p> <p>All Days Hours <input type="text" value="4.00"/></p> <p>Duration <input type="text" value="8.00"/> Hours</p> <p><i>Your request has been successfully validated! You may submit</i></p> <p><i>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.</i></p> <p>Calculate End Date or Duration <input type="button" value="Forecast Balance"/> <input type="button" value="View Forecast Details"/></p> </div>									
12.	<p>Click View Forecast Details to view your updated balances.</p> <div data-bbox="394 1587 1336 1780" style="border: 1px solid black; padding: 5px;"> <p><i>Your request has been successfully validated! You may submit</i></p> <p><i>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.</i></p> <p>Calculate End Date or Duration <input type="button" value="Forecast Balance"/> <input type="button" value="View Forecast Details"/></p> </div>									

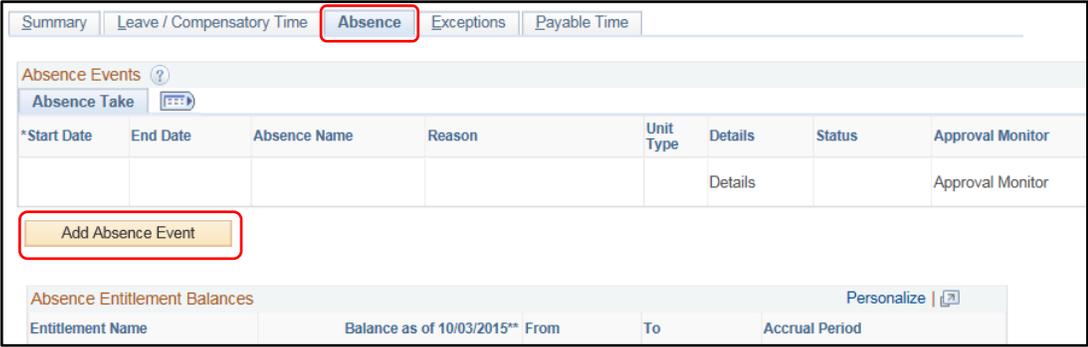
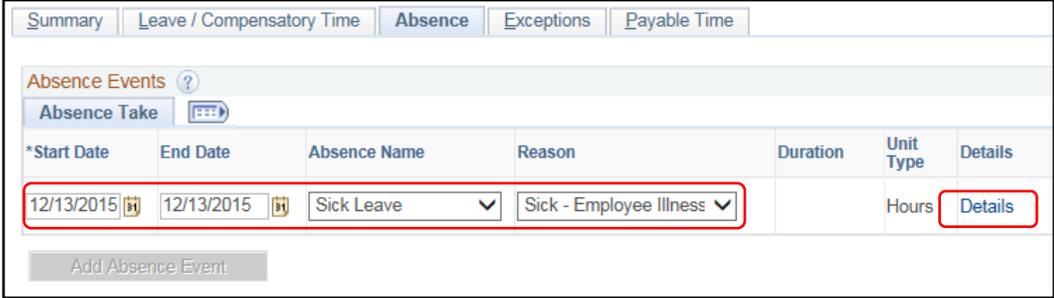


Step	Action
13.	<p>You should now see your Scheduled Hours listed and your remaining balances reduced in the Forecast Balance Details.</p> <p>Click Return to Absence Request.</p> 
14.	Click Submit .
15.	<p>A submit confirmation window displays.</p> <p>Click Yes.</p> 
16.	<p>Click OK.</p> 
17.	End of procedure.



ENTERING CURRENT ABSENCES FOR LESS THAN YOUR SCHEDULED HOURS

The following process can be used for entering current and prior time period absence requests only.

Step	Action
1.	Begin by accessing the Employee Self-Service Landing Page: https://ess.wi.gov
2.	Navigate to the Time Sheet . Navigation: Main Menu > Self Service > Time Reporting > Report Time > Timesheet
3.	Click the Absence tab.
4.	Click Add Absence Event . 
5.	Select the Start Date/End Date of the Absence(s).
6.	Select the Absence Name .
7.	Select a Reason .
8.	Click the Details link. 

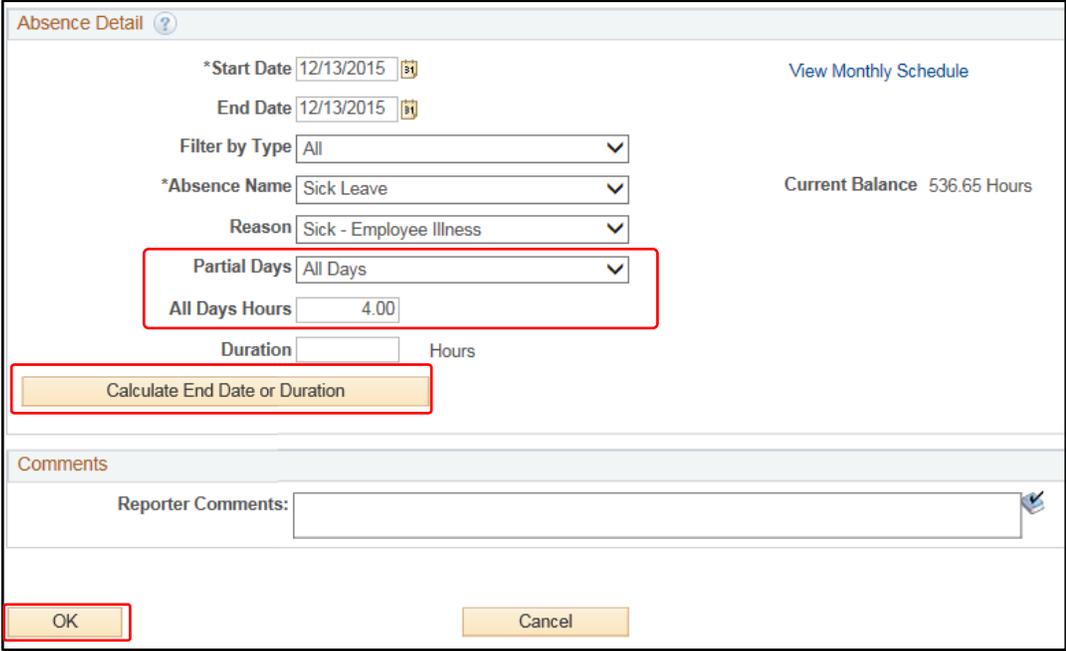
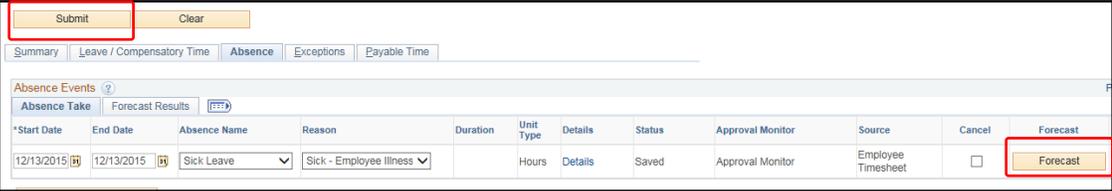
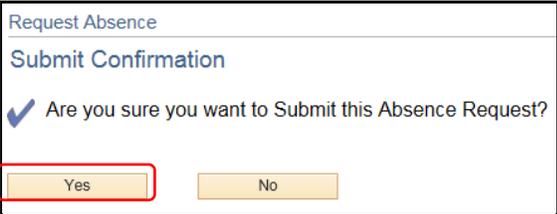


Step	Action
9.	<p>Start Date/End Date, Absence Name/Reason are populated from the prior screen.</p> <div data-bbox="321 333 1406 722" style="border: 1px solid black; padding: 5px;"> <p>Absence Detail ?</p> <p>*Start Date 12/13/2015 <input type="button" value="B1"/> View Monthly Schedule</p> <p>End Date 12/13/2015 <input type="button" value="B1"/></p> <p>Filter by Type All <input type="button" value="v"/></p> <p>*Absence Name Sick Leave <input type="button" value="v"/> Current Balance 536.65 Hours</p> <p>Reason Sick - Employee Illness <input type="button" value="v"/></p> <p>Partial Days None <input type="button" value="v"/></p> <p>Duration <input type="text"/> Hours</p> <p><input type="button" value="Calculate End Date or Duration"/></p> </div>
10.	<p>* To enter a partial day, you <u>must</u> select a value other than <i>None</i> for the absence hours to calculate correctly.</p> <p>Click the Partial Days list and select an appropriate Partial Day value.</p> <div data-bbox="313 949 1414 1344" style="border: 1px solid black; padding: 5px;"> <p>Absence Detail ?</p> <p>*Start Date 12/13/2015 <input type="button" value="B1"/> View Monthly Schedule</p> <p>End Date 12/13/2015 <input type="button" value="B1"/></p> <p>Filter by Type All <input type="button" value="v"/></p> <p>*Absence Name Sick Leave <input type="button" value="v"/> Current Balance 536.65 Hours</p> <p>Reason <input type="button" value="v"/></p> <p>Partial Days <input type="button" value="v"/> <div style="border: 1px solid red; padding: 2px; margin-top: 2px;"> All Days End Day Only None Start Day Only Start and End Days </div> </p> <p>Duration <input type="text"/></p> <p><input type="button" value="Calculate End Date or Duration"/></p> </div> <p>Use the following table to help determining which Partial Days value is appropriate for your situation.</p>

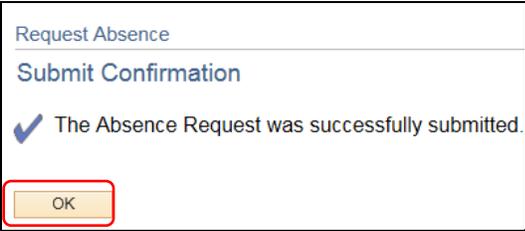


Step	Action															
	<p>Use the following table to help determining which Partial Days value is appropriate for your situation.</p> <table border="1" data-bbox="293 365 1425 1289"> <thead> <tr> <th data-bbox="293 365 518 453">Value</th> <th data-bbox="518 365 1068 453">Select when...</th> <th data-bbox="1068 365 1425 453">Additional Fields to Complete</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 453 518 621">All Days</td> <td data-bbox="518 453 1068 621">...all days of your absence will be full days but your assigned STAR PeopleSoft Schedule does not match actual work hours.</td> <td data-bbox="1068 453 1425 621">All Days Hours <i>Enter your actual work day hours</i></td> </tr> <tr> <td data-bbox="293 621 518 825">End Day Only</td> <td data-bbox="518 621 1068 825">...just the last day of your absence will be a partial day.</td> <td data-bbox="1068 621 1425 825">End Day Hours <i>Enter the number of hours you will be out on your last day of absences</i></td> </tr> <tr> <td data-bbox="293 825 518 1026">Start Day Only</td> <td data-bbox="518 825 1068 1026">...just the first day of your absence will be a partial day.</td> <td data-bbox="1068 825 1425 1026">Start Day Hours <i>Enter the number of hours you will be out on your first day of absences</i></td> </tr> <tr> <td data-bbox="293 1026 518 1289">Start and End Days</td> <td data-bbox="518 1026 1068 1289">...both the first and last day of your absence will be partial days.</td> <td data-bbox="1068 1026 1425 1289">Start Day Hours and End Day Hours <i>Enter the number of hours you will be out on your first day of absences and your last day of absences</i></td> </tr> </tbody> </table> <p data-bbox="293 1360 1380 1436">* Important: Enter the total amount of hours of leave on each applicable day in portions of time (7.5 for 7 hours and 30 minutes, etc.)</p>	Value	Select when...	Additional Fields to Complete	All Days	...all days of your absence will be full days but your assigned STAR PeopleSoft Schedule does not match actual work hours.	All Days Hours <i>Enter your actual work day hours</i>	End Day Only	...just the last day of your absence will be a partial day.	End Day Hours <i>Enter the number of hours you will be out on your last day of absences</i>	Start Day Only	...just the first day of your absence will be a partial day.	Start Day Hours <i>Enter the number of hours you will be out on your first day of absences</i>	Start and End Days	...both the first and last day of your absence will be partial days.	Start Day Hours and End Day Hours <i>Enter the number of hours you will be out on your first day of absences and your last day of absences</i>
Value	Select when...	Additional Fields to Complete														
All Days	...all days of your absence will be full days but your assigned STAR PeopleSoft Schedule does not match actual work hours.	All Days Hours <i>Enter your actual work day hours</i>														
End Day Only	...just the last day of your absence will be a partial day.	End Day Hours <i>Enter the number of hours you will be out on your last day of absences</i>														
Start Day Only	...just the first day of your absence will be a partial day.	Start Day Hours <i>Enter the number of hours you will be out on your first day of absences</i>														
Start and End Days	...both the first and last day of your absence will be partial days.	Start Day Hours and End Day Hours <i>Enter the number of hours you will be out on your first day of absences and your last day of absences</i>														
11.	After you have made your Partial Days selection and entered the corresponding hours fields, click Calculate End Date or Duration .															



Step	Action
12.	<p>Click OK.</p> 
13.	Click Forecast .
14.	<p>Click Submit.</p> 
15.	<p>A submit confirmation window displays.</p> <p>Click Yes.</p> 



Step	Action
16.	Click OK .  A screenshot of a confirmation dialog box. At the top, it says "Request Absence" in a light blue font. Below that, it says "Submit Confirmation" in a darker blue font. Underneath, there is a blue checkmark followed by the text "The Absence Request was successfully submitted." At the bottom of the dialog box, there is a yellow button with the text "OK" in black. The "OK" button is highlighted with a red rectangular border.
17.	End of procedure.