Requesting Leave Instructions for Employees
Absence Management

All Employees will report time through Absence Management; there will no longer be a paper form process.

WORKFLOW

- Employee initiates the workflow by submitting an Absence Request
- If the employee has enough hours, the system will allow the employee to successfully submit the request; if not, it is denied.
- The absence request is sent to the Approver. The following roles have the ability to approve an Absence Request
  - The TA and TA Alternate
  - The PA and PA Alternate
- The approver has the ability to:
  - **Approve:** The Absence Request is only approved once. Once it is approved, it is final.
  - **Deny:** The approver can deny the request. The employee must cancel the denied request in order to submit a new absence request for the same time period.
  - **Push Back:** The approver can push back the request to the employee to edit, update, or cancel.
- Any changes after the Absence Request is approved are completed on the timesheet by the TA.
TIME REPORTING

From the Self Service Menu, there are multiple options. Select the “Time Reporting” menu. (1)

Click on Absence Request to start your request. (2)

- With the new system, there will no longer be a need to complete the paper form.
- The online version is the only required document needed for an employee leave request.
Once you click into Absence Request

- Select the date you will start your absence. (3)
- Type in the date in MM/DD/YEAR format or click on the calendar icon to select the specific date.
- In the absence request form, you can also view your absence request history at the bottom of the page (4) or view your monthly schedule (5) at the top of the page.
  - We will review this process later.
**Filter by Type**

Through this system, you can filter the types of absences by the drop down menu to "Filter by Type." (6)

- This will only show the absence types associated with this type of leave in the Absence Name Field
- Select the absence in the Absence Name

![Image of P.A.S.S. Employee Self-Service](image-url)

**Request Absence**

Enter Start Date, Type of Absence, and Requested fields. The absence request can be saved for later or submitted for approval.

**Absence Detail**

- *Start Date: 02/27/2013*
- Filter by Type: All
- *Absence Name: All*
- Comments: Bereavement Leave, FML Leave, Other Paid Leave, Paid Release Time, Sick Leave, Unpaid Leave, Vacation Leave

**Go To:** View Absence Request History
Absence Name

Or you can simply select the type of leave you wish to request by selecting from the "Absence Name" drop down menu. This menu will include all absence types.
When you select the type of absence, multiple fields will open up on the form.

- Complete the required fields that include the end date of your absence. (8)
- To complete the end date, you can enter the last day of your leave in the field with the MM/DD/YEAR format or you may click on the calendar icon and select the date.

Multiple absence types will require an additional reason.

- As an example, for sick days, you will need to indicate if it is for you, a spouse, a child, or a parent. (9)
- If there is additional information needed, you can add it to the comments field. (10)
- After you complete the information requested, you can save for later (11) or submit (12) it to the approver.
Attachment

- There are some instances in which you may need to add an attachment such as jury duty.
- If you need to add an attachment, save the request.
- Once it is saved, click on Attachment.
- This will open the attachment section.
- Select the Attachment Type from the drop down menu.
- Click “Add Attachment”.
- This will open a window to add your document.
- Choose your file and upload.
• You are able to Add (14), View (16) or Delete (17) your document
• Attachments cannot be added after an absence request has been approved, denied or cancelled

<table>
<thead>
<tr>
<th>Attached File</th>
<th>Attachment Type</th>
<th>Absence Type</th>
<th>Add Attachment</th>
<th>View Attachment</th>
<th>Delete Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Sick</td>
<td>Add Attachment</td>
<td>View Attachment</td>
<td>Delete Attachment</td>
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</tbody>
</table>

**HOLIDAYS**

• Holidays are pre-programmed within the system and will not be included in the requested absence calculation.
• Holidays are based on your FTE
  o Full time employees (1.0 FTE), will receive 8 hours for a holiday.
  o Part time employees working 20 hours (.5 FTE), will receive 4 hours for a holiday.
• Schedules vary across campus. This can affect your vacation hours for holiday weeks.
  o If you typically work a 9hr (M-Th) and 4 hr (F) schedule, and Friday is a holiday, the system will calculate 36 vacation hours for the week, 9 hours for Monday through Thursday and 0 hours for Friday since it is a holiday.
  o On the other hand, if you typically work a 9 hr (M-Th) and 4 hr (F) schedule, and Monday is a holiday, the system will calculate 32 vacation hours for the week, 1 hour for Monday since it is a holiday, 9 hours for Tuesday through Thursday, and 4 hours for Friday.
  o It is up to the employee to discuss any adjustments to their schedule with their manager.
PARTIAL DAYS

- If you take partial days, you will need to indicate what days will be partial days and enter the hours that you will be missing in the duration field. (18)
- You can view your current balance on the right hand side. (19) If you do not have enough hours for your request, the system will not allow you to complete the request.
- Current Balance: The current balance (19) shows the hours you have to date.
- Projected Balance includes the current balance less any hours pending
  - For example, if an employee currently had 40 hours, but requested 16 hours next month, and had a request pending for 8 hours
    - Current balance: 40 hours
    - Projected Balance: 16 hours
Partial Day Hours

- After you indicate that you will be taking partial days for your leave request, the field, for the hours will appear. Enter the requested leave hours for the partial days in the new field. (20)
Complete & Submit

- When you click on calculate duration, (21), it will calculate the hours for the partial days in the duration field. (22)
- When you complete the Absence Request, you can save for later (23) or submit (24) the form to the next approver.
Confirmation

- When you submit the form, you will receive a confirmation. Click "ok." (25)

After you click “OK,” you will be able to view the status.

- Notice that the status is pending approval once you submit the request. (26)
- Click on multiple approvers to view who has access to approve this request. (27)
- Approvers include
  - The TA and the TA Alternate
  - The PA and the PA Alternate
- The request will be sent to your department approvers for authorization.
- The approver can either approve, deny or push back a request
  - **Approve:** will approve the request. No other action can be taken. If the Absence Request needs to be modified, the TA will need to adjust the leave time on the employee’s electronic timesheet.
  - **Deny:** will deny the request. A denied request must be cancelled before a new request can be submitted for the same period.
  - **Push Back:** will send the Absence Request back to the employee. The employee is then able to edit and make corrections to the form and resubmit it, or cancel it.
  - An email will be sent to the employee after any action is taken on the Absence Request.
ABSENCE REQUEST HISTORY

- Click on the View Absence Request History at the bottom of the Request Absence Page or from the main menu.
- Click Absence Request History to view your past leave requests.
- This menu will allow you to:
  - View past leave requests
  - Cancel denied, saved, or pushed back requests
  - Edit requests that are:
    - Saved
    - Pushed back
- Select the specific dates to search.
- Click refresh to provide the results.
• You are able to edit your requests through the history. If the leave has already been approved, please contact your manager if changes need to be made.
• Click Edit to open the request (28)

This will bring you to the absence request
• From this menu, you are able to make the adjustments needed
• You are also able to cancel the request (29)
  o Saved, Pushed back and Denied requests can be cancelled
  o Hours are added back to your current leave balance when a request is denied or cancelled
The calendar will show:
- The hours you are scheduled to work or your work schedule
- Holidays
- Requested days off
  - To move back and forward in time, click on previous month or next month, or enter the month you wish to review.
PROCESSES

- Once an absence request is approved, denied, or pushed back, the employee will be notified via email. The employee can also go to PASS and look under the absence request history to review the status of a request.
- It is important to enter your request as soon as possible.
- You have up to 120 days in the future to enter your leave request.
- Please remember, according to the SAMS policy, vacation with pay may not be granted until the employee has had six months of continuous employment.
- If you find that there is a mistake with an entry, talk to your supervisor or manager. The Absence Request will have to be pushed back. Once it is pushed back, you will be able to log into pass and edit the request through Absence Request History. If the time has already been approved, your manager will have to go into the system and manually adjust your time.