


120 Absence Management - Leave Keeper





State of Hawaii

Absence Management Leave Keeper

Course 120

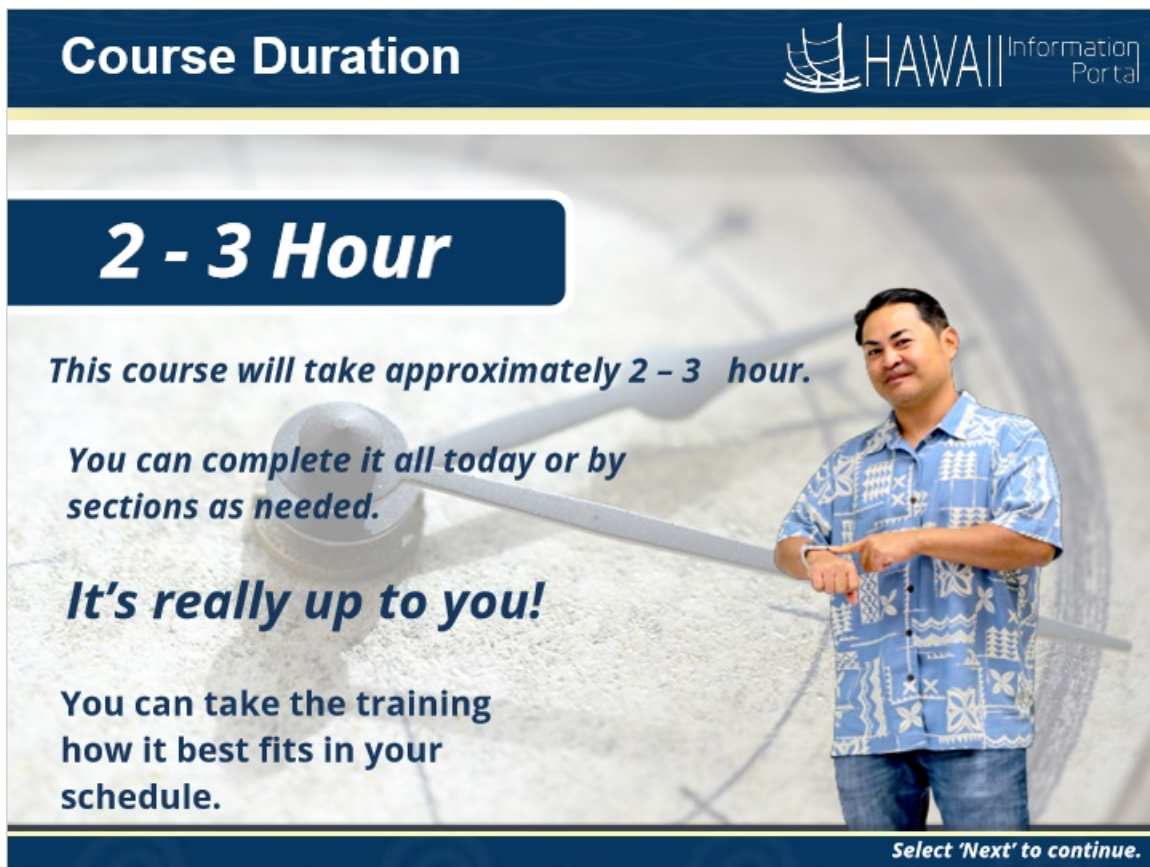
Recommended for user assigned a Leave Keeper Role

March 2020, Version 1

 **HAWAII** Information Portal


Select 'Next' to continue.

Duration

A graphic for the 'Course Duration' section. It features a dark blue header with the text 'Course Duration' and the 'HAWAII Information Portal' logo. Below the header is a large, light-colored clock face. A man in a blue and white patterned Hawaiian shirt stands in front of the clock, pointing towards the text. The text is arranged in a list-like format with bullet points.

Course Duration

2 - 3 Hour

- This course will take approximately 2 – 3 hour.*
- You can complete it all today or by sections as needed.*
- It's really up to you!*
- You can take the training how it best fits in your schedule.*

Select 'Next' to continue.

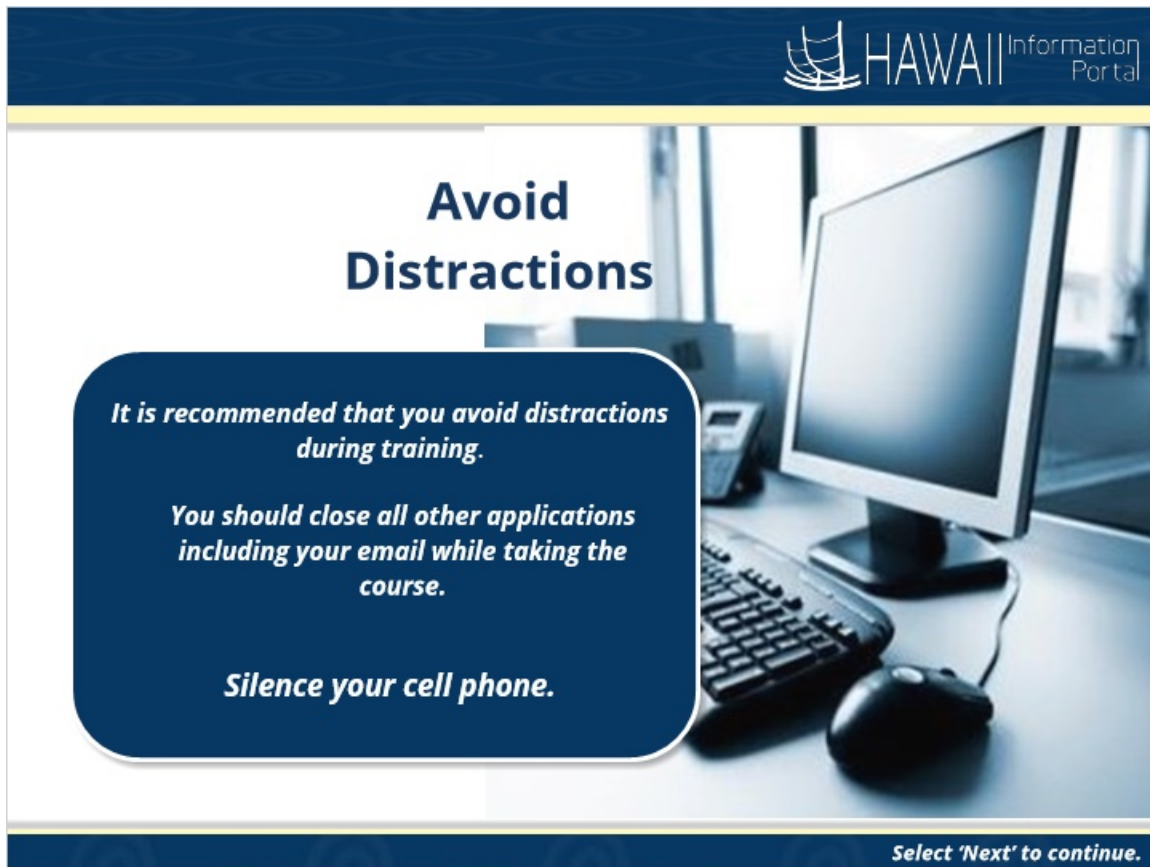
This course will take approximately 2 -3 hour.

You can complete it all today or by sections.

It's really up to you!

You can take the training how it best fits in your schedule.

Preparation

A training slide titled "Avoid Distractions" with a background image of a computer desk. The slide contains three bullet points in a dark blue rounded rectangle. The Hawaii Information Portal logo is in the top right corner. At the bottom right, it says "Select 'Next' to continue."


Avoid Distractions

- It is recommended that you avoid distractions during training.*
- You should close all other applications including your email while taking the course.*
- Silence your cell phone.*

Select 'Next' to continue.

It is recommended that you avoid distractions during your training session. You should close all other applications including your email while taking the course and silence your cell phone.

Help Desk Information




Hawaii Information Portal Service Center

If you need assistance using the Hawaii Information Portal
Leave Keeper

- **How-To Use the HIP Ticket System:**
<http://ags.hawaii.gov/hip/files/2019/07/Using-the-HIP-Ticket-Center-042419.pdf>
- **HIP Ticket System:** <https://hipservice.hawaii.gov/s/>
- **HIP Security Access Request Form for Time/Leave & Payroll-Deployed Departments:**
https://docs.google.com/forms/d/e/1FAIpQLSdBn_vtESRUl0jMqCTfW0DaTOblafDLbrSI3i-TMqU0n2necw/viewform

Select **'Next'** to continue.



- **How-To Use the HIP Ticket System:**
<http://ags.hawaii.gov/hip/files/2019/07/Using-the-HIP-Ticket-Center-042419.pdf>
- **HIP Ticket System:** <https://hipservice.hawaii.gov/s/>
- **HIP Security Access Request Form for Time/Leave & Payroll-Deployed Departments:**
https://docs.google.com/forms/d/e/1FAIpQLSdBn_vtESRUl0jMqCTfW0DaTOblafDLbrSI3i-TMqU0n2necw/viewform

Leave Keeper Activities

A screenshot of the "Leave Keeper Activities" course interface. At the top is a dark blue header with the "HAWAII Information Portal" logo. Below this is a light green banner with the title "Leave Keeper Activities" in a dark red font. Under the title are five green buttons with white text: "Course Objectives", "Key Terminology", "Working with Absence Management", "Monthly Calendar", and "Help Desk". Below the buttons is a dark blue bar with the text "SELECT A TOPIC FROM ABOVE TO LEARN MORE!". The main content area features a woman with long dark hair, wearing a pink cardigan over a black top, standing in front of a large pink hibiscus flower. To her right, the text "SELECT A TOPIC FROM ABOVE TO LEARN MORE!" is displayed in a bold, dark blue font. At the bottom of the interface is a dark blue bar with the text "AFTER COMPLETING THE SECTIONS ABOVE, SELECT 'NEXT' TO COMPLETE THE COURSE." in white.

Leave Keeper Activities

[Course Objectives](#) | [Key Terminology](#)
[Working with Absence Management](#) | [Monthly Calendar](#)
[Help Desk](#)

SELECT A TOPIC FROM ABOVE TO LEARN MORE!

SELECT A TOPIC FROM ABOVE TO LEARN MORE!

AFTER COMPLETING THE SECTIONS ABOVE, SELECT 'NEXT' TO COMPLETE THE COURSE.

Course Objective

Key Terminology

Working with Absence Management

Monthly Calendar

Help Desk

Course Objectives

Course Objectives



After completing this course you will understand how to:

- Request an Absence as a Leave Keeper
- Cancel an Absence Request as a Leave Keeper
- Work with the Monthly Calendar

Select **'Next'** to continue.



After completing this course you will understand how to:

Request an Absence as a Leave Keeper

Cancel an Absence Request as a Leave Keeper

Work with the Monthly Calendar

Key Terminology



Key Terminology

[Absence Reason](#) [Approved Absence](#) [Push Back Absence](#)

[Absence Request](#) [Absence Forecasting](#)

[Absence Type](#) [Leave Keeper](#) [Monthly Calendar \(Workforce Availability\)](#)

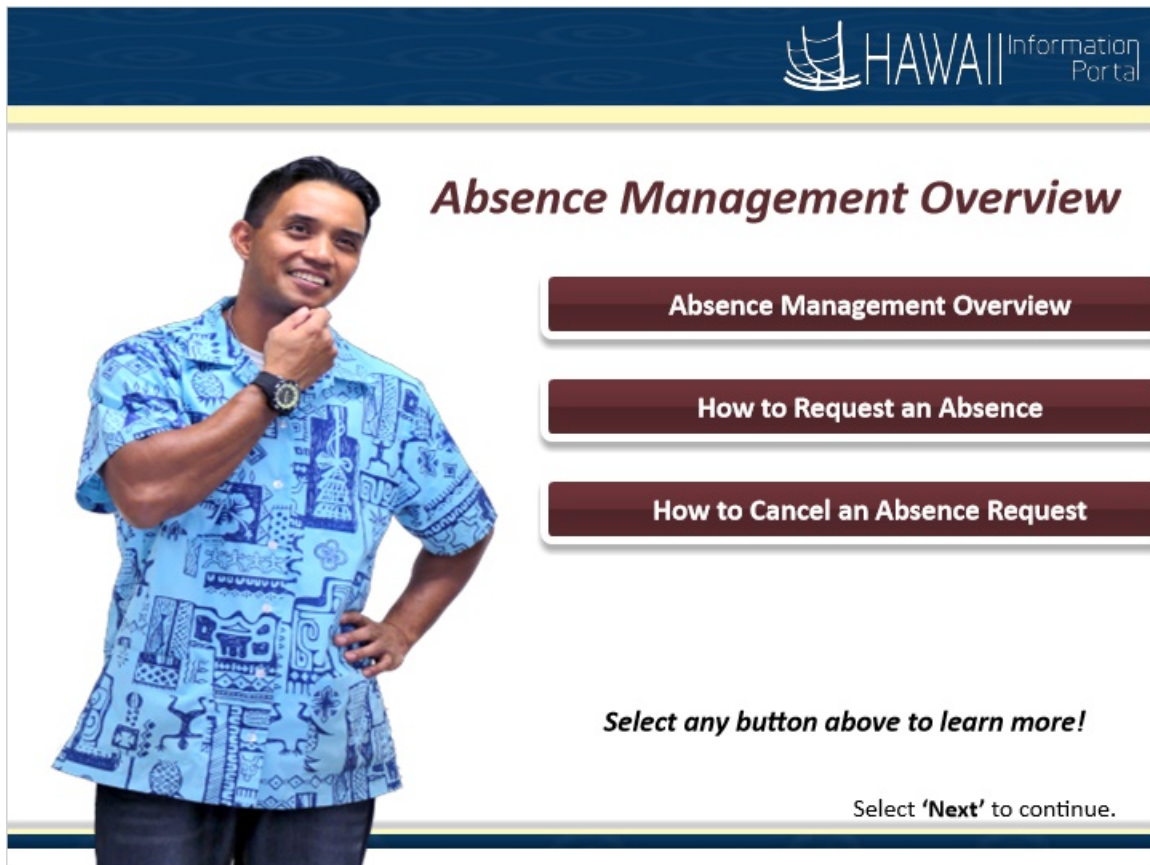
Click on any Term listed above to learn more!

When finished, select 'Next' to complete this section.

- **Absence Reason** - A specific cause of absence that can be selected during absence recording. Note: Providing an absence reason for a regular absence is optional.
- **Absence Request** - A request by an employee for time off for sick, vacation, military, bereavement or another life changing event.

- **Absence Type** - A grouping of absences, such as illness or personal business that is used for reporting, accrual, and compensation calculations.
- **Approval Absence** - An absence that has been approved by the Manager or Human Resource Administrator for the requested time off.
- **Absence Forecasting** - A feature that allows the system to determine if there will be enough balance based on existing requests and entitlements.
- **Leave Keeper** - An individual that manages absences on behalf of employees to maintain accurate reporting to management.
- **Push Back Absence** - An absence that has been pushed back from the manager to request more information from the employee.
- **Monthly Calendar (Workforce Availability)** - A feature that allows a manager or supervisor to monitor reported time and absences against an employee work schedules.

Working with Absence Management

A screenshot of a web application interface titled "Absence Management Overview". On the left is a man in a blue patterned shirt. On the right are three buttons: "Absence Management Overview", "How to Request an Absence", and "How to Cancel an Absence Request". Below the buttons is the text "Select any button above to learn more!" and "Select 'Next' to continue." The top right of the interface has the "HAWAII Information Portal" logo.

Absence Management Overview

Absence Management Overview

How to Request an Absence

How to Cancel an Absence Request

Select any button above to learn more!

Select **'Next'** to continue.


Absence Management Overview

Absence Management Overview

How to Request an Absence

How to Cancel an Absence Request

Absence Management Overview




Absence Management Overview

Absence management module is used to manage absences such as vacation, family leave, sick leave, military, victim leave, union business or bereavement for the State of Hawaii.

This module is also used to maintain absence records and reporting to payroll and time and labor for all employees.

Select **'Next'** to continue.



Absence Overview

Absence management module is used to manage absences such as vacation, family leave, sick leave, military, victim leave, union business or bereavement for the State of Hawaii.

This module is also used to maintain absence records and reporting to payroll and time and labor for all employees.

1.

How are Absences Entered?

Absences Entered Overview:

Employees:

Employee enters an absence using the Employee Self Service portal. The system will only allow absences that an employee is eligible to use. Once the absence is entered in the system, it will be submitted in the approval workflow.

Manager/Supervisor:

Manager/Supervisor have the authority to enter absences on behalf of their direct reports in the system. The absence will be auto-approved and then processed for paid or unpaid leave according to the eligibility of the employee.

Select '**Next**' to continue.

How are Absences Entered?

Absences Entered Overview:


Employees:

Employee enters an absence using the Employee Self Service portal. The system will only allow absences that an employee is eligible to use. Once the absence is entered in the system, it will be submitted in the approval workflow.

Managers/Supervisor:

Managers have the authority to enter absences on behalf of their direct reports in the system. The absence will be auto-approved and then processed for paid or unpaid leave according to the eligibility of the employee.


Absences Approval Process



Steps for Approval:

1. The request is submitted in the HIP ESS.
2. The Absence request is routed to the manager, supervisor or HR Admin based on the type of absence.
3. Approvers have options to approve or push back the transaction.
4. Approved Absence Requests are processed by the Absence Calculation Process.
5. Absence hours are sent to the timesheet and processed as either paid or unpaid hours on the paycheck.

Select **'Next'** to continue.




Absences Approval Process

Steps for Approval:

1. The request is submitted in the workflow approval process.
2. The Absence request is routed to the manager, supervisor or HR Admin based on the type of absence.
3. Approvers have options to approve or push back the transaction.
4. Approved Absence Requests are processed by the Absence Calculation Process.
5. Absence balances are updated to be sent to the time sheet and corresponding paid and unpaid elements are generated.

Roles and Responsibilities




This module is used by:

Employee to:

- Add, edit, forecast, submit, save and cancel absence request
- View request details with approval status
- View request details entered by Absence Admin
- View absence events entered in time sheets
- View absence entitlement balances
- View monthly calendar schedule for current and past months

Select **'Next'** to continue.



Roles and Responsibilities

This module is used by:

Employee to:

2. Add, edit, forecast, submit, save and cancel absence request
3. View request details with approval status
4. View request details entered by Absence Admin
5. View absence events entered in time sheets
6. View absence entitlement balances
7. View monthly calendar schedule for current and past months

Roles and Responsibilities

This module is used by:

Manager/Supervisor to:

- Perform all employee self-service absence tasks on behalf of direct reports. May work with the Timekeeper or Leave Keeper to manage this task.
- View absence requests for direct reports
- Approve or push back absence request submitted by direct reports
- View a monthly calendar for direct reports



Select '**Next**' to continue.

This module is used by:

Manager/Supervisor to:

- Perform all employee self-service absence tasks on behalf of direct reports
- View absence requests for direct reports
- Approve or push back absence request submitted by direct reports
- View a monthly calendar for direct reports

Roles and Responsibilities



This module is used by:

Leave Keeper to:

- Maintain employee absences
- Manage absence exceptions
- Run absence reports
- Add, edit, submit, save and cancel absence request
- View Absence balances

Select **'Next'** to continue.



This module is used by:

Manager to:

- Perform all employee self-service absence tasks on behalf of direct reports
- View absence requests for direct reports
- Approve or push back absence request submitted by direct reports
- View a monthly calendar for direct reports

How are Absences Corrected?

Absence Correction Process:

1. Managers can push back an absence to request additional information or suggest an absence request revision.
2. Absence Administrators have options to adjust employee balances if for any reason they are incorrect.
3. Balance Adjustments are performed by adjusting accumulators and absences.
4. Audit details of the transactions are captured when the adjustment transactions are completed.
5. Administrators can make adjustments to prior or current calendars.

Select '**Next**' to continue.



How are Absences Corrected?

Absence Correction Process:

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3. Balance Adjustments is performed by adjusting accumulators and absences.
4. Audit details of the transactions are captured when the adjustment transactions are completed.
5. Administrator can make adjustments to prior or current calendars.




Congratulations!

You've successfully completed this lesson.

Request an Absence


How to Request an Absence

The logo for the Hawaii Information Portal, featuring a stylized sailboat icon to the left of the text "HAWAII Information Portal".

Lesson Scenario

In this lesson you will learn how to request an absence as a Leave Keeper.

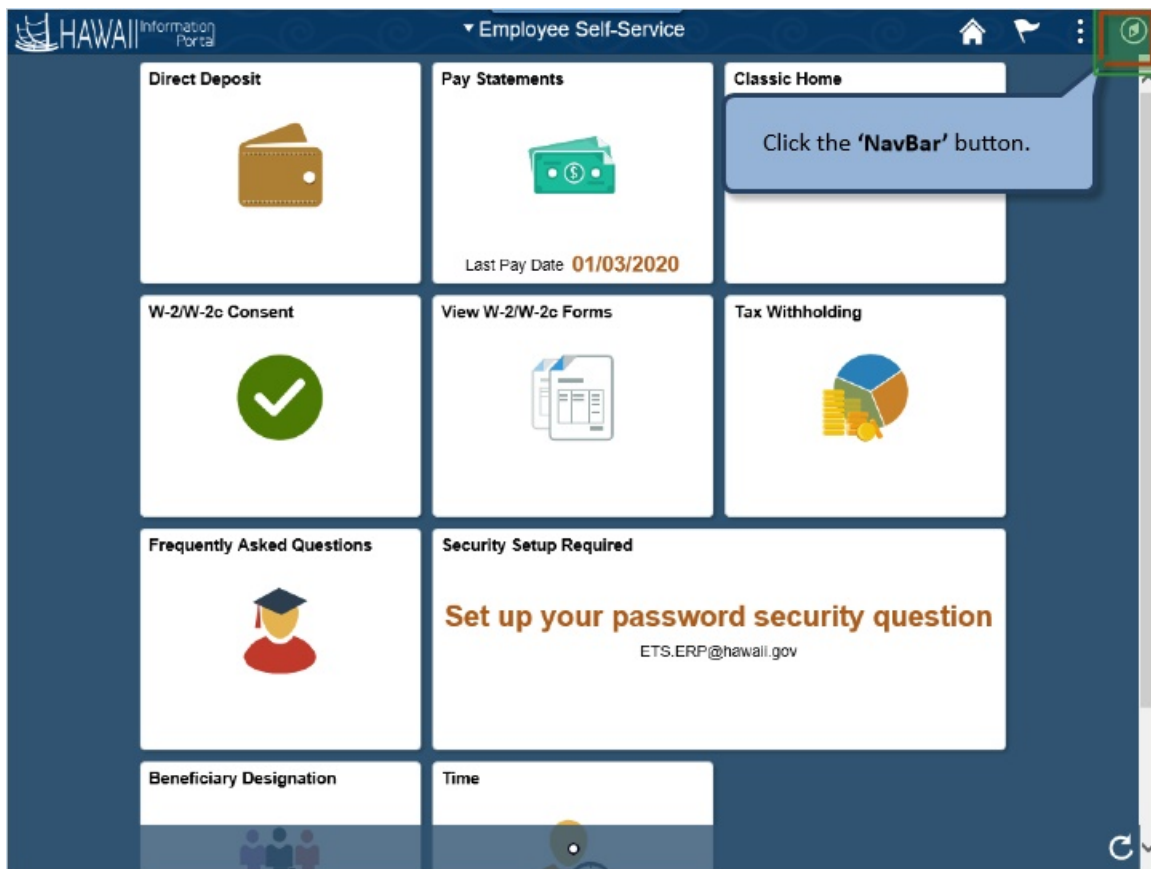
Select **'Next'** to continue.

A photograph of a smiling woman with long dark hair, wearing a pink cardigan over a black top and grey pants, standing with her right hand on her hip.

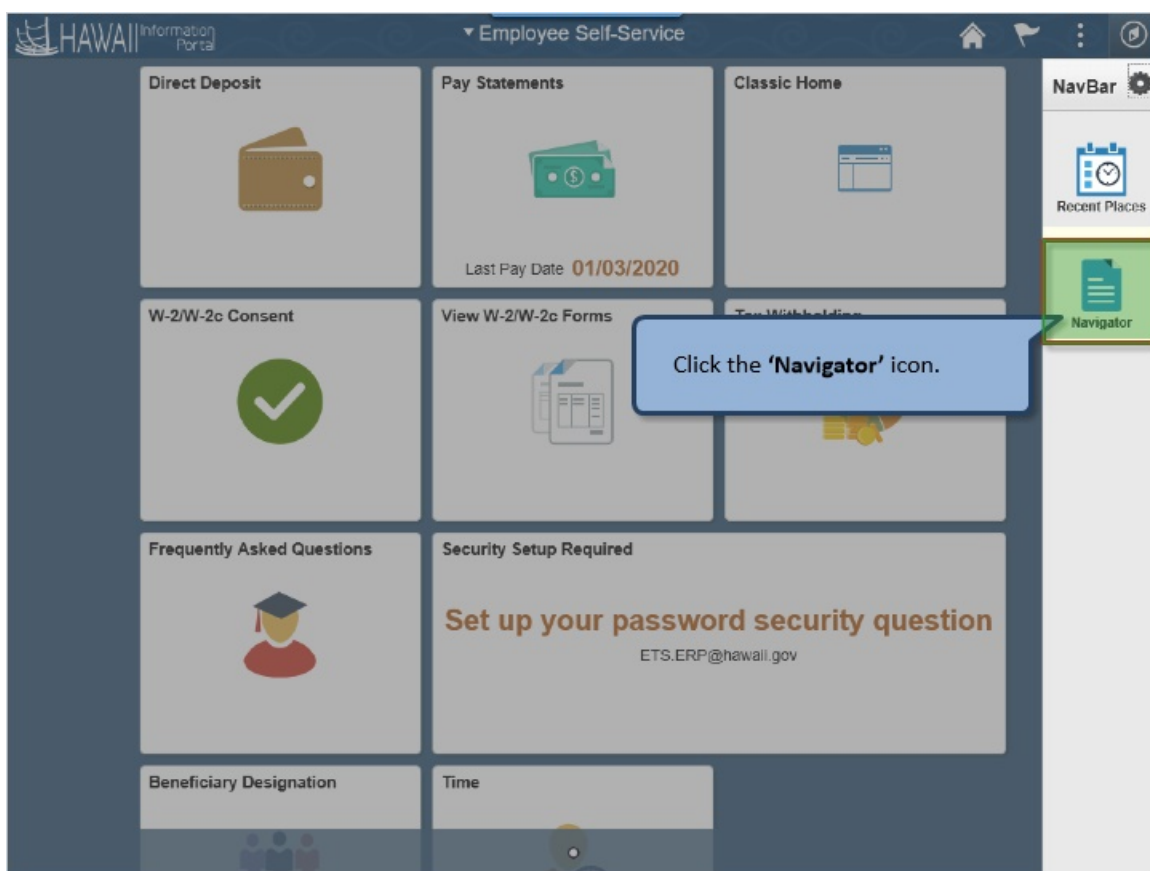
Lesson Scenario

In this lesson you will complete the following:

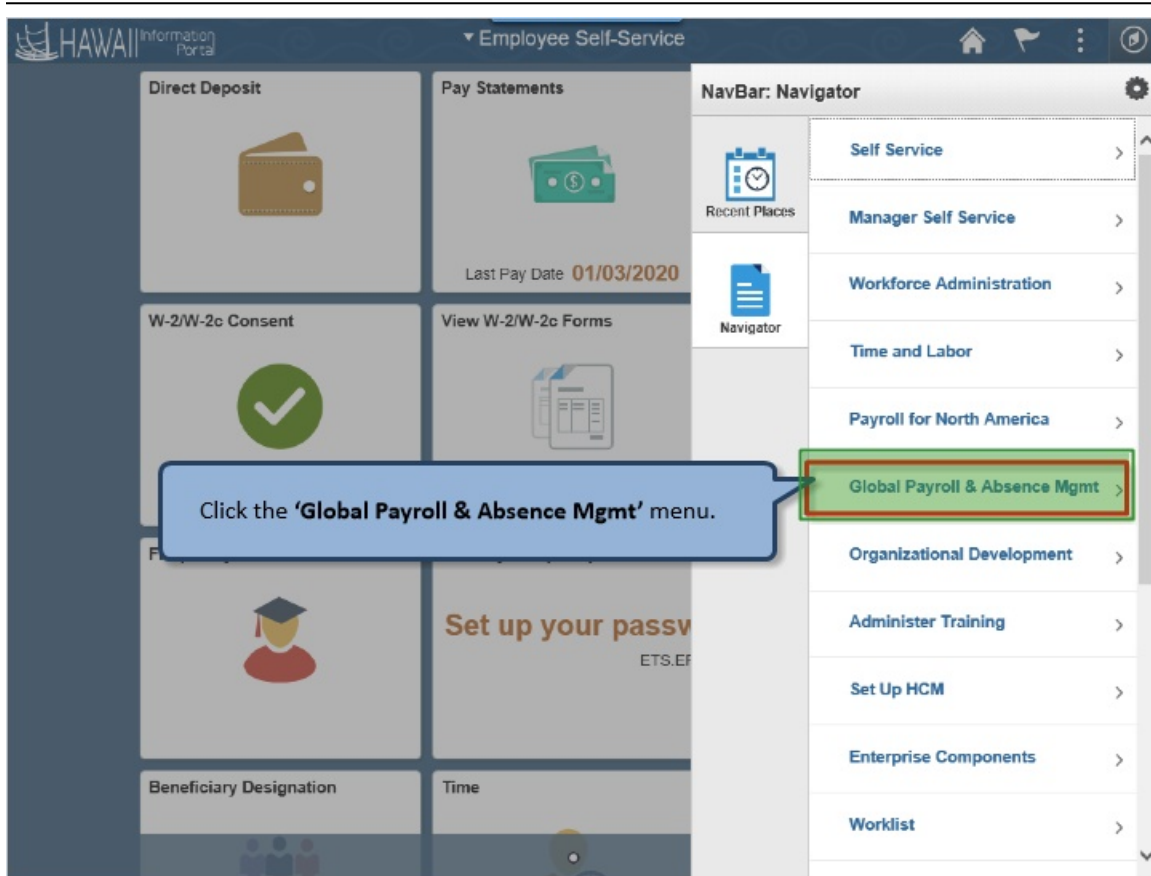
How to request an Absence. An employee was recently awarded a vacation gift in a local community drawing and needed to take time off from work to enjoy the leave with family and friends.



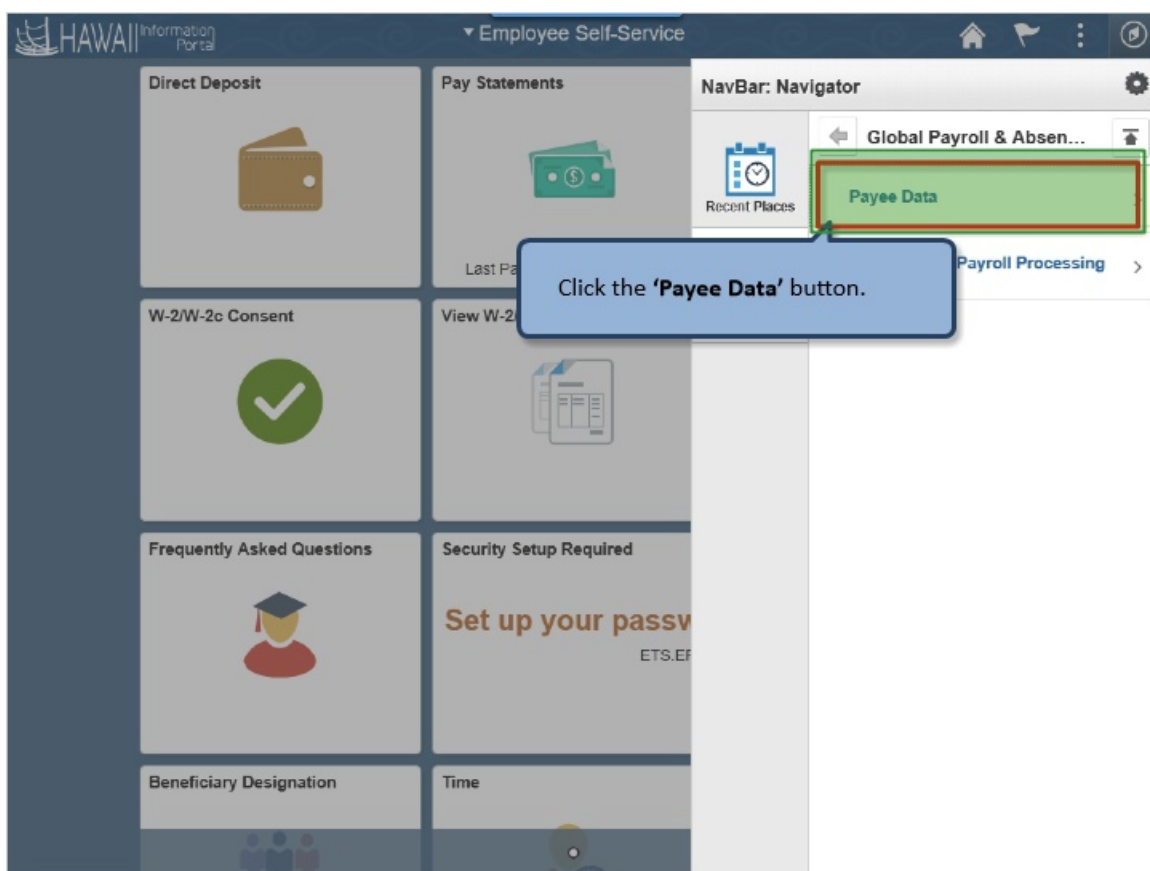
Click the '**NavBar**' button.



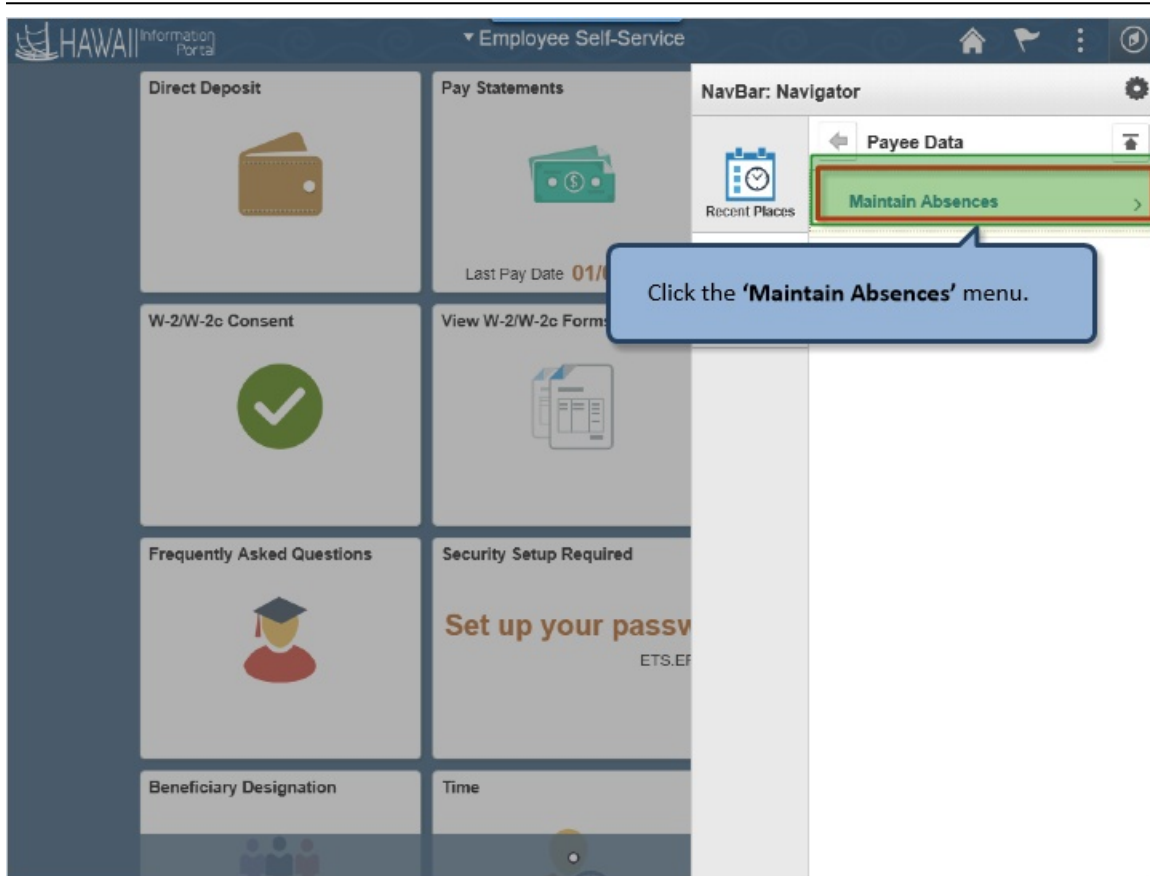
Click the '**Navigator**' icon.



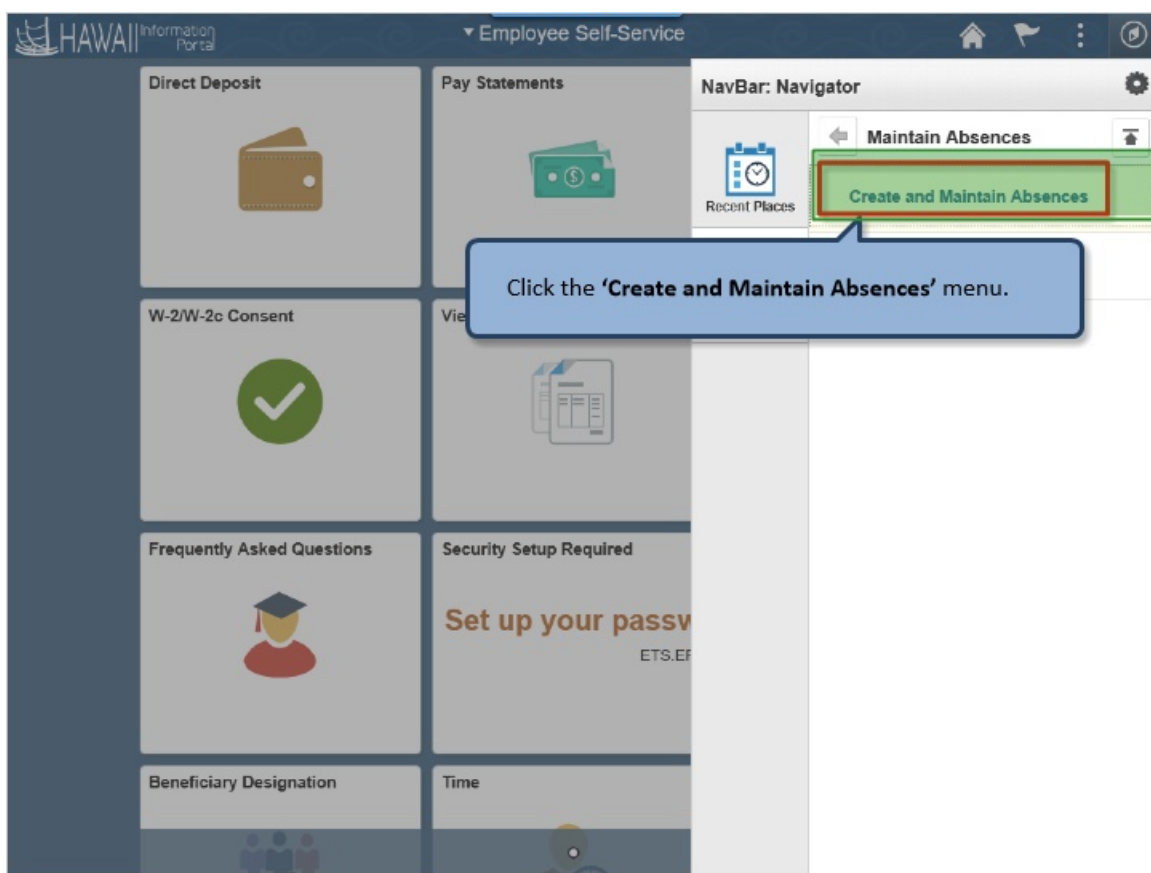
Click the '**Global Payroll & Absence Mgmt**' menu.



Click the **'Payee Data'** button.



Click the **'Maintain Absences'** menu.



Click the '**Create and Maintain Absences**' menu.

[Favorites](#) | [Main Menu](#) | [Employee Self-Service](#) | [Create and Maintain Absences](#) | [Home](#) | [Sign Out](#)

[Add To](#) | [Notification](#) | [NavBar](#) | [New Window](#)

Create and Maintain Absence Requests

[Search](#)

Absence Requests

[Absence Detail](#) | [Partial Days](#) | [Additional](#)

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name
<input type="checkbox"/>	<input type="text"/>	Name	0		<input type="text"/>	<input type="text"/>	<input type="text"/>

[Select All](#) | [Deselect All](#)

[Copy Absence](#) | [Delete](#)

Comments:

Submission Options

[Submit](#) | [Save for Later](#) | [Forecast](#)

The **Create and Maintain Absence Requests** page displays the option available to enter, cancel and approve Absence Requests.

[Favorites](#) | [Main Menu](#) | [Employee Self-Service](#) | [Create and Maintain Absences](#) | [Home](#) | [Sign Out](#)

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Create and Maintain Absence Requests

▶ [Search](#)

Absence Requests

[Absence Detail](#) | [Partial Days](#) | [Additional Information](#) | [Override](#) | [Process](#) | [Forecast](#) | [Comments](#) | [Demographic](#)

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name
<input type="checkbox"/>	<input type="text" value=""/>	Name	0		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Click in the **'*Employee ID'** field.

▶ **Submission Options**

| |

Click the **'*Employee ID'** field.

[Favorites](#) | [Main Menu](#) | [Employee Self-Service](#) | [Create and Maintain Absences](#) | [Home](#) | [Sign Out](#)

[Add To](#) | [Notification](#) | [NavBar](#) | [New Window](#)

Create and Maintain Absence Requests

[Search](#)

Absence Requests

[Absence Detail](#) | [Partial Days](#) | [Additional Information](#) | [Override](#) | [Process](#) | [Forecast](#) | [Comments](#) | [Demographic](#)

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name
<input type="checkbox"/>	<input type="text" value="0"/>	Name	0		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

[Type "00014949", then press "Tab"](#)

Submission Options

[Submit](#) | [Save for Later](#) | [Forecast](#)

Type "00014949", then press "Tab"

Notice the **Name, Empl Record, Job Title** auto-populate from the employee's job data. This information appears after the employee ID is entered.

Also, the ***Start Date** defaults to the current date. This date may be changed as needed.

Select '**Next**' to continue.

Create and Maintain Absence

Search

Absence Requests

Absence Detail Partial Days Additional Information Override Process Forecast Comments Demographic

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name
<input type="checkbox"/>	00014949	First Name Last Name	0	Information Technology Band B	04/09/2020		

Select All Deselect All

Copy Absence Delete

Comments

Submission Options

Submit Save for Later Forecast

Notice the **Name, Empl Record, Job Title** auto-populate from the employee's job data. This information appears after the employee ID is entered.

Also, the ***Start Date** defaults to the current date. This date may be changed as needed.

[Favorites](#) | [Main Menu](#) | [Employee Self-Service](#) | [Create and Maintain Absences](#) | [Home](#) | [Sign Out](#)






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Create and Maintain Absence Requests

[Search](#)

Absence Requests

[Absence Detail](#) | [Partial Days](#) | [Additional Information](#) | [Override](#) | [Process](#) | [Forecast](#) | [Comments](#) | [Demographic](#)

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name
<input type="checkbox"/>	00014949 	Grace Sarmiento	0 	Information Technology Band B	04/09/2020 		

[Select All](#) | [Deselect All](#)

[Copy Absence](#) | [Delete](#)

Comments:

[Submission Options](#)

[Submit](#) | [Save for Later](#) | [Forecast](#)

Click the **'*End Date'** calendar icon.

Click the **'End Date'** calendar icon.

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Create and Maintain Absence Requests

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Absence Requests

[Absence Detail](#) | [Partial Days](#) | [Additional Information](#) | [Override](#) | [Process](#) | [Forecast](#) | [Comments](#) | [Demographic](#)

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date
<input type="checkbox"/>	00014949	Grace Sarmiento	0	Information Technology Band B	04/09/2020

[Select All](#) | [Deselect All](#)

[Copy Absence](#) | [Delete](#)

Comments

[Submission Options](#)

[Submit](#) | [Save for Later](#)

Forecast

Calendar

April 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19						20
26						

Click '10'

[Current Date](#)

Click '10'

[Favorites](#) | [Main Menu](#) | [Employee Self-Service](#) | [Create and Maintain Absences](#) | [Home](#) | [Sign Out](#)

[Add To](#) | [Notification](#) | [NavBar](#) | [New Window](#)

Create and Maintain Absence Requests

[Search](#)

Absence Requests

[Absence Detail](#) | [Partial Days](#) | [Additional Information](#) | [Override](#) | [Process](#) | [Forecast](#) | [Comments](#) | [Demographic](#)

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name
<input type="checkbox"/>	00014949 Q	Grace Sarmiento	0 Q	Information Technology Band B	04/09/2020 Q	04/10/2020 Q	Q

[Select All](#) | [Deselect All](#)

[Copy Absence](#) | [Delete](#)

Comments


[Submission Options](#)

[Submit](#) | [Save for Later](#) | [Forecast](#)

Click the **Scroll Bar**

Click the scroll bar

Next, select the type of Absence request that is being entered.

Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment
0	Information Technology Band B	04/09/2020	04/10/2020				View/Attach

Click the “*Absence Name” drop-down arrow.

Next, select the type of Absence request that is being entered.

Click the “*Absence Name” drop-down arrow.

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[Add To](#) | [Notification](#) | [NavBar](#)

New Window

S

[Information](#) | [Override](#) | [Process](#) | [Forecast](#) | [Later](#)

Empl Record | **Job Title** | ***Start** | **Duration** | **Attachment**

0 | Information Technology Band B | 04/09/2020 | 04/10/2020 | Bone marrow/Organ Donor | View/Adk

[Delete](#)

Select the '02 Vacation' option.

- 01 - Sick Leave
- 02 - Vacation
- 03 - Leave Without Pay
- 04 - FMLA LWOP AT
- 05 - FMLA Received Sick AT
- 06 - FMLA Received Vac AT
- 07 - FMLA SICK AT
- 08 - FMLA VAC AT
- 09 - HFLL LWOP AT
- 10 - HFLL SICK AT
- 11 - Industrial Accidental Injury
- 12 - Leave with Pay
- 13 - Medical Treatment Leave
- 14 - Military Leave
- 15 - SAB/EDU/STU AT
- 16 - TDI SICK AT
- 17 - TDI Vacation AT
- 18 - WC Sick AT
- 19 - WC VAC AT

[Later](#) | [Forecast](#)

Select the '**02 Vacation**' option.

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[Add To](#) | [Notification](#) | [NavBar](#)

New Window

Note: Completing the **Reason** field is optional.

Information	Override	Process	Forecast	Comments	Demographic			
Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	
0	Information Technology Band B	04/09/2020	04/10/2020	02 - Vacat	<div> <div></div> <div></div> </div>	8 Hours	View/Ad	

[Delete](#)

[Later](#) | [Forecast](#)

Click the **Reason** drop-down arrow.

Note: Completing the Reason field is optional.

Click the **Reason** drop-down arrow.

[Favorites](#) | [Main Menu](#) | [Employee Self-Service](#) | [Create and Maintain Absences](#) | [Home](#) | [Sign Out](#)

[Add To](#) | [Notification](#) | [NavBar](#)

New Window

S

[Information](#) | [Override](#) | [Process](#) | [Forecast](#) | [Comments](#) | [Demographic](#) | [...](#)

Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment
0 <input type="text"/>	Information Technology Band B	04/09/2020 <input type="text"/>	04/10/2020 <input type="text"/>	02 - Vacati	<div> Military Other Sick Union Business Vacation Vow/Reserve </div>	Hours	View/Adk

Select the 'Vacation' Reason option.

Select the '**Vacation**' Reason option.

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[Add To](#) | [Notification](#) | [NavBar](#)

New Window

The Absence Request page displays the duration of the absence request in addition to enabling you to enter attachments as needed.

Select **'Next'** to continue.

1-1 of 1

Demographic | >>

*Absence Name	Reason	Duration	Attachment	Balance	Original Begin Date	Entry Source	Status
02 - Vacati	Vacati	8 Hours	View/Add	Not Available			New

The Absence Request page displays the duration of the absence request in addition to enabling you to enter attachments as needed

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[Add To](#) | [Notification](#) | [NavBar](#)

New Window

[Cancel Absence Requests](#)

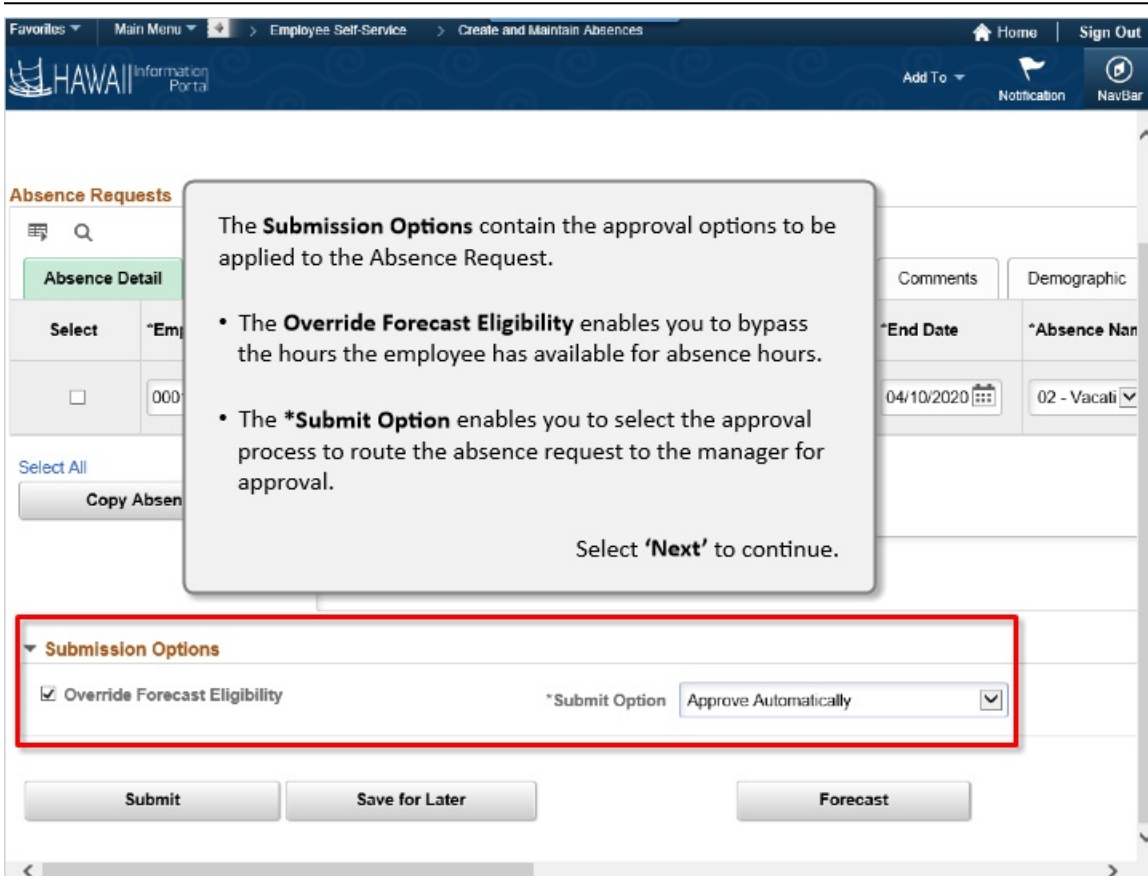
1-1 of 1

Demographic | >>

*Absence Name	Reason	Duration	Attachment	Balance	Original Begin Date	Entry Source	Status
02 - Vacati	Vacati	8 Hours	View/Add	Not Available			New

Click the Scroll Bar.

Click the scroll bar



The **Submission Options** contain the approval options to be applied to the Absence Request.

- The **Override Forecast Eligibility** enables you to bypass the hours the employee has available for absence hours.
- The ***Submit Option** enables you to select the approval process to route the absence request to the manager for approval.

Select **'Next'** to continue.

Submission Options

☒ Override Forecast Eligibility *Submit Option: Approve Automatically

Buttons: Submit, Save for Later, Forecast

The **Submission Options** contain the approval options to be applied to the Absence Request.

- The **Override Forecast Eligibility** enables you to bypass the hours the employee has available for absence hours.
- The ***Submit Option** enables you to select the approval process to route the absence request to the manager for approval.

[Favorites](#) | [Main Menu](#) | [Employee Self-Service](#) | [Create and Maintain Absences](#) | [Home](#) | [Sign Out](#)

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Absence Requests

[Absence Detail](#) | [Partial Days](#) | [Additional Information](#) | [Override](#) | [Process](#) | [Forecast](#) | [Comments](#) | [Demographic](#)

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name
<input type="checkbox"/>	00014949		0	Information Technology Band B	04/09/2020	04/10/2020	02 - Vacati

[Select All](#) | [Deselect All](#)

[Copy Absence](#) | [Delete](#)

Comments

[Submission Options](#)

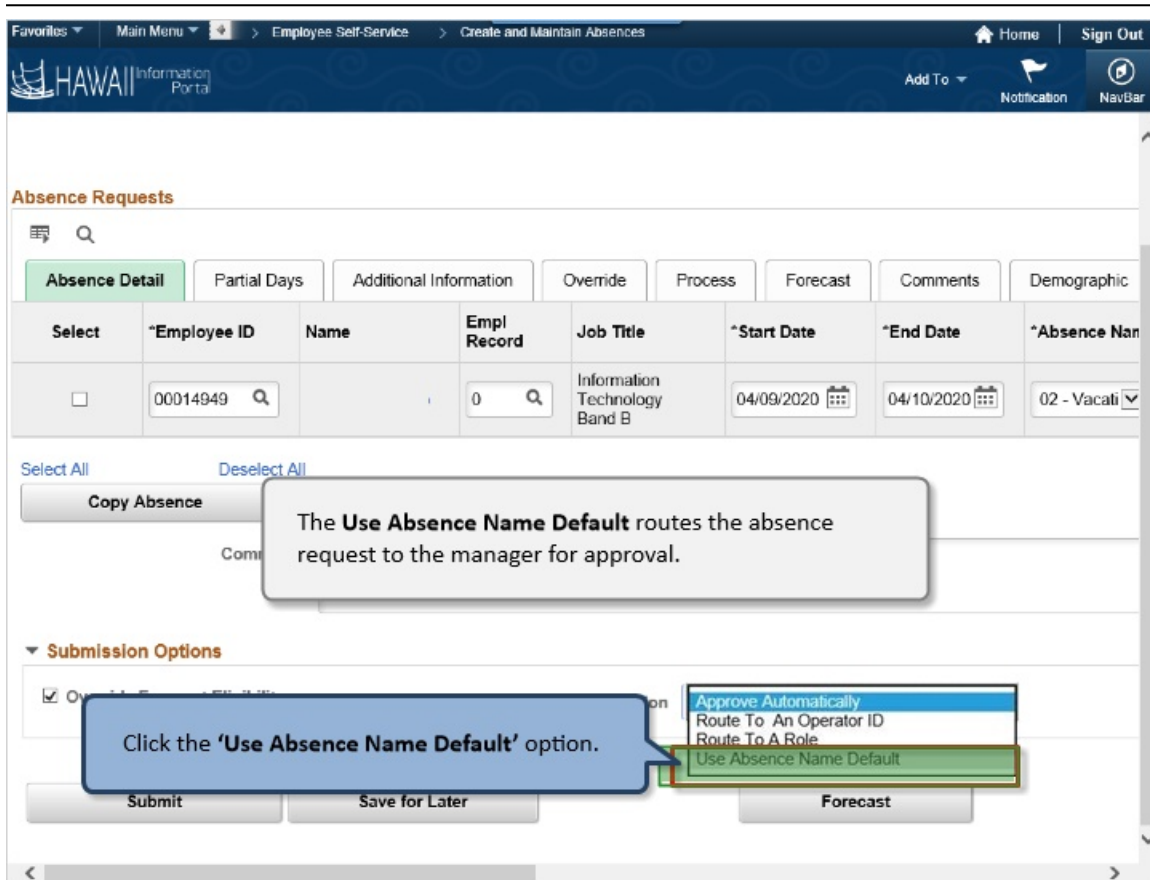
☒ Override Forecast Eligibility

* Submit Option: Approve Automatically

[Submit](#) | [Save for Later](#)

Click the ***Submit Option** drop-down arrow.

Click the **'Submit Option'** drop-down arrow.



Absence Requests

[Absence Detail](#)
[Partial Days](#)
[Additional Information](#)
[Override](#)
[Process](#)
[Forecast](#)
[Comments](#)
[Demographic](#)

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name
<input type="checkbox"/>	00014949		0	Information Technology Band B	04/09/2020	04/10/2020	02 - Vacati

[Select All](#)
[Deselect All](#)

[Copy Absence](#)

The **Use Absence Name Default** routes the absence request to the manager for approval.

Submission Options

☒ **Use Absence Name Default**

Click the 'Use Absence Name Default' option.

Approve Automatically
 Route To An Operator ID
 Route To A Role
Use Absence Name Default

[Submit](#)
[Save for Later](#)
[Forecast](#)

The **Use Absence Name Default** routes the absence request to the manager for approval.

Click the '**Use Absence Name Default**' option.

[Favorites](#) | [Main Menu](#) | [Employee Self-Service](#) | [Create and Maintain Absences](#) | [Home](#) | [Sign Out](#)

[Add To](#) | [Notification](#) | [NavBar](#)

Absence Requests

[Absence Detail](#) | [Partial Days](#) | [Additional Information](#) | [Override](#) | [Process](#) | [Forecast](#) | [Comments](#) | [Demographic](#)

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name
<input type="checkbox"/>	00014949		0	Information Technology Band B	04/09/2020	04/10/2020	02 - Vacati

[Select](#) | [Delete](#)

Submission Options

☒ Override Forecast Eligibility

*Submit Option: [Use Absence Name Default](#)

[Submit](#) | [Save for Later](#) | [Forecast](#)

Click the **'Select'** checkbox.

[Favorites](#) | [Main Menu](#) | [Employee Self-Service](#) | [Create and Maintain Absences](#) | [Home](#) | [Sign Out](#)

[Add To](#) | [Notification](#) | [NavBar](#)

Absence Requests

[Absence Detail](#) | [Partial Days](#) | [Additional Information](#) | [Override](#) | [Process](#) | [Forecast](#) | [Comments](#) | [Demographic](#)

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name
<input checked="" type="checkbox"/>	00014949		0	Information Technology Band B	04/09/2020	04/10/2020	02 - Vacati

[Select All](#) | [Deselect All](#)

[Copy Absence](#) | [Delete](#)

Comments

[Submit](#)

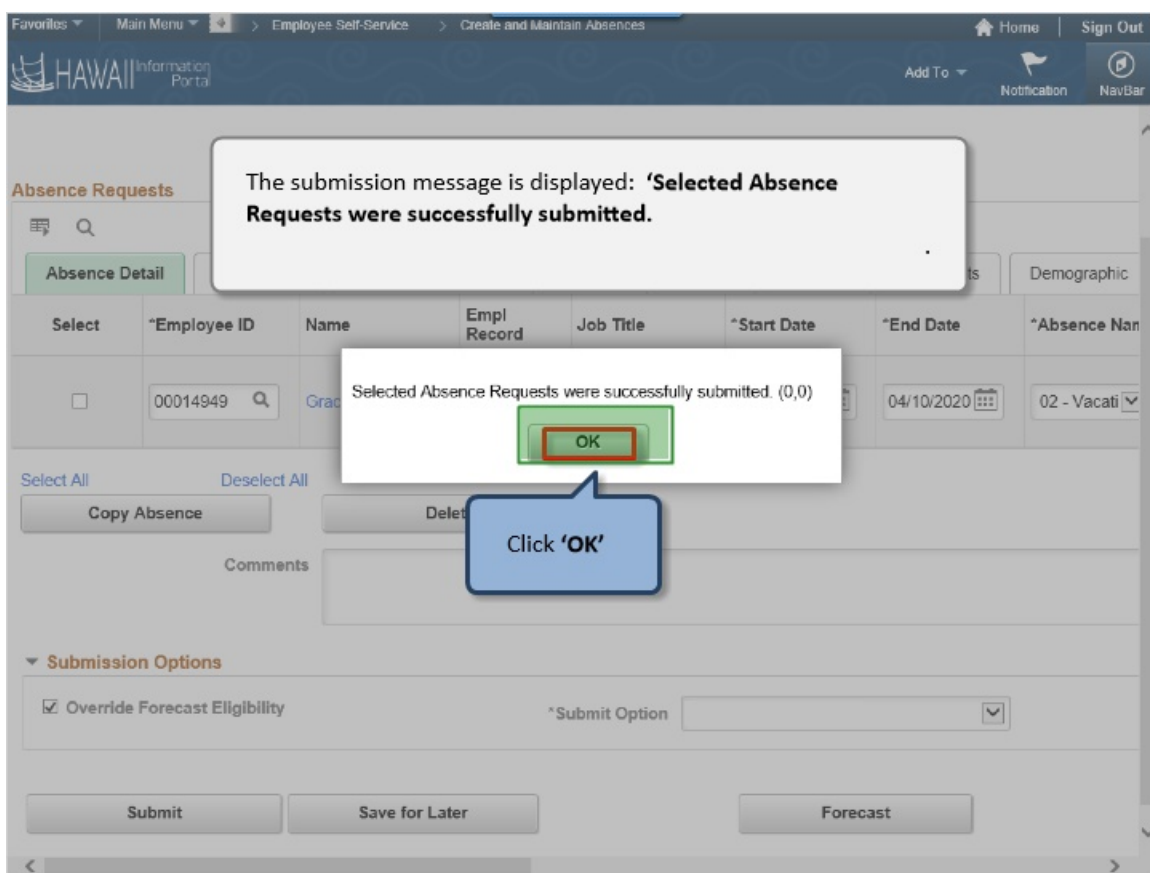
☒ Override

Click the **Submit** button.

*Submit Option: [Use Absence Name Default](#)

[Submit](#) | [Save for Later](#) | [Forecast](#)

Click the **Submit** button.



The screenshot shows the 'Absence Requests' section of the HAWAII Information Portal. A large white message box at the top states: 'The submission message is displayed: **'Selected Absence Requests were successfully submitted.'**'

Below this, a smaller white message box says: 'Selected Absence Requests were successfully submitted. (0,0)'. A red rectangle highlights the 'OK' button within this box. A blue callout bubble points to the 'OK' button with the text 'Click 'OK''.

The background interface includes a table with columns: Select, *Employee ID, Name, Empl Record, Job Title, *Start Date, *End Date, and *Absence Name. The first row shows an employee ID of 00014949 and a start date of 04/10/2020. Below the table are buttons for 'Select All', 'Deselect All', 'Copy Absence', and 'Delete'. At the bottom, there is a 'Submission Options' section with a checked box for 'Override Forecast Eligibility' and a 'Submit Option' dropdown menu. At the very bottom are buttons for 'Submit', 'Save for Later', and 'Forecast'.

The submission message is displayed: **'Selected Absence Requests were successfully submitted'**

Click **'OK'**




Congratulations!

You've successfully completed this lesson.

Cancel an Absence Request

How to Cancel an Absence




Lesson Scenario

In this lesson you will complete the following:

How to Cancel an Absence Request.

An employee has requested to have an absence request canceled because they are unable to complete the request through Employee Self-Service.

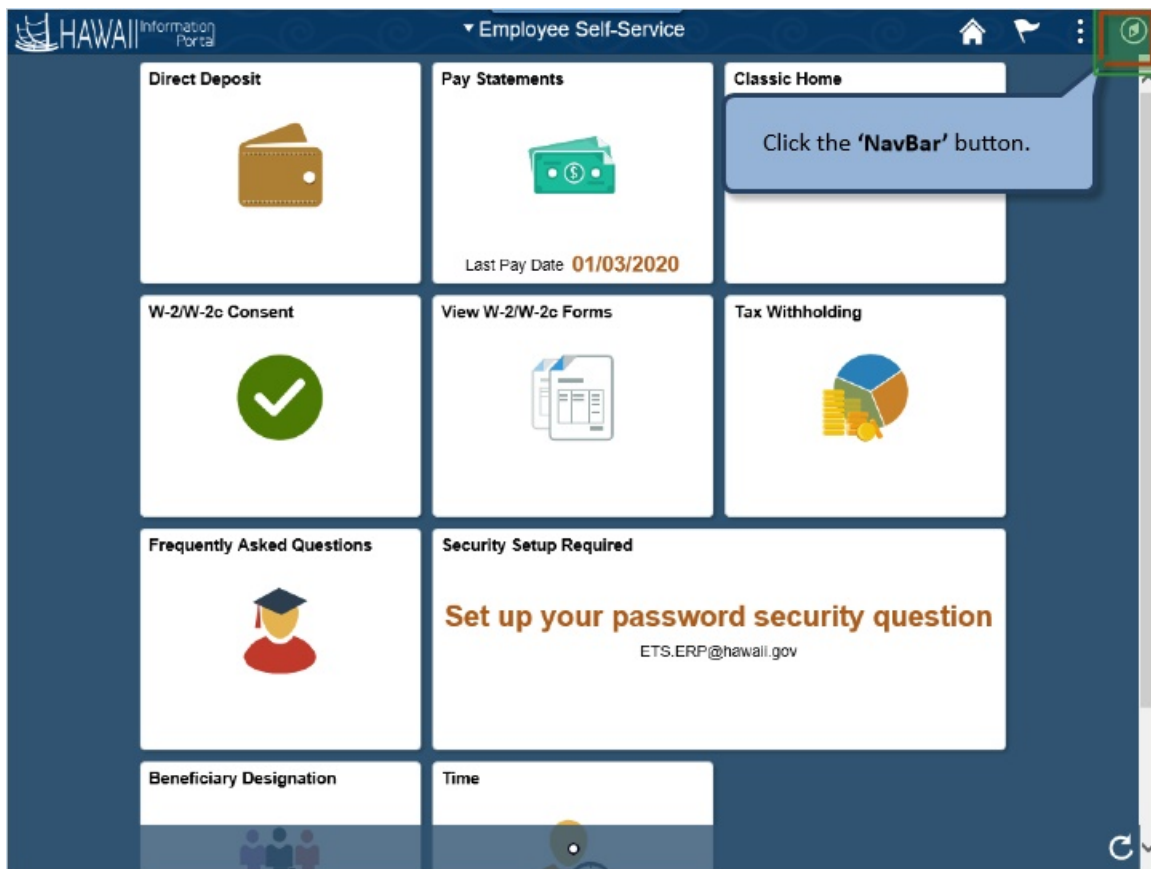
Select **'Next'** to continue.



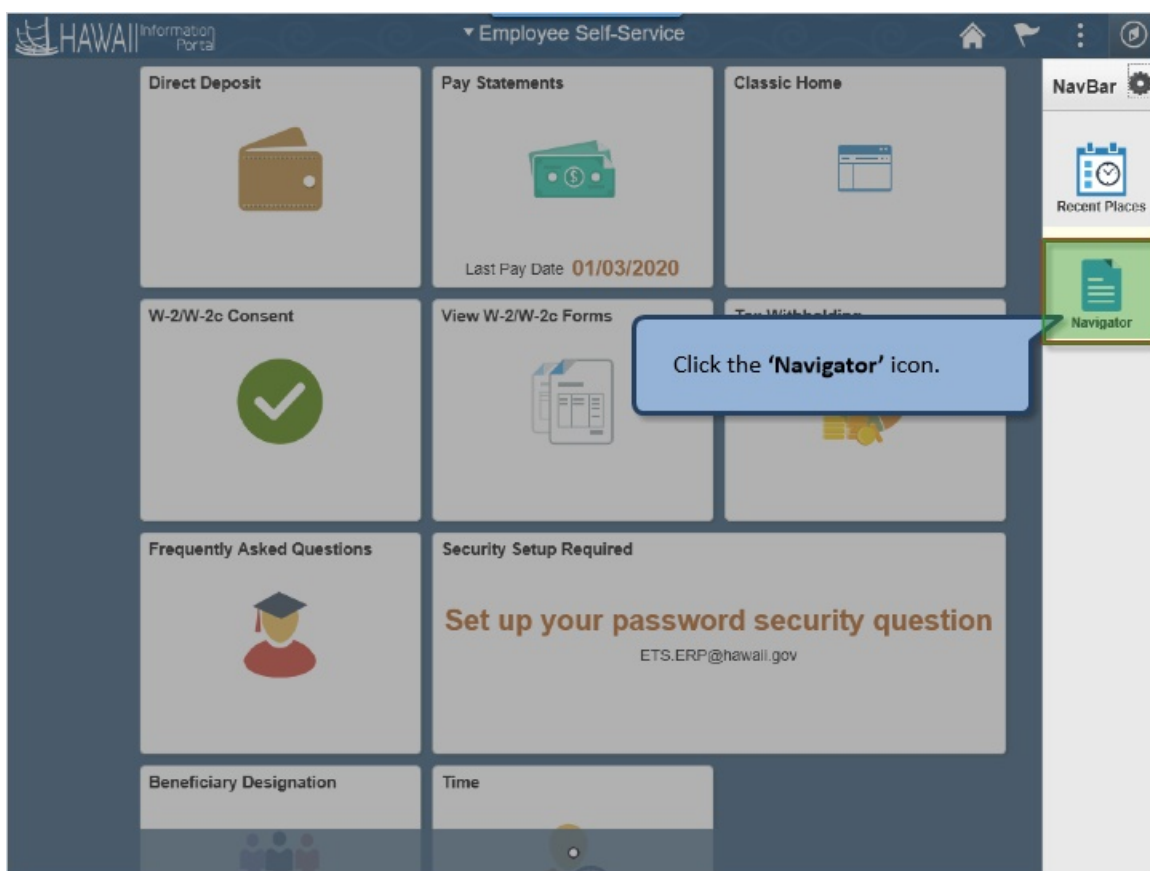
Lesson Scenario

In this lesson you will complete the following:

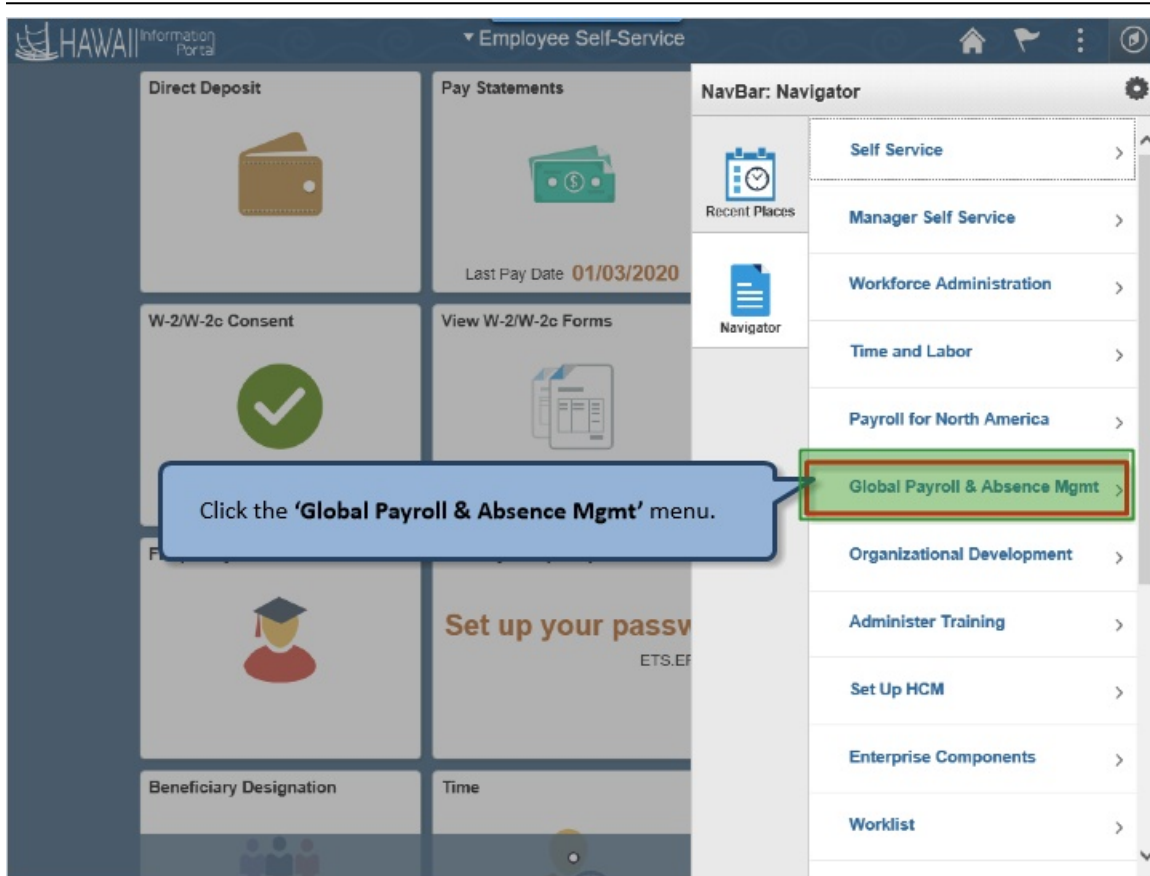
How to modify/cancel an Absence Request. You recently remembered that the original absence submitted has the incorrect dates. This requires you to cancel the absence request.



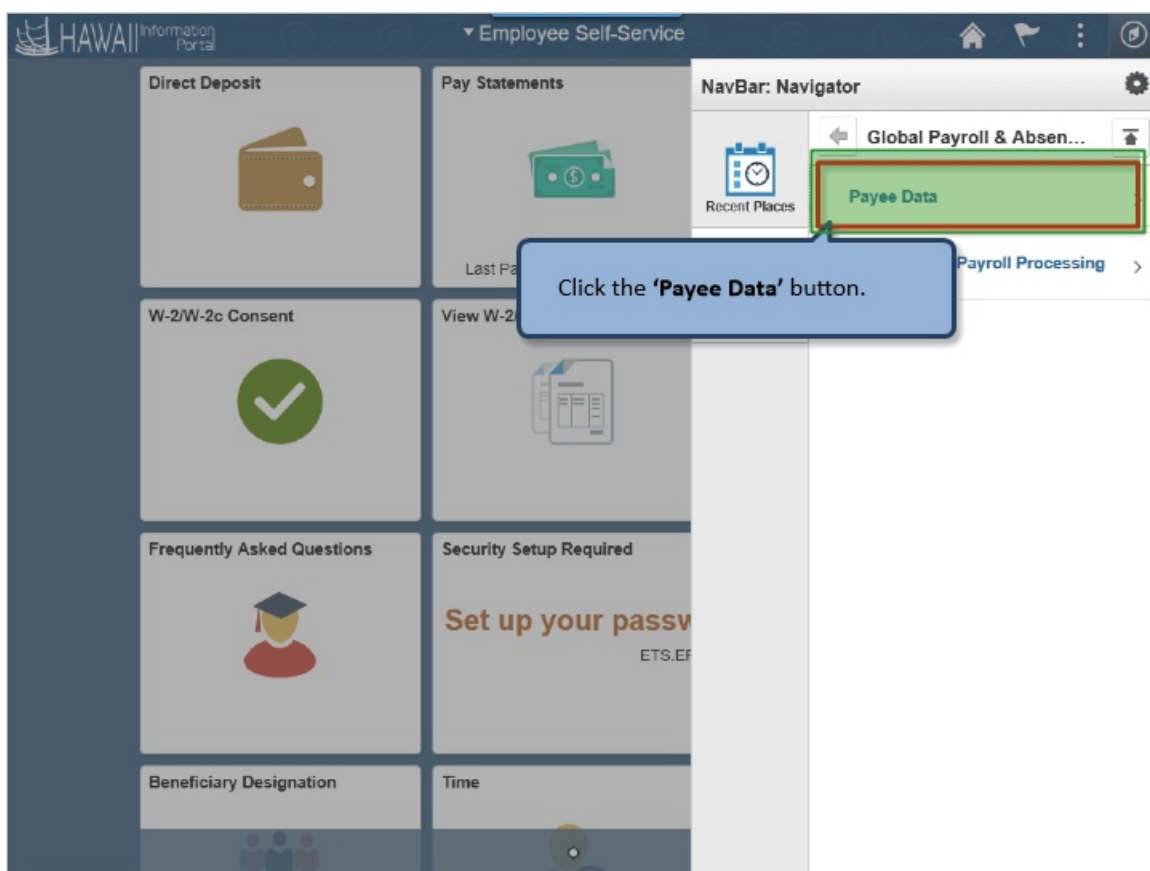
Click the '**NavBar**' button



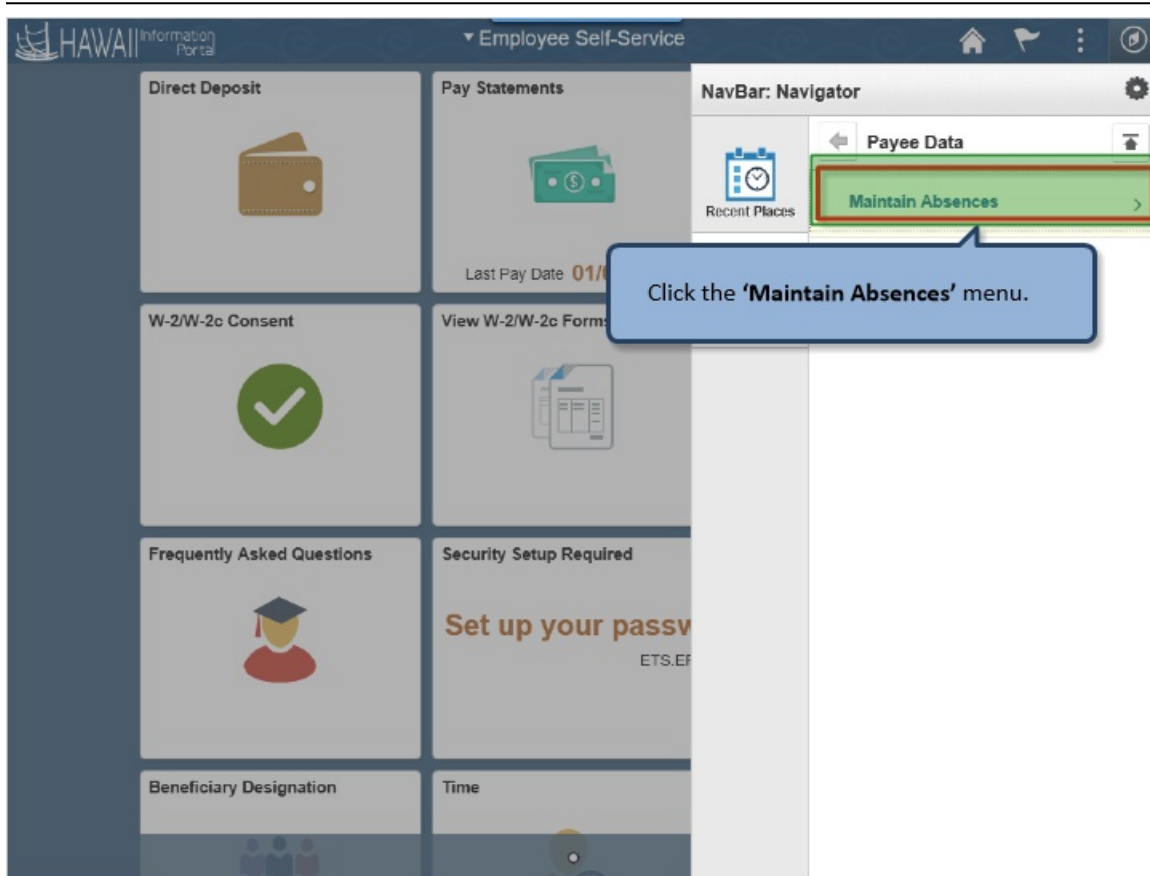
Click the '**Navigator**' icon.



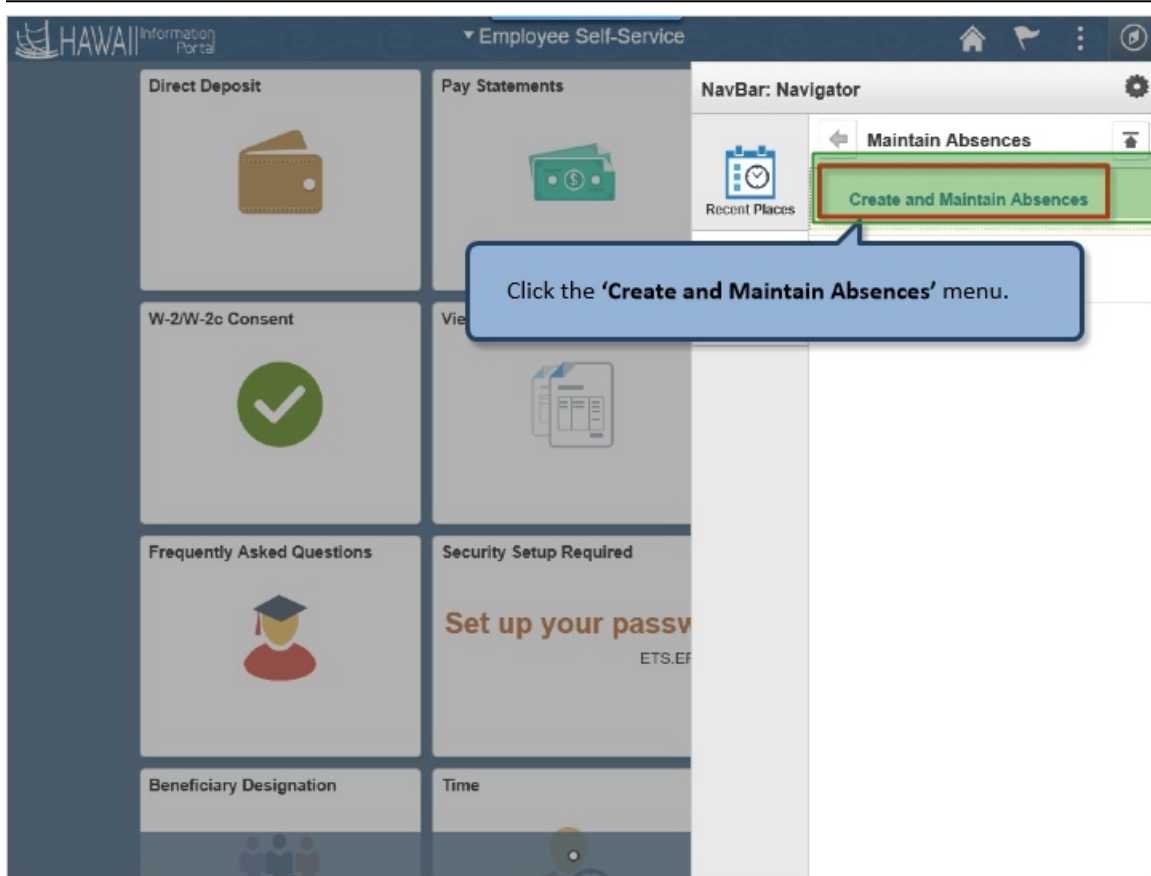
Click the '**Global Payroll & Absence Mgmt**' menu.



Click the **'Payee Data'** button.



Click the **'Maintain Absences'** menu.




Click the '**Create and Maintain Absences**' menu.

[Favorites](#) | [Main Menu](#) | [Employee Self-Service](#) | [Create and Maintain Absences](#) | [Home](#) | [Sign Out](#)

[Add To](#) | [Notification](#) | [NavBar](#) | [New Window](#)

Create and Maintain Absence Requests

 Search

Click the 'Search'

Absence Request

[Absence Detail](#) | [Partial Days](#) | [Additional Information](#) | [Override](#) | [Process](#) | [Forecast](#) | [Comments](#) | [Demographic](#)

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name
<input type="checkbox"/>	<input type="text"/>	Name	0		<input type="text"/>	<input type="text"/>	<input type="text"/>

[Select All](#) | [Deselect All](#)

[Copy Absence](#) | [Delete](#)

Comments

[Submission Options](#)

[Submit](#) | [Save for Later](#) | [Forecast](#)

Click the '**Search**'

Create and Maintain Absence Requests

Search

Work Flow Status

From Date 01/10/2020

Employee ID

Absence Name

Approver Operator ID

Department

Pay Group

HR Status

From Employee ID

From Last Name

Action Date

Action	From Date	Through Date
Submitted	<input type="text"/>	<input type="text"/>

The **Search** page enables you to search for employees by various search criteria. In this example, you will search for an employee by **Employee ID**.

Click '**Next**' to continue.






The **Search** page enables you to search for employees by various search criteria. In this example, you will search for an employee by **Employee ID**.

[Favorites](#) | [Main Menu](#) | [Employee Self-Service](#) | [Create and Maintain Absences](#) | [Home](#) | [Sign Out](#)

[Add To](#) | [Notification](#) | [NavBar](#) | [New Window](#)



Create and Maintain Absence Requests

[Search](#)

Work Flow Status: 
 From Date: 01/10/2020 
 Employee ID: 
 Absence Name:
 Approver Operator ID:
 Department:
 Pay Group: 
 HR Status: 
 From Employee ID:
 From Last Name:

Click in the 'Employee ID' field.

Action Date

Action	From Date	Through Date
Submitted	<input type="text"/> 	<input type="text"/> 

Click in the 'Employee ID' field.

[Favorites](#) | [Main Menu](#) | [Employee Self-Service](#) | [Create and Maintain Absences](#) | [Home](#) | [Sign Out](#)

[Add To](#) | [Notification](#) | [NavBar](#) | [New Window](#)

Create and Maintain Absence Requests

▼ Search

Work Flow Status:

From Date:

Employee ID:

Appro:

Department:

Pay Group:

HR Status:

From Employee ID:

From Last Name:

Type '00014949' and then press 'Tab' .

Action Date

Action	From Date	Through Date
Submitted	<input type="text"/>	<input type="text"/>

Click '00014949' and then press 'Tab'

[Favorites](#) | [Main Menu](#) | [Employee Self-Service](#) | [Create and Maintain Absences](#) | [Home](#) | [Sign Out](#)

[Add To](#) | [Notification](#) | [NavBar](#) | [New Window](#)

Create and Maintain Absence Requests

▼ Search

Work Flow Status
From Date 01/10/2020
Employee ID 00014949
Absence Name
Approver Operator ID
Department
Pay Group
HR Status
From Employee ID
From Last Name

Grace Sarmiento

Action Date

Action	From Date	Through Date
Submitted		

Click the **Scroll Bar**

[Favorites](#) | [Main Menu](#) | [Employee Self-Service](#) | [Create and Maintain Absences](#) | [Home](#) | [Sign Out](#)

[Add To](#) | [Notification](#) | [NavBar](#)

Pay Group

HR Status

From Employee ID

From Last Name

Action Date

Action	From Date	Through Date
Submitted	<input type="text"/>	<input type="text"/>
Approved	<input type="text"/>	<input type="text"/>
Pushed Back	<input type="text"/>	<input type="text"/>
Voided	<input type="text"/>	<input type="text"/>

Absence Requests

Click the **'Search'** button.

[Favorites](#) | [Main Menu](#) | [Employee Self-Service](#) | [Create and Maintain Absences](#) | [Home](#) | [Sign Out](#)

[Add To](#) | [Notification](#) | [NavBar](#)

Pay Group

HR Status

From Employee ID

From Last Name

Action Date

Action	From Date	Through Date
Submitted	<input type="text"/>	<input type="text"/>
Approved	<input type="text"/>	<input type="text"/>
Pushed Back	<input type="text"/>	<input type="text"/>
Denied	<input type="text"/>	<input type="text"/>
Canceled	<input type="text"/>	<input type="text"/>
Voided	<input type="text"/>	<input type="text"/>

Absence Requests

Click the **Scroll** bar

Click the **Scroll** bar.

The current **Absence Requests** for the selected employee is listed.

Absence Requests

[Absence Detail](#)
[Partial Days](#)
[Additional Information](#)
[Override](#)
[Process](#)
[Forecast](#)
[Comments](#)
[Demographic](#)

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name
<input type="checkbox"/>	00014949		0	Information Technology Band B	04/09/2020	04/09/2020	01 - Sick L
<input type="checkbox"/>	00014949		0	Information Technology Band B	04/09/2020	04/10/2020	02 - Vacati

[Select All](#)
[Deselect All](#)

[Copy Absence](#)
[Delete](#)

Comments

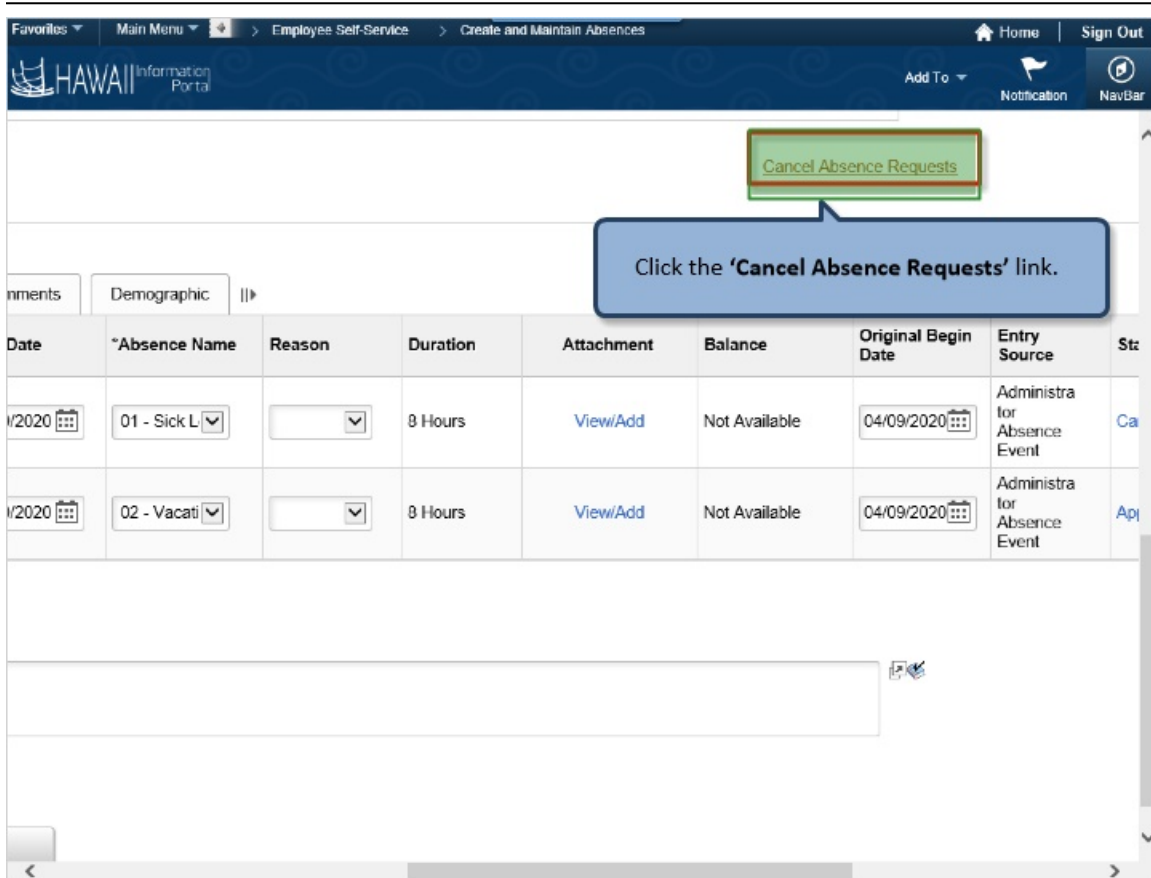
[Submission Options](#)

[Submit](#)
[Save for Later](#)
[Forecast](#)

Click the **Scroll Bar**

The current Absence Requests for the selected employee is listed.

Click the **Scroll Bar**.

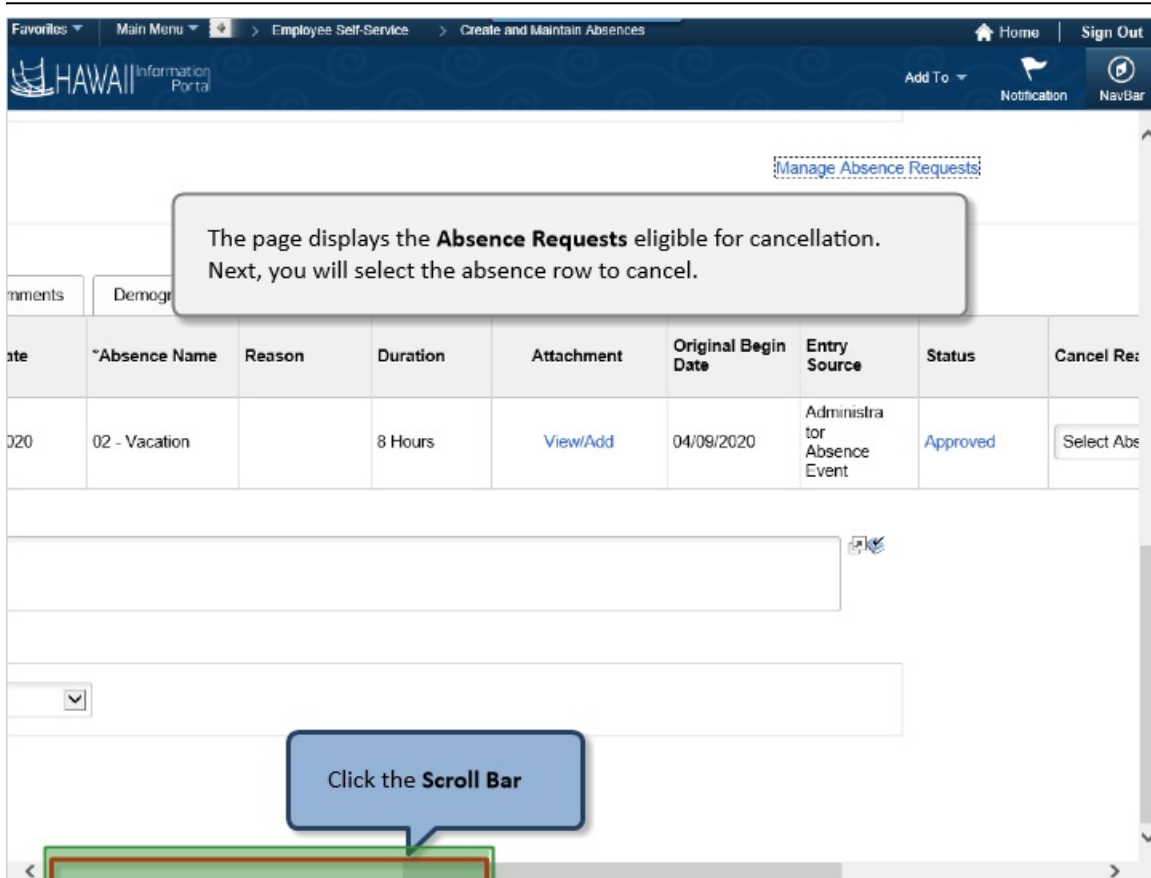


Cancel Absence Requests

Click the 'Cancel Absence Requests' link.

Date	*Absence Name	Reason	Duration	Attachment	Balance	Original Begin Date	Entry Source	St
04/09/2020	01 - Sick L		8 Hours	View/Add	Not Available	04/09/2020	Administrative for Absence Event	Ca
04/09/2020	02 - Vacati		8 Hours	View/Add	Not Available	04/09/2020	Administrative for Absence Event	Ap

Click the '**Cancel Absence Requests**' link.



Manage Absence Requests

The page displays the **Absence Requests** eligible for cancellation. Next, you will select the absence row to cancel.

Date	Absence Name	Reason	Duration	Attachment	Original Begin Date	Entry Source	Status	Cancel Request
02/01/2020	02 - Vacation		8 Hours	View/Add	04/09/2020	Administrator Absence Event	Approved	Select Absence

Click the **Scroll Bar**

The page displays the **Absence Requests** eligible for cancellation. Next, you will select the absence row to cancel.

Click the **Scroll Bar**

[Favorites](#) | [Main Menu](#) | [Employee Self-Service](#) | [Create and Maintain Absences](#) | [Home](#) | [Sign Out](#)

[Add To](#) | [Notification](#) | [NavBar](#)

Absence Requests for Cancellation

[Absence Detail](#) | [Partial Days](#) | [Additional Information](#) | [Override](#) | [Process](#) | [Forecast](#) | [Comments](#) | [Demographic](#)

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name
<input type="checkbox"/>	00014949		0	Information Technology Band B	04/09/2020	04/10/2020	02 - Vacation

[Select](#)

Click the 'Select' checkbox.


Submission Options

*Submit Option: Approve Automatically

[Submit For Cancellation](#)

Click the '**Select**' checkbox.

Manage Absence Requests

Duration	Attachment	Original Begin Date	Entry Source	Status	Cancel Reason	Employee Authorization
8 Hours	View/Add	04/09/2020	Administrator Absence Event	Approved	Select Absence Reason 	<input checked="" type="checkbox"/>

Click the 'Cancel Reason' drop-down button.

Click the '**Cancel Reason**' drop-down button.

Manage Absence Requests

Duration	Attachment	Original Begin Date	Entry Source	Status	Cancel Reason	Employee Authorization
8 Hours	View/Add	04/09/2020	Administrator Absence Event	Approved	<div>Not Valid</div> <div>Select Absence Reason</div>	<input checked="" type="checkbox"/>

Select the 'Not Valid' option.

Select the 'Not Valid' option.

Manage Absence Requests

Next, you will submit the absence for cancellation.

Duration	Attachment	Original Begin Date	Entry Source	Status	Cancel Reason	Employee Authorization
8 Hours	View/Add	04/09/2020	Administrator Absence Event	Approved	Not Valid	<input checked="" type="checkbox"/>

Click the **Scroll Bar**

Next, you will submit the absence for cancellation.

Click the **scroll bar**.

[Favorites](#) | [Main Menu](#) | [Employee Self-Service](#) | [Create and Maintain Absences](#) | [Home](#) | [Sign Out](#)

[Add To](#) | [Notification](#) | [NavBar](#)

Absence Requests for Cancellation

[Absence Detail](#) | [Partial Days](#) | [Additional Information](#) | [Override](#) | [Process](#) | [Forecast](#) | [Comments](#) | [Demographic](#)

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name
<input checked="" type="checkbox"/>	00014949		0	Information Technology Band B	04/09/2020	04/10/2020	02 - Vacation

[Select All](#) | [Deselect All](#)

Comments

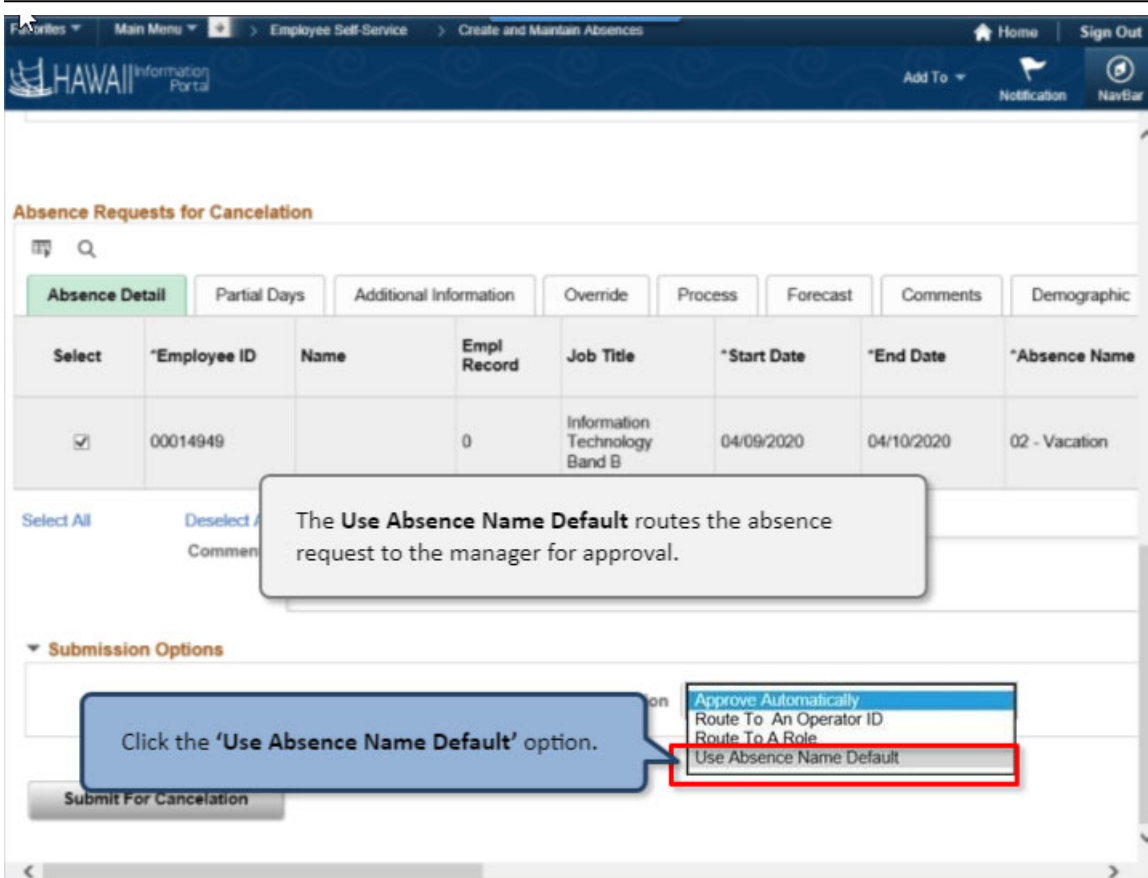
[Submission Options](#)

*Submit Option: Approve Automatically ▼

[Submit For Cancellation](#)

Click the “*Submit Option” drop-down arrow.

Click the “*Submit Option” drop-down arrow.



Absence Requests for Cancellation

Search

Absence Detail | Partial Days | Additional Information | Override | Process | Forecast | Comments | Demographic

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name
<input checked="" type="checkbox"/>	00014949		0	Information Technology Band B	04/09/2020	04/10/2020	02 - Vacation

Select All | Deselect All | Comments

The **Use Absence Name Default** routes the absence request to the manager for approval.

Submission Options

Click the 'Use Absence Name Default' option.

Submit For Cancellation

- Approve Automatically
- Route To An Operator ID
- Route To A Role
- Use Absence Name Default**

The **Use Absence Name Default** routes the absence request to the manager for approval.

Click the '**Use Absence Name Default**' option.

[Favorites](#) | [Main Menu](#) | [Employee Self Service](#) | [Create and Maintain Absences](#)

[Home](#) | [Sign Out](#)

[Add To](#) | [Notification](#) | [Navbar](#)

Absence Requests for Cancellation

[Absence Detail](#) | [Partial Days](#) | [Additional Information](#) | [Override](#) | [Process](#) | [Forecast](#) | [Comments](#) | [Demographic](#)

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name
<input checked="" type="checkbox"/>	00014949		0	Information Technology Band B	04/09/2020	04/10/2020	02 - Vacation

[Select All](#) | [Deselect All](#)

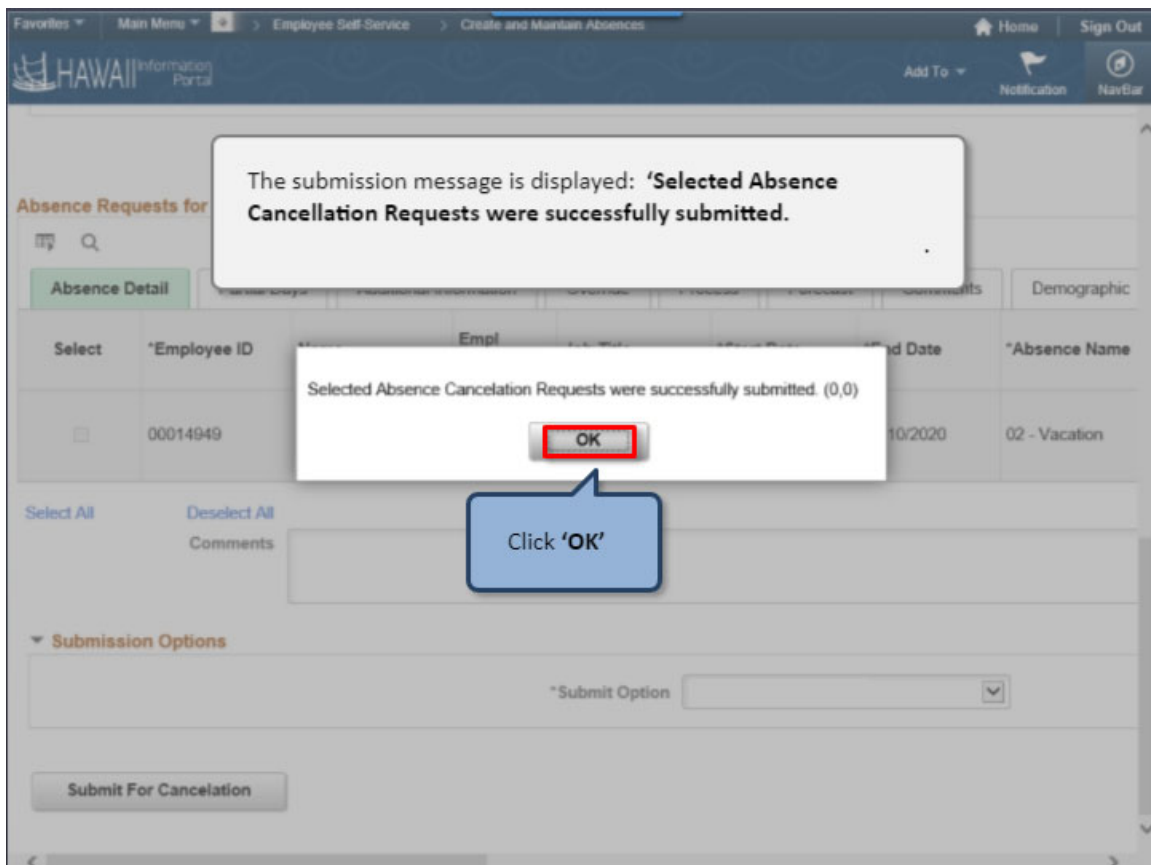
Comments:

Submit for Cancellation

Use Absence Name Default

Submit For Cancellation

Click the **'Submit for Cancellation'** button.



The submission message is displayed: **'Selected Absence Cancellation Requests were successfully submitted'.**

Click **'OK'**




Congratulations!

You've successfully completed this lesson.

Monthly Calendar

Monthly Calendar




Lesson Scenario

In this lesson, you will learn to use the Monthly Time Calendar.

You are a manager with two direct reports. You want to view their payable time for the current month (February 2020) and you also want to see if either of them has any leave or overtime planned for the first week of March 2020.

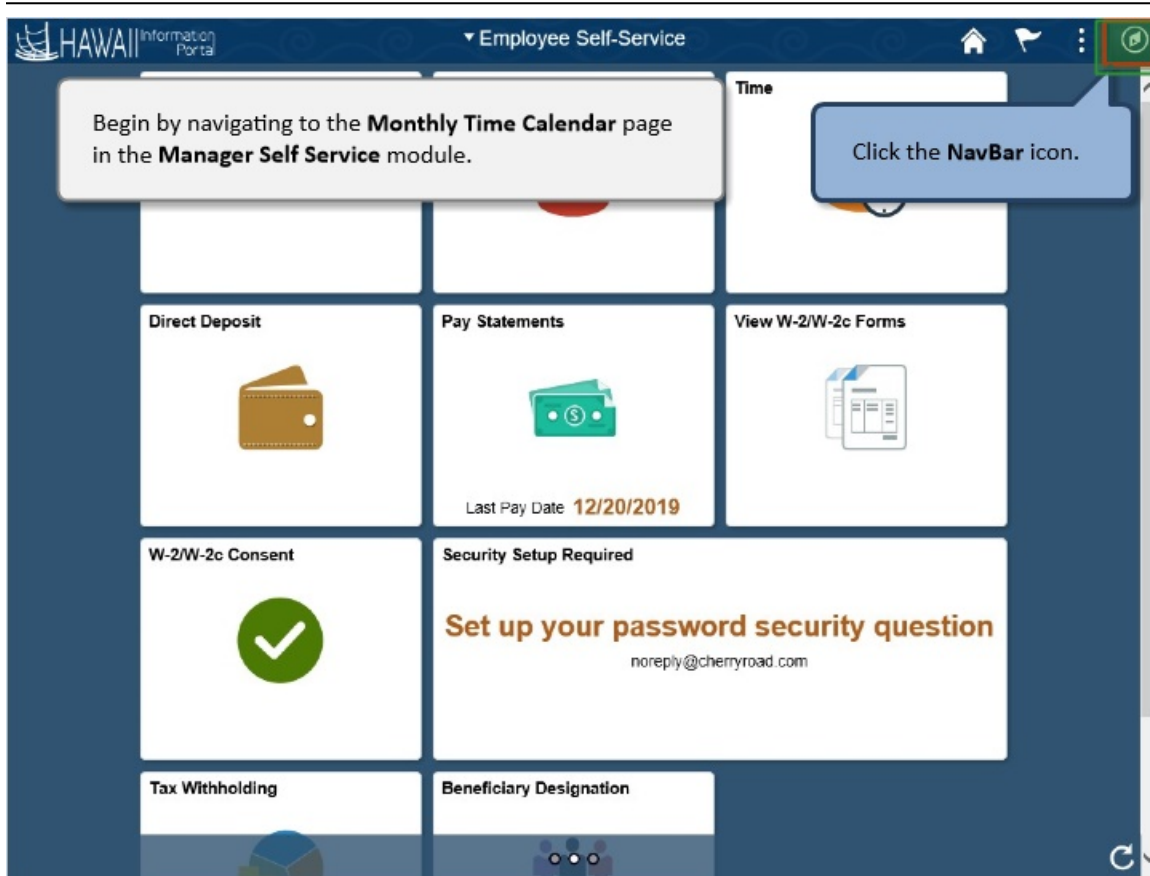
Select '**Next**' to continue.



Lesson Scenario

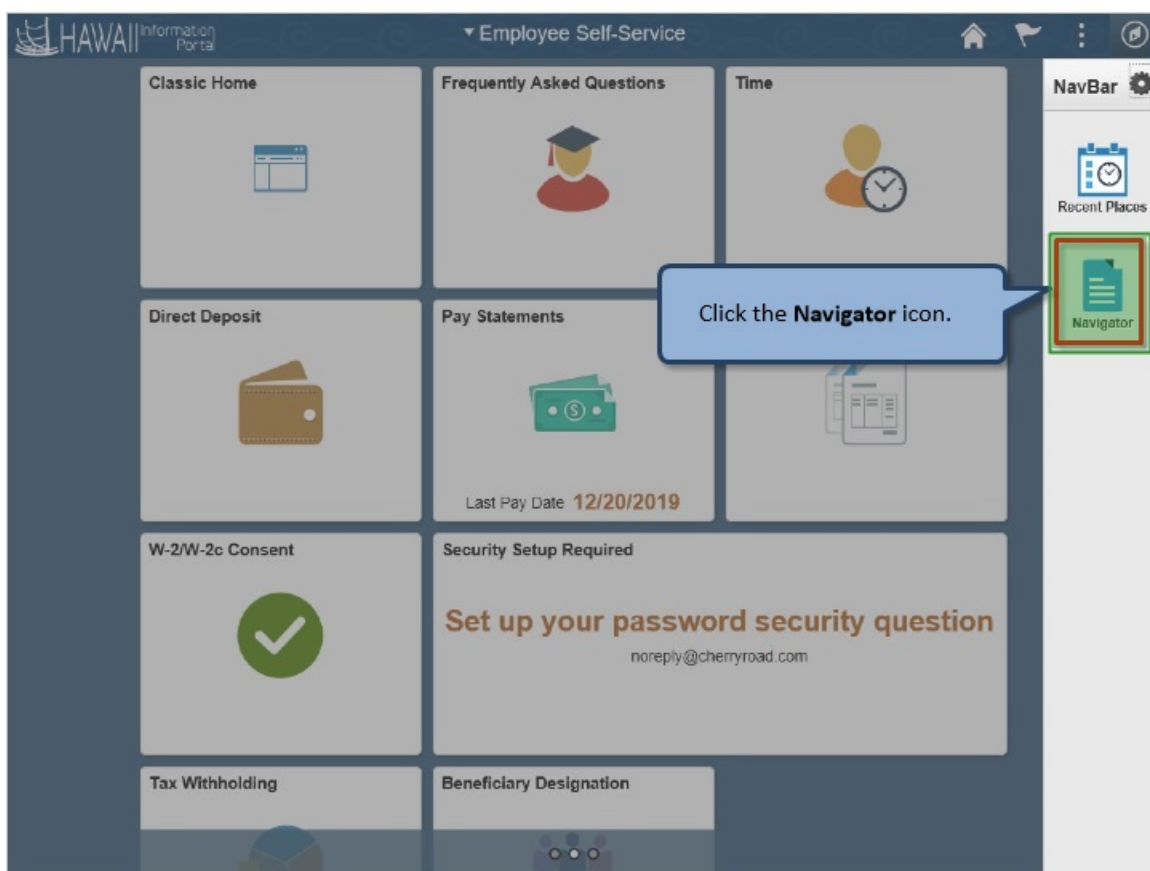
In this lesson, you will learn to use the Monthly Time Calendar.

You are a manager with two direct reports. You want to view their payable time for the current month (February 2020) and you also want to see if either of them has any leave or overtime planned for the first week of March 2020.

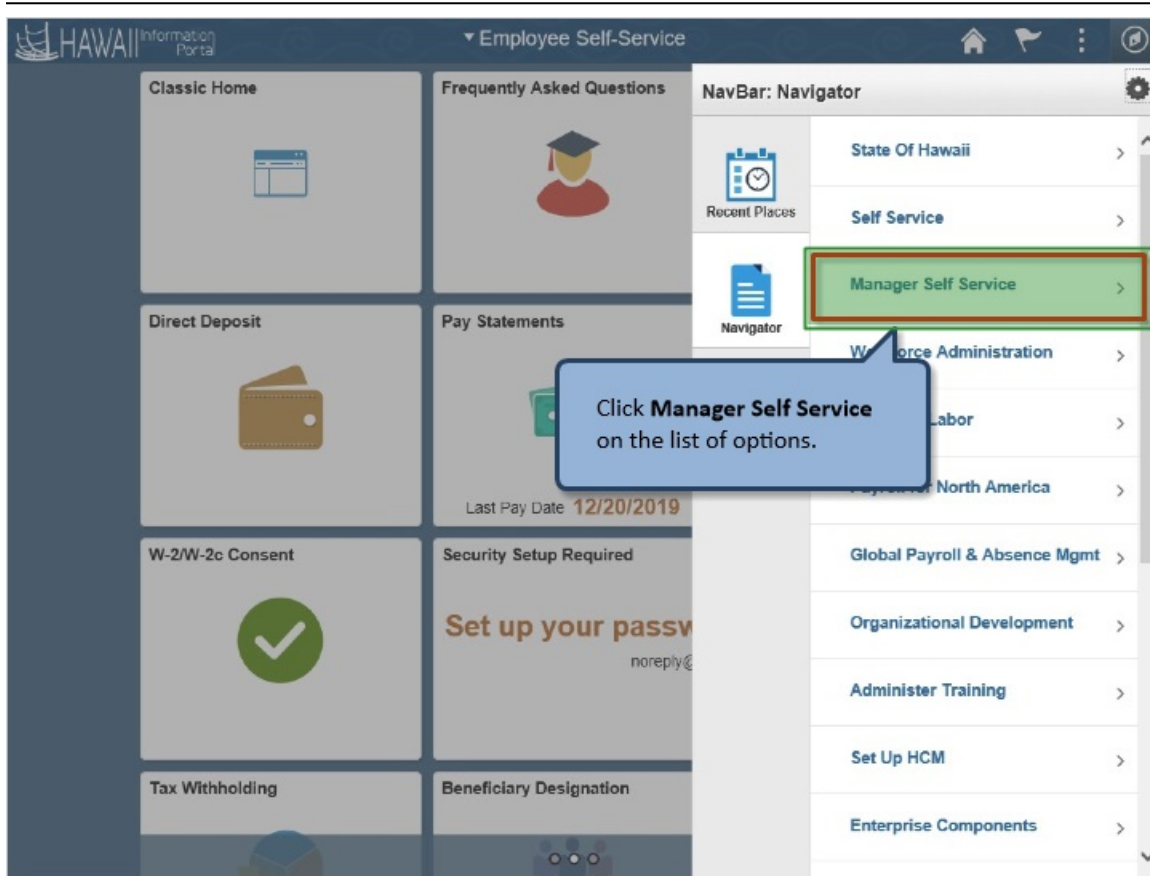


Begin by navigating to the **Monthly Time Calendar** page in the **Manager Self Service** module.

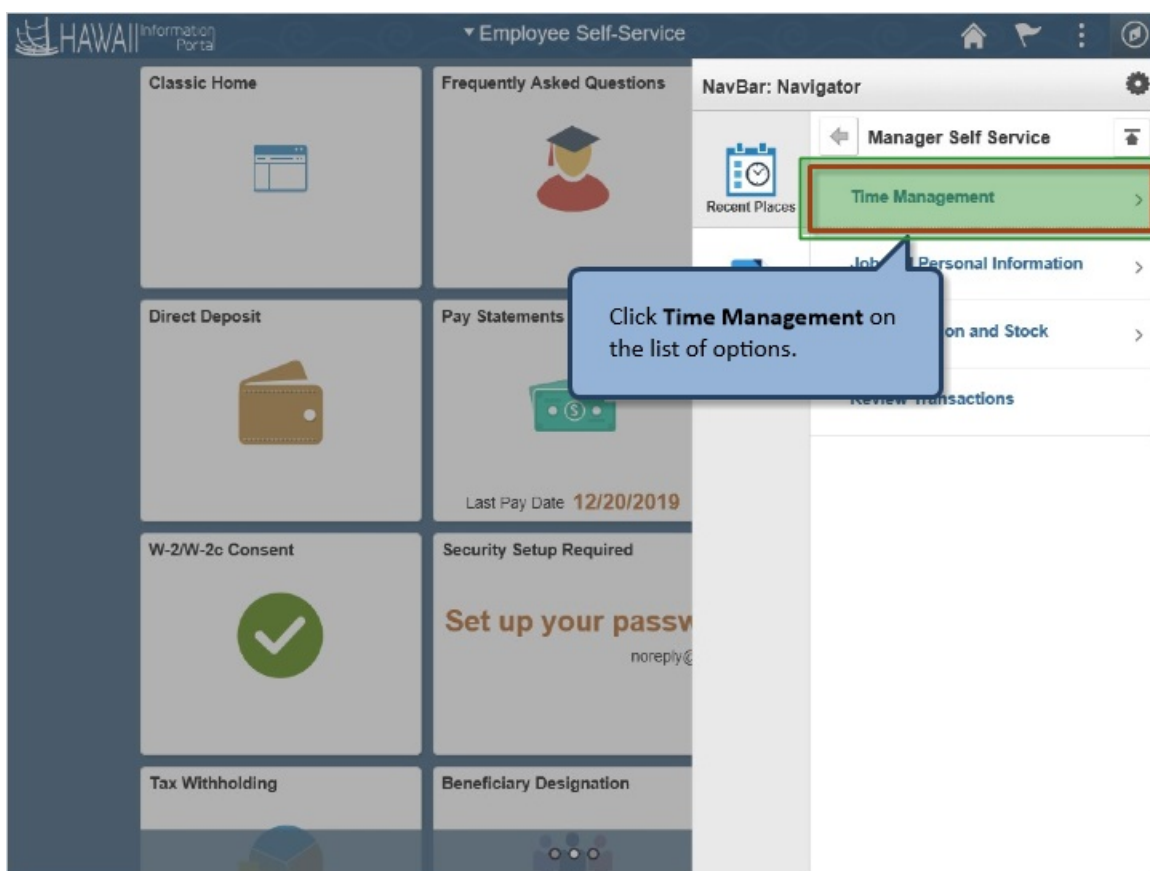
Click the **NavBar** icon.



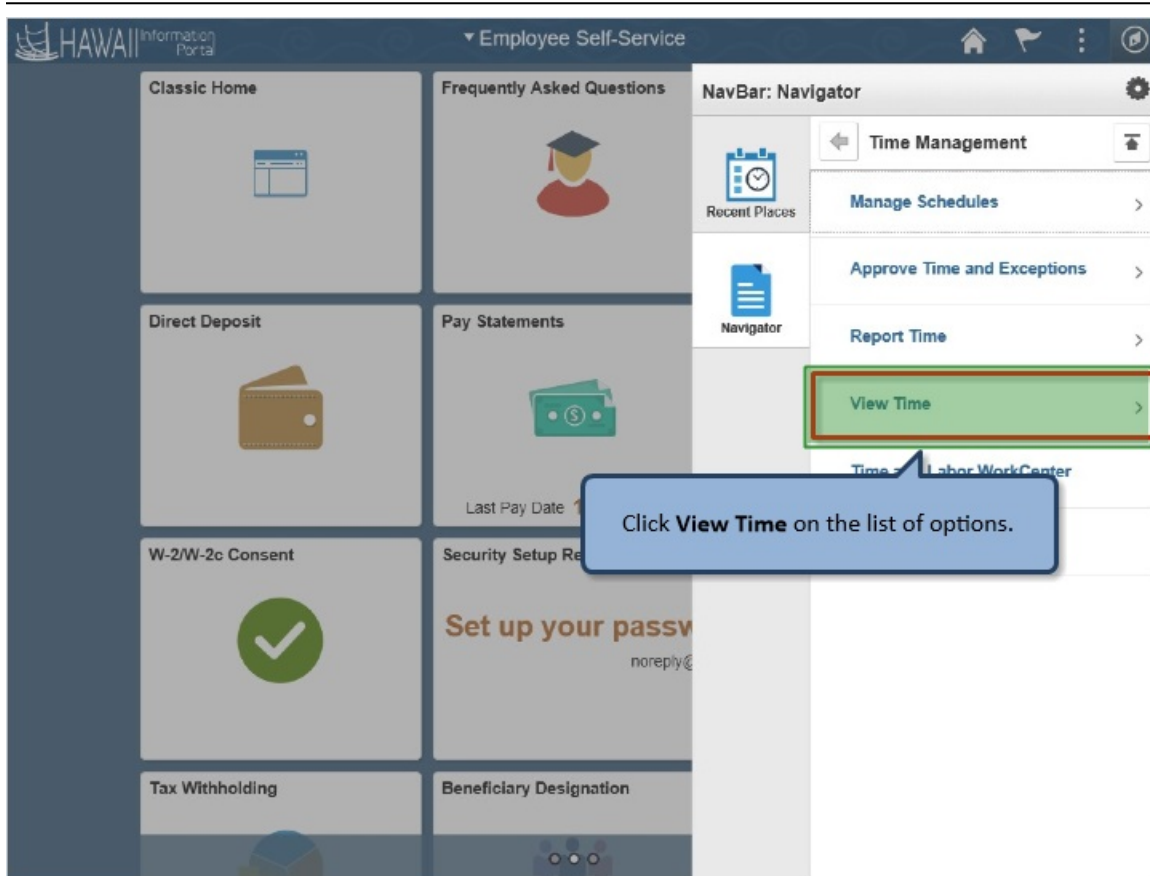
Click the **Navigator** icon.



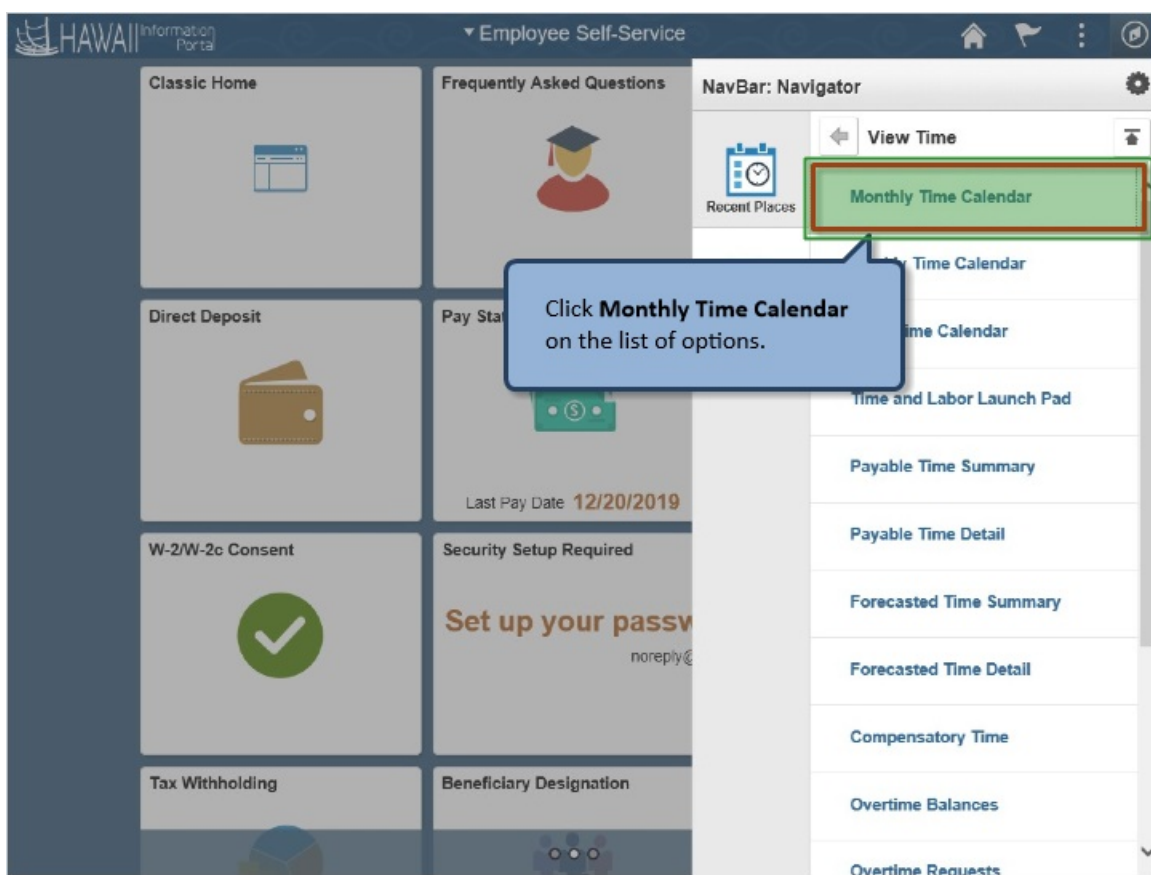
Click **Manager Self Service** on the list of options.



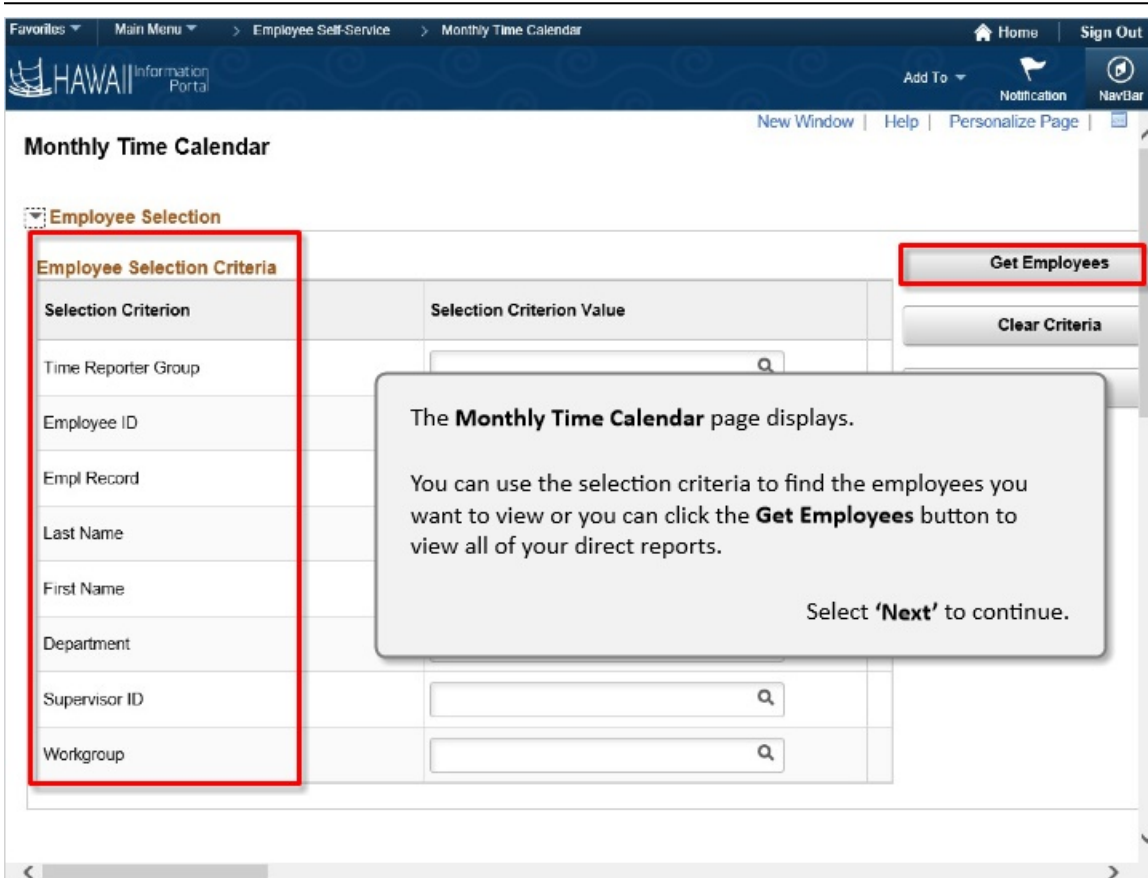
Click **Time Management** on the list of options.



Click **View Time** on the list of options.



Click **Monthly Time Calendar** on the list of options.



Monthly Time Calendar

Employee Selection

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"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Workgroup	<input type="text"/>

Get Employees

Clear Criteria

The **Monthly Time Calendar** page displays.

You can use the selection criteria to find the employees you want to view or you can click the **Get Employees** button to view all of your direct reports.

Select **'Next'** to continue.

The **Monthly Time Calendar** page displays.

You can use the selection criteria to find the employees you want to view or you can click the **Get Employees** button to view all of your direct reports.

[Favorites](#) | [Main Menu](#) | [Employee Self-Service](#) | [Monthly Time Calendar](#) | [Home](#) | [Sign Out](#)

[Add To](#) | [Notification](#) | [NavBar](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

Monthly Time Calendar

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection
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"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Workgroup	<input type="text"/>

[Get Employees](#)
[Clear Criteria](#)
[Save Criteria](#)

For this example, click the **Get Employees** button.

For this example, click the **Get Employees** button.

[Favorites](#) | [Main Menu](#) | [Employee Self-Service](#) | [Monthly Time Calendar](#) | [Home](#) | [Sign Out](#)

[Add To](#) | [Notification](#) | [NavBar](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

Monthly Time Calendar

Employee Selection

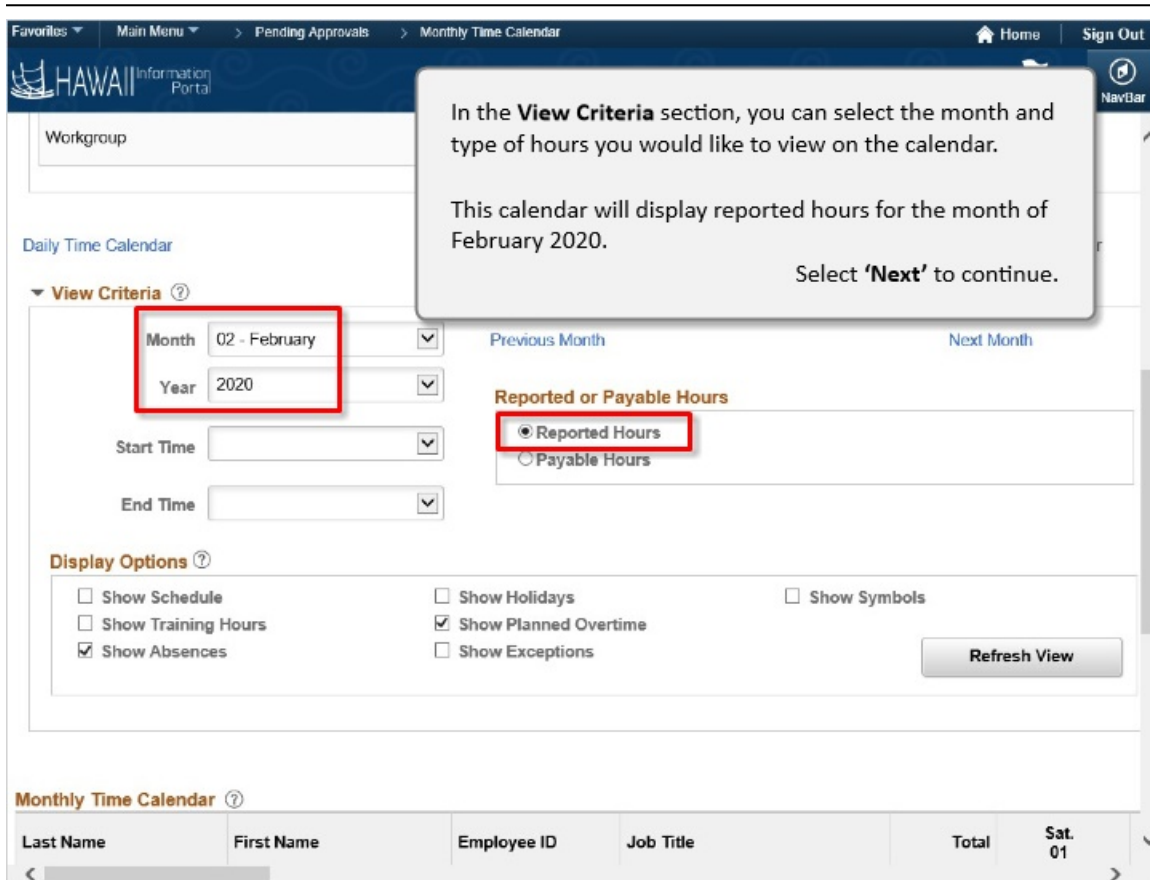
Employee Selection Criteria

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"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Workgroup	<input type="text"/>

[Get Employees](#)
[Clear Criteria](#)
[Save Criteria](#)

Click below the **scroll bar** to move down the page.

Click below the **scroll bar** to move down the page.



In the **View Criteria** section, you can select the month and type of hours you would like to view on the calendar.

This calendar will display reported hours for the month of February 2020.

Select '**Next**' to continue.

View Criteria ?

Month: 02 - February
Year: 2020

Start Time: [Dropdown]
End Time: [Dropdown]

Reported or Payable Hours

☒ Reported Hours
☐ Payable Hours

Display Options ?

☐ Show Schedule
☐ Show Training Hours
☒ Show Absences
☐ Show Holidays
☒ Show Planned Overtime
☐ Show Exceptions
☐ Show Symbols

Refresh View

Monthly Time Calendar ?

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01
[Empty row]					

In the **View Criteria** section, you can select the month and type of hours you would like to view on the calendar.

This calendar will display reported hours for the month of February 2020.

[Favorites](#) | [Main Menu](#) | [Pending Approvals](#) | [Monthly Time Calendar](#)

[Home](#) | [Sign Out](#)

[Add To](#) | [Notification](#) | [NavBar](#)

Workgroup

Daily Time Calendar

View Criteria ?

Month: 02 - February
 Year: 2020
 Start Time:
 End Time:

☒ Reported Hours
☐ Payable Hours

Display Options ?

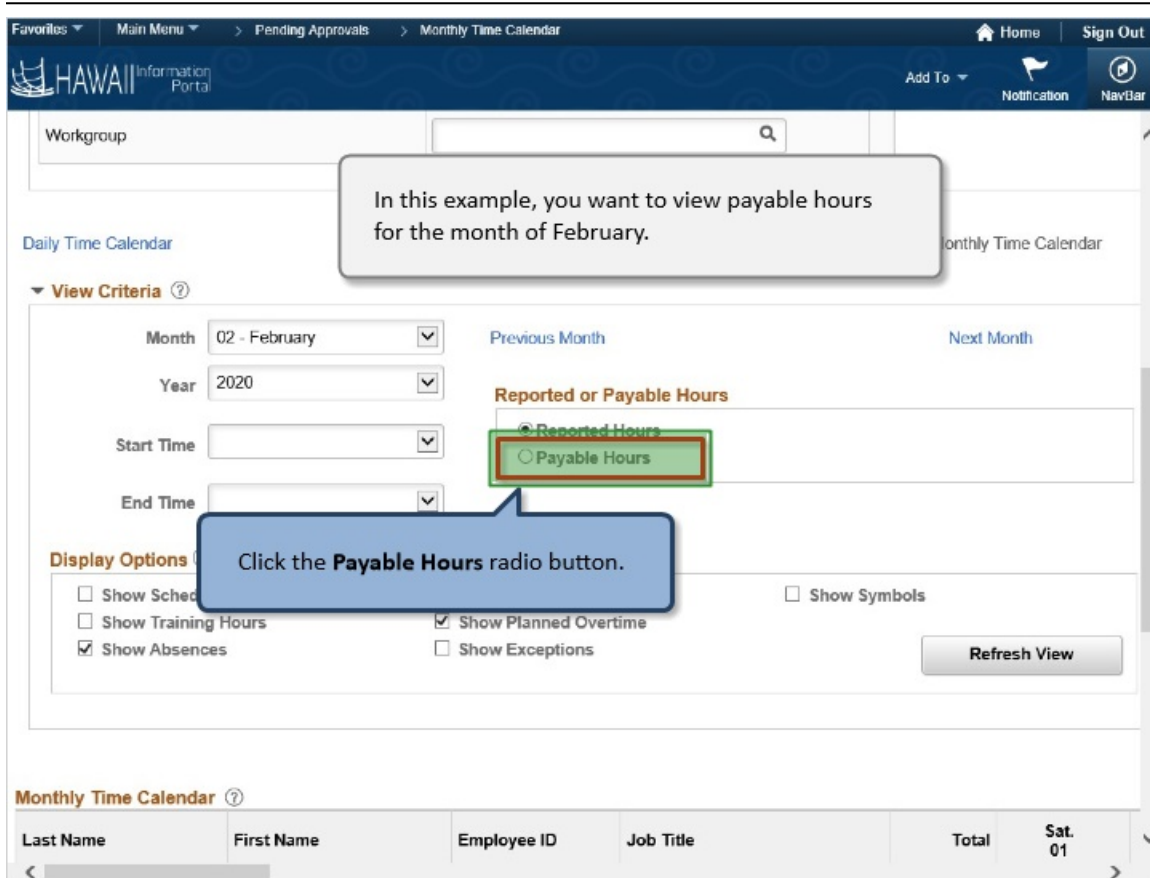
☐ Show Schedule
☐ Show Training Hours
☒ Show Absences
☐ Show Holidays
☒ Show Planned Overtime
☐ Show Exceptions
☐ Show Symbols

[Refresh View](#)

Monthly Time Calendar ?

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01
<div style="text-align: right;">></div>					

In the **Display Options** section, you can select to view additional items, such as absences and planned overtime.



Workgroup

Daily Time Calendar

View Criteria

Month: 02 - February
 Year: 2020
 Start Time:
 End Time:

Previous Month Next Month

Reported or Payable Hours

☐ Reported Hours
☒ Payable Hours

Display Options

☐ Show Scheduled
☐ Show Training Hours
☒ Show Absences
☒ Show Planned Overtime
☐ Show Exceptions

☐ Show Symbols

Refresh View

Monthly Time Calendar

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01
-----------	------------	-------------	-----------	-------	---------

In this example, you want to view payable hours for the month of February.

Click the **Payable Hours** radio button.

[Favorites](#) | [Main Menu](#) | [Pending Approvals](#) | [Monthly Time Calendar](#)

[Home](#) | [Sign Out](#)

[Add To](#) | [Notification](#) | [NavBar](#)

Workgroup:

[Daily Time Calendar](#) | [Weekly Time Calendar](#) | [Monthly Time Calendar](#)

View Criteria

Month: | Previous Month | Next Month
 Year:
 Start Time: | End Time:

Reported or Payable Hours

☐ Reported Hours
☒ Payable Hours

Display Options

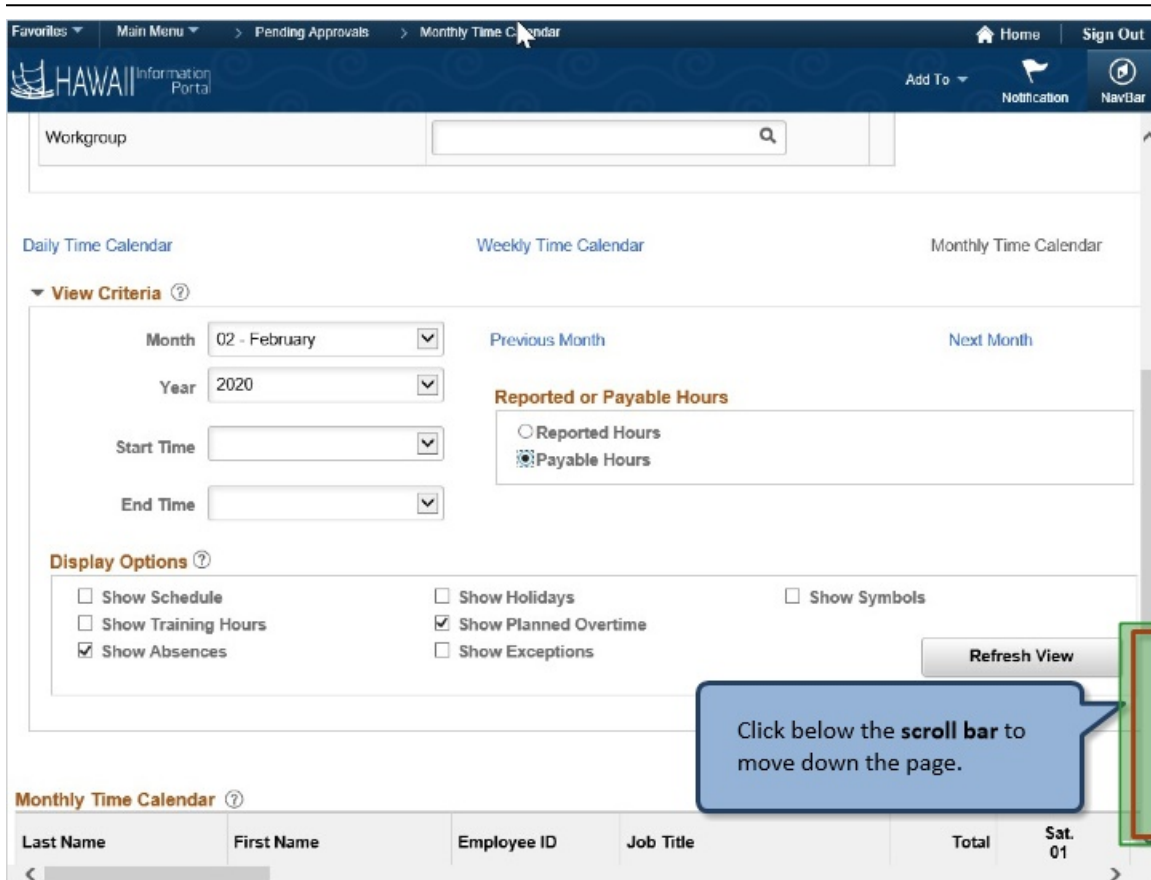
☐ Show Schedule | ☐ Show Holidays | ☐ Show Symbols
☐ Show Training Hours | ☒ Show Absences
☒ Show Absences

Click the **Refresh View** button.

Monthly Time Calendar

Last Name	First Name	Employee ID	Job Title	Total	Sat 01

Click the **Refresh View** button.



Workgroup

Monthly Time Calendar

View Criteria

Month: 02 - February
Year: 2020
Start Time:
End Time:

Previous Month
Next Month

Reported or Payable Hours

☐ Reported Hours
☒ Payable Hours

Display Options

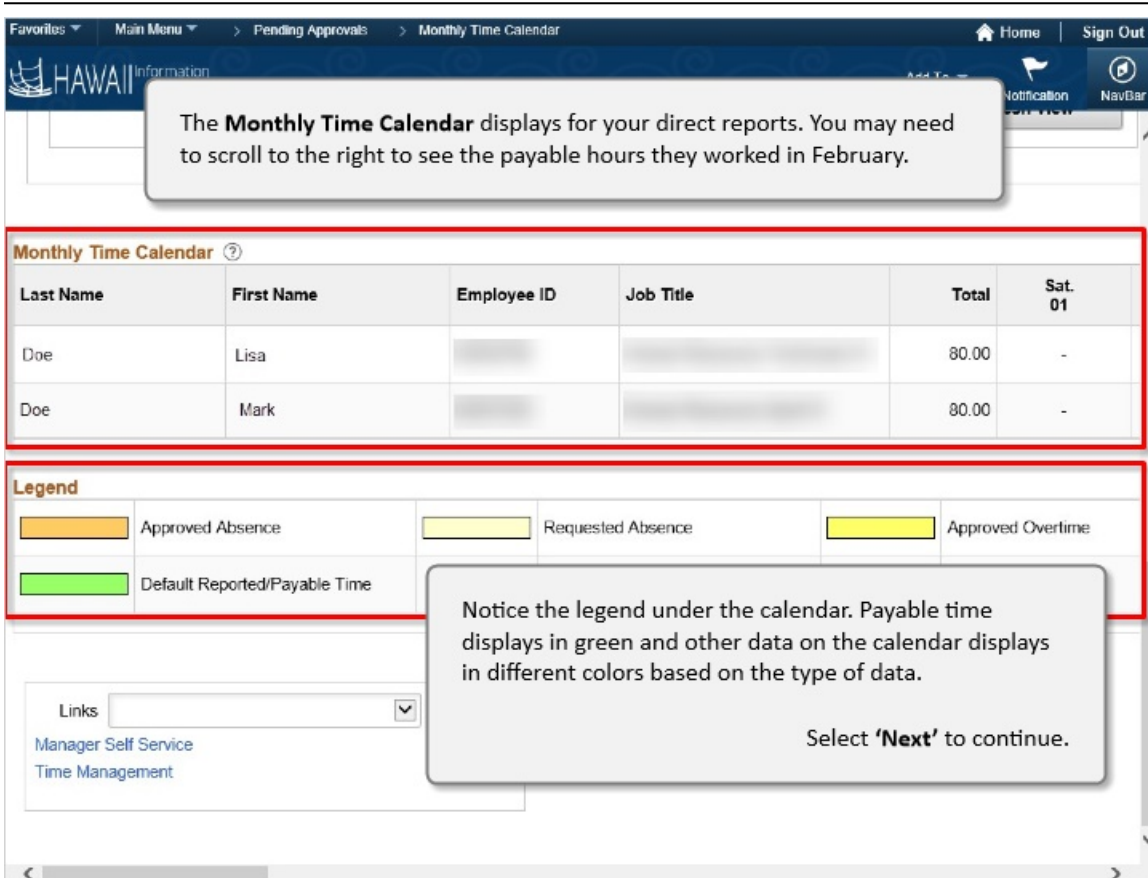
☐ Show Schedule
☐ Show Training Hours
☒ Show Absences
☐ Show Holidays
☒ Show Planned Overtime
☐ Show Exceptions
☐ Show Symbols

Refresh View

Click below the **scroll bar** to move down the page.

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01
-----------	------------	-------------	-----------	-------	---------




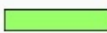
Click below the **scroll bar** to move down the page.



The **Monthly Time Calendar** displays for your direct reports. You may need to scroll to the right to see the payable hours they worked in February.


Last Name	First Name	Employee ID	Job Title	Total	Sat. 01
Doe	Lisa			80.00	-
Doe	Mark			80.00	-

Legend

	Approved Absence		Requested Absence		Approved Overtime
	Default Reported/Payable Time				

Notice the legend under the calendar. Payable time displays in green and other data on the calendar displays in different colors based on the type of data.

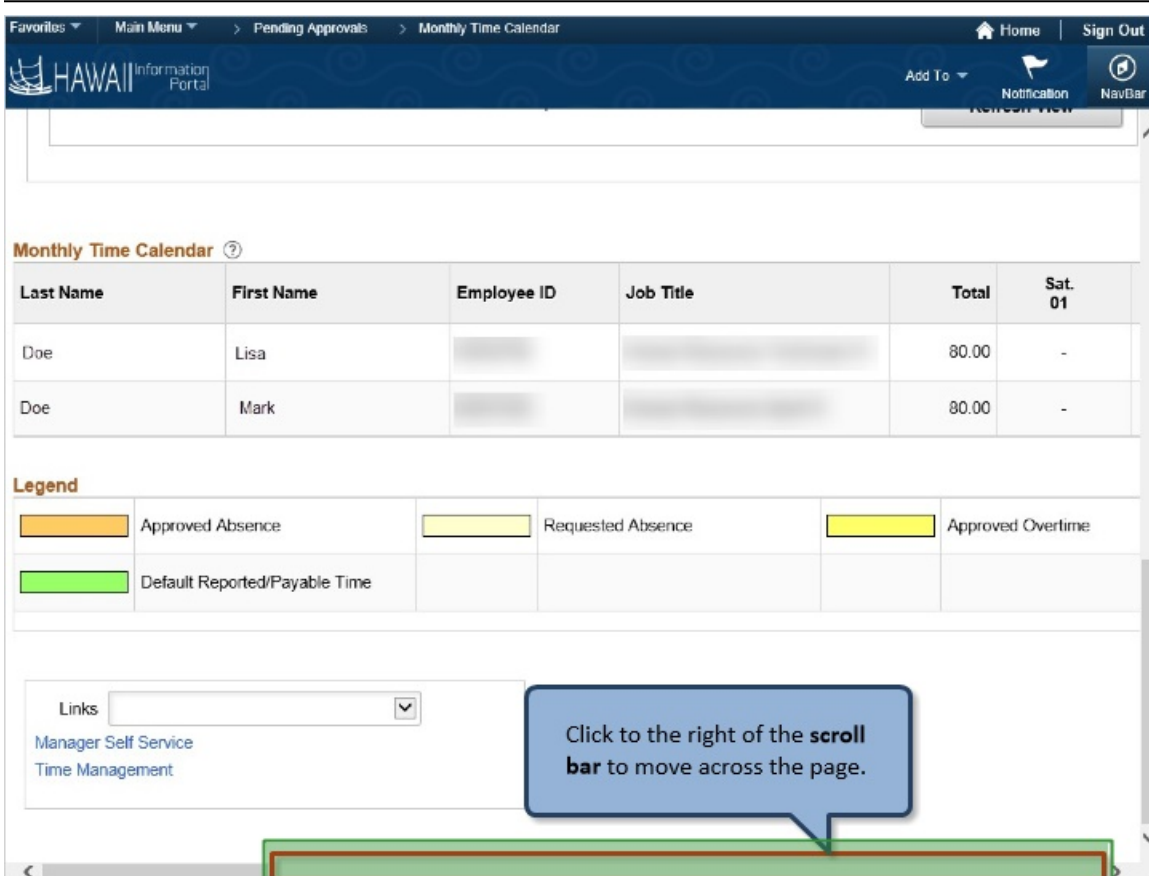
Select **'Next'** to continue.

Links: 

[Manager Self Service](#)
[Time Management](#)

The **Monthly Time Calendar** displays for your direct reports. You may need to scroll to the right to see the payable hours they worked in February.




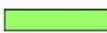
Notice the legend under the calendar. Payable time displays in green and other data on the calendar displays in different colors based on the type of data.



Monthly Time Calendar ?

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01
Doe	Lisa			80.00	-
Doe	Mark			80.00	-

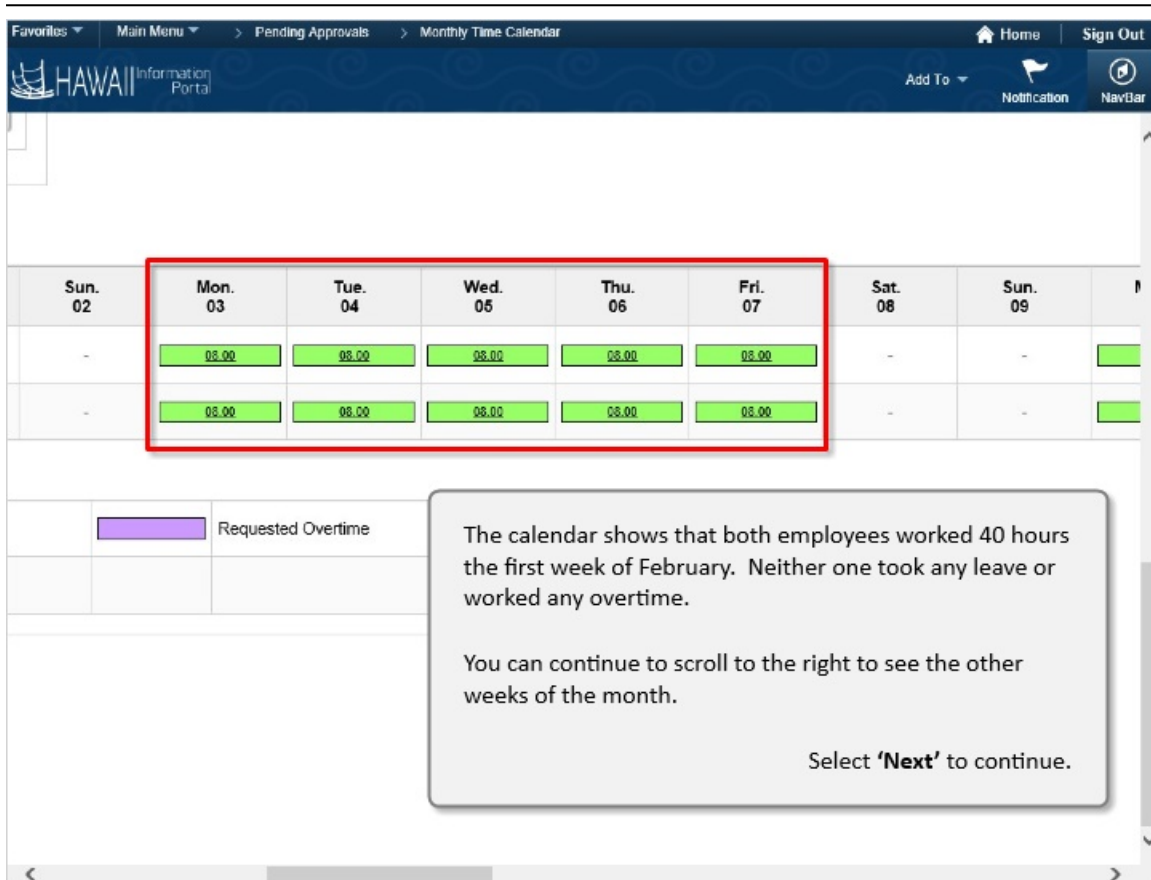
Legend

	Approved Absence		Requested Absence		Approved Overtime
	Default Reported/Payable Time				

Links
Time Management

Click to the right of the **scroll bar** to move across the page.

Click to the right of the **scroll bar** to move across the page.



Favorites ▾ Main Menu ▾ > Pending Approvals > Monthly Time Calendar
 Home Sign Out

Add To ▾ Notification NavBar

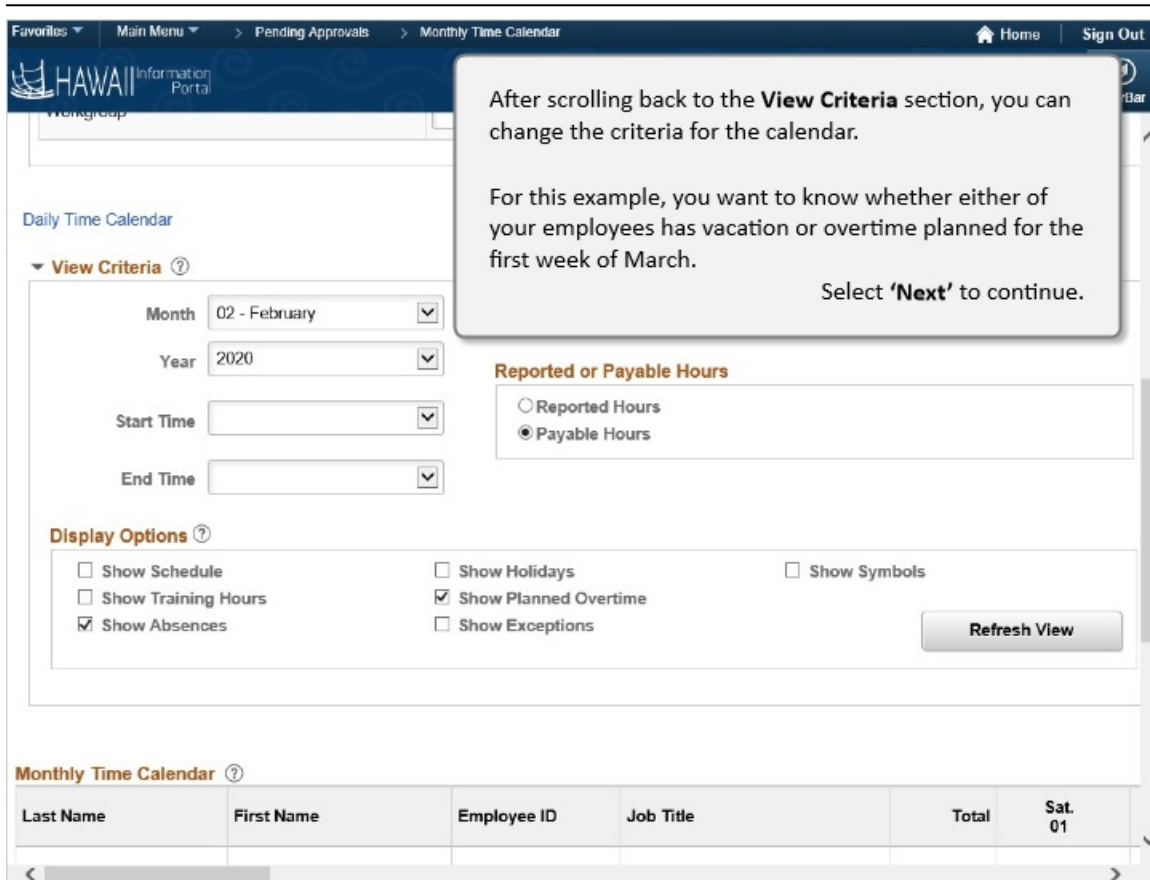
Sun. 02	Mon. 03	Tue. 04	Wed. 05	Thu. 06	Fri. 07	Sat. 08	Sun. 09
-	08.00	08.00	08.00	08.00	08.00	-	-
-	08.00	08.00	08.00	08.00	08.00	-	-

Requested Overtime

The calendar shows that both employees worked 40 hours the first week of February. Neither one took any leave or worked any overtime.
 You can continue to scroll to the right to see the other weeks of the month.
 Select **'Next'** to continue.

The calendar shows that both employees worked 40 hours the first week of February. Neither one took any leave or worked any overtime.

You can continue to scroll to the right to see the other weeks of the month.



After scrolling back to the **View Criteria** section, you can change the criteria for the calendar.

For this example, you want to know whether either of your employees has vacation or overtime planned for the first week of March.

Select **'Next'** to continue.

Reported or Payable Hours

☐ Reported Hours

☒ Payable Hours

Display Options

☐ Show Schedule ☐ Show Holidays ☐ Show Symbols

☐ Show Training Hours ☒ Show Planned Overtime

☒ Show Absences ☐ Show Exceptions

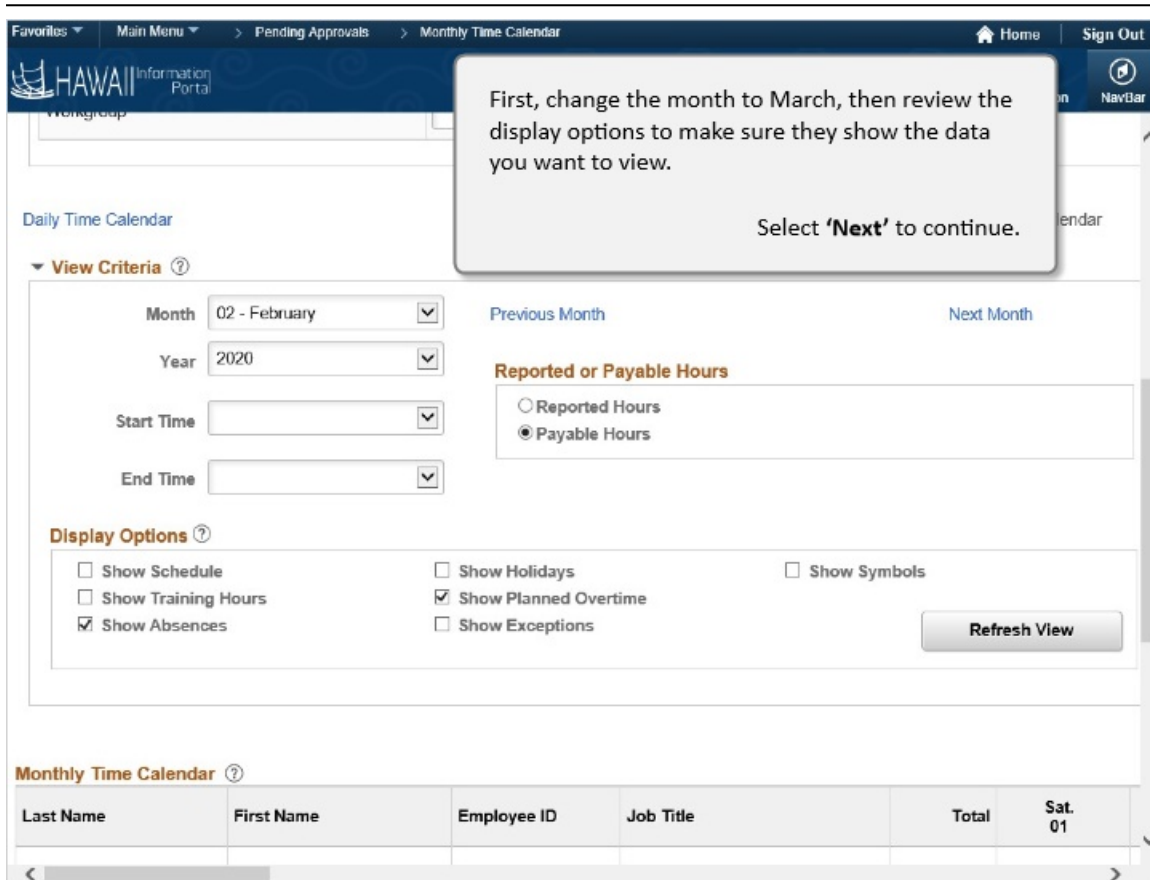
Refresh View

Monthly Time Calendar

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01
-----------	------------	-------------	-----------	-------	---------

After scrolling back to the **View Criteria** section, you can change the criteria for the calendar.

For this example, you want to know whether either of your employees has vacation or overtime planned for the first week of March.



First, change the month to March, then review the display options to make sure they show the data you want to view.

Select **'Next'** to continue.

View Criteria ?

Month: 02 - February
 Year: 2020
 Start Time:
 End Time:

Previous Month Next Month

Reported or Payable Hours

☐ Reported Hours
☒ Payable Hours

Display Options ?

☐ Show Schedule ☐ Show Holidays ☐ Show Symbols
☐ Show Training Hours ☒ Show Planned Overtime
☒ Show Absences ☐ Show Exceptions


Refresh View

Monthly Time Calendar ?

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01

First, change the month to March, then review the display options to make sure they show the data you want to view.

[Favorites](#) | [Main Menu](#) | [Pending Approvals](#) | [Monthly Time Calendar](#) | [Home](#) | [Sign Out](#)



To change from February to March, you can either use the drop-down menu, or you can click the **Next Month** link.

Select '**Next**' to continue.

Daily Time Calendar

View Criteria ?

Month: 02 - February ▼
Next Month

Year: 2020 ▼

Start Time: ▼

End Time: ▼

Previous Month

Reported or Payable Hours

☐ Reported Hours
☒ Payable Hours

Display Options ?

☐ Show Schedule
☐ Show Training Hours
☒ Show Absences

☐ Show Holidays
☒ Show Planned Overtime
☐ Show Exceptions

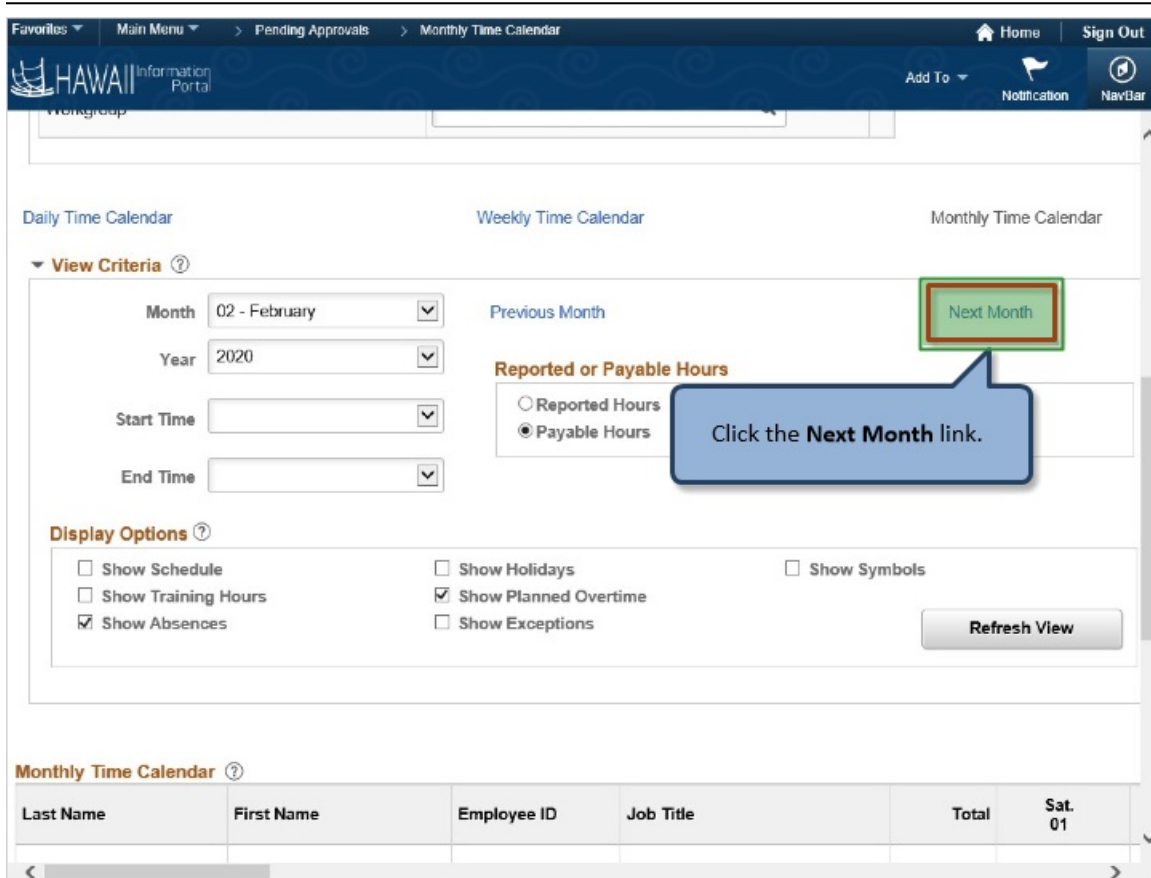
☐ Show Symbols

Refresh View

Monthly Time Calendar ?

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01

To change from February to March, you can either use the drop-down menu, or you can click the **Next Month** link.



Monthly Time Calendar

View Criteria ?

Month: 02 - February
 Year: 2020
 Start Time:
 End Time:

Previous Month **Next Month**

Reported or Payable Hours

☐ Reported Hours
☒ Payable Hours

Display Options ?

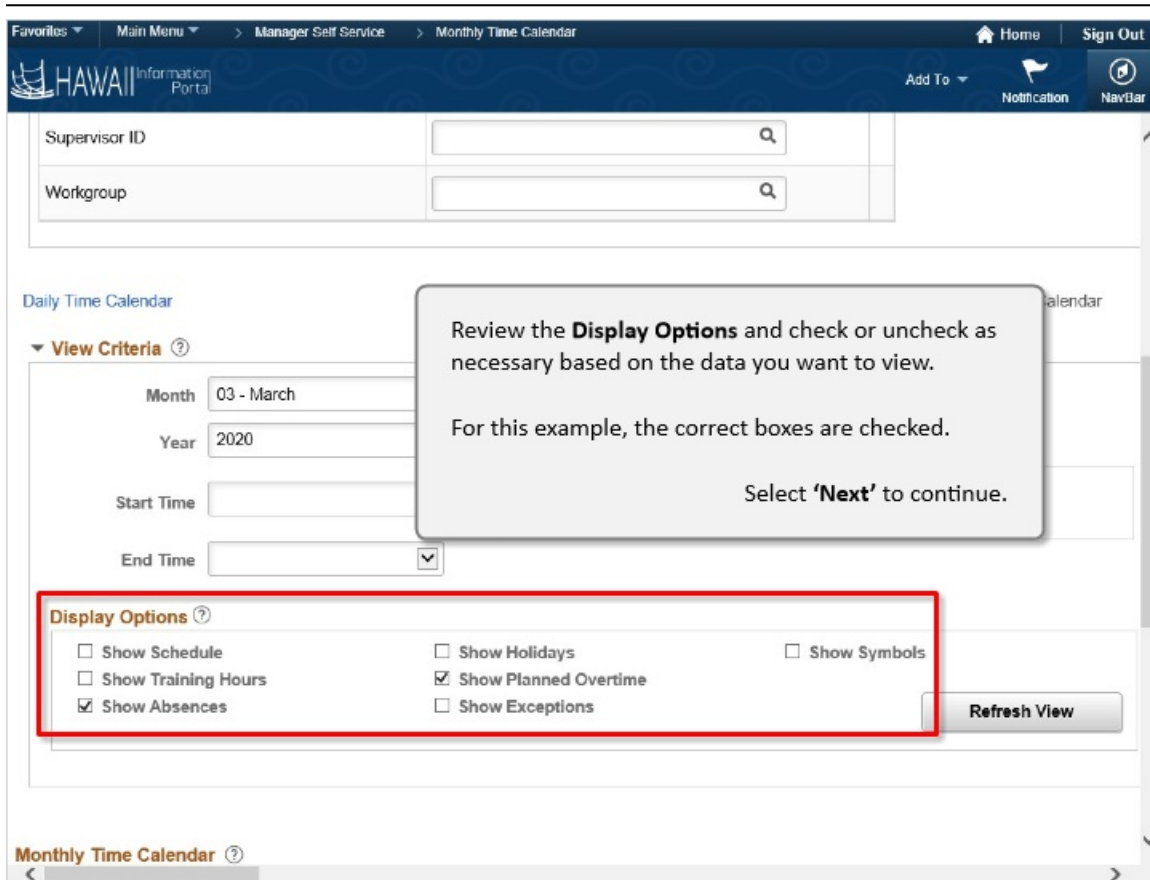
☐ Show Schedule ☐ Show Holidays ☐ Show Symbols
☐ Show Training Hours ☒ Show Planned Overtime
☒ Show Absences ☐ Show Exceptions

Refresh View

Monthly Time Calendar ?

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01

Click the **Next Month** link.



Supervisor ID

Workgroup

Daily Time Calendar

▼ View Criteria ?

Month

Year

Start Time

End Time

Display Options ?

☐ Show Schedule ☐ Show Holidays ☐ Show Symbols

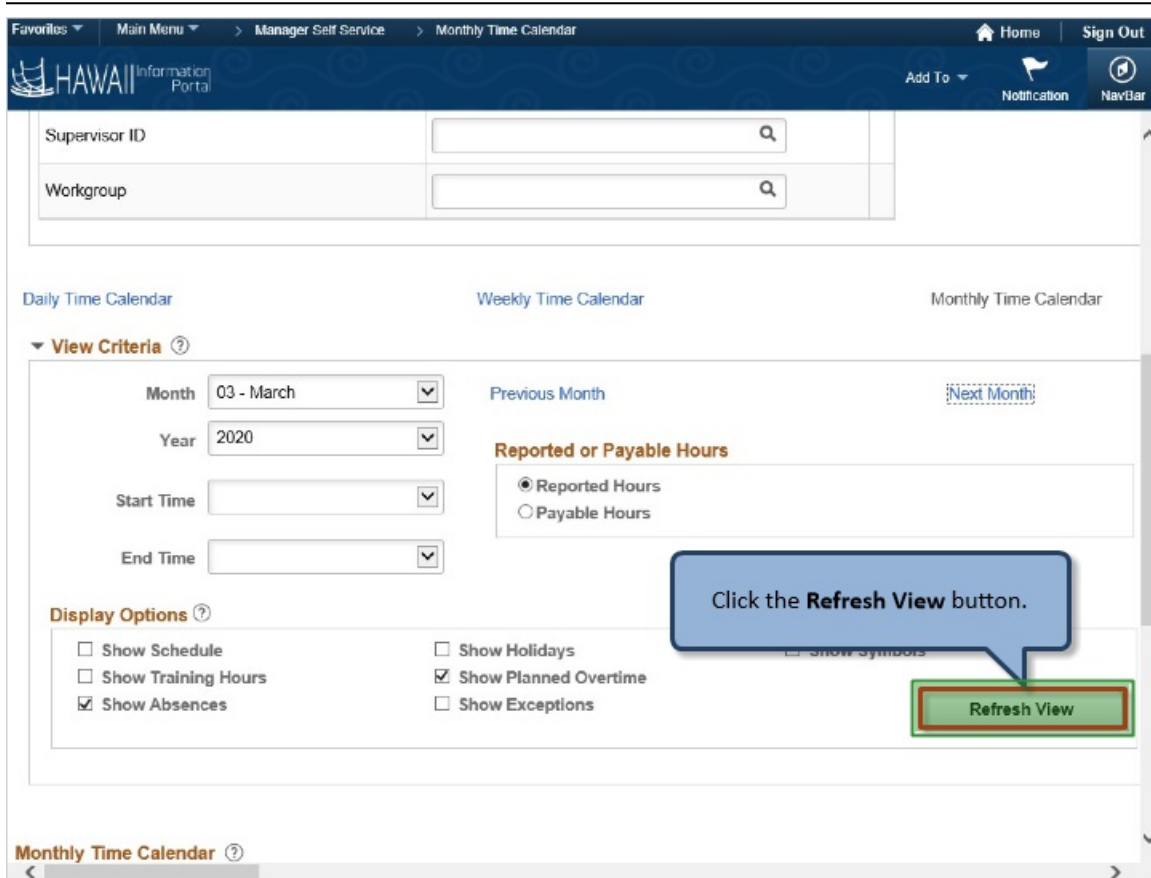
☐ Show Training Hours ☒ Show Planned Overtime

☒ Show Absences ☐ Show Exceptions

Monthly Time Calendar ?

Review the **Display Options** and check or uncheck as necessary based on the data you want to view.

For this example, the correct boxes are checked.



Supervisor ID

Workgroup

Daily Time Calendar Weekly Time Calendar Monthly Time Calendar

▼ View Criteria ?

Month Previous Month [Next Month](#)

Year

Start Time

End Time

Reported or Payable Hours

☒ Reported Hours
☐ Payable Hours

Display Options ?

☐ Show Schedule ☐ Show Holidays ☐ Show Symbols

☐ Show Training Hours ☒ Show Planned Overtime

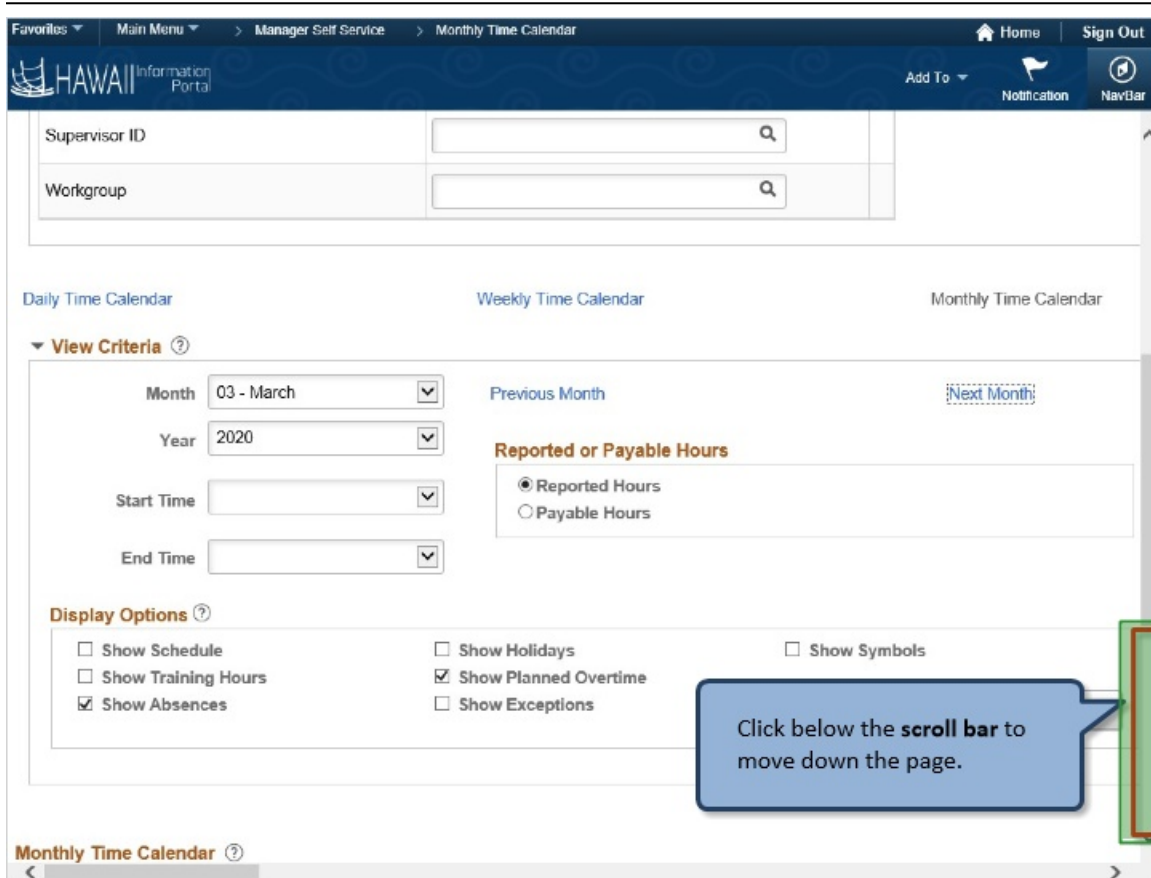
☒ Show Absences ☐ Show Exceptions

Refresh View

Click the **Refresh View** button.

Monthly Time Calendar ?

Click the **Refresh View** button.



Supervisor ID

Workgroup

Daily Time Calendar Weekly Time Calendar Monthly Time Calendar

▼ View Criteria ?

Month Previous Month [Next Month](#)

Year

Start Time

End Time

Reported or Payable Hours

☒ Reported Hours
☐ Payable Hours

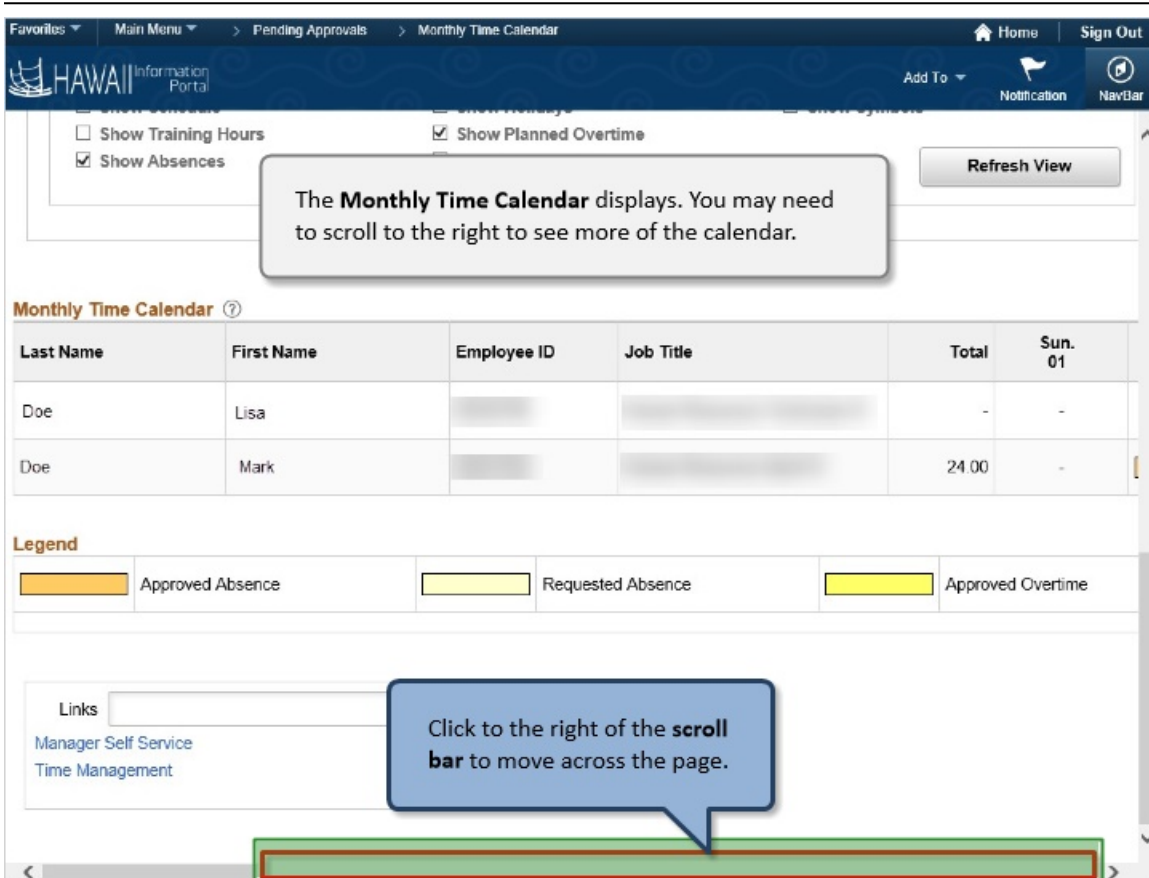
Display Options ?

☐ Show Schedule ☐ Show Holidays ☐ Show Symbols
☐ Show Training Hours ☒ Show Planned Overtime
☒ Show Absences ☐ Show Exceptions

Monthly Time Calendar ?

Click below the **scroll bar** to move down the page.

Click below the scroll bar to move down the page.



The screenshot shows the 'Monthly Time Calendar' page. At the top, there's a navigation bar with 'Favorites', 'Main Menu', 'Pending Approvals', and 'Monthly Time Calendar'. On the right, there are links for 'Home' and 'Sign Out'. Below the navigation bar, there are checkboxes for 'Show Training Hours', 'Show Absences', 'Show Planned Overtime', and 'Show Holidays'. A 'Refresh View' button is on the right. A callout box says: 'The **Monthly Time Calendar** displays. You may need to scroll to the right to see more of the calendar.'

Below this is a table titled 'Monthly Time Calendar' with columns: Last Name, First Name, Employee ID, Job Title, Total, and Sun. 01. The table shows two rows for 'Doe' (Lisa and Mark).


Below the table is a 'Legend' section with three items: 'Approved Absence' (orange square), 'Requested Absence' (yellow square), and 'Approved Overtime' (green square).

At the bottom, there's a 'Links' section with 'Manager Self Service' and 'Time Management'. A callout box points to the right side of the scroll bar, saying: 'Click to the right of the **scroll bar** to move across the page.'

The Monthly Time Calendar displays. You may need to scroll to the right to see more of the calendar.

Click to the right of the **scroll bar** to move across the page.

[Favorites](#) | [Main Menu](#) | [Pending Approvals](#) | [Monthly Time Calendar](#) | [Home](#) | [Sign Out](#)





[Refresh](#)

The calendar shows you that one employee has an approved absence for the first three day of the week while the other employee is not taking any vacation next week. Neither employee has any planned overtime.

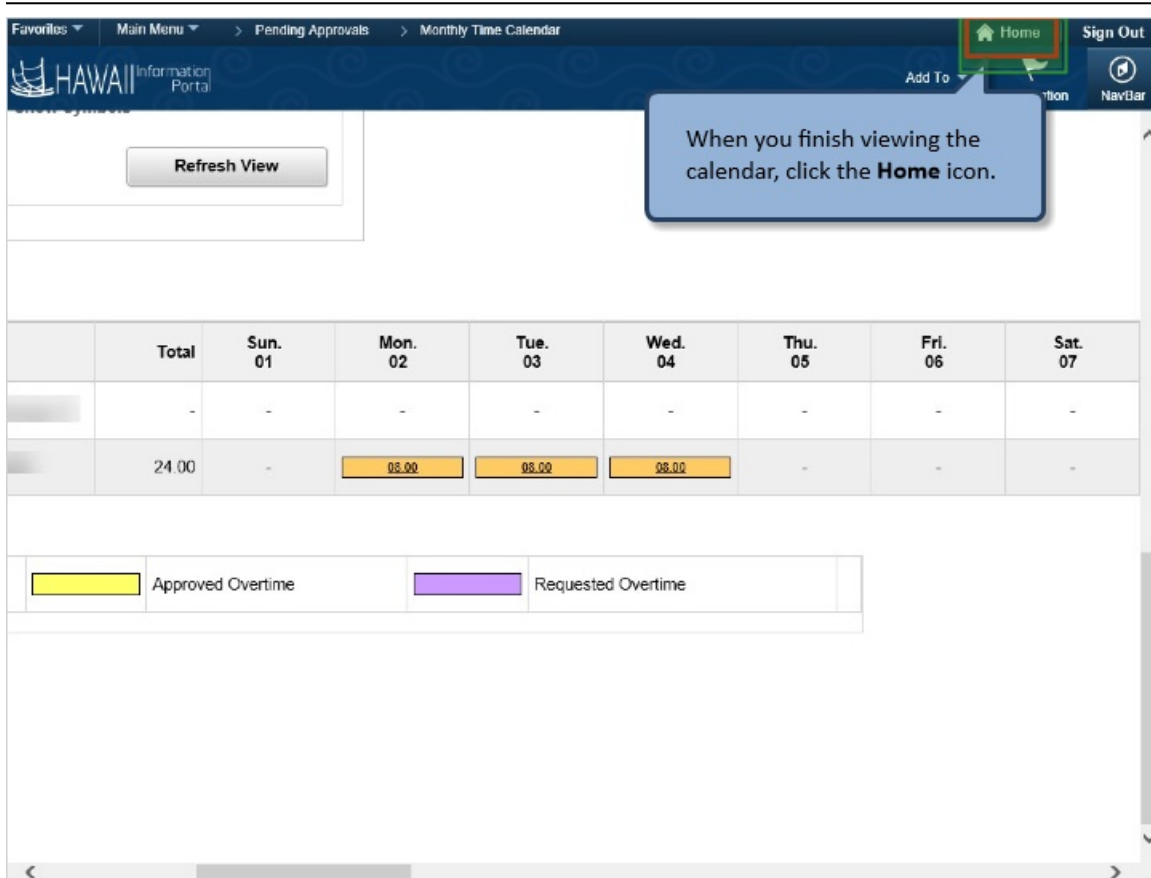
Select **'Next'** to continue.

	Total	Sun. 01	Mon. 02	Tue. 03	Wed. 04	Thu. 05	Fri. 06	Sat. 07
	-	-	-	-	-	-	-	-
	24.00	-	08.00	08.00	08.00	-	-	-

 Approved Overtime

 Requested Overtime

The calendar shows you that one employee has an approved absence for the first three day of the week while the other employee is not taking any vacation next week. Neither employee has any planned overtime.



When you finish viewing the calendar, click the **Home** icon.

	Total	Sun. 01	Mon. 02	Tue. 03	Wed. 04	Thu. 05	Fri. 06	Sat. 07
	-	-	-	-	-	-	-	-
	24.00	-	08.00	08.00	08.00	-	-	-

 Approved Overtime
 Requested Overtime

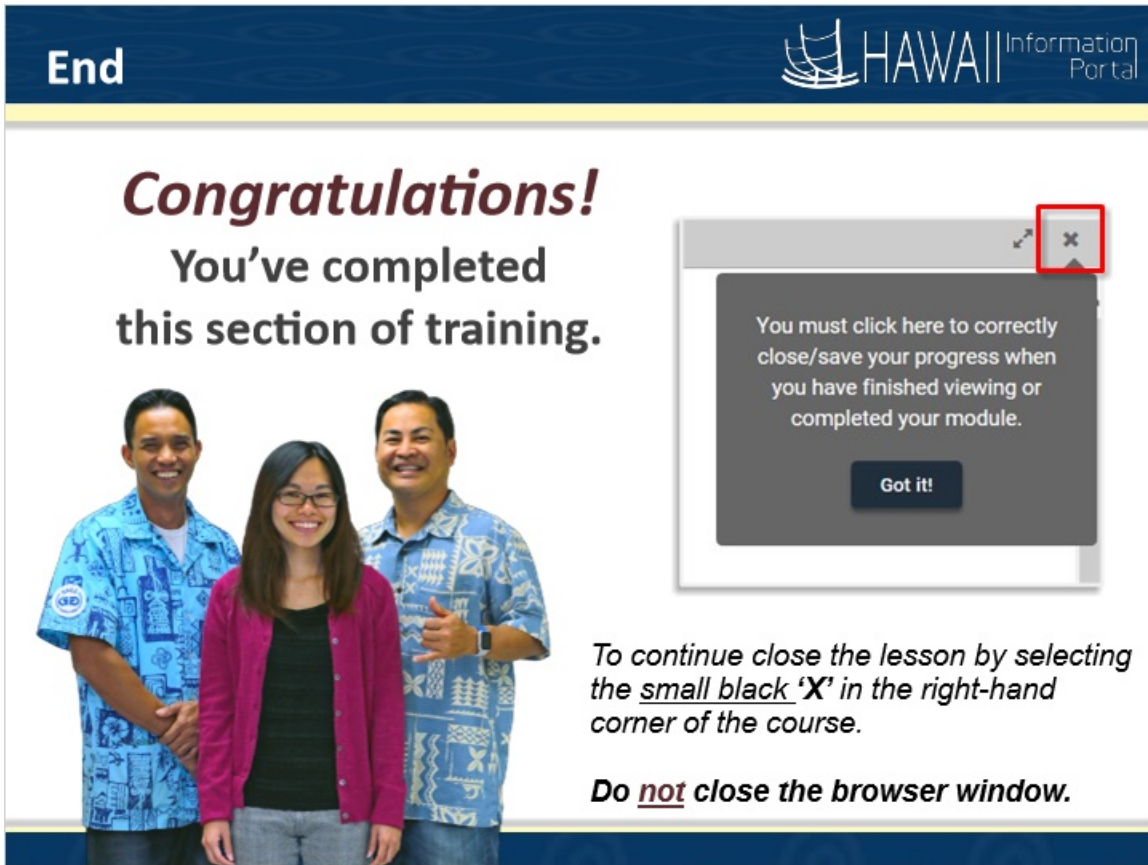
When you finish viewing the calendar, click the **Home** icon.



Congratulations!

You've successfully completed this lesson.

End



End

Congratulations!
You've completed
this section of training.

You must click here to correctly
close/save your progress when
you have finished viewing or
completed your module.

Got it!

To continue close the lesson by selecting
the small black 'X' in the right-hand
corner of the course.

Do not close the browser window.

Congratulations!

You've completed this section of training.

To continue close the lesson by selecting the small black 'X' in the right-hand corner of the course.

Do not close the browser window.