


## 120 ABSENCE MANAGEMENT - LEAVE KEEPER





State of Hawaii

### Absence Management Leave Keeper

Course 120

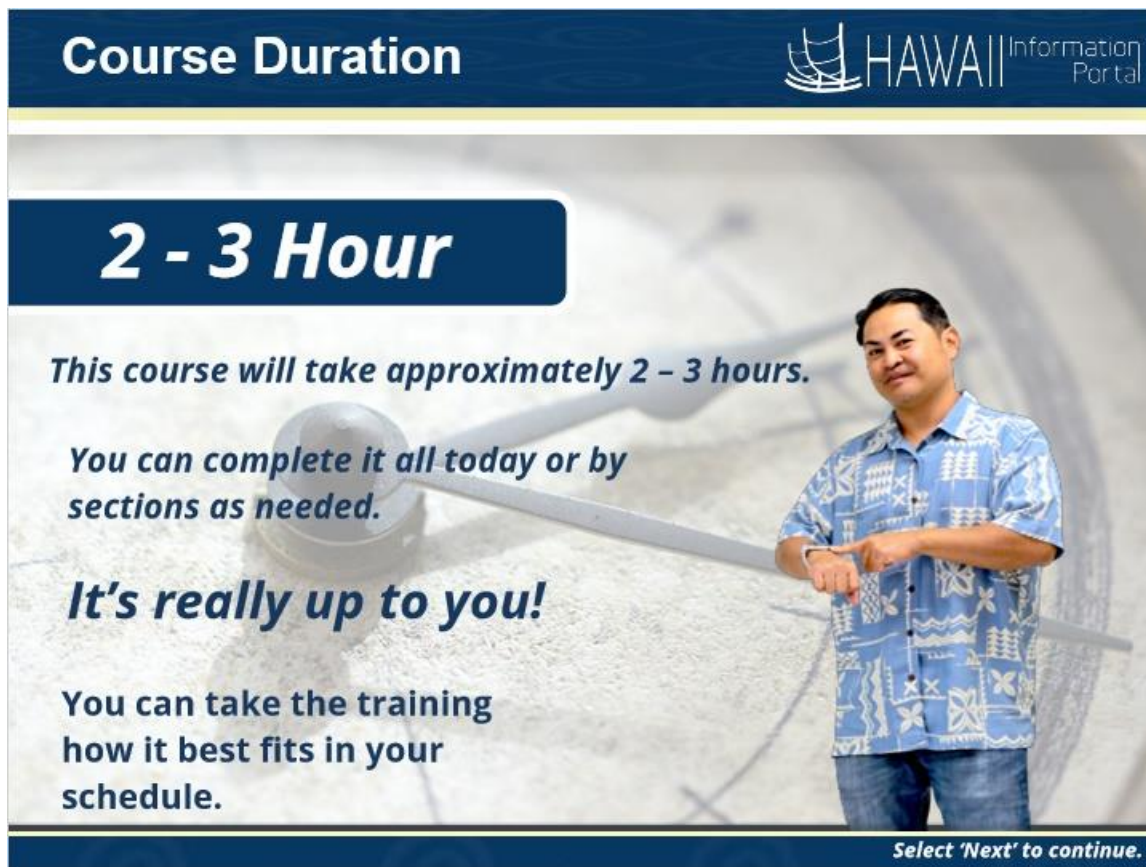
Mandatory for user assigned a Leave Keeper Role

August 2021, Version 2

 **HAWAII** Information Portal  


Select 'Next' to continue.

## Duration

A graphic titled "Course Duration" from the Hawaii Information Portal. It features a background image of a man in a blue patterned shirt pointing towards the viewer, with a large clock face behind him. The text is arranged in a list-like format with bullet points.

**Course Duration**

**2 - 3 Hour**

- This course will take approximately 2 – 3 hours.*
- 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.

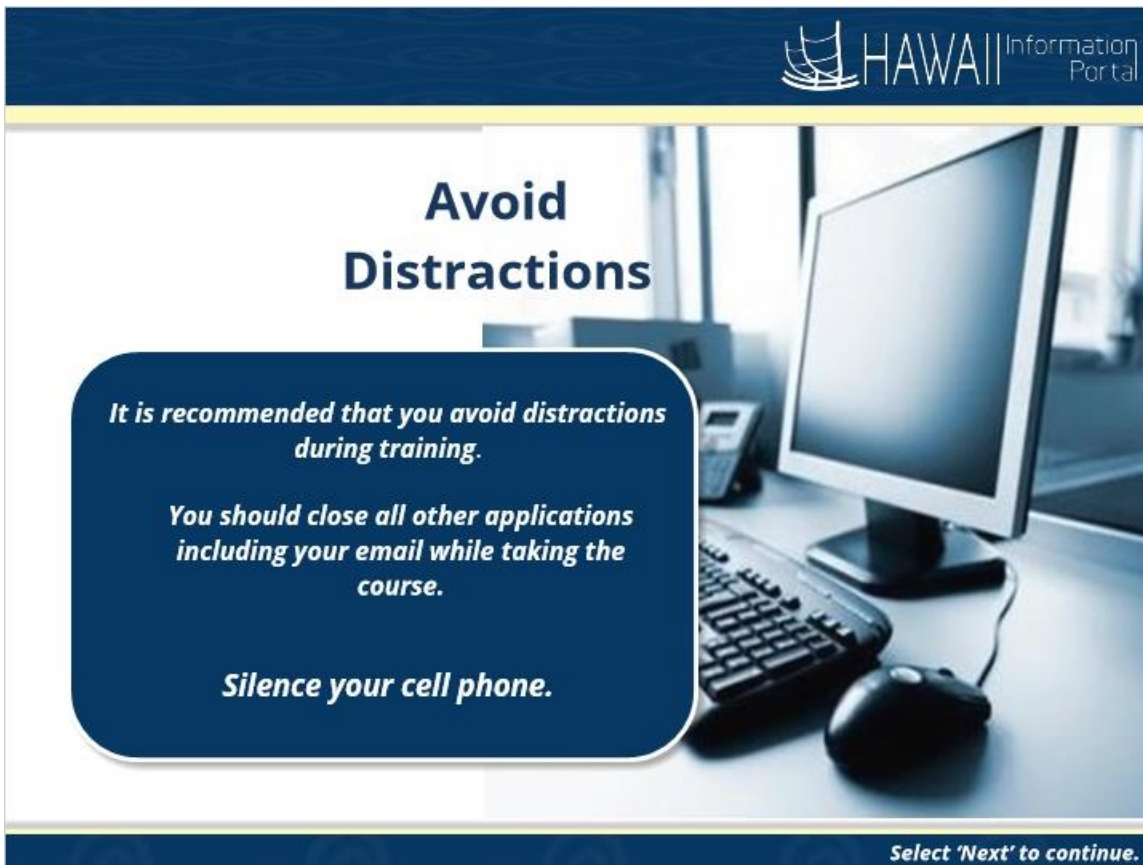
This course will take approximately 2 -3 hours.

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.

## Preparation



**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.

### Avoid Distractions

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.

## Table of Contents



**Leave Keeper Activities**

[Course Objectives](#) | [Key Terminology](#)  
[Working with Absence Management](#) | [Reports and Queries](#) | [Monthly Calendar](#)  
[Need Help?](#)

*Mahalo for your kokua!*

**THE ABOVE TOPICS ARE COVERED IN THIS COURSE.**

**SELECT 'NEXT' TO CONTINUE**

### ***Leave Keeper Activities***

*Course Objectives*

*Key Terminology*

*Working with Absence Management*

*Reports and Queries*

*Monthly Calendar*

*Need Help?*



## Course Objectives

### Course Objectives



***After completing this course you will understand how to:***

- Find additional help and assistance
- Request an Absence as a Leave Keeper
- Cancel an Absence Request as a Leave Keeper
- Run and view a query 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
- Run and view a query as a Leave Keeper
- Work with the Monthly Calendar

## Need Help?

**Need Help?**



### Hawaii Information Portal Service Center


*If you need assistance using the Hawaii Information Portal for Time and Leave:*

See complete instructions available at: <https://ags.hawaii.gov/hip/for-time-leave-keepers/>

For further assistance, contact your local Human Resource Office.

Consult applicable Collective Bargaining Agreements for detailed rules for union members.

Select **'Next'** to continue.



See complete instructions available at: <https://ags.hawaii.gov/hip/for-time-leave-keepers/>

For further assistance, contact your local HR Office.

Consult applicable Collective Bargaining Agreements for detailed rules for union members.

## Key Terminology

 **HAWAII** Information Portal

Key Terminology

[Absence Reason](#)

[Absence Request](#)

[Absence Type](#)

[Approved Absence](#)

[Absence Forecasting](#)

[Leave Keeper](#)

[Push Back Absence](#)

[Monthly Calendar  
\(Workforce Availability\)](#)




**Click on any Term listed  
above to learn more!**

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



## Absence Reason

The logo for the Hawaii Information Portal, featuring a stylized white sailboat icon on a dark blue background, followed by the text "HAWAII Information Portal" in white.

Key Terminology

[Absence Reason](#)

[Absence Request](#)

[Absence Type](#)

[Approved Absence](#)

[Absence Forecasting](#)

[Leave Keeper](#)

[Push Back Absence](#)

[Monthly Calendar  
\(Workforce Availability\)](#)

A solid blue circle with a white border, positioned to the left of the definition text.

**Definition:**  
A specific cause of absence that can be selected during absence recording.

Note: Providing an absence reason for a regular absence is optional. HIP will provide you options based on the Absence Name you choose.


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

A photograph of a man with short dark hair, smiling, wearing a blue short-sleeved shirt with a white geometric pattern. He is standing with his left hand on his hip and his right hand near his chin.

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. HIP will provide you options based on the Absence Name you choose.



## Absence Request




### Key Terminology

[Absence Reason](#)  
[Absence Request](#)  
[Absence Type](#)

[Approved Absence](#)  
[Absence Forecasting](#)  
[Leave Keeper](#)


[Push Back Absence](#)  
[Monthly Calendar  
\(Workforce Availability\)](#)



**Definition:**

A request by an employee for time off for sick, vacation, military, bereavement or other time away from work.

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




Absence Request-A request by an employee for time off for sick, vacation, military, bereavement or other time away from work.

## Absence Type



### Key Terminology

[Absence Reason](#)[Approved Absence](#)[Push Back Absence](#)[Absence Request](#)[Absence Forecasting](#)[Monthly Calendar \(Workforce Availability\)](#)[Absence Type](#)[Leave Keeper](#)



**Definition:**

A grouping of absences, such as illness or personal business that is used for reporting, accrual, and compensation calculations.

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



Absence Type - A grouping of absences, such as illness or personal business that is used for reporting, accrual, and compensation calculations.

## Approved Absence

 HAWAII Information Portal

Key Terminology

[Absence Reason](#)

[Absence Request](#)

[Absence Type](#)

[Approved Absence](#)

[Absence Forecasting](#)

[Leave Keeper](#)

[Push Back Absence](#)

[Monthly Calendar](#)  
[\(Workforce Availability\)](#)



**Definition:**

An absence that has been approved by the Supervisor or Human Resource Administrator for the requested time off.



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

Approved Absence - An absence that has been approved by the Supervisor or Human Resource Administrator for the requested time off.

## Absence Forecasting

 HAWAII Information Portal

Key Terminology

[Absence Reason](#)

[Absence Request](#)

[Absence Type](#)

[Approved Absence](#)

[Absence Forecasting](#)

[Leave Keeper](#)

[Push Back Absence](#)

[Monthly Calendar \(Workforce Availability\)](#)



**Definition:**

A feature that allows the system to determine if there will be enough balance based on existing requests and entitlements.



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

Absence Forecasting - A feature that allows the system to determine if there will be enough balance based on existing requests and entitlements.



## Leave Keeper

 HAWAII Information Portal

Key Terminology

[Absence Reason](#)

[Absence Request](#)

[Absence Type](#)

[Approved Absence](#)

[Absence Forecasting](#)

[Leave Keeper](#)

[Push Back Absence](#)

[Monthly Calendar \(Workforce Availability\)](#)



**Definition:**

An individual that manages absences on behalf of employees to maintain accurate reporting to management.



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

Leave keeper - An individual that manages absences on behalf of employees to maintain accurate reporting to management.

## Push Back Absence

The logo for the Hawaii Information Portal, featuring a stylized white sailboat icon on a dark blue background, followed by the text "HAWAII Information Portal" in white.

Key Terminology

[Absence Reason](#)

[Absence Request](#)

[Absence Type](#)

[Approved Absence](#)

[Absence Forecasting](#)

[Leave Keeper](#)

[Push Back Absence](#)

[Monthly Calendar  
\(Workforce Availability\)](#)

A solid blue circle with a white border, serving as a visual indicator for the definition section.

**Definition:**

An absence that has been pushed back from the supervisor to request more information or Absence Request revision.

A photograph of a man with short dark hair, wearing a blue and white patterned short-sleeved shirt, standing with one hand on his hip and the other near his chin, looking towards the camera.

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

Push Back Absence - An Absence that has been pushed back from the supervisor to request more information or absence request revision.

## Monthly Calendar Workforce Availability



### Key Terminology

Absence Reason

Absence Request

Absence Type

Approved Absence

Absence Forecasting

Leave Keeper

Push Back Absence

Monthly Calendar (Workforce Availability)



**Definition:**

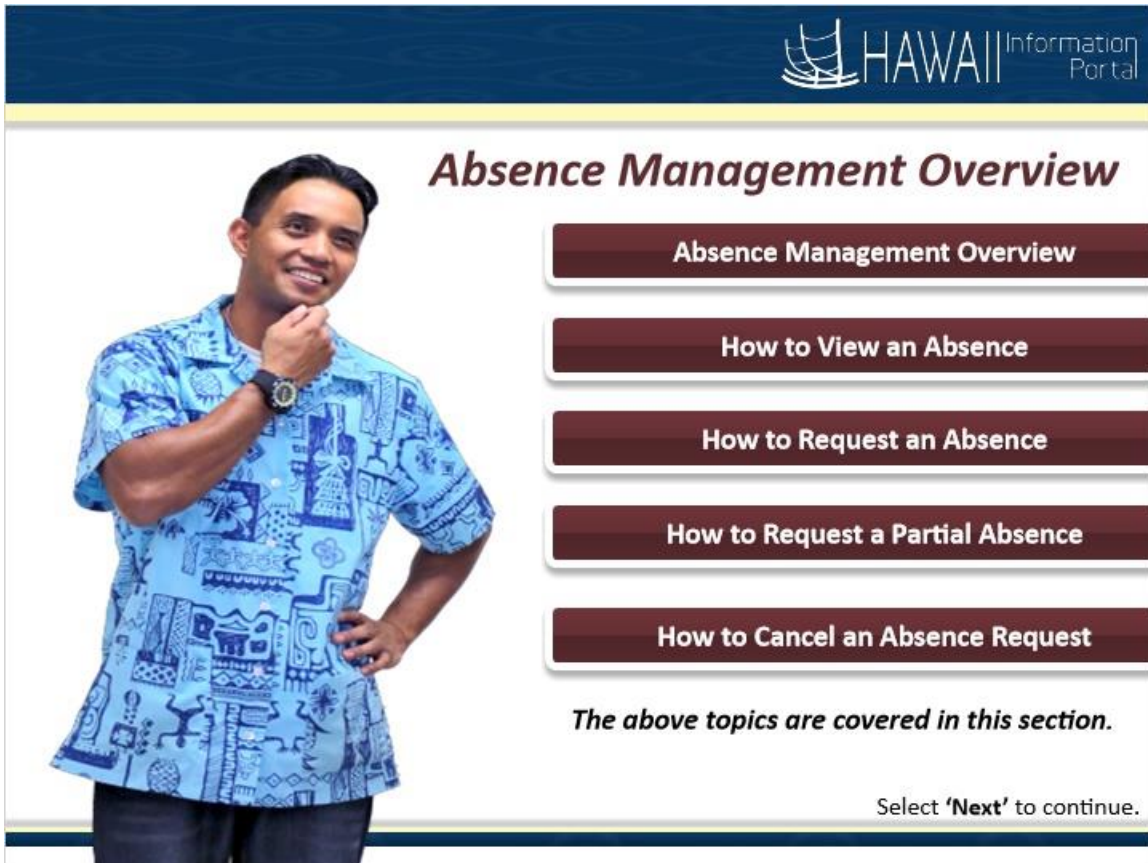
A feature that allows a leave keeper to view reported time and absences against an employee work schedule.

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



Monthly Calendar (Workforce Availability) - A feature that allows a leave keeper to view reported time and absences against an employee work schedule.

## Working with Absence Management



**Absence Management Overview**

- Absence Management Overview
- How to View an Absence
- How to Request an Absence
- How to Request a Partial Absence
- How to Cancel an Absence Request

*The above topics are covered in this section.*


Select **'Next'** to continue.

- Absence Management Overview
- How to View an Absence
- How to Request an Absence
- How to Request a Partial Absence
- How to Cancel an Absence Request



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**Absence Management Overview**


**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.

**START HERE!**

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.

## 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.

**Supervisors:**

Supervisors 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.

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

## How are Absences Entered?

### Absences Entered Overview:


#### Employees:

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#### Supervisors:

Supervisors 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 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 (LWOP) 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



**Employees are responsible to:**

- Add, edit, forecast, submit, save and cancel absence request.
- View request details with approval status.
- View request details entered on their behalf by others.
- 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

### Employee to:

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



## Roles and Responsibilities

**Supervisor to:**

- Perform absence tasks on behalf of direct reports if necessary. 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.

**Supervisor to:**

- Perform absence tasks on behalf of direct reports if necessary. 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

## Roles and Responsibilities

### Supervisors are responsible to:

- Perform absence tasks on behalf of direct reports if necessary. 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.

### Manager to:


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

## Roles and Responsibilities



**Leave Keepers are responsible to:**

- Run absence queries.
- Add, edit, submit, save and cancel absence request on behalf of employee or supervisor as required.
- View Absence balances.




Select **'Next'** to continue.

**Leave Keeper to:**

- Run absence queries
- Add, edit, submit, save and cancel absence request on behalf of employee or supervisor as required
- View Absence balances
- Manage absence exceptions

## How are Absences Corrected?




**Here are some ways Absences may be corrected:**

1. Supervisors can push back an absence to request additional information or suggest an absence request revision.
2. HR Administrators have options to adjust employee balances if for any reason they are incorrect. Balance Adjustments are performed by adjusting accumulators and absences.
3. HR Administrators can make adjustments to prior or current calendars.

Note: Audit details of the transactions are captured when the adjustment transactions are completed.

Select **'Next'** to continue.



## How are Absences Corrected?

### Here are some ways Absences may be corrected:

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3. HR Administrators can make adjustments to prior or current calendars.

Note: Audit details of the transactions are captured when the adjustment transactions are completed.



***Congratulations!***

*You've successfully completed this lesson.*



**How to View an Absence Request*****Lesson Scenario***

In this lesson you will learn how to search for an employee and view their existing absence request as a Leave Keeper.

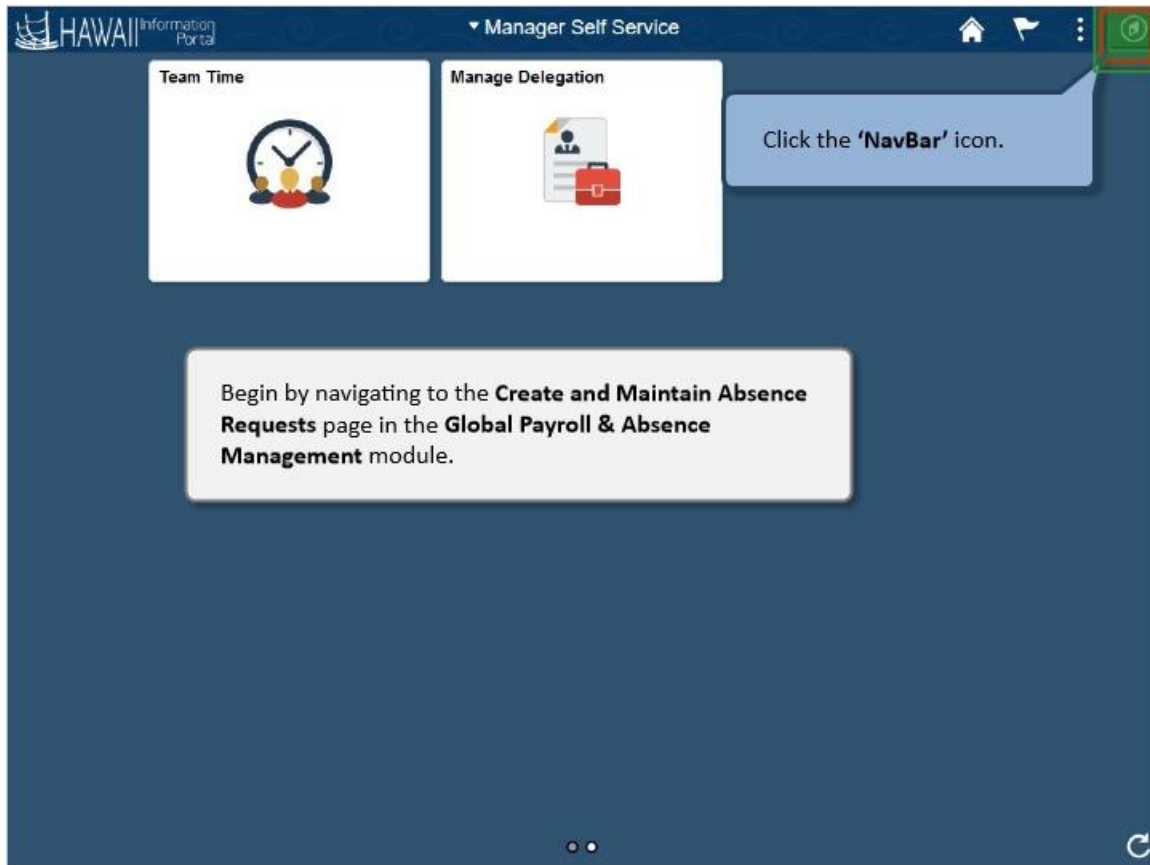
Also this lesson covers a few helpful tips about working with existing absences and adding absences for multiple employees in the Create and Maintain Absence Request screen.

Select **'Next'** to continue.

***Lesson Scenario***

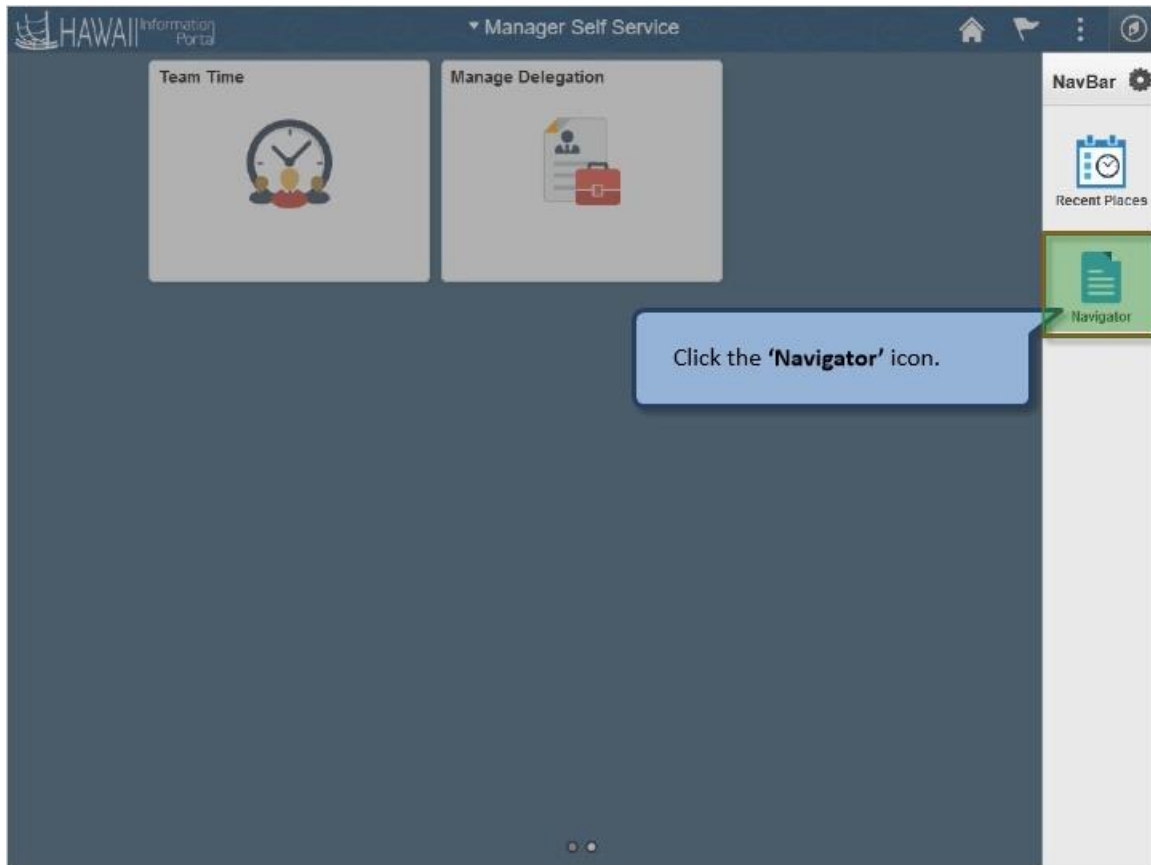
In this lesson you will learn how to search for an employee and view their existing absence request as a Leave Keeper.

Also, this lesson covers a few helpful tips about working with existing absences and adding absences for multiple employees in the Create and Maintain Absence Request screen.

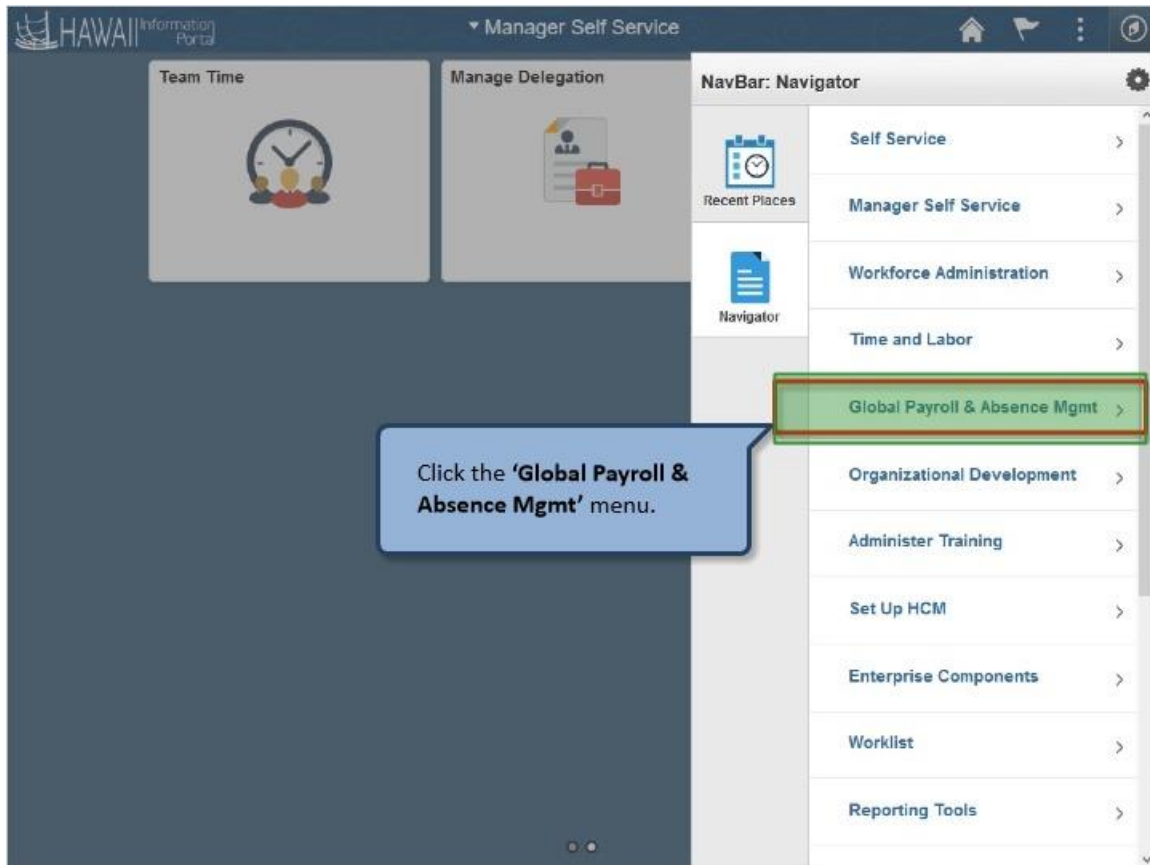


Begin by navigating to the **Create and Maintain Absence Requests** page in the **Global Payroll & Absence Management** module.

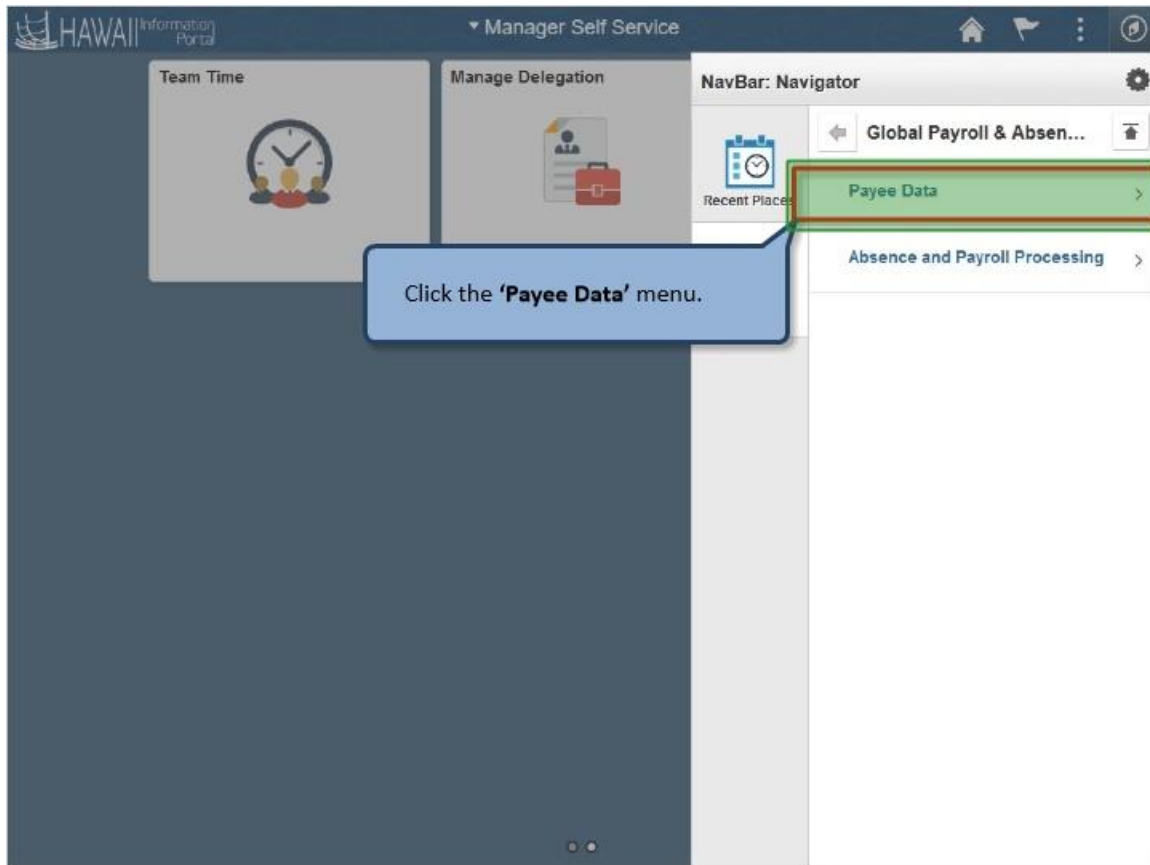
Click the '**NavBar**' button.



Click the '**Navigator**' icon.

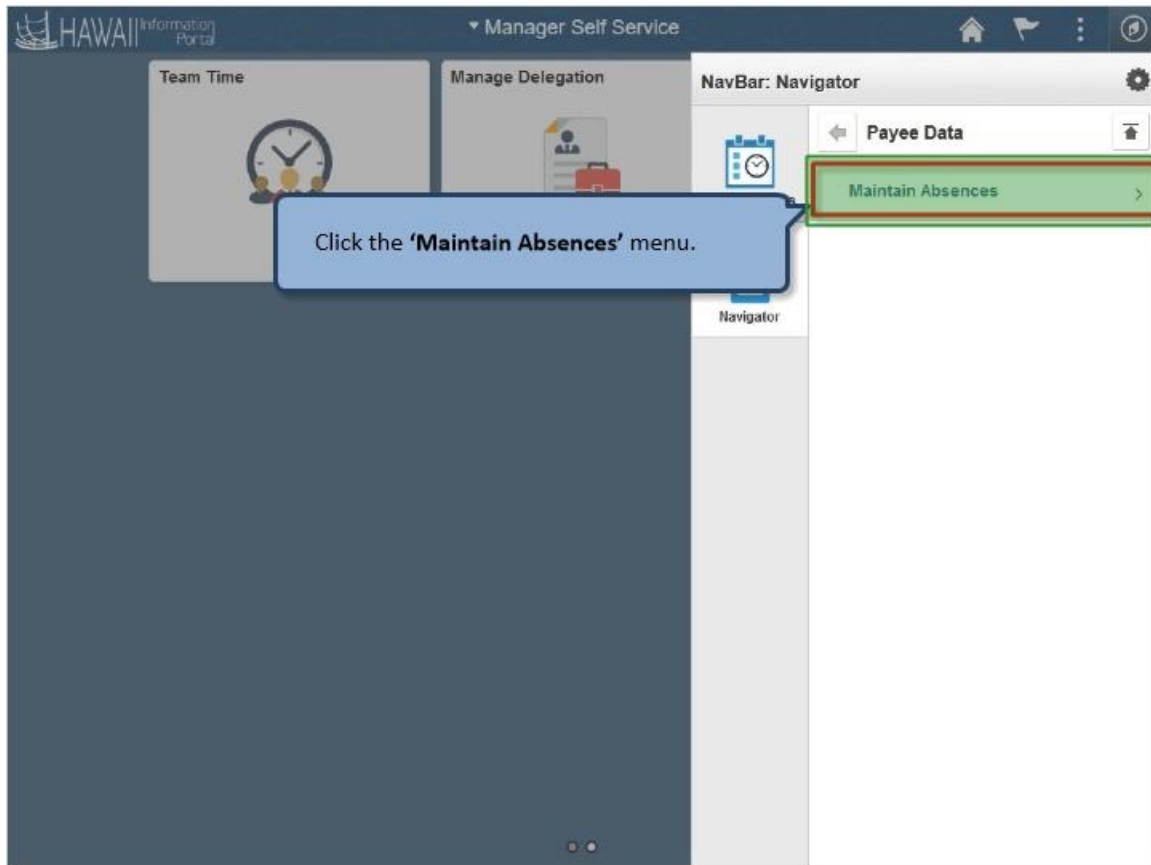


Click the '**Global Payroll & Absence Mgmt**' menu.

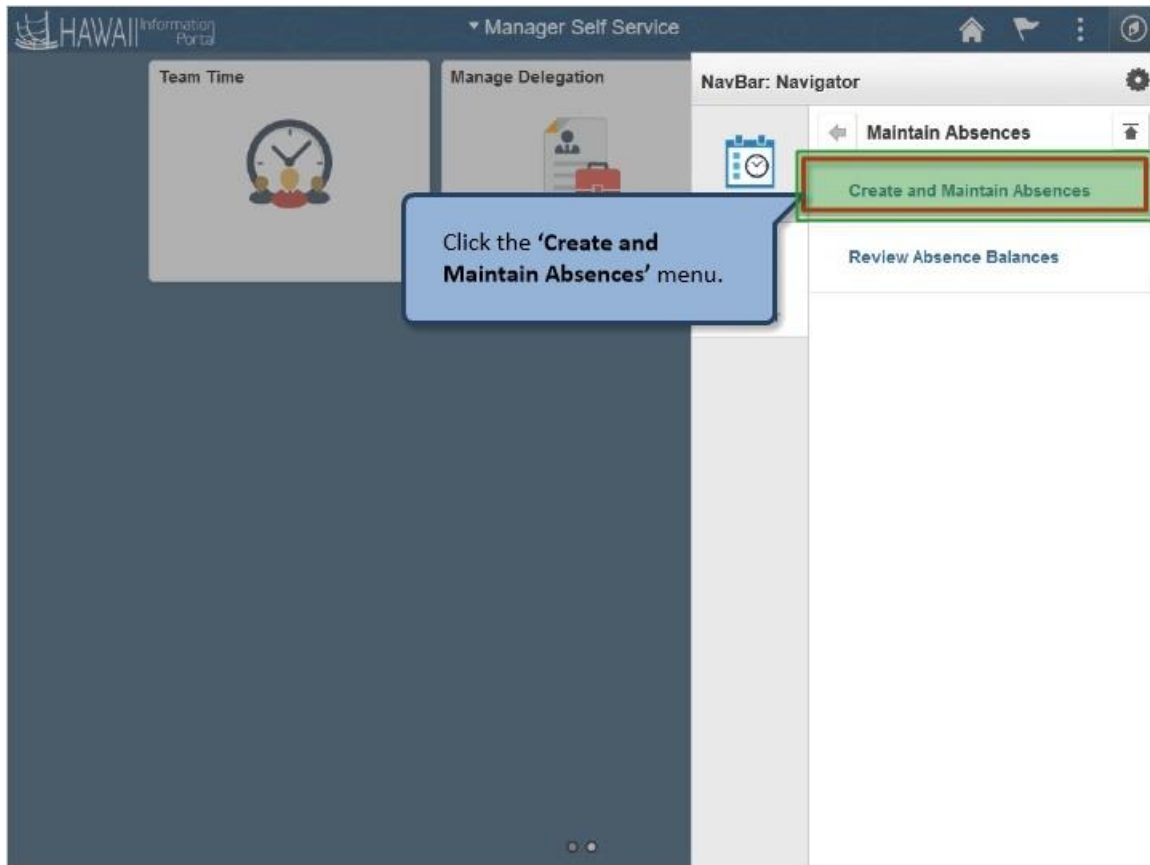


Click the '**Payee Data**' menu.





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



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

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

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

[New Window](#)

## Create and Maintain Absence Requests

[Search](#)

**Absence Requests**

[Absence Detail](#) | [Part](#) | [Comments](#)

The **Create and Maintain Absence Requests** page displays the options available to enter or cancel Absence Requests. Begin by searching for the employee whose existing absences you wish to review.

Select '**Next**' to continue.

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

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

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

Comments

[Submission Options](#)

The **Create and Maintain Absence Requests** page displays the options available to enter, cancel and approve Absence Requests. Begin by searching for the employee whose existing absences you wish to review.

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

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

[New Window](#)

## Create and Maintain Absence Requests

[Search](#)

Click the **triangle** next to 'Search'.

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

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

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

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

Comments

[Submission Options](#)

Click in the “\*Employee ID” field

Activities > Main Menu > Employee Self-Service > Create and Maintain Absences

Home Sign Out Add To Header New Window

### Create and Maintain Absence Requests

▼ Search

Work Flow Status 
From Date 
Employee ID 
Absence Name 
Approver Operator ID 
Department 
Pay Group 
HR Status 
From Employee ID 
From Last Name

Through Date 
Employee Record 
Through Employee ID 
Through Last Name

Action Date

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

The available Search Criteria options display. For this example we will use the Employee ID and Employee Record criteria to review an existing absence.

Select **'Next'** to continue.

Search Clear Search Save Search

The available Search Criteria options display. For this example, we will use the Employee ID and Employee Record criteria to review an existing absence.



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

[Home](#) | [Sign Out](#)  
 Add to | [Help](#)  
 New Window


### Create and Maintain Absence Requests


▼ Search

Work Flow Status


From Date


Through Date


Employee ID  

Employee Record  

Absence Name

Approver Operator ID  

Department  

Pay Group  

HIR Status

From Employee ID

Through Employee ID

From Last Name

Through Last Name

Click the 'magnifying glass' icon in the 'Employee ID'.

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"/>

Click the 'magnifying glass' icon in the “\*Employee ID” field

Look Up Employee ID

Search by:  begins with

[Advanced Lookup](#)

Search Results

View 100

Empl ID	Empl Record	Name	Last Name	First Name	Second Last Name	Alternate Character Name	Middle Name	Description	Job Title	Supervisor ID	Reports To Position Number	Company
00006009	0									(blank)	00024770	SCH
00012974	0									(blank)	00024770	SCH
00013454	0									(blank)	00004325	SCH
00027818	0									(blank)	00004325	SCH
00035503	0									(blank)	00028511	SCH
00035577	0									(blank)	00024700	SCH
00035695	0									(blank)	00024770	SCH
00037359	0									(blank)	00028511	SCH
00041811	0									(blank)	00028511	SCH
00050350	0											
00055005	0											
00057281	0											
00058626	0											
00072135	0											
00078555	0											
00078081	0											
00083731	0											
00085837	0											
00086829	0											
00088135	0											
00090407	0											

The employees you have access to are displayed. For this example, employee details have been blurred. We will scroll down and select employee '00107672'.

NOTE: It is important to also note the values shown in the Empl Record column.

Select **'Next'** to continue.

The employees you have access to are displayed. For this example, employee details have been blurred. We will scroll down to select employee '00107672'.

NOTE: It is important to also note the values shown in the Empl Record column.

Look Up Employee ID

Empl ID	Empl Record
00078601	0
00089731	0
00088037	0
00088028	0
00088135	0
00090487	0
00090818	0
00090885	0
00090234	0
00090805	0
00090342	0
00090894	0
00100441	0
00100880	0
00100890	0
00102132	0
00102859	0
00102901	0
00103773	0
00107572	1
00110268	1
00181405	0
00181405	0
00182245	0
00182824	0
00182845	0
00183035	0
00183262	0

Click Empl ID '00107572' and note the Empl Record column shows a value of '1'.

Click **Empl ID** '00107572' and note the Empl Record column shows a value of '1'.

Home Sign Out  
Add to Favorites

Create and Maintain Absence Requests

Search

Work Flow Status:

From Date: 03/25/2021 Through Date: 09/21/2021

Employee ID: 00107572 Employee Record:

Absence Name:

Approver Operator ID:

Department:

Pay Group:

HR Status:

From Employee ID:

From Last Name:

Action Date

Action	From Date	To 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"/>
Cancelled	<input type="text"/>	<input type="text"/>
Voided	<input type="text"/>	<input type="text"/>

Search Clear Search Save Search

Cancel Absence Requests

Absence Requests

The Employee ID field is populated and the Employee name is displayed at the right, next to the Employee ID value. Next we will look at the Employee Record as the correct record must be selected in order for the desired data to be retrieved.

Select 'Next' to continue.

The **Employee ID** field is populated and the Employee name is displayed at the right, next to the Employee ID value. Next, we will look at the Employee Record as the correct record must be selected in order for the desired data to be retrieved.

Favorite < Main Menu < Employee Self-Service > Create and Maintain Absences > Home | Sign Out

HAWAII Information Portal Add to > New Window

### Create and Maintain Absence Requests

Search

Work Flow Status:

From Date: 03/25/2021

Employee ID: 00107572

Absence Name:

Approver Operator ID:

Department:

Pay Group:

HR Status:

From Employee ID:

From Last Name:

Through Date: 09/21/2021

Employee Record:

Click the 'magnifying glass' icon next to 'Employee Record'.

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"/>
Cancelled	<input type="text"/>	<input type="text"/>
Voided	<input type="text"/>	<input type="text"/>

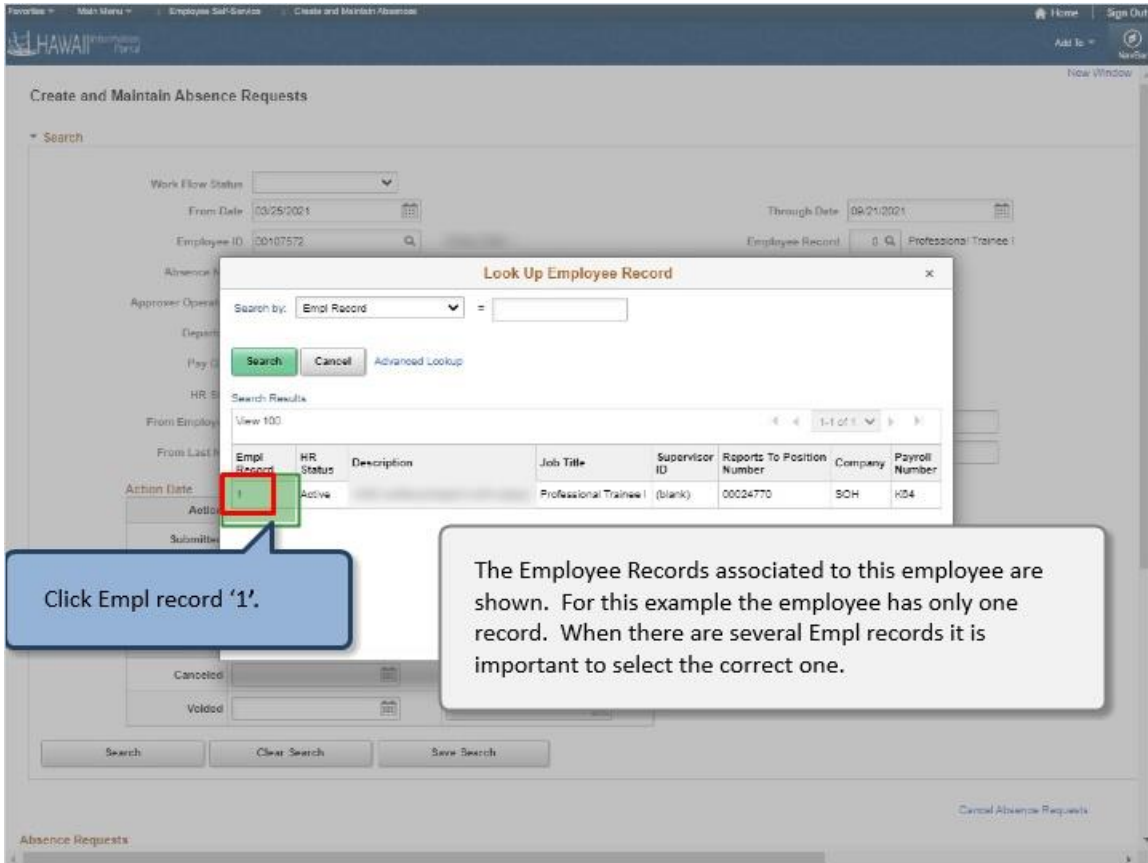
Search Clear Search Save Search

Cancel Absence Requests

Absence Requests

Click the 'magnifying glass' icon next to **\*Employee Record'**





**Look Up Employee Record**

Search by: Empl Record =

[Advanced Lookup](#)

Search Results

View 100

Empl Record	HR Status	Description	Job Title	Supervisor ID	Reports To Position Number	Company	Payroll Number
1	Active		Professional Trainee I	(blank)	00024770	SOH	RD4

Click Empl record '1'.

The Employee Records associated to this employee are shown. For this example the employee has only one record. When there are several Empl records it is important to select the correct one.

The **Employee Records** associated to this employee are shown. For this example, the employee has only one record. When there are several Empl records it is important to select the correct one.

**Create and Maintain Absence Requests**

▼ Search

Work Flow Status:

From Date:

Employee ID:

Absence Name:

Approver Operator ID:

Department:

Pay Group:

HR Status:

From Employee ID:

From Last Name:

Through Date:

Employee Record: 1 Professional Trainee I

The selected Employee ID and Employee Record now show in the appropriate fields and additional information associated to the Employee Record is displayed to the right.

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

Search
Clear Search
Save Search

The selected Employee ID and Employee Record now show in the appropriate fields and additional information associated to the Employee Record is displayed to the right.

Favorite > Main Menu > Employee Self-Service > Create and Maintain Absences

Home | Sign Out

HAWAII Information Portal

Create and Maintain Absence Requests

Search

Work Flow Status:

Through Date: 09/21/2021

Employee Record: 1 Professional Trainee

Pay Group:

HR Status:

From Employee ID:

From Last Name:

Through Employee ID:

Through 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"/>
Cancelled	<input type="text"/>	<input type="text"/>
Voided	<input type="text"/>	<input type="text"/>

Search Clear Search Save Search

Cancel Absence Requests

Absence Requests

4

The Search criteria can now be collapsed to allow additional workspace for the search results.

Click the triangle next to 'Search'.

The Search criteria can now be collapsed to allow additional workspace for the search results.

Click the triangle next to **"\*Search"**

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

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

---

Note that there is one existing absence for this employee. You are able to click on the tabs or scroll to the right to review additional information about this existing absence.

### 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	Reason	Duration	Attachment	Balance
<input type="checkbox"/>	00107572		1	Professional Trainee I	08/08/2021	08/08/2021	01 - Sick I	Sick	1.5 Hours	<a href="#">View/Add</a>	02.00 Hours

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

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

Comments

☐ Override Forecast Eligibility
 \*Submit Option: [Use Absence Name Default](#)

[Submit](#) | [Forecast](#)

Click the scroll bar

Note that there is one existing absence for this employee. You are able to click on the tabs or scroll to the right to review additional information about this existing absence.

Click the scroll bar

Some absence requests require attachments. You can check for an attachment by clicking the **'View/Add'** link.

[Cancel Absence Requests](#)

1-1 of 1 View All

Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Original Begin Date	Entry Source	Status	Void
Personal	06/08/2021	06/08/2021	S1 - Sick	Sick	1.5 Hours	<a href="#">View/Add</a>	2.00 Hours	06/08/2021	Employee Absence Request	Approved	

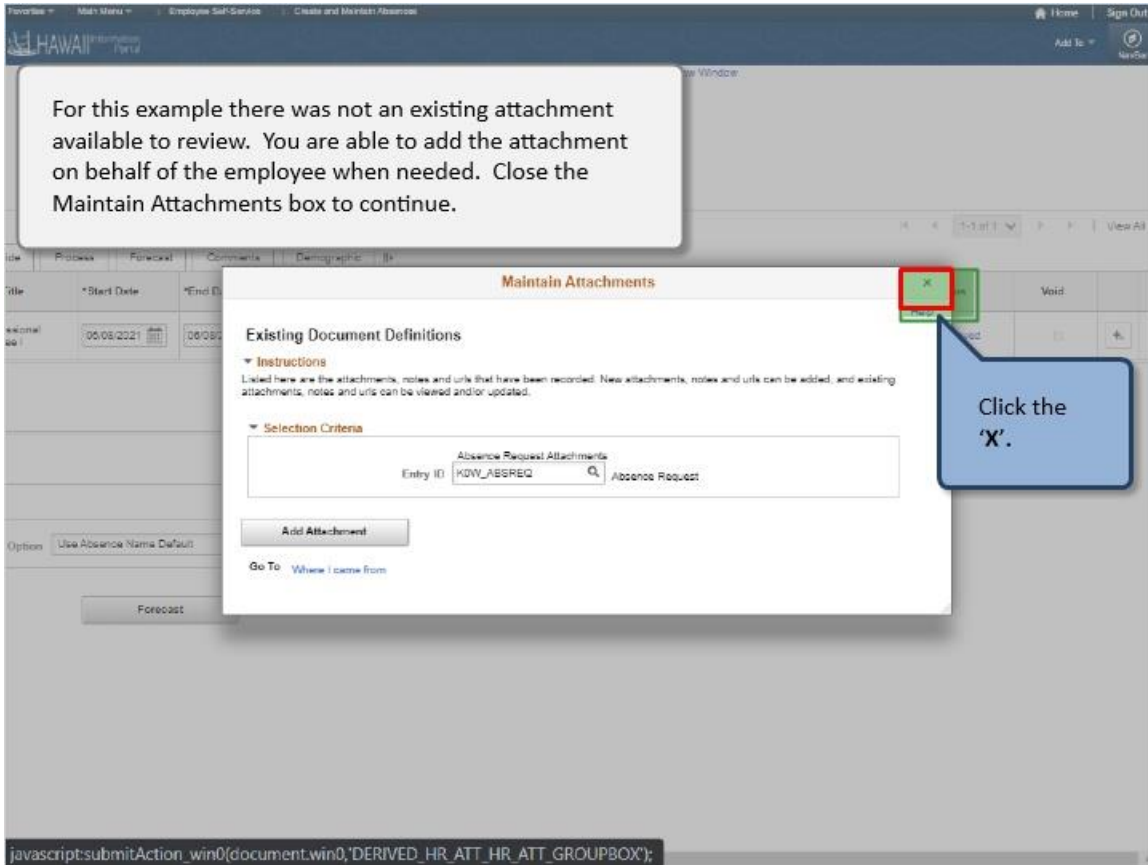
Option: Use Absence Name Default

Forecast

Click the **'View/Add'** link.

Some absence requests require attachments. You can check for an attachment by clicking the **'View/Add'** link. Click the **'View/Add'** link

For this example there was not an existing attachment available to review. You are able to add the attachment on behalf of the employee when needed. Close the Maintain Attachments box to continue.



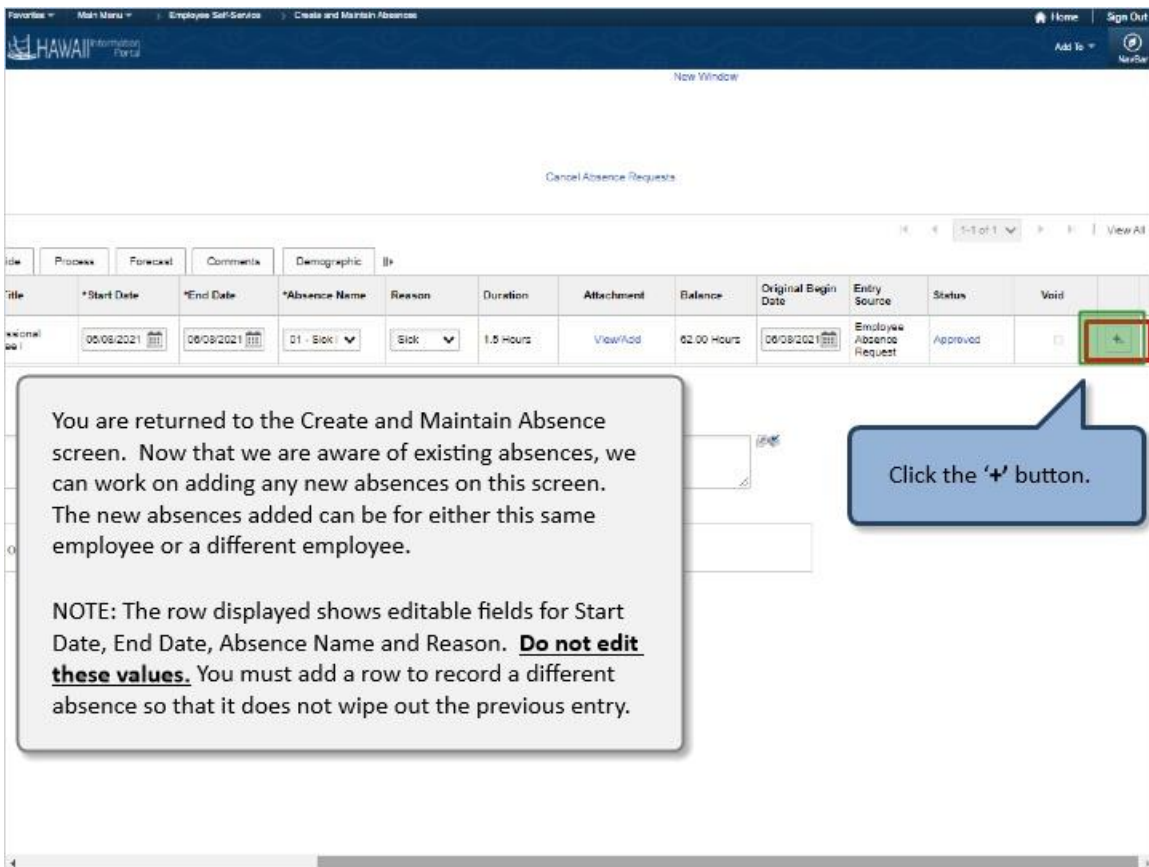
Click the 'X'.

javascript:submitAction\_win0(document.win0,'DERIVED\_HR\_ATT\_HR\_ATT\_GROUPBOX');

For this example, there was not an existing attachment available to review. You are able to add the attachment on behalf of the employee when needed. Closed the Maintain Attachments box to continue.

Click the 'X'





You are returned to the Create and Maintain Absence screen. Now that we are aware of existing absences, we can work on adding any new absences on this screen. The new absences added can be for either this same employee or a different employee.

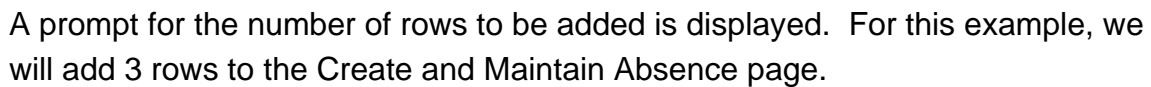
NOTE: The row displayed shows editable fields for Start Date, End Date, Absence Name and Reason. **Do not edit these values.** You must add a row to record a different absence so that it does not wipe out the previous entry.

Click the '+' button.

You are returned to the Create and Maintain Absence screen. Now that we are aware of existing absences, we can work on adding any new absences on this screen. The new absences added can be for either this same employee or a different employee.

NOTE: The row displayed shows editable fields for Start Date, End Date, Absence Name and Reason. **Do not edit these values.** You must add a row to record a different absence so that it does not wipe out the previous entry.

Click '+' button.



August 11, 2021 Version 2

hihs92.hip.hawaii.gov says

Enter number of rows to add:

3

OK Cancel

Click the 'OK' button.

Title	*Start Date	*End Date	*Absence Name	Rea	Original Begin Date	Entry Source	Status	Void
Regional	06/08/2021	06/08/2021	01 - Sick I	Sick	06/08/2021	Employee Absence Request	Approved	

Option: Use Absence Name Default

Forecast

Click the 'OK' button.

Home Sign Out  
Add to Favorites

Create and Maintain Absence Requests

Search

Cancel Absence Requests

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	Reason	Duration	Attachment	Balance
<input type="checkbox"/>	00107572		1	Professional Trainee I	08/08/2021	08/08/2021	01 - Sick I	Sick	1.5 Hours	View/Add	02.00 Hours
<input type="checkbox"/>			0							View/Add	
<input type="checkbox"/>			0							View/Add	
<input type="checkbox"/>			0							View/Add	

Select All Deselect All

Copy Absence Delete

Comments

Submission Options

☐ Override Forecast Eligibility

\*Submit

Submit

Several rows are added below the existing absence record we reviewed. The additional rows may be used for the same employee shown in the first row or for other employees.

Note: The magnifying glasses within the rows can also be used to search for the Employee ID and the correct Empl Record.

Select 'Next' to continue.

Several rows are added below the existing absence record we reviewed. The additional rows may be used for the same employee shown in the first row or for other employees.

Note: The magnifying glasses within the rows can also be used to search for the Employee ID and the correct Empl Record.

Home Sign Out  
Add to Favorites

Create and Maintain Absence Requests

Search

Cancel Absence Requests

Absence Requests

Q

Absence Detail Period Days Additional Information Override Process Forecast Comments Demographic

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance
<input type="checkbox"/>	00107872		1	Professional Trainee I	05/08/2021	06/08/2021	D1 - Sick	Sick	1.5 Hours	View/Add	62.00 Hours
<input type="checkbox"/>	00107872		1	Professional Trainee I	05/23/2021	06/23/2021	D2 - Vacat	Vacation	8 Hours	View/Add	62.00 Hours
<input type="checkbox"/>	00050350		0	Office Assistant III	05/23/2021	06/23/2021	D1 - Sick	Sick	8 Hours	View/Add	4162.25 Hours
<input type="checkbox"/>	00103773		0	Office Assistant III	05/14/2021	06/14/2021	D2 - Vacat	Vacation	3 Hours	View/Add	23.00 Hours

Select All Deselect All

Copy Absence Delete

Comments

Submission Options

☒ Override Forecast Eligibility

\*Submit

Submit

The example has been updated to reflect sample entries for several employees. Leave keepers can use this page to make multiple entries for multiple employees.

In the next lesson we will walk through completing a sample absence request on behalf of an employee.

Select 'Next' to continue.

The example has been updated to reflect sample entries for several employees. Leave keepers can use this page to make multiple entries for multiple employees.

In the next lesson we will walk through completing a sample absence request on behalf of an employee.




**Congratulations!**  
*You've successfully completed this lesson.*



---

## How to Request an Absence


### How to Request an Absence



### *Lesson Scenario*

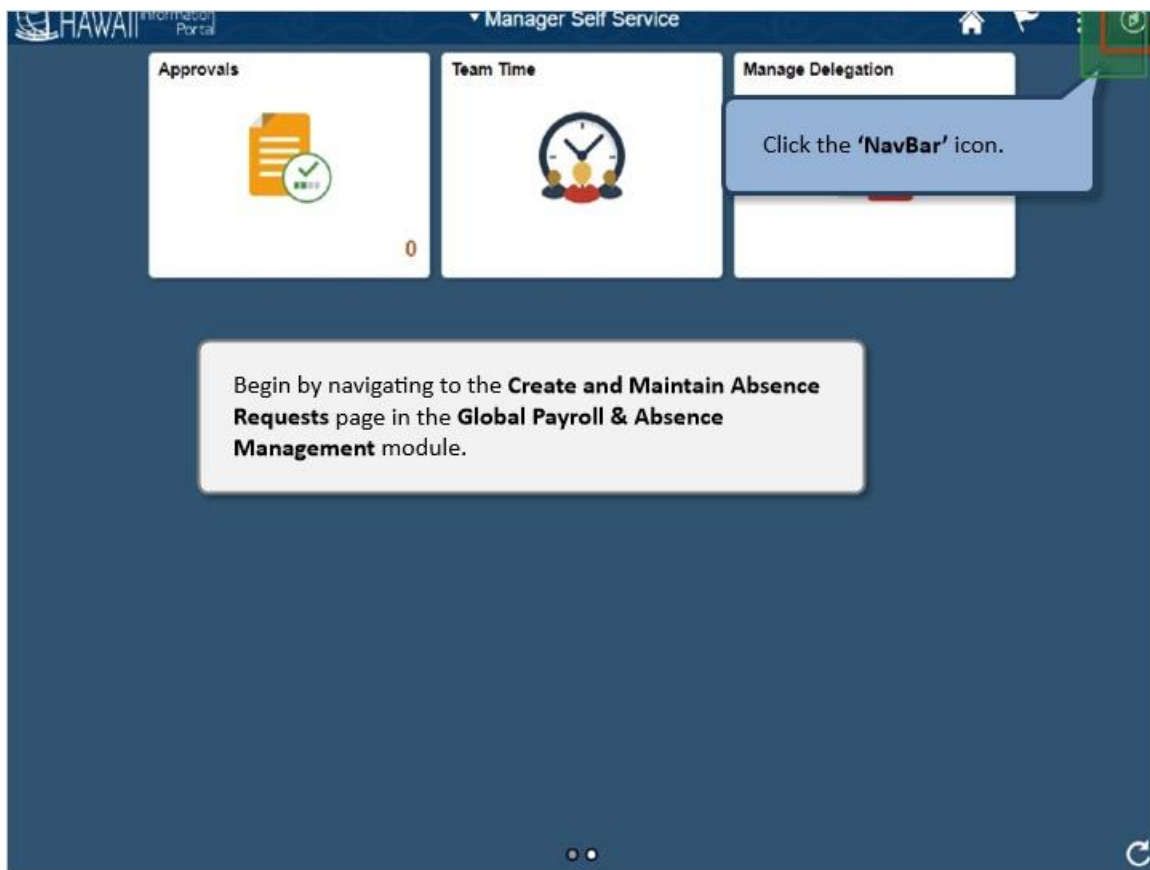
In this lesson you will learn how to request an absence as a Leave Keeper.

Select **'Next'** to continue.



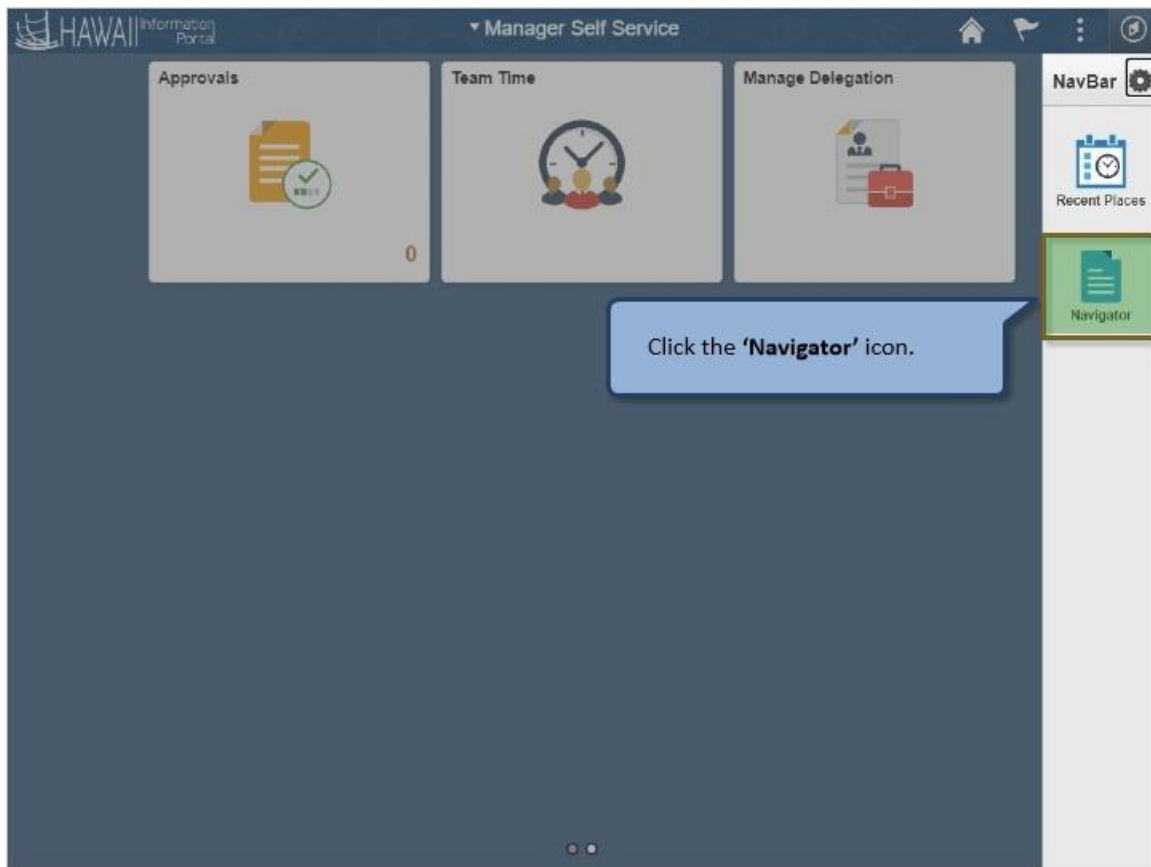
### *Lesson Scenario*

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

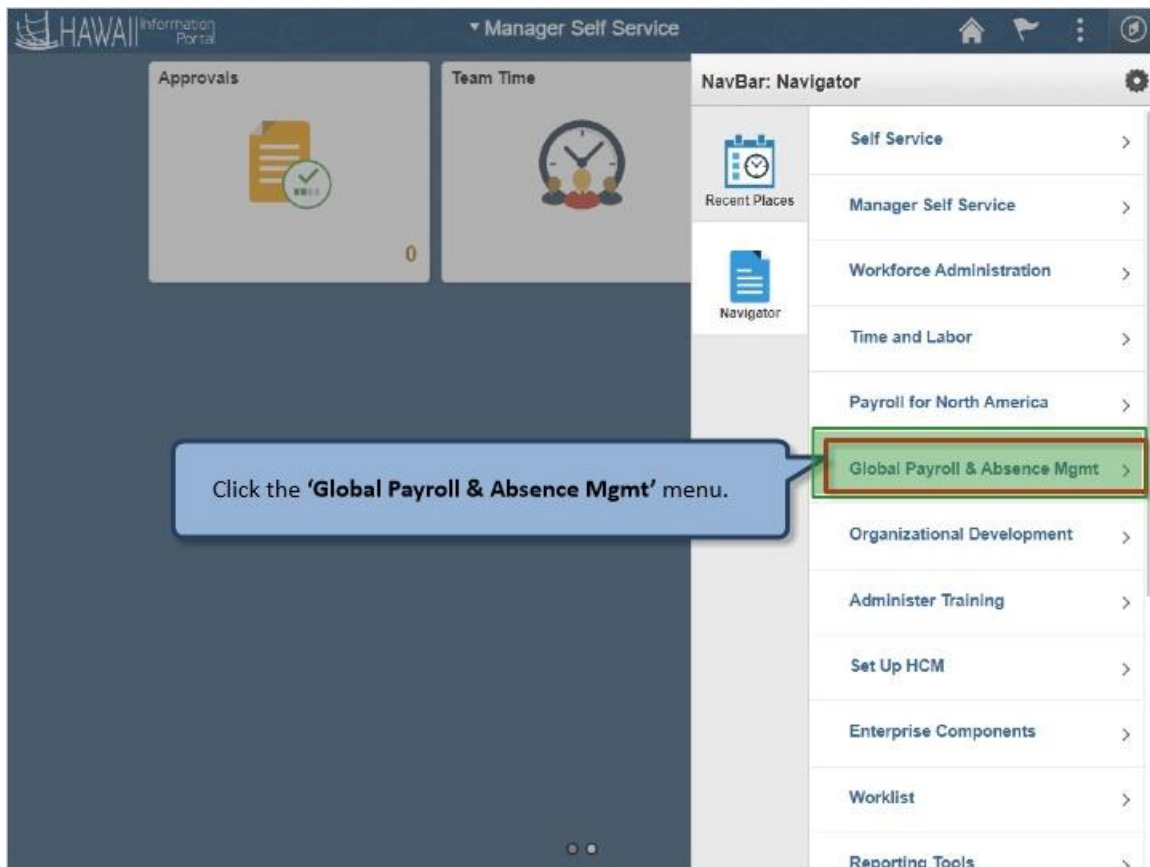


Begin by navigating to the **Create and Maintain Absence Requests** page in the **Global Payroll & Absence Management** module.

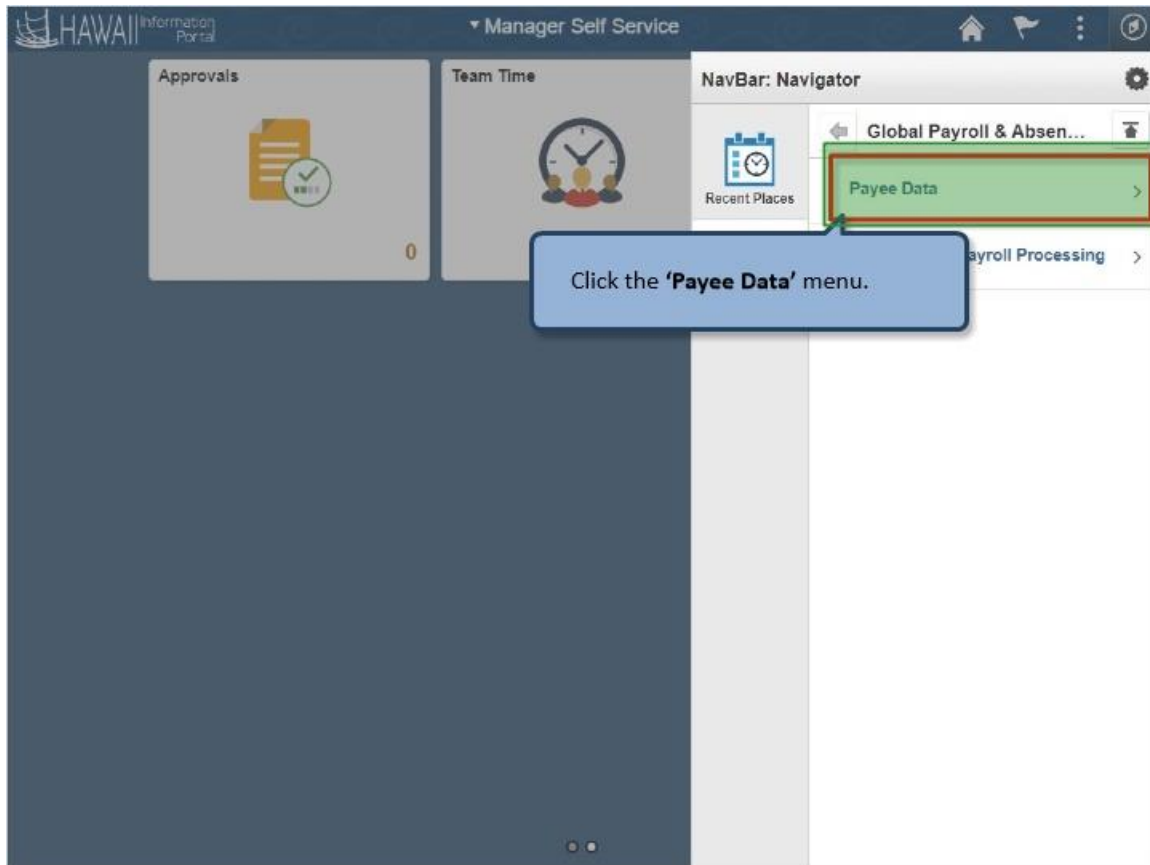
Click the **'NavBar'** icon.



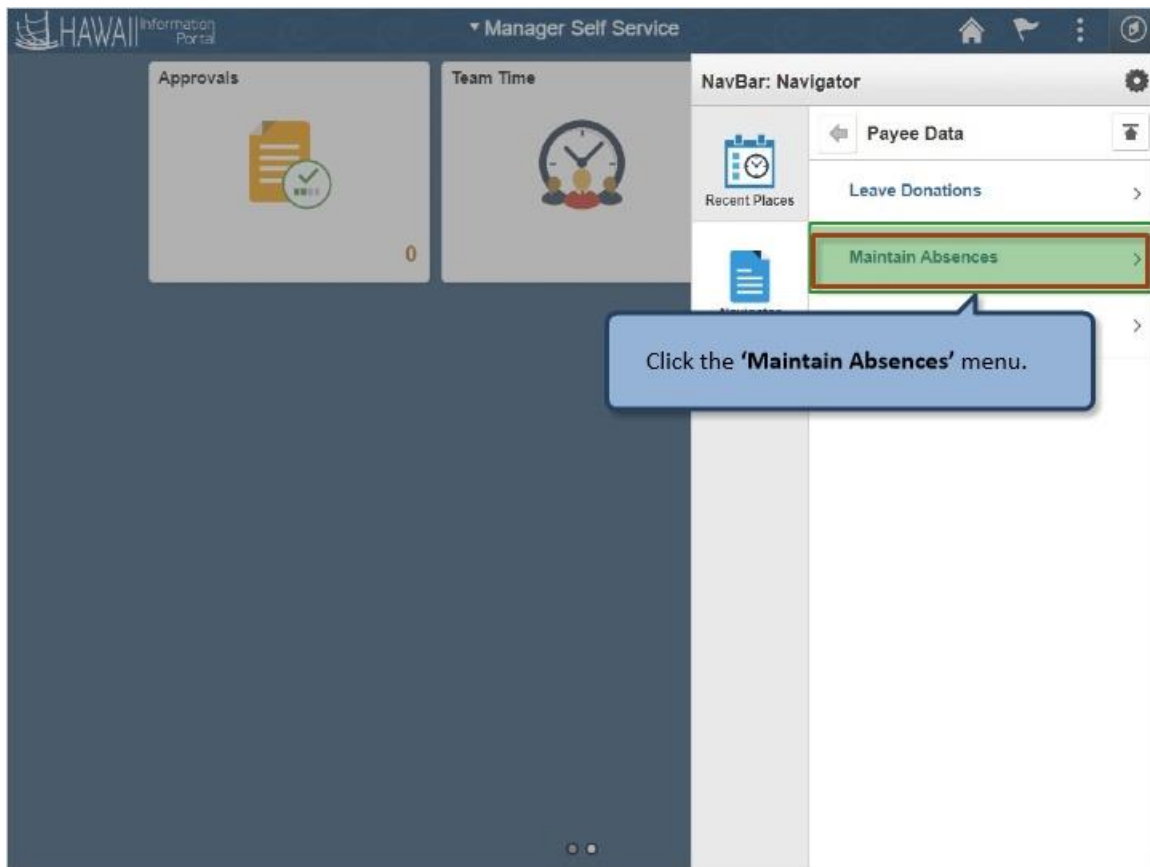
Click the '**Navigator**' icon.



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

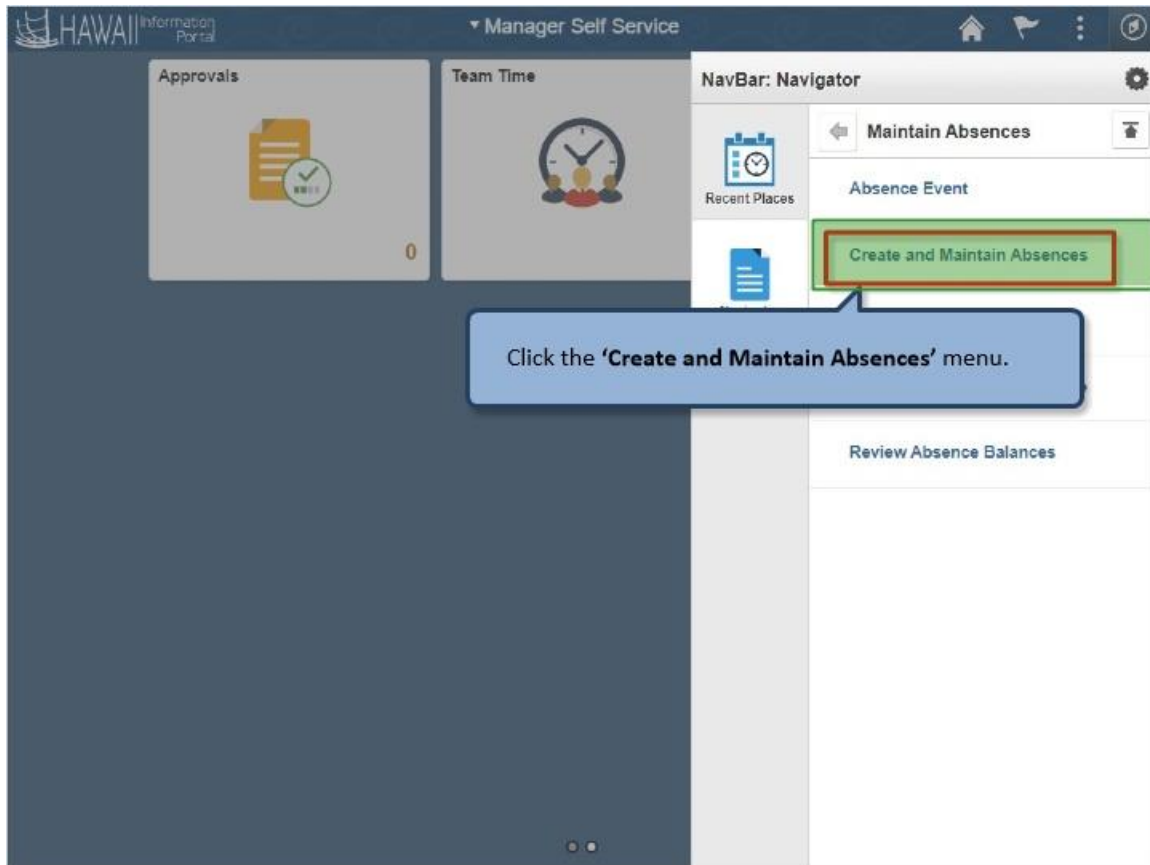


Click the '**Payee Data**' menu.



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





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

[Favorites](#) > [Main Menu](#) > [Manager Self Service](#) > [Create and Maintain Absences](#)

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---

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

Select '**Next**' to continue.

**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	Reason
<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](#)

☐ Override Forecast Eligibility

\*Submit Option:

[Submit](#) | [Forecast](#)

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

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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	*End Date	*Absence Name	Reason
<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	

Select All: ☐ | [Reset](#)

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

#### Submission Options

☐ Override Forecast Eligibility

\*Submit Option:

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

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### Create and Maintain Absence Requests

Search

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

Sel  
 Type "00000415", then press "Tab"

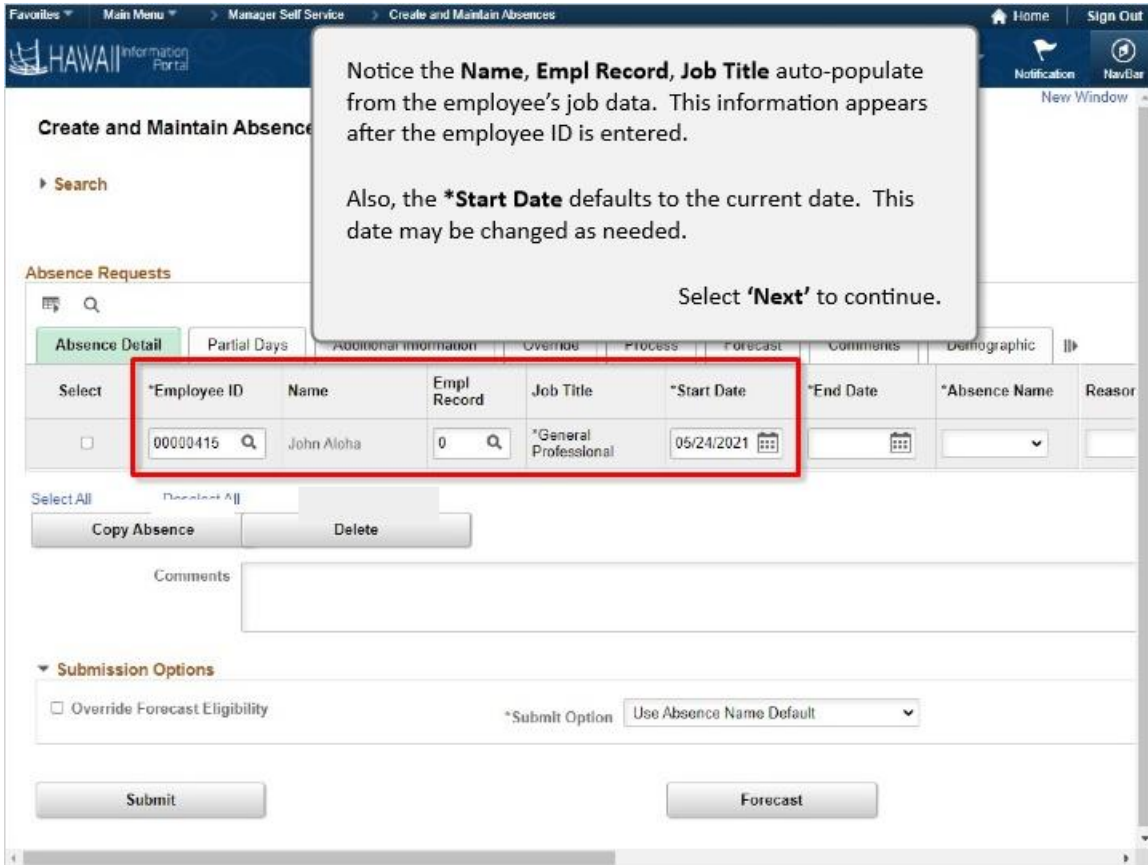
Submission Options  
☐ Override Forecast Eligibility
 \*Submit Option: Use Absence Name Default

Type "00000415", 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.



Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason
<input type="checkbox"/>	00000415	John Aloha	0	*General Professional	05/24/2021			

Copy Absence Delete

Comments

Submission Options

☐ Override Forecast Eligibility \*Submit Option Use Absence Name Default

Submit 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.

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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	Reason
<input type="checkbox"/>	00000415	John Aloha	0	*General Professional	05/24/2021			

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

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

Comments:

**Submission Options**

☐ Override Forecast Eligibility

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

[Submit](#) | [Forecast](#)

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

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



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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	Reason
<input type="checkbox"/>	00000415	John Aloha	0	*General Professional	05/24/2021			

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

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

Comments

[Submission Options](#)

☐ Override Forecast Eligibility

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

[Submit](#)

**Calendar**

May 2021

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	21	22
23	24	25	26	27	28	29
30	31					

Click '25'

Click '25'

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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	*End Date	*Absence Name	Reason
<input type="checkbox"/>	00000415	John Aloha	0	*General Professional	05/24/2021	05/25/2021		

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

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

Comments:

**Submission Options**

☐ Override Forecast Eligibility

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


[Submit](#) | [Forecast](#)

Click the **Scroll Bar**

Click the **Scroll Bar**

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

Cancel Absence Requests

Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Original Date
*General Professional	05/24/2021	05/25/2021				View/Add		

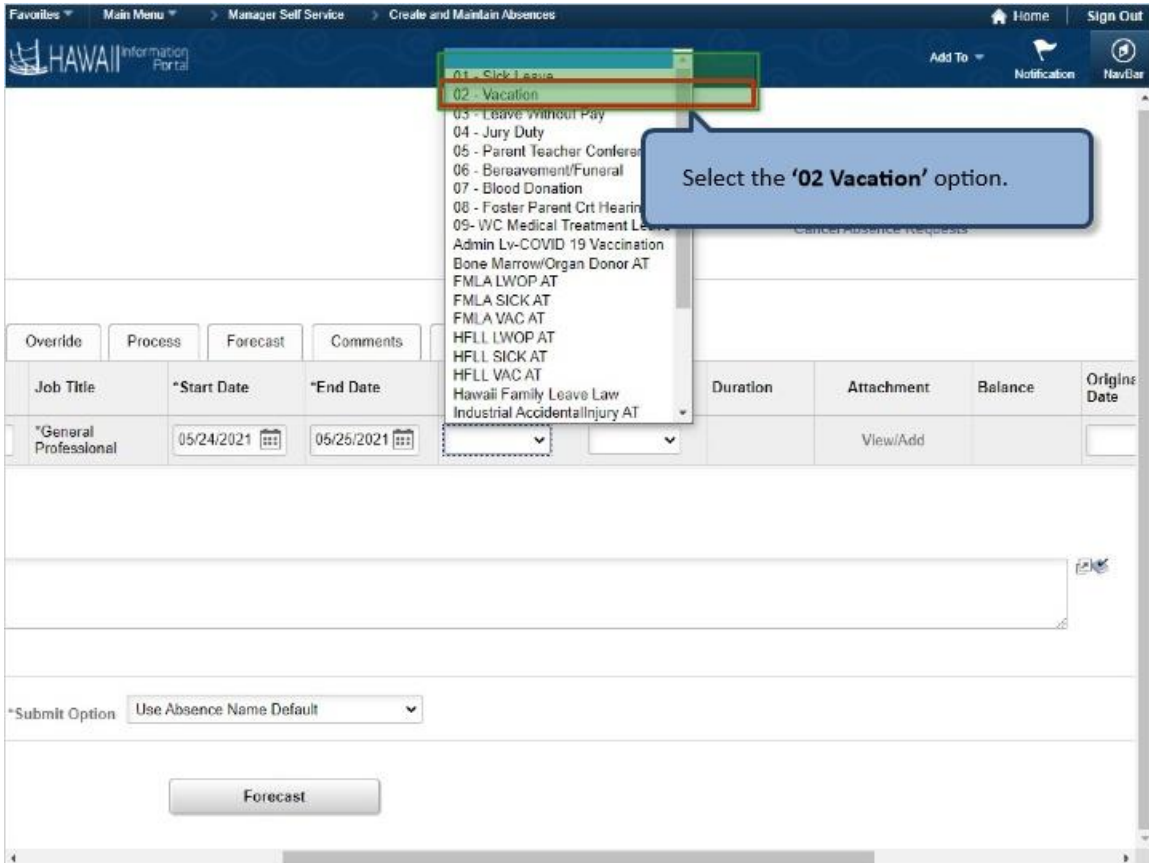
Click the “\*Absence Name” drop-down arrow.

\*Submit Option: Use Absence Name Default

Forecast

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

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



01 - Sick Leave  
**02 - Vacation**  
 03 - Leave Without Pay  
 04 - Jury Duty  
 05 - Parent Teacher Conferen  
 06 - Bereavement/Funeral  
 07 - Blood Donation  
 08 - Foster Parent Crt Hearin  
 09 - WVC Medical Treatment Le  
 Admin Lv-COVID 19 Vaccination  
 Bone Marrow/Organ Donor AT  
 FMLA LWOP AT  
 FMLA SICK AT  
 FMLA VAC AT  
 HFLL LWOP AT  
 HFLL SICK AT  
 HFLL VAC AT  
 Hawaii Family Leave Law  
 Industrial AccidentalInjury AT

Select the '02 Vacation' option.

Job Title	*Start Date	*End Date	Duration	Attachment	Balance	Origins Date
*General Professional	05/24/2021	05/25/2021		View/Add		

\*Submit Option Use Absence Name Default

Forecast

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

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

Override	Process	Forecast	Comments	Demographic					
Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Original Date	
*General Professional	05/24/2021	05/25/2021	02 - Vacati	▼	16 Hours	<a href="#">View/Add</a>	501.75 Hours		

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

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

[Forecast](#)

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

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

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[Cancel Absence Requests](#)

Override	Process	Forecast	Comments	Demographic					
Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Original Date	
*General Professional	05/24/2021	05/25/2021	02 - Vacati	<div> Military  Other  Sick  TDI Denied  Union Business  <b>Vacation</b> </div>	16 Hours	<a href="#">View/Add</a>	501.75 Hours		

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

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

[Forecast](#)

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

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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.

Requests

Override	Process	Forecast	Comments	Demographic	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Original Date
					*General Professional	05/24/2021	05/25/2021	02 - Vacati	Vacation	16 Hours	<a href="#">View/Add</a>	5 x 1.75 Hours	

\*Submit Option Use Absence Name Default

Forecast


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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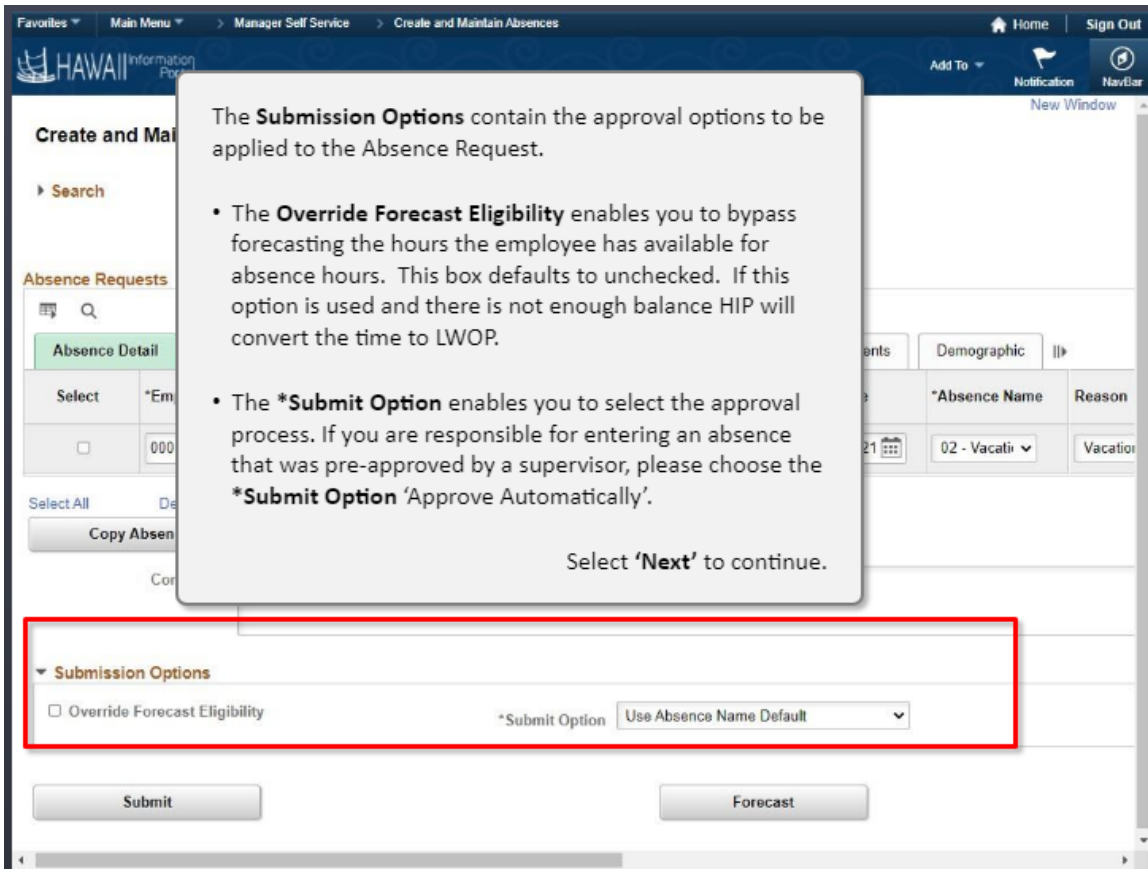
Cancel Absence Requests

[1-1 of 1](#) | [View All](#)

Reason	Duration	Attachment	Balance	Original Begin Date	Entry Source	Status	Void	
Vacation ▾	16 Hours	<a href="#">View/Add</a>	581.75 Hours	<input type="text"/>		New	<input type="checkbox"/>	<a href="#">+</a>

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 forecasting the hours the employee has available for absence hours. This box defaults to unchecked. If this option is used and there is not enough balance HIP will convert the time to LWOP.
- The **\*Submit Option** enables you to select the approval process. If you are responsible for entering an absence that was pre-approved by a supervisor, please choose the **\*Submit Option** 'Approve Automatically'.

Select '**Next**' to continue.

**Submission Options**

☐ Override Forecast Eligibility      \*Submit Option: Use Absence Name Default

Submit      Forecast

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

- The **Override Forecast Eligibility** enables you to bypass forecasting the hours the employee has available for absence hours. This box defaults to unchecked. If this option is used and there is not enough balance HIP will convert the time to LWOP.
- The **\*Submit Option** enables you to select the approval process. If you are responsible for entering an absence that was pre-approved by a supervisor, please choose the **\*Submit Option** 'Approve Automatically'.

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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	Reason
<input type="checkbox"/>	00000415	John Aloha	0	*General Professional	05/24/2021	05/25/2021	02 - Vacati	Vacation

Select All Deselect All

Copy Absence Delete

Comments

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

Submission Options

☐ Override Forecast Eligibility

\*Submit Option Use Absence Name Default

Submit Forecast

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

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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	Reason
<input type="checkbox"/>	00000415	John Aloha	0	*General Professional	05/24/2021	05/25/2021	02 - Vacati	Vacation

[Select All](#) | [Deselect All](#) | [Copy Absence](#) | [Comments](#)

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

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

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

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

Favorites ▾ Main Menu ▾ > Manager Self Service > Create and Maintain Absences Home Sign Out

HAWAII Information Portal 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	Reason
<input type="checkbox"/>	00000415	John Aloha	0	*General Professional	05/24/2021	05/25/2021	02 - Vacati	Vacation

Select All Deselect All

Click the 'Select' checkbox.

#### Submission Options

☐ Override Forecast Eligibility \*Submit Option Use Absence Name Default ▾

Submit Forecast

Click the '**Select**' checkbox.

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### Create and Maintain Absence Requests

[Search](#)

Absence Requests

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

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason
<input checked="" type="checkbox"/>	00000415	John Aloha	0	*General Professional	05/24/2021	05/25/2021	02 - Vacati	Vacation

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

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

Comments

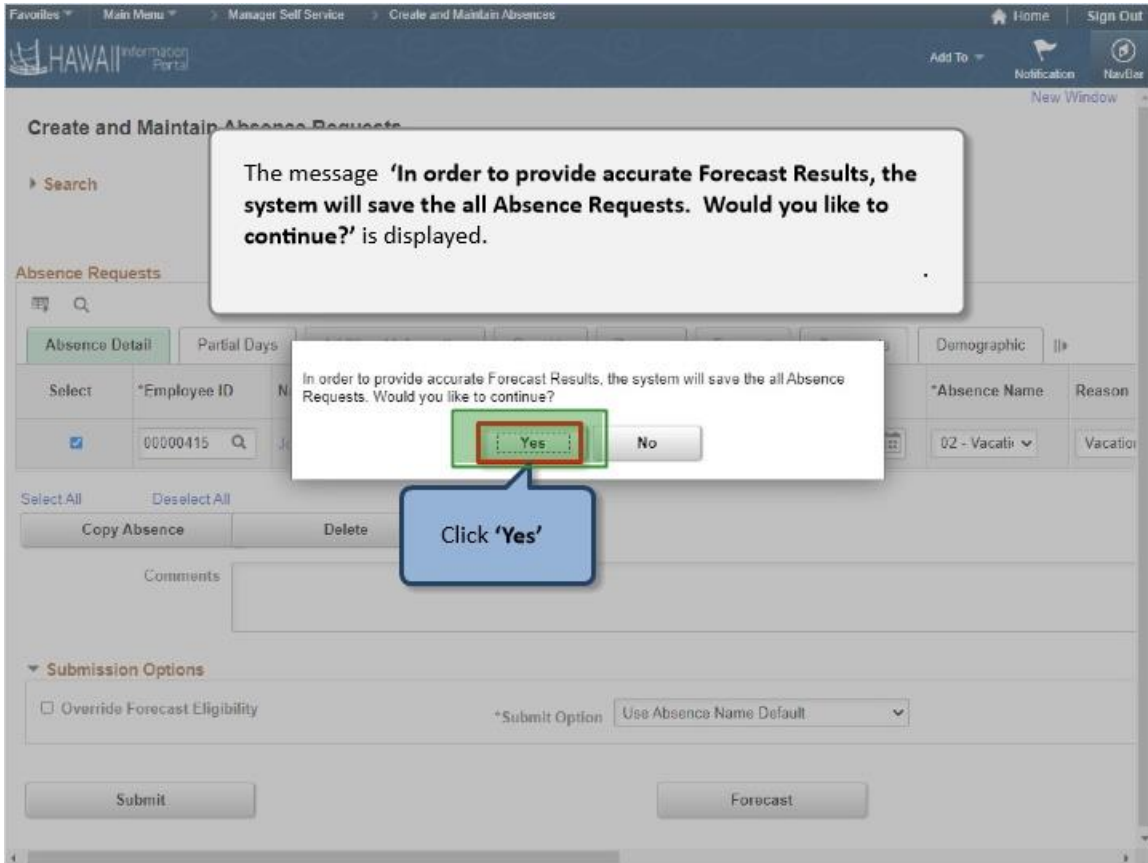
☐ Over

Click the **Submit** button.

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

[Submit](#) | [Forecast](#)

Click the **Submit** button.



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### Create and Maintain Absence Requests

Search

#### Absence Requests

Absence Detail Partial Days Demographic

Select	*Employee ID	*Absence Name	Reason
<input checked="" type="checkbox"/>	00000415	02 - Vacati	Vacation

Select All Deselect All Copy Absence Delete

Comments

Submission Options

☐ Override Forecast Eligibility \*Submit Option Use Absence Name Default ▾

Submit Forecast

The message 'In order to provide accurate Forecast Results, the system will save the all Absence Requests. Would you like to continue?' is displayed.

In order to provide accurate Forecast Results, the system will save the all Absence Requests. Would you like to continue?

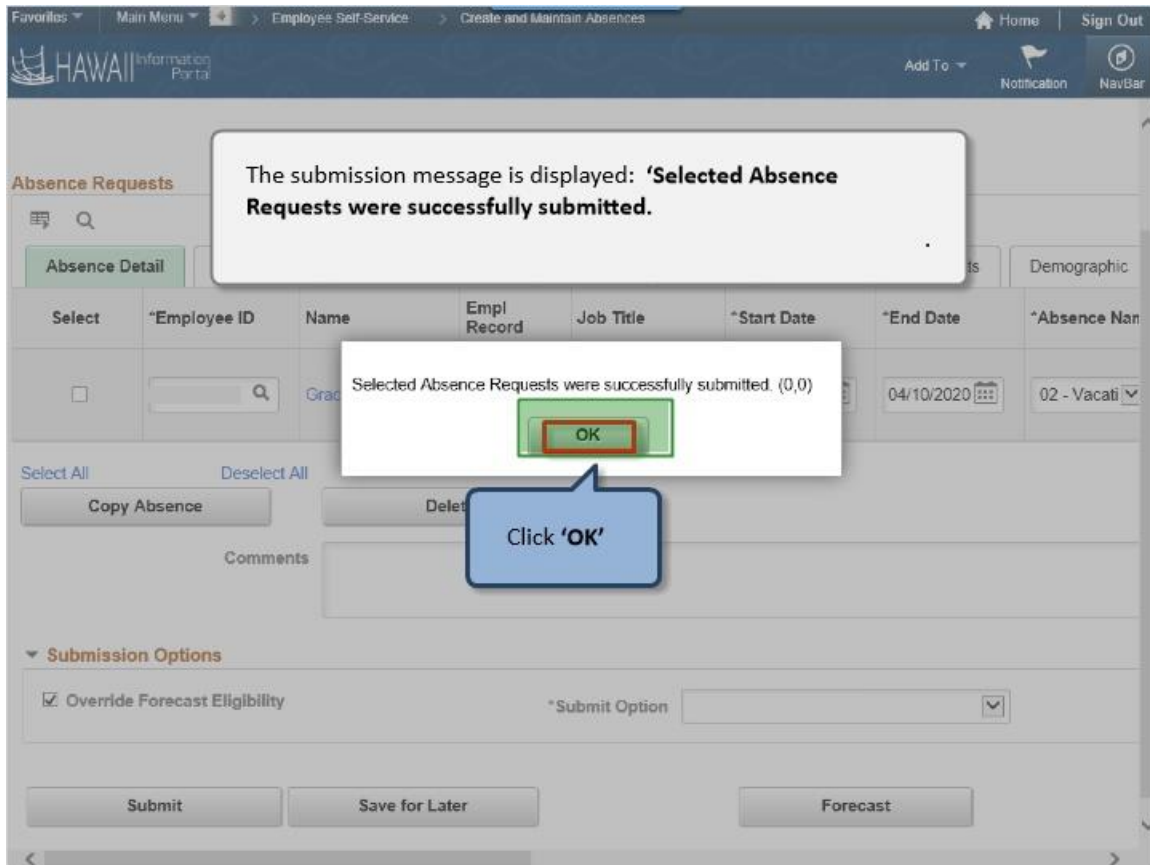
Yes No

Click 'Yes'

The message 'In order to provide accurate Forecast Results, the system will save the all Absence Requests. Would you like to continue?' is displayed.

Click 'Yes'





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


Click **'OK'**



**Congratulations!**  
*You've successfully completed this lesson.*

## How to Request a Partial Day Absence


**How to Request a Partial Day Absence**



### *Lesson Scenario*

In this lesson you will learn how to request a partial day absence on behalf of an employee as a Leave Keeper.

Select **'Next'** to continue.



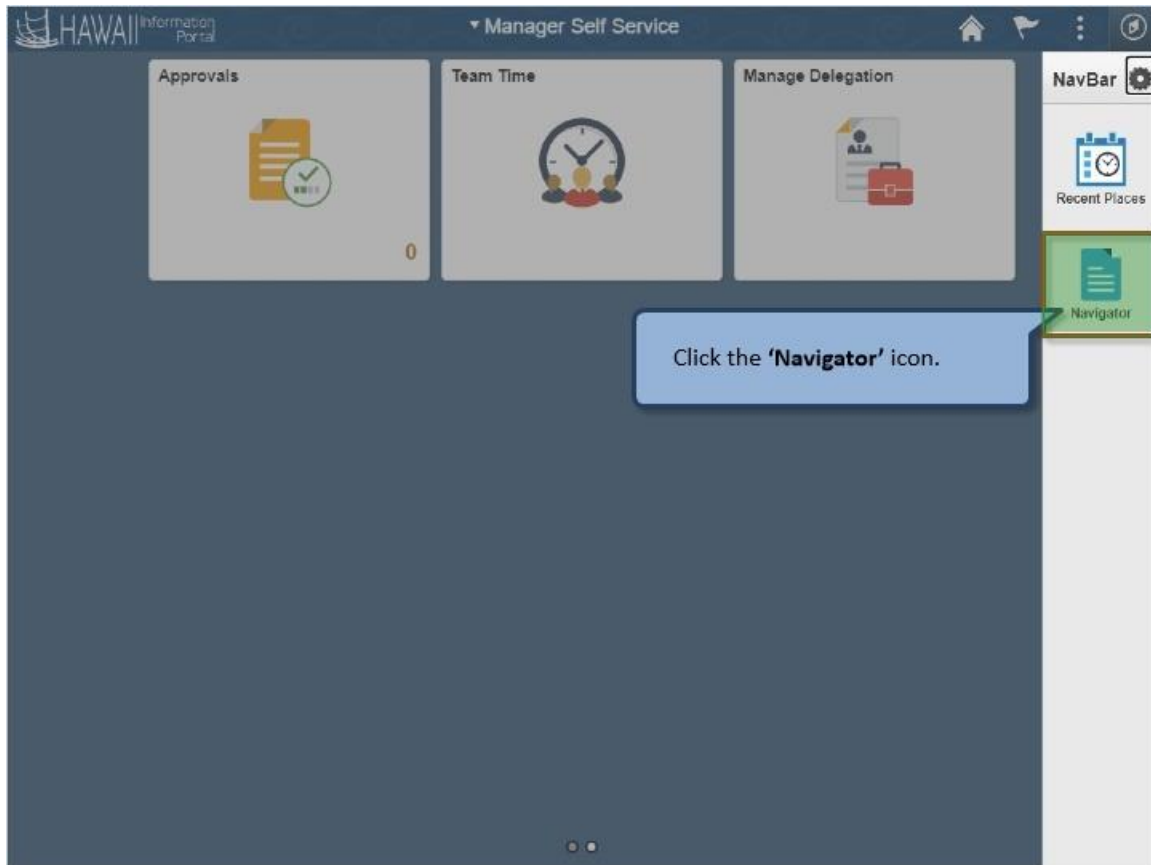
### *Lesson Scenario*

In this lesson you will learn how to request a partial day absence on behalf of an employee as a Leave Keeper.

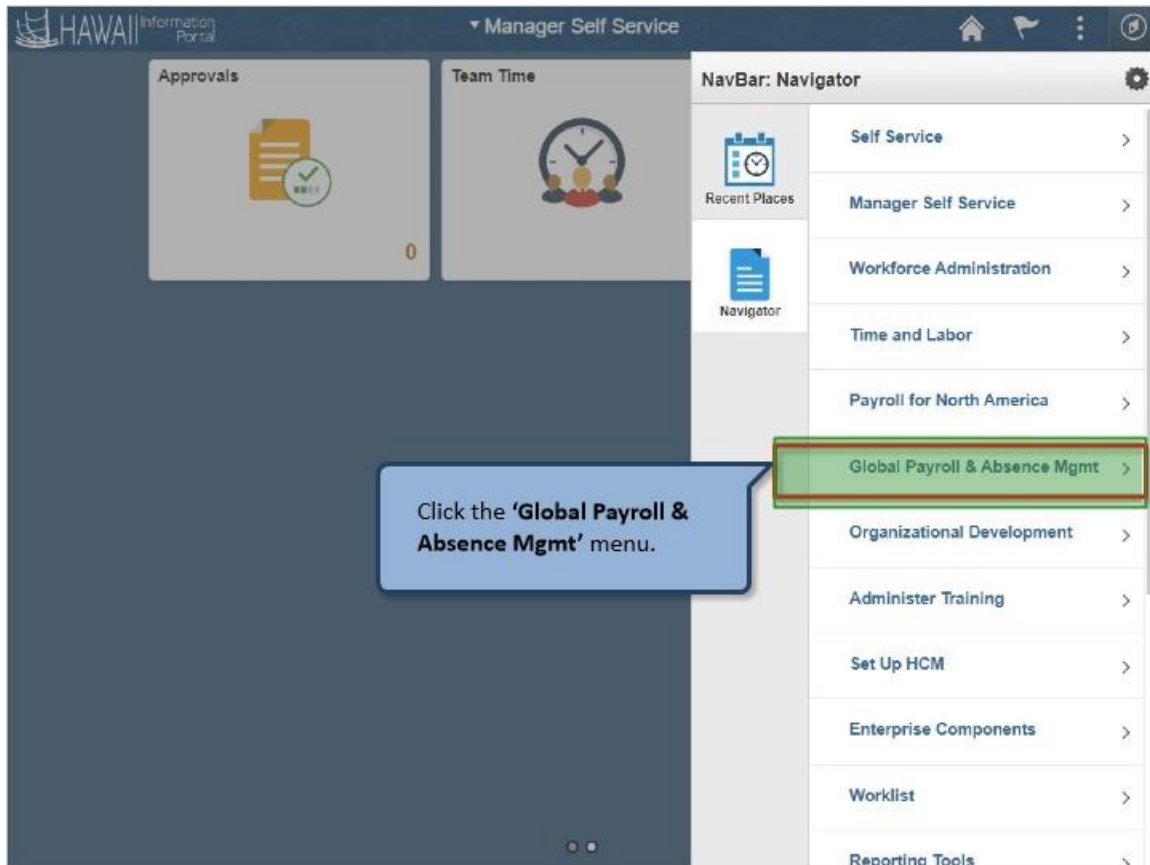


Begin by navigating to the **Create and Maintain Absence Requests** page in the **Global Payroll & Absence Management** module.

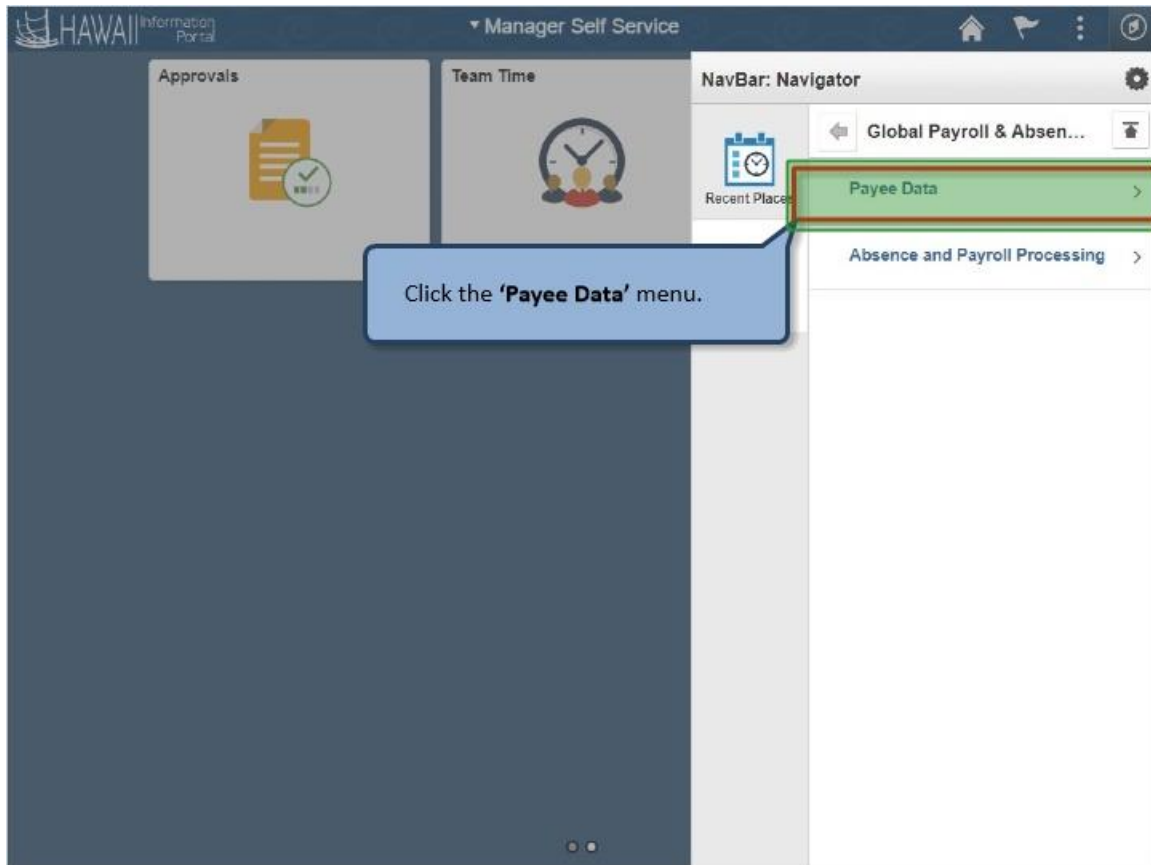
Click the '**NavBar**' icon.



Click the '**Navigator**' icon.

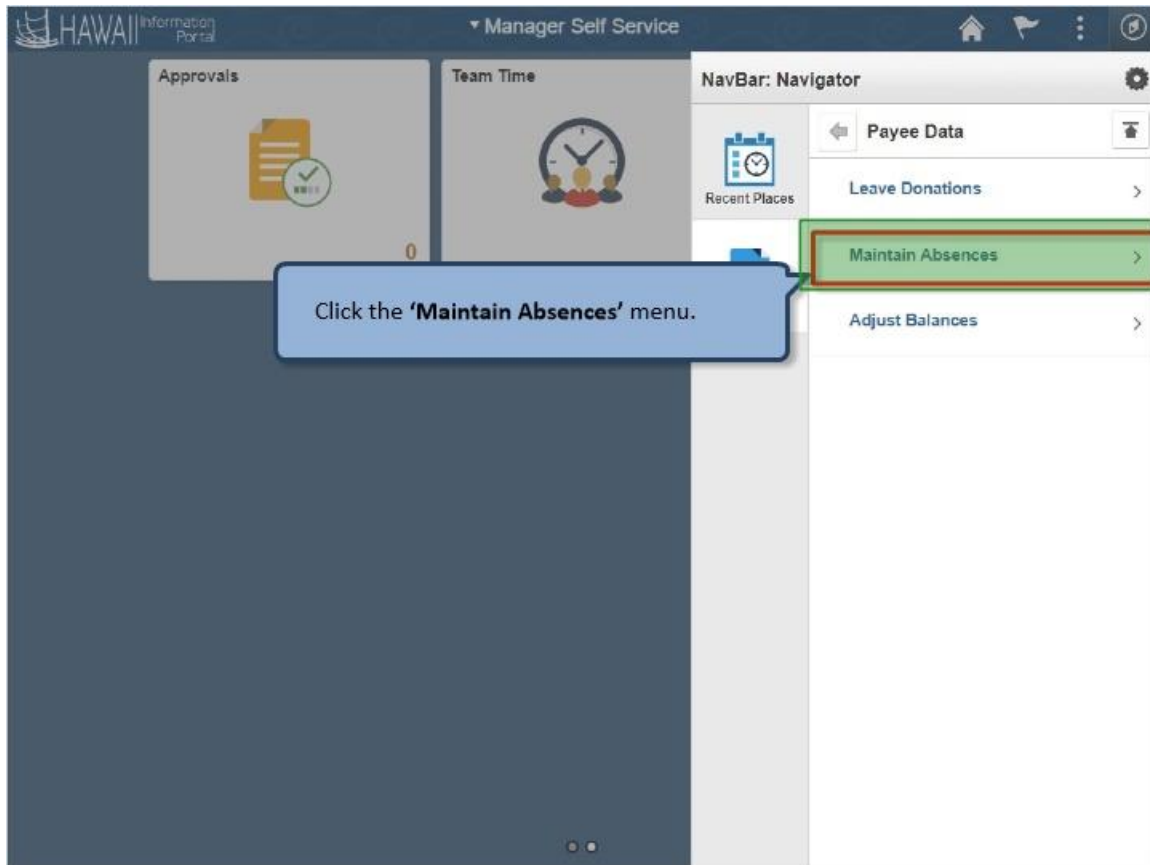


Click the '**Global Payroll & Absence Mgmt**' menu..

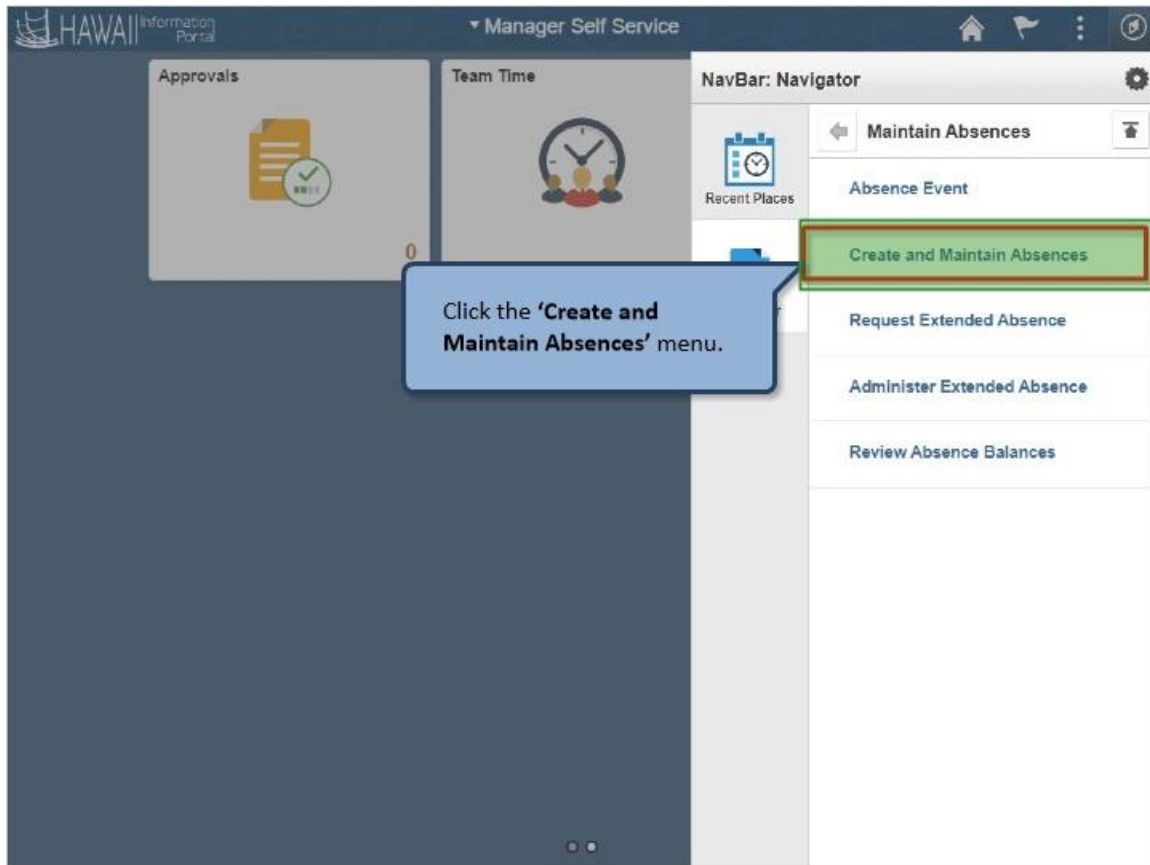


Click the '**Payee Data**' menu.





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



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

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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	*End Date	*Absence Name	Reason
<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**

☐ Override Forecast Eligibility

\*Submit Option:

[Submit](#) | [Forecast](#)

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

Select '**Next**' to continue.

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

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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	Reason
<input type="checkbox"/>	<input type="text" value=""/>				<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

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

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

Comments

[Submission Options](#)

☐ Override Forecast Eligibility

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

[Submit](#) | [Forecast](#)

Click in the “\*Employee ID” field

[Favorites](#) > [Main Menu](#) > [Manager Self Service](#) > [Create and Maintain Absences](#)

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

---

**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	*End Date	*Absence Name	Reason
<input type="checkbox"/>								

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

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

Comments

**Submission Options**

☐ Override Forecast Eligibility

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

[Submit](#) | [Forecast](#)

Type “00000415”, then press Tab key.

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---

**Create and Maintain Absence Requests**

Search

Absence Requests

☐ **Absence Detail**
☐ Partial Days
 ☐ Additional Information
 ☐ Summary
 ☐ Process
 ☐ Forecast
 ☐ Comments
 ☐ Demographic

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason
<input type="checkbox"/>	00000415	John Aloha	0	*General Professional	05/24/2021			

Select All    Deselect All  
   

Comments

**Submission Options**  
☐ Override Forecast Eligibility    \*Submit Option: Use Absence Name Default

Next, you will enter the **\*Start Date** and **\*End Date**. The **\*Start Date** defaults to the current date. In this example, the **Start Date** will remain the current date.

Click the **End Date** calendar icon.

Next, you will enter the **\*Start Date** and **\*End Date**. The **\*Start Date** defaults to the current date. In this example, the Start Date will remain the current date.

Click the **End Date** calendar icon.

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**Absence Requests**

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Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason
<input type="checkbox"/>	00000415	John Aloha	0	*General Professional	05/24/2021			

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

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

Comments

**Submission Options**

☐ Override Forecast Eligibility

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

[Submit](#)

**Calendar**  
 May 2021  
 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 21 22  
 23 24 25 26 27 28 29  
 30 31  
 Current Date

Click '24'

Click '24'



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### Create and Maintain Absence Requests

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Click the **Partial Days** tab

Next, you will enter the partial day hours.

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Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason
<input type="checkbox"/>	00000415	John Aloha	0	*General Professional	05/24/2021	05/24/2021		

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

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

Comments

**Submission Options**

☒ Override Forecast Eligibility

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

[Submit](#) | [Forecast](#)

Next, you will enter the partial day hours.

Click **Partial Days** tab

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#### Absence Requests

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Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Duratio
<input type="checkbox"/>	00000415	John Aloha	0	*General Professional	05/24/2021	05/24/2021		

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

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

Comments

**Submission Options**

☒ Override Forecast Eligibility

\*Sub

[Submit](#)

[Forecast](#)

Click the scroll bar

Click the scroll bar

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Cancel Absence Requests

Override

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Forecast

Comments

Demographic

||>

Job Title	*Start Date	*End Date	*Absence Name	Duration	All Days	Start Day Hours	Start Half Day
*General Professional	05/24/2021	05/24/2021	▼		<input type="checkbox"/>		<input type="checkbox"/>

Click the \*Absence Name drop-down arrow.

Submit Option

Use Absence Name Default

Forecast

Click the **\*Absence Name** drop-down arrow.

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**Select the '01 Sick Leave' list item.**

01 - Sick Leave  
 02 - Vacation

09 - WC Medical Treatment Leave  
 Admin Lv-COVID 19 Vaccination  
 Bone Marrow/Organ Donor AT  
 FMLA LWOP AT  
 FMLA SICK AT  
 FMLA VAC AT  
 HFLL LWOP AT  
 HFLL SICK AT  
 HFLL VAC AT  
 Hawaii Family Leave Law  
 Industrial Accidental Injury AT

[Cancel Absence Requests](#)

Job Title	*Start Date	*End Date	All Days	Start Day Hours	Start Half Day
*General Professional	05/24/2021	05/24/2021	<input type="checkbox"/>		<input type="checkbox"/>

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

[Forecast](#)

Select the '**01 Sick Leave**' list item.

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[Cancel Absence Requests](#)

Override	Process	Forecast	Comments	Demographic	Job Title	*Start Date	*End Date	*Absence Name	Duration	All Days	Start Day Hours	Start Half Day
					*General Professional	05/24/2021	05/24/2021	01 - Sick Le	8 Hours	<input type="checkbox"/>		<input type="checkbox"/>

Note the **Duration** field calculates the scheduled work hours based on the information entered in the Start and End Date fields.

Next, you will enter the number of hours used for **Sick Leave**.

Select '**Next**' to continue.

[Submit Option](#) | [Use Absen](#)

[Forecast](#)

Note the **Duration** field calculates the scheduled work hours based on the information entered in the Start and End Date fields.

Next, you will enter the number of hours used for **Sick Leave**.

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Job Title	*Start Date	*End Date	*Absence Name	Duration	All Days	Start Day Hours	Start Half Day
*General Professional	05/24/2021	05/24/2021	01 - Sick Le	8 Hours	<input type="checkbox"/>		<input type="checkbox"/>

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

[Forecast](#)

Click in the **Start Day Hours** field.

Click in the **Start Day Hours** field.

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Job Title	*Start Date	*End Date	*Absence Name	Duration	All Days	Start Day Hours	Start Half Day
*General Professional	05/24/2021	05/24/2021	01 - Sick Le	8 Hours	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

Type '4' then press the 'Tab' key.

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

[Forecast](#)

Type '4' then press the 'Tab' key.



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Job Title	*Start Date	*End Date	*Absence Name	Duration	All Days	Start Day Hours	Start Half Day	End Day
*General Professional	05/24/2021	05/24/2021	01 - Sick Le	4 Hours	<input type="checkbox"/>	4.00	<input type="checkbox"/>	

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

[Submit](#)

[Forecast](#)

Click the scroll bar.

Click the scroll bar.

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### Create and Maintain Absence Requests

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As a Leave Keeper, you are able to add comments to the Absence Request, as needed.

#### Absence Requests

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Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date
<input type="checkbox"/>	00000415	John Aloha	0	*General Professional	05/24/2021	05/24/2021

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

[Copy Absence](#)

[Click in the \*\*Comments\*\* field.](#)

Comments

[Submission Options](#)

As a Leave Keeper, you are able to add comments to the Absence Request, as needed.

Click in the **Comments** field.

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### Absence Requests

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Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date
<input type="checkbox"/>	00000415			*General	04/24/2021	05/24/2021

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

[Copy Absence](#)

Comments

[Submission Options](#)

Type 'Employee went home sick.', then press the 'Tab' key.

Type 'Employee went home sick.', then press the 'Tab' key.

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## Create and Maintain Absence Requests

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### Absence Requests

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Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date
<input type="checkbox"/>	00000415	John Aloha	0	*General Professional	05/24/2021	05/24/2021

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

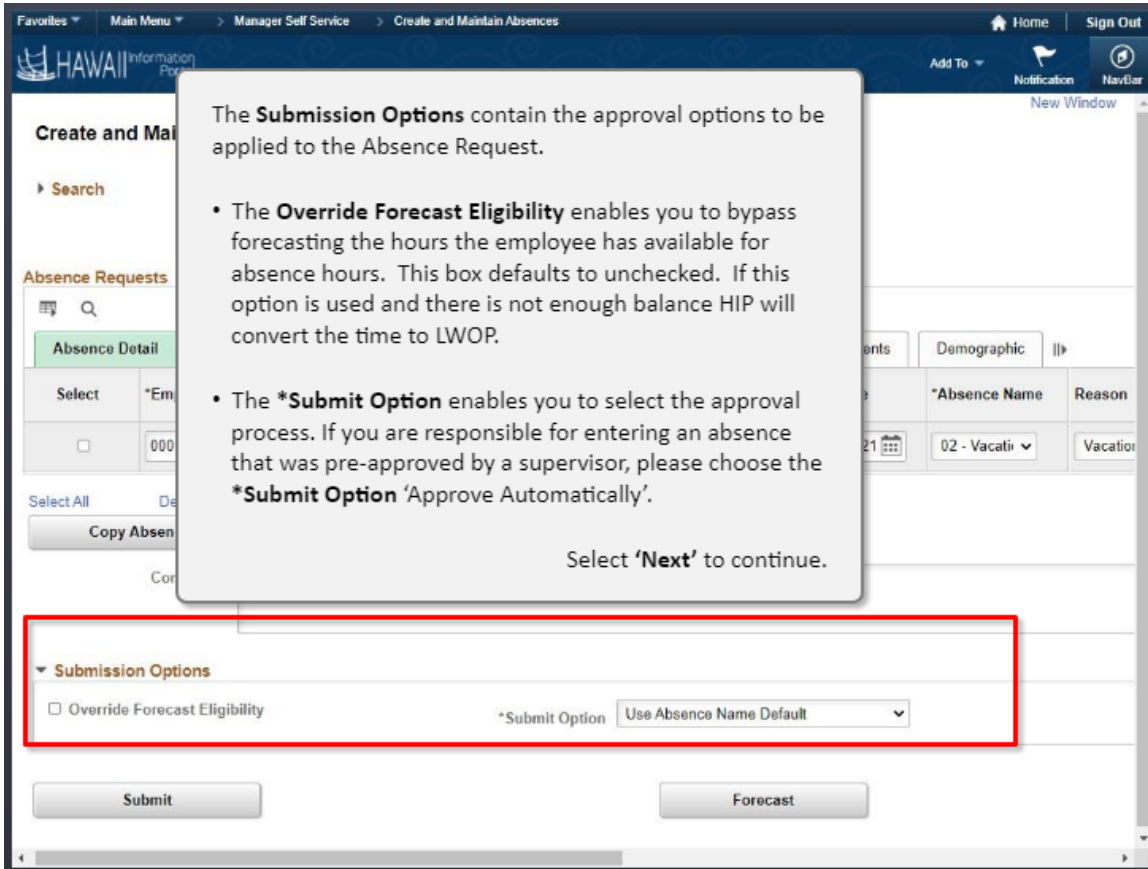
[Copy Absence](#) | [Delete](#)

Comments: Employee went home sick

Click the scroll bar

Submission Options

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 forecasting the hours the employee has available for absence hours. This box defaults to unchecked. If this option is used and there is not enough balance HIP will convert the time to LWOP.
- The **\*Submit Option** enables you to select the approval process. If you are responsible for entering an absence that was pre-approved by a supervisor, please choose the **\*Submit Option** 'Approve Automatically'.

Select '**Next**' to continue.

**Submission Options**

☐ Override Forecast Eligibility

\*Submit Option: Use Absence Name Default

Buttons: Submit, 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 box defaults to unchecked. If this option is used and there is not enough balance HIP will convert the time to LWOP.
- The **\*Submit Option** enables you to select the approval process. If you are responsible for entering an absence that was pre-approved by a supervisor, please choose the **\*Submit Option** 'Approve Automatically'

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Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date
<input type="checkbox"/>	00000415	John Aloha	0	*General Professional	05/24/2021	05/24/2021

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

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

Click the **Override Forecast Eligibility** checkbox.

**Submission Options**

☐ Override Forecast Eligibility

\*Submit Option: [Approve Automatically](#)

[Submit](#) | [Forecast](#)

Click the **Override Forecast Eligibility** checkbox.

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### Absence Requests

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Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date
<input type="checkbox"/>	00000415	John Aloha	0	*General Professional	05/24/2021	05/24/2021

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

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

Comments: Employee went home sick

**Submission Options**

☐ Override Forecast Eligibility

\*Submit Option: Use Absence Name Default

[Submit](#) | [Forecast](#)

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

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



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### Absence Requests

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Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date
<input type="checkbox"/>	00000415	John Aloha	0	*General Professional	05/24/2021	05/24/2021

[Select All](#) | [Deselect All](#) | [Copy Absence](#) | [Comments](#)

**Submission Options**

☐ Override Forecast Eligibility

\*Submit Option
 

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

Click the 'Use Absence Name Default' option.

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

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

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

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Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date
<input type="checkbox"/>	00000415	John Aloha	0	*General Professional	05/24/2021	05/24/2021

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

Comments: Employee went home sick

**Submission Options**

☐ Override Forecast Eligibility

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

[Submit](#) | [Forecast](#)

Click the **'Select'** checkbox.

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### Absence Requests

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Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date
<input checked="" type="checkbox"/>	<input type="text" value="p0000415"/>	John Aloha	<input type="text" value="0"/>	*General Professional	<input type="text" value="05/24/2021"/>	<input type="text" value="05/24/2021"/>

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

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

Comments: Employee Went Home Sick

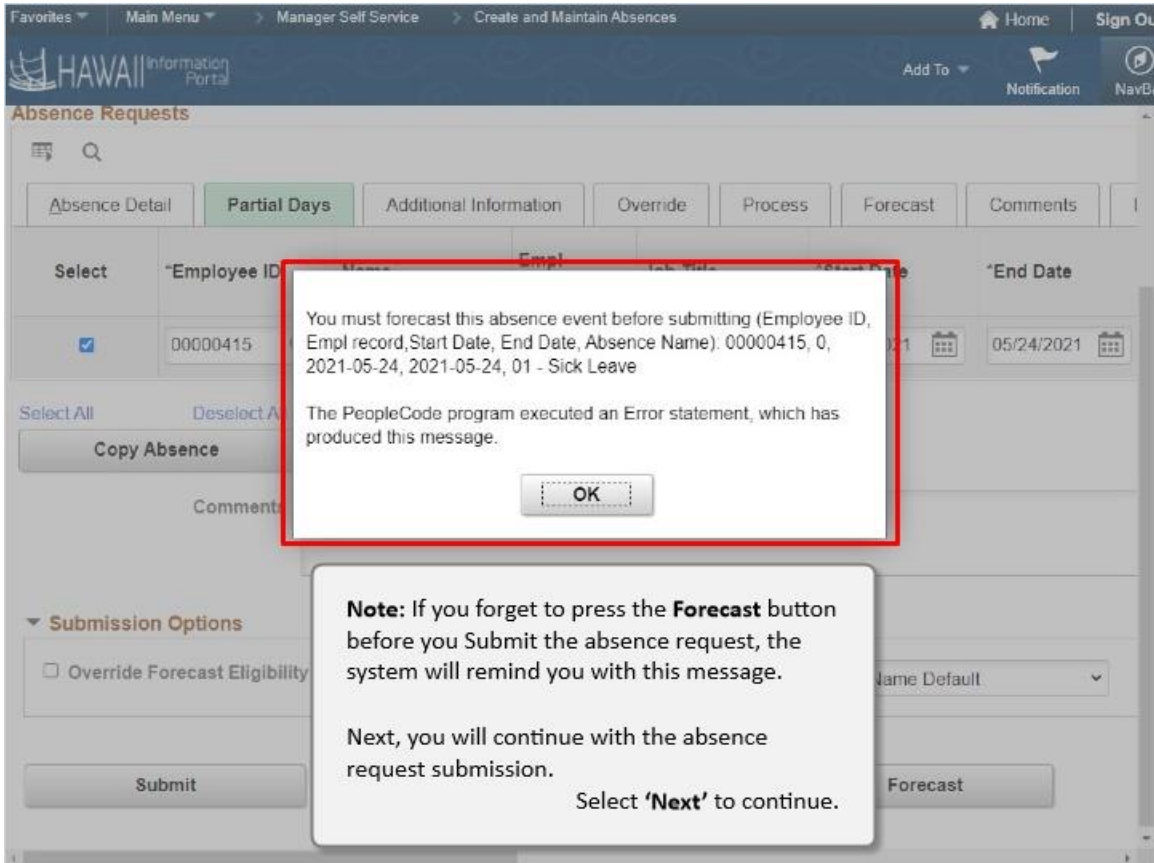
**Submission Options**

☐ Override

\*Submit Option:

[Submit](#) | [Forecast](#)

Click the **Submit** button.



The screenshot shows the 'Absence Requests' page in the HAWAII Information Portal. The page has a navigation bar with 'Favorites', 'Main Menu', 'Manager Self Service', and 'Create and Maintain Absences'. Below the navigation bar, there are tabs for 'Absence Detail', 'Partial Days', 'Additional Information', 'Override', 'Process', 'Forecast', and 'Comments'. The 'Partial Days' tab is selected. A table lists absence requests with columns for 'Select', 'Employee ID', 'Name', 'Empl', 'Job Title', 'Start Date', and 'End Date'. One row is highlighted with a blue checkmark in the 'Select' column and the following details: Employee ID: 00000415, Name: 00000415, 0, Start Date: 2021-05-24, End Date: 2021-05-24, Absence Name: 01 - Sick Leave. Below the table, there are buttons for 'Copy Absence' and 'Comment'. A red box highlights an error message dialog box that says: 'You must forecast this absence event before submitting (Employee ID, Empl record, Start Date, End Date, Absence Name). 00000415, 0, 2021-05-24, 2021-05-24, 01 - Sick Leave. The PeopleCode program executed an Error statement, which has produced this message.' Below the error message, there is an 'OK' button. Another note box is visible, stating: 'Note: If you forget to press the Forecast button before you Submit the absence request, the system will remind you with this message. Next, you will continue with the absence request submission. Select 'Next' to continue.'

**Note:** If you forget to press the **Forecast** button before you Submit the absence request, the system will remind you with this message.

Next, you will continue with the absence request submission.

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Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date
<input checked="" type="checkbox"/>	00000415	John Aloha	0	*General Professional	05/24/2021	05/24/2021

[Select All](#) | [Deselect All](#) | [Copy Absence](#) | [Comments](#)

**Submission Options**  
☐ Override Forecast Eligibility | \*Submit Option: Use Absence Name Default

[Submit](#) | [Forecast](#)

The **Forecast** button is used to determine if the employee is eligible for the hours submitted. Remember to ensure the **Select** box is checked before clicking the **Forecast** button.

Next, you will continue with submitting the partial absence request.

Click the '**Forecast**' button.

The **Forecast** button is used to determine if the employee is eligible for the hours submitted. Remember to ensure the **Select** box is checked before clicking the **Forecast** button.

Next, you will continue with submitting the partial absence request.

Click the '**Forecast**' button.

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

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

### Absence Requests

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

Select	Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date
<input checked="" type="checkbox"/>	00000415				05/21/2021	05/24/2021

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

[Copy Absence](#)

[Comments](#)

Employee Went Home Sick

**Note:** The system will prompt you with the above message warning that forecasting will save all Absence Requests. Click 'Yes' to accept this message, for this example select '**Next**' to continue.

**Submission Options**

☐ Override Forecast Eligibility

[Submit](#)

[Forecast](#)

Note: The system will prompt you with the above message warning that forecasting will save all Absence Requests. Click 'Yes' to accept this message, for this example select '**Next**' to continue.

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

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

### Absence Requests

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

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date
<input checked="" type="checkbox"/>	<input type="text" value="p0000415"/>	John Aloha	<input type="text" value="0"/>	*General Professional	<input type="text" value="05/24/2021"/>	<input type="text" value="05/24/2021"/>

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

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

**Comments**  
 Employee Went Home Sick

**Submission Options**

☐ Override

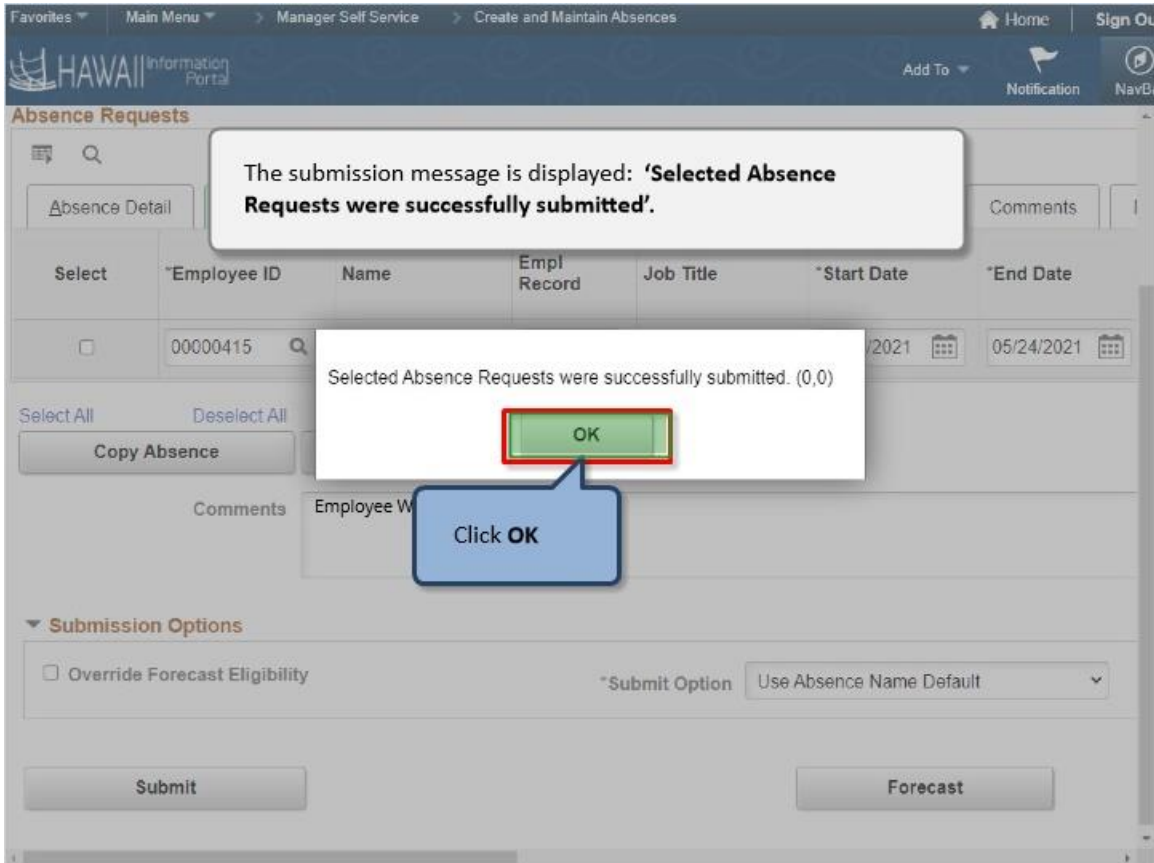
Click the **Submit** button.

\*Submit Option:

[Submit](#) | [Forecast](#)

Click the **Submit** button.





The screenshot shows the 'Absence Requests' page in the HAWAII Information Portal. A message box at the top states: 'The submission message is displayed: **'Selected Absence Requests were successfully submitted'.**' Below this, a table lists employee information. A second message box says: 'Selected Absence Requests were successfully submitted. (0,0)'. A green 'OK' button is highlighted with a red border. A blue callout bubble points to the button with the text 'Click OK'. The page also includes a 'Submission Options' section with a checkbox for 'Override Forecast Eligibility' and a dropdown for '\*Submit Option' set to 'Use Absence Name Default'. At the bottom are 'Submit' and 'Forecast' buttons.

Select	Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date
<input type="checkbox"/>	00000415				/2021	05/24/2021

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

Click **OK**




**Congratulations!**  
*You've successfully completed this lesson.*

---

## How to Cancel an Absence - Leave Keeper

### How to Cancel an Absence




### ***Lesson Scenario***

*In this lesson you will complete the following:*

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

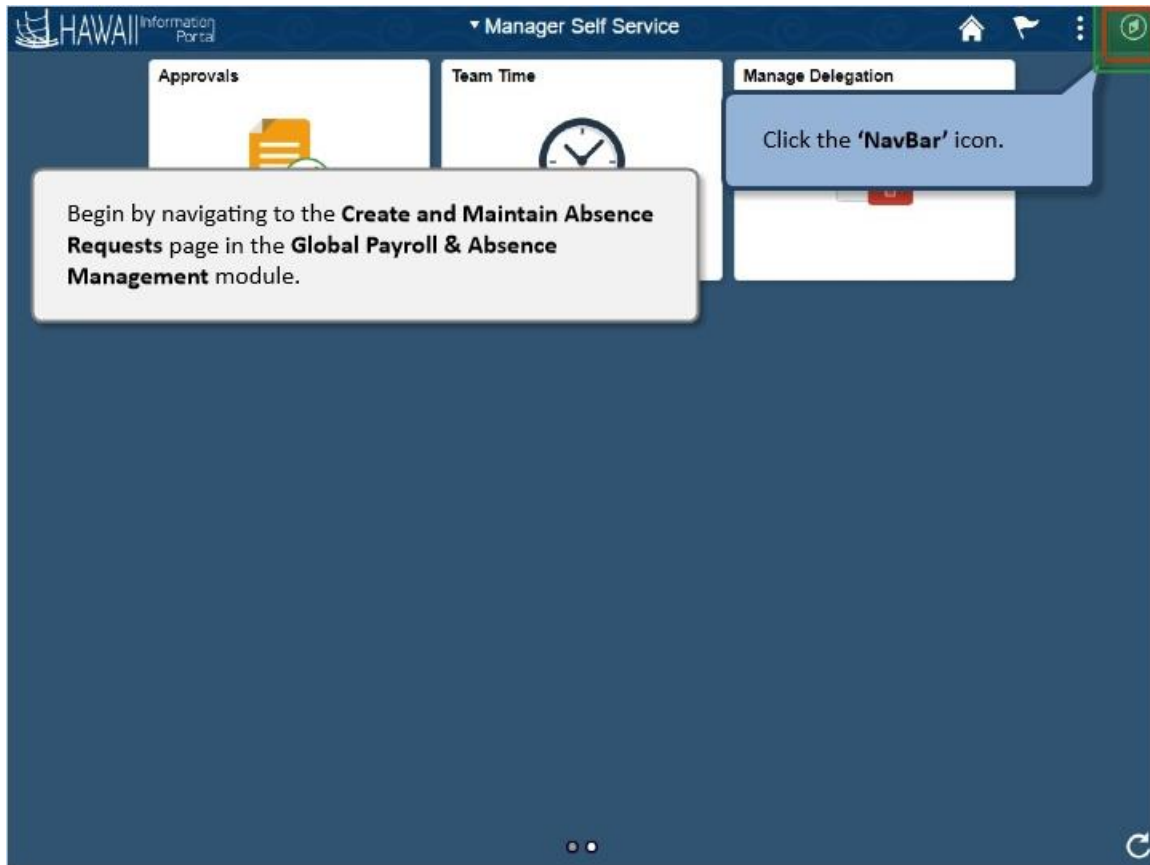
Select '**Next**' to continue.



### ***Lesson Scenario***

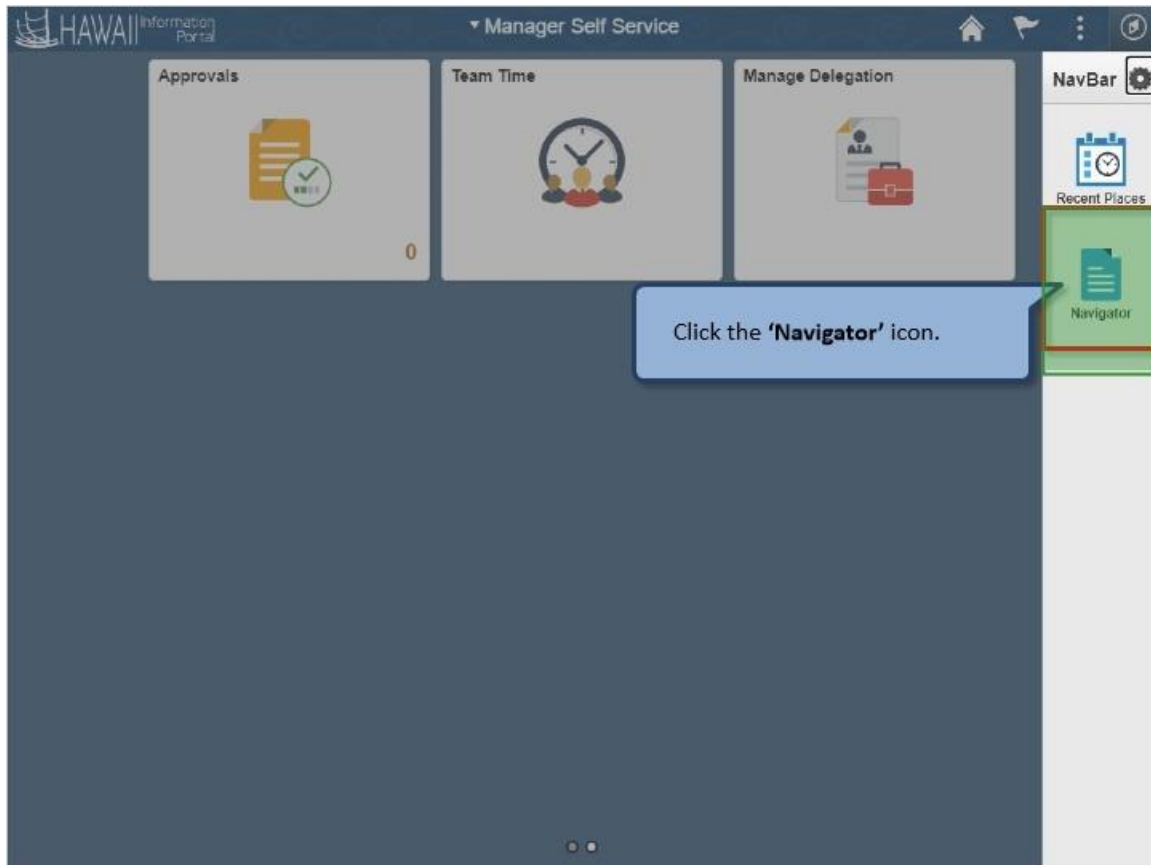
*In this lesson you will complete the following:*

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

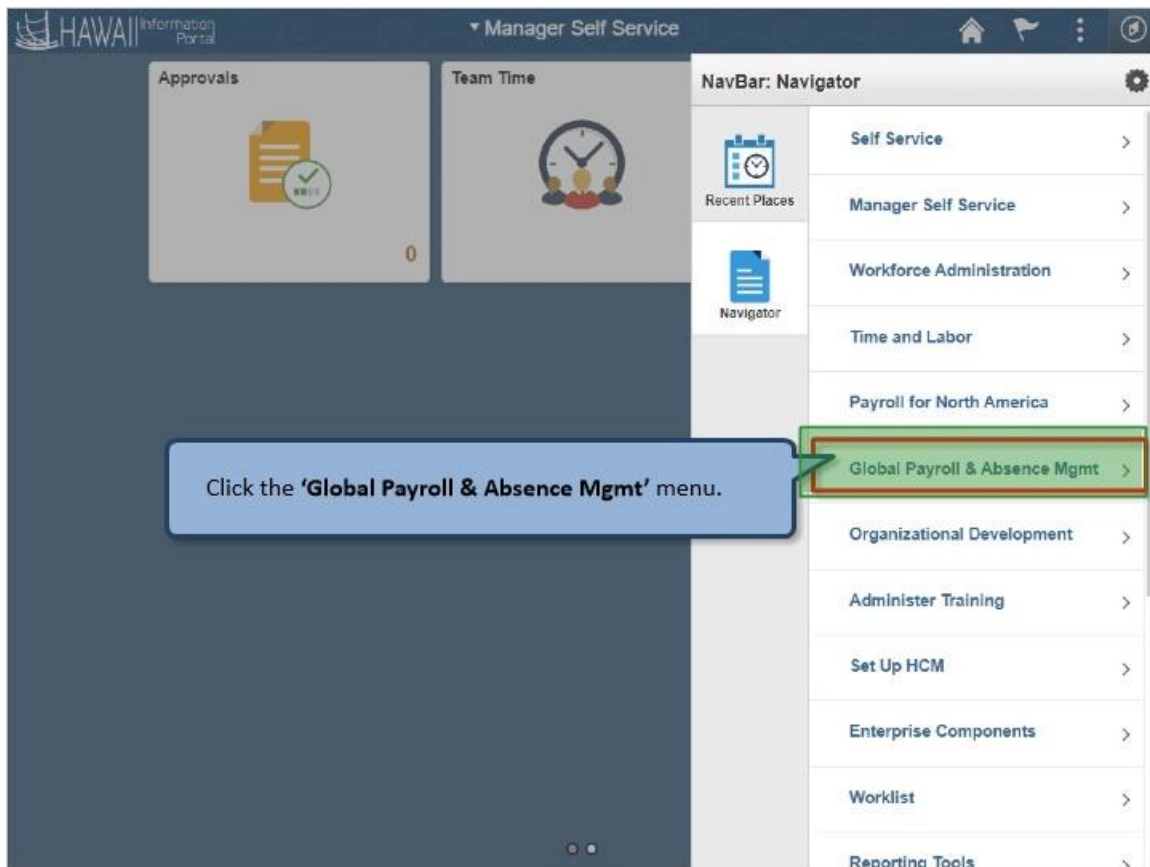


Begin by navigating to the **Create and Maintain Absence Requests** page in the **Global Payroll & Absence Management** module.

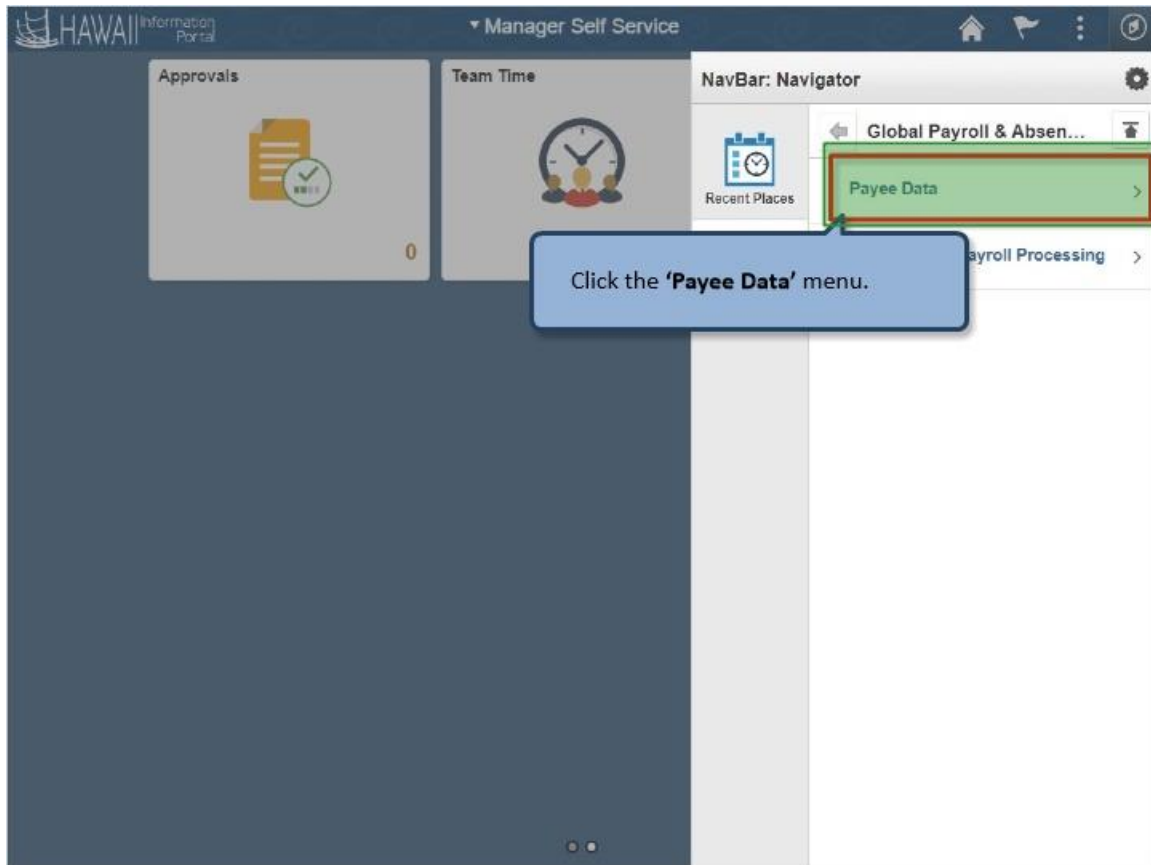
Click the '**NavBar**' icon.



Click the '**Navigator**' icon.

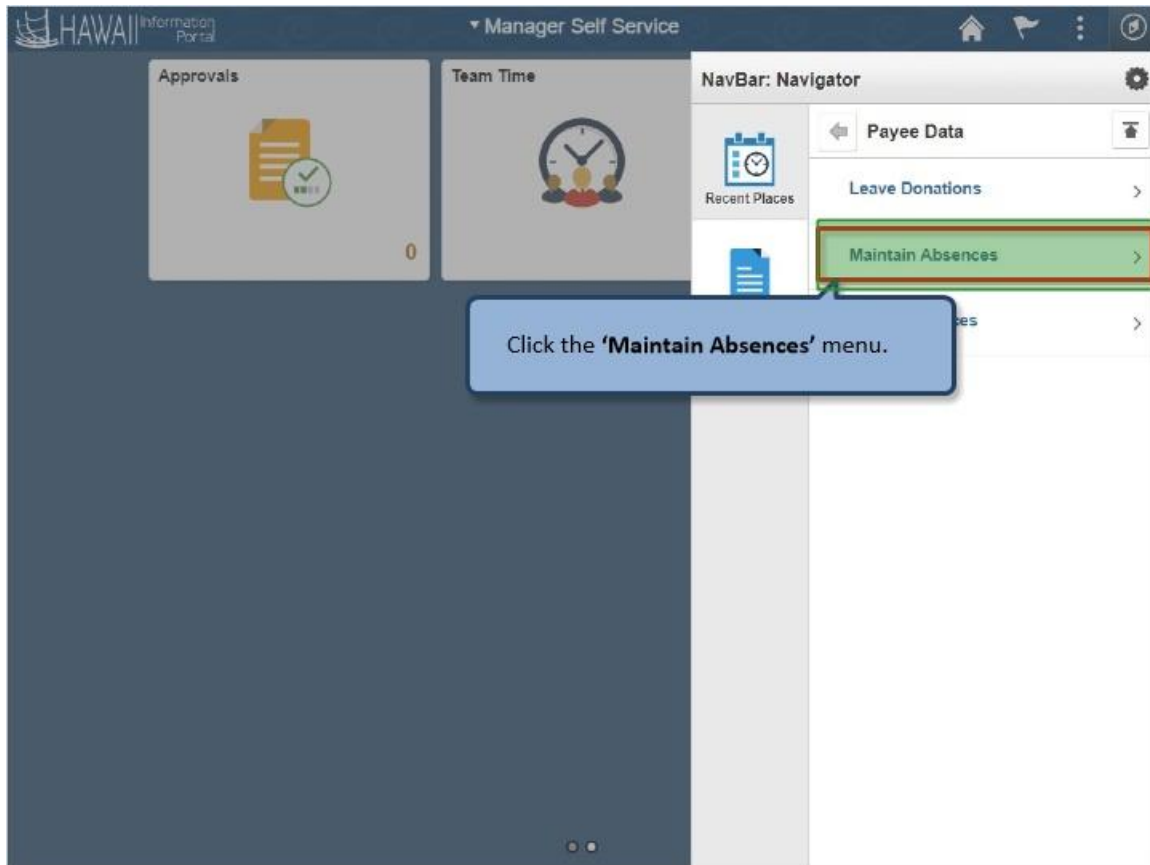


Click the '**Global Payroll & Absence Mgmt**' menu.

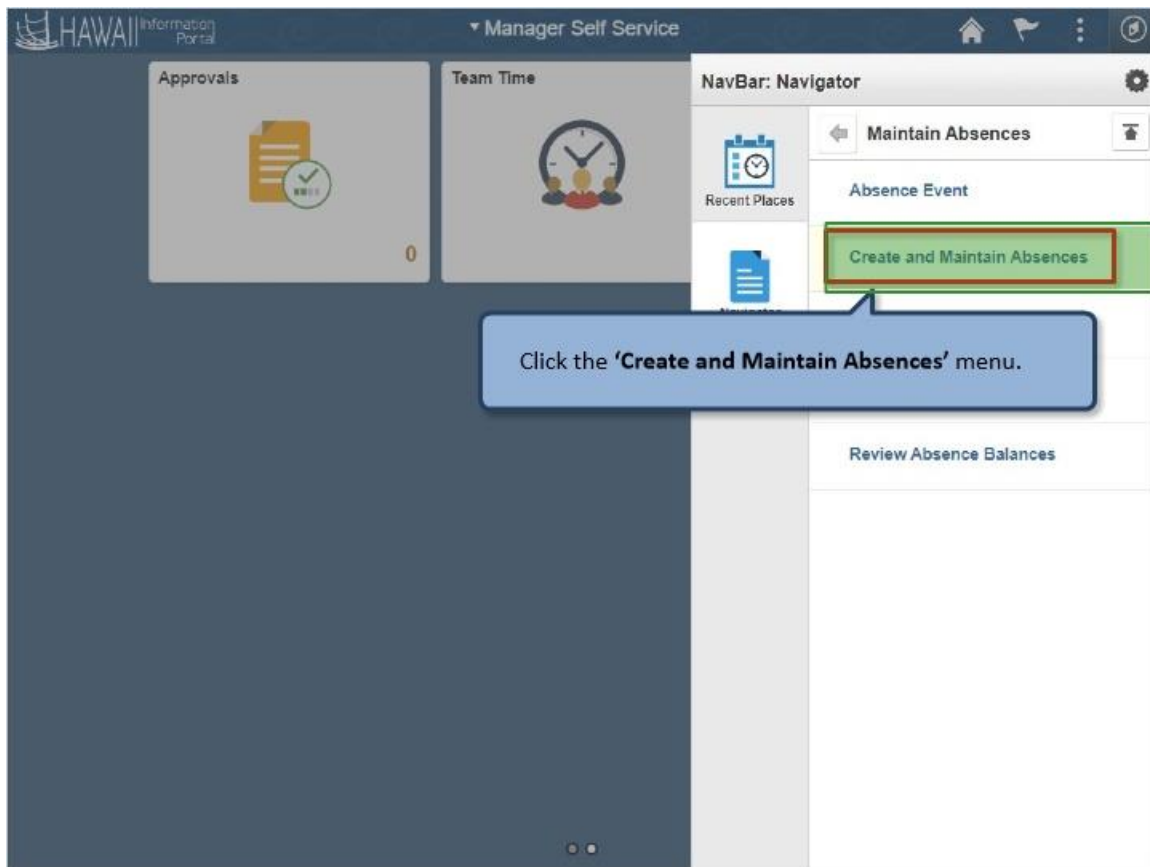


Click the '**Payee Data**' menu.





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



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

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

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

New Window

### Create and Maintain Absence Requests

Search

Click the 'Search' expand arrow.

Absence Req

Absence D

Information

Override

Process

Forecast

Comments

Demographic

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason
<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](#)

☐ Override Forecast Eligibility
 \*Submit Option Use Absence Name Default

[Submit](#) | [Forecast](#)

Click the '**Search**' expand arrow.

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

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

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

### Create and Maintain Absence Requests

▼ Search

Work Flow Status

From Date

Employee ID

Absence Name

Approver Operator ID

Department

Pay Group

HR Status

From Employee ID

From Last Name

Click 'Next' to continue.

Through Employee ID

Through Last Name

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"/>

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](#) | [New Window](#)

### Create and Maintain Absence Requests

▼ Search

Work Flow Status:

From Date: 02/27/2021

Through Date: 08/26/2021

Employee ID:

Employee Record: 0

Absence Name:

Approver Operator ID:

Department:

Pay Group:

HR Status:

From Employee ID:

Through Employee ID:

From Last Name:

Through 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"/>

Click in the 'Employee ID' field.

Click in the 'Employee ID' field.

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

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

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

### Create and Maintain Absence Requests

▼ Search

Work Flow Status: 00000415

From Date: 08/26/2021

Through Date: 08/26/2021

Employee Record: 0

Department:

Pay Group:

HR Status:

From Employee ID:

From Last Name:

Through Employee ID:

Through 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"/>

Type '00000415' and then press 'Tab' .

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

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

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

**Search**

Work Flow Status:

From Date: 02/27/2021

Employee ID: 00000415

Absence Name:

Approver Operator ID:

Department:

Pay Group:

HR Status:

From Employee ID:

From Last Name:

Through Date: 08/28/2021

Employee Record: 0

\*General Pr

Through Employee ID:

Through 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"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Click the **'Search'** button.

Search | Clear Search | Save Search

Click the **'Search'** button.



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

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

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

[Search](#)

Work Flow Status:

From Date: 02/27/2021

Employee ID: 00000415 John Aloha

Absence Name:

Approver Operator ID:

Department:

Pay Group:

HR Status:

From Employee ID:

From Last Name:

Through Date: 08/28/2021

Employee Record: 0  \*General Pr

Through Employee ID:

Through 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"/>

Search Clear Search Save Search

Click the **Scroll Bar**

Click the **Scroll Bar**

Home Sign Out

Navigation: Home, Sign Out, Add To, Notification, NewBar

Cancelled

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

Search

### Absence Requests

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration
<input type="checkbox"/>	00000415 <input type="button" value="Q"/>	John Aloha	0 <input type="button" value="Q"/>	*General Professional	05/24/2021 <input type="button" value="Calendar"/>	05/24/2021 <input type="button" value="Calendar"/>	01 - Sick L <input type="button" value="v"/>	<input type="button" value="v"/>	4 Hours

Comments

### Submission Options

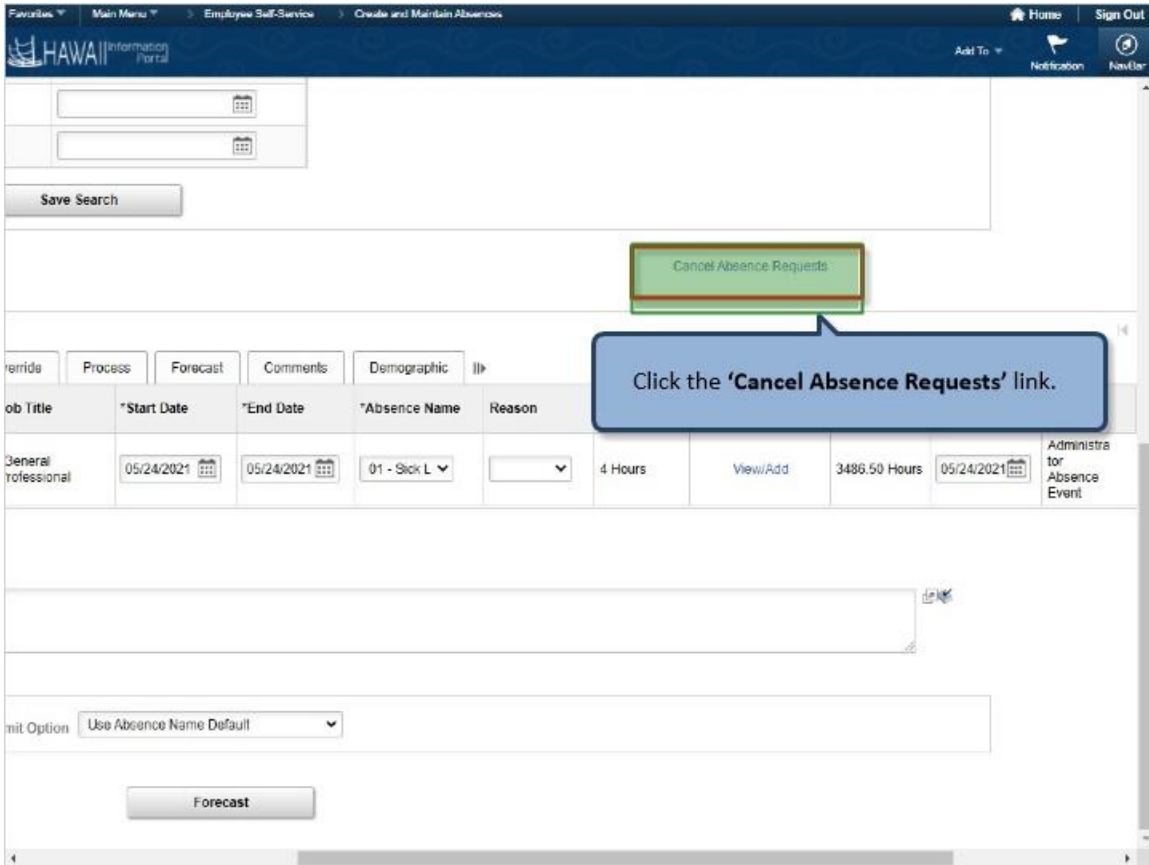
☐ Override Forecast Eligibility

\*Submit Option  Use Absence Name Default

Click the **Scroll Bar**

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

Click the **Scroll Bar**



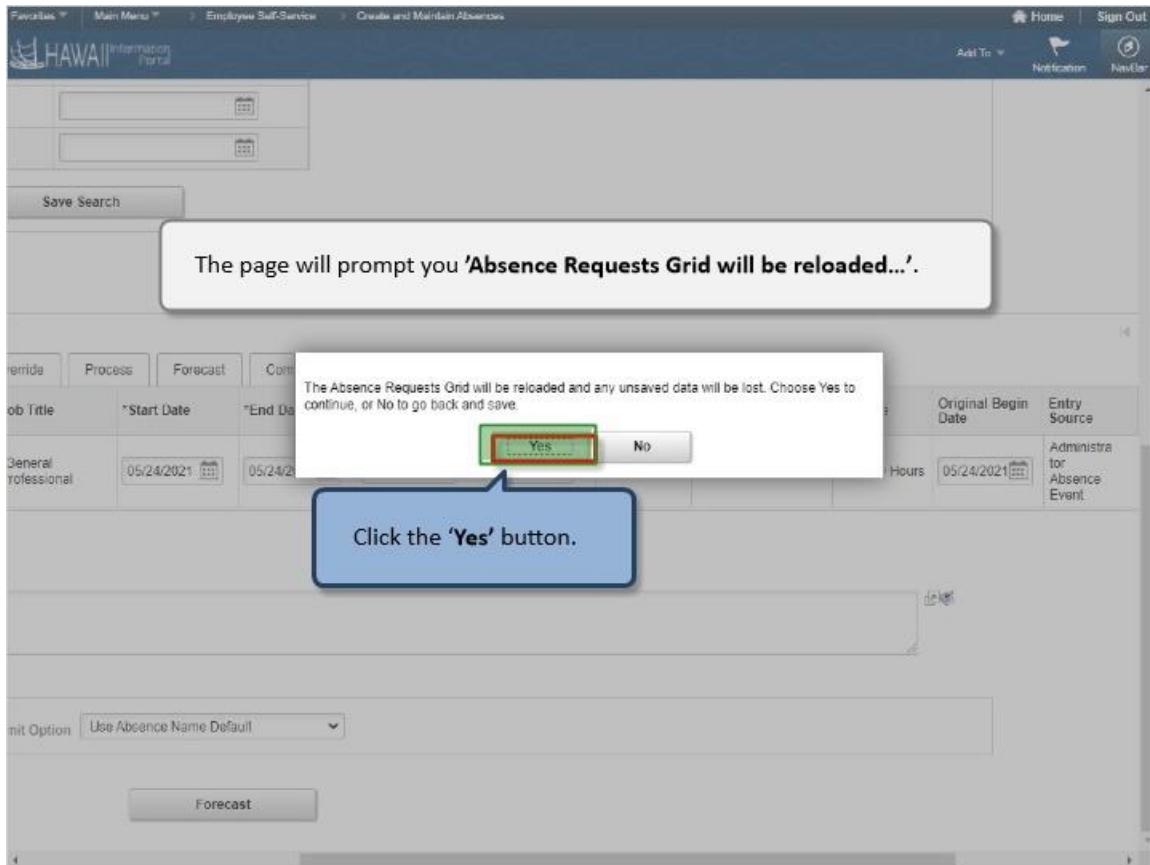
Cancel Absence Requests

Click the 'Cancel Absence Requests' link.

Job Title	*Start Date	*End Date	*Absence Name	Reason	Hours	View/Add	3486.50 Hours	05/24/2021	Administrative Absence Event
General Professional	05/24/2021	05/24/2021	01 - Sick L	Sick L	4 Hours	View/Add	3486.50 Hours	05/24/2021	Administrative Absence Event

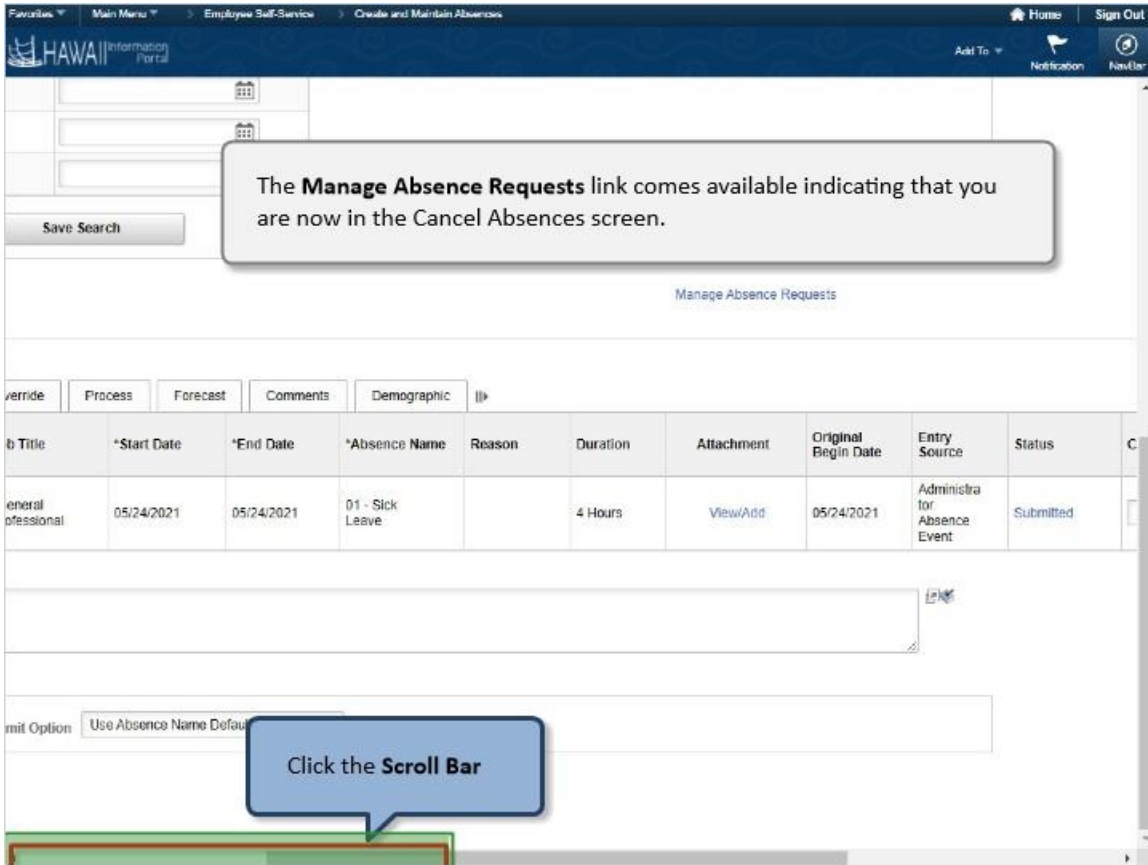
Forecast

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



The page will prompt you '**Absence Requests Grid will be reloaded...**'.

Click the '**Yes**' button.



The **Manage Absence Requests** link comes available indicating that you are now in the Cancel Absences screen.

Manage Absence Requests

Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Original Begin Date	Entry Source	Status
General Professional	05/24/2021	05/24/2021	01 - Sick Leave		4 Hours	<a href="#">View/Add</a>	05/24/2021	Administrative for Absence Event	Submitted

Click the **Scroll Bar**

The **Manage Absence Requests** link comes available indicating that you are now in the Cancel Absences screen.

Click the **Scroll Bar**

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

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

### Absence Requests for Cancellation

[Absence Data](#) | [Comments](#) | [...](#)

Select	...	...	...	...	...	...	...
<input type="checkbox"/>	00000415	John Aloha	0	*General Professional	05/24/2021	05/24/2021	01 - Lea

[Select](#) | [...](#)

[Submission Options](#)

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

[Submit For Cancellation](#)

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

Click the **'Select'** checkbox.

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

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

### Absence Requests for Cancellation

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

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Act
<input checked="" type="checkbox"/>	00000415	John Aloha	0	*General Professional	05/24/2021	05/24/2021	01 - Lea

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

**Submission Options**

\*Submit Option: Use Absence Name Default

[Submit For Cancellation](#)


Click the **Scroll Bar**

Click the **Scroll Bar**



Manage Absence Requests

Canceling an absence requires a reason. Next, select a reason for the cancellation.

Duration	Attachment	Original Begin Date	Entry Source	Status	Cancel Reason	Employee Authorization
4 Hours	<a href="#">View/Add</a>	05/24/2021	Administrative Absence Event	Approved	Select Absence Reason 	<input checked="" type="checkbox"/>

Click the 'Cancel Reason' drop-down arrow.

Canceling an absence requires a reason. Next, select a reason for the cancellation.

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

Manage Absence Requests

Duration	Attachment	Original Begin Date	Entry Source	Status	Cancel Reason	Employee Authorization
4 Hours	<a href="#">View/Add</a>	05/24/2021	Administrator Absence Event	Approved	<div> <div>Select Absence Reason</div> <div>Not Valid</div> <div>Select Absence Reason</div> </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
4 Hours	<a href="#">View/Add</a>	05/24/2021	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**

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[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"/>	00000415	John Aloha	0	*General Professional	05/24/2021	05/24/2021	01 - Sick Leave

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

**Submission Options**

\*Submit Option: Use Absence Name Default

[Submit For Cancellation](#)

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

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

[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"/>	00000415						01 - Sick Leave

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

**Submission Options**

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

Submit For Cancellation

Use Absence Name Default  
 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.  
  
 Note: If the cancellation has already been pre-approved by the supervisor (for example you are inputting from a G-1), you may select 'Approve Automatically'.

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

Note: If the cancellation has already been pre-approved by the supervisor (for example you are inputting from a G-1), you may select 'Approve Automatically'.

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

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### 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"/>	00000415	John Aloha	0	*General Professional	05/24/2021	05/24/2021	01 - Sick Leave

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

[Submit](#)

Click the **Submit for Cancellation** button.

Use Absence Name Default

[Submit For Cancellation](#)

Click the **Submit for Cancellation** button.

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

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

**Absence Requests for**

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

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

Select	*Employee ID	Name	Empl	Job Title	*Start Date	*End Date	*Absence Name
<input type="checkbox"/>	00000415	Selected Absence Cancellation Requests were successfully submitted. (0,0)				24/2021	01 - Sick Leave

Select All | Deselect All | Comments

Click 'OK'

Submission Options

\*Submit Option: Use Absence Name Default

Submit For Cancellation

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

Click **'OK'**






***Congratulations!***

*You've successfully completed this lesson.*

## Reports and Queries



### Reports and Queries


### *Lesson Scenario*

In this lesson, you will learn how to use Query Viewer to run queries in HIP Time and Leave.

Helpful information including a list of available Time & Leave queries and suggested action may be referenced at <https://ags.hawaii.gov/hip/tl-reports-and-queries/>. Please bookmark this link for future use.

For additional assistance with finding a query that you need please consult with your Human Resources office.

Select **'Next'** to continue.

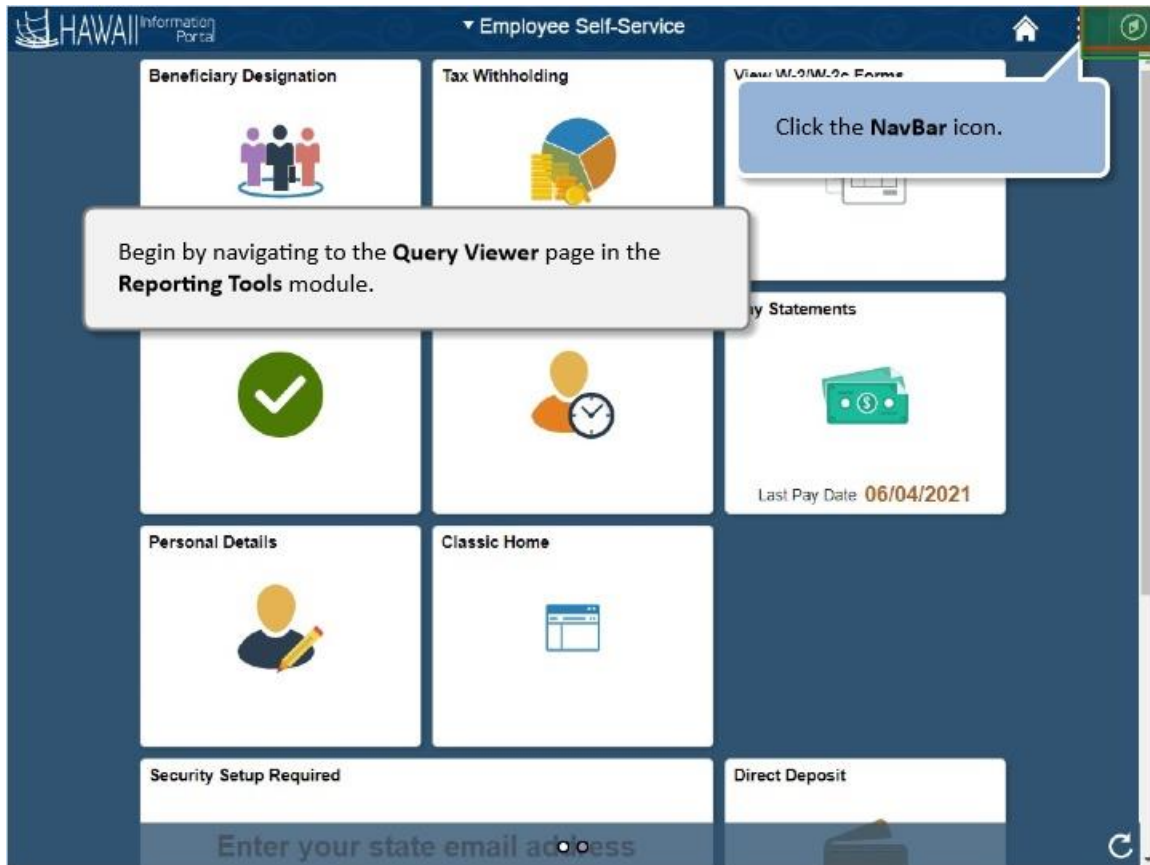


### *Lesson Scenario*

In this lesson, you will learn how to use Query Viewer to run predefined reports in HIP Time and Leave.

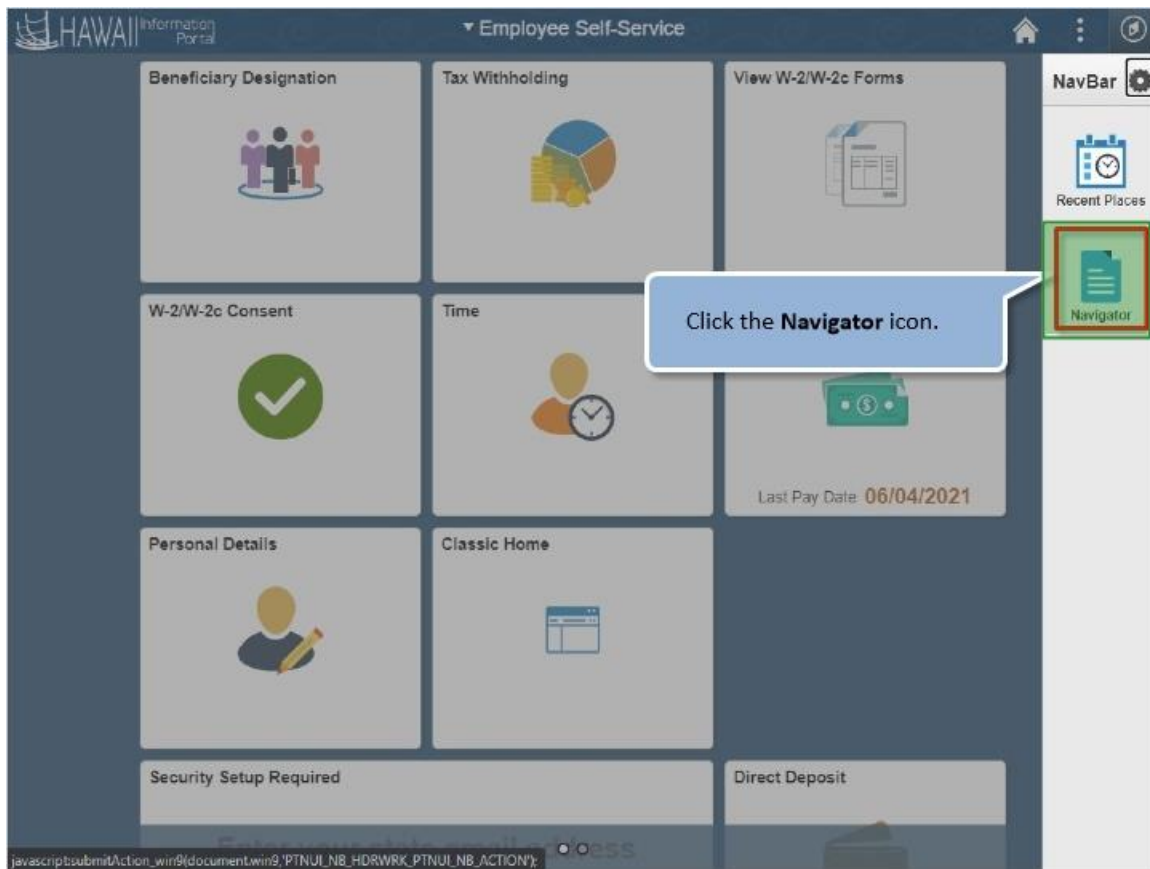
Helpful information including a list of available Time & Leave queries and suggested action may be referenced at <https://ags.hawaii.gov/hip/tl-reports-and-queries/>

For additional assistance with finding a query that you need please consult your Human Resources office.

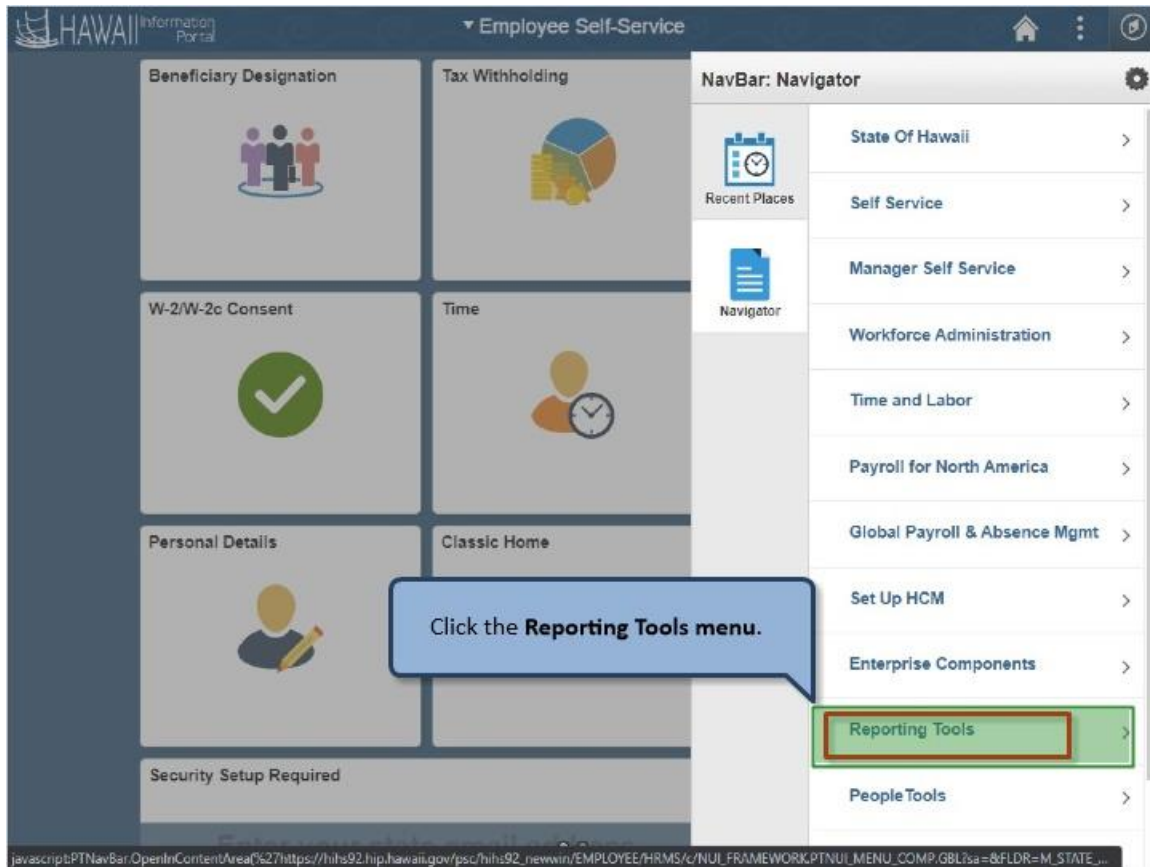


Begin by navigating to the **Query Viewer** page in the **Reporting Tools** module.

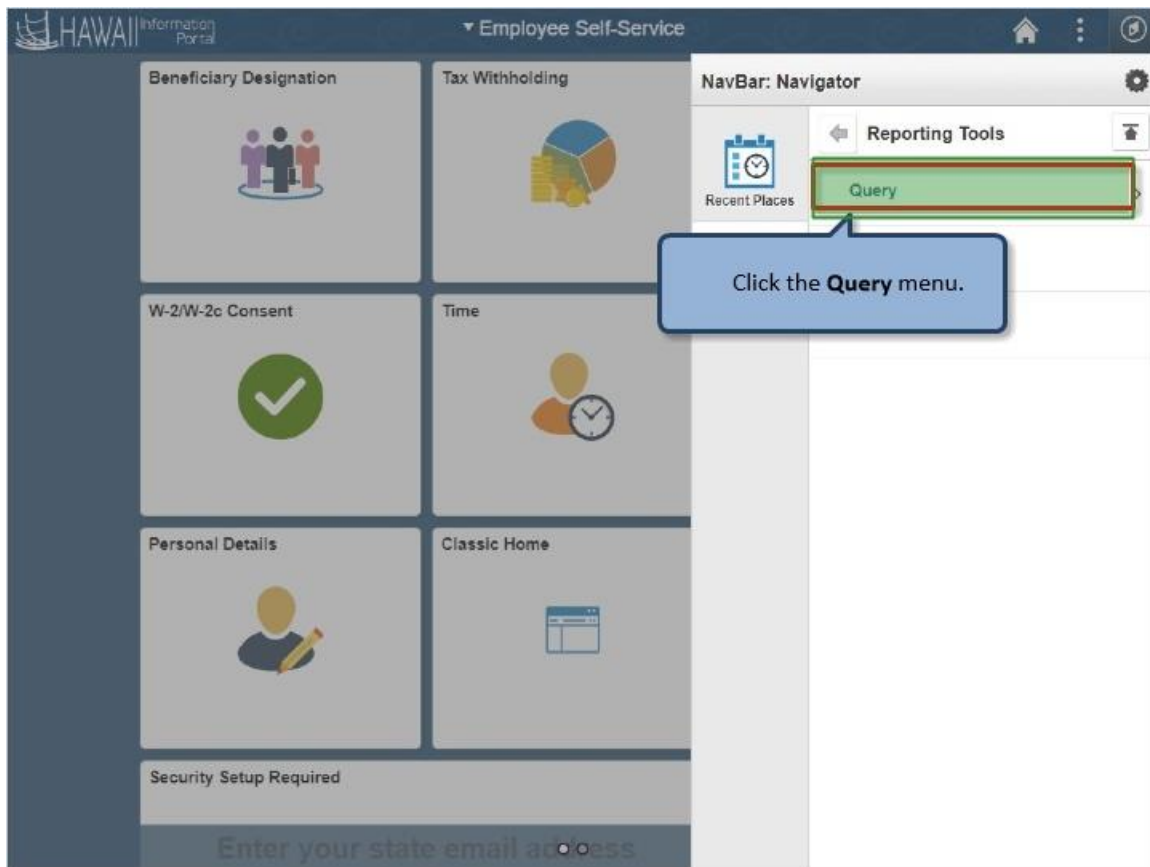
Click the **NavBar** icon.



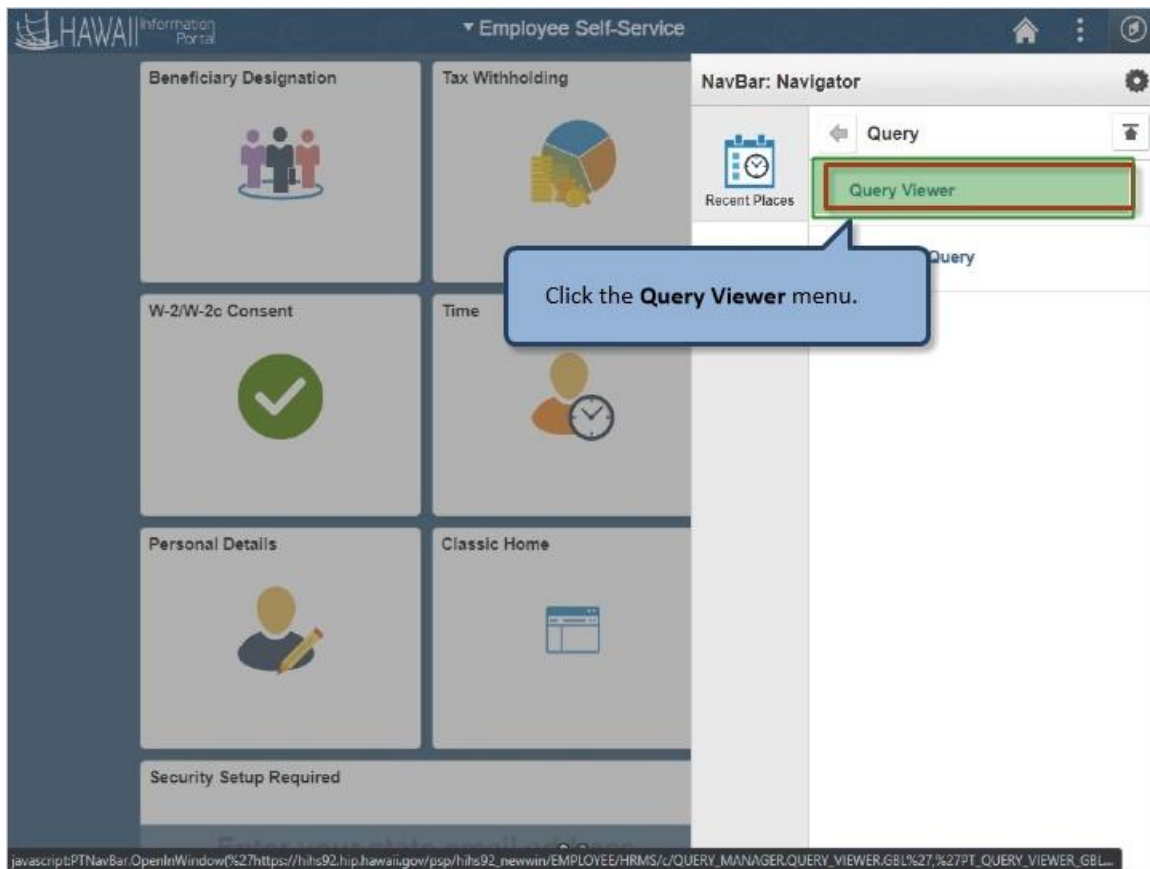
Click the **Navigation** icon.



Click the **Reporting Tools** menu.

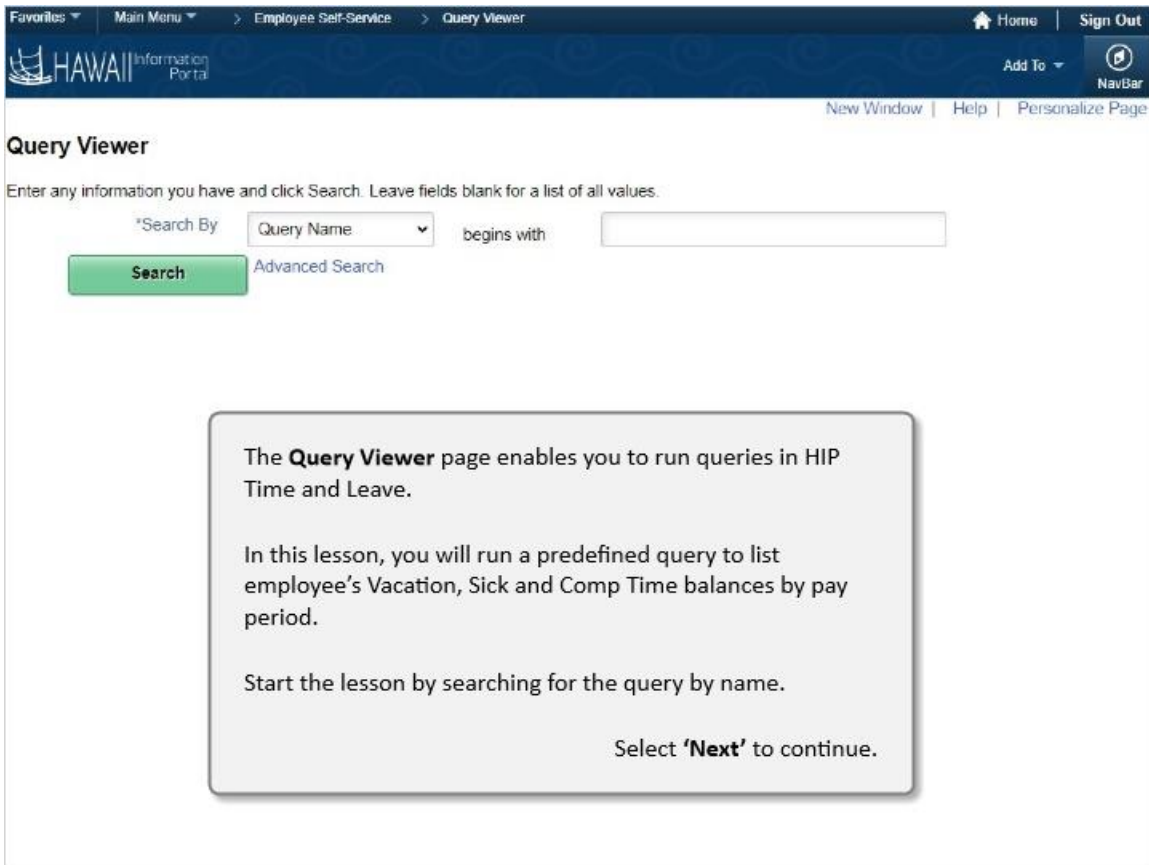


Click the **Query** menu.



Click the **Query Viewer** menu.

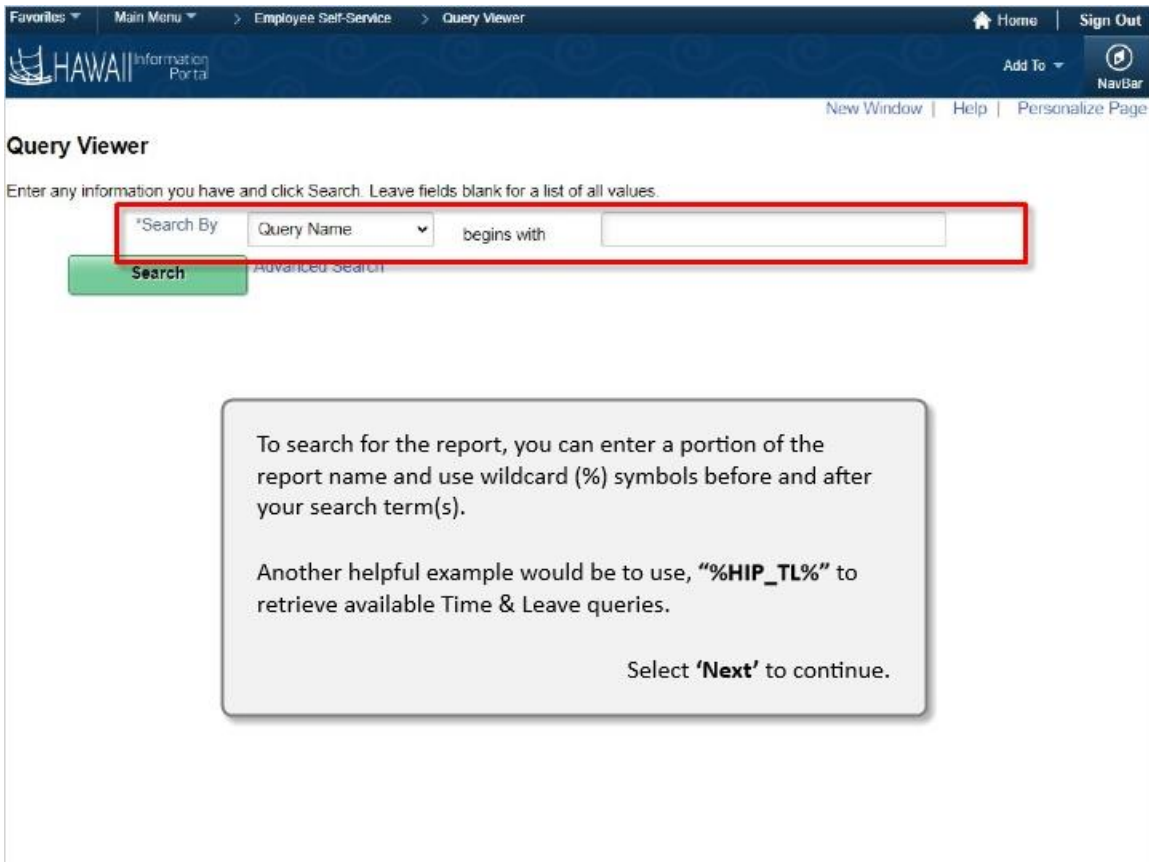




The **Query Viewer** page enables you to run standard or predefined reports in HIP Time and Leave.

In this lesson, you will run a predefined report to list employees' leave balances.

Start the lesson by searching for the query by name.



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By Query Name begins with

Search

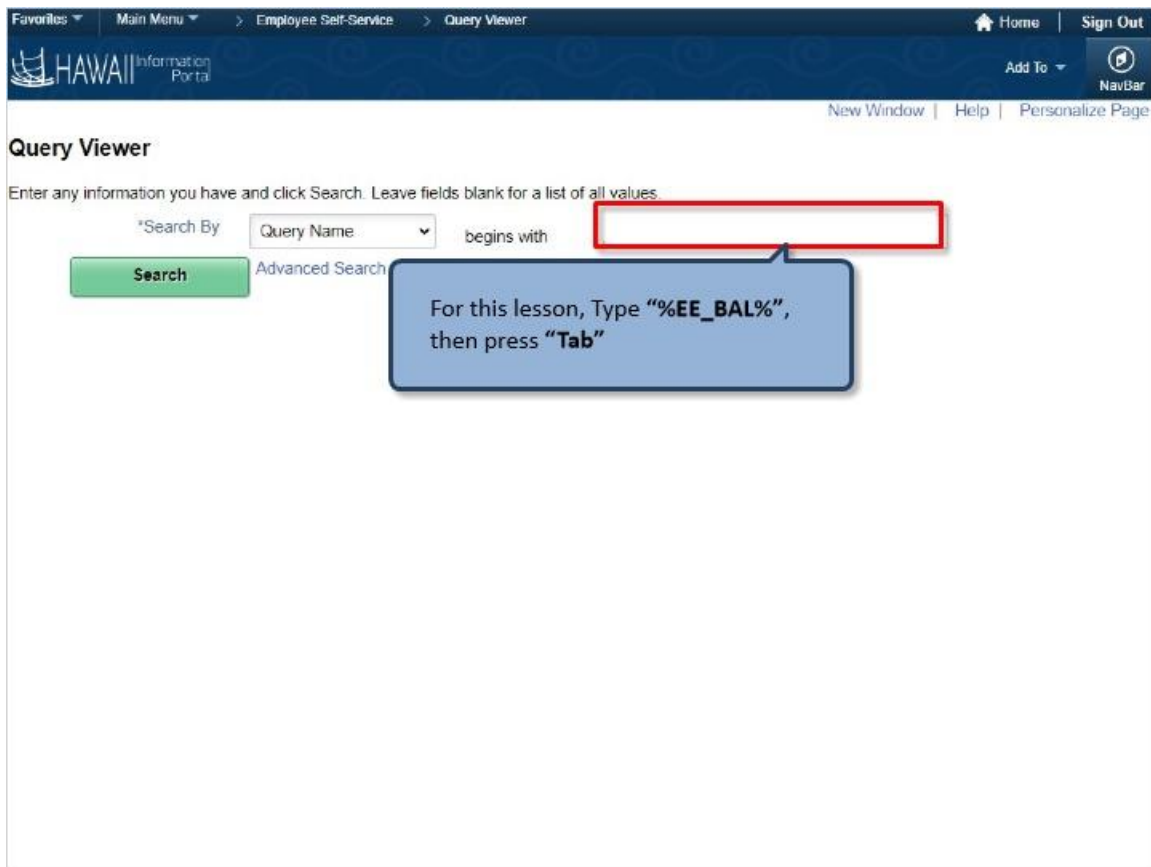
To search for the report, you can enter a portion of the report name and use wildcard (%) symbols before and after your search term(s).

Another helpful example would be to use, “%HIP\_TL%” to retrieve available Time & Leave queries.

Select ‘Next’ to continue.

To search for the report, you can enter a portion of the report name and use wildcard (%) symbols before and after your search term(s).

Another helpful example would be to use, “%HIP\_TL%” to retrieve available Time & Leave queries.



Query Viewer

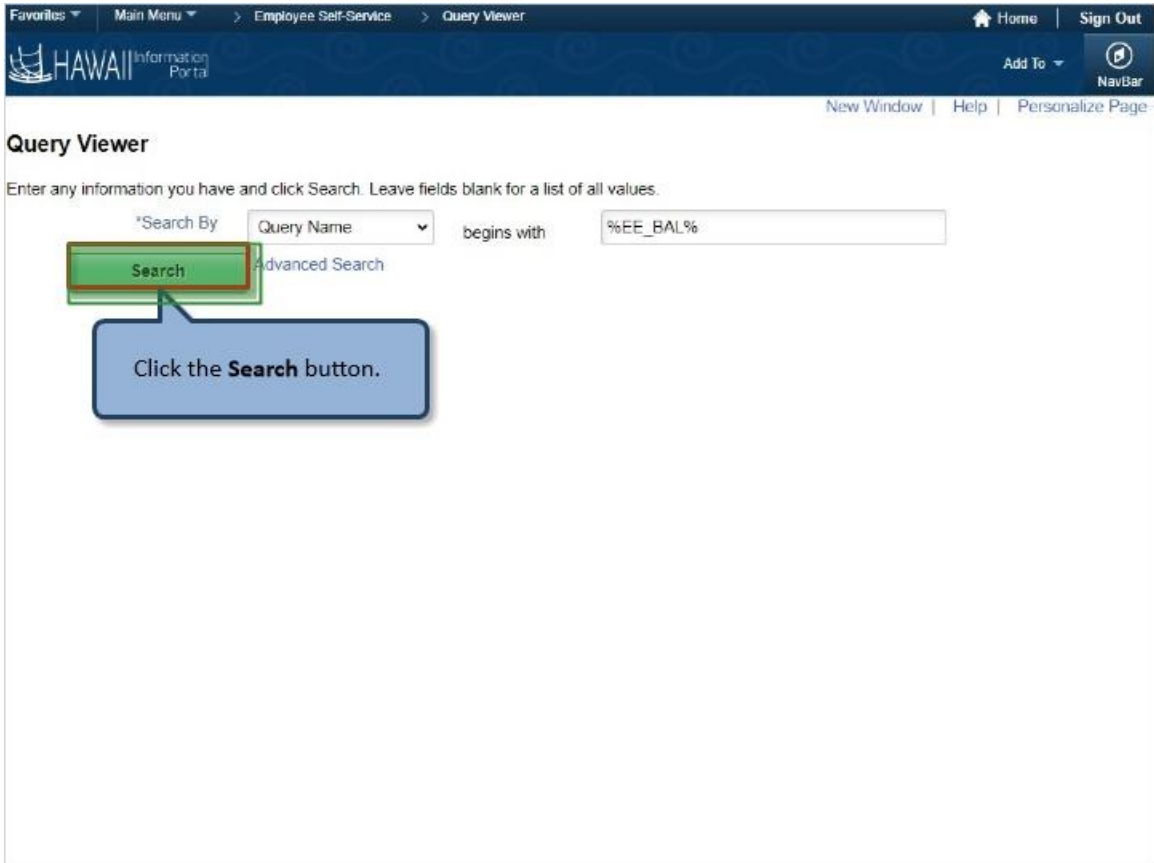
Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By Query Name begins with

Search Advanced Search

For this lesson, Type "%EE\_BAL%", then press "Tab"

For this lesson, Type "%EE\_BAL%", then press "Tab"



Query Viewer

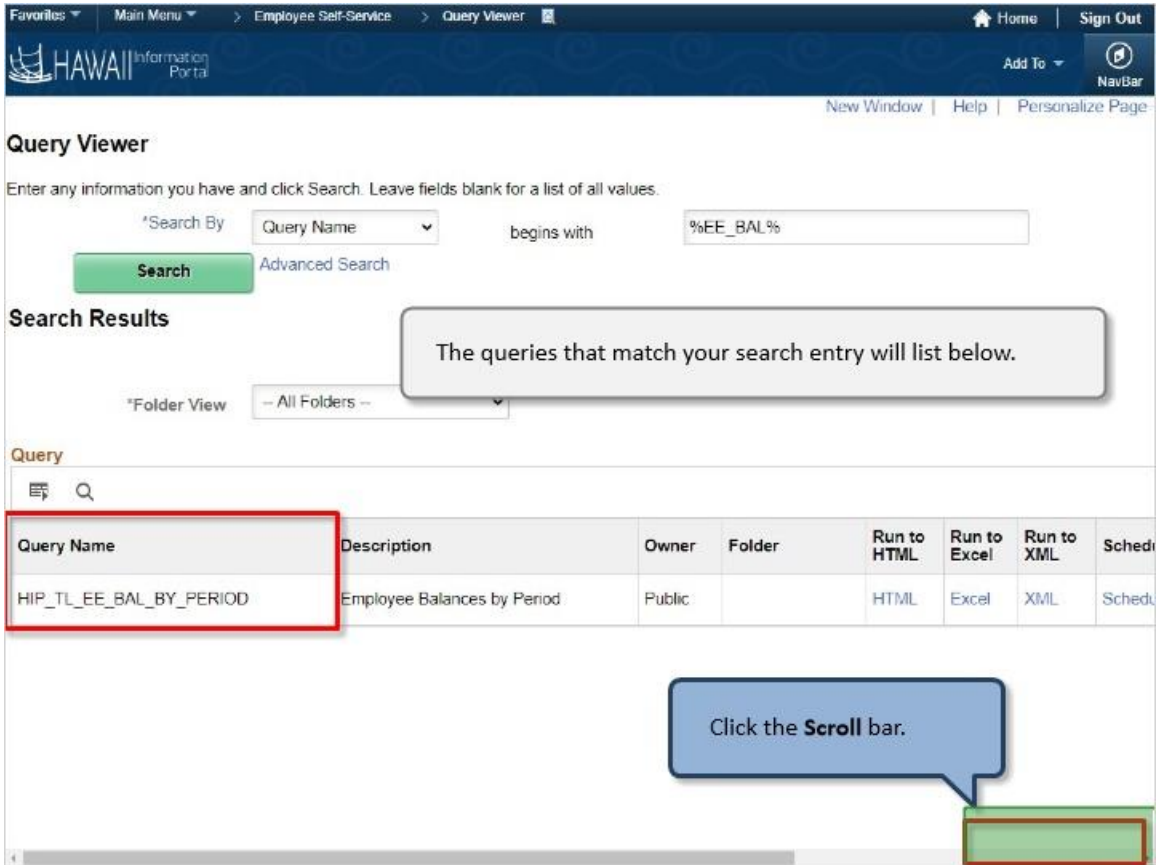
Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By Query Name begins with %EE\_BAL%

Search Advanced Search

Click the **Search** button.

Click the **Search** button.



**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By: Query Name begins with: %EE\_BAL%

**Search** Advanced Search

**Search Results**

\*Folder View: -- All Folders --

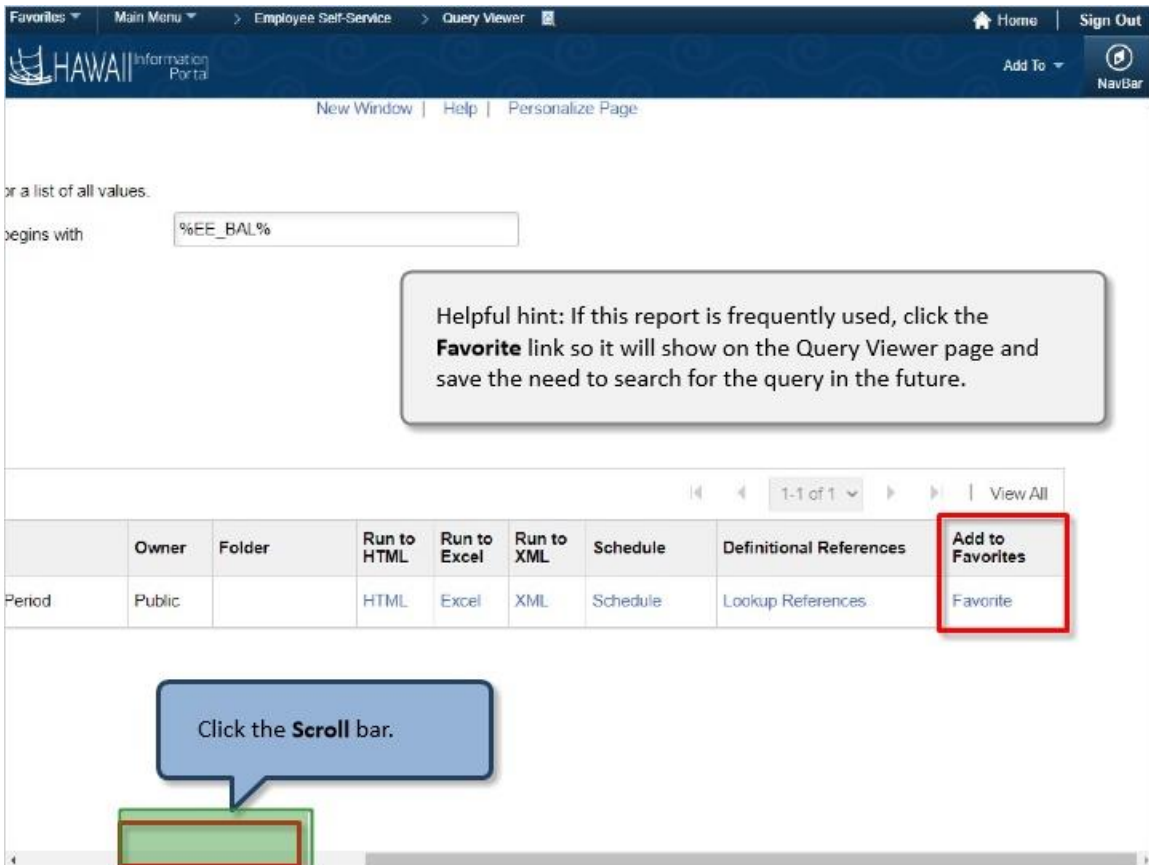
**Query**

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Scheduled
HIP_TL_EE_BAL_BY_PERIOD	Employee Balances by Period	Public		HTML	Excel	XML	Scheduled

Click the **Scroll** bar.

The predefined report(s) that match your search entry will list below.

Click the Scroll bar.



or a list of all values.

begins with

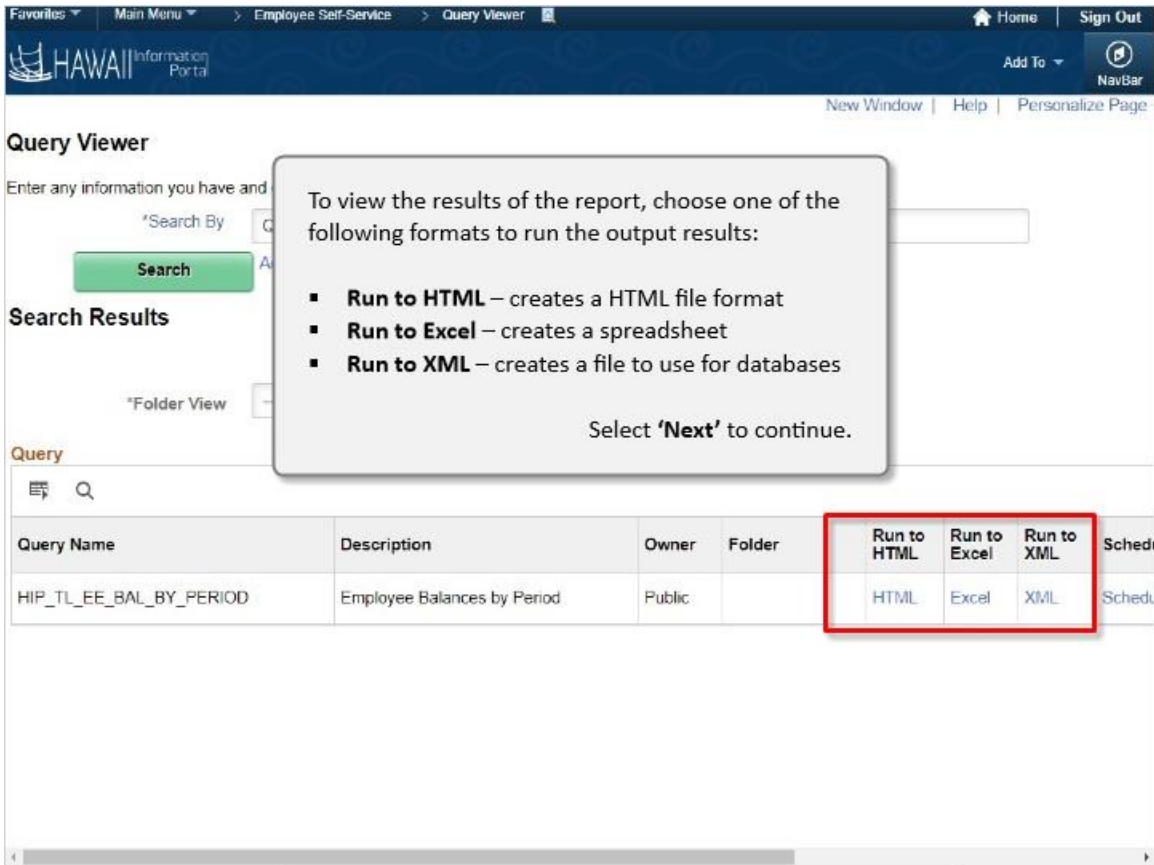
Helpful hint: If this report is frequently used, click the **Favorite** link so it will show on the Query Viewer page and save the need to search for the query in the future.

	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
Period	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Click the **Scroll** bar.

Helpful hint: If this report is frequently used, click the **Favorite** link so it will show on the Query Viewer page and save the need to search for the query in the future.

Click the Scroll bar



**Query Viewer**

Enter any information you have and

\*Search By

**Search**

**Search Results**

\*Folder View

**Query**

To view the results of the report, choose one of the following formats to run the output results:

- **Run to HTML** – creates a HTML file format
- **Run to Excel** – creates a spreadsheet
- **Run to XML** – creates a file to use for databases

Select '**Next**' to continue.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Sched
HIP_TL_EE_BAL_BY_PERIOD	Employee Balances by Period	Public		HTML	Excel	XML	Sched

To view the results of the report, choose one of the following formats to run the output results:

- **Run to HTML** - creates a HTML file format
- **Run to Excel** - creates a spreadsheet
- **Run to XML** - creates a file to use for databases



[Favorites](#) | [Main Menu](#) | [Employee Self-Service](#) | [Query Viewer](#) | [Home](#) | [Sign Out](#)

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

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

### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By:  begins with:

[Search](#) | [Advanced Search](#)

### Search Results

\*Folder View:





#### Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Sched
HIP_TL_EE_BAL_BY_PERIOD	Employee Balances by Period	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Sched</a>

Click the "Excel" link.

Click the "Excel" link.


HIP\_TL\_EE\_BAL\_BY\_PERIOD - Employee Balances by Period


Empl ID    
 Empl Record    
 From Date    
 To Date    
 View Results


Row	Empl ID	Rcd#	Name	Dept ID	Dept Description	Position	Union Cd	Abs Pay Group	Abs PRD Begin Dt	Abs PRD End Dt	Abs PRD Finalized	PRD Last Processed TS	PRD Sick Adj	PRD Sick Earn	PRD Sick Take	Sick Bal	PRD Vac Adj	PRD Vac Earn	PRD Vac Take	PRD Vac Don	Vac Bal	PRD State CT Earn	PRD State CT Take	State CT Bal	PRD Fed CT Earn	PRD Fed CT Take	Fed CT Bal	PRD Award CT Earn
<div style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: 80%;"> <p>The HIP_TL_EE_BAL_BY_PERIOD - Employee Balances by Period query opens. In order for the query to retrieve information, additional input is required in the fields above the 'View Results' button.</p> <p>Select 'Next' to continue.</p> </div>																												

The HIP\_TL\_EE\_BAL\_BY\_PERIOD – Employee Balances by Period query opens. In order for the query to retrieve information, additional input is required in the fields above the 'View Results' button.

### HIP\_TL\_EE\_BAL\_BY\_PERIOD - Employee Balances by Period

Empl ID  

Empl Record  

From Date  

To Date

[View Results](#)

Click the 'magnifying glass' icon.

For this example the Empl ID 000987654 has been input for you. You may also use the magnifying glass to lookup any Empl ID within your assigned security.

IMPORTANT: Selecting the correct Empl Record is key to retrieving the desired data. For this example we will click the magnifying glass to check for any other Empl Records.

Row	Empl ID	Rcd#	Name	Abs PRD Begin Dt	Abs PRD End Dt	Abs PRD Finalized	PRD Proc
-----	---------	------	------	------------------	----------------	-------------------	----------

For this example the Empl ID 000987654 has been input for you. You may also use the magnifying glass to look up any Empl ID within your assigned security.

IMPORTANT: Selecting the correct Empl Record is key to retrieving the desired data. For this example, we will click the magnifying glass to check for any other Empl Records.

**HIP\_TL\_EE\_BAL\_BY\_PERIOD - Employee Balances by Period**

Query

Search by:  =

Search Results

View 100 First 1 of 1 Last

Empl Record	Name	First Name	Last Name	Middle Name
0				


Confirm the Empl Record by clicking on the appropriate number in the 'Empl Record' column.


All Empl Records for this employee are displayed. For employees with more than one Empl Record it is important to select the desired Empl Record in order to receive the relevant query results.

All Empl Records for this employee are displayed. For employees with more than one Empl Record it is important to select the desired Empl Record in order to receive the relevant query results.

Confirm the Empl Record by clicking on the appropriate number in the '**Empl Record**' column.


### HIP\_TL\_EE\_BAL\_BY\_PERIOD - Employee Balances by Period

Empl ID  

Empl Record  

From Date

To Date




Click the 'calendar' icon.


[View Results](#)


Row	Empl ID	Rcd#	Name	Dept ID	Dept Description	Position	Posn Title	Union Cd	Abs Pay Group	Abs PRD Begin Dt	Abs PRD End Dt	Abs PRD Finalized	PR Pro
<p>The selected Empl Record is reflected in the Empl Record field. Next, set the date range for this query.</p>													

The selected Empl Record is reflected in the Empl Record field. Next, set the date range for this query.

### HIP\_TL\_EE\_BAL\_BY\_PERIOD - Employee Balances by Period

Empl ID  

Empl Record  

From Date  

To Date



[View Results](#)

Row	Empl ID	Rcd#	Name	Dept ID	Abs PRD Begin Dt	Abs PRD End Dt	Abs PRD Finalized	PRD Last Processed TS	PRD Sick Adj

Calendar

April 2021


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	21	22	23	24
25	26	27	28	29	30	


 Current Date 


Click the '16' in the month of April.

Click the '16' in the month of April.

### HIP\_TL\_EE\_BAL\_BY\_PERIOD - Employee Balances by Period

Empl ID  

Empl Record  

From Date  

To Date

Click the '**calendar**' icon.


Row	Empl ID	Rcd#	Name	Dept ID	Dept Description	Position	Posn Title	Union Cd	Pay Group	Abs PRD Begin Dt	Abs PRD End Dt	Abs PRD Finalized	PRD Last Processed TS	PRD Sick Adj
<p>The selected From Date is populated. Next, set the To date for this query.</p>														


The selected From Date is populated. Next, set the To Date for this query.


Click the '**Open**' button.




**HIP\_TL\_EE\_BAL\_BY\_PERIOD - Employee Balances by Period**

Empl ID  

Empl Record  

From Date  

To Date  



[View Results](#)

Row	Empl ID	Rcd#	Name	Dept ID	Abs PRD Begin Dt	Abs PRD End Dt	Abs PRD Finalized	PRD Last Processed TS	PRD Sick Adj

**Calendar**

April 2021


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	21	22	23	24
25	26	27	28	29	30	


 Current Date 


Click the '30' in the month of April.


Click the "30" in the month of April.

### HIP\_TL\_EE\_BAL\_BY\_PERIOD - Employee Balances by Period


Empl ID  

Empl Record  

From Date  

To Date  

**View Results**



Click the **'View Results'** button.

Row	Empl ID	Rcd#	Name	Union Cd	Abs Pay Group	Abs PRD Begin Dt	Abs PRD End Dt	Abs PRD Finalized	PRD Last Processed TS	PRD Sick Adj
-----	---------	------	------	----------	---------------	------------------	----------------	-------------------	-----------------------	--------------

Click the 'View Results' button.

HIP\_TL\_EE\_BAL\_BY\_PERIOD - Employee Balances by Period

Empl ID: 00987654  
 Empl Record: 0  
 From Date: 04/16/2021  
 To Date: 04/30/2021  
[View Results](#)

Row	Empl ID	Rcd#	Name	Dept ID	Dept Description	Position	Posn Title	Unem Cd	Abs Pay Group	Abs PRD Begin Dt	Abs PRD End Dt	Abs PRD Finalized	PRD Last Processed TS	PRD Sick Adj	PRD Sick Earn	PRD Sick Take	Sick Bal	PRD Vac Adj	PRD Vac Earn	PRD Vac Take	PRD Vac Don	Vac Bal	PRD State CT Earn	PRD State CT Take	State CT Bal	PRD Fed CT Earn	PRD Fed CT Take	Fed CT Bal	PRD Award CT Earn
-----	---------	------	------	---------	------------------	----------	------------	---------	---------------	------------------	----------------	-------------------	-----------------------	--------------	---------------	---------------	----------	-------------	--------------	--------------	-------------	---------	-------------------	-------------------	--------------	-----------------	-----------------	------------	-------------------

The query is run and depending on the browser you may be prompted to save the results. For this example we used Google Chrome browser and the results automatically downloaded.

Double click the downloaded query results to open it in excel.

HIP\_TL\_EE\_BAL\_BY\_...xls

The query is run and depending on the browser you may be prompted to use the results. For this example we used Google Chrome browser and the results automatically downloaded.

Double click the 'downloaded query results to open it in excel.

Abs PRD Begin Dt	Abs PRD End Dt	Abs PRD Finalized	PRD Last Processed TS	PRD Sick Adj	PRD Sick Earn	PRD Sick Take
4/16/2021	4/30/2021	Y	4/22/2021 2:35	0.000	14.000	0.000

The excel file opens and for this example navigation has already been performed to view column J and some of the example data returned.

The available query data will display when you run this report in HIP and you will have access to the full query results. Remember to bookmark <https://ags.hawaii.gov/hip/tl-reports-and-queries/> for helpful information about reviewing query results.

Select 'Next' to continue.

The excel file opens and for this example navigation has already been preformed to view column J and some of the example data returned.

The available query data will display when you run this report in HIP and you will have access to the full query results. Remember to bookmark <https://ags.hawaii.gov/hip/tl-reports-nd-queries/> for helpful information about reviewing query results.



***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 supporting a supervisor who has four direct reports. You want to view their payable time for the selected month (May 2021) and you also want to see if either of them has any leave or overtime planned for the third week of May 2021.

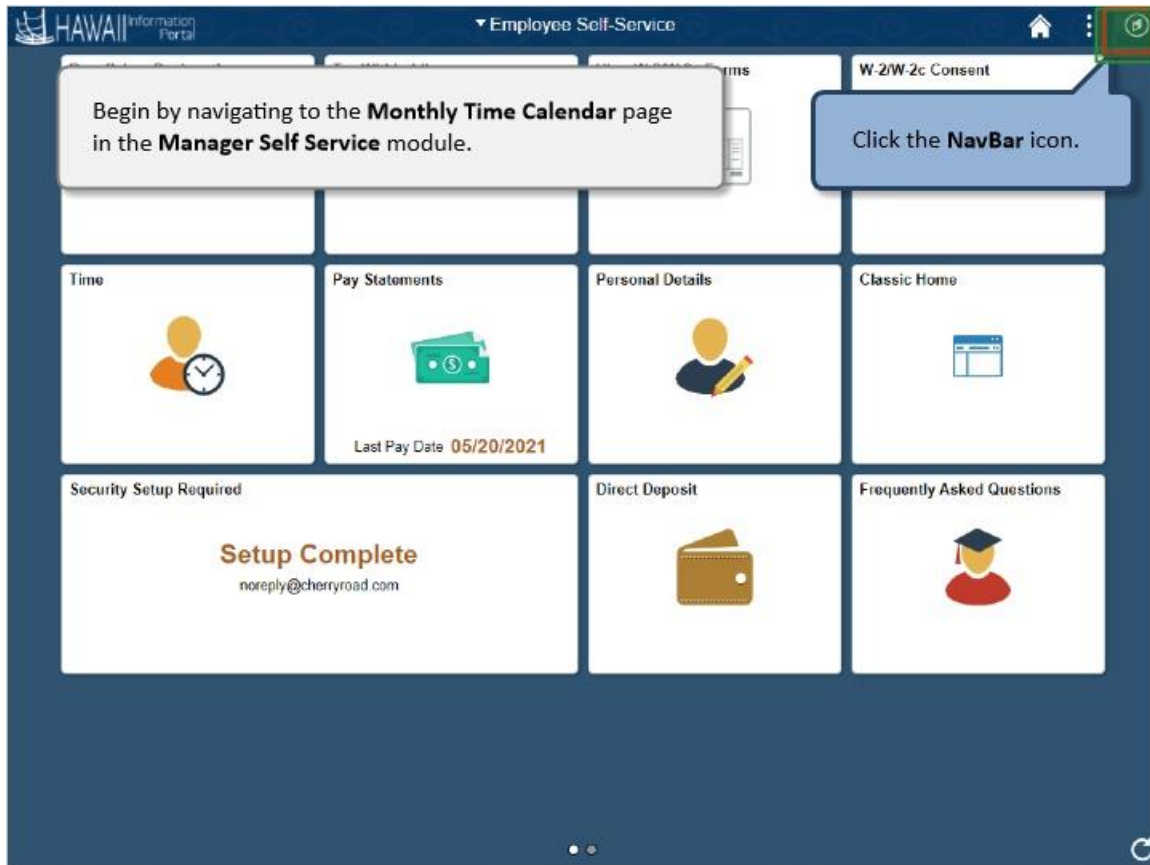
Select '**Next**' to continue.



### ***Lesson Scenario***

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

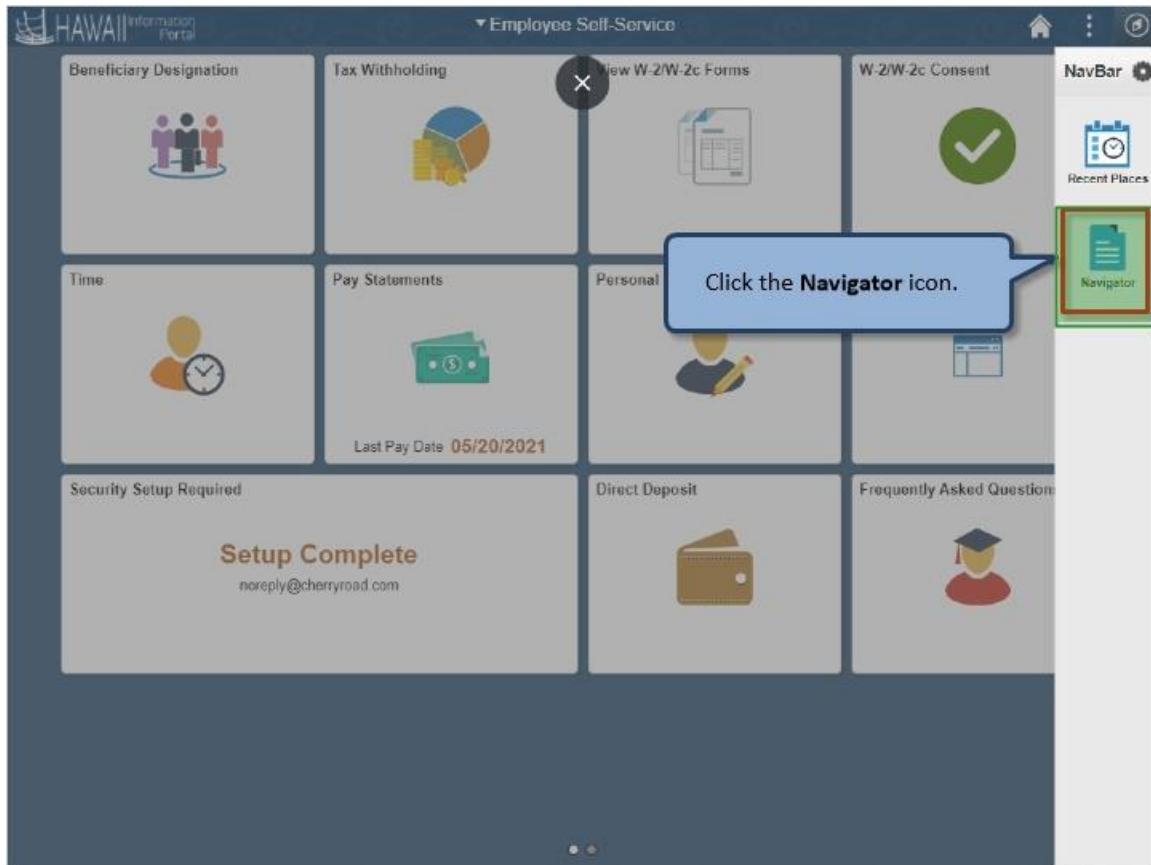
You are supporting a supervisor who has four direct reports. You want to view their payable time for the current month (May 2021) and you also want to see if either of them has any leave or overtime planned for the third week of May 2021.



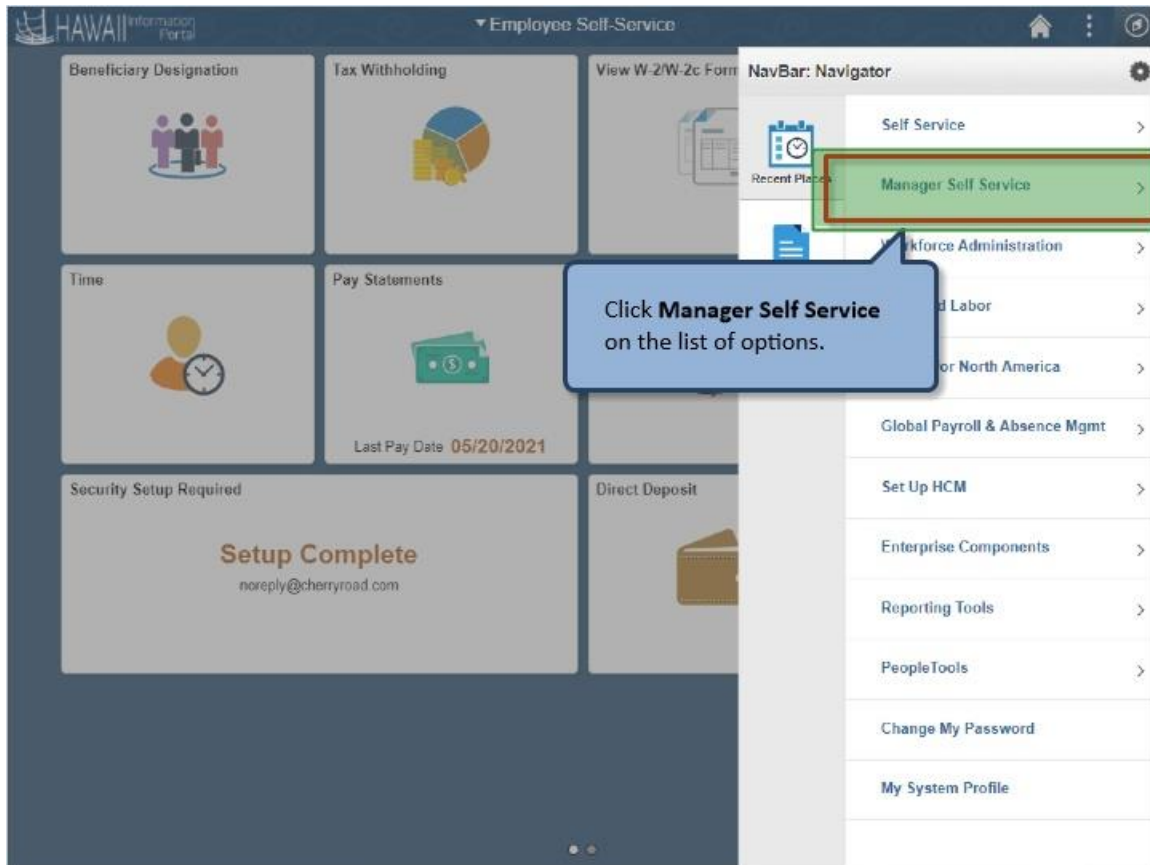
Begin by navigating to the Monthly Time Calendar page in the Manager Self Service module.

Click the NavBar icon.

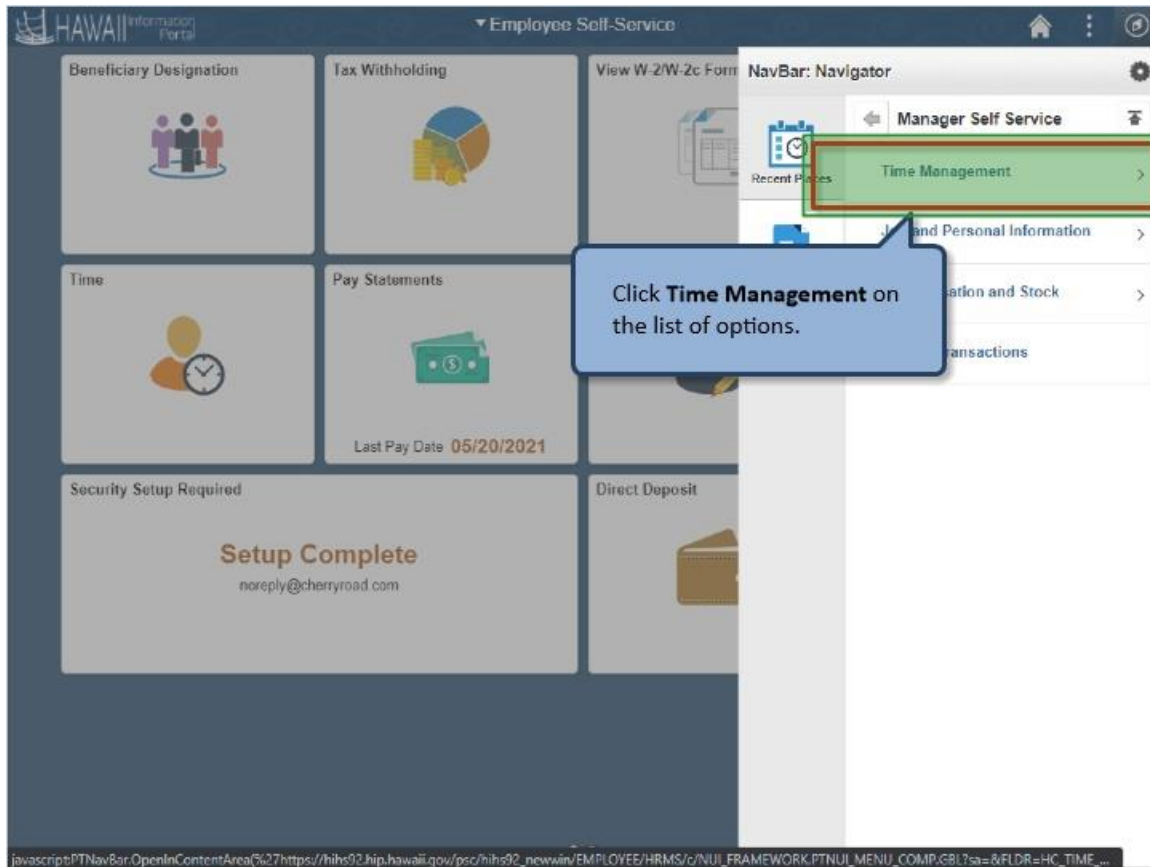




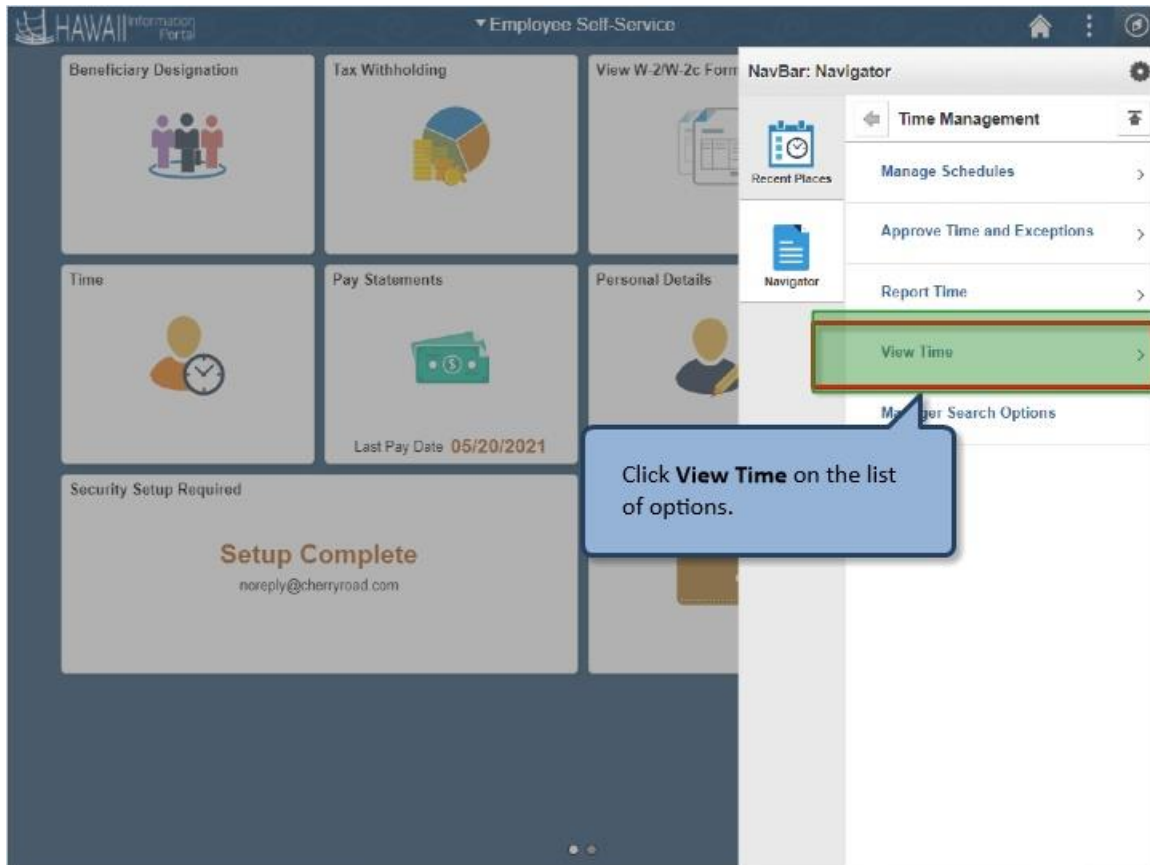
Click the Navigator icon.



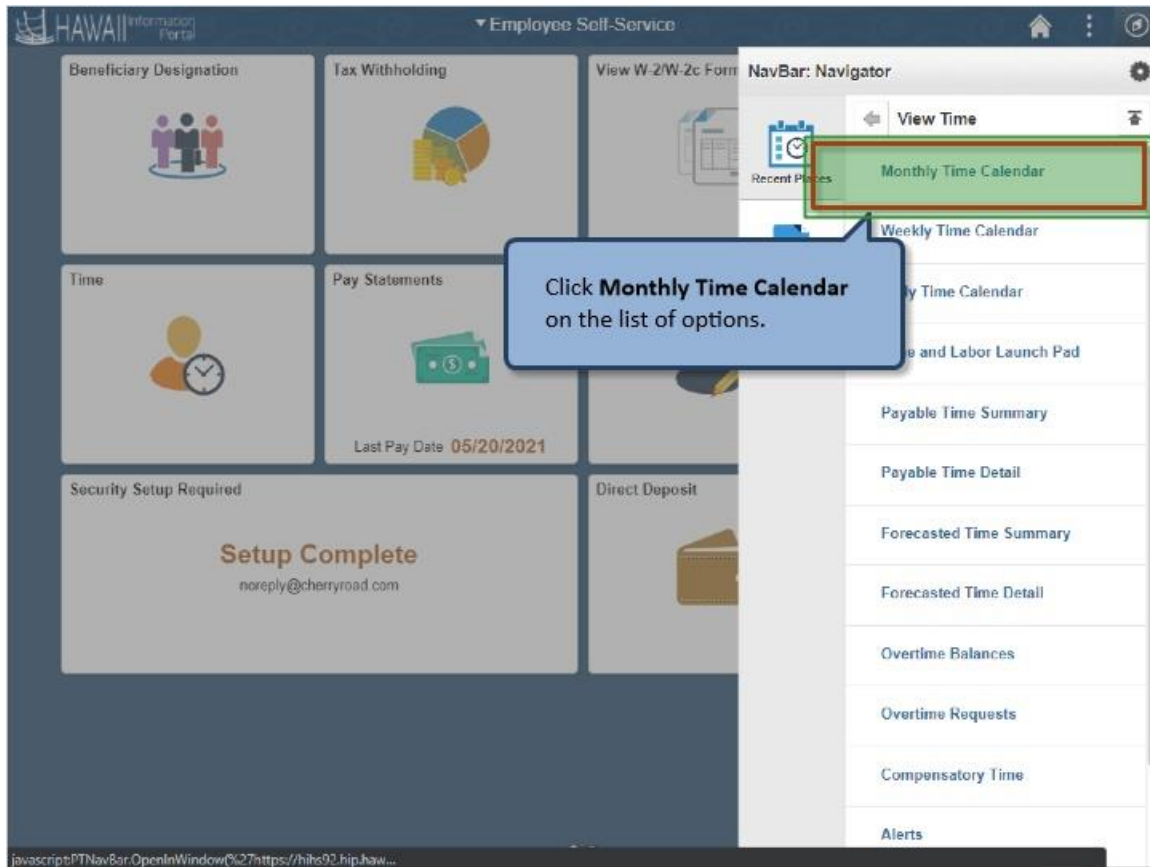
Click Manager Self Service on the list of options.



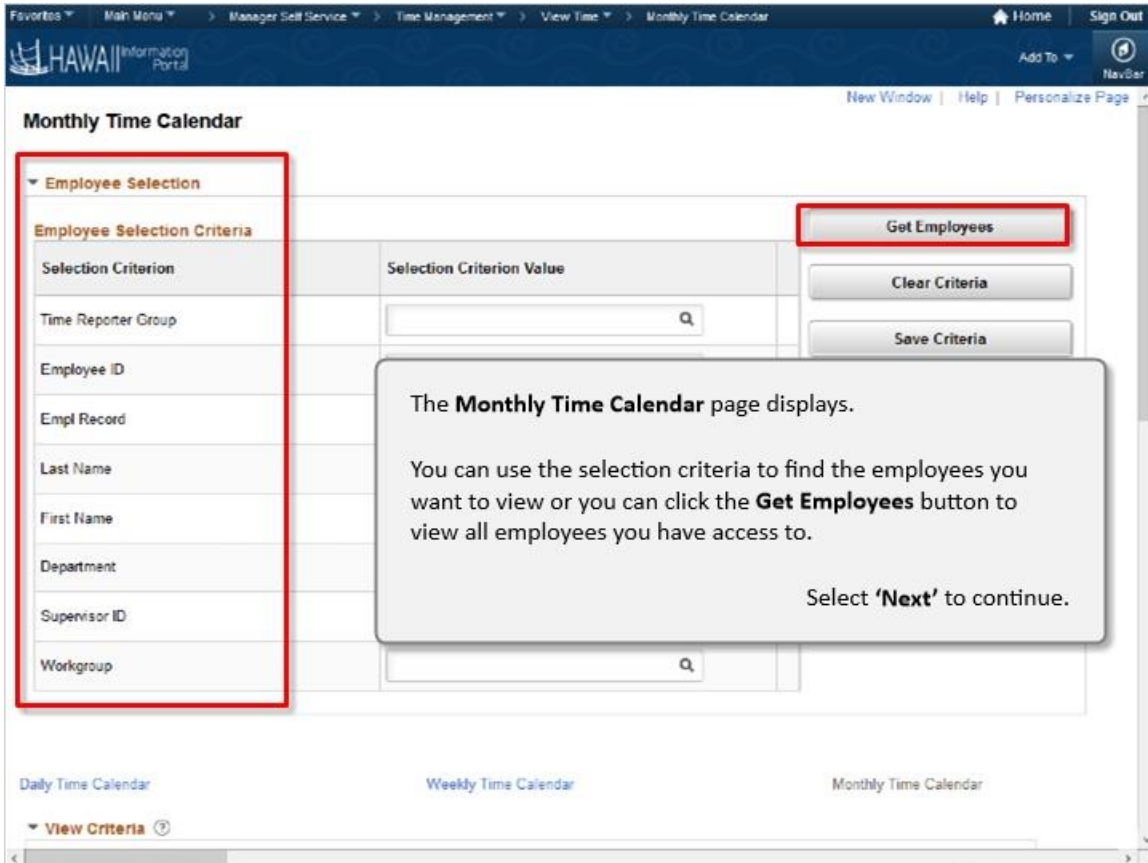
Click Time Management on the list of options.



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

Save 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 employees you have access to.

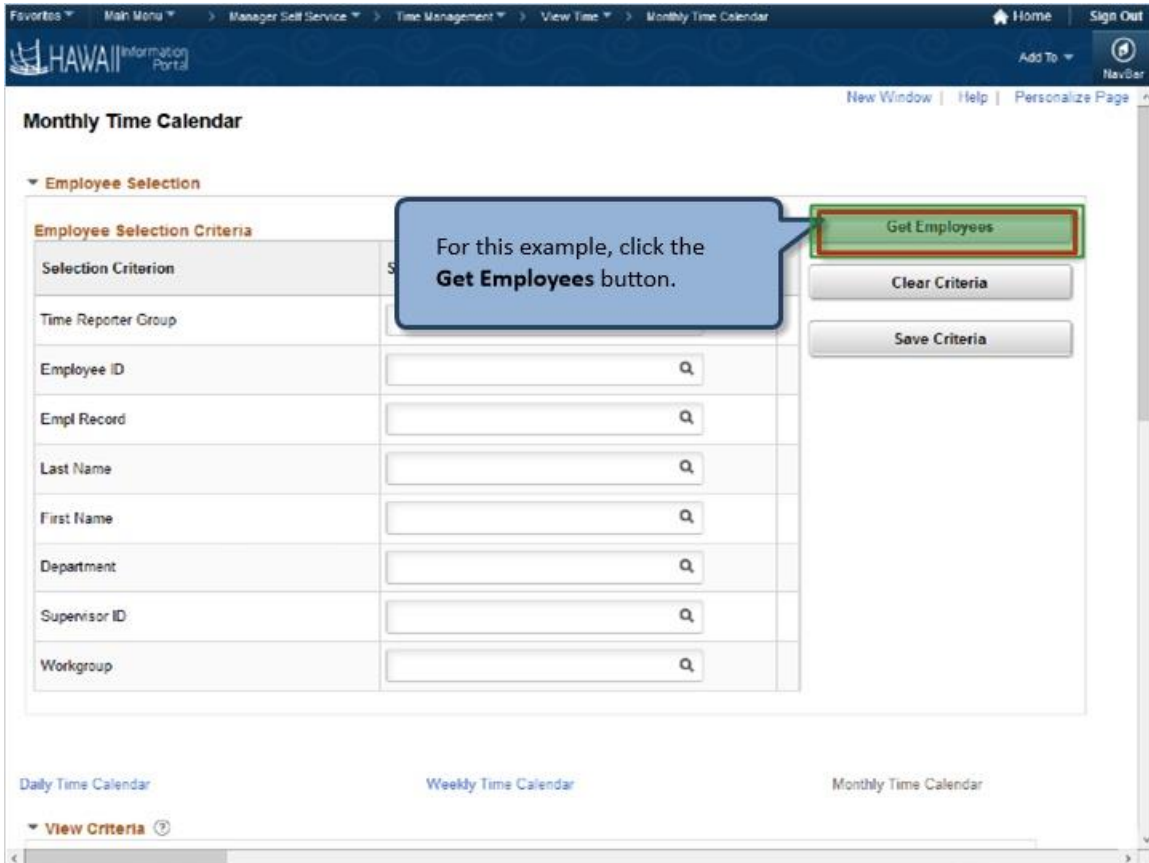
Select '**Next**' to continue.

Daily Time Calendar Weekly Time Calendar Monthly Time Calendar

View 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 employees you have access to.



The screenshot shows the 'Monthly Time Calendar' page in the HAWAII Information Portal. The page has a dark blue header with navigation links: Favorites, Main Menu, Manager Self Service, Time Management, View Time, and Monthly Time Calendar. On the right of the header are links for Home, Sign Out, Add To, and a Navigator icon. Below the header, there are links for 'New Window', 'Help', and 'Personalize Page'. The main content area is titled 'Monthly Time Calendar' and contains an 'Employee Selection' section. This section includes a table for 'Employee Selection Criteria' with rows for Selection Criterion, Time Reporter Group, Employee ID, Empl Record, Last Name, First Name, Department, Supervisor ID, and Workgroup. Each row has a search icon. To the right of the table are three buttons: 'Get Employees' (highlighted with a green border), 'Clear Criteria', and 'Save Criteria'. A blue callout box with a pointer to the 'Get Employees' button contains the text: 'For this example, click the Get Employees button.'

Monthly Time Calendar

Employee Selection

Employee Selection Criteria

Selection Criterion	
Time Reporter Group	
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

Daily Time Calendar Weekly Time Calendar Monthly Time Calendar

View Criteria

For this example, click the Get Employees button.



[Favorites](#) | [Main Menu](#) | [Manager Self Service](#) | [Time Management](#) | [View Time](#) | [Monthly Time Calendar](#)

[Home](#) | [Sign Out](#) | [Add To](#) | [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"/> <input type="button" value="Q"/>
Employee ID	<input type="text"/> <input type="button" value="Q"/>
Empl Record	<input type="text"/> <input type="button" value="Q"/>
Last Name	<input type="text"/> <input type="button" value="Q"/>
First Name	<input type="text"/> <input type="button" value="Q"/>
Department	<input type="text"/> <input type="button" value="Q"/>
Supervisor ID	<input type="text"/> <input type="button" value="Q"/>
Workgroup	<input type="text"/> <input type="button" value="Q"/>

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

▼ View Criteria ?

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

Click below the scroll bar to move down the page.

[Favorites](#)
[Main Menu](#)
[Manager Self Service](#)
[Time Management](#)
[View Time](#)
[Monthly Time Calendar](#)
[Home](#)
[Sign Out](#)

## Monthly Time Calendar

Employee Selection

[Daily Time Calendar](#)

**View Criteria** ?

Month: 05 - May
 Previous Month
 Next Month

Year: 2021

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](#)

**Monthly Time Calendar** ?

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01	Sun. 02
Doe	Jon	00163649		16.00	-	-

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 May 2021.

Monthly Time Calendar

Employee Selection

Daily Time Calendar

View Criteria

Month: 05 - May

Year: 2021

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	Sun. 02
Doe	Jon	00163649		16.00	-	-

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

Monthly Time Calendar

Employee Selection

Daily Time Calendar

View Criteria

Month: 05 - May Previous Month Next Month

Year: 2021

Start Time: End Time:

Reported or Payable Hours

☒ Reported Hours

☐ Payable Hours

Display Options

☐ Show Symbols

☐ Show Tr

☒ Show Absences

☒ Show Exceptions

Refresh View

Monthly Time Calendar

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01	Sun. 02
Doe	Jon	00163649		16.00	-	-

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

Click the **Payable Hours** radio button.

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

Click the **Payable Hours** radio button.

Monthly Time Calendar

Employee Selection

Daily Time Calendar

View Criteria

Month: 05 - May  
Year: 2021  
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 the **Refresh View** button.

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01	Sun. 02
Doe	Jon	00163649		16.00	-	-

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

Click the **Refresh View** button.

Monthly Time Calendar

Employee Selection

Daily Time Calendar

View Criteria

Month: 05 - May  
Year: 2021  
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

Monthly Time Calendar

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01	Sun. 02
Doe	Jon	00163649		16.00	-	-

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

Click below the scroll bar to move down the page.






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

Click below the scroll bar to move down the page.

The **Monthly Time Calendar** displays for employees you have access to. You may need to scroll to the right to see the payable hours they worked in May.

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01	Sun. 02
Doe	Jon	00163649		16.00	-	-
Doe	Jill	00069170		110.50	-	-
Doe	Josh	00166245		16.00	-	-
Doe	Judy	00079741		16.00	-	-

**Legend**

	Approved Absence		Requested Absence		Approved Overtime
	Exceptions		Default Reported/Payable Time		

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


Select **'Next'** to continue.

The Monthly Time Calendar displays for employees you have access to. You may need to scroll to the right to see the payable hours they worked in May.

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









[Favorites](#) | [Main Menu](#) | [Manager Self Service](#) | [Time Management](#) | [View Time](#) | [Monthly Time Calendar](#)
[Home](#) | [Sign Out](#)


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

### Monthly Time Calendar <sup>?</sup>

Last Name	First Name	Employee ID	Job Title	Total	Sat. 01	Sun. 02
Doe	Jon	00163649		16.00	-	-
Doe	Jill	00069170		110.50	-	-
Doe	Josh	00166245		16.00	-	-
Doe	Judy	00079741		16.00	-	-

### Legend

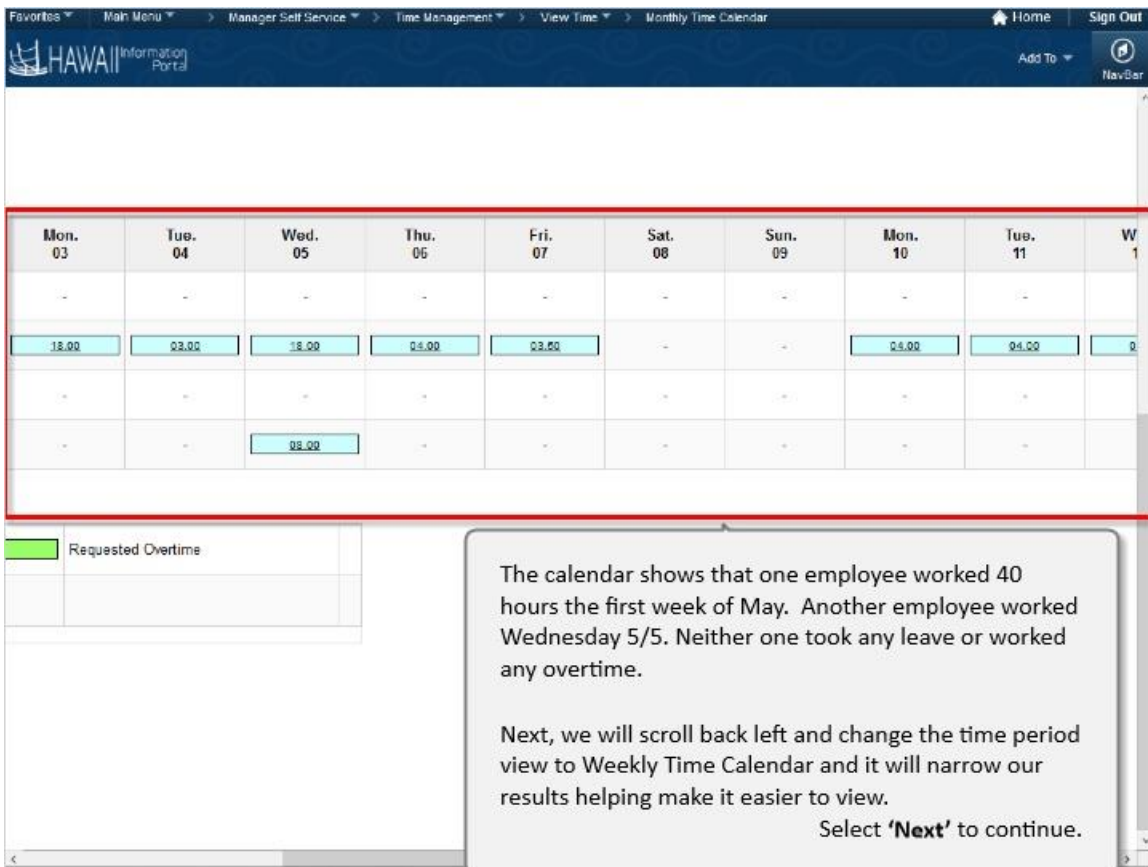
	Approved Absence		Requested Absence		Approved Overtime	
	Exceptions		Default Reported/Payable Time			

[Links](#)

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

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

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



[Favorites](#) > [Main Menu](#) > [Manager Self Service](#) > [Time Management](#) > [View Time](#) > [Monthly Time Calendar](#)

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

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

Mon. 03	Tue. 04	Wed. 05	Thu. 06	Fri. 07	Sat. 08	Sun. 09	Mon. 10	Tue. 11	W 12
18.00	03.00	18.00	05.00	03.00	-	-	05.00	04.00	0
-	-	-	-	-	-	-	-	-	-
-	-	05.00	-	-	-	-	-	-	-

☒ Requested Overtime

The calendar shows that one employee worked 40 hours the first week of May. Another employee worked Wednesday 5/5. Neither one took any leave or worked any overtime.

Next, we will scroll back left and change the time period view to Weekly Time Calendar and it will narrow our results helping make it easier to view.

Select **'Next'** to continue.

The calendar shows that both employees worked 40 hours the first week of May. Another employee worked Wednesday 5/5. Neither on took any leave or worked any overtime.

Next, we will scroll back left and change the time period view to Weekly Time Calendar and it will narrow our results helping make it easier to view.

Monthly Time Calendar

Employee Selection

Daily Time Calendar

Weekly Time Calendar

Monthly Time Calendar

View Criteria

Month: 05 - May

Year: 2021

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	Sun. 02
Doe	Jon	00163649		16.00	-	-

Click the '**Weekly Time Calendar**' link.

[Favorites](#) | [Main Menu](#) | [Manager Self Service](#) | [Time Management](#) | [View Time](#) | [Monthly Time Calendar](#) | [Weekly Time Calendar](#) | [Home](#) | [Sign Out](#)

[Add To](#) | [NavBar](#) | [Help](#) | [Personalize Page](#)

## Weekly Time Calendar

Employee Selection

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

**View Criteria** ⓘ

Week of  [Previous Week](#) [Next Week](#)

Start Time

End Time

**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](#)

**Weekly Time Calendar** ⓘ

Last Name	First Name	Employee ID	Job Title	Exceptions	Total	
						04/2

Note: The Weekly Time Calendar link changes color and the View Criteria reverts to the screen's defaults. We need to reselect our options.

Weekly Time Calendar

Employee Selection

Daily Time Calendar Weekly Time Calendar Monthly Time Calendar

View Criteria ?

Week of 04/26/2021 Previous Week Next Week

Start Time End Time

Reported or Payable Hours

Reported Hours Payable Hours

Display Options ?

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

Refresh View

Weekly Time Calendar ?

Last Name	First Name	Employee ID	Job Title	Exceptions	Total	04/2

Re-select the **'Payable Hours'** radio bubble.

Weekly Time Calendar

Employee Selection

Daily Time Calendar Weekly Time Calendar Monthly Time Calendar

View Criteria

Week of 04/26/2021 Previous Week Next Week

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

Weekly Time Calendar

Last Name	First Name	Employee	ations	Total	04/2

Confirm your Display Options are what you want to see and then click the 'Refresh View' button.

Confirm your Display Options are what you want to see and then click the 'Refresh View' button.

Weekly Time Calendar

Employee Selection

Daily Time Calendar

View Criteria

Week of 05/03/2021 Previous Week Next Week

Start Time

End Time

Display Options

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

Weekly Time Calendar

Last Name	First Name	Employee ID	Job Title	Total	Mon. 05/03/2021
Doe	Jon	00163649		-	-

In this example, you want to view payable hours for a future week.

Click the **'Next Week'** link.



Weekly Time Calendar

Employee Selection

Daily Time Calendar

View Criteria

Week of 05/10/2021 Previous Week Next Week

Start Time

End Time

Display Options

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

Weekly Time Calendar

Last Name	First Name	Employee ID	Job Title	Exceptions	Total	05/
Doe	Jon	00163649			-	

Note the date change to 5/10/2021, we will go one more week forward for this example.

Click the **Next Week** link.

Weekly Time Calendar

Employee Selection

Daily Time Calendar

View Criteria ?

Week of 05/17/2021 Previous Week Next Week

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

Weekly Time Calendar ?

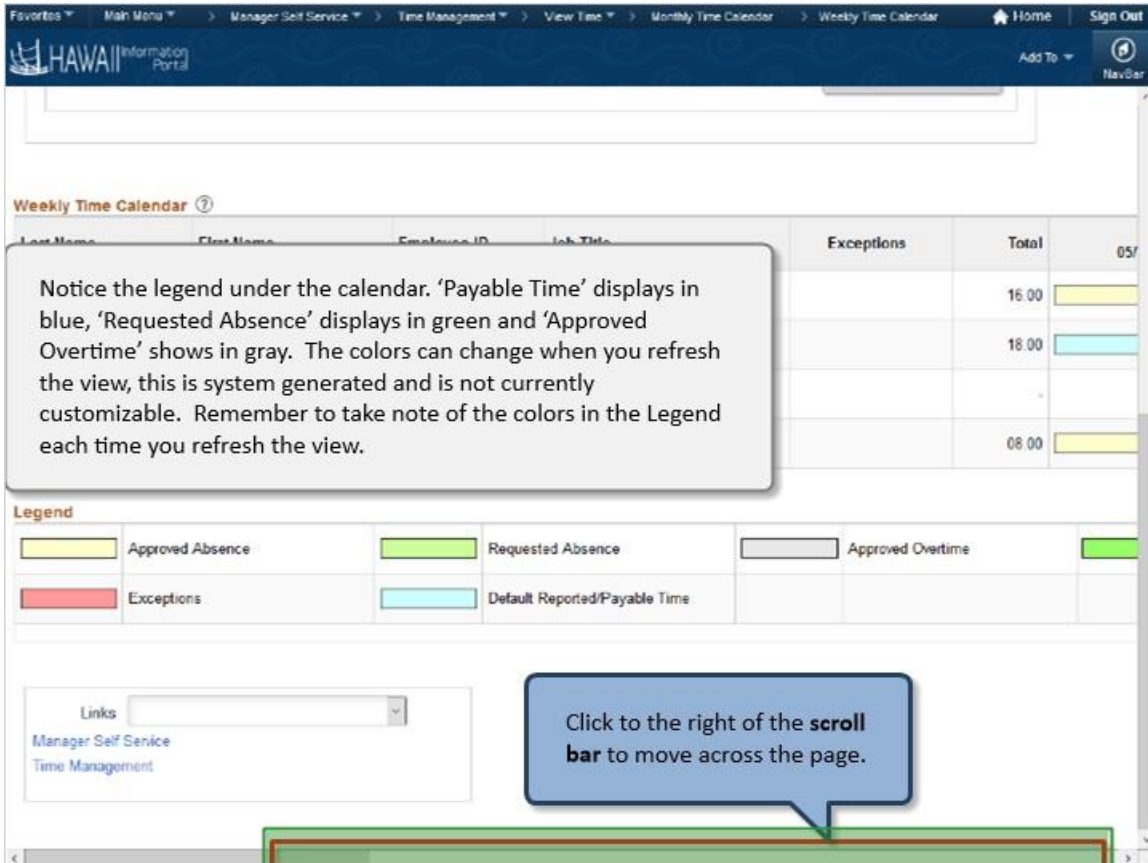
Last Name	First Name	Employee ID	Job Title	Exceptions	Total	05/
Doe	Jon	00163649			16.00	

Note the date change to 5/17/2021, this is the period we want to view for this example.

Click below the scroll bar to view the employees.

Note the date change to 5/17/2021, this is the period we want to view for this example.

Click below the scroll bar to view the employees.



Weekly Time Calendar

Last Name	First Name	Employee ID	Job Title	Exceptions	Total	05/
					16.00	
					18.00	
					08.00	

Legend

Approved Absence	Requested Absence	Approved Overtime
Exceptions	Default Reported/Payable Time	

Links


- Manager Self Service
- Time Management

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

Notice the legend under the calendar. 'Payable Time' displays in blue. 'Requested Absence' displays in green and 'Approved Overtime' show in gray. The colors can change when you refresh the view, this is system generated and is not currently customizable. Remember to take note of the colors in the Legend each time you refresh the view.

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

[Favorites](#) | [Main Menu](#) | [Manager Self Service](#) | [Time Management](#) | [View Time](#) | [Monthly Time Calendar](#) | [Weekly Time Calendar](#) | [Home](#) | [Sign Out](#)


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

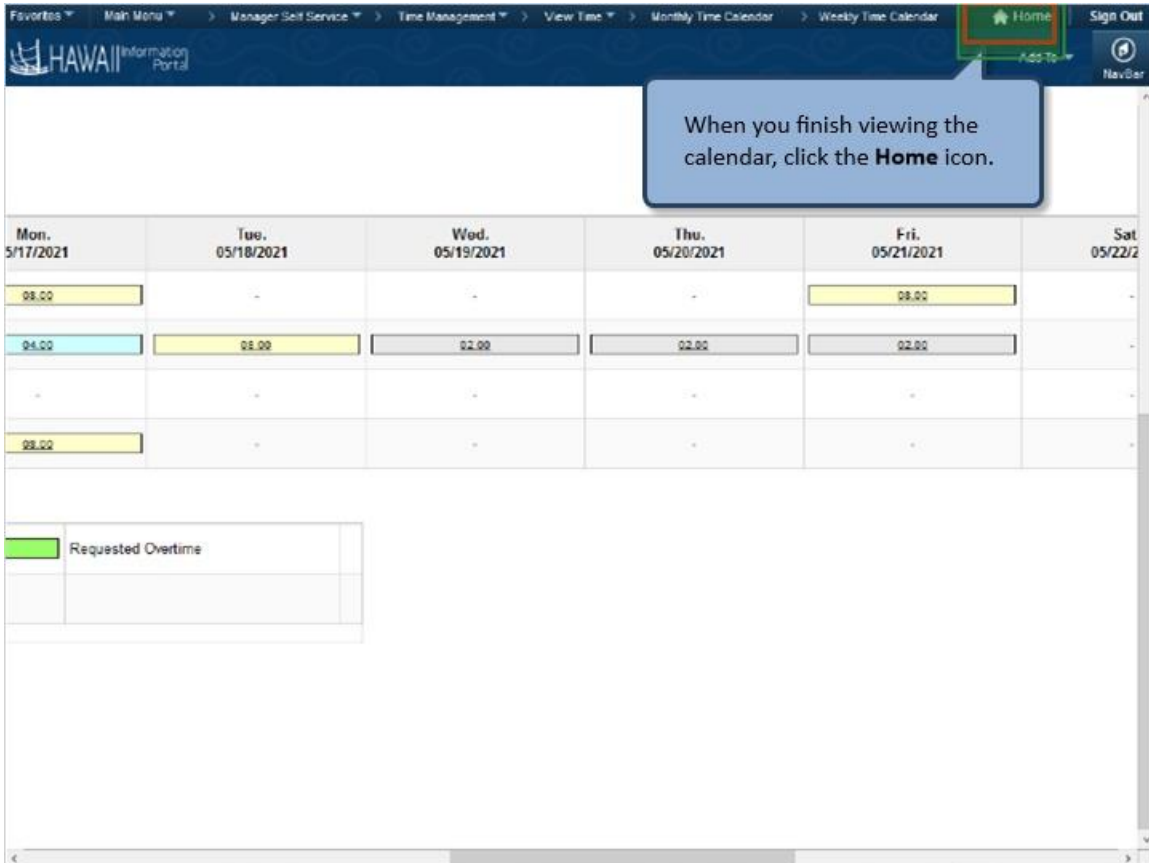
Mon. 05/17/2021	Tue. 05/18/2021	Wed. 05/19/2021	Thu. 05/20/2021	Fri. 05/21/2021	Sat. 05/22/2021
08.00	-	-	-	08.00	-
04.00	08.00	02.00	02.00	02.00	-
-	-	-	-	-	-
08.00	-	-	-	-	-

☒ Requested Overtime

The calendar shows you the approved absences in yellow for the employees. One employee has planned and approved overtime on 5/19 - 5/21.

Select **'Next'** to continue.

The calendar shows you the approved absences in yellow for the employees. One employee has planned and approved overtime on 5/19 – 5/21.

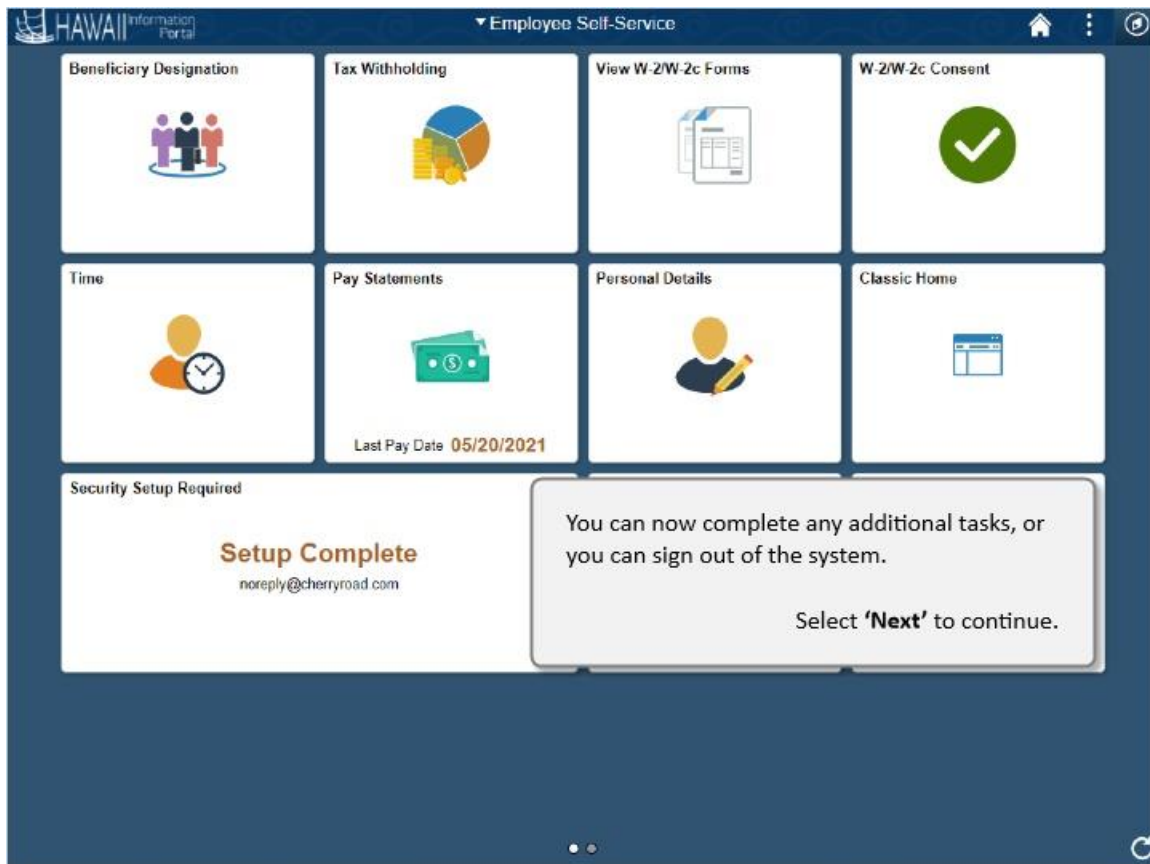


When you finish viewing the calendar, click the **Home** icon.

Mon. 5/17/2021	Tue. 05/18/2021	Wed. 05/19/2021	Thu. 05/20/2021	Fri. 05/21/2021	Sat. 05/22/2021
08.00	-	-	-	08.00	-
04.00	08.00	02.00	02.00	02.00	-
-	-	-	-	-	-
08.00	-	-	-	-	-

Requested Overtime

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



You can now complete any additional tasks, or you can sign out of the system.



***Congratulations!***

*You've successfully completed this lesson.*

**END**