200 ESS-ABSENCE MANAGEMENT-EMPLOYEE

State of Hawaii

Absence Management
Employee Self-Service

Employee Absences

Course Number: 200
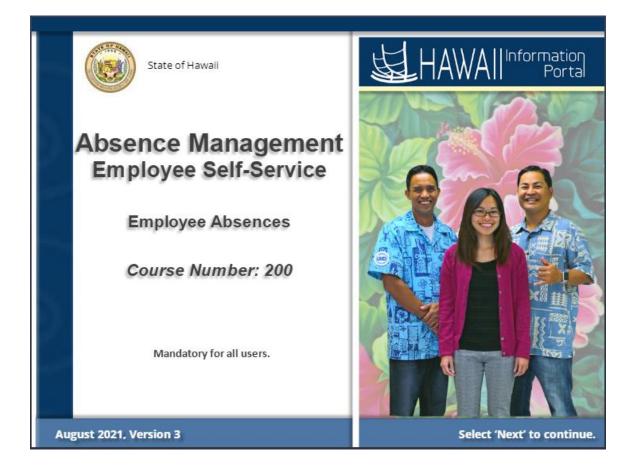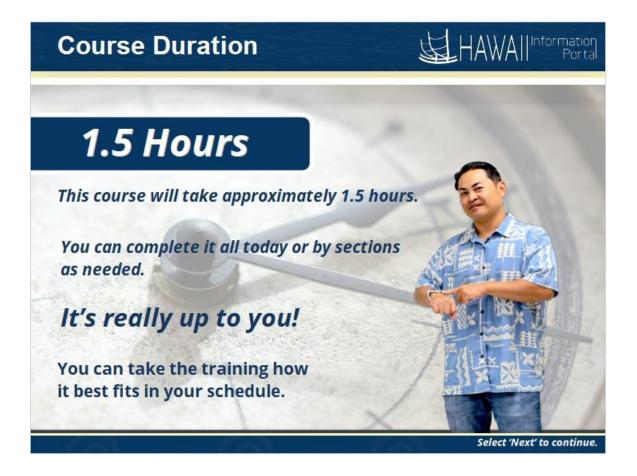
Mandatory for all users.

August 2021, Version 3

Select 'Next' to continue.

Duration

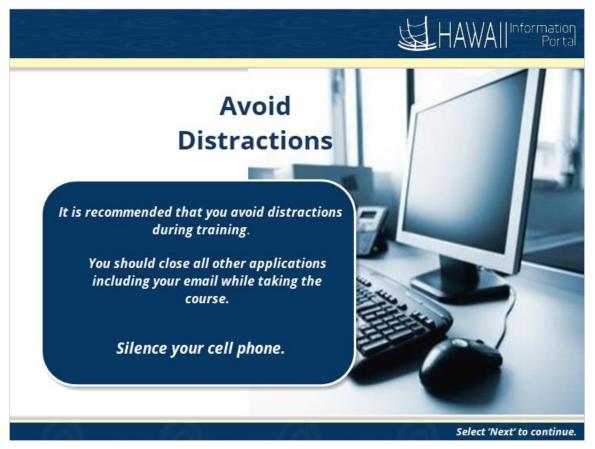This course will take approximately 1.5 hours.

You can complete it all today or by sections.

It's really up to you.

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

Preparation

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.

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Course Objectives

Need Help?

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Absence Management Overview

Request or Donate Leave

View Absences Balances

Course Objective

After completing this course, you will understand how to

- Find help and additional assistance with HIP Time and Leave features
- Request or Cancel an Absence
- Submit a Donate Leave Request
- Receive Donated Leave
- View Leave Transfer Request History
- View Absence Balances
- Submit an Extended Absence Request

Need Help?

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

See complete instructions available at: https://ags.hawaii.gov/hip/time-and-leave/

For further assistance with absence requests, contact your local leave keeper. To assist you with locating your local leave keeper, a listing is a provided at: https://ags.hawaii.gov/hip/time-and-leave-help/

For further assistance with extended absence requests, contact your HR resource (HR Admin or Extended Absence Coordinator).

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

Key Terminology

The terms above will be explained in this section.

Absence Reason –

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

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

Absence Request –

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

Key Terminology

Absence Name

Definition:

A grouping of absences based on shared reasons, for example Sick Leave, Vacation, Leave Without Pay, Jury Duty, Parent Teacher Conference, Bereavement (Funeral Leave), Blood Donation, Foster Parent Court Hearing, Medical Treatment Leave, Admin Leave - Covid19 Vaccination.

Select 'Next' to continue.

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Approved Absence –

An absence that has been approved by the Supervisor or Human Resource/Extended Absence Administrator for the requested time off.
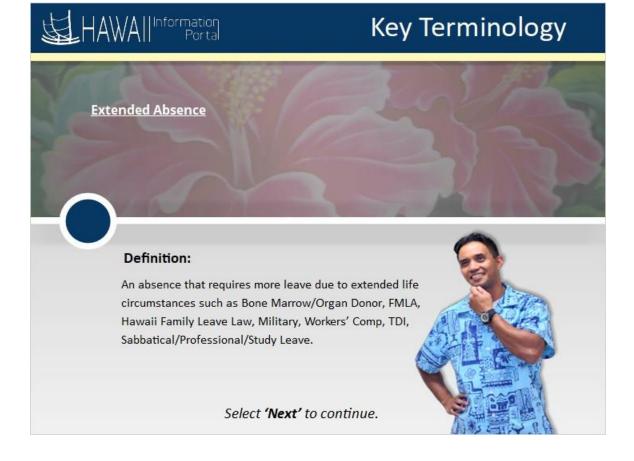
Donate Leave Request –

An employee may donate accrued vacation leave to a bank. This bank is used to provide leave to employees who have exhausted all their leave time for a life changing event.

Key Terminology

Extended Absence

Definition:

An absence that requires more leave due to extended life circumstances such as Bone Marrow/Organ Donor, FMLA, Hawaii Family Leave Law, Military, Workers' Comp, TDI, Sabbatical/Professional/Study Leave.

Select *'Next'* to continue.
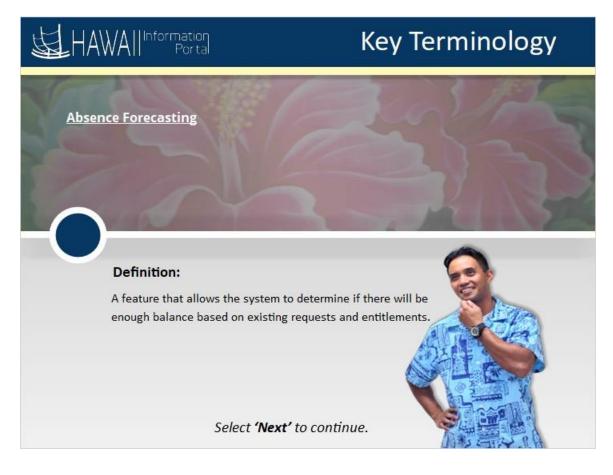
Extended Absence –

An absence that requires more leave due to extended life circumstances such as Bone Marrow/Organ Donor, FMLA, Hawaii Family Leave Law, Military, Workers' Comp, TDI, Sabbatical/Professional/Study Leave.
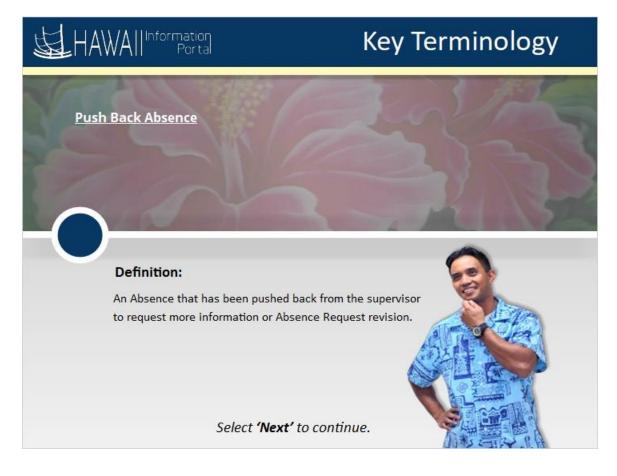
Absence Forecasting –

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

Push Back Absence –

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

Entitlement –

Leave earned based on eligible hours worked. Also referred to as leave accrued or leave earned in HIP.

Note: Leave is earned based on eligible hours according to your CBA.

Absence Mgmt Overview

Absence Management Overview

The Absence management module is used to manage absences such as vacation, family leave, sick leave, military, victim leave, union business, bereavement, or other types of leave 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?

Employees:

Employees enter 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 in the system and then processed accordingly.

Absences Approval Process

Steps for Approval:

1. The request is submitted in the HIP Employee Self Service.

2. The Absence request is routed to the supervisor or HR Admin/Extended Absence Coordinator (Approver) based on the type of absence.

3. Approvers have options to approve or push back the request.

4. Approved Absence Requests are processed by the automated Absence Calculation Process.

5. Absence hours are sent to the timesheet and processed as either paid or unpaid hours on the paycheck.

Select 'Next' to continue.

Steps for Approval:

1. The request is submitted in the HIP Employee Self Service.

2. The Absence request is routed to the supervisor or HR Admin/Extended Absence Coordinator (Approver) based on the type of absence.

3. Approvers have options to approve or push back the request.

4. Approved Absence Requests are processed by the automated Absence Calculation Process.

5. Absence hours are sent to the timesheet and processed as either paid or unpaid hours on the paycheck.

Employee:

- Add, edit, forecast, submit, save and cancel absence request.

- View request details with approval status.

- View request details entered by someone else on your behalf.

- View request details entered by someone else on your behalf.

- View absence events entered on timesheets.

- View absence entitlement balances which are your earned leave.

Approvers (such as Supervisors, HR Admins/Extended Absence Coordinators):
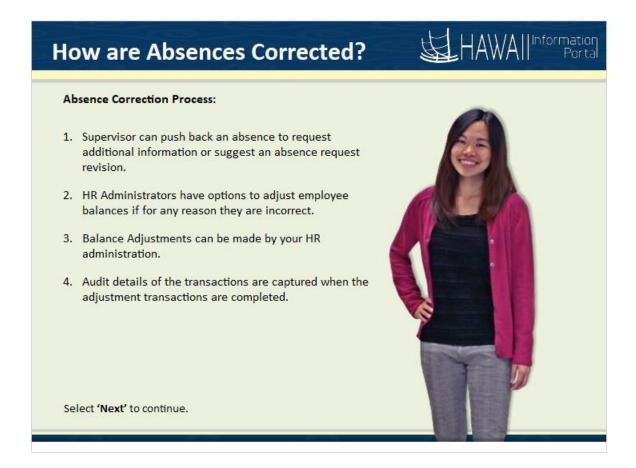
- Perform all employee self-service absence tasks on behalf of employees if necessary. Supervisor may work with the leave keeper or HR to manage this task.

- View absence requests for employees.

- Approve or push back absence request submitted by direct reports.

- View a monthly calendar for direct reports.

Absence Correction Process:

1. Supervisor 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.

3. Balance Adjustments can be made by your HR administration.

4. Audit details of the transactions are captured when the adjustment transactions are completed.

Congratulations!

You've successfully completed this lesson.

Requesting Leave

Requesting Leave

Request an Absence
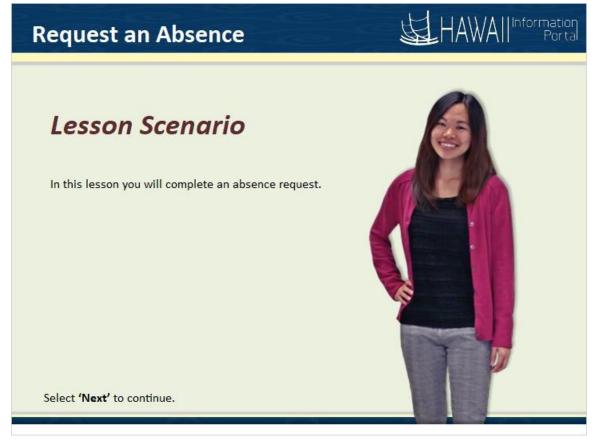
Cancel an Absence Request

Extended Absence Request

Donate Leave and View History
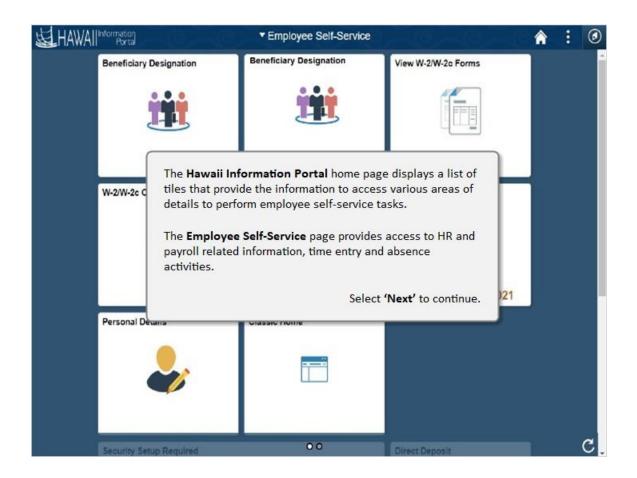
Request an Absence

Lesson Scenario:

In this lesson you will complete an absence request.

The **Hawaii Information Portal** home page displays a list of tiles that provide the information to access various areas of details to perform employee self-service tasks.

The **Employee Self-Service** page provides access to HR and payroll related information, time entry and absence activities.

Click the **'Time'** option.

The **Time** page displays a list of tiles that provide the information to access various areas of details to perform time related activities. In this example, you will locate the **Absence** information tiles.

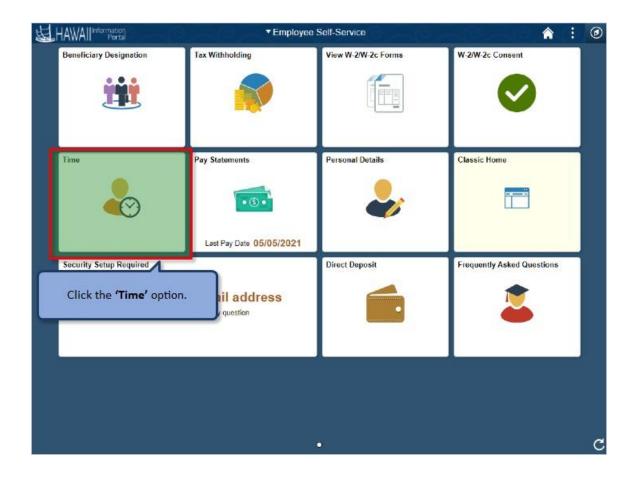The **Time** home page displays absence tiles that will allow employees to request an absence, cancel an absence, view current and past absences, view absence balances and request an 'Extended Absence Request'.

Click the **'Request Absence'** option.

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

The **Request Absence** page displays a list of absences such as Admin Leave - Covid19 Vaccination, Sick Leave, Vacation, Leave Without Pay, Jury Duty, Parent Teacher Conference, Bereavement, Blood Donation, Foster Parent Court Hearing and Medical Treatment Leave. Admin Leave – Covid19 Vaccination, Sick, Vacation and Foster Parent Court Hearing requires forecasting which confirms you have enough balance to cover the absence.

Note: These types of absences will be routed to the supervisor for approval.

Note:

Vacation and Sick are separate accruals and the system allows both Sick and Vacation leave to be requested separately on the same date.

Select **'Vacation'** from the list to initiate the absence request.

You will select the following attributes for this absence:

- **Absence Name**
- **Reason**
- **Start Date**
- **End Date**

The duration will auto-populate according to the number of days selected. The asterisks indicate any required fields.

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

Select the **'Vacation'** reason.

Click the **Check Eligibility** button to check balances while reporting the absences for **Admin Leave – Covid 19 Vaccination, Sick**, **Vacation** and **Foster Parent leave** absences only. The Check Eligibility button is not used for other choices.

You can add comments, attachments, and view balance information. If you have any questions about attachments required, please contact HR.

The **Partial Days** options provide: All Days, End Day Only, None or Start Day only.

Note: The system defaults partial days to none and auto populates to your scheduled hours (for example8 hours). Employees can select fewer hours by clicking Partial Days.

Click the **'Check Eligibility'** button.

Note: The message confirms that there is enough balance to take the requested vacation time.

Click the **'OK'** button.

Click the **'Submit'** button.

Click the **'Yes'** button to confirm that the absence will be submitted.

Note: A brief message will display to confirm the absence was submitted successfully. The absence has a **Submitted** status.

An e-mail notification to the employee will generate automatically confirming the absence request submitted. When the request is approved or pushed back an e-mail notification will also be automatically generated.
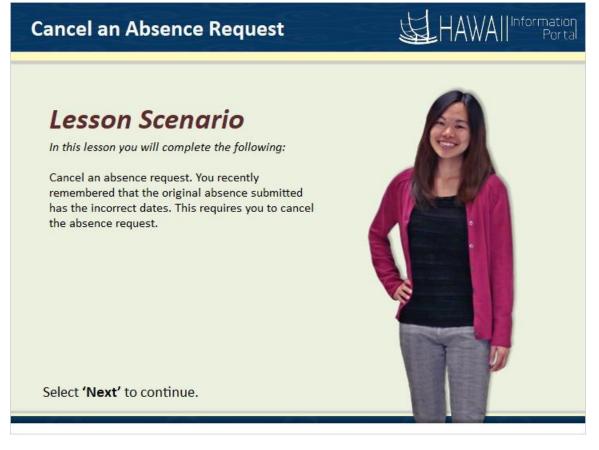
Congratulations!
You've successfully completed this lesson.

Cancel an Absence Request

Lesson Scenario

In this lesson you will complete the following:

Cancel an absence request. You recently remembered that the original absence submitted has the incorrect dates. This requires you to cancel the absence request.

The **Hawaii Information Portal** home page displays a list of tiles that provide the information to access various areas of details to perform employee self-service tasks.

The **Employee Self-Service** page provides access to HR and payroll related information, time entry and absence activities.

Click the **'Time'** option.

The **Time** page displays a list of tiles that provide the information to access various areas of details to perform time related activities. In this example, you will locate the **Absence** information tiles.

Click the **'Scroll bar'** to access additional information tiles.

The **Time** page displays absence tiles that will allow employees to request an absence, cancel an absence, view current and past absences, view absence balances and request an extended absence.

Click the **'Cancel Absences'** option.

Click the **Filter** icon

Requests that fall within a 6 month window – 3 months in the past and 3 months into the future – is the default display. If the request you are looking for is not displayed, you can use the filter function.

The **Filters** option enable you to search by Begin and End dates as well as Absence type.

Click the **'02-Vacation'** View Requests button to open the request.

The **Cancel** page displays the details of the absence request. If the request is in the Submitted status, please ask your supervisor to Push Back. In this example, you will cancel the previously approved absence request.

Please refer to full list of cancel absence scenarios for additional guidance. https://ags.hawaii.gov/hip/time-and-leave/

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

Select the **'Not Valid'** option.

Enter **'Please cancel my request'** in the comments field. Then click the **'Tab'** key to continue.

Click the **'Cancel Absence'** button.

Note: The Supervisor must approve the cancellation request prior to it being removed from the employee's absence requests.

Click the **'Yes'** button to confirm the cancellation.

Congratulations!
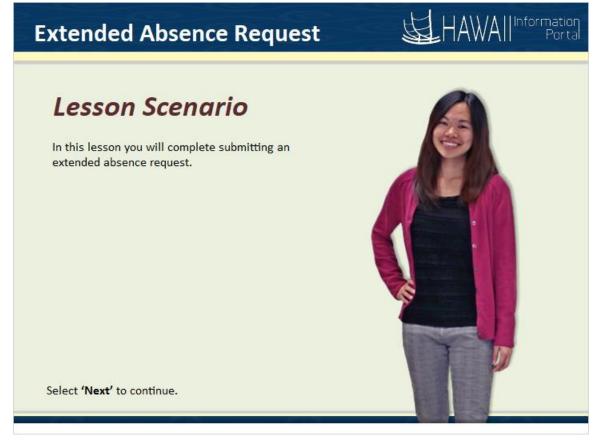
You've successfully completed this lesson.
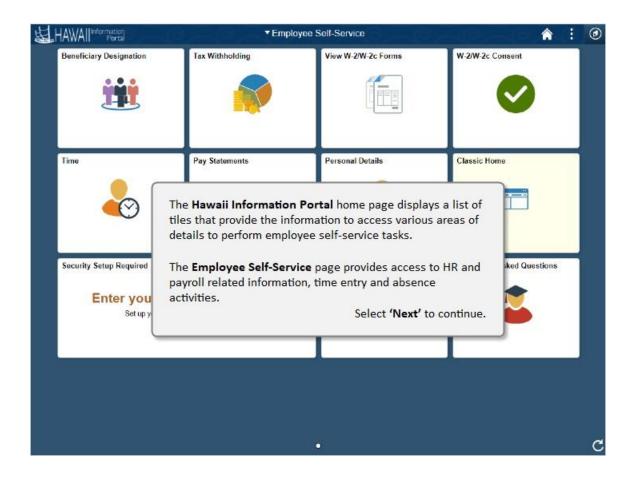
Extended Absence Request

Lesson Scenario

In this lesson you will complete submitting an extended absence request.

The **Hawaii Information Portal** home page displays a list of tiles that provide the information to access various areas of details to perform employee self-service tasks.
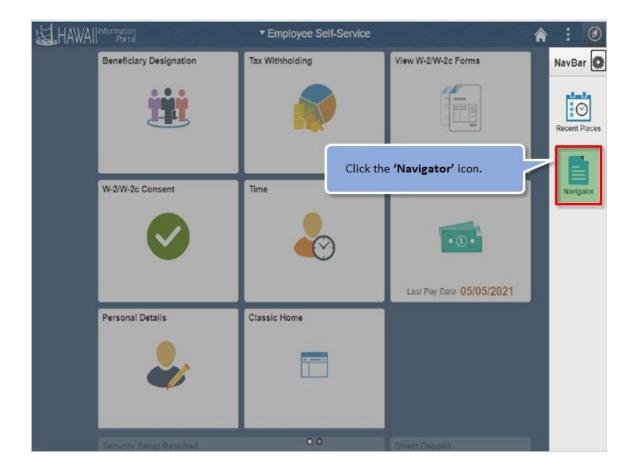
The **Employee Self-Service** page provides access to HR and payroll related information, time entry and absence activities.

Click the **'Time'** option.

The **Time** page displays a list of tiles that provide the information to access various areas of details to perform time related activities. In this example, you will locate the **Absence** information tiles.

The **Time** page displays absence tiles that will allow employees to request an absence, cancel an absence, view current and past absences, view absence balances and request an extended request.

Click the **'Extended Absence Request'** option.

The **Manage Extended Absence** page displays absence tiles that will allow employees to request an extended absence for the following options: Bone Marrow/Organ Donor, FMLA, Hawaii Family Leave Law, Military Leave, Sabbatical (Education), Workers' Compensation or TDI (Temporary Disability Insurance). The extended absence will be submitted in the approval workflow to the HR administrator or HR Extended Absence Coordinator. After the required documentation or tasks related to the request have been submitted, it will be approved according to departmental policy.

Note: In this example, you will create an extended absence for FMLA leave that is needed to care for a sick parent.

Click the **'+'** symbol.

The **Request Extended Absence** page displays with an option to select the **Absence Type** or **Absence Take.**

You have the option to select any of the **Absence Types**: Bone Marrow/Organ Donor, FMLA, Hawaii Family Leave Law, Military Leave, Sabbatical (Education), TDI (Temporary Disability Insurance) or Workers' Compensation Leave.

You have the option to select any of the **Absence Takes**: Bone Marrow/Organ Donor EA, FMLA Continuous EA,FMLA Intermittent EA, Hawaii Family Leave Law EA, Military Leave EA, Sabbatical (Education) EA, TDI (Temporary Disability Insurance) EA or Workers Compensation Leave EA.

Note: EA is short for Extended Absence

Click the **'Absence Type'** drop-down arrow.

Select the **'FMLA'** option.

Click the **'Absence Take'** drop-down arrow.

There are two options for **FMLA:**

 FMLA Continuous EA - FMLA leave that is taken continuously and not broken up by periods of work, to care for a family member with a serious illness or to receive treatment for your own serious illness.

FMLA Intermittent EA - Intermittent leave involves the use of days or hours, broken down into increments, to care for a family member with a serious illness or to receive treatment for your own serious illness.

Select the **'FMLA Continuous EA'** option.

Click the **'Launch'** button.

The **Extended Absence Request** page contains three major steps:

Step 1- Enter absence details (start and end dates, absence reasons and comments, if needed).

Step 2- Add attachments or notes for the approver.

Step 3-Review the absence details and submitting for approval.

Step 1: The **Dates** for the FMLA leave have been entered in this example. The **Actual Return Date** is an option if there is a different date from the expected return. It may be added at a later time. An employee has the option to **Save** the request if the dates will change later.

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

Select the **'Parent'** option.

Note: You have the option to add comments about the FMLA leave for the parent if needed according to departmental policy. In this example, a comment was not added.

Step 2: You can add attachments and notes about the FMLA leave for the parent if needed according to departmental policy. In this example, an attachment was not added. You should check with your HR office about what documents may be required.

Click the **'Next'** button.

Step 3: You can review the absence request for accuracy. If a previous step needs to be changed, you will select the previous button. This request is complete, and you will submit the request for approval.

Click the **'Submit'** button.

Note: A message displays to confirm that you want to submit the request.

Click the **'Yes'** button.

Note: The FMLA Continuous EA has a Submitted status for the workflow. The **Absence Management** is in the pending status as the request is submitted to the HR Admin for review and approval.

An e-mail notification will generate automatically confirming the absence request submitted. When the request is approved or denied an e-mail notification will also be automatically generated.

Note: If you will be using Vacation or Sick leave to supplement this request please work with your HR department.

Select '**Next**' to continue.

Congratulations!

You've successfully completed this lesson.

Donate Leave

Submit Donate Leave Request
Submit Receive Donated Leave Request
Review Leave Request History

Submit a Donate Leave Request

Lesson Scenario

In this lesson you will complete a request for donating excess leave to a leave bank.

Leave donated to your department can be used by employees who have a qualified need to take leave, such as a long-term illness, and may have run out of their own paid leave.

The **Hawaii Information Portal** home page displays a list of tiles that provide the information to access various areas of details to perform employee self-service tasks.

The **Employee Self-Service** page provides access to HR and payroll related information, time entry and absence activities.

Click the **'Navigation'** icon.

Click the **'Navigator'** icon.

Click the **'Self-Service'** link.

Click the **'Leave Transfer Requests'** link.

Click the **'Donate Leave Request'** link.

The **Request to Donate Leave** page provides the option for employees to donate vacation leave to the department bank. You can select a **Program Name** and then the following data will auto populate: Category, Contribution Type, Unit Type, Begin Date, Type and Ceiling limit.

In the **Leave Contribution** section, you will select the entitlement and the balance will auto populate and then enter the number of hours. The recipient and name will be grayed out. In this example, you will select the vacation program name.

Click the **'Program Name'** drop-down arrow.

The **Program Name** may default to your default department program. For this example 'Program Name' is the only available option.

Select the **'Program Name'** option from the list.

Click the **'From Entitlement'** drop-down arrow.

Select the **'Vacation Entitlement'** option.

Enter **'16'** in the **Hours to Donate** field. Then click the **'Tab'** key to continue.

Click the **'Scroll'** bar to view additional details.

There is an option to delete the line item details for the donate leave request.

Note: Line items cannot be deleted if the donation process has already transferred the balances.

The requestor has the option to add comments to the requests for the approvers. You will read each agreement and compliance statement and verify that the statements have been read.

Note: There are options to submit the request in the workflow or save for later to make additional changes if needed. In this example, you will submit the request.

Click the **'Submit'** button.

Click the **'Yes'** button for the Submit Confirmation message.

Click the **'OK'** button.

The donated leave request has been submitted in the workflow.

Note: The HR Admin/Extended Absence Coordinator will be responsible to review and approve the request.

Congratulations!
You've successfully completed this lesson.

Submit Receive Donated Leave Request

Lesson Scenario

In this lesson you will learn how to request donated leave from a leave bank or leave sharing program for yourself.
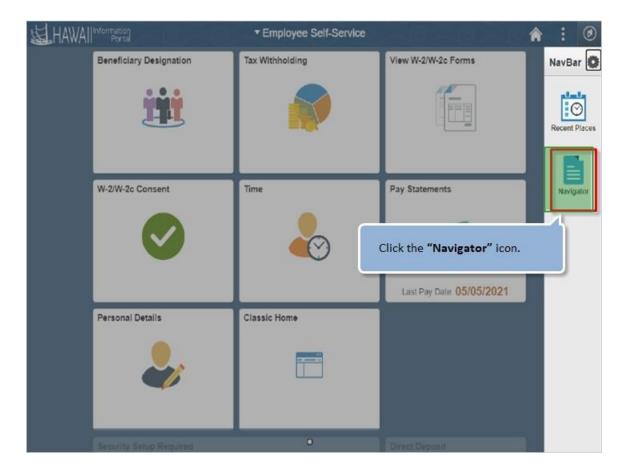
Requesting donated leave may be desired if you have life circumstances that require you to be out for a period longer than you have paid leave to cover. Check with your department for policies that allow you to request donated leave

Click the **"NavBar"** icon.

Click the **"Navigator"** icon.

Click the **'Self Service'** button.

Click the '**Leave Transfer Request**' button.

Click the **'Receive Donated Leave Request'** button.

The Donation Program section provides information regarding the specific Leave Bank by Program Name.

Next, the Leave Time Request information is entered to request the Recipient, Date and Hours of the request.

Click the **'Calendar'** icon.

Click the **"27".**

Click the **'Calendar'** icon.

Click the **'30'**.

Click in the **'Hours Requested'** field.

Type **'24'**, then press **"Tab".**

Click in the **'View Balance'** link.

Click in the **'Return to Receive Donated Leave Request"** link.

Click in the **scroll bar.**

Click in the **Reason** radio button.

Click in the **scroll bar.**

Click the "**Agreement and Compliance**" checkbox.

Click the **'Submit'** button

Click the '**Yes**' button.

Click the "**OK**" button.

Click the **scroll bar**.

The request must be approved by a HR Admin/Extended Absence Coordinator.

The **Request History** section displays the Workflow Action indicating the status of the request as well as the approval status.

An e-mail notification will generate automatically confirming the absence request submitted. When the request is approved or denied an e-mail notification will also be automatically generated.

Congratulations!

You've successfully completed this lesson.

Review Leave Transfer Request History

Lesson Scenario

In this lesson you will complete the following:

Review leave transfer request history. You want to review all the current and past leave transfer requests.

The **Hawaii Information Portal** home page displays a list of tiles that provide the information to access various areas of details to perform employee self-service tasks.

The **Employee Self-Service** page provides access to HR and payroll related information, time entry and absence activities.

Click the **'Navigation'** icon.

Click the **'Navigator'** icon.

Click the **'Self-Service'** link.

Click the **'Leave Transfer Requests'** link.

Click the **'Leave Transfer Request History'** link.

The **Leave Transfer Requests History** page displays a list of all the current or past leave donation requests. You have the option to search by date. The leave donation requests that have been approved and have the **Edit** button are grayed out.

Click the **'Donate'** link for the Accounting & General Services Leave Program to view the request.

Note: The donate leave request displays the hours and current balance. Also, the agreement and compliance check box are grayed out since the request has already been submitted.

The remainder of the page displays the Request History of the actions taken on the leave request. It also displays any process actions and comments made by the HR Administrator.

Click the **'Return to Leave Transfer Requests History'** link.

Click the **'Home'** icon.

Congratulations!
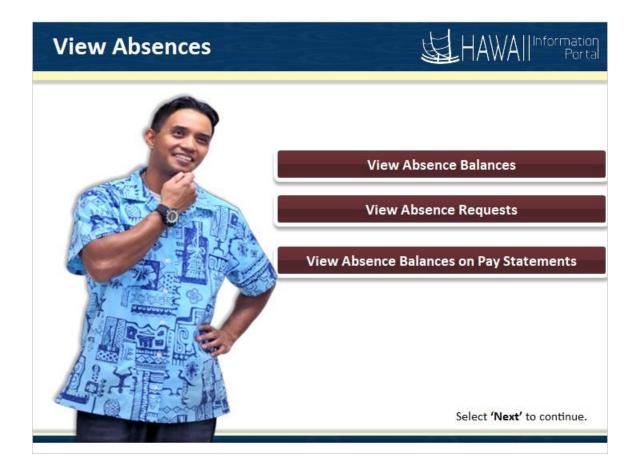
You've successfully completed this lesson.
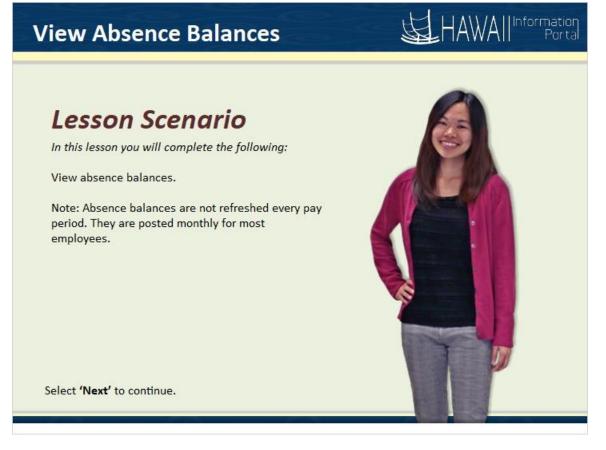
View Absences Balances

View Absence Balances-
View Absence Requests
View Absence Balances on Pay Statements

View Absence Balances

Lesson Scenario

In this lesson you will complete the following:

View absence balances.

Note: Absence balances are not refreshed every pay period, they are posted monthly for most employees.

The **Hawaii Information Portal** home page displays a list of tiles that provide the information to access various areas of details to perform employee self-service tasks.

The **Employee Self-Service** page provides access to HR and payroll related information, time entry and absence activities.

Click the **'Time'** option.

The **Time** page displays a list of tiles that provide the information to access various areas of details to perform time related activities. In this example, you will locate the **Absence** information tiles.

Click the **'Scroll bar'** to access additional information tiles.

The **Time** page displays absence tiles that will allow employees to request an absence, cancel an absence, view current and past absences, view absence balances and extend an absence request.

Click the **'Absence Balances'** option.

The **Balances** page displays the absence totals for vacation and sick leave that employees are eligible for.

Note: The totals do not reflect absences that have not been processed in the system. Absence balances are not refreshed every pay period, they are posted monthly for most employees. The "Sick Earn as you go Sic Ent" is specifically for UPW member employees. If you are not a UPW member, the balance for this should show zero.

Click the **'Forecast Balance'** drop-down arrow.

Sick Earn as you go Sick Ent
As Of 04/15/2021   851.00 Hours

Vacation Balance
As Of 04/15/2021   699.50 Hours

Sick Balance
As Of 04/15/2021   0.00 Hours

**Disclaimer The current balance does not reflect absences that have not been processed.

▼ Forecast Balance

As of Date   05/07/2021   🗓

Filter by Type   All   ⌄

*Absence Name   Select Absence Name   ⌄

The **Forecast Balance** displays an absence balance of triggered events in a specific time period. You will select an **Absence Name** to forecast the balance according to the specific calendar date.

Select '**Next**' to continue.

The **Forecast Balance** displays an absence balance of triggered events in a specific time period. You will select an **Absence Name** to forecast the balance according to the specific calendar date.

Click the **'Filter by Type'** drop-down arrow to view options.

Note: You will have several options to choose the Filter by Type absences.

Admin Leave – Covid19 Vaccination, Sick, Vacation and the Foster Parent Program are types of absences that may be forecasted.

Click the **'Absence Name'** drop-down arrow to view options.

Note: You will have several options to choose the Absence Name.

In this example, you selected to run the forecast balance process for the vacation absence type. The current balance available for the vacation absence is **699.50** hours.
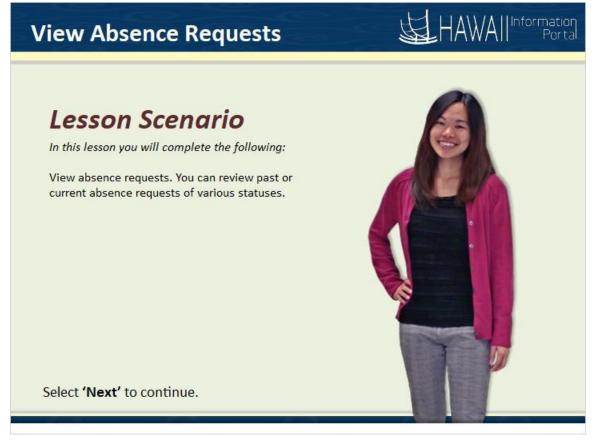
Congratulations!
You've successfully completed this lesson.

View Absence Request

Lesson Scenario

In this lesson you will complete the following:

View absence requests. You can review past or current absence requests of various statuses.

The **Hawaii Information Portal** home page displays a list of tiles that provide the information to access various areas of details to perform employee self-service tasks.

The **Employee Self-Service** page provides access to HR and payroll related information, time entry and absence activities.

Click the **'Time'** option.

The **Time** page displays a list of tiles that provide the information to access various areas of details to perform time related activities. In this example, you will locate the Absence information tiles.

Click the **'Scroll bar'** to access additional information tiles.

The **Time** page displays absence tiles that will allow employees to request an absence, cancel an absence, view current and past absences, view absence balances and request an extended absence.

Click the **'View Requests'** option.

The **View Requests** page displays a list of requests in several kinds of statuses such as submitted or approved to allow you to view its details. This page can be filtered to see prior requests, the default view is 3 months before and after the current date.

Click the **'01-Sick Leave Approved'** option.

The request displays the following details:

- Absence Name
- Reason
- Start Date
- End Date
- Duration
- Partial Days
- Status
- Eligibility Results
- Comments

The request displays the balance information for the type of absence, request history and approval chain. Let us explore the request and approval chain tabs.

Click the '**Request History**' option.

The **Request History** displays the status, requestor and date of any changes to the request. In this example, the request was approved.

Click the **'X'** option to return back to the request.

Click the **'Approval Chain'** option.

The **Approval Chain** displays the transaction description, approver, stage, path, step, level, date time and other details related to the request. In this example, the request did not have any approval details.

Click the **'X'** option to return back to the request.

Click the **'Return to View Requests'** link.

Click the **'Home'** icon.

Congratulations!
You've successfully completed this lesson.

View Absence Balances on Pay Statement

Lesson Scenario

In this lesson you will complete the following:

View absence balances on pay statements. You want to view the current vacation and sick time that has accrued year to .date

The **Hawaii Information Portal** home page displays a list of tiles that provide the information to access various areas of details to perform employee self-service tasks.

The **Employee Self-Service** page provides access to HR and payroll related information, time entry and absence activities.

Click the **'Pay Statements'** option.

The **Paychecks** page displays a list of paychecks with the following information: Check Date, Company, Pay Begin and End Date, Net Pay and Paycheck Number. In this lesson, you will review the absence balance on a check.

Select the **'05/05/2021'** check date.

The Paycheck PDF for **5/05/2021** displays with information such as vacation and sick leave.

Note: The Comp time balances will not show on the paycheck statement. Please reference course 101 ESS Salaried time for how to view comp time balances.

Click the **'X'** symbol to close the PDF form.

Note: The **Paychecks** page displays again after an employee has closed the paycheck PDF file.

Click the '**Home'** icon to return to the Hawaii Portal Information page.

Congratulations!

You've successfully completed this lesson.

END