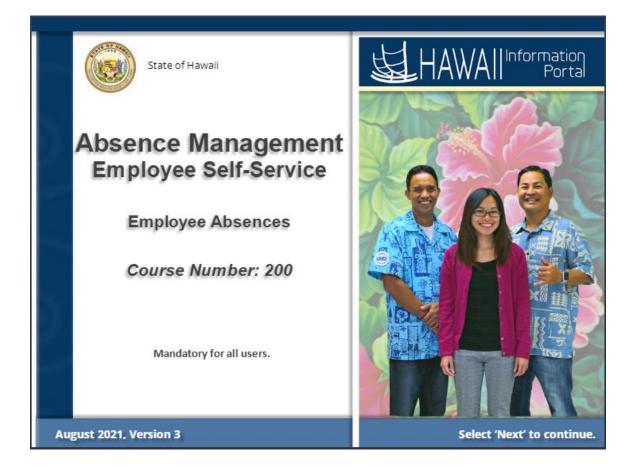


200 ESS-ABSENCE MANAGEMENT-EMPLOYEE





Duration



This course will take approximately 1.5 hours.

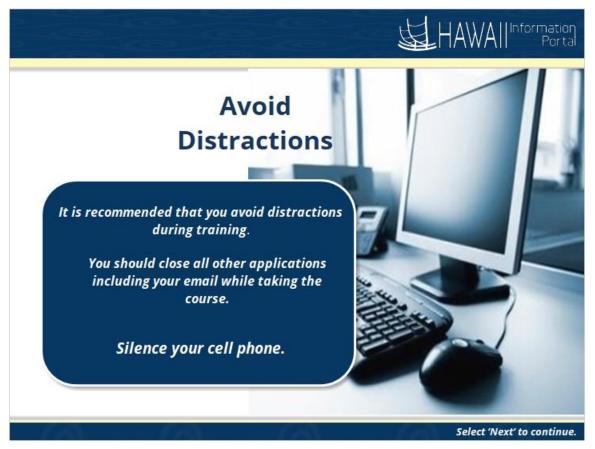
You can complete it all today or by sections.

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.



Table of Contents



Absence Management – Employee Self-Service

Course Objectives Need Help? Key Terminology Absence Management Overview Request or Donate Leave View Absences Balances



Course Objective

Course Ob	jectives	民
After completing this c	ourse, you will unders	tand how to:
 Find help and additional as: 	istance with HIP Time and Leave fe	atures
 Request or Cancel an Absen 	e	
 Submit a Donate Leave Requ 	est	
 Receive Donated Leave 		
 View Leave Transfer Request 	History	
 View Absence Balances 		
 Submit an Extended Absence 	Request	
Select 'Next' to continue.		11

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: <u>https://ags.hawaii.gov/hip/time-and-leave-help/</u>

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.





Absence Name –

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.





Approved Absence -

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

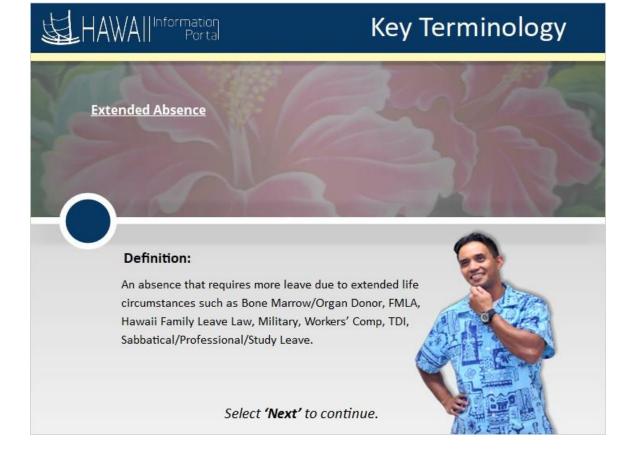




Donate Leave Request -

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.





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.

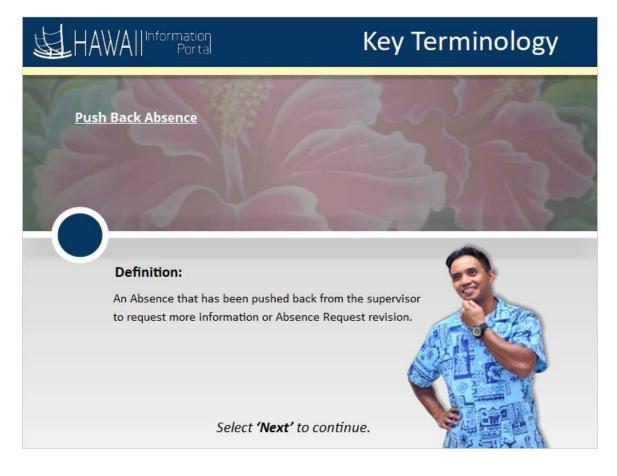




Absence Forecasting -

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?

Absences Entered Overview:

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 to 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.

Select 'Next' to continue.

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.



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.



nformation

Roles and Responsibilities

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 absence events entered on timesheets.
- · View absence entitlement balances which are your earned leave.



Select 'Next' to continue.

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.



HAWA II Information Portal

Roles and Responsibilities



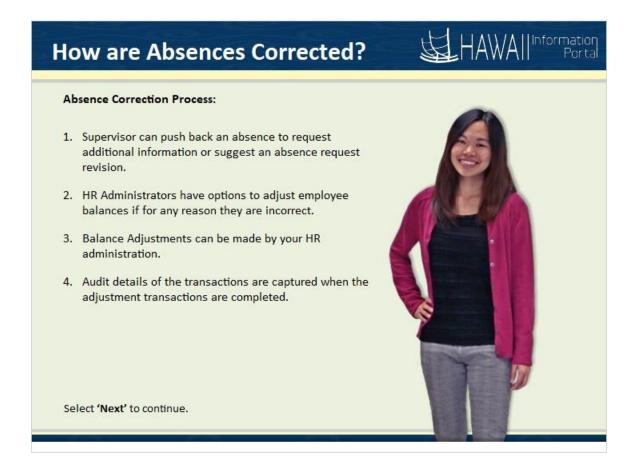
- Perform all employee self-service absence tasks on behalf of employees if necessary.
 Supervisor may work with the leave keeper or HR to manage this task.
- View absence requests for employees.
- Approve or push back absence request submitted by direct reports.
- View a monthly calendar for direct reports.

Select 'Next' to continue.

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

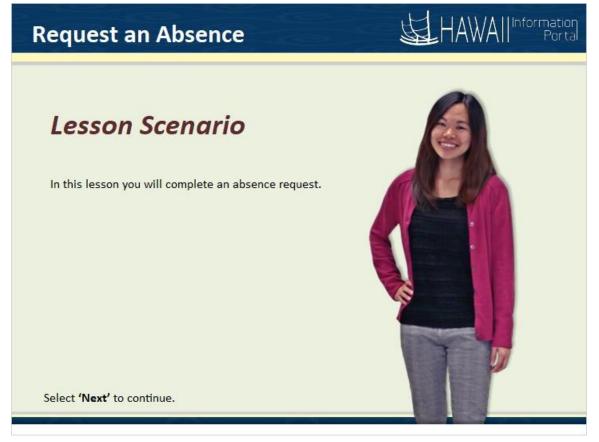
Cancel an Absence Request

Extended Absence Request

Donate Leave and View History



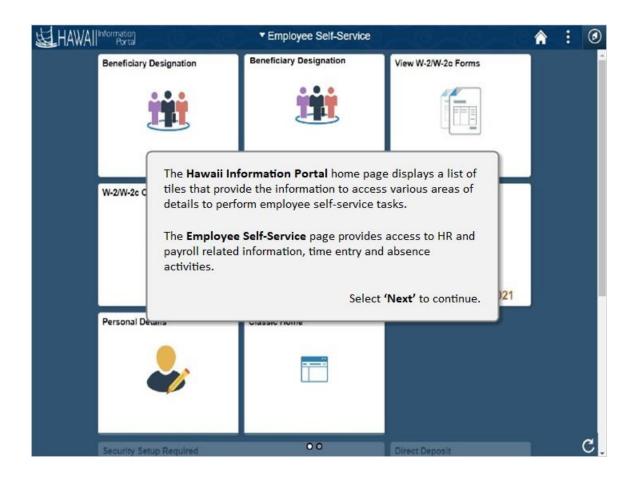
Request an Absence



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.





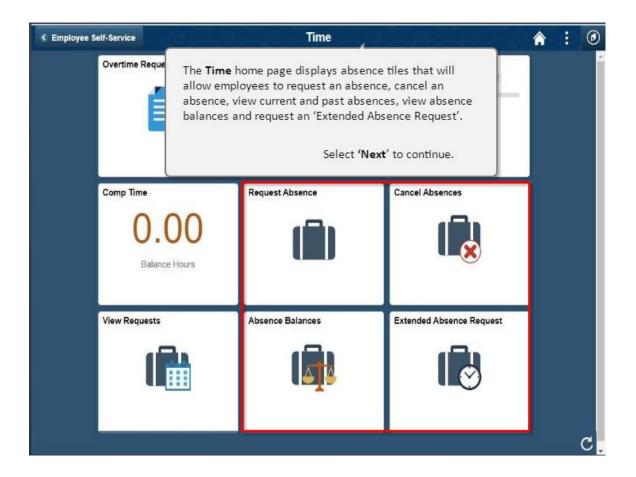
Click the 'Time' option.



Employee Self-Service	Time		♠ : (
Overtime Requests	Enter Time 05/01/21 - 05/15/21 • Reported 2.00 • Scheduled 80.00	Weekly Time 05/09/21 - 05/15/21 • Reported 0.00 • Scheduled 40.00	
Comp Time		Cancel Absences	
View Requests	Absence Balances	Extended Absence Request	
information to access va	a list of tiles that provide the arious areas of details to perform n this example, you will locate n tiles. Select 'Next ' to continue.	8	c

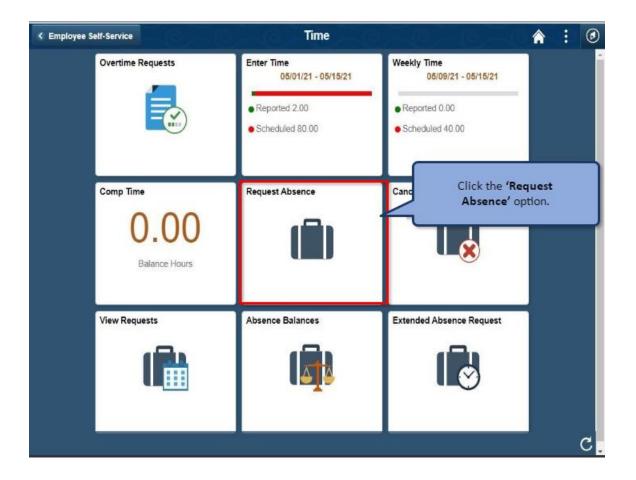
The **Time** page displays a list of tiles that provide the information to access various areas of details to perform time related activities. In this example, you will locate the **Absence** information tiles.





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.



< Time	Request Absence	1	٢
"Absence Name	Select Absence Name	Submi	t
	Click the 'Absence Name' drop-down arrow.		

Click the 'Absence Name' drop-down arrow.



< Time		Request Absence	â	1	٢
< Time	Admin Leave - Co Without Pay, Jun Bereavement, Bl Medical Treatme Sick, Vacation an forecasting whic the absence.	Select Absence Name 01 - Sick Leave 02 - Vacation 03 - Leave Without Pay 04 - Jury Duty 05 - Parent Teacher Conference 06 - Bereavement/Funeral 07 - Direct Densition 08 - Foster Parent Crt Hearing 08 - Foster Parent Crt Hearing 09 Duty, Parent Teacher Conference, 00 Donation, Foster Parent Court Hearing and ent Leave. Admin Leave – Covid19 Vaccination, 10 Foster Parent Court Hearing requires 11 confirms you have enough balance to cover 12 es of absences absences will be routed to the	A	Subm	
		Select 'Next' to continue.			

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.



< Time		Request Absence	â	1	٢
		01 - Sick Leave 02 - Vacation 03 - Ceave Winnout Pay 04 - Jury Duty 05 - Parent Teacher Conference 06 - Bereavement 07 - Blood Donation 08 - Foster Parent Crt Hearing 09 - Medical Treatment Leave Select Absence Name		Subm	it
	Vacation and Sick both Sick and Vac	c are separate accruals and the system allows cation leave to be requested separately on the Select ' Next ' to continue.			

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.



< Time	Request Absence	â	:	٥
		Su	ıbmit	Ì
*Absence Name	02 - Vacation 🗸	_		1
Reason	Select Absence Reason 🐱			
*Start Date	05/11/2021			
End Date	(iii)			
Duration	8.00 Hours			
You will se	ect the following attributes for this absence:			>
Reason Start Date End Date	-			
	n will auto-populate according to the number of days he asterisks indicate any required fields.			-
Add Attachment	Select 'Next' to continue.			
)			- 1

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.



< Time	Request Absence	^ : Ø
*Abs	Reason Select Absence Reason	Submit
	Click the 'Reason' drop-down arrow.	>
Attachments	Check Eligibility Comments	
Add Attachment Balance Information As O	You have not added any Attachments. f 04/30/2021 515.50 Hours**	

Click the 'Reason' drop-down arrow.



< Time	Request Absence	â	:	٥
"Absence Name Reasor "Start Date End Date	Select Absence Reason V Military Other Select Absence Reason Sick	Su	ıbmit	
Duration Select the '	TDI Denied Union Business Vacation Victimeave			>
Comments				
Attavimenta	You have not added any Attachments.			
Add Attachment Balance Information				
As Of 04/30/2021	515.50 Hours**			-

Select the 'Vacation' reason.



K Time	Request Abs	sence 😭 : 🧿
*Absence Name Reason *Start Date End Date Duration Partial Days	02 - Vacation Vacation 05/11/2021 05/19/2021 56.00 Hours None Check Eligibility	Click the Check Eligibility button to check balances while reporting the absences for Admin Leave – Covid19 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 required attachments, please contact HR. Select ' Next ' to continue.
Comments		h.
Attachments Add Attachment Balance Information	You have not added any Attachn	nents.
As Of 04/30/2021	515.50 Hours**	

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.



12 - Vacation /acation 5/11/2021 5/19/2021 8.00	•		Sub	omit
/acation 5/11/2021 5/11/2021	~			
5/11/2021				
5/19/2021				
6.00 Hours				
one				>
or Start Day only. system defaults parti ates to your schedule nployees can select	ed hours (for example			
	ect ' Next ' to continue.			
	tes to your schedule nployees can select tial Days.	ystem defaults partial days to none and ites to your scheduled hours (for example nployees can select fewer hours by tial Days. Select ' Next ' to continue.	ites to your scheduled hours (for example inployees can select fewer hours by tial Days.	ites to your scheduled hours (for example inployees can select fewer hours by tial Days.

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.



< Time	Request Absence 🏫 🗄 🥑
	Submit
*Absence	Name 02 - Vacation
F	Reason Vacation 🗸
*Sta	rt Date 05/11/2021
Er	id Date 05/19/2021
D	uration 56.00 Hours
Partia	al Days None
Con	Check Eligibility Click the 'Check Eligibility' button.
Attachments	
	You have not added any Attachments.
Add Attachment	
Balance Information	
As Of 04/3	10/2021 515.50 Hours**

Click the 'Check Eligibility' button.



.≰ Time	Request Ab	sence	Â	:	٢
			-		
"Absence Name	02 - Vacation	~	SI	ubmit	
Reason	Vacation ~				
*Start Date	05/11/2021				
End Date	05/19/2021				
Comments	OK Unexa Lingunity	Click the 'OK' button.			
	e: The message confirmed the requested vacation	ns that there is enough balance to n time.			
As Of 04/30/2021	515 50 Hours**		_		

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

Click the 'OK' button.



< Time	Request Absence	A : 0
*Absence Nam	02 - Vacation	Submit
Reason	Vacation ~	Click the 'Submit' button.
*Start Dat	05/11/2021	
End Date	05/19/2021	
Duration	56.00 Hours	
Partial Day:	None	>
	Check Eligibility View Eligibility Details	
Comment		
Attachments		
	You have not added any Attachments.	
Add Attachment		
Balance Information		
As Of 04/30/202	515.50 Hours**	

Click the 'Submit' button.



< Time	Request Ab	sence	00	â	:	0
				Su	bmit	
"Absence Nam	e 02 - Vacation	~		-		
Reaso	N Vacation					
"Start Dat	05/11/2021					
End Dat	05/19/2021					
Duratio	Are you sure you want to S Request	ubmit this Absence				
Partial Day	Yes	No				>
Co	Click the 'Yes' button to the absence will be s	V/3838071070707000000000000000000000000000				
Balance Information						
As Of 04/30/202	1 515 50 Hours**					

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



		Request Absence		٥
				Î
Absence Name	02 - Vacation			
Reason	Vacation			
Start Date	05/11/2021			
End Date	05/19/2021			
Duration	56.00 Hours			
Partial Days	None		>	
Status Comments	Submitted	Note: A brief message will display to confirm the absence was submitted successfully. The absence has a Submitted status.		
You have not added any Attachments.		An e-mail notification to the employee will generate automatically confirming the absence request		
As Of 04/30/2021	515.50	submitted. When the request is approved or pushed back an e-mail notification will also be automatically		
Request History		generated.		
Approval Chain		Select 'Next' to continue	₽.	
Disclaimer The current balance does not reflect abse	nces that have n	ont been processed	-	ч.

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

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 email notification will also be automatically generated.



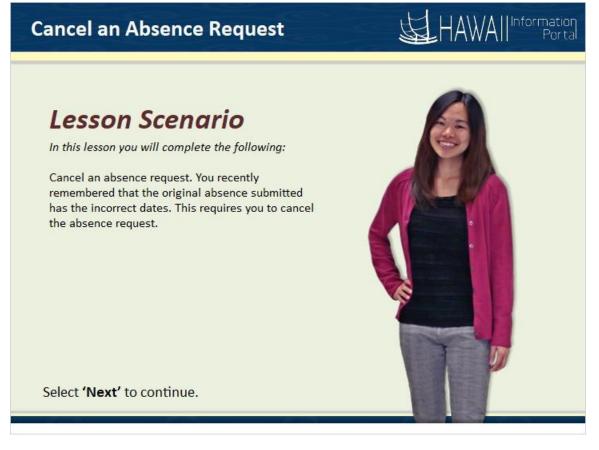


Congratulations!

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.



运 HAWAI	Information Portal	▼ Employee Self-Service		A : 0
	Beneficiary Designation	Tax Withholding	View W-2/W-2c Forms	
	tiles that prov details to per The Employe	nformation Portal home pay vide the information to access form employee self-service to the Self-Service page provides d information, time entry an Select	ss various areas of tasks. s access to HR and	1
	Security Setup Required	00	Direct Deposit	C.

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.

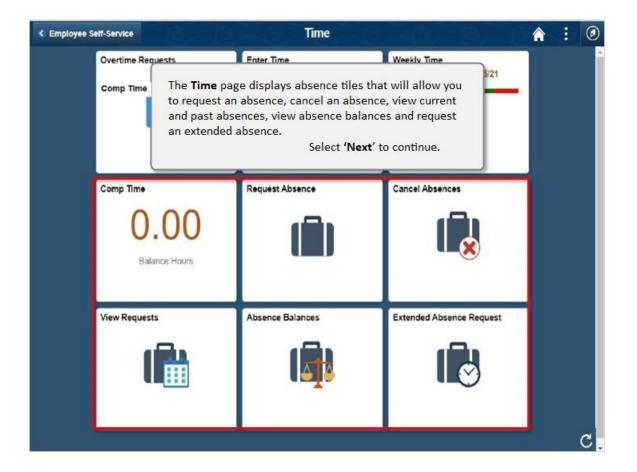


K Employee Self-Service	Time		â	:	۲
Overtime Requests	Enter Time 05/01/21 - 05/15/21 Reported 34.00 Scheduled 80.00	Weekly Time 05/09/21 - 05/15/21 • Reported 32.00 • Scheduled 40.00			
Comp Time 0.00	Request Absence	Cancel Absences			
The Time page displays a list of information to access various ar time related activities. In this ex the Absence information tiles.	eas of details to perform	Click the 'Scroll bar access additional information tiles.			
					C.

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.

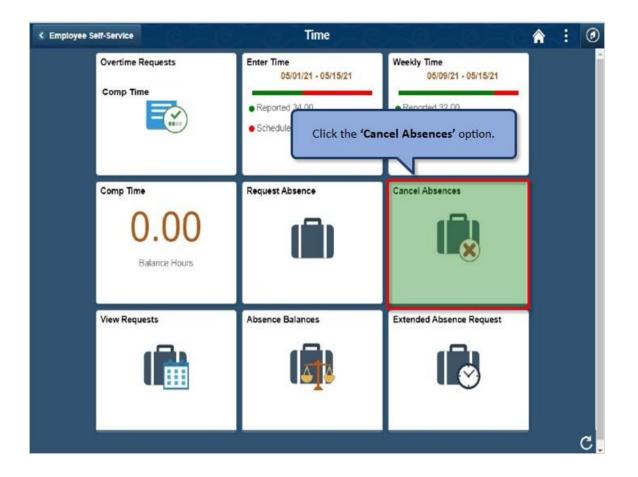
Click the 'Scroll bar' to access additional information tiles.





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.



< Time	Cancel Absences	:	٢
View Requests		17 ro	ws
02 - Cation	Filter icon.	>	
02 - Vacation Approved			
Approved	05/11/2021 - 05/19/2021	>	
02 - Vacation Approved	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. 21	>	
01 - Sick Leave Approved	05/03/2021	>	
02 - Vacation Approved	04/27/2021	>	
02 - Vacation Approved	04/22/2021	,	-

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.



< Time		С	ancel Absend	es		Â	: 0
View Requests							17 rows
02 - Vacation Approved		Cancel	Filters	-	Done	05/20/2021	>
02 - Vacation Approved		Begin Date End Date Absence	02/10/2021 08/09/2021 All Types	##	•	65/11/2021 - 05/19/2021	>
02 - Vacation Approved			Reset		-1	05/07/2021	>
01 - Sick Leave Approved						05/03/2021	,
02 - Vacation Approved	The Filters op Absence type.	tion enable you	ı to search by	Begin ar		s as well as ext' to continue.	,
02 - Vacation Approved						04/22/2021	

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



Cancel Absent	ces (0)	:	٢
View Requests		17 row	\$
02 - Vacation Approved	05/20/2021	>	
02 - Vacation Approved Click the '02-Vacation' row to continue the cancel request.	05/11/2021 - 05/19/2021	>	1
02 - Vacation Approved	05/07/2021	>	
01 - Sick Leave Approved	05/03/2021	>	
02 - Vacation Approved	04/27/2021	>	
02 - Vacation Approved	04/22/2021	>	

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



Cancel Absences		Ø,	Cancel Absence		٥
					i
Return to Cancel Absences					
			Cancel A	bsence	
Absence Details					
	Absence Name	02 - Vacation	1		
	Reason	Vacation			- 1
	Start Date	05/20/2021			- 1
	End Date	05/20/2021			- 1
	Duration	2.00	Hours		- 1
	Status	Арр			. 1
	Comments	44.4	e Cancel page displays the details of the absence quest. If the request is in the Submitted status please		
Attachments			k your supervisor to Push Back the request. In this		. 1
		You	ample, you will cancel the previously approved sence request.		
Add Attachment					- 1
Cancel Details			ease refer to full list of cancel absence scenarios for		
	*Cancel Reason	10 C C C C C C C C C C C C C C C C C C C	ditional guidance. <u>https://ags.hawaii.gov/hip/time-</u> d-leave/		
	Comments		Select ' Next ' to continue	e.	

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. <u>https://ags.hawaii.gov/hip/time-and-leave/</u>



Cancel Absences			Cancel Absence		00	â	:	٢
Return to Cancel Absences								ĺ
					Cane	el Abse	ance.	
Absence Details							index.	1
1	Absence Name	02 - Vacation						
	Reason	Vacation						
	Start Date	05/20/2021						
	End Date	05/20/2021						
	Duration	2.00	Hours					
	Status	Approved						
	Comments	9:15 - 11:15 a 11:15 - 12:15						
Attachments								
		You have not	added any Attachments					
Add Attachment								
Cancel Details			ſ	1 at 10 - 10 12		2.20		٦
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Cancel Reason	Select Abser	nce Reasor		Cancel Reasor own arrow.	n' dro	p-	ŀ
	Comments		-					

Select the 'Cancel Reason' drop-down arrow.



Cancel Absences		Cancel Absence		0-01	1	٢
						Î
Return to Cancel Absences						
				Cancel	Absence	
Absence Details						
Absence Nam	e 02 - Vacation					
Reaso	Vacation					
Start Dat	05/20/2021					
End Dat	05/20/2021					
Duratio	1 2.00	Hours				
Statu	Approved					
Comment	9:15 - 11:15 a 11:15 - 12:15					
Attachments						
	You have not	added any Attachments.				
Add Attachment						
Cancel Details						
"Cancel Reaso	Select Abse	nce Reason 👻	Salact the (	Not Valid' optio	n	ור
Comment	Colore Aleres	nce Reason	Jereve the T	optio		

Select the 'Not Valid' option.



Cancel Absences			Cancel Absence	8 10 -		â	:	6
Return to Cancel Absences								
					Ca	ncel Abse	ence	
Absence Details								-
	Absence Name	02 - Vacation						
	Reason	Vacation						
	Start Date	05/20/2021						
	End Date	05/20/2021						
	Duration	2.00	Hours					
	Status	Approved						
	Comments	9:15 - 11:15 a 11:15 - 12:15						
Attachments				72.				
		You have not	added any Attachments.					7
Add Attachment					se cancel my r ments field. Th			
Cancel Details					ey to continue.	(2010) (CONTROL 100)		
	*Cancel Reason	Not Valid	~					
	Comments							٦
		L					_	

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



Cancel Absences			Cancel Absence			1	٢
Return to Cancel Absences						_	
					Cancel A	bsence	
Absence Details					4		
	Absence Name	02 - Vacation	ſ	and the second second			í I
	Reason	Vacation		Click the 'Cancel Al	osence' butto	n.	
	Start Date	05/20/2021	C C				
	End Date	05/20/2021					
	Duration	2.00	Hours				
	Status	Approved					
	Comments	9:15 - 11:15 a 11:15 - 12:15					
Attachments							
		You have not	added any Attachments.				
Add Attachment							
Cancel Details							
	*Cancel Reason	Not Valid	v				
	Comments	Please cance	el my request				ר
							4

Click the 'Cancel Absence' button.



Cancel Absences	Cancel Absence	A : Ø
Return to Cancel Absences		
Absence Details		Cancel Absence
Attachments	Absence Name 02 - Vacation Reason Vacation Start Date 05/20/2021 End Date Are you sure you want to Cancel this Absence Duration Status Ves No Co Click the 'Yes' button to confirm the cancellation.	
Add Attachment Cancel Details	<b>Note:</b> The Supervisor must approve the cancellation request prior to it being removed from the employee's absence requests.	

**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.



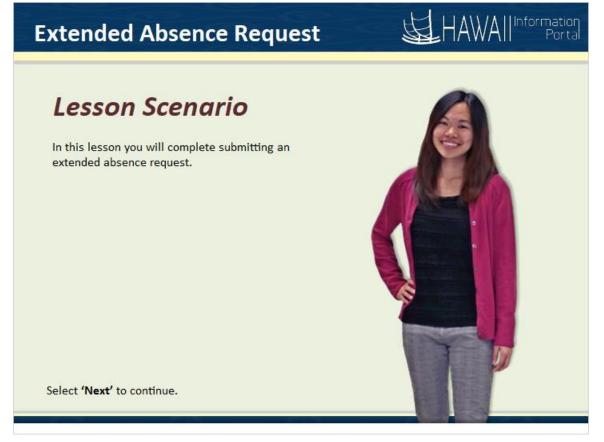


## Congratulations!

You've successfully completed this lesson.



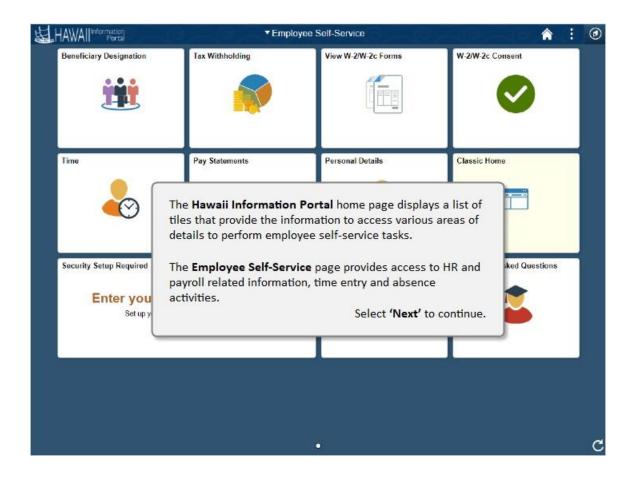
# **Extended Absence Request**



### Lesson Scenario

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

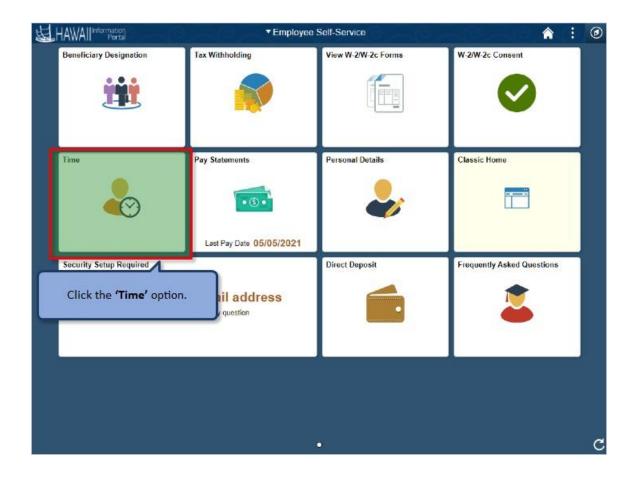




The **Hawaii Information Portal** home page displays a list of tiles that provide the information to access various areas of details to perform employee self-service tasks.

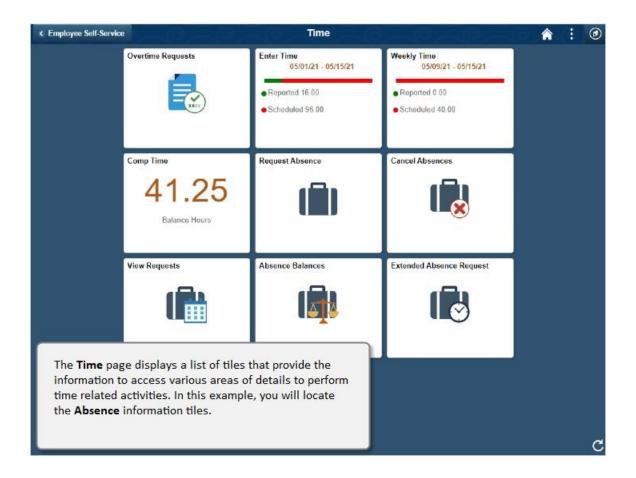
The **Employee Self-Service** page provides access to HR and payroll related information, time entry and absence activities.





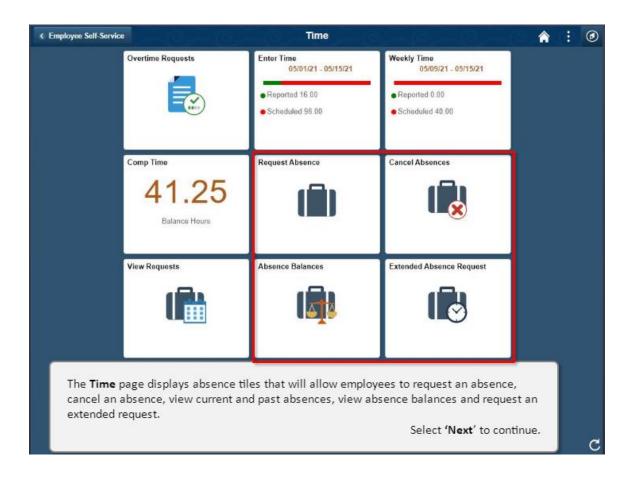
Click the 'Time' option.





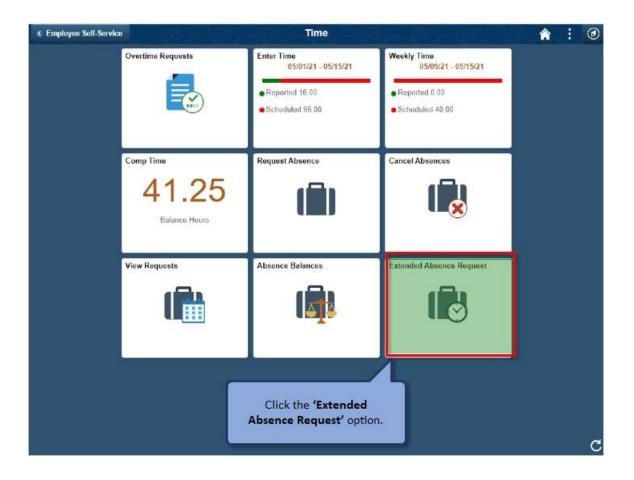
The **Time** page displays a list of tiles that provide the information to access various areas of details to perform time related activities. In this example, you will locate the **Absence** information tiles.





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.



#### Course 200 – ESS Absence Management

Manage Extended Absence Create and manage your extended absences here. You can create and submit the extended absence request for approval by entering Start Date. Expected End D Absence Take with the rest of the required information. If you are missing some information, save your request for later to manage your extended absences at a later time. ↓ 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. Select 'Next' to continue.	< Time	Extended Absence Request		6
+ 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.	Create and mana Absence Take wi	age your extended absences here. You can create and submit the extended absence request for approval by entering Start Date, Expecter in the rest of the required information.	I End Da	te,
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.				
Select 'Next' to continue.		<ul> <li>will allow employees to request an extended absence for the following options: Bone Marrow/Organ Donor, FMLA, Hawaii</li> <li>Family Leave Law, Military Leave, Sabbatical (Education),</li> <li>Workers' Compensation or TDI (Temporary Disability Insurance).</li> <li>The extended absence will be submitted in the approval workflow to the HR administrator or HR Extended Absence Coordinator.</li> <li>After the required documentation or tasks related to the request have been submitted, it will be approved according to</li> </ul>		
		Select 'Next' to continue.		

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.



< Time	Extended Absence Request	â	:	٢
Manage Extended Absen	ce			
Absence Take with the rest of	ended absences here. You can create and submit the extended absence request for approval by entering Start Date, Expe I the required information. mation, save your request for later to manage your extended absences at a later time.	cted End	Date,	
	<b>Note:</b> In this example, you will create an extended absence for FMLA leave that is needed to care for a sick parent.		ĺ	
	Select <b>'Next</b> ' to continu	ıe.		

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



#### Course 200 – ESS Absence Management

< Time	Extended Absence Request	â	1	٢
Manage Extended A	bsence			
Absence Take with the	ur extended absences here. You can create and submit the extended absence request for approval by entering Start Date, Exp rest of the required information. information, save your request for later to manage your extended absences at a later time.	ected End	l Date,	
Cli	ck the '+' symbol.			
javascriptsubmitAction_win	0(document.win0,"DER/VED_ABS_EA_ADD_P8");			

Click the **'+'** symbol.



< Time	Request Extended Absence	A : Ø
	Absence Type All   Absence Take Select Absence Name	
	The <b>Request Extended Absence</b> page displays with an option to select the <b>Absence Type</b> or <b>Absence Take</b> . Select <b>'Next</b> ' to continue.	

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



< Time	Request Extended Absence	<b>^</b> : Ø
	Absence Type All  All All Absence Take Bone Marrow/Organ Donor FMLA	Launch
	Hawaii Family Leave Law Military Leave Sabbatical/Edu&Pro/Study Leave TDI Workers Compensation Leave	
	You have the option to select any of the <b>Absence Types</b> : Bone Marrow/Organ Donor, FMLA, Hawaii Family Leave Law, Military Leave, Sabbatical (Education), TDI (Temporary Disability Insurance) or Workers' Compensation Leave. Select <b>'Next</b> ' to continue.	

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.



Nor EA	Launch
ν ΕΛ	
ν ΕΛ	
et any of the <b>Absence Takes</b> : Bone MLA Continuous EA, FMLA Intermittent w EA, Military Leave EA, Sabbatical rary Disability Insurance) EA or we EA. ed Absence. Select <b>'Next</b> ' to continue.	
	et any of the <b>Absence Takes</b> : Bone MLA Continuous EA, FMLA Intermittent w EA, Military Leave EA, Sabbatical eary Disability Insurance) EA or we EA.

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



< Time	Request Extended Absence	â	:	٢
✓ Time Absence Type *Absence Take	All Select Absence Name Click the 'Absence Type' drop-down arrow.		Leun	_

Click the 'Absence Type' drop-down arrow.



< Time	Request Extended Absence	â : Ø
	$\mathbf{x}$	Launch
	Absence Type *Absence Take FMLA Militar Sabbe TOI Worke Select the <b>'FMLA'</b> option.	

Select the 'FMLA' option.



< Time	Request Extended Absence	â	:	۲
Absence Ty;			Eauno	

Click the 'Absence Take' drop-down arrow.



< Time	Request Extended Absence	<b>^</b> :	۲
	$\mathbf{x}$	Launch	
	Absence Type FMLA   "Absence Take Select Absence Name  FMLA Continuous EA FMLA Intermittent EA Sector Addentice Name		
	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 <b>'Next</b> ' to continue.		

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.



< Time	Request Extended Absence	<b>^</b>	: 📀
	×		Leunch
	Absence Type FMLA  Absence Take Select Absence Name		
	FMLA Continuous EA Select Absence Na Select the <b>'FMLA</b>		
	Continuous EA' option.		

Select the 'FMLA Continuous EA' option.



< Time	Request Extended Absence	â : Ø
		Launch
Absence Type	FMLA 🗸	
"Absence Take	FMLA Continuous EA 🐱	Click the <b>'Launch'</b> button.

Click the 'Launch' button.



× Exit	Extended Abs	ence Request	-10,10	
Absence Name Absence Type Status New		3		Next >
Absence Information Visited     Attachments and Notes Not Started     Review and Submit Not Started		nation 05/10/2021	<b>1</b>	Save
	*Expected Return Date		<b></b>	
	Actual Return Date		Ē	
	*Absence Reason	Select Absence Reason	• •	
Step 1- E if needed Step 2- A	nded Absence Request pag Inter absence details (start a l). Add attachments or notes for eview the absence details ar	nd end dates, ab the approver.	osence reasons approval.	s and comments, <b>Next</b> ' to continue.

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.



× Exit	Extended Absence Request	
Absence Name Absence Type Status New		Next >
Absence Information Visited     Attachments and Notes Not Started	Step 1 of 3: Absence Information	Save
3 Review and Submit Not Started	*Start Date 03/15/2021	
	*Absence Reason Select Absence Reason  Comments	
	Step 1: The Dates for the FMLA leave have been entered is The Actual Return Date is optional and can be a different expected return date. It may be added at a later time. And the option to Save the request if the dates will change lat Select 'Ne	t date from the employee has

**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.



× Exit	Extended Abs	ence Request			
Absence Name Absence Type Status New					Next >
Absence Information     Vested     Attachments and Notes     Not Started     Not Started     Not Started	*Expected Return Date Actual Return Date *Absence Reason	03/15/2021 04/14/2021 Select Absence Re	Reason' drop-d	lown arrow.	Save

Click the 'Absence Reason' drop-down arrow.



× Exit	Extended Abs	ence Request	0,	
Absence Name Absence Type Status New				Next >
Absence Information Visited	Step 1 of 3: Absence Inform	mation		Save
2 Attachments and Notes Not Started				3010
3 Review and Submit Not Started	"Start Date	03/15/2021	Ē	
	*Expected Return Date	04/14/2021	<b></b>	
	Actual Return Date			
	*Absence Reason	Select Absence Reason Child	n <b>v</b>	
	Comments	Child Bonding Military Caro Giver Parent		
	Select the <b>'Paren</b>	Seler Absence Reason t' option.		

Select the 'Parent' option.



× Exit	Extended Abs	ence Reques		g - g - g
Absence Name Absence Type Status New				Next >
Absence Information Visited	Step 1 of 3: Absence Inform	nation		
2 Attachments and Notes Not Started				Save
3 Review and Submit Not Started	*Start Date	03/15/2021	Î	
	*Expected Return Date	04/14/2021	<b></b>	
	Actual Return Date		Ē	
	*Absence Reason	Parent	*	
	Comments		J.	
	Note: You have the leave for the parent policy. In this examp	if needed ac	cording to depa ent was not adde	rtmental

**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.



× Exit	Extended Absence Request	
Absence Name Ibsence Type Status New		< Previous Next
Absence Information Visited	Step 2 of 3: Attachments and Notes	Click the <b>'Next'</b> button.
Attachments and Notes Visited	Attachments and Notes You have not added any Attachments	
3 Review and Submit Not Started	Add Attachment	
	Step 2: You can add attachments and a leave for the parent if needed accordin policy. In this example, an attachment should check with your HR office about be required.	g to departmental was not added. You

**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.



Absence Name Absence Type Status New	< Previous Submit
1 Absence Information Visited	Step 3 of 3: Review and Submit
2 Attachments and Notes Visited	Absence Type FMLA SICK AT
3 Review and Submit Visited	Start Date 03/15/2021 Expected Return Date 04/14/2021
	Actual Return Date Absence Reason Parent
	Comments Attachments and Notes
	You have not added any Attachments.
	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.

**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.



× Exit	Extended Absence Request	
Absence Name Absence Type Status New	×	
		Y Previous     Submit     Submit
Absence Information Visited	Step 3 of 3: Review and Submit	
2 Attachments and Notes	Absence Type FMLA SICK AT	
- Visitor	Absence Take	
3 Review and Submit Visited	Start Date 03/15/2021	
	Are you sure you want to Submit this Extended Absence Request?	
	Click the <b>'Yes'</b> button.	
	<b>Note:</b> A message displays to confirm that you want to the request.	submit

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

Click the 'Yes' button.



	Extended Absence Submission
Vorkflow Status Submitted	Note: The FMLA Continuous EA has a <b>Submitted</b> status for the workflow. The <b>Absence Management</b> is in the pending status as the request is submitted to the HR Admin or HR Extended Absence Coordinator for review and approval.
Start Date 03/15/2021 Expected Return Date 04/14/2021 Actual Return Date Absence Reason Parent Comments Extended Absence Mngmt Absence Management	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. This automatic email routes to both the employee and supervisor.
Extended Absence Mngmt	Note: If you will be using Vacation or Sick leave to supplement this request please work with your HR department.
Multiple Approvers Extended Absence Dept Admin	Select ' <b>Next</b> ' to continue.
Request History	>
Actions	
Extended Absence Request	

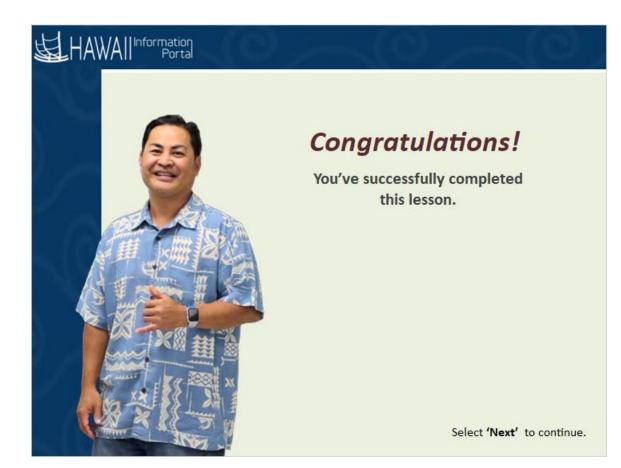
**Note:** The FMLA Continuous EA has a Submitted status for the workflow. The **Absence Management** is in the pending status as the request is submitted to the HR Admin for review and approval.

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**

	HAWA II Information Portal
Donate Leave	
Submit Donate Leave Request	ALACTA
Submit Receive Donated Leave Request	SH P
Review Leave Transfer Request History	
The above topics are covered in this section.	
Select <b>'Next'</b> to conti	inue.

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



## Submit a Donate Leave Request

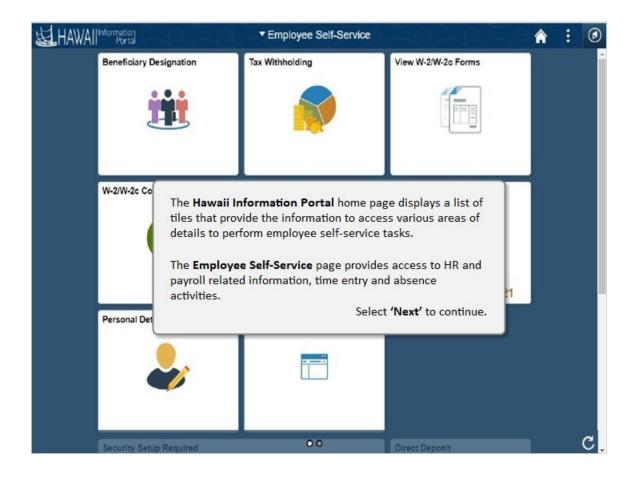


## Lesson Scenario

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.

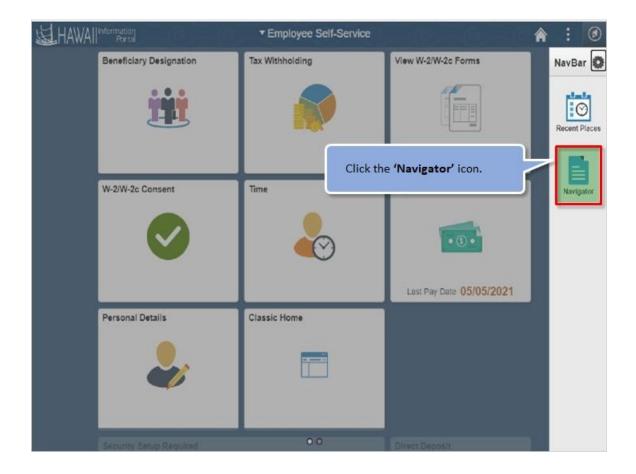
The **Employee Self-Service** page provides access to HR and payroll related information, time entry and absence activities.



<b>运</b> HAWAI	Information Portal	▼ Employee Self-Service	
	Beneficiary Designation	Tax Withholding	Click the 'Navigation' icon.
	W-2/W-2c Consent	Time	Pay Statements
	Personal Details	Classic Home	
	Security Setup Required	00	Direct Deposit

Click the 'Navigation' icon.





Click the 'Navigator' icon.



HAWAI	Information Portal	▼ Employee Self-Service		۲
	Beneficiary Designation	Tax Withholding	NavBar: Navigator	0 > >
	W-2/W-2c Consent	Click the <b>'Self</b>	Service' link. Re Administration Navigator Time and Labor	>
			Payroli for North America Global Payroli & Absence Mgmt	> >
	Personal Details	Classic Home	Set Up HCM Enterprise Components	>
	<i>~</i>		Reporting Tools PeopleTools	>
	Security Setup Required	0.0		

Click the 'Self-Service' link.



HAWAII"	Mormation Portal	▼ Employee Self-Service	to make	<b>A</b> :	۲		
	Beneficiary Designation	Tax Withholding	NavBar: Navigator				
			0	4 Self Service	Ŧ		
	H		Recent Places	Time Reporting	>		
				Personal Information	>		
	W-2/W-2c Consent	Time	Navigator	Payroll and Compensation	>		
				Benefits	>		
				Leave Transfer Requests	->		
	Personal Details	Click the <b>'Leave Tr</b>	ansfer Requ	Jests' link.			

Click the 'Leave Transfer Requests' link.



Beneficiary Designation	Tax Withholding	NavBar: Nav	igator	0
646			Leave Transfer Requests	Ŧ
	Click the 'Dor Request	nate Leave	Donate Leave Request Receive Donated Leave Request	
W-2/W-2c Consent	Time	Navigator	Return Unused Leave Request	
			Leave Transfer Request History	
Personal Details	Classic Home			
-				
		-		

Click the 'Donate Leave Request' link.



Favorites  Main Menu  Employee Sel	FSorvice > Donate Leave Request	A Home	Sign Out
		Add To 🔻	() NavBar
Request to Donate Leave			
Donation Program			_
*Program Name	Program Name 🗸		
Category	Bank	Туре	Volun
Contribution Type	One-Time	Frequency	
Unit Type	Hours	Ceiling Limit	10000
Minimum Hours		Maximum Hours	
Begin Date	01/01/2019	End Date	
	The <b>Request to Donate Leave</b> page provides the option	E	
Leave Contribution	for employees to donate vacation leave to the department bank. You can select a <b>Program Name</b> and		
Π, Q	then the following data will auto populate: Category,		
From Entitlement	Contribution Type, Unit Type, Begin Date, Type and Ceiling limit.		
Select Entitlement	Select <b>'Next'</b> to continue	2.	

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.



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Category E		entit ente will	lement and r the numb	er of hours. The rec out. In this example, m name.	to populate and then ipient type and name	Volun 1000(
Leave Contribution	~					
From Entitlement	Balan	ce	Hours to Donate	Recipient Type	Name	
Select Entitlement	Baland	ce				
Comments						
Requester Comments						
a						

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.



avoriles 🔻 🛛 Main Menu 🆜 🔉 Employee Self-S	Service > Donate	Leave Request			A Home	Sign O
				Add To 🔫	Notification	Navi
Request to Donate Leave						
This form may be used to Donate leave time to	o either an eligible	employee or to a	a leave bank			
mployees on written warning may not donate f termination of employment may not donate		ne. Additionally, e	employees who have provided notic	ce or have been	given notice	
Donation Program						
*Program Name [ Category	Select Program	_		_	Тур	e
Contribution Type Unit Type		Cli	ck the <b>'Program Name'</b>		Frequenc	5
Minimum Days		Ch	drop-down arrow.	м	Ceiling Lim aximum Day	
Begin Date					End Dat	•
eave Contribution						
町 Q						
From Entitlement	Balance	Days to Donate	Recipient Type	Name		
Select Entitlement	Balance			•		
Add Contribution						

Click the 'Program Name' drop-down arrow.



Favorites 🔻 Main Menu 🔻 > Time > Donate Leave	Request		🟫 Home	Sign Out
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*Program Name Program Category Category One-Time Unit Type Hours Minimum Hours Begin Date 01/01/201	Name		Type Frequency <b>m Name'</b> option from the list.	
Leave Contribution Q The Program Name may default to department program. For this exam		, Int Type	Name	
is the only available option.				
Requester Comments				

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.



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	e a l	a ^e		Add To 🔫	Ø NavBar
^Program Name	Program Name		~		
Category	Bank			Туре	Volun
Contribution Type	One-Time			Frequency	
Unit Type	Hours			Ceiling Limit	1000(
Minimum Hours				Maximum Hours	
Begin Date	01/01/2019			End Date	
From Entitlement	Balance	Hours to Donate	Recipient Type	Name	
Select Entitlement	Balance				
	<b>'From Entitle</b> p-down arrow	2			

Click the 'From Entitlement' drop-down arrow.



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*Program Name	Pro	gram Name		•]		
Category	Ban	k			Туре	Volun
Contribution Type	One	-Time			Frequency	
Unit Type	Hou	rs			Ceiling Limit	1000(
Minimum Hours					Maximum Hours	
Begin Date	01/0	1/2019			End Date	
From Entitlement		Balance	Hours to Donate	Recipient Type	Name	
		Balance		_		
Select Entitlement	-	ect the <b>'Va</b>	A CONTRACTOR OF			
Comments Requester Co	Enti	tlement'	option.	]		=

Select the 'Vacation Entitlement' option.



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^Program Name	Program Name		•		-
Category	Bank			Туре	Volun
Contribution Type	One-Time			Frequency	
Unit Type	Hours			Ceiling Limit	1000(
Minimum Hours				Maximum Hours	
Begin Date	01/01/2019			End Date	
From Entitlement	Balance	Hours to Donate	Recipient Type	Name	
Vacation Entitlement	515.50		Enter ' <b>16</b> ' in t	he Hours to Donate	ר
Comments			field. Then cli continue.	ck the <b>'Tab'</b> key to	
Requester Comments					

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



Favorilos 🔻 Main Monu 🔻 > Time > I	Dona	te Leave Request			A Home	Sign Out
HAWAIIInformation	0	e a cal	a ^e		Add To 🔫	Ø NavBar
*Program Name	P	ogram Name		~		•
Category	Ba	nk			Туре	Volun
Contribution Type	Or	ne-Time			Frequency	
Unit Type	Ho	urs			Ceiling Limit	10000
Minimum Hours					Maximum Hours	
Begin Date	01	/01/2019			End Date	
野 Q From Entitlement		Balance	Hours to Donate	Recipient Type	Name	
Vacation Entitlement		515.50	16			
Comments						
Requester Comments					k the <b>'Scroll'</b> bar to view itional details.	
				-		

Click the 'Scroll' bar to view additional details.



Favoriles 🔻 🛛 Main	Menu 🔻	> Time > Donate Leave Request	📌 Home 🔰 Sign Out
HAWAII"	formation Porta		Add To 🔫 🕑 NavBar
		✓ Type Voluntary Erequency	
Hours to	Reci	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. Select 'Next' to continue.	1 1-1 of 1 v b b Delete
Donate		Details	Delete
		A Constant of the second secon	
*			а 

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.



	Request 🔶 Home	Sign O
HAWAIIIntermation	Add To 🔻	Navi
Vacation Entitlement v 515.5 comments Requester Comments	The requestor has the option to add comments to the request for the approvers. You will read each agreement and compliance statement and verify that the statements have been read. Select ' <b>Next</b> ' to continue.	
Employees who have provided notice or have	e been given notice of termination of employment may not donate leave. Is to this program or to another employee, I authorize the donation of hours/days and unde	rstan
Employees who have provided notice or have	is to this program or to another employee, I authorize the donation of hours/days and unde	rstank
Employees who have provided notice or have     I acknowledge that if I am donating hours/day	is to this program or to another employee, I authorize the donation of hours/days and unde	rstarx
I acknowledge that if I am donating hours/day     I hereby confirm that I have read and comply	is to this program or to another employee, I authorize the donation of hours/days and unde	rstan

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.



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Vacation Entitlement	515.50	16				
Comments Requester Comments		workflow or s	are options to s save for later to iis example, you	make addition will submit th	al changes if	
Agreement and Compliance     Employees who have provided notice	e or have bee	en given notice of terr	mination of employmen	nt may not donate le	ave.	_
I acknowledge that if I am donating h     I hereby confirm that I have read and				nonize the donation o	of hours/days and un	derstand ti
Submit Save for La	iter					
Required Field						

**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.



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Vacation Entitlement	515.50	16	
Comments			
Requester Comments			
Agreement and Compliance  Employees who have provided notice  I acknowledge that if I am donating h  I here Click the 'Subm	ours/days to this p		yment may not donate leave, I authorize the donation of hours/days and understand ti
Submit Save for La Required Field	iter		

Click the 'Submit' button.



Favorites  Main Menu  Time  Donate Leave Request	A Home	Sign Out
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Request to Donate Leave		
Submit Confirmation		
Are you sure you want to Submit this Request?		
Yes No		
Click the <b>'Yes'</b> button for the Submit Confirmation message.		

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



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Request to Donate Leave		
Submit Confirmation		
The Request has been submitted.		
Click the <b>'OK'</b> button.		

Click the 'OK' button.



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From Entitlement	Balance	Hours to Donate	Recipient Type	Name
Vacation Entitlement	515.50	16.00		
Employees who have provid     I acknowledge that if I am de     I hereby confirm that I have	nating h	he HR Admin will b		ed to the workflow. eview and approve to continue.
Request History				
Workflow Action	Name	Action Da	te Comm	nents
1 Submitted	John Aloha	05/11/202	1	

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**

# 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.



Select 'Next' to continue.

#### Lesson Scenario

In this lesson you will learn how to request donated leave from a leave bank or leave sharing program for yourself.

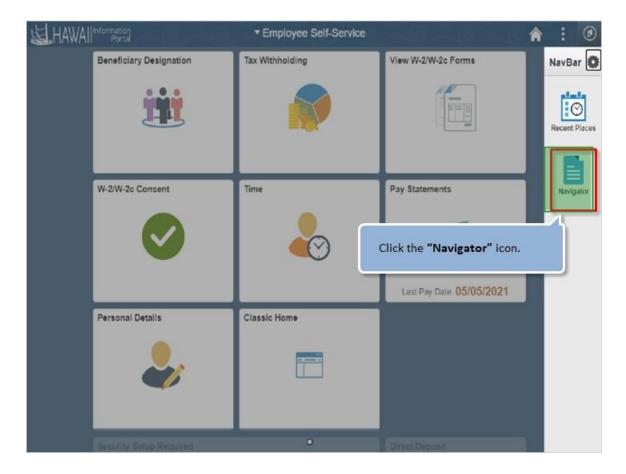
Requesting donated leave may be desired if you have life circumstances that require you to be out for a period longer than you have paid leave to cover. Check with your department for policies that allow you to request donated leave



<b>出</b> HAWAI	Information Portal	▼ Employee Self-Service	
	Beneficiary Designation	Tax Withholding	View W-2/W-2c Forms Click the "NavBar" icon.
	W-2/W-2c Consent	Time	Pay Statements
	Personal Details	Classic Home	
	Security Setup Required	0	Direct Deposit C

Click the "NavBar" icon.





Click the "Navigator" icon.



HAWAI	Information Portal	▼ Employee Self-Service		0
	Beneficiary Designation	Tax Withholding Click the 'Se	NavBar: Navigator	• } >
	W-2/W-2c Consent	Time	Navigator Change My Password My System Profile	
	Personal Details	Classic Home		
	Security Setup Required	•		

Click the 'Self Service' button.



HAWAI	Information Portal	▼ Employee Self-Service	في مر ا		٢
	Beneficiary Designation	Tax Withholding	NavBar: Navi	igator	0
				le Self Service	•
			Recent Places	Time Reporting	>
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	W-2/W-2c Consent	Time	Navigator	Payroll and Compensation	>
				Benefits	>
				Leave Transfer Requests	
	Personal Details	Clas Click the 'Leave	Transfer Re	quests' button.	
	-				
	Security Setup Required	•			

Click the 'Leave Transfer Request' button.



HAWAI	Information Portal	▼ Employee Self-Service	فاحداد		۲
	Beneficiary Designation	Tax Withholding	NavBar: Navig	gator	0
				Leave Transfer Requests	Ŧ
			Recent Places	Donate Leave Request	
				Receive Donated Leave Request	
ł.	W-2/W-2c Consent				
		Click the <b>'Receive Do</b>	nated Leave	e Request' button.	
	Personal Details	Classic Home			
	-				
		•			

Click the 'Receive Donated Leave Request' button.



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Request to Receive Donate	ed Leave			_	
Frank in the second	Donation Program se ific Leave Bank by Pro		information regarding the Select <b>'Next'</b> to continue		
Donation Program					
"Program Na	me XX0000 - Department		<b>v</b>		
Categ	ory Bank			Туре	Volun
Contribution T	ype One-Time				
Unit T				Ceiling Limit	1000(
Minimum Ho Begin D	The second second second			Maximum Hours End Date	
Leave Time Request					
*Recipien	t Self	~	Recipient Name		
*Begin Date			*End Date	<b></b>	
"Hours Requested	1		View Balances		
	This is a Recurring Occ	currence			
4					÷

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



Favorites 👻 Main Menu 👻 > Self Ser	ice 🔻 🗲 Leave Tra	nsfer Requests 🔻	Receive Donate	d Leave Request		A Home	Sign Out
						Add To 🔫	Ø NavBar
				n is entered to iest.	request		
Donation Program							
"Program Nai Catego Contribution Ty Unit Ty Minimum Hou Begin Da Leave Time Request	ry Bank pe One-Time pe Hours	artment		<b>)</b>		Typ Ceiling Limi Maximum Hour End Dat	it 1000( s
"Recipient "Begin Date "Hours Requested	Self			Rec <b>Calendar'</b> icor	ipient Name 1.		

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

Click the 'Calendar' icon.



avorites 🔻 Main Menu 🔻 > Self Servi	ce 🔻 > 🛛 Leave	Trans	fer Req	uests	• >	Rece	eive D	onated L	eave Request	A Home	Sign Out
HAWAIIInformation Portal										Add To 🔻	() NavBar
Request to Receive Donated	Leave										
John Aloha											
Account Clerk IV This form may be used to request donate	d leave from a	leave	e prog	ram f	for you	urself	f or o	n behał	f of another employee.		
Donation Program											
"Program Nam	e XX0000 - 0	Depar	tment					~			
Categor	y Bank	Calendar					(x)		Туре	Volun	
Contribution Typ	est Societadas	N	/lay		*	20	21	~			
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Begin Dat								1		End Date	
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Leave Time Request		16	17	, 18	19	20	21	22			
"Recipient	Self	23	24	25	26	27	28	29	Recipient Name		
*Begin Date		30	31	_	)		-		*End Date		
*Hours Requested		CI	lick '	'27'			ľ	۲	View Balances		
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Click the "27".



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Request to Receive Donated	Leave			*
John Aloha				- 1
Account Clerk IV This form may be used to request donate	d leave from a leave program for yourself o	r on behalf of another employed	e.	
Donation Program				
"Program Nam	e XX0000 - Department	*		
Categor	y Bank		Туре	Volun
Contribution Typ	e One-Time			
Unit Typ	e Hours		Ceiling Limit	1000(
Minimum Hour	5		Maximum Hours	
Begin Dat	e 01/01/2019		End Date	
Leave Time Request				
*Recipient	Self 🗸	Recipie	nt Name	
*Begin Date	05/27/2021	*E	End Date	
"Hours Requested				
	This is a Recurring Occurrence	Click the	<b>'Calendar'</b> icon.	J

Click the 'Calendar' icon.



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Request to Receive Donated	Leave								
John Aloha									- 1
Account Clerk IV This form may be used to request donate	d leave from a leave program for yourself or on behalf of another	emplo	yee						
Donation Program									
"Program Nam	e XX0000 - Department 🗸	_							.
Catego	y Bank			Ca	lend	ar		X	Volun
Contribution Typ		h	Aay		~	20	21	~	
Unit Typ		s	м	Т	w	т	F	s	1000(
Minimum Hour Begin Da	And a second s							1	
Degin Da	# 0101/2019	2	3	4	5	6	7	8	
		9	10	11	12	13	14	15	
Leave Time Request		16	17	18	19	20	21	22	
"Recipient	Self 🗸	23	24	25	26	27	28	29	
*Begin Date	05/27/2021	_	31	20	20	21	20	20	
	Click "30".	-							
"Hours Requested	lev	0		Curre	ent Da	ate		۲	
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Click the '30'.



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John Aloha			
Account Clerk IV This form may be used to request donate	leave from a leave program for yourself or on behalf of another employee.		
Donation Program			
*Program Nam	XXX0000 - Department 🗸		
Categor	Bank	Туре	Volun
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Unit Typ	Hours	Ceiling Limit	1000(
Minimum Hour		Maximum Hours	
Begin Dat	01/01/2019	End Date	
Leave Time Request			
*Recipient	Self   Recipient Name		
*Begin Date	05/27/2021 III Find Date	05/31/2021	
"Hours Requested	Click in the <b>"*Hours Requested</b> " field.		

Click in the 'Hours Requested' field.



Favorites V Main Menu V Solf Servic	e ▼ > Leave Transfer Requests ▼ > Receive Donated Leave Request	🟫 Home 🔤	Sign Out
HAWAIIInformation Portal		Add To 🔫	Ø NavBar
Request to Receive Donated	Leave		
John Aloha			
Account Clerk IV This form may be used to request donated	leave from a leave program for yourself or on behalf of another employe	ee.	
Donation Program			
*Program Name	XX0000 - Department 👻		
Category	Bank	Туре	Volun
Contribution Type	One-Time		
Unit Type	Hours	Ceiling Limit	1000(
Minimum Hours		Maximum Hours	
Begin Date	01/01/2019	End Date	
Leave Time Request			
*Recipient	Self   Recipi	ent Name	
*Begin Date		End Date 05/31/2021	
*Hours Requested	Type <b>"24</b> ", then press <b>"Tab</b> "		
4			

Type '24', then press "Tab".



Favorites 🔻 Main Menu 🌱 > Self Serv	ce 🔻 > 🛛 Leave Transfer	Requests 🔻 > Receive Donated Leave Request 🔶 A	lome	Sign Out
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Request to Receive Donated	Leave			Î
John Aloha				
Account Clerk IV This form may be used to request donate	d leave from a leave p	program for yourself or on behalf of another employee.		
Donation Program				
"Program Nan	e XX0000 - Departm	ient 👻		
Catego	y Bank		Туре	e Volun
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Begin Da	te 01/01/2019		End Date	P
Leave Time Request				
"Recipient	Self	Click in the "View Balance" link.		
*Begin Date	05/27/2021	*End Date 05/31/20	21 🛄	
*Hours Requested	24.00	View Balances		
	This is a Recurrin	ng Occurrence		
4				

Click in the 'View Balance' link.



Request to Receiv	ve Donated Leave					_		
John Alaha		Absen	ce Self Sei	rvice		×		
Account Clerk IV This form may be used to	View Absence Balar	ices						
Donation Program								
	▼ Instructions					1		
	View current absence entitlem processed by payroll. For more				e requests that have not been		Type	Volun
0	Absence Entitlement Bala	ances			Personalize   [7]		type	Volui
	Current Balances						Celling Limit	1000(
	Entitlement Name	Balance as of 04/15/2021	From	То	Accrual Period		timum Hours	10000
	Sick Earn as you go Sick Ent	0.00 Hours	01/01/2021	12/31/2021	Year to Date		End Date	
	Vacation Balance	0.00 Hours	01/01/2021	12/31/2021	Year to Date			
Leave Time Request	Sick Balance	0.00 Hours	01/01/2021	12/31/2021	Year to Date			
	Return to Receive Donated Lea	ve Request						
							1/2021	

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



Favorites 🔻 Main Menu 🔻 > Self Serv	ice 🔻 > Leave Transfer Requests 🍸 > Reo	eive Donated Leave Request	A Home	Sign Out
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Request to Receive Donated	I Leave			*
John Aloha				- 1
Account Clerk IV This form may be used to request donate	d leave from a leave program for yoursel	f or on behalf of another employee.		
Donation Program				
"Program Nan	Ne XX0000 - Department	~		
Catego	ry Bank		Туре	Volun
Contribution Typ	e One-Time			
Unit Typ	e Hours		Ceiling Limit	1000
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Begin Da	te 01/01/2019	Click in th	e <b>scroll bar.</b>	Ч
Leave Time Request				
"Recipient	Self 🗸	Recipient Name		
*Begin Date	05/27/2021	*End Date	05/31/2021	
"Hours Requested	24.00	View Balances		
	This is a Recurring Occurrence			Ļ
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Click in the scroll bar.



ave Time Reques	t					
	"Recipient	Self	~	Recipient Name		
	'Begin Date	05/27/2021		"End Date	05/31/2021	1
"Ho	urs Requested	24.00		View Balances		
		This is a Recurring O	ccurrence			
	da a					
Descrip	uon					
		y own catastrophic illnes o	r injury.			

Click in the **Reason** radio button.



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	"Recipient	Self	~	Recipient Name		
	*Begin Date	05/27/2021		*End Date	05/31/2021	1
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0	Description	y own catastrophic illnes	or injury.	Click in th	e scroll bar.	
	I am taking a Leave for m			Click in th	e scroll bar.	
0	I am taking a Leave for m	Leave to care for an imr			e scroll bar.	3
0	I am taking a Leave for m I am taking a Family Care	Leave to care for an imr			e scroll bar.	

Click in the scroll bar.



Favoriles 🔻	Main Menu * Self Service * > Leave Transfer Requeste * > Receive Donated Leave Request	🔶 Home 🔰 Sign Out
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0	I am taking a Leave for my own catastrophic illnes or injury.	*
W	I am taking a Family Care Leave to care for an immediate family member with a catastrophic illness or injur	ry.
	Additional Details	
Comment	ts	
	Requester Comments	
Agreemen	nt and Compliance	
• •	Employees who have provided notice or have been given notice of termination of employment may not donate i	leave
	I hereby confirm that I have read and comply with the given statements.	
* Required	Click the <b>"Agreement and Compliance"</b> checkbox.	
4		

Click the "Agreement and Compliance" checkbox.



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0	I am taking a Leav <mark>e</mark> for <mark>m</mark> y own catastrophic illnes or injury.	( )
۰	I am taking a Family Care Leave to care for an immediate family member with a catastrophic illness of	or Injury.
	Additional Details	
Comment	ts	
	Requester Comments	
Agreemer	nt and Compliance	
	Employees who have provided notice or have been given notice of termination of employment may not de	
	lick the <b>'Submit'</b> button.	inate leave
	Submit Save for Later	
* Required	d Field	

Click the 'Submit' button



Favontes * Main Menu * 🤉 Self Service * 👌 Leave Transfer Requests * 👌 Receive Donated Leave Request 🇌 🇌	Home	Sign Out
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Request for Donated Leave		
Submit Confirmation		
Are you sure you want to Submit this Request?		
Ves No		
Click the <b>'Yes'</b> button.		

Click the '**Yes**' button.



Favorites * Main Menu * > Self Service * > Leave Transfer Requests * > Receive Donated Leave Request	A Home	Sign Out
HAWAII Internation	Add To 💌	() NavBar
Request for Donated Leave		
Submit Confirmation		
V The Request has been submitted.		
Click the <b>'OK'</b> button.		

Click the "**OK**" button.



Receive Donated L	eave Request X	+			0	- 6	×
← → C 🔒	hihs92.hip.hawai	i.gov/psp/hihs92/EMPLOYEE	/HRMS/c/ROLE_EMPLOYEE.GP_ABS_LVDN	_REQRCV.GBL?NAVSTACK	Q \$	*	0 :
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Receive Donated	a supplication and the	<b>uest</b> Search. Leave fields blank fo	ra list of all values.				
Find an Existing V	/alue Add a	New Value					
<ul> <li>Search Criteria</li> </ul>							
Transaction Number	z •	<b>Б6399</b>					
Leave Program	begins with $\mathbf{v}$	530000-В	٩				
Request Type	= •	Receive	v				
Correct History				Click the se	croll b	ar.	٦
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Search Results							- 1
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Click the **scroll bar**.



Favoriles 🔻	Main Menu 🔻 💡	Employee Self-S	Service > Receive Donated Lea	ve Request		A Home	Sign Out	
阁HAV	All ^{Information} Portal	The req	uest must be approve	d by a HR Admin.		<b>۲</b> Iotification	Ø NavBar	
	The <b>Request History</b> section displays the Workflow Action indicating the status of the request as well as the approval status.						^	
Agreeme	nt and Complia							
	An e-mail notification will generate automatically confirming the							
•	I have read the Le     absence request submitted. When the request is approved or							
	denied an e-mail notification will also be automatically generated							
$\checkmark$	I hereby confirm th							
	Select 'Next' to continue							
Request H	linter							
	listory							
=								
	Workflow Action		Name	Action Date	Comments			
1	Submitted			04/22/2020				
by Admi	inistrator							
Absence Management - Leave Donations:Pending								
by Administrator								
Pending Multiple Approvers Leave Donation Administrator								
* Required	Field							
Required	1 ICIU						J V	

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.





#### 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.

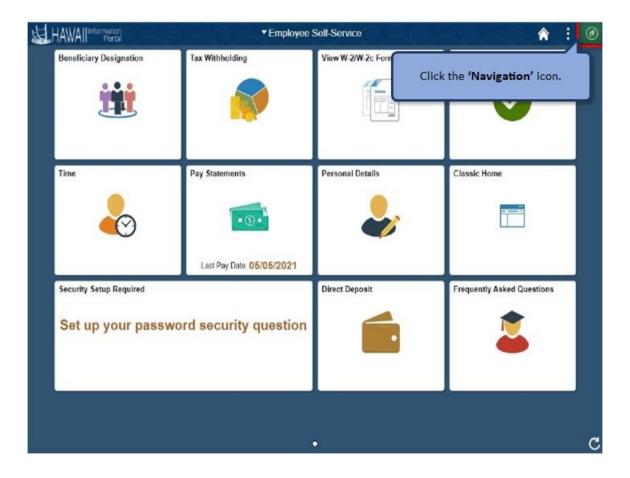


HAWA I Information Portal	▼Emp	bloyee Self-Service		:
Beneficiary Designation	Tax Withholding	View W-2/W-2c Forms	W-2/W-2c Consent	
Time	Pay Statements	Personal Details	Classic Home	-
Security Setup Required	tiles that provide the in details to perform emp The <b>Employee Self-Ser</b>	formation to access various loyee self-service tasks. <b>vice</b> page provides access tion, time entry and absen Select <b>'Next'</b>	us areas of	-
Set up your pa				
		•		

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.

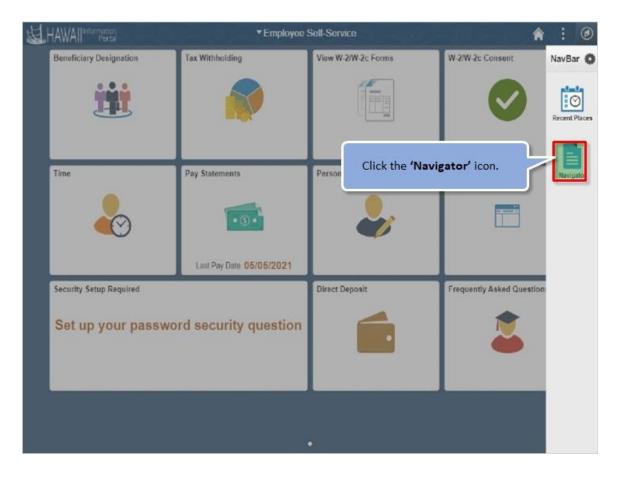
The **Employee Self-Service** page provides access to HR and payroll related information, time entry and absence activities.





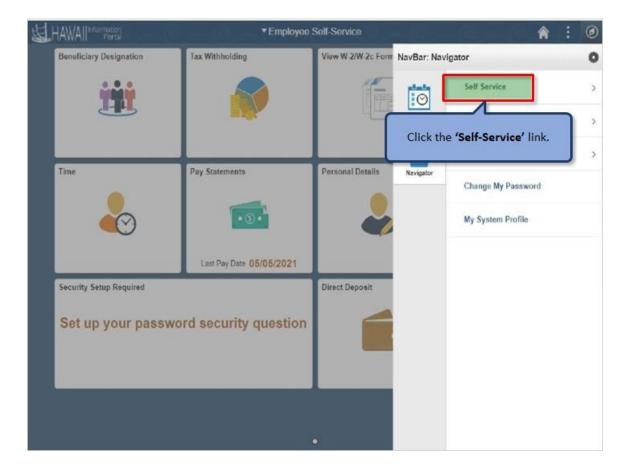
Click the 'Navigation' icon.





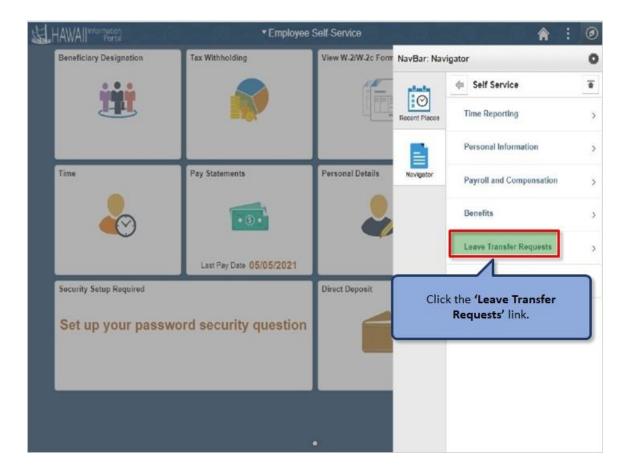
Click the 'Navigator' icon.





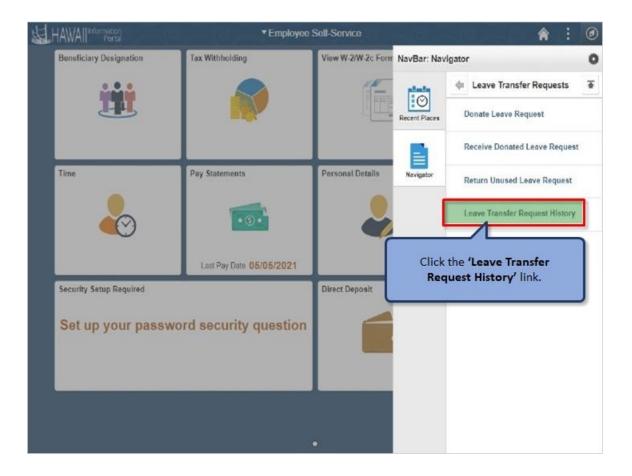
Click the 'Self-Service' link.





Click the 'Leave Transfer Requests' link.





Click the 'Leave Transfer Request History' link.



Leave Trans John Aloha Information Speci Specify the date r	or past le sfer Requests leave dou are graye	eave donation r nation requests ed out.	equests. You have that have been	age displays a list of ve the option to sea approved and have Select <b>'N</b>	arch by date. The
Begin D Request Histor		End Date		Refresh	✓ ▶ ▶   View All
Submit Date	Leave Program Name	Request Type	Approval Status	Process Status	Edit
05/07/2021	Accounting & General Services	Donate	Submitted	Unprocessed	Edit
11/25/2020	Accounting & General Services	Donate	Approved	Processed	Edit

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.



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Leave Trans	fer Requests History					
	ange of interest. To retrieve a complet equest details. Select Edit button to m		request.	ank and select Refresh. Se	lect the Request	
Begin Da	ate 📰 I	End Date	<b></b>	Refresh		
Request History	1					
II, Q				4 4 1-2 of 2	$\mathbf{v} = [\mathbf{k}_1, \dots, \mathbf{k}_{l-1}]$	View All
Submit Date	Leave Program Name	Request Type	Approval Status	Process Status	Edit	
05/07/2021	Accounting & General Services	Donate	Submitted	Unprocessed	Edit	
11/25/2020	Accounting & General Services	Donate	Approved	Processed	Edit	
	Accounting	<b>Donate'</b> link fo & General Sen n to view the n	vices			

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



		160. <u> </u>			NavBa
Unit Type Hours	5			Ceiling Limit	
Minimum Hours				Maximum Hours	
Begin Date 01/01	/2019			End Date	
eave Contribution					
羁 Q					
From Entitlement	Balance	Hours to Donate	Recipient Type	Name	
Vacation Entitlement	152.75	24.00			
Agreement and Compliance			request displays the nent and compliance		
Employees who have provided notice of	grayed out	since the requ	uest has already beer	n submitted.	
I acknowledge that if I am donating hou			Sele	ect <b>'Next'</b> to continu	le.
I hereby confirm that I have read and cor	nply with the giver	n statements.	1		

**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.



tequest H	I hereby confirm that I have re	ead and comply with the give	History of the act	the page displays the R tions taken on the leave process actions and con Administrator.	request. It
my .	Workflow Action	Name		Select <b>'Next'</b>	' to continue.
1	Submitted	John Aloha	11/25/2020		
2	Approved	HR Administrator	11/27/2020	Thank you very much for donat thoughtfulness is greatly approx Leave System. Thank you again From. Personnel Office	ciated. Your vacation balance
		HR Administrator	11/27/2020	thoughtfulness is greatly approv Leave System. Thank you again From.	ciated. Your vacation balance
	onations	HR Administrator		thoughtfulness is greatly approx Leave System. Thank you again From. Personnel Office	ciated. Your vacation balance
eave D	Ionations Absence Management - Conations			thoughtfulness is greatly approx Leave System. Thank you again From. Personnel Office	ciated. Your vacation balance
eave D	onations Absence Management -			thoughtfulness is greatly approx Leave System. Thank you again From. Personnel Office	ciated. Your vacation balance

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.



avorites 👻	Main Monu 👻 > Self Servic	e 🔻 🕥 Leave Transfer Requests 👻 >	Leave Transfer Request History	> Donate Leave Request	A Home	Sign Ou
HAW	/All ^{information} Portal	C C C C C C C C C C C C C C C C C C C	la ^y a	e a e a e	Add To 🖛	Nave
	hereby confirm that I have rea	d and comply with the given stater	nents.			
equest H	listory					
ШŢ						
	Workflow Action	Name	Action Date	Comments		
1	Submitted	John Aloha	11/25/2020			
2	Approved	HR Administrator	11/27/2020	Thank you very much for donating yo thoughtfulness is greatly appreciated Leave System. Thank you again for From. DAGS Personnel Office	Your vacation ba	to the E alance v
eave Do	onations	Click the <b>'Return</b>	to Leave Transfe			
and a second sec	Absence Management		History' link.			
Appr	HR Administrator Leave Donation Administrator 11/2720 - 11 52 AM					
	Comments					
eturn to Le	eave Transfer Requests History	k a				
required	1 FIELD					

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



Favorites * Main N	Aenu 🐐 > Self Service 🛪 🔉 Leav	e Transfer Requests 👻	> Leave Transfer Request	t History	😭 Home 🛛 Sign
HAWAII	Portal				Add To - N
Leave Transf	er Requests History			Click th	e <b>'Home'</b> icon.
John Aloha					
	list III nge of interest. To retrieve a complet quest details. Select Edit button to n			ank and select Refresh. Sele	ect the Request
Begin Date	End I	Date	Re	fresh	
Request History					
■ Q				4 4 1-2 of 2 ×	I View All
Submit Date	Leave Program Name	Request Type	Approval Status	Process Status	Edit
05/07/2021	Accounting & General Services	Donate	Submitted	Unprocessed	Edit
11/25/2020	Accounting & General Services	Donate	Approved	Processed	Edit

Click the 'Home' icon.



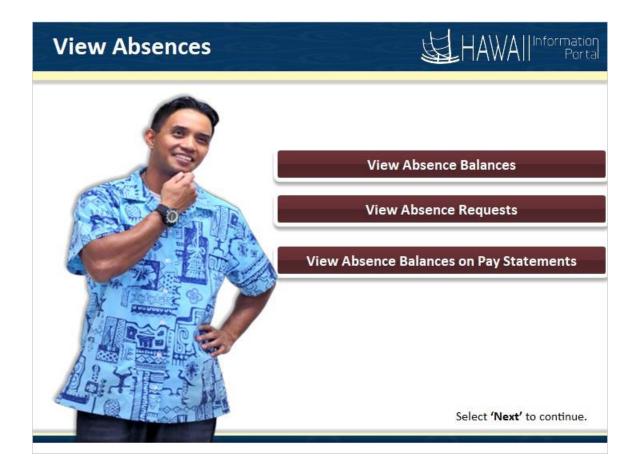


## Congratulations!

You've successfully completed this lesson.



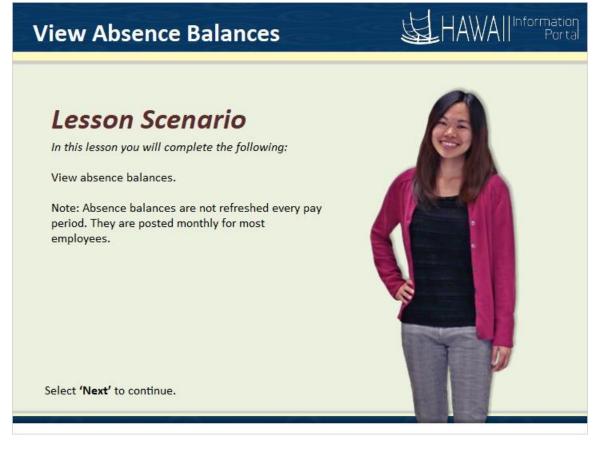
# **View Absences Balances**



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.

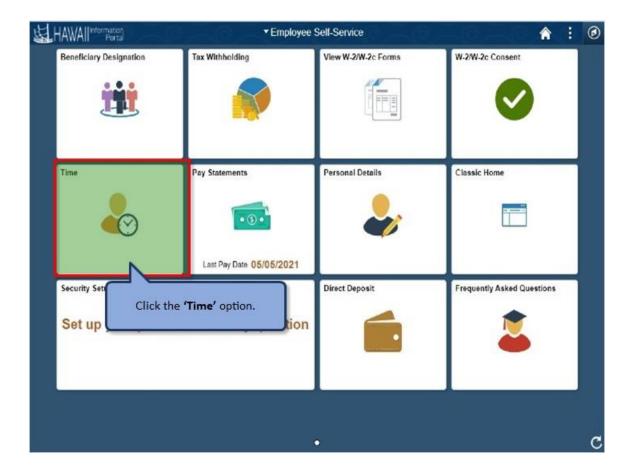


HAWA Information Portal	▼ Emp	oloyee Self-Service	
Beneficiary Designation	Tax Withholding	View W-2/W-2c Forms	W-2/W-2c Consent
Time	Pay Statements	Personal Details	Classic Home
Security Setup Required	details to perform emp The <b>Employee Self-Ser</b>	formation to access variou loyee self-service tasks. <b>vice</b> page provides access tion, time entry and absen Select <b>'Next'</b>	s to HR and ice ked Questions
Set up your pa		Select Next	

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.

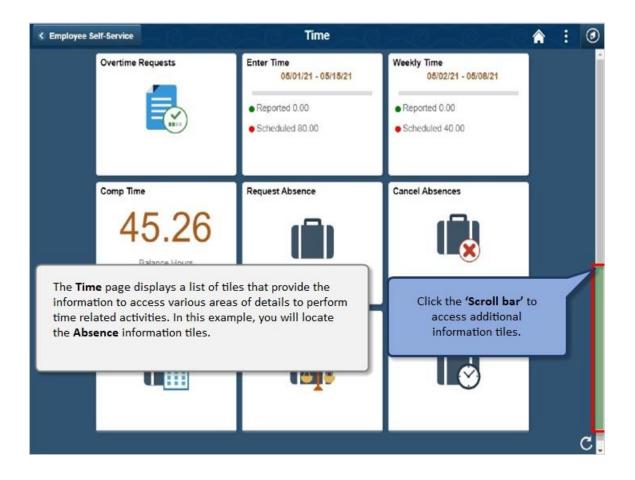
The **Employee Self-Service** page provides access to HR and payroll related information, time entry and absence activities.





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.

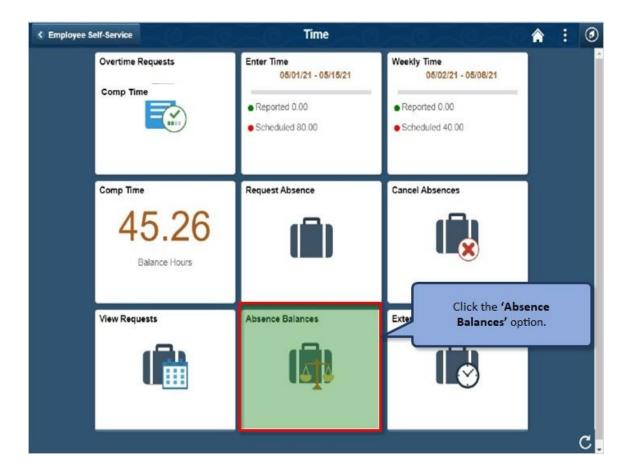
Click the 'Scroll bar' to access additional information tiles.



emp view	Time page displays absence tiles loyees to request an absence, ca current and past absences, view extend an absence request. Select 'Ne	incel an absence,	
Comp Time	Request Absence	Cancel Absences	
45.26 Balance Hours	6		
View Requests	Absence Balances	Extended Absence Request	

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.



Sick Earn as you go Sick As Of 04/15/2021	Ent	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 bal	The <b>Balances</b> page displays the absence totals for vacation and sick leave that employees are eligible for. <b>Note:</b> 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 Sick Ent' is specifically for UPW member employees. If you are not a UPW member, the balance for this should show zero.		

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.



slck Earn as you go Sick Ent	851 00 Hours
	651 00 Hours
acation Balance s Of 04/15/2021	699 50 Hours
ick Balance	
s Of 04/15/2021	0.00 Hours
Click the 'Forecast Balance'	
drop-down arrow.	

Click the 'Forecast Balance' drop-down arrow.



Sick Lain as you g	o Sick Ent			
As Of 04/15/2021				851.00 Hours
acation Balance				
As Of 04/15/2021				699.50 Hours
Sick Balance				
As Of 04/15/2021				0 00 Hours
Forecast Balance		ct absences that have not been p		
	As of Date	05/07/2021		
	Filter by Type	All	~	
	Absence Name	Select Absence Name	~	
		N:		
	triggered an Absend	ast Balance displays ar events in a specific time ce Name to forecast the ic calendar date.	e period. You will select	

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.



< Time	Balances	
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
As of Date Filter by Type	05/07/2021	
*Absence Name	Select Absence Name	Clink also (Filess by Town) down
		Click the <b>'Filter by Type'</b> drop- down arrow to view options.
	<u> </u>	

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



: Time	Balances	
Sick Earn as you go Sick Ent As Of 04/15/2021	All Bereavement/Funeral Blood Donation Bone Marrow/Organ Donor	851.00 Hours
Vacation Balance As Of 04/15/2021	Covid - 19 FMLA Foster Parent Program	699.50 Hours
Sick Balance As Of 04/15/2021	Hawaii Family Leave Law Jury Duty Leave Without Pay Military Leave	0 00 Hours
**Disclaimer The current balance does not refle Forecast Balance As of Date Filter by Type	Parent Teacher Conference Sabhatical/Edu&Pro/Study Leave Sick TDI Vacation WC Medical Treatment Leave Workers Compensation Leave All	Note: You will have several options to choose the Filter by Type absences.
*Absence Name	Select Absence Name 🖌	Admin Leave - Covid19 Vaccination, Sick, Vacation and Foster Parent Program are types of absences that may be forecasted.
		Select 'Next' to continue.

**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.



	Balances	
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
As of Date Filter by Type	05/07/2021	
Filter by Type	All	
*Absence Name	Select Absence Name	
		he <b>'Absence Name'</b> drop- n arrow to view options.

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



	851.00 Hours
	699.50 Hours
	0.00 Hours
All v	Note: You will have several options to choose from of Absence Name.
Select Absence Name	options to choose from of
02 - Vacation 03 - Leave Without Pay 04 - Jury Duty	Select <b>'Next</b> ' to continue.
06 - Bereavement/Funeral 07 - Blood Donation	
09- WC Medical Treatment Leave Admin Lv-COVID 19 Vaccination	
As of Date er by Type nce Name	er by Type All Market Absence Name O1 - Sick Leave O2 - Vacation O3 - Leave Without Pay O4 - Jury Duty O5 - Parent Teacher Conference O6 - Bereavement/Funeral O7 - Blood Donation O8 - Foster Parent Crt Hearing O9 - WC Medical Treatment Leave

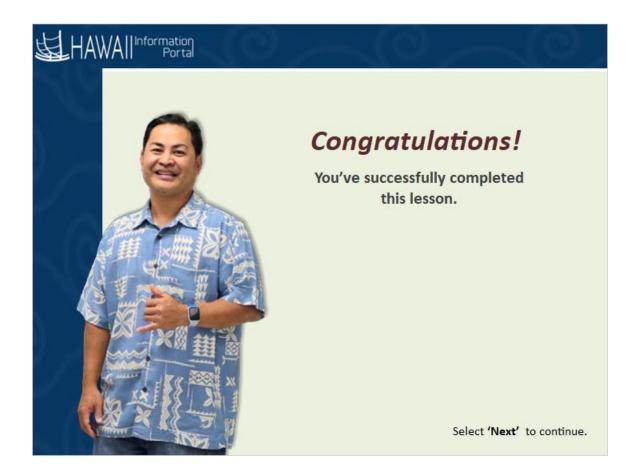
Note: You will have several options to choose the Absence Name.



( Time	Balances	المرق مرق مرق	â :
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
As of Date Filter by Type	05/07/2021		
*Absence Name	02 - Vacation 🗸	Current Balance 699.50 Hours**	
	Forecast Balance		
process for	nple, you selected to run the the vacation absence type. or the vacation absence is <b>6</b>	The current balance	

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.



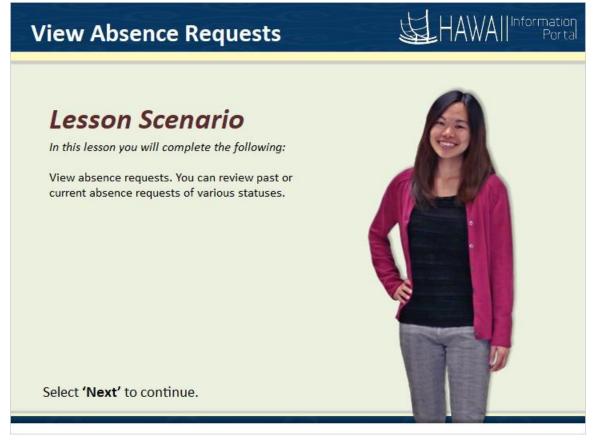


# Congratulations!

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.



HAWAI	Information Portal	▼ Employee Self-Service	~@~@~	A : 📀
	Beneficiary Designation	Tax Withholding	View W-2/W-2c Forms	
	tiles that provi details to perfo The <b>Employee</b>	formation Portal home pag de the information to access form employee self-service ta self-Service page provides information, time entry and Select	s various areas of asks. access to HR and absence	21
	Security Setup Required	00	Direct Deposit	c.

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.

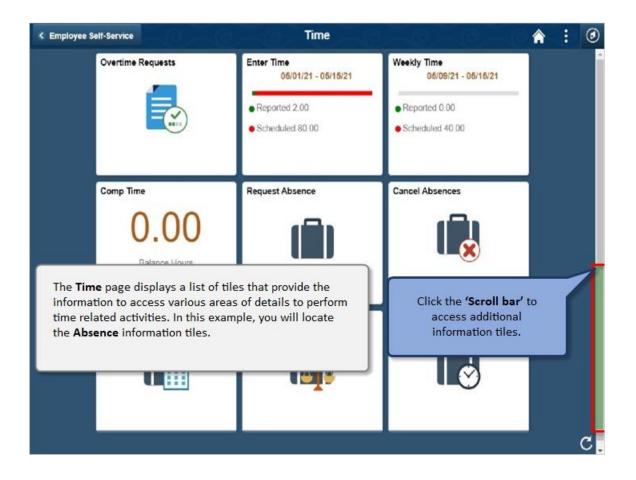
The **Employee Self-Service** page provides access to HR and payroll related information, time entry and absence activities.





Click the 'Time' option.

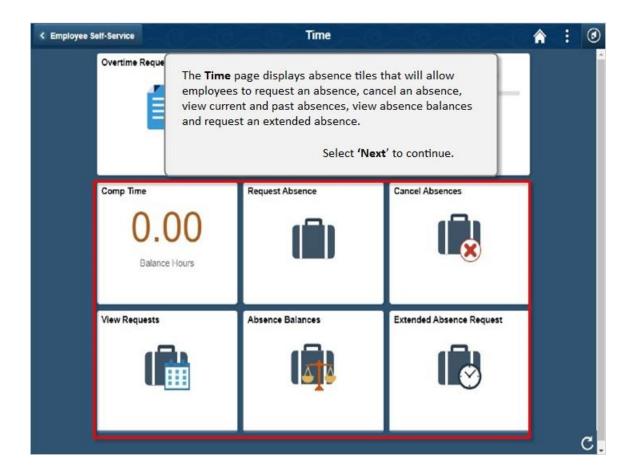




The **Time** page displays a list of tiles that provide the information to access various areas of details to perform time related activities. In this example, you will locate the Absence information tiles.

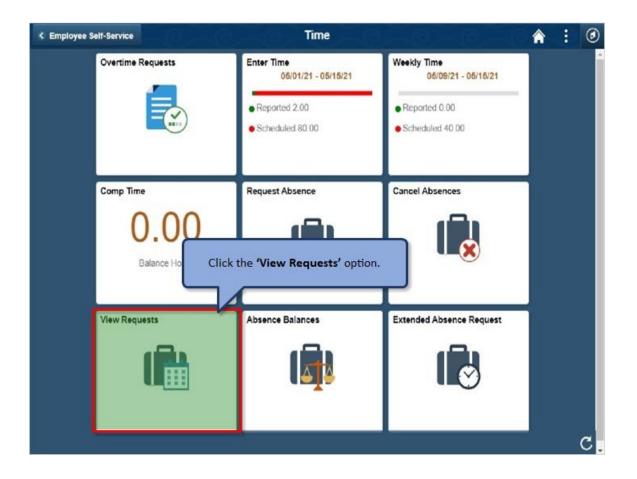
Click the 'Scroll bar' to access additional information tiles.





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.



< Time	View Requests	Â	: (
/iew Requests			15 rows
02 - Vacation Approved ELIGIBLE		05/07/2021	>
01 - Sick Leave Approved ELIGIBLE		05/03/2021	>
02 - Vacation Approved ELIGIBLE		04/27/2021	>
02 - Vacation Approved ELIGIBLE	The <b>View Requests</b> page displays a list of requests in several 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	04/22/2021	>
02 - Vacation Approved ELIGIBLE	after the current date. Select ' <b>Next</b> ' to continue.	04/16/2021	>
02 - Vacation Approved		04/07/2021	>

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.



Return to View Requests			
	Absence Name	02 - Vacation	
	Reason	Vacation	The request displays the following details:
	Start Date	05/07/2021	the request displays the following details:
	End Date	05/07/2021	Absence Name
	Duration	1.00 Hours	• Reason • Start Date
	Partial Days	Start Day Only	<ul> <li>End Date</li> <li>Duration</li> </ul>
	Status	Approved	Partial Days
	Eligibility Results	ELIGIBLE	• Status
		View Eligibility Details	<ul> <li>Eligibility Results</li> </ul>
	Comments	2:30 - 3:30 p.m.	Comments
ttachments	<u> </u>		Colored No. of Anna Street
'ou have not added any A	ttachments.		Select 'Next' to continue.
Balance Information			
	As Of 04/30/2021	515.50 Hours	
Request History			>
Approval Chain			>
		that have not been processe	

The request displays the following details:

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



View Requests	ß	Details 🏫 🗄
eturn to View Requests		
Absence Name	02 - Vacation	
Reason	Vacation	
Start Date	05/07/202	The request displays the balance information for the type
End Date	05/07/202	of absence, request history and approval chain. Let us
Duration	1.00 Hours	explore the request and approval chain tabs.
Partial Days	Start Day (	Select 'Next' to continue.
Status	Approved	
Eligibility Results	ELIGIBLE	
	View Eligibilit	y Details
Comments	2:30 - 3:30 p	m.
tachments		
where not added any Attackments		
alance Information		
As Of 04/30/2021	515.50 Hours	1
lequest History		2
pproval Chain		>
Nsciaimer The current balance does not reflect absence:	that have not he	an exchanged

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.



< View Requests	Details	: @
Return to View Requests		
Absence Name	02 - Vacation	
Reason	Vacation	
Start Date	05/07/2021	
End Date	05/07/2021	
Duration	1.00 Hours	
Partial Days	Start Day Only	>
Status	Approved	
Eligibility Results	ELIGIBLE	
	View Eligibility Details	
Comments	2:30 - 3:30 p.m.	
Attachments		
fou have not added any Attachments.		
Balance Information		
As Of 04/30/2021	515.50 Hours	
Request History		>
Approval Chain	Request History' option.	>
Disclaimer The current balance does not reflect absences	that have not been processed	

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



< View Requests		Details	100-0-0	A	:	0
Return to View Requests						
Absence Name	02 - Vacation					
Reason	Vacation					
Start Date	05/07/2021			_		
End C		<b>Request History</b>		×		
Dura		Submitted Absence Bar John Aloha			٦	
Partial D	Date	05/06/2021		X' option to return back o the request.		5
su	Comments	2:30 - 3:30 p.m.		o the request.		
Eligibility Res	Status	Approved Absence Req	luest			
	Approver	Jane Plumena				
Comme	Date	05/05/2021				
Attachments	Comments	2:30 - 3:30 p.m.				
You have not added any Attachments.						
Balance Information						
As C The	Request Hist	t <b>ory</b> displays the	e status, reg	uestor and		
Request History date	2000 C C C C C C C C C C C C C C C C C C	ges t <mark>o the reque</mark>	1.0			>
Approval Chain						Σ
"Disclaimer: The current balance does not reflect absence	s that have not been p	rocessed				

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.



K View Requests	Details	:	0
Return to View Requests			ĺ
Absence Name	02 - Vacation		
Reason	Vacation		
Start Date	05/07/2021		
End Date	05/07/2021		
Duration	1.00 Hours		
Partial Days	Start Day Only		>
Status	Approved		-
Eligibility Results	ELIGIBLE		
	View Eligibility Details		
Comments	2:30 - 3:30 p m.		
Attachments			
You have not added any Attachments.			
Balance Information			
As Of 04/30/2021	515.50 Hours		
Request History			>
	Approval Chain' option.		>
**Disclaimer The current balance			

Click the 'Approval Chain' option.



C View Requests	Detail	s	A	:	0
Return to View Requests					
	Absence Name 02 - Vacation				
	Reason Vacation				
	Approval C	hain	1		
	▼Absence Management	Approved		_	_
	Approved Jane Plumeria Absence By Pass Supervisor 05/06/21 7:34 AM	The second s	otion to return back e request.		
	▼ Comments				
E	Jane Plumeria at 05/06/21 - 7:34 AM 2:30 - 3:30 p.m.				
Attachments					
You have not added any Attachments					
Balance Information	The <b>Approval Chain</b> displays th approver, stage, path, step, leve				
Request History	details related to the request. In request did not have any approv	this example, the			>
Approval Chain	request did not nave any approv				>
**Disclaimer The current balance does n	ot reflect absences that have not been processed				

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.



< View Requests	Details	:	0
Return to View Requests	the <b>'Return to View</b> Requests' link.		-
Start Dute	030(1202)		
End Date	05/07/2021		
Duration	1 00 Hours		
Partial Days	Start Day Only	>	
Status	Approved		8
Eligibility Results	ELIGIBLE		
	View Eligibility Details		
Comments	2:30 - 3:30 p m.		
Attachments			
You have not added any Attachments.			
Balance Information			
As Of 04/30/2021	515.50 Hours		
Request History		>	
Approval Chain		>	
**Disclaimer The current balance does not reflect absences	that have not been processed.		

Click the 'Return to View Requests' link.



< Time	View Requests	:
/iew Requests	Click the <b>'Home'</b> icon.	15 rows
Ŧ		
02 - Vacation Approved ELIGIBLE	05/07/2021	>
01 - Sick Leave Approved		
ELIGIBLE	05/03/2021	>
02 - Vacation Approved ELIGIBLE	04/27/2021	>
02 - Vacation Approved ELIGIBLE	04/22/2021	>
02 - Vacation Approved ELIGIBLE	04/16/2021	>
02 - Vacation Approved	04/07/2021	>

Click the 'Home' icon.

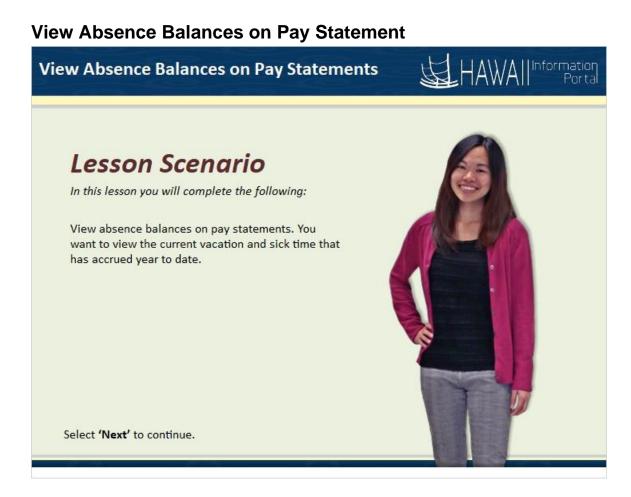




## Congratulations!

You've successfully completed this lesson.





## 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.



<b>运</b> HAWAI	Information Porta	▼ Employee Self-Service		<b>a</b> : 0
	Beneficiary Designation	Tax Withholding	View W-2/W-2c Forms	
	W-2/W-2c Consent	Time	Pay Statements	
	Personal Details		the <b>'Pay</b> ents' option.	
	Security Setup Required	0	Direct Deposit	C.

Click the 'Pay Statements' option.



	nent doesn't appear, adju	st your browser settings to turn off your POP-U	PBLOCKERS.		
T Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	ţ1
05/05/2021	State of Hawaii	04/01/2021 04/15/2021	\$1689.29		>
04/20/2021	State of Hawaii	03/16/2021 03/31/2021	\$1665.89		>
04/05/2021	State of Hawaii	03/01/2021 03/15/2021	\$1689.28		>
03/19/2021	State of Hawaii	02/16/2021 02/28/2021	\$1969.73		>
03/05/2021	State of Hawaii	02/01/2021 02/15/2021	\$1688.64		>
02/19/2021	State of Hawaii	01/16/2021			>
02/05/2021	State of Hawaii	The <b>Paychecks</b> page displays following information: Check and End Date, Net Pay and Pa lesson, you will review the ab	Date, Company, aycheck Number	, Pay Begin . In this	>
			Select <b>'Next'</b>	to continue.	

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.



Check Date	Company	Pay Begin Date / Pay End Date	Net Pav	Paycheck Number	-
05/05/2021	State of Hawaii	04/01/2021 04/15/2021	\$1689.29		>
04/20/2021	State of Hawaii	03/16/2021 03/31/2021	\$1665.89		>
04/05	lect the <b>'05/05/2</b> 0	21	\$1689.28		>
03/19	check date.	21 21 21	\$1969.73		>
03/05/2021	State of Hawaii	02/01/2021 02/15/2021	\$1688.64	-	>
02/19/2021	State of Hawaii	01/18/2021 01/31/2021	\$1683.76		>
02/05/2021	State of Hawaii	01/01/2021 01/15/2021	\$1682.17	-	>

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



04_30210505.##	The Paycheck PDF for 5/09 information such as vacati	
Name of Record Control Payoral Clin Res (1) Standards, 31 William Naming, 31 William Naming, 31 William Standard, 31 William		se reference course 101 l
- COLOR	8	Select <b>'Next'</b> to cor
Resetter Schweitel Rentige Otherstel Indiana Otherstel	1018 (1018) 1018 (1018) 1018 (1018) 1018 (1018)	Watering Mill (201 Watering Mill (201 Watering Mill (201
YEAR-TO-DATE	VACATION LEAVE	SICK LEAVE
Start Balance	0.00	0.00
+ Earned	14.00	22.00
	0.00	0.00
- Taken	(05 50	820.00
+ Adjustments	685.50	829.00
	699.50	829.00 851.00
+ Adjustments End Balance	699.50	829.00 851.00
+ Adjustments End Balance	699.50	829.00 851.00
+ Adjustments End Balance	699.50	829.00 851.00

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.



ADV_20210505.pd	'X' symbol to +   🗉 💰	,	ŧ
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