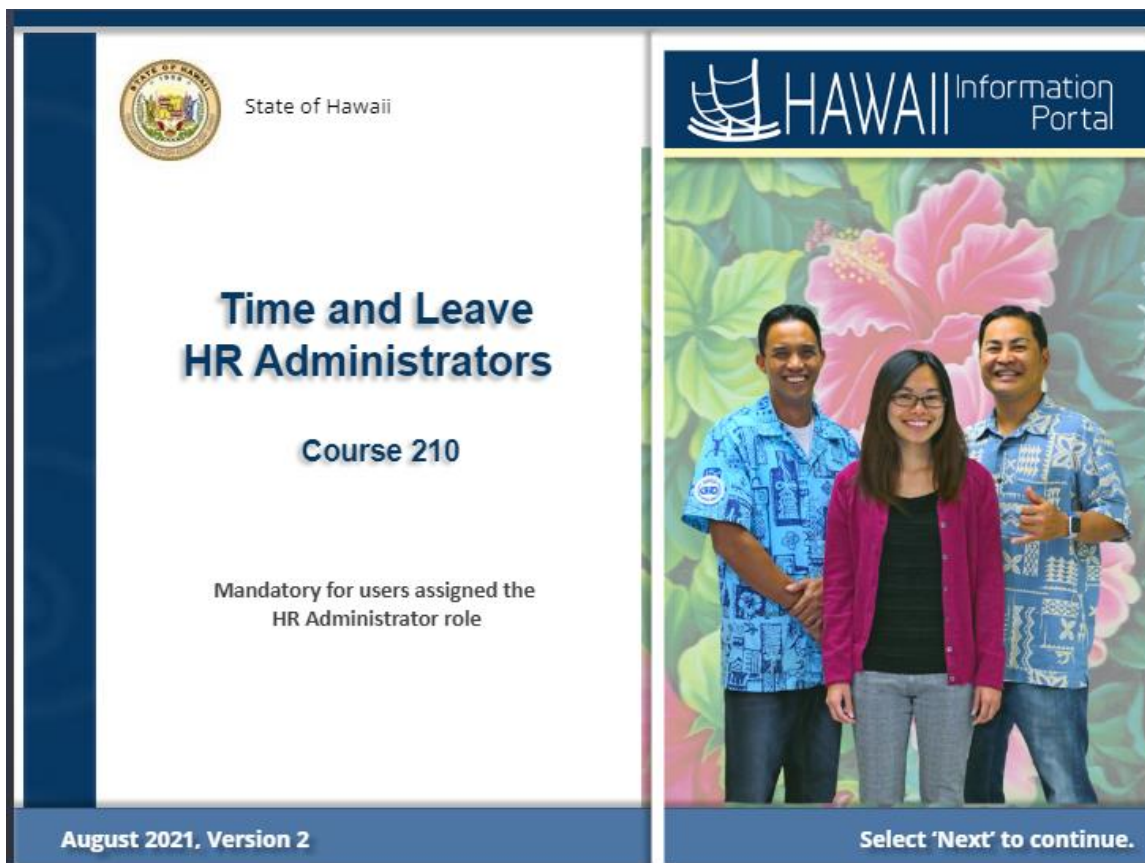


210 - Time and Leave - HR Administrator - Part 1

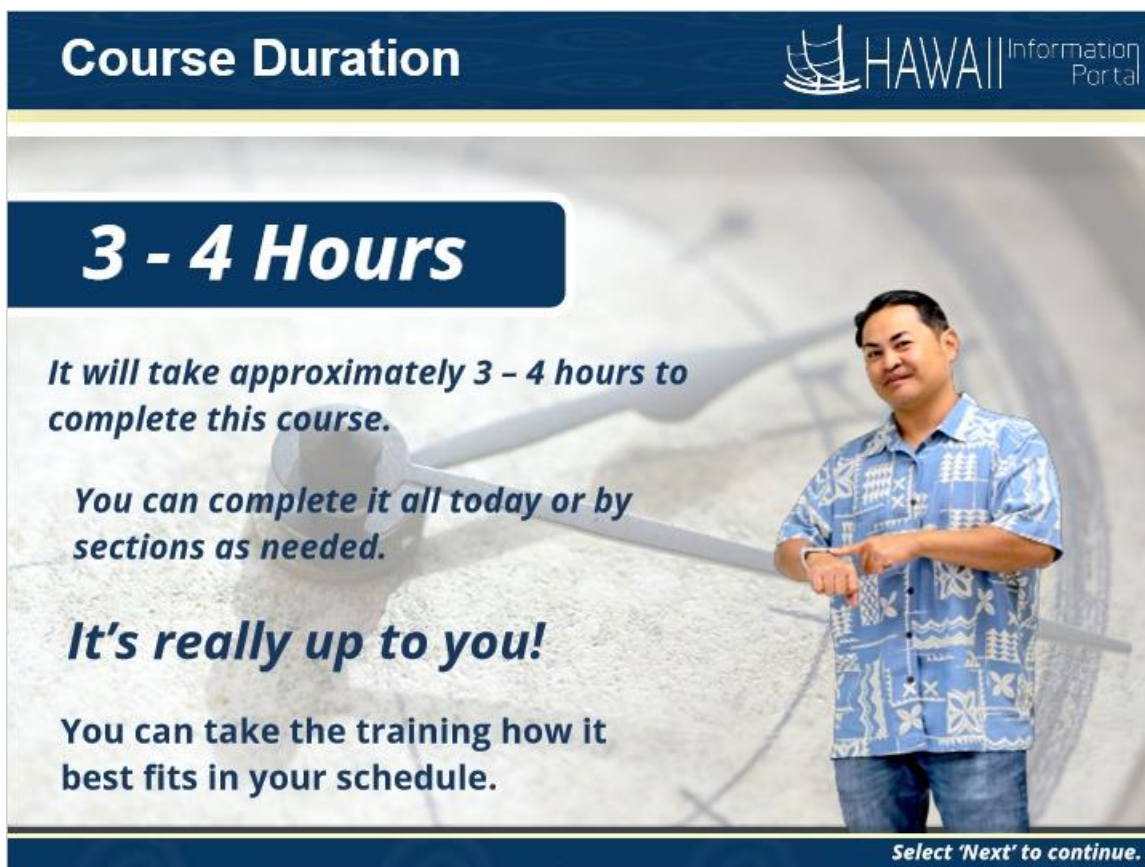
The image shows a two-panel cover page for a course. The left panel is white with a dark blue border. It features the State of Hawaii seal in the top left, the text "State of Hawaii" to its right, and the title "Time and Leave HR Administrators" in large blue font. Below the title is "Course 210" and a note: "Mandatory for users assigned the HR Administrator role". At the bottom left of the panel is "August 2021, Version 2". The right panel has a dark blue header with the "HAWAII Information Portal" logo. Below the header is a photograph of three people (two men and one woman) in blue patterned shirts and a pink jacket, standing in front of a large pink hibiscus flower. At the bottom right of the panel is the instruction "Select 'Next' to continue." data-bbox="144 222 845 630"/>

Time and Leave - HR Administrators

Course 210

Mandatory for users assigned the HR Administrator role

Duration

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

Course Duration

3 - 4 Hours

- It will take approximately 3 - 4 hours to complete this course.*
- You can complete it all today or by sections as needed.*
- It's really up to you!***
- You can take the training how it best fits in your schedule.*

Select 'Next' to continue.

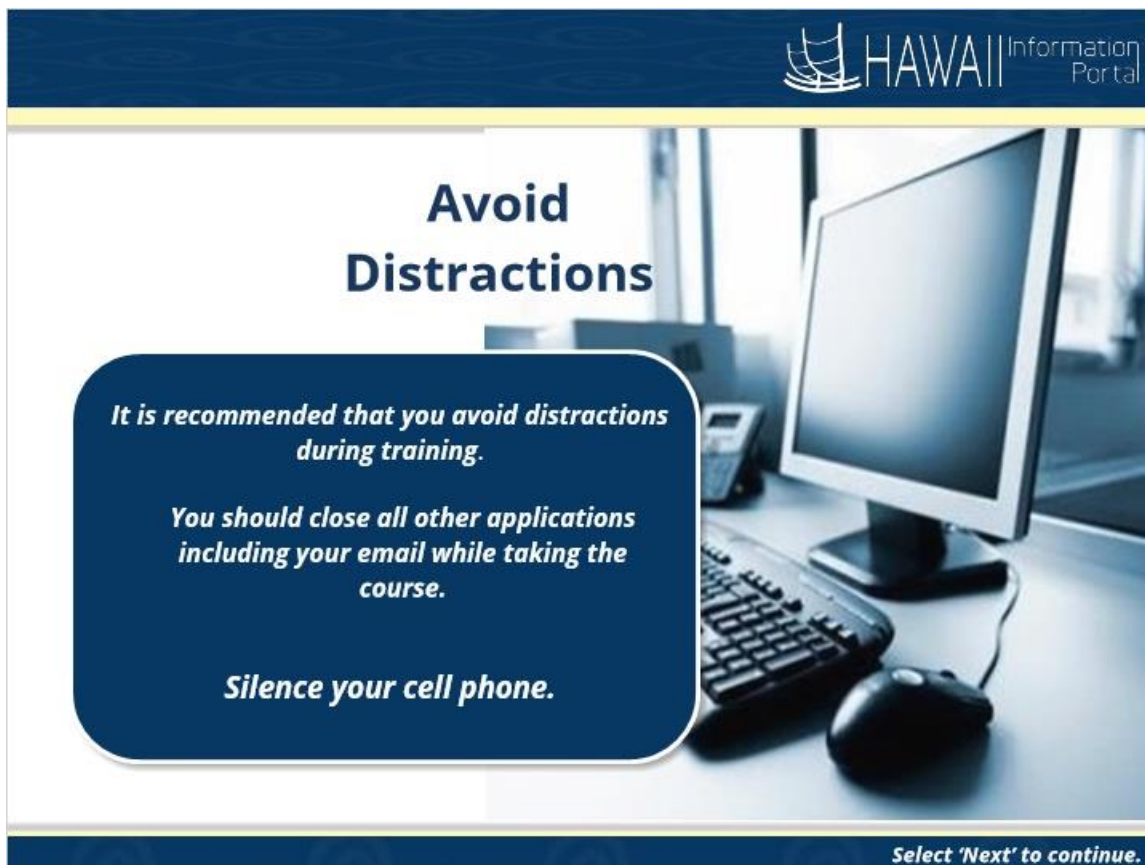
This course will take approximately 3-4 hours.

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

A presentation slide titled "Avoid Distractions" with a background image of a computer workstation. The slide contains three lines of text in a dark blue rounded rectangle: "It is recommended that you avoid distractions during training.", "You should close all other applications including your email while taking the course.", and "Silence your cell phone." The bottom right corner of the slide says "Select 'Next' to continue." The Hawaii Information Portal logo is in the top right corner of the slide's header.

Avoid Distractions

It is recommended that you avoid distractions during training.

You should close all other applications including your email while taking the course.

Silence your cell phone.

Select 'Next' to continue.

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

Table of Contents

A presentation slide for the course "HR Administrator Activities - Part 1". The slide has a dark blue header with the Hawaii Information Portal logo. Below the header is a light green section with the course title and a list of topics. A dark blue bar below the topics contains the text "The above topics will be covered in this course". The bottom half of the slide features a photograph of a smiling woman with long dark hair, wearing a maroon cardigan, standing in front of a background of large pink hibiscus flowers. At the bottom of the slide, a dark blue bar contains the text "SELECT 'NEXT' TO CONTINUE." in white.

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

HR Administrator Activities – Part 1

[Course Objective](#) | [Need Help?](#) | [Key Terminology](#)
[Time and Leave Key Points](#) | [Create and Maintain Absences](#)
[Initiate Donation Requests](#) | [Adjust Leave Bank Balances](#)
[View Transaction History](#) | [Query Viewer](#)

The above topics will be covered in this course

SELECT 'NEXT' TO CONTINUE.

HR Administrator Activities - Part 1

[Course Objective](#) | [Need Help?](#) | [Key Terminology](#)
[Time and Leave Key Points](#) | [Create and Maintain Absences](#)
[Initiate Donation Requests](#) | [Adjust Leave Bank Balances](#)
[View Transaction History](#) | [Query Viewer](#)

COURSE OBJECTIVES

Course Objectives



After completing this course you will understand how to:

- Find additional help and assistance
- Create and Maintain Absences
- Initiate Donation Leave Requests
- Adjust Leave Bank Balances
- View Transaction History
- Use Query Viewer


Select **'Next'** to continue.



After completing this course you will understand how to

- Find additional help and assistance
- Create and Maintain Absences
- Initiate Donation Leave Requests
- Adjust Leave Bank Balances
- View Transaction History
- Use Query Viewer

NEED HELP?



NEED HELP?

Hawaii Information Portal Service Center


Assistance using the Hawaii Information Portal for Time and Leave is available by submitting a HIP Ticket:

How-To Use the HIP Ticket System:
<http://ags.hawaii.gov/hip/files/2019/07/Using-the-HIP-Ticket-Center-042419.pdf>

HIP Ticket System:
<https://hipservice.hawaii.gov/s/>

HIP Security Access Request Form for Time/Leave & Payroll-Deployed Departments:
[ETS-304 Security Request Form](#)

Select **'Next'** to continue.



Hawaii Information Portal Service Center

Assistance using the Hawaii Information Portal for Time and Leave is available by submitting a HIP Ticket:

How-To Use the HIP Ticket System:

<http://ags.hawaii.gov/hip/files/2019/07/Using-the-HIP-Ticket-Center-042419.pdf>

HIP Ticket System: <https://hipservice.hawaii.gov/s/>

HIP Security Access Request Form for Time/Leave & Payroll-Deployed Departments (ETS-304 Security Request Form):

https://docs.google.com/forms/d/e/1FAIpQLSdBn_vtESRUI0jMqCTfW0DaTOblafDLbrSI3i-TMqU0n2necw/viewform

KEY TERMINOLOGY



The slide features a dark blue header with the HAWAII Information Portal logo on the left and the title 'Key Terminology' on the right. Below the header is a large image of pink hibiscus flowers. The title 'Absence Reason' is centered over the flowers. On the left side of the slide, there is a dark blue circle with a white outline. To the right of the text is a photograph of a smiling man in a blue patterned shirt.

Absence Reason

Definition:

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

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

Select **'Next'** to continue.

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.



Key Terminology



Definition:


This nightly process updates entitlements for employees and makes entitlements available.



Select **'Next'** to continue.

Absence Calculation Process

This nightly process updates entitlements for employees and makes entitlements available.



Entitlement



Definition:

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

Note: Leave accruals are earned based on eligible hours according to your CBA

Select **'Next'** to continue.



Entitlement

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

Note: Leave accruals are earned based on eligible hours according to your CBA

 HAWAII Information Portal **Key Terminology**



Definition:

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



Select **'Next'** to continue.

Absence Request

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



Key Terminology



Definition:

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



Select '**Next**' to continue.

Approved Absence

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



Key Terminology



Definition:

An absence that requires more leave due to extended life circumstances such as FMLA, HFLL, Military, Workers' Comp, TDI, Sabbatical/Professional/Study Leave.



Select '**Next**' to continue.

Extended Absence

An absence that requires more leave due to extended life circumstances such as FMLA, HFLL, Military, Workers Comp, TDI, Sabbatical/Professional/Study Leave.

 HAWAII Information Portal **Key Terminology**

Absence Type

**Definition:**

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



Select **'Next'** to continue.

Absence Type

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



HAWAII Information Portal **Key Terminology**

Donate Leave Request

Definition:

An employee may donate accrued leave such as vacation time to bank. This bank is used to receive employee donations that will go to those who have exhausted all of their leave due to a life changing event.

Select **'Next'** to continue.



Donate Leave Request

An employee may donate accrued leave such as vacation time to bank. This bank is used to receive employee donations that will go to those who have exhausted all their leave due to a life changing event.



Key Terminology



Definition:

The result of forecasting an absence, to display whether the employee is eligible to take the absence.



Select **'Next'** to continue.

Forecasted Absence

The result of forecasting an absence, to display whether the employee is eligible to take the absence.

 HAWAII Information Portal **Key Terminology****Push Back Absence****Definition:**

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

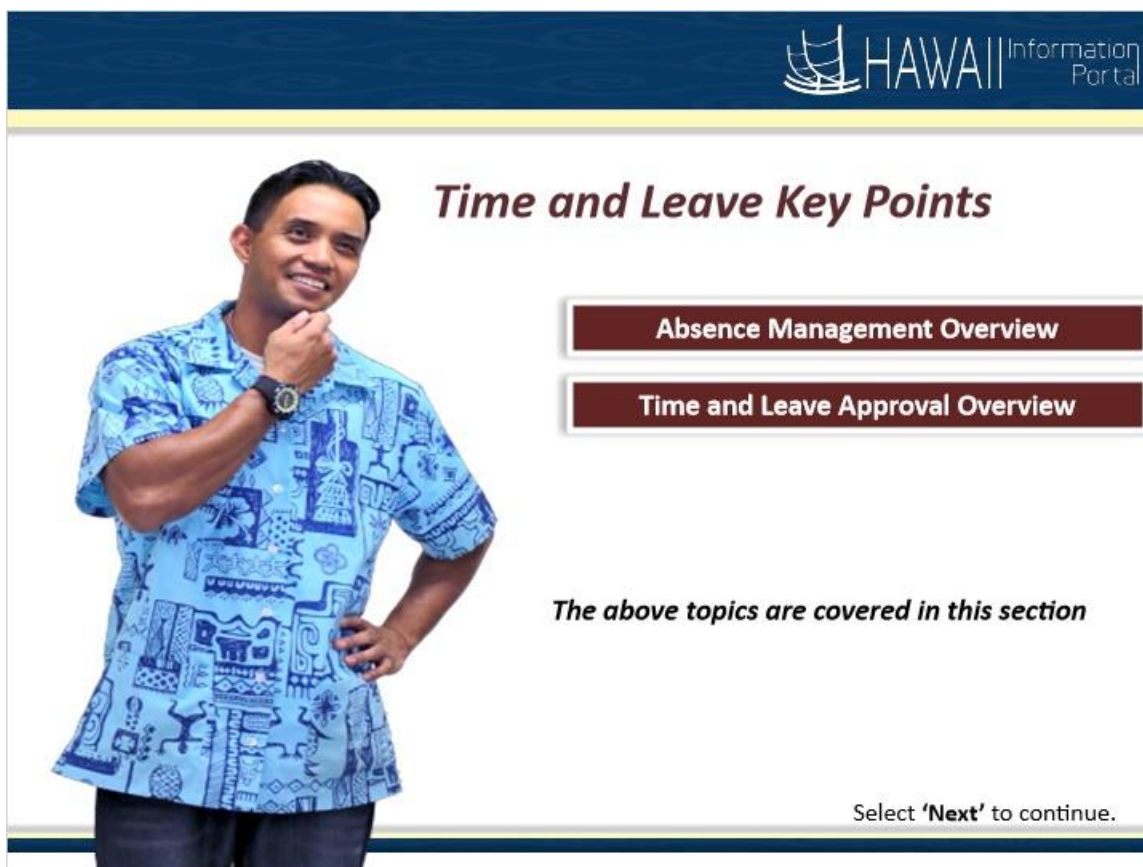


Select **'Next'** to continue.

Push Back Absence

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

KEY POINTS

A screenshot of a presentation slide titled "Time and Leave Key Points". On the left is a man in a blue patterned shirt. On the right are two buttons: "Absence Management Overview" and "Time and Leave Approval Overview". Below the buttons is the text "The above topics are covered in this section". At the bottom right is the instruction "Select 'Next' to continue." The slide has a dark blue header with the Hawaii Information Portal logo.

Time and Leave Key Points

Absence Management Overview

Time and Leave Approval Overview

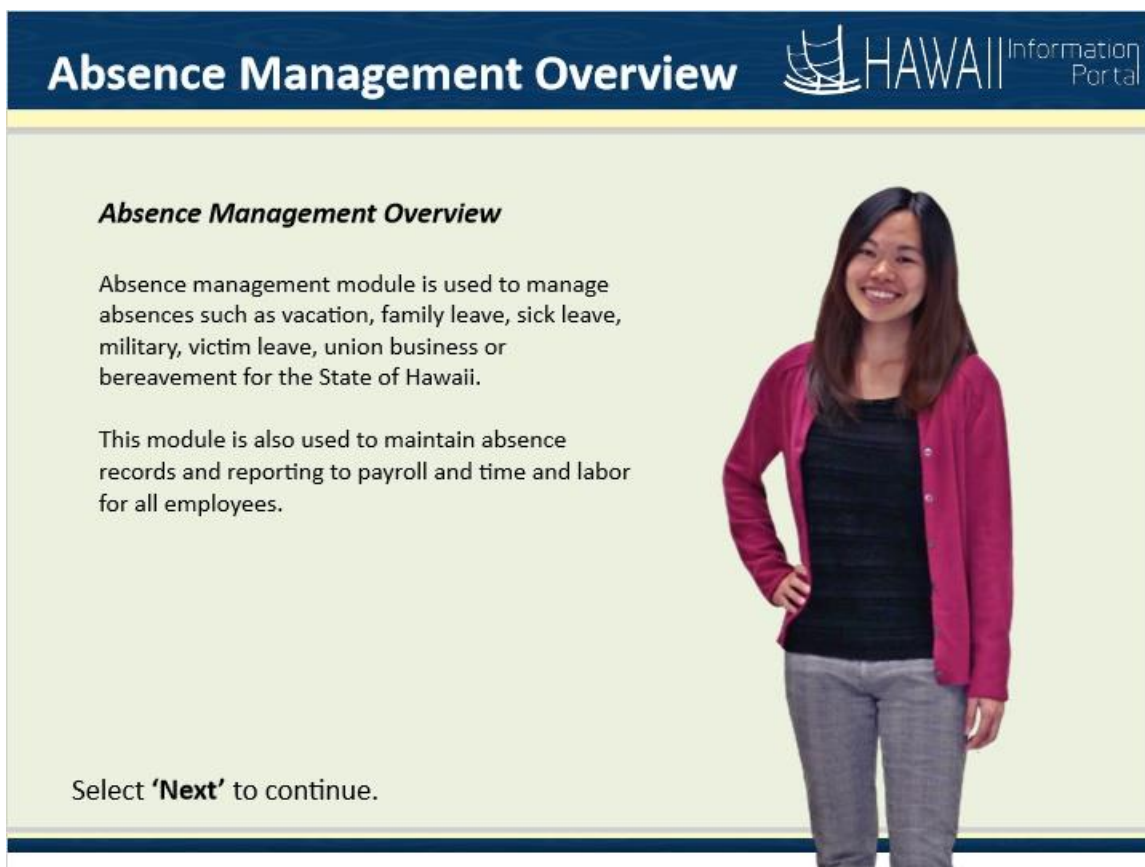
The above topics are covered in this section

Select **'Next'** to continue.

Time and Leave Key Points

- Absence Management Overview
- Time and Leave Approval Overview

ABSENCE MANAGEMENT OVERVIEW



Absence Management Overview

Absence Management Overview

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

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

Select **'Next'** to continue.

Absence Management Overview

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

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

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 in the approval workflow.

Manager/Supervisor:

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

Select **'Next'** to continue.

How are Absences Entered?

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Absences Approval Process

Steps for Approval:

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

Select **'Next'** to continue.



Absences Approval Process

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1. The request is submitted in the HIP ESS.
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5. Absence hours are sent to the timesheet and processed as either paid or unpaid hours on the paycheck.

Roles and Responsibilities

Employees are responsible to:

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



Select **'Next'** to continue.

Role and Responsibilities

Employees are responsible to:

- Add, edit, forecast, submit, save and cancel absence request
- View request details with approval status
- View request details entered by Absence Admin
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Roles and Responsibilities

Supervisors are responsible to:

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




Select **'Next'** to continue.

Roles and Responsibilities

Supervisors are responsible to:


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Roles and Responsibilities

The Hawaii Information Portal logo is repeated in the top right corner of the slide.

Leave Keepers are responsible to:

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

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


Select '**Next**' to continue.

Roles and Responsibilities

Leave Keepers are responsible to:


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

Roles and Responsibilities



HR Administrators are responsible to:

- Manage extended leave requests
- Manage and approve request
- Manage absence exceptions
- Add, edit, submit, save and cancel absence request
- View Absence balances



Select **'Next'** to continue.

Roles and Responsibilities

HR Administrators are responsible to:

- Manage extended leave requests
- Manage and approve request
- Manage absence exceptions
- Add, edit, submit, save and cancel absence request
- View Absence balances

How are Absences Corrected?

Absence Correction Process:

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



Select **'Next'** to continue.

How are Absences Corrected?

Absence Correction Process:

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 HAWAII Information Portal



Congratulations!
You've successfully completed
this lesson.

Select **'Next'** to continue.

Congratulations!
You've successfully completed this lesson.

TIME AND LEAVE APPROVAL OVERVIEW

A presentation slide with a dark blue header containing the text "Time and Leave Approval Overview" and the Hawaii Information Portal logo. The main content area has a light green background. On the left, the text reads "Lesson Scenario" in a bold, dark font, followed by a paragraph: "In this lesson, you will learn about the approval process in Time as well as Absence Management." On the right, there is a photograph of a smiling woman with long dark hair, wearing a pink cardigan over a black top and grey pants. At the bottom left of the slide, the text says "Select 'Next' to continue." The slide is framed by a thin yellow line at the top and bottom.

Time and Leave Approval Overview 

Lesson Scenario

In this lesson, you will learn about the approval process in Time as well as Absence Management.

Select **'Next'** to continue.

Lesson Scenario

In this lesson, you will learn about the approval process in Time and Labor as well as Absence Management.

The Approval Process in HIP

Certain transactions in HIP are required to be approved. For example,

- An employee's timesheet must be approved in order for the employee to be paid.
- An approval is required when an employee submits a request to work overtime.
- Leave requests must also be approved.

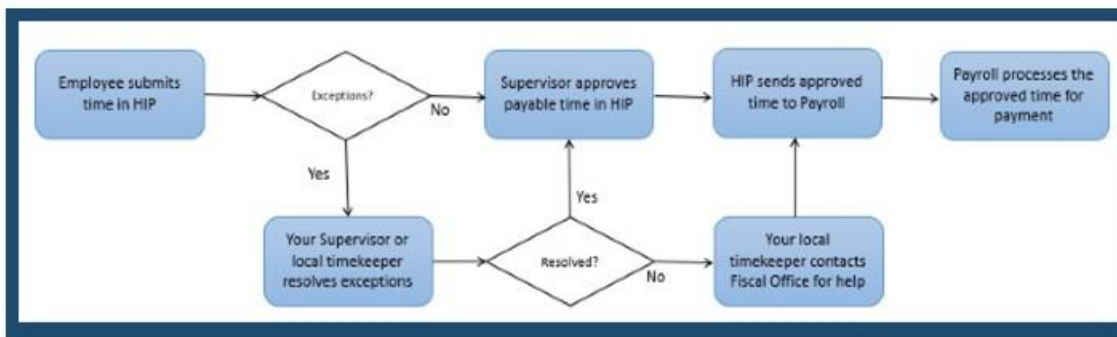
Select **'Next'** to continue.

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Employee Timesheet Approval and Processing Flow



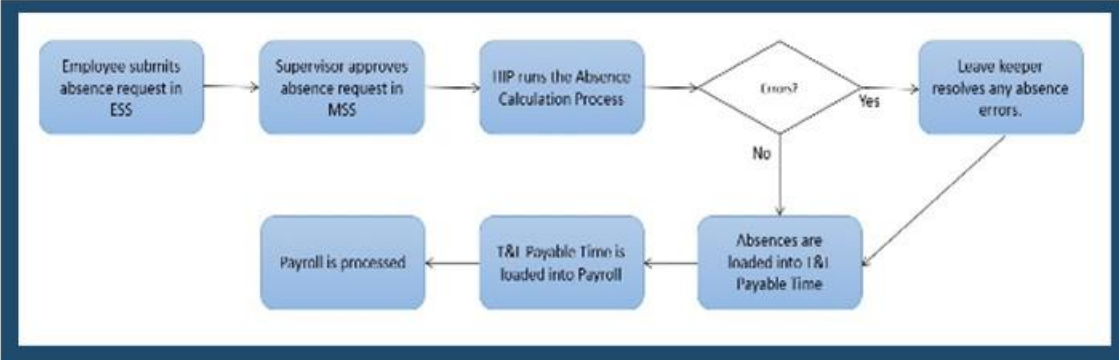
Please review the process diagram above.

When finished, select **'Next'** to continue.

Employee Timesheet Approval and Processing Flow



Absence Request Approval and Processing Flow



```

    graph LR
      A[Employee submits absence request in ESS] --> B[Supervisor approves absence request in MSS]
      B --> C[HIP runs the Absence Calculation Process]
      C --> D{Errors?}
      D -- Yes --> E[Leave keeper resolves any absence errors.]
      D -- No --> F[Absences are loaded into I&I Payable Time]
      E --> F
      F --> G[T&I Payable Time is loaded into Payroll]
      G --> H[Payroll is processed]
  
```

Please review the process diagram above.

When finished, select **'Next'** to continue.

Absence Request Approval and Processing Flow

What is the Process for Employees without Computer Access?

Timesheets and Absence Requests

If employees do not have computer access,

- The employees submit the transactions on paper
- The supervisors approve the transactions on paper
- The timekeepers / leave keepers enter the transactions into HIP
 - The timekeepers use Rapid Time to enter the timesheets.
 - The leave keepers use the Create and Maintain absences page to enter the absence requests.

Select 'Next' to continue.

What is the Process for Employees without Computer Access?

Timesheets and Absence Requests

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Who Approves the Time and Leave Transactions?

For Time and Labor Approvals:

Approvals are required for payable time and for requests to work overtime.

These transactions are routed to the employee's supervisor. Supervisor designations are stored in the **Reports To** field in HIP.

For Leave Approvals:

Absence approvals are routed either to the employee's **Reports To** or to the HR Admin based on the type of absence.

Examples of absences approved by the HR Admin: military leave, workers' compensation, and FMLA.

Select '**Next**' to continue.

Who Approves the Time and Leave Transactions?

For Time and Labor Approvals:

Approvals are required for payable time and for requests to work overtime.

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 HAWAII Information Portal

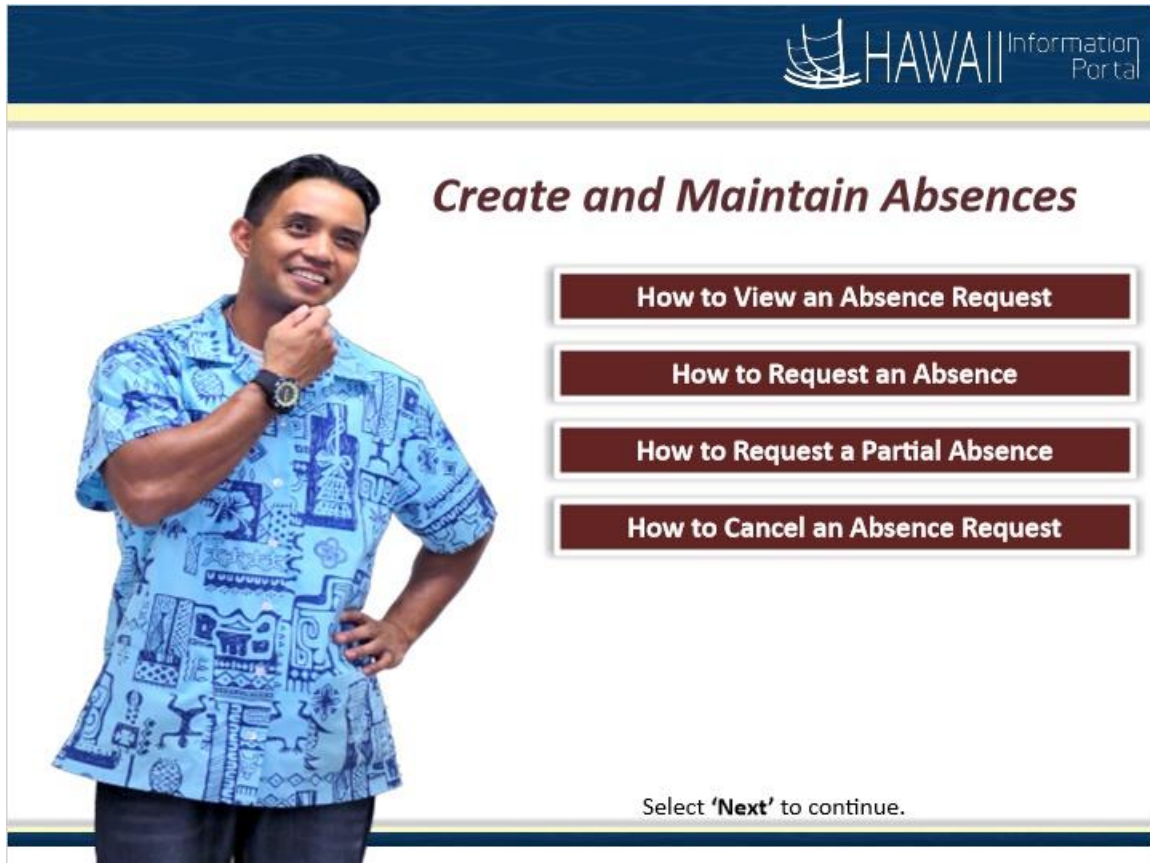


Congratulations!
You've successfully completed
this lesson.

Select '**Next**' to continue.

Congratulations!
You've successfully completed this lesson.

CREATE AND MAINTAIN ABSENCES



Create and Maintain Absences

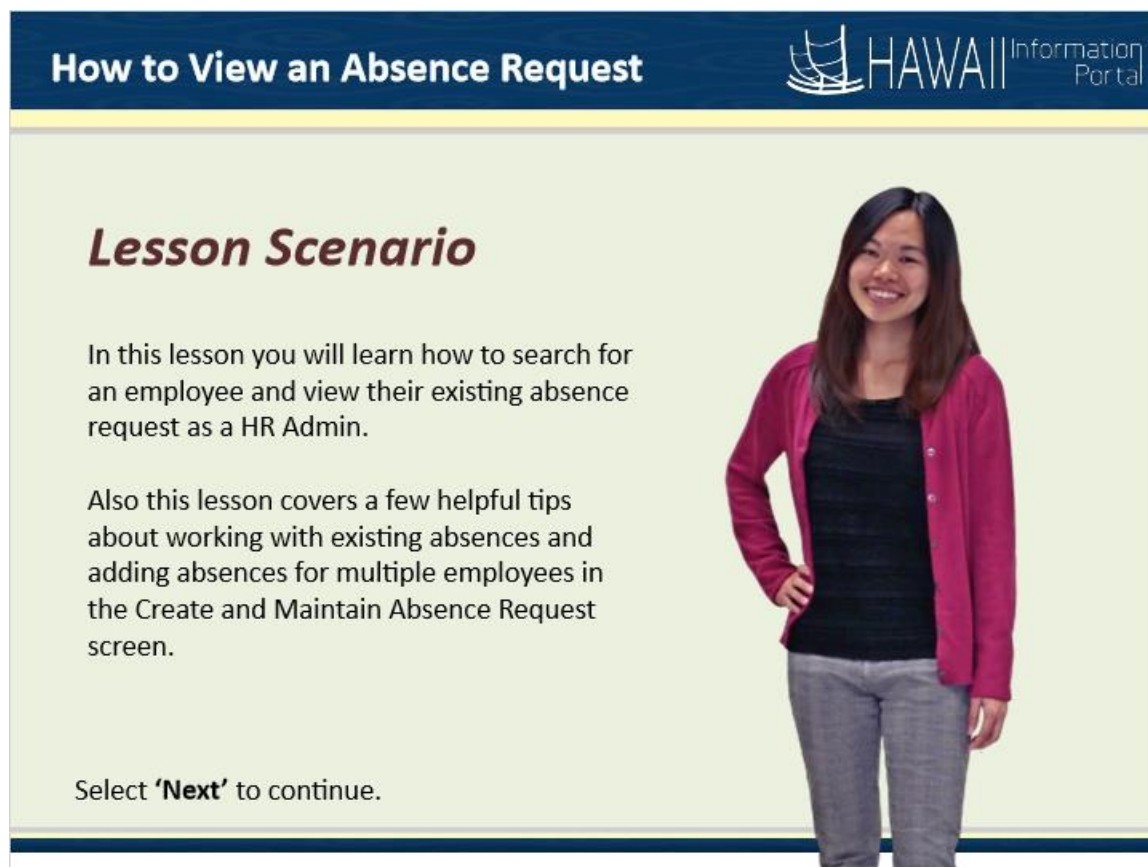
- How to View an Absence Request
- How to Request an Absence
- How to Request a Partial Absence
- How to Cancel an Absence Request

Select **'Next'** to continue.

Create and Maintain Absences

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

HOW TO VIEW AN ABSENCE REQUEST



How to View an Absence Request

Lesson Scenario

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

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

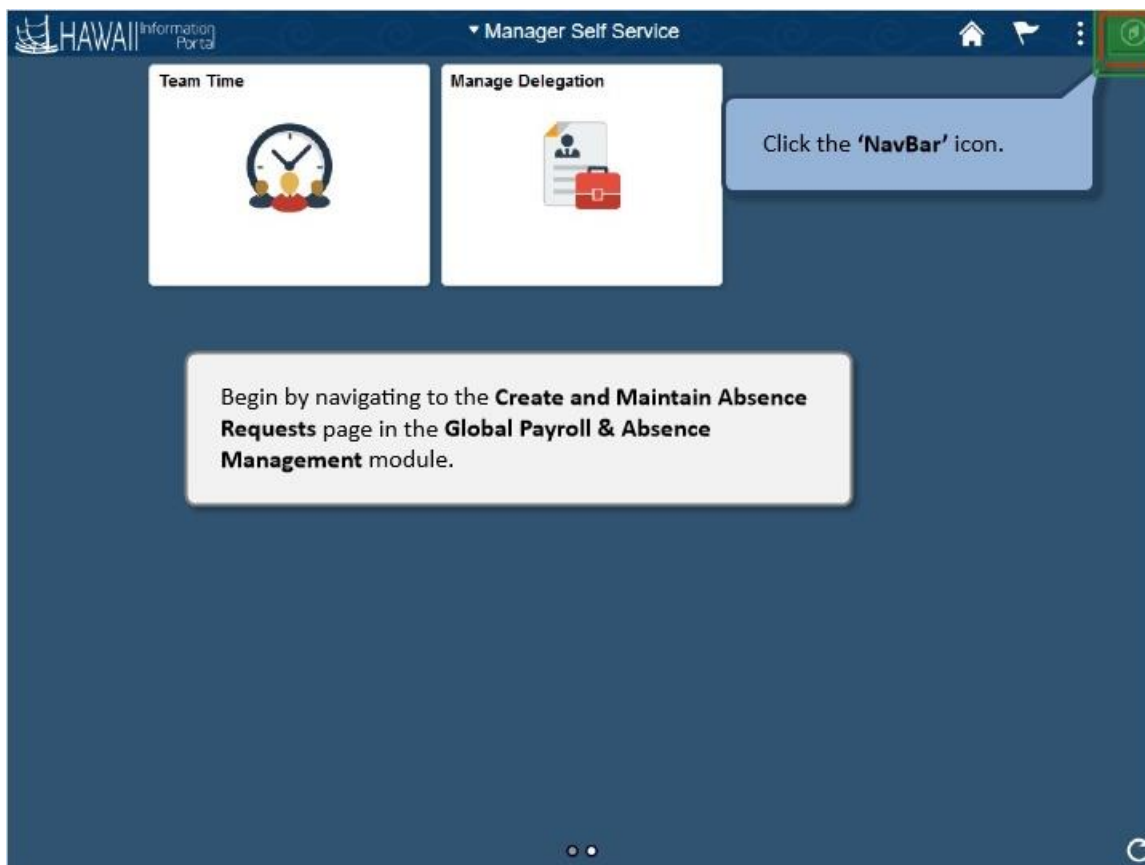
Select **'Next'** to continue.

Lesson Scenario

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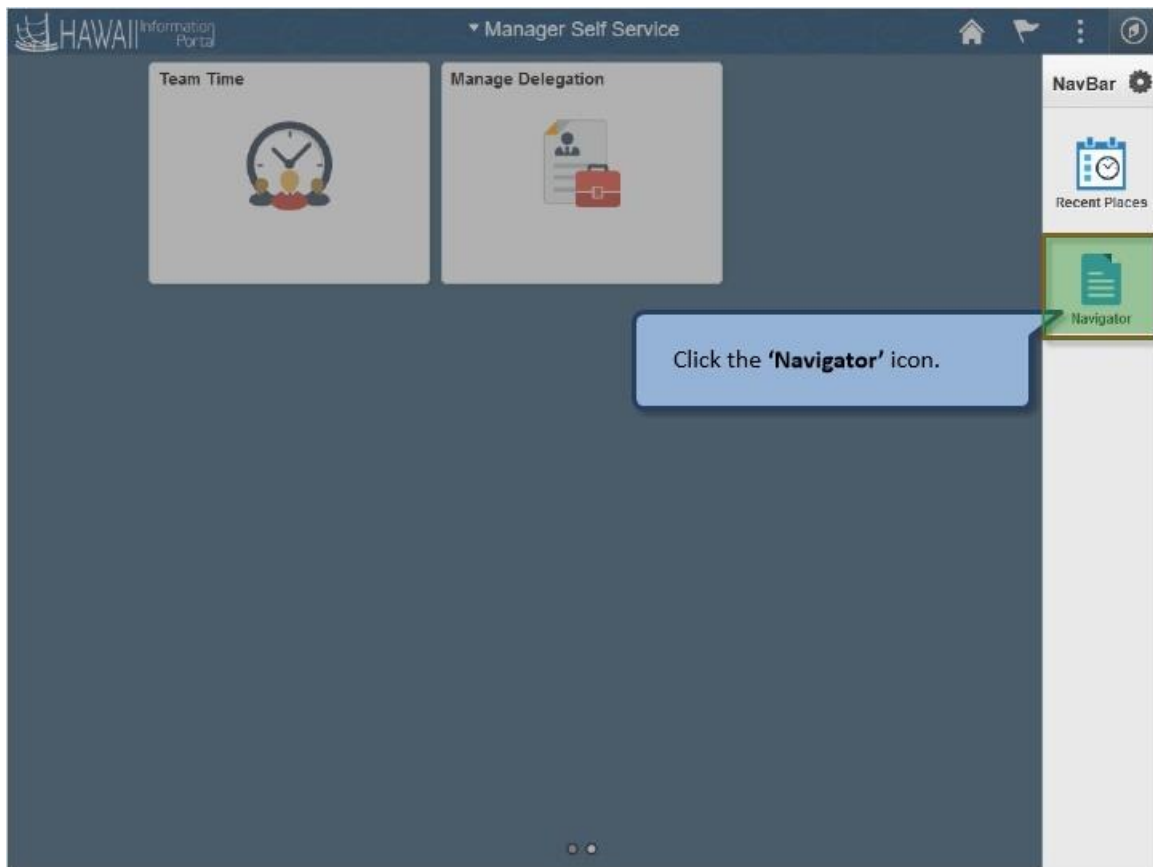
Also this lesson covers a few helpful tips about working with existing absences and adding absences for multiple employees in the Create and Maintain Absence Request screen.

1.

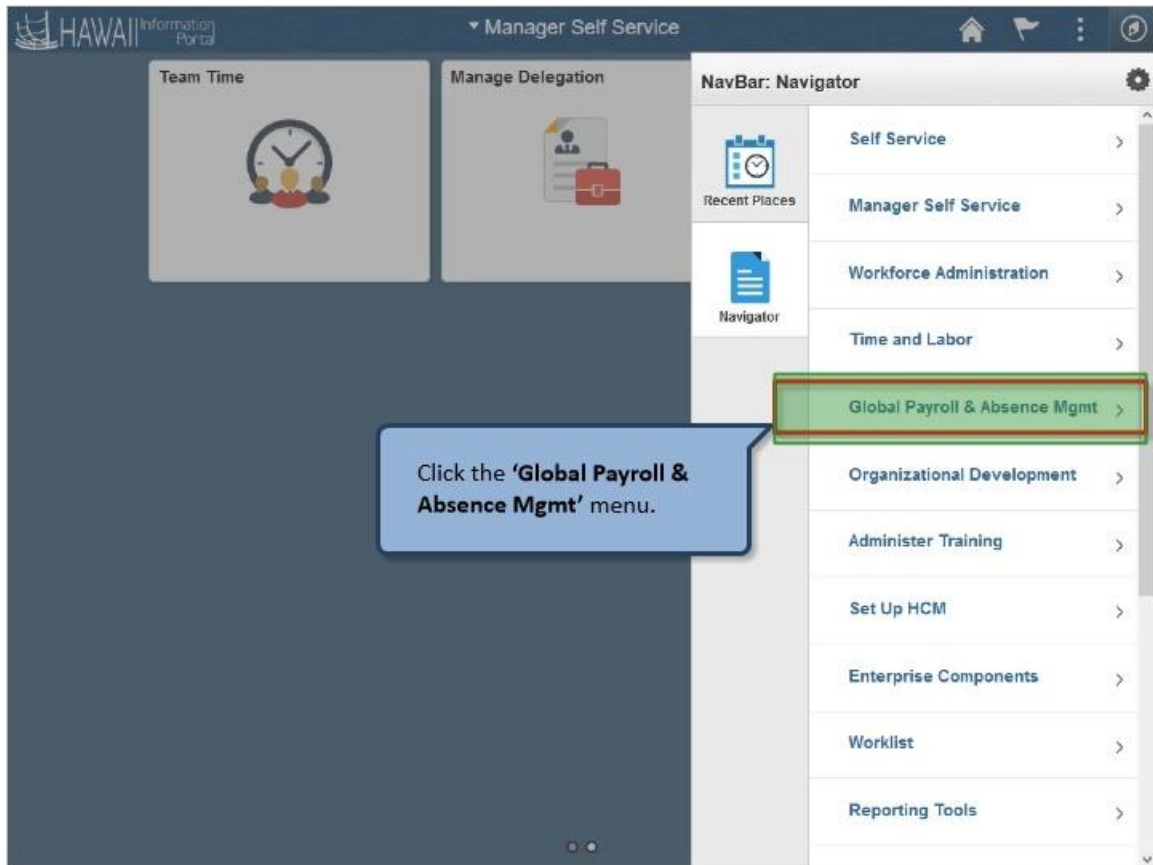


Begin by navigating to the **Create and Maintain Absence Requests** page in the **Global Payroll & Absence Management** module.

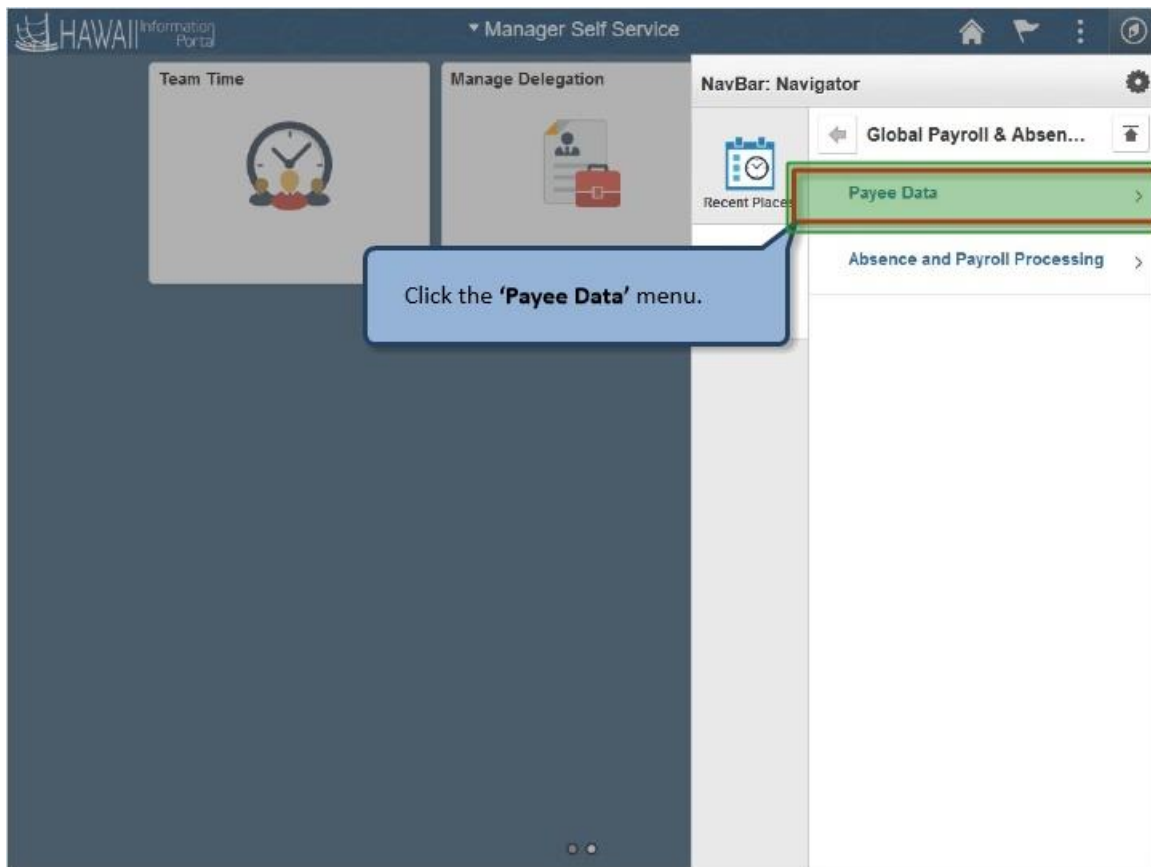
Click the **'NavBar'** button.



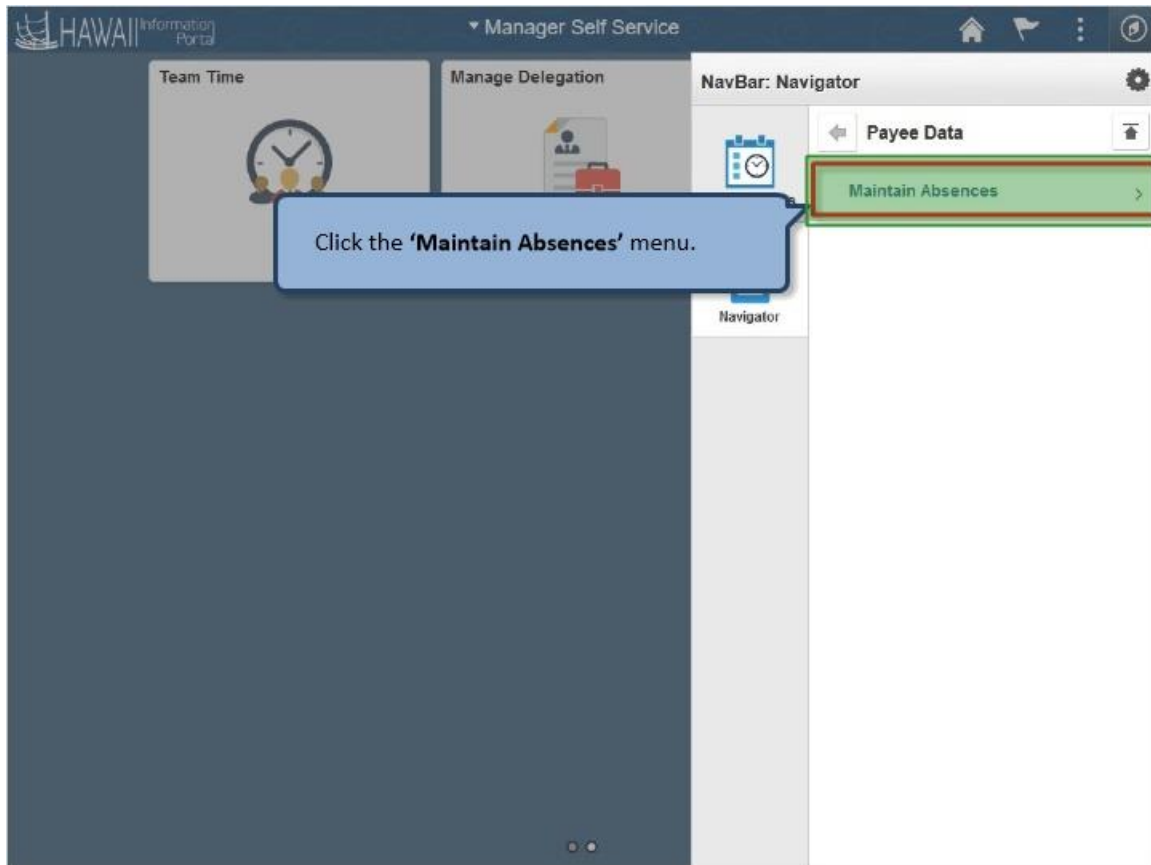
Click the **'Navigator'** icon.



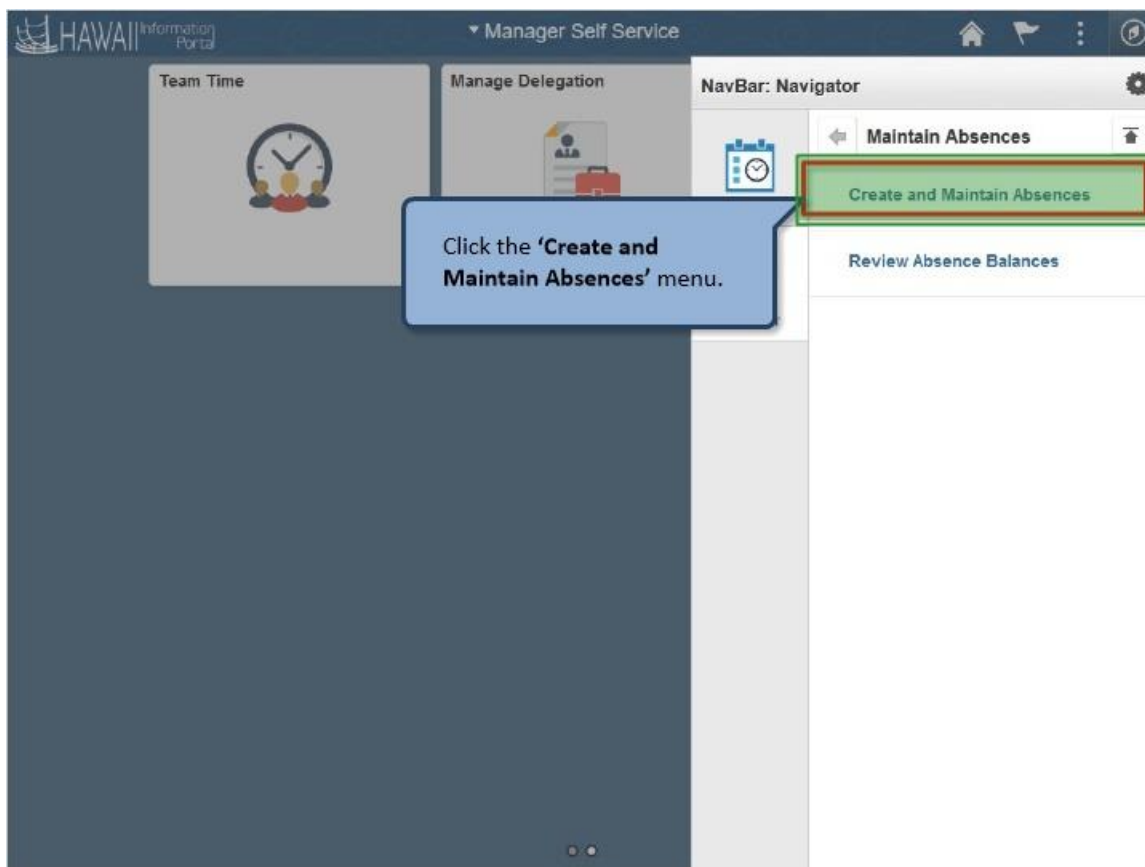
Click the '**Global Payroll & Absence Mgmt**' menu.



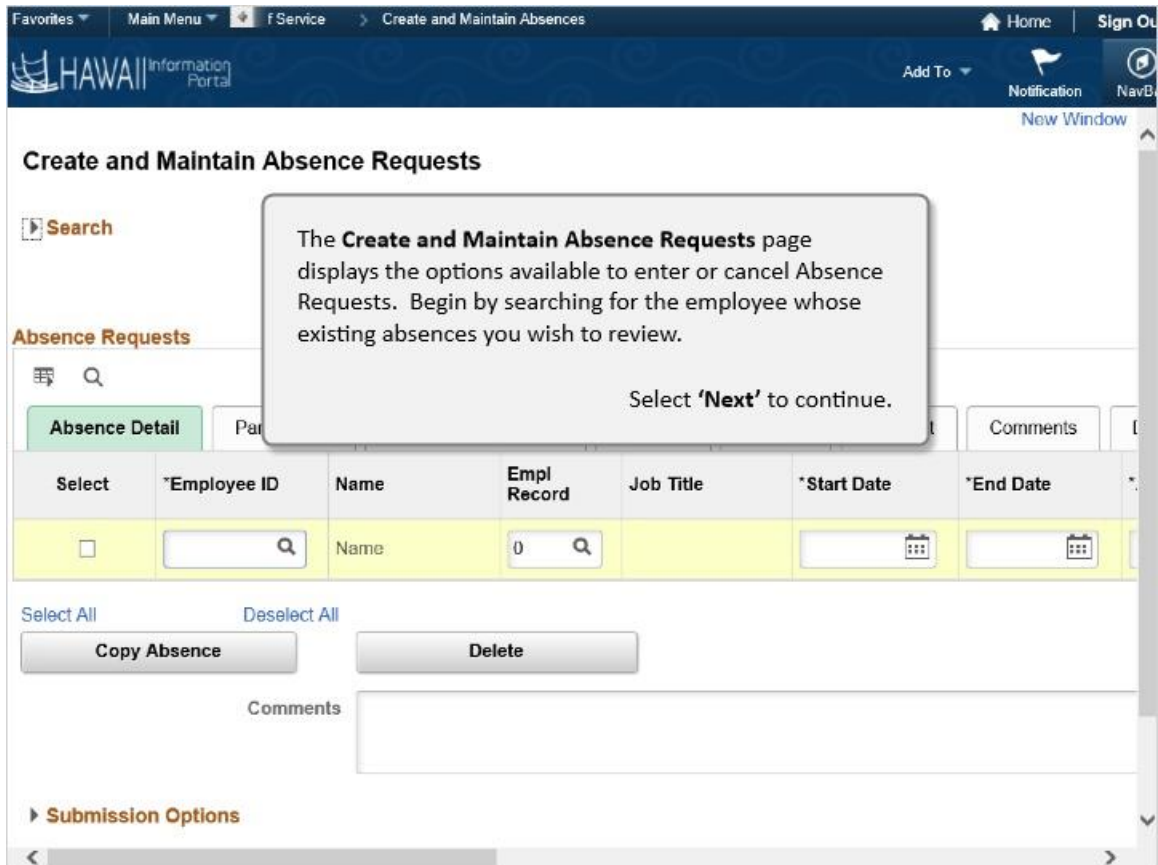
Click the '**Payee Data**' menu.



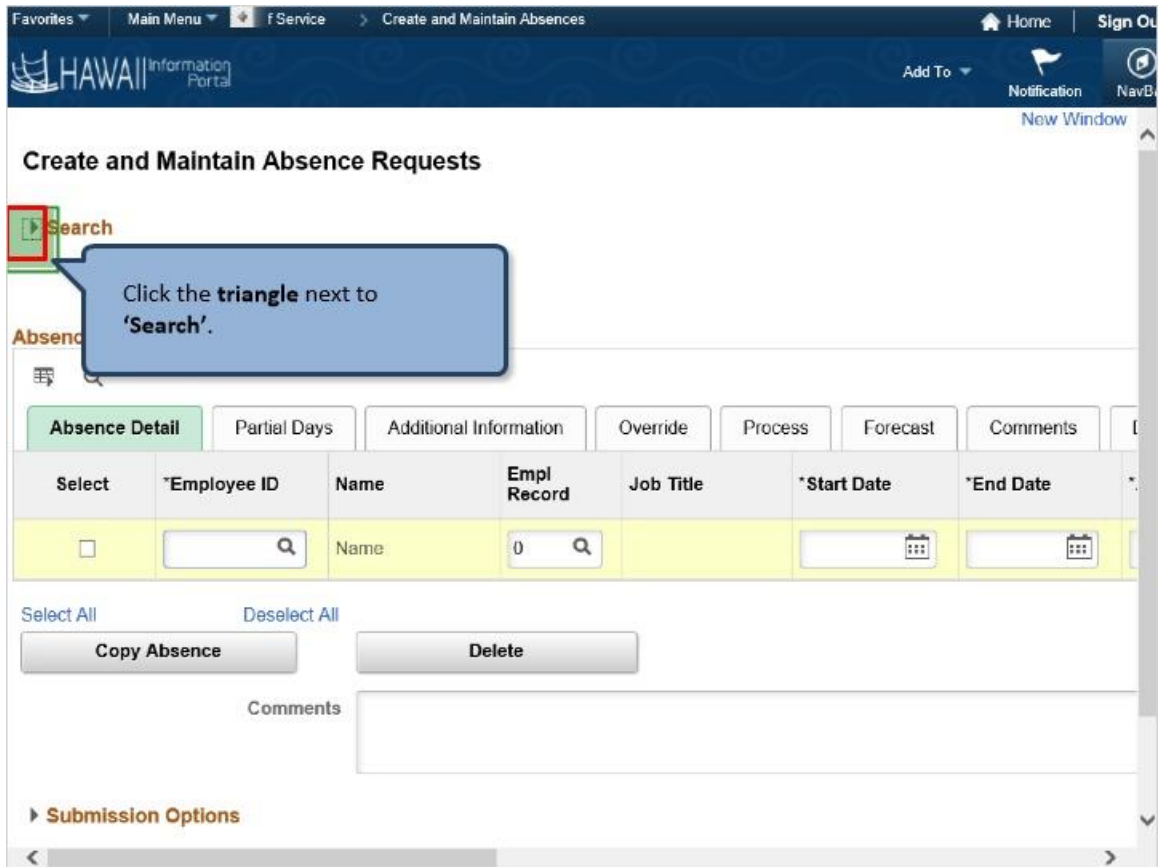
Click the **'Maintain Absences'** menu.



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



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



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

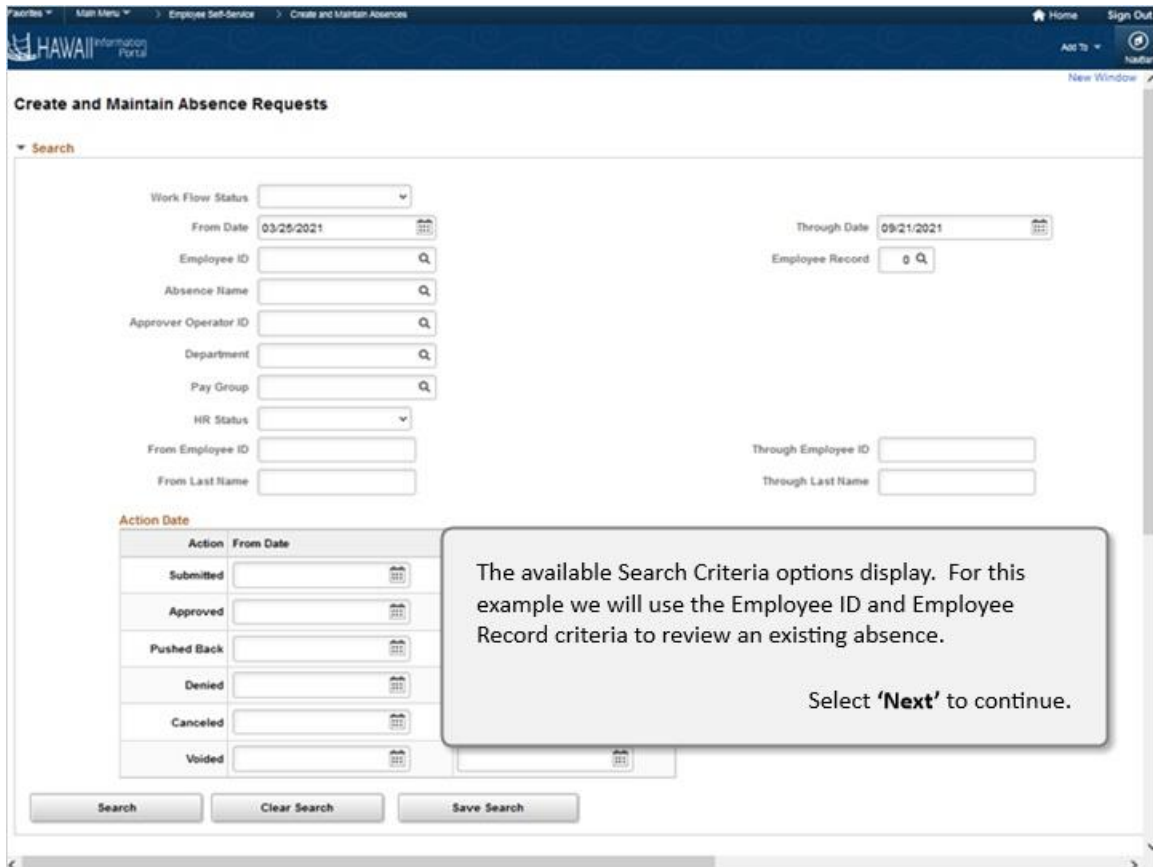
Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date
<input type="checkbox"/>	<input type="text"/>	Name	0 <input type="text"/>		<input type="text"/>	<input type="text"/>

Copy Absence Delete

Comments

Submission Options

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



Create and Maintain Absence Requests

Search

Work Flow Status

From Date Through Date

Employee ID Employee Record

Absence Name

Approver Operator ID

Department

Pay Group

HR Status

From Employee ID Through Employee ID

From Last Name Through Last Name

Action Date

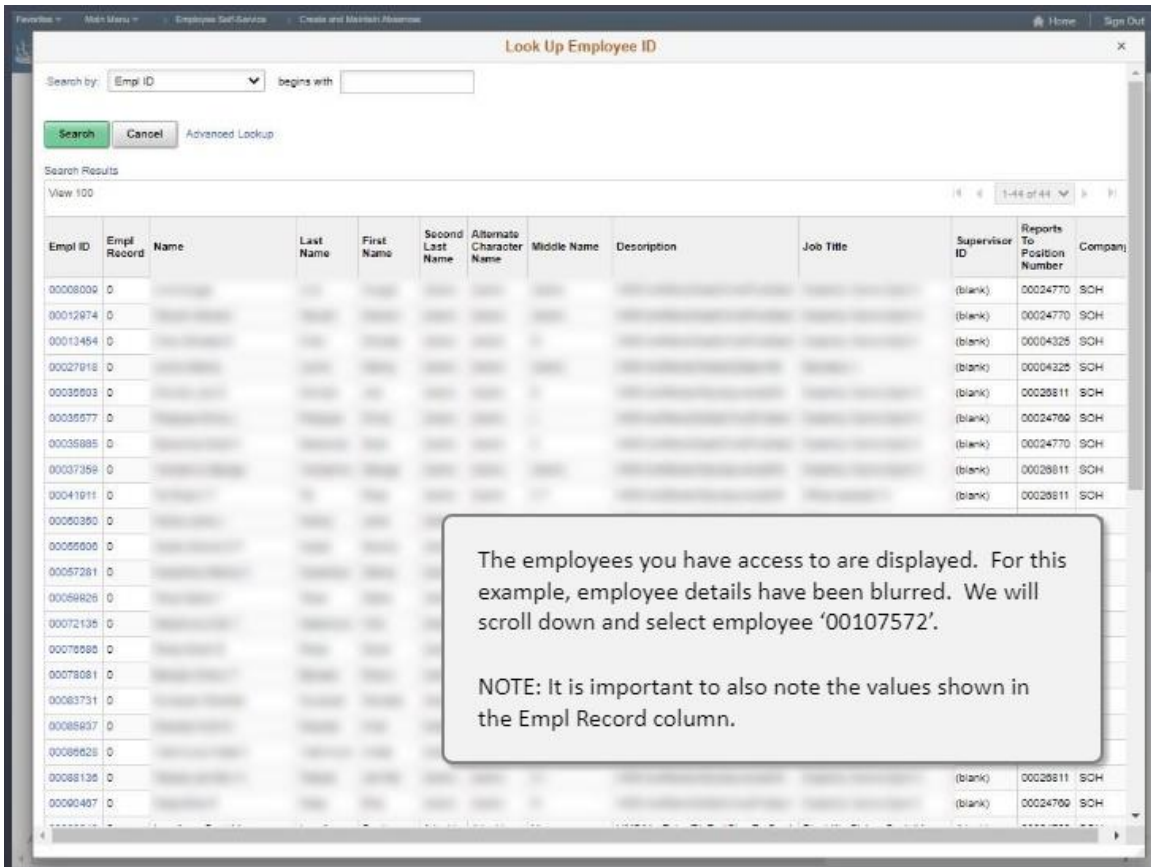
Action	From Date
Submitted	<input type="text"/>
Approved	<input type="text"/>
Pushed Back	<input type="text"/>
Denied	<input type="text"/>
Canceled	<input type="text"/>
Voided	<input type="text"/>

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

Select **'Next'** to continue.

Search Clear Search Save Search

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



Look Up Employee ID

Search by: Empl ID begins with

Search Cancel Advanced Lookup

Search Results

View 100 1-44 of 44

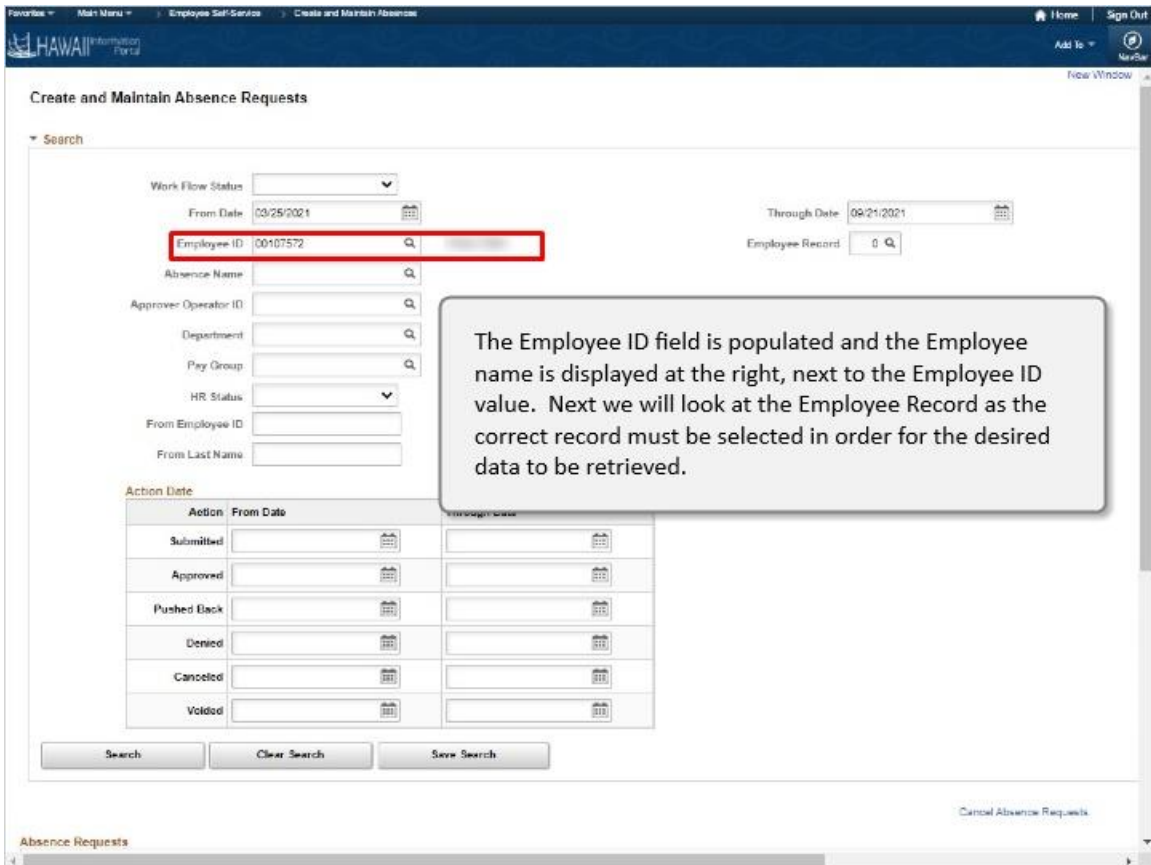
Empl ID	Empl Record	Name	Last Name	First Name	Second Last Name	Alternate Character Name	Middle Name	Description	Job Title	Supervisor ID	Reports To Position Number	Company
0008000	0									(blank)	00024770	SCH
00012674	0									(blank)	00024770	SCH
00013454	0									(blank)	0004325	SCH
00027816	0									(blank)	0004325	SCH
00035503	0									(blank)	00028811	SCH
00035577	0									(blank)	00024700	SCH
00035885	0									(blank)	00024770	SCH
00037358	0									(blank)	00028811	SCH
00041811	0									(blank)	00028811	SCH
00050380	0											
00055000	0											
00057281	0											
00059826	0											
00072136	0											
00076580	0											
00078681	0											
00083731	0											
00085937	0											
00086625	0											
00088136	0									(blank)	00028811	SCH
00090497	0									(blank)	00024700	SCH

The employees you have access to are displayed. For this example, employee details have been blurred. We will scroll down and select employee '00107572'.

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

The employees you have access to are displayed. For this example, employee details have been blurred. We will scroll down and select employee '00107572'.

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



Create and Maintain Absence Requests

Search

Work Flow Status: [Dropdown]

From Date: 03/25/2021 [Calendar]

Through Date: 09/21/2021 [Calendar]

Employee ID: 00107572 [Search] **The Employee ID field is populated and the Employee name is displayed at the right, next to the Employee ID value. Next we will look at the Employee Record as the correct record must be selected in order for the desired data to be retrieved.**

Employee Record: 0 [Search]

Absence Name: [Search]

Approver Operator ID: [Search]

Department: [Search]

Pay Group: [Search]

HR Status: [Dropdown]

From Employee ID: [Text]

From Last Name: [Text]

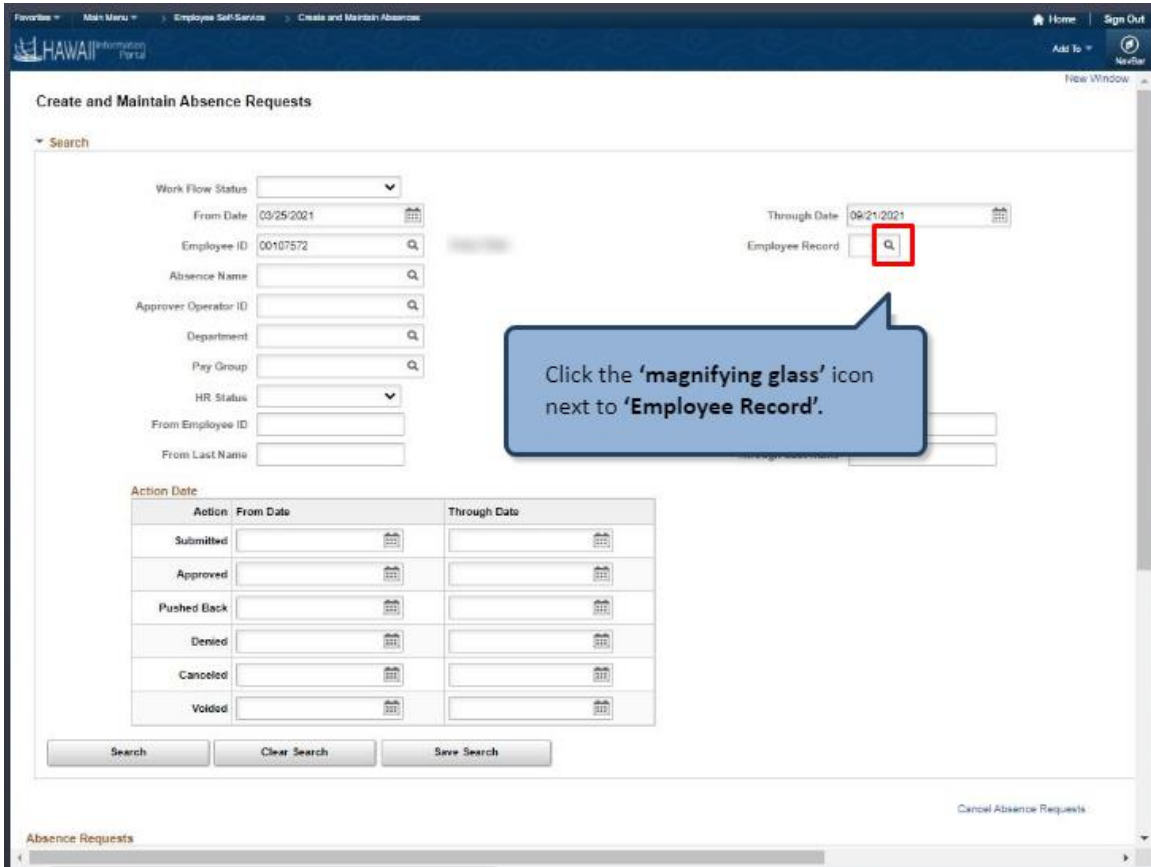
Action Date

Action	From Date	Through Date
Submitted	[Calendar]	[Calendar]
Approved	[Calendar]	[Calendar]
Pushed Back	[Calendar]	[Calendar]
Denied	[Calendar]	[Calendar]
Cancelled	[Calendar]	[Calendar]
Voided	[Calendar]	[Calendar]

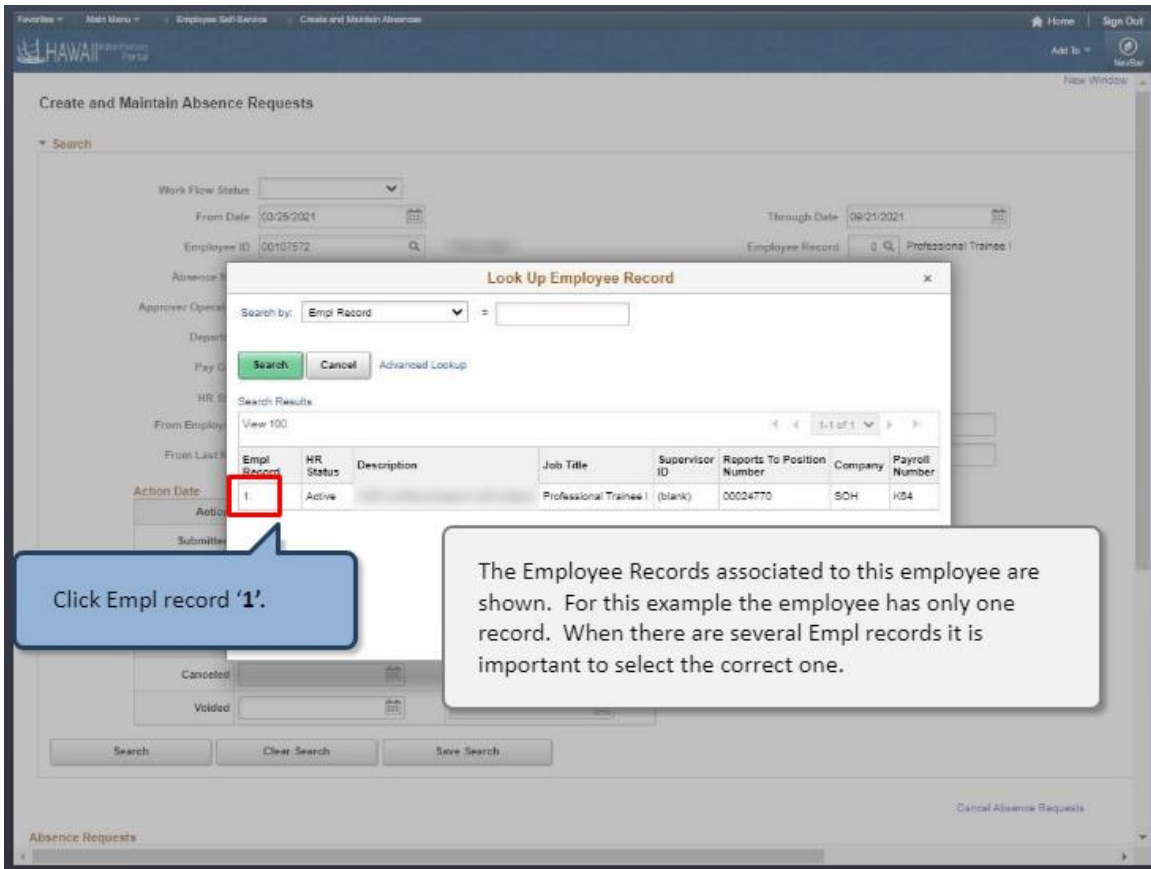
Buttons: Search, Clear Search, Save Search

Cancel Absence Requests

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



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



The screenshot shows the 'Create and Maintain Absence Requests' page. A 'Look Up Employee Record' dialog box is open, displaying search results for an employee. The search criteria include 'Empl Record' and '00107572'. The search results table shows one record with the following details:

Empl Record	HR Status	Description	Job Title	Supervisor ID	Reports To Position Number	Company	Payroll Number
1	Active		Professional Trainee	(blank)	00024770	SOH	KS4

A blue callout bubble points to the '1' in the 'Empl Record' column, stating: "Click Empl record '1'". A white callout bubble explains: "The Employee Records associated to this employee are shown. For this example the employee has only one record. When there are several Empl records it is important to select the correct one."

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

Click Empl record '1'.

Work Flow Status: [Dropdown]

From Date: 03/25/2021

Employee ID: 00107572

Through Date: 09/21/2021

Employee Record: 1 Professional Trainee

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

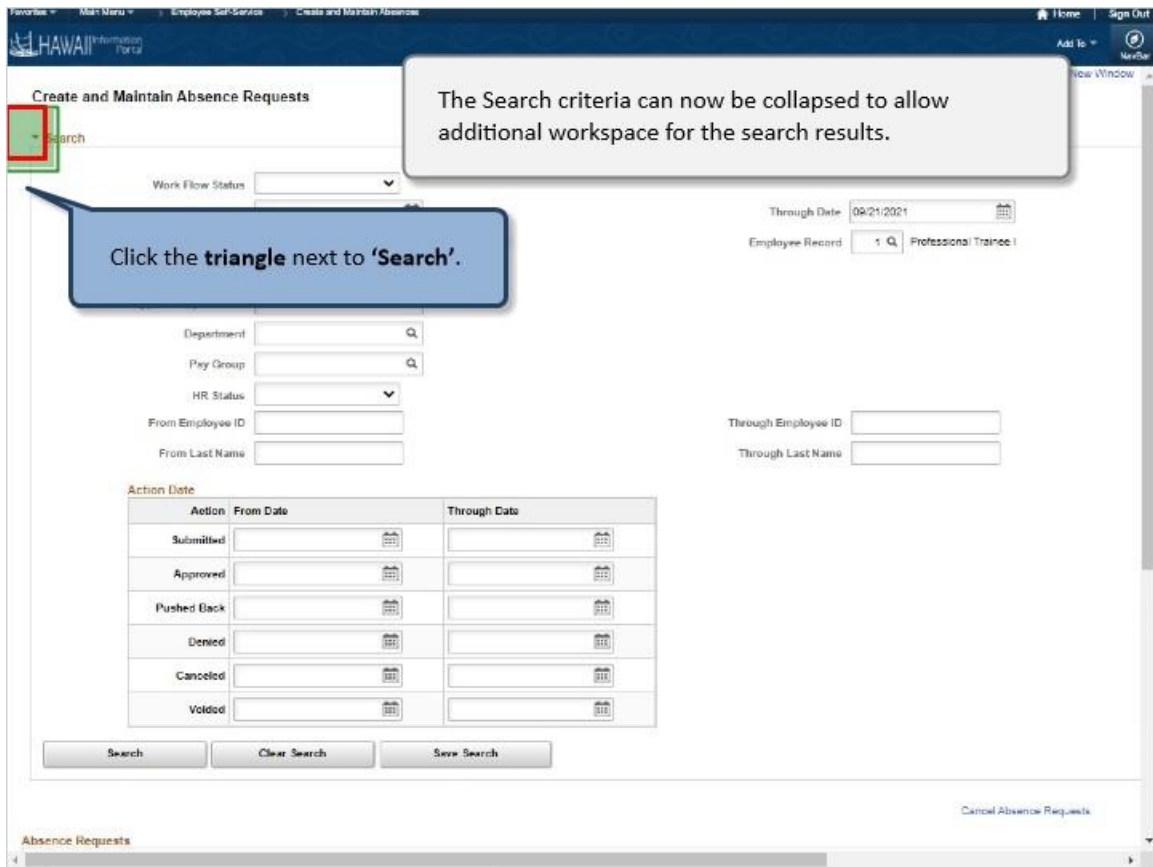
Click the 'Search' button.

Action	From Date	Through Date
Submitted	[Calendar]	[Calendar]
Approved	[Calendar]	[Calendar]
Voided	[Calendar]	[Calendar]

Search Clear Search Save Search

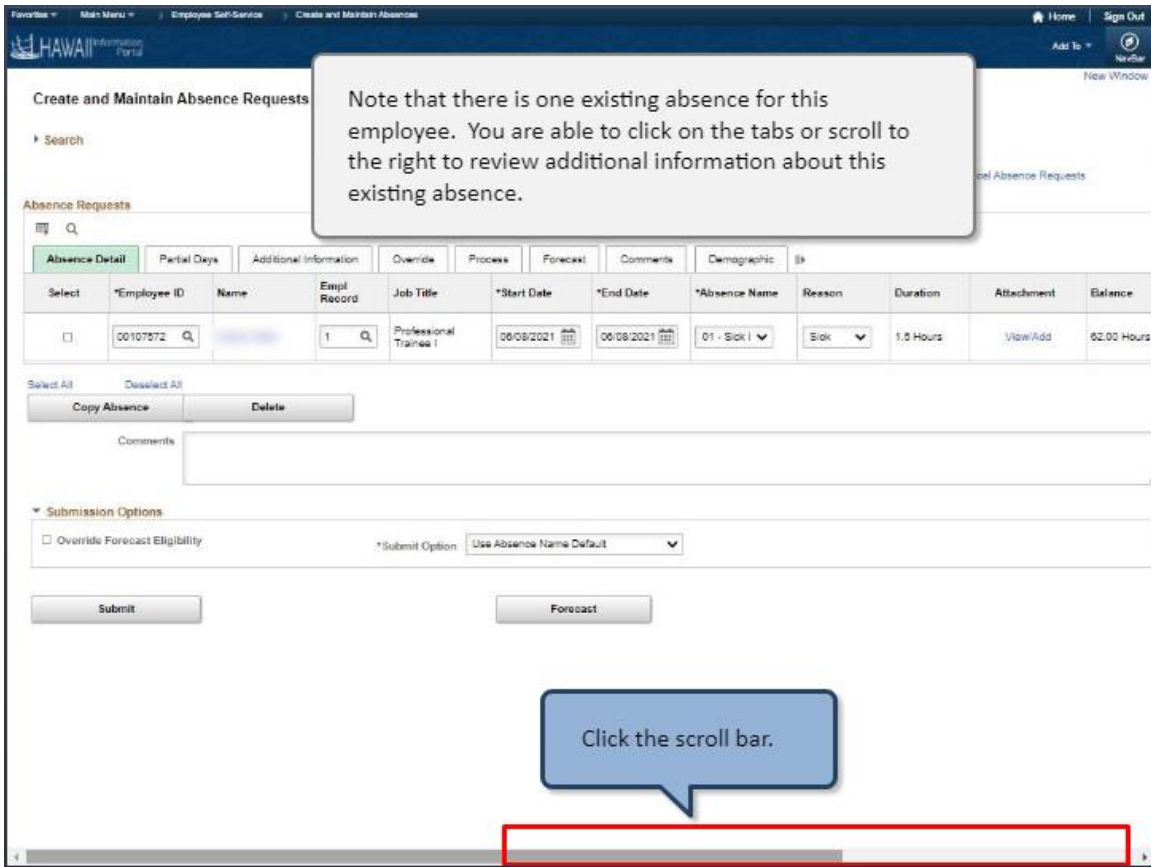
The selected Employee ID and Employee Record now show in the appropriate fields and additional information associated to the Employee Record is displayed to the right.

Click the 'Search' button.



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

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



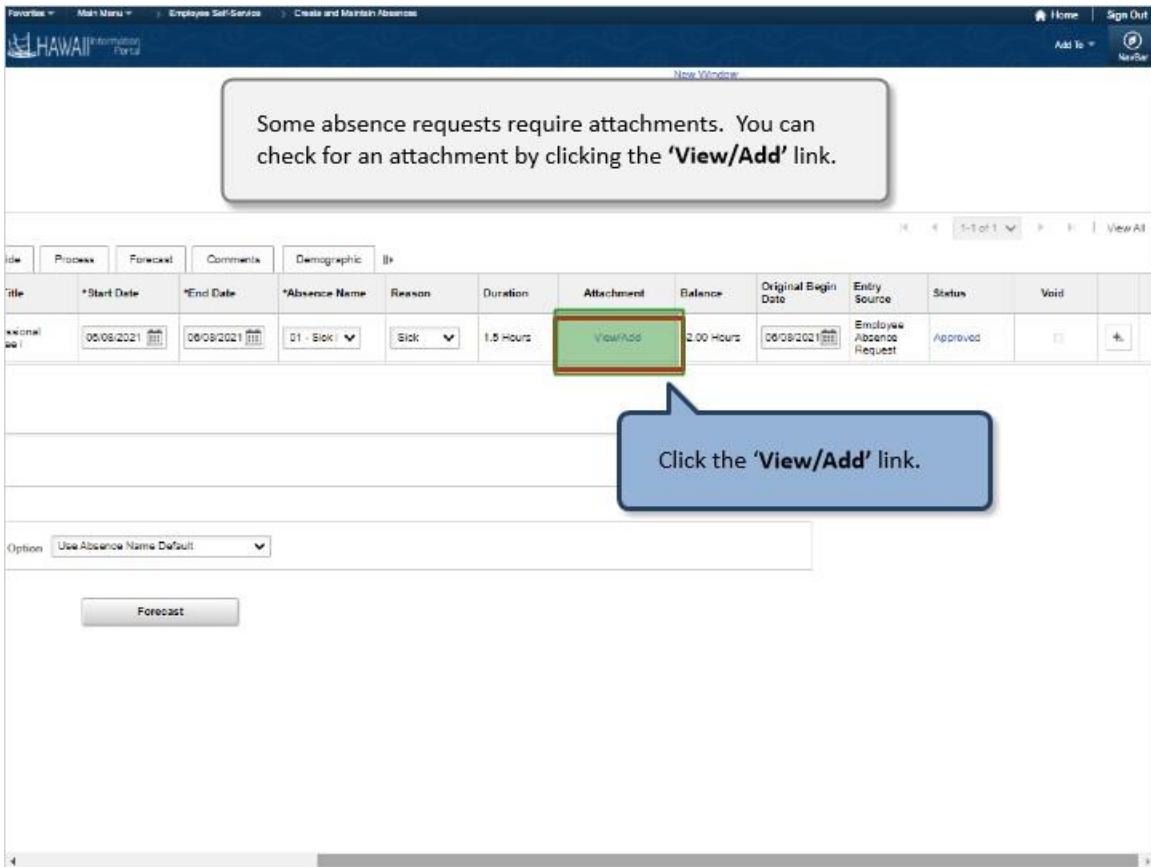
Note that there is one existing absence for this employee. You are able to click on the tabs or scroll to the right to review additional information about this existing absence.

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance
<input type="checkbox"/>	00107572		1	Professional Trainee I	06/08/2021	06/08/2021	01 - Sick I	Sick	1.5 Hours	View/Add	02.00 Hours

Click the scroll bar.

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

Click the scroll bar.



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

Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Original Begin Date	Entry Source	Status	Void
Personal	05/08/2021	05/08/2021	C1 - Sick	Sick	1.5 Hours	View/Add	2.00 Hours	05/08/2021	Employee Absence Request	Approved	<input type="checkbox"/>

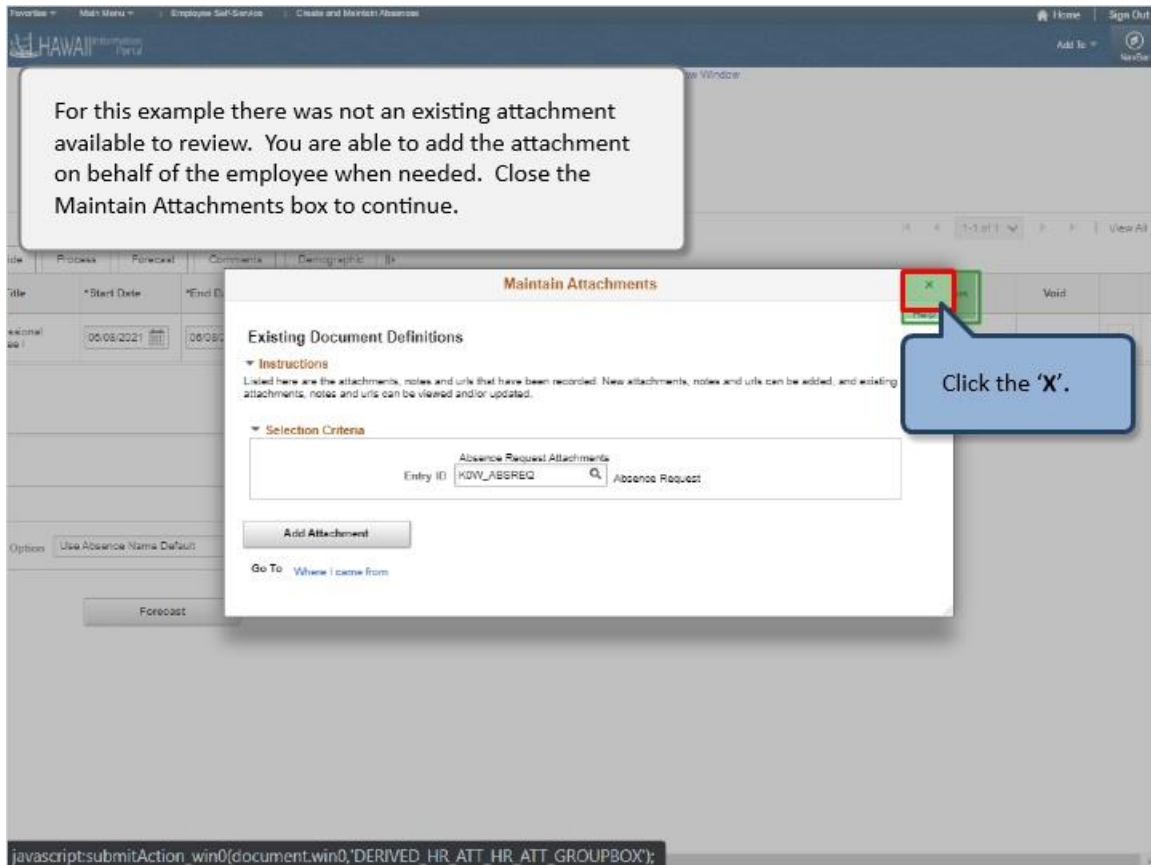
Click the **'View/Add'** link.

Option: Use Absence Name Default

Forecast

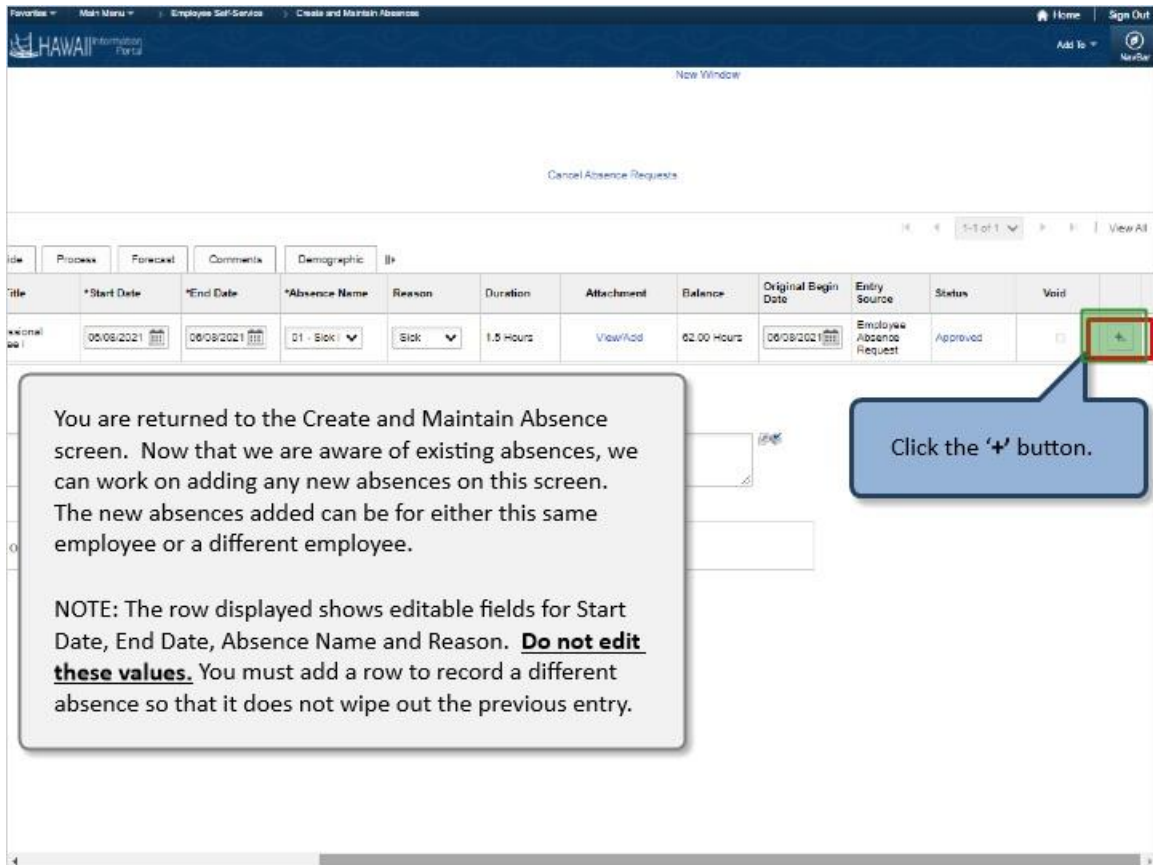
Some absence requests require attachments. You can check for an attachment by clicking the **'View/Add'** link.

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



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

Click the 'X'.



Cancel Absence Requests

Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Original Begin Date	Entry Source	Status	Void
Sick	05/08/2021	06/08/2021	C1 - Sick	Sick	1.5 Hours	View/Add	62.00 Hours	06/08/2021	Employee Absence Request	Approved	<input type="checkbox"/>

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

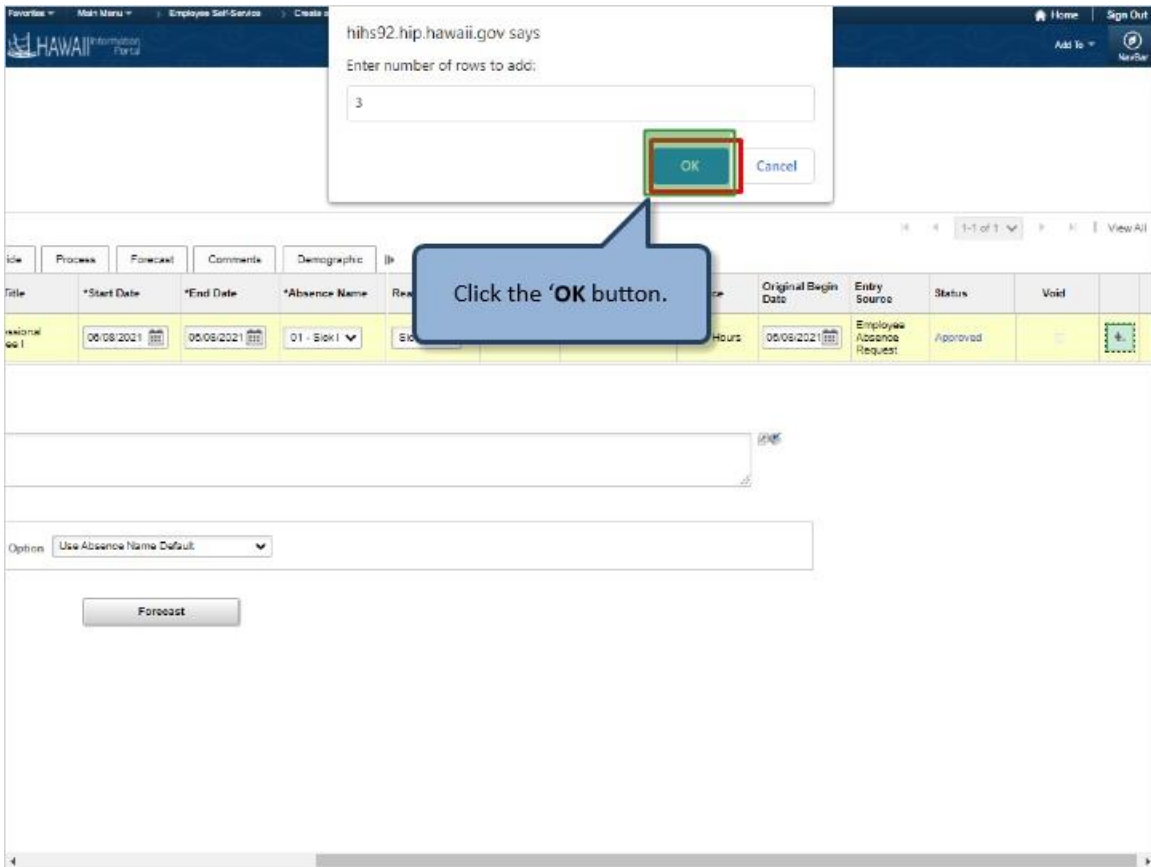
NOTE: The row displayed shows editable fields for Start Date, End Date, Absence Name and Reason. **Do not edit these values.** You must add a row to record a different absence so that it does not wipe out the previous entry.

Click the '+' button.

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

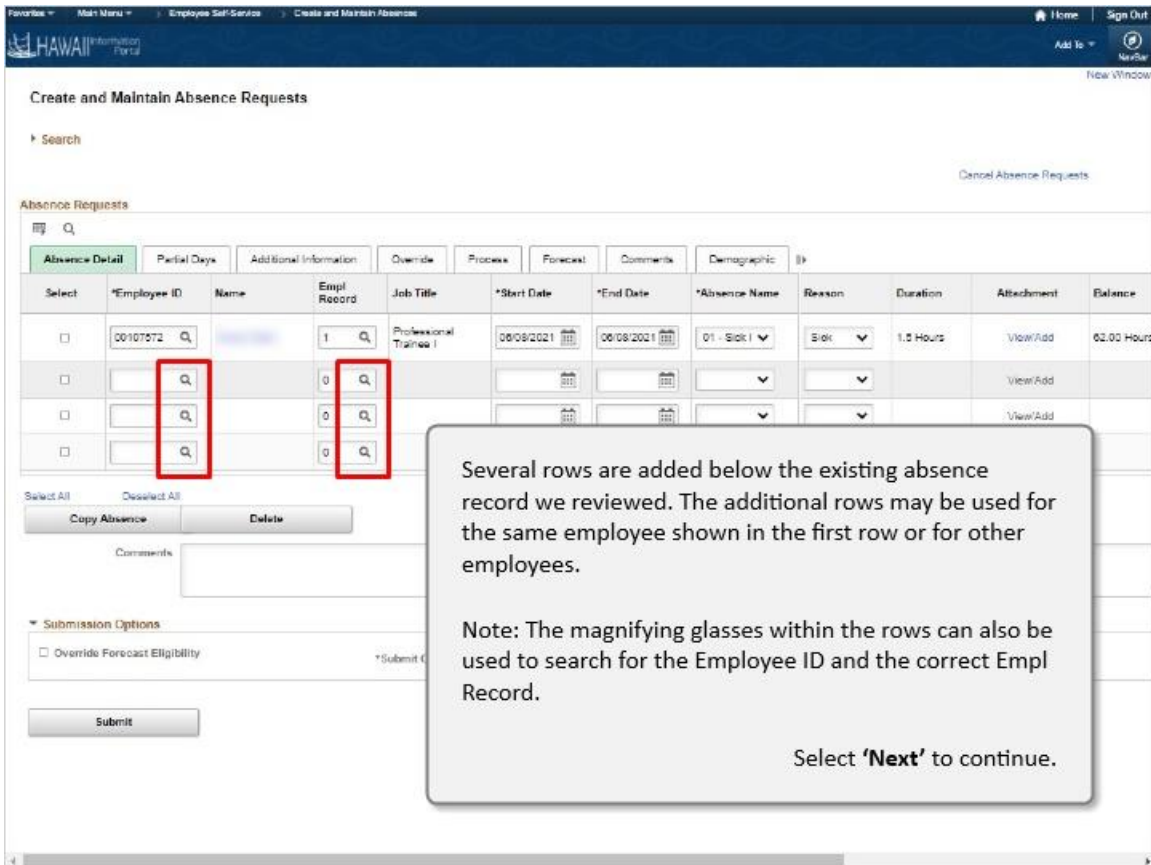
NOTE: The row displayed shows editable fields for Start Date, End Date, Absence Name and Reason. **Do not edit these values.** You must add a row to record a different absence so that it does not wipe out the previous entry.

Click the '+' button.



The screenshot shows a web application interface with a dialog box open. The dialog box title is "hihs92.hip.hawaii.gov says" and it contains the text "Enter number of rows to add:" followed by a text input field containing the number "3". Below the input field are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red and green border. A blue callout bubble with a white border points to the "OK" button and contains the text "Click the 'OK' button." The background interface shows a table with columns for "Title", "Start Date", "End Date", "Absence Name", "Request", "Original Begin Date", "Entry Source", "Status", and "Void". The first row of the table is highlighted in yellow and contains the following data: "Sick Leave", "06/08/2021", "06/08/2021", "01 - Sick L", "Sick", "06/08/2021", "Employee Absence Request", "Approved", and a small icon in the "Void" column.

Click the **'OK'** button.



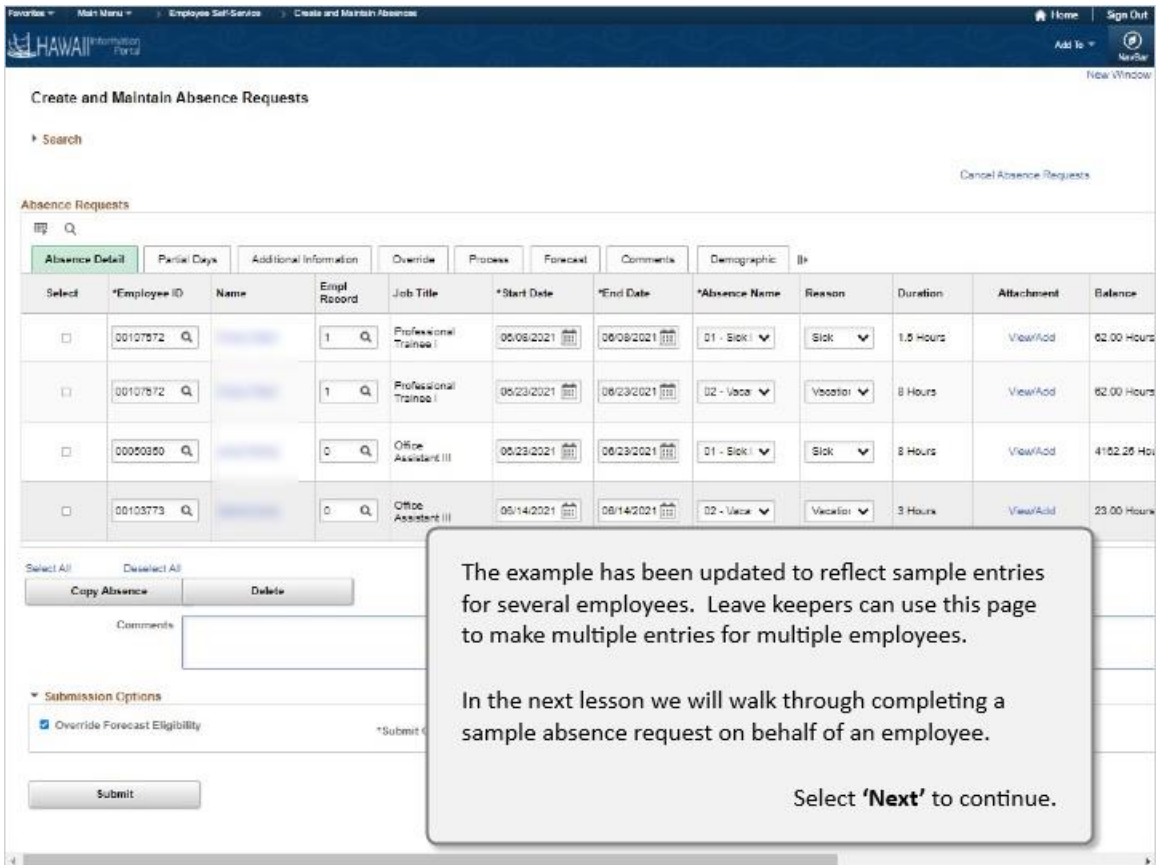
Several rows are added below the existing absence record we reviewed. The additional rows may be used for the same employee shown in the first row or for other employees.

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

Select **'Next'** to continue.

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

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



Create and Maintain Absence Requests

Search

Cancel Absence Requests

Absence Requests

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance
<input type="checkbox"/>	00107872	[Redacted]	1	Professional Trainee I	05/06/2021	06/08/2021	D1 - Sick 1	Sick	1.5 Hours	View/Add	62.00 Hours
<input type="checkbox"/>	00107872	[Redacted]	1	Professional Trainee I	06/23/2021	06/23/2021	D2 - Vacat	Vacation	8 Hours	View/Add	62.00 Hours
<input type="checkbox"/>	00050380	[Redacted]	0	Office Assistant III	05/23/2021	06/23/2021	D1 - Sick 1	Sick	8 Hours	View/Add	4102.26 Hours
<input type="checkbox"/>	00103773	[Redacted]	0	Office Assistant III	05/14/2021	06/14/2021	D2 - Vacat	Vacation	3 Hours	View/Add	23.00 Hours

Select All | Deselect All

Copy Absence | Delete

Comments

Submission Options

Override Forecast Eligibility

Submit

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

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

Select **'Next'** to continue.

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

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

 HAWAII Information Portal

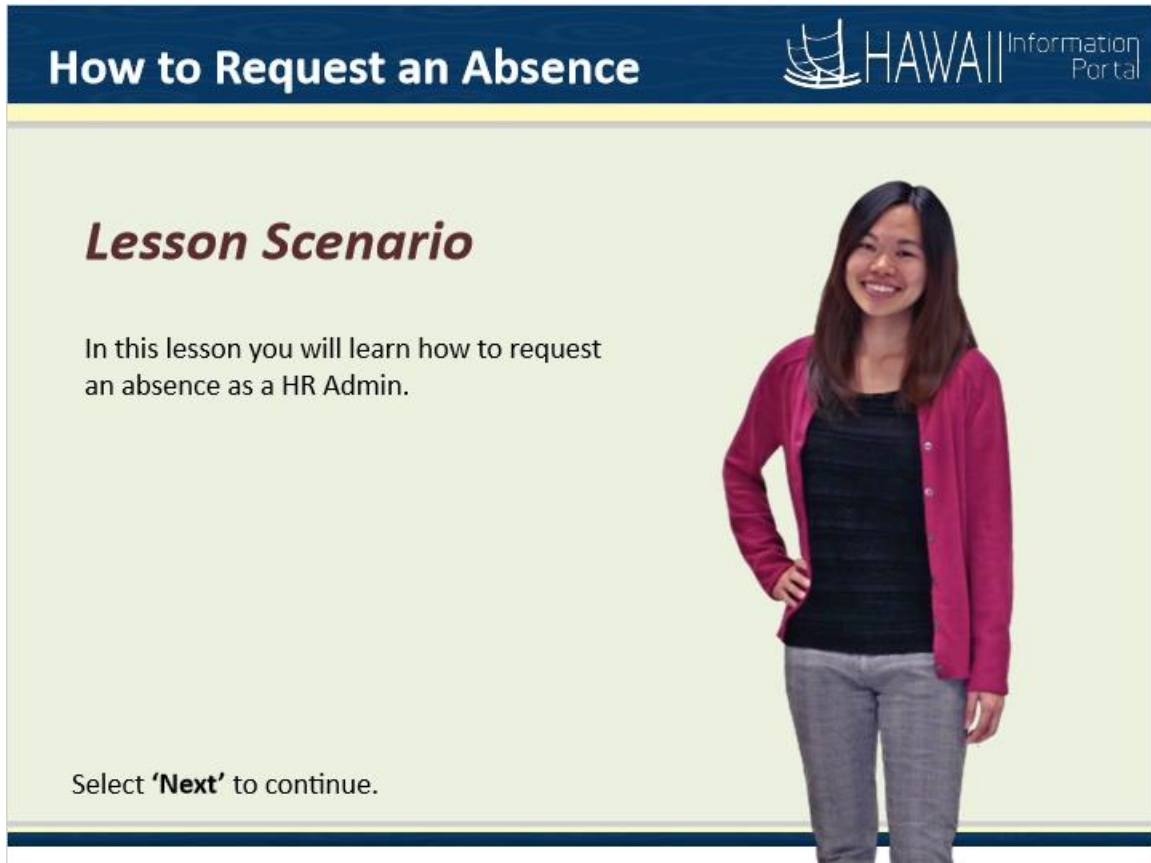


Congratulations!
You've successfully completed
this lesson.

Select '**Next**' to continue.

Congratulations!
You've successfully completed this lesson.

HOW TO REQUEST AN ABSENCE

A presentation slide titled "How to Request an Absence" with the Hawaii Information Portal logo in the top right. The slide has a light green background and contains the following text: "Lesson Scenario", "In this lesson you will learn how to request an absence as a HR Admin.", and "Select 'Next' to continue." To the right of the text is a photograph of a smiling woman with long dark hair, wearing a pink cardigan over a black top and grey pants.

How to Request an Absence

Lesson Scenario

In this lesson you will learn how to request an absence as a HR Admin.

Select **'Next'** to continue.

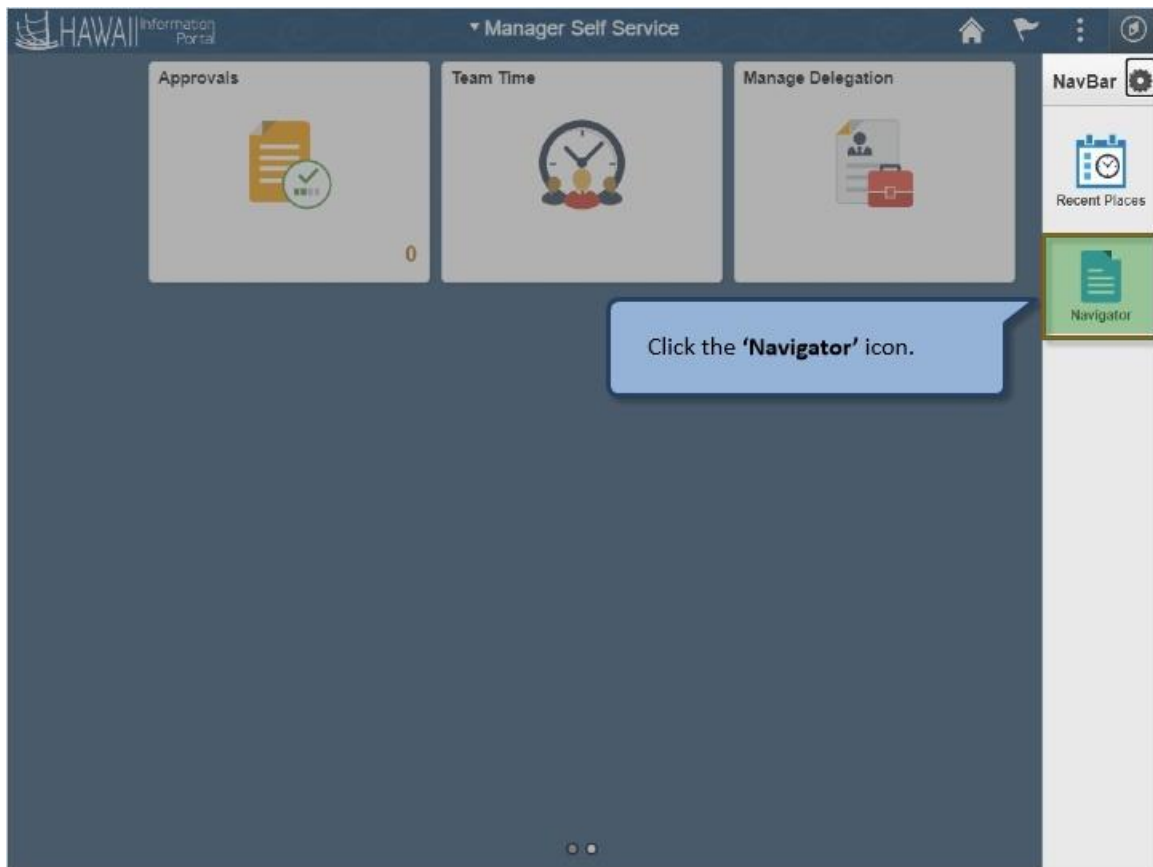
Lesson Scenario

In this lesson you will learn how to request an absence as a HR Admin

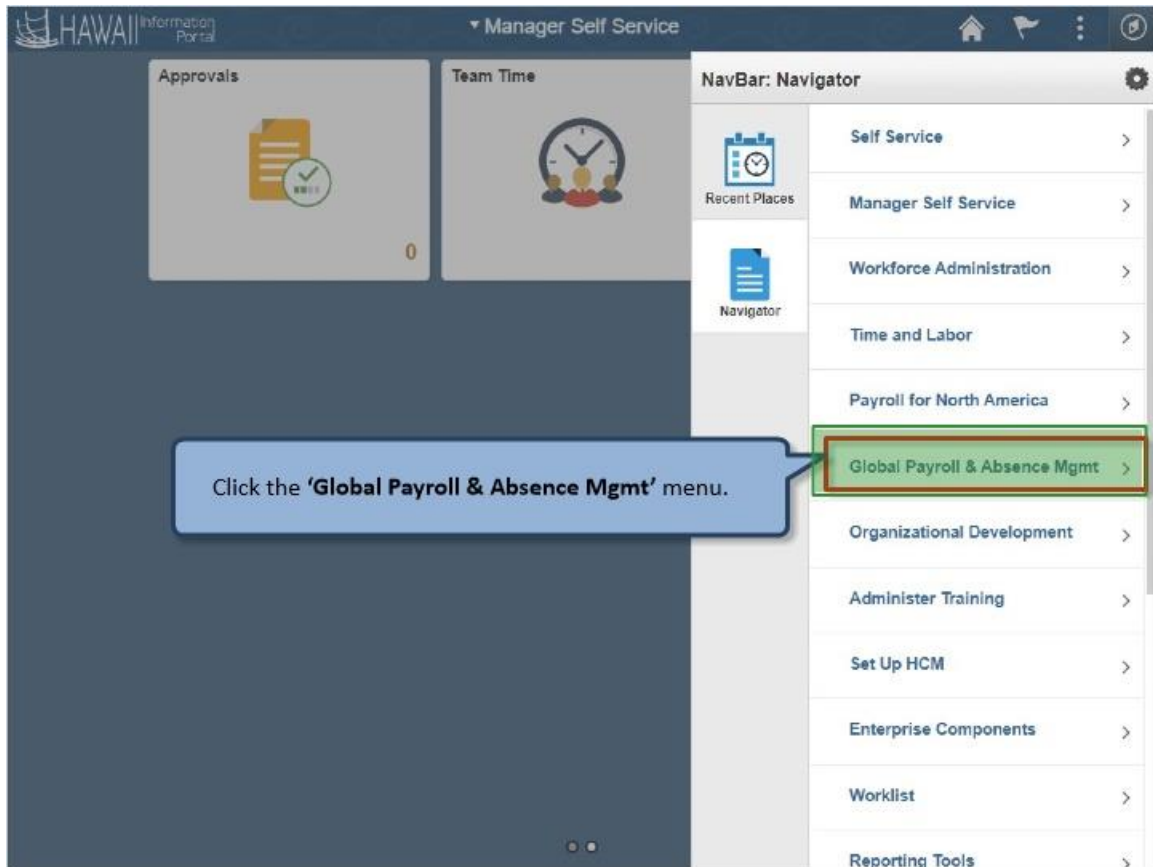


Begin by navigating to the **Create and Maintain Absence Requests** page in the **Global Payroll & Absence Management** module.

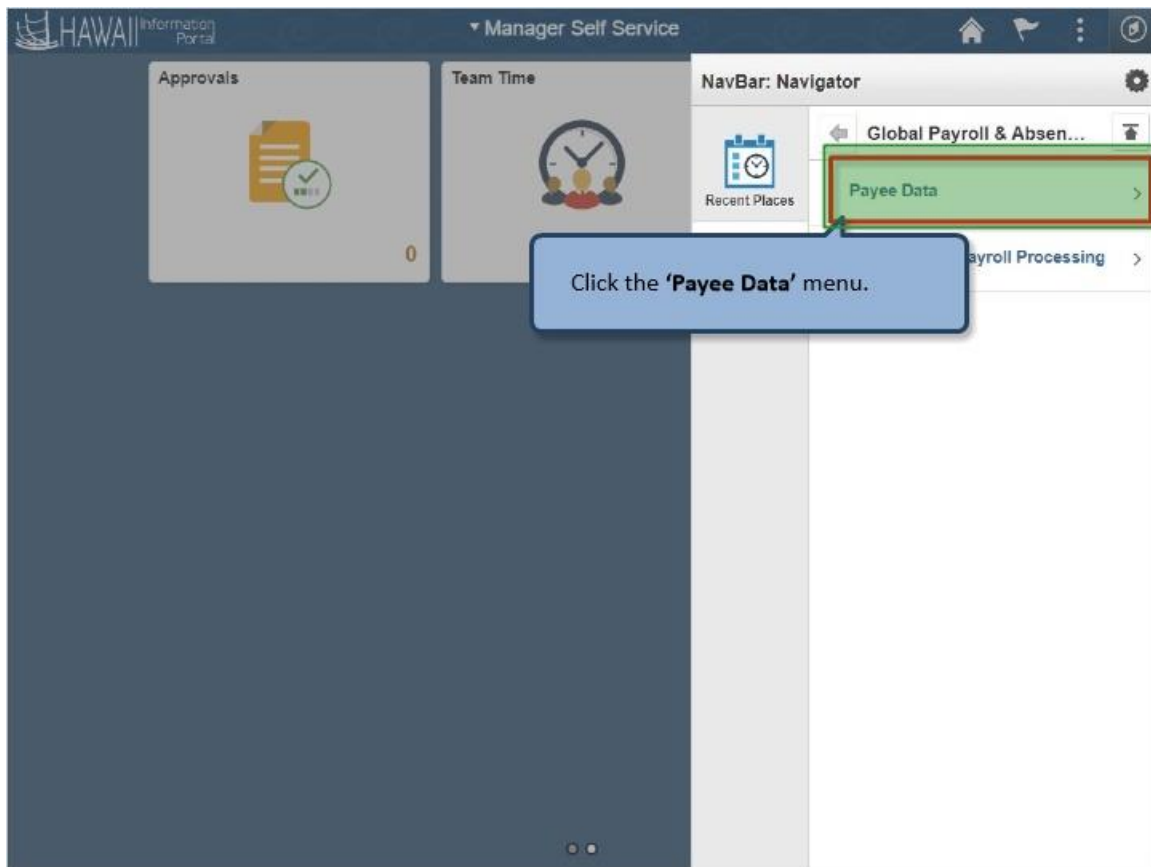
Click the **'NavBar'** icon.



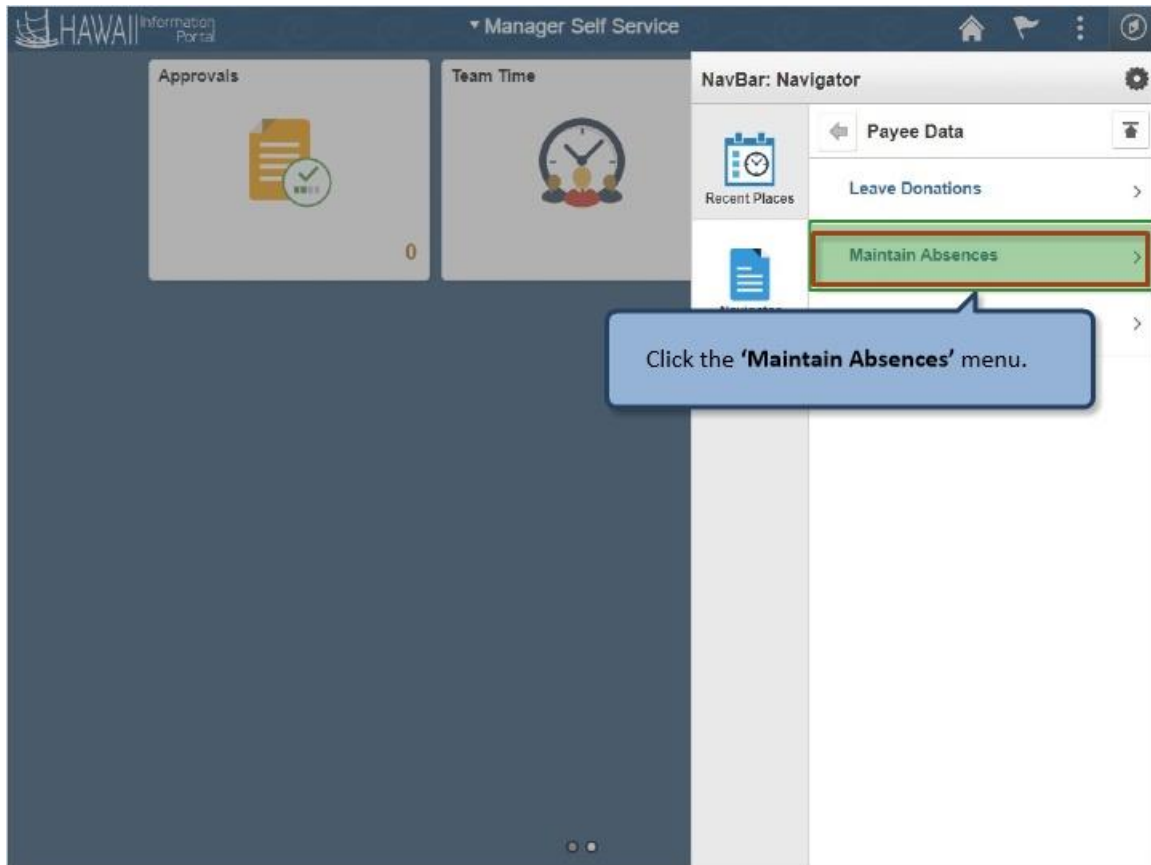
Click the **'Navigator'** icon.



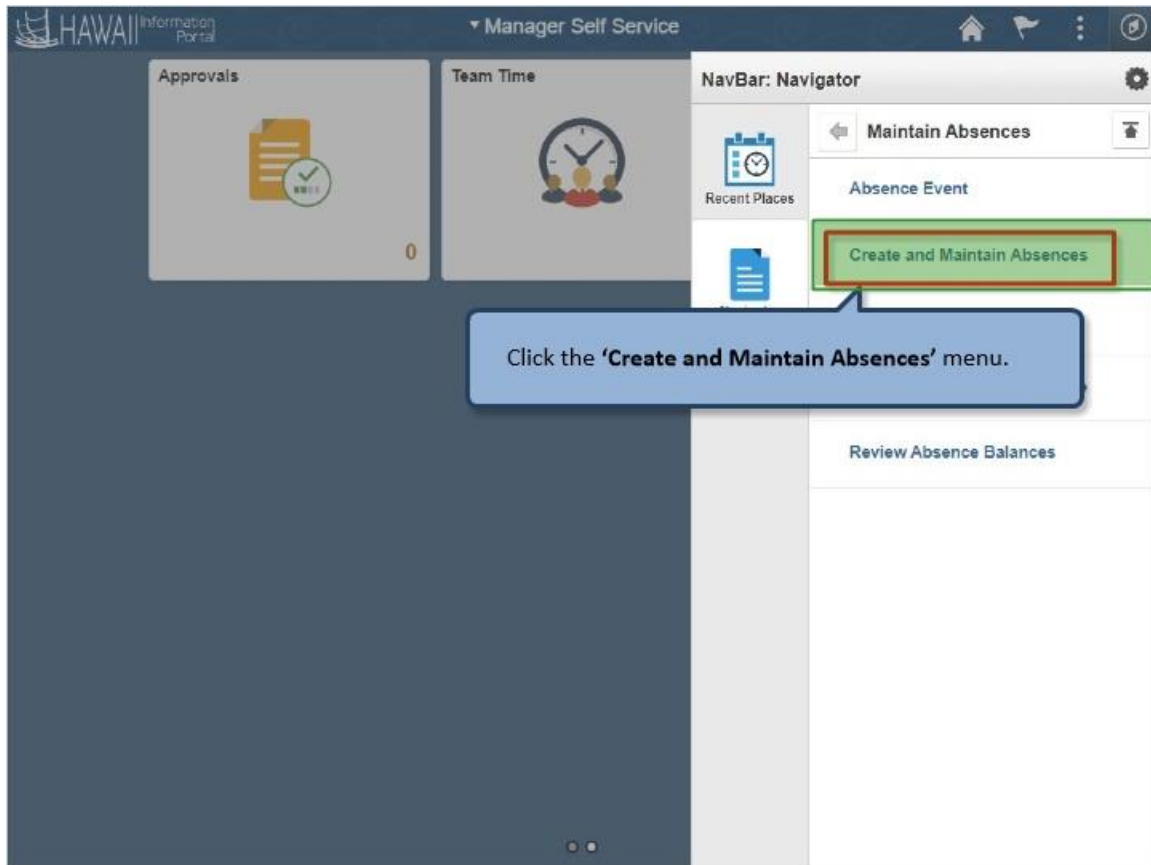
Click the 'Global Payroll & Absence Mgmt' menu.



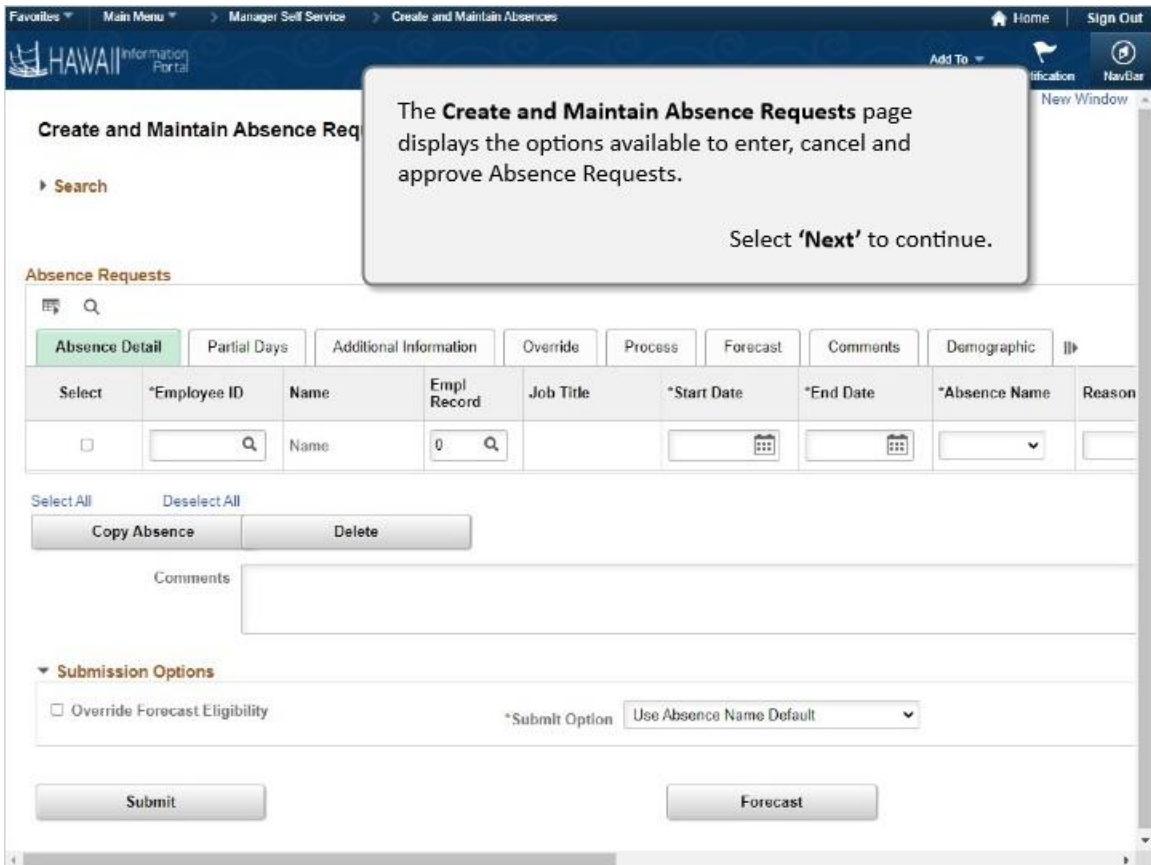
Click the '**Payee Data**' menu.



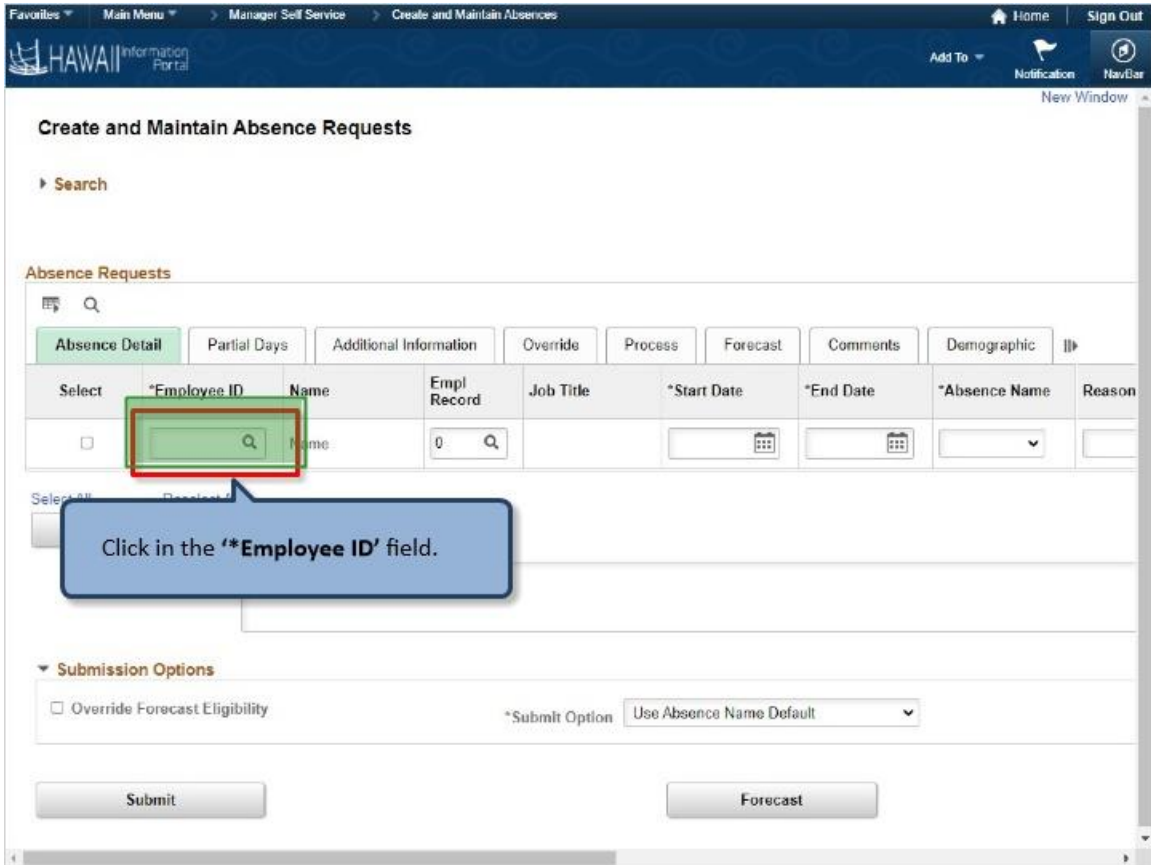
Click the **'Maintain Absences'** menu.



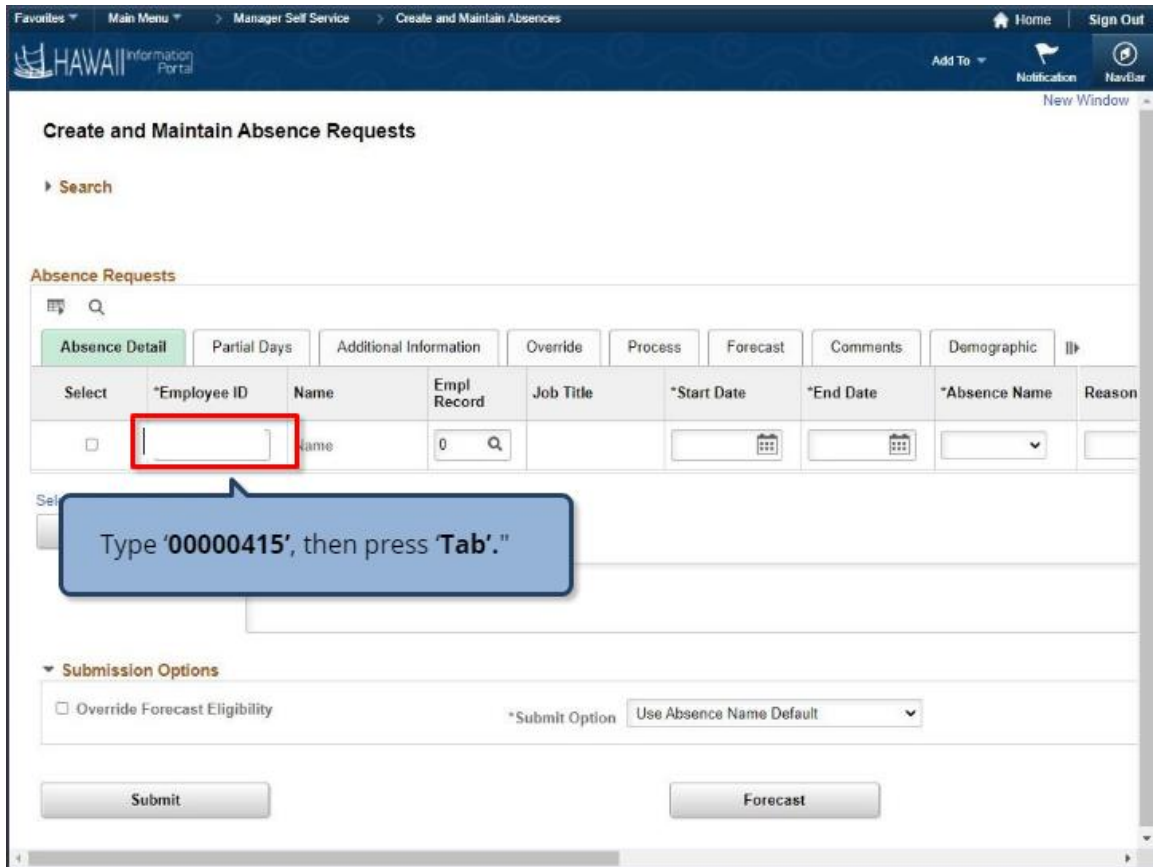
Click the **'Create and Maintain Absences'** menu.



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



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



Create and Maintain Absence Requests

Search

Absence Requests

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

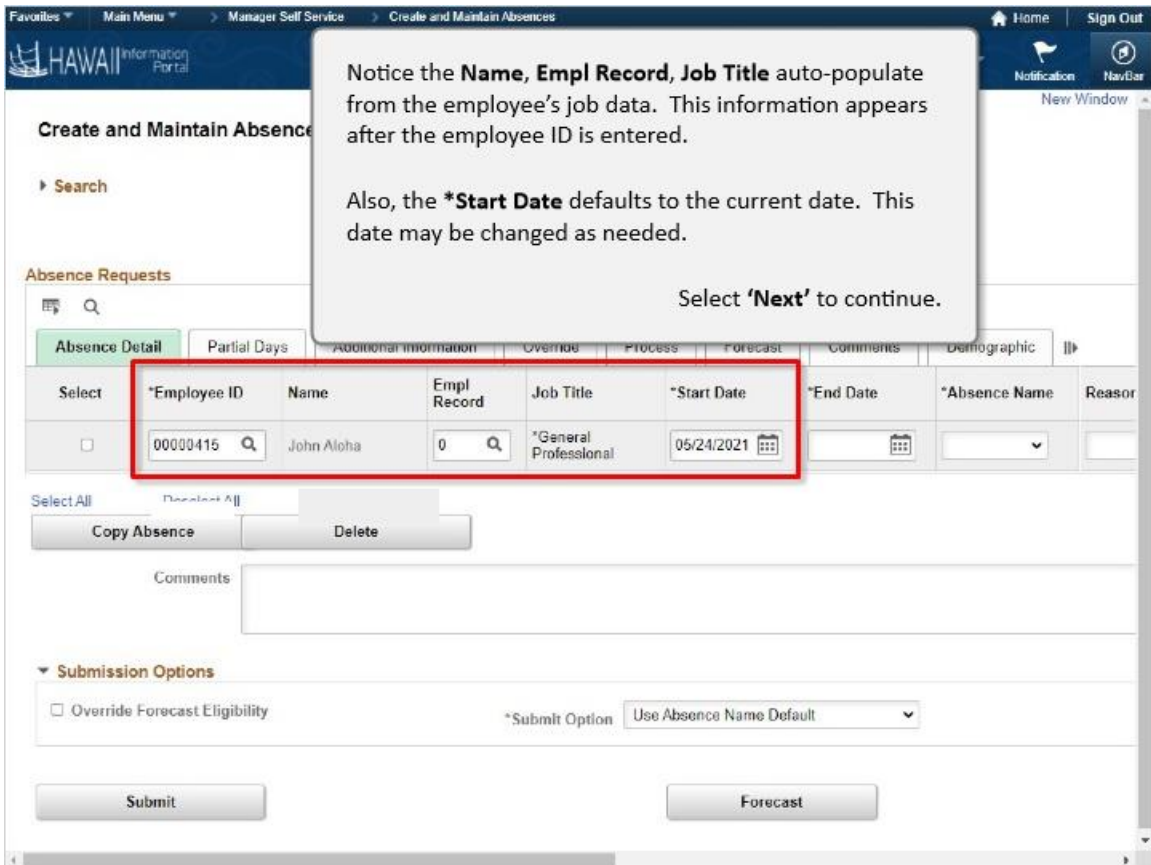
Submission Options

Override Forecast Eligibility *Submit Option: Use Absence Name Default

Submit Forecast

Type '00000415', then press 'Tab'.

Type '00000415', then press 'Tab'.



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

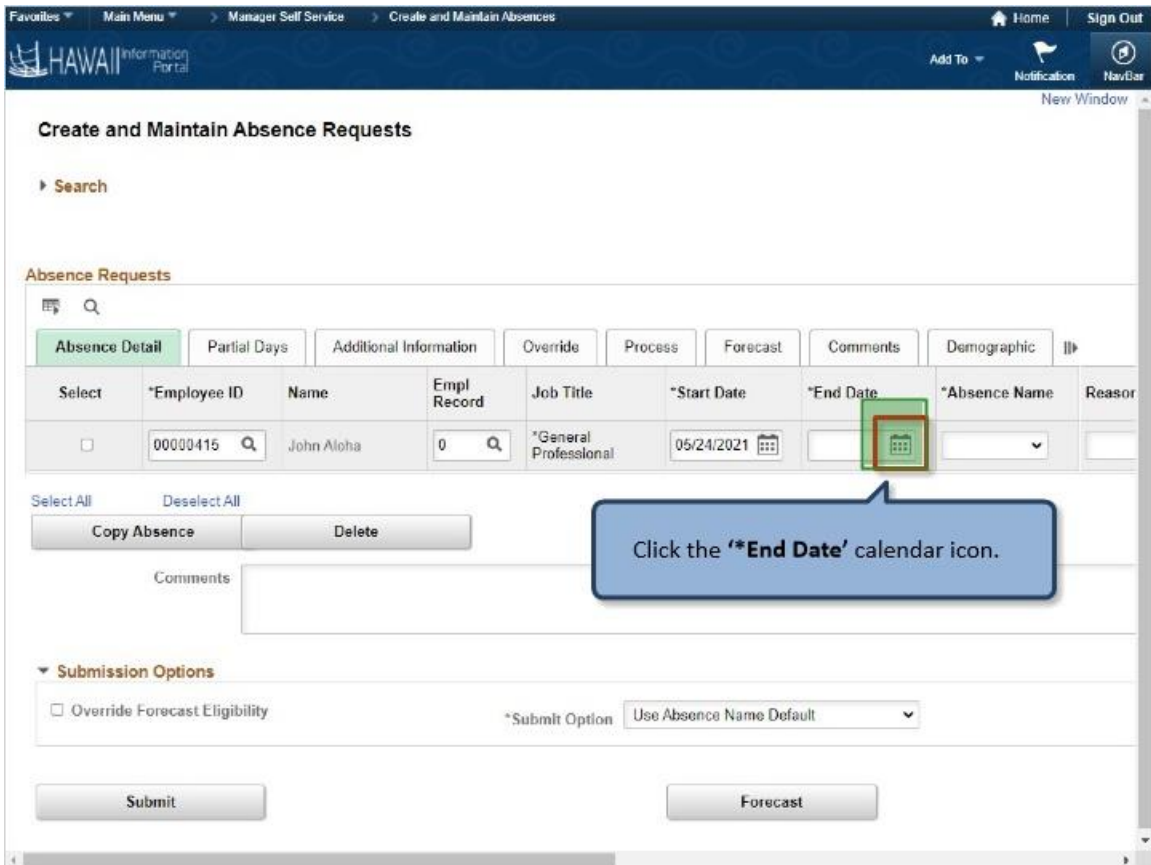
Also, the ***Start Date** defaults to the current date. This date may be changed as needed.

Select **'Next'** to continue.

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

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


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



Create and Maintain Absence Requests

Search

Absence Requests

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

Select All Deselect All

Copy Absence Delete

Comments

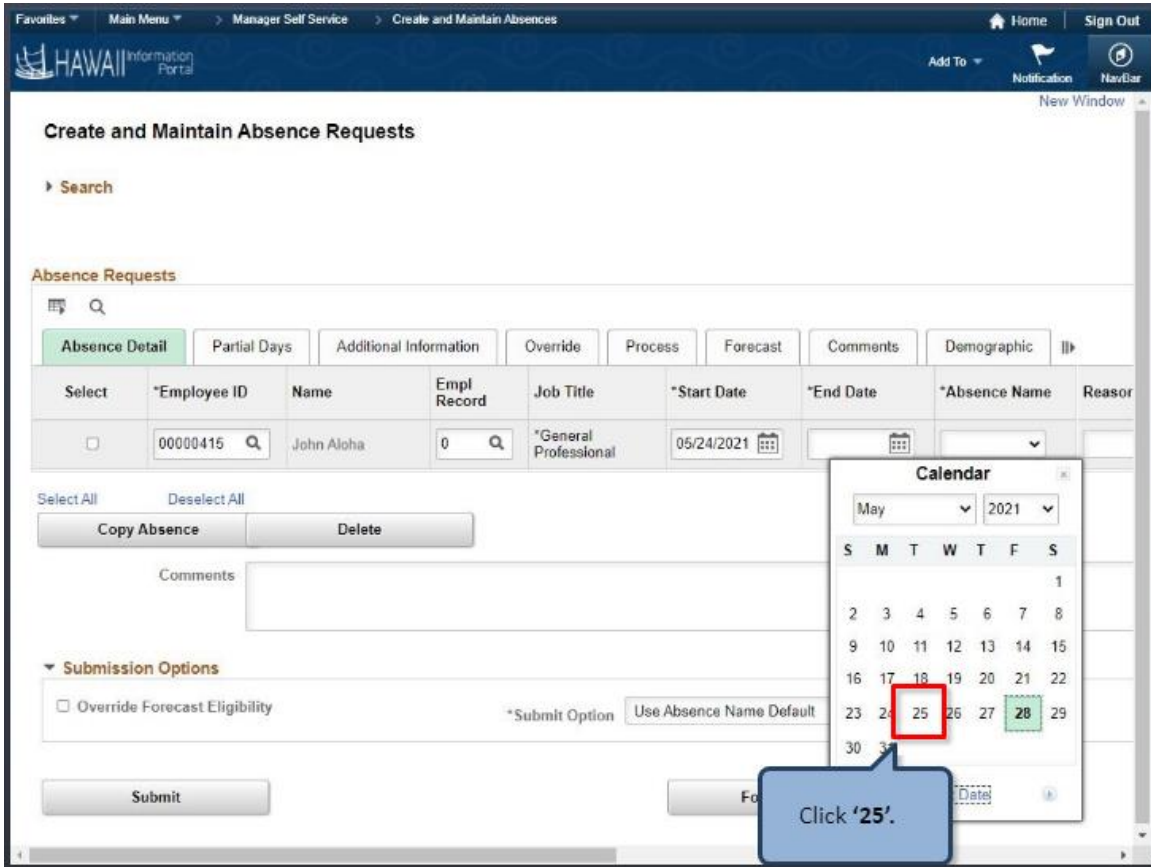
Submission Options

Override Forecast Eligibility *Submit Option Use Absence Name Default

Submit Forecast

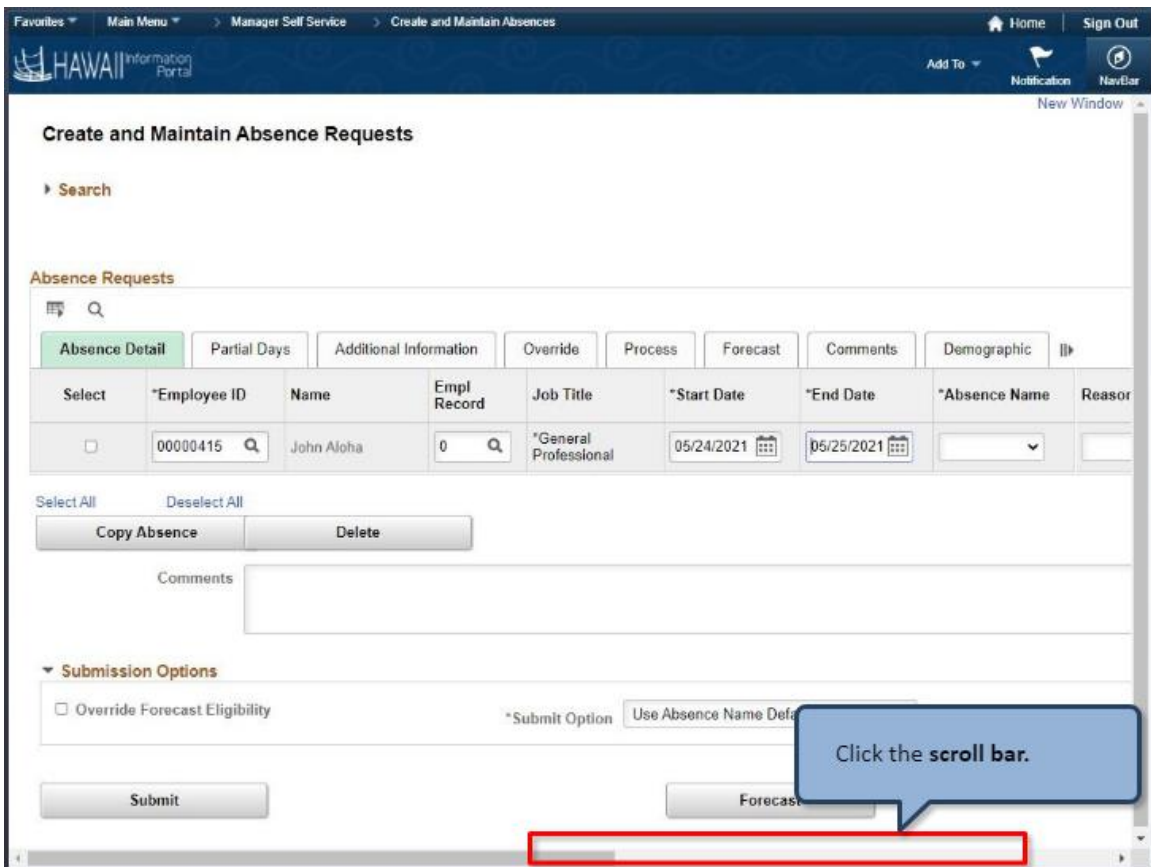
Click the ***End Date** calendar icon.

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

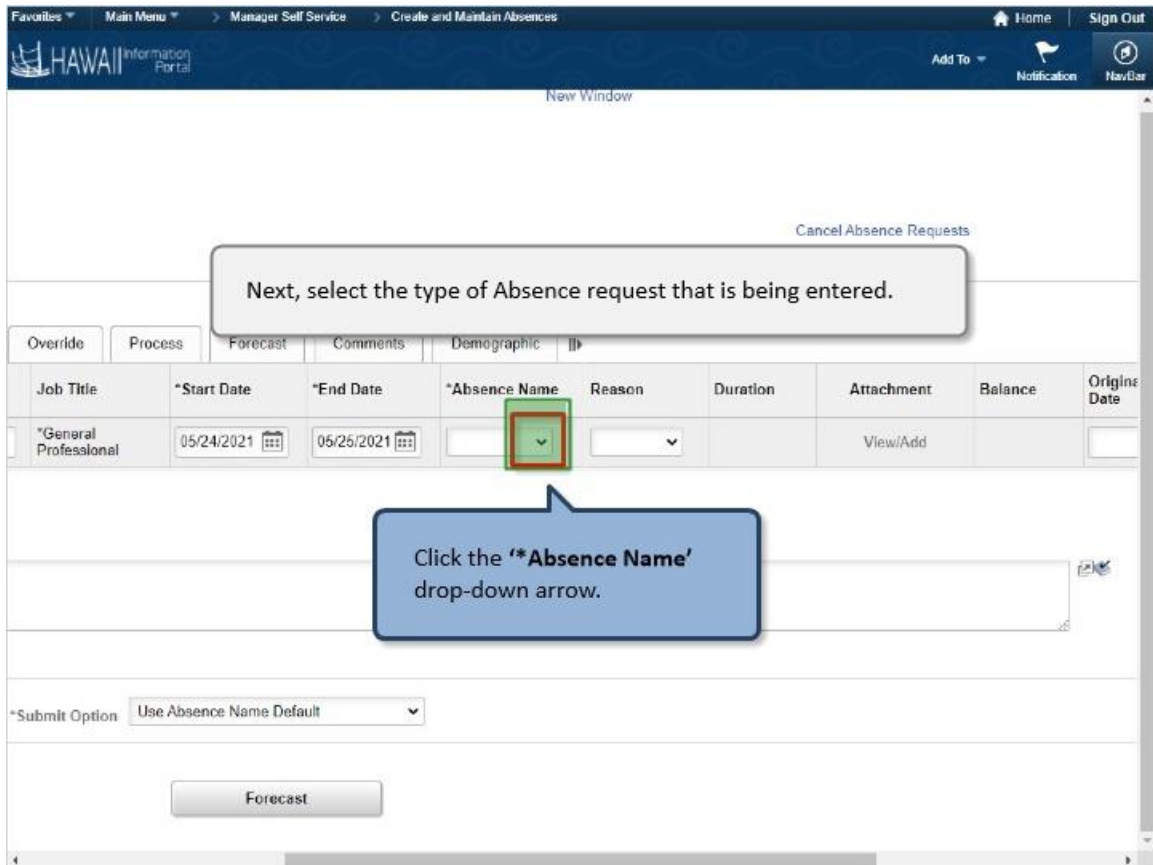


The screenshot shows the 'Create and Maintain Absence Requests' page in the HAWAII Information Portal. The page has a dark blue header with navigation links like 'Home' and 'Sign Out'. Below the header, there's a search bar and a table of absence requests. The table has columns for 'Select', 'Employee ID', 'Name', 'Empl Record', 'Job Title', 'Start Date', 'End Date', 'Absence Name', and 'Reason'. One row is visible with Employee ID '00000415' and Name 'John Aloha'. Below the table, there are buttons for 'Copy Absence' and 'Delete', and a 'Comments' text area. A 'Submission Options' section includes a checkbox for 'Override Forecast Eligibility' and a 'Submit Option' dropdown set to 'Use Absence Name Default'. A 'Submit' button is at the bottom left. A calendar widget is overlaid on the right side, showing the month of May 2021. The date '25' is highlighted with a red box, and a blue callout bubble with the text 'Click '25'' points to it.

Click '25'.

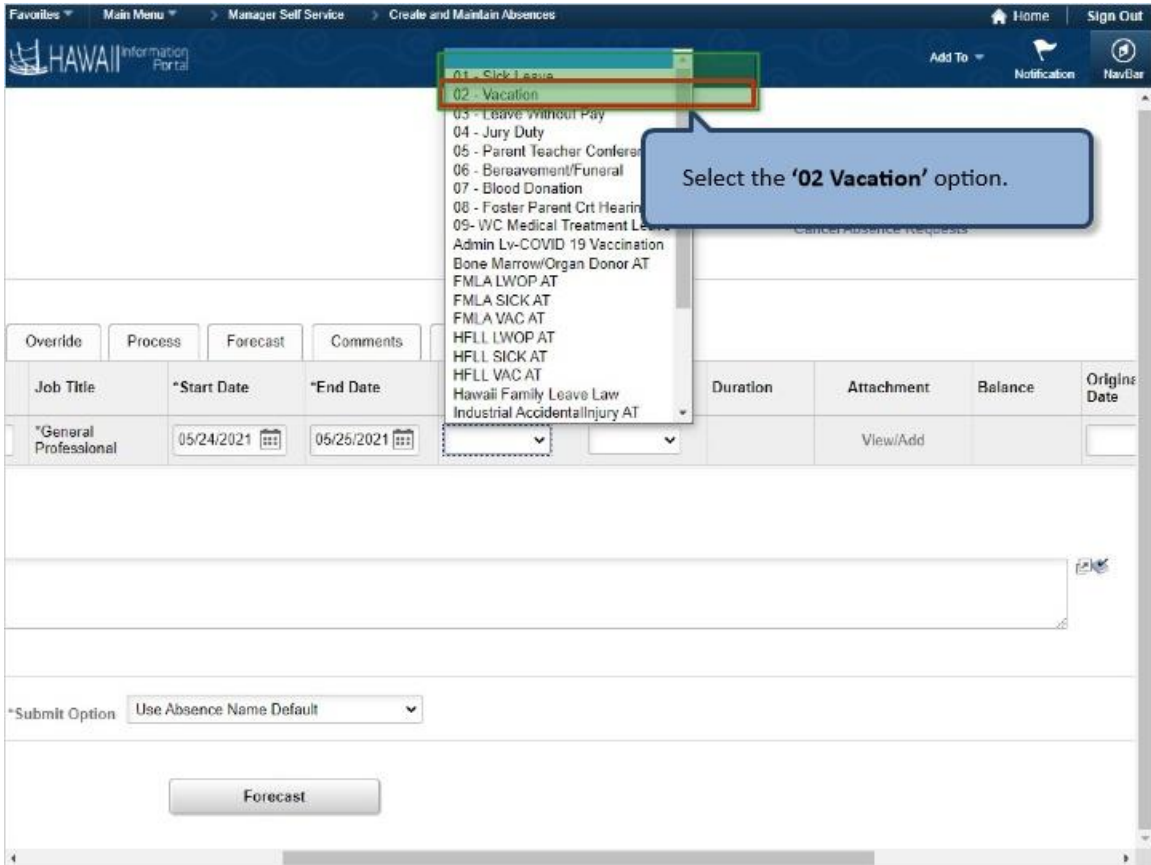


Click the **scroll bar**.

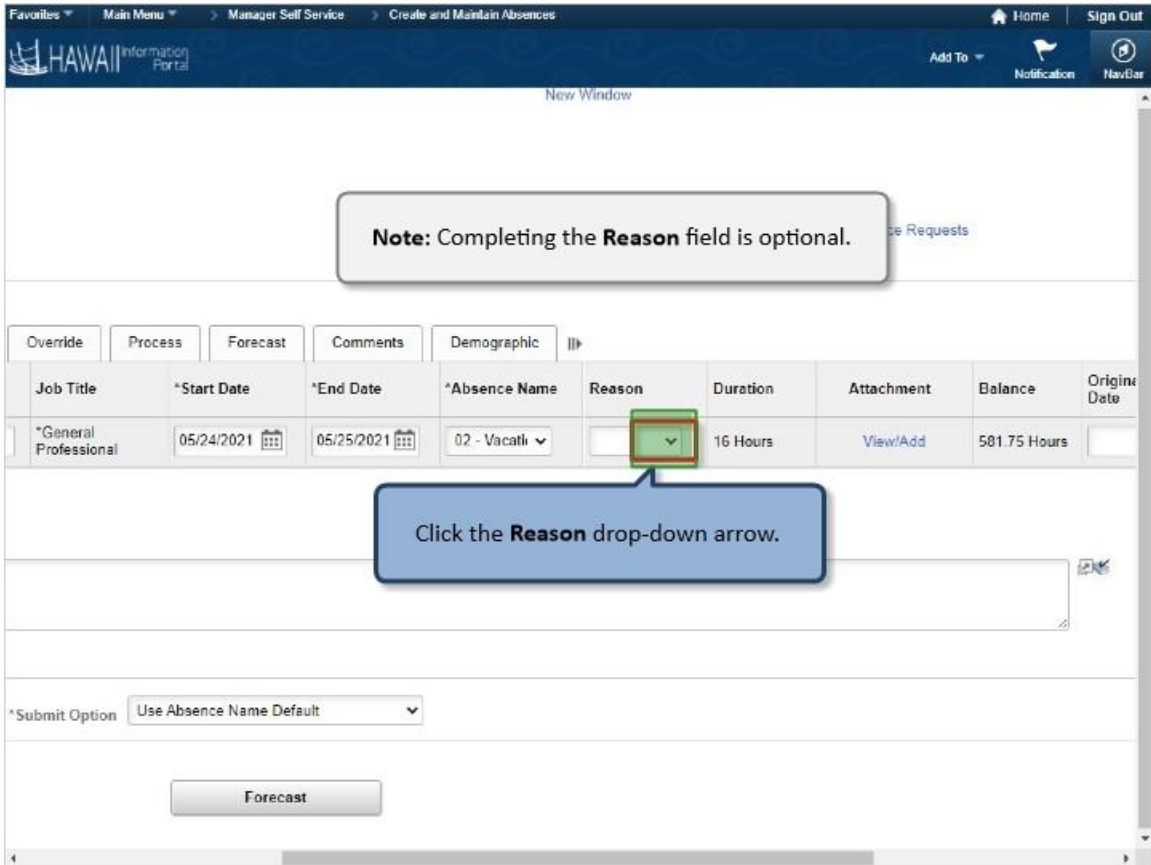


Next, select the type of Absence request that is being entered.

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



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



Favorite Main Menu Manager Self Service Create and Maintain Absences Home Sign Out

HAWAII Information Portal Add To Notification NavBar

New Window

Note: Completing the Reason field is optional.

Override	Process	Forecast	Comments	Demographic					
Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Original Date	
*General Professional	05/24/2021	05/25/2021	02 - Vacati		16 Hours	View/Add	581.75 Hours		

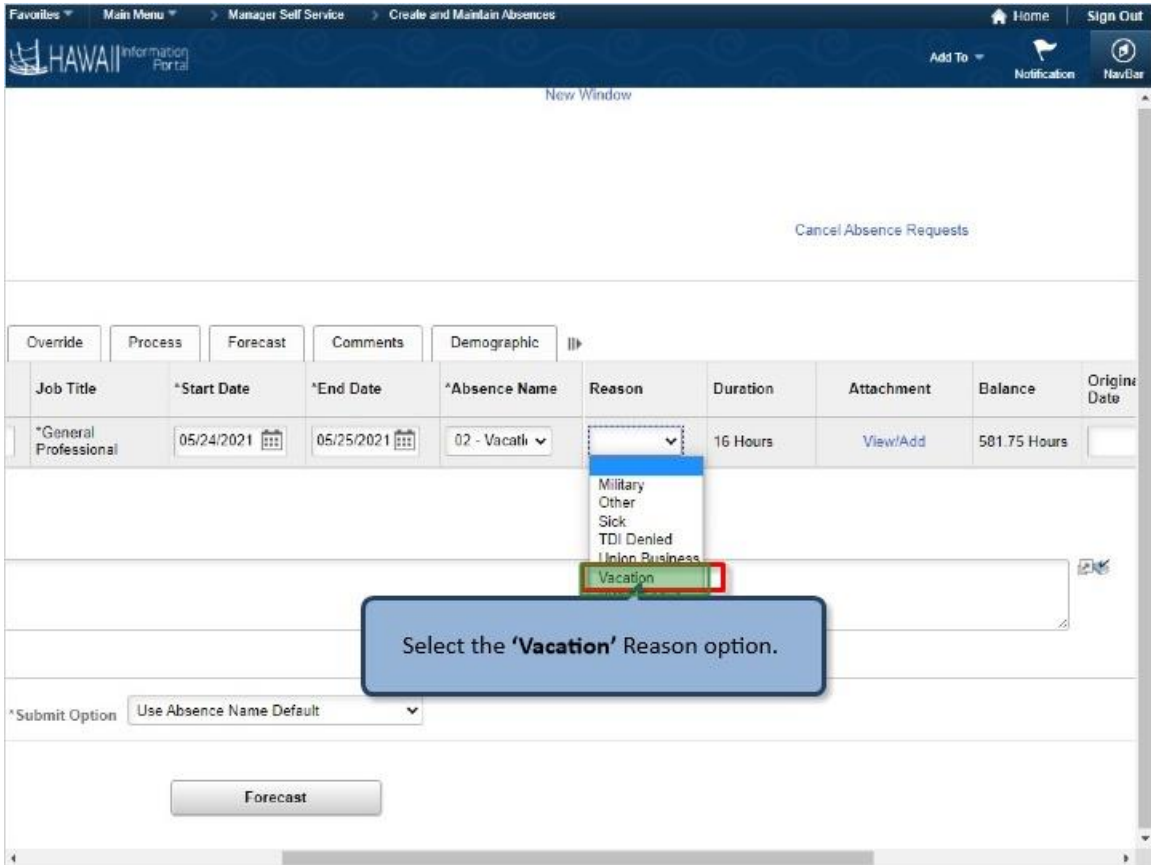
Click the Reason drop-down arrow.

*Submit Option Use Absence Name Default

Forecast

Note: Completing the Reason field is optional.

Click the Reason drop-down arrow.



Cancel Absence Requests

Override	Process	Forecast	Comments	Demographic					
Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Original Date	
*General Professional	05/24/2021	05/25/2021	02 - Vacati	<ul style="list-style-type: none">MilitaryOtherSickTDI DeniedUnion BusinessVacation	16 Hours	View/Add	581.75 Hours		

*Submit Option Use Absence Name Default

Forecast

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

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

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

New Window

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

Select **'Next'** to continue.

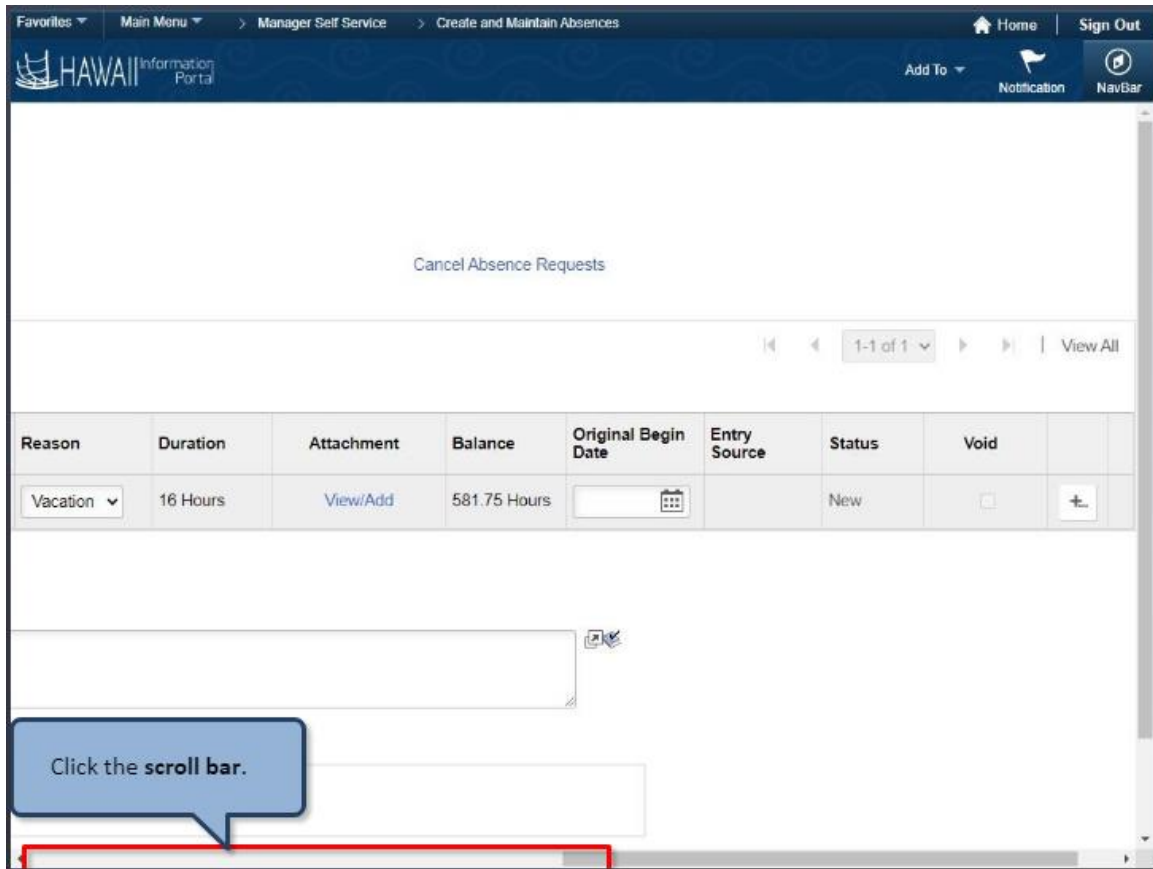
[Requests](#)

Override	Process	Forecast	Comments	Demographic					
Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Original Date	
*General Professional	05/24/2021	05/25/2021	02 - Vacati	Vacation	16 Hours	View/Add	5:1.75 Hours		

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

[Forecast](#)

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



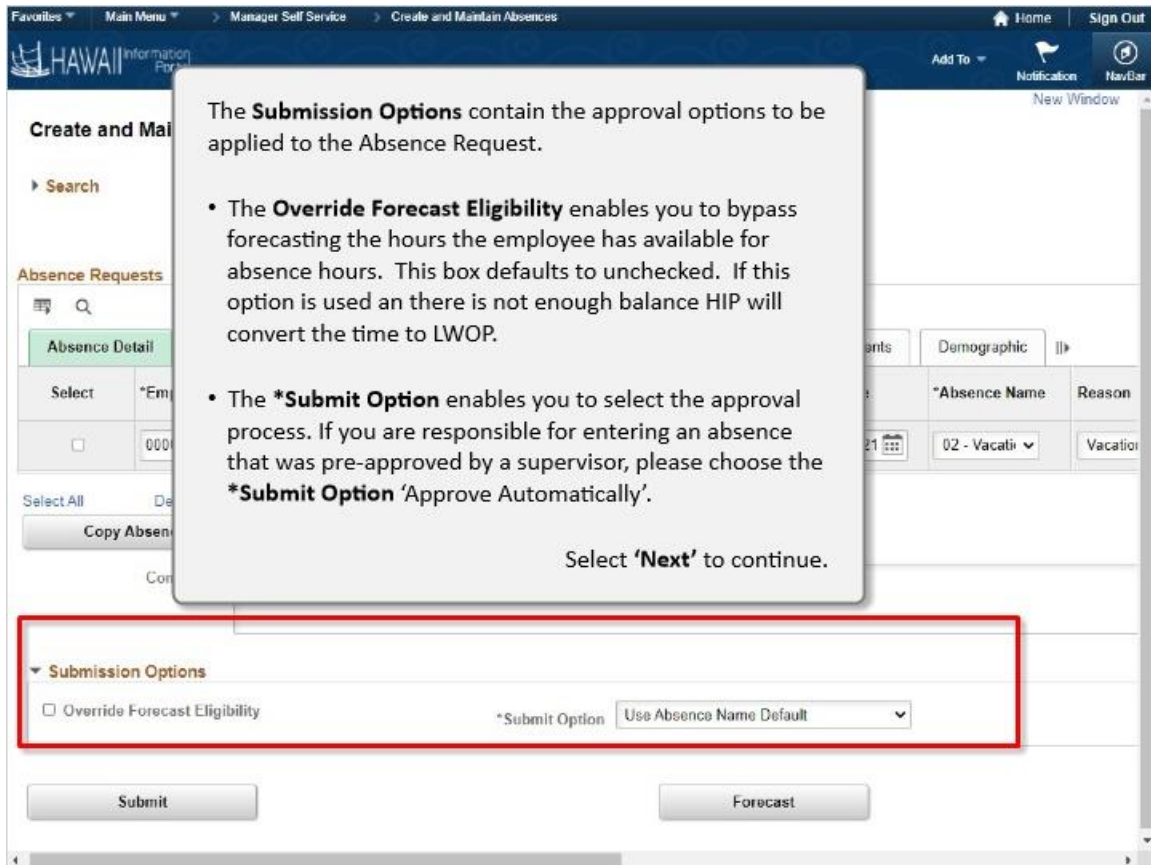
Cancel Absence Requests

1-1 of 1 | View All

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

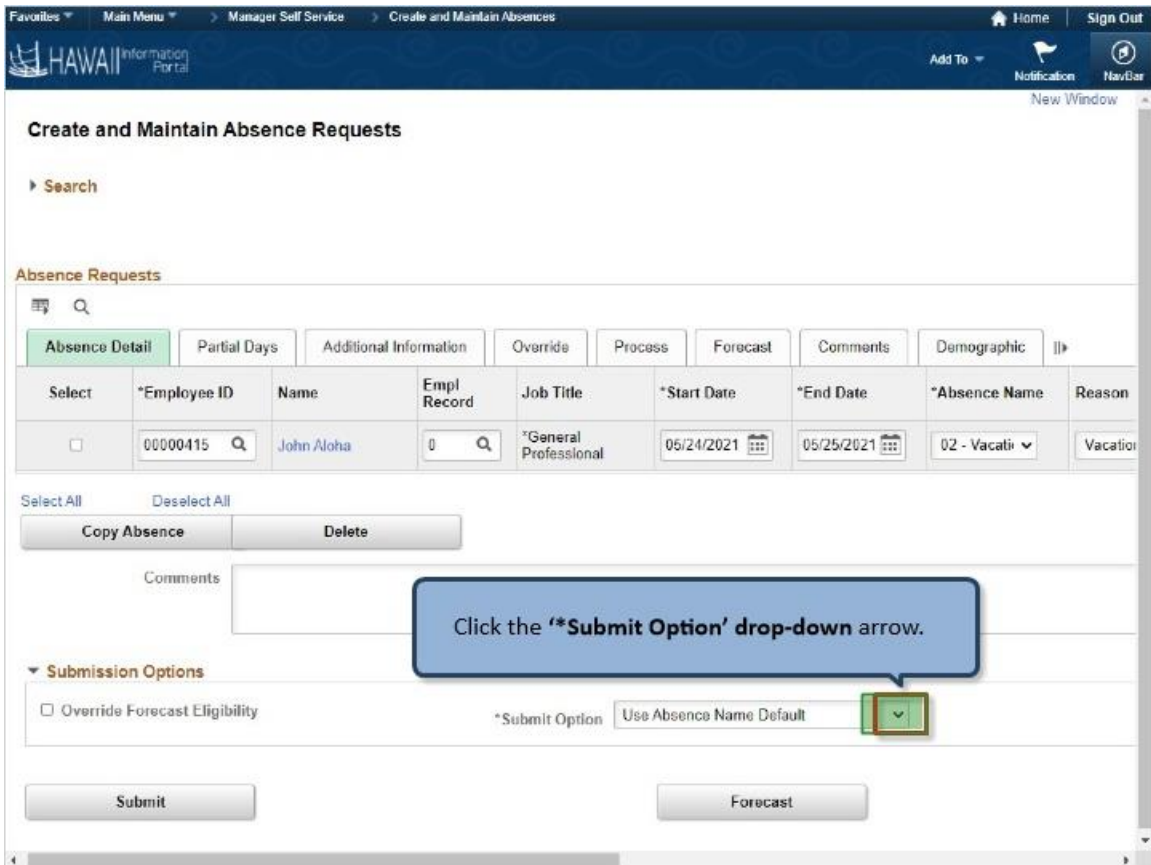
Click the scroll bar.

Click the **scroll bar**.



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

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



Create and Maintain Absence Requests

Search

Absence Requests

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

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

Select All | Deselect All

Copy Absence | Delete

Comments

Submission Options

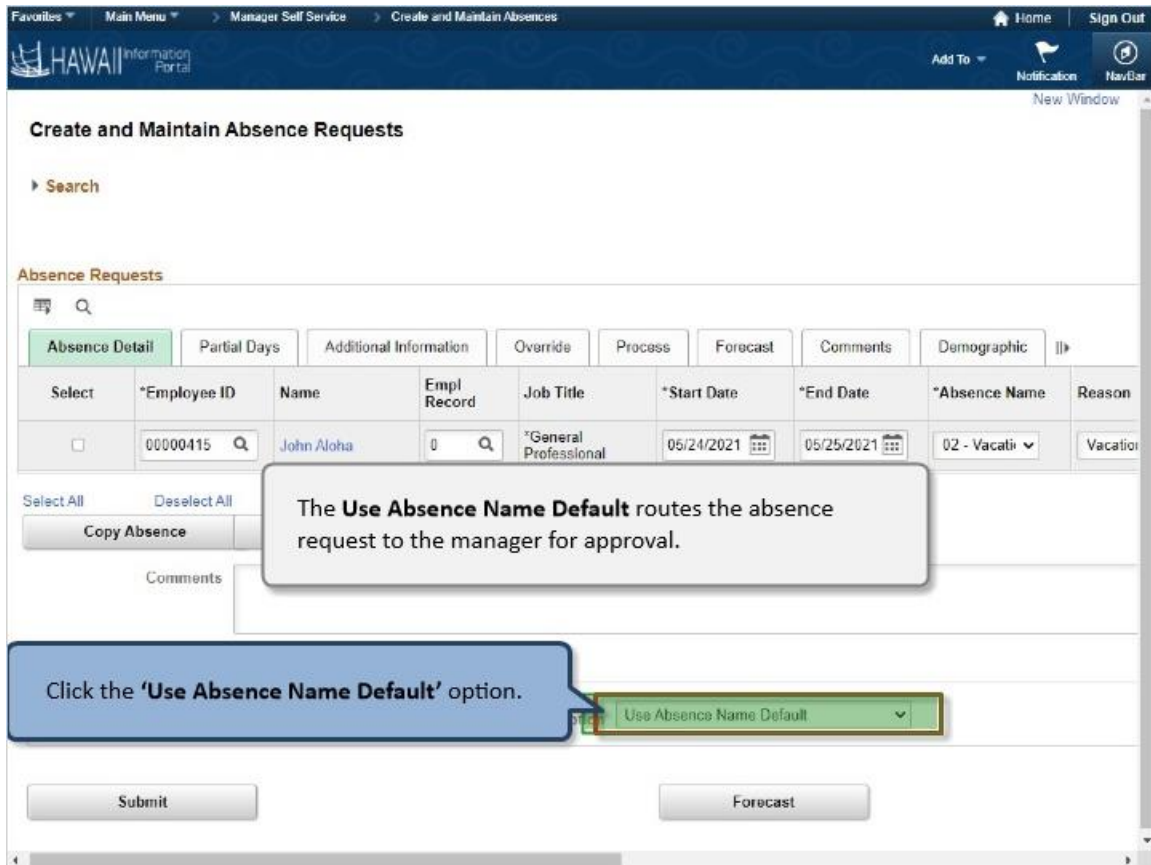
Override Forecast Eligibility

*Submit Option: Use Absence Name Default

Submit | Forecast

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

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



Create and Maintain Absence Requests

Search

Absence Requests

Buttons: Absence Detail, Partial Days, Additional Information, Override, Process, Forecast, Comments, Demographic

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

Buttons: Select All, Deselect All, Copy Absence, Comments

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

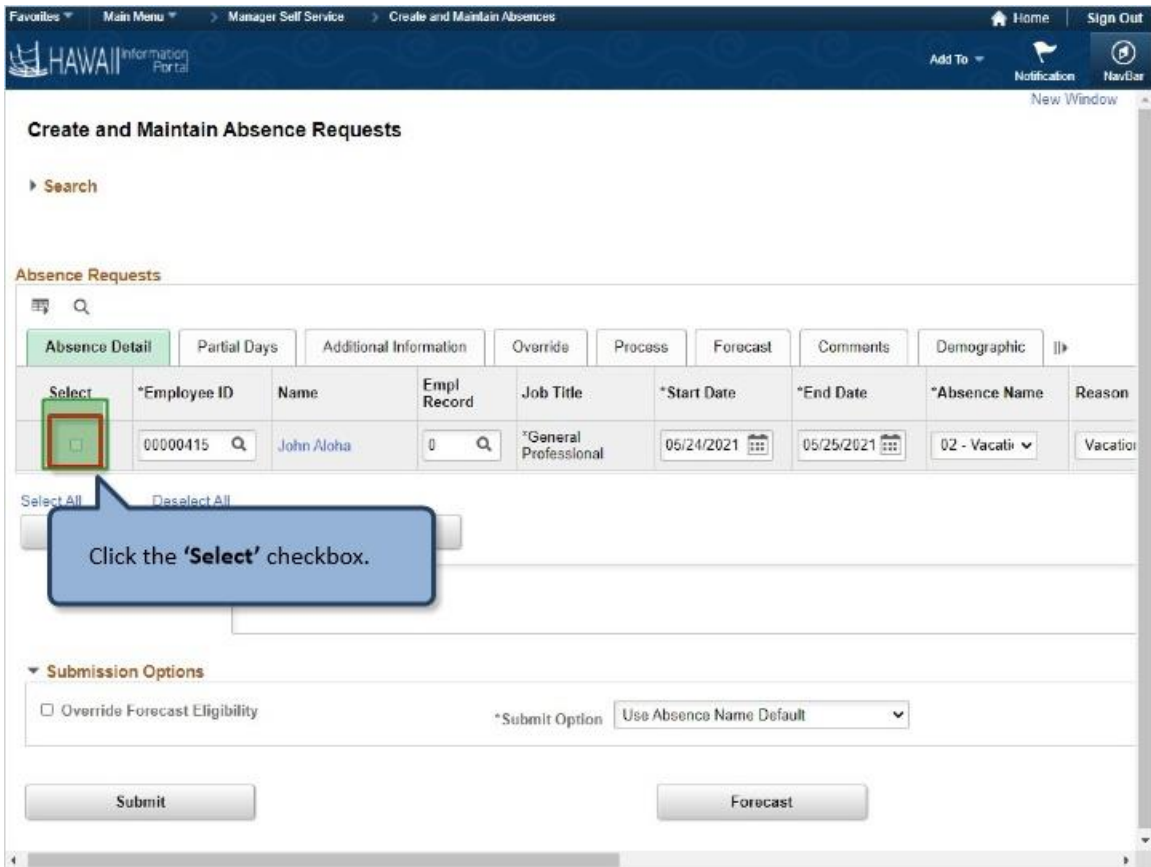
Callout: Click the '**Use Absence Name Default**' option.

Dropdown: Use Absence Name Default

Buttons: Submit, Forecast

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

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



Create and Maintain Absence Requests

Search

Absence Requests

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

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

Select All | Deselect All

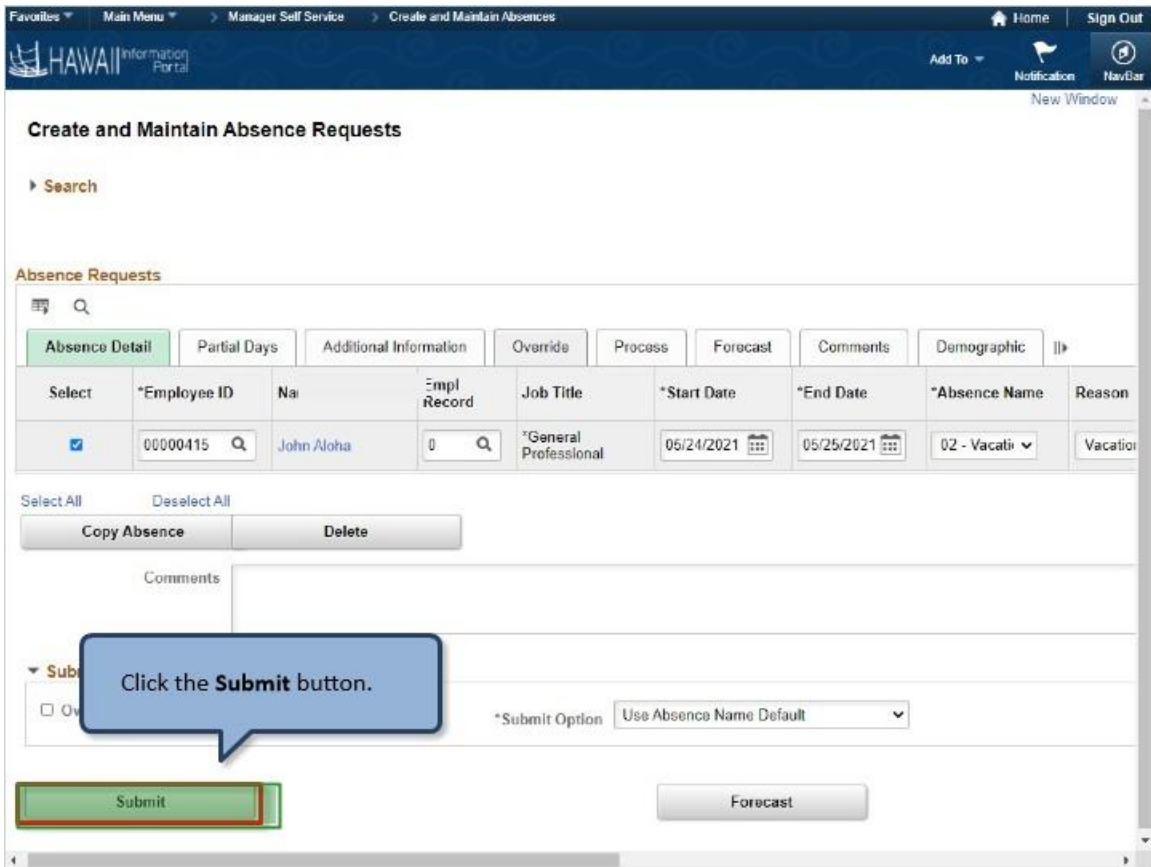
Click the 'Select' checkbox.

Submission Options

Override Forecast Eligibility | *Submit Option: Use Absence Name Default

Submit | Forecast

Click the 'Select' checkbox.



Create and Maintain Absence Requests

Search

Absence Requests

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

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

Select All | Deselect All

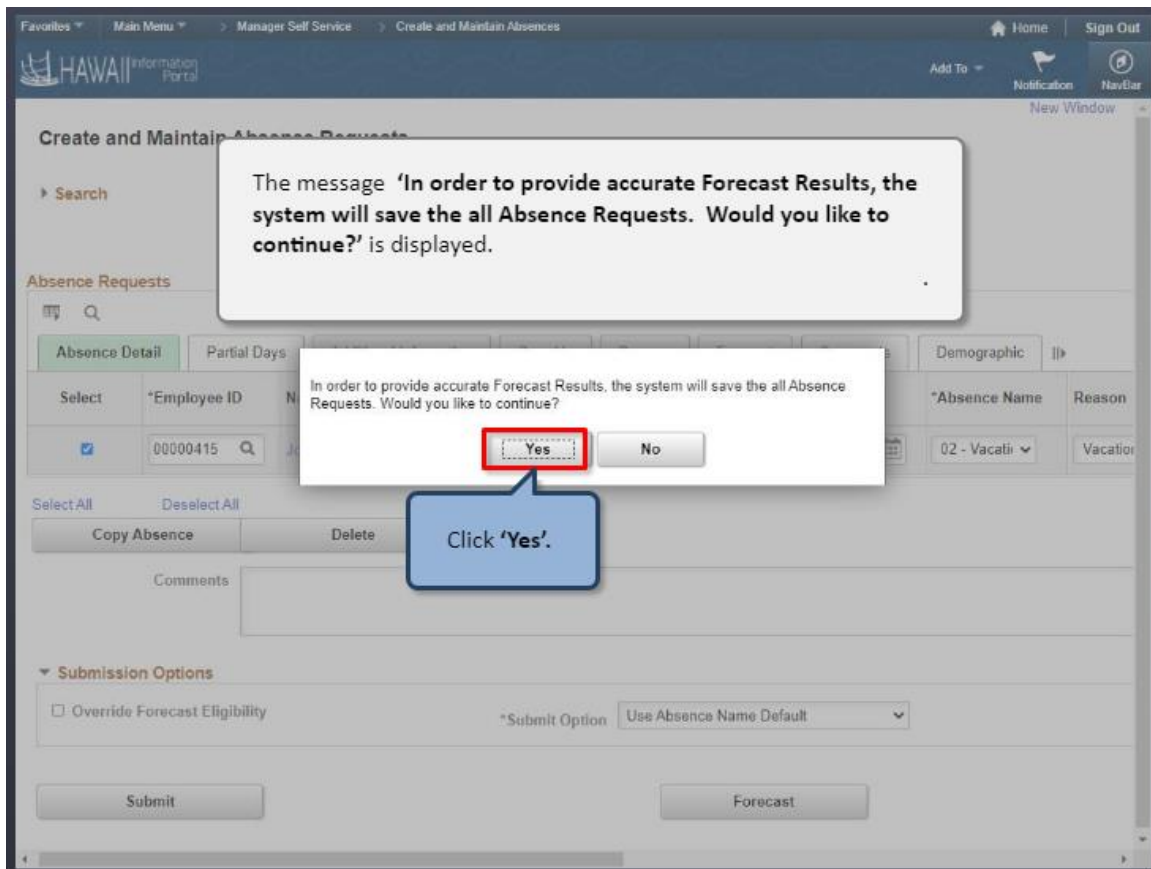
Copy Absence | Delete

Comments

Submit Option: Use Absence Name Default

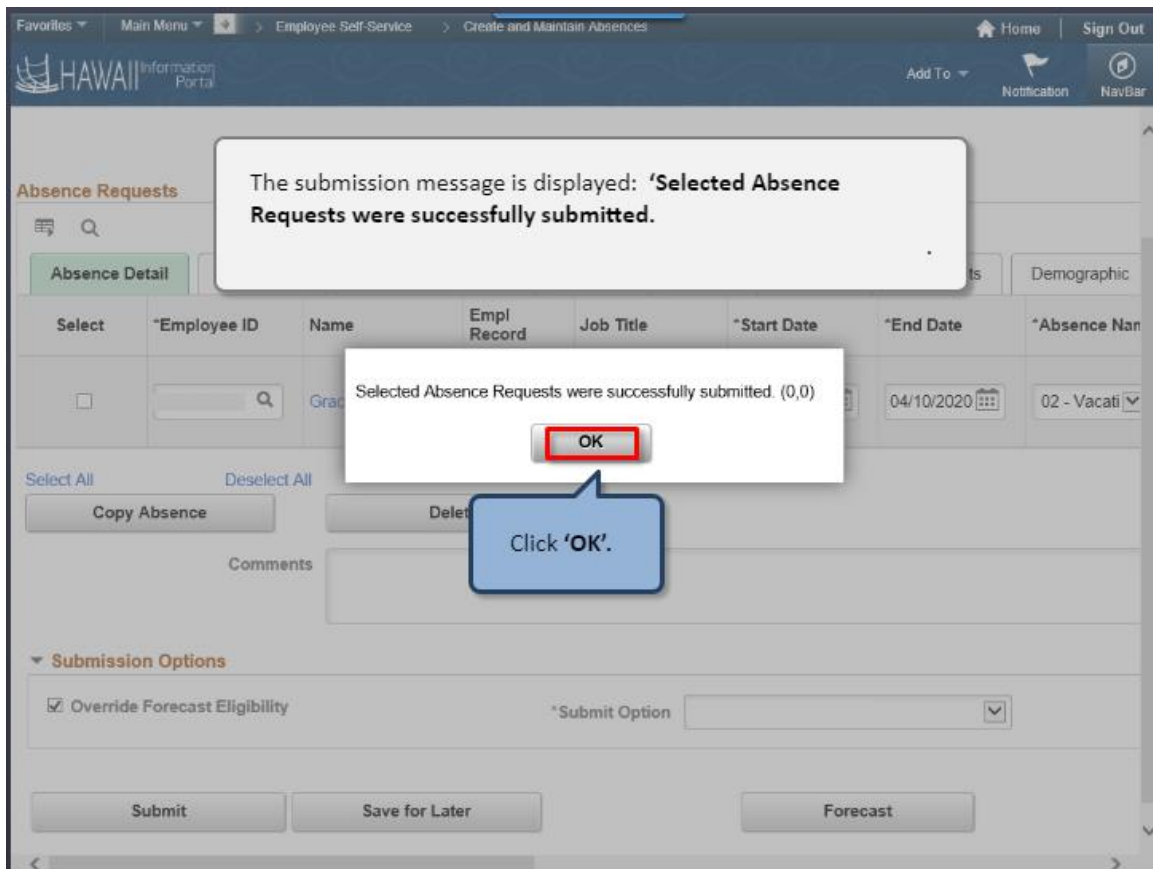
Submit | Forecast

Click the **Submit** button.



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

Click **'Yes'**



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

Click **'OK'**.

 **HAWAII** Information Portal

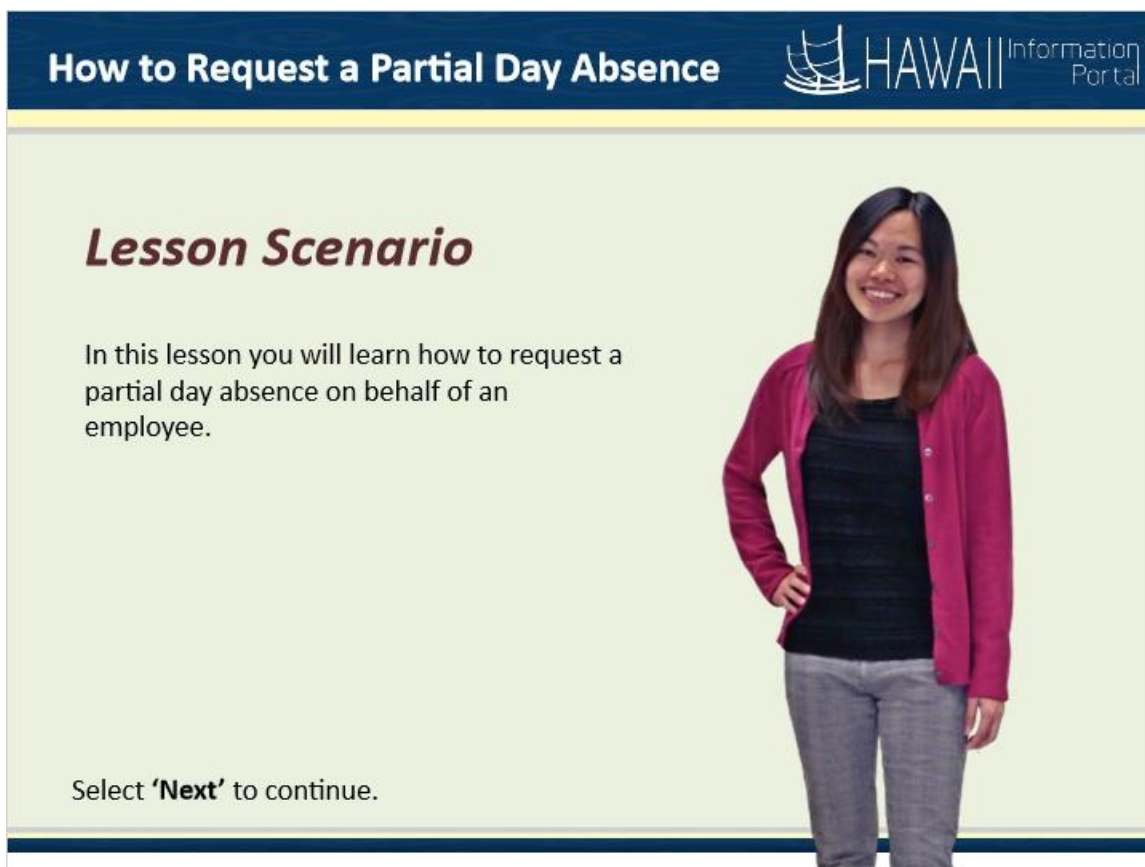



Congratulations!
You've successfully completed
this lesson.

Select '**Next**' to continue.

Congratulations!
You've successfully completed this lesson.

HOW TO REQUEST A PARTIAL DAY ABSENCE

A presentation slide titled "How to Request a Partial Day Absence" from the Hawaii Information Portal. The slide has a dark blue header with the title and logo. The main content area has a light green background. On the left, the text reads: "Lesson Scenario", "In this lesson you will learn how to request a partial day absence on behalf of an employee.", and "Select 'Next' to continue." On the right, there is a photograph of a smiling woman with long dark hair, wearing a pink cardigan over a black top and grey pants, standing with her hands on her hips.

How to Request a Partial Day Absence 

Lesson Scenario

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

Select **'Next'** to continue.

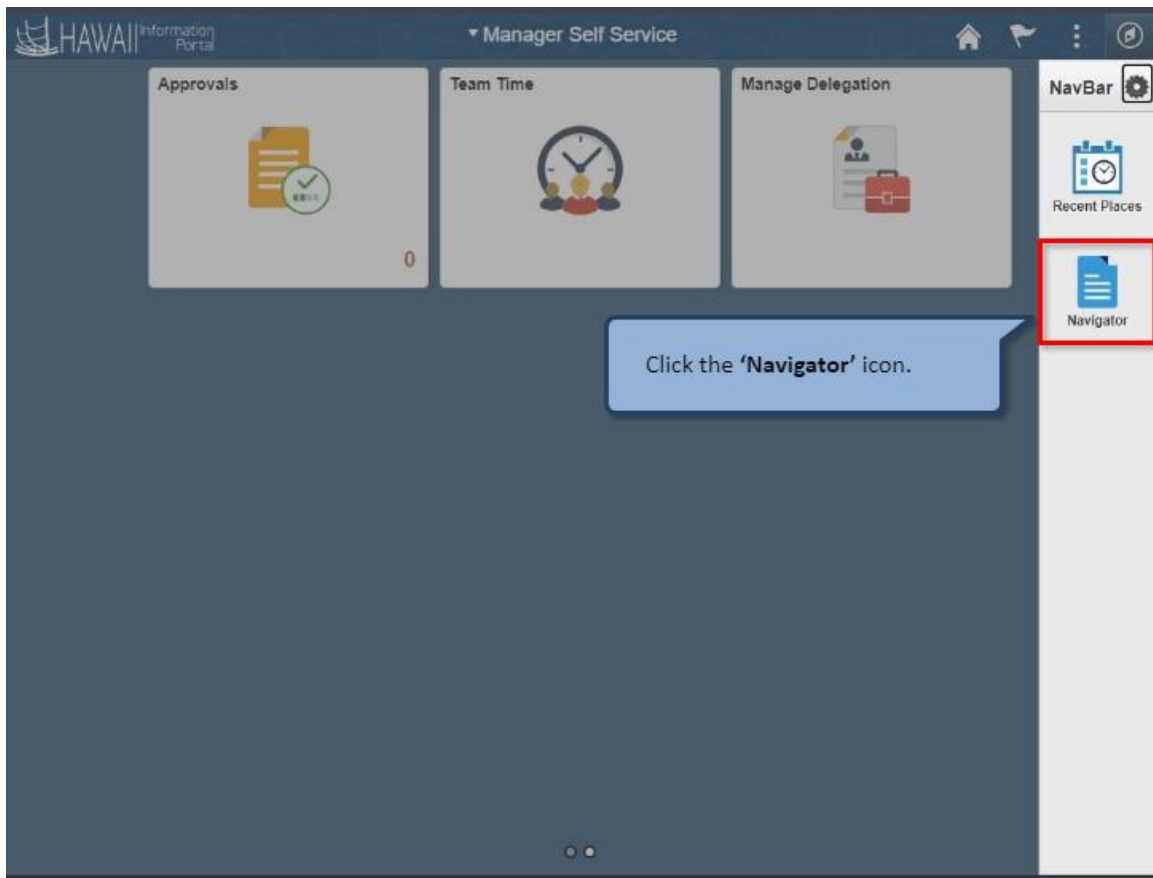
Lesson Scenario

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

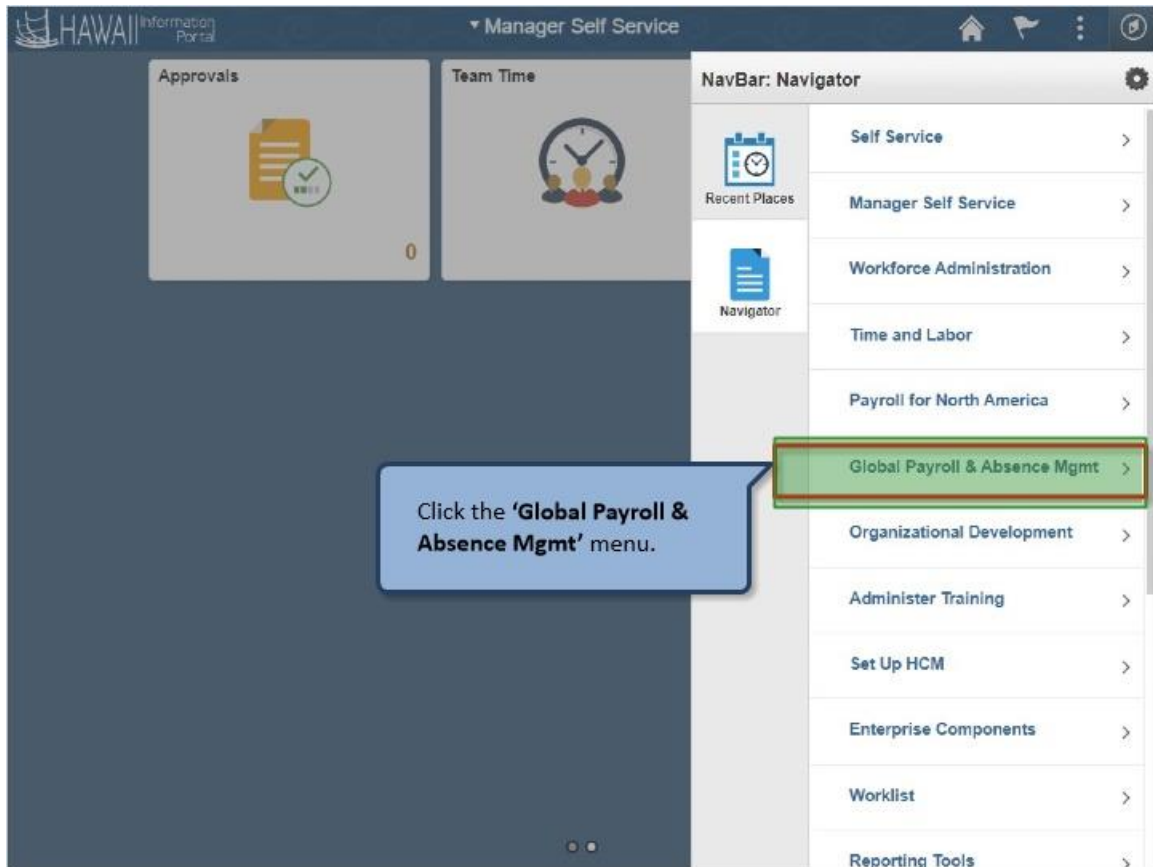


Begin by navigating to the **Create and Maintain Absence Requests** page in the **Global Payroll & Absence Management** module.

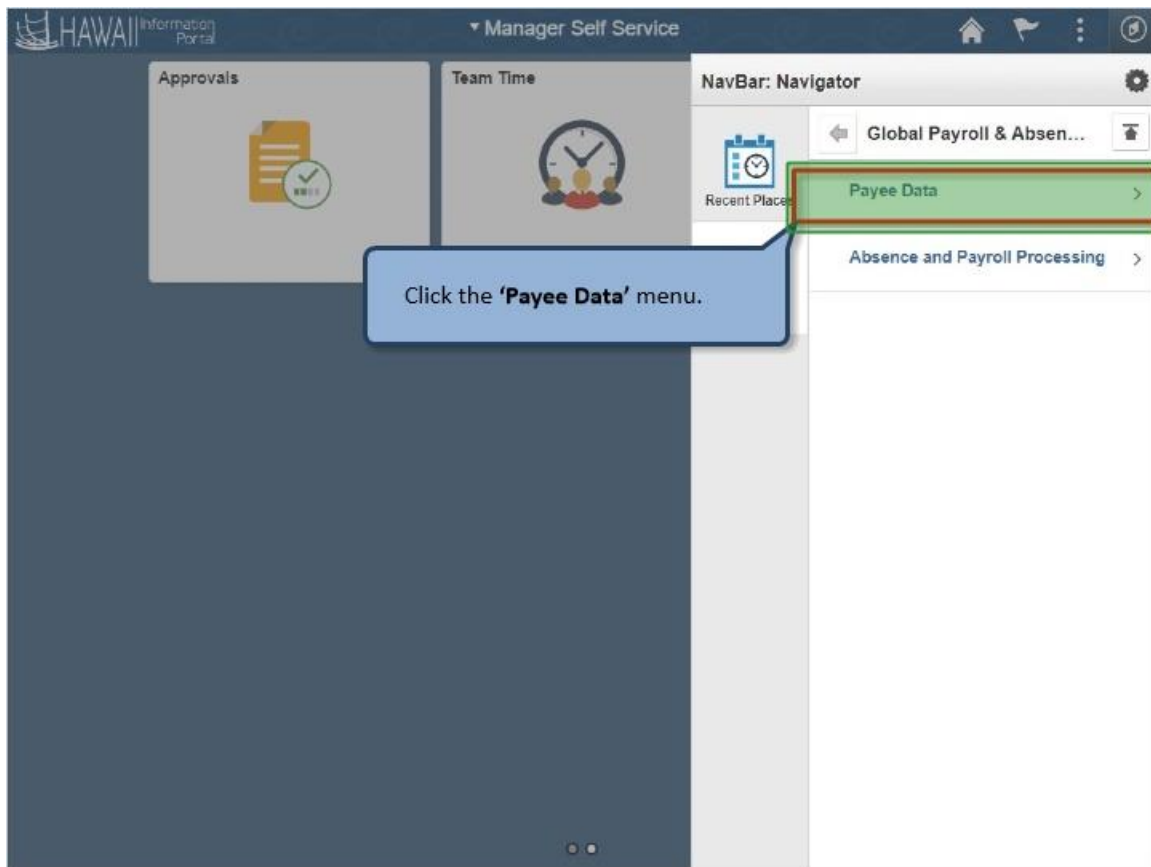
Click the **'NavBar'** icon.



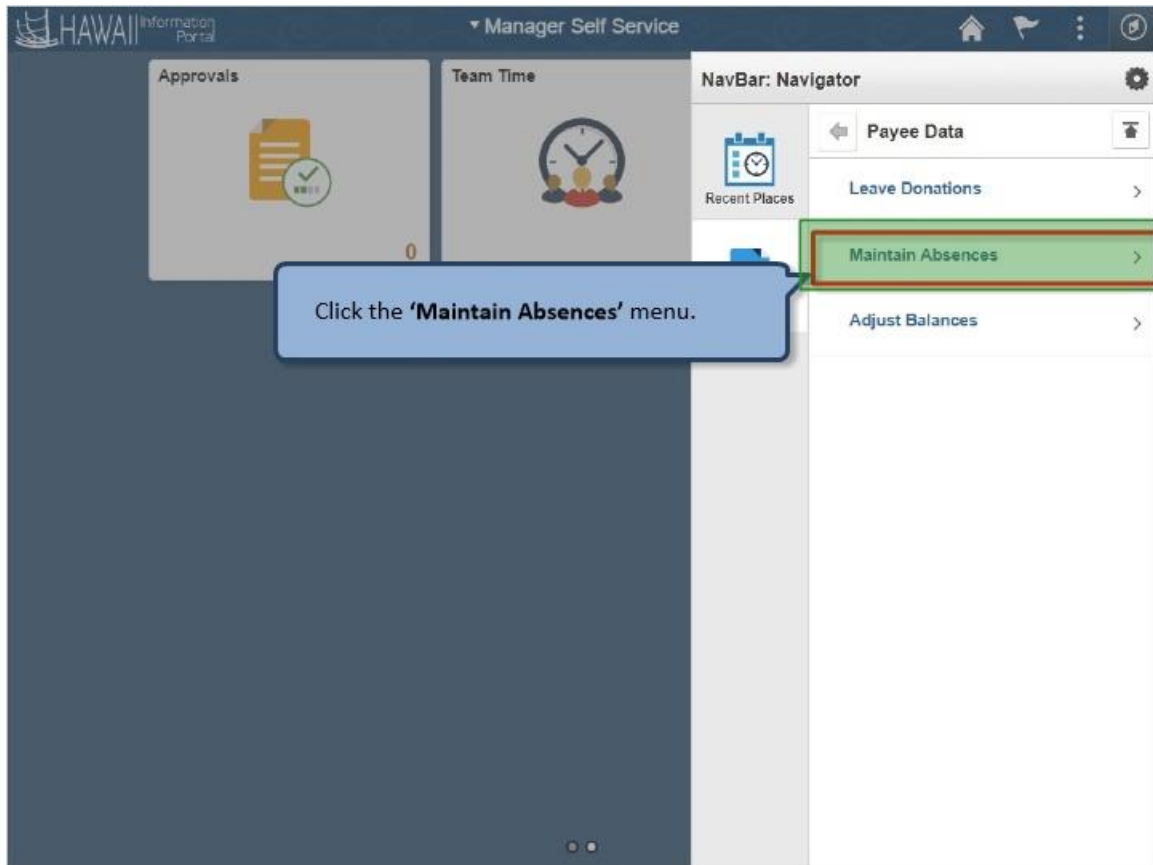
Click the **'Navigator'** icon.



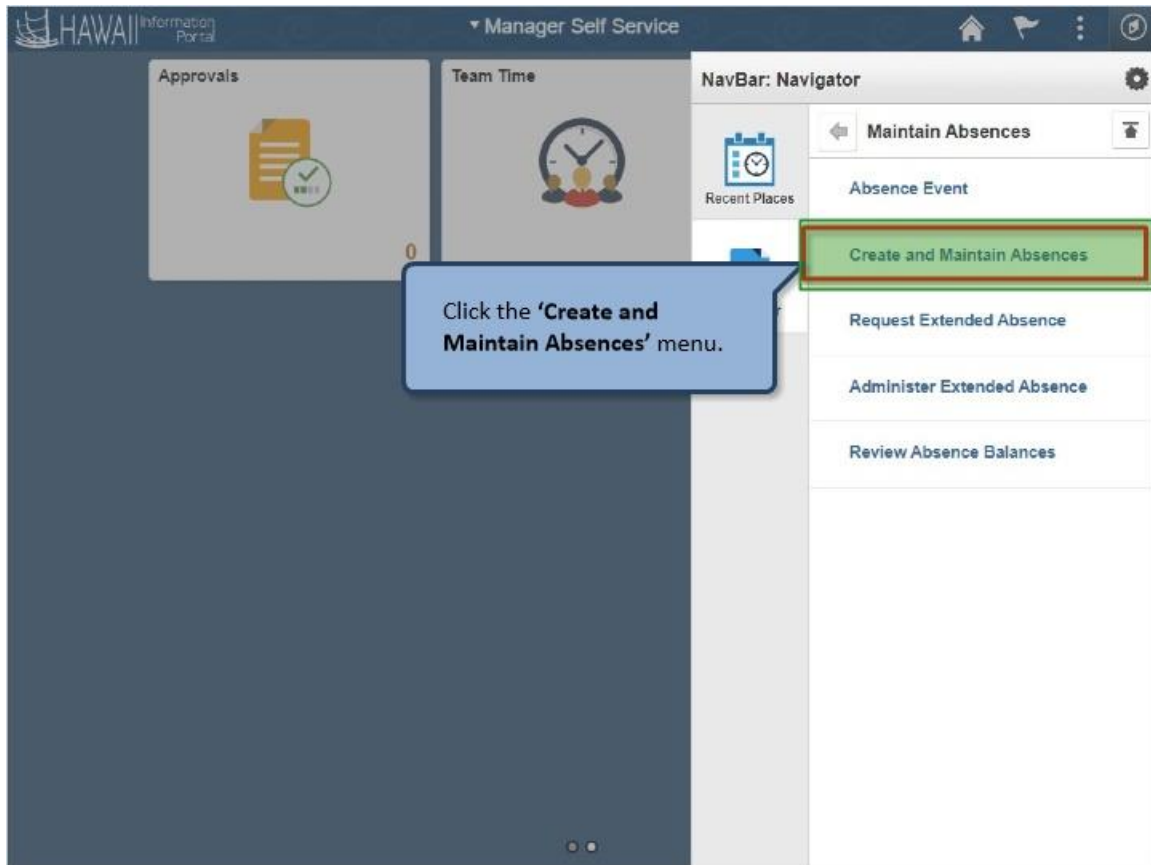
Click the '**Global Payroll & Absence Mgmt**' menu..



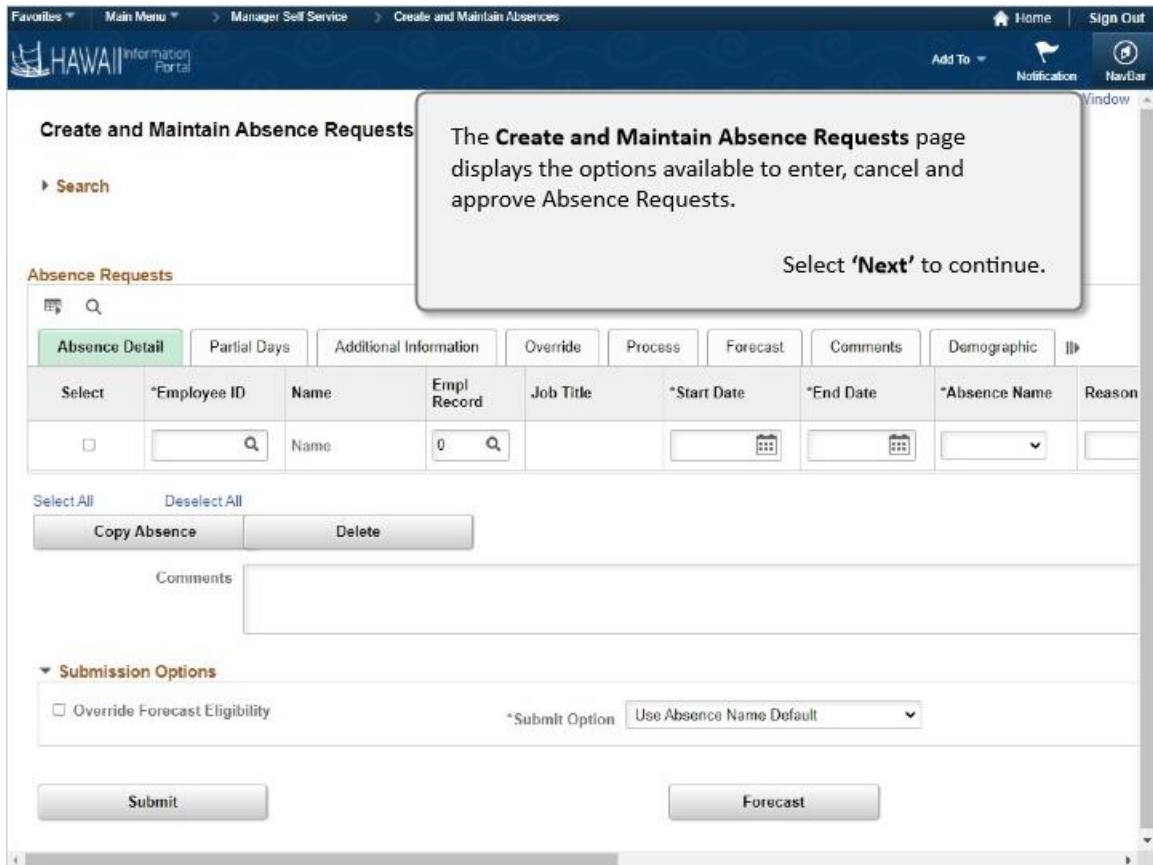
Click the **'Payee Data'** menu.



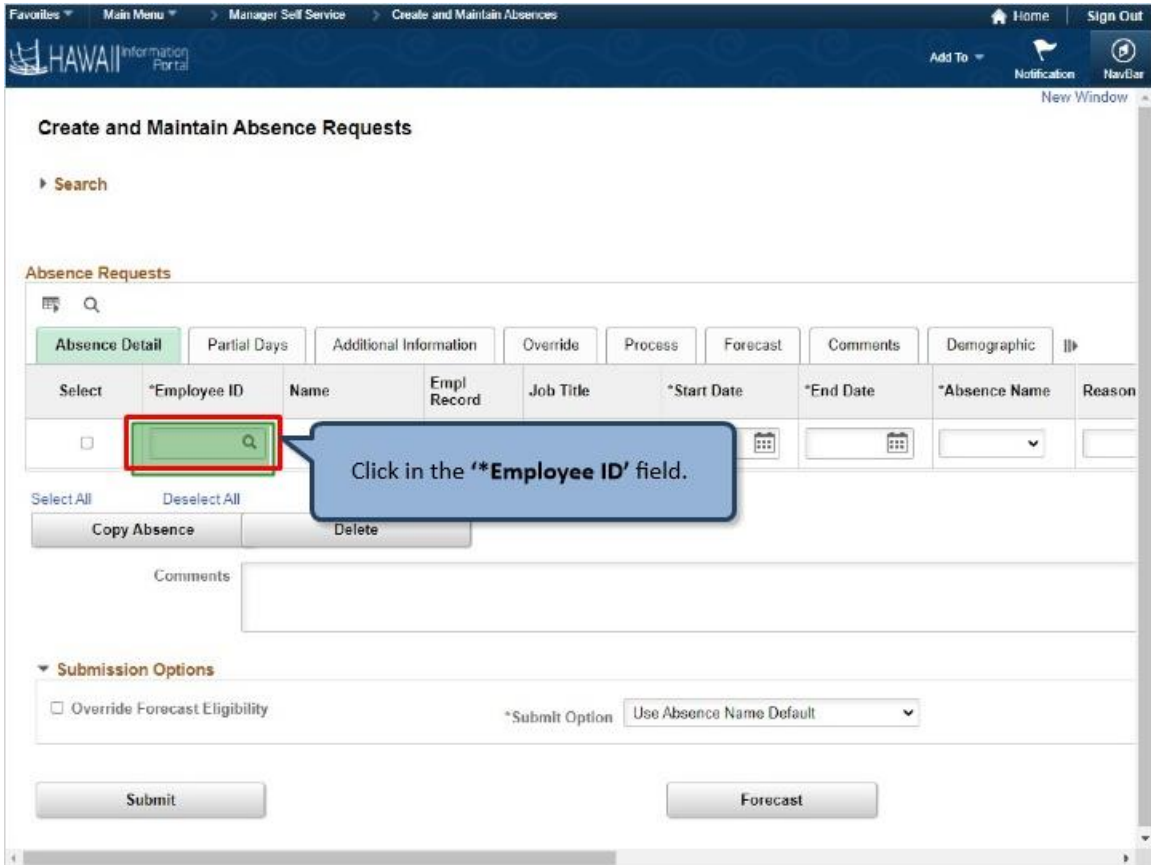
Click the **'Maintain Absences'** menu.



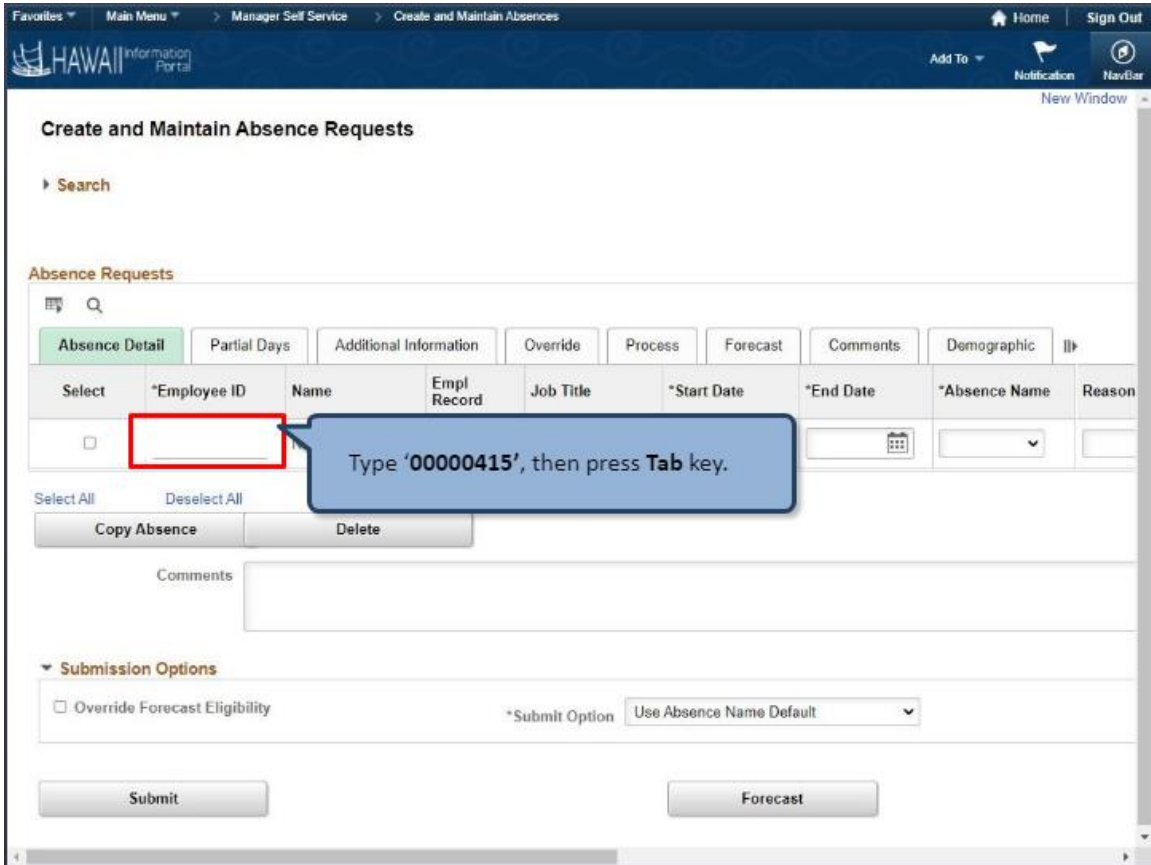
Click the **'Create and Maintain Absences'** menu.



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



Click in the ‘*Employee ID’ field



Create and Maintain Absence Requests

Search

Absence Requests

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

Select All Deselect All

Copy Absence Delete

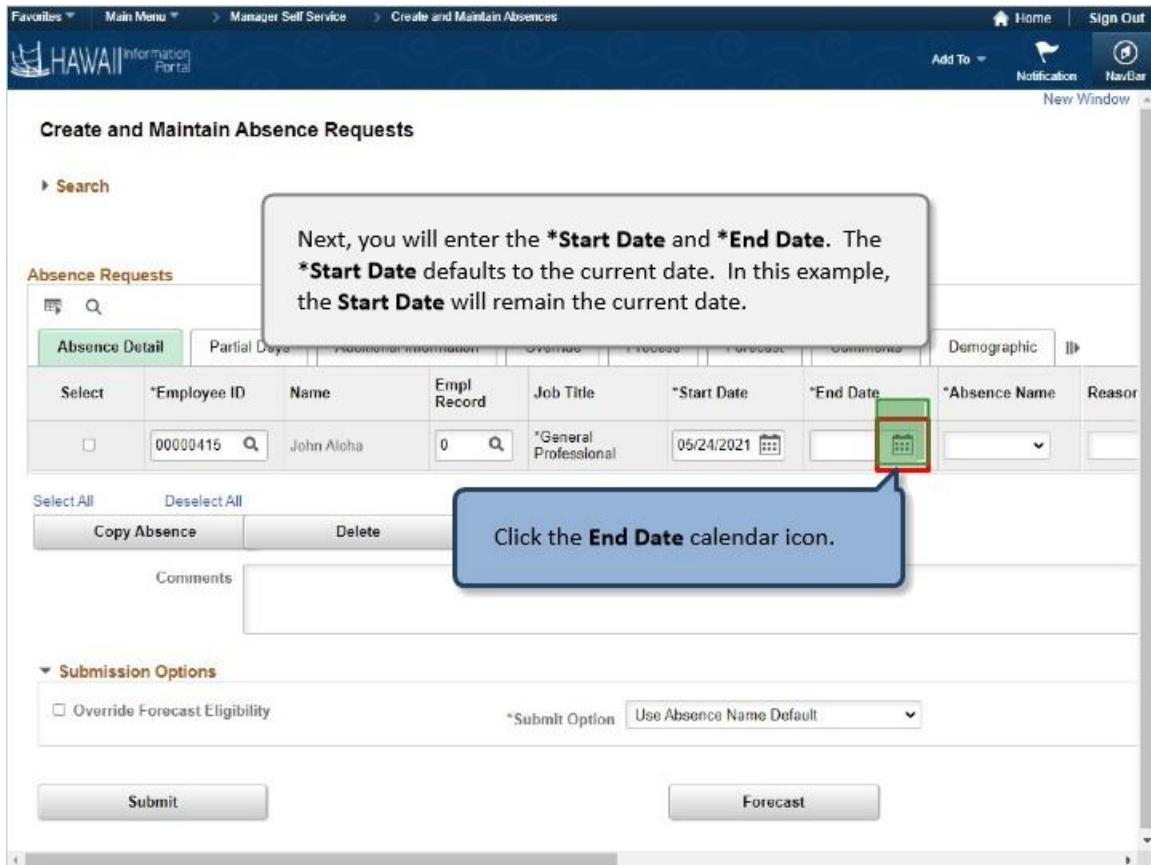
Comments

Submission Options

Override Forecast Eligibility *Submit Option Use Absence Name Default

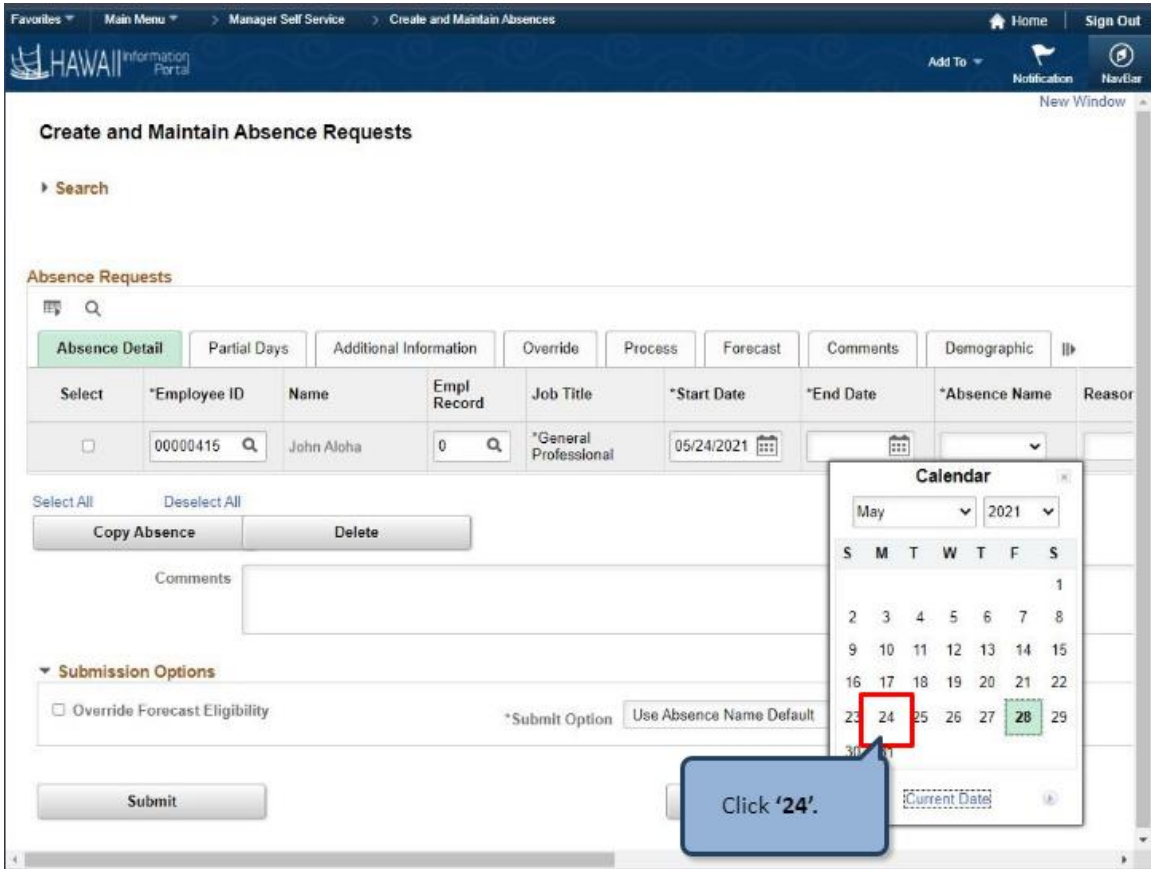
Submit Forecast

Type '00000415', then press Tab key.



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

Click the **End Date** calendar icon.



Create and Maintain Absence Requests

Search

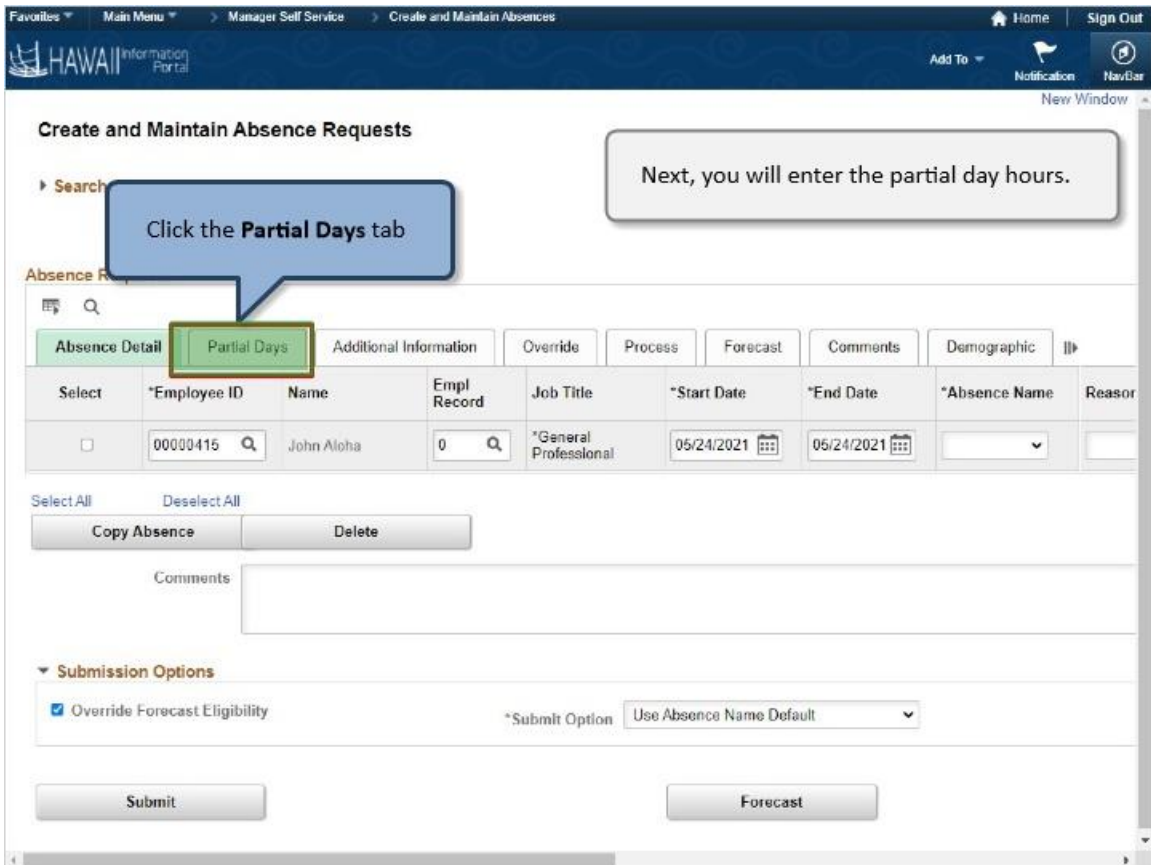
Absence Requests

Calendar

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

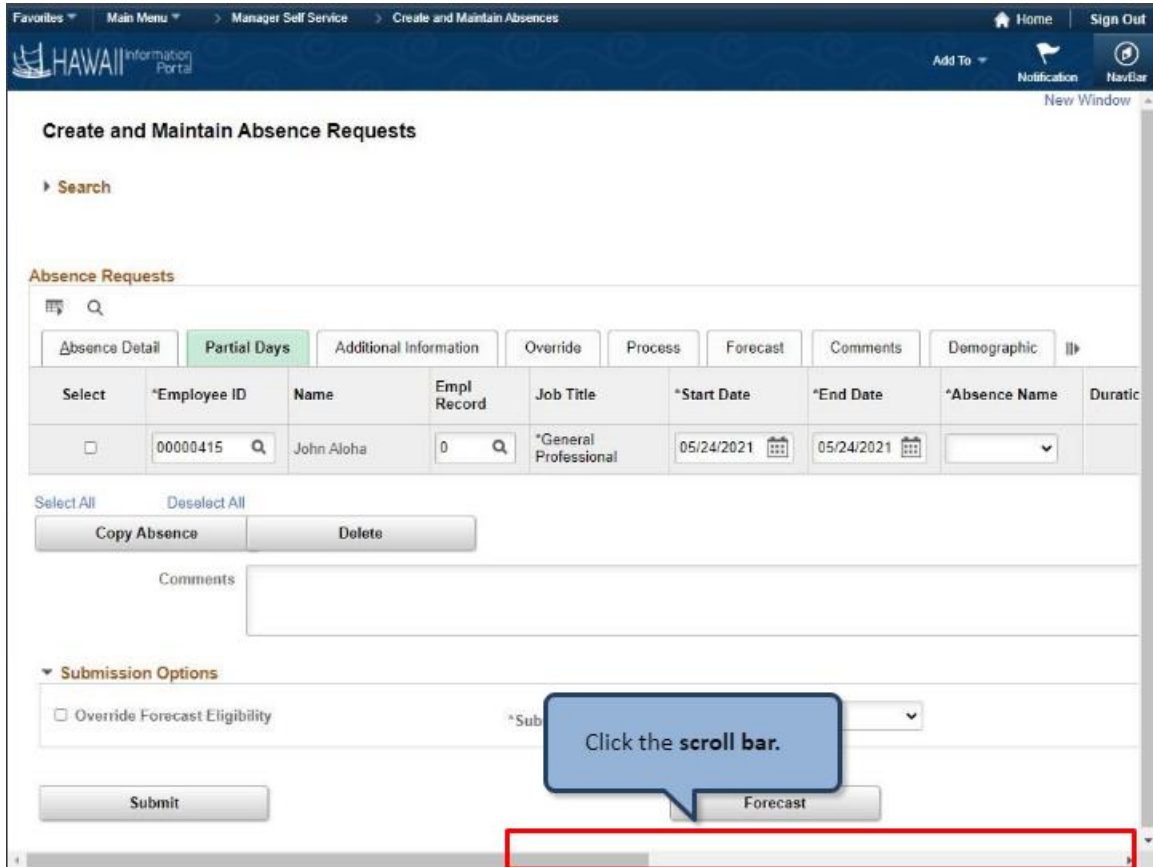
Click '24'.

Click '24'.



Next, you will enter the partial day hours.

Click **Partial Days** tab



Create and Maintain Absence Requests

Search

Absence Requests

Partial Days

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

Copy Absence Delete

Comments

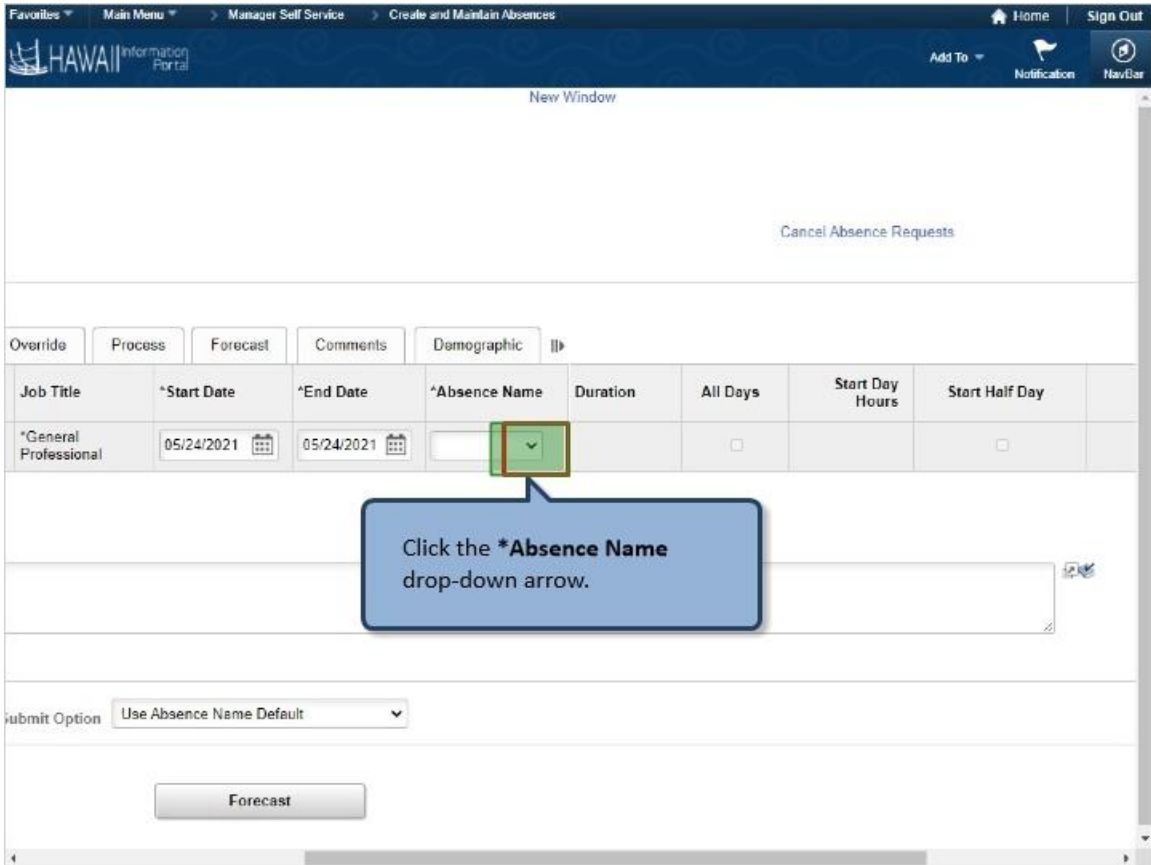
Submission Options

Override Forecast Eligibility

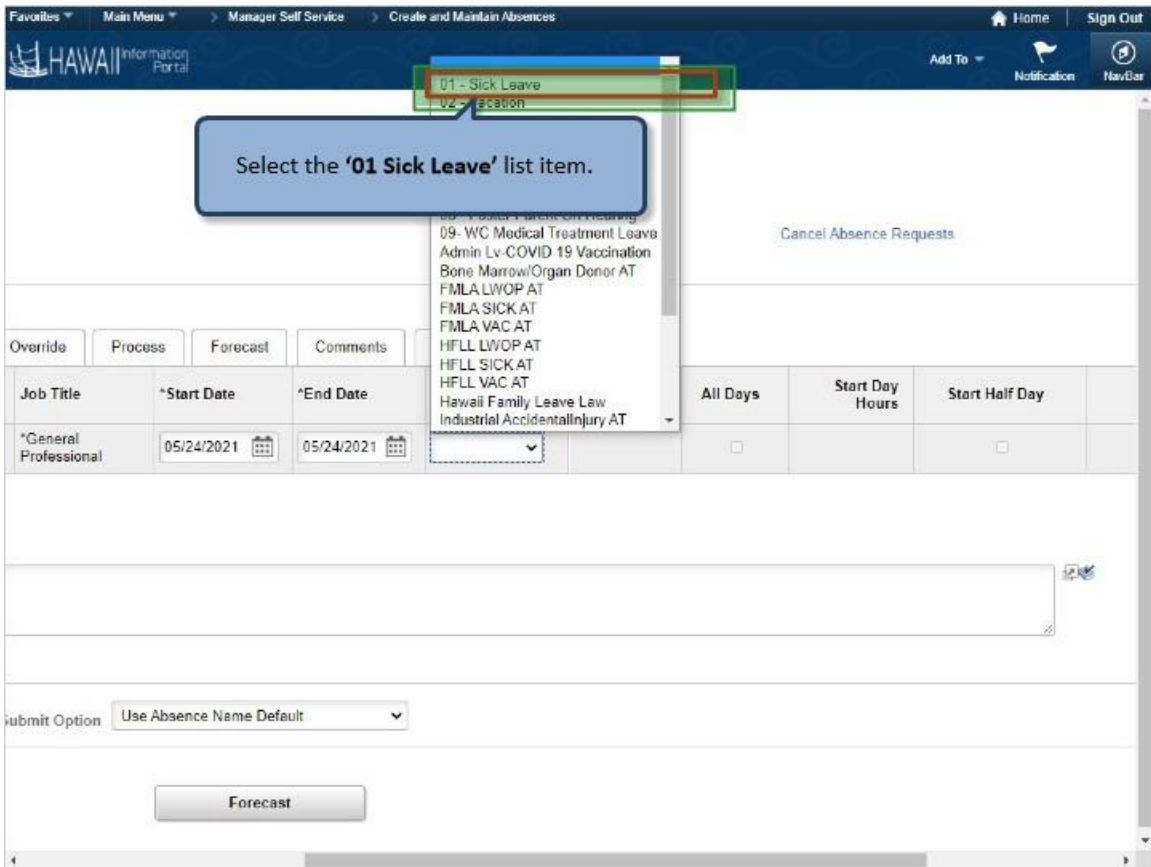
Submit Forecast

Click the **scroll bar**.

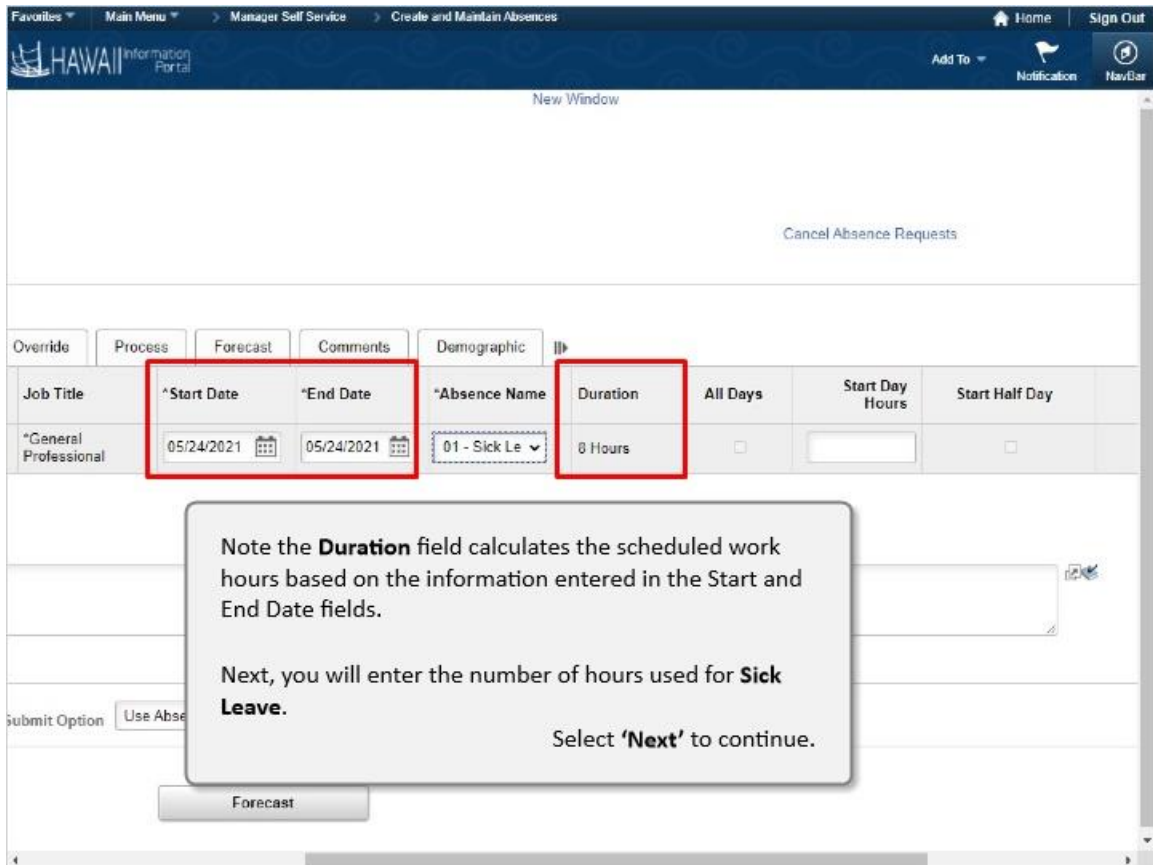
Click the **scroll bar**.



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



Select the '01 Sick Leave' list item.



Cancel Absence Requests

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

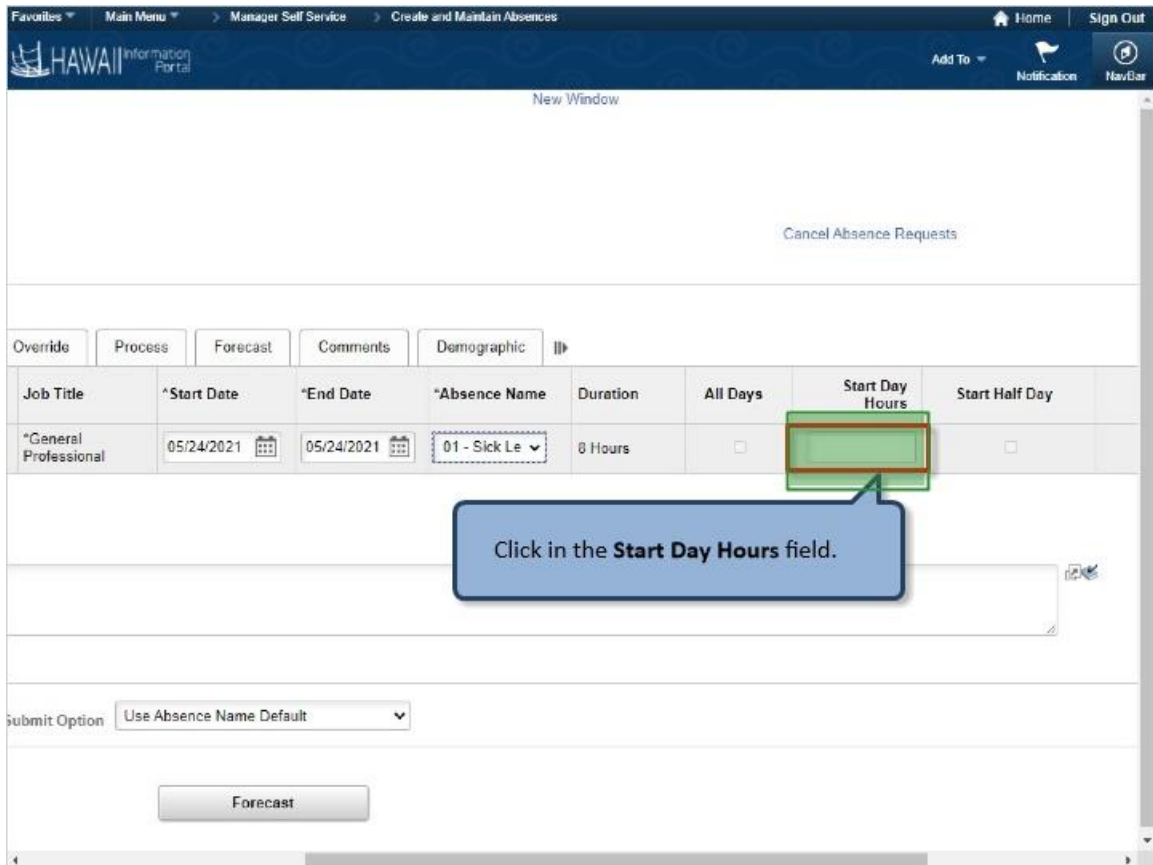
Note the **Duration** field calculates the scheduled work hours based on the information entered in the Start and End Date fields.

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

Select '**Next**' to continue.

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

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



Cancel Absence Requests

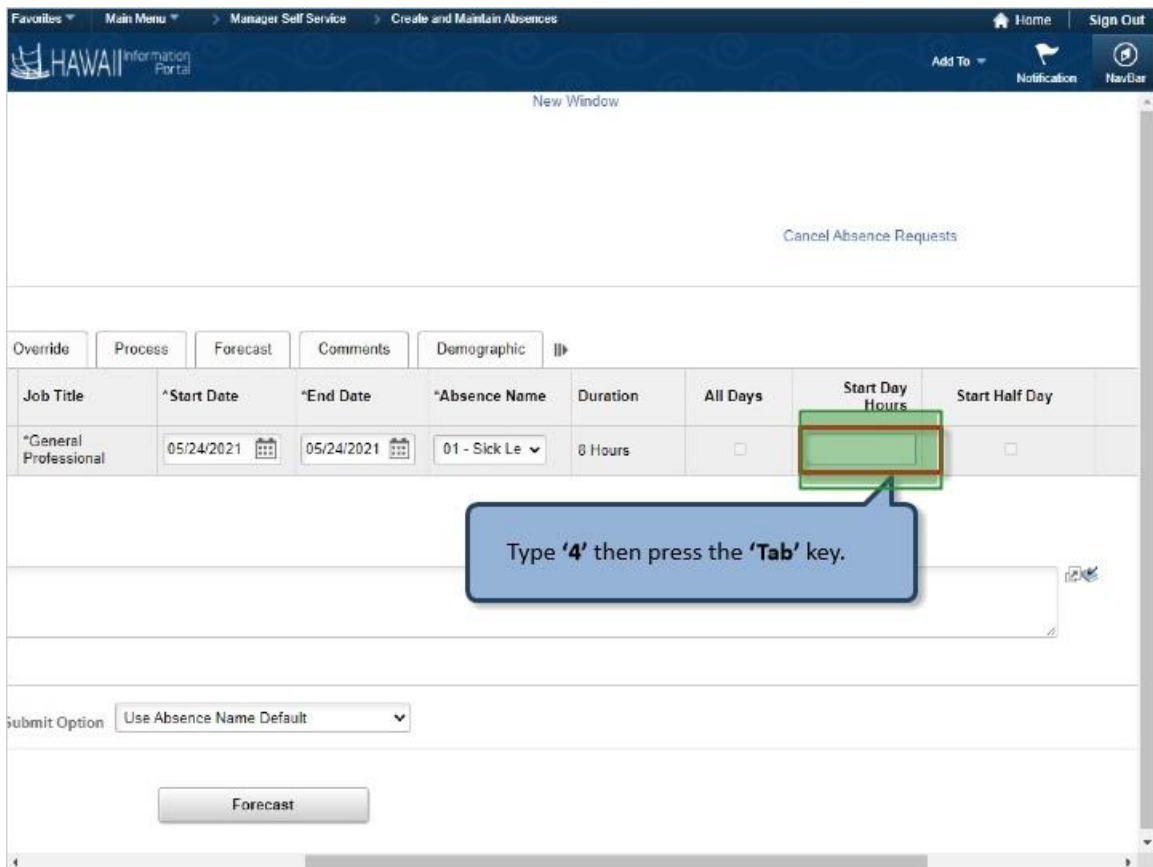
Job Title	*Start Date	*End Date	*Absence Name	Duration	All Days	Start Day Hours	Start Half Day
*General Professional	05/24/2021	05/24/2021	01 - Sick Le	8 Hours	<input type="checkbox"/>		<input type="checkbox"/>

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

submit Option: Use Absence Name Default

Forecast

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



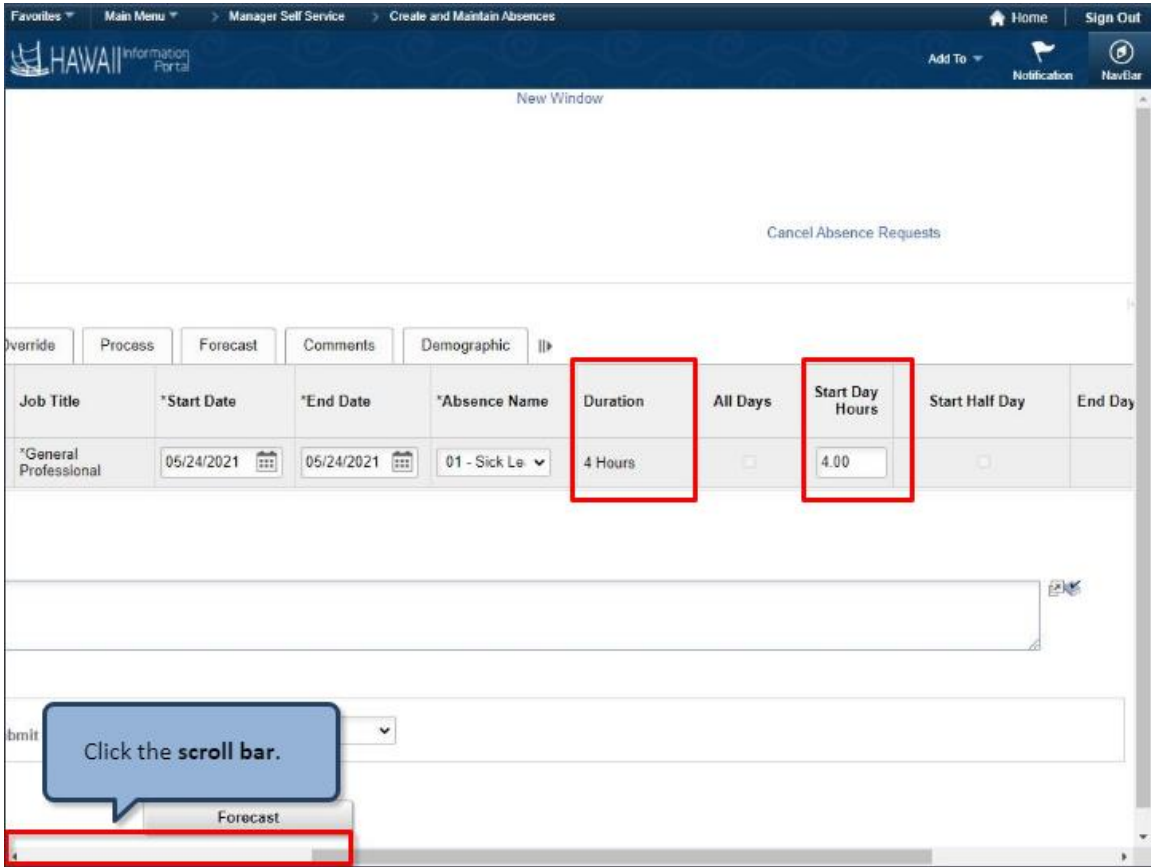
Cancel Absence Requests

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

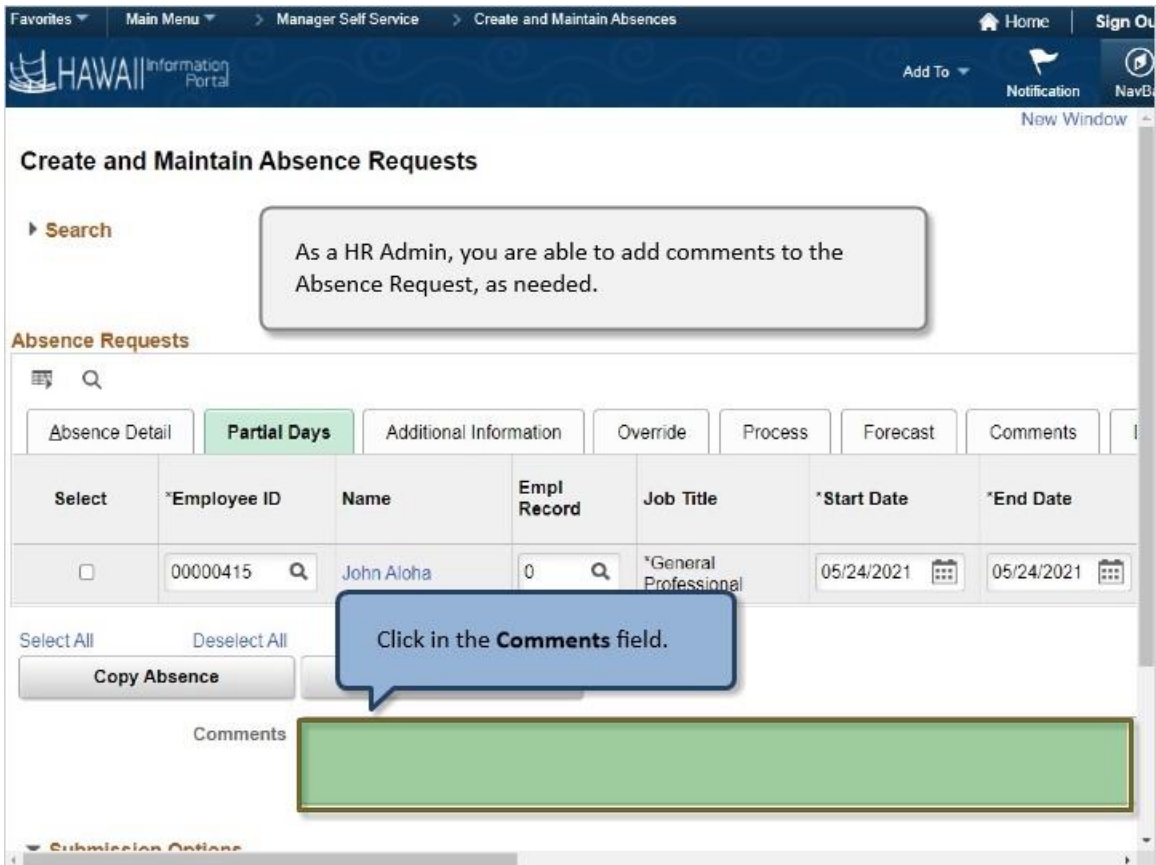
submit Option: Use Absence Name Default

Forecast

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



Click the **scroll bar**.



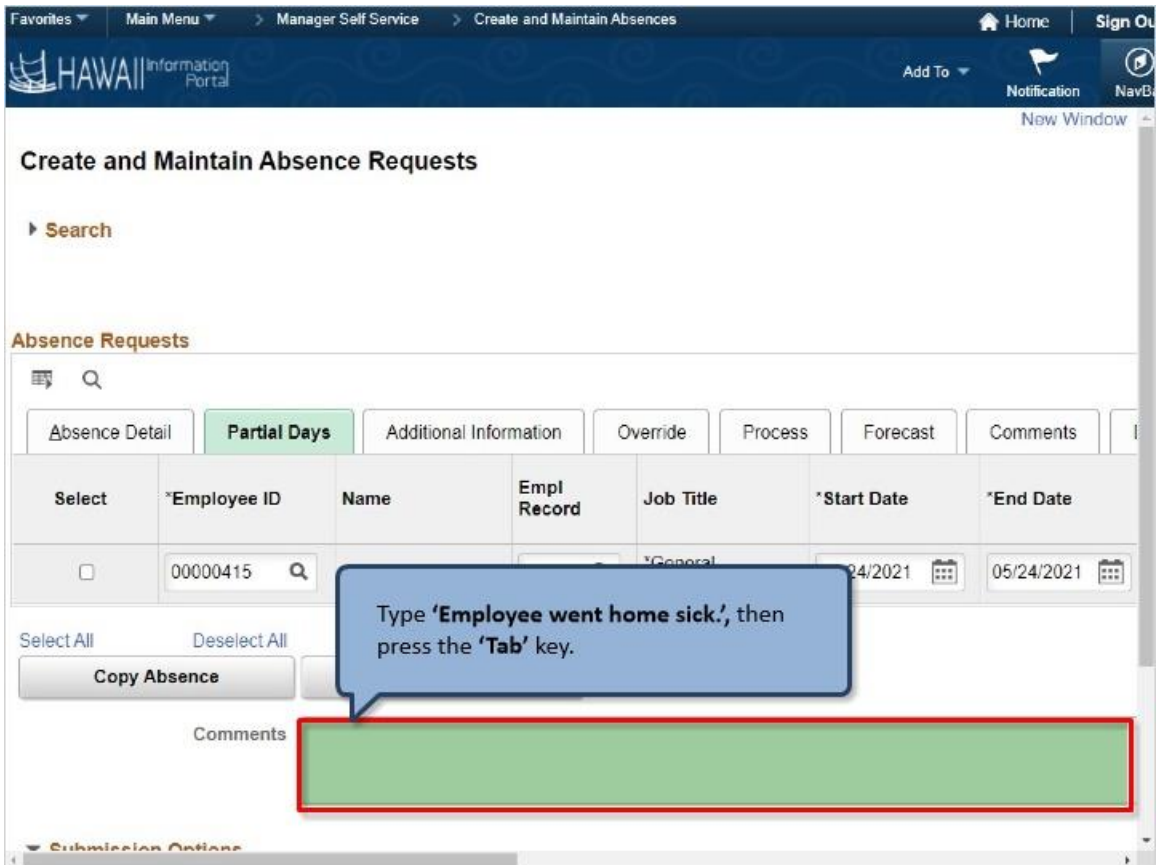
As a HR Admin, you are able to add comments to the Absence Request, as needed.

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

Click in the **Comments** field.

As a HR Admin, you are able to add comments to the Absence Request, as needed.

Click in the **Comments** field.



Favorite's Main Menu Manager Self Service Create and Maintain Absences Home Sign Out

Create and Maintain Absence Requests

Search

Absence Requests

Absence Detail **Partial Days** Additional Information Override Process Forecast Comments

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

Select All Deselect All

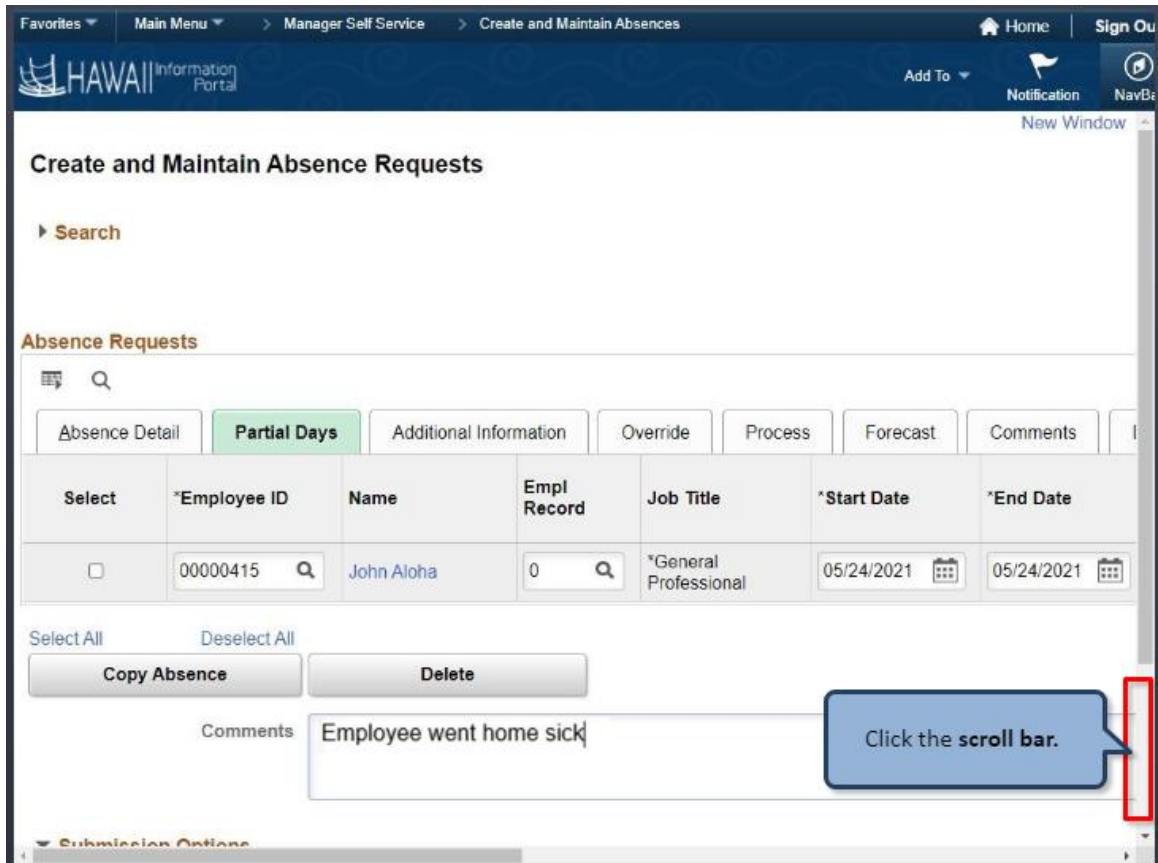
Copy Absence

Comments

Submission Options

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

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



Create and Maintain Absence Requests

Search

Absence Requests

Absence Detail Partial Days Additional Information Override Process Forecast Comments

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

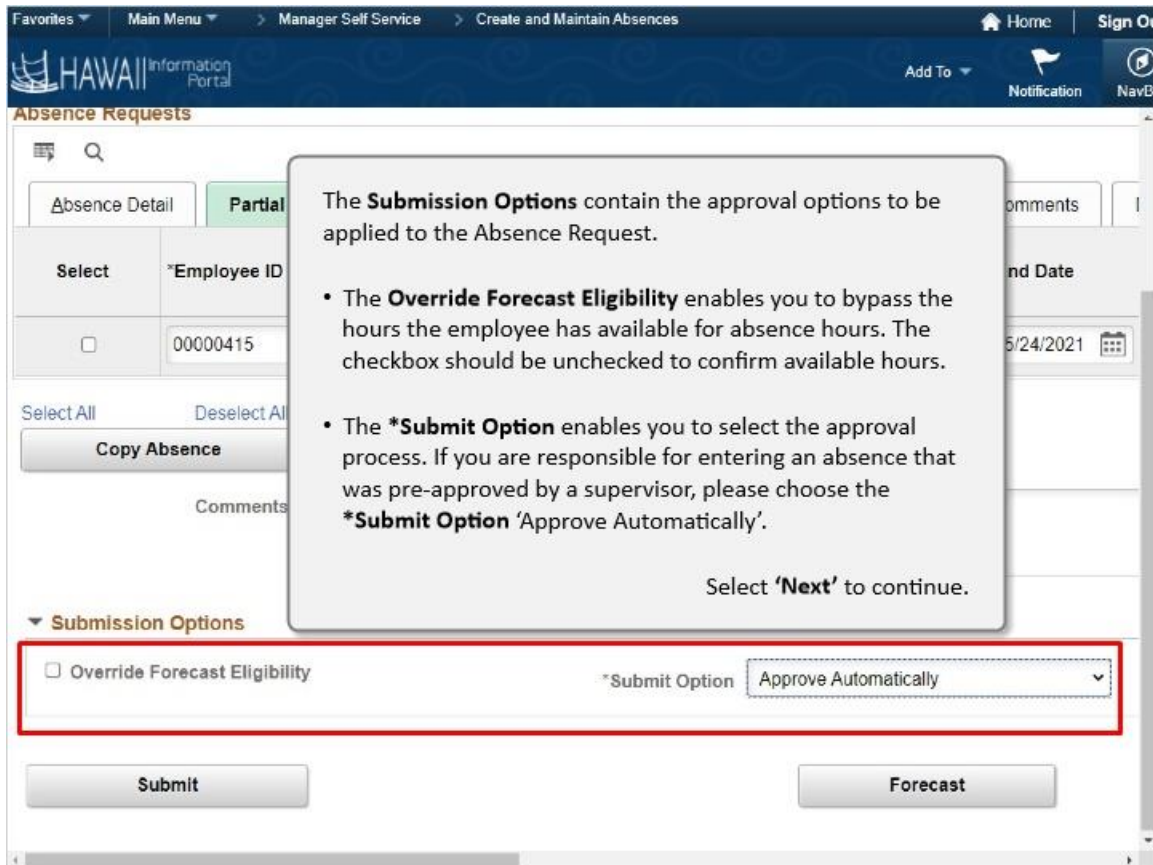
Select All Deselect All

Copy Absence Delete

Comments Employee went home sick

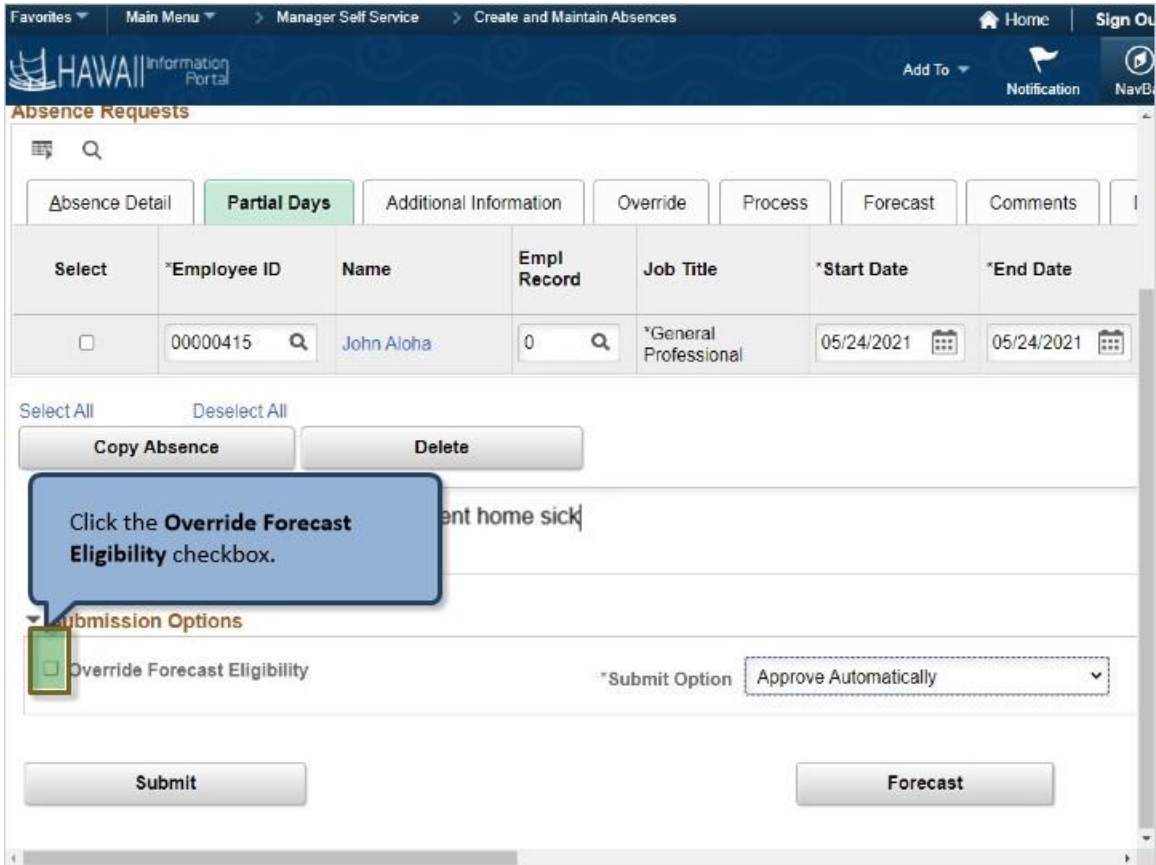
Click the scroll bar.

Click the **scroll bar**.



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

- The **Override Forecast Eligibility** enables you to bypass the hours the employee has available for absence hours. The checkbox should be unchecked to confirm available hours.
- The ***Submit Option** enables you to select the approval process. If you are responsible for entering an absence that was pre-approved by a supervisor, please choose the ***Submit Option** 'Approve Automatically'



Navigation: Favorites | Main Menu | Manager Self Service | Create and Maintain Absences | Home | Sign Out

Page Title: Absence Requests

Buttons: Absence Detail | **Partial Days** | Additional Information | Override | Process | Forecast | Comments

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

Actions: Select All | Deselect All | Copy Absence | Delete

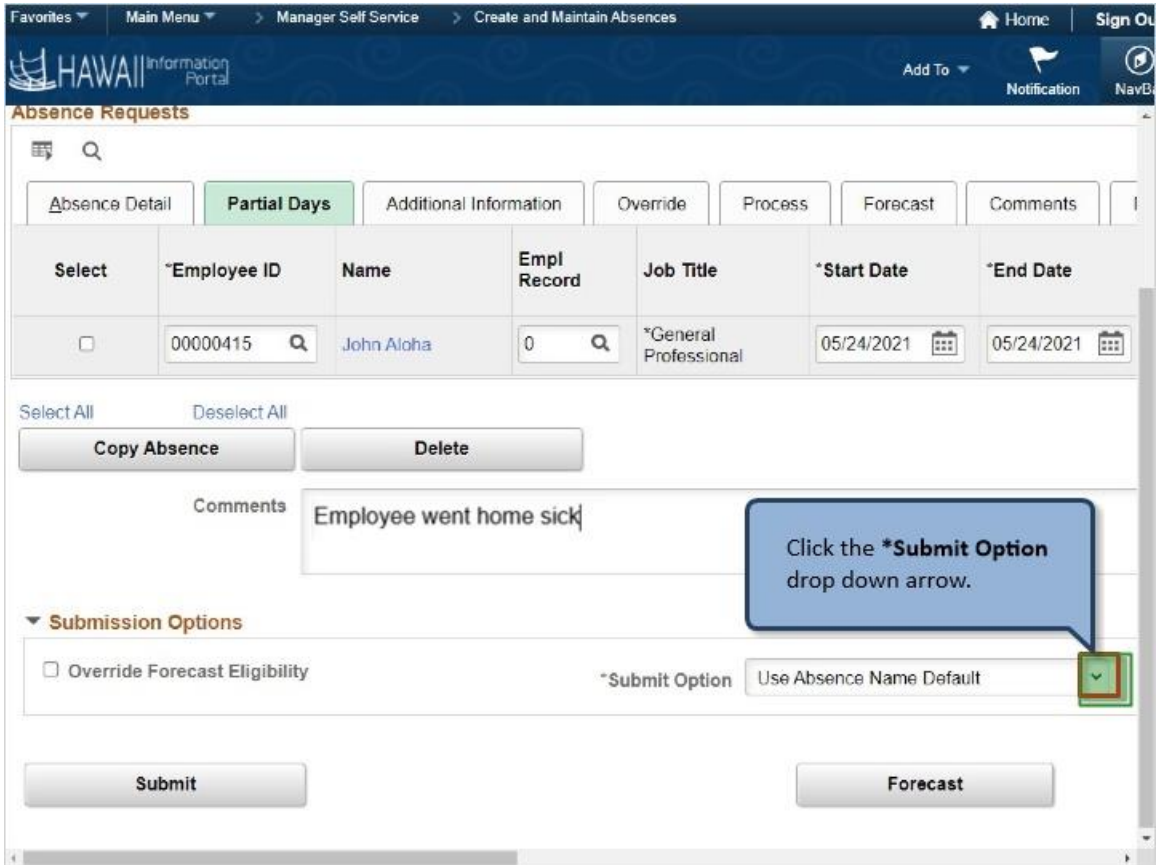
Text: ent home sick

Section: Submission Options

Form: Override Forecast Eligibility | *Submit Option: Approve Automatically

Buttons: Submit | Forecast

Click the **Override Forecast Eligibility** checkbox.



Absence Requests

Partial Days

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

Select All Deselect All

Copy Absence Delete

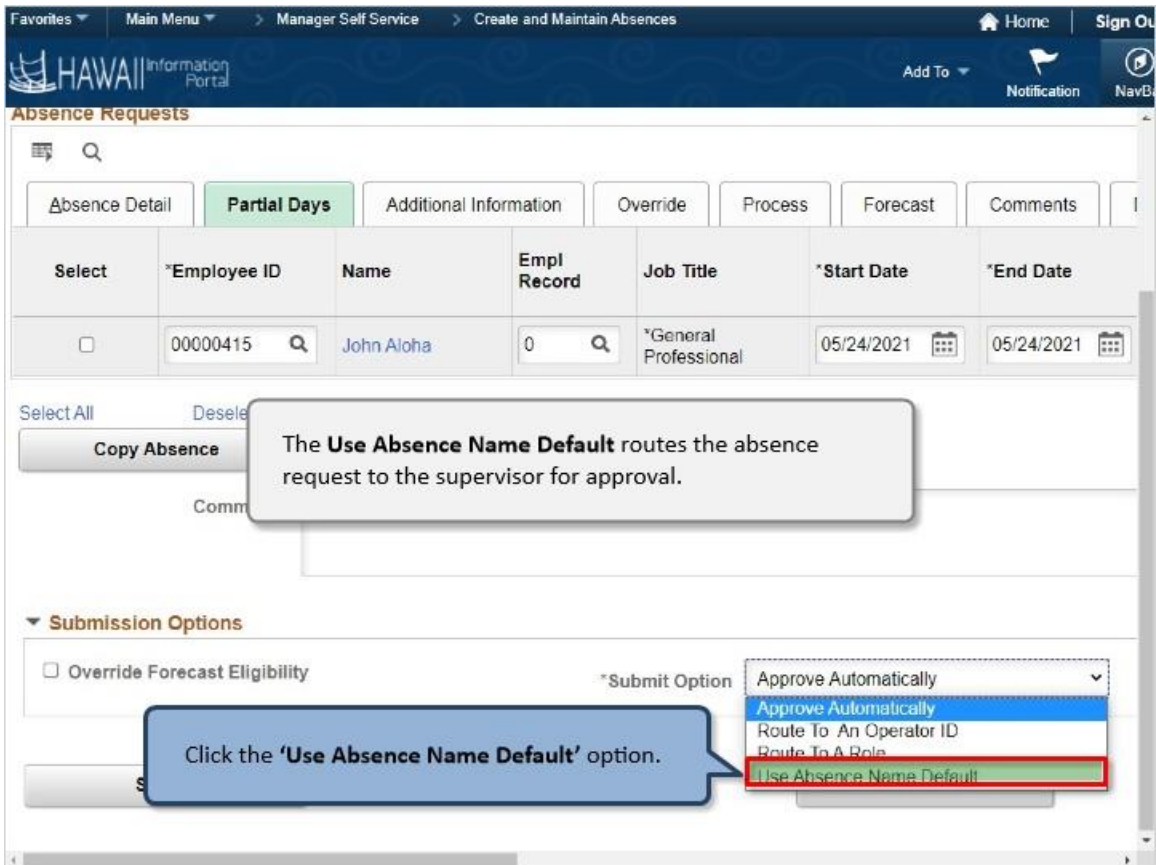
Comments: Employee went home sick

Submission Options

Override Forecast Eligibility *Submit Option: Use Absence Name Default

Submit Forecast

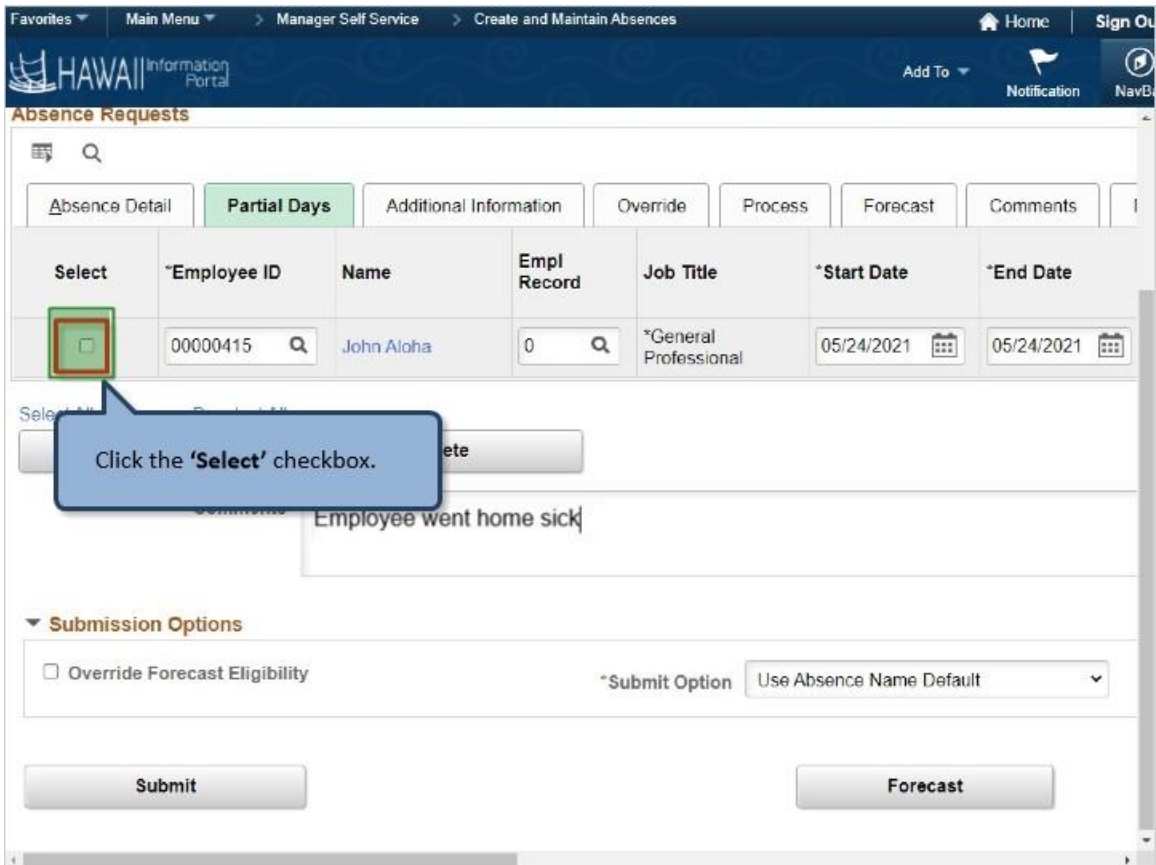
Click the ***Submit Option** drop down arrow.



The screenshot shows the 'Absence Requests' page in the HAWAII Information Portal. The page has a navigation bar at the top with 'Favorites', 'Main Menu', 'Manager Self Service', and 'Create and Maintain Absences'. Below the navigation bar is a search bar and a 'Home' button. The main content area is titled 'Absence Requests' and has several tabs: 'Absence Detail', 'Partial Days', 'Additional Information', 'Override', 'Process', 'Forecast', and 'Comments'. The 'Partial Days' tab is selected. Below the tabs is a table with the following columns: 'Select', '*Employee ID', 'Name', 'Empl Record', 'Job Title', '*Start Date', and '*End Date'. The table contains one row with the following data: '00000415', 'John Aloha', '0', 'General Professional', '05/24/2021', and '05/24/2021'. Below the table are buttons for 'Select All', 'Deselect All', 'Copy Absence', and 'Comments'. A callout box points to the 'Copy Absence' button with the text: 'The Use Absence Name Default routes the absence request to the supervisor for approval.' Below the table is a 'Submission Options' section with a checkbox for 'Override Forecast Eligibility' and a '*Submit Option' dropdown menu. The dropdown menu is open, showing the following options: 'Approve Automatically', 'Approve Automatically', 'Route To An Operator ID', 'Route To A Role', and 'Use Absence Name Default'. A callout box points to the 'Use Absence Name Default' option with the text: 'Click the 'Use Absence Name Default' option.'

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

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



Absence Requests

Partial Days

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

Click the 'Select' checkbox.

Employee went home sick

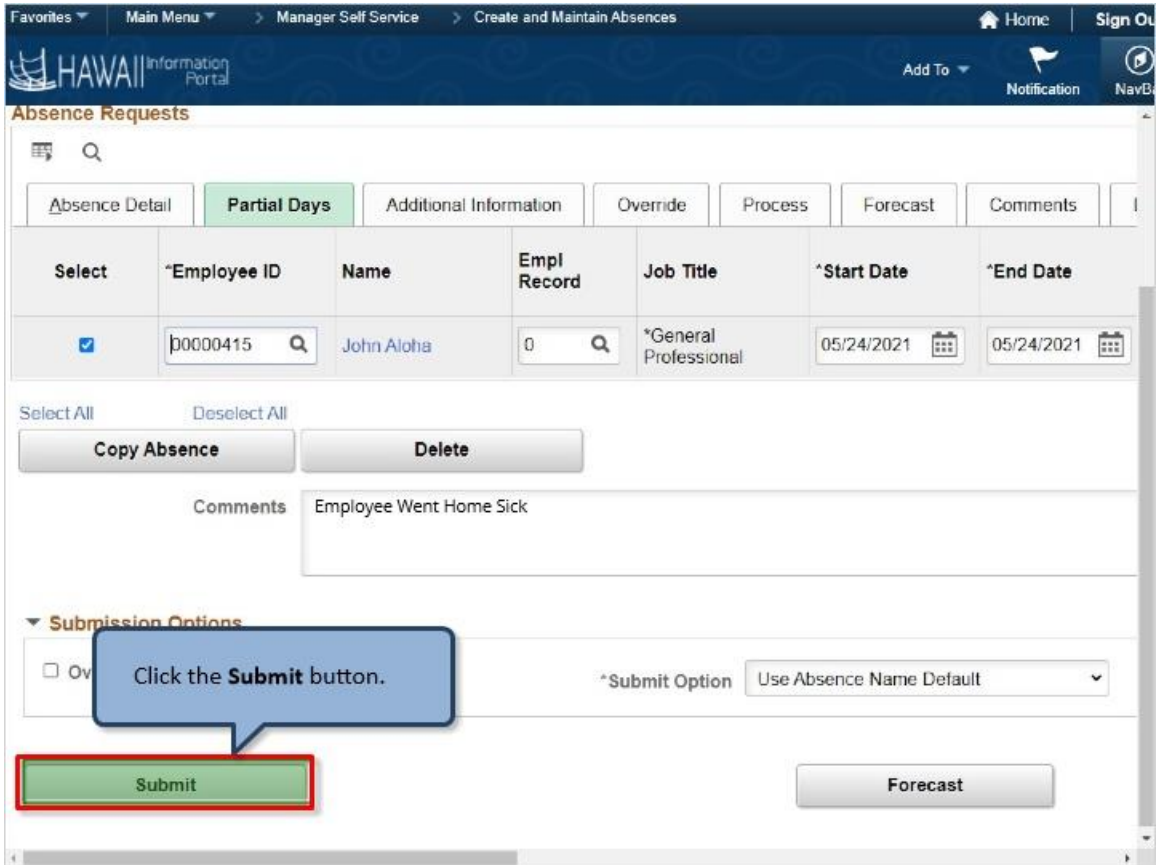
Submission Options

Override Forecast Eligibility

*Submit Option Use Absence Name Default

Submit Forecast

Click the 'Select' checkbox.



Absence Requests

Partial Days

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

Select All Deselect All

Copy Absence Delete

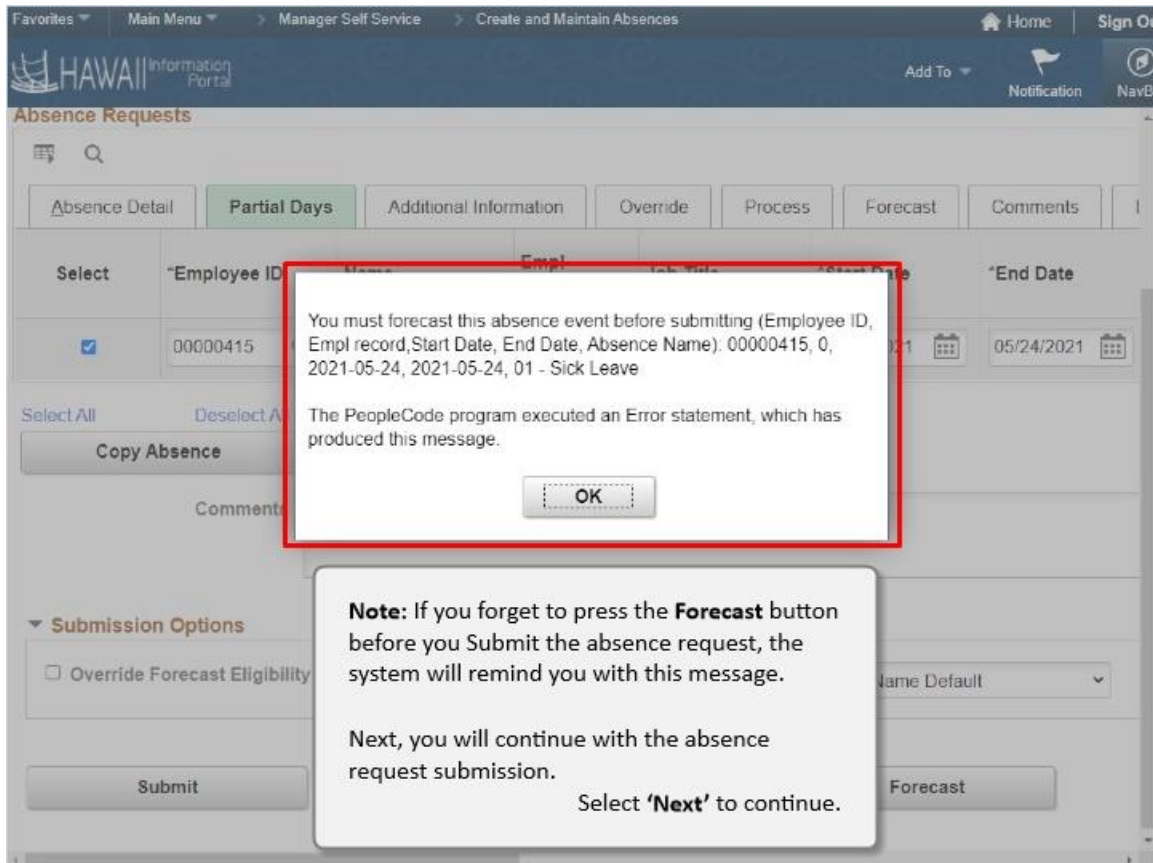
Comments Employee Went Home Sick

Submission Options

Over *Submit Option Use Absence Name Default

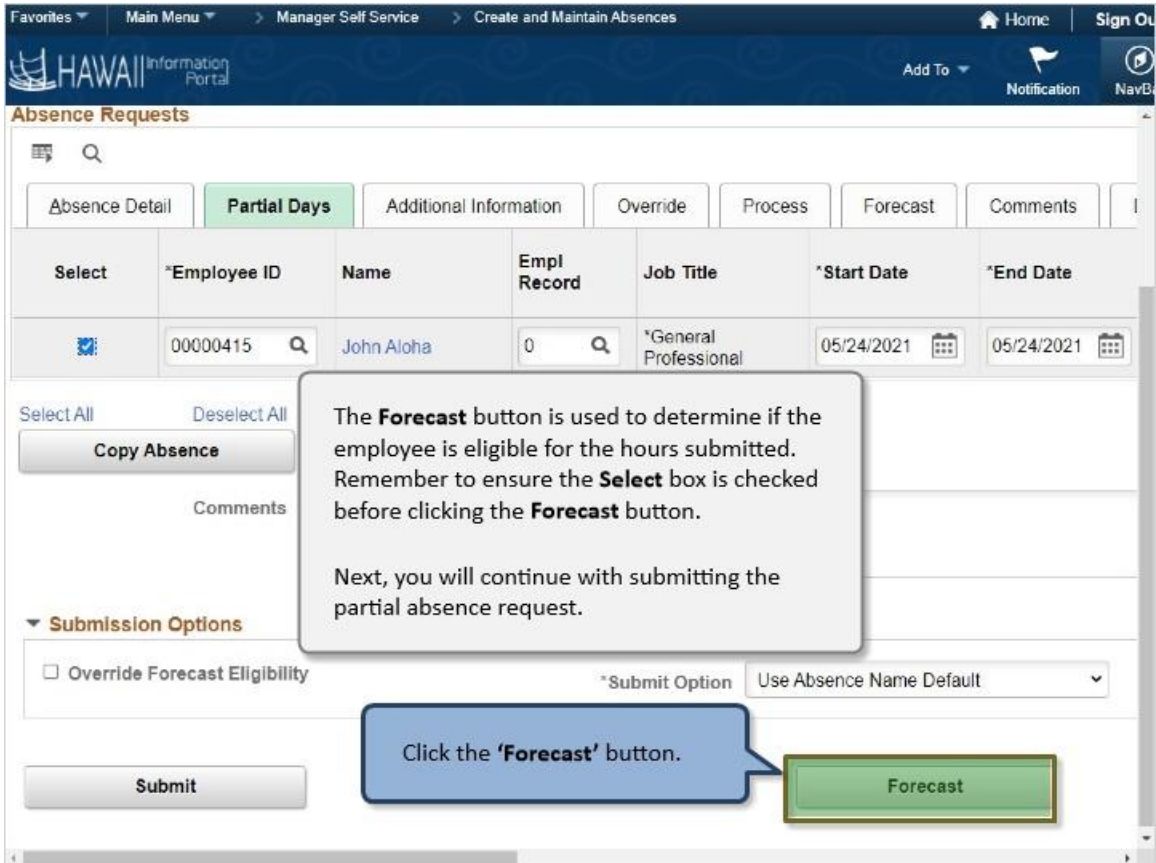
Submit Forecast

Click the **Submit** button.



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

Next, you will continue with the absence request submission.



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

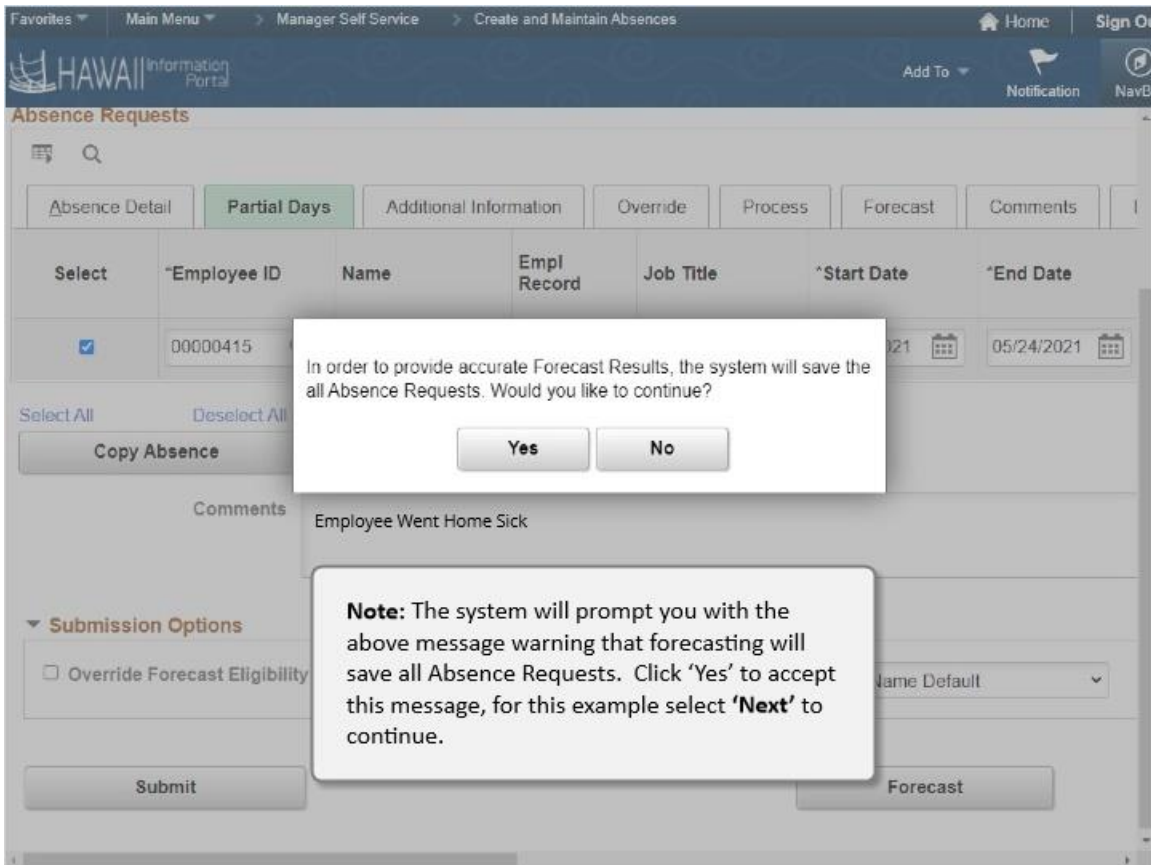
Next, you will continue with submitting the partial absence request.

Click the '**Forecast**' button.

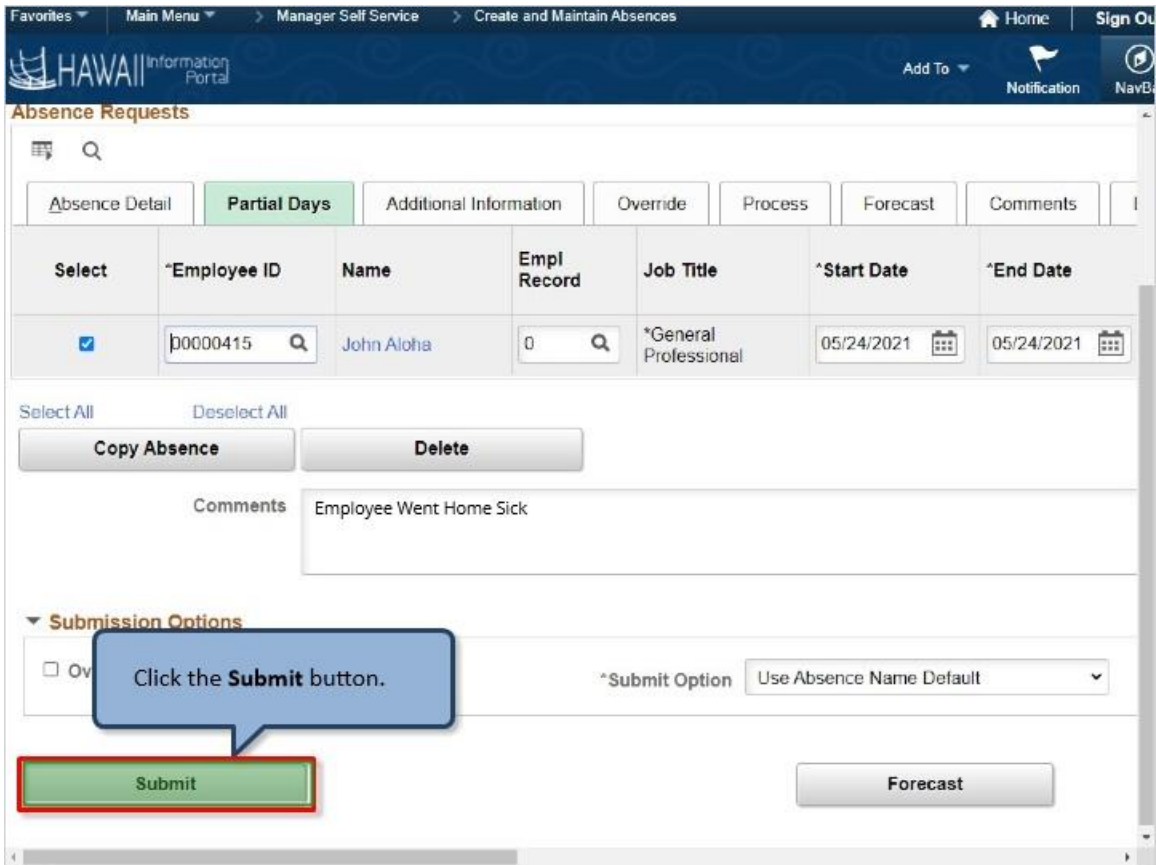
The **Forecast** button is used to determine if the employee is eligible for the hours submitted. Remember to ensure the **Select** box is checked before clicking the **Forecast** button.

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

Click the '**Forecast**' button.



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



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

HAWAII Information Portal Add To Notification NavB

Absence Requests

Absence Detail **Partial Days** Additional Information Override Process Forecast Comments

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

Select All Deselect All

Copy Absence Delete

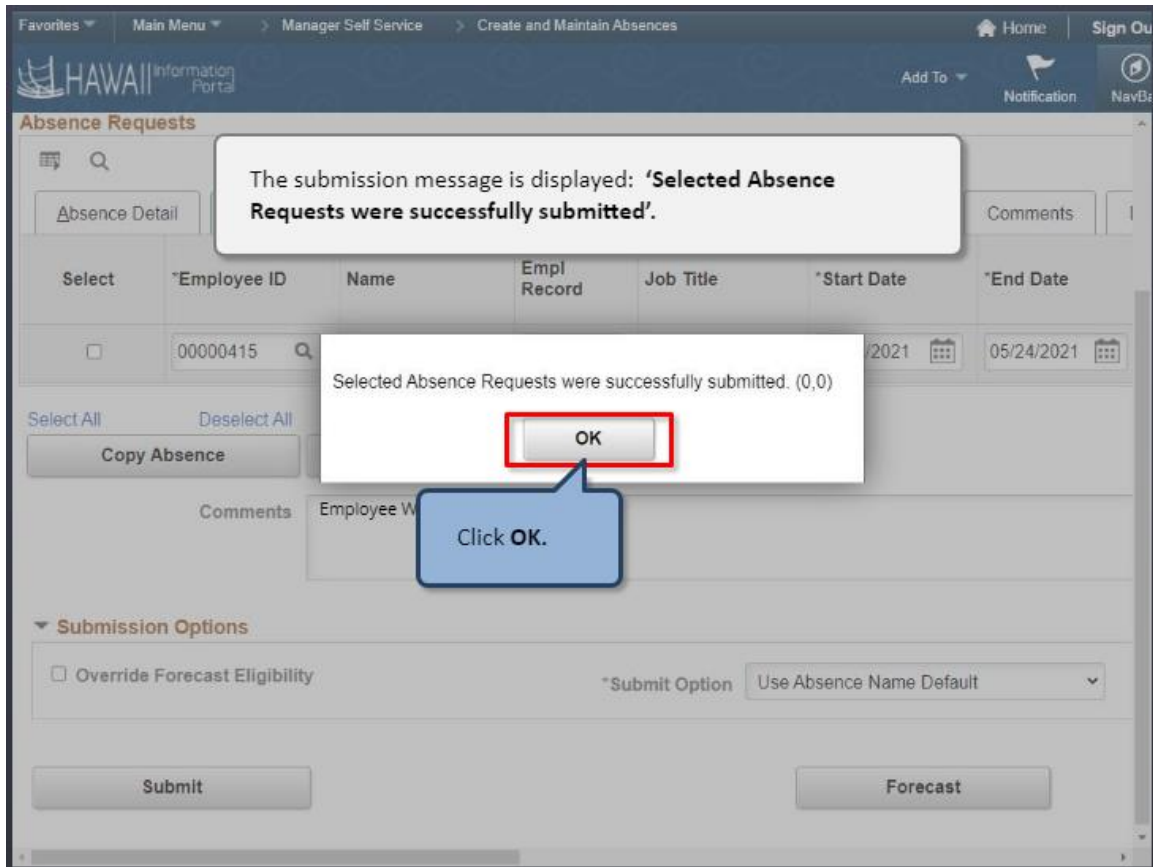
Comments Employee Went Home Sick

Submission Options

Over *Submit Option Use Absence Name Default

Submit Forecast

Click the **Submit** button.



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

Click **OK**.

 **HAWAII** Information
Portal

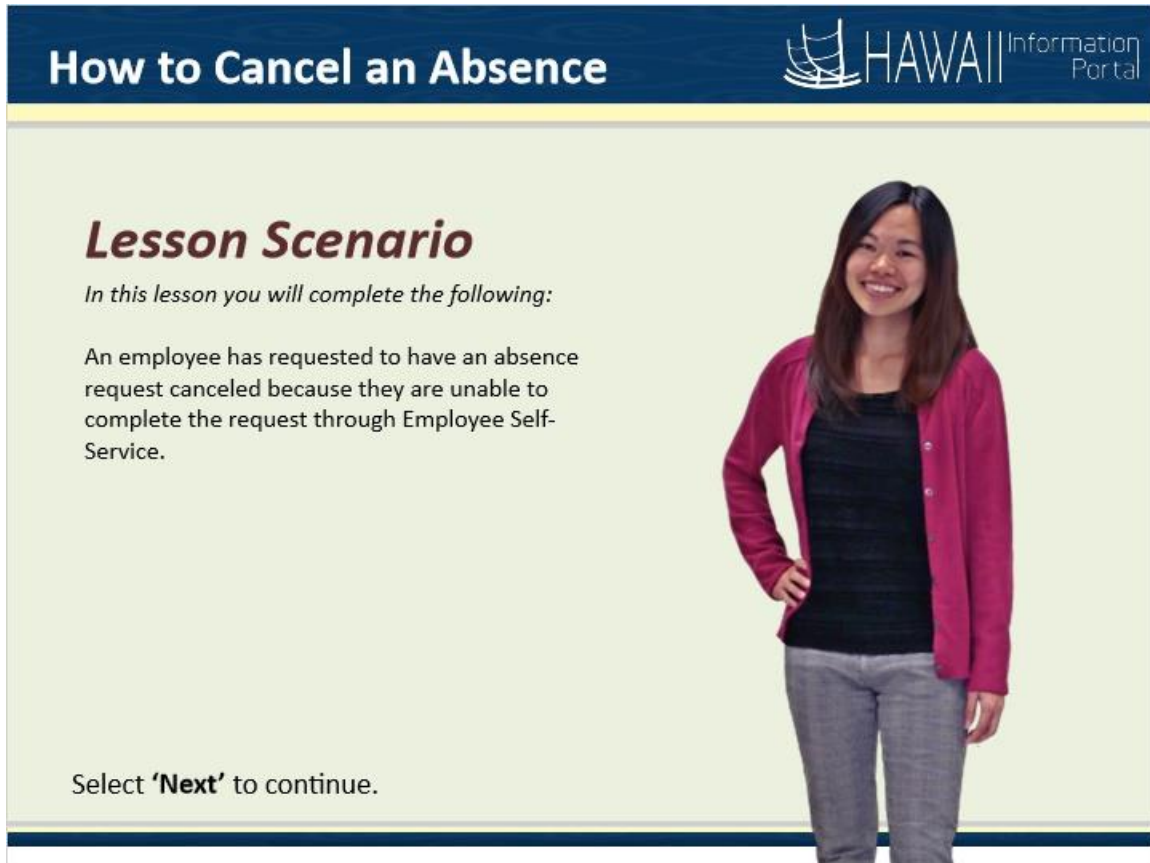


Congratulations!
You've successfully completed
this lesson.

Select '**Next**' to continue.

Congratulations!
You've successfully completed this lesson.

HOW TO CANCEL AN ABSENCE



How to Cancel an Absence

Lesson Scenario

In this lesson you will complete the following:

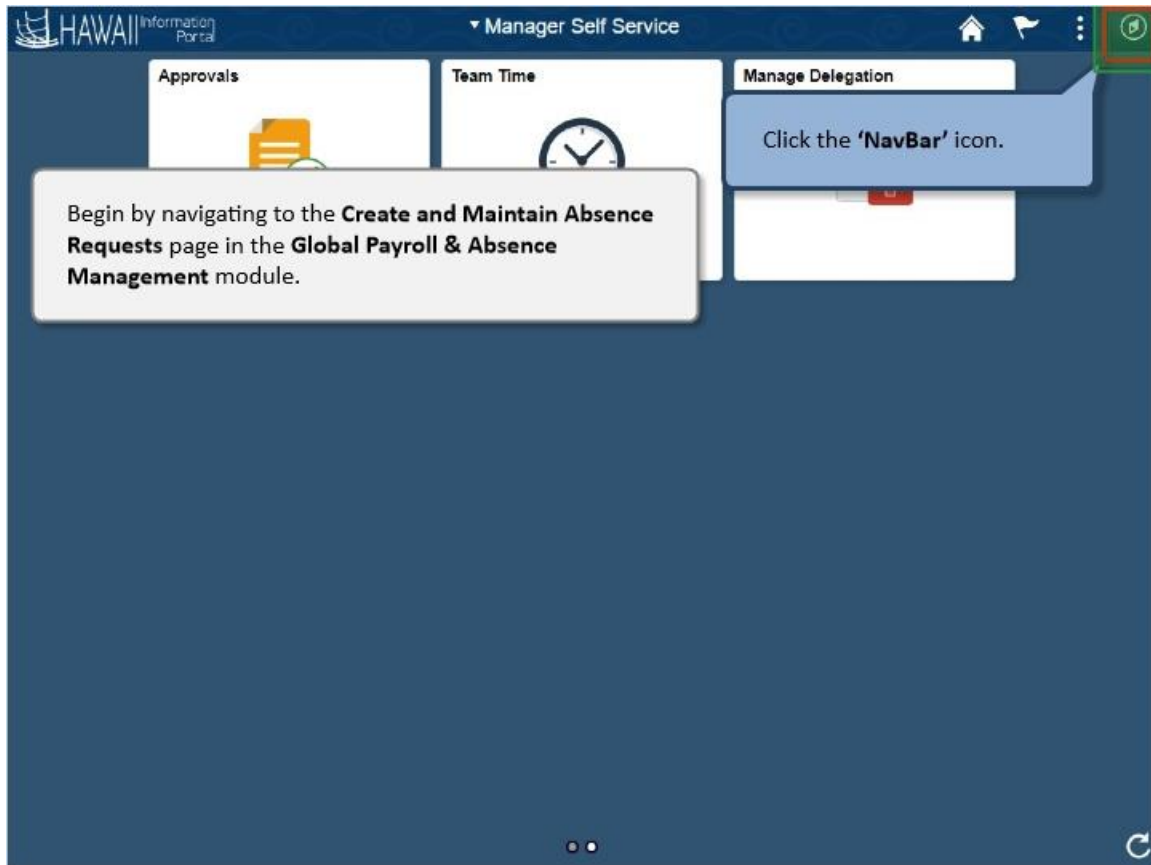
An employee has requested to have an absence request canceled because they are unable to complete the request through Employee Self-Service.

Select **'Next'** to continue.

Lesson Scenario

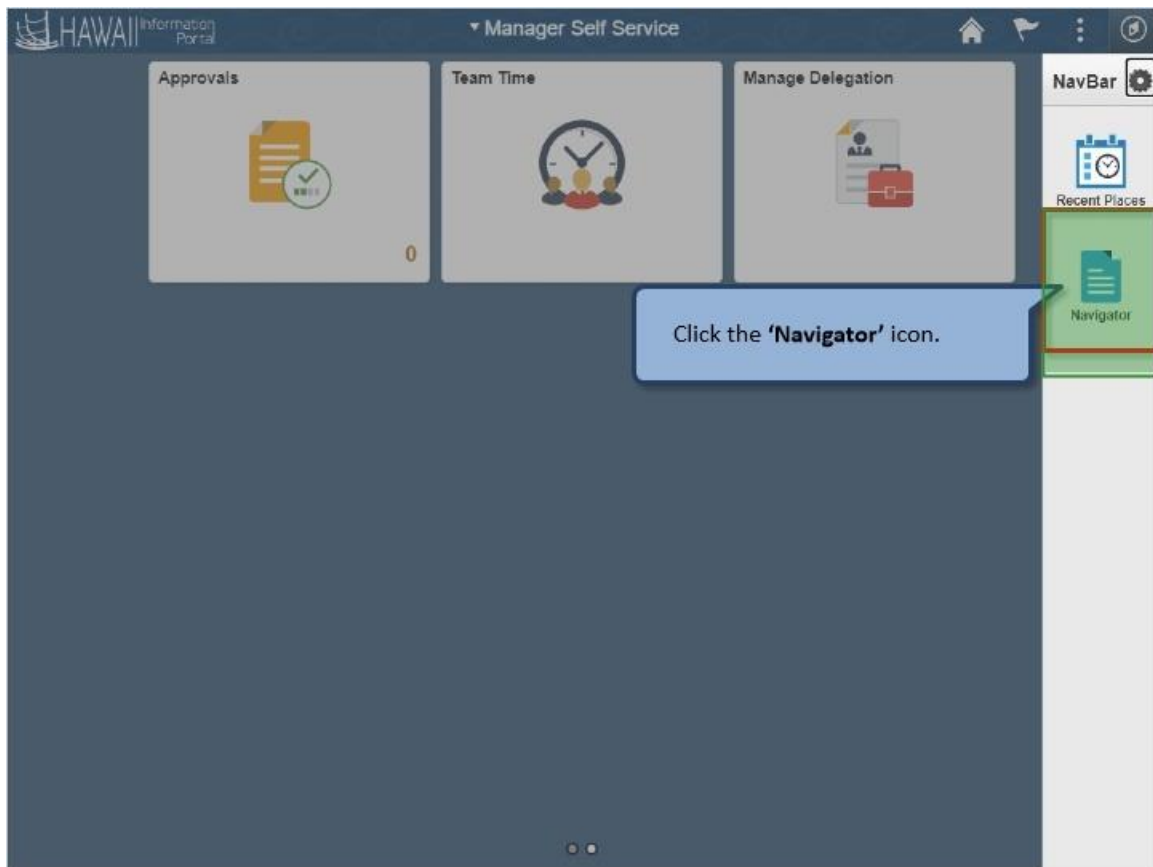
In this lesson you will complete the following:

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

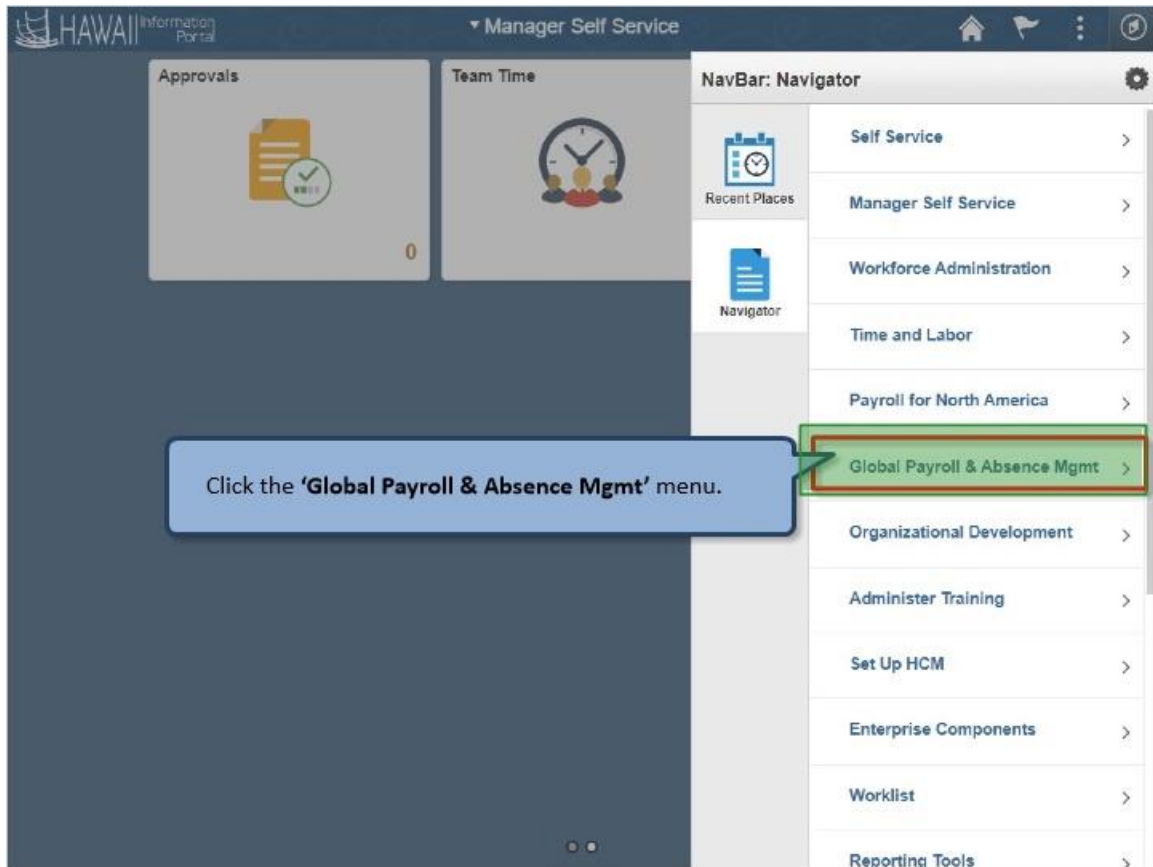


Begin by navigating to the **Create and Maintain Absence Requests** page in the **Global Payroll & Absence Management** module.

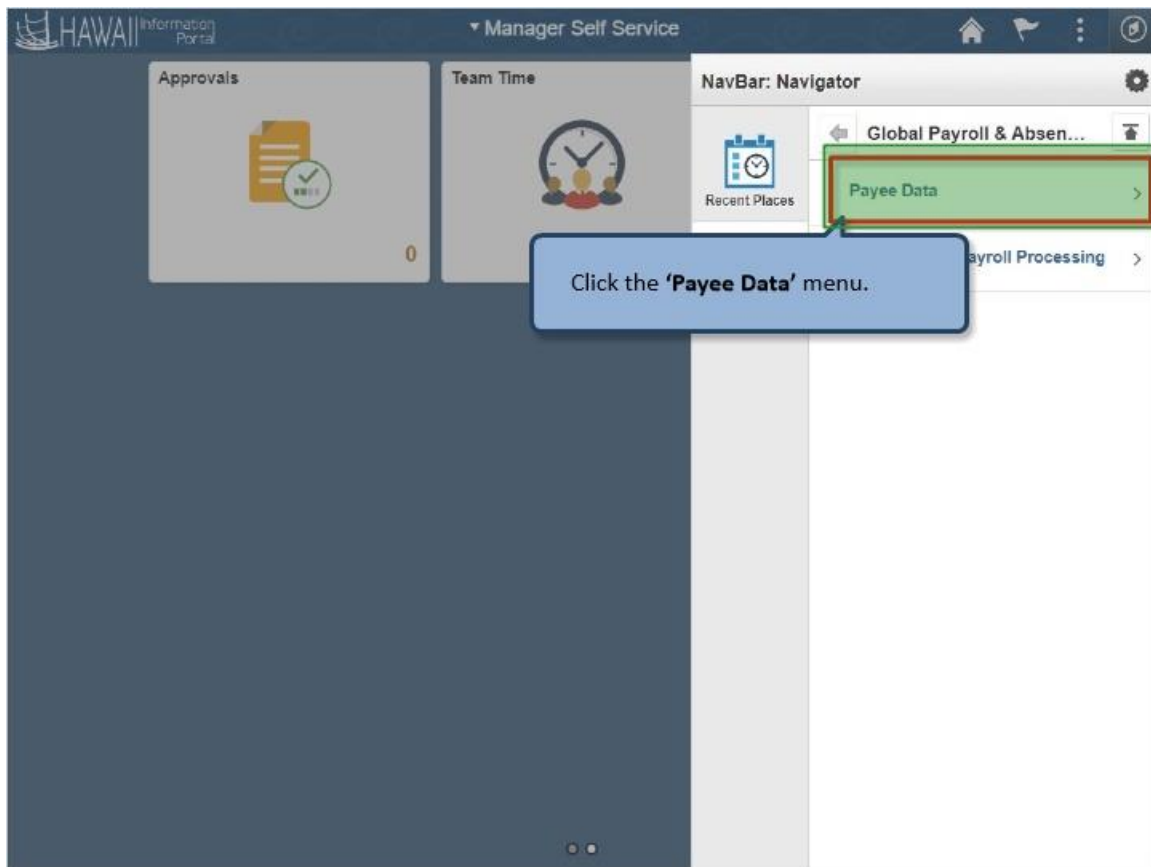
Click the **'NavBar'** icon.



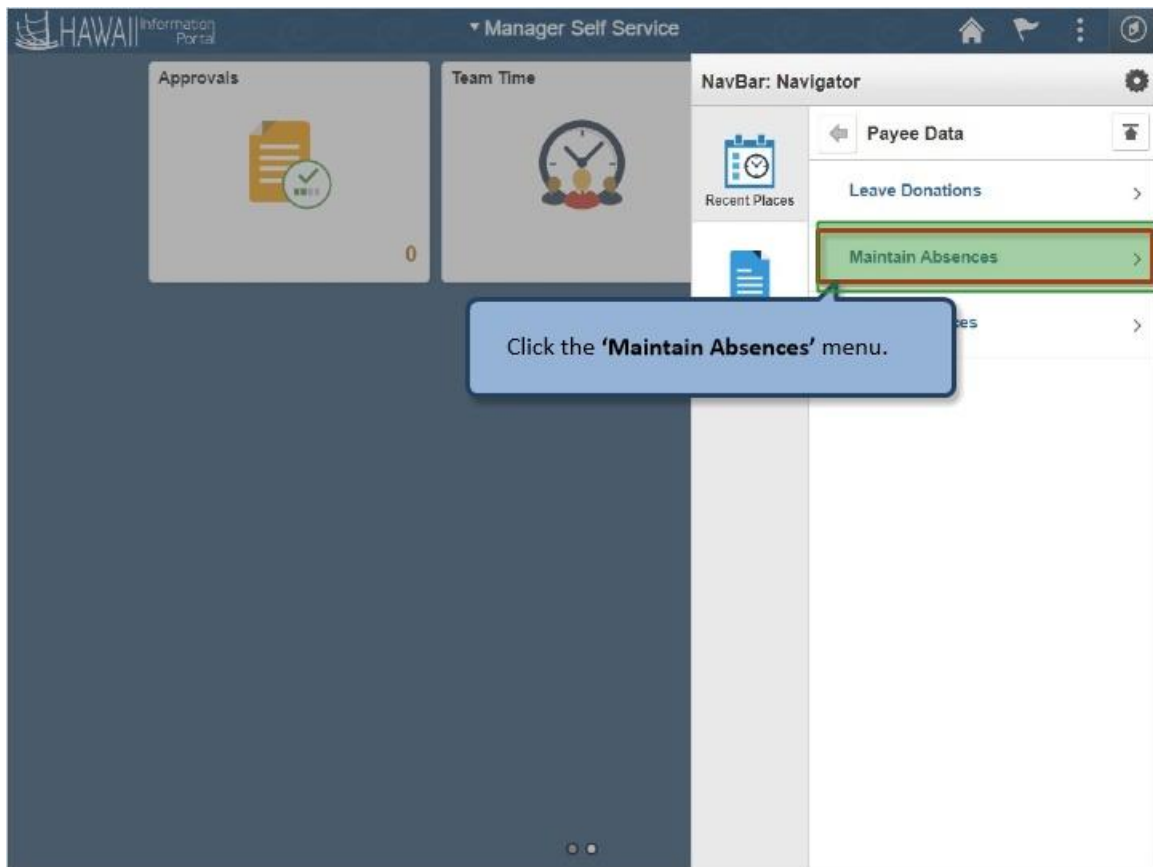
Click the **'Navigator'** icon.



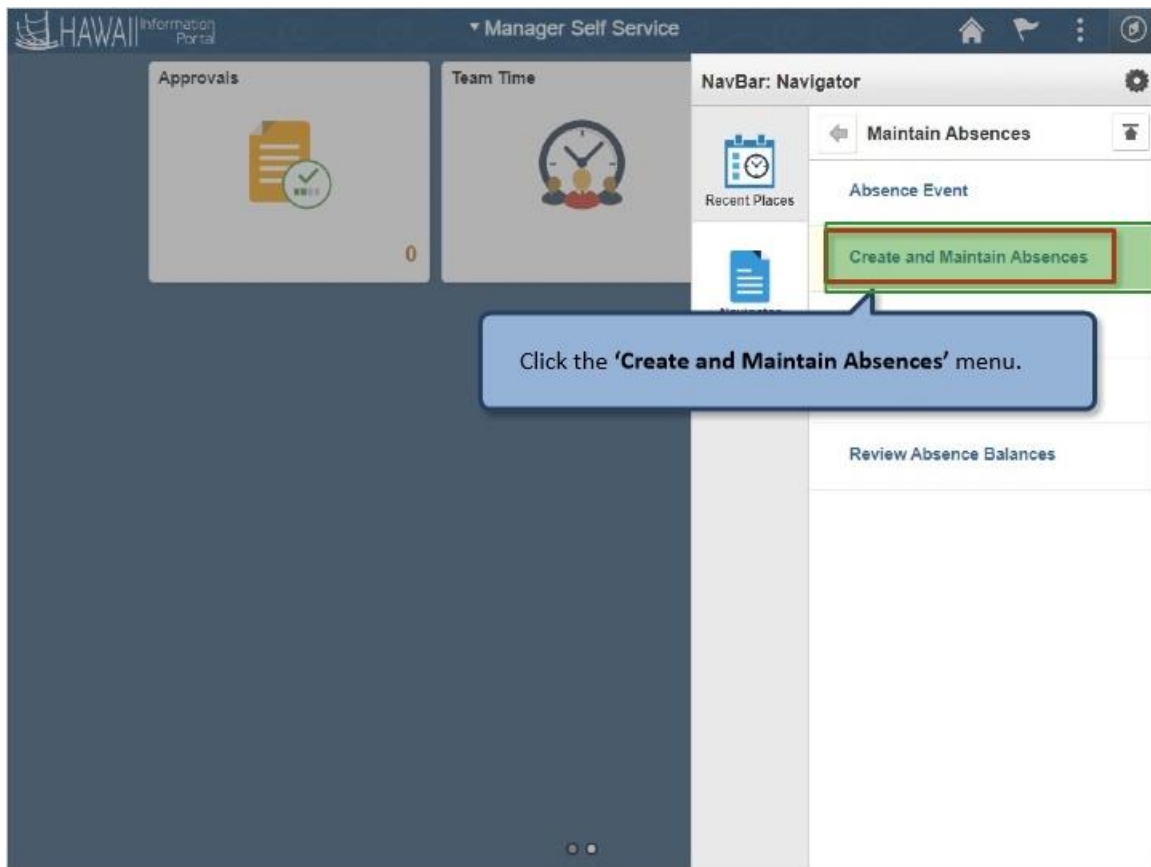
Click the 'Global Payroll & Absence Mgmt' menu.



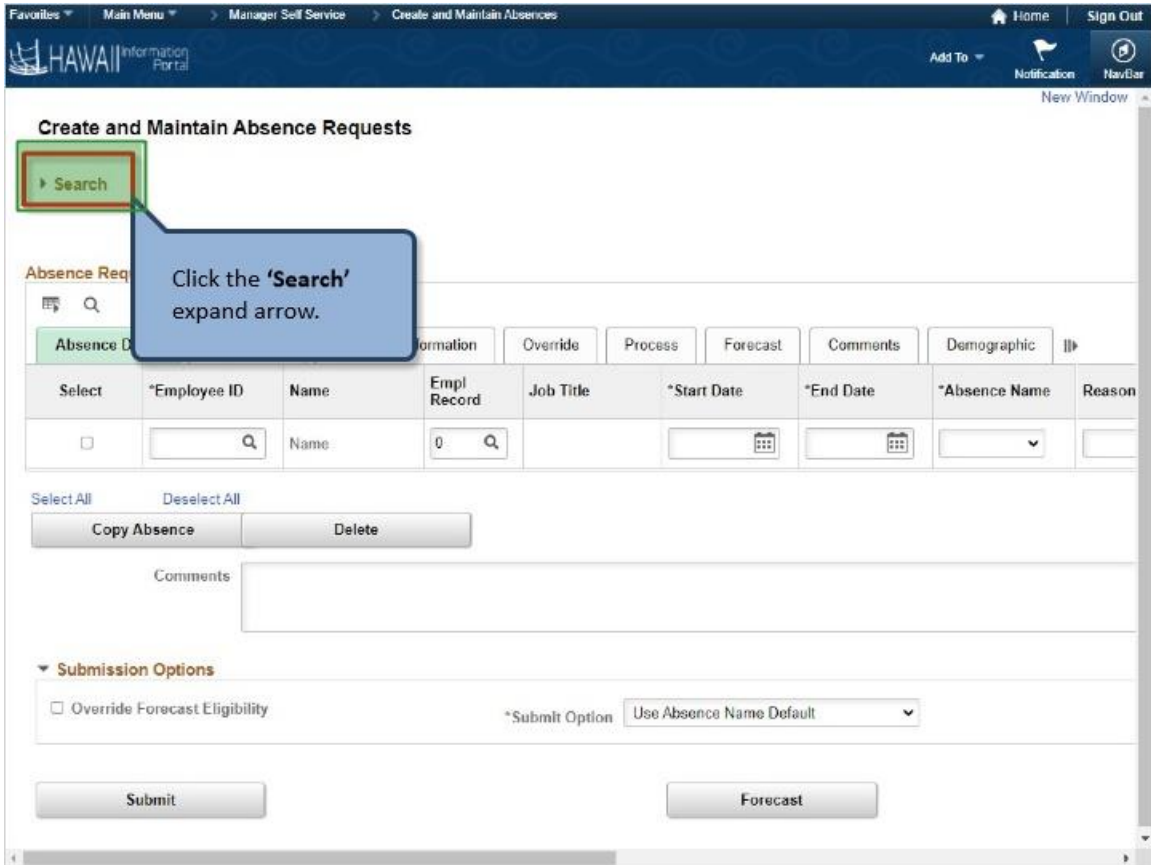
Click the **'Payee Data'** menu.



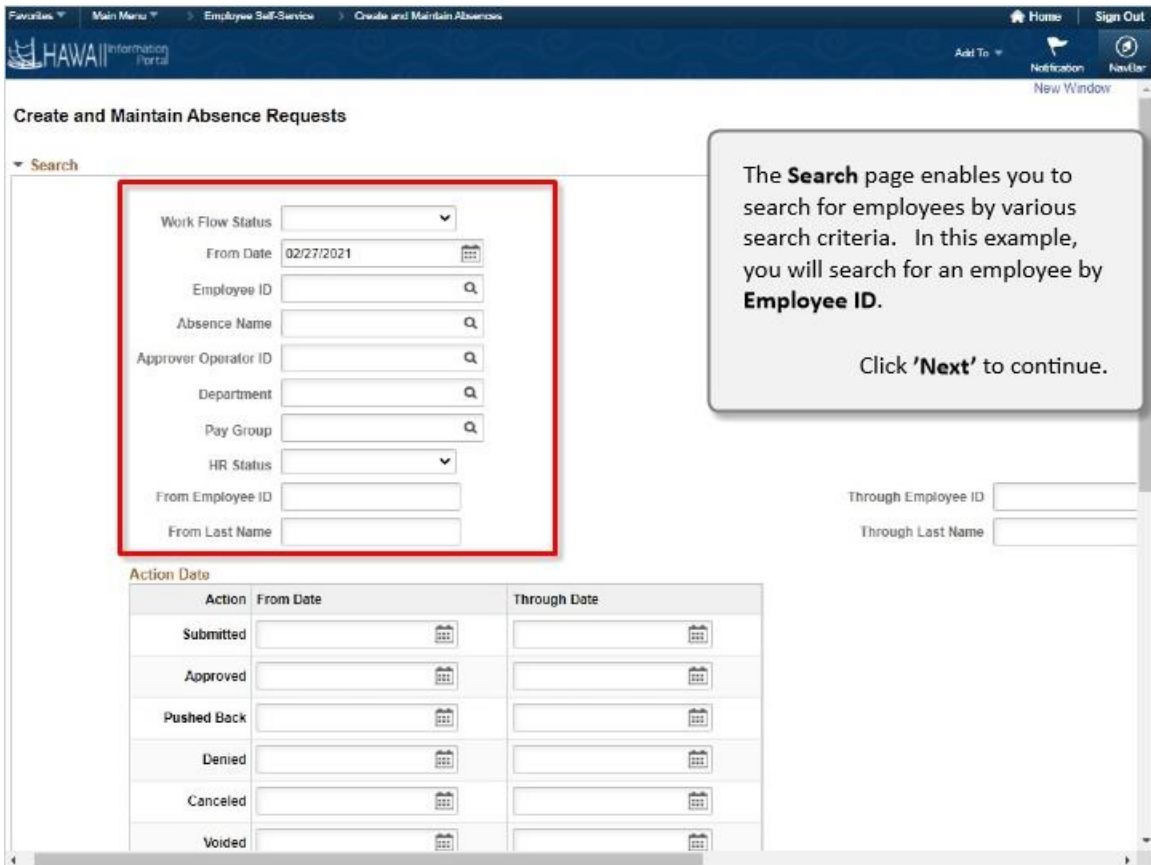
Click the **'Maintain Absences'** menu.



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



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



Create and Maintain Absence Requests

Search

Work Flow Status

From Date

Employee ID

Absence Name

Approver Operator ID

Department

Pay Group

HR Status

From Employee ID

From Last Name

Through Employee ID

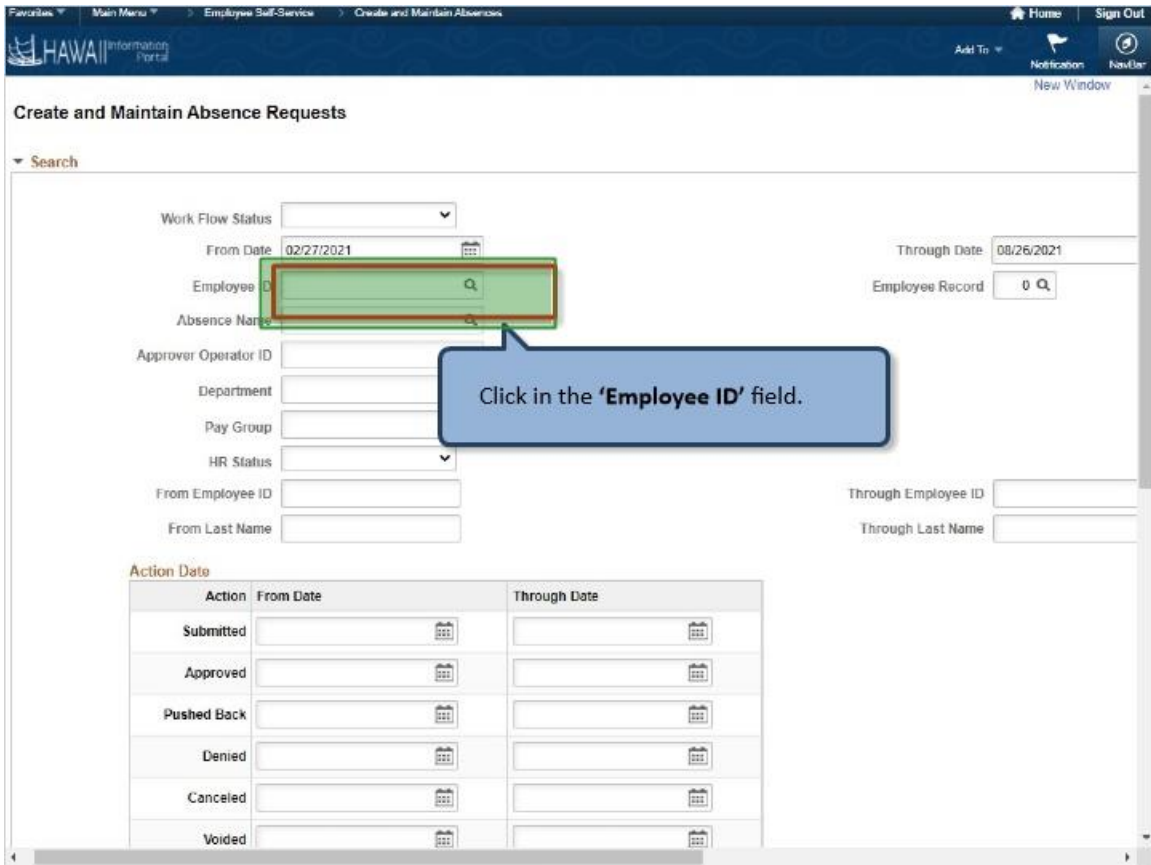
Through Last Name

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

Click 'Next' to continue.

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

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



Work Flow Status

From Date 02/27/2021

Through Date 08/26/2021

Employee ID

Employee Record 0

Absence Name

Approver Operator ID

Department

Pay Group

HR Status

From Employee ID

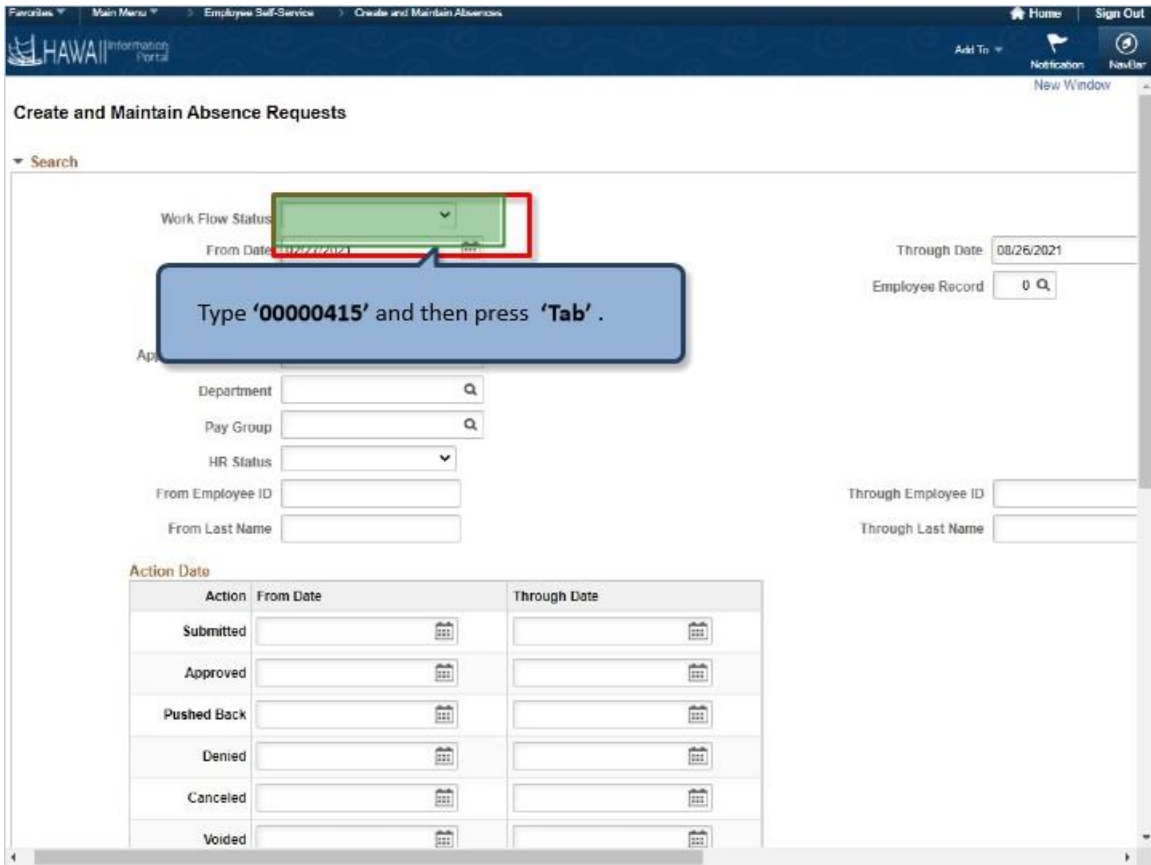
Through Employee ID

From Last Name

Through Last Name

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

Click in the 'Employee ID' field.



Work Flow Status

From Date 08/22/2021

Through Date 08/26/2021

Employee Record 0

Department

Pay Group

HR Status

From Employee ID

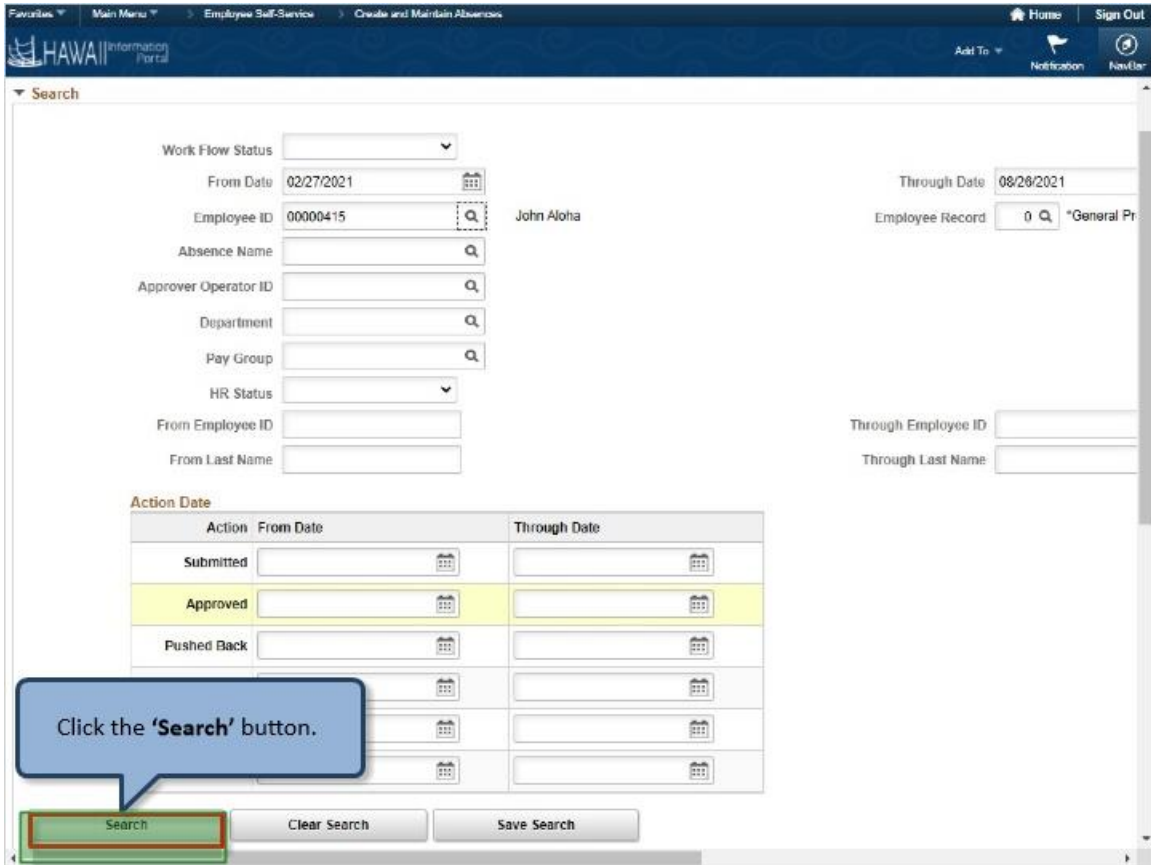
From Last Name

Through Employee ID

Through Last Name

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

Type **'0000415'** and then press **'Tab'** .



Work Flow Status

From Date

Employee ID John Aloha

Through Date

Absence Name

Approver Operator ID

Department

Pay Group

HR Status

From Employee ID

Through Employee ID

From Last Name

Through Last Name

Employee Record *General Pr

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

Click the 'Search' button.

Click the 'Search' button.

Work Flow Status: [Dropdown]
From Date: 02/27/2021
Employee ID: 00000415 John Aloha
Through Date: 08/26/2021
Employee Record: 0 *General Pr

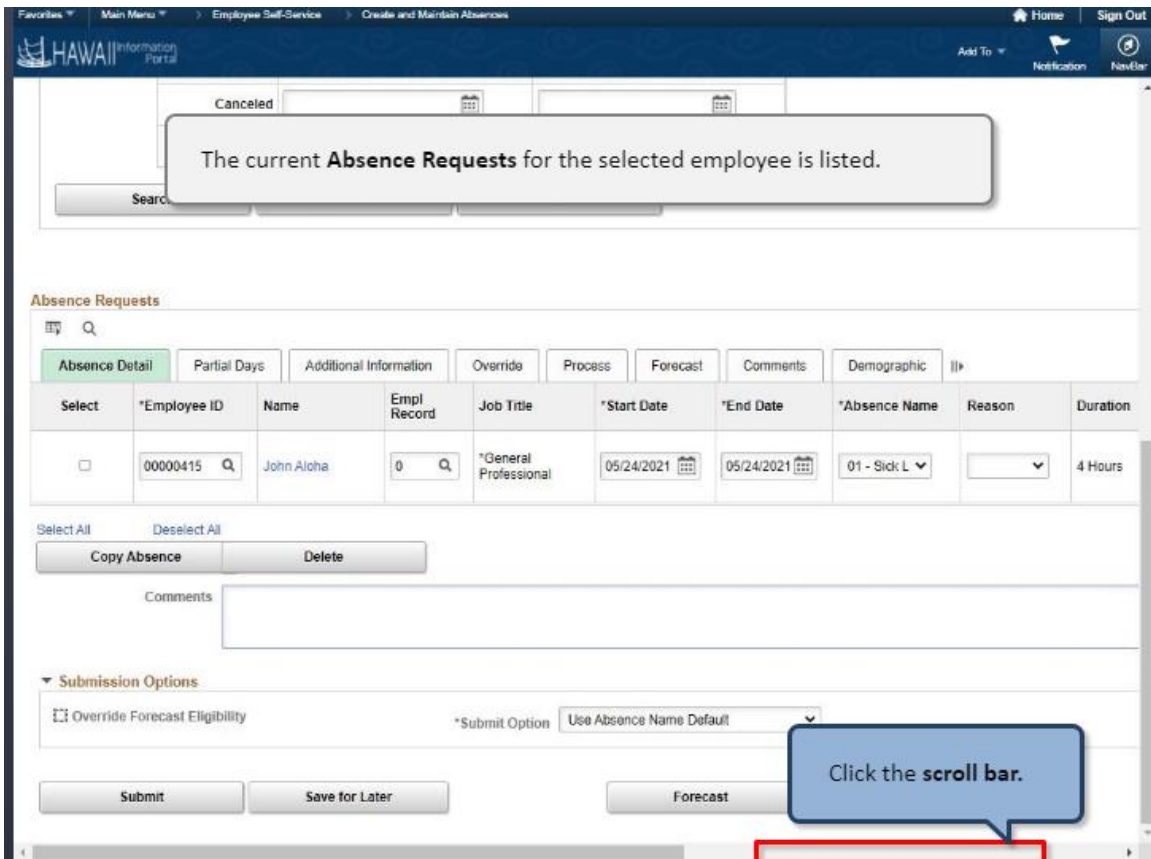
Absence Name: [Search]
Approver Operator ID: [Search]
Department: [Search]
Pay Group: [Search]
HR Status: [Dropdown]
From Employee ID: [Search]
Through Employee ID: [Search]
From Last Name: [Search]
Through Last Name: [Search]

Action	From Date	Through Date
Submitted	[Calendar]	[Calendar]
Approved	[Calendar]	[Calendar]
Pushed Back	[Calendar]	[Calendar]
Denied	[Calendar]	[Calendar]
Canceled	[Calendar]	[Calendar]
Voided	[Calendar]	[Calendar]

Search Clear Search Save Search

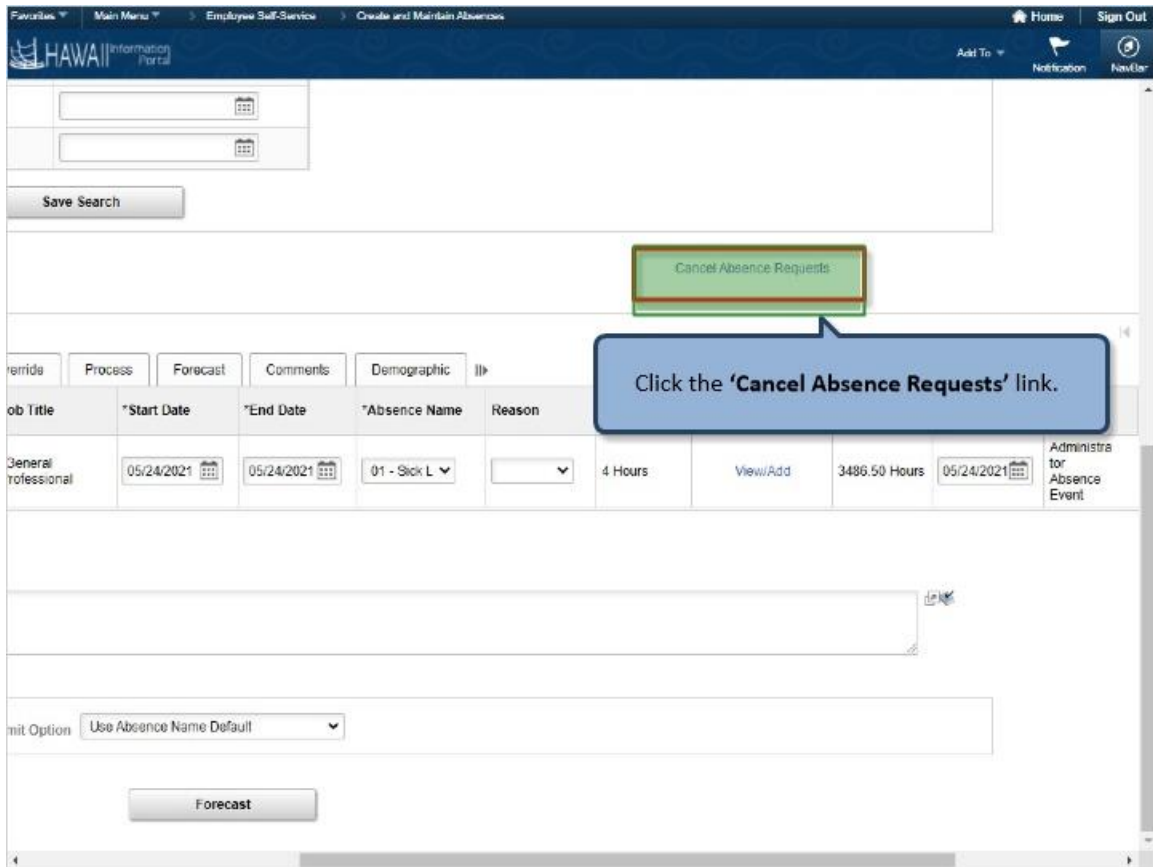
Click the scroll bar.

Click the **scroll bar**.



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

Click the **scroll bar**.



Cancel Absence Requests

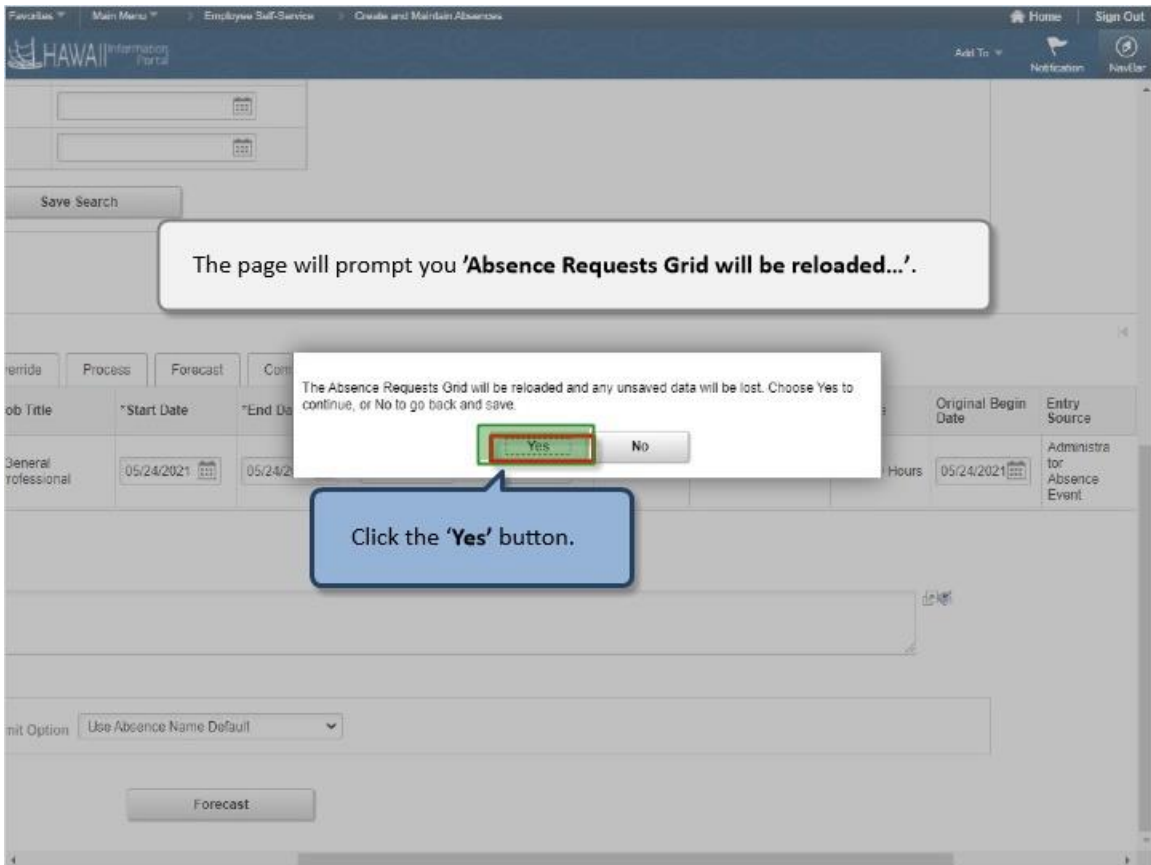
Click the 'Cancel Absence Requests' link.

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

Submit Option: Use Absence Name Default

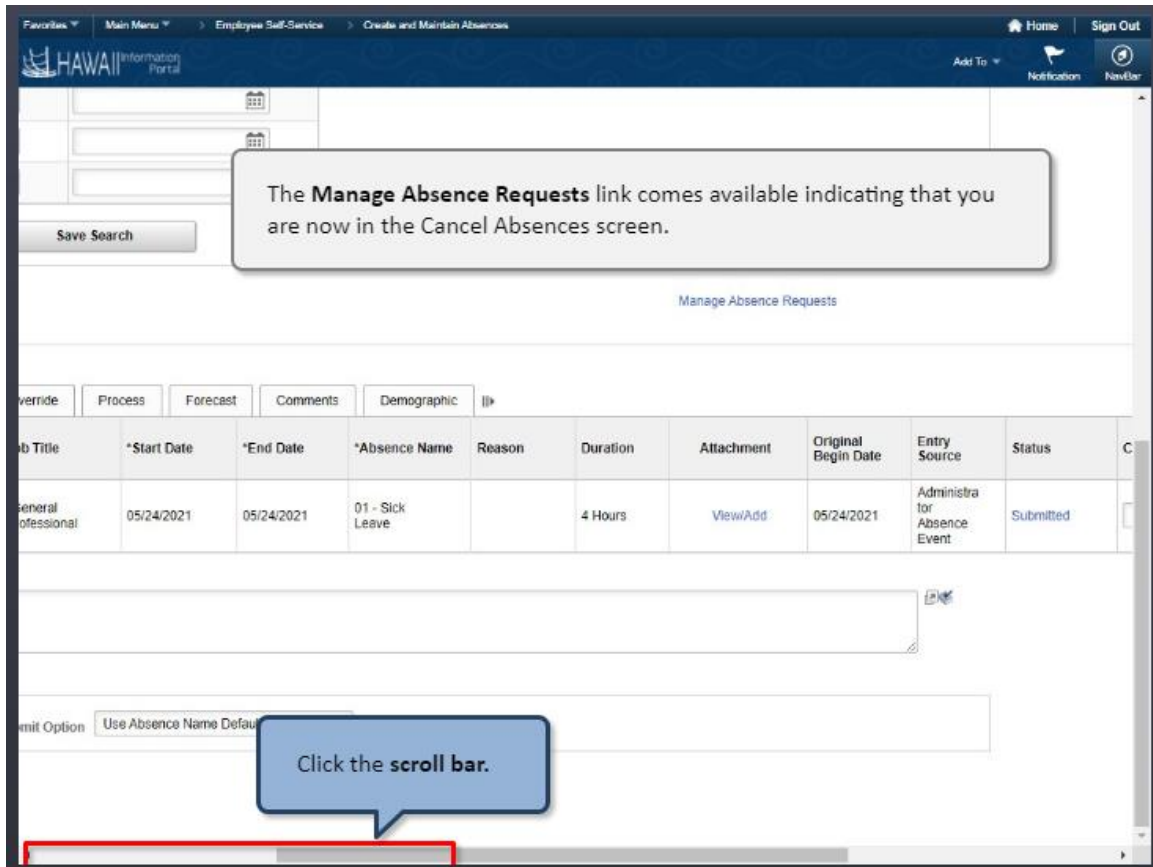
Forecast

Click the 'Cancel Absence Requests' link.



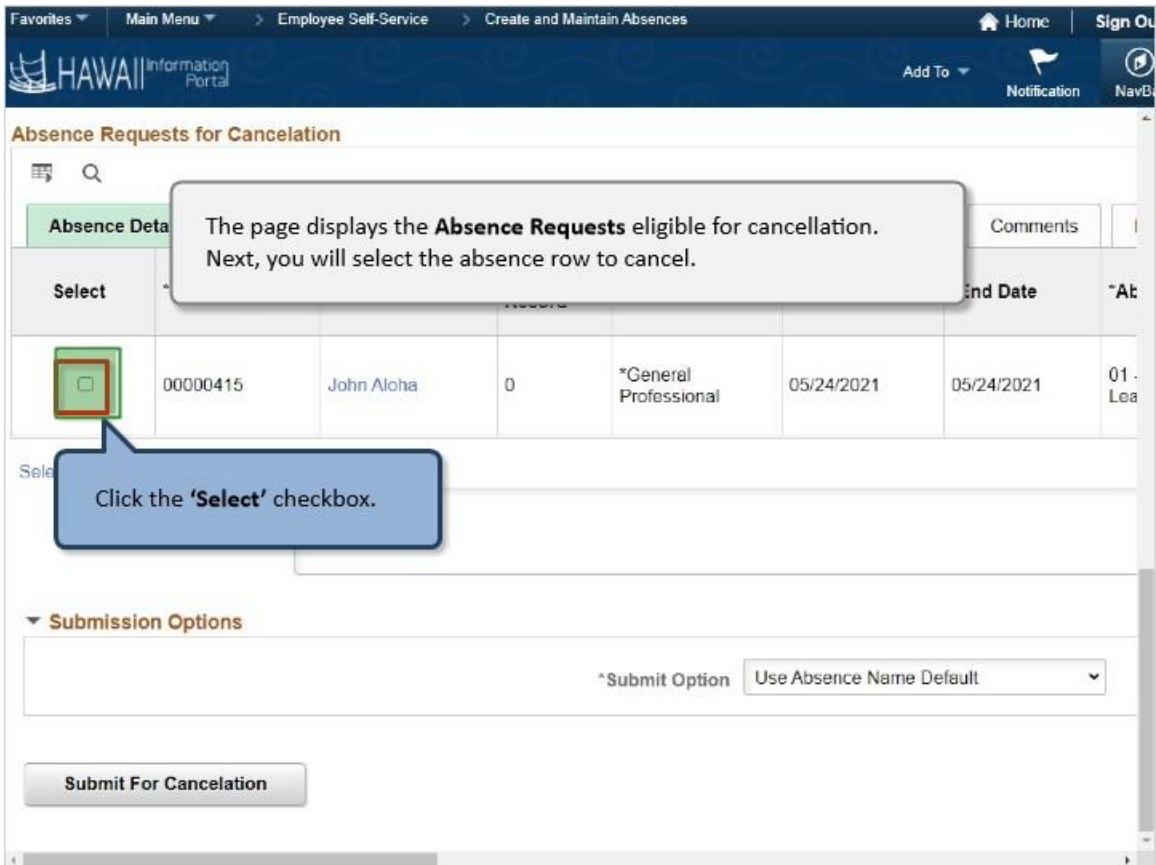
The page will prompt you 'Absence Requests Grid will be reloaded...'.
The Absence Requests Grid will be reloaded and any unsaved data will be lost. Choose Yes to continue, or No to go back and save.

Click the 'Yes' button.



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

Click the **scroll bar**.



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

Absence Data	Select	End Date	At
00000415 John Aloha 0 *General Professional 05/24/2021 05/24/2021 01 - Lea	<input type="checkbox"/>		

Click the **'Select'** checkbox.

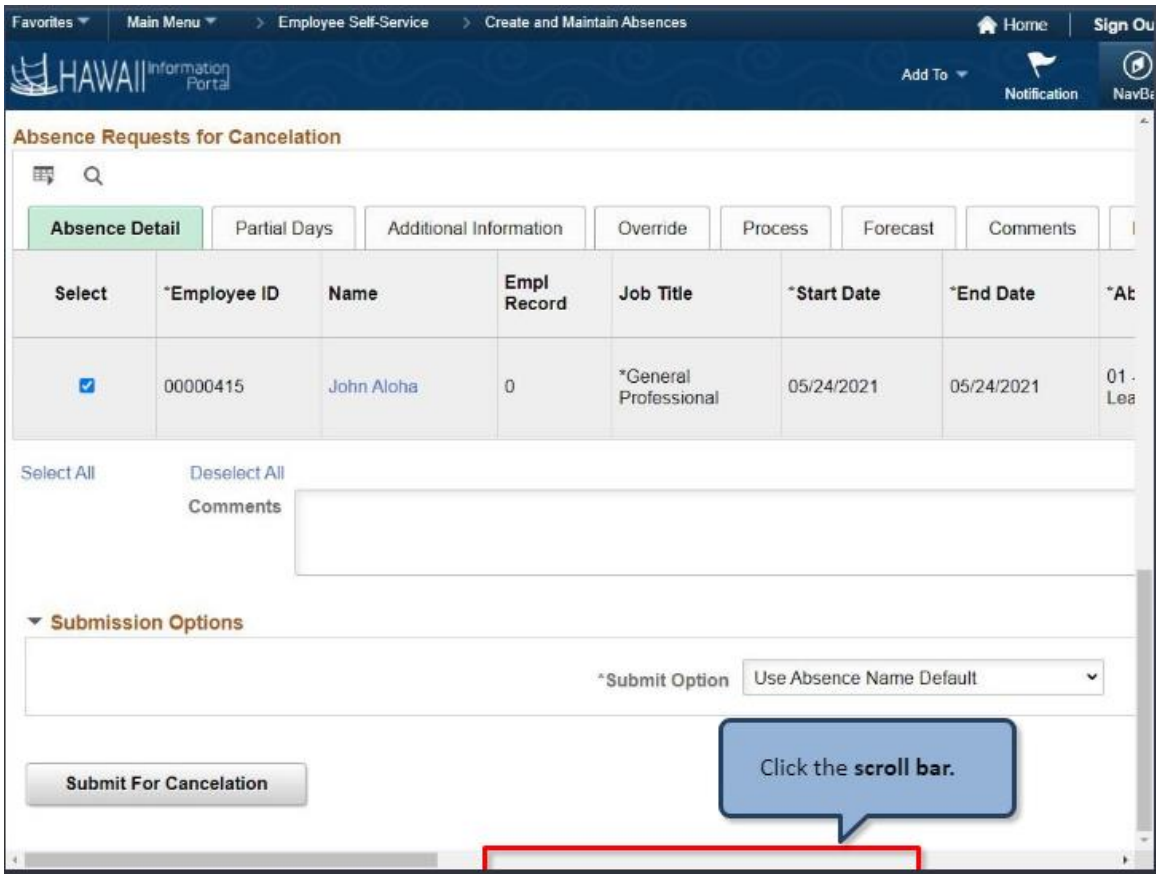
Submission Options

*Submit Option Use Absence Name Default

Submit For Cancellation

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

Click the **'Select'** checkbox.



Absence Requests for Cancellation

Home Sign Out

Partial Days Additional Information Override Process Forecast Comments

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

Select All Deselect All

Comments

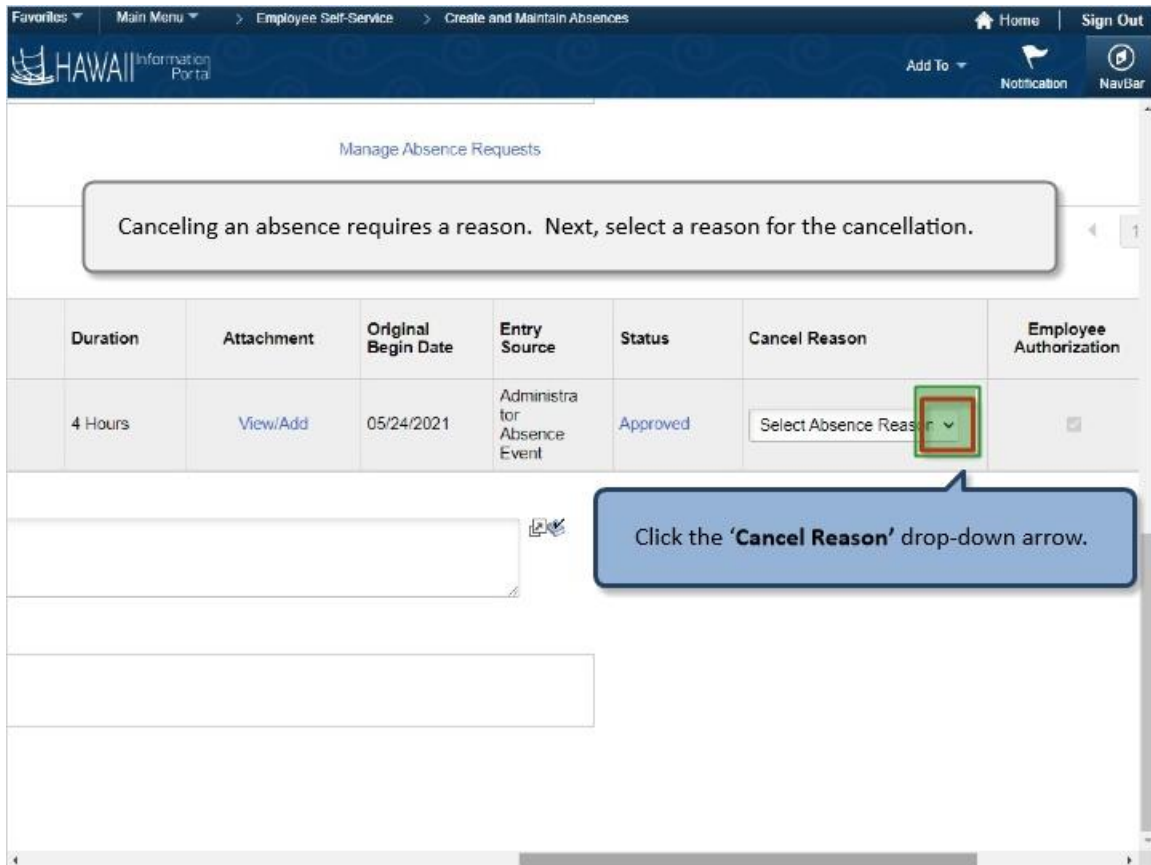
Submission Options


*Submit Option Use Absence Name Default

Submit For Cancellation

Click the scroll bar.

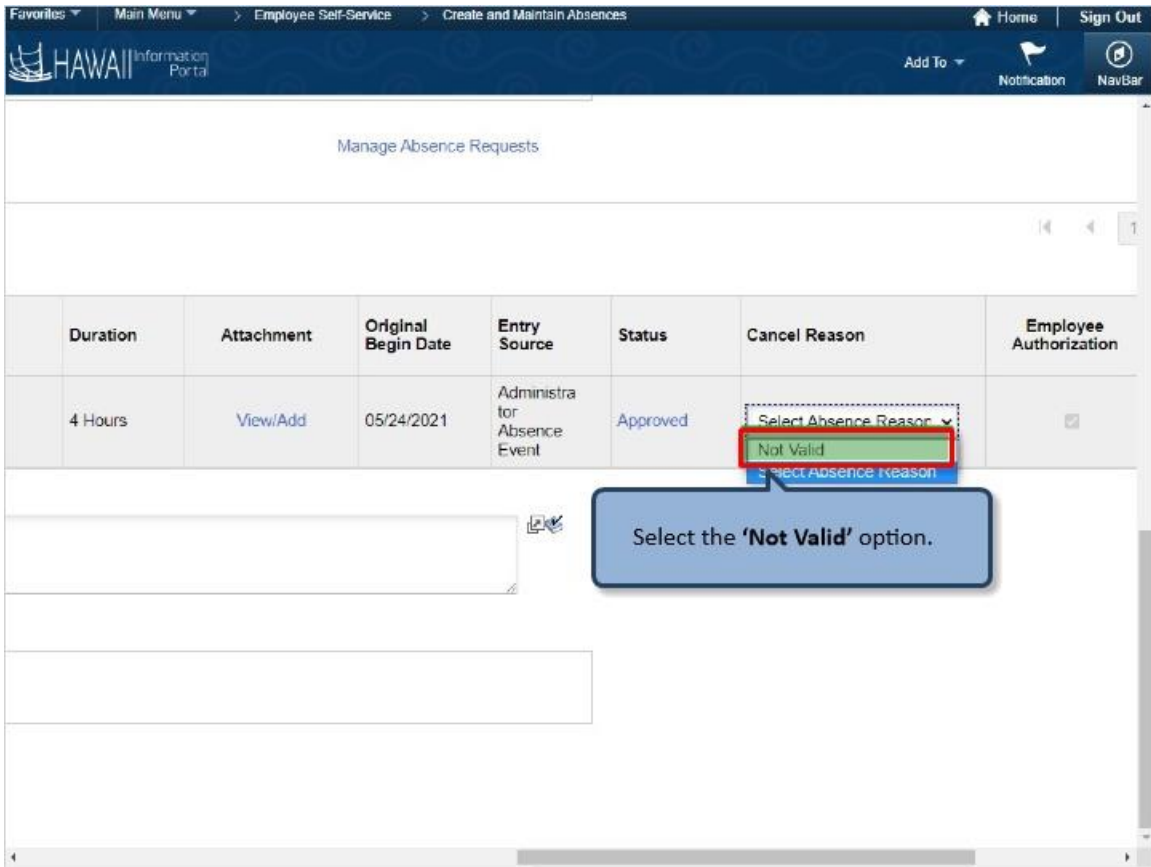
Click the **scroll bar**.



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

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

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

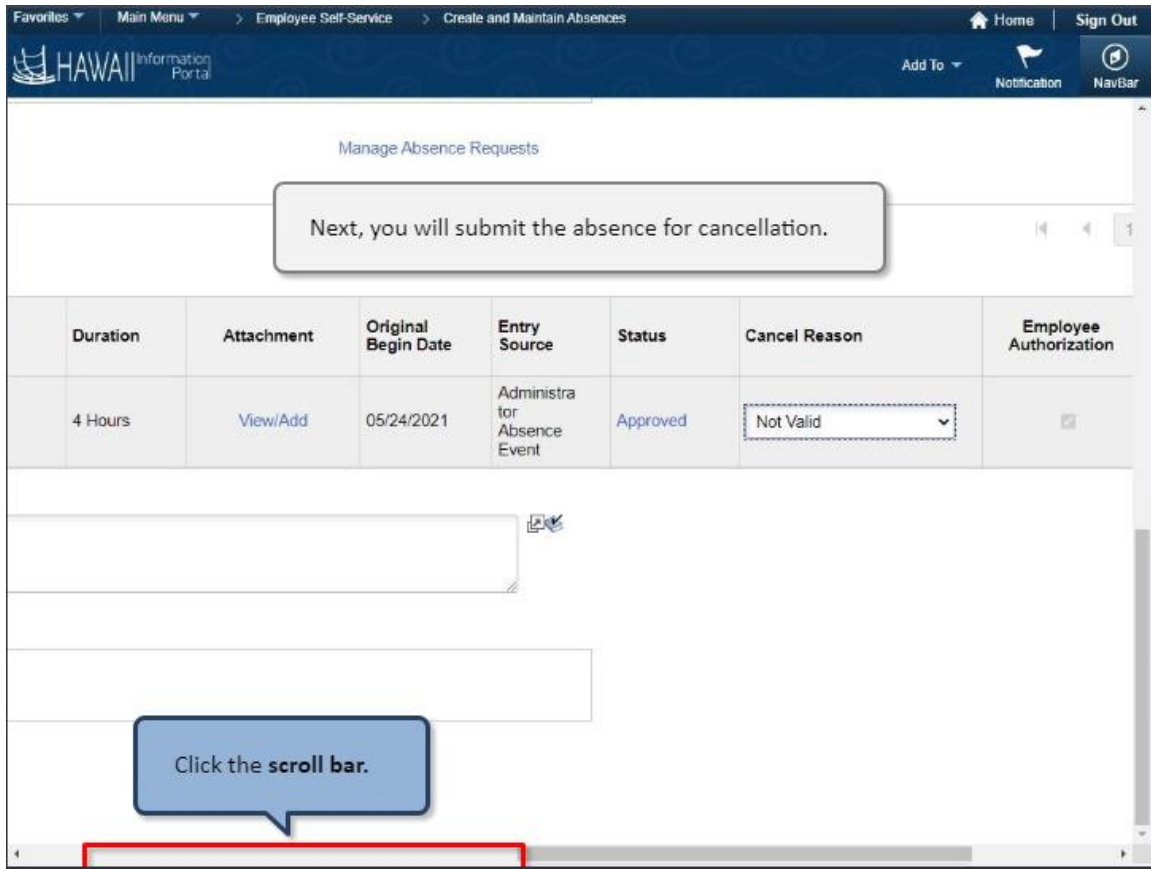


Manage Absence Requests

Duration	Attachment	Original Begin Date	Entry Source	Status	Cancel Reason	Employee Authorization
4 Hours	View/Add	05/24/2021	Administrative Event	Approved	Select Absence Reason Not Valid Select Absence Reason	<input checked="" type="checkbox"/>

Select the 'Not Valid' option.

Select the 'Not Valid' option.



Manage Absence Requests

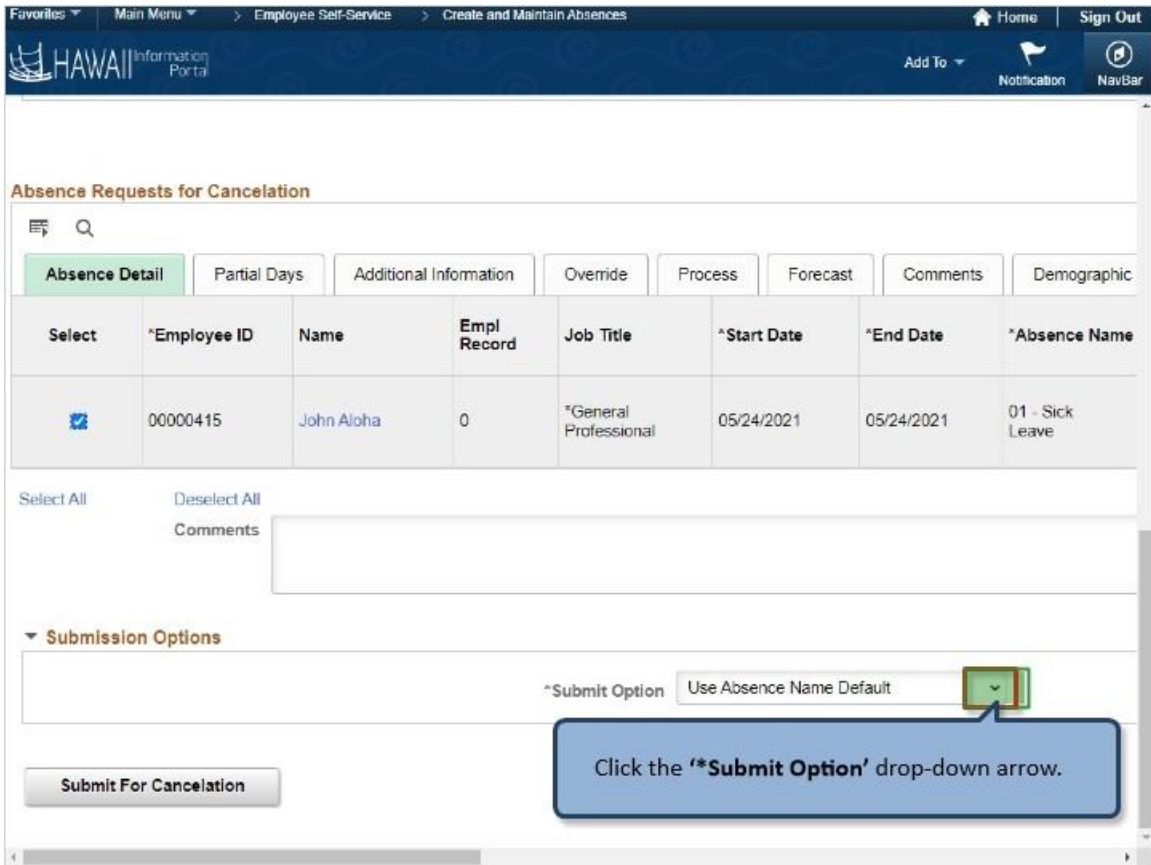
Next, you will submit the absence for cancellation.

Duration	Attachment	Original Begin Date	Entry Source	Status	Cancel Reason	Employee Authorization
4 Hours	View/Add	05/24/2021	Administrative Absence Event	Approved	Not Valid	<input checked="" type="checkbox"/>

Click the **scroll bar**.

Next, you will submit the absence for cancellation.

Click the **scroll bar**.



Absence Requests for Cancellation

Home | Sign Out

Add To | Notification | NavBar

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

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

Select All | Deselect All

Comments

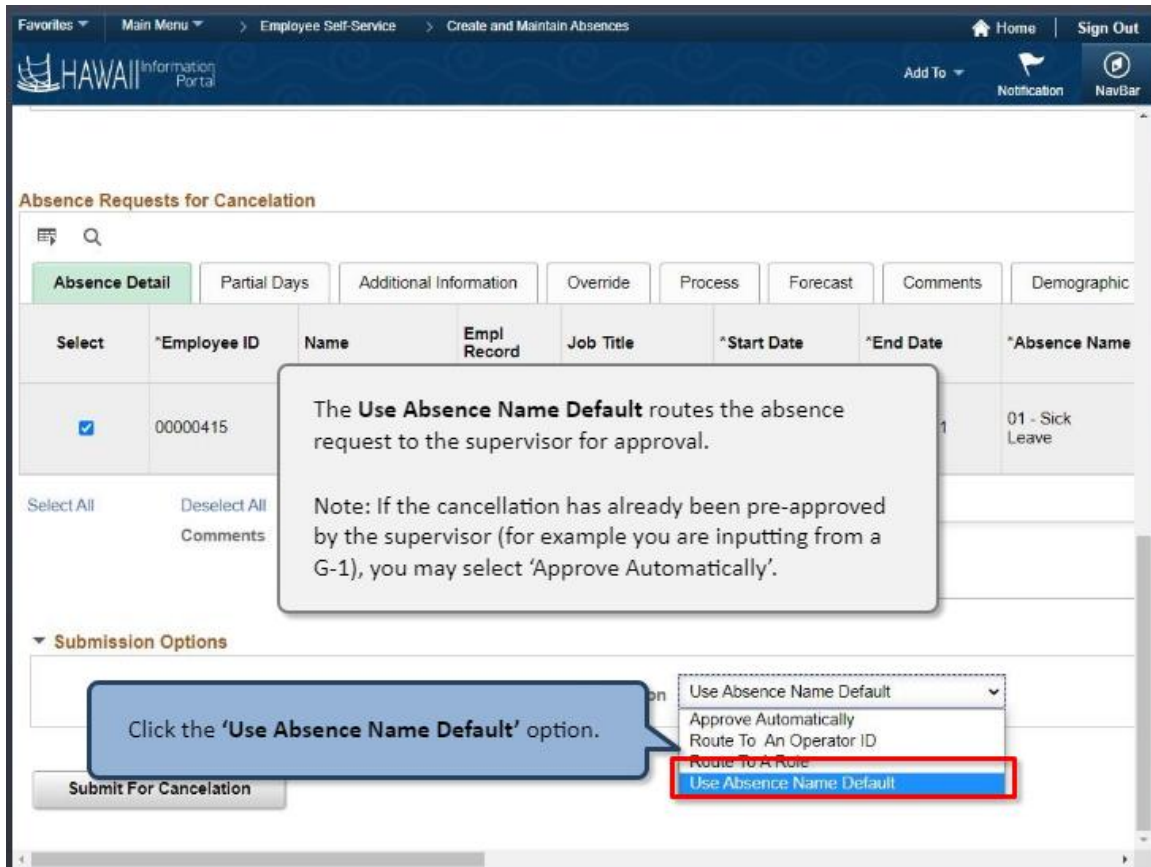
Submission Options

*Submit Option Use Absence Name Default

Submit For Cancellation

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

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



Absence Requests for Cancellation

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

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

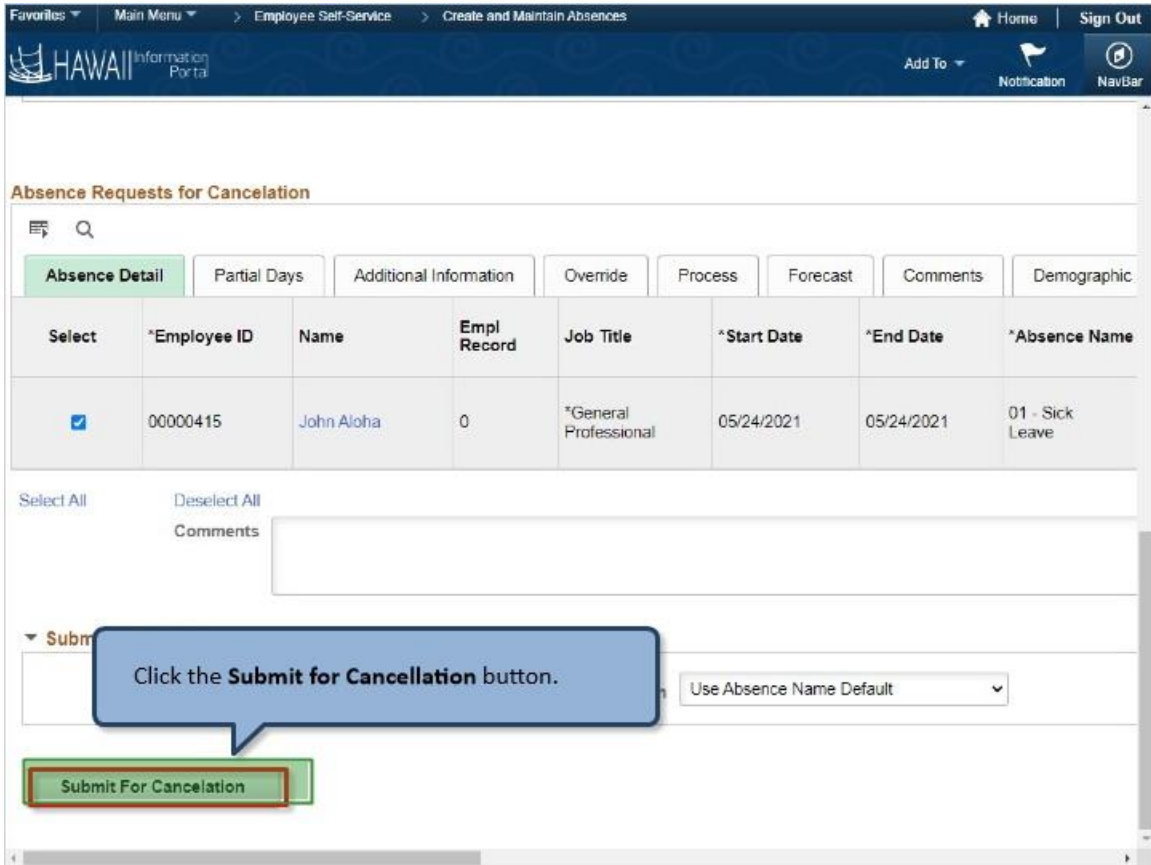
Click the **'Use Absence Name Default'** option.

Submit For Cancellation

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

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

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



Absence Requests for Cancellation

Home | Sign Out

Add To | Notification | NavBar

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

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

Select All | Deselect All

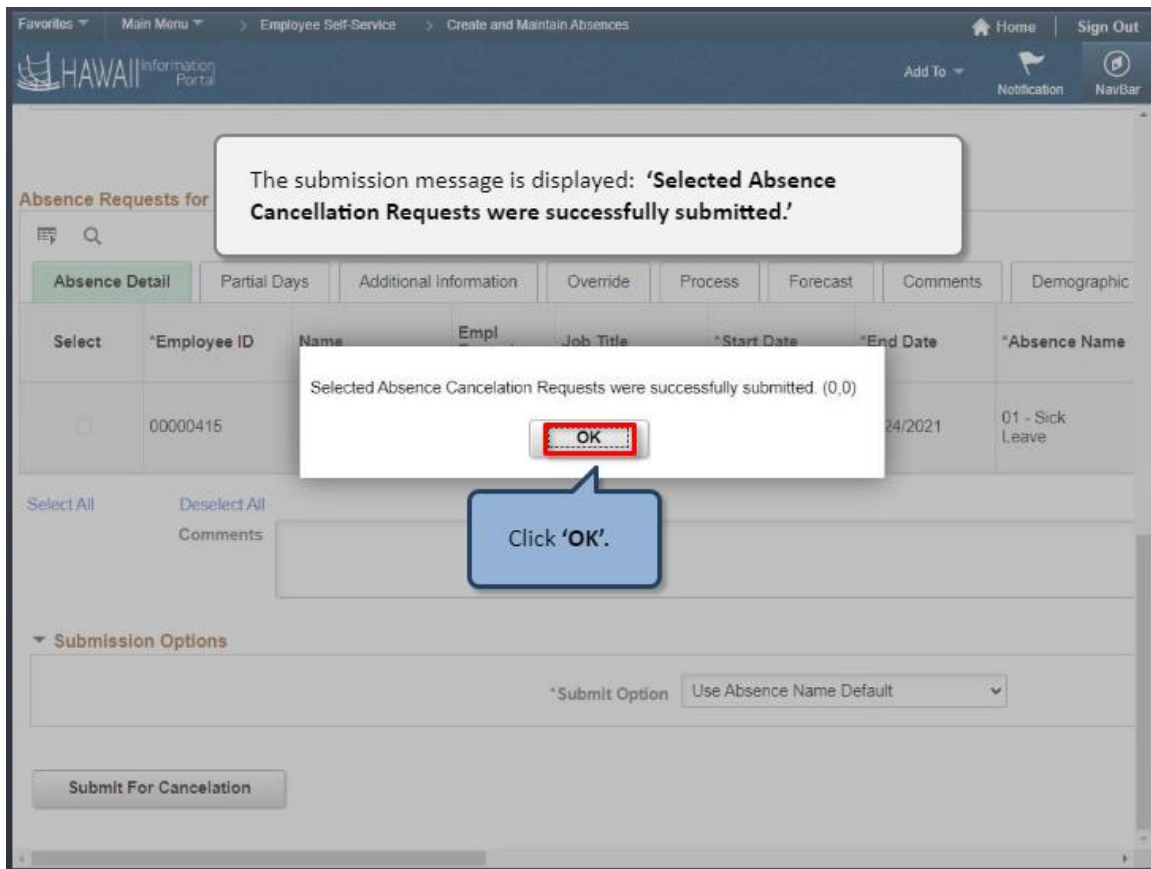
Comments

Submit For Cancellation

Use Absence Name Default

Click the **Submit for Cancellation** button.

Click the **Submit for Cancellation** button.



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

Click **'OK'**.

 HAWAII Information Portal



Congratulations!
You've successfully completed
this lesson.

Select '**Next**' to continue.

Congratulations!
You've successfully completed this lesson.

INITIATE LEAVE DONATION REQUESTS



Initiate Leave Donation Requests 

Lesson Scenario

In this lesson, you will learn how to initiate a leave donation request on behalf of an employee.

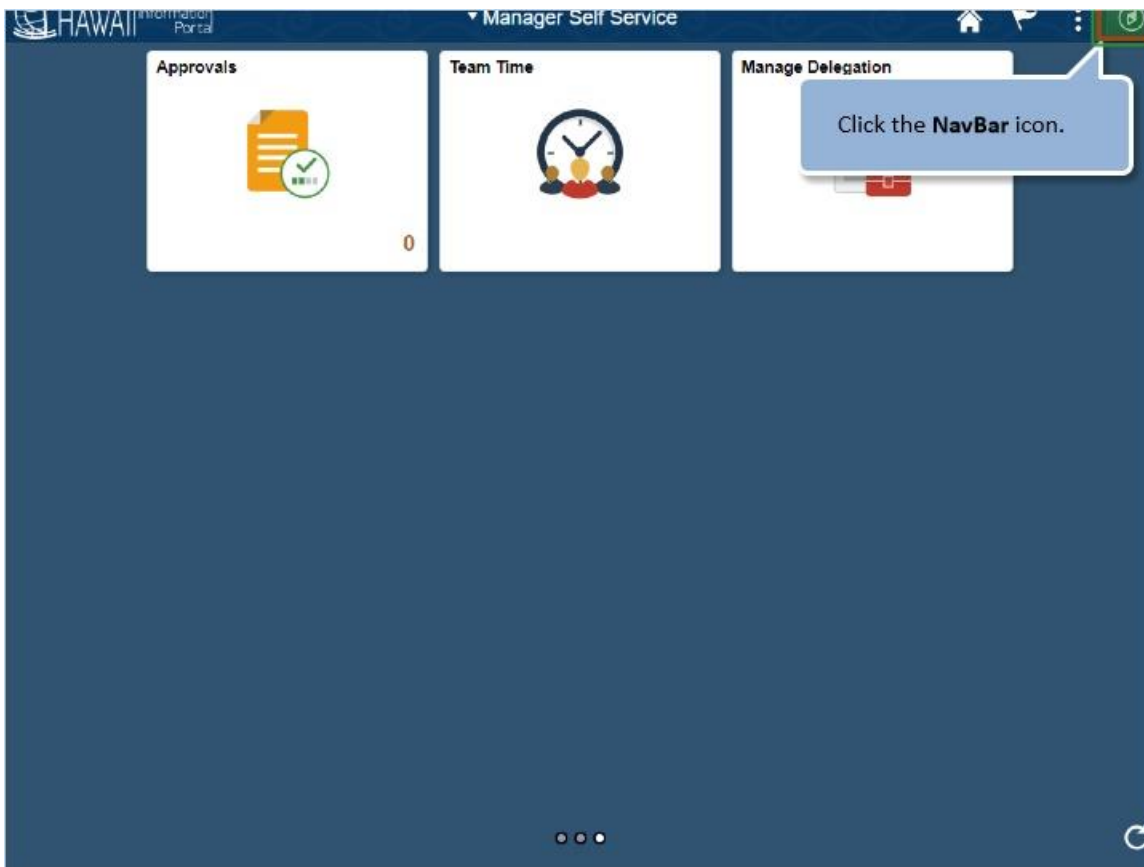
Employees have the ability to initiate leave donations for themselves however, an HR Admin may do so for an employee if need be.

Select **'Next'** to continue.

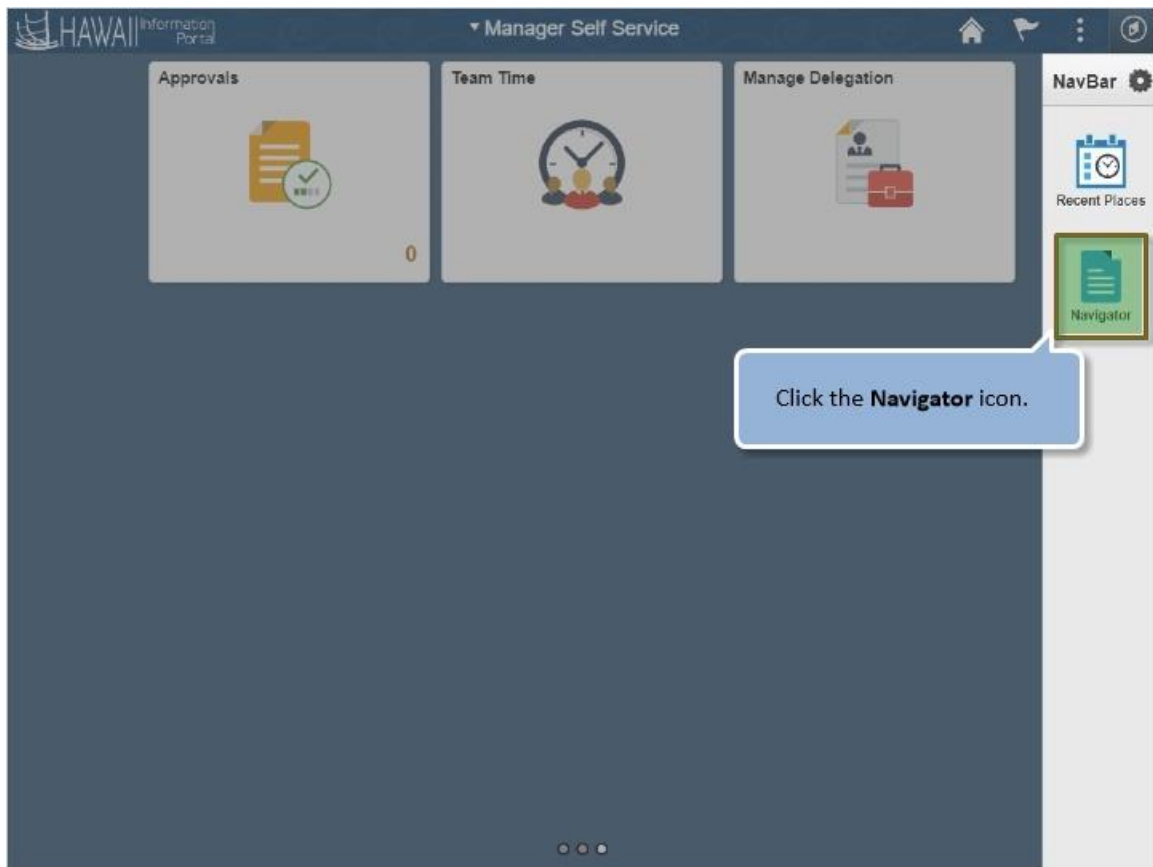
Lesson Scenario

In this lesson, you will learn how to initiate a leave donation request on behalf of an employee.

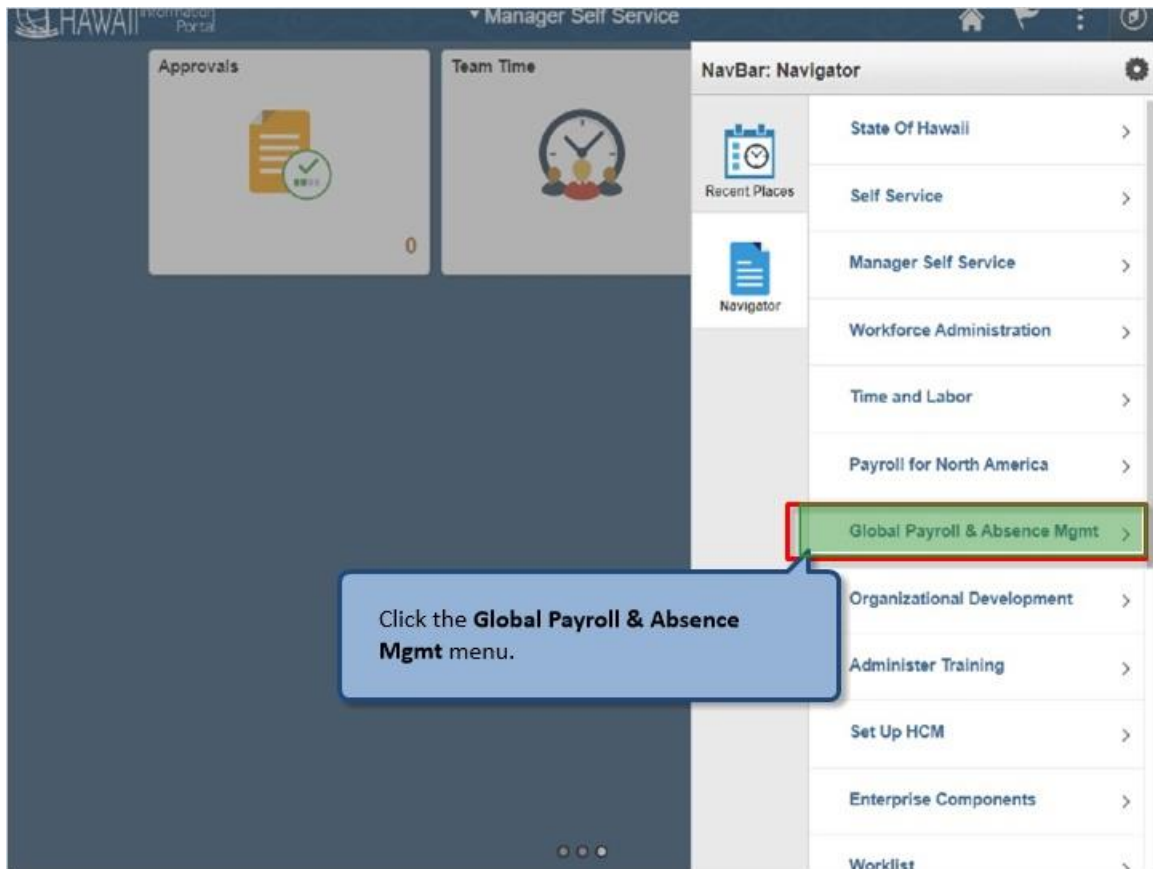
Employees have the ability to initiate leave donations for themselves however, an HR Admin may do so for an employee if need be.



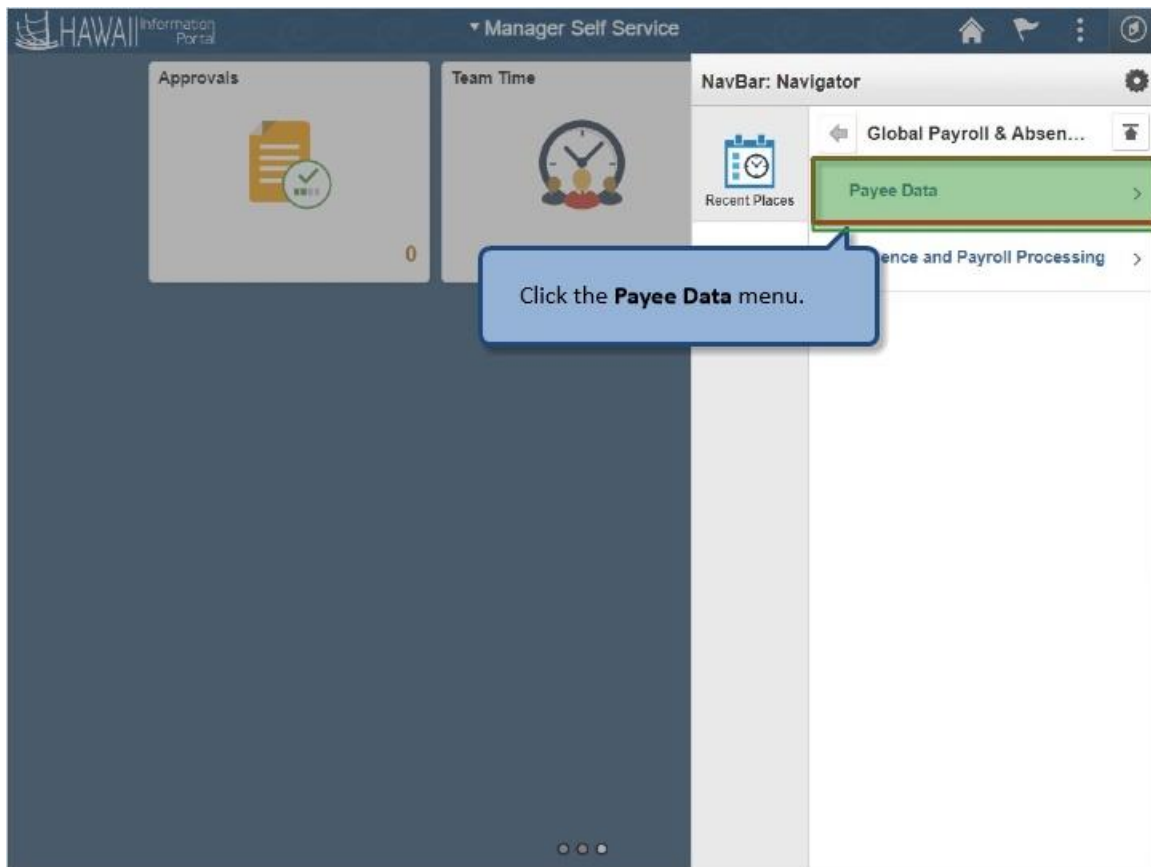
Click the **NavBar** icon.



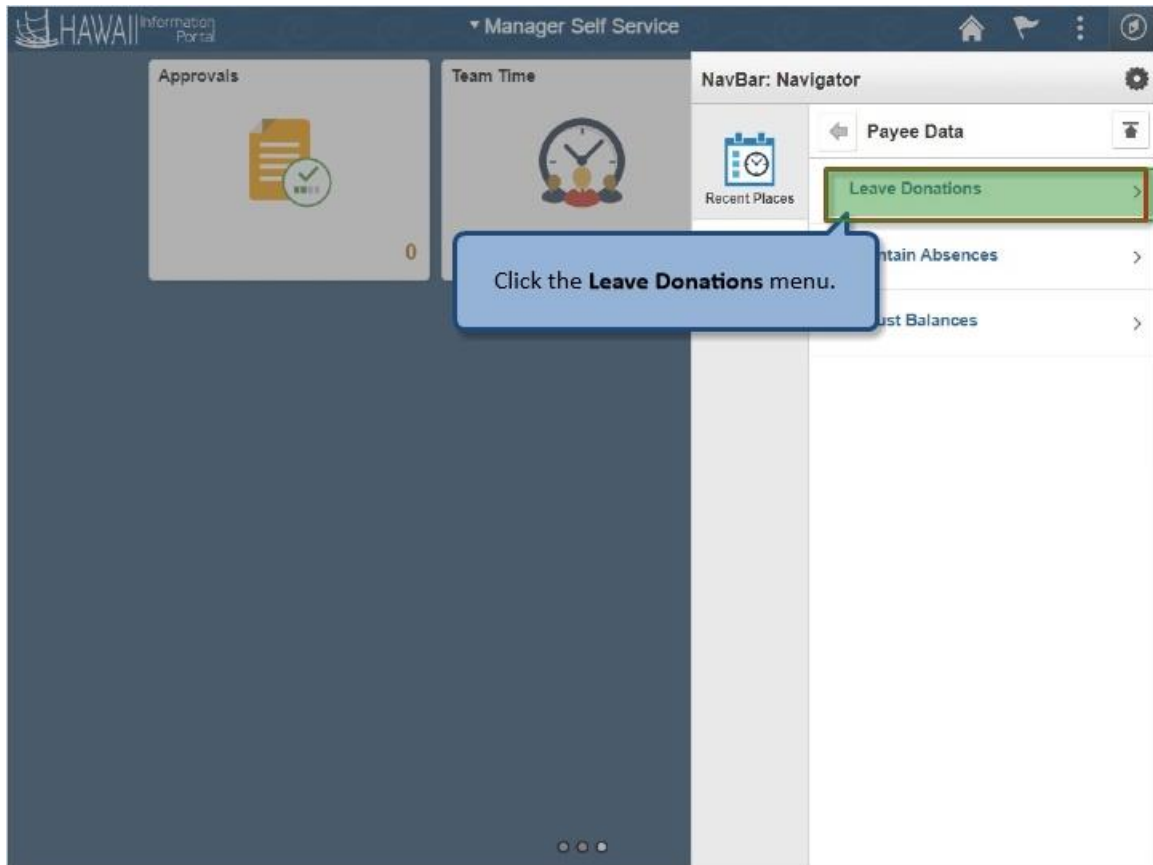
Click the **Navigator** icon.



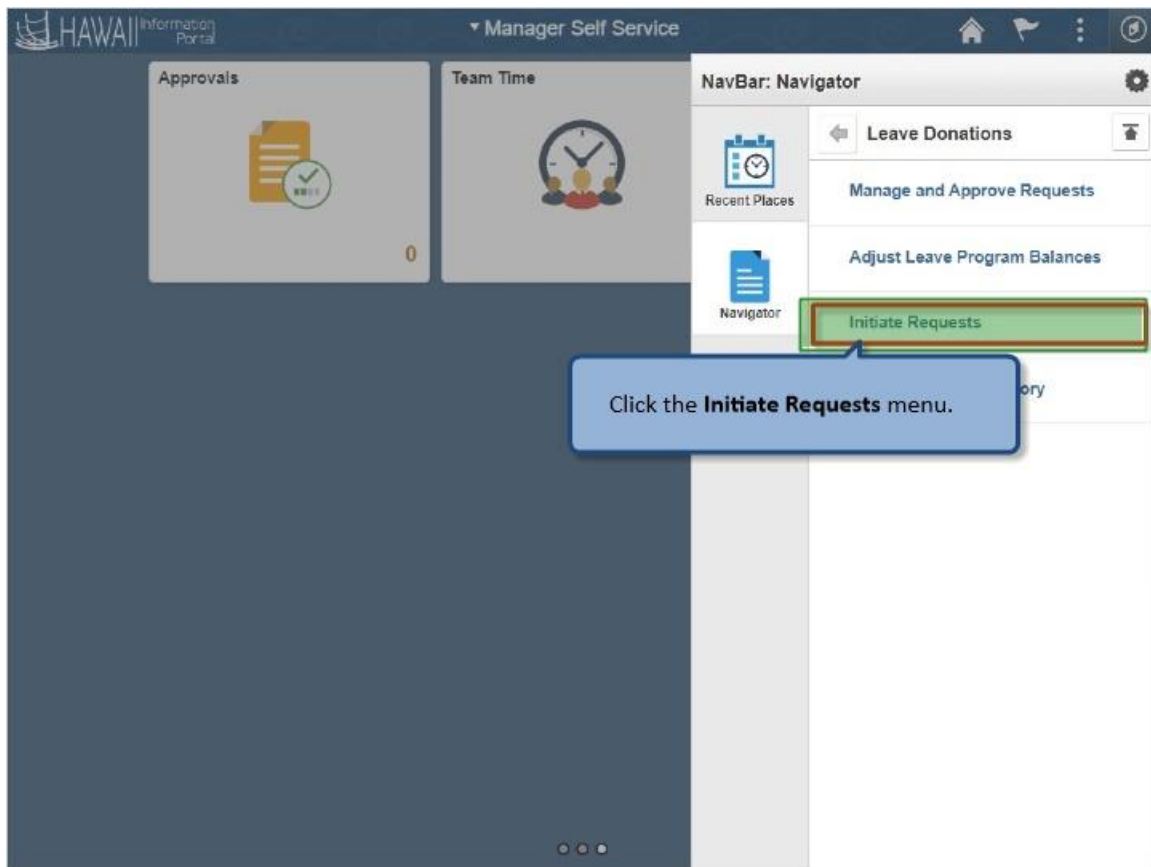
Click the **Global Payroll & Absence Mgmt** menu.



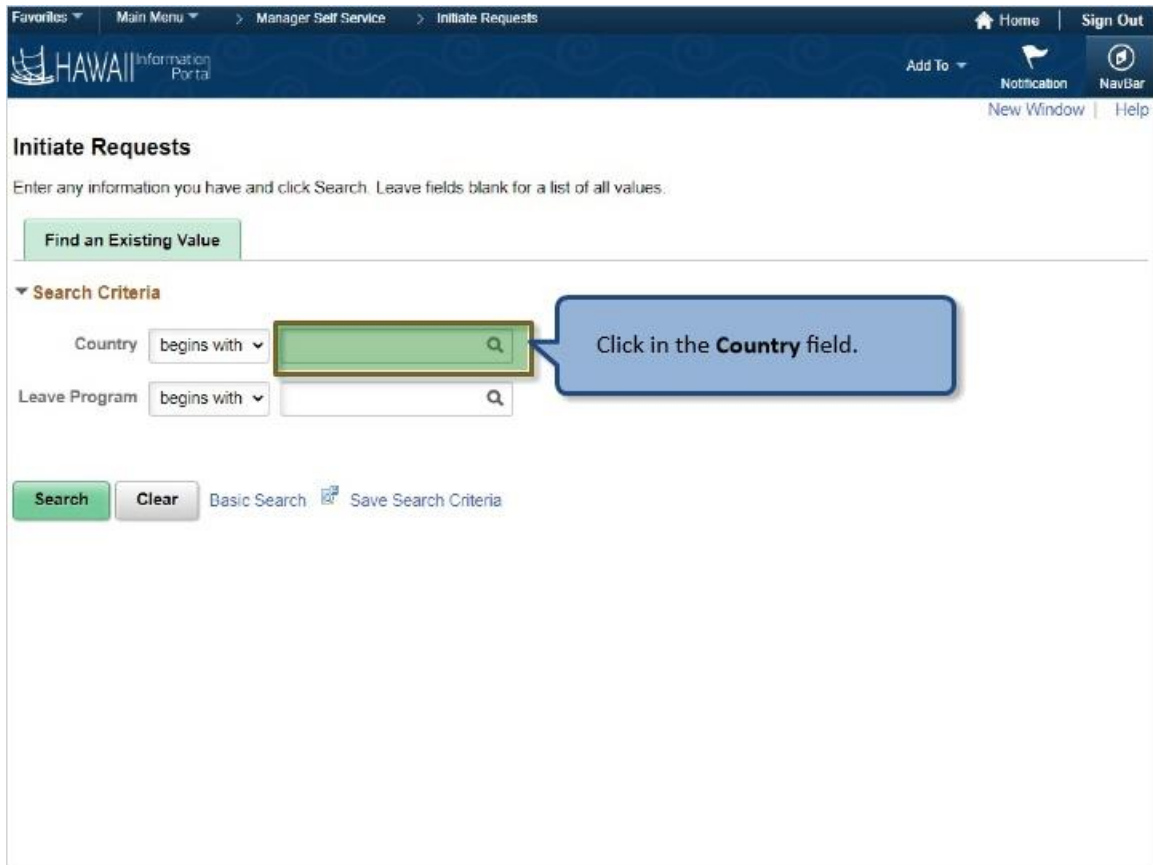
Click the **Payee Data** menu.



Click the **Leave Donations** menu.

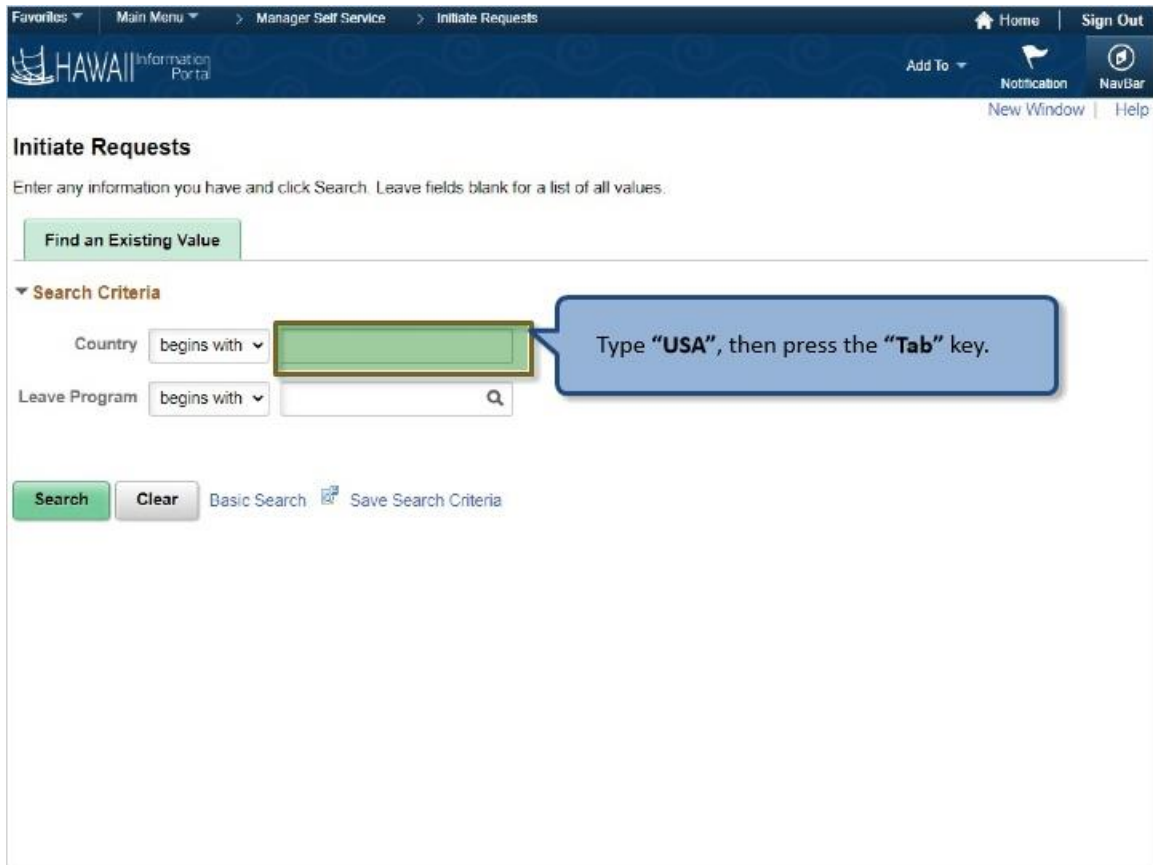


Click the **Initiate Requests** menu.

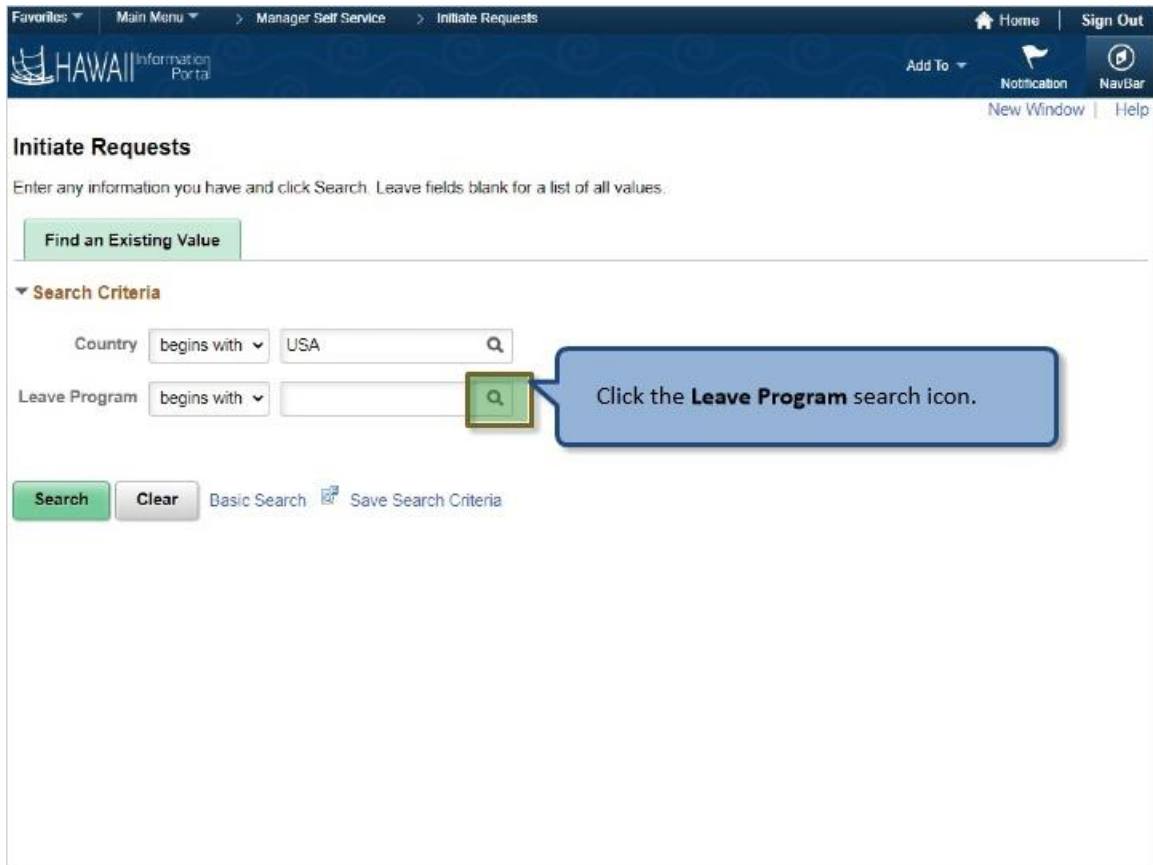


The screenshot shows the 'Initiate Requests' page in the Hawaii Information Portal. The page has a dark blue header with navigation links: 'Favorites', 'Main Menu', 'Manager Self Service', and 'Initiate Requests'. On the right side of the header, there are links for 'Home', 'Sign Out', 'Add To', 'Notification', and 'NavBar'. Below the header, the page title 'Initiate Requests' is displayed, followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A green button labeled 'Find an Existing Value' is located below the instruction. Under the heading 'Search Criteria', there are two search fields. The first field is labeled 'Country' and has a dropdown menu set to 'begins with'. The input field is highlighted with a green border, and a blue callout box with a white border points to it, containing the text 'Click in the Country field.' The second field is labeled 'Leave Program' and also has a dropdown menu set to 'begins with'. Below the search fields, there are buttons for 'Search' (green), 'Clear' (grey), 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria' (with a save icon).

Click in the **Country** field.

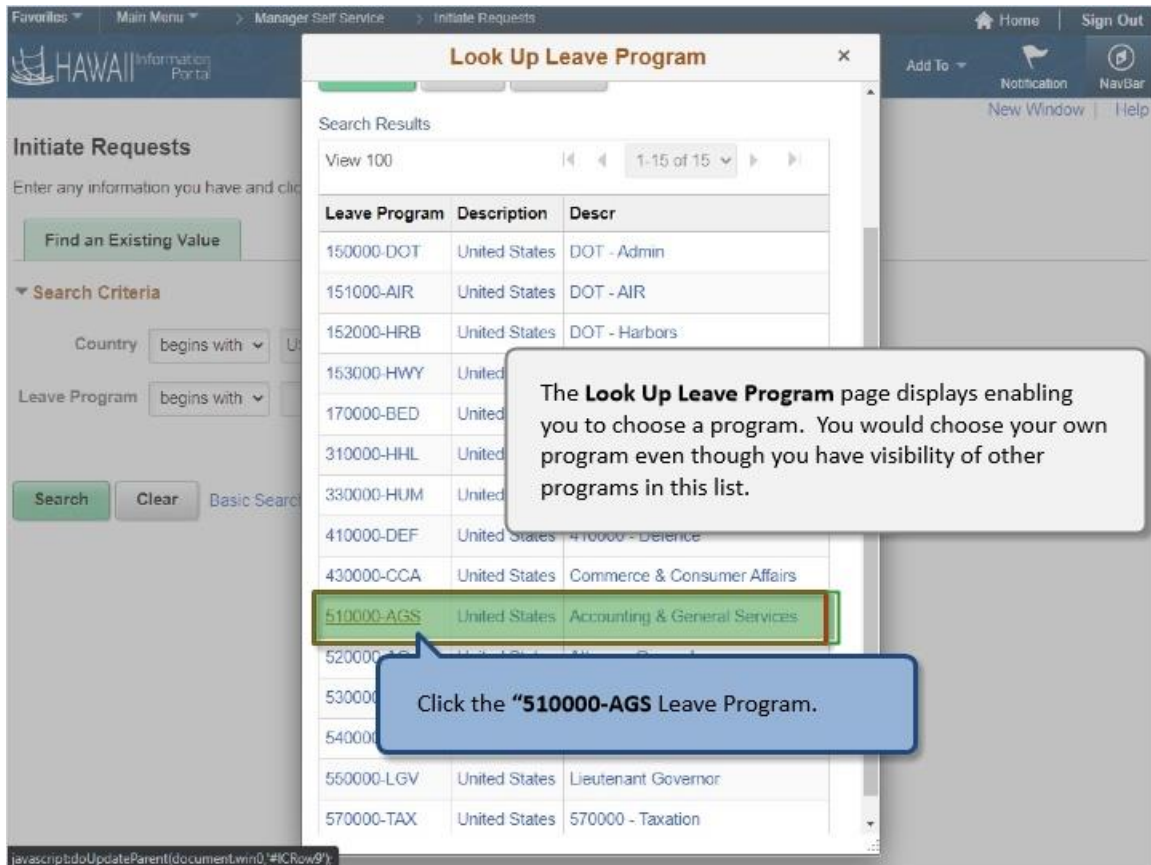


Type **“USA”**, then press the **“Tab”** key.



The screenshot shows the 'Initiate Requests' page in the Hawaii Information Portal. The page has a dark blue header with navigation links like 'Home', 'Sign Out', 'Add To', 'Notification', and 'NavBar'. Below the header, there's a section titled 'Initiate Requests' with a sub-header 'Search Criteria'. Under 'Search Criteria', there are two search fields: 'Country' with a dropdown set to 'begins with' and a text input containing 'USA', and 'Leave Program' with a dropdown set to 'begins with' and an empty text input. A green callout box with a white border points to the search icon (a magnifying glass) in the 'Leave Program' field, containing the text 'Click the Leave Program search icon.' Below the search fields are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Click the **Leave Program** search icon.



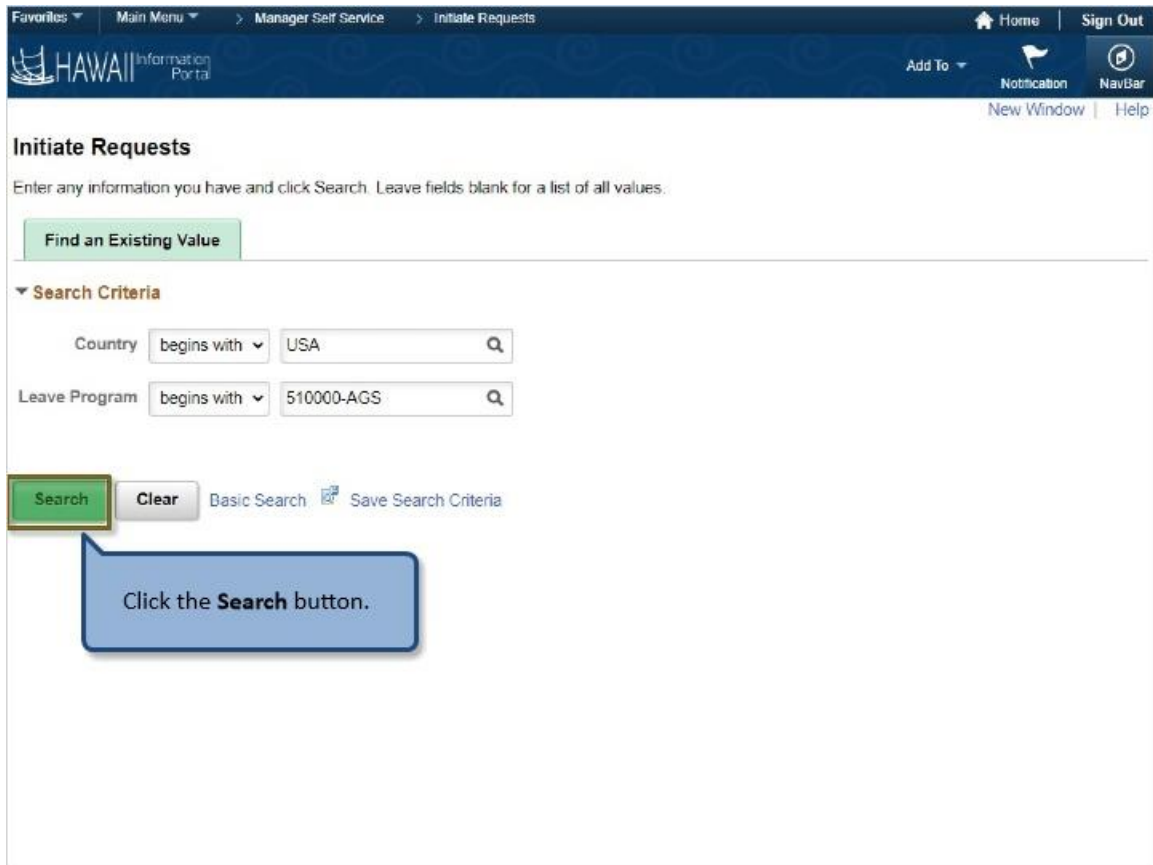
The **Look Up Leave Program** page displays enabling you to choose a program. You would choose your own program even though you have visibility of other programs in this list.

Leave Program	Description	Descr
150000-DOT	United States	DOT - Admin
151000-AIR	United States	DOT - AIR
152000-HRB	United States	DOT - Harbors
153000-HWY	United States	DOT - Highway
170000-BED	United States	DOT - Bed
310000-HHL	United States	DOT - HHL
330000-HUM	United States	DOT - Hum
410000-DEF	United States	410000 - Defense
430000-CCA	United States	Commerce & Consumer Affairs
510000-AGS	United States	Accounting & General Services
520000-LEG	United States	520000 - Legislative
530000-PRO	United States	530000 - Professional
540000-GEN	United States	540000 - General
550000-LGV	United States	Lieutenant Governor
570000-TAX	United States	570000 - Taxation

Click the **"510000-AGS** Leave Program.

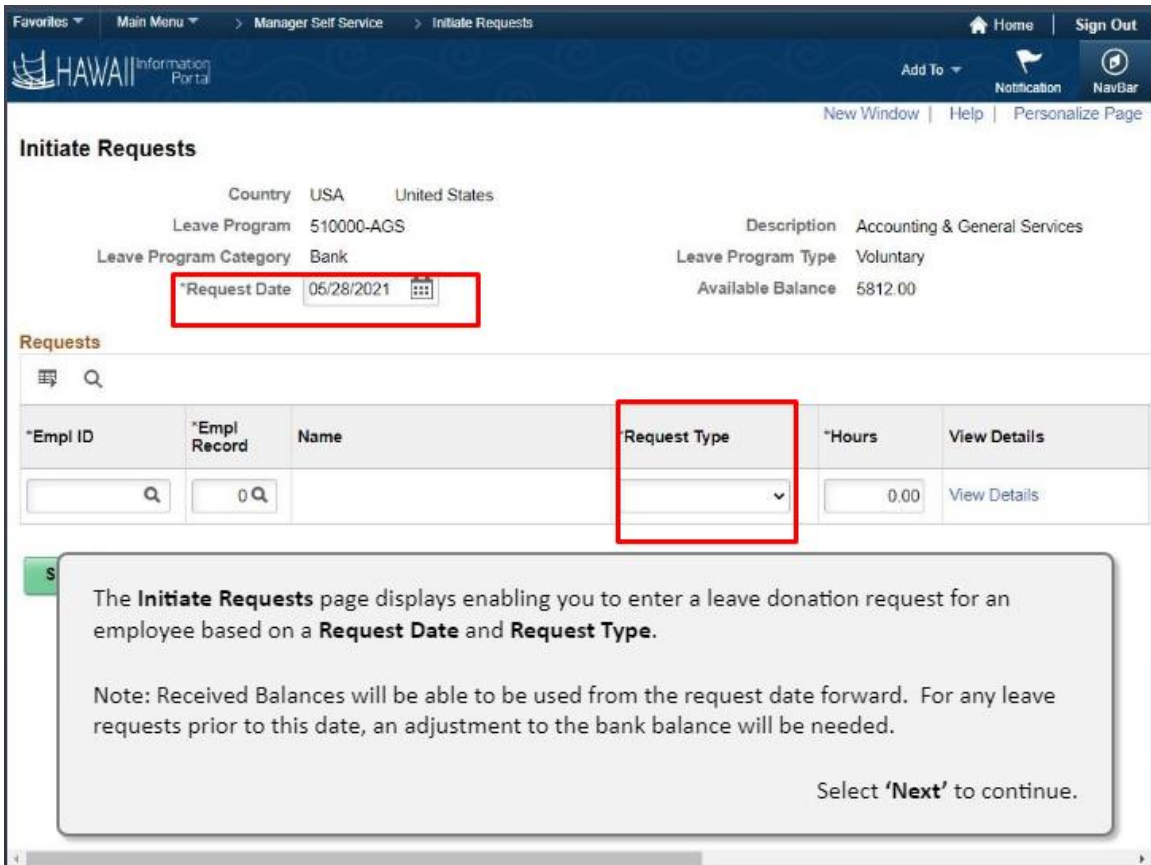
The **Look Up Leave Program** page displays enabling you to choose a program. You would choose your own program even though you have visibility of other programs in this list.

Click the **"510000-AGS** Leave Program.



The screenshot shows the 'Initiate Requests' page in the Hawaii Information Portal. The page has a dark blue header with navigation links like 'Home', 'Sign Out', 'Add To', 'Notification', and 'NavBar'. Below the header, the page title 'Initiate Requests' is displayed. A sub-header reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a green button labeled 'Find an Existing Value'. Below this is a section titled 'Search Criteria' with two search fields: 'Country' (beginning with 'USA') and 'Leave Program' (beginning with '510000-AGS'). At the bottom of the search criteria section, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A blue callout box with a white border points to the 'Search' button and contains the text: 'Click the **Search** button.'

Click the **Search** button.



Initiate Requests

Country USA United States
 Leave Program 510000-AGS Description Accounting & General Services
 Leave Program Category Bank Leave Program Type Voluntary
 *Request Date 06/28/2021 Available Balance 5812.00

Requests

*Empl ID	*Empl Record	Name	Request Type	*Hours	View Details
<input type="text"/>	<input type="text"/>		<input type="text"/>	0.00	View Details

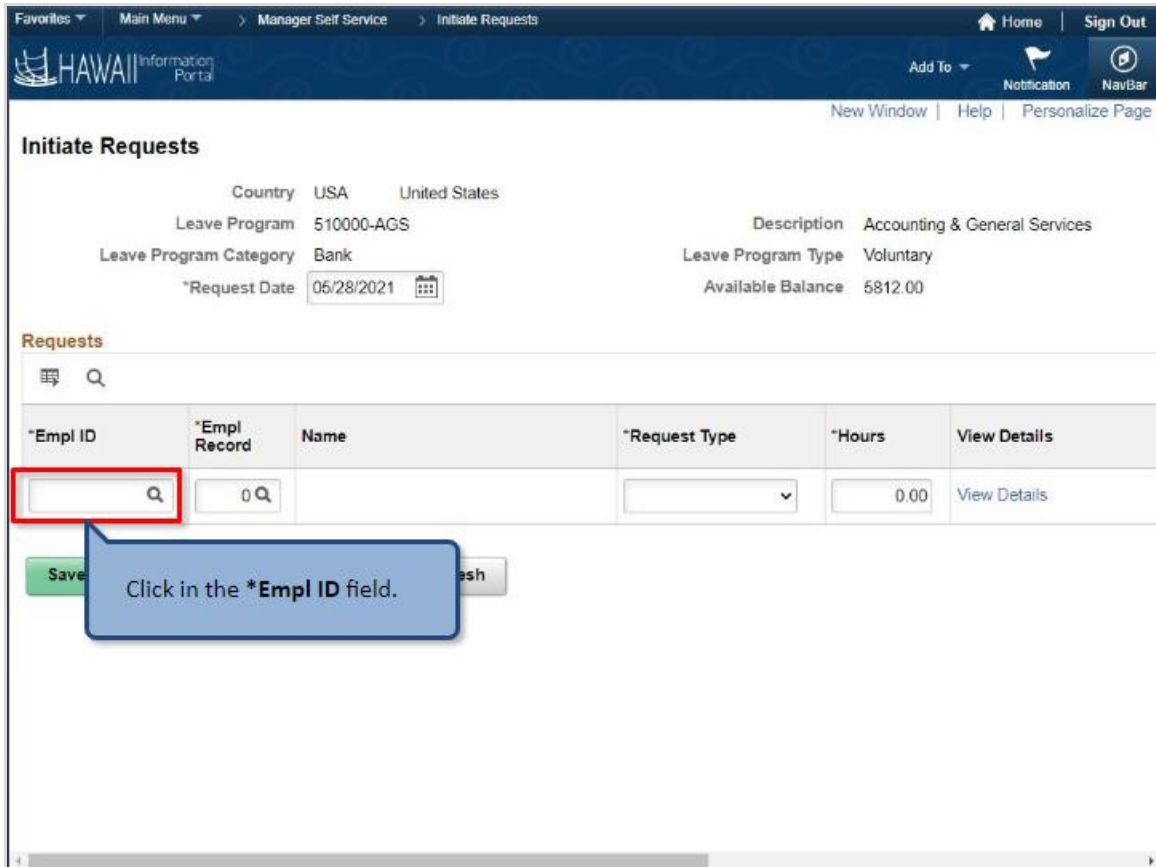
The **Initiate Requests** page displays enabling you to enter a leave donation request for an employee based on a **Request Date** and **Request Type**.

Note: Received Balances will be able to be used from the request date forward. For any leave requests prior to this date, an adjustment to the bank balance will be needed.

Select '**Next**' to continue.

The **Initiate Requests** page displays enabling you to enter a leave donation request for an employee based on a **Request Date** and **Request Type**.

Note: Received Balances will be able to be used from the request date forward. For any leave requests prior to this date, an adjustment to the bank balance will be needed.



Initiate Requests

Country USA United States
Leave Program 510000-AGS Description Accounting & General Services
Leave Program Category Bank Leave Program Type Voluntary
*Request Date 05/28/2021 Available Balance 5812.00

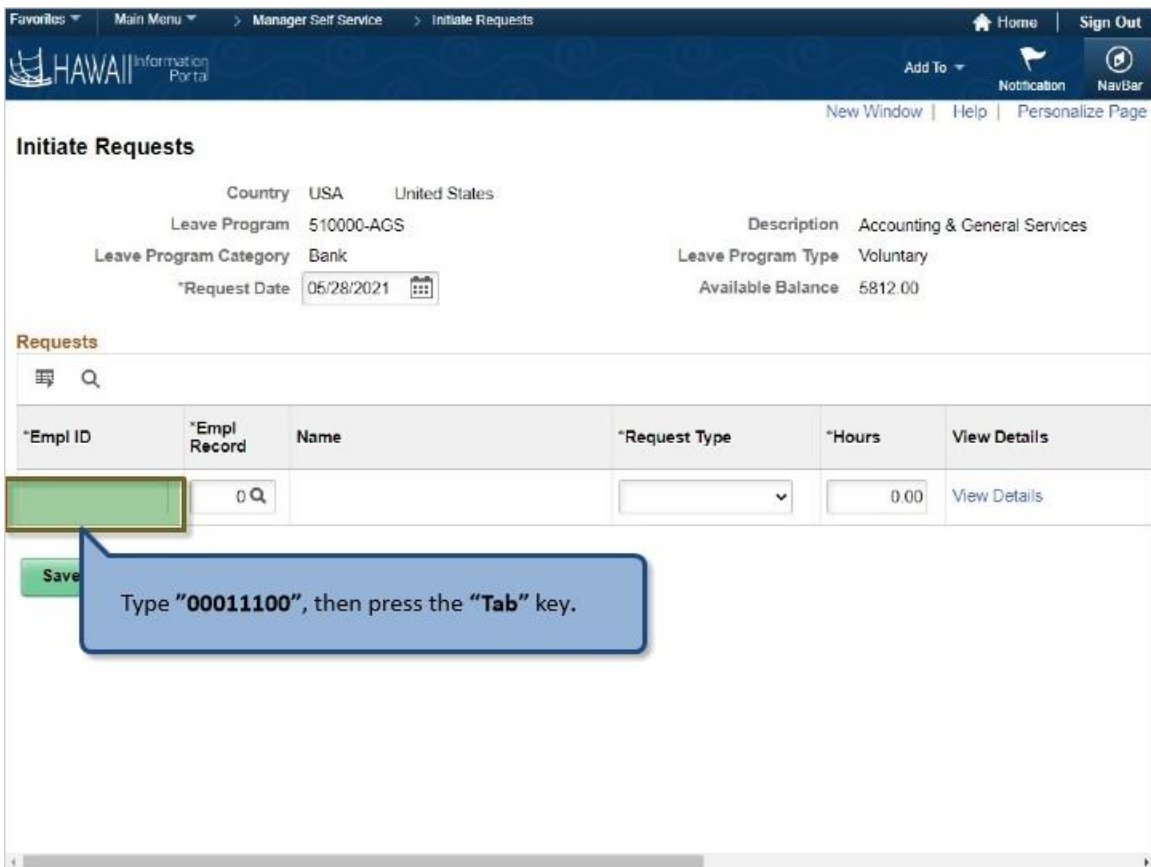
Requests

*Empl ID	*Empl Record	Name	*Request Type	*Hours	View Details
<input type="text"/>	0			0.00	View Details

Save Cancel

Click in the *Empl ID field.

Click in the *Empl ID field.



Country USA United States
Leave Program 510000-AGS Description Accounting & General Services
Leave Program Category Bank Leave Program Type Voluntary
*Request Date 06/28/2021 Available Balance 5812.00

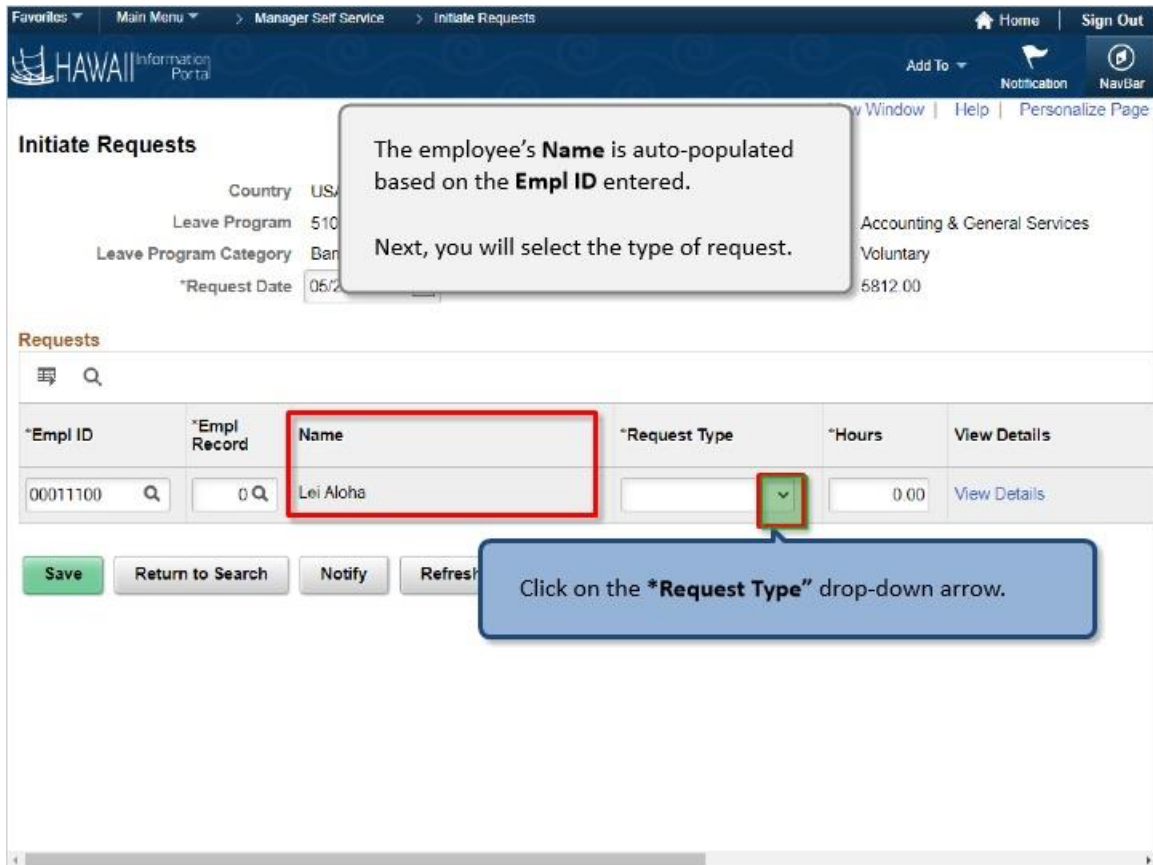
Requests

*Empl ID	*Empl Record	Name	*Request Type	*Hours	View Details
<input type="text" value="00011100"/>	<input type="text" value="0"/>		<input type="text" value=""/>	<input type="text" value="0.00"/>	View Details

Save

Type "00011100", then press the "Tab" key.

Type "00011100", then press the "Tab" key.



The employee's **Name** is auto-populated based on the **Empl ID** entered.

Next, you will select the type of request.

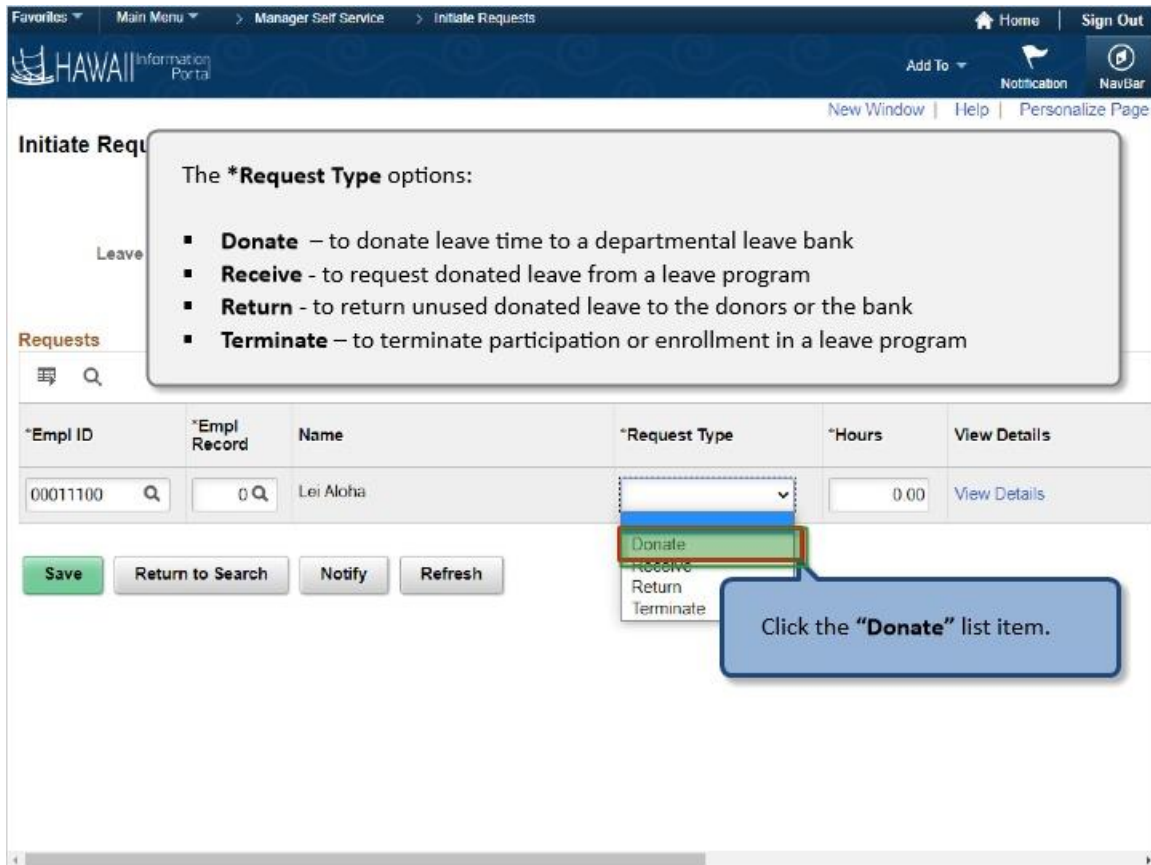
*Empl ID	*Empl Record	Name	*Request Type	*Hours	View Details
00011100	0	Lei Aloha		0.00	View Details

Click on the ***Request Type** drop-down arrow.

The employee's **Name** is auto-populated based on the **Empl ID** entered.

Next, you will select the type of request.

Click on the ***Request Type** drop-down arrow.



The *Request Type options:

- **Donate** – to donate leave time to a departmental leave bank
- **Receive** - to request donated leave from a leave program
- **Return** - to return unused donated leave to the donors or the bank
- **Terminate** – to terminate participation or enrollment in a leave program

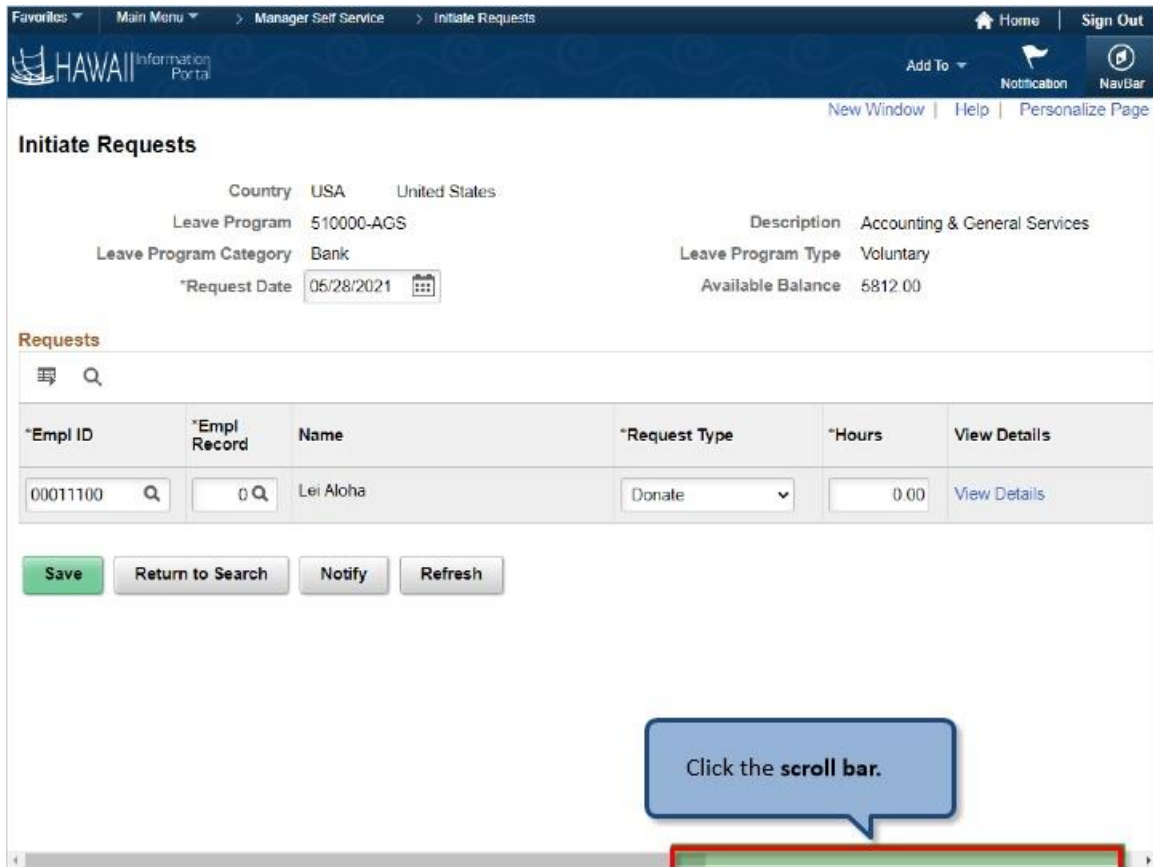
*Empl ID	*Empl Record	Name	*Request Type	*Hours	View Details
00011100	0	Lei Aloha	<ul style="list-style-type: none"> Donate Receive Return Terminate 	0.00	View Details

Click the **“Donate”** list item.

The ***Request Type** options:

- **Donate** - to donate leave time to a departmental leave bank
- **Receive** - to request donated leave from a leave program
- **Return** - to return unused donated leave to the donors or the bank
- **Terminate** - to terminate participation or enrollment in a leave program

Click the **“Donate”** list item.



Initiate Requests

Country: USA United States
Leave Program: 510000-AGS Description: Accounting & General Services
Leave Program Category: Bank Leave Program Type: Voluntary
*Request Date: 06/28/2021 Available Balance: 5812.00

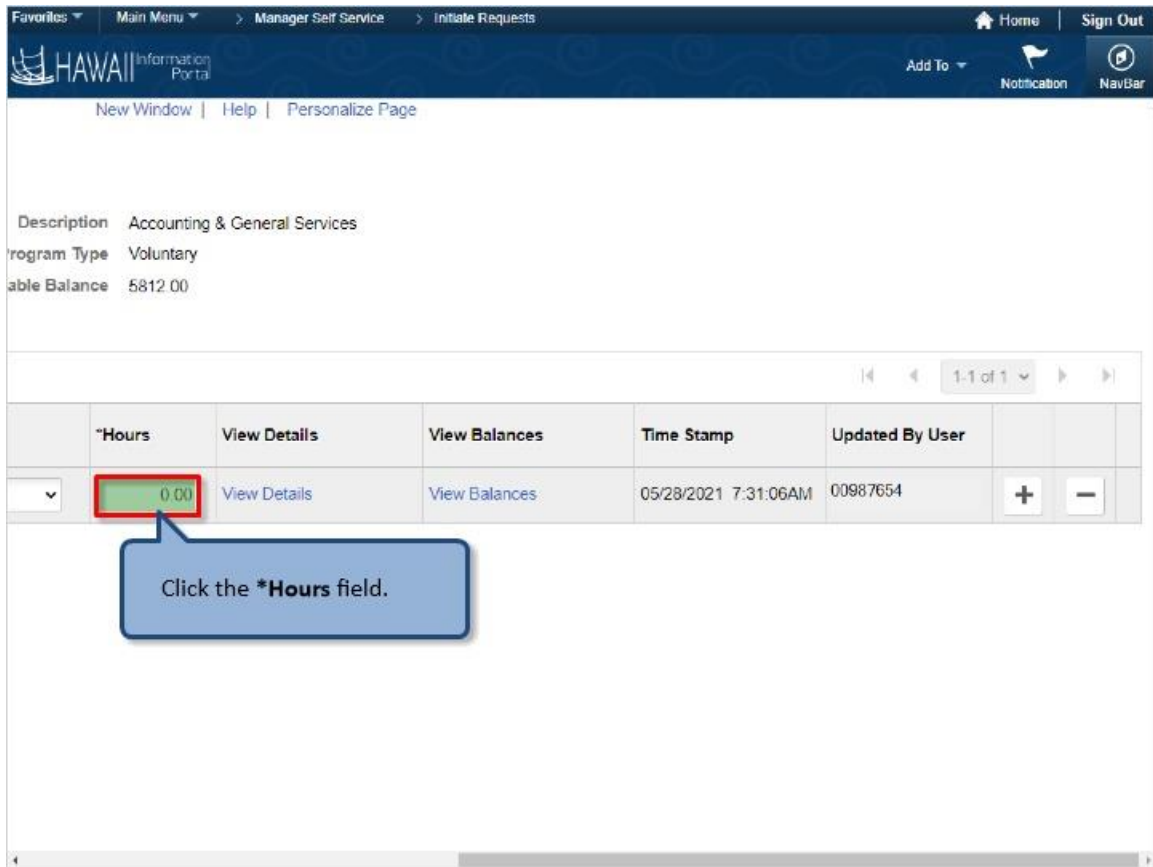
Requests

*Empl ID	*Empl Record	Name	*Request Type	*Hours	View Details
00011100	0	Lei Aloha	Donate	0.00	View Details

Buttons: Save, Return to Search, Notify, Refresh

Callout: Click the **scroll bar**.

Click the **scroll bar**.



The screenshot shows the HAWAII Information Portal interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Manager Self Service', and 'Initiate Requests'. On the right, there are 'Home', 'Sign Out', 'Add To', 'Notification', and 'NavBar' icons. Below the navigation bar, there are links for 'New Window', 'Help', and 'Personalize Page'. The main content area displays the following information:

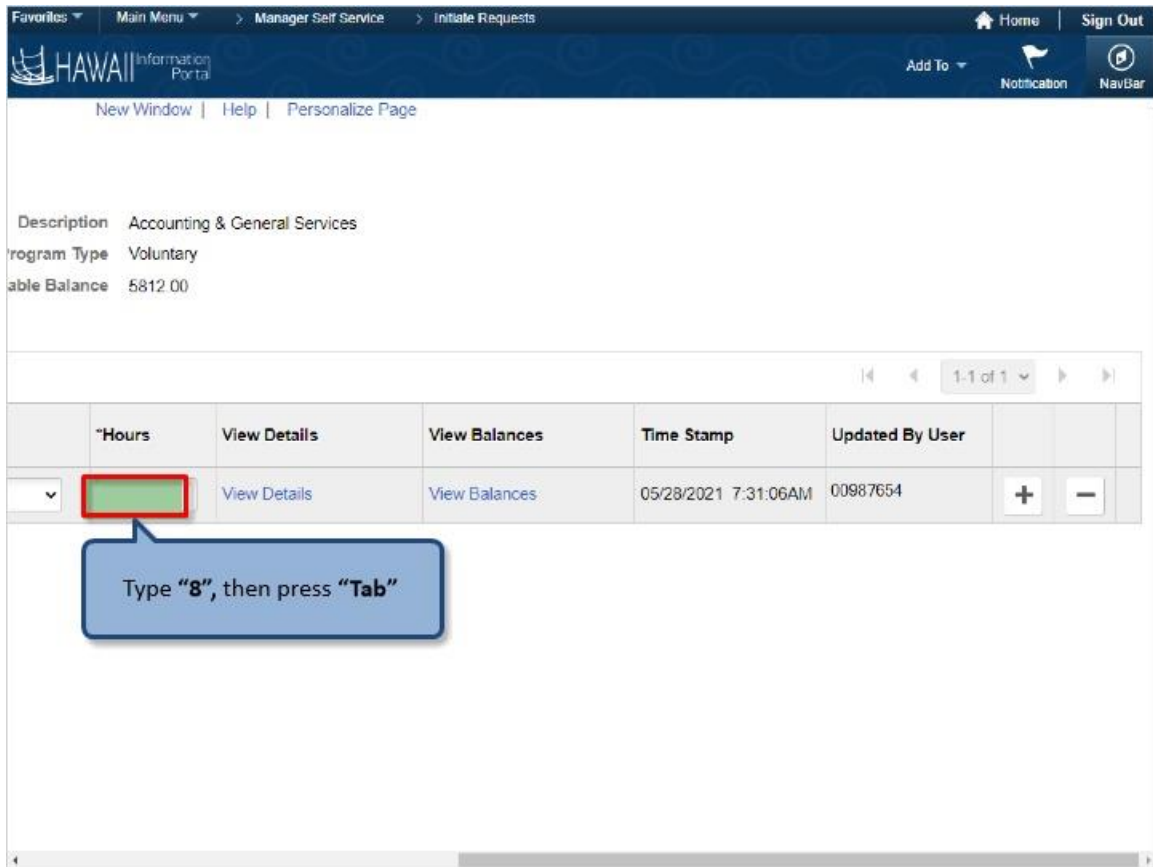
- Description: Accounting & General Services
- Program Type: Voluntary
- Available Balance: 5812.00

Below this information is a table with the following columns: *Hours, View Details, View Balances, Time Stamp, and Updated By User. The table contains one row with the following data:

*Hours	View Details	View Balances	Time Stamp	Updated By User
0.00	View Details	View Balances	05/28/2021 7:31:06AM	00987654

A red box highlights the '0.00' value in the *Hours column. A blue callout box with a white border points to this value and contains the text: 'Click the *Hours field.'

Click the *Hours field.



The screenshot shows the HAWAII Information Portal interface. At the top, there is a navigation bar with links for 'Favorites', 'Main Menu', 'Manager Self Service', and 'Initiate Requests'. On the right side of the navigation bar, there are links for 'Home', 'Sign Out', 'Add To', 'Notification', and 'NavBar'. Below the navigation bar, there are links for 'New Window', 'Help', and 'Personalize Page'. The main content area displays the following information:

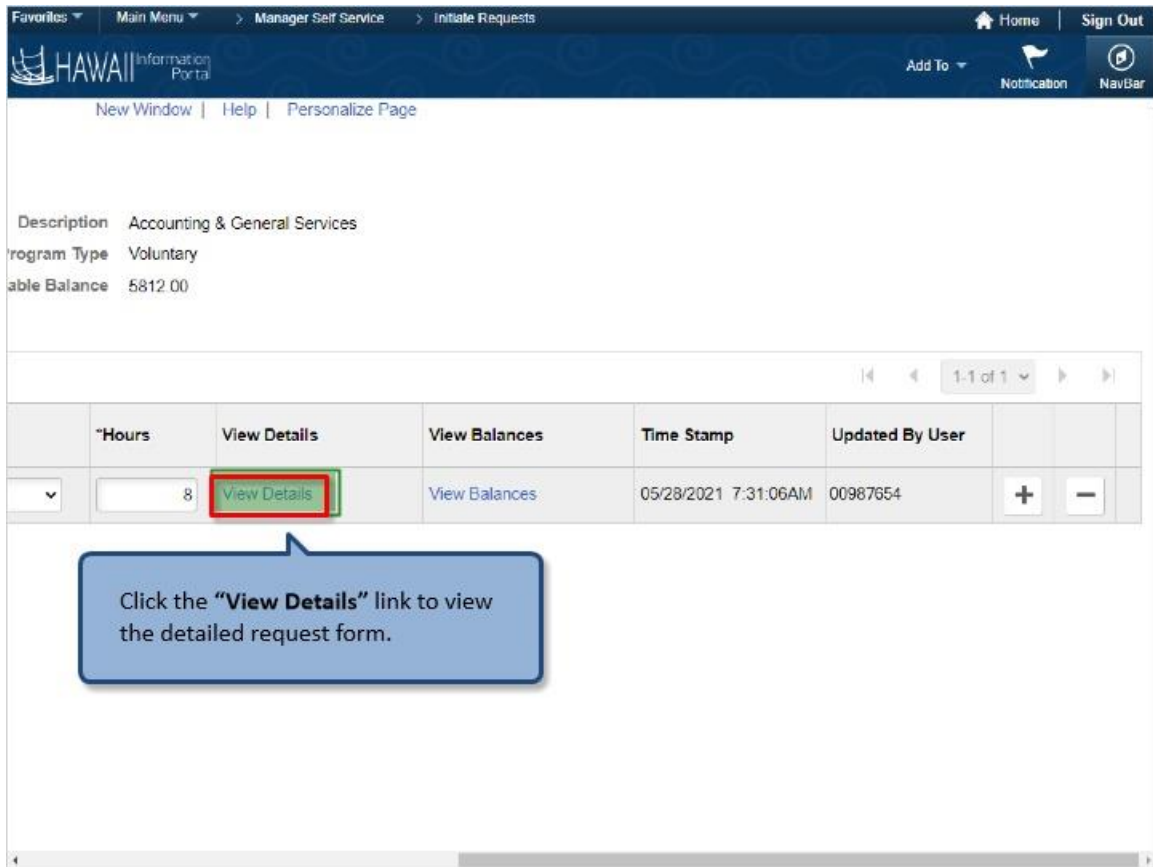
Description: Accounting & General Services
Program Type: Voluntary
Available Balance: 5812.00

Below this information is a table with the following columns: Hours, View Details, View Balances, Time Stamp, and Updated By User. The table contains one row of data:

Hours	View Details	View Balances	Time Stamp	Updated By User
8	View Details	View Balances	05/28/2021 7:31:06AM	00987654

A red box highlights the '8' in the 'Hours' column. A blue callout box with a white border points to the '8' and contains the text: "Type '8', then press 'Tab'".

Type "8", then press "Tab"



The screenshot shows the HAWAII Information Portal interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Manager Self Service', and 'Initiate Requests'. On the right, there are 'Home', 'Sign Out', 'Add To', 'Notification', and 'NavBar' icons. Below the navigation bar, there are links for 'New Window', 'Help', and 'Personalize Page'. The main content area displays the following information:

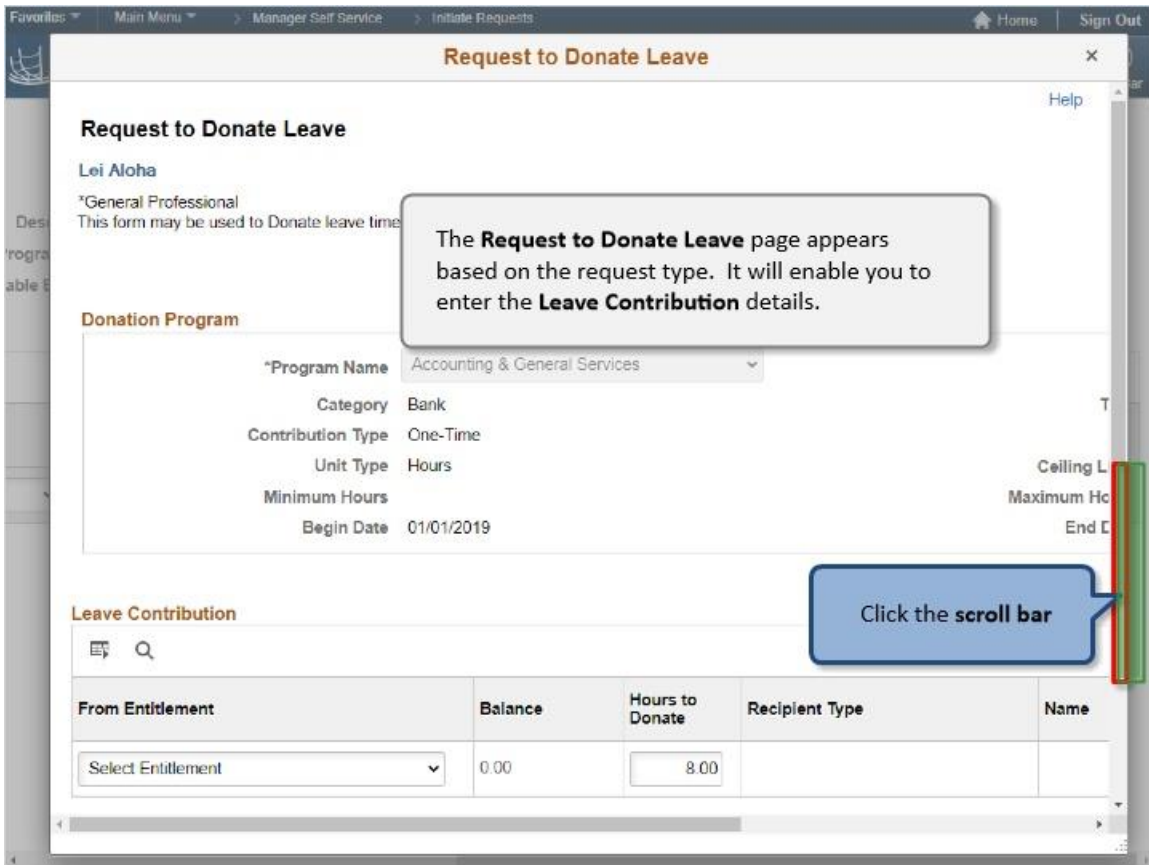
Description: Accounting & General Services
Program Type: Voluntary
Available Balance: 5812.00

Below this information is a table with the following columns: Hours, View Details, View Balances, Time Stamp, and Updated By User. The table contains one row with the following data:

Hours	View Details	View Balances	Time Stamp	Updated By User
8	View Details	View Balances	05/28/2021 7:31:06AM	00987654

A blue callout box with a white border and a pointer to the 'View Details' link contains the text: "Click the 'View Details' link to view the detailed request form."

Click the “**View Details**” link to view the detailed request form.



The Request to Donate Leave page appears based on the request type. It will enable you to enter the Leave Contribution details.

Click the **scroll bar**

Request to Donate Leave

Category: Bank
Contribution Type: One-Time
Unit Type: Hours
Minimum Hours: [blank]
Begin Date: 01/01/2019

Leave Contribution

From Entitlement	Balance	Hours to Donate	Recipient Type	Name
Select Entitlement	0.00	8.00		

Comments

Appr: [blank]

OK Cancel

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

Request to Donate Leave

Category: Bank
Contribution Type: One-Time
Unit Type: Hours
Minimum Hours: [blank]
Begin Date: 01/01/2019

Leave Contribution

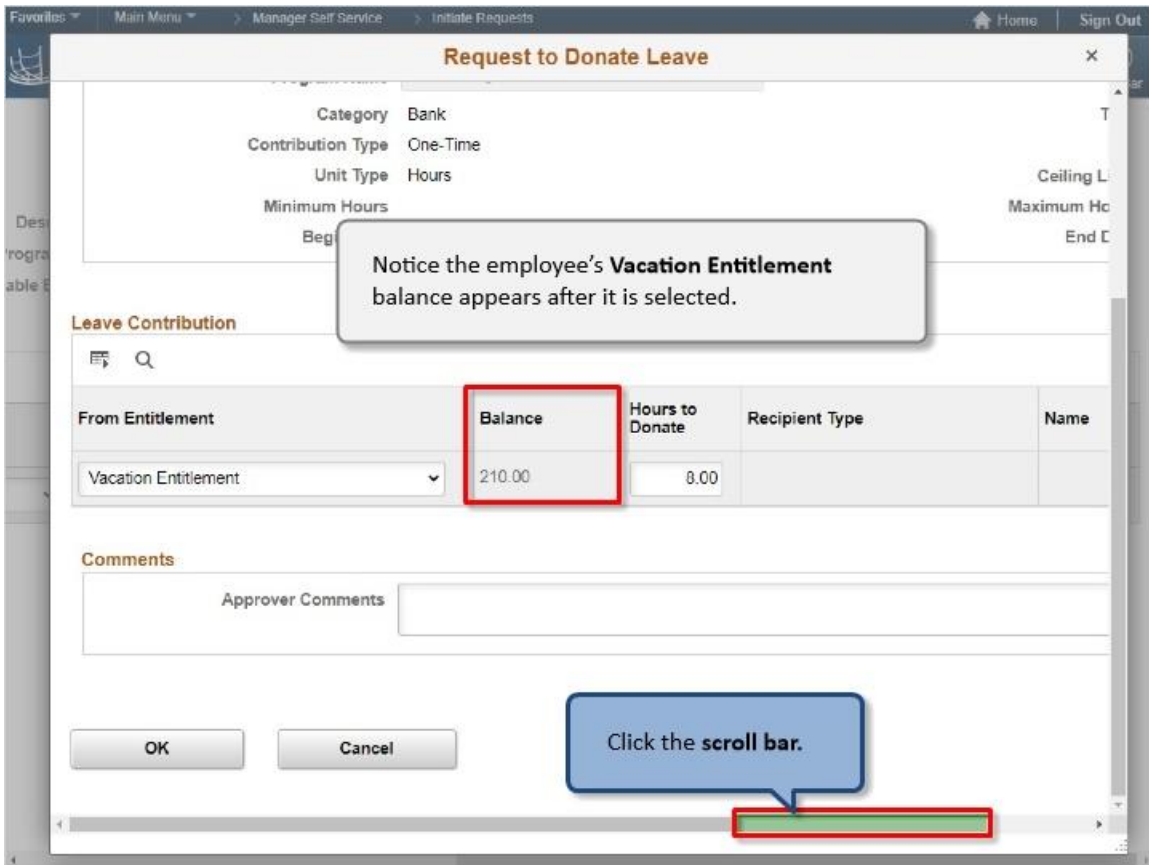
From Entitlement	Balance	Hours to Donate	Recipient Type	Name
Select Entitlement	0.00	8.00		

Comments

Select the "Vacation Entitlement" list item.

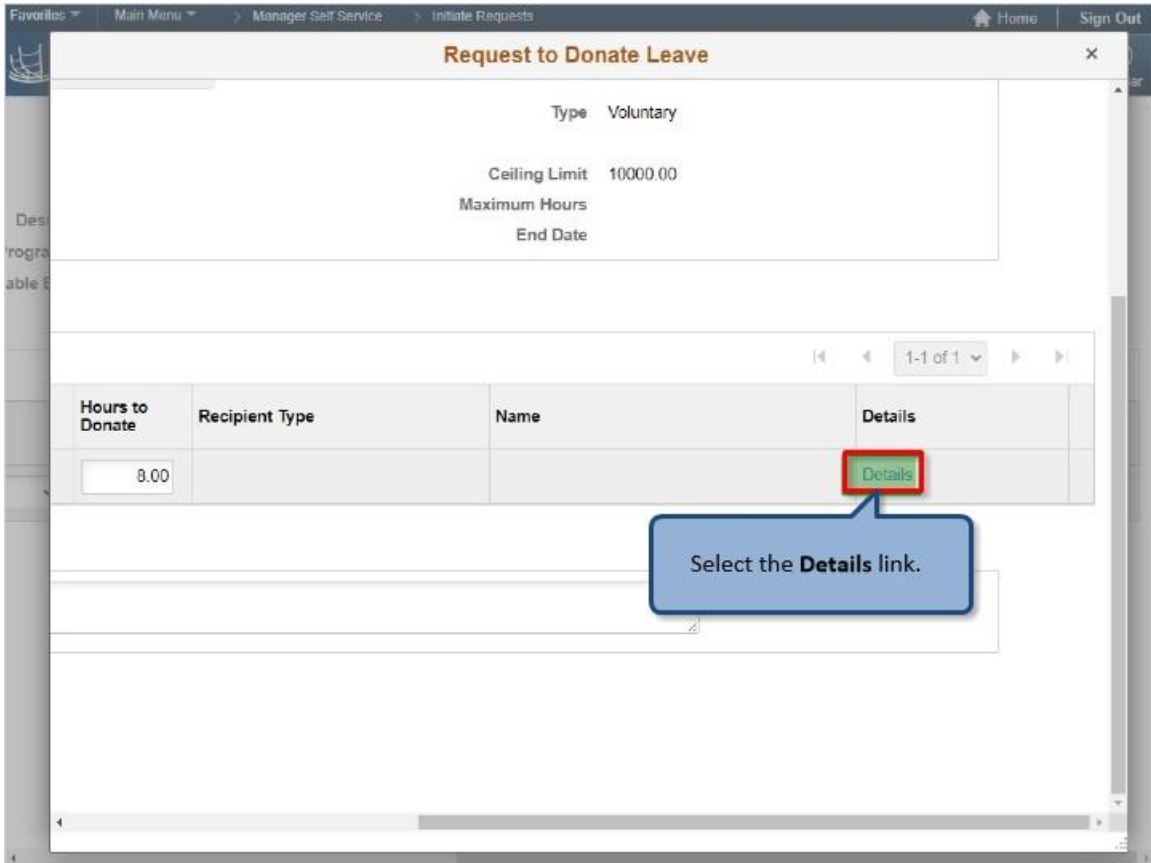
OK Cancel

Select the "Vacation Entitlement" list item.

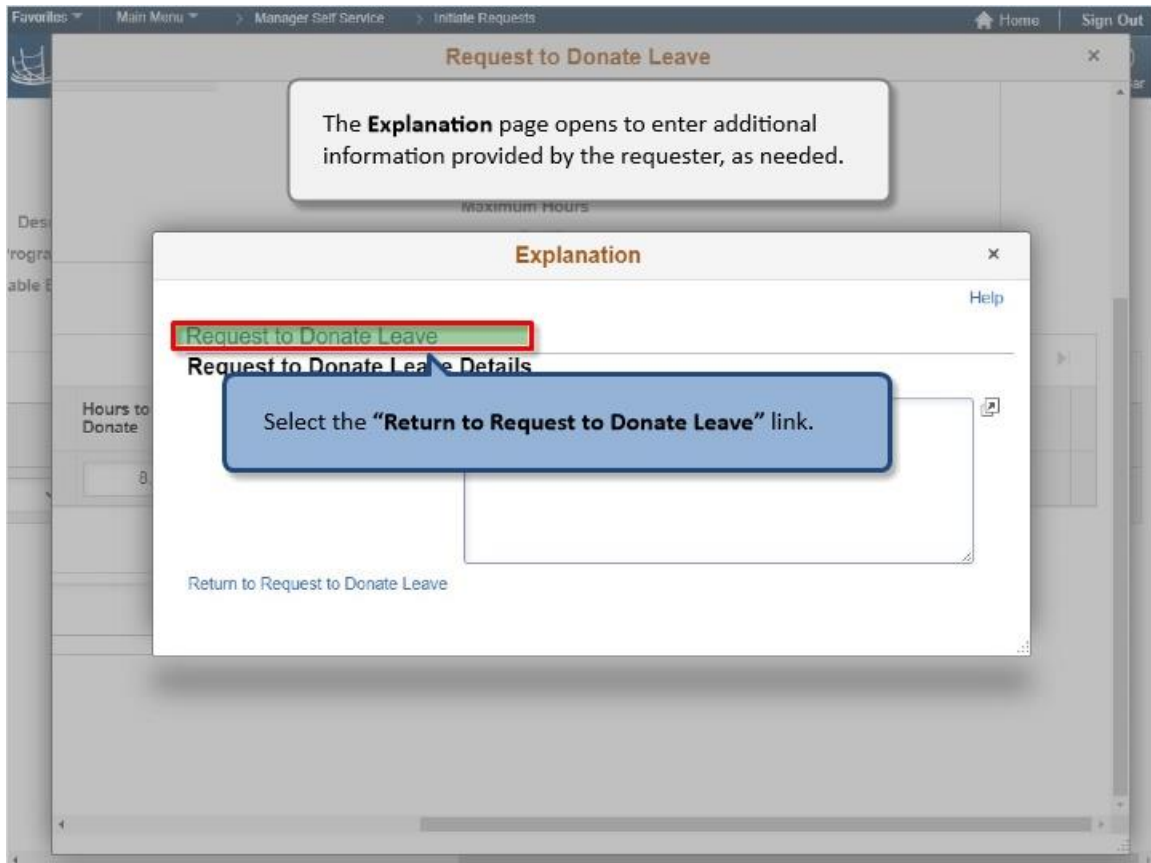


Notice the employee's **Vacation Entitlement** balance appears after it is selected.

Click the **scroll bar**.

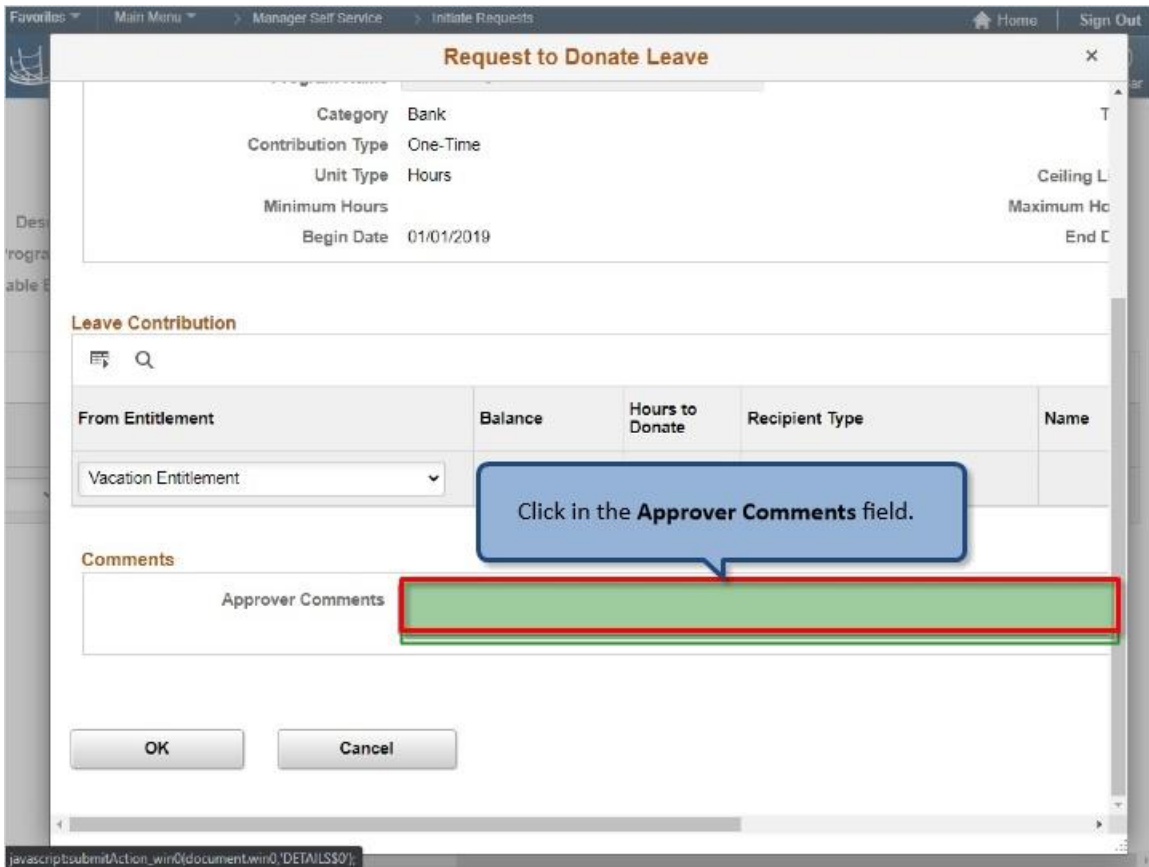


Select the **Details** link.



The **Explanation** page opens to enter additional information provided by the requester, as needed.

Select the "**Return to Request to Donate Leave**" link.



Request to Donate Leave

Category Bank
Contribution Type One-Time
Unit Type Hours
Minimum Hours
Begin Date 01/01/2019

Leave Contribution

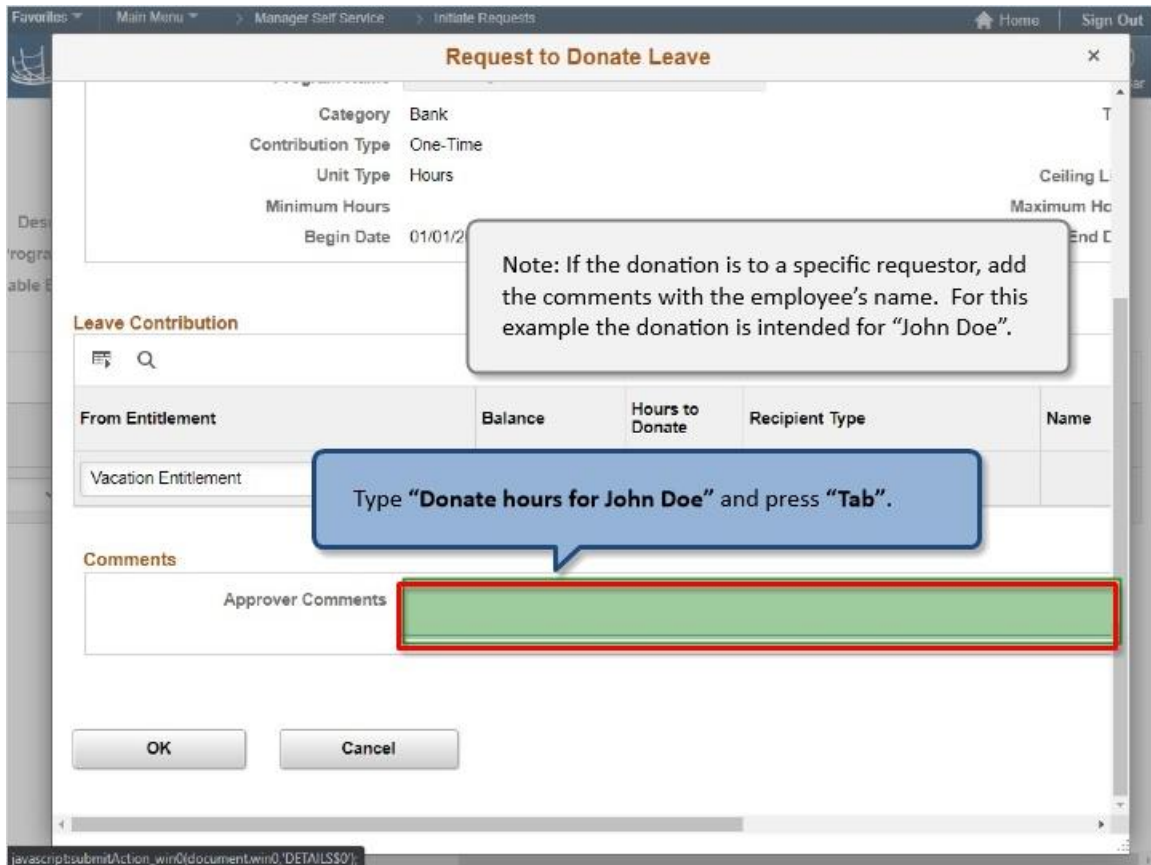
From Entitlement	Balance	Hours to Donate	Recipient Type	Name
Vacation Entitlement				

Comments

Approver Comments

OK Cancel

Click in the **Approver Comments** field.



Request to Donate Leave

Category Bank
Contribution Type One-Time
Unit Type Hours
Minimum Hours
Begin Date 01/01/2

Note: If the donation is to a specific requestor, add the comments with the employee's name. For this example the donation is intended for "John Doe".

Leave Contribution

From Entitlement	Balance	Hours to Donate	Recipient Type	Name
Vacation Entitlement				

Type "Donate hours for John Doe" and press "Tab".

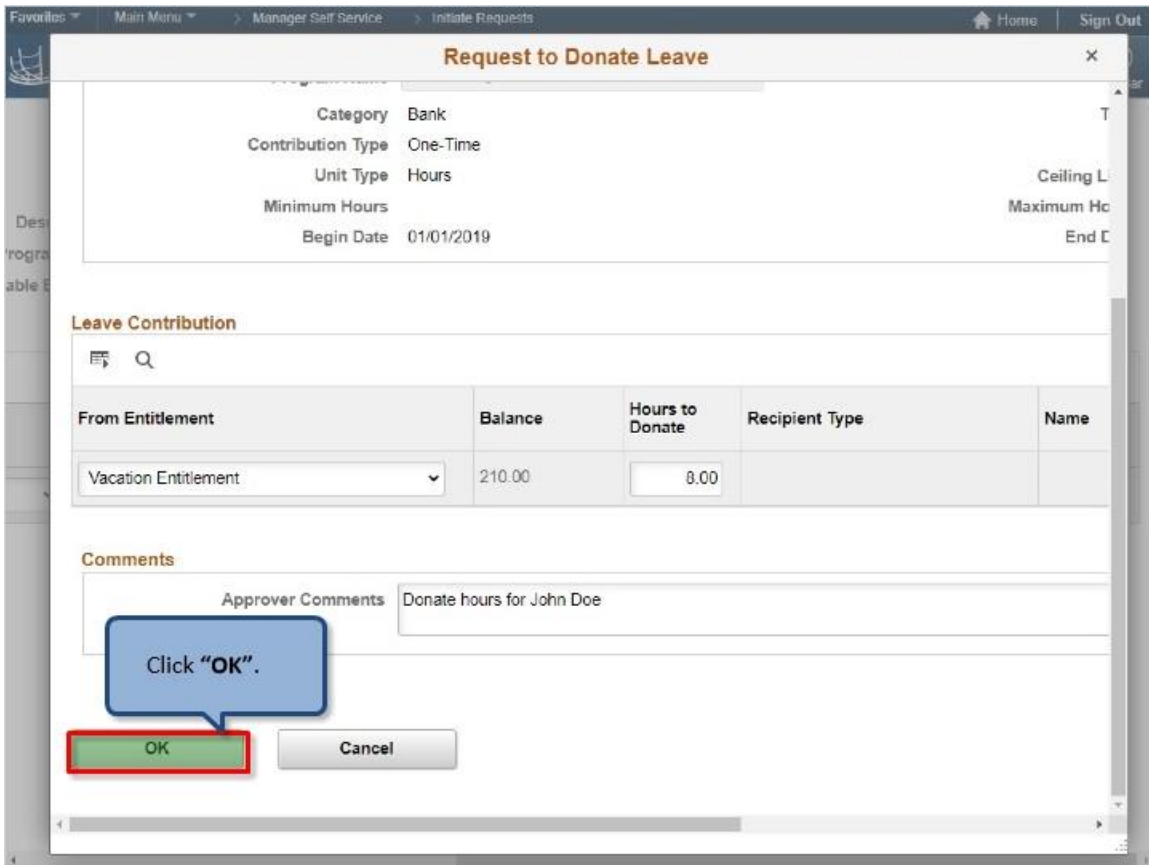
Comments

Approver Comments

OK Cancel

Note: If the donation is to a specific requestor, add the comments with the employee's name. For this example the donation is intended for "John Doe".

Type "Donate hours for John Doe" and press "Tab".



Request to Donate Leave

Category: Bank
Contribution Type: One-Time
Unit Type: Hours
Minimum Hours: [blank]
Begin Date: 01/01/2019

Leave Contribution

From Entitlement	Balance	Hours to Donate	Recipient Type	Name
Vacation Entitlement	210.00	8.00		

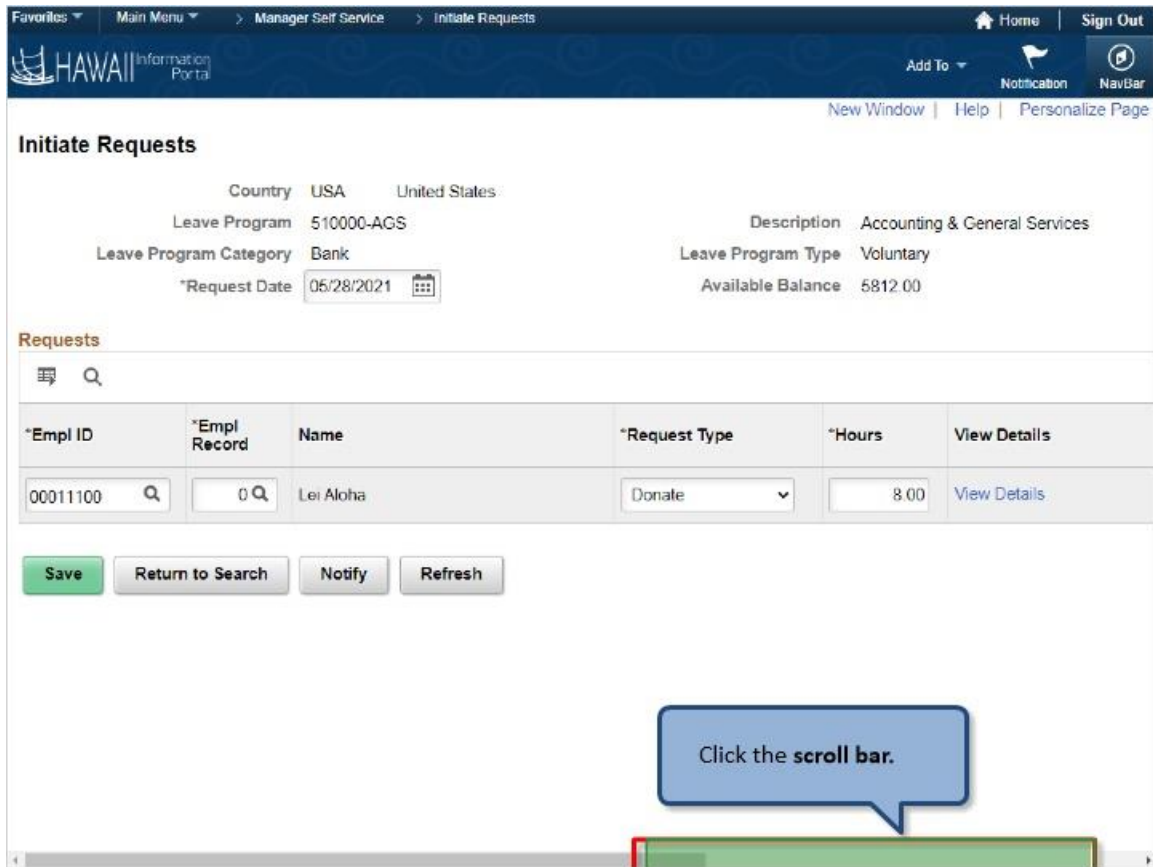
Comments

Approver Comments: Donate hours for John Doe

Click "OK".

OK Cancel

Click "OK".



Initiate Requests

Country: USA United States
Leave Program: 510000-AGS Description: Accounting & General Services
Leave Program Category: Bank Leave Program Type: Voluntary
*Request Date: 06/28/2021 Available Balance: 5812.00

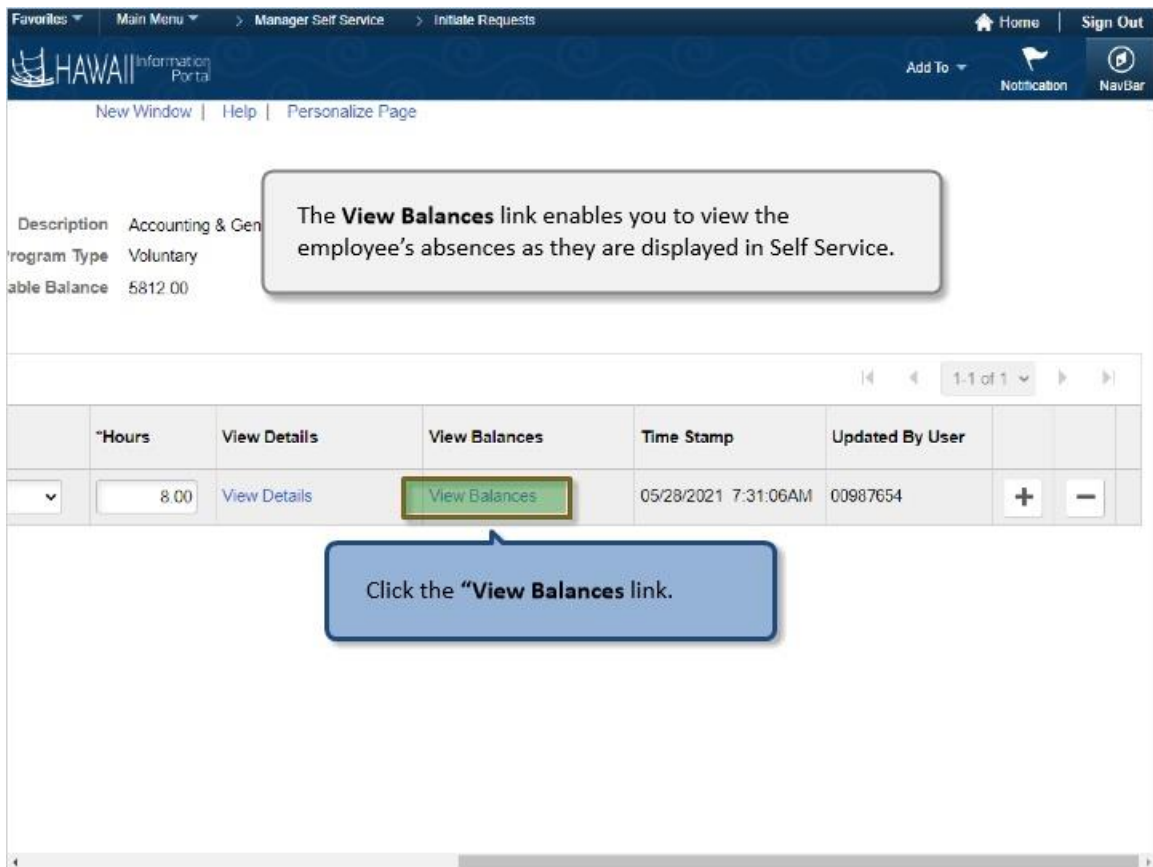
Requests

*Empl ID	*Empl Record	Name	*Request Type	*Hours	View Details
00011100	0	Lei Aloha	Donate	8.00	View Details

Buttons: Save, Return to Search, Notify, Refresh

Callout: Click the **scroll bar**.

Click the **scroll bar**.



The screenshot shows the HAWAII Information Portal interface. At the top, there is a navigation bar with 'Home' and 'Sign Out' options. Below the navigation bar, there is a header area with 'New Window | Help | Personalize Page'. The main content area displays a table with the following data:

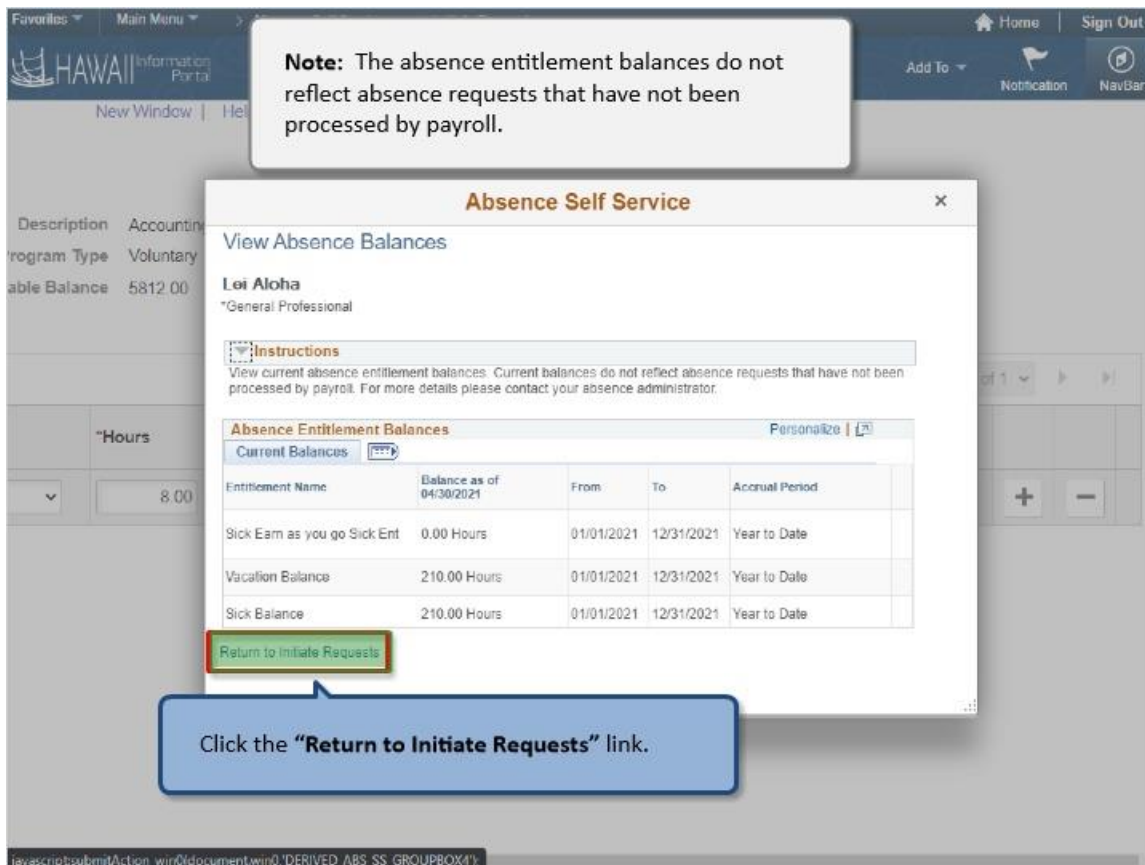
Description	Accounting & Gen
Program Type	Voluntary
Available Balance	5812.00

A callout box above the table states: "The **View Balances** link enables you to view the employee's absences as they are displayed in Self Service."

Below the table, there is a table with the following columns: "Hours", "View Details", "View Balances", "Time Stamp", and "Updated By User". The "View Balances" link in the first row is highlighted with a green box. A callout box below the table states: "Click the '**View Balances** link."

The **View Balances** link enables you to view the employee's absences as they are displayed in Self Service.

Click the "**View Balances** link.



Note: The absence entitlement balances do not reflect absence requests that have not been processed by payroll.

Absence Self Service

View Absence Balances

Lei Aloha
*General Professional

Instructions
View current absence entitlement balances. Current balances do not reflect absence requests that have not been processed by payroll. For more details please contact your absence administrator.

Absence Entitlement Balances Personalize | [?](#)

Current Balances

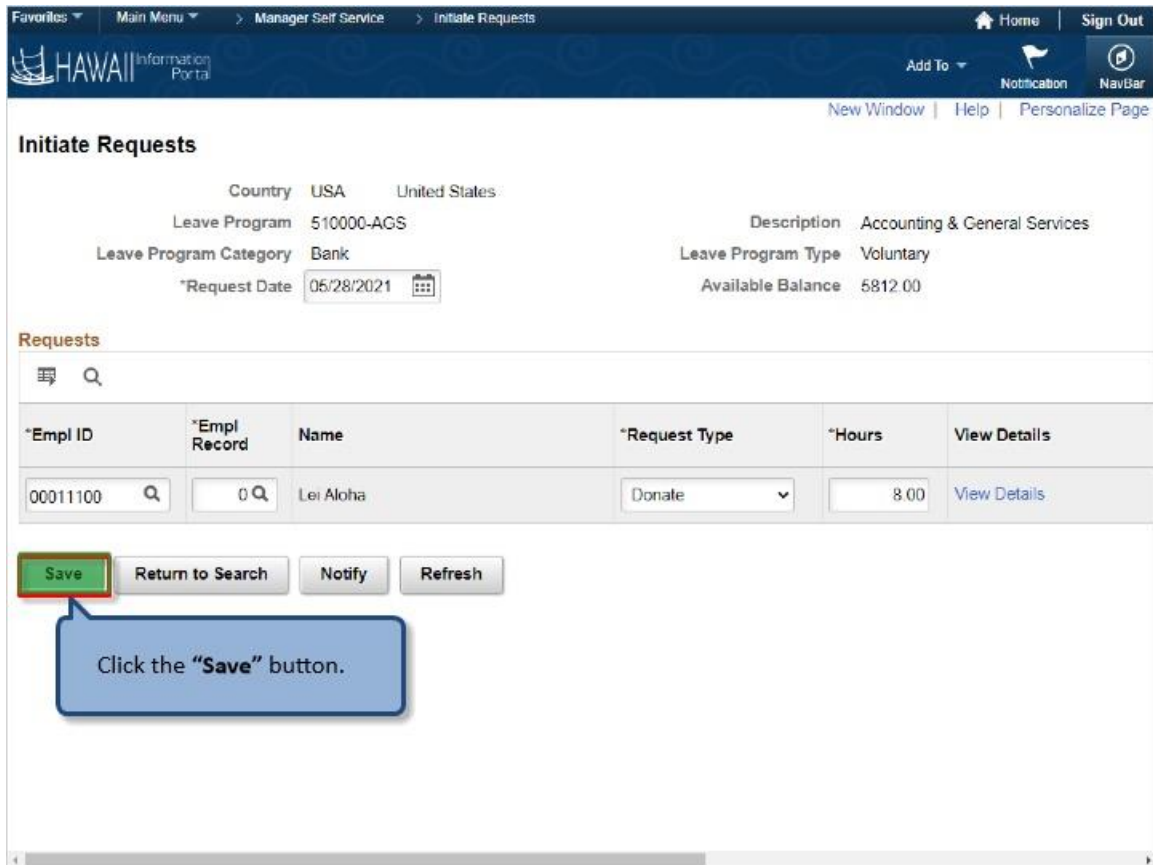
Entitlement Name	Balance as of 04/30/2021	From	To	Accrual Period
Sick Earn as you go Sick Ent	0.00 Hours	01/01/2021	12/31/2021	Year to Date
Vacation Balance	210.00 Hours	01/01/2021	12/31/2021	Year to Date
Sick Balance	210.00 Hours	01/01/2021	12/31/2021	Year to Date

[Return to Initiate Requests](#)

Click the **“Return to Initiate Requests”** link.

Note: The absence entitlement balances do not reflect absence requests that have not been processed by payroll.

Click the **“Return to Initiate Requests”** link.



Initiate Requests

Country USA United States
Leave Program 510000-AGS Description Accounting & General Services
Leave Program Category Bank Leave Program Type Voluntary
*Request Date 06/28/2021 Available Balance 5812.00

Requests

*Empl ID	*Empl Record	Name	*Request Type	*Hours	View Details
00011100	0	Lei Aloha	Donate	8.00	View Details

Save Return to Search Notify Refresh

Click the "Save" button.

Click the "Save" button.

 HAWAII Information Portal

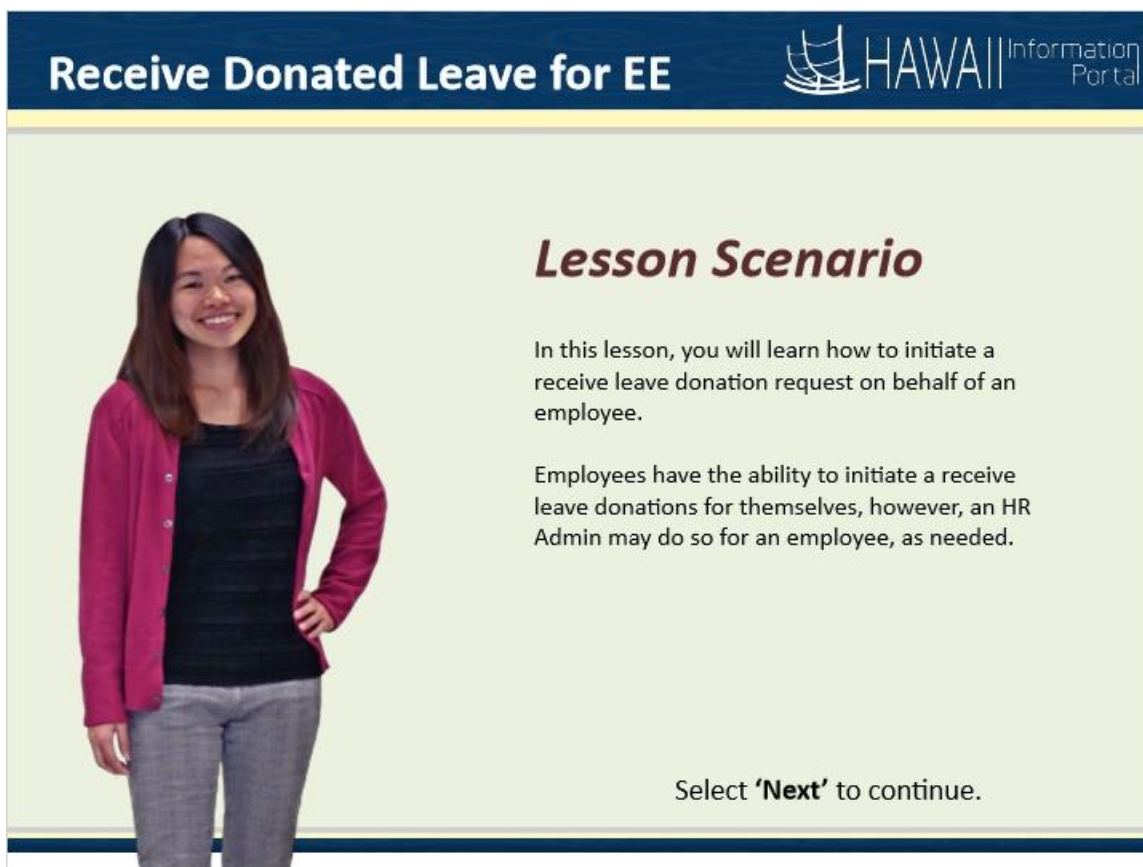


Congratulations!
You've successfully completed
this lesson.

Select **'Next'** to continue.

Congratulations!
You've successfully completed this lesson.

RECEIVE DONATED LEAVE FOR EMPLOYEE



Receive Donated Leave for EE

Lesson Scenario

In this lesson, you will learn how to initiate a receive leave donation request on behalf of an employee.

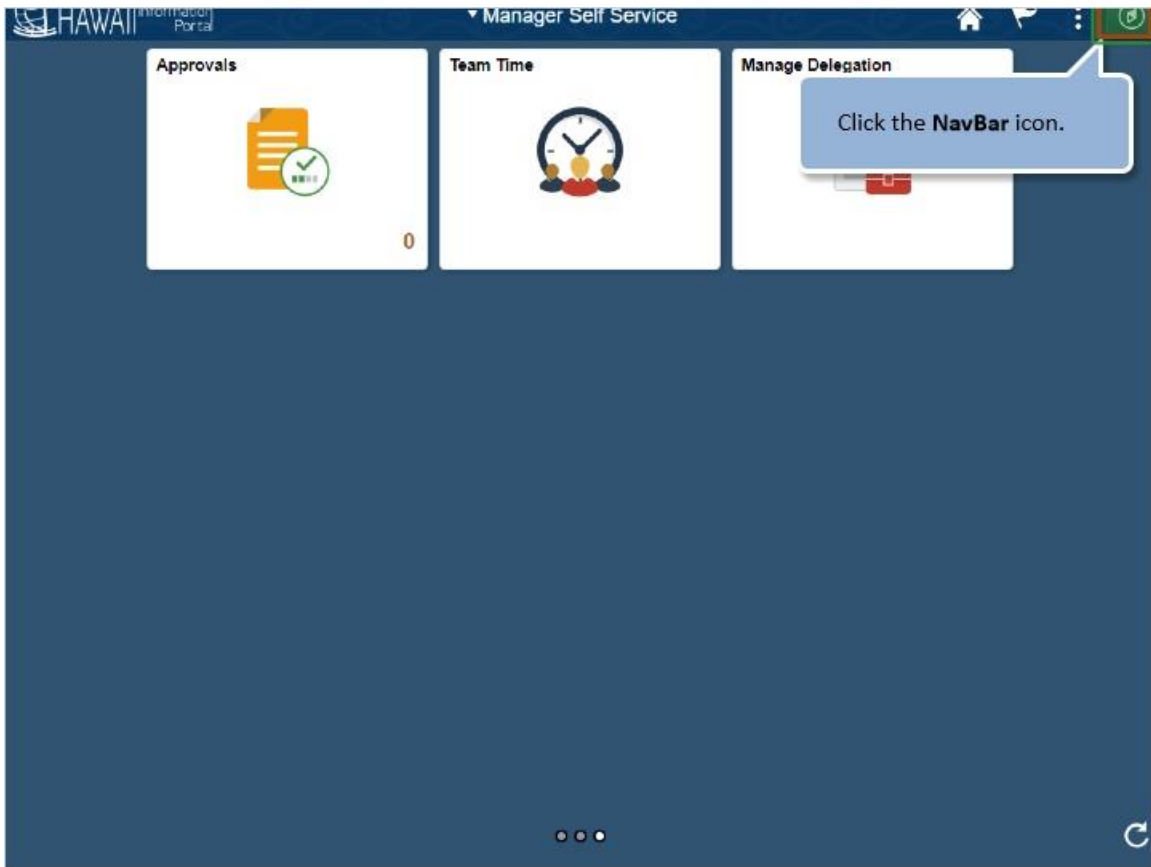
Employees have the ability to initiate a receive leave donations for themselves, however, an HR Admin may do so for an employee, as needed.

Select **'Next'** to continue.

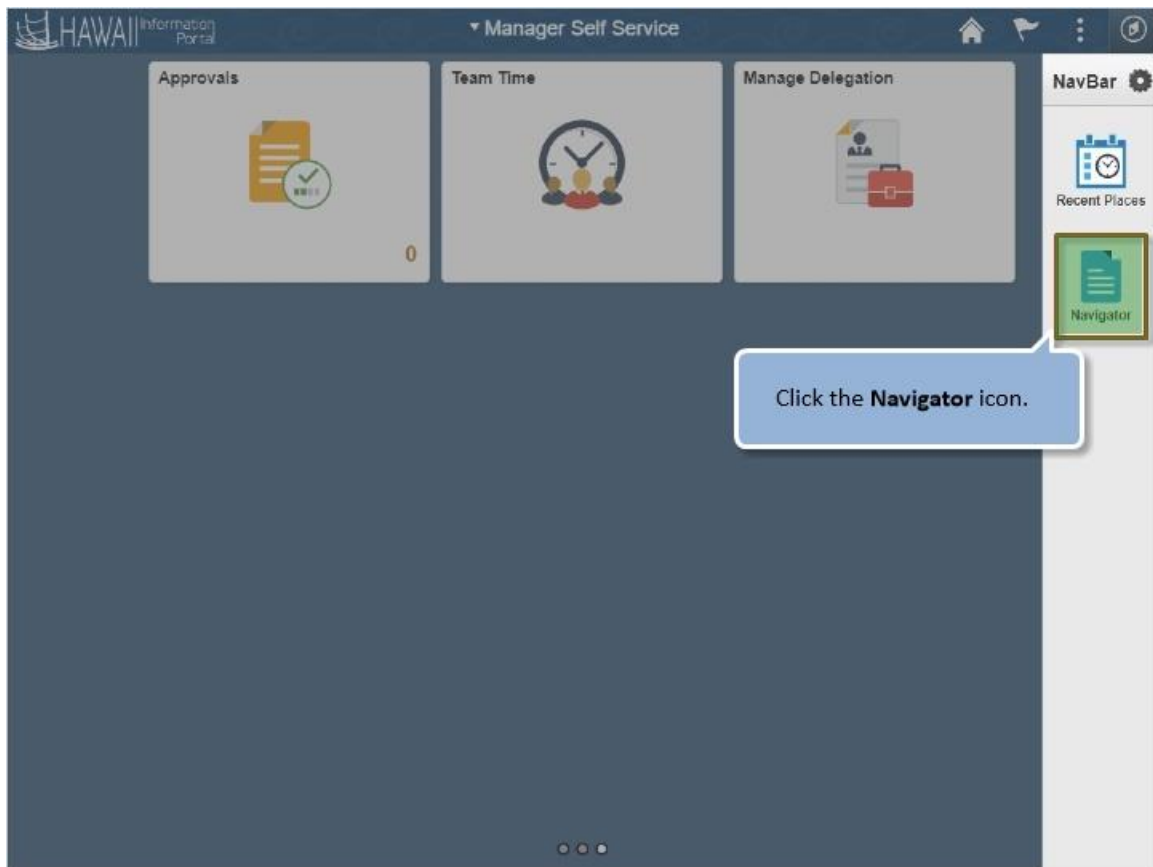
Lesson Scenario

In this lesson, you will learn how to initiate a receive leave donation request on behalf of an employee.

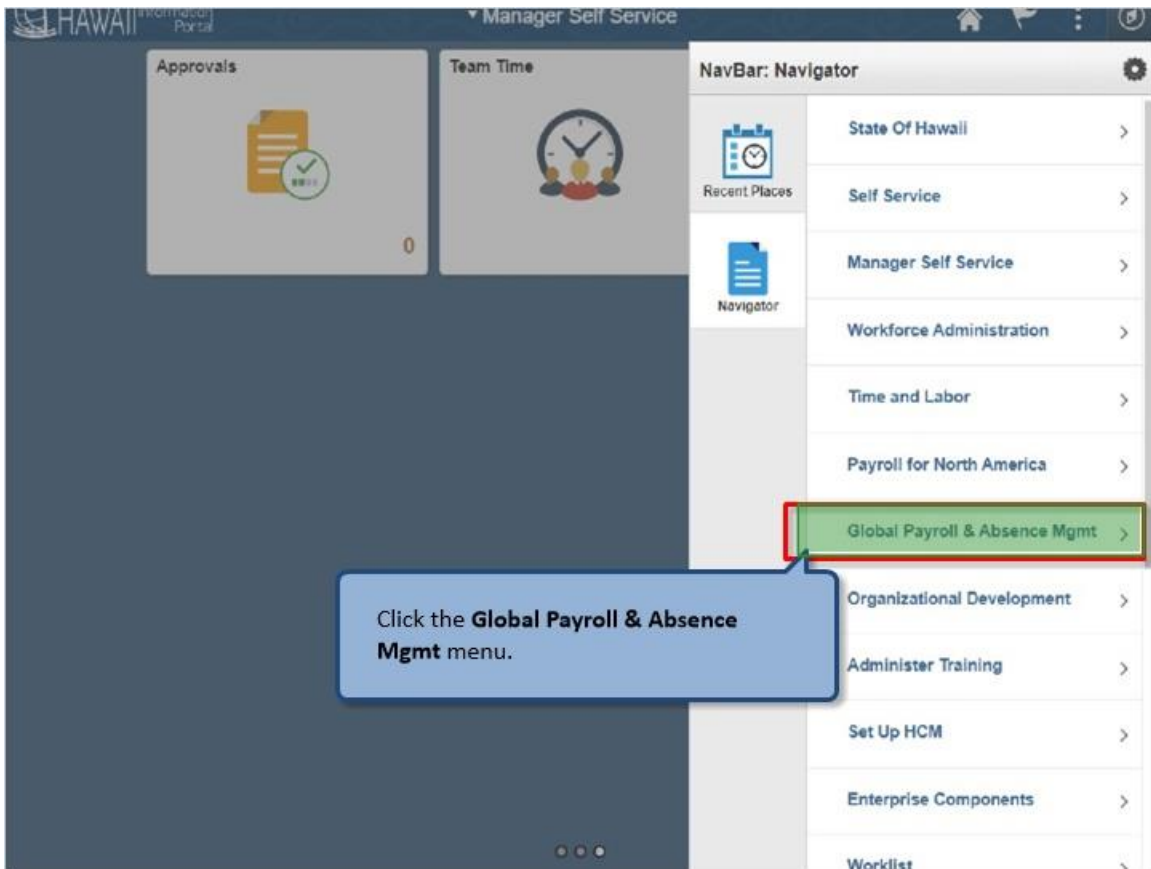
Employees have the ability to initiate a receive leave donations for themselves, however, an HR Admin may do so for an employee, as needed.



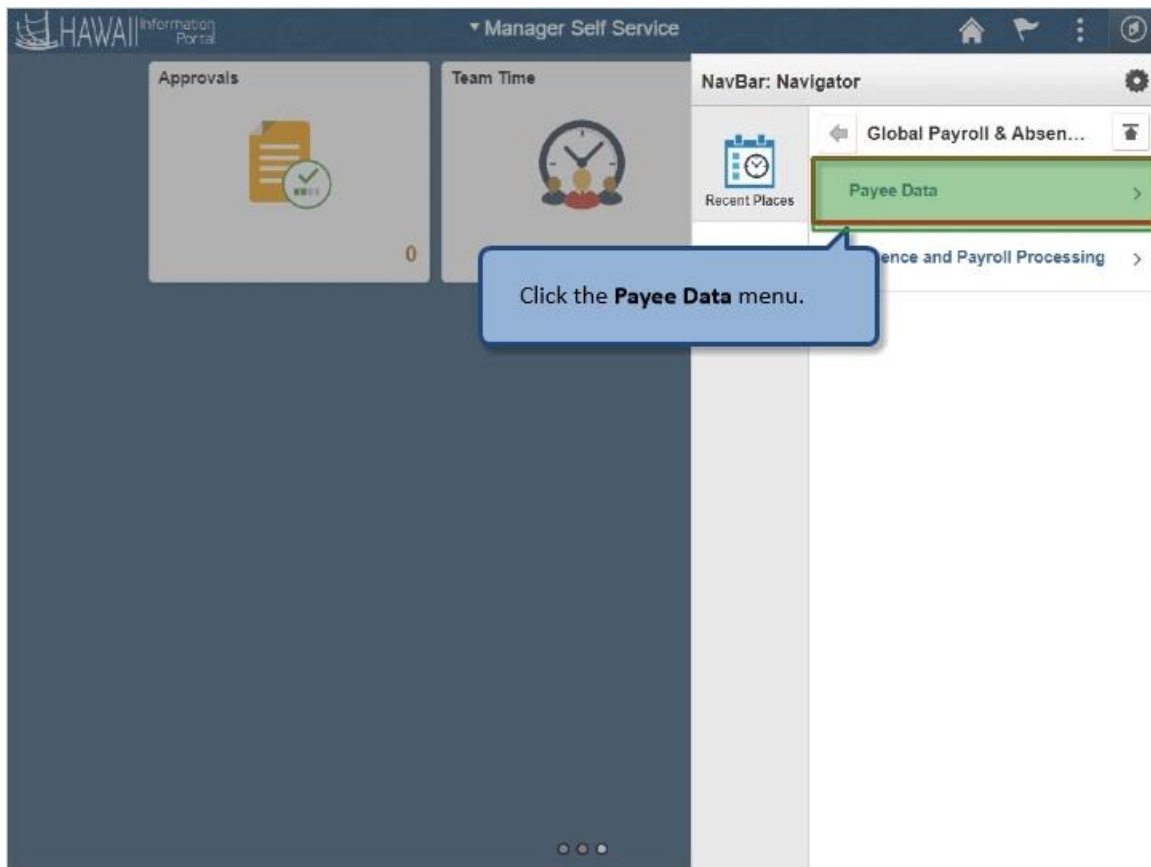
Click the **NavBar** icon.



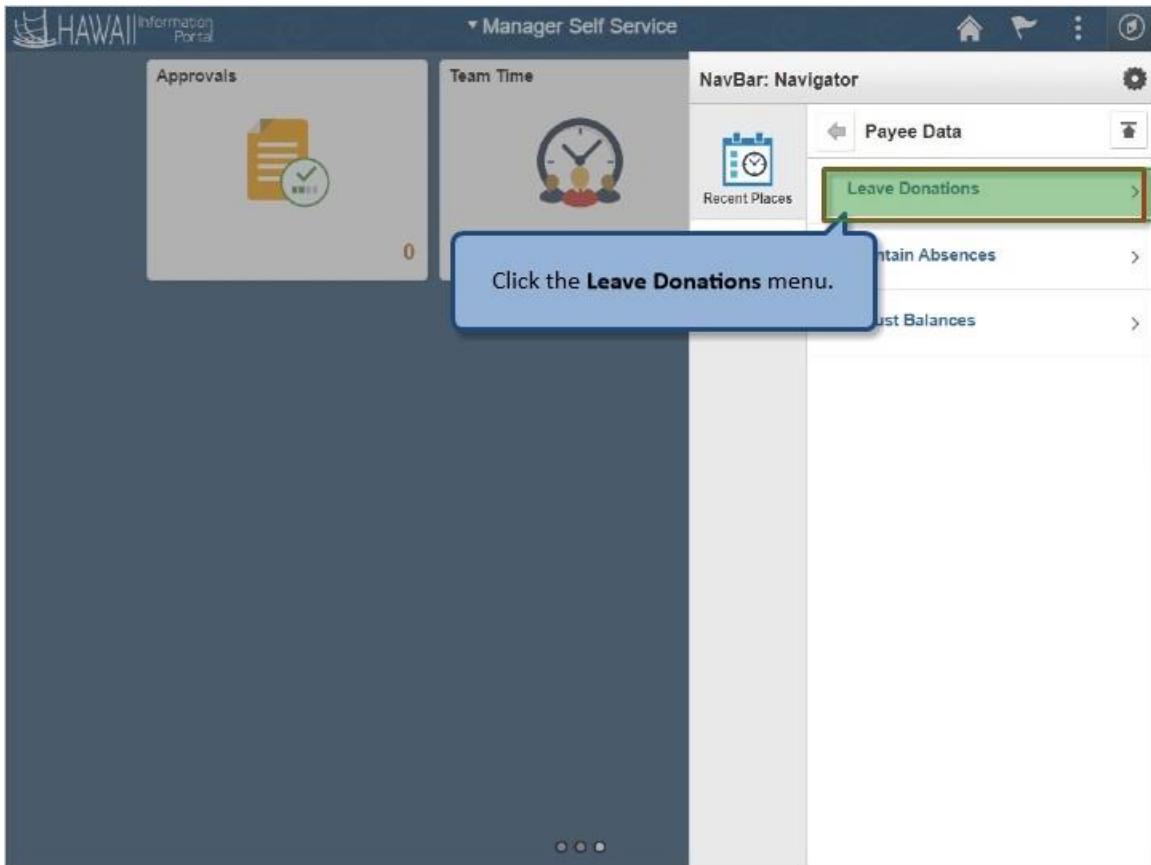
Click the **Navigator** icon.



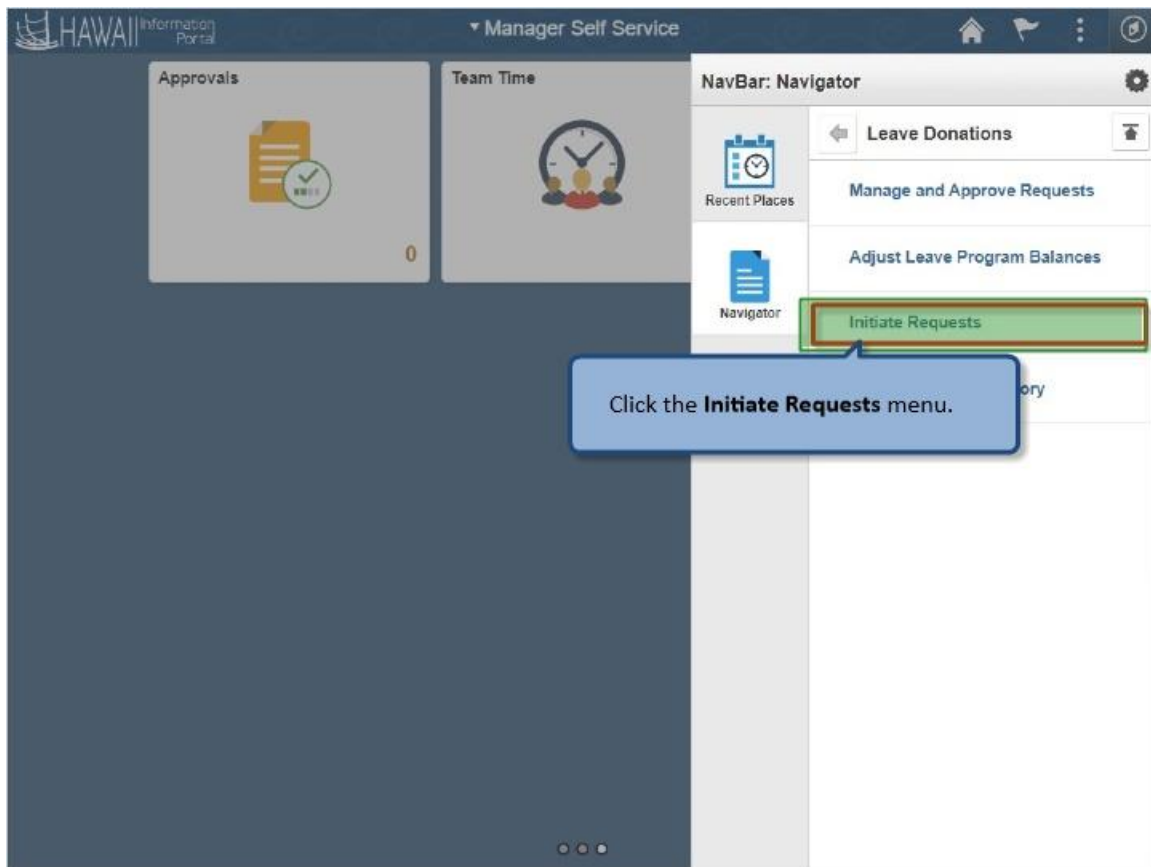
Click the **Global Payroll & Absence Mgmt** menu.



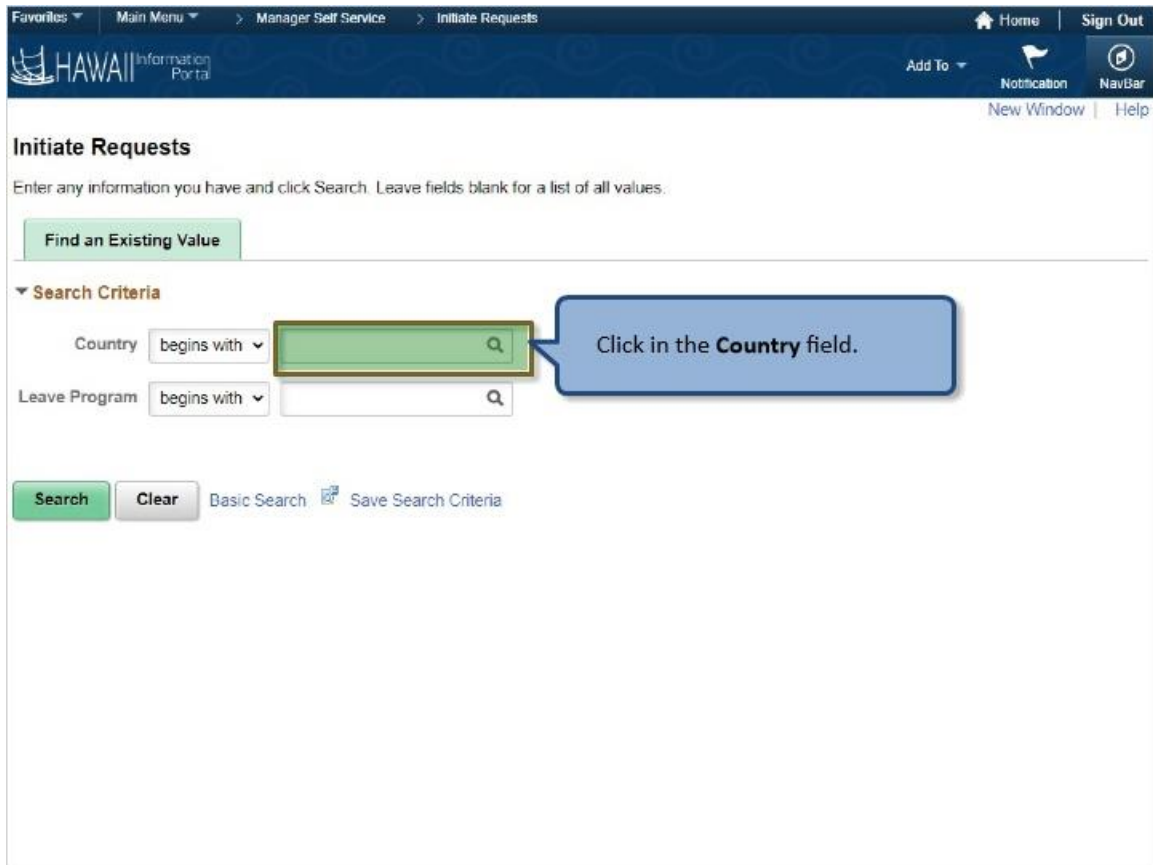
Click the **Payee Data** menu..



Click the **Leave Donations** menu.

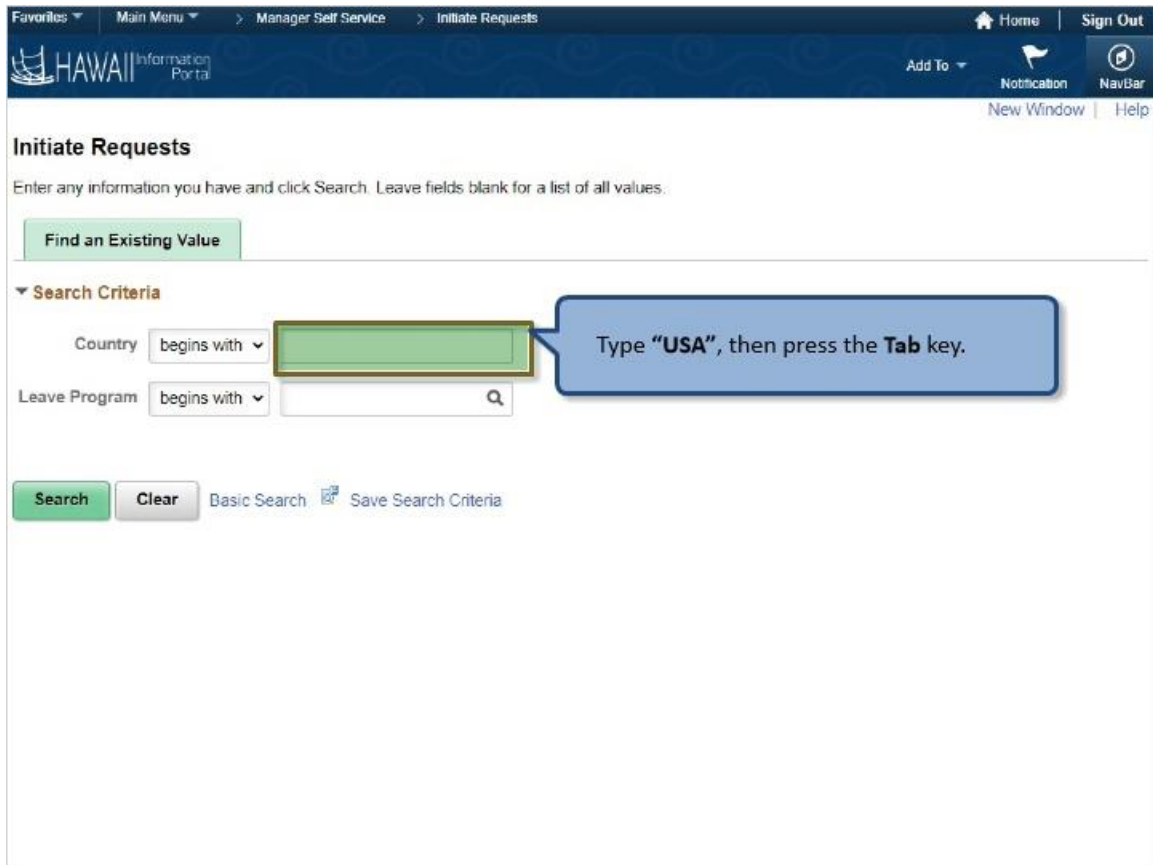


Click the **Initiate Requests** menu.



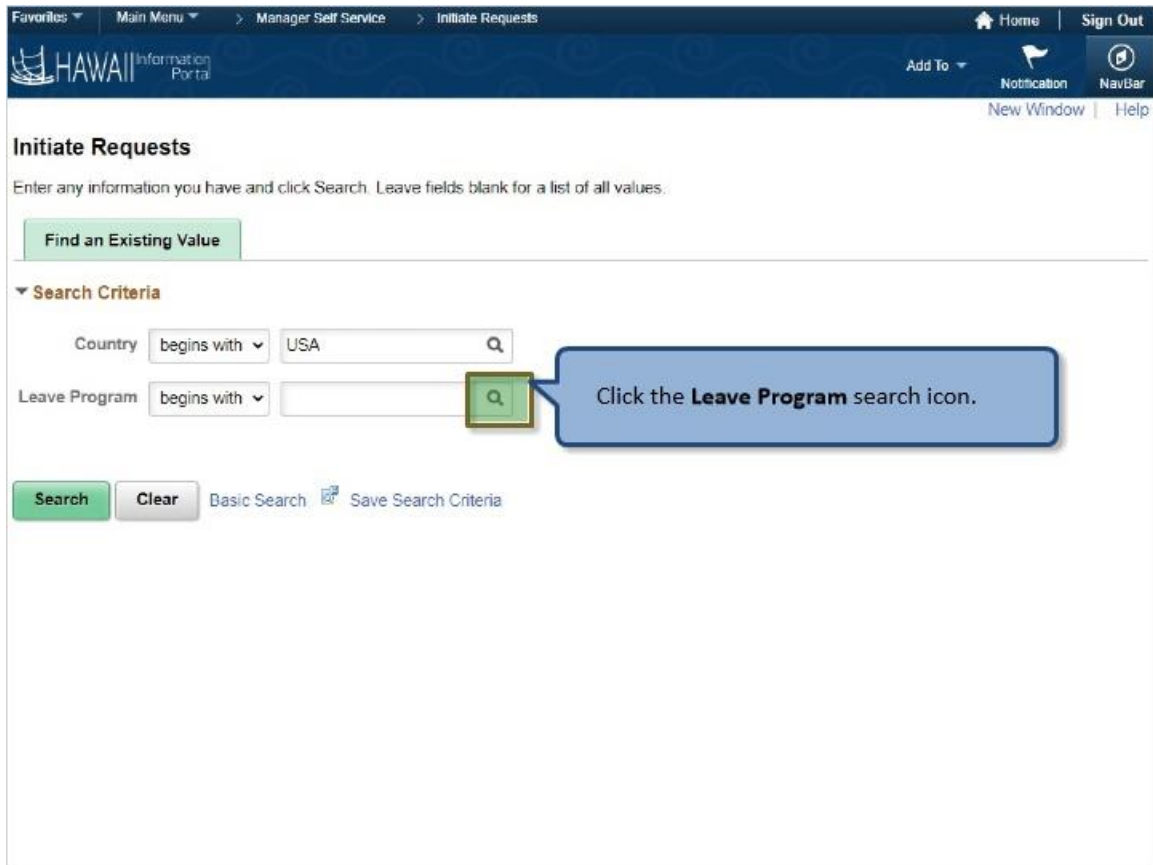
The screenshot shows the 'Initiate Requests' page in the HAWAII Information Portal. The page has a dark blue header with navigation links: 'Favorites', 'Main Menu', 'Manager Self Service', and 'Initiate Requests'. On the right side of the header, there are links for 'Home', 'Sign Out', 'Add To', 'Notification', and 'NavBar'. Below the header, the page title is 'Initiate Requests'. A sub-header reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a green button labeled 'Find an Existing Value'. Below this, there is a section titled 'Search Criteria' with a dropdown arrow. Under 'Search Criteria', there are two search fields: 'Country' and 'Leave Program'. The 'Country' field has a dropdown menu set to 'begins with' and a search icon. A blue callout box with a white border points to the search icon in the 'Country' field, containing the text 'Click in the **Country** field.' The 'Leave Program' field also has a dropdown menu set to 'begins with' and a search icon. At the bottom of the search criteria section, there are buttons for 'Search' (green), 'Clear' (grey), 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria' (with a save icon).

Click in the **Country** field.



The screenshot shows the 'Initiate Requests' page in the Hawaii Information Portal. The breadcrumb trail is 'Home > Manager Self Service > Initiate Requests'. The page title is 'Initiate Requests' with a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. Under 'Search Criteria', there are two dropdown menus: 'Country' (set to 'begins with') and 'Leave Program' (set to 'begins with'). The 'Country' dropdown is highlighted with a green box, and a blue callout box points to it with the text 'Type "USA", then press the Tab key.' Below the dropdowns are 'Search' and 'Clear' buttons, and links for 'Basic Search' and 'Save Search Criteria'.

Type “USA”, then press the **Tab** key.



Initiate Requests

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

Find an Existing Value

Search Criteria

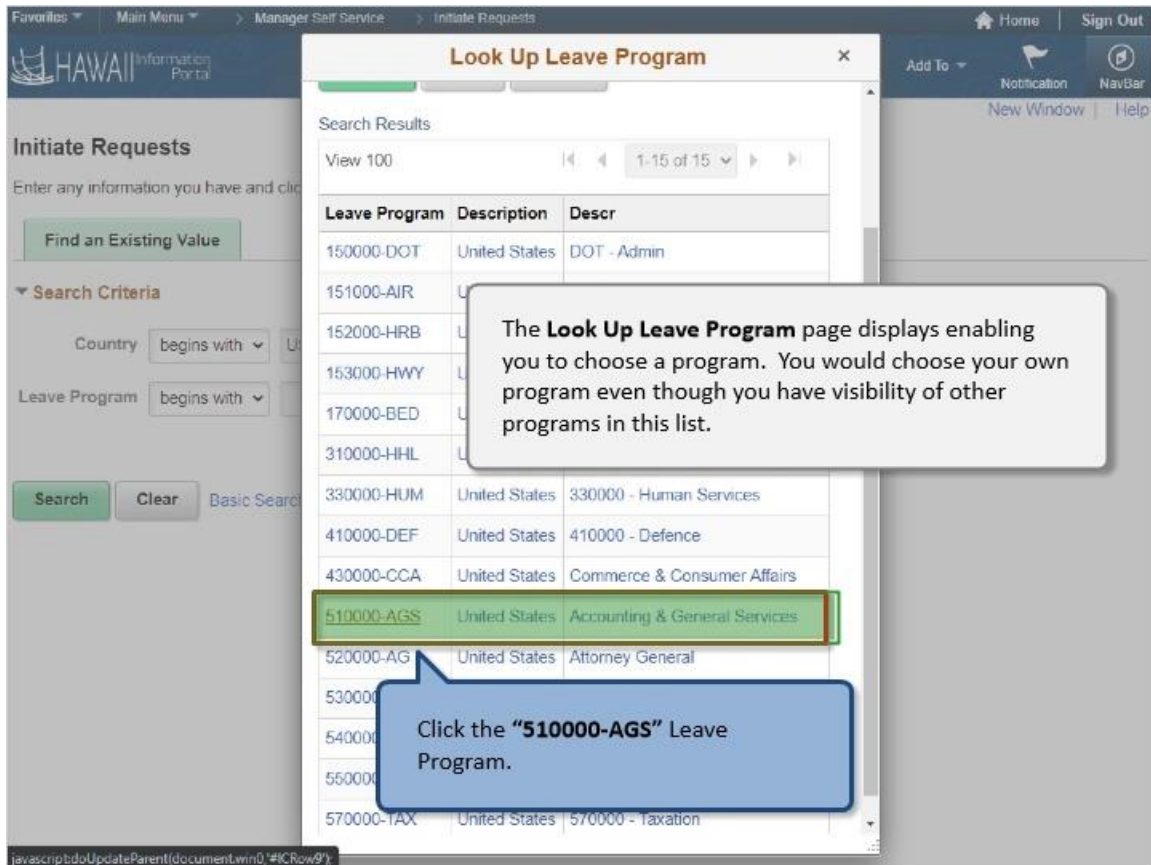
Country begins with USA

Leave Program begins with

Click the **Leave Program** search icon.

Search Clear Basic Search Save Search Criteria

Click the **Leave Program** search icon.



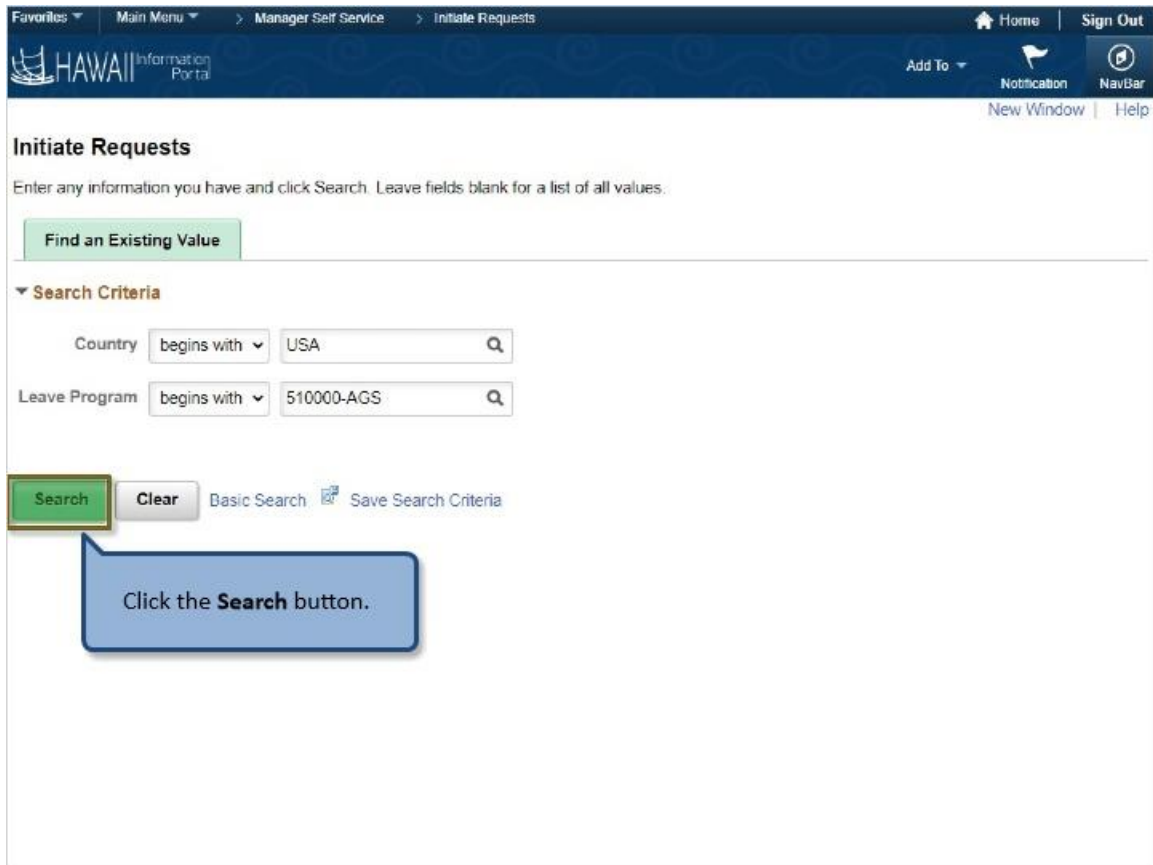
The **Look Up Leave Program** page displays enabling you to choose a program. You would choose your own program even though you have visibility of other programs in this list.

Leave Program	Description	Descr
150000-DOT	United States	DOT - Admin
151000-AIR	U	
152000-HRB	U	
153000-HWY	U	
170000-BED	U	
310000-HHL	U	
330000-HUM	United States	330000 - Human Services
410000-DEF	United States	410000 - Defence
430000-CCA	United States	Commerce & Consumer Affairs
510000-AGS	United States	Accounting & General Services
520000-AG	United States	Attorney General
530000		
540000		
550000		
570000-TAX	United States	570000 - Taxation

Click the **"510000-AGS"** Leave Program.

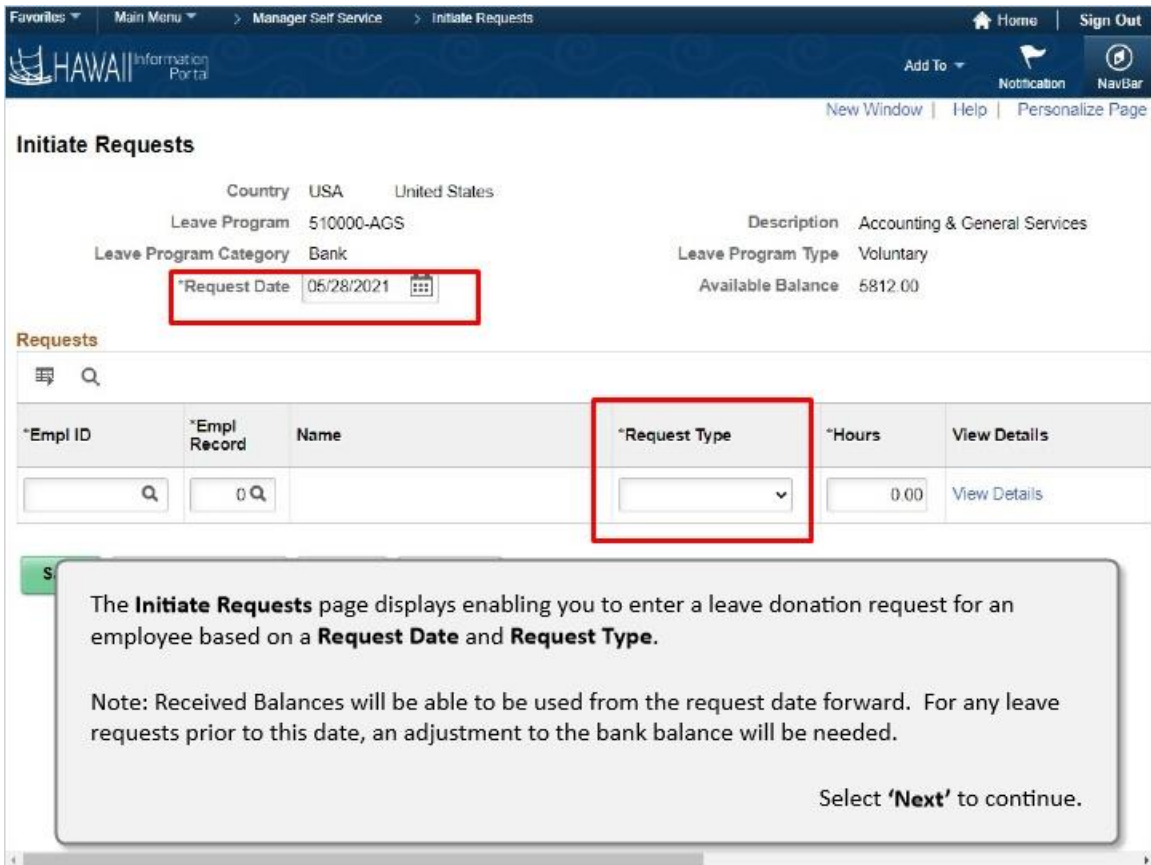
The **Look Up Leave Program** page displays enabling you to choose a program. You would choose your own program even though you have visibility of other programs in this list.

Click the **"510000-AGS"** Leave Program.



The screenshot shows the 'Initiate Requests' page in the Hawaii Information Portal. The page has a dark blue header with navigation links like 'Home', 'Sign Out', 'Add To', 'Notification', and 'NavBar'. Below the header, the page title is 'Initiate Requests'. A sub-header says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a green button labeled 'Find an Existing Value'. Below that is a section titled 'Search Criteria' with two search fields: 'Country' (beginning with 'USA') and 'Leave Program' (beginning with '510000-AGS'). At the bottom of the search criteria section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A blue callout box with a white border points to the 'Search' button and contains the text 'Click the Search button.'

Click the **Search** button.



Initiate Requests

Country USA United States
 Leave Program 510000-AGS Description Accounting & General Services
 Leave Program Category Bank Leave Program Type Voluntary
 *Request Date 06/28/2021 Available Balance 5812.00

Requests

*Empl ID	*Empl Record	Name	*Request Type	*Hours	View Details
<input type="text"/>	<input type="text"/>		<input type="text"/>	0.00	View Details

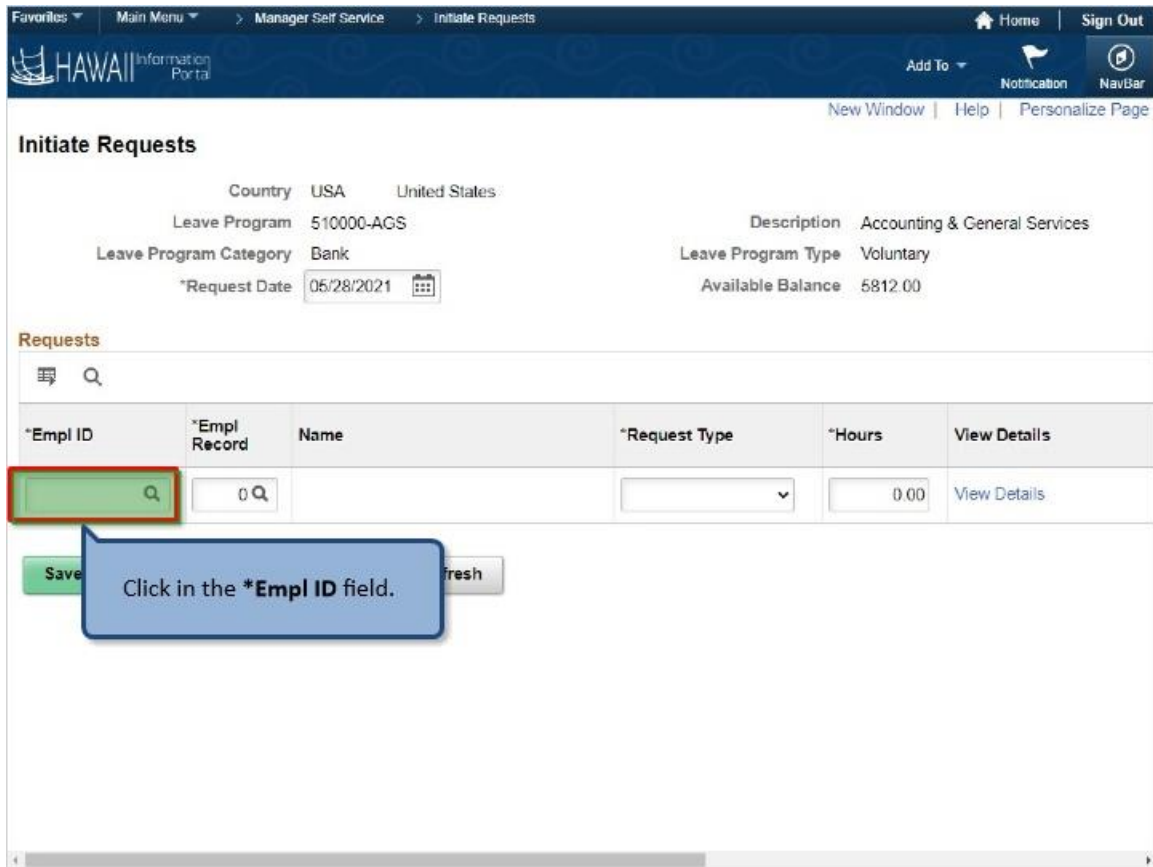
S The **Initiate Requests** page displays enabling you to enter a leave donation request for an employee based on a **Request Date** and **Request Type**.

Note: Received Balances will be able to be used from the request date forward. For any leave requests prior to this date, an adjustment to the bank balance will be needed.

Select **'Next'** to continue.

The **Initiate Requests** page displays enabling you to enter a leave donation request for an employee based on a **Request Date** and **Request Type**.

Note: Received Balances will be able to be used from the request date forward. For any leave requests prior to this date, an adjustment to the bank balance will be needed.



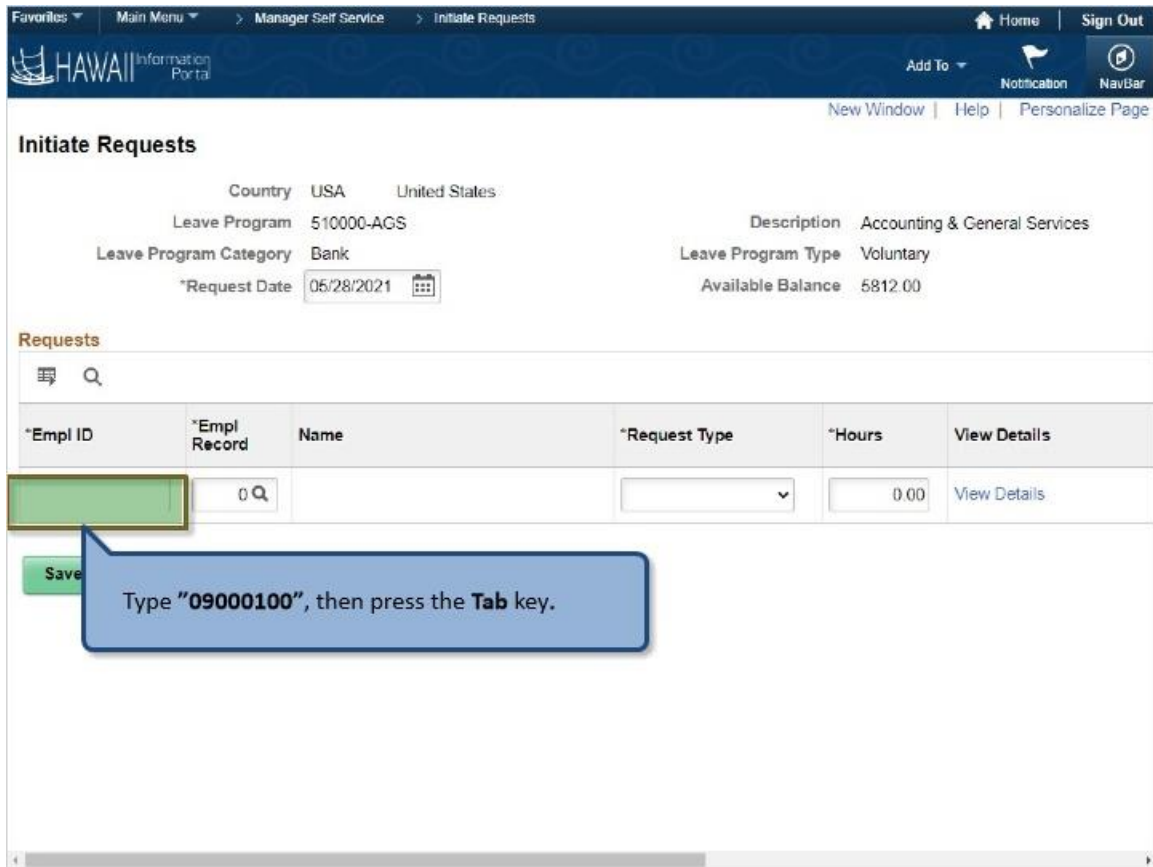
Country USA United States
Leave Program 510000-AGS Description Accounting & General Services
Leave Program Category Bank Leave Program Type Voluntary
*Request Date 06/28/2021 Available Balance 5812.00

Requests

*Empl ID	*Empl Record	Name	*Request Type	*Hours	View Details
<input type="text"/>	<input type="text"/>		<input type="text"/>	0.00	View Details

Save Refresh

Click in the ***Empl ID** field.



Country USA United States
Leave Program 510000-AGS Description Accounting & General Services
Leave Program Category Bank Leave Program Type Voluntary
*Request Date 06/28/2021 Available Balance 5812.00

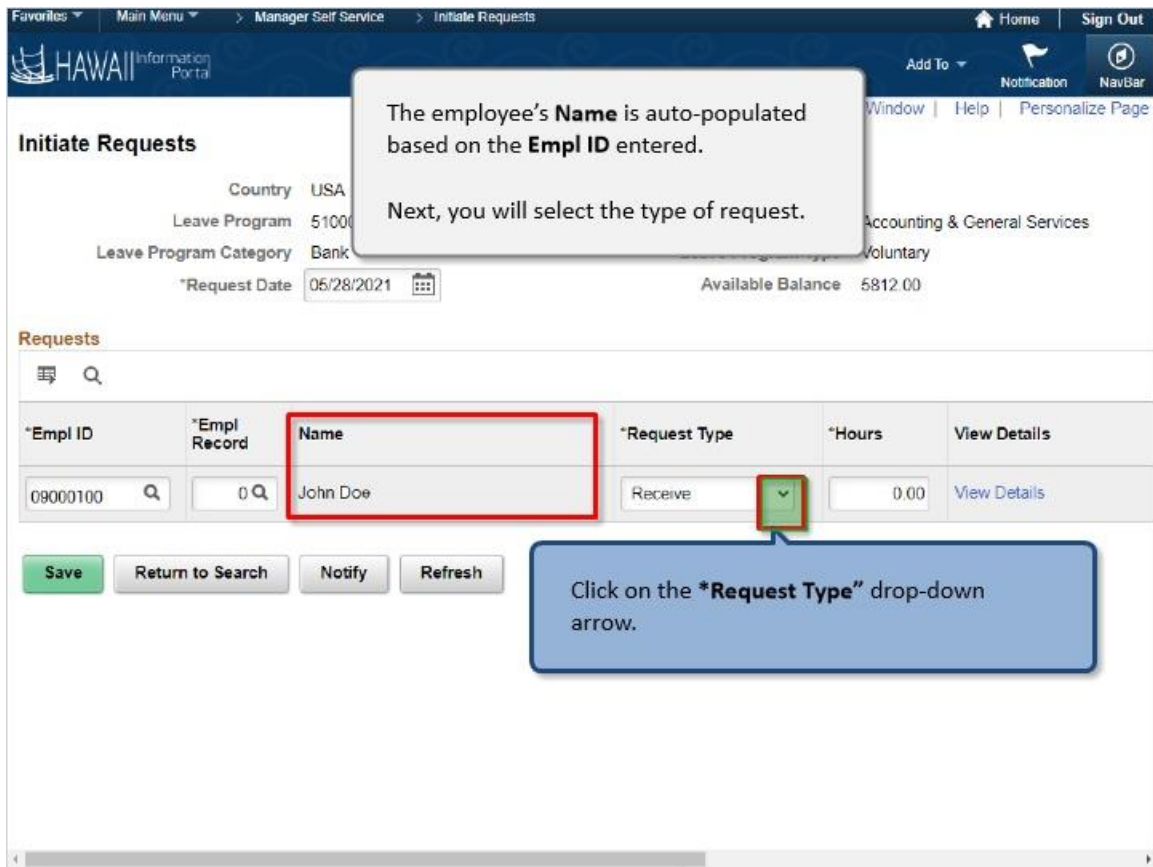
Requests

*Empl ID	*Empl Record	Name	*Request Type	*Hours	View Details
<input type="text" value="09000100"/>	<input type="text" value="0"/>		<input type="text" value=""/>	<input type="text" value="0.00"/>	View Details

Save

Type "09000100", then press the Tab key.

Type "09000100", then press the **Tab** key.



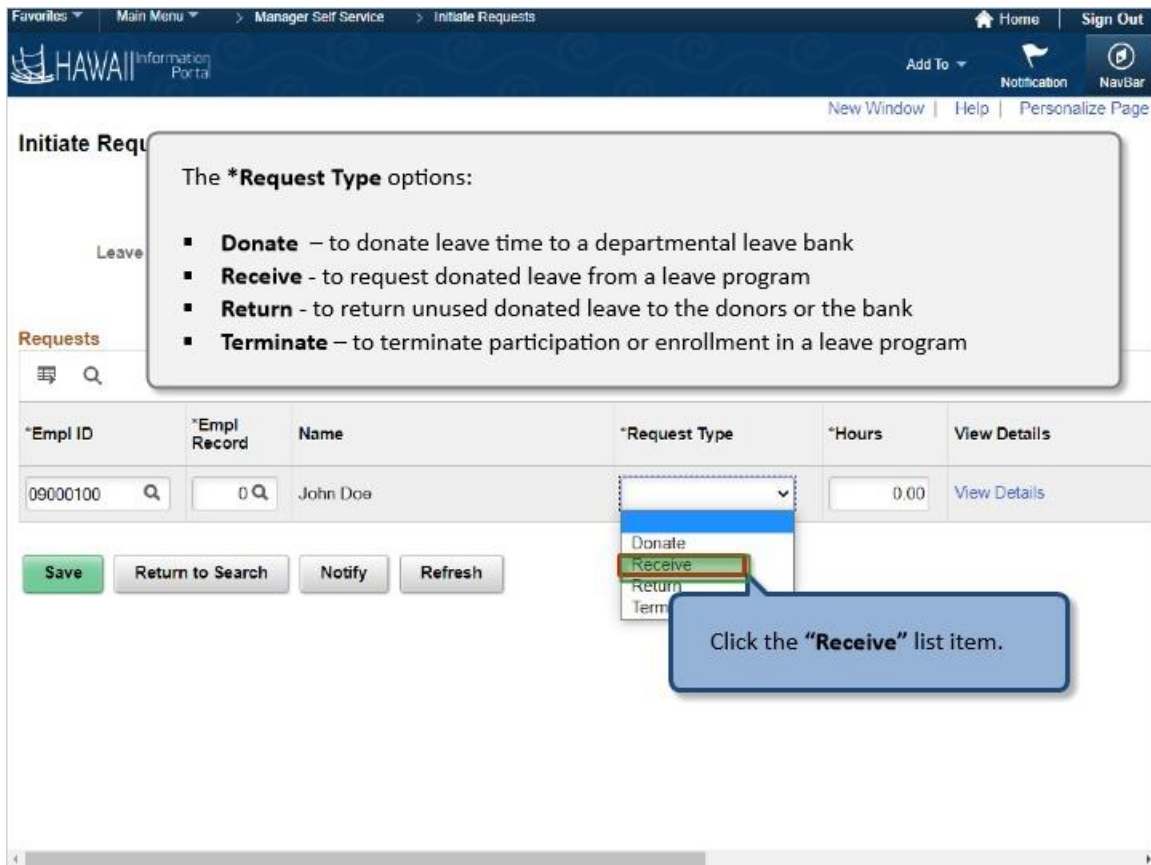
The employee's **Name** is auto-populated based on the **Empl ID** entered.
Next, you will select the type of request.

*Empl ID	*Empl Record	Name	*Request Type	*Hours	View Details
09000100	0	John Doe	Receive	0.00	View Details

Click on the ***Request Type*** drop-down arrow.

The employee's Name is auto-populated based on the **Empl ID** entered.
Next, you will select the type of request.

Click on the ***Request Type*** drop-down arrow.



The *Request Type options:

- **Donate** – to donate leave time to a departmental leave bank
- **Receive** - to request donated leave from a leave program
- **Return** - to return unused donated leave to the donors or the bank
- **Terminate** – to terminate participation or enrollment in a leave program

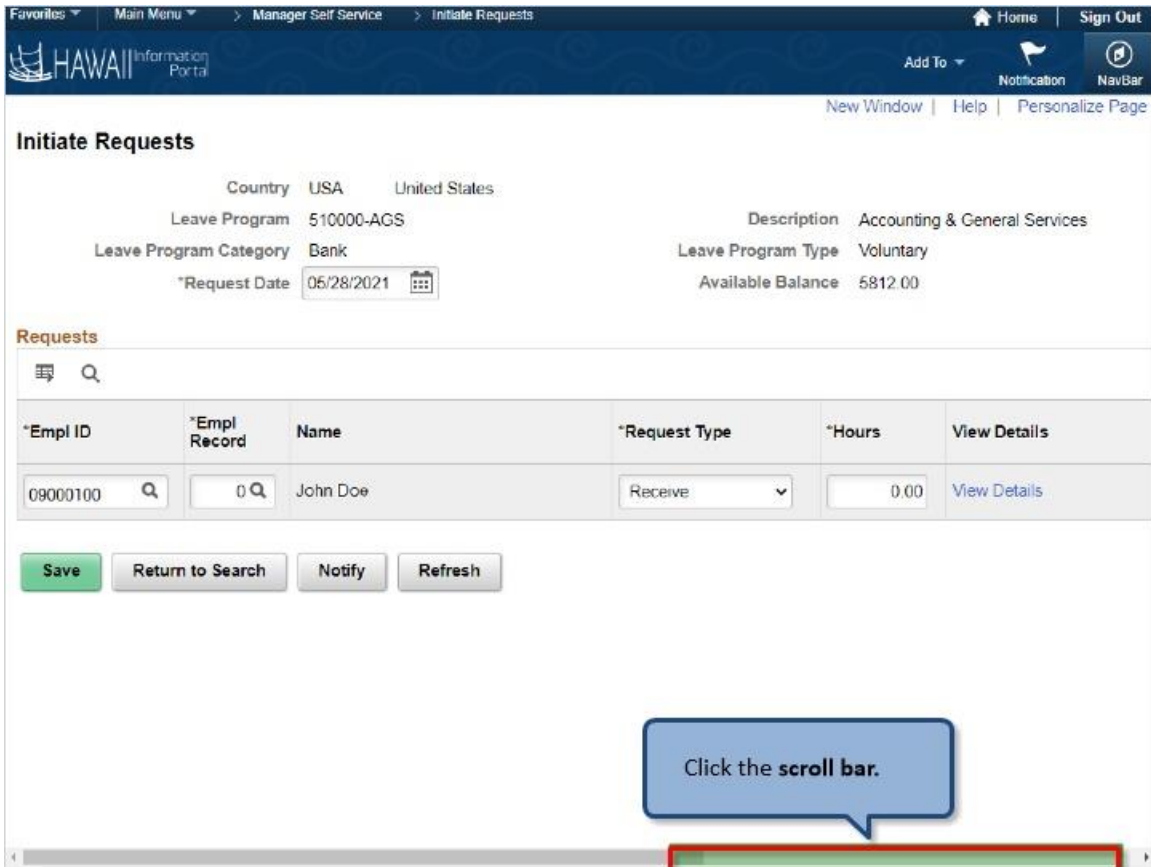
*Empl ID	*Empl Record	Name	*Request Type	*Hours	View Details
09000100	0	John Doe	Receive	0.00	View Details

Buttons: Save, Return to Search, Notify, Refresh

The *Request Type options:

- **Donate** - to donate leave time to a departmental leave bank
- **Receive** - to request donated leave from a leave program
- **Return** - to return unused donated leave to the donors or the bank
- **Terminate** - to terminate participation or enrollment in a leave program

Click the “**Receive**” list item.



Initiate Requests

Country: USA United States
Leave Program: 510000-AGS Description: Accounting & General Services
Leave Program Category: Bank Leave Program Type: Voluntary
*Request Date: 06/28/2021 Available Balance: 5812.00

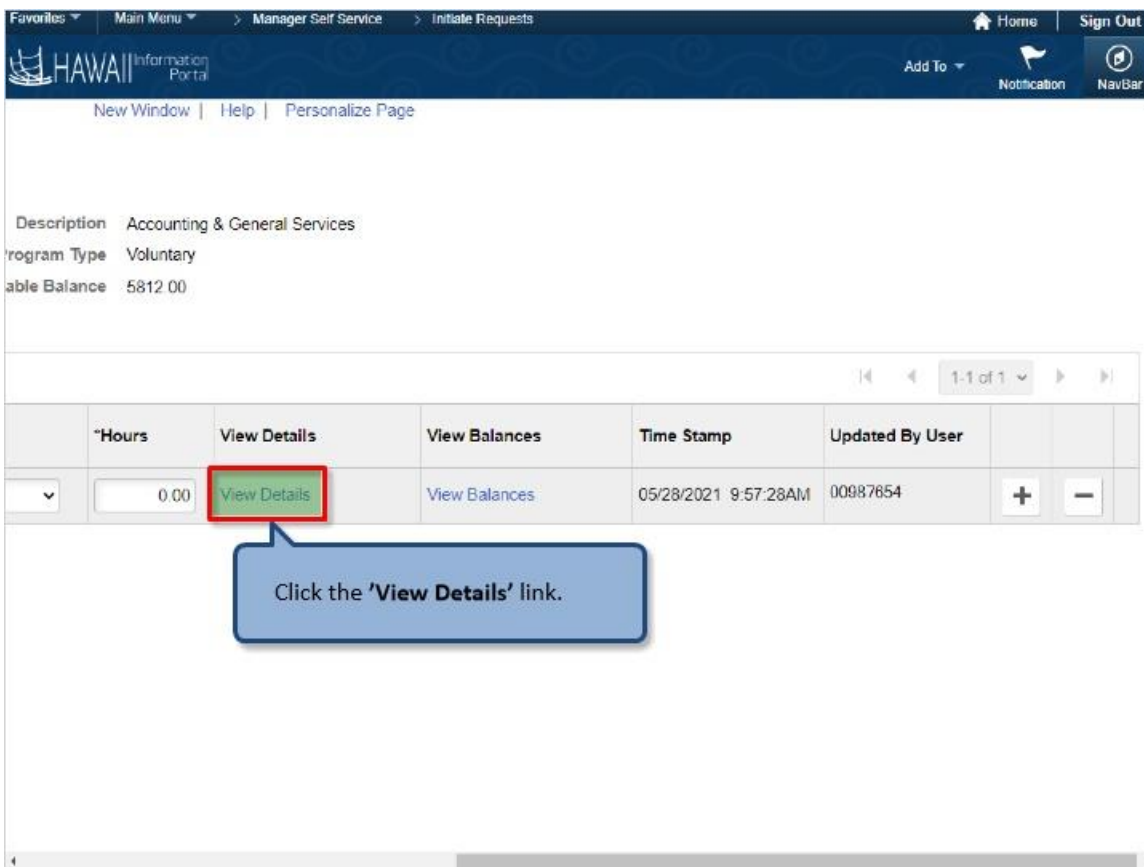
Requests

*Empl ID	*Empl Record	Name	*Request Type	*Hours	View Details
09000100	0	John Doe	Receive	0.00	View Details

Buttons: Save, Return to Search, Notify, Refresh

Click the **scroll bar**.

Click the **scroll bar**.



The screenshot shows the HAWAII Information Portal interface. At the top, there is a navigation bar with links for 'Home' and 'Sign Out'. Below the navigation bar, there are several menu items: 'Favorites', 'Main Menu', 'Manager Self Service', and 'Initiate Requests'. The main content area displays the following information:

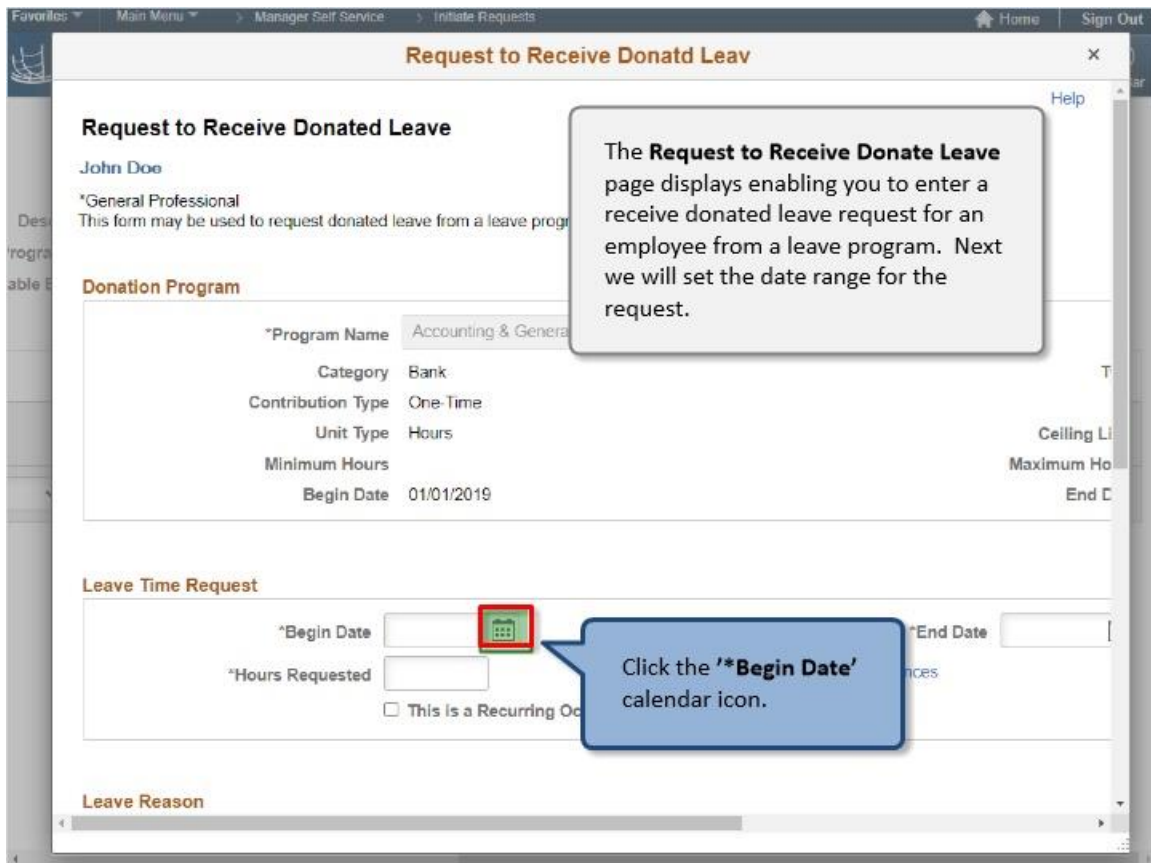
- Description: Accounting & General Services
- Program Type: Voluntary
- Available Balance: 5812.00

Below this information is a table with the following columns: 'Hours', 'View Details', 'View Balances', 'Time Stamp', and 'Updated By User'. The table contains one row of data:

Hours	View Details	View Balances	Time Stamp	Updated By User
0.00	View Details	View Balances	05/28/2021 9:57:28AM	00987654

A red box highlights the 'View Details' link in the first row. A blue callout bubble points to this link with the text: "Click the 'View Details' link."

Click the '**View Details**' link.



The screenshot shows a web browser window with the title "Request to Receive Donated Leave". The page content includes:

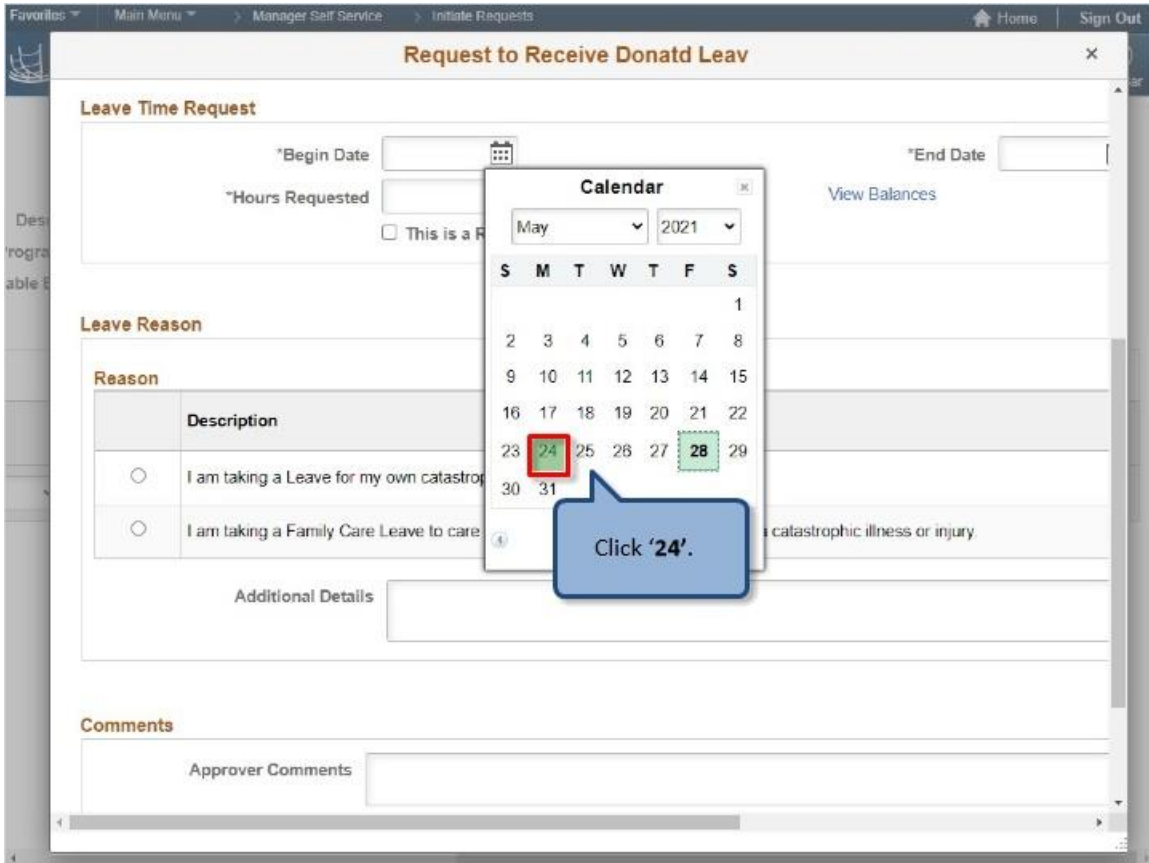
- Request to Receive Donated Leave**
John Doe
*General Professional
This form may be used to request donated leave from a leave program.
- Donation Program**
*Program Name: Accounting & General
Category: Bank
Contribution Type: One-Time
Unit Type: Hours
Minimum Hours: [blank]
Begin Date: 01/01/2019
- Leave Time Request**
*Begin Date: [calendar icon]
*Hours Requested: [input field]
 This is a Recurring Occurrence
*End Date: [input field]
- Leave Reason**

Two callout boxes are present:

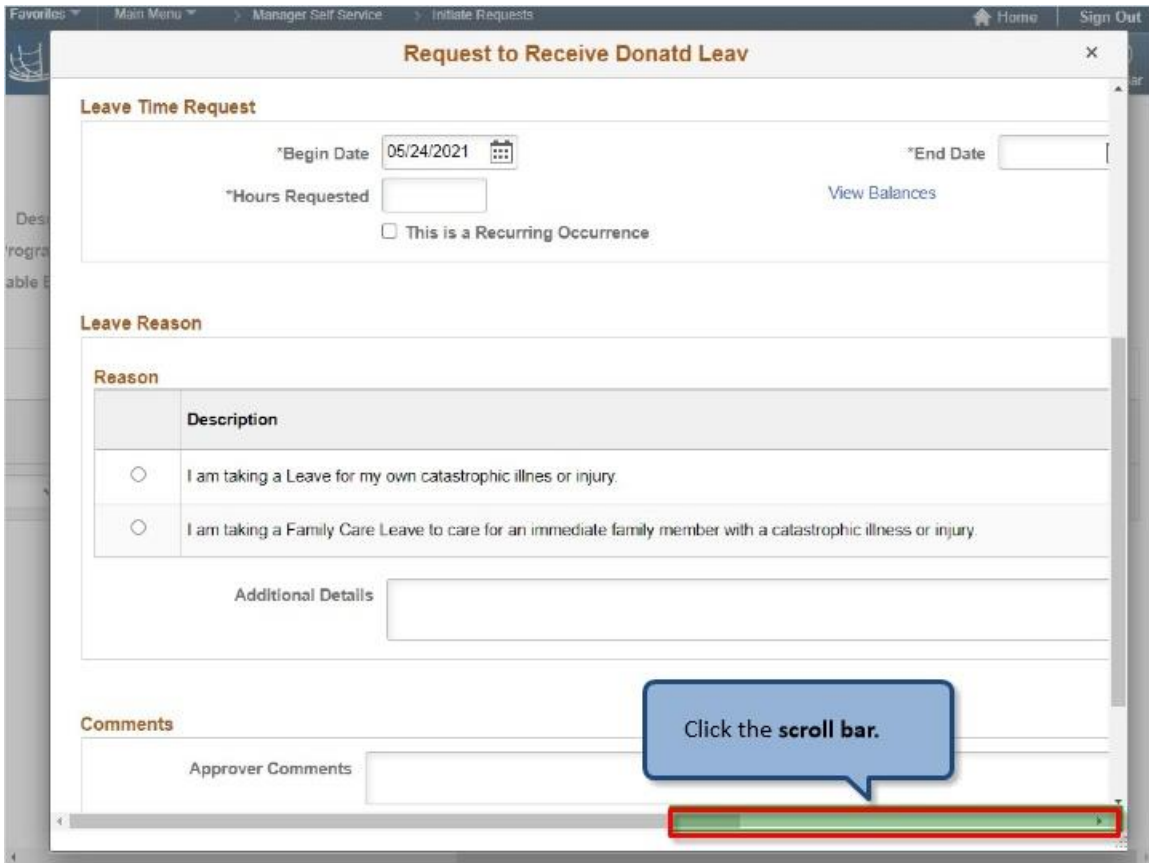
- A grey callout box pointing to the top of the form: "The **Request to Receive Donate Leave** page displays enabling you to enter a receive donated leave request for an employee from a leave program. Next we will set the date range for the request."
- A blue callout box pointing to the calendar icon: "Click the **'*Begin Date'** calendar icon."

The **Request to Receive Donate Leave** page displays enabling you to enter a receive donated leave request for an employee from a leave program. Next we will set the date range for the request.

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



Click '24'.



Request to Receive Donatd Leav

Leave Time Request

*Begin Date: 05/24/2021 *End Date:

*Hours Requested: View Balances

This is a Recurring Occurrence

Leave Reason

Reason

	Description
<input type="radio"/>	I am taking a Leave for my own catastrophic illness or injury.
<input type="radio"/>	I am taking a Family Care Leave to care for an immediate family member with a catastrophic illness or injury.

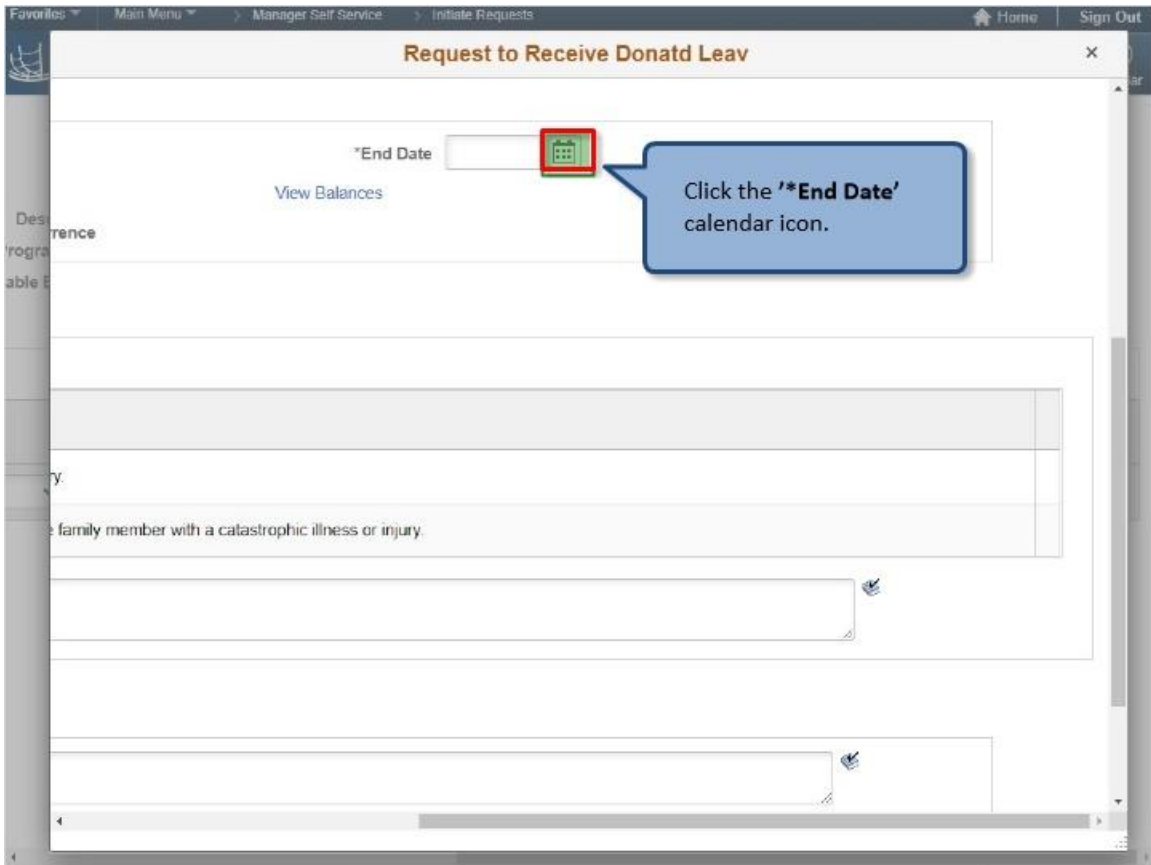
Additional Details:

Comments

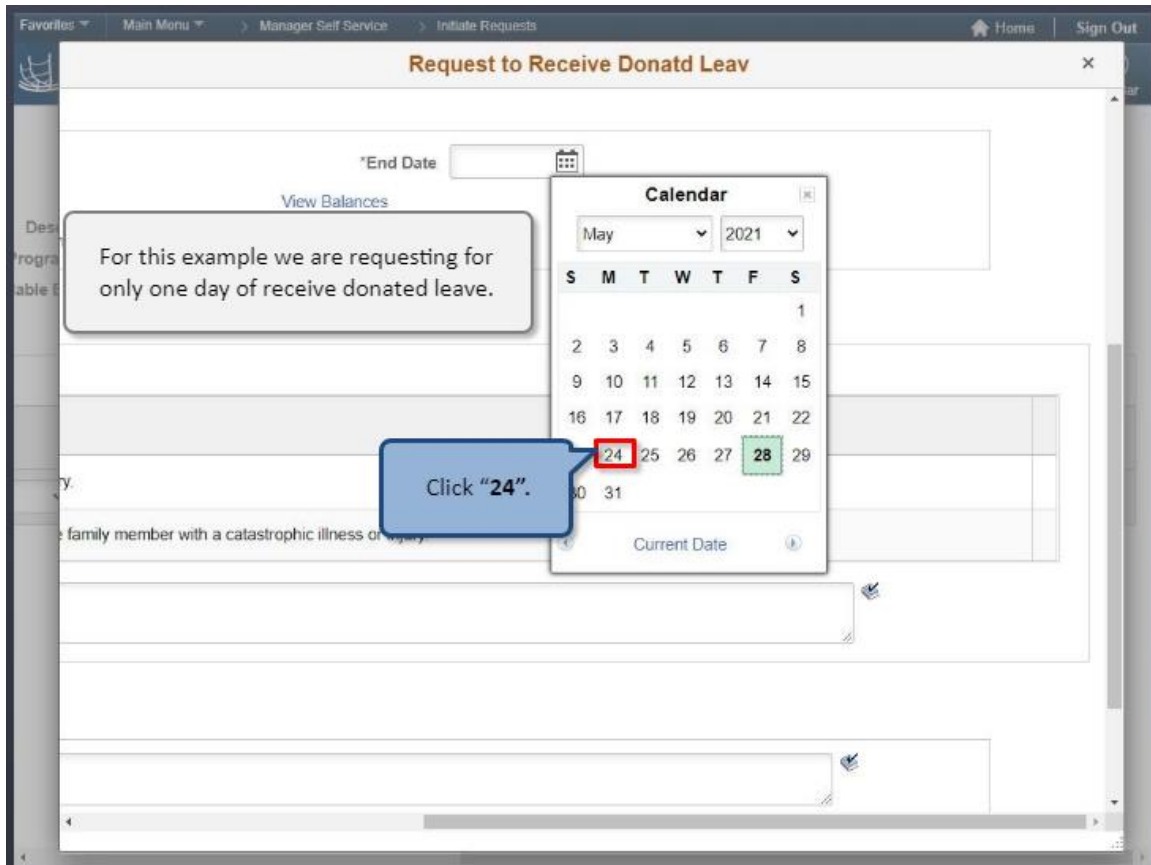
Approver Comments:

Click the **scroll bar**.

Click the **scroll bar**.

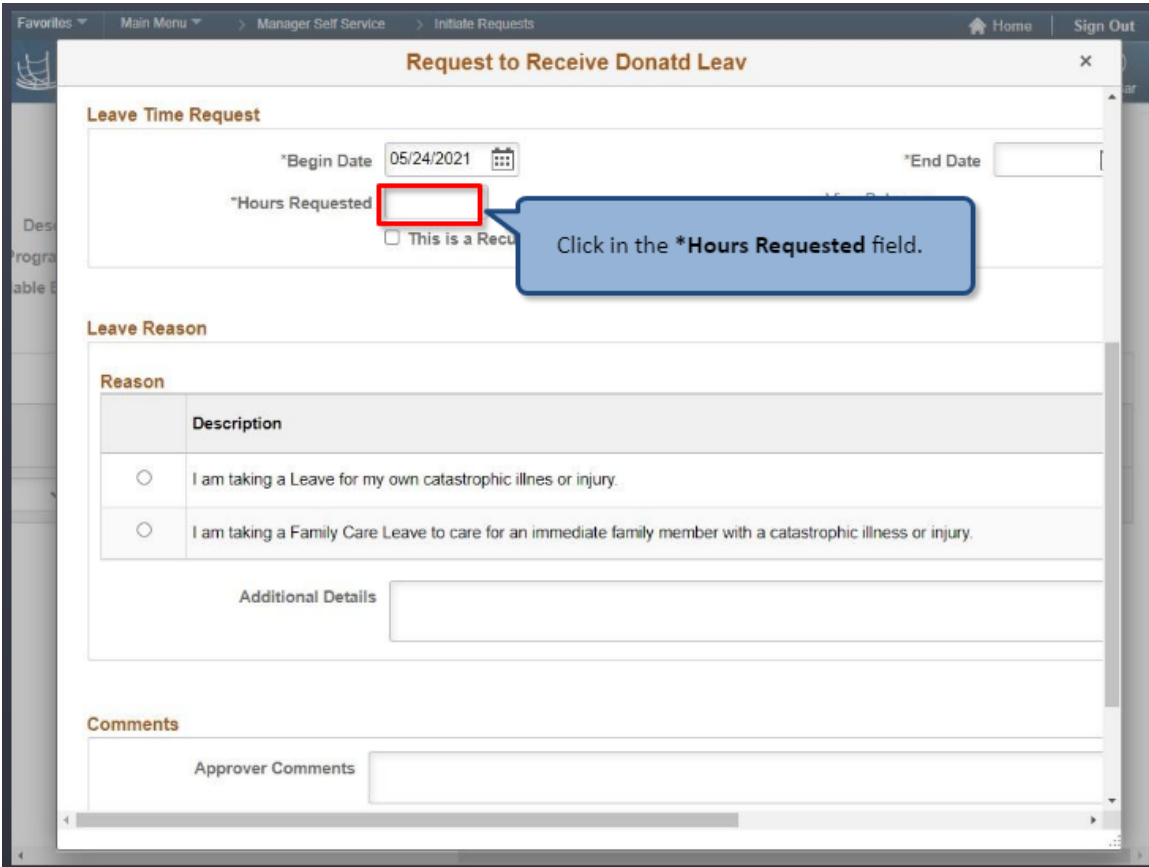


Click the **'*End Date'** calendar icon.



For this example we are requesting for only one day of receive donated leave.

Click **"24"**.



Request to Receive Donatd Leav

Leave Time Request

*Begin Date: 05/24/2021 *End Date: []

*Hours Requested: []

This is a Recu

Leave Reason

Reason

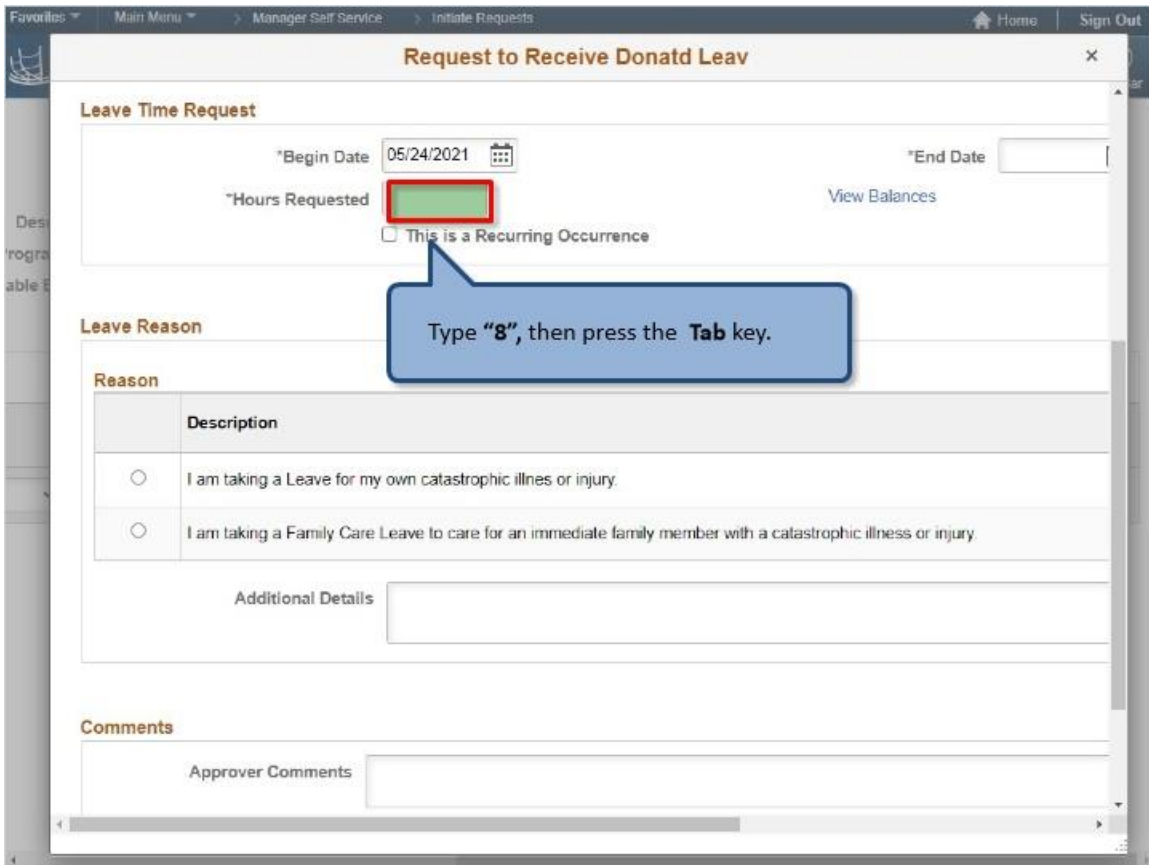
	Description
<input type="radio"/>	I am taking a Leave for my own catastrophic illness or injury.
<input type="radio"/>	I am taking a Family Care Leave to care for an immediate family member with a catastrophic illness or injury.

Additional Details: []

Comments

Approver Comments: []

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



Request to Receive Donatd Leav

Leave Time Request

*Begin Date: 05/24/2021 *End Date: []

*Hours Requested: [] View Balances

This is a Recurring Occurrence

Leave Reason

Reason

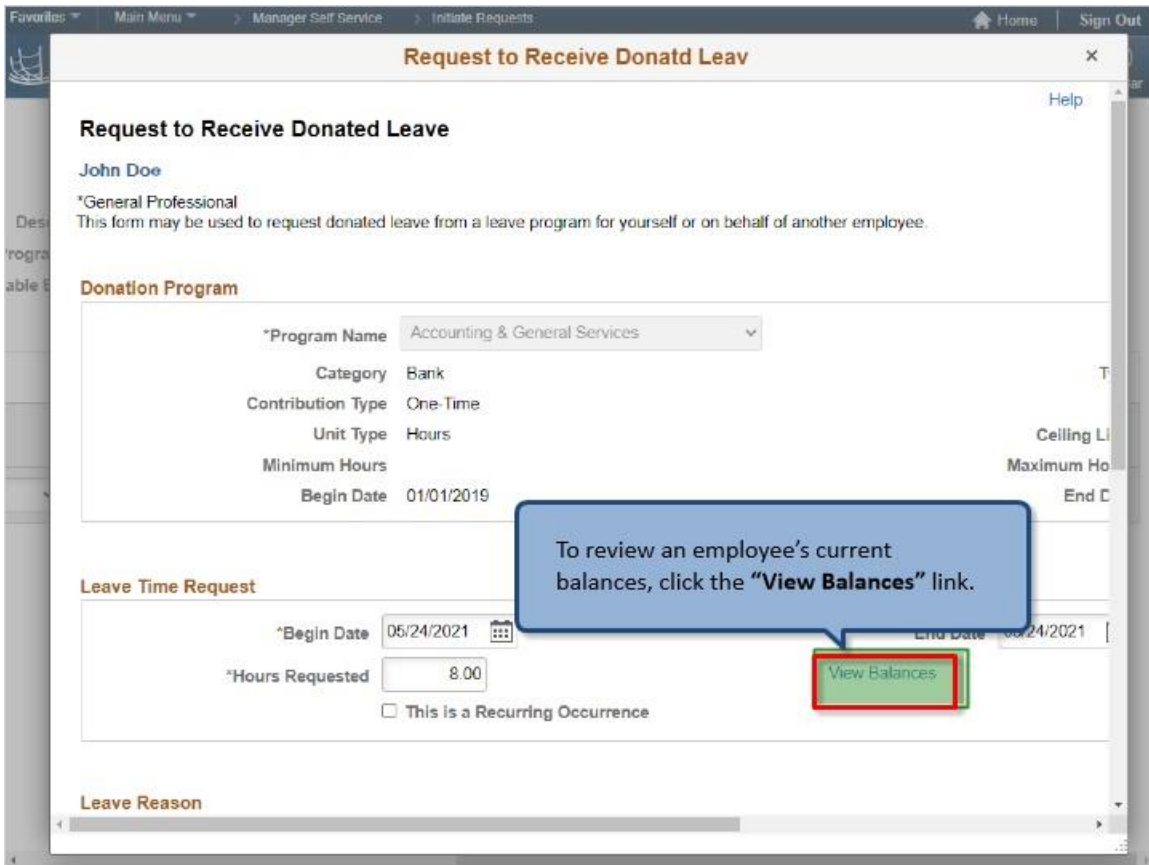
	Description
<input type="radio"/>	I am taking a Leave for my own catastrophic illness or injury.
<input type="radio"/>	I am taking a Family Care Leave to care for an immediate family member with a catastrophic illness or injury.

Additional Details: []

Comments

Approver Comments: []

Type “8”, then press the **Tab** key.



Request to Receive Donated Leave

John Doe
*General Professional
This form may be used to request donated leave from a leave program for yourself or on behalf of another employee.

Donation Program

*Program Name	Accounting & General Services
Category	Bank
Contribution Type	One-Time
Unit Type	Hours
Minimum Hours	
Begin Date	01/01/2019

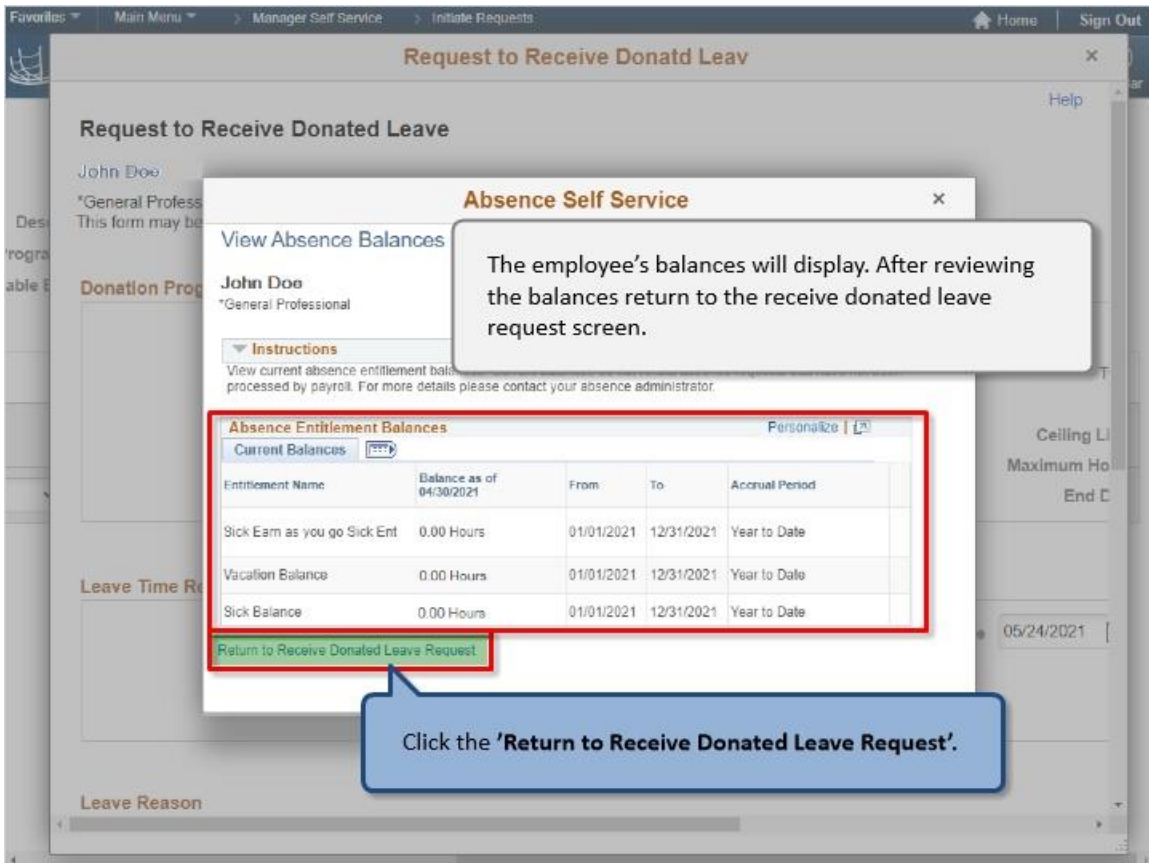
Leave Time Request

*Begin Date	05/24/2021	End Date	06/24/2021
*Hours Requested	8.00		
<input type="checkbox"/> This is a Recurring Occurrence			

View Balances

To review an employee's current balances, click the "View Balances" link.

To review an employee's current balances, click the "View Balances" link.



Absence Self Service

View Absence Balances

John Doe
*General Professional

Instructions
View current absence entitlement balances as of 04/30/2021. Balances are processed by payroll. For more details please contact your absence administrator.

Entitlement Name	Balance as of 04/30/2021	From	To	Accrual Period
Sick Earn as you go Sick Ent	0.00 Hours	01/01/2021	12/31/2021	Year to Date
Vacation Balance	0.00 Hours	01/01/2021	12/31/2021	Year to Date
Sick Balance	0.00 Hours	01/01/2021	12/31/2021	Year to Date

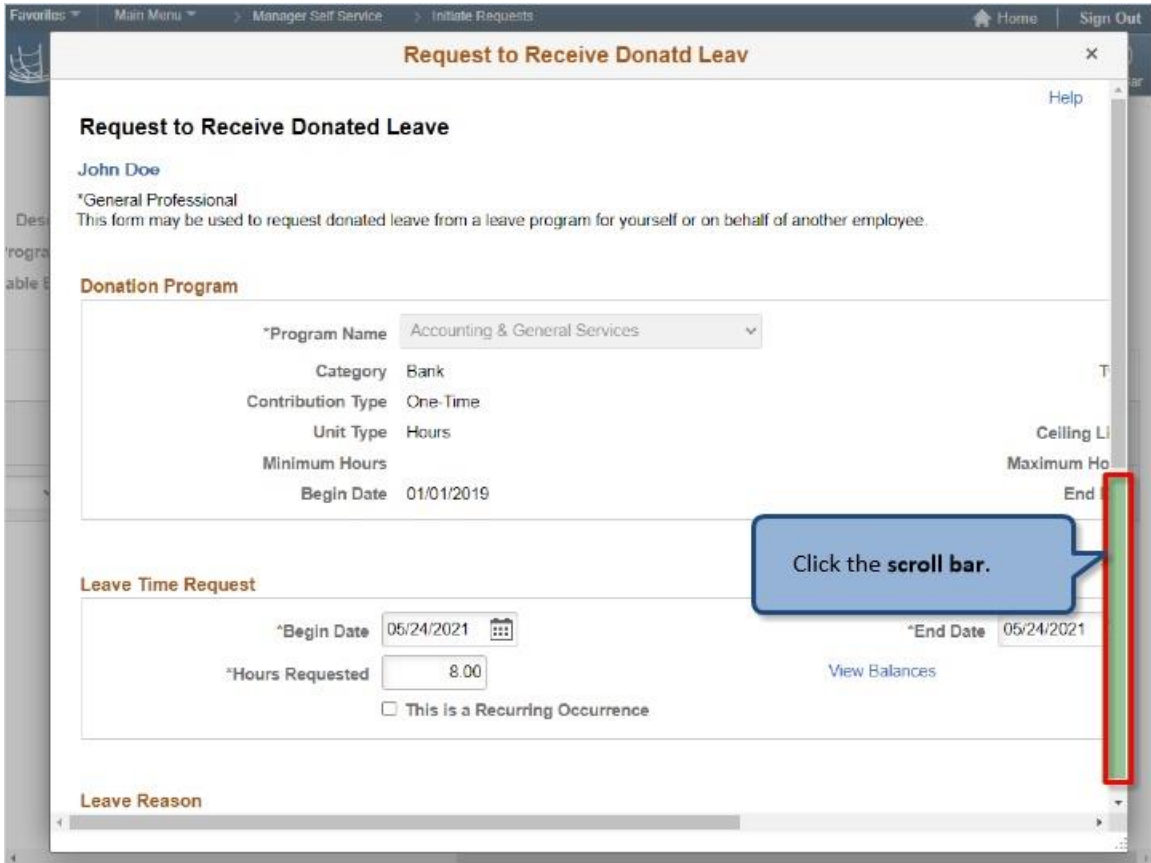
[Return to Receive Donated Leave Request](#)

The employee's balances will display. After reviewing the balances return to the receive donated leave request screen.

Click the **'Return to Receive Donated Leave Request'**.

The employee's balances will display. After reviewing the balances return to the receive donated leave request screen.

Click the **'Return to Receive Donated Leave Request'**.



Request to Receive Donated Leave

John Doe
*General Professional
This form may be used to request donated leave from a leave program for yourself or on behalf of another employee.

Donation Program

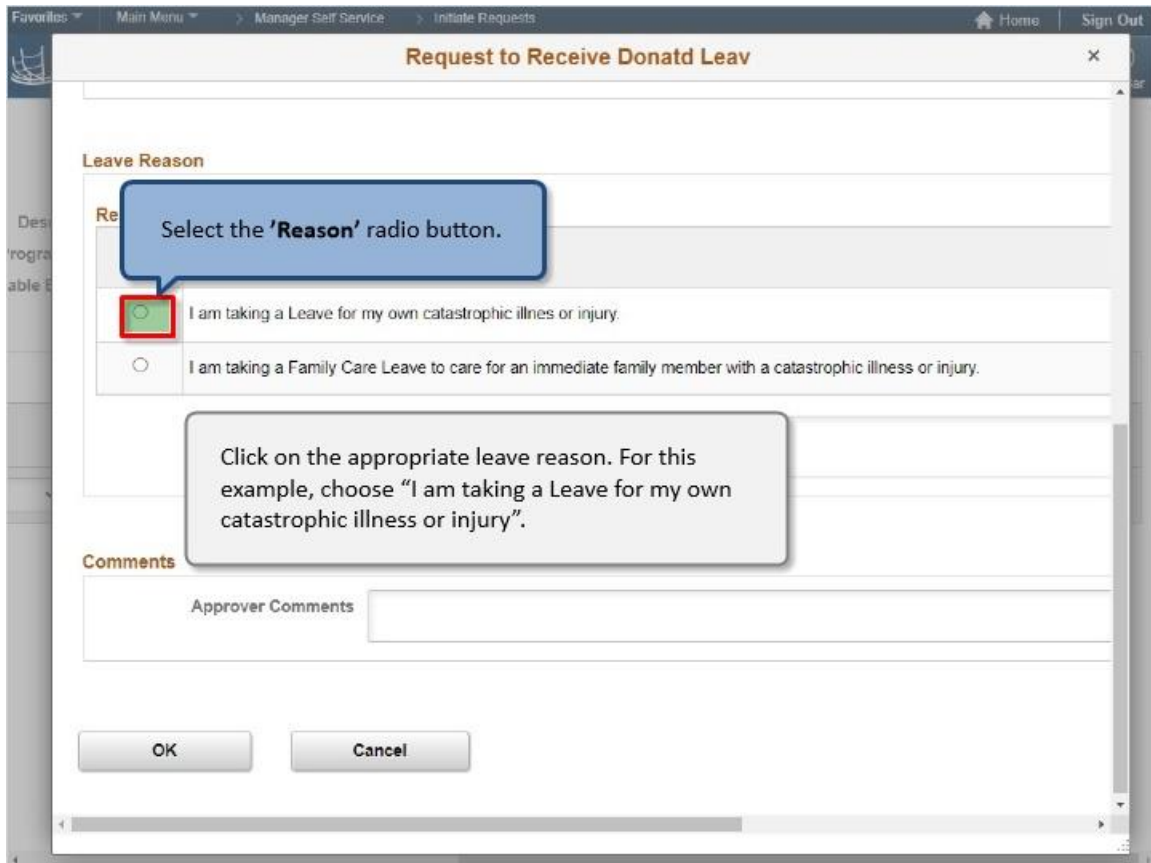
*Program Name: Accounting & General Services
Category: Bank
Contribution Type: One-Time
Unit Type: Hours
Minimum Hours: [blank]
Begin Date: 01/01/2019

Leave Time Request

*Begin Date: 05/24/2021
*End Date: 05/24/2021
*Hours Requested: 8.00
 This is a Recurring Occurrence

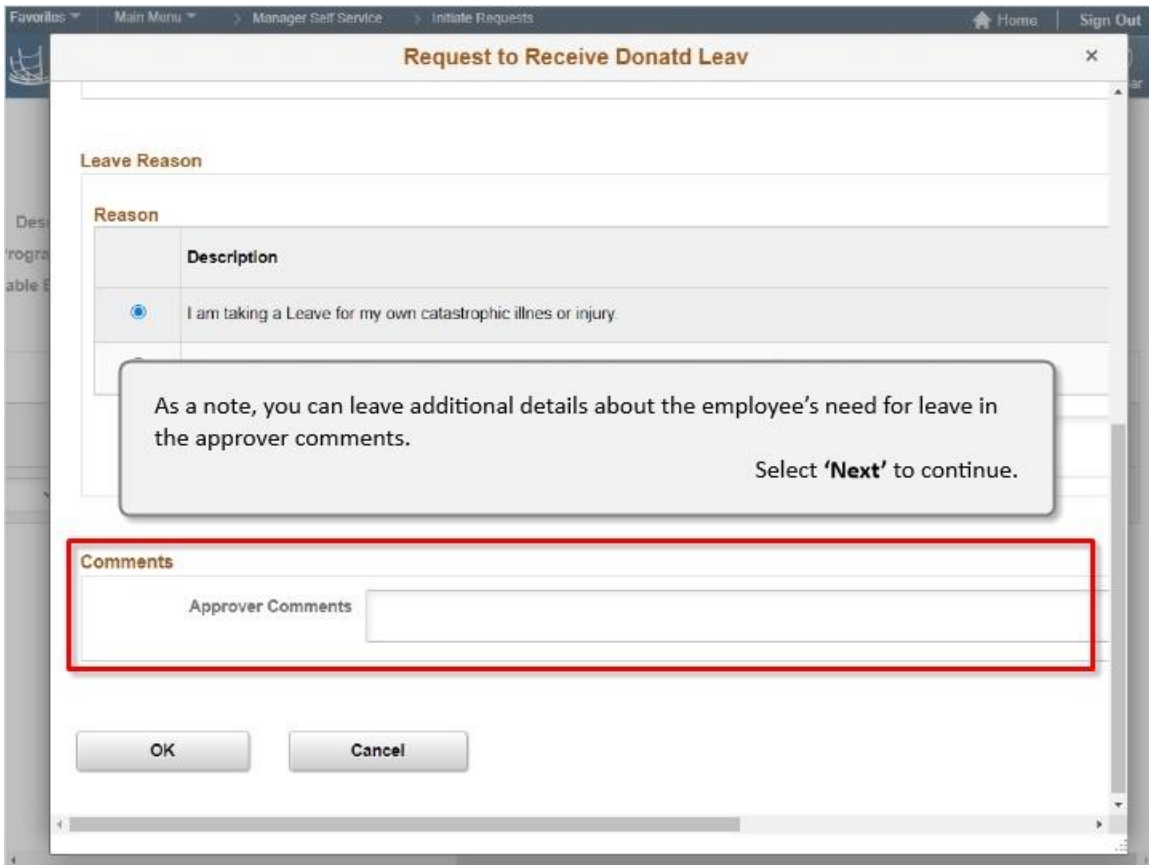
Leave Reason

Click the **scroll bar**.



Click on the appropriate leave reason. For this example, choose “I am taking a Leave for my own catastrophic illness or injury”.

Select the '**Reason**' radio button.



Request to Receive Donatd Leav

Leave Reason

Reason	Description
<input checked="" type="radio"/>	I am taking a Leave for my own catastrophic illness or injury.

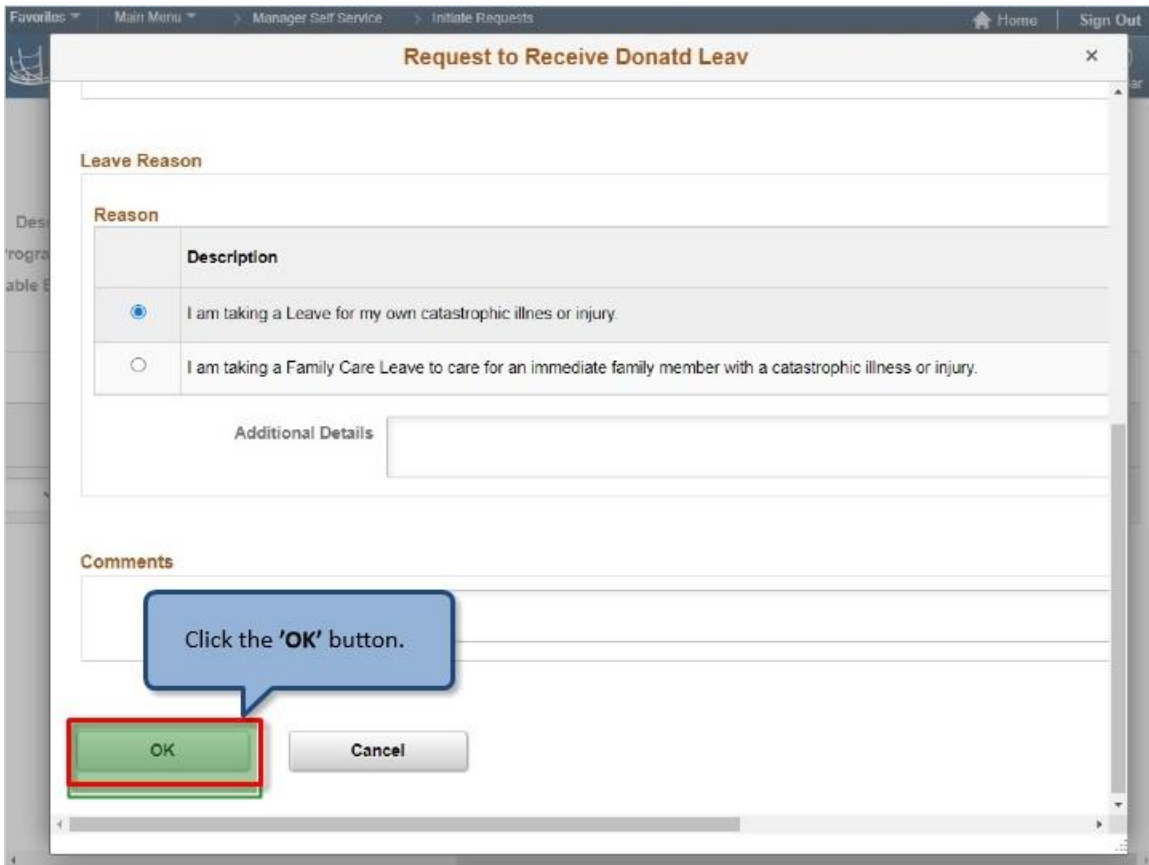
As a note, you can leave additional details about the employee's need for leave in the approver comments. Select 'Next' to continue.

Comments

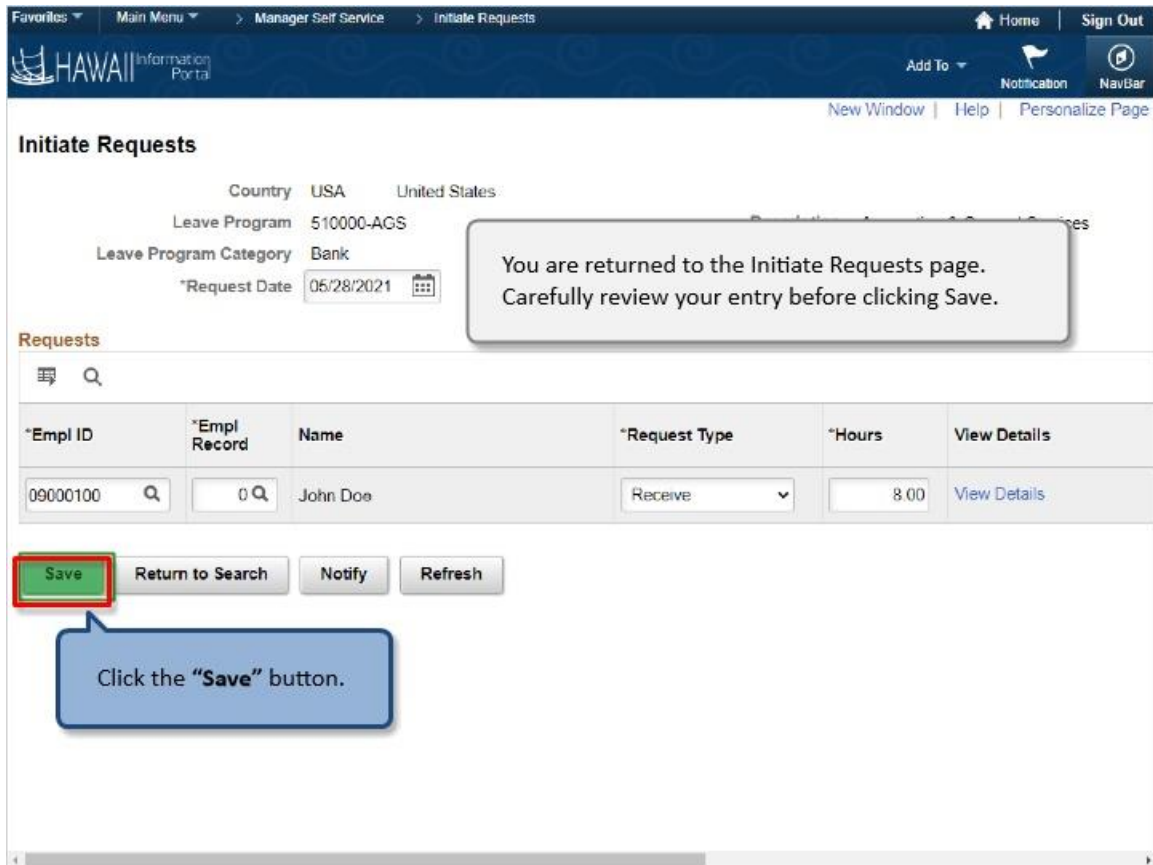
Approver Comments

OK Cancel

As a note, you can leave additional details about the employee's need for leave in the approver comments.

The screenshot shows a web browser window with the title "Request to Receive Donatd Leav". The browser's address bar shows the path: Favorites > Main Menu > Manager Self Service > Initiate Requests. The page has a navigation bar with "Home" and "Sign Out" links. The main content area is titled "Request to Receive Donatd Leav" and contains a form. The form has a "Leave Reason" section with a "Reason" label and two radio button options. The first option, "I am taking a Leave for my own catastrophic illness or injury.", is selected. The second option is "I am taking a Family Care Leave to care for an immediate family member with a catastrophic illness or injury." Below the radio buttons is an "Additional Details" text input field. The "Comments" section has a text area. At the bottom of the form are two buttons: "OK" (highlighted with a red border) and "Cancel". A blue callout box with a white border points to the "OK" button and contains the text "Click the 'OK' button." The browser's status bar at the bottom shows the page number "4".

Click the 'OK' button.



Country USA United States

Leave Program 510000-AGS

Leave Program Category Bank

*Request Date 06/28/2021

Requests

*Empl ID	*Empl Record	Name	*Request Type	*Hours	View Details
09000100	0	John Doe	Receive	8.00	View Details

Save Return to Search Notify Refresh

Click the "Save" button.

You are returned to the Initiate Requests page. Carefully review your entry before clicking Save.

You are returned to the Initiate Requests page. Carefully review your entry before clicking Save.

Click the "Save" button.

 HAWAII Information Portal

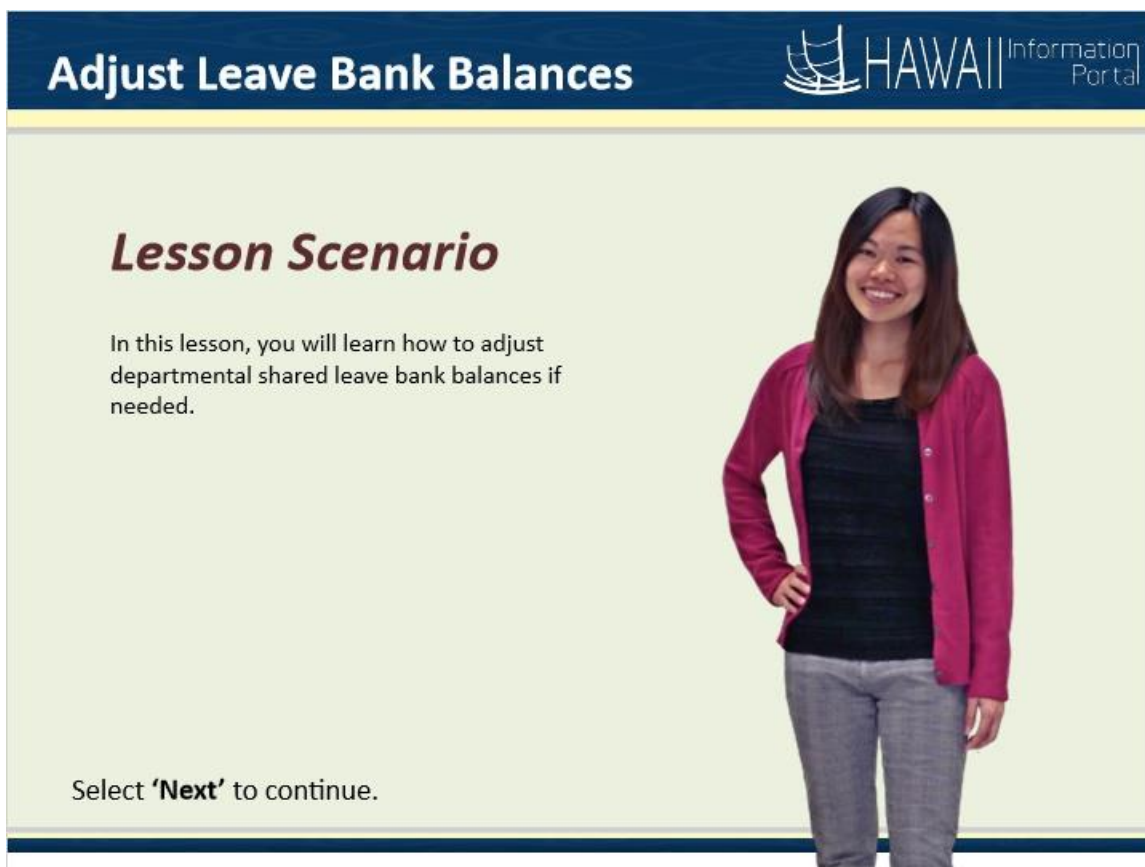


Congratulations!
You've successfully completed
this lesson.

Select **'Next'** to continue.

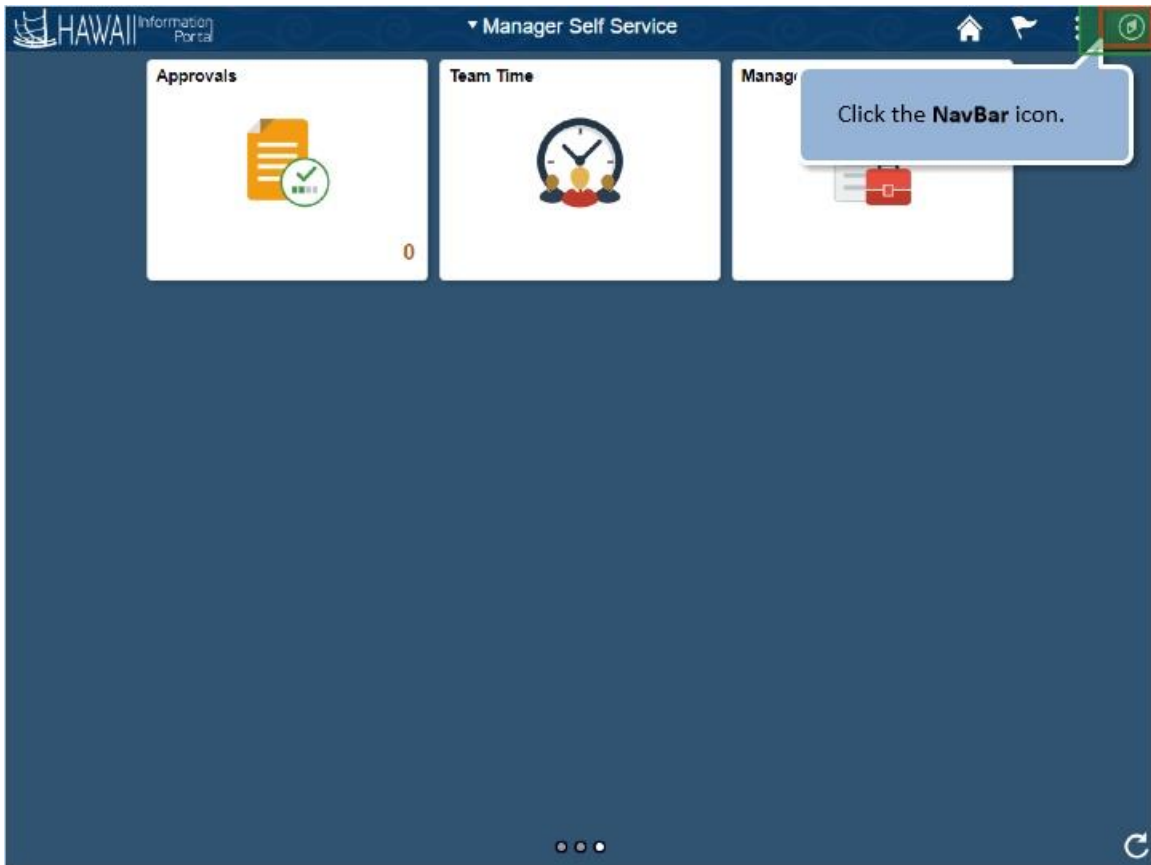
Congratulations!
You've successfully completed this lesson.

ADJUST LEAVE BANK BALANCES

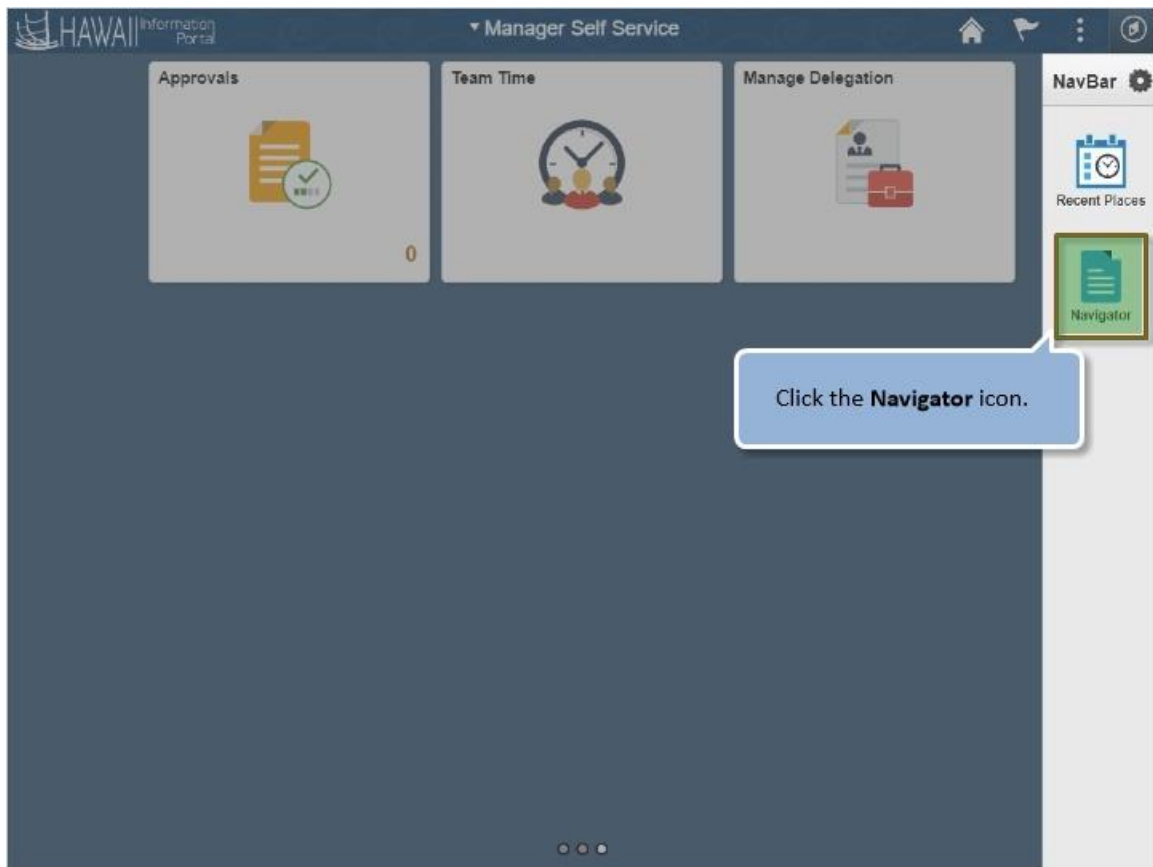
A screenshot of a software interface. At the top is a dark blue header with the text "Adjust Leave Bank Balances" in white and the "HAWAII Information Portal" logo on the right. Below the header is a light green background. On the left, the text "Lesson Scenario" is displayed in a bold, italicized font. Below it, a paragraph states: "In this lesson, you will learn how to adjust departmental shared leave bank balances if needed." At the bottom left, it says "Select 'Next' to continue." On the right side of the screen is a photograph of a smiling woman with long dark hair, wearing a pink cardigan over a black top and grey pants.

Lesson Scenario

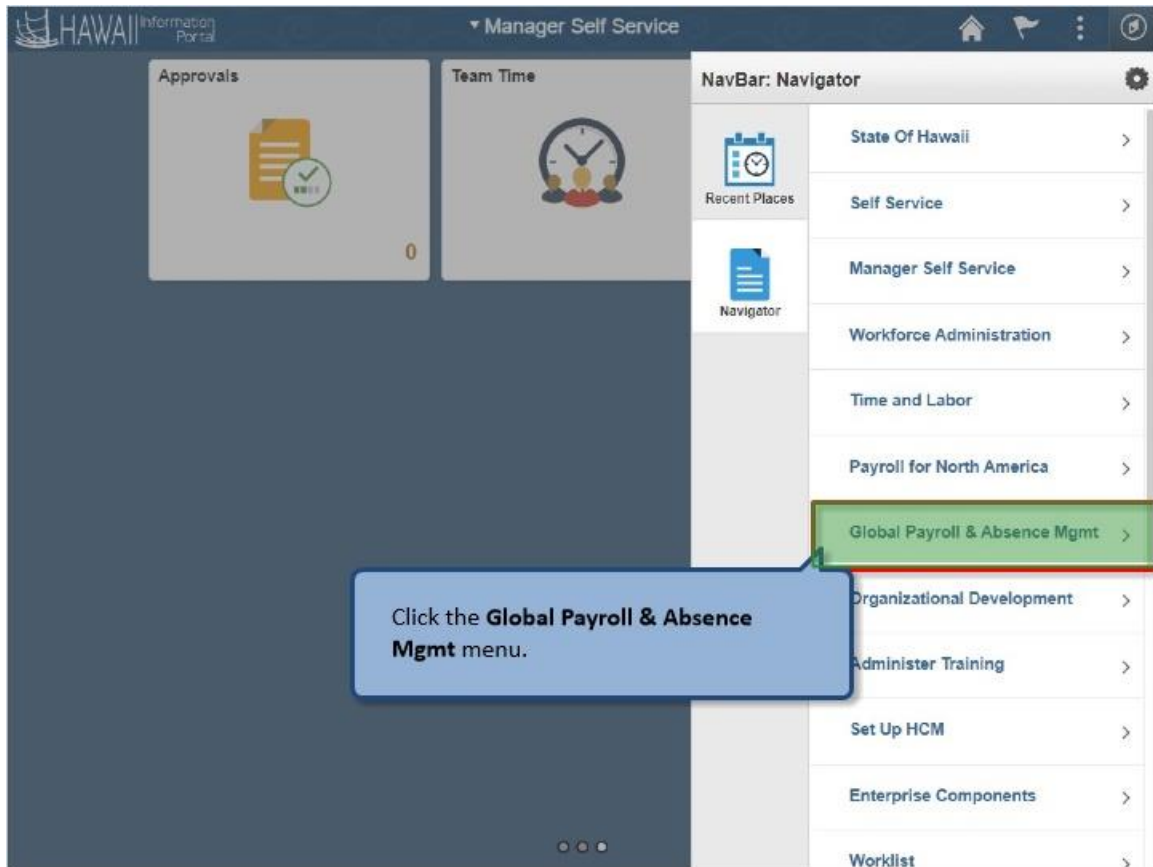
In this lesson, you will learn how to adjust departmental shared leave bank balances if needed.



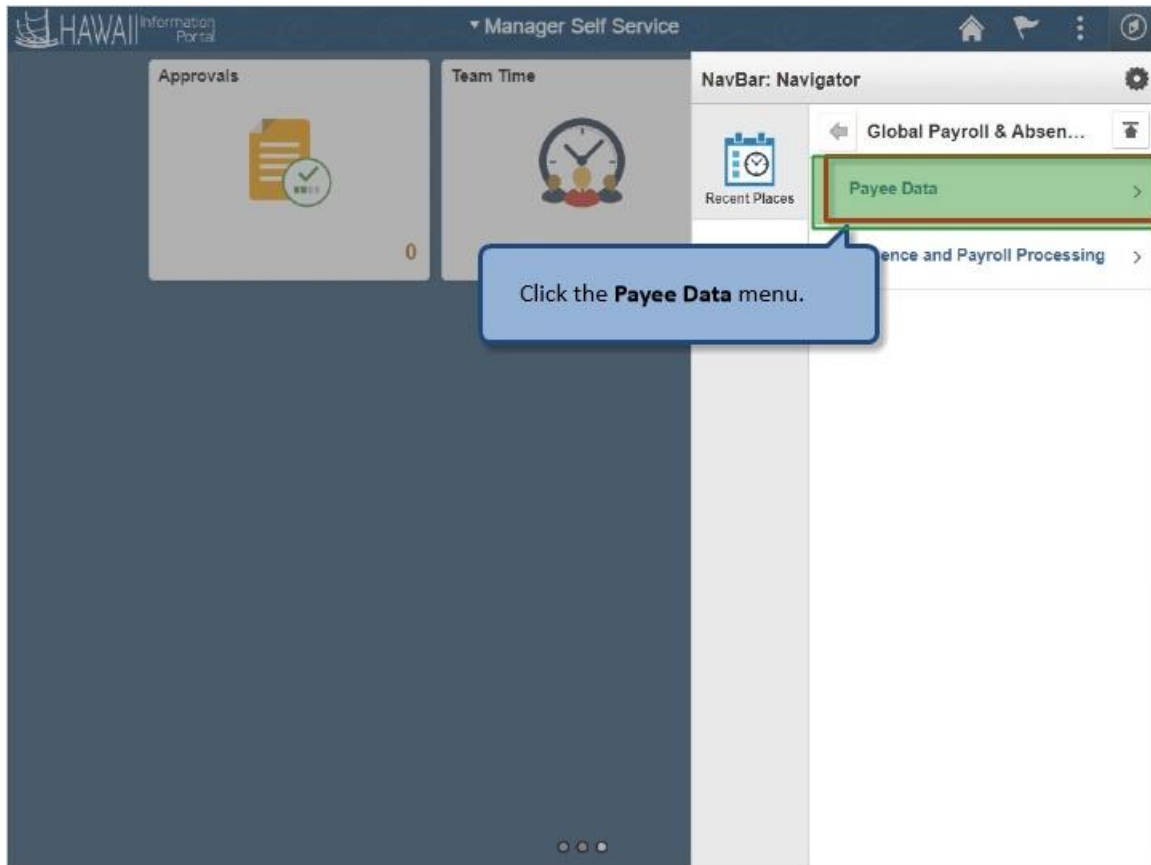
Click the **NavBar** icon.



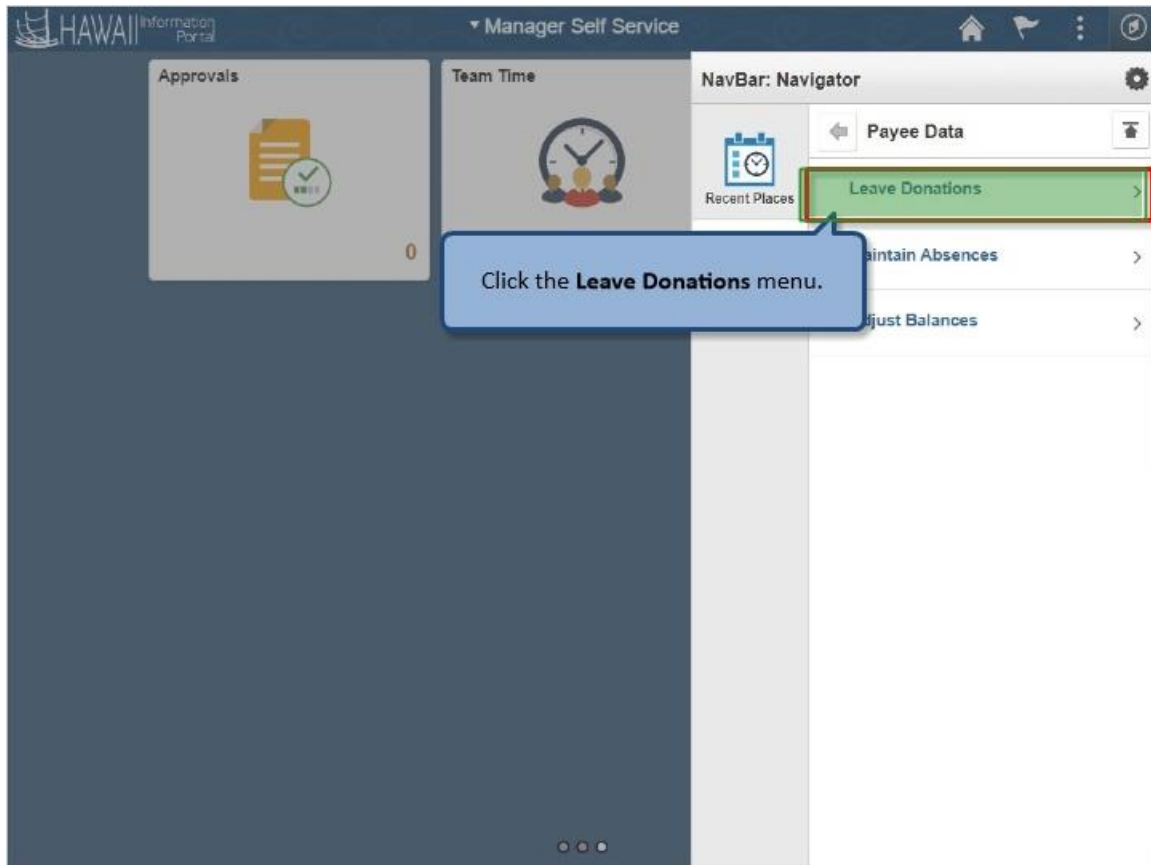
Click the **Navigator** icon.



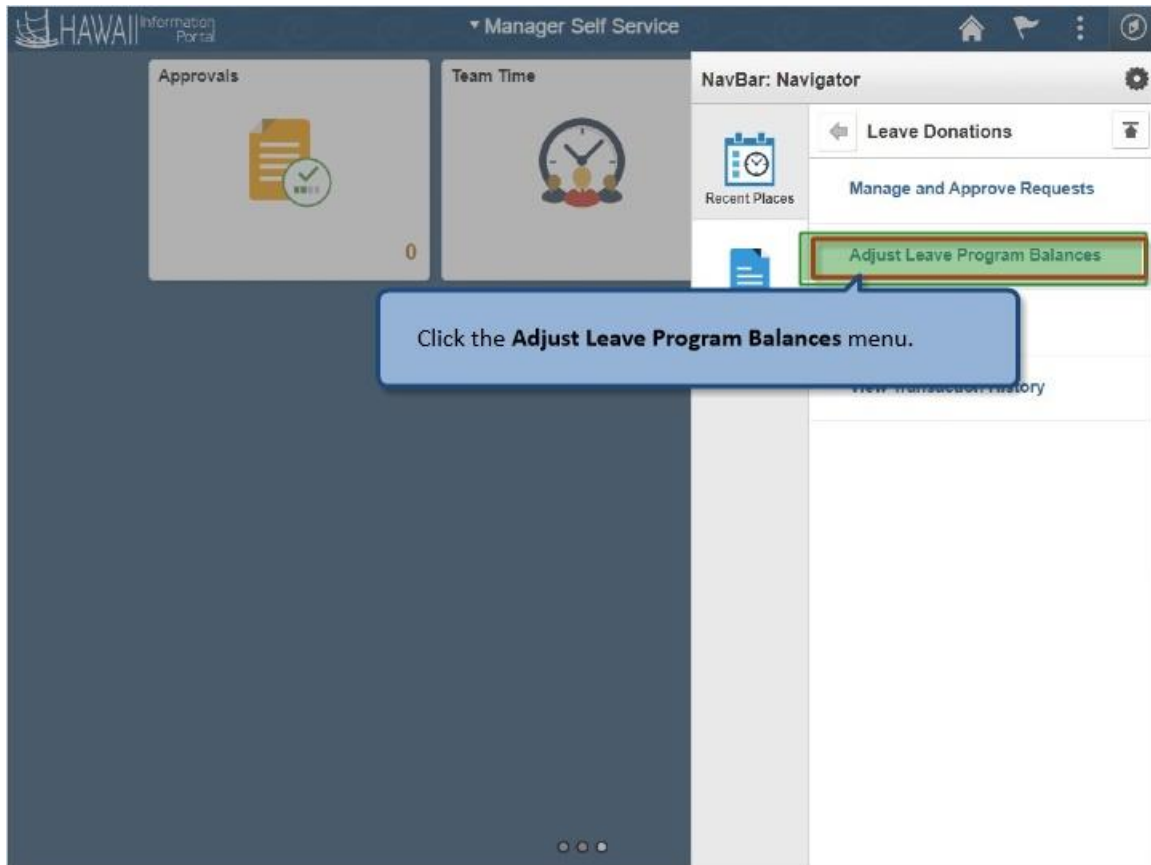
Click the **Global Payroll & Absence Mgmt** menu.



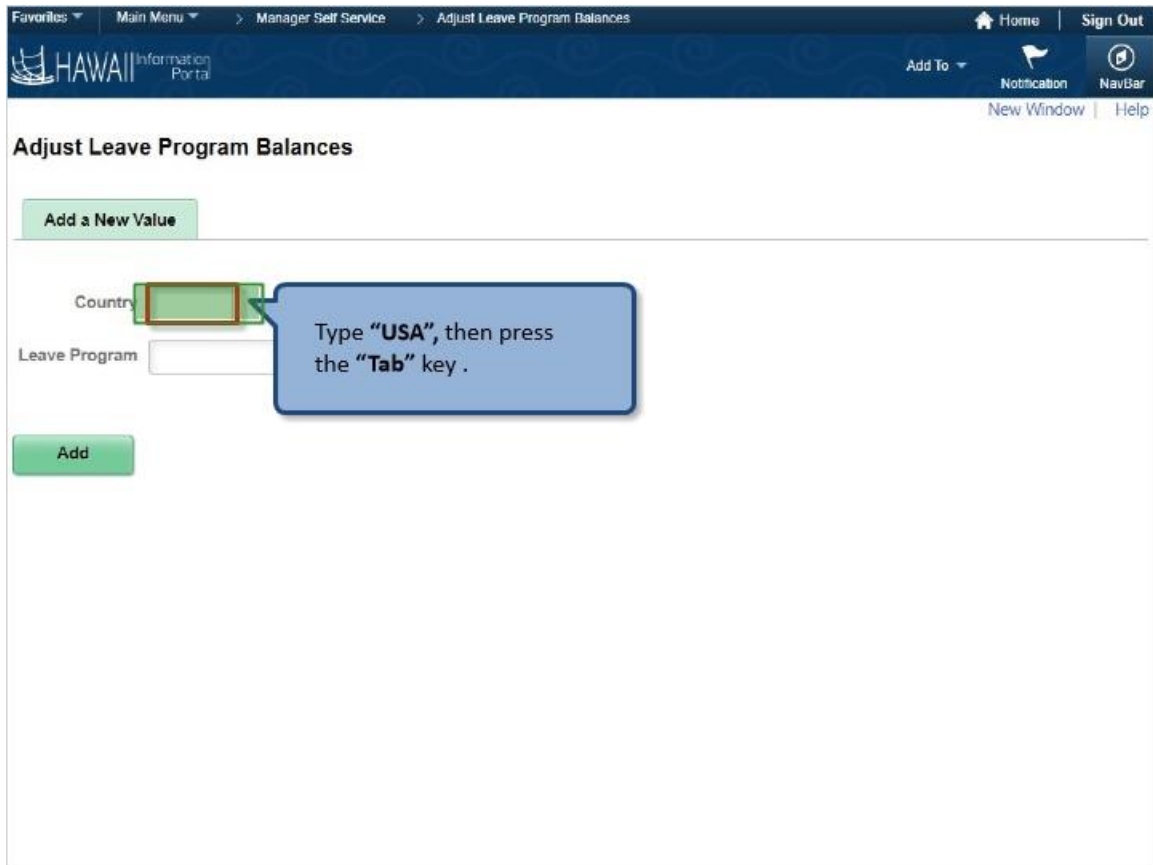
Click the **Payee Data** menu.



Click the **Leave Donations** menu.



Click the **Adjust Leave Program Balances** menu.



Adjust Leave Program Balances

Add a New Value

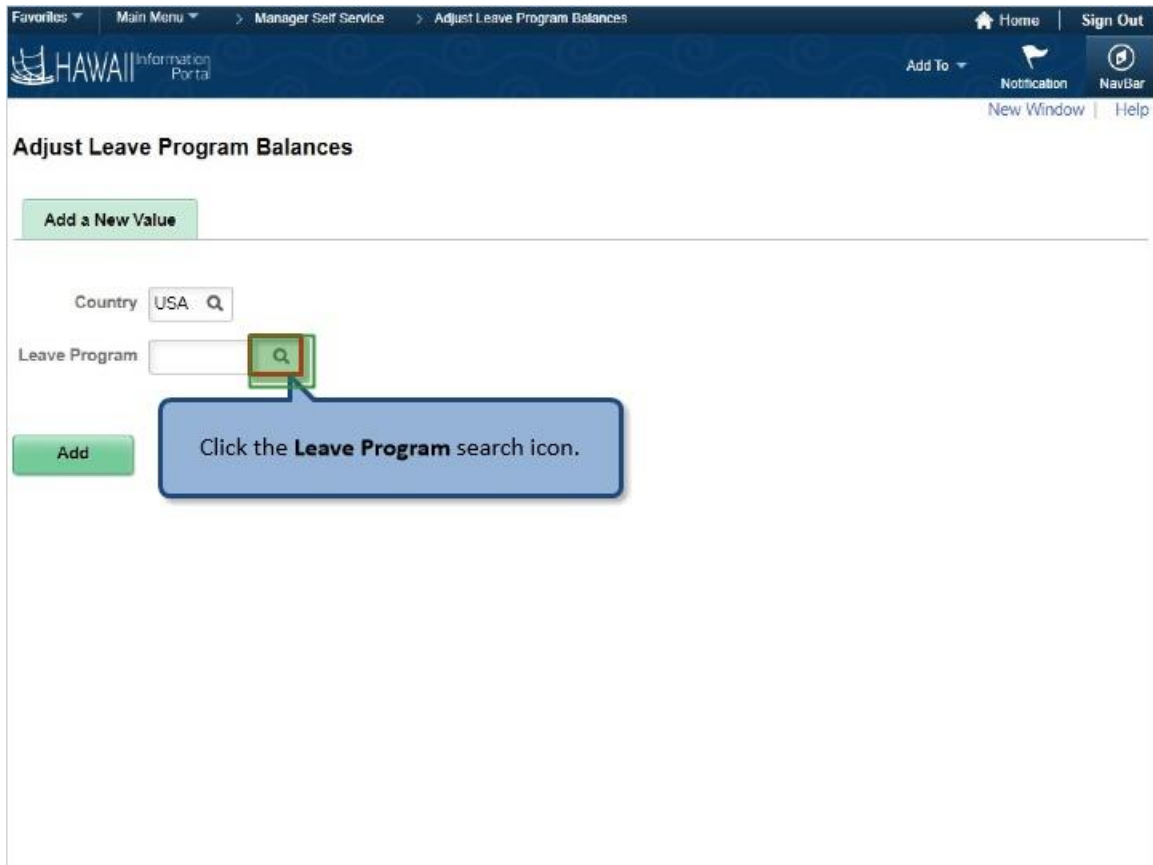
Country

Leave Program

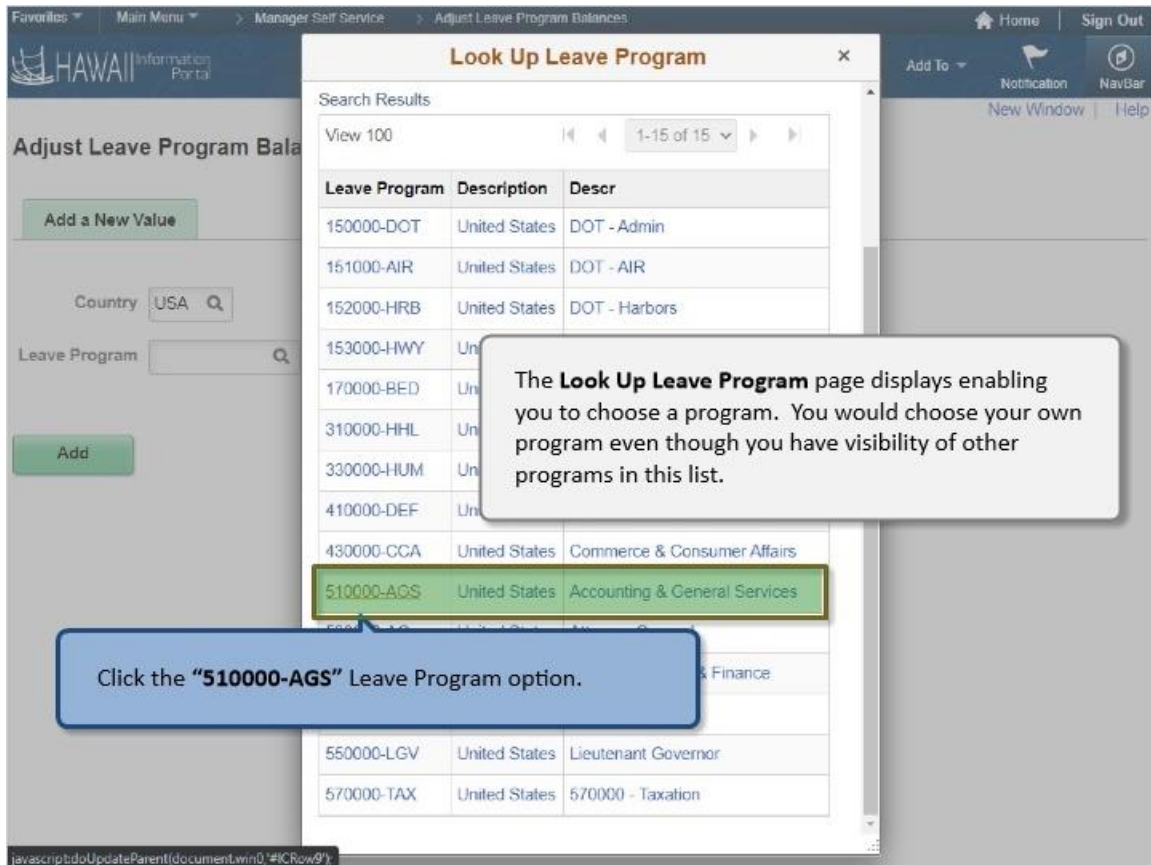
Add

Type "USA", then press the "Tab" key .

Type "USA", then press the "Tab" key .



Click the **Leave Program** search icon.



The screenshot shows the 'Look Up Leave Program' page. The search results table is as follows:

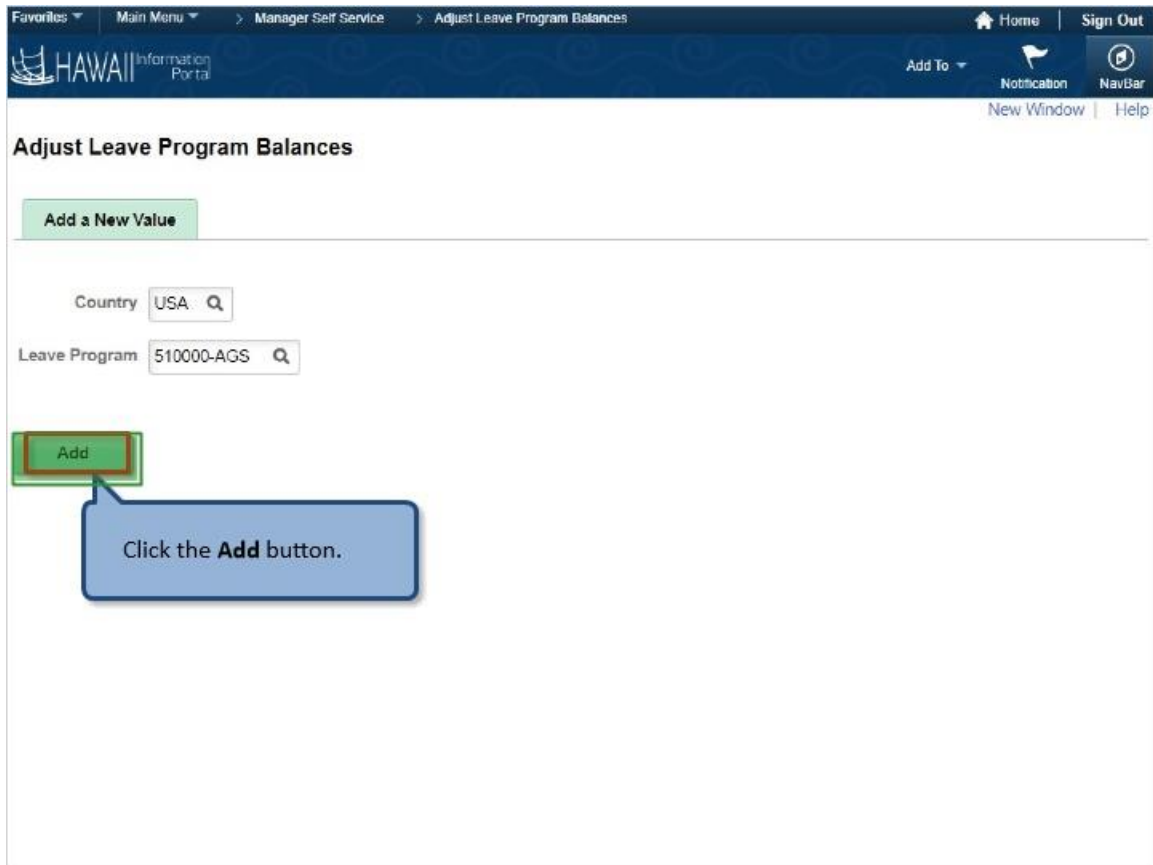
Leave Program	Description	Descr
150000-DOT	United States	DOT - Admin
151000-AIR	United States	DOT - AIR
152000-HRB	United States	DOT - Harbors
153000-HWY	United States	DOT - Highways
170000-BED	United States	DOT - Bed
310000-HHL	United States	DOT - HHL
330000-HUM	United States	DOT - HUM
410000-DEF	United States	DOT - DEF
430000-CCA	United States	Commerce & Consumer Affairs
510000-AGS	United States	Accounting & General Services
550000-LGV	United States	Lieutenant Governor
570000-TAX	United States	570000 - Taxation

Callout 1: The **Look Up Leave Program** page displays enabling you to choose a program. You would choose your own program even though you have visibility of other programs in this list.

Callout 2: Click the **"510000-AGS"** Leave Program option.

The **Look Up Leave Program** page displays enabling you to choose a program. You would choose your own program even though you have visibility of other programs in this list.

Click the **"510000-AGS"** Leave Program option.



Adjust Leave Program Balances

Add a New Value

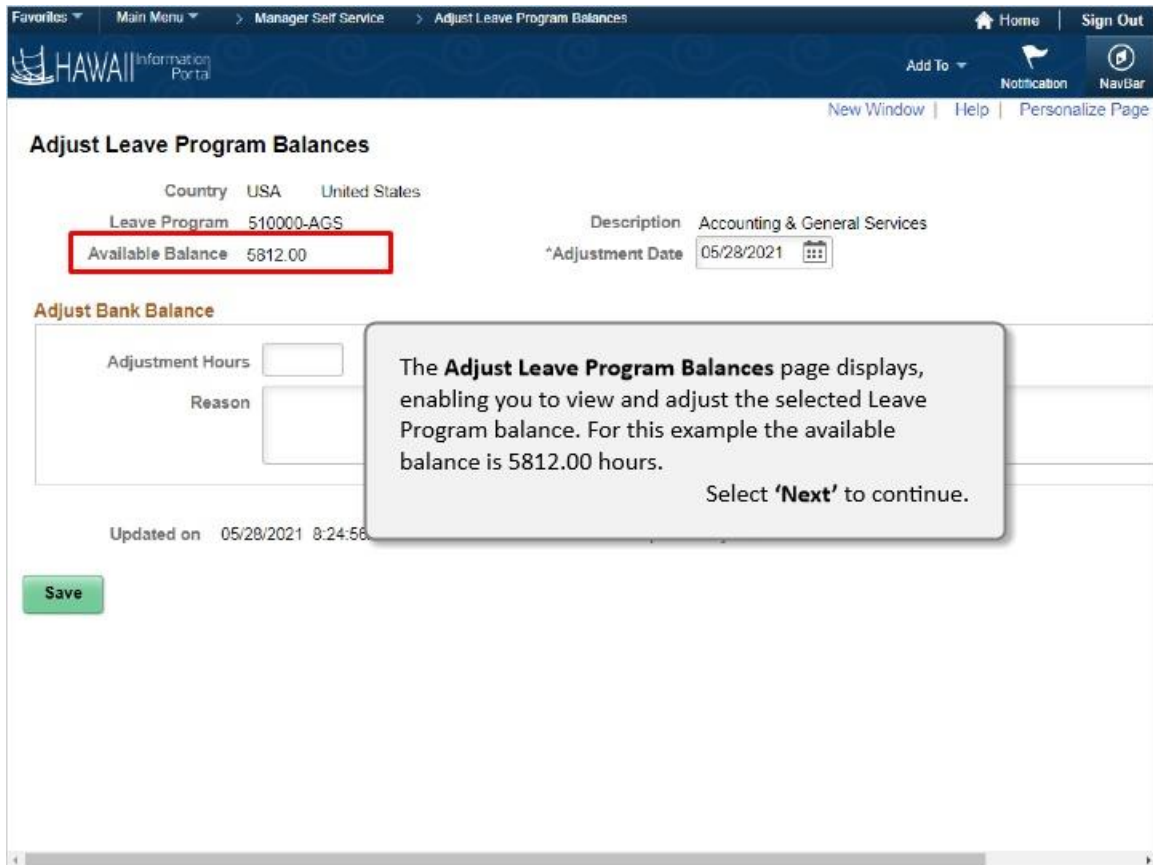
Country USA

Leave Program 510000-AGS

Add

Click the **Add** button.

Click the **Add** button.



Adjust Leave Program Balances

Country USA United States
Leave Program 510000-AGS
Available Balance 5812.00
Description Accounting & General Services
*Adjustment Date 05/28/2021

Adjust Bank Balance

Adjustment Hours
Reason

Updated on 05/28/2021 8:24:56

Save

The **Adjust Leave Program Balances** page displays, enabling you to view and adjust the selected Leave Program balance. For this example the available balance is 5812.00 hours.
Select **'Next'** to continue.

The **Adjust Leave Program Balances** page displays, enabling you to view and adjust the selected Leave Program balance. For this example the available balance is 5812.00 hours.

Favorites Main Menu > Manager Self Service > Adjust Leave Program Balances Home Sign Out

HAWAII Information Portal Add To Notification NavBar

New Window Help Personalize Page

Adjust Leave Program Balances

Country USA United States
Leave Program 510000-AGS Description Accounting & General Services
Available Balance 5812.00 *Adjustment Date 05/28/2021

Adjust Bank Balance

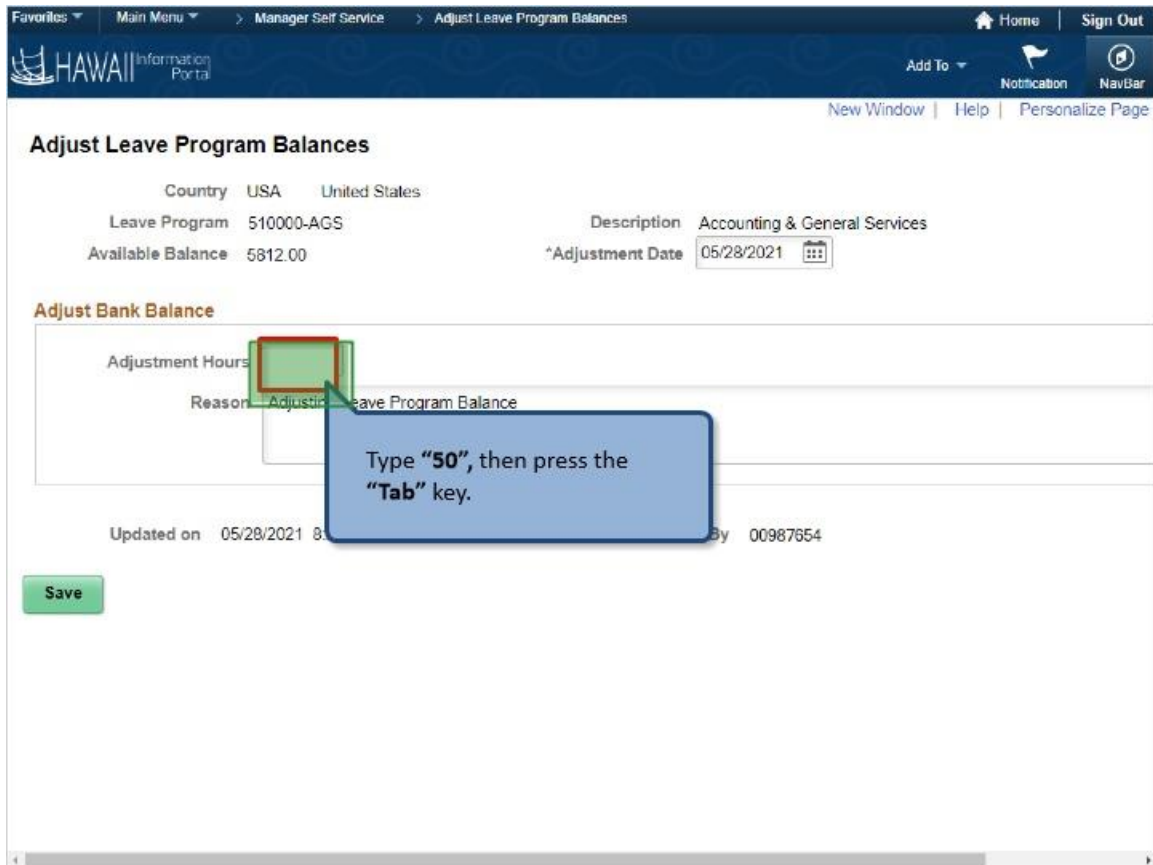
Adjustment Hours	0
Reason	

Click the **Adjustment Hours** field.

Updated on 05/28/2021 8:24:56AM Updated By 00987654

Save

Click the **Adjustment Hours** field.



Adjust Leave Program Balances

Country USA United States
Leave Program 510000-AGS Description Accounting & General Services
Available Balance 5812.00 *Adjustment Date 05/28/2021

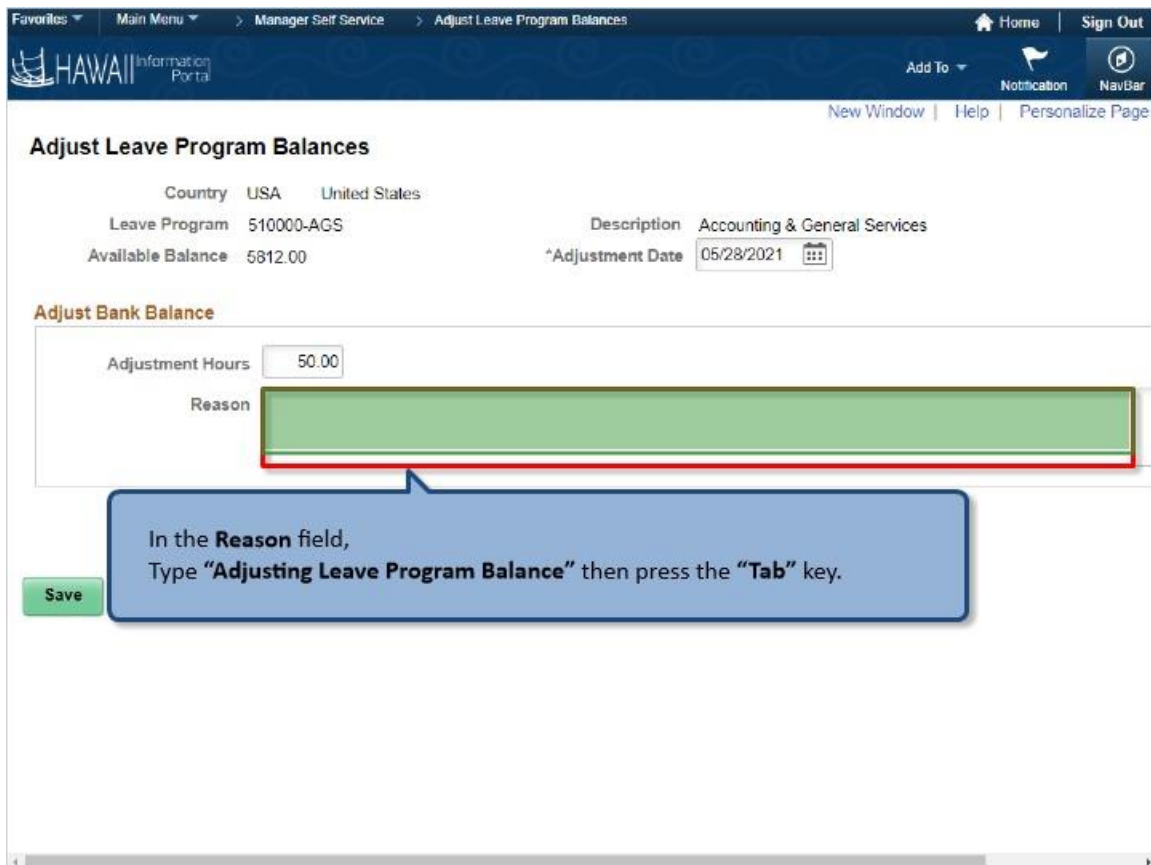
Adjust Bank Balance

Adjustment Hours
Reason

Updated on 05/28/2021 8: By 00987654

Save

Type **“50”**, then press the **“Tab”** key.



Adjust Leave Program Balances

Country USA United States
Leave Program 510000-AGS Description Accounting & General Services
Available Balance 5812.00 *Adjustment Date 05/28/2021

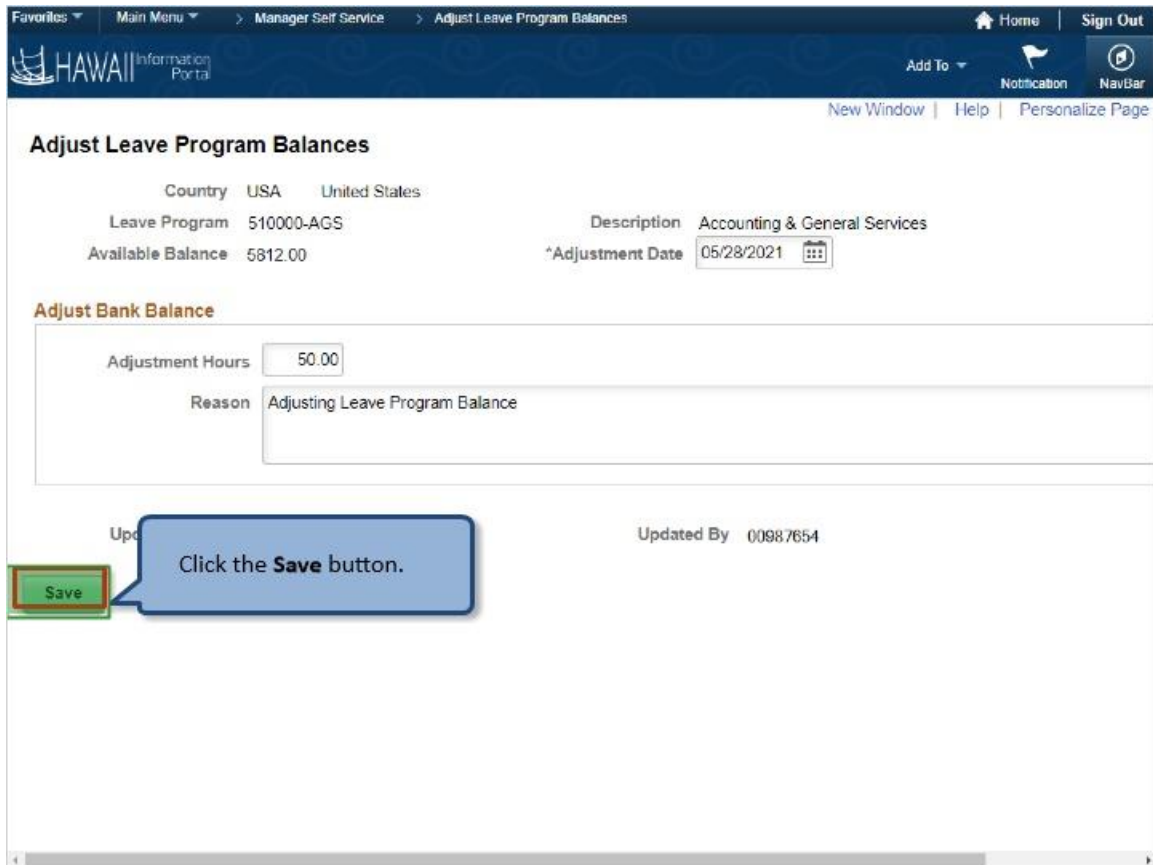
Adjust Bank Balance

Adjustment Hours 50.00
Reason

In the **Reason** field,
Type **"Adjusting Leave Program Balance"** then press the **"Tab"** key.

Save

In the **Reason** field,
Type **"Adjusting Leave Program Balance"** then press the **"Tab"** key.



Adjust Leave Program Balances

Country USA United States
Leave Program 510000-AGS Description Accounting & General Services
Available Balance 5812.00 *Adjustment Date 05/28/2021

Adjust Bank Balance

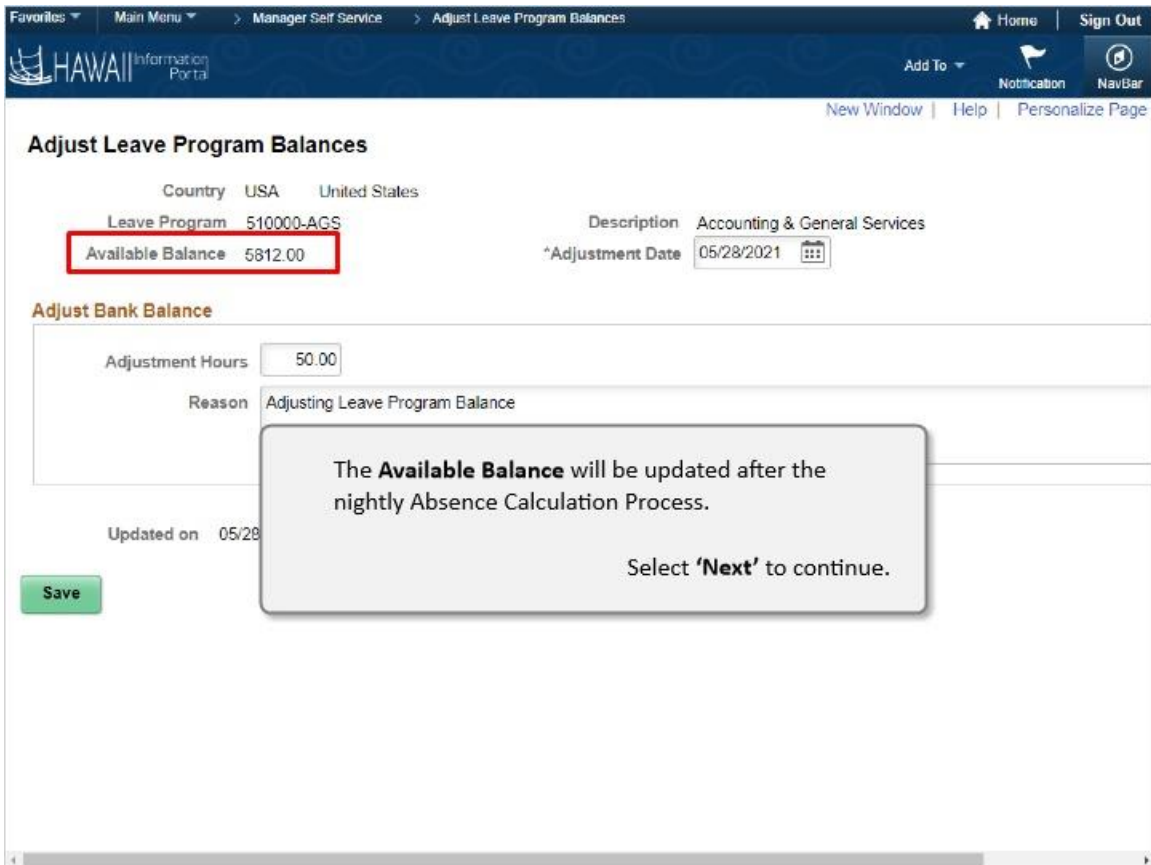
Adjustment Hours 50.00
Reason Adjusting Leave Program Balance

Updated By 00987654

Save

Click the **Save** button.

Click the **Save** button.



Adjust Leave Program Balances

Country USA United States

Leave Program 510000-AGS

Available Balance 5812.00

Description Accounting & General Services

*Adjustment Date 05/28/2021

Adjust Bank Balance

Adjustment Hours 50.00

Reason Adjusting Leave Program Balance

Updated on 05/28

Save

The **Available Balance** will be updated after the nightly Absence Calculation Process.

Select '**Next**' to continue.

The **Available Balance** will be updated after the nightly Absence Calculation Process.

 HAWAII Information Portal



Congratulations!
You've successfully completed
this lesson.

Select '**Next**' to continue.

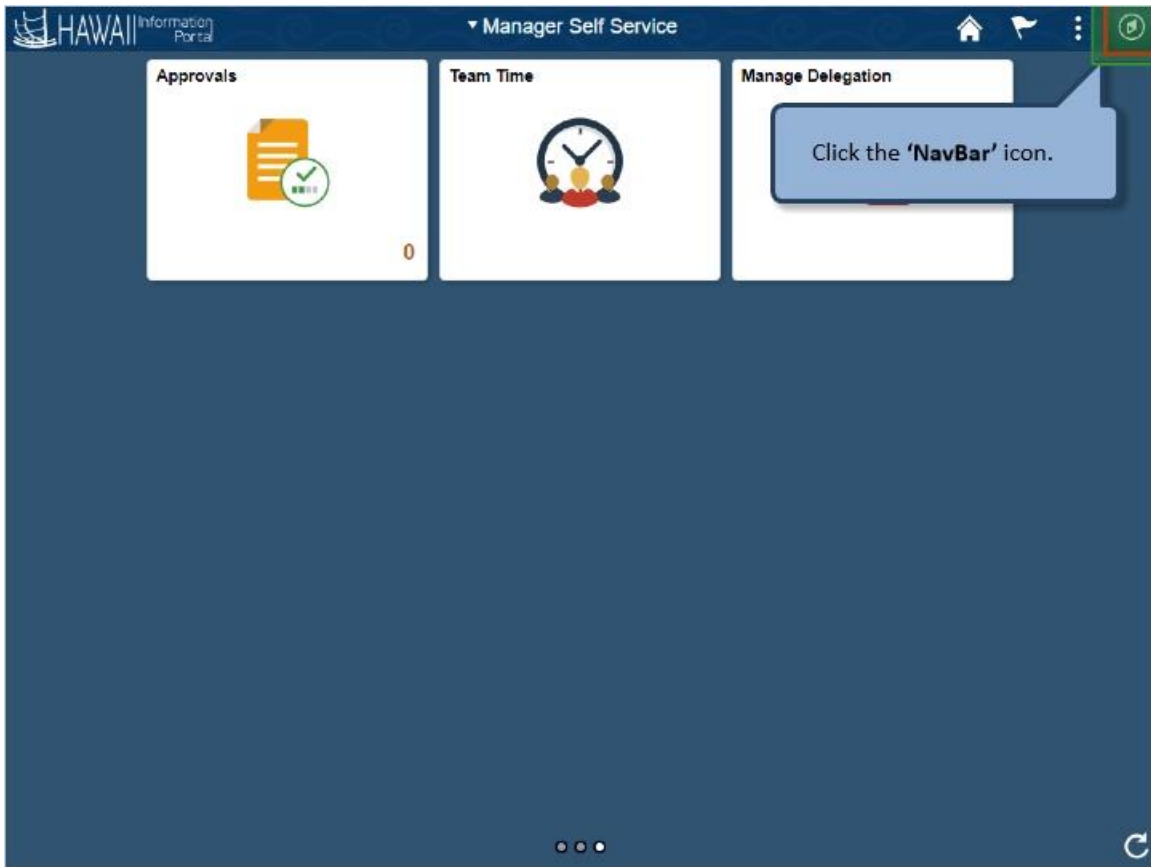
Congratulations!
You've successfully completed this lesson.

VIEW TRANSACTION HISTORY

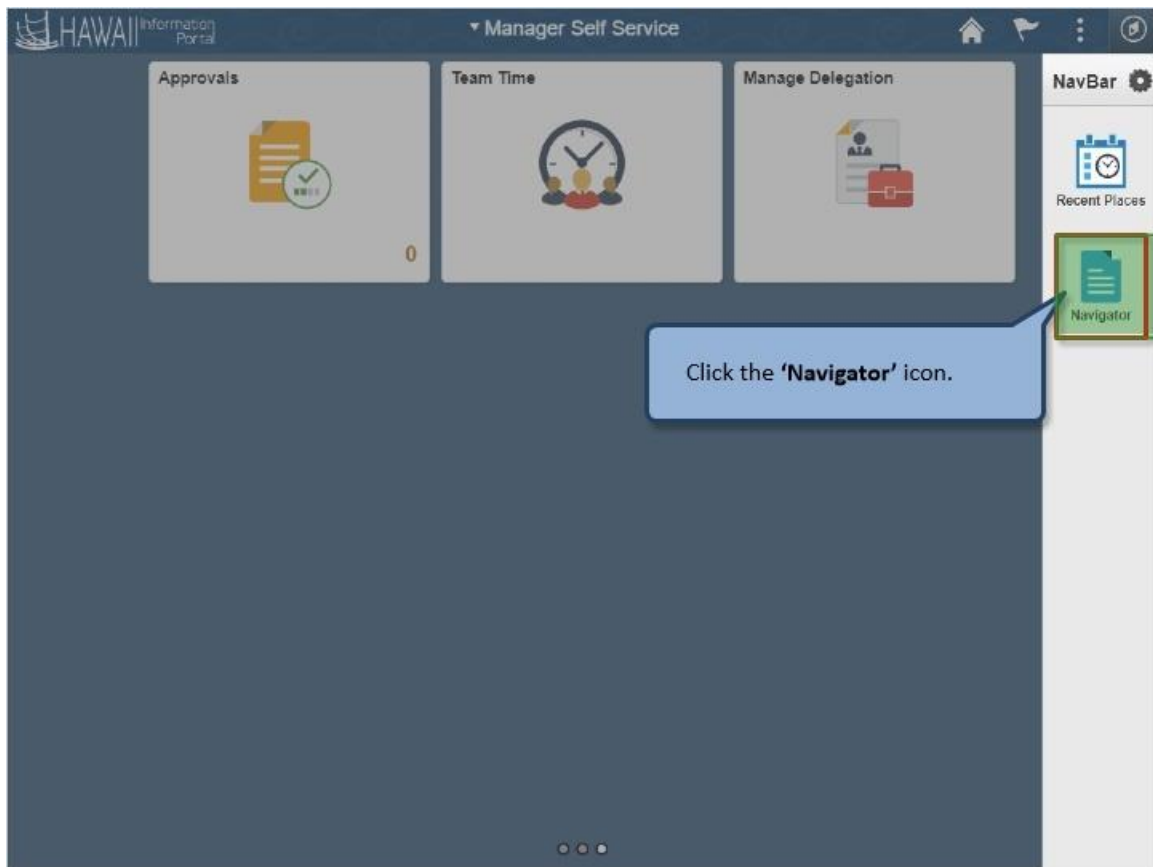
A screenshot of a presentation slide titled "View Transaction History" from the Hawaii Information Portal. The slide has a dark blue header with the title and logo. The main content area is light green and contains the text "Lesson Scenario" in a bold, italicized font, followed by the text "In this lesson, you will learn how to view leave donation history." and "Select 'Next' to continue." at the bottom left. On the right side of the slide, there is a photograph of a smiling woman with long dark hair, wearing a pink cardigan over a black top and grey pants.

Lesson Scenario

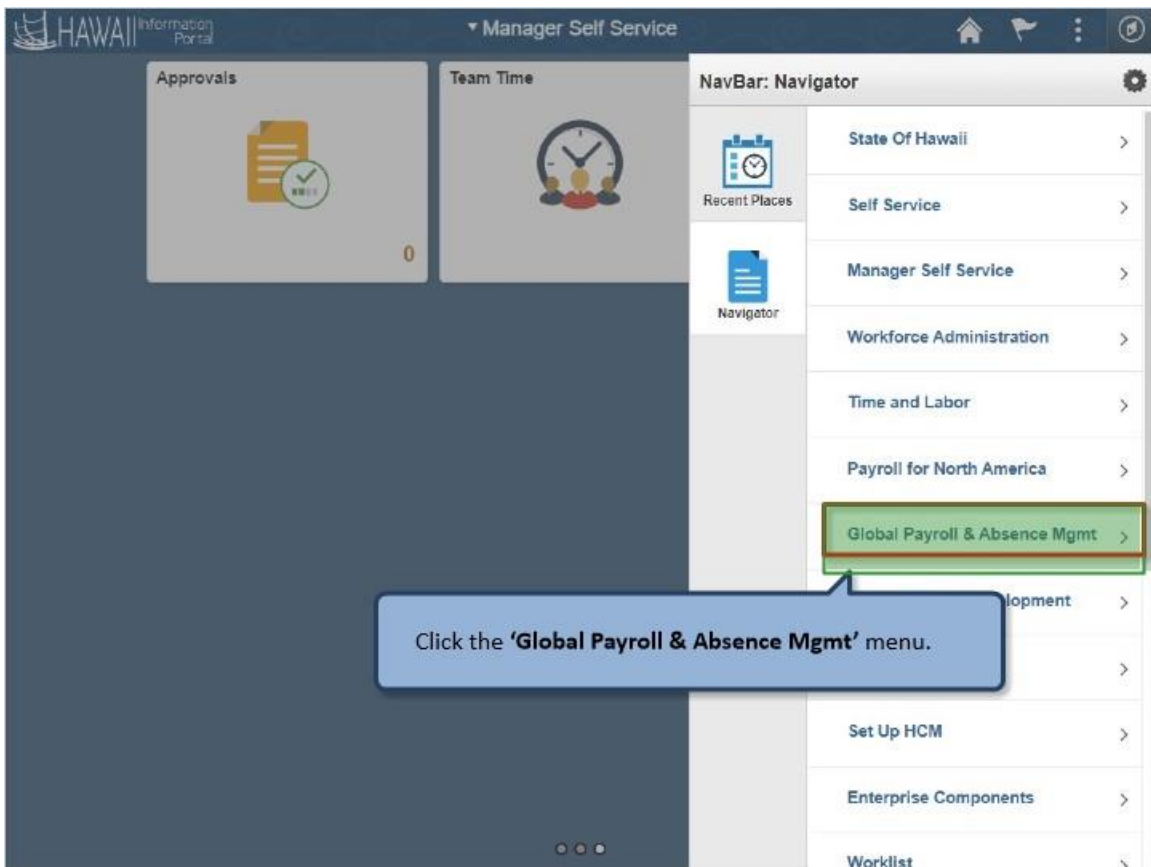
In this lesson, you will learn how to view leave donation history.



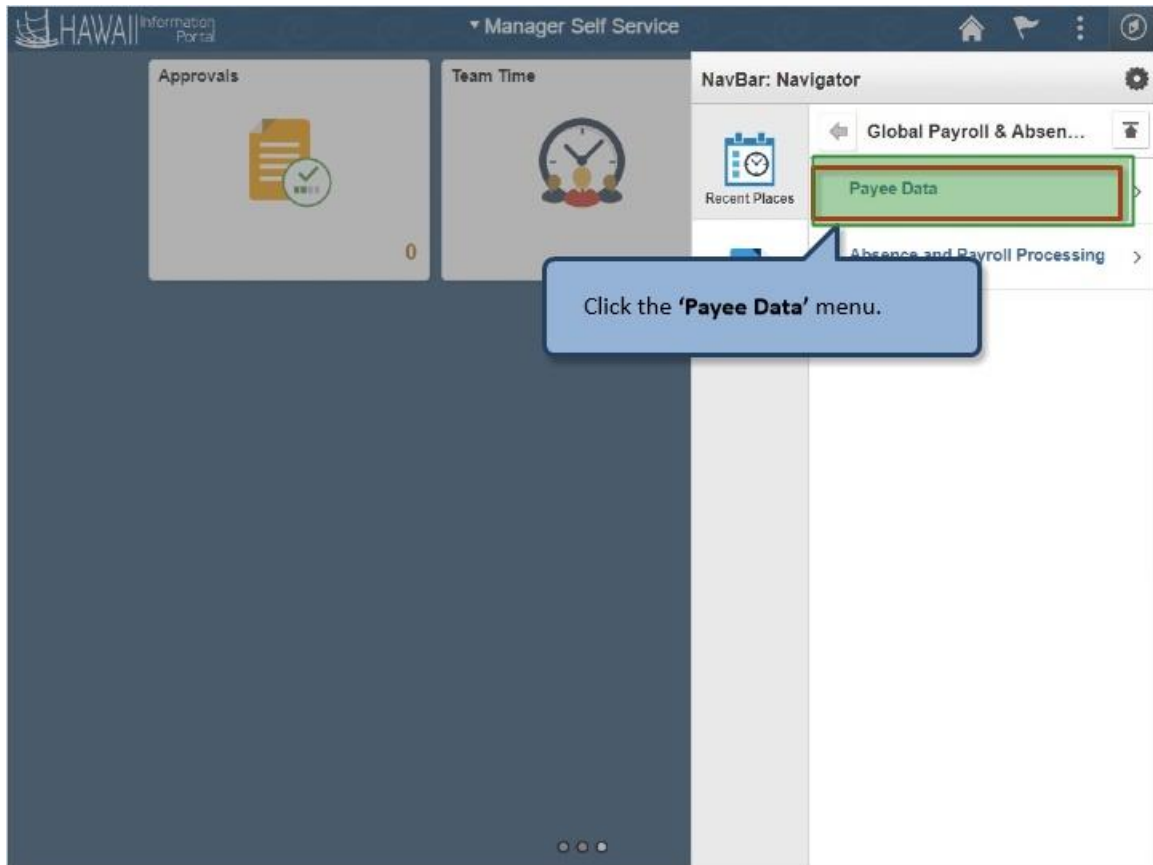
Click the '**NavBar**' icon.



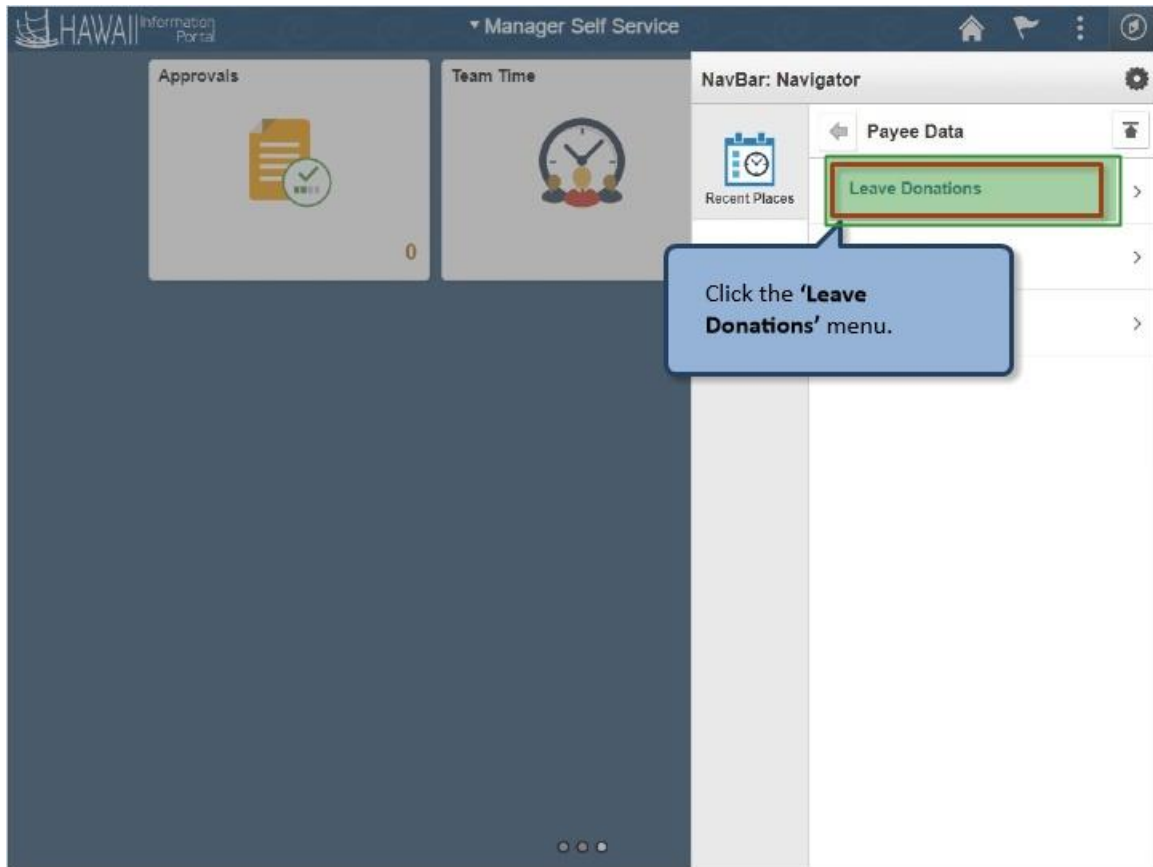
Click the '**Navigator**' icon.



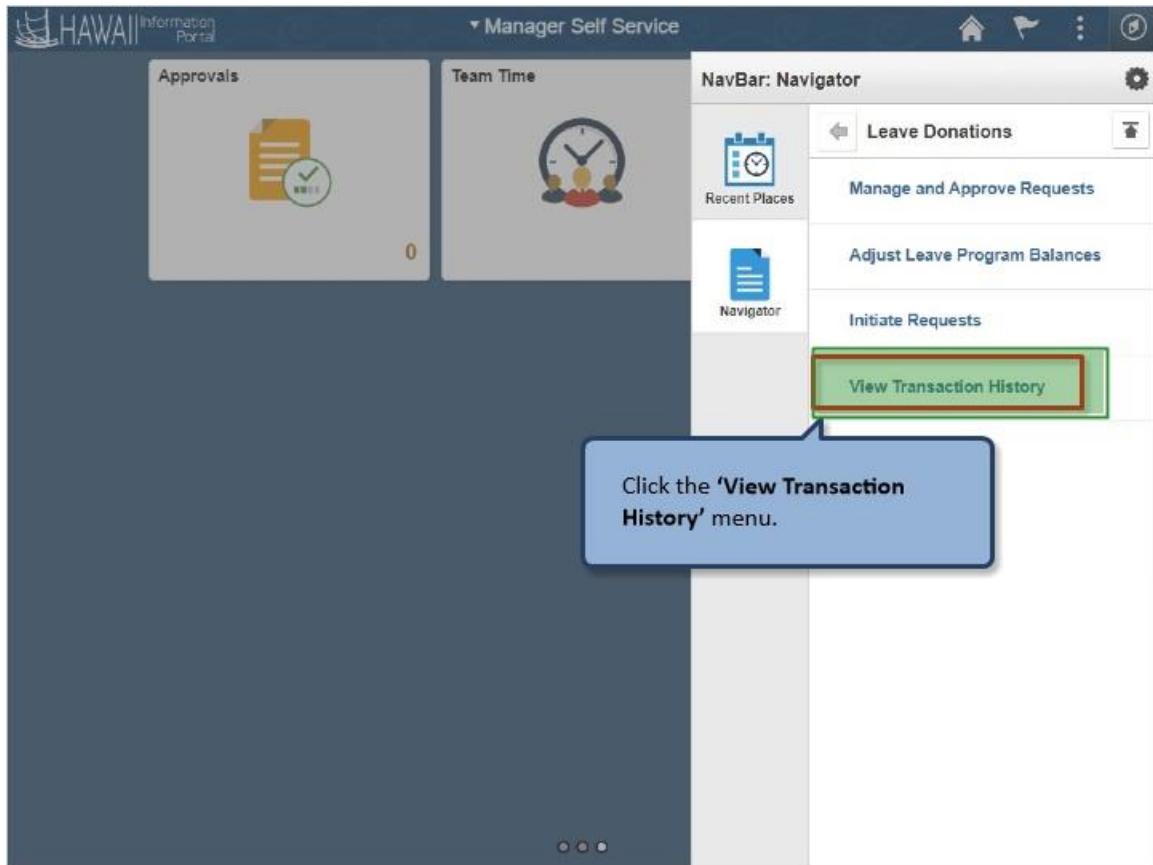
Click the '**Global Payroll & Absence Mgmt**' menu.



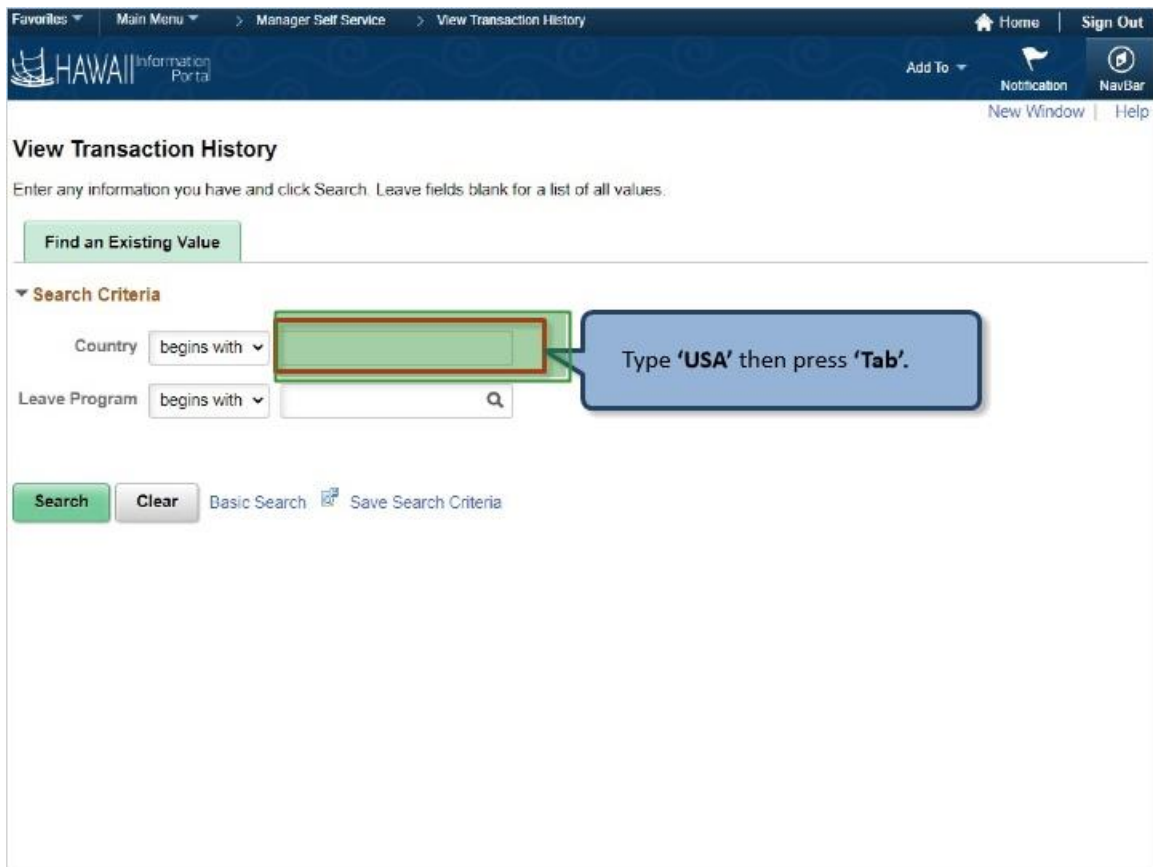
Click the '**Payee Data**' menu.



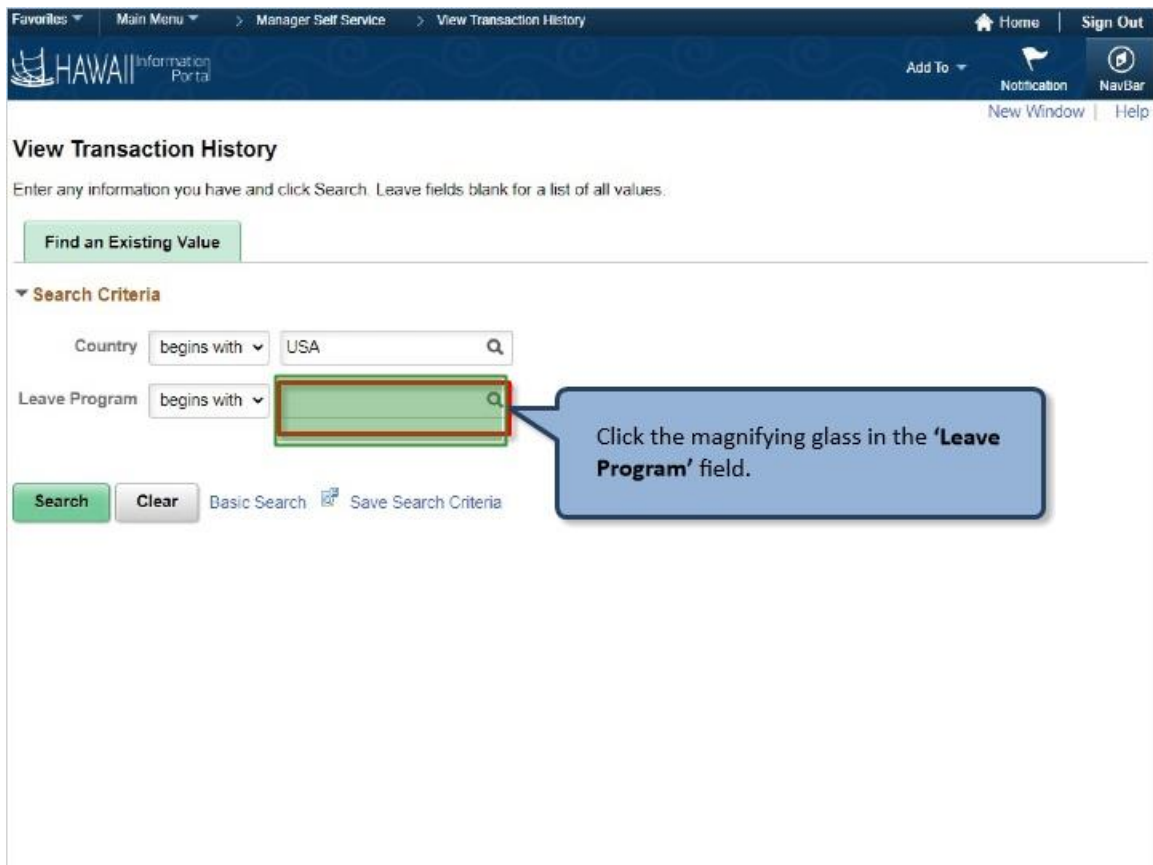
Click the '**Leave Donations**' menu.



Click the **View Transaction History** menu.

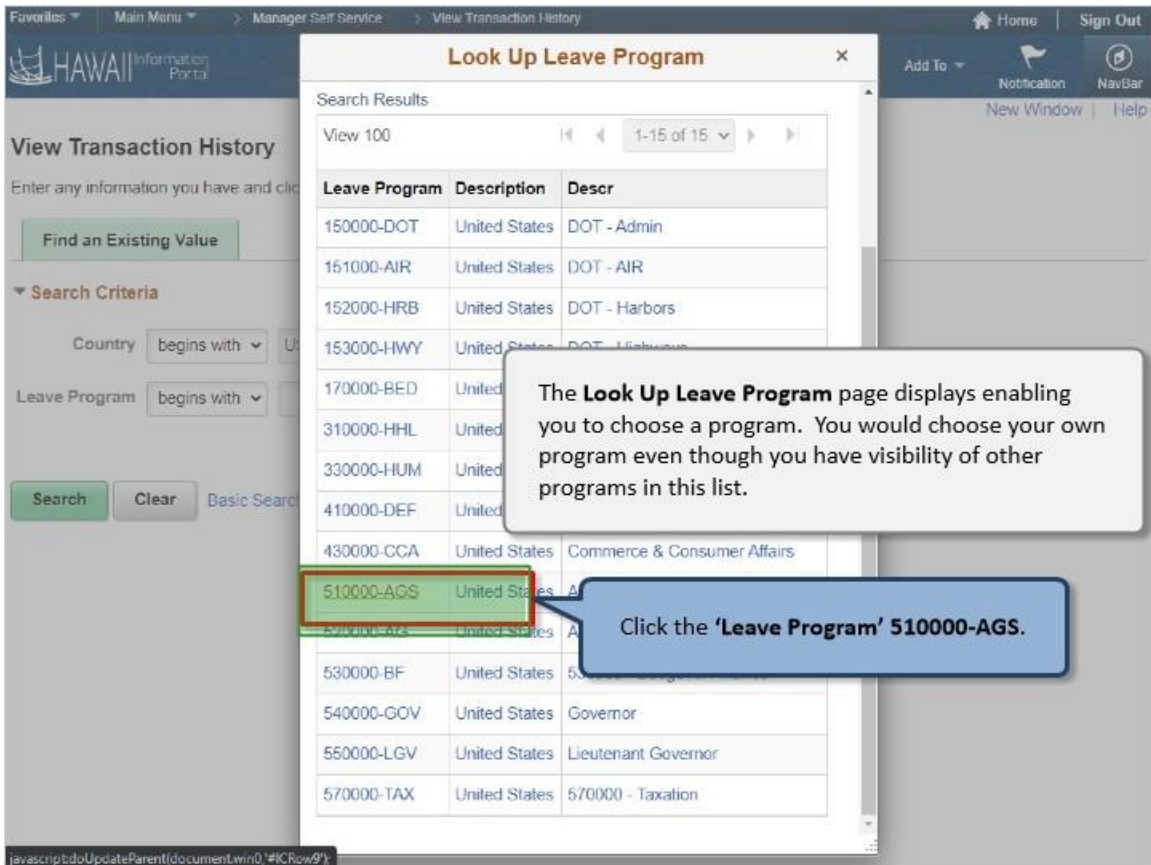


Type **'USA'** then press **'Tab'**.



The screenshot shows the 'View Transaction History' page. At the top, there is a navigation bar with 'Home' and 'Sign Out' links. Below the navigation bar, the page title 'View Transaction History' is displayed. A search instruction reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A green button labeled 'Find an Existing Value' is present. Under the 'Search Criteria' section, there are two search fields. The first is 'Country' with a dropdown set to 'begins with' and a text input containing 'USA'. The second is 'Leave Program' with a dropdown set to 'begins with' and an empty text input. A red box highlights the magnifying glass icon in the 'Leave Program' field. A blue callout bubble points to this icon with the text: 'Click the magnifying glass in the 'Leave Program' field.' Below the search fields are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Click the magnifying glass in the 'Leave Program' field.



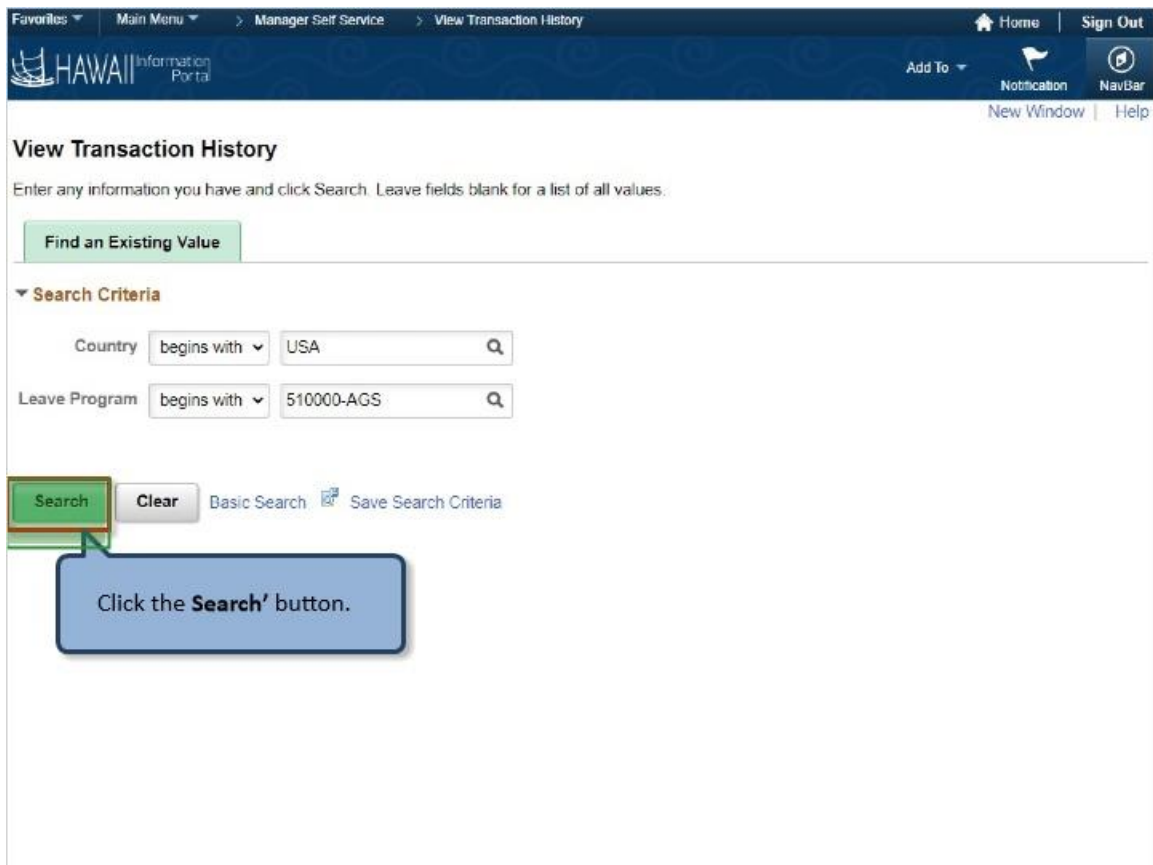
The **Look Up Leave Program** page displays enabling you to choose a program. You would choose your own program even though you have visibility of other programs in this list.

Click the **'Leave Program' 510000-AGS.**

Leave Program	Description	Descr
150000-DOT	United States	DOT - Admin
151000-AIR	United States	DOT - AIR
152000-HRB	United States	DOT - Harbors
153000-HWY	United States	DOT - Highways
170000-BED	United States	DOT - Bed
310000-HHL	United States	DOT - HHL
330000-HUM	United States	DOT - HUM
410000-DEF	United States	DOT - DEF
430000-CCA	United States	Commerce & Consumer Affairs
510000-AGS	United States	AGS
530000-BF	United States	530000 - BF
540000-GOV	United States	Governor
550000-LGV	United States	Lieutenant Governor
570000-TAX	United States	570000 - Taxation

The **Look Up Leave Program** page displays enabling you to choose a program. You would choose your own program even though you have visibility of other programs in this list.

Click the **'Leave Program' 510000-AGS.**



Favorites Main Menu > Manager Self Service > View Transaction History Home Sign Out

HAWAII Information Portal Add To Notification NavBar New Window Help

View Transaction History

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

Find an Existing Value

Search Criteria

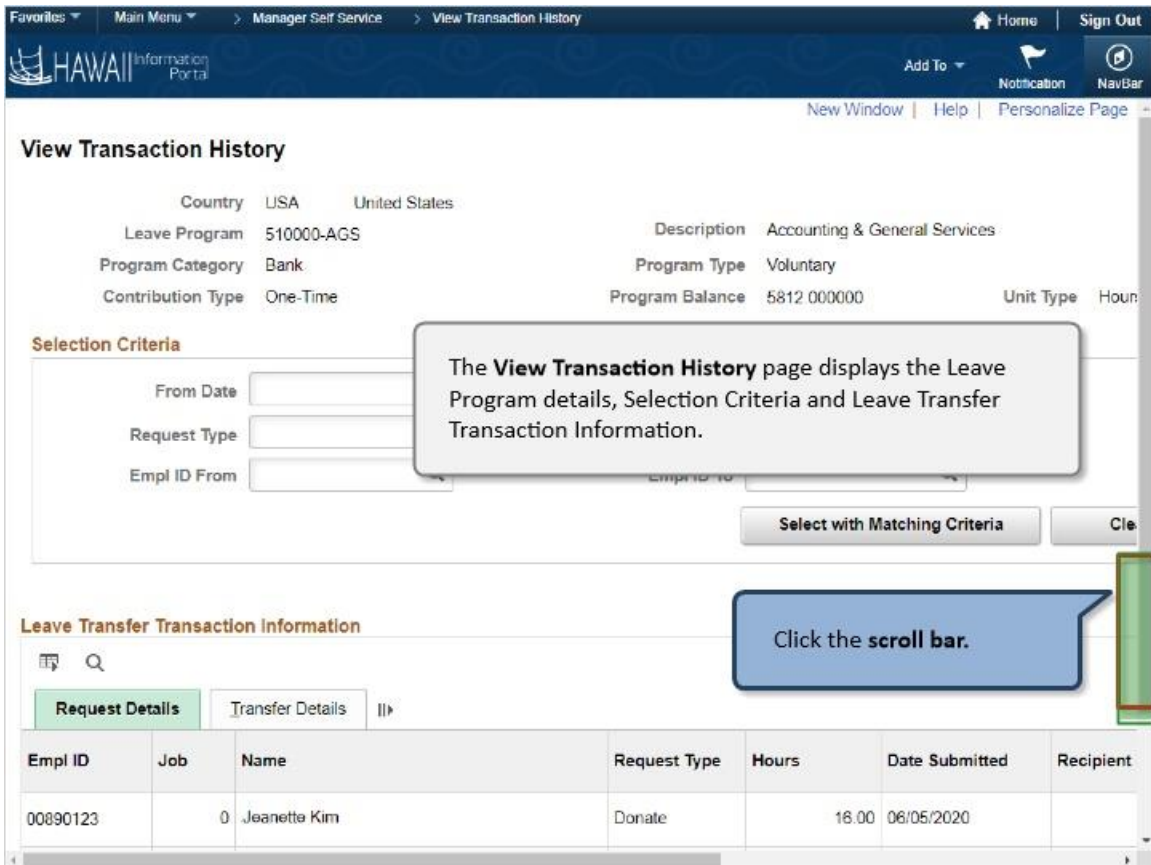
Country begins with USA

Leave Program begins with 510000-AGS

Search Clear Basic Search Save Search Criteria

Click the **Search'** button.

Click the **Search'** button.



View Transaction History

Country: USA United States
 Leave Program: 510000-AGS Description: Accounting & General Services
 Program Category: Bank Program Type: Voluntary
 Contribution Type: One-Time Program Balance: 5812.000000 Unit Type: Hour

Selection Criteria

From Date:
 Request Type:
 Empl ID From:

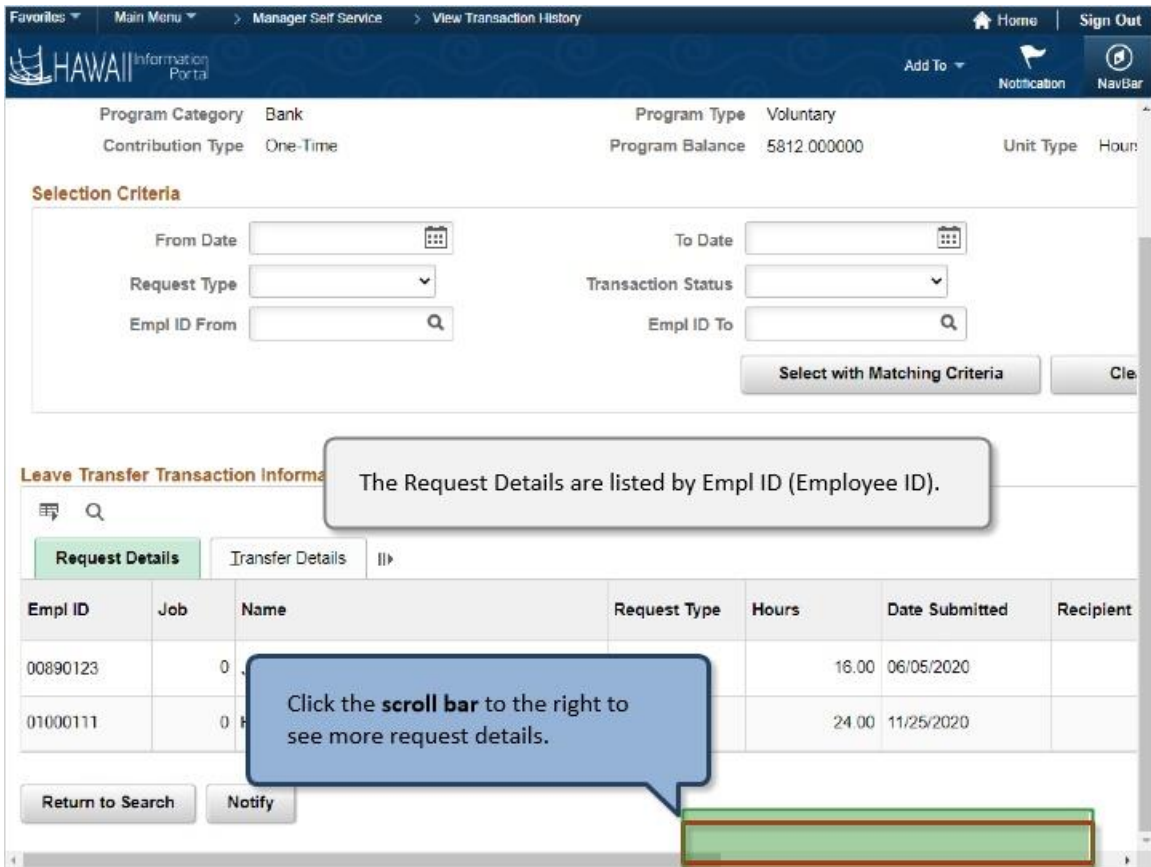
Leave Transfer Transaction Information

Request Details | Transfer Details

Empl ID	Job	Name	Request Type	Hours	Date Submitted	Recipient
00890123	0	Jeanette Kim	Donate	16.00	06/05/2020	

The **View Transaction History** page displays the Leave Program details, Selection Criteria and Leave Transfer Transaction Information.

Click the **scroll bar**.



Selection Criteria

From Date: To Date:

Request Type: Transaction Status:

Empl ID From: Empl ID To:

Select with Matching Criteria

Leave Transfer Transaction Information

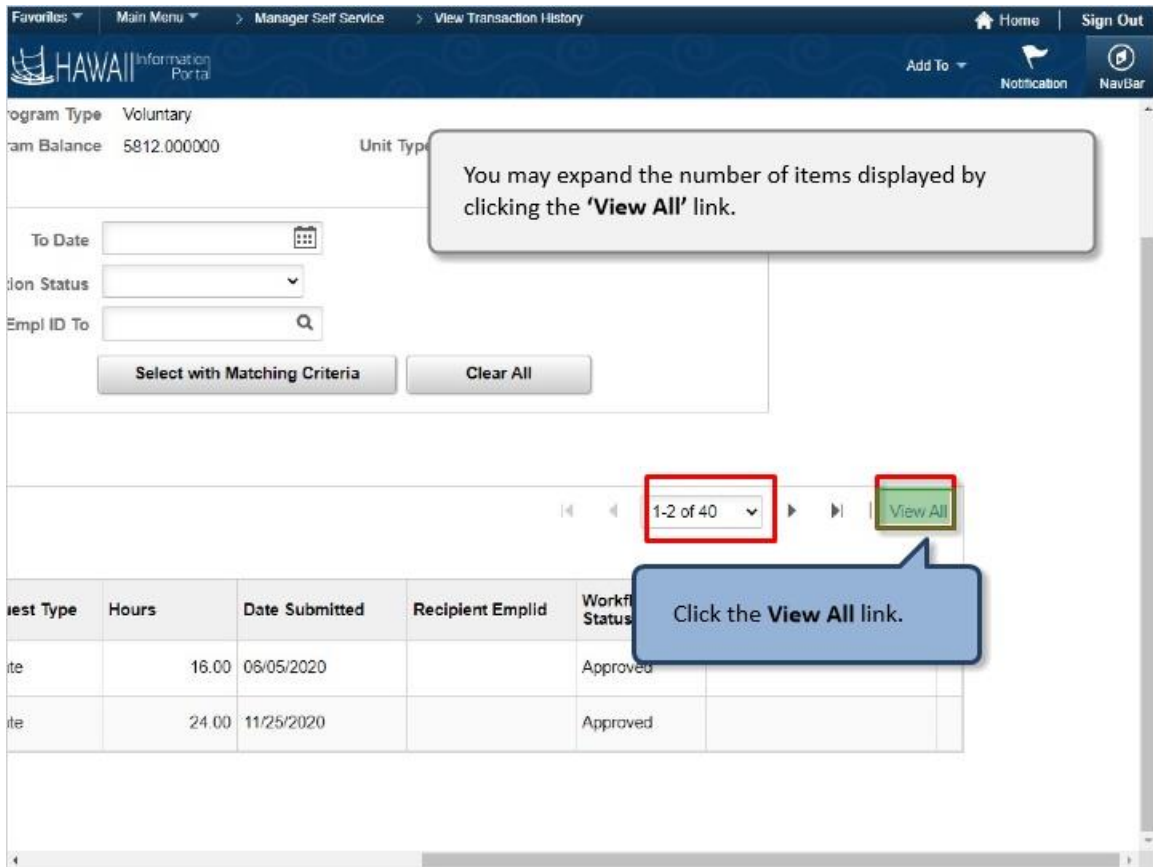
The Request Details are listed by Empl ID (Employee ID).

Empl ID	Job	Name	Request Type	Hours	Date Submitted	Recipient
00890123	0			16.00	06/05/2020	
01000111	0			24.00	11/25/2020	

Click the **scroll bar** to the right to see more request details.

The Request Details are listed by Empl ID (Employee ID).

Click the **scroll bar** to the right to see more request details.



The screenshot shows the HAWAII Information Portal interface. At the top, there is a navigation bar with 'Home' and 'Sign Out' links. Below the navigation bar, there are search filters for 'Program Type' (Voluntary), 'Program Balance' (5812.000000), and 'Unit Type'. There are also input fields for 'To Date', 'Position Status', and 'Empl ID To', along with 'Select with Matching Criteria' and 'Clear All' buttons. A table displays transaction history with columns for 'Request Type', 'Hours', 'Date Submitted', 'Recipient Emplid', and 'Work Status'. The table shows two rows of data. A red box highlights the '1-2 of 40' dropdown menu, and a blue callout box points to the 'View All' link, with the text 'Click the View All link.'.

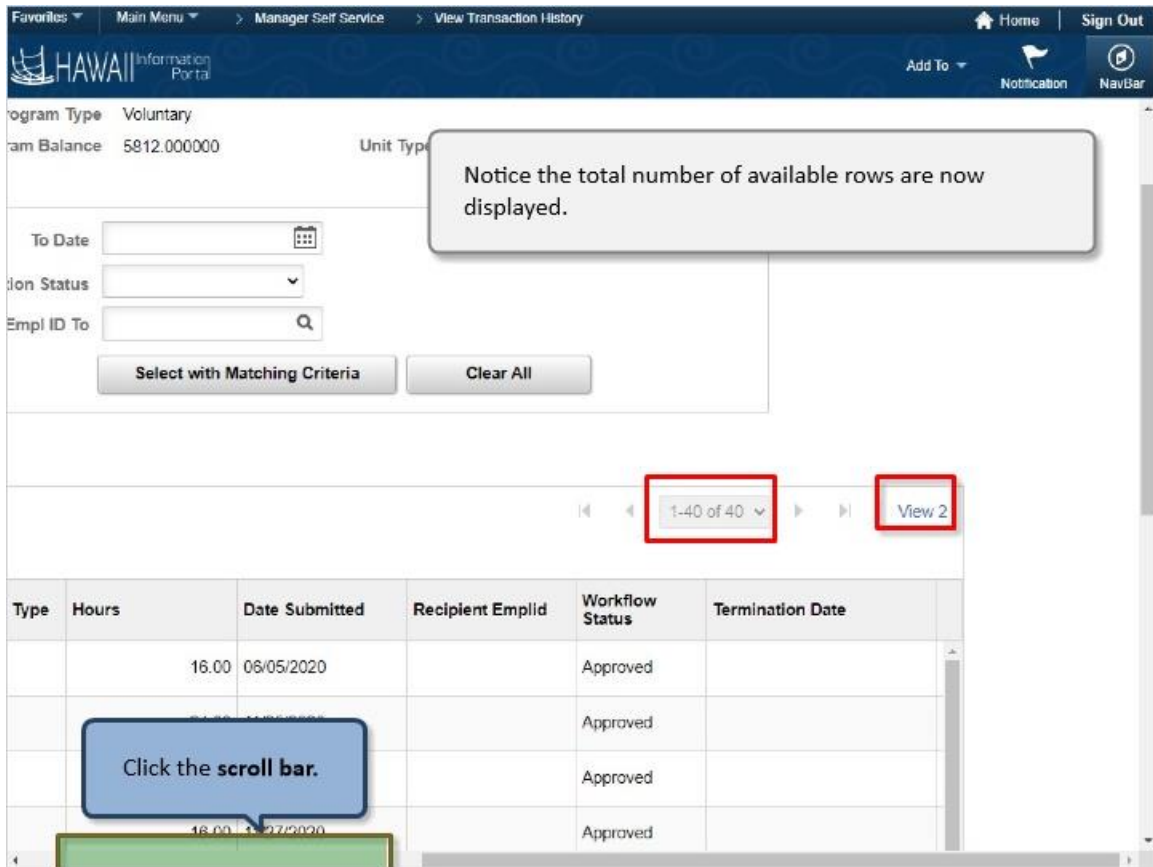
You may expand the number of items displayed by clicking the 'View All' link.

Request Type	Hours	Date Submitted	Recipient Emplid	Work Status
Request	16.00	08/05/2020		Approved
Request	24.00	11/25/2020		Approved

Click the **View All** link.

You may expand the number of items displayed by clicking the 'View All' link.

Click the **View All** link.

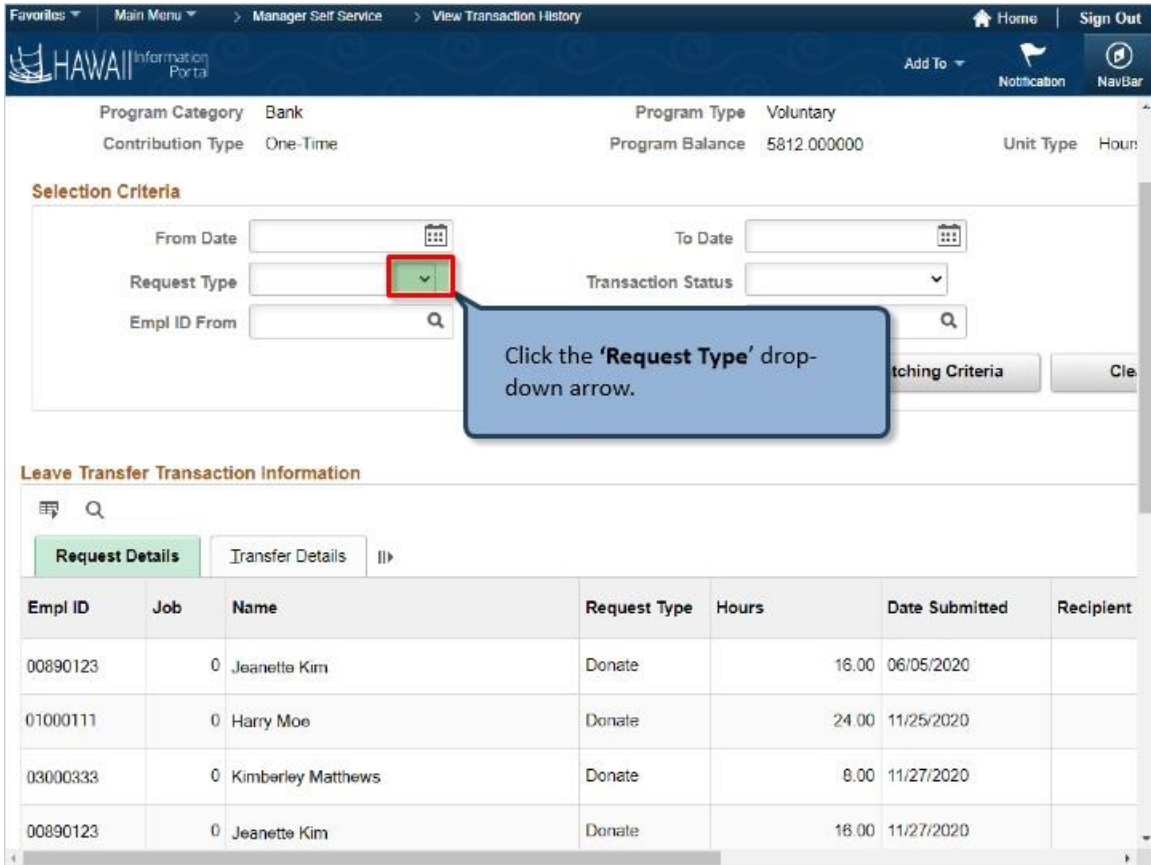


The screenshot shows the HAWAII Information Portal interface. At the top, there is a navigation bar with 'Home' and 'Sign Out' links. Below the navigation bar, there are search filters for 'Program Type' (Voluntary), 'Program Balance' (5812.000000), and 'Unit Type'. There are also input fields for 'To Date', 'Position Status', and 'Empl ID To', along with 'Select with Matching Criteria' and 'Clear All' buttons. A callout box points to the top of the table area, stating 'Notice the total number of available rows are now displayed.' Below the filters, there is a pagination control showing '1-40 of 40' and a 'View 2' button. The table below has columns for 'Type', 'Hours', 'Date Submitted', 'Recipient Emplid', 'Workflow Status', and 'Termination Date'. A callout box points to the scroll bar on the right side of the table, stating 'Click the scroll bar.'

Type	Hours	Date Submitted	Recipient Emplid	Workflow Status	Termination Date
	16.00	08/05/2020		Approved	
				Approved	
				Approved	
	16.00	08/27/2020		Approved	

Notice the total number of available rows are now displayed.

Click the **scroll bar**.



Favorites Main Menu > Manager Self Service > View Transaction History Home Sign Out
 Add To Notification NavBar
 Program Category Bank Program Type Voluntary
 Contribution Type One-Time Program Balance 5812.000000 Unit Type Hour

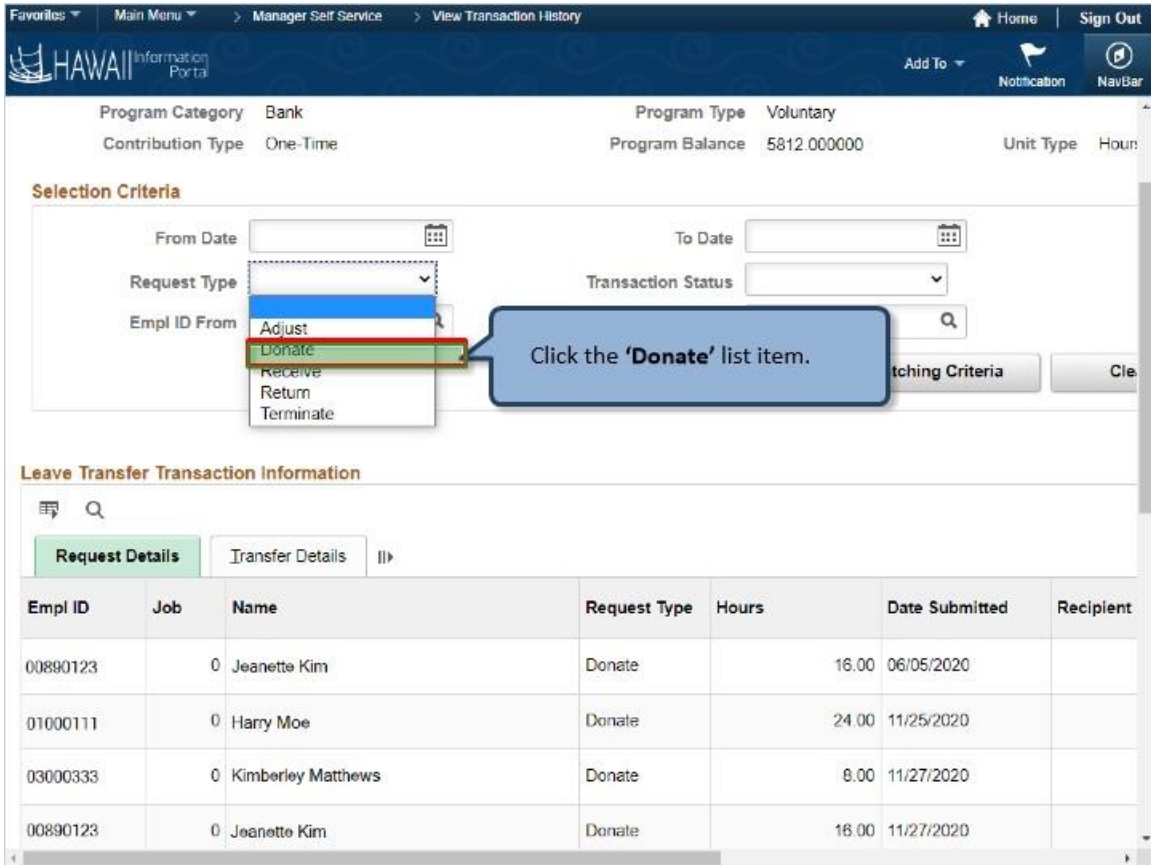
Selection Criteria
 From Date [calendar icon] To Date [calendar icon]
 Request Type [dropdown arrow] Transaction Status [dropdown arrow]
 Empl ID From [search icon] [search icon]

Click the 'Request Type' drop-down arrow.

Leave Transfer Transaction Information
 Request Details Transfer Details ||>

Empl ID	Job	Name	Request Type	Hours	Date Submitted	Recipient
00890123	0	Jeanette Kim	Donate	16.00	06/05/2020	
01000111	0	Harry Moe	Donate	24.00	11/25/2020	
03000333	0	Kimberley Matthews	Donate	8.00	11/27/2020	
00890123	0	Jeanette Kim	Donate	16.00	11/27/2020	

Click the 'Request Type' drop-down arrow.



Program Category: Bank
 Contribution Type: One-Time
 Program Type: Voluntary
 Program Balance: 5812.000000
 Unit Type: Hour

Selection Criteria
 From Date: To Date:
 Request Type: Transaction Status:
 Empl ID From:

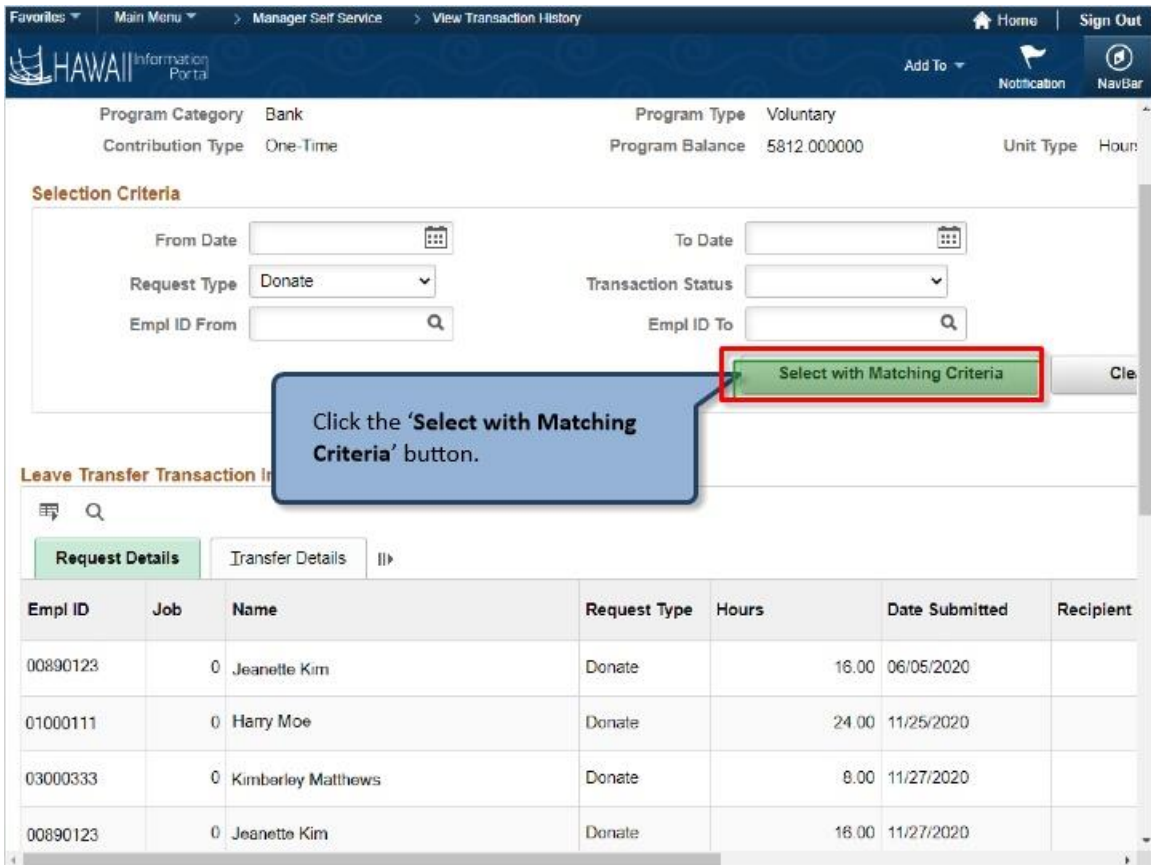
Adjust
Donate
 Receive
 Return
 Terminate

Click the 'Donate' list item.

Leave Transfer Transaction Information
 Request Details | Transfer Details

Empl ID	Job	Name	Request Type	Hours	Date Submitted	Recipient
00890123	0	Jeanette Kim	Donate	16.00	06/05/2020	
01000111	0	Harry Moe	Donate	24.00	11/25/2020	
03000333	0	Kimberley Matthews	Donate	8.00	11/27/2020	
00890123	0	Jeanette Kim	Donate	16.00	11/27/2020	

Click the 'Donate' list item.



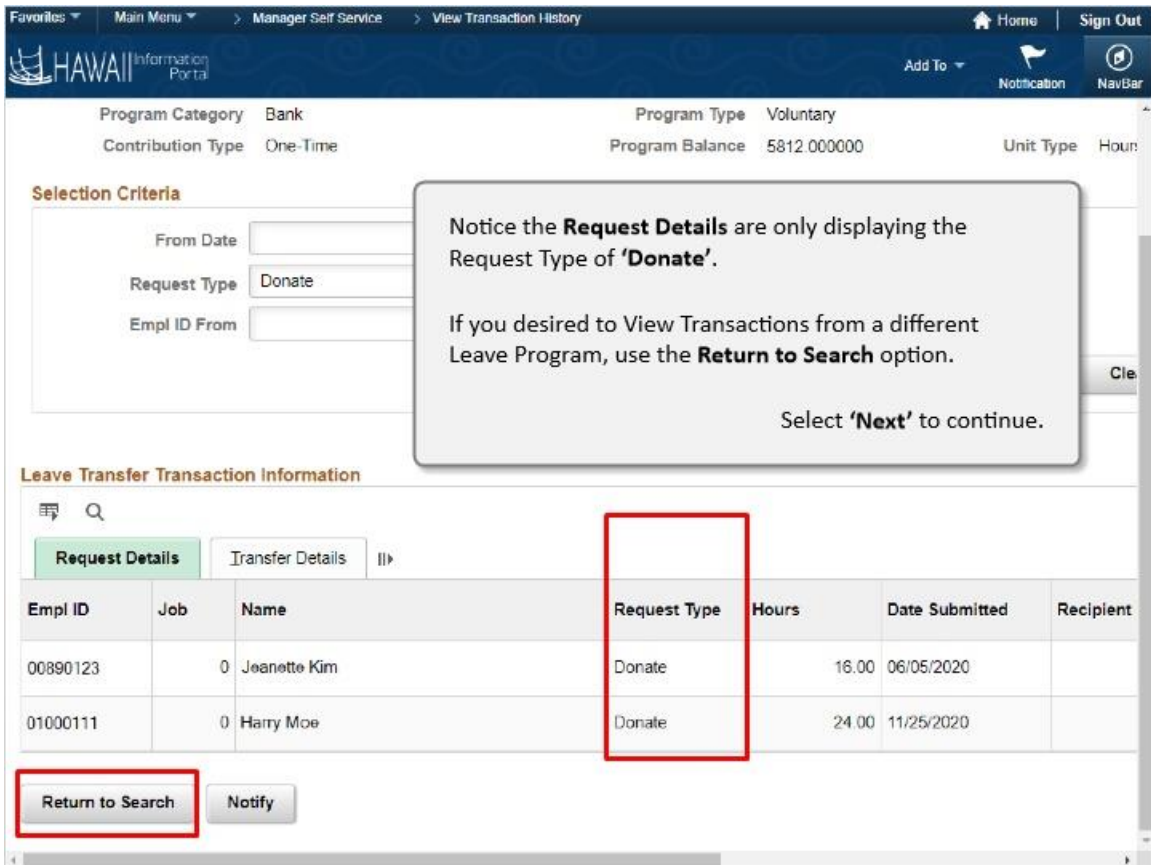
Program Category: Bank
 Contribution Type: One-Time
 Program Type: Voluntary
 Program Balance: 5812.000000
 Unit Type: Hour

Selection Criteria
 From Date:
 To Date:
 Request Type:
 Transaction Status:
 Empl ID From:
 Empl ID To:

Leave Transfer Transaction In:

Empl ID	Job	Name	Request Type	Hours	Date Submitted	Recipient
00890123	0	Jeanette Kim	Donate	16.00	06/05/2020	
01000111	0	Hany Moe	Donate	24.00	11/25/2020	
03000333	0	Kimberley Matthews	Donate	8.00	11/27/2020	
00890123	0	Jeanette Kim	Donate	16.00	11/27/2020	

Click the **'Select with Matching Criteria'** button.



Program Category: Bank
 Contribution Type: One-Time
 Program Type: Voluntary
 Program Balance: 5812.000000
 Unit Type: Hour

Selection Criteria
 From Date:
 Request Type: Donate
 Empl ID From:

Notice the **Request Details** are only displaying the Request Type of **'Donate'**.
 If you desired to View Transactions from a different Leave Program, use the **Return to Search** option.
 Select **'Next'** to continue.

Leave Transfer Transaction Information
 Request Details | Transfer Details

Empl ID	Job	Name	Request Type	Hours	Date Submitted	Recipient
00890123	0	Jeanette Kim	Donate	16.00	06/05/2020	
01000111	0	Harry Moe	Donate	24.00	11/25/2020	

Return to Search | Notify

Notice the **Request Details** are only displaying the Request Type of **'Donate'**.

If you desired to View Transactions from a different Leave Program, use the **Return to Search** option.

 **HAWAII** Information
Portal

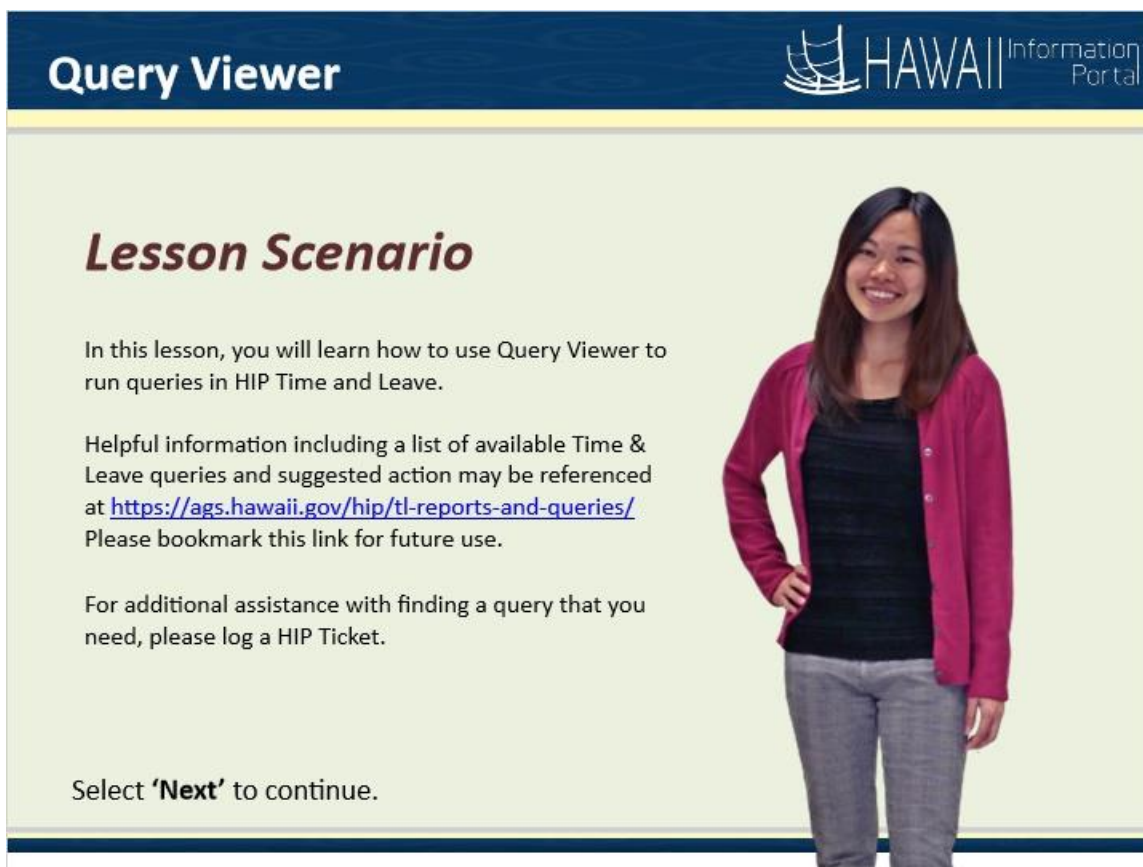


Congratulations!
You've successfully completed
this lesson.

Select '**Next**' to continue.

Congratulations!
You've successfully completed this lesson.

QUERY VIEWER



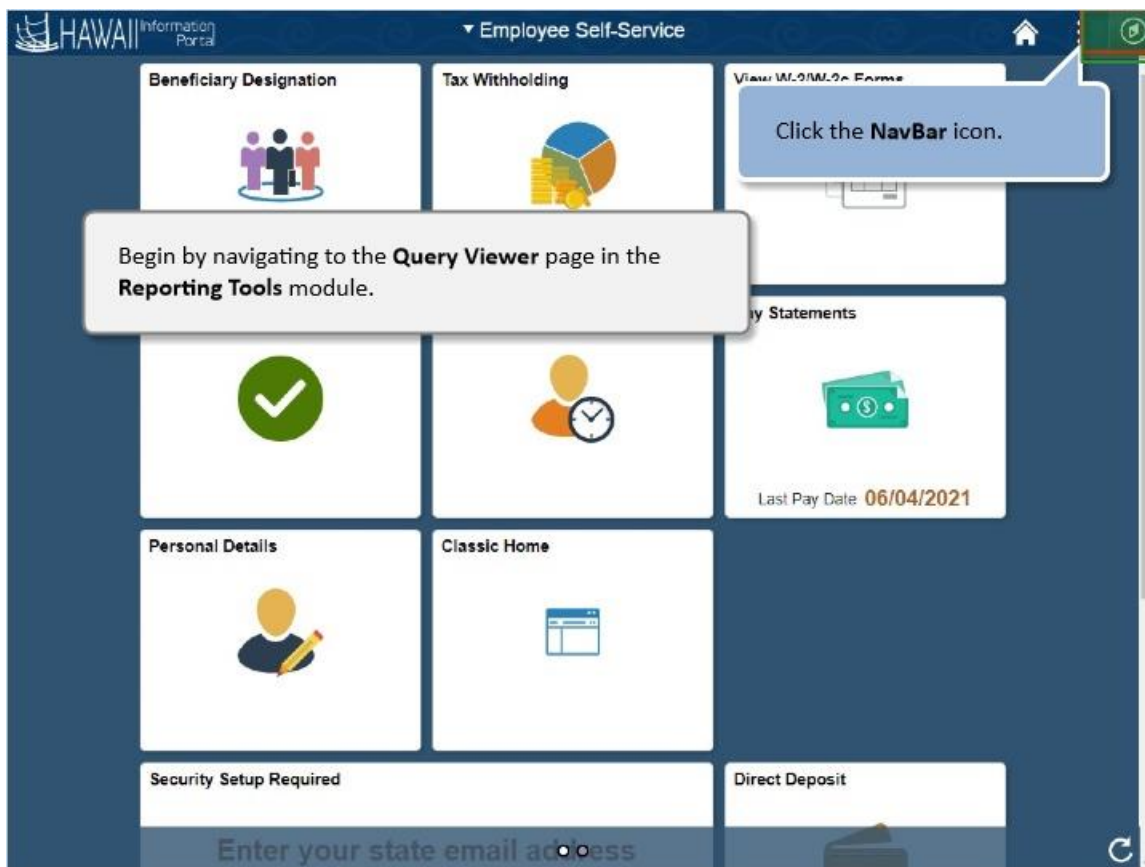
The screenshot shows the 'Query Viewer' interface. At the top, there is a dark blue header with the text 'Query Viewer' on the left and the 'HAWAII Information Portal' logo on the right. Below the header is a light green background. On the left side, the text reads: 'Lesson Scenario', 'In this lesson, you will learn how to use Query Viewer to run queries in HIP Time and Leave.', 'Helpful information including a list of available Time & Leave queries and suggested action may be referenced at <https://ags.hawaii.gov/hip/tl-reports-and-queries/> Please bookmark this link for future use.', 'For additional assistance with finding a query that you need, please log a HIP Ticket.', and 'Select **Next** to continue.' On the right side, there is a photograph of a smiling woman with long dark hair, wearing a pink cardigan over a black top and grey pants.

Lesson Scenario

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

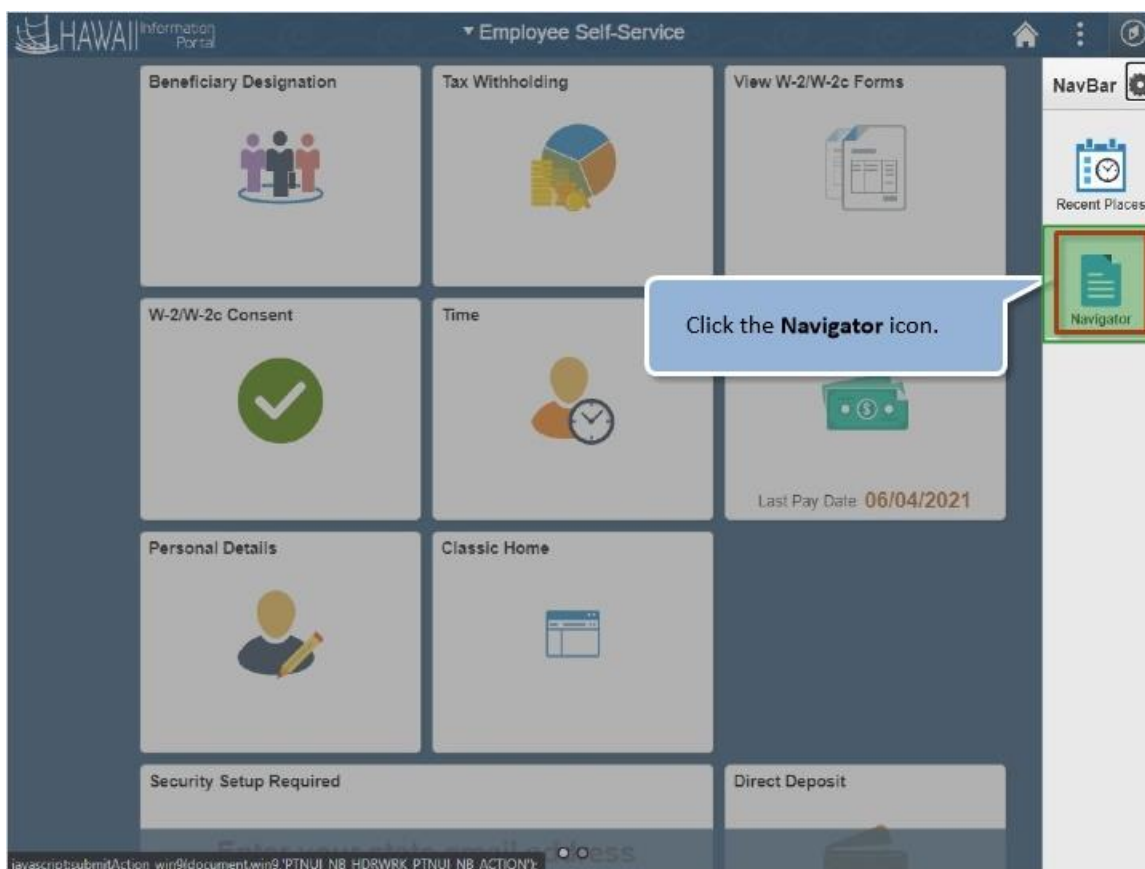
Helpful information including a list of available Time & Leave queries and suggested action may be referenced at <https://ags.hawaii.gov/hip/tl-reports-and-queries/> Please bookmark this link for future use.

For additional assistance with finding a query that you need, please log a HIP Ticket.

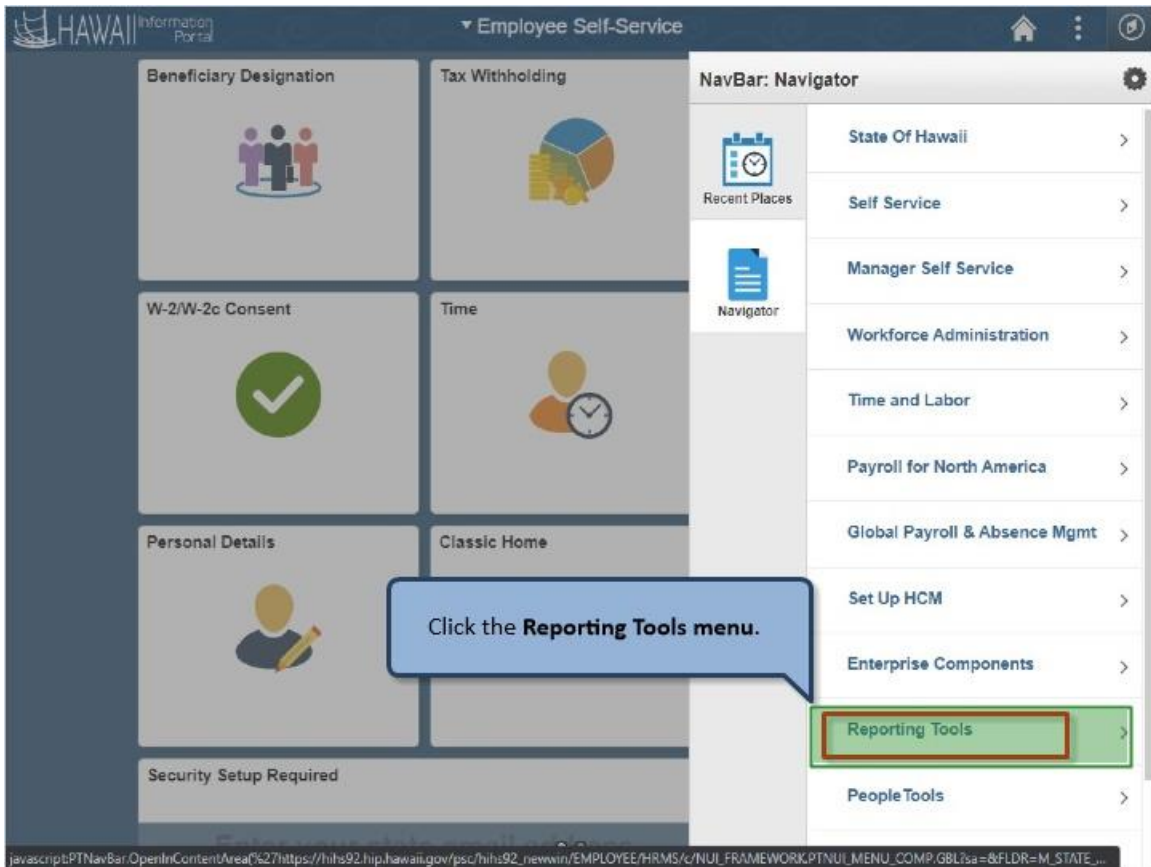


Begin by navigating to the **Query Viewer** page in the **Reporting Tools** module.

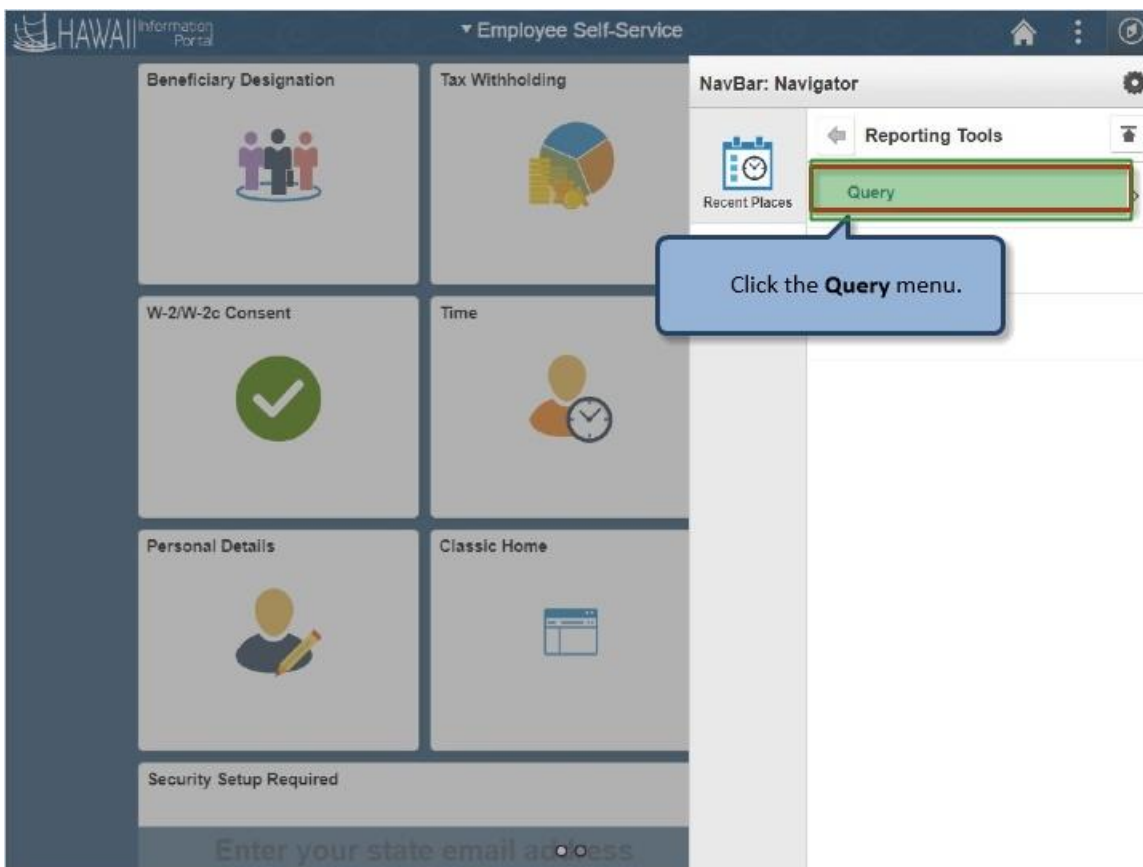
Click the **NavBar** icon.



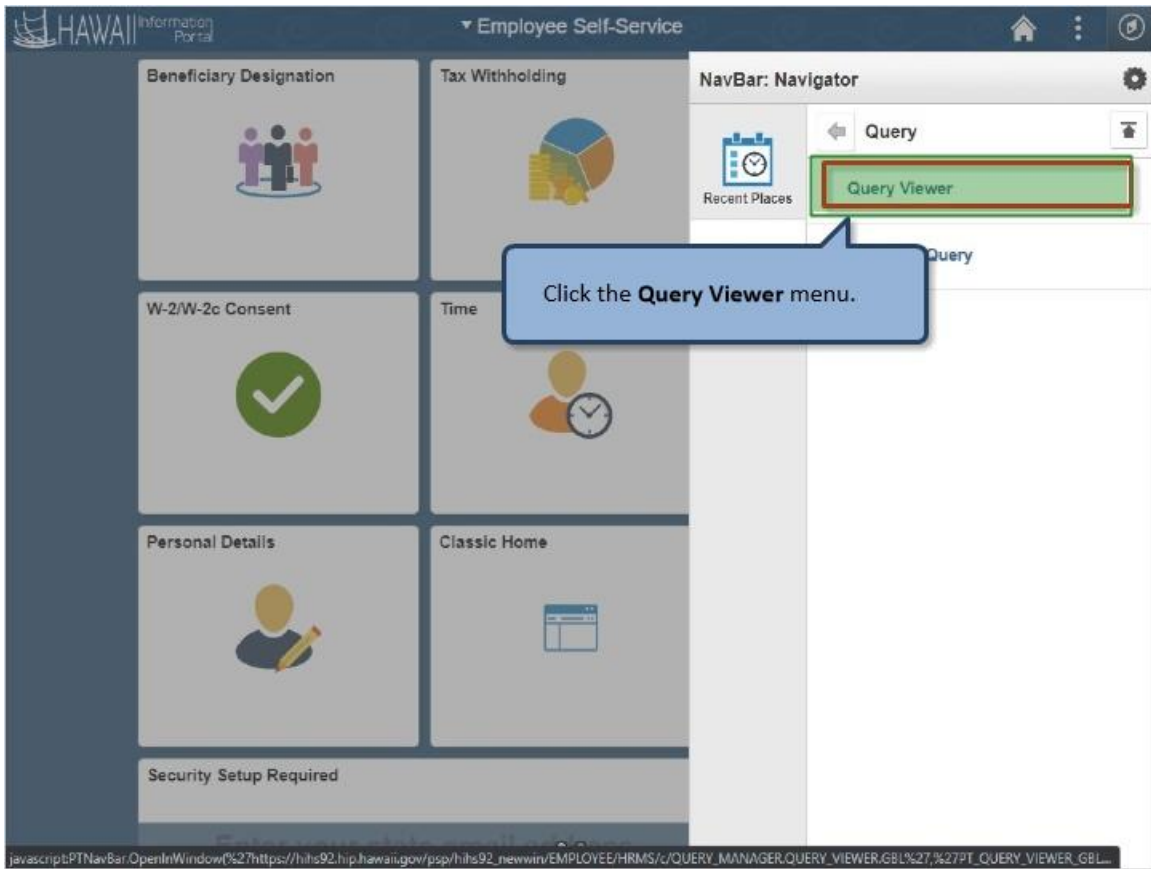
Click the **Navigation** icon.



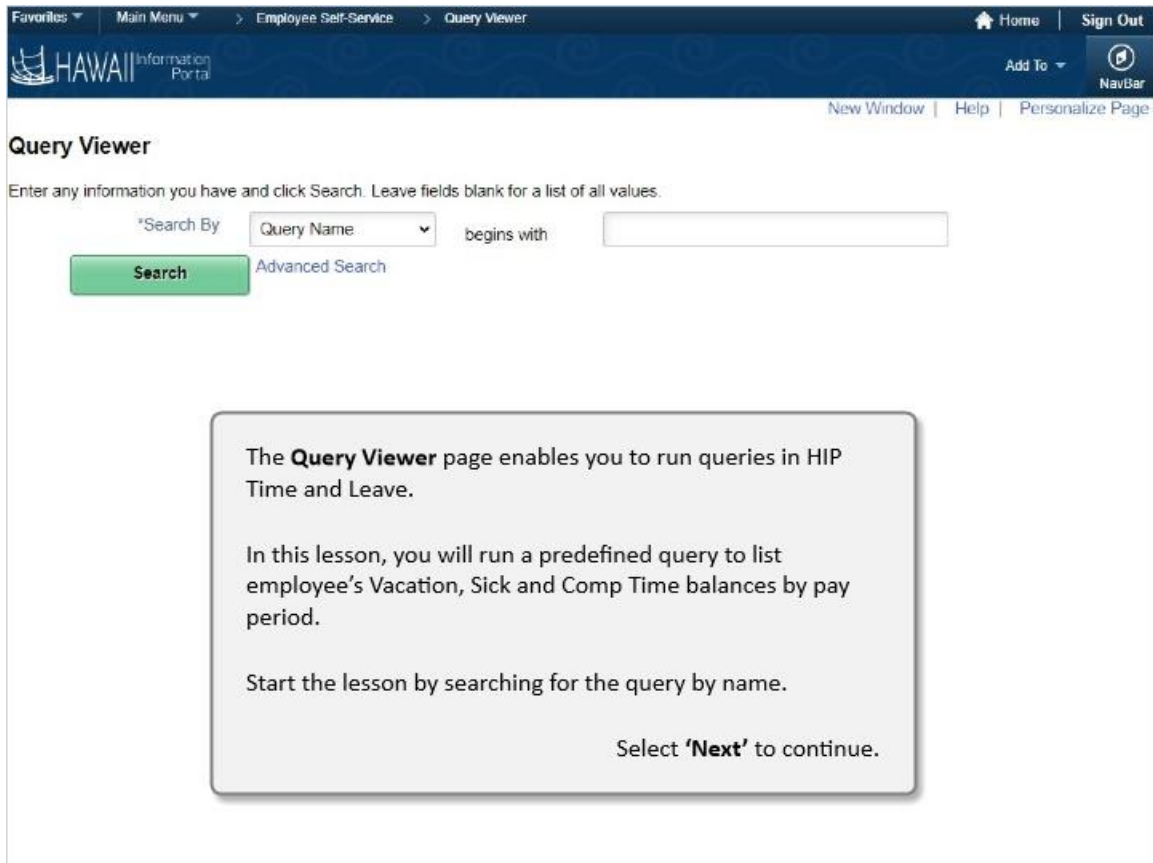
Click the **Reporting Tools** menu.



Click the **Query** menu.



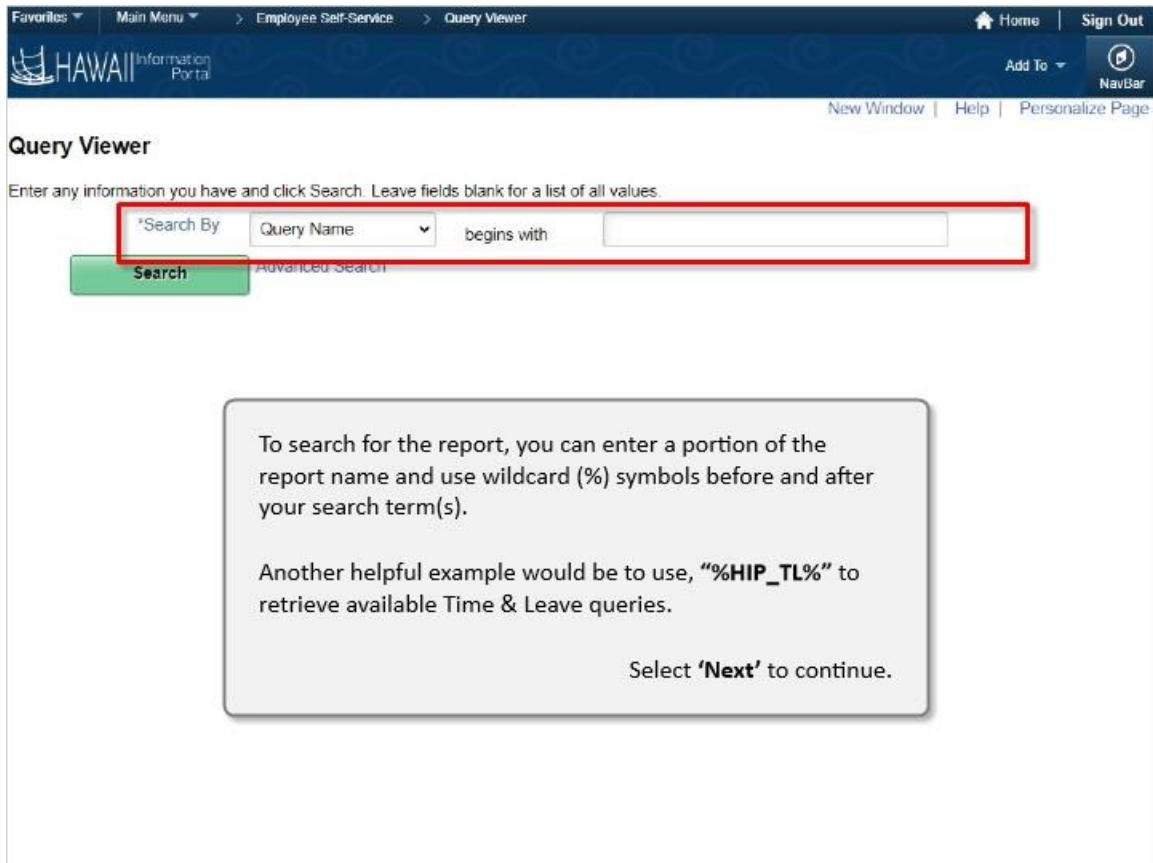
Click the **Query Viewer** menu.



The **Query Viewer** page enables you to run queries in HIP Time and Leave.

In this lesson, you will run a predefined query to list employee's Vacation, Sick and Comp Time balances by pay period.

Start the lesson by searching for the query by name.



Query Viewer

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

*Search By Query Name begins with

Search

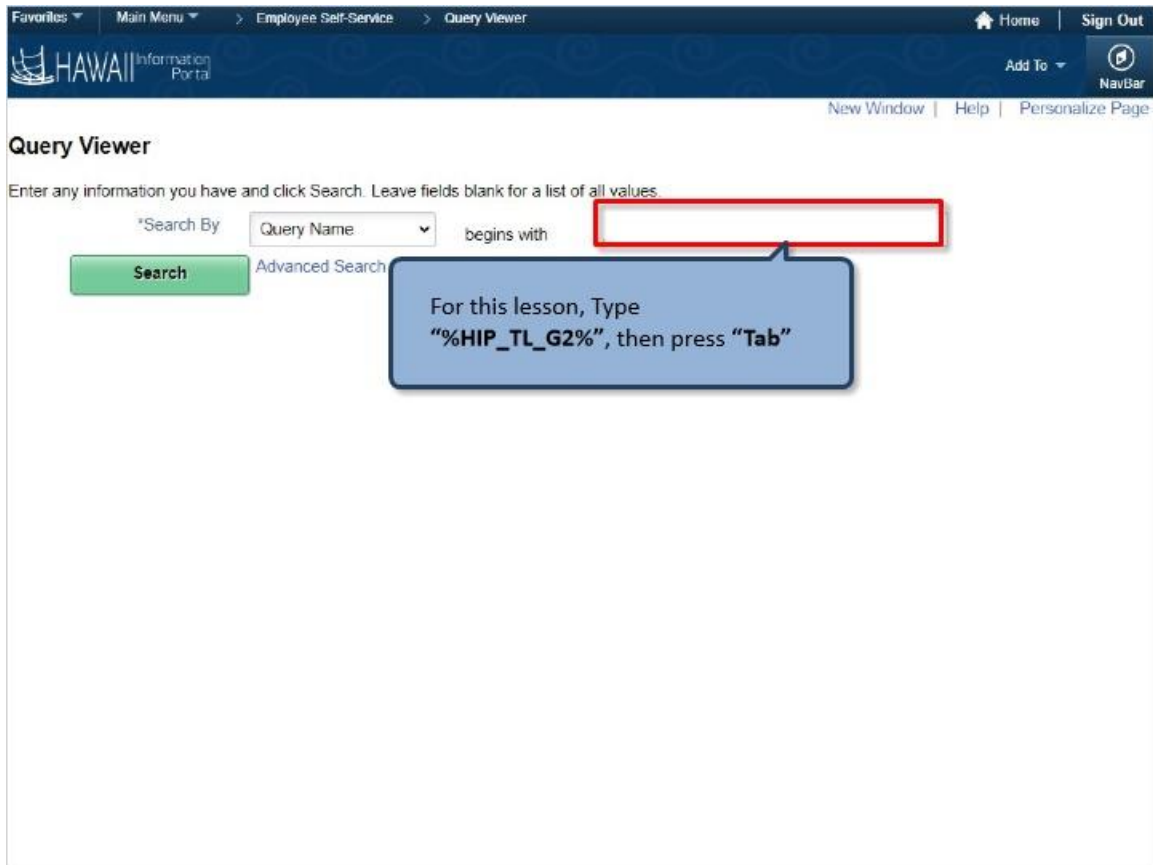
To search for the report, you can enter a portion of the report name and use wildcard (%) symbols before and after your search term(s).

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

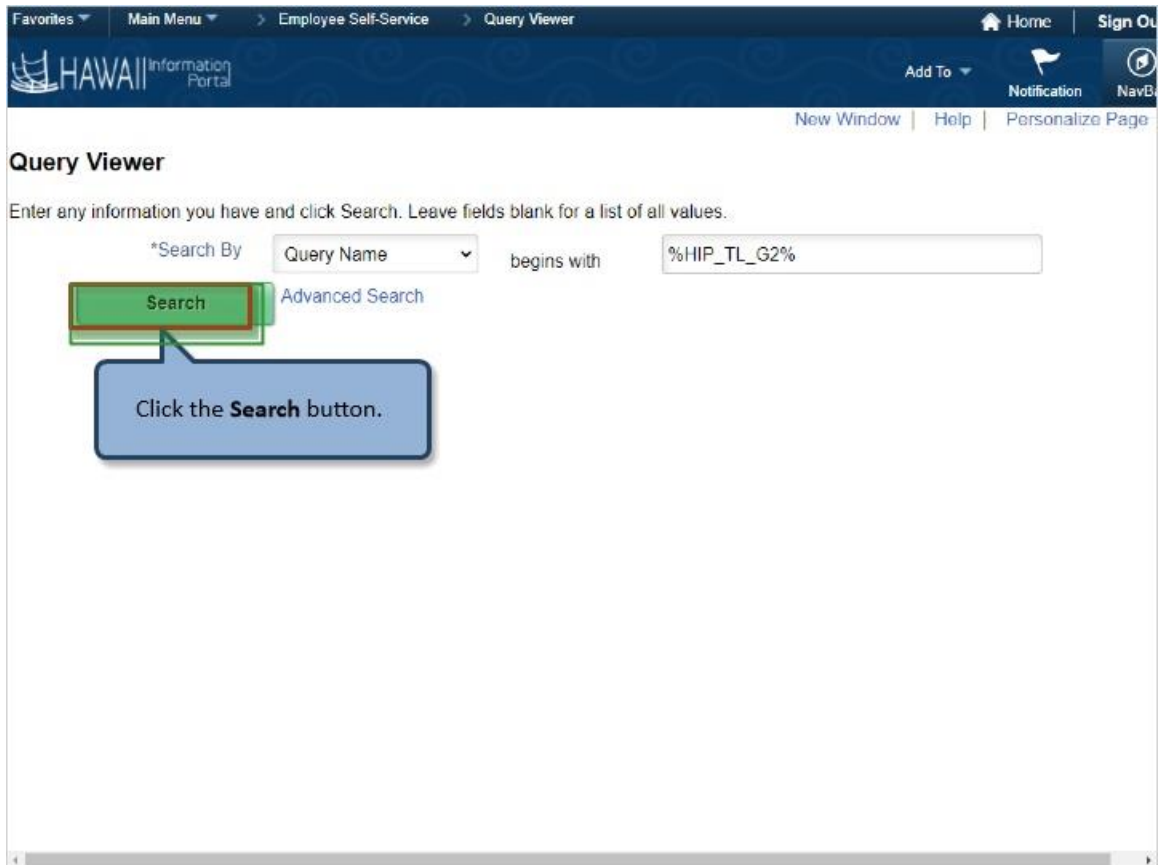
Select **'Next'** to continue.

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

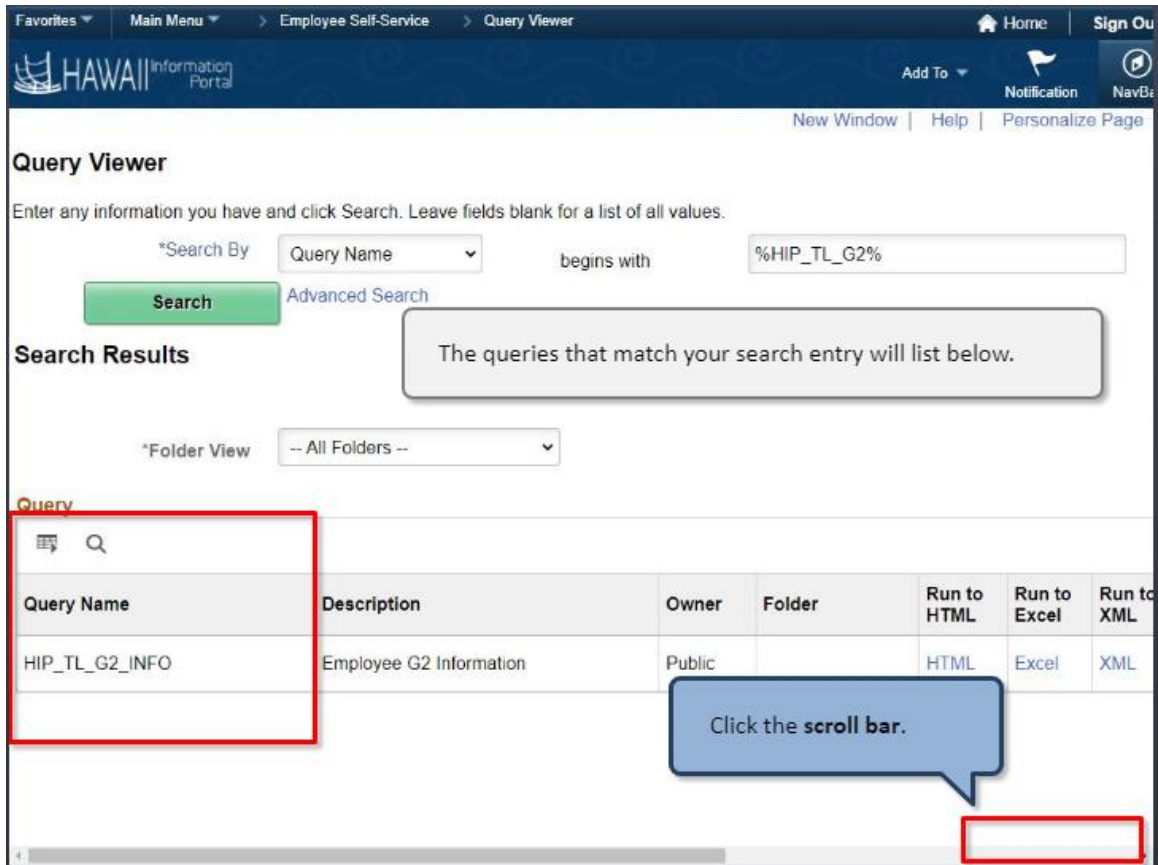
Another helpful example would be to use, “%HIP_TL%” to retrieve available Time & Leave queries.



For this lesson, Type “%HIP_TL_G2%”, then press “Tab”



Click the **Search** button.



Query Viewer

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

*Search By begins with

[Advanced Search](#)

Search Results

The queries that match your search entry will list below.

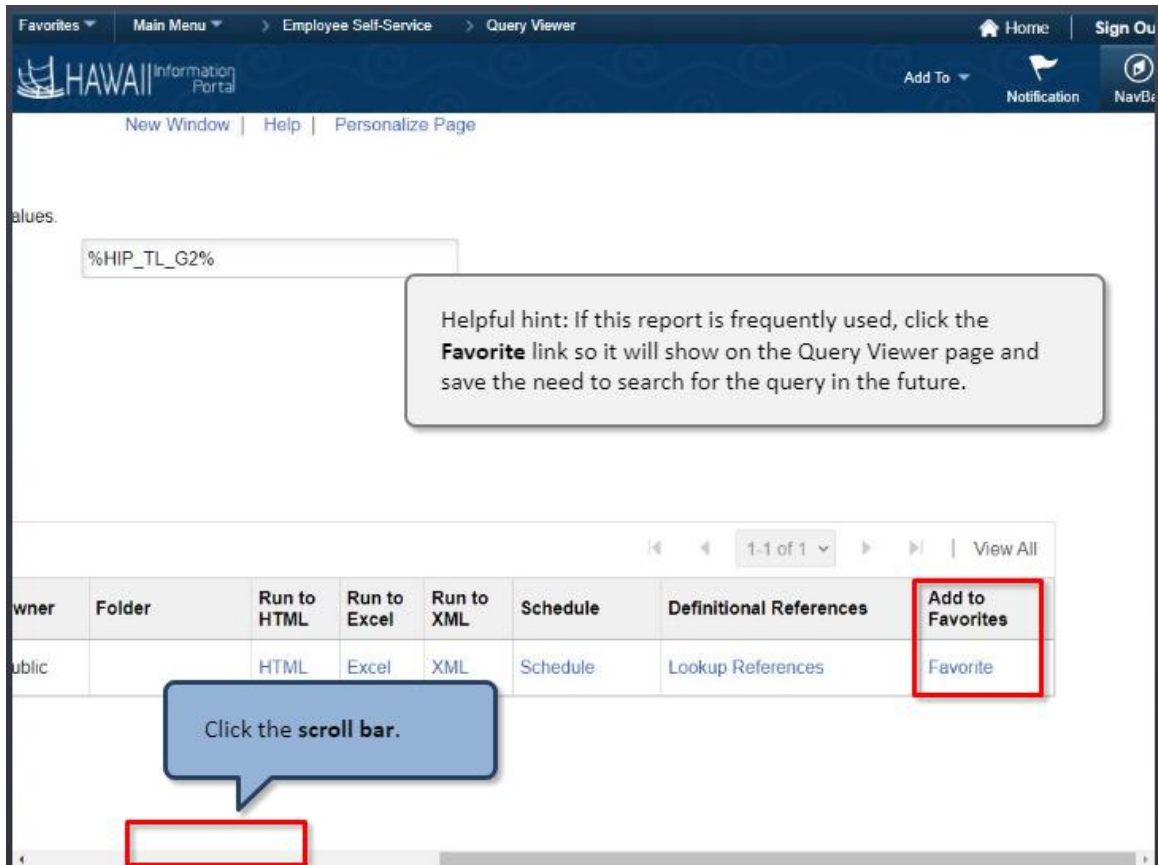
*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML
HIP_TL_G2_INFO	Employee G2 Information	Public		HTML	Excel	XML

Click the **scroll bar**.

The queries that match your search entry will list below.

Click the **scroll bar**.



values:

%HIP_TL_G2%

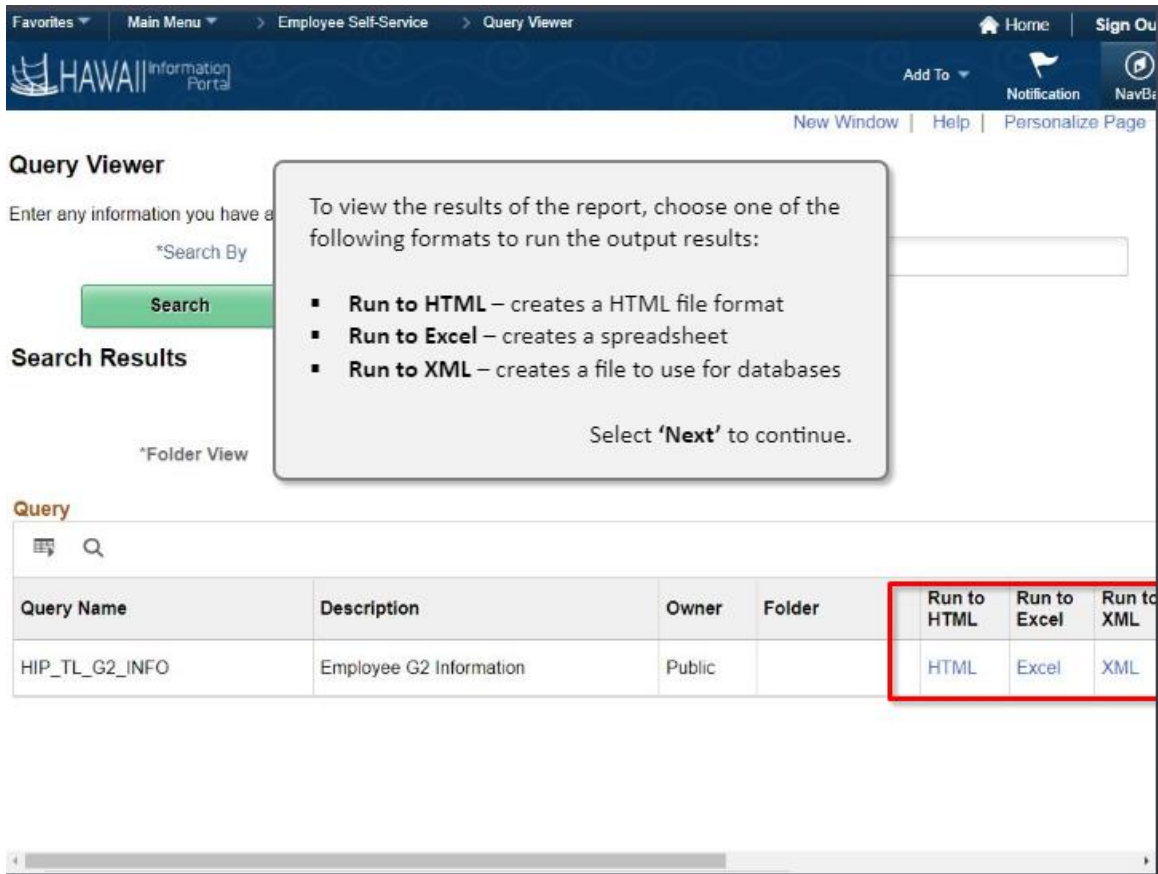
Helpful hint: If this report is frequently used, click the **Favorite** link so it will show on the Query Viewer page and save the need to search for the query in the future.

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

Click the **scroll bar**.

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

Click the **scroll bar**.



Query Viewer

Enter any information you have a

*Search By

Search

Search Results

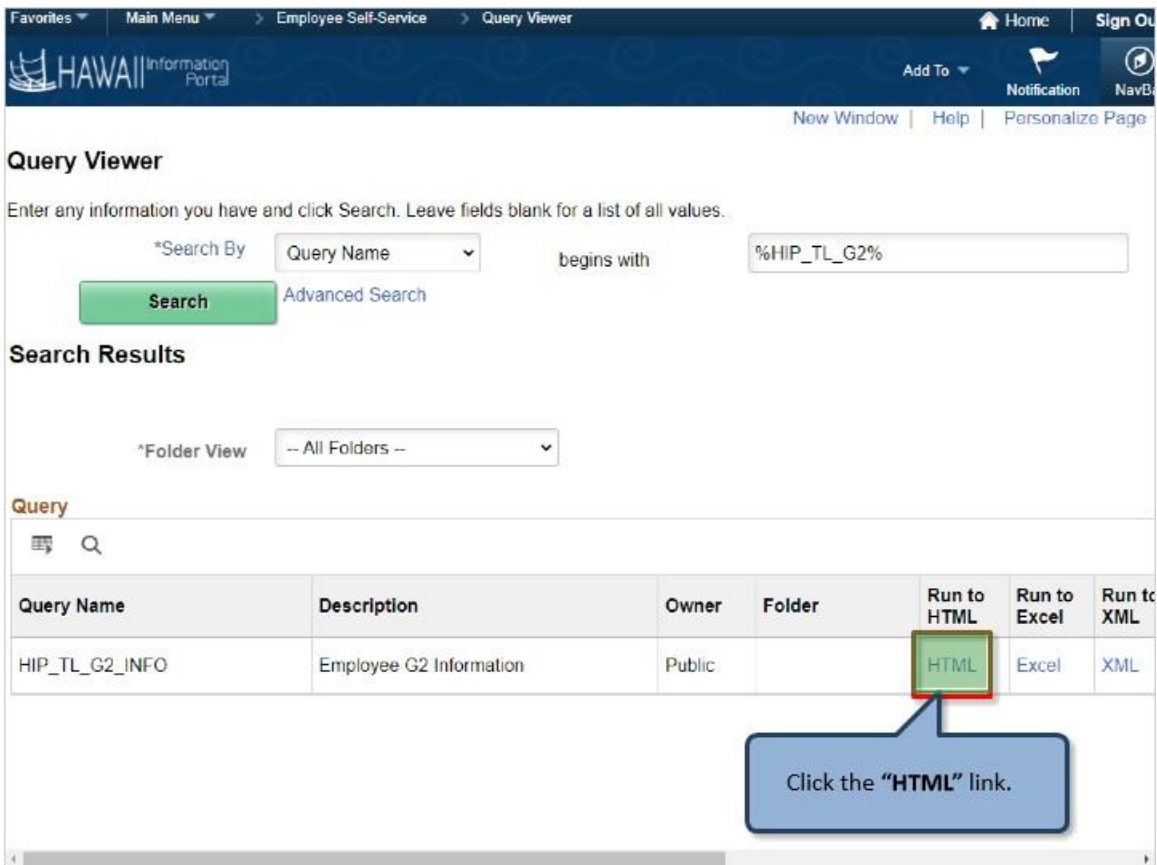
*Folder View

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML
HIP_TL_G2_INFO	Employee G2 Information	Public		HTML	Excel	XML

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

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



Query Viewer

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

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML
HIP_TL_G2_INFO	Employee G2 Information	Public		HTML	Excel	XML

Click the "HTML" link.

Click the "HTML" link.

HIP_TL_G2_INFO - Employee G2 Information


Empl ID
 Empl Record
 Date


Row	Empl ID	Rcd#	As Of Date	Name	Job EffDt	Action	Reason	Dept ID	Dept Description	Position	Posn Title	Hire Date	Union Cd	Abs Pay Group	Abs Prd End Dt	Abs Prd Finalized	Abs Prd Process TS	Vac Earned YTD	Vac Taken YTD	Sick Earned YTD	Sick Taken YTD	Apply 336 Max Dt	Hourly Rate	Var Balar
<div style="border: 1px solid gray; padding: 10px; width: fit-content; margin: 0 auto;"> <p>The HIP_TL_G2_INFO - Employee G2 Information query opens. In order for the query to retrieve information, additional input is required in the fields above the 'View Results' button.</p> <p>Select 'Next' to continue.</p> </div>																								

The HIP_TL_G2_INFO - Employee G2 Information query opens. In order for the query to retrieve information, additional input is required in the fields above the 'View Results' button.

HIP_TL_G2_INFO - Employee G2 Information

Empl ID 00000415

Empl Record 

Date 

[View Results](#)

Row	Empl ID	Rcd#	As Of Date	N	Hire Date	Union Cd	Abs Pay Group	Abs Prd End Dt	A	F
<p>For this example the Empl ID 00000415 has been input for you. You may also use the magnifying glass to lookup any Empl ID within your assigned security.</p> <p>IMPORTANT: Selecting the correct Empl Record is key to retrieving the desired data. For this example we will click the magnifying glass to check for any other Empl Records.</p>										

For this example the Empl ID 00000415 has been input for you. You may also use the magnifying glass to lookup any Empl ID within your assigned security.

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

Click the '**magnifying glass**' icon.

HIP_TL_G2_INFO - Employee G2 Information

Query

Search by: Empl Record =

Look Up Cancel Advanced Lookup

Search Results

View 100 First ◀ 1 of 1 ▶ Last

Empl Record	Name	First Name	Last Name	Middle Name
0	Aloha, John	John	Aloha	(blank)


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


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


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

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

HIP_TL_G2_INFO - Employee G2 Information

Empl ID 

Empl Record 

Date 

Click the 'calendar' icon.

Row	Empl ID	Rcd#	As Of Date	Name	Job EffDt	Action	Reason	Dept ID	Dept Description	Position	Posn Title	Hire Date	Union Cd	Abs Pay Group	Abs Prd End Dt	A
-----	---------	------	------------	------	-----------	--------	--------	---------	------------------	----------	------------	-----------	----------	---------------	----------------	---

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

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

Click the 'calendar' icon.

HIP_TL_G2_INFO - Employee G2 Information

Empl ID 00000415

Empl Record 0

Date 04/16/2021

View Results

Row	Empl ID	Rcd#	As Of Date	Name	Position	Posn Title	Hire Date	Union Cd	Abs Pay Group	Abs Prd End Dt	A

Calendar

April 2021


S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	


Current Date


Click the '16' in the month of April.

Click the '16' in the month of April.

HIP_TL_G2_INFO - Employee G2 Information

Empl ID 

Empl Record 

Date 

View Results

Click the 'View Results' button.

Row	Empl ID	Rcd#	As Of Date	Position	Posn Title	Hire Date	Union Cd	Abs Pay Group	Abs Prd End Dt	A
-----	---------	------	------------	----------	------------	-----------	----------	---------------	----------------	---

Click the 'View Results' button.

HIP_TL_G2_INFO - Employee G2 Information

Empl ID

Empl Record

Date

The query is run and the results are returned below. For this example some data has been blurred, when you run the query in HIP you will have access to the full query results. You may also download the results after viewing in html.

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

Row	Empl ID	Rcd#	As Of Date	Name	Job EffDt	Action	Reason	Dept ID	Dept Description	Position
1	00000415	0	04/16/2021	Aloha,John						

Remember to bookmark and subscribe to <https://ags.hawaii.gov/hip/tl-reports-and-queries/> for helpful information about reviewing query results.

Select 'Next' to continue.

The query is run and the results are returned below. For this example some data has been blurred, when you run the query in HIP you will have access to the full query results. You may also download the results after viewing in html.

Remember to bookmark and subscribe to <https://ags.hawaii.gov/hip/tl-reports-and-queries/> for helpful information about reviewing query results.

 HAWAII Information Portal



Congratulations!
You've successfully completed
this lesson.

Select **'Next'** to continue.

Congratulations!
You've successfully completed this lesson.

END

The screenshot shows a dark blue header with the word "End" on the left and the "HAWAII Information Portal" logo on the right. Below the header, the word "Maika'i" is written in a large, bold, brown font. Underneath, the text "Please click 'Save and exit' at the upper right." is displayed in a bold, black font. A red arrow points from the top right corner of the course content area towards the "Save and exit" button. In the bottom left, there is a photograph of three people: two men in blue patterned shirts and one woman in a pink jacket. To the right of the photo, there are two lines of instructional text: "To continue close the lesson by clicking the 'Save and exit' in the top right-hand corner of the course." and "Do not close the browser window until after clicking 'Save and exit'."

Maika'i**Please click 'Save and exit' at the upper right.**

To continue close the lesson by clicking the 'Save and exit' in the top right-hand corner of the course.

Do not close the browser window until after clicking 'Save and exit'