

210 HR ADMINISTRATOR - PART 2



 HAWAII Information Portal

HR Administrator Activities – Part 2

[Course Objectives](#) | [Request Extended Absences](#) | [Administer Extended Absence](#)
[Extended Absences - Leave Takes](#) | [Review Absence Balances](#)
[Adjust Employee Absence Balances](#) | [Need Help?](#)

**THE TOPICS ABOVE WILL
BE COVERED IN THIS
COURSE!**

SELECT 'NEXT' TO CONTINUE.

Course Objectives

Course Objectives



After completing this course you will understand how to:

- Request Extended Absence
- Administer Extended Absence
- Adjust Employee Absence Balances
- Extended Leave – Leave Takes
- Review Absences
- Need Help?




Select **'Next'** to continue.

After completing this course you will understand how to:

- Request Extended Absence
- Administer Extended Absence
- Adjust Employee Absence Balances
- Extended Leave - Leave Takes
- Review Absences
- Need Help?

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.



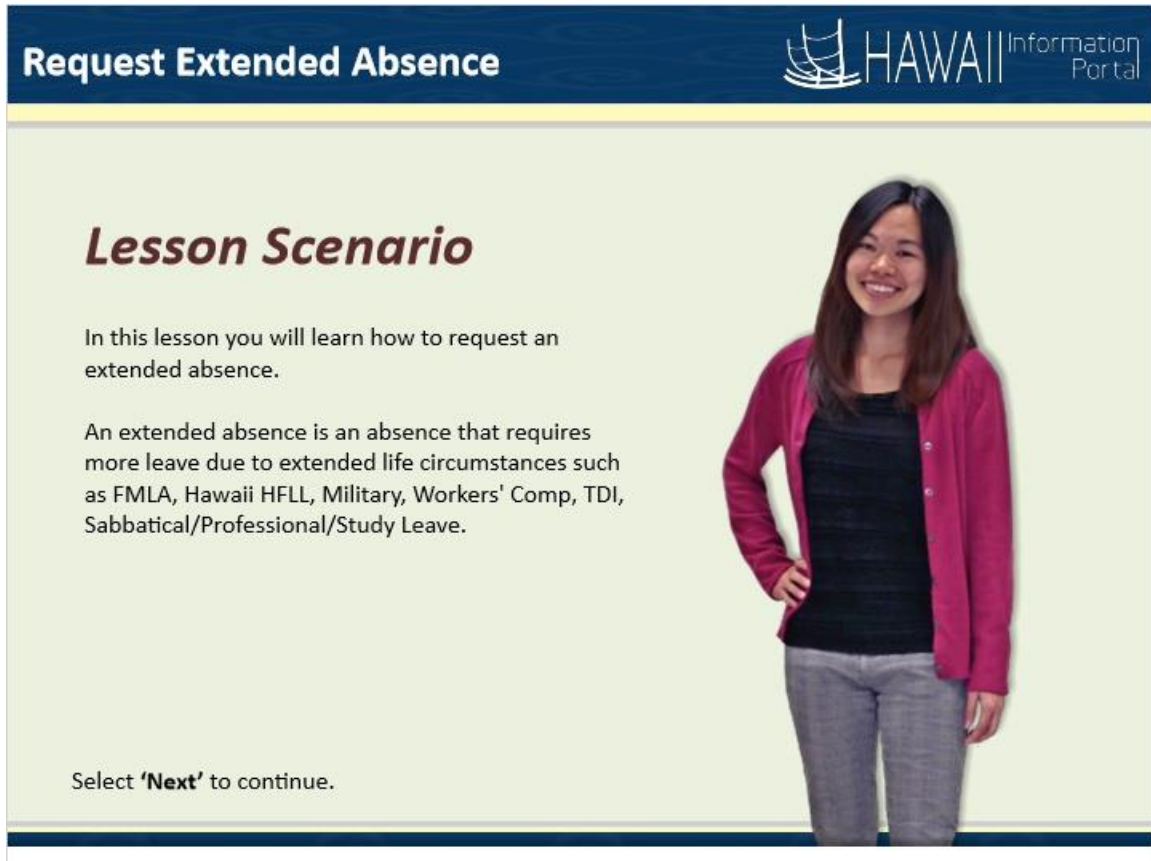
Hawaii Information Portal Service Center
If you need assistance using the Hawaii Information Portal for Time and Leave:

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](#)

REQUEST EXTENDED ABSENCE



Request Extended Absence

Lesson Scenario

In this lesson you will learn how to request an extended absence.

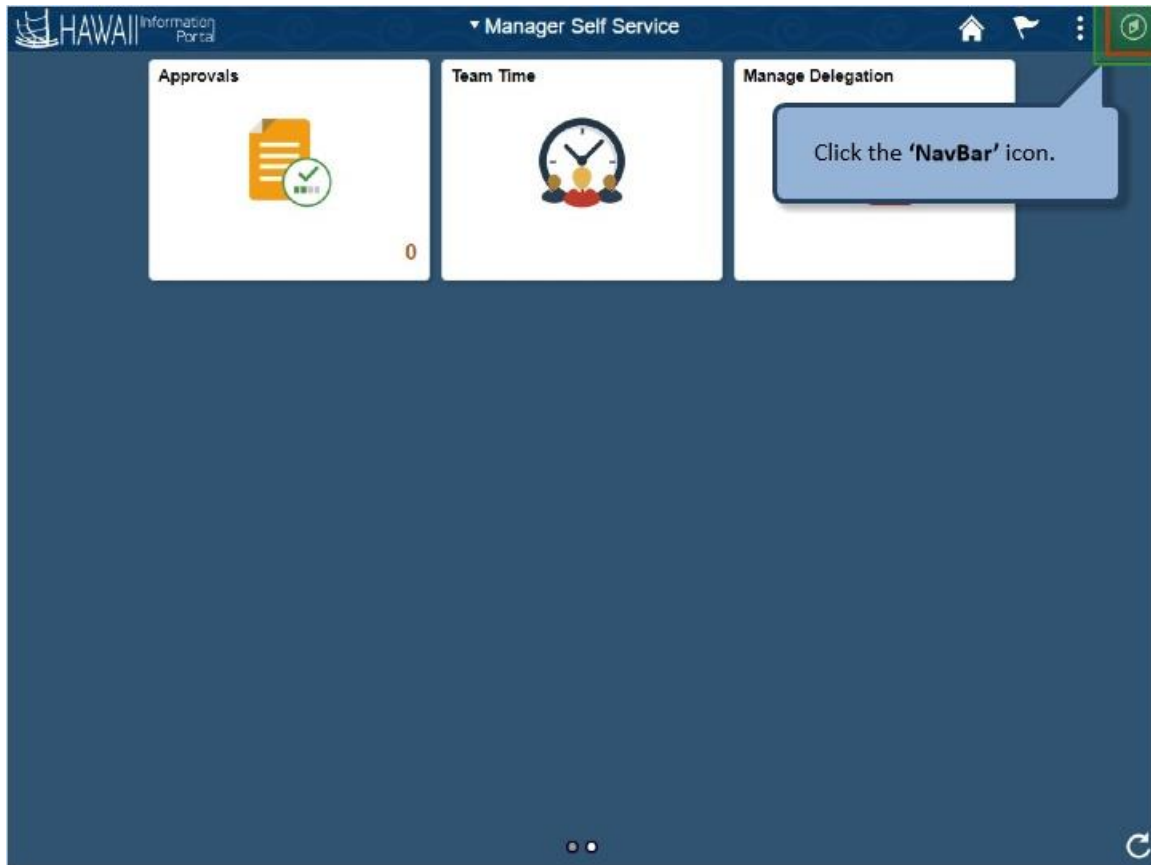
An extended absence is an absence that requires more leave due to extended life circumstances such as FMLA, Hawaii HFLL, Military, Workers' Comp, TDI, Sabbatical/Professional/Study Leave.

Select **'Next'** to continue.

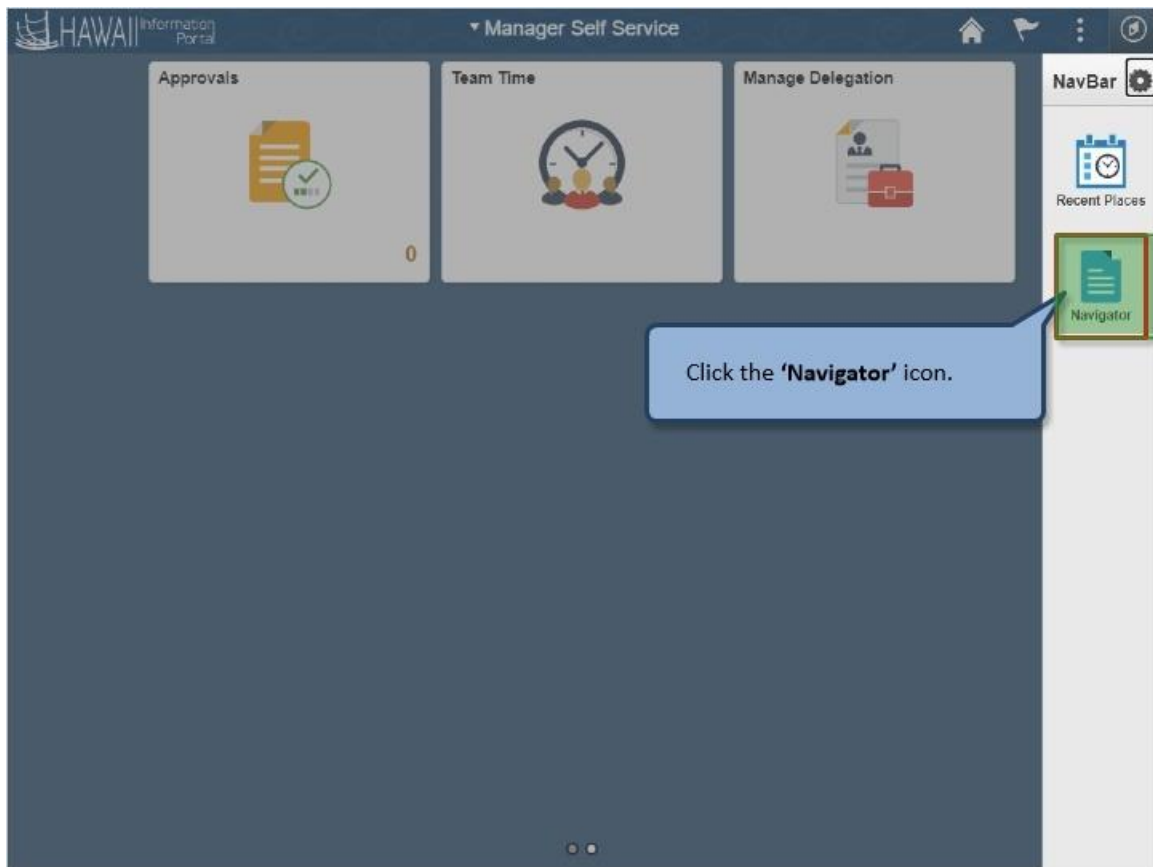
Lesson Scenario

In this lesson you will learn how to request an extended absence.

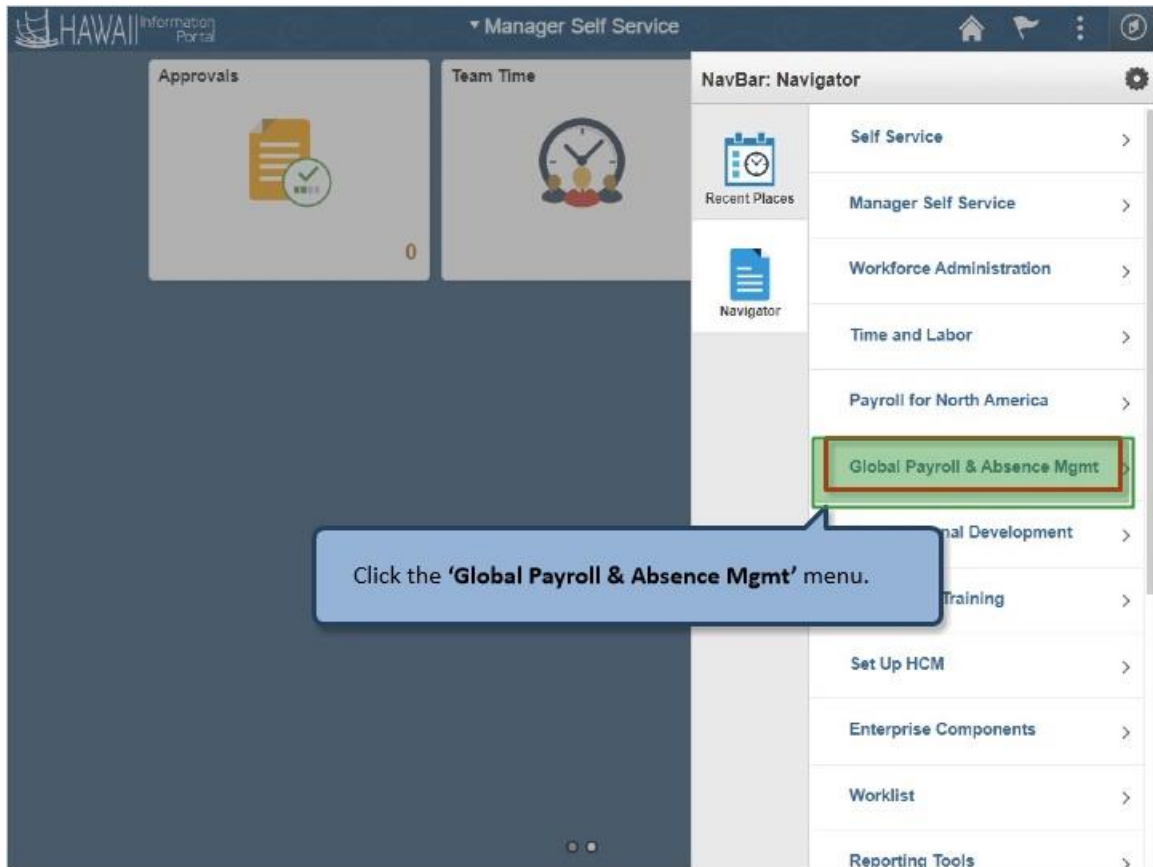
An extended absence is an absence that requires more leave due to extended life circumstances such as FMLA, Hawaii HFLL, Military, Workers' Comp, TDI, Sabbatical/Professional/Study Leave.



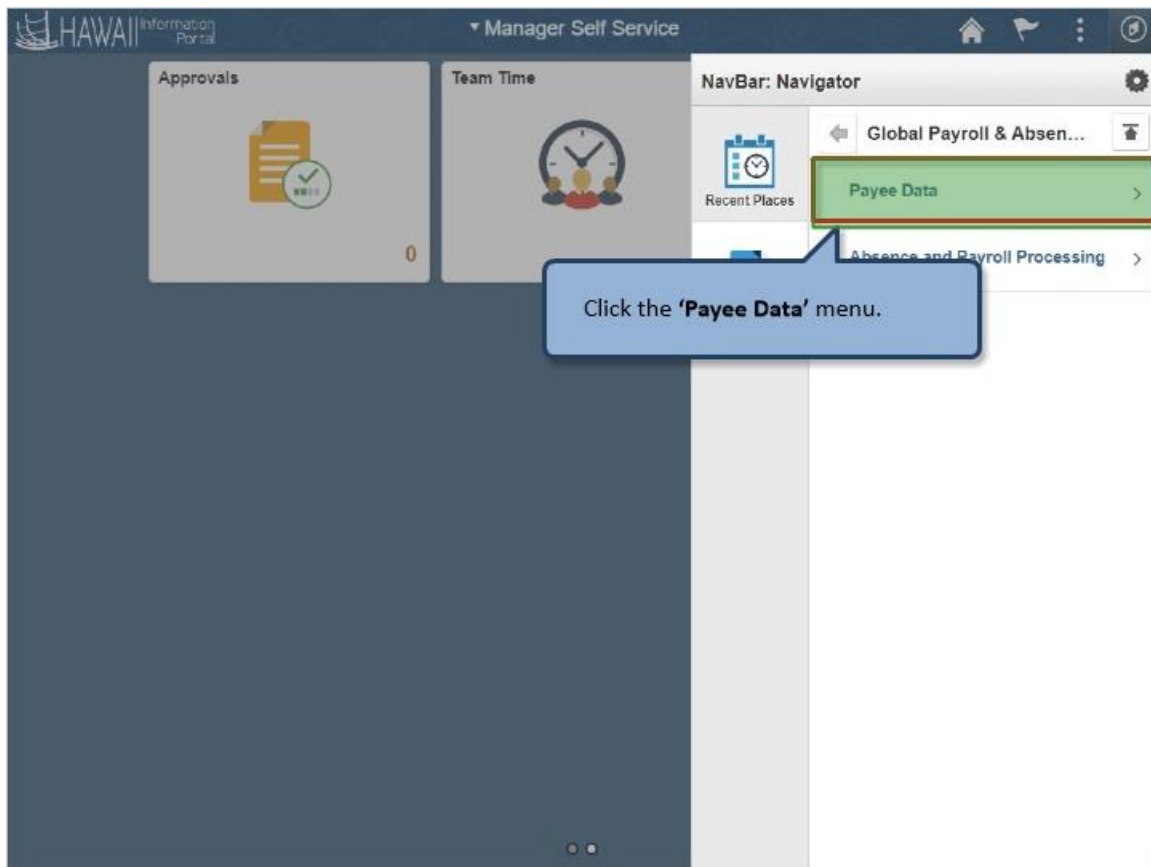
Click the '**NavBar**' icon.



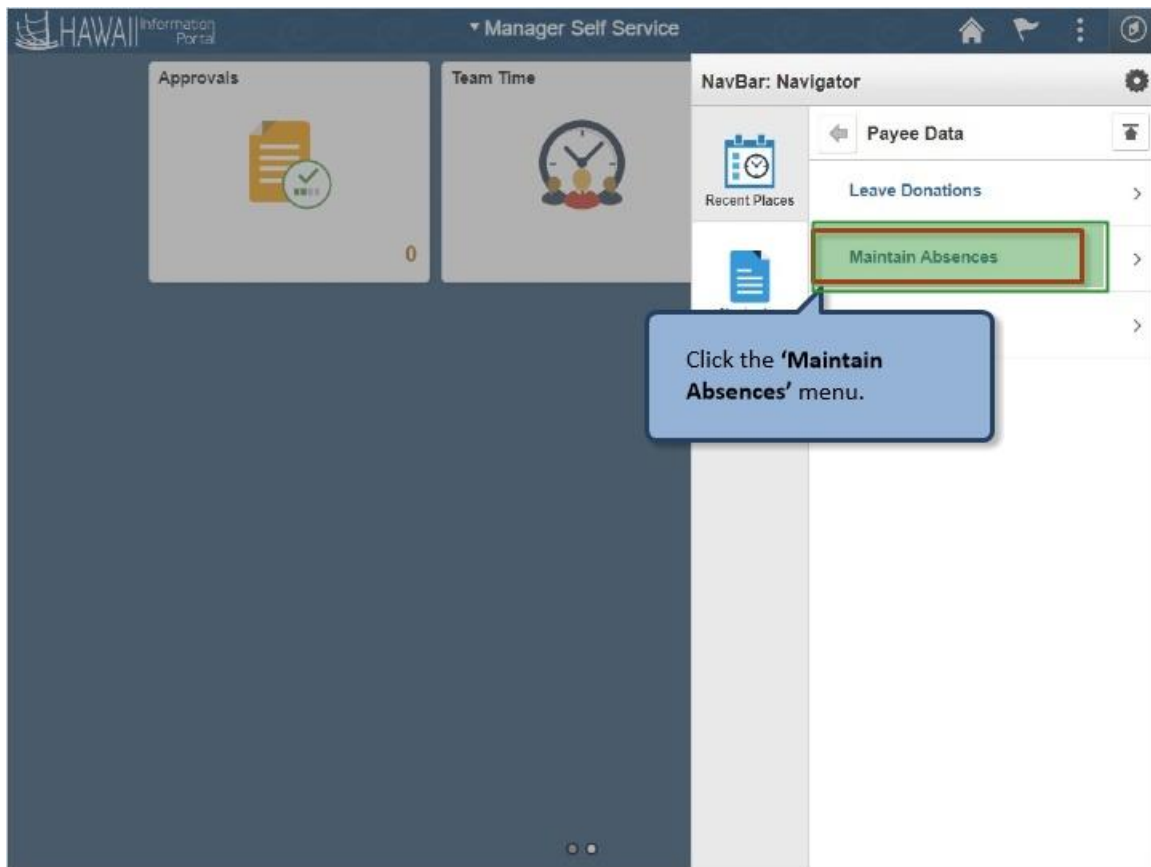
Click the '**Navigator**' icon.



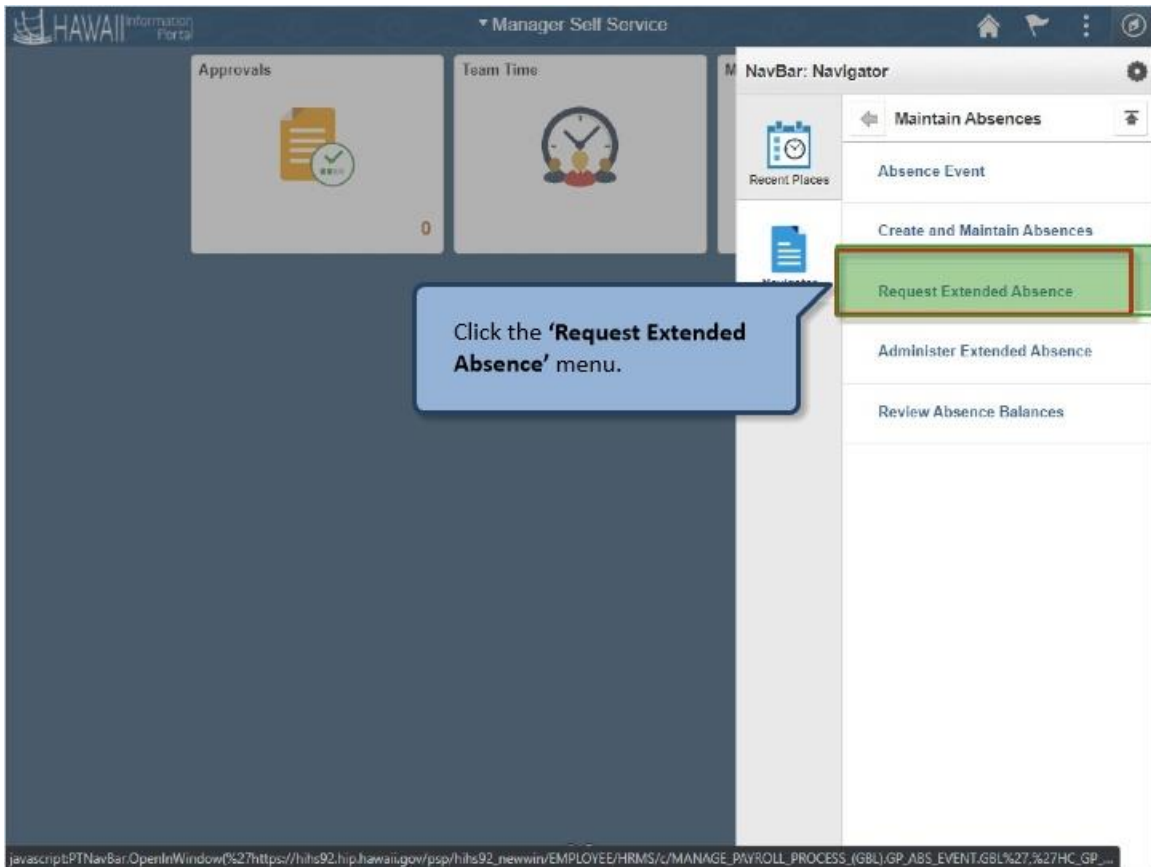
Click the '**Global Payroll & Absence Mgmt**' menu.



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



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



Click the 'Request Extended Absence' menu

Favorites Main Menu > Employee Self-Service > Request Extended Absence Home Sign Out

HAWAII Information Portal Add To Notification NavBar New Window

Request Extended Absence

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

Find an Existing Value

▼ Search Criteria

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

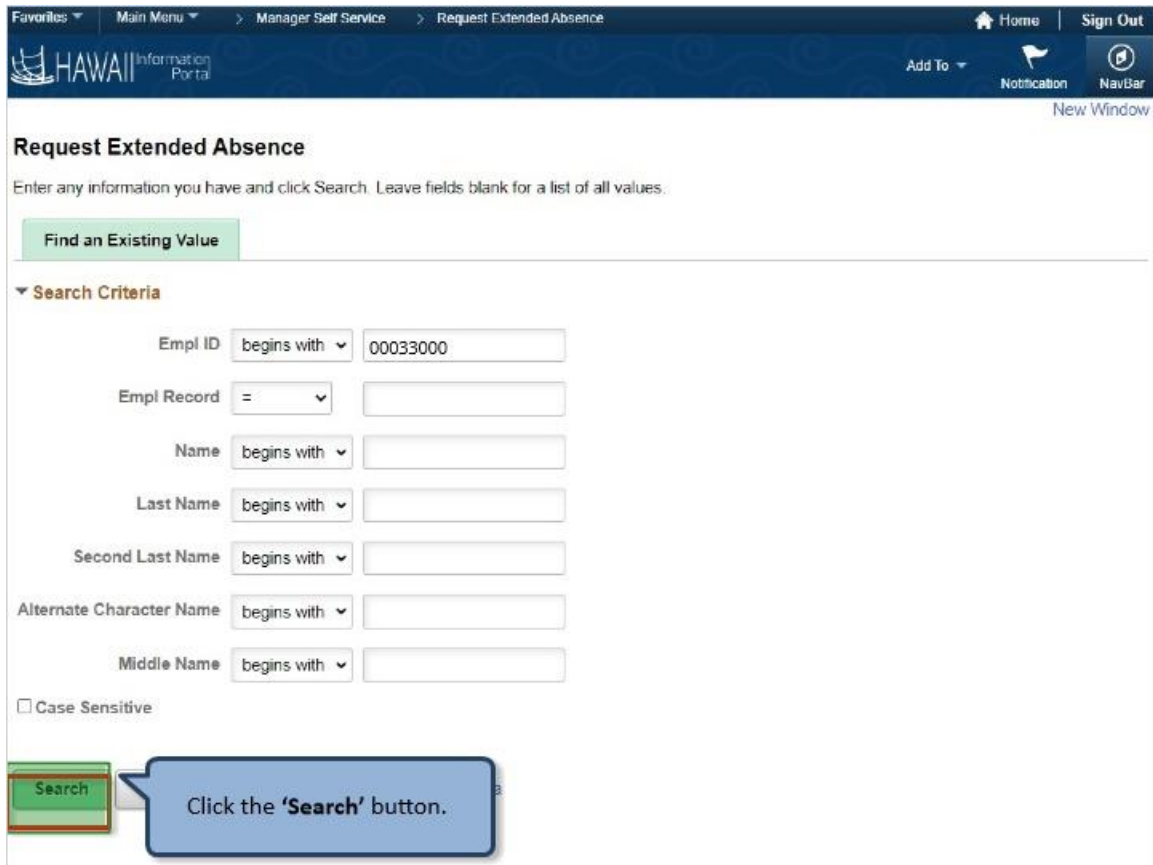
Middle Name begins with

Case Sensitive

Search **Clear** Basic Search Save Search Criteria

Type "00033000" then press the "Tab" key.

Type "00033000" then press the "Tab" key.



Request Extended Absence

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

Find an Existing Value

▼ Search Criteria

Empl ID begins with 00033000

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

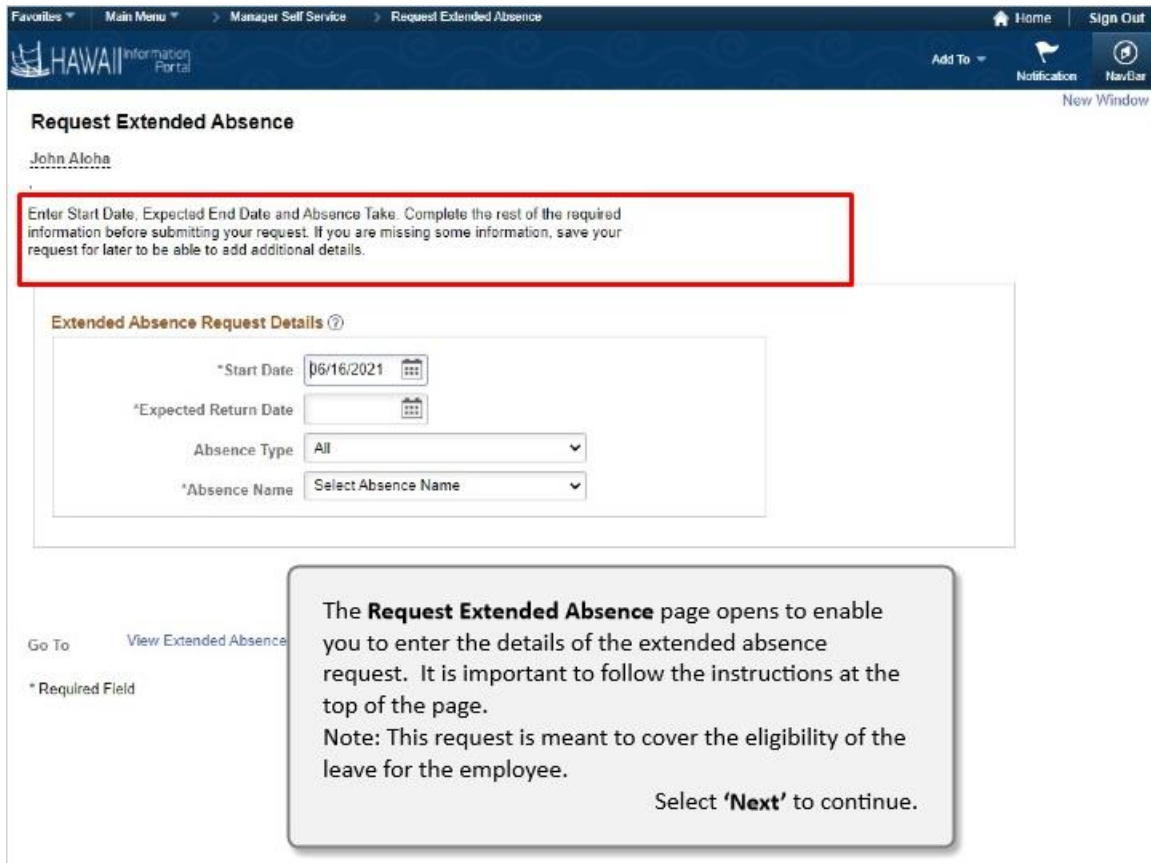
Middle Name begins with

Case Sensitive

Search

Click the 'Search' button.

Click the **'Search'** button.



Request Extended Absence

John Aloha

Enter Start Date, Expected End Date and Absence Type. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.

Extended Absence Request Details

*Start Date: 06/16/2021

*Expected Return Date

Absence Type: All

*Absence Name: Select Absence Name

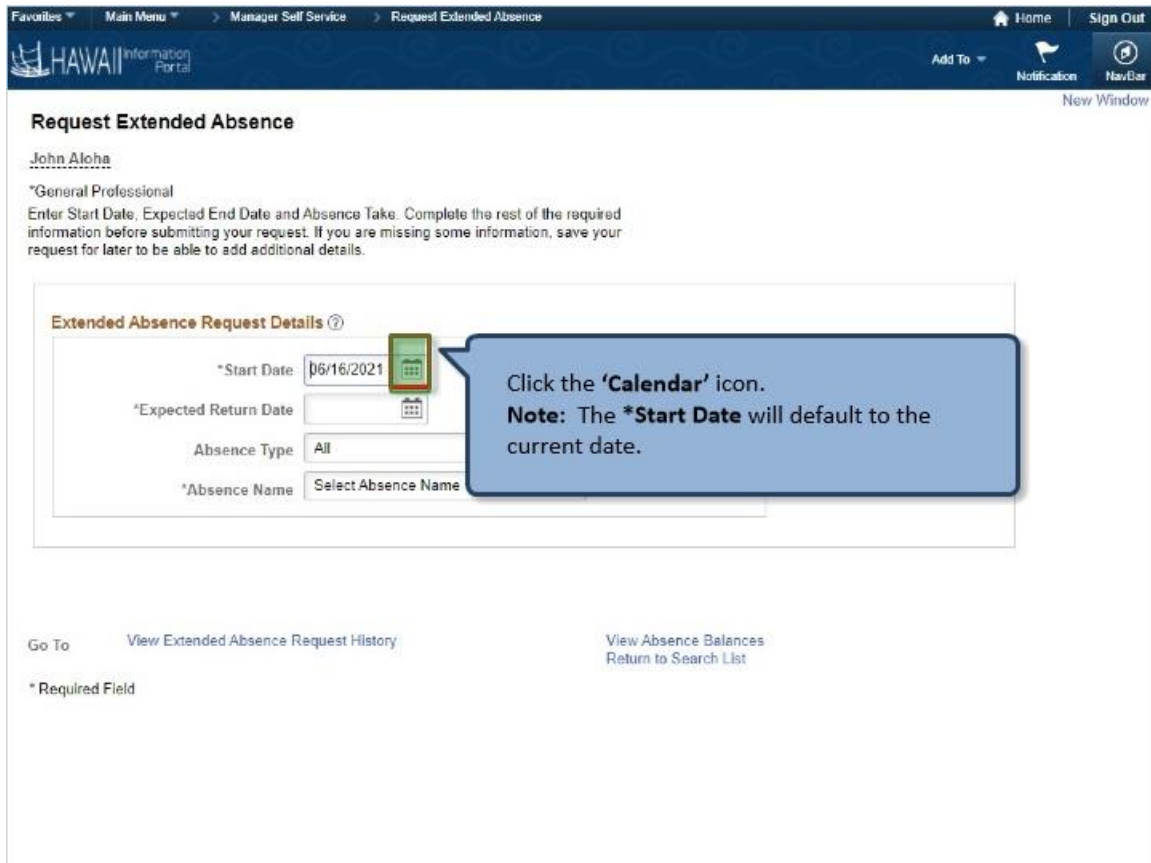
The **Request Extended Absence** page opens to enable you to enter the details of the extended absence request. It is important to follow the instructions at the top of the page.

Note: This request is meant to cover the eligibility of the leave for the employee.

Select **'Next'** to continue.

The **Request Extended Absence** page opens to enable you to enter the details of the extended absence request. It is important to follow the instructions at the top of the page.

Note: This request is meant to cover the eligibility of the leave for the employee.



The screenshot shows a web browser window with the URL [Request Extended Absence](#). The user is logged in as John Aloha, a General Professional. The form contains the following fields:

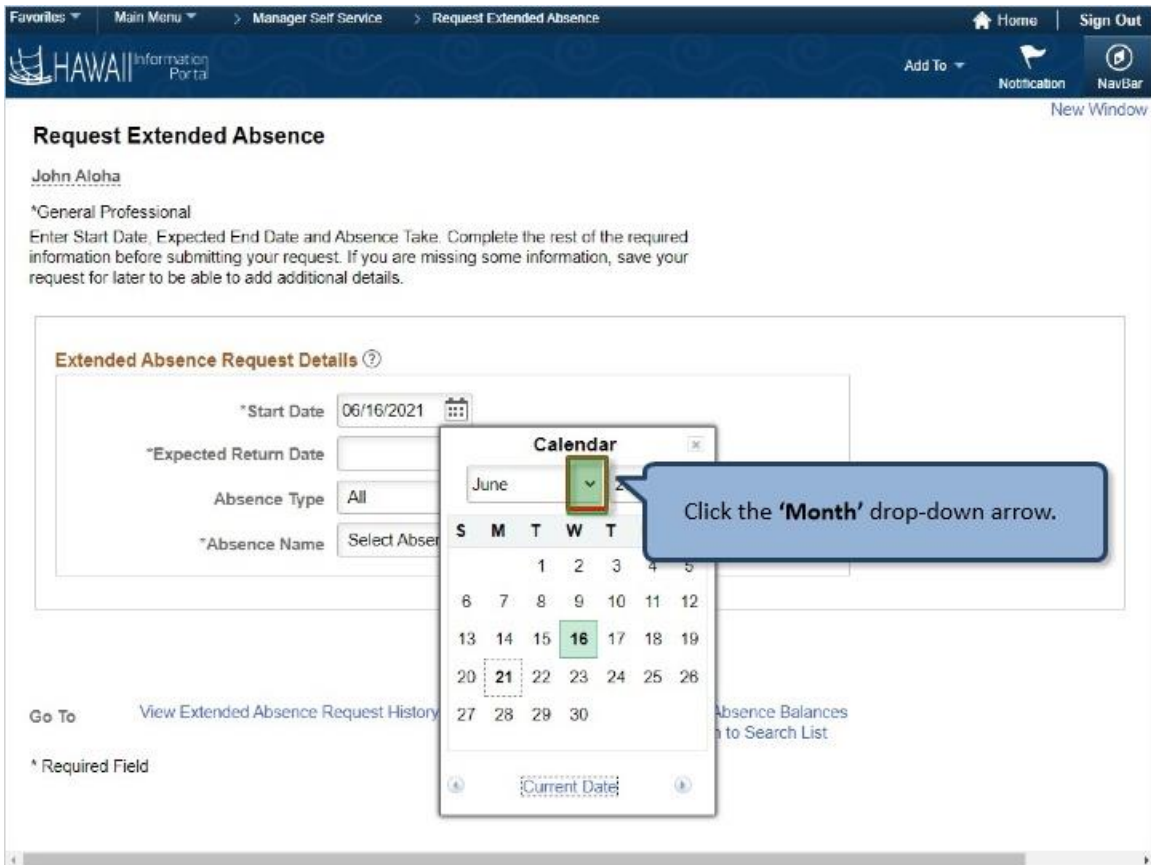
- *Start Date: 06/16/2021 (with a calendar icon)
- *Expected Return Date: (with a calendar icon)
- Absence Type: All
- *Absence Name: Select Absence Name

A blue callout box points to the calendar icon on the Start Date field, containing the text: "Click the 'Calendar' icon. Note: The *Start Date will default to the current date."

At the bottom of the form, there are links: "Go To View Extended Absence Request History" and "View Absence Balances Return to Search List". A legend indicates that an asterisk (*) denotes a required field.

Click the 'Calendar' icon.

Note: The *Start Date will default to the current date.



Request Extended Absence

John Aloha

*General Professional

Enter Start Date, Expected End Date and Absence Take. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.

Extended Absence Request Details

*Start Date: 06/16/2021

*Expected Return Date: [Empty]

Absence Type: All

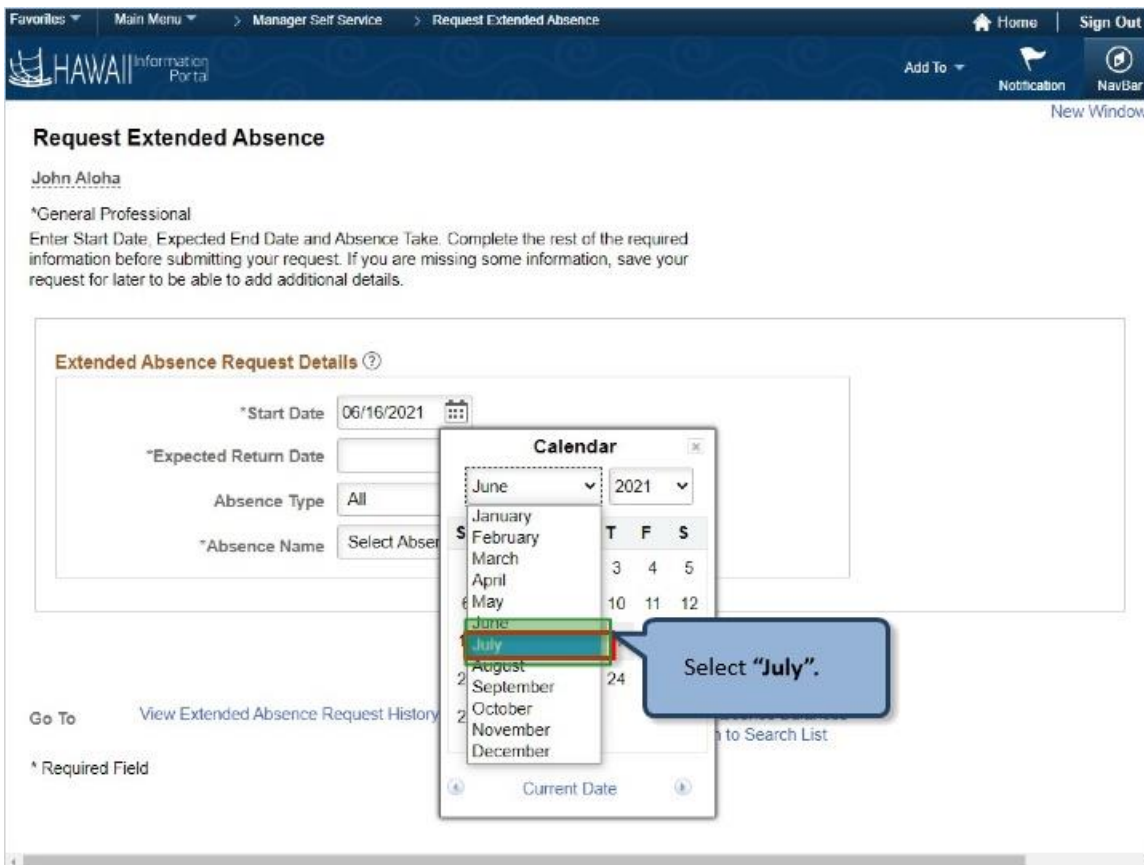
*Absence Name: Select Absence

Calendar: June

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			

Click the 'Month' drop-down arrow.

Click the 'Month' drop-down arrow.



Request Extended Absence

John Aloha

*General Professional

Enter Start Date, Expected End Date and Absence Take. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.

Extended Absence Request Details

*Start Date: 06/16/2021

*Expected Return Date: [Empty]

Absence Type: All

*Absence Name: Select Absence

Go To: [View Extended Absence Request History](#)

* Required Field

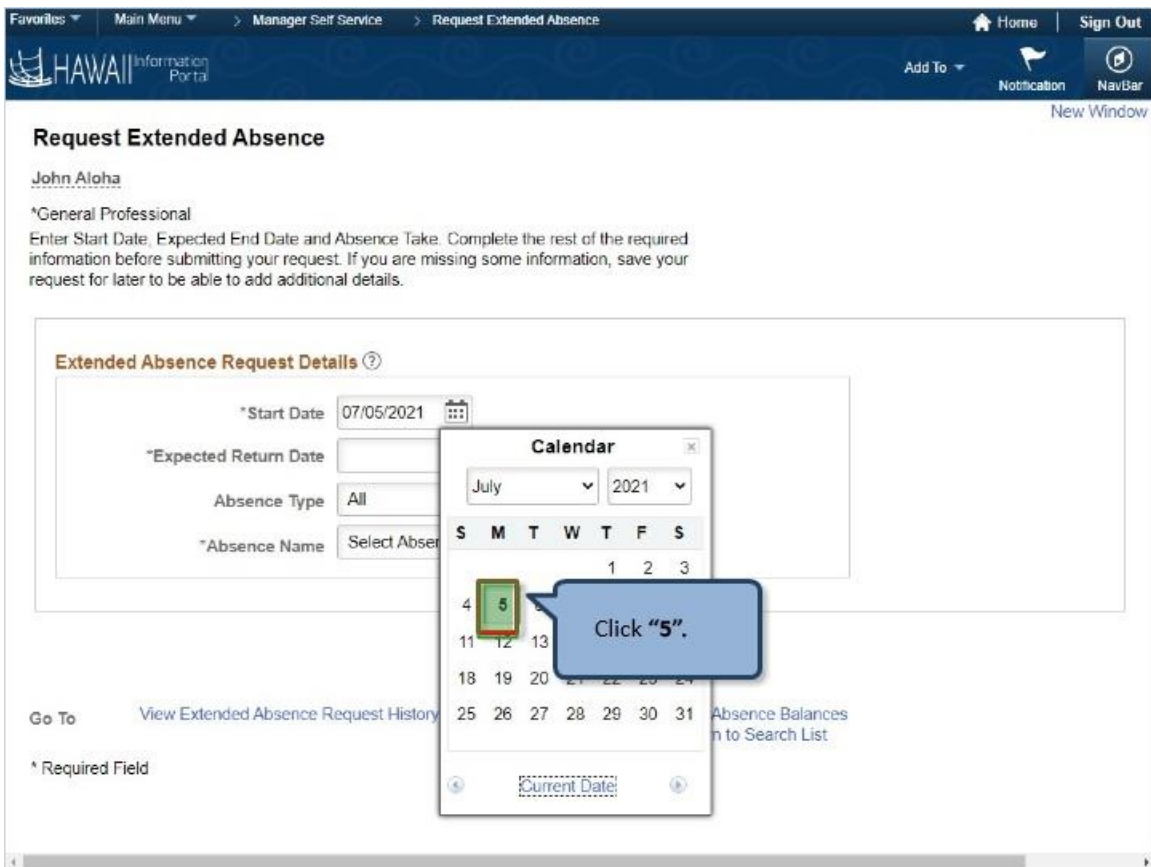
Calendar

June 2021

S	T	F	S
	3	4	5
6	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	

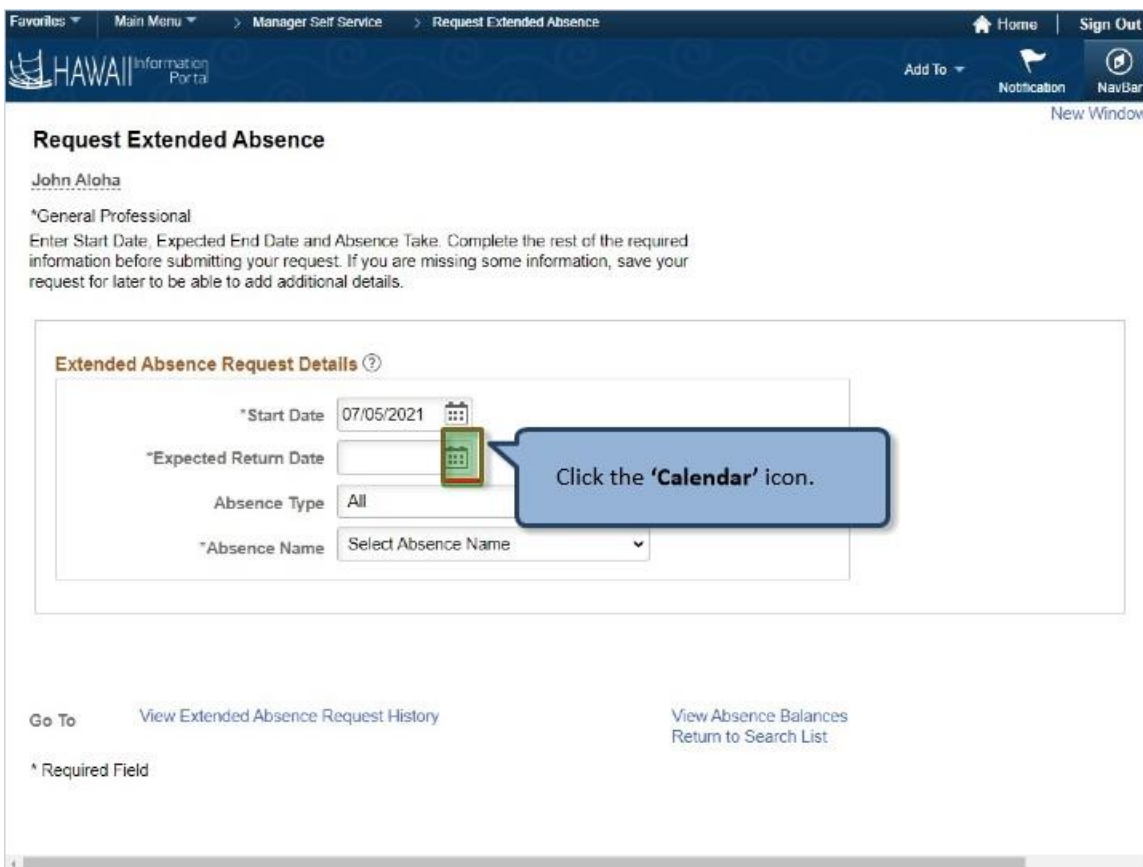
Select "July".

Select "July".



The screenshot shows the 'Request Extended Absence' page in the Hawaii Information Portal. The user is John Aloha, a General Professional. The form includes fields for Start Date (07/05/2021), Expected Return Date, Absence Type (All), and Absence Name (Select Absence). A calendar pop-up is open, showing the month of July 2021. The date 5 is highlighted with a green box, and a blue callout box points to it with the text 'Click "5"'. The calendar also shows days 1, 2, 3, 4, 11, 12, 13, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, and 31. There are navigation arrows and a 'Current Date' field at the bottom of the calendar.

Click "5".



Request Extended Absence

John Aloha

*General Professional

Enter Start Date, Expected End Date and Absence Take. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.

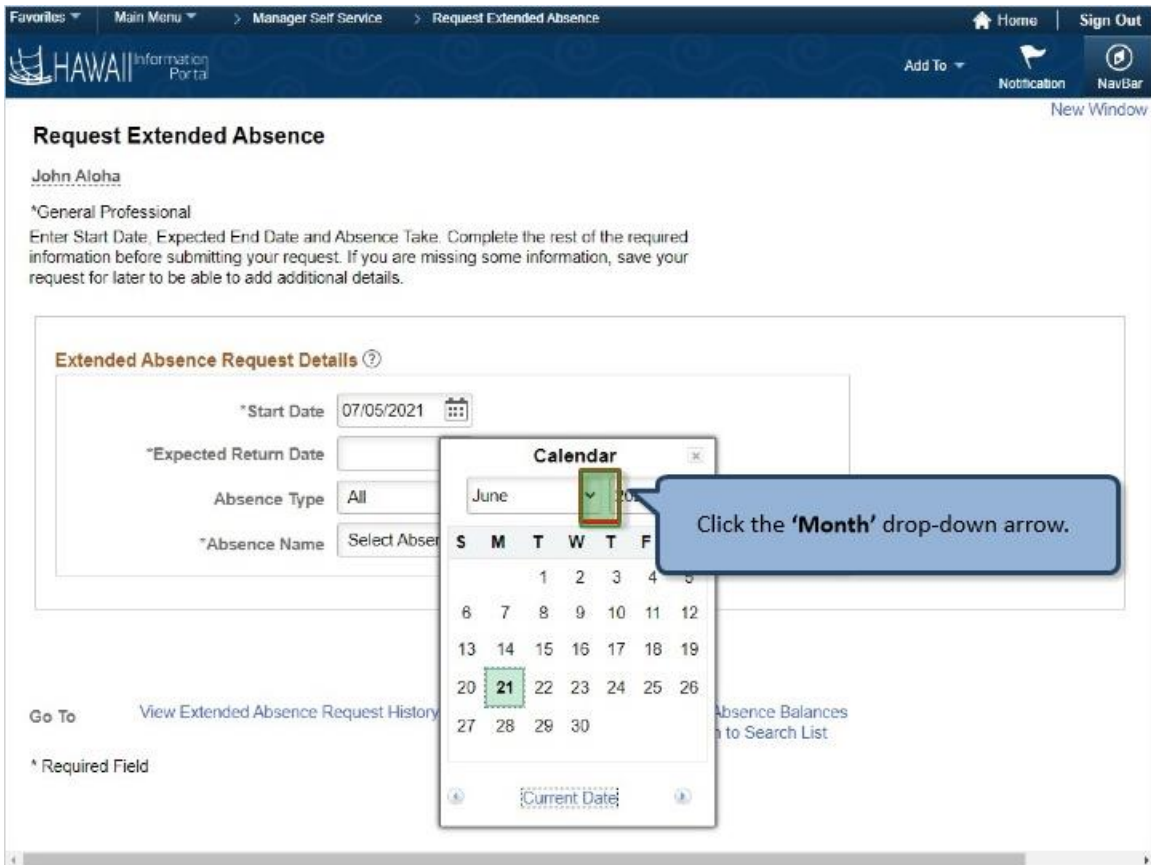
Extended Absence Request Details ⓘ

*Start Date	07/05/2021
*Expected Return Date	<input type="text"/>
Absence Type	All
*Absence Name	Select Absence Name

Go To [View Extended Absence Request History](#) [View Absence Balances](#)
[Return to Search List](#)

* Required Field

Click the **'Calendar'** icon.



Request Extended Absence

John Aloha

*General Professional

Enter Start Date, Expected End Date and Absence Take. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.

Extended Absence Request Details

*Start Date: 07/05/2021

*Expected Return Date: [Empty]

Absence Type: All

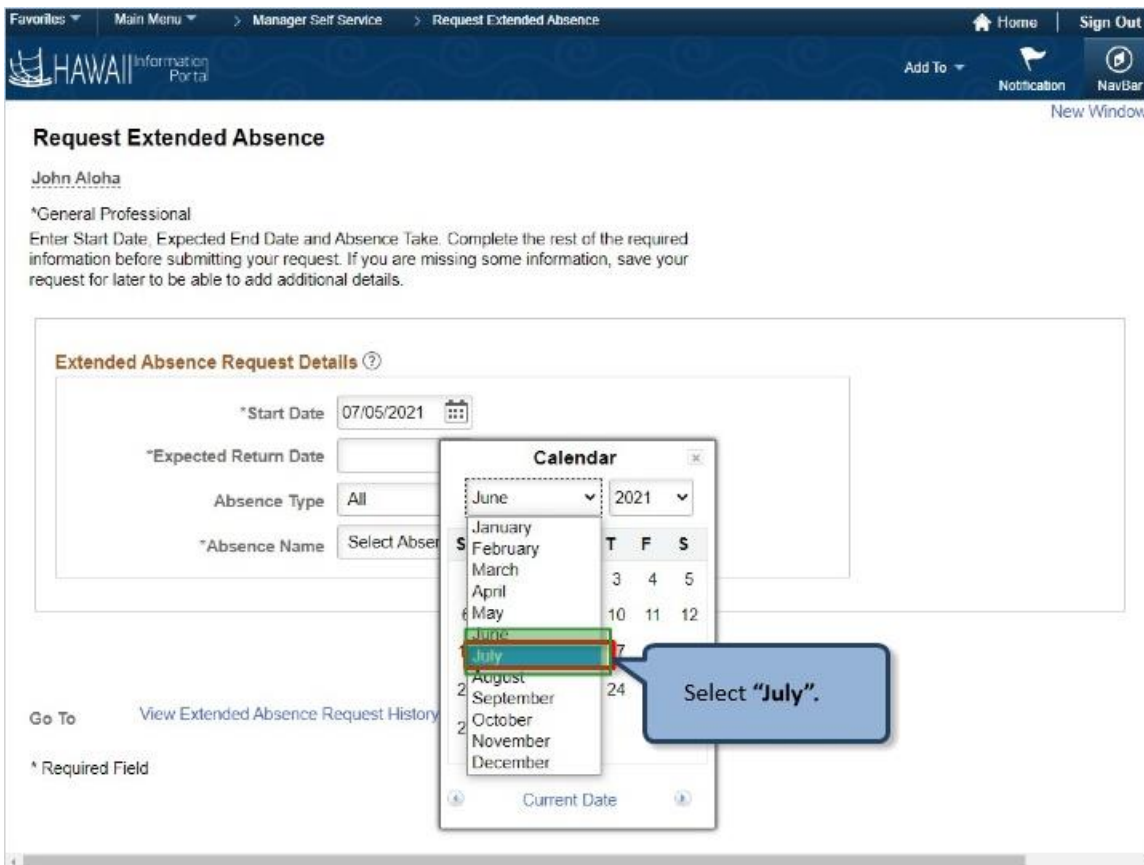
*Absence Name: Select Absence

Calendar: June

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			

Click the 'Month' drop-down arrow.

Click the 'Month' drop-down arrow.



Request Extended Absence

John Aloha

*General Professional

Enter Start Date, Expected End Date and Absence Take. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.

Extended Absence Request Details

*Start Date: 07/05/2021

*Expected Return Date: [Empty]

Absence Type: All

*Absence Name: Select Absence

Go To: [View Extended Absence Request History](#)

* Required Field

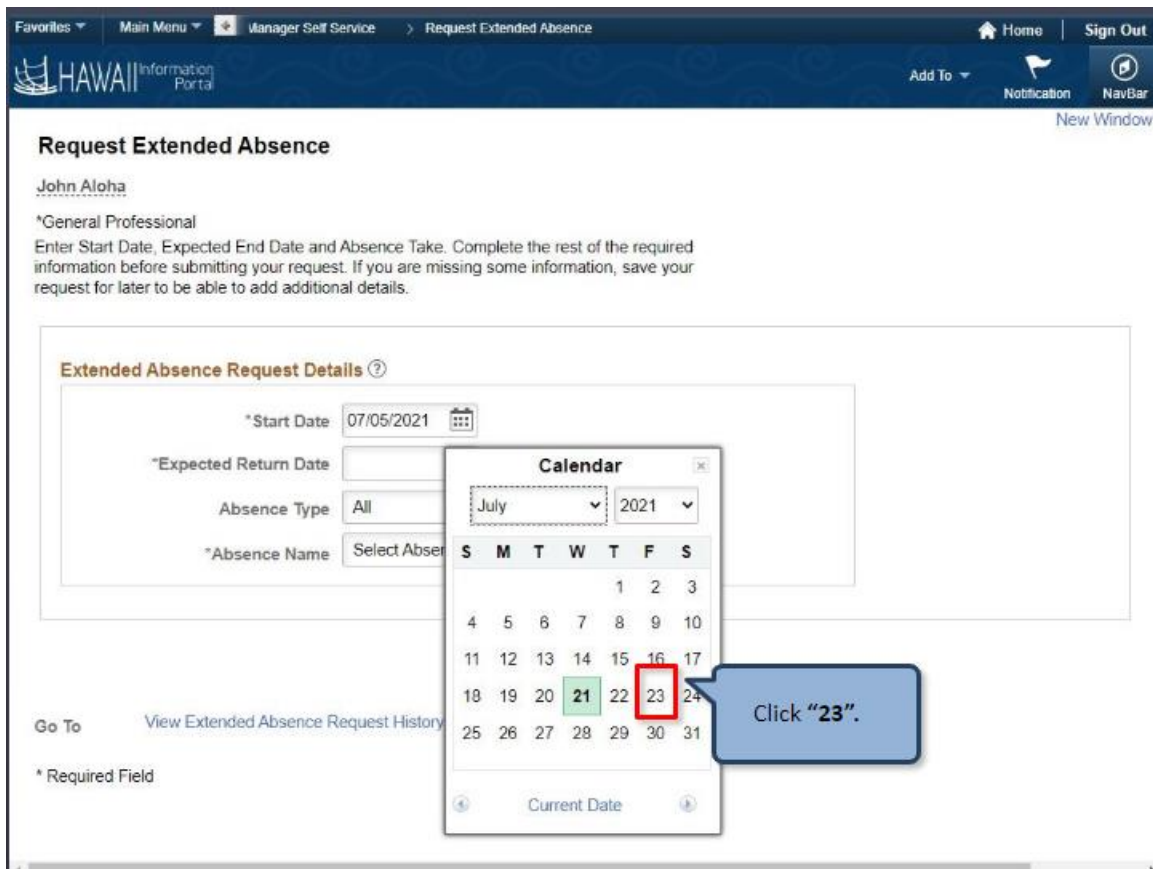
Calendar

June 2021

S	T	F	S
January			
February			
March	3	4	5
April			
May	10	11	12
June	17	18	19
July	24	25	26
August			
September			
October			
November			
December			

Select "July".

Select "July".



Request Extended Absence

John Aloha
*General Professional

Enter Start Date, Expected End Date and Absence Take. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.

Extended Absence Request Details

* Start Date: 07/05/2021

* Expected Return Date: [Empty]

Absence Type: All

* Absence Name: Select Absence

Calendar: July 2021

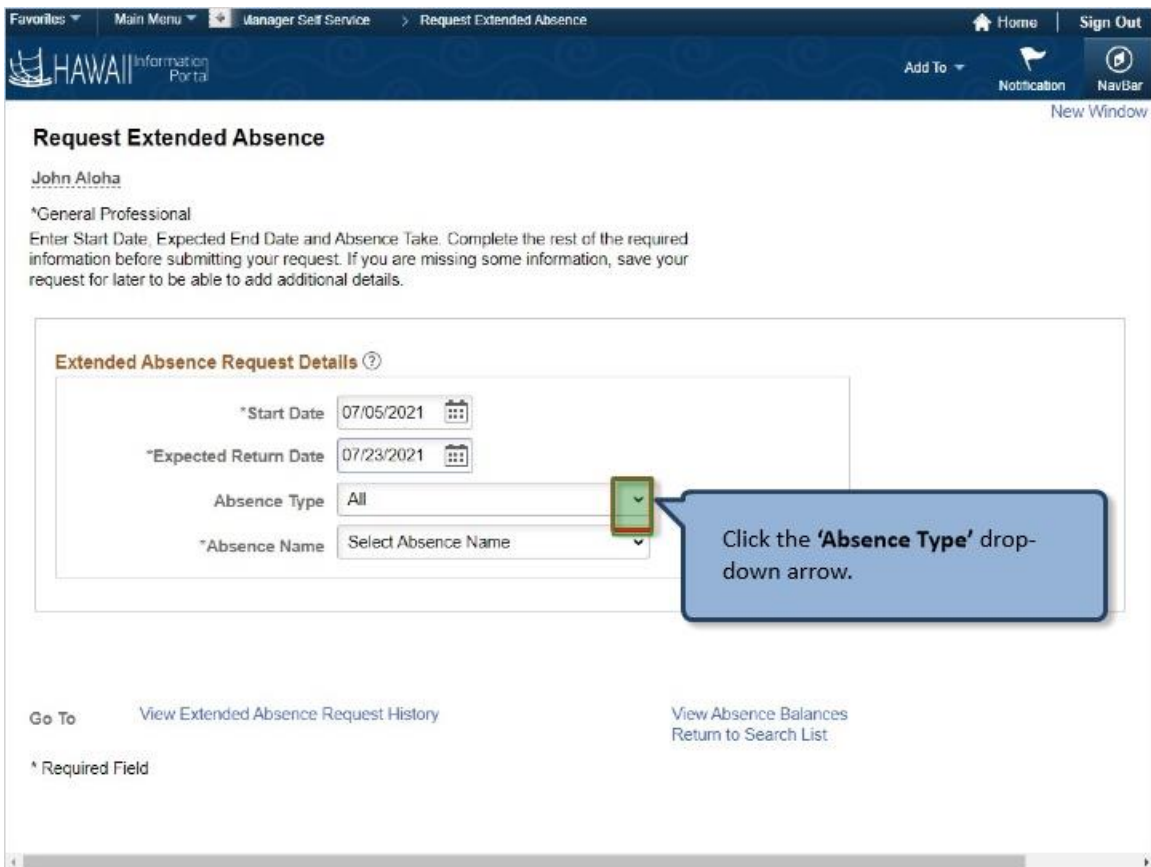
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Click "23".

Go To: [View Extended Absence Request History](#)

* Required Field

Click "23".



Request Extended Absence

John Aloha

*General Professional

Enter Start Date, Expected End Date and Absence Take. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.

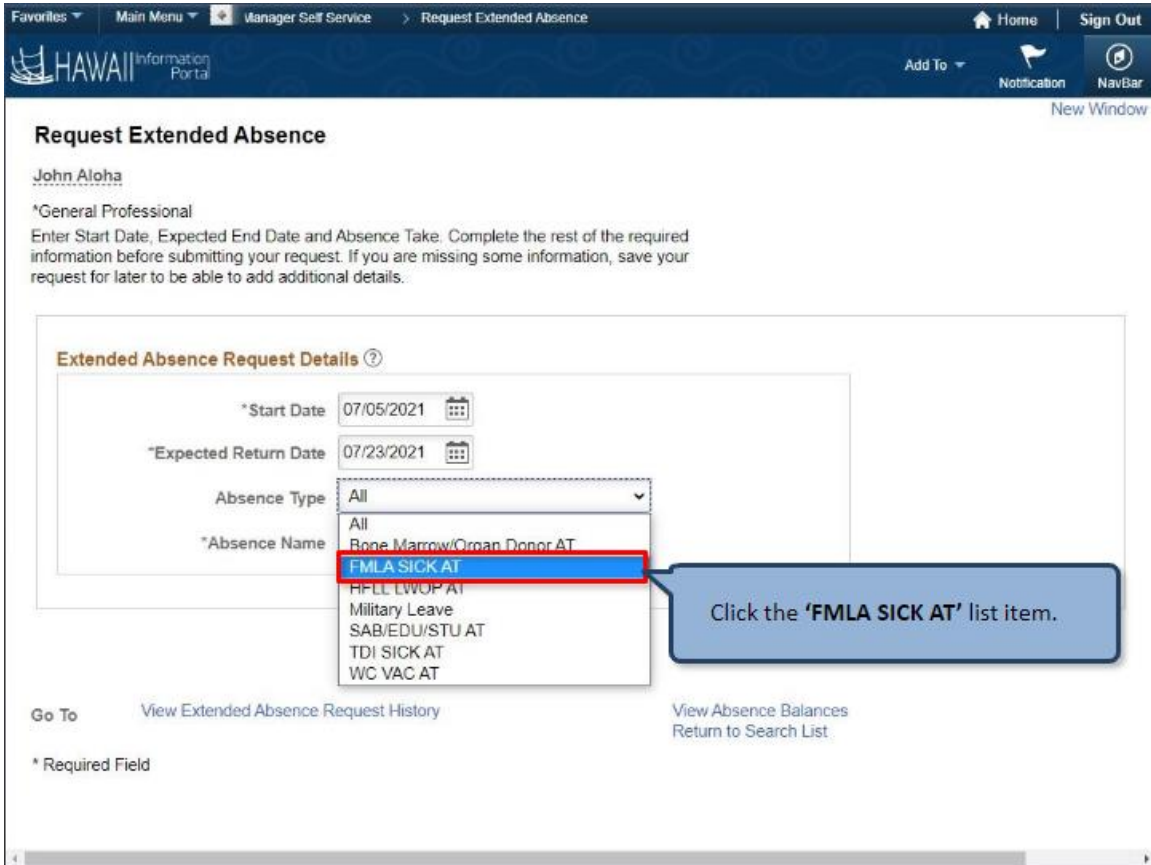
Extended Absence Request Details

*Start Date	07/05/2021
*Expected Return Date	07/23/2021
Absence Type	All
*Absence Name	Select Absence Name

Go To [View Extended Absence Request History](#) [View Absence Balances](#)
[Return to Search List](#)

* Required Field

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



Request Extended Absence

John Aloha

*General Professional

Enter Start Date, Expected End Date and Absence Take. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.

Extended Absence Request Details

*Start Date: 07/05/2021

*Expected Return Date: 07/23/2021

Absence Type: All

*Absence Name: Bone Marrow/Organ Donor AT

FMLA SICK AT

HFLL LWOP AT

Military Leave

SAB/EDU/STU AT

TDI SICK AT

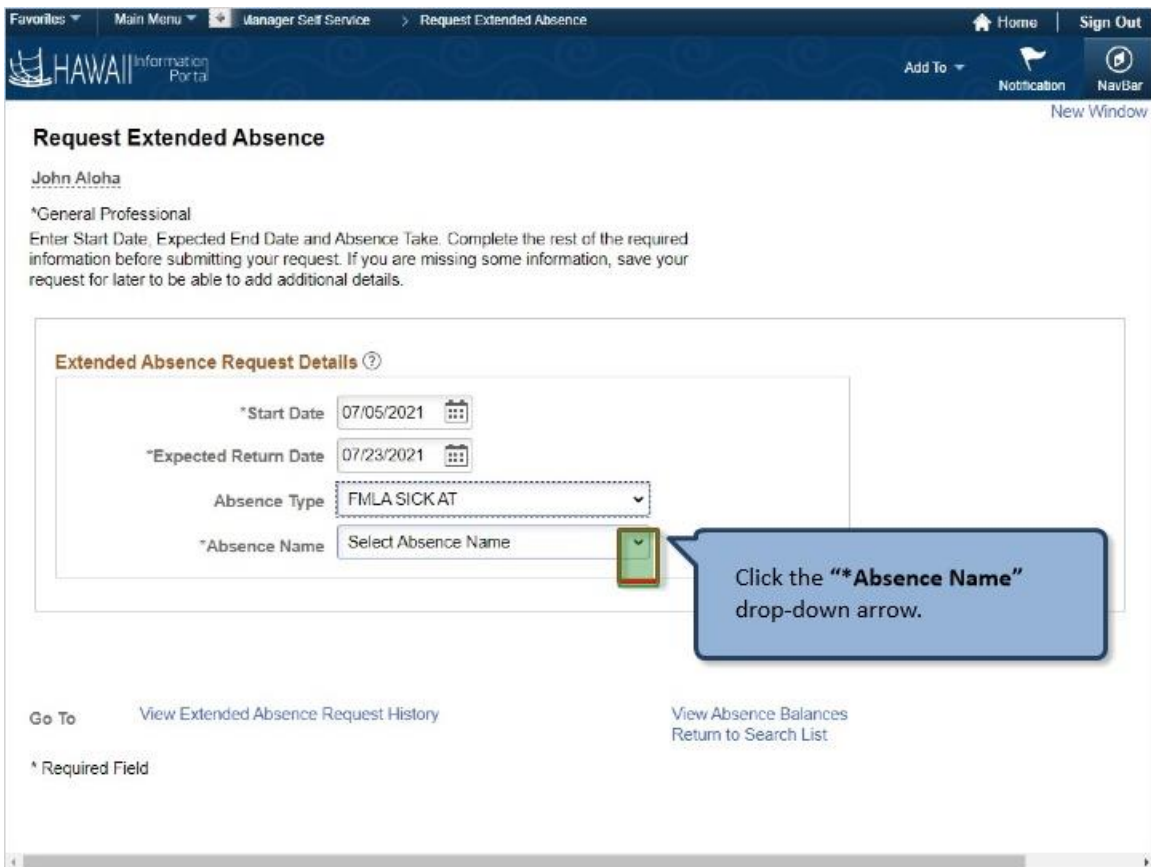
WC VAC AT

Click the 'FMLA SICK AT' list item.

Go To: View Extended Absence Request History, View Absence Balances, Return to Search List

* Required Field

Click the 'FMLA SICK AT' list item.



Request Extended Absence

John Aloha

*General Professional

Enter Start Date, Expected End Date and Absence Take. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.

Extended Absence Request Details ⓘ

*Start Date: 07/05/2021

*Expected Return Date: 07/23/2021

Absence Type: FMLA SICKAT

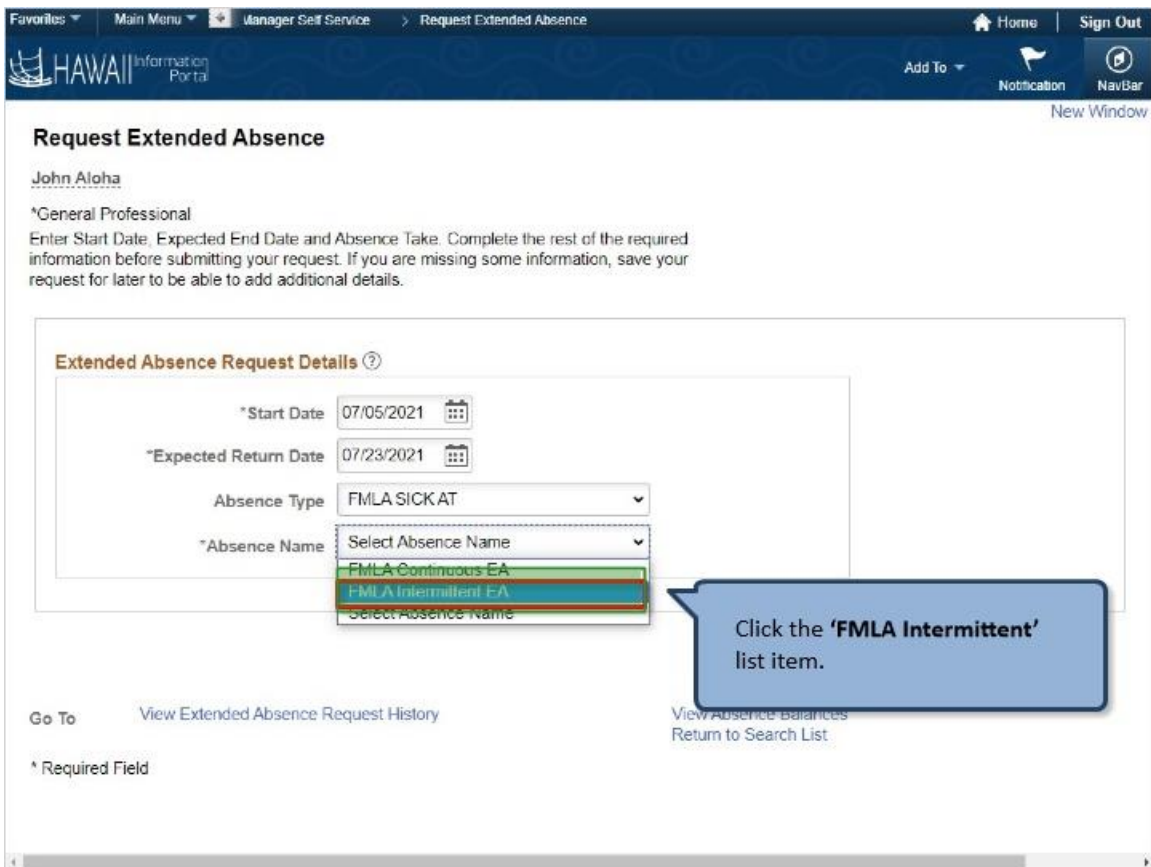
*Absence Name: Select Absence Name

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

Go To: [View Extended Absence Request History](#) [View Absence Balances](#) [Return to Search List](#)

* Required Field

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



Request Extended Absence

John Aloha

*General Professional

Enter Start Date, Expected End Date and Absence Take. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.

Extended Absence Request Details

*Start Date: 07/05/2021

*Expected Return Date: 07/23/2021

Absence Type: FMLA SICKAT

*Absence Name: Select Absence Name

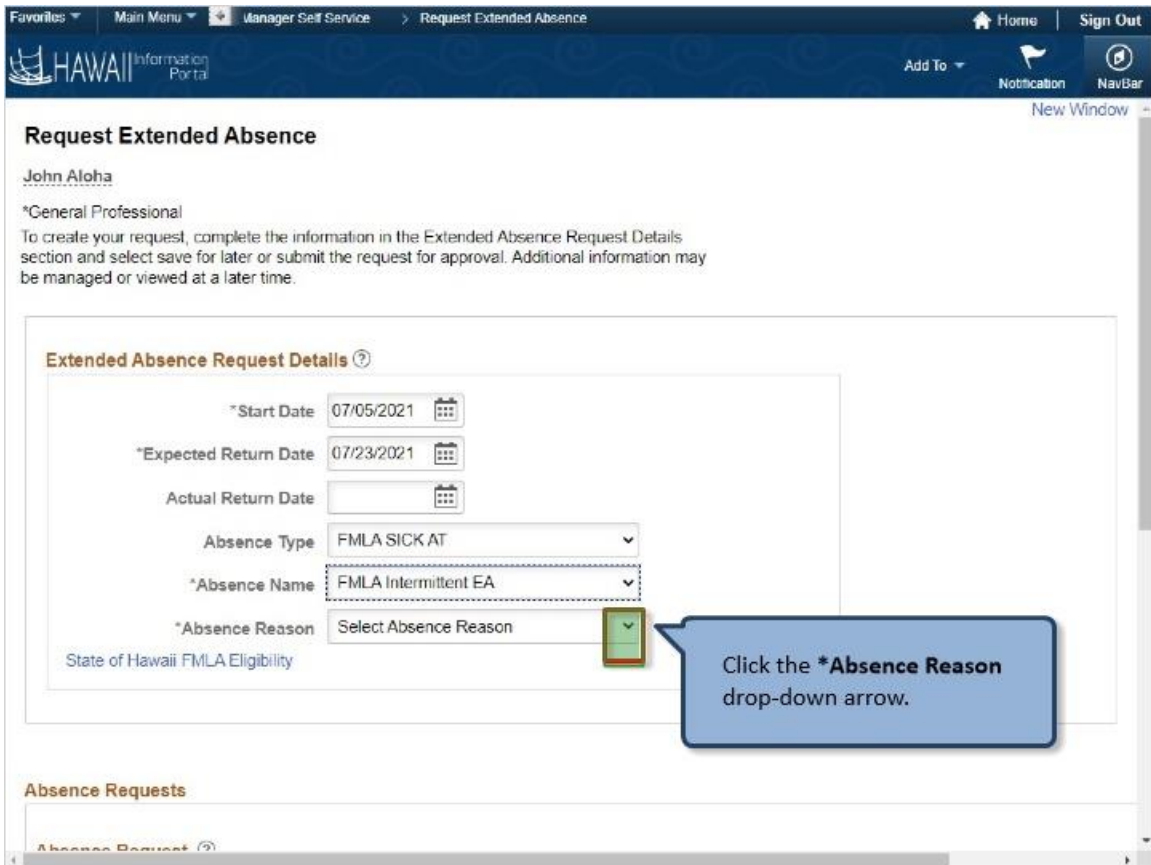
- FMLA Continuous EA
- FMLA Intermittent EA**
- Select Absence Name

Click the 'FMLA Intermittent' list item.

Go To: [View Extended Absence Request History](#) [View Absence Balances](#) [Return to Search List](#)

* Required Field

Click the 'FMLA Intermittent' list item.



Request Extended Absence

John Aloha

*General Professional

To create your request, complete the information in the Extended Absence Request Details section and select save for later or submit the request for approval. Additional information may be managed or viewed at a later time.

Extended Absence Request Details

*Start Date: 07/05/2021

*Expected Return Date: 07/23/2021

Actual Return Date:

Absence Type: FMLA SICK AT

*Absence Name: FMLA Intermittent EA

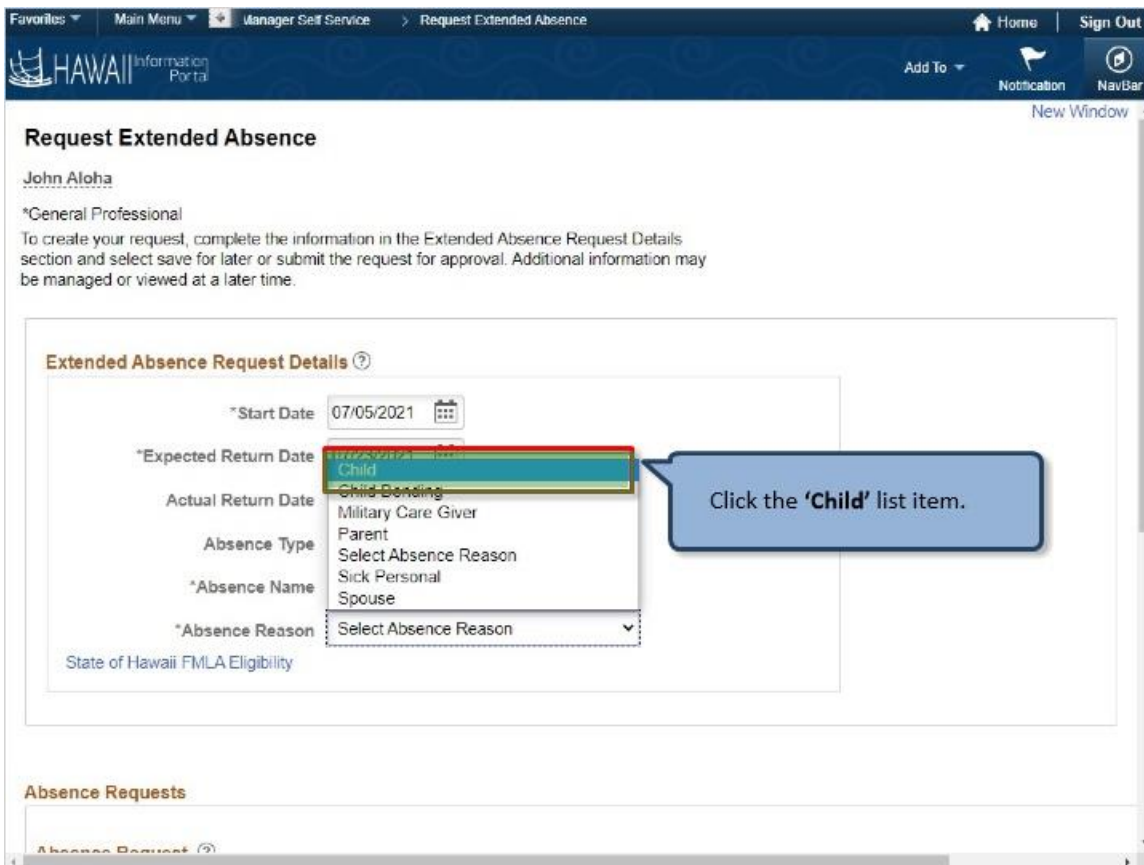
*Absence Reason: Select Absence Reason

State of Hawaii FMLA Eligibility

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

Absence Requests

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



Request Extended Absence

John Aloha

*General Professional

To create your request, complete the information in the Extended Absence Request Details section and select save for later or submit the request for approval. Additional information may be managed or viewed at a later time.

Extended Absence Request Details

*Start Date: 07/05/2021

*Expected Return Date: **Child**

Actual Return Date: Child-Bonding

Absence Type: Military Care Giver

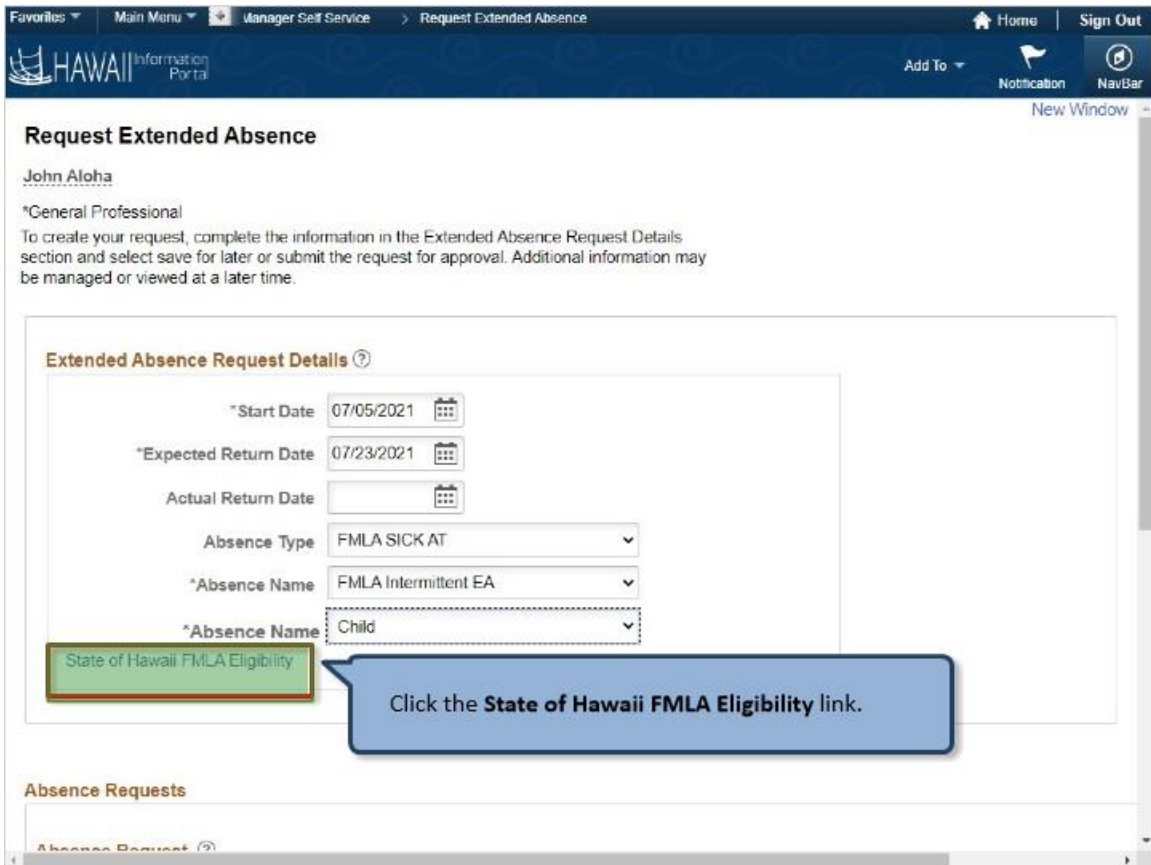
Absence Name: Parent

*Absence Reason: Select Absence Reason

State of Hawaii FMLA Eligibility

Absence Requests

Click the **'Child'** list item.



Request Extended Absence

John Aloha

*General Professional

To create your request, complete the information in the Extended Absence Request Details section and select save for later or submit the request for approval. Additional information may be managed or viewed at a later time.

Extended Absence Request Details

*Start Date: 07/05/2021

*Expected Return Date: 07/23/2021

Actual Return Date:

Absence Type: FMLA SICK AT

*Absence Name: FMLA Intermittent EA

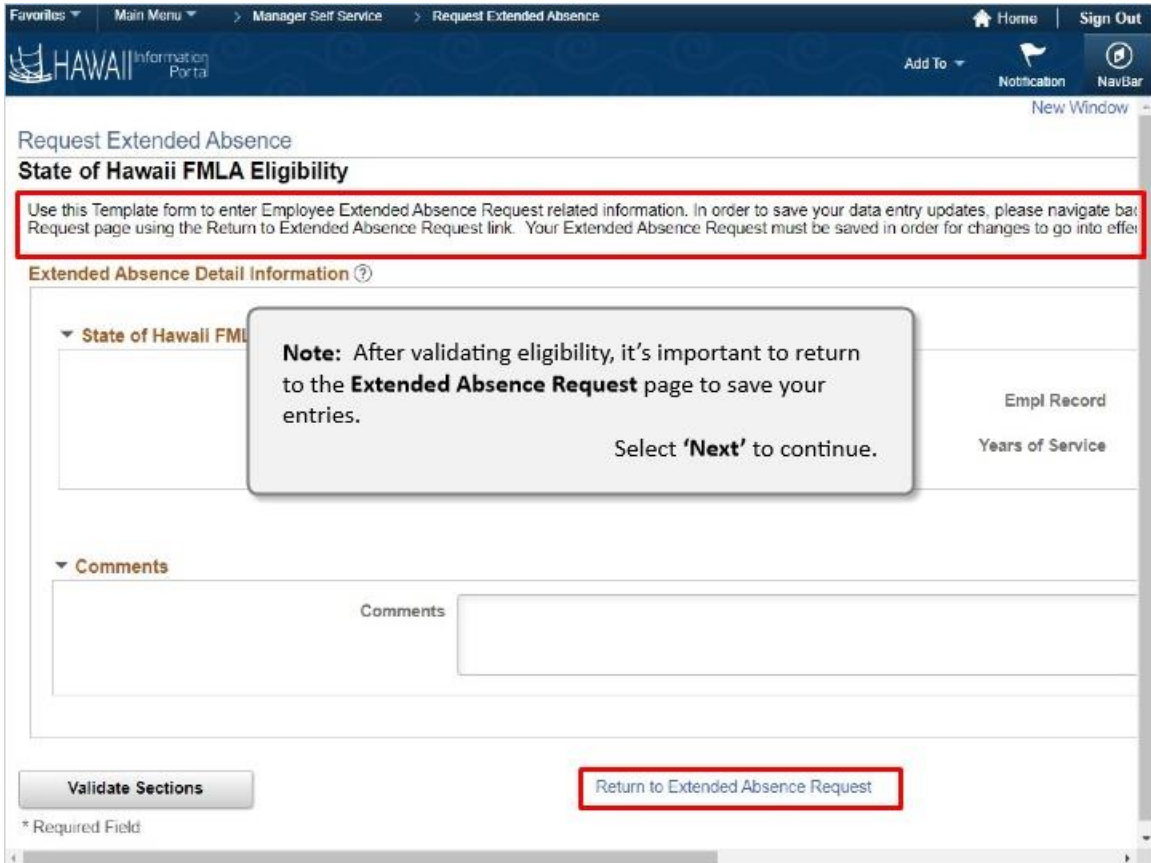
*Absence Name: Child

[State of Hawaii FMLA Eligibility](#)

Click the **State of Hawaii FMLA Eligibility** link.

Absence Requests

Click the **State of Hawaii FMLA Eligibility** link.



Request Extended Absence

State of Hawaii FMLA Eligibility

Use this Template form to enter Employee Extended Absence Request related information. In order to save your data entry updates, please navigate back to the Request page using the Return to Extended Absence Request link. Your Extended Absence Request must be saved in order for changes to go into effect.

Extended Absence Detail Information ?

State of Hawaii FMLA

Note: After validating eligibility, it's important to return to the **Extended Absence Request** page to save your entries.

Select **'Next'** to continue.

Empl Record
Years of Service

Comments

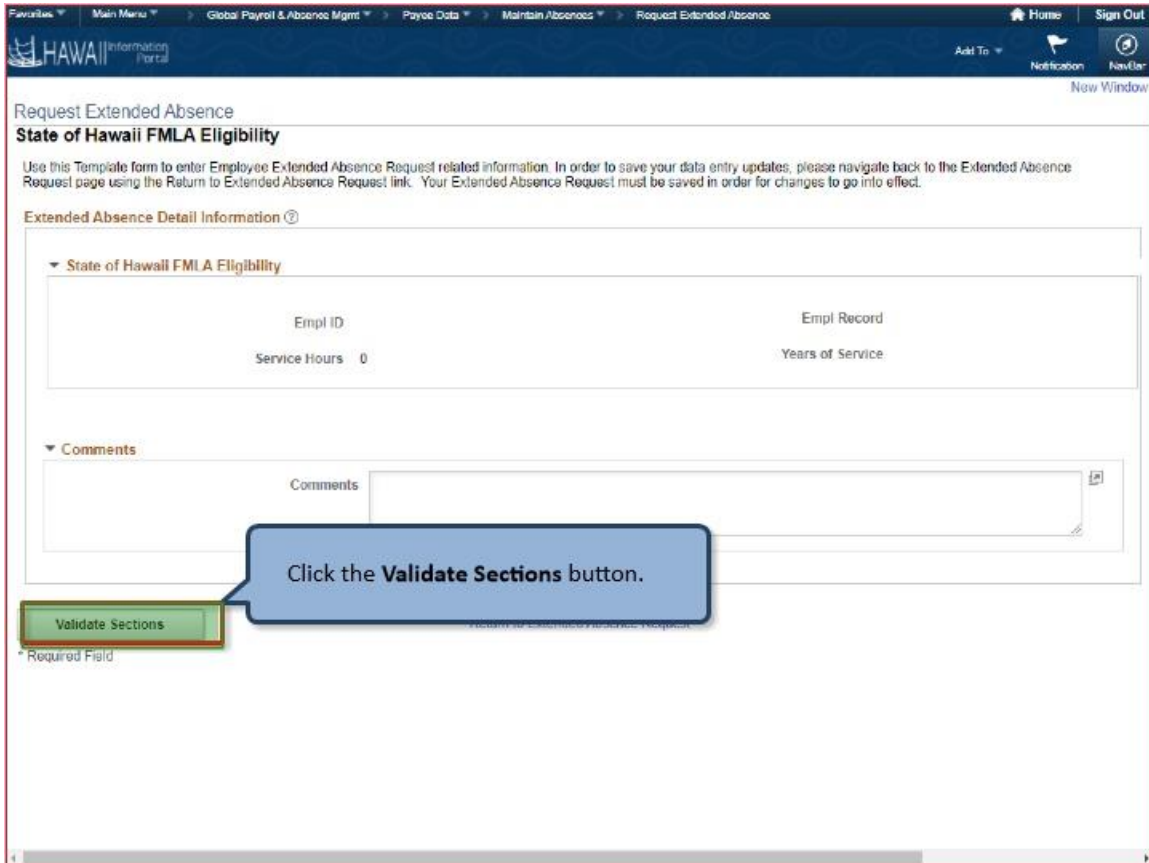
Comments

Validate Sections

Return to Extended Absence Request

* Required Field

Note: After validating eligibility, it's important to return to the **Extended Absence Request** page to save your entries.



Request Extended Absence

State of Hawaii FMLA Eligibility

Use this Template form to enter Employee Extended Absence Request related information. In order to save your data entry updates, please navigate back to the Extended Absence Request page using the Return to Extended Absence Request link. Your Extended Absence Request must be saved in order for changes to go into effect.

Extended Absence Detail Information

▼ State of Hawaii FMLA Eligibility

Empl ID	Empl Record
Service Hours 0	Years of Service

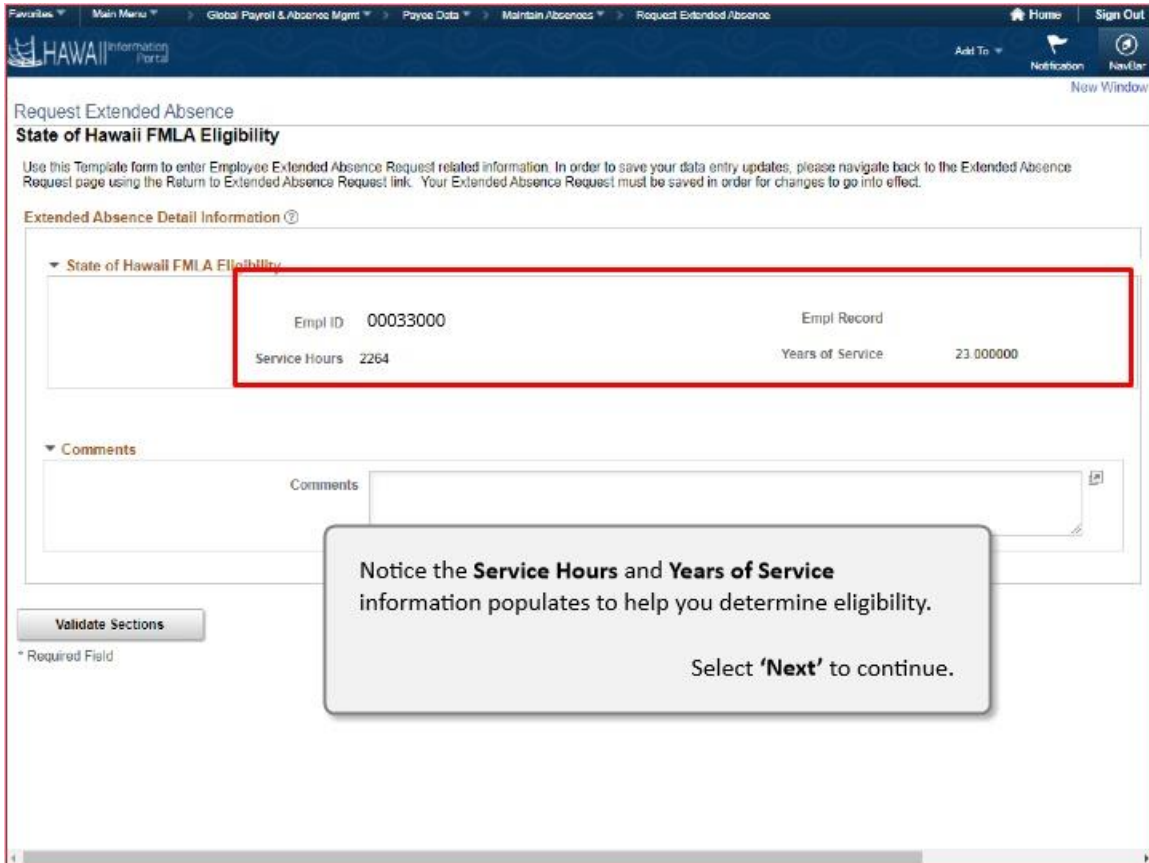
▼ Comments

Comments

Validate Sections

* Required Field

Click the **Validate Sections** button.



Request Extended Absence

State of Hawaii FMLA Eligibility

Use this Template form to enter Employee Extended Absence Request related information. In order to save your data entry updates, please navigate back to the Extended Absence Request page using the Return to Extended Absence Request link. Your Extended Absence Request must be saved in order for changes to go into effect.

Extended Absence Detail Information ⓘ

State of Hawaii FMLA Eligibility			
Empl ID	00033000	Empl Record	
Service Hours	2264	Years of Service	23.000000

Comments

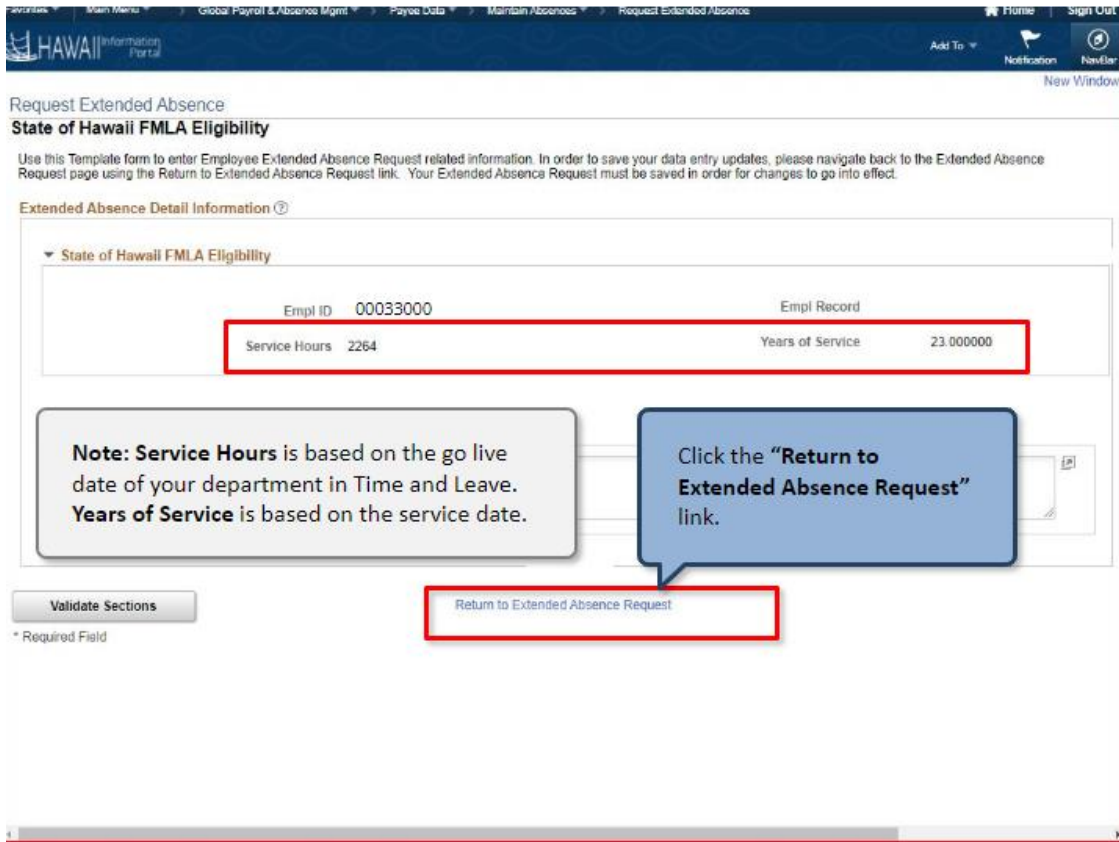
Validate Sections

* Required Field

Notice the **Service Hours** and **Years of Service** information populates to help you determine eligibility.

Select **'Next'** to continue.

Notice the **Service Hours** and **Years of Service** information populates to help you determine eligibility.



Request Extended Absence

State of Hawaii FMLA Eligibility

Use this Template form to enter Employee Extended Absence Request related information. In order to save your data entry updates, please navigate back to the Extended Absence Request page using the Return to Extended Absence Request link. Your Extended Absence Request must be saved in order for changes to go into effect.

Extended Absence Detail Information

▼ State of Hawaii FMLA Eligibility

Empl ID		Empl Record	
00033000			
Service Hours	2264	Years of Service	23.000000

Note: Service Hours is based on the go live date of your department in Time and Leave. **Years of Service** is based on the service date.

Click the **“Return to Extended Absence Request”** link.

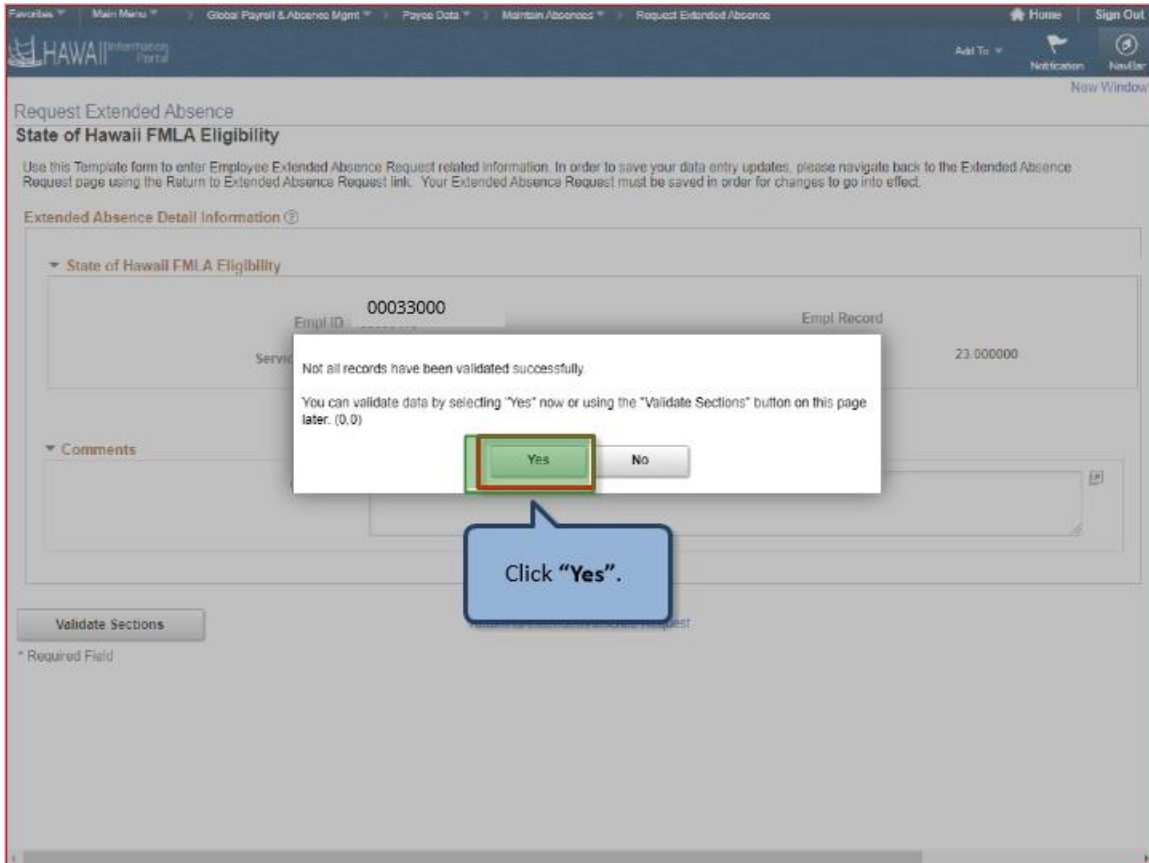
[Return to Extended Absence Request](#)

Validate Sections

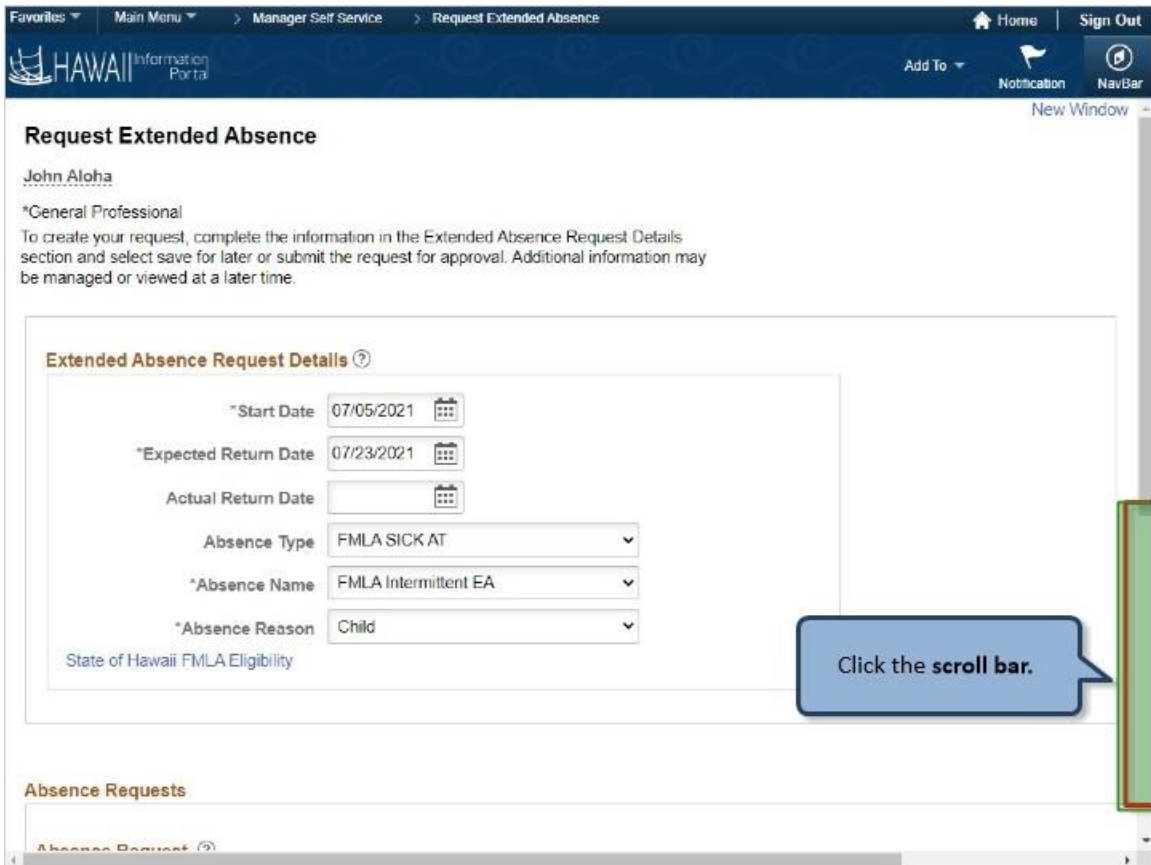
* Required Field

Note: Service Hours is based on the go live date of your department in Time and Leave. **Years of Service** is based on the service date.

Click the **“Return to Extended Absence Request”** link.



Click **"Yes"**.



Request Extended Absence

John Aloha

*General Professional

To create your request, complete the information in the Extended Absence Request Details section and select save for later or submit the request for approval. Additional information may be managed or viewed at a later time.

Extended Absence Request Details

*Start Date: 07/05/2021

*Expected Return Date: 07/23/2021

Actual Return Date: [Calendar Icon]

Absence Type: FMLA SICK AT

*Absence Name: FMLA Intermittent EA

*Absence Reason: Child

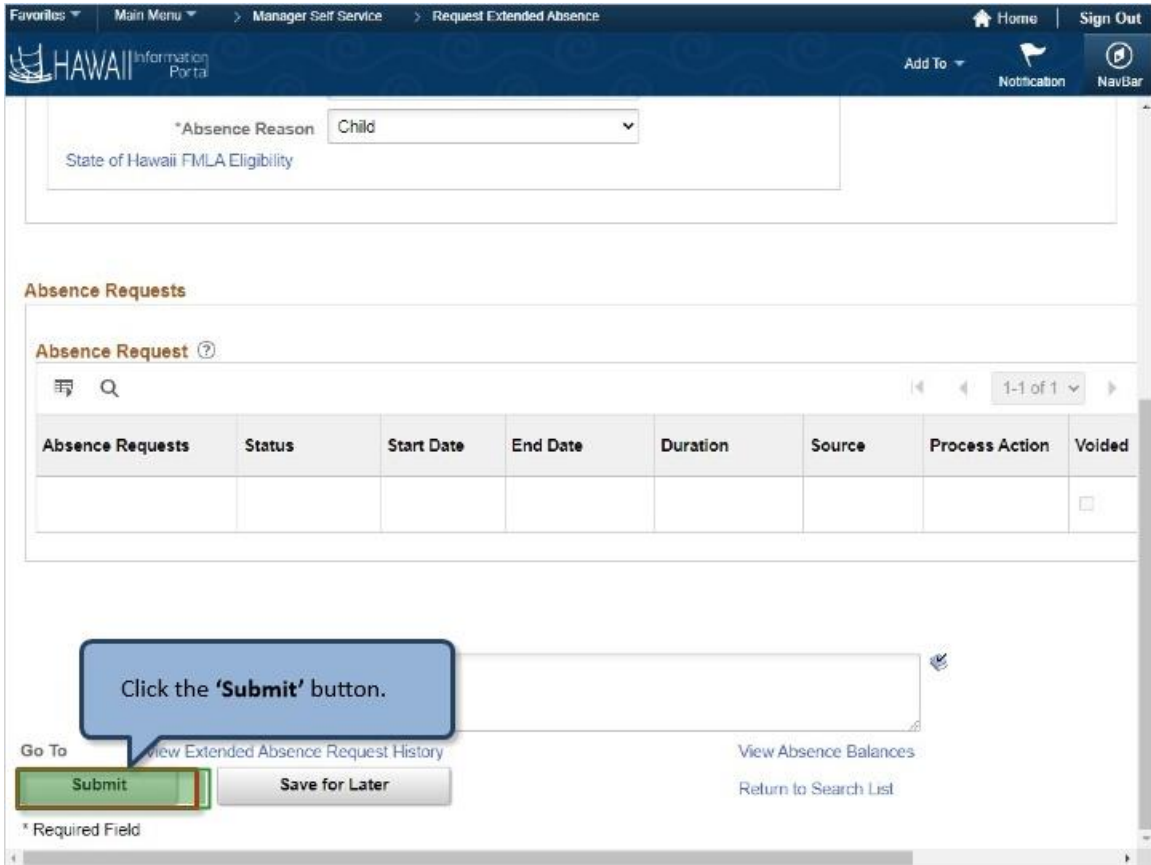
State of Hawaii FMLA Eligibility

Click the **scroll bar**.

Absence Requests

Absence Request (?)

Click the **scroll bar**.



*Absence Reason

State of Hawaii FMLA Eligibility

Absence Requests

Absence Request ?

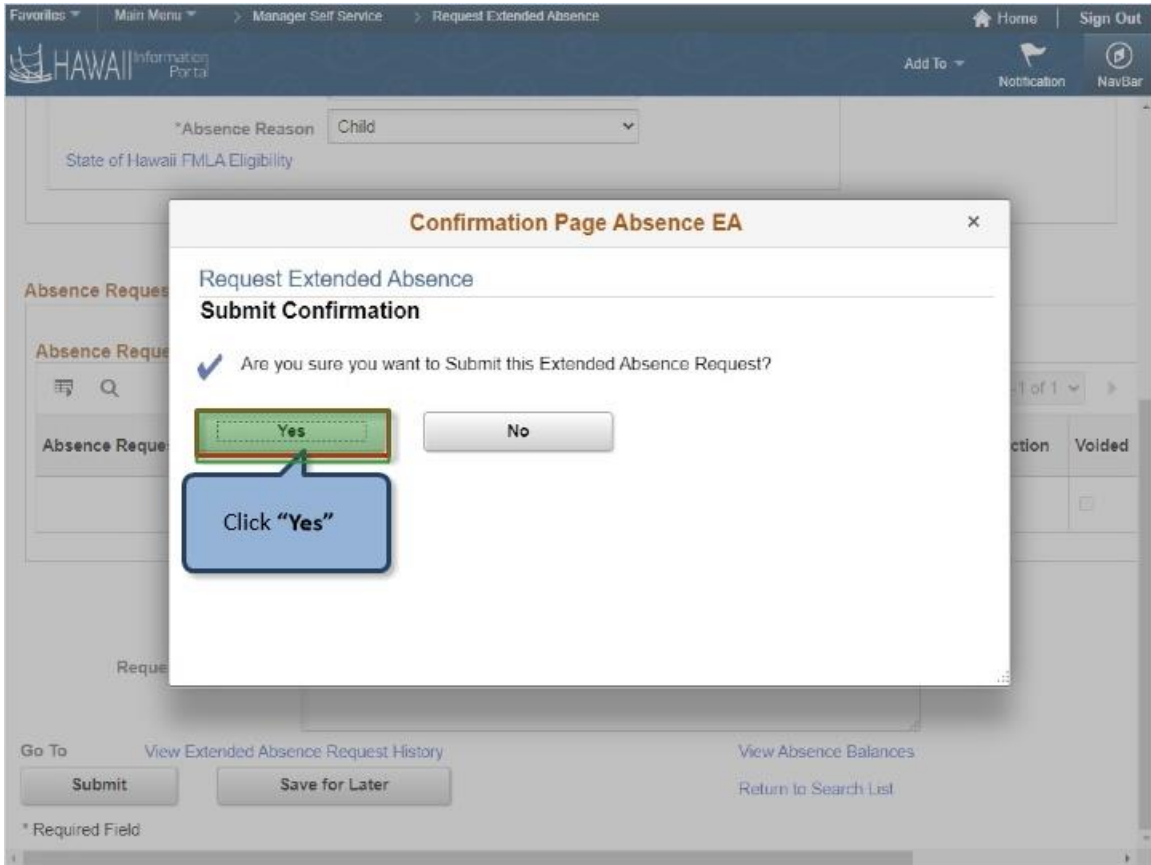
1-1 of 1

Absence Requests	Status	Start Date	End Date	Duration	Source	Process Action	Voided
							<input type="checkbox"/>

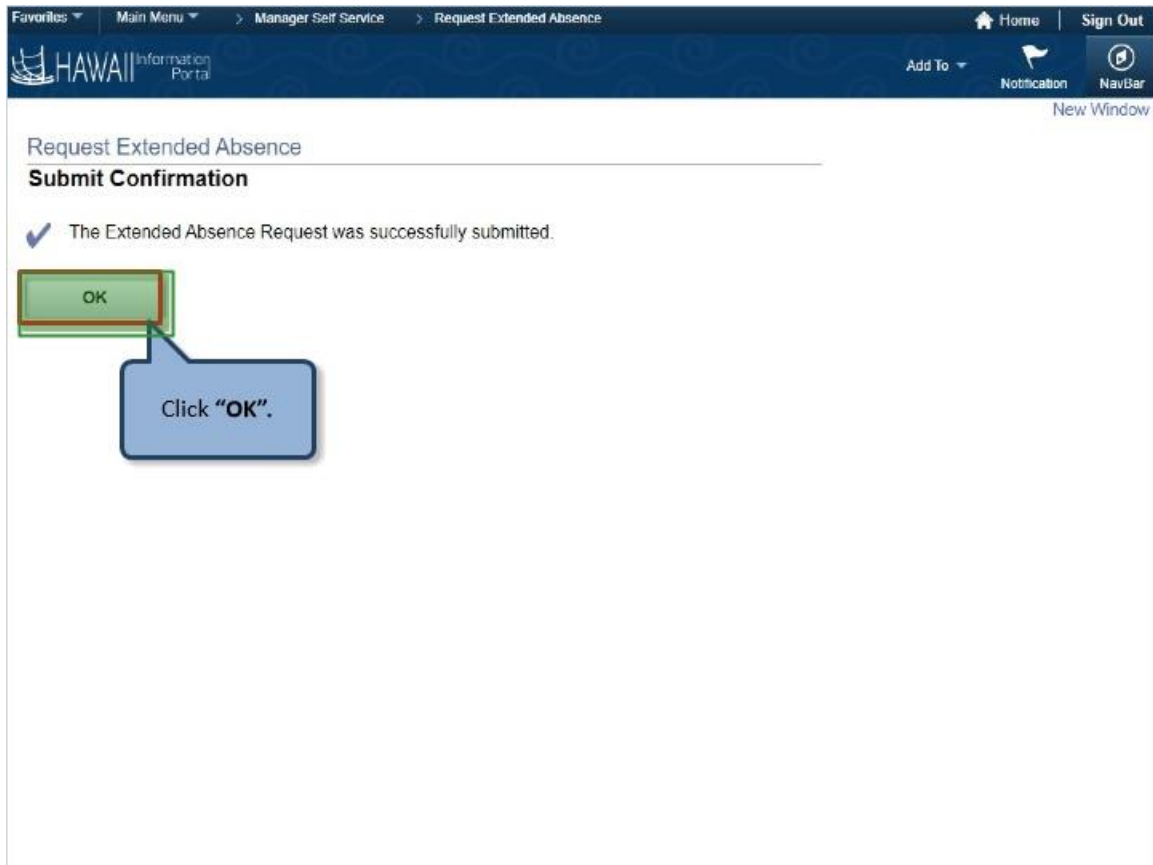
Go To [View Extended Absence Request History](#) [View Absence Balances](#) [Return to Search List](#)

* Required Field

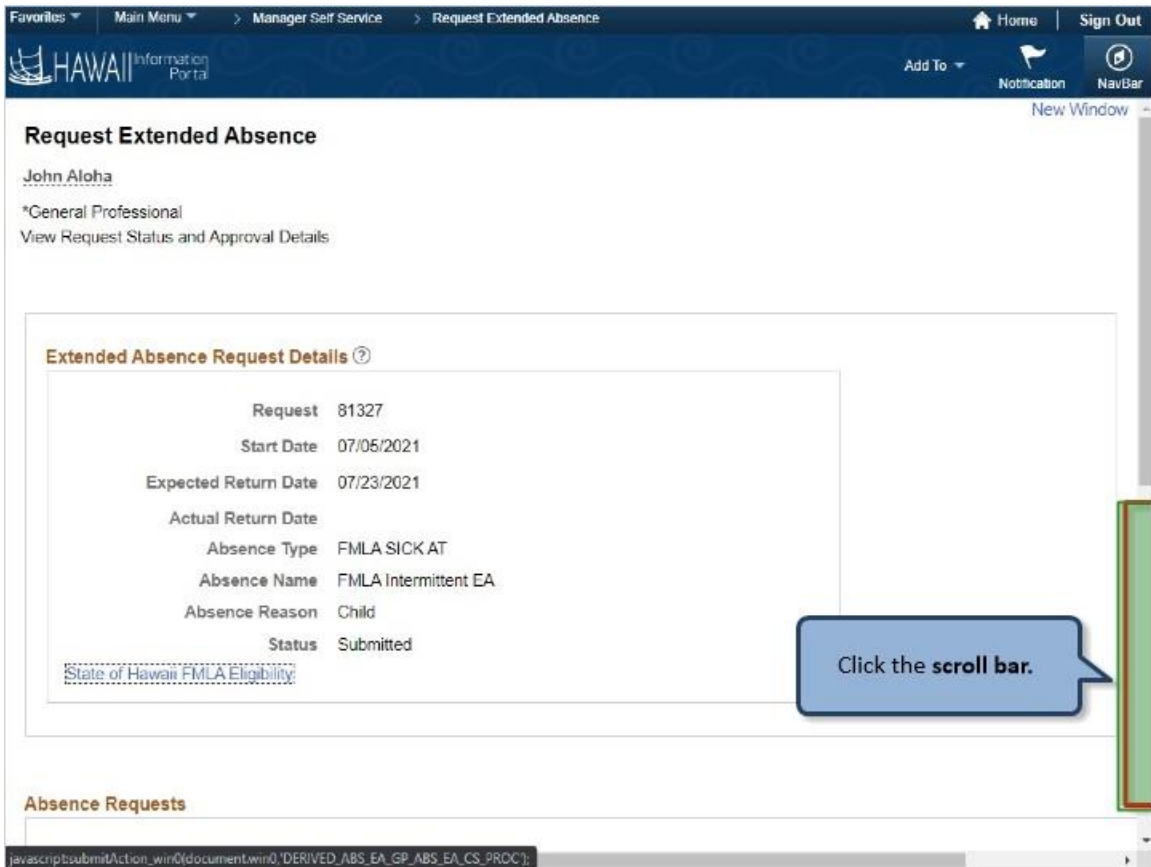
Click the **'Submit'** button.



Click "Yes"



Click "OK".



Request Extended Absence

John Aloha
*General Professional
[View Request Status and Approval Details](#)

Extended Absence Request Details ?

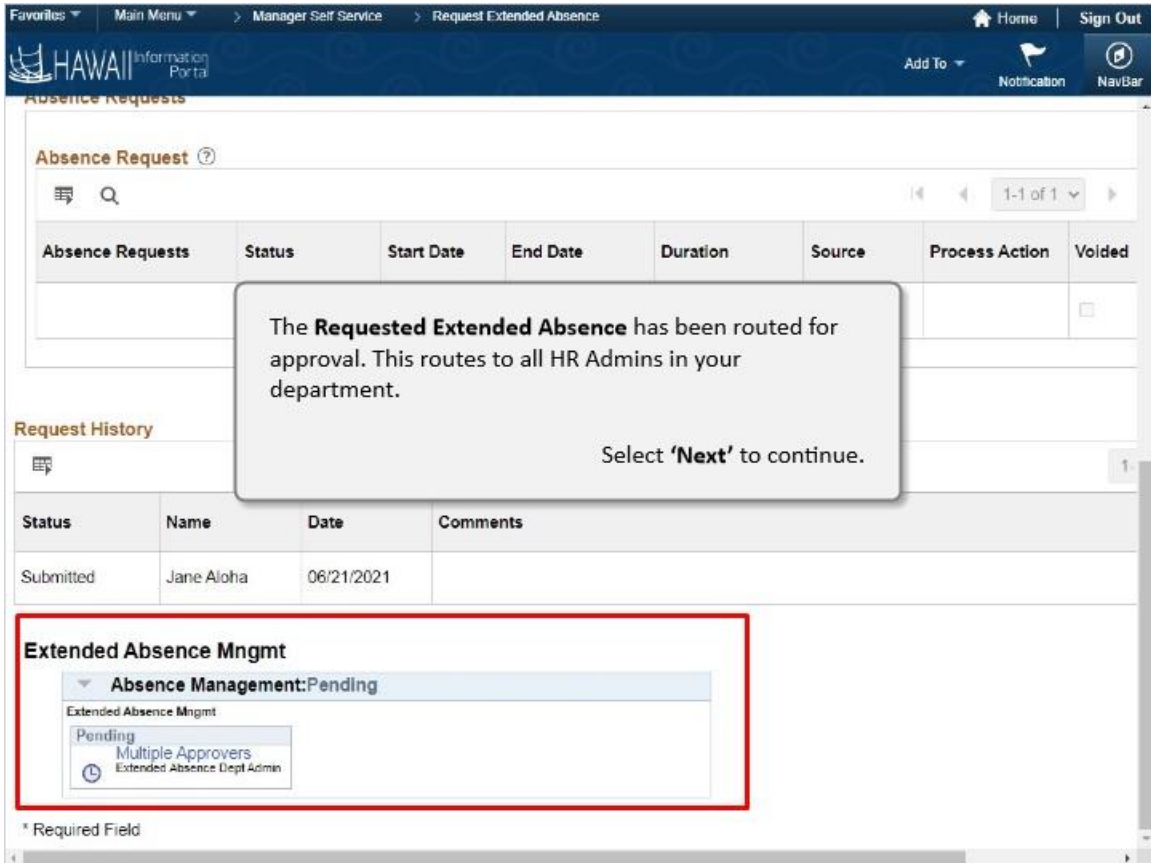
Request	81327
Start Date	07/05/2021
Expected Return Date	07/23/2021
Actual Return Date	
Absence Type	FMLA SICK AT
Absence Name	FMLA Intermittent EA
Absence Reason	Child
Status	Submitted

[State of Hawaii FMLA Eligibility](#)

Absence Requests

javascript:submitAction_wm0(document.wm0,'DERIVED_ABS_EA_GP_ABS_EA_CS_PROC');

Click the **scroll bar**



Absence Request ?

Absence Requests	Status	Start Date	End Date	Duration	Source	Process Action	Voided
The Requested Extended Absence has been routed for approval. This routes to all HR Admins in your department. Select ' Next ' to continue.							

Request History

Status	Name	Date	Comments
Submitted	Jane Aloha	06/21/2021	

Extended Absence Mngmt

- Absence Management: Pending
 - Pending
 - Multiple Approvers
 - Extended Absence Dept Admin

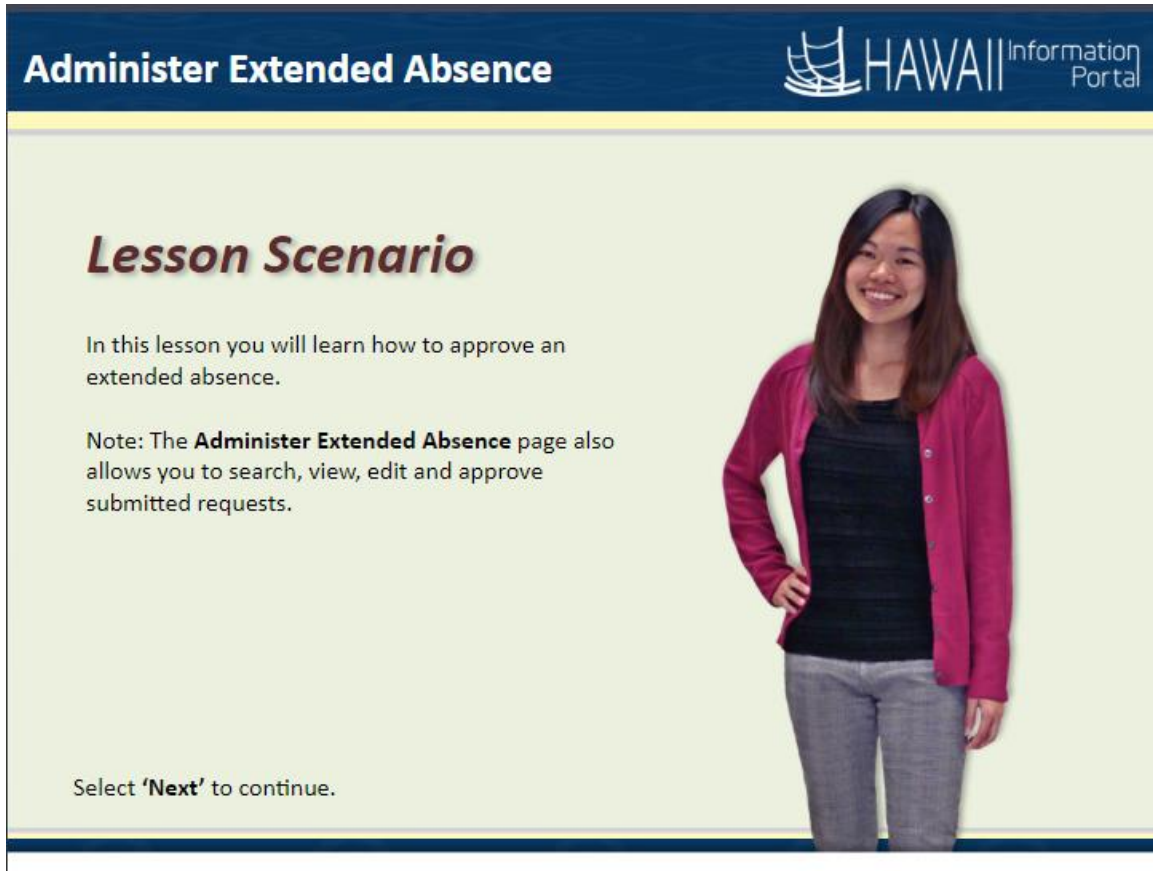
* Required Field

The **Requested Extended Absence** has been routed for approval. This routes to all HR Admins in your department.



Congratulations!
You've successfully completed this lesson.

ADMINISTER EXTENDED ABSENCE



Administer Extended Absence

Lesson Scenario

In this lesson you will learn how to approve an extended absence.

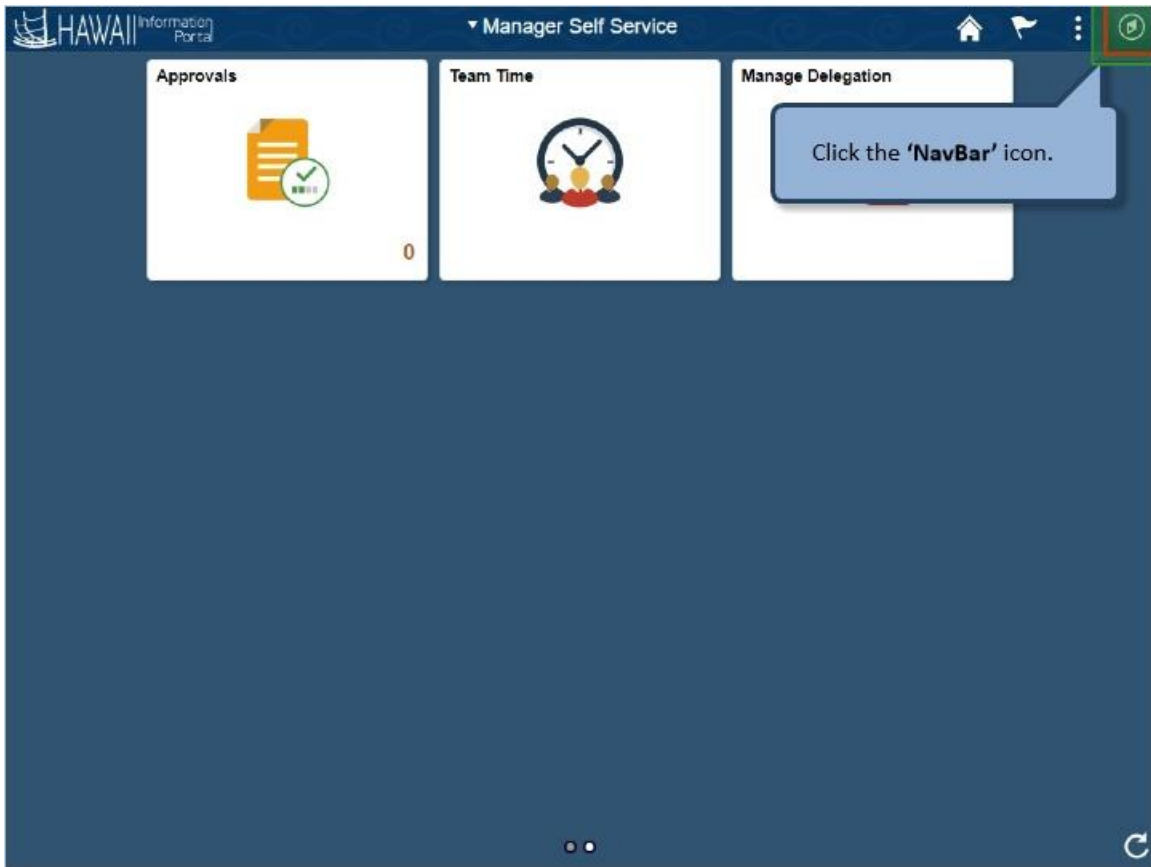
Note: The **Administer Extended Absence** page also allows you to search, view, edit and approve submitted requests.

Select **'Next'** to continue.

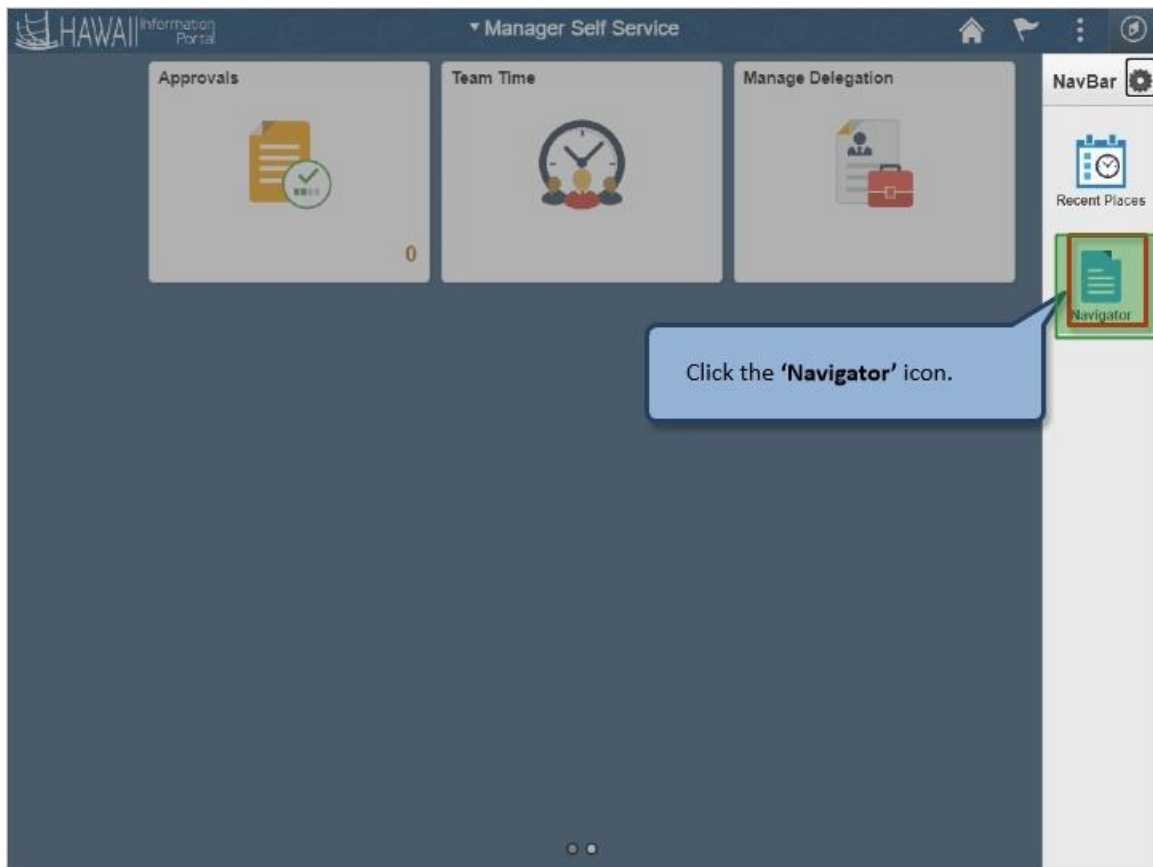
Lesson Scenario

In this lesson you will learn how to approve an extended absence.

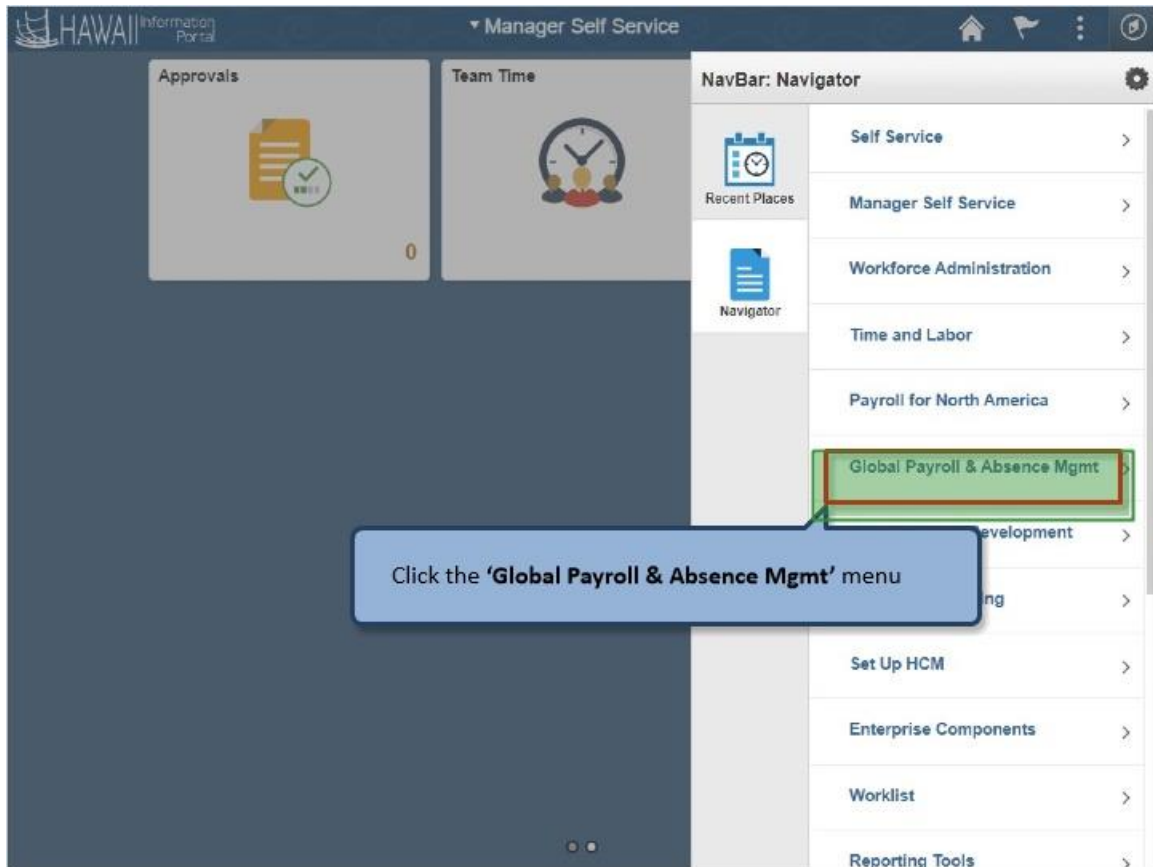
Note: The **Administer Extended Absence** page also allows you to search, view, edit and approve submitted requests.



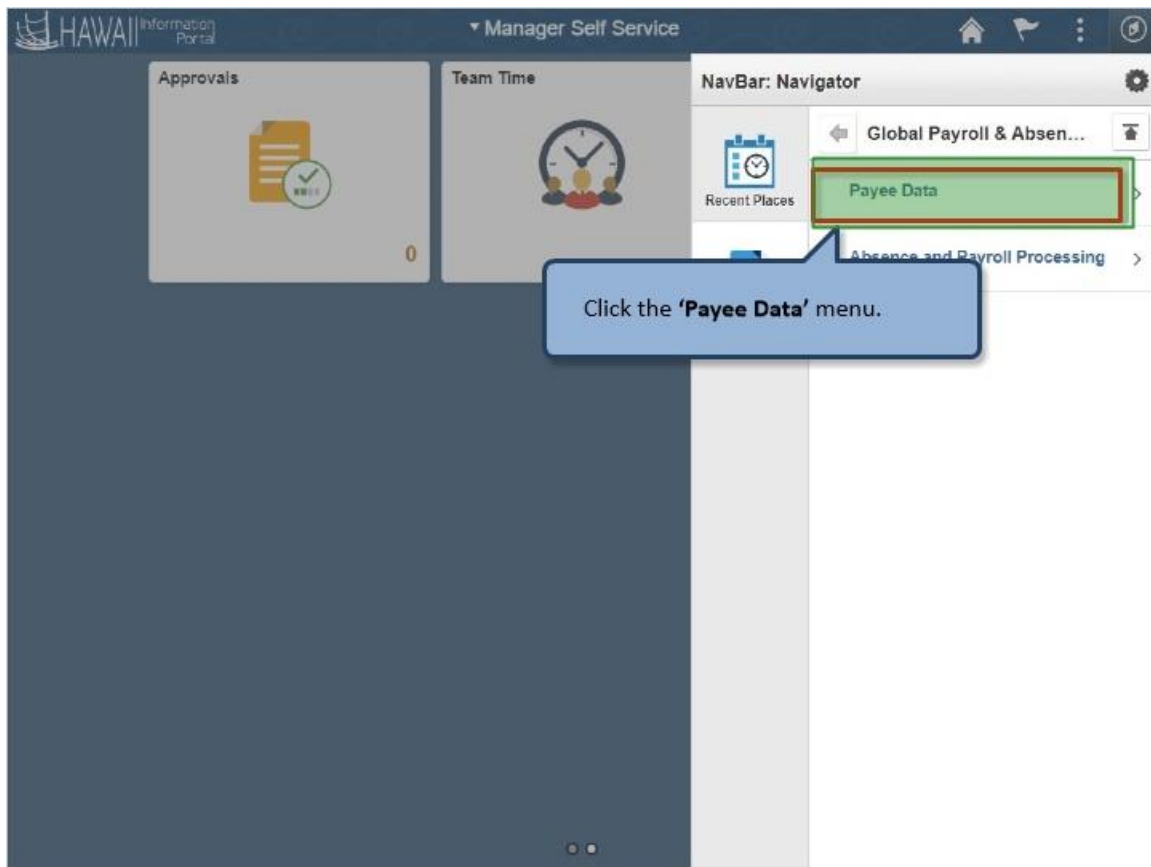
Click the '**NavBar**' icon.



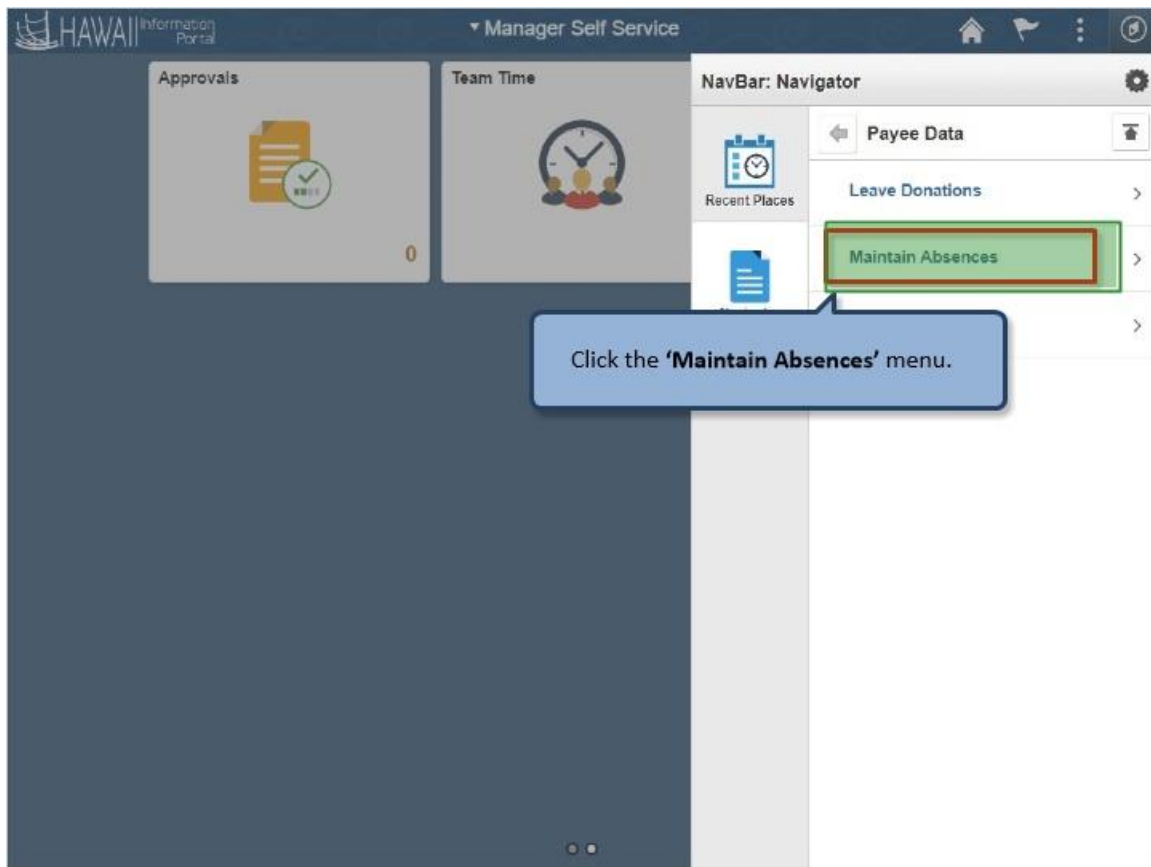
Click the **'Navigator'** link.



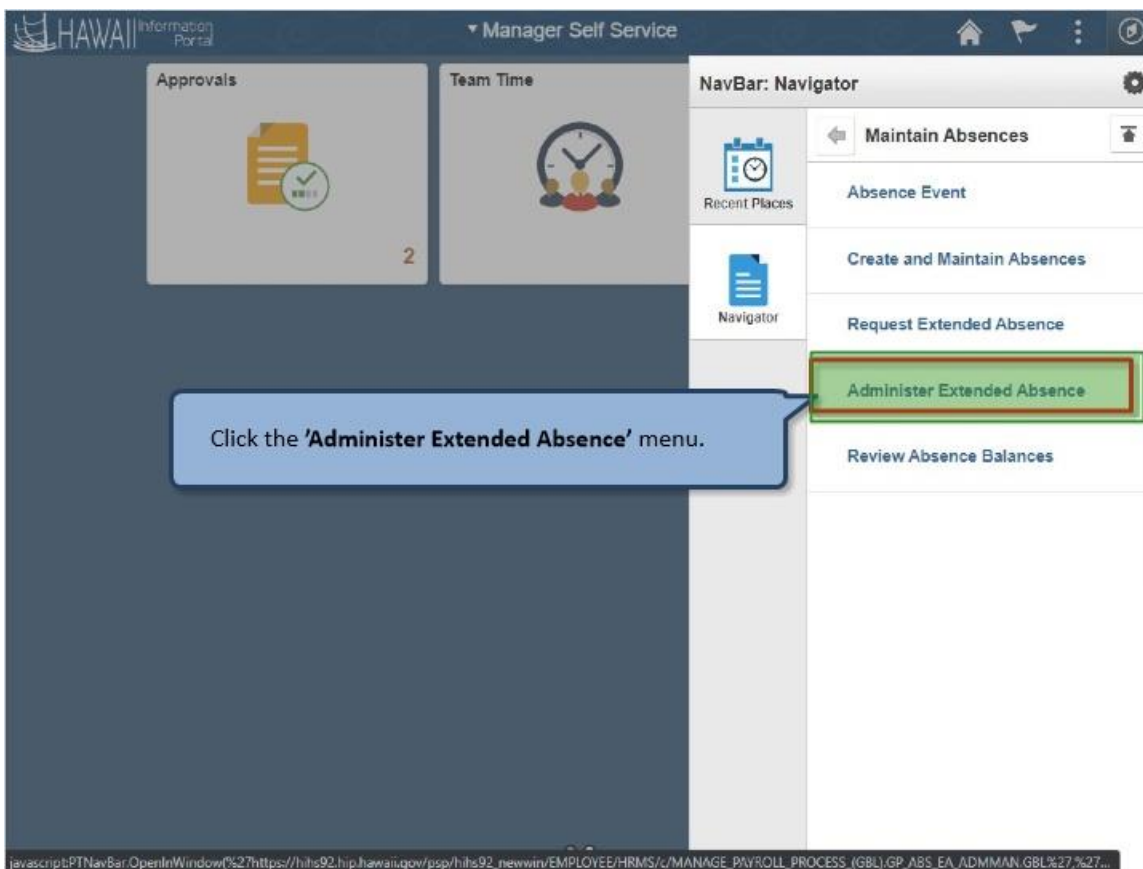
Click the **'Global Payroll & Absence Mgmt'** menu.



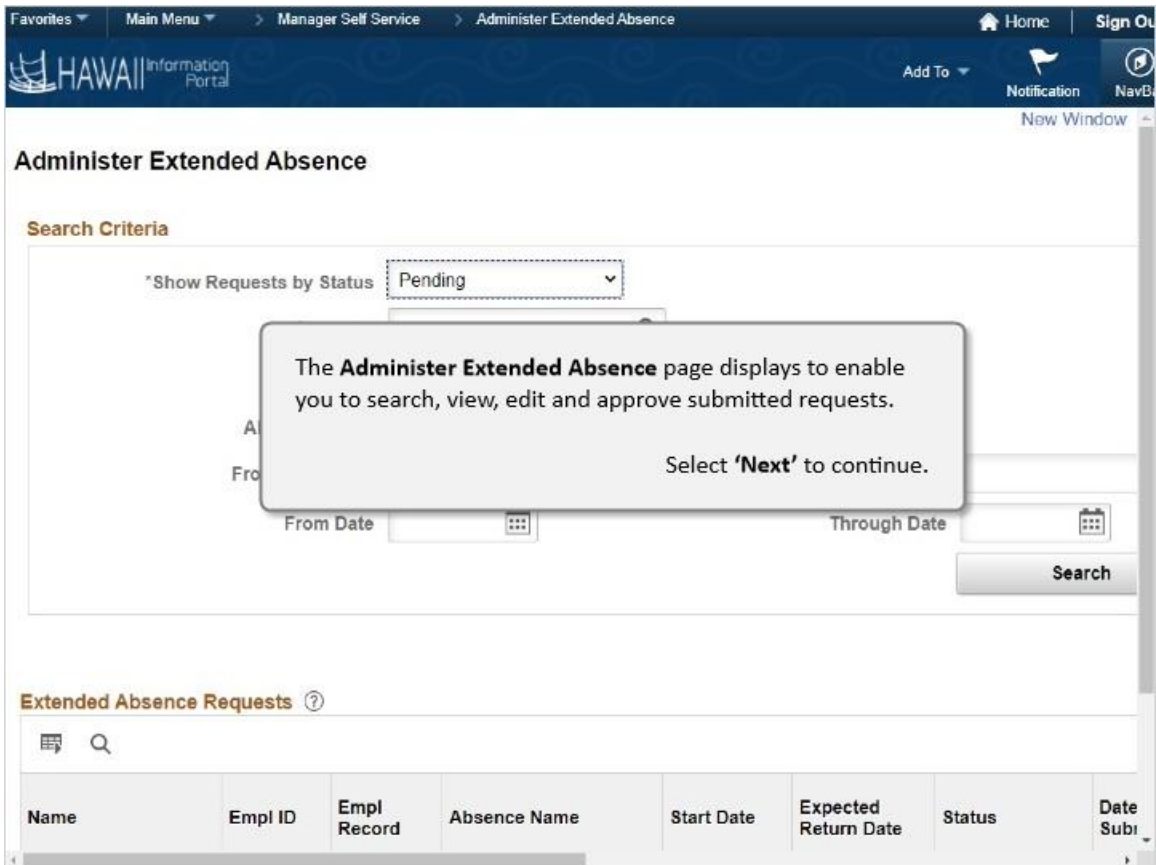
Click the **'Payee Data'** menu.



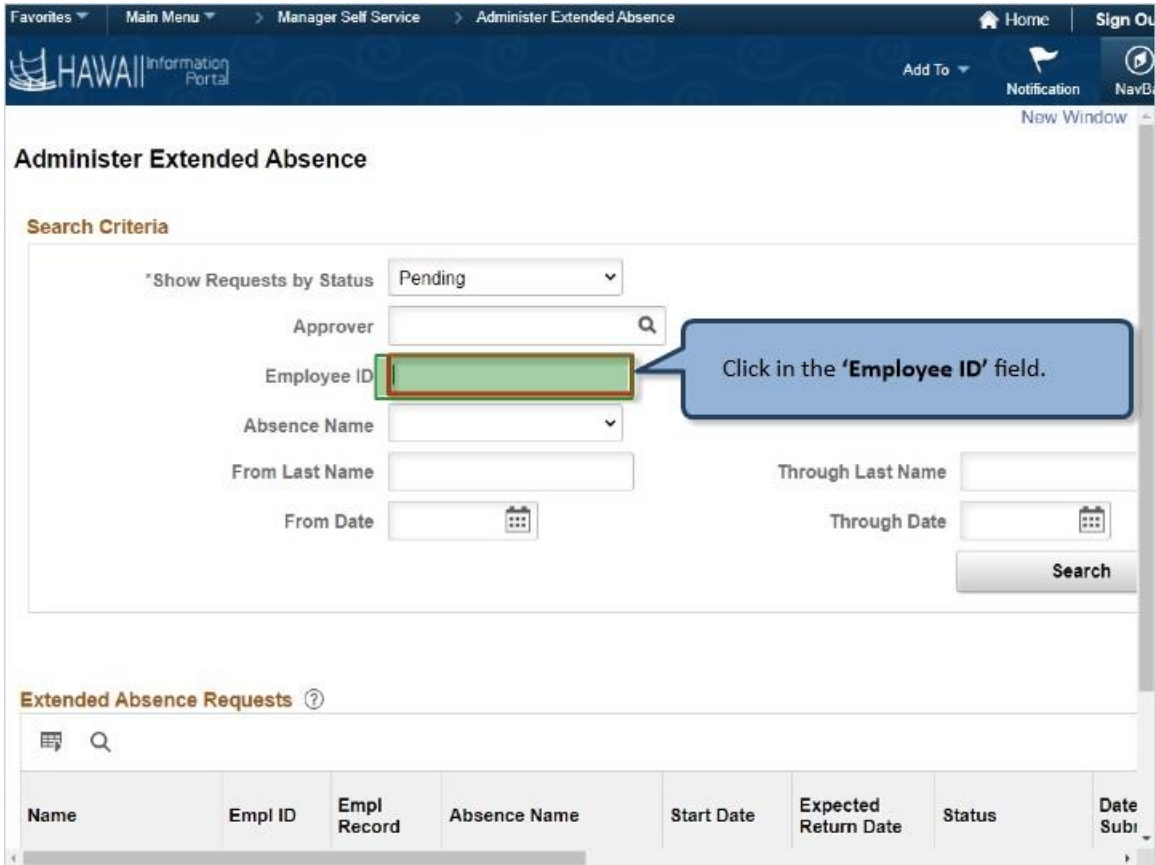
Click the **'Maintain Absences'** menu.



Click the 'Administer Extended Absence' menu.



The **Administer Extended Absence** page displays to enable you to search, view, edit and approve submitted requests.



Administer Extended Absence

Search Criteria

*Show Requests by Status: Pending

Approver: [Text Field]

Employee ID: [Text Field]

Absence Name: [Dropdown]

From Last Name: [Text Field]

Through Last Name: [Text Field]

From Date: [Calendar Icon]

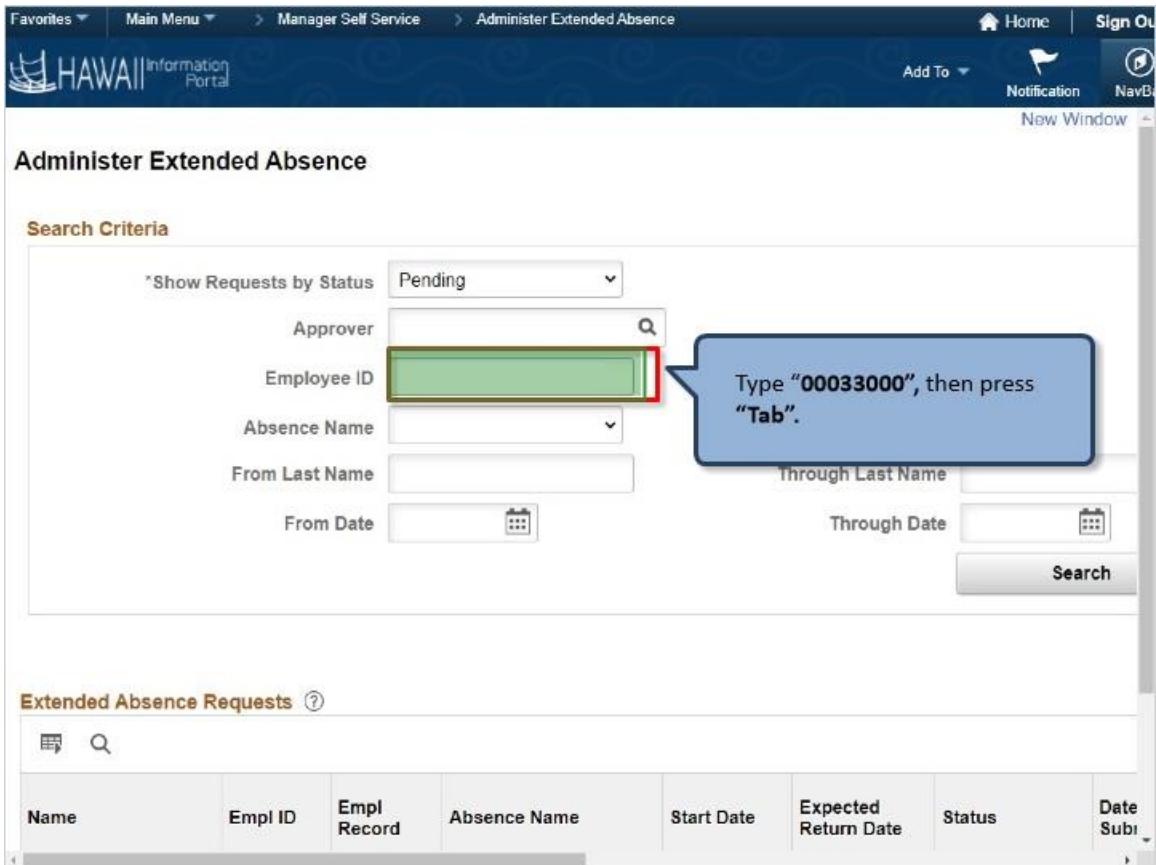
Through Date: [Calendar Icon]

Search

Extended Absence Requests

Name	Empl ID	Empl Record	Absence Name	Start Date	Expected Return Date	Status	Date Subr
------	---------	-------------	--------------	------------	----------------------	--------	-----------

Click in the 'Employee ID' field.



Administer Extended Absence

Search Criteria

*Show Requests by Status: Pending

Approver:

Employee ID: **Type "00033000", then press "Tab".**

Absence Name:

From Last Name: Through Last Name:

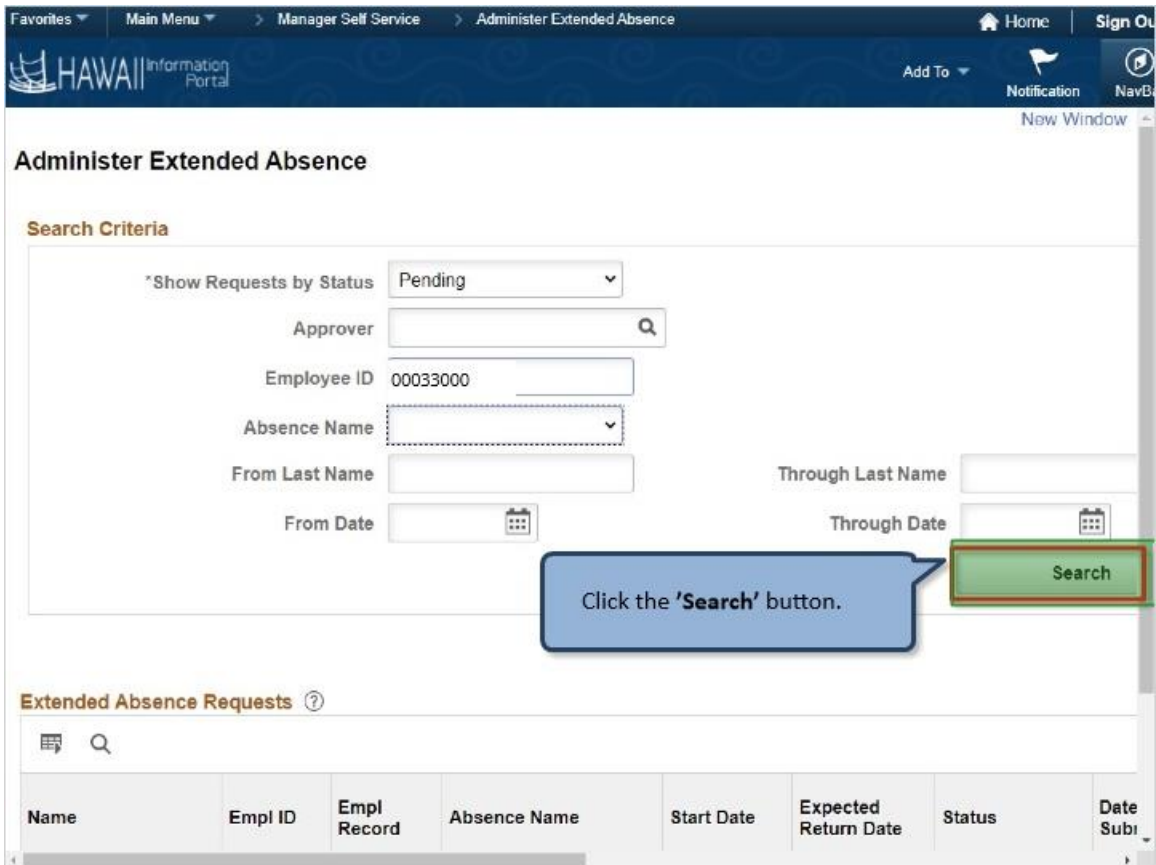
From Date: Through Date:

Search

Extended Absence Requests

Name	Empl ID	Empl Record	Absence Name	Start Date	Expected Return Date	Status	Date Subr
------	---------	-------------	--------------	------------	----------------------	--------	-----------

Type "00033000", then press "Tab".



Administer Extended Absence

Search Criteria

*Show Requests by Status: Pending

Approver: [Search Icon]

Employee ID: 00033000

Absence Name: [Dropdown]

From Last Name: [Text]

Through Last Name: [Text]

From Date: [Calendar]

Through Date: [Calendar]

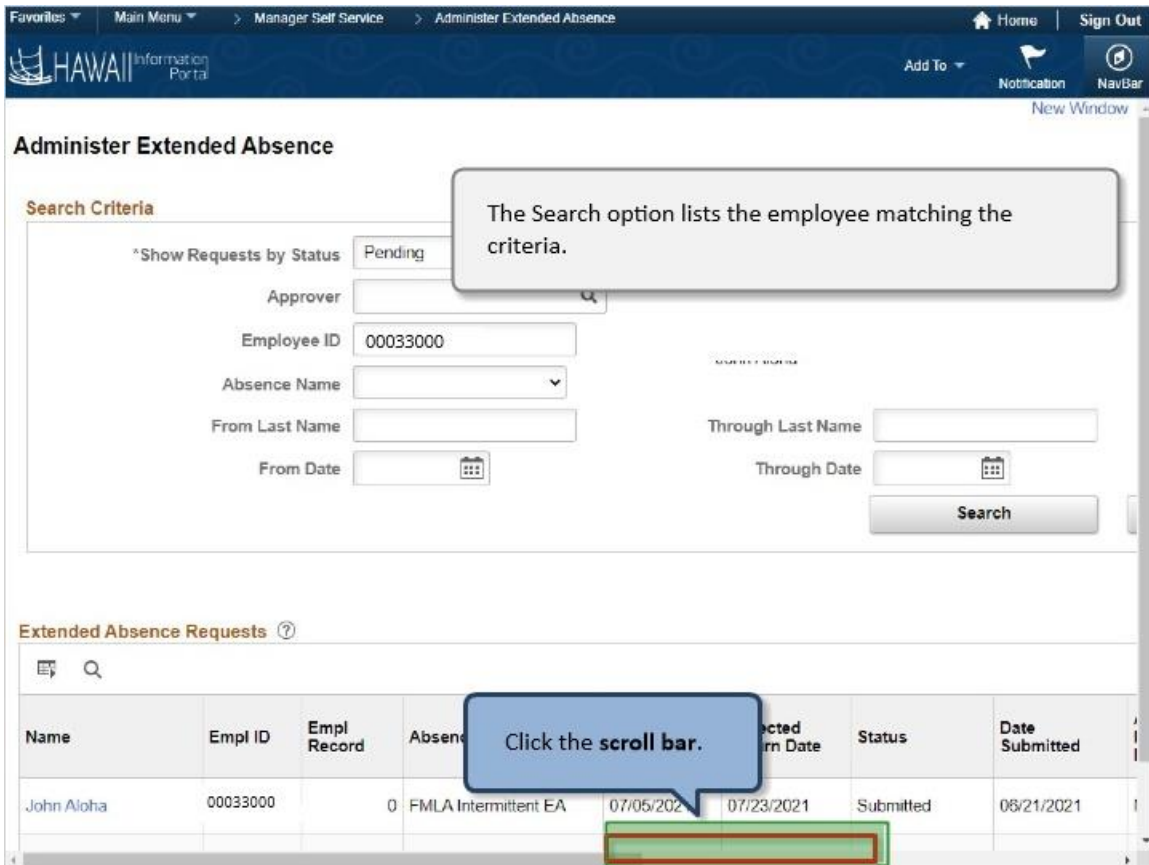
Search

Click the 'Search' button.

Extended Absence Requests [Search Icon]

Name	Empl ID	Empl Record	Absence Name	Start Date	Expected Return Date	Status	Date Subr
------	---------	-------------	--------------	------------	----------------------	--------	-----------

Click the 'Search' button.



Administer Extended Absence

Search Criteria

Show Requests by Status: Pending

Approver:

Employee ID: 00033000

Absence Name:

From Last Name:

From Date:

Through Last Name:

Through Date:

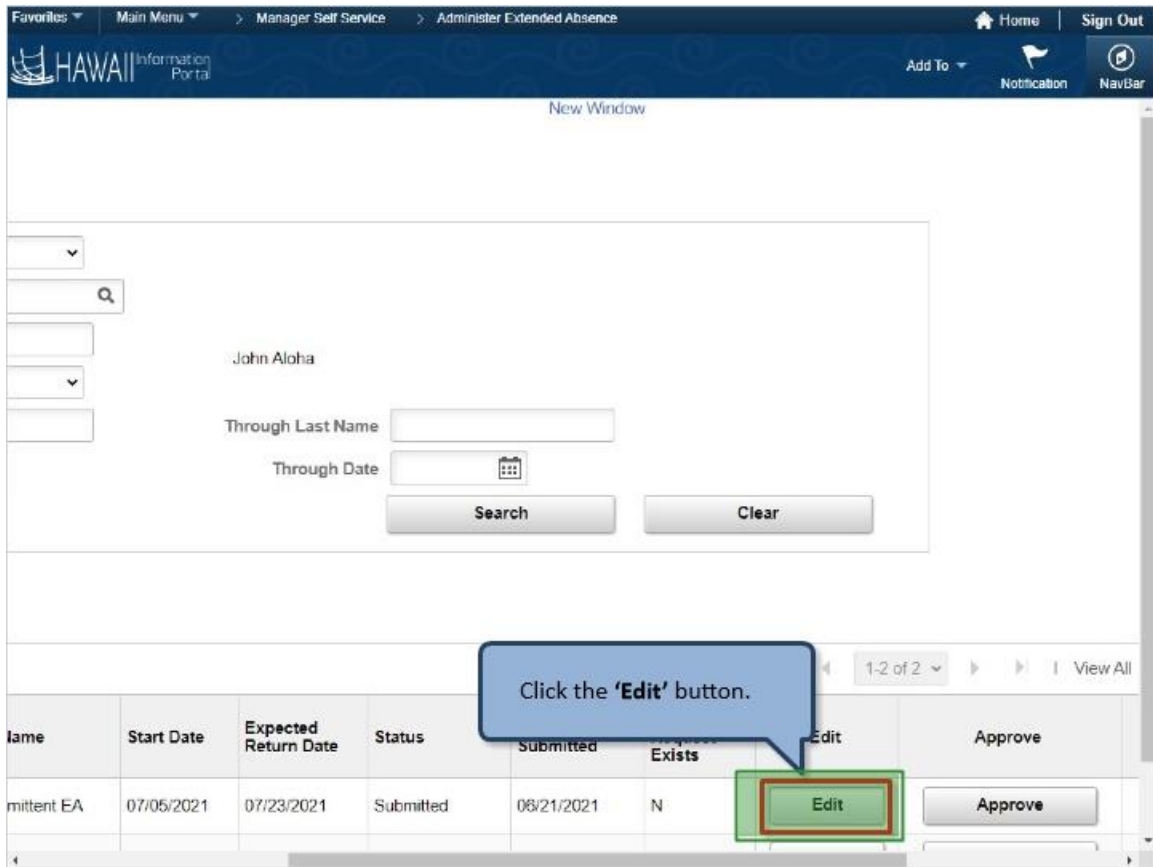
Search

Extended Absence Requests

Name	Empl ID	Empl Record	Absence	Start Date	End Date	Status	Date Submitted
John Aloha	00033000	0	FMLA Intermittent EA	07/05/2021	07/23/2021	Submitted	08/21/2021

The Search option lists the employee matching the criteria.

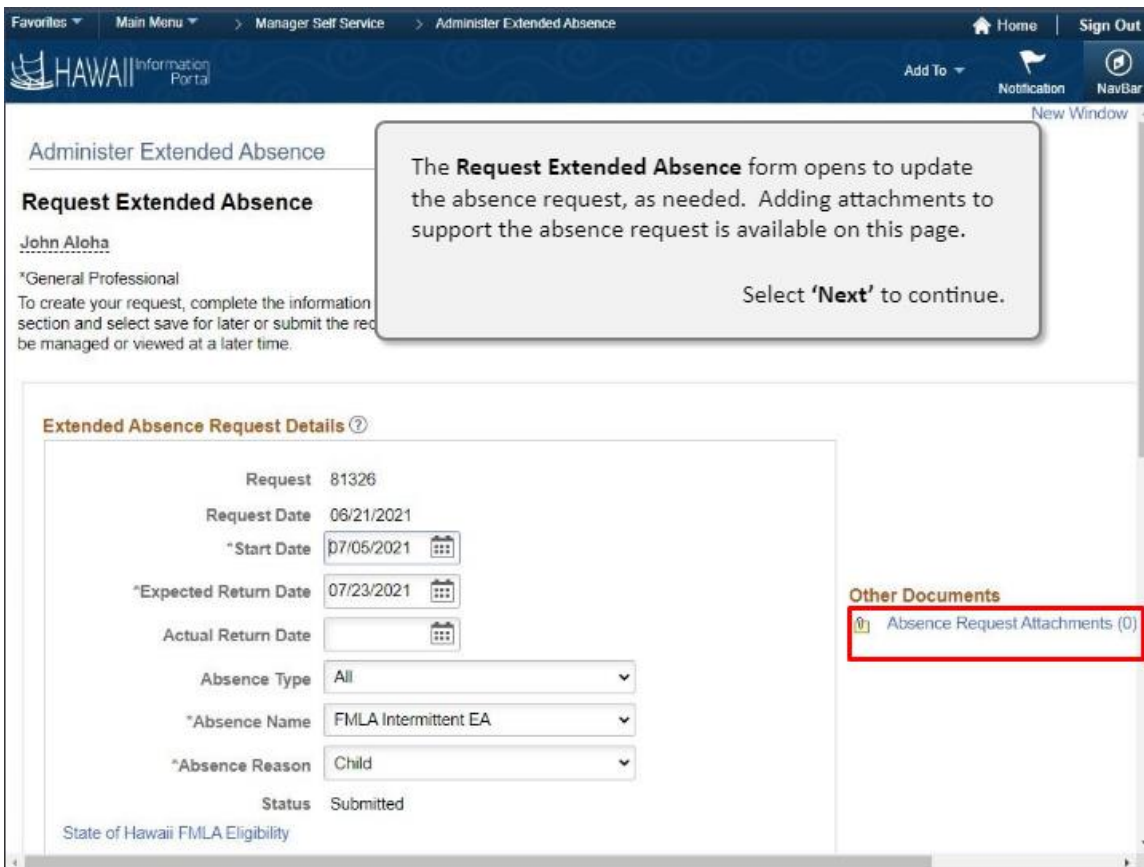
Click the **scroll bar**.



The screenshot shows the HAWAII Information Portal interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Manager Self Service', and 'Administer Extended Absence'. Below this is a search form with a dropdown menu, a search input field, and buttons for 'Search' and 'Clear'. The search results show a record for 'John Aloha' with fields for 'Through Last Name' and 'Through Date'. Below the search form is a table of Extended Absence records. The table has columns for 'Name', 'Start Date', 'Expected Return Date', 'Status', 'Submitted', 'Exists', 'Edit', and 'Approve'. The first row shows 'mittent EA' with a start date of 07/05/2021, an expected return date of 07/23/2021, a status of 'Submitted', a submitted date of 08/21/2021, and an 'Exists' value of 'N'. The 'Edit' button for this row is highlighted with a green box and a callout box that says 'Click the 'Edit' button.'

Name	Start Date	Expected Return Date	Status	Submitted	Exists	Edit	Approve
mittent EA	07/05/2021	07/23/2021	Submitted	08/21/2021	N	Edit	Approve

Click the **'Edit'** button.



Request Extended Absence

John Aloha
*General Professional
To create your request, complete the information section and select save for later or submit the request to be managed or viewed at a later time.

The **Request Extended Absence** form opens to update the absence request, as needed. Adding attachments to support the absence request is available on this page.
Select **'Next'** to continue.

Extended Absence Request Details

Request: 81326
Request Date: 06/21/2021
*Start Date: 07/05/2021
*Expected Return Date: 07/23/2021
Actual Return Date:
Absence Type: All
*Absence Name: FMLA Intermittent EA
*Absence Reason: Child
Status: Submitted
State of Hawaii FMLA Eligibility

Other Documents
Absence Request Attachments (0)

The **Request Extended Request** form opens to update the absence request, as needed. Adding attachments to support the absence request is available on this page.

State of Hawaii FMLA Eligibility

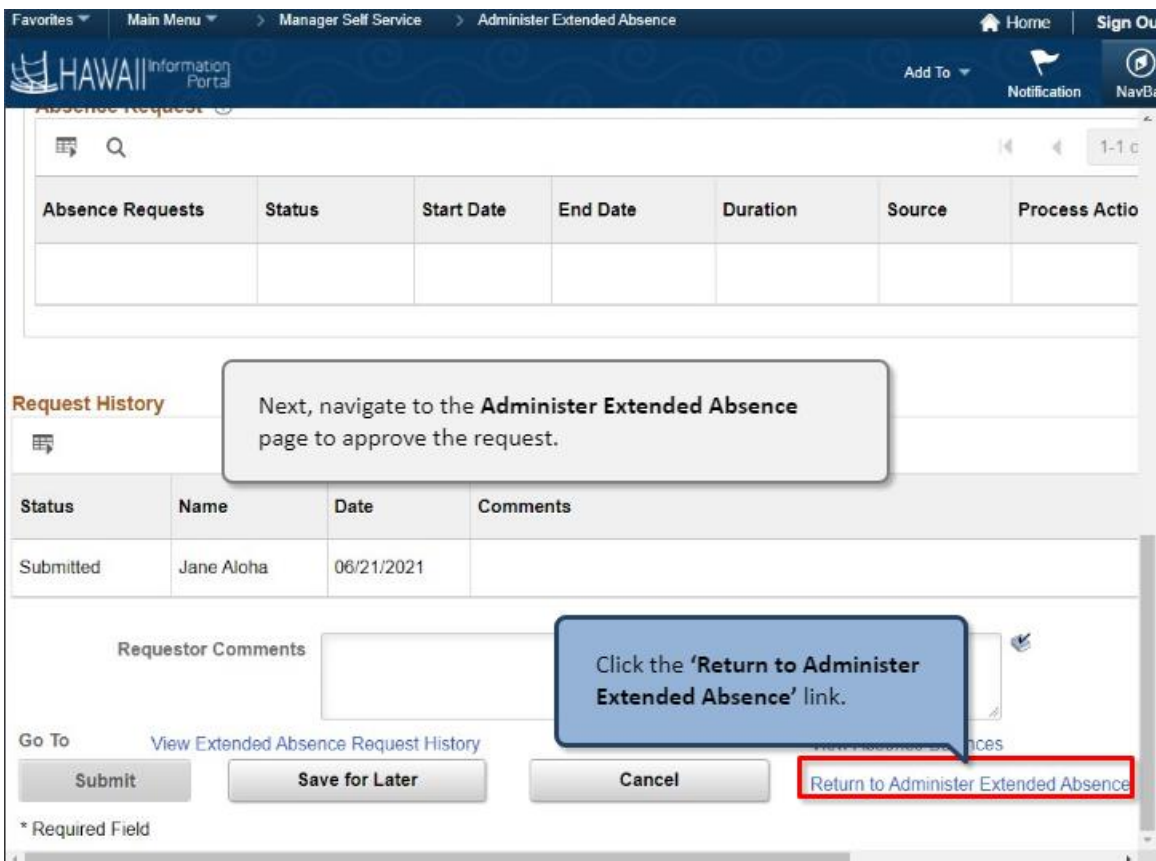
Absence Requests

Absence Request ?

Absence Requests	Status	Start Date	End Date	Duration	Details

Request History

Click the **scroll bar**.



Next, navigate to the **Administer Extended Absence** page to approve the request.

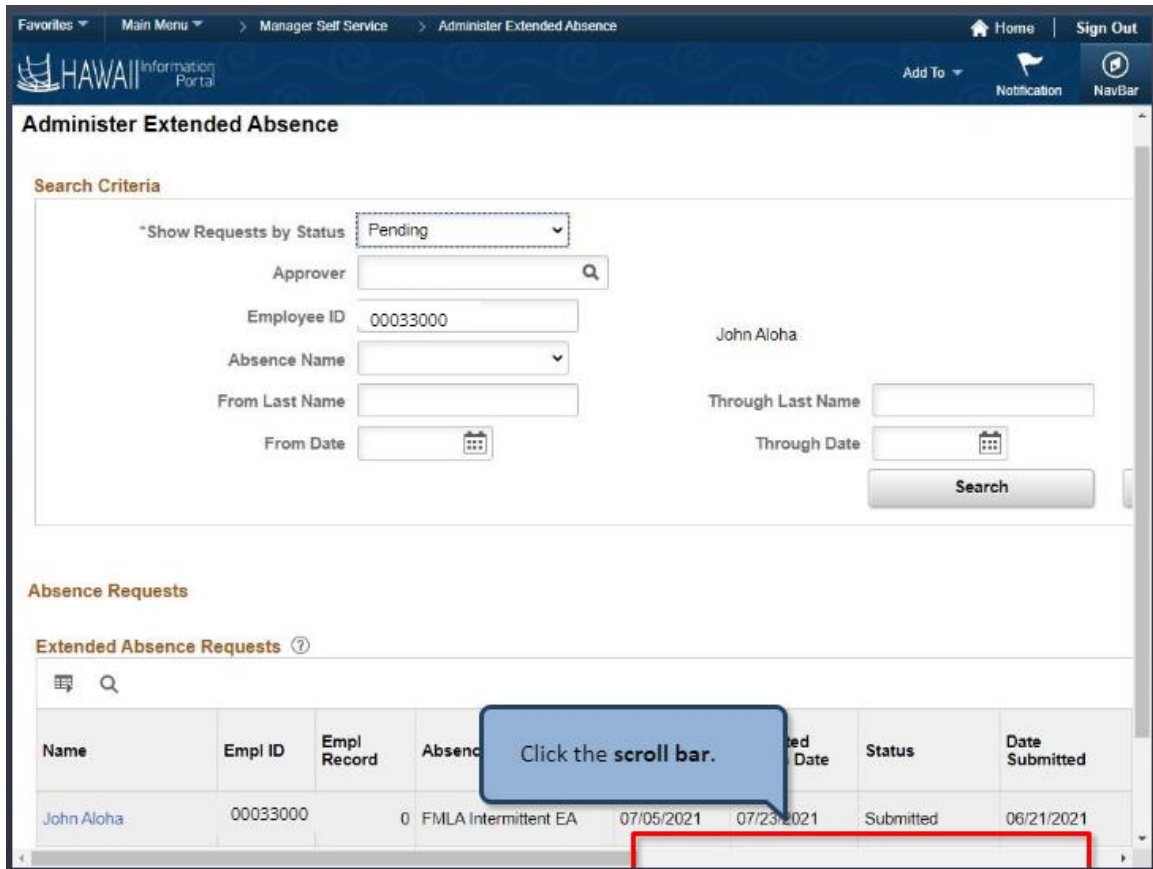
Status	Name	Date	Comments
Submitted	Jane Aloha	06/21/2021	

Click the '**Return to Administer Extended Absence**' link.

Return to Administer Extended Absence

Next, navigate to the **Administer Extended Absence** page to approve the request.

Click the '**Return to Administer Extended Absence**' link.



Administer Extended Absence

Search Criteria

*Show Requests by Status: Pending

Approver: [Search]

Employee ID: 00033000

Absence Name: [Dropdown]

From Last Name: [Text]

From Date: [Calendar]

John Aloha

Through Last Name: [Text]

Through Date: [Calendar]

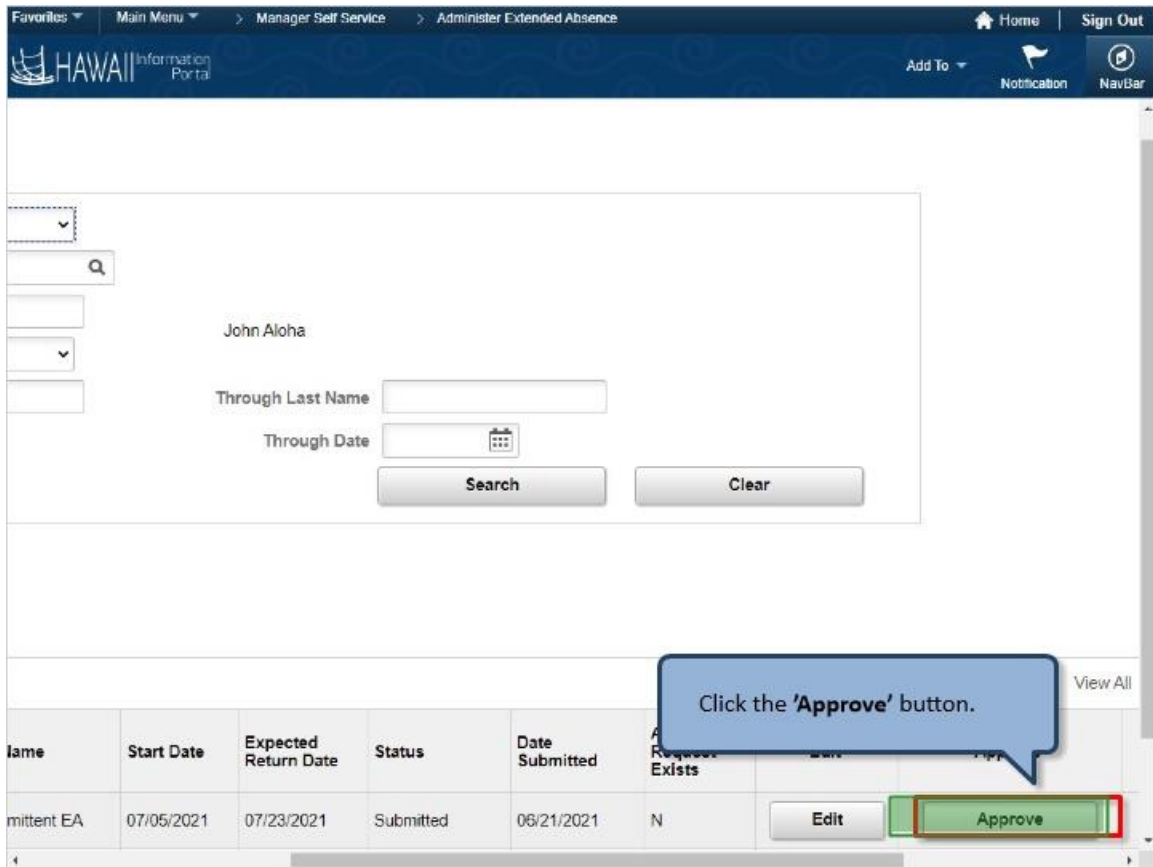
Search

Absence Requests

Extended Absence Requests ?

Name	Empl ID	Empl Record	Absence	Requested Date	Status	Date Submitted
John Aloha	00033000	0	FMLA Intermittent EA	07/05/2021	Submitted	06/21/2021

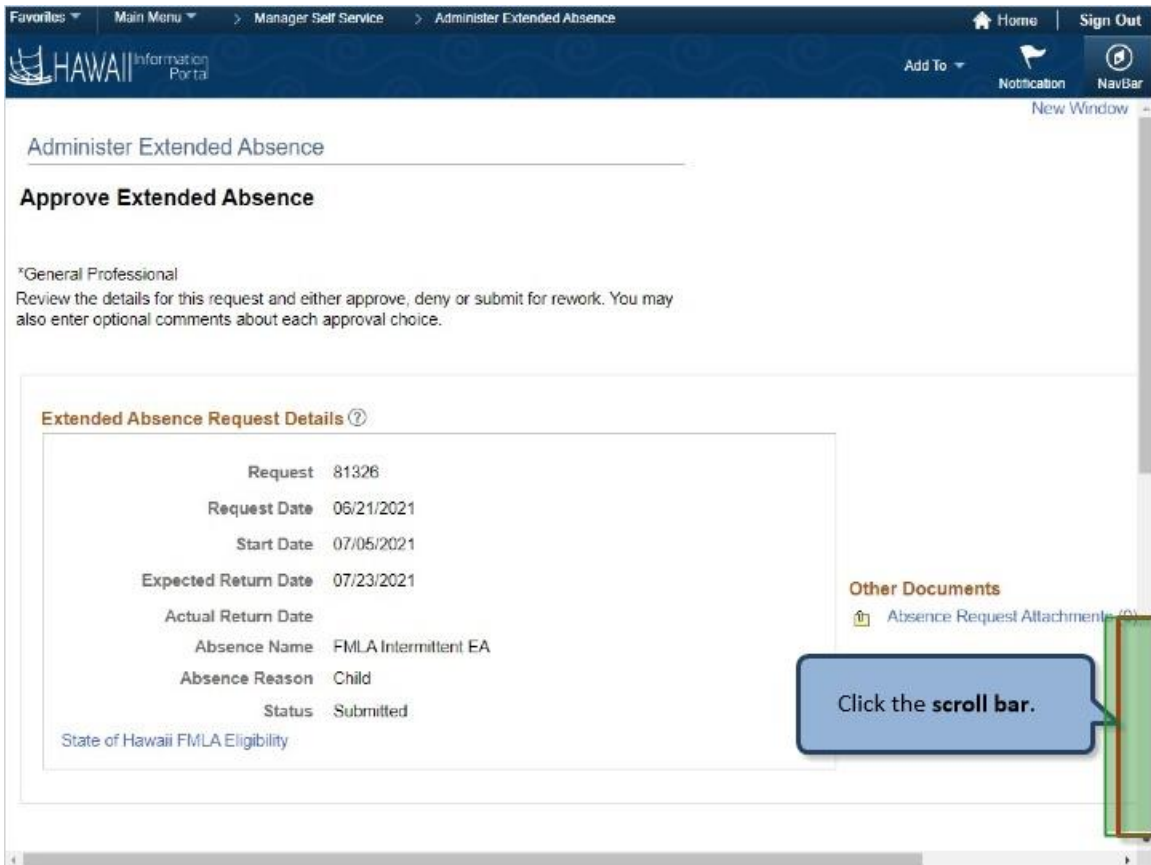
Click the **scroll bar**.



The screenshot shows the HAWAII Information Portal interface. At the top, there is a navigation bar with 'Home' and 'Sign Out' links. Below the navigation bar, there is a search form with a search icon and a search button. The search results show a list of extended absence requests. The first row in the table is highlighted, and the 'Approve' button is highlighted with a red border. A blue callout box points to the 'Approve' button with the text 'Click the 'Approve' button.'

Name	Start Date	Expected Return Date	Status	Date Submitted	Request Exists	Approve
mittent EA	07/05/2021	07/23/2021	Submitted	06/21/2021	N	Approve

Click the 'Approve' button.



Administer Extended Absence

Approve Extended Absence

*General Professional
Review the details for this request and either approve, deny or submit for rework. You may also enter optional comments about each approval choice.

Extended Absence Request Details ?

Request	81326
Request Date	06/21/2021
Start Date	07/05/2021
Expected Return Date	07/23/2021
Actual Return Date	
Absence Name	FMLA Intermittent EA
Absence Reason	Child
Status	Submitted

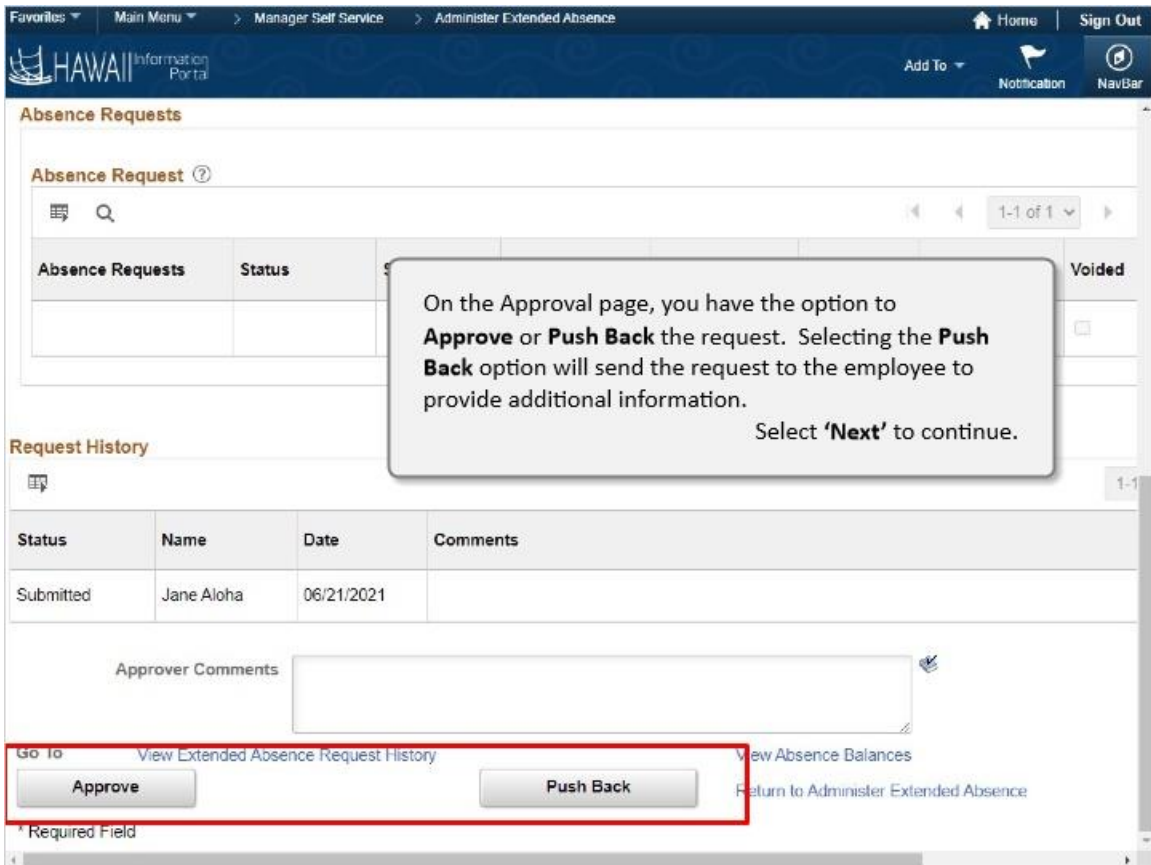
[State of Hawaii FMLA Eligibility](#)

Other Documents

[Absence Request Attachments \(0\)](#)

Click the **scroll bar**.

Click the **scroll bar**.



Absence Requests

Absence Request ?

Absence Requests	Status	Voided

On the Approval page, you have the option to **Approve** or **Push Back** the request. Selecting the **Push Back** option will send the request to the employee to provide additional information. Select **'Next'** to continue.

Request History

Status	Name	Date	Comments
Submitted	Jane Aloha	06/21/2021	

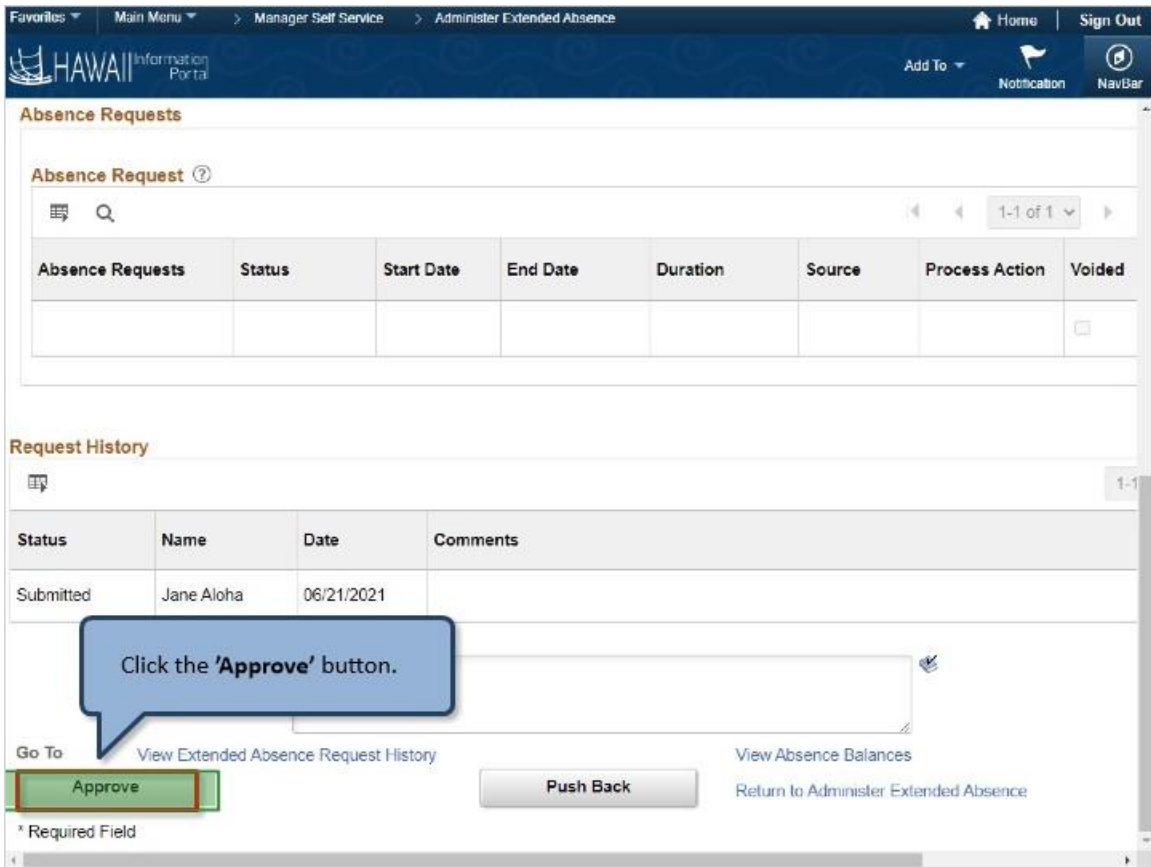
Approver Comments

Go to: [View Extended Absence Request History](#) [View Absence Balances](#) [Return to Administer Extended Absence](#)

Approve **Push Back**

* Required Field

On the Approval page, you have the option to **Approve** or **Push Back** the request. Selecting the **Push Back** option will send the request to the employee to provide additional information.



Absence Requests

Absence Request ?

Absence Requests	Status	Start Date	End Date	Duration	Source	Process Action	Voided
							<input type="checkbox"/>

Request History

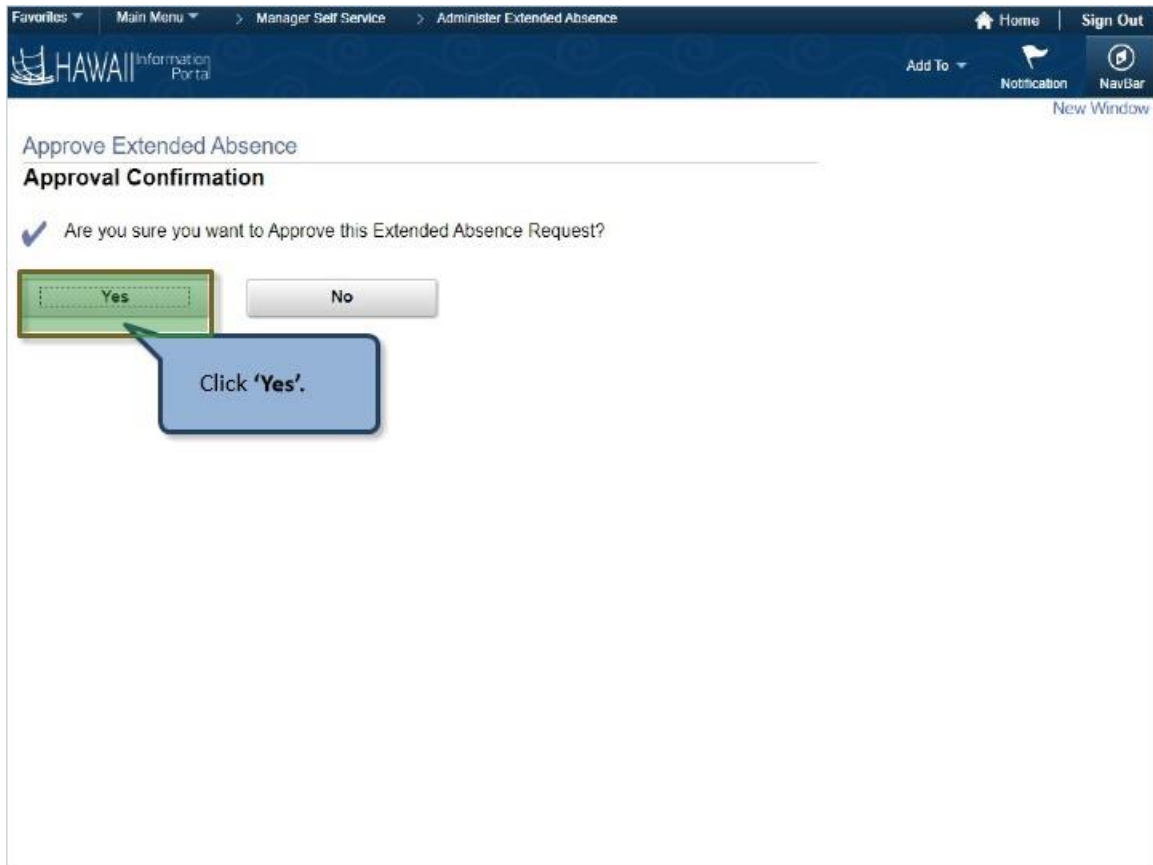
Status	Name	Date	Comments
Submitted	Jane Aloha	06/21/2021	

Go To

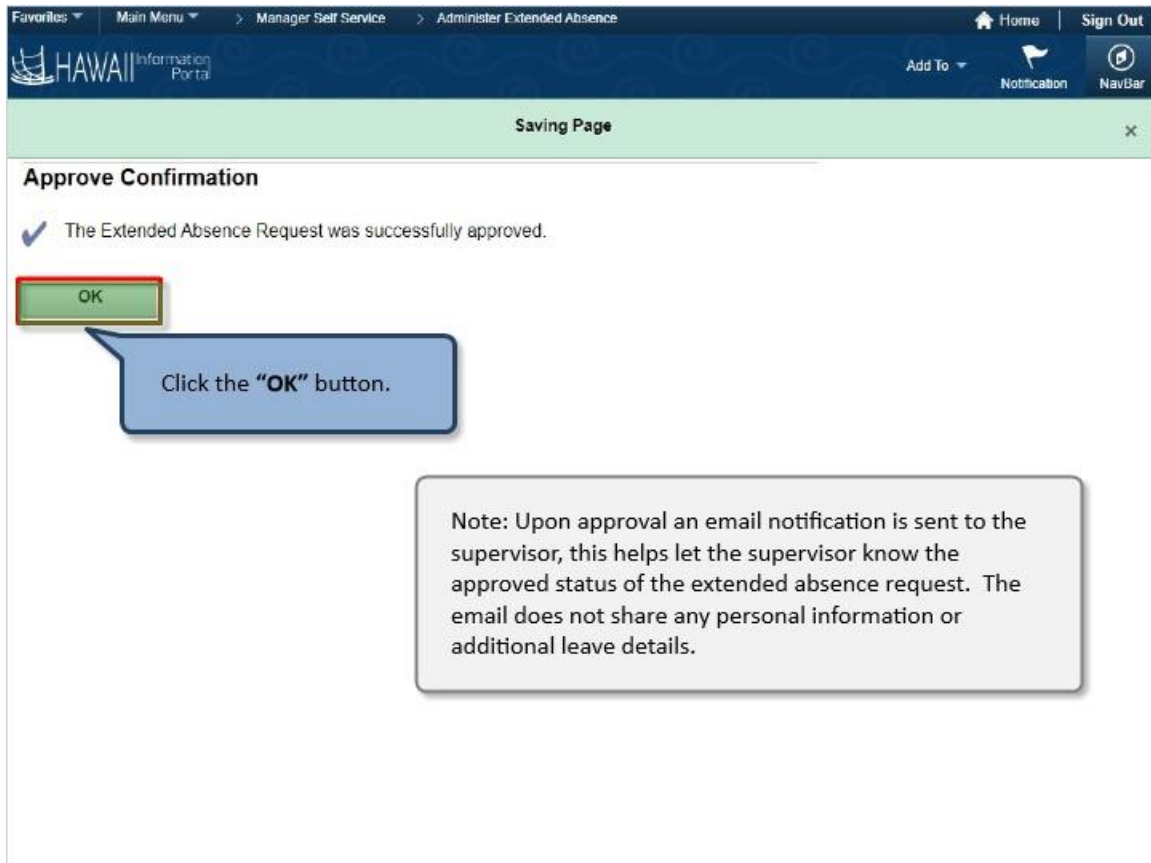
Approve Push Back View Absence Balances Return to Administer Extended Absence

* Required Field

Click the 'Approve' button.



Click **'Yes'**.



Note: Upon approval an email notification is sent to the supervisor, this helps let the supervisor know the approved status of the extended absence request. The email does not share any personal information or additional leave details.

Click the **“OK”** button.

 HAWAII Information Portal




Congratulations!
You've successfully completed
this lesson.

Select **'Next'** to continue.

Congratulations!
You've successfully completed this lesson.


EXTENDED ABSENCES – LEAVE TAKES

Extended Leave - Add Leave Taken



Lesson Scenario

In this lesson you will learn how to add leave taken to an existing extended absence.



Select **'Next'** to continue.

Lesson Scenario

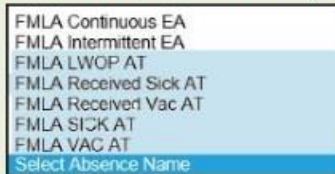
In this lesson you will learn how to add leave taken to an existing extended absence.

Key Point – Extended Absence

Add Leave Taken Rules:

Adding a New Absence to an Extended Absence must meet the following requirements:

1. The Extended Absence must have a status of **"Approved"**.
2. New Absences can only be taken within the date range of the approved Extended Absence.
3. The **Absence Type** must be the same as the approved Extended Absence.
4. **Absence Name** options end in 'AT (Absence Taken).

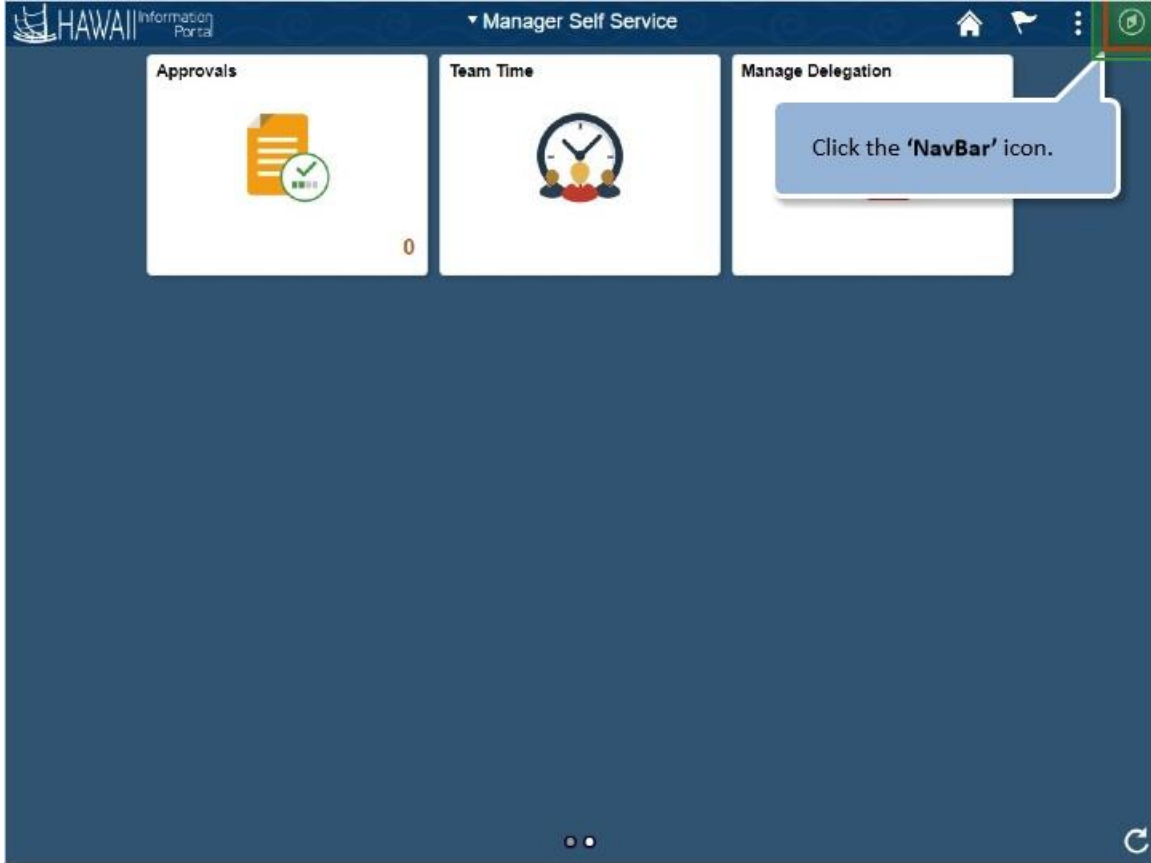


Select **'Next'** to continue.

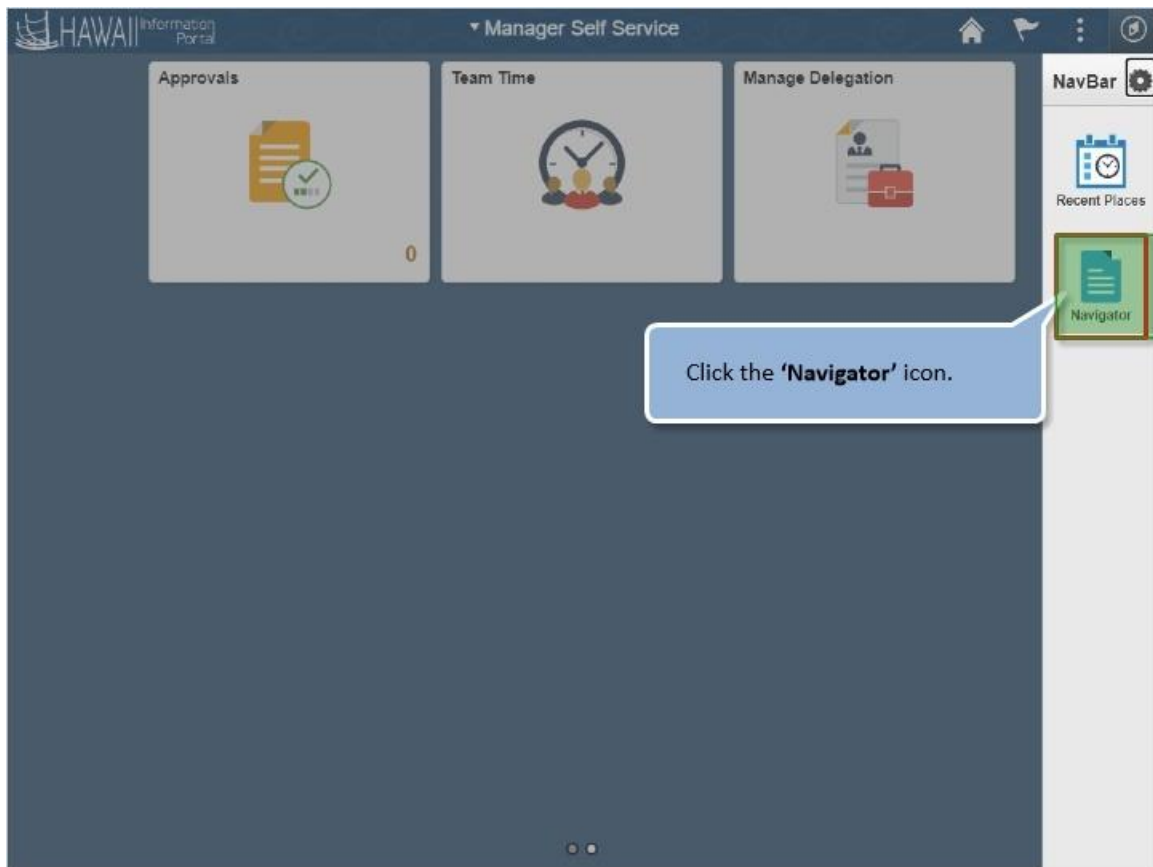
Add Leave Taken Rules:

Adding a New Absence to an Extended Absence must meet the following requirements:

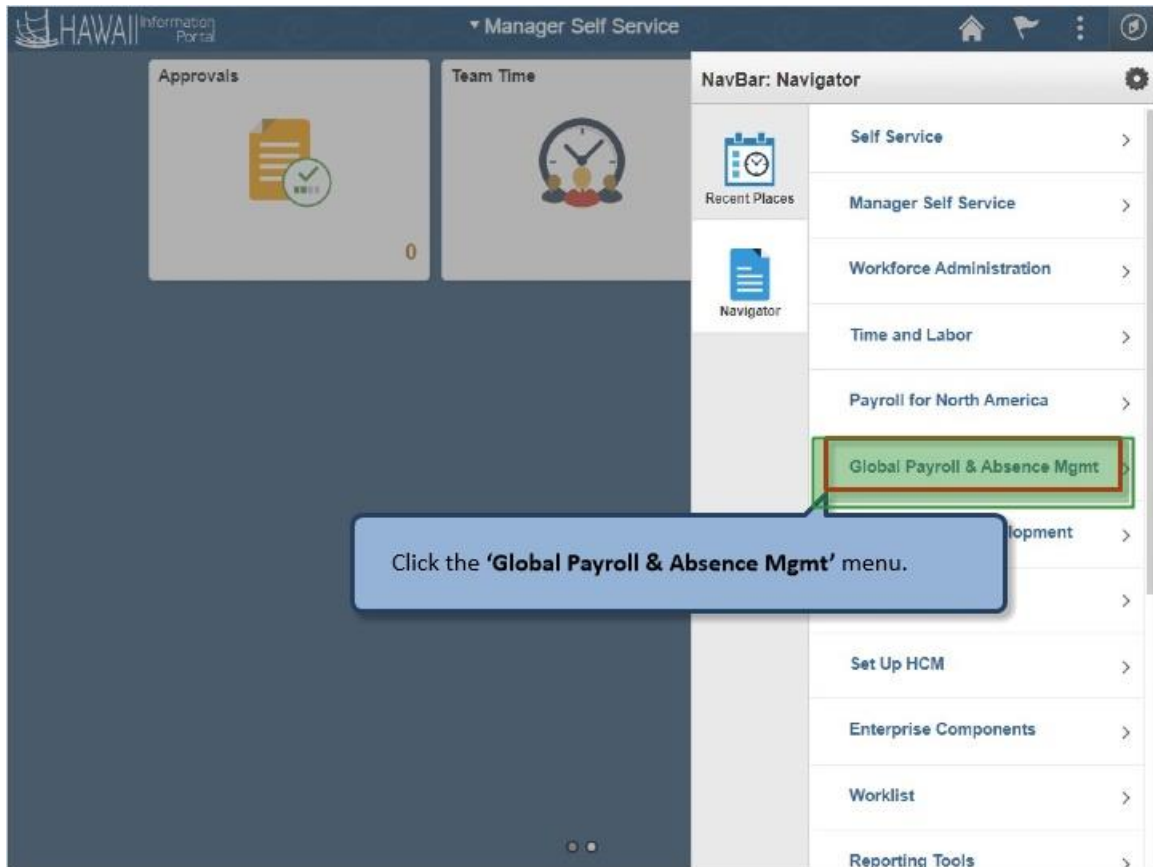
1. The Extended Absence must have a status of **"Approved"**.
2. New Absences can only be taken within the date range of the approved Extended Absence.
3. The **Absence Type** must be the same as the approved Extended Absence.
4. **Absence Name** options end in 'AT (Absence Taken).



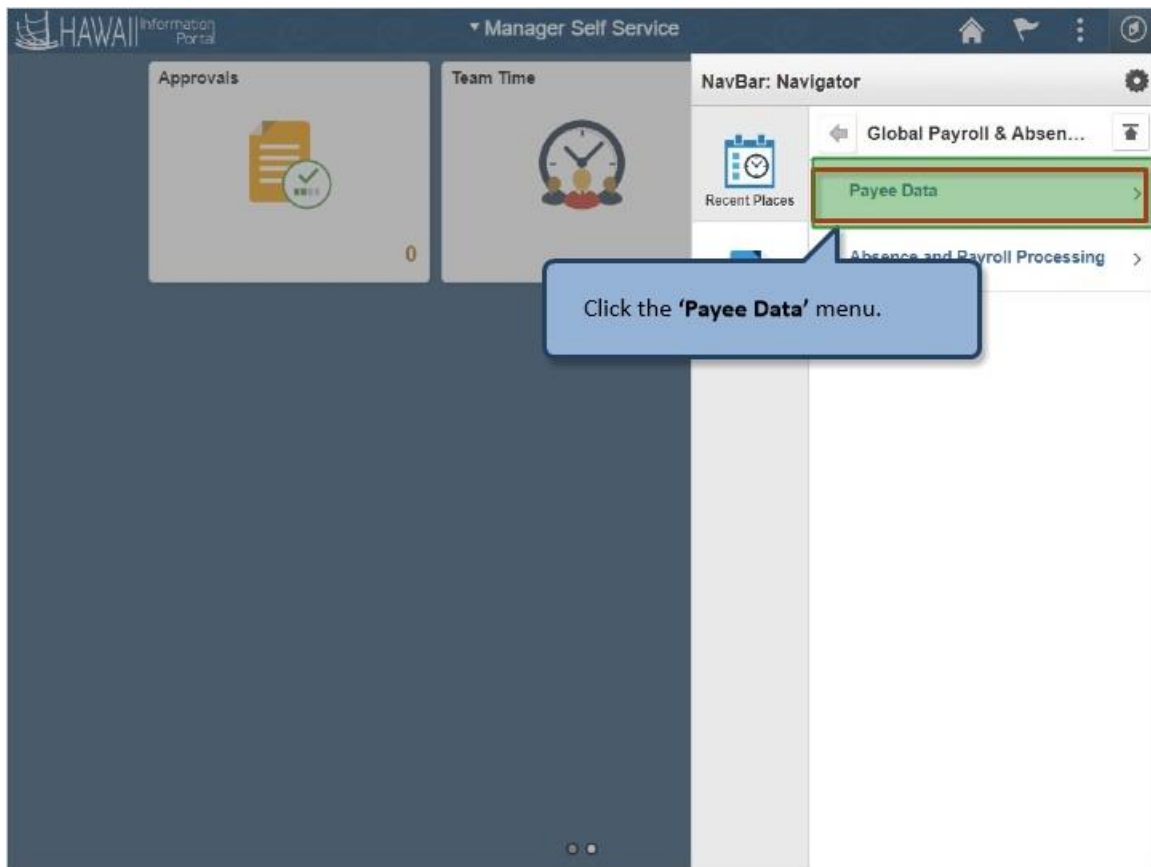
Click the '**NavBar**' icon.



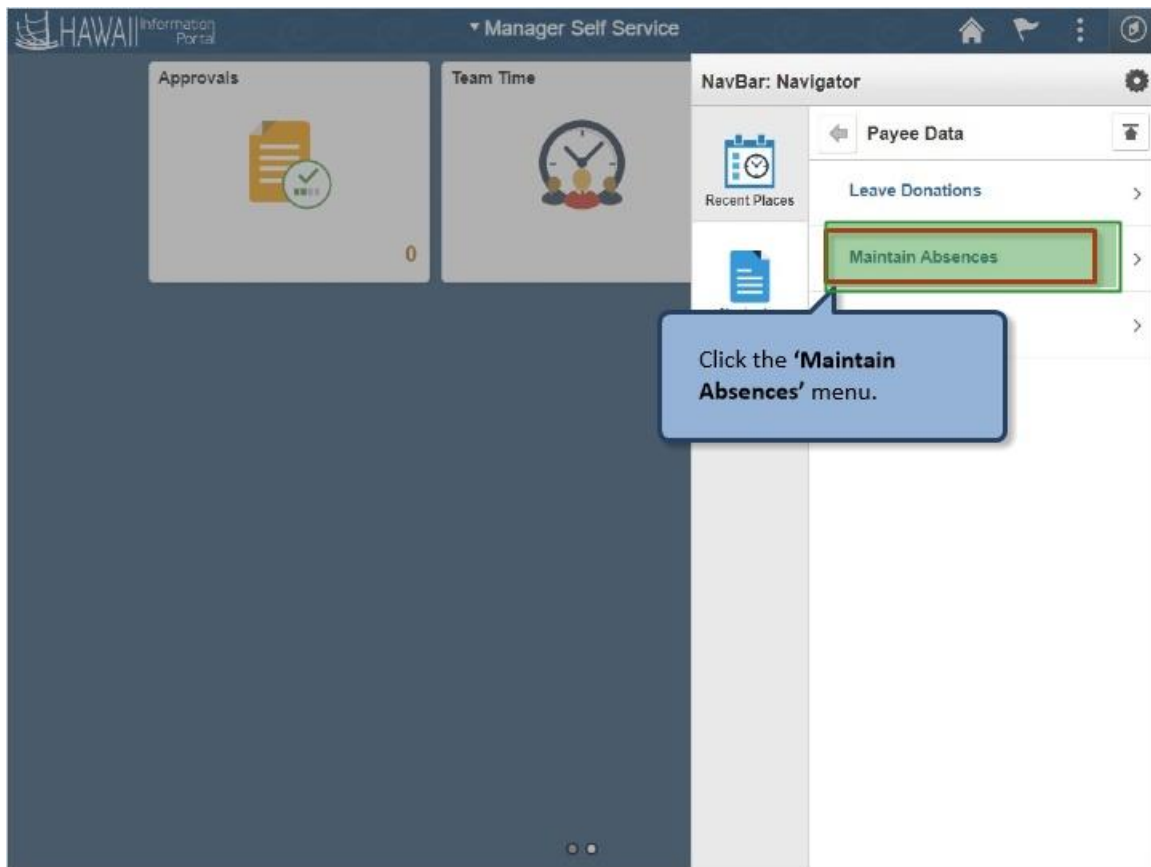
Click the '**Navigator**' icon.



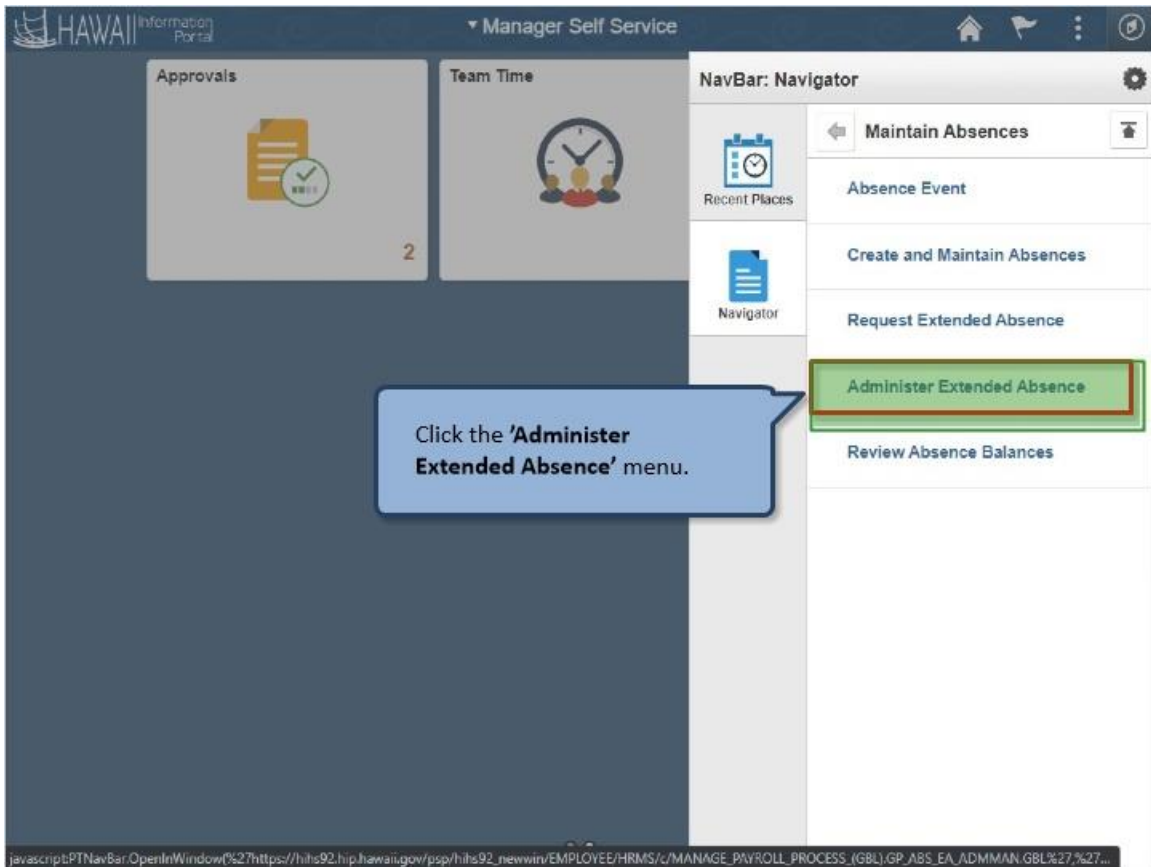
Click the '**Global Payroll & Absence Mgmt**' menu.



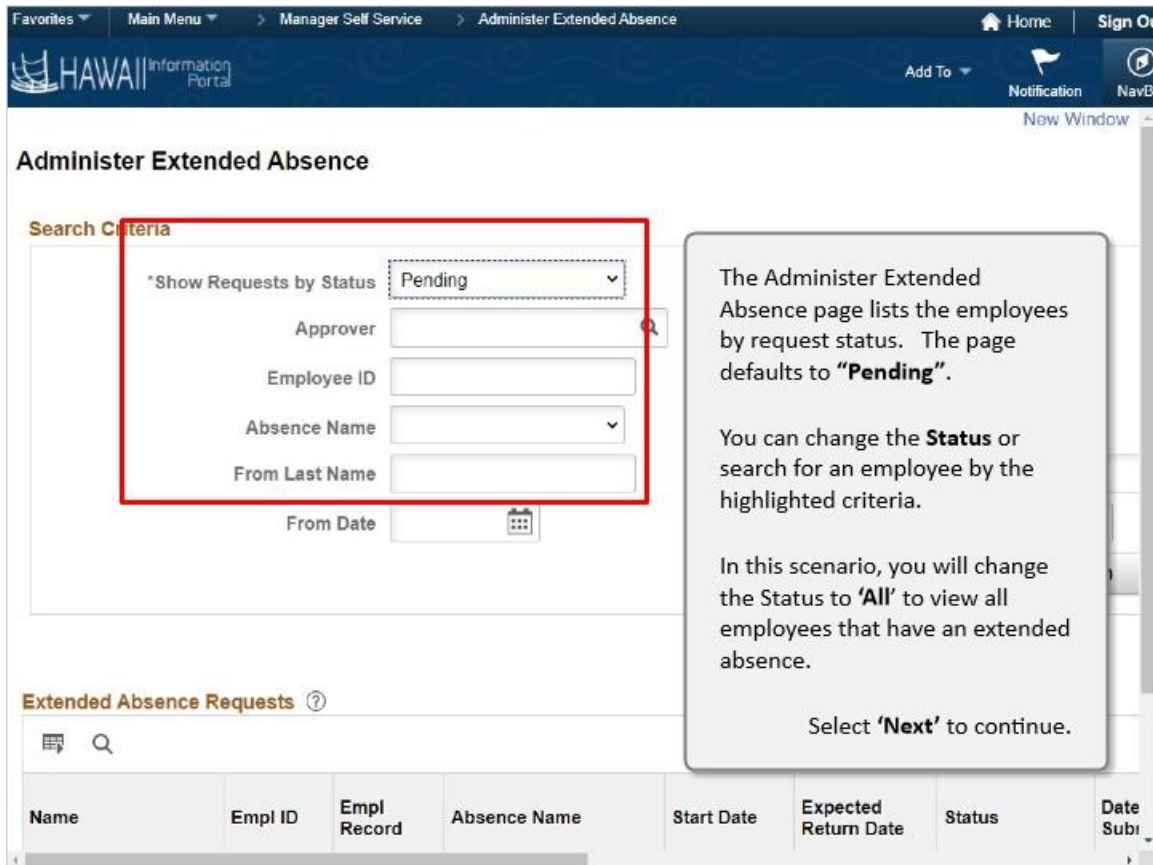
Click the **'Payee Data'** link.



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



Click the **Administer Extended Absence**' menu.



Administer Extended Absence

Search Criteria

*Show Requests by Status: Pending

Approver:

Employee ID:

Absence Name:

From Last Name:

From Date:

Extended Absence Requests

Name	Empl ID	Empl Record	Absence Name	Start Date	Expected Return Date	Status	Date Subr
------	---------	-------------	--------------	------------	----------------------	--------	-----------

The Administer Extended Absence page lists the employees by request status. The page defaults to **"Pending"**.

You can change the **Status** or search for an employee by the highlighted criteria.

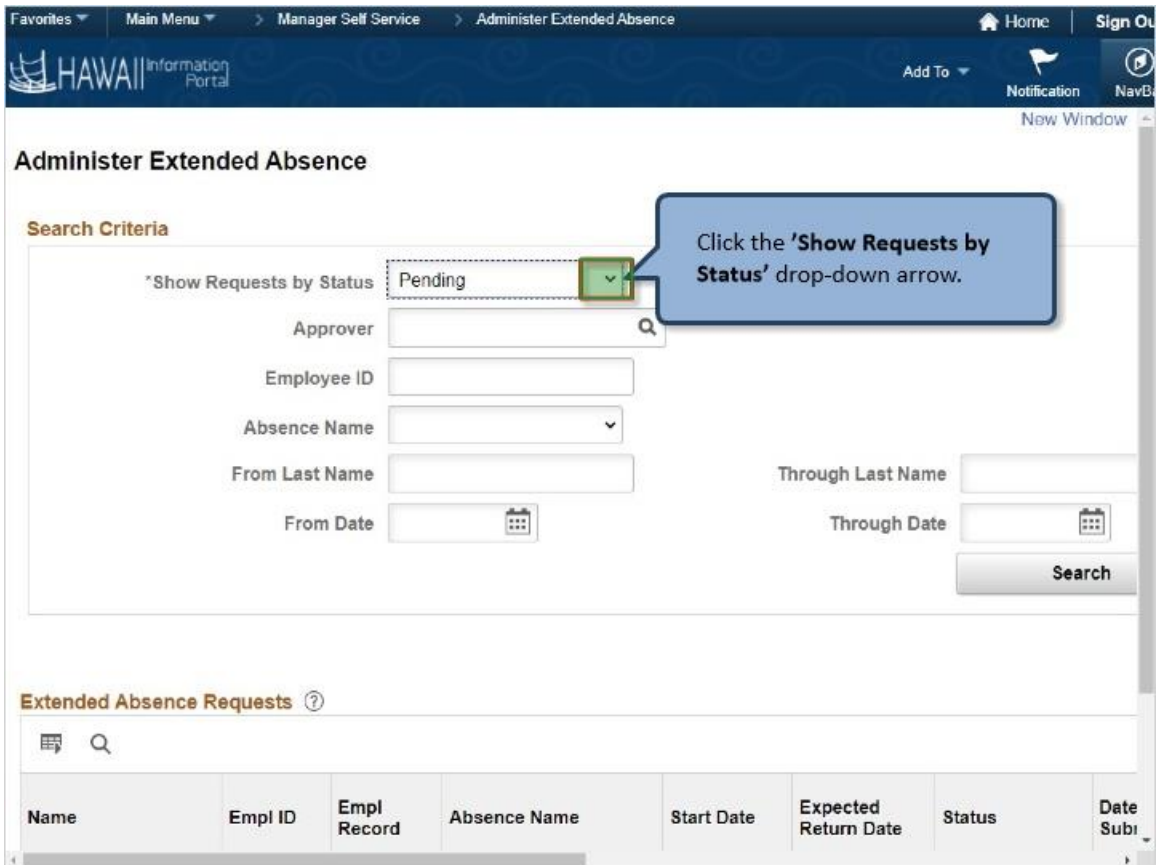
In this scenario, you will change the Status to **'All'** to view all employees that have an extended absence.

Select **'Next'** to continue.

The Administer Extended Absence page lists the employees by request status. The page defaults to **"Pending"**.

You can change the **Status** or search for an employee by the highlighted criteria.

In this scenario, you will change the Status to **'All'** to view all employees that have an extended absence.



Administer Extended Absence

Search Criteria

*Show Requests by Status Pending

Approver

Employee ID

Absence Name

From Last Name

Through Last Name

From Date

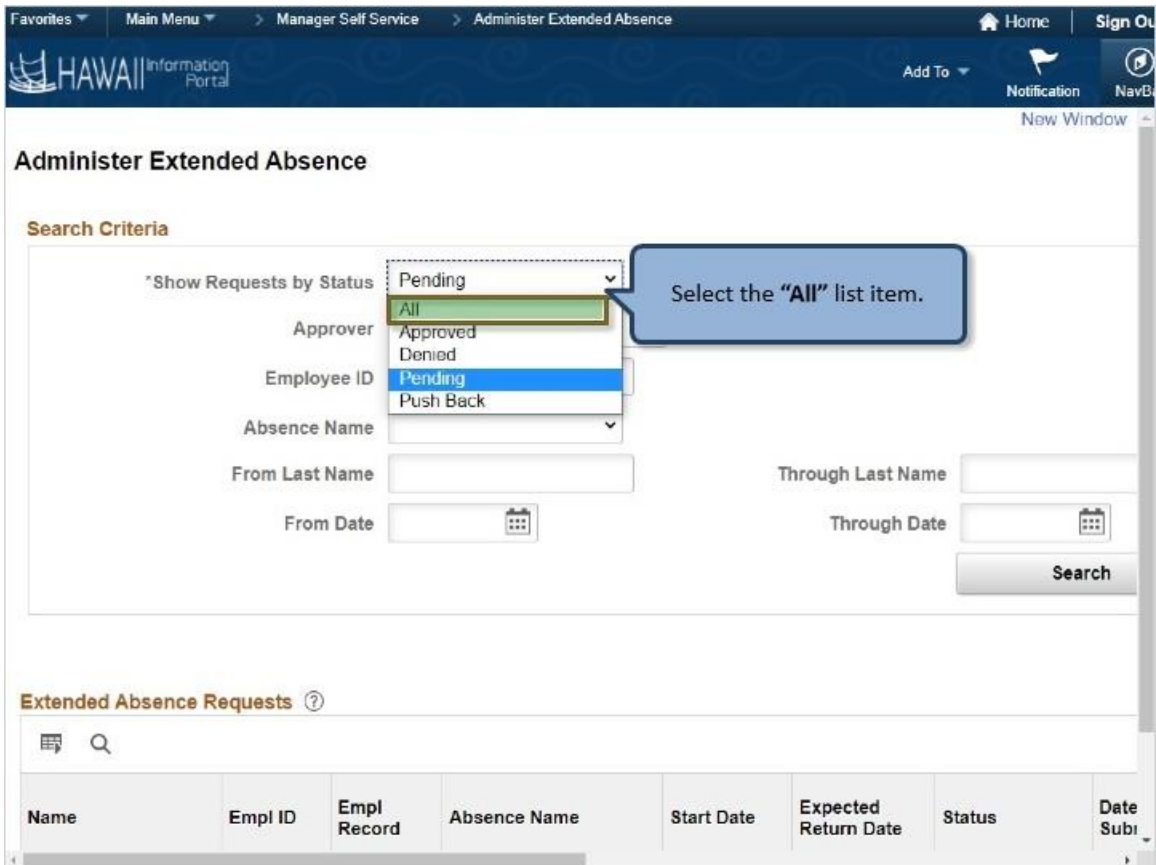
Through Date

Search

Extended Absence Requests

Name	Empl ID	Empl Record	Absence Name	Start Date	Expected Return Date	Status	Date Subr
------	---------	-------------	--------------	------------	----------------------	--------	-----------

Click the **Show Requests by Status** drop-down arrow.



Administer Extended Absence

Search Criteria

*Show Requests by Status: Pending, **All**, Approved, Denied

Approver: Pending, Push Back

Employee ID: []

Absence Name: []

From Last Name: [] Through Last Name: []

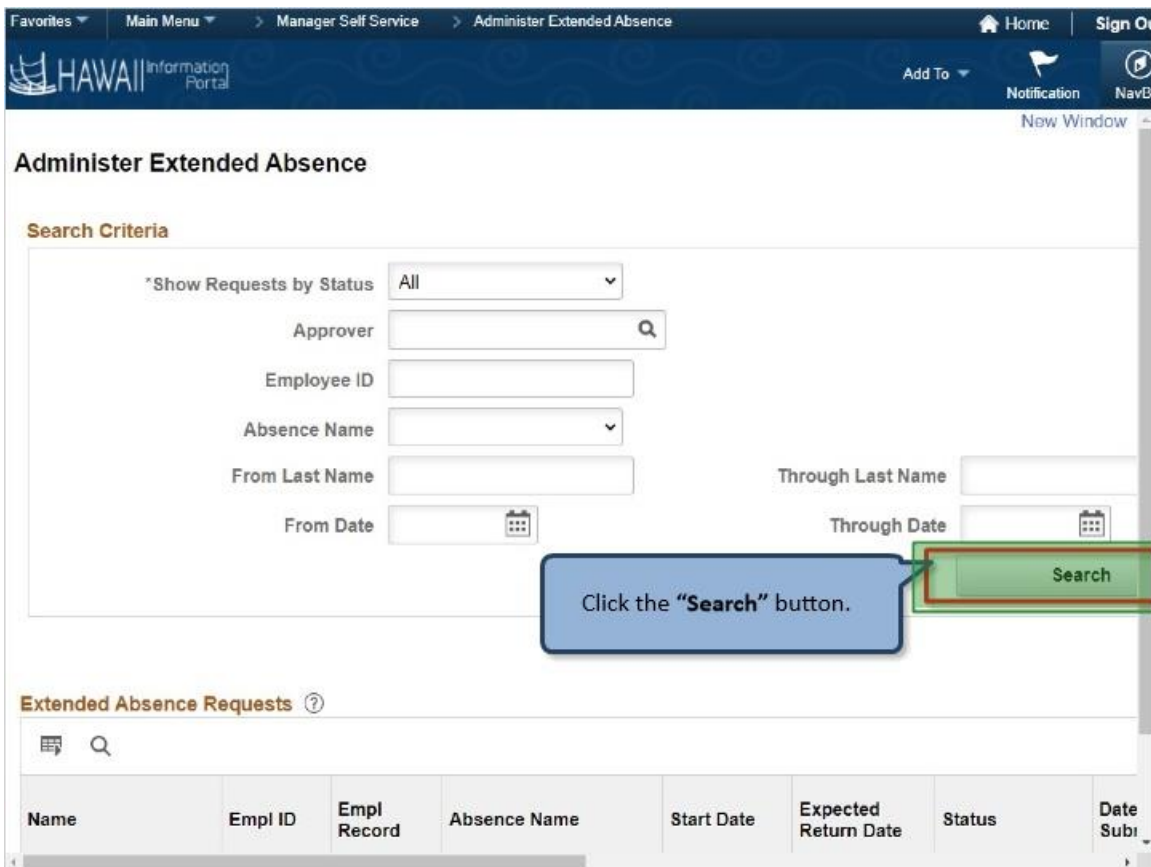
From Date: [] Through Date: []

Search

Extended Absence Requests ?

Name	Empl ID	Empl Record	Absence Name	Start Date	Expected Return Date	Status	Date Subr
------	---------	-------------	--------------	------------	----------------------	--------	-----------

Select the **“All”** list item.



Administer Extended Absence

Search Criteria

*Show Requests by Status: All

Approver: [input]

Employee ID: [input]

Absence Name: [dropdown]

From Last Name: [input] Through Last Name: [input]

From Date: [calendar] Through Date: [calendar]

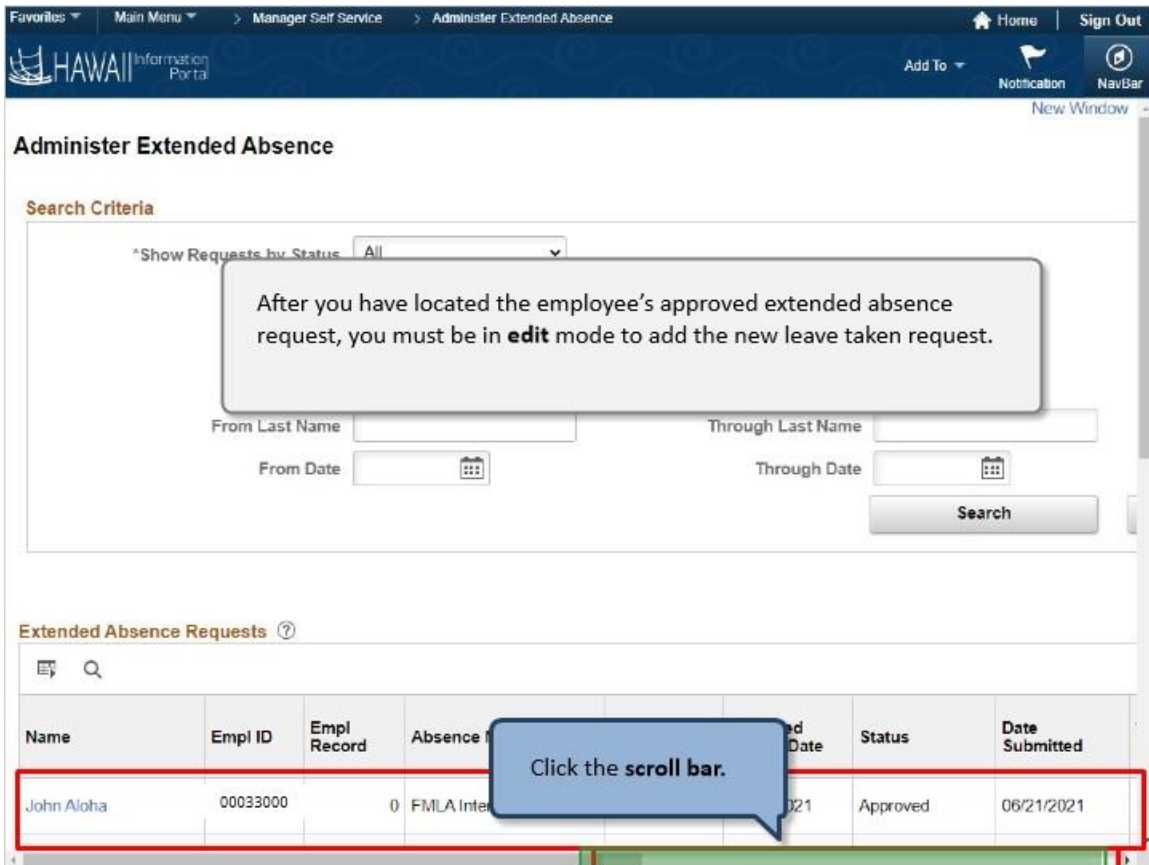
Search

Click the "Search" button.

Extended Absence Requests

Name	Empl ID	Empl Record	Absence Name	Start Date	Expected Return Date	Status	Date Subr
------	---------	-------------	--------------	------------	----------------------	--------	-----------

Click the "Search" button.



Administer Extended Absence

Search Criteria

*Show Requests by Status: All

From Last Name: Through Last Name:

From Date: Through Date:

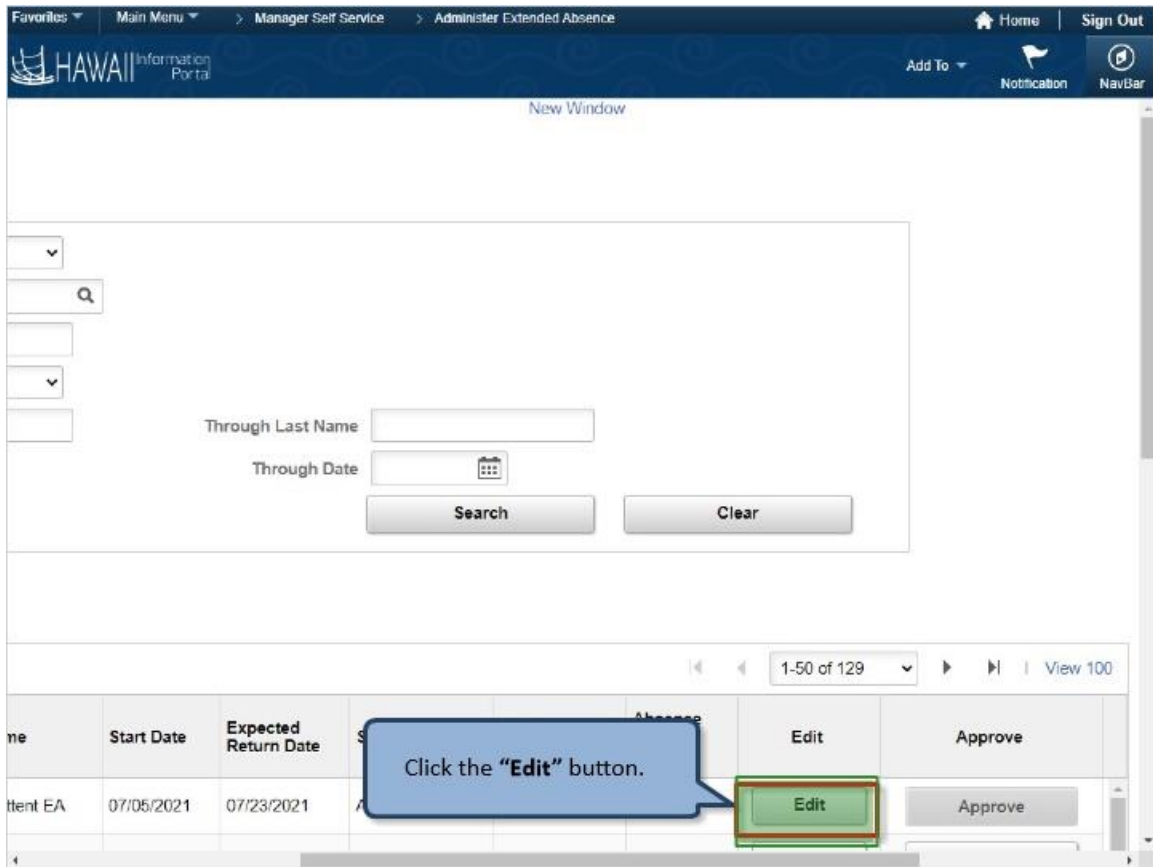
Search

Extended Absence Requests

Name	Empl ID	Empl Record	Absence	Start Date	Status	Date Submitted
John Aloha	00033000	0	FMLA Inter	06/21/2021	Approved	06/21/2021

After you have located the employee’s approved extended absence request, you must be in **edit** mode to add the new leave taken request.

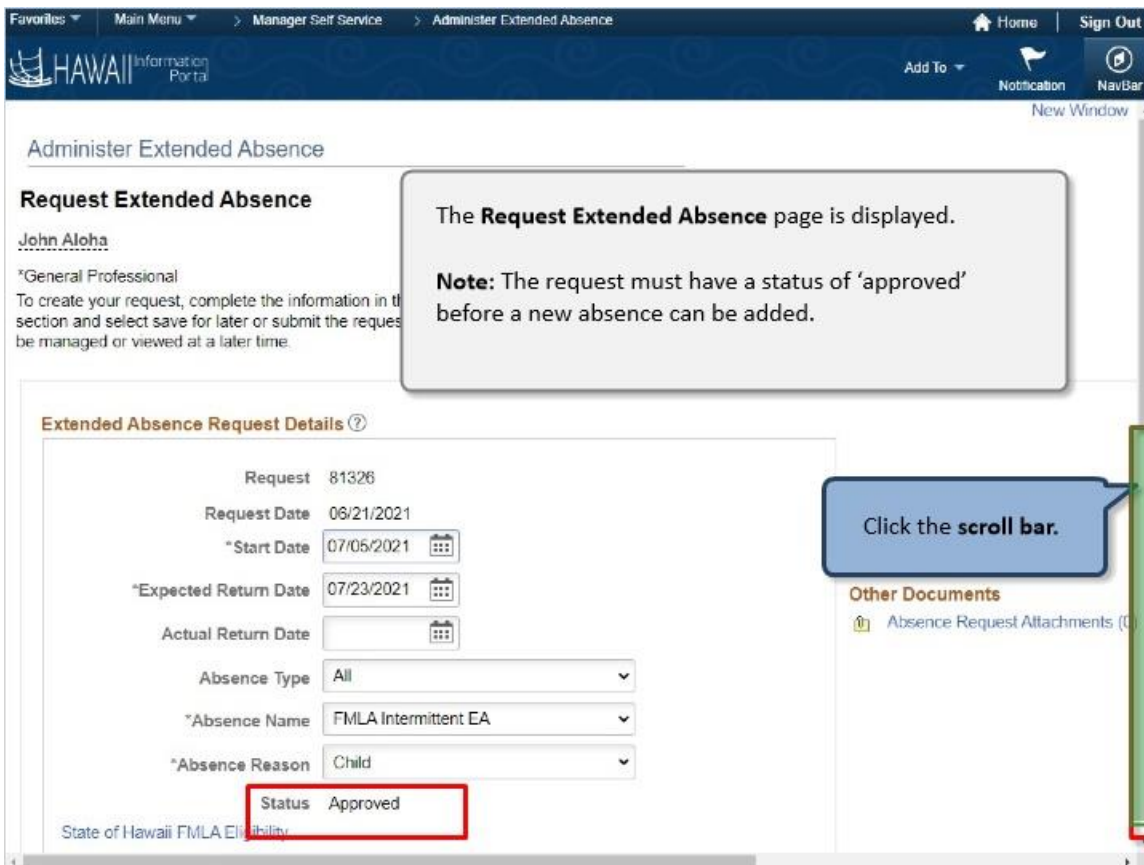
Click the **scroll bar**.



The screenshot shows the HAWAII Information Portal interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Manager Self Service', and 'Administer Extended Absence'. Below this is a search form with fields for 'Through Last Name' and 'Through Date', and buttons for 'Search' and 'Clear'. Below the search form is a table of absence records. The table has columns for 'Name', 'Start Date', 'Expected Return Date', and 'Absence'. The first row shows 'tent EA' with a start date of '07/05/2021' and an expected return date of '07/23/2021'. The 'Absence' column for this row contains an 'Edit' button, which is highlighted with a green box. A blue callout box with the text 'Click the "Edit" button.' points to this button. The table also has an 'Approve' button for each row. The table is paginated to show 1-50 of 129 records, with a 'View 100' option.

Name	Start Date	Expected Return Date	Absence
tent EA	07/05/2021	07/23/2021	Edit Approve

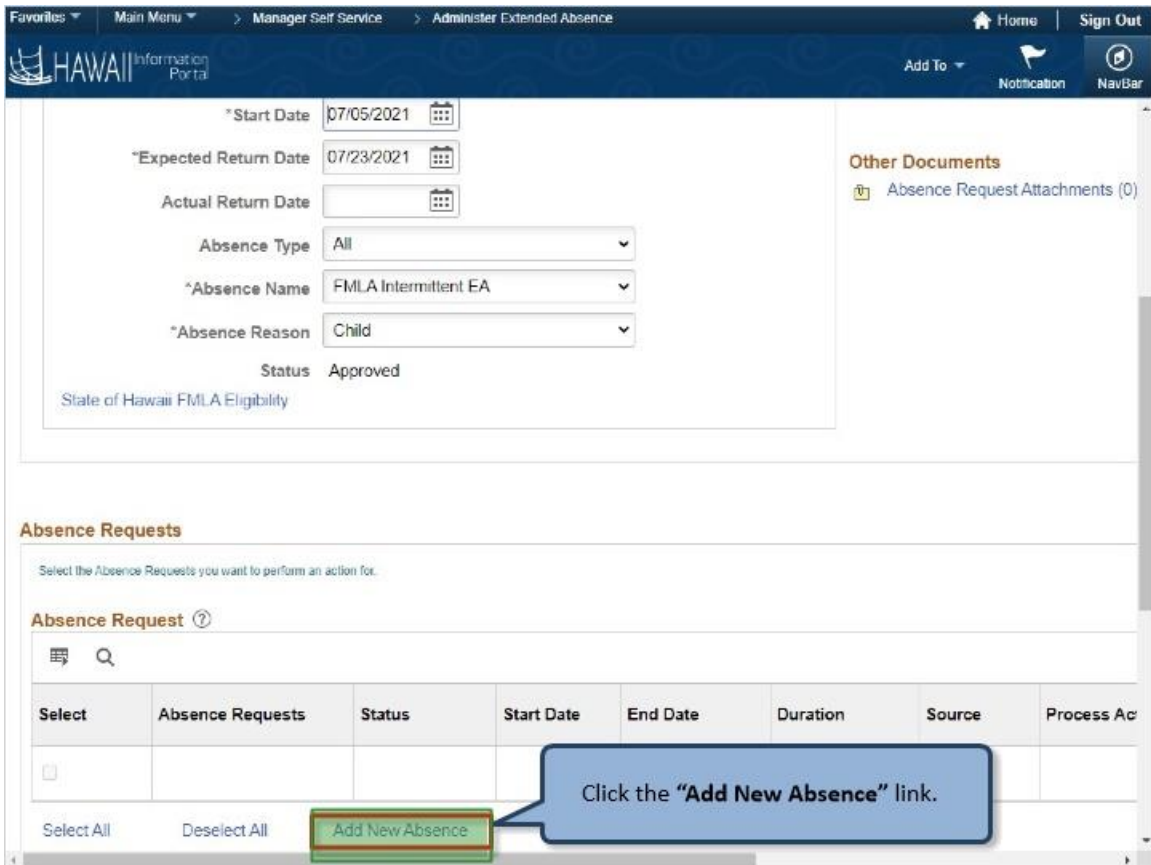
Click the **"Edit"** button.



The **Request Extended Absence** page is displayed.

Note: The request must have a status of 'approved' before a new absence can be added.

Click the **scroll bar**.



Start Date: 07/05/2021
Expected Return Date: 07/23/2021
Actual Return Date:
Absence Type: All
Absence Name: FMLA Intermittent EA
Absence Reason: Child
Status: Approved
State of Hawaii FMLA Eligibility

Other Documents
Absence Request Attachments (0)

Absence Requests
Select the Absence Requests you want to perform an action for.

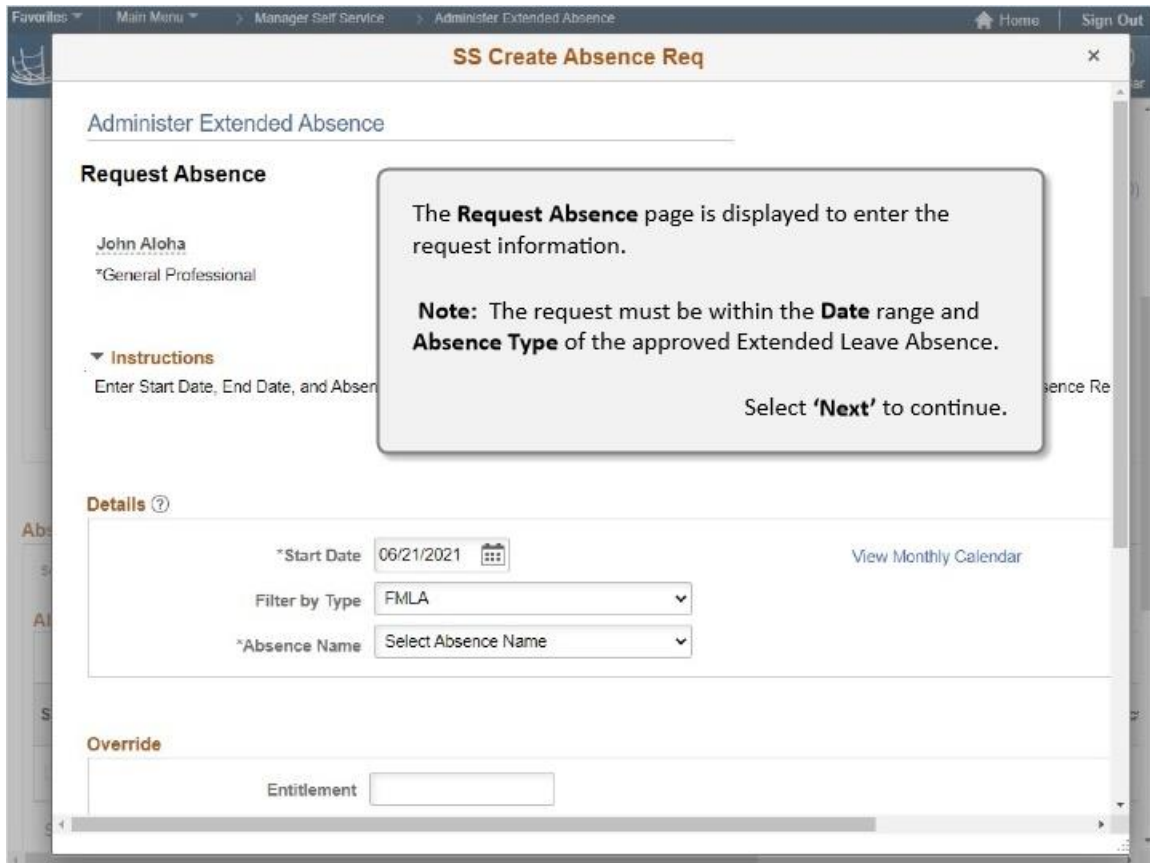
Absence Request ?

Select	Absence Requests	Status	Start Date	End Date	Duration	Source	Process Ac
<input type="checkbox"/>							

Select All Deselect All **Add New Absence**

Click the "Add New Absence" link.

Click the "Add New Absence" link



Administer Extended Absence

Request Absence

John Aloha
*General Professional

Instructions
Enter Start Date, End Date, and Absen

Details ?

*Start Date: 06/21/2021 [View Monthly Calendar](#)

Filter by Type: FMLA

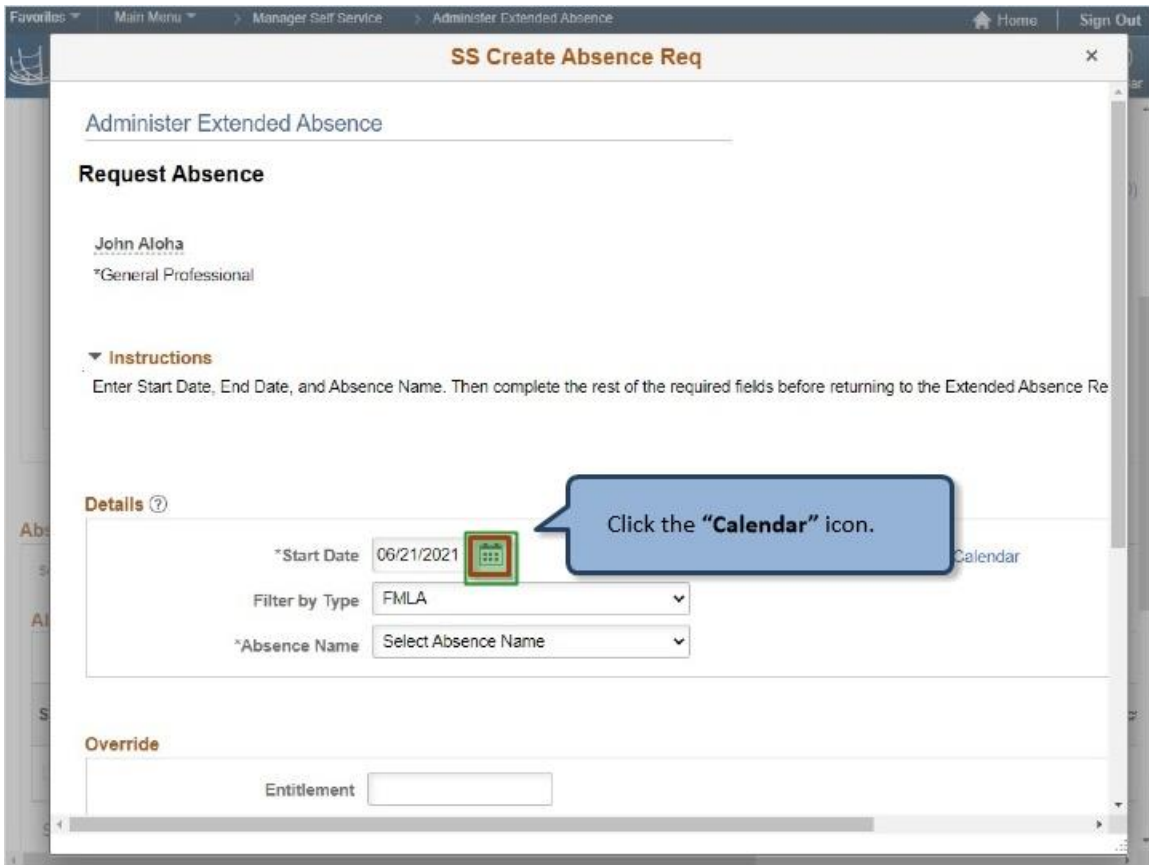
*Absence Name: Select Absence Name

Override

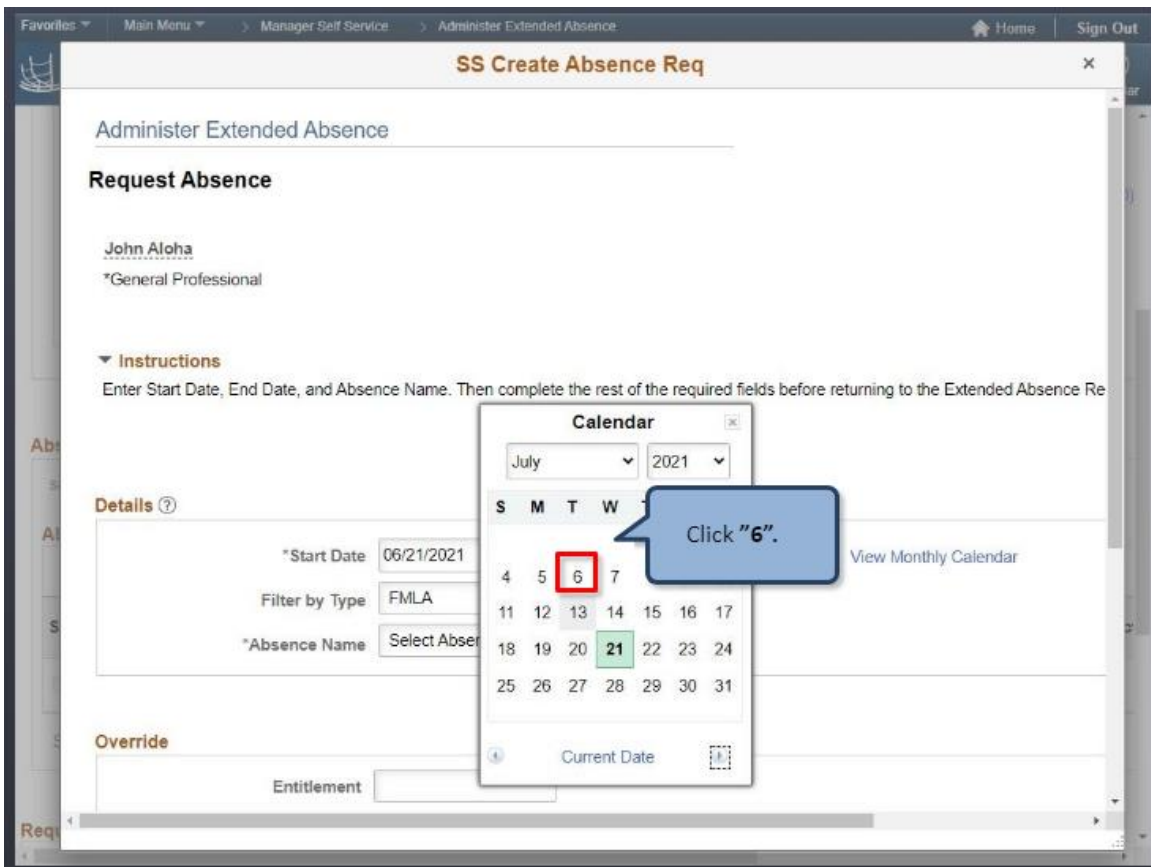
Entitlement:

The **Request Absence** page is displayed to enter the request information.

Note: The request must be within the **Date** range and **Absence Type** of the approved Extended Leave Absence.



Click the **“Calendar”** icon.



SS Create Absence Req

Administer Extended Absence

Request Absence

John Aloha
*General Professional

Instructions
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Extended Absence Re

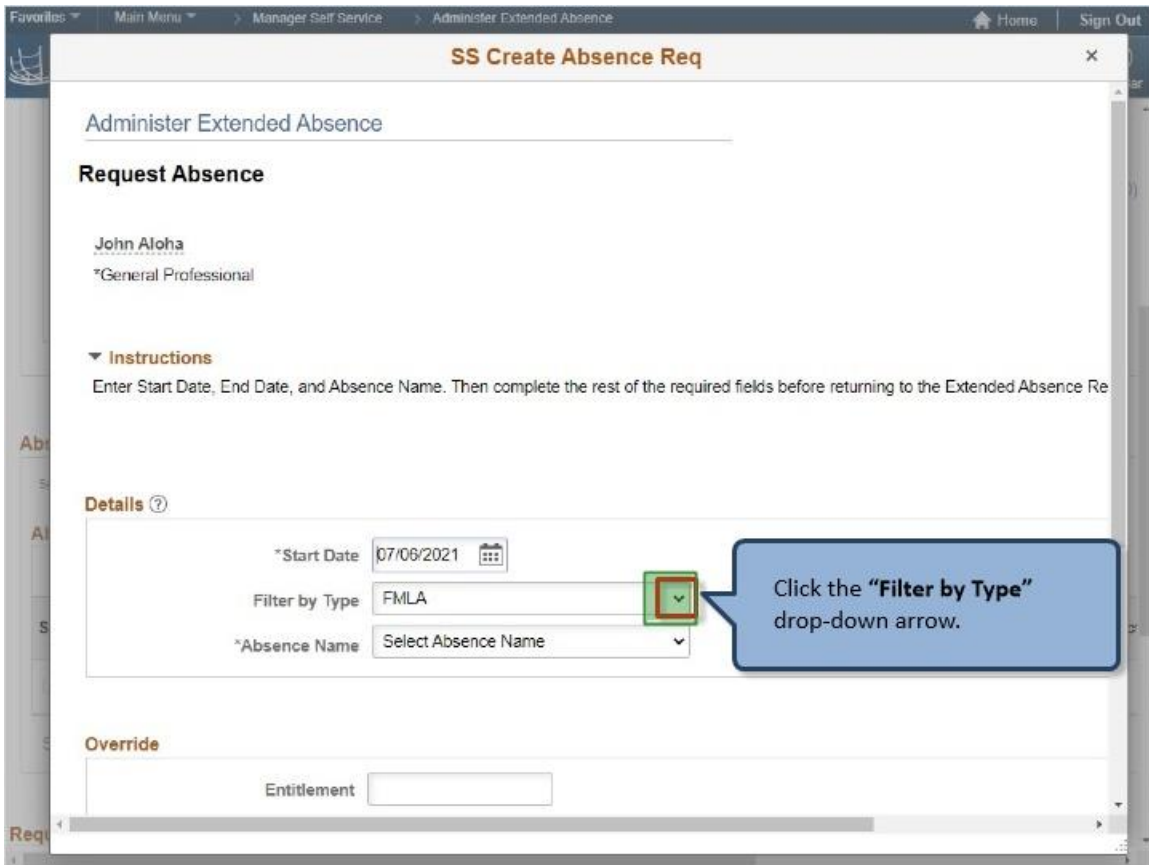
Details

*Start Date: 06/21/2021
Filter by Type: FMLA
*Absence Name: Select Absen...

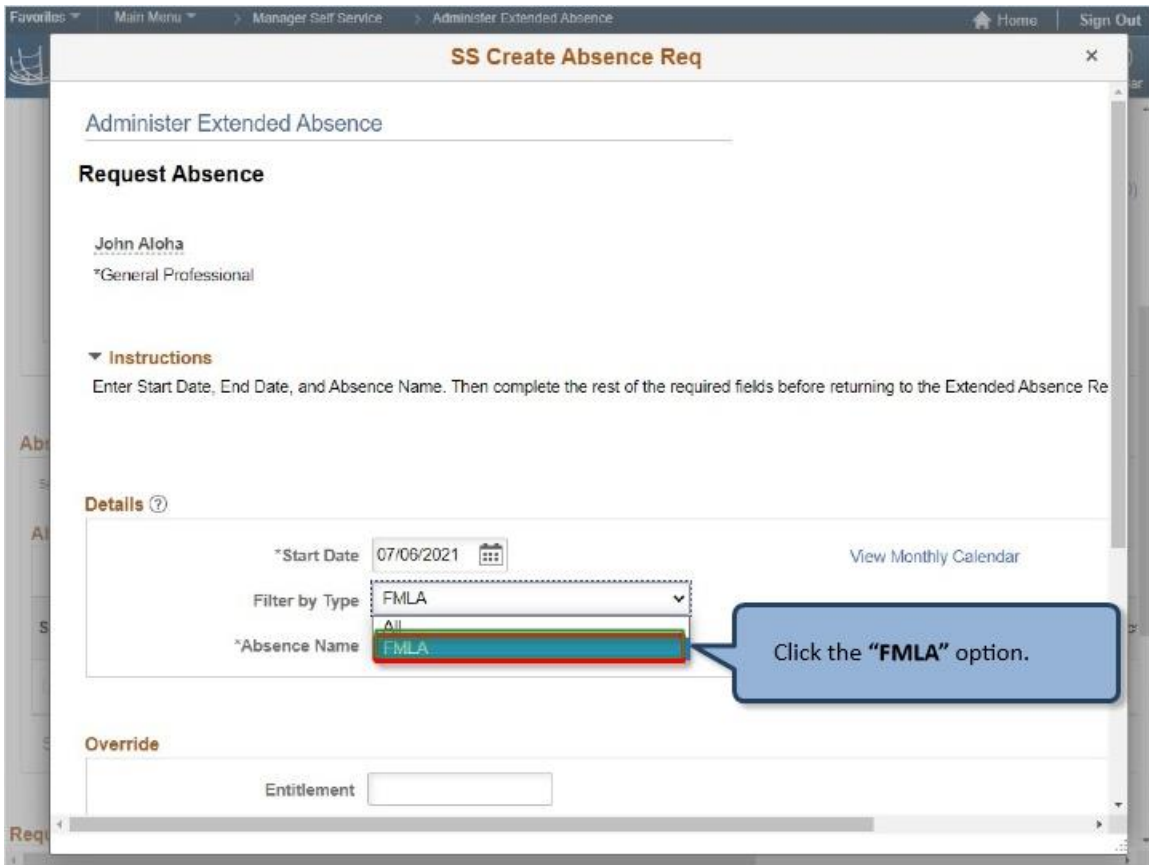
Calendar
July 2021
S M T W
4 5 6 7
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31
Current Date

Click "6".

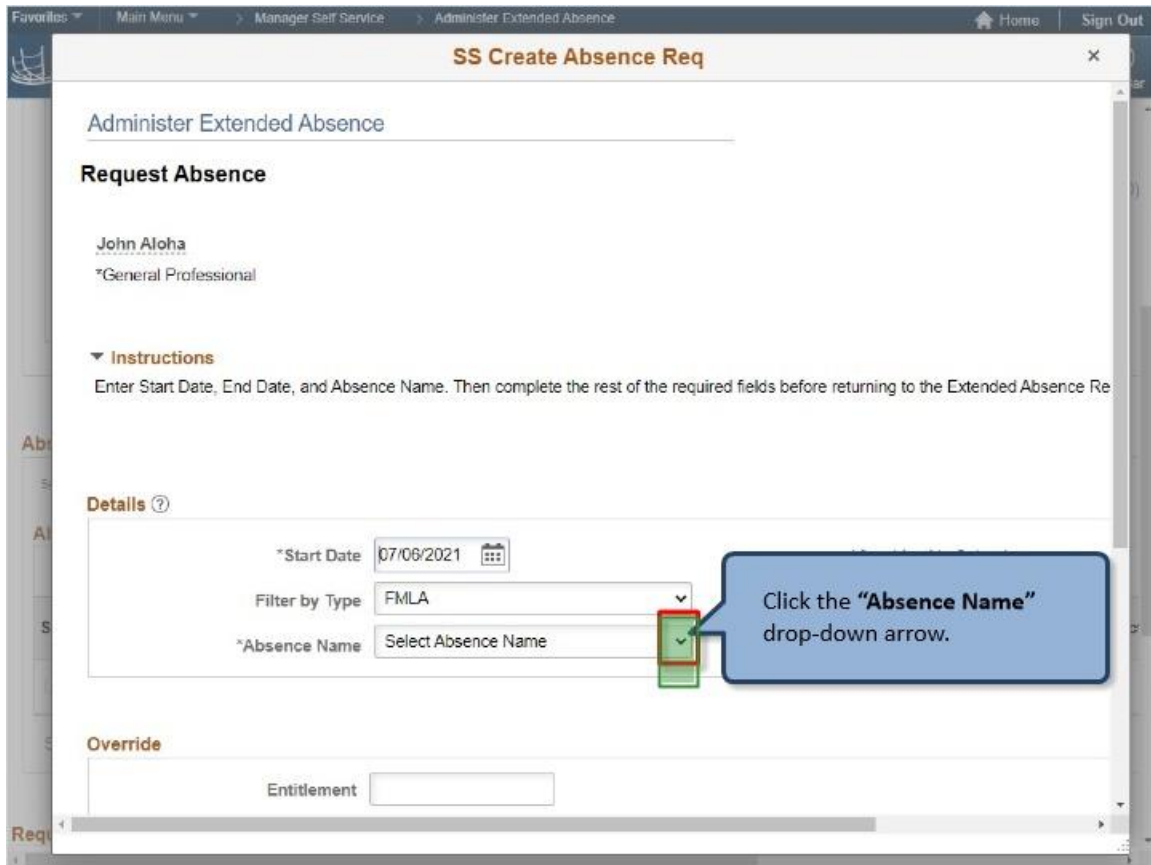
Click "6".



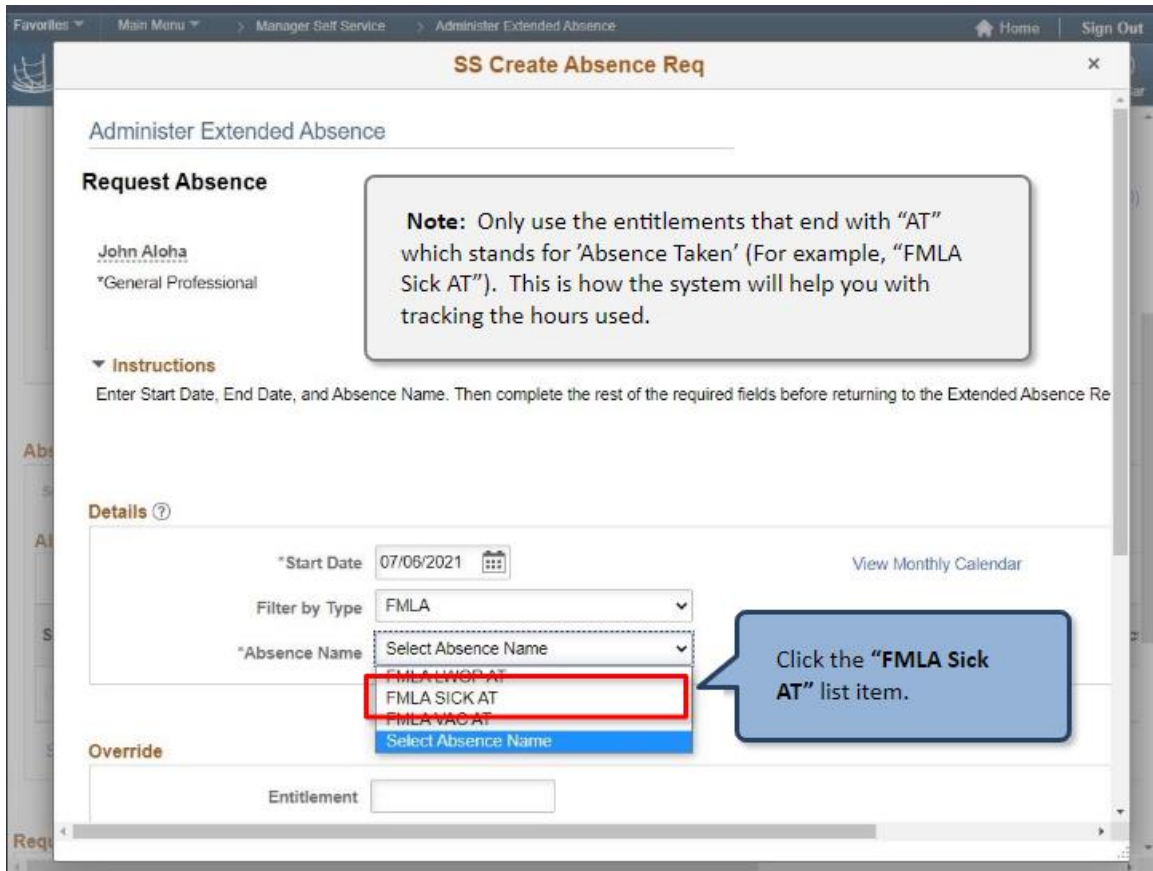
Click the **“Filter by Type”** drop-down arrow.



Click the **"FMLA"** option.

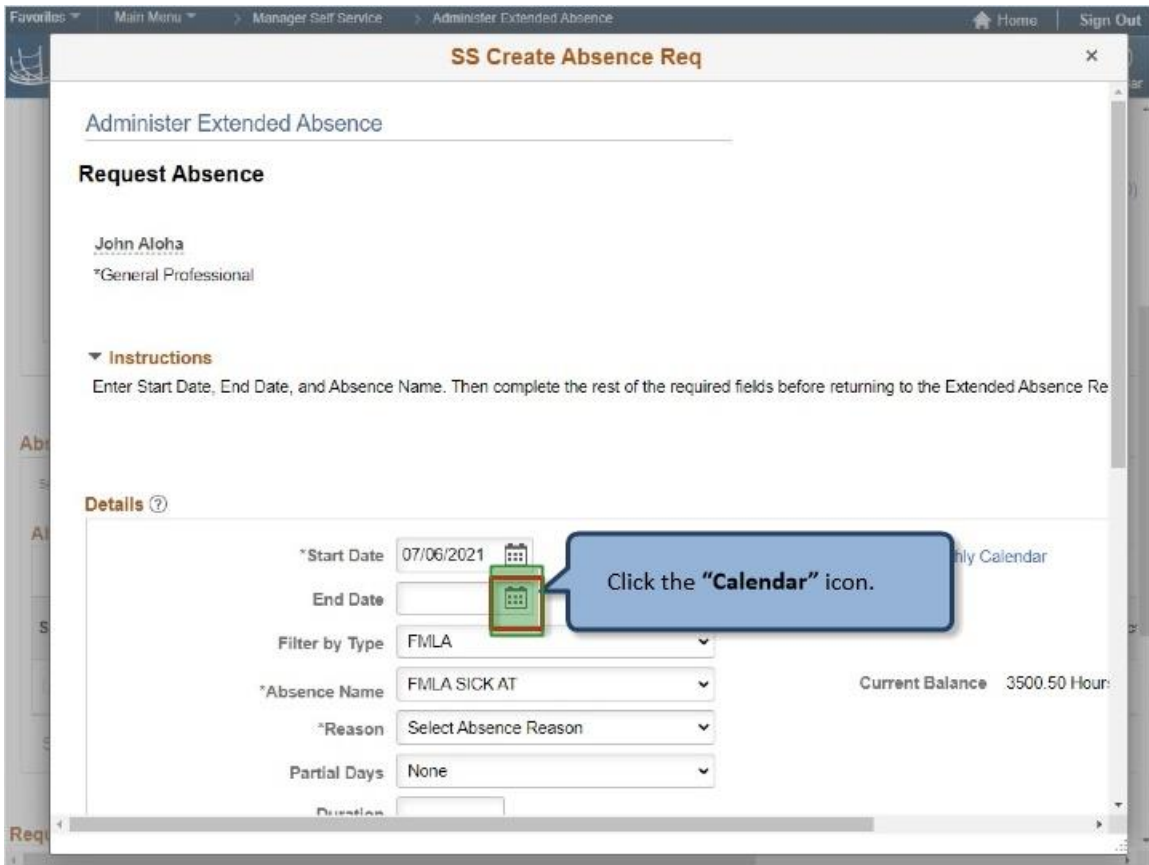


Click the **“Absence Name”** drop-down arrow.



Note: Only use the entitlements that end with “AT” which stands for ‘Absence Taken’ (For example, “FMLA Sick AT”). This is how the system will help you with tracking the hours used.

Click the **“FMLA Sick AT”** list item.



SS Create Absence Req


Administer Extended Absence


Request Absence

John Aloha
*General Professional

Instructions
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Extended Absence Re

Details ?

*Start Date 07/06/2021  Only Calendar

End Date 

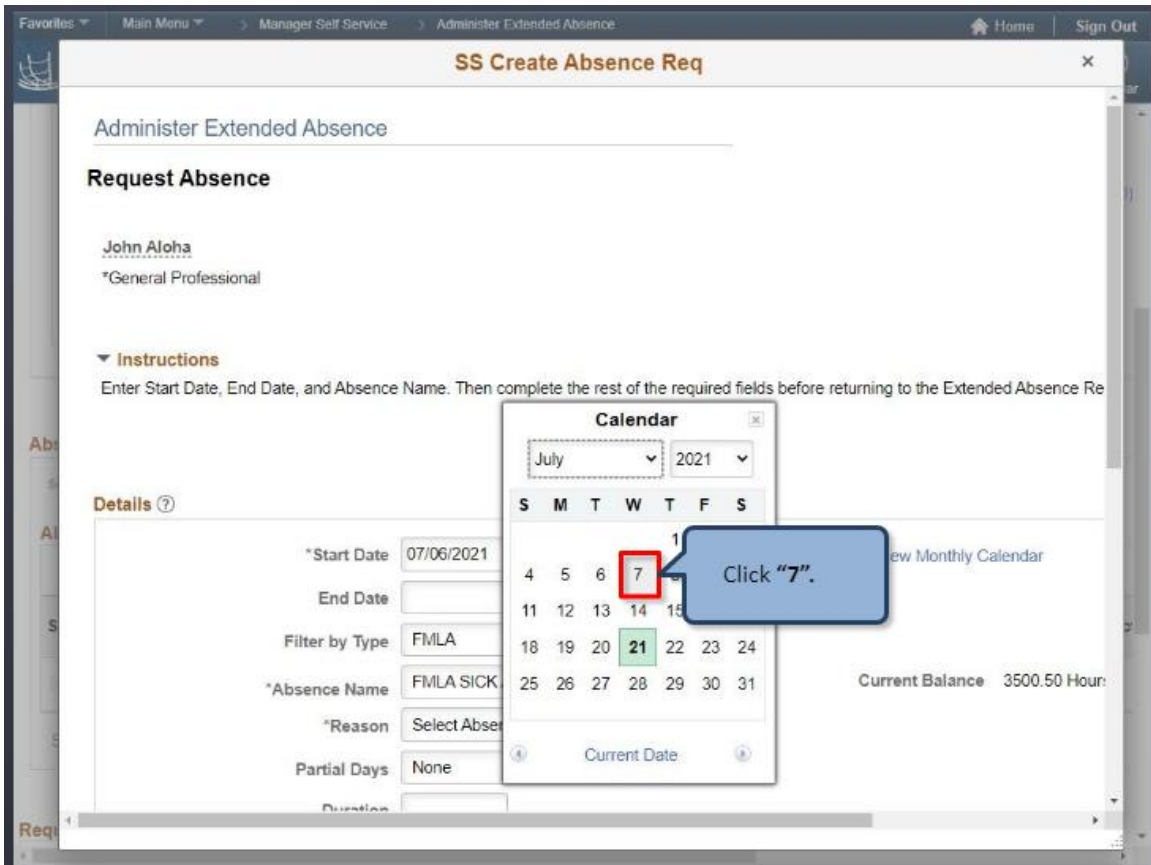
Filter by Type FMLA

*Absence Name FMLA SICK AT Current Balance 3500.50 Hour

*Reason Select Absence Reason

Partial Days None

Click the **“Calendar”** icon.



SS Create Absence Req

Administer Extended Absence

Request Absence

John Aloha
*General Professional

Instructions
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Extended Absence Re

Details

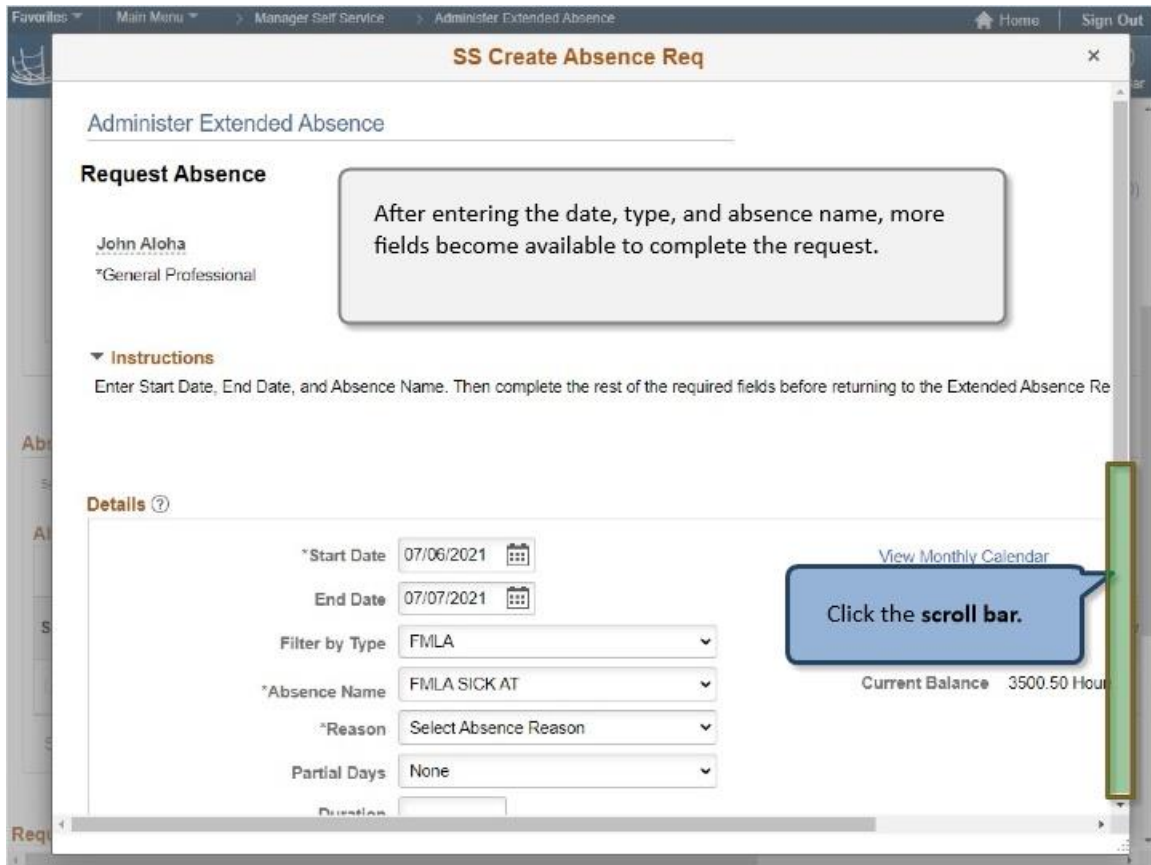
*Start Date: 07/06/2021
End Date:
Filter by Type: FMLA
*Absence Name: FMLA SICK
*Reason: Select Absen...
Partial Days: None

Calendar
July 2021
S M T W T F S
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31
Current Date

Click "7".

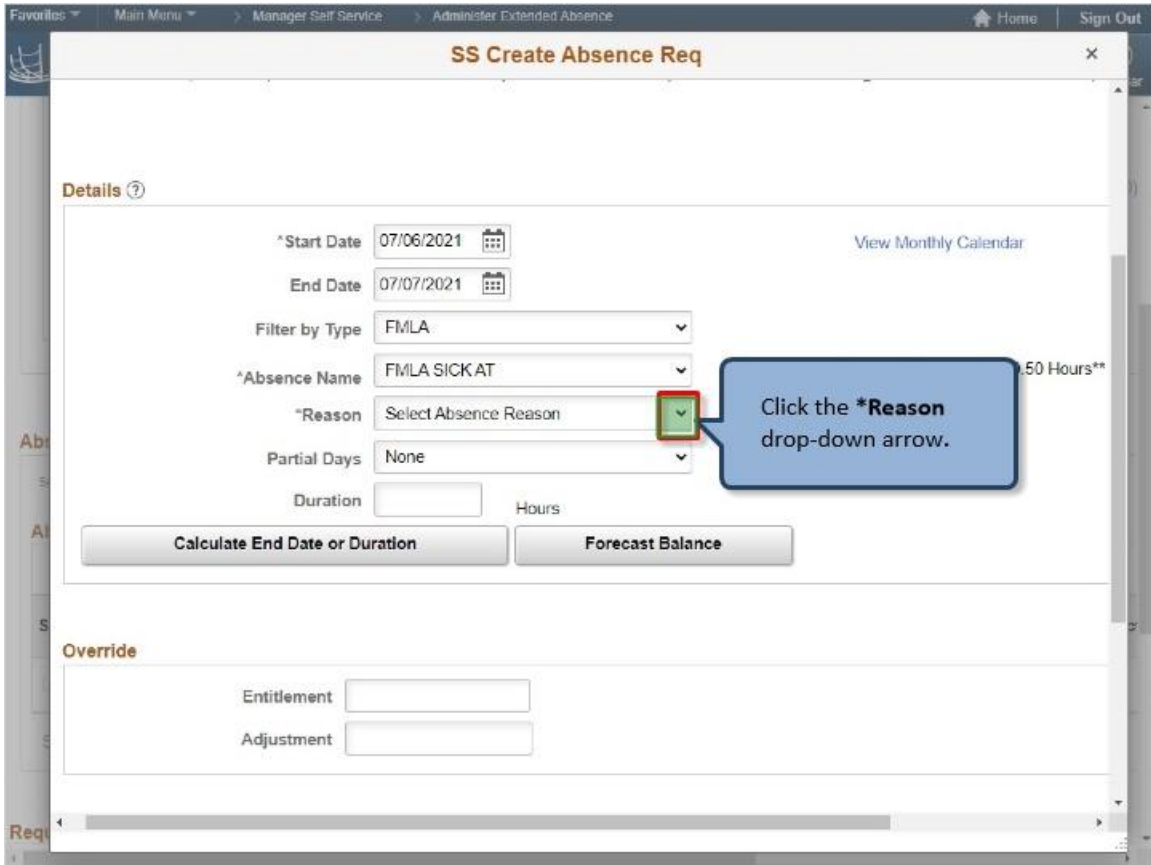
Current Balance 3500.50 Hour

Click "7".



After entering the date, type and absence name, more fields become available to complete the request.

Click the **scroll bar**.



SS Create Absence Req

Details ?

*Start Date 07/06/2021 [View Monthly Calendar](#)

End Date 07/07/2021

Filter by Type FMLA

*Absence Name FMLA SICKAT

*Reason Select Absence Reason

Partial Days None

Duration Hours

Calculate End Date or Duration Forecast Balance

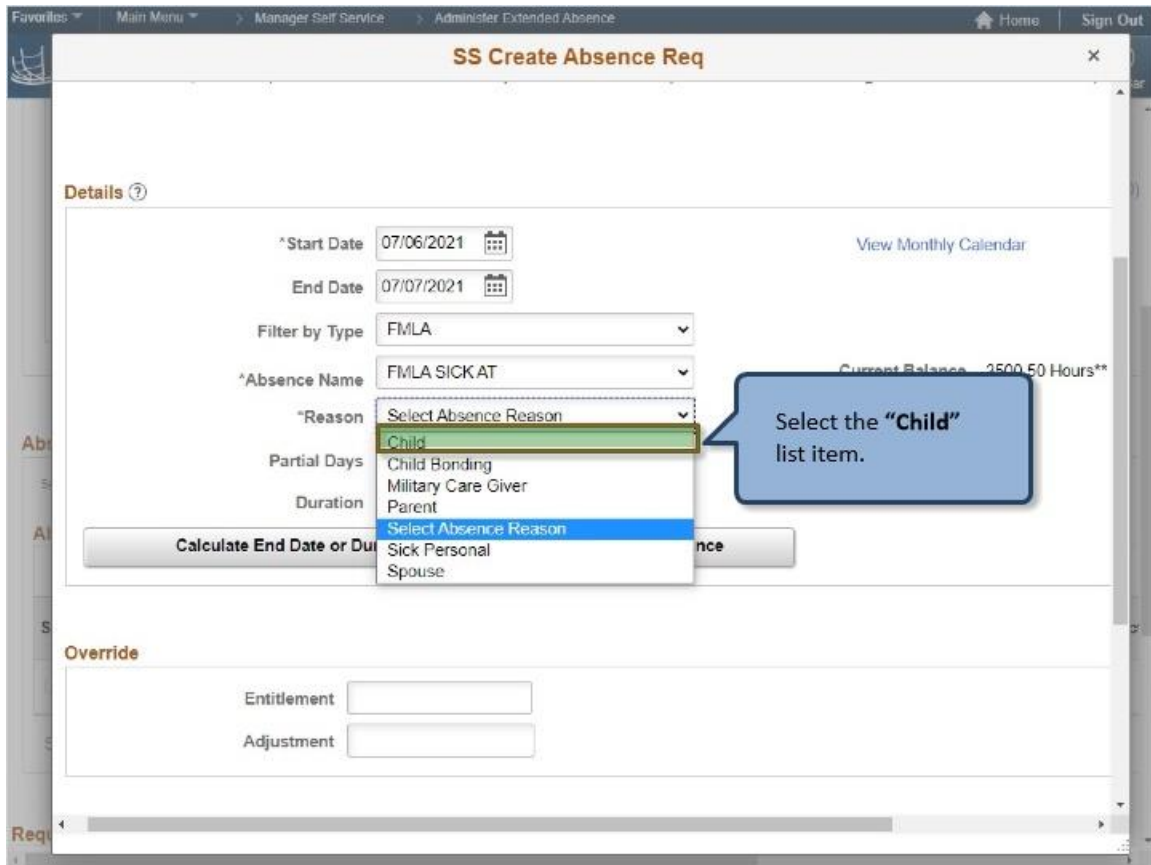
Override

Entitlement

Adjustment


Req


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



SS Create Absence Req


Details ?

*Start Date 07/06/2021  [View Monthly Calendar](#)

End Date 07/07/2021 

Filter by Type FMLA

*Absence Name FMLA SICKAT Current Balance 2500.50 Hours**

*Reason 

- Child
- Child Bonding
- Military Care Giver
- Parent
- Select Absence Reason
- Sick Personal
- Spouse

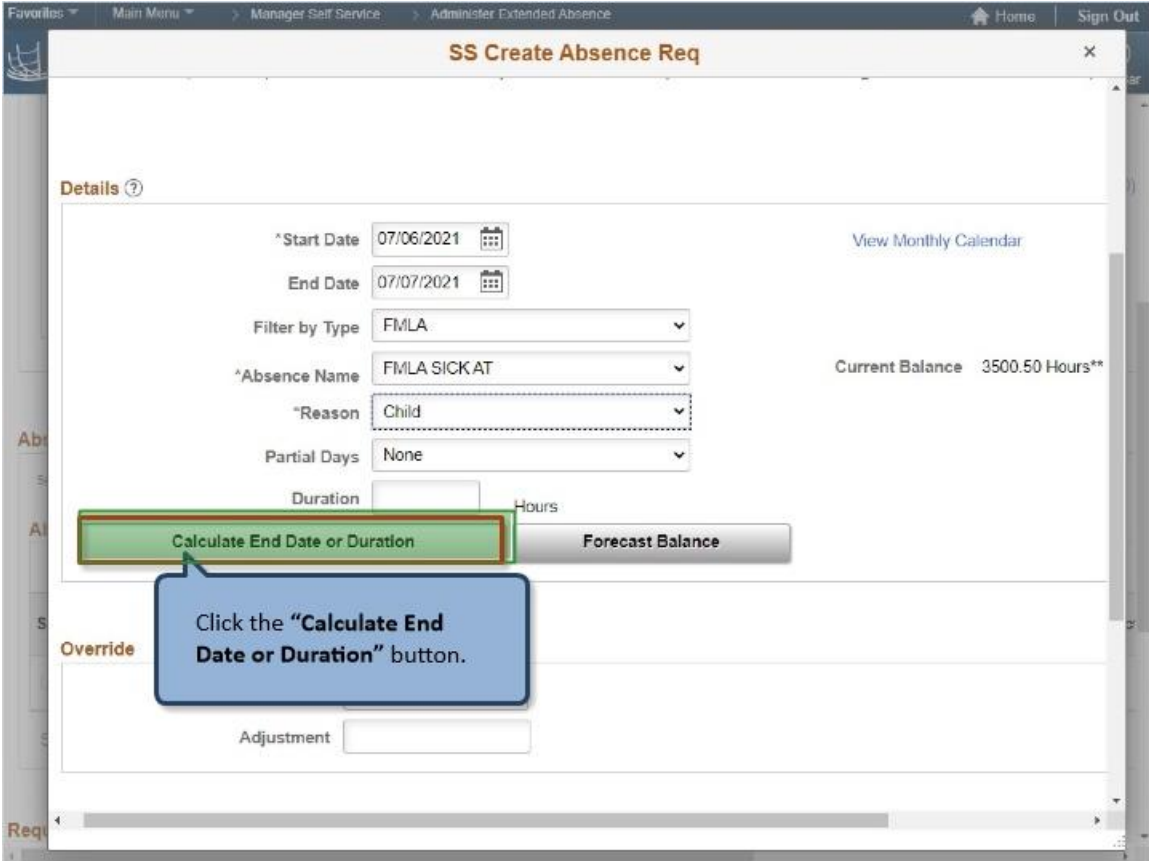
Calculate End Date or Duration

Override

Entitlement

Adjustment

Select the **“Child”** list item.



SS Create Absence Req

Details ?

*Start Date 07/06/2021 [View Monthly Calendar](#)

End Date 07/07/2021

Filter by Type FMLA

*Absence Name FMLA SICKAT Current Balance 3500.50 Hours**

*Reason Child

Partial Days None

Duration Hours

Calculate End Date or Duration Forecast Balance

Override

Adjustment

Click the **“Calculate End Date or Duration”** button.

The **Duration** is automatically calculated based on the ***Start** and **End** Dates.

Select **'Next'** to continue.

Details ⓘ

***Start Date** 07/06/2021

End Date 07/07/2021

Filter by Type FMLA

***Absence Name** FMLA SICKAT **Current Balance** 3500.50 Hours**

***Reason** Child

Partial Days None

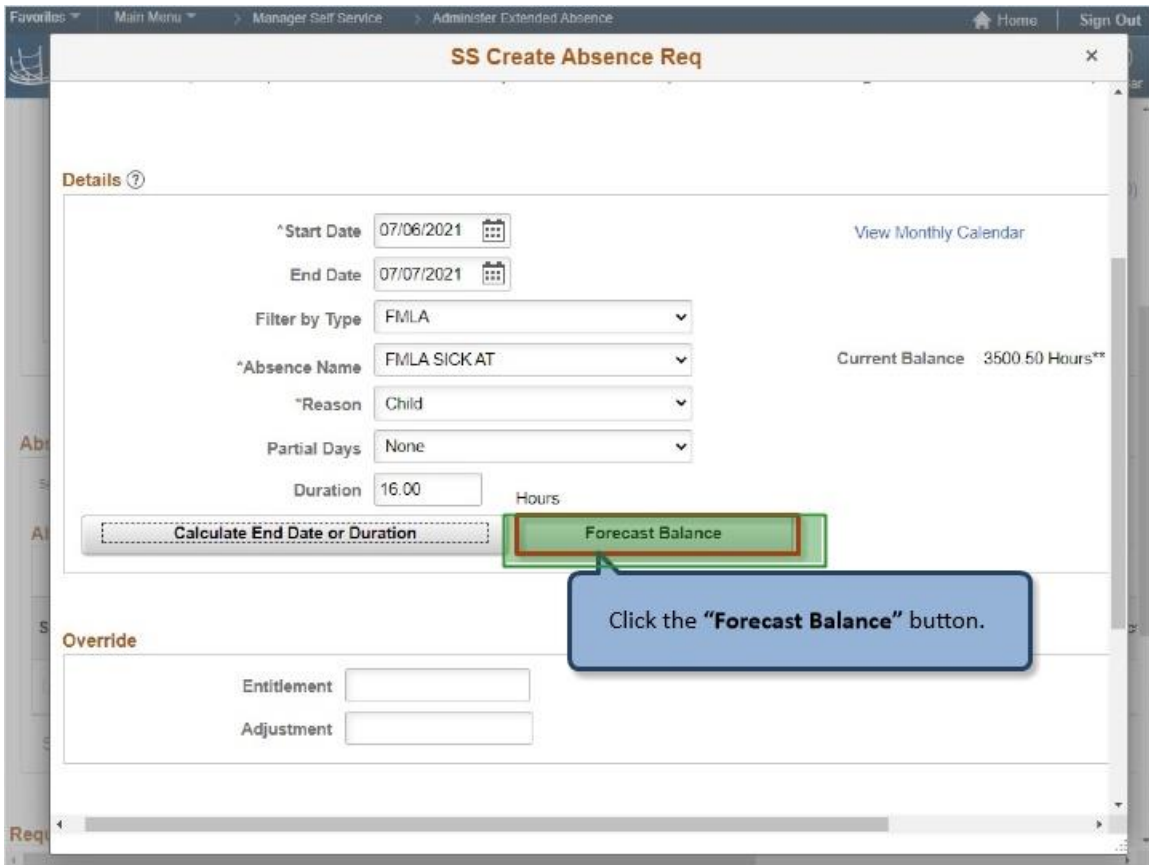
Duration 16.00 Hours

Override

Entitlement

Adjustment

The **Duration** is automatically calculated based on the ***Start** and **End** Dates.



SS Create Absence Req

Details ?

Start Date: 07/06/2021 [View Monthly Calendar](#)

End Date: 07/07/2021

Filter by Type: FMLA

Absence Name: FMLA SICKAT Current Balance: 3500.50 Hours**

Reason: Child

Partial Days: None

Duration: 16.00 Hours

Buttons: Calculate End Date or Duration, Forecast Balance

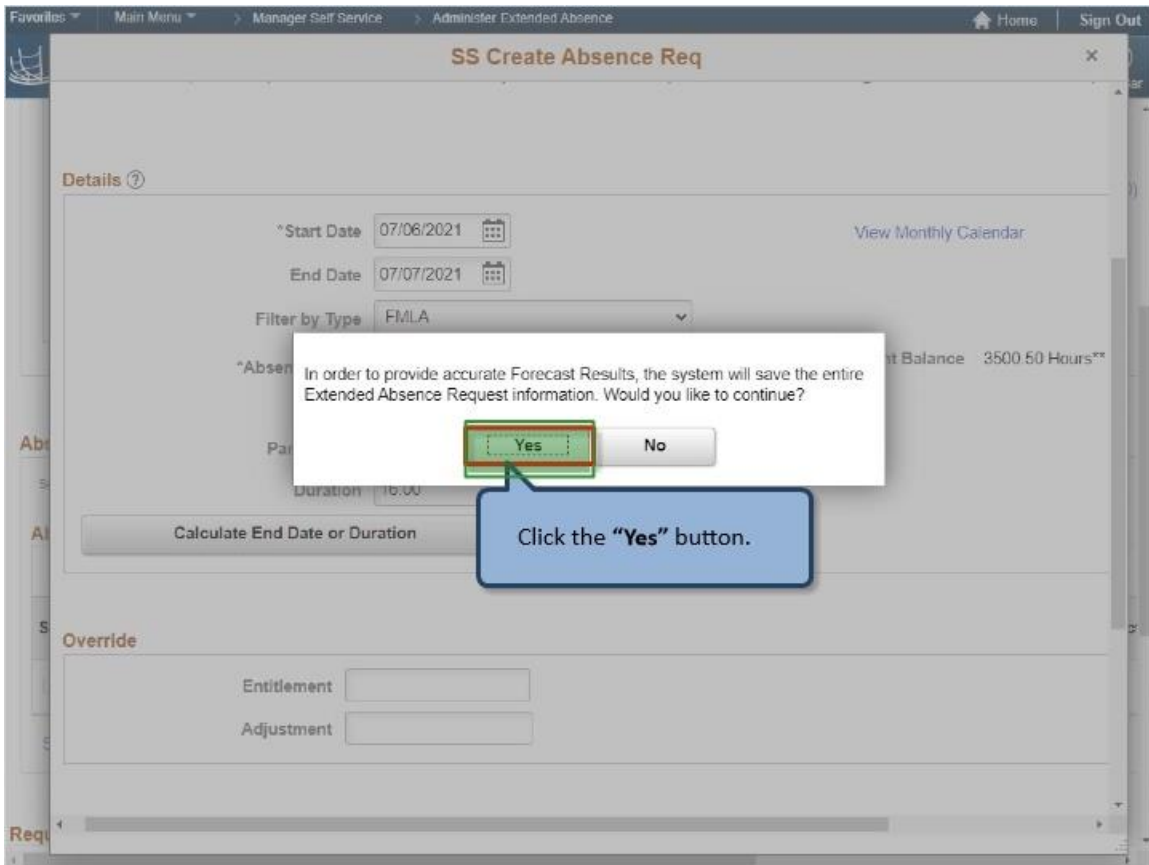
Override

Entitlement:

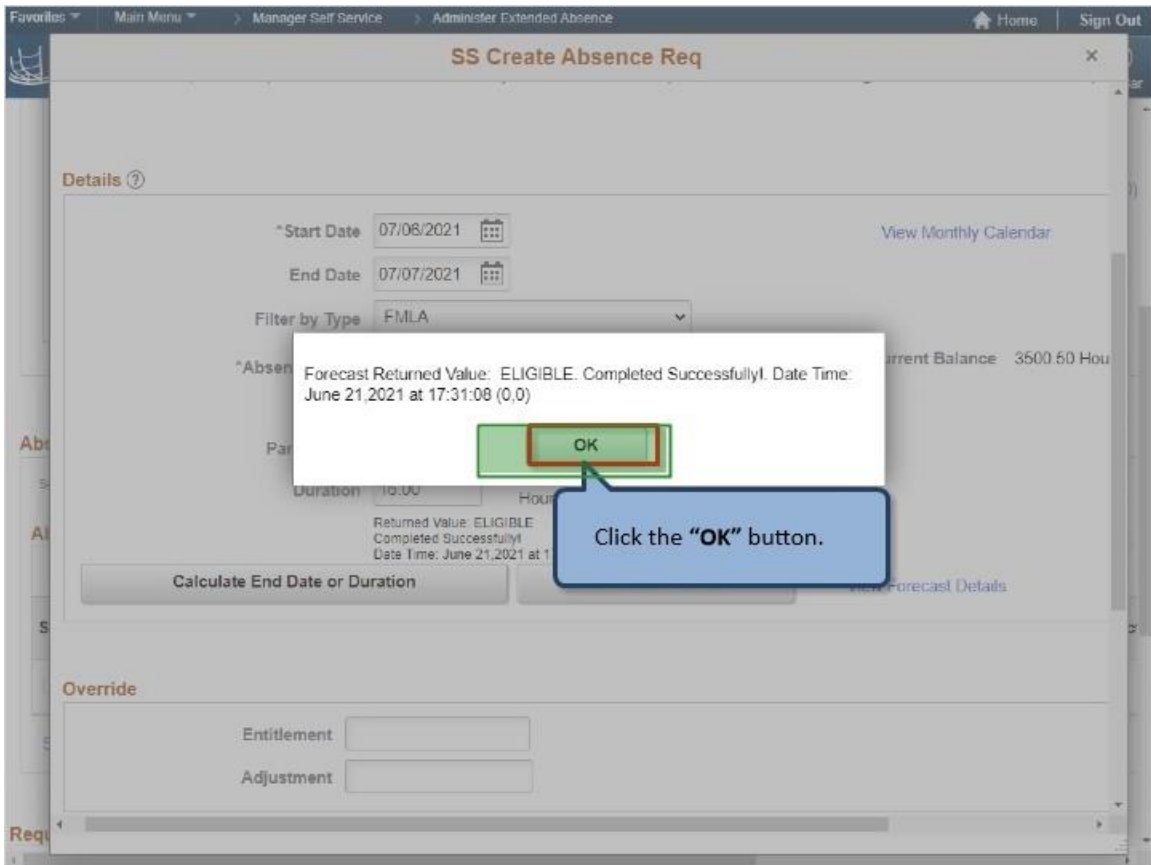
Adjustment:

Click the "Forecast Balance" button.

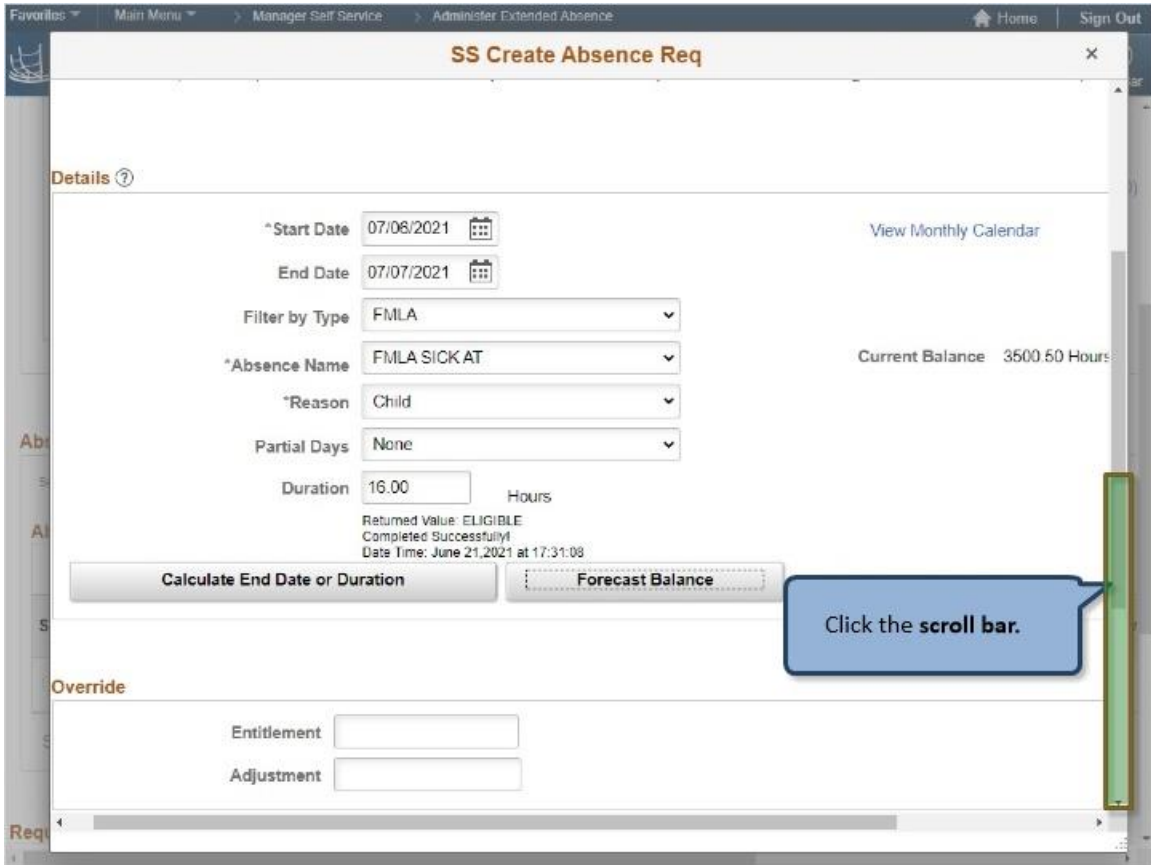
Click the "Forecast Balance" button.



Click the **"Yes"** button.





Click the **“OK”** button.



SS Create Absence Req

Details ?

*Start Date 07/06/2021  View Monthly Calendar

End Date 07/07/2021 

Filter by Type FMLA

*Absence Name FMLA SICK AT Current Balance 3500.50 Hours

*Reason Child

Partial Days None

Duration 16.00 Hours

Returned Value: ELIGIBLE
Completed Successfully!
Date Time: June 21, 2021 at 17:31:08

Calculate End Date or Duration Forecast Balance

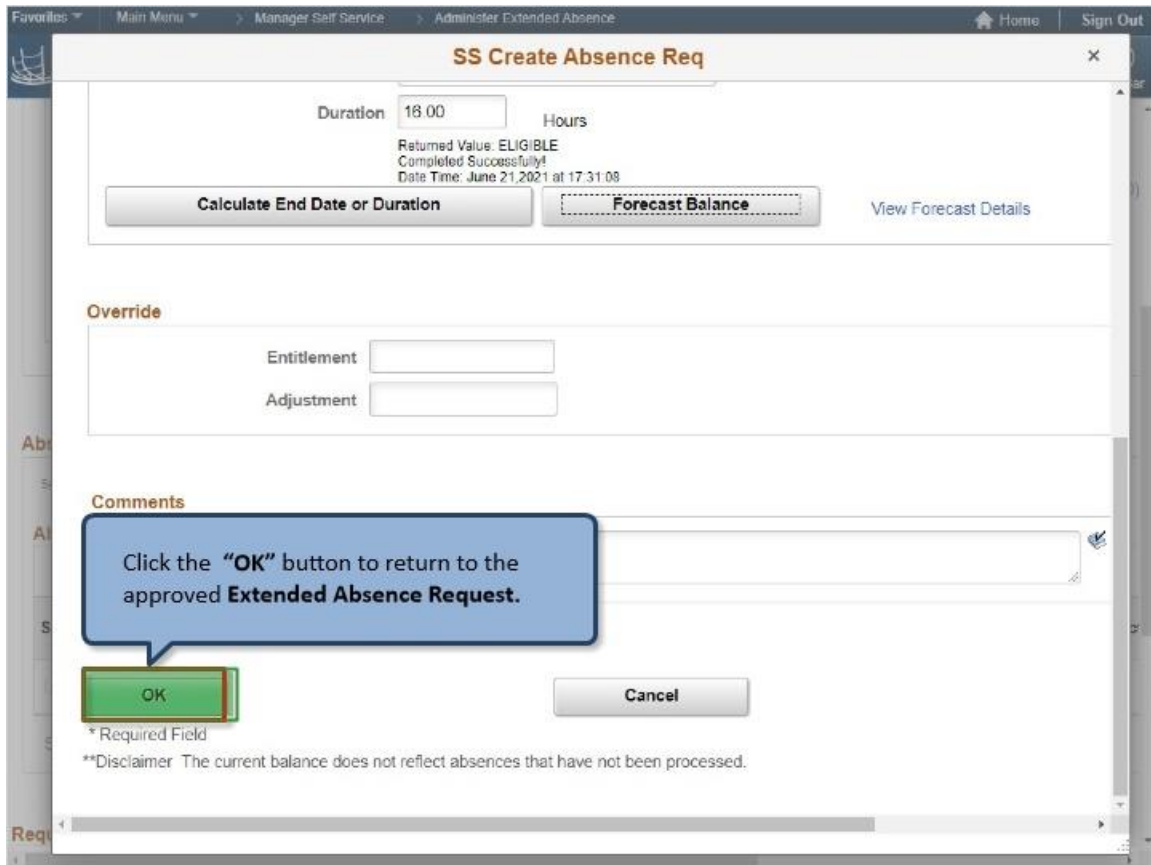
Click the **scroll bar**.

Override

Entitlement

Adjustment

Click the **scroll bar**.



Duration: 18.00 Hours
Returned Value: ELIGIBLE
Completed Successfully!
Date Time: June 21, 2021 at 17:31:08

Buttons: Calculate End Date or Duration, Forecast Balance, View Forecast Details

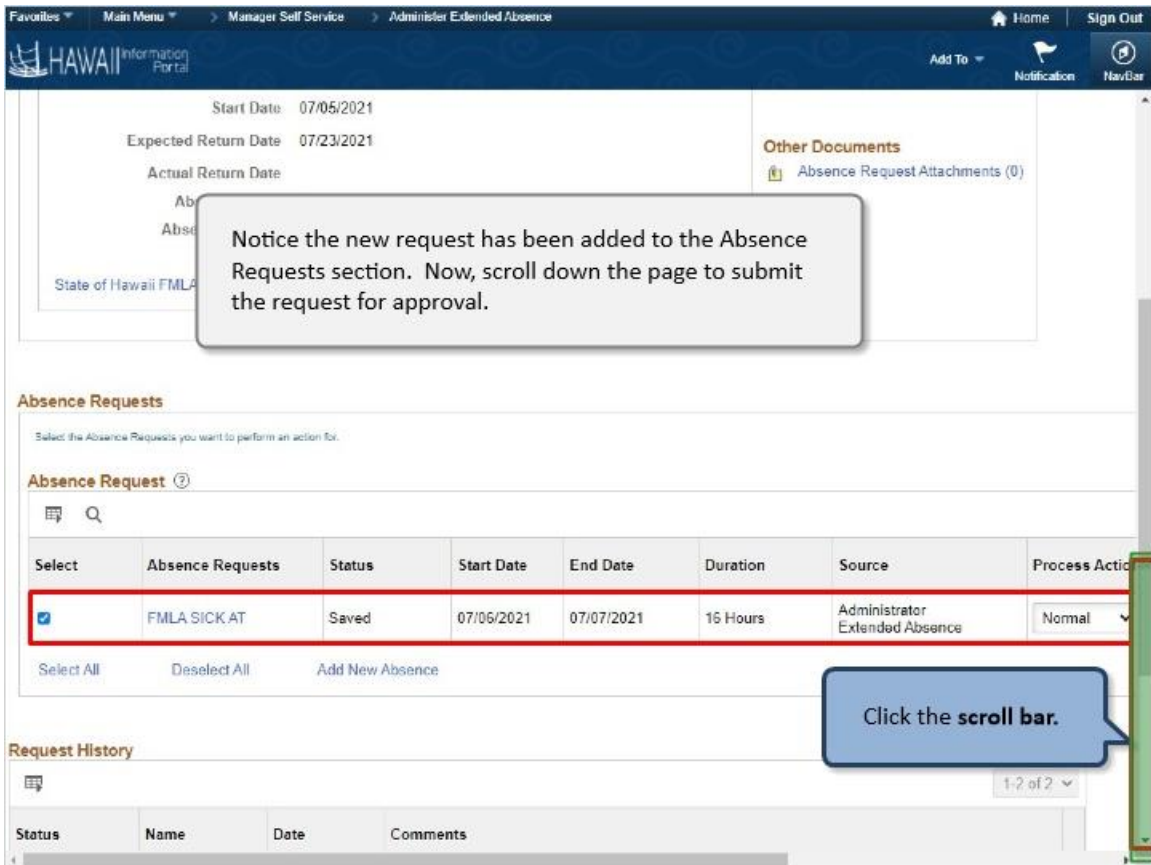
Override:
Entitlement:
Adjustment:

Comments:

Buttons: OK, Cancel

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

Click the **“OK”** button to return to the approved **Extended Absence Request**.



Start Date: 07/05/2021
Expected Return Date: 07/23/2021
Actual Return Date:
Abs
Abs
State of Hawaii FMLA

Other Documents
Absence Request Attachments (0)

Notice the new request has been added to the Absence Requests section. Now, scroll down the page to submit the request for approval.

Absence Requests
Select the Absence Requests you want to perform an action for.

Absence Request ⓘ

Select	Absence Requests	Status	Start Date	End Date	Duration	Source	Process Action
<input checked="" type="checkbox"/>	FMLA SICK AT	Saved	07/06/2021	07/07/2021	16 Hours	Administrator Extended Absence	Normal

Select All Deselect All Add New Absence

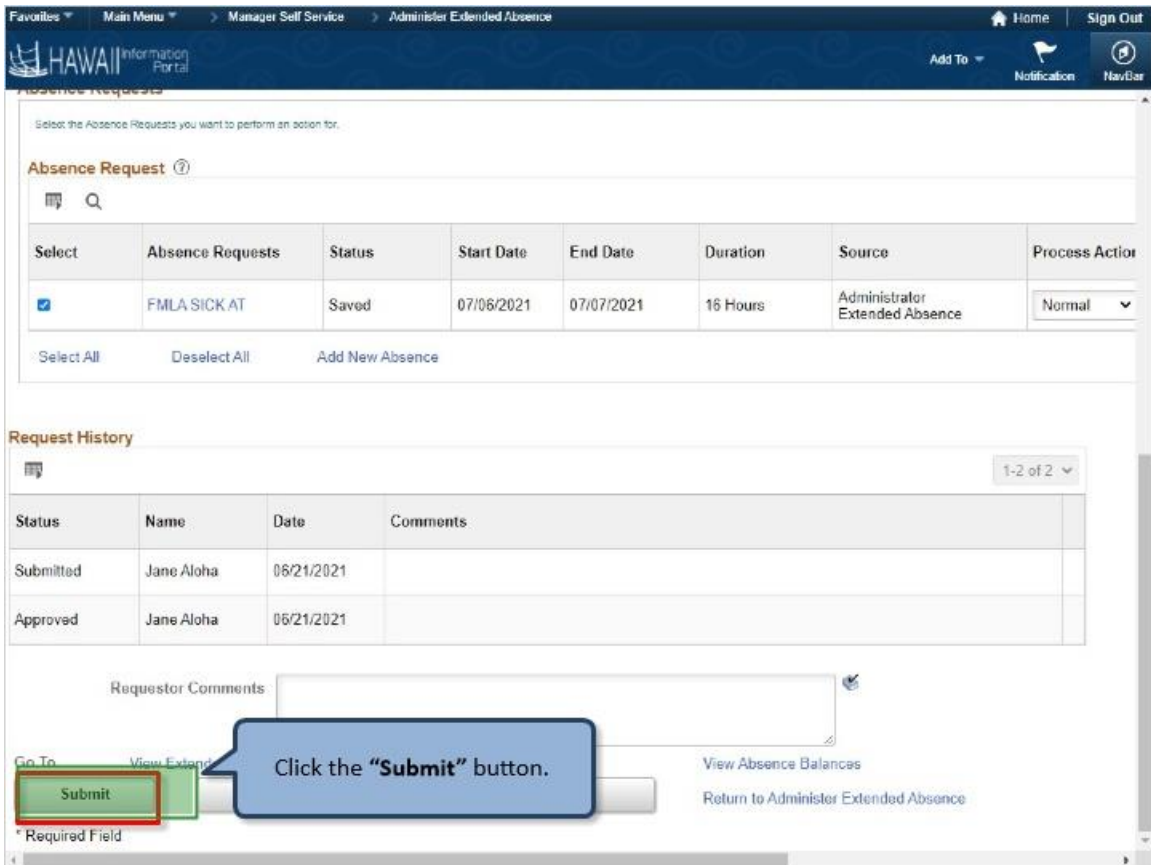
Request History
1-2 of 2

Status	Name	Date	Comments
--------	------	------	----------

Click the **scroll bar**.

Notice the new request has been added to the Absence Requests section. Now, scroll down the page to submit the request for approval.

Click the **scroll bar**.



Home Sign Out

Add To Notification NavBar

Select the Absence Requests you want to perform an action for.

Absence Request ⓘ

Select	Absence Requests	Status	Start Date	End Date	Duration	Source	Process Action
<input checked="" type="checkbox"/>	FMLA SICK AT	Saved	07/06/2021	07/07/2021	16 Hours	Administrator Extended Absence	Normal ▾

Select All Deselect All Add New Absence

Request History 1-2 of 2 ▾

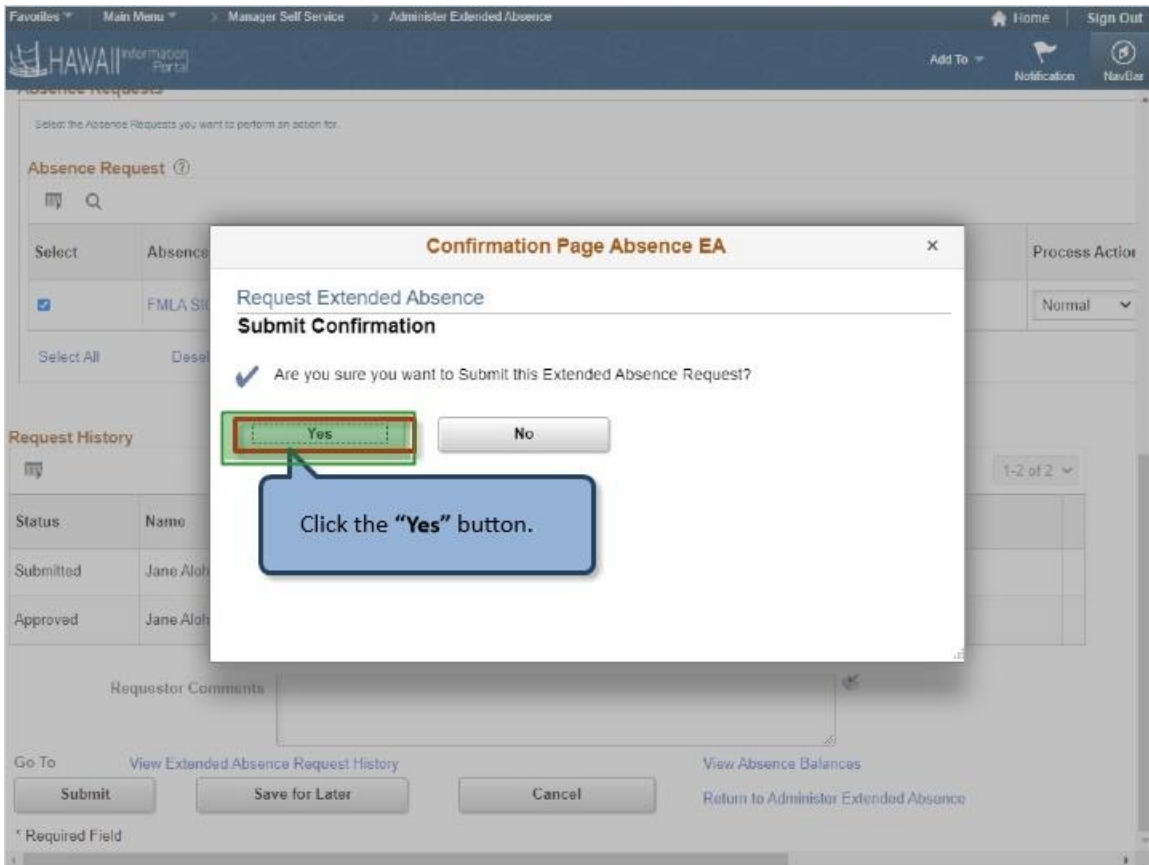
Status	Name	Date	Comments
Submitted	Jane Aloha	06/21/2021	
Approved	Jane Aloha	06/21/2021	

Requestor Comments

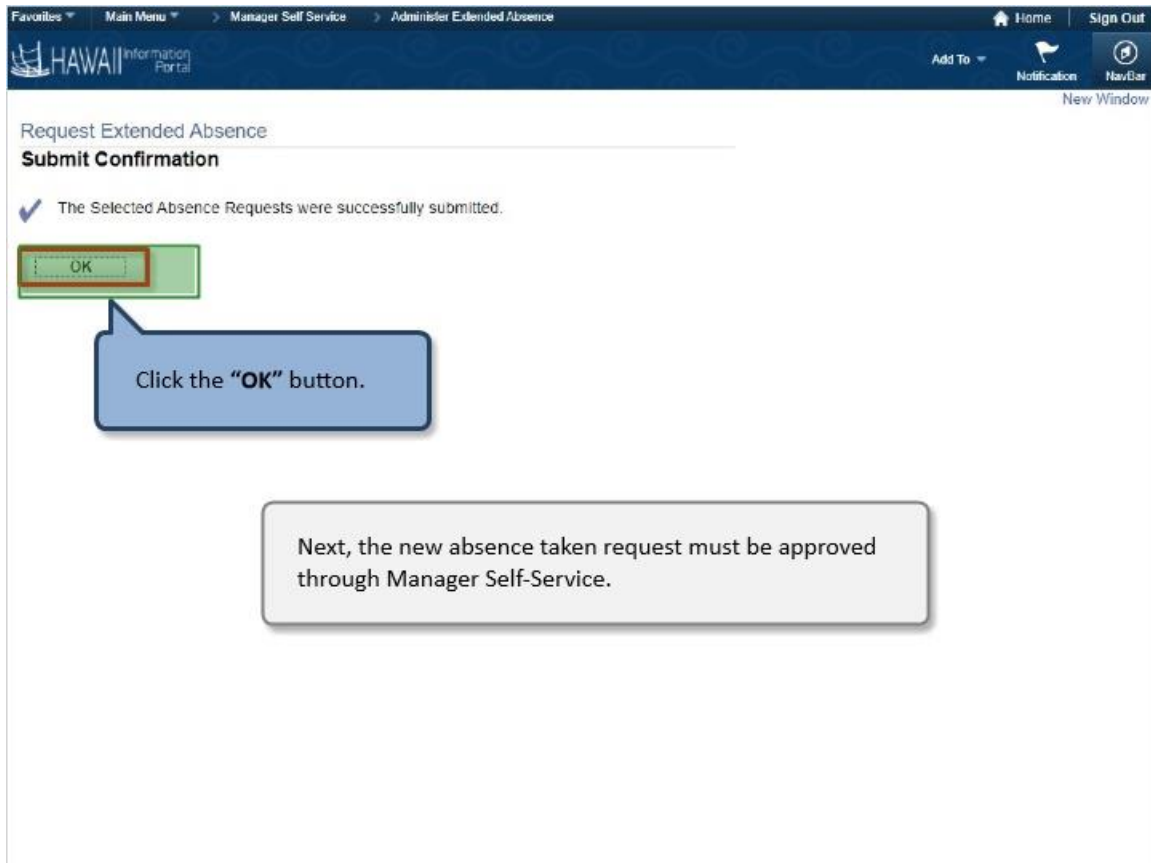
Go To View Extended **Submit** View Absence Balances Return to Administer Extended Absence

* Required Field

Click the **“Submit”** button.

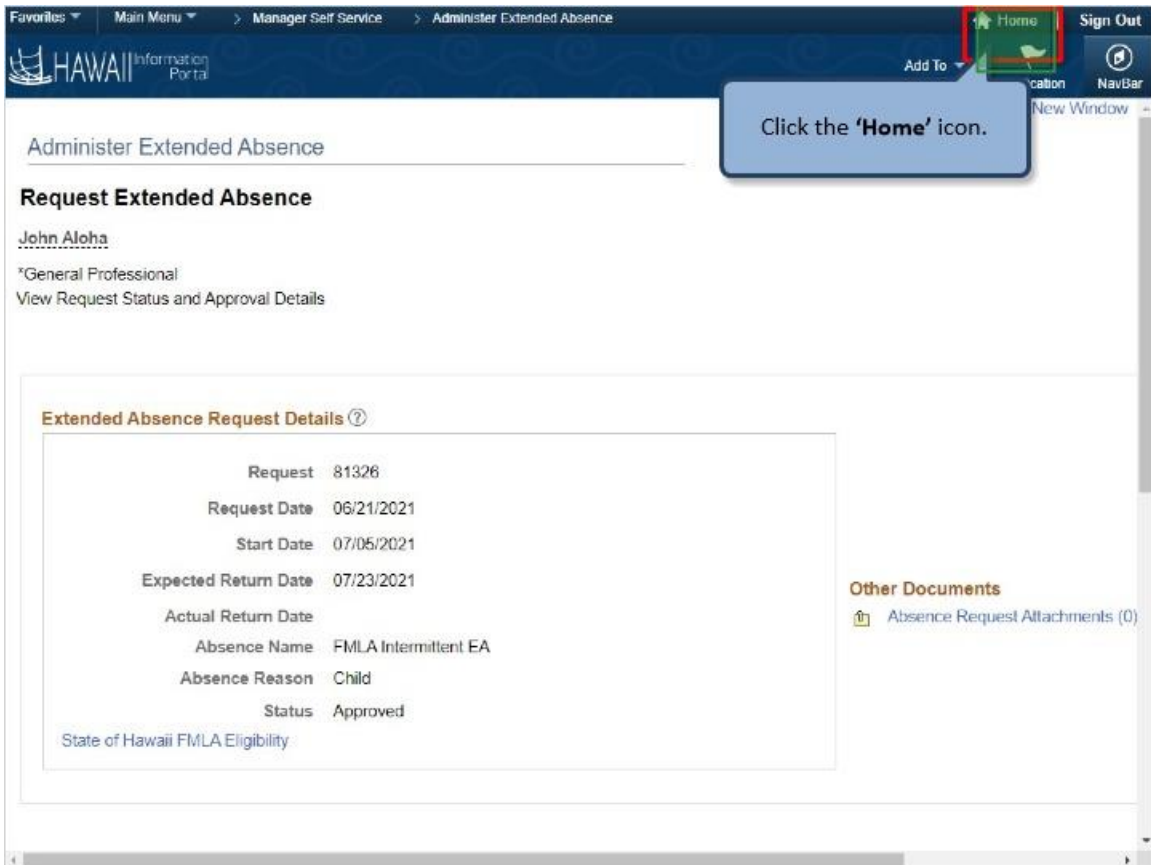


Click the **“Yes”** button.



Next, the new absence taken request must be approved through Manager Self-Service.

Click the “**OK**” button.



Administer Extended Absence

Request Extended Absence

John Aloha
*General Professional
View Request Status and Approval Details

Extended Absence Request Details ⓘ

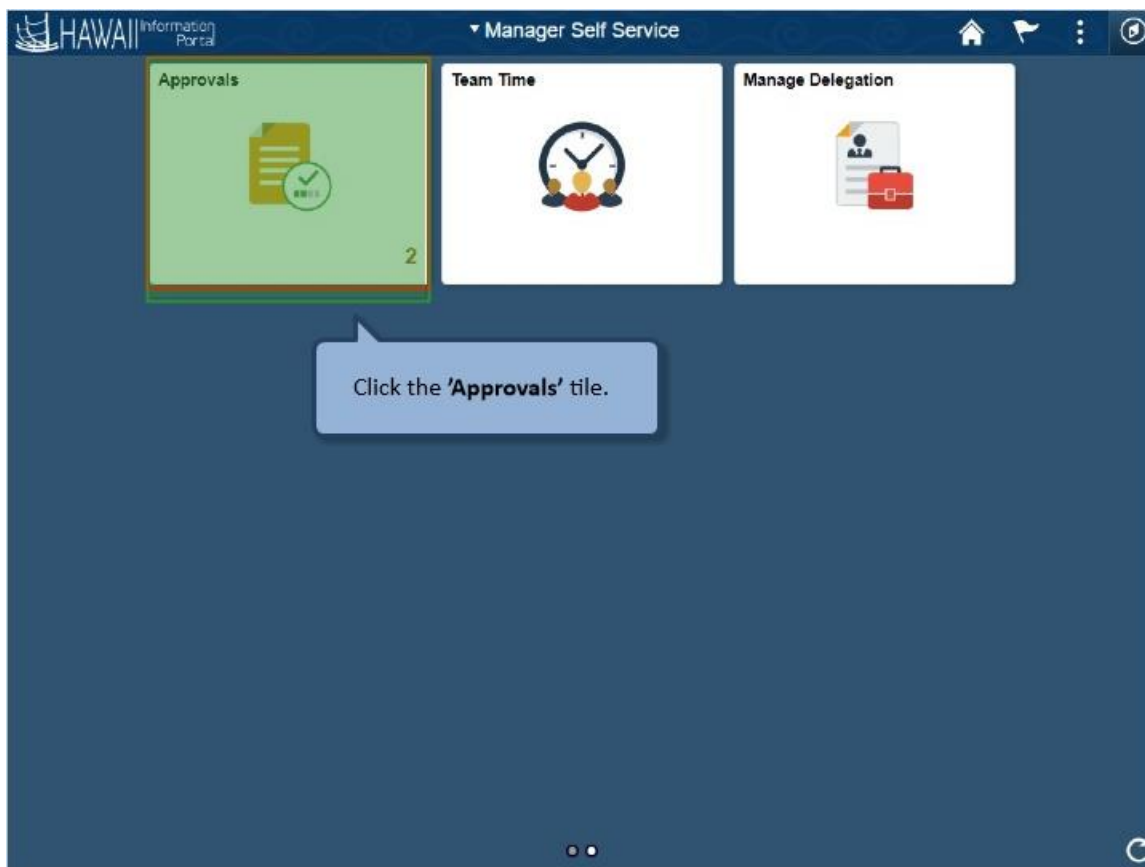
Request	81326
Request Date	06/21/2021
Start Date	07/05/2021
Expected Return Date	07/23/2021
Actual Return Date	
Absence Name	FMLA Intermittent EA
Absence Reason	Child
Status	Approved

[State of Hawaii FMLA Eligibility](#)

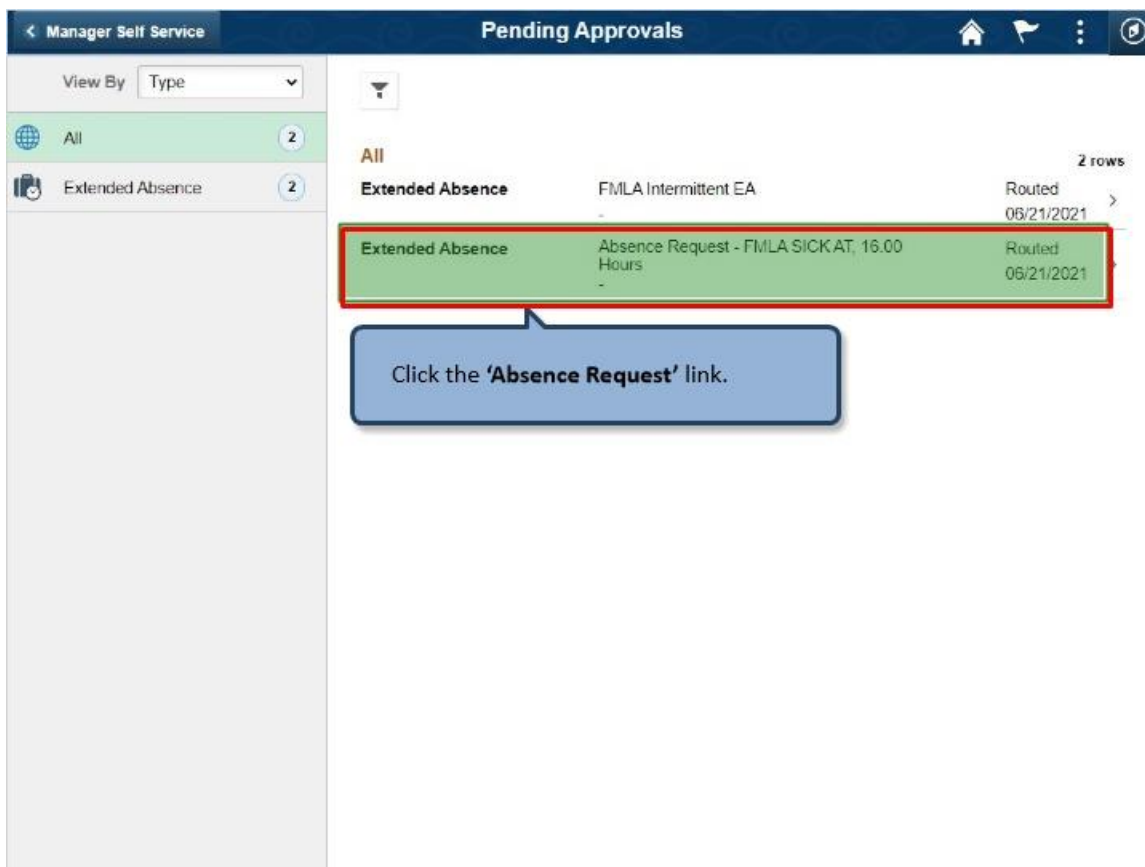
Other Documents
📎 Absence Request Attachments (0)

Click the 'Home' icon.

Click the 'Home' icon.



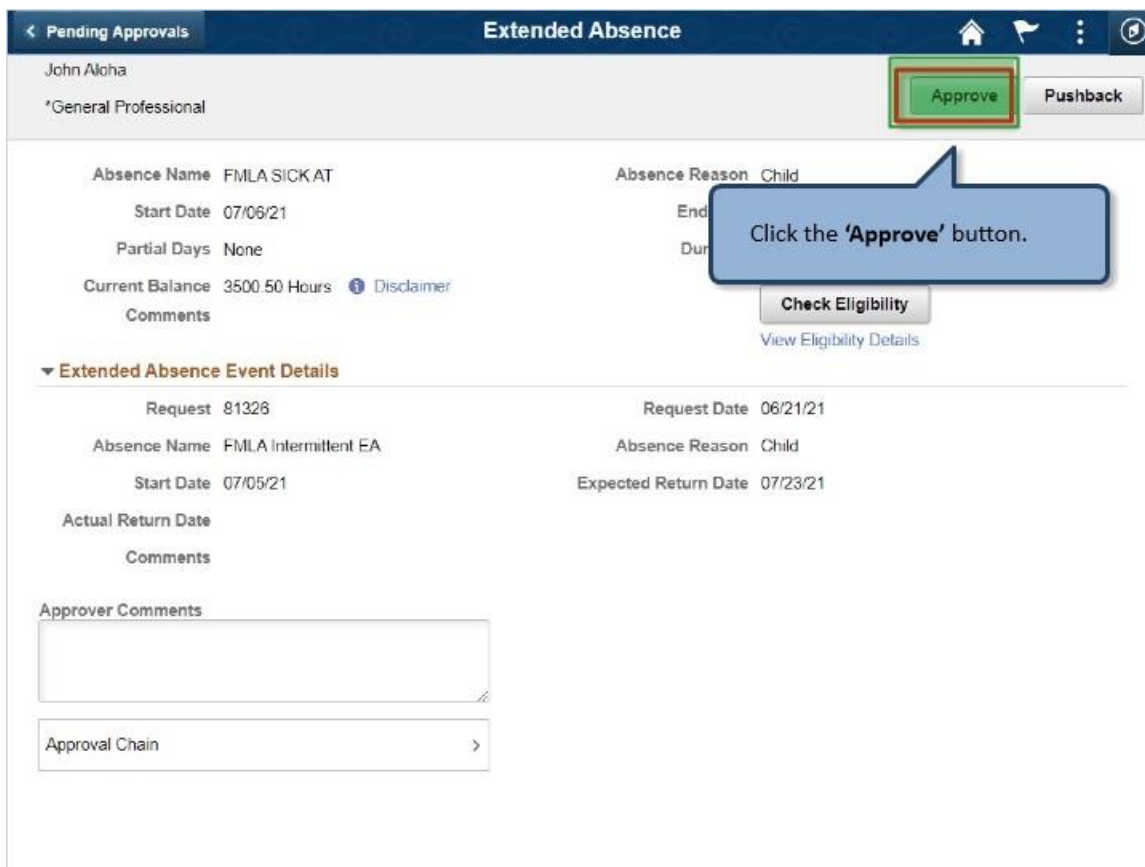
Click the **Approvals'** tile.



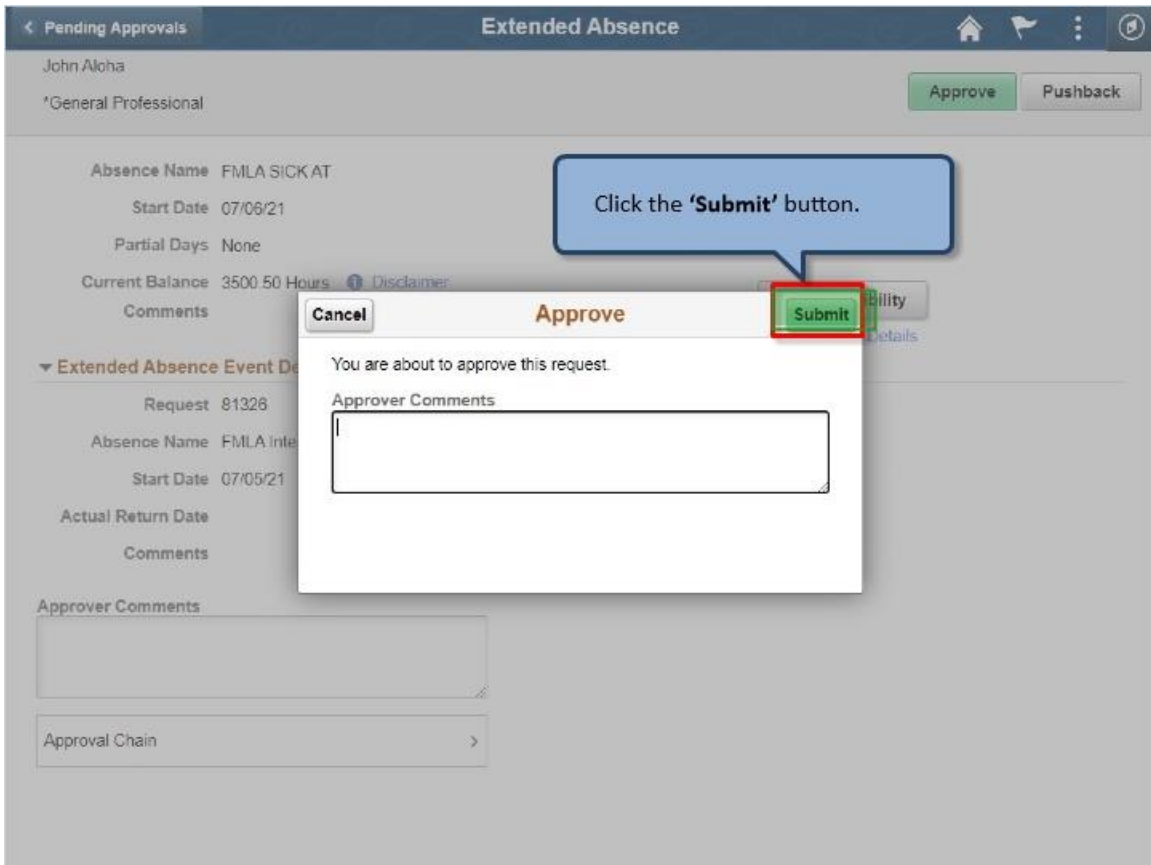
The screenshot shows the 'Pending Approvals' section of the Manager Self Service portal. On the left, there is a navigation menu with 'All' and 'Extended Absence' options, both showing a count of 2. The main area displays a table of pending requests. The table has two rows. The first row is for 'FMLA Intermittent EA' and is in a grey state. The second row is for 'Absence Request - FMLA SICKAT, 16.00 Hours' and is highlighted in green. A red rectangular box highlights the second row. A blue callout box with a pointer to the second row contains the text 'Click the 'Absence Request' link.'

Type	Request Description	Status	Date
Extended Absence	FMLA Intermittent EA	Routed	06/21/2021
Extended Absence	Absence Request - FMLA SICKAT, 16.00 Hours	Routed	06/21/2021

Click the **'Absence Request'** link.



Click the **'Approve'** button.



Click the **'Submit'** button.

 HAWAII Information Portal

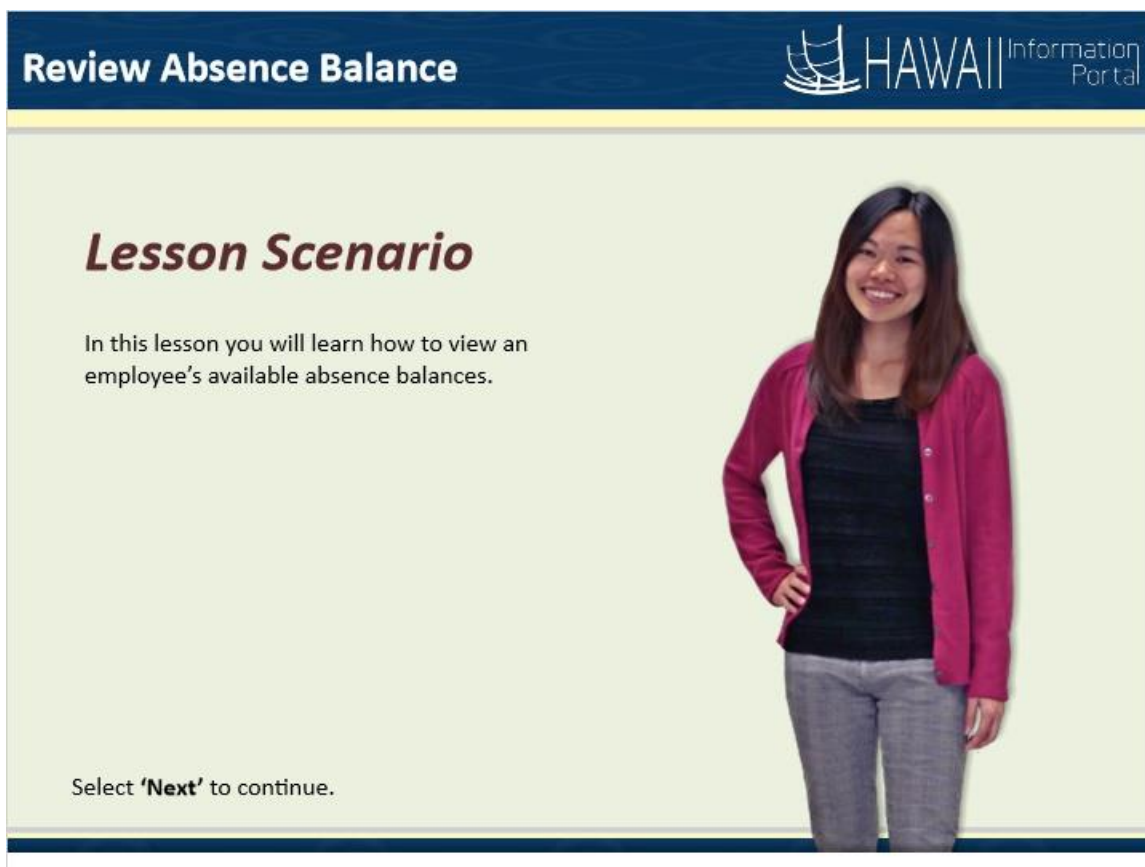


Congratulations!
You've successfully completed
this lesson.

Select '**Next**' to continue.

Congratulations!
You've successfully completed this lesson.

REVIEW ABSENCE BALANCE



Review Absence Balance

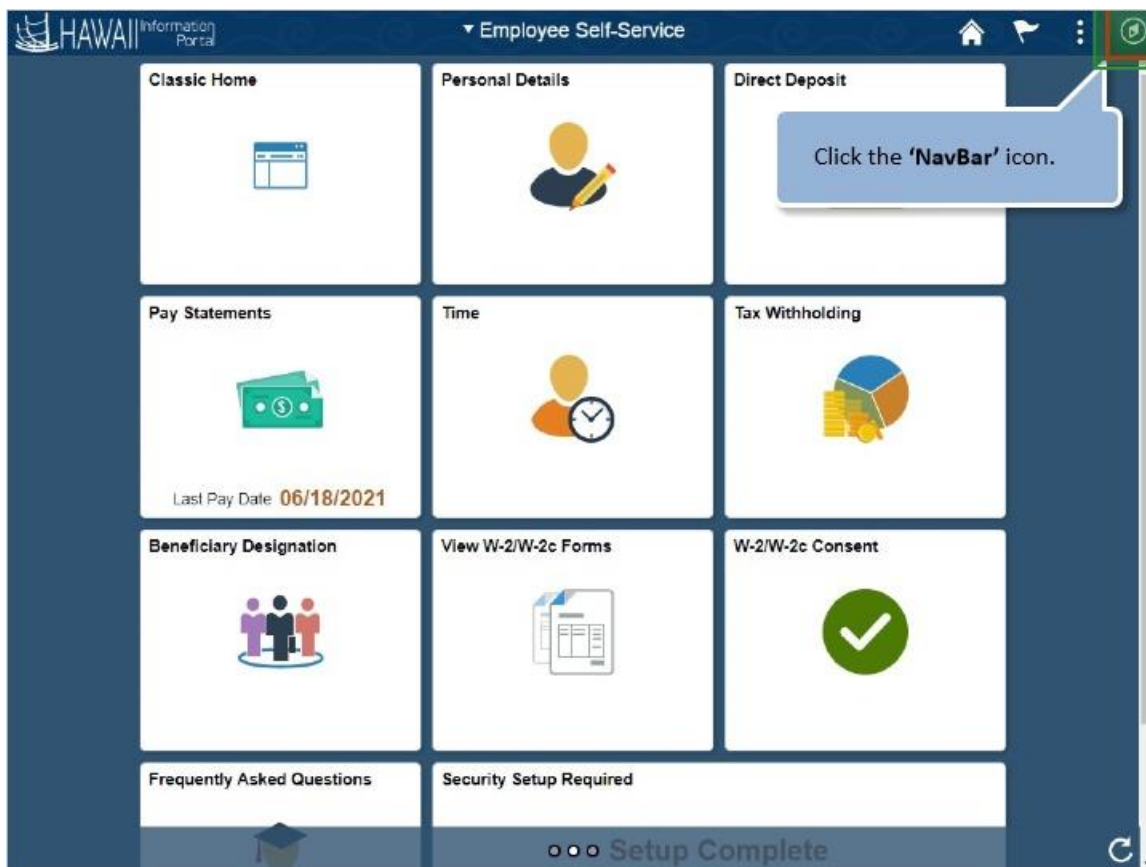
Lesson Scenario

In this lesson you will learn how to view an employee's available absence balances.

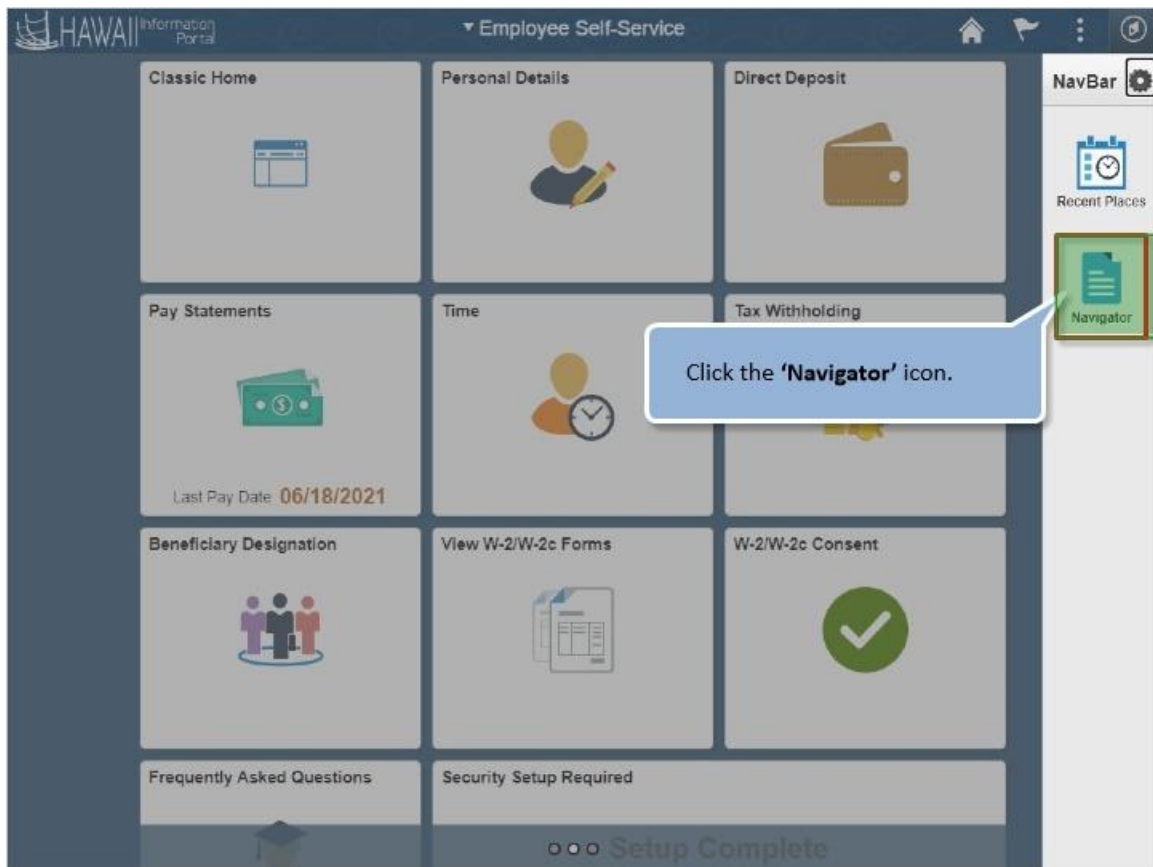
Select **'Next'** to continue.

Lesson Scenario

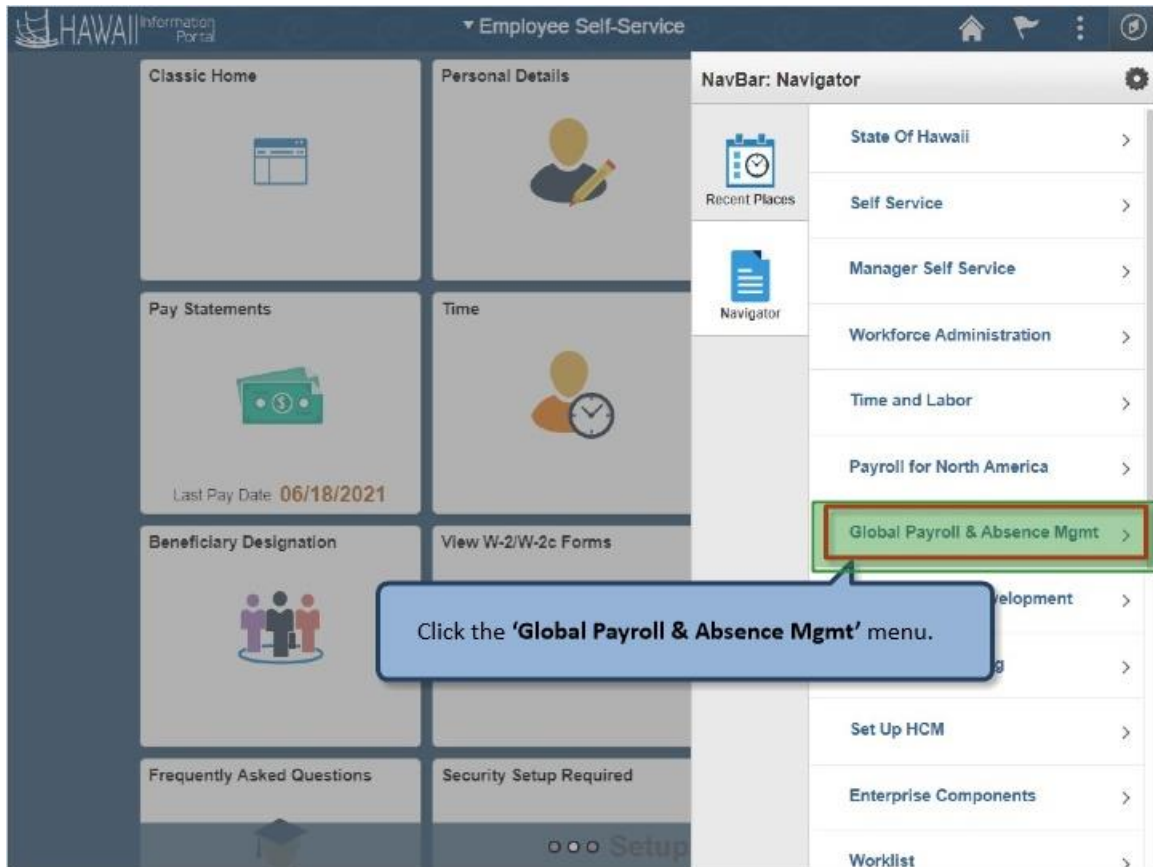
In this lesson you will learn how to view an employee's available absence balances.



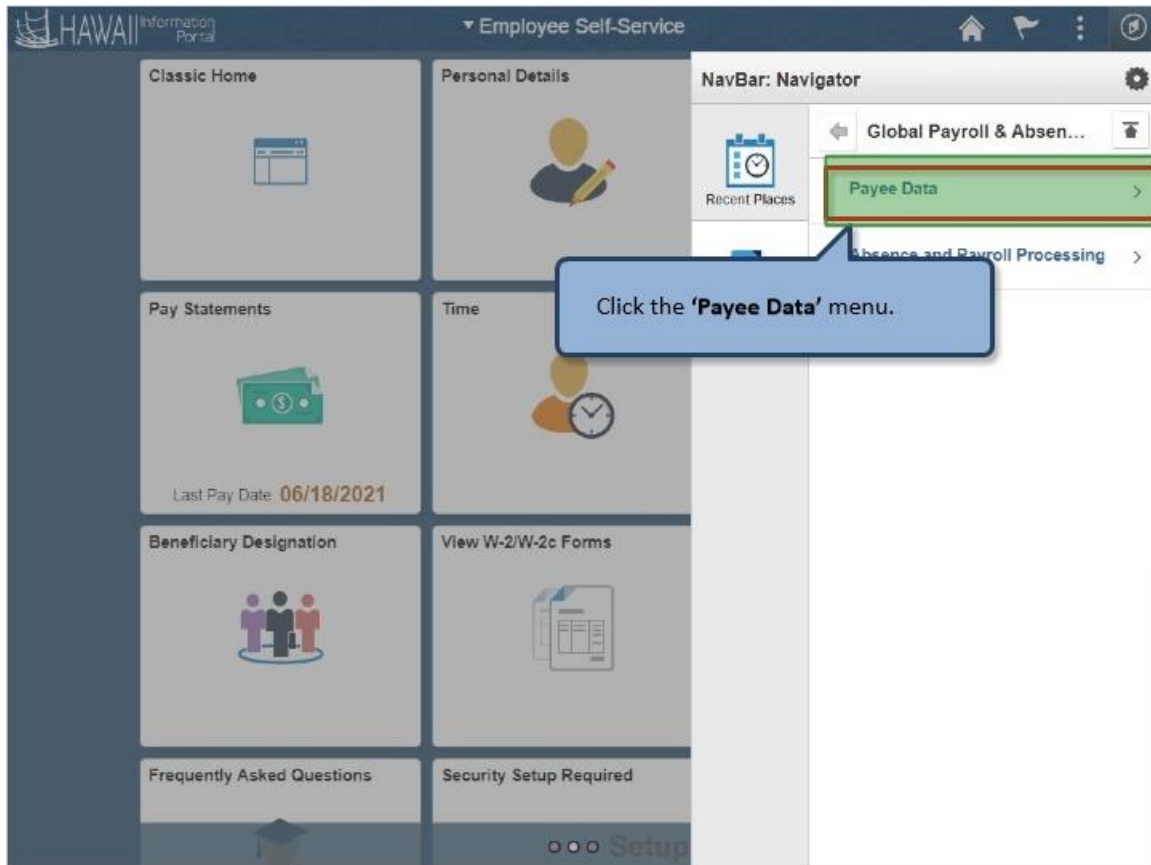
Click the **'NavBar'** icon.



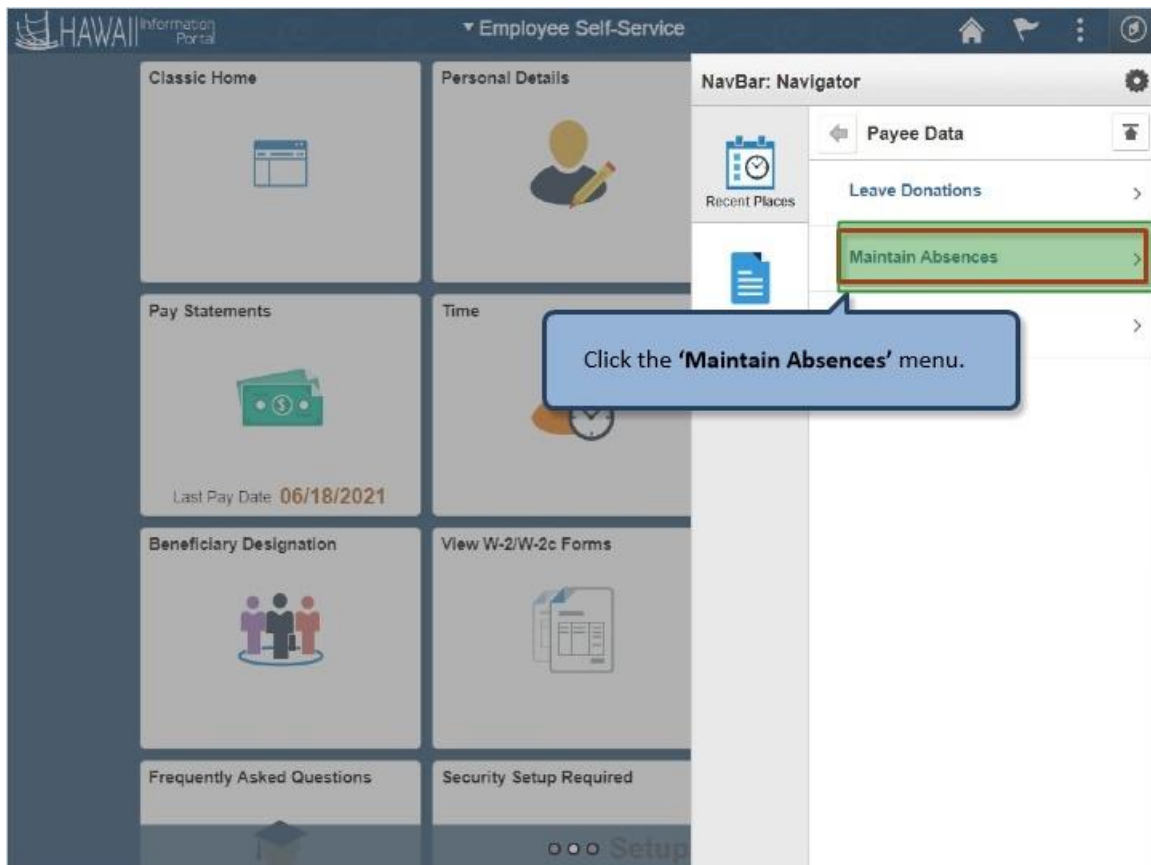
Click the **'Navigator'** icon.



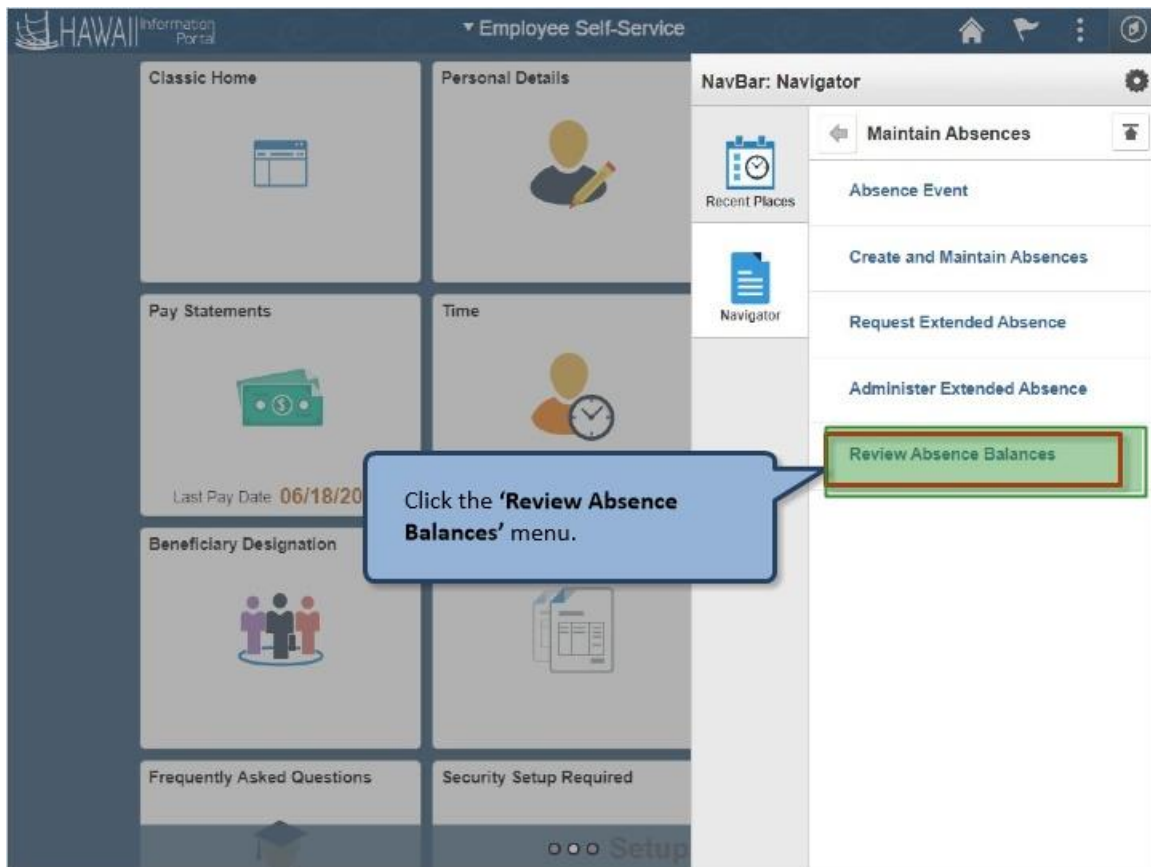
Click the **'Global Payroll & Absence Mgmt'** menu.



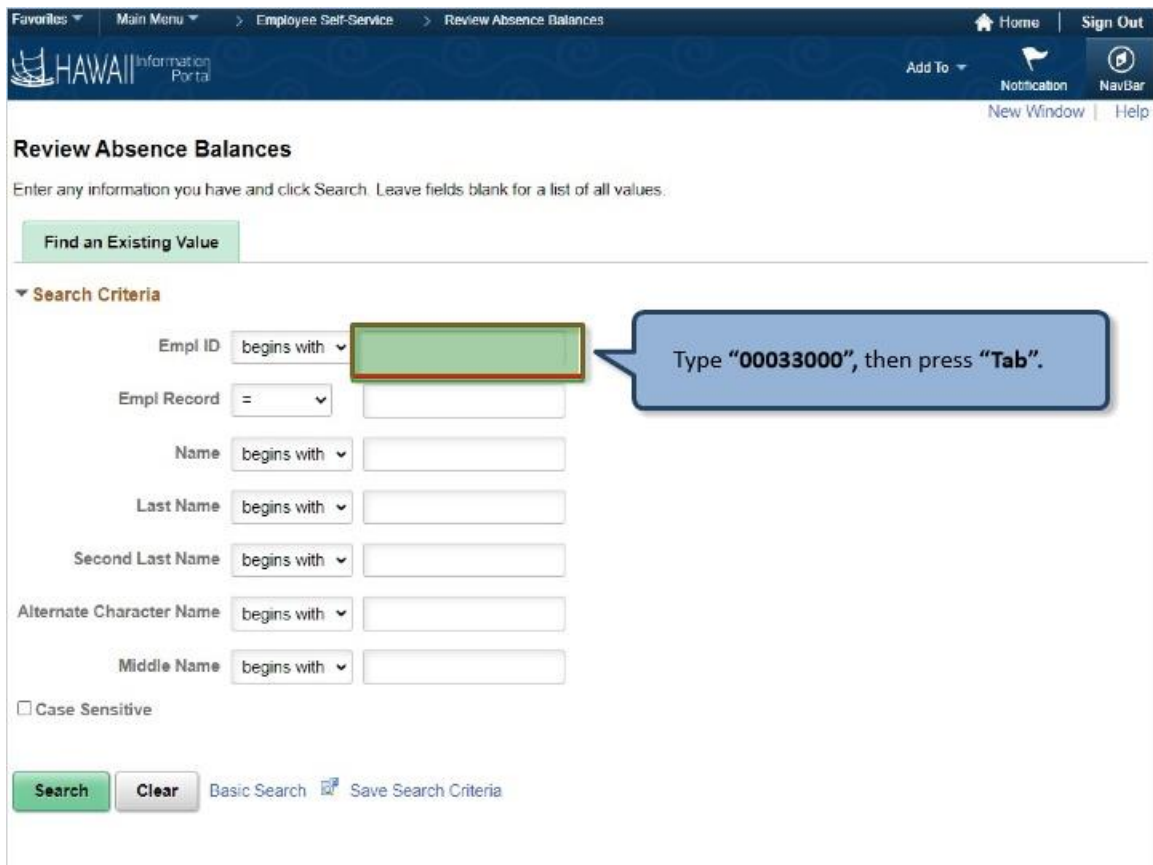
Click the **'Payee Data'** menu.



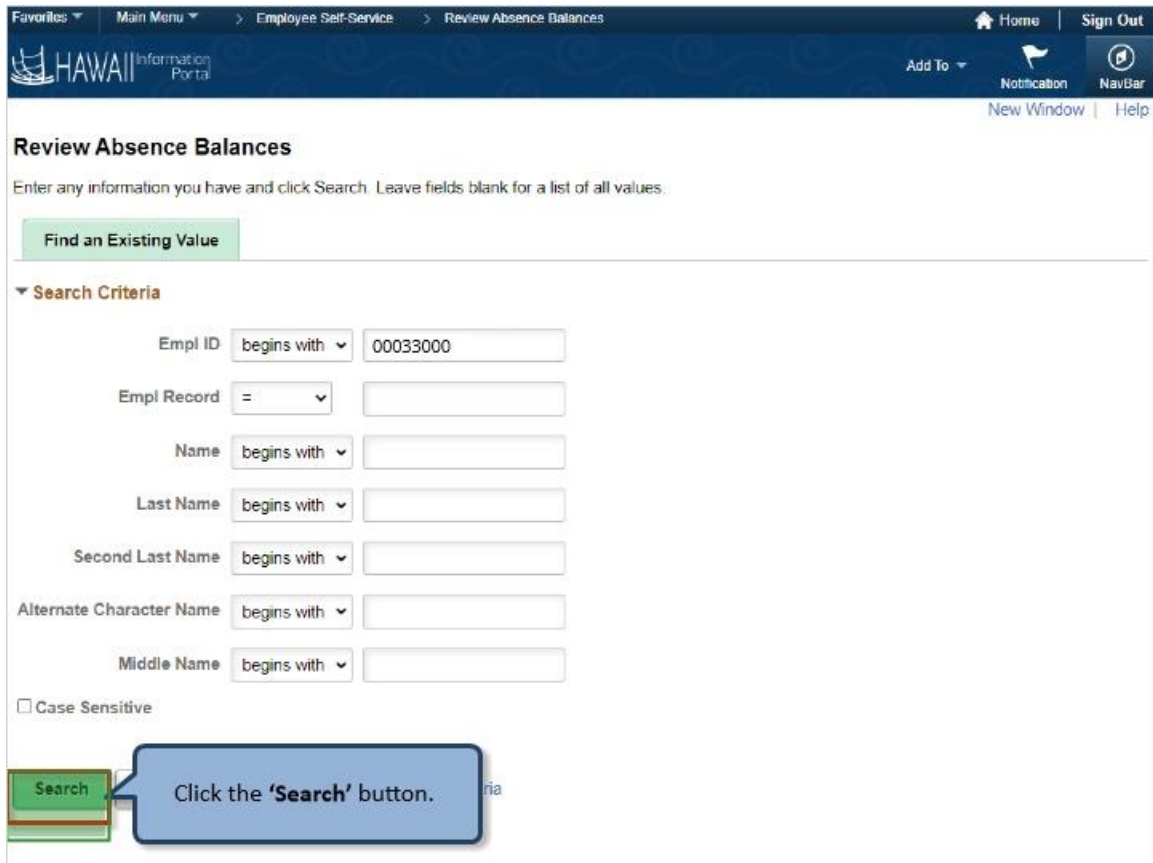
Click the **'Maintain Absences'** menu.



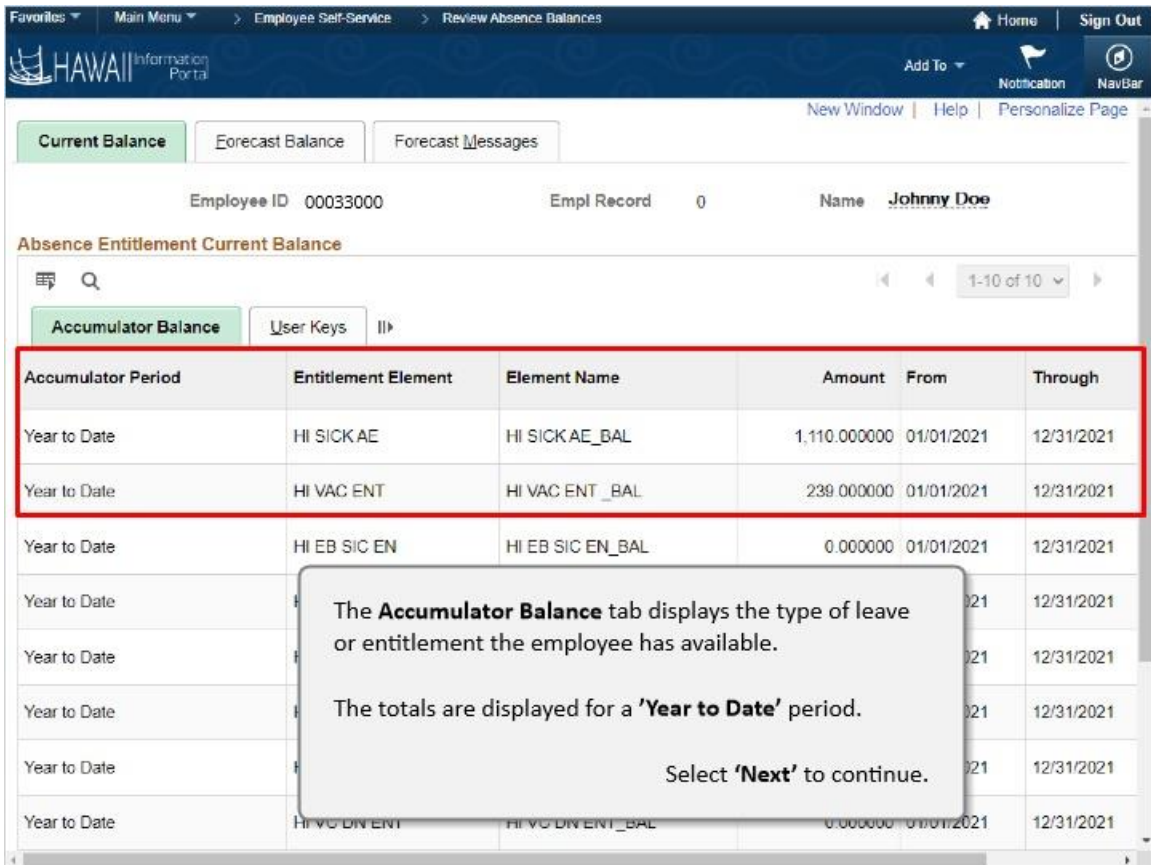
Click the '**Review Absence Balances**' menu.



Type “00033000”, then press “Tab”.



Click the **'Search'** button.



Employee ID 00033000 Empl Record 0 Name **Johnny Doe**

Absence Entitlement Current Balance

Accumulator Balance User Keys |||

Accumulator Period	Entitlement Element	Element Name	Amount	From	Through
Year to Date	HI SICKAE	HI SICKAE_BAL	1,110.000000	01/01/2021	12/31/2021
Year to Date	HI VAC ENT	HI VAC ENT_BAL	239.000000	01/01/2021	12/31/2021
Year to Date	HI EB SIC EN	HI EB SIC EN_BAL	0.000000	01/01/2021	12/31/2021
Year to Date					21 12/31/2021
Year to Date					21 12/31/2021
Year to Date					21 12/31/2021
Year to Date					21 12/31/2021
Year to Date	HI VAC ENT	HI VAC ENT_BAL	0.000000	01/01/2021	12/31/2021

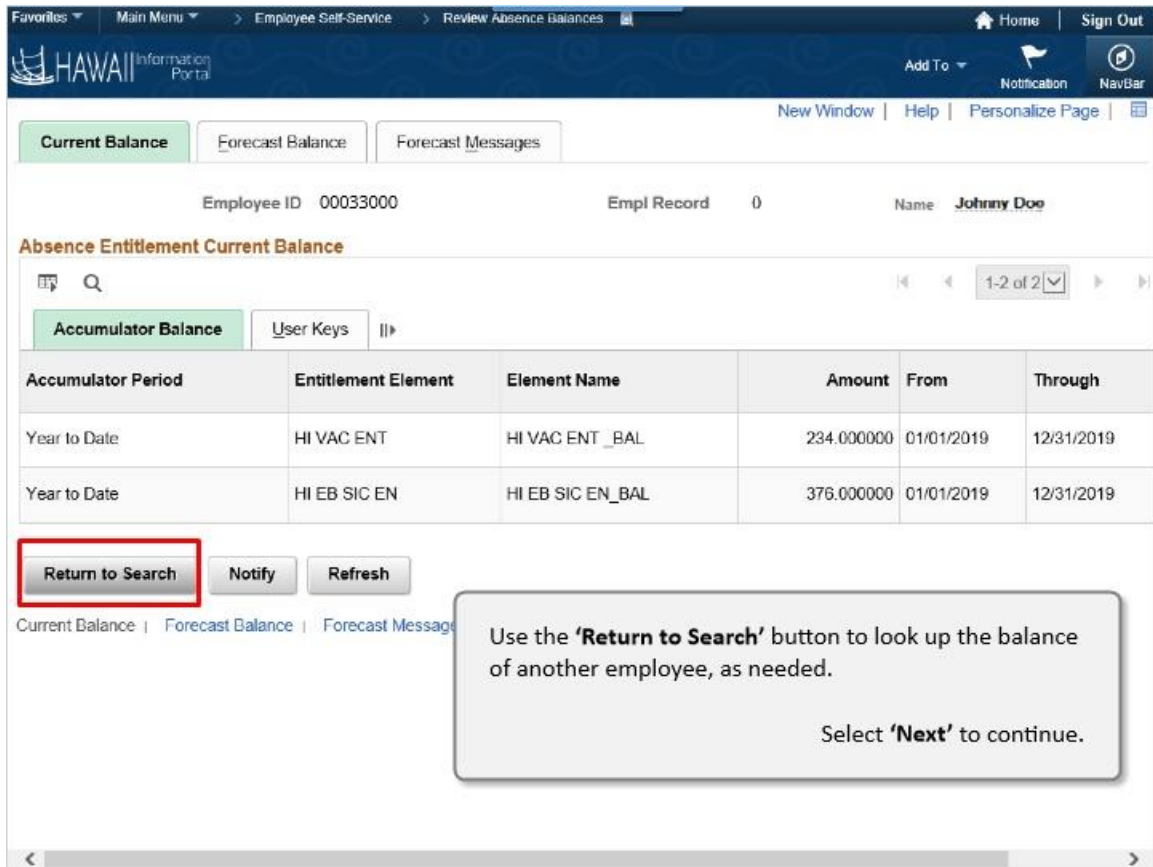
The **Accumulator Balance** tab displays the type of leave or entitlement the employee has available.

The totals are displayed for a **'Year to Date'** period.

Select **'Next'** to continue.

The **Accumulator Balance** tab displays the type of leave or entitlement the employee has available.

The totals are displayed for a **'Year to Date'** period.



Employee ID 00033000 Empl Record 0 Name **Johnny Doe**

Absence Entitlement Current Balance

Accumulator Balance User Keys ||>

Accumulator Period	Entitlement Element	Element Name	Amount	From	Through
Year to Date	HI VAC ENT	HI VAC ENT_BAL	234.000000	01/01/2019	12/31/2019
Year to Date	HI EB SIC EN	HI EB SIC EN_BAL	376.000000	01/01/2019	12/31/2019

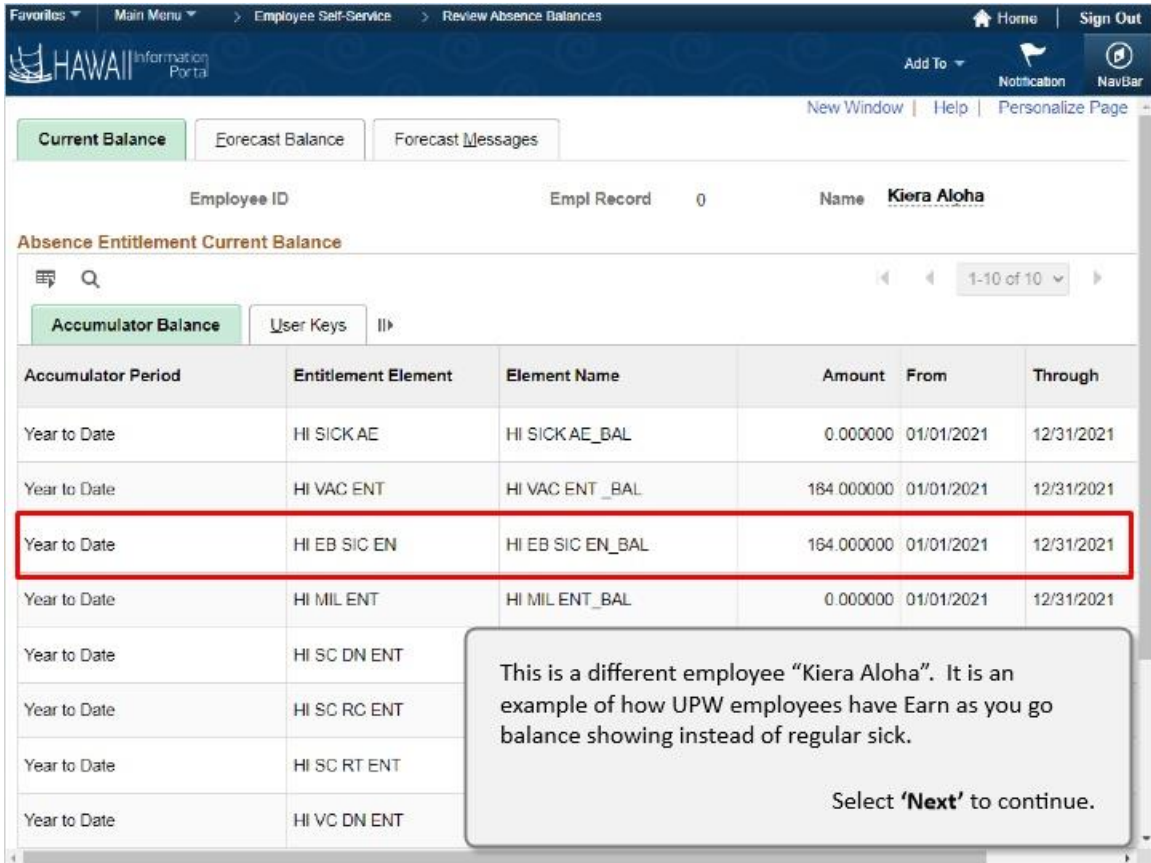
Return to Search Notify Refresh

Current Balance | Forecast Balance | Forecast Messages

Use the **'Return to Search'** button to look up the balance of another employee, as needed.

Select **'Next'** to continue.

Use the **'Return to Search'** button to look up the balance of another employee, as needed.



Current Balance Forecast Balance Forecast Messages

Employee ID Empl Record 0 Name **Kiera Aloha**

Absence Entitlement Current Balance

Accumulator Balance User Keys II▶

Accumulator Period	Entitlement Element	Element Name	Amount	From	Through
Year to Date	HI SICK AE	HI SICK AE_BAL	0.000000	01/01/2021	12/31/2021
Year to Date	HI VAC ENT	HI VAC ENT_BAL	184.000000	01/01/2021	12/31/2021
Year to Date	HI EB SIC EN	HI EB SIC EN_BAL	164.000000	01/01/2021	12/31/2021
Year to Date	HI MIL ENT	HI MIL ENT_BAL	0.000000	01/01/2021	12/31/2021
Year to Date	HI SC DN ENT				
Year to Date	HI SC RC ENT				
Year to Date	HI SC RT ENT				
Year to Date	HI VC DN ENT				

This is a different employee “Kiera Aloha”. It is an example of how UPW employees have Earn as you go balance showing instead of regular sick.

Select **‘Next’** to continue.

This is a different employee “Kiera Aloha”. It is an example of how UPW employees have Earn as you go balance showing instead of regular sick.

 HAWAII Information Portal

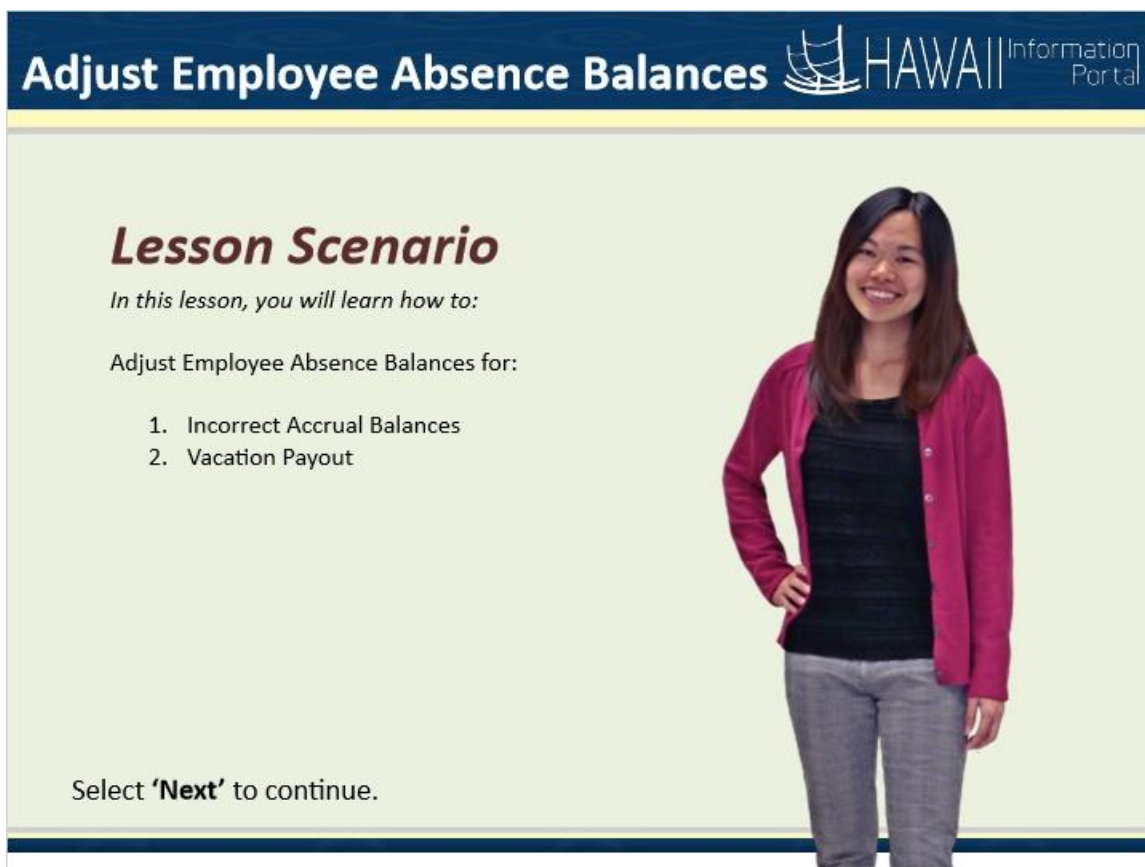



Congratulations!
You've successfully completed
this lesson.

Select '**Next**' to continue.

Congratulations!
You've successfully completed this lesson.

ADJUST EMPLOYEE ABSENCE BALANCES



Adjust Employee Absence Balances 

Lesson Scenario

In this lesson, you will learn how to:

Adjust Employee Absence Balances for:

1. Incorrect Accrual Balances
2. Vacation Payout

Select **'Next'** to continue.

Lesson Scenario

In this lesson, you will learn how to:


Adjust Employee Absence Balances for:

1. Incorrect Accrual Balances
2. Vacation Payout

Key Point – Adjusting Balances

Leave Balance Adjustment

LEAVE ADJUSTMENT TYPE				
Scenario	Action	Current Pay Period	Period Begin Date	Period End Date
Balance Adjustment - Scenario #1	When adjustments need to be made so that balance can be used in February	1/16/2021	1/16/2021	1/31/2021
Balance Adjustment - Scenario #2	When adjustments need to be made so that balance can be used in the 1/16/2021 - 1/31/2021 pay period	2/16/2021	1/1/2021	1/15/2021



- **Leave Accrual Balance correction**
 If a leave accrual balance is incorrect, the adjustment can be made within the current pay period or the calendar period that you want to correct in the past.


Note: Period Begin Date and Period End Date will be used in the Balance Adjustment – Correction and Balance Adjustment – Vacation Payout sections.

Select **'Next'** to continue.

- **Leave Accrual Balance correction**

If a leave accrual balance is incorrect, the adjustment can be made within the current pay period or the calendar period that you want to correct in the past.


Note: Period Begin Date and Period End Date will be used in the in the Balance Adjustment- Correction and Balance Adjustment-Vacation Payout sections.



Key Point – Adjusting Balances

Leave Balance Adjustment

LEAVE ADJUSTMENT TYPE				
Scenario	Separation Date	Current Pay Period	Period Begin Date	Period End Date
Vacation Payout - Scenario #1	1/4/2021	1/16/2021	1/1/2021	1/15/2021
Vacation Payout - Scenario #2	1/4/2021	2/16/2021	1/1/2021	1/15/2021



- Vacation Payout**
 Terminations or Transfers adjustments must be applied within the pay period that the action occurred.
- Sick Adjustment**
 Terminations or Transfers adjustments must be applied within the pay period that the action occurred. *Follow your department guidelines for zeroing out sick balance.*

Note: Period Begin Date and Period End Date will be used in the Balance Adjustment – Correction and Balance Adjustment – Vacation Payout sections.

Select **'Next'** to continue.


- Vacation Payout**


Terminations or Transfers adjustments must be applied within the pay period that the action occurred.

- Sick Adjustment**

Terminations or Transfers adjustments must be applied within the pay period that the action occurred. *Follow your department guidelines for zeroing out sick balance.*

Note: Period Begin Date and Period End Date will be used in the in the Balance Adjustment- Correction and Balance Adjustment-Vacation Payout sections.

Adjust Employee Absence Balances 



- Balance Adjustment – Lookup Payout Balance**
- Balance Adjustment - Correction**
- Balance Adjustment - Payout**

The above topics will be covered in this section

Select **'Next'** to continue.

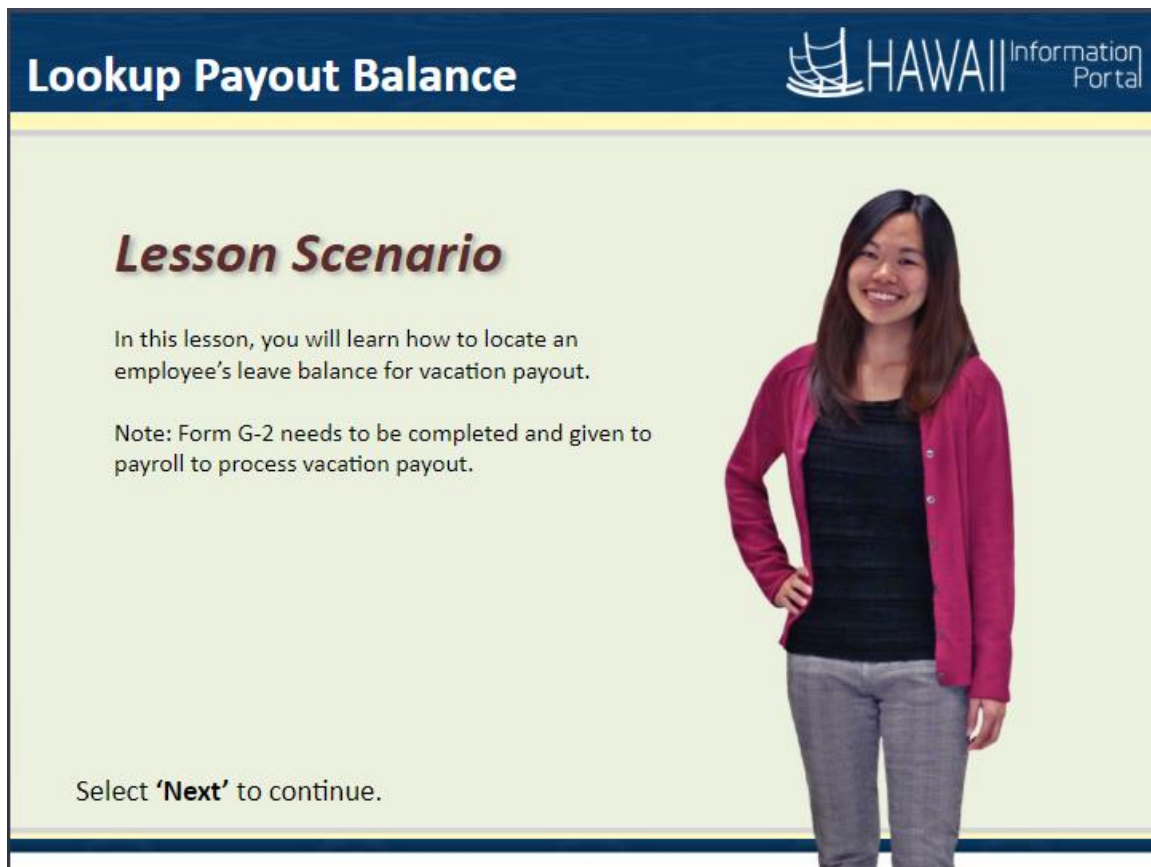
Adjust Employee Absence Balances

Balance Adjustment – Look-Up Payout Balance

Balance Adjustment - Correction

Balance Adjustment – Payout

LOOKUP PAYOUT BALANCE



Lookup Payout Balance

Lesson Scenario

In this lesson, you will learn how to locate an employee's leave balance for vacation payout.

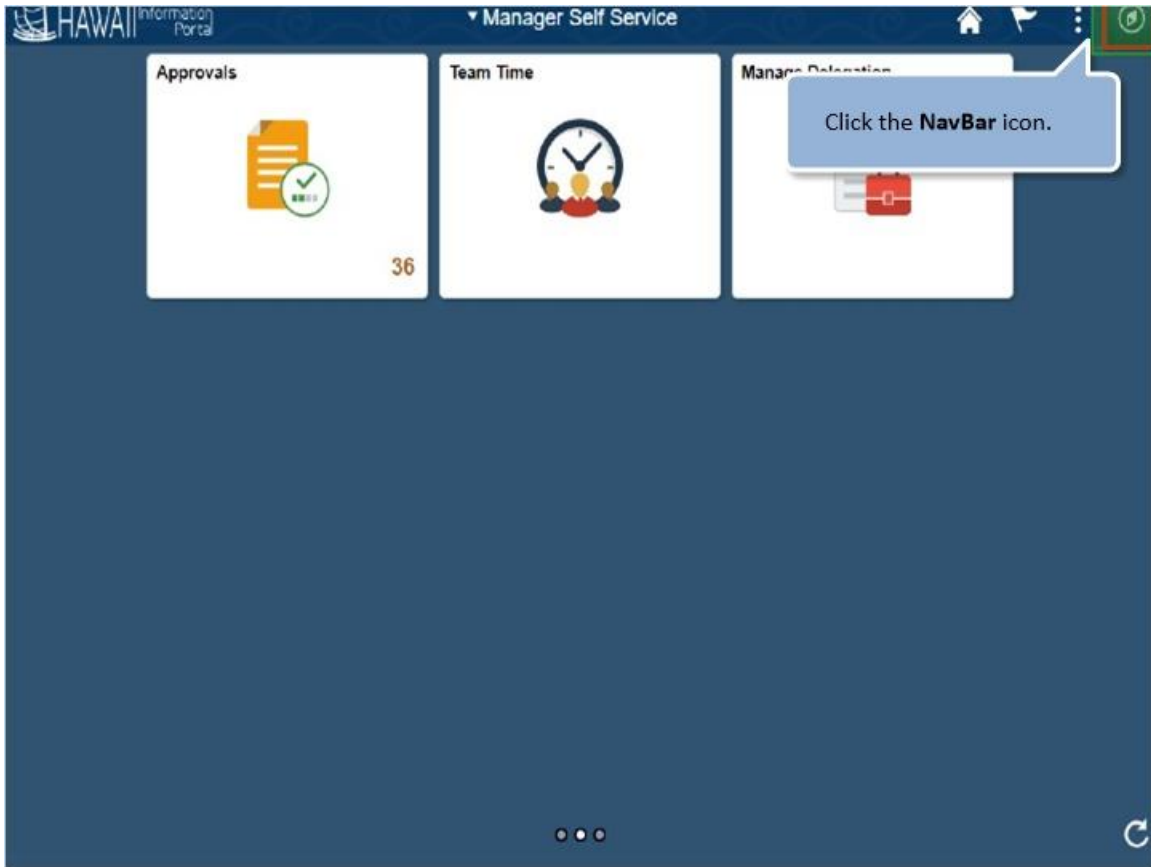
Note: Form G-2 needs to be completed and given to payroll to process vacation payout.

Select **'Next'** to continue.

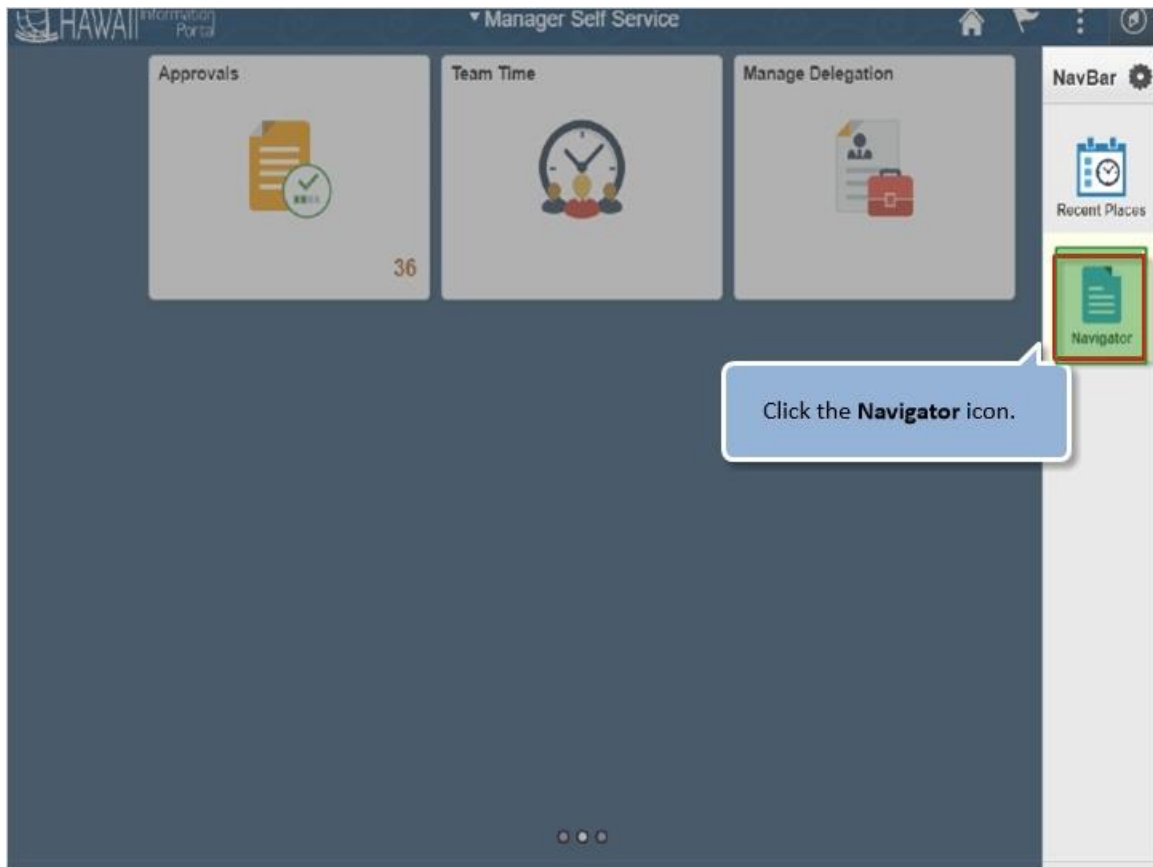
Lesson Scenario

In this lesson, you will learn how to locate an employee's leave balance for vacation payout.

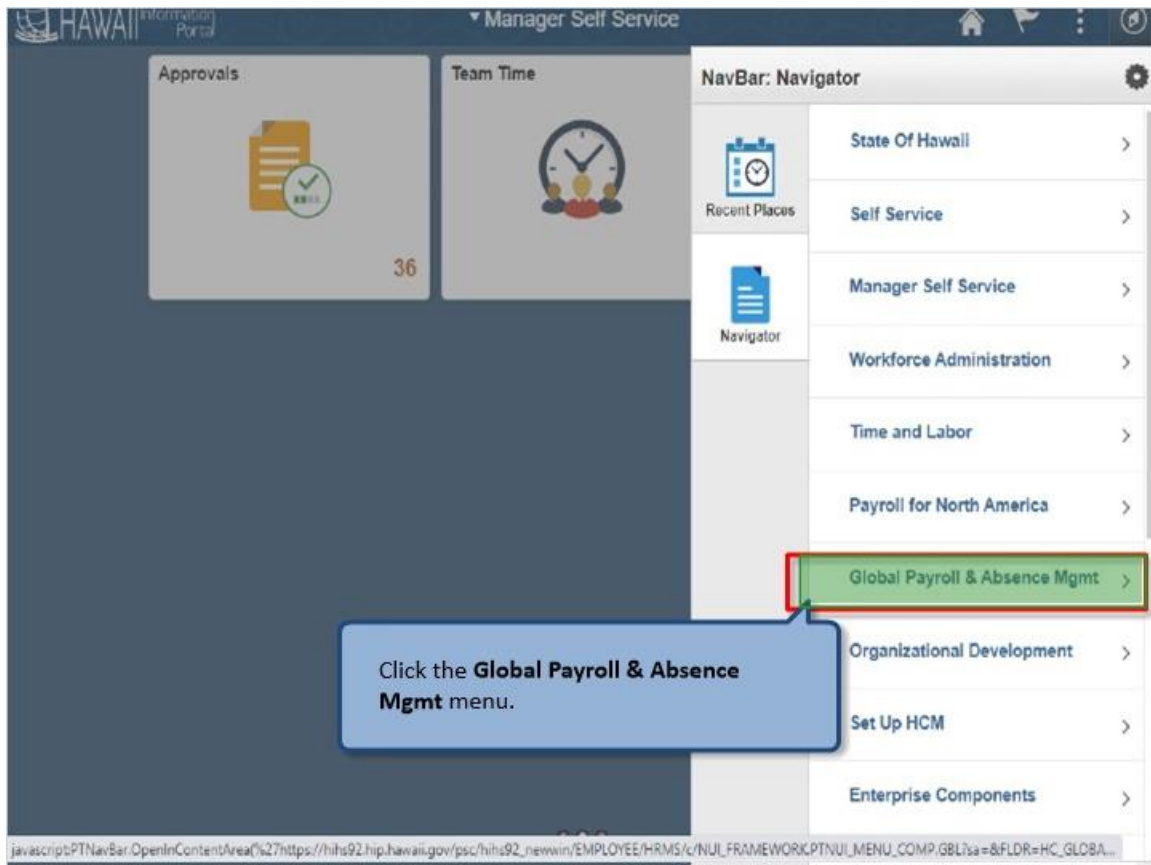
Note: Form G-2 needs to be completed and given to payroll to process vacation payout.



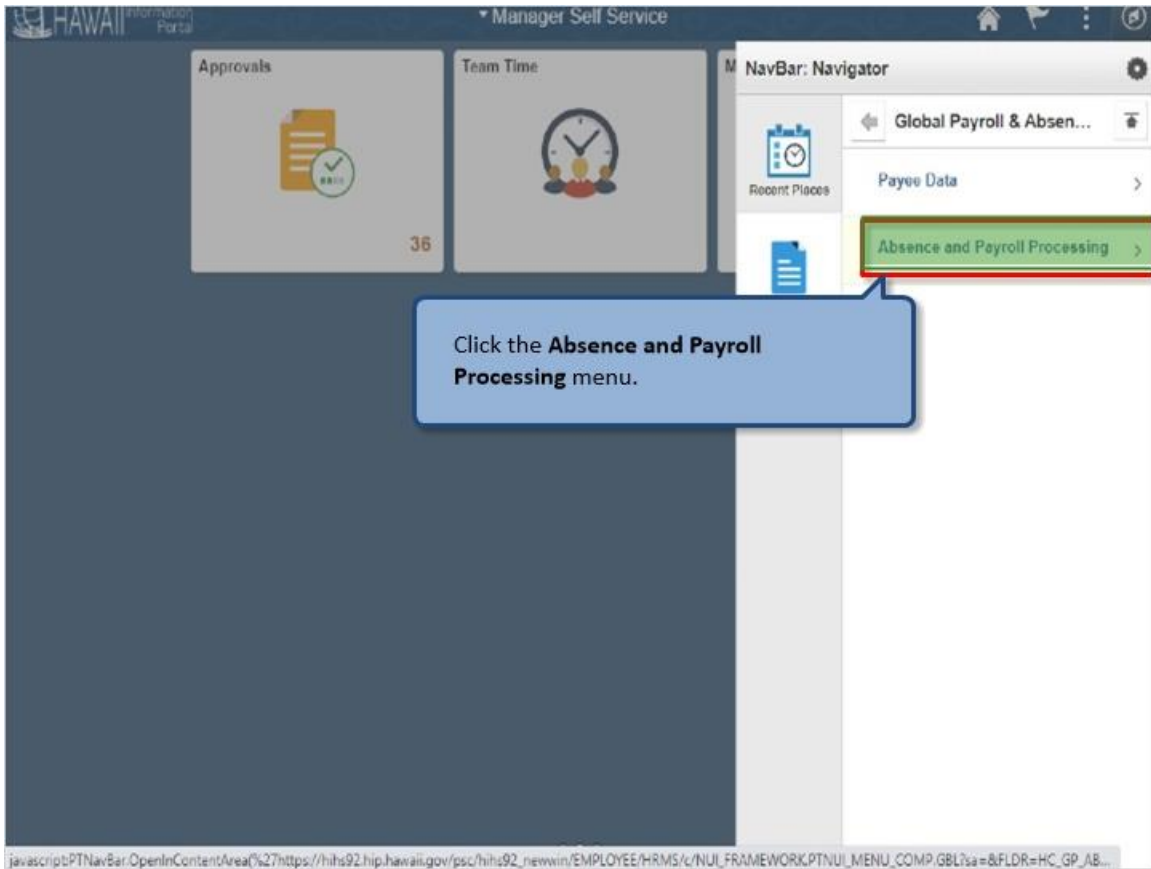
Click the **NavBar** icon.



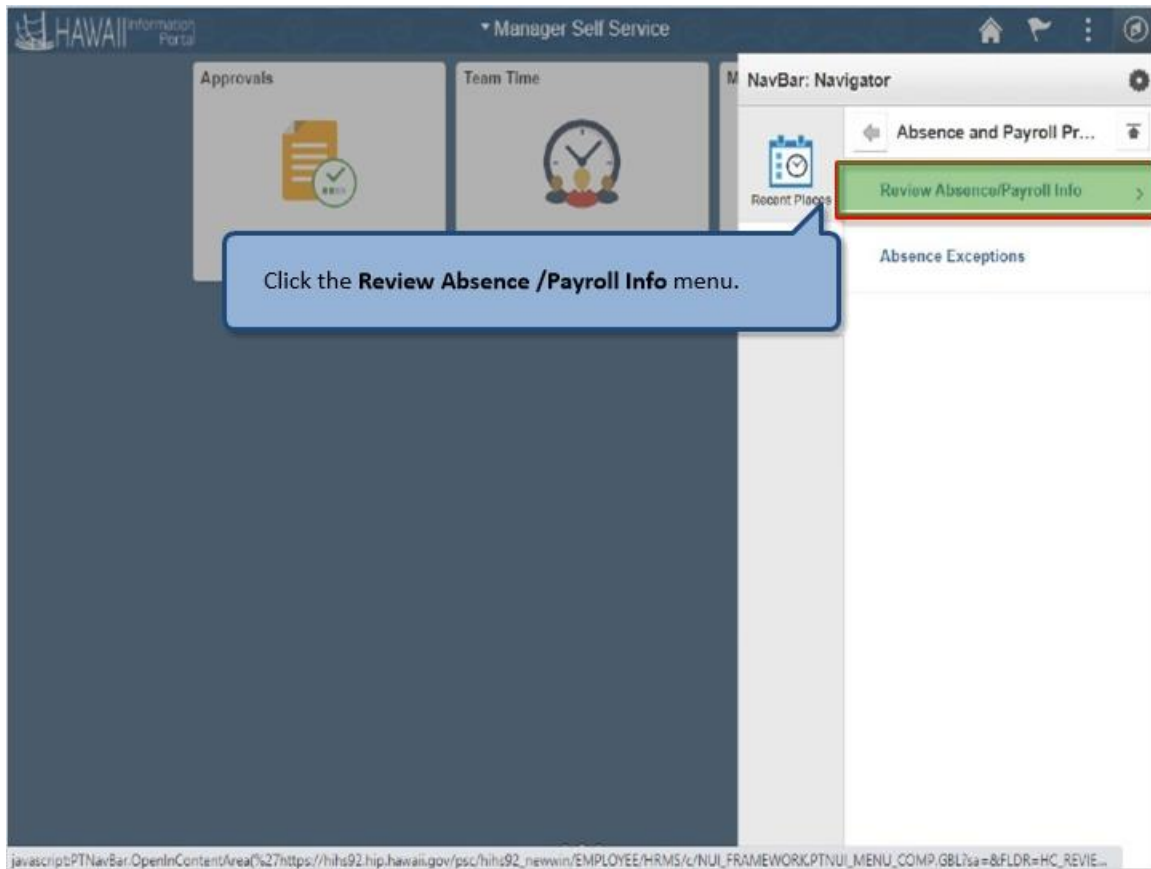
Click the **Navigator** icon.



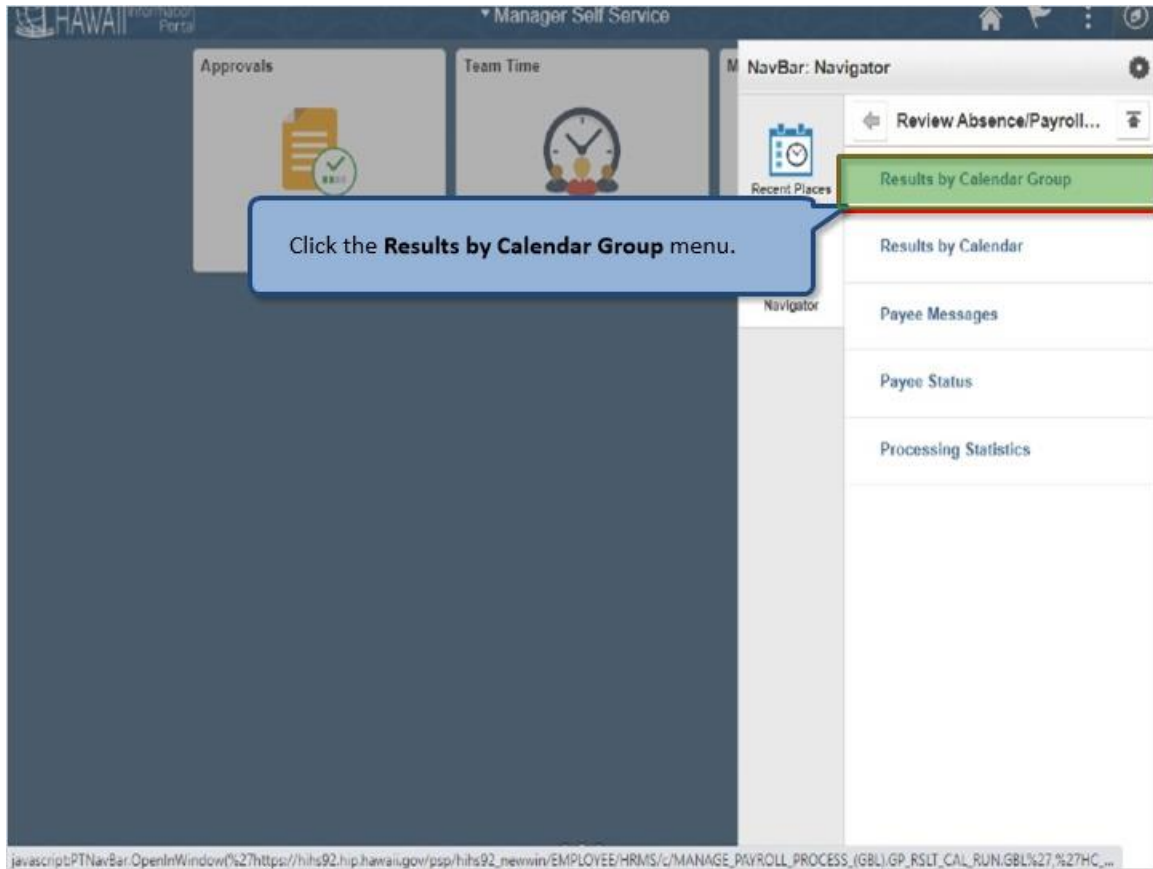
Click the **Global Payroll & Absence Mgmt** menu.



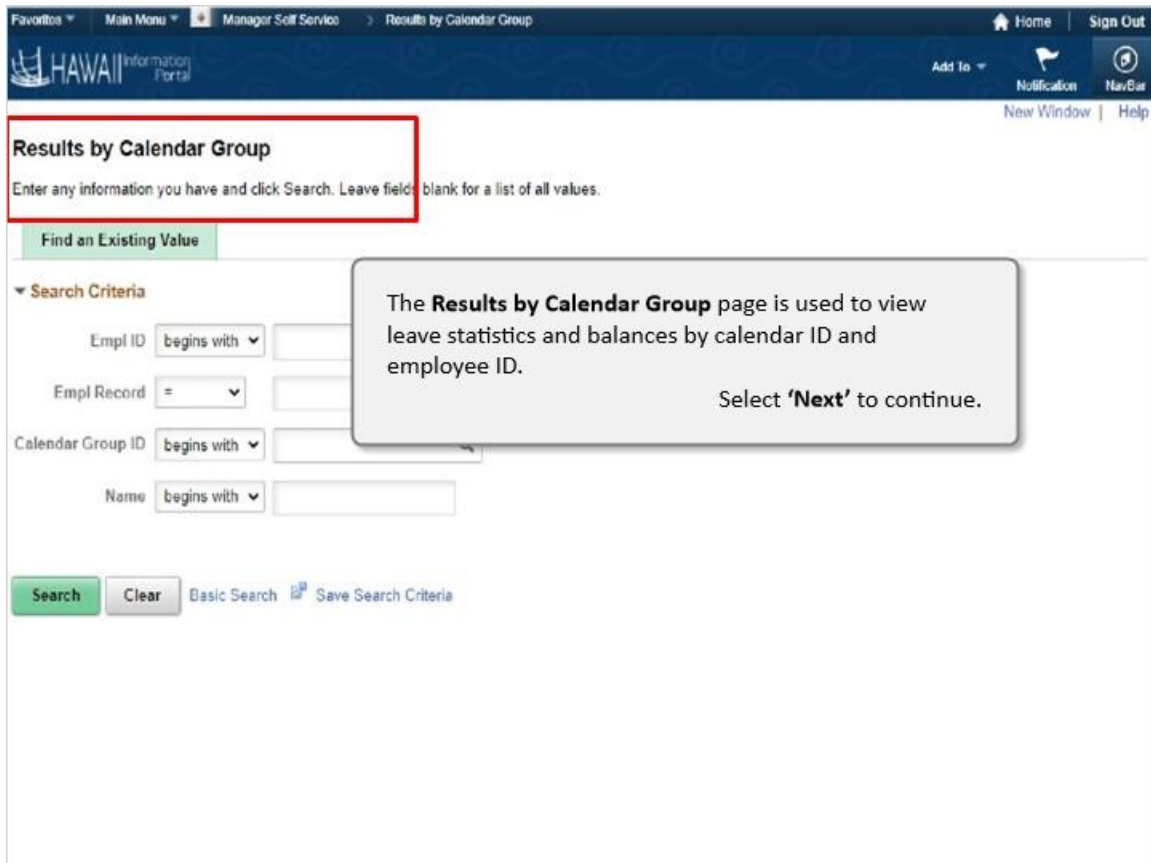
Click the **Absence and Payroll Processing** menu.



Click the **Review Absence /Payroll Info** menu.



Click the **Results by Calendar Group** menu.



Results by Calendar Group

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

Find an Existing Value

Search Criteria

Empl ID begins with

Empl Record =

Calendar Group ID begins with

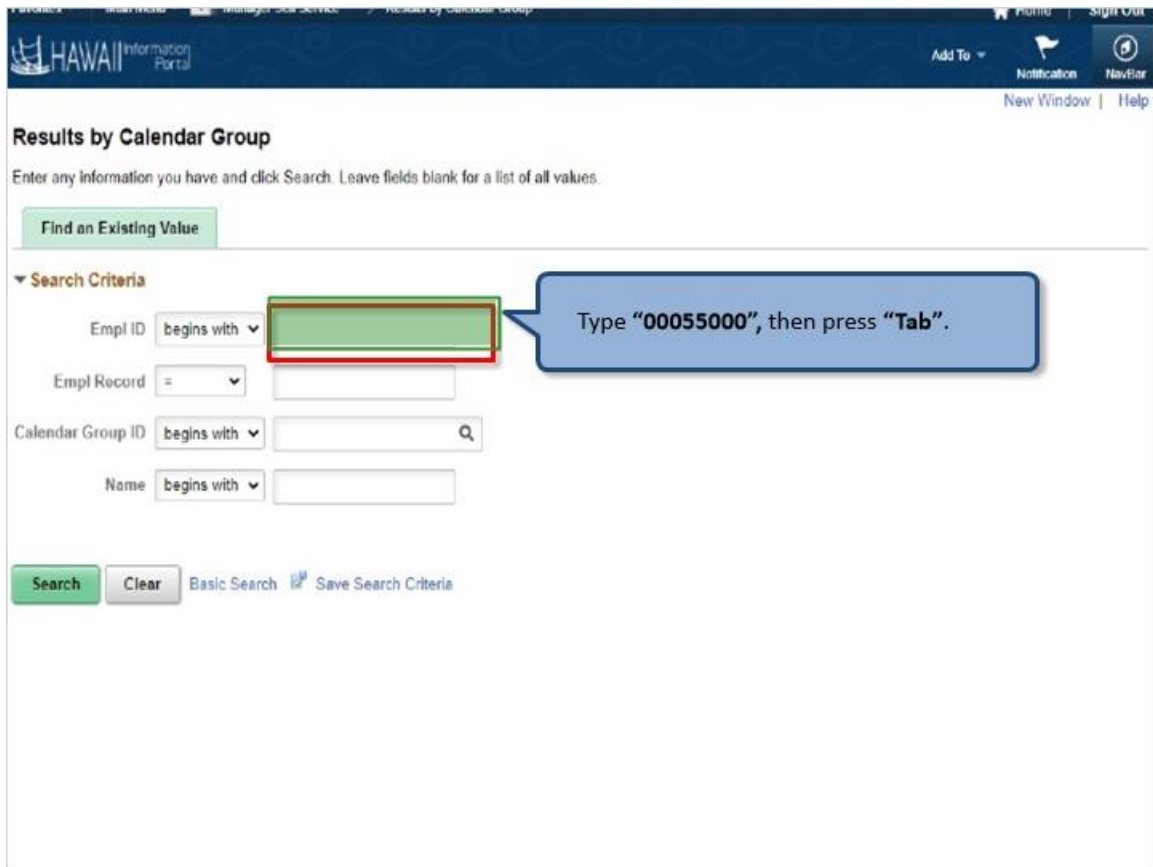
Name begins with

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

The **Results by Calendar Group** page is used to view leave statistics and balances by calendar ID and employee ID.

Select **'Next'** to continue.

The **Results by Calendar Group** page is used to view leave statistics and balances by calendar ID and employee ID.



Results by Calendar Group

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

[Find an Existing Value](#)

Search Criteria

Empl ID begins with

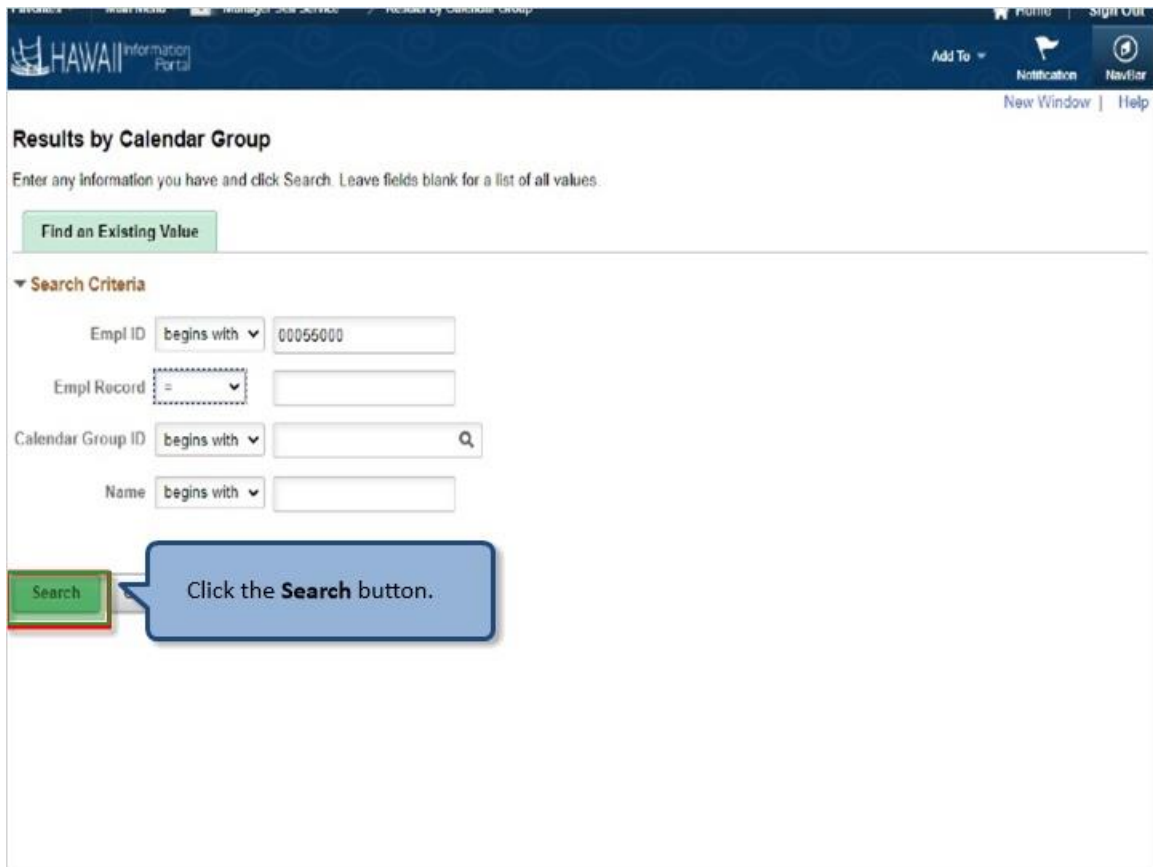
Empl Record =

Calendar Group ID begins with

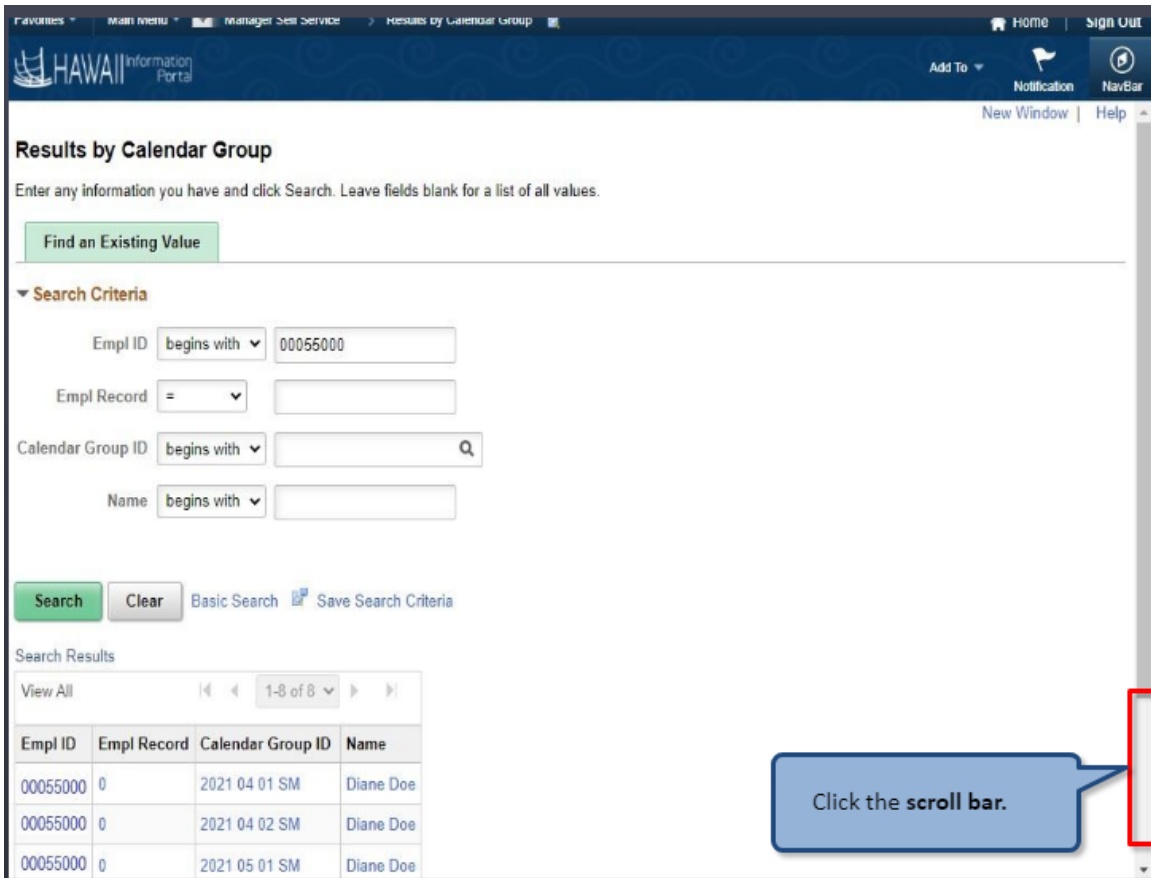
Name begins with

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Type **“00055000”**, then press **“Tab”**.



Click the **Search** button.



Results by Calendar Group

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

Find an Existing Value

▼ Search Criteria

Empl ID begins with 00055000

Empl Record =

Calendar Group ID begins with

Name begins with

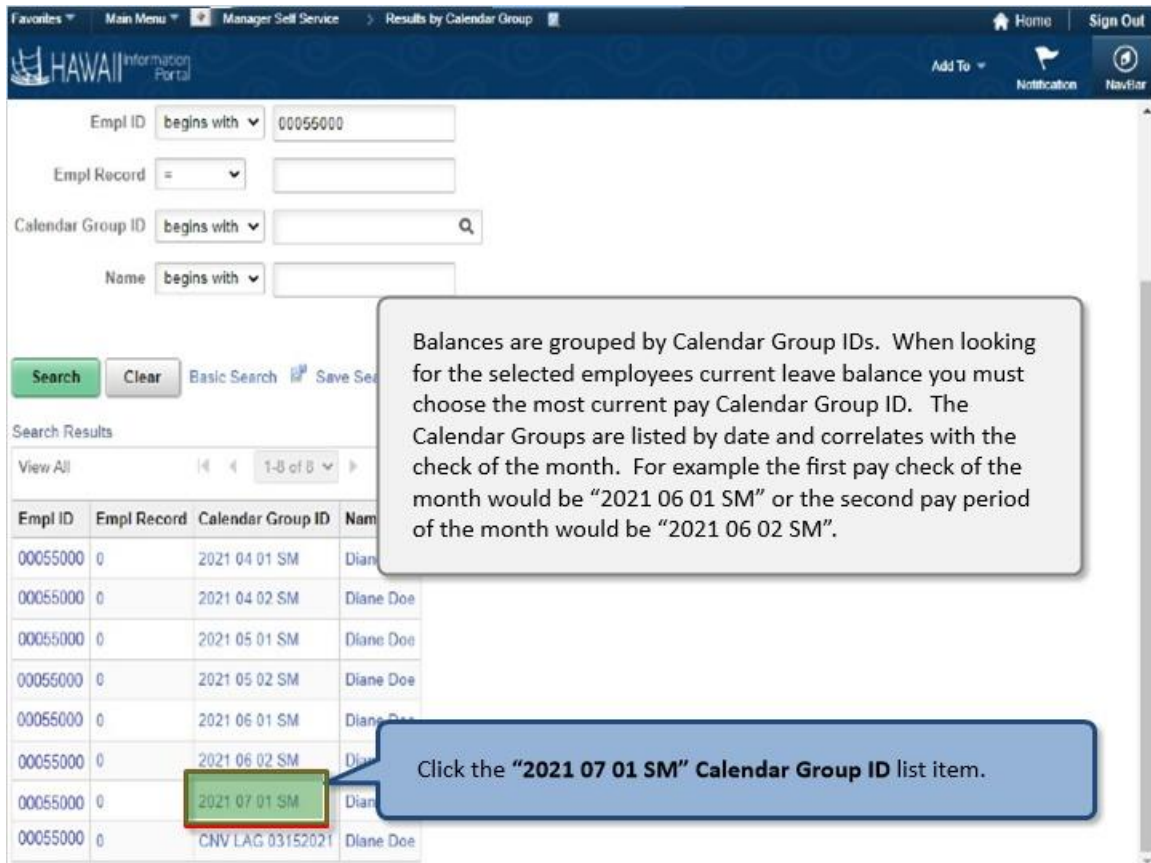
Search Clear Basic Search Save Search Criteria

Search Results

View All 1-8 of 8

Empl ID	Empl Record	Calendar Group ID	Name
00055000	0	2021 04 01 SM	Diane Doe
00055000	0	2021 04 02 SM	Diane Doe
00055000	0	2021 05 01 SM	Diane Doe

Click the **scroll bar**.



Empl ID begins with 00055000

Empl Record =

Calendar Group ID begins with

Name begins with

Search Clear Basic Search Save Search

Search Results

View All 1-8 of 8

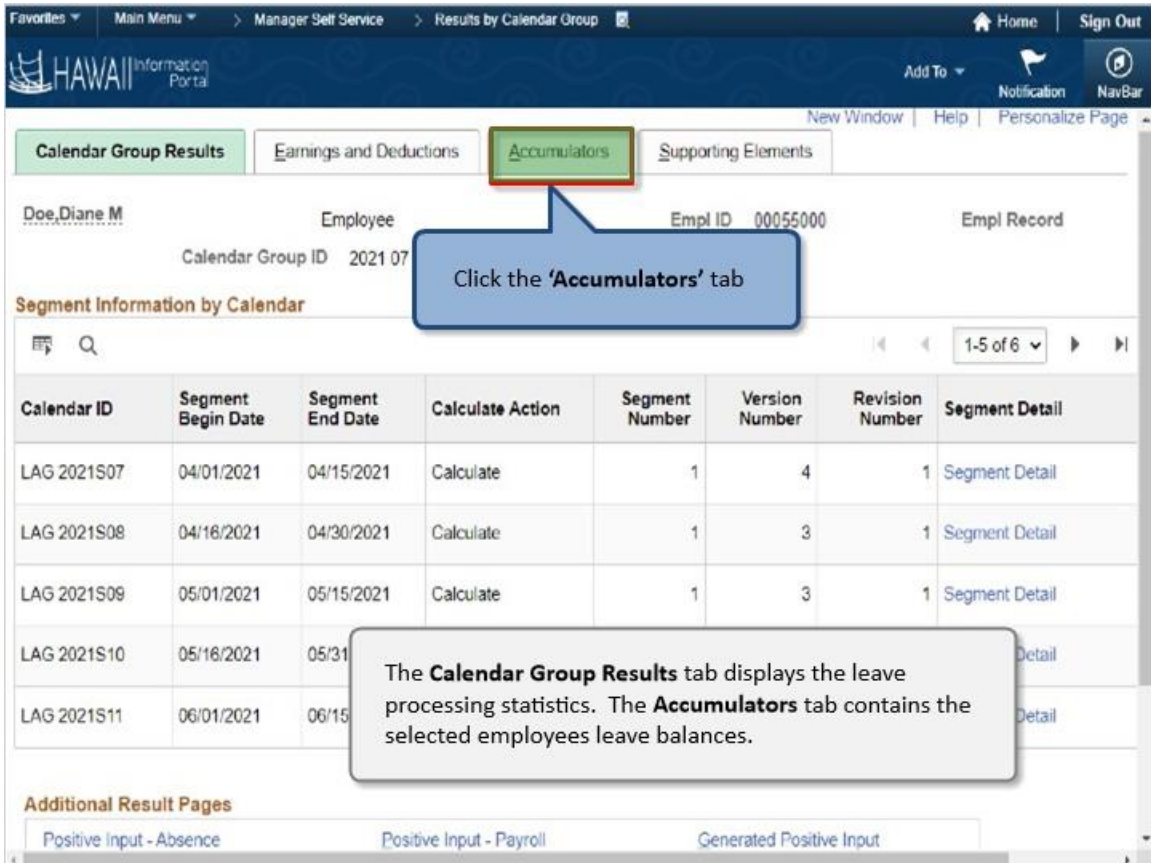
Empl ID	Empl Record	Calendar Group ID	Name
00055000	0	2021 04 01 SM	Diane Doe
00055000	0	2021 04 02 SM	Diane Doe
00055000	0	2021 05 01 SM	Diane Doe
00055000	0	2021 05 02 SM	Diane Doe
00055000	0	2021 06 01 SM	Diane Doe
00055000	0	2021 06 02 SM	Diane Doe
00055000	0	2021 07 01 SM	Diane Doe
00055000	0	CNV LAG 03152021	Diane Doe

Balances are grouped by Calendar Group IDs. When looking for the selected employees current leave balance you must choose the most current pay Calendar Group ID. The Calendar Groups are listed by date and correlates with the check of the month. For example the first pay check of the month would be "2021 06 01 SM" or the second pay period of the month would be "2021 06 02 SM".

Click the "2021 07 01 SM" Calendar Group ID list item.

Balances are grouped by Calendar Group IDs. When looking for the selected employees current leave balance you must choose the most current pay Calendar Group ID. The Calendar Groups are listed by date and correlates with the check of the month. For example, the first paycheck of the month would be "2021 06 01 SM" or the second pay period of the month would be "2021 06 02 SM".

Click the "2021 07 01 SM" Calendar Group ID list item.



Click the 'Accumulators' tab

The **Calendar Group Results** tab displays the leave processing statistics. The **Accumulators** tab contains the selected employees leave balances.

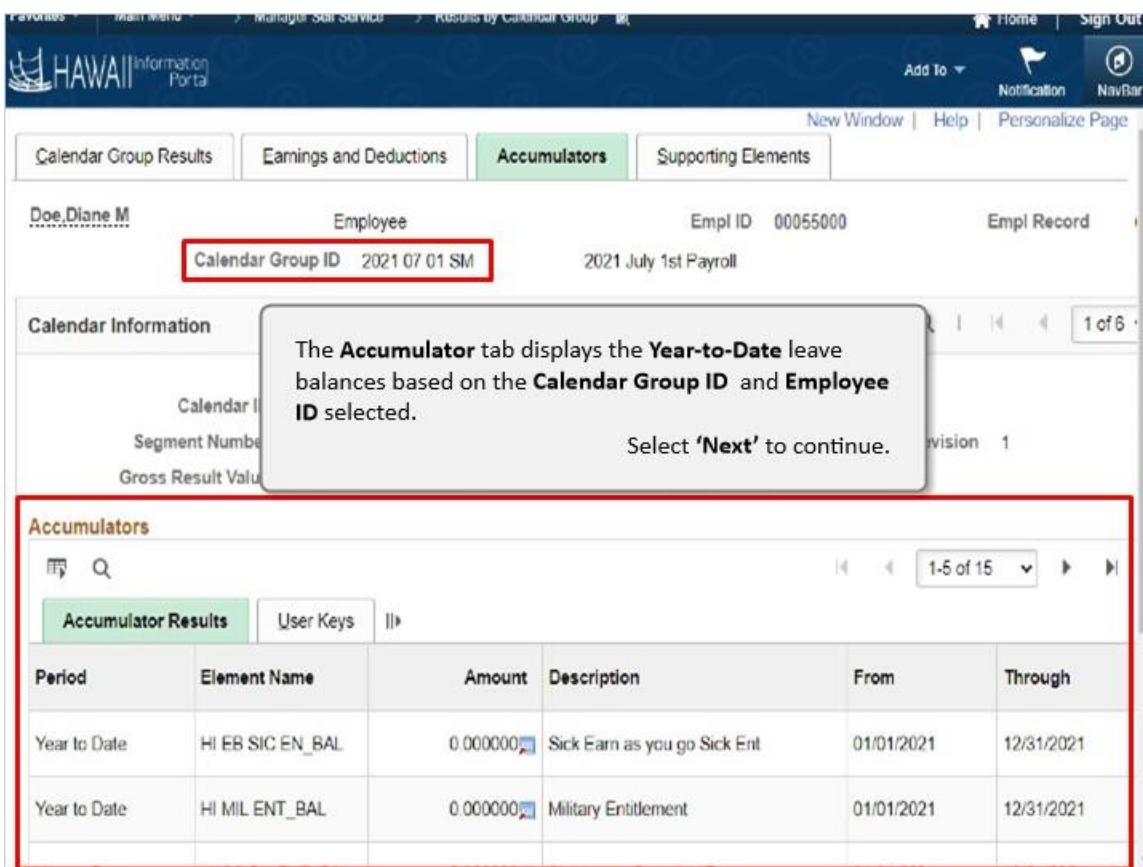
Calendar ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail
LAG 2021S07	04/01/2021	04/15/2021	Calculate	1	4	1	Segment Detail
LAG 2021S08	04/16/2021	04/30/2021	Calculate	1	3	1	Segment Detail
LAG 2021S09	05/01/2021	05/15/2021	Calculate	1	3	1	Segment Detail
LAG 2021S10	05/16/2021	05/31/2021	Calculate	1	3	1	Segment Detail
LAG 2021S11	06/01/2021	06/15/2021	Calculate	1	3	1	Segment Detail

Additional Result Pages

Positive Input - Absence Positive Input - Payroll Generated Positive Input

Click the 'Accumulators' tab

The **Calendar Group Results** tab displays the leave processing statistics. The **Accumulators** tab contains the selected employees leave balances.

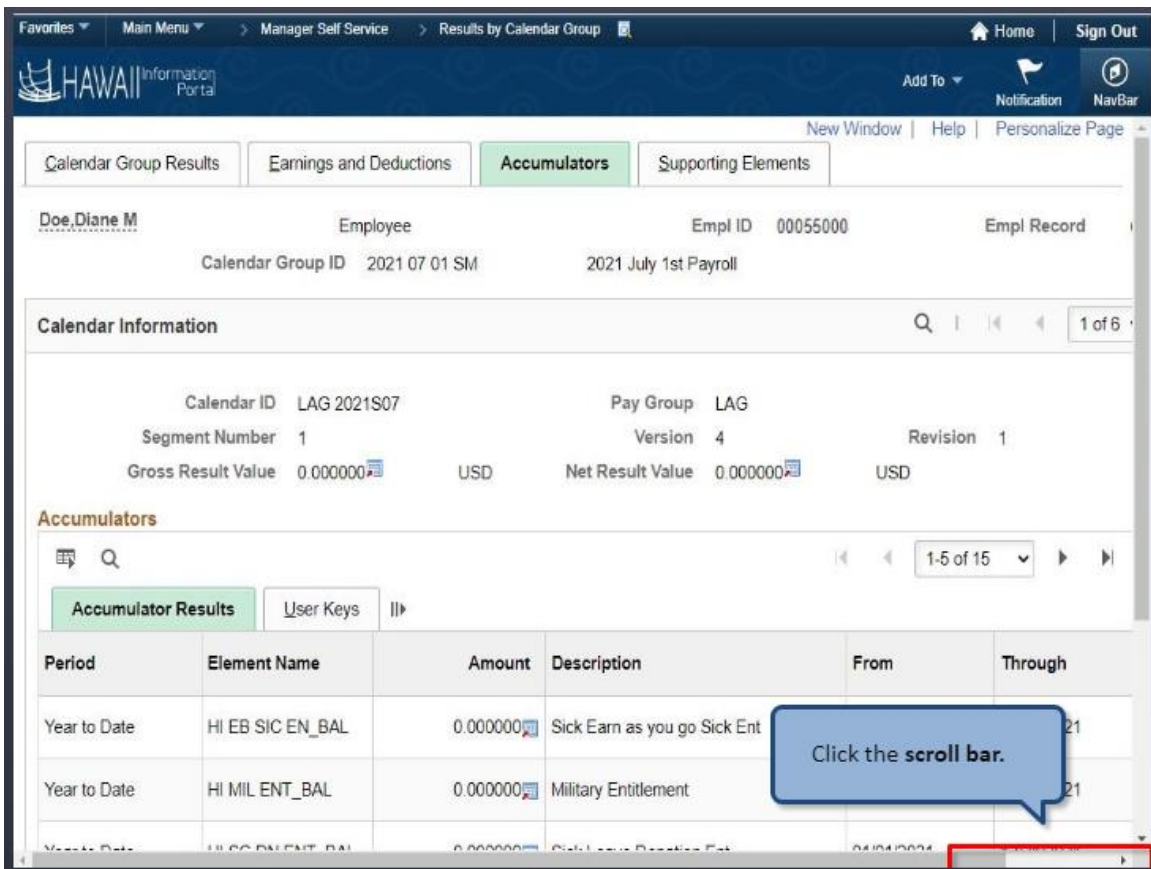


The **Accumulator** tab displays the **Year-to-Date** leave balances based on the **Calendar Group ID** and **Employee ID** selected.

Select **'Next'** to continue.

Period	Element Name	Amount	Description	From	Through
Year to Date	HI EB SIC EN_BAL	0.000000	Sick Earn as you go Sick Ent	01/01/2021	12/31/2021
Year to Date	HI MIL ENT_BAL	0.000000	Military Entitlement	01/01/2021	12/31/2021

The **Accumulator** tab displays the **Year-to-Date** leave balances based on the **Calendar Group ID** and **Employee ID** selected.



Calendar Group Results | Earnings and Deductions | **Accumulators** | Supporting Elements

Doe, Diane M Employee Empl ID 00055000 Empl Record
 Calendar Group ID 2021 07 01 SM 2021 July 1st Payroll

Calendar Information

Calendar ID LAG 2021S07 Pay Group LAG
 Segment Number 1 Version 4 Revision 1
 Gross Result Value 0.000000 USD Net Result Value 0.000000 USD

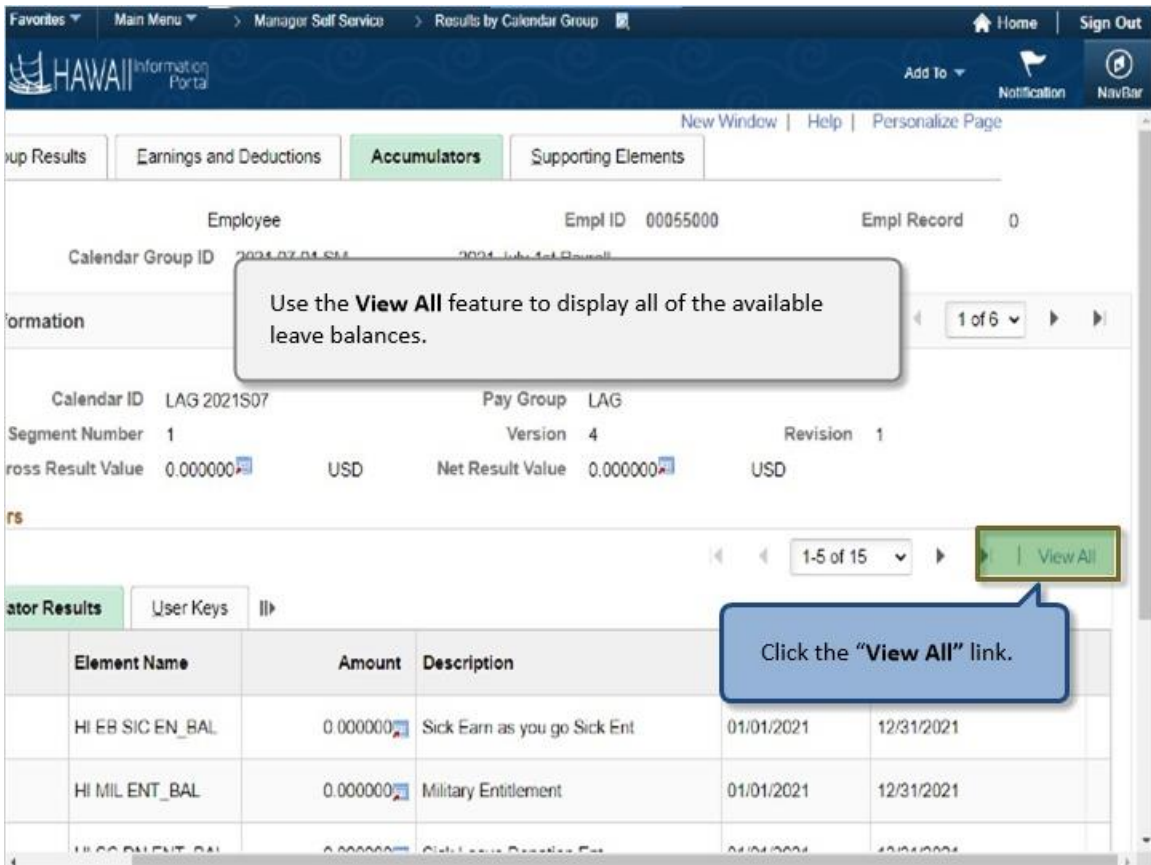
Accumulators

Accumulator Results | User Keys

Period	Element Name	Amount	Description	From	Through
Year to Date	HI EB SIC EN_BAL	0.000000	Sick Earn as you go Sick Ent		21
Year to Date	HI MIL ENT_BAL	0.000000	Military Entitlement		21
Year to Date	HI CC BAL ENT_BAL	0.000000	Civilian Disability Ent	04/01/2021	

Click the **scroll bar**.

Click the **scroll bar**.



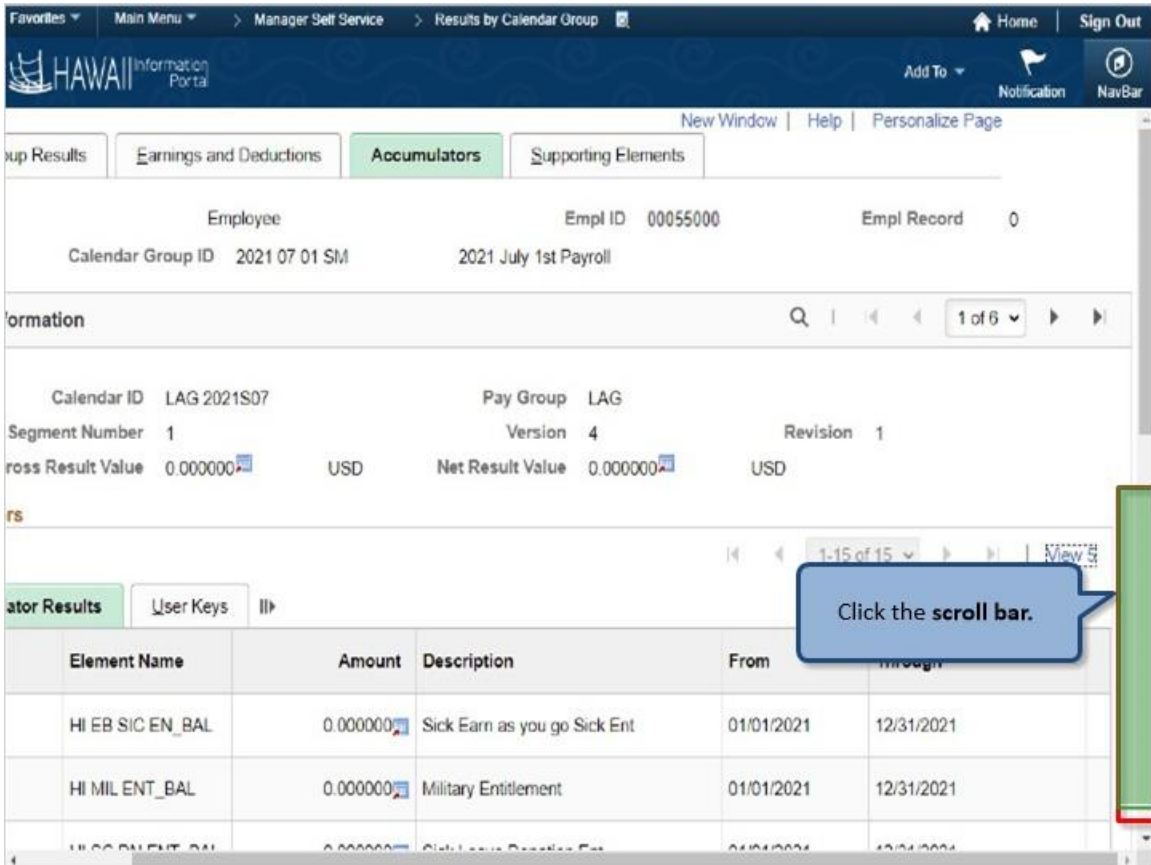
Use the **View All** feature to display all of the available leave balances.

Click the “**View All**” link.

Element Name	Amount	Description		
HI EB SIC EN_BAL	0.000000	Sick Earn as you go Sick Ent	01/01/2021	12/31/2021
HI MIL ENT_BAL	0.000000	Military Entitlement	01/01/2021	12/31/2021
HI CC ENT BAL	0.000000	Civil Leave Entitlement Ent	01/01/2021	12/31/2021

Use the **View All** feature to display all of the available leave balances.

Click the “**View All**” link.



Favorites ▾ Main Menu ▾ > Manager Self Service > Results by Calendar Group Home Sign Out
 Add To ▾ Notification NavBar
 New Window | Help | Personalize Page

Group Results | Earnings and Deductions | **Accumulators** | Supporting Elements

Employee Empl ID 00055000 Empl Record 0
 Calendar Group ID 2021 07 01 SM 2021 July 1st Payroll

Information 1 of 6

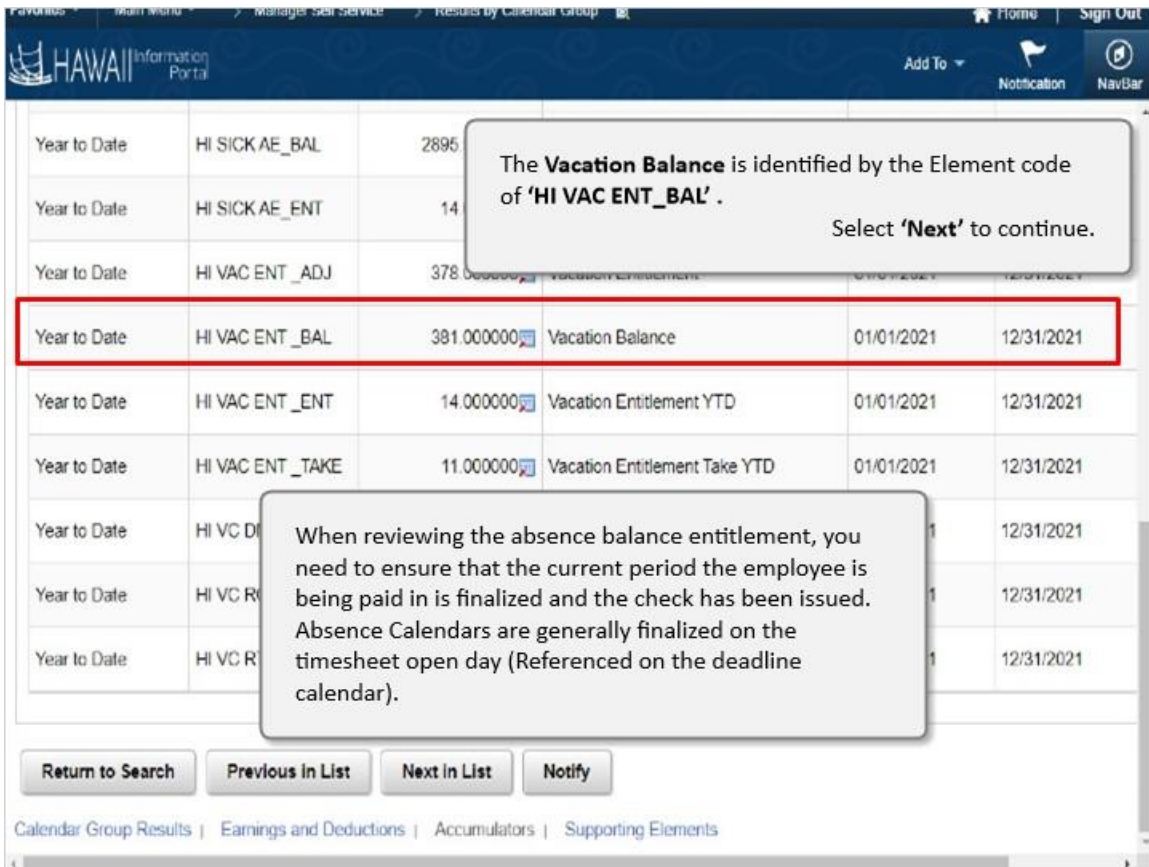
Calendar ID LAG 2021S07 Pay Group LAG
 Segment Number 1 Version 4 Revision 1
 Gross Result Value 0.000000 USD Net Result Value 0.000000 USD

1-15 of 15 View Settings

Accumulator Results | User Keys

Element Name	Amount	Description	From	Through
HI EB SIC EN_BAL	0.000000	Sick Earn as you go Sick Ent	01/01/2021	12/31/2021
HI MIL ENT_BAL	0.000000	Military Entitlement	01/01/2021	12/31/2021
HI CC BAL ENT_BAL	0.000000	Sick Leave Reserve Ent	01/01/2021	12/31/2021

Click the **scroll bar**.



The screenshot displays a table of absence balances. A callout box highlights that the **Vacation Balance** is identified by the Element code of **'HI VAC ENT_BAL'**. Another callout box provides instructions: "When reviewing the absence balance entitlement, you need to ensure that the current period the employee is being paid in is finalized and the check has been issued. Absence Calendars are generally finalized on the timesheet open day (Referenced on the deadline calendar)." The table includes columns for 'Year to Date', 'Element Code', 'Balance', and 'Description'. The row for 'HI VAC ENT_BAL' is highlighted with a red border.

Year to Date	HI SICK AE_BAL	2895			
Year to Date	HI SICK AE_ENT	14			
Year to Date	HI VAC ENT_ADJ	378			
Year to Date	HI VAC ENT_BAL	381.000000	Vacation Balance	01/01/2021	12/31/2021
Year to Date	HI VAC ENT_ENT	14.000000	Vacation Entitlement YTD	01/01/2021	12/31/2021
Year to Date	HI VAC ENT_TAKE	11.000000	Vacation Entitlement Take YTD	01/01/2021	12/31/2021
Year to Date	HI VC D				12/31/2021
Year to Date	HI VC R				12/31/2021
Year to Date	HI VC R				12/31/2021

The **Vacation Balance** is identified by the Element code of **'HI VAC ENT_BAL'** .

When reviewing the absence balance entitlement, you need to ensure that the current period the employee is being paid in is finalized and the check has been issued. Absence Calendars are generally finalized on the timesheet open day (Referenced on the deadline calendar).

 HAWAII Information Portal

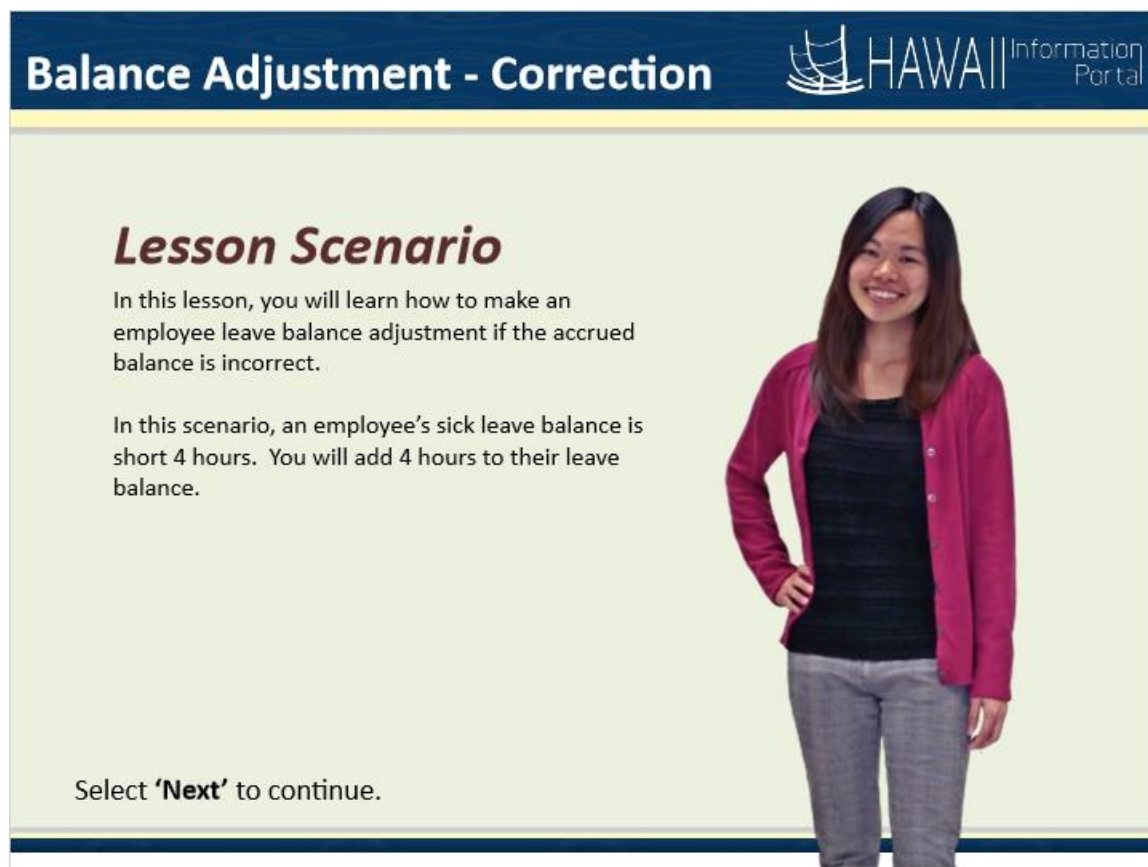


Congratulations!
You've successfully completed
this lesson.

Select '**Next**' to continue.

Congratulations!
You've successfully completed this lesson.

BALANCE ADJUSTMENT - CORRECTION



Balance Adjustment - Correction

Lesson Scenario

In this lesson, you will learn how to make an employee leave balance adjustment if the accrued balance is incorrect.

In this scenario, an employee's sick leave balance is short 4 hours. You will add 4 hours to their leave balance.

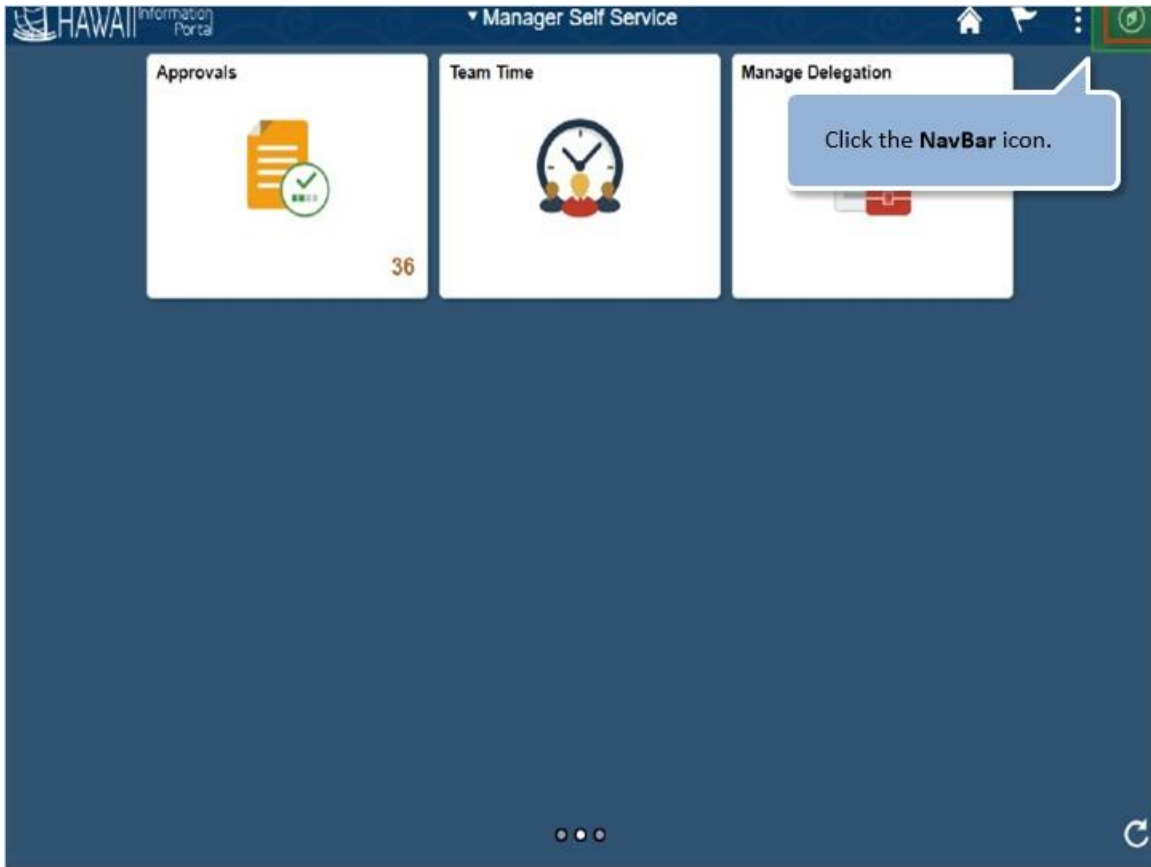
Select **'Next'** to continue.

Balance Adjustment - Correction

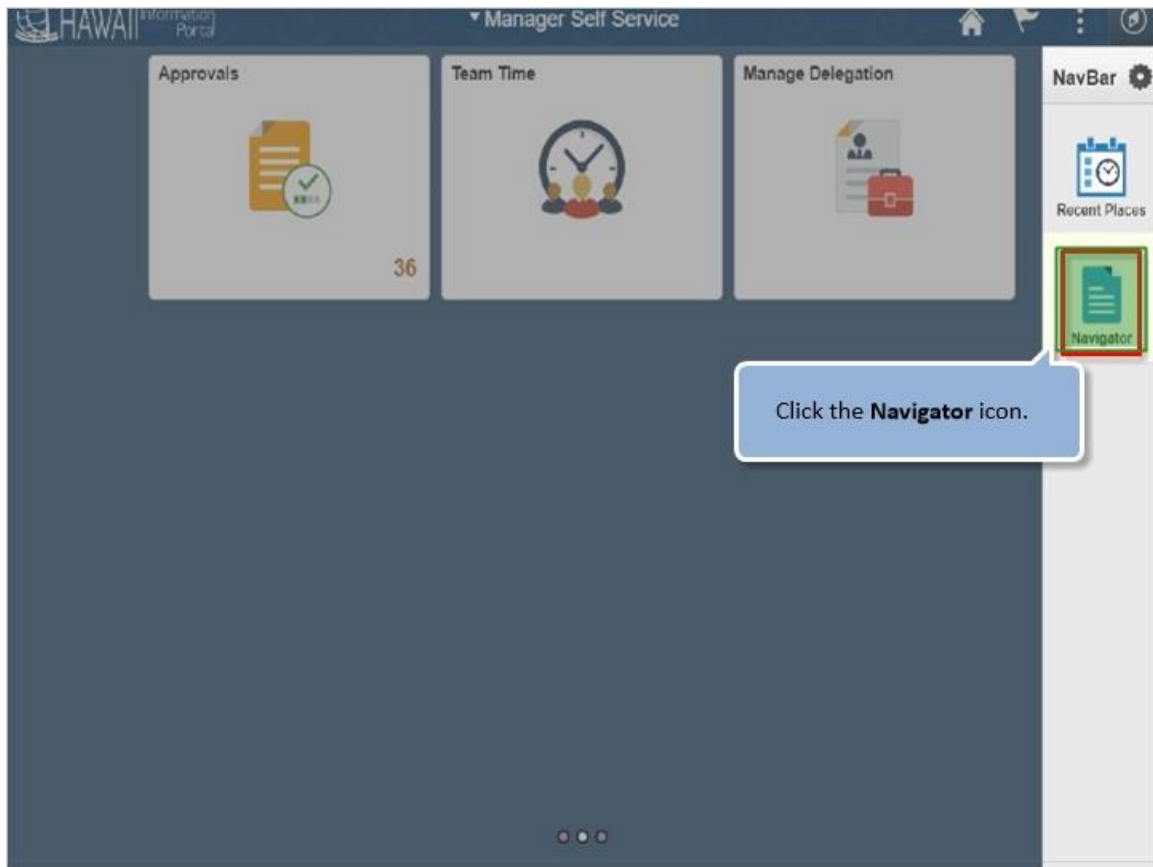
Lesson Scenario

In this lesson, you will learn how to make an employee leave balance adjustment if the accrued balance is incorrect.

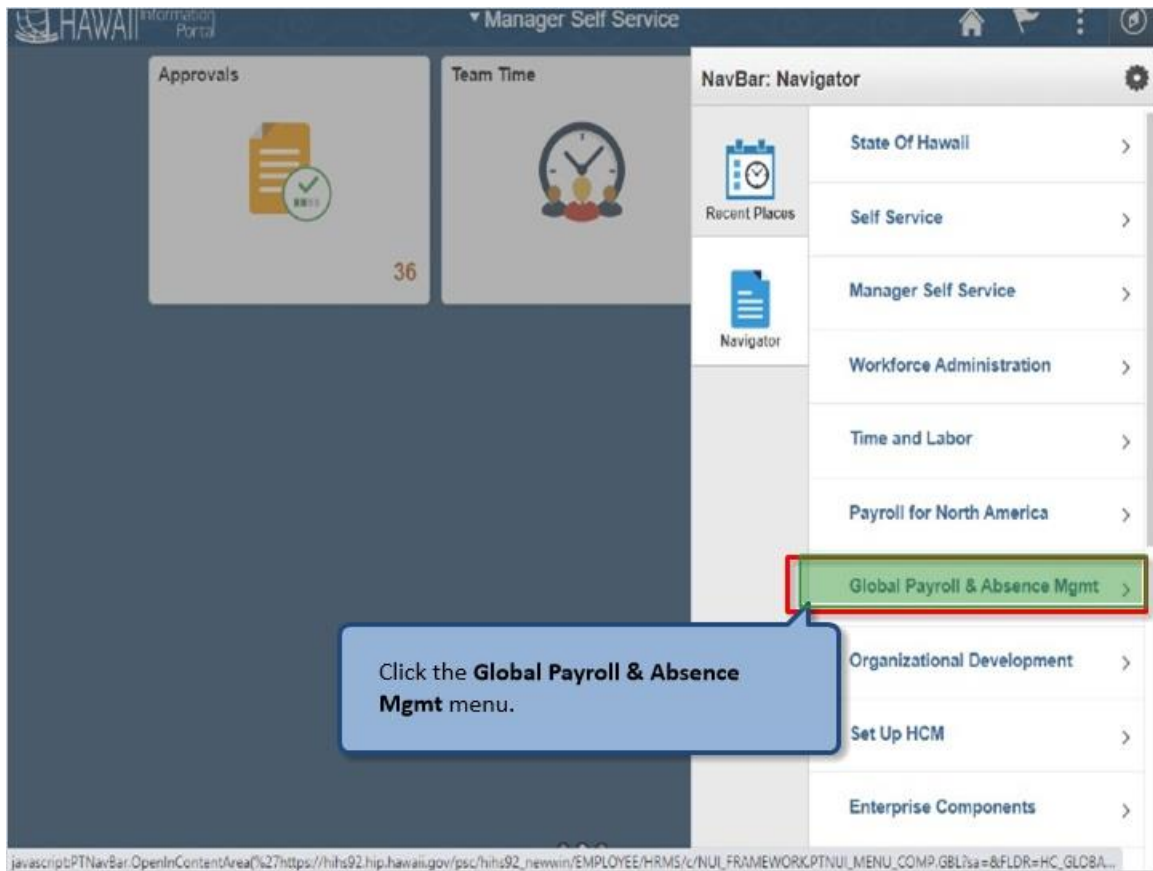
In this scenario, an employee's sick leave balance is short 4 hours. You will add 4 hours to their leave balance.



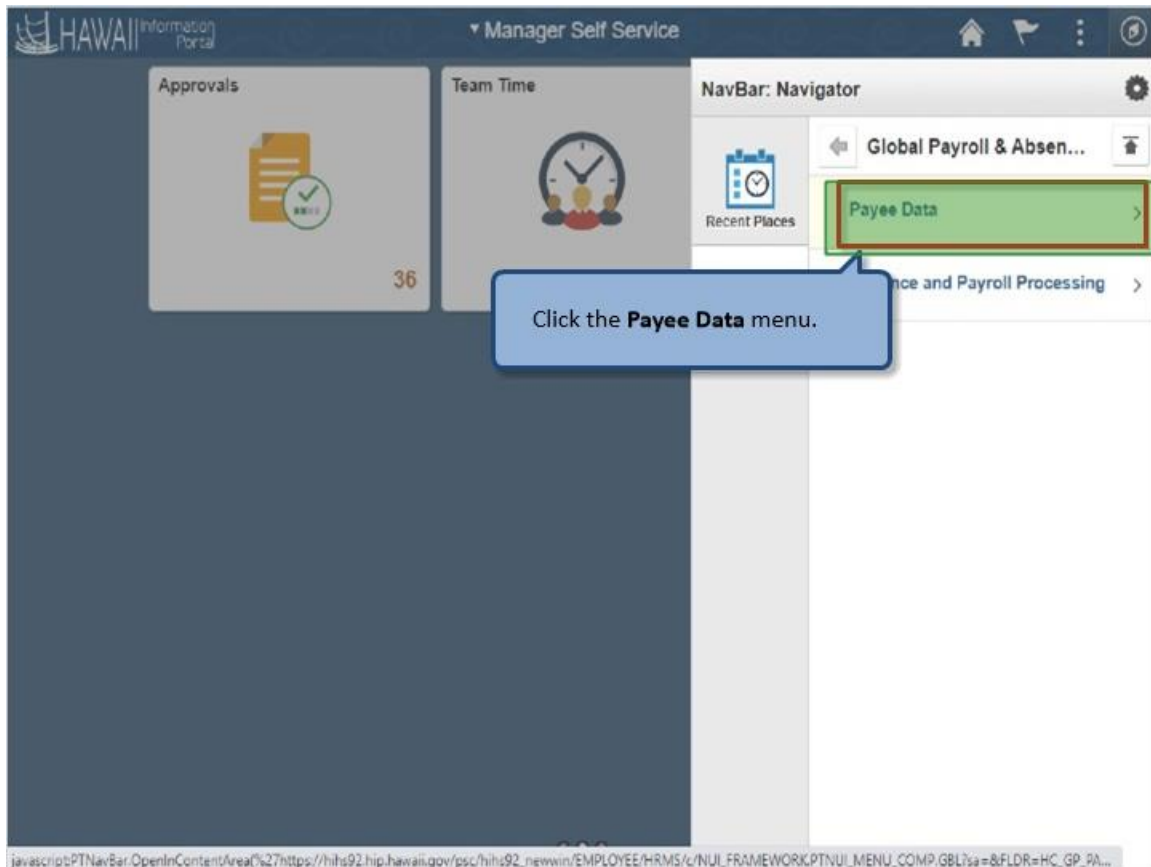
Click the **NavBar** icon.



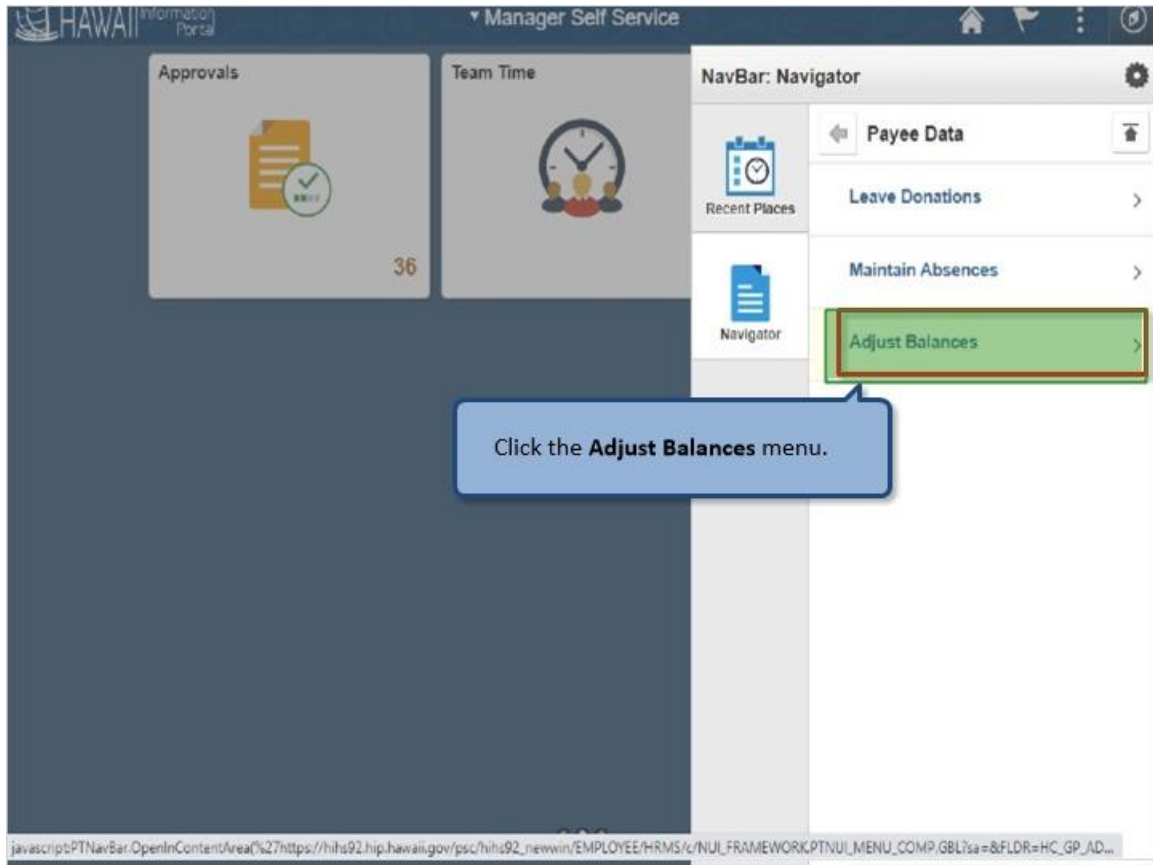
Click the **Navigator** icon.



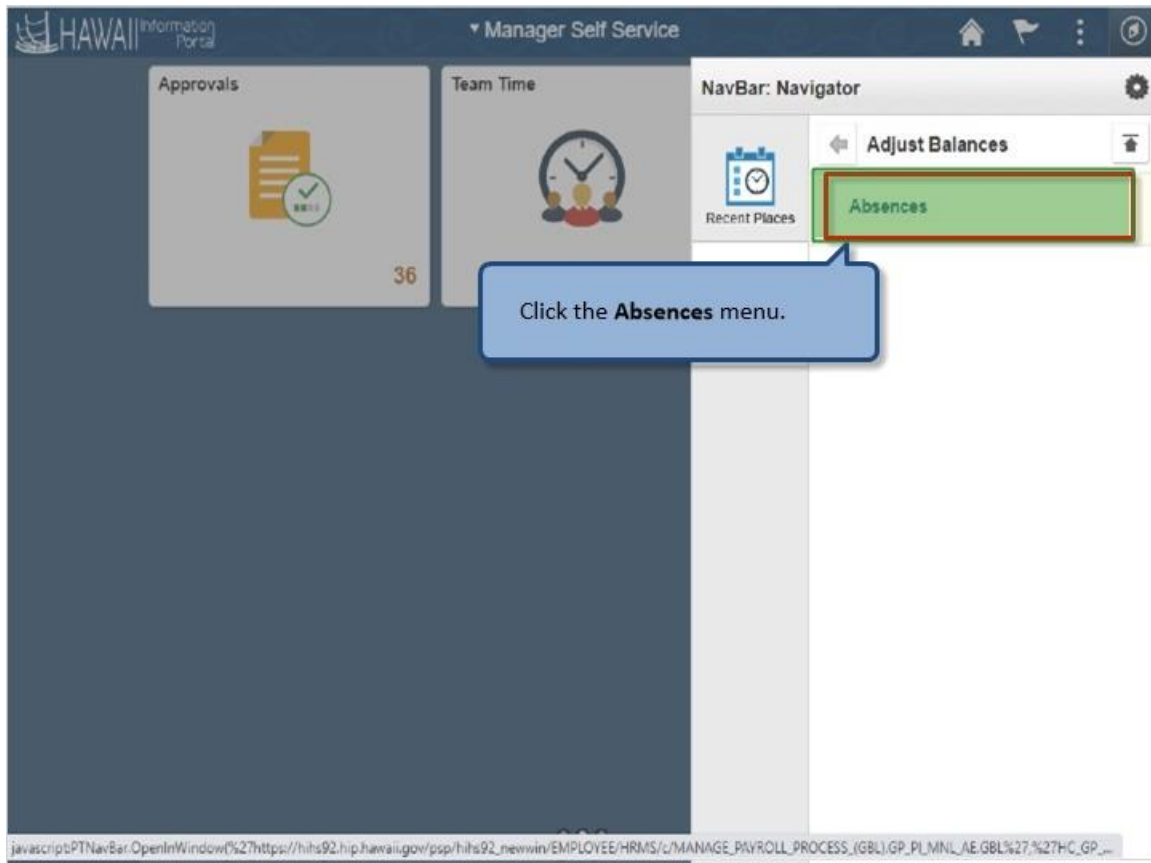
Click the **Global Payroll & Absence Mgmt** menu.



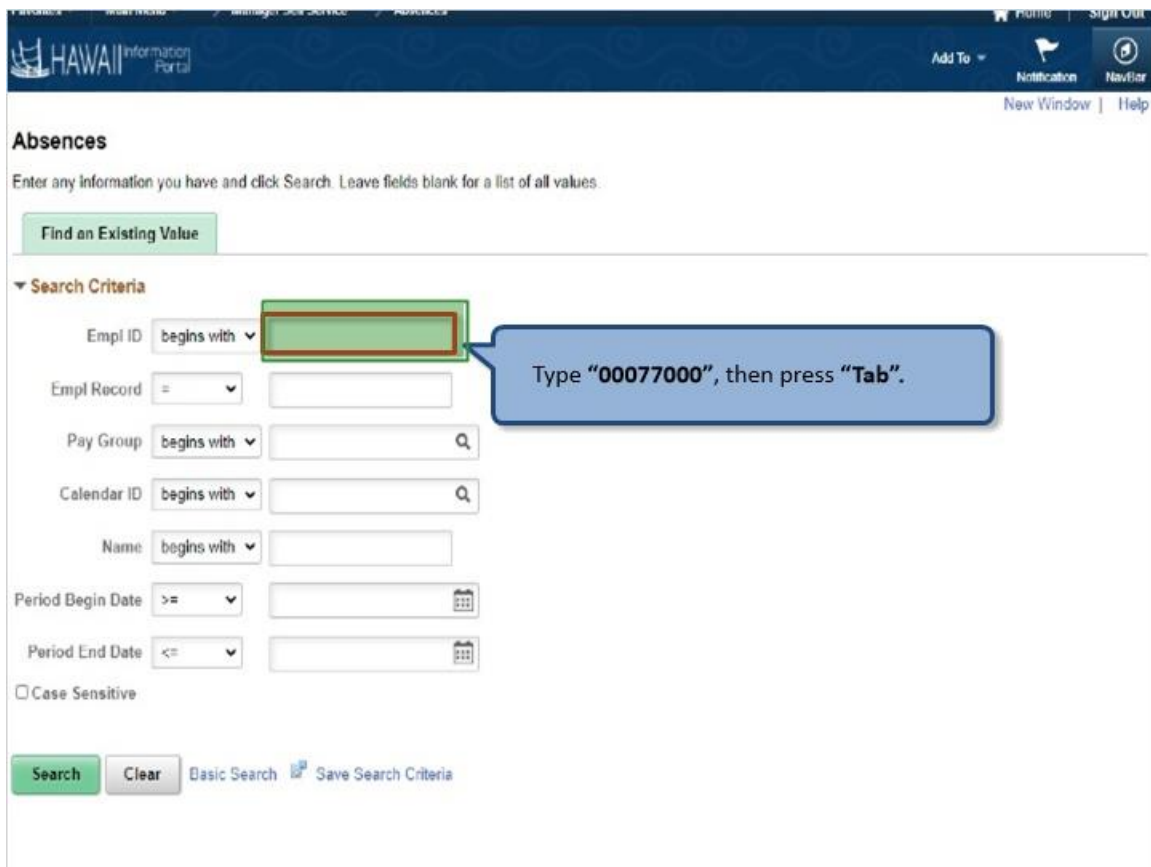
Click the **Payee Data** menu.



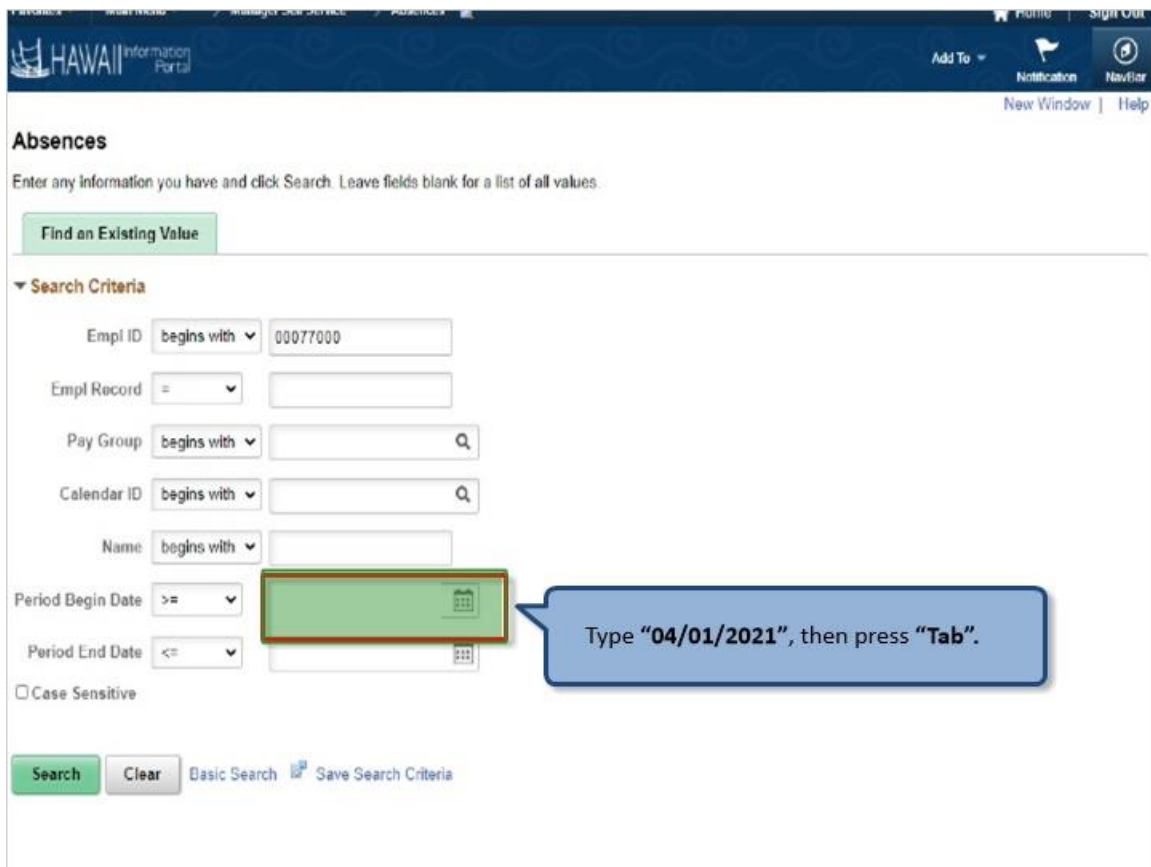
Click the **Adjust Balances** menu.



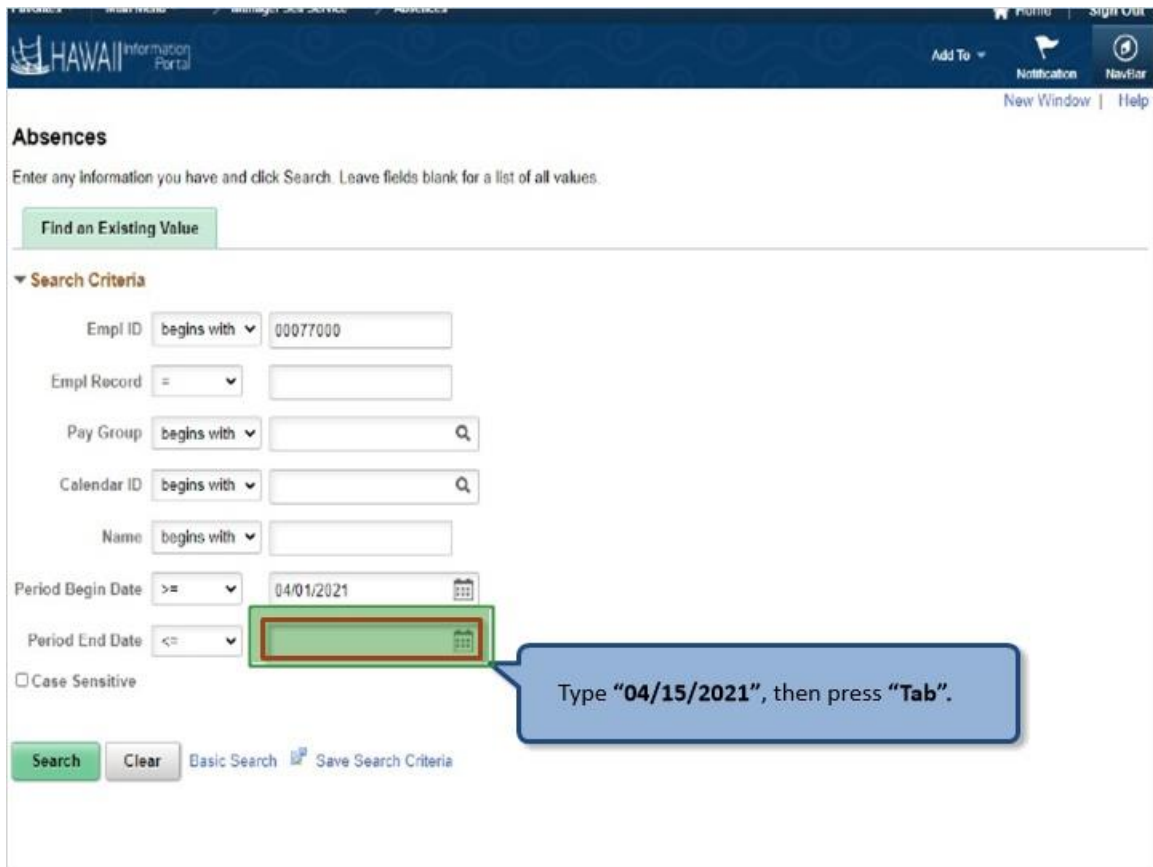
Click the **Absences** menu.



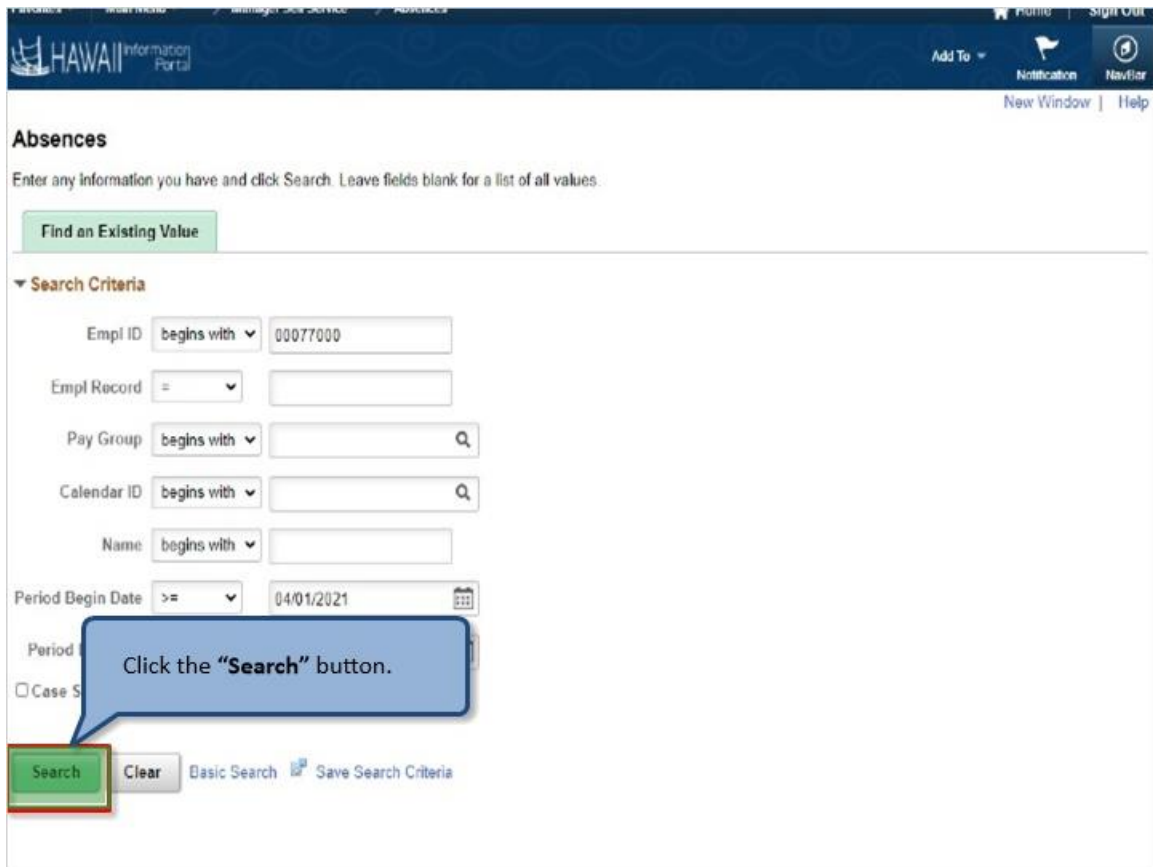
Type **“00077000”**, then press **“Tab”**.



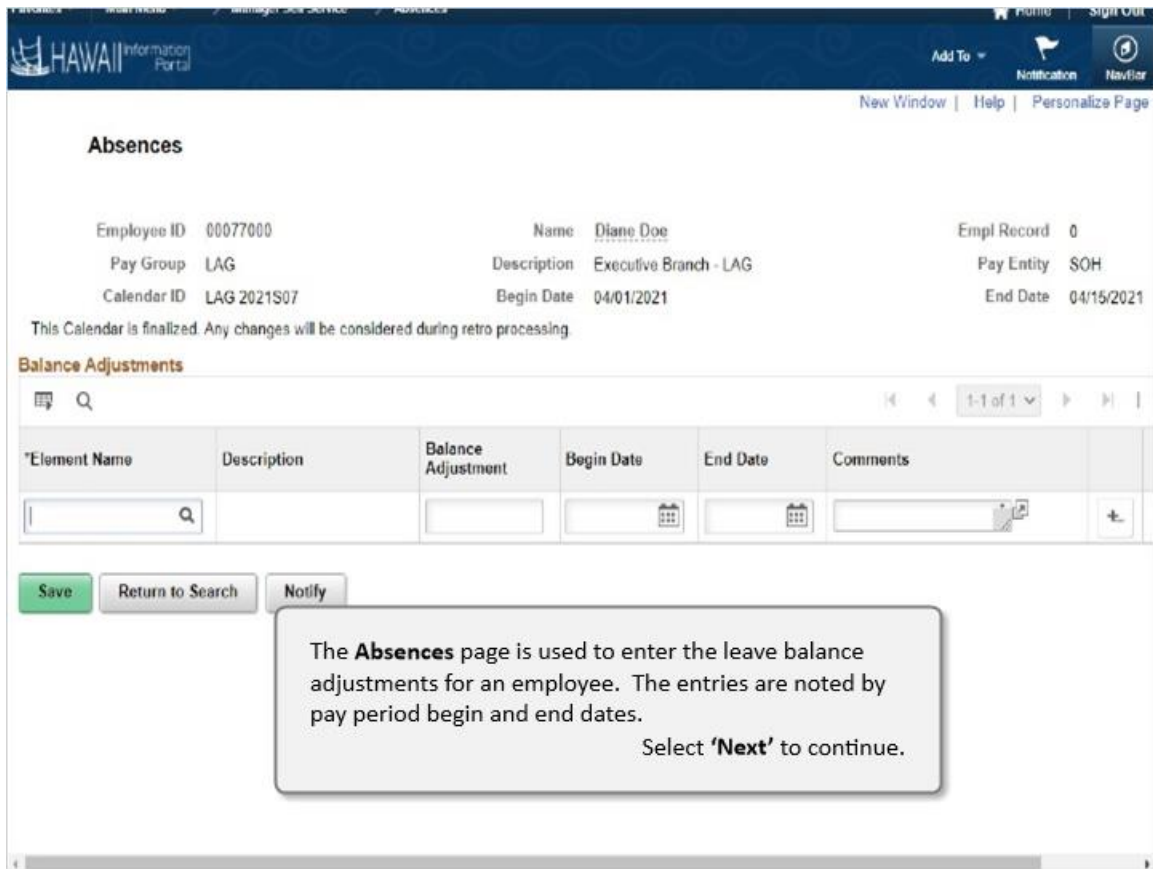
Type “04/01/2021”, then press “Tab”.



Type “04/15/2021”, then press “Tab”.



Click the **“Search”** button.



Absences

Employee ID: 00077000 Name: Diane Doe Empl Record: 0
 Pay Group: LAG Description: Executive Branch - LAG Pay Entity: SOH
 Calendar ID: LAG 2021S07 Begin Date: 04/01/2021 End Date: 04/15/2021

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

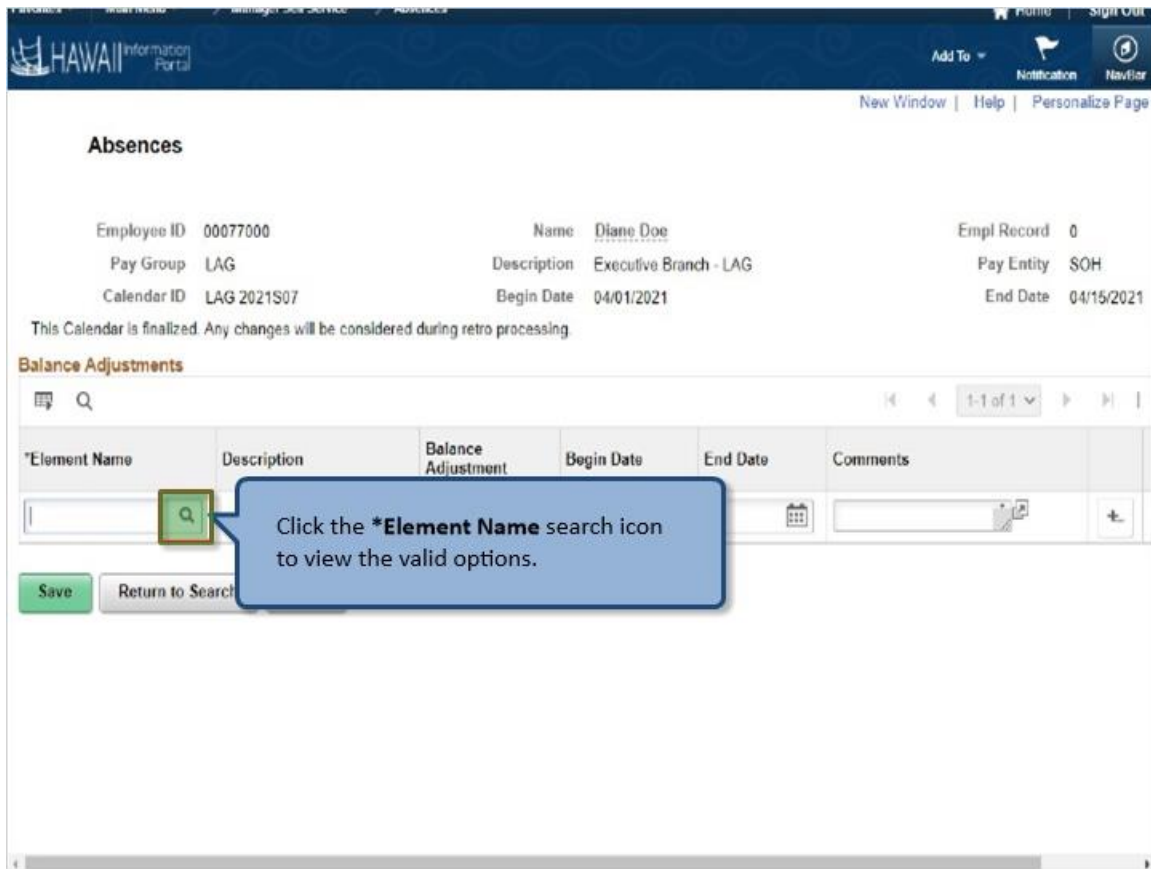
*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Return to Search Notify

The **Absences** page is used to enter the leave balance adjustments for an employee. The entries are noted by pay period begin and end dates.

Select '**Next**' to continue.

The **Absences** page is used to enter the leave balance adjustments for an employee. The entries are noted by pay period begin and end dates.



Absences

Employee ID 00077000 Name Diane Doe Empl Record 0
Pay Group LAG Description Executive Branch - LAG Pay Entity SOH
Calendar ID LAG 2021S07 Begin Date 04/01/2021 End Date 04/15/2021

This Calendar is finalized. Any changes will be considered during retro processing.

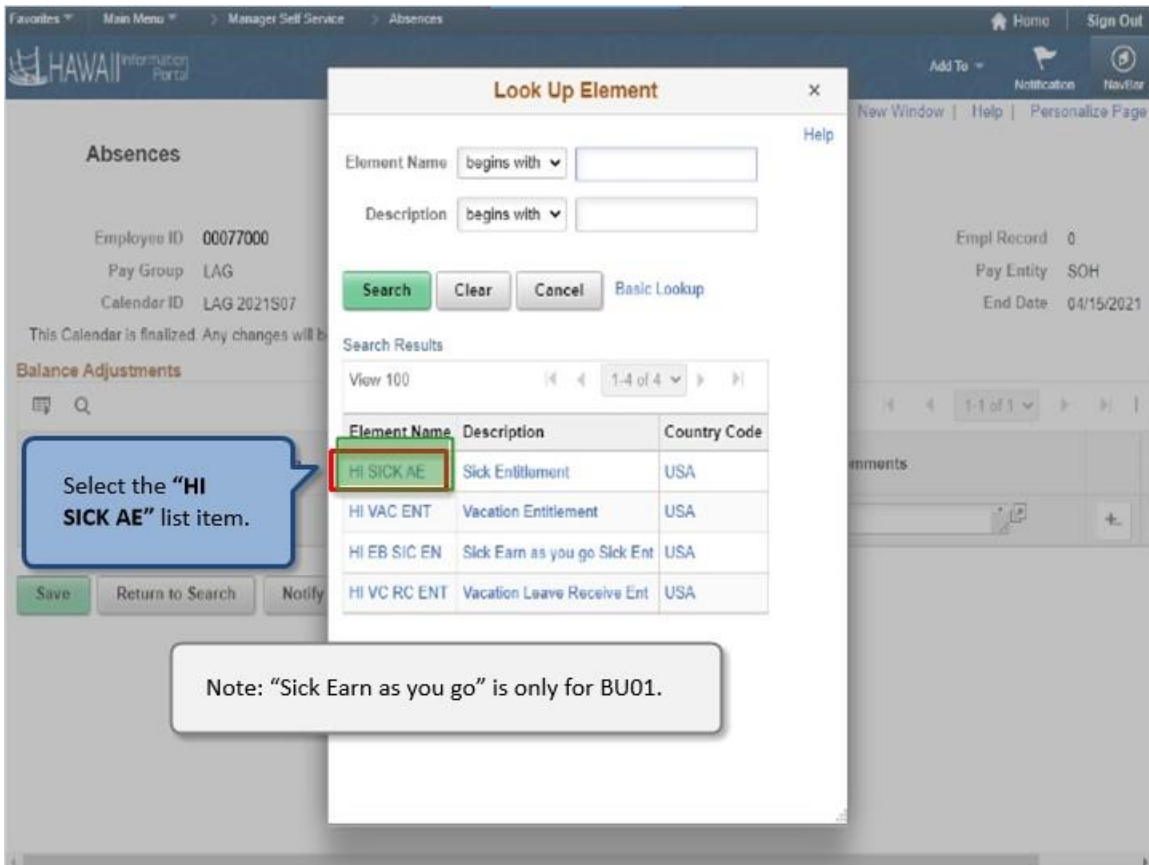
Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
<input type="text"/>					

Save Return to Search

Click the *Element Name search icon to view the valid options.

Click the ***Element Name** search icon to view the valid options.



The screenshot shows the 'Look Up Element' dialog box with the following search criteria:

- Element Name: begins with []
- Description: begins with []

Buttons: Search, Clear, Cancel, Basic Lookup

Search Results:

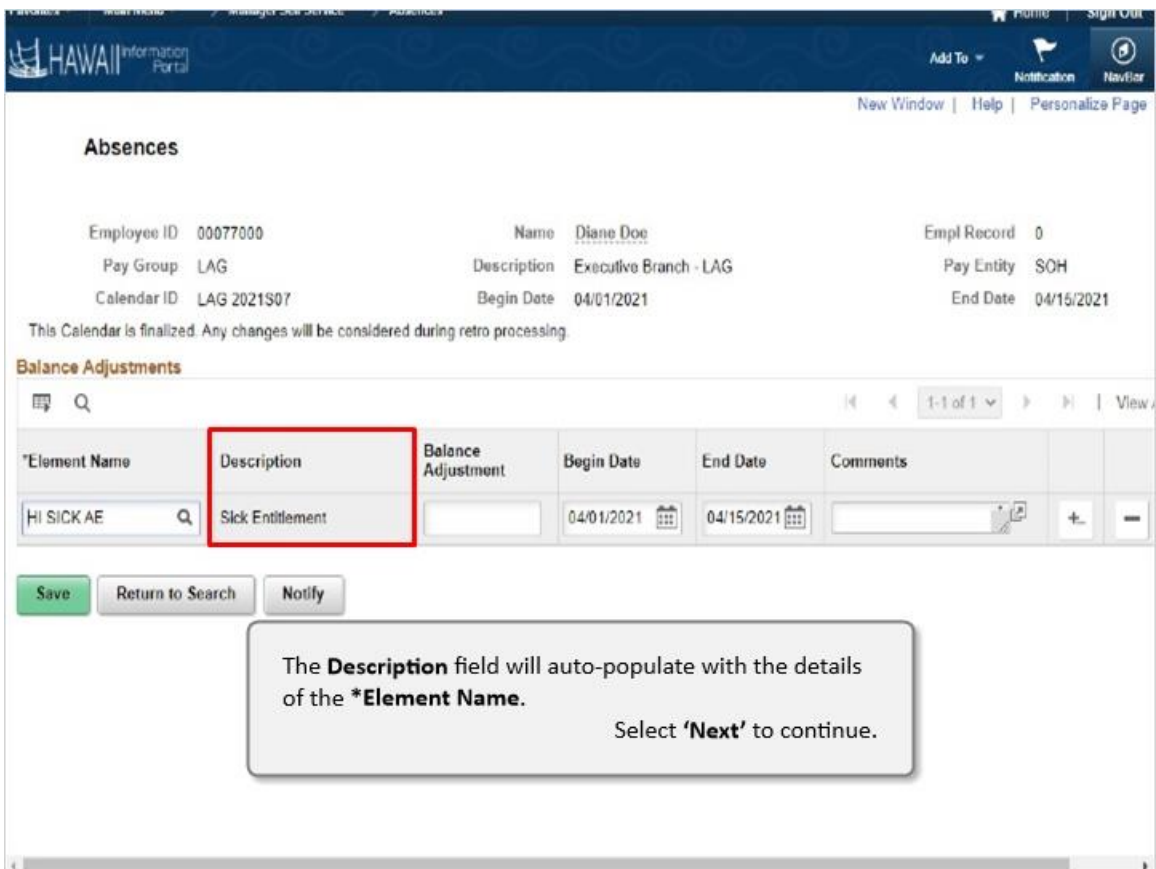
Element Name	Description	Country Code
HI SICK AE	Sick Entitlement	USA
HI VAC ENT	Vacation Entitlement	USA
HI EB SIC EN	Sick Earn as you go Sick Ent	USA
HI VC RC ENT	Vacation Leave Receive Ent	USA

Callout box text: Select the "HI SICK AE" list item.

Note: "Sick Earn as you go" is only for BU01.

Select the "HI SICK AE" list item.

Note: "Sick Earn as you go" is only for BU01.



Absences

Employee ID: 00077000 Name: Diane Doe Empl Record: 0
 Pay Group: LAG Description: Executive Branch - LAG Pay Entity: SOH
 Calendar ID: LAG 2021S07 Begin Date: 04/01/2021 End Date: 04/15/2021

This Calendar is finalized. Any changes will be considered during retro processing.

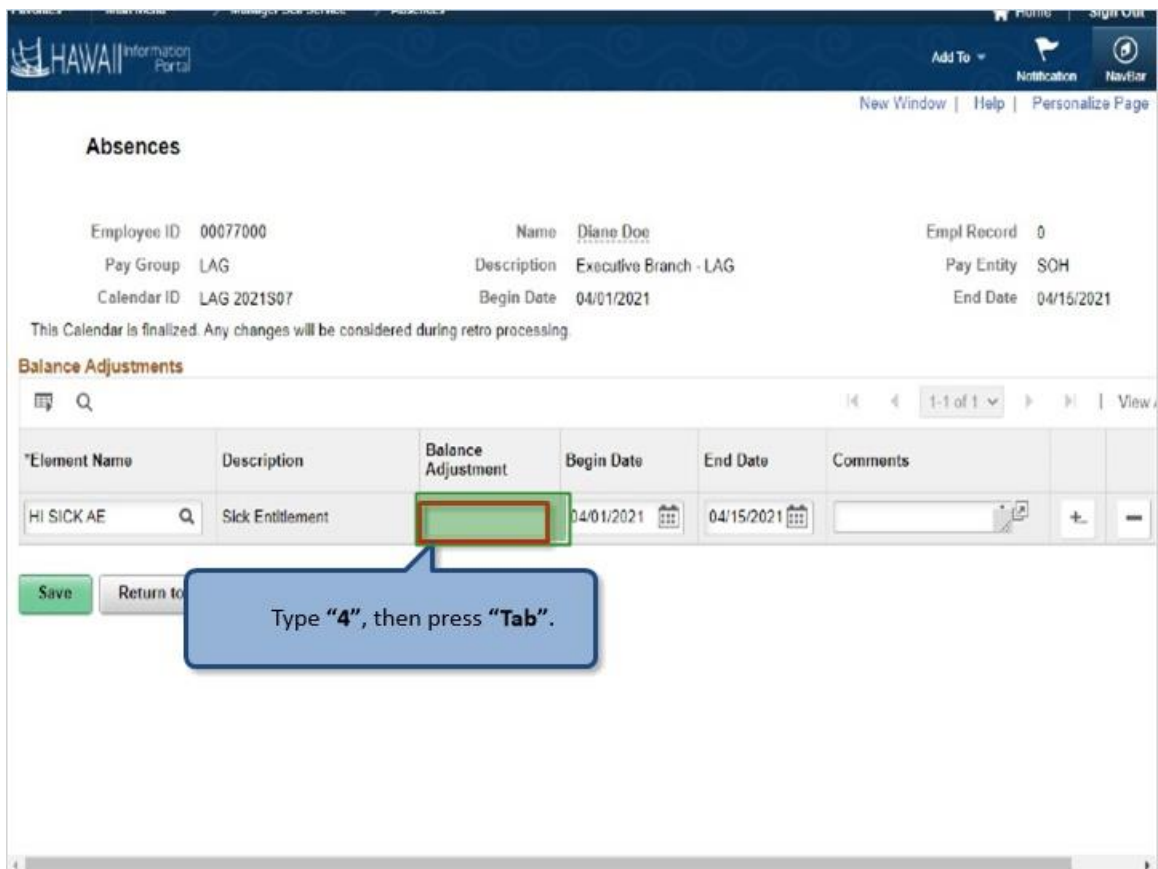
Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
HI SICK AE	Sick Entitlement		04/01/2021	04/15/2021	

Save Return to Search Notify

The **Description** field will auto-populate with the details of the ***Element Name**.
 Select **'Next'** to continue.

The **Description** field will auto-populate with the details of the ***Element Name**.



Absences

Employee ID 00077000 Name Diane Doe Empl Record 0
Pay Group LAG Description Executive Branch - LAG Pay Entity SOH
Calendar ID LAG 2021S07 Begin Date 04/01/2021 End Date 04/15/2021

This Calendar is finalized. Any changes will be considered during retro processing.

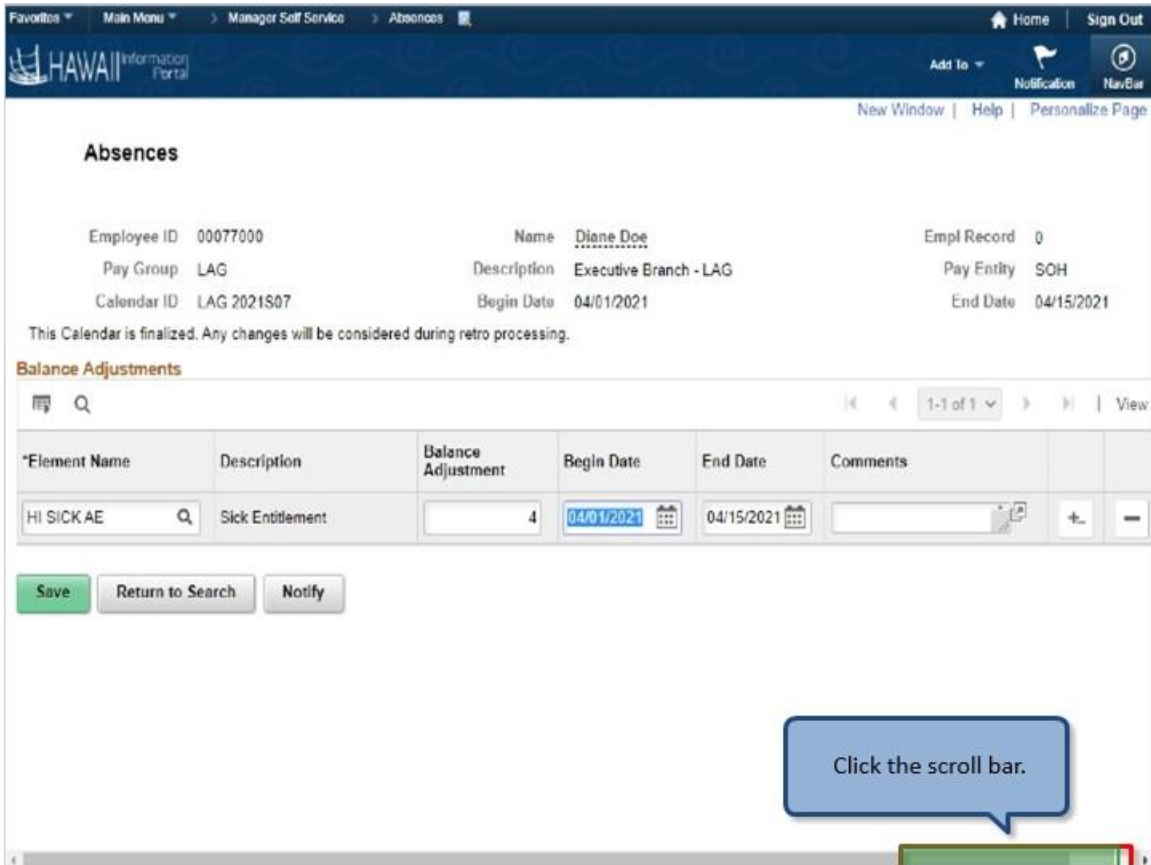
Balance Adjustments

Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
HI SICK AE	Sick Entitlement		04/01/2021	04/15/2021	

Save Return to

Type "4", then press "Tab".

Type "4", then press "Tab".



Absences

Employee ID 00077000 Name Diane Doe Empl Record 0
Pay Group LAG Description Executive Branch - LAG Pay Entry SOH
Calendar ID LAG 2021S07 Begin Date 04/01/2021 End Date 04/15/2021

This Calendar is finalized. Any changes will be considered during retro processing.

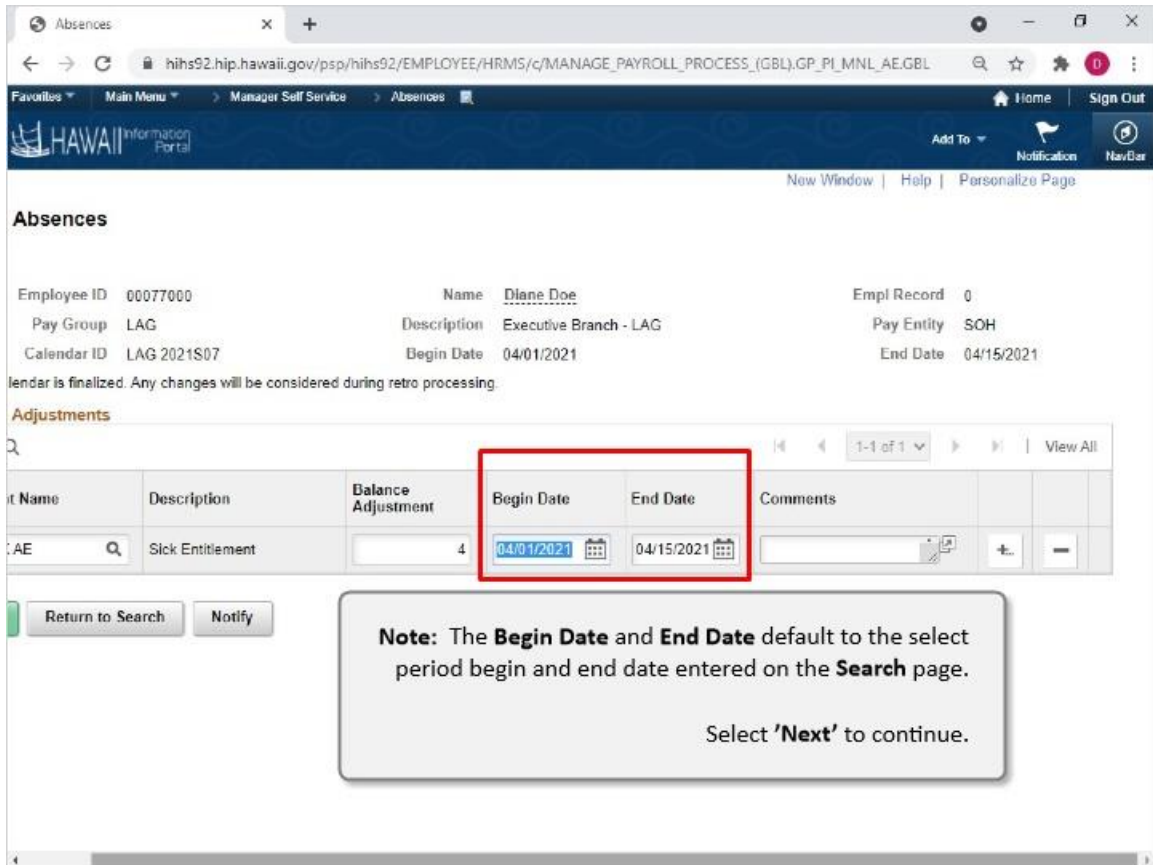
Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
HI SICK AE	Sick Entitlement	4	04/01/2021	04/15/2021	

Save Return to Search Notify

Click the scroll bar.

Click the **scroll bar**.



Absences

Employee ID 00077000 Name Diane Doe Empl Record 0
 Pay Group LAG Description Executive Branch - LAG Pay Entity SOH
 Calendar ID LAG 2021S07 Begin Date 04/01/2021 End Date 04/15/2021

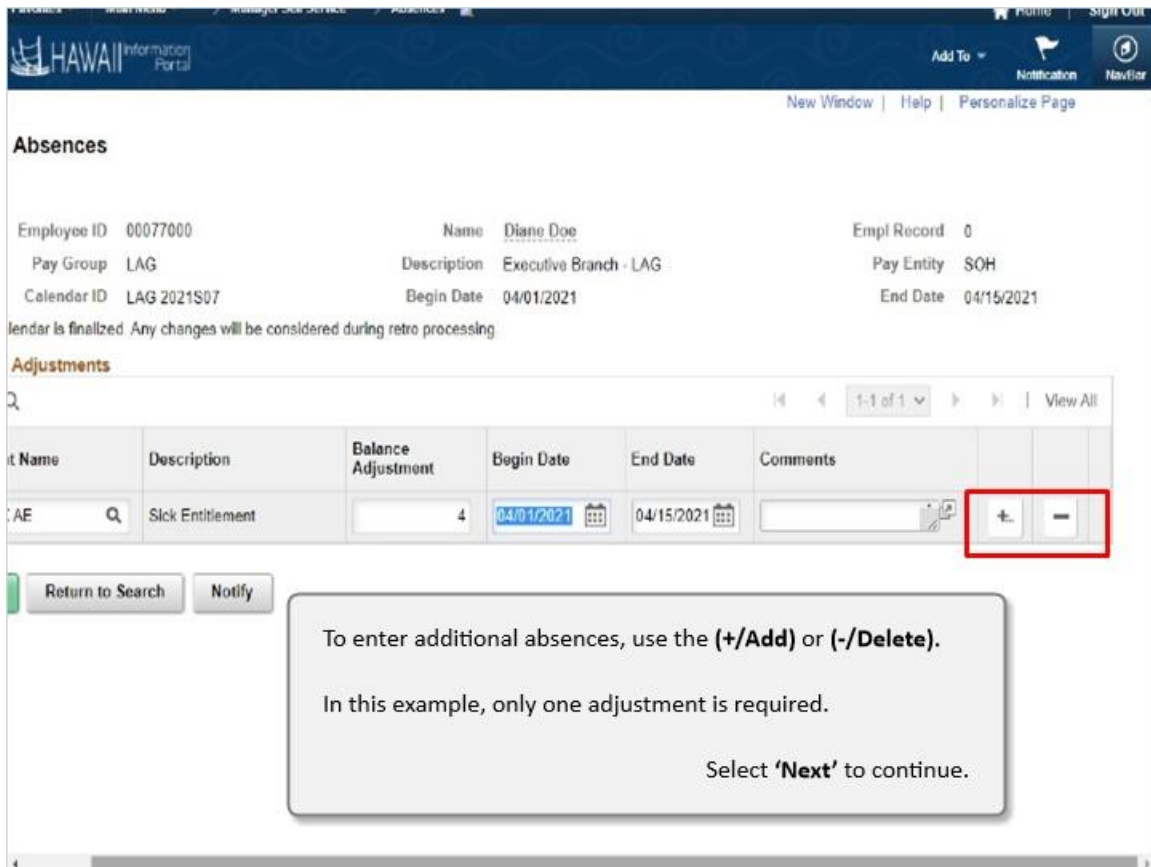
Calendar is finalized. Any changes will be considered during retro processing.

Adjustments

Adjustment Name	Description	Balance Adjustment	Begin Date	End Date	Comments
LAG AE	Sick Entitlement	4	04/01/2021	04/15/2021	

Note: The **Begin Date** and **End Date** default to the select period begin and end date entered on the **Search** page.
 Select '**Next**' to continue.

Note: The **Begin Date** and **End Date** default to the select period begin and end date enter on the **Search** page.



Absences

Employee ID 00077000 Name Diane Doe Empl Record 0
Pay Group LAG Description Executive Branch - LAG Pay Entity SOH
Calendar ID LAG 2021S07 Begin Date 04/01/2021 End Date 04/15/2021

Calendar is finalized. Any changes will be considered during retro processing.

Adjustments

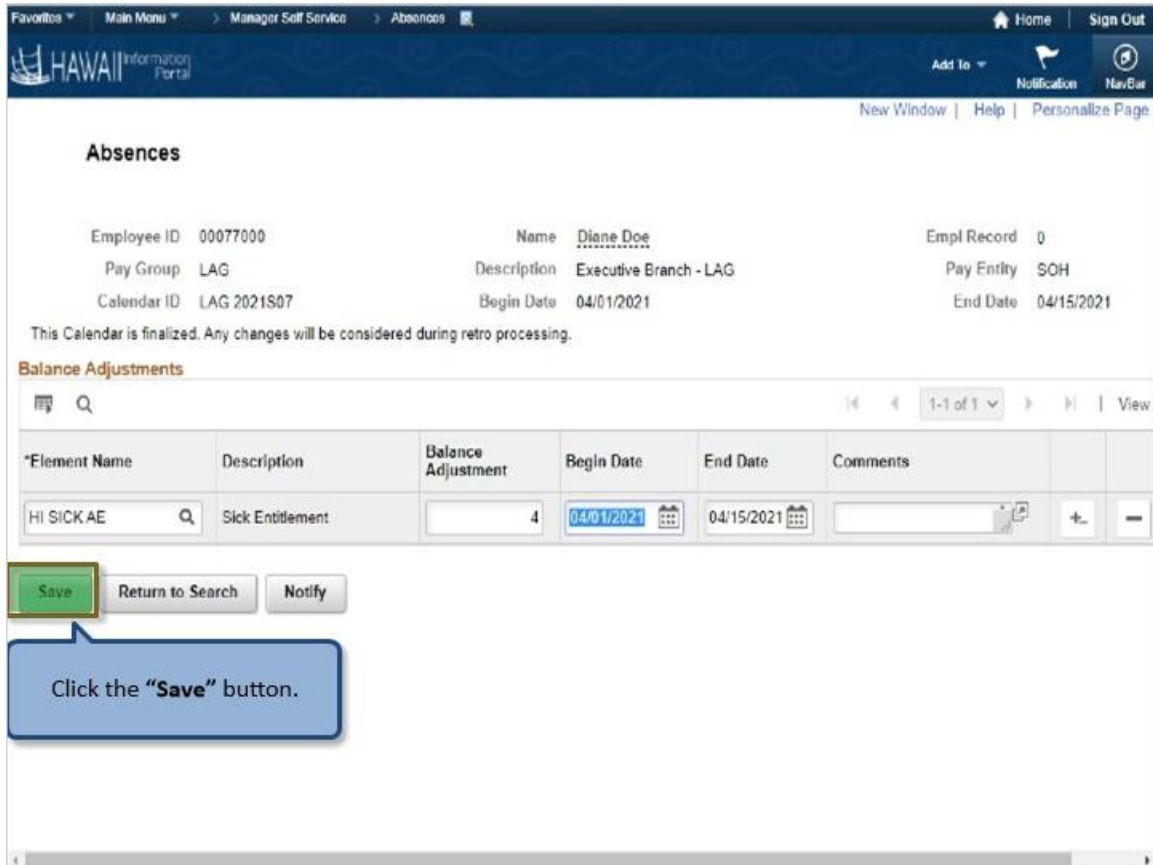
Item Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
AE	Sick Entitlement	4	04/01/2021	04/15/2021		+	-

Return to Search Notify

To enter additional absences, use the **(+/Add)** or **(-/Delete)**.
In this example, only one adjustment is required.
Select **'Next'** to continue.

To enter additional absences, use the **(+/Add)** or **(-/Delete)**.

In this example, only one adjustment required.



Absences

Employee ID 00077000 Name Diane Doe Empl Record 0
Pay Group LAG Description Executive Branch - LAG Pay Entry SOH
Calendar ID LAG 2021S07 Begin Date 04/01/2021 End Date 04/15/2021

This Calendar is finalized. Any changes will be considered during retro processing.

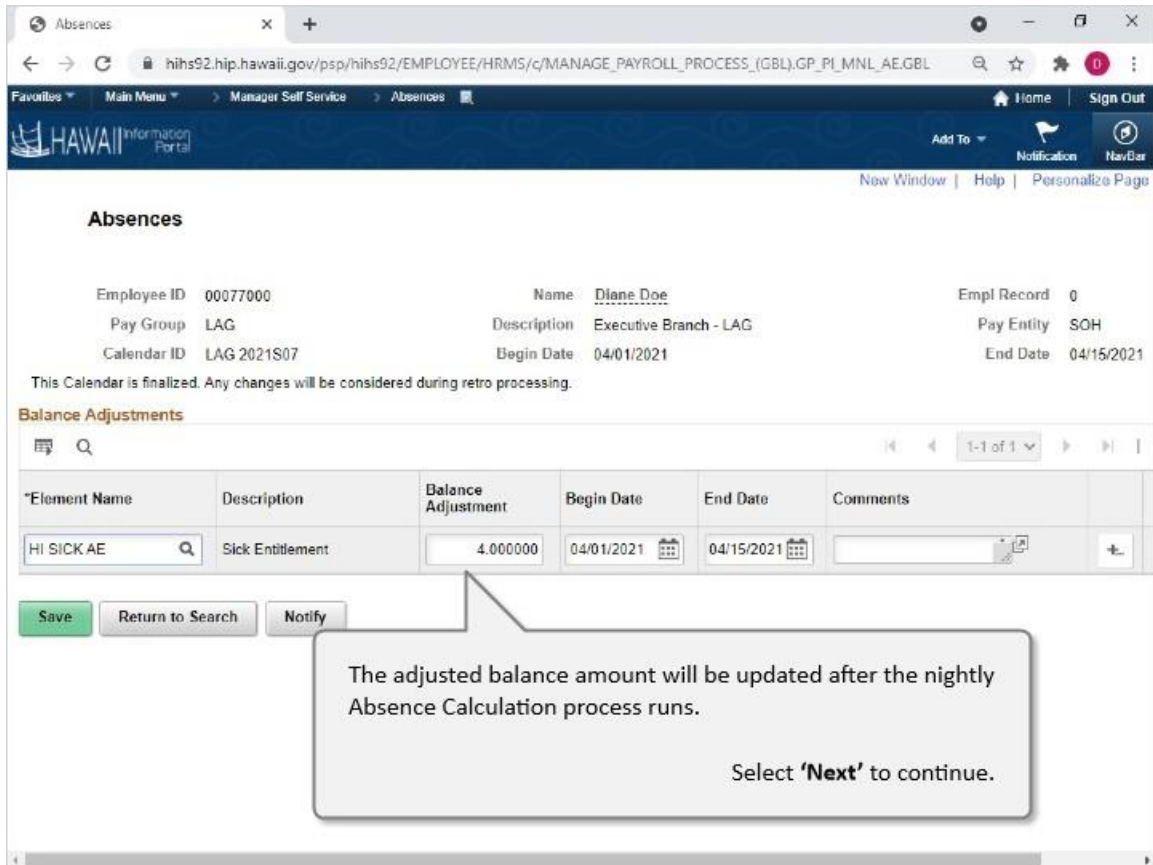
Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
HI SICK AE	Sick Entitlement	4	04/01/2021	04/15/2021	

Save Return to Search Notify

Click the "Save" button.

Click the "Save" button.



Absences

Employee ID 00077000 Name Diane Doe Empl Record 0
 Pay Group LAG Description Executive Branch - LAG Pay Entity SOH
 Calendar ID LAG 2021S07 Begin Date 04/01/2021 End Date 04/15/2021

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
HI SICK AE	Sick Entitlement	4.000000	04/01/2021	04/15/2021	

Save Return to Search Notify

The adjusted balance amount will be updated after the nightly Absence Calculation process runs.

Select **'Next'** to continue.

The adjusted balance amount will be updated after the nightly Absence Calculation process runs.

 HAWAII Information Portal



Congratulations!
You've successfully completed
this lesson.

Select **'Next'** to continue.

Congratulations!
You've successfully completed this lesson.

VACATION PAYOUT



Vacation Payout

Lesson Scenario

In this lesson, you will learn how to complete a leave balance adjustment for vacation payout due to an employee's termination or transfer.

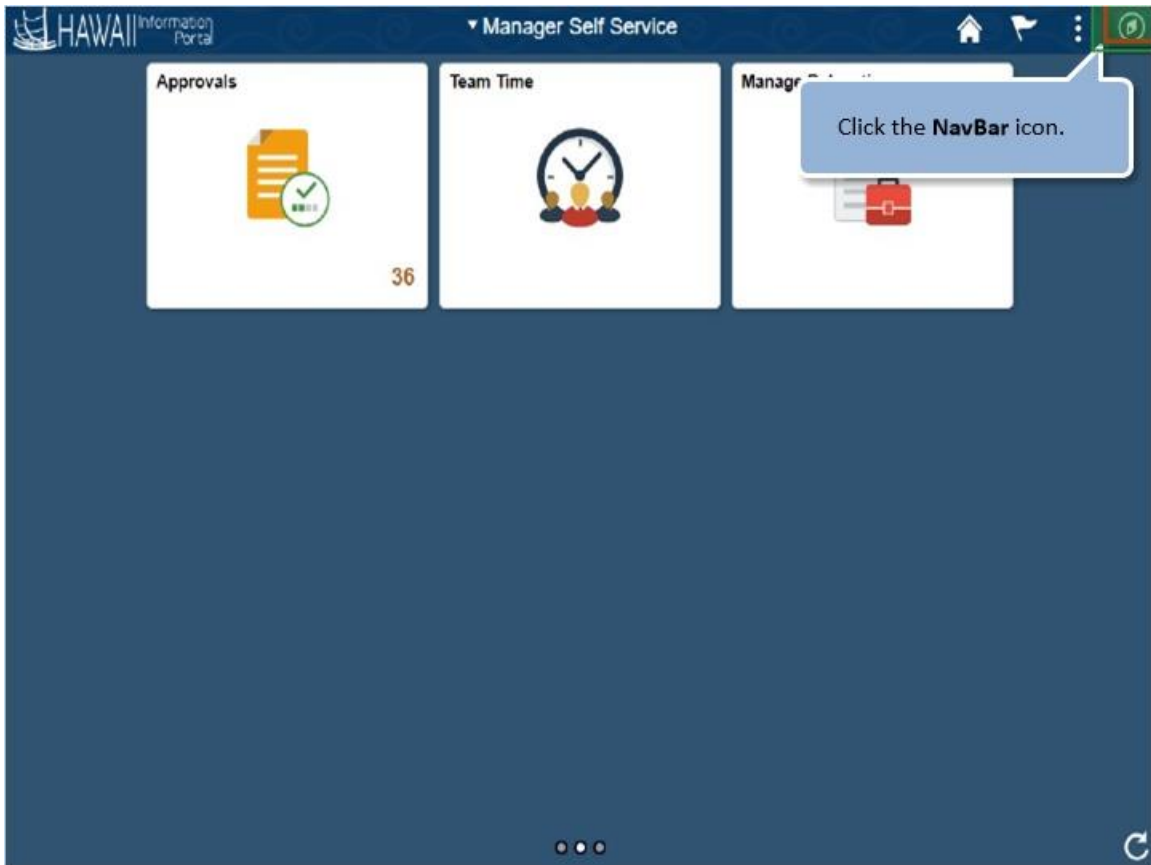
Note: Prior to processing the payout leave balance adjustment, confirm that the employee's Job Data record has been updated to reflect the termination or transfer status.

Select **'Next'** to continue.

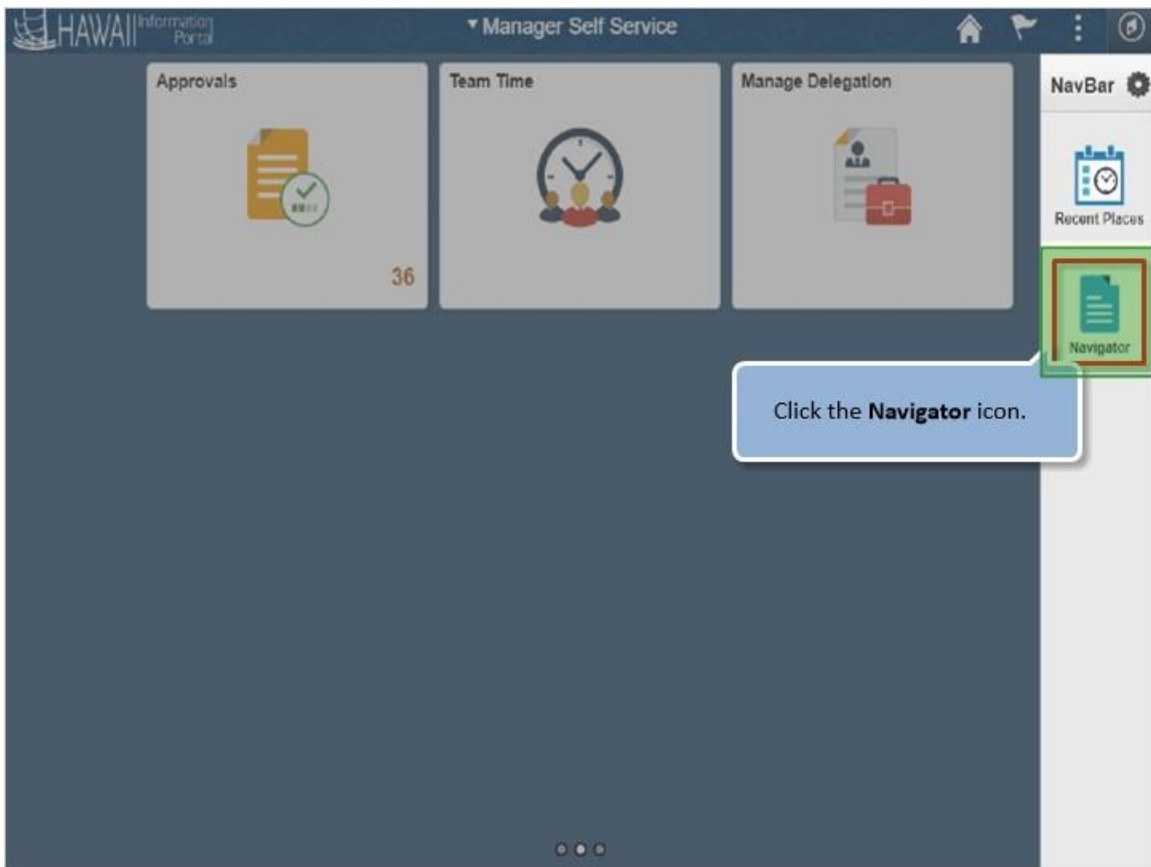
Lesson Scenario

In this lesson, you will learn how to complete a leave balance adjustment for vacation payout due to an employee's termination or transfer.

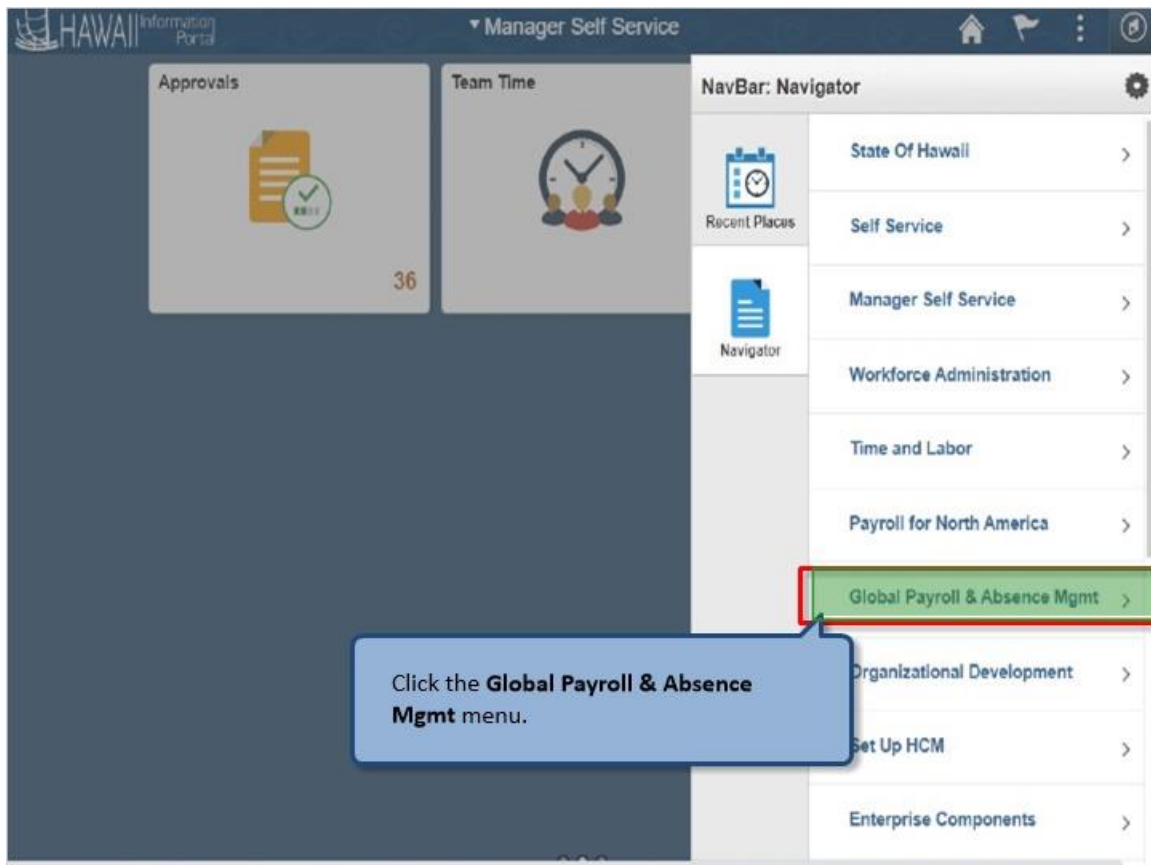
Note: Prior to processing the payout leave balance adjustment, confirm that the employee's Job Data record has been updated to reflect the termination or transfer status.



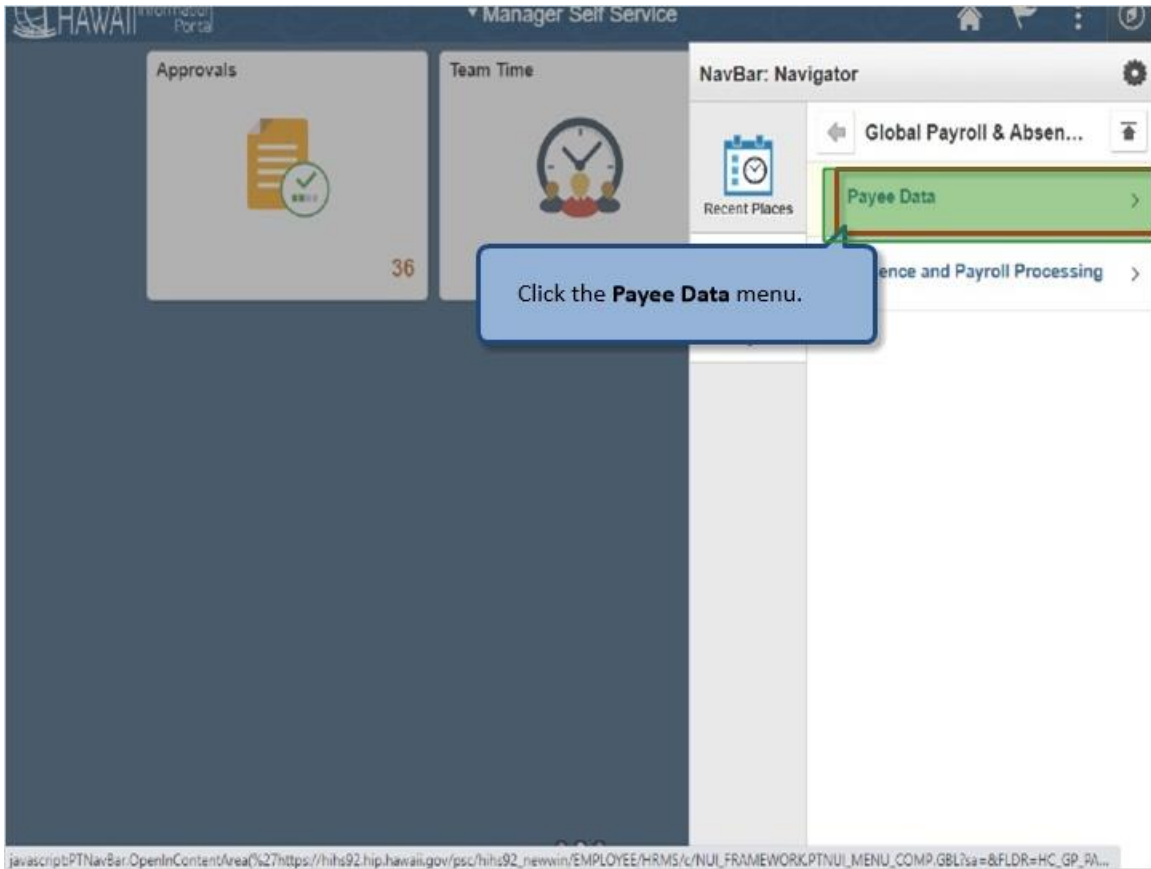
Click the **NavBar** icon.



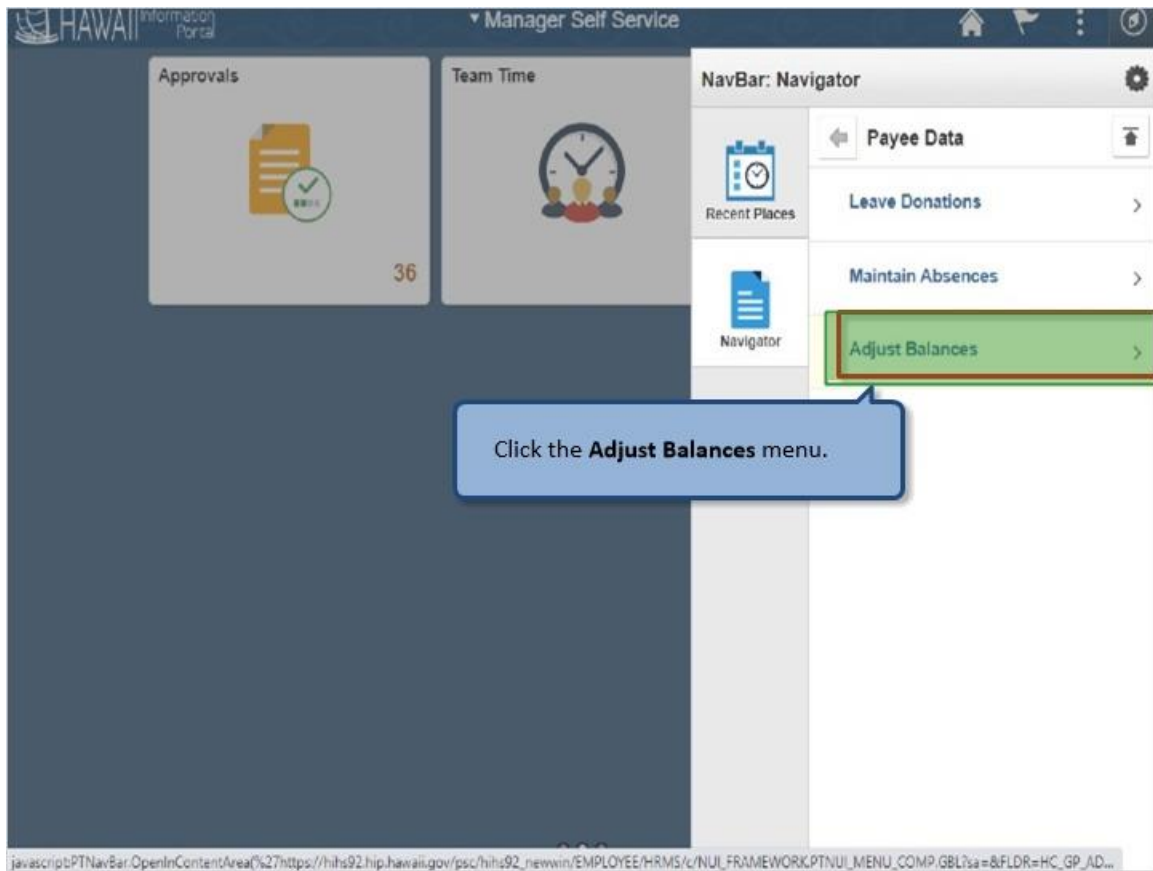
Click the **Navigator** icon.



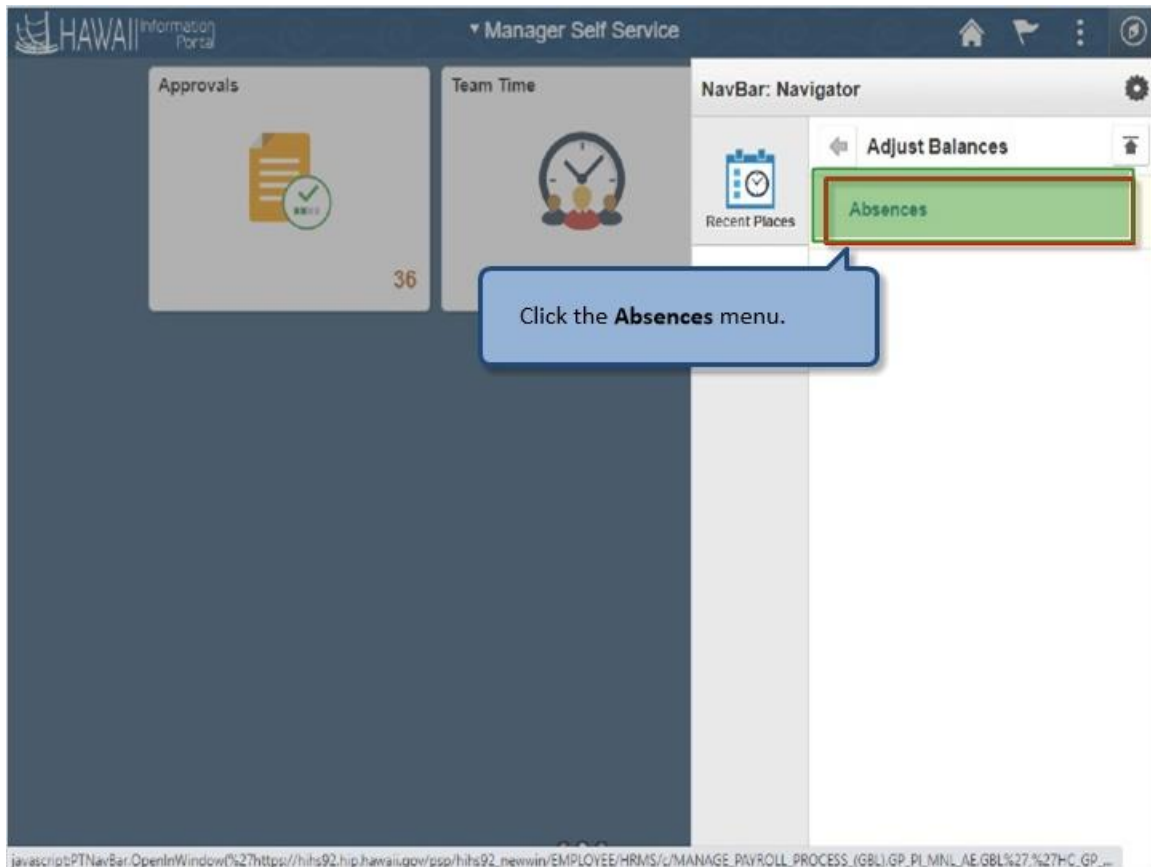
Click the **Global Payroll & Absence Mgmt** menu.



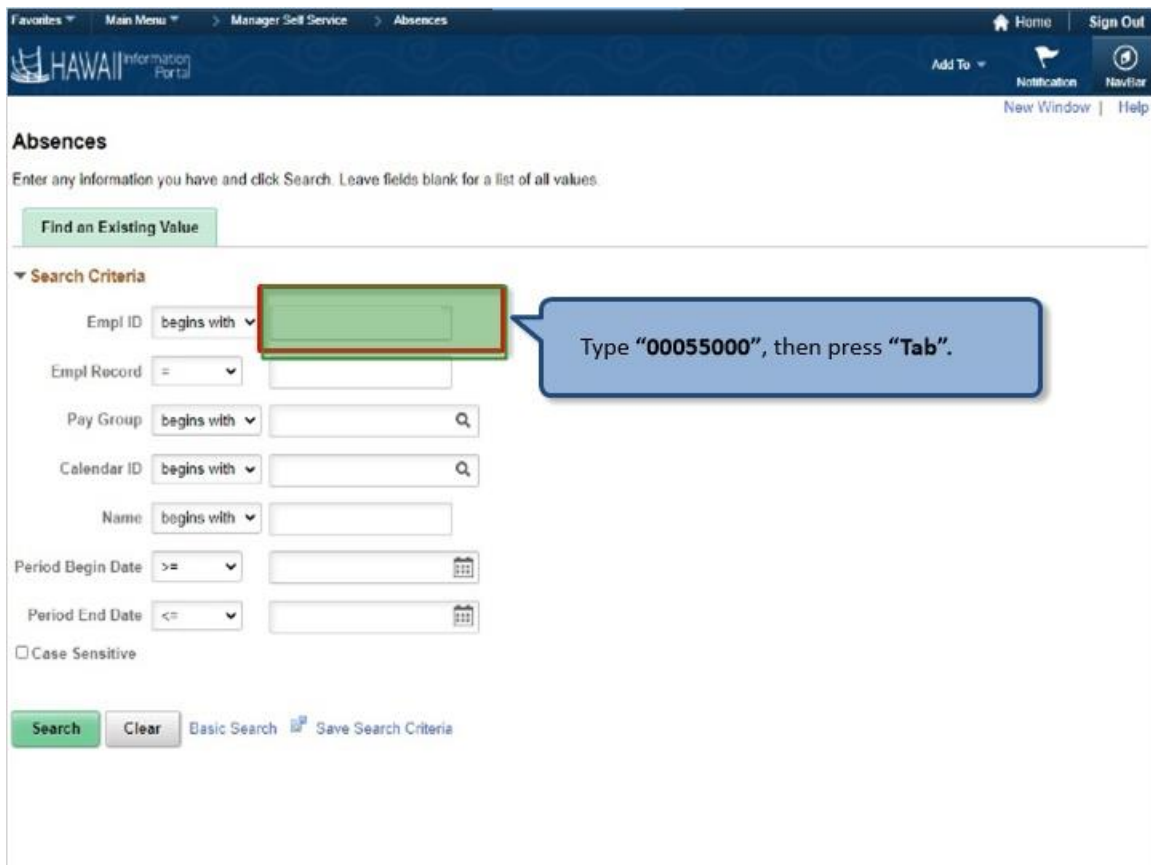
Click the **Payee Data** menu.



Click the **Adjust Balances** menu.



Click the **Absences** menu.



Absences

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

[Find an Existing Value](#)

Search Criteria

Empl ID: begins with ☺

Empl Record: =

Pay Group: begins with

Calendar ID: begins with

Name: begins with

Period Begin Date: >=

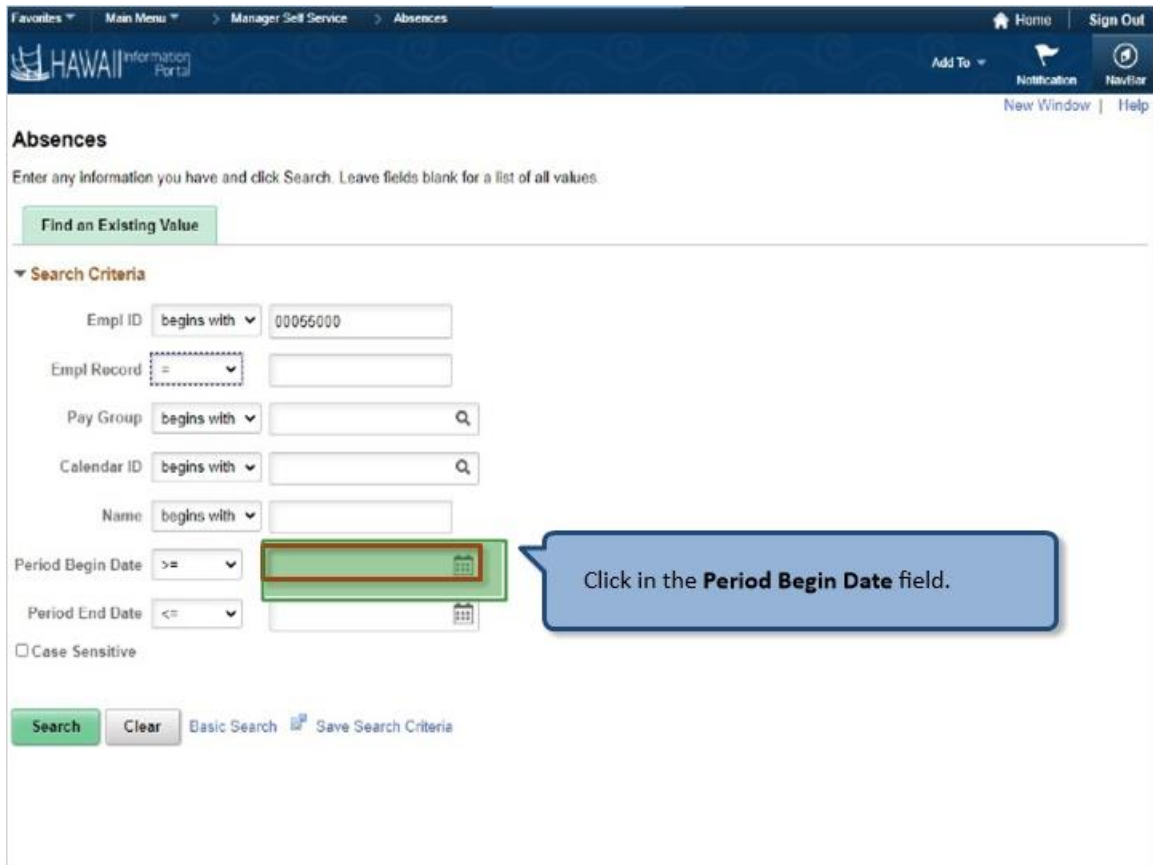
Period End Date: <=

Case Sensitive

[Basic Search](#)

Type "00055000", then press "Tab".

Type "00055000", then press "Tab".



Absences

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

[Find an Existing Value](#)

Search Criteria

Empl ID: begins with

Empl Record:

Pay Group: begins with

Calendar ID: begins with

Name: begins with

Period Begin Date:

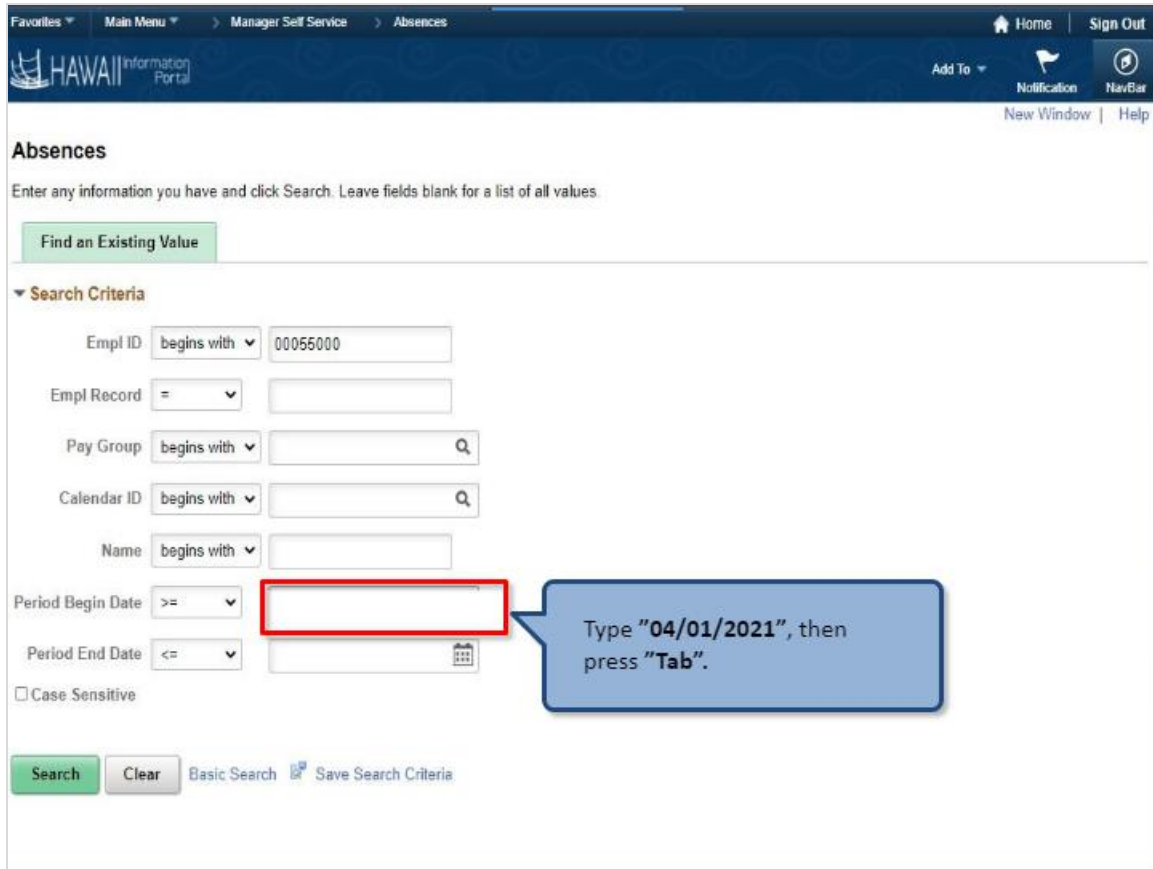
Period End Date:

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Click in the **Period Begin Date** field.

Click the **Period Begin Date** field.



Absences

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

[Find an Existing Value](#)

Search Criteria

Empl ID: begins with

Empl Record: =

Pay Group: begins with

Calendar ID: begins with

Name: begins with

Period Begin Date: >=

Period End Date: <=

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Type "04/01/2021", then press "Tab".

Type **04/01/2021**", then press **Tab**".

Favorites ▾ Main Menu ▾ Manager Self Service ▾ Absences Home Sign Out

HAWAII Information Portal Add To Notification NavBar New Window | Help

Absences

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

Find an Existing Value

▼ Search Criteria

Empl ID begins with 00055000

Empl Record =

Pay Group begins with

Calendar ID begins with

Name begins with

Period Begin Date >= 04/01/2021

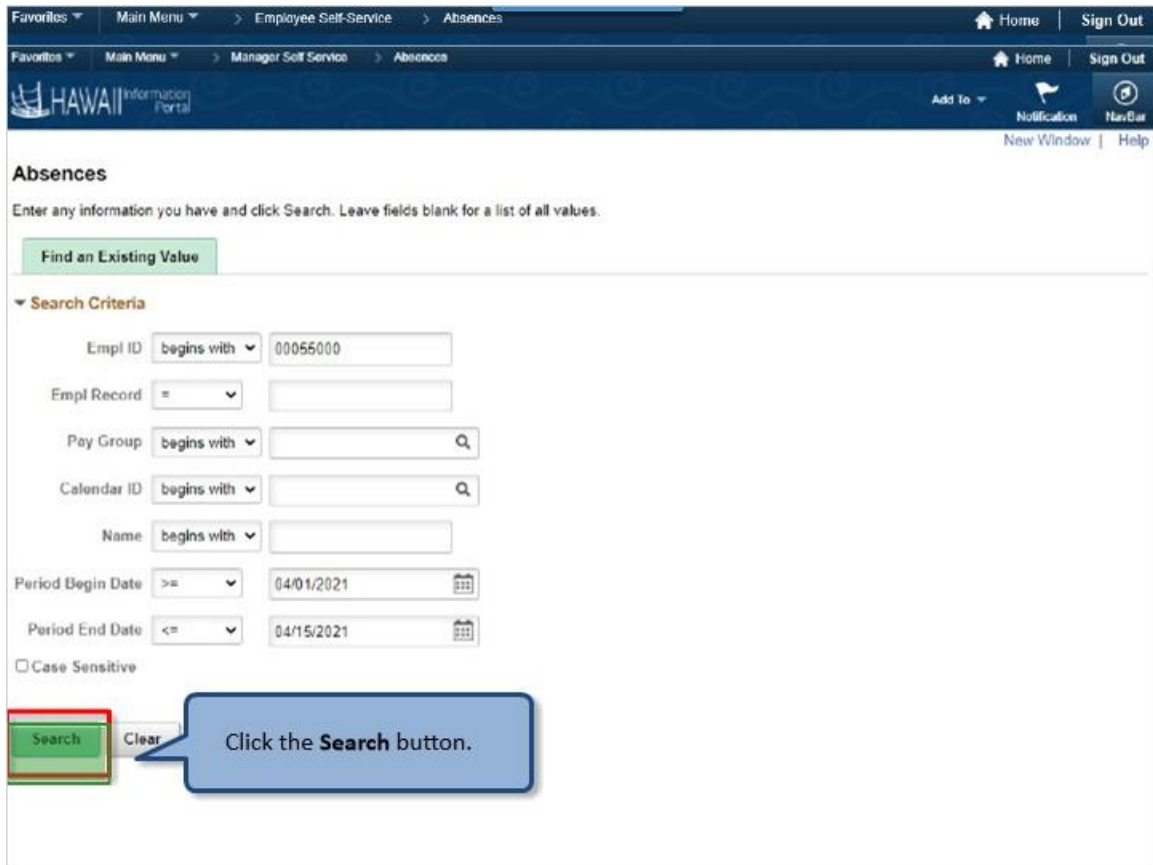
Period End Date <=

Case Sensitive

Search Clear Basic Search Save Search Criteria

Type "04/15/2021", then press "Tab".

Type "04/15/2021", then press "Tab".



Absences

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

Find an Existing Value

Search Criteria

Empl ID begins with 00055000

Empl Record =

Pay Group begins with

Calendar ID begins with

Name begins with

Period Begin Date >= 04/01/2021

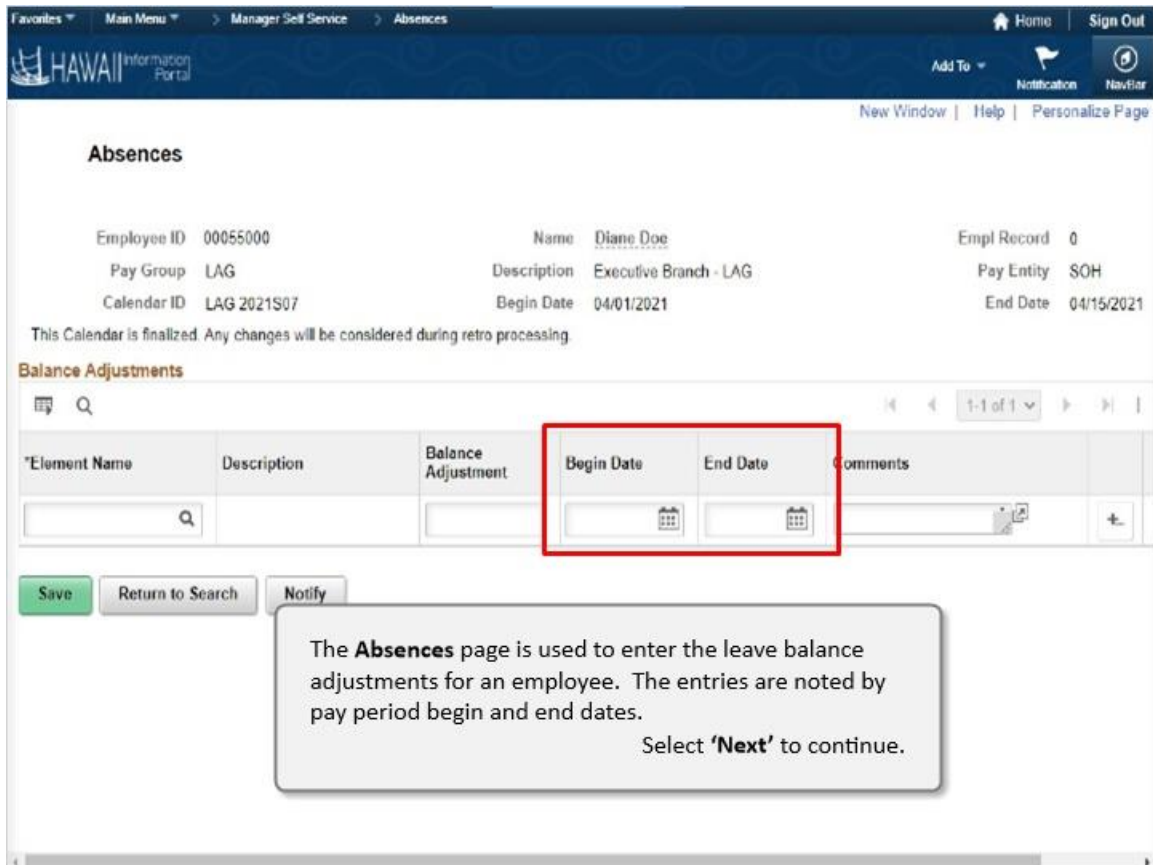
Period End Date <= 04/15/2021

Case Sensitive

Search Clear

Click the **Search** button.

Click the **Search** button.



Absences

Employee ID 00055000 Name Diane Doe Empl Record 0
 Pay Group LAG Description Executive Branch - LAG Pay Entity SOH
 Calendar ID LAG 2021S07 Begin Date 04/01/2021 End Date 04/15/2021

This Calendar is finalized. Any changes will be considered during retro processing.

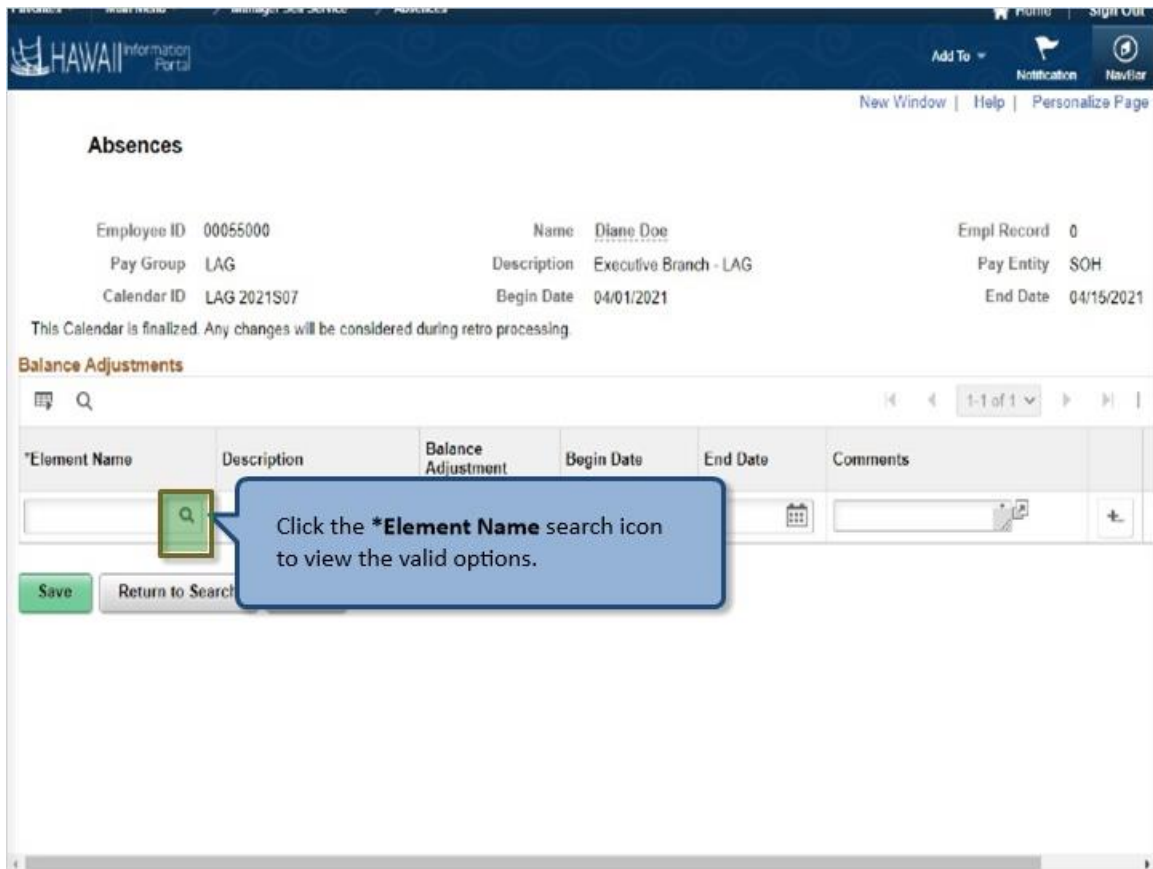
Balance Adjustments

Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Return to Search Notify

The **Absences** page is used to enter the leave balance adjustments for an employee. The entries are noted by pay period begin and end dates.
 Select **'Next'** to continue.

The **Absences** page is used to enter the leave balance adjustments for an employee. The entries are noted by pay period begin and end dates.



Absences

Employee ID 00055000 Name Diane Doe Empl Record 0
Pay Group LAG Description Executive Branch - LAG Pay Entity SOH
Calendar ID LAG 2021S07 Begin Date 04/01/2021 End Date 04/15/2021

This Calendar is finalized. Any changes will be considered during retro processing.

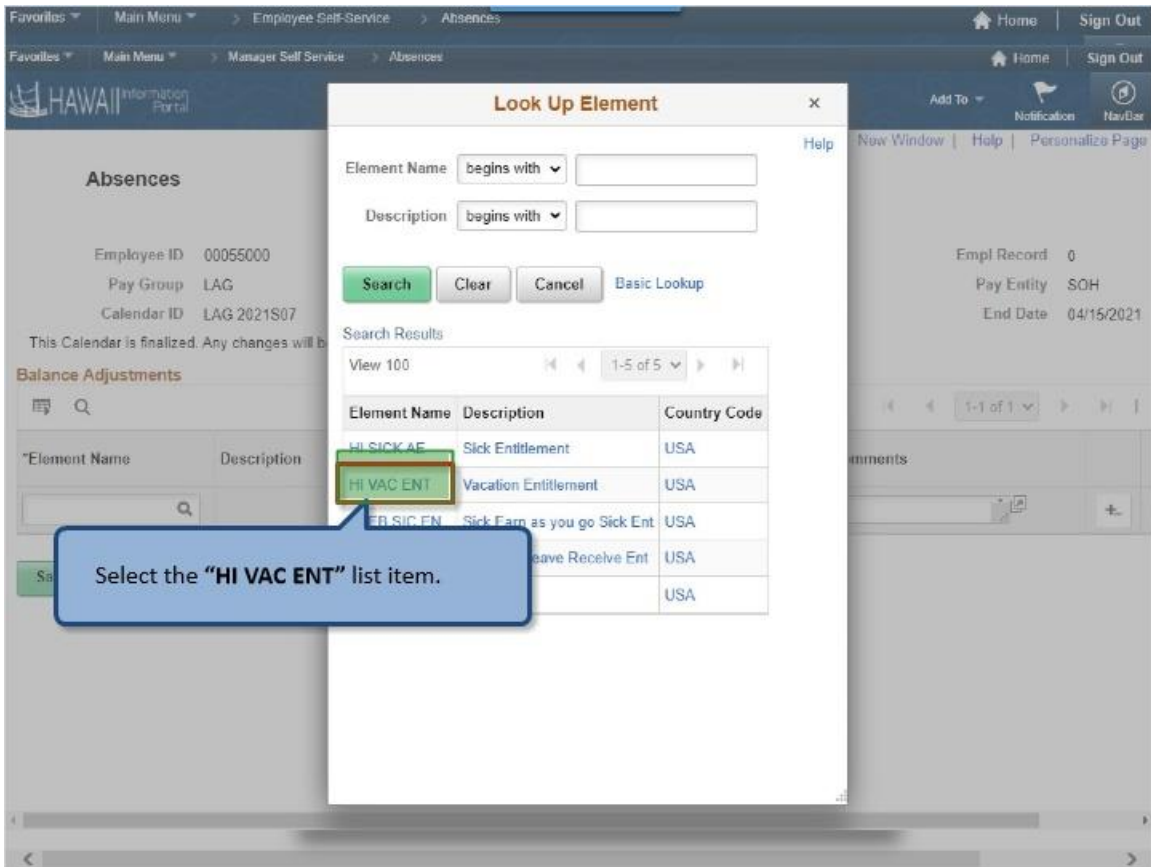
Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
<input type="text"/>					

Save Return to Search

Click the ***Element Name** search icon to view the valid options.

Click the ***Element Name** search icon to view the valid options.



Look Up Element

Element Name begins with

Description begins with

Basic Lookup

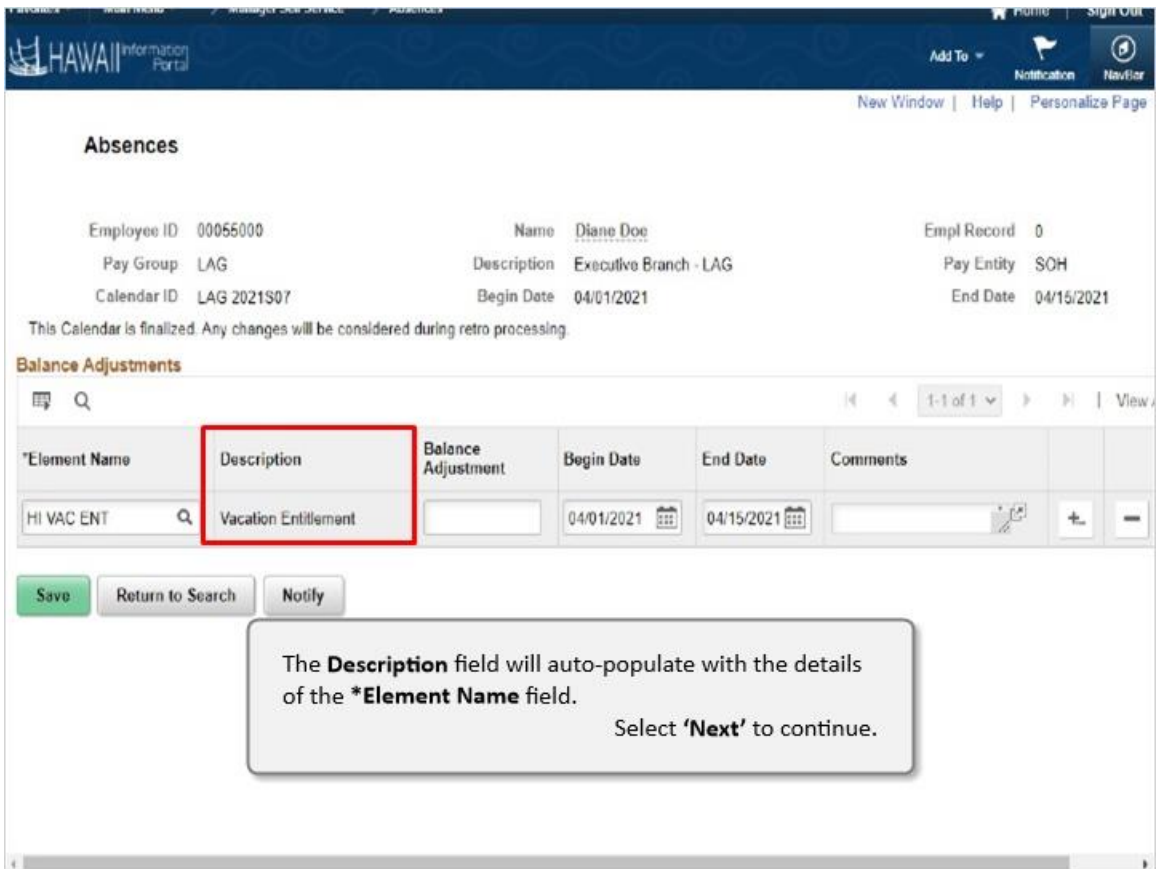
Search Results

View 100 1-5 of 5

Element Name	Description	Country Code
HI SICK ENT	Sick Entitlement	USA
HI VAC ENT	Vacation Entitlement	USA
ED SIC EN	Sick Earn as you go Sick Ent	USA
	Leave Receive Ent	USA
		USA

Select the "HI VAC ENT" list item.

Select the "HI VAC ENT" list item.



Absences

Employee ID: 00055000 Name: Diane Doe Empl Record: 0
 Pay Group: LAG Description: Executive Branch - LAG Pay Entity: SOH
 Calendar ID: LAG 2021S07 Begin Date: 04/01/2021 End Date: 04/15/2021

This Calendar is finalized. Any changes will be considered during retro processing.

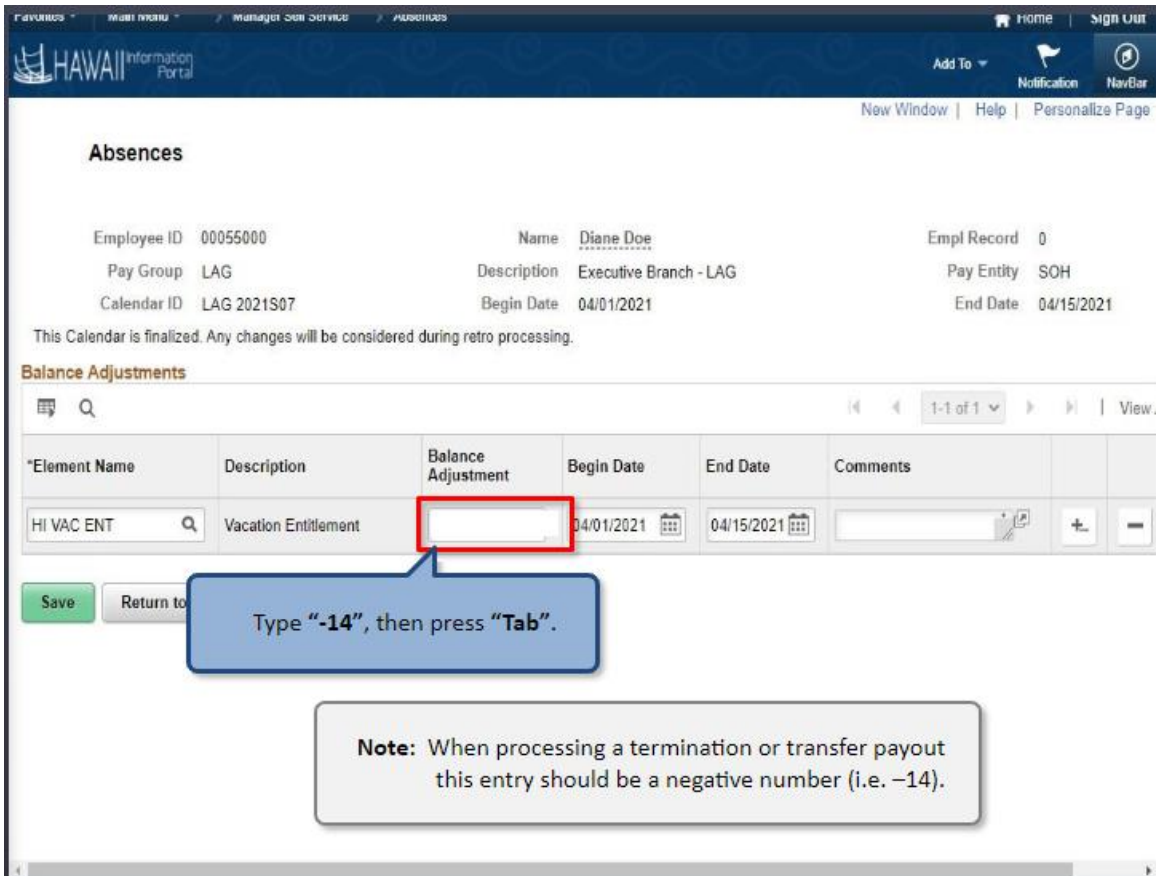
Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
HI VAC ENT	Vacation Entitlement		04/01/2021	04/15/2021	

Buttons: Save, Return to Search, Notify

The **Description** field will auto-populate with the details of the ***Element Name** field.
 Select **'Next'** to continue.

The **Description** field will auto-populate with the details of the ***Element Name** field.



Absences

Employee ID 00055000 Name Diane Doe Empl Record 0
 Pay Group LAG Description Executive Branch - LAG Pay Entity SOH
 Calendar ID LAG 2021S07 Begin Date 04/01/2021 End Date 04/15/2021

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
HI VAC ENT	Vacation Entitlement		04/01/2021	04/15/2021	

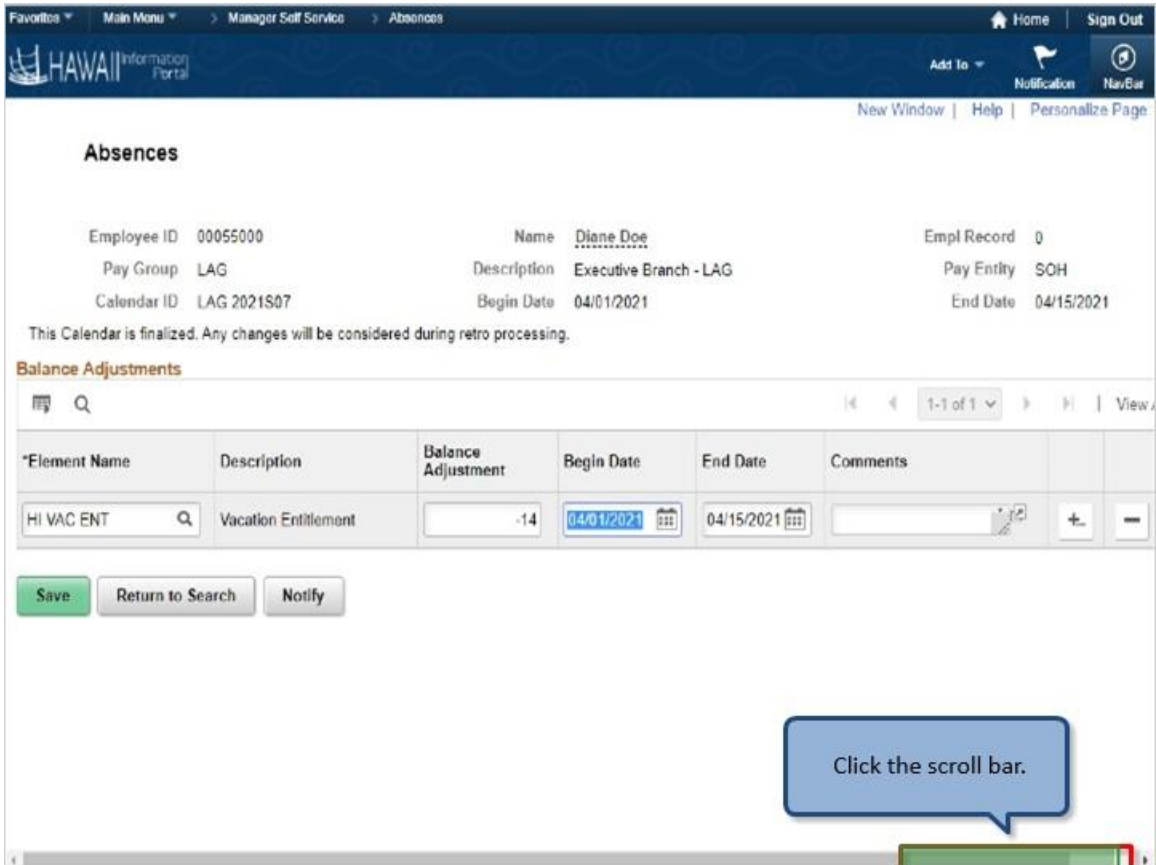
Save Return to

Type **"-14"**, then press **"Tab"**.

Note: When processing a termination or transfer payout this entry should be a negative number (i.e. -14).

Type **"-14"**, then press **"Tab"**.

Note: When processing a termination or transfer payout this entry should be a negative number (i.e. -14).



Absences

Employee ID 00055000 Name Diane Doe Empl Record 0
 Pay Group LAG Description Executive Branch - LAG Pay Entry SOH
 Calendar ID LAG 2021S07 Begin Date 04/01/2021 End Date 04/15/2021

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
HI VAC ENT	Vacation Entitlement	-14	04/01/2021	04/15/2021	

Buttons: Save, Return to Search, Notify

Click the scroll bar.

Click the scroll bar.

[Favorites](#) | [Main Menu](#) | [Manager Self Service](#) | [Absences](#)

[Home](#) | [Sign Out](#)
[Add To](#) | [Notification](#) | [NavBar](#)
[New Window](#) | [Help](#) | [Personalize Page](#)

Absences

Employee ID: 00055000 Name: Diane Doe Empl Record: 0
 Pay Group: LAG Description: Executive Branch - LAG Pay Entry: SOH
 Calendar ID: LAG 2021S07 Begin Date: 04/01/2021 End Date: 04/15/2021

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

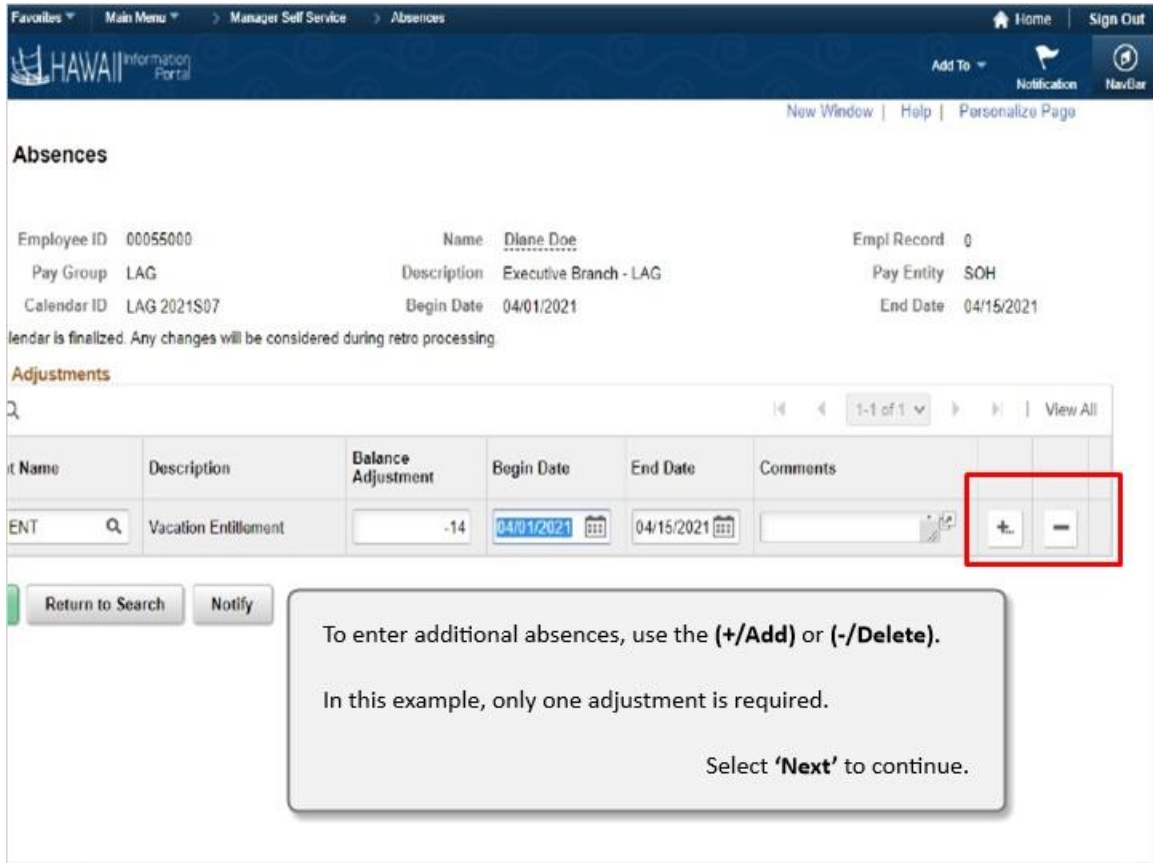
*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
HI VAC ENT	Vacation Entitlement	-14	04/01/2021	04/15/2021	

[Save](#) [Return to Search](#)

Note: The **Begin Date** and **End Date** default to the select period begin and end date entered on the **Search** page.

Select '**Next**' to continue.

Note: The **Begin Date** and **End Date** default to the select period begin and end date enter on the **Search** page.



Absences

Employee ID 00055000 Name Diane Doe Empl Record 0
 Pay Group LAG Description Executive Branch - LAG Pay Entity SOH
 Calendar ID LAG 2021S07 Begin Date 04/01/2021 End Date 04/15/2021

Calendar is finalized. Any changes will be considered during retro processing.

Adjustments

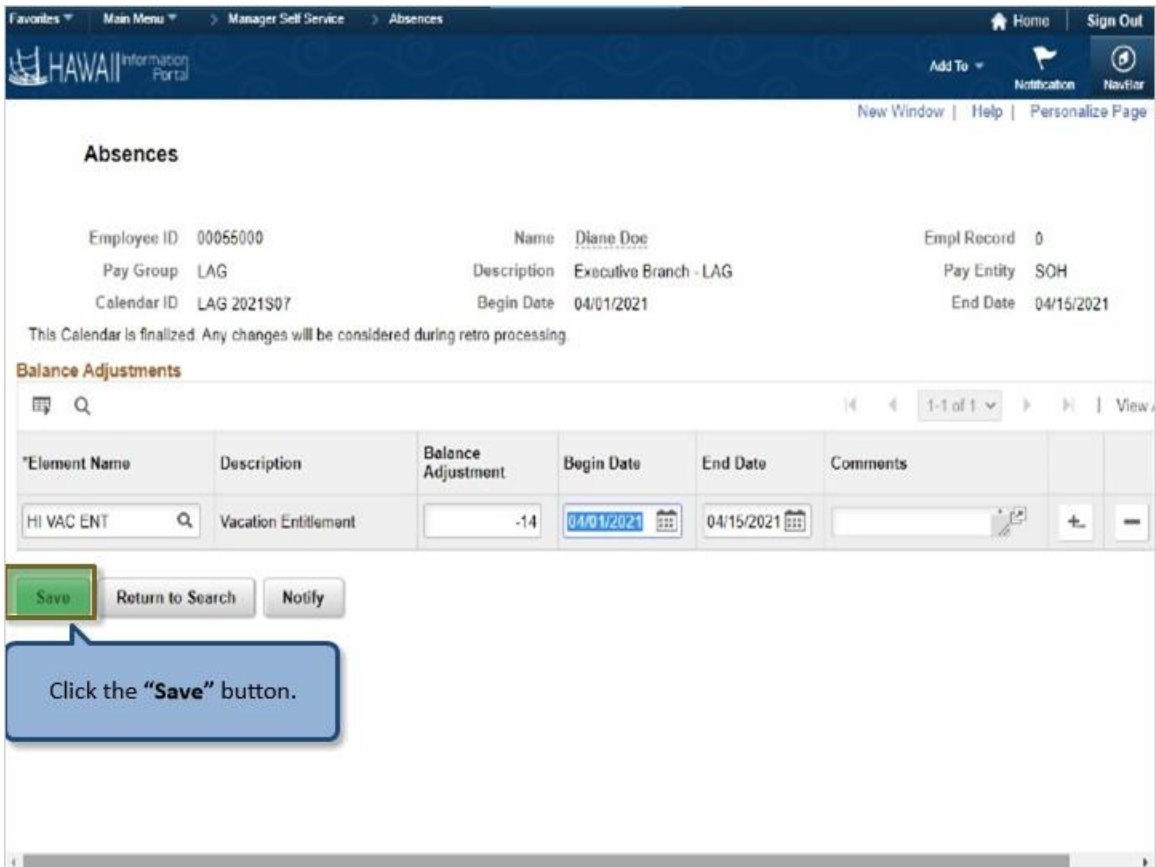
Item Name	Description	Balance Adjustment	Begin Date	End Date	Comments	
ENT	Vacation Entitlement	-14	04/01/2021	04/15/2021		+ -

Return to Search Notify

To enter additional absences, use the **(+/Add)** or **(-/Delete)**.
 In this example, only one adjustment is required.
 Select **'Next'** to continue.

To enter additional absences, use the **(+/Add)** or **(-/Delete)**.

In this example, only one adjustment required.



Absences

Employee ID 00055000 Name Diane Doe Empl Record 0
Pay Group LAG Description Executive Branch - LAG Pay Entity SOH
Calendar ID LAG 2021S07 Begin Date 04/01/2021 End Date 04/15/2021

This Calendar is finalized. Any changes will be considered during retro processing.

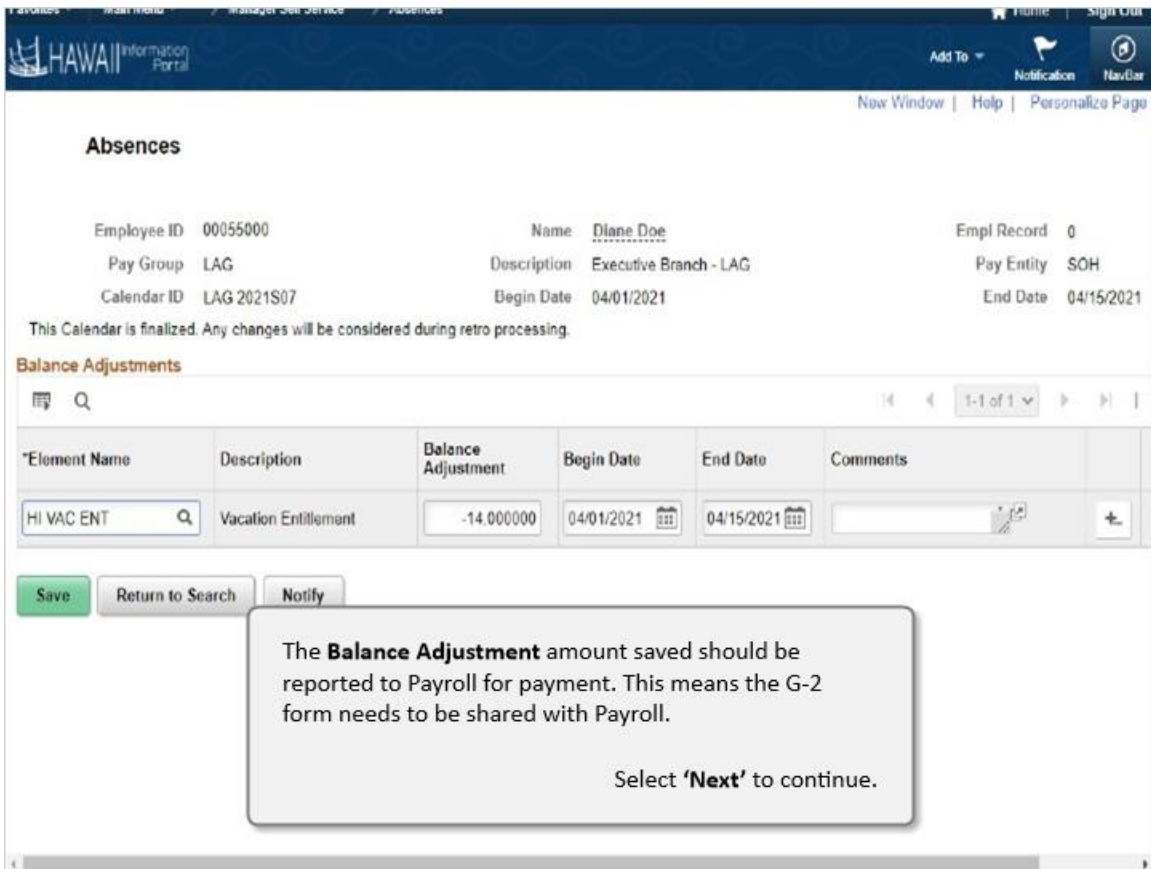
Balance Adjustments

Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
HI VAC ENT	Vacation Entitlement	-14	04/01/2021	04/15/2021	

Save Return to Search Notify

Click the "Save" button.

Click the "Save" button.



Absences

Employee ID 00055000 Name Diane Doe Empl Record 0
 Pay Group LAG Description Executive Branch - LAG Pay Entity SOH
 Calendar ID LAG 2021S07 Begin Date 04/01/2021 End Date 04/15/2021

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
HI VAC ENT	Vacation Entitlement	-14.000000	04/01/2021	04/15/2021	

Save Return to Search Notify

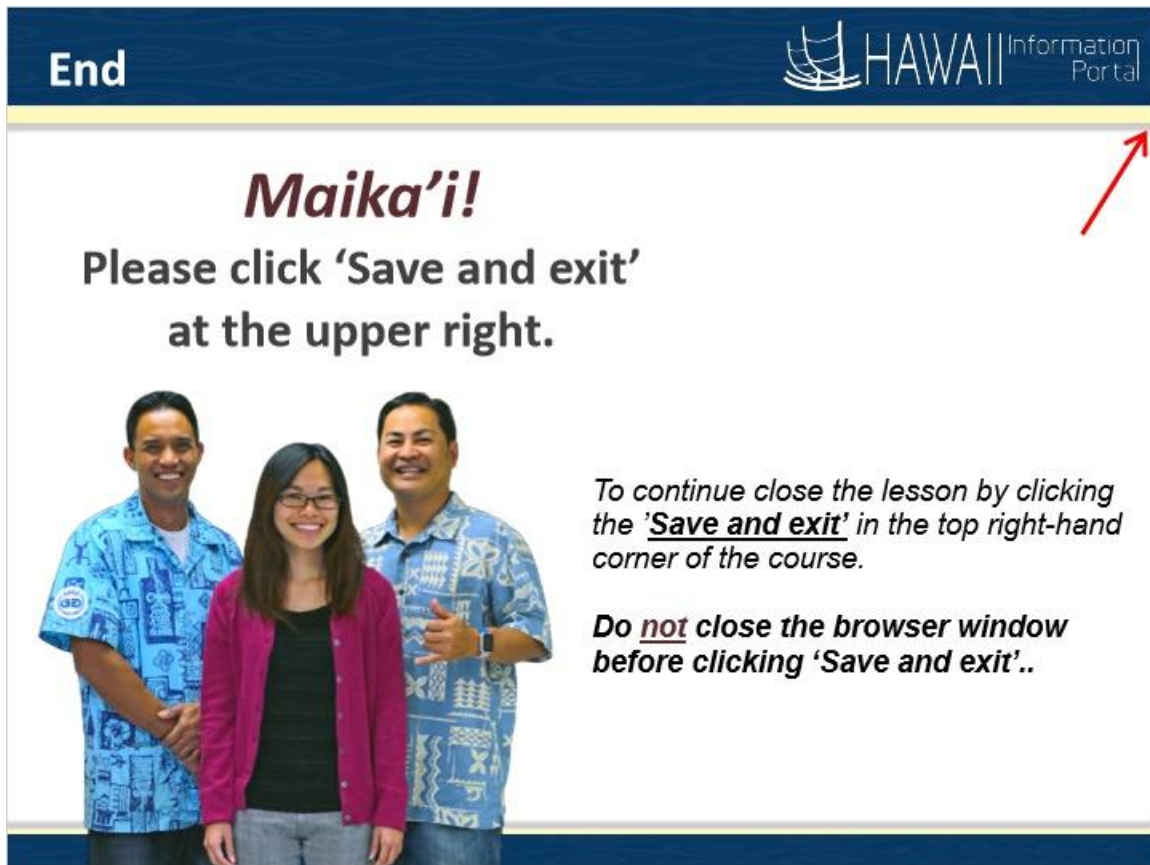
The **Balance Adjustment** amount saved should be reported to Payroll for payment. This means the G-2 form needs to be shared with Payroll.

Select '**Next**' to continue.

The **Balance Adjustment** amount saved should be reported to Payroll for payment. This means the G-2 form needs to be shared with Payroll.



Congratulations!
You've successfully completed this lesson.

ENDThe screenshot shows the end of a course. At the top left, the word "End" is written in white on a dark blue background. At the top right, the "HAWAII Information Portal" logo is displayed. The main content area has a white background. In the center, the text reads: "Maika'i! Please click 'Save and exit' at the upper right." Below this text 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 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 before clicking 'Save and exit'..". A red arrow points from the top right corner of the screenshot towards the text.***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 before clicking 'Save and exit'.