



Create and Maintain Absence Requests

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OVERVIEW

The Create and Maintain Absence Requests screen is a dynamic tool available to Leave Keepers and HR Admins. Users can manage regular absence requests and view balances on behalf of their Exception Hourly and Salaried employees. NOTE: This screen requires a level of system knowledge and access above that of a normal user. HIP will generate warning messages for invalid actions, however users should be careful when submitting or modifying absence requests to ensure the data integrity of the system remains intact.

NAVIGATION

NavBar > Navigator > Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Create and Maintain Absences

OVERVIEW OF THE SCREEN AND NOTABLE AREAS

The following sections are what you will see on the Create and Maintain Absence Requests screen and helpful tips to help you transact absences on behalf of you employees.

SEARCH

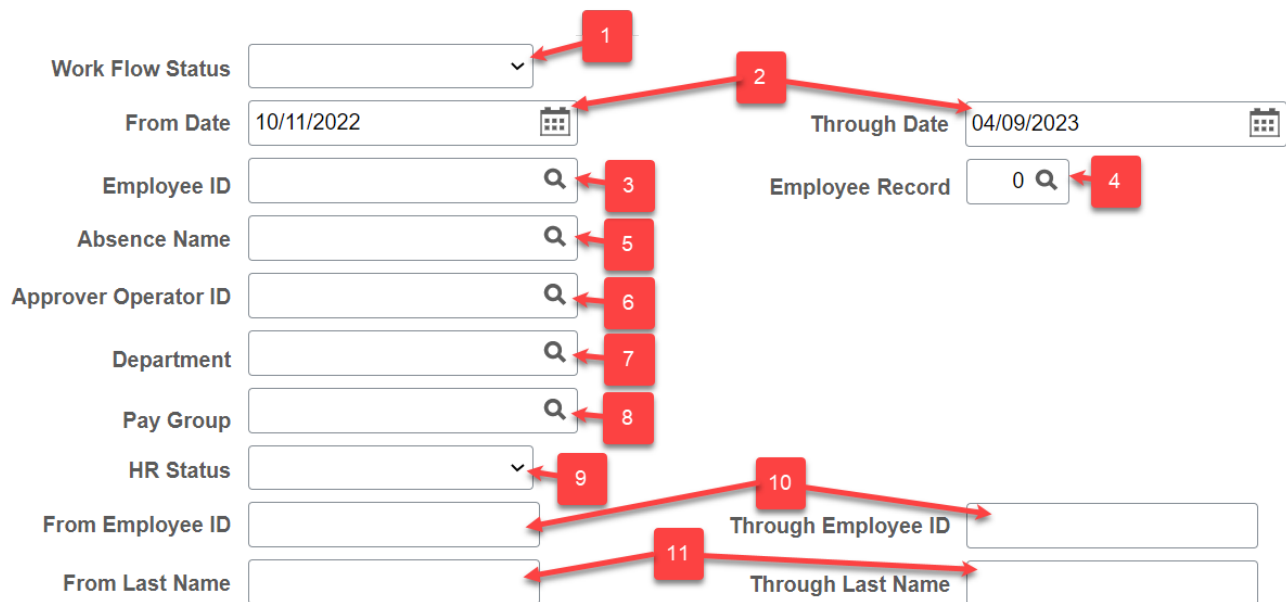
Create and Maintain Absence Requests



Absence Requests

Select	*Employee ID	Name
<input type="checkbox"/>	<input type="text"/>	Name

Click the carrot icon to expand the **Search** criteria and use the available parameters to help narrow your search to provide focused results when looking for specific absence requests.



Work Flow Status 1

From Date 2
Through Date

Employee ID 3
Employee Record 4

Absence Name 5

Approver Operator ID 6

Department 7

Pay Group 8

HR Status 9

From Employee ID 10
Through Employee ID

From Last Name 11
Through Last Name

1. **Work Flow Status** – Statuses represent the stage of an absence request at a particular point in time. Select an option from the dropdown menu to view absence requests for all of your available employees that are in a particular status or leave this field blank to search for absence requests of all statuses.

2. **From/Through Date** – Define a date range for the system to search for absence requests. The system will return absence requests with start/end dates that fall within the date range entered. NOTE: The From/Through date range will automatically default to 3 months before and 3 months after the current date.
3. **Employee ID** – Enter an EMPL ID number to search for or click the magnifying glass to search by name if you do not know the ID number. NOTE: There is a customization on EMPL IDs limiting users to only see or search for EMPL IDs they have access to as defined by their Row Level Security.
4. **Employee Record** – Some employees have multiple EMPL Record numbers on the HR Job Data side of the HIP system due to having multiple job employments (this can be indicated in the system as “0”, “1”, “2”, etc.). Pick the correct number that corresponds to the employee’s job in your department so HIP can search for and process absences effectively. NOTE: This automatically defaults to “0” and the system will only show Employee Records that are eligible for Absence Management.
5. **Absence Name** – Enter an Absence Name (i.e. HI SIC AT, HI VAC AT, etc.) to search for absence requests associated with a particular type of absence. If you do not know the Absence Name, click on the magnifying glass to view the **Look Up Absence Name** window. To narrow the results, select search by **Element Name** at the top and type “HI” in the **begins with** field to narrow the results to absence types specific to the State of Hawaii.
6. **Approver Operator ID** – Search for absences associated with a specific approver by entering their EMPL ID or click on the magnifying glass to search by name if you do not know the ID number.
7. **Department** – Enter your Department ID number to search for absence requests within your department or click on the magnifying glass to search for your department’s ID number.
8. **Pay Group** – Pay groups are groupings of employees organized based on common characteristics to facilitate payroll processing. The State has two (2) pay groups, they are **LAG** and **ATF**, select one (1) of these options to search for absence requests by their pay group.
9. **HR Status** – This indicates if an employee is **Active** or **Inactive** in the HR Job Data side of the system. Select one (1) of these options to search for absence requests by their HR Status.
10. **From Employee ID/Through Employee ID** – Search for absences for a range of employees from a specific EMPL ID through another EMPL ID.
11. **From Last Name/Through Last Name** – Search for absences for a range of employees from a specific employee last name through another employee last name.

Action Date

12

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

13

Search

14

Clear Search

15

Save Search

12. **Action Date** – Enter a From/Through Date range to search for absences that were **Submitted, Approved, Pushed Back, Denied, Canceled, or Voided** during a particular period of time.
13. Click the **Search** button to prompt the system to search for absence requests based off the parameters entered.
14. Click the **Clear Search** button to clear any previous search parameters that were saved. NOTE: Remember to clear any existing search parameters before entering a new absence to avoid error messages such as the following:

Absence Event Begin Date and End are not within the range of the From Date and the Through Date. (17000,4900)

Both the Absence Take Begin Date and End Date must fall within the range of the From Date and the Through Date.

OK

15. Click the **Save Search** button to save any search parameters that were entered. NOTE: It is not recommended to save search parameters as this will overwrite the default search values.

ABSENCE DETAIL TAB

Absence Requests
1-1 of 1 | View All

Absence Detail

Partial Days

Additional Information

Override

Process

Forecast

Comments

Demographic

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date ^	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Original Begin Date	Entry Source	Status	Void
□	<input type="text" value=""/>	Name	0		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	▼	▼	View/Add		<input type="text" value=""/>		New	□

Use this tab to enter or update basic details for an absence request.

Absence Requests

1 2 3 4 5

Absence Detail		Partial Days	Additional Information	Override	Process	Forecast	Comments	Demographic
Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date		
<input type="checkbox"/>	<input type="text" value=""/> <input type="button" value="Q"/>	Employee Name	<input type="text" value="0"/> <input type="button" value="Q"/>		<input type="text" value="01/07/2023"/> <input type="button" value="Calendar"/>	<input type="text" value="01/07/2023"/> <input type="button" value="Calendar"/>		

1. **Select** – Check this box to select the corresponding row for action (i.e. submit, cancel, copy, etc.).
2. **Employee ID** – Enter an Employee ID to submit an absence request on behalf of or use the magnifying glass to search by name if you do not know the ID number. NOTE: There is a customization on EMPL IDs limiting users to only see or search for EMPL IDs they have access to as defined by their Row Level Security.
3. The system will display the **Name** of the employee associated with the numerical value entered in the **Employee ID** field. Once all the required fields of the absence request are filled in, the employee's name becomes a link. Clicking on it will prompt the **Absence Details** window to pop-up which will provide the details and history of the absence request:


Absence Details

Requester Name
Requester Email


 [Instructions](#)

Details


* Start Date

01/10/2023 


End Date

01/10/2023 


Filter by Type

All 


* Absence Name

02 - Vacation 


Reason

Vacation 

Partial Days

None 

Duration

8.00 

Hours

Status

Saved

Calculate End Date or Duration

View Monthly Calendar

Current Balance

31.50 Hours**

Attachments

Override

Entitlement



Adjustment



Comments

Requestor Comments






Request History



1-1 of 1 

Approval Process	Status	Name	Date	Comments
Absence Request	Saved		01/10/2023	

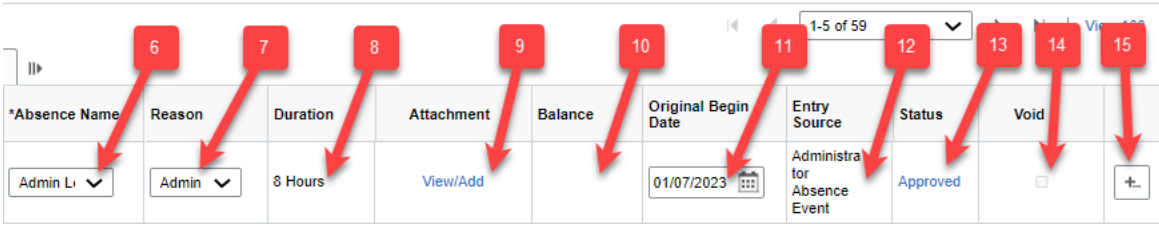
OK

Cancel

* Required Field

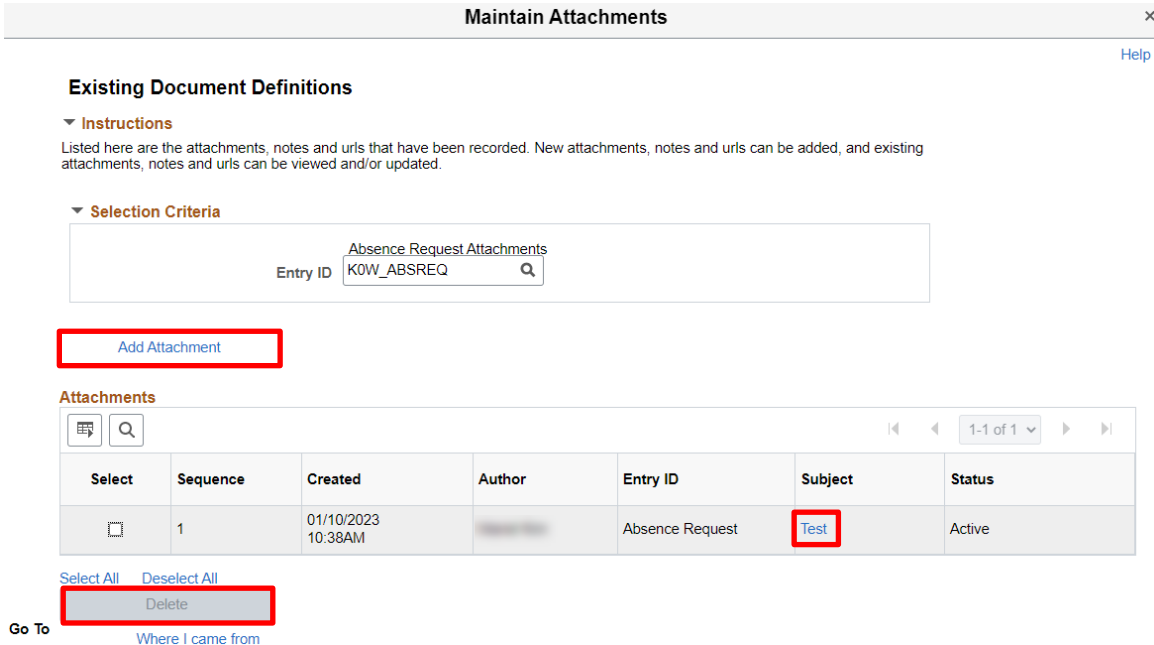
**Disclaimer The current balance does not reflect absences that have not been processed.

- EMPL Record** – Some employees have multiple EMPL Record numbers on the HR Job Data side of the HIP system due to having multiple employments (this can be indicated in the system as “0”, “1”, “2”, etc.). You must pick the correct number that corresponds to the employee’s job in your department so HIP can process absences effectively. NOTE: This automatically defaults to “0”, in addition the system will only show EMPL Records for an employee that are eligible for Absence Management.
- Start Date/End Date** – Enter a Start and End Date that corresponds with the absence an employee took.



*Absence Name	Reason	Duration	Attachment	Balance	Original Begin Date	Entry Source	Status	Void	
Admin Lr	Admin	8 Hours	View/Add		01/07/2023	Administrative Absence Event	Approved	<input type="checkbox"/>	+

6. **Absence Name** – Select an absence name (i.e. sick, vacation, etc.) from the list of available options. NOTE: Only absence types for which the employee is eligible are available for selection.
7. **Reason** – Absence Reasons define why an absence was taken and available reasons will depend on your selection in the Absence Name section. NOTE: Selecting an absence reason is optional when submitting a request.
8. **Duration** – The system automatically calculates and displays the length of time (in hours) the absence request is for.
9. **Attachment** – Click the **View/Add** link to prompt the **Maintain Attachments** pop-up window where you can view or delete any documents that accompany the absence request and add additional backup documentation if needed. NOTE: Do not attach any documents that contain Personally Identifiable Information (PII).



Maintain Attachments

Help

Existing Document Definitions

Instructions

Listed here are the attachments, notes and urls that have been recorded. New attachments, notes and urls can be added, and existing attachments, notes and urls can be viewed and/or updated.

Selection Criteria

Entry ID

Absence Request Attachments

K0W_ABSREQ

Add Attachment

Attachments

1-1 of 1

Select	Sequence	Created	Author	Entry ID	Subject	Status
<input type="checkbox"/>	1	01/10/2023 10:38AM		Absence Request	Test	Active

Select All

Deselect All

Delete

Go To

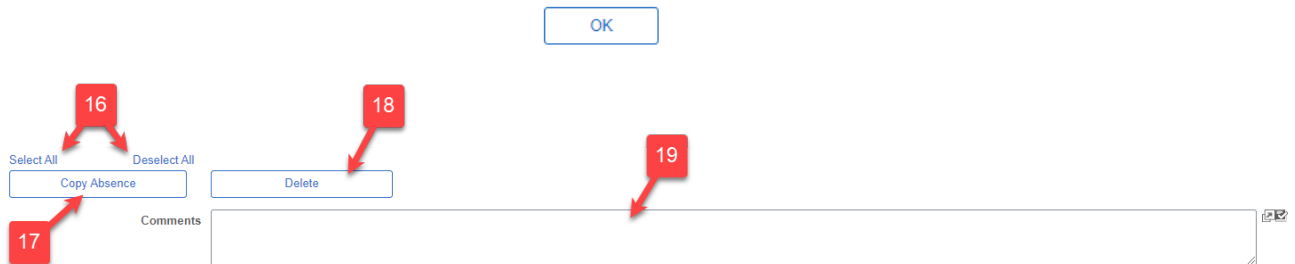
Where I came from

10. **Balance** – The system automatically calculates and displays the employee's absence balance as of the last payroll that was finalized.
11. **Original Begin Date** – For informational purposes only. This defaults to the **Start Date** of the absence request. NOTE: If you make changes to an existing absence request (i.e. change the start date), the system will not automatically update this date, but that will not affect the processing.

12. **Entry Source** – This will show you where in the system the absence request was submitted and by who/type of user.
 - a. **Administrator Absence Event** – Create and Maintain Absence Requests screen (Leave Keeper/HR Admin)
 - b. **Employee Absence Request** – Employee Self Service (Employee)
 - c. **Manager Absence Request** – Team Time (Supervisor)
13. **Status** – Displays what stage of the approval process the absence is currently in. This value is also a link, which you can click to see the detail of who approved the request or who needs to approve it.
14. **Void** – Click this checkbox, then click the **Forecast** or **Submit** button to void the absence request.
NOTE: This is for informational purposes only and it is not recommended to check this box, instead **Cancel** the request if it is not correct or if adjustments need to be made.
15. **"+" button** - If you want to submit additional absence requests, click this button to add more rows.
NOTE: Do not overwrite or reuse a line for new inputs (i.e. adding another absence request for a different employee). The system will generate the following error message and will not allow you to proceed:

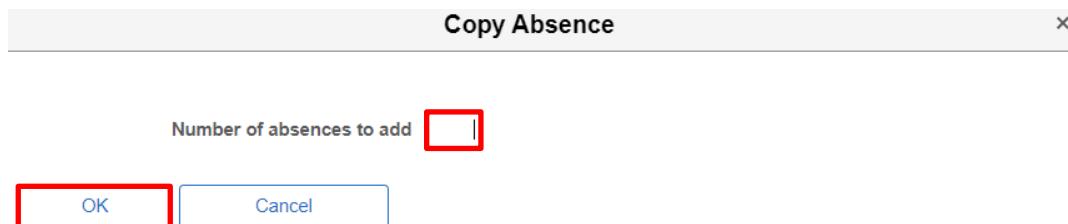
Employee ID/Record Number Cannot Be Changed on Existing Leave Request (20020,8)

The leave request on which you have changed the Employee ID and/or Employee Record Number has already been saved to the database. You can add a new row and enter a new request for a different employee, but you cannot overwrite the information on an existing leave request.



The screenshot shows a table of absence requests. Callout 16 points to the 'Select All' link. Callout 17 points to the 'Copy Absence' button. Callout 18 points to the 'Delete' button. Callout 19 points to the 'Comments' text area. An 'OK' button is also visible above the table.

16. To choose all rows for action, click the **Select All** link. To uncheck all rows, click the **Deselect All** link.
17. Click the checkbox in the **Select** column next to an absence request and click the **Copy Absence** button to duplicate the row's values. When you click this the **Copy Absence** window will appear prompting you to enter a numerical value for **Number of absences to add** in the text field, click the **OK** (or Cancel) button to add x amount of absences:

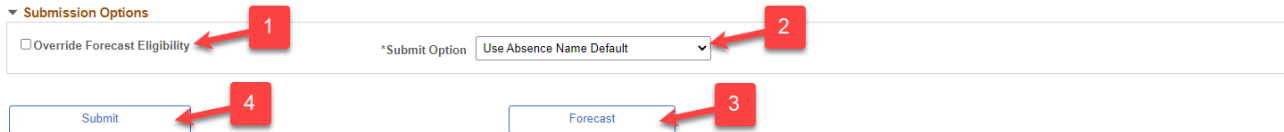


The 'Copy Absence' dialog box is shown. It has a title bar 'Copy Absence' with a close button. Inside, there is a label 'Number of absences to add' followed by a text input field. Below the input field are two buttons: 'OK' and 'Cancel'. Callout 17 points to the 'OK' button.

18. Click the checkbox in the **Select** column next to an absence request and click the **Delete** button to delete the request. NOTE: Do not delete absence requests unless instructed to do so.

19. **Comments** – Enter comments to briefly explain why the transaction is being submitted. NOTE: This field will mass apply comments if there are multiple rows or requests being submitted. To enter individual comments to each row/request, use the **Comments Tab**.

SUBMISSION OPTIONS



The screenshot shows the 'Submission Options' section. It includes a checkbox for 'Override Forecast Eligibility' (callout 1), a dropdown menu for '*Submit Option' with 'Use Absence Name Default' selected (callout 2), a 'Submit' button (callout 4), and a 'Forecast' button (callout 3).

1. **Override Forecast Eligibility** – Selecting this option will ignore forecasting requirements meaning the system will skip confirming if the employee has sufficient absence balance to cover their request. NOTE: It is not recommended to check this box.
2. **Submit Option** – Define how to route an absence request. Either to the employee's supervisor for approval (**Use Absence Name Default**) or approve automatically (**Approve Automatically**).
3. Click the **Forecast** button to run the forecasting process and determine if an employee is **ELIGIBLE** or **INELIGIBLE** to request the absence. During forecasting the system will determine if the employee has enough absence balance to cover their request (**ELIGIBLE**). This is based on existing absence requests the employee has and their entitlements. If the employee does not have sufficient absence balance, their absence request will need to be adjusted or the system may generate LWOP (**INELIGIBLE**). NOTE: The system will allow users to submit an absence request even if forecasting comes back **INELIGIBLE**. However, users can check the **Forecast Tab** to review forecasting details related to the request before submitting. The system also considers saved absence requests during the forecasting process and it is recommended to make sure all saved requests are submitted or deleted to ensure accurate forecasting.
4. Click the **Submit** button when you are ready to submit the absence request. The system will route the absence request approval according to the **Submit Option** that was selected.

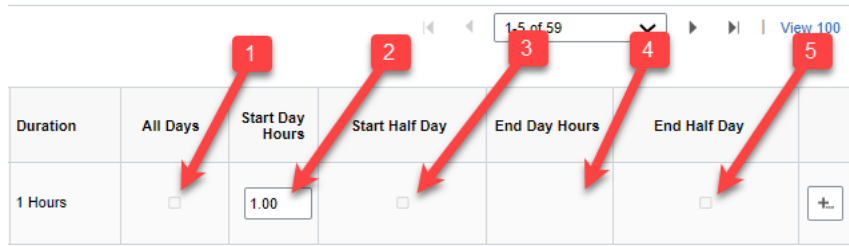
PARTIAL DAYS TAB

Absence Requests

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Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Duration	All Days	Start Day Hours	Start Half Day	End Day Hours	End Half Day
<input type="checkbox"/>	[Redacted]	[Redacted]	0	[Redacted]	01/07/2023	01/07/2023	01 - Sick	1 Hours	<input type="checkbox"/>	1.00	<input type="checkbox"/>		

Use this tab to enter partial day information for an absence request.



Duration	All Days	Start Day Hours	Start Half Day	End Day Hours	End Half Day
1 Hours	<input type="checkbox"/>	1.00	<input type="checkbox"/>		<input type="checkbox"/>

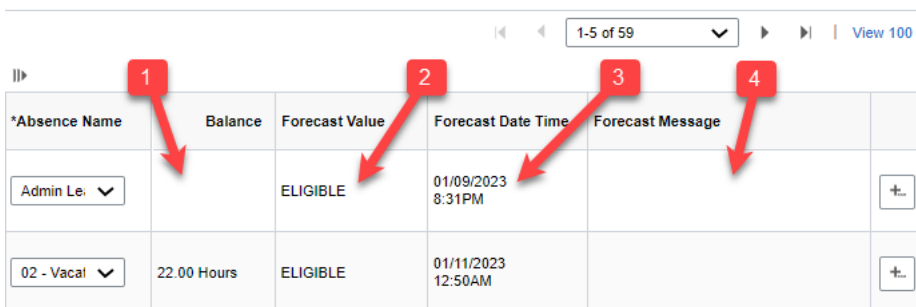
1. **All Days** – Check this box to indicate that all days of the absence request are partial days. Enter the number of partial day hours in the **Start Day Hours** field.
2. **Start Day Hours** – The employee is taking a partial day off on the first day of their absence request only. Enter the number of hours for the partial day absence in the text field. NOTE: When you enter a value in this field, the **Start Half Day** checkbox becomes unavailable.
3. **Start Half Day** – For informational purposes only, the State does not use this feature. If an employee took a half day on the first day of their absence, use the **Start Day Hours** field and enter the number of hours in the text field.
4. **End Day Hours** – The employee is taking a partial day off on the last day of their absence request only. Enter the number of hours for the partial day absence in the text field. NOTE: When you enter a value in this field, the **End Half Day** checkbox becomes unavailable.
5. **End Half Day** – For informational purposes only, the State does not use this feature. If an employee took a half day on the last day of their absence, use the **End Day Hours** field and enter the number of hours in the text field.

FORECAST TAB

Absence Requests

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Balance	Forecast Value	Forecast Date Time	Forecast Message
<input type="checkbox"/>			0		01/07/2023	01/07/2023	Admin Le.		ELIGIBLE	01/09/2023 8:31PM	
<input type="checkbox"/>			0		01/07/2023	01/08/2023	02 - Vacat	22.00 Hours	ELIGIBLE	01/11/2023 12:50AM	

View forecast details related to a specific absence request for an employee. You can see the employee's absence balance and date/time stamp of when forecasting was performed. NOTE: Reforecasting after making changes, prompts the system to overwrite the previous forecast data each time.



*Absence Name	Balance	Forecast Value	Forecast Date Time	Forecast Message
Admin Le.		ELIGIBLE	01/09/2023 8:31PM	
02 - Vacat	22.00 Hours	ELIGIBLE	01/11/2023 12:50AM	

1. **Balance** – View the employee’s absence balance as of the last payroll that was finalized. (*NOTE: The screenshot above is of an exception scenario, there is no remaining balance as the absence request was to use Administrative Leave that was granted.*)
2. **Forecast Value** – This will show if the employee is **ELIGIBLE** or **INELIGIBLE** to take leave.
3. **Forecast Date Time** – Date/Time stamp of when the absence request was last forecasted.
4. **Forecast Message** – There won’t be any data unless there are error messages related to the absence request, which will appear here.

COMMENTS TAB

Absence Requests

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Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Comment
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	01/07/2023	01/07/2023	Admin Lr	ADMIN LV APPROVED
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	01/07/2023	01/08/2023	02 - Vacat	Sick Rollover

Leaving a comment can provide additional information and help other users understand why an absence request may have been canceled or submitted. Click this tab to view any comments associated with specific absence requests or attach additional comments if necessary for future reference.

CANCEL ABSENCE REQUESTS/MANAGE ABSENCE REQUESTS

Create and Maintain Absence Requests

Search

Cancel Absence Requests

Absence Requests

1-5 of 59 | View 100

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance
<input type="checkbox"/>	<input type="text"/>	Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	View/Add	

Create and Maintain Absence Requests

Search

Manage Absence Requests

Absence Requests for Cancellation

1-5 of 59 | View 100

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Original Begin Date	Entry Source
<input type="checkbox"/>	<input type="text"/>	Name	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	View/Add		

Click the **Cancel Absence Requests** link to navigate to the **Absence Requests for Cancellation** grid or to return the **Absence Requests** grid, click the **Manage Absence Requests** link. NOTE: Each time you toggle back and forth, you’ll see a warning message like the one below:

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

Yes

No

The grid will be cleared, and the search results reselects based off what was saved in the search parameters.

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Cancel Reason	Employee Authorization	Override Authorization
Select Absence Reas	<input type="checkbox"/>	<input type="checkbox"/>

1. **Cancel Reason** – Select the reason **Not Valid** from the dropdown menu.

Submission Options

*Submit Option Use Absence Name Default

Submit For Cancellation

2. Click the **Submit for Cancellation** button to submit the cancellation of the selected absence request. The system will route the cancellation approval according to the **Submit Option** that was selected.

NOTE: Do not submit an absence cancellation request multiple times (i.e. employee cancels request through ESS and Leave Keeper cancels the same request on Create and Maintain Absence Requests screen), this will generate a silent error in the system and cause processing issues. A helpful tip to avoid this is to check the absence request **Status**. If an action status is “Pending” wait until it is completed before starting a new one (*see also Absence Detail, page 8*).

USING THE CREATE AND MAINTAIN ABSENCE REQUESTS SCREEN

SEARCH FOR AN EXISTING ABSENCE REQUEST



Find an existing absence request by expanding the search function at the top of the screen. There are many criteria available to help narrow results, but an easy way to search is to define the **From/Through Date**, **EMPL ID** and **EMPL RCD**. **NOTE:** Saving search parameters will override the default From/Through Dates which are 3 months before and 3 months after the current date. Additionally, make sure to clear any search parameters that may have been saved before starting a new session to prevent processing errors.

Create and Maintain Absence Requests

 Search

1

Absence Requests

[Absence Detail](#)
[Partial Days](#)
[Additional Information](#)
[Override](#)

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

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

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

Comments

1. Click on the carrot icon to expand the **Search** section.

Search

Work Flow Status

From Date
Through Date

Employee ID
Employee Record

Absence Name

Approver Operator ID

Department

Pay Group

HR Status

From Employee ID
Through Employee ID

From Last Name
Through Last Name

Action Date

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

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

2. Enter your search criteria, then click the **Search** button.

Action Date

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

Absence Requests

<input type="button" value="List"/>	<input type="button" value="Search"/>								
Absence Detail	Partial Days	Additional Information	Override	Process	Forecast	Comments	Demographic	>	
Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	0 <input type="text"/>	<input type="text"/>	11/14/2022	11/14/2022	02 - Vaca	Vacation	8 Hours

3. Scroll down to the **Absence Requests** section to find the request you are looking for from the list of results.

EDIT AN EXISTING ABSENCE REQUEST

Absence Requests									
<input type="button" value="List"/>	<input type="button" value="Search"/>								
Absence Detail	Partial Days	Additional Information	Override	Process	Forecast	Comments	Demographic	>	
Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	0 <input type="text"/>	<input type="text"/>	01/07/2023	01/08/2023	02 - Vac	Sick	16 Hours

1. After finding the applicable absence request, review or edit it as needed. NOTE: It is not recommended to submit something that is still in submitted status as it may cause errors. Double check the status and see who the request may be pending on.

Absence Requests

2

Absence Detail Partial Days Additional Information

Select *Employee ID Name

☐ [Search] [Search]

Select All Deselect All

Copy Absence Delete

Comments Test

- Remember to click on the checkbox for the appropriate row or click **Select All** for all rows when ready to submit changes. NOTE: You will be prompted if no rows are selected.

Submission Options

☐ Override Forecast Eligibility *Submit Option Use Absence Name Default

3

Submit Forecast

5 4

- Before submitting, scroll down to use the fields in the **Submission Options** section to determine how the system processes the absence request.
- Click the **Forecast** button to check if the employee is eligible to take leave. After forecasting, click the **Forecast Tab** to review the forecasting results and see if the employee is **Eligible** or **Ineligible** to take leave.
- Click the **Submit** button when ready to resubmit the absence request.

CANCEL AN EXISTING ABSENCE REQUEST

Create and Maintain Absence Requests

Search 2

1 Cancel Absence Requests

Absence Requests

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

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance
<input type="checkbox"/>	[Search]	Name	0 [Search]		[Calendar]	[Calendar]	[Dropdown]	[Dropdown]		View/Add	

- Click on the **Cancel Absence Requests** link to the right-hand side of the Absence Requests section.
- Expand the **Search** section and enter search parameters to find an existing leave request.
- Scroll down to see the search results listed in the **Absence Requests** section.

Absence Requests for Cancellation

☐

4

Absence Detail

Partial Days

Additional Information

Override

Process

Forecast

Comments

Demographic

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date ▲	*End Date	*Absence Name	Original Begin Date	Entry Source	Status	Cancel Reason
<input checked="" type="checkbox"/>			0		11/14/2022	11/14/2022	02 - Vacation	11/14/2022	Administra tor Absence Event	Approved	<div style="border: 1px solid #ccc; padding: 2px;">Not Valid ▼</div>

Select All

Deselect All

Comments

5

▼ Submission Options

*Submit Option

Use Absence Name Default ▼

6

Submit For Cancellation

4. Click on the checkbox for the appropriate row or click **Select All** for all rows when ready to cancel a request.
5. From the drop-down menu under the **Cancel Reason** column, select the option **Not Valid** and add any **Comments** if necessary.
6. In the **Submission Options** section, select a **Submit Option** to determine how the system processes the cancelation. Then click the **Submit For Cancellation** button when ready to cancel the request.

NOTE: Do not submit an absence cancelation request multiple times (i.e. employee cancels request through ESS and Leave Keeper cancels the same request on Create and Maintain Absence Requests screen), this will generate a silent error in the system and cause processing issues. A helpful tip to avoid submitting multiple actions for the same absence request is to check the **Status**. If an action status is "Pending" wait until it is completed before starting a new one (*see also Absence Detail, page 8*).

ENTER A NEW ABSENCE REQUEST (ABSENCE DETAIL TAB)

Create and Maintain Absence Requests

Search

1

2

Absence Requests

[Cancel Absence Requests](#)

Absence Detail

Partial Days

Additional Information

Override

Process

Forecast

Comments

Demographic

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

1. Expand the **Search** section and clear any parameters that may have been saved.
2. From the **Absence Requests** section, **Absence Detail** tab, enter the request details.

1-1 of 1 | View All

Entry Source	Status	Void	
	New	<input type="checkbox"/>	<input type="button" value="+"/>

3. If you need to add additional absences, click on the “+” icon. NOTE: Do not overwrite or reuse a line for new inputs (i.e. adding another absence request for a different employee). The system will generate an error message and will not allow you to proceed.

Create and Maintain Absence Requests

► Search

Absence Requests

5

Absence Detail

Partial Days

Additional Information

Ove

Select	*Employee ID	Name	Empl Record
<input type="checkbox"/>	<input type="text"/>	Name	<input type="text" value="0"/>

4. Click on the checkbox next to the absence request you would like to submit or click the **Select All** link to select all absence requests to submit. NOTE: You will be prompted if no rows are selected.

▼ Submission Options

☐ Override Forecast Eligibility

*Submit Option

Use Absence Name Default

5. Scroll down to use the fields in the **Submission Options** section to determine how the system processes the absence request. Click the **Forecast** button and review the results on the **Forecasting Tab** to ensure the employee is **ELIGIBLE** to take leave. Then click the **Submit** button when ready to submit the absence request.

ENTER A PARTIAL DAY ABSENCE REQUEST (PARTIAL DAYS TAB)

Create and Maintain Absence Requests

► Search 1

Absence Requests

Absence Detail
Partial Days
Additional Information
Override
Process
Forecast
Comments
Demographic

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

1. Expand the **Search** section and clear any parameters that may have been saved.
2. From the **Absence Requests** section, click the **Partial Days** tab.
3. Enter the request details such as the **EMPL ID**, **EMPL RCD**, **Start/End Dates** and **Absence Name**.

1-1 of 1

All Days	Start Day Hours	Start Half Day	End Day Hours	End Half Day
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

4. Then select/enter the partial day absence request details and enter any **Comments**. NOTE: Various combinations of partial day options can be entered to accommodate employee absences.
5. If you need to add additional absences, click on the “+” button. NOTE: Do not overwrite or reuse a line for new inputs (i.e. adding another absence request for a different employee). The system will generate an error message and will not allow you to proceed.

Absence D
Partial Days

Select	*Employee ID
<input type="checkbox"/>	<input type="text"/>

Select All
Deselect All

Copy Absence

6. Click on the checkbox next to the absence request you would like to submit or click the **Select All** link to select all absence requests to submit. NOTE: You will be prompted if no rows are selected.

▼ **Submission Options**

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

7. Scroll down to use the fields in the **Submission Options** section to determine how the system processes the absence request. Click the **Forecast** button and review the results on the **Forecasting Tab** to ensure the employee is **ELIGIBLE** to take leave. Then click the **Submit** button when ready to submit the absence request.

EXAMPLES OF PARTIAL DAY ABSENCE REQUESTS




Salaried employee assigned the default work schedule (Mon – Fri 8) taking partial, consecutive days off from 12/27/2022 – 12/30/2022.

*Start Date ▲	*End Date	*Absence Name	Duration	All Days	Start Day Hours	Start Half Day	End Day Hours	End Half Day
12/27/2022	12/30/2022	▼	8 Hours	<input checked="" type="checkbox"/>	2.00	<input type="checkbox"/>		<input type="checkbox"/>

December 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27 2 hrs.	28 2 hrs.	29 2 hrs.	30 2 hrs.	31




Salaried employee assigned the default work schedule (Mon – Fri 8) taking a partial day off on the first day only and full days off for the remainder of their request from 12/27/2022 – 12/30/2022.

*Start Date ▲	*End Date	*Absence Name	Duration	All Days	Start Day Hours	Start Half Day	End Day Hours	End Half Day
12/27/2022 	12/30/2022 		26 Hours	<input type="checkbox"/>	2.00	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

December 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27 2 hrs.	28 8 hrs.	29 8 hrs.	30 8 hrs.	31

Salaried employee assigned the default work schedule (Mon – Fri 8) taking a partial day off on the last day of their request from 12/27/2022 – 12/30/2022.

*Start Date ▲	*End Date	*Absence Name	Duration	All Days	Start Day Hours	Start Half Day	End Day Hours	End Half Day
12/27/2022 	12/30/2022 		26 Hours	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	2.00	<input type="checkbox"/>

December 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27 8 hrs.	28 8 hrs.	29 8 hrs.	30 2 hrs.	31