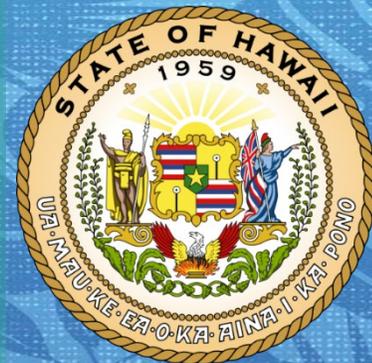




HIP Time and Leave Refresher Training

January 23, 2023



Department of Accounting and General Services
in coordination with the
Office of Enterprise Technology Services

TOPICS

1. Create and Maintain Absence Requests

- Overview and Navigation
- Page Layout and notable areas
 - Search
 - Absence Requests Tabs
 - Absence Detail/Partial Days/Forecasting/Comments
 - Cancel Absence Request link
- Managing absence requests
 - Search/edit/cancel/add new request/add partial day request
- Important notes
- Online resources



CREATE AND MAINTAIN ABSENCE REQUESTS OVERVIEW

The Create and Maintain Absence Requests screen is available to **Leave Keepers** and **HR Admins** to view and manage regular absence requests on behalf of your employees.

The screenshot displays the 'Create and Maintain Absence Requests' interface. At the top, there is a search bar and a 'Cancel Absence Requests' link. Below this is a section for 'Absence Requests' with a table and various action buttons.

Absence Requests Table:

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="checkbox"/>	<input type="text"/>	Name	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		View/Add		<input type="text"/>		New	<input type="checkbox"/>	<input type="text"/>

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

Comments:

Submission Options:

- Override Forecast Eligibility
- *Submit Option:

Buttons: Submit, Forecast

Navigation: NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences

CREATE AND MAINTAIN ABSENCE REQUESTS SEARCH FEATURE

Find existing absence requests by expanding the search feature at the top of the screen and defining various criteria.

Favorites ▾ Main Menu ▾ > Payroll Processing > Create
 HAWAII Information Portal
Create and Maintain Absence Requests
 Search
Absence Requests
 Absence Detail Partial Days Additional Info
 Select *Employee ID Name
 Name

Search
 Work Flow Status
 From Date
 Employee ID
 Absence Name
 Approver Operator ID
 Department
 Pay Group
 HR Status
 From Employee ID
 From Last Name
 Through Date
 Employee Record
 Through Employee ID
 Through Last Name
Action Date

Action	From Date	Through Date
Submitted		
Approved		
Pushed Back		
Denied		
Canceled		
Voided		

 Search Clear Search Save Search

CREATE AND MAINTAIN ABSENCE REQUESTS

SEARCH FEATURE – COMMON SEARCH CRITERIA

1. **From/Through Date** – Search by date range
2. **Employee ID/Record** – Search by 8-digit EMPL ID/EMPL RCD (0, 1, etc.)
3. **Search** – Prompt search for absence requests based off the criteria entered
4. **Clear Search** – Clear what was entered or previously saved criteria
5. **Save Search** – Save search parameters that were entered. NOTE: This is not recommended as it will overwrite default search values.

CREATE AND MAINTAIN ABSENCE REQUESTS USING THE SEARCH FEATURE CONTD.

If absence request details are outside the Search criteria, the system will generate a warning message.

Through Date

Through Date

Employee Record

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.

Search

Work Flow Status

From Date

Employee ID

Absence Name

Approver Operator ID

Department

Pay Group

HR Status

From Employee ID

From 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"/>

Through Employee ID

Through Last Name

Absence Requests

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="04/21/2023"/>	<input type="text" value="04/21/2023"/>	<input type="text" value="02 - Vacat"/>

Select All Deselect All

CREATE AND MAINTAIN ABSENCE REQUESTS USING THE SEARCH FEATURE

Scenario: Find an existing 8-hour vacation request for an employee on **11/14/22** using the date range **11/01/22 – 11/15/2022**, **EMPL ID** and **EMPL RCD 0**.

CREATE AND MAINTAIN ABSENCE REQUESTS USING THE SEARCH FEATURE CONTD.

Narrow your results by entering **Search** criteria.

1. Expand the **Search** section
2. Enter the **From Date 11/01/22**
3. Enter the **Through Date 11/15/22**
4. Enter the **Employee ID**
5. System defaults to **Employee Record 0**
6. Click the **Search** button

The screenshot shows a search interface with the following fields and actions:

- Work Flow Status:** A dropdown menu.
- From Date:** A date field containing "11/01/2022".
- Through Date:** A date field containing "11/15/2022".
- Employee ID:** A text field with a search icon.
- Absence Name:** A text field with a search icon.
- Approver Operator ID:** A text field with a search icon.
- Department:** A text field with a search icon.
- Pay Group:** A text field with a search icon.
- HR Status:** A dropdown menu.
- From Employee ID:** A text field.
- From Last Name:** A text field.
- Employee Record:** A text field containing "0" with a search icon.
- Through Employee ID:** A text field.
- Through Last Name:** A text field.

Action Date table:

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"/>

At the bottom, there are three buttons: **Search**, **Clear Search**, and **Save Search**.

CREATE AND MAINTAIN ABSENCE REQUESTS USING THE SEARCH FEATURE CONTD.

Scroll down to the **Absence Requests** section to view search results.

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

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 <input type="text"/>	11/14/2022 <input type="text"/>	02 - Vacat <input type="text"/>	Vacatio <input type="text"/>	8 Hours

CREATE AND MAINTAIN ABSENCE REQUESTS

ABSENCE DETAIL TAB

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

Create and Maintain Absence Requests

▶ Search

Absence Requests

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

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

CREATE AND MAINTAIN ABSENCE REQUESTS

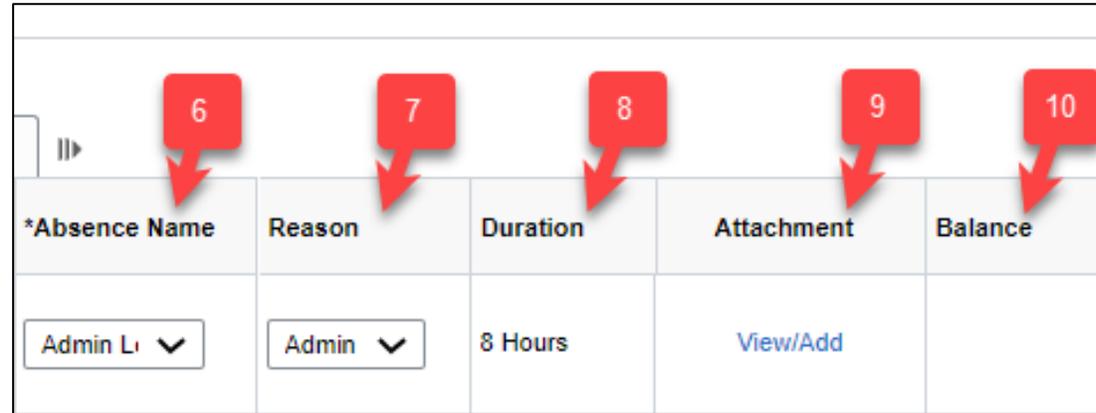
ABSENCE DETAIL TAB CONTD.

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date
<input type="checkbox"/>	<input type="text"/>	Employee Name	<input type="text" value="0"/>		<input type="text" value="01/07/2023"/>	<input type="text" value="01/07/2023"/>

1. **Select** – Check this box to select the corresponding row for action
2. **Employee ID** – 8-digit EMPL ID
3. **Name** – System will display the employee name associated with the EMPL ID entered
4. **EMPL Record** – This automatically defaults to “0”, if employee has multiple EMPL Records, you must enter the correct one that corresponds to your department
5. **Start/End Date** – Enter the date range for the absence request

CREATE AND MAINTAIN ABSENCE REQUESTS

ABSENCE DETAIL TAB CONTD.

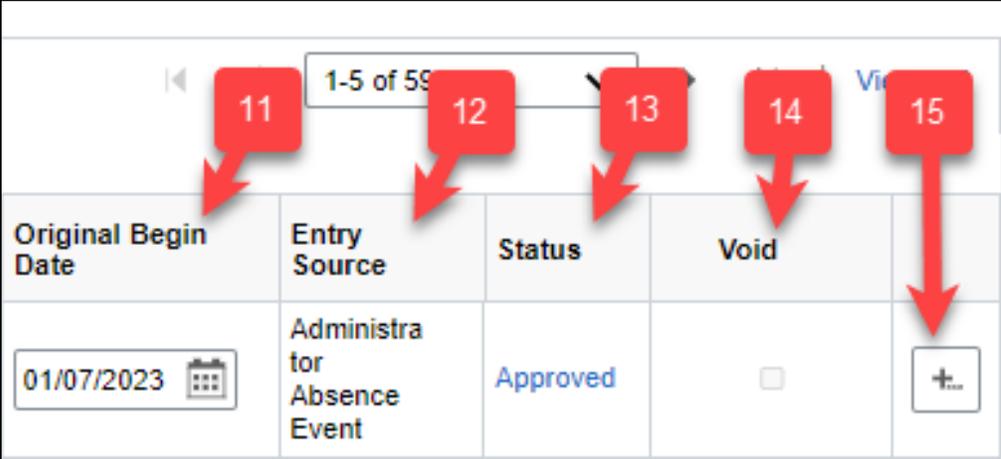


*Absence Name	Reason	Duration	Attachment	Balance
Admin L1 ▾	Admin ▾	8 Hours	View/Add	

- Absence Name** – Select an absence name from the dropdown menu (i.e. sick, etc.)
- Reason** – For informational purposes only. Defines why an absence was taken. Available reasons depend on what was selected in the Absence Name field
- Duration** – System calculates and displays the absence length in hours
- Attachment** – Click the **View/Add** link to view, add or delete backup documentation.
NOTE: Do not include any PII.
- Balance** – System calculates and displays the employee’s absence balance as of the last payroll that was finalized

CREATE AND MAINTAIN ABSENCE REQUESTS

ABSENCE DETAIL TAB CONTD.



The screenshot shows a table with the following columns: Original Begin Date, Entry Source, Status, Void, and a button with a plus sign. Red callout boxes with numbers 11 through 15 point to these elements respectively. The 'Original Begin Date' field contains '01/07/2023' with a calendar icon. The 'Entry Source' field contains 'Administrator Absence Event'. The 'Status' field contains 'Approved'. The 'Void' field contains an unchecked checkbox. The button contains a plus sign and three dots.

Original Begin Date	Entry Source	Status	Void	
01/07/2023 	Administrator Absence Event	Approved	<input type="checkbox"/>	+...

11. **Original Begin Date** – For informational purposes only. Defaults to the **Start Date** of the absence request
12. **Entry Source** – Will show where in the system the absence request was submitted and by who/type of user
13. **Status** – Displays what stage of the approval process the absence is currently in
14. **Void** – For informational purposes only. NOTE: The State does not use this feature, instead **Cancel** a request if it is not correct or adjustments are needed
15. **“+” button** – Click this button if you want to submit additional absence requests.

CREATE AND MAINTAIN ABSENCE REQUESTS

ABSENCE DETAIL TAB CONTD.

The screenshot shows a web interface for managing absence requests. At the top left, there are two links: "Select All" and "Deselect All". Below these links are two buttons: "Copy Absence" and "Delete". To the right of these buttons is a large text input field labeled "Comments". Red callout boxes with numbers 16, 17, 18, and 19 point to the "Select All" link, the "Copy Absence" button, the "Delete" button, and the "Comments" field, respectively.

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. A window will appear prompting you to enter a numerical value for rows to add.
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 as a brief explanation. NOTE: This field will mass apply comments if there are multiple rows or requests being submitted. To enter individual comments to each row, use the **Comments Tab**

CREATE AND MAINTAIN ABSENCE REQUESTS

COMMENTS TAB

View and add comments corresponding to specific absence requests.

Create and Maintain Absence Requests

► **Search**

Absence Requests

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

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

CREATE AND MAINTAIN ABSENCE REQUESTS USING THE COMMENTS TAB

If you have multiple absence requests that you would like to leave unique comments for, click the **Comment** field corresponding to the specific request and enter comments.

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	Comment▼
<input type="checkbox"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	0 <input type="text"/>	<input type="text"/>	01/03/2023 <input type="text"/>	01/03/2023 <input type="text"/>	01 - Sick L <input type="text"/>	working 6:15a-11:45a
<input type="checkbox"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	0 <input type="text"/>	<input type="text"/>	01/03/2023 <input type="text"/>	01/04/2023 <input type="text"/>	01 - Sick L <input type="text"/>	sick rollover
<input type="checkbox"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	0 <input type="text"/>	<input type="text"/>	01/04/2023 <input type="text"/>	01/04/2023 <input type="text"/>	01 - Sick L <input type="text"/>	sick leave 8 am - 2:45 pm
<input type="checkbox"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	0 <input type="text"/>	<input type="text"/>	01/03/2023 <input type="text"/>	01/03/2023 <input type="text"/>	01 - Sick L <input type="text"/>	sick
<input type="checkbox"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	0 <input type="text"/>	<input type="text"/>	01/03/2023 <input type="text"/>	01/03/2023 <input type="text"/>	01 - Sick L <input type="text"/>	sick

CREATE AND MAINTAIN ABSENCE REQUESTS

ABSENCE DETAIL TAB CONTD.

Use the **Submission Options** fields to define how the system processes the request.

The screenshot shows a form titled "Submission Options" with a dropdown arrow on the left. It contains the following elements:

- An unchecked checkbox labeled "Override Forecast Eligibility" with a red callout box containing the number "1" pointing to it.
- A dropdown menu labeled "*Submit Option" with the selected value "Use Absence Name Default" and a red callout box containing the number "2" pointing to it.
- A "Submit" button with a red callout box containing the number "4" pointing to it.
- A "Forecast" button with a red callout box containing the number "3" pointing to it.

1. **Override Forecast Eligibility** – Selecting this option will skip the forecasting process.
NOTE: It is not recommended to check this box.
2. **Submit Option** – Pick how to route absence requests. Either to the employee supervisor for approval (**Use Absence Name Default**) or approve automatically (**Approve Automatically**)
3. Click the **Forecast** button to run the forecasting process and view results on the **Forecast Tab**
4. Click the **Submit** button when you are ready to submit the absence request

CREATE AND MAINTAIN ABSENCE REQUESTS

FORECAST TAB

View forecasting results corresponding to absence requests including available employee balances to help determine if they are eligible to take leave.

Create and Maintain Absence Requests

► Search

Absence Requests

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

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

CREATE AND MAINTAIN ABSENCE REQUESTS USING THE FORECAST TAB

After forecasting you may view an employee's current absence **Balances**, **Forecast Value** to see if the employee is **ELIGIBLE/INELIGIBLE** to request an absence, the **Forecast Date Time**, and **Forecast Messages** on the Forecast tab

NOTE: Reforecasting after making changes, prompts the system to overwrite the previous forecast data each time

Balance	Forecast Value	Forecast Date Time	Forecast Message
136.00 Hours	ELIGIBLE	08/16/2022 8:34AM	
144.00 Hours	ELIGIBLE	08/16/2022 8:34AM	
136.00 Hours	ELIGIBLE	10/03/2022 3:44PM	

[Favorites](#) > [Main Menu](#) > [Payroll Processing](#) > [Create and Maintain Absences](#)

Create and Maintain Absence Requests

Search

Absence Requests

[Absence Detail](#) | [Partial Days](#) | [Additional Information](#) | [Override](#) | [Process](#) | **[Forecast](#)** | [Comments](#) | [Demographic](#)

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Balance	Forecast Value	Forecast Date Time	Forecast Message
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	0 <input type="text"/>	<input type="text"/>	08/05/2022 <input type="text"/>	08/05/2022 <input type="text"/>	02 - Vacator	136.00 Hours	ELIGIBLE	08/16/2022 8:34AM	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	0 <input type="text"/>	<input type="text"/>	08/15/2022 <input type="text"/>	08/15/2022 <input type="text"/>	01 - Sick Lee	144.00 Hours	ELIGIBLE	08/16/2022 8:34AM	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	0 <input type="text"/>	<input type="text"/>	10/03/2022 <input type="text"/>	10/07/2022 <input type="text"/>	02 - Vacator	136.00 Hours	ELIGIBLE	10/03/2022 3:44PM	

1-3 of 3 | View All

CREATE AND MAINTAIN ABSENCE REQUESTS

MANAGING ABSENCES – ENTERING A NEW REQUEST

Scenario: Enter a new **8-hour vacation request** dated **11/14/22** on behalf of an employee and **submit it for supervisor approval.**

CREATE AND MAINTAIN ABSENCE REQUESTS

MANAGING ABSENCES – ENTERING A NEW REQUEST CONTD.

Clear any parameters that may have been saved in the **Search** section.

State of Hawaii Information Portal

Create and Maintain Absence Requests

Search

Absence Requests

Absence Detail | Partial Days | Additional Info

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

Search

Work Flow Status

From Date

Employee ID

Absence Name

Approver Operator ID

Department

Pay Group

HR Status

From Employee ID

From Last Name

Through Date

Employee Record

Through Employee ID

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"/>

CREATE AND MAINTAIN ABSENCE REQUESTS

MANAGING ABSENCES – ENTERING A NEW REQUEST CONTD.

Create and Maintain Absence Requests

Search

Absence Requests

Absence Detail Partial Days Additional Information Override Process Forecast Comments Demographic

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

Select All Deselect All

Copy Absence Delete

Comments

Submission Options

Override Forecast Eligibility *Submit Option Use Absence Name Default

Submit Forecast

1. Enter the **Employee ID**
2. Enter the **Empl Record**
3. Enter the **Start/End Date of 11/14/2022**
4. Select the **Absence Name 02 – Vacation** from the dropdown menu
5. Select a **Reason** (this is optional)
6. Add any **Comments** if necessary
7. Click the checkbox under the **Select** column
8. Select the **Submit Option Use Absence name Default**
9. Click the **Forecast** button, review results on the **Forecast Tab**, then click the **Submit** button

CREATE AND MAINTAIN ABSENCE REQUESTS

MANAGING ABSENCES – EDITING AN EXISTING REQUEST

Scenario: Find an employee's existing **8-hour vacation request** dated **11/14/22**, change the date to **11/15/22** and **resubmit it for supervisor approval**.

CREATE AND MAINTAIN ABSENCE REQUESTS

MANAGING ABSENCES – EDITING AN EXISTING REQUEST CONTD.

Expand the **Search** feature and enter parameters to find the existing request.

The screenshot shows a search interface with the following fields and callouts:

- 1**: Points to the **From Date** field, which contains the value 11/01/2022.
- 2**: Points to the **Through Date** field, which contains the value 11/15/2022.
- 3**: Points to the **Employee ID** search field.
- 4**: Points to the **Employee Record** field, which contains the value 0.
- 5**: Points to the **Search** button at the bottom left.

Below the search fields is an **Action Date** table:

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"/>

At the bottom of the form are three buttons: **Search**, **Clear Search**, and **Save Search**.

1. Enter the **From Date** of 11/01/22
2. Enter the **Through Date** of 11/15/22
3. Enter the **Employee ID**
4. The **Employee Record** defaults to 0
5. Click the **Search** button

CREATE AND MAINTAIN ABSENCE REQUESTS

MANAGING ABSENCES – EDITING AN EXISTING REQUEST CONTD.

Edit the absence request details in the **Absence Details** tab and resubmit.

Create and Maintain Absence Requests

Search

Absence Requests

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

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason
<input checked="" type="checkbox"/>			0		11/15/2022	11/15/2022	02 - Vacat	Vacation

Select All | Deselect All

Copy Absence | Delete

Comments

Submission Options

Override Forecast Eligibility

*Submit Option: Use Absence Name Default

Submit | Forecast

1. Change the **Start/End Dates** to **11/15/2022**
2. Enter any **Comments** necessary
3. Click the checkbox under the **Select** column
4. Select the **Submit Option Use Absence Name Default**
5. Click the **Forecast** button, review results on the **Forecast Tab**, then click the **Submit** button

CREATE AND MAINTAIN ABSENCE REQUESTS

MANAGING ABSENCES – CANCEL AN EXISTING REQUEST

Scenario: Find an employee's existing **8-hour vacation request** dated **11/14/22** and **Cancel** it.

CREATE AND MAINTAIN ABSENCE REQUESTS

MANAGING ABSENCES - CANCEL AN EXISTING REQUEST CONTD.

Switch to the **Absence Requests for Cancelation** grid and **Search** for the request to **Cancel**.

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"/>	<input type="text" value=""/>	Name	0 <input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>		View/Add	

1. Click on the **Cancel Absence Requests** link
2. Then click the carrot icon to expand the **Search** feature to enter parameters and narrow your search results

CREATE AND MAINTAIN ABSENCE REQUESTS

MANAGING ABSENCES - CANCEL AN EXISTING REQUEST CONTD.

Enter the **Cancellation** details in the **Absence Details** tab and submit.

Create and Maintain Absence Requests

Search Manage Absence Requests

Absence Requests for Cancellation

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	Original Begin Date	Entry Source	Status	Cancel Reason
<input checked="" type="checkbox"/>			0		11/14/2022	11/14/2022	02 - Vacation		8 Hours	View/Add	11/14/2022	Administra for Absence Event	Approved	Not Valid

Select All | Deselect All | Comments

Submission Options

*Submit Option Use Absence Name Default

Submit For Cancellation

3. From the drop-down menu under the **Cancel Reason** column, select the option **Not Valid**
4. Enter any **Comments** if necessary
5. Click the checkbox under the **Select** column
6. Select the **Submit Option Use Absence Name Default**
7. Click the **Submit For Cancellation** button

CREATE AND MAINTAIN ABSENCE REQUESTS

PARTIAL DAYS TAB

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

Create and Maintain Absence Requests

▶ Search

Absence Requests

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

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

CREATE AND MAINTAIN ABSENCE REQUESTS

PARTIAL DAYS TAB - ABSENCE REQUEST OPTIONS

1. **All Days** – Check this box to indicate that all days of the absence request are partial days. Then 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 request in the text field.
3. **Start Half Day** – For informational purposes only. If an employee took a half day on the first day of their absence, use the **Start Day Hours** field to 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. Enter the number of hours of the partial day absence in the text field.
5. **End Half Day** – For informational purposes only. If an employee took a half day on the last day of their absence, use the **End Day Hours** field to enter the number of hours in the text field.

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

Cancel Absence Requests

1-1 of 1 | View All

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

CREATE AND MAINTAIN ABSENCE REQUESTS

MANAGING ABSENCES – ENTERING A PARTIAL DAY REQUEST

Scenario: Enter an employee's **Partial Day** vacation request from **12/27/22 – 12/30/22** and **submit it for supervisor approval**. Employee is taking partial day off (2 hours) on the first day of their request and full days off (8 hours/day) the remainder of their request.

December 2022

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

CREATE AND MAINTAIN ABSENCE REQUESTS

MANAGING ABSENCES – ENTERING A PARTIAL DAY REQUEST CONTD.

The screenshot shows the 'Create and Maintain Absence Requests' interface. At the top left, there is a 'Search' button with a red callout '1'. Below it, the 'Absence Requests' section has a 'Partial Days' tab highlighted with a red callout '2'. The 'Employee ID' field is filled with a blurred value and has a red callout '3'. The 'Empl Record' field is filled with '0' and has a red callout '3'. The '*Start Date' field is '12/27/2022' with a red callout '4'. The '*End Date' field is '12/30/2022' with a red callout '4'. The '*Absence Name' dropdown is set to '02 - Vaca' with a red callout '4'. The 'Start Day Hours' field is '2.00' with a red callout '5'. A checkbox under the 'Select' column is checked with a red callout '6'. A 'Cancel Absence Requests' link is visible at the top right.

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 checked="" type="checkbox"/>	[blurred]	[blurred]	0	[blurred]	12/27/2022	12/30/2022	02 - Vaca	26 Hours	<input type="checkbox"/>	2.00	<input type="checkbox"/>		<input type="checkbox"/>

1. Clear any parameters that may have been saved on the **Search** feature
2. Click the **Partial Days** tab
3. Enter the **EMPL ID** and **EMPL RCD**
4. Enter the **Start Date 12/27/22**, **End Date 12/30/22** and select the **Absence Name 02 – Vacation**
5. Enter **2 hours** in the **Start Day Hours** field
6. Select the checkbox under the **Select** column

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The screenshot shows a web interface for managing absence requests. At the top left, there are buttons for 'Select All', 'Deselect All', 'Copy Absence', and 'Delete'. Below these is a 'Comments' text area with a red callout '7' pointing to it. Underneath the comments is a section titled 'Submission Options' which includes a checkbox for 'Override Forecast Eligibility' and a dropdown menu for '*Submit Option' currently set to 'Use Absence Name Default', with a red callout '8' pointing to the dropdown. At the bottom of the form are two buttons: 'Submit' and 'Forecast'. A red callout '9' is positioned between these two buttons, with arrows pointing to both.

7. Enter any **Comments** if necessary
8. Select the **Submit Option Use Absence Name Default**
9. Click the **Forecast** button, review results on the **Forecast Tab**, then click the **Submit** button

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IMPORTANT NOTES

1. Do not save any search criteria/clear search criteria before each session
2. Make sure an absence request's **Start/End Dates** fall within the **Search** date range
3. Use the “+” button to add more absence requests
4. If a request is incorrect or needs adjustment, **Cancel** it instead of deleting or voiding
5. Check the absence request **Status** and do not work on requests that are **Pending**
6. The Create and Maintain Absence Requests screen is separate from the Administer Extended Absences screen.
7. Do not click on the Override Forecasting checkbox

CREATE AND MAINTAIN ABSENCE REQUESTS ONLINE RESOURCES

1. Helpful Knowledge articles for Leave Keepers covering the Create and Maintain Absence Requests screens can be found here: <https://ags.hawaii.gov/hip/for-time-leave-keepers/>
2. Create and Maintain Absence Requests quick reference guide: <https://ags.hawaii.gov/hip/files/2023/01/Create-and-Maintain-Absence-Requests.pdf>
3. Mandatory self-paced training for Leave Keepers: <https://files.hawaii.gov/dags/hip/120/story.html>



MAHALO FOR YOUR TIME!