

## Manage Absences Overview

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### OVERVIEW

The Manage Absences option offers a way to manage your absence requests all from one screen. Users will be able to view existing absence requests, submit new absence requests, and view absence balances and a holiday schedule from a new Related Information panel.

### NAVIGATION

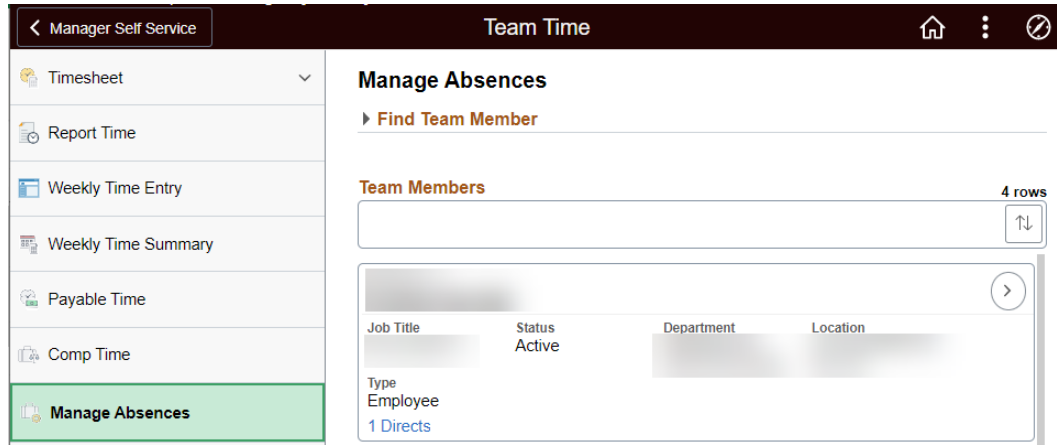
#### *EMPLOYEE SELF-SERVICE (ESS) FOR EMPLOYEES*

*Home > Employee Self-Service > Time > Manage Absences*



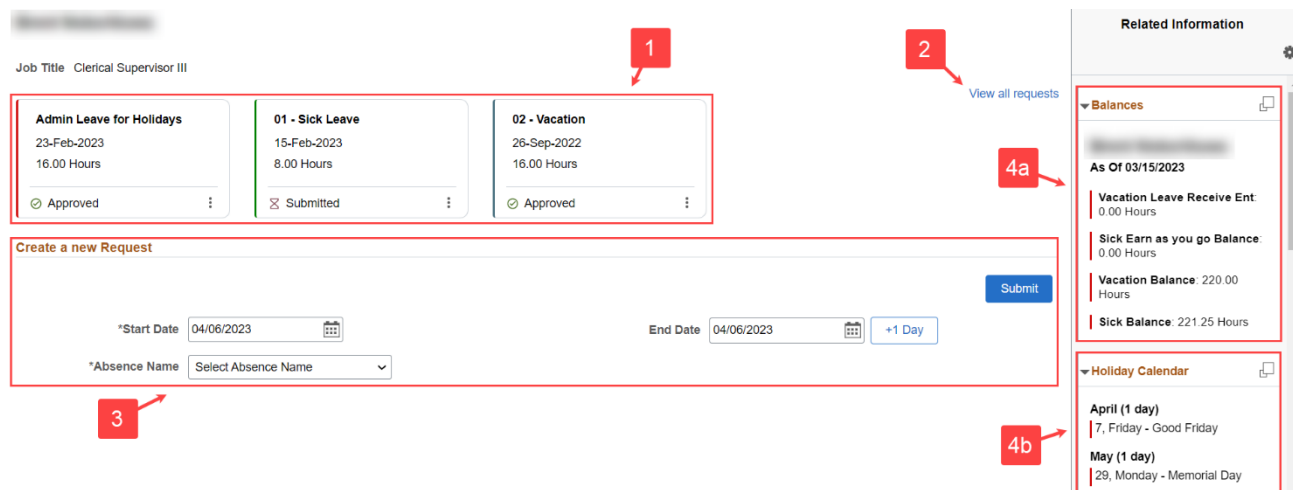
MANAGER SELF-SERVICE (MSS) FOR SUPERVISORS

Home > Manager Self-Service > Team Time > Manage Absences



MANAGE ABSENCES FEATURES

This page enables users to manage their absence requests all in one place. See the screenshot below for a preview of the new page layout and features:

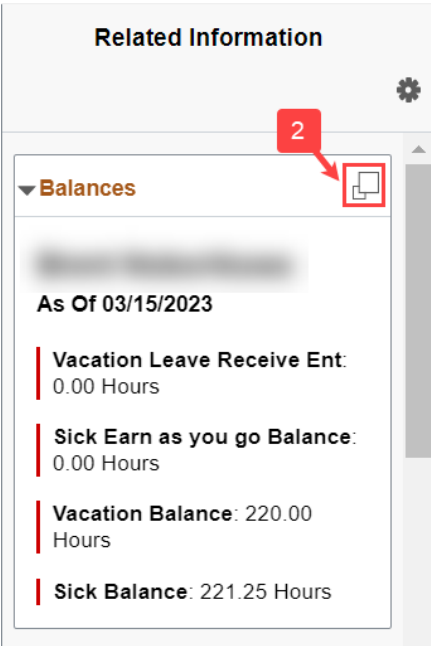


1. **Absence Cards** – View the employee’s 3 most recently requested absences. Each card provides a summary of the absence request including the name, start date, the duration and status of the request.
2. **View all requests** – Clicking this link allows you to see a list of all your absence requests.
3. **Create a new Request** – Use these fields to submit a new absence request.
4. **Related Information** – View additional information related to absence requests.
  - a. **Balances** – Use the balances window to get more information on the absence balances, by displaying the balances in a new window.
  - b. **Holiday Calendar** – Use the Holiday Calendar window to view State observed holidays posted by DHRD.

USING THE MANAGE ABSENCES PAGE

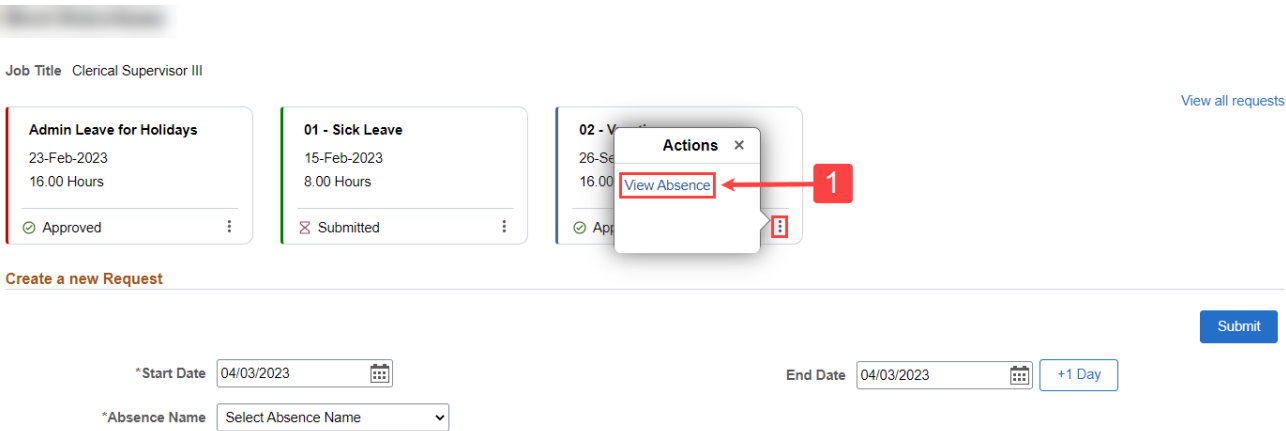
VIEW ABSENCE BALANCES

- 1. Scroll to the right-hand side of the Manage Absences page to find the **Related Information** panel.
- 2. In the **Balances** window, click on the square icon in the upper right-hand corner to expand absence balance details in a new window.



VIEW EXISTING ABSENCE REQUESTS

- 1. From the **Absence Cards**, click the related **Actions** (3 vertical dots), then the **View Absence** option to open a new window with a summary of the request.



Details x

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**Start Date** 09/26/2022      **End Date** 09/27/2022

**Absence Name** 02 - Vacation      **Reason** Vacation

[Balance 220.00 Hours](#)

**Partial Days** None >

**Duration** 16.00 Hours      **Status** Approved

**Eligibility Results** ELIGIBLE

**Comments**

IMPORTANT: Do not submit medical information through HIP

Request History >

Approval Chain >

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

3. To view absences that are older than the 3 absence cards shown, you can click on the **View all requests** link.
4. The system will default to list all past absence requests for 90 days before and after the current date. Use the filter icon in the upper left if need to see beyond the default date range. Click on the carrot icons to expand each absence to view the details.

**View Requests**

Office Assistant IV  
[Return to Select Employee](#)

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**View Requests** 4 rows

▼

3

<b>01 - Sick Leave</b> Approved ELIGIBLE	03/28/2023 >
<b>01 - Sick Leave</b> Approved ELIGIBLE	02/15/2023 >
<b>02 - Vacation</b> Approved ELIGIBLE	01/20/2023 >
<b>Admin Leave for Holidays</b> Approved ELIGIBLE	01/09/2023 - 01/10/2023 >



[Return to View Requests](#)

Office Assistant IV

Start Date 03/28/2023

End Date 03/28/2023

Absence Name 01 - Sick Leave

Reason

Balance 36.50 Hours

Partial Days  >

Duration  Hours

Status Approved

Eligibility Results ELIGIBLE

[View Eligibility Details](#)

Comments Test

IMPORTANT: Do not submit medical information through HIP

Request History	>
Approval Chain	>

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

**NOTE:** If you are a supervisor using Team Time on MSS, to return to the Manage Absences page, you may need to navigate away/click off the View Requests page and navigate back to/click on Manage Absences page to return to it.