

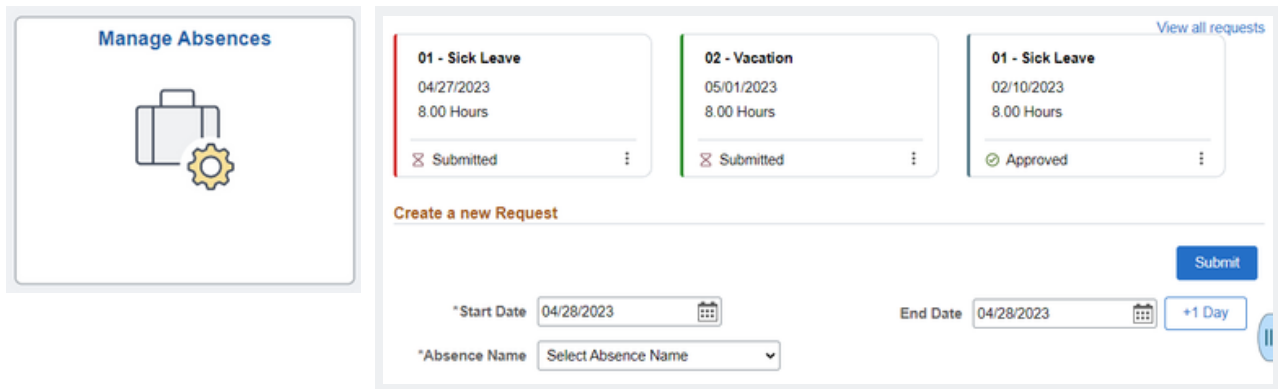
Time and Leave New Features - May 2023

Starting in May 2023, employees in departments using Time and Leave will notice new features. Below are some possible frequently asked questions you may have when the update is completed.

FAQs

1. How do I submit leave requests?

→ There will be a new tile called “Manage Absences” and that’s what you will click to access the screen to submit leave requests



See the following links for more details:

Manage Absences Overview: <https://ags.hawaii.gov/hip/files/2023/05/Manage-Absences-Overview.pdf>

How To Submit A Leave Request: <https://ags.hawaii.gov/hip/foremployees/for-employees-using-time-and-leave/submit-time-and-leave/how-to-submit-a-leave-request/>

FAQs Continued

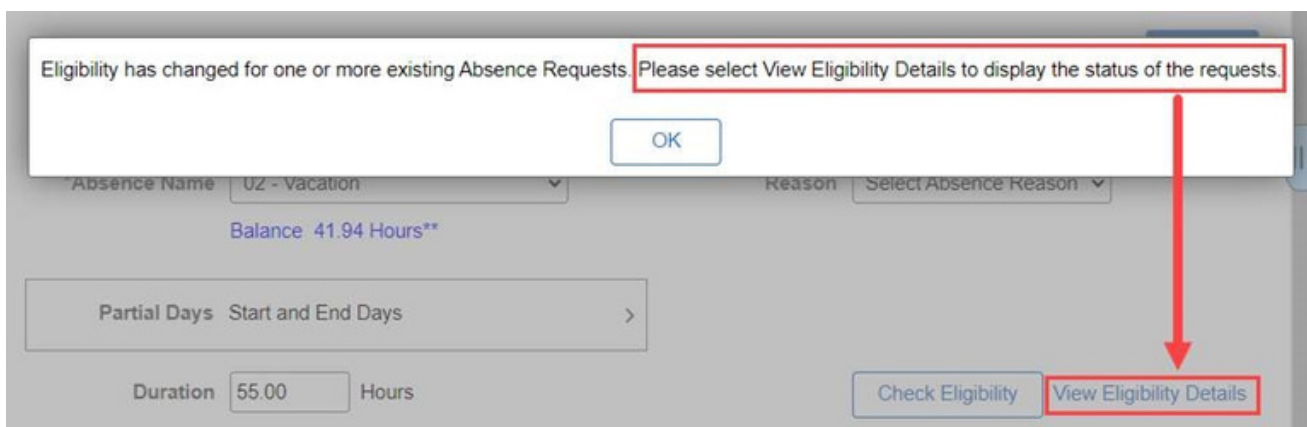
2. What does the “Eligibility has changed for one or more existing Absence Requests. Please select View Eligibility Details to display the status of the request” message mean?

→ With Time and Leave the system checks your balance as of the date you are requesting for.

If you enter a vacation request in the future first (e.g., December), then later you enter a vacation request for a more current date (e.g, May), you may not have enough hours for your future request, and your future request may convert to LWOP.

If you still have enough hours for your future request, you will not see this message. However, if your future request becomes ineligible because of the request you are trying to input now, this message will appear to let you know.

You can then click the View Eligibility Details link to see which request is affected and determine the appropriate next steps.



The screenshot shows a web form with a message box at the top that reads: "Eligibility has changed for one or more existing Absence Requests. Please select View Eligibility Details to display the status of the requests." Below the message box is an "OK" button. The form itself includes fields for "Absence Name" (set to "02 - Vacation"), "Reason" (set to "Select Absence Reason"), and "Balance" (41.94 Hours**). There is a "Duration" field set to "55.00" Hours. At the bottom right, there are two buttons: "Check Eligibility" and "View Eligibility Details". A red arrow points from the message box to the "View Eligibility Details" button.

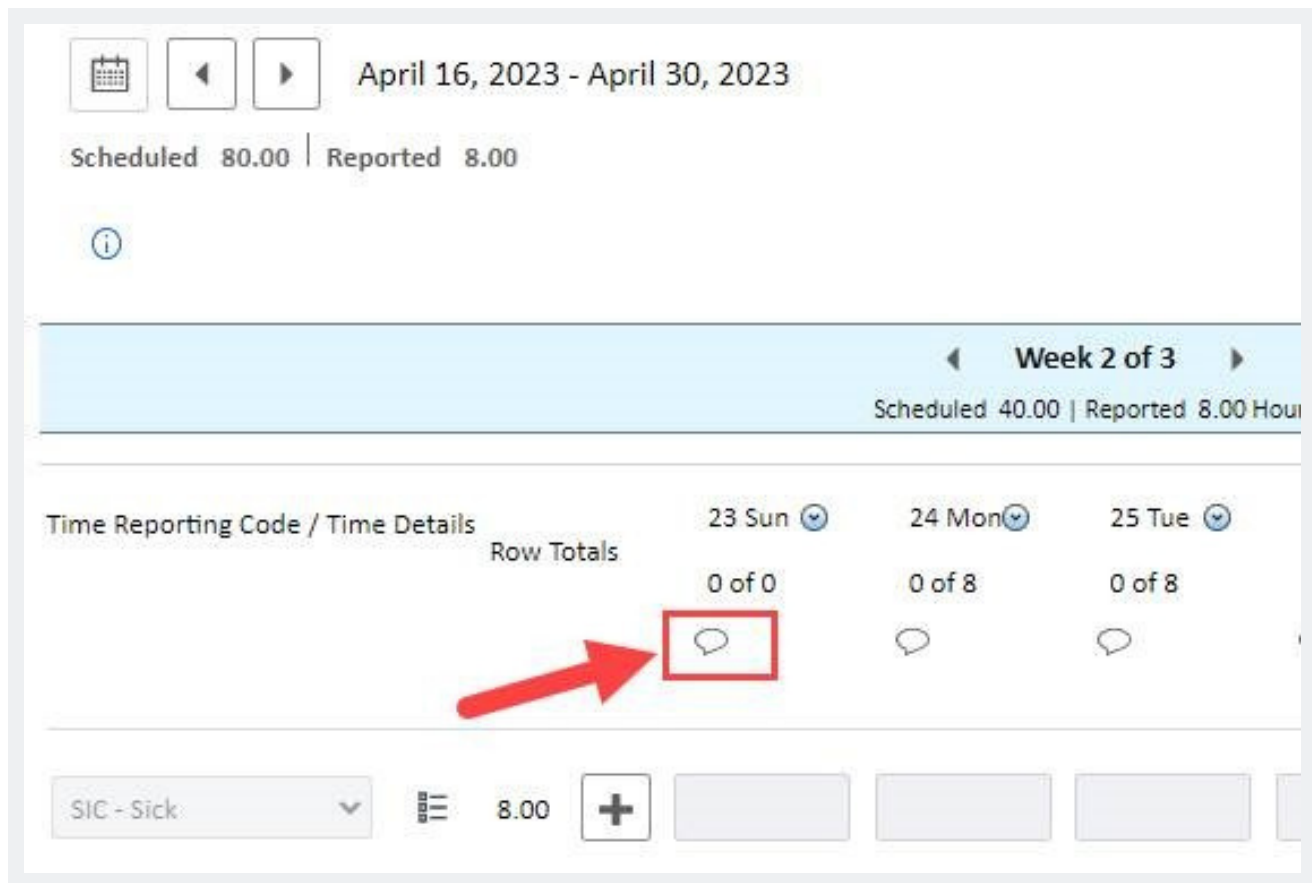
See the following links for more details:

How To Submit A Leave Request: <https://ags.hawaii.gov/hip/foremployees/for-employees-using-time-and-leave/submit-time-and-leave/how-to-submit-a-leave-request/>

FAQs Continued

3. Where do I enter comments on my timesheet if I need to report time with comments?

→ The timesheet will have a new look and orientation. A few options have moved around. One of them is the comments button, which is now underneath the Date.

A screenshot of a web-based timesheet interface. At the top, there are navigation icons (calendar, left arrow, right arrow) and the date range "April 16, 2023 - April 30, 2023". Below this, it shows "Scheduled 80.00 | Reported 8.00" and an information icon. A light blue bar indicates "Week 2 of 3" with "Scheduled 40.00 | Reported 8.00 Hour". The main table has columns for "Time Reporting Code / Time Details", "Row Totals", "23 Sun", "24 Mon", and "25 Tue". The "23 Sun" column shows "0 of 0" and a speech bubble icon, which is highlighted with a red box and a red arrow pointing to it. The "24 Mon" and "25 Tue" columns show "0 of 8" and speech bubble icons. At the bottom, there is a dropdown menu for "SIC - Sick", a menu icon, the value "8.00", and a plus sign button.

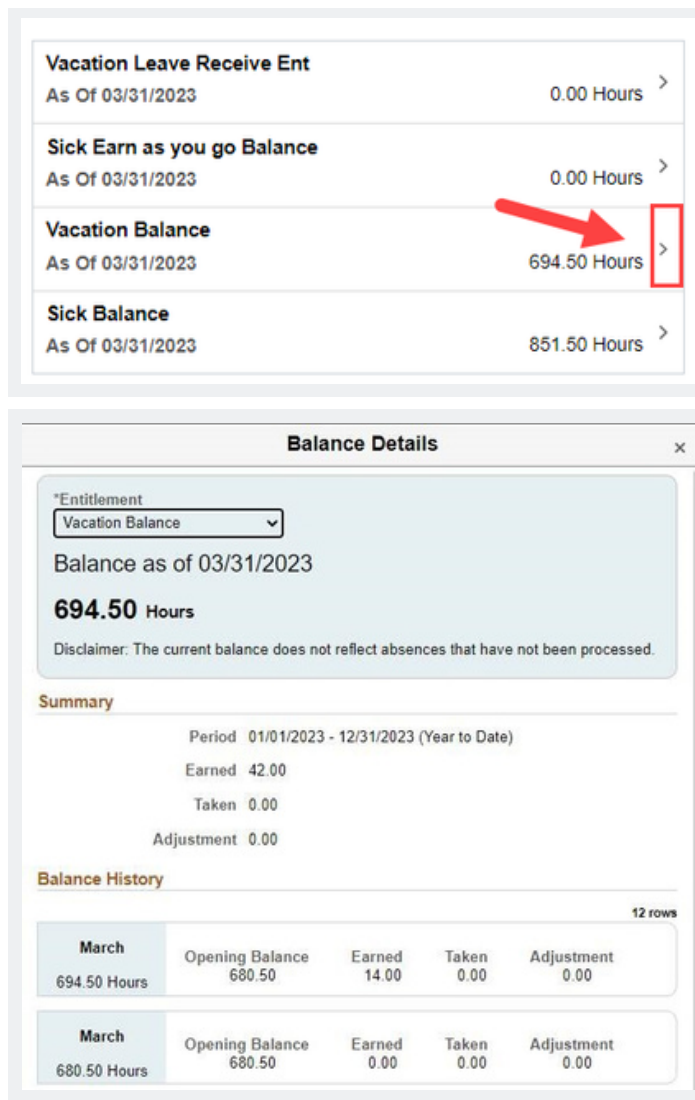
See the following links for more details:

Timesheet Overview: <https://ags.hawaii.gov/hip/files/2023/05/Fluid-Timesheet-Overview.pdf>

FAQs Continued

4. Can I see a breakdown of my vacation or sick balance?

→ Yes, when you go to the Absence Balances tile, you can see a breakdown of your sick or vacation leave by pay period.

The image shows two screenshots from a web application. The top screenshot is a summary tile titled "Absence Balances" (partially visible). It lists four categories: "Vacation Leave Receive Ent" (0.00 Hours), "Sick Earn as you go Balance" (0.00 Hours), "Vacation Balance" (694.50 Hours), and "Sick Balance" (851.50 Hours). A red arrow points to the "Vacation Balance" row, which has a red box around its right-side chevron icon. The bottom screenshot is a "Balance Details" modal window for "Vacation Balance" as of 03/31/2023, showing a balance of 694.50 Hours. It includes a disclaimer, a summary table, and a balance history table.

Summary	
Period	01/01/2023 - 12/31/2023 (Year to Date)
Earned	42.00
Taken	0.00
Adjustment	0.00

Balance History				
March	Opening Balance	Earned	Taken	Adjustment
694.50 Hours	680.50	14.00	0.00	0.00
March	Opening Balance	Earned	Taken	Adjustment
680.50 Hours	680.50	0.00	0.00	0.00

See the following links for more details:

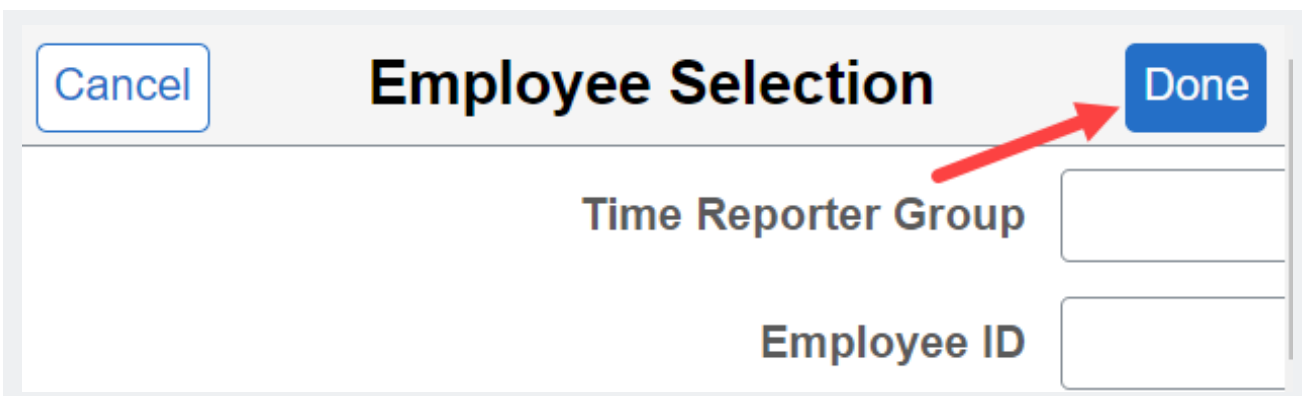
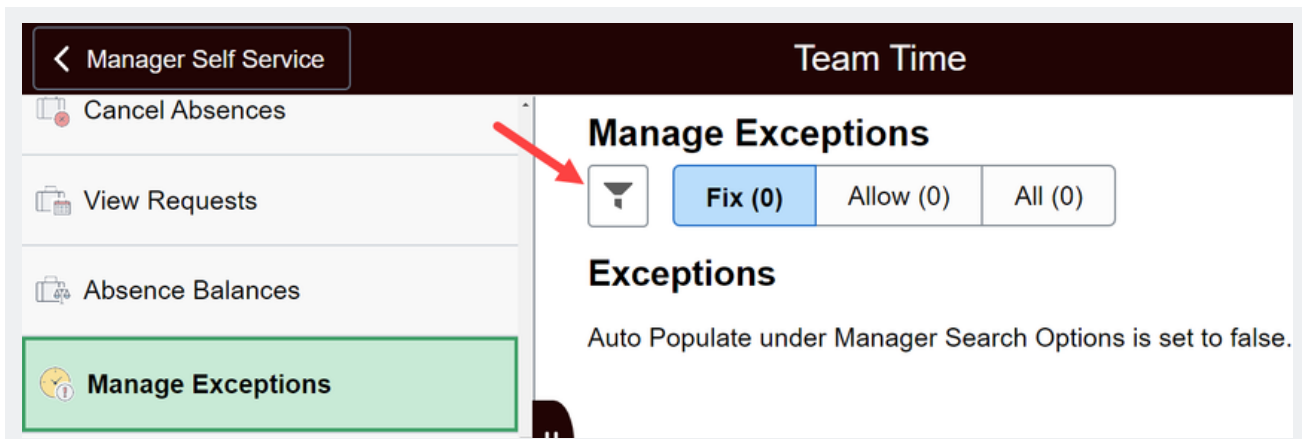
How to Review Leave Balances on ESS: <https://ags.hawaii.gov/hip/foremployees/how-to-review-leave-balances-on-ess/>

FAQs Continued

5. If I am a supervisor or Timekeeper, how do I allow exceptions?

→ If you are someone that needs to allow exceptions, all your pending exceptions will no longer appear by default if you use the Team Time tile under MSS.

Instead, you will need to click the filter icon and when a popup window appears, click “Done” to see all exceptions you may need to act on.



See the following links for more details:

Managing Exceptions: <https://ags.hawaii.gov/hip/main/managing-exceptions/>

FAQs Continued

6. If I am a supervisor, how do I delegate to somebody else?

- If you are supervisor needing to delegate your approvals to someone else, you may use the Delegations Tile to create a new delegation, or view current/past delegation requests.



See the following links for more details:

Delegation Quick Guide: <https://ags.hawaii.gov/hip/files/2021/02/Delegation-Quick-Guide.pdf>