

Modifying Extended Absence Leave Requests

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OVERVIEW

This document is intended to help HR Admins and Extended Absence Coordinators (EACs) with the process to modify absence requests attached to extended absences. For purposes of this document the Extended Absence Request will be referred to as the “**umbrella/parent**” extended absence request and the Sick, Vacation or other type of absence take will be referred to as the “**child**” absence request. Please review <https://ags.hawaii.gov/hip/for-hr-payroll-personnel/hr/hr-extended-absences/extended-absence-overview/> for an overview of Extended absences. The main steps of modifying extended absence requests consists of cancellations voids or resubmission.

CANCEL CHILD REQUEST

If intending to modify a request that has already been approved, this cancel step must be completed before proceeding to modify the entry.

If the request is not valid, then a cancellation is all that is necessary

- 1) Navigate to Global Payroll & Absence Mgmt>Payee Data>Maintain Absences>Create and Maintain Absences. Select the desired employee and dates in the Search section.

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Original Begin Date	Entry Source
<input type="checkbox"/>	000	Keoni Doe	0		01/14/2022	01/14/2022	HFLS SICK	Parent	1.25 Hours	View/Add	4262.75 Hours	01/14/2022	Administrato Extended Absence
<input type="checkbox"/>	000	Keoni Doe	0		01/12/2022	01/12/2022	HFLS SICK	Parent	0.75 Hours	View/Add	4262.75 Hours	01/12/2022	Administrato Extended Absence
<input type="checkbox"/>	000	Keoni Doe	0		01/11/2022	01/11/2022	HFLS SICK	Parent	0.5 Hours	View/Add	4262.75 Hours	01/11/2022	Administrato Extended Absence
<input type="checkbox"/>	000	Keoni Doe	0		01/10/2022	01/10/2022	HFLS SICK	Parent	1 Hours	View/Add	4262.75 Hours	01/10/2022	Administrato Extended Absence
<input type="checkbox"/>	000	Keoni Doe	0		01/07/2022	01/07/2022	01 - Sick L		0.75 Hours	View/Add	4262.75 Hours	01/07/2022	Employee Absence Request

- 2) Click on **Cancel Absence Requests**.

[Cancel Absence Requests](#)

Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Original Begin Date	Entry Source
Keoni Doe	0	Occupational Therapist IV	06/23/2022	06/23/2022	FMLA VAC	Parent	2 Hours	View/Add	675.75 Hours	06/23/2022	Administrato Extended Absence
Keoni Doe	0	Occupational Therapist IV	06/22/2022	06/22/2022	FMLA VAC	Parent	2 Hours	View/Add	675.75 Hours	06/22/2022	Administrato Extended Absence
Keoni Doe	0	Occupational	06/21/2022	06/21/2022	FMLA VAC	Parent	1 Hours	View/Add	675.75	06/21/2022	Administrato

- 3) Navigate to the voided absence and indicate the **Cancel Reason**.

*End Date	*Absence Name	Reason	Duration	Attachment	Original Begin Date	Entry Source	Status	Cancel Reason
01/10/2022	HFLS SICK AT	Parent	1 Hours	View/Add	01/10/2022	Administrato Extended Absence	Voided	Not Valid

- 4) Select the absence, enter a reason, change the approval workflow (if necessary), and submit for cancellation.

Absence Requests for Cancellation

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Original Begin Date	Entry Source
<input checked="" type="checkbox"/>	000: [REDACTED]	Keoni Doe	0	Occupational Therapist IV	01/10/2022	01/10/2022	HFLS SICK AT	Parent	1 Hours	View/Add	01/10/2022	Administ for Extended Absence

Select All [Deselect All](#)

Comments

Submission Options

*Submit Option

REQUEST RELATED TO EXTENDED ABSENCE (CHILD REQUEST)

If there is a need to still record leave with the same date(s) as the cancelled/voided child request for extended absence purposes, follow the below steps. The steps needed to record the child absence request depend on what kind of leave needs to be entered.

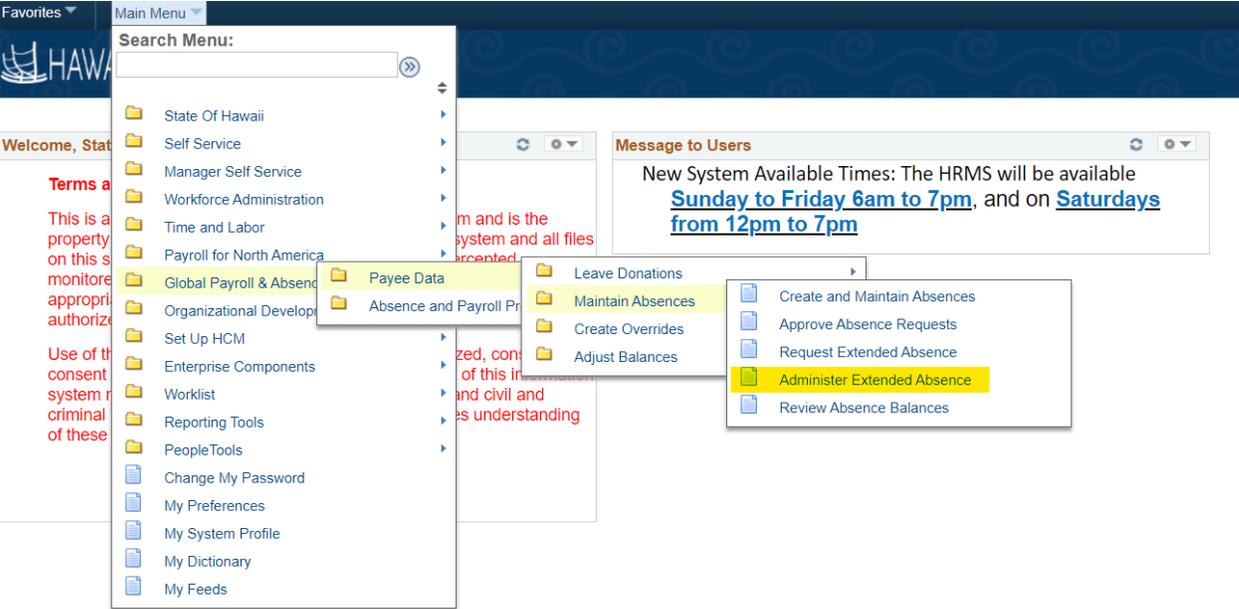
DIFFERENT LEAVE TYPE

The following section describes the steps to take if need to record a different leave type (e.g., changing from HFLL Sick to HFLL Vacation). The steps require voiding the previous request and adding a new request.

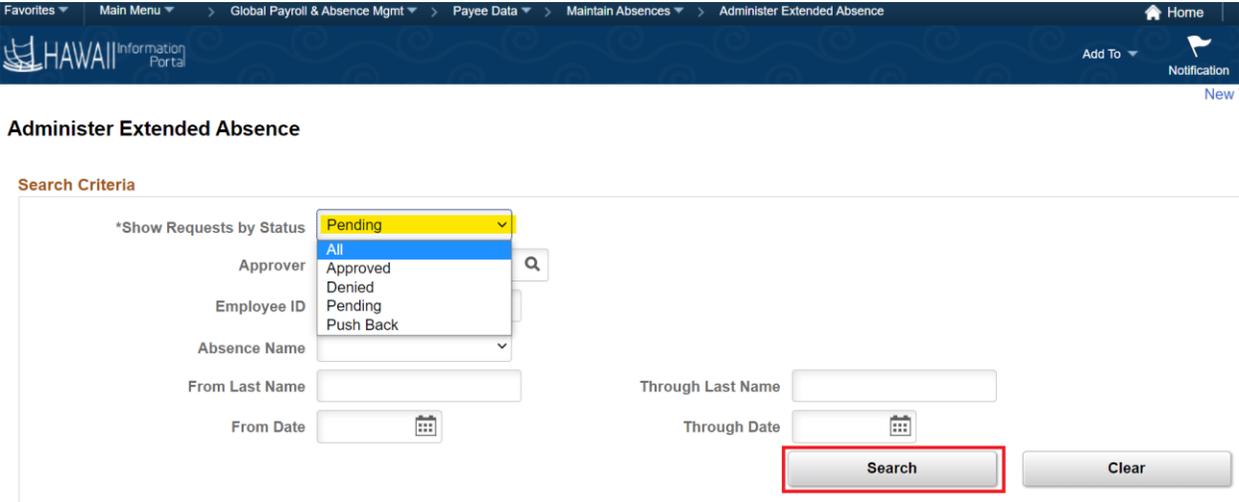
Note: If a pre-existing approved child request with same dates existed on the extended absence, be sure the steps identified “Cancel Child Request” section above has been completed before continuing.

VOID ORIGINAL REQUEST

- 1) Navigate to Global Payroll&Absence Mgmt> Payee Data> Maintain Absences> Administer Extended Absence



- 2) Choose the employee and filter request status if needed before clicking the Search button



3) Select the umbrella/parent extended absence and employee and click on **Edit**

[Favorites](#) | [Main Menu](#) | [Global Payroll & Absence Mgmt](#) | [Payee Data](#) | [Maintain Absences](#) | [Administer Extended Absence](#) | [Home](#)

| [Add To](#) | [Notifica](#)

Extended Absence Requests [?](#)

| 1-17 of 17 | [View All](#)

Name	Empl ID	Empl Record	Absence Name	Start Date	Expected Return Date	Status	Date Submitted	Absence Request Exists	Edit	Approve
Keoni Doe	000	0	FMLA Intermittent EA	08/01/2021	01/01/2022	Approved	09/07/2021	Y	<input type="button" value="Edit"/>	<input type="button" value="Approve"/>
Keoni Doe	00C	0	Hawaii Family Leave Law EA	09/16/2021	09/16/2021	Approved	09/30/2021	Y	<input type="button" value="Edit"/>	<input type="button" value="Approve"/>
Keoni Doe	000	0	Hawaii Family Leave Law EA	10/14/2021	10/14/2021	Approved	10/15/2021	Y	<input type="button" value="Edit"/>	<input type="button" value="Approve"/>
Keoni Doe	00C	0	Hawaii Family Leave Law EA	11/15/2021	11/15/2021	Approved	11/16/2021	Y	<input type="button" value="Edit"/>	<input type="button" value="Approve"/>
Keoni Doe	000	0	Hawaii Family Leave Law EA	11/16/2021	11/16/2021	Approved	11/16/2021	Y	<input type="button" value="Edit"/>	<input type="button" value="Approve"/>
Keoni Doe	00C	0	Hawaii Family Leave Law EA	12/01/2021	12/01/2021	Approved	12/01/2021	Y	<input type="button" value="Edit"/>	<input type="button" value="Approve"/>
Keoni Doe	000	0	Hawaii Family Leave Law EA	12/15/2021	12/15/2021	Approved	12/15/2021	Y	<input type="button" value="Edit"/>	<input type="button" value="Approve"/>
Keoni Doe	00C	0	FMLA Intermittent EA	01/01/2022	01/01/2023	Approved	01/07/2022	N	<input type="button" value="Edit"/>	<input type="button" value="Approve"/>
Keoni Doe	000	0	Hawaii Family Leave Law EA	01/10/2022	01/10/2022	Approved	01/11/2022	Y	<input type="button" value="Edit"/>	<input type="button" value="Approve"/>

4) Identify the line reflecting the child absence request

[Administer Extended Absence](#)

Request Extended Absence

Keoni Doe

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 ?

Request 3

Request Date 01/11/2022

*Start Date

*Expected Return Date

Actual Return Date

Absence Name Hawaii Family Leave Law EA

*Absence Reason

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 ?

1-1 of 1 | [View All](#)

Select	Absence Requests	Status	Start Date	End Date	Process Action	Voided	Edit	Delete
<input type="checkbox"/>	HFLL SICK AT	Approved	01/10/2022	01/10/2022	Normal	<input type="checkbox"/>	Edit	Delete

[Select All](#) [Deselect All](#) [Add New Absence](#)

5) Click the select box under the **Process Action** section and change the option to Void

[Favorites](#) > [Main Menu](#) > [Global Payroll & Absence Mgmt](#) > [Payee Data](#) > [Maintain Absences](#) > [Administer Extended Absence](#)

Absence Name Hawaii Family Leave Law EA
 Absence Reason Parent
 Status Approved
[State of Hawaii FMLA Eligibility](#)

Absence Requests

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

Absence Request ?

Select	Absence Requests	Status	Start Date	End Date	Process Action	Voided	Edit	Delete
<input checked="" type="checkbox"/>	HFLS SICK AT	Approved	01/10/2022	01/10/2022	Normal	<input type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

[Select All](#) [Deselect All](#) [Add New Absence](#)

Request History

Status	Name	Date	Comments
Submitted	Sample Approver	01/11/2022	
Approved	Sample Approver	01/11/2022	
Saved For Later-Not Submitted	Sample Approver	01/11/2022	

Requestor Comments

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

* Required Field

Maintain Absences screen

Start Date	01/10/2022	Other Documents Absence Request Attachments (0)
Expected Return Date	01/10/2022	
Actual Return Date		
Absence Name	Hawaii Family Leave Law EA	
Absence Reason	Parent	
Status	Approved	
State of Hawaii FMLA Eligibility		

Absence Requests

Absence Request ?

1-1 of 1 View All

Absence Requests	Status	Start Date	End Date	Duration	Source	Process Action	Voided
HFLS SICK AT	Voided	01/10/2022	01/10/2022	1 Hours	Administrator Extended Absence	Void	<input type="checkbox"/>

Request History

1-4 of 4

Status	Name	Date	Comments
Submitted	Sample Approver	01/11/2022	
Approved	Sample Approver	01/11/2022	
Saved For Later-Not Submitted	Sample Approver	01/11/2022	
Saved For Later-Not Submitted		02/09/2022	Cancel HFLS Sick AT

[Return to Administer Extended Absence](#)

* Required Field

ADD A NEW ABSENCE REQUEST

1) Click the Add New Absence link



Administer Extended Absence

Request Extended Absence

Keoni Doe

O

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 ?

Request 3

Request Date 01/11/2022

*Start Date 01/10/2022

*Expected Return Date 01/10/2022

Actual Return Date

Absence Name Hawaii Family Leave Law EA

*Absence Reason Parent

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 ?

1-1 of 1 | View All

Select	Absence Requests	Status	Start Date	End Date	Process Action	Voided	Edit	Delete
<input type="checkbox"/>	HFLS SICK AT	Voided	01/10/2022	01/10/2022	Void	<input type="checkbox"/>	Edit	Delete

Select All Deselect All **Add New Absence**

- 2) For this example, change the Start Date to 1/10/2022 to match the previously voided child absence request, select an Absence Name, and add any desired Requestor Comments

SS Create Absence Req

Administer Extended Absence

Request Absence

Keoni Doe
Occupational Therapist IV

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

Details

*Start Date: 02/09/2022 [View Monthly Calendar](#)

Filter by Type: Hawaii Family Leave Law

*Absence Name: Select Absence Name

Override

Entitlement:

Adjustment:

Comments

Requestor Comments:

OK Cancel

- 3) Complete any additional fields that come available after changing the Start Date and Absence Name, then click the Forecast Balance button.

SS Create Absence Req

Administer Extended Absence

Request Absence

Keoni Doe
Occupational Therapist IV

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

Details

*Start Date: 01/10/2022 [View Monthly Calendar](#)

End Date: 01/10/2022

Filter by Type: Hawaii Family Leave Law

*Absence Name: HFLL VAC AT Current Balance: 673.50 Hours**

*Reason: Parent

Partial Days: None

Duration: 8 Hours

Calculate End Date or Duration Forecast Balance

Override

Entitlement:

Adjustment:

Comments

Requestor Comments: Resubmit canceled Sick as HFLL VAC AT

OK Cancel

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

- 4) Submit the new child absence take for approval.
- 5) Overnight processing will need to occur to update the leave records and payable time

SAME LEAVE TYPE

The following section describes the steps to take if need to record different hours used, but the dates are the same as the previously cancelled leave (e.g., changing from 2.25 hours WC Sick AT to 2 hours WC Sick AT).

Note: If a pre-existing approved child request with same dates existed on the extended absence, be sure the steps identified in the “Cancel Child Request” section above has been completed before continuing.

- 1) Search for the umbrella parent extended absence request and click the Edit button.

Administer Extended Absence

Search Criteria

*Show Requests by Status:

Approver:

Employee ID:

Absence Name:

From Last Name:

From Date:

Aric Tanimoto

Through Last Name:

Through Date:

Extended Absence Requests

Name	Empl ID	Empl Record	Absence Name	Start Date	Expected Return Date	Status	Date Submitted	Absence Request Exists	Edit	Approve
		0	Workers Compensation EA	10/16/2024	01/01/2025	Approved	10/08/2024	Y	<input type="button" value="Edit"/>	<input type="button" value="Approve"/>

- 2) Find the cancelled request and click the edit link

Absence Requests

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

Absence Request

Select	Absence Requests	Status	Start Date	End Date	Duration	Process Action	Voided	Edit	Delete
<input type="checkbox"/>	WC VAC AT	Approved	11/15/2024	11/15/2024	2.25 Hours	Normal	<input type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	01 - Sick Leave	Approved	11/14/2024	11/14/2024	4 Hours	Normal	<input type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	WC VAC AT	Approved	11/14/2024	11/14/2024	2.25 Hours	Normal	<input type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	01 - Sick Leave	Approved	11/13/2024	11/13/2024	4 Hours	Normal	<input type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	WC Sick AT	Canceled	11/13/2024	11/13/2024	2.25 Hours	Normal	<input type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

- 3) Update the request hours as needed. In this example, the date (11/13/2024) and leave type (WC Sick AT) correct, but the hours and WC amount need adjustment (change 2.25 hours to 2 hours), change amount from 127.67 to 120.75). Click The “calculate End Date or Duration” button to determine the

new duration.

▼ Instructions

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

Details ?

*Start Date  [View Monthly Calendar](#)

End Date 

Filter by Type

*Absence Name [View Monthly Calendar](#) **Current Balance** 399.96 Hours**

*Reason

Partial Days

Start Day Hours

Duration Hours

Status Canceled

[View Forecast Details](#)

Additional Information

*WC Sick Amount

4) Click the Forecast Balance to determine if there are enough hours to use

▼ Instructions

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

Details ?

*Start Date  [View Monthly Calendar](#)

End Date 

Filter by Type

*Absence Name [View Monthly Calendar](#) **Current Balance** 399.96 Hours**

*Reason

Partial Days

Start Day Hours

Duration Hours

Status Canceled
Returned Value: ELIGIBLE
Completed Successfully!

[View Forecast Details](#)

Additional Information

*WC Sick Amount

5) Verify information looks correct then enter comments and click the OK button

Comments

Requestor Comments: Update request from 2.25 to 2 hrs

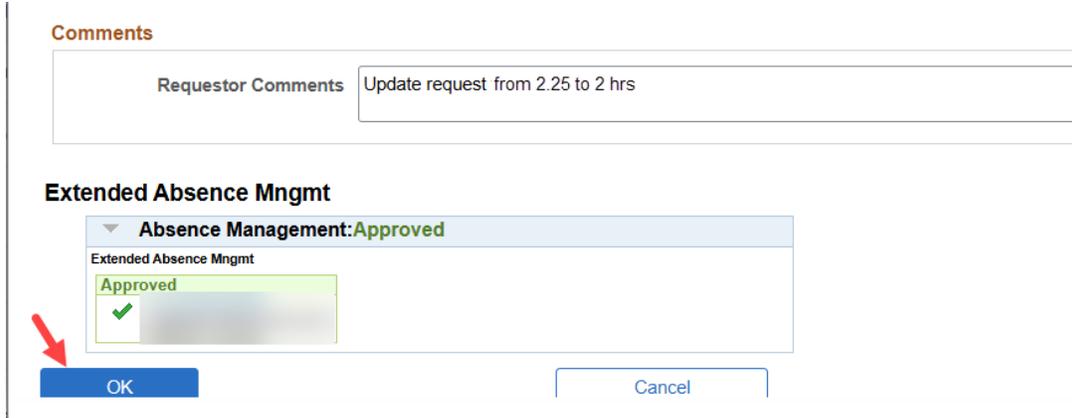
Extended Absence Mngmt

▼ Absence Management: **Approved**

Extended Absence Mngmt

Approved

OK Cancel



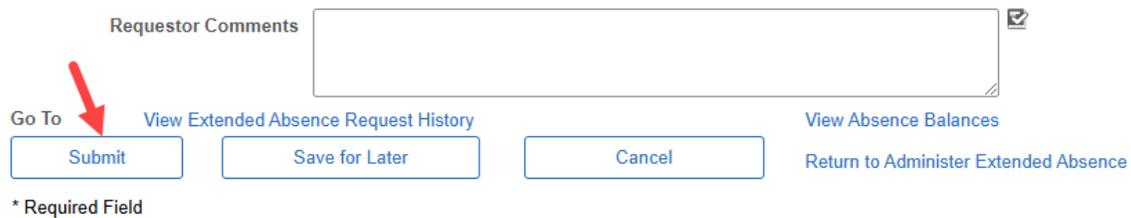
6) Submit the updated child absence take for approval.

Requestor Comments

Go To **Submit** View Extended Absence Request History View Absence Balances

Save for Later Cancel Return to Administer Extended Absence

* Required Field



7) Overnight processing will need to occur to update the leave records and payable time

REQUEST NOT RELATED TO EXTENDED ABSENCE

Note: If a pre-existing approved child request existed on the extended absence, be sure the steps identified in the “Cancel Child Request” section has been completed before continuing.

The same steps as described in the following guide can be used to enter requests not related to the extended absence: <https://ags.hawaii.gov/hip/files/2023/01/Create-and-Maintain-Absence-Requests.pdf>

After submission, you can double check from the Administer Extended Absence screen that both the cancelled child extended absence and new non extended absence shows.

PAYABLE TIME OFFSET

Once the original child absence take has been voided/canceled, and a new entry is done to replace the original, the original payable time that was generated will show with an offset of negative hours and the new entry to replace on the same date after the nightly absence calculation process has been run.

Example 1: Results when Family Leave sick is replace by Family Leave Vacation before the time was loaded for payroll.

Payable Time ?

Overview		Time Reporting Elements	Task Reporting Elements	Cost and Approval	▶
Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
05/04/2022	Approved		FLSIC	8.00	Hours
05/04/2022	Approved		FLVAC	-8.00	Hours
05/04/2022	Taken by Payroll		FLVAC	8.00	Hours
05/04/2022	Taken by Payroll		SIC	-8.00	Hours
05/04/2022	Taken by Payroll		SIC	8.00	Hours

Example 2: Results when Worker’s Comp sick time is adjusted after the time was loaded for payroll.

Payable Time ?

Overview		Time Reporting Elements	Task Reporting Elements	Cost and Approval	▶
Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
11/13/2024	Taken by Payroll		SIC	4.00	Hours
11/13/2024	Taken by Payroll		WSA	125.15	Amount
11/13/2024	Approved		WSA	-125.15	Amount
11/13/2024	Approved		WSA	120.75	Amount