

PAC Absence Entry – Training Guide

Visit the [PAC Time and Absence](#) page for more information on HR related policies, processes and training.

PAC Absence Entry

Absence Only Reporters and Timesheet Reporters enter their vacation, sick, personal and other types of absences in through Employee Self Service in PAC. Absence only reporters enter absence requests through the Absence Management pages. Timesheet Reporters enter absence requests either through the Absence Management pages or through their timesheet. Refer to the PAC Timesheet Entry Training Guide for more information. This training guide provides detailed information on how to submit absences through the Absence Management pages.

Overview

Absences can be entered for future time off or retroactively (within certain guidelines, as needed). They can consist of single day, partial day or multiple day entries. They can also be saved to be submitted at a later date. The *Absence Request History* page provides a history of absences and statuses and the *Absence Forecasting Tool* is an interactive tool that assists with future time off planning.

Managers and Department Time Administrators (DTAs) can also enter and modify your absences if needed. You will receive an email notification when anyone approves or modifies your absences.

Table of Contents

PAC Absence Entry	1
Overview	1
Request Absences	3
Absence Types	3
Log in to PAC Time and Absence	3
Viewing Absence Balances	4
Enter Absence Details	5
Select the Absence Type	5
Enter the Start and End Dates for the Absence.	5
Partial Days Option	6
Click the Calculate Duration Button	8
Enter a Comment (Optional)	10
Submit the Absence Request	10
Save the Absence Request for Later	10
Retroactive Absence Entries	11
Departments not using the Quarterly Closeout Process	11
Departments using the Quarterly Closeout Process (for Absence Only Reporters)	11
Time Reporters	11
Absence Request History Page	12
Editing Absence Requests	13
Edit an Absence Request – Unprocessed and Unapproved Entries Only	13
Cancel an Absence Request	14
Denied and Pushed Back Absences	17
Edit a Processed Absence Entry	17
Denied and Pushed Back Absences	18
Absence Forecasting	19
Using the Forecasting Worksheet	20

Request Absences

Absence Types

The following absence types can be requested.

Vacation	Used for vacation
Personal	Used for personal time off
Sick	Used for illness
NYC Sick	Used for employee's medical appointments and the care of an ill family member
Jury Duty	Used when you must report for jury duty
Bereavement	Used for the death of an eligible family member
Marriage	Used in the event of marriage. <i>Union 1199 employees only</i>
Birth/Adoption	Used in the event of a birth/adoption of a child. <i>Union 1199 employees only</i>

Important! For information regarding your eligibility, entitlement, rate of accrual and usage for these types of absences, Officers and Non-Union Support Staff can refer to their benefit information and Union Support Staff can refer to their specific union contract.

Log in to PAC Time and Absence

1. Open your browser and navigate to **my.columbia.edu**.
2. Click **Log In Now**.
3. Enter your **UNI and Password**.
4. Click **Login**. You are on the Faculty and Staff page.
5. Click the **Submit Absence Requests** link in the *PAC Time and Absence* section.

Note: If you are already in PAC, the menu navigation is: **Self-Service > Time Reporting > Report Time > Absence Request**

Viewing Absence Balances

To see your absence balances for Vacation, Personal, Sick and NYC Sick, navigate to **Self-Service > Time Reporting > View Time > Absence Balances**.



Time earned is calculated based on your employee type and is credited at the end of the pay period in which it is earned. It is then available to be used in the following period.

Absences entered since the last processing date are not included on this page (as they have not yet been processed).

You are entitled to use, in a given pay period, the paid time off available at the beginning of that period. Your balances update after the processing date for each pay period by subtracting time taken and adding in any time earned.

Personal time taken will be subtracted before time earned is added.

- The “Balance as of” column is the date of the last absence process finalization and the date the balance is as of.
- The “Entitlement Name” column displays the absence. If “0” or “negative” balance exists, it will not appear on this page but are displayed on the Absence Request and Absence Forecasting Tool pages.
- The “From” and “To” date columns display the dates of the current fiscal year.
- The “Accrual Period” column displays that the balance is accrued year to date.

▼ Instructions				
View current absence entitlement balances. Current balances do not reflect absence requests that have not been processed by Absence Management.				
Absence Entitlement Balances				Personalize 
Current Balances 				
Entitlement Name	Balance as of 09/30/2016	From	To	Accrual Period
Sick - NYC Sick Leave	40.00 Hours	07/01/2016	06/30/2017	Year to Date
Vacation	13.50 Days	07/01/2016	06/30/2017	Year to Date
Personal Day	1.00 Days	07/01/2016	06/30/2017	Year to Date

Enter Absence Details

Select the Absence Type

Select the absence type from the **Absence Name** drop down menu. The 'Filter by Type' field is not required. Once a selection is made, additional entry fields appear as well as the current balance (as of the last pay period) for absence types that have balances. Note any balance information that displays and ensure you have enough time for the absence. Absence requests should not exceed your available balance. Please discuss any extenuating circumstances with your manager prior to submission.



Absence Detail ?

*Start Date [31]

Filter by Type

*Absence Name

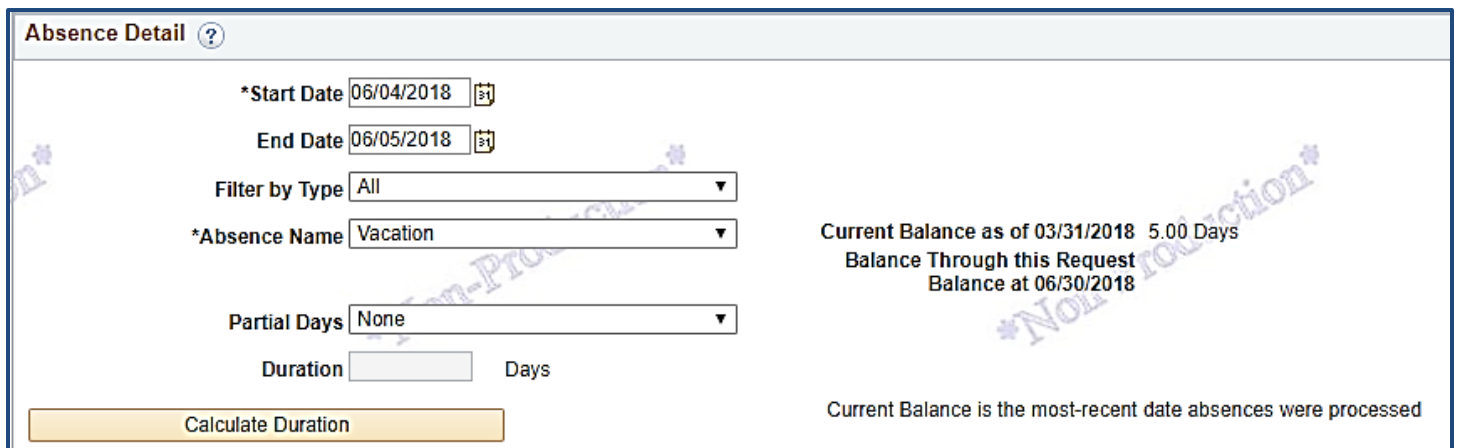
- Bereavement
- Jury Duty
- Personal Day
- Select Absence Name
- Sick
- Sick - NYC Sick Leave
- Vacation

Comments

Requestor Comments

Enter the Start and End Dates for the Absence.

Enter the dates into the fields in 'mm/dd/yy' format or use the Calendar button to select a date. If the absence is for one-day, enter the same date in both the Start and End Date fields.



Absence Detail ?

*Start Date [31]

End Date [31]

Filter by Type

*Absence Name

Partial Days

Duration Days

Current Balance as of 03/31/2018 5.00 Days
Balance Through this Request
Balance at 06/30/2018

Current Balance is the most-recent date absences were processed

Partial Days Option

Vacation, Personal, Sick, and NYC Sick absences can be taken in partial increments. Other types are taken as full days only.

- To indicate that any of the time in your request consists of a partial absence, select the appropriate option from the **Partial Days** dropdown menu.
- Enter the number of partial hours or half-day indicator as applicable per the absence type and employee type.

If the partial absence occurs over a multiple day period, you can also submit each day individually if you prefer. Partial Days = 'None' for whole day(s) absences.

All Days = all days in the request are partial days

End Day Only = only the last day of the request is a partial day. All other days are whole days.

Partial Days	None
Duration	All Days
	End Day Only
Calculate Duration	None
	Start Day Only
	Start and End Days

Start Day Only = only the first day of the request is a partial day. All other days are whole days.

Start and End Days = only the first and last days of the request are partial days. The in between days are whole days.

Partial Day Options Examples

Using a three-day period of 1/4 – 1/6 and requesting two (2) hours absence, this is how the system interprets the request and calculates the amount of time for the request.

- All Days = all three days contain a 2-hour absence, total = 6 hours
- End Day Only = only the last day (1/6) contains a 2-hour absence. All other days are whole days. , total = 16 hours (7 hrs. on day one, 7 hrs. on day two, and 2 hrs. on day three)
- Start Day Only = only the first day (1/4) contains a 2-hour absence. All other days are whole days. , total = 16 hours (2 hrs. on day one, 7 hrs. on day two, and 7 hrs. on day three)
- Start and End Days = only the first and last days (1/4 & 1/6) contains a 2-hour absence. The in between day (1/5) is a whole day. total = 11 hours (2 hrs. on day one, 7 hrs. on day two, and 2 hrs. on day three)

Note: When entering a partial day for one day only, any option except “Start and End Days” can be selected.

When entering a partial day absence, you can either work for the remainder of the day or enter another type of absence. For example, ½ vacation day plus ½ personal day, or 2 hours NYC Sick Leave and the remaining hours as worked.

Partial Day Absence Hours vs. Half-Day per Absence Type

Vacation, Personal, Sick, and NYC Sick absences can be taken in partial increments. Other types are taken as full days only.

Absence Only Reporters:

Partial days for *Vacation or Personal* are taken as a half day. *Sick or NYC Sick Leave* are taken in hours.

- For *vacation or personal* partial day requests, a 'half-day' indicator box appears as these types are taken in half-days.
- Partial absence requests for *NYC Sick* time are entered in hours and the duration and balance displays in hours.
- Partial absence requests for *Sick* time are entered in hours and the duration displays in hours. Absence Only Reporters will not see a balance.

Absence Detail ?

*Start Date [?]

End Date [?]

Filter by Type ▼

*Absence Name ▼

Partial Days ▼

Start Day is Half Day

Duration Days

Current Balance as of 03/31/2018 5.00 Days
 Balance Through this Request 6.50 Days *
 Balance at 06/30/2018 9.50 Days

Current Balance is the most-recent date absences were processed

*Includes earned time off

Time Reporters:

- Partial days for *Vacation, Personal, Sick or NYC Sick Leave* are taken in hours.
- For *vacation or personal* partial day requests, the partial number of hours requested must be entered. The duration and balance converts to and displays in days.
- Partial absence requests for *Sick/ NYC Sick* time are entered in hours and the duration and balance display in hours.

Absence Detail ?

[View Monthly Schedule](#)

*Start Date [?]

End Date [?]

Filter by Type ▼

*Absence Name ▼

Partial Days ▼

Start Day Hours

Duration Days

Current Balance as of 11/30/2017 2.95 Days
 Balance Through this Request 3.39 Days *
 Balance at 06/30/2018 4.39 Days

Current Balance is the most-recent date absences were processed

*Includes earned time off

Click the Calculate Duration Button

Click the **Calculate Duration** button and the duration of the absence displays and balance information updates (if applicable.)

*When an absence falls over a holiday or a weekend, the holiday and weekend time are not counted as part of absence time usage.

Absence Detail ?

*Start Date [?]

End Date [?]

Filter by Type ▼

*Absence Name ▼

Partial Days ▼

Duration Days

Current Balance as of 03/31/2018 5.00 Days
 Balance Through this Request 6.00 Days *
 Balance at 06/30/2018 9.00 Days

Current Balance is the most-recent date absences were processed

*Includes earned time off

Negative vacation or personal time balances appear in red.

Absence Detail ?

*Start Date [?]

End Date [?]

Filter by Type ▼

*Absence Name ▼

Partial Days ▼

Duration Days

Current Balance as of 03/31/2018 0.50 Days
 Balance Through this Request -0.50 Days *
 Balance at 06/30/2018 0.50 Days

Current Balance is the most-recent date absences were processed

*Includes earned time off

Absences that Carry Balances and How they are Displayed

- Vacation – viewed in days
- Personal – viewed in days
 - For Time Reporters, vacation and personal time entered in hours converts to balances in days
- Sick and NYC Sick – viewed in hours
- All other absence types do not have balances
 - For Absence Only Reporters, NYC Sick time entered as days converts to balances in hours

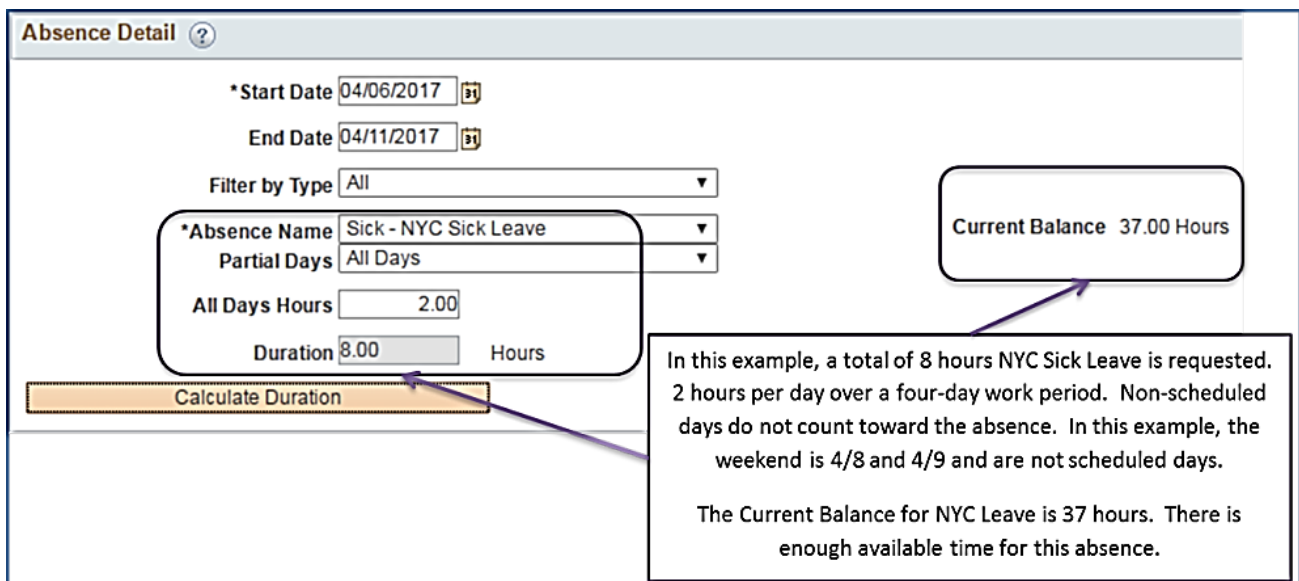
Absence Balance Timeframes Displayed

- **Current Balance as of [DATE]:** this is the balance *for vacation/personal/sick/NYC sick time* as of the last date the absence process finalized
- **Balance Through this Request:** the projected balance through the current request - *vacation/personal only*
- **Balance at 06/30/ [YEAR]:** the projected balance at the end of the current fiscal year - *vacation/personal only*

If any ***vacation or personal time only*** will be in the negative, it will display in a **red** color alerting you that you do not have sufficient time available to use

Important! Vacation balances are updated monthly and time earned for the month is not viewable until the month is completed and the absence process runs.

NYC Sick Entry example.



The screenshot shows the 'Absence Detail' form with the following fields and values:

- * Start Date: 04/06/2017
- End Date: 04/11/2017
- Filter by Type: All
- * Absence Name: Sick - NYC Sick Leave
- Partial Days: All Days
- All Days Hours: 2.00
- Duration: 8.00 Hours
- Calculate Duration button
- Current Balance: 37.00 Hours

Annotations in the image include:

- A box around the 'Absence Name' and 'Partial Days' fields.
- A box around the 'All Days Hours' and 'Duration' fields.
- A box around the 'Calculate Duration' button.
- A box around the 'Current Balance 37.00 Hours' label.
- A text box with arrows pointing to the 'Calculate Duration' button and the 'Current Balance' label, containing the following text:

In this example, a total of 8 hours NYC Sick Leave is requested. 2 hours per day over a four-day work period. Non-scheduled days do not count toward the absence. In this example, the weekend is 4/8 and 4/9 and are not scheduled days.

The Current Balance for NYC Leave is 37 hours. There is enough available time for this absence.

Enter a Comment (Optional)

You may enter a brief explanation of the absence in the Comments (Optional).

Comments

Requestor Comments

Go To [View Absence Request History](#) [View Absence Balances](#)

Submit the Absence Request

Click **Submit** to request the absence and send to your manager for approval. On the confirmation page, click **Yes** to confirm and then click **OK** to return to the Request Details page. Once submitted, the Request Details along with the Workflow Status display. Absences are in a status of "Submitted" until approved. You can also see the manager's name whose approval is pending for the request. Both you and your manager will receive an email stating the absence was submitted. You will also receive an email when the absence is approved, denied or pushed back.

Edits can be made if needed. See the *Absence Request History* section for steps on how to edit absences.

Request History

Status	Name	Date	Comments
Saved For Later-Not Submitted	Mark Mc Caul	04/06/2017	Enter a comment here
Submitted	Mark Mc Caul	04/06/2017	Enter a comment here

Abs Mgmt By Position Mgmt

▼ **Absence Management: Pending**

Abs Mgmt By Position Mgmt

Pending

Claristene Buffin
Absence By Pos Mgmt

Save the Absence Request for Later

Click **Save for Later** to save your entry to submit it at a later date. To submit a saved request, navigate to **Self-Service > Time Reporting > View Time > Absence Request History** then press the **Edit** button for the Absence and **Submit**.

Request Absence

Save Confirmation

✓ The Absence Request was successfully saved. The request must be submitted in order for it to be approved.

Absence Request History Personalize | Find | View All | First 1-2 of 2 Last

Absence Name	Status	Start Date	End Date	Duration	Requested By	Process Date	Edit
Vacation	Saved	07/03/2017	07/03/2017	1 Days	Employee Absence Request		<input type="button" value="Edit"/>

Retroactive Absence Entries

Absences can be entered retroactively through the *Request Absence* page within the following guidelines.

Departments not using the Quarterly Closeout Process

Absences can be entered retroactively for a period up to 180 days from the last pay period absence processing date.

Departments using the Quarterly Closeout Process (for Absence Only Reporters)

If your department uses the Quarterly Closeout Process, absences can only be entered retroactively as outlined below.

- Once the employee submits his/her Closeout, the employee cannot change or submit new absence requests for that quarter, unless the manager sends the Closeout back for Rework
- Once the manager has approved the Quarterly Closeout, the manager cannot change or submit new absence requests on behalf of the employee for that quarter

Time Reporters

Absences can be entered retroactively for a period up to 180 days from the last pay period absence processing date.

If an absence needs to be entered or modified beyond these cutoff dates, speak with your manager and Department Time Administrator.

Absence Request History Page

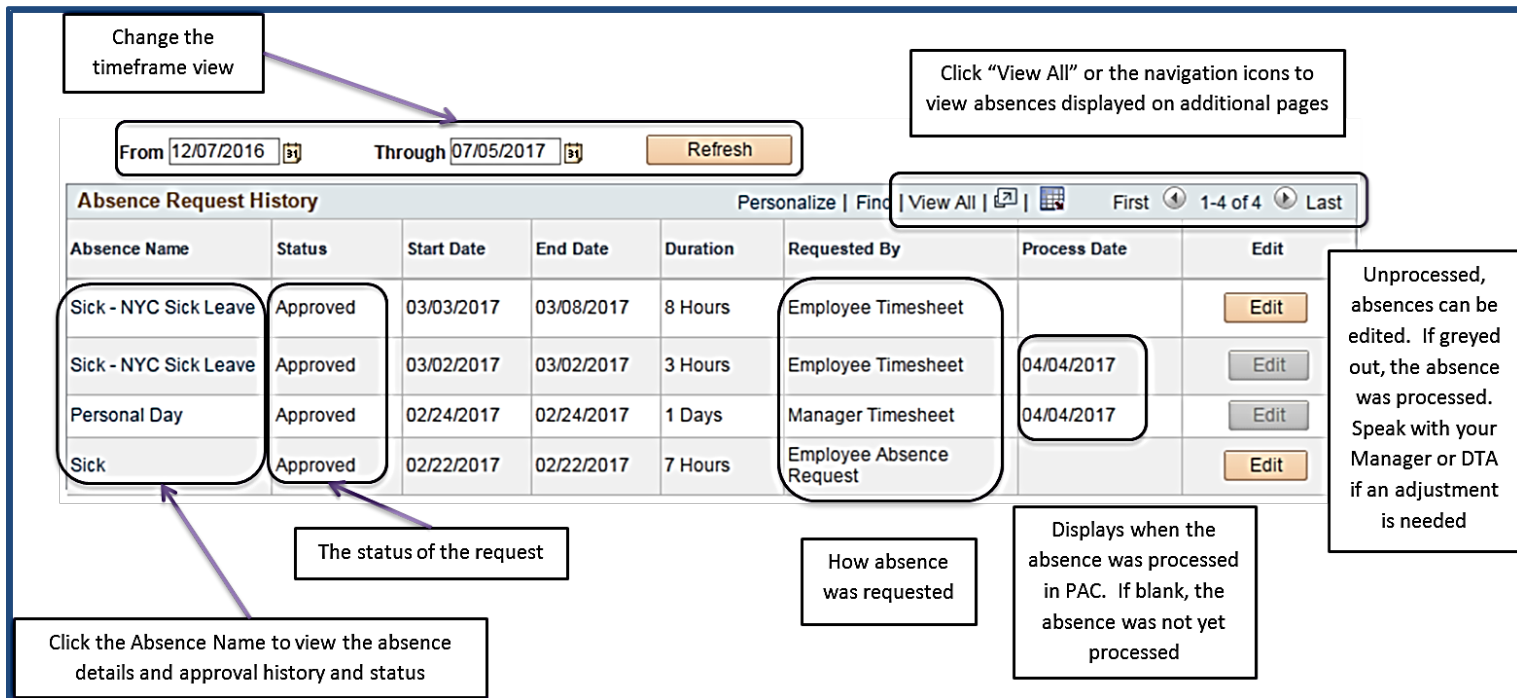
To see a history of your absence requests, their status and process dates, navigate to **Self-Service > Time Reporting > View Time > Absence Request History**. Your individual history record begins when your department begins using the module.

The history displays absence requests for the period of time indicated in the **From and Through** dates at the top of the page. The default is a 7-month span but the dates can be changed to a different period of time you would like to view.

Also viewable are the absence durations and by whom and how the absence was requested. The **Requested By** column displays the method, for example, Timesheet, Employee Absence Request, Manager Absence Request or Administrator Event.

To view the absence details including any comments, click on the absence name link. If you or your manager entered any comments, they will be viewable in the comments fields in the Request History section of the page. Note that the absence cannot be edited from this view. Click the *“Return the Absence Request History”* link on the bottom to the page.

You can edit unprocessed entries via the **Edit** button to the right of the entry.



The screenshot shows the 'Absence Request History' interface. At the top, there are date pickers for 'From' (12/07/2016) and 'Through' (07/05/2017), along with a 'Refresh' button. Below this is a table with columns: Absence Name, Status, Start Date, End Date, Duration, Requested By, Process Date, and Edit. The table contains four rows of data. Callouts provide the following information:

- Change the timeframe view:** Points to the date pickers.
- Click "View All" or the navigation icons to view absences displayed on additional pages:** Points to the 'View All' button and navigation icons (First, 1-4 of 4, Last).
- Unprocessed, absences can be edited. If greyed out, the absence was processed. Speak with your Manager or DTA if an adjustment is needed:** Points to the 'Edit' buttons, which are orange for unprocessed and greyed out for processed.
- Click the Absence Name to view the absence details and approval history and status:** Points to the 'Absence Name' column.
- The status of the request:** Points to the 'Status' column.
- How absence was requested:** Points to the 'Requested By' column.
- Displays when the absence was processed in PAC. If blank, the absence was not yet processed:** Points to the 'Process Date' column.

Absence Name	Status	Start Date	End Date	Duration	Requested By	Process Date	Edit
Sick - NYC Sick Leave	Approved	03/03/2017	03/08/2017	8 Hours	Employee Timesheet		Edit
Sick - NYC Sick Leave	Approved	03/02/2017	03/02/2017	3 Hours	Employee Timesheet	04/04/2017	Edit
Personal Day	Approved	02/24/2017	02/24/2017	1 Days	Manager Timesheet	04/04/2017	Edit
Sick	Approved	02/22/2017	02/22/2017	7 Hours	Employee Absence Request		Edit

Editing Absence Requests

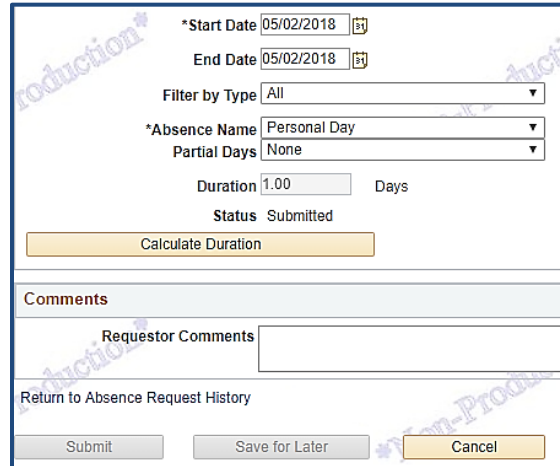
Unprocessed absence entries in any status (submitted/cancelled/approved/denied/pushed back) can be edited on the Absence History page either by the employee or the manager.

Edit an Absence Request – Unprocessed and Unapproved Entries Only

You can edit the absence type for a submitted absence if you need to change the type of absence. As long as there is not a cancelled absence for the same type on the same day, it can be submitted.

- If the absence was saved but not yet submitted, you can edit the absence.
- If the absence was submitted but not approved, ask your manager to push it back to you so you are able to make edits as the submit option is not active if you've already submitted it. See example below.
- If the absence was approved by your manager, it cannot be pushed back. If an already approved absence request needs to be modified and/or resubmitted for any reason, request the DTA delete the absence entry row and you will be able to resubmit a "new" absence request.

Example of Submit button not active – ask your manager to push the item back to you so you may edit it and resubmit.



The screenshot shows a web form for an absence request. The fields are as follows:

- *Start Date: 05/02/2018
- End Date: 05/02/2018
- Filter by Type: All
- *Absence Name: Personal Day
- Partial Days: None
- Duration: 1.00 Days
- Status: Submitted
- Buttons: Calculate Duration, Submit (disabled), Save for Later, Cancel
- Comments section: Requestor Comments
- Return to Absence Request History

Edit Unprocessed/Unapproved Absences – Steps

1. Click the EDIT button to the right of the entry
2. Make any needed changes to the request
 - a. To cancel the request, click the "Cancel" box on the bottom of the page and then click 'Yes' to confirm and then 'OK' to return to the Request Details page. Refer to following example for more detail.
 - b. To change the type of absence, select the new absence type from the "Absence Name" drop down list and then 'Submit', the request
 - c. To change the dates of an absence, select the new start/end date and then 'Submit' the request
 - d. To change an event to a partial day event, Select the appropriate partial days option for the request and enter the amount of partial hours, or select the half-day indicator (as applicable) and then **Submit** the request

Cancel an Absence Request

An absence request can be cancelled if it is pending or has been approved (but not yet processed). Cancelling an absence is best used when the absence will not be taken. If another absence request is submitted for the same type, for the same day as the cancelled absence, the system will not accept it.

1. Click the **EDIT** button to the right of the entry

From		Through		Refresh						
12/13/2017		07/11/2018								
Absence Request History							Personalize Find View All	First	1-10 of 11	Last
Absence Name	Status	Start Date	End Date	Duration	Requested By	Process Date	Edit			
Personal Day	Approved	05/11/2018	05/11/2018	1 Days	Manager Absence Request		<input type="button" value="Edit"/>			
Vacation	Submitted	05/02/2018	05/02/2018	1 Days	Employee Absence Request		<input type="button" value="Edit"/>			

2. Click the **Cancel** box on the bottom of the page.

Absence Detail ?

*Start Date [?]

End Date [?]

Filter by Type ▼

*Absence Name ▼

Partial Days ▼

Duration Days

Status Submitted

Comments

Requestor Comments

Return to Absence Request History

- Click **Yes** to confirm and then **Ok** to return to the Request Details page. You will see that the status for the request is now cancelled.

▼ Instructions
View Request Status and Approval Details

Details ?

Start Date	05/02/2018		
End Date	05/02/2018		
Absence Name	Vacation	Current Balance	6.00 Days
Partial Days	None		
Duration	1.00 Days		
Status	Canceled		

Request History Personalize | First

Approval Process	Status	Name	Date	Comments
Absence Request	Submitted	Cedrick Burrows	04/12/2018	
Absence Request	Canceled	Cedrick Burrows	04/12/2018	

Abs Mgmt By Position Mgmt

▼ Absence Management: **Canceled** View/Hide Comments

Abs Mgmt By Position Mgmt

Canceled
<div style="display: flex; align-items: center;"> ✘ <div> <p style="margin: 0;">Aaron Engel</p> <p style="margin: 0;">Absence By Pos Mgmt</p> <p style="margin: 0;">04/12/18 - 7:37 PM</p> </div> </div>

▶ **Comments**

▼ Instructions
Specify the date range of interest. To retrieve history, leave From and Through dates blank and select the Refresh button. Select the absence name link to view request details. Select edit button to modify or delete the request.

From Through Refresh

Absence Request History Personalize | Find | View All | First 1-10 of 11 Last

Absence Name	Status	Start Date	End Date	Duration	Requested By	Process Date	Edit
Personal Day	Approved	05/11/2018	05/11/2018	1 Days	Manager Absence Request		<input type="button" value="Edit"/>
Vacation	Canceled	05/02/2018	05/02/2018	1 Days	Employee Absence Request		<input type="button" value="Edit"/>
Vacation	Submitted	04/13/2018	04/13/2018	1 Days	Employee Timesheet		<input type="button" value="Edit"/>

Another absence request is submitted for the same type, for the same day as the cancelled absence, the system will not accept it

An Absence already exists with the same Start and/or End dates. Please modify your Start and/or End dates.

Absence Detail ?

*Start Date

End Date

Filter by Type ▼

*Absence Name ▼

Partial Days ▼

Duration Days

Current Balance as of 03/31/2018 6.00 Days

Current Balance is the most-recent date absences were processed

*Includes earned time off

A different absence type can be submitted for the same day. In this example, a Personal absence was submitted the same day as a cancelled vacation absence.

Absence Detail ?

*Start Date

End Date

Filter by Type ▼

*Absence Name ▼

Partial Days ▼

Duration Days

Current Balance as of 03/31/2018 3.14 Days
Balance Through this Request 3.14 Days *
Balance at 06/30/2018 1.14 Days

Current Balance is the most-recent date absences were processed

*Includes earned time off

Note: Cancelled absences can still be approved by your manager as they are not removed from their queues. If a cancelled absence is approved, you will receive an email. Contact your Manager and DTA to request cancelled absences be removed.

Denied and Pushed Back Absences

Managers can **'Push Back'** (to modify), or **'Deny'** (disallow) absence requests that require a change or need to be removed. You will receive an email if an absence is pushed back or denied. You will also be able to see the status of the request ('Push Back' or 'Denied') on the *Absence Request History* page and view any entered comments once you click on the absence name. This is in addition to any separate communication from your manager advising you of the need for the change.

If a manager denies an absence, the *same type of absence* cannot be resubmitted even if it is for a partial day. This is the same functionality as when cancelling an absence yourself. You could submit a different type of absence but not the same as the one that was cancelled.

The *PAC Absence Processing Schedule* job aid provides the entry deadline dates as well as when absence balances are updated and viewable each pay period.

Edit a Processed Absence Entry

If the edit box is greyed out accompanied by a *Process Date*, it indicates that the absence has processed and it cannot be accessed or edited. To edit an absence that was processed but the time off was not taken; contact your Manager and Departmental Time Administrator.

Once the absence is adjusted, your history page will reflect the updated event entry and any balance adjustment will be viewable after the next absence process runs.

If the total event was voided, the absence item in the history displays a status = Void and Requested By = Administrator Absence Event.

If the event was modified and not voided, the adjusted entry information will overwrite the original request and be viewable in the history. The status = Approved and Requested By = Administrator Absence Event.

Absence Request History							Personalize Find View All  	First  1-6 of 6  Last
Absence Name	Status	Start Date	End Date	Duration	Requested By	Process Date	Edit	
Vacation	Approved	03/16/2018	03/23/2018	6 Days	Employee Absence Request	04/02/2018	<input type="button" value="Edit"/>	
Personal Day	Approved	03/15/2018	03/15/2018	0.5 Days	Employee Absence Request	04/02/2018	<input type="button" value="Edit"/>	
Vacation	Approved	02/12/2018	02/15/2018	4 Days	Employee Absence Request	02/16/2018	<input type="button" value="Edit"/>	

Denied and Pushed Back Absences

Managers can **'Push Back'** (to modify), or **'Deny'** (disallow) absence requests that require a change or need to be removed. You will receive an email if an absence is pushed back or denied. You will also be able to see the status of the request ('Push Back' or 'Denied') on the *Absence Request History* page and view any entered comments once you click on the absence name. This is in addition to any separate communication from your manager advising you of the need for the change.

If a manager denies an absence, the same type of absence cannot be resubmitted even if it is for a partial day. This is the same functionality as when cancelling an absence yourself. You could submit a different type of absence.

Absence Forecasting

This interactive tool assists with future time off planning and provides an overview of vacation and personal days submitted or approved along with the actual and estimated accruals throughout the fiscal year. To **forecast** the amount of available time for a **future vacation and/or personal time off request**, navigate to: **Self Service > Time Reporting > View Time > Absence Forecasting Tool**.

The tool displays the following information on the top of the page:

- **Prior Year Carry Over Balance (Vac and Personal Days)**
- **Benefits Service Date or Union Seniority Date** (as applicable) – the date on which your personal accrual schedule is based.
- **Accrual** – this is the actual and estimated vacation and personal day entitlements earned for the fiscal year (displayed by month). Any balance adjustments due to a Leave when less time may be earned/accrued are reflected here after the entitlement processes run (where earned time is added to your balance).
- **Planned Absences**: vacation and personal time that is *Submitted or Approved* plus future time off requests entered into the planning tool. Any balance adjustments due to a retroactive absence being processed are applied to the row for the month in which the actual absence event took place.
- **Balance**: the projected absence balances (in days), displayed by month for vacation and personal time, calculated using the Accrual and Planned Absences column amounts.

Absence Forecasting Tool							
Prior Year Carry-Over	15.50	VAC	0.50	PD	Name Philip	Mcguire	UNI
Today's Date	07/26/2017 12:49PM			Benefits Service Date		04/12/2009	
Month	Accrual		Planned Absences*		Balance		
	VAC	PD	VAC	PD	VAC	PD	
Prior Year Carry-Over					15.50	0.50	
July	0.00	0.00	0.00	0.00	15.50	0.50	
August							

Using the Forecasting Worksheet

Only future time off can be forecasted and is highlighted in **Blue** on the sheet.

- In the Planning Tool on the bottom of the page, enter the amount of vacation or personal time into the appropriate future month and absence type ("VAC" or "PD") field
 - For whole days, enter the whole number, e.g. "3"
 - For half days, enter '.5'
 - For hourly increments, convert the hours into a day portion. E.g. for 2 hours of a 7 hour schedule, enter .29 (7/2)
- Click the **Forecast** button. The Balance column displays the projected balance
- To forecast time with different entries, enter the new values, click the **Reset** button and then click **Forecast**

Absence Forecasting Tool						
Prior Year Carry-Over	15.50	VAC	0.50	PD	Name Philip Mcguire	UNI
Today's Date	07/26/2017 12:49PM		Benefits Service Date		04/12/2009	
Month	Accrual		Planned Absences*		Balance	
	VAC	PD	VAC	PD	VAC	PD
Prior Year Carry-Over					15.50	0.50
July	0.00	0.00	0.00	0.00	15.50	0.50
August	2.00	1.00	0.00	0.00	17.50	1.50
September	2.00	0.00	0.00	0.00	19.50	1.50
October	2.00	0.00	0.00	0.00	21.50	1.50
November	2.00	0.00	0.00	0.00	23.50	1.50
December	2.00	1.00	0.00	0.00	25.50	2.50
January	2.00	0.00	0.00	0.00	27.50	2.50
February	2.00	0.00	0.00	0.00	29.50	2.50
March	2.00	0.00	0.00	0.00	31.50	2.50

*Includes absence requests that have been Submitted or Approved
Planning Tool (optional tool for future time off requests)

Month	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
VAC	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PD	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

NOTE: - this report does not reflect actual balances
- fields in blue reflect forecast balances
- all balances are displayed in days

If a personal day will be lost because it was not taken, the field where the day is lost will appear in **red**. If an absence forecast results in a projected negative balance, it will appear in **red**

The values in these columns are real-time and are pulled into the worksheet each time the page is accessed. Thus the balances on this page will not always match those on the Absence Balance page as those balances display as of the last absence processing date.