

Absence Management

Quick Reference | Absence Keepers, Approvers, Adjusters, and Administrators

Access PeopleSoft from HARVie



1. Go to harvie.harvard.edu and log in with your HUID and PIN.
2. Click the **PeopleSoft** link on the right side of the page.

Navigate to PeopleSoft's Absence Management Functions

1. Click **Manager Self Service**.
2. Click **Time Reporting & Absence Mgmt.**
3. Click the Absence Management option you need to **Approve, Report** or **View Time and Absences**.

What You Can Do in Absence Management

Task (Manager Self Service > Time Reporting & Absence Mgmt > ...)	Keeper	Approver	Adjuster	Administrator
Approve Absences (... > Approve Time and Absences > Absence Requests)		✓	✓	✓
View Absence Request History (... > View Time and Absences > Absence Request History)	✓	✓	✓	✓
View Absence Balances (... > View Time and Absences > Absence Balances)	✓	✓	✓	✓
View Monthly Calendar (... > View Time and Absences > Monthly Time Calendar)	✓	✓	✓	✓
Cancel Absence Requests (current & future weeks) (... > View Time and Absences > Absence Request History)	✓	✓	✓	✓
Request Absences (current & future weeks) (... > Report Time and Absences > Absence Request)	✓		✓	✓
Request Absences (prior period) (... > Report Time and Absences > Absence Request)	✓	exempt only	60 days back	396 days back
Run Absence Reports (Harvard Reports > Absence Management Reports > ...)	✓	✓	✓	✓
Adjust Absence Balances (Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences)				✓
Void Prior Period Absences (Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event)				✓

Manage, Cancel, or Enter Absence Requests

Approvers, Adjusters, or Administrators:

Approve, Deny, or Push Back Requests:

([Manager Self Service](#) > [Time Reporting & Absence Mgmt](#) > [Approve Time and Absences](#) > [Absence Requests](#))

1. Select **Pending** from the Show Requests by Status field.
2. Click the name of the person who made the request.

*Show Requests by Status:

Absence Requests			
Name	Employee ID	Job Title	Absence Man
Roger Reporter	66669999	Staff Assistant III	Vacation
Ed Harvard	99993333	Grndfthrd-Administrator	Sick
Sophia Radcliffe	88887777	Staff Assistant III	Personal

3. On the Absence Request page, review the request.
*Tip: Does the employee have enough hours? Compare the **Current Balance** hours against the **Duration** hours.*

Details	
Start Date:	06/25/2007
End Date:	06/25/2007
Absence Name:	Sick
Reason:	Employee
Partial Days:	None
Duration:	7.00 Hours
	Current Balance: 35.00 Hours**

4. Click the appropriate button:
 - to **approve** the request.
 - to **deny** the request.
 - to **“push back”** the request for modification.

Cancel a Request on Behalf of Someone Else:

([Manager Self Service](#) > [Time Reporting & Absence Mgmt](#) > [View Time and Absences](#) > [Absence Request History](#))

1. Select the **Group ID** of the employee.
2. Select the **employee** whose absence you are cancelling.
3. Proceed as if you were cancelling your own request:
 - a) Specify from/through dates, and then click **Refresh**.
 - b) Is the **Edit** button active? If yes, click it to cancel the request.

Keepers, Adjusters, or Administrators:

Enter an Absence on Behalf of Someone Else:

([Manager Self Service](#) > [Time Reporting & Absence Mgmt](#) > [Report Time and Absences](#) > [Absence Request](#))

1. Select the **Group ID** of the employee.
2. Select the **employee** whose absence you are entering.
3. Proceed as if you were entering your own request:
 - a) Specify a **Start Date** and **Absence Name**.
 - b) Specify an **End Date**.
 - c) If applicable, specify a **Reason** and/or review the **Current Balance**.
 - d) Click **Calculate End Date or Duration**.
 - e) Click **Save as Draft** or **Submit**.

Note: Submitted absences will be automatically approved and processed by payroll.

Run Reports

Run a Report (per local policy guidelines): [Harvard Reports](#) > [Absence Management Reports](#) > ...

1. Select the name of the report from the menu.
2. Enter or select a **Run Control ID**.
3. Enter the report parameter(s), and click **Run**.
4. Select **PSUNX** from the Server Name field.
5. Click **OK**.
6. Note the Instance Number, then click the **Process Monitor** link.
7. Click the **Refresh** button until the value in the [Run Status](#) column changes to “Success”.
8. Click the **Details** link of the appropriate Instance Number line.
9. Click the **View Log/Trace** link.
10. Click the name of your report (e.g., “hupto01 ...PDF”).

Key Reports:

Report:	Use to:
Absence Manager Report	<ul style="list-style-type: none"> ➤ Identify back-up Approvers, Adjusters, Administrators, and Keepers for a particular group. ➤ Validate the security set-up.
Employees by Absence Group Report	<ul style="list-style-type: none"> ➤ Produce a reference list of employees within a group. ➤ Identify groups that have no employees. ➤ Monitor and validate group set-up.
Absence Balances Report	<ul style="list-style-type: none"> ➤ Produce a list of all balances for selected employee(s). ➤ Identify employees who have a negative balance. ➤ Identify employees who are at their maximum accrual balance.
Absences (Historical & Planned)	<ul style="list-style-type: none"> ➤ Identify pending Absence Requests requiring approval. ➤ Identify employees who have no Absence Requests over a long period of time.
Exempt Absence Entry Audit	Adjust exempt balances that were entered and processed in something other than half-day increments.