

Absence Management

Quick Reference | Absence Reporter Exempt

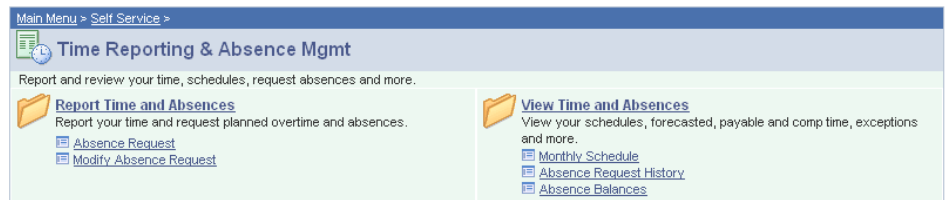
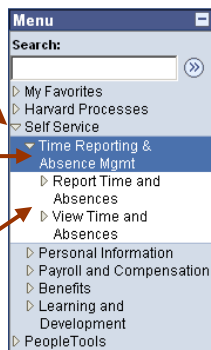
I. Access PeopleSoft via HARVie



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.

II. Navigate to Absence Management

1. Click **Self Service**.
2. Click **Time Reporting & Absence Mgmt.**
3. Click the option you need to either **Report** or **View** absences.



If you need to . . .	Go to: Self Service > Time Reporting & Absence Mgmt > . . .
Request an absence.	Report Time and Absences > Absence Request <div style="border: 1px solid black; padding: 2px; display: inline-block;">See the job aid, "Request an Absence."</div>
<ul style="list-style-type: none"> ➤ View the status of your absence request. ➤ Submit or make other changes to a saved or pushed back request. ➤ Cancel a submitted or approved request. 	Report Time and Absences > Modify Absence Request <p style="text-align: center;">OR</p> View Time and Absences > Absence Request History <div style="border: 1px solid black; padding: 2px; display: inline-block;">See the job aid, "View, Modify, or Cancel an Absence Request."</div>
View your weekly work schedule.	View Time and Absences > Monthly Schedule <p style="text-align: center;">OR</p> Report Time and Absences > Absence Request > View Monthly Schedule link <div style="border: 1px solid black; padding: 2px; display: inline-block;">See the job aid, "View Monthly Schedule."</div>
View your current balances for: <ul style="list-style-type: none"> ➤ vacation ➤ sick ➤ personal ➤ longer-service vacation 	View Time and Absences > Absence Balances <div style="border: 1px solid black; padding: 2px; display: inline-block;">See the job aid, "View Current Absence Balances."</div>

Request an Absence | View, Modify, or Cancel Absence Requests

Request an Absence

Self Service > Time Reporting & Absence Mgmt > Report Time and Absences > **Absence Request**

Request Absence

Week-long Absence
(all full days)

Vera Vacation

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save your request for later.

Absence Detail	
*Start Date:	07/23/2007 <small>BT</small> View Monthly Schedule
End Date:	07/27/2007 <small>BT</small>
Filter by Type:	All
*Absence Name:	Vacation Current Balance: 28.00 Hours**
Partial Days:	None
Duration:	35.00 Hours
Calculate End Date or Duration	
Comments	
Requestor Comments:	<input type="text"/>

* Required Field

**Disclaimer: The current balance does not reflect absence requests that have not been processed.

To view Harvard's HR Policies, link to [HARVie](#) or [ABLE Link](#)

Save as Draft

Submit

Full Day Absences

1. Specify a **Start Date** and **Absence Name**.
2. Specify an **End Date** (*for a day-long absence, this will be the same as the Start Date*).
3. If applicable, specify a **Reason** and/or review the **Current Balance**.
4. Click **Calculate End Date or Duration**.
5. Click **Save as Draft** or **Submit**.

Request Absence

One Half-Day Absence

Sally Sickchild

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save your request for later.

Absence Detail	
*Start Date:	07/23/2007 <small>BT</small> View Monthly Schedule
End Date:	07/23/2007 <small>BT</small>
Filter by Type:	All
*Absence Name:	Sick
*Reason:	Dependent
Partial Days:	All Days
All Days Hours:	3.50
Duration:	3.50 Hours
Calculate End Date or Duration	
Comments	
Requestor Comments:	<input type="text"/>

* Required Field

**Disclaimer: The current balance does not reflect absence requests that have not been processed.

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Save as Draft

Submit

Absences with one or more Half-Days

Follow the steps for Full Day Absences, as well as the following additional steps, before calculating the duration:

- a. Change the **Partial Days** field option from "None" to indicate whether *All* or the *Start* and/or *End* days of your absence will be half-days.
- b. In the [**Partial Day Option**] **Hours** field(s), type the hours equal to half your scheduled hours for the absent day(s).

View, Modify (Saved or Pushed Back requests), or Cancel (Submitted or Approved requests, in future weeks) Absences

Self Service > Time Reporting & Absence Mgmt > Report Time and Absences > **Modify Absence Request**
...Or ... > View Time and Absences > **Absence Request History**

Absence Request History

Modify (saved or push back): In the current month.
Cancel (submitted or approved): Future weeks only.

From: 06/29/2007 BT Through: 12/05/2007 BT Refresh **1.**

Absence Request History						
Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit
Personal	Saved	08/27/2007	08/27/2007	8 Hours	Employee	Edit
Vacation	Submitted	08/06/2007	08/10/2007	40 Hours	Employee	Edit
Sick	Approved	07/09/2007	07/09/2007	4 Hours	Employee	Edit
Business Out of Office	Denied	07/02/2007	07/02/2007	4 Hours	Employee	Edit

1. Specify from/through dates, and then click **Refresh**.
2. *Optional:* You can click the underlined link of the **Absence Name** to view more details.
3. Is the **Edit** button active? If yes, you can click it to cancel and/or make other changes, depending on the **Status** of the request, and **Start** and **End Dates**.