

# Absence Management

Quick Reference | Overtime-Eligible Absence Reporter

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### Time Reporting & Absence Mgmt

Report and review your time, schedules, request absences and more.

**Report Time and Absences**  
Report your time and request planned overtime and absences.

- Timesheet
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**View Time and Absences**  
View your schedules, forecasted, and more.

- Monthly Schedule
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- Absence Balances

**Monthly Schedule:**  
View your weekly schedule, planned absences, and holidays.

**Absence Balances:**  
View current balances for vacation, sick, personal, and possibly longer-service vacation (if you are eligible).

**Absence Request:** Report absences (except for holidays, floating holidays, and compensatory time).

**Modify Absence Request / Absence Request History:** View and possibly cancel or make changes to requests.

## Request a Full-Day Absence and Report Time

### Request an Absence

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

Request Absence

#### A: One Full-Day Request

**Absence Detail**

\*Start Date: 06/11/2007 [View Monthly Schedule](#)

End Date: 06/11/2007

Filter by Type: All

\*Absence Name: Sick Current Balance: 28.00 Hours\*\*

\*Reason: Dependent

Partial Days: None

Duration: 7.00 Hours

**Comments**

Requestor Comments:

\* 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](#)

View the current balance in *hours* for absences that carry balances.

#### Request Full-Day Absences\*

\* Use this page to request every absence *except* holidays, floating holidays, or compensatory time.

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

**Note:** Only *submitted* absences can be approved by your manager and processed by payroll. Both saved *and* submitted absences will appear on your timesheet.

### Report Time worked in a week you take Full-Day Absence(s)

- ! Full day absence(s)? Leave the day(s) blank!**
- A. Check that the absence request is at least in *Submitted* status. (Your manager has until Friday of the week of the absence to approve.)
  - B. Hours will add up to your schedule, as approved absences will appear as added row(s) on your processed Monday timesheet.

#### B: Resulting Current Week Timesheet

[Click for Instructions](#)

View By: Time Period    Date: 06/14/2007     << Previous Time Period    Next Time Period >>

Reported Hours: 28.00 Hours    Scheduled Hours: 35.00 Hours

From Sunday 06/10/2007 to Saturday 06/16/2007

Sun 6/10	Mon 6/11	Tue 6/12	Wed 6/13	Thu 6/14	Fri 6/15	Sat 6/16	Total	Time Reporting Code	Comments
	7.00	7.00	7.00	7.00	7.00		28.00	REG - Regular	

Overtime Premium Hrs

**! (Warning icon)** points to the blank cell for Monday 6/11.

**B. (Arrow)** points to the 'Submitted' status in the Absence Requests table below.

[Reported Hours Summary - click to view](#)

[Absence Requests - click to hide](#)

Absence Requests from Sunday 06/10/2007 to Saturday 06/16/2007    Customize | Find | View All

Absence Name	Status	Start Date	End Date	Duration	Requested By
Sick	<b>A.</b> Submitted	06/11/2007	06/11/2007	7.00	Employee

## Request a Partial-Day Absence and Report Time | View, Modify, Cancel Absences

### Request an Absence

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

#### Request Absence

**A: One Partial-Day Request**

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: 06/11/2007 [View Monthly Schedule](#)

End Date: 06/11/2007

Filter by Type: All

\*Absence Name: Sick **Current Balance: 28.00 Hours\*\***

\*Reason: Dependent

Partial Days: All Days

All Days Hours: 3.75

Duration: 3.75 Hours

[Calculate End Date or Duration](#)

**Comments**

Requestor Comments:

\* 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](#)

#### Request Absences with one or more Partial Days

Follow the steps for requesting [Full Day Absences](#), as well as the following additional steps, before calculating the duration:

- Change the **Partial Days** field option from "None" to indicate whether *All* or the *Start* and/or *End* days of your absence will be partial days.
- In the resulting **[Partial Day Option] Hours** field(s), type the hours you will be absent.
  - Report partial day absences in **.25-hour** increments (as you do on your timesheet).
  - On the timesheet, report the time you did work for any partial-day absences you report here.
  - If your absence includes both full and partial days, remember which day(s) are partial. *When you look at this absence on your timesheet, partial days are not marked.*

#### Report Time worked in a week you take Partial-Day Absence(s)

- Remember to check that your absence request is at least in *Submitted* status.

#### ! Partial-day absence(s)? Report your time!

Subtract absent hours from scheduled hours. Otherwise, you will be underpaid.

- If your absence includes both full and partial days, partial days will not be marked.

[Click for Instructions](#)

#### B: Resulting Current Week Timesheet

View By: Time Period Date: 06/14/2007 [Refresh](#) << Previous Time Period Next Time Period >>

Reported Hours: 31.25 Hours Scheduled Hours: 35.00 Hours

From Sunday 06/10/2007 to Saturday 06/16/2007

Sun 6/10	Mon 6/11	Tue 6/12	Wed 6/13	Thu 6/14	Fri 6/15	Sat 6/16	Total	Time Reporting Code
	3.25	7.00	7.00	7.00	7.00		31.25	REG - Regular

Overtime Premium Hrs [Save](#)

[Report Hours Summary - click to view](#)

[Absence Requests - click to hide](#)

Absence Requests from Sunday 06/10/2007 to Saturday 06/16/2007 [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Absence Name	Status	Start Date	End Date	Duration	Requested By
Sick	Submitted	06/11/2007	06/11/2007	3.75	Employee

Approved absences will appear as added row(s) on your processed Monday timesheet.

### 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) by:** Thursday of the week the absence occurs.

**Cancel (submitted or approved) by:** Friday of the week before the absence occurs.

From: 06/29/2007 Through: 12/05/2007 [Refresh](#) **1.**

**Absence Request History** [Find](#) | [View All](#) | [First](#) | 1-4 of 4 | [Last](#)

Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit
<a href="#">Personal</a>	Saved	08/27/2007	08/27/2007	8 Hours	Employee	<a href="#">Edit</a>
<a href="#">Vacation</a>	Submitted	08/06/2007	08/10/2007	40 Hours	Employee	<a href="#">Edit</a>
<a href="#">Sick</a>	Approved	07/09/2007	07/09/2007	4 Hours	Employee	<a href="#">Edit</a>
<a href="#">Business Out of Office</a>	Denied	07/02/2007	07/02/2007	4 Hours	Employee	<a href="#">Edit</a>

**2.**

**3.**

- Specify from/through dates, and then click **Refresh**.
- Optional:* You can click the underlined link of the **Absence Name** to view more details.
- 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**.