University monthly-paid employees enter their vacation, sick, and other leave time in PeopleSoft Absence Management, using HR Self Service. Once a month, generally on the last business day of the month, the absence entries for that month will be processed by the system so the absences can be accurately reflected.

Note: Biweekly paid staff members will continue to use the Time Collection System to enter their time. However, they (and you) will be able to review their leave balances in Absence Management. Any adjustments to their processed time must be made in Time Collection.

As a departmental absence administrator, you will be able to enter or change absence entries for any monthly employees in your department, other than yourself, before or after the entries have been processed.

There are Absence Management reports available in the Information Warehouse. To find these reports in the Information Warehouse, navigate to the HR-Reports folder, and open the HR CALM Absence Management Dept Rpts folder.

Note: Detailed information about biweekly pay period summary data is available in the Time Collection System; summary balances will be available in the Absence Management reports in the Information Warehouse.

Logging In to PeopleSoft

To log into PeopleSoft,
1. Open your browser and navigate to www.princeton.edu/hrsa.
2. Click Login in the left menu.
3. Enter your NetID and press Enter or click Continue.
4. Enter your Password.
5. If you are using a computer other than your usual workplace computer, you may also need to answer questions to confirm your identity.

Viewing Leave Balances for Staff

When you want to review leave balances for an employee, you must begin by identifying the individual whose balances you want to see.

To view leave balances:
1. From the PeopleSoft menu, navigate to Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Review Absence Balances.
2. On the Find an Existing Value tab, enter the Last Name or EmplID of the person whose balances you want to review and click the Search button.
   - This page shows all current balances for vacation, sick, and personal time, through the last processed period. It does not include unprocessed absences entered in the current month.

Entering Time for an Employee

There may be times when you will need to enter an absence for an employee in your department. You will begin by selecting the individual. Then enter the absence.

To enter time for an employee:
1. In PeopleSoft Self Service, navigate to Global Payroll & Absence Mgmt > Maintain Absences > Absence Event.
2. On the Find an Existing Value page, enter the Last Name or EmplID of the person whose balances you want to review, and click the Search button.
   - If multiple results are returned, locate and click on the name you want in the search results list.

Entering, Changing, and Deleting Absences on the Absence Event Entry Page

Begin by selecting a date range that covers the date of the absence.

- Select the absence type.
- Enter (or change) the total hours taken.
- Enter (or change) the begin and end dates of the absence.
- Then click Refresh.

To delete an unprocessed absence, click the Delete Row button.

All absences entered for the selected time period will be displayed when you click Refresh.

Don't forget to save your changes!

To delete a processed absence, select an Action of Void.

3. On the Absence Event Entry page, select a date range within which the absence event occurred, using the From and Through fields just below the Name. You can use the Calendar button to select the month, year, and day, or enter the date in m/d/yy format.
4. When you have selected the date range, click the Refresh button to display any absences entered for dates within that range. If necessary, click View All in the navigation header to see multiple absences on one page.
5. If no absences are found in the specified range, a blank row is displayed where you can enter the absence. If other absences are found within the specified range, you must click the Add Row button to add a new row to enter the absence.
6. In the Absence Take Element field, select the type of absence using the Lookup button. Only the following codes should be used:
   - PU_PER_AT: Personal Time
   - PU_SCK_AT: Sick Leave
   - PU_VAC_AT_MTH: Vacation for monthly staff
   - PU_JUR_AT: Jury Duty
   - PU_DIF_AT: Death in the Family
   - PU_CON_AT: Consulting Leave
### Entering/Changing/Deleting Absences

#### 7. In the Entering/Changing/Deleting Absences

- **PU_BUNDLE_AT**: Scheduled bundled vacation, personal, and sick time for biweekly staff in the SEIU.
- **PU_VAC_AT_BWN**: Vacation for non-union biweekly staff.
- **PU_VAC_AT_FSO**: Vacation for campus security staff in the SPFPA union.
- **PU_VAC_AT_OPE**: Vacation for operating engineers.
- **PU_VAC_AT_LIB**: Vacation for biweekly library union staff.
- **PU_VAC_AT_FOP**: Vacation for biweekly staff in the police union (FOP).
- **PU_VAC_AT_MMS**: Vacation for maintenance and service biweekly staff.

7. In the **Begin Date** field, select the date when the absence begins, by using the Calendar button to select the month, year, and day, or by entering the date in m/d/yy format.

8. In the **End Date** field, enter the last day of the absence, in m/d/yy format, or select the date using the Calendar button.

9. In the **Total Hours** field, enter the amount of time you are charging to this absence type. You can enter the time using up to two decimal places.

#### Important! Because time entries for biweekly-paid staff should only be added, edited, or voided in the Time Collection System, do not use any of the following values:

- **PU_BUNDLE_AT**
- **PU_VAC_AT_BWN**
- **PU_VAC_AT_FSO**
- **PU_VAC_AT_OPE**
- **PU_VAC_AT_LIB**
- **PU_VAC_AT_FOP**
- **PU_VAC_AT_MMS**

#### Note:
You can only enter up to 99.99 hours in the Total Hours field, so if the absence is longer than two weeks, create two consecutive entries, entering and submitting the first absence, and then entering and submitting another absence for the remaining time.

#### Note:
If the absence crosses the end of a fiscal year, use two entries, one for the time in the current fiscal year and one for the time in the next fiscal year.

10. Click the **Save** button to enter the absence.

### Changing/Deleting an Unprocessed Absence

#### Tip!
If an absence has not been processed, the **Status** will be **Not Proc.** and the **Delete Row** button will be available.

#### You can change or delete an unprocessed absence entry entered for anyone in your department before the absence has been processed.

**Changing/Deleting a Processed Absence**

Changing the hours or date of a processed absence is just like changing an unprocessed absence. However, to change the type of absence, you must delete (void) the entry and add a new one.

#### Important! To delete an absence that has been processed, you must void it rather than deleting the row.

- **To change hours** for a particular leave type – locate the absence, modify the hours, and click **Save**.
- **To change the date** of a particular leave – change the date and click **Save**.
- **To delete** an absence entry – locate the absence you want to remove, and select **VOID** in the **Process Action** field. Click **Save**. No other action is necessary; the absence will be reversed when the next process is run, at which time the **VOIDed** box will be checked and the **Process Action** field will be reset to **NORMAL**.
- **To change the absence type** (if for example, the time was entered under **Personal** instead of **Vacation**) – void the original entry and then add a new entry, selecting the correct **Absence Take Element**.

#### Tip!
If you use the **Process Action** of **Void** to delete an **unprocessed** absence, the absence entry will be ignored during absence processing and the absence balance will not be decremented, although the system will retain a record of the voided absence.

### Entering a Retroactive Absence

You can enter a new absence for a previous pay period (back to 13 months) at any time (even after the process has run for that period). The system will process the entry retroactively when the next cycle is run.

#### Important!
Because time entries for biweekly-paid staff should only be added, edited, or voided in the Time Collection System, do not use any of the following values:

- **PU_BUNDLE_AT**
- **PU_VAC_AT_BWN**
- **PU_VAC_AT_FSO**
- **PU_VAC_AT_OPE**
- **PU_VAC_AT_LIB**
- **PU_VAC_AT_FOP**
- **PU_VAC_AT_MMS**

#### Note:
You can only enter up to 99.99 hours in the Total Hours field, so if the absence is longer than two weeks, create two consecutive entries, entering and submitting the first absence, and then entering and submitting another absence for the remaining time.

#### Note:
If the absence crosses the end of a fiscal year, use two entries, one for the time in the current fiscal year and one for the time in the next fiscal year.