Managing Absence Reporting in Absence Management

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, 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.

As a manager, you will be responsible for reviewing absence balances online for your direct reports, and occasionally entering absences or changing the time or absence type entered by a direct report. You will be able to enter, edit, or delete entries until they are processed for the month, generally on the last business day of the month. You can find the processing dates on the HR CALM web page at www.princeton.edu/hr/progserv/er/calm. You can also forecast an employee's vacation balance.

**Logging In to HR Self Service**

To log into HR Self Service,

1. Open your browser and navigate to www.princeton.edu/selfservice.
2. Click Log in Here.
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 a staff member, you must begin by identifying the staff member whose balances you want to see.

To view leave balances:

1. In HR Self Service, navigate to Manager Absence Management > Absence Balances.
2. On the list of your direct reports, locate the person whose balances you want to see, and click the Select button before the name.

**Tip:** If you see an plus sign to the left of an employee name, you can click it to see the list of people who report to that person. To get back to your list of direct reports, click the minus sign above the list.

This page shows all absence balances as of the last processing date, not including time reported since that date. To see unprocessed time for this employee, click the Balance Statement View link.

**Forecasting a Vacation Balance**

To forecast a monthly-paid employee's vacation balance as of a specific date, on the View Absence Balances page:

1. Click the Forecast Balance link.
2. In the As of Date field, select the future date for which you want to see the vacation balance.
3. In the Absence Type field, select Vacation Leave Monthly. The employee's current balance of Vacation hours (and the equivalent in days), as of the last processing date, is displayed and the Forecast Balance button appears.
4. Click the Forecast Balance button. The MTH Vacation Balance shows the available vacation hours (and the equivalent days) as of the specified date.

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**What's on the Balance Statement View Page?**

The header shows the employee's name. Select the type of absence for which you want to see the available balance.

Unprocessed time you have entered is displayed in the first grid, with the begin and end dates, the description, and the duration of the absence.

The From and Through dates shown by default include the last three processing cycles. To change the display to a different period, select the period dates using the Lookup button, and click Refresh. Only valid processing dates can be selected.

The total balance as of the end of the period is shown under Balance. To determine the total available balance, subtract any time listed under Duration in Unprocessed Activity from the most recent Balance below.

All selected processing periods are listed, with a description of the totaled activity.

Time taken is shown under Debit.

Time accrued is shown under Credit.
Entering Time for an Employee

There may be times when you will need to enter an absence for an employee who reports to you. You will begin by selecting the individual, then you can enter their time just as you would your own.

To enter time for an employee:

2. On the Report Absence page, the As Of field defaults to the current date.
3. On the list of your direct reports, locate the person for whom you need to enter an absence, and click the Select button before the name.
4. On the Report Absence page, select the Start 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.
5. In the Absence Type field, select the type of absence from the drop-down list. Depending on your selection, different fields will appear on the page.
   - For Personal Leave, Sick Leave, and Vacation Leave Monthly, the Current Balance of available time in the selected absence type is displayed to the right of the Absence Type. This balance is calculated as of the last time the absence process was run, usually the last day of the previous month.
6. 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.
   - Important! If the absence is for only one day, enter the same date as you entered in the Start Date field.
7. In the Total Hours field, enter the amount of time you are charging to this absence type in hours. You can enter the time using up to two decimal places. To see the number of days equivalent to the hours you entered, press the Tab key. The calculated days will be displayed to the right of the total hours field.
   - Tip! To enter an absence of more than 99.99 hours, divide the absence into two consecutive entries. Enter and submit the first span of time, and then enter and submit the remaining time. For example, to enter a three week absence, enter and submit the first two weeks, and then enter and submit the third week.
8. Click the Submit button to enter the absence. On the confirmation page, click OK to return to the Confirmation Details page.

Note: You can edit or delete a time entry at any time until it is processed at the end of the month, generally on the last business day.

Changing or Deleting an Entry

You can change an absence entered by one of your employees, or even delete it completely, but only until the absences have been processed at the end of the month, generally on the last business day.

To edit or delete an unprocessed time entry:

1. In HR Self Service, navigate to Manager - Absence Management > Edit/Delete Unprocessed Time.
2. On the Edit/Delete Unprocessed Time page, locate the entry you need to change or cancel, and click the Edit/Delete button. The entry is opened on the Report Absence page.
3. On the confirmation page, click OK to return to the Confirmation Details page.
4. To edit an entry:
   a) Make any necessary changes.
   - Important! If you change the dates, make sure you also change the Total Hours to reflect the new dates.
   b) Click the Submit button.
   c) On the confirmation page, click OK.
5. To cancel an entry:
   a) Click the Delete button.
   b) On the Delete Confirmation page, you are prompted to confirm the cancellation:
      - If you want to cancel the entry and remove it from the unprocessed time entries, click Yes.
      - If you clicked Delete in error, click No.
   c) On the Cancel Confirmation page, click OK to display the Confirmation Details page.

Using Proxies in Absence Management

You can delegate any staff member to act as your proxy in Absence Management.

To delegate a proxy, select Absence Management > Manage Delegation, and then click the Create Delegation Request link. Complete the fields and submit your request. The person is notified via email of the pending request.

To accept or reject a proxy request, click the Review My Delegated Authorities link on the Manage Delegation page, select the request, and click Accept or Reject.

To review your proxy requests, click the Review My Proxies link on the Manage Delegations page. If desired, you can filter the list of requested proxy transactions by selecting the desired status in the Show Requests by Status field and clicking Refresh. You can also revoke a proxy on this page by selecting the transactions and clicking Revoke.