Guidelines for How to Enter Time into Absence Management

Report Absence

These guidelines can help you enter time off in Absence Management to ensure:

1. You are entering the Total Hours correctly in order to maintain an accurate leave balance.
2. You are entering your absence events, i.e., specific time off, in a way that your manager or department can determine, in hindsight, when you took your time and how much you took on each day you were off.

SAMPLE SCREEN SHOT

**Report Absence**

Employee Name
Employee Job Information

Select the Absence Type from the drop-down. Then, enter the Start Date and End Date of the absence. The Total Hours will default based on your weekly scheduled hours. This amount can be overridden, if necessary.

**Absence Detail**

*Absence Type:* Vacation Leave Monthly
*Start Date:* 07/10/2013
*End Date:* [Blank]
*Total Hours:* [Blank]

**Comments**

Comments (Optional): [Blank]

* Required Field

1. Hrs/Day information is based on a five day per week schedule with the same number of scheduled hours each day.

2. The current balance does not reflect absences that have not been processed. Formula for hours to day translation is:

\[
\text{Days} = \frac{\text{Hours}}{\text{Hrs/Day}} \quad \text{Hrs/Wk} = \text{Hrs/Day} \times 5
\]

Submit
About Schedules

Every employee has a standard work schedule based on either 36.25 hours or 40 hours per week. Ask your manager or HR, if you are unsure which applies to you. If you work less than full-time, your "duty time" reflects the percentage of a full-time schedule that you work. For instance, if your duty time is 50%, your standard hours for a week are 18.13 hours, based on a 36.25-hour week, or 20 hours, based on a 40-hour week.

A full time employee who has a 36.25 hour standard workweek schedule works 7.25 per day. This is the basis of what is entered for any time off taken for a full day. A full time employee who has a 40 standard workweek schedule works 8 per day. When you enter time off, follow the principle that you should report, i.e., enter, the number of hours you are scheduled to work on the specific day you are off. For example, if you normally work 7.25 hours on Tuesday and are off that day, enter 7.25 hours. If you normally work 8 hours, enter 8 hours.

If you work an irregular work schedule, i.e., the number of hours you work may vary during the workweek, you should enter the number of hours that you normally would work on the day you are off. For example, if you normally work 8 hours on Monday and are off that day, enter 8 hours. If you normally work 6 hours on Wednesday and are off that day, enter 6 hours.

The system has been enhanced to automatically default the total hours of time off, after you to enter a begin date and an end date for your absence. Please note, that the system is assuming full days when making this calculation. You may adjust the total hours to account for partial days or an irregular schedule.

To promote better recordkeeping practices:

- Time off should be entered in continuous blocks of time.
  - If you typically work Monday through Friday, you can enter a Start Date and an End Date that span a weekend. For example, if you take off Thursday, July 5; Friday, July 6; and Monday July 9, you should enter July 5 as the Start Date and July 9 as the End Date.
  - If a holiday falls in the middle of a week, such as Wednesday, July 4, 2012, and you are taking the entire week off, you may break up the week into two entries by entering two absence events—one for Monday and Tuesday, July 2 and July 3, and one for Thursday and Friday, July 5 and July 6.
  - NOTE: The system will account for weekends and standard University holidays when defaulting the total hours for a range of begin and end dates.
- If you will be absent for more than two weeks and the total number of hours exceeds 99.99, you must report two absence entries. The system limits the hours to 99.99 for each single absence event.
  - Create one absence event for the initial two weeks, and a second for the balance of the absence.
- Any day that is not a full work day's absence should be entered as its own absence event.
  - If you are taking three days off and the first day is only a half day, you would enter two absence event—one for the half day and one for the other two days. This will make it easier to determine and reconcile the actual times you were away from the office.
  - If, using the example above, the second day is a half day, you should enter three absence entries.
- If you are taking a half day and you work a standard 36.25 hour work week, keep in mind the system accepts only two decimal places.
  - A full day's absence is 7.25 hours. A half day is 3.625 hours. You should enter 3.62 hours for a half day's absence. Note: \textit{.005 of an hour equates to 18 seconds.}
- If you work an irregular schedule, you may not work the same number of hours each day.
  - Enter the hours you are scheduled to work on the day you are taking off.
- If you work a non-standard schedule, e.g., four 10-hour days per week, or some other variation, you should enter the number of hours you are scheduled to work on the day you are taking off.

If you have questions about how to enter time off, refer to the Quick Reference Cards on the CALM website at \url{www.princeton.edu/calm} or contact HR at \texttt{calm@princeton.edu} or 8-3300, menu option 4.

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