Summary of Upgrade Changes: Absence Management (as of 4/17/15)

- With the upgrade, all absences (paid, unpaid, and leaves) will be reported online through the portal.
- Approvals will be done by the supervisor listed in position management as the reports-to for that employee’s position.
- Supervisors will receive email notifications of items waiting approval. Approval will be done through the portal.
- There will also be notifications in the portal, but these notifications will not be active at go-live.
- Supervisors can delegate their approval to another employee; the supervisor or the Absence Administrator can set this up. The delegation needs to be accepted by the delegate. Once delegated, a supervisor no longer has access to approve absence requests until the delegation is removed.
- Leaves over 10 days (including FMLA, sabbaticals, and SSLs) will need to be in job data and absence management. The cluster will enter both pieces since it is critical that the entries happen on the same day. Nine-month faculty will be enrolled in a special absence category called “UMPPERSONAL” that will allow for the entry of sabbaticals, SSLs, etc, but it will not show up on the portal for them as vacation entry.
- Employees will convert to schedules for standard hours spread equally over 5 days (M-F). Absence Administrators (or Time Administrators) will need to update schedules to reflect an employee’s actual days/hours per day (but not start and end times) worked.
- If you have exception hourly employees with a schedule that truly varies week to week, you still must assign them a schedule. The employees will then need to be careful in verifying the hours entered on an absence request.
- If a new schedule needs to be requested from central, the request should go to Beth Kluge. The payroll cluster will then make the request of central.
- A supervisor and the Absence Administrator can report absence on behalf of an employee.
- The system will know to exclude holidays from an absence request. If an employee who works 8-hour days requests 1 week or 40 hours of vacation for a holiday week, the system will know to use 32 hours of vacation.
- If the payroll cluster is approving absences for a unit, an Absence Administrator or a payroll contact in the unit will need to send an email to the payroll cluster notifying them of what absences can be approved.
- The system does not know how to adjust if someone is scheduled to work more or less than 8 hours on a holiday. If someone is scheduled to work 10 hours, 2 hours of vacation will need to be requested.
- The comments field should never be used. If an employee uses it in error, the supervisor or Absence Administrator will need to send the absence request back to the employee and have them remove the comments. There will be a report that an Absence Administrator can use to see what absence requests have comments listed.
- If an employee submits an absence request in the summer and the supervisor is a 9-month employee, Absence Management WILL route the request to the supervisor as long as the supervisor’s record is on a short work break. If the record has any other action/reason (e.g., suspension), the system will see that supervisor’s record as inactive over the summer and put
the request on an error report. The Absence Administrator can approve this request unless the request is for someone above them in the reporting chain. In these cases, the payroll cluster staff can approve the request.

- We are waiting for Internal Audits to tell us what documentation they would expect an Absence Administrator to have to approve a request.
- Absence requests must be submitted and approved by noon on the Wednesday following the pay period end (e.g., 5/6/15 for the pay period ending 5/3/15).
- Absence taken 4/6/15 and later should be submitted through the portal.
- Absence Administrators will need to review error reports to monitor pending requests.
- Although pay will still be paid out on the REG earn code, the system will now track hours worked vs hours paid. A full-time employee who takes one day of vacation in a pay period would have 72 hours worked and 80 hours paid that pay period. If an employee submits an absence request late, the system will update that behind the scenes. The hours worked and hours paid information should be in the data warehouse.
- If an employee is on a partial unpaid leave (e.g., their position is for 40 hours but they are choosing to cut back to 32 hours), the Absence Administrator (or the employee) will need to submit an absence request for 8 hours each week reflecting the day(s) the employee is gone.
- Questions we are still waiting for answers on:
  - If an employee takes a 3-week vacation, does that need to be entered into job data as paid LOA?
  - If leaves longer than 2 weeks are the only leaves going into job data, does that mean two-week paternity leaves are no longer entered in job data?
  - Absence is to be taken in quarter hour increments for CSBU employees. If an employee enters 1 hour and 10 minutes, will the system round that?
- Job aids available on the upgrade website:
  - Absence Definitions
  - My Monthly Schedule
  - Submitting an Absence Request for Full Days
  - Submitting an Absence Request for Partial Days
  - Approving Absences
  - Anatomy of a Page: Absence Event
  - Time & Absence Administrators
  - Time & Absence Queries for Time & Absence Reporting
  - Verify Absence Enrollment