Anatomy of a Page: Absence Event

Unit absence administrators will use the Absence Event page to make changes to absences for individual employees. This page allows for entering or editing an absence request. Administrators are able to perform additional actions on an absence request from the <Details> link.

Navigate to: PeopleSoft > Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event.

A. Absence Reporter Data
   - Name of employee, Employee ID, Empl Record, From and Through dates for absence history.
   - <Forecast> is not used.

B. Absence Details
   - The details of each absence submitted are shown. From type of absence taken, beginning and end dates of request, who entered request, and status of requests. Total absence hours do not display.
   - Edits to type of absence, dates of absence, and hours of absences can be made by the administrator, if needed.
   - Entry of additional requests can also be made by selecting the “+” icon and entering absence details.
   - <Details> link (see side B of this job aid).
   - Entry source will change depending on the most recent person to take action on the absence event.

C. Absence Actions
   a. The <Save> button must be clicked if entries are made on this page.
   b. The <Return to Search> button will cancel the action and return to the initial search page.
   c. The <Notify> button allows the unit absence administrator to initialize and email to an employee.
   d. The <Refresh> button will update the data on the page.
D. Absence Event Detail

- This section recaps the columns from the previous screen and allows for the ability of changing the absence type, reason, date partial days, etc.

- Approval can also be completed by selecting the Manager Approved checkbox.

- Voiding the transaction from HRMS can be accomplished by changing the Process Action to “Voided.”

E. User Defined Fields

- This area is not used.

F. Override

- Do not use any fields in this area. Unit absence administrators are not authorized to make any adjustments.