Create & Approve Absence/OT Amendments (Time Administrators)

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Create an Absence/OT Amendment for an Employee (as Time Administrator)

1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose Time Administration.
   a. Follow these instructions to add the Time Administration page/tile to your homepage.

2. Select the Time Administration tile.
   a. It might take a moment for the Time Administration page to load.
3. HR Links will default to the **Report Employee Time** tab. From there, choose the employee whose absence/OT event(s) you want to amend.

4. Navigate to the pay period in which you need to make an amendment by selecting the **Previous Period** hyperlink or entering the date in the **Date** field and clicking the green refresh button.

   a. *If the amendment is before May 27, 2018, you will need to create a new base schedule for the amended pay period in HR Links. Read more here.*
5. Once you navigate to the appropriate pay period timesheet, select the **Absence/OT** tab to change the absence/OT event.

6. Select the **Edit** button for the line item you want to change.

7. Edit the event appropriately. Remember that making changes to the event might require changes to the timesheet.

8. Choose the **Submit** button. This will submit both the amended absence/OT event and the timesheet for approval.

10. You have successfully submitted the absence amendment. As the time administrator, you can now approve the amendment. Read how to approve an amended absence in the next section.
Approve an Absence/OT Amendment (as Time Administrator)

1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose Time Administration.
   
a. Follow these instructions to add the Time Administration page/tile to your homepage.

2. Select the Time Administration tile.
   
a. It might take a moment for the Time Administration page to load.
3. HR Links will default to the Report Employee Time tab. From there, choose the employee whose amended absence/overtime event you want to approve.

4. Navigate to the pay period in which you need to approve the amendment by selecting the Previous Period hyperlink or entering the date in the Date field and clicking the green refresh button.
5. From the Absence/OT tab, choose the **Select All** button. A check mark will appear at the beginning of each row.

   a. Make sure all items are in **Needs Approval** status.

   i. If something is in **Saved** status, verify that it is a valid absence/OT request. If it is, select the **Edit** button, and choose **Submit** to move the item into **Needs Approval** status. If the item in Saved status is overtime, comp time earned or credit hours earned, manually add it to the timesheet. Then, go through the process of approving the absence. If it is not a valid absence/OT request, cancel the request.

**Item in Saved Status - needs to be moved to “Needs Approval” status**

**Item has been moved to “Needs Approval” status - now choose Select All**
6. Go to the **Reported Time Status** tab.
   
a. Make sure that everything is in **Needs Approval** status. If anything is in **Saved** status, you will need to click the **Submit** button.

7. On the Reported Time Status tab, choose the **Select All** button.

8. Select the **Approve** button, which will approve items on both the **Reported Time Status** tab and the **Absence/OT** tab.
9. An attestation message will appear. Select **Yes**.

10. You will receive the Approval Confirmation message. Select the **OK** button.

11. The amended absence/OT request will now show in **Approved** status. **You have successfully approved the amended absence/OT request.**