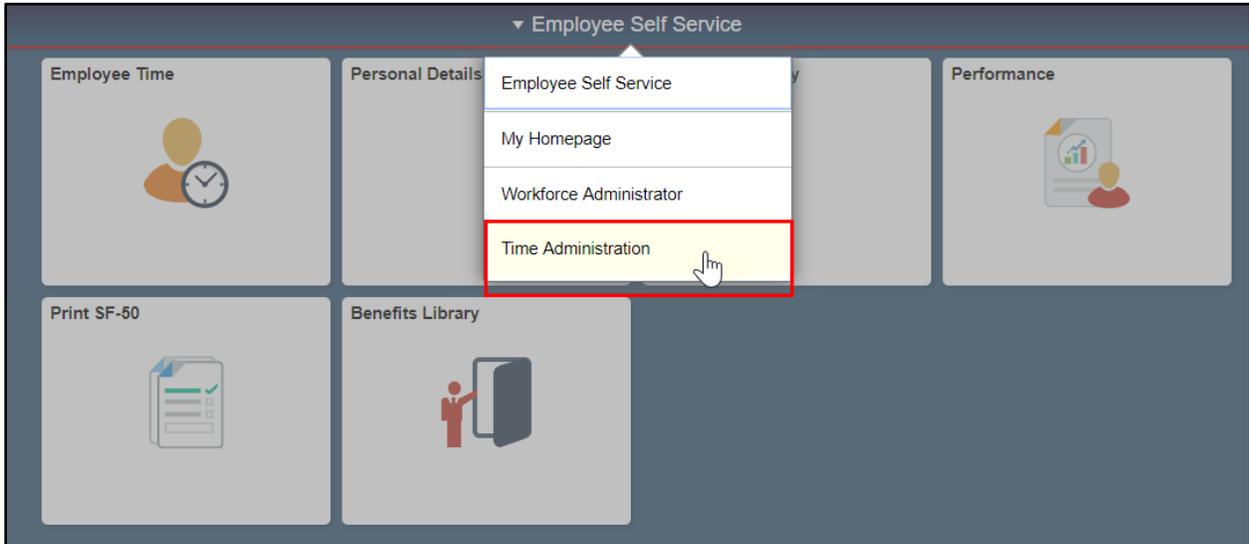
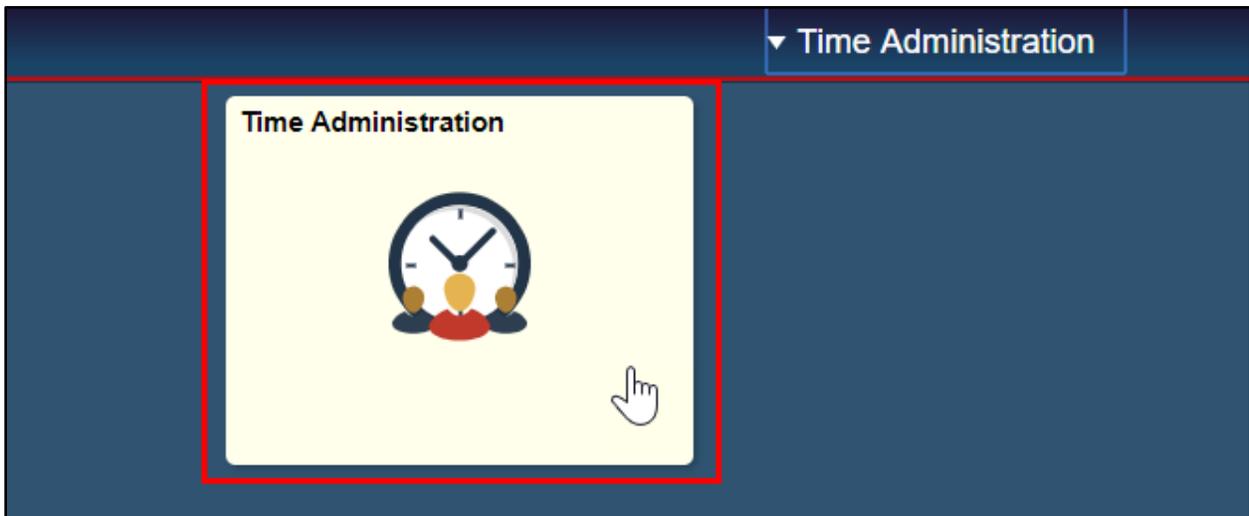


Create an Absence/OT Request (Timekeeper)

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. Select the **Report Employee Time** tab.

The screenshot shows the 'Time Administration' interface. The left sidebar has 'Report Employee Time' highlighted. The main content area shows 'Report Time Timesheet Summary'. The 'Employee Selection' section is collapsed. Below it, there's a 'Change View' section with 'View By' set to 'Calendar Period' and 'Date' set to '08/19/2018'. A table titled 'Employees For , Time Needing Approval From 08/19/2018 - 09/01/2018' is displayed with columns for Last Name, First Name, Employee ID, Job Title, Hours to be Approved, Reported Hours, Scheduled Hours, and Exception.

Last Name	First Name	Employee ID	Job Title	Hours to be Approved	Reported Hours	Scheduled Hours	Exception
Abbott	Janet	00000483	Program Analyst	0.0	0.0	80.0	
Abbott	Ruby	00000760	IT Specialist (CUSTSPT)	0.0	0.0	80.0	
Alvarez	Kadyn	00000093	Realty Officer	0.0	0.0	80.0	
Andrade	Zander	00000794	Preservation Specialist	0.0	0.0	80.0	
Aqua	Julie	00000044	Realty Services Officer	0.0	0.0	80.0	

4. Click on the Employee Selection arrow to make the Employee Selection Criteria section appear. Enter full or partial search items to refine the list of employees, and select the **Get Employees** button.

a. *If you do not enter search criteria and simply click Get Employees, all employees will appear in the Search Results section.*

The screenshot shows the 'Time Administration' interface with the 'Employee Selection Criteria' section expanded. The 'Employee Selection' section is now visible, showing a table with 'Selection Criterion' and 'Selection Criterion Value' columns. The criteria include Time Reporter Group, Employee ID, Last Name, First Name, Department, Workgroup, and Taskgroup. To the right of the criteria table are three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'. Below the criteria table is the 'Change View' section, which is identical to the previous screenshot.



- A list of employees will appear. Select the employee for whom you would like to create an absence or overtime request.

Time Administration

Change View
*View By: Calendar Period
Date: 08/19/2018
Show Schedule Information
Previous Period Next Period

Employees For , Time Needing Approval From 08/19/2018 - 09/01/2018

Last Name	First Name	Employee ID	Job Title	Period Begin Date	Period End Date	Hours to be Approved	Reported Hours	Schedu Ho
Davenport	Islah	00000764	Supervisory Realty Specialist	08/19/2018	09/01/2018	0.0	0.0	
Dickson	Christine	00000802	Supervisory Financial Managem	08/19/2018	09/01/2018	0.0	0.0	
Dominguez	Kyle	00000031	Building Manager	08/19/2018	09/01/2018	0.0	0.0	
Donaldson	Klara	00000761	Transportation Operations Spec	08/19/2018	09/01/2018	0.0	0.0	
Downs	Caylee	00000808	Program Manager	08/19/2018	09/01/2018	0.0	0.0	
Doyle	Karla	00000117	Program and Procurement Suppor	08/19/2018	09/01/2018	0.0	0.0	
Durham	Shamar	00000746	Assisted Acquisition Project M	08/19/2018	09/01/2018	0.0	0.0	
Ellis	Toby	00000835	Operations Manager	08/19/2018	09/01/2018	0.0	0.0	
Espinoza	Miriam	00000800	Asset Manager	08/19/2018	09/01/2018	0.0	0.0	

- The employee's timesheet will appear. Navigate to the date of the leave request using the **Date** field or **Previous Period/Next Period** hyperlinks, and select the refresh [🔄] icon.

Timesheet

Kylie Dominguez
Building Manager
Employee ID 00000031
Empl Record 0
Earliest Change Date 07/08/2018

Select Another Timesheet
*View By: Calendar Period
*Date: 09/02/2018
Scheduled Hours 80.0
Previous Period Next Period
Print Timesheet

From Sunday 09/02/2018 to Saturday 09/08/2018

Sun 9/2	Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7	Sat 9/8	Sun 9/9	Mon 9/10	Tue 9/11	Wed 9/12	Thu 9/13	Fri 9/14	Sat 9/15	Total	Time Reporting Code	Type

Reported Time Status Summary Absence
Reported Time Status
Date Total TRC Description Sched Hrs Comments
0.000000 0.00

Manager/Approver Comments
DateTime Created User ID
Return to Select Employee



7. Select the **Absence/OT** tab on the timesheet.

Timesheet

Kylie Dominguez Employee ID 00000031
Building Manager Empl Record 0
Earliest Change Date 07/08/2018

Actions

Select Another Timesheet

*View By Calendar Period Previous Period Next Period
*Date 08/05/2018
Scheduled Hours 80.0 Reported Hours 0.0 Print Timesheet

From Sunday 08/05/2018 to Saturday 08/18/2018

Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Total	Time Reporting Code

Save for Later Submit Apply Schedule

Reported Time Status Summary **Absence/OT** Exceptions

Reported Time Status Personalize Find 1 of 1

Date	Total	TRC	Absence/OT	Sched Hrs	Comments
	0.000000			0.00	

Manager/Approver Comments

Date/Time Created User ID

8. Select the **Add Absence Event** button.

Timesheet

Kylie Dominguez Employee ID 00000031
Building Manager Empl Record 0
Earliest Change Date 07/08/2018

Actions

Select Another Timesheet

*View By Calendar Period Previous Period Next Period
*Date 08/05/2018
Scheduled Hours 80.0 Reported Hours 0.0 Print Timesheet

From Sunday 08/05/2018 to Saturday 08/18/2018

Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Total	Time Reporting Code

Save for Later Submit Apply Schedule

Reported Time Status Summary **Absence/OT** Exceptions

Absence Events

Absence Take

Select	Edit	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor
<input type="checkbox"/>	Edit						Details		Approval Monitor

Add Absence Event

Approval

Select All Deselect All Approve Deny

Absence Entitlement Balances Personalize

Entitlement Name	Balance as of 05/26/2018**
Sick Leave Balance	627.00 Hours



9. Enter the **Start** and **End** Dates for the absence/overtime event.

The screenshot shows the 'Timesheet' interface for Kylie Dominguez, Building Manager. The 'Absence Events' table is visible, with the 'Start Date' and 'End Date' columns highlighted in red. The start date is 08/06/2018 and the end date is 08/06/2018. A calendar pop-up is also visible, showing the date 08/06/2018 selected.

10. Select the **Absence Name** drop-down to choose the appropriate option.

The screenshot shows the 'Absence Events' table with the 'Absence Name' column highlighted in red. The drop-down menu is open, showing a list of options including 'Sick Leave' and 'Sick Leave / FFL - Adoption'. The 'Sick Leave' option is highlighted in blue.



11. Select the **Details** hyperlink.

Absence Events												Personalize ?
Select	Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Delete
<input type="checkbox"/>	Edit	08/06/2018	08/07/2018	Sick Leave		Hours	Details	New	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Delete

12. The Absence Event Details screen will pop up.

SS Create Absence Req

Absence Event Details

Kylie Dominguez
Building Manager

Instructions
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

Absence Detail

*Start Date: 08/06/2018 [?](#) [View Monthly Calendar](#)

End Date: 08/07/2018 [?](#)

Filter by Type: All

*Absence Name: Sick Leave

Partial Days: None

Duration: Hours

[Calculate Duration](#)

Comments



13. Select the appropriate option for **Partial days**.

- a. **None**: Default value. No partial days (all full day absences). The hours calculated will be based on the number of hours on the base schedule.
- b. **All Days**: All partial days. Enter the hours to be applied to all days.
- c. **Start Day Only**: Start day is the only partial day. The rest are full day absences. Enter the number of hours for the first day. The rest will be calculated using the hours in the base schedule.
- d. **End Day Only**: End (or last) day is the only partial day. The rest are full day absences. Enter the number of hours for the last day. The rest will be calculated using the hours in the base schedule.
- e. **Start and End Days**: Start and end days are partial days. The rest are full day absences. Enter the number of hours for the first and last day. The rest will be calculated using the hours in the base schedule.

SS Create Absence Req

Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

Absence Detail ?

*Start Date: 08/06/2018 [?](#) [View Monthly Calendar](#)

End Date: 08/07/2018 [?](#)

Filter by Type: All

*Absence Name: Sick Leave

Partial Days: **All Days** (selected)

Duration: End Day Only, None, Start Day Only, Start and End Days

Calculate Duration

14. Choose the **Calculate Duration** button to see how many hours of leave will be submitted.

Absence Detail ?

*Start Date: 08/06/2018 [?](#)

End Date: 08/07/2018 [?](#)

Filter by Type: All

*Absence Name: Sick Leave

Partial Days: All Days

All Days Hours: 4.00

Duration: 8.00 Hours

Calculate Duration



15. Enter comments, if necessary, and select the **OK** button.

Absence Detail ?

*Start Date 📅

End Date 📅

Filter by Type ▼

*Absence Name ▼

Partial Days ▼

All Days Hours

Duration Hours

Comments

Reporter Comments:

16. Once you return to the timesheet, select the **Submit** button to submit the absence/overtime event. This will submit the request to the supervisor for approval.

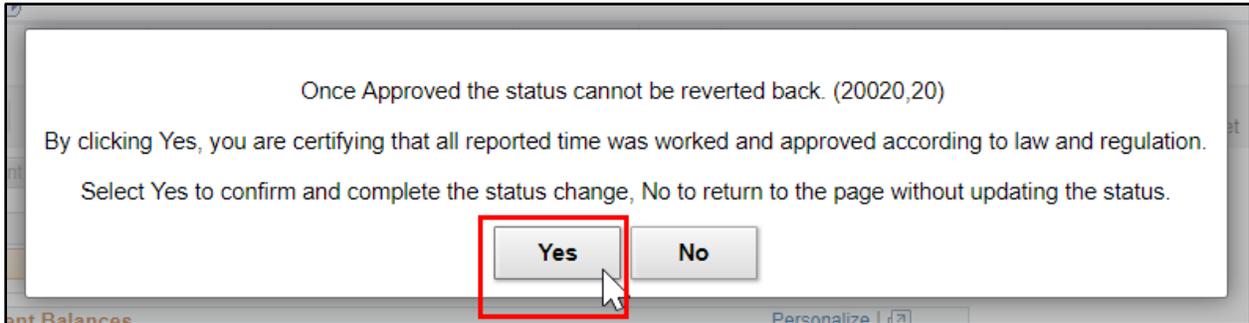
Absence Events ?

Absence Take

Select	Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
<input type="checkbox"/>	<input type="button" value="Edit"/>	<input type="text" value="08/06/20"/> 📅	<input type="text" value="08/07/20"/> 📅	<input type="text" value="Sick Leave"/> ▼	8.00	Hours	<input type="button" value="Details"/>	New	Approval Monitor	Manager Timesheet	<input type="checkbox"/>

Approval

17. An attestation message will appear. Select the **Yes** button.



18. Once the absence/OT event is submitted, you will see the status change from **New** to **Needs Approval**.

- a. *If the event is an overtime request, be sure that the overtime is added manually to the timesheet after it has been worked.*



Reported Time Status | Summary | Absence/OT | Exceptions

Absence Events ?

Absence Take [FFP]

Edit	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor
Edit	09/02/2018	09/02/2018	Overtime Request	Irregular Scheduled Overtime	4.00	Hours	Details	Needs Approval	Approval Monitor

[Add Absence Event](#)