



Human Resources & Payroll Modernization

IMPORTANT COMMUNICATION

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Did you know? - PeopleSoft HCM 9.2

The following are a few key notes for you to remember as you continue using PeopleSoft HCM 9.2.

Family Medical Leave (FML) and New Parent Leave (NPL)

- FML and NPL usage must not be entered on the Absence Event page.
 - FML/NPL must be entered into the Extended Absence Request pages and currently, only the employees and Absence Administrators have access to these pages (for Centralized agencies, Administrators are INSPD-Employee Relations staff).
 - If an employee does not have the ability to enter their own request, supervisors must contact the INSPD Employee Relations Division at 855.773.4647, Option 4, for assistance. Note: a ticketing process for these types of requests is forthcoming. Please note that managers no longer have the ability to enter in extended absences for their employees and must contact the INSPD Employee Relations Division.

Completing an Absence Request

- Please do not leave absences in the workflow marked as “Needs Approval,” “Saved,” and/or with a forecast value of blank or “Ineligible.” Any of these statuses means the leave will not be processed.
 - Review the Absence Take tab to make sure the Workflow Status is updated to “Approved.”
 - Review the Forecast Value tab to make sure the forecast value is “Eligible” or “Warning.”
 - If the status of "approved, "eligible, or "warning" do not appear, action must be taken to correct. Contact the INSPD Employee Relations Department at 855.773.4647, Option 4, for assistance.

Accruals in View Balances

- Accruals are calculated and appear in View Balances at the beginning of the pay period; however, employees are ineligible to use those hours until their actual accrual date. If you submit a request without sufficient balance, you will be in the negative which might result in errors in payroll processing. You will now see a warning appear if you attempt to request more hours of leave than you have accrued.