PeopleSoft Human Capital Management (HCM) Request General Absences
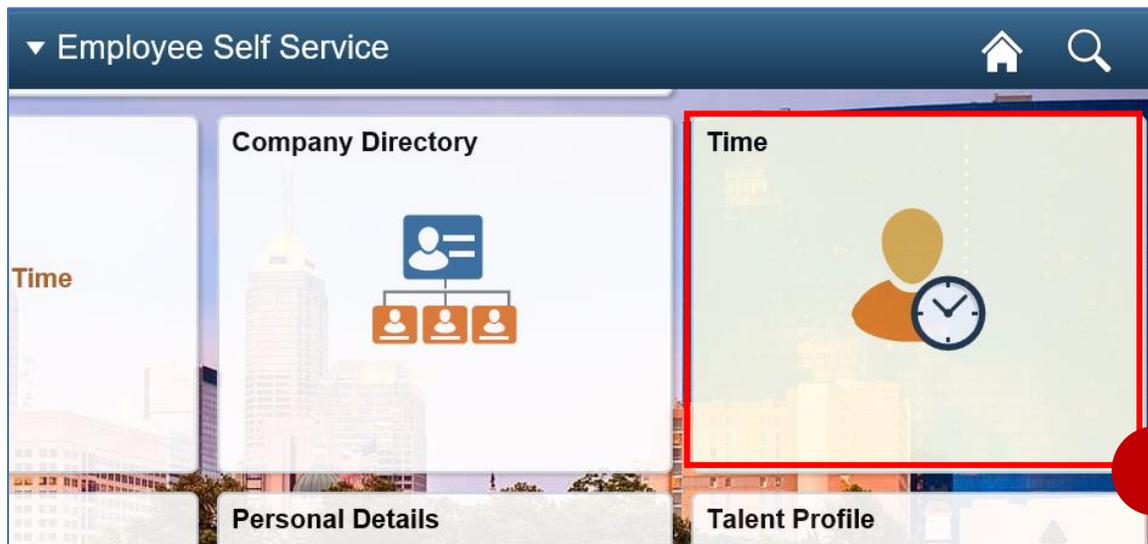Job Aid

Employee Self Service (ESS)

Request General Absences

This Job Aid will review how to request a general leave of absence through the Employee Self Service homepage. General leaves of absence include paid and unpaid leaves. The full list of these leaves can be found on the State Personnel Department website, as well as in the Absence Request section of PeopleSoft.

Disability and Workers Compensation claims will not be initiated in Absence Management. Please contact your agency HR Representative or JWF Specialty Co. Inc. at 317.574.7876 if assistance is needed with a claim.
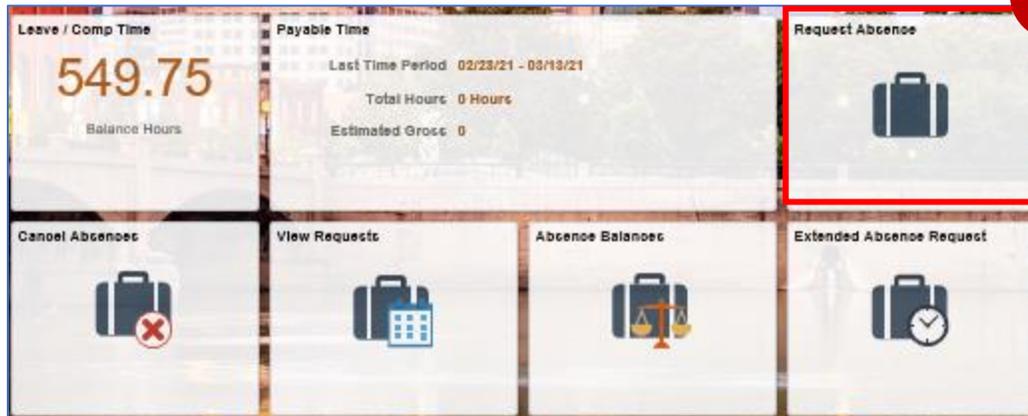
New Parent Leave (NPL), Family and Medical Leave (FML), and Indiana State Police Line of Duty (LOD) leaves are requested using the Extended Absence Tile and are covered in the Job Aids for those Extended Absence for ESS .

1. Starting on the **Employee Self Service** homepage. **Select** the **Time** tile.

2. **Select** the **Request Absence** tile.

3. The Request absence page is where leave information is entered, supporting documentation is uploaded (if applicable), leave balances and accrual dates can be viewed.

4. Use the drop downs on the **Request Absence** page to **select** the **Absence Type** and **Absence Name**. Then **enter** the desired **Start Date** and **End Date**.
   a. **Absence Type** is a category of absence, and the **Absence Name** is a more specific identifier and will be based on what's available to your employment group.
   b. The **Duration** will account for the hours scheduled for work over the date range defined (exclusive of regular days off, holidays and/or weekends).
   c. The available **Absence Types** exclude extended absences. (FMLA, LOD, and NPL are covered in the Extended Absences for ESS job aid).

Note: The current date will auto-populate into the Start Date field . If you are taking a single day off and it is a partial day absence, you will use steps 5-9 to request a partial day using quarter hour increments. For a full day absence please skip ahead to step 11, when you select a Start and End date, the duration will auto-populate.

5. When requesting a leave that will not last the entirety of a shift, the leave must be requested using the "Partial Days" feature on the absence request. If two or more leaves are used on the same date to make up a full shift (e.g. 4.5 hours personal and 3 hours vacation to equal 7.5 hrs), multiple "Partial Days" requests must be submitted (one for each leave to be used). Note, Employees may use "Partial Days" to request more than scheduled hours if necessary.

   To request a partial day, **select** on the **Partial Days** row.

6. The **Partial Days** popup window displays. **Select** the **Partial Days** drop down and the list of options shown will vary based on the date range selected. Refer to **Figure 1** noted below for more information about each option.
7. **Select** the appropriate **Partial Days** option from the drop-down list.

8. **Enter** the number of hours requested for the selection in the blank **Duration** box or use the up/down arrow to select the hours.
   a. The **Duration** box allows an entry of greater than or less than the scheduled hours
   b. Hours entered must be in the appropriate quarter hour increments (.25, .50, or .75).
   c. Negative hours are not allowed.
9. **Select** the **Done** button

Figure 1.

If you choose this Partial Day option:	Then this is the result:						
None	**Sunday**	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
	OFF	7.5 VAC	7.5 VAC	7.5 VAC	7.5 VAC	7.5 VAC	OFF
	Each day of leave in the range requested will be the duration of your scheduled shift.						
All Days	**Sunday**	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
	OFF	4.5 VAC	4.5 VAC	4.5 VAC	4.5 VAC	4.5 VAC	OFF
	The same duration will be applied to each day of leave in the range requested.						
End Day Only	**Sunday**	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
	OFF	7.5 VAC	7.5 VAC	7.5 VAC	7.5 VAC	4.5 VAC	OFF
	Only the last day in the range will have a unique duration; all other days will be the duration of your scheduled shift.						
Start Day Only	**Sunday**	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
	OFF	4.5 VAC	7.5 VAC	7.5 VAC	7.5 VAC	7.5 VAC	OFF
	Only the first day in the range will have a unique duration; all other days will be the duration of your scheduled shift.						
Start & End Days	**Sunday**	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
	OFF	4.5 VAC	7.5 VAC	7.5 VAC	7.5 VAC	4.5 VAC	OFF
	The first and last days in the range will have the same duration; all workdays in the middle of the range will be the duration of your scheduled shift.						

*Note:* Separate absence leave requests must be submitted if:

− Multiple leaves are to be used on the same date.
− Dates of absences are not for consecutive scheduled work hours.
− If not requesting the same hours each day, then separate request will be required.

Example1: If requesting 2 hours Monday and 3 hours Tuesday, then a request is needed for Monday and a request is needed for Tuesday.

Example2: If requesting sick absence on Monday and vacation absence on Tuesday, then a request is required for Monday and a request is required for Tuesday.

10. The pop-up window disappears and the **Duration** box on the request absence page updates accordingly.

11. **Select** the **Check Eligibility** button. The system will verify and indicate if you are eligible for the requested absence selection and hours.
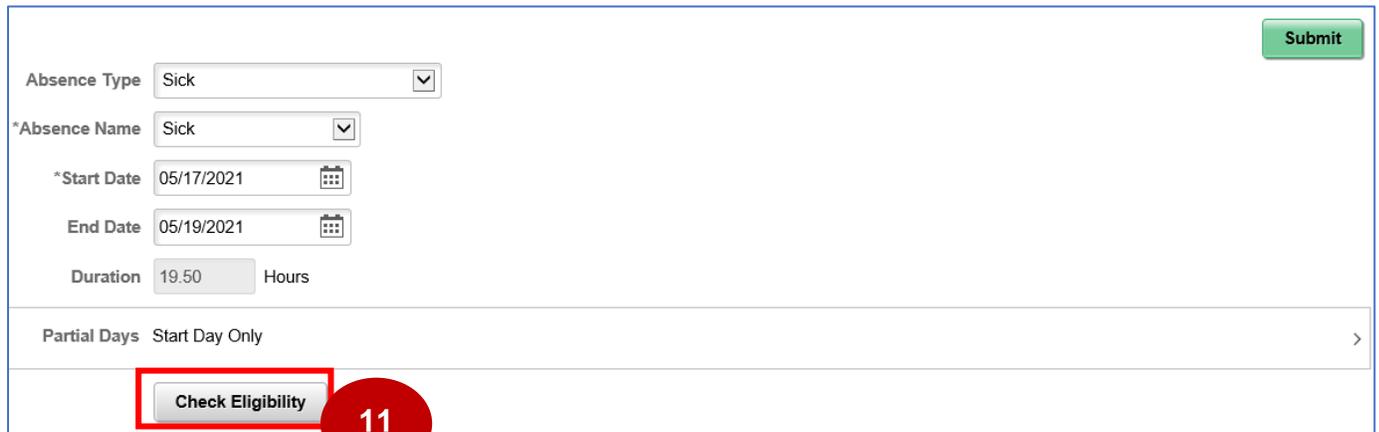
Note: An ineligible message will display if you do not have enough accrued hours to take the absence, or do not meet specific requirements. For example, you have taken more than 15 days special leave in a calendar year.

12. When the system completes the eligibility check, a message will appear in a pop-up box or red text across the top. There are four types of messages and **Figure 2** identifies the messages and how to navigate through them.

Figure2.

Message				Review/Edit if appropriate	Next Step(s)
Completed Successfully					Move to step [13]
Warning	You have future absence request. Please review your leave balance to ensure your current request does not affect your future absence request.	Allows submission of a request.	Click the "OK" button in the box to clear the message.	- Click "View Balances" to review balances. - Click "View Requests" to review request.	If changes were made repeat "Check Eligibility." If no changes were made, move to step [13]
Ineligible	You have requested more hours than you have available, or you have requested an incorrect quarter hours increment.	Prohibits submission of a request.		-Absence Type/Absence Name. - Start Date/End Date. - Partial Days- hours requested. - Click "View Balances" to review balances.	If changes were made repeat "Check Eligibility." If no changes were made click the "Time" and "No" buttons to discard and exit the request.
An Absence already exists with the same Start and/or End dates. Please modify your Start and/or End dates.				-Absence Type/Absence Name. - Start Date/End Date. - Click "View Requests" to review requests.	

13. When an attachment is required for the absence request, **select** the **Add Attachment** button and attach the documentation (as described in the Personal Information lesson).

14. **Select** the **Submit** button [Submit] .
15. Another message displays to confirm your intent to submit the request. **Select** the **Yes** option (select No if you need to make edits or don't wish to submit).
    a. When the request is successfully submitted the timesheet auto populates with the hours requested for the **Dates** and **Absence Type** and **Absence Name** selected.

Note: Once you submit your absence request, your supervisor is notified. Your absence will adhere to your agency's approval business process and you will be notified, via your State email, the status of your submission once it has been processed.

End of Procedure