

# Absence Requests

## Screens

There are three Absence screens you can use:

Screen	Enter an Absence Request	Edit a Saved Absence Request	Cancel an Absence Request	View Absence History	Forecast/View Balances
1. Absence Request Screen	●				●
2. Absence Request History Screen		●	●	●	
3. Absence Balances Screen					●

## FAQs

**Q: How do I submit an absence request?**

For full directions with screenshots, see the directions that begin on the next page. Here are the quick directions: In PeopleSoft Employee Self-Service, go to the screen called **Absence Request**. Enter the start date and absence name. Then enter the end date. Click **Calculate End Date or Duration**, then click **Forecast Balance**. Click **Submit**.

**Q: How far into the future can I submit an absence request?**

You can submit absence requests through the end of this fiscal year.

**Q: What drives the Absence Names (Bereavement, Jury Duty, Vacation, etc.) that I can select?**

The pay group you are in, set up by your HR Department, drives the absence names you see on the screen.

**Q: How does my manager know when to approve my absence request? How do I know when it was approved?**

A: When you submit your absence request, an email message is sent to your manager to let him/her know that a request needs approval. When your manager takes action on your request—by either approving, denying, or pushing back—you will receive an email message.

**Q: Can I view my up-to-date leave balances (not payroll by payroll)?**

Yes. The current balance is as of last payroll. The current balances do not reflect absence requests not processed by payroll. If you want to see your up-to-date balance, forecast using today's date (or another future date).

**Q: Will absence balances display on the PeopleSoft paystub?**

Yes. You will see absence balances on the bottom-left of the paystub.

**Q: How do you cancel an absence request?**

A: Go to the **Absence Request History** screen. Click the **Cancel** button next to the request that you want to cancel. The request will open. Scroll to the bottom and click **Cancel Absence**.

**Q: When does the system allow me to *edit* or *cancel* a request?**

A: This grid shows the scenarios when you can and cannot edit or cancel a request.

Scenario	Can Edit	Can Cancel
Saved, future date	●	●
Saved, past date	●	●
Submitted but not approved yet, future date		●
Submitted but not approved yet, past date		
Submitted and approved, future date		●
Submitted and approved, past date		
Pushed back or denied, future date	●	●
Pushed back or denied, past date	●	●

- **Edit:** You can edit a request when it is saved (both future and past dates) or returned to you by your manager (pushed back or denied, both future and past dates).
- **Cancel:** You can cancel a request when it is saved (both future and past dates), submitted and not yet approved (future date), submitted and approved (future date), or returned to you by your manager (pushed back or denied, both future and past dates).

**Q: If I cancel an absence request, when will the debited hours (those taken away because of the request) be returned to my balance?**

A: Your debited hours will be returned the next day. A nightly process needs to run to update the hours in your absence balances.