



# **Absence Management: View, request and approve absences**

For All Employees

# Terminology

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- **Absence** – A leave event where the employee does not report to work as regularly scheduled.
- **Reason** – The code that identifies the reason for an employee absence (ie: sick time, FMLA).
- **Advanced Mode** – The mode delivering additional options for users entering absences; Advanced mode must be used by employees with multiple assignments.



# Key Concepts

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- **Bear Trax does *not* change SSU absence guidelines. Shawnee State University policy requires employees to document sick time and other time off.**
  - **All absences—including same day absences—must go through Absence Management. The only exception is Comp Time Used which is logged in Time Entry.**
- **Bear Trax *does* enable employees who are eligible for time off to do the following:**
  - **View leave balances and project future calculations,**
  - **Submit absence requests, and**
  - **View the status of the request.**



# Key Concepts

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- **Absence Management and Time & Labor data are integrated.**
  - Employee time worked drives absence accruals.
  - An approved absence will appear in employee time card.
- Employees only see the absence types relevant to them and their role.
- Comp Time Earned and Comp Time Used are entered through Time & Labor, not as an Absence.



# The Process for Absence Requests

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**Absence request and approvals follow a prescribed workflow:**

- **The Employee submits an absence request.**
  - *Request is routed to the employee's Manager for approval.*
- **The Manager Approves request or Rejects with comments.**
  - *Employee is informed of Manager response via automatic notification.*

*All involved can see the status of the absence request at any time.*



# Fast Facts: Viewing Balances & Absence Schedules

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## Absence Balances may be viewed at any time.

- **Employees do this from Personal Information > My Details > Manage Absence Records.**
  - Employees can also project absence accrual calculations from here.
- **Managers do this from My Team > Employee's dropdown arrow > Absences > Manage Absence Records.**

## Managers can view absence schedules from the Manager Resource Dashboard.

- **Calendar > Worker Availability.**



# Fast Facts: Advanced Mode

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**Important! Employees with multiple assignments must use Advanced Mode at all times! \***

Advanced Mode gives users more options for entering absence scenarios.

Advanced Mode must be used when...

- entering a different number of hours **for a *range* of dates,**
- **employees have *variable* work schedules, or**
- **employees have *multiple assignments*.\***

*\*If employees with multiple assignments do not use the Advanced Mode, the leave time will be applied to all assignments, using more time off than necessary!*



# Fast Facts: For Managers

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Employee absence requests will appear in manager's Notifications where action must be taken.

- Managers can Accept request or Reject with comments.

If managers will be away and unable to respond to employee requests, managers must **temporarily reassign approvals to another appropriate employee.**

- Reassignment typically goes to the *next level administrator* or to the individual acting on a manager's behalf *with signature authority.*





# Fast Facts: Vacation Balances (Vacation-eligible employees only)

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- Employees eligible for vacation may accumulate a maximum of two (2) times the accrued days of vacation earned in one year. This is the balance that is permitted to be carried over. \*
- Vacation leave will not continue to accrue beyond the approved maximum balance.

*\*Note: This does not apply to Chairs, Program Directors & Fellows.*



# Fast Facts: Winter Break

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- Beginning in 2017, the University will be closed each year from December 26 to December 31. This calendar change will increase paid holidays by 3 or 4 days each year. To adjust for this, vacation accrual rates will be reduced by 3 days (24 hours) per year. \*

*\*Note: this does not apply to Chairs, Program Directors & Fellows.*



# Fast Facts: Faculty Sick & Leave Time

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- Faculty Leave will accrue over a 12 month period, based on new Memorandum of Understanding.



# The End

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Thank you for reviewing this process overview!

Please contact your Bear Trax Department Coordinator or your Manager for more information.

