Shawnee State
UNIVERSITY

Manager (MSS): Manage Workers' Absence

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For Managers of Direct Reports

Intro

Purpose:	Manage employee absence records in Bear Trax including: 1. Review, approve and reject absence requests, 2. View employee absence balances, 3. Enter absence requests on behalf of a direct report, and 4. View the availability of your team.
How to Access:	Access employee absence requests from your Notification bell. Access employee absence balances & Manager Dashboard from Team Compensation.
Helpful Hints:	Be sure to keep in mind that… • Absence request and approvals follow a prescribed workflow. • Employees can only submit absence requests for time they have already accrued in their time off balance. • If managers are unable to respond to employee requests you must temporarily reassign approvals to another appropriate employee. • Employees with multiple assignments must use Advanced Mode. • Employees using time cards should submit absence requests before submitting time worked. Submitted absences will automatically appear in the time card.
Procedure:	Follow the steps below to review absence requests, view employee absence balances and more…

Table of Contents

Bear Trax is used to track and approve absence requests for all employees with absence balances. Use the table below to quickly navigate to the Manager Absence instructions that you want:

Part One: Manage Employee Absences

Follow these steps to review and manage employees' absence requests:

1. Go to Notifications and click on [🔔] to view submitted absence requests.

2. Click on title of the task to open and manage the absence request.

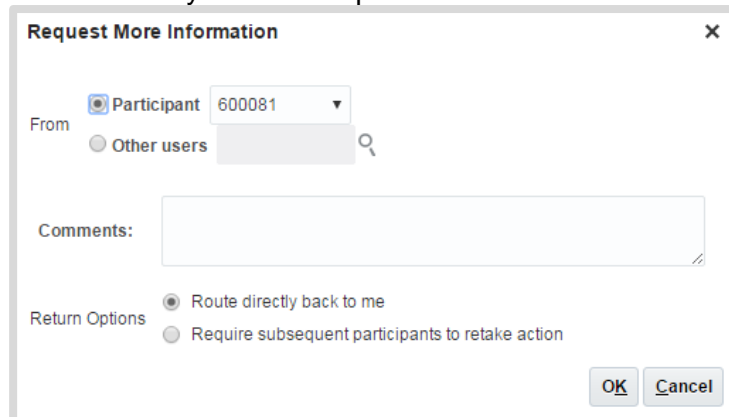3. Review absence request, scrolling down to view comments and attachments.

4. Take appropriate action on the absence request from the upper right hand corner. Options include:
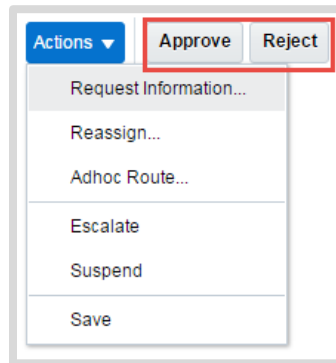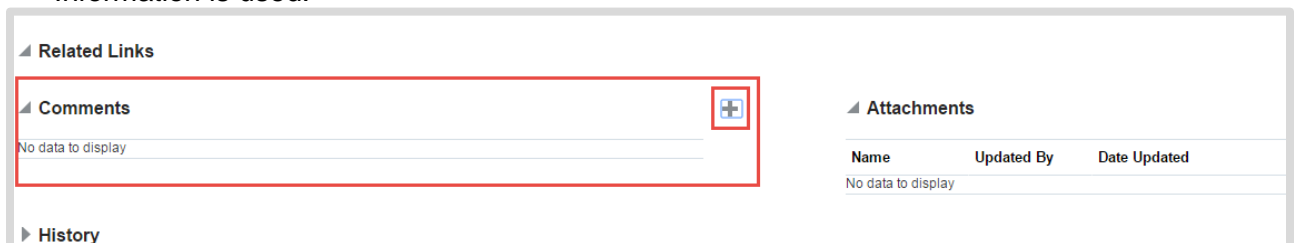

a. Approve – Approve absence request can be approved.

b. Reject – Reject if absence request cannot be approved. *Note!* When using reject, managers must include a comment describing the reason for the rejection.   This is typically used if modification of the request is necessary.

c. Request Information – Identify who the request for information is sent to.

d. Reassign – Reassign if you are not the best person to approve the request.

e. Adhoc – Add others to the approval process.

f. Escalate – Escalate to next manager if additional sign-off is required.

5. Add Comments as needed. *Note!* Comments *must* be added if Reject or Request Information is used.

      a. Click the +.
      b. Enter Comment.
      c. Click OK.

Note: Employees with Multiple Assignments

Employees with multiple assignments ***must*** use the Advanced Mode to request absences so that they can stipulate the position for which they are requesting time off. If employees with multiple assignments do not use the Advanced Mode, *the leave requested will be applied to all assignments based on the work schedule for all positions*, using more time off than necessary!

When approving absence requests for employees with multiple assignments, the request will automatically be routed to manager of the position for which the absence request is being made.

Part Two: View Employee Balances and Absence Request History

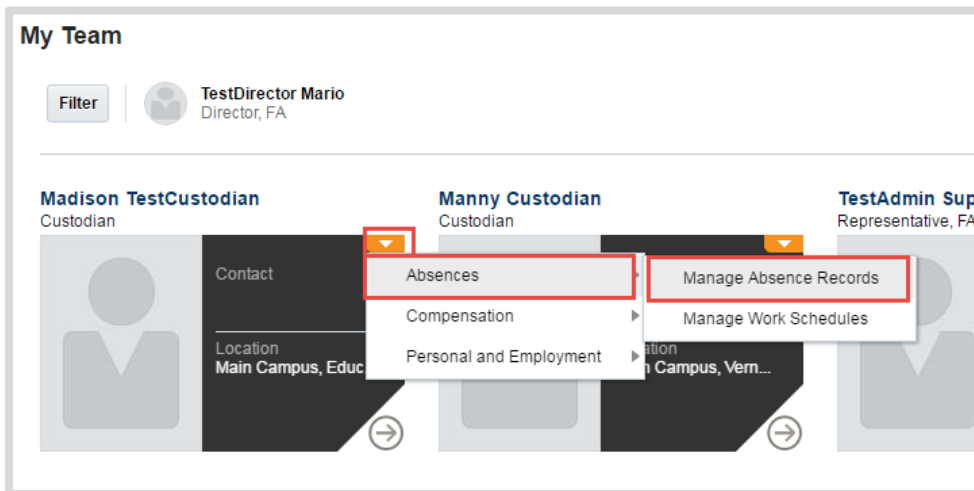Managers are able to view leave balances of direct reports at any time.

Follow these instructions to view employee balances:

1. From the Navigator, click on My Team.
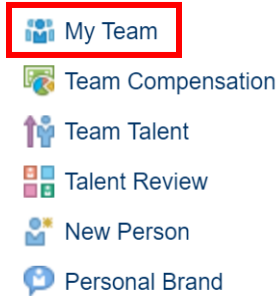
2. Click the orange drop down arrow next to the employees contact card.

3. Select Absences and Manage Absence Records.

4. View Accrual Balances, recent absence requests and approval status for the employee.

Part Three: Enter Absence Events on Behalf of Direct Reports

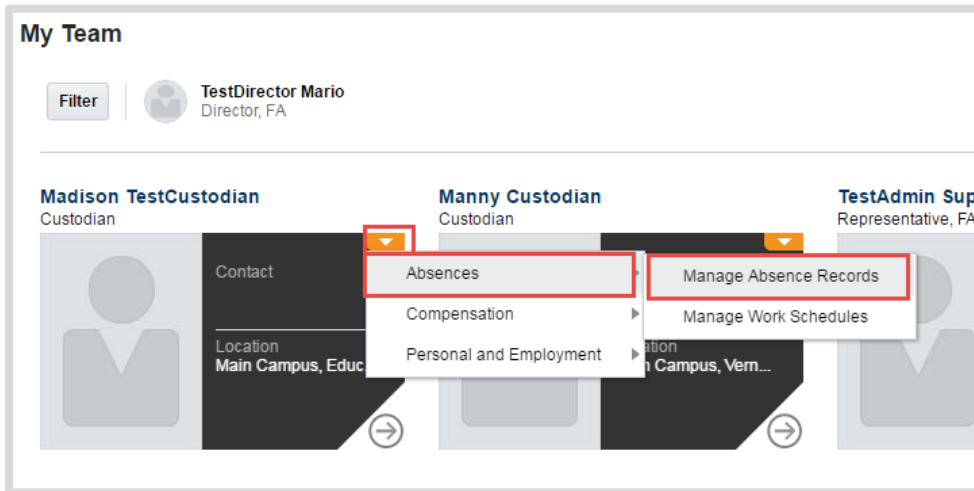Managers are able to create, edit and delete absence requests on behalf of employees.

Follow these instructions to view employee balances:
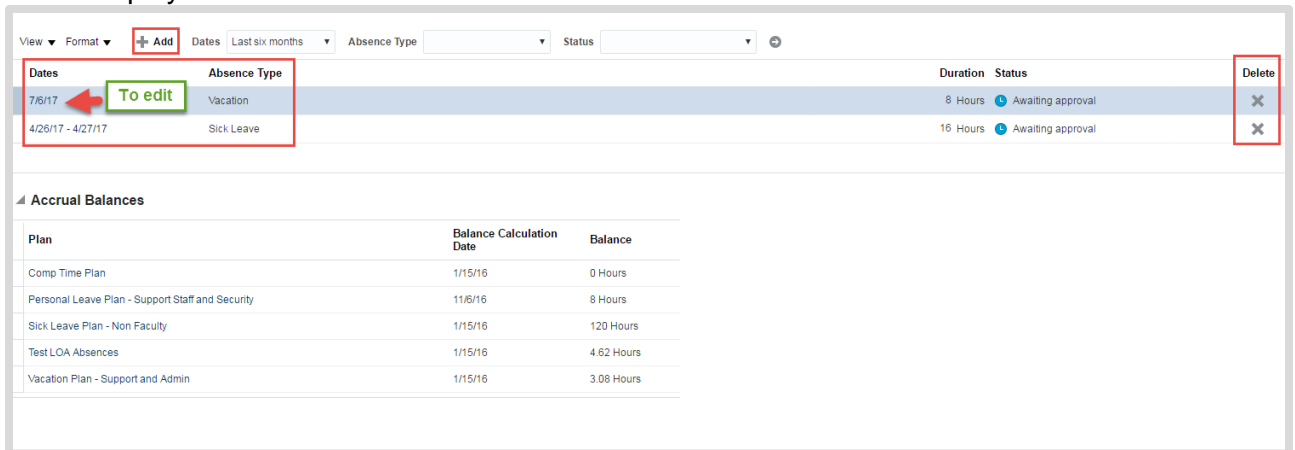
1. From the Navigator, click on My Team.

2. Click the orange drop down arrow next to the employees contact card.

3. Select Absences and Manage Absence Records.

4. Add an absence event, edit a submitted absence, or delete an absence request on behalf of the employee.

Part Four: View Manager Resources Dashboard

Follow these instructions to view the availability of your team.

1. From the Navigator, under the "My Team" category click "Team Compensation."

   My Team

   - My Team
   - **Team Compensation**
   - Team Talent
   - Talent Review
   - New Person
   - Personal Brand

2. Click the "Task" then select "Manager Resources."

   Click here second.

   Team Compensation: Coordinator, FA ▾

   | Filter | **Megan Ketter** Coordinator, FA |

   Click here first.

   Related Links
   Manage Workforce Compensation
   Manager Resources

   | AP | **Abbey Perry** Student Employee | **8.30** USD Hourly (0.63... | Salary Range 8.15-8.15 Compa-Ratio 101.8 Above Range ⬆ | Grade St... |

3. Scroll down to Worker Availability. Worker availability is color coded.

Closing Notes

By following the instructions in this Job Aid you will be able to manage employee absences.