



Absence Management: View, request and approve absences

For All Employees

Terminology

- **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

- **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

- **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

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

Absence Balances may be viewed at any time.

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

Managers can view absence schedules from the Manager Resource Dashboard.

- **Calendar > Worker Availability.**



Fast Facts: Advanced Mode

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

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)

- 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

- 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

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



The End

Thank you for reviewing this process overview!
Please contact your Bear Trax Department
Coordinator or your Manager for more information.

