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**.
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.