PeopleSoft Leave Management v.8.9
Employee Self Service – Job Aid
Table of Contents

Table of Contents ............................................................................................................ 2
Introduction ...................................................................................................................... 3
View Monthly Schedule ................................................................................................ 4
  Example: 8 hour regular Monthly Schedule: ............................................................... 4
  Example: Alternative Work Schedule (every other Friday off)................................. 5
View Absence Balances .................................................................................................. 6
Viewing Absence Request History .................................................................................. 7
Entering an Absence Request (Full Day)........................................................................ 9
Enter an Absence Request (Partial Day) ....................................................................... 14
Enter an Absence Request (Multiple Codes) ................................................................. 18
Enter Leave Hours for holidays ..................................................................................... 18
Modify an Existing Absence Request (Needs Rework Functionality) ............................ 19
Cancel an Existing Absence Request .......................................................................... 22
Adding ESS Leave Management to Your Desktop ....................................................... 25
Introduction

The PeopleSoft Leave Management module provides an automated solution for employees and managers to track and administer leave in a single application.

Employee Self Service Leave Management functionality includes:

- View Monthly Schedule
- View Absence Balances
- View Absence Request History
- Enter an Absence Request (Full Day)
- Enter an Absence Request (Partial Day)
- Enter an Absence Request (Multiple Codes)
- Enter Leave Hours for Holidays
- Modify an Existing Absence Request (Rework Functionality)
- Cancel an Existing Absence Request
View Monthly Schedule

The PeopleSoft Leave Management module allows employees to view their current work schedule. The standard schedule for employees is Monday through Friday, eight hours each day. However, you may be working an alternative work schedule which will be displayed. The default start time displayed for your monthly schedule will be 8:00 AM, if you are working a regular 8 hour day. All other work schedules will have a default start time of 7:00 AM. The start/end times displayed are simply default values and may not necessarily reflect your actual start and end times. The Monthly Schedules are designed to only reflect “working” hours and therefore exclude a default one hour lunch.

If you have questions regarding the schedule that is being displayed for you, please contact your manager.

Navigation: Self Service>Time Reporting>View Time>Monthly Schedule

The following page will appear:

Example: 8 hour regular Monthly Schedule:

State holidays will be displayed with a suitcase icon.
Example: Alternative Work Schedule (every other Friday off)

Notes: Absences that have been requested will be displayed on your monthly schedule with a calendar icon. State holidays will be displayed on your monthly schedule with a suitcase icon. If you have an absence request that overlaps a state holiday, both icons will be displayed.
View Absence Balances

The PeopleSoft Leave Management module allows employees to view their current absence balance information through Employee Self Service.

Navigation: Self Service>Time Reporting>View Time>Absence Balances.

The following page will appear:

Notes: The current balance that is displayed on the Absence Balance Page does not reflect any absence taken until the Leave Management process is run. This process is run on the 15th and last day of the month. The Accrual Period From/To dates for each absence balance will reflect either a fiscal year or calendar year date, depending on the type of leave.

The PeopleSoft Leave Management module is your system of record upon Go-Live for Leave Balance. Please refer to the Absence Balances page in the Leave Management module, to obtain leave data.
LEAVE MANAGEMENT

Viewing Absence Request History

The PeopleSoft Leave Management module allows employees the ability to view their absence requests history through Employee Self-Service. The Absence Request History will reflect any absence request entered by the employee through Employee Self Service, enter the employee’s manager through Manager Self-Service and absence requests entered by the agency’s Leave Administrator.

Navigation: Self Service>Time Reporting>View Time>Absence Request History

The following page will be displayed:

1. The Absence Request History page is displayed with a pre-populated From/To date range. Absence request data is displayed in descending order. To change the order the data is displayed, click the Column titled “From” and the absence request will be displayed in ascending order.

2. To view a specific date range click in the From and To date field and update the date range displayed.
3. Click the **Refresh** button. All absence requests within the date entered will be displayed.

4. If you would like to view all your absence requests, delete the dates in the **From** and **To** fields and then click the **Refresh** button. All absence requests will be displayed.
LEAVE MANAGEMENT

Entering an Absence Request (Full Day)

The Absence Request Page includes the following fields:

- From
- To
- Absence Code
- Absence Name
- Reason
- Partial/Full Day
- Duration
- Requestor Comments


The following page will appear:

![Absence Request Page Image]

The page includes fields for From and To, Absence Code, Absence Name, Reason, Partial/Full Day, Duration, and Requestor Comments. There is also a section for Comments and Requestor Comments.
1. Click the From field and enter the start date of your absence request.

2. Click in the Absence Code field and click the drop-down arrow.

3. Select Annual Leave from the drop-down list.

4. Click in the Absence Name field and click the drop-down arrow and select Annual Leave Taken.

5. Click in the Reason field and select Annual Leave from the drop-down list.

6. In the To field enter the end date of your absence request.

7. In the Partial/Full Day field use the default value of “Full Day”. The page should look similar to this.

8. Click the “Calculate End Date or Duration” button.

9. Verify the correct amount of hours have been populated in the “Duration” field.

Note: The calculated results are based on your current work schedule including alternative work schedules. Please see your manager if the hours being calculated is incorrect. The amount of hours requested cannot exceed the hours displayed in the “Current Balance” field.
10. Click in the Requestor Comments field and enter any comments, if needed. This is an optional field.

11. Click the Submit button at the bottom of the page and the following page will appear. Click Ok on the Submit Confirmation page.

The amount of hours populated for a full day in the “Duration” field will be based on your work schedule, including alternative work schedules.

Once the “Submit” button is clicked, an absence request email notification will be sent to your manager. You will also receive an email notification with the details of your absence request.
12. After you click Ok, the Request Details page will be displayed which provides a summary of your absence request.
Enter an Absence Request (Partial Day)

When submitting an absence request for less than a full day, the “Partial Day” option must be selected in the field titled “Partial/Full Day”.


1. Enter the appropriate data in the following fields on the Absence Request page:
   - From
   - To
   - Absence Code
   - Absence Name
   - Reason

2. Click in the Partial/Full Day field and select the drop-down arrow
3. Select “Partial Day” from the drop-down list

When entering an Absence Request for less than a full day, the “Partial Day” option must be selected.
4. Click in field titled “All Day Hours” and enter the amount of partial hours you are requesting.

5. Next, click the “Calculate End Date or Duration” button. Verify that the amount of hours populated in the “Duration” field is correct.
6. Enter any comments in the **Requestor Comments** field, if needed. This field is optional.

7. Next, click the **Submit** button at the bottom of page to submit your request. The **Submit Confirmation** page will be displayed next. Click **Ok**.
8. After you click Ok, the **Request Details** page will be displayed which provides a summary of your absence request.
Enter an Absence Request (Multiple Codes)

PeopleSoft Leave Management allows employees to enter more than one absence code for the same day. For example, you would like to submit an absence request using four (4) hours of Annual Leave and (4) hours of Sick Leave for the same day. Use the “Partial Day” functionality for each absence code you wish to submit.

See – Entering an Absence Request (Partial Day), for instructions on how to enter partial hours. Each absence request will generate a separate email notification to you and your manager.

Enter Leave Hours for holidays

If you need to enter additional leave hours for state holidays when working an alternative work schedule, those hours must be entered into Leave Management on the next business day following the holiday. Each year, the Leave Management module will be populated with all state-approved holidays. The Leave Management module will not calculate leave hours for days that are state holidays, because they are considered non-working days.

See – Entering an Absence Request (Partial Day), for instructions on how to enter partial hours.
Modify an Existing Absence Request (Needs Rework Functionality)

In order to modify an existing absence request once it has been submitted for approval, the "Needs Rework" functionality can be used. For example, you submitted an absence request using Annual Leave when you should have submitted Sick Leave. Notify your manager that you would like to change/modify an absence request that was recently submitted. This must be done prior to the manager’s approval of the absence request. Your manager will initiate the Needs Rework functionality, which will generate an email notification to you. Once you have received the email notification, you can use the Needs Rework functionality for an absence request.


1. The following page will be displayed:

2. The status for any absence request that has needs to be reworked will change from Submitted to "Push Back".

Any absence request that needs to be "reworked" will have a status of "Push Back".
3. Click the **Edit** button next to the absence request and the following page will appear.

4. Enter your changes into the absence request page. You may also enter any comments.

5. Click the **Submit** button, in order to send the updated absence request to your manager for approval. You will receive an email notification that your absence request has been submitted.
6. On the **Submit Confirmation** page, click Ok. The **Request Details** page will display with a summary of your absence request.

**Notes:** Once an absence request has been approved by your manager, it cannot be modified. The “Needs Rework” functionality only applies to an absence request that hasn’t been approved. Any changes to an absence request after it has been approved must be submitted to the agency’s Leave Administrator.
Cancel an Existing Absence Request

The “Needs Rework” functionality can also be used to cancel an absence request in its entirety. For example, you submitted an absence request for Annual Leave but change your plans and you wish to cancel the absence request. Notify your manager that you would like to cancel a recently submitted absence request. This must be done prior to the manager’s approval of the absence request. Your manager will initiate the Needs Rework functionality, which will generate an email notification to you.

Navigation: Self Service>Time Reporting>Report Time>Absence Request History

1. Click the Edit button on the absence request you wish to cancel

2. Click the Cancel button on request you wish to cancel.
3. Click Yes, on each cancel confirmation page.

4. The Request Details page will appear.
5. Any absence request that have been cancelled will have a status of **Cancelled** on your Absence Request History page.

**Notes:** Once an absence request has been approved by your manager, it cannot be cancelled. The “Rework” functionality only applies to an absence request that hasn’t been approved yet. Any changes to an absence request after it has been approved must be submitted to the agency’s Leave Administrator.
Adding ESS Leave Management to Your Desktop

1. Once you have accessed your Team Georgia Home page, click on the Content link under the Team Georgia Tool Bar.

2. Click on the Employee Leave Summary box. See the following illustration.
3. Click the save button. The following page will appear.

You have successfully completed the PeopleSoft Leave Management, Employee Self-Service topic.