KCTCS Self-Service Absence Reporting & Approvals – Frequently Asked Questions

Absence Reporting FAQs

What types of absence events should be reported using employee self-service?

All personal exception time should be reported through employee self-service. This includes vacation, sick, bereavement, jury duty, leave without pay, military, and voting leaves. Holidays and Institutional Closing days **do not** have to be entered by the employee through self-service, however, these dates are automatically populated to the Time and Absence page and will display as a read-only line item on the page.

Why don't I see a particular Time Reporting Code?

Employees only see time reporting codes that are applicable to their employee type and benefit plan enrollment. For example, an employee who does not have a sick leave accrual plan will not see the SIC time reporting code. If you feel you are missing a time reporting code that you should have access to, please contact your local payroll department.

What if my reported absence changes? Can I update/change an absence event that is already in an approved status?

Yes. To update or cancel absence hours, navigate back to the period that contains the date(s) you wish to revise. Make the correction to the date(s) and click the submit button. Hours that are still in a needs approval status will automatically update. Hours that had already been approved by the supervisor will revert back to a needs approval status and generate a new e-mail notification to the supervisor for approval.

Previously approved dates that were not modified will remain in an approved status.

==Helpful Tip==: Non-exempt employees can't use leave hours to go in excess of 37.50 hours in a work week. If an employee previously requested leave, but worked additional hours in the week, the amount of leave hours requested should be revised to the reflect only the number of hours needed to reach 37.50 hours for the work week.

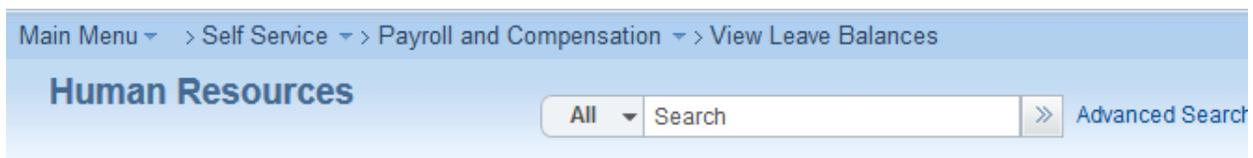### How far in advance can I enter an absence event into the system?

Employees can enter hours on the Time and Absence page up to 6 months in advance.

How do I record partial day absences?

Partial day absences are recorded using the same steps as a full day absence, with one additional step. After the hours have been saved or entered, add a comment to let the supervisor know exactly which hours you are requesting the partial day absence form. For example: 8:00 AM – 10:00 AM. The comments section is a free-form text box. Additional comments can be entered for any line item of time. Comments can't be altered or deleted after the information has been submitted. Employees should be careful to not list any HIPPA protected health information in the comment area.

How do I review my leave accrual balances?

Your leave accrual balances can also be viewed in employee self-service in PeopleSoft or the Employee Intranet.

Main Menu ▾ › Self Service ▾ › Payroll and Compensation ▾ › View Leave Balances

Human Resources   All ▾ Search   »   Advanced Search

Leave Balances

Employment Record Number	Type of Leave	Last Award Date	Leave Balance (Hours)	Leave Balance (Days)	*As Of Pay End Date
0	Sick	05/27/2016	269.500000	35.93333	05/15/2016
0	Vacation	05/27/2016	77.880000	10.38400	05/15/2016

Reminder: Leave accrual balances displayed on this page are as of the last processed pay date. Hours used or accruals received after that date have not yet been processed by payroll and will not be included in the totals.

When do my approved reported absences deduct from my leave accrual balances?

Reported absences **do not** deduct from your balance as soon as the hours are reported or approved. Absences are deducted from balances when semi-monthly period they are used in are being processed by payroll. For example, if an employee enters a vacation day 3 months in advance for 10/5/2016, that day will not be processed by payroll until the 10/1 – 10/15 period is completed and processed.

Can I report an absence that occurred in a prior period?

Corrections can be made to periods that fell within the last 90 days. If you need to make a correction to a period that is **more** than 90 days in the past, contact your local payroll department. Prior period corrections that are entered and/or approved after a pay period has already processed will automatically pick up for processing on the next available payroll.

My Time and Absence form isn't showing a blank line to enter hours on. How do I correct this?

When a period already contains hours that have been saved or submitted, the page no longer displays any blank lines by default. To add an additional line, simply click the "+" sign on the right side of any existing row.

Absence Approvals FAQs

How long does a supervisor have to approve/deny an absence request?

Supervisors receive an e-mail notification as soon as an employee makes a submission of new or revised hours on the Time and Absence form. Supervisors should try to approve or deny the hours within one business day, however, the hours will remain in an "approval in process" status until action is taken by the supervisor. Payroll will run reports during payroll processing to identify hours for the current pay period that have not yet been approved/denied.

Can an employee resubmit an absence request that has been previously denied?

Yes, employees can resubmit hours on a date that contains previously denied hours. The revised entry will generate a new approval notification to the supervisor and revert the hours back to a status of approval in process.

How do I review prior period and future period absences that my employee has taken/requested?

Supervisors receive an approval prompt e-mail notification for any new or revised submissions of time or absence made by an employee. In addition, supervisors may also directly access the Time and Absence page for their employees by navigating to the Report Time page in Manager Self-Service and clicking the employee's last name.

Main Menu > Manager Self-Service > Time Reporting > Report Time > Time and Absence

After selecting the desired employee, the Time and Absence page will launch to the current week (for an exempt employee) or pay period (for a non-exempt employee). Supervisors may use the previous and next period links to review prior and future periods, or go directly to a period by entering a date in the date field and clicking the refresh symbol.

Supervisors also have access to the Weekly Calendar and Monthly Calendar in Manager Self-Service. This calendar uses a color-coded legend to display a quick snapshot of employee's

approved hours in a selected week or month. Additional information on using the weekly and monthly calendar views are included in the Absence Approval Instructions document.

How do I request leave accrual balances of my employee?

To request the current vacation or sick leave accrual balances for an employee, managers should contact their local Payroll department. The goal is to have this feature available electronically in manager self-service in the near future.

Both employees and supervisors should use due diligence to ensure that they have sufficient accrual balances available before requesting/approving time. However, if an employee has requested vacation or sick leave that will create a negative balance, your local Payroll department will notify the supervisor and employee during payroll processing.