

# KCTCS Self-Service Absence Reporting

## How do I report an absence event using Employee Self-Service?

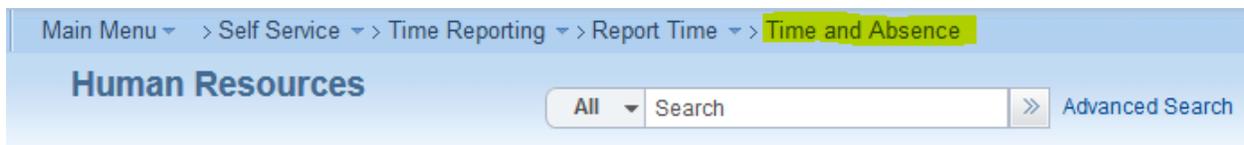
Beginning August 1<sup>st</sup> 2016, all employees (both exempt and non-exempt) should enter absence request data through the Time and Absence page of employee self-service.

**Step 1:** Log into PeopleSoft HRMS to access the employee self-service pages.

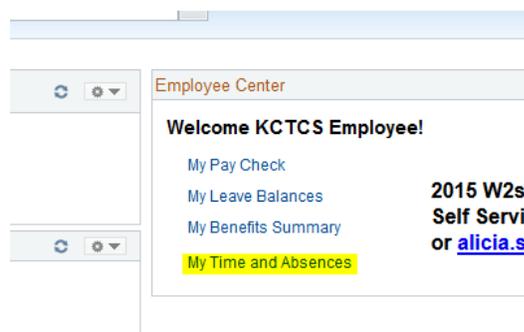


The screenshot shows the KCTCS Self-Service for Employees login page. At the top, there is a blue header with the KCTCS logo and the text "KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM". Below the header, the text "Welcome to Human Resources & Payroll" is displayed. Underneath, "Self Service for Employees" is written, followed by a list of menu items: "View Paycheck", "View W-2", "View Leave Balances", "View Benefits", "Update Direct Deposit", "Update Tax Withholdings", "Update Personal Information", "View Payroll/Benefit Summary", and "View Job & Compensation History". The login fields are labeled "User ID:" and "Password:", with the User ID field containing "TEST00002" and the Password field containing six dots. A "Sign In" button is located below the password field. A "Reset your Password" link is positioned below the "Sign In" button.

**Step 2:** Navigate to the Time and Absence page of employee self-service by following the menu path or using the quick access link on the homepage.



The screenshot shows the navigation bar of the Human Resources system. It features a breadcrumb trail: "Main Menu > Self Service > Time Reporting > Report Time > Time and Absence". The "Time and Absence" link is highlighted in yellow. Below the breadcrumb trail, the text "Human Resources" is displayed. To the right of "Human Resources" is a search box with a dropdown menu set to "All" and a "Search" button. Further to the right is an "Advanced Search" link.



The screenshot shows the Employee Center dashboard. At the top, there is a header with the text "Employee Center". Below the header, the text "Welcome KCTCS Employee!" is displayed. Underneath, there is a list of menu items: "My Pay Check", "My Leave Balances", "My Benefits Summary", and "My Time and Absences". The "My Time and Absences" link is highlighted in yellow. To the right of the menu items, there is a link to "2015 W2s & Self Service or [alicia.sn](#)".

**Step 3:** Navigate to the period you wish to report an absence for on the Time and Absence page. Non-exempt employees who also report regular working hours will see

this page displayed as a full semi-monthly pay-period. Exempt employees who only report absences will see a grid displaying only one week at a time. Use the previous period and next period links to navigate between reporting periods, or enter a date and click the green refresh symbol.

Actions Earlie

**Time and Absence**

\*Time and Absence Period Calendar Period Previous Period Next Period

\*Date 10/01/2016 ? ↻

Scheduled Hours 82.50      Reported Hours 0.00      Print

From Wednesday 06/01/2016 to Wednesday 06/15/2016 ?

**Step 4:** Enter the number of leave hours requested under the date the hours are used. Select a Time Reporting Code to indicate what type of leave is being requested. When reporting multiple leave types in the same period, report the hours for each Time Reporting Code on multiple rows. Click the “+” sign at the end of the row to add a new row.

Wed 5/25	Thu 5/26	Fri 5/27	Sat 5/28	Total	Time Reporting Code	Type	Addl. Info		
7.50					52 VAC - Vacation Leave		Addl. Info	+	-
	3.50				55 SIC - Sick Leave		Addl. Info	+	-
		7.50			60 BRV - Bereavement Leave		Addl. Info	+	-

**Step 5:** If you’re not ready to route the absence to your supervisor for approval, click the “save for later” button. When you’re ready to submit the absence, click the “submit” button. Click “OK” to the pop-up box to certify that the information reported is correct.

From Sunday 05/22/2016 to Saturday 05/28/2016 ?

Sun 5/22	Mon 5/23	Tue 5/24	Wed 5/25
			7.50

Save for Later Submit

Reported Time Status Exceptions Payable Time

**Reported Time Status**

Date	Total	TRC	De

**Step 6:** After saving or submitting hours, the Reported Time tab will populate with itemized lines for each absence reported. If you reported a partial day absence and need

to let your supervisor know which hours of the day that you will be taking the leave, add a comment with the required information.

To add a comment, click on the bubble under the Add Comments column. Type the hours or other information into the comment box, and click the Add Comment button. Click “OK” when finished to return to the Time and Absence page.

Save for Later Submit

Reported Time Status Exceptions Payable Time

Reported Time Status Personalize Find 1 of 1

Date	Reported Status	Total	TRC	Description	Add Comments
05/27/2016	Saved	3.50	VAC	Vacation Leave	

Note

Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

Comments related to time entered for 05/27/2016 Personalize Find View All First 1 of 1 Last

Date	User ID	DateTime Created	Source	Comment
1 05/27/2016	JSUMNER0016	05/27/2016 2:18PM	Time Reporting	8:00 AM - 11:00 AM

Add Comment

OK Cancel Apply

**Step 7:** After submitting, your supervisor will receive an e-mail notification to review the hours. The Reported Time Tab will first display hours in an “Approval in Process” status. After your supervisor approves or denies the hours, the status will update. You can navigate back to the period at any time to review the status of your reported time. Employees will also receive an email notification alerting them that their submission has been approved or denied by the supervisor. Only one e-mail will generate for each submission, regardless of the number of days submitted in that period.

Reported Time Status Summary Exceptions Payable Time

Reported Time Status Personalize Find 1-11

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comment
04/01/2016	Approved	7.00	REG	Regular Earnings	7.50	
04/04/2016	Approved	7.50	VAC	Vacation Leave	7.50	
04/05/2016	Approved	7.50	VAC	Vacation Leave	7.50	