**Report Absences and Canceling Absences**

**What’s Covered:** How to submit an absence request in a variety of scenarios, and how to cancel absence requests

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**University Absence Reporting Guidelines**

<table>
<thead>
<tr>
<th>Thursday</th>
<th>Report your absences and/or cancellation requests by Thursday, 5:00 p.m.*</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 mins</td>
<td>All absences should be reported in .25 increments. For example, if you are taking three and a half hours off, your time should be reported as 3.50.</td>
</tr>
<tr>
<td>Ask</td>
<td>Before you enter an absence request in PeopleSoft, follow your local tub’s requesting time off procedures. In most cases, employees are expected to verbally ask their managers for time off prior to putting the request in the system.</td>
</tr>
<tr>
<td>Policy</td>
<td>For information on time and absence reporting policy, information about benefits and compensation, and links to the personnel manual and union contracts go to: <a href="http://hr.harvard.edu">hr.harvard.edu</a>.</td>
</tr>
</tbody>
</table>

*Please follow your local tub’s/unit’s deadlines if they differ from the recommended timeframes.*
# Non-Exempt/Exempt Absence Reporting Differences

Depending on what type of employee you are, non-exempt (report hours weekly in a timesheet) or exempt (receive an annual salary and does not report weekly time), there are some differences in the absence request process rules that you should be aware of:

<table>
<thead>
<tr>
<th>Process</th>
<th>Non-Exempt (OT Eligible)</th>
<th>Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duration of Request</strong></td>
<td>Employees are expected to report any duration of time away from their scheduled hours.</td>
<td>Should report absences that are a half-day or greater. Time away from work less than a half-day are expected to be made up during the week.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Check with your manager for your department’s specific guidelines.</td>
</tr>
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</tr>
<tr>
<td><strong>Future-dated Absence Requests</strong></td>
<td>The system allows absence requests for future dates.</td>
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</tr>
<tr>
<td></td>
<td>Employees should only request absence they are planning to take and refrain from request greater than a year out. Do not use the system for “planning” purposes.</td>
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</tr>
<tr>
<td></td>
<td>Future-dated absences will impact your timesheet. Reporters should take the absence into account when reporting their hours for that week:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• If you took a full day off, leave that day blank or 0.00 in your timesheet.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• If you took a partial day off, just report the hours you worked.</td>
<td></td>
</tr>
<tr>
<td><strong>Prior Period Requests</strong></td>
<td>Absence requests that need to be reported for a prior period (earlier than the current work week) must be done by an Absence Adjuster.</td>
<td>Absence requests that need to be reported for a prior period (earlier than the current work week) can be entered by an exempt employee up-until the beginning of the current month.</td>
</tr>
<tr>
<td></td>
<td>Employees should contact their Absence Adjuster. If you are not sure who your Absence Adjuster is, contact your local HR department.</td>
<td>If the absence request is for a prior month, contact your Absence Adjuster. If you are not sure who your Absence Adjuster is, contact your local HR department.</td>
</tr>
<tr>
<td><strong>Canceling Absences</strong></td>
<td>Current week and future week absences can be cancelled.</td>
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</tr>
<tr>
<td></td>
<td>For any absence in an approved status – it requires your manager’s approval to complete the cancellation.</td>
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</tr>
</tbody>
</table>
Requesting an Absence: Non-Exempt Employees

**Navigation:** My Time and Absences tile > Timesheet

**Steps**

1. On the Timesheet page, click the **Absence** tab.
2. Click the **Request Absence** button. The Absence Request screen appears.
3. Select an **Absence Type**.
   - Enter **Start Date** & **End Date** for the absence.
   - Select the **Absence Reason** (if applicable).
4. **If taking a partial day:**
   - Click the **Partial Days: None** row (area with tan color)
   - In the Partial Days pop-up, select the appropriate partial day type:
     i. **All Days** – select this if taking one or more partial days of the same duration.
     ii. **Start Day Only** – select this if the start of your absence is a partial day and the days that follow are full days.
     iii. **End Day Only** (only displays on request of 2 or more days) – select this if the start of your request is a full day and the end day of your request is a partial day.
     iv. **Start and End Day** (only displays on request of 2 or more days) – select this if the start of request is a partial day that has a duration which is different than the end day request (e.g., Start Day duration 2.00 and End Day duration 4.00). Please note, if request spans greater than 2 days, the days between the start and end day are full days.
      v. If the partial duration is not equal to your half-day hours slide the **All Days are Half Day** toggle to **No** and enter the partial day hours in the duration box provided.
6. **Using Forecast:**
   - The **Forecast Balance** button enables you to see whether you will enough time accrued. Clicking this button will return whether the absence is eligible or ineligible.
7. Click **Submit**.
8. On the confirmation pop-up, click **Yes**.
9. On the absence confirmation screen, click the **Return to Timesheet** link to return to your timesheet.
7. Back on the timesheet, verify the accuracy of your request:
   • Check that the absence request appears in your timesheet for the date and amount of time you intended.
   • Review your reported hours to ensure they are correct with the absence showing in your timesheet. For a full day request, report no hours for the day. For a partial day request, report only the hours worked for the day.

8. Enter any additional time reporting codes and amounts as needed.
9. Click Submit.
10. On the Confirmation screen, click OK.

Note: If your absence request cannot be successfully saved or submitted, an error message will appear indicating the reason for the error. The most common error messages are:
   • The End Date you selected is before the Start Date. Please enter an End Date that is on or after the Start Date.
   • The Start and End Dates of your request are overlapping with existing requests or absence events. Please modify your Start and/or End Date. You can also navigate to the Absence Request History page and review the dates of the existing requests.

Canceling an Absence Request: Non-Exempt Employees

You can cancel absence from directly from your timesheet by click the Absence tab, and then click Cancel button next to the absence request. Absences can also be cancelled from the Cancel Absence page from the My Time and Absences tile.

Steps
1. Correct your reported hours to reflect the removal of the absence.
2. Click the Absence tab and locate the pending absence.
3. Click Cancel, this opens the Cancel Absence request page.
4. Click Cancel Absence.
5. On the Confirmation pop-up, click Yes.
6. Return to your timesheet.
Report Absences and Canceling Absences

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a) If the absence was already approved by your manager, your manager MUST approve the cancel absence request before the absence is removed from your timesheet.

b) If the absence was never approved by your manager (e.g., if was in a submitted status), your cancellation action automatically removes the absence from your timesheet.

**When cancelling absences, you should adjust your timesheet with REG time or another type offset (e.g., Compensatory Time), to ensure that day’s hours totally your scheduled hours.**

**Requesting an Absence: Exempt Employees**

**Navigation:** My Time and Absences tile > Request Absence

**Steps**

1. On the Timesheet page, click the **Absence** tab.
2. Click the **Request Absence** button. The Absence Request screen appears.
3. Select an **Absence Type**.
   a. Enter **Start Date** & **End Date** for the absence.
   b. Select the **Absence Reason** (if applicable).
   c. **If taking a partial day:**
      d. Click the **Partial Days: None** row (area with tan color)
      e. In the Partial Days pop-up, select the appropriate partial day type:
         i. **All Days** – select this if taking one or more partial days of the same duration.
         ii. **Start Day Only** – select this if the start of your absence is a partial day and the days that follow are full days.
         iii. **End Day Only** (only displays on request of 2 or more days) – select this if the start of your requests is a full day and the end day of your requests is a partial day.
         iv. **Start and End Day** (only displays on request of 2 or more days) – select this if the start of request is a partial day that has a duration which is different than the end day request (e.g., Start Day duration 2.00 and End Day duration 4.00). Please note, if request spans greater than 2 days, the days between the start and end day are full days.
   b. If the partial duration is not equal to your half-day hours slide the **All Days are Half Day** toggle to **No** and enter the partial day hours in the duration box provided.
   f. **Using Forecast:**
      g. The **Forecast Balance** button enables you to see whether you will enough time accrued. Clicking this button will return whether the absence is eligible or ineligible.
4. Click **Submit**.
5. On the confirmation pop-up, click **Yes**

**Note:** The most common error messages are:

- The End Date you selected is before the Start Date. Please enter an End Date that is on or after the Start Date.
- The Start and End Dates of your request are overlapping with existing requests or absence events. Please modify your Start and/or End Date. You can also navigate to the Absence Request History page and review the dates of the existing requests.
Canceling an Absence Request: Exempt Employees

**Navigation:** My Time and Absences tile>Cancel Absence

**Steps**

1. Click the absence row you want to cancel.
2. In the Cancel Absence page, click **Cancel Absence**.
3. On the Confirmation pop-up, click **Yes**.

   a) If the absence was already approved by your manager, your manager **MUST** approve the cancel absence request before the absence is cancelled.

   b) If the absence was never approved by your manager (e.g., if it was in a submitted status), your cancellation action automatically cancels the absence.
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Requesting a MA Sick Earned Time Absence

**Navigation:** My Time and Absences tile>Timesheet

**Important:** Each Sick Day needs to be reported separately. If you need to request multiple sick days, you must submit a separate request for each day.

For more information about MA Sick Earned Time, refer to the Harvard Earned Sick Time Policy at: http://hr.harvard.edu/staff-personnel-manual/time-away-work/earned-sick-time

**Steps**

1. On the Timesheet page, click the **Absence** tab.
2. Click the **Request Absence** button. The Absence Request screen appears.

On the Absence Request screen:

6. Select an **Absence Type** of **MA Sick Earned**
7. Enter **Start Date & End Date** for the absence.
8. Click the **Partial Days: None** row (area with tan color)

9. In the Partial Days pop-up, select **All Days**.
10. Click the **All Days are Half Days** toggle to **No**.
11. Enter the duration of your sick day hours.
12. Click **Submit**.
13. On the confirmation screen, click **Yes**.
14. On the absence confirmation screen, click the **Return to Timesheet** link to return to your timesheet.
Report Absences and Canceling Absences

Viewing MA Sick Earned Time Balances

**Navigation:** Self Service>My Time and Absences>Timesheet

On the Timesheet page, click the Absence tab to view your MA Sick Earned Time balance.

- Your current balance is shown in hours as of the date displayed (last time the absence process ran).
- Maximum Balance Hours – Maximum number of hours you can carry year to year will display under Max Balance Hours. Maximum hours balance for MA Sick Earned Time is 40 hours.

Canceling an MA Sick Earned Time Absence

You can cancel absence from directly from your timesheet by click the Absence tab, and then click Cancel button next to the absence request. Absences can also be cancelled from the Cancel Absence page from the My Time and Absences tile.

**Steps**

5. Correct your reported hours to reflect the removal of the absence.
15. Click the Absence tab and locate the pending absence.
6. Click Cancel, this opens the Cancel Absence request page.
7. Click Cancel Absence.
8. On the Confirmation pop-up, click Yes.
9. Return to your timesheet.
   a) If the absence was already approved by your manager, your manager MUST approve the cancel absence request before the absence is removed from your timesheet.
   b) If the absence was never approved by your manager (e.g., if was in a submitted status), your cancellation action automatically removes the absence from your timesheet.

**When cancelling absences, you should adjust your timesheet with REG time that you worked.**