

## Create an Absence/OT Request (Timekeeper)

- 1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.
  - a. <u>Follow these instructions</u> to add the Time Administration page/tile to your homepage.

		▼ Employee Self Service		
Employee Time	Personal Details	Employee Self Service	y	Performance
		My Homepage		
		Workforce Administrator		
Print SF-50	Benefits Library			
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	l II			
		_		

2. Select the **Time Administration** tile.

	<ul> <li>Time Administration</li> </ul>	
Time Administration		

a. It might take a moment for the Time Administration page to load.

Create Absence/OT Request (Timekeeper) | 1



3. Select the **Report Employee Time** tab.

< My Homepage			Time Ac	Iministration				â			
Report Employee Time	Report Time Timesheet Summary  Employee Selection										
Time Administration Analytics V	Change View *View By	Calendar Period	¥		Show Schedul	e Information		-			
Time Administration Queries V	Date Employees For	, Time Needing A	🔹	8/19/2018 - 09/01/2018	Previous Period	Ne	xt Period				
	Time Summary	Demographics									
	Last Name	First Name	Employee ID	Job Title	Hours to be Approved	Reported Hours	Scheduled Hours	Exception			
	Abbott	Janet	00000483	Program Analyst	0.0	0.0	80.0				
	Abbott	Ruby	00000760	IT Specialist (CUSTSPT)	0.0	0.0	80.0				
	Alvarez	Kadyn	0000093	Realty Officer	0.0	0.0	80.0				
	Andrade	Zander	00000794	Preservation Specialist	0.0	0.0	80.0				
	Aqua	Julie	00000044	Realty Services Officer	0.0	0.0	80.0				

- 4. Click on the Employee Selection arrow to make the Employee Selection Criteria section appear. Enter full or partial search items to refine the list of employees, and select the **Get Employees** button.
  - a. If you do not enter search criteria and simply click Get Employees, all employees will appear in the Search Results section.

< My Homepage		Time Administration									
Report Employee Time	Report Time										
Assign Employee Schedule	Timesheet Summary	Timesheet Summary           Image: Complexity of the selection									
	Employee Selection Criteria	Employee Selection Criteria									
Ime Administration Analytics ~	Selection Criterion	Selection Criterion Value									
Time Administration Queries	Time Reporter Group		Q	Clear Criteria							
	Employee ID		Q	Save Ontenia							
	Last Name		a								
	First Name		٩								
	Department		Q								
	Workgroup		Q								
	Taskgroup		٩								
	Change View										
	*View By Calendar Period Date 08/19/2018	*View By Calendar Period   Show Date 08/19/2018  Previous									
	Employees For , Time Needin Time Summary Demographic	Employees For , Time Needing Approval From 08/19/2018 - 09/01/2018 Time Summary Demographics TTTP									



5. A list of employees will appear. Select the employee for whom you would like to create an absence or overtime request.

< My Homepage			Time Ad	Iministration			â	۲ ا	
😭 Report Employee Time	Change View				1		_		-
Assign Employee Schedule	*View By Date	Calendar Period	• B •	9 Pi	Show Schedule Intrevious Period	formation Next Period			
Time Administration Analytics	Employees Fo								
Time Administration Queries ~	Last Name	First Name	Employee ID	Job Title	Period Begin Date	Period End Date	Hours to be Approved	Reported Hours	Schedu Ho
	Davenport	Isiah	00000764	Supervisory Realty Specialist	08/19/2018	09/01/2018	0.0	0.0	
	Dickson	Christine	00000802	Supervisory Financial Manageme	08/19/2018	09/01/2018	0.0	0.0	
	Dominguez	Kylle	00000031	Building Manager	08/19/2018	09/01/2018	0.0	0.0	
	Donaldson	Klara	00000761	Transportation Operations Spec	08/19/2018	09/01/2018	0.0	0.0	
	Downs	Caylee	00000808	Program Manager	08/19/2018	09/01/2018	0.0	0.0	
	Doyle	Karla	00000117	Program and Procurement Suppor	08/19/2018	09/01/2018	0.0	0,0	
	Durham	Shamar	00000746	Assisted Acquisition Project M	08/19/2018	09/01/2018	0.0	0.0	
	Ellis	Toby	00000835	Operations Manager	08/19/2018	09/01/2018	0.0	0.0	
	Espinoza	Miriam	00000800	Asset Manager	08/19/2018	09/01/2018	0.0	0.0	-

6. The employee's timesheet will appear. Navigate to the date of the leave request using the Date field or Previous Period/Next Period hyperlinks, and select the refresh [<sup>4</sup>/<sub>2</sub>] icon.

		TITLE	: Aunimsua				
Timesheet							
Kylie Dominguez			Employ	vee ID 00000	031		
Building Manager			Empl R	ecord 0			
Actions -			Earliest Change	Date 07/08/	/2018		
Select Another Timesheet							
*View By Calen	lar Period	<b>v</b>	P	revious Perio	d Next Period		
*Date 09/02/2	018 🙀 🍫		, <u> </u>				
Scheduled Hours 80.0	Calendar	×	F	Print Timeshe	et		
From Sunday 00/02/2019 to Satur	August	v 2018 v					
Sun Mon Tue         Wed           9/2         9/3         9/4         9/5	Thu 9/6	W T F S 1 2 3 4	le Wed Thu 11 9/12 9/13	Fri 9/14	Sat Total 9/15	Time Reporting Code	Туре
	5 6 7	8 9 10 11				•	]
	12 13 14	15 16 17 18				<b>•</b>	1
	26 27 28	22 23 24 25				·	1
		20 00 01					
Save for Later Su	bmit		Schedule				
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Reported Time Status				Personalize	Fina   🖙   🎫	1 01 1	
Date Total TRC		Description		Sched Hrs	Comments	5	
0.000000				0.00			
Manager/Approver Comments							
DateTime Created	User ID		//				
Return to Select Employee							



7. Select the **Absence/OT** tab on the timesheet.

Timesheet													
Kylie Domingu	ez								Employ	ee ID 0000	00031		
Building Manager									Empl Re	cord 0			
Actions -								Earliest	Change	Date 07/0	8/2018		
Select Another	Timesheet												
	*View By	Calendar Pe	riod		۳				Pr	evious Per	iod Ne	xt Period	
	*Date 0	8/05/2018	B 🗘										
Sche	luled Hours	30.0	F	Reported	l Hours	0.0			P	int Timesh	eet		
From Sunday 08	/05/2018 to \$	aturday 0	3/18/2018	2									
Sun Mon 8/5 8/6	Tue We 8/7 8/8	d Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Total	Time Reporting
													[
Save for Late	r	Submit				A	oply Sch	edule					
Departed Time 6	tatua Cum	mony Ab	annan/OT	Even	tions								
Reported Time S				Excep	lions							.a. 🖽	
Reported Time	Status			)					F	Personalize	Find		1 of 1
Date	Total	TRC	ŀ	Absen	ce/OI	n				Sched Hrs		Comment	3
	0.000000									0.00	)		
Manager/Approve Comment	S												
DateTime Creat	ho		He	or ID									

8. Select the **Add Absence Event** button.

Timook	hoot															
Timesi	leet															
Kylie D	oming	uez									Employe	e ID 000	00031			
Building I	Manager										Empl Red	cord 0				
Actions -										Earliest	Change [	Date 07/(	8/2018			
Select	Anothe	r Times	heet													
		*Vie	w By Cale	endar Per	iod		Ŧ				Pre	evious Per	iod Ne>	t Period		
			*Date 08/0	5/2018	BI "2											
	Sch	eduled H	lours 80.0			Report	ed Hours	0.0			Pri	int Timesl	neet			
From S	unday (	)8/05/20	18 to Satu	irday 08	/18/201	8 🕐										
Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Total	Time Report	ing Code
Sa	ave for La	ter		Submit					Apply Sche	dule						
Reports	ad Timo S	Statue	Summany	Abs	ance/OT	Evce	ntions				_					
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Absen	ce Ever	its 🕐														
Absen	ice Take															
Selec	ct	Edit	*Start Date	End D	ate	Absence N	lame	R	eason			Unit Type	Details	St	tatus	Approval Monitor
	[	Edit											Details			Approval Monitor
Ad	ld Absen	ce Event	22													
Appro	val															
	Select A	.11	De	select Al					Approve			Deny				
Abse	nce Ent	itlemen	t Balance	5								Persor	nalize   🔄	]		
Entitlem	nent Nam	е										Balance a	s of 05/26/	2018**		
Sick Le	ave Bala	nce											627.00	) Hours		



9. Enter the **Start** and **End** Dates for the absence/overtime event.

ylle D	omingu	lez										Employe	e ID 000	00031			
uilding N	<b>Aanager</b>											Empl Red	ord 0				
ctions <del>•</del>											Earliest	Change [	Date 07/0	8/2018			
Select	Another	Timesh	eet														
		*Viev	By Cale	endar Per	iod			۳				Pre	vious Per	iod Ne	xt Period		
		*[	Date 08/0	5/2018	19 🗘												
	Sche	duled Ho	ours 80.0	)		Repo	orted	Hours	s 0.0			Pri	nt Timesh	neet			
rom S	unday 0	8/05/201	8 to Sati	urday 08	8/18/201	8 2											
Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11		Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Total	Time Reporti	ng Co
Sa Reporte	ve for Lat ad Time S	tatus	<u>S</u> ummary	Submit Abs	ence/OT	Exc	cepti	ons		Apply Sch	edule						
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Sa Reporte Absen Absen Selec	ve for Lat ed Time S ce Even ce Take t I	tatus ts ? Edit	Summary Start Date	Submit Abso End D	ence/OT Date	Absenc Select	e Na	ons me ence N	le ▼	Apply Sch	edule		Unit Type	Detail	<b>s</b> IS	Status New	
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10. Select the **Absence Name** drop-down to choose the appropriate option.

Reported Time S	tatus	<u>S</u> ummary	Absence/OT	Exceptions		
Absence Even	ts 🕐					
Absence Take						
Select E	Edit *	Start Date	End Date	Absence Name	Reason	٦
	Edit	08/06/20	08/07/20	Select Absence N:  Restored Leave #2		
Add Absence	e Event			Restored Leave #2 / FML Restored Leave #2 / FML Restored Leave #2 / FML Restored Leave #2 / Volu	A- Emp A- Fmly nteer	^
Approval Select All		Deer		Restored Leave #3		
Select All		Dese	elect All	Restored Leave #3 / FIVIL Restored Leave #3 / FIVIL	A-Emp	
Absence Entit	tlement	Balances		Restored Leave #3 / Volu Select Absence Name	nteer	
Entitlement Name				Sick Leave		
Sick Leave Balan	ice			Sick Leave / FFL - Ado Sick Leave / FFL - Family Sick Leave / FFL - Funger	on S	
Annual Leave Ba	lance			Sick Leave / FMLA- Empl	oyee	
**Disclaimer Th	e current	balance doe	s not reflect ab	Sick Leave / FMLA- Fami Sick Leave/FFL-Serious H Travel Comp Used	ly Hth FM	
Manager/Approv Commen	er ts			Travel Comp Used / FML/ Travel Comp Used / FML/ Travel Comp Used / Volur	A- Fmly nteer	•



## 11. Select the **Details** hyperlink.

Reported Ti	me Status	Summary	Absence/O	<u>Exceptions</u>								
Absence E	events ?											Personalize   🗇
Absence 1	ake [[]					Unit			Approval			
Select	Edit	*Start Date	End Date	Absence Name	Duration	Туре	Details	Status	Monitor	Source	Cancel	Delete
	Edit	08/06/20	08/07/20	Sick Leave		Hours	Details	New	Approval Monitor	Manager Timesheet		Delete
Add Ab	sence Event	t					J.					

12. The Absence Event Details screen will pop up.

SS Create Absence Req	×
Absence Event Details	
Kylie Dominguez         Building Manager	
Instructions	
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.	
Absence Detail @	
*Start Date 08/06/2018 ii View Monthly Calendar	
End Date 08/07/2018	
Filter by Type All	
*Absence Name Sick Leave	
Partial Days None	
Duration Hours	
Calculate Duration	
Comments	-



- 13. Select the appropriate option for **Partial days**.
  - a. **None**: Default value. No partial days (all full day absences). The hours calculated will be based on the number of hours on the base schedule.
  - b. **All Days**: All partial days. Enter the hours to be applied to all days.
  - c. **Start Day Only**: Start day is the only partial day. The rest are full day absences. Enter the number of hours for the first day. The rest will be calculated using the hours in the base schedule.
  - d. **End Day Only**: End (or last) day is the only partial day. The rest are full day absences. Enter the number of hours for the last day. The rest will be calculated using the hours in the base schedule.
  - e. **Start and End Days**: Start and end days are partial days. The rest are full day absences. Enter the number of hours for the first and last day. The rest will be calculated using the hours in the base schedule.

SS Create Absence Req							
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.							
Absence Detail ②							
*Start Date 08/06/2018 End Date 08/07/2018 Filter by Type All *Absence Name Sick Leave Partial Days None All Days End Day Only None Calculate Duration Start Day Only None	▼ ▼ √3	View Monthly Calendar					
Start and End Days							

14. Choose the **Calculate Duration** button to see how many hours of leave will be submitted.

Absence Detail ②	
*Start Date 08/06/2018	
End Date 08/07/2018	
Filter by Type All	▼
*Absence Name Sick Leave	▼
Partial Days All Days	
All Days Hours 4.00	
Duration 8.00 Hours	
Calculate Duration	



15. Enter comments, if necessary, and select the **OK** button.

Absence Detail 👔		
*Start Date	08/06/2018	
End Date	08/07/2018	
Filter by Type	All	]
*Absence Name	Sick Leave	]
Partial Days	All Days	
All Days Hours	4.00	
Duration	8.00 Hours	
Calculate Duration	n	
Comments		
Reporter Comments:		
ОК	Cancel	

16. Once you return to the timesheet, select the **Submit** button to submit the absence/overtime event. This will submit the request to the supervisor for approval.

Re	Save for	Later e Status	Su Summary	bmit Absence/OT	Exceptions	A	pply Schedule							
Ab	osence Ev	ents 🕐											Pe	rs
Al	bsence Ta	ke 💷												
:	Select	Edit	*Start Date	End Date	Absence Name		Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	
		Edit	08/06/20	08/07/20	Sick Leave	٣	8.00	Hours	Details	New	Approval Monitor	Manager Timesheet		
	Add Abse	ence Event	t											
Ap	oproval													
	Selec	: All	Dese	elect All		ŀ	Approve		Deny					



17. An attestation message will appear. Select the **Yes** button.

	Once Approved the status cannot be reverted back. (20020,20)
	By clicking Yes, you are certifying that all reported time was worked and approved according to law and regulation.
nt	Select Yes to confirm and complete the status change, No to return to the page without updating the status.
	Yes No
20	t Balances Personalize 1 17

- 18. Once the absence/OT event is submitted, you will see the status change from **New** to **Needs Approval**.
  - a. If the event is an overtime request, be sure that the overtime is added manually to the timesheet after it has been worked.

Reported	Time Status	Summary	Absence/OT E	kceptions					
Absenc	e Events ?								
Edit	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor
Edit	09/02/2018	09/02/2018	Overtime Request	Irregular Scheduled Overtime	4.00	Hours	Details	Needs Approval	Approval Monitor
Add	Absence Ever	nt						43	