

Reviewing and Editing Absences for Employees and Supervisors

Note:

All absence entry is completed the same way for both punch and elapsed time reporters.

Contents

Requesting vs. Entering Absence	2
Requesting an Absence	2
Entering an Absence	2
Review Absence Balances	2
As an Employee.....	2
Viewing Absence Balances on Your Dashboard	2
Navigating to Absence Balances	Error! Bookmark not defined.
As a Supervisor/ Payroll Coordinator.....	3
Viewing Absence Balances	3
Viewing Absence History.....	4
Absence Recording.....	6
As an Employee – Current Week	6
As an Employee – Future Week	13
How to Enter an Absence on Behalf of an Employee	19
Editing an Absence.....	24
How to Edit an Absence as an Employee.....	24
How to Delete an Absence as an Employee or on Behalf of an Employee.....	32
Troubleshooting.....	33

Requesting vs. Entering Absence

Note: Employees must continue to follow the proper procedures in their work unit for requesting leave prior to entering and submitting absences in PeopleSoft. Official leave approvals take place outside of PeopleSoft.

Requesting an Absence

To request an absence please follow your business unit guidelines whether it be by paper or by calendar invite. Specific questions regarding the process for requesting an absence in your work unit should be directed towards your supervisor.

Entering an Absence

When an absence is entered, and the leave time is available it will populate on the timesheet of an employee. This DOES NOT mean that the absence has prior approval from the supervisor. There is no functionality in the system to approve an absence- approval is outside the system.

Review Absence Balances

Absence balances are updated after final payroll is processed on Tuesdays following the end of a pay period.

As an Employee

You may view your absence balances in two ways: on your home page or by navigating to absence balances.

Viewing Absence Balances on Your Dashboard

1. Navigate to PeopleSoft Employee Self Service (ESS) at: <https://ess.wi.gov/>
2. Log in to PeopleSoft Employee Self- Service (ESS) using your IAM Account.
3. **Absence Balances** will appear on your dashboard under **Employee Leave Summary**.



Employee Leave Summary	
Absence Balances	
Absence	Duration
Legal Holiday Balance	56.00 Hours
Personal Holiday Balance	14.25 Hours
Sick Balance	59.41 Hours
Vacation Balance	82.00 Hours

[Details](#)

Not all absences may appear on this screen. You can view all your eligible absences by following the steps below:

1. Click on Absence Request link on your homepage



Absence Request

Navigate to the Time start page.

2. Click on View Absence Balances link on Request absence page:

[View Absence Balances](#)

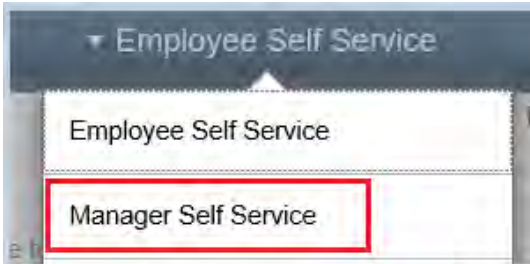
As a Supervisor

As a supervisor you may view employees Absence Balances or Absence History.

Viewing Absence Balances

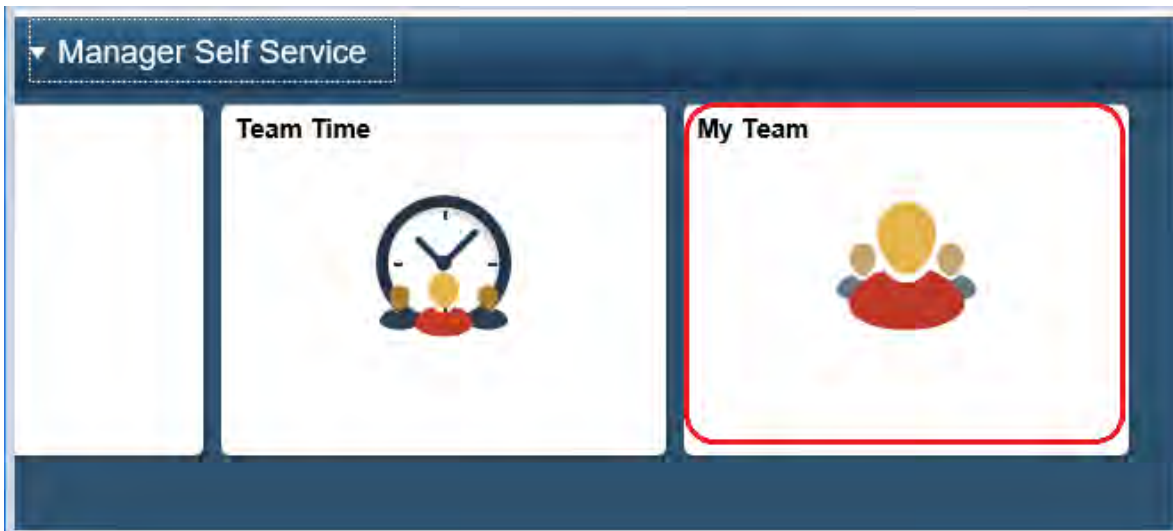
Absence Balances will reflect an employee's balances as of the last pay period. Leave balances are updated after final payroll is processed on Tuesdays following the end of a pay period.

1. Navigate to PeopleSoft Employee Self Service (ESS) at: <https://ess.wi.gov/>
2. Log in using your IAM Account.
3. Select the Manager Self-Service role from the Employee Self-Service drop down.

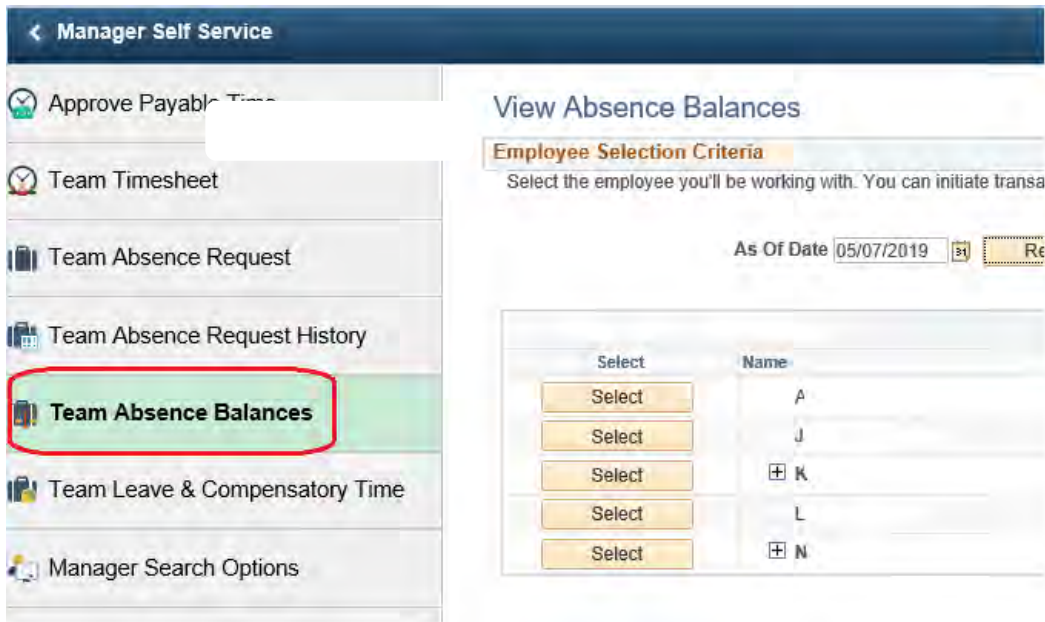


4. Click **Team Time** on your PeopleSoft dashboard.

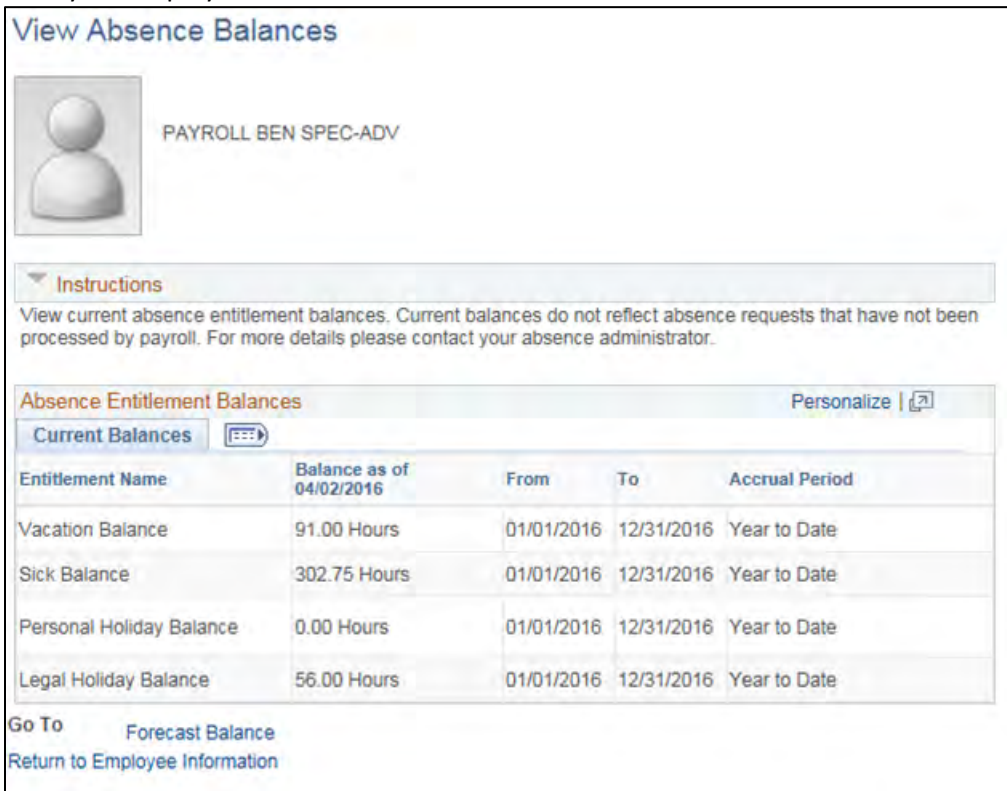
Dashboard



5. Select Team Absence Balances. Your team members will populate. Click Select next to employee name and their absence balances will display.



6. View your employee's current balances.



Note: If the current leave balance information is incorrect, it may be due to the fact that balance calculations are run at 5:00pm on Tuesday's and updated at that point.

Viewing Absence History

Absence History will show an employee's historical absences taken.

1. Navigate to PeopleSoft Employee Self Service (ESS) at: <https://ess.wi.gov/>
2. Log in using your IAM Account.
3. Select the Manager Self-Service role from the Employee Self-Service drop down.

4. Select **Team Absence Request History**. Your team members will populate.

The screenshot shows the 'Manager Self Service' interface. On the left sidebar, the 'Team Absence Request History' option is highlighted with a red box. The main content area is titled 'Absence Request History' and includes an 'Employee Selection Criteria' section with a date field set to '05/07/2019' and a 'Refresh Employees' button. Below this is a table of employees with 'Select' buttons next to their names.

Select	Name
Select	A
Select	J
Select	H
Select	L
Select	N

5. Click **Select** next to employee name and their absence request history will display.

The screenshot shows the 'Absence Request History' page with date filters set to 'From 01/01/2019' and 'Through 08/05/2019', and a 'Refresh' button. Below the filters is a table of absence requests.

Absence Name	Status	Start Date	End Date	Duration
Vacation	Approved	05/03/2019	05/03/2019	4 Hours
Personal Holiday	Approved	04/23/2019	04/23/2019	3 Hours
Personal Holiday	Approved	03/25/2019	03/25/2019	8 Hours
Sick Leave	Approved	02/04/2019	02/08/2019	40 Hours

6. You can enter a date range by entering dates in the From and Through fields. Click Refresh.

The screenshot shows the date filter fields with 'From 01/01/2019' and 'Through 08/05/2019', and a 'Refresh' button.

Absence Recording

As an Employee – Current Week

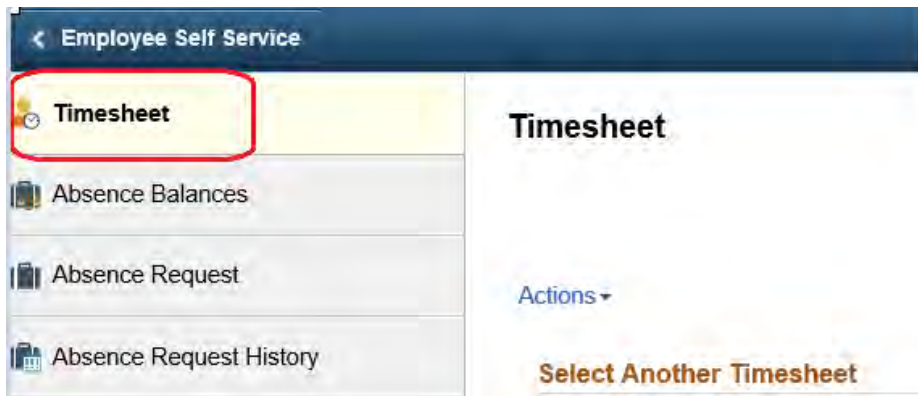
Note: If you would like to enter multiple types of absences in one week (i.e. Vacation and Personal Holiday) or an unequal number of hours per day for a multiple day leave, you will need to submit a separate Absence Event for each type/ day. Be sure to submit your timesheet after each absence is entered.

1. Navigate to PeopleSoft Employee Self Service (ESS) at: <https://ess.wi.gov/>
2. Log in to PeopleSoft Employee Self- Service (ESS) using your IAM Account.
3. Click **My Time** on your PeopleSoft dashboard.

Dashboard



4. Click the **Timesheet** on the left side of screen.



5. Click on the **Absence** tab towards the bottom of your timesheet.

From Sunday 05/05/2019 to Saturday 05/11/2019 ?

Sun 5/5	Mon 5/6	Tue 5/7	Wed 5/8	Thu 5/9	

Submit

Reported Time Status Summary **Absence** Exceptions Payable Time

6. Click **Add Absence Event**.

The screenshot shows the 'Absence Events' section of a web application. At the top, there are tabs for 'Summary', 'Absence', 'Exceptions', and 'Payable Time'. Below the tabs is a table with columns: 'Select', '*Start Date', 'End Date', 'Absence Name', 'Reason', 'Unit Type', 'Details', 'Status', and 'Approval Monitor'. A red box highlights the 'Add Absence Event' button located at the bottom left of the table area.

7. Enter the start and end date of the absence. For a single day absence, your start date and end date will be the same day; for multiple days your start date is the first day of your approved leave and the end date is the last day of your approved leave.

This screenshot shows the 'Absence Events' table with the 'Start Date' and 'End Date' fields for the first row highlighted in a red box. The start date is '11/09/2015' and the end date is '11/09/2015'. The 'Absence Name' field is a dropdown menu currently showing 'Select Absence Name'.

8. Click the **Absence Name** drop-down box and select a name that describes your absence.

This screenshot shows the 'Absence Events' table with the 'Absence Name' dropdown menu highlighted. The dropdown is open, showing the text 'Select Absence Name'.

Absence Name selections include:

- Leave Without Pay Leave
- Legal Holiday
- Military Accrual Leave
- Military Leave +30 Days
- Military Leave Paid
- Military Unpaid Leave
- Personal Holiday
- Sabbatical Election
- Sabbatical Used
- Sick Leave
- Vacation
- Workers Comp Leave Without Pay

9. Click the **Reason** drop-down box and select a reason that describes your absence.

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor
<input type="checkbox"/>	11/09/2015	11/09/2015	Sick Leave	Select Absence Reason		Hours	Details	New	Approval Monitor

Add Absence Event

Sick Leave **Reasons** Include:

- Sick – Death in Family
- Sick – Employee Illness
- Sick – Employee Contagious Disease
- Sick – Family Illness
- Sick – Medical/Dental Appt

10. Click the **Details** link to open the Absence Event Details window.

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source
<input type="checkbox"/>	11/09/2015	11/09/2015	Sick Leave	Sick - Employee Illness		Hours	Details	New	Approval Monitor	Manager Timesheet

Add Absence Event

11. In the **Absence Event Details** window, click the **Partial Days** drop-down box. Select **All Days**.

Important: All employees are on a 24/7 schedule. If you fail to select partial days, PeopleSoft will assume 1 day = 24 hours of leave and will record 24 hours on your timesheet.

SS Create Absence Req

Absence Event Details

IS TECHNICAL SVCS CONSLT ADMR

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: 11/09/2015
End Date: 11/09/2015
Filter by Type: All
*Absence Name: Sick Leave
Reason: Sick - Employee Illness
Partial Day: All Days
All Days Hours:
Duration: Hours

View Monthly Calendar
Current Balance: 1508.07 Hours

Calculate End Date or Duration

Comments
Reporter Comments:

- Enter the total number of hours per day of the absence in the **All Days Hours** box. For example, if you are going to be out one full day and work 8-hour days, you would enter 8.00.

SS Create Absence Req

IS TECHNICAL SVCS CONSLT ADMR

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: 11/09/2015
End Date: 11/09/2015
Filter by Type: All
*Absence Name: Sick Leave
Reason: Sick - Employee Illness
Partial Days: All Days
All Days Hours: 8.00
Duration: 8.00 Hours

View Monthly Calendar
Current Balance: 1508.07 Hours

Calculate End Date or Duration

Comments
Reporter Comments:

OK Cancel

*Required Field

13. Click **Calculate End Date or Duration**. Verify the duration of your leave request is correct. *If your **Duration** adds up to 24 hours, you have not selected **All Days** in the **Partial Days** box. Go back to step 13.*

14. Click **OK**.

15. Click **Forecast** to verify you have the proper balance to request the total numbers of hours off. *Forecasting will ensure you have enough leave balance to submit your absence request.*

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
<input type="checkbox"/>	11/09/2015	11/09/2015	Sick Leave	Sick - Employee Illness	8.00	Hours	Details	New	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Forecast	Edit	Delete

If you have enough leave balance to submit your request, you will receive a message in blue below. If you do not receive the blue message below, please see troubleshooting at the end of this job aid.



Please note, your time is not yet submitted to your time sheet.

Reported Time Status | Summary | Absence | Exceptions | Payable Time

Your request has been successfully validated! You may submit

Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future.

Date Time: November 09, 2015 at 16:03

Absence Events ?

Absence Take | Forecast Results

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast
11/09/2015	11/09/2015	Vacation	Vacation	8.0	Hours	Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast

16. Click **Submit** to submit your absence request.

After submitting your absence request, you should return to the timesheet and enter and submit your work hours if you have not already done so.

From Sunday 05/15/2016 to Saturday 05/21/2016 ?

Sun 5/15	Mon 5/16	Tue 5/17	Wed 5/18	Thu 5/19	Fri 5/20	Sat 5/21	Total Time Reporting Code
	8.00	8.00	8.00	8.00			32.00 01 REGLR - Regular Hours Worked
					8.00		8.00 PSHOL - Personal Holiday Hours Taken

Submit

Note: If you would like to enter multiple types of absences in one day or one week (i.e. Vacation and Personal Holiday) you would follow the steps 5-14 for each type of absence including the forecasting and submitting.

OR

If there is an unequal number of hours per day for a multiple-day leave, complete a separate Absence Event for each day (example: 2 hours of leave time on Monday, 8 hours of leave time on Tuesday).

Partial day absence (an employee works part of the day and takes leave for part of the day) example:

Employee starts work at 8:00 am and has an appointment and needs to leave at 10:00am. The employee is planning on returning at noon, after their appointment.

How the **Details** tab in **Absence Details** would appear for absence event entry:

Details ?

Start Date 03/07/2016

End Date 03/07/2016

Absence Name Sick Leave Current Balance 1451.91 Hours

Reason Sick - Medical/Dental Appt

Partial Days All Days

All Days Hours 2.00

Duration 2.00 Hours



How the absence event will appear on a Punch Time Reporter Timesheet:

Mon	3/7	Submitted	8:00:00AM	10:00:00AM	12:00:00PM	4:00:00PM	6.00	01 REGLR - Regular Hours Worked	
		Approved						SICK - Paid Sick Leave	2.00

How the absence event will appear on an Elapsed Time Reporter Timesheet:

Mon 3/21	Tue 3/22	Wed 3/23	Thu 3/24	Fri 3/25	Sat 3/26	Sun 3/27	Total	Time Reporting Code
6.00							6.00	01 REGLR - Regular Hours Worked
2.00							2.00	SICK - Paid Sick Leave

As an Employee – Future Week

Note: If you would like to enter multiple types of absences in one week (i.e. Vacation and Personal Holiday) or an unequal number of hours per day for a multiple day leave, you will need to submit a separate Absence Event for each type/ day. You cannot edit future dated absences. You will need to wait until that week to edit or contact your payroll and benefits specialist.

1. Navigate to PeopleSoft Employee Self Service (ESS) at: <https://ess.wi.gov/>
2. Log in using your IAM Account.
3. Click **My Time** on your PeopleSoft dashboard.

Dashboard




4. Click **Absence Request** on the left side of screen.




5. Enter the **Start Date** of the absence.

Request Absence

 PAYROLL BEN SPEC-ADV

Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail ?

*Start Date  [View Monthly Schedule](#)

Filter by Type


*Absence Name

Comments

Requestor Comments


6. Click the **Absence Name** drop-down box and select a name that describes your absence.

Request Absence

 PAYROLL BEN SPEC-ADV

Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail ?

*Start Date  [View Monthly Schedule](#)

Filter by Type


*Absence Name

Comments

Requestor Comments

7. Enter the **End Date** of the absence.

Request Absence

 PAYROLL BEN SPEC-ADV

Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date: 06/29/2016 [View Monthly Schedule](#)

End Date: 06/29/2016

Filter by Type: All

*Absence Name: Vacation **Current Balance** 107.00 Hours

Reason: Select Absence Reason

Partial Days: None


Duration: _____ Hours

Calculate End Date or Duration Forecast Balance

8. Click the **Partial Days** drop-down box. Select **All Days**.

Important: All employees are on a 24/7 schedule. If you fail to select partial days, PeopleSoft will assume 1 day = 24 hours of leave and will record 24 hours on your timesheet.

Request Absence

 PAYROLL BEN SPEC-ADV

Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date: 06/29/2016 [View Monthly Schedule](#)

End Date: 06/29/2016

Filter by Type: All

*Absence Name: Vacation **Current Balance** 107.00 Hours

Reason: Select Absence Reason

Partial Days: **All Days**


All Days Hours: _____

Duration: _____ Hours

Calculate End Date or Duration Forecast Balance

9. Enter the total number of hours per day of the absence in the **All Days Hours** box. For example, if you are going to be out one full day and work 8-hour days, you would enter 8.00.

Request Absence

 PAYROLL BEN SPEC-ADV

Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail ?

*Start Date: 06/29/2016 [View Monthly Schedule](#)

End Date: 06/29/2016

Filter by Type: All

*Absence Name: Vacation **Current Balance** 107.00 Hours

Reason: Select Absence Reason


Partial Days: All Days

All Days Hours:

Duration: Hours

10. Click **Calculate End Date or Duration**. Verify the duration of your leave request is correct.

Request Absence

 PAYROLL BEN SPEC-ADV

Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail ?

*Start Date: 06/29/2016 [View Monthly Schedule](#)

End Date: 06/29/2016

Filter by Type: All

*Absence Name: Vacation **Current Balance** 107.00 Hours

Reason: Select Absence Reason


Partial Days: All Days

All Days Hours:

Duration: Hours

11. Click **Forecast Balance** to verify you have the proper balance to request the total numbers of hours off.
Forecasting will ensure you have enough leave balance to submit your absence request.

Request Absence

 PAYROLL BEN SPEC-ADV

Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail ?

* Start Date: 06/29/2016 [View Monthly Schedule](#)

End Date: 06/29/2016

Filter by Type: All

* Absence Name: Vacation **Current Balance** 107.00 Hours

Reason: Select Absence Reason


Partial Days: All Days

All Days Hours: 8.00

Duration: 8.00 Hours

12. If you have enough leave balance to submit your request, you will receive a message in blue below. If you do not receive the blue message below, please see troubleshooting at the end of this job aid.
Please note, your time is not yet submitted to your time sheet.

Request Absence

 PAYROLL BEN SPEC-ADV

Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail ?

* Start Date: 06/29/2016 [View Monthly Schedule](#)

End Date: 06/29/2016

Filter by Type: All

* Absence Name: Vacation **Current Balance** 107.00 Hours

Reason: Select Absence Reason

Partial Days: All Days

All Days Hours: 8.00

Duration: 8.00 Hours

Your request has been successfully validated! You may submit

Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future.

[View Forecast Details](#)

13. Click **Submit** to submit your absence request.



Your request has been successfully validated! You may submit

Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future.

[View Forecast Details](#)

Comments

Requestor Comments

Go To [View Absence Request History](#) [View Absence Balances](#)

Note: If you would like to enter multiple types of absences in one day or one week (i.e. Vacation and Personal Holiday) you would follow the steps 4-13 for each type of absence including the forecasting and submitting.

OR

If there is an unequal number of hours per day for a multiple-day leave, complete a separate Absence Event for each day (example: 2 hours of leave time on Monday, 8 hours of leave time on Tuesday).

Partial day absence (an employee works part of the day and takes leave for part of the day) example:

Employee starts work at 8:00 am and has an appointment and needs to leave at 10:00am. The employee is planning on returning at noon, after their appointment.

How the Details tab in Absence Details would appear for absence event entry:

Details ?	
Start Date	03/07/2016
End Date	03/07/2016
Absence Name	Sick Leave
Reason	Sick - Medical/Dental Appt
Partial Days	All Days
All Days Hours	2.00
Duration	2.00 Hours
Current Balance	1451.91 Hours

How the absence event will appear on a Punch Time Reporter Timesheet:

Mon	3/7	Submitted	8:00:00AM	10:00:00AM	12:00:00PM	4:00:00PM	6.00	01 REGLR - Regular Hours Worked	
		Approved						SICK - Paid Sick Leave	2.00

How the absence event will appear on an Elapsed Time Reporter Timesheet:

Mon 3/21	Tue 3/22	Wed 3/23	Thu 3/24	Fri 3/25	Sat 3/26	Sun 3/27	Total Time Reporting Code
6.00							6.00 01 REGLR - Regular Hours Worked
2.00							2.00 SICK - Paid Sick Leave

How to Enter an Absence on Behalf of an Employee

1. Access PeopleSoft using <https://ess.wi.gov/>
2. Log in with your IAM Account.
3. Select Manager Self-Servicer from the Employee Self-Service drop down.

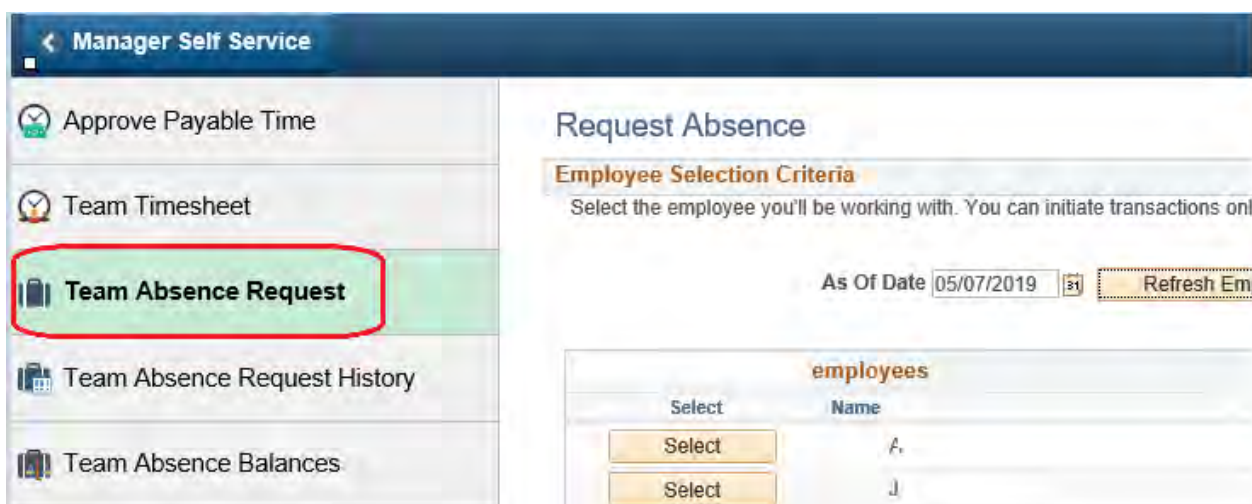


4. Select **My Team** on your Peoplesoft dashboard.

Dashboard



5. Select **Team Absence Request** from the left side of screen.




6. Click **Select** next to the employee's name you are selecting.

Select	
Select	A
Select	J
Select	+
Select	
Select	

7. Enter the **Start date**. Select **Absence Name** from drop down menu. Enter **End date**.

Request Absence



Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before forecasting and

Absence Detail ?

*Start Date 05/07/2019 [BY]

End Date [BY]

Filter by Type All [v]

*Absence Name Vacation [v]

Reason Select Absence Reason [v]

Partial Days None [v]

Duration [] Hours

Calculate End Date or Duration Forecast Balance

8. Click the **Partial Days** drop-down box. Select **All Days**.

Important: All employees are on a 24/7 schedule. If you fail to select partial days, PeopleSoft will assume 1 day = 24 hours of leave and will record 24 hours on your timesheet.

Absence Detail ?

*Start Date 05/07/2019 [31]

End Date 05/07/2019 [31]

Filter by Type All

*Absence Name Vacation

Reason Select Absence Reason

Partial Days All Days

All Days Hours

Duration Hours

Calculate End Date or Duration Forecast Balance

9. Enter the total number of hours per day of the absence in the **All Days Hours** box. For example, if the employee will be out one full day and work 8-hour days, you would enter 8.00.

Absence Detail ?

*Start Date 05/07/2019 [31]

End Date 05/07/2019 [31]

Filter by Type All

*Absence Name Vacation

Reason Select Absence Reason

Partial Days All Days

All Days Hours 8.00

Duration 8.00 Hours

Calculate End Date or Duration Forecast Balance

10. Click **Calculate End Date or Duration** and verify the duration of the leave request. *If your **Duration** adds up to 24 hours, you have not selected **All Days** in the **Partial Days** box. Go back to step 13.*

Absence Detail ?

*Start Date 05/07/2019 [x]

End Date 05/07/2019 [x]

Filter by Type All [v]

*Absence Name Vacation [v]

Reason Select Absence Reason [v]

Partial Days All Days [v]

All Days Hours 8.00

Duration 8.00 Hours

Calculate End Date or Duration Forecast Balance

11. Click **Forecast** to verify the employee has the proper balance to request the total numbers of hours off.

Absence Detail ?

*Start Date 05/07/2019 [x]

End Date 05/07/2019 [x]

Filter by Type All [v]

*Absence Name Vacation [v]

Reason Select Absence Reason [v]

Partial Days All Days [v]

All Days Hours 8.00

Duration 8.00 Hours

Calculate End Date or Duration Forecast Balance

Comments

Reporter Comments: [text area]

OK Cancel

* Required Field

If the employee has enough leave balance to submit the request, you will receive a message in blue below. Please note, the absence is not yet submitted on the employee's time sheet.



Absence Detail ?

*Start Date

End Date

Filter by Type

*Absence Name Current Balance

Reason

Partial Days

All Days Hours

Duration Hours

Your request has been successfully validated! You may submit

Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future.

Date Time: May 07, 2019 at 10:45

[View Forecast Details](#)

12. Click **Submit** to submit the absence request and timesheet.

Date Time: May 07, 2019 at 10:45

[View Forecast](#)

Workflow

Allow Request By

Request As

Comments

Requestor Comments

[Go To](#)
[View Absence Request History](#)
[View Absence Balances](#)

[Return to Direct](#)

How the absence event will appear on a Punch Time Reporter Timesheet:

Mon	3/7	Submitted	<input type="text" value="8:00:00AM"/>	<input type="text" value="10:00:00AM"/>	<input type="text" value="12:00:00PM"/>	<input type="text" value="4:00:00PM"/>	<input type="text" value="6.00"/>	<input type="text" value="01 REGLR - Regular Hours Worked"/>	<input type="text"/>
		Approved						SICK - Paid Sick Leave	2.00

How the absence event will appear on an Elapsed Time Reporter Timesheet:

Mon 3/21	Tue 3/22	Wed 3/23	Thu 3/24	Fri 3/25	Sat 3/26	Sun 3/27	Total	Time Reporting Code
<input type="text" value="6.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	6.00	<input type="text" value="01 REGLR - Regular Hours Worked"/>
<input type="text" value="2.00"/>							2.00	SICK - Paid Sick Leave

Editing an Absence

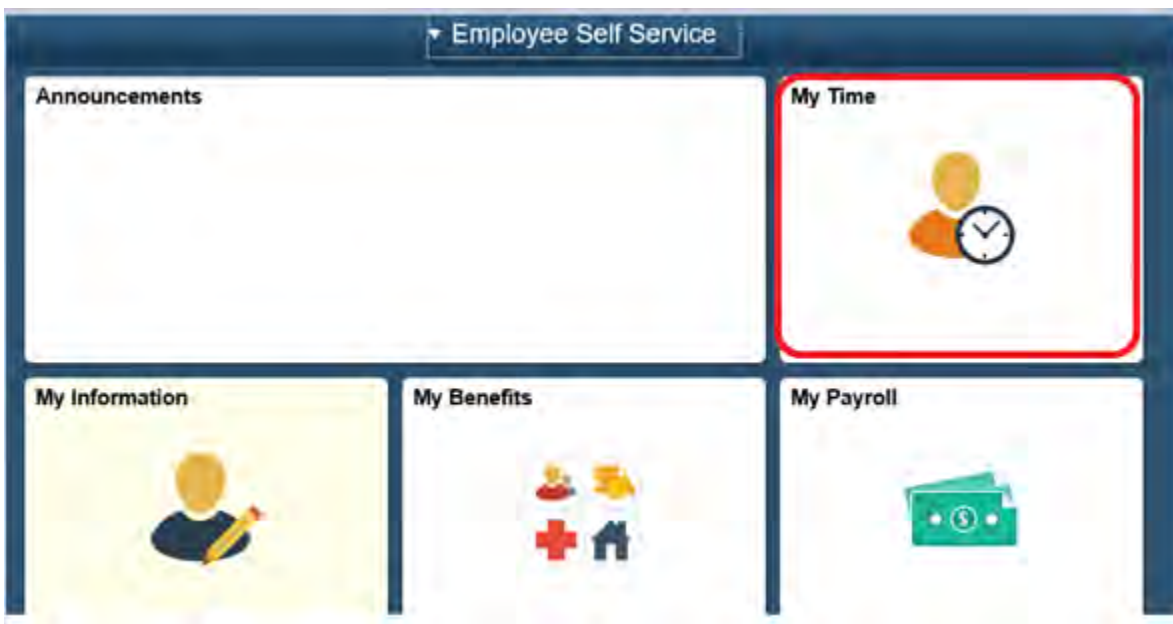
An absence would be edited if an individual recorded more leave than taken or if an individual wanted to change the type of leave taken. Absences may be edited to change the dates, duration or reasoning for the absence request.

How to Edit an Absence as an Employee

Note: You are not able to edit an absence that has been recorded into the future. For example, if today is June 30th, you cannot edit an absence on July 4. If you need to edit a future dated absence, you must wait until that week to edit or contact your payroll and benefits specialist.

1. Access PeopleSoft Employee Self Service (ESS) using the following link: <https://ess.wi.gov>
2. Log in using your IAM Account.
3. Click on **My Time** on your PeopleSoft dashboard

Dashboard



4. Click the **Absence Tab** underneath the time sheet.

From 11/09/2015 to 11/15/2015

Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity Rule Element 1	Date
	Mon	11/9	New								11/9
	Tue	11/10	New								11/10
	Wed	11/11	New								11/11
	Thu	11/12	New								11/12
	Fri	11/13	New								11/13
	Sat	11/14	New								11/14
	Sun	11/15	New								11/15

Submit Clear

Summary **Absence** Exceptions Payable Time

Absence Events

Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
<input type="checkbox"/>						Details	Approved	Approval Monitor	Administrator Absence Event	<input type="checkbox"/>	Edit

Add Absence Event

5. In the **Absence Tab**, you will see an absence event listed. Scroll to the right on an absence event and click **Edit**.

Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
Vacation		8.00	Hours	Details	Approved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast	Edit

6. You may now edit the following fields:

- Start Date
- End Date
- Absence Name
- Absence Reason
- Details

Summary **Absence** Exceptions Payable Time

Absence Events

Absence Take Forecast Results

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details
<input type="checkbox"/>	05/08/2019	05/08/2019	Vacation	Select Absence Reason	8.00	Hours	Details

7. After you have made the necessary edits, click the **Forecast** button.

Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast
Vacation	Select Absence Reason	8.00	Hours	Details	Approved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast

8. Click **Submit** to resubmit your absence request.



Submit **Clear**

Summary **Absence** **Exceptions** **Payable Time**

Your request has been successfully validated! You may submit

Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future.

Date Time: May 07,2019 at 12:18

Absence Events ?

Absence Take Forecast Results ||▶

Select	*Start Date	End Date	Absence Name	Reason
<input type="checkbox"/>	05/08/2019	05/08/2019	Vacation <input type="checkbox"/>	Select Absence Reason <input type="checkbox"/>

9. The Message box will appear letting you know that the changes have been applied. Click **OK**.

Rules have successfully been applied. (13504,1626)

Press OK to refresh your timesheet with updated payable time.

OK



10. The timesheet will appear for you to review the changes on your absence request. The request should have a status of **Approved**, letting you know that you have successfully resubmitted the request.

Select Another Timesheet

*View By [Previous Week](#) [Next Week](#)

*Date [Next Employee](#)

Reported Hours 24.00 [Print Timesheet](#)

Reported time on or after 05/08/2019 is for a future period.

From 05/05/2019 to 05/11/2019

Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code
	Sun	5/5	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Mon	5/6	Submitted	8:15:00AM	1:00:00PM	1:45:00PM	5:00:00PM	8.00	01 REGLR - Regular Hours Worked
	Tue	5/7	Submitted	7:45:00AM	1:00:00PM	1:45:00PM	4:30:00PM	8.00	01 REGLR - Regular Hours Worked
	Wed	5/8	Approved						VACTN - Paid Vacation Time Taken
	Thu	5/9	New						

How to Edit an Absence on Behalf of an Employee

Note: You are not able to edit an absence that has been recorded into the future. For example, if today is June 30th, you cannot edit an absence on July 4. If you need to edit a future dated absence, you must wait until that week to edit or contact your payroll and benefits specialist.

11. Access PeopleSoft Employee Self Service (ESS) using the following link: <https://ess.wi.gov>
12. Log in using your IAM Account.
13. Select Manager Self-Service from the Employee Self-Service drop down.



14. Click **My Time** on your PeopleSoft dashboard.

Dashboard



15. Click **Team Timesheet** from the left side of screen.





16. Enter employee's Last Name and First Name. Click **Get Employees**.

Employee Selection	
Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Company	<input type="text"/>
Position Number	<input type="text"/>

Get Employees
Clear Criteria
Save Criteria

17. Click the hyperlinked Last Name for the employee you are selecting.

Smith



18. Click the **Absence Tab** underneath the time sheet.

From 11/09/2015 to 11/15/2015

Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity Rule Element 1	Date		
	Mon	11/9	New								11/9	+	-
	Tue	11/10	New								11/10	+	-
	Wed	11/11	New								11/11		
	Thu	11/12	New								11/12		
	Fri	11/13	New								11/13		
	Sat	11/14	New								11/14		
	Sun	11/15	New								11/15		

Submit Clear

Summary **Absence** Exceptions Payable Time

Absence Events

Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
<input type="checkbox"/>						Details		Approval Monitor	Administrator Absence Event	<input type="checkbox"/>	EDIT

Add Absence Event

19. Click on **Edit**.

Approval Monitor	Source	Cancel	Forecast	Edit
Approval Monitor	Manager Absence Request	<input type="checkbox"/>	Forecast	Edit

20. You may now edit the following fields:

- Start Date
- End Date
- Absence Name
- Absence Reason
- Details



21. After you have made the necessary edits, click the **Forecast** button.

Approval Monitor	Source	Cancel	Forecast	Edit
Approval Monitor	Manager Absence Request	<input type="checkbox"/>	Forecast	Edit

22. **Submit** to resubmit the absence request.

Submit

Reported Time Status Summary **Absence** Exceptions Payable Time

Your request has been successfully validated! You may submit

Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future.

23. The Message box will appear letting you know that the changes have been applied. Click **OK**.

Rules have successfully been applied. (13504,1626)

Press OK to refresh your timesheet with updated payable time.

OK

24. The timesheet page will appear for you to review the changes on your absence request. The request should have a status of Approved, letting you know that you have successfully resubmitted the request.

The system will only allow you to go back 30 days from the current week. If the adjustment exceeds 30 days prior to the current week, please contact your payroll and benefits specialist.



How to Delete an Absence as an Employee or on Behalf of an Employee

Note: You are not able to edit an absence that has been recorded into the future. For example, if today is June 30^h, you cannot edit an absence on July 4. If you need to edit a future dated absence, you must wait until that week to edit or contact your payroll and benefits specialist.

1. Click on the **Absence** tab.

From Sunday 05/05/2019 to Saturday 05/11/2019 ?

Sun 5/5	Mon 5/6	Tue 5/7	Wed 5/8	Thu 5/9	Fri 5/10	Sat 5/11	Total	Time Reporting Code
	8.00	8.00					16.00	01 REGLR - Regular Hours Worked
		4.00					4.00	VACTN - Paid Vacation Time Taken

Submit

Reported Time Status | Summary | **Absence** | Exceptions | Payable Time

2. Find the absence that you would like to delete and click the **Edit** button.

Approval Monitor	Source	Cancel	Forecast	Edit
Approval Monitor	Manager Absence Request	<input type="checkbox"/>	Forecast	Edit

3. Click the Cancel Box.

Approval Monitor	Source	Cancel	Forecast	Edit
Approval Monitor	Manager Timesheet	<input checked="" type="checkbox"/>	Forecast	Edit

4. Click the **Submit** button.



From Sunday 05/05/2019 to Saturday 05/11/2019 ?

Sun 5/5	Mon 5/6	Tue 5/7	Wed 5/8	Thu 5/9	Fri 5/10	Sat 5/11
	8.00	8.00				
		4.00				

Absence Events ?

||>

Select	*Start Date	End Date	Absence Name	Reason	Durati
	05/07/2019	05/07/2019	Vacation	Select Absence Reaso	

Troubleshooting

Your leave cannot be submitted. Please check the following:

- 1- The total reported and leave hours do not exceed the schedule hours in submitted day
- 2- The leave requested is no more than 30 days old
- 3- You are requesting more leave than your balance allows
- 4- You are not submitting leave on an Off Day
- 5- Your schedule might be incorrect

You may receive this error after clicking the **Forecast** button. Several issues could cause this error. If you are unable to resolve this error on your own, please work with your manager or your payroll coordinator to resolve the issue.