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Office of Shared Information System

**UTSA** People Excellence

# Absence in PeopleSoft via Employee Self Service (ESS)



# Manage Absences via Employee Self Service (ESS)

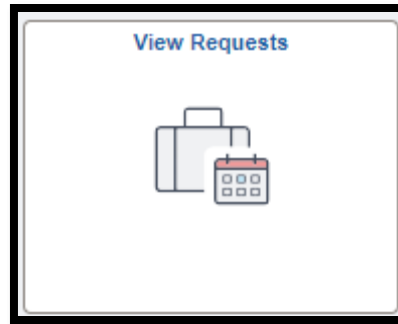
# Manage Absences in ESS

Employees will use the following tiles in under Time and Attendance in ESS to manage absences, including modifications:



## Manage Absences

This tile is used by the employee to submit an absence request and view absences.



## View Requests

This tile is used by the employee to view absences and access returned items for rework (modification) when in Submitted status prior to manager approval.



## Cancel Absences

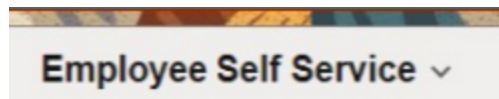
This tile is used by the employee to request a canceled absence for supervisor approval and access returned items for rework (modification) when in Canceled status after manager approval.

# Manage Absences in ESS

Employees can log in to PeopleSoft to access their Employee Self Service landing page and access their Time and Attendance tile to submit an absence using the Manage Absence option.

## Step 1

Access the Employee Self-Service Landing page



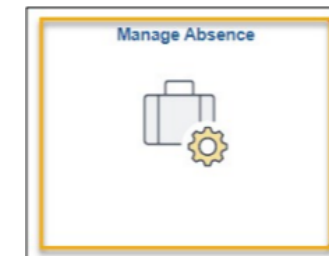
## Step 2

Select the Time and Attendance tile



## Step 3

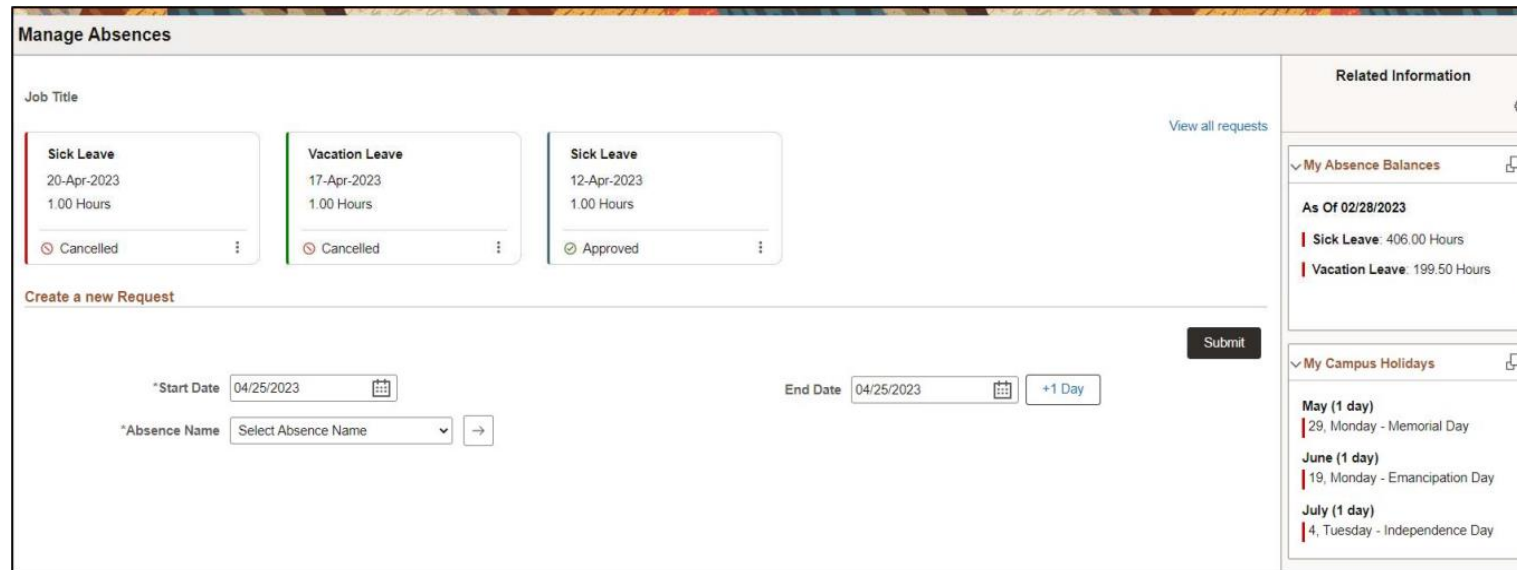
Select the Manage Absence tile



# Manage Absences in ESS

The Manage Absences page displays three(3) sections:

- **View Absences:** View the status of your last three actionable absence requests or view all requests.
- **Related Information:** View your outstanding and current absence balances and your campus' holiday calendar. This component is searchable and expandable dependent on the modal window.
- **Create a new Request:** Submit an absence request.



**Manage Absences**

Job Title View all requests

**Sick Leave**  
20-Apr-2023  
1.00 Hours  
Cancelled

**Vacation Leave**  
17-Apr-2023  
1.00 Hours  
Cancelled

**Sick Leave**  
12-Apr-2023  
1.00 Hours  
Approved

Create a new Request

\*Start Date   End Date

\*Absence Name

**Related Information**

My Absence Balances

As Of 02/28/2023

Sick Leave: 406.00 Hours  
Vacation Leave: 199.50 Hours


My Campus Holidays


May (1 day)  
29, Monday - Memorial Day  
June (1 day)  
19, Monday - Emancipation Day  
July (1 day)  
4, Tuesday - Independence Day


# Manage Absences in ESS

View after clicking the Apply Absence button


### Create a new Request

\*Start Date  

End Date  


\*Absence Name  

Balance 406.00 Hours\*\*

Partial Days  

Duration  Hours

Comments



#### Attachments

You have not added any Attachments.

Disclaimer: The current balance does not reflect leave requests that have not been approved by your supervisor and processed in the UT PeopleSoft system.

# Manage Absences in ESS

## Step 4

To submit an absence request, select the Start Date and End Date of the absence request. The +1 Day button may be used to increment the End Date of the date range.

\*Note: The End Date is auto populated to the current date when accessing the page. The End Date does not change when submitting a previous dated request or when the absence request is in progress upon applying the Absence Name.



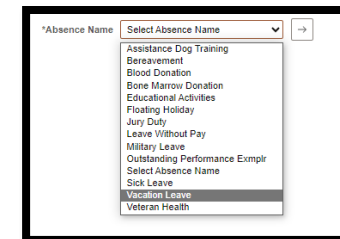
The screenshot shows the 'Create a new Request' form. The 'Start Date' field is set to 04/25/2023. The 'End Date' field is also set to 04/25/2023, with a '+1 Day' button next to it. The 'Absence Name' field is a dropdown menu with 'Select Absence Name' and an arrow button. A 'Submit' button is located in the top right corner.

## Step 5

Select the Absence Name from the drop-down menu. Then click the Apply Absence Name button.



The screenshot shows the 'Create a new Request' form with the 'Absence Name' dropdown menu highlighted. The 'Start Date' and 'End Date' fields are still set to 04/25/2023. The 'Submit' button is visible in the top right corner.



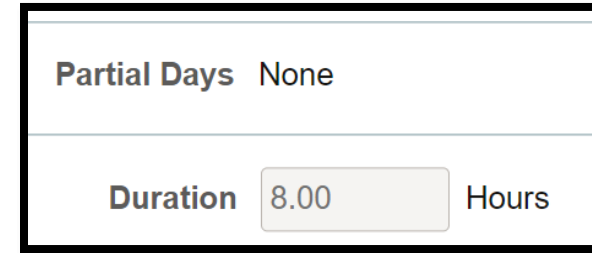
The close-up shows the 'Absence Name' dropdown menu with a list of options: Assistance Dog Training, Bereavement, Blood Donation, Bone Marrow Donation, Educational Activities, Floating Holiday, Jury Duty, Leave Without Pay, Military Leave, Outstanding Performance Exmplr, Select Absence Name, Sick Leave, Vacation Leave, and Veteran Health.



# Manage Absences in ESS

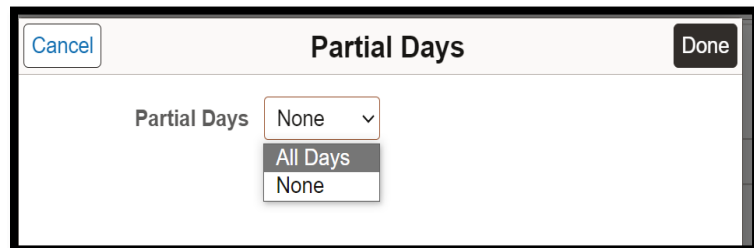
## Step 6

If taking a **full day** off, Partial Days will remain as **None**.  
Duration will display the scheduled hours for the period.



A screenshot of a dialog box titled "Partial Days". At the top, it says "Partial Days None". Below this, there is a "Duration" field with the value "8.00" and the unit "Hours".

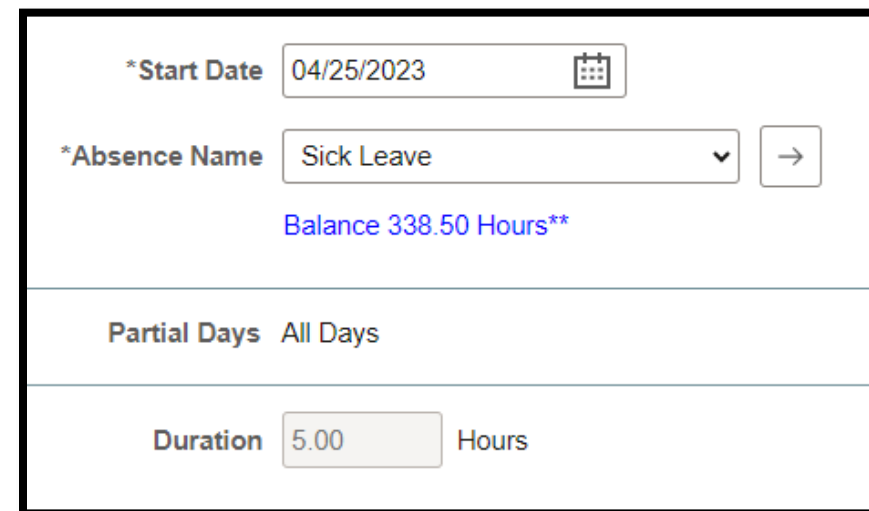
If taking anything **less than a full day** off (ex: 5 hours), select the Partial Days box. You will then select All Days from the dropdown and enter the number of hours in the field below. Then click **Done** and verify the duration.



A screenshot of a dialog box titled "Partial Days". It has "Cancel" and "Done" buttons. The "Partial Days" dropdown menu is open, showing options: "None", "All Days", and "None".



A screenshot of a dialog box titled "Partial Days". It has "Cancel" and "Done" buttons. The "Partial Days" dropdown menu is set to "All Days". Below it, the "Duration" field is set to "5.00" with the unit "Hours".



A screenshot of the main absence entry form. It includes fields for "\*Start Date" (04/25/2023), "\*Absence Name" (Sick Leave), and "Balance 338.50 Hours\*\*". Below these, the "Partial Days" dropdown is set to "All Days", and the "Duration" field is set to "5.00" with the unit "Hours".

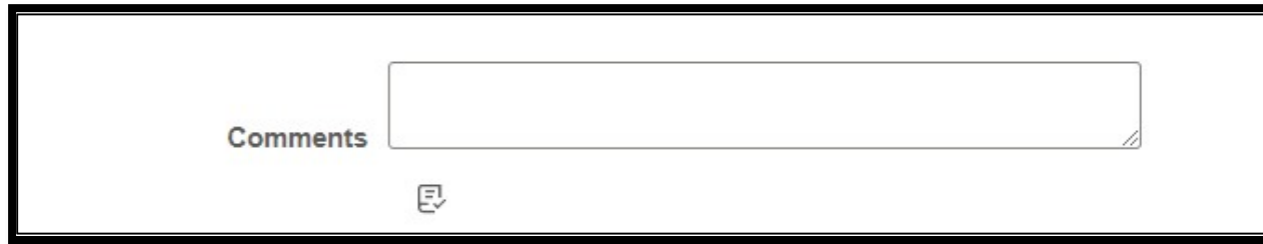


# Manage Absences in ESS

## Step 7

If necessary, enter comments in the Comments box field.

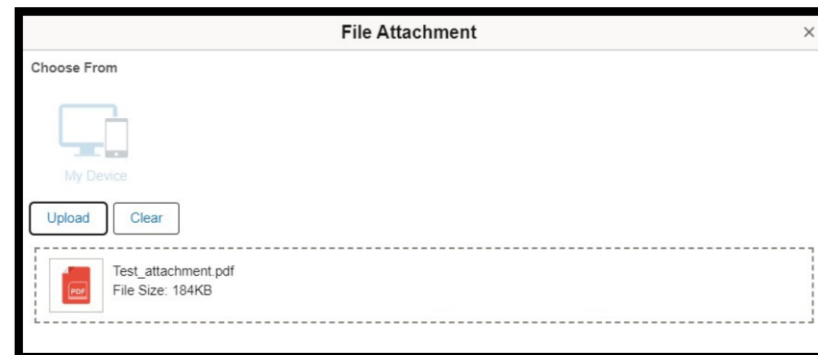
*\*Note: These comments will be routed with the request to the supervisor. Do not Include any Personal Health Information.*



A screenshot of a web form element. It features a label "Comments" on the left, followed by a large, empty rectangular text input field. Below the input field is a small icon of a document with a downward arrow, indicating a file attachment option.

## Step 8

If necessary, select the Add Attachments button. \*The Add Attachments can be used to add attachments for reference to the absence request submitted (i.e.: Document for Veterans Health Leave). To upload the document, select My Device. Then select the file and select Open. Click Upload. Then click Done.



# Manage Absences in ESS

## Step 9

Select **Submit** and then select Yes or No on the confirmation message.

Create a new Request

\*Start Date  End Date  +1 Day

\*Absence Name  Balance 406.00 Hours\*\*

Partial Days All Days

Duration  Hours

Comments

Attachments

Add Attachment

Attachments	Description	Attached By	Attached	Status
Test_attachment.pdf			04/25/23 04:34:56 PM	Active

Disclaimer: The current balance does not reflect leave requests that have not been approved by your supervisor and processed in the UT PeopleSoft system.

Are you sure you want to Submit this Absence Request?

Yes

No

# Manage Absences in ESS

The status of the absence request may be viewed from the Manage Absence page. If the request is not visible on this page, the View all requests link or the View tile may be used to view the status of submitted absence requests.

Absence balances will be depleted upon approval and processing of the absence request. Current absence balances may be viewed on the Manage Absence page or Absence Balance Details page

The screenshot displays the 'Manage Absences' interface. At the top left, there is a 'Job Title' label. Below it, three absence request tiles are shown. The first tile, 'Sick Leave', is highlighted with a yellow border and shows a date of 25-Apr-2023 for 5.00 Hours, with a status of 'Submitted'. The second tile, also 'Sick Leave', shows a date of 20-Apr-2023 for 1.00 Hours, with a status of 'Cancelled'. The third tile, 'Vacation Leave', shows a date of 17-Apr-2023 for 1.00 Hours, with a status of 'Cancelled'. Each tile includes a status icon and a three-dot menu icon. On the right side of the interface, there is a 'View all requests' link.

Job Title	Absence Type	Date	Hours	Status
	Sick Leave	25-Apr-2023	5.00 Hours	Submitted
	Sick Leave	20-Apr-2023	1.00 Hours	Cancelled
	Vacation Leave	17-Apr-2023	1.00 Hours	Cancelled



# Modify Absence Request

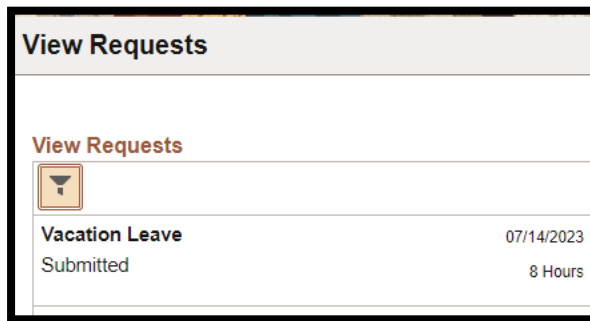
# Modify Request Overview

Modifying an absence request is a joint effort between the employee and supervisor and is dependent on the workflow status of the absence.

- Approved Absence Status
- Submitted Absence Status

# Modifying an Absence Request in Submitted Status

If the absence request is in Submitted status and in the manager's queue, follow these steps to modify the absence request:



Staff	Step Item
	<b>Request Status: Submitted</b> (for Supervisor approval)
<b>Supervisor</b>	Log in to PeopleSoft system
Supervisor	Access Manager Self Service landing page
Supervisor	Access Team Time and Attendance tile
Supervisor	Access Multiple Absence Requests or HRMS Approval tile
Supervisor	Push Back (Return) Absence Request
	<b>Request Status: Rework</b> (for Employee Rework)
<b>Employee</b>	Log in to PeopleSoft system
Employee	Access Employee Self Service landing page
Employee	Access Time and Attendance tile
Employee	Access View Requests tile
Employee	Access Reworked Absence Request
Employee	Modify and Resubmit Absence Request
	<b>Request Status: Submitted</b> (for Supervisor approval)

# Modify Absence Request in Approved Status

If the absence request is in an Approved status, follow these steps to modify the absence request:

**Absence Details**

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Start Date 08/08/2023  
 End Date 08/08/2023  
 Absence Name Educational Activities  
 Status Approved

Are you sure you want to Cancel this Absence Request?

Staff	Step Item
<b>Employee</b>	Log in to PeopleSoft system
Employee	Access Employee Self Service landing page
Employee	Access Time and Attendance tile
Employee	Access <b>Cancel Absences</b> tile
Employee	Access Approved Absence Request Needing to Modify
Employee	Click Cancel Absence and confirm Request to Cancel
	<b>Request Status: Submitted</b> (for Supervisor approval)
<b>Supervisor</b>	Log in to PeopleSoft system
Supervisor	Access Manager Self Service landing page
Supervisor	Access Team Time and Attendance tile
Supervisor	Access Multiple Absence Requests or HRMS Approval tile
Supervisor	<b>Approve</b> Absence Cancellation Request
	<b>Request Status: Approved</b> (for Employee Review)
<b>Employee</b>	Log in to PeopleSoft system
Employee	Access Employee Self Service landing page
Employee	Access Time and Attendance tile
Employee	Access Manage Absence tile
Employee	Modify and Resubmit Canceled Absence Request
	<b>Request Status: Submitted</b> (for Supervisor approval)