

# General Absences

## Overview

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**Introduction** This guide provides procedures for entering General Absences in Direct Access.

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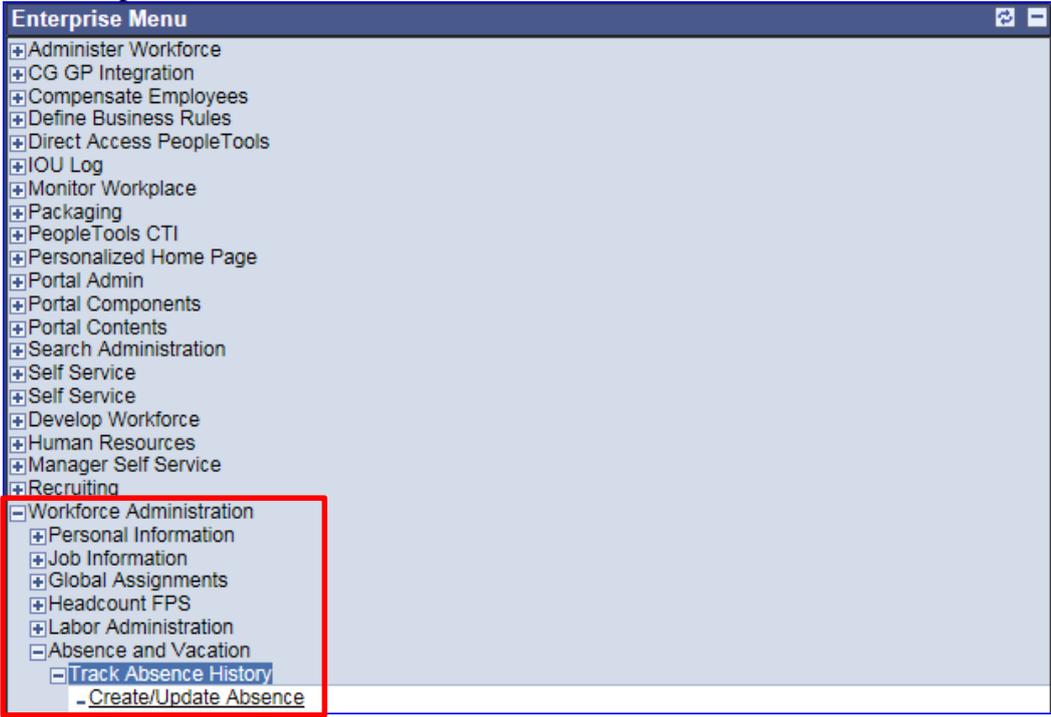
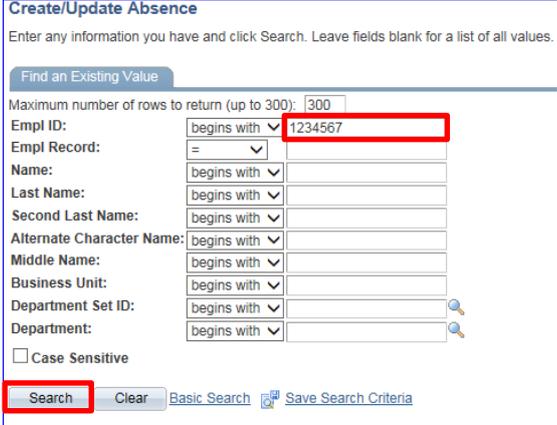
| Topic   | See Page |
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# Entering General Absences

**Introduction** This guide provides procedures for entering General Absences in Direct Access.

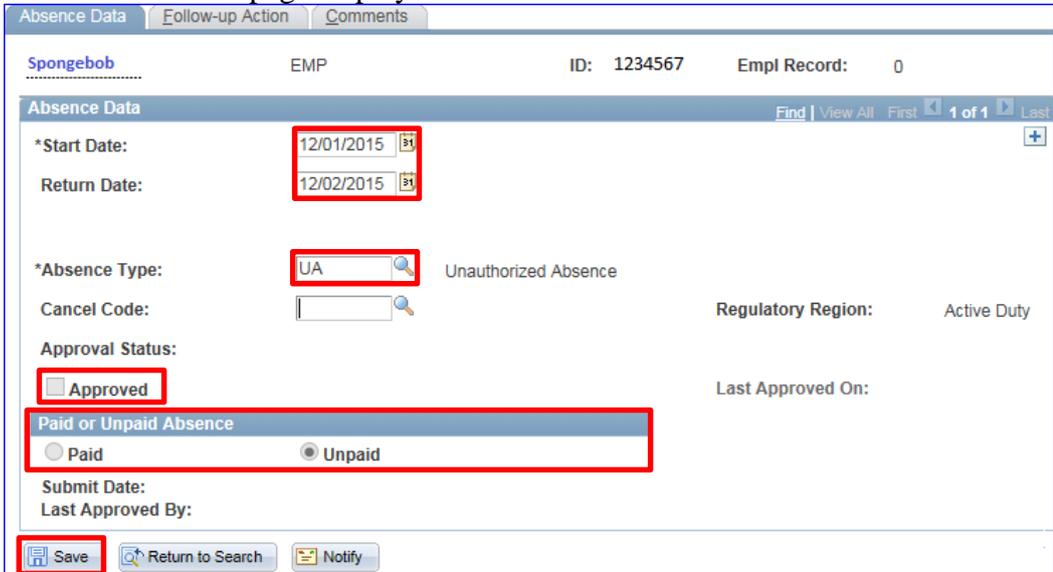
**Procedures** See below.

| Step | Action   |
|------|--|
| 1    | <p>From the Enterprise Menu select the following options: Workforce Administration &gt; Absence and Vacation &gt; Track Absence History &gt; Create/Update Absence</p>  |
| 2    | <p>Enter the <b>Empl ID</b> and hit <b>Search</b>.</p>    |

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# Entering General Absences, Continued

Procedures, continued

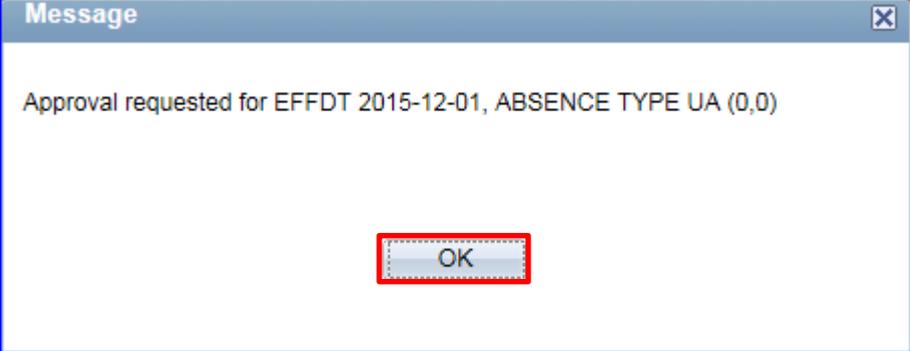
| Step                 | Action   |                |  |              |             |     |            |     |                 |    |                   |     |           |     |                      |    |                      |     |         |    |                      |              |             |            |   |                      |                                       |                 |                        |
|----------------------|--|----------------|--|--------------|-------------|-----|------------|-----|-----------------|----|-------------------|-----|-----------|-----|----------------------|----|----------------------|-----|---------|----|----------------------|--------------|-------------|------------|---|----------------------|---------------------------------------|-----------------|------------------------|
| 3                    | <p>The Absence Data page displays.</p>  <ul style="list-style-type: none"> <li>• <b>Start Date:</b> Defaults to the current date, change to actual start date of absence.</li> <li>• <b>Return Date:</b> Enter 1 day after absence ends (cannot be prior to start date).</li> <li>• <b>Absence Type:</b> Click the absence type drop down and select the appropriate reason.             <table border="1" data-bbox="422 1288 782 1601"> <thead> <tr> <th colspan="2">Search Results</th> </tr> <tr> <th>Absence Type</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>ADM</td><td>Misconduct</td></tr> <tr><td>APL</td><td>Appellate Leave</td></tr> <tr><td>CC</td><td>Civil Confinement</td></tr> <tr><td>DES</td><td>Desertion</td></tr> <tr><td>HAO</td><td>Home Awaiting Orders</td></tr> <tr><td>MC</td><td>Military Confinement</td></tr> <tr><td>MSG</td><td>Missing</td></tr> <tr><td>UA</td><td>Unauthorized Absence</td></tr> </tbody> </table> </li> <li>• <b>Approval Status:</b> Will automatically be checked once approved.</li> <li>• <b>Paid or Unpaid Absence:</b> See chart below.</li> </ul> <table border="1" data-bbox="327 1680 1380 1836"> <thead> <tr> <th>Absence Type</th> <th>Paid/Unpaid</th> </tr> </thead> <tbody> <tr> <td>Misconduct</td> <td>Paid is full pay, Unpaid is reduced pay</td> </tr> <tr> <td>Military Confinement</td> <td>Paid is reduced pay, Unpaid is no pay</td> </tr> <tr> <td>All other types</td> <td>Automatically defaults</td> </tr> </tbody> </table> <p>Scroll to the bottom of the page and hit <b>Save</b>.</p> | Search Results |  | Absence Type | Description | ADM | Misconduct | APL | Appellate Leave | CC | Civil Confinement | DES | Desertion | HAO | Home Awaiting Orders | MC | Military Confinement | MSG | Missing | UA | Unauthorized Absence | Absence Type | Paid/Unpaid | Misconduct | Paid is full pay, Unpaid is reduced pay | Military Confinement | Paid is reduced pay, Unpaid is no pay | All other types | Automatically defaults |
| Search Results       |  |                |  |              |             |     |            |     |                 |    |                   |     |           |     |                      |    |                      |     |         |    |                      |              |             |            |   |                      |                                       |                 |                        |
| Absence Type         | Description  |                |  |              |             |     |            |     |                 |    |                   |     |           |     |                      |    |                      |     |         |    |                      |              |             |            |   |                      |                                       |                 |                        |
| ADM                  | Misconduct   |                |  |              |             |     |            |     |                 |    |                   |     |           |     |                      |    |                      |     |         |    |                      |              |             |            |   |                      |                                       |                 |                        |
| APL                  | Appellate Leave  |                |  |              |             |     |            |     |                 |    |                   |     |           |     |                      |    |                      |     |         |    |                      |              |             |            |   |                      |                                       |                 |                        |
| CC                   | Civil Confinement  |                |  |              |             |     |            |     |                 |    |                   |     |           |     |                      |    |                      |     |         |    |                      |              |             |            |   |                      |                                       |                 |                        |
| DES                  | Desertion  |                |  |              |             |     |            |     |                 |    |                   |     |           |     |                      |    |                      |     |         |    |                      |              |             |            |   |                      |                                       |                 |                        |
| HAO                  | Home Awaiting Orders   |                |  |              |             |     |            |     |                 |    |                   |     |           |     |                      |    |                      |     |         |    |                      |              |             |            |   |                      |                                       |                 |                        |
| MC                   | Military Confinement   |                |  |              |             |     |            |     |                 |    |                   |     |           |     |                      |    |                      |     |         |    |                      |              |             |            |   |                      |                                       |                 |                        |
| MSG                  | Missing  |                |  |              |             |     |            |     |                 |    |                   |     |           |     |                      |    |                      |     |         |    |                      |              |             |            |   |                      |                                       |                 |                        |
| UA                   | Unauthorized Absence   |                |  |              |             |     |            |     |                 |    |                   |     |           |     |                      |    |                      |     |         |    |                      |              |             |            |   |                      |                                       |                 |                        |
| Absence Type         | Paid/Unpaid  |                |  |              |             |     |            |     |                 |    |                   |     |           |     |                      |    |                      |     |         |    |                      |              |             |            |   |                      |                                       |                 |                        |
| Misconduct           | Paid is full pay, Unpaid is reduced pay  |                |  |              |             |     |            |     |                 |    |                   |     |           |     |                      |    |                      |     |         |    |                      |              |             |            |   |                      |                                       |                 |                        |
| Military Confinement | Paid is reduced pay, Unpaid is no pay  |                |  |              |             |     |            |     |                 |    |                   |     |           |     |                      |    |                      |     |         |    |                      |              |             |            |   |                      |                                       |                 |                        |
| All other types      | Automatically defaults   |                |  |              |             |     |            |     |                 |    |                   |     |           |     |                      |    |                      |     |         |    |                      |              |             |            |   |                      |                                       |                 |                        |

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## Entering General Absences, Continued

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Procedures, continued

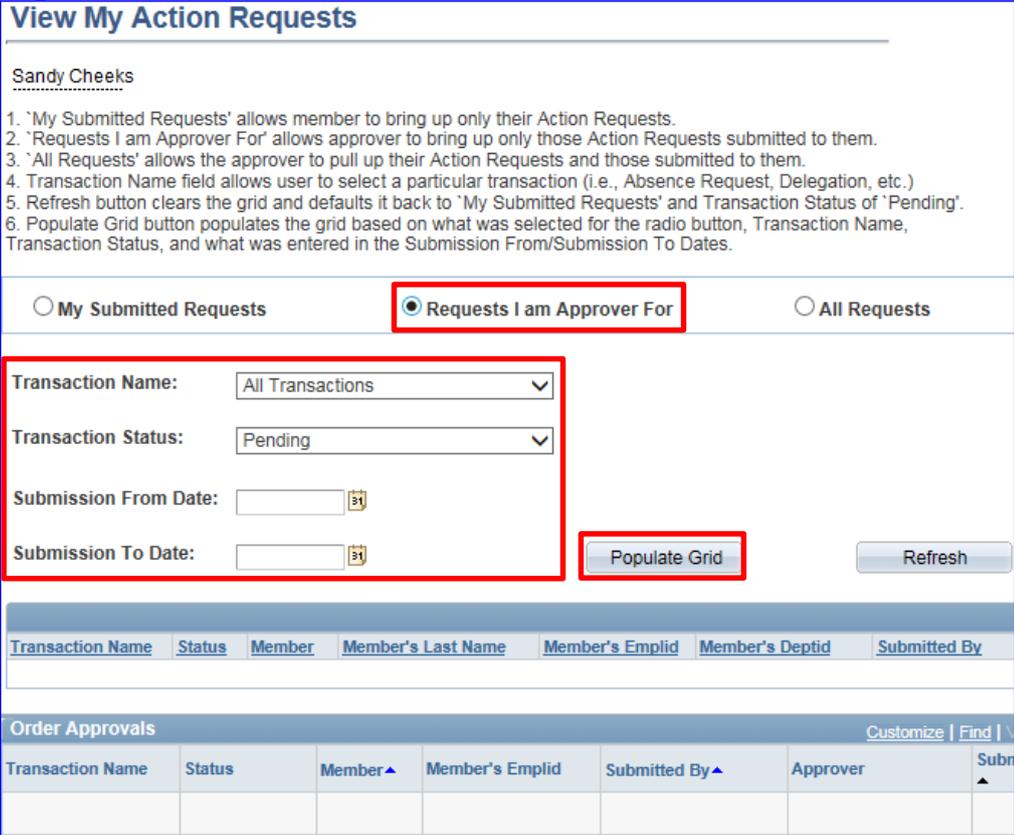
| Step | Action   |
|------|--|
| 4    | <p data-bbox="328 461 1086 495">A message box will appear once saved. Hit the <b>OK</b> button.</p>  |

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# Approving General Absences

**Introduction** This guide provides procedures for approving General Absences in Direct Access.

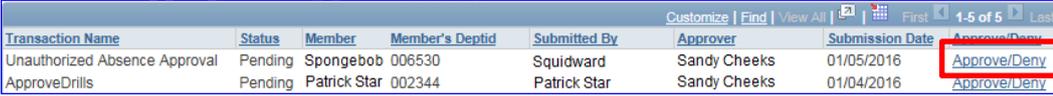
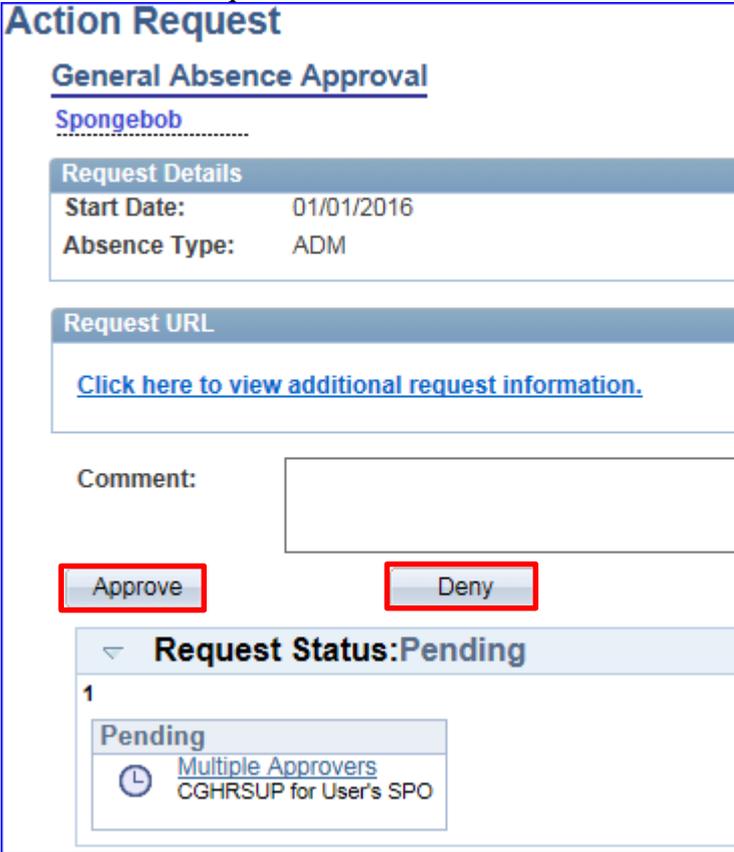
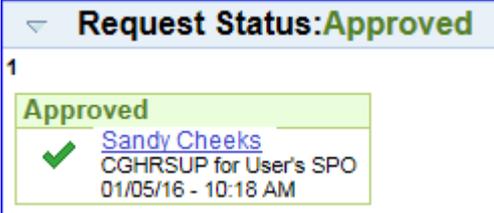
**Procedures** See below.

| Step | Action  |
|------|---|
| 1    | <p>From the Requests tab, select <b>View My Requests (all types)</b>.</p>  <p>The screenshot shows a navigation menu with 'My Page', 'Self Service', and 'Requests' tabs. Under 'Self Service Requests', there are links for 'Submit an Absence Request', 'View My Absence Requests', 'Submit a Delegation Request', 'View My Requests (all types)', and 'Submit a Drill Request'. The 'View My Requests (all types)' link is highlighted with a red box.</p>   |
| 2    | <p>Select <b>Requests I am Approver For</b>, narrow the search if necessary, and select <b>Populate Grid</b>.</p>  <p>The screenshot shows the 'View My Action Requests' page for user 'Sandy Cheeks'. It includes a list of instructions:         <ol style="list-style-type: none"> <li>'My Submitted Requests' allows member to bring up only their Action Requests.</li> <li>'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</li> </ol>         Below the instructions are three radio buttons: 'My Submitted Requests', 'Requests I am Approver For' (highlighted with a red box), and 'All Requests'. There are also search filters for 'Transaction Name' (set to 'All Transactions'), 'Transaction Status' (set to 'Pending'), 'Submission From Date', and 'Submission To Date'. A 'Populate Grid' button (highlighted with a red box) and a 'Refresh' button are visible. At the bottom, there are two tables: one with columns 'Transaction Name', 'Status', 'Member', 'Member's Last Name', 'Member's Emplid', 'Member's Deptid', and 'Submitted By'; and another with columns 'Transaction Name', 'Status', 'Member', 'Member's Emplid', 'Submitted By', 'Approver', and 'Subr'.       </p> |

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# Approving General Absences, Continued

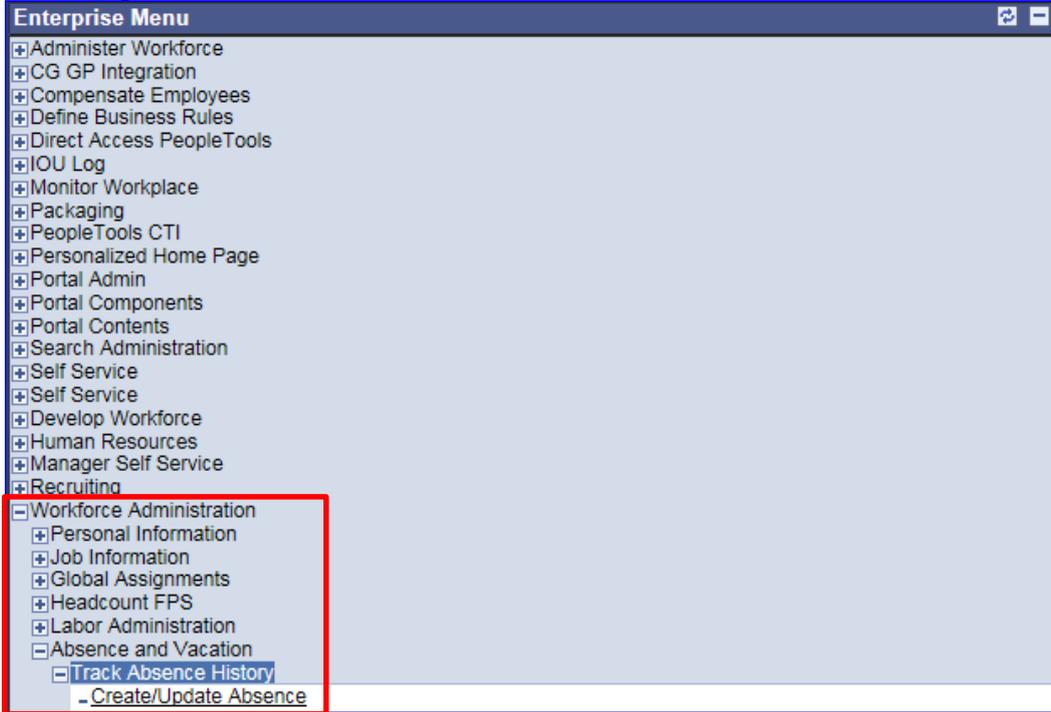
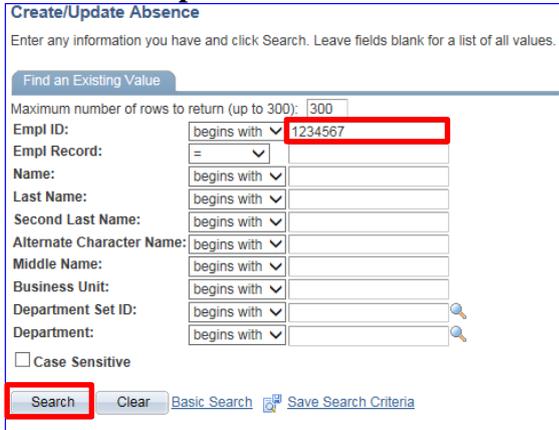
Procedures,  
continued

| Step                          | Action  |                  |                 |              |                 |                 |                              |                 |              |                               |         |           |        |           |              |            |                              |               |         |              |        |              |              |            |                              |
|-------------------------------|---|------------------|-----------------|--------------|-----------------|-----------------|------------------------------|-----------------|--------------|-------------------------------|---------|-----------|--------|-----------|--------------|------------|------------------------------|---------------|---------|--------------|--------|--------------|--------------|------------|------------------------------|
| 3                             | <p>Select the appropriate <b>Approve/Deny</b> link.</p>  <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Unauthorized Absence Approval</td> <td>Pending</td> <td>Spongebob</td> <td>006530</td> <td>Squidward</td> <td>Sandy Cheeks</td> <td>01/05/2016</td> <td><a href="#">Approve/Deny</a></td> </tr> <tr> <td>ApproveDrills</td> <td>Pending</td> <td>Patrick Star</td> <td>002344</td> <td>Patrick Star</td> <td>Sandy Cheeks</td> <td>01/04/2016</td> <td><a href="#">Approve/Deny</a></td> </tr> </tbody> </table> | Transaction Name | Status          | Member       | Member's Deptid | Submitted By    | Approver                     | Submission Date | Approve/Deny | Unauthorized Absence Approval | Pending | Spongebob | 006530 | Squidward | Sandy Cheeks | 01/05/2016 | <a href="#">Approve/Deny</a> | ApproveDrills | Pending | Patrick Star | 002344 | Patrick Star | Sandy Cheeks | 01/04/2016 | <a href="#">Approve/Deny</a> |
| Transaction Name              | Status  | Member           | Member's Deptid | Submitted By | Approver        | Submission Date | Approve/Deny                 |                 |              |                               |         |           |        |           |              |            |                              |               |         |              |        |              |              |            |                              |
| Unauthorized Absence Approval | Pending   | Spongebob        | 006530          | Squidward    | Sandy Cheeks    | 01/05/2016      | <a href="#">Approve/Deny</a> |                 |              |                               |         |           |        |           |              |            |                              |               |         |              |        |              |              |            |                              |
| ApproveDrills                 | Pending   | Patrick Star     | 002344          | Patrick Star | Sandy Cheeks    | 01/04/2016      | <a href="#">Approve/Deny</a> |                 |              |                               |         |           |        |           |              |            |                              |               |         |              |        |              |              |            |                              |
| 4                             | <p>Click the link to view the transaction, then select either <b>Approve</b> or <b>Deny</b>. Comments are required for a Denial.</p>  <p><b>Action Request</b></p> <p><b>General Absence Approval</b></p> <p><u>Spongebob</u></p> <p><b>Request Details</b></p> <p><b>Start Date:</b> 01/01/2016<br/><b>Absence Type:</b> ADM</p> <p><b>Request URL</b></p> <p><a href="#">Click here to view additional request information.</a></p> <p><b>Comment:</b> <input type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p><b>Request Status: Pending</b></p> <p>1</p> <p><b>Pending</b></p> <p> <a href="#">Multiple Approvers</a><br/>CGHRSUP for User's SPO</p>     |                  |                 |              |                 |                 |                              |                 |              |                               |         |           |        |           |              |            |                              |               |         |              |        |              |              |            |                              |
| 5                             |  <p><b>Request Status: Approved</b></p> <p>1</p> <p><b>Approved</b></p> <p> <a href="#">Sandy Cheeks</a><br/>CGHRSUP for User's SPO<br/>01/05/16 - 10:18 AM</p>  |                  |                 |              |                 |                 |                              |                 |              |                               |         |           |        |           |              |            |                              |               |         |              |        |              |              |            |                              |

# Checking Status of General Absences

**Introduction** This guide provides procedures to check the status of General Absences in Direct Access.

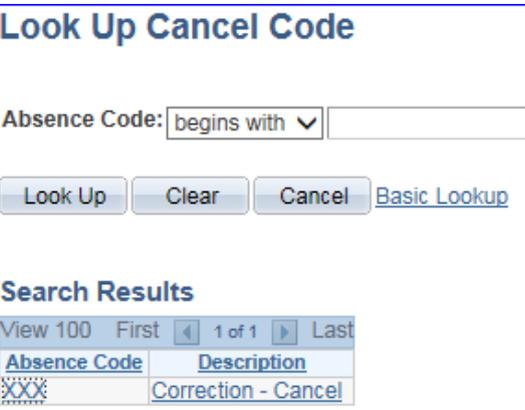
**Procedures** See below.

| Step            | Action   |
|-----------------|--|
| <p><b>1</b></p> | <p>From the Enterprise Menu select the following options: Workforce Administration &gt; Absence and Vacation &gt; Track Absence History &gt; Create/Update Absence</p>  <p>The screenshot shows the Enterprise Menu with the following items: Administer Workforce, CG GP Integration, Compensate Employees, Define Business Rules, Direct Access PeopleTools, IOU Log, Monitor Workplace, Packaging, PeopleTools CTI, Personalized Home Page, Portal Admin, Portal Components, Portal Contents, Search Administration, Self Service, Self Service, Develop Workforce, Human Resources, Manager Self Service, Recruiting, Workforce Administration (expanded), Personal Information, Job Information, Global Assignments, Headcount FPS, Labor Administration, Absence and Vacation (expanded), Track Absence History (expanded), and Create/Update Absence. The path from Workforce Administration to Create/Update Absence is highlighted with a red box.</p> |
| <p><b>2</b></p> | <p>Enter the <b>Empl ID</b> and hit <b>Search</b>.</p>  <p>The screenshot shows the 'Create/Update Absence' search form. It includes a 'Find an Existing Value' section with a 'Maximum number of rows to return (up to 300): 300' field. The 'Empl ID' field is set to '1234567' and is highlighted with a red box. Other fields include 'Empl Record', 'Name', 'Last Name', 'Second Last Name', 'Alternate Character Name', 'Middle Name', 'Business Unit', 'Department Set ID', and 'Department'. A 'Search' button is highlighted with a red box. There are also 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.</p>   |

*Continued on next page*

## Checking Status of General Absences, Continued

Procedures,  
continued

| Step | Action   |
|------|--|
| 3    | <p>Once the General Absence has been saved, the following values are set.</p>  <p>– <b>Cancel Code:</b> Only use if general absence was entered erroneously, enter XXX</p>  <p>– <b>Approval Status:</b> Values are Pending, Approved or Denied</p> <p>– <b>Approved box:</b> Checked only if transaction has been approved</p> <p>– <b>Date Approved:</b> The date when the approver has approved/denied the transaction</p> <p>– <b>Submit Date:</b> The date when the submitter has saved the initial transaction</p> <p>– <b>Approver:</b> User who approved or denied the transaction</p> |

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## Checking Status of General Absences, Continued

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Procedures,  
continued

| Step | Action  |
|------|---|
| 4    | Once a general absence transaction is approved, the start date and absence type cannot be modified. If a mistake was made or a change to the start date and/or absence type is needed, the incorrect transaction should be cancelled using the Cancel Code above. A new general absence transaction should be inserted. |

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