

PeopleSoft ESS Absence Request Presentation

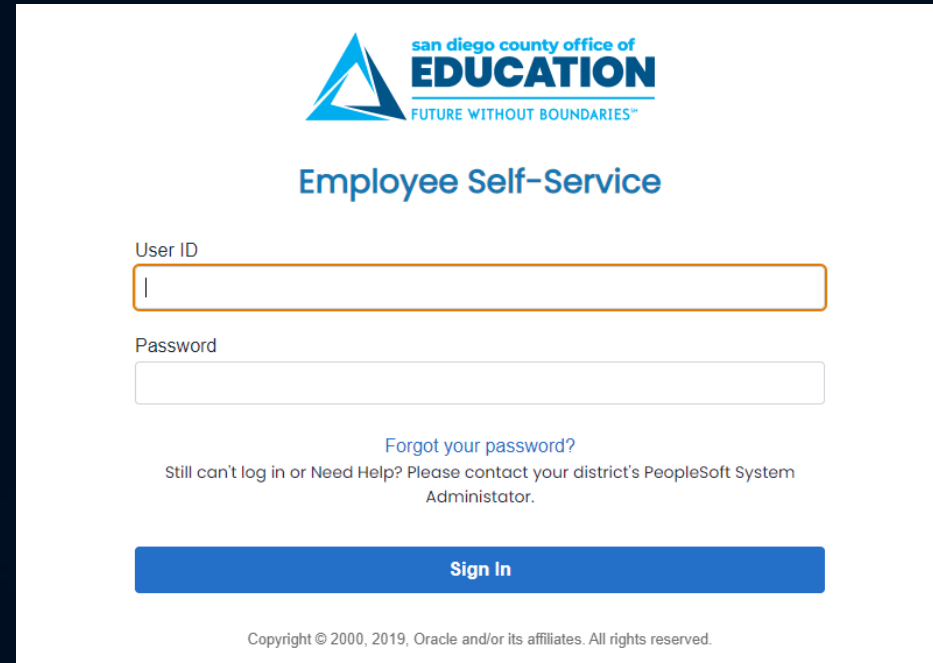
AN INTRODUCTION TO PEOPLESOFT ABSENCE
MANAGEMENT

Introduction

- **What is PeopleSoft ESS Absence Management?**
 - It is a new absence management software program that allows employees to enter their own absences.
- **Why are we using PeopleSoft ESS Absence Management?**
 - There are many benefits to using PeopleSoft ESS Absence Management. Some of which include being able to easily view your absence balances, being able to forecast out future balances and avoiding overusing balances.
- **When are we implementing PeopleSoft ESS Absence Management?**
 - Effective October 1st, all employees will be responsible for entering their absences into PeopleSoft ESS. This presentation will walk you through the steps.
- **Where do I access PeopleSoft ESS Absence Management?**
 - You can access PeopleSoft ESS using the same [webpage](#) you use to access your paystub. You can enter your absence directly from your smartphone, laptop, Ipad or computer. We will discuss options for if you do not have access to any of these devices in the Q&A portion of this presentation.

Navigating to PeopleSoft

- Log into PeopleSoft ESS
- Your User ID is your 6-digit employee ID number.
- You should know your password, but if you do not, please contact payroll to have it reset.
- NOTE: The “Forgot your Password” function only works if you have set it up. Please reach out to payroll for help setting this up.



The screenshot shows the login interface for the San Diego County Office of Education's Employee Self-Service system. At the top, the logo features a blue triangle icon next to the text "san diego county office of EDUCATION" and the tagline "FUTURE WITHOUT BOUNDARIES™". Below the logo, the title "Employee Self-Service" is displayed. The login form consists of two input fields: "User ID" with an orange border and a cursor, and "Password" with a standard grey border. Below these fields, there is a link for "Forgot your password?" and a line of text stating "Still can't log in or Need Help? Please contact your district's PeopleSoft System Administrator." A prominent blue "Sign In" button is located at the bottom of the form. The footer contains the copyright notice: "Copyright © 2000, 2019, Oracle and/or its affiliates. All rights reserved."

san diego county office of
EDUCATION
FUTURE WITHOUT BOUNDARIES™

Employee Self-Service

User ID

Password

[Forgot your password?](#)

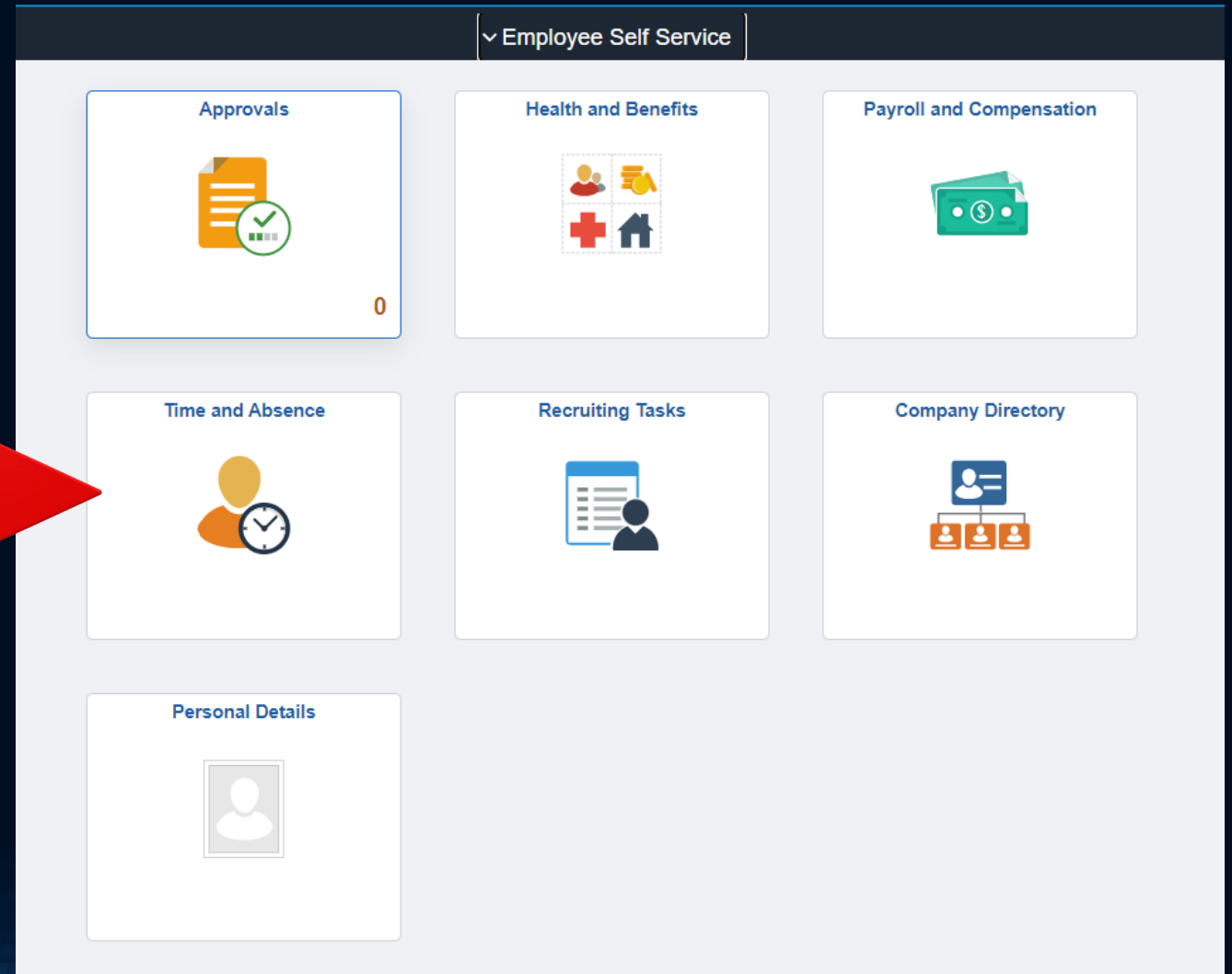
Still can't log in or Need Help? Please contact your district's PeopleSoft System Administrator.

Sign In

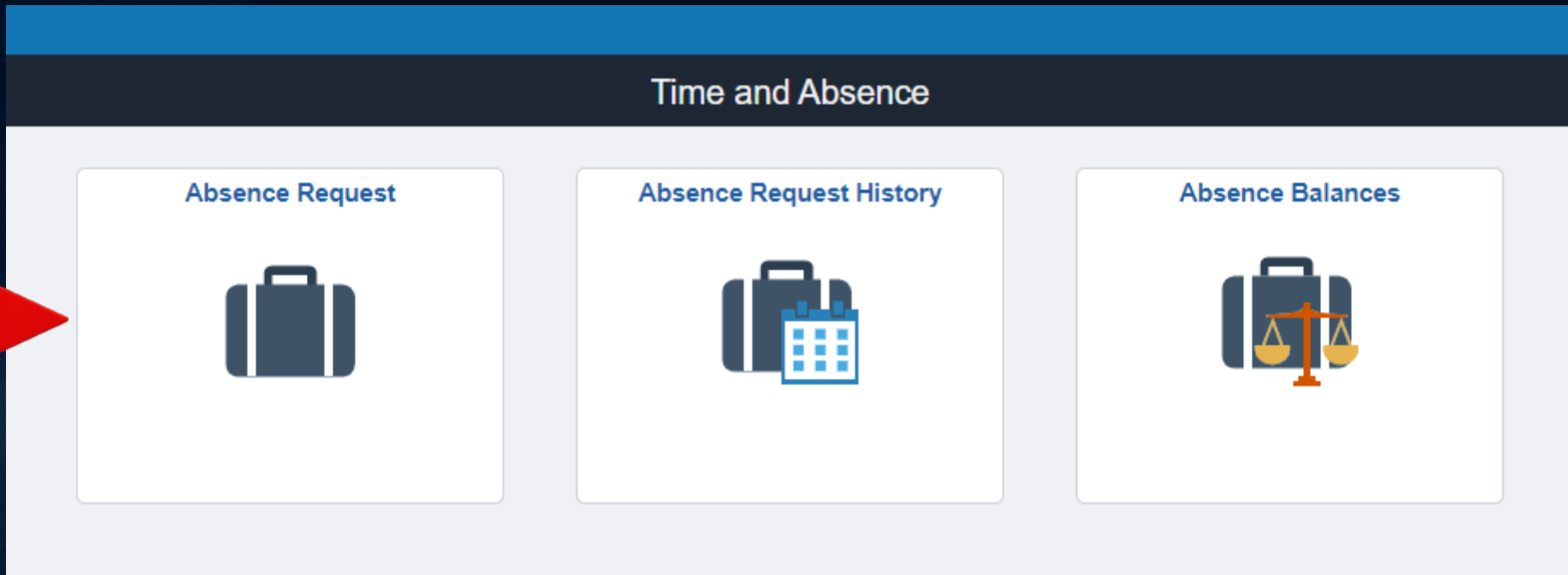
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Navigating To The Absence Entry Screen

- Click on the tile labeled "Time and Absence"



- Click on the tile labeled “Absence Request”




Entering Your Absence Request


- **Start Date:** Enter the first date of your absence. Example: 5/13/2022
- **Absence Name:** Select the type of absence. Examples: Sick, Personal Necessity, Jury Duty.
- After you complete these two fields, additional fields will appear.


[<](#) Time and Absence


Request Absence





Sheila White
Accounting Assistant

 **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 05/13/2022 

Filter by Type All 

*Absence Name Select Absence Name 

Comments

Requestor Comments 

[Go To](#) [View Absence Request History](#) [View Absence Balances](#) [Return to Job List](#)


* Required Field



Entering Your Absence Request (continued)

[Time and Absence](#)[Request Absence](#)

Request Absence



Sheila White
Accounting Assistant

▼ **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 Date05/13/2022

End Date

Original Start Date

Filter by TypeSick

*Absence NameSick

ReasonSelect Absence Reason

Partial DaysNone

DurationHours

Calculate End Date or DurationForecast Balance

Current Balance 414.92 Hours**

Additional Information

Combo Code

Comments

Requestor Comments

Go To

[View Absence Request History](#)

[View Absence Balances](#)

[Return to Job List](#)

SubmitSave for Later

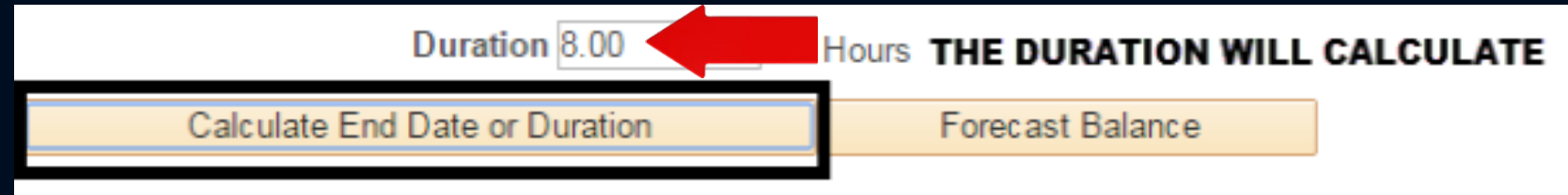
* Required Field

**Disclaimer The current balance does not reflect absences that have not been processed.

- **Start Date:** Enter the Start Date of your absence. If necessary, enter the Reason and Partial Days.
- **End Date:** The last day of your absence. If it is only one day the start and end date will be the same.
- **Reason:** The system will notify you if a reason is required based on type of absence selected.
- **Partial Days:** This is used when you are not taking a full day. Select option from menu.
- **Duration:** **DON'T ENTER THE DURATION.** This is automatically calculated.
- **Current Balance:** Your current balance will be displayed on the right side of the screen. The current balances do not reflect absence requests not yet processed by payroll. This is why you will forecast in later steps.

Calculating and Completing Your Absence Request

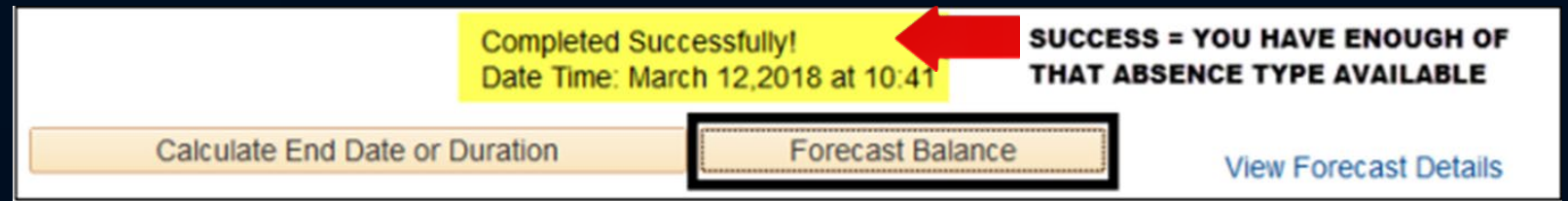
- Once you have entered the required information click "Calculated End Date of Duration". This populates the Duration in hours.



Duration Hours **THE DURATION WILL CALCULATE**

[Calculate End Date or Duration](#) [Forecast Balance](#)

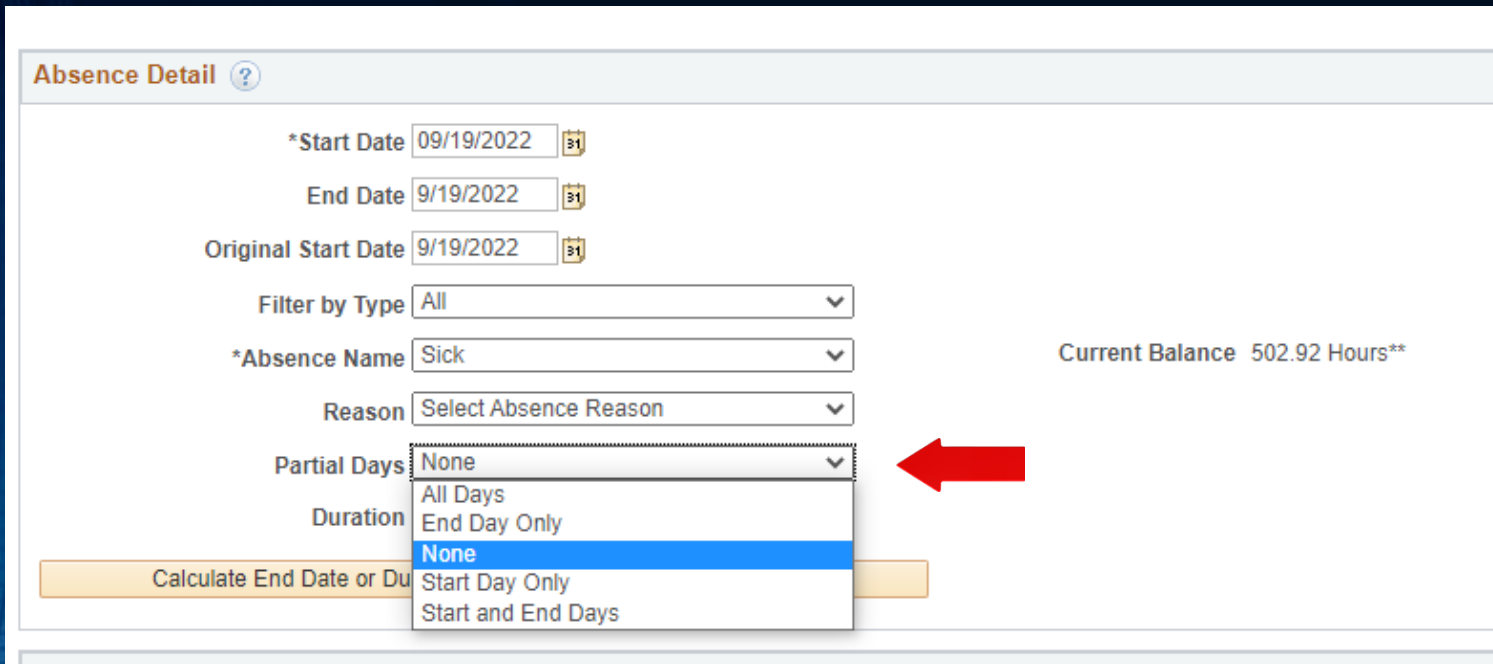
- Now click "Forecast Balance". You should see a message that says, "Completed Successfully!" If you do not receive this message, you do not have enough of that leave type available. For details, click the View Forecast Details link on the right side of the screen.




Completed Successfully!
Date Time: March 12, 2018 at 10:41 **SUCCESS = YOU HAVE ENOUGH OF THAT ABSENCE TYPE AVAILABLE**


[Calculate End Date or Duration](#) [Forecast Balance](#) [View Forecast Details](#)


How To Enter A Partial Day Absence



Absence Detail ?

*Start Date 


End Date 

Original Start Date 

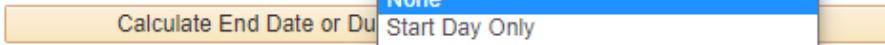
Filter by Type

*Absence Name

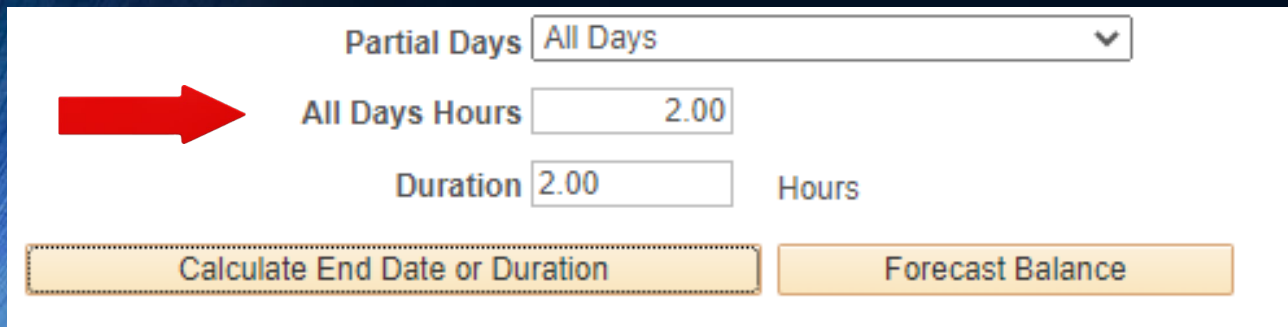
Reason

Partial Days 


Duration

Calculate End Date or Duration 


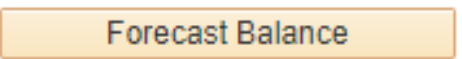
Current Balance 502.92 Hours**



Partial Days

 All Days Hours

Duration Hours

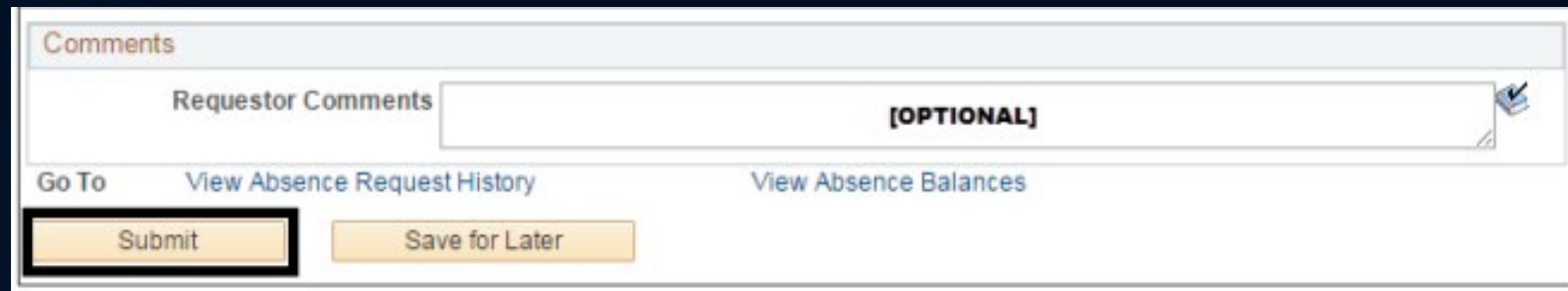
Calculate End Date or Duration  Forecast Balance 

- When Entering a Partial day, it is easiest to enter each partial day as a separate absence.
- Click the drop-down menu and select "All Days".
- A new field will appear called "All Days Hours", this is where you would enter the number of hours you will be absent for.
- After you enter the number of hours click calculate End Date or Duration and duration field will populate.
- Again, do not enter anything in in the duration field, this is system generated.

Submitting Your Absence Request

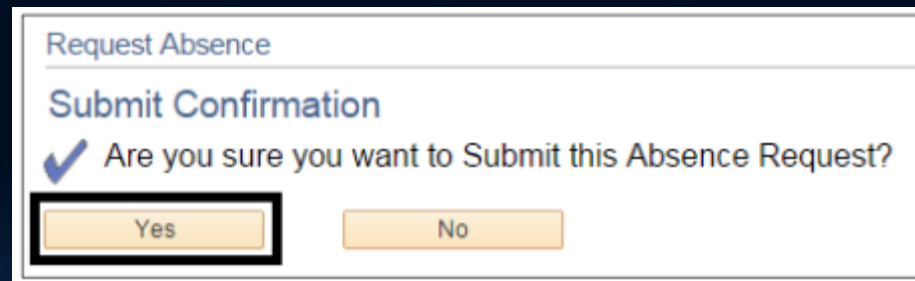
- Click "Submit"

NOTE: If you click "Save for Later" your request does not go anywhere until you submit it; if you save for later you will need to edit and submit it from the Absence Request History screen.



The screenshot shows a web form titled "Comments" with a "Requestor Comments" text area labeled "[OPTIONAL]". Below the text area are two links: "View Absence Request History" and "View Absence Balances". At the bottom are two buttons: "Submit" and "Save for Later". A large red arrow points to the "Submit" button.

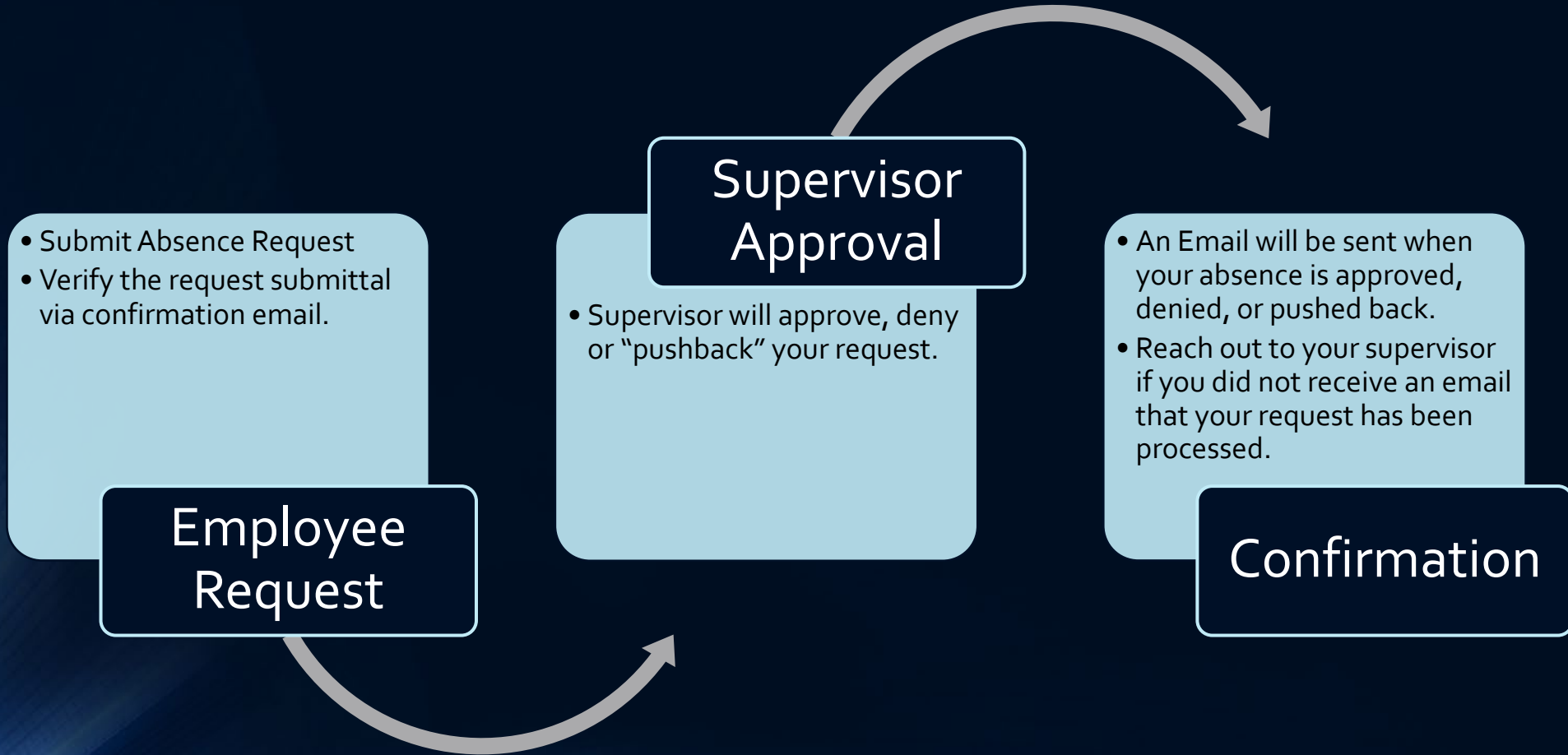
- A confirmation window will appear. Click Yes to submit the Absence Request.



The screenshot shows a dialog box titled "Request Absence" with the subtitle "Submit Confirmation". It contains the question "Are you sure you want to Submit this Absence Request?" with a checkmark icon. Below the question are two buttons: "Yes" and "No". A large red arrow points to the "Yes" button.

Approval Routing of Absence Requests

Your absence is now submitted, which sends an email notification to your manager and adds the request to their approval queue. If desired, click HOME to return to the home screen or click Absence Request to return to the previous screen to enter another request.



Editing/Canceling an Absence Request

You cannot edit or cancel a submitted absence request until your manager takes action.

What absences can I edit?

You can edit a request when it is "Saved for Later", (both future and past dates) or returned to you by your manager (pushed back or denied, both future and past dates).

What absences can I Cancel?

You can cancel a request when it is saved (both future and past dates), submitted and not yet approved (future date), submitted and approved (future date), or returned to you by your manager (pushed back or denied, both future and past dates).

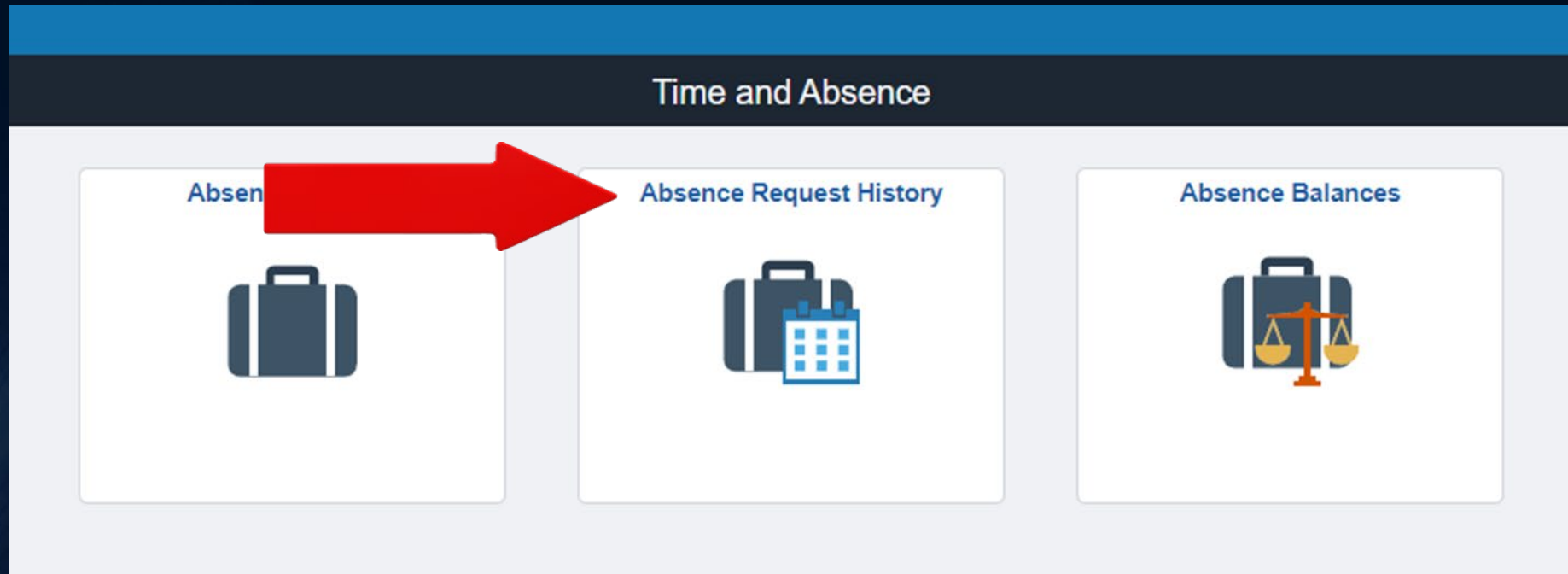
Note: If you need to cancel or edit an absence that does not meet these parameters, you will need to submit an absence change request in TalentEd.

Scenario	Can Edit	Can Cancel
Saved For Later, future date	*	*
Saved For Later, past date	*	*
Submitted but not approved yet, future date		*
Submitted but not approved yet, past date		
Submitted and approved, future date		*
Submitted and approved, past date		
Pushed back or denied, future date	*	*
Pushed back or denied, past date	*	*

Note About Denied Requests:

If your supervisor denies your request, you may not resubmit it with the exact same date(s), absence name, or comments; you must change the request in some way.

Editing/Canceling Absence Requests



Editing/Canceling Absence Requests

- Click on Edit to edit your absence
- Click on Cancel to Cancel your absence


From Through

Absence Request History						Personalize Find View All		First	1-2 of 2	Last
Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit	Cancel			
Sick	Saved	05/17/2022	05/18/2022	16 Hours	Employee Absence Request	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>			
Vacation	Approved	04/25/2022	04/29/2022	40 Hours	Manager Timesheet	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>			



Canceling Absence Requests

Cancel Absence

 **Sheila White**
Accounting Assistant

Absence Detail ?

Start Date 05/17/2022
End Date 05/18/2022
Original Start Date
Filter by Type All
Absence Name Sick Current Balance 414.92 Hours**
Reason Select Absence Reason
Partial Days None
Duration 16.00 Hours
Status Data Saved

Cancel Details

Comments

[Return to Absence Request History](#)


[Cancel Absence](#)

- Make sure you click Cancel Absence. If you skip this part your absence will not be canceled.

Editing

[< Time and Absence](#)[Request Absence](#)

Request Absence



Sheila White
Accounting Assistant

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

End Date

Original Start Date

Filter by Type

*Absence Name

Reason

Partial Days

Duration Hours

Current Balance 414.92 Hours**

[Calculate End Date or Duration](#)[Forecast Balance](#)

Additional Information

Combo Code

Comments

Requestor Comments

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

[Submit](#)[Save for Later](#)[Return to Job List](#)

* Required Field
**Disclaimer The current balance does not reflect absences that have not been processed.

- When you click Edit, you will see the main screen again. Follow the steps for entering your absence on slide 5 & 6.
- NOTE: An edited absence request will need to be re-submitted for approval.

FAQs

- **Q: How far into the future can I submit an absence request?**
- A: You can submit absence requests through the end of the fiscal year (school year).
- **Q: Can I view my up-to-date leave balances?**
- A: Yes. The current balance is as of the last payroll. If you want to view your up-to-date balance, forecast using today's date (or another future date).
- **Q: If I cancel an absence request, when will the debited hours (those taken away because of the request) be returned to my balance?**
- A: Your debited hours will be returned the next day. A nightly process needs to run to update the hours in your absence balances.
- **Q: Do I need to enter my absence in Aesop?**
- A: If your position requires a sub, you must also enter your absence in Frontline/Aesop so that a sub may be assigned.
- **Q: What if I don't have access to internet at home?**
- A: If you do not have access to internet at home you must call in your absence to be recorded in Frontline/Aesop even if you do not need a substitute. However, once you return to work you must enter your absence in PeopleSoft using the district internet/computer.

Questions?

- If you have additional questions, please contact:
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