

Empowering a Community of Excellence

Most employees (regular hourly, and all regular and temporary salaried) will request time off through the Absence Management module. **Self Service>Time Reporting>Report Time>Absence Request**

EMPLOYEE

An absence can only begin or end on a date that you are scheduled to work. You may not request the same absence name more than once on the same day (i.e. 2 sick leaves for same date). When entering a date range, enter the first working day of the absence and the last working day of the absence. HR/Pay will calculate the hours correctly, taking into account non-working days such as weekends and holidays using the work schedule that is assigned to you.

Submit an Absence:

Self Service>Time Reporting>Report Time>[Absence Request](#)

- Start Date: Enter first work day of absence
- Filter by Type: (Grouping of Absences) Select one
- Absence Name: (Absence) Select one
- End Date: Last work day of absence

If taking a full day(s) of the absence, select None for partial days (hours used are from the work schedule). If you have partial days or a mix of partial days and full days, you will use the Partial Days indicators.

- Hourly (non-exempt) employees taking less than a full or half day, you will use the partial days to have the box appear to enter the hours taken. (Leave request are to be in quarter hour increments (.00, .25, .50, .75)
- Salaried (exempt) employees only use partial days for ½ days or in certain circumstances (i.e. HRM approved family medical leave).

In order to be paid correctly, the absence should be submitted by the end of each week in which the leave was taken to allow your supervisor time to approve. If the supervisor does not approve timely, you may not be paid correctly. You will receive an email when your request has been approved. You will also see the approved status when viewing Absence Request History.

You may edit a saved, pushed back or denied absence. Once an absence request has been approved, it cannot be modified by the employee or the supervisor. Approved absences can be modified by the HR/Pay System Team. Contact HR/Pay hrpay@ku.edu via email. The supervisor and employee must both be included on the email to HR/Pay. It is assumed with both copied, there is approval to change unless a reply to the email is submitted.

Edit an Absence Request and/or View Absence Request History

1. Navigation: *Self Service>Time Reporting>View Time>[Absence Request History](#)*
2. Select the Edit button on the absence you wish to edit, make changes and Submit or Cancel.



Absence Balances

Self Service>Time Reporting>View Time>[Absence Balance](#)

MANAGER (Supervisor)

You will receive an email when your employee requests an absence. You may use the link from the email if not on a mobile device.

You have the option of Deny, Approve, or Push Back. If you use Push Back or Deny, the employee can then modify the request or cancel it.

- Hourly (non-exempt) employees taking less than a full or half day, will indicate the hours taken. (Leave request are to be in quarter hour increments (.00, .25, .50, .75)
- Salaried (exempt) employees only use partial days for ½ days or in certain circumstances (i.e. HRM approved family medical leave).

Once an absence request has been approved, it cannot be modified by the employee or the manager. Approved absences can be modified by the HR/Pay System Team. Contact HR/Pay hrpay@ku.edu via email. The supervisor and employee must both be included on the email to HR/Pay. It is assumed with both copied, there is approval to change unless a reply to the email is submitted.

Approve an Absence Request for an Employee

3. Navigation: *Manager Self Service>Time Management>Approve Time and Exceptions>* [Absence Requests](#)
4. Select Employee request from list.

Request an Absence on behalf of an Employee

1. Navigation: *Manager Self Service>Time Management>Report Time>* [Absence Request](#)
2. Select Employee from List
3. Absence Request Page that is presented is the same as presented when an employee requests their own absence.
 - a. See information under Employee on page 1.

View the Absence History of an Employee

1. Navigation: *Manager Self Service>Time Management>View Time>* [Absence Request History](#)
2. Select Employee from List
3. You may change the default From and To dates and then select the Refresh button to view other date ranges.

View the Absence Balance of an Employee

1. Navigation: *Manager Self Service>Time Management>View Time>* [Absence Balance](#)
2. Select Employee from List

[HR/Pay \(https://hr.ku.edu\)](https://hr.ku.edu)