Absence Management

Who should I contact if the Reporting Structure report is wrong or a position changes in my department?

Your first contact should be your Human Resources manager.

When is the Absence Activity report available?

The report for the most recent pay period is available once Payroll has processed and finalized all absences for that pay period. Typically this will be done by the 15th of the month, but during the first few months of processing, it may be delayed a few days.

How do I report CTO I have earned?

CTO time should be reported via the Absences and Additional Time Worked Report available on the payroll website under Forms.

How do I report FML hours?

The process for reporting FML is still manual at this time. An Absences and Additional Time Worked Report should be submitted to the Payroll Office and Leave Coordinator (HR).

Is this system for faculty too?

Yes. All employees eligible for leave will use the new system to view and report the information.

Who will approve my absences?

Your direct supervisor will be given access to approve your absences online.

Do I have to do anything if I don't take any time off?

Yes. You must key No Leave Taken and report that you did not take any time off during the pay period.

What is the deadline each month for keying and approving absences?

All absences must be keyed and approved by the close of business on the first day of the next pay period (e.g. for March 2010, this would be April 1, 2010).

How do I enter my overtime?

Overtime should be submitted on via the Overtime Request form available on the payroll website under Forms.
What types of absences can I report online?

You can key the following types of absences online provided you are eligible to take them and have a sufficient balance where appropriate: Vacation, Sick, Personal Holiday, Compensatory Time -usage only (including ADO and Holiday Credit), Jury Duty, No Leave Taken and Funeral. All other types of absence will still be keyed by Payroll.

When will my new balances be posted?

Balances should be posted by the 15th of the next pay period.

Do we still have to submit the Attendance Roster?

Only Academic Departments are required to submit Attendance Rosters.

Should we still manually add names to the Attendance Roster if they are missing?

Yes. That process should not change.

Do I report my earned CTO in the new system?

No. All CTO earnings should be reported via the Absences and Additional Time Worked Report accessible via the website.

Will my balances still appear on my paycheck/stub?

No. The balances will no longer appear on your paycheck/stub. They can be viewed online.

How do I designate an alternate approver?

Send an email to your HR Manager. Include the name of both the approver and the alternate.

I forgot to key an absence and the pay period is closed. What do I do?

You may submit absences for the two prior pay periods online. Once late entries have been approved, those entries will be processed with the next absence calendar.