

# NYU PeopleSync: Absence Managing for Employees

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## Managing Absence Overview

The **Absence** application icon on the PeopleSync homepage is your main area for reporting and requesting time off. **Absence is the term used by PeopleSync for all Time Off including personal, sick and vacation.** When you click on the **Absence** application icon, there are three main areas:

- **Request:** For reporting absences and requesting scheduled time off.
- **View:** For viewing your absences, and your absence balances as of a particular day.
- **Available Balance as of Today:** For a quick summary of accrued hours.

**Note:** Review the [Absence Balance Tip Sheet](#) for detailed information on your absence balance.

## How to View Your Available Absence Balance

You can view your available absence balances in one of the following ways.

### View Your Available Balance as of Today

The **Available Balances as of Today** dashboard provides a summary of your accrued hours as of the current date. You should check your available accruals before requesting time off.

#### Steps:

1. Click on the **Absence** application icon from your PeopleSync home page.
2. View **Available Balances as of Today**

### View Your Absence Balance as of a Future Date

Provides a view of accrued hours as of a future date.

## Steps:

1. Click on the **Absence** application icon from your PeopleSync home page.
2. Click on **Absence Balance** from the **View** column.
3. In the **As of** field, select the date you would like to check your Absence Balance as of.
4. Click the **OK** button.
5. Review your Absence Balances per the selected date for Personal Time, Sick and Vacation.

## How to Request or Change An Absence Overview

All employees are responsible for reporting unscheduled time off. In most cases, unscheduled absences are unforeseen sick time and emergencies. Other absences such as vacation and personal holidays should be scheduled and requested in advance using PeopleSync.

For time off such as sick and vacation, you can only request or report an absence if you have accrued enough hours. If you have a special circumstance, please reach out to your manager.

**Note for student employees:** You may hold multiple positions. If so, your accrued time off will show up in each of your positions and will be reflected across all active positions.

## How to Request An Absence

### Steps:

1. Click on the **Absence** application icon from the PeopleSync homepage.
2. Click on **Request Absence** from the **Request** column on the left.
3. Click on the dates you are requesting time off.
  - Selected dates are highlighted in blue. To unselect, click on the blue box.
  - To choose multiple days in a row, click and drag your mouse across the dates or hold down the Control (PC) or Command (Mac) button and click to select multiple days that are not in sequential order.
  - View updated calculations on **Request Absence** at the bottom left of the page.
4. Click on **Request Absence** at the bottom left of the page.
5. Click on the **search** icon to view absence groups by type.
  - Note: If you know the type of absence you are requesting, enter it into the search bar.
6. Select the **Absence Type** from the following options. The options you see are based on your employee type.
  - **Vacation**
  - **Sick**
  - **Other Absences Types.** Includes Bereavement, Jury Duty, Personal Time.
7. Check the specific absence type.
8. Click **Next.**
  - Note: The quantity per day defaults to your daily scheduled work hours.

9. Click on **Edit Quantity per Day** to modify the number of hours off being requested per day.
10. Insert the **quantity of hours** requested per day.
  - Note: For example, If 5 days off are requested, instead of populating 40 hours for the total time, a default value of 8 will populate in the Daily Quantity field.
11. Click the **Done** button.
12. Review your request.
13. Enter **comments** as needed.
14. Click the **Submit** button if done. To add another request click the plus sign on the top left of the request information.
  - Note: Your time is entered on your calendar. The request has been forwarded for approval. You will receive a notification when approved.

## How to Correct an Absence Request

You can make changes to an absence request after it has been approved. Approved time off requests have a green checkmark. You will receive a notification when the approver submits, approves, sends back or corrects a request. If you want to correct a request, you have already submitted, follow these steps for Correcting a Request.

### Steps:

1. Click on the **Absence** application icon from your PeopleSync home page.
2. Under the **Request** column, click on **Correct My Absence**.
3. Click on the **absence request** to be corrected from the calendar. Use the calendar navigation options at the top of the calendar to select a different date.
  - Note if your request has been approved it will have a green checkmark.
4. In the box, "**Quantity per Day**" edit the hours as appropriate.
5. Click on the **Submit** button.

## How to Cancel an Absence Request

If you need to change an unapproved absence, cancel the original request and submit a new absence request.

### Steps:

1. Click on the **Absence** application icon from your PeopleSync home page.
2. Under the **Request** column, click on **Correct My Absence**.
3. In the calendar, click on the unapproved day to cancel.
  - Note: Approved requests have a green checkmark.
4. In the calendar, select day(s) to cancel time off.
5. Click on **Cancel this Request**.
6. Review information.
7. Enter a **Comment** indicating the reason for cancellation. This field is required.
8. Click the **Submit** button at the bottom left of the page.
9. Review the confirmation window with details and processes.