NYU

NYU PeopleSync: Managing Absences for Approvers

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Absence Overview for Approvers

The Time and Absence application icon on the PeopleSync homepage is the main area where time off Approvers can take action on employees who entered time off, view absence calendars and view reports for your team.

Approving Absences Options

When conducting tasks related to time-off requests, or absences as they are referred to in PeopleSync, you will select from the following options. As you enter actions on behalf of an employee, they receive notifications. The options for approving requests are:

- **Approve**: Approves the requested absence and updates the status as Approved.
- **Send Back:** Does not approve the absence request, and sends a notification and task back to the employee with approver's stated reason for why the request was not approved. This is the recommended approach for requests that need to be updated or changed.
- **Deny:** Denies the time off request and allows you to state the reason for the denial. Note: Using this option terminates the request from being recorded on the timesheet and logged against the employee's balance. We do not recommend using Deny.
- **Close**: Skips the task and leaves the item unapproved in the inbox.
- **Add Approver:** Not currently available in PeopleSync.

Absence Types

Absences in PeopleSync can be scheduled or entered on days when an employee does not report to work. Future absences are typically vacation or personal days an employee plans in advance. The time off or absence request types available to an employee depends on the employee's position. Employees should refer to the appropriate HR policy or their manager for any questions on the absence types available to them.

Approving Absences in PeopleSync

There are multiple ways to enter, correct and approve absences. Options include approving from your PeopleSync Inbox and Dashboard as well as via various tasks. Detailed steps follow for each option.

Approving Time Off From Your Inbox

Steps:
1. Go to your **Inbox** on the PeopleSync homepage.
2. Click on the message you want to take action on from the Inbox.
3. Review the absence request information in the **Review Absence** section.
4. As you review, you can:
   - Click on **View Balances** for details on the employee's time requested and time available.
   - Click on **View Previous Time Off Requests** for additional information.
   - Note: An employee is not able to enter the request if they do not have the available time.
5. Select an approval option as appropriate, either **Approve, Send Back, Deny or Close**. **Deny and Close** are accessed by clicking on the **icon with 3 dots** to access.
6. Click on the appropriate action button. See the section on Approving Absence Options in this guide for more details.
7. Review details on the confirmation page.
8. Repeat the process for other entries in your Inbox.

Timesheet and Time Off Requests Awaiting My Action

The dashboard provides a quick view of items pending your approval. You can view the number of days the request has been awaiting approval for the employee named in the subject field and act on the request from this view.

Steps:
1. Click on the **Time and Absence** icon on your PeopleSync homepage.
2. Click on **View More** on the **Timesheet and Time Off Requests Awaiting My Action** dashboard.
3. Scroll to the employee record that you want to review.
4. Click on the search icon in the **Business Process Event** field.
5. Click on the **Review** button in the **Awaiting Me** column.
6. Click on **View Balances** for details on the employee's Time Off balance.

7. Click the appropriate approval action either **Approve**, **Send Back** or **Deny** or **Cancel.** To access **Deny** or **Cancel** click on the **icon with three dots**.
    ○ Note: Add Approvers is not currently available.
8. Click the appropriate button for your action. If using Send Back or Deny, enter a comment for the employee.
9. Click the **Submit** button.
10. Review details on the confirmation pop-up.

Entering and Correcting Absence Requests on Behalf of Employee

Entering Absence Request

Steps:
1. Click on the **Time and Absence** application icon from your PeopleSync home page.
2. Click on **Enter Absence** from the **Absence Tasks** column on the right.
3. In the Worker field enter or search for Employee by Name, NetID or N number.
4. Click **Enter**.
5. Click the **OK** button. This displays the absence calendar for the employee.
6. Select the appropriate request dates.
    ○ Note: You can select multiple dates by clicking on additional days. View the highlighted blue box. To remove a day, click in the blue box.
7. Click on the **Request Absence** button at the bottom left-hand corner of the page.
8. Click on the search icon at the right of the search bar to select a **Type** in **Select Absence Type.** If you know the absence type you want to select, you can enter it in the search window.
    ○ Note: Select Absence Type window opens with a list of available absence types. As an approver/manager, all absence types are available for selection. Employees only see types specific to their position.
9. Click on the **Absence Type**.
10. Click in the **Absence Type** window to select.
    ○ Note: If this is a student employee, you must also select the position that the student will be absent from.
11. Click **Next.**
    ○ Note: The quantity per day defaults to the employee's daily scheduled work hours.
12. Click on **Edit Quantity per Day** to modify the number of hours being requested per day.
13. Edit the hours in the **quantity per day** field.
14. Click the **Done** button.
    ○ Note: You can also enter an additional request by clicking on the plus + sign on the top left of the request information.
15. Click the **Submit** button.
16. Review your request.
17. Enter **comments** as needed.
18. Click the **Submit** button.

The Absence Calendar opens for the employee. Hover over the time block to view that the absence is entered and approved since it was submitted by the manager/approver. The employee will receive a notification.

Correcting Absence Request

If an employee requests an absence and you approve it, the approved absence is viewed on the My Schedule page for the employee. It is identified as approved with a green checkmark. If an employee wishes to correct an absence previously approved, they must enter a request to correct. Or as an Approver, you can correct the absence on behalf of the employee. Employees can correct or delete an absence that has yet to be approved. For requests not yet approved, Approvers should deny the request and re-enter the absence with the correct details.

Steps:

1. Click on the **Time and Absence** application icon from the PeopleSync homepage.
2. Click on **Correct Absence** from the **Absence Tasks** column on the right.
3. In the **Worker** field, enter or search for the employee by name, NetID or N number.
4. Click **Enter**.
5. Select the employee from the available employee names.
6. Click the **OK** button.
7. Click on the absence event you are correcting to view the absence details.
8. Click the checkmark for each row you are correcting. For reported absences with multiple dates, place a checkmark in the **Select All** box.
9. Correct the absence as appropriate using one of the following options:
   - To **delete**, click the minus sign to remove the row containing the requested absence.
   - To **adjust the type**, select and replace the **Type** from the drop-down menu by selecting the search icon.
   - To **correct requested hours**: click in the **Quantity per Day** field and correct the hours. Note: You may receive an error message if the incorrect time quantity is entered based on the related NYU policy where full and half-day increments may vary.
10. Click the **Submit** button at the bottom left of the page.

Note: Your corrections will be reflected in the employee's Absence calendar. For any absence changes, any accruals reserved for future use will be released and available for future scheduling.

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Absence Management Calendars

The following options provide views into your team or direct reports absence requests.

Time Off and Leave Calendar

Managers can use the Time Off and Leave Calendar report to view submitted and approved requests for their direct reports. If a worker has multiple positions, the manager sees requests for all positions. Approvers should use the **Team Absence Calendar**.

Steps:
1. Click on **Time and Absence** icon on your PeopleSync homepage.
2. Go to **Absence Tasks** column on the right.
3. Click on **Time Off and Leave**.
4. You are presented with a calendar view of the time off or leave requested by your employees. The calendar defaults to the current day.
5. Click on the left or right arrow at the top of the page to change the month of the calendar.
6. Use the drop down option next to **View** to change the calendar view to **daily, weekly, or monthly**.
7. Review the information.
   - Grey highlighted entries indicate that the time off request is pending approval.
   - Green highlighted entries indicate that the time off request is approved.
   - Clicking on the entry time-off block will show more details.

Team Absence Calendar

The Team Absence Calendar allows you to view all of the reported time off by date.

Steps:
1. Click on **Time and Absence** icon on your PeopleSync homepage.
2. Go to **Absence Tasks** column on the right.
3. Click on **Team Absence Calendar**.
4. Fill in the following fields for **Organizations** and **Workers**. You can select by your organization and/or by individual employees.
5. To select an **Organization,** click the **search icon and:**
   - If acting as an Approver, select TimeOff Approver and your name followed by TOA.
   - If acting an Approver and/or a Manager, click on Supervisory and choose from the available options.
6. Use the **Workers** option to view individual employees or to narrow down the list. To do so, click on the search icon.
7. Click on **All Workers** and select those employees you wish to include.
8. Click the **Include Self** checkbox to include your information.
9. Click the **OK** button.
10. View the display with your Employee names and any time off reported on the day requested.
11. Use the navigation options to change the date as needed.

Overnight Shifts

For overnight shifts, managers will need to enter a time-off request and split the request between the two days that the overnight shift straddles. For example, if the employee is scheduled to work Thursday from 11pm to 7am, the manager would enter one hour of vacation on Thursday and seven hours of vacation on Friday. Please note that this will not count as two occurrences or affect the usage and accrual of the employee's time off. This is a workaround until a permanent solution is developed for employees working overnight shifts.