

## Absence Report

## Quick Reference Guide (Manager)

VACATION REQUEST

FAMILY ILLNESS/PERSONAL DAYS – 80 hrs/year max\*  
(\*Up to 16 hours for personal business)

PERSONAL ILLNESS/SHORT TERM INCOME REPLACEMENT (STIR)  
1040 Hours per year max

PARENTAL LEAVE - 4 weeks max\*  
(\*1 wk incr within 12 mos of event)

**Absence Report is an online tool for viewing leave balances for Exempt and Non-Exempt staff.**

## FAQs

### How do I know if I have access to the Absence Report?

All current managers have access to the Absence Report tool. New users may request access via the Absence Report Access Request Form link provided on the landing page of the tool itself.

### How Do I read the Absence Report?

Please refer to the following table for a description of leave types:

Leave Type	When to Use	When Allotted	Maximum Time Available
Vacation	Planned time off from work taken in one-half or full-day increments.	Accrue each pay period	Based on hire date up to 1 week over annual maximum
Incidental/Family Illness	Up to 10 days per calendar year for care of staff member's spouse, child or parent. 2 personal days <b>included</b> in this balance of hours.	Per calendar year	10 days
Personal	Up to 2 days for personal business. Personal time is deducted from Family Illness balance of hours.	Per calendar year	2 days (within the 10 days)
Parental Leave	Up to four (4) weeks of paid leave for the birth or adoption of a child. Must be taken in one-week increments within 12 months of the birth or adoption	Within 12 months of the birth or adoption	4 weeks
Short Term Income Replacement (STIR)	Continuous time off for staff member's own illness that exceeds 7 calendar days with medical review and determination through CareWorks.	Rolling 12 months	6 months (26 weeks)

## FAQs continued

### How do I use the Absence Report?

The Absence Report is for managers only. Use the Absence Report to view:

- Available balances: incidental/family illness and vacation
- Used balances: for incidental/family illness, vacation, personal and parental leave
- Vacation: accrual rates, beginning and accrued balances
- Report filter options: sort by individual staff member(s) or employment (E-class)

### How do I pull the details of reported dates and hours submitted?

This is a report only. For non-exempt staff, details of hours reported may be found in Ultra-time (hourly) and via your records of your Absence & Overtime forms (salaried). For Exempt staff, details of hours reported may be found in MyTimeOff.

### How current are the hours in the report?

The report shows available and used leave balances of reported time as of the last payroll cycle (the last paycheck date) for bi-weekly or semi-monthly staff.

### Where can I view Short Term Income Replacement hours available and remaining?

CareWorks tracks and maintains this balance of hours. Please call CareWorks at 888-436-9530.

### Where can I view Family and Medical Leave hours available and remaining?

CareWorks tracks and maintains this balance of hours. Please call CareWorks at 888-436-9530.

### Can I print this report?

Yes you may print the report by downloading the report (instructions below) and printing the document.

### Can I download this report?

Yes. Once your Absence Report has been processed, you can download a local copy of the report for further editing or sharing.

- Click the Download button at the upper right corner of the report view.
- You will be given 4 download choices: Image, Data, Crosstab, and PDF. We recommend either the **Crosstab** or **PDF** option:
  - **Crosstab** will create a raw spreadsheet file (in .csv format) that can be easily edited with Excel.
  - **PDF** will create a more finished and presentable report in .pdf format. Please be sure to choose "Sheets in Dashboard" in the Content options in order to capture all pages of your Absence Report.

## FAQs continued

### Can I submit time that was taken in the past?

Yes. Submit time through the appropriate payroll reporting system, Ultra-time (non-exempt hourly); Absence & Overtime forms (non-exempt salaried); MyTimeOff (exempt salaried).

### How can I make a correction to leave hours after the leave request has been applied?

In the event the manager needs to correct leave balances please call *askHR* at 631-5900 or email [askHR@nd.edu](mailto:askHR@nd.edu). You may need to send follow up documentation as needed.

### Can I view the time of an employee who is not my direct report?

No. The Absence Report management hierarchy is based off of Endeavor. Currently this cannot be changed.

### What is the difference between the Absence Report and MyTimeOff?


Both tools are available through insideND. MyTimeOff is for Exempt Staff only. The Absence Report displays both Exempt and Non-Exempt **leave balances**. Please note, the balance of the Family Illness for Exempt staff will appear in the "Family Illness/Incidental" column in the Absence Report tool.

# Absence Report Overview

The screenshot shows the 'Absence Report Detailed View' interface. At the top, there is a navigation bar with options: Undo, Redo, Revert, Refresh, Pause, Original View, Share, Download, and Full Screen. Below this is the University of Notre Dame logo and the title 'Absence Report Detailed View'. The main content area is divided into sections:

- To Use This Report:**
  - Step 1: Select Level 5 from drop down
  - Step 2: Select Level 8 from drop down
- Note:** To obtain access to this report, please fill out the following request form: <https://goo.gl/V1o8i1>
- Search filters:**
  - Level 5:** A dropdown menu currently showing '(None)'. An annotation box points to it with the text: 'Search by Level 5; Click box; Select "Apply"'. Below this is another dropdown for 'Level 8' showing '(All)'.
  - Name, Full:** A dropdown menu currently showing '(All)'. An annotation box points to it with the text: 'Search by name'.
  - Eclass:** A dropdown menu currently showing '(All)'. An annotation box points to it with the text: 'Search by employment classification of staff (exempt or non-exempt)'.
- Additional Information:**
  - A note at the bottom left: 'For leave balances on Exempt staff, refer to <https://mytimeoff.nd.edu>.' An annotation box points to this note with the text: 'Exempt staff - available and used leave balance information'.
  - An annotation box on the far left points to the 'Note' section with the text: 'Instructions to gain access to the Absence Report'.

## To Use This Report



### Absence Report Detailed View

**To Use This Report:**  
Step 1: Select Level 5 from drop down  
Step 2: Select Level 8 from drop down

**Note:** To obtain access to this report, please fill out the following request form: <https://goo.gl/V1o8i1>

*For leave balances on Exempt staff, refer to <https://mytimeoff.nd.edu>.*

### Select Your Access Level

1. **Select the Level 5** that applies to you. You will only have access to your area(s). Click apply.
2. **Select the Level 8 (if applies)**. If you have access for more than one level, you will need to select Level 8, otherwise, this level will automatically populate.

# Reviewing Available and Used Balances

## Absence Report Detailed View

**To Use This Report:**  
 Step 1: Select Level 5 from drop down  
 Step 2: Select Level 8 from drop down

**Note:** To obtain access to this report, please fill out the following request form: <https://goo.gl/V1o8i1>

Level 5  
 VP For Human Resources

Level 8  
 Office of Human Resources

Name, Full  
 (All)

Eclass  
 (All)

*For leave balances on Exempt staff, refer to <https://mytimeoff.nd.edu>.*

Name, Full	Individual NetID	Date of Hire	Day of Last Pay	Eclass	Personal Hours Used	Parental Leave Hours Used	Incidental/Family Illness	Vacation
Jane Domer	JDOMER	11/15/16	06/15/17	S1 - FT Exempt	0	0	Beginning Balance	80.0
							Accrued	0.0
							Available	80.0
							Used	0.0
							Vacation Accrual Rate	3.3
Joe Irish	JIRISH	1/9/12	06/09/17	S3 - FT Non-exempt Hourly	8	0.00	Beginning Balance	40.5
							Accrued	39.5
							Available	20.5
							Used	59.5
							Vacation Accrual Rate	3.1
Mary Golden	MGOLDEN	6/1/10	06/15/17	S5 - FT Non-exempt Salaried	0.00	0.00	Beginning Balance	28.0
							Accrued	52.0
							Available	44.5
							Used	35.5
							Vacation Accrual Rate	5.0

Search by individual staff member

Search by employment classification of staff (exempt or non-exempt)

Balance used as of January 1<sup>st</sup>

Balance used within last 12 months

Available balance for Exempt and Non-Exempt as of last pay date

Based on date of hire

As of last pay check date

As of January 1<sup>st</sup> of the current year

Accrual rate per pay

## Downloading Report

The screenshot shows the 'Absence Report Detailed View' interface. At the top right, a 'Download' button is highlighted with a red circle '1'. A dropdown menu is open, showing options: 'Image', 'Data', 'Crosstab', 'PDF' (highlighted with a red circle '2'), and 'Tableau Workbook'. Below the navigation bar, there are instructions and filters. The filters include 'Level 5' (VP For Human Resources) and 'Name, Full' ((All)). A 'Note' section provides a link to a request form. Below the filters, there is a table with columns: Name, Full; Individual NetID; Date of Hire; Day of Last Pay; Eclass; Personal Hours Used; Parental Leave Hours Used; Incidental/Family Illness; and Vacation. The table shows data for Jane Domer (JDOMER) with a beginning balance of 80.0 and a vacation accrual rate of 3.3.

<u>Name, Full</u>	<u>Individual NetID</u>	<u>Date of Hire</u>	<u>Day of Last Pay</u>	<u>Eclass</u>	<u>Personal Hours Used</u>	<u>Parental Leave Hours Used</u>	<u>Incidental/Family Illness</u>	<u>Vacation</u>	
Jane Domer	JDOMER	11/15/16	06/15/17	S1 - FT Exempt	0	0	Beginning Balance	80.0	0.0
							Accrued	0.0	43.7
							Available	80.0	7.7
							Used	0.0	36.0
							Vacation Accrual Rate		3.3

### Downloading Report for further viewing or editing:

1. Click the Download button at the upper right corner of the report view.
2. You will be given 4 download choices: Image, Data, Crosstab, and PDF. We recommend either the **Crosstab** or **PDF** option:
  - **Crosstab** will create a raw spreadsheet file (in .csv format) that can be easily edited with Excel. Choose “Download” and Click “Open”
  - **PDF** will create a more finished and presentable report in .pdf format. Choose "Sheets in Dashboard" in the Content options in order to capture all pages of your Absence Report. Click “Download” twice. Click “Open.”

*You will be able to print the report from any of the 4 download options.*