Directions: Enter a PTO Request

1. To enter an absence, in the *Absence Management: Summary* click the **Create Absence** button.

2. In the *Absence Status* field, click the **down arrow** and select **Confirmed** or **Planned**.

3. In the *Absence Type* field, click the **down arrow** and select the desired option.

4. In the *Absence Reason* field, click the **down arrow** and select the desired option.

5. In the *Duration* field, click the **Calendar** icon to select the *Start Date* of the absence.

6. In the *Duration* field, click the **Calendar** icon to select the *End Date* of the absence.

7. In the *Duration Hours* field, enter the number of PTO hours you are using.

ATTN: THE SYSTEM LOOKS AT THE START DATE TO SEE IF YOU HAVE ENOUGH TIME ACCRUED. YOUR PTO BALANCES CANNOT BE NEGATIVE.

8. In the *FMLA Flag* field, click the **down arrow** and select **N** (No) or **Y** (Yes), as appropriate.

9. If the FMLA Flag is Y, in the *FMLA Reason* field, click the **down arrow** and select the reason.

10. In the *Comments* field, you may enter optional text.

ATTN: DO NOT ADD COMMENTS PERTAINING TO MEDICAL CONDITIONS, DIAGNOSES, OR TREATMENTS IN THIS SPACE.

11. Click **Next**.
12. Review the request and click **Submit**.

Directions: Change a Planned Absence to Confirmed

Upon returning to work, following an approved planned absence, log in to OHIO's *e-Business Suite: My Personal Information* and change it to confirmed.

1. In the *Absence Management: Summary*, next to the appropriate planned absence, click one of the following icons:
   - **Details** to view the absence request details
   - **Update** to modify a future planned absence request; it remains planned
   - **Confirm** to modify and confirm an approved planned absence which has already occurred
   - **Delete** to delete the absence request
2. Click **Next** or **Submit**.
3. Click **Submit**. When you make any change to a planned request, it goes into *workflow* again.

Who do I contact if I have questions or need assistance?

If you need assistance, or have a question about your PTO Balances displayed online, or on your payslip, please contact:
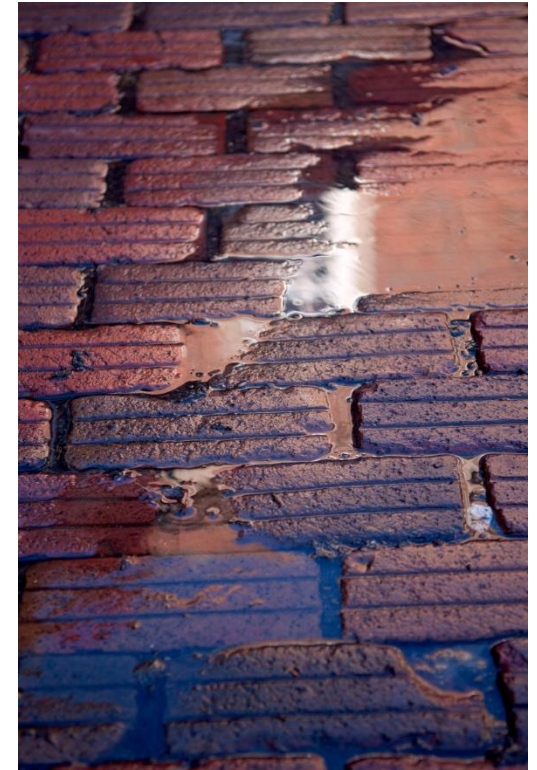
Employee Service Center (ESC)

740.593.1636

uhr@ohio.edu

OHIO UNIVERSITY
1804

Absence Management

Electronic Requests for Paid Time Off

What is Absence Management?

Oracle Absence Management Module enables employees paid on a salaried basis to submit work absence-related information electronically.

NOTE: Employees paid on an hourly basis track their absences in Workforce and will not use the Absence Management module.

Absence Management is integrated with University Human Resources (UHR) systems and Payroll. *Oracle Absence Management Module* allows you to enter a PTO request online, view your PTO accrual balances, and view your personal absence history.

When you submit an electronic absence request, *workflow* routes your request to your supervisor and/or UHR (if needed) for approval.

When should I submit a PTO request?

A *planned* absence will occur sometime in the future. A planned absence request is entered BEFORE the absence. Following a planned absence, you must log in to the system and change it to confirmed.

A *confirmed* absence is an absence that has already occurred. A confirmed absence can only be submitted AFTER you have been away from work. Upon return to work, submit your confirmed absence.

NOTE: The system does not enforce your department's policies for requesting and approving time off. If your department has additional processes, please discuss this with your supervisor.

Where is the online PTO request form?

The online form is available in OHIO's *e-Business Suite: My Personal Information*.

1. Visit: https://www.ohio.edu/ebiz/ebiz.html

2. Click **My Personal Information**.
3. Enter your **OHIO ID** and **Password** and click **Login**.
4. Complete Ohio University Multi-Factor Authentication.
5. Click the **+** to expand your *My Personal Information* folder.
6. Click **Absence Management**.

How much PTO have I accrued?

Oracle Absence Management Module allows employees to view PTO balances. The total amount of PTO accrued varies by employment type and Full Time Equivalent (FTE). The **PTO Balances** tab will display your PTO accrual balances. Planned absences will be reflected in your totals when the request is approved by your supervisor.

By default, accruals are displayed as of today's date. If you are planning a future absence, you may select a future effective date to view projections of your PTO accrual balances.

What are absence types?

Absence types include the following:

- Vacation Presidential Appointment
- Sick Presidential Appointment
- Personal Days Administrative
- Unpaid Absence
- Parental (Pilot)

What are absence reasons?

An optional absence reason can be used to convey to your supervisor your intent for taking time off. They include:

- Bereavement
- Child Birth/Placement
- Employee Illness/Injury
- Family Illness/Injury
- Medical Provider Visit
- Military Obligation
- Parental (Pilot)

Why does my payslip show a different PTO accrual balance than Oracle Absence Management?

My Personal Information's online payslip shows the balance at the time payroll was run.

Oracle Absence Management Module is dynamic. For example, when a PTO request is entered for an absence that has already occurred, and the request is approved by your supervisor, the balance on the accrual page will change.