Purpose: The purpose of this document is to assist employees paid on a salaried semi-monthly basis with the process of entering and submitting an electronic paid time off (PTO) request.

For Questions Contact: Employee Service Center (ESC), 740.593.1636, uhr@ohio.edu.

Table of Contents

ORACLE ABSENCE MANAGEMENT MODULE ................................................................................................................. 2

LOG IN TO MY PERSONAL INFORMATION: ABSENCE MANAGEMENT ............................................................................. 2

THE ABSENCE REQUEST PROCESS ............................................................................................................................... 4

WORKFLOW .............................................................................................................................................................................. 4

ORACLE NOTIFICATIONS ....................................................................................................................................................... 5

NOTIFICATION PREFERENCES ...................................................................................................................................................... 5

MODIFY PREFERENCES .............................................................................................................................................................. 5

ABSENCE DETAILS ..................................................................................................................................................................... 6

ABSENCE DETAILS DEFINITIONS ................................................................................................................................................. 6

PAID TIME OFF (PTO) ACCRUAL BALANCES .......................................................................................................................... 9

VIEW ACCRUAL BALANCES ...................................................................................................................................................... 9

View Accrued Hours, Planned Hours, and Net Available .............................................................................................................. 9

Definitions: Accrued Hours, Planned Hours, and Net Available ................................................................................................... 10

ENTER A PLANNED ABSENCE ................................................................................................................................................... 11

FOLLOWING A PLANNED ABSENCE, CHANGE IT TO CONFIRMED ......................................................................................... 13

ENTER A CONFIRMED ABSENCE ............................................................................................................................................... 14

VIEW ABSENCE HISTORY ............................................................................................................................................................... 16

FAMILY AND MEDICAL LEAVE ACT (FMLA) .............................................................................................................................. 16

ENTER AN FMLA ABSENCE ......................................................................................................................................................... 16

LINKS TO POLICIES ................................................................................................................................................................. 18

OHIO POLICIES .............................................................................................................................................................................. 18

PARENTAL LEAVE PROGRAM ...................................................................................................................................................... 18
ORACLE ABSENCE MANAGEMENT MODULE

The Absence Management module enables employees paid on a salaried semi-monthly basis to submit work absence-related information electronically in My Personal Information (MPI). You may display your current paid time off (PTO) accrual balances, enter an absence request, and view your personal absence history.

Additionally, when planning for future time off, you may enter the future date of the planned absence and query for your projected accrual balances. Absence Management will calculate your future accrual balances based on the date specified.

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

ATTN: My Personal Information is a responsibility within Oracle E-Business Suite. As a result, you may log in to either to access Absence Management.

Log in to My Personal Information: Absence Management

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

2. Click My Personal Information.

3. Enter your OHIO ID and Password and click Login.

5. Click the + to expand your My Personal Information folder.
6. Click Absence Management.
THE ABSENCE REQUEST PROCESS

1. Enter and submit your request for absence using the online Create Absence request form.
2. Your supervisor (as recorded in HR) will receive notification of your request. He/she will either approve or deny your request using the system.
3. You will receive an email notification from the system at your OHIO.edu email address when your supervisor responds. You will receive a notification each time your supervisor:
   - Approves a request
   - Rejects a request
   - Requests Information - If your supervisor requests additional information or a correction, make the necessary changes and submit the request again. The process will start over at #2.

NOTE: In each notification, the request’s Action History will display.

WORKFLOW

Workflow is the automated routing and tracking of electronic absence requests.

When you submit a request for paid time off or modify an existing request, the system will automatically route the request to your supervisor for approval.

The system tracks where the request is in the approval process and can route the request to others based on pre-defined paths or by special instruction.
ORACLE NOTIFICATIONS

Notification Preferences

When you submit a paid time off (PTO) request, the system will send your supervisor an auto-email notification regarding your pending request.

You will receive a notification when your supervisor responds.

WARNING: IT IS RECOMMENDED THAT YOU MAINTAIN THE DEFAULT SETTING TO RECEIVE INDIVIDUAL NOTIFICATIONS.

Modify Preferences

2. Click the + to expand your My Personal Information folder.
3. Click the Preferences link (top right).

4. The default setting is HTML Mail. WARNING: To receive email notifications in an alternate format, under Notifications, select the desired option. NOTE: This is a global setting for all Oracle worklist notices, not just Absence Management.

5. Click Apply.
6. Click Home (top right).
## ABSENCE DETAILS

### Absence Details Definitions

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Select One of the Following or Enter…</th>
</tr>
</thead>
</table>
| Absence Status      | **Planned** – a planned absence will occur in the future; enter the absence details prior to the absence.  
                      **Confirmed** – an absence that has already occurred; you cannot enter a future date for a confirmed absence. |
| Absence Type        | **Parental (Pilot)** = A pilot program for bonding with a new child in the family as defined by Parent Leave.  
                      **Personal Days Administrative** = Personal  
                      **Sick Presidential Appointment** = Sick  
                      **Unpaid Absence** = A maximum of 5 unpaid days (40 hours) per year (52 rolling weeks) may be requested if an employee does not have sufficient accrued time off.  
                      **Vacation Presidential Appointment** = Vacation |
<table>
<thead>
<tr>
<th>Absence Reason</th>
<th>Bereavement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Child Birth/Placement</td>
</tr>
<tr>
<td></td>
<td>Employee Illness/Injury</td>
</tr>
<tr>
<td></td>
<td>Family Illness/Injury</td>
</tr>
<tr>
<td></td>
<td>Medical Provider Visit</td>
</tr>
<tr>
<td></td>
<td>Military Obligation</td>
</tr>
<tr>
<td></td>
<td>Parental (Pilot)</td>
</tr>
</tbody>
</table>

| Duration: Start Date | This is a required field. Enter the start date of the requested leave.  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>ATTN:</strong> THE SYSTEM LOOKS AT THE START DATE TO SEE IF YOU HAVE ENOUGH TIME ACCRUED BY THE START DATE SPECIFIED.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Duration: End Date</th>
<th>This is a required field. Enter the end date of the requested leave.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Duration Hours</th>
<th>Enter the duration in hours. Only whole numbers may be entered for personal days. All other absence types may be rounded to two decimal places.</th>
</tr>
</thead>
</table>

| FMLA Flag | FMLA can/should be used for personal or family illness of over 3 days. Check with UHR to determine if appropriate.  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>ATTN:</strong> IF YOU ARE REQUESTING FMLA, YOU MUST COMPLETE THE FORMAL PROCESS THROUGH UHR’S EMPLOYEE SERVICE CENTER.</td>
</tr>
<tr>
<td>N = No</td>
<td></td>
</tr>
<tr>
<td>Y = Yes</td>
<td>If you enter Yes, your request must be approved by your supervisor as well as UHR’s Leaves Manager.</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>FMLA Reason</th>
<th>The FMLA reason codes are explained in FMLA #02 “Your Rights Under the Family and Medical Leave Act of 1993” which is provided to you when you request FMLA. ATTN: AN FMLA REASON IS REQUIRED IF YOU ARE ENTERING AN FMLA REQUEST.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call to Duty</td>
<td></td>
</tr>
<tr>
<td>Child Birth/Placement</td>
<td></td>
</tr>
<tr>
<td>Employee’s Own Serious Condition</td>
<td></td>
</tr>
<tr>
<td>Family member – Child</td>
<td></td>
</tr>
<tr>
<td>Family member – Domestic Partner</td>
<td></td>
</tr>
<tr>
<td>Family member – Parent</td>
<td></td>
</tr>
<tr>
<td>Family member – Spouse</td>
<td></td>
</tr>
<tr>
<td>Military Caregiver</td>
<td></td>
</tr>
</tbody>
</table>

| Comments | Do not add comments pertaining to medical conditions, diagnoses, or treatments. NOTE: HIPAA is the federal Health Insurance Portability and Accountability Act of 1996. The goal of this law is to protect the confidentiality and security of healthcare information. |

Click Next.

Click Submit.
PAID TIME OFF (PTO) ACCRUAL BALANCES

Accrual plans permit eligible employees to earn paid time off as they work. The total amount accrued varies by employment type and Full Time Equivalent (FTE). For more details, visit: http://www.ohio.edu/policy/41-001.html

View Accrual Balances

View Accrued Hours, Planned Hours, and Net Available

1. To view PTO accrual balances, in the Absence Management: Summary, click the PTO Balances tab, and click the + to expand Show Accrual Balances.

2. By default, accruals of PTO are displayed as of today’s date. To view projections of your PTO balances, in the Effective Date field, click the Calendar icon to select a future date and click Go.

Balances displayed include accruals you will earn as of the last pay date prior to the Effective Date you entered. Any Planned Hours between now and the effective date you entered will be subtracted and the remaining balance will display under Net Available.

**WARNING:** The PTO balances displayed do not take into consideration absence requests that have not yet been approved by your supervisor.

A nightly process is run to recalculate PTO balances in the new fiscal year; therefore, the PTO balances displayed beyond July 1 will not be accurate if your absence request was just approved by your supervisor today.

ATTN: There are three columns: Accrued Hours, Planned Hours, and Net Available.
**Definitions: Accrued Hours, Planned Hours, and Net Available**

<table>
<thead>
<tr>
<th>Column</th>
<th>Definition</th>
</tr>
</thead>
</table>
| **Accrued Hours** | The total number of hours in each accrual bank (sick, personal, and vacation) as of the effective date specified; confirmed absences have already been subtracted.  
   Accrued Hours = Hours Accrued + (plus) Hours Carried Over (from previous year) - (minus) Confirmed Absences |
| **Planned Hours** | Manager approved planned time off                                                                                                           |
| **Net Available**    | Net Available = Accrued Hours - (minus) Planned Hours                                                                                          |
ENTER A PLANNED ABSENCE

A Planned absence is an absence that will occur in the future. For a planned absence, you enter the absence details prior to the absence.

- Requests for the next fiscal year cannot be submitted until January 31. For example, if you want to submit a request for July 2, 2018, you must wait until January 31, 2018 to submit that request.
- Requests cannot span across two fiscal years. For example, if you are requesting June 25-July 3, you must enter a request for June 25-29 and enter a separate request for July 2-3.
- Requests for personal leave in the next fiscal year cannot be entered until the start of that fiscal year. You must wait until July 1, due to the timing of the awarding of personal time.

1. To enter a planned absence, click the Absence Summary tab, and click the Create Absence button.

2. In the Absence Status field, click the down arrow and select Planned.
3. In the Absence Type field, click the down arrow and select the desired option (Parental Pilot, Personal, Sick, Unpaid, or Vacation).
4. In the optional 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 (planned) future absence.

**ATTN: THE SYSTEM LOOKS AT THE START DATE TO SEE IF YOU WILL HAVE ENOUGH TIME ACCRUED BY THE START DATE SPECIFIED. YOUR PTO BALANCES CANNOT BE NEGATIVE.**
6. In the *Duration* field, click the Calendar icon to select the *End Date* of the (planned) future absence.

7. In the *Duration Hours* field, enter the number of PTO hours you are planning to use.
   **NOTE:** Only whole numbers may be entered for personal days. All other absence types may be rounded to two decimal places.

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

   **ATTN:** AN FMLA REASON IS REQUIRED WHEN SUBMITTING AN FMLA REQUEST.

<table>
<thead>
<tr>
<th>If FMLA Flag is N (No)</th>
<th>If FMLA Flag is Y (Yes)</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="FMLA Flag N" /></td>
<td><img src="image" alt="FMLA Flag Y" /></td>
</tr>
</tbody>
</table>

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

   **ATTN:** DO NOT ADD COMMENTS PERTAINING TO MEDICAL CONDITIONS, DIAGNOSES, OR TREATMENTS. USE ONLY THE “FMLA REASONS” AVAILABLE TO CONFORM TO OHIO POLICY REGARDING THE USE OF FMLA.

10. Click *Next*.
11. Review the request, verify the *Absence Details* for accuracy, and click *Submit*.

---

**WARNING:** AFTER YOU RETURN FROM A PLANNED ABSENCE, YOU MUST LOG IN TO THE SYSTEM, UPDATE THE ABSENCE DETAILS (IF NECESSARY), AND CHANGE IT TO CONFIRMED.
Following a Planned Absence, Change It to Confirmed

Because your plans may change, it is important to understand that a Planned absence is just a “plan.” As a result, following a planned absence, you must log in to the system, update the absence details (if necessary), and change it to Confirmed. A confirmed absence may only be entered after the absence has occurred. Upon returning to work, a planned absence must be confirmed.

In the Absence Summary screen, a planned absence will display: Update, Confirm, and Delete.

- **Update** – Modify the future planned request; it remains planned.
- **Confirm** – Following an approved planned absence, you must change it to confirmed. If the Duration Hours of your original request changed, you can modify it here before submitting it.
- **Delete** – If your plans changed and you did not use the planned absence, delete the request.

**ATTN: WHEN YOU MAKE ANY CHANGE TO A PLANNED REQUEST, IT GOES INTO WORKFLOW (THROUGH THE APPROVAL PROCESS) AGAIN.**

1. When you return to work following your planned absence, log in to My Personal Information.
2. Click the + to expand your My Personal Information folder.
3. Click Absence Management.
4. Click the Absence Summary tab.
5. Next to the appropriate (planned) absence, click one of the following:
   - **Details** to view the absence request details
   - **Update** to modify a future planned absence request’s details. The absence date must be in the future; it remains planned.
   - **Confirm** to modify and confirm a past planned absence; the absence date must be in the past. If the Duration Hours of your original request changed, you can modify it here before submitting it.
   - **Delete** to delete the absence request

6. Click Next.
7. Click Submit.
ENTER A CONFIRMED ABSENCE

A Confirmed absence is an absence that has already occurred. For a confirmed absence, you enter the details after the absence has occurred. Employees should report their use of time off immediately upon returning to work to ensure accurate PTO usage.

1. To enter a confirmed absence, click the Absence Summary tab, and click the Create Absence button.

2. In the Absence Status field, click the down arrow and select Confirmed.
3. In the Absence Type field, click the down arrow and select the desired option (Parental Pilot, Personal, Sick, Unpaid, or Vacation).
4. In the optional 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.

**ATTN:** The system looks at the start date to see if you have enough time accrued. Your PTO balances cannot be negative.

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.

**NOTE:** Only whole numbers may be entered for personal days. All other absence types may be rounded to two decimal places.
8. In the FMLA Flag field, click the **down arrow** and select **N** (No) or **Y** (Yes). If Yes, click the FMLA Reason **down arrow** and select the appropriate reason.

**ATTN: AN FMLA REASON IS REQUIRED WHEN SUBMITTING AN FMLA REQUEST.**

<table>
<thead>
<tr>
<th>If FMLA Flag is N (No)</th>
<th>If FMLA Flag is Y (Yes)</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="FMLA Flag N" /></td>
<td><img src="image" alt="FMLA Reason" /></td>
</tr>
<tr>
<td>FMLA Reason N/A</td>
<td>Call to Duty</td>
</tr>
<tr>
<td></td>
<td>Child Birth Placement</td>
</tr>
<tr>
<td></td>
<td>Employee’s own serious condition</td>
</tr>
<tr>
<td></td>
<td>Family Member - Child</td>
</tr>
<tr>
<td></td>
<td>Family Member - Domestic Partner</td>
</tr>
<tr>
<td></td>
<td>Family Member - Parent</td>
</tr>
<tr>
<td></td>
<td>Family Member - Spouse</td>
</tr>
<tr>
<td></td>
<td>Military Caregiver</td>
</tr>
</tbody>
</table>

9. In the Comments field, you may enter optional text.

**ATTN: DO NOT ADD COMMENTS PERTAINING TO MEDICAL CONDITIONS, DIAGNOSES, OR TREATMENTS. USE ONLY THE “ABSENCE REASONS” AVAILABLE TO CONFORM TO OHIO POLICY REGARDING THE USE OF SICK LEAVE.

10. Click **Next**.
11. Review the request, verify the Absence Details for accuracy, and click **Submit**.

**WARNING: IF YOU ATTEMPT TO ENTER AN ABSENCE REQUEST FOR A LONGER DURATION THAN THE HOURS YOU HAVE ACCRUED, YOU WILL RECEIVE AN ERROR MESSAGE.**
VIEW ABSENCE HISTORY

You may view, verify, track and maintain your absence history.

1. In the Absence Management: Summary, click <Previous 10 or Next 10> to display the previous/next 10 items.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act was signed into effect as a federal law on August 5, 1993. The intent of FMLA is to allow employees to balance their work and family life by taking reasonable leave for certain family and medical reasons. FMLA seeks to accomplish these purposes in a manner that accommodates the legitimate interests of employers and minimizes the potential for employment discrimination on the basis of gender, while promoting equal employment opportunity for men and women.

For more details, visit: http://www.ohio.edu/hr/benefits/loa.cfm

Enter an FMLA Absence

ATTN: IF YOU ARE REQUESTING FMLA, YOU MUST COMPLETE THE FORMAL PROCESS THROUGH THE EMPLOYEE SERVICE CENTER.

FMLA has a completely separate process that should be completed prior to submitting an electronic absence request through Absence Management.

Family Medical Leave Act (FMLA): Application for Family or Medical Leave (OU FMLA #.01)

Following the completion of the formal process to request FMLA, follow the detailed instructions included in this document to enter a planned or confirmed FMLA absence request in Absence Management.

1. In the FMLA Flag field, click the down arrow and select Y (Yes).
2. In the FMLA Reason field, click the down arrow and select the appropriate Reason.

ATTN: AN FMLA REASON IS REQUIRED WHEN SUBMITTING AN FMLA REQUEST.
ATTN: DO NOT ADD COMMENTS PERTAINING TO MEDICAL CONDITIONS, DIAGNOSES, OR TREATMENTS. USE ONLY THE “FMLA REASONS” AVAILABLE TO CONFORM TO OHIO POLICY REGARDING THE USE OF FMLA.

3. Click Next.
4. Review the request for accuracy and click Submit.
LINKS TO POLICIES

OHIO Policies

To review OHIO Policies, visit: [http://www.ohio.edu/policy/numeric.html](http://www.ohio.edu/policy/numeric.html)

- **40.025** - Jury Duty and Court Leave
- **40.027** - Personal Leave for Administrative Employees
- **40.029** - Sick and Bereavement Leave for Faculty and Administrative Appointees
- **40.054** - Family and Medical Leave
- **41.001** - Vacation and Winter Closure Time for Administrative Employees
- **41.128** - Leaves of Absence for Presidential Appointees

PARENTAL LEAVE PROGRAM

Launched in 2013, the *Pilot Parental Leave Program* provides benefits-eligible employees a total of twelve weeks of parental leave for a single event birth or adoption. To be eligible, an employee must have one year (12 months) of continuous service prior to the birth or adoption of the child. OHIO will pay for six weeks of parental leave at the employee’s current salary rate. The other six weeks will be unpaid but can be covered by accrued vacation time and/or sick leave, if available. Parental leave must be taken within twelve weeks of the birth/placement of a child. **NOTE:** There is an exception to this rule if both parents are employed at OHIO.

Parental leave is setup by UHR’s Leaves Manager when an employee has requested it and provided the documentation required by OHIO.

In order to submit an electronic request for parental leave, UHR’s Leaves Manager must manually enter the appropriate number of accrual hours to your parental leave accrual balance.

To learn more about the Parental Leave Program, visit:

- [https://www.ohio.edu/hr/benefits/parentalleave/](https://www.ohio.edu/hr/benefits/parentalleave/)
- [http://www.ohio.edu/hr/benefits/loa.cfm](http://www.ohio.edu/hr/benefits/loa.cfm)
ATTN: UPON COMPLETION OF THE NECESSARY PAPERWORK, UHR’S LEAVES MANAGER WILL MANUALLY ENTER YOUR PARENTAL LEAVE ACCRUED HOURS INTO ABSENCE MANAGEMENT.