The Absence Management dashboard page is located on the Human Resources dashboard in OBI. This dashboard is used to view Paid Time Off (PTO) balances and usage for salaried administrative staff and faculty.

### Dashboard Prompts

Multiple prompt options are available on this dashboard. Please select at least one prompt to limit the report by specific criteria as appropriate. Click apply once prompt(s) are selected.

### Prompt Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Organization/Planning Unit/Org Campus/Location</td>
<td>The planning unit, organization, campus, or location where an employee is assigned.</td>
</tr>
<tr>
<td>Job Category</td>
<td>The classification of employees based on job duties within the institution (Administrators, Faculty, Research).</td>
</tr>
<tr>
<td>Employee Number/Last Name/First Name</td>
<td>If you would like to search for a specific employee, enter the employee’s six-digit employee number, or their last name/first name.</td>
</tr>
<tr>
<td>Supervisor</td>
<td>If you would like to search for a list of employees who report to a specific supervisor, enter the supervisor’s last name.</td>
</tr>
</tbody>
</table>

### Criteria

The following absence/PTO data is included in the dashboard:

- PTO balances and usages for salaried administrative staff and faculty only
  - PTO balances and usages for hourly staff must be viewed in Workforce.
- Only absences that have been confirmed and approved in absence management
  - Planned or pending approval absences will not be included.
- Current fiscal year absences only
  - To view absence usage in a previous fiscal year, please use the Faculty and Administrative PTO Usage Summary and Detail report located in the Reports tab on the Human Resources dashboard.
Absence Management Dashboard

Dashboard Columns

Default Columns

The following columns are displayed on the Absence Management dashboard:

- Employee Name, Employee Number, Parental Balance (if applicable), Personal Balance, Sick Balance, Vacation Balance, Total Balance, Usage for Personal, Sickness, Vacation, Total Usage

The **Total Balance** column shows a total of the employee’s remaining PTO (Sick, Vacation, Personal, and Parental).

The **Usage** columns show the total PTO hours used by the employee in the current fiscal year.

*Reminder: Future planned absences and past absences not yet confirmed and approved are not included in these totals.*

Drill-Down Capability

You may drill-down on the usage hours in blue font to view absence details.

Absence Management Detail

The Absence Management Detail page will display the absence type, start/end date, number of hours, Family Medical Leave Act (FMLA) Flag and FMLA Reason if applicable.

The following additional columns will be included if you export the Absence Management Detail page to a CSV file:

- Assignment Date, Job Name, Title, Academic Title, Planning Unit, HR Organization, Absence ID