



Absence Management Dashboard

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**.

Human Resources Home Catalog

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Prompts

NOTES for PTO Balances and Usage:
 - PTO Usage detail includes only Confirmed and Approved absences taken in the current fiscal year. To view absence detail for previous fiscal years, please use the Faculty and Administrative PTO Usage Summary and Detail report located in the Reports tab above.
 - Totals include Administrative Staff and Faculty only. Hourly staff PTO must be viewed in Workforce.

Planning Unit: --Select Value--
 HR Organization: --Select Value--
 Org Campus: --Select Value--
 Location: --Select Value--

Job Category: --Select Value--
 Employee Number:
 Last Name: contains any
 First Name: contains any
 Supervisor: contains any

Apply Reset ▾

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

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

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.
- Approved absences only
- Planned absences are only included in the Projected Balances 6/30 view. The YTD Balances and Usage view does not include planned absences.
- 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.

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View Selections

View selection options are available on the Absence Management Dashboard to allow users to analyze absence detail by employee and accrual plan. The default columns displayed on each report view varies.

YTD Balances and Usage View

This view displays the accrual balances and usage by employee for each accrual plan in the current fiscal year. It is sorted by employee name.

Faculty and Administrative PTO Balances & Usage																
Select View YTD Balances and Usage																
Full Name	Employee Number	Accrual Balances							Usage							
		Vacation Balance	Sick Balance	Personal Balance	Parental Balance	Furlough Balance	Voluntary Furlough Balance	Total Balance	Vacation	Sickness	Personal	Parental	Family Leave	Furlough	Usage	
		162.00	294.50	8.00	0.00	56	0	520.50	24.00	8.00	16.00	0.00	0.00	24.00	72.00	

Projected Balances at 6/30

This view displays the projected accrual balances, planned approved PTO and usage by employee for each accrual plan as of June 30th of the current fiscal year. It is sorted by employee name.

Faculty and Administrative PTO Balances & Usage																			
Select View Projected Balances at 6/30																			
Full Name	Employee Number	Vacation			Sick			Personal			Parental			Furlough			Voluntary Furlough		
		Projected Vacation Accrual	Planned Vacation	Projected Vacation Balance	Projected Sick Accrual	Planned Sick	Projected Sick Balance	Projected Personal Accrual	Planned Personal	Projected Personal Balance	Projected Parental Accrual	Planned Parental	Projected Parental Balance	Projected Furlough Accrual	Planned Furlough	Projected Furlough Balance	Projected Voluntary Furlough Accrual	Planned Voluntary Furlough	Projected Voluntary Furlough Balance
		322.00	24.00	298.00	409.50	8.00	401.50	8.00	8.00	0.00	0.00	0.00	0.00	56	8	48	0	0	0

Dashboard Columns

Default Columns – YTD Balances and Usage

The following columns are displayed on the Absence Management YTD Balances and Usage view:

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

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

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.

Default Columns – Projected Balances at 6/30

The following columns are displayed on the Absence Management Projected Balances at 6/30 view:

- Employee Name, Employee Number, Projected Accrual, Planned PTO and Projected Balance by each of the applicable PTO accrual plans listed above each accrual section.

Absence Management Dashboard

Drill-Down Capability

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

Faculty and Administrative PTO Balances & Usage															
Select View: YTD Balances and Usage															
Full Name	Employee Number	Vacation Balance	Sick Balance	Personal Balance	Parental Balance	Furlough Balance	Voluntary Furlough Balance	Total Balance	Usage						
									Vacation	Sickness	Personal	Parental	Family Leave	Furlough	Usage
		162.00	294.50	8.00	0.00	56	0	520.50	24.00	8.00	16.00	0.00	0.00	24.00	72.00

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.

Absence Type	Start Date	End Date	Absence Hours	FMLA Flag	FMLA Reason
Vacation	07/12/2018	07/12/2018	8.00	No	
Sickness	07/16/2018	07/16/2018	8.00	Yes	Employee's own serious condition
Sickness	07/20/2018	07/20/2018	8.00	Yes	Employee's own serious condition

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