



<b>Title:</b>	<b>Paid Time Off (PTO): MPI Absence Management for Employees</b>	<b>Date Modified: 3/1/2018</b>
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**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](mailto:uhr@ohio.edu).

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## 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 accruals 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**.

A screenshot of a web login form titled "OHIO University Login". The form has a white background and a thin grey border. It contains two input fields: "OHIO ID:" followed by a text box, and "Password:" followed by a text box. Below the "Password:" field is a grey "Login" button. To the right of the "Login" button is a blue link that says "[ Forgot your password? ]".

4. Complete your *Multi Factor Authentication*.
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.

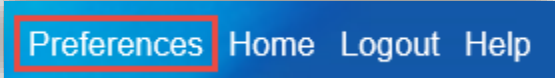
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**WARNING: IT IS RECOMMENDED THAT YOU MAINTAIN THE DEFAULT SETTING TO RECEIVE INDIVIDUAL NOTIFICATIONS.**

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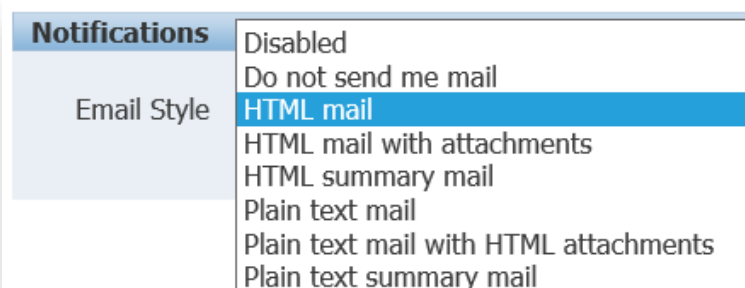
### Modify Preferences

1. Log in to **Oracle e-Business Suite: My Personal Information**.
2. Click the + to expand your *My Personal Information* folder.
3. Click the **Preferences** link (top right).



Preferences Home Logout Help

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*.



Notifications	
	Disabled
	Do not send me mail
Email Style	<b>HTML mail</b>
	HTML mail with attachments
	HTML summary mail
	Plain text mail
	Plain text mail with HTML attachments
	Plain text summary mail

5. Click **Apply**.
6. Click **Home** (top right).

## ABSENCE DETAILS

**Create Absence: Enter Absence Details**

Employee Name **Barlow, Jewell** Employee Number **104132**  
 Organization Email Address [barlowj@ohio.edu](mailto:barlowj@ohio.edu) Business Group **Ohio University**

In the Absence Status field, select Confirmed if the absence has already occurred; select Planned if the absence is planned for a future date.

\* Indicates required field

\* Absence Status  
 March  2016

\* Absence Type

Absence Reason

Duration

\* Start Date    
(example: 25-Feb-2016)

\* End Date

✔ **TIP** Start Date is required.

\* Duration Hours

\* FMLA Flag

FMLA Reason

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**Comments**

### Absence Details Definitions

Field Name	Select One of the Following or Enter...
<b>Absence Status</b>	<p><b>Planned</b> – a planned absence will occur in the future; enter the absence details prior to the absence.</p> <p><b>Confirmed</b> – an absence that has already occurred; you cannot enter a future date for a confirmed absence.</p>
<b>Absence Type</b>	<p><b>Parental (Pilot)</b> = A pilot program for bonding with a new child in the family as defined by Parent Leave.</p> <p><b>Personal Days Administrative</b> = Personal</p> <p><b>Sick Presidential Appointment</b> = Sick</p> <p><b>Unpaid Absence</b> = 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.</p> <p><b>Vacation Presidential Appointment</b> = Vacation</p>

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<p><b>Absence Reason</b></p>	<p><b>Bereavement</b></p> <p><b>Child Birth/Placement</b></p> <p><b>Employee Illness/Injury</b></p> <p><b>Family Illness/Injury</b></p> <p><b>Medical Provider Visit</b></p> <p><b>Military Obligation</b></p> <p><b>Parental (Pilot)</b></p>
<p><b>Duration: Start Date</b></p>	<p>This is a required field. Enter the start date of the requested leave.</p> <p><b>ATTN: THE SYSTEM LOOKS AT THE START DATE TO SEE IF YOU HAVE ENOUGH TIME ACCRUED BY THE START DATE SPECIFIED.</b></p>
<p><b>Duration: End Date</b></p>	<p>This is a required field. Enter the end date of the requested leave.</p>
<p><b>Duration Hours</b></p>	<p>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.</p>
<p><b>FMLA Flag</b></p>	<p>FMLA can/should be used for personal or family illness of over 3 days. Check with UHR to determine if appropriate.</p> <p><b>ATTN: IF YOU ARE REQUESTING FMLA, YOU MUST COMPLETE THE FORMAL PROCESS THROUGH UHR'S EMPLOYEE SERVICE CENTER.</b></p> <p><b>N = No</b></p> <p><b>Y = Yes</b></p> <p>If you enter Yes, your request must be approved by your supervisor as well as UHR's Leaves Manager.</p>

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<p><b>FMLA Reason</b></p>	<p>The FMLA reason codes are explained in <i>FMLA #02 "Your Rights Under the Family and Medical Leave Act of 1993"</i> which is provided to you when you request FMLA.</p> <p style="text-align: center;"><b>ATTN: AN FMLA REASON IS REQUIRED IF YOU ARE ENTERING AN FMLA REQUEST.</b></p> <p><b>Call to Duty</b></p> <p><b>Child Birth/Placement</b></p> <p><b>Employee's Own Serious Condition</b></p> <p><b>Family member – Child</b></p> <p><b>Family member – Domestic Partner</b></p> <p><b>Family member – Parent</b></p> <p><b>Family member – Spouse</b></p> <p><b>Military Caregiver</b></p>
<p><b>Comments</b></p>	<p>Do not add comments pertaining to medical conditions, diagnoses, or treatments.</p> <p><b>NOTE:</b> HIPAA is the federal <i>Health Insurance Portability and Accountability Act</i> of 1996. The goal of this law is to protect the confidentiality and security of healthcare information.</p>
<p>Click <b>Next</b>.</p>	
<p>Click <b>Submit</b>.</p>	



## 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.

The screenshot shows the 'PTO Balances' tab selected. It includes a 'Hide Accrual Balances' checkbox, two tips, and an 'Effective Date' field set to '18-Dec-2015' with a calendar icon and a 'Go' button. Below is a table with four columns: Plan Name, Accrued Hours, Planned Hours, and Net Available.

Plan Name	Accrued Hours	Planned Hours	Net Available
Sick Pres Appt Accrual	1174.7	0	1174.7
Personal Days Admin Accrual	19	8	11
Vac Pres Appt Accrual	289	0	289
Parental ( Pilot )	40	32	8

**ATTN: THERE ARE THREE COLUMNS: ACCRUED HOURS, PLANNED HOURS, AND NET AVAILABLE.**

**Definitions: Accrued Hours, Planned Hours, and Net Available**

<b>Column</b>	<b>Definition</b>
<b>Accrued Hours</b>	<p>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.</p> <p><i>Accrued Hours = Hours Accrued + (plus) Hours Carried Over (from previous year) - (minus) Confirmed Absences</i></p>
<b>Planned Hours</b>	<p>Manager approved planned time off</p>
<b>Net Available</b>	<p><i>Net Available = Accrued Hours - (minus) Planned Hours</i></p>



## 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.

**Create Absence: Enter Absence Details**

Employee Name **Barlow, Jewell** Employee Number **104132**  
Organization Email Address **barlowj@ohio.edu** Business Group **Ohio University**

In the Absence Status field, select Confirmed if the absence has already occurred; select Planned if the absence is planned for a future date.

\* Indicates required field

\* Absence Status **Planned**   
\* Absence Type   
Absence Reason   
Duration  
\* Start Date   
(example: 25-Feb-2016)  
\* End Date   
✔ TIP Start Date is required.

\* Duration Hours   
\* FMLA Flag   
FMLA Reason

**Comments**

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.**

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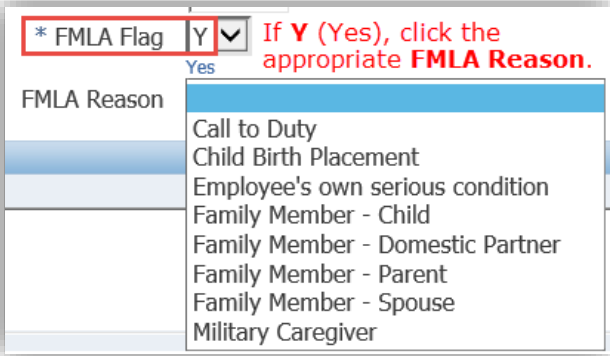
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- In the *Duration* field, click the **Calendar** icon to select the *End Date* of the (planned) future absence.
- In the *Duration Hours* field, enter the number of PTO hours you are planning to use.

**NOTE:** Only whole numbers may be entered for personal days. All other absence types may be rounded to two decimal places.

- 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.**

If <i>FMLA Flag</i> is N (No)	If <i>FMLA Flag</i> is Y (Yes)
 <p>* FMLA Flag: N (No) [v] FMLA Reason: N/A [v]</p>	 <p>* FMLA Flag: Y (Yes) [v] <b>If Y (Yes), click the appropriate FMLA Reason.</b> FMLA Reason: [v] Call to Duty Child Birth Placement Employee's own serious condition Family Member - Child Family Member - Domestic Partner Family Member - Parent Family Member - Spouse Military Caregiver</p>

- 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.**

- Click **Next**.
- 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.**

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## Following a Planned Absence, Change It to Confirmed

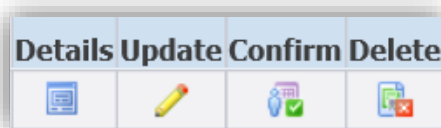
Because your plans may change, it is important to understand that a *Planned* absence is just a “plan.” As a result, following a planned absence, you must log in to the system, update the absence details (if necessary), and change it to *Confirmed*. A confirmed absence may only be entered after the absence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

**Create Absence: Enter Absence Details**

Employee Name **Barlow, Jewell** Employee Number **104132**  
Organization Email Address **barlowj@ohio.edu** Business Group **Ohio University**

In the Absence Status field, select Confirmed if the absence has already occurred; select Planned if the absence is planned for a future date.

\* Indicates required field

\* Absence Status **Confirmed**  **March** **2016**

\* Absence Type

Absence Reason

Duration

\* Start Date  (example: 25-Feb-2016)

\* End Date

✓ **TIP** Start Date is required.

\* Duration Hours

\* FMLA Flag

FMLA Reason

**Comments**

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.


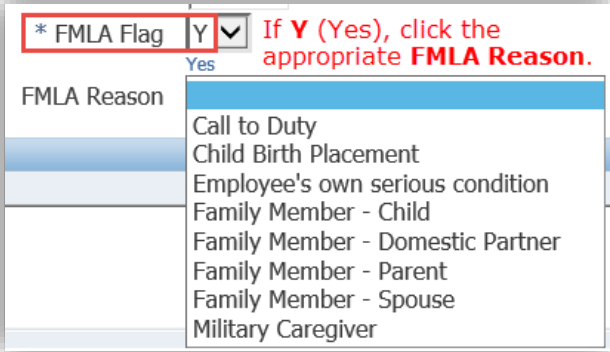
**ATTN: THE SYSTEM LOOKS AT THE START DATE TO SEE IF YOU HAVE ENOUGH TIME ACCRUED. YOUR PTO BALANCES CANNOT BE NEGATIVE.**

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.

- 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.**

If <i>FMLA Flag</i> is N (No)	If <i>FMLA Flag</i> is Y (Yes)
 <p>* FMLA Flag <input type="text" value="N"/> <b>▼</b> No FMLA Reason <input type="text" value="N/A"/> <b>▼</b></p>	 <p>* FMLA Flag <input type="text" value="Y"/> <b>▼</b> <b>If Y (Yes), click the appropriate FMLA Reason.</b> Yes FMLA Reason <b>▼</b> Call to Duty Child Birth Placement Employee's own serious condition Family Member - Child Family Member - Domestic Partner Family Member - Parent Family Member - Spouse Military Caregiver</p>

- 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.**

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

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**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.**

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## VIEW ABSENCE HISTORY

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

1. In the 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.**



* FMLA Flag	Y	▼	If <b>Y</b> (Yes), click the appropriate <b>FMLA Reason</b> .
	Yes		
FMLA Reason			
	Call to Duty		
	Child Birth Placement		
	Employee's own serious condition		
	Family Member - Child		
	Family Member - Domestic Partner		
	Family Member - Parent		
	Family Member - Spouse		
	Military Caregiver		

**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>

- [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/>


<http://www.ohio.edu/hr/benefits/loa.cfm>

**Absence Summary** **PTO Balances**

Hide Accrual Balances

✓ **TIP** The accrual balances are as of: 19-Oct-2015.

✓ **TIP** Enter the date for which you wish to view Leave accruals.

Effective Date  

(example: 19-Oct-2015)

Plan Name	Accrued Hours	Planned Hours	Net Available
Sick Pres Appt Accrual	618.6	0	618.6
Personal Days Admin Accrual	24	0	24
Vac Pres Appt Accrual	416	4	412
Parental ( Pilot )	240	0	240

**ATTN: UPON COMPLETION OF THE NECESSARY PAPERWORK, UHR'S LEAVES MANAGER WILL MANUALLY ENTER YOUR PARENTAL LEAVE ACCRUED HOURS INTO ABSENCE MANAGEMENT.**