

RIT Exempt Absence Tracking

EMPLOYEE USER GUIDE

NOVEMBER 2021

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I – Absence Types

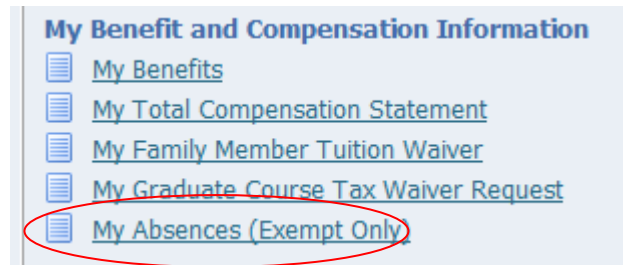
There are different absence types depending on the Employee Work Classification.

1. **RIT Ex Vacation Accrual** – exempt staff and 12-month faculty.
2. **RIT Reduced Schedule Time Off** – regular exempt staff who are scheduled to work at least nine months per year but less than 12 months per year.
3. **Ex Illness Absence** – regular exempt staff and faculty and adjuncts paid on a salaried basis
4. **NYS COVID-19** – regular exempt staff and faculty

II – Login & Access Exempt Absence Tracking

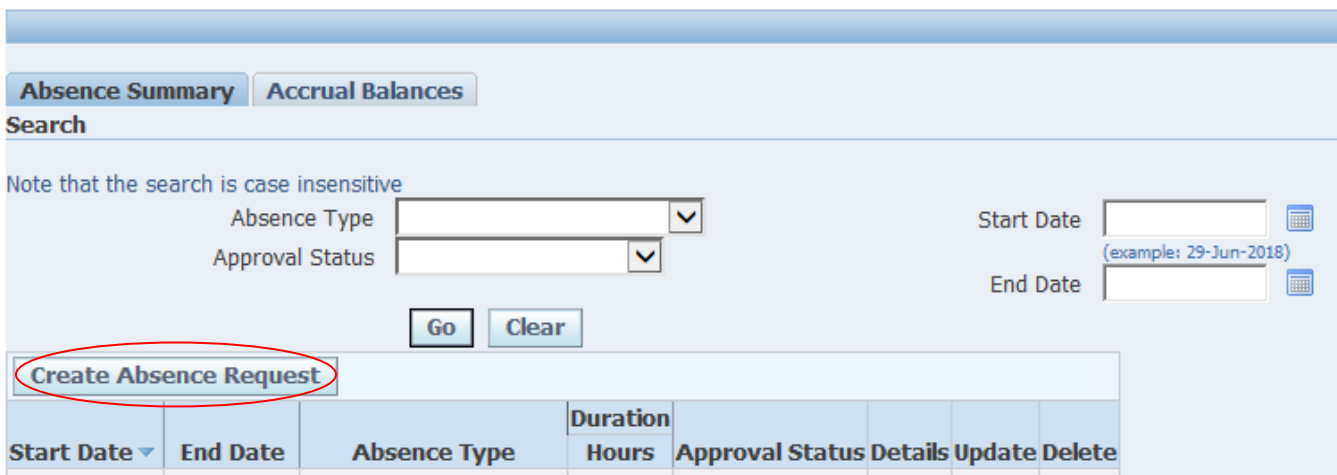
(Please note: Firefox is the preferred browser for Oracle)

1. Log in to Oracle: <https://sso.mybiz.rit.edu>
2. Navigate to 'RIT Employee Self-Service' ⇒ 'My Absences (Exempt Only)'



III – Request Absence

5. On the Absence Summary tab, select 'Create Absence Request'



The screenshot shows the Oracle Absence Summary page. The 'Absence Summary' tab is selected. Below the search filters, the 'Create Absence Request' button is circled in red. The page also displays a table with columns for Start Date, End Date, Absence Type, Duration Hours, Approval Status, Details, Update, and Delete.

Start Date	End Date	Absence Type	Duration Hours	Approval Status	Details	Update	Delete
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6. Enter/view applicable information for your absence request in the following fields:


Select an Absence Type and enter all applicable information for your absence request. Please enter the number of hours you are requesting for the absence in the 'Total Hours' box. Absences should only be requested in full or half day increments.


* Indicates required field

Absence Status Confirmed

* Absence Type

Duration

* Start Date  (example: 29-Jun-2018)

* End Date 

✓ TIP Start Date and End Date are required.

Hours

* Total Hours

June		2018					
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

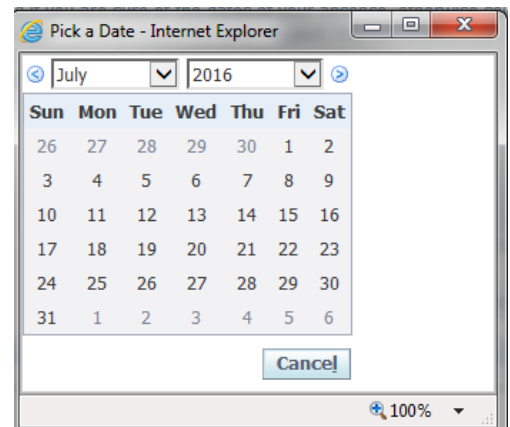
Comments

View Accrual Balances

View Accrual Balance

- a. Absence Type: 'Exempt Vacation Absence', 'Reduced Schedule Time Off', 'Ex Illness Absence', or 'NYS COVID-19'
- b. Start Date (required): Select the calendar icon to the right of 'Start Date.' Once the pop-up calendar opens, click on date that your absence request starts. Alternatively, manually enter the date directly into the Start Date field using DD-MM-YYYY format, if preferred.
- c. End Date (required): Select the calendar icon to the right of 'Start Date.' Once the pop-up calendar opens, click on date that your absence request ends. Alternatively, manually enter the date directly into the End Date field using DD-MM-YYYY format, if preferred.

NOTE: If requesting one day of absence, both 'Start Date' and 'End Date' should contain the same date.

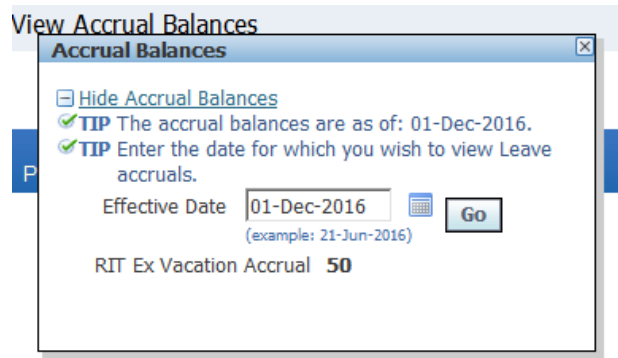


- d. Total Hours: Enter total number of absence hours for the request.

Request absences in full or half day increments. Enter Total Hours based on each individual employee's schedule.

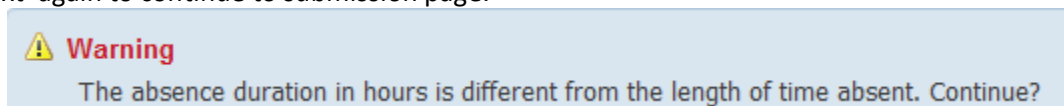
Examples:

- i. "Employee A" works five 8-hour days per week. When requesting an absence, this employee would request 8 hours for a full day absence or 4 hours for a half-day absence.
 - ii. "Employee B" works four 10-hour days per week. When requesting absence, this employee would request 10 hours for a full day absence or 5 hours for a half-day absence.
 - iii. "Employee C" is part-time and works five 5-hour days per week. When requesting absence, this employee would request 5 hours for a full day absence or 2.5 hours for a half-day absence.
- e. Comments (optional): Employees may enter any additional comments in this section as it relates to their absence request.
- f. View Accrual Balances: Employees may view their absence accrual balance (in hours) as of an effective date.
- i. To view accrual balance, place the mouse over the 'View Accrual Balances' text and wait until a pop-up window appears.
 - ii. Select 'Show Accrual Balances'
 - iii. Enter the 'Effective Date' to view the accrual balance as of that date.
 - iv. Click 'Go'



Note: Employees may enter a future date in the 'Effective Date' field to view their accrual as of that date in the future.

7. Select 'Next' to continue to Review page.
8. If requesting absence time that is not the standard 8 hour day, you may receive the warning message below. You may click 'Next' again to continue to submission page.



On the Review page, review the absence summary and confirm absence request information is accurate.

Create Absence: Review

[Cancel](#) [Printable Page](#) [Save For Later](#) [Back](#) [Submit](#)

Employee Name **Doe, Jane** Employee Number **53469**
Organization Email Address jdoe@rit.edu

Absence Details

	Proposed
Absence Status	Confirmed
Absence Type	Exempt Vacation Absence
Absence Category	Ex Vacation
Start Date	22-Jul-2016
End Date	22-Jul-2016
Hours	8
Comments	Out-of-town trip.

View Entitlement Balances

[View Accrual Balances](#)

Comments to Approver

[Cancel](#) [Printable Page](#) [Save For Later](#) [Back](#) [Submit](#)

Employees may enter any additional comments for their approver here.



9. Click 'Submit'

10. This will route the absence request to the employee's supervisor for approval.

IV – View Accrual Balance

1. Navigate to 'RIT Employee Self-Service' responsibility
2. Select 'My Absences (Exempt Only)'
3. On the Summary page, click on the 'Accrual Balances' tab along the top.

My Vacation (Exempt Only): Summary

Employee Name **Doe, Jane**
Organization Email Address jdoe@rit.edu

Absence Summary **Accrual Balances**

Search

Note that the search is case insensitive

Absence Type
Approval Status

4. Select 'Show Accrual Balances'
5. Enter 'Effective Date' to view accruals as of that date
6. Click 'Go'
7. Absence accruals are displayed in hours below 'Effective Date'

V – Accrual Balance Calculations


The following is how to calculate the balance for each of these accruals:

1. RIT Ex Vacation Accrual – based on amounts detailed in the [Time Off Benefits](#) summary document, time is accrued in equal amounts every pay period throughout the year.
2. RIT Reduced Schedule Time Off – balance is loaded as of July 1st of every year using the calculation:
 - a. $((\text{Weekly Hours} \times 52) - ((52/12 \times \text{Months per Year} \times \text{Weekly Hours}))$
 - b. 52 being weeks in a year, 12 being months in a year
3. Ex Illness Absence – this balance is loaded as of July 1st every year as outlined in the [Sick Leave Summary](#).
4. NYS COVID-19 – no balance is loaded.

VI – Viewing, Updating and Deleting Requests

Employees are able to view their full history of absence requests and may update or delete requests that have not yet occurred.

Search and View Absence Requests:

1. Navigate to 'RIT Employee Self-Service' responsibility
2. Select 'My Absences (Exempt Only)'
3. The Summary page lists all absence requests in table along bottom.
4. To search for an absence request:
 - a. Complete one or more of the fields in the Search section along top
 - i. Absence Type
 - ii. Approval Status
 - iii. Start Date
 - iv. End Date
 - b. Click 'Go'
5. On the line of the absence request you would like to view, click on the 'Details' icon  to view details.

Absence Summary **Accrual Balances**

Search

Note that the search is case insensitive

Absence Type
 Approval Status

Start Date
 (example: 21-Jun-2016)
 End Date

Create Absence Request

Start Date ▲	End Date	Absence Type	Duration	Approval Status	Details	Update	Delete
			Hours				
22-Jul-2016	22-Jul-2016	Exempt Vacation Absence	8	Pending Approval			
12-Aug-2016	12-Aug-2016	Exempt Vacation Absence	4	Approved			
16-Sep-2016	20-Sep-2016	Exempt Vacation Absence	24	Saved For Later			

Update an Absence Request

Employees may make changes to an absence request if the absence time has not yet occurred and the approval status is either 'Approved' or 'Work in Progress.' Absence requests that occurred in the past or are pending approval cannot be updated.

1. Follow steps 1-4 in 'Search and View Absence Requests' instructions above.
2. On the line of the absence request that you would like to edit, click on the pencil icon to make updates.
3. Enter updated information on the Update page.
4. Select 'Next.'
5. Review summary of absence request.
6. Select 'Submit' to submit for approval.

If you need to update an absence that has a date that occurred in the past, the employee's supervisor should send an email to benefits@rit.edu with the date and hours that need to be updated as well as a reason for the update.

Delete an Absence Request

Employees may delete an absence request if the absence time has not yet occurred and the approval status is either 'Approved' or 'Work in Progress.' Absence requests that occurred in the past or are pending approval cannot be deleted.

1. Follow steps 1-4 in 'Search and View Absence Requests' instructions above.
2. On the line of the absence request that you would like to delete, click on the 'Delete' icon
3. On the Review page, confirm that this is the request you would like to delete.
4. Select 'Submit.'

If you need to delete an absence that has a date that occurred in the past or is for the current day, the employee should complete the appropriate Service Request in the RIT Service Center portal at help.rit.edu. The request will route to the employee's supervisor for approval.

If You Have Questions

If you have any questions that are not addressed in this User Guide, please contact the RIT Service Center (RSC).

- Visit the RIT Service Center portal at help.rit.edu where you can ask questions and find answers immediately.
- If you cannot find what you are looking for, you can
 - chat online with a representative through the [RSC portal](#),
 - click on Report Issue / Ask Question to submit your question, or
 - call the RSC at 585-475-5000.

You can access the RSC online portal 24 hours a day. The RSC staff is available for online chats and by phone Monday through Friday 7:30 a.m. to 5:00 p.m. Eastern Time.