

RIT Exempt Absence Tracking

MANAGER USER GUIDE

JUNE 2020

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I – Login to Oracle

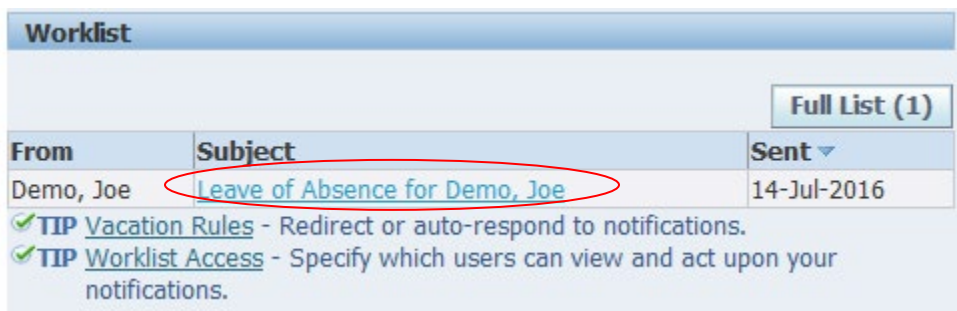
(Please note: Internet Explorer is the preferred browser for Oracle)

Log into Oracle using <https://mybiz.rit.edu>

Note: Supervisors must login to Oracle using the URL above in order to access Supervisor Self Serve. Logging in using <https://myinfo.rit.edu> will not allow access to Supervisor Self Serve.

II – Review a Absence Request

1. New absence request notifications pending approval will appear in the 'Worklist' section on the Oracle homepage.
2. Click on the subject line of the request pending approval to open and review the absence request details.



3. On the absence request detail page, review all absence information submitted for approval.
4. Perform one of the following actions:

NOTE: If the employee is submitting a request to **delete a future dated** absence and the manager approves of the deletion, the manager should **APPROVE** the deletion.

a. **Approve:**

- i. Select 'Approve' along the top right-hand side of the page.
- ii. Once approved, the employee will receive a notification that the request has been approved.

b. **Reject:**

- i. Select 'Reject' along the top right-hand side of the page.
- ii. Once rejected, the request is deleted and the employee will receive a notification that the request has been rejected.

Leave of Absence for Demo, Joe

From **Demo, Joe**
To **Doe, Jane**
Sent **14-Jul-2016 13:18:40**
Due **14-Jul-2017 13:18:40**
ID **6231287**

Attachments


Approve Reject Reassign

c. **Return for Correction:**

Supervisors may return the request to the employee for correction and resubmission.

- i. Scroll to bottom of page and select 'Return for Correction'

Action History				
Sequence	Name	Action	Date	Notes
1	Demo, Joe	Submit	14-Jul-2016 13:18:40	
2	Doe, Jane	Pending		

Related Applications
 Return For Correction

Return For Correction

[Cancel](#) [Submit](#)

- ii. On the 'Return for Correction' page, select button next to the employee's name.
- iii. Enter any comments that will assist the employee with making corrections in the 'Note' section
- iv. Click 'Submit'

Select A Person	
Select Person Name	Action
<input checked="" type="radio"/> Demo, Joe	Submit

Response

Note

d. **Reassign:**

Supervisors may choose to reassign a absence request to another individual to review and approve/reject the request.

When reassigning a absence request, use 'Delegate' to give another user authority to respond to a notification on your behalf while still retaining ownership. Use 'Transfer' to give another user complete ownership and responsibility for that notification.

- i. Select 'Reassign' on the top right-hand side of the page.
- ii. On the Reassign page, select the employee that you would like to reassign the absence request to.
- iii. Select either 'Delegate' or 'Transfer' based on the description above.
- iv. Enter any comments in the 'Notes' section, if necessary.
- v. Click 'Submit.'


Reassign Notification: Leave of Absence for Demo, Joe

Use 'Delegate' to give another user authority to respond to a notification on your behalf, while still retaining ownership or 'Transfer' to give another user complete ownership of and responsibility for that notification.

[Cancel](#)

[Submit](#)

* Indicates required field

* Assignee 

- Delegate your response
- Transfer notification ownership

Comments

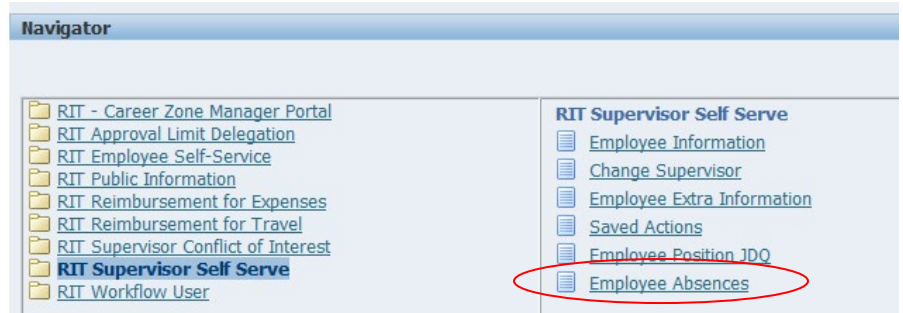
[Return to Worklist](#)


[Cancel](#) [Submit](#)







III – View Employee Absence Information

View Employee Absence History:

1. Navigate to the 'RIT Supervisor Self Serve' responsibility
2. Select 'Employee Absence'



3. Select the  icon in the 'Action or View' column for the employee whose absence history you would like to view.

Focus Name	Employee Number	Email	Assignment Number	Job	Position	Department	Action or View	Employee Assignment Details
 Doe, Jane								
Demo, Joe	55740	joedemo@rit.edu	55740	Professional/Administrative				
Doe, John	64291	john DOE@rit.edu	64291	Professional/Administrative				

Click on the icon in the "Action or View" column to access functions related to the employee.

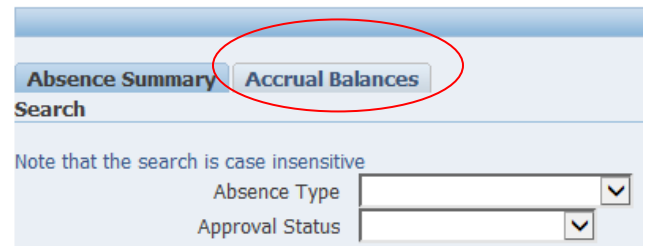
4. On the Employee Absence Summary page, all absence requests are listed along the bottom of the page.

View Employee Entitlement Balances:

1. Follow steps 1-3 under 'View Employee Absence History' above.
2. On the Employee Absence: Summary page, click on the 'Accrual Balances' tab.
3. Select 'Show Accrual Balances'
4. Enter 'Effective Date' to view accruals as of that date
5. Click 'Go'
6. Absence accruals are displayed in hours below 'Effective Date'

Employee Vacation: Summary

Employee Name **Demo, Joe**
Organization Email Address joedemo@rit.edu



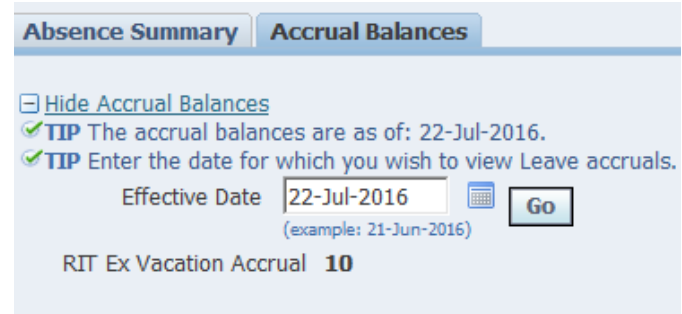
Absence Summary **Accrual Balances**

Search

Note that the search is case insensitive


Absence Type


Approval Status




Absence Summary **Accrual Balances**

Hide Accrual Balances

 **TIP** The accrual balances are as of: 22-Jul-2016.

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

Effective Date 

(example: 21-Jun-2016)

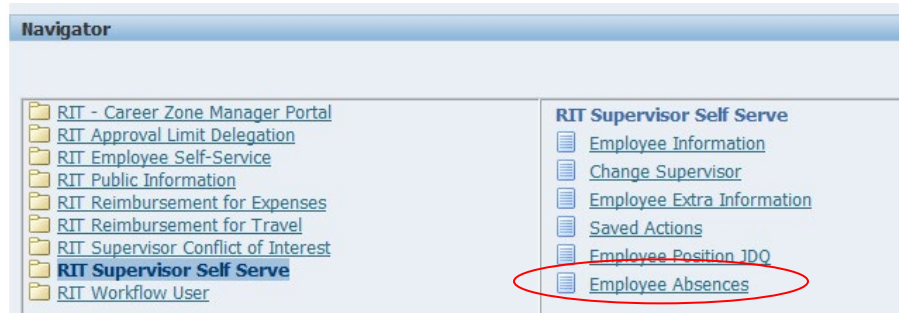
RIT Ex Vacation Accrual **10**


Note: You may enter a future date in the 'Effective Date' field to view accrual balances for the employee as of that date. Accrual balances reflect accrual earned less approved absence requests.







IV – Enter an Absence on Behalf of an Employee

View Employee Absence History:

1. Navigate to the 'RIT Supervisor Self Serve' responsibility
2. Select 'Employee Absence'



3. Select the  icon in the 'Action or View' column for the employee who you will be entering an absence on their behalf.

Focus Name	Employee Number	Email	Assignment Number	Job	Position	Department	Action or View	Employee Assignment Details
 Doe, Jane								
Demo, Joe	55740	joedemo@rit.edu	55740	Professional/Administrative				
Doe, John	64291	john DOE@rit.edu	64291	Professional/Administrative				

Click on the icon in the "Action or View" column to access functions related to the employee.

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

The screenshot shows the 'Absence Summary' tab selected. Below the tab are search filters for 'Absence Type' and 'Approval Status', and date pickers for 'Start Date' and 'End Date'. At the bottom, there is a table with columns for 'Start Date', 'End Date', 'Absence Type', 'Duration Hours', 'Approval Status', 'Details', 'Update', and 'Delete'. The 'Create Absence Request' button is circled in red.

6. Enter/view applicable information for the 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

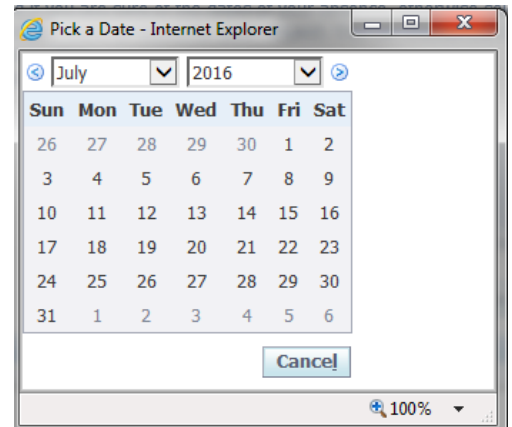
View Accrual Balances

View Accrual Balance

Cancel Next

- a. Absence Type: 'Exempt Vacation Absence', 'Reduced Schedule Time Off', 'Family Member Illness', 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.

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.

 **Warning**

The absence duration in hours is different from the length of time absent. Continue?

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

9. Click 'Submit'