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.

   ![Worklist](image)

   From: Demo, Joe
   Subject: Leave of Absence for Demo, Joe
   Sent: 14-Jul-2016

   TIP Vacation Rules - Redirect or auto-respond to notifications.
   TIP Worklist Access - Specify which users can view and act upon your notifications.

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.

   ![Absence Request](image)

   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’
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’.

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

When reassigning an 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.’

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**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.

* Indicates required field

<table>
<thead>
<tr>
<th>Assignee</th>
<th>Employee: Doe, John</th>
</tr>
</thead>
</table>
|          | Delegate your response
|          | Transfer notification ownership |

Comments: Please review and respond to this vacation request.
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.
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.
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’

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.

4. On the Absence Summary tab, select ‘Create Absence Request’
6. Enter/view applicable information for the absence request in the following fields:

- **Absence Type:** ‘Exempt Vacation Absence’, ‘Reduced Schedule Time Off’, ‘Family Member Illness’, or ‘NYS COVID-19’

- **Start Date (required):** Select the calendar icon to the right of ‘Start Date.’ Once the pop-up calendar opens, click on the date that your absence request starts. Alternatively, manually enter the date directly into the Start Date field using DD-MM-YYYY format, if preferred.

- **End Date (required):** Select the calendar icon to the right of ‘Start Date.’ Once the pop-up calendar opens, click on the 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](image)

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’