RUTGERS

Absence Reporting

HR/Payroll Data Migration

Cornerstone

Transforming the Way We Work at Rutgers

Course Objective

Participants will receive an overview of Absence Reporting, including the types of absences reported, how an employee can view their absence balances, and how to enter absences for their department's employees.

What we'll be covering in this course…

- ❑ Overview
- ❑ Roles & Responsibilities
- ❑ Absence Types
- ❑ Hours to Days Conversion
- ❑ Viewing Absence Balances
- ❑ Absence Balances and the Timesheet
- ❑ Demo

Guide to Training - *Symbols*

KEY POINT
Be on the lookout for this lightbulb, which indicates an important piece of information.

COMMON ERROR
This symbol indicates a common pitfall or error to watch out for. Proceed with caution!

TIPS & TRICKS
Keep this in mind to make life easier down the road!

UNDER CONSTRUCTION
This area is still in progress – changes may occur!

What is Absence Reporting?

A system through which time off is recorded and employees may view balances available to them. Absence Reporting is accessible when employees or administrators log into PeopleSoft.

Absence Reporting is used to track time off, not used to pay or approve the use of time off

Absence Reporting - *Overview*

Who?	All **STAFF** employees who are eligible for Paid Time Off (PTO)
What?	Department records absences through PeopleSoft
Where?	Absence Reporting is viewable and accessible through PeopleSoft
When?	Time should be entered as taken or scheduled; balances are viewable to employees in real time
Why?	To track and deduct PTO from absence balances
How?	Through Department Absence Reporting Administrators

Absence Reporting Process Responsibilities

All <u>Staff</u> Employees Who Are Eligible for Paid Time Off

Paid time off is a term and condition of employment, and is extended to employees based on negotiating agreement and University policy.

Employee / Supervisor

- Employee responsible for requesting time off from Supervisor
- PTO approval process determined by department – not completed within the system
- Once use of PTO is approved, request is communicated to Absence Reporting Admin (by either Employee or Supervisor)

Absence Reporting Administrator

- Enters PTO into Absence Reporting
- If Employee does not have sufficient PTO balances to accommodate request, Absence Reporting Admin communicates back to Supervisor to advise

Absence Reporting Administrator - *Details*

Each Department will assign an Absence Reporting Administrator or Administrators who report and make changes to recorded Paid Time Off

Approvals

The approval process for paid time off will **not** happen within Absence Reporting.

Approvals will continue to be managed **outside the system**.

- There can be multiple Absence Reporting Administrators within a department, for different employee groups
- Back-up Absence Reporting Administrators can be designated

Absence Types

Code	Absence Type
I	Absence Due to Injury
W	Absence Due to Injury (SB)
AL	Administrative Leave
B	Bereavement Leave*
CL	Compassionate Leave
C	Compensatory Time
H	Holiday
J	Jury Duty
LW	Leave without Salary
ML	Mandatory Leave
M	Military Leave
O	Other
PB	Paid Leave Bank
PH	Personal Holiday
S	Sick
SL	Sick Leave
V	Vacation

Code	Absence Type
FM	FMLA – Medical w/o Salary
MF	FMLA – Military Family Member w/o Salary
FB	FMLA/NJFLA – Bonding w/o Salary
FF	FMLA/NJFLA – Family Member w/o Salary
NB	NJFLA – Bonding w/o Salary
NF	NJFLA – Family Member w/o Salary

For any unpaid leave (i.e. FMLA):

1. Departments must work with HR to document unpaid leaves of absence in HCM
2. Additionally, departments must track unpaid leaves of absence through Absence Reporting

**Bereavement unavailable for employees migrating from Banner to PeopleSoft -- with the exception of employees represented for CWA 1040. All other employees migrating from Banner to PeopleSoft will continue to track time out of the office as a result of the death of a family member as Sick Time.*

Absences – *Additional Information*

Sick Time

must be reported within the **two-week pay cycle,** as sick time impacts overtime pay*

**This applies only to units migrating from Banner to PeopleSoft*

All other absences

must be correctly reported by the **end of the fiscal year** in which they are taken

At fiscal year end, will be able to view an employee's absence record, and maintain for record-keeping purposes.

Additional Resources – *Policies & Agreements*

HR Policies *Includes policies for all employee groups and leave types*
http://policies.rutgers.edu/view-policies/human-resources-hr-%E2%80%93-section-60

Collective Negotiations Agreements *The Office of Labor Relations negotiates and administers collective negotiations agreements between Rutgers University and the unions that represent Rutgers staff employees. These agreements can be viewed and/or downloaded for your use.*
http://uhr.rutgers.edu/collective-negotiations-agreements

Creating Absences – *Hours to Days Conversion*

Absences are measured in days in Absence Reporting

35 Hours Week / 7 Hour Days	
Hours	**% of Days**
1	0.14
2	0.29
3	0.43
3.5	0.5
4	0.57
5	0.71
6	0.86
7	1

37.5 Hours Week / 7.5 Hour Days	
Hours	**% of Days**
1	0.13
2	0.27
3	0.4
3.75	0.5
4	0.53
5	0.67
6	0.8
7	0.93
7.5	1

40 Hours Week / 8 Hour Days	
Hours	**% of Days**
1	0.13
2	0.25
3	0.38
4	0.5
5	0.63
6	0.75
7	0.88
8	1

% of Day = PTO Hours Taken / FT Standard Workday

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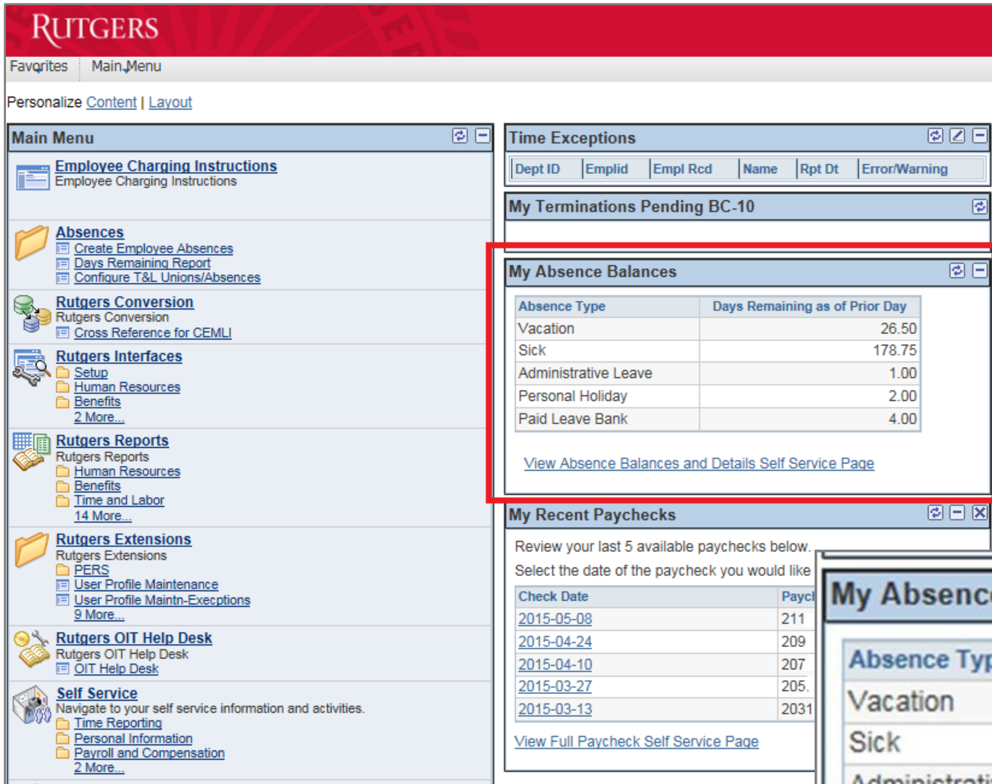
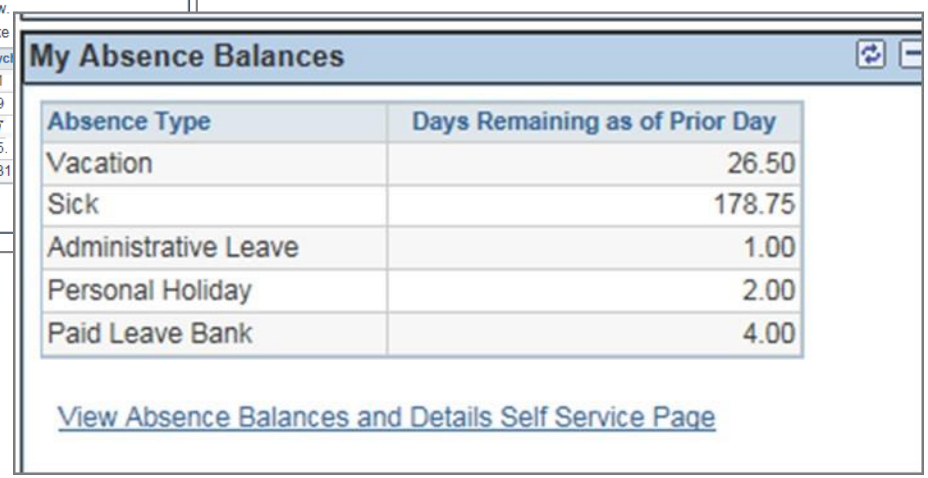
Viewing Absence Balances



My Absence Balances
(Employee View)

Pagelet on PeopleSoft home screen for employees



Balances – *Further Details*

Balances are viewable to both employees and Absence Reporting Administrators in **near-real time** throughout the year

This is why it is important that the Absence Reporting Administrator records absences in a timely manner

Absence balances will include any future time off that has been entered

How does Absence Reporting work with my timesheet?

Sick Time is the only absence type which will be integrated with the Time and Labor system, because it has an impact on overtime calculation*

All other absence types will not be visible in the timesheet

**This applies only to units migrating from Banner to PeopleSoft*

Absence Reporting – *Information Flow*

Employee/ Manager ***Offline***	The Employee or Manager communicates the absence to the Absence Administrator
Absence Administrator ***Absence Reporting***	The Absence Administrator records the absence in Absence Reporting

Employee ***Employee Self Service***	Absences are visible to the employee through Employee Self Service **the next day**
Timekeeper/ Time Approver ***Timesheet***	**Sick Time (only)** is visible to Timekeeper and Approver on the timesheet.

Reminder: Do not touch sick time on the timesheet

System will give an **exception** if Sick Time is modified on the timesheet.

DEMO

Helpful Resources

Human Resources/Payroll Help Center

- Phone: (848) 932-3888
- E-Mail: HRPayroll_helpcenter@hr.rutgers.edu

Cornerstone Website: http://cornerstone.rutgers.edu

Cornerstone Email: cornerstone@rutgers.edu