**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.

**Roles & Responsibilities**

- The approval process for paid time off will **not** happen within Absence Reporting.
- Approvals will continue to be managed outside the system.

**Absence Types**

<table>
<thead>
<tr>
<th>Code</th>
<th>Absence Type</th>
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<th>Absence Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Absence Due to Injury</td>
<td>PB</td>
<td>Paid Leave Bank</td>
</tr>
<tr>
<td>W</td>
<td>Absence Due to Injury (SB)</td>
<td>PH</td>
<td>Personal Holiday</td>
</tr>
<tr>
<td>AL</td>
<td>Administrative Leave</td>
<td>S</td>
<td>Sick</td>
</tr>
<tr>
<td>B</td>
<td>Bereavement Leave</td>
<td>SL</td>
<td>Sick Leave (Family Member)</td>
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<tr>
<td>CL</td>
<td>Compassionate Leave</td>
<td>V</td>
<td>Vacation</td>
</tr>
<tr>
<td>C</td>
<td>Compensatory Time</td>
<td>FM</td>
<td>FMLA – Medical w/o Salary</td>
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<tr>
<td>H</td>
<td>Holiday</td>
<td>MF</td>
<td>FMLA – Military Member w/o Salary</td>
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<tr>
<td>J</td>
<td>Jury Duty</td>
<td>FB</td>
<td>FMLA/NJFLA – Bonding w/o Salary</td>
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<tr>
<td>LW</td>
<td>Leave without Salary</td>
<td>FF</td>
<td>FMLA/NJFLA – Family Member w/o Salary</td>
</tr>
<tr>
<td>ML</td>
<td>Mandatory Leave</td>
<td>NB</td>
<td>NJFLA – Bonding w/o Salary</td>
</tr>
<tr>
<td>M</td>
<td>Military Leave</td>
<td>NF</td>
<td>NJFLA – Family Member w/o Salary</td>
</tr>
<tr>
<td>O</td>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Code Absence Type**

- PB Paid Leave Bank
- PH Personal Holiday
- S Sick
- SL Sick Leave (Family Member)
- V Vacation
- 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

**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

**Main Menu**

- Absence Reporting
- Create Employee Absences
- Add/Update Employee Absences
- Days Remaining Report

**Navigation**

- To make navigation simpler, add to Favorites!

**Absence Reporting**

**Employee View**
Employees can view their absences through the **My Absence Balances** pagelet on their PeopleSoft home screen.

**Sick Time**
Sick Time is the **only** absence type which is integrated with the employee’s timesheet.

Do not touch sick time on the timesheet. This will result in a system exception.

- This applies only to units migrating from Banner to PeopleSoft.

**Questions?**
Call the HR/Payroll Help Center at (848) 932-3888, e-mail HRPayroll_helpcenter@hr.rutgers.edu, or visit www.cornerstone.rutgers.edu