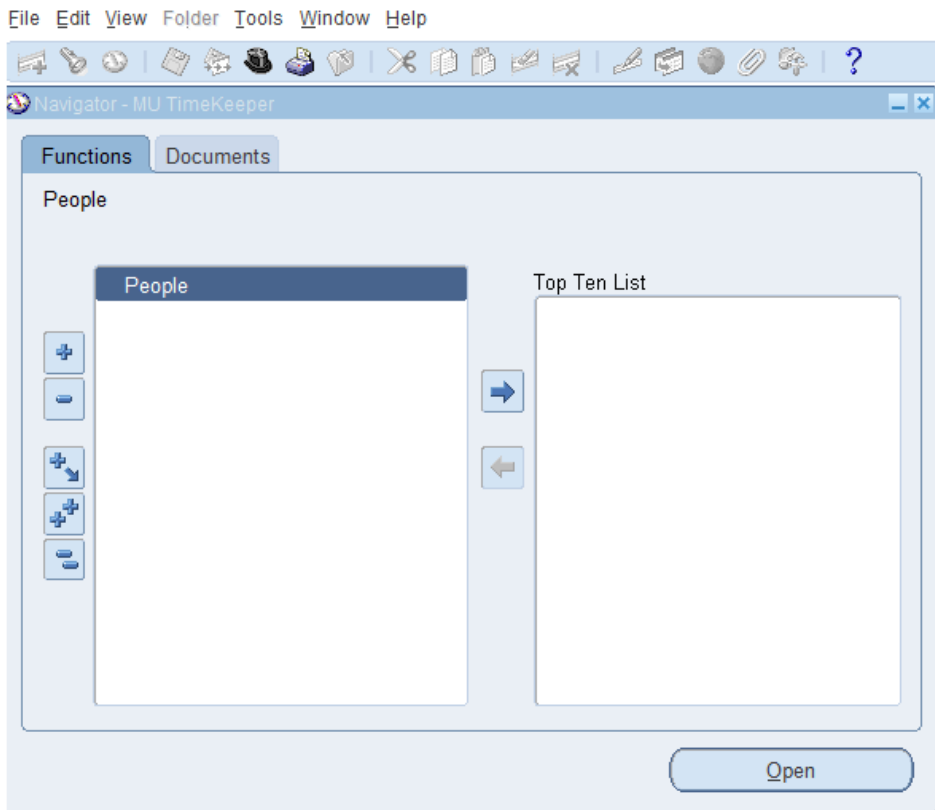
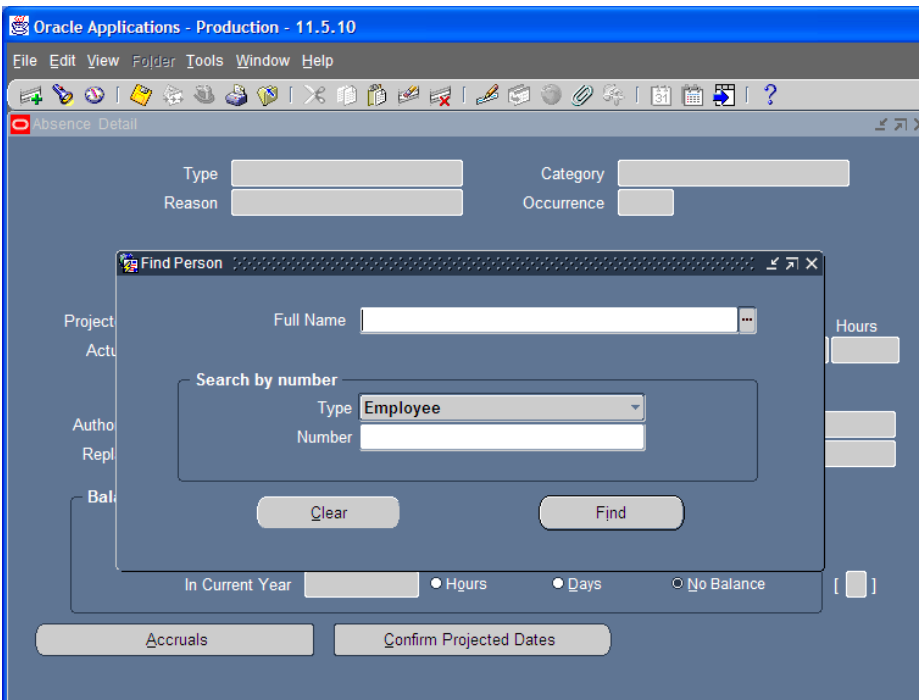


MU Timekeeper: Absence Entry for Salaried Staff, Faculty, Graduate Assistants

Double-click "People" on the menu.



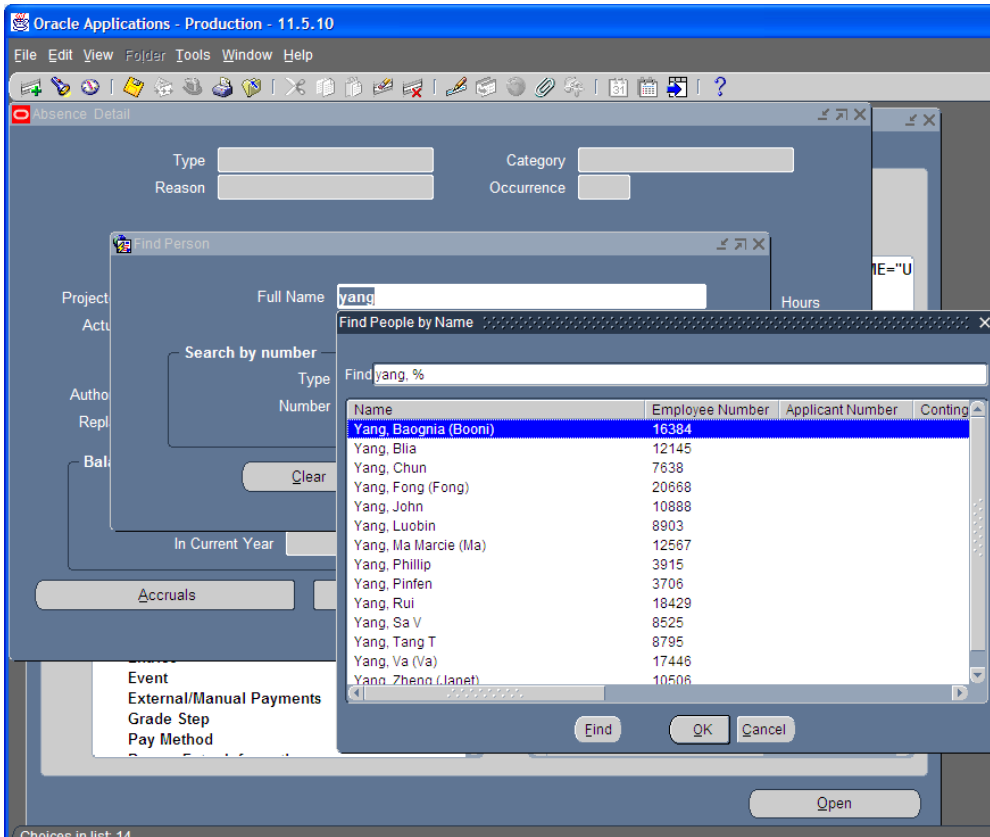
This screen will automatically open:



To query an employee, enter a partial last name, using % as a wildcard if needed, and hit [Tab], or enter the Oracle Employee number. Then click the [Find] button.

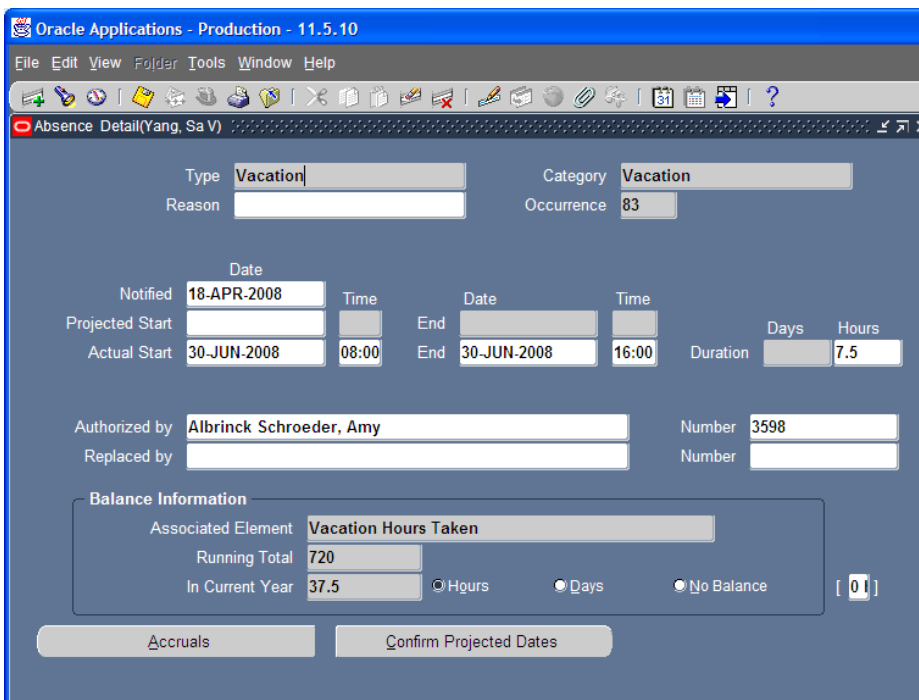
MU Timekeeper: Absence Entry for Salaried Staff, Faculty, Graduate Assistants

Here is an example:



Click on the appropriate employee's name and click the [OK] button.

The most recent entry for vacation or floating holiday will automatically open (see below).



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Click on the “Add New” icon – the green plus sign in the upper left.

In the yellow {Type} field, you can either use the pick list or just type “vac” or “flo” and [Tab].

Notified = the date the request was made (per the form).

Actual Start Date = first date of vacation or floating holiday.

End Date = same date if only one day absence; otherwise can enter the last of multiple days.

Time = military time. We use standard times to keep it simple.

For half days in the morning: 8:00-11:45 (3.75 hours)

For half days in the afternoon: 12:15-16:00 (3.75 hours)

For whole days: 8:00 – 16:00 (7.5 hours)

Authorized by = supervisor who approved the time off request (per the form or e-mail).

Once all information is entered, Save your work, using the floppy disk icon in upper left or {CTRL} {S}.

The screenshot shows the Oracle Applications interface for entering absence details. The window title is "Oracle Applications - Production - 11.5.10". The menu bar includes File, Edit, View, Folder, Tools, Window, and Help. The toolbar contains various icons, including a green plus sign for "Add New". The main form area is titled "Absence Detail(Yang, Sa V)".

Form fields include:

- Type: **Vacation** (highlighted in yellow)
- Category: **Vacation**
- Reason: (empty)
- Occurrence: **85**
- Date: **05-MAY-2008**
- Time: (empty)
- Projected Start: (empty)
- End: (empty)
- Actual Start: **19-MAY-2008**
- Time: **08:00**
- End: **19-MAY-2008**
- Time: **16:30**
- Duration: **7.5** (Days: (empty), Hours: **7.5**)
- Authorized by: **Albrinck Schroeder, Amy**
- Number: **3598**
- Replaced by: (empty)
- Number: (empty)

Balance Information

- Associated Element: **Vacation Hours Taken**
- Running Total: **720**
- In Current Year: **37.5**
- Radio buttons: Hours, Days, No Balance

Buttons at the bottom: **Accruals**, **Confirm Projected Dates**

MU Timekeeper: Absence Entry for Salaried Staff, Faculty, Graduate Assistants

Here is an example for entering multiple sequential days:

The screenshot shows the Oracle Applications interface for entering an absence. The window title is "Absence Detail(Laubenstein, Julie M.)". The form includes the following fields and values:

- Type: **Vacation**
- Category: **Vacation**
- Reason: (empty)
- Occurrence: (empty)
- Notified Date: **05-MAY-2008**
- Projected Start Date: (empty)
- Actual Start Date: **19-MAY-2008**
- Actual Start Time: **08:00**
- End Date: **20-MAY-2008**
- End Time: **16:00**
- Duration: **15** (Days)
- Authorized by: **Albrinck Schroeder, Amy**
- Number: **3598**
- Replaced by: (empty)
- Number: (empty)

Balance Information:

- Associated Element: **Vacation Hours Taken**
- Running Total: **63.75**
- In Current Year: **48.75**
- Radio buttons: Hours, Days, No Balance

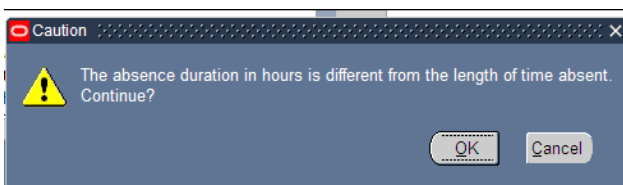
Buttons at the bottom: **Accruals**, **Confirm Projected Dates**

Note that the total Hours (duration) is equal to the employee's standard number of hours worked per day multiplied by the number of days absent.

Do not enter more than one week of vacation per entry. Maximum hours should be either 37.5 or 40.

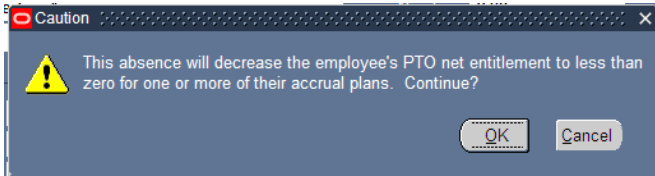
Try to enter all sequential work days within a calendar week using one entry. However, if later requests come in for days adjacent to those that were already entered, you do not need to delete the original entry and start over.

This message will often appear when entering full day absences, because the start and end times allow for a 30-minute lunch. Just click [OK].

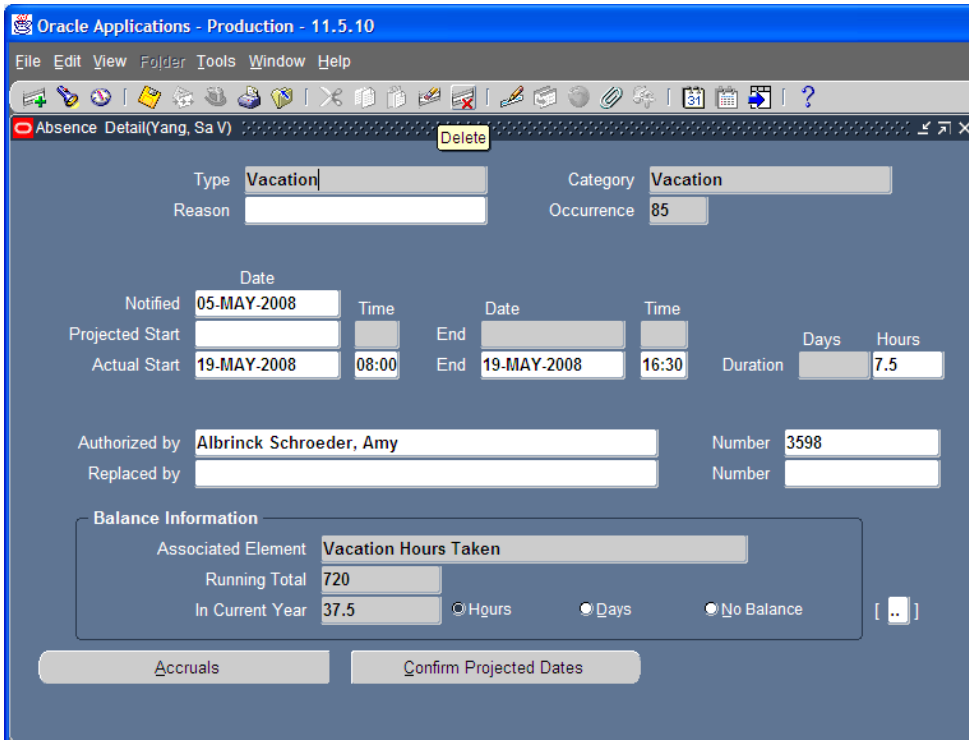


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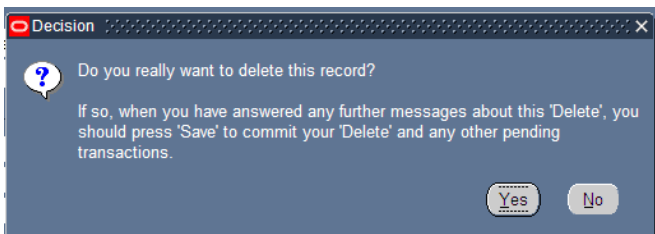
This message will appear if someone's days/hours taken exceed their total earned. This would need to be researched by Payroll and/or Benefits to make sure the correct absences were entered and the correct accrual was established.



If you need to delete an entry (perhaps a date was entered but then the employee changed their mind and did not use that day as vacation), then just query the employee as you normally would to enter a new day, but arrow down through their absence details to find the date not taken. Use the Delete icon (red X in upper center of the bar).



This message will automatically appear. Click the [Yes] button.



Save your work, using the floppy disk icon in upper left or {CTRL} {S}.