

In Employee Service Center, My Absence Reporting Enhanced

TEAMS Area: *Employee Management, Employee Service Center*

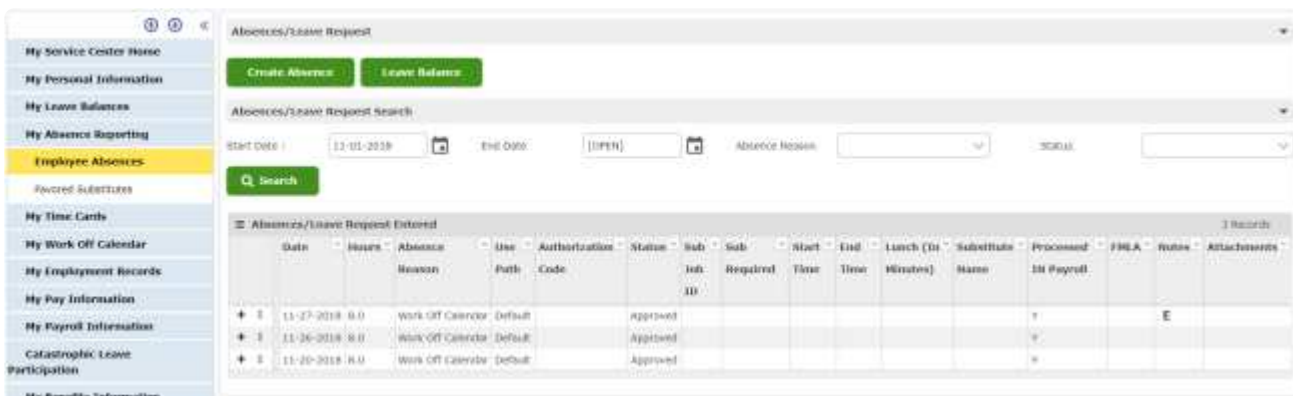
In the **Employee Service Center** (ESC), My Absence Reporting has been enhanced to be more user friendly. Clicking the **My Absence Reporting** link now expands the navigation bar to show related options instead of opening the Employee Absence tab in a new window. The Employee Absence tab with the calendar view for selecting the work day of the absence has been removed.

Employees have the following options under My Absence Reporting on the navigation bar:

- **Employee Absences:** Click to view the Absence/Leave Request page to enter create a new absence or work with previously entered absence information. For more information, see [Working With the Absence/Leave Request Page](#).
- **Favored Substitutes:** If you are a teacher, click the **Favored Substitutes** link to go directly to the Favored Substitutes page, which you can use the Favored Substitutes tab to add and maintain a list of favored substitutes. The functionality of the Favored Substitutes page has not changed from previous versions of TEAMS.

Working With the Absence/Leave Request Page

To access the Absence/Leave Request page, click **Employee Absences** on the navigation bar.



Employee Service Center, Absence/Leave Request page

Tip: Click the **Leave Balance** button to open the Leave Balances box. When you are finished reviewing balances, click the **Cancel** button.

Creating an Absence

1. Click the **Create Absence** button to display the Absence Details and Substitute Details panels.

The screenshot shows the 'Absence Detail' form in the Employee Service Center. The left sidebar contains navigation options like 'My Service Center Home', 'My Personal Information', 'My Leave Balances', 'My Absence Reporting', 'Employee Absences', 'Powered Substitutes', 'My Time Cards', 'My Work Off Calendar', 'My Employment Records', 'My Pay Information', 'My Payroll Information', 'Catastrophic Leave Participation', 'My Benefits Information', 'My Travel', 'My Documents', 'Extended Leave Request', 'FMLA Request', 'Staff Directory', and 'Log Off'. The main form includes fields for 'Start of Absence' (02-20-2018), 'End of Absence', 'Reason', 'Hours per Day' (08:00), and 'This is an FMLA Absence?' (checkbox). There are 'Approval Notes' and 'Substitute Special Instructions' text areas, both with character counts. The 'Substitute Details' section includes 'Teacher - High School' and a 'Substitute Required?' radio button set to 'No'. At the bottom, there are buttons for 'Submit', 'Clear', 'Attachment', 'Cancel', and 'Return'.

Employee Service Center, Absence/Leave Request page with Absence Details and Substitute Details panels

2. The **Start of Absence** field defaults to the current date, but you can change that if necessary. If you are going to be absent for more than one day, enter the last day you will be absent in the **End of Absence** field.
3. Select a **Reason**. Some selections also require you to select a usage **Path**.
4. Complete the remaining fields in the Absence Details panel as necessary.
5. In the Substitute Details panel, complete the **Substitute Required?** option. If your role is configured for substitutes and you select Yes, then complete the fields in the Substitute Details panel as in previous versions of TEAMS.

Note: *Substitute Required? no longer defaults to Yes and is now a required field.*

6. Optional. To add an attachment to this absence record, click the **Attachment** button.
7. When you have finished configuring details, click the **Submit** button to add the absence to the Absences/Leave Request Entered panel.

Working With Entered Absences/Leave Requests


In the Absences/Leave Request Entered panel, row action menus have replaced buttons that were previously used to work with saved dates.

The screenshot shows the 'Absences/Leave Request Entered' panel. It includes a search bar with 'Start Date' (11-02-2018), 'End Date' ([OPEN]), and 'Absence Reason'. Below the search is a table with columns: Date, Hours, Absence Reason, Use Path, Authorization Code, Status, Mail ID, Sub ID, Start Time, End Time, Lunch (In Minutes), Substitute Name, Processed on Payroll, FMLA, Notes, and Attachments. A row is highlighted in yellow, and a context menu is open over it, showing options: 'Edit Selected Date', 'Edit All with Same Sub Job', 'Delete Selected Date', 'Delete All with Same Sub Job', 'Add Notes', 'Add Attachments', and 'Add Pre-Arranged Substitute'.

Date	Hours	Absence Reason	Use Path	Authorization Code	Status	Mail ID	Sub ID	Start Time	End Time	Lunch (In Minutes)	Substitute Name	Processed on Payroll	FMLA	Notes	Attachments
11-02-2018	8	Personal	Default		Pending Approval	290019		9:00 AM	4:00 PM	0					A
			Default		Approved										E
			Default		Approved										
			Default		Approved										

Employee Service Center, Absence/Leave Request page with row action menu

Click the + icon to view a pop-up window with detailed information about the record in that row.

Click the  icon to view a list of the following actions that can be performed on that row:

- Edit Selected Date
- Edit All with Same Sub Job
- Delete Selected Date
- Delete All with Same Sub Job

Note: *You can only edit or delete dates entered in the Employee Service Center and that are in the future or are part of a multiple day substitute job where the Start Date of the substitute job is in the future and that have not been approved.*

- Add Notes
- Add Attachments
- Add Pre-Arranged Substitute