Off-Campus Activity Absence

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Off-Campus Activity Absence

Create Off-Campus Activity Absence - Classic Version

Procedure

In this topic you will learn how to **Create Off-Campus Activity Absence - Classic Version**.

Step	Action
1.	A new feature, **Off-Campus Activity**, has been added to the Absence Request (SF-6) panel. **Off-Campus Activity** absence offers the LSUHSC faculty and staff the opportunity for learning, research and collaborative experiences outside the confines of our campus community. Up to 120 absence hours per year are available. Absence must be approved by your supervisor prior to being taken. ***Any exceptions over 120 hours must be approved by the <u>supervisor</u> AND <u>Dean, Vice Chancellor or Chancellor</u> prior to being taken.**
2.	**Off-Campus Activity Grid** **Fiscal Year** - Fiscal Year for specified balance from 7/1 to 6/30 (e.g., 7/1/18 to 6/30/19) **Max Hours Allowed** - Maximum hours allowed for a specified year **Hrs Taken YTD** - Total off-campus activity hours taken for specified fiscal year. If the Hrs Taken YTD go over the Max Allowed Hrs, the value will be in "red". **Balance** - Current Fiscal Year Balance

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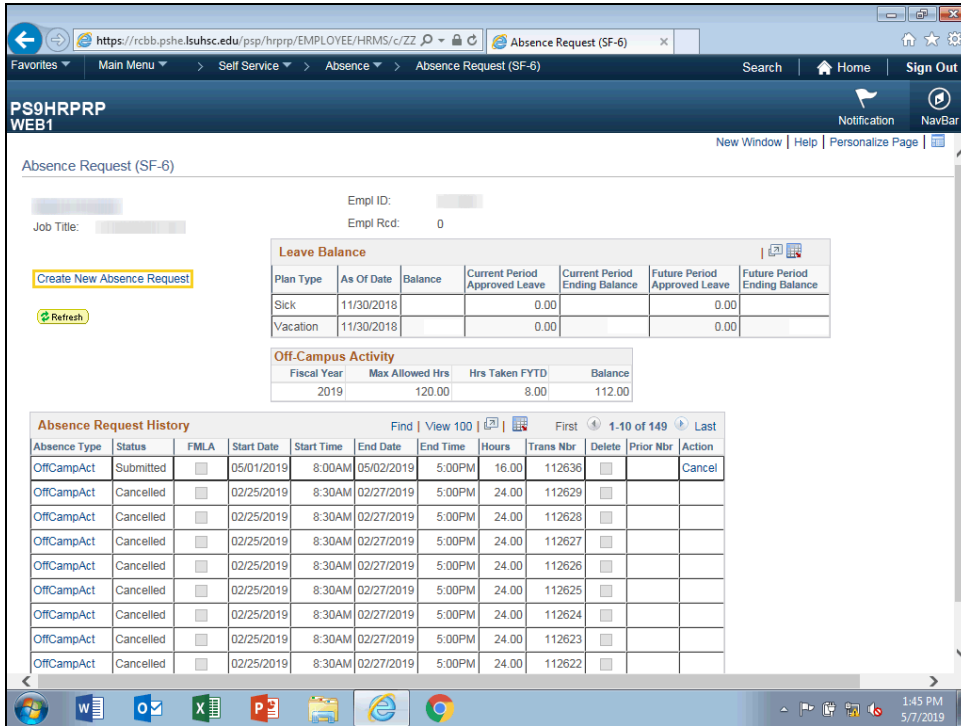
Step	Action
3.	Click the **Create New Absence Request** link.

Step	Action
4.	Enter the desired information into the **Start Date** field. Enter "**052119**". 05/07/2019
5.	Enter the desired information into the **Time** field. Enter "**8:00 AM**".
6.	Enter the desired information into the **Time** field. Enter "**12:00 PM**".
7.	Click the button to the right of the **Absence Type** field.

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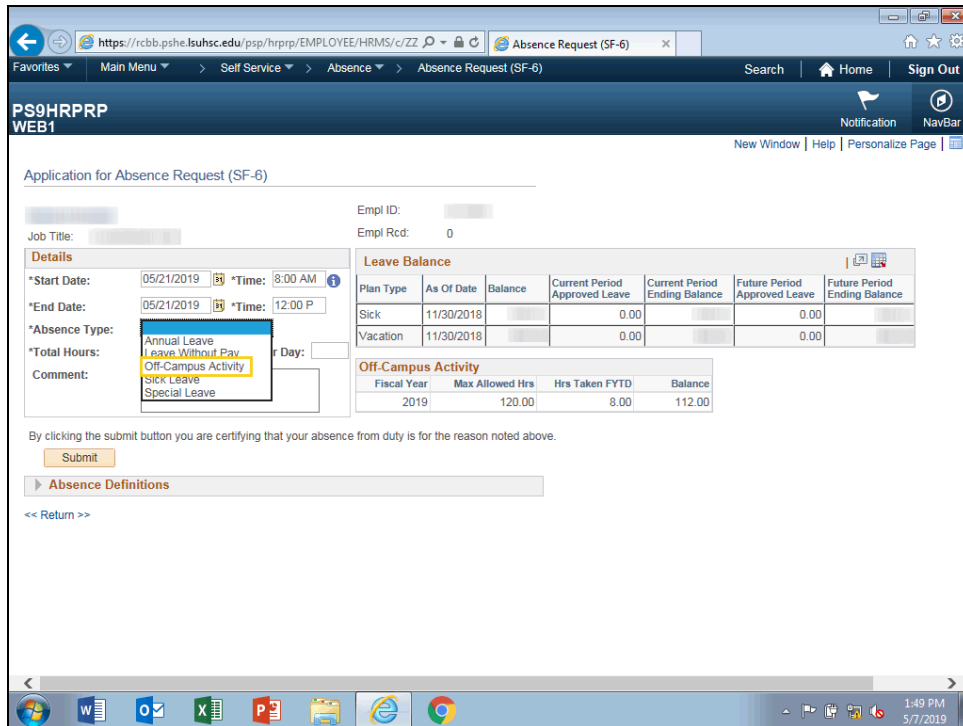
Step	Action
8.	Click the **Off-Campus Activity** list item. Off-Campus Activity

Step	Action
9.	*NOTE: When Off-Campus Activity is selected as Absence Type, the Internatl option will display. This option will be selected if international travel is required for the Off-Campus Activity.* Click the button to the right of the **Reason** field.
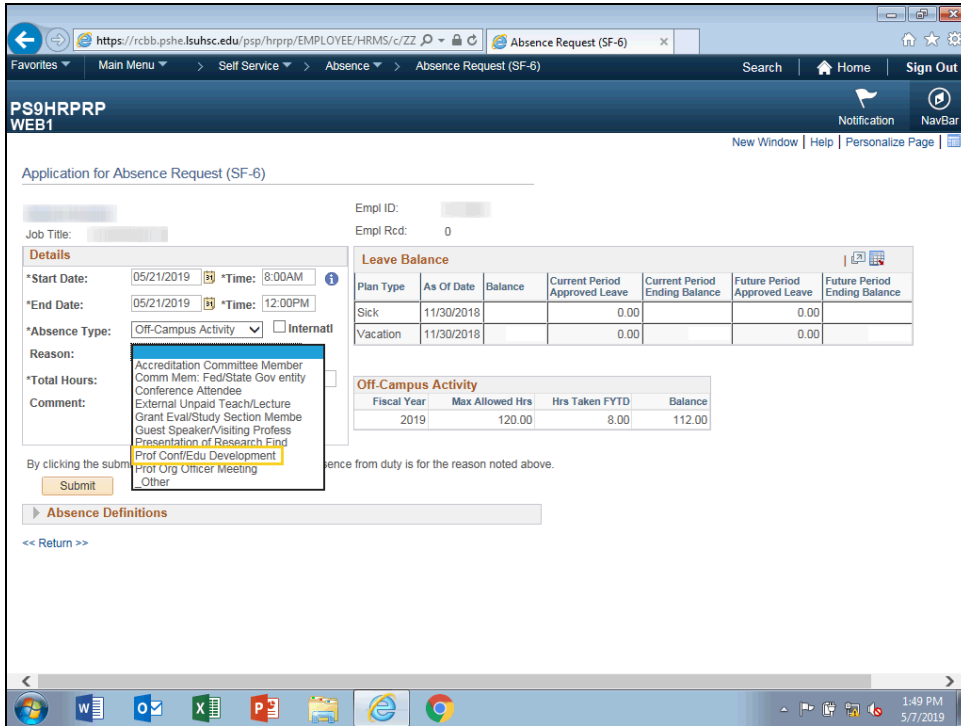
Step	Action
10.	A **Reason** list specifically designed for Off-Campus Activity type has been developed. Click the **Prof Conf/Edu Development** list item. Prof Conf/Edu Development

Step	Action
11.	Enter the desired information into the **Total Hours** field. Enter "**4**".
12.	Enter the desired information into the **Duration Per Day** field. Enter "**4**".
13.	**Comments** must be added regardless of the **Reason** type selected. **EXCEPTION REQUESTS** will require a justification to be in included in the comments section for the supervisor and appropriate Dean, Vice Chancellor or Chancellor review. Enter the desired information into the **Comment** field. Enter "**LA Society of CPA/CPE, Baton Rouge, LA**".
14.	Click the **Submit** button.

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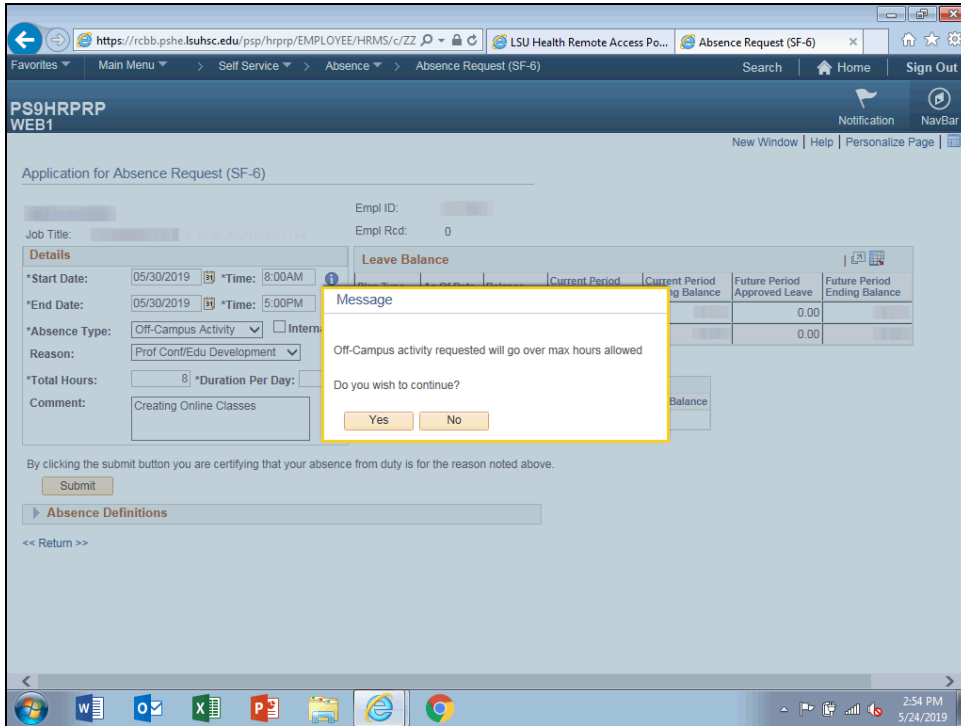
Step	Action
15.	If you request hours over the maximum allowed, you will receive the warning message shown above. The system will allow you to continue with your request, and your request will route to your supervisor as normal and then to the appropriate Dean, Vice Chancellor or Chancellor for review and approval.

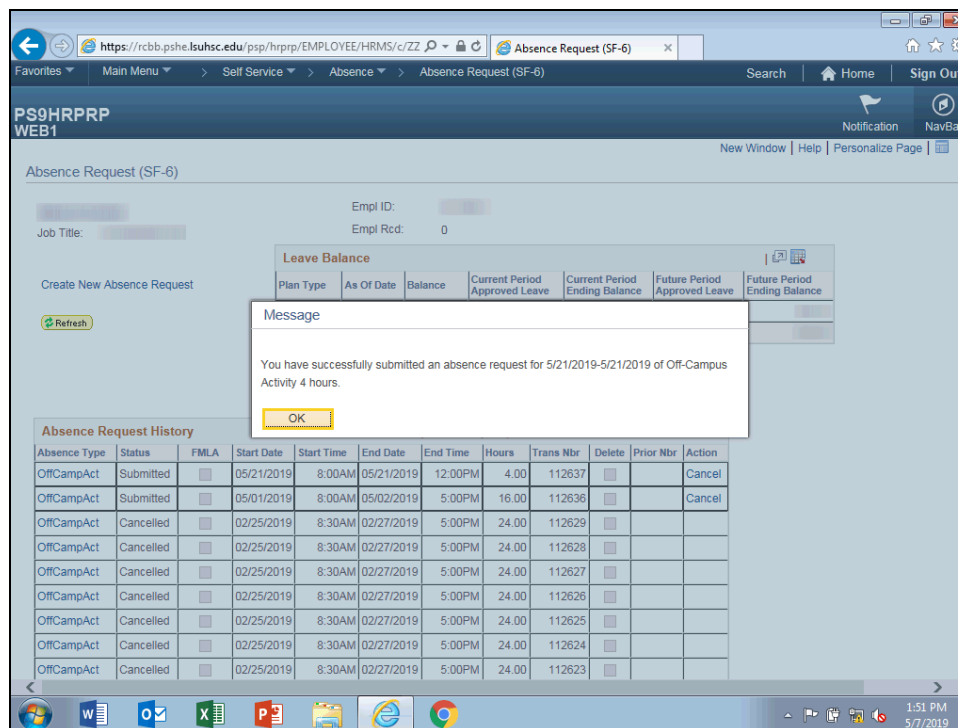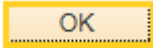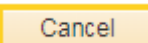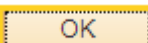| Step	Action
16.	A message displays stating you have successfully submitted the absence request. Click the **OK** button. OK
17.	Once you request is submitted, an email will be generated confirming your request. An email will also be sent to your supervisor for approval.
18.	Once you click the Submit button, the Off-Campus Activity Absence will display in the **Absence Request History** grid. The most recent Off-Campus Activity request will be the first line on the grid.
19.	The Off-Campus Activity is **not** completely approved until the employee receives an approval email and/or the status has changed to 'Approved'.
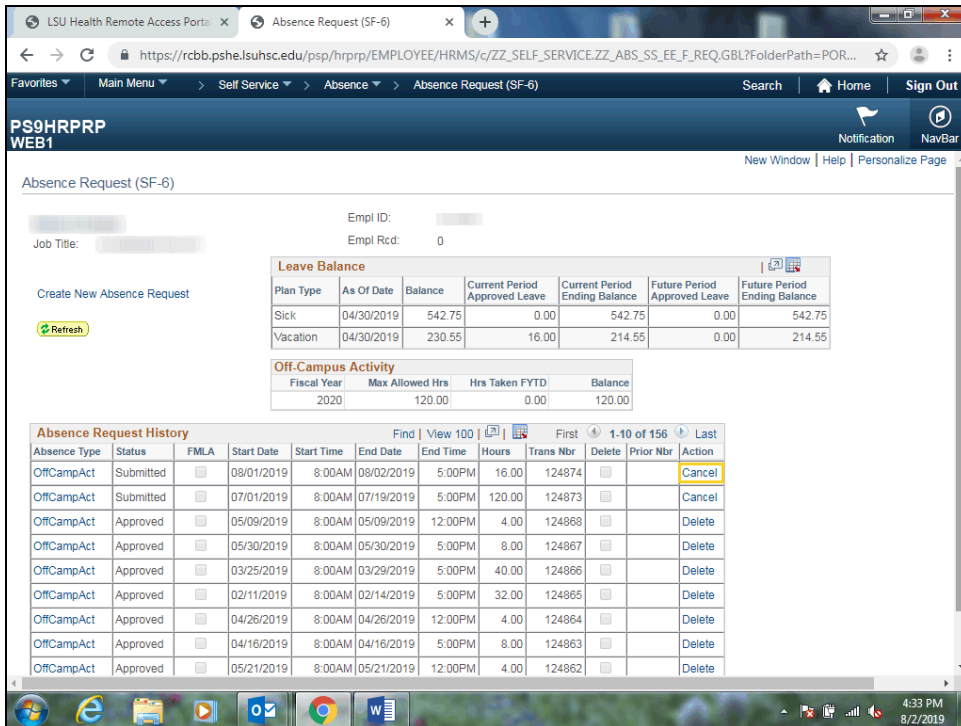
Step	Action
20.	An Off-Campus Activity can be cancelled if plans change and you do not attend as scheduled. Click the **Cancel** link. Cancel
21.	**Comments** must be added as to why the Activity is being cancelled. Enter the desired information into the **Comment** field. Enter "**Did not attend due to illness**".
22.	Click the **Cancel** button. Cancel
23.	A confirmation message display to verify the cancellation of the request. Click the **OK** button. OK
24.	This completes *Create Off-Campus Activity Absence - Classic Version*. **End of Procedure.**

Approve Off-Campus Activity Absence

Procedure

In this topic you will learn how to **Approve Off-Campus Activity Absence**.
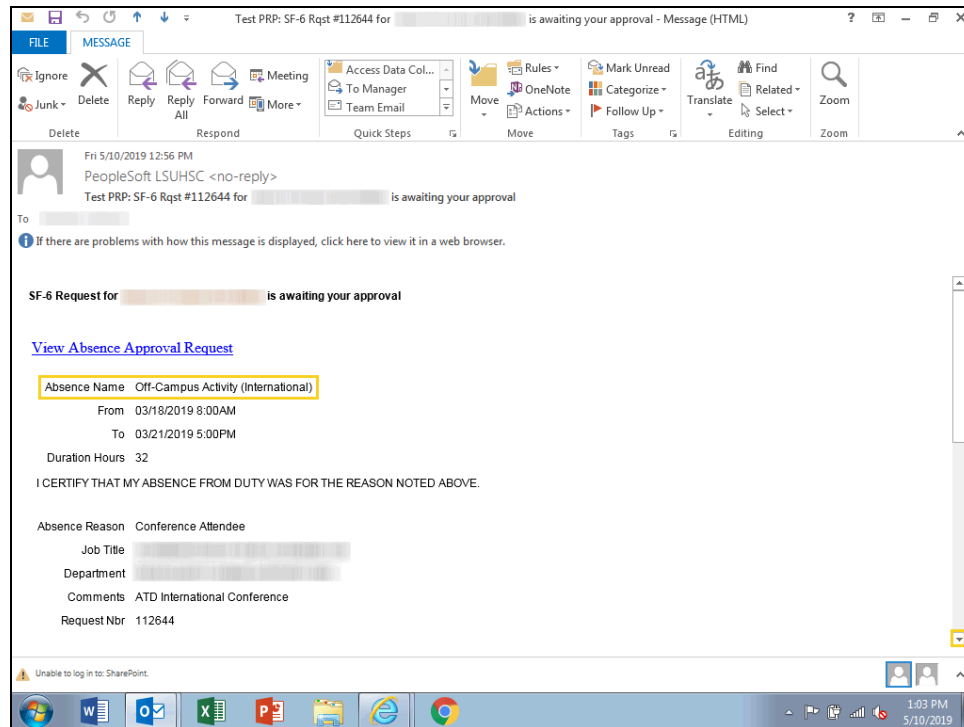
Step	Action
1.	Emails will now show the Absence Name of **Off-Campus Activity**. If *International* was selected, it will display next the Absence Name. Click the **Down** button of the scrollbar.
2.	The **Off-Campus Activities** grid has also been added to the Approval email. Click the **Up** button of the scrollbar.
3.	Click the **View Absence Approval Request** link.
4.	You would login using your regular *User ID* and *Password*, then click **Sign In** to access PeopleSoft.
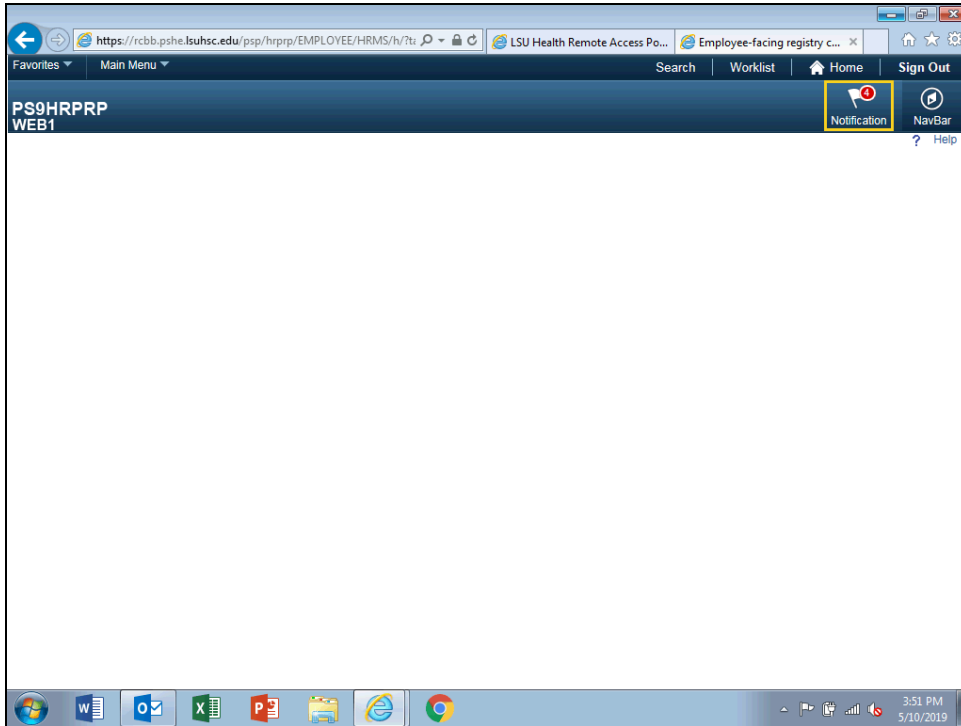
Step	Action
5.	The *Notification* flag displays a number *count* on the flag icon in the banner to notify users of any new Actions requiring attention. Click the **Notification** button.
6.	*Actions* are links that allow you to navigate directly to an action needing your attention. In this example, there are four (4) SF-6 actions needing approval. Click the **SF-6 03/13/2019** link.

Step	Action
7.	Click the **Down** button of the scrollbar.
8.	Requests can be **Approved** or **Denied**. Comments must be added is the request is Denied. **Approving Absence Exceptions:** The Supervisor should ensure the employee included a justification in the comments for exceeding the number of hours allowed. The Supervisor will be required to forward the exception to the appropriate Dean, Vice Chancellor or Chancellor for additional approval. *See steps 10-12 for steps to route to the Dean, Vice Chancellor or Chancellor for additional approval.*
9.	If no exception is being requested, a confirmation will display stating the request was successfully approved.

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Step	Action
10.	Once the supervisor reviews the request, and if s/he decides to approve the exception, the request should be forwarded through the additional approver drop down box to the appropriate **Dean, Vice Chancellor or Chancellor** for final approval. Click the drop-down arrow to the right of the **Additional Approval** field to select the appropriate Dean, Vice Chancellor or Chancellor.
11.	Click the **Approve** button. Approve

Step	Action
12.	The supervisor will receive a confirmation that the request is pending for additional processing. The Dean, Vice Chancellor or Chancellor will receive a notification requesting their approval. *NOTE: Once approved by the Dean, Vice Chancellor or Chancellor an approval notification will be sent to the employee and supervisor.*
13.	The Off-Campus Activity **Hrs Taken FYTD** balance is updated once the request is approved.

From: PeopleSoft LSUHSC <no-reply>
Sent: Tuesday, January 8, 2019 2:28 PM
To: Cao, Son <SCao@lsuhsc.edu>
Subject: Test HRPRP: Off-Campus Activity Over Max for Administration January 2019

Listed below are employees that have taken Off-Campus Activity beyond their allotted fiscal year maximum in Administration.

Emplid	Name	Hours Over Max
0072746	Coe,Celina	10
0076302	Huang,Kewen	30

Please see attachment for details.

This message has been authorized by LSU Health Sciences Center administration for compliance with University policy for time certification.

	Name	Start_Dt	End_Dt	Hours	Internatl	Reason	Deptid	Dept_Descr	Comments
1	*** Employees Off Campus Activities for Administration January 2019 ***								
2									
3	Name	Start_Dt	End_Dt	Hours	Internatl	Reason	Deptid	Dept_Descr	Comments
4	Coe,Celina	1/7/19	1/7/19	100	N	Grant Eval	NO167300	Information Technology-Adminis	
5	Coe,Celina	1/8/19	1/8/19	30	N	Profession	NO167300	Information Technology-Adminis	
6	Huang,Kewen	12/3/18	12/4/18	16	N	Accredital	NO167300	Information Technology-Adminis	test 1
7	Huang,Kewen	12/5/18	12/5/18	8	Y	Grant Eval	NO167300	Information Technology-Adminis	test 2
8	Huang,Kewen	12/6/18	12/6/18	8	Y	Profession	NO167300	Information Technology-Adminis	test 3
9	Huang,Kewen	12/7/18	12/7/18	8	N	Teaching/	NO167300	Information Technology-Adminis	test 4
10	Huang,Kewen	1/8/19	1/8/19	110	N	Other	NO167300	Information Technology-Adminis	

Step	Action
14.	In addition to approving each exception, the Deans, Vice Chancellors and Chancellor will receive a detailed report of all Off-Campus Activity Absence exceptions within their respective areas on a monthly basis.
15.	This completes *Approve Off-Campus Activity Absence*. **End of Procedure.**