

# Application for Leave – Guide regarding Covid-19 (Corona Virus) specific processes

## Application for: Work from Home

1. Log on to sun-e-HR by accessing the link on the My.SUN website under Staff.
2. Open the function 'Leave of Absence' under the Responsibility 'SUN Employee Self Service'.
3. The **Leave of Absence: Summary** page will open (Fig. 1).
4. Click on the 'Create Absence' button.

**Leave of Absence: Summary**

Employee Name: Nolte, Wessel  
Employee Number: 12649074  
Organization Email Address: NOLTE@SUN.AC.ZA  
Business Group: Stellenbosch University

**Absence Management**

**Absence Summary**

[How to use this Page](#)

**Search**

Note that the search is case insensitive

Absence Type:   
Approval Status:   
Start Date: (18-Mar-2020)  
End Date:

Start Date	End Date	Absence Type	Absence Category	Duration Days Hours	Approval Status	Absence Status	Supporting Documents	Details	Update
18-Mar-2020	31-Mar-2020	SUN Leave of Absence	SUN Leave of Absence	10	Pending Approval	Confirmed			
09-Mar-2020	09-Mar-2020	SUN Annual Leave	SUN Annual Leave	1	Work in Progress	Confirmed			
27-Jan-2020	04-Feb-2020	SUN Annual Leave	SUN Annual Leave	7	Approved	Confirmed			
23-Jan-2020	24-Jan-2020	SUN Annual Leave	SUN Annual Leave	1	Approved	Confirmed			
02-Jan-2020	23-Jan-2020	SUN Accum Leave Encashment JV	SUN Annual Leave	16	Approved	Confirmed			
28-Nov-2019	28-Nov-2019	SUN Annual Leave	SUN Annual Leave	1	Approved	Confirmed			
28-Oct-2019	28-Oct-2019	SUN Sick Leave	SUN Sick Leave	1	Approved	Confirmed			
17-Oct-2019	17-Oct-2019	SUN Sick Leave	SUN Sick Leave	1	Approved	Confirmed			
27-Sep-2019	27-Sep-2019	SUN Annual Leave	SUN Annual Leave	1	Approved	Confirmed			

Fig. 1

5. The **Create Absence: Enter Absence Details** page will open (Fig. 2).

**Create Absence: Enter Absence Details** Cancel Next

Personalize Stack Layout

Employee Name: Nolte, Wessel  
 Organization Email Address: [NOLTE@SUN.AC.ZA](mailto:NOLTE@SUN.AC.ZA)  
 Employee Number: 12649074  
 Business Group: Stellenbosch University

Personalize Stack Layout: (HrAbsRequiredAndInsrRN)  
 \* Indicates required field

If you Apply for SUN Leave of Absence, and the Absence Reason is "Course or Conference" the fields relating to "Courses and Conferences" must please be filled in.

If you Apply for SUN Leave of Absence, and you are not going on a "Course or Conference" and you require a Visa Letter please use the Absence Reason "Other".

If you answered Yes for a Visa letter, please provide the following information in the Comments field that is required for the Visa letter:  
 1. Employee Number  
 2. Countries of travels  
 3. Reason for travels  
 4. Arrival date  
 5. Departure date  
 6. Salary (on visa letter) Y/N

Absence Status: Confirmed  
 \* Absence Type:   
 Absence Category:   
 Absence Reason:

Duration: Personalize Table Layout: (HrAbsenceDurationTable)  
 \* Start Date: (18-Mar-2020) Start Time: HH:MM (12:00-11:59)  
 End Date: End Time:  
 TIP Start Date is required.

Personalize Table Layout: (HrAbsTotalTable)  
 Days: Hours  
 Total: Calculate Duration

Replaced By:

Course or Conference Name (max 150 char.):   
 Total Cost of Course / Conference:   
 Type of Training / Conference:   
 Service Provider (max. 150 char.):   
 Location of Course / Conference (max. 150 char.):   
 Do you need a Visa Letter:

Personalize Table Layout: (HrAbsInlineDatePicTabLayout)

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Fig. 2

- On the form select the drop-down list for the field **Absence Type**, and select option 'Leave of Absence' (Fig. 3).

**Create Absence: Enter Absence Details** Cancel Next

Employee Name: Nolte, Wessel  
 Organization Email Address: [NOLTE@SUN.AC.ZA](mailto:NOLTE@SUN.AC.ZA)  
 Employee Number: 12649074  
 Business Group: Stellenbosch University

Absence Status: Confirmed  
 \* Absence Type: SUN Leave of Absence

SUN Accum Leave Encashment JV  
 SUN Accum Leave Encashment OG  
 SUN Accum Leave Encashment OH  
 SUN Accum Leave Taken Over 60  
 SUN Accumulated Annual Leave  
 SUN Annual Leave  
 SUN Annual Leave OG  
 SUN Annual Leave OH  
 SUN Annual Leave Taken Hours  
 SUN Compassionate Leave  
 SUN Injury on Duty Leave  
 SUN Leave of Absence  
 SUN Sick Leave  
 SUN Sick Leave Half Paid  
 SUN Sick Leave Temporary  
 SUN Study Opportunity Leave  
 SUN Leave of Absence

Fig. 3

- On the form select the drop-down list for the field **Absence Reason** and select the option 'Work from home' (Fig. 4).

Absence Status Confirmed

\* Absence Type SUN Leave of Absence

Absence Category SUN Leave of Absence

Absence Reason

Duration

- Conference
- Course
- Covid\_19 Self Isolation
- Other
- Work from home

Calculate Duration

March 2020

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Fig. 4

8. Enter the rest of absence details and click on the 'Next' button (Fig. 5).

**Create Absence: Enter Absence Details** Cancel Next

Employee Name Nolte, Wessel Employee Number 12649074  
 Organization Email Address NOLTE@SUN.AC.ZA Business Group Stellenbosch University

\* Indicates required field  
 If you Apply for SUN Leave of Absence, and the Absence Reason is "Course or Conference" the fields relating to "Courses and Conferences" must please be filled in.  
 If you Apply for SUN Leave of Absence, and you are not going on a "Course or Conference" and you require a Visa Letter please use the Absence Reason "Other".

**If you answered Yes for a Visa letter, please provide the following information in the Comments field that is required for the Visa letter:**

- Employee Number
- Countries of travels
- Reason for travels
- Arrival date
- Departure date
- Salary (on visa letter) Y/N

Absence Status Confirmed

\* Absence Type SUN Leave of Absence

Absence Category SUN Leave of Absence

Absence Reason Work from home

Duration

\* Start Date 18-Mar-2020

End Date 31-Mar-2020

TIP Start Date is required.

Days

Total 10 Calculate Duration

Replaced By

Course or Conference Name (max 150 char.)

Total Cost of Course / Conference

Type of Training / Conference

Service Provider (max. 150 char.)

Location of Course / Conference (max. 150 char.)

Do you need a Visa Letter

March 2020

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Fig. 5

9. The **Create Absence: Review** form will open (Fig. 6).

10. Review you request and click on the 'Submit' button.

**SUN Employee Self Service** Logged In As NOLTE

**Create Absence: Review** Cancel Printable Page Back Submit

Employee Name Nolte, Wessel Employee Number 12649074  
 Organization Email Address NOLTE@SUN.AC.ZA Business Group Stellenbosch University

**Absence Details**

Proposed	
Absence Status	Confirmed
Absence Type	SUN Leave of Absence
Absence Category	SUN Leave of Absence
Absence Reason	Work from home
Start Date	18-Mar-2020
End Date	31-Mar-2020
Days	10

Fig. 6

11. The system will inform you of a successful submission (Fig. 7)



## Confirmation

The changes have been submitted for approval.

Fig. 7

## Application for: Covid-19 – Self Isolation

1. Log on to sun-e-HR by accessing the link on the My.SUN website under Staff.
2. Open the function 'Leave of Absence' under the Responsibility 'SUN Employee Self Service'.
3. The **Leave of Absence: Summary** page will open (Fig. 1).
4. Click on the 'Create Absence' button.

**Leave of Absence: Summary**

Employee Name: Nolte, Wessel  
Employee Number: 12649074  
Organization Email Address: NOLTE@SUN.AC.ZA  
Business Group: Stellenbosch University

**Absence Management**

**Absence Summary**

[How to use this Page](#)

**Search**

Note that the search is case insensitive

Absence Type:   
Approval Status:   
Start Date: (18-Mar-2020)  
End Date:

Rows 1 to 30

Start Date	End Date	Absence Type	Absence Category	Duration Days Hours	Approval Status	Absence Status	Supporting Documents	Details	Update
18-Mar-2020	31-Mar-2020	SUN Leave of Absence	SUN Leave of Absence	10	Pending Approval	Confirmed			
09-Mar-2020	09-Mar-2020	SUN Annual Leave	SUN Annual Leave	1	Work in Progress	Confirmed			
27-Jan-2020	04-Feb-2020	SUN Annual Leave	SUN Annual Leave	7	Approved	Confirmed			
23-Jan-2020	24-Jan-2020	SUN Annual Leave	SUN Annual Leave	1	Approved	Confirmed			
02-Jan-2020	23-Jan-2020	SUN Accum Leave Encashment JV	SUN Annual Leave	16	Approved	Confirmed			
28-Nov-2019	28-Nov-2019	SUN Annual Leave	SUN Annual Leave	1	Approved	Confirmed			
28-Oct-2019	28-Oct-2019	SUN Sick Leave	SUN Sick Leave	1	Approved	Confirmed			
17-Oct-2019	17-Oct-2019	SUN Sick Leave	SUN Sick Leave	1	Approved	Confirmed			
27-Sep-2019	27-Sep-2019	SUN Annual Leave	SUN Annual Leave	1	Approved	Confirmed			

Fig. 1

5. The **Create Absence: Enter Absence Details** page will open (Fig. 2).

**Create Absence: Enter Absence Details** Cancel Next

Personalize Stack Layout

Employee Name: Nolte, Wessel | Employee Number: 12649074  
 Organization Email Address: NOLTE@SUN.AC.ZA | Business Group: Stellenbosch University

Personalize Stack Layout: (HrAbsRequiredAndInsrRN)  
 \* Indicates required field

If you Apply for SUN Leave of Absence, and the Absence Reason is "Course or Conference" the fields relating to "Courses and Conferences" must please be filled in.

If you Apply for SUN Leave of Absence, and you are not going on a "Course or Conference" and you require a Visa Letter please use the Absence Reason "Other".

If you answered Yes for a Visa letter, please provide the following information in the Comments field that is required for the Visa letter:  
 1. Employee Number  
 2. Countries of travels  
 3. Reason for travels  
 4. Arrival date  
 5. Departure date  
 6. Salary (on visa letter) Y/N

Absence Status: Confirmed  
 \* Absence Type: [dropdown]  
 Absence Category: [dropdown]  
 Absence Reason: [dropdown]

Duration: Personalize Table Layout: (HrAbsenceDurationTable)  
 \* Start Date: (18-Mar-2020) | Start Time: HH-MM (12:00-11:59)  
 End Date: [dropdown] | End Time: [dropdown]  
 TIP Start Date is required.

Personalize Table Layout: (HrAbsTotalTable)  

Days	Hours	Calculate Duration	
Total			

Replaced By: [dropdown]

Course or Conference Name (max 150 char): [text field]  
 Total Cost of Course / Conference: [text field]  
 Type of Training / Conference: [dropdown]  
 Service Provider (max. 150 char.): [text field]  
 Location of Course / Conference (max. 150 char.): [text field]  
 Do you need a Visa Letter: [checkbox]

Personalize Table Layout: (HrAbsInlineDatePicTabLayout)

March		2020				
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Fig. 2

- On the form select the drop-down list for the field **Absence Type**, and select option 'Leave of Absence' (Fig. 3).

**Create Absence: Enter Absence Details** Cancel Next

Employee Name: Nolte, Wessel | Employee Number: 12649074  
 Organization Email Address: NOLTE@SUN.AC.ZA | Business Group: Stellenbosch University

Absence Status: Confirmed  
 \* Absence Type: SUN Leave of Absence

Duration: Personalize Table Layout: (HrAbsenceDurationTable)  
 \* Start Date: (18-Mar-2020) | Start Time: HH-MM (12:00-11:59)  
 End Date: [dropdown] | End Time: [dropdown]  
 TIP Start Date is required.

Personalize Table Layout: (HrAbsTotalTable)  

Days	Hours	Calculate Duration	
Total			

Replaced By: [dropdown]

Course or Conference Name (max 150 char): [text field]  
 Total Cost of Course / Conference: [text field]  
 Type of Training / Conference: [dropdown]  
 Service Provider (max. 150 char.): [text field]  
 Location of Course / Conference (max. 150 char.): [text field]  
 Do you need a Visa Letter: [checkbox]

Personalize Table Layout: (HrAbsInlineDatePicTabLayout)

March		2020				
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Fig. 3

- On the form select the drop-down list for the field **Absence Reason** and select the option 'Covid\_19 Self Isolation' (Fig. 4).

Absence Status Confirmed

\* Absence Type SUN Leave of Absence

Absence Category SUN Leave of Absence

Absence Reason

Duration

- Conference
- Course
- Covid\_19 Self Isolation
- Other
- Work from home

Calculate Duration

March 2020

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Fig. 4

8. Enter the rest of absence details and click on the 'Next' button (Fig. 5).

UNIVERSITEIT STELLENBOSCH UNIVERSITY

Logged In As NOLTE

### Create Absence: Enter Absence Details

Employee Name Nolte, Wessel Employee Number 12649074

Organization Email Address NOLTE@SUN.AC.ZA Business Group Stellenbosch University

\* Indicates required field

If you Apply for SUN Leave of Absence, and the Absence Reason is "Course or Conference" the fields relating to "Courses and Conferences" must please be filled in.

If you Apply for SUN Leave of Absence, and you are not going on a "Course or Conference" and you require a Visa Letter please use the Absence Reason "Other".

If you answered Yes for a Visa letter, please provide the following information in the Comments field that is required for the Visa letter:

- Employee Number
- Countries of travels
- Reason for travels
- Arrival date
- Departure date
- Salary (on visa letter) Y/N

Absence Status Confirmed

\* Absence Type SUN Leave of Absence

Absence Category SUN Leave of Absence

Absence Reason Covid\_19 Self Isolation

Duration

\* Start Date 18-Mar-2020

End Date 31-Mar-2020

TIP Start Date is required.

Days

Total 10 Calculate Duration

Replaced By

Course or Conference Name (max 150 char.)

Total Cost of Course / Conference

Type of Training / Conference

Service Provider (max. 150 char.)

Location of Course / Conference (max. 150 char.)

Do you need a Visa Letter

March 2020

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Fig. 5

9. The Create Absence: Review form will open (Fig. 6).

10. Review your request and click on the 'Submit' button.

SUN Employee Self Service

Logged In As NOLTE

### Create Absence: Review

Employee Name Nolte, Wessel Employee Number 12649074

Organization Email Address NOLTE@SUN.AC.ZA Business Group Stellenbosch University

Buttons: Cancel, Printable Page, Back, Submit

#### Absence Details

Proposed	
Absence Status	Confirmed
Absence Type	SUN Leave of Absence
Absence Category	SUN Leave of Absence
Absence Reason	Covid_19 Self Isolation
Start Date	18-Mar-2020
End Date	31-Mar-2020
Days	10

Fig. 6

11. The system will inform you of a successful submission (Fig. 7)



## Confirmation

The changes have been submitted for approval.

Fig. 7



## Application for: Family Responsibility Leave

1. Log on to sun-e-HR by accessing the link on the My.SUN website under Staff.
2. Open the function 'Leave of Absence' under the Responsibility 'SUN Employee Self Service'.
3. The **Leave of Absence: Summary** page will open (Fig. 1).
4. Click on the 'Create Absence' button.

**Leave of Absence: Summary**

Employee Name: Nolte, Wessel  
Employee Number: 12649074  
Organization Email Address: [NOLTE@SUN.AC.ZA](mailto:NOLTE@SUN.AC.ZA)  
Business Group: Stellenbosch University

**Absence Management**

**Absence Summary**

**How to use this Page**

**Search**

Note that the search is case insensitive

Absence Type:   
Approval Status:   
Start Date: (18-Mar-2020)  
End Date:

Rows 1 to 30

Start Date	End Date	Absence Type	Absence Category	Duration Days Hours	Approval Status	Absence Status	Supporting Documents	Details	Update
18-Mar-2020	31-Mar-2020	SUN Leave of Absence	SUN Leave of Absence	10	Pending Approval	Confirmed			
09-Mar-2020	09-Mar-2020	SUN Annual Leave	SUN Annual Leave	1	Work in Progress	Confirmed			
27-Jan-2020	04-Feb-2020	SUN Annual Leave	SUN Annual Leave	7	Approved	Confirmed			
23-Jan-2020	24-Jan-2020	SUN Annual Leave	SUN Annual Leave	1	Approved	Confirmed			
02-Jan-2020	23-Jan-2020	SUN Accum Leave Encashment JV	SUN Annual Leave	16	Approved	Confirmed			
28-Nov-2019	28-Nov-2019	SUN Annual Leave	SUN Annual Leave	1	Approved	Confirmed			
28-Oct-2019	28-Oct-2019	SUN Sick Leave	SUN Sick Leave	1	Approved	Confirmed			
17-Oct-2019	17-Oct-2019	SUN Sick Leave	SUN Sick Leave	1	Approved	Confirmed			
27-Sep-2019	27-Sep-2019	SUN Annual Leave	SUN Annual Leave	1	Approved	Confirmed			

Fig. 1

5. The **Create Absence: Enter Absence Details** page will open (Fig. 2).

**Create Absence: Enter Absence Details** Cancel Next

Personalize Stack Layout

Employee Name: Nolte, Wessel | Employee Number: 12649074  
 Organization Email Address: NOLTE@SUN.AC.ZA | Business Group: Stellenbosch University

Personalize Stack Layout: (HrAbsRequiredAndInsrRN)  
 \* Indicates required field

**If you Apply for SUN Leave of Absence, and the Absence Reason is "Course or Conference" the fields relating to "Courses and Conferences" must please be filled in.**

**If you Apply for SUN Leave of Absence, and you are not going on a "Course or Conference" and you require a Visa Letter please use the Absence Reason "Other".**

**If you answered Yes for a Visa letter, please provide the following information in the Comments field that is required for the Visa letter:**

- Employee Number
- Countries of travels
- Reason for travels
- Arrival date
- Departure date
- Salary (on visa letter) Y/N

Absence Status: Confirmed

\* Absence Type:

Absence Category:

Absence Reason:

Duration: Personalize Table Layout: (HrAbsenceDurationTable)

\* Start Date: (18-Mar-2020) | Start Time: HH:MM (12:00-11:59)  
 End Date:  | End Time:

TIP Start Date is required.

Personalize Table Layout: (HrAbsTotalTable)

Days	Hours	Calculate Duration	
Total			

Replaced By:

Course or Conference Name (max 150 char.):

Total Cost of Course / Conference:

Type of Training / Conference:

Service Provider (max. 150 char.):

Location of Course / Conference (max. 150 char.):

Do you need a Visa Letter:

Personalize Table Layout: (HrAbsInlineDatePicTabLayout)

March		2020				
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Fig. 2

- On the form select the drop-down list for the field **Absence Type**, and select option 'SUN Compassionate Leave' (Fig. 3).

**Create Absence: Enter Absence Details** Cancel Next

Employee Name: Nolte, Wessel | Employee Number: 12649074  
 Organization Email Address: NOLTE@SUN.AC.ZA | Business Group: Stellenbosch University

\* Indicates required field

**If you Apply for SUN Leave of Absence, and the Absence Reason is "Course or Conference" the fields relating to "Courses and Conferences" must please be filled in.**

**If you Apply for SUN Leave of Absence, and you are not going on a "Course or Conference" and you require a Visa Letter please use the Absence Reason "Other".**

**If you answered Yes for a Visa letter, please provide the following information in the Comments field that is required for the Visa letter:**

- Employee Number
- Countries of travels
- Reason for travels
- Arrival date
- Departure date
- Salary (on visa letter) Y/N

Absence Status: Confirmed

\* Absence Type:

SUN Accum Leave Encashment JV  
 SUN Accum Leave Encashment OG  
 SUN Accum Leave Encashment OH  
 SUN Accum Leave Taken Over 60  
 SUN Accumulated Annual Leave  
 SUN Annual Leave  
 SUN Annual Leave OG  
 SUN Annual Leave OH  
 SUN Annual Leave Taken Hours  
**SUN Compassionate Leave**  
 SUN Injury on Duty Leave  
 SUN Leave of Absence  
 SUN Sick Leave  
 SUN Sick Leave Half Paid  
 SUN Sick Leave Temporary  
 SUN Study Opportunity Leave  
 SUN Leave of Absence

Fig. 3

- Enter the rest of absence details and click on the **'Next'** button (Fig. 4).

**Create Absence: Enter Absence Details** Cancel Next

Employee Name: Nolte, Wessel | Employee Number: 12649074  
 Organization Email Address: NOLTE@SUN.AC.ZA | Business Group: Stellenbosch University

\* Indicates required field  
 If you Apply for SUN Leave of Absence, and the Absence Reason is "Course or Conference" the fields relating to "Courses and Conferences" must please be filled in.  
 If you Apply for SUN Leave of Absence, and you are not going on a "Course or Conference" and you require a Visa Letter please use the Absence Reason "Other".  
 If you answered Yes for a Visa letter, please provide the following information in the Comments field that is required for the Visa letter:  
 1. Employee Number  
 2. Countries of travels  
 3. Reason for travels  
 4. Arrival date  
 5. Departure date  
 6. Salary (on visa letter) Y/N

Absence Status: Confirmed  
 \* Absence Type: SUN Compassionate Leave  
 Absence Category: SUN Compassionate Leave  
 Absence Reason: [Dropdown]  
 Duration: \* Start Date: 18-Mar-2020, End Date: 31-Mar-2020  
 TIP Start Date is required.  
 Days: Total 10, Calculate Duration  
 Replaced By: [Search]  
 Course or Conference Name (max 150 char.): [Text]  
 Total Cost of Course / Conference: [Text]  
 Type of Training / Conference: [Dropdown]  
 Service Provider (max. 150 char.): [Text]  
 Location of Course / Conference (max. 150 char.): [Text]  
 Do you need a Visa Letter: [Dropdown]

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Fig. 4

8. The **Create Absence: Review** form will open (Fig. 5).
9. Review your request and click on the **'Submit'** button.

**Create Absence: Review** Cancel Printable Page Back Submit

Employee Name: Nolte, Wessel | Employee Number: 12649074  
 Organization Email Address: NOLTE@SUN.AC.ZA | Business Group: Stellenbosch University

**Absence Details**

Proposed	
Absence Status	Confirmed
Absence Type	SUN Compassionate Leave
Absence Category	SUN Compassionate Leave
Start Date	18-Mar-2020
End Date	31-Mar-2020
Days	10

Fig. 5

10. The system will inform you of a successful submission (Fig. 6)

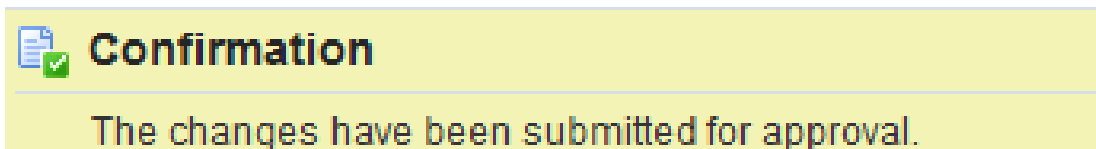


Fig. 6

## Application for: Sick Leave – Confirmed Diagnosis Covid-19 (Corona Virus)

1. Log on to sun-e-HR by accessing the link on the My.SUN website under Staff.
2. Open the function 'Leave of Absence' under the Responsibility 'SUN Employee Self Service'.
3. The **Leave of Absence: Summary** page will open (Fig. 1).
4. Click on the 'Create Absence' button.

**Leave of Absence: Summary**

Employee Name: Nolte, Wessel  
Employee Number: 12649074  
Organization Email Address: NOLTE@SUN.AC.ZA  
Business Group: Stellenbosch University

**Absence Management**

**Absence Summary**

[How to use this Page](#)

**Search**

Note that the search is case insensitive

Absence Type:   
Approval Status:   
Start Date: (18-Mar-2020)  
End Date:

Rows 1 to 30

Start Date	End Date	Absence Type	Absence Category	Duration Days Hours	Approval Status	Absence Status	Supporting Documents	Details	Update
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09-Mar-2020	09-Mar-2020	SUN Annual Leave	SUN Annual Leave	1	Work in Progress	Confirmed			
27-Jan-2020	04-Feb-2020	SUN Annual Leave	SUN Annual Leave	7	Approved	Confirmed			
23-Jan-2020	24-Jan-2020	SUN Annual Leave	SUN Annual Leave	1	Approved	Confirmed			
02-Jan-2020	23-Jan-2020	SUN Accum Leave Encashment JV	SUN Annual Leave	16	Approved	Confirmed			
28-Nov-2019	28-Nov-2019	SUN Annual Leave	SUN Annual Leave	1	Approved	Confirmed			
28-Oct-2019	28-Oct-2019	SUN Sick Leave	SUN Sick Leave	1	Approved	Confirmed			
17-Oct-2019	17-Oct-2019	SUN Sick Leave	SUN Sick Leave	1	Approved	Confirmed			
27-Sep-2019	27-Sep-2019	SUN Annual Leave	SUN Annual Leave	1	Approved	Confirmed			

Fig. 1

5. The **Create Absence: Enter Absence Details** page will open (Fig. 2).

**Create Absence: Enter Absence Details** Cancel Next

Personalize Stack Layout

Employee Name: Nolte, Wessel | Employee Number: 12649074  
 Organization Email Address: NOLTE@SUN.AC.ZA | Business Group: Stellenbosch University

Personalize Stack Layout: (HrAbsRequiredAndInsrRN)  
 \* Indicates required field

**If you Apply for SUN Leave of Absence, and the Absence Reason is "Course or Conference" the fields relating to "Courses and Conferences" must please be filled in.**

**If you Apply for SUN Leave of Absence, and you are not going on a "Course or Conference" and you require a Visa Letter please use the Absence Reason "Other".**

**If you answered Yes for a Visa letter, please provide the following information in the Comments field that is required for the Visa letter:**

- Employee Number
- Countries of travels
- Reason for travels
- Arrival date
- Departure date
- Salary (on visa letter) Y/N

Absence Status: Confirmed  
 \* Absence Type:   
 Absence Category:   
 Absence Reason:

Duration: Personalize Table Layout: (HrAbsenceDurationTable)  
 \* Start Date: (18-Mar-2020) | Start Time: HH-MM (12:00-11:59)  
 End Date:  | End Time:   
 TIP Start Date is required.

Personalize Table Layout: (HrAbsTotalTable)  

Days	Hours
Total	<input type="text"/> <input type="text"/> <span>Calculate Duration</span>

Replaced By:

Course or Conference Name (max 150 char.):   
 Total Cost of Course / Conference:   
 Type of Training / Conference:   
 Service Provider (max. 150 char.):   
 Location of Course / Conference (max. 150 char.):   
 Do you need a Visa Letter:

Personalize Table Layout: (HrAbsInlineDatePicTabLayout)

March		2020				
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Fig. 2

- On the form select the drop-down list for the field **Absence Type**, and select option 'SUN Sick Leave' (Fig. 3).

**Create Absence: Enter Absence Details** Cancel Next

Employee Name: Nolte, Wessel | Employee Number: 12649074  
 Organization Email Address: NOLTE@SUN.AC.ZA | Business Group: Stellenbosch University

Absence Status: Confirmed  
 \* Absence Type: SUN Sick Leave

Personalize Table Layout: (HrAbsTotalTable)

Days	Hours
Total	<input type="text"/> <input type="text"/> <span>Calculate Duration</span>

Personalize Table Layout: (HrAbsInlineDatePicTabLayout)

March		2020				
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Fig. 3

- On the form select the drop-down list for the field **Absence Reason** and select the option 'Covid\_19 (Corona Virus)' (Fig. 4).

UNIVERSITEIT STELLENBOSCH UNIVERSITY

Balance Adjustment  
Bleeding Ulcer  
Bone Marrow Transplant  
Bowl Obstruction  
Brain Hemorrhage  
Bronchitis  
Cancel (Scheduled Surgery)  
Cancer  
Chicken Pox  
Cholesistitis  
Chronic Cellulitis  
Concussion  
Covid\_19 (Corona Virus)  
Depression  
Diabetes  
Diarrhea  
Disc Lesion  
Drug Addiction

Employee Name: NOLTE, Wessel  
Organization Email Address: NOLTE@SUN.AC.ZA  
Employee Number: 12649074  
Business Group: Stellenbosch University

Absence Status: Confirmed  
Absence Type: SUN Sick Leave  
Absence Category: SUN Sick Leave  
Absence Reason: Covid\_19 (Corona Virus)

Duration:  
Start Date: 18-Mar-2020  
End Date: 31-Mar-2020  
TIP Start Date is required.  
Days: Total 10  
Calculate Duration

Replaced By: [Search]  
Course or Conference Name (max 150 char.):  
Total Cost of Course / Conference:  
Type of Training / Conference:  
Service Provider (max. 150 char.):  
Location of Course / Conference (max. 150 char.):  
Do you need a Visa Letter:

March 2020

SUN MON TUE WED THU FRI SAT  
1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
29 30 31 1 2 3 4

Fig. 4

8. Enter the rest of absence details and click on the 'Next' button (Fig. 5).

UNIVERSITEIT STELLENBOSCH UNIVERSITY

Employee Name: Nolte, Wessel  
Organization Email Address: NOLTE@SUN.AC.ZA  
Employee Number: 12649074  
Business Group: Stellenbosch University

Absence Status: Confirmed  
Absence Type: SUN Sick Leave  
Absence Category: SUN Sick Leave  
Absence Reason: Covid\_19 (Corona Virus)

Duration:  
Start Date: 18-Mar-2020  
End Date: 31-Mar-2020  
TIP Start Date is required.  
Days: Total 10  
Calculate Duration

Replaced By: [Search]  
Course or Conference Name (max 150 char.):  
Total Cost of Course / Conference:  
Type of Training / Conference:  
Service Provider (max. 150 char.):  
Location of Course / Conference (max. 150 char.):  
Do you need a Visa Letter:

March 2020

SUN MON TUE WED THU FRI SAT  
1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
29 30 31 1 2 3 4

Fig. 5

9. The Create Absence: Review form will open (Fig. 6).

10. Review your request and click on the 'Submit' button.

SUN Employee Self Service Home Star Settings Notifications (2) Logged In As NOLTE

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**Create Absence: Review** Cancel Printable Page Back Submit

Employee Name **Nolte, Wessel** Employee Number **12649074**  
Organization Email Address [NOLTE@SUN.AC.ZA](mailto:NOLTE@SUN.AC.ZA) Business Group **Stellenbosch University**

**Absence Details**

Proposed	
Absence Status	Confirmed
Absence Type	SUN Sick Leave
Absence Category	SUN Sick Leave
Absence Reason	Covid_19 (Corona Virus)
Start Date	18-Mar-2020
End Date	31-Mar-2020
Days	10

Fig . 6

11. The system will inform you of a successful submission (Fig. 7)

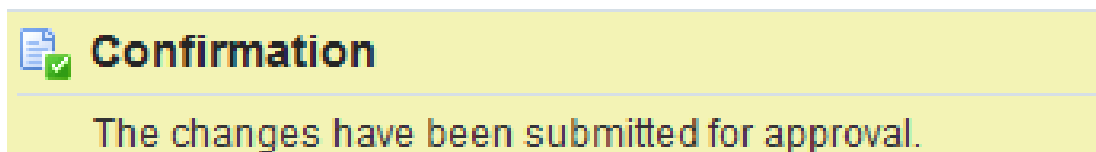


Fig. 7