

ORACLE HRMS
Training manual
for Leave Administrators



eCampus

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Introduction

Purpose of the training manual

This training manual is intended for the Leave Administrators within the University of Stellenbosch.

The purpose of the training manual is to guide the user on the Leave Administrators processes on Oracle.

The Self-Service processes will not be discussed in this manual.

Contacts

The Human Resources department has set up a central helpdesk known as the sun-e-HR Support Centre to administer and resolve all e-mail and telephonic queries related to all aspects of Oracle HRMS.

The following contact details should be used to route all queries to the sun-e-HR Support Centre:

Sun-e-HR Support Centre:

(021) 808 2753

E-mail: sun-e-HR@sun.ac.za

Leave

This training module explains how the system processes in the sun-e-HR application works. The leave process will be managed in both Self-Service and the sun-e-HR Application.

Employee Self-Service provides every staff member the opportunity to capture his/her leave on-line. It is every staff member's responsibility to ensure that his/her leave record is accurate.

This responsibility is shared with the staff member's Line Manager. The Line Manager is responsible for the on-line approval of every leave transaction.

When a leave administrator receives a leave request that must be captured, ensure that's accompanied with an approved leave form or an e-mail with the Line Manager's approval

Leave that has been captured on the leave administration program is processed on Oracle immediately. They Line Manager will therefore not receive a notification that requires approval.

Leave administrators should keep all proof of leave records (application for all leave types) for a year for auditing purposes.

If a staff member does not have access to a computer he/she can contact the person responsible for Leave Administration in his/her department to capture the leave.

Leave Administrator's may not cancel any of their own leave transactions. These requests must be sent to sun-e-hr@sun.ac.za and it must be accompanied with the Line Managers approval.

HR is still responsible for the capturing of the following Leave Types:

One Year Study Opportunity

Research Opportunity

Maternity Leave

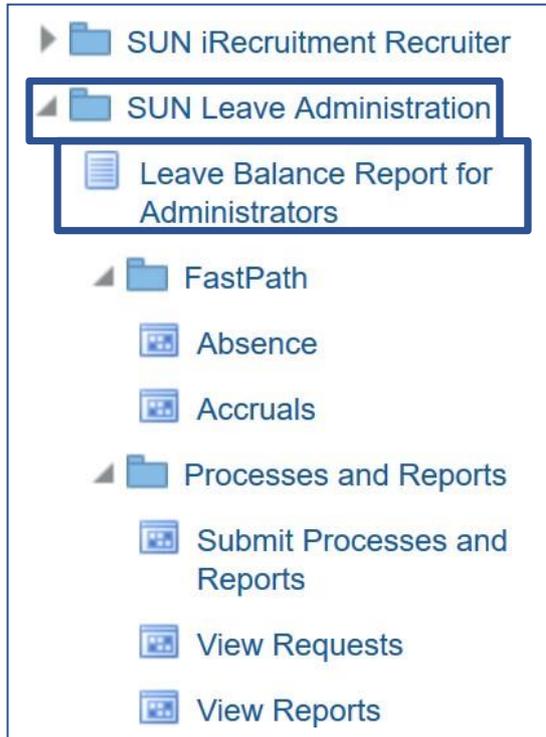
Unpaid Leave

Continuation of work Elsewhere

The application for the abovementioned Leave Types must be sent to HR for capturing.

Leave Balance Report

On SUN Employee Self Service select SUN Leave Administration and then on Leave Balance Report for Administrators.



On the next screen click on the search icon. In the Pop-Up window type the employees UT-Number or part of his/her surname followed by a percentage sign (Botha%), click on Search. Select the employees name by clicking on the name.

The screenshot shows the 'Leave Balance Date' application window with the following details:

- UT Number**: [Empty]
- Title**: [Empty]
- Name**: [Empty]
- Person**: Oliver, Ms. Illana Danielle (14474182)
- Leave Date**: [Empty]

The search dialog box is open, showing the search criteria '14474182' and the search results 'Oliver, Ms. Illana Danielle (14474182)'. The dialog box also shows 'Row(s) 1 - 1'.

Select the date by clicking on the Date icon. Always select the end of the month which balance you want.

Leave Balance Date		
UT Number	Title	Name
Person	Oliver, Ms. Illana Danielle (14474182)	
Leave Date	31-Aug-2019	
		Process

August 2019						
Su	Mo	Tu	We	Th	Fr	Sa
				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

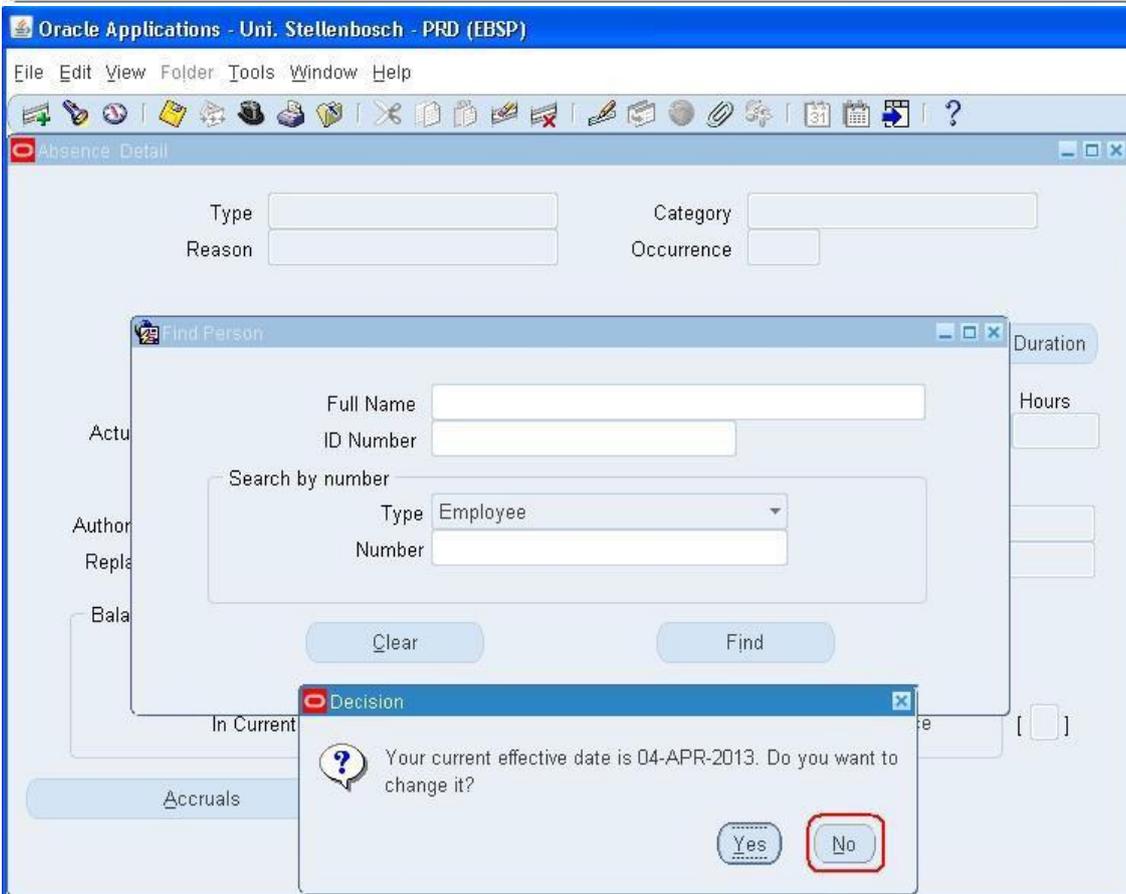
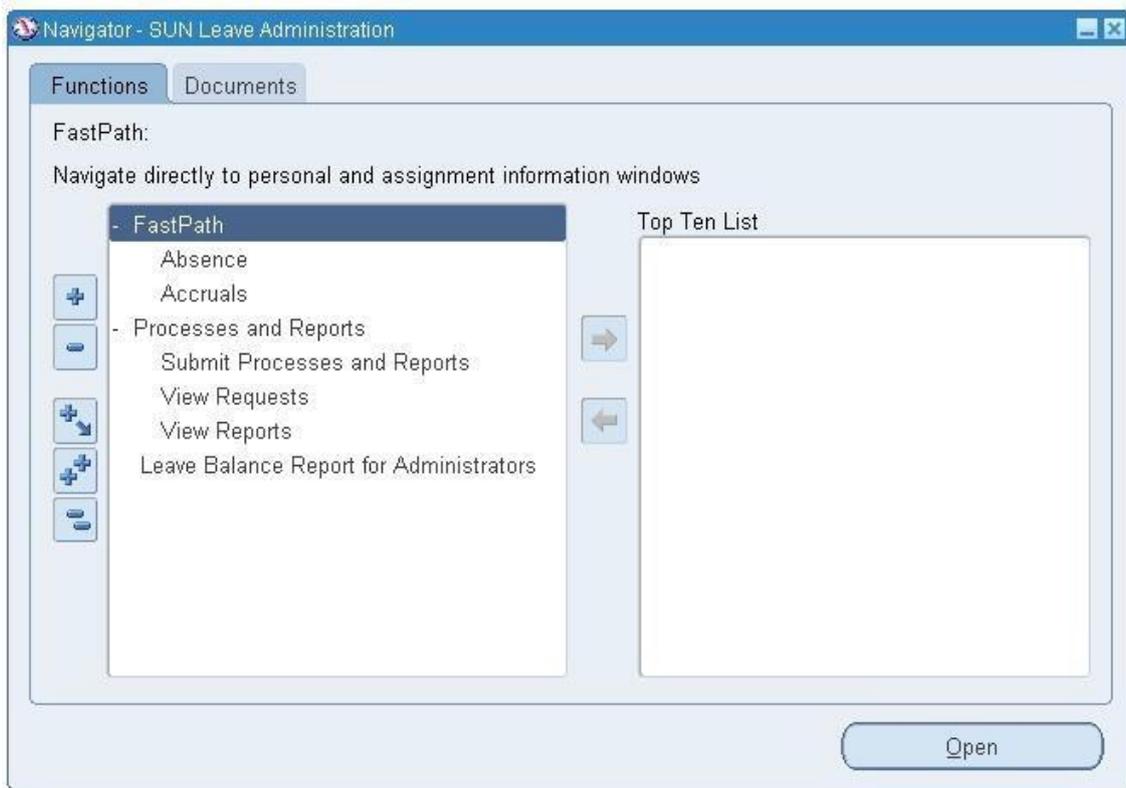
Leave Balance Date			Future Approved Leave (Not included by Leave Balance as of 31-Aug-2019)	
UT Number	Title	Name		
14474182	Ms.	Oliver ID		
Person	Oliver, Ms. Illana Danielle (14474182)		No future approved leave	
Leave Date	31-AUG-2019			
			Process	
Calculations as of 31-Aug-2019			Leave Approval Outstanding	
Pro rata Annual Leave	10			
+ Non Accumulated Leave (Transferred from Previous Year)	0			
- Annual Leave Taken	0			
	=====			
Available Annual Leave	10		No outstanding leave	
Accumulated Leave (May be taken or paid out)			Non Accumulated Leave (Transferred from previous year - take before end of December)	
Annual Leave	0			
Annual Leave before June 1999 (OG)	0			
Long Leave before June 1999 (OH)	0			
Annual Leave Over 60	0			

Capturing of Leave

Path: SUN Employee Self Service >> SUN Leave Administration >> Fast Path >> Absence

A Leave transaction can only be captured on the system once the leave has been approved by the Line Manager (Leave form signed).





The system will prompt you to change the Effective Date (Today's Date) select 'NO'.

The screenshot shows the 'Absence Detail' window with a 'Find Person' dialog box open. The dialog box has the following fields and options:

- Full Name**: A text input field with a dropdown arrow.
- ID Number**: A text input field.
- Search by number**: A section containing:
 - Type**: A dropdown menu currently set to 'Employee'.
 - Number**: A text input field containing 'UT-Number'.
- Buttons**: 'Clear' and 'Find' buttons.
- Filters**: Radio buttons for 'In Current Year', 'Hours', 'Days', and 'No Balance'.

Below the dialog box, there are two buttons: 'Accruals' and 'Confirm Projected Dates'. On the right side of the main window, there are labels for 'Duration' and 'Hours' next to input fields.

You can search for the person's record whose leave you want to capture by typing the person's surname in the 'Full Name' field and click Find or type the persons UT-Number in the 'Number' Field and click Find the type should always be Employee.

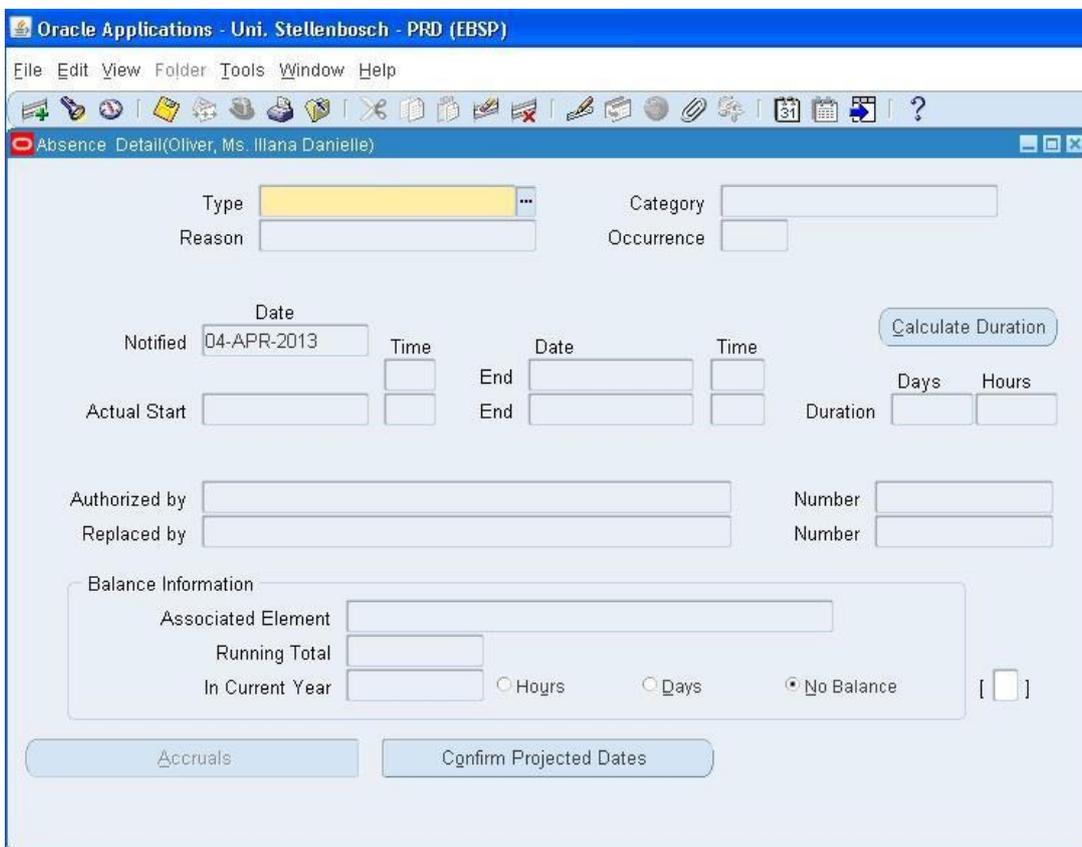
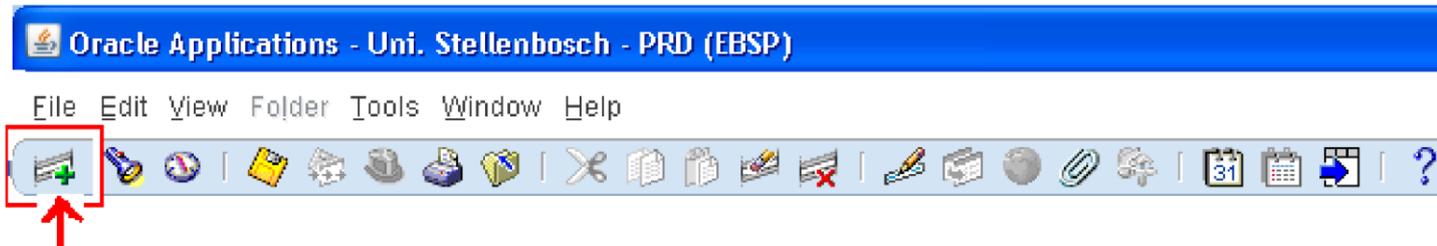
If you type the persons surname in the 'Full Name' field and click on the 'Find' button, a dropdown list with all employees with that surname will appear. Select the correct name and click the 'OK' button to open the person's record. If there are two people with the same Surname and Name, scroll to the right on this screen to see the persons Organisation (Department). This reflects the primary appointment's Organisation.

The screenshot shows the 'Find People by Name' dialog box with a search filter 'Find|van der Merwe%' and a list of results. The results are as follows:

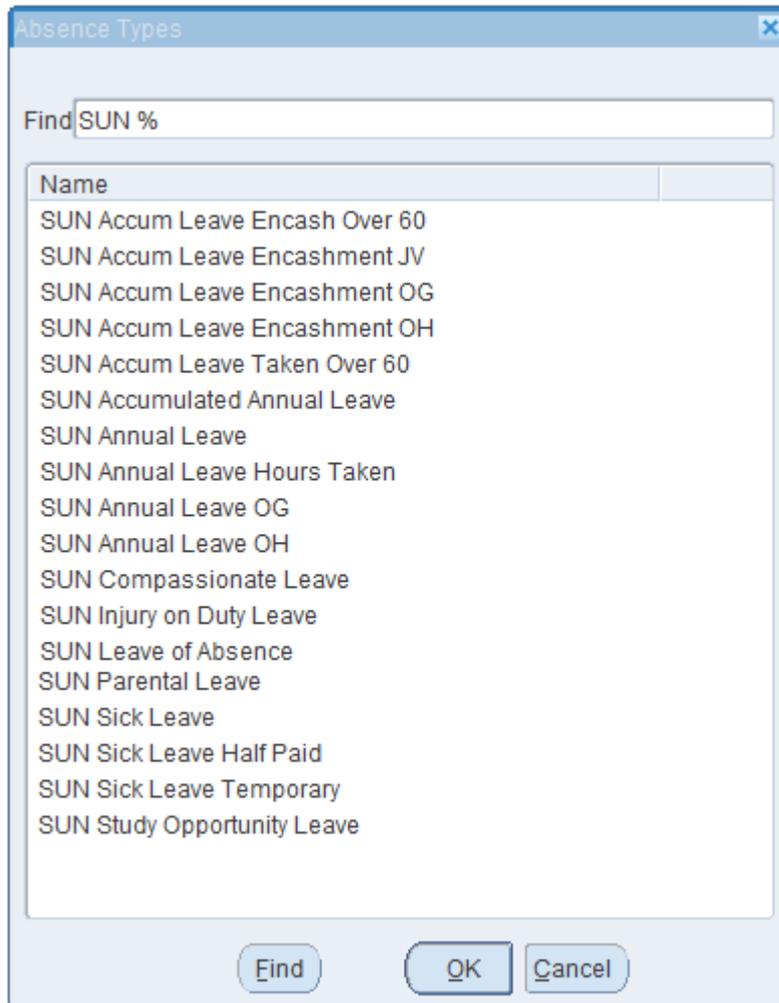
Name	Employee Number	Applicant Number
Van Der Merwe, Mr. Alwyn Johannes Tertius	19169027	
Van Der Merwe, Mr. Andries Johannes	15055167	
Van Der Merwe, Mr. Andries Wouter	15070980	
Van Der Merwe, Mr. André Petrus	17823730	
Van Der Merwe, Mr. Barend Frederik	15557049	
Van Der Merwe, Mr. Barend Jacobus Barry	11547456	
Van Der Merwe, Mr. Barend Johannes	14725622	
Van Der Merwe, Mr. Benjamin	20771541	
Van Der Merwe, Mr. Benjamin Neil	19036477	
Van Der Merwe, Mr. Bernard Daniël	15501914	
Van Der Merwe, Mr. Bernardus Johannes	17744687	
Van Der Merwe, Mr. Bernhard Jakobus	13907484	
Van Der Merwe, Mr. Bosman Botha	14798182	

At the bottom of the dialog box, there are three buttons: 'Find', 'OK', and 'Cancel'.

If there are no Leave Records for this person a Blank screen with the person's name on top of the screen will appear. If there are any records, the latest leave record will appear. To apply for leave or to capture a leave application click on the dropdown list button in the 'Type' field, if there are leave records on the screen click on the 'New' icon  to clear the screen for a new record to be added.



At the 'Type' field click on the search icon  and a List of Values with all the leave types will appear. Click on the leave type you want to capture and click on the 'OK' button (Fig) See below for an explanation of this list.



- ❖ **SUN Accum Leave Encash Over 60** - Pay out Accumulated Leave
- ❖ **SUN Accumulated Leave Encashment JV** – Pay out Accumulated Leave
- ❖ **SUN Accumulated Leave Encashment OG** – Pay out Old Accumulated Leave (before 01/06/1999).
- ❖ **SUN Accumulated Leave Encashment OH** – Pay out Old Long Leave (before 01/06/199)
- ❖ **SUN Accumulated Annual Leave** – Take Accumulated Leave.
- ❖ **SUN Annual Leave** – Take Annual Leave.
- ❖ **SUN Annual Leave OG** - Take Old Accumulated Leave (before 01/06/1999).
- ❖ **SUN Annual Leave OH** - Take Old Long Leave (before 01/06/1999).
- ❖ **SUN Annual Leave Taken Hours** – For employees working Part Week.
- ❖ **SUN Injury on Duty Leave** – When a person had an injury on duty.
- ❖ **SUN Leave of Absence** – For a Conference, Course or work from home
- ❖ **SUN Sick Leave** – Sick Leave Full Paid (Old and New Leave Package)
- ❖ **SUN Sick Leave Half Paid** – When the 120 days Sick Leave Full Paid is used (Separate Accrual Plan). (Old and New Leave Package).
- ❖ **SUN Study Opportunity Leave** – Study Opportunity
- ❖ **SUN Compassionate Leave** - illness of an employee's child or spouse, and the death of an employee's spouse, parent, parent-in-law, or family member
- ❖ **SUN Parental Leave** - An employee who is the parent of a child

To capture a Leave Transaction, select the Absence Type as explained above. Complete the Actual Start and End date. You can type the date into the Actual Start and End field DD-MMM-YYYY or you can click on the dropdown list in the Start and End date search icon  at the right-hand side of the Actual Start and End field a Pop-Up window with the calendar will appear where you can select the date.

Absence Detail(van der Merwe, Mr. Barend Frederik)

Type: Category:
Reason: Occurrence:

Notified: Date Time End: Date Time

Actual Start:  Time End: Date Time
Duration: Days Hours

Authorized by: Number:
Replaced by: Number:

Balance Information

Associated Element:
Running Total:
In Current Year: Hours Days No Balance []

Absence Detail(van der Merwe, Mr. Barend Frederik)

Type: SUN Annual Leave
 Category: SUN Annual Leave
 Reason:
 Occurrence:

Date:
 Notified: 29-AUG-2019
 Time:
 End:
 Time:

Actual Start:
 End:

Authorized by:
 Replaced by:

Balance Information
 Associated Element: SUN Anr
 Running Total: 302.5
 In Current Year: 12.5

Calculate Duration
 Days:
 Hours:

Number:
 Number:

OK Cancel

Accruals Confirm Projected Dates

As soon as you type in the End Date the system will calculate the duration of the leave period automatically. If a person is taking a half day the amount of days calculated in the Duration field must be corrected e.g. the person is taking a half day and the system calculates 1 day it must be changed to 0.5

Ps. remember to change the Duration when the University Office closes at 12:45, the last day of work e.g. 22 – 24 December calculates 3 days change to 2.5 days.

When Sick Leave is taken a Sick Leave reason must be completed in the Reason field (click on the list of values).

Absence Detail(van der Merwe, Mr. Barend Frederik)

Type: SUN Sick Leave
 Category: SUN Sick Leave
 Reason:

Occurrence:

If you are sure the transaction is loaded correctly click on the 'Save' icon on the top of the page to save your work.

The following Leave Types Accrue in Calendar Days:

- a) All Leave Types for Security Personnel.
- b) Sick Leave for all appointment

Pay Out of Accumulated Leave

Path: Fast Path >> Absence

Choose the correct leave type SUN Accumulated leave Encashment JV, if you want Leave Days to be paid out

The transaction for leave days to be paid out must be **done in the month in which the person wants the payment.**

The transaction must be done **on or before the 10th of the month** or else it will not be paid out at the end of that month.

If you want 16 days to be paid out, you must type in 16 days e.g. 01-JUL-2013 to 22-Jul2013. **The amount of days that will be paid out will appear in the Duration field.** When you save the leave transaction a financial transaction will be created on the payroll for payment. If this transaction is captured over two months, the pay-out **will not take place** and the leave will be deducted. The leave administrator must make a cancellation so that the leave days can be credited.

If you want more than 20 or more days to be paid out an “Application for pay-out of Accumulated leave” form must be completed and sent to the HR department for processing.

The form is available at www.sun.ac.za/hr » MH Documents » HR Forms » Leave » Application for accumulative leave to be paid out

The formula to calculate the amount to be paid out is: Annual Salary * 75% ÷ 250 * the amount of accumulative leave days = R _ . _ (please note TAX will also be deducted on that amount).

Cancellation

To cancel leave:

- Fast Path
- Absence

If you created a leave transaction 07-Aug-2009 to 07-Aug-2009 for 0.5 days and saved it, it can be cancelled.



- Use your keyboard navigator to find the record that should be corrected. Stand on the incorrect leave transaction and select the New icon.

File Edit View Folder Tools Window Help

ence Detail(Oliver, Ms. Illana Danielle)

New

Type SUN Annual Leave Category SUN Annual Leave
Reason Occurrence 34

Date
Notified 27-JUL-2009 Time End Date Time
Projected Start End
Actual Start 07-AUG-2009 End 07-AUG-2009 Duration Days Hours
.5

Authorized by Number
Replaced by Number

Balance Information
Associated Element SUN Annual Leave Taken
Running Total 42
In Current Year 6.5 Hgurs Days No Balance []

Accruals Confirm Projected Dates



- A new (blank) page will appear

File Edit View Folder Tools Window Help

Absence Detail(Oliver, Ms. Illana Danielle)

Type ... Category
Reason Occurrence

Date

Notified 14-SEP-2009 Time Date Time
Projected Start End Duration Days Hours
Actual Start End

Authorized by Number
Replaced by Number

Balance Information

Associated Element
Running Total
In Current Year Hgurs Days No Balance []

Accruals Confirm Projected Dates

Click in Type field. Click on Edit » Duplicate » Field above. The leave type will pull through.

File Edit View Folder Tools Window Help

Absence Detail(Oliver, Ms. Illana Danielle)

Undo Typing

Cut
Copy
Paste
Duplicate
Clear
Delete
Select All
Deselect All
Edit Field...
Preferences

Record Above
Field Above

Type ... Category
Reason Occurrence

Date

Notified 14-SEP-2009 Time Date Time
Projected Start End Duration Days Hours
Actual Start End

Authorized by Number
Replaced by Number

Balance Information

Associated Element
Running Total
In Current Year Hgurs Days No Balance []

Accruals Confirm Projected Dates

Select the Actual start field: click Edit » Duplicate » Field above. The correct date will pullthrough.

Select end date field: Edit » Duplicate » Field above

The number of days will appear in the Duration field. If the number of days is for e.g. 2 days you must change it to (minus) -2.

Absence Detail(van der Merwe, Mr. Barend Frederik)

Type: SUN Annual Leave
Category: SUN Annual Leave
Reason:
Occurrence:

Date
Notified: 30-AUG-2019
Actual Start: 19-AUG-2019
End: 20-AUG-2019

Calculate Duration
Duration: -2 Days

Authorized by:
Replaced by:
Number:

Balance Information
Associated Element: SUN Annual Leave Taken
Running Total: 302.5
In Current Year: 12.5
 Hours Days No Balance

Accruals Confirm Projected Dates

Selecting the “Cancel” option at Reason do not Cancel the transaction.

Absence Detail(Oliver, Ms. Illana Danielle)

Type: SUN Annual Leave
Category: SUN Annual Leave
Reason: Cancel Leave
Occurrence: 35

When you click on the Save icon you will get a Warning that the duration is less than the days absent and the Absence overlaps another Absence.

Please ensure that the data / transaction is correct before you click on 'OK'.

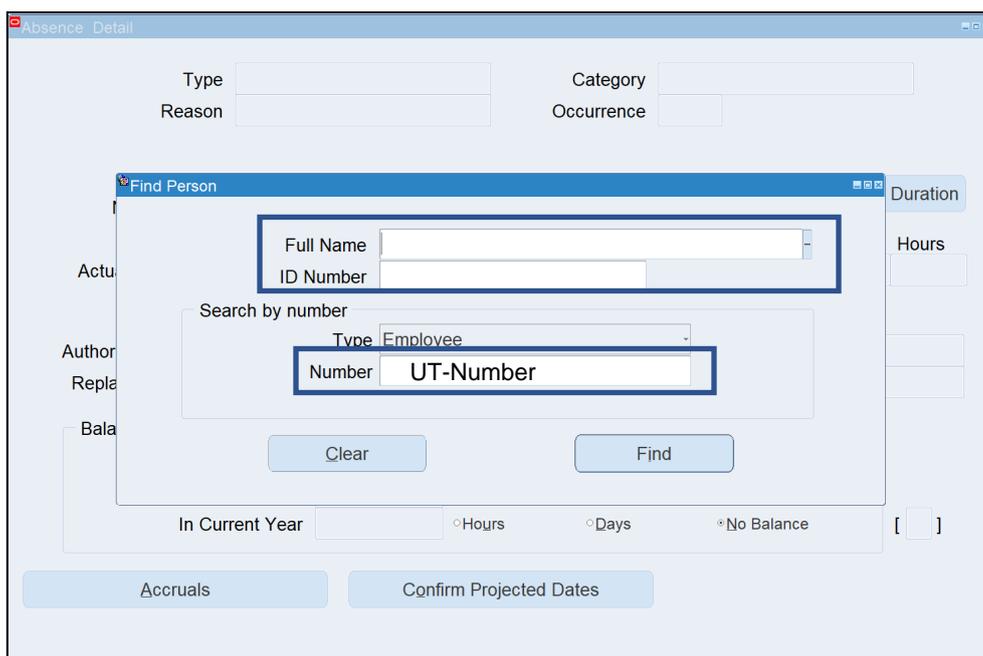
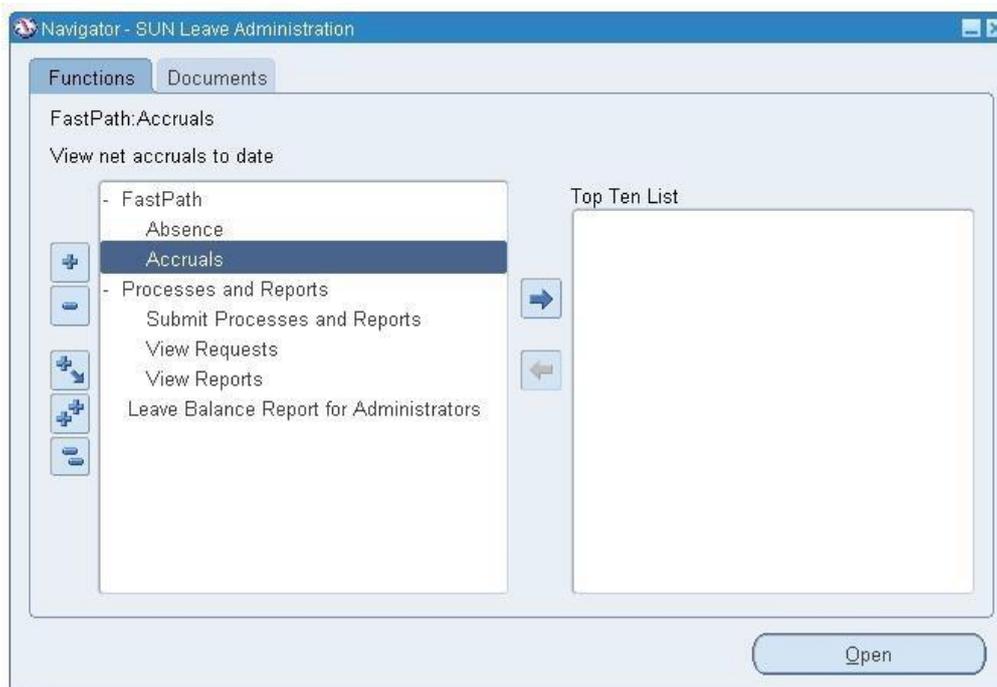
Caution
⚠ The absence duration in days is different from the actual time absent. Continue?
OK Cancel

Caution
⚠ This Absence overlaps another absence for this employee. Continue?
OK Cancel

Accruals

The accruals program allows you to **view leave balances**.

Path: FastPath >> Accruals



To find an employee type in the Full Name and click find or the UT-Number and click find.

Frequently requested Leave balances are Sick Leave and Compassionate leave available.

The first screen that opens will be » SUN PTO Annual Leave Accrual plan. The Net Entitlement shows the Leave Balance.

Use the arrow keys on your keyboard to page between different Leave Types

Accruals: 01-SEP-2019(Oliver, Ms. Illana Danielle)

Name: SUN PTO Annual Leave Accrual Plan

Accrual Category: SUN Annual Leave

Entitlement Calculation: 01-JAN-2019 - 01-SEP-2019

Net Entitlement: 28.09

Last Accrual: 31-AUG-2019

Alter Effective Date

Effective Date: 31-AUG-2019

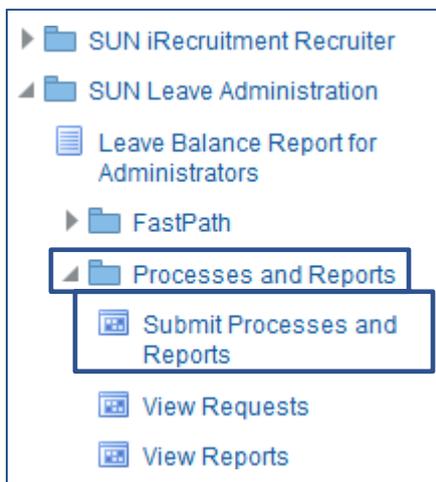
Today's Date: 29-AUG-2019

Element Name	Input Value Name	Entitlements	Units	On Net
SUN PTO Annual Leave Accrual	Accrual Plan	16.66	Days	Add
SUN PTO Annual Leave Accrual	Plan Days	0	Days	Add
SUN Accumulated Annual Leave	Days	0	Days	Add
SUN Accumulated Annual Leave	Leave Days	0	Days	Subtract
SUN Accumulated Annual Leave	Leave Days	0	Days	Subtract
SUN Accumulated Annual Leave	Leave Days	0	Days	Subtract

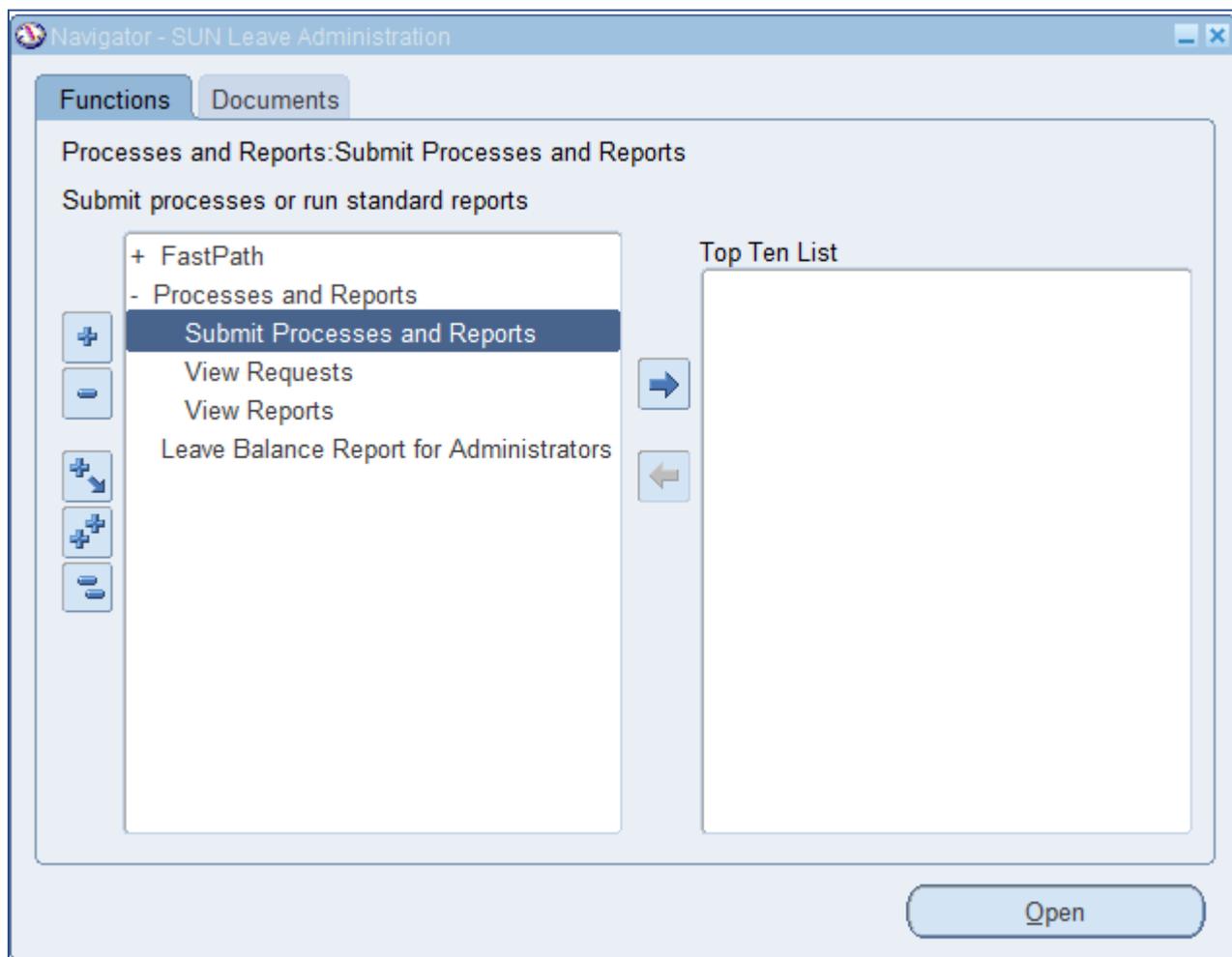
Click on the Calendar on the top to change the system date to the end of the month of which Balance you needs – ***It must always be the end of a month to get the correct balance.***

Absences Report

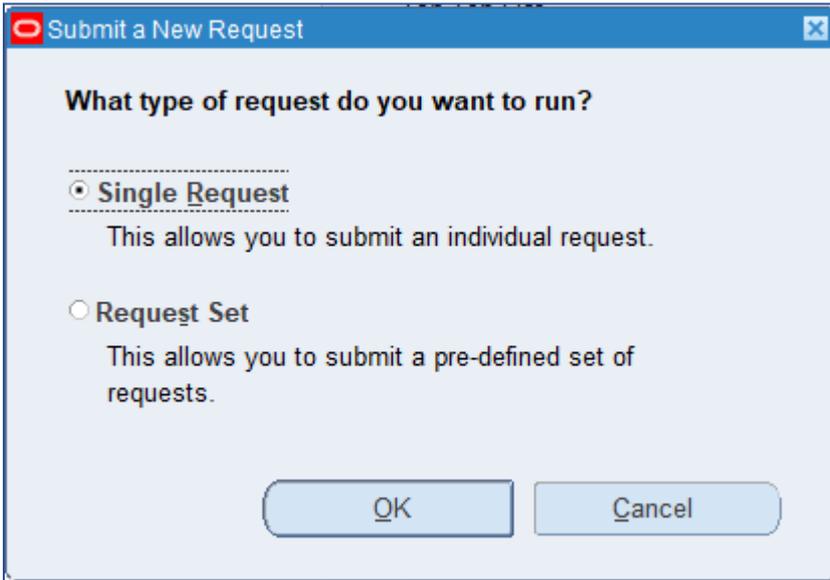
On SUN Employee Self Service click on SUN Leave Administration then Processes and Report and then on Submit Processes and Reports.



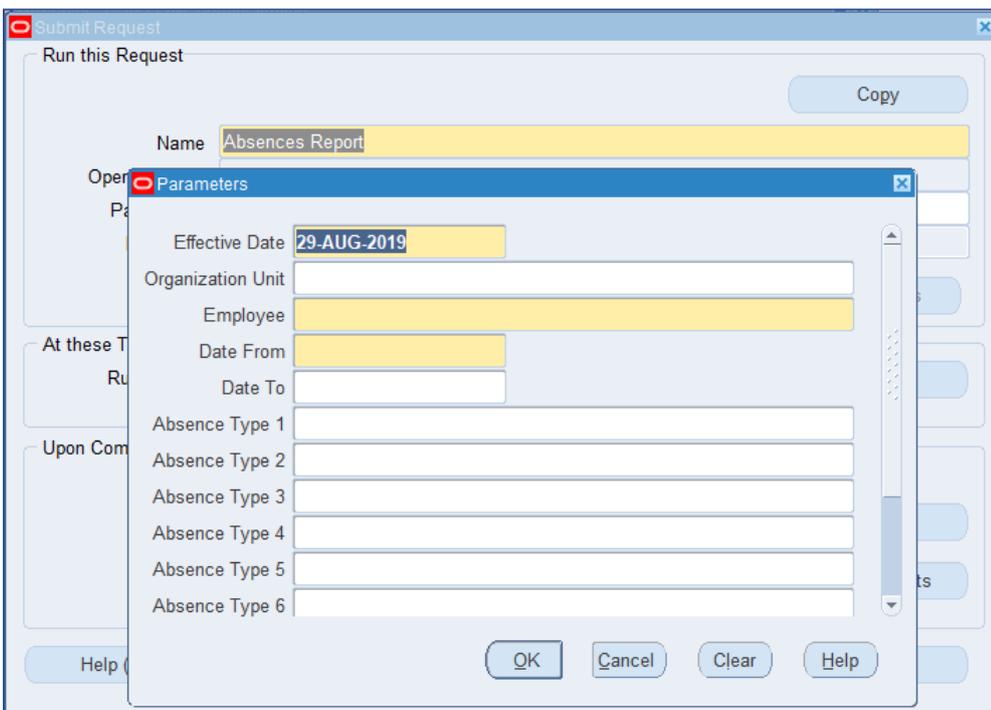
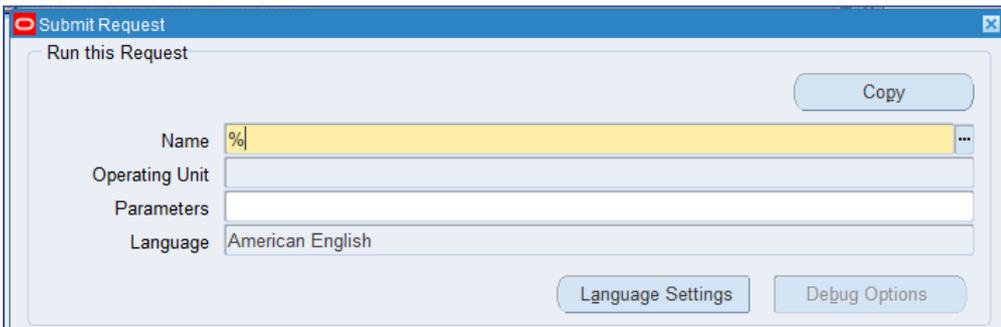
If you are logged on to Oracle Personal User Interface (PUI) click on Processes and Report and then on Submit Processes and Reports.



On the Pop-Up screen make sure Single Request is marked the click OK

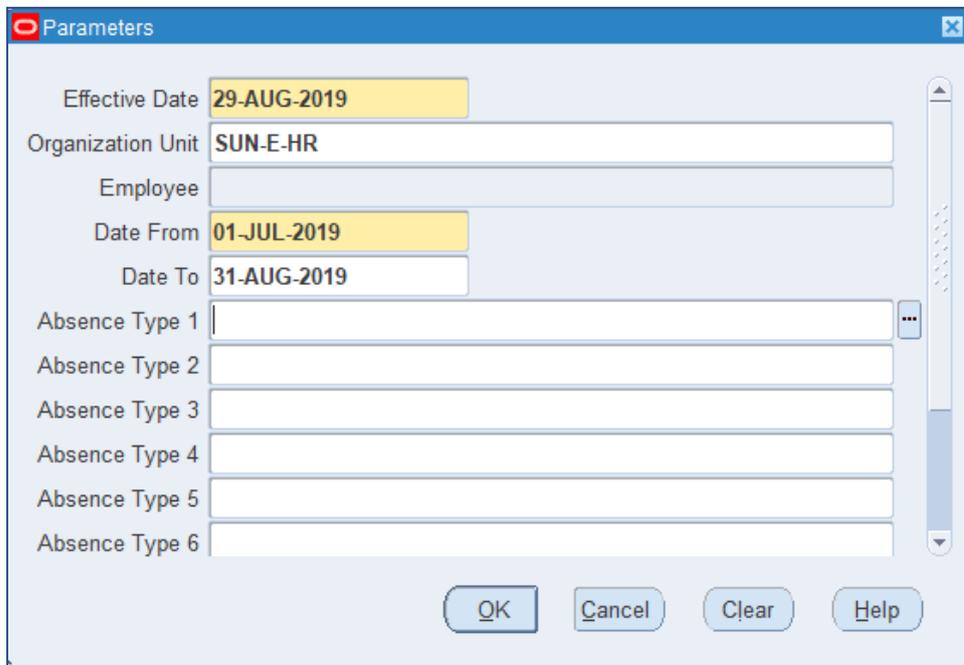


In the Name field type, a % and the Tab key on your keyboard. The report Name will appear. With a parameter that must be completed.



The Absences Report can be run for a whole Organization or for a single Employee

- a) For an Organization – Type the Organization name in the Organization Unit field and press the Tab key on your keyboard.

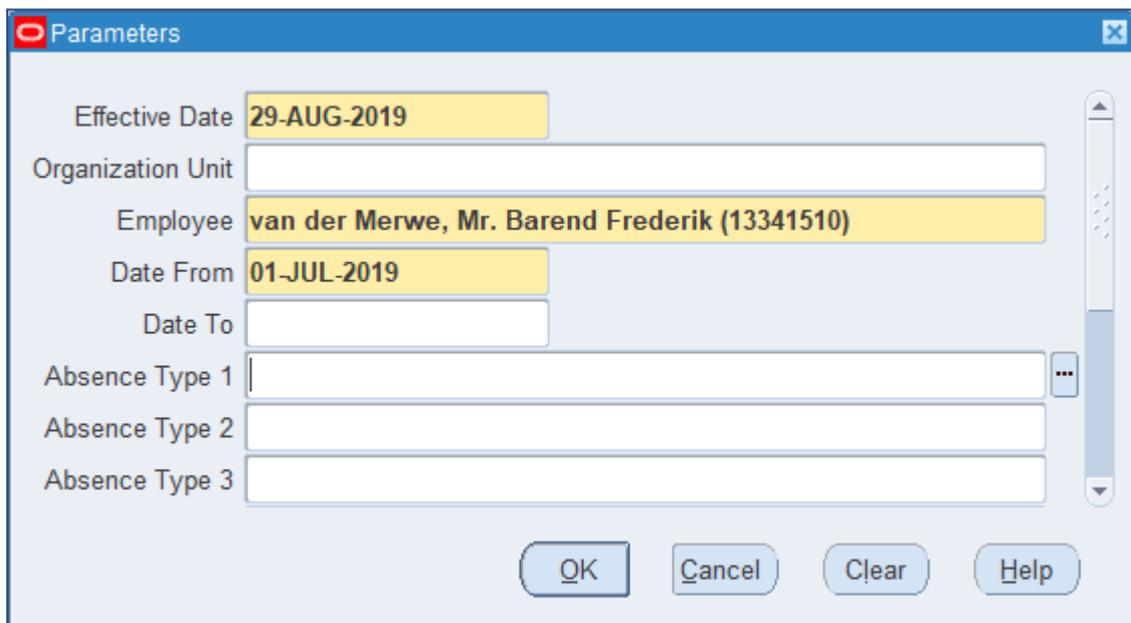


The screenshot shows a 'Parameters' dialog box with the following fields and values:

- Effective Date: 29-AUG-2019
- Organization Unit: SUN-E-HR
- Employee: (empty)
- Date From: 01-JUL-2019
- Date To: 31-AUG-2019
- Absence Type 1: (empty)
- Absence Type 2: (empty)
- Absence Type 3: (empty)
- Absence Type 4: (empty)
- Absence Type 5: (empty)
- Absence Type 6: (empty)

Buttons at the bottom: OK, Cancel, Clear, Help.

- b) For a single Employee – in the Employee field type the Employees UT-Number between two percentage signs %13341510% and press the Tab key on your keyboard and the employees name will appear.

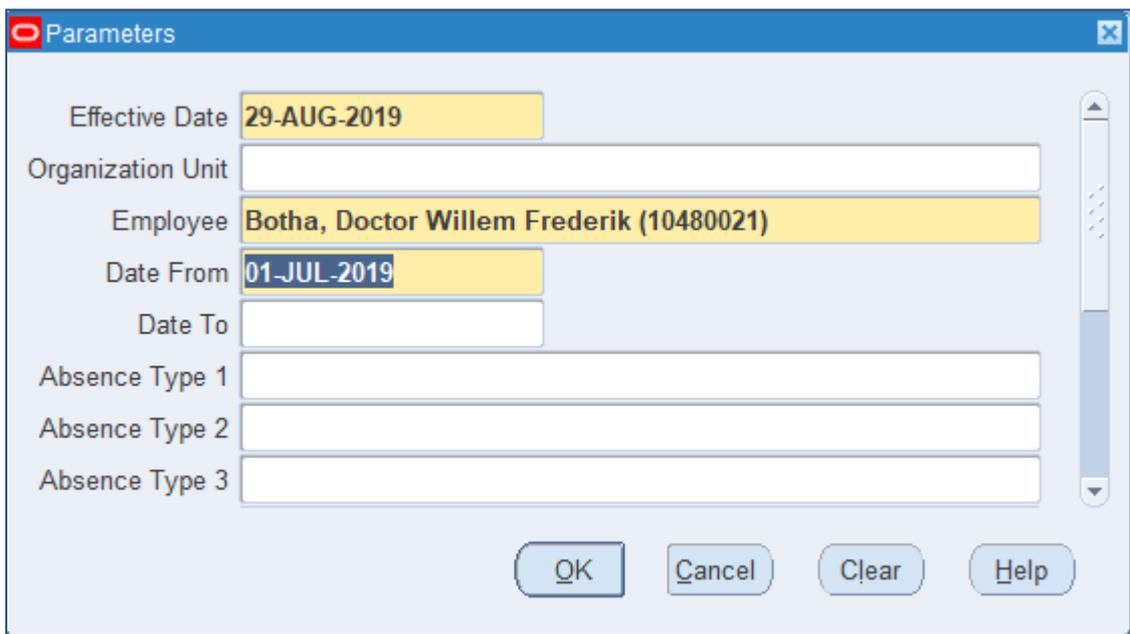
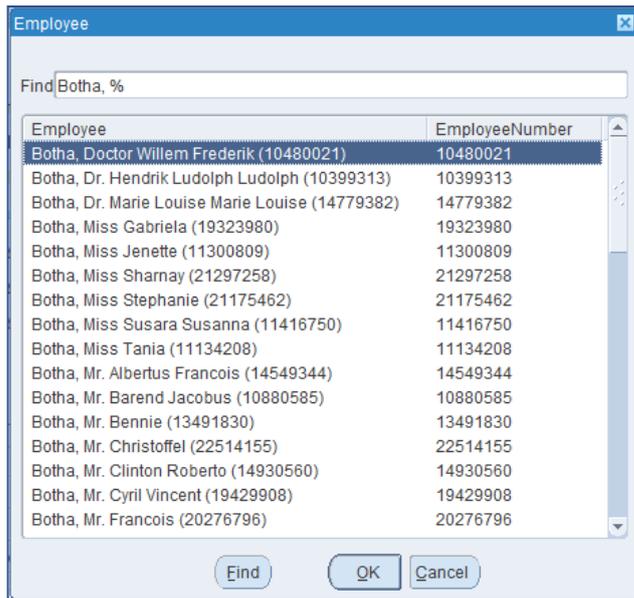


The screenshot shows a 'Parameters' dialog box with the following fields and values:

- Effective Date: 29-AUG-2019
- Organization Unit: (empty)
- Employee: van der Merwe, Mr. Barend Frederik (13341510)
- Date From: 01-JUL-2019
- Date To: (empty)
- Absence Type 1: (empty)
- Absence Type 2: (empty)
- Absence Type 3: (empty)

Buttons at the bottom: OK, Cancel, Clear, Help.

Or a part of the employees' surname and a percentage sign like Botha% and press the Tab key on your keyboard. A drop-down list with names will appear, select the correct name and click OK.

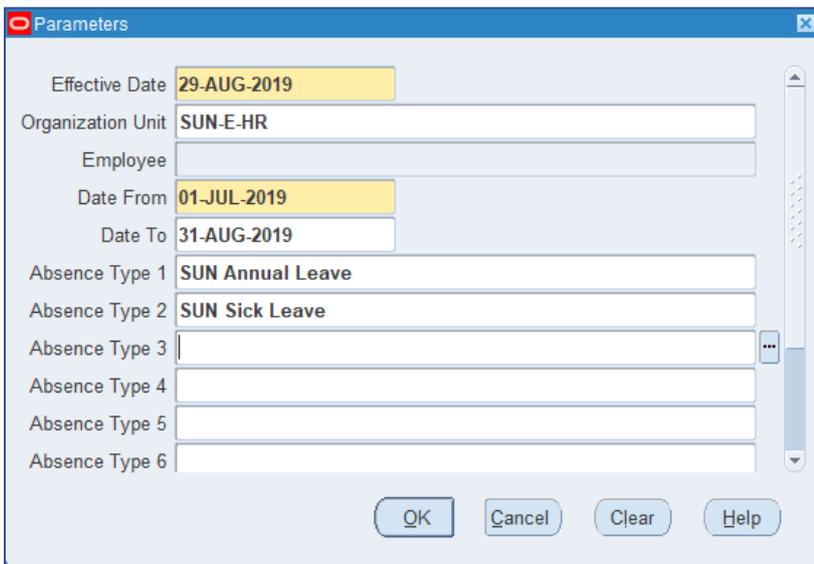
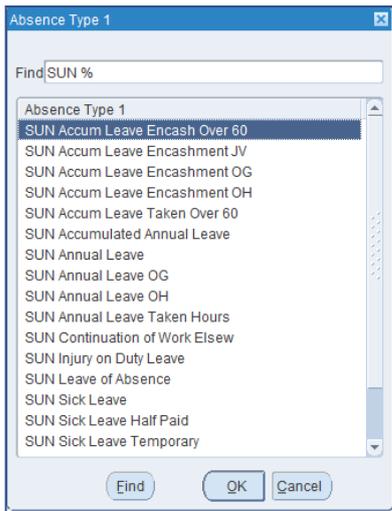


The cursor will jump to the Date From field. This is the date from which the report must get the Absence Records. The date format is DD-MON-YYYY.

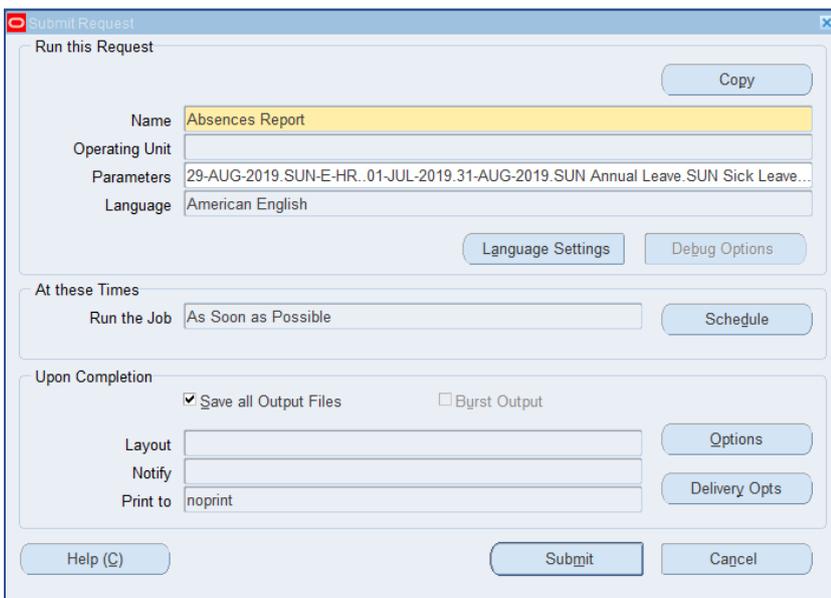
Date To is the date up to which day you want the Absence Records. If you keep the Date To field blank you will get all Absence Records up till Today.

Select an Absence Type(s) you want the Absence Record for, you can select up to 10

Leave Types. Click on the search button  at the end of the Absence Type field and select the Absence Type.



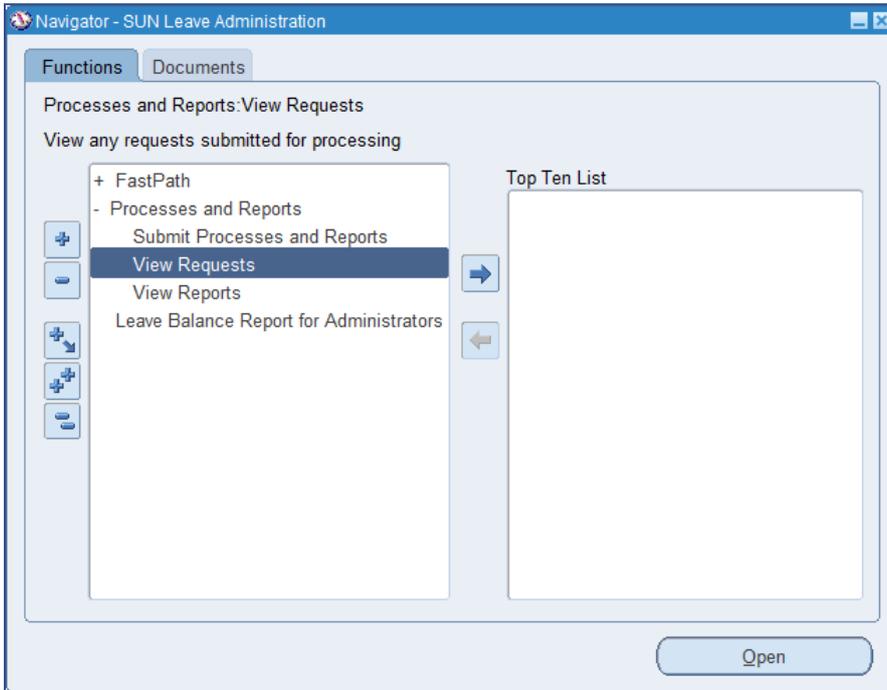
Click OK and then Submit on the next screen



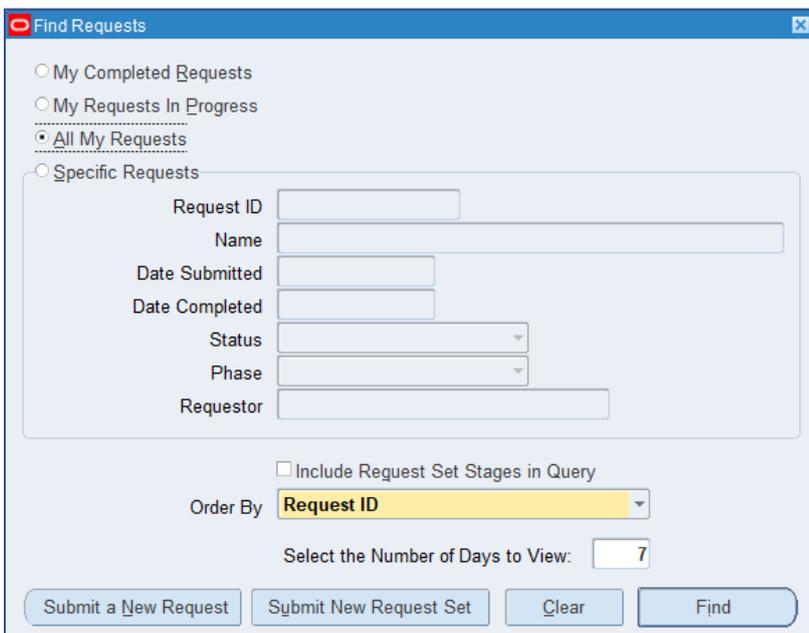


Click no on the next Pop-Up

Click on View Requests to see if the report is finished and to view your report



Click the Find button



If the Phase is Pending the report has not started running yet. Click on Refresh Data

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

Auto Refresh (X) Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
4303464	Absences Report		Pending	Normal	81, 2019/08/29 00:00:00, 136,
4303460	Absences Report		Completed	Normal	81, 2019/08/29 00:00:00, 512,

Hold Request View Details Rerun Request View Output

Cancel Request Diagnostics Reprint/Republish (J) View Log (K)

If the Phase change to Running the report is busy getting your data

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

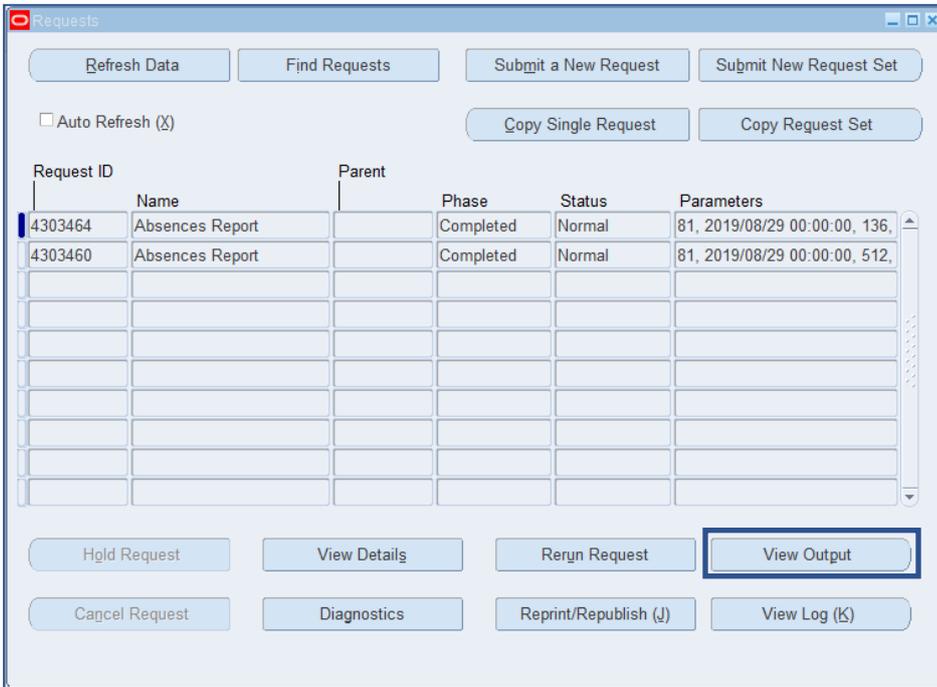
Auto Refresh (X) Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
4303464	Absences Report		Running	Normal	81, 2019/08/29 00:00:00, 136,
4303460	Absences Report		Completed	Normal	81, 2019/08/29 00:00:00, 512,

Hold Request View Details Rerun Request View Output

Cancel Request Diagnostics Reprint/Republish (J) View Log (K)

When the Phase change to Completed the report is finished and you can view the report.



Click on View Output to view the report

```

Report Parameters

      Organization Unit: SUN-E-HR
      Employee:
      Date from: 01-JUL-2019
      Date to: 31-AUG-2019
      Absence Type 1: SUN Annual Leave
      Absence Type 2: SUN Sick Leave
      Absence Type 3:
      Absence Type 4:
      Absence Type 5:
      Absence Type 6:
      Absence Type 7:
      Absence Type 8:
      Absence Type 9:
      Absence Type 10:
Stellenbosch University
                                     Absences Report
                                     Effective Date: 29-AUG-2019
                                     Report Date: 29-AUG-2019 11:38
                                     Page: 1 of 4

Absence Types: SUN Annual Leave,SUN Sick Leave
Date From: 01-JUL-2019
Date To: 31-AUG-2019
Organization: SUN-E-HR

Employee: Isaacks, Mr. Aubrey Mattheus [12343951]

Type          Reason          Start Date      End Date        |Length of Absence|
-----|-----|-----|-----|-----|
SUN Annual Leave  Friday 26-JUL-2019  Friday 26-JUL-2019  .5
SUN Annual Leave  Monday 29-JUL-2019  Monday 05-AUG-2019  6
SUN Annual Leave  Wednesday 14-AUG-2019  Wednesday 14-AUG-2019  .5
    
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Hourly Leave for Employees with Part Week Contracts

A new leave subsystem, to capture hourly leave, has been developed. The system is specifically designed for employees who only work part of a week, for example 2, 3 or 4 days a week. It was necessary to develop the new leave subsystem to ensure that all employees, according to legislation, qualify for the correct amount of leave.

The new leave subsystem will be implemented with effect from 1 August 2019. All appointments effective 1 August 2019, who will work for a part of a week, will be linked to the new leave subsystem.

Employees (on part week contracts) will in future be required to apply for leave on an hourly basis. The leave type SUN Annual Leave Taken Hours is available on Employee Self Service and can be entered by employees that qualify.

The process to capture leave is as follows:

Use the Responsibility SUN Employee Self Service

On the “Enter Absence Details” select the Absence Type “SUN Annual Leave Taken Hours” from the “Absence Type” list of values.

Create Absence: Enter Absence Details

Employee Name	Maphosa, Lloyd	Employee Number	
Organization Email Address	21487715@sun.ac.za	Business Group	

* 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

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 Annual Leave Taken Hours <input type="text"/>
Absence Category	SUN Annual Leave Hours
Absence Reason	<input type="text"/>

Enter the Start Date and Start Time and the End Date and End Time of the Leave Transaction. The system will calculate the number of hours the person applies for.

Absence Status	Confirmed
* Absence Type	SUN Annual Leave Taken Hours <input type="text"/>
Absence Category	SUN Annual Leave Hours
Absence Reason	<input type="text"/>

Duration

* Start Date	29-Jul-2019 <input type="text"/>	Start Time	08:00 <input type="text"/>
			HH:MM (12:00-11:59)
End Date	29-Jul-2019 <input type="text"/>	End Time	12:00 <input type="text"/>

TIP Start Date is required.

Hours

Total	4	<input type="button" value="Calculate Duration"/>
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When the leave period exceeds one day, the correct Start Date and Start Time and the correct End Date and End Time must be entered, the Total Hours must then be overwritten with the correct hours by the staff member or leave administrator (such as a half day leave is entered.)

Person works four hours a day - System calculates hours for the leave period

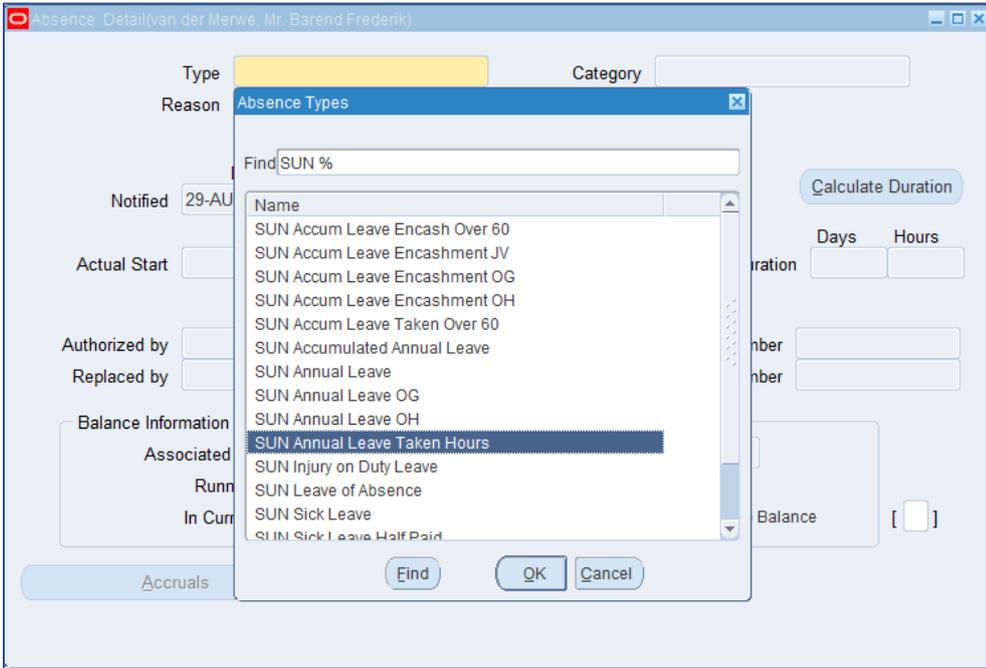
Absence Status	Confirmed		
* Absence Type	SUN Annual Leave Taken Hours <input type="button" value="v"/>		
Absence Category	SUN Annual Leave Hours		
Absence Reason	<input type="button" value="v"/>		
Duration	* <input type="button" value="v"/>		
Start Date	29-Jul-2019 <input type="button" value="📅"/>	Start Time	08:00 <input type="button" value="⌚"/>
			HH:MM (12:00-11:59)
End Date	31-Jul-2019 <input type="button" value="📅"/>	End Time	12:00 <input type="button" value="⌚"/>
			<input checked="" type="checkbox"/> TIP Start Date is required.
Hours			
Total	<input type="text" value="19"/>	<input type="button" value="Calculate Duration"/>	

Overwrite hours with correct hours for the leave period

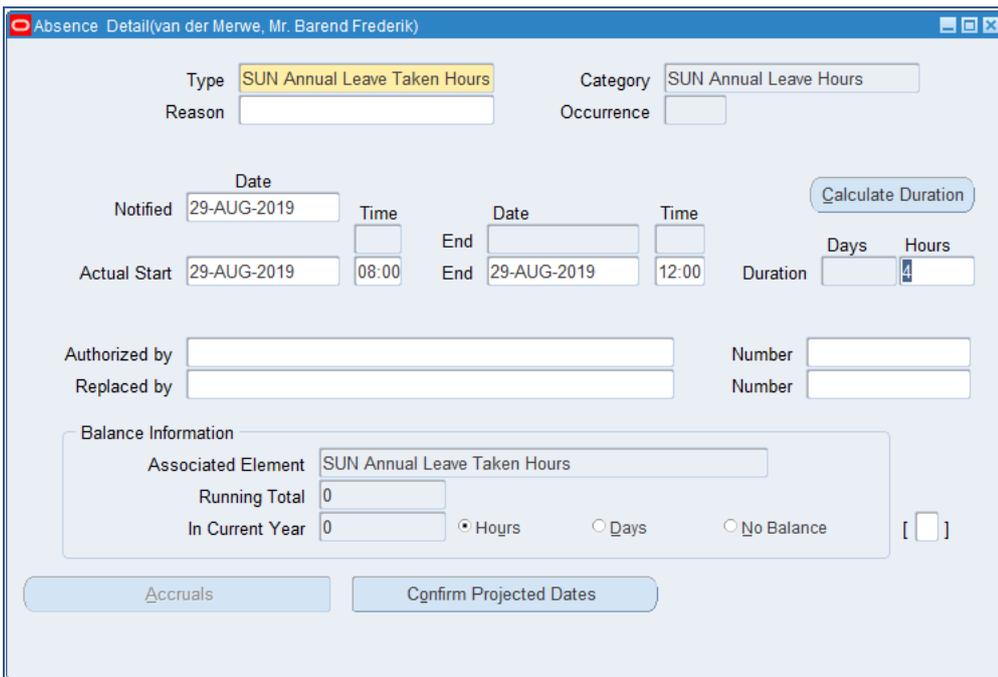
Absence Status	Confirmed		
* Absence Type	SUN Annual Leave Taken Hours <input type="button" value="v"/>		
Absence Category	SUN Annual Leave Hours		
Absence Reason	<input type="button" value="v"/>		
Duration	* <input type="button" value="v"/>		
Start Date	29-Jul-2019 <input type="button" value="📅"/>	Start Time	08:00 <input type="button" value="⌚"/>
			HH:MM (12:00-11:59)
End Date	31-Jul-2019 <input type="button" value="📅"/>	End Time	12:00 <input type="button" value="⌚"/>
			<input checked="" type="checkbox"/> TIP Start Date is required.
Hours			
Total	<input type="text" value="12"/>	<input type="button" value="Calculate Duration"/>	

For Leave Administrators the Hourly leave work as follows:

Select the Absence Type SUN Annual Leave Taken Hours



Enter the Actual Start Date of the leave and the Start Time and the End Date and End Time and the system will calculate the Hours taken.



When the leave period exceeds one day, the correct Start Date and Start Time and the correct End Date and End Time must be entered, the Total Hours must then be overwritten with the correct hours by the leave administrator (such as a half day leave is entered.)

Important - Employees and leave administrators will be responsible to ensure that the correct hours are completed when leave is entered. The system will automatically default to a full day's hours. It is up to the individual or leave administrator to ensure that the hours correlate to the employee's contract hours for a day.

Should there be any issues, employees or leave administrators can contact the Human Resources Client Service Centre on 021 808 2753 or alternatively e-mail sun-e-hr@sun.ac.za

Background Processes done at HR

- 1) The Annual Leave Carry Over process runs once a year at 31st December. This process split the annual leave balance in Accumulated and Non-Accumulated Leave (for employees appointed before January 2008) and carry the leave balance over to the new year. Non-Accumulated leave will be carried over for employees appointed from 1st January 2008
- 2) There are two Forfeit processes. The one forfeit process runs the 31 December for the Non-Accumulated Leave that was not taken before the 31 December. The other forfeit process runs daily to see who has taken Unpaid Leave or Unpaid Sick Leave. For every 14 days Unpaid Leave or Unpaid sick Leave taken during that month you forfeit one month's leave.