ORACLE HRMS Training manual for Leave Administrators



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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 thesun-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.

Leave Balance D	Date	🥮 Search Dialog - Mozil — 🔲 🗙
UT Number	Title Name	ा 🊱 https://oda2-devcapp1.sun.ac.za:808।
		14474182 Search Close
<u>Person</u> <u>Leave Date</u>	Oliver, Ms. Illana Danielle (14474182)	<u>Oliver, Ms. Illana Danielle (14474182)</u>
		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 D	ate						
UT Number	Title						
Porcon	Oliver	Ms II	lana D	anielle	(1447	74182)
Leave Date	31-Au	g-2019		amene	(11)		
	0	_	Aug	ust 20	19		0
	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 D	Jate		Future Approved Leave (Not included by Leave Balance as of 31-Aug-2019)
UT Number 14474182 Person Leave Date	Title Ms. Oliver, Ms. Illana Danielle (14474182) 31-AUG-2019	Name Oliver ID Process	No future approved leave
Calculations as o	of 31-Aug-2019		Leave Approval Outstanding
Pro rata Annual La + Non Accumula (Transferred fr - Annual Leave T Available Annual I	eave 10 ated Leave 0 Jaken 0 Leave 10 Leave 10		No outstanding leave
Accumulated Lea	ave (May be taken or paid out)		Non Accumulated Leave (Transferred from previous year - take before end of December)
Annual Leave Annual Leave befor Long Leave befor Annual Leave Ove	0 ore June 1999 (OG) 0 e June 1999 (OH) 0 er 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).

Oracle Applications Home Page
Main Menu
Personalize

Eunctions					X
- unonono	Documents				
FastPath:					
Navigate dire	ctly to personal and as	signment inforn	nation windows		
- Fastf Ak Ac - Proce Su Vi Vi Ui Leav	Path sence cruals isses and Reports ibmit Processes and R aw Requests aw Reports e Balance Report for A	leports Idministrators	Top Ten List		
O <mark>racle Applicat</mark> Edit View Fo	i <mark>ons - Uni. Stellenbosch</mark> der Tools <u>W</u> indow Hel; 2 🐼 🚳 🏈 🍞 🔀	- PRD (EBSP) a			<u>Open</u>
bsence Detail					
					= = 3
	Type Reason		Category Occurrence		
1	Type Reason 4 Person		Category Occurrence		
Actu Author Repla	Type Reason Full Nam ID Numbe Search by number Ty; Numb	e er pe Employee er	Category Occurrence		Duration Hours
Actu Author Repla Bala	Type Reason Full Nam ID Numbe Search by number Typ Numb	e er pe Employee er	Category Occurrence		Duration Hours
Actu Author Repla Bala	Type Reason If Person Full Nam ID Numbe Search by number Ty; Numb Qlea In Current Yo Yo	e Employee er Employee er ar	Category Occurrence Fin e date is 04-APR-2013	. Do you want to	Duration Hours

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

osence Detail	Type				Category		
	Reason			Occ	currence		
[®] Fi	ind Person						■■× Duration
Actu		Full Name				-	Hours
Author Repla	Search	by number Tvpe Number	Employee UT-Numb	per		-	
Bala		Clear		(Fin	t	
	In Current	t Year	ାମ	ours	<u>∘D</u> ays	⁰ <u>N</u> o Balance	[]
	Accruals		Confirm F	Projected Dat	es		

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.

ind People by Name		
Eind van der Menwe%		
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	
• • • • • • • • •		
Find	OK 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 is to clear the screen for a new record to be added.

🕌 Oracle Applications - Uni. Ste	llenbosch - PRD (EBSP)	
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└─ ↑┘		
🗿 Oracle Applications - Uni, Stellenbosch - PRD (FB	SP)	
File Edit View Folder Tools Window Help		
	🖉 😹 🛯 🌒 Ø 🎄 i 🕅 🛅 🌹 i ?	
Absence Detail(Oliver, Ms. Illana Danielle)		
Type Reason	Category Occurrence	
Date Notified 04-APR-2013 Time Actual Start Authorized by Replaced by Balance Information Associated Element Running Total In Current Year Accuals Conf	Calculate End Days End Days Duration Duration Number Number Firm Projected Dates	E Duration

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 Acccum 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.

OAbsence Detail(van der Merwe, Mr. B	arend Frederik)		
Type SUN And Reason	nual Leave	Category SUN Annua Occurrence	al Leave
Date Notified 04-APR-2013 Actual Start	Time Date	e Time	Calculate Duration Days Hours Duration
Authorized by Replaced by Balance Information Associated Element	SUN Annual Leave Taken	Nu	mber
Running Total In Current Year	302.5 12.5 O Hours	⊙ Days ে N ed Dates	o Balance []

Absence Detail(van de	r Merwe, Mr. Barend Frede	ʻik)			=
	Type SUN Annual Leav	е	Category	SUN Annual Leav	'e
Re	ason		Occurrence		
Notified Actual Start	Date 29-AUG-2019 Tir	ne End End	Date	Time Duration	Calculate Duration Days Hours
Authorized by		I AI S M 1 31 1 2	pril 2013 F	Number	
Balance Info	mation	7 8 9 14 15 10 21 22 23 - 28 29 30 r 5 6 7	10 11 12 13 6 17 18 19 20 3 24 25 26 27 0 1 2 3 4 7 8 9 10 11	Number	
I	Running Total302.5n Current Year12.5	04	APR-2013	<u>∘N</u> o Balanco	e []
Accru	lals	Confirm Pr	ojected 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).

OAbsence Detail(van der Me	rwe, Mr. Barend Frederik)				
Type Reason	SUN Sick Leave	-	Category Occurrence	SUN Sick Leave]

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 <u>month</u> 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 leavewill 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 <u>www.sun.ac.za/hr</u> » 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 * $75\% \div 250$ * 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.

	Type SUN Ann	ual Leave		Category	SUN A	nnual Leave		
R	eason 🛛			Occurrence	34]		
	Date							
Notified	27-JUL-2009	Time		Date	Time			
Projected Start			End				Davs	Hours
			1375146				Dajo	
Actual Start	07-AUG-2009		End	07-AUG-2009		Duration	.5][
Actual Start Authorized by Replaced by	07-AUG-2009		End	07-AUG-2009		Duration Number [Number [.5	
Actual Start Authorized by Replaced by Balance Infor	mation		End	07-AUG-2009		Duration Number [Number [.5	
Actual Start Authorized by Replaced by Balance Info Ass	07-AUG-2009	SUN Annua	End	07-AUG-2009		Duration Number [Number [.5	
Actual Start Authorized by Replaced by Balance Infor Ass	mation Running Total	SUN Annua 42	End	07-AUG-2009		Duration Number [Number [.5	
Actual Start Authorized by Replaced by Balance Info Ass	07-AUG-2009 mation ociated Element Running Total In Current Year	SUN Annua 42 6.5	End	07-AUG-2009 aken Igurs © Days		Duration Number [Number [.5 .5	



• A new (blank) page will appear

R	Type eason		F	Category Occurrence			
Notified Projected Start Actual Start	Date 14-SEP-2009	Time End	Date 1		Time Du	Days Iration	Hours
Authorized by Replaced by					Nun	nber	
Ass	mation ociated Element Running Total In Current Year	c	Hours	⊂ <u>D</u> ays	• <u>N</u> o) Balance	[]
	In Current Year		Hours	O⊡ays	• <u>N</u> o	Balance	

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

Cuț	er, Ms. Illana Daniell	e)						
⊆opy Paste	Туре		•	- Category				
Duplicate 🕨 🕨	Record Above			Occurrence	3			
Clear 🔸	Eield Above							
Delete	Date							
Select All	14-SEP-2009	Time		Date	Time			
Deselect <u>A</u> ll			End				Days	Hours
Edit Field Preferences 🕨			End			Duration		
Authorized by						Number		
Replaced by						Number		
Balance Info	rmation							
Ass	ociated Element							
	Running Total							
	In Current Year		0 F	lours O Days			e	1[]1
Acc	ruals	Co	nfirm P	rojected 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. Ba	rend Frederik)				
Ri	Type SUN Ann eason	ual Leave		Category Occurrence	SUN Annual Leave	
Notified Actual Start	Date 30-AUG-2019 19-AUG-2019	Time	Date End End 20-AUG-	2019	Time Calcul Days Duration -2	ate Duration
Authorized by Replaced by					Number Number	
Balance Infor Ass	mation ociated Element Running Total In Current Year	SUN Annual Lo 302.5 12.5	eave Taken	⊙ <u>D</u> ays	○ <u>N</u> o Balance	[]
Accr	uals	Con	firm Projected [Dates)	

Selecting the "Cancel" option at Reason do not Cancel the transaction.

Absence Detail(Oliver, Ms.	Illana Danielle)			
Туре	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'.

•Ca	aution 🛛
1	, The absence duration in days is different from the actual time absent. Continue?
	OK Cancel
Ca	ution 🛛
[■] Ca	This Absence overlaps another absence for this employee. Continue?

Accruals

The accruals program allows you to view leave balances.

Path: FastPath >> Accruals

Navigator - SUN Leave Administration	
Functions Documents	
FastPath:Accruals View net accruals to date	
- FastPath Absence Accruals	Top Ten List
Processes and Reports Submit Processes and Reports View Requests View Reports	
Leave Balance Report for Administrato	rs
	Open

Absence	e Detail					_ = ×
	Type Reason			Category Occurrence		
	[®] Find Person					Duration
,	Actu	Full Name ID Number			-	Hours
Au	sea uthor Repla	rch by number Type E Number	mplovee UT-Number		•	
	Bala	Clear		Find		
	In Curr	rent Year	ंHo <u>u</u> rs	<u>_</u> Days	<u>∘N</u> o Balance	[]
	Accruals		Confirm Projected	d Dates		

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

🖂 🏷 🕑 í 🎸 🔅 💐 🍪 (🌾 í O Accruais: 01-SEP-2019(Oliver, Ms. Illan:	🔀 📫 📩 💋 🥪 🕻 💩 a Danielle)	\$ @ Ø \$ 1	l 🕅 🛅 🐺	Г ? ■Г	
Name SUN PTO Annual Leave	Accrual Plan	Ac	crual Category	SUN Annual Leave	
Dates		_ /			
Entitlement Calculation 01-JAN	I-2019 - 01-SEP-2019] / •	Vet Entitlement	28.09	
Last Accrual 31-AU	G-2019				×
	Effective Date	a 31-AUG-2019	Today's	Date 29-AUG-2019	
Entitlement Details	<u></u> К		Reset	Cancel	
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.

SUN iRecruitment Recruiter					
SUN Leave Administration					
Leave Balance Report for Administrators					
🕨 🛅 FastPath					
Processes and Reports					
Processes and Reports					
Processes and Reports Submit Processes and Reports					
 Processes and Reports Submit Processes and Reports View Requests 					

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

🕸 Navigator - SUN Leave Administration	_ ×
Functions Documents	
Processes and Reports:Submit Processes and Re	eports
Submit processes or run standard reports	
 + FastPath - Processes and Reports Submit Processes and Reports View Requests View Reports Leave Balance Report for Administrators 	
	<u>Open</u>

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.

Submit Request	X
Run this Request	
	Сору
Name	%
Operating Unit	
Parameters	
Language	American English
	Language Settings Debug Options

🖸 Submit Req	uest			×
Run this R	equest			
			Co	ру
	Nema Aboonco	Danat		
	Name Absence	ь кероп		
Oper	Parameters			
Pa				
	Effective Date	29-AUG-2019		
	Organization Unit			
	Employee			
At these T	Date From			
Ru	Date To			
	Absence Type 1			
Upon Com	Absence Type 2			
	Absence Type 3			
	Absence Type 4			
	Absence Type 5			ts
	Absence Type 6			
Help (<u>Ō</u> K	Clear Help	

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.

Parameters							×
Effective Date	29-AUG-2019						-
Organization Unit	SUN-E-HR						
Employee							
Date From	01-JUL-2019						222
Date To	31-AUG-2019						222
Absence Type 1							
Absence Type 2							
Absence Type 3							_
Absence Type 4							
Absence Type 5							
Absence Type 6							•
		<u>O</u> Κ	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.

Parameters						×
Effective Date	29-AUG-2019					^
Organization Unit						
Employee	van der Merwe, Mr. Bar	end Frede	erik (13341	510)		
Date From	01-JUL-2019					
Date To						
Absence Type 1						
Absence Type 2						
Absence Type 3						-
		QK	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.

Employee		×
Find Botha, %		
Employee	EmployeeNumber	
Botha, Doctor Willem Frederik (10480021)	10480021	
Botha, Dr. Hendrik Ludolph Ludolph (10399313)	10399313	
Botha, Dr. Marie Louise Marie Louise (14779382)	14779382	
Botha, Miss Gabriela (19323980)	19323980	
Botha, Miss Jenette (11300809)	11300809	_
Botha, Miss Sharnay (21297258)	21297258	
Botha, Miss Stephanie (21175462)	21175462	
Botha, Miss Susara Susanna (11416750)	11416750	
Botha, Miss Tania (11134208)	11134208	
Botha, Mr. Albertus Francois (14549344)	14549344	
Botha, Mr. Barend Jacobus (10880585)	10880585	
Botha, Mr. Bennie (13491830)	13491830	
Botha, Mr. Christoffel (22514155)	22514155	
Botha, Mr. Clinton Roberto (14930560)	14930560	
Botha, Mr. Cyril Vincent (19429908)	19429908	
Botha, Mr. Francois (20276796)	20276796	Ŧ
Eind QK	Cancel	

Parameters		×
Effective Date	29-AUG-2019	
Organization Unit		
Employee	Botha, Doctor Willem Frederik (10480021)	2
Date From	01-JUL-2019	
Date To		
Absence Type 1		
Absence Type 2		
Absence Type 3		•
	QK Clear Help	

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.

Absence Ty	pe 1	×
FindSUN	%	
Absonss	Tupo 1	
SUN Acc	um Leave Encash Over 60	
SUN Acc	um Leave Encashment JV	
SUN Acc	um Leave Encashment OG	
SUN Acc	um Leave Encashment OH	
SUN Acc	um Leave Taken Over 60	11 L
SUN Acc	umulated Annual Leave	
SUN Ann	ual Leave ual Leave OG	31
SUN Ann	ual Leave OH	
SUN Ann	ual Leave Taken Hours	
SUN Cor	tinuation of Work Elsew	
SUN Inju	ry on Duty Leave	
SUN Lea	VE OF ADSENCE	_
SUN Sick	Leave Half Paid	
SUN Sick	Leave Temporary	-
	Eind QK Cancel)
Parameters		
- arametero		
	20 4110 2040	
Effective Date	29-AUG-2019	
Organization Unit	SUN-E-HR	
Employee		
Date From	01-JUL-2019	

Effective Date	29-AUG-2019	-	
Organization Unit	SUN-E-HR		
Employee			
Date From	01-JUL-2019		
Date To	31-AUG-2019		i.
Absence Type 1	SUN Annual Leave		
Absence Type 2	SUN Sick Leave		
Absence Type 3		-	
Absence Type 4			
Absence Type 5			
Absence Type 6		J	
	QK Clear Help)	

×

Click OK and then Submit on the next screen

Submit Request		
Run this Request		
		Сору
Name	Absences Report	
Operating Unit		
Parameters	29-AUG-2019.SUN-E-HR01-JUL-2019.31-AUG-2019.SUN A	nnual Leave.SUN Sick Leave.
Language	American English	
	Language Setting	gs Debug Options
At these Times		
Run the Job	As Soon as Possible	Schedule
Upon Completion		
	Save all Output Files Burst Output	
Lavout		Options
Notify		
Print to	noprint	Delivery Opts



Click no on the next Pop-Up

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

Navigator - SUN Leave Administration	
Functions Documents	
Processes and Reports:View Requests View any requests submitted for processing	
 + FastPath Processes and Reports Submit Processes and Reports View Requests View Reports Leave Balance Report for Administrators 	Top Ten List
	(<u>O</u> pen

Click the Find button

Find Requests	×
OMV Completed Requests	
O My Requests In Progress	
⊙ <u>All My Requests</u>	
Specific Requests	
Request ID	
Name	
Date Submitted	
Date Completed	
Status	· · · · · · · · · · · · · · · · · · ·
Phase	
Requestor	
	Include Request Set Stages in Query
Order By	Request ID T
	Select the Number of Days to View: 7
Submit a <u>N</u> ew Request	Submit New Request Set Clear Find

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esh Data	Find Requests	Sub <u>m</u>	nit a New Reques	;t	Submit New Request Set	t
fresh <u>(X</u>)		Сор	y Single Request	t	Copy Reguest Set	
	Parent					
Name		Phase	Status	Para	ameters	
Absences Rep	ort	Pending	Normal	81, 2	2019/08/29 00:00:00, 136,	ł
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	esh Data	esh Data Find Requests fresh (X) Parent Absences Report Absences Report Absences Report	esh Data Find Requests Subm fresh (½) Cop Parent Phase Absences Report Pending Absences Report Completed	esh Data Find Requests Submit a New Request fresh (½) Copy Single Request Parent Phase Status Absences Report Pending Normal Absences Report Completed Normal Absences Report Completed Normal Image: Status Image: Status Image: Status Request Image: Stat	esh Data Find Requests Submit a New Request fresh (½) Copy Single Request Name Parent Absences Report Pending Normal Absences Report Completed Normal 81, 2 Absences Report	esh Data Find Requests Submit a New Request Submit New Request Set fresh (½) Copy Single Request Copy Request Set Name Parent Parameters Absences Report Pending Normal 81, 2019/08/29 00:00:00, 512, Absences Report Completed Normal 81, 2019/08/29 00:00:00, 512, Image: Completed Normal 81, 2019/08/29 00:00, 512, <

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

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

Rec	quests										-	
	Refre	sh Data	Find R	equests		Sub <u>m</u>	it a New Request	t	Su <u>b</u> mit N	ew Reque	st Set	
	Auto Ref	resh (<u>X)</u>			(Сору	/ Single Request		Сору	Reguest S	Set	
Ree	quest ID			Parent								
		Name			Phase		Status	Pa	rameters			
430	3464	Absences Rep	ort		Runni	ng	Normal	81,	2019/08/29	00:00:00,	136,	
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When the Phase change to Completed the report is finished and you can view the report.

Requests					-
Refr	resh Data	Find Requests	Subm	it a New Request	t Su <u>b</u> mit New Request Set
🗆 Auto Re	efresh (<u>X</u>)		Сору	/ Single Request	Copy Reguest Set
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	Name		Phase	Status	Parameters
4303464	Absences Rep	ort	Completed	Normal	81, 2019/08/29 00:00:00, 136,
4303460	Absences Rep	port	Completed	Normal	81, 2019/08/29 00:00:00, 512,
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	1.0			1.00 LICE.	
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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 5: Absence Type 6: Absence Type 8:			
Absence Type 9:			
Absence Type 10:			
Stellenbosch University		Effecti	ve Date: 29-AUG-2019
	Absences Report	Report	Date: 29-AUG-2019 11:38
			Page: 1 OI 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]			
			L-Length of Absence-
Type Reason	Start Date	End Date	Days Hours
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

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 Deta	ls	
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 fill
If you Apply for SUN Leave of Absence, and you are not	going on a "Course or Conference" a	and you require a Visa Letter please use the Absence Reason "Othe
If you answered Yes for a Visa letter, please prov 1. Employee Number 2. Countries of travels 3. Reason for travels 4. Arrival date 5. Departure date 6. Salary (on visa letter) Y/N	ide the following information in	the Comments field that is required for the Visa letter:
Absence State	Is Confirmed	
* Absence Ty	SUN Annual Leave Taken Hours	×
Absence Catego	ry SUN Annual Leave Hours	
Absence Reaso	on 🔽	

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						
Absence Category Absence Reason	SUN Annual	Leave Hours					
Duration	* Start Data	20- Jul-2010	ff.	Start Time	08:00		
	Start Date	23-301-2013	u o		HH:MM (12:00-11:59)		
	End Date	29-Jul-2019	i 🗟	End Time	12:00		
	Start D	ate is required.					
	Hours						
	Total	4 Calcula	ate Du	ration			

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						
Absence Category	SUN Annual	Leave	Hours				
Absence Reason	~						
Duration	* Start Data	20 10	1 2010	e.	Start Time	08:00	
	Start Date	29-30	1-2019	CO		HH:MM (12:00-11:59)	
	End Date	31-Ju	I-2019	Ċo	End Time	12:00	
	Start D	ate is r	equired.				
	Hours						
	Total	19	Calcula	te Du	ration		

Overwrite hours with correct hours for the leave period

Absence Status	Confirmed						
* Absence Type	SUN Annual	SUN Annual Leave Taken Hours					
Absence Category	SUN Annual	Leave I	Hours				
Absence Reason							
Duration	4				Start Time	08.00	
Duration	[°] Start Date	29-Jul	-2019	Ē		HH:MM (12:00-11:59)	
	End Date 31-Jul-2019			Ē	End Time	12:00	
	𝗭 TIP Start Date is required.						
		_					
	Hours						
	Total	12	Calcula	te Du	ration		

For Leave Administrators the Hourly leave work as follows:

OAbsence Detail(van					_ 🗆 ×	
	Туре	Category				
Re	eason	Absence Types	×			
		Find SUN %				
Notified	20 411	, 			Calculate Duration	
Notified	23-A0	Name	<u></u>			
		SUN Accum Leave Encash Over 60			Days Hours	
Actual Start		SUN Accum Leave Encashment OG	iration			
		SUN Accum Leave Encashment OH				
		SUN Accum Leave Taken Over 60				
Authorized by		SUN Accumulated Annual Leave		nber		
Replaced by		SUN Annual Leave		nber		
		SUN Annual Leave OG				
 Balance Infor 	mation	SUN Annual Leave OH				
Ass	ociated	SUN Annual Leave Taken Hours				
	Runn		Ĩ .			
	In Curr SUN Sick Leave					
	in cun	SLIN Sick Leave Half Paid		Dalan		
		(Find) OK Cancel				
Accr	ruals					

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.

Absence Detail(van	der Merwe, Mr. Ba	arend Frederik)			
Re	Type SUN Anr eason	nual Leave Taken Hou	rs Catego Occurren	SUN Annual Le	ave Hours
Notified Actual Start	Date 29-AUG-2019 29-AUG-2019	Time End 08:00 End	Date 29-AUG-2019	Time 12:00 Durat	Calculate Duration
Authorized by Replaced by	mation			Numbe Numbe	я я
Asso	ociated Element Running Total In Current Year	SUN Annual Leave	Faken Hours Hours Da	iys O No Ba	ilance []
Accr	uals	Confirm I	Projected Dates		

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 toa 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 <u>sun-e-hr@sun.ac.za</u>

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.