

## TRAINING MANUAL FOR LEAVE ADMINISTRATORS

Aim	To guide users on leave administrator processes on Oracle. It does not address Employee Self-Service processes.
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Accessibility	Internal use
Implementation date	Before April 2005
Review date/frequency	As the need for amendments arises
Previous reviews	May 2021
Owner of this policy	Client Services Officer
Institutional functionary (curator) responsible for this policy	Chief Director: Human Resources
Date of approval	August 2021
Contact details	SU's Human Resources (HR) Division has set up a central helpdesk, known as the sun-e-HR Support Centre, to administer and resolve all e-mail and telephonic queries on all aspects of Oracle HRMS. The contact details for the sun-e-HR Support Centre are as follows: 021 808 2753 sun-e-HR@sun.ac.za
Keywords	Leave administrators, human resources, training manual, Oracle, self-service process, sun-e-HR,

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## 1. Leave Process

The leave process at SU is managed in both Employee Self-Service and on the sun-e-HR application. This training module explains the system processes on the sun-e-HR application.

Employee Self-Service enables every staff member to capture their leave online. Staff members carry the primary responsibility for ensuring that their leave record is accurate. This responsibility is shared with the line manager, who has to approve almost all leave transactions online.

When a leave administrator receives a leave request for capturing, it must be accompanied by an approved leave form or an e-mail containing the line manager's approval.

Leave that has been captured on the leave administration program is processed on Oracle immediately. The line manager will not be contacted for approval first.

Leave administrators should keep all leave records (applications for all leave types) for one year for auditing purposes.

Staff members without computer access may contact the person responsible for leave administration in their department to capture the leave.

Leave administrators may not cancel any of their own leave transactions. Such requests must be sent to [sun-e-hr@sun.ac.za](mailto:sun-e-hr@sun.ac.za) and must be accompanied by the line manager's approval.

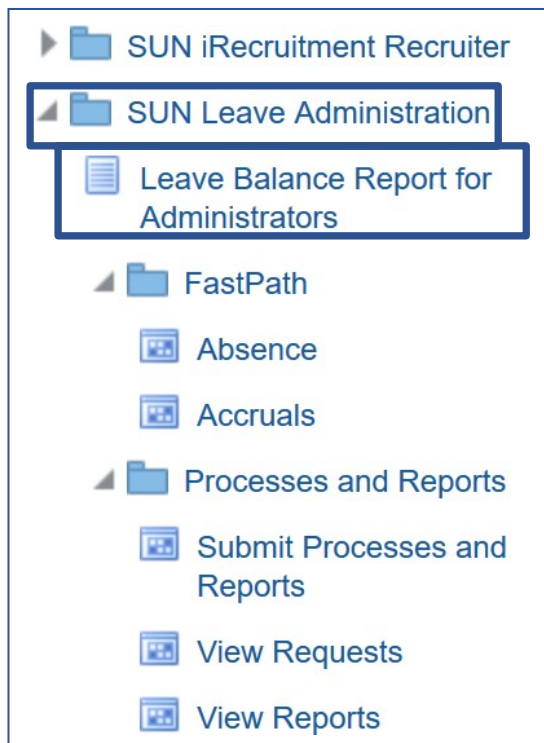
HR is responsible for capturing the following leave types:

- One-year study opportunity
- Research opportunity
- Maternity leave Unpaid leave
- Continuation of work elsewhere
- Adoption leave
- Parental leave
- Surrogacy leave

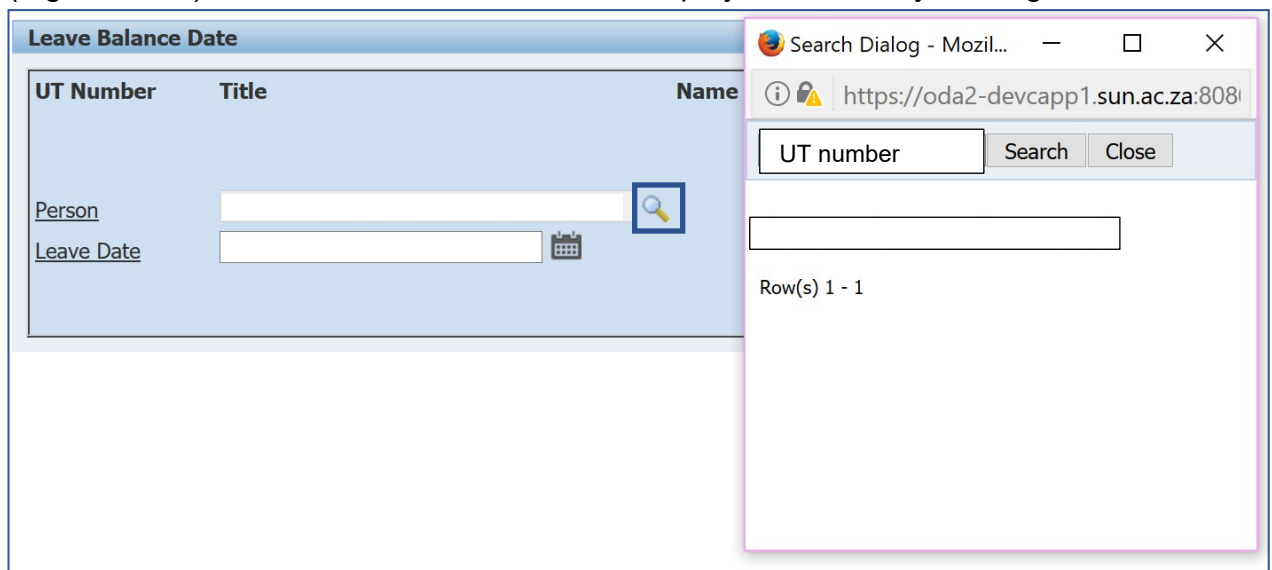
Therefore, applications for these leave types must be sent to HR for capturing.

## 2. Leave Balance Report

On SUN Employee Self-Service, select “SUN Leave Administration”, and then “Leave Balance Report for Administrators”.



In the next screen, click on the search icon. In the pop-up window, enter the employee’s UT number, or part of his/her surname followed by a percent sign (e.g. Botha%). Click on “Search”. Select the employee’s name by clicking on it.



Select the date by clicking on the date icon. Always select the end of the month for which you need the leave balance.

**Leave Balance Date**

UT Number	Title	Name
Person	<input type="text"/>	<input type="text"/>
Leave Date	31-Aug-2019	<input type="text"/>

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

Process

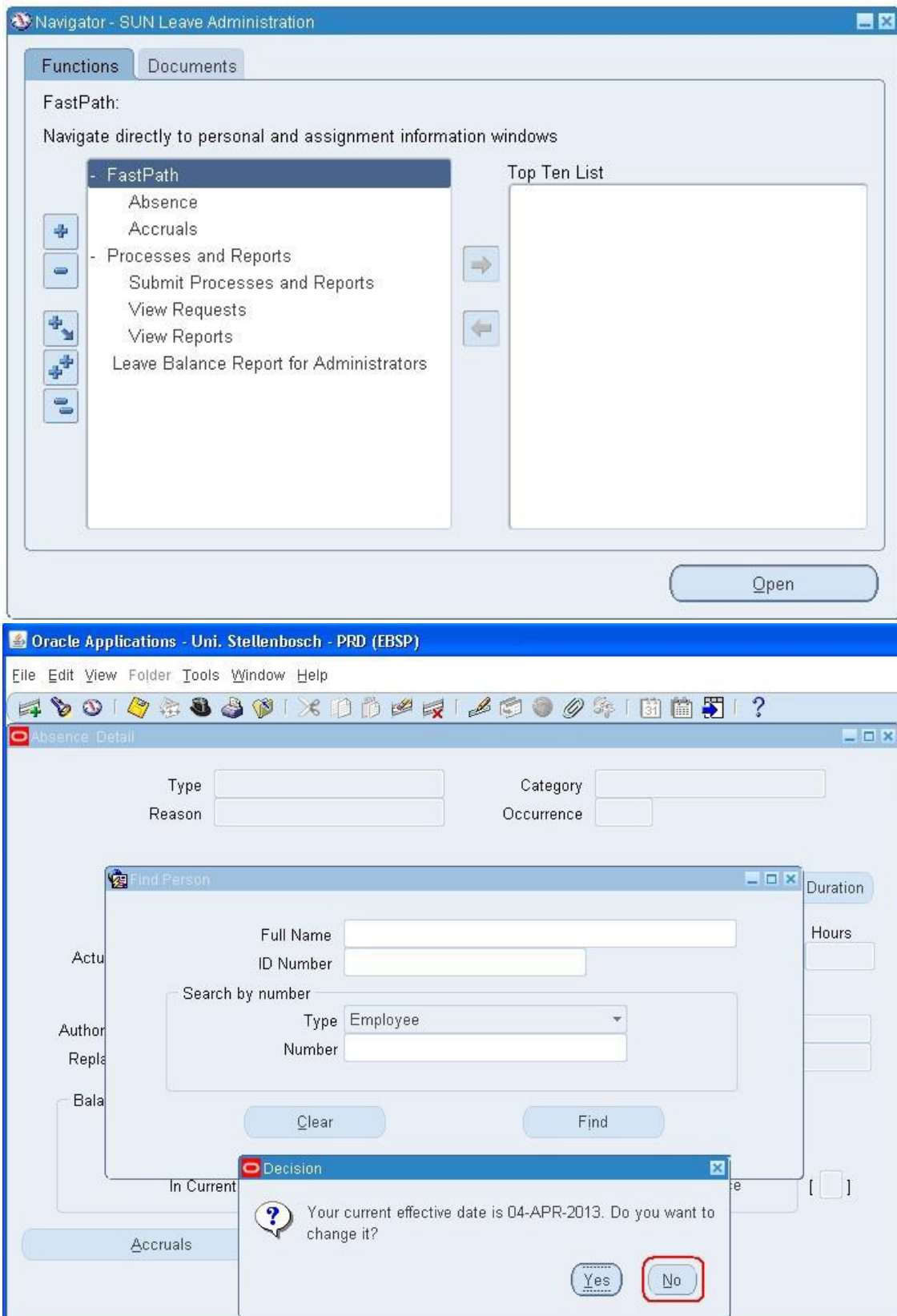
Leave Balance Date	Future Approved Leave (Not included by Leave Balance as of 31-Aug-2019)										
<table> <thead> <tr> <th>UT Number</th> <th>Title</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>Person</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Leave Date</td> <td>31-AUG-2019</td> <td><input type="text"/></td> </tr> </tbody> </table> <div> <div> <div> Process </div> </div> </div>	UT Number	Title	Name	Person	<input type="text"/>	<input type="text"/>	Leave Date	31-AUG-2019	<input type="text"/>	No future approved leave	
UT Number	Title	Name									
Person	<input type="text"/>	<input type="text"/>									
Leave Date	31-AUG-2019	<input type="text"/>									
<b>Calculations as of 31-Aug-2019</b> <table> <tbody> <tr> <td>Pro rata Annual Leave</td> <td>10</td> </tr> <tr> <td>+ Non Accumulated Leave (Transferred from Previous Year)</td> <td>0</td> </tr> <tr> <td>- Annual Leave Taken</td> <td>0</td> </tr> <tr> <td>=====</td> <td></td> </tr> <tr> <td>Available Annual Leave</td> <td>10</td> </tr> </tbody> </table>	Pro rata Annual Leave	10	+ Non Accumulated Leave (Transferred from Previous Year)	0	- Annual Leave Taken	0	=====		Available Annual Leave	10	<b>Leave Approval Outstanding</b> No outstanding leave
Pro rata Annual Leave	10										
+ Non Accumulated Leave (Transferred from Previous Year)	0										
- Annual Leave Taken	0										
=====											
Available Annual Leave	10										
<b>Accumulated Leave (May be taken or paid out)</b> <table> <tbody> <tr> <td>Annual Leave</td> <td>0</td> </tr> <tr> <td>Annual Leave before June 1999 (OG)</td> <td>0</td> </tr> <tr> <td>Long Leave before June 1999 (OH)</td> <td>0</td> </tr> <tr> <td>Annual Leave Over 60</td> <td>0</td> </tr> </tbody> </table>	Annual Leave	0	Annual Leave before June 1999 (OG)	0	Long Leave before June 1999 (OH)	0	Annual Leave Over 60	0	<b>Non Accumulated Leave (Transferred from previous year - take before end of December)</b>		
Annual Leave	0										
Annual Leave before June 1999 (OG)	0										
Long Leave before June 1999 (OH)	0										
Annual Leave Over 60	0										

### 3. Capturing Leave

**Path: SUN Employee Self-Service >> SUN Leave Administration >> FastPath >> Absence**

A leave transaction can only be captured on the system once the line manager has approved the leave application (signed the leave form).

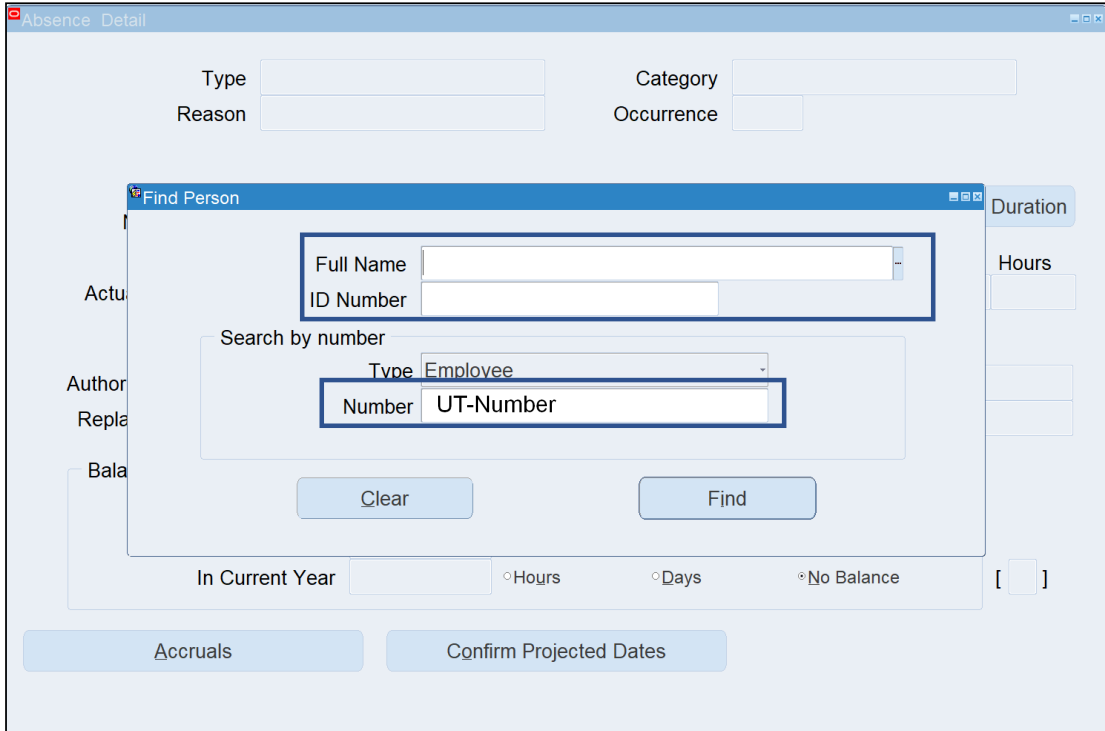




The screenshot displays two overlapping software windows. The top window, titled "Navigator - SUN Leave Administration", has tabs for "Functions" and "Documents". Under "Functions", the "FastPath" section is active, showing a list of options: "Absence", "Accruals", "Processes and Reports", "Submit Processes and Reports", "View Requests", "View Reports", and "Leave Balance Report for Administrators". To the right is a "Top Ten List" box, and at the bottom right is an "Open" button.

The bottom window is "Oracle Applications - Uni. Stellenbosch - PRD (EBSP)". It features a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar. The main area is titled "Absence Detail" and contains input fields for "Type", "Reason", "Category", and "Occurrence". A "Find Person" dialog box is open, with fields for "Full Name", "ID Number", "Search by number", "Type" (set to "Employee"), and "Number". It includes "Clear" and "Find" buttons. Overlaid on this is a "Decision" dialog box with a question mark icon and the text: "Your current effective date is 04-APR-2013. Do you want to change it?". It has "Yes" and "No" buttons, with the "No" button highlighted by a red rectangle.

The system will prompt you to change the effective date (today's date). Select "No".

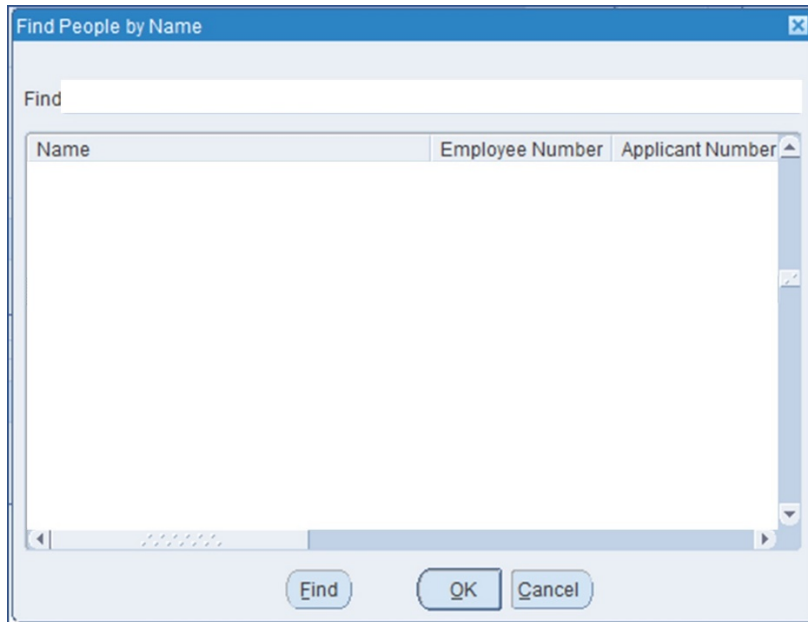



The screenshot shows the 'Absence Detail' window. At the top, there are input fields for 'Type', 'Reason', 'Category', and 'Occurrence'. A 'Find Person' dialog box is open in the center. It contains a 'Full Name' field, an 'ID Number' field, a 'Search by number' section with a 'Type' dropdown set to 'Employee' and a 'Number' field set to 'UT-Number'. There are 'Clear' and 'Find' buttons. Below the dialog box, there are radio buttons for 'In Current Year', 'Hours', 'Days', and 'No Balance'. At the bottom of the main window are 'Accruals' and 'Confirm Projected Dates' buttons.

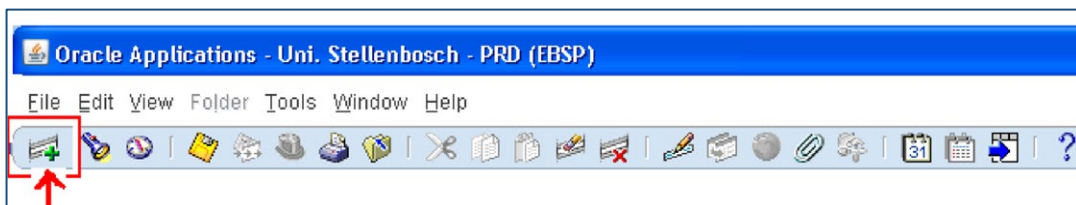
Search for the record of the person whose leave you want to capture by entering the staff member's surname in the "Full Name" field and clicking on "Find". Alternatively, enter the person's UT number in the "Number" field and click on "Find". The "Type" field should always say "Employee".


When searching by the employee's surname, a dropdown list with all staff members with that surname will appear. Select the correct one and click on "OK" to open the person's leave record. If there are two or more people with the same name and surname, scroll to the right to view the person's organisation (department).

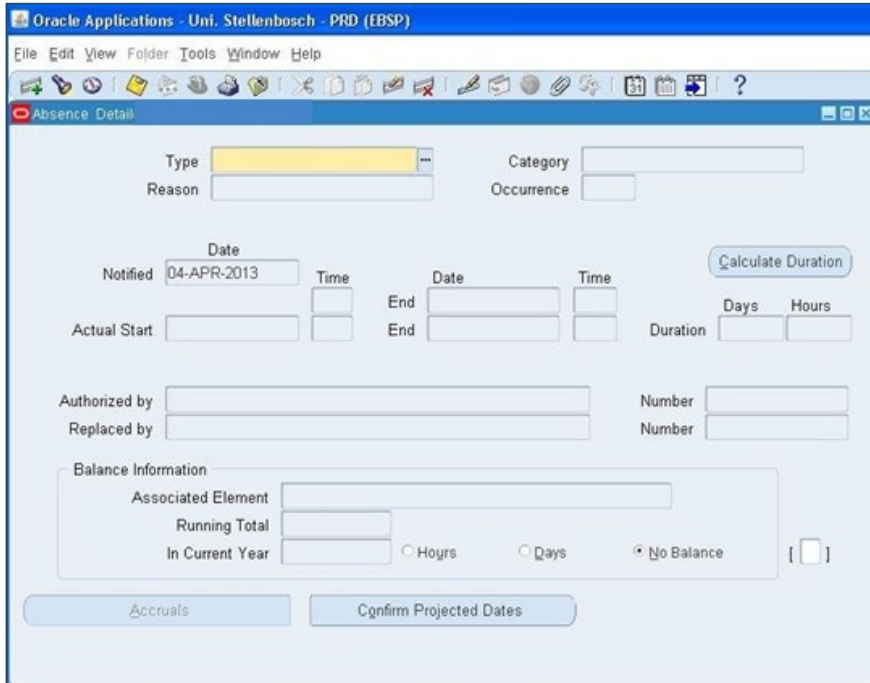




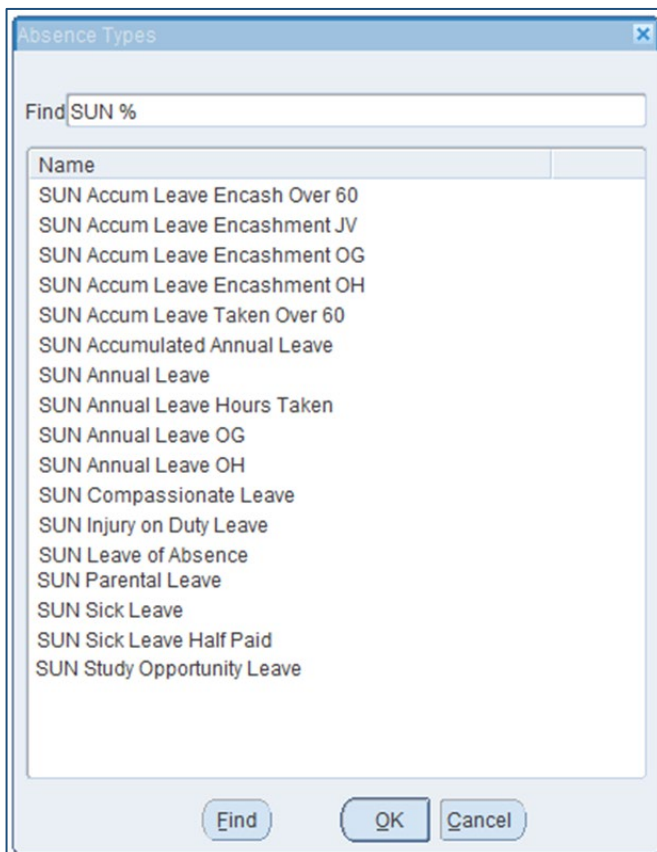
If there are no leave records for the person concerned, a blank screen will appear, showing only the person's name at the top. Alternatively, the latest leave record will appear. To apply for leave or capture a leave application, click on the dropdown list button in the "Type" field. If the screen displays previous leave records, click on the "New" icon  to clear the screen and add a new record.



In the "Type" field, click on the search icon  to the right.




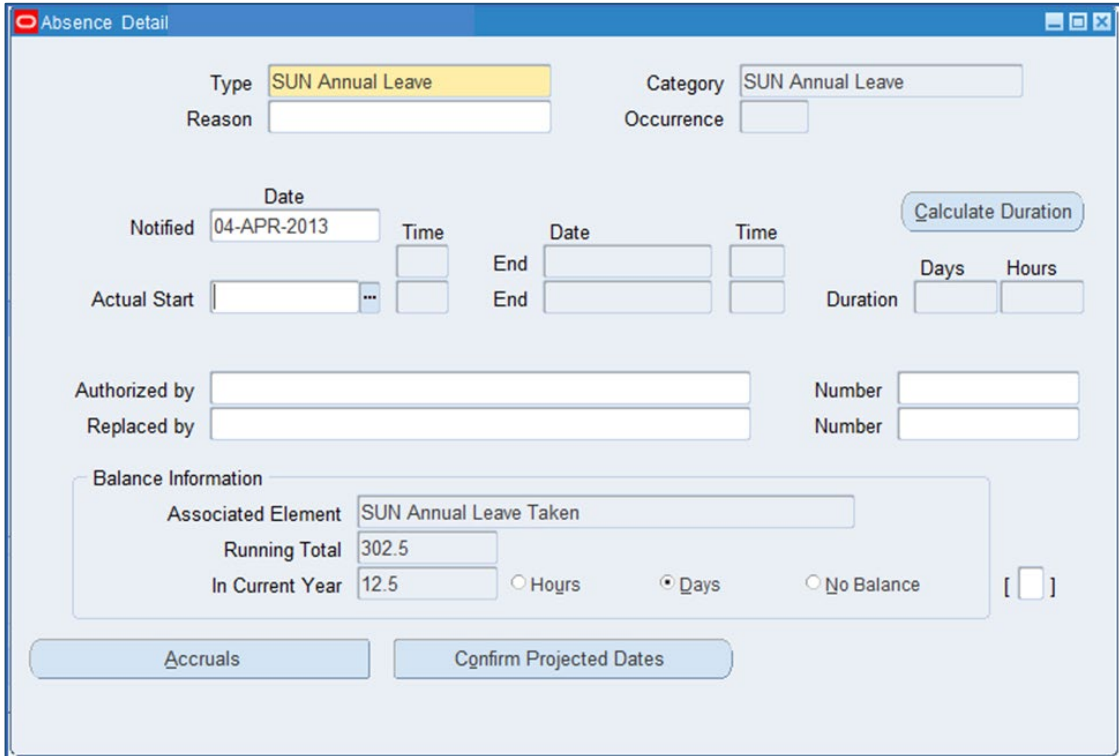
A list of leave types (“Absence Types”) will appear (see below for an explanation). Click on the leave type you want to capture, and then click on “OK”.



- SUN Accum Leave Encash Over 60 – Pay out accumulated leave
- SUN Accum Leave Encashment JV – Pay out accumulated leave
- SUN Accum Leave Encashment OG – Pay out old, accumulated leave (before 01/06/1999)
- SUN Accum Leave Encashment OH – Pay out old, long leave (before 01/06/1999)
- SUN Accumulated Annual Leave – Utilise accumulated leave
- SUN Annual Leave – Utilise annual leave
- SUN Annual Leave OG – Utilise old, accumulated leave (before 01/06/1999)
- SUN Annual Leave OH – Utilise old, long leave (before 01/06/1999)
- SUN Compassionate Leave – Illness of an employee's child or spouse, and death of an employee's spouse, parent, parent-in-law or family member
- SUN Injury on Duty Leave – When a person sustained an injury on duty
- SUN Leave of Absence – For a conference, course, or working from home
- SUN Parental Leave – For an employee who is the parent of a child
- SUN Sick Leave – Sick leave fully paid (old and new leave package)
- SUN Sick Leave Half Paid – When the 120 days' fully paid sick leave have been utilised (separate accrual plan) (old and new leave package)
- SUN Study Opportunity Leave – Study opportunity
- SUN Annual Leave Taken Hours – For employees working part-week.

To capture a leave transaction, select the leave type, as explained above. Now complete the actual start and end date. Enter the date into the “Actual Start” and “End” fields in the format DD- MM-YYYY.

Alternatively, click on the search icon  to the right of these fields for a pop-up window with a calendar to appear, and select the date.



**Absence Detail**

Type: **SUN Annual Leave** Category: **SUN Annual Leave**

Reason:  Occurrence:

Notified: **04-APR-2013** Time:  End:  Time:

Actual Start:  End:  Duration:  Days:  Hours:

Authorized by:  Number:

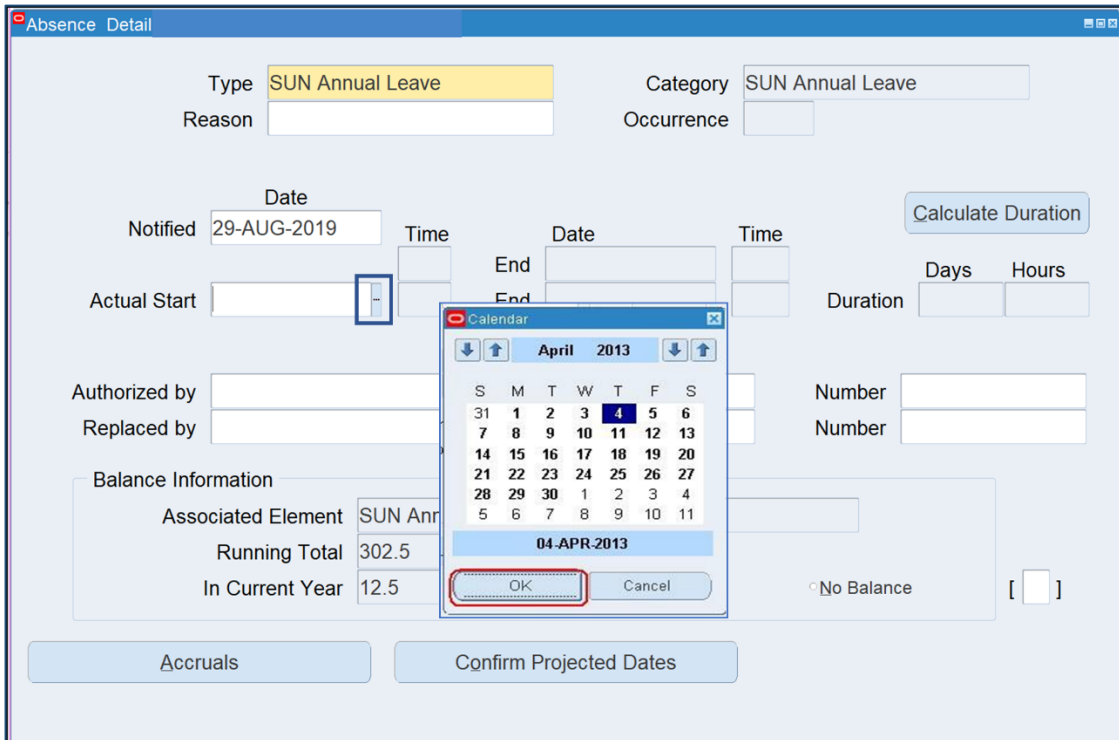
Replaced by:  Number:

**Balance Information**

Associated Element: **SUN Annual Leave Taken**

Running Total: **302.5**

In Current Year: **12.5** ☐ Hours ☒ Days ☐ No Balance



**Absence Detail**

Type: **SUN Annual Leave** Category: **SUN Annual Leave**

Reason:  Occurrence:

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

Actual Start:  End:  Duration:  Days:  Hours:

Authorized by:  Number:

Replaced by:  Number:

**Balance Information**

Associated Element: **SUN Annual Leave Taken**

Running Total: **302.5**

In Current Year: **12.5** ☐ Hours ☒ Days ☐ No Balance

**Calendar**

April 2013

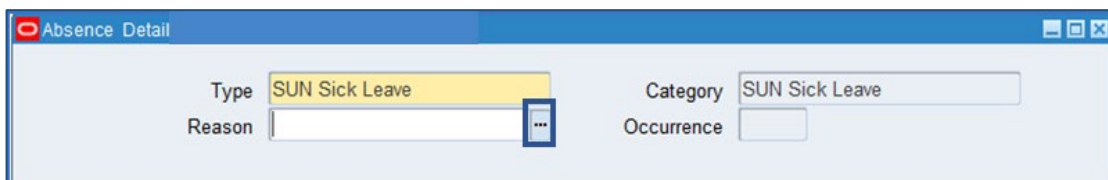
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

**04-APR-2013**

As soon as you enter the end date, the system will automatically calculate the duration of leave. Note, however, that if a person takes half a day's leave, the number of days calculated must be corrected from 1 to 0.5 in the "Duration" field.

NB: Adjustments should also be made to reflect year-end working arrangements. For instance, should the University offices close at 12:45 on 24 December, the period of 22 to 24 December would need to be adjusted to 2.5 days instead of the three days calculated on the system.

When sick leave is captured, this must be accompanied by a reason in the “Reason” field. (A list of possible reasons will appear when clicking on the icon to the right of the field.)



Once you are satisfied that the transaction has been loaded correctly, click on “Save” at the top of the page to save your entries.

The following leave types accrue in calendar days:

- 1) All leave types for security personnel
- a) Sick leave for all appointment

## 4. Payout of Accumulated Leave

**Path: FastPath >> Absence**

For leave days to be paid out, choose the correct leave type, namely “SUN Accum Leave Encashment JV”.

The payout transaction must be processed in the month when the person requires the payment. To be paid out at the end of the month, the transaction must be processed on or before the 10th.

For instance, to have 16 days paid out, enter a 16-day period, e.g. 01-JUL-2013 to 22-JUL-2013. The number of days that will be paid out will appear in the “Duration” field. Once the leave transaction has been saved, a financial transaction will be created on the payroll for payment. The dates entered must not overlap two months as the transaction will not be processed in the payroll, but the leave will be deducted. The leave administrator will have to process a cancellation to have the leave days credited.

For 20 or more days to be paid out, an “Application for payout of accumulated leave” form must be completed, and sent to HR 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:

Cost to company\*75% ÷ 250\*the number of accumulative leave days = R \_ . \_

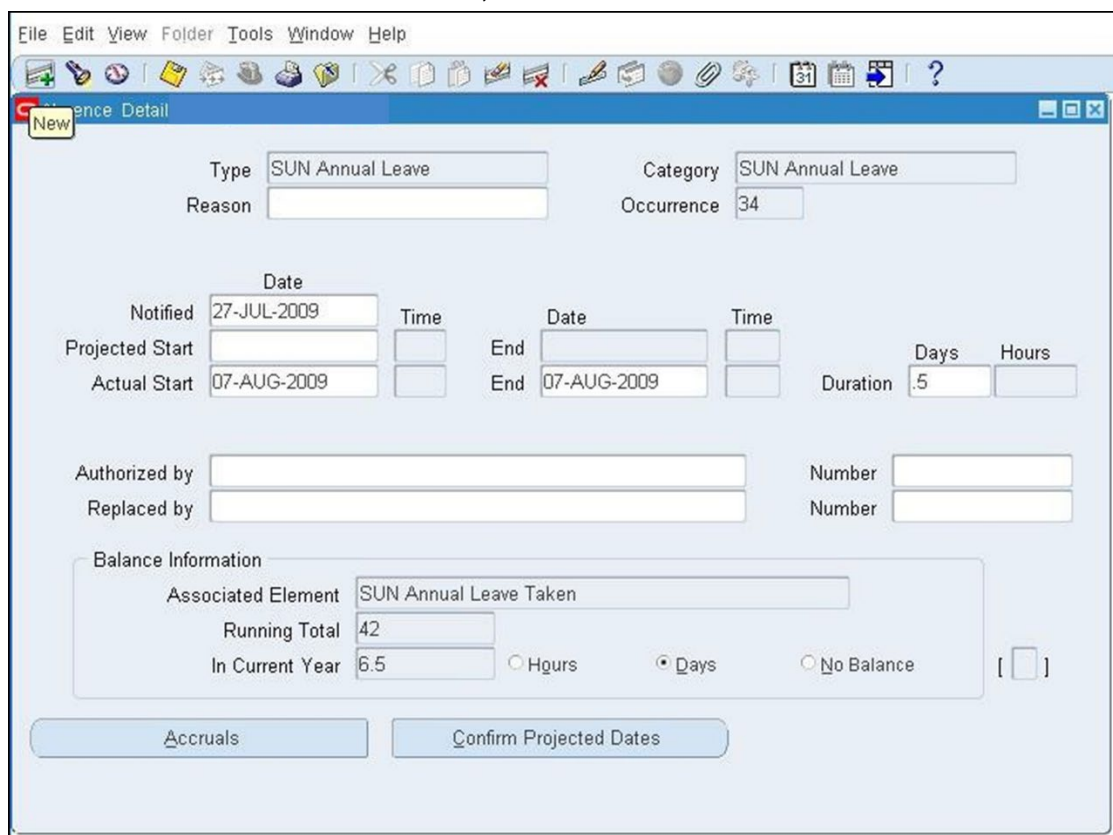
NB: Tax will be deducted from the leave amount payable.

## 5. Cancellation

**Path: FastPath >> Absence**

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

Use your keyboard navigator  to find the record to be corrected. While on the incorrect leave transaction, select the “New” icon.



File Edit View Folder Tools Window Help

New Absence Detail

Type: SUN Annual Leave Category: SUN Annual Leave

Reason: Occurrence: 34

Date: 27-JUL-2009 Time: Projected Start: End: Actual Start: 07-AUG-2009 Time: End: 07-AUG-2009 Duration: 0.5 Days: Hours:

Authorized by: Number: Replaced by: Number:

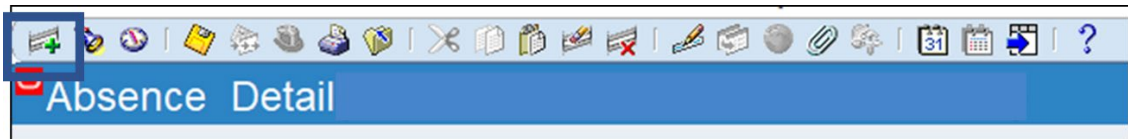
Balance Information

Associated Element: SUN Annual Leave Taken

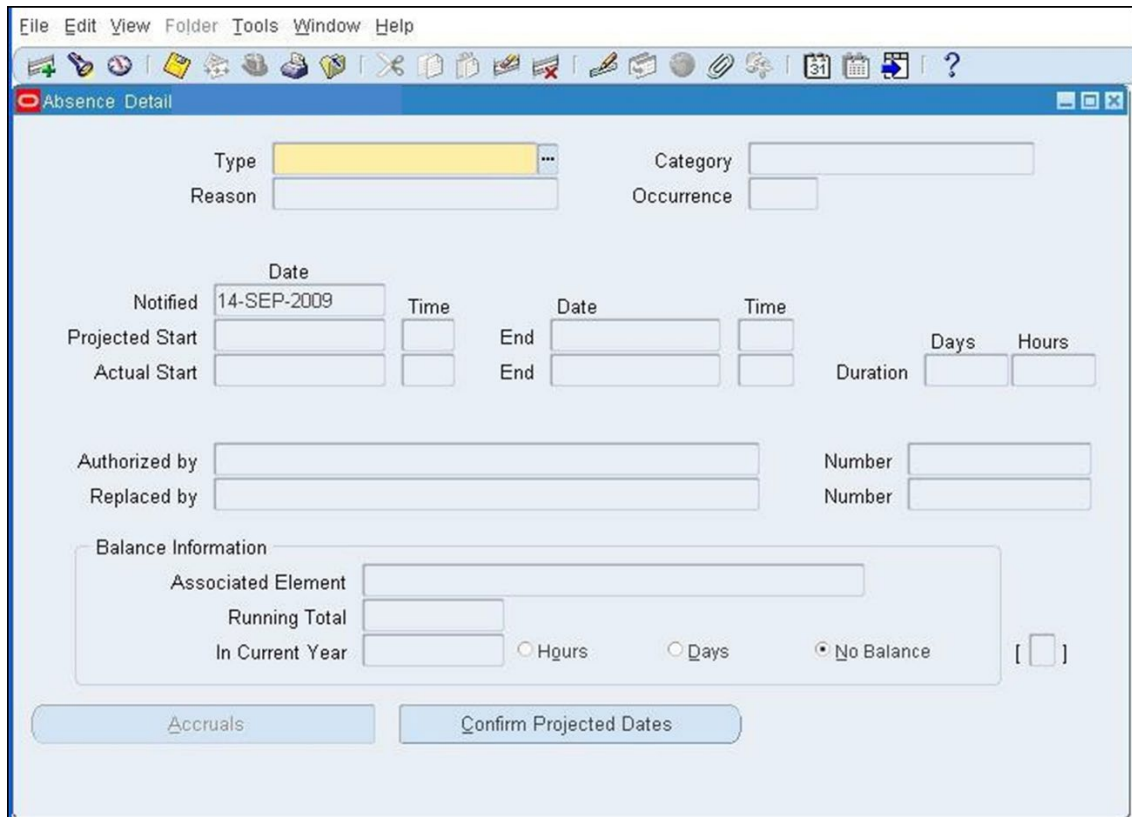
Running Total: 42

In Current Year: 6.5 Hours Days No Balance [ ]

Accruals Confirm Projected Dates



A new (blank) page will appear.



Type  Category   
 Reason  Occurrence

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

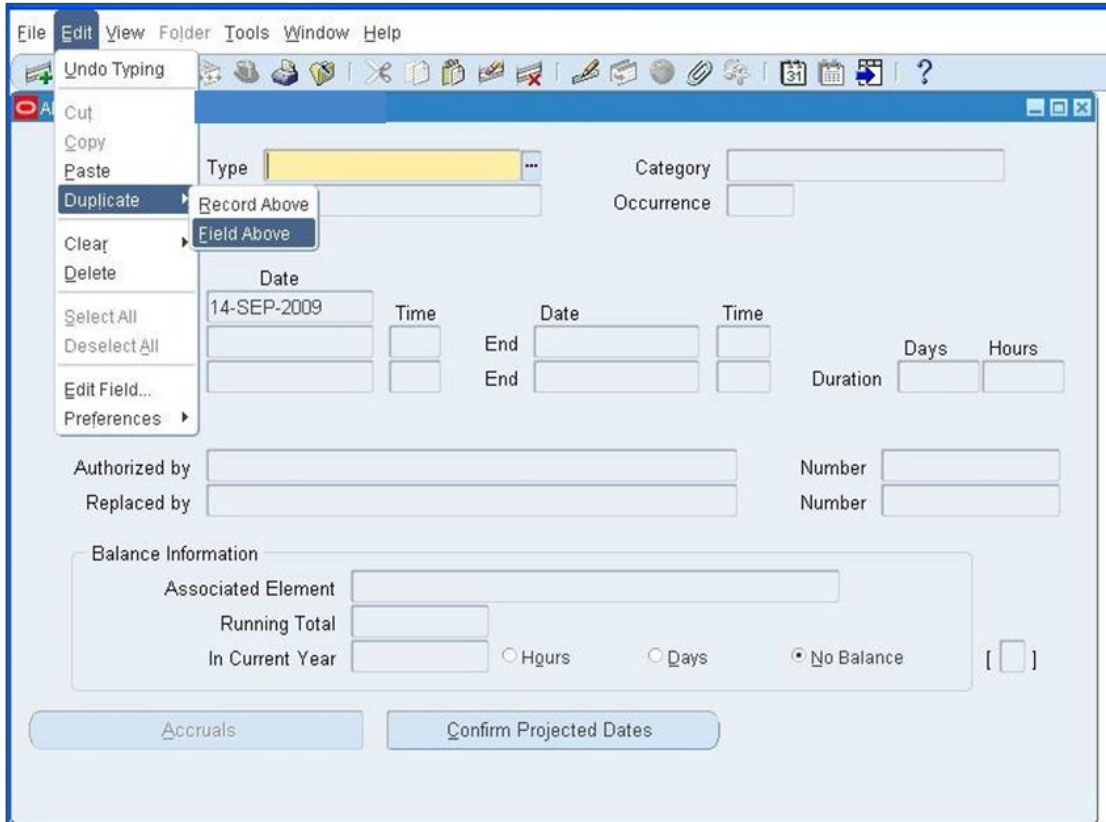
Authorized by  Number   
 Replaced by  Number

Balance Information  
 Associated Element   
 Running Total   
 In Current Year  ☐ Hours ☐ Days ☒ No Balance [  ]

Accruals Confirm Projected Dates

Click in the "Type" field. Click on "Edit" » "Duplicate" » "Field Above". The leave type will be pulled through.





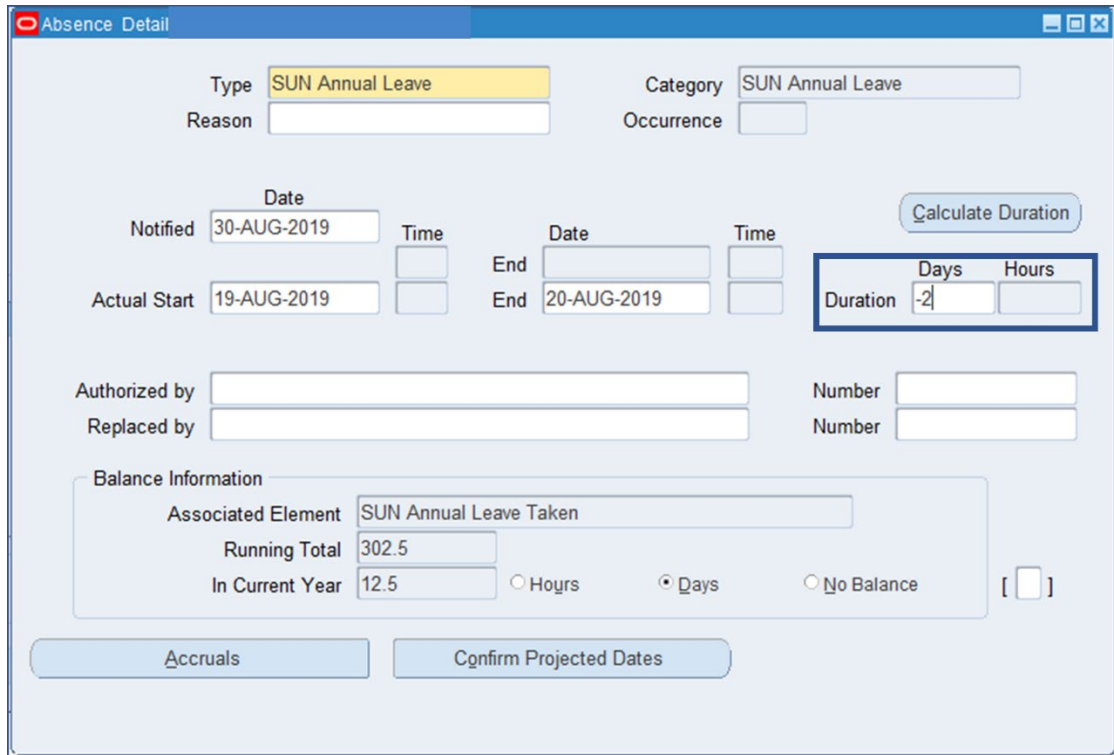
The screenshot shows a software window with a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar. The 'Edit' menu is open, showing options like Cut, Copy, Paste, Duplicate, Clear, Delete, Select All, Deselect All, Edit Field..., and Preferences. The 'Duplicate' option is selected, and a sub-menu is open showing 'Record Above' and 'Field Above'. The 'Field Above' option is selected. The main form area contains various input fields and buttons. The 'Date' field is set to '14-SEP-2009'. The 'Duration' field is set to '2'. The 'Accruals' button is highlighted.

Select the “Actual Start” field. Click on “Edit” » “Duplicate” » “Field Above”. The correct date will be pulled through.

Now select the “End” date field. Click on “Edit” » “Duplicate” » “Field Above”.

The number of days will appear in the “Duration” field. If, for instance, the number of days is 2, change it to -2.





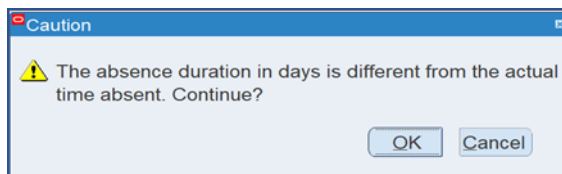
The screenshot shows the 'Absence Detail' form. The 'Type' is 'SUN Annual Leave' and the 'Category' is 'SUN Annual Leave'. The 'Reason' field is empty. The 'Occurrence' is empty. The 'Notified' date is '30-AUG-2019' and the 'Actual Start' date is '19-AUG-2019'. The 'End' date is '20-AUG-2019'. The 'Duration' is '-2' days. The 'Authorized by' and 'Replaced by' fields are empty. The 'Number' field is empty. The 'Balance Information' section shows 'Associated Element' as 'SUN Annual Leave Taken', 'Running Total' as '302.5', and 'In Current Year' as '12.5'. The 'Hours' radio button is selected. The 'Accruals' and 'Confirm Projected Dates' buttons are at the bottom.

**Note: Selecting the “Cancel Leave” option in the “Reason” field does not actually cancel the transaction.**

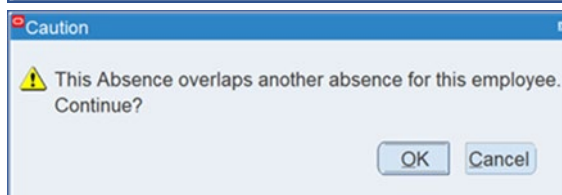


The screenshot shows the 'Absence Detail' form with the 'Reason' field set to 'Cancel Leave'. The 'Occurrence' is '35'.

When clicking on the “Save” icon, the system will generate a warning that the absence duration is different from the actual days absent, and that the absence overlaps with another absence. Ensure that the data or transaction is correct before clicking on “OK”.



The screenshot shows a 'Caution' dialog box with the message: 'The absence duration in days is different from the actual time absent. Continue?'. The 'OK' button is highlighted.

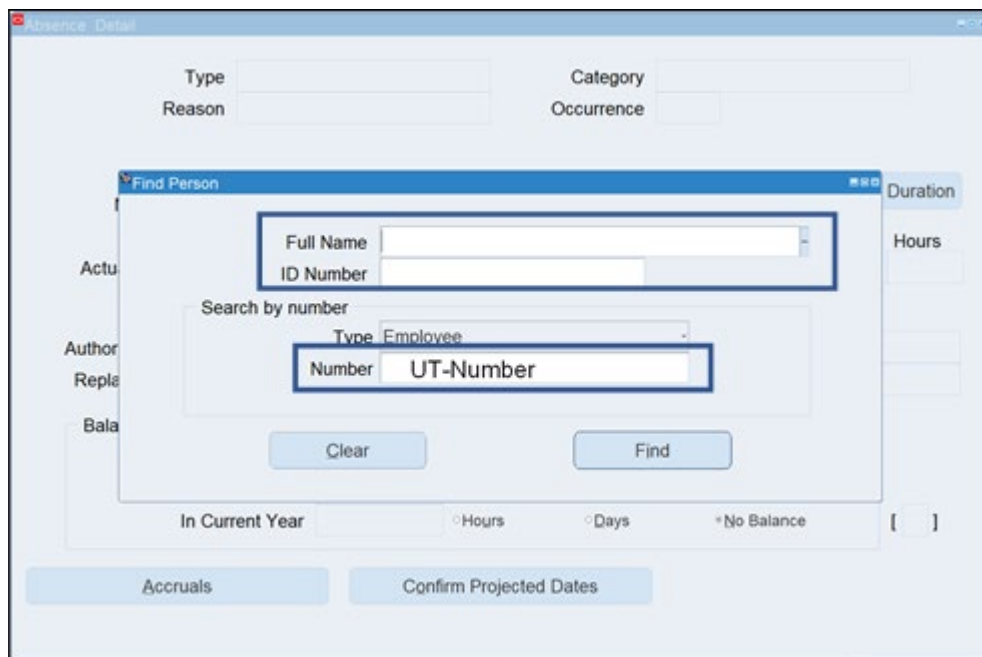
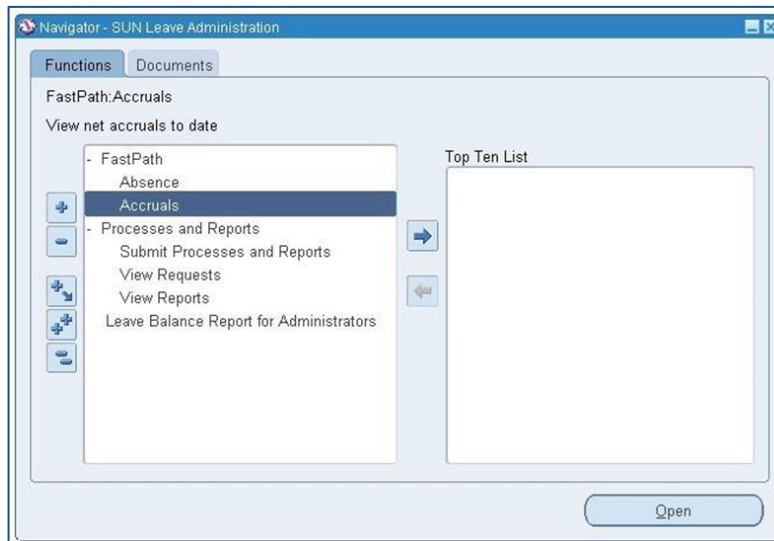


The screenshot shows a 'Caution' dialog box with the message: 'This Absence overlaps another absence for this employee. Continue?'. The 'OK' button is highlighted.

## 6. Accruals

The accruals function allows you to view leave balances.

**Path: FastPath >> Accruals**

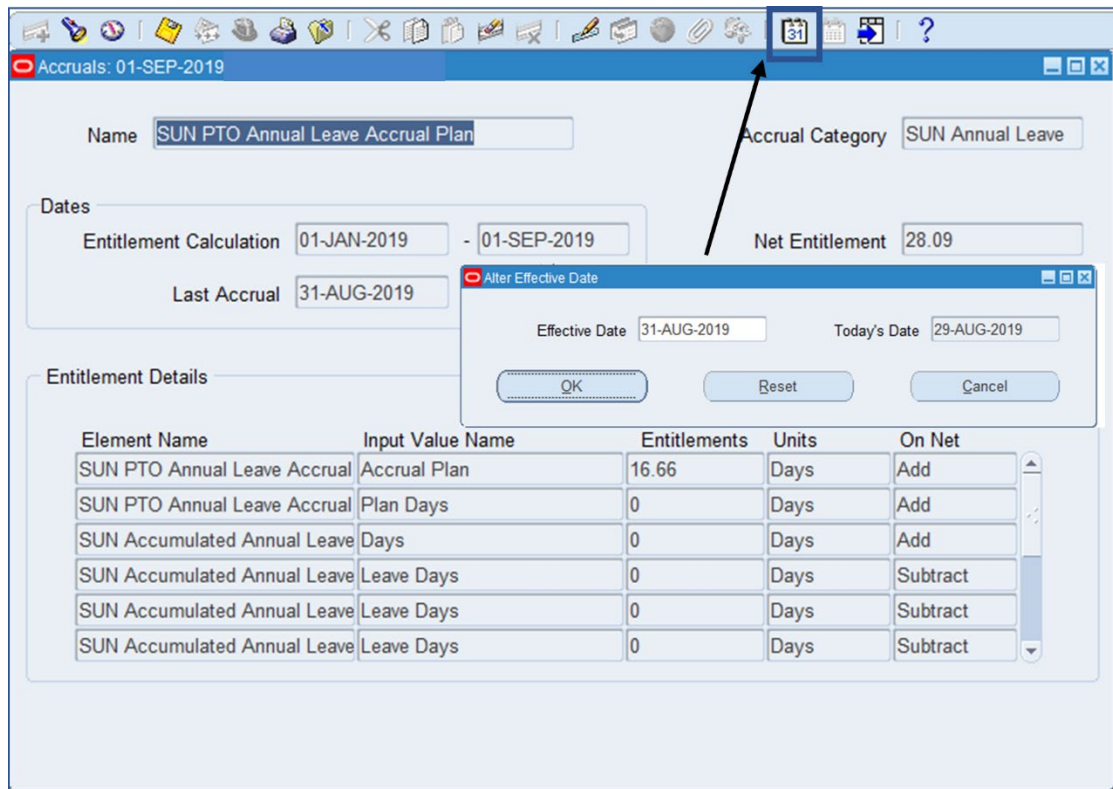


To find an employee, enter either the person's full name or UT number and click on "Find".

Frequently requested leave balances are for sick leave and compassionate leave.

The first screen that opens will be "SUN PTO Annual Leave Accrual Plan". The leave balance is displayed in the "Net Entitlement" field.

Use the arrow keys on your keyboard to page between different leave types.

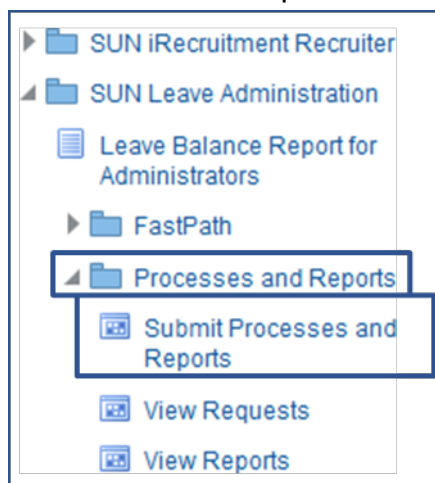


Element Name	Input Value Name	Entitlements	Units	On Net
SUN PTO Annual Leave Accrual	Accrual Plan	16.66	Days	Add
SUN PTO Annual Leave Accrual	Plan Days	0	Days	Add
SUN Accumulated Annual Leave	Days	0	Days	Add
SUN Accumulated Annual Leave	Leave Days	0	Days	Subtract
SUN Accumulated Annual Leave	Leave Days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

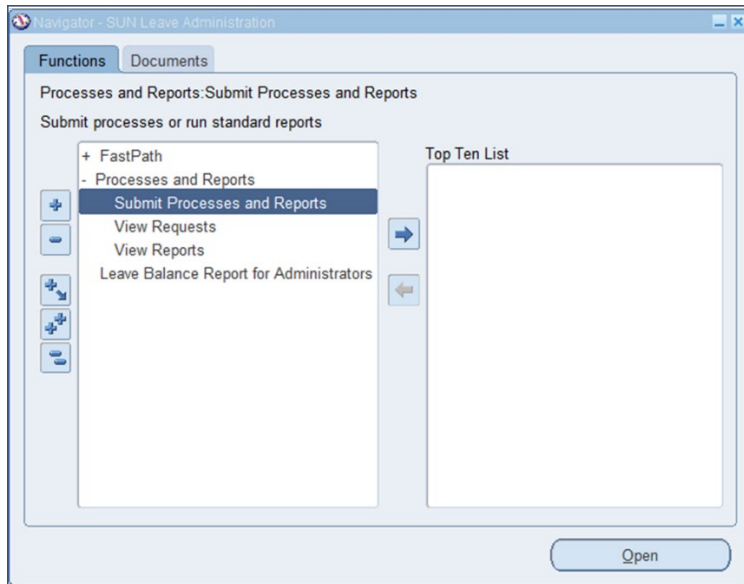
Click on the calendar at the top to change the system date to the end of the month for which you require a balance. **Always select the end of the month to obtain the correct balance.**

## 7. Absences Report

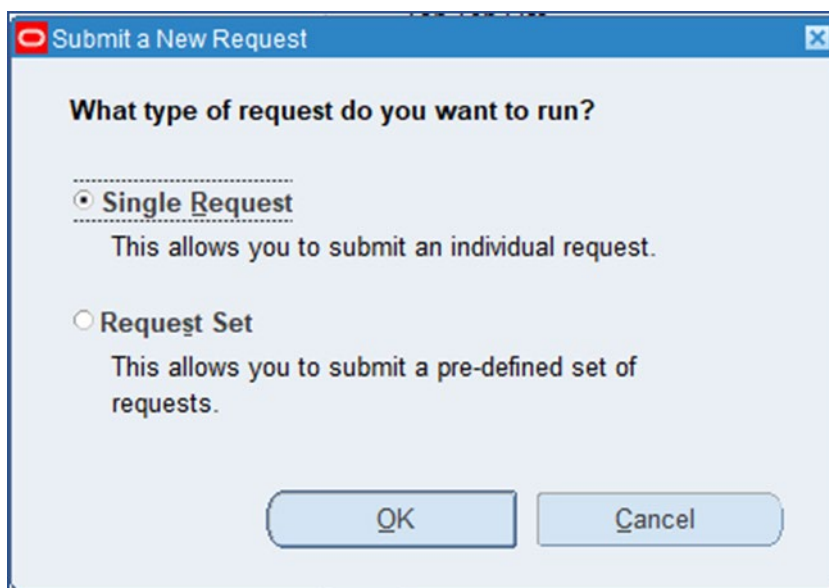
On SUN Employee Self-Service, click on “SUN Leave Administration”, “Processes and Reports” and “Submit Processes and Reports”.



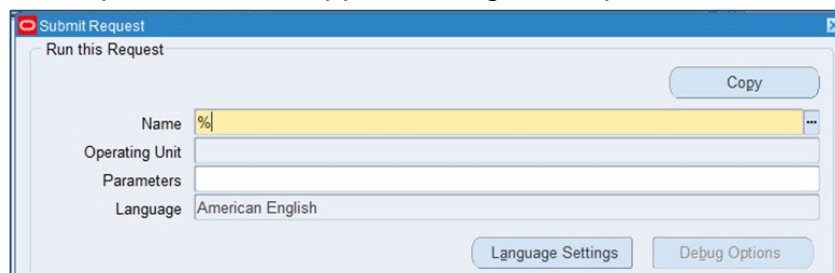
If you are logged on to Oracle Personal User Interface (PUI), click on “Processes and Reports” and then “Submit Processes and Reports”.



On the pop-up screen, check that “Single Request” is ticked, and then click on “OK”.

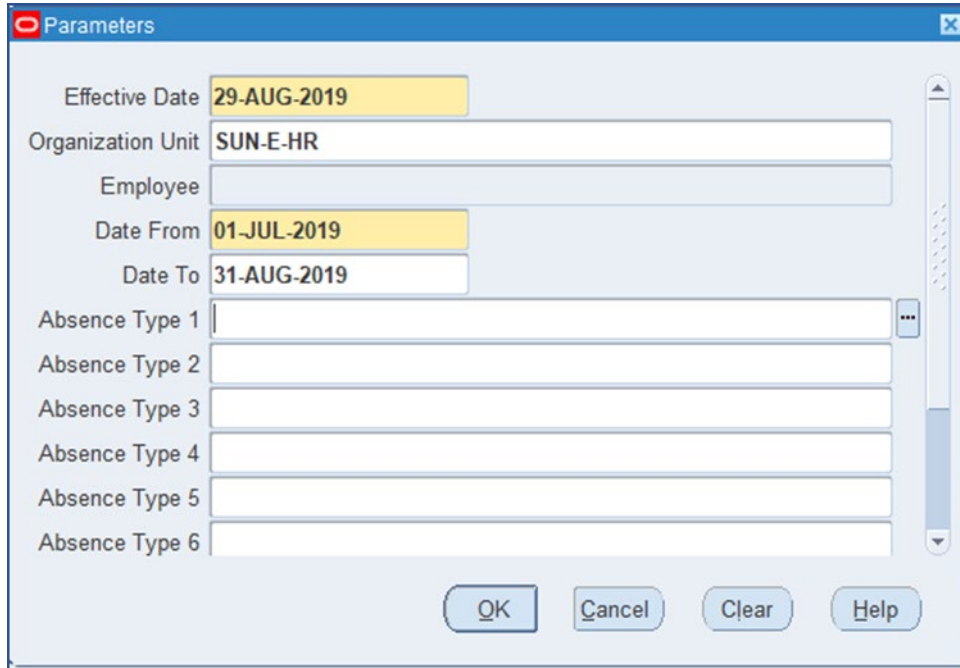


In the “Name” field, enter the % sign and press the Tab key on your keyboard. The report name will appear, along with a parameters box to be completed.



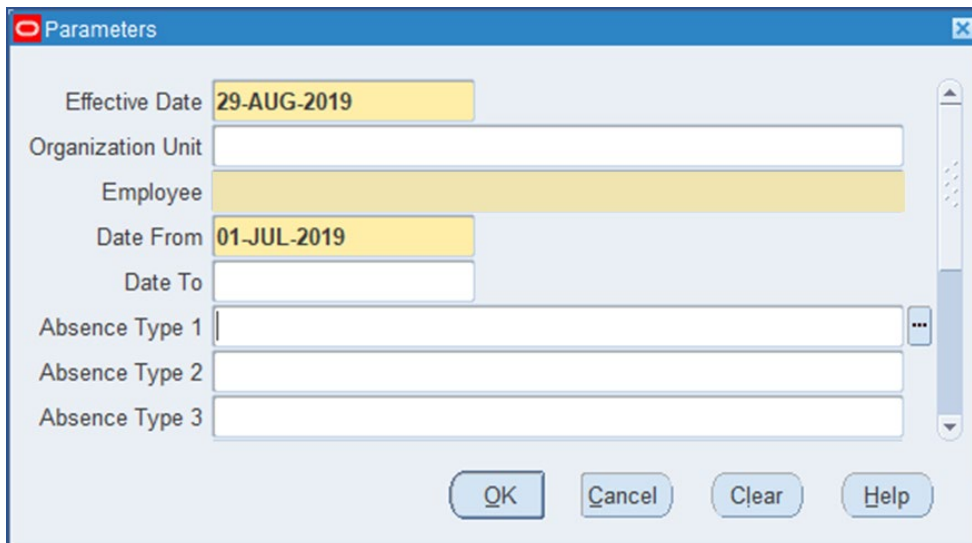
The absences report can be run for an entire organisation or a single employee.

- a) For an organisation, enter the organisation name in the “Organization Unit” field and press the Tab key on your keyboard.



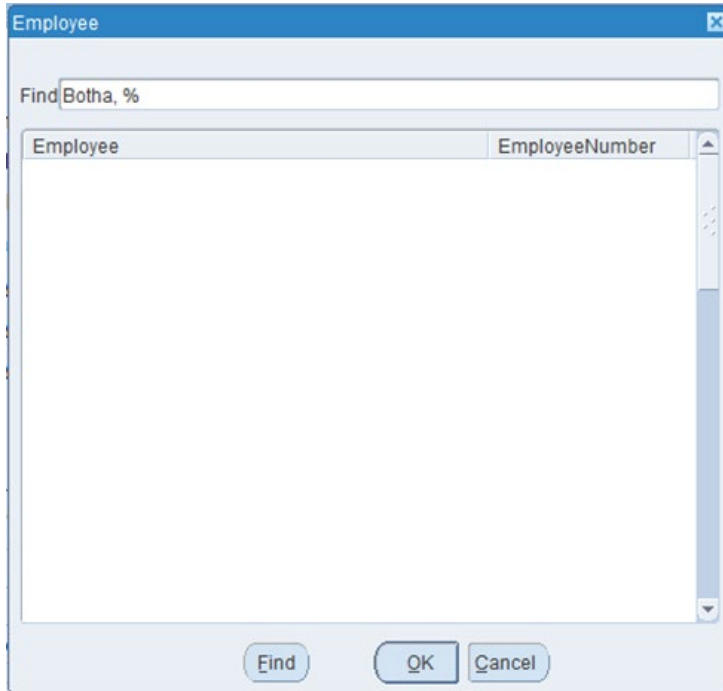
The screenshot shows the 'Parameters' dialog box. The 'Effective Date' is set to 29-AUG-2019. The 'Organization Unit' field is populated with 'SUN-E-HR'. The 'Employee' field is empty. The 'Date From' is set to 01-JUL-2019 and the 'Date To' is set to 31-AUG-2019. There are six 'Absence Type' fields, all of which are empty. At the bottom, there are four buttons: OK, Cancel, Clear, and Help.

- 1) For a single employee, enter the staff member’s UT number between two percent signs in the “Employee” field (e.g. %13341510%) and press the Tab key on your keyboard. The employee’s name will appear.

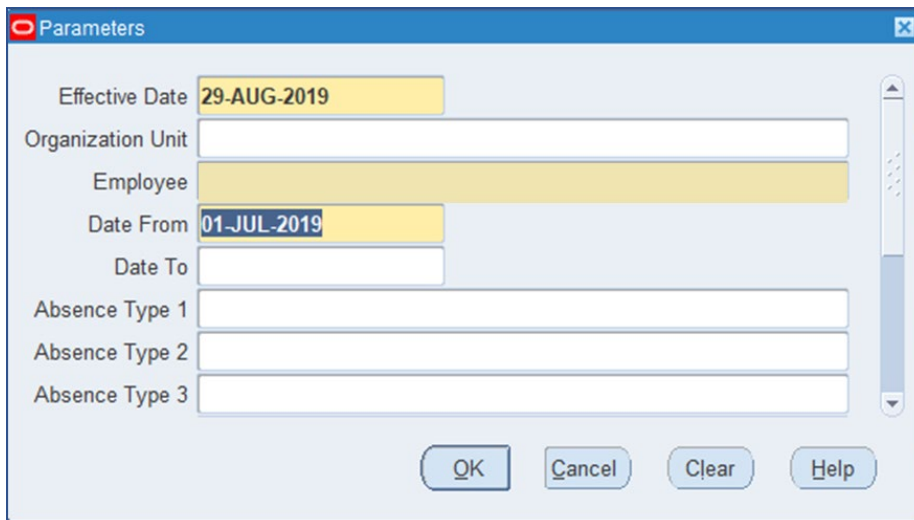


The screenshot shows the 'Parameters' dialog box. The 'Effective Date' is set to 29-AUG-2019. The 'Organization Unit' field is empty. The 'Employee' field is highlighted with a yellow bar, indicating that the employee's name has been populated. The 'Date From' is set to 01-JUL-2019 and the 'Date To' is empty. There are three 'Absence Type' fields, all of which are empty. At the bottom, there are four buttons: OK, Cancel, Clear, and Help.

Alternatively, enter a part of the employee’s surname followed by a percent sign (e.g. Botha%) and press the Tab key on your keyboard. A dropdown list of names will appear. Select the correct one and click on “OK”.



The "Employee" window is a search interface. It features a search bar at the top with the text "Find Botha, %". Below the search bar is a table with two columns: "Employee" and "EmployeeNumber". The table is currently empty. At the bottom of the window are three buttons: "Find", "OK", and "Cancel".




The "Parameters" window is a form for configuring search criteria. It includes the following fields:
 

- Effective Date:** 29-AUG-2019
- Organization Unit:** (empty)
- Employee:** (empty)
- Date From:** 01-JUL-2019
- Date To:** (empty)
- Absence Type 1:** (empty)
- Absence Type 2:** (empty)
- Absence Type 3:** (empty)

 At the bottom are four buttons: "OK", "Cancel", "Clear", and "Help".

The cursor will jump to the "Date From" field. This is the date from which the report must generate the employee's absence records. Enter the date in the format DD-MON-YYYY.

"Date To" is the date up to which you wish to generate the employee's absence records. If the "Date To" field is kept blank, the system will generate all absence records up until the present.

Select the absence type(s) for which you require absence records. Up to ten leave types may be selected. Click on the search button  to the right of the "Absence Type" field to make a selection.



Absence Type 1

Find SUN %

- Absence Type 1
- SUN Accum Leave Encash Over 60
- 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 Continuation of Work Elsew
- SUN Injury on Duty Leave
- SUN Leave of Absence
- SUN Sick Leave
- SUN Sick Leave Half Paid
- SUN Sick Leave Temporary

Find OK Cancel

Parameters

Effective Date 29-AUG-2019

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

OK Cancel Clear Help

Click on “OK” and then on “Submit” on the next screen.

Submit Request

Run this Request

Copy

Name Absences Report

Operating Unit

Parameters 29-AUG-2019.SUN-E-HR.01-JUL-2019.31-AUG-2019.SUN Annual Leave.SUN Sick Leave...

Language American English

Language Settings Debug Options

At these Times

Run the Job As Soon as Possible

Schedule

Upon Completion

☒ Save all Output Files ☐ Burst Output

Layout

Options

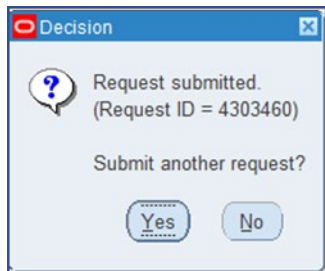
Notify

Print to noprint

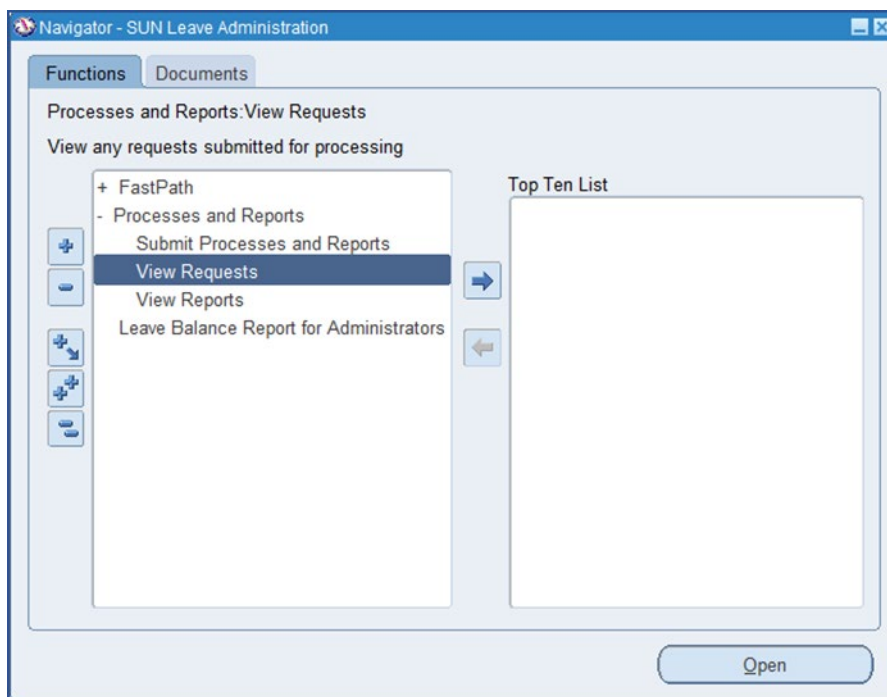
Delivery Opts

Help (C) Submit Cancel

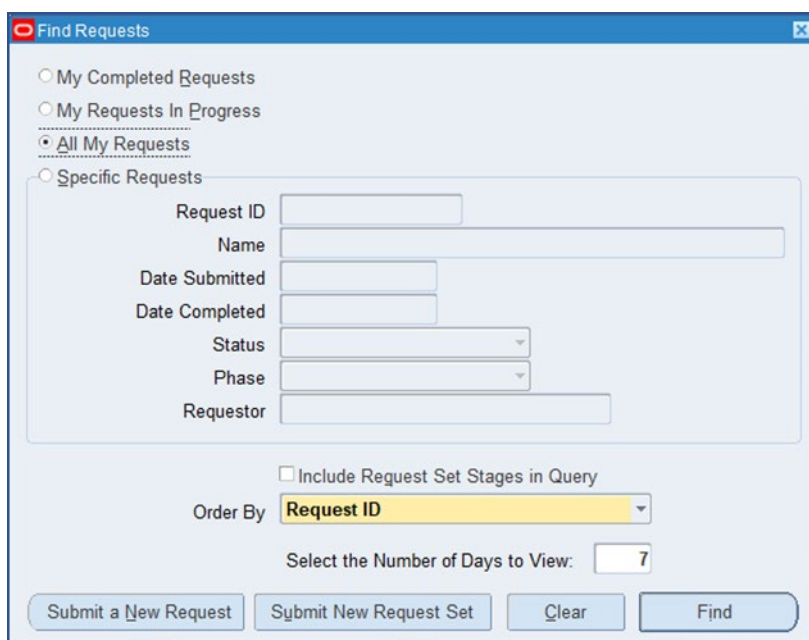
Click on “No” on the next pop-up screen.



Click on “View Requests” to see whether the report has been generated, and to view it.

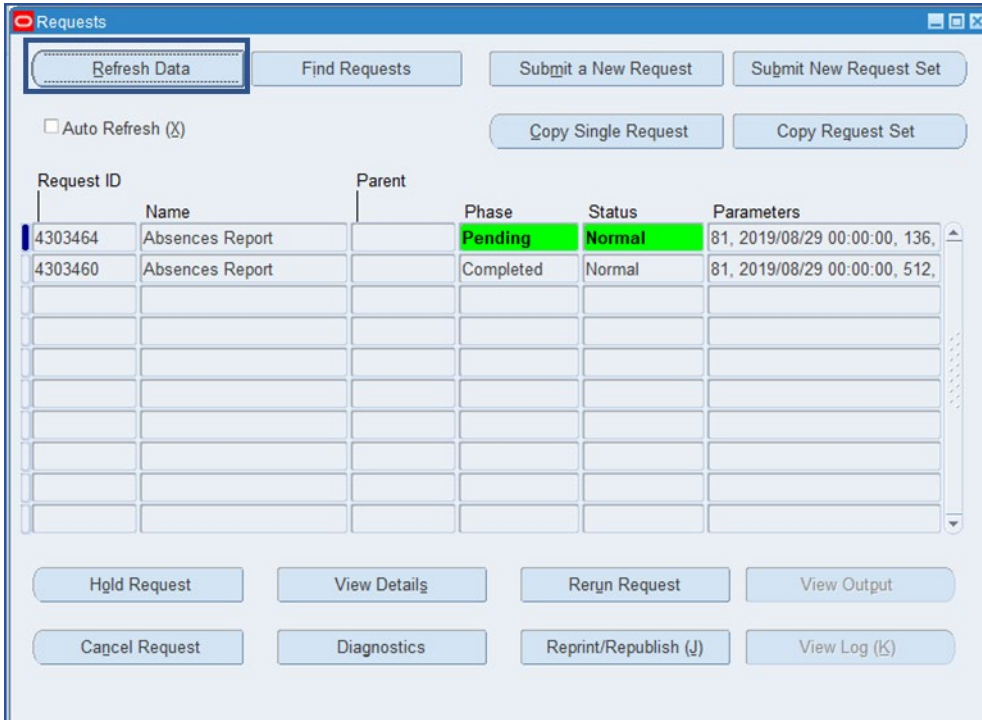


Click on “Find”.





If the “Phase” field says “Pending”, the report has not started generating yet. Click on “Refresh Data”.

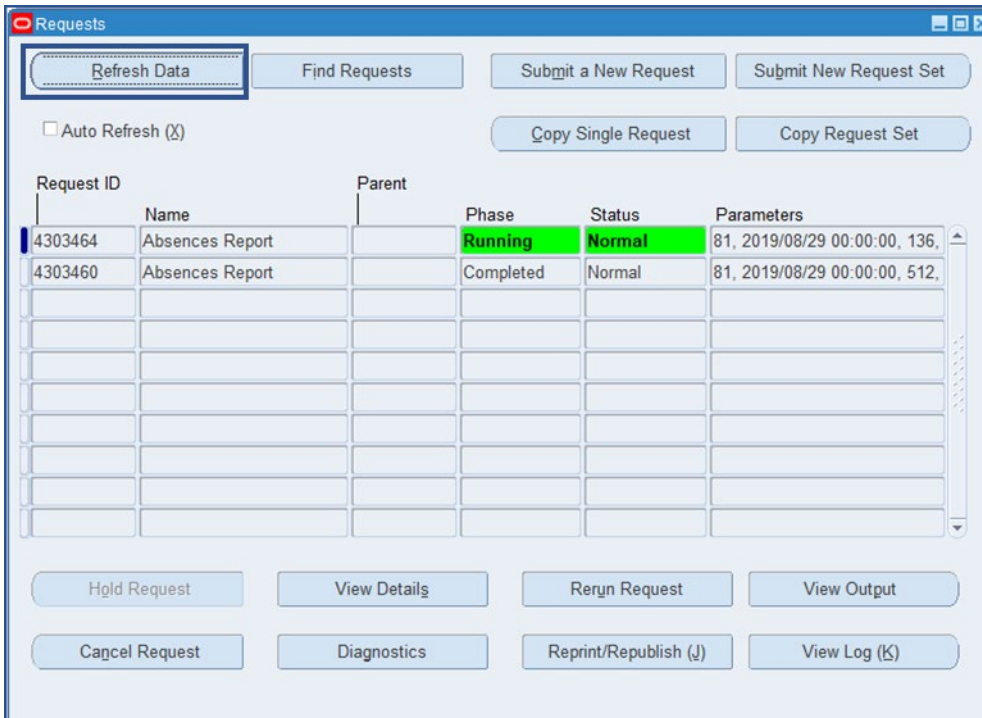


The screenshot shows a window titled "Requests" with a table of request data. The "Refresh Data" button is highlighted with a red box. The table has columns for Request ID, Name, Parent, Phase, Status, and Parameters.

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,

Buttons at the bottom: Hold Request, View Details, Rerun Request, View Output, Cancel Request, Diagnostics, Reprint/Republish (J), View Log (K).

If the “Phase” field changes to “Running”, the report is being generated.

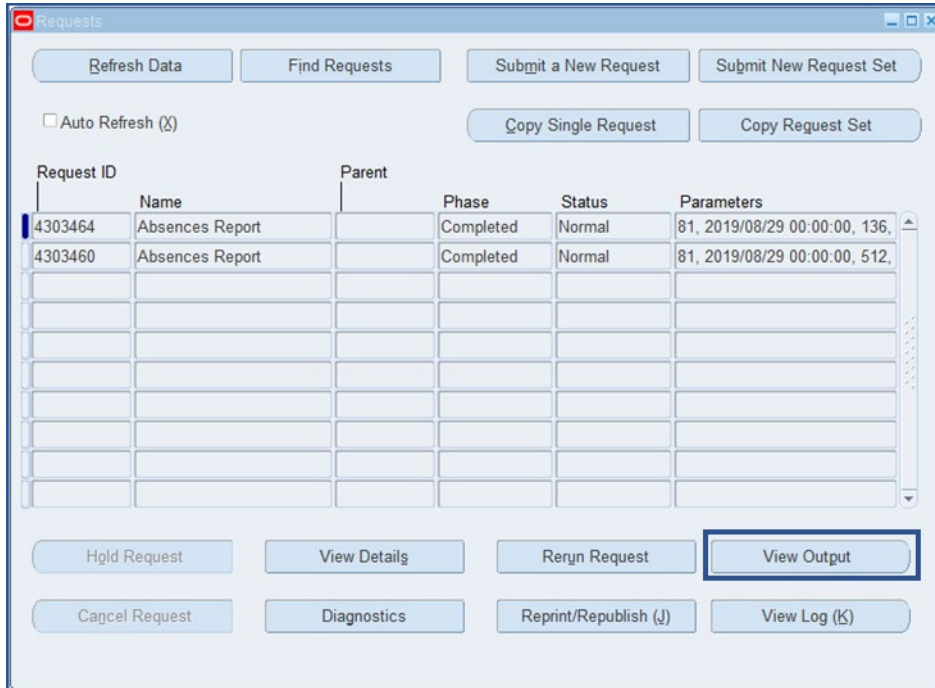


The screenshot shows the same "Requests" window, but the "Phase" field for request 4303464 has changed to "Running". The "Refresh Data" button is still highlighted with a red box.

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,

Buttons at the bottom: Hold Request, View Details, Rerun Request, View Output, Cancel Request, Diagnostics, Reprint/Republish (J), View Log (K).

When the “Phase” field changes to “Completed”, the report has been generated, and is ready to be viewed.



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:

Type	Reason	Start Date	End Date	Length of Absence- 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	

## 8. Hourly Leave for Employees with Part-Week Contracts

A new leave subsystem has been developed to capture hourly leave. The system has specifically been designed for employees who work only part of a week, such as two, three or four days a week. This was necessary to ensure that all employees qualify for the correct amount of leave in line with statutory prescripts.

The new leave subsystem will be implemented with effect from 1 August 2019. All appointments effective 1 August 2019 and working only part-week are linked to the new subsystem.

Such employees are required to apply for leave on an hourly basis, using the leave type “SUN Annual Leave Taken Hours” on Employee Self-Service.

The process to capture such leave is as follows:  
Use SUN Employee Self-Service.

Under “Enter Absence Details”, select the absence type “SUN Annual Leave Taken Hours” from the “Absence Type” dropdown list.

**Create Absence: Enter Absence Details**

Employee Name  
Organization Email Address

Employee Number  
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

Absence Category SUN Annual Leave Hours

Absence Reason

Enter the start date and time as well as the end date and time of the leave transaction. The system will calculate the number of hours applied for.

Absence Status Confirmed

\* Absence Type SUN Annual Leave Taken Hours

Absence Category SUN Annual Leave Hours

Absence Reason

Duration

\* Start Date 29-Jul-2019

End Date 29-Jul-2019

Start Time 08:00

End Time 12:00

HH:MM (12:00-11:59)

✓ TIP Start Date is required.

Hours

Total 4

Calculate Duration

If the leave period exceeds one day, the correct start and end dates and times must be entered. The staff member or leave administrator is required to overwrite the total hours with the correct number of hours (such as by entering half a day’s leave).

System calculates leave hours applied for:

Absence Status Confirmed  
 \* Absence Type SUN Annual Leave Taken Hours  
 Absence Category SUN Annual Leave Hours  
 Absence Reason   
 Duration \* Start Date 29-Jul-2019 Start Time 08:00  
 End Date 31-Jul-2019 End Time 12:00  
 HH:MM (12:00-11:59)  
 TIP Start Date is required.  
 Hours  
 Total 19 Calculate Duration

Hours are overwritten with correct leave hours:

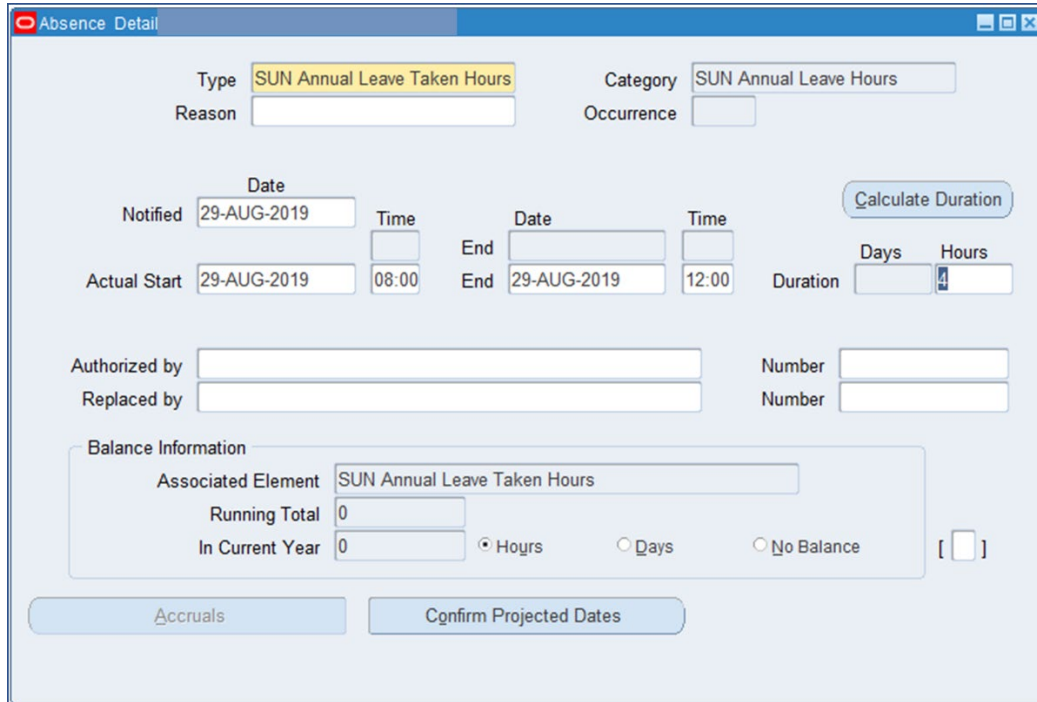
Absence Status Confirmed  
 \* Absence Type SUN Annual Leave Taken Hours  
 Absence Category SUN Annual Leave Hours  
 Absence Reason   
 Duration \* Start Date 29-Jul-2019 Start Time 08:00  
 End Date 31-Jul-2019 End Time 12:00  
 HH:MM (12:00-11:59)  
 TIP Start Date is required.  
 Hours  
 Total 12 Calculate Duration

For leave administrators, the hourly leave process is as follows:

Select the absence type “SUN Annual Leave Taken Hours”.

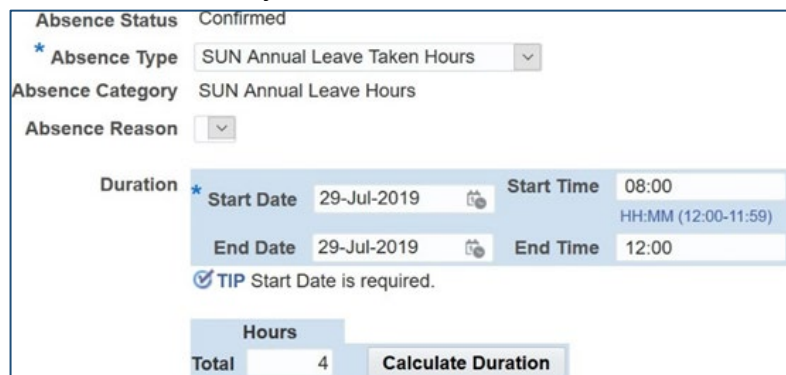
Absence Detail  
 Type  Category   
 Reason   
 Notified 29-AUG  
 Actual Start   
 Authorized by   
 Replaced by   
 Balance Information  
 Associated   
 Run   
 In Curr   
 Accruals   
 Find SUN %  
 Name  
 SUN Accum Leave Encash Over 60  
 SUN Accum Leave Encashment JV  
 SUN Accum Leave Encashment 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 Injury on Duty Leave  
 SUN Leave of Absence  
 SUN Sick Leave  
 SUN Sick Leave Half Paid  
 Calculate Duration  
 Days  Hours   
 Duration   
 Number   
 Number   
 Balance [  ]  
 Find OK Cancel

Enter the actual start date and start time of the leave, as well as the end date and time. The system will calculate the hours taken.



If the leave period exceeds one day, the correct start and end dates and times must be entered, and the total hours overwritten with the correct hours (such as by entering half a day's leave).

Enter the start date and time as well as the end date and time of the leave transaction. The system will calculate the number of hours applied for.



**Note:** Employees and leave administrators will be responsible for ensuring that the correct hours are 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 correspond with the employee's contract hours for a day.

For any assistance, employees or leave administrators may contact the sun-e-HR Support Centre on 021 808 2753 or [sun-e-hr@sun.ac.za](mailto:sun-e-hr@sun.ac.za).

## 9. Background Processes done at Human Resources

- 1) The annual leave carry-over process is run once a year on 31 December. This process splits the annual leave balance into accumulated and non-accumulated leave (for employees appointed prior to January 2008), and carries over the leave balance to the new year. Non-accumulated leave is carried over for employees appointed as from 1 January 2008.
- 2) There are two processes in respect of leave forfeiture: One is run on 31 December to check for non-accumulated leave not utilised by then. The other is run daily to see which employees have utilised unpaid leave or unpaid sick leave. For every 14 days' unpaid leave or unpaid sick leave taken during a particular month, staff members forfeit one month's leave.