What is Absence Management?

Absence Management is the system of record for all absences. It is where paid time off is requested, approved and transferred to Time and Labor. Absence Management also maintains an employee's accrual balances.

What is Time & Labor?

Time & Labor is the system of record for all time worked. Time worked is reported, approved and converted to payable time for payroll purposes.

Advantages

- Ability to submit past and future absence requests online
- Absence balances are updated and viewable after each pay period closes
- Ability to see detailed absence request history
- No longer need to submit a paper form for absence adjustments after a pay period closes.

How do the modules work together?

- Manager maintains employees’ work schedule in Time and Labor
- Employee reports and requests absences via Employee Self-Service
- Manager approves absences via Manager Self-Service
- System processes and finalizes absences, and then converts to payable time
- Employee reports and submits time. Manager approves reported time
- Absence Management system converts reported time to payable time
- Payable time is sent to payroll.

Example Absence Types

- Military Leave
- Sick
- Educational Support Leave
- Comp Time
- FMLA Leave
- Vacation