What is Absence Management?

*Oracle Absence Management Module* enables employees paid on a salaried basis to submit work absence-related information electronically.

**NOTE:** Employees paid on an hourly basis track their absences in Workforce and will not use the Absence Management module.

*Absence Management* is integrated with University Human Resources (UHR) systems and Payroll. *Oracle Absence Management Module* allows you to enter a PTO request online, view your PTO accrual balances, and view your personal absence history.

When you submit an electronic absence request, *workflow* routes your request to your supervisor and/or UHR (if needed) for approval.

**When should I submit a PTO request?**

A *planned* absence will occur sometime in the future. A planned absence request is entered BEFORE the absence. Following a planned absence, you must log in to the system and change it to confirmed.
A confirmed absence is an absence that has already occurred. A confirmed absence can only be submitted AFTER you have been away from work. Upon return to work, submit your confirmed absence.

**NOTE:** The system does not enforce your department’s policies for requesting and approving time off. If your department has additional processes, please discuss this with your supervisor.

**Where is the online PTO request form?**
The online form is available in OHIO’s e-Business Suite: My Personal Information.

1. Visit: [https://www.ohio.edu/ebiz/ebiz.html](https://www.ohio.edu/ebiz/ebiz.html)
2. Click My Personal Information.
3. Enter your OHIO ID and Password and click Login.
5. Click the + to expand your My Personal Information folder.
6. Click Absence Management.

**How much PTO have I accrued?**
*Oracle Absence Management Module* allows employees to view PTO balances. The total amount of PTO accrued varies by employment type and Full Time Equivalent (FTE). The **PTO Balances** tab will display your PTO accrual balances. Planned absences will be reflected in your totals when the request is approved by your supervisor.

By default, accruals are displayed as of today’s date. If you are planning a future absence, you may select a future effective date to view projections of your PTO accrual balances.

**Why does my pay slip show a different PTO accrual balance than Oracle Absence Management?**
*My Personal Information*’s online pay slip shows the balance at the time payroll was run.

**What are absence types?**
Absence types include the following:
• Vacation Presidential Appointment
• Sick Presidential Appointment
• Personal Days Administrative
• Unpaid Absence
• Parental
• Beginning April 1, 2020 and extending through December 31, 2020 additional types of emergency paid sick leave and expanded family medical leave are available under the Families First Coronavirus Response Act (FFCRA). These include:
  1. COVID Emergency Sick; and
  2. COVID Partial Pay FMLA
     - Please see the Directions: Enter a PTO Request section below for details and requirements of each type of COVID related leave.

What are absence reasons?
An absence reason must be used to convey to your supervisor your intent for taking time off. They include:

• Bereavement
• Child Birth/Placement
• Employee Illness/Injury
• Family Illness/Injury
• Medical Provider Visit
• Military Obligation
• Parental
• Sick
• Vacation
• Personal
• COVID Employee Illness
• COVID Family Illness
• COVID Child Care

Directions: Enter a PTO Request
1. To enter an absence, in the Absence Management: Summary click the Create Absence button.
2. In the Absence Status field, click the down arrow and select Confirmed or Planned.

3. In the Absence Type field, click the down arrow and select the desired option.

IMPORTANT: PLEASE READ ALL OF THE AVAILABLE OPTIONS BELOW BEFORE MAKING YOUR SELECTION.

Under the FFCRA, eligible employees will be granted up to 80 hours of COVID Emergency Sick leave, or their part-time equivalency. The various reasons for leave (see below) have different rates of pay assigned.

Select COVID Emergency Sick if:

• You are not able to work on site or remotely because:
  1. You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
  2. You have been advised by a health care provider to self-quarantine related to COVID-19;
  3. You are experiencing COVID-19 symptoms and seeking a medical diagnosis;

• Leave under reasons #1-3 above will be paid at your regular rate of pay, capped at $511 per day and $5,110 total under the FFCRA.

  4. You are caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
  5. You are caring for your child (under 18 years of age) whose school or place of care (or child care provider is unavailable) due to COVID-19 related reasons; or
  6. You are experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.
• Leave under reasons #4-6 above will be paid at two-thirds your regular rate of pay, capped at $200 per day and $2000 total under the FFCRA.

• IMPORTANT: COVID EMERGENCY SICK PAY CAN ONLY BE TAKEN IN FULL-DAY INCREMENTS, AND EACH INSTANCE MUST BE ENTERED SEPARATELY UNLESS IT COVERS CONSECUTIVE DAYS.
  o For example, if an employee needs to take three full days, Monday, Wednesday, and Friday, that leave must be entered as three separate leave requests in Absence Management.
  o Alternatively, if an employee needs to take leave Monday, Tuesday, and Wednesday – while that still totals three days of the ten day allowance – the time may be entered as one, consecutive, three-day request in Absence Management.

Select COVID Partial Pay FMLA if:

• Under the FFCRA, eligible employees also have up to 10 weeks of paid expanded family medical leave available. This expanded family medical leave is paid at two-thirds your regular rate of pay and is capped at $200 per day and $10,000 total. You are eligible if:
  o You have been employed with Ohio University for at least 30 calendar days; and
  o You have not utilized 12 weeks of regular FML in the last 12 months; and
  o You are not able to work on site or remotely due to a bona fide need for leave to care for your child (under 18 years of age), whose school or child care provider is closed or unavailable for reasons related to COVID-19.

IMPORTANT: COVID PARTIAL PAY FMLA CAN ONLY BE TAKEN IN FULL DAY INCREMENTS.

**Alternatively, you can use any type of accrued paid time for reasons #1-4 and #6 in order to receive your regular rate of pay instead of two-thirds your rate of pay. PLEASE remember to flag your leave as FMLA related.
**Alternatively, you can use accrued vacation, comp time, or personal time for reason #5 in order to receive your regular rate of pay instead of two-thirds your rate of pay.**

**PLEASE NOTE:** Accrued sick leave cannot be used for childcare needs due to COVID-19 related closures of schools or childcare providers.

**IMPORTANT:** The Families First Coronavirus Response Act Leave Request form must be completed and submitted to uhr@ohio.edu. The form is available [here](#).

4. In the Absence Reason field, click the **down arrow** and select the desired option. COVID-19 related Absence Reasons include:
   i. COVID Employee Illness;
   ii. COVID Family Illness; and
   iii. COVID Childcare

5. In the Duration field, click the **Calendar** icon to select the **Start Date** of the absence.

6. In the Duration field, click the **Calendar** icon to select the **End Date** of the absence.

7. In the Duration Hours field, enter the number of PTO hours you are using.

   **ATTN:** The system looks at the start date to see if you have enough time accrued. Your PTO balances cannot be negative. Please see above and below for total paid leave hours available under the FFCRA.

8. In the FMLA Flag field, click the **down arrow** and select **N** (No) or **Y** (Yes), as appropriate.
9. Click **N/A** if this absence is not FML related, or for an FMLA absence, select the appropriate **FMLA Reason**. For FFCRA related leaves, please select:
   i. FMLA COVID Childcare;
   ii. FMLA COVID Family Illness; or
   iii. FMLA COVID Self-Care

10. In the **Comments** field, you may enter optional text.
   
   **ATTN:** DO NOT ADD COMMENTS PERTAINING TO MEDICAL CONDITIONS, DIAGNOSES, OR TREATMENTS IN THIS SPACE.

11. Click **Next**.

12. Review the request and click **Submit**.

**Directions: Change a Planned Absence to Confirmed**
Upon returning to work, following an approved planned absence, log in to OHIO’s **e-Business Suite: My Personal Information** and change it to confirmed.

1. In the **Absence Management: Summary**, next to the appropriate planned absence, click one of the following icons:
   - **Details** to view the absence request details
   - **Update** to modify a future planned absence request; it remains planned
   - **Confirm** to modify and confirm a planned absence which has already occurred
   - **Delete** to delete the absence request

2. Click **Next** or **Submit**.

3. Click **Submit**. When you make any change to a planned request, it goes into **workflow** again.

**Who do I contact if I have questions or need assistance?**
If you need assistance, or have a question about your PTO Balances displayed online, or on your pay slip, please contact:

**Employee Service Center (ESC)**
If you have questions about how to utilize emergency paid leave time under the FFCRA, please contact your HR Liaison. A list of HR Liaisons can be found here.