

Off-Campus Activity Absence

Version Date: August 8, 2019

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Off-Campus Activity Absence

Create Off-Campus Activity Absence - Classic Version

Procedure

In this topic you will learn how to Create Off-Campus Activity Absence - Classic Version.

Step	Action
1.	A new feature, Off-Campus Activity , has been added to the Absence Request (SF- 6) panel. Off-Campus Activity absence offers the LSUHSC faculty and staff the opportunity for learning, research and collaborative experiences outside the confines of our campus community. Up to 120 absence hours per year are available. Absence must be approved by your supervisor prior to being taken.
	*Any exceptions over 120 hours must be approved by the <u>supervisor</u> AND <u>Dean, Vice Chancellor or Chancellor</u> prior to being taken.
2.	Off-Campus Activity Grid
	Fiscal Year - Fiscal Year for specified balance from 7/1 to 6/30 (e.g., 7/1/18 to 6/30/19)
	Max Hours Allowed - Maximum hours allowed for a specified year
	Hrs Taken YTD - Total off-campus activity hours taken for specified fiscal year. If the Hrs Taken YTD go over the Max Allowed Hrs, the value will be in "red".
	Balance - Current Fiscal Year Balance

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Step	Action
3.	Click the Create New Absence Request link.
	Create New Absence Request

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4.	Enter the desired information into the Start Date field. Enter " 052119 ".
5.	Enter the desired information into the Time field. Enter " 8:00 AM ".
6.	Enter the desired information into the Time field. Enter " 12:00 PM ".
7.	Click the button to the right of the Absence Type field.

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Step	Action
8.	Click the Off-Campus Activity list item. Off-Campus Activity

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Step	Action
9.	NOTE: When Off-Campus Activity is selected as Absence Type, the Internatl option will display. This option will be selected if international travel is required for the Off-Campus Activity.
	Click the button to the right of the Reason field.

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Step	Action
10.	A Reason list specifically designed for Off-Campus Activity type has been developed. Click the Prof Conf/Edu Development list item. Prof Conf/Edu Development

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Step	Action
11.	Enter the desired information into the Total Hours field. Enter "4".
12.	Enter the desired information into the Duration Per Day field. Enter "4".
13.	Comments must be added regardless of the Reason type selected.
	EXCEPTION REQUESTS will require a justification to be in included in the comments section for the supervisor and appropriate Dean, Vice Chancellor or Chancellor review.
	Enter the desired information into the Comment field. Enter " LA Society of CPA/CPE, Baton Rouge, LA ".
14.	Click the Submit button.
	Submit

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Comment:	Creating Online Classes Yes No Balance			
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Step	Action
15.	If you request hours over the maximum allowed, you will receive the warning message shown above. The system will allow you to continue with your request, and your request will route to your supervisor as normal and then to the appropriate Dean, Vice Chancellor or Chancellor for review and approval.

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OffCampAct	Submitted		05/21/2019	8:00AM	05/21/2019	12:00PM	4.00	112637			Cancel				
OffCampAct	Submitted		05/01/2019	8:00AM	05/02/2019	5:00PM	16.00	112636			Cancel				
OffCampAct	Cancelled		02/25/2019	8:30AM	02/27/2019	5:00PM	24.00	112629							
OffCampAct	Cancelled		02/25/2019	8:30AM	02/27/2019	5:00PM	24.00	112628							
OffCampAct	Cancelled		02/25/2019	8:30AM	02/27/2019	5:00PM	24.00	112627							
OffCampAct	Cancelled		02/25/2019	8:30AM	02/27/2019	5:00PM	24.00	112626							
OffCampAct	Cancelled		02/25/2019	8:30AM	02/27/2019	5:00PM	24.00	112625							
OffCampAct	Cancelled		02/25/2019	8:30AM	02/27/2019	5:00PM	24.00	112624							
	Cancelled		02/25/2019	8:30AM	02/27/2019	5:00PM	24.00	112623							
OffCampAct															

Step	Action
16.	A message displays stating you have successfully submitted the absence request.
	Click the OK button.
17.	Once you request is submitted, an email will be generated confirming your request. An email will also be sent to your supervisor for approval.
18.	Once you click the Submit button, the Off-Campus Activity Absence will display in the Absence Request History grid. The most recent Off-Campus Activity request will be the first line on the grid.
19.	The Off-Campus Activity is not completely approved until the employee receives an approval email and/or the status has changed to 'Approved'.

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Absence Type OffCampAct	Status Submitted	FMLA	08/01/20		End Date			Trans Nbr 12487		Prior ND	r Action Cancel			
OffCampAct	Submitted		07/01/20		AM 07/19/20				-		Cancel			
OffCampAct	Approved		05/09/20	19 8:00	AM 05/09/20	19 12:00	PM 4.00	12486	8		Delete			
OffCampAct	Approved		05/30/20	19 8:00	AM 05/30/20	19 5:00	PM 8.00	12486	7		Delete			
OffCampAct	Approved		03/25/20	19 8:00	AM 03/29/20	19 5:00	PM 40.00	12486	6		Delete			
OffCampAct	Approved		02/11/201	19 8:00	AM 02/14/20	19 5:00	PM 32.00	12486	5		Delete			
OffCampAct	Approved		04/26/20	19 8:00	AM 04/26/20	19 12:00	PM 4.00	12486	4		Delete			
OffCampAct	Approved		04/16/20	19 8:00	AM 04/16/20	19 5:00	PM 8.00	12486	3		Delete			
	Approved		05/21/20	_	AM 05/21/20	19 12:00	PM 4.00	12486	2		Delete			

Step	Action
20.	An Off-Campus Activity can be cancelled if plans change and you do not attend as scheduled.
	Click the Cancel link.
	Cancel
21.	Comments must be added as to why the Activity is being cancelled.
	Enter the desired information into the Comment field. Enter " Did not attend due to
	illness".
22.	Click the Cancel button.
	Cancel
23.	A confirmation message display to verify the cancellation of the request.
	Click the OK button.
	ОК
24.	This completes <i>Create Off-Campus Activity Absence - Classic Version</i> . End of Procedure.

Approve Off-Campus Activity Absence

Procedure

In this topic you will learn how to Approve Off-Campus Activity Absence.

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Absence Name	Off-Campus Activity (International) 03/18/2019 8:00AM									
То	03/21/2019 5:00PM									L
Duration Hours	32									
I CERTIFY THAT I	MY ABSENCE FROM DUTY WAS FOR	THE REASON NOTE	D ABOVE.							
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Step	Action
1.	Emails will now show the Absence Name of Off-Campus Activity . If <i>International</i> was selected, it will display next the Absence Name.
	Click the Down button of the scrollbar.
2.	The Off-Campus Activities grid has also been added to the Approval email.
	Click the Up button of the scrollbar.
3.	Click the View Absence Approval Request link.
	View Absence Approval Request
4.	You would login using your regular User ID and Password, then click Sign In to access PeopleSoft.

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Step	Action
5.	The <i>Notification</i> flag displays a number <i>count</i> on the flag icon in the banner to notify users of any new Actions requiring attention.
	Click the Notification button.
	Notification
6.	<i>Actions</i> are links that allow you to navigate directly to an action needing your attention. In this example, there are four (4) SF-6 actions needing approval.
	Click the SF-6 03/13/2019 link.
	SF-6 from for 32 hour(s) of Off-Campus Activity on 03/18/2019 is awaiting your approval

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*Start Date:	03/18/2019	*Time: 8:00AM	Plan Type	As Of Date	Balance	Current Period Approved Leave	Current Period Ending Balance	Future Period Approved Leave	Future Period Ending Balance	
End Date:	03/21/2019	*Time: 5:00PM	Sick	11/30/2018	486.25	0.00	486.25		486.25	
Absence Type:	Off-Campus A	ctivity 🔽 🗹 Internati	Vacation	11/30/2018	200.55	0.00	200.55	0.00	200.55	
Reason:	Conference At	tendee 🗸								
Total Hours:	32.00 *D	Juration Per Day: 8.00	Off-Camp	us Activity						
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Step	Action
7.	Click the Down button of the scrollbar.
8.	Requests can be Approved or Denied . Comments must be added is the request is Denied.
	Approving Absence Exceptions: The Supervisor should ensure the employee included a justification in the comments for exceeding the number of hours allowed. The Supervisor will be required to forward the exception to the appropriate Dean, Vice Chancellor or Chancellor for additional approval.
	See steps 10-12 for steps to route to the Dean, Vice Chancellor or Chancellor for additional approval.
9.	If no exception is being requested, a confirmation will display stating the request was successfully approved.

1		New Window H	Notification Help Personali	
	Request #124872:Pending			
	Supervisor Not Routed ③ Supervisor Addl Processing			
	Additional Approval: 007X00X NO1625000 Approver Action 007X00X NO1673000 007X0XX NO1673000 007X00X Approver Name: 015X00X NO1621000 001X0XX NO1621000 001X0XX Comment: 007X0XX NO1673000			
	(3) Approve Deny			

Step	Action
10.	 Once the supervisor reviews the request, and if s/he decides to approve the exception, the request should be forwarded through the additional approver drop down box to the appropriate Dean, Vice Chancellor or Chancellor for final approval. Click the drop-down arrow to the right of the Additional Approval field to select the appropriate Dean, Vice Chancellor or Chancellor.
11.	Click the Approve button.

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Step	Action
12.	The supervisor will receive a confirmation that the request is pending for additional processing. The Dean, Vice Chancellor or Chancellor will receive a notification requesting their approval. <i>NOTE: Once approved by the Dean, Vice Chancellor or Chancellor an approval notification will be sent to the employee and supervisor.</i>
	nonjecuion wit be sent to the employee and supervisor.
13.	The Off-Campus Activity Hrs Taken FYTD balance is updated once the request is approved.

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						,					
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	Emplid	Name		Hours Ov	er Max						
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	0076302	Huang,Kewen		30							
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Step	Action
14.	In addition to approving each exception, the Deans, Vice Chancellors and Chancellor will receive a detailed report of all Off-Campus Activity Absence exceptions within their respective areas on a monthly basis.
15.	This completes <i>Approve Off-Campus Activity Absence</i> . End of Procedure.