

Record Absences

When to use: To online employee absences into HRIS.

SAP R/3 Menu Path	Human Resources >> Time Management >> Administration >> Time Data >> Maintain
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IT2052 (Maintain weekly Entry w/Activity) is to be used to record employee absences in HRIS. The appropriate hours must be entered in order to calculate vacation balances correctly.

Prior to updating actual hours for absences, **always** verify the amount to be recorded in hours. Remember **no** hours value is required if recording full days taken. **Only enter hours for partial days.**

Common Employee Absence Types

Only for Appointed Staff	2300 – Sickness - Paid: To record sick days taken (paid). 2392 – Vacation - Paid: To record vacation days taken (paid). 2390 – Bereavement Leave - Paid: To record bereavement days taken (paid). 2400 – Family/Floating - Paid: To record family / float days taken (paid). 2432 – Jury Duty - Paid: To record day employee was requested for Jury duty (paid).
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For a complete list of all absence types please refer to the Absence / Attendance type chart located on the HRIS website at: <http://www.ams.utoronto.ca/Assets/HRIS/refmat/absattchrt.pdf>

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Maintain Time Data

From	Enter the effective date of the attendance. Note: Entering the date on this screen will propose the Maintain Weekly Calendar w/Activity screen for the week entered in the From field.
	Click on the Week button to display the Maintain Weekly Entry/Activity Screen (view 2052) screen.

Maintain Weekly Entry w/Activity Allocation



There are two methods of recording absences:

- Entering the day number (**D**) for a one day absence
- Entering the date in the **From** field or,

Method 1: Recording Hours for a one day Absence



D (Day Number)	Enter the day number of the attendance to be recorded.
(or) Start Date/End Date	The effective date and end date will automatically default.
Hours	Enter hours to record. <i>(only enter if partial hours taken)</i>
Absence Type	Enter absence type.

Note: When entering a range of time do not include any days that are statutory holidays or university days of closure within the range. If any absences entered falls within these periods HRIS will propose an error message **Exclude Stat/Univ. Holidays in Range** and no hours can be updated.

	Click on Enter  . Read and validate any warning messages.
	Click on Save  . Note: Validate any warning messages. The message Record(s) posted is displayed at the bottom of the Maintain Weekly Calendar w/Activity screen.

Click on the right **Green Back Arrow** to exit the Maintain Weekly Entry w/Activity screen.

Method 2: Recording Hours for a Absence Period

D (Day Number)	Leave blank.
Start Date/End Date	Enter the start date and end date of the absence period. <i>(only if consecutive)</i>
Hours	Enter hours to record. <i>(only enter if partial hours taken, if full days were taken do not enter hours.)</i>
Absence Type	Enter absence type.
Note: Note: When entering a range of time do not include any days that are statutory holidays or university days of closure within the range. If any absences entered falls within these periods HRIS will propose an error message Exclude Stat/Univ. Holidays in Range and no hours can be updated.	
	Click on Enter  . Read and validate any warning messages.
	Click on Save  . Note: Validate any warning messages. The message Record(s) posted is displayed at the bottom of the Maintain Weekly Calendar w/Activity screen.

Click on the right **Green Back Arrow** to exit the Maintain Weekly Entry w/Activity screen.