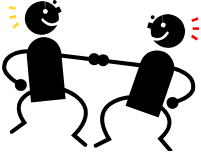






Absence Report Process Flow

	<p>START HERE: Vacation is requested and approved in advance</p> <ul style="list-style-type: none"> • Use email or agreed upon method to communicate with supervisor • Supervisor must respond to vacation request within 5 days of submission. • Once a written vacation request has been approved by the Supervisor, the scheduled vacation time cannot be changed or cancelled, by either the Supervisor or unit member, except by mutual agreement. • Other types of absences are communicated to supervisor as appropriate. • Verify Leave balances (if necessary)
	<p>STEP 1: Enter secure web-site :</p> <ol style="list-style-type: none"> Log in to Pipeline > Select Work Tab > Select Log in to Banner Self-Service Select Employee Tab Select “Classified and Management Absence Reporting” Select “Access my absence Report” then click “Enter” Select appropriate dates from dropdown menu > click Select button <p>➤ Accessible from home or office 24/7</p>
	<p>STEP 2: Enter absence hours by selecting the date and corresponding type of absence -- then, use the dropdown menu to select number of hours taken -- then click the SAVE button:</p> <ul style="list-style-type: none"> • Review information for accuracy • Absence hours may be entered and SAVED 3 months in advance <p>Use COMMENTS button to indicate date and comment for:</p> <ul style="list-style-type: none"> • Personal Necessity (state reason) • AB109 (indicate for spouse, child, parent) • Bereavement (see absences codes for eligible relations) • Other communications to supervisor
	<p>STEP 3: ONCE A MONTH at the end of the month -- Submit completed and verified Absence Report for approval and processing by clicking the “Submit for Approval” button on or before the established deadline.</p> <ul style="list-style-type: none"> • An email notification is sent to supervisor indicating that your absence report is ready for review and approval • If you find that a correction is needed, return to yourself by clicking the RESTART button before supervisor approves
	<p>SUPERVISOR/APPROVER: Enter secure website:</p> <ol style="list-style-type: none"> Follow Step 1 instructions, for Step “d.” select APPROVE TIME Select appropriate dates from dropdown menu > click Select button VERIFY REASONS FOR ABSENCES and APPROVE ABSENCES on or before the end of month established deadline: <ul style="list-style-type: none"> • An email notification indicating that supervisor has approved is sent to employee • Absences may be returned for correction by supervisor