

The New and Improved Absence Request page


A new naming convention and new leave categories have been developed to simplify your ability to select leave in the Self Service Absence Request page.

This document provides a quick summary of the changes you will see.


Remember: You should show a CURRENT BALANCE when you select an ABSENCE NAME. If the balance is zero (0), then select another type of leave.


Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.


Absence Detail

*Start Date:  [View Monthly Schedule](#)

End Date:

Filter by Type: 

*Absence Name:  Current Balance: 212.00 Hours**


Partial Days: 

Duration: Hours

Additional Information

Is This FML Related

Comments

Requestor Comments: 

* Required Field

**Disclaimer: The current balance does not reflect absences that have not been processed.

Leave is categorized so you can easily locate the leave you want to select

Improved Leave Names are more descriptive making it easier for you to select the correct type of leave.

The changes are shown below or you can [Sign in the HRMS](#) and then go to your [Self Service, Request Absence](#) page to view the changes

This is what you will see:

Leave Categories listed in “Filter by Type:”

Click the drop-down arrow in the Filter by Type field to select the leave category.

The leave categories are:

All – this choice does not utilize the Filter feature and displays all types of leave

Annual Leave – displays only annual leave

Other leave – displays Other Leave plans that do not fit into one of the above categories

Traditional Sick/Prsnl Leave – displays the Sick and Personal Leave choices is available to employees in Traditional Leave Plans

VSDP Sick/Personal Leave – displays the Sick and Personal Leave choices available to employees in the VSDP (VA Sickness and Disability Plan) Leave Plan

Here are the choices available within each leave category:

Annual Leave

All Annual Leave types are found in this category.

12 mo Faculty Annual-New Plan: 12 Month Administrative and Professional Faculty employees with the Annual Leave plan that was first offered on 1/1/2007.

12 mo Faculty Annual-Old Plan: 12 Month Administrative and Professional Faculty employees with the Annual Leave plan that was designed prior to the 1/1/2007 plan change.

Classified Staff Annual Leave: Classified Staff Employees Annual Leave Plan

Exec Staff-Trad & < 15yrs srv: Executive Staff Employees who have less than 15 years of service and who are on the Traditional Leave Plan

Exec Staff-Trad & > 15yrs srv: Executive Staff Employees who have more than 15 years of service and who are on the Traditional Leave Plan

Exec Staff-VSDP & < 15yrs srv: Executive Staff Employees who have less than 15 years of service

Certain Annual Leave plans require balances to be moved to an Excess Annual Leave balance. If you have Excess Annual Leave, those balances are not available as a selection in the Request Absence page but if you select your standard annual leave, HRMS will deduct the leave from excess annual leave rather than from standard annual leave.

VSDP Sick/Personal Leave




VSDP Leave types found in this category

VSDP-Personal: Family/Personal Leave provided annually to employees who are enrolled in the VSDP Leave Plan (Virginia Sickness and Disability Program).

VSDP-Sick: Sick Leave provided annually to employees who are members of VSDP

Request Absence

Happy Employee
Human Resource Analyst II
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail	
*Start Date:	<input type="text" value="01/24/2013"/>  View Monthly Schedule
Filter by Type:	VSDP Sick/Personal Leav 
*Absence Name:	Select Absence Name  Select Absence Name
Comments	VSDP-Personal VSDP-Sick
Requestor Comments:	<input type="text"/>

* Required Field

Go To: [View Absence Request History](#)
[View Absence Balances](#)

Traditional Sick/Prsnl Leave

Traditional Sick and Personal Leave types found in this category

College Personal-9 mo Faculty: Personal Leave provided to 9 month Faculty employees in the Traditional Sick Leave Plan

Trad Sick-12 mo Clasfd/Faculty: Personal Sick Leave provided to employees in the Traditional Sick Leave Plan

Traditional Sick-9 month: Personal Sick Leave provided to 9 month Faculty Members who are in the Traditional Sick Leave Plan

Request Absence

Happy Employee
Human Resource Analyst II

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date: 01/25/2013 [View Monthly Schedule](#)

Filter by Type: Traditional Sick/Prsnl Lea ▾

*Absence Name: Select Absence Name ▾
College Personal-9 mo Faculty
Trad Sick-12 mo Clasfd/Faculty
Traditional Sick-9 month

Comments

Requestor Comment

* Required Field

Go To: [View Absence Request History](#)
[View Absence Balances](#)

Other Leave

Leave types that do not fit into the previous categories are found here

Bonus Leave: Leave manually added by HR to an employee's leave balances based on a particular event or situation

Compensatory Leave: Leave manually added by HR to an employee's leave balances based on a particular event or situation

Educational Leave: Leave manually added by HR to an employee's leave balances based on a particular event or situation

Employee Recognition Leave: Leave manually added by HR to an employee's leave balances based on a particular event or situation

Leave Without Pay: Time off that does not deduct from leave balances. Selecting this leave may result in pay reduction and/or accrual ineligibility.

On Call Leave: Leave manually added by HR to an employee's leave balances based on a particular event or situation

Overtime Leave: Leave earned as a result of overtime.

School Assit/Volunteer Servic: An annual allotment of leave allocated to all VCCS employees to be used to provide volunteer services through eligible non-profit organizations within or outside their communities

Short-Term Disability – VSDP: Leave manually added by HR to track the percent of time covered by the STD plan.

Request Absence

Happy Employee
Human Resource Analyst II

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date: 01/25/2013 [View Monthly Schedule](#)

Filter by Type: Other Leave ▾

*Absence Name: Select Absence Name ▾
Bonus Leave
Compensatory Leave
Educational Leave
Employee Recognition Leave
Leave Without Pay
On Call Leave
Overtime Leave
School Assist/Volunteer Servic
Short-Term Disability - VSDP

Comments

Requestor Comment

* Required Field

Go To: [View Absen](#) [Select Absence Name](#)
[View Absence Balances](#)