

REQUESTING ABSENCES

Requesting Multiple Days of Absence that Include Weekend Days

When a staff member begins a request for multiple days of absence—and identifies a weekend day as part of that request—they must manually enter the requested CTO hours for the weekend day(s) because the Oracle system defaults to zero for weekend days (see example below). If the staff member does not enter their CTO duration for those days, there may be errors when processing their request in payroll, such as missed pay for those days that default to zero.

Note: This is only a problem if the request starts or ends on a day with a duration of 0.

Another way to think about it is that employees with regular Monday-Friday schedules should always start/end their absences on normal working days (Monday-Friday), or if they are scheduled to work on a weekend they will need to edit the duration of the start/end date(s) to be something other than zero.

In the following example, the staff member indicated that CTO would begin on May 30, a Sunday, so the CTO duration for that day defaults to zero and must be edited by the staff member. The same applies to the final date of June 5, a Saturday.

When		+ Add
Duration in Hours		
30-May-2021 HR Coordinator	0	✎
31-May-2021 HR Coordinator	7.75	✎
01-Jun-2021 HR Coordinator	7.75	✎
02-Jun-2021 HR Coordinator	7.75	✎
03-Jun-2021 HR Coordinator	7.75	✎
04-Jun-2021 HR Coordinator	7.75	✎
05-Jun-2021 HR Coordinator	0	✎
Total Absence Duration	38.75	

[Projected Balance](#) [Calculate](#)

Requesting Non-Contiguous Days Over Multiple Pay Periods

The second instance has to do with requesting non-contiguous days that span more than one pay period in a single absence request. In this example, let's say an employee wants to take four hours of CTO every Monday and Friday for the month of June. Instead of selecting the "recurring event," please ensure you and your employees are requesting these days separately (June 4, 7, 11, etc.).

SHARE A TIP, ASK A QUESTION

As always, *we want to hear from you*. If you have a question or tip you'd like us to share, email HR@middlebury.edu