

To: Absence Approvers and Adjusters

Re: PeopleSoft Changes this Fall

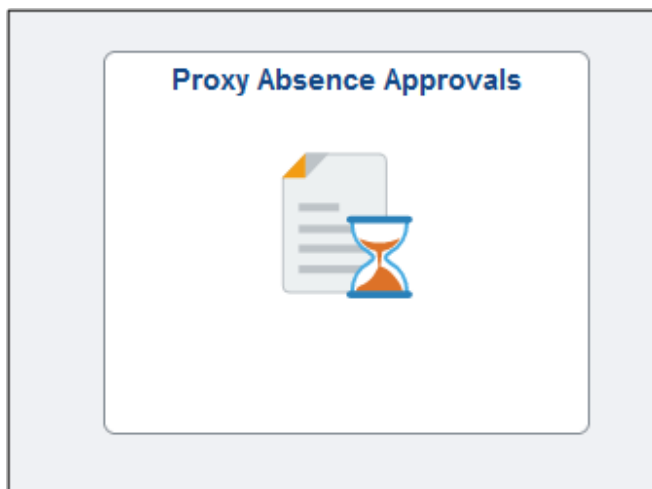
Dear Colleagues,

There are some upcoming PeopleSoft changes that were recently outlined in the latest [eNews edition](#) that you should be aware of.

We want to specifically highlight the absence approvals change that starting in September Absence Manager Self Service pages will display direct and indirect reports based on Supervisor ID **instead of** Absence Management (AM) group ID.

The goal is to limit the disruption and confusion by managers, administrators, and eliminate the additional work to create and maintain AM group IDs.

As we are preparing to route absence approvals to managers only in September, we heard from many of you that those who approve absences on behalf of other managers (proxies or delegates) will need a page to continue to approve absence requests. Therefore, there will be a new page called:



Enhancements to the Create/Maintain Absences page for Administrators is also happening:

The screenshot displays the 'Proxy Absence Approvals' interface. At the top, there is a search section with filters for 'Work Flow Status' (My Pending), 'From Date' (05/06/2022), 'Employee ID', 'Through Date' (08/04/2023), 'Employee Record' (0), 'Group ID', and 'Supervisor ID'. Below this is a table of 'Absence Requests' with columns for 'Select', 'Employee ID', 'Name', 'Job Title', 'Start Date', 'End Date', 'Absence Name', 'Reason', 'Duration', 'Balance', 'Entry Source', and 'Status'. The table contains five rows of data, all with a status of 'Submitted'. At the bottom, there are action buttons: 'Approve', 'Deny', 'Push Back', and 'Forecast'. A 'View All' link is also present in the top right of the table area.

Select	Employee ID	Name	Job Title	Start Date	End Date	*Absence Name	Reason	Duration	Balance	Entry Source	Status
<input type="checkbox"/>				05/09/2022	05/09/2022	Personal	Personal Time	3.5 Hours	21.00 Hours	Employee Absence Request	Submitted
<input type="checkbox"/>				05/21/2022	05/24/2022	Vacation	Vacation	28 Hours	208.10 Hours	Employee Absence Request	Submitted
<input type="checkbox"/>				07/18/2022	07/20/2022	Vacation	Vacation	21 Hours	207.91 Hours	Employee Absence Request	Submitted
<input type="checkbox"/>				07/28/2022	07/29/2022	Personal	Personal Time	14 Hours	14.00 Hours	Employee Absence Request	Submitted
<input type="checkbox"/>				08/08/2022	08/12/2022	Vacation	Vacation	35 Hours	77.11 Hours	Employee Absence Request	Submitted

Contact the [SPH HRIS Team](#) if you have any questions about this change.