

Benefits and Pay – Absence Management have Moved

Currently:

- Absences pages as separate, highly customized feature which can cause issues and need for re-code during PeopleSoft upgrades.
- Accessed through the My Absences tile and Time page.



What's Changed:

- Increase Efficiency in Army Absence Management Module to improve functionality with integrated epics due to using native PeopleSoft features.
- Absences requested from the same page as Special, Field and Incentive Pays and Benefits.
- Accessed through the new Pay-Absences-Incent-Ded (PAID) tile.
- The Earnings and Deductions page renamed to the Pay-Absences-Incent-Ded (PAID) page.



Not Impacted:

- Members can still request, modify, and cancel absence requests.
- Supervisors continue to receive notifications of absence requests awaiting their approval.
- Notifications contain a direct link to the request awaiting approval.
- Absence approvals can still be accessed through the Approvals tile on the Manager Self Service homepage.

New Self Service Absence Request:



Pay-Absence-Incent-Ded (PAID) ← Updated Page Name

Selection Criteria

Note: Enter an Employee ID and Earn/Deduct Type to add a new transaction

Employee ID: E502541480 MSG SHADAISHA MARTELOZE_E5

Select Action: EARNING/DEDUCTION

Entry Type: [Dropdown]

Entry ID: [Dropdown] ← New List Item

Status: [Dropdown]

Buttons: Add, Search, Clear



Pay-Absence-Incent-Ded (PAID)

ABSENCES

Employee ID: E502541480 MSG SHADAISHA MARTELOZE_E5

Status: Initial

ABSENCE TYPE: 01-CHARGEABLE

ABSENCE REASON: ADVANCE ABSENCE

*BEGIN DATE: 11/11/2023

END DATE: 11/18/2023

Additional Information

Reason Code: ADV

*Date Of Departure: 11/11/2023

*Date Of Return: 11/18/2023

*Supervisor Id: E503333333 CPT THOMSUNG ONPHOM

*Contact Name: Raydonaldo Marteloze

*Contact Phone: 713/7777777

*Address Line 1: 4343 Jones RD

Address Line 2: [Empty]

Address Line 3: [Empty]

Instructions

Advance Absence Note: By submitting a request for days not yet earned (i.e. Advance Absence), the Member is stating that: "I understand that advance absence changes to excess absence on the date of separation, reenlistment, or entry into an extension of enlistment. I further understand that excess absence is without pay and allowances. This includes entitlement to physical disability retired pay should I become disabled while in an excess absence status."

Approval Guidance: The approval authority for this type of request is the Member's Commander (Defined as: Lowest-level commander with UCMJ authority, unless delegated to a lower level, or withheld by a higher-level commander) Reference: DoDI 1327.06 -- Maximum Number of Days: 30 days -- Notes: Request for more than 30 days must be approved by HRC