

Good morning, Line Manager!

Me My Team Procurement Tools Others

QUICK ACTIONS

APPS

Personal Details					
Documents					
Identification					
Contact Information					
Family and Emergency Contacts	Career and Performance	Personal Information	Learning	Benefits	Current Jobs
My Organization Chart					
My Public Info	Web Clock	Roles and Delegations	Expenses	Campus Address	DPU Alert
Change Photo					
Employment Info					
Document Delivery Preferences					

Show More

Manager Self Service - Existing Absences

BlueSky Help

17



This walktrough will show you Existing Absences for your team. These are absences that have occurred in recent history.

If you would like to see how many useable vacation/sick hours your employee has, close this walkthrough and search 'Absence Balance' in BlueSky Help.

This is TEST instance

DEPAUL UNIVERSITY

Good morning, Lin

Me My Team Procurement Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info
- Change Photo
- Employment Info
- Document Delivery Preferences

APPS

Directory	Onboarding	Checklist Tasks	Pay	Time and Absences
Career and Performance	Personal Information	Learning	Benefits	Current Jobs
Web Clock	Roles and Delegations	Expenses	Campus Address	DPU Alert

Show More

BlueSky Help

217 x
Click 'My Team'













Online Manager!

Me My Team Procurement Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info
- Change Photo
- Employment Info
- Document Delivery Preferences
- Onboarding Tasks

APPS

 Directory	 Onboarding	 Checklist Tasks
 Pay	 Time and Absences	 Career and Performance
 Personal Information	 Learning	 Benefits
 Current Jobs	 Web Clock	 Roles and Delegations

Bluesky Help

Good afternoon, Line Manager!

Me My Team Procurement

317 ×
Click 'My Team'

QUICK ACTIONS

- Transfer
- Employee Summary
- Employment Info
- Change Assignment
- Document Records

My Team	Onboarding	Hiring	Performance Overview	Performance
Learning	Workforce Compensation	Termination	+	

Show More

Things to Finish

Assigned to Me 7	Yesterday × FYI Complete the interview questionnaire Interview Feedback...	4 days ago × REJECTED Salary Adjustment Approval Requested for Exempt Staff (8653488) on 2020-...
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417
Click "... " for the employee you'd like to manage.

Overview

Search Person Show Filters

Actions

view by Assignment Sort by Name ascending

Workers

ES

Exempt Staff
Senior Research Associate

...

Department Name
Human Resources - Operating

NS

Nonexempt Staff
Benefits Coordinator

...

Department Name
Human Resources - Operating

With Offer

^

Requisitions

...

Vacancies

...

My Team

- Overview
- Compensation

Overview

Search Person Show Filters

Actions

517
In this field, select 'Existing Absences'.

Workers

ES Exempt Staff
Senior Research Associate

Department Name
Human Resources - Operating

NS Nonexempt Staff
Benefits Coordinator

Department Name
Human Resources - Operating

- Absence Balance
- Add Absence
- Allocate Checklists
- Change Assignment
- Change Salary
- Document Records
- Employment Info
- Existing Absences
- Individual Compensation
- Transfer

With Offer

Requisitions

Vacancies

Absences

6/7 x
Here you can view the absences for this employee.
Click 'Next' to continue.

+ Add

Last 6 months

Sort By Date

Sick: 1 Hours Completed
10/14/2020 - 10/14/2020

Sick: 7 Hours Withdrawn
9/28/2020 - 9/28/2020

Bluesky Help

Existing Absences

Nonexempt Staff



717
You can adjust the date range in this area.
Click 'Next' to conclude.

+ Add

Absences

Last 6 months

Sort By Date

Sick: 1 Hours

Completed

10/14/2020 - 10/14/2020

Sick: 7 Hours

Withdrawn

9/28/2020 - 9/28/2020

Bluesky Help

Existing Absences

Nonexempt Staff



Absences

+ Add

Last 6 months

Sort By Date

Sick: 1 Hours

10/14/2020 - 10/14/2020

Completed

Sick: 7 Hours

9/28/2020 - 9/28/2020

Congratulations, you have viewed this employee's existing absences.

If you would like to view this walkthrough again, search 'Existing Absences' in BlueSky Help.

BlueSky Help