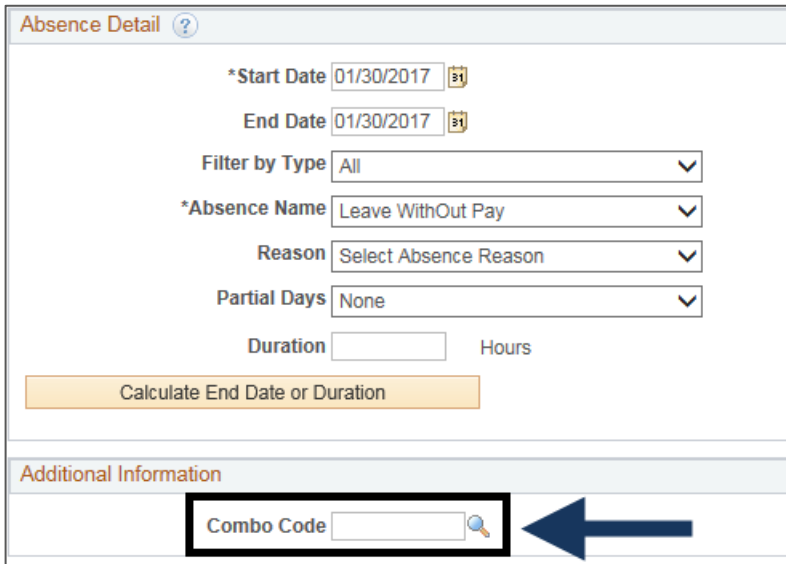


# Absence Management Combo Codes

Version 2.0 | May 1, 2018

In February 2017, Absence Management was enhanced to allow organizations to charge expenses to different Combination Codes for absence events, in other words different chartstrings or account numbers for absences.



The screenshot shows the 'Absence Detail' form with the following fields:

- \*Start Date: 01/30/2017
- End Date: 01/30/2017
- Filter by Type: All
- \*Absence Name: Leave WithOut Pay
- Reason: Select Absence Reason
- Partial Days: None
- Duration: [ ] Hours
- Calculate End Date or Duration button
- Additional Information section containing a 'Combo Code' field with a search icon, highlighted by a black box and a blue arrow.

The Combination Code must exist on the Department Budget Table (DBT) in order to select the chartstring/account number from the Combo Code lookup tool list for all absence events.

Combination Codes for absence events have been added to the following screens:

- Absence tab of the Timesheet screen
- Absence Request screen
- Absence Event screen

The **Combination Code is optional and not required** for any absence event. When a Combination Code is not selected the system will continue to use the default Combo Code found on the Department Budget Table (DBT) for the employee's Position.

For specific absences that impact an employee's pay (for example, Leave Without Pay, Sick Half Pay and Vacation Payouts) organizations can choose to expense the absence to a different Combo Code after adding it to the DBT.

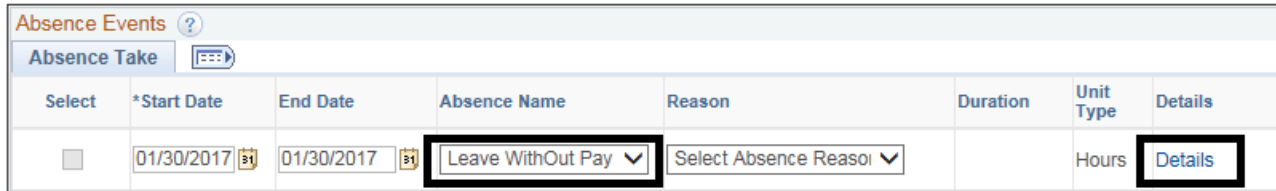
Employees using AB 1522 Sick paid on the Timesheet screen can select a Combo Code for tracking this expense.

The sections below provide instructions with screen prints for adding a combination code to sample absence events on the Timesheet, Absence Request and Absence Event screens.

**NOTE:** The purpose of this job aid is to provide instructions on how to select a combination code for an absence event. Detailed instructions on how to enter absence events can be found in the Absence Management Guide and also in the Time & Labor Guide.

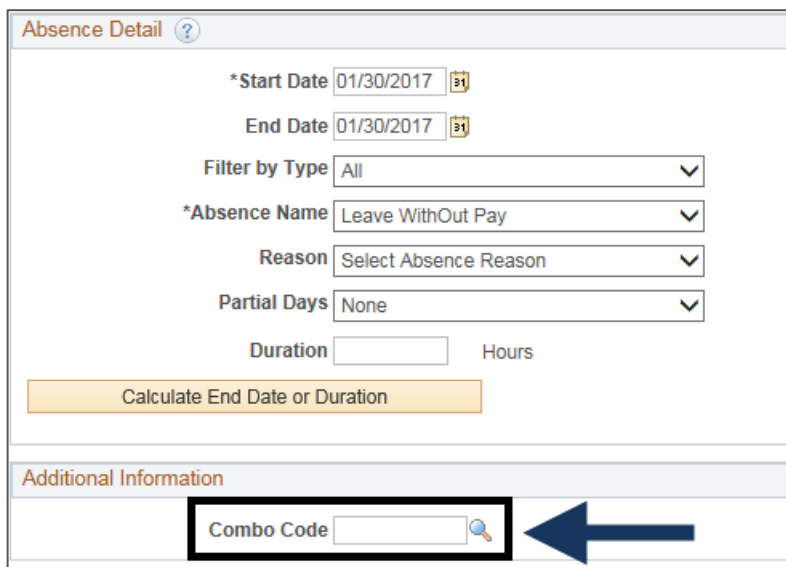
## Entering a Leave Without Pay Absence on Timesheet Screen

1. Navigate to **Main Menu > Manager Self Service > Time Management > Report Time > Timesheet**.
2. Search for and select the employee. Click the **Absence** tab on the **Timesheet** screen then click **Add Absence Event** under the **Absence Events** section.
3. Enter the **Start Date** and **End Date** then select *Leave Without Pay* from the **Absence Name** dropdown list. Click the **Details** link.



Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details
<input type="checkbox"/>	01/30/2017	01/30/2017	Leave WithOut Pay	Select Absence Reason		Hours	<a href="#">Details</a>

4. On the **Absence Event Details** screen, under **Additional Information**, click the lookup tool next to **Combo Code** to display a popup list of available codes. The codes are from the Department Budget Table (DBT).




**Absence Detail**

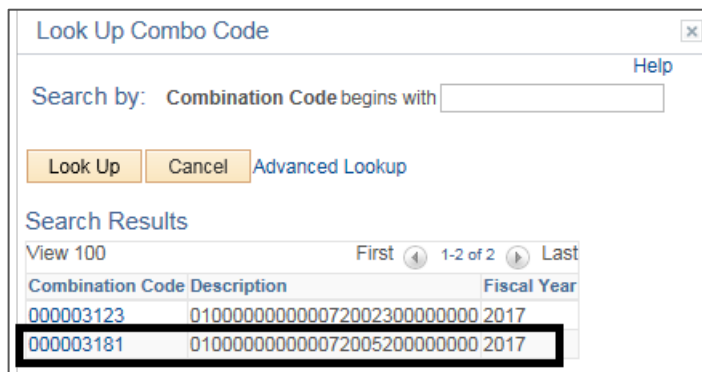
\*Start Date: 01/30/2017  
End Date: 01/30/2017  
Filter by Type: All  
\*Absence Name: Leave WithOut Pay  
Reason: Select Absence Reason  
Partial Days: None  
Duration: \_\_\_\_\_ Hours

Calculate End Date or Duration

**Additional Information**

Combo Code   ←

5. Select a **Combo Code**. The **Description** is the chartstring consisting of Fund, Resource, Goal, Function, Object and Site.



**Look Up Combo Code**

Search by: Combination Code begins with \_\_\_\_\_


Look Up Cancel Advanced Lookup


Search Results


View 100 First 1-2 of 2 Last


Combination Code	Description	Fiscal Year
000003123	010000000000072002300000000	2017
000003181	010000000000072005200000000	2017


6. The selected Combo Code will display on the **Absence Event Details** screen. Click **Calculate End Date or Duration**, then **OK** to continue.


**Absence Detail** 


\*Start Date  

End Date  

Filter by Type  

\*Absence Name  


Reason  

Partial Days  

Duration  Hours

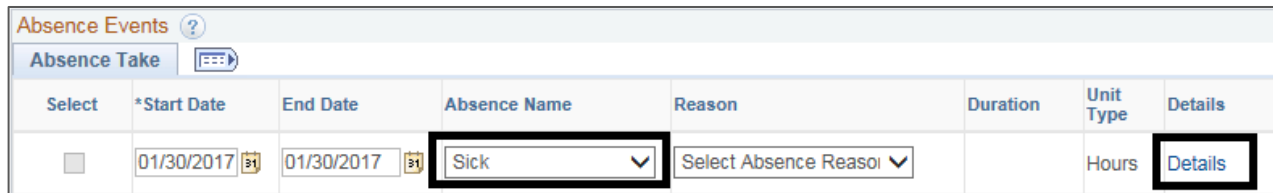
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**Additional Information**

Combo Code  

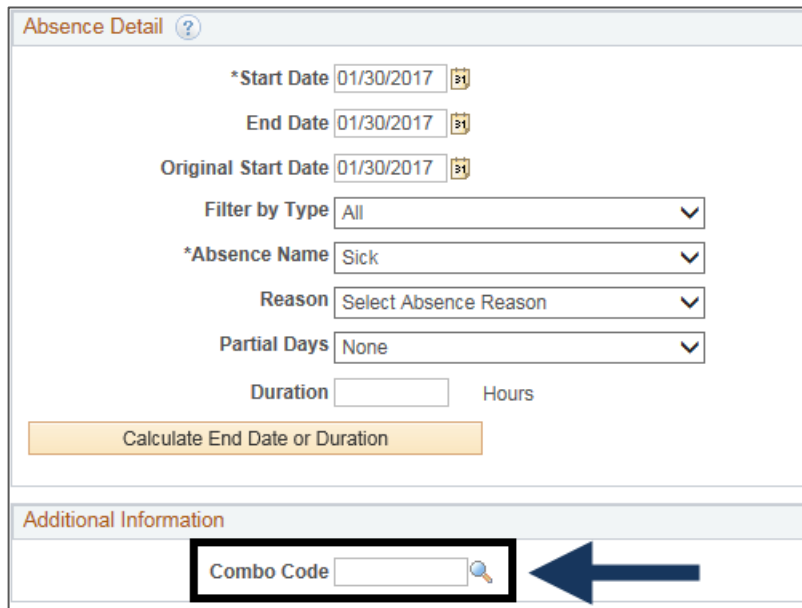
## Entering a Sick Absence on the Timesheet Screen for an AB1522 Employee

1. Navigate to **Main Menu > Manager Self Service > Time Management > Report Time > Timesheet**.
2. Search for and select the employee. Click the **Absence** tab on the **Timesheet** screen then click **Add Absence Event** under the **Absence Events** section.
3. Enter the **Start Date** and **End Date** then select *Sick* from the **Absence Name** dropdown list. Click the **Details** link.



Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details
<input type="checkbox"/>	01/30/2017	01/30/2017	Sick	Select Absence Reason		Hours	Details


4. On the **Absence Event Details** screen, under **Additional Information**, click the lookup tool next to **Combo Code** to display a popup list of available codes. The codes are from the Department Budget Table (DBT).



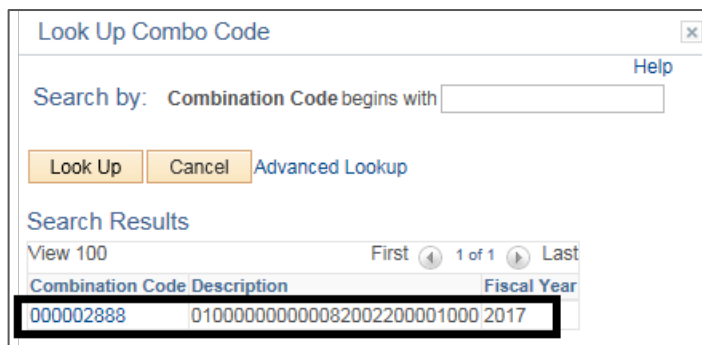
**Absence Detail**

\*Start Date: 01/30/2017  
 End Date: 01/30/2017  
 Original Start Date: 01/30/2017  
 Filter by Type: All  
 \*Absence Name: Sick  
 Reason: Select Absence Reason  
 Partial Days: None  
 Duration: \_\_\_\_\_ Hours  
 Calculate End Date or Duration

**Additional Information**

Combo Code   ←

5. Select a **Combo Code**. The **Description** is the chartstring consisting of Fund, Resource, Goal, Function, Object and Site.



**Look Up Combo Code**

Search by: Combination Code begins with

Look Up Cancel Advanced Lookup


Search Results


View 100 First 1 of 1 Last


Combination Code	Description	Fiscal Year
000002888	010000000000082002200001000	2017


6. The selected Combo Code will display on the **Absence Event Details** screen. Click **Calculate End Date or Duration**, then **OK** to continue.


**Absence Detail** ?


\*Start Date  


End Date  

Original Start Date  

Filter by Type  

\*Absence Name  


Reason  

Partial Days  

Duration  Hours

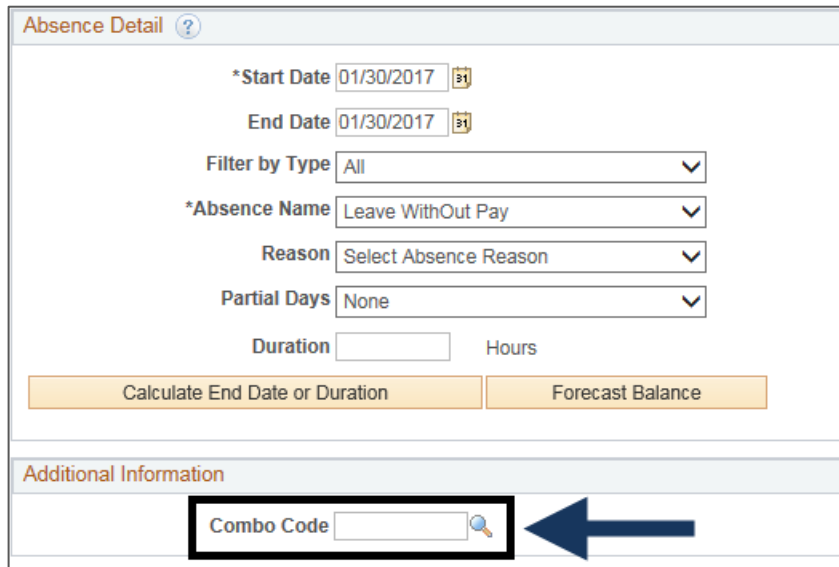
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**Additional Information**

Combo Code  

## Entering an Absence Using the Absence Request Screen

1. Navigate to **Main Menu > Manager Self Service > Time Management > Report Time > Absence Request**.
2. Search for and select the employee. Enter the absence event information, for example the **Start Date** and **End Date**, the **Absence Name**, and **Partial Days**.
3. On the **Request Absence** screen, under **Additional Information**, click the lookup tool next to **Combo Code** to display a popup list of available codes. The codes are from the Department Budget Table (DBT).



**Absence Detail** ?

\*Start Date: 01/30/2017

End Date: 01/30/2017

Filter by Type: All

\*Absence Name: Leave WithOut Pay

Reason: Select Absence Reason

Partial Days: None

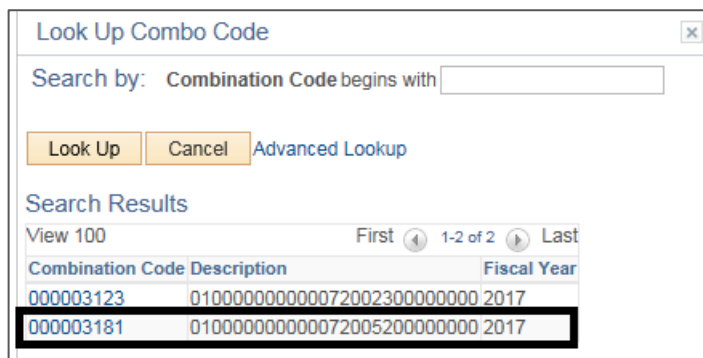
Duration: \_\_\_\_\_ Hours

Calculate End Date or Duration      Forecast Balance

**Additional Information**

Combo Code: \_\_\_\_\_

4. Select a **Combo Code**. The **Description** is the chartstring consisting of Fund, Resource, Goal, Function, Object and Site.



**Look Up Combo Code**

Search by: Combination Code begins with \_\_\_\_\_

Look Up    Cancel    Advanced Lookup


**Search Results**


View 100      First    1-2 of 2    Last


Combination Code	Description	Fiscal Year
000003123	010000000000072002300000000	2017
000003181	010000000000072005200000000	2017


5. The selected Combo Code will display on the **Request Absence** screen. Click **Calculate End Date or Duration**, **Forecast Balance** then **Submit** to continue.


**Absence Detail** ?


\*Start Date  

End Date  

Filter by Type  

\*Absence Name  


Reason  

Partial Days  

Duration  Hours

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**Additional Information**

Combo Code  




## Entering a Payout on the Absence Event Screen

1. Navigate to **Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event**.
2. Search for and select the employee. Enter the payout information, for example the **Absence Take** (absence payout type such as vacation or sick), the **Begin Date** and **End Date**, and the **Partial Hours**. Click the **Details** link.

Absence Events ?								
Absence Take	Process Status	Forecast Value						
*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details
SD_VACMN_PAYVPO_A	Vacation Manual Payout VPO	01/28/2017	01/28/2017	87.5	Normal	<input type="checkbox"/>		Details

3. On the **Absence Event Input Detail** screen, under **User Defined Fields**, click the lookup tool next to **Combo Code** to display a popup list of available codes. The codes are from the Department Budget Table (DBT).





### Absence Event Input Detail

Absence Take    
 Absence Reason    
 Entry Source Administrator Absence Event  
 Workflow Status Approved  
 \*Process Action    
 Voided Indicator  
 Manager Approved

Absence Type Vacation  
 Event Priority 0  
 Last Updated  
 Process Status Not Processed  
 Calendar Group ID  
 Process Date  
 First Processed Date

---



**Absence Begin / End Data**

\*Begin Date    
 End Date    
 Original Begin Date    
 Partial Days    
 Start Day Hours   Start Day is Half Day

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**User Defined Fields**

User Defined Fields 1



- Select a **Combo Code**. The **Description** is the chartstring consisting of Fund, Resource, Goal, Function, Object and Site.

Look Up Combo Code x

[Help](#)

Empl ID: 600101

Combination Code: begins with

**Search Results**

View 100 First 1-2 of 2 Last

Combination Code	Description	Fiscal Year
000003123	010000000000072002300000000 2017	2017
000003181	010000000000072005200000000 2017	2017

- The selected Combo Code will display on the **Absence Event Input Detail** screen. Click **OK**, then on the **Absence Event** screen click **Forecast** and **Save**.

### Absence Event Input Detail

Absence Take <input type="text" value="SD_VACMN_PAYVPO_"/>	Absence Type Vacation
Absence Reason <input type="text"/>	Event Priority 0
Entry Source Administrator Absence Event	Last Updated
Workflow Status Approved	Process Status Not Processed
*Process Action <input type="text" value="Normal"/>	Calendar Group ID
<input type="checkbox"/> Voided Indicator	Process Date
<input checked="" type="checkbox"/> Manager Approved	First Processed Date

---

**Absence Begin / End Data**

*Begin Date	<input type="text" value="01/28/2017"/>	<input type="button" value="31"/>
End Date	<input type="text" value="01/28/2017"/>	<input type="button" value="31"/>
Original Begin Date	<input type="text" value="01/28/2017"/>	<input type="button" value="31"/>
Partial Days	<input type="text" value="Start Day Only"/>	
Start Day Hours	<input type="text" value="87.50"/>	<input type="checkbox"/> Start Day is Half Day

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**User Defined Fields**

User Defined Fields 1

Combo Code