User's guide – EPFL Absences management system

Access to the absences management system
- ✓ absences.epfl.ch (also accessible off campus) with your gaspar/tequila account and password
- ✓ This page is also accessible on your mobile phone

What you have to register in the system
- ✓ Your **unworked** *(holidays, illness, hours compensation, etc.)* and **worked** *(teleworking, trainings, professional trip)* absences
- ✓ Check and update your current weekly presence if your are working part time or when your usual presence is not evenly distributed on week days (*this will impact the calculations of your absences*)

Important information accessible on your account
- ✓ Your balances (holidays and/or hours) and your yearly holiday entitlement based on your contractual data
- ✓ The planning of all your unit/s

Extra options
- ✓ Managing your hours and extra presences *(extra hours and/or overtime)*
- ✓ Managing your notifications and informing a substitute of your absence

Legal basis
- ✓ Rules and Regulations concerning Working Time Management (RGT)

Absences and Presences – your welcome page (1)

Select your page on the menu
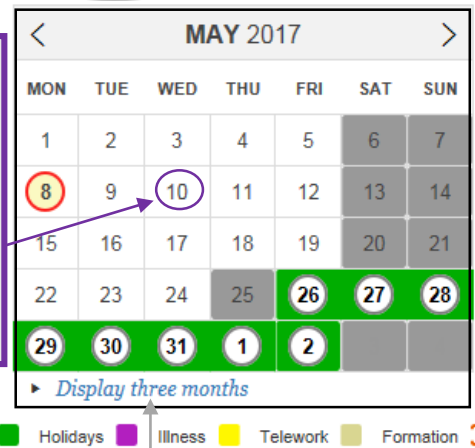**In black**, your current consultation page

Absences and Presences	My Plannings	Balance and Holidays Entitlement	My Profiles	Help and Support

3 registration options

1 **Announce an absence** (past or future)

2 Add **extra hours** or **overtime** (*additional worked hours to your weekly usual presence*)

3 Register an **on call** presence

Your profile in the Absences management system *(as defined by your absences administrator)*

Your name : absences and presences

Profile: Consultation

Announce an absence: 2 options

1 – Via your calendar by clicking on the starting date of your absence

2 – Via the «**announce an absence**» button 1

MAY 2017

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2		

▸ *Display three months*

Holidays ■ Illness ■ Telework ■ Formation ⬚ Pending validation ■ Public holidays or off time More details ⓘ

Display three months in order to obtain a 3-month calendar display

Announce an absence	1
Announce hours	2
Define On Call	3

▸ *Transactions log*
▸ *Absences resumé for current year*
▸ *Compensations for public holidays*
▸ *Public holidays*

Today's balances
30.5j EPT Holidays
23:15 Extra hours
00:00 Overtime hours

Your **current** balances (*future absences are not deducted*)

Projection on 31/12/2017 *
24.5j EPT Holidays
23:15 Extra hours
00:00 Overtime hours
* - or end of your current contract

Your **balances as at 31.12 or end of your current contract** (*approved future absences/compensations are deducted*)

Balances details ⓘ

View your explained and detailed balances

Your summaries/ personal parameters

- On the **transactions log** your can see all the entries in your absences account

- **On the absences resume** you can view a summary of your absences during the calendar year

- **Compensation for public holidays** shows the detailed calculation of bonus/malus hours (*concerns only the part time employees and/or with an uneven daily distribution of their usual hours*)

- **Public holidays** displays the official public holiday in your work canton (as defined in your contract and on SAP/HR)

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Absences and Presences – your welcome page (2)

Announce an absence

1 – Choose the appropriate duration

In days when your absence lasts a whole morning or afternoon (the number of deducted hours is based on your registered weekly presence)

In hours when your absence lasts a few hours (less than 04:06 hours)
(for example : for a medical appointment, or a shorter day to compensate overtime or extra hours)

A recurrent absence in case of a repeating absence over a few weeks/months (*example: when you have an alternating weekly presence 1 week/2, or a recurrent medical appointment/training)*

2 – Choose the period

Indicate your **absence period** (manually or on the calendar display)

Indicate the **absence duration** (starting - end morning/ starting-end afternoon) or in number of hours (define a start time)

3 – Choose your absence reason

Indicate your **absence reason** (*see all possible absence reasons by clicking on* 🛈)

Add **some details** if needed *(optional and confidential)*

4 – More options

You can set **additional options**

Notifications – List of all notified persons when you register your absence *(you can add or delete someone, as wished)*

Exchange synchronization – if ticked, your absence will also be registered automatically in your Outlook calendar

Reachable – tick if relevant

Substitutes – add the e-mail addresses of your substitute (*she/he will receive a notification of your absence)*

Out of Office Message – you can configure here your Outlook out of Office Message *(as default or specifically for the registration of this absence)*

5 – Announce your absence

Screenshot content:

Announce an absence

IN DAYS   IN HOURS   RECURRENT ABSENCE

Duration of absence :   Start date 04/05/2017   starting early morning
End date 04/05/2017   ending afternoon

Reason :   -- select --
reasons descripton 🛈

Details :

Show less options

Notifications : 🛈

Exchange synchronization   ☐ Exchange Agenda synchronization

Reachable :   ☐ Reachable during the leave
☐ Will check the mailbox

Substitutes :   Mail addresses in the text below will be notified automatically

Out of Office Message   ☐ Send the following automatic message (Echange mailbox) during the absence
☐ Set as default Out of Office message

Announce

Announce extra and/or overtime hours

Declare hours or extra presence

HOURS   EXTRA PRESENCE

Done :   On   08/05/2017

Total number of hours   hh:mm

((You have to substract pauses duration from the hours))

Details :   Describe the reason

Did your manager ask you to work for theese hours ?

- NO : extra hours
- YES : overtime hours - to be validated

Save

1 – Select a date

Enter a date : **entry date** or **the date at which these extra hours were done**
*(In the case of a block of hours done over a period of time, enter the **end date of the** period**)*

2 – Specify the number of extra (overtime) hours

Enter **the number of extra hours worked beyond the contractual requirement.** It is not absolutely necessary to make an entry for each day. A single entry for hours worked (or missing) over a period of time can be made, as long as enough detail is provided in the description field and this practice is in accordance with your unit requirements.

3 – Description

Provide **all useful detail** *(optional and confidential)* such as the reason for this extra work, location, event, weekday, period of time, etc.

4 – Define type of hours

Extra hours if:
- Hours were done on your own volition

Overtime hours if:
- The number of hours worked over a week **exceed 45 hours** (regardless of activity rate) and/or
- If these hours were **specifically required by your supervisor**

Warning: overtime hours are always subject to the validation of your absences management supervisor

Note: In accordance with article 7, al. 4 of the RGT**, «**extra hours and overtime hours must be compensated by taking the equivalent leave»

Announce unique or repeating extra presences

(extra hours basket)

1 – Select type of extra presence

Specify whether your extra presence is a **one-time** event (on a given day)
or
Whether this will occur **repeatedly** (*a recurring or* **repetitive** *extra presence, for example, in the case of an alternating presence, or for an ongoing training or event taking place outside your usual working days*)

Declare extra hours or extra presences

⏱ HOURS   ⚡ **EXTRA PRESENCES**

Presence type :   unique   repeating ⓘ

Done or Planned :   From 04/05/2017 📅

⦿ Presence in hours   starting 🕐 for hh:mm
(Please exclude pauses)

○ Presence in days/half-days, for full day ⌄

Reason : Saisir la raison

Extra presences will be displayed in the plannings and will automatically be added to extra hours balances the next day.

Save

⬅ **Unique**   **Repeating** ➡

2 – Select a period of time

Specify the **date** of your extra one-time presence or the **period of time** and **frequency** in the case of repeating presence

Specify the **time span/duration** (*number of hours*) or **the day/half-day** of occurrence of your extra presence

3 – Description

Provide all **useful detail** *(optional and confidential)* such as the reason for these hours (training, event, alternating presence, etc.)

Useful manual:
- Les présences supplémentaires à répétition
(in French only, in the case of alternating working presence)

Declare extra hours or extra presences

⏱ HOURS   ⚡ **EXTRA PRESENCES**

Presence type :   unique   repeating ⓘ

Done or Planned :   From 04/05/2017 📅   04/05/2017 📅 (max 3 mois)

Repeating every ⌄ day ⌄

⦿ Presence in hours   starting 🕐 for hh:mm
(Please exclude pauses)

○ Presence in days/half-days, for full day ⌄

Reason : Saisir la raison

Extra presences will be displayed in the plannings and will automatically be added to extra hours balances the next day.

Save

My plannings

: **shared plannings**

1 – Select your display options

- Per **unit/group**
- Per **alphabetic order**
- According to your **personal preferences (employee/unit)** ⭐ and **shared planning**

UNITS   **ALPHA**   **PREFERENCES**

▸ *Planning sharing management*
▸ Absents list : *today | week*
▸ Planning for 04/05/2017 📅 display
▸ *Current planning*

2 – Additional options
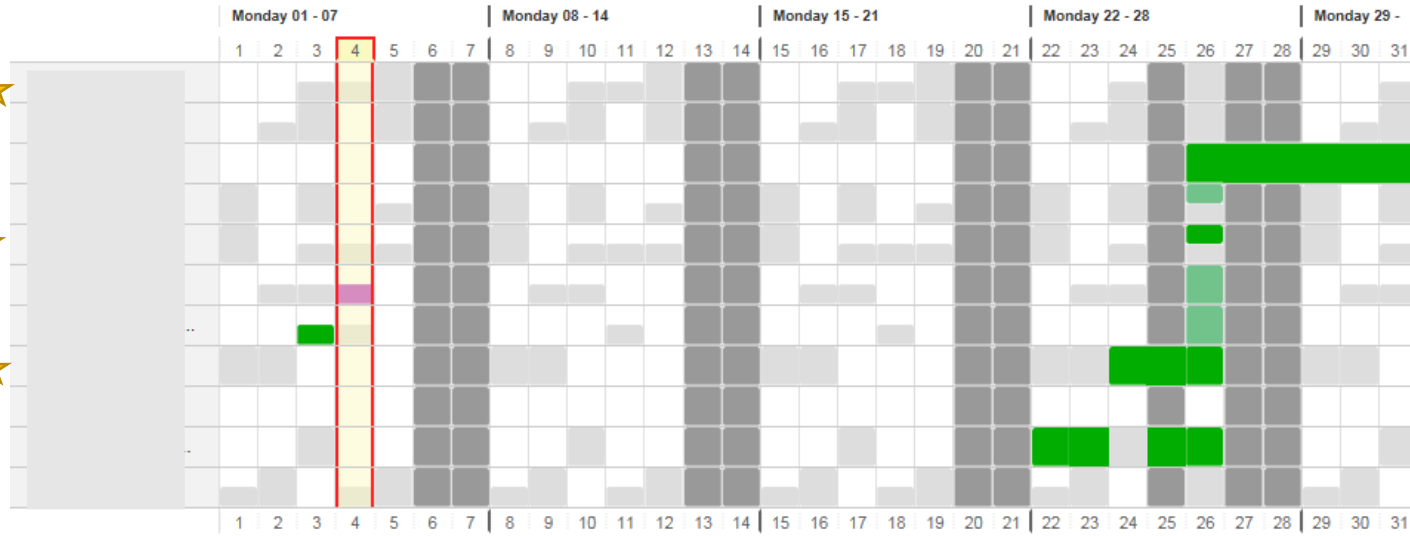
Manage your shared planning: invite an EPFL employee outside of your unit

Display **today's/this week's absent** colleagues

◀ *Prev week*   ‹   **MAY** 2017   ›   *Next week* ▶

Holidays   Compensation   Illness   Accident   Military   Maternity   Payed leave   Formation   Déplacement/Conférence   Télétravail

iquet   Unpayed leave   Absences   Pending validation   Public holidays or off time

3 – Choose a given period

Select your displayed month with the arrow or choose/enter a date manually

⭐ **Unit**

| Monday 01 - 07 | Monday 08 - 14 | Monday 15 - 21 | Monday 22 - 28 | Monday 29 - |

1 2 3 4 5 6 7 | 8 9 10 11 12 13 14 | 15 16 17 18 19 20 21 | 22 23 24 25 26 27 28 | 29 30 31

Your balances and holidays entitlement

Absences and Presences | **My Plannings** | **Balance and Holidays Entitlement** | **My Profiles** | **Help and Support**

Holidays entitlement for 2017 according to SAP/HR data

Base 2017 : 25 d Current employee status : [A1] Employé/13NSS

	Unit	Work canton	Fonds	Contract start date or Last modification	End of current contract or Next modification	Work percentage	Current emplyee status	Duration of contract in 2017	Holydays entitlement 2017 prorata
Funding 1	RH-G	VD	3029012	01/01/2013	-	100 %	[A1] Employé/13NSS	365 d	25.0 d
Your **holidays entitlement** in my_yeartodo according to your contracts known on 04/05/2017								Total	25.0 d

1 – Your holidays entitlement
This page shows your contractual data and explains your holiday entitlement calculation

From **01/01/2017** to **31/12/2017** Modify

2 – Select a period

▸ Year's balances detail
▸ Absences year résumé
▸ Absences month résumé

Your summaries

Holldays and absences

▸ Show all details des vacances et absences

Holidays The holiday balance also includes the loyalty bonus, if applicable ⓘ

3 – Display more details

BALANCE AT 01/01/2017 :
17 days available ⓘ

-

ABSENCES ON HOLIDAYS BALANCE :
14.5 days taken or planned

=

BALANCE AT 31/12/2017 :
2.5 days available ⓘ

14.5 days — vacances

Your Profiles (per unit)

Your unit/s

RH

Profile management for this instance [Modifier]

Admins : Absences administrator

Group : Your group in this unit

Profile/Roles : Consultation

Absences and balances validated by : Your absences validator

Substitutes :

SUBSTITUTE	TO DO	DETAILS

add a substitute

Agenda synchronization

You can synchronize your absences with your **Exchange agenda** and/or with one or several agendas from the **my.epfl.ch** service (more details)

Exchange : ☐ synchronize

MY.EPFL : [add an URL]

[Save]

Extra notifications if absent

List of emails of people to notify if absent (other than responsibles and validators)

Emails to notify : [Adresse email] [Emails to notify]

[Save]

1- Your profile per unit

This part is managed by your **absences administrator** *(your will find her/his name in the help and support page)*

Here your can find more information about your attributed **group**, your **profiles/roles** and who is your **absences validator** (or **absence group manager**)

2 – Aditional options per unit

You can indicate **your substitute** (this person will receive a notification of your absence (*without details*) when you register an absence)

3 – Your options

You can select an **automatic synchronization** between the absence management system and your Outlook account

ⓘ **For information** – the synchronization can be forced by your unit administrator

Extra notifications if absent: you can add one or several e-mail addresses of people who should receive a notification for your absences (beside the persons who are automatically informed: administrator, group manager, validator)
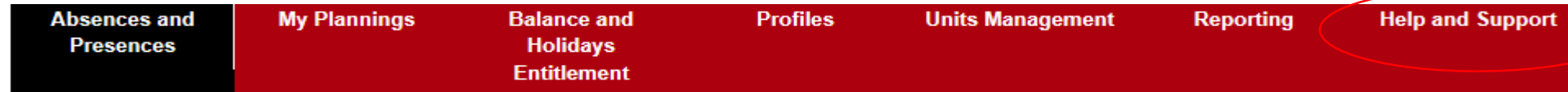
Help and Support (1)

Absences and Presences	My Plannings	Balance and Holidays Entitlement	Profiles	Units Management	Reporting	Help and Support

Help

- What's new

- Regulations and Manuals

- Training on absences system

Contacts

Administrators for unit XXXX

1 - What's new

The **what's new** page provides information on a regular basis of all changes and updates in the absences management system

2 – Regulations and manuals

Check the rules and regulations underlying practices at EPFL in relations to time management, such as the RGT.

Refer to provided **manuals** and **guides** for an appropriate use of most functions of the absences management system

3 – Training on the Absences Management system

We regularly provide a **half-day training** designed for the needs of the **absences administrators** (in French). *More information on training*.
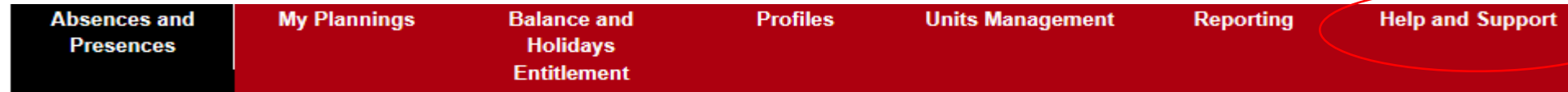
Contact

In this section, you will find the name of your administrator(s) and contact details (*If you have a group manager, this will appear on your «Profiles» page*)

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Help and Support (2)

✓ Our **Helpdesk** is happy to help you at the following address: absences@epfl.ch

✓ You are welcome to our **Absences Forum held on Tuesdays from 9:30 à 10:30 in room BI B2 492**.
(except summer and Christmas school holidays) –
Free access, no registration required