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 you 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

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

Your name: absences and presences

1. 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

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

3. Register an on call presence

Your current balances (future absences are not deducted)

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

View your explained and detailed balances

Your summaries/personal parameters

- On the transactions log, you 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)

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

Transactions log
- Absences resume for current year
- Compensations for public holidays
- Public holidays

Your summaries/personal parameters

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Absences and Presences – your welcome page (2)

### Weekly presence

#### Details and hours management of your standard week.

<table>
<thead>
<tr>
<th>Date</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2016</td>
<td>04:06</td>
<td>04:06</td>
<td>-</td>
<td>04:06</td>
<td>-</td>
</tr>
<tr>
<td>AM:</td>
<td>04:06</td>
<td>04:06</td>
<td>-</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>PM:</td>
<td>04:06</td>
<td>04:06</td>
<td>-</td>
<td></td>
<td>-</td>
</tr>
</tbody>
</table>

**Work percentage:** 50.0%  
**Hours per week:** 20:30 hours

#### Manage presences

**Your current weekly presence**

Display your current weekly presence by clicking on «manage presences».

**Modify your weekly presence** by clicking on «manage presences».

**Attribute a specific ½ day to a specific unit** if you work for more than one unit and if some ½ days are dedicated to a specific unit.

**The auto-control** of the system will allow you to register your weekly presence only if it concurs with your contractual work time.

**Useful instruction for use:**

- **Current weekly presence**

**If you have an alternating weekly presence (1 week/2 for example), please see instructions on page 6**
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

Announce
Announce extra and/or overtime hours

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).

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)
1 – Select your display options
- Per unit/group
- Per alphabetic order
- According to your personal preferences (employee/unit) and shared planning

2 – Additional options
- Manage your shared planning: invite an EPFL employee outside of your unit
- Display today’s/this week’s absent colleagues

3 – Choose a given period
- Select your displayed month with the arrow or choose/enter a date manually
Your balances and holidays entitlement

This page shows your contractual data and explains your holiday entitlement calculation.

### Holidays entitlement for 2017 according to SAP/HR data

<table>
<thead>
<tr>
<th>Unit</th>
<th>Work canton</th>
<th>Fonds</th>
<th>Contract start date or Last modification</th>
<th>Work percentage</th>
<th>Current employee status</th>
<th>Duration of contract in 2017</th>
<th>Holidays entitlement 2017</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding 1</td>
<td>RH-G</td>
<td>VD</td>
<td>3029012 01/01/2013</td>
<td>-</td>
<td>100%</td>
<td>Employed/13NSS</td>
<td>366</td>
<td>26.0 d</td>
</tr>
</tbody>
</table>

Your holidays entitlement in my year todo according to your contracts known on 04/05/2017: Total 25.0 d.

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

2 – Select a period

### Holidays and absences

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Holidays</td>
<td>The holiday balance also includes the loyalty bonus, if applicable</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>BALANCE AT 01/01/2017: 17 days available</td>
<td>ABSENCES ON HOLIDAYS BALANCE: 14.5 days taken or planned</td>
</tr>
<tr>
<td></td>
<td>BALANCE AT 31/12/2017: 2.5 days available</td>
</tr>
<tr>
<td>14.5 days — vacances</td>
<td></td>
</tr>
</tbody>
</table>

Your summaries:
- Year’s balances detail
- Absences year résumé
- Absences month résumé

3 – Display more details

Show all details des vacances et absences
Your Profiles (per unit)

1. Your profile per unit
   - This part is managed by your absences administrator (you will find her/his name in the help and support page).
   - Here you can find more information about your attributed group, your profiles/roles, and who is your absences validator (or your absence group manager).

2. Additional 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 email 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)

## 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).
✓ 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