

PAC Absence Management FAQs for Department Time Administrators (DTAs)

Q: As a DTA, can I make changes to an employee's reporting relationship?

A: Yes, you will be able to manage and update reporting relationships for employees within your department from the "Reporting Structure & Location" page. This page displays the current reporting relationship information of the employee, and enables you to select a new "Reports To" for the employee.

Reporting relationships within PAC are based on *position numbers*. From this page, you are making an update to the reporting structure of the position number. The position number may have more than one (1) incumbent. Updating the reporting relationship for one (1) employee in a multi-incumbent position will update the reporting structure for *all* incumbents of that position. If only one (1) employee needs updating, you should submit a request to Central HR to create a new position number for that employee. If all employees in a pooled position need to report to a different manager, a new position number is not required, and the change can be made from this page. As a reminder, *you can run the Active Positions & Incumbents Report to verify reporting relationship data*.

Q: How do I see how much sick time my Officers have used?

A: By running the Absence Event Details report, you can generate the report to show "Sick Days Only". This option will show only Sick and NYC Sick absences for employees in your department, based on the range you specified.

Q: How do I check to see if employees are carrying a negative balance?

A: You can run the Negative Balance Report *prior* to Absence Calc for the current period to show a list of any employees within your department who will potentially go into the negative, based on their current balances and absences for that period. Running the report *before* absences have been processed for the period will provide a window in which you can follow-up with the manager and employee to correct the absence before it's processed. For Officers, the only caveat for this report is that it will *not* display negative personal day projections, as negative personal days for Officers decrement from their vacation balance.

Q: What do I need to do if an employee's work schedule changes?

A: You can view and reassign work schedules for employees in your department. If, at any point, an employee's work schedule changes, this will need to be updated in the system. The days (and in some cases, the duration) of absence requests the employee is able to submit are based on the employee's work schedule. From the "Assign Work Schedule" page, you can select from a list of work schedules. The appropriate type of work schedule will need to be selected based on the employee (e.g. a Union work schedule should not be selected for an Officer, and vice versa). The "Description" column displays the type of schedule. If a new work schedule is needed for an employee, a request needs to be submitted to Central HR to create the schedule.

Q: Can I set up a delegation for a manager in my department?

A: Yes. In cases when a manager is out unexpectedly for a period of time or if a manager is out on a leave of absence, you can set up a delegation on behalf of another manager within your department. On the "Add Delegation Request" page, type in the name of the manager for whom you are setting up the delegation and then select the start and end date of the delegation. In the "Transaction Name" lookup, you will need to select one (1) transaction per line. To add multiple transactions for delegation, click the "+" sign to add a new row. Refer to the [Manager Delegation of Timesheet and Absence Activity Job Aid](#) for a list of all the different types of delegation transactions. Finally, select the proxy to whom you are setting up the delegation.

Note that any absences the manager’s employees may have already submitted will need to be rerouted to the new manager via the DTA Monitor Approvals page.

Q: Can I reassign transactions to other managers in my department?

A: Yes, you can reassign absence transactions to a different manager within your department via the “DTA Monitor Approvals” page. Select “Absence Management” as the Approval Process. The Header Status can be selected as “Pending” to isolate pending absences. In the Originator field, enter the name of the employee whose transactions need to be reassigned, and then click “Search.”

The Search Results section displays all the pending absence requests for that employee. You will need to know the “Absence Take” PIN number in order to know the type of absence. The below list provides the “decode” for regular, full-time Officers. Refer to the [TLAM Eligible Takes by Population](#) list for a complete decode.

PIN #	System Element Name	Absence Type
10191	TMSVACOF	Vacation
10189	TMSPDOF	Personal Day
10247	TMSNYSKOF	NYC Sick
10193	TMSSCKOF	Sick
10185	TMSBERVOF	Bereavement
10187	TMSJURDOF	Jury Duty

Select the absences to be reassigned, and in the “APPROVEOPRID” field, enter the original manager. In the “Reassign To” field, enter the manager to whom you are reassigning the transaction(s). Then click “Reassign Selected” to reassign the absence transactions.

Q: Can I record an absence for an employee in my department?

A: Yes, you can record, modify, and approve absence requests for employees in your department via the “Absence Event” page. Click the “+” to add a new row/absence event. You’ll need to know the specific system Absence Take name, which is referenced in the table above for regular, full-time Officers. The complete list of system Absence Take names can be found in [TLAM Eligible Takes by Population](#).

In order to approve the request, click the “Details” link. On this page, select the “Manager Approved” checkbox.