

SFE creates job and calls sub to replace absent EMPLOYEE

SUB #1 accepts Job

SUB #1 calls as SUB to cancel out of job

Processes not connected, however, both need to occur

Start SUB Sick Request Process

SFE calls back out to fill vacancy

SUB #1 as EMPLOYEE triggers creation of a new job/absence reason called AB 1522, no replacement required

SUB #2 accepts position, job closed, initial EMPLOYEE budget code applied

Employee unable to use absence code once balance is zero

AB 1522 hours not subject to budget code logic

Absence hours deducted from balance in SFE

Absence backfeed process runs on the 10th & 20th, Separates sub vs. employee absence based on reason code. Budget codes rectified for subs to be changed based on object & site code logic

NO

Employee Sick Payroll Process

Is individual SUB?


YES


SUB Record 60 generated for PAYROLL

PAYROLL appropriately pays SUB

End Sub Sick Request Process

Reporting


 Emails sent to HR & Payroll once individual has hit 90 day threshold & is now eligible for sick leave


 Cancellation report & job report run with VLOOKUP excel function to audit sick leave against cancelling out of a job