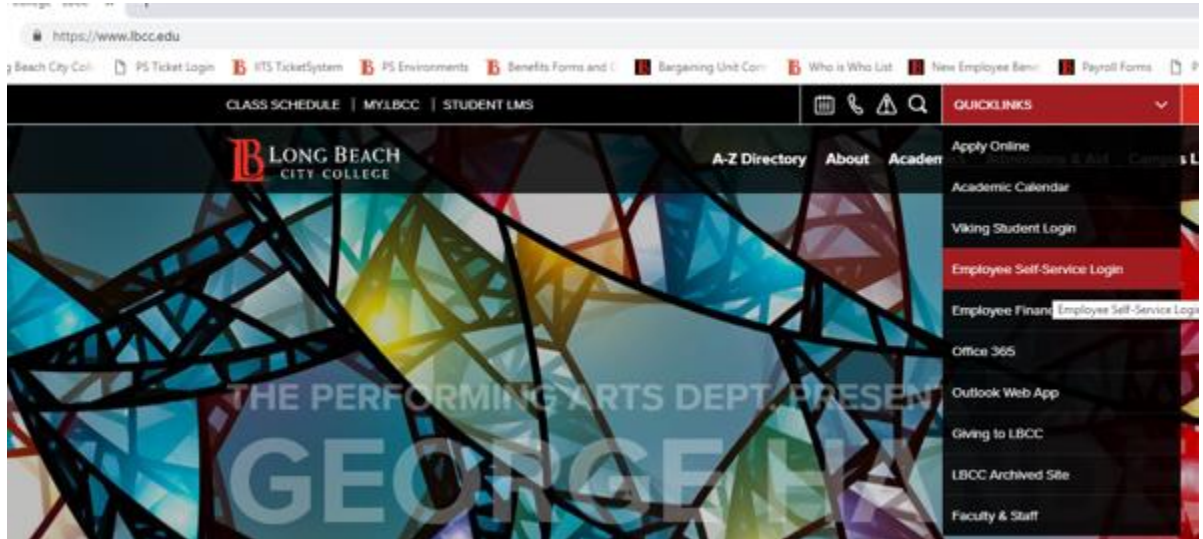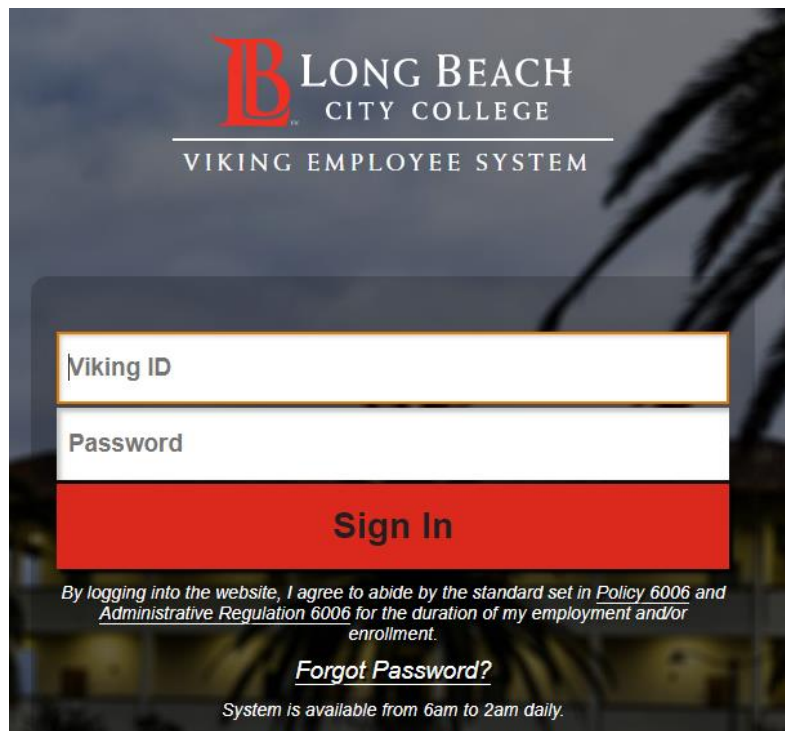# Entering Absences in TARS

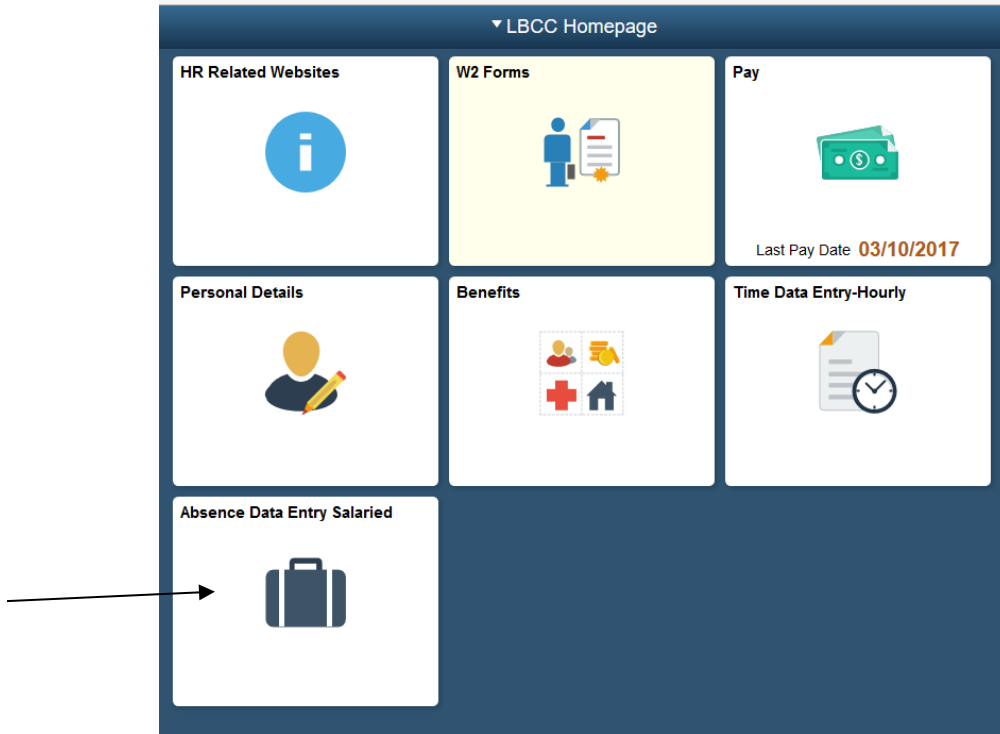1. **You can access the PeopleSoft system under Quick Links > Employee Self-Service Login**

2. **This brings up the sign on screen. Your User Name and Password are the same user name and password that you use to log on to the LBCCD network from your computer. The Password is case sensitive.**

TARS – Absences Entry

3. **Main Menu > Absence Data Entry – Salaried**

4. **Under Add a New Value tab, enter the employee ID, and Pay Period End Date. Click Add.**

5. **If you get this message, a TARS-Absence has already been created. Click on date to open TARS.**

6. **Make sure you have the correct employee.**
- Enter the date of absence and earn code.
- Enter the Start and Stop times or the total # of hours.
- Enter any comments if needed. Click SAVE.
  - Examples of comments: entire week or multiple dates for absences
  - Conferences or off site training
- **Earn Codes:**
  - VAC   Vacation
  - RSL   Sick
  - PN   Personal Necessity (comes out of sick balance)
  - FH   Floating Holiday (AFT only, 1 per fiscal year)
  - MGT   Management Leave
  - BRV   Bereavement Leave
  - IMM   Imminent Death
  - JDL   Jury Duty
  - TRV or TRN   Training or Conferences
  - DSL   Discretionary Leave (Full time Faculty only)
- **Earn Codes – Adjunct Faculty:**
  - HSL   Hourly Sick Leave
  - PNH   Personal Necessity Hourly

TARS – Absences Entry

7. If you know a TARS-Absence already exists or if you want to view past Absences, click on Find an Existing Value tab.
- Enter Employee ID and click Search.
- The oldest absences will be listed first. Double click on Pay Period End Date to list the newest Tars Absences first.
- Click on the Pay Period End Date to open the TARS-Absence.

8. Click on + to add additional lines. Enter addition dates, earn coded, and # of hours. Click Save.

TARS – Absences Entry

9. Absence Entry Examples
- Absences for 10 and 12 month employees cannot be posted on the months they are off. (typically January and July).

- If hours are posted, Payroll will send you an email requesting the absences be posted to the next month.

TARS – Absences Entry

10. Once an Absence is created and Save, you cannot delete it.
- If an entry was made in error, enter a date and earn code. Keep the Hours box empty. Put a comment stating it was entered in error and click Save.