



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

Human Resources 9.0

Absence Management: Employee

Quick Reference Guide



REVISION CONTROL

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5/29/12	M. Murie	Revised MP 4.05 changes - "No Leave Taken"	pgs 3, 7, 9, 16
3/27/18	M. Murie	Changed login instructions to reference myHR site	pg 5

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1.0 Introduction

Absence Management is a component within the PeopleSoft Human Capital Management (HCM) suite of applications. It provides the ability to report and track absences online. This guide provides instructions for performing basic absence management activities. As an employee, you can:

- Report and view absences (Some departments will use timekeepers, check with manager)
- View balances
- Delete absences **

** *Based on specific statuses*

1.1 General Information

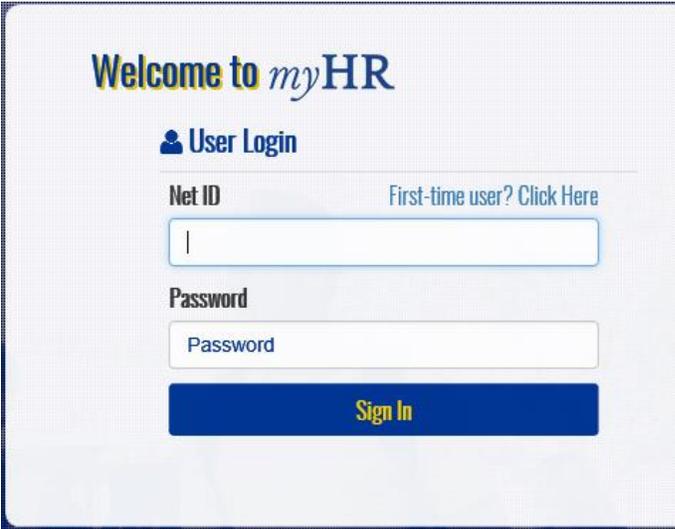
You may receive an email notification, if your timekeeper, manager, or HR makes changes to your reported absences or reports absences on your behalf. The email notification is sent to your Campus Email Address.

Possible circumstances for email notification may include:

- Absences reported on your behalf
- Changes to your reported absences
- Reported absences needing corrections or deletion
- Reported absences needing additional documentation



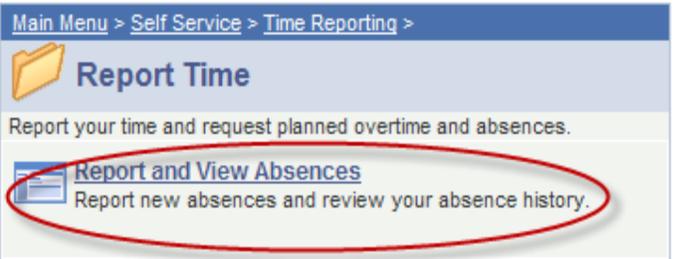
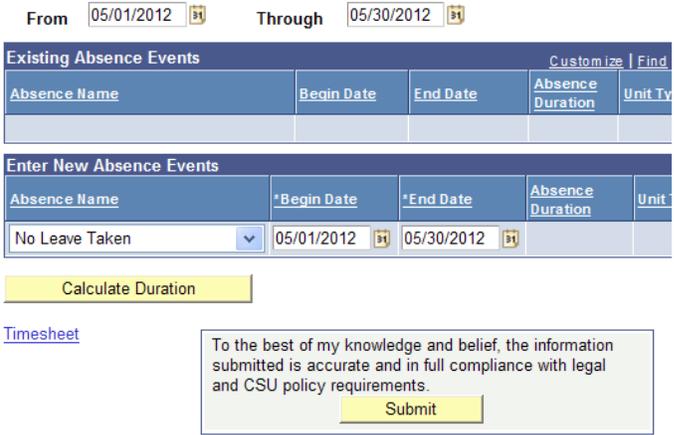
2.0 Logging into myHR

Steps	Illustrations
<p>1. Login to myHR. Enter your Net ID, Password, and click  button.</p> <p>If you need help obtaining and/or using your Net ID, refer to the <i>"First-time user? Click here"</i> help link located on the myHR web page for assistance.</p>	
<p>2. Now that you are logged in, please remember the following tips:</p> <ul style="list-style-type: none"> • Use your Add to Favorites to save time. • Sign out when you are done • Don't use your browser buttons to navigate 	



3.0 Reporting and Viewing Absences

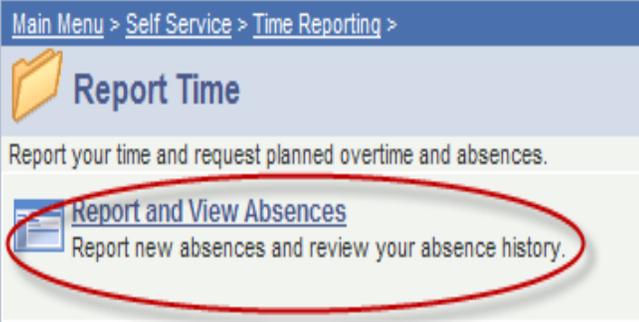
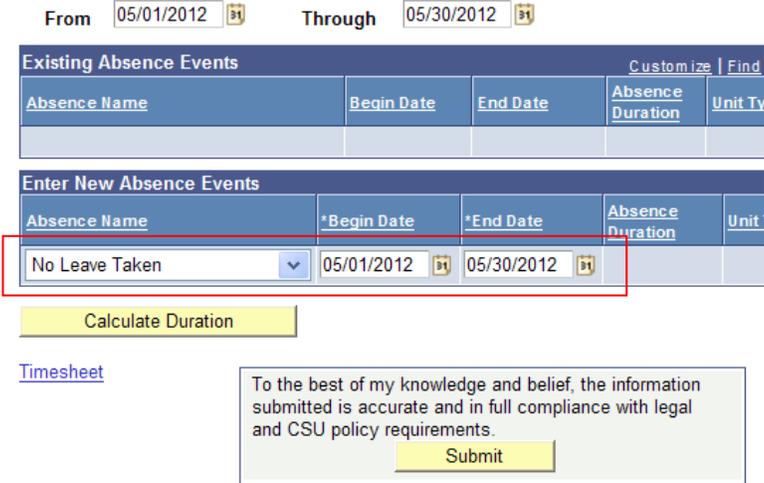
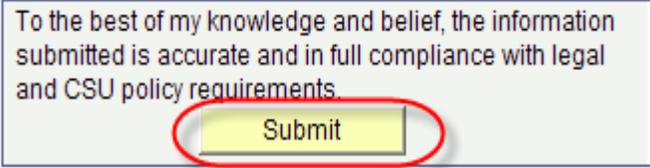
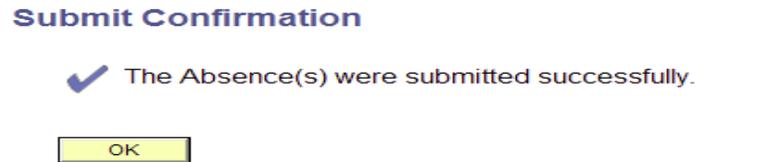
These instructions will assist you with reporting and viewing your absences.

Steps	Illustrations
<p>1. Navigate to Report and View Absences:</p> <p>Self Service>Time Reporting>Report Time>Report and View Absences</p> 	
<p>2. The Report and View Absences page appears.</p> <p>By changing the From, Through, or both date(s), you can view historical or future absence events.</p>	



3.1 Reporting No Leave Taken

Every pay period, you have a mandatory requirement to report either **No Leave Taken** or an absence event. You cannot report **No Leave Taken** and other absence events in the same month. These instructions will guide you through the steps required to report, “No Leave Taken.”

Steps	Illustrations
<p>1. Navigate to:</p> <p>Self Service>Time Reporting>Report Time>Report and View Absences</p> 	
<p>2. In the Enter New Absence Events section,</p> <ul style="list-style-type: none"> • Select “No Leave Taken” from the Absence Name drop-down menu. • Change the Begin Date to start of the absence event. • Change End Date to the end of the absence event. 	
<p>3. Click the Submit button.</p>	
<p>4. On the Submit Confirmation page, click the OK button.</p>	



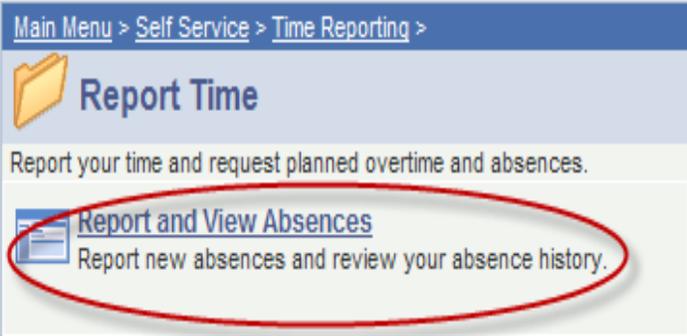
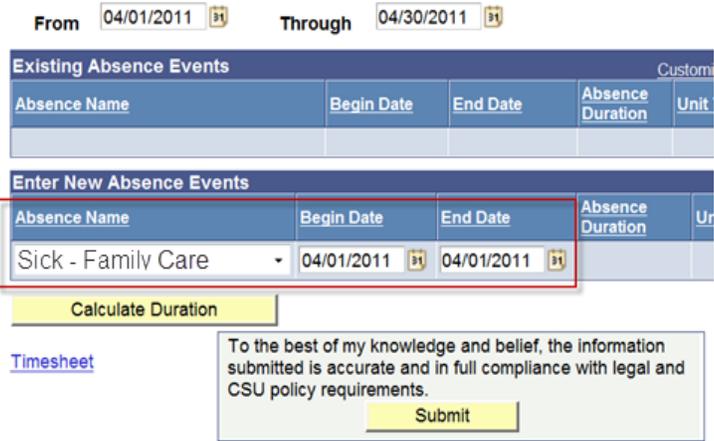
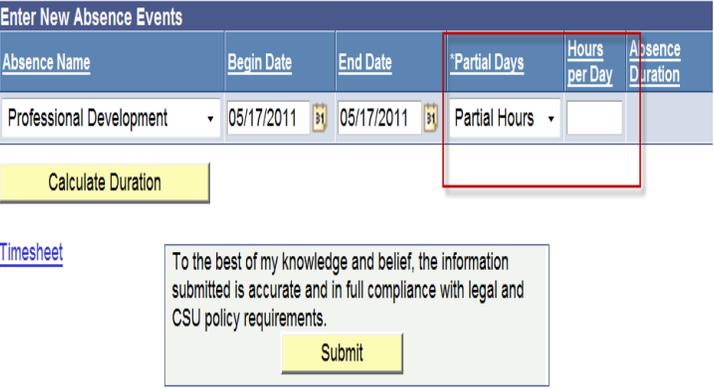
5. In the **Existing Absence Events** section, your reported absence shows with a status of **Submitted**.

Existing Absence Events				Customize Find First		
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Submitted	Last Updated
Vacation	08/01/2010	08/31/2010	22.00	Days	Submitted	Donald



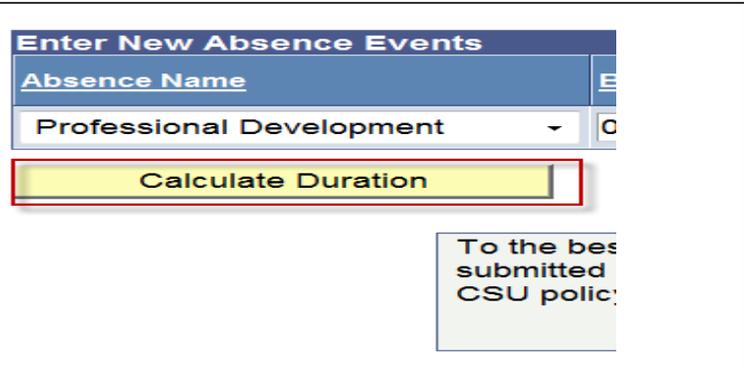
3.2 Reporting Other Absences

These instructions will guide you through the steps required to report other types of absences or absence takes. Remember, you cannot report “No Leave Taken” and other absence events in the same month.

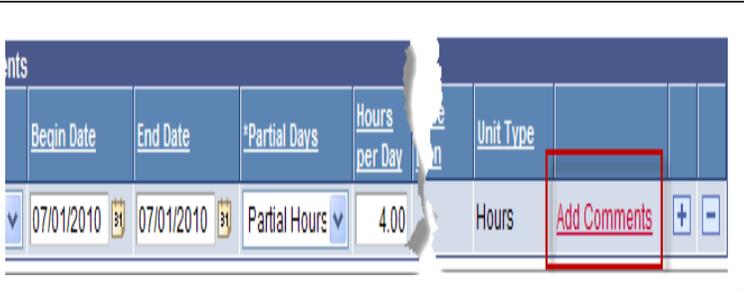
Steps	Illustrations
<p>1. Navigate to:</p> <p>Self Service>Time Reporting>Report Time>Report and View Absences</p> 	
<p>2. In the Enter New Absence Events section,</p> <ul style="list-style-type: none"> • Select the appropriate absence take from the Absence Name drop-down menu. • Change the Begin Date to start of the absence event. • Change End Date to the end of the absence event. <p><u>Note:</u> You must enter absences taken on non-consecutive days separately.</p>	
<p>3. If a partial work day was taken off or you are a part-time faculty or hourly employee:</p> <p>a) Enter Partial Hours from the Partial Days pull down and</p> <p>b) Enter the number of hours in the Hours Per Day field.</p> <p>Or –</p> <p>a) Select Partial Days from the Partial Days pull down and</p> <p>b) Enter the number of hours in the Hours Per Day field.</p>	 <p>See Appendix A for the Table of Fractional Equivalents</p>



4. Click the **Calculate Duration** button and verify that the **Absence Duration** displays the number of hours taken.



5. When you select an absence take requiring more information, the **Add Comments** link will turn red.
6. Click the **Add Comments** link to open the comments page



7. The **Absence Event Comments** page appears. Enter the comments for your absence event.

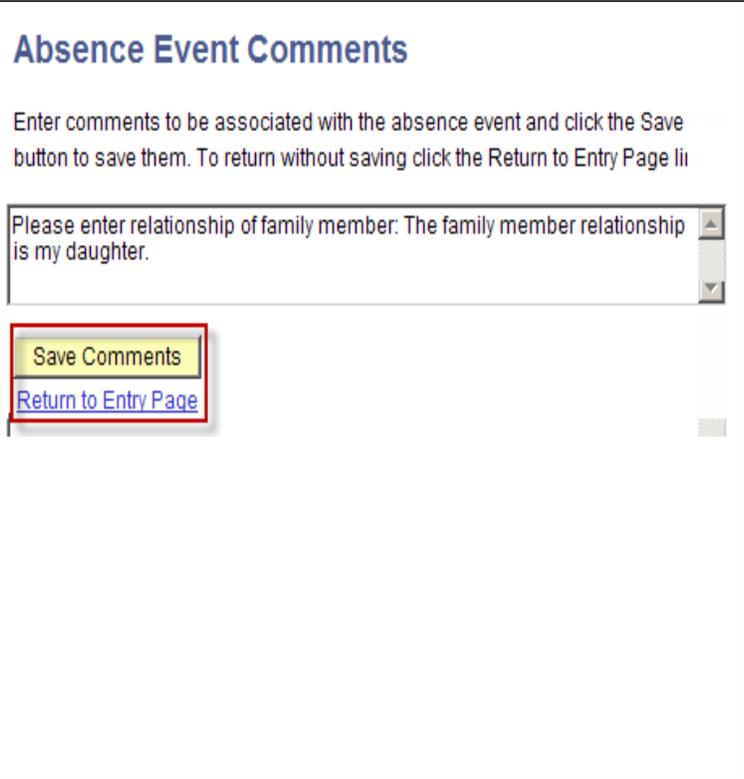
Depending upon the absence take selected, HR may need additional paperwork or documentation.

Note:
Check your Collective Bargain Agreement (CBA) for eligible absence takes, eligible family members, etc.

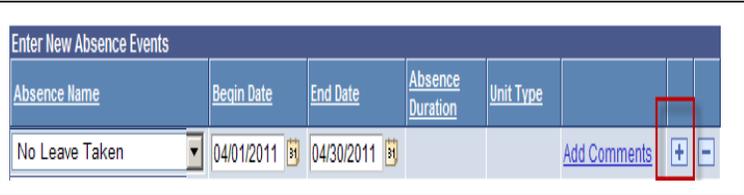
8. To save your comments, click the **Save Comments** button

or

Click the **Return to Entry Page** link to return to the previous page without saving your comments.



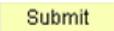
9. To enter another absence, click the **+** button to add a row and follow the steps above until you report all of your absences.



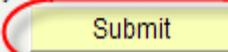


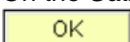
10. If you enter a  row in error, click on the  button on the row you want to remove (prior to submitting).

Enter New Absence Events					
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	
No Leave Taken	04/01/2011 	04/30/2011 			Add Comments  
	04/01/2011 	04/01/2011 			Add Comments  

11. When you are satisfied, click the  button.

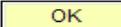
To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.



12. On the **Submit Confirmation** page, click the  button.

Submit Confirmation

 The Absence(s) were submitted successfully.



13. In the **Existing Absence Events** section, your reported absence shows with a status of **Submitted**.

From  Through 

Existing Absence Events					Customize Find
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status
Sick - Self	05/02/2011	05/02/2011	4.00 Hours		Approved
Sick - Family Care	05/09/2011	05/09/2011	8.00 Hours		Submitted



4.0 Deleting Reported Absences

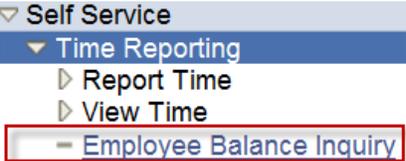
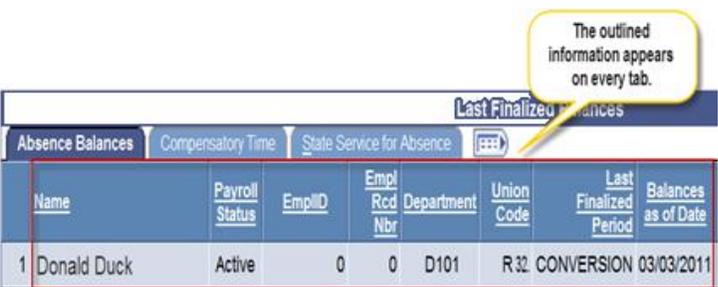
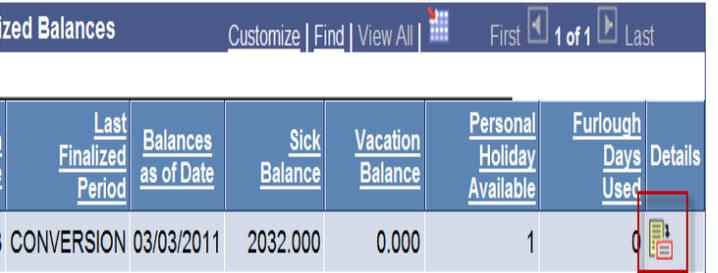
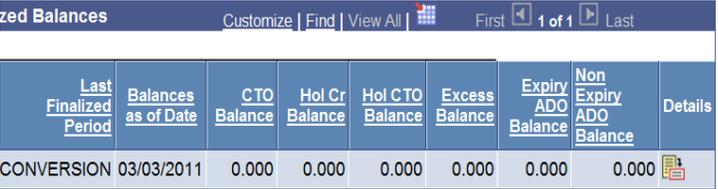
As an employee, you may delete any reported absence with an **Absence Status** of *Submitted* or if you see the  icon beside an absence entry.

Steps	Illustrations																								
<p>1. Navigate to:</p> <p>Self Service>Time Reporting>Report Time>Report and View Absences</p> 																									
<p>2. If you need to view prior pay period absence events, change the From and Through dates.</p>	<p>From <input type="text" value="07/01/2010"/>  Through <input type="text" value="07/31/2010"/> </p>																								
<p>3. You can delete any reported absence with an Absence Status of <i>Submitted</i> or if the  icon shows beside the absence entry.</p> <p>To delete the absence entry, click the  icon.</p> <p>Contact your timekeeper or manager, if you want to delete an absence entry that does not have the  icon adjacent to it.</p>	<p>Existing Absence Events Customize Find </p> <table border="1" data-bbox="633 1123 1485 1270"> <thead> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th>Absence Status</th> <th>Last Updated By</th> <th></th> </tr> </thead> <tbody> <tr> <td>Sick - Self</td> <td>05/02/2011</td> <td>05/02/2011</td> <td>4.00 Hours</td> <td></td> <td>Approved</td> <td>AM Test</td> <td></td> </tr> <tr> <td>Sick - Family Care</td> <td>05/09/2011</td> <td>05/09/2011</td> <td>8.00 Hours</td> <td></td> <td>Submitted</td> <td>AM Testings</td> <td></td> </tr> </tbody> </table>	Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By		Sick - Self	05/02/2011	05/02/2011	4.00 Hours		Approved	AM Test		Sick - Family Care	05/09/2011	05/09/2011	8.00 Hours		Submitted	AM Testings	
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By																			
Sick - Self	05/02/2011	05/02/2011	4.00 Hours		Approved	AM Test																			
Sick - Family Care	05/09/2011	05/09/2011	8.00 Hours		Submitted	AM Testings																			
<p>4. On the Confirm Delete page, click the <input type="button" value="Yes"/> button to confirm deletion or click the <input type="button" value="No"/> button to cancel deletion.</p>	<p>Confirm Delete</p> <p> Click Yes to Delete this Absence Event</p> <p>Absence: Sick - Family Care Begins: 5/9/2011 Ends: 5/9/2011</p> <p><input type="button" value="Yes"/> <input type="button" value="No"/></p>																								
<p>5. The deleted entry no longer shows in your Existing Absence Events section.</p>	<p>From <input type="text" value="05/01/2011"/>  Through <input type="text" value="05/31/2011"/> </p> <p>Existing Absence Events Customize Find </p> <table border="1" data-bbox="633 1827 1485 1890"> <thead> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th>Absence Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Sick - Self</td> <td>05/02/2011</td> <td>05/02/2011</td> <td>4.00 Hours</td> <td></td> <td>Approved</td> <td></td> </tr> </tbody> </table>	Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status		Sick - Self	05/02/2011	05/02/2011	4.00 Hours		Approved											
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status																				
Sick - Self	05/02/2011	05/02/2011	4.00 Hours		Approved																				



5.0 Viewing the Employee Balance Inquiry

As an employee, you can check your balance for your entitlements, as determined by your position and CBA. For example, you can view your sick leave or vacation balances.

Steps	Illustrations																																																
<p>1. Navigate to Employee Balance Inquiry:</p> <p>Self Service>Time Reporting>Report Time>Report and View Absences</p> 																																																	
<p>2. The Employee Balance Inquiry page appears showing the Last Finalized Balances.</p> <p>Depending on your position, tabs appear with balances for your entitlements (see Figure 1).</p> <p>Every tab will show:</p> <ul style="list-style-type: none"> Your name Payroll status EmplID (CSUB ID) Empl Rcd Nbr Department Union Code Last Finalized Period and Balances as of Date Details (see Figure 2) <p>Additional columns will display as appropriate for the balance type (see Figures 2 and 3).</p> <p>The “Show All/Hide All”  button toggles the tabs on and off. When the tabs are off, all the information appears on one line and you will scroll left to right to view.</p> <p>The  button allows you to see detailed information for all your balances.</p>	 <p>Figure 1- Information that appears on every tab</p> <table border="1" data-bbox="769 1024 1487 1150"> <thead> <tr> <th>Name</th> <th>Payroll Status</th> <th>EmplID</th> <th>Empl Rcd Nbr</th> <th>Department</th> <th>Union Code</th> <th>Last Finalized Period</th> <th>Balances as of Date</th> </tr> </thead> <tbody> <tr> <td>1 Donald Duck</td> <td>Active</td> <td>0</td> <td>0</td> <td>D101</td> <td>R32</td> <td>CONVERSION</td> <td>03/03/2011</td> </tr> </tbody> </table>  <p>Figure 2 – Sick and Vacation Balances, Personal Holiday, etc.</p> <table border="1" data-bbox="769 1360 1487 1528"> <thead> <tr> <th>Last Finalized Period</th> <th>Balances as of Date</th> <th>Sick Balance</th> <th>Vacation Balance</th> <th>Personal Holiday Available</th> <th>Furlough Days Used</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>CONVERSION</td> <td>03/03/2011</td> <td>2032.000</td> <td>0.000</td> <td>1</td> <td>0</td> <td></td> </tr> </tbody> </table>  <p>Figure 3: – CTO, Hol Cr, Hol CTO balances, etc.</p> <table border="1" data-bbox="769 1724 1487 1850"> <thead> <tr> <th>Last Finalized Period</th> <th>Balances as of Date</th> <th>CTO Balance</th> <th>Hol Cr Balance</th> <th>Hol CTO Balance</th> <th>Excess Balance</th> <th>Expiry ADO Balance</th> <th>Non Expiry ADO Balance</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>CONVERSION</td> <td>03/03/2011</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td></td> </tr> </tbody> </table>	Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	1 Donald Duck	Active	0	0	D101	R32	CONVERSION	03/03/2011	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Furlough Days Used	Details	CONVERSION	03/03/2011	2032.000	0.000	1	0		Last Finalized Period	Balances as of Date	CTO Balance	Hol Cr Balance	Hol CTO Balance	Excess Balance	Expiry ADO Balance	Non Expiry ADO Balance	Details	CONVERSION	03/03/2011	0.000	0.000	0.000	0.000	0.000	0.000	
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CONVERSION	03/03/2011	0.000	0.000	0.000	0.000	0.000	0.000																																										



6.0 Getting Help

If you are unsure or need assistance, please consider the preferred sources or order in which to contact listed below:

- Click the [Click for Instructions](#) link for basic instructions
- Click the [Click Here for Detailed Instructions](#) for detailed instructions, when the link is available
- HR website (<http://www.csub.edu/BAS/hr/>)
- Self-Services Guides for Faculty (<http://www.csub.edu/selfservice/guides/faculty/index.shtml>)
- Self-Service Guides for Staff (<http://www.csub.edu/selfservice/guides/Staff/index.shtml>)
- Check with your department admin or timekeeper, if appropriate
- Check with your manager
- Email Human Resources at hr@csb.edu.
- Contact Help Desk at 654-2307

7.0 Appendix A

Appendix A contains additional information about the Absence Name, Absence Status, and Fractional Equivalents for Faculty Appointments.

7.1 Absence Name

The **Absence Name** drop-down contains only the absence takes available for your position. The table below contains a partial listing of absence takes. For more information on your absence takes, eligible family member relationships, or other related topics, please see your Collective Bargain Agreement (CBA).

Please Note: Not all absences takes in the list below will appear depending upon your Collective Bargaining Agreement (CBA), etc.

Absence Name	Usage Notes
Bereavement/Funeral	Includes eligible immediate family members. Specify the family member in the Comments.
Jury Duty	Jury Duty when called to serve at a Superior, Municipal or District Court. Must turn into Payroll the official Jury Duty proof of service.
No Leave Taken	No leave taken for the pay period. If no other absence events have been reported for the month, this event must be submitted to indicate full time attendance.
Personal Holiday	One day off that is granted as of January 1st each calendar year. Usage is at the employees' discretion with supervisor approval.
Bereavement/Funeral	Upon request, bereavement/funeral leave may be supplemented with an employee's own sick leave credits. Specify the family member in the Comments.
Sick - Family Care	Family care, meaning illness or injury in the immediate family up to 10 days of accrued sick leave may be used in one calendar year. Specify the family member in the Comments.
Sick - Self	Sick leave chargeable to employee sick leave balance, physician statement required when absent 5 or more consecutive days.
Vacation	Vacation time chargeable to vacation balance, when approved by the appropriate administrator.



7.2 Absence Status

The **Absence Status** displays the status of your absence entries. The following chart shows the different statuses and their meanings.

Absence Status	Description
Submitted	Employee submitted the absence
Reviewed	Timekeeper or Manager reviewed the absence
Needs Correction	Timekeeper or Manager identified the absence as needing correction
Approved	Manager approved the absence
In Process	Manager approved the absence or the Absence calculation is processing the absence.
Finalized	Manager approved the absence, the Absence calculation processed the absence, and no change can be made to the absence.



7.3 Table of Fractional Equivalents for AM - Faculty Appointments

The following table contains fractional equivalents. This table is to be used by faculty for reporting their hours off.

WTU	FTE TIMEBASE	AM STANDARD DAILY HOURS	AM STANDARD WEEKLY HOURS
0.25	0.0167	0.13	0.67
0.50	0.0333	0.27	1.33
0.75	0.0500	0.40	2.00
1.00	0.0667	0.53	2.67
1.25	0.0833	0.67	3.33
1.50	0.1000	0.80	4.00
1.75	0.1167	0.93	4.67
2.00	0.1333	1.07	5.33
2.25	0.1500	1.20	6.00
2.50	0.1667	1.33	6.67
2.75	0.1833	1.47	7.33
3.00	0.2000	1.60	8.00
3.25	0.2167	1.73	8.67
3.50	0.2333	1.87	9.33
3.75	0.2500	2.00	10.00
4.00	0.2667	2.13	10.67
4.25	0.2833	2.27	11.33
4.50	0.3000	2.40	12.00
4.75	0.3167	2.53	12.67
5.00	0.3333	2.67	13.33
5.25	0.3500	2.80	14.00
5.50	0.3667	2.93	14.67
5.75	0.3833	3.07	15.33
6.00	0.4000	3.20	16.00
6.25	0.4167	3.33	16.67
6.50	0.4333	3.47	17.33
6.75	0.4500	3.60	18.00
7.00	0.4667	3.73	18.67
7.25	0.4833	3.87	19.33
7.50	0.5000	4.00	20.00

WTU	FTE TIMEBASE	AM STANDARD DAILY HOURS	AM STANDARD WEEKLY HOURS
7.75	0.5167	4.13	20.67
8.00	0.5333	4.27	21.33
8.25	0.5500	4.40	22.00
8.50	0.5667	4.53	22.67
8.75	0.5833	4.67	23.33
9.00	0.6000	4.80	24.00
9.25	0.6167	4.93	24.67
9.50	0.6333	5.07	25.33
9.75	0.6500	5.20	26.00
10.00	0.6667	5.33	26.67
10.25	0.6833	5.47	27.33
10.50	0.7000	5.60	28.00
10.75	0.7167	5.73	28.67
11.00	0.7333	5.87	29.33
11.25	0.7500	6.00	30.00
11.50	0.7667	6.13	30.67
11.75	0.7833	6.27	31.33
12.00	0.8000	6.40	32.00
12.25	0.8167	6.53	32.67
12.50	0.8333	6.67	33.33
12.75	0.8500	6.80	34.00
13.00	0.8667	6.93	34.67
13.25	0.8833	7.07	35.33
13.50	0.9000	7.20	36.00
13.75	0.9167	7.33	36.67
14.00	0.9333	7.47	37.33
14.25	0.9500	7.60	38.00
14.50	0.9667	7.73	38.67
14.75	0.9833	7.87	39.33
15.00	1.0000	8.00	40.00



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Julie Alonso (Functional Analyst) for permission to use screenshots and documentation used to prepare this documentation.
Permission date: 5/5/2011

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