



CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**

Human Resources 9.0  
**Absence Management: Manager**  
*Quick Reference Guide*

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## REVISION CONTROL

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**Author:** CMS PeopleSoft Training  
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### Revision History

Revision Date	Revised By	Summary of Revisions	Section(s) Revised
5/6/2011	T. Sherman	Created document	All
1/25/12	M. Murie	Updated to reflect HCM 9.0 version changes	All
5/29/12	M. Murie	Revised MP 4.05 changes - "No Leave Taken"	pgs 3, 9, 10, 11, 29
3/27/18	M. Murie	Changed login instructions to reference myHR site	pg 5

### Review / Approval History

Review Date	Reviewed By	Action (Reviewed, Recommended or Approved)
5/23/2011	T. Williams and M. Murie	Sent for review and approval
1/25/12	M. Murie	Approved
3/27/18	T. Williams/M. Murie	Approved



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## 1.0 Introduction

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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 managers, who will perform absence management activities. As a Manager, you can:

- Report and view absences for employees
- View balances for employees \*
- Review and send absences back for correction for employees
- Delete absences for employees \*\*
- Approve employee absences
- Run absence reports

*\* In the future, paycheck stubs will no longer show balances*

*\*\* Based on specific statuses and security role.*

## 1.1 General Information

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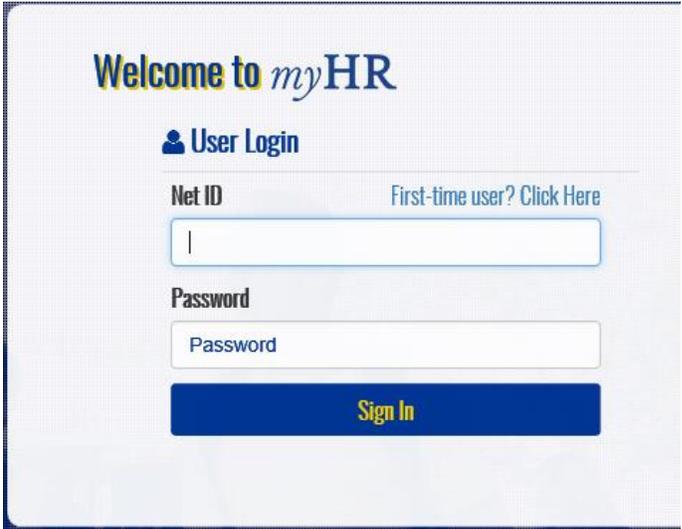
When you make changes to the reported absences for an employee, the employee will receive an email notification. The email notification use the employee's Campus Email Address.

Possible circumstances for email notification may include:

- Reported absences needing corrections or deletion
- Reported absences needing additional documentation



## 2.0 Login to myHR

Steps	Illustrations
<p>1. Login to <b>myHR</b>. 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 <b>myHR</b> 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"> <li>• Use your <b>Add to Favorites</b> to save time.</li> <li>• <b>Sign out</b> when you are done</li> <li>• Don't use your browser buttons to navigate</li> </ul>	

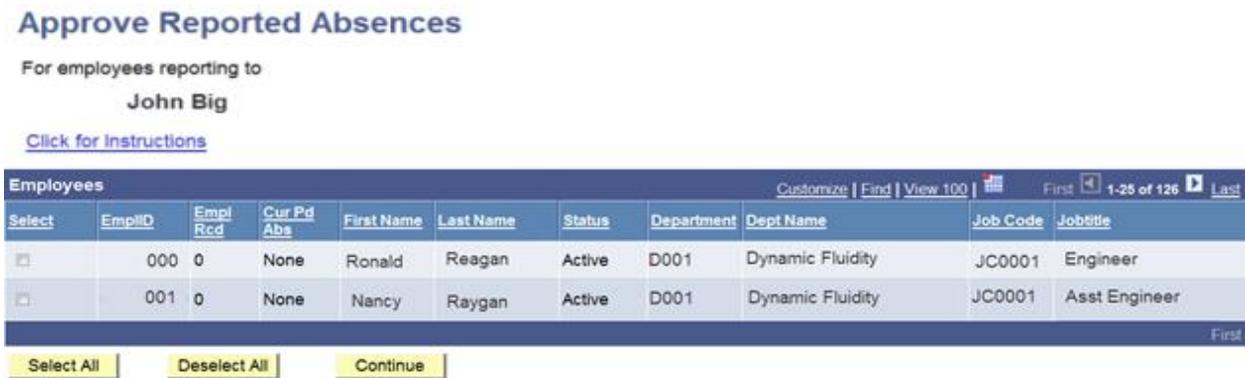


### 3.0 Approving Reported Absences

The “Approve Reported Absences” page is utilized by the Manager to validate and approve Absences that have been entered by employees and reviewed by Timekeepers. Once the employee entries have been reviewed by the Timekeeper, Absence entries are ready to be approved by the Manager. Managers may also update an Absence entry to a status of “Needs Correction” and include a comment for the employee. This is the same functionality used by Timekeepers, and generates an email notification to the employee with the details of the Absence that needs correction.

Human Resources recommends that your timekeeper review reported absences prior to manager approval. Approving reported absences involves checking the “Approve” box for each absence entry or setting the status to “Needs Correction” (Needs Corr).

The instructions below will guide you through approving employee absences and setting appropriate statuses. Status definitions can be found in Appendix

Steps	Illustrations
<p>1. Navigate to:</p> <p>Manager Self Service&gt;Time Management&gt; Approve Time and Exceptions&gt;Approve Reported Absences</p> 	
<p>2. The Approve Reported Absences page appears.</p> 	



3. You can work with absence entries individually or altogether:

Check individual boxes in the “Select” column for the employee(s) to review and approve

Or

Click on the **Select All** button to view absences for all employees listed.

Employees							
Select	EmpID	Empl Rcd	Cur Pd Abs	First Name	Last Name	Status	Dept N
<input type="checkbox"/>	000003797	0	Sub	Daisy	Duck	Active	Anahe
<input type="checkbox"/>	000011116	0	Sub	Donald	Duck	Active	Anahe
<input type="checkbox"/>	000003992	0	Sub	Minnie	Mouse	Active	Anahe
<input type="checkbox"/>	000006774	0	Sub	King	Triton	Active	Anahe
<input type="checkbox"/>	000011961	0	Sub	Snow	White	Active	Anahe

**Select All**   **Deselect All**   **Continue**

4. Click the **Continue** button.

“Current Period Absences” (Cur Pd Abs) column indicates the status of entries for each employee:

- a. **Appr** – All reported absences for this employee have been approved
- b. **Sub** – Absences have been submitted that still require approval
- c. **None** – No absences have been reported for this individual this period

Select	EmpID	Empl Rcd	Cur Pd Abs	First Name	Last Name	Status	Dept N
<input type="checkbox"/>	000004369	0	Sub	Princess	Ariel	Active	Anahe
<input type="checkbox"/>	000018266	0	Sub	Princess	Belle	Active	Anahe
<input type="checkbox"/>	000003797	0	Sub	Daisy	Duck	Active	Anahe
<input type="checkbox"/>	000011116	0	Sub	Donald	Duck	Active	Anahe
<input type="checkbox"/>	000004759	0	Sub	Princess	Jasmine	Active	Anahe
<input type="checkbox"/>	000003992	0	Sub	Minnie	Mouse	Active	Anahe
<input type="checkbox"/>	000006774	0	Sub	King	Triton	Active	Anahe
<input type="checkbox"/>	000011961	0	Sub	Snow	White	Active	Anahe

**Select All**   **Deselect All**   **Continue**

5. Review each absence entry and verify its accuracy.

- If the absence is correct check the “Approve” box.
- Otherwise, select **Needs Corr** from the **Review Status** drop down list. The **Needs Corr** status initiates an email notification to the employee. You should enter a comment by clicking the [Add Comment](#) link. In your comments, provide a clear explanation or reason for the correction to assist the employee in correcting the entry. The email notification will include any comments made.

Existing Absence Events										
EmpID	Rcd#	Approve	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Review Status	Add Comment
1	000003797	0	<input checked="" type="checkbox"/>	Daisy Duck	Vacation Take	07/28/2010	07/28/2010	16.00	Hours	<input type="text"/> <a href="#">Add Comment</a>
2	000003992	0	<input type="checkbox"/>	Minnie Mouse	Vacation Take	06/09/2010	06/09/2010	16.00	Hours	<input type="text"/> <a href="#">Add Comment</a>
3	000006774	0	<input type="checkbox"/>	King Triton	Jury Duty Take	07/12/2010	07/12/2010	16.00	Hours	<input type="text"/> <a href="#">Add Comment</a>
4	000006774	0	<input type="checkbox"/>	King Triton	Vacation Take	07/06/2010	07/07/2010	16.00	Hours	<input type="text"/> <a href="#">Add Comment</a>
5	000011116	0	<input type="checkbox"/>	Donald Duck	Sick Take - Self	07/27/2010	07/28/2010	16.00	Hours	<input type="text"/> <a href="#">Add Comment</a>
6	000011961	0	<input type="checkbox"/>	Snow White	Vacation Take	07/12/2010	07/15/2010	32.00	Hours	<input type="text"/> <a href="#">Add Comment</a>

**Select All**   **Deselect All**   **Submit**

The Review Status is independent of the Approve



6. You may also click the **Select All** button to select all the absence entries for approval. The Approve boxes are automatically checked.

Click the **Submit** button

7. On the **Approval Confirmation** page, the displayed message will vary.

If you have pending absences, then the confirmation message will indicate (Example 1):

- a. The number of entries (Absence Events) approved
- b. Whether changes to Review Status were saved.

If you have no pending absences, the confirmation will indicate (Example 2):

- a. All absence events were approved.
- b. Whether changes to Review Status were saved.

To continue, click the **OK** button.

**Example 1: Pending Absences**

**Approval Confirmation**

✓ 1 Absence Event was approved and any Review Status changes were saved.

**OK**

**Example 2: No Pending Approvals**

**Approval Confirmation**

✓ One Absence Event was approved and any Review Status changes were saved.

All the Absent Events from your selection have been approved. You will now be returned to the *Approve Reported Absences* page.

**OK**

8. A final message displays indicating, again, that there is no time to approve. Click OK to continue.

⚠ None of the employees you selected have *Submitted* absence entries waiting for approval.

**OK**

9. Click the [Return to Employee List](#) link at the bottom of the page to return to the list of employees.

14	000011961	0	Snow White	Sick Take - Family	07/1
15	000011961	0	Snow White	Sick Take - Self	07/1

**Submit**

[Return to Employee List](#)



## 4.0 Reporting No Leave Taken for Employee

Every pay period, all employees must report either **No Leave Taken** or other absence event(s). On occasion, your timekeeper or you may report absences on behalf of your department's employees. When you report absences on behalf of employees, the **Status** is set to **Approved**. Remember, you cannot report **No Leave Taken** and other absence events in the same month. These instructions will guide you through reporting **No Leave Taken** for employees.

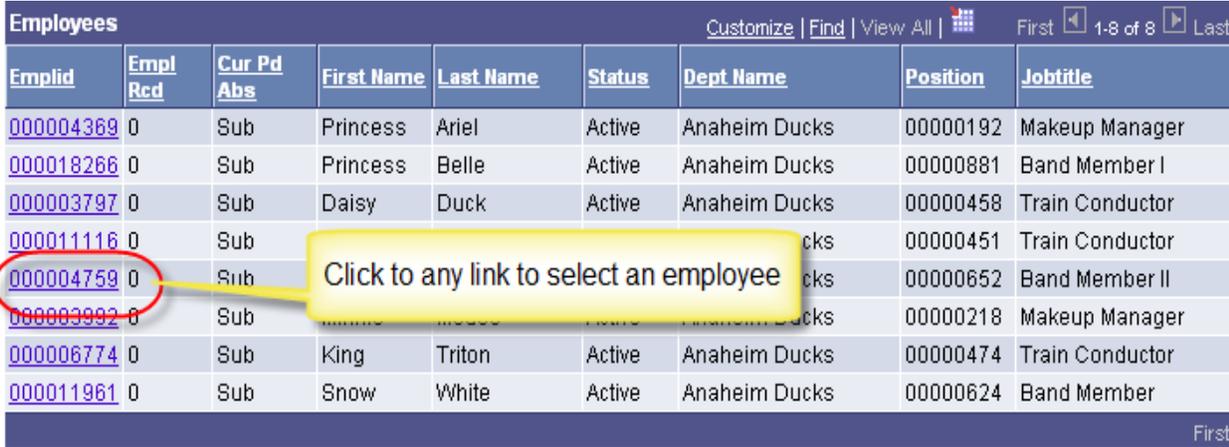
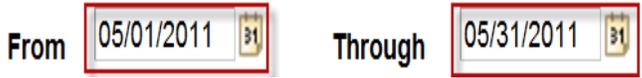
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<p>2. The <b>Manager Absence Entry</b> page appears. Click the <b>Emplid</b> link beside the desired employee.</p>	 <table border="1"> <thead> <tr> <th>Emplid</th> <th>Empl Rcd</th> <th>Cur Pd Abs</th> <th>First Name</th> <th>Last Name</th> <th>Status</th> <th>Dept Name</th> <th>Position</th> <th>Jobtitle</th> </tr> </thead> <tbody> <tr> <td><a href="#">000004369</a></td> <td>0</td> <td>Sub</td> <td>Princess</td> <td>Ariel</td> <td>Active</td> <td>Anaheim Ducks</td> <td>00000192</td> <td>Makeup Manager</td> </tr> <tr> <td><a href="#">000018266</a></td> <td>0</td> <td>Sub</td> <td>Princess</td> <td>Belle</td> <td>Active</td> <td>Anaheim Ducks</td> <td>00000881</td> <td>Band Member I</td> </tr> <tr> <td><a href="#">000003797</a></td> <td>0</td> <td>Sub</td> <td>Daisy</td> <td>Duck</td> <td>Active</td> <td>Anaheim Ducks</td> <td>00000458</td> <td>Train Conductor</td> </tr> <tr> <td><a href="#">000011116</a></td> <td>0</td> <td>Sub</td> <td></td> <td></td> <td></td> <td></td> <td>00000451</td> <td>Train Conductor</td> </tr> <tr> <td><a href="#">000004759</a></td> <td>0</td> <td>Sub</td> <td></td> <td></td> <td></td> <td></td> <td>00000652</td> <td>Band Member II</td> </tr> <tr> <td><a href="#">000003992</a></td> <td>0</td> <td>Sub</td> <td></td> <td></td> <td></td> <td></td> <td>00000218</td> <td>Makeup Manager</td> </tr> <tr> <td><a href="#">000006774</a></td> <td>0</td> <td>Sub</td> <td>King</td> <td>Triton</td> <td>Active</td> <td>Anaheim Ducks</td> <td>00000474</td> <td>Train Conductor</td> </tr> <tr> <td><a href="#">000011961</a></td> <td>0</td> <td>Sub</td> <td>Snow</td> <td>White</td> <td>Active</td> <td>Anaheim Ducks</td> <td>00000624</td> <td>Band Member</td> </tr> </tbody> </table>	Emplid	Empl Rcd	Cur Pd Abs	First Name	Last Name	Status	Dept Name	Position	Jobtitle	<a href="#">000004369</a>	0	Sub	Princess	Ariel	Active	Anaheim Ducks	00000192	Makeup Manager	<a href="#">000018266</a>	0	Sub	Princess	Belle	Active	Anaheim Ducks	00000881	Band Member I	<a href="#">000003797</a>	0	Sub	Daisy	Duck	Active	Anaheim Ducks	00000458	Train Conductor	<a href="#">000011116</a>	0	Sub					00000451	Train Conductor	<a href="#">000004759</a>	0	Sub					00000652	Band Member II	<a href="#">000003992</a>	0	Sub					00000218	Makeup Manager	<a href="#">000006774</a>	0	Sub	King	Triton	Active	Anaheim Ducks	00000474	Train Conductor	<a href="#">000011961</a>	0	Sub	Snow	White	Active	Anaheim Ducks	00000624	Band Member
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<p>3. The <b>Report and View Employee Absences</b> page appears.</p> <p>By changing the <b>From, Through,</b> or both date(s), you can view historical or future absence events.</p>																																																																																		

Image: CSU Office of the Chancellor's



4. In the **Enter New Absence Events** section,
- 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.

From  Through

Existing Absence Events				
Absence Name	Begin Date	End Date	Absence Duration	Unit Ty

Enter New Absence Events				
Absence Name	*Begin Date	*End Date	Absence Duration	Unit
No Leave Taken	05/01/2012	05/30/2012		

Calculate Duration

[Timesheet](#)

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

Submit

5. When you are satisfied, click the **Submit / Approve** button.

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

**Submit / Approve**

6. On the **Submit Confirmation** page, click the **OK** button.

**Submit Confirmation**

✓ The Absence(s) were submitted successfully.

**OK**

7. The reported absence entry appears in the **Existing Absence Events** section with:

- Status = Approved
- Last Updated by = Your name

From  Through

Existing Absence Events				
Absence Name	Begin Date	End Date	Approved	Last Updated By
Sick - Self	05/01/2011	05/31/2011	Approved	AM Test

Enter New Absence Events					
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Absence Duration
Sick - Self	05/01/2012	05/01/2012	924	None	

8. Click the [Return to Employee List](#) link at the bottom of the page to return to the list of employees.



## 5.0 Reporting Other Absence Event(s) for an Employee

On occasion, your timekeeper or you may report absences on behalf of your department's employees. When you report absences on behalf of employees, the **Status** is set to **Approved**. These instructions will guide you through reporting other absence event(s) for employees. Remember, you cannot report "No Leave Taken" and other absence events in the same month.

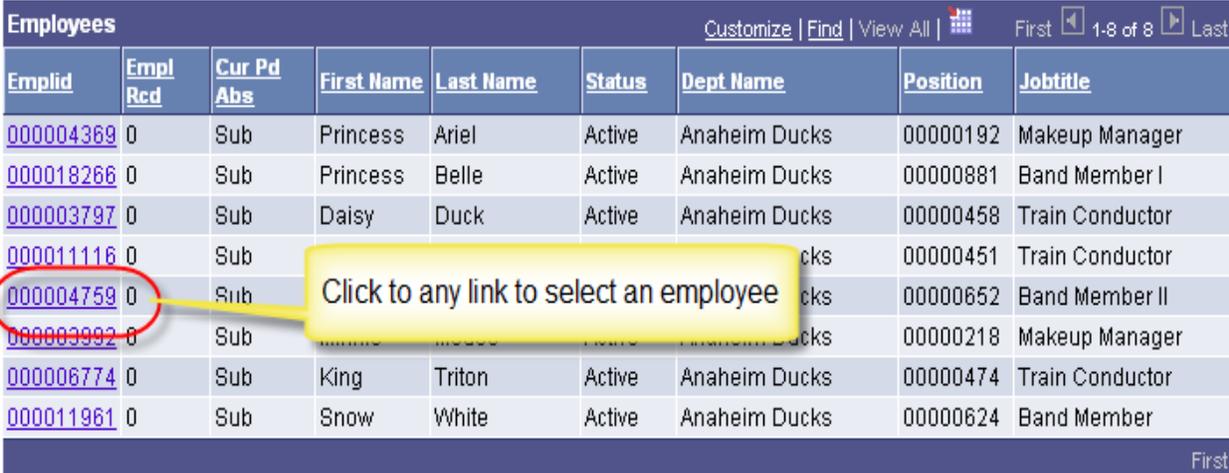
Steps	Illustrations
<p>1. Navigate to:</p> <p>Manager Self Service&gt;Time Management &gt;Report Time&gt;Manager Absence Entry</p> 	
<p>2. The <b>Manager Absence Entry</b> page appears. Click the <b>Emplid</b> link beside the desired employee.</p> 	
<p>3. The <b>Report and View Employee Absences</b> page appears.</p> <p>By changing the <b>From, Through</b>, or both date(s), you can view historical or future absence events.</p>	

Image: CSU Office of the Chancellor's



4. In the **Enter New Absence Events** section,
- 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.

**Note:**

You must enter absences taken on non-consecutive days separately.

From  Through

Existing Absence Events				
Absence Name	Begin Date	End Date	Absence Duration	Unit

Enter New Absence Events				
Absence Name	Begin Date	End Date	Absence Duration	Unit
Sick - Family Care	04/01/2011	04/01/2011		

[Timesheet](#)

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

5. If a partial work day was taken off,
- Select **Partial Hours** from the **Partial Days** pull down and
  - Enter the number of hours in the **Hours Per Day** field.
- Or –**
- Select **Partial Days** from the **Partial Days** pull down and
  - Enter the number of hours in the **Hours Per Day** field.

Enter New Absence Events					
Absence Name	Begin Date	End Date	*Partial Days	Hours per Day	Absence Duration
Professional Development	05/17/2011	05/17/2011	Partial Hours		

[Timesheet](#)

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

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

Enter New Absence Events	
Absence Name	Absence Duration
Professional Development	

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

Begin Date	End Date	*Partial Days	Hours per Day	Unit Type	
07/01/2010	07/01/2010	Partial Hours	4.00	Hours	<b>Add Comments</b>



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

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

**Note:**

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

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.

## Absence Event Comments

Enter comments to be associated with the absence event and click the Save button to save them. To return without saving click the Return to Entry Page link

Please enter relationship of family member: The family member relationship is my daughter.

**Save Comments**  
[Return to Entry Page](#)

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

Enter New Absence Events						
Absence Name	Begin Date	End Date	Absence Duration	Unit Type		
Sick - Self	04/01/2011	04/30/2011			Add Comments	<b>+</b>

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		
Sick - Self	04/01/2011	04/30/2011			Add Comments	<b>+</b>
	04/01/2011	04/01/2011			Add Comments	<b>-</b>

11. When you are satisfied, click the **Submit / Approve** button.

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

**Submit / Approve**

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

## Submit Confirmation

The Absence(s) were submitted successfully.

**OK**



13. The reported absence entry appears in the **Existing Absence Events** section with:

- Status = Approved
- Last Updated by = Your name

From  Through

Existing Absence Events						
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Approved	Last Updated By
Sick - Family Care	05/02/2011	05/02/2011	4.00 Hours		Approved	AM Test

Enter New Absence Events						
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Absence Duration	
Sick - Self	<input type="text" value="05/01/2012"/>	<input type="text" value="05/01/2012"/>	924	None		

14. Click the [Return to Employee List](#) link at the bottom of the page to return to the list of employees.

[Return to Employee List](#)    [Previous Employee In List](#)    [Next Employee In List](#)



## 6.0 Deleting Reported Absences for an Employee

As a manager, you may delete reported absences depending on their status. Managers and timekeepers have different privileges with respect to deleting reported absences. For example, you cannot delete absence entries with a Finalized status.

**Managers** may delete reported absences with the following statuses: Approved, In Process, Needs Correction, Reviewed, or Submitted. **Timekeepers** may delete reported absences with these statuses: Reviewed, Needs Correction, or Submitted. The Delete Reported Absences Matrix below provides a quick reference to which statuses you may delete.

**Delete Reported Absences Matrix**

Status	Timekeeper	Manager
Finalized	No	No
Approved	No	Yes
In Process	No	Yes
Needs Correction	Yes	Yes
Reviewed	Yes	Yes
Submitted	Yes	Yes

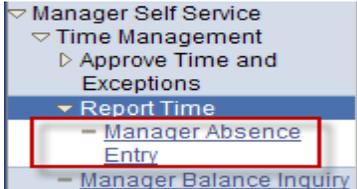
Steps	Illustrations
<p>1. Navigate to:</p> <p>Manager Self Service&gt;Time Management &gt;Report Time&gt;Manager Absence Entry</p> 	
<p>2. On the <b>Employees</b> selection page, select an employee by clicking on the <b>Emplid</b>.</p>	 <p>Click to any link to select an employee</p>

Image: CSU Office of the Chancellor's

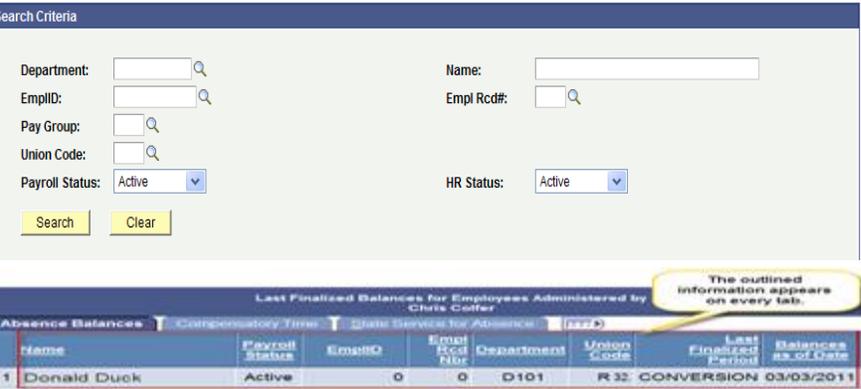


<p>3. If you need to view prior pay period absence events, change the <b>From</b>, <b>Through</b>, or both dates.</p>	<p>From <input type="text" value="04/01/2011"/>  Through <input type="text" value="04/30/2011"/> </p>																																
<p>4. You can delete any reported absence with the  icon showing beside the absence entry.</p> <p>To delete the absence entry, click the  icon.</p> <p>5. Contact HR if you want to delete an absence entry that does not have the  icon adjacent to it.</p>	<p><b>Existing Absence Events</b> <span style="float:right">Customize Find  First 1-3 of 3 Last</span></p> <table border="1"> <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 Take - Self</td> <td>07/08/2010</td> <td>07/08/2010</td> <td>8.00</td> <td>Hours</td> <td>Submitted</td> <td>Snow White</td> <td></td> </tr> <tr> <td>Sick Take - Family</td> <td>07/09/2010</td> <td>07/09/2010</td> <td>8.00</td> <td>Hours</td> <td>Submitted</td> <td>Snow White</td> <td></td> </tr> <tr> <td>Vacation Take</td> <td>07/12/2010</td> <td>07/15/2010</td> <td>32.00</td> <td>Hours</td> <td>Approved</td> <td>Mickey Mouse</td> <td></td> </tr> </tbody> </table>	Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By		Sick Take - Self	07/08/2010	07/08/2010	8.00	Hours	Submitted	Snow White		Sick Take - Family	07/09/2010	07/09/2010	8.00	Hours	Submitted	Snow White		Vacation Take	07/12/2010	07/15/2010	32.00	Hours	Approved	Mickey Mouse	
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By																											
Sick Take - Self	07/08/2010	07/08/2010	8.00	Hours	Submitted	Snow White																											
Sick Take - Family	07/09/2010	07/09/2010	8.00	Hours	Submitted	Snow White																											
Vacation Take	07/12/2010	07/15/2010	32.00	Hours	Approved	Mickey Mouse																											
<p>6. On the <b>Confirm Delete</b> 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><b>Confirm Delete</b></p> <p> Click <b>Yes</b> to Delete this Absence Event</p> <p>Absence: <b>Sick Take - Family</b> Begins: 7/9/2010 Ends: 7/9/2010</p> <p><input type="button" value="Yes"/> <input type="button" value="No"/></p> <p><i>Image: CSU Office of the Chancellor's</i></p>																																
<p>7. If you do not see the  icon next to the entry you would like to delete, you cannot delete the row.</p>	<p><b>Existing Absence Events</b> <span style="float:right">Customize Find  First 1-3 of 3 Last</span></p> <table border="1"> <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 Take - Self</td> <td>07/08/2010</td> <td>07/08/2010</td> <td>8.00</td> <td>Hours</td> <td>Submitted</td> <td>Snow White</td> <td></td> </tr> <tr> <td>Sick Take - Family</td> <td>07/09/2010</td> <td>07/09/2010</td> <td>8.00</td> <td>Hours</td> <td>Submitted</td> <td>Snow White</td> <td></td> </tr> <tr> <td>Vacation Take</td> <td>07/12/2010</td> <td>07/15/2010</td> <td>32.00</td> <td>Hours</td> <td>Approved</td> <td>Mickey Mouse</td> <td></td> </tr> </tbody> </table>	Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By		Sick Take - Self	07/08/2010	07/08/2010	8.00	Hours	Submitted	Snow White		Sick Take - Family	07/09/2010	07/09/2010	8.00	Hours	Submitted	Snow White		Vacation Take	07/12/2010	07/15/2010	32.00	Hours	Approved	Mickey Mouse	
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Vacation Take	07/12/2010	07/15/2010	32.00	Hours	Approved	Mickey Mouse																											
<p>8. An e-mail is sent automatically to the employee letting them know if an absence has been deleted on their behalf.</p>	<p>The following Absence Event has been deleted by Mickey Mouse:</p> <p>Absence ...: Sick Take - Family Start Date: 2010-07-09 End Date...: 2010-07-09 Duration...: 8 Hours</p> <p><i>Image: CSU Office of the Chancellor's</i></p>																																
<p>9. To select another employee, select any of the listed links:</p> <ul style="list-style-type: none"> <li>Return to Employee List</li> <li>Previous Employee in List</li> <li>Next Employee in List</li> </ul>	<p><a href="#">Return to Employee List</a>   <a href="#">Previous Employee in List</a>   <a href="#">Next Employee in List</a></p>																																



## 7.0 Viewing Employee Balances

As a manager, you may need to view employee balances for sick leave, vacation, CTO, or other types. Balances are based on the employee's job position and Collective Bargain Agreements (CBA).

Steps	Illustrations																											
<p>1. Navigate to <b>Manager Balance Inquiry</b>:</p> <p>Manager Self Service&gt;Time Management &gt; Manager Balance Inquiry</p> <ul style="list-style-type: none"> <li>▾ Manager Self Service           <ul style="list-style-type: none"> <li>▾ Time Management               <ul style="list-style-type: none"> <li>▸ Approve Time and Exceptions</li> <li>▸ Report Time</li> <li><b>▾ Manager Balance Inquiry</b></li> <li>▾ Global Payroll &amp; Absence</li> </ul> </li> </ul> </li> </ul>	 <p>Main Menu &gt;</p> <p><b>Manager Self Service</b></p> <p>Navigate to self service information and activities for people reporting to you.</p> <p><b>Manager Balance Inquiry</b> Manager Absence Balance Inquiry</p> <p><b>Approve Time and Exceptions</b> Approve reported or payable time, overtime and absence requests, and manage exceptions. <a href="#">Approve Reported Absences</a> <a href="#">Approve Time and Absences</a></p> <p><b>Report Time</b> Report time or request absences. <a href="#">Manager Absence Entry</a></p>																											
<p>2. The <b>Manager Balance Inquiry</b> page appears.</p> <p>From this page, you can search for employee balance records using different criteria, such as department, EmplID, Name, etc.</p>	 <p><b>Manager Balance Inquiry</b></p> <p>Search Criteria</p> <p>Department: <input type="text"/> <input type="button" value="Q"/></p> <p>EmplID: <input type="text"/> <input type="button" value="Q"/></p> <p>Pay Group: <input type="text"/> <input type="button" value="Q"/></p> <p>Union Code: <input type="text"/> <input type="button" value="Q"/></p> <p>Payroll Status: Active <input type="button" value="v"/></p> <p>Name: <input type="text"/></p> <p>Empl Rcd#: <input type="text"/> <input type="button" value="Q"/></p> <p>HR Status: Active <input type="button" value="v"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p>																											
<p>3. To retrieve an employee's balances, perform the following steps:</p> <ol style="list-style-type: none"> <li>Enter the employee's name in the <b>Name</b> box</li> <li>Click the <input type="button" value="Search"/> button</li> </ol>	 <p><b>Manager Balance Inquiry</b></p> <p>Search Criteria</p> <p>Department: <input type="text"/> <input type="button" value="Q"/></p> <p>EmplID: <input type="text"/> <input type="button" value="Q"/></p> <p>Pay Group: <input type="text"/> <input type="button" value="Q"/></p> <p>Union Code: <input type="text"/> <input type="button" value="Q"/></p> <p>Payroll Status: Active <input type="button" value="v"/></p> <p>Name: <input type="text"/></p> <p>Empl Rcd#: <input type="text"/> <input type="button" value="Q"/></p> <p>HR Status: Active <input type="button" value="v"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p>																											
<p>4. Your results appear at the bottom of the page. You may need to scroll down to view them.</p>	 <p><b>Manager Balance Inquiry</b></p> <p>Search Criteria</p> <p>Department: <input type="text"/> <input type="button" value="Q"/></p> <p>EmplID: <input type="text"/> <input type="button" value="Q"/></p> <p>Pay Group: <input type="text"/> <input type="button" value="Q"/></p> <p>Union Code: <input type="text"/> <input type="button" value="Q"/></p> <p>Payroll Status: Active <input type="button" value="v"/></p> <p>Name: <input type="text"/></p> <p>Empl Rcd#: <input type="text"/> <input type="button" value="Q"/></p> <p>HR Status: Active <input type="button" value="v"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p> <p>Last Finalized Balances for Employees Administered by Chris Colfer</p> <table border="1"> <thead> <tr> <th>Absence Balances</th> <th>Compensatory Time</th> <th>Queue Service for Absence</th> <th>(ADD)</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <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> <th></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> <td></td> </tr> </tbody> </table> <p>The outlined information appears on every tab.</p>	Absence Balances	Compensatory Time	Queue Service for Absence	(ADD)						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	
Absence Balances	Compensatory Time	Queue Service for Absence	(ADD)																									
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																					



5. The **Manager Balance Inquiry** page shows:

**“Last Finalized Balances for Employees Administered by . . .”**

Depending on the employee’s position, tabs appear with balances for their entitlements (see Figure 1).

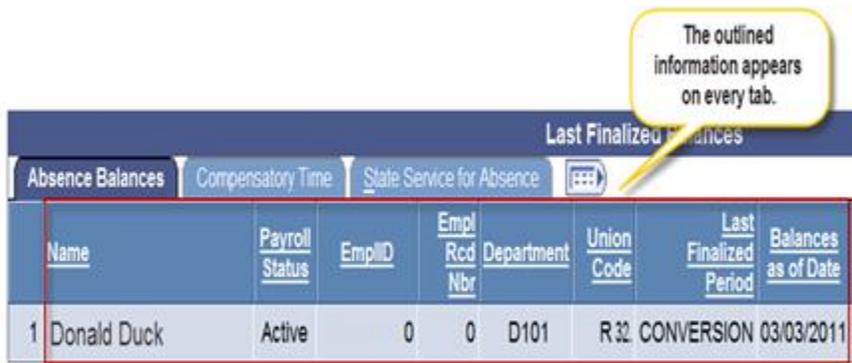
Every tab will show:

- Employee name
- EmplID (CSUB ID)
- Payroll status
- Empl Rcd Nbr
- Department
- Union Code
- Last Finalized Period and
- Balances as of Date
- Details (see Figure 2)

Additional columns will display as appropriate for the balance type (see Figures 2 and 3).

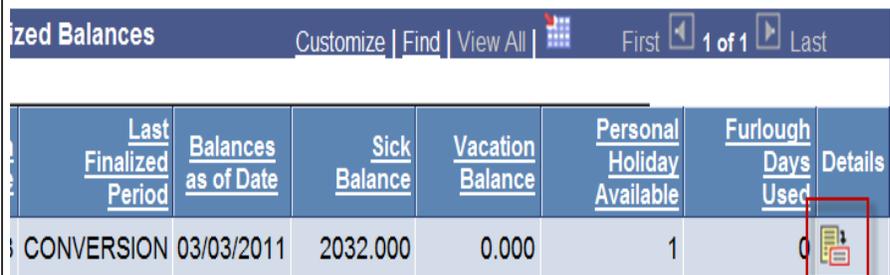
The “Show All/Hide All”  button toggles the tabs on and off. When the tabs are off, all the information appears on one line and you will scroll left to right to view.

The  button allows you to see detailed information for all absence balances.



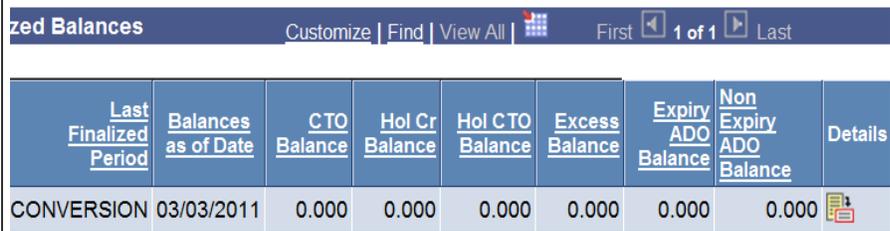
Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date
1 Donald Duck	Active	0	0	D101	R32	CONVERSION	03/03/2011

**Figure 1-** Information that appears on every tab



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	

**Figure 2 –** Sick and Vacation Balances, Personal Holiday, etc.



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	

**Figure 3: –** CTO, Hol Cr, Hol CTO balances, etc.

6. Click the  icon. The **Absence Balance Details** page appears showing the last finalized balances. Depending on the employee’s position, tabs appear with balances for their entitlements (see Figure 4). The **Period ID** and **Balances as of Date** will show on all tabs. The remaining columns will reflect relevant information for the balance type (see Figure 5).

You may toggle between viewing **All Absence Balances**, **Core Absence Balances**, **Compensatory Time Balances**, etc. The toggling selections will vary depending on the employee’s position.



## 8.0 Running Absence Reports

As a manager, you may need to view employee balances for sick leave, vacation, CTO, or other types. Balances are based on the employee's job position and Collective Bargain Agreements (CBA). Your access to Absence Management reports is based on the security structure defined for you within the Absence Management system.

You can run the reports individually online or in "batches". The report content is download-able to Excel for more detailed analysis. Manager reports include the following:

### Absence Activity –

- Provides a snapshot of absence activity by employee
- Includes Absences takes, balances, and adjustments
- Run by employee or department

### No Time Reported –

- Provides a listing of eligible employees, who have not reported any absences.
- Run by department each Absence period

### Reported Absences

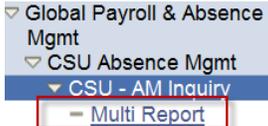
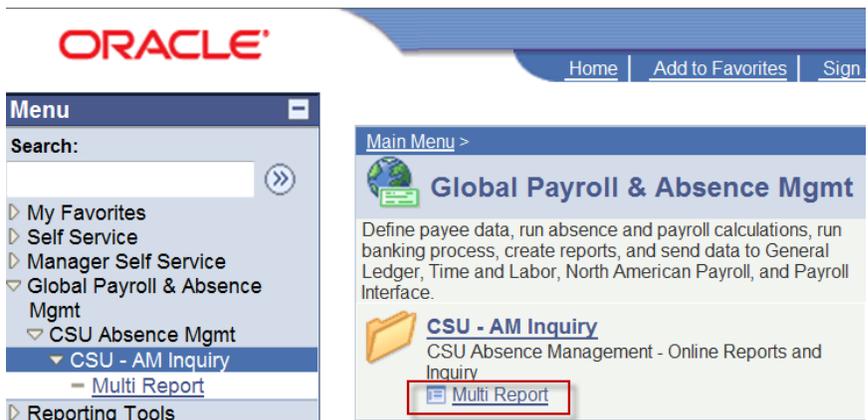
- Provides a summary of employee reported absences
- Run by individual employee or department for a specified period.

### Reported Absences Not Approved

- Provides a summary of unapproved employee absences
- Run department for a specified period.

## 8.1 Running an Individual Report

The following instructions will guide in running an individual report.

Steps	Illustrations
<p>1. Navigate to <b>Multi Reports</b>:</p> <p>Global Payroll &amp; Absence Mgmt &gt;CSU Absence Mgmt &gt; CSU-AM Inquiry &gt; Multi Report</p> 	



2. The **AM Reports** page appears.

From this page, you can run an existing **AM** report or generate a new **AM** report to run.

If this is first time you ran the **AM** reports, follow the steps for **Add a New Value**, see step 5.

**AM Reports**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

---

Run Control ID: begins with

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

3. On the **Finding an Existing Value** tab, Click [Search](#)

**AM Reports**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

---

Run Control ID: begins with

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

4. Select the desired **Run Control ID** from the **Search Results** if it is available and skip to step 7 on page 22.

If it is not available, continue.

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

**Search Results**

View All First  1 of 1  Last

Run Control ID
<a href="#">AbsenceActivity</a>

5. **Add a New Value**  
a. Click the Add a New Value tab.

**AM Reports**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

---

Run Control ID: begins with

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

6. In the **Run Control ID** box, enter a name for your report, such as **Absence Activity**

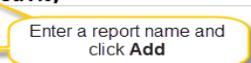
Click [Add](#) the button.

**AM Reports**

[Find an Existing Value](#) [Add a New Value](#)

---

Run Control ID:

[Add](#) 



7. The **CSU Absence Management – Multi Reports** page appears. The page has two sections: Absence Report Search and Monthly Processing. From this page, you can run reports by any criteria listed below. Use the  icon to search and select values for your report criteria.

### CSU Absence Management - Multi Reports

Report Control ID: 01

[Report Manager](#) [Process Monitor](#)

[Submit](#)

#### Absence Report Search

Empl ID:  

Empl Rcd#:  

CSU Unit:  

Department:  

Period ID:  

[Clear](#)

\* Click on hyperlink for online query reporting

\* Check box(es) to include in report run

#### Monthly Processing

[Absence Activity](#)  [Select All](#)

[No Time Reported](#)  [Clear All](#)

[Reported Absences](#)

[Reported Absences Not Approved](#)

[Save](#)

8. Enter your search criteria in the **Absence Report Search**.

Click the hyperlink for the desired report, such as Absence Activity, in the **Monthly Processing** section.

#### Absence Report Search

Empl ID:  

Empl Rcd#:  

CSU Unit:  

Department:  

Period ID:  

[Clear](#)

\* Click on hyperlink for online query reporting

\* Check box(es) to include in report run

#### Monthly Processing

[Absence Activity](#)  [Select All](#)

[No Time Reported](#)  [Clear All](#)

[Reported Absences](#)

[Save](#)



9. The report results are displayed. The report contains information grouped under two tabs: Absence Info and Employee Info. The default display is the first tab of the report, containing the “Absence Info” as illustrated below.

The Absence Info tabs shows:

- EmplID (CSUB ID)
- RCD
- Name
- AM Pay group
- Absence Type
- Absence Date
- Balance

Absence Info   Employee Info							
EmplID	Rcd	Name	AM Pay Group	Absence Type	Absence Date	Balance	
1 01	0	Mouse, Minnie	PG1	Sick - Self	01/11/2011 to 01/11/2011	10.00000	

Source: CSU HCM 8.9 Business Process Guide Absence Management.

10. Click the Employee Info tab.

The Employee Info tab displays:

- EmplID (CSUB ID)
- RCD
- Name
- Empl Status
- Empl Class
- CSU Unit
- DeptID
- Dept Name
- Job Code
- Job Title
- FTE

Absence Info   Employee Info											
EmplID	Rcd	Name	Empl Status	Empl Class	CSU Unit	DeptID	Dept Name	Job Code	Job Title	FTE	
1 01	0	Mouse, Minnie	Active	Regular	CSU99	D101	Cinema	103	Admin Support 12	1.000000	

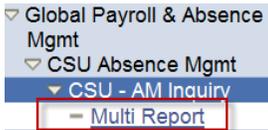
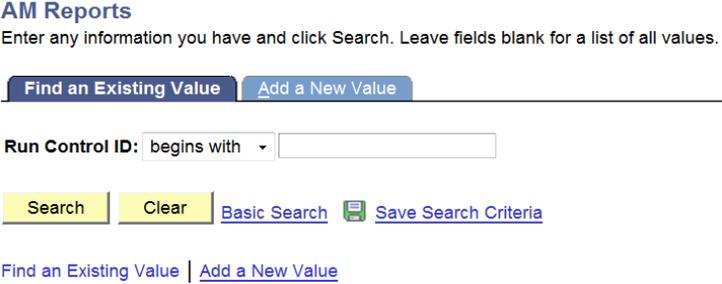
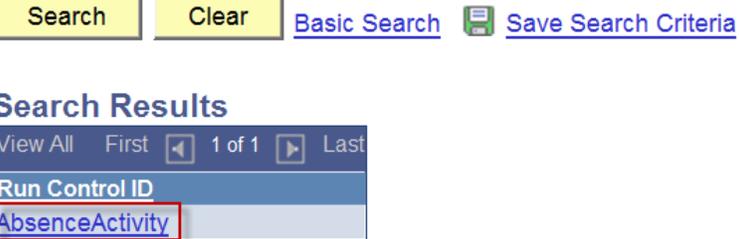
Click the [Return to Previous Page](#) link to return.

You may choose another report by selecting the appropriate hyperlink in the **Monthly Processing** section.



## 8.2 Running Reports in Batch

Batch reports create a CSV file, which you can download to Excel or other programs for review. You should run reports in batch that return large data sets.

Steps	Illustrations
<p>1. Navigate to <b>Multi Reports</b>:</p> <p>Global Payroll &amp; Absence Mgmt &gt;CSU Absence Mgmt &gt; CSU-AM Inquiry &gt; Multi Report</p> 	 <p><b>Main Menu &gt;</b></p> <p><b>Global Payroll &amp; Absence Mgmt</b> Define payee data, run absence and payroll calculations, run banking process, create reports, and send data to General Ledger, Time and Labor, North American Payroll, and Payroll Interface.</p> <p><b>CSU - AM Inquiry</b> CSU Absence Management - Online Reports and Inquiry</p> <p><b>Multi Report</b></p>
<p>2. The <b>AM Reports</b> page appears.</p> <p>From this page, you can run an existing AM report or generate a new AM report to run.</p> <p>If this is first time you ran the AM reports, follow the steps for <b>Add a New Value</b>, see step 5 on page 25.</p>	 <p><b>AM Reports</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><b>Find an Existing Value</b> <b>Add a New Value</b></p> <p>Run Control ID: begins with <input type="text"/></p> <p><b>Search</b> <b>Clear</b> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p> <p><a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a></p>
<p>3. On the <b>Finding an Existing Value</b> tab, Click </p>	 <p><b>AM Reports</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><b>Find an Existing Value</b> <b>Add a New Value</b></p> <p>Run Control ID: begins with <input type="text"/></p> <p><b>Search</b> <b>Clear</b> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p> <p><a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a></p>
<p>4. Select the desired <b>Run Control ID</b> from the <b>Search Results</b> if it is available and skip to step 7 on page 25.</p> <p>If it is not available, continue.</p>	 <p><b>Search</b> <b>Clear</b> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p> <p><b>Search Results</b> View All First <input type="button" value="◀"/> 1 of 1 <input type="button" value="▶"/> Last</p> <p><b>Run Control ID</b> <b>AbsenceActivity</b></p>



5. **Add a New Value**  
a. Click the Add a New Value tab.

### AM Reports

Enter any information you have and click Search. Leave fields blank for a list of all values.

---

Run Control ID: begins with

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

6. In the **Run Control ID** box, enter a name for your report, such as **Absence Activity**

Click  the button.

### AM Reports

---

Run Control ID:

Enter a report name and click Add

7. The **Multi Reports** page appears. The page has two sections: Absence Report Search and Monthly Processing. From this page, you can run reports by any criteria listed below. Use the icon to search and select values for your report criteria.

## CSU Absence Management - Multi Reports

Report Control ID: 01 [Report Manager](#) [Process Monitor](#)

**Absence Report Search**

Empl ID:

Empl Rcd#:

CSU Unit:

Department:

Period ID:

\* Click on hyperlink for online query reporting

\* Check box(es) to include in report run

**Monthly Processing**

[Absence Activity](#)  [Select All](#)

[No Time Reported](#)  [Clear All](#)

[Reported Absences](#)

[Reported Absences Not Approved](#)



8. Enter your search criteria in the **Absence Report Search**.

Check the box(es) next to desired report, such as 'No Time Reported' in the **Monthly Processing** section.

Click the **Submit** button.

Report Control ID: 01 [Report Manager](#) [Process Monitor](#) **Submit**

**Absence Report Search**

Empl ID:

Empl Rcd#:

CSU Unit:

Department:

Period ID:

**Clear**

**Monthly Processing**

- [Absence Activity](#)
- [No Time Reported](#)
- [Reported Absences](#)
- [Reported Absences Not Approved](#)

9. The **Process Monitor** page appears. The **Process List** tab shows the status your submitted batch job

Click the **Refresh** button, until the "Distribution Status" displays **"Posted"**.

Click the **Details** hyperlink

**Process List** **Server List**

**View Process Request For**

User ID:   Type:  Last  1 Days

Server:  Name:  Instance:  to

Run Status:  Distribution Status:   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	497744		SQR Report	CSUAM001	mmurie	01/25/2012 2:59:31PM PST	Success	Posted	<a href="#">Details</a>

10. The **Process Detail** page appears.

Click on the **"View Log/Trace"** link.

**Process Detail**

**Process**

Instance: 497744 Type: SQR Report

Name: CSUAM001 Description: Absence Batch Reporting Engine

Run Status: Success Distribution Status: Posted

Run	Update Process
Run Control ID: 01 Location: Server Server: PSUNX Recurrence:	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 01/25/2012 2:59:32PM PST Run Anytime After: 01/25/2012 2:59:31PM PST Began Process At: 01/25/2012 2:59:58PM PST Ended Process At: 01/25/2012 3:00:41PM PST	<a href="#">Parameters</a> Transfer <a href="#">Message Log</a> Batch Timings <a href="#">View Log/Trace</a>

11. The **"View Log/Trace"** page appears.

Click on the CSV file to download or view the report. (Remember to have your pop-up blockers turned off.)

**View Log/Trace**

**Report**

Report ID: 18944 Process Instance: 497744 [Message Log](#)

Name: CSUAM001 Process Type: SQR Report

Run Status: Success

Absence Batch Reporting Engine

**Distribution Details**

Distribution Node: HABAKTST Expiration Date: 03/10/2012

Name	File Size (bytes)	Datetime Created
<a href="#">CSUAM001_ABS_ADJUSTMENT_497744.csv</a>	205	01/25/2012 3:00:41.858793PM
<a href="#">SQR_CSUAM001_497744.log</a>	1,664	01/25/2012 3:00:41.858793PM
<a href="#">csuam001_497744.out</a>	1,443	01/25/2012 3:00:41.858793PM



12. The report results are displayed. The report contains both the absence and employee detail.

**Absence Detail**

EmplID	Rcd	Name	Absence Name	Absence Date	Duration	Absence Status	Reported By
000017771	0	Absence,Alison M	Furlough Day	05/01/2010 to 05/01/2010	1.00	Reviewed	CMS
000011193	0	Absence,Martinelli	Holiday CTO Straight Earn	05/01/2010 to 05/01/2010	1.00	Reviewed	CMS
000005941	0	Abdera,Gigi	Holiday ADO Expiring Earn	05/01/2010 to 05/01/2010	1.00	Reviewed	CMS
000011193	0	Abdera,Hannah	Dock	05/03/2010 to 05/03/2010	8.00	Reviewed	CMS
000003055	0	Abdera,Volny	Furlough Day	05/03/2010 to 05/03/2010	1.00	Reviewed	CMS
000062873	0	Absence,Kai	Vacation	05/03/2010 to 05/07/2010	20.00	Reviewed	CMS
000062873	0	Abacus,Art	Holiday CTO Earn	05/10/2010 to 05/14/2010	5.00	Reviewed	CMS

Source: CSU HCM 8.9 Business Process Guide Absence Management. Data displayed is for illustrative purposes only.

**Employee Detail**

Empl Status	Empl Class	DeptID	Dept. Name	Job Code	Job Title	FTE	AM Pay Group
Active	Regular	1033	Music	2360	Instr Fac AY	1.000000	R03 SALXAY
Work Break	FERP	1038	Business Administration	2360	Instr Fac AY	1.000000	R03 FERPAY
Active	Regular	1043	Physics and Astronomy	7024	Equip Tech III, Splized Equip	1.000000	CSUEU SALN
Work Break	FERP	1048	Business Administration	2360	Instr Fac AY	1.000000	R03 FERPAY
Active	Regular	1053	Central Campus Dining Svc	3312	Administrator II	1.000000	M80 VAC



## 9.0 Getting Help

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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 (when available).
- Click the [Click Here for Detailed Instructions](#) for detailed instructions, when the link is available
- HR website ([BAS Human Resources - CSUB](#))
- Check with your department or timekeeper, if appropriate
- Check with your manager
- Email Human Resources at [hr@csub.edu](mailto:hr@csub.edu).
- Contact Help Desk at 654-2307



## 10.0 Appendix A

Absence Take available through Self-Service. Eligibility is based on an employee's collective bargaining unit.

**Note:** *Not all takes in the below list will appear depending upon CBID, etc.*

Absence Name	Usage Notes
CTO Premium Earn	Compensatory time banked at a premium. Since this is time banked at a premium, the employee must have worked over 40 hours in the workweek to enter time for this.
CTO Take	Usage of banked compensatory time.
CTO Straight Earn	Compensatory time banked at straight time. Straight Time Overtime is for employees that work less than 40 hours in a workweek
Dock Take	Time taken after exhausting all accruals. Report this as appropriate as a take but note that a departmental dock form signed by the supervisor still must be turned in to payroll.
Funeral Take	Includes eligible immediate family members. Specify the family member in the Comments.
Holiday Credit Take	When using holiday credit that is on the system.
Holiday Credit Earn	Used when employee works on a holiday and is due additional time off.
Jury Duty Take	Jury Duty when called to serve at a Superior, Municipal or District Court. Must turn into Payroll the official Jury Duty proof of service.
Maternity Paternity Take	30 day paid leave for the birth of the employee's child or the placement of a child with the employee through adoption or foster care.
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 Take	One day off that is granted as of January 1st each calendar year. Usage is at the employees' discretion with supervisor approval.
Parental Leave Take	30 day paid leave for the birth of the employee's child or the placement of a child with the employee through adoption or foster care.
Sick Take - Death	Upon request, bereavement/funeral leave may be supplemented with an employee's own sick leave credits. Specify the family member in the Comments.



Absence Name	Usage Notes
Sick Take - Family	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 Take - Self	Sick leave chargeable to employee sick leave balance, physician statement required when absent 5 or more consecutive days.
Vacation Take	Vacation time chargeable to vacation balance when approved by the appropriate administrator.



## 10.1 Appendix B

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

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

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## Acknowledgements

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This quick reference guide was prepared for the Absence Management implementation for CSU, Bakersfield. We wish to thank and acknowledge the Oracle, CSU East Bay and CSU Office of the Chancellor for the use of their respective reference and training materials in the development of this document.

- **CSU, Eastbay**

PR Absence Management Overview.pdf  
Retrieved 5/4/2011

- **CSU Office of the Chancellor**

Julie Alonso (Functional Analyst) for permission to use screenshots and documentation used to prepare this documentation.

Permission date: 5/5/2011

CSU HCM 9.0 Business Process Guide Absence Management. 12/10/2010

- **Oracle Inc.**

Oracle's PeopleSoft Enterprise 9 Release Value Proposition: PeopleSoft Enterprise Human Capital Management 9. 2008  
PDF Document

Retrieved: 5/4/2011