



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

Human Resources 9.0

Absence Management SS: Timekeeper

Quick Reference Guide



REVISION CONTROL

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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

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5/9/11	T. Williams and M. Murie	Sent for review and approval
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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 timekeepers, who will perform absence management activities. As a Timekeeper, depending on departmental access, 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 **
- Run absence reports

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

1.1 General Information

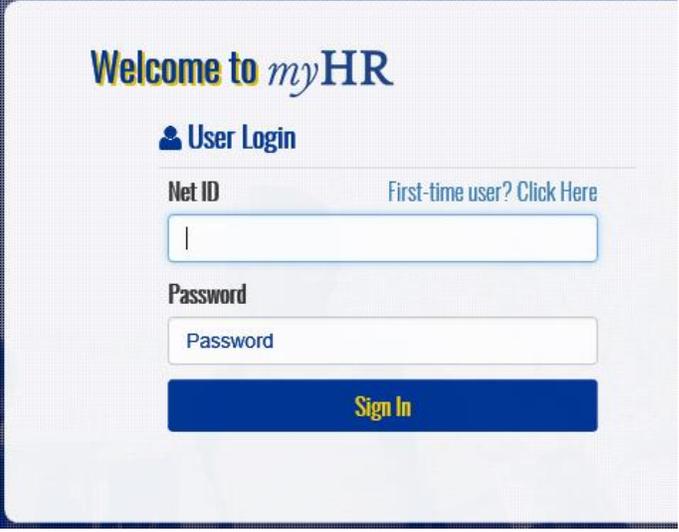
When you make changes to the reported absences for an employee, the employee will receive an email notification. The email notification uses the employee's Campus Email Address.

Possible circumstances for email notification may include:

- Absences reported on behalf of an employee
- Changes to an employee's reported absence entries
- Absences sent back for corrections
- Deletion of an employee's absence entry



2.0 Logging into myHR

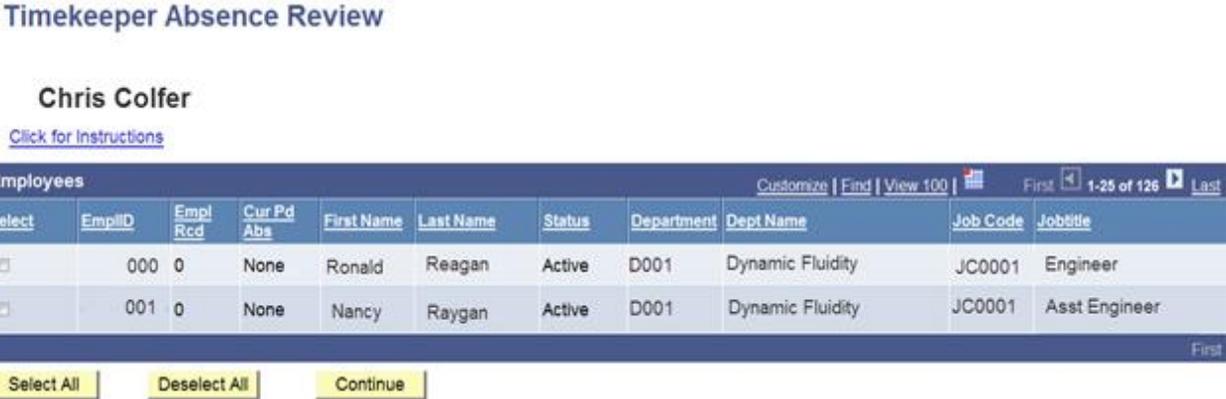
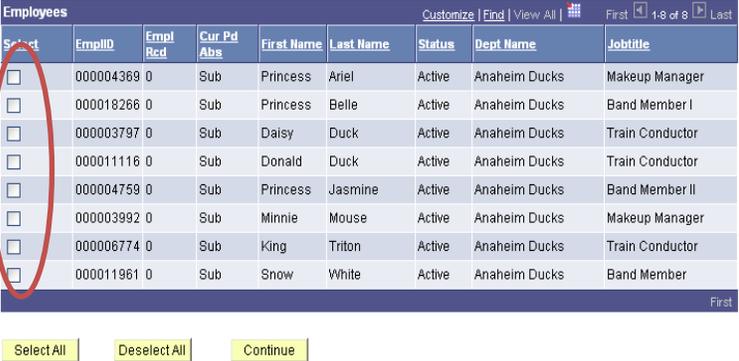
Steps	Illustrations
<p>1. Login to myHR. Enter your Net ID, Password, and click  button.</p> <p>If you need help obtaining and/or using your Net ID, refer to the “First-time user? Click here” help link located on the myHR web page for assistance.</p>	
<p>2. Now that you are logged in, please remember 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 Reviewing Reported Absences

Human Resources recommends that you review reported absences prior to manager approval. Reviewing reported absences involves setting the status for each absence entry. If an absence entry is correct, you will set the status to "Reviewed." Otherwise, you will set the status to "Needs Corr".

The instructions below will guide you through reviewing employee absences and setting appropriate statuses. Status definitions can be found in Appendix B, Section 10.1.

Steps	Illustrations
<p>1. Navigate to Timekeeper Absence Review:</p> <p>Manager Self Service > Time Management > Approve Time and Exceptions > Timekeeper Absence Review</p> 	
<p>2. The Timekeeper Absence Review page appears.</p> 	
<p>3. You can review absence entries individually or altogether.</p> <p>To select individually, check the box in the Select column for the row of the desired employee(s)</p> <p>Or</p> <p>To select all employees, click the Select All button</p>	



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

Select All Deselect All **Continue**

Image: CSU Office of the Chancellor's

5. Review each absence entry and verify its accuracy.

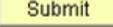
- If the absence is correct, select **Reviewed** from the **Review Status** drop down list. The **Reviewed** status flags the absence entry as correct and ready for approval.
- Otherwise, select **Needs Corr** from the **Review Status** drop down list. The **Needs Corr** status initiates an email notification 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.

EmplID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Review Status	Entry Comments	Add Comment
1	000004369	0	Princess Ariel	Vacation Take	07/30/2010	07/30/2010	8.00 Hours	Reviewed		Add Comment
2	000004369	0	Princess Ariel	Sick Take				Needs Corr		Add Comment
3	000018266	0	Princess Belle	Vacation Take						Add Comment
4	000003797	0	Daisy Duck	Vacation Take	07/28/2010	07/28/2010	8.00 Hours	Reviewed		Add Comment
5	000011116	0	Donald Duck	Sick Take - Self	07/27/2010	07/28/2010	16.00 Hours			Add Comment
6	000004759	0	Princess Jasmine	Vacation Take	07/16/2010	07/21/2010	32.00 Hours	Reviewed		Add Comment
7	000004759	0	Princess Jasmine	Funeral Take	07/28/2010	07/28/2010	4.00 Hours		Entry Comments	Add Comment
8	000004759	0	Princess Jasmine	CTO Take	07/15/2010	07/15/2010	4.00 Hours	Reviewed		Add Comment
9	000004759	0	Princess Jasmine	CTO Take	06/17/2010	06/17/2010	4.00 Hours	Reviewed		Edit Comment
10	000004759	0	Princess Jasmine	CTO Take	07/14/2010	07/14/2010	4.00 Hours	Reviewed		Add Comment
11	000003992	0	Minnie Mouse	Vacation Take	06/09/2010	06/10/2010	16.00 Hours			Add Comment
12	000006774	0	King Triton	Vacation Take	07/06/2010	07/07/2010	16.00 Hours			Add Comment
13	000006774	0	King Triton	Jury Duty Take	07/12/2010	07/12/2010	8.00 Hours			Add Comment
14	000011961	0	Snow White	Sick Take - Family	07/09/2010	07/09/2010	8.00 Hours		Entry Comments	Add Comment
15	000011961	0	Snow White	Sick Take - Self	07/08/2010	07/08/2010	8.00 Hours			Add Comment

Submit

Image: CSU Office of the Chancellor's



6. When satisfied, click the  button to save the Review Status updates

7. On the **Approval Confirmation** page, click the  button.

Approval Confirmation

 Changes to Review Status were saved.



8. 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

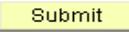




Image: CSU Office of the Chancellor's



4.0 Reporting No Leave Taken for Employees

Every pay period, all employees must report either **No Leave Taken** or other absence event(s). On occasion or at the department's discretion, you may report absences on behalf of your department's employees. When you report absences on behalf of employees, the **Status** is set to **Reviewed**. 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.

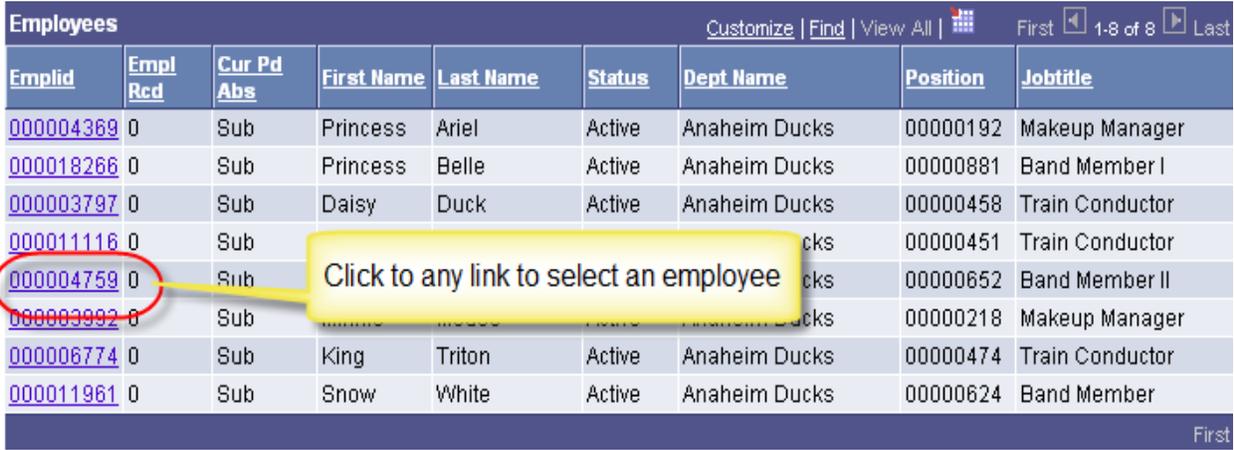
Steps	Illustrations
<p>1. Navigate to Timekeeper Absence Entry:</p> <p>Manager Self Service>Time Management >Report Time>Timekeeper Absence Entry</p> 	
<p>2. The Timekeeper Absence Entry page appears. Click the Emplid link beside the desired employee.</p> 	
<p>3. The Report and View Employee Absences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

Image: CSU Office of the Chancellor's



<p>4. 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>From <input type="text" value="05/01/2012"/> Through <input type="text" value="05/30/2012"/></p> <table border="1"> <thead> <tr> <th colspan="5">Existing Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Ty</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: right;">Customize Find</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="5">Enter New Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>*End Date</th> <th>Absence Duration</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td>No Leave Taken</td> <td>05/01/2012</td> <td>05/30/2012</td> <td> </td> <td> </td> </tr> </tbody> </table> <p><input type="button" value="Calculate Duration"/></p> <p>Timesheet</p> <div style="border: 1px solid gray; padding: 5px;"> <p>To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.</p> <p style="text-align: right;"><input type="button" value="Submit"/></p> </div>	Existing Absence Events					Absence Name	Begin Date	End Date	Absence Duration	Unit Ty	Customize Find										Enter New Absence Events					Absence Name	*Begin Date	*End Date	Absence Duration	Unit	No Leave Taken	05/01/2012	05/30/2012		
Existing Absence Events																																				
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No Leave Taken	05/01/2012	05/30/2012																																		
<p>5. Click the <input type="button" value="Submit"/> button.</p>	<div style="border: 1px solid gray; padding: 10px;"> <p>To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.</p> <p style="text-align: center;"><input type="button" value="Submit"/></p> </div>																																			
<p>6. On the Submit Confirmation page, click the <input type="button" value="OK"/> button.</p>	<p>Submit Confirmation</p> <p>✓ The Absence(s) were submitted successfully.</p> <p style="text-align: center;"><input type="button" value="OK"/></p>																																			



5.0 Reporting Other Absence Event(s) for an Employee

On occasion or at the department's discretion, you may report absences on behalf of your department's employees. When you report absences on behalf of employees, the **Status** is set to **Reviewed**. 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.

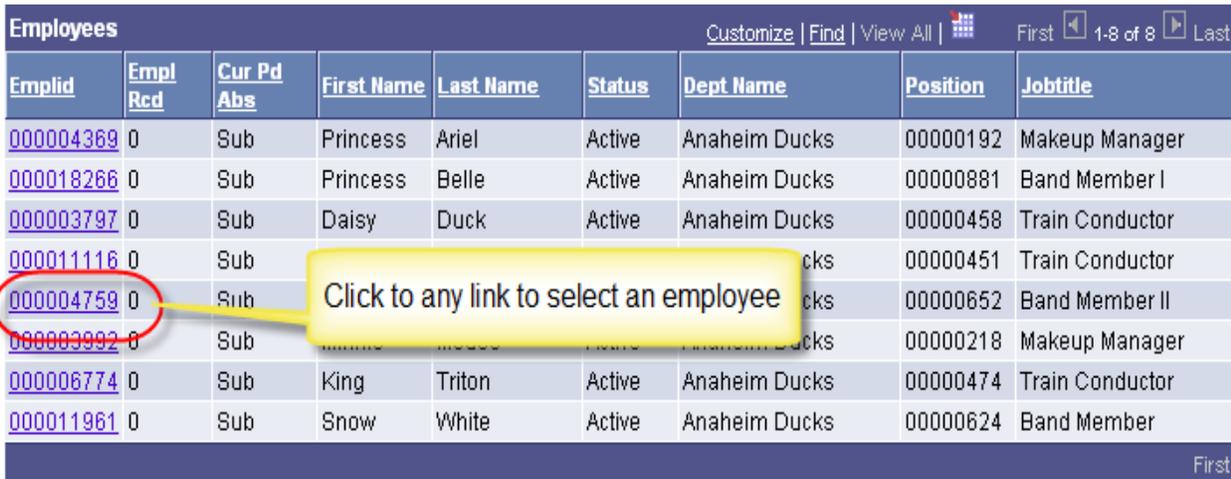
Steps	Illustrations
<p>1. Navigate to Timekeeper Absence Entry:</p> <p>Manager Self Service>Time Management >Report Time>Timekeeper Absence Entry</p> 	
<p>2. The Timekeeper Absence Entry page appears. Click the Emplid link beside the desired employee.</p> 	
<p>3. The Report and View Employee Absences page appears.</p> <p>By changing the From, Through, 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	
Professional Development	

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

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	Add Comments + -



8. 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.

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 li

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		
No Leave Taken	04/01/2011	04/30/2011			Add Comments	+

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 **Submit** 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

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

Submit Confirmation

✓ The Absence(s) were submitted successfully.

OK



6.0 Deleting Reported Absences for an Employee

As a timekeeper, 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 Timekeeper Absence Entry:</p> <p>Manager Self Service>Time Management >Report Time>Timekeeper Absence Entry</p> 	
<p>2. On the Employees selection page, select an employee by clicking on the Emplid.</p>	 <p>Click to any link to select an employee</p>

Image: CSU Office of the Chancellor's

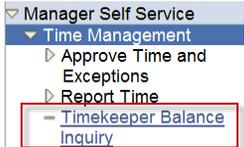
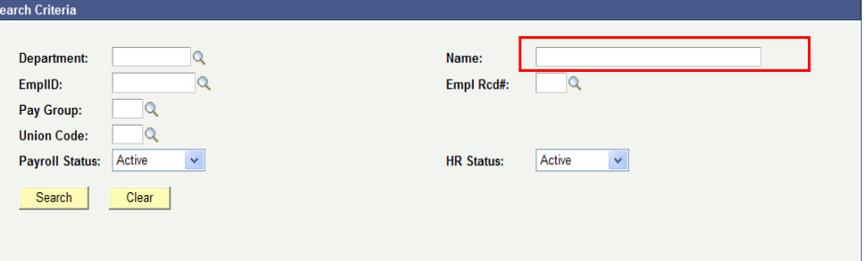
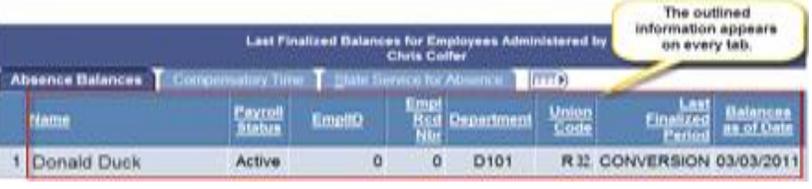


<p>3. If you need to view prior pay period absence events, change the From, Through, or both dates.</p>	<p>From <input type="text" value="07/01/2010"/> Through <input type="text" value="07/31/2010"/> </p>																								
<p>4. You can delete any reported absence with the icon showing beside the absence entry.</p> <p>To delete the absence entry, click the icon.</p> <p>Contact your 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"> <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>5. On the Confirm Delete page, click the <input type="button" value="Yes"/> button.</p>	<p>Confirm Delete</p> <p> Click Yes to Delete this Absence Event</p> <p>Absence: Sick Take - Family 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>6. The deletion of an employee's reported absence entry generates an email notification. The email notification is sent to the employee's Preferred Email Address.</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>7. To select another employee, select any of the listed links:</p> <ul style="list-style-type: none"> Return to Employee List Previous Employee in List Next Employee in List 	<p>Return to Employee List Previous Employee In List Next Employee In List</p>																								



7.0 Viewing Employee Balances

As a timekeeper, 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 Timekeeper Balance Inquiry:</p> <p>Manager Self Service>Time Management > Timekeeper Balance Inquiry</p> 																	
<p>2. The Timekeeper Balance Inquiry 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>3. To retrieve an employee's balances, perform the following steps:</p> <ol style="list-style-type: none"> Enter the employee's name in the Name box Click the Search button 																	
<p>4. Your results appear at the bottom of the page. You may need to scroll down to view them.</p>	 <p>The outlined information appears on every tab.</p> <table border="1"> <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>R 32</td> <td>CONVERSION</td> <td>03/03/2011</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	R 32	CONVERSION	03/03/2011
Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date										
1 Donald Duck	Active	0	0	D101	R 32	CONVERSION	03/03/2011										



5. The **Timekeeper Balance Inquiry** page appears showing the **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.

Timekeeper Balance Inquiry

The outlined information appears on every tab.

Last Finalized Balances							
Absence Balances		Compensatory Time		State Service for Absence		[Show All/Hide All]	
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 Balances							Customize	Find	View All	First	1 of 1	Last
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 Balances									Customize	Find	View All	First	1 of 1	Last
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 timekeeper, 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 the Absence Management reports is based on the security structure defined for you within the Absence Management system.

In addition to the validations that occur at the time of entry in Absence Management Self Service, it is recommended that you validate Absence Management activity as part of your review.

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

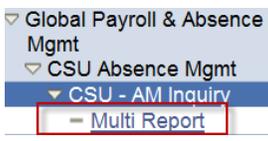
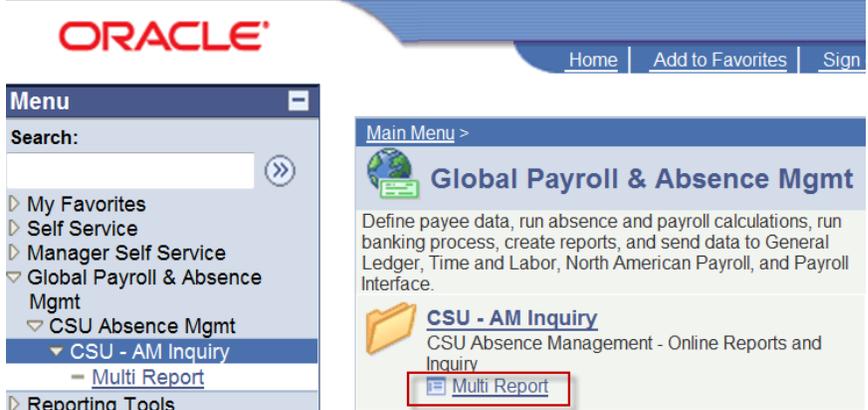
- Provides a listing of eligible employees, who have not reported any absences.
- Run by department each Absence period

Reported Absences

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

8.1 Running an Individual Report

The following instructions will guide in running an individual report.

Steps	Illustrations
<p>1. Navigate to Multi Report:</p> <p>Global Payroll & Absence Mgmt >CSU Absence Mgmt > CSU-AM Inquiry > Multi Report</p> 	 <p>The illustration shows the Oracle HR system interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign'. Below this is a 'Menu' section with a search field and a list of options: 'My Favorites', 'Self Service', 'Manager Self Service', 'Global Payroll & Absence Mgmt', 'CSU Absence Mgmt', 'CSU - AM Inquiry', and 'Reporting Tools'. The 'CSU - AM Inquiry' option is expanded, showing 'Multi Report' as a sub-option. To the right, there is a 'Main Menu' section with a search field and a list of options: 'Global Payroll & Absence Mgmt', 'CSU - AM Inquiry', and 'Multi Report'. The 'Multi Report' option is highlighted with a red box.</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 21.

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
AbsenceActivity

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  the button.

AM Reports

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

Run Control ID:



Enter a report name and click 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](#)

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

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

CSU Absence Management - Multi Reports

Report Control ID: AbsenceActivity

Absence Report Search

EmplID: 
 Empl Rcd#: 
 CSU Unit: 
 Department: 
 Period ID: 

[Process Monitor](#) [Submit](#)

* 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

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

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.

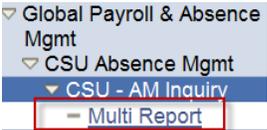
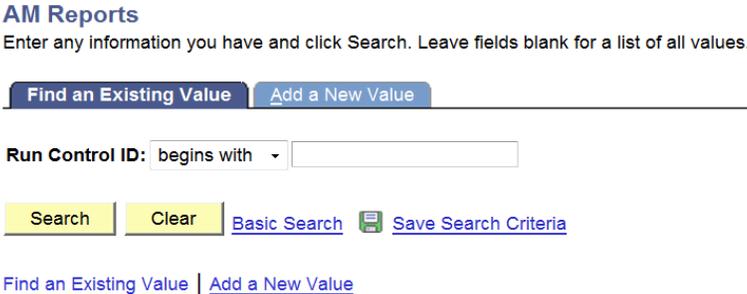
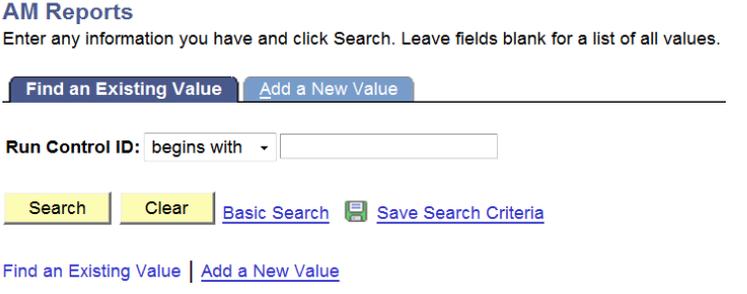
Click to save your Run Control.

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. When running reports in batch, the reports run the server in Utah.

Steps	Illustrations
<p>1. Navigate to Multi Reports:</p> <p>Global Payroll & Absence Mgmt >CSU Absence Mgmt > CSU-AM Inquiry > Multi Report</p> 	
<p>2. The AM Reports 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 Add a New Value, see step 5 on page 24.</p>	
<p>3. On the Finding an Existing Value tab, Click </p>	



4. Select the desired **Run Control ID** from the **Search Results** if it is available and skip to step 7 on page 25.

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
AbsenceActivity

5. **Add a New Value**

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  the button.

AM Reports

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

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](#)

[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](#)

- 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](#)



9. The **Process Monitor** page appears. The **Process List** tab shows the status of 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	Details

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:

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 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

[Parameters](#) Transfer
[Message Log](#)
Batch Timings
[View Log/Trace](#)

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

File List

Name	File Size (bytes)	Datetime Created
CSUAM001_ABS_ADJUSTMENT_497744.csv	205	01/25/2012 3:00:41.858793PM
SQR_CSUAM001_497744.log	1,664	01/25/2012 3:00:41.858793PM
csuam001_497744.out	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, Spclized 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

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.
- Contact Help Desk at 654-2307



10.0 Appendix A - Absence Take Definitions

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 members relationships, or other related topics, please see your Collective Bargain Agreement (CBA) for more information.

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.



10.1 Appendix B - Absence Status Definitions

The Absence Status displays the status of 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.



Acknowledgements

CSUB PeopleSoft Trainer prepared this quick reference guide for the Absence Management Self-Service implementation at 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 screen shots 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