

# **PeopleSoft Absence Management - Manager**

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## Navigating to the Approve Reported Absences Screen

<ol> <li>Log into the myHumboldt portal at <u>http://humboldt.edu/myhumboldt</u></li> </ol>	Support       Support         Support       Support	
2. Choose the PeopleSoft HCM link	PeopleSoft     C▼       Access to PeopleSoft applications:       ■ PeopleSoft HCM       ■ PeopleSoft HCM       ■ PeopleSoft HCM	
3. Navigate to Approve Reported Absences by choosing Main Menu → Manager Self Service → Time Management → Approve Time and Exceptions → Approve Reported Absences.	Favorites       Main Menu         Personalize       Search Menu:         Menu       Search Menu:         Search:       CSU Temp Faculty         Humbolit CS Gustomization       Humbolit CS Gustomization         Search:       Sef Service         Search:       Sef Service         Search:       Sef Service         Search:       Reputing         Voxiforce       Workforce Administration         Desensition       Joand Personal Informe         Desensition       Goodpart Time and Excep         Desensition       Compensation and Developme         Compensation       Compensation and Developme         Desensition       Payroli for borth America         Desensition       Fraveling         Payrolinting       Global Payrol & Absence Mynt         PayrolinterGe       Payrol Interface	

 Select the OK button if a screen reading "Potentially large number of Employees to load - It may take up to 5 minutes to load. Press OK or Cancel" is displayed.

Potentially large number of Employees to load - It may take up to 5 minutes to load. Press OK or Cancel



### **Approve Absences Entered by Employees**

- Navigate to Approve Reported Absences by choosing Main Menu → Manager Self Service → Time Management → Approve Time and Exceptions → Approve Reported Absences.
- 2. The Approve Reported Absences page displays. Select a column header to re-sort the list.

Note: Your direct reports, as well as all employees you are an alternate approver for, are shown.

- The re-sorted list displays. In this example, the Dept Name column was sorted. Scroll down to view all employees.
- **4.** Current Period Absence Status:
  - a. None No absences have been entered.
  - b. Appr All absences entered have been approved.
  - c. Sub Absences have been submitted but not approved.
- Click the Org Chart icon in the far right column to view the direct reports of another employee (if applicable).

Favorites	Main Menu				
Personalize Menu	Search Menu:	• • • • • • • • • • • • • • • • • • •			
<ul> <li>Self Servi</li> <li>Manager</li> <li>Recruiting</li> <li>Workforce</li> <li>Benefits</li> <li>Compense</li> <li>Time and</li> <li>Payroll for</li> <li>Global Pas</li> </ul>	Self-Imesheet Manager Self-Service Manager Self-Service Recruiting Workforce Administrator Benefits Compensation Time and Labor Payrol for North America Global Payrol & Absence	Time Management Dob and Personal Informa Compensation and Stock Learning and Developmen	Approve Time and Except	Approve Reported Absences     Approve Time and Absences     Timekeeper Absence Review     Absence Requests	

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_	Medders Instructions									
Employed	15						Custonize   Find   View	AII 🖾 I 🖩 🛛	irst 🖬 1-21 of 21 🖬 L	ast
<u>ielect</u>	<u>Empl ID</u>	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title	
	000027899	0	Sub	Abbott,Julie K	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	
Г	000016108	0	Sub	Louis,Nelly M	Active	1002	Administrative Systems	0420	Info Tech Consultant 12 Mo	
Г	003601755	0	Sub	Potter,Harry J	Active	1002	Administrative Systems	0420	Info Tech Consultant 12 Mo	
Г	000045683	0	Sub	Brinkley, Christy R	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	
г	000037207	0	None	Burnside,George K	Active	1002	Administrative Systems	0420	Info Tech Consultant 12 Mo	
<b>—</b>	003439853	0	None	Ford,Harrison L	Terminated	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	
	000041978	0	Sub	Jones,Cassandra L	Active	1283	Administrative Applications	3306	Administrator III	a
Г	000016160	0	Sub	Barber,Ken L	Active	1002	Administrative Systems	0420	Info Tech Consultant 12 Mo	

Click for										
	Instructions									
mployee	s						Customize   Find	View All   💭   🚻 🛛 F	irst 🚺 1-21 of 21 🚺 Le	ast
<u>ielect</u>	Empl ID	Empl Rcd	Current Period Absence	lame	Status	Dept ID	Dept Name	Job Code	Job Title	
F	003439853	0	None	ord,Harrison L	Terminated	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	6
	008200452	0	Appr	Sampson,Dana X	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	
-	000019982	0	Appr	(asdan,Lucy	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	
	000057344	0	Appr	lickerson,Ned L	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	
	005537675	0	Appr	Rogers, Jenny R	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	
-	002480570	0	Appr	farcum,Shirley Z	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	
	000081654	0	Appr	Jelson,Roger T	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	
<b>-</b>	000027899	0	Sub	∿bbott,Julie K	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	
-	000045683	0	Sub	Frinkley, Christy R	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	

<u>Job Code</u>	Job Title	
0420	Info Tech Consultant 12 Mo	品
0420	Info Tech Consultant 12 Mo	

Manager Absence Management

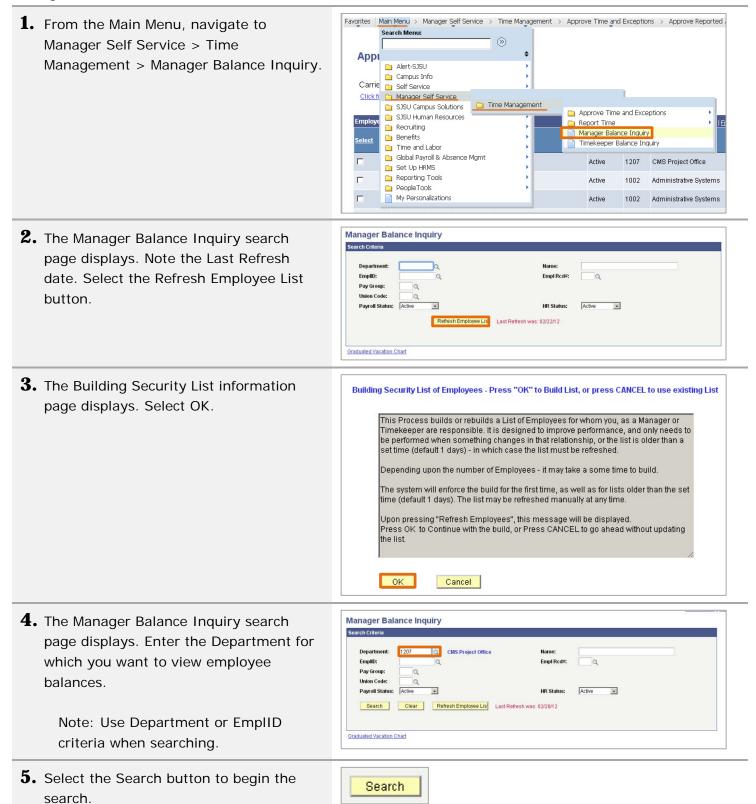
6.	Check boxes to select and view individual absences or click the Select All button to review absences for all employees.	Image: Additional and the second s
7.	Click the Continue button.	Continue
8.	The Approve Reported Absences page displays.	Approve Reported Absences Carrie Medders
	Note: Only employees whose	Click for instructions
		Existing Absence Overlas           Existing Absence Overlas         Customize [Find]         [20]         #         Find [20]         #         Find [20]         Lost.           binit         Instruments         Entry         Instruments         Entry         Entry
	absences are submitted and	Kmolliß         Reside         Name         Absence Name         Residu Date         End Bate         Duration         Owner         Review Status         Comments           1         000027999         0         Abbott,Julie K         Vacation         0201/2012         0201/2012         8.00000 Hours         If         Reviewed at Add Comments
	unapproved will appear in this list.	2 000016160 0 Barber/Ken L Vacation 12/22/2011 12/23/2011 16:00000 Hours  Add Comment Sick-Family Sick
	Absences entered by a Timekeeper	3 000045683 0         Brinkley, Christy R         Silk-t- annly Care         02/13/2012         02/13/2012         8 00000 Hours         □         Reviewed         Entry Comments           4 000045683 0         Brinkley, Christy R         Vacation         02/27/2012         02/29/2012         24 00000 Hours         □         Add Comments
	will appear with a Reviewed status.	5 000045683 0 Brinkley,Christy R Jury Duty 02/01/2012 02/01/2012 8 00000 Hours Г 🧾 Add Comment
		6 005085003 0 Butterworth,Paula K Vacation 12/30/2011 12/30/2011 8.00000 Hours C Add Comment 7 000016342 0 Fong,Kelly A Vacation 12/21/2011 12/22/2011 16.00000 Hours C Add Comment
	Absences entered by an Employee	8 000016342 0 Fong,KellyA Vacation 12/30/2011 12/30/2011 8 00000 Hours 🗖 💽 Add Comment
	will appear with no status.	9 000041978 0 Jones,Cassandra L. Vacation 12/20/2011 12/20/2011 8 00000 Hours Г 💌 <u>Add Comment</u>
9.	To send an absence back for	
<b>J</b> .		Approve Reported Absences Carrie Medders
	correction, click the dropdown list in	
	the Review Status column and Select	Click for instructions
	Needs Corr (Correction).	Existing Absence Events Customize (Eng.) 🛱 Fra. 🖬 1-17 of 17 🖬 Lott
		Existing Absence Events           Existing Absence Events         Customer [Find]         If Find         Add Comments
		1 000027899 0 Abbott,Julie K Vacation 0201/2012 0201/2012 8.00000 Hours  Reniewed  Add Comment 2 000016160 0 Barber/Ken L Vacation 12/22/2011 12/23/2011 16.00000 Hours  Add Comment
	Note: You will not be able to approve	3 000045683 0 Brinkley,Christy R Sitk-Family 02/13/2012 02/13/2012 8.00000 Hours C Needs Corr Comments
	an absence with a Needs Corr status.	4 000045683 0 Brinkley,Christy R Vacation 02/27/2012 02/29/2012 24 00000 Hours 🗖 Add Comment
10.	Click Add Comment to communicate	Approve Reported Absences
	information back to the employee.	Carrie Medders
	information back to the employee.	Citck for instructions
		Existing Absence Events Customer [End ] [2] [2] Fret [1,17] der Fret [1,17] de
		1 000027899 0         Abbotk-Julie K         Vacation         0201/2012         0201/2012         8.00000         Hours         「Reviewed =         Add Comment           2 000016160 0         Barber/Ken L         Vacation         12/22/2011         12/22/2011         16.00000         Hours         「         Add Comment
		3 000045683 0 Brinkley,Christy R Sick-Family 02/13/2012 02/13/2012 8 00000 Hours C Needs Corr Entry Add Comment
		4 000045683 0 Brinkley,Christy R Vacation 02/27/2012 02/29/2012 24 00000 Hours
11.	Enter a comment to communicate	Approval Comments
	why the absence needs to be	
	corrected.	Enter comments to be associated with the approval and click the Save Comments button to save them. To return without saving click the Return to Approvals Page link.
		This absence was not on my calendar. I believe you've entered the wrong dates. Please delete and
		re-submit. Thanks.
	Note: Be brief and professional when	
	adding comments.	
10		
<b>12</b> .	Click the Save Comments button.	Save Comments

#### Manager Absence Management

13.	Scroll down to view all absences on the Approve Reported Absences displays.	Approve Reported Absences Carrie Medders
	Note: Comment links for Absence entries with comments read Edit Comment.	Contrastic I ford [21]         Contrastic I ford [21]         Frait III 1+17-d 17 III Lust           Contrastic I ford [21]         Frait III 1+17-d 17 III Lust           cmail ID         Bodit         Hame         Absence Hame         Beain Date         End Date         Munition         Itinit         Approxe         Review Status         Add Comments           1         000027898         Abbott,Julie K         Vacation         02/01/2012         8/00000 Hours         Imit         Review Status         Add Comments         Add Comments         2/000016160         Barber,Ken L         Vacation         1/2/2/2/2011         1/2/2/2011         1/2/2/2011         Imit         Needs Con         Edit Comments         Edit Com
14.	Check individual boxes to approve a few select absences or click the Select All button to approve all absences.	14 003601755 0       Poter,Harry J       Vacation       01/03/2012 01/04/2012       16.00000 Hours       Image: Comment add Comment add Comment add Comment Holdson Hours         15 003601755 0       Poter,Harry J       Vacation       12/22/2011       12/20/2011       16.00000 Hours       Image: Comment add Comment Holdson Hours       Image: Comment Hours
15.	The page displays with the Approved boxes checked. Click Submit.	Submit
16.	The Approval Confirmation page displays. Click OK.	Approval Confirmation ✓ Your Absence Events were approved and any Review Status changes were saved. ○K
17.	The Approve Reported Absences page displays with the updated status information.	Approve Reported Absences Carrie Medders Click for Instructions Employees Quaterize   Ethol   View Al   🖓   🎽 First 📕 121 of 21 📓 Last
		Select Ernol D Engl Cutrent Assence Status Dept ID Dept Name Job Code Job Title
		Image: Consultant 2 Mo         Appr         AbottJulie K         Active         1207         CMS Project Office         0420         Imf0 Tech Consultant 1 Mo           Image: Consultant 2 Mo         Sub         Louis NetWith         Active         1002         Administrative Systems         0420         Imf0 Tech Consultant 1 2 Mo           Image: Consultant 2 Mo         Sub         Poter/Harry J         Active         1002         Administrative Systems         0420         Imf0 Tech Consultant 1 2 Mo
		O00045683 0 Appr Brinkley,Christy R Active 1207 CMS Project Office 0420 Inf0 Tech Consultant 12 Mo
		O00037207 0 None Burnside,George K Active 1002 Administrative Systems 0420 Info Tech Consultant 12 Mo
		003439853 0 None Fond Harrison L Terminated 1207 CMS Project Office 0420 Inf0 Tech Consultant 12 Mo     Consu
		🗖 000041978 0 Sub Jones,Cassandra L Active 1283 Administrative Applications 3306 Administrator III 🚠

#### **View Absence Balances for Employees**

This section demonstrates how to view current and prior absence balances for the employees in your charge.



#### Manager Absence Management

Manager Balance Inquiry 6. The Absence Balances tab displays. Search Crit 1207 CMS Project Office Departm EmpliD: Q Empl Rcd#: Note: Sick Balance, Vacation Balance, Q Pay Group: on Code: 9 and Personal Holiday Available columns Payroll Status: Active . HR Status Active . display. Search Clear Refresh Employee Lis Last Refresh was: 02/28/12 Last Finalized Balances for Employees Adm by Carrie Medders Payroll Status EmpliD as of Dat Abbott,Julie K Brinkley,Christy F Active 000027899 Active 000045683 1207 1207 R09 R09 12/01/2011 12/01/2011 2011-11 2011-11 860.000 340.000 Kasdan,Lucy Active 000019982 1207 R09 2011-11 12/01/2011 421.000 364.994 1 184 Marcum,Shirley Z Active 002480570 1207 R09 2011-11 12/01/2011 23.003 23.000 0 Timekeeper Balance Inquiry 7. Click the Compensatory Time tab to view Search Criteria additional balances. The Compensatory 1207 Q CMS Project Office Departm Time page displays. EmplID: Empl Ro Q Q Pay Group: Union Code: Q Active . Active Payroll Status: HR Status: . Note: All Compensatory Time types of Search Clear Refresh Employee Lis Last Refresh was: 02/28/12 leave display. partment Union Last. Balances CTO Hol Cr. Hol CTO. Excess Code Period as of Date Balance Balance Balance Balance Payroll Status EmpliD 1 Abbott,Julie K 1207 R09 2011-11 12/01/2011 0.000 0.000 0.000 0.000 0.000 Active 000027899 0 0.000 2 Brinkley, Christy R Active 000045683 1207 R09 2011-11 12/01/2011 0.000 0.000 0.000 0.000 0.000 0.000 3 Kasdan,Lucy Active 000019982 1207 R09 2011-11 12/01/2011 0.000 0.000 0.000 0.000 0.000 0.000 **8.** Click the State Service for Absence tab to Manager Balance Inquiry Search Criteria view State Service Balances. The State 1201 a CMS Project Office EmpliD: Empl R 0 Service for Absence page displays State a Pay Group: Union Code: 9 Service Balances. Payroll Status: Active . HR Status: Active . Search Clear Refresh Employee Lis Last Refresh was: 02/28/12

				Ļ	ast Finalized	Balance	s for Empl	oyees Admini	istered by (	Carrie <u>Qustorni</u>	ze   Eind   View	ALL 🖾 L 🛗	First 🚺 1-9 of 9 🖬
Aboer	nce Balances 👖 Compe	nsatory Tir	e State S	ervice f	or Absence	[777]	•						
Ma	r Name	Payroll Status	EmellD	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	State Service Months	State Service Hours Carryover	Sick Carryover Hours	Vacation Hours Carryover	State Service FTE Carryover
1	Abbott,Julie K	Active	000027899	0	1207	R09	2011-11	12/01/2011	179.000	0.000	0.000	0.000	0.000
2	Brinkley, Christy R	Active	000045683	0	1207	R09	2011-11	12/01/2011	368.000	0.000	0.000	0.000	0.000
3	Kasdan,Lucy	Active	000019982	0	1207	R09	2011-11	12/01/2011	169.000	0.000	0.000	0.000	0.000
4	Marcum, Shirley Z	Active	002480570	0	1207	R09	2011-11	12/01/2011	9.000	0.000	0.000	0.000	0.000

## View Detailed Absence Balance Information for an Employee

<ol> <li>Search for an employee's absence balances by department or EmpIID as described in the section View Absence Balances for Employees.</li> </ol>	Manager Balance Inquiry         Search Criteria         Department:       1207         Cristic:       Q         Pay Group:       Q         Ution Code:       Q         Payrol Status:       Active         Search       Clear         Refresh       Employee List         Last Refresh was:       02/2012
2. Click the Details icon in the far right column (on any of the three tabs) to view more detailed information for any employee in the list.	Vacation       State         Hours       Service FTE         Carryover       Carryover         0.000       0.000         0.000       0.000         0.000       0.000         0.000       0.000         0.000       0.000         0.000       0.000
<ul> <li><b>3.</b> Note that there are 4 expandable sections on the page:</li> <li>a. All Absence Balances</li> <li>b. Absence Balances</li> <li>c. Compensatory Time Balances</li> <li>d. State Service for Absences</li> </ul>	<ul> <li>All Absence Balances</li> <li>Absence Balances</li> <li>Compensatory Time Balances</li> <li>State Service for Absences</li> </ul>
<ul> <li>Select the right arrow beside the section name to expand or collapse that section.</li> <li>Note: The All Absence Balances section contains all the tabs available in the other three sections.</li> </ul>	All Absence Balances
<ul> <li><b>5.</b> The Absence Balances section contains the following tabs:</li> <li>a. Sick</li> <li>b. Vacation</li> <li>c. Personal Holiday</li> </ul>	Absence Balances       Customize         Sick       Vacation       Personal Holiday         Period ID       Balances as of Date         1       2011-12       CURRENT - Not Finalized         2       2011-11       12/01/2011

- **6.** The Compensatory Time Balances section contains the following tabs:
  - a. CTO
  - b. Holiday Credit
  - c. Holiday CTO
  - d. Excess
  - e. ADO
  - f. Non Exp ADO
- **7.** The State Service for Absences section contains the following tabs:
  - a. State Service
  - b. State Service Hours
  - c. Service Hours Sick
  - d. Service Hours Vacation
  - e. Service Hours FTE
- **8.** Select the Return button at the bottom of the screen to return to the main Absence Balances screen.

Compensatory Time Balances	Customize   View All   🔤   🛗					
CTO Holiday Credit Holiday	CTO Excess ADO Non Exp ADO					
Period ID	Balances as of Date					
1 2012-07	CURRENT - Not Finalized					
2 2012-06	07/01/2012					

	bsences	Customize   View All   🖾   🛗 🛛 First 🗹 1-4 of 4 🕨 Last					
State Service State Service Hours		Service Hours Sick Service Hours Vacation Service Hour				's FTE	
Period ID	Balances	as of Date		<u>State Ser</u>	Previous vice Balance	<u>State Service</u> <u>Earned</u>	
1 2012-07	CURREN	CURRENT - Not Finalized			21.000	0.000	
2 2012-06	07/01/201	12			20.000	1.000	

Return

## **View the Graduated Vacation Chart**

Search Criter

- Search for an employee's absence balances by department or EmplID as described in the section View Absence Balances for Employees.
- **2.** Select the Graduated Vacation Chart link at the bottom of the screen.

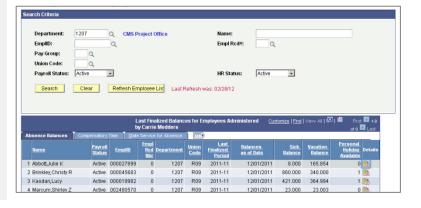
EmpliD:		Q			Empl Rcd#:	9
Pay Group:	Q					
Union Code:	Q					
Payroll Status:	Active				HR Status:	Active
Search	Clear	Ref	resh Employee Lis	Last Refresh was:	02/28/12	

bsence Balances 🛛 🚺 🖸	ompensatory	Time State	Service	for Absence		)				
Name	Payroll <u>Status</u>	EmpliD	Empl Red Nbr	<u>Department</u>	<u>Union</u> Code	Last Finalized Period	Balances as of Date	<u>Sick</u> Balance	Vacation Balance	Personal Holiday Available
1 Abbott,Julie K	Active	000027899	0	1207	R09	2011-11	12/01/2011	8.000	165.854	0 🔒
2 Brinkley, Christy R	Active	000045683	0	1207	R09	2011-11	12/01/2011	860.000	340.000	1 📑
3 Kasdan,Lucy	Active	000019982	0	1207	R09	2011-11	12/01/2011	421.000	364.994	1 🎥
4 Marcum, Shirley Z	Active	002480570	0	1207	R09	2011-11	12/01/2011	23.000	23.003	0 📑
5 Nelson,Roger T	Active	000081654	0	1207	R09	2011-11	12/01/2011	383.270	241.218	0 🍋
6 Nickerson,Ned L	Active	000057344	0	1207	R09	2011-11	12/01/2011	680.000	255.341	1 📑
7 Rogers, Jenny R	Active	005537675	0	1207	R09	2011-11	12/01/2011	94.000	48.682	0 🚮
8 Sampson,Dana X	Active	008200452	0	1207	R09	2011-11	12/01/2011	16.000	13.334	1 📠

**3.** The Graduated Vacation Chart displays. This chart displays monthly vacation accrual rates, along with maximum vacation accrual allowances, based on employee state service.

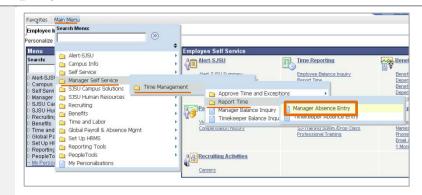
SUMMARY OF VACATION	ACCRUAL	RATES	3		OF MAXIMU	JM VACATION EDITS	
SERVICE REQUIREMENTS*	MONTHLY VACATION ACCRUAL RATE	DAYS ACCRUED PER YEAR	BARGAINING UNIT OR CLASSIFICATION	ANNUAL CTO MAX*	FLSA ANNUAL CTO MAX**	MAX VACATION: LESS THAN 10 YEARS OF SERVICE	MAX VACATION MORE THAN 10 YEARS OF SERVICE
0-3 YEARS: 1 TO 36 MONTHS	6 2/3 HOURS	10	M98	N/A	N/A	480 HOURS	480 HOURS
3-6 YEARS: 37 TO 72 MONTHS	10 HOURS	15	M80	N/A	N/A	384 HOURS	440 HOURS
6-10 YEARS: 73 TO 120 MONTHS	11 1/3 HOURS	17	UNIT 1	N/A	N/A	272 HOURS	384 HOURS
10-15 YEARS: 121 TO 180 MONTHS	12 2/3 HOURS	19	UNIT 2	120 HOURS	240 HOURS	272 HOURS	384 HOURS
15-20 YEARS: 181 TO 240 MONTHS	14 HOURS	21	UNIT 3	N/A	N/A	320 HOURS	440 HOURS
20-25 YEARS: 241 TO 300 MONTHS	15 1/3 HOURS	23	UNIT 4	120 HOURS	240 HOURS	320 HOURS	440 HOURS
OVER 25 YEARS: 301 MONTHS AND UP	16 HOURS	24	UNIT 5	120 HOURS	240 HOURS	272 HOURS	384 HOURS
OVER 20 TEAKS. SOT MONTHS AND OT	io noorto		UNIT 6	240 HOURS	240 HOURS	272 HOURS	384 HOURS
VACATION ACCRUAL RATES FOR ELIGI	BLE CLASSIFIC	ATIONS IN	UNIT 7	120 HOURS	240 HOURS	272 HOURS	384 HOURS
EXECUTIVE (M98), MANAGEMENT (M80),	1.000		UNIT 8	200 HOURS***	480 HOURS	272 HOURS	384 HOURS
CONFIDENTIAL (C99), FACULTY (Unit 3)	16	24	UNIT 9	120 HOURS	240 HOURS	272 HOURS	384 HOURS
AND ACADEMIC STUDENT (UNIT 11)	1		UNIT 10	240 HOURS	240 HOURS	272 HOURS	384 HOURS
			UNIT 11	N/A	N/A	80 HOURS	80 HOURS
			UNIT 12	N/A	N/A	272 HOURS	440 HOURS
			E99	120 HOURS	240 HOURS	272 HOURS	384 HOURS
			C99	120 HOURS	240 HOURS	384 HOURS	384 HOURS

**4.** Press the Esc key on the keyboard to return to the main balances page.



## **Report No Time Taken for an Employee**

 From the Main Menu, navigate to Manager Self Service > Time Management > Report Time > Manager Absence Entry.



**2.** Click the EmpIID of the employee for whom you want to report an absence.

Note: The grid can be sorted by clicking any column title. Alternate approvers may wish to sort by DeptID or Dept Name for ease of entry.

- Manager Absence Entry Carrie Medders mize | Find | View All | 🖓 | 🛗 🛛 First 🖾 1-21 of 21 🔯 La Status Dept ID Dept Name Job Code Job Title Info Tech Consultant 12 Mo 000027899 0 Appr Abbott,Julie K Active 1207 CMS Project Office 0420 Info Tech Consultant 1 2 Mo 000016160 0 Sub Barber,Ken L Active 1002 Administrative Systems 0420 Info Tech Consultant 12 Mo 000045683 0 Appr Brinkley, Christy R Active 1207 CMS Project Office 0420 Info Tech Consultant 12 Mo <u>000037207</u> 0 1002 0420 None Burnside,George K Active Administrative Systems Info Tech Consultant 12 Mo 005085003 0 Sub Butterworth, Paula K 1002 Administrative Systems 0420 Active Analyst/Programmer 12 Mo 0400 Sub Active Administrative Systems 000016342 0 Fong,Kelly A 1002 Info Tech Consultant 12 Mo 0420 None Ford, Harrison L Terminated 1207 CMS Project Office 000041978 0 Jones,Cassandra L 1283 Administrative Applications 3306 Administrator III Sub Active -1207 ONO Distant Office 0420 Info Tech
- If an employee holds more than one position, you will be prompted to select which job you want to enter absences for.

Note: Existing absences for the current pay period will be displayed in the top grid. The From and Through dates can be changed to show absences from other pay periods.

**4.** In the bottom grid, the Absence Name "No Time Taken" defaults to the current pay period Begin Date and End Date. If this is correct, click the Submit/Approve button.

<b>Report and View Emp</b>	loyee Ab	sences				
Jenny Rogers 005537675 0						
Info Tech Consultant 12 Mo 0420						
CMS Project Office 1207						
	ough 02/29/	2012 🛐		_		
Existing Absence Events Customize   Find   🖾   🛗 First 🚺 1 of 1 🔟 Last						
Absence Name	<u>Begin Date</u>	End Date	Absence Duration	<u>Unit Type</u>	Last Updated By	
						1

<u>Absence Name</u>		<u>*Begin Date</u>	<u>*End Date</u>	Absence Duration	<u>Unit Type</u>			
No Time Taken	-	02/01/2012 🛐	02/29/2012 🛐			Add Comments	+	Ŀ
Calculate Dura	tion							
		pest of my knowle	dge and belief. th	ne information				
Calculate Dura Timesheet	To the t submitt	ted is accurate an	dge and belief, th d in full complian		1			
	To the t submitt		id in full complian		1			

# **Record an Absence for an Employee**

1.	Select the Absence Name from the dropdown menu.	Report and View Employee Absences         Jenny Rogers         005537675       0         Info Tech Consultant 12 Mo. 0420         CMS Project Office 1207         Click for Instructions         From       02/01/2012         Existing Absence Events       02/29/2012         Existing Absence Events       02/29/2012         Existing Absence Events       02/01/2012         Enter New Absence Events       1 or 1         User Events       1 or 1         Duration       Unit Type         Last Updated By       02/01/2012         Duration       Unit Type         Absence Fame       1 or 1         Bereavement/Funeral       02/01/2012         CTO Take       02/01/2012         Holiday ADO Expiring Take       est of my knowledge and belief, the information         Holiday ADO Expiring Take       est of my knowledge and belief, the information         Holiday ADO Expiring Take       est of my knowledge and belief, the information         Holiday ADO Expiring Take       Bereavemently Laswe         Parental Laswe       Submit / Approve
2.	The Absence Balance is displayed. Confirm that the Balance covers the absence you are recording.	Sick - Bereavement Sick - Family Care Sick - Serie       Employee In List       Next Employee In List         Sick - Serie       Next Employee In List       Next Employee In List         Vacation       Next Employee In List       Next Employee In List         Sick - Serie       Next Employee In List       Next Employee In List         Prove of the 1207       Info Tech Consultant 12 Mo 0420       Next Employee In List         Olds To Tech Consultant 12 Mo 0420       CMS Project Office 1207         Olds To Tech Consultant 12 Mo 0420       Info Tech Consultant 12 Mo 0420         CMS Project Office 1207       Info Tech Consultant 12 Mo 0420         From 0201/2012 (*)       Turough 02/29/2012 (*)         From 0201/2012 (*)       Turough 02/29/2012 (*)         Existing Absence Events       Regin Date End Date Not End Date 04         Infor New Absence Events       Balance (*) Partial Dave 04         Infor New Absence Events       Balance (*) Partial Dave 04         Infor New Absence Events       Balance (*) Partial Dave 04         Infor New Absence Events       Balance (*) Partial Dave 04         Calculate Duration       Unit Compliance with legal and CSU Dolivy requirements. Submit / Approve         Return to Employee List       Previous Employees In List
3.	Enter the Begin Date and End Date.	Enter New Absence Events           Absence Name         'Stepin Date         Ind Date         Balance         'Partial Date         Absence         Unit Type           Vacation         02/01/2012         02/01/2012         45.682         None         Hours         Add Comments         +
4.	Click the plus (+) icon to add rows for additional absences.	Enter New Absence Events           Enter New Absence Events         Basin Date         End Date         Balance         Partial Days         Absence Duration         Unit Type           Vacation         © 2001/2012         © 02001/2012         \$45.682         None         Hours         Add Comments         Image: Comments <t< th=""></t<>

5.	<ul><li>To add Partial Hours:</li><li>a. Select Partial Hours from the Partial Days dropdown menu</li><li>b. Enter the Hours per Day.</li></ul>	Report and View Employee Absences         Jenny Rogers         005537675       0         Info Tech Consultant 12 M0 0420         CME Fright Office 1007         Click for instructions         Click for instructions         Existing Absence Events         Absence Events         Absence Events         Absence Events         Absence Events         Vacation         OUDE/2012 (3)         Vacation         OUDE/2012 (2)         Vacation         OUDE/2012 (2)         Vacation         OUDE/2012 (2)         OUDE/2012 (2)         OUDE/2012 (2)         Vacation         OUDE/2012 (2)         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! Approve
6.	To add any comments, select the Add Comments link. Note: This is required if the Add Comments link is red.	Enter New Absence Events         Absence Name       "Besin Date       "End Date       Balance       "Partial Days       Hours       Absence Name         Vacation       v       02/01/2012       is       02/01/2012       is       45.882       None       Hours       Add Comments       Image: Comments       Image
7.	Enter a comment as prompted. Be brief. Details are not required.	Absence Event Comments         Enter comments to be associated with the absence event and click the Save Comments button to save them. To return without saving click the Return to Entry Page link.         Please enter relationship of family member: child
8.	Click the Save Comments button.	Save Comments
9.	The Comments link reads Edit Comments when a comment has been entered.	Enter New Absence Events         Tool Date         Tool Date         Ealance         Partial Days         Hours lect. Date         Absence User Series         Unit Type           Vacation         0/201/2012         0/201/201/2012         0/201/201/2012
10.	Once all absences are entered, 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.
11.	Click OK on the Submit Confirmation page.	Submit Confirmation  The Absence(s) were submitted successfully.  OK

12.	The Report and View Employee Absences page displays.	Report and View Employee Absences         Jenny Rogers         00553767       0         Info Tech Consultant 12 Mo 0420         CMS Project Office 1207         Click for Instructions
		Existing Absence Events Customize   Find   🖾   🗰 First 🔟 1-3 of 3 💴 Last
		Absence Name Begin Date End Date Duration Unit Type Absence Last Updated By
		Vacation 02/01/2012 02/01/2012 8.00 Hours Approved Carrie Medders - FOR DEMOS 📋
		Sick-Self 02/06/2012 02/06/2012 4.00 Hours Approved Carrie Medders - FOR DEMOS 📋
		Sick - Family Care 02/27/2012 02/28/2012 16.00 Hours Approved Carrie Medders - FOR DEMOS 📋
		Enter New Absence Events
		Absence Name 'Begin Date 'End Date Duration Unit Type
		No Time Taken 💽 02/01/2012 🛐 02/29/2012 🛐 Add Comments 🕂 🖃
		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 / Approve         Return to Employee List       Previous Employee In List
13.	Use the navigation links at the bottom of the page to move from one employee to another.	Return to Employee List Previous Employee In List Next Employee In List

### **Delete an Unprocessed Absence**

Managers, supervisors, work leads, and alternate approvers can delete absences with a Reviewed, Submitted or Approved status.

<ol> <li>To delete an absence, click the trash can icon in the far right column.</li> </ol>	Report and View Employee Absences         Jenny Rogers         005537675       0         Info Tech Consultant 12 Mo 0420       CMS Project Office 1207         Click for Instructions         From 02/01/2012 16         Existing Absence Events         Quantum End Date         Absence Image         Vacation         02/01/2012 02/01/2012         Sick - Self         02/02/2012 02/08/2012         Sick - Family Care         02/02/2012 02/08/2012         Intrough 02/01/2012 02/08/2012         Customize Find 150 111 First 10 13 01 2015         Existing Absence Events         Customize Find 150 111 First 10 13 01 2015         Absence Name         Begin Date End Date         Duration         Duration         O2/01/2012 02/01/2012         Sick - Self         02/02/02/02 02/06/2012         Sick - Family Care         02/27/2012 02/28/2012         Customize Medders - FOR DEMOS
<b>2.</b> Confirm that the absence to be deleted is the correct one.	Confirm Delete Click Yes to Delete this Absence Event Absence: Vacation Begins: 2/1/2012 Ends: 2/1/2012
<b>3.</b> To continue deleting the selected absence, click the Yes button.	Yes No
<b>4.</b> Confirm that the absence is no longer listed in the Existing Absence Events section.	Report and View Employee Absences         Jenny Rogers         005537675       0         Info Tech Consultant 12 Mo       0420         CMS Project Office 1207       Click for Instructions         Click for Instructions         From 02/01/2012 is Through 02/28/2012 is         Existing Absence Events         Customize [Find] Image: Finst 1.2 of 2 in Last         Absence Name         Begin Date Find Date         Outration       Unit Type         Sick - Self       02/06/2012       02/06/2012         Sick - Self       02/06/2012       02/06/2012         Sick - Family Care       02/27/2012       16.00 Hours         Approved       Carrie Medders - FOR DEMOS       Image: Find Medders - FOR DEMOS

## View Prior Absence Transactions for an Employee

1. On the Report and View Employee Absences page the current pay period is the default display.	Report and View Employee Absences         Jenny Rogers 005337875 0         OB537875 0         Info Tech Consultant 12 Mo 0420         CMS Project Office 1207         Click for Instructions         From 02001/2012 is Through 02/29/2012 is         Existing Absence Events         Absence Events         Absence Lame         Vacation         02/01/2012 02/01/2012 8:00 Hours         Absence Lame         Vacation         02/01/2012 02/01/2012 8:00 Hours         Sick - Self         02/02/02/01         OB End Date         Date         OD/02/01/2012 02/01/2012 4:00 Hours         Approved         Sick - Self         02/02/02/02         OD/02/02/02/02         OD/02/02/02/02         OD/02/02/02/02/02/02/02/02         OD/02/02/02/02/02/02/02/02/02/02/02/02/02/
2. Change the From date and Through dates to view a different set of absence transactions.	From 10/01/2011 3 Through 02/29/2012 3
3. The Report and View Employee Absences is refreshed, reflecting the new dates. Repeat this process to view a different set of absence transactions.	Report and View Employee Absences         Jenny Rogers 005537675 0         Info Tech Consultant 12 Mo 0420         CMS Project Office 1207         Click for Instructions         Through 02/29/2012 #         From 0001/2011 ***********************************