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Navigating to the Approve Reported Absences Screen

1. Log into the myHumboldt portal at http://humboldt.edu/myhumboldt

2. Choose the PeopleSoft HCM link

3. Navigate to Approve Reported Absences by choosing Main Menu → Manager Self Service → Time Management → Approve Time and Exceptions → Approve Reported Absences.

4. 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.
Approve Absences Entered by Employees

1. 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.

3. 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.

5. Click the Org Chart icon in the far right column to view the direct reports of another employee (if applicable).
6. Check boxes to select and view individual absences or click the Select All button to review absences for all employees.

7. Click the Continue button.

8. The Approve Reported Absences page displays.

Note: Only employees whose absences are submitted and unapproved will appear in this list. Absences entered by a Timekeeper will appear with a Reviewed status. Absences entered by an Employee will appear with no status.

9. To send an absence back for correction, click the dropdown list in the Review Status column and Select Needs Corr (Correction).

Note: You will not be able to approve an absence with a Needs Corr status.

10. Click Add Comment to communicate information back to the employee.

11. Enter a comment to communicate why the absence needs to be corrected.

Note: Be brief and professional when adding comments.

12. Click the Save Comments button.
13. Scroll down to view all absences on the Approve Reported Absences displays.

Note: Comment links for Absence entries with comments read Edit Comment.

14. Check individual boxes to approve a few select absences or click the Select All button to approve all absences.

15. The page displays with the Approved boxes checked. Click Submit.

16. The Approval Confirmation page displays. Click OK.

17. The Approve Reported Absences page displays with the updated status information.
View Absence Balances for Employees
This section demonstrates how to view current and prior absence balances for the employees in your charge.

1. From the Main Menu, navigate to Manager Self Service > Time Management > Manager Balance Inquiry.

2. The Manager Balance Inquiry search page displays. Note the Last Refresh date. Select the Refresh Employee List button.

3. The Building Security List information page displays. Select OK.

4. The Manager Balance Inquiry search page displays. Enter the Department for which you want to view employee balances.
   
   Note: Use Department or EmplID criteria when searching.

5. Select the Search button to begin the search.
6. The Absence Balances tab displays.

Note: Sick Balance, Vacation Balance, and Personal Holiday Available columns display.

7. Click the Compensatory Time tab to view additional balances. The Compensatory Time page displays.

Note: All Compensatory Time types of leave display.

8. Click the State Service for Absence tab to view State Service Balances. The State Service for Absence page displays State Service Balances.
View Detailed Absence Balance Information for an Employee

1. Search for an employee’s absence balances by department or EmplID as described in the section View Absence Balances for Employees.

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.

3. Note that there are 4 expandable sections on the page:
   a. All Absence Balances
   b. Absence Balances
   c. Compensatory Time Balances
   d. State Service for Absences

4. Select the right arrow beside the section name to expand or collapse that section.
   Note: The All Absence Balances section contains all the tabs available in the other three sections.

5. The Absence Balances section contains the following tabs:
   a. Sick
   b. Vacation
   c. Personal Holiday
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.
View the Graduated Vacation Chart

1. 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.

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

4. Press the Esc key on the keyboard to return to the main balances page.
Report No Time Taken for an Employee

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

2. Click the EmplID 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.

3. 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.
Record an Absence for an Employee

1. Select the Absence Name from the dropdown menu.

2. The Absence Balance is displayed. Confirm that the Balance covers the absence you are recording.

3. Enter the Begin Date and End Date.

4. Click the plus (+) icon to add rows for additional absences.
5. To add Partial Hours:
   a. Select Partial Hours from the Partial Days dropdown menu
   b. Enter the Hours per Day.

6. To add any comments, select the Add Comments link.
   Note: This is required if the Add Comments link is red.

7. Enter a comment as prompted. Be brief. Details are not required.

8. Click the Save Comments button.

9. The Comments link reads Edit Comments when a comment has been entered.

10. Once all absences are entered, click the Submit/Approve button.

11. Click OK on the Submit Confirmation page.
12. The Report and View Employee Absences page displays.

13. Use the navigation links at the bottom of the page to move from one employee to another.
Delete an Unprocessed Absence
Managers, supervisors, work leads, and alternate approvers can delete absences with a Reviewed, Submitted or Approved status.

1. To delete an absence, click the trash can icon in the far right column.

2. Confirm that the absence to be deleted is the correct one.

3. To continue deleting the selected absence, click the Yes button.

4. Confirm that the absence is no longer listed in the Existing Absence Events section.
View Prior Absence Transactions for an Employee

1. On the Report and View Employee Absences page the current pay period is the default display.

2. Change the From date and Through dates to view a different set of absence transactions.

3. The Report and View Employee Absences is refreshed, reflecting the new dates. Repeat this process to view a different set of absence transactions.