



PeopleSoft Absence Management - Timekeeper

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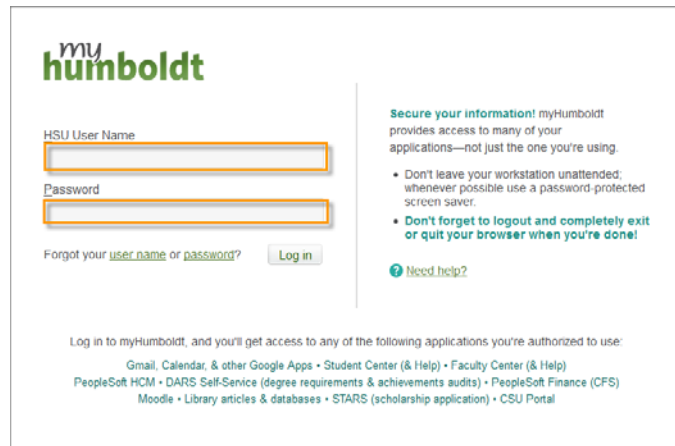
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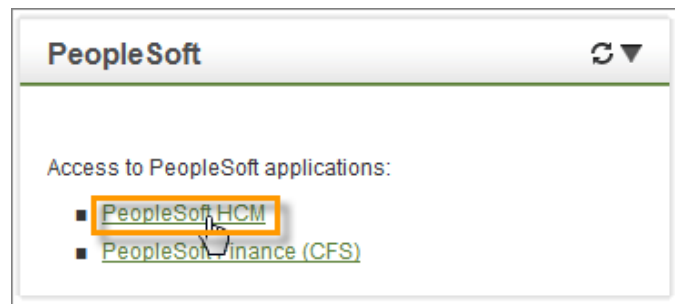
Review Absences Entered by Employees

Use this functionality if you are designated to review but not to enter or approve absences for a group of employees. A Timekeeper may also use these pages to send an absence back to an employee for correction.

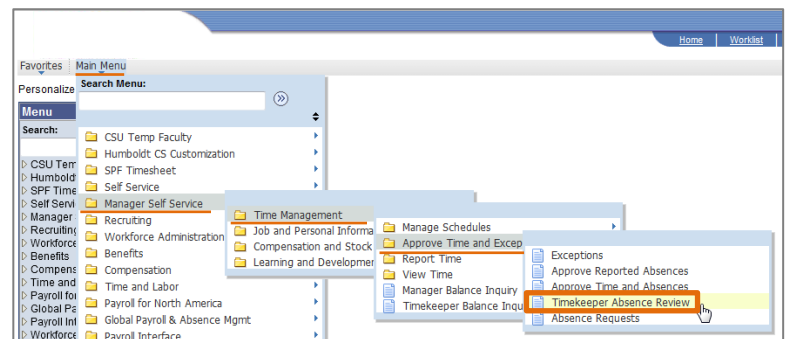
1. Log into the myHumboldt portal at <http://humboldt.edu/myhumboldt>



2. Choose the PeopleSoft HCM link



3. Navigate to Timekeeper Absence Review by selecting Main Menu → Manager Self Service → Time Management → Approve Time and Exceptions → Timekeeper Absence Review.



4. The Timekeeper Absence Review screen appears



5. Select employee to review by checking the box next to the Empl ID for the employee.

Employees				
Select	Empl ID	Empl Rcd	Current Period Absence	Name
<input checked="" type="checkbox"/>	000027899	0	Sub	Abbott,Julie K
<input checked="" type="checkbox"/>	000045683	0	Sub	Brinkley,Christy R

6. Alternatively, select all the employees on the page using the Select All button located at the bottom of the page.

<input type="checkbox"/>	005537675	0	Appr	Rogers,Jenny R
<input type="checkbox"/>	008200452	0	Appr	Sampson,Dana X

7. Select the Continue button.

<input type="checkbox"/>	005537675	0	Appr	Rogers,Jenny R
<input type="checkbox"/>	008200452	0	Appr	Sampson,Dana X

8. The Review 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.

Review Reported Absences										
Carrie Medders										
Click for Instructions										
Existing Absence Events										
Empl ID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Review Status	Entry Comments	Add Comment
1 000027899	0	Abbott,Julie K	Vacation	02/01/2012	02/01/2012	8.00000	Hours	Reviewed		Add Comment
2 000045683	0	Brinkley,Christy R	Vacation	02/01/2012	02/01/2012	8.00000	Hours			Add Comment
3 000045683	0	Brinkley,Christy R	Sick - Family Care	02/13/2012	02/13/2012	8.00000	Hours		Entry Comments	Add Comment

[Return to Employee List](#)

Send an Absence Entry Back for Correction

1. Navigate to the Review Reported Absences screen as described in the instructions titled Review Absences Entered by Employees

Review Reported Absences
Carrie Medders

[Click for Instructions](#)

EmpID	RecID	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Review Status	Entry Comments	Add Comment
1 000027899	0	Abbott, Julie K	Vacation	02/01/2012	02/01/2012	8.00000	Hours	Reviewed		Add Comment
2 000045683	0	Brinkley, Christy R	Vacation	02/01/2012	02/01/2012	8.00000	Hours			Add Comment
3 000045683	0	Brinkley, Christy R	Sick - Family Care	02/13/2012	02/13/2012	8.00000	Hours			Add Comment

[Return to Employee List](#)

2. Choose Needs Corr in the dropdown list in the Review Status column.

Duration	Unit Type	Review Status	Entry Comments	Add Comment
8.00000	Hours	Reviewed		Add Comment
8.00000	Hours			Add Comment
8.00000	Hours	Needs Corr	Entry Comments	Add Comment

3. Select Add Comment

Duration	Unit Type	Review Status	Entry Comments	Add Comment
8.00000	Hours	Reviewed		Add Comment
8.00000	Hours			Add Comment
8.00000	Hours	Needs Corr	Entry Comments	Add Comment

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

Note: Be brief and professional when adding comments.

Approval Comments

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.

You have entered this absence for the wrong day. Please correct and re-submit.

5. Click the Save Comments button.

[Save Comments](#)

6. The Review Reported Absences displays. Confirm that the comment link now reads Edit Comment and the Review Status indicates Needs Corr.

Duration	Unit Type	Review Status	Entry Comments	Add Comment
8.00000	Hours	Reviewed		Add Comment
8.00000	Hours	Needs Corr		Edit Comment
8.00000	Hours		Entry Comments	Add Comment

Mark Absence Entry as Reviewed

1. Navigate to the Review Reported Absences screen as described in the instructions titled Review Absences Entered by Employees

Review Reported Absences
Carrie Medders

[Click for Instructions](#)

EmpID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Review Status	Entry Comments	Add Comment
1 000027899	0	Abbott,Julie K	Vacation	02/01/2012	02/01/2012	8.00000	Hours	Reviewed		Add Comment
2 000045683	0	Brinkley,Christy R	Vacation	02/01/2012	02/01/2012	8.00000	Hours	Needs Corr		Add Comment
3 000045683	0	Brinkley,Christy R	Sick - Family Care	02/13/2012	02/13/2012	8.00000	Hours	Needs Corr		Add Comment

[Return to Employee List](#)

2. Choose Reviewed in the dropdown list in the Review Status column.

EmpID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Review Status	Entry Comments	Add Comment
1 000027899	0	Abbott,Julie K	Vacation	02/01/2012	02/01/2012	8.00000	Hours	Reviewed		Add Comment
2 000045683	0	Brinkley,Christy R	Vacation	02/01/2012	02/01/2012	8.00000	Hours	Needs Corr		Add Comment
3 000045683	0	Brinkley,Christy R	Sick - Family Care	02/13/2012	02/13/2012	8.00000	Hours	Needs Corr		Add Comment

3. Click the Submit button.

4. Select OK on the Approval Confirmation page.

Approval Confirmation

✓ Changes to Review Status were saved.

5. The Review Reported Absences page displays with the updated status information.

Note: The Submit button is grayed out (unavailable).

ORACLE

Home | Add to Favorites | Sign Out

Favorites | Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Timekeeper Absence Review

[New Window](#) | [Help](#) | [Customize P...](#)

Review Reported Absences
Carrie Medders

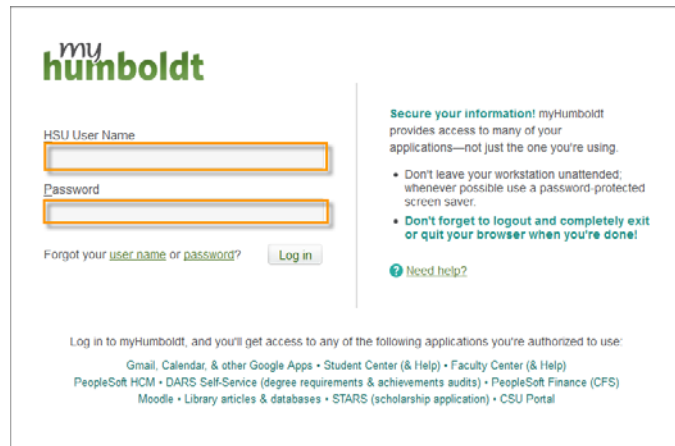
[Click for Instructions](#)

EmpID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Review Status	Entry Comments	Add Comment
1 000027899	0	Abbott,Julie K	Vacation	02/01/2012	02/01/2012	8.00000	Hours	Reviewed		Add Comment
2 000045683	0	Brinkley,Christy R	Vacation	02/01/2012	02/01/2012	8.00000	Hours	Needs Corr		Add Comment
3 000045683	0	Brinkley,Christy R	Sick - Family Care	02/13/2012	02/13/2012	8.00000	Hours	Reviewed		Add Comment

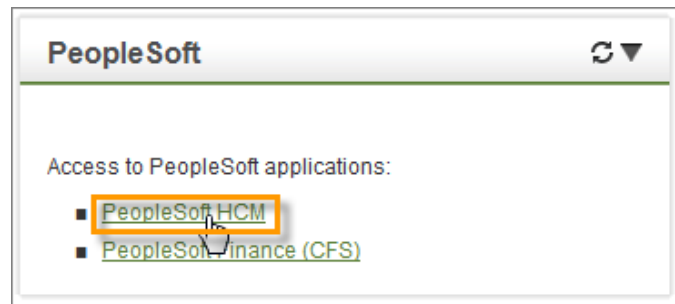
[Return to Employee List](#)

Navigating to the Timekeeper Absence Entry Screen

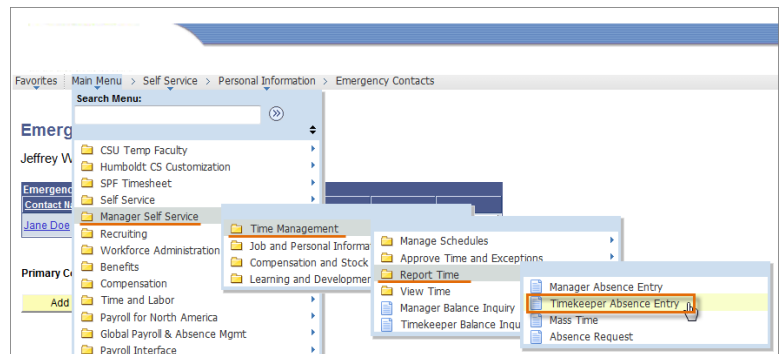
- 6.** Log into the myHumboldt portal at <http://humboldt.edu/myhumboldt>



- 7.** Choose the PeopleSoft HCM link



- 8.** Navigate to Timekeeper Absence Entry by choosing Main Menu → Manager Self Service → Time Management → Report Time → Timekeeper Absence Entry.



- 9.** Sort the grid by clicking any hyperlinked column title.

Timekeeper Absence Entry

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[Click for instructions](#)

EmpId	Emp Rec	Current Period Absence	Name	Status	Dept. ID	Dept. Name	Position	Job Code	Job Title
000027899	0	Sub	Abbott,Julie K	Active	1207	CMS Project Office	00009333	0420	Info Tech Consultant 12 Mo
000045683	0	Sub	Brinkley,Christy R	Active	1207	CMS Project Office	00000981	0420	Info Tech Consultant 12 Mo
002439853	0	None	Ford,Harrison L.	Terminated	1207	CMS Project Office	00000552	0420	Info Tech Consultant 12 Mo
000019982	0	Appr	Kasdan,Lucy	Active	1207	CMS Project Office	00007772	0420	Info Tech Consultant 12 Mo
000040508	0	Appr	Kay,Mary K	Work Break	1207	CMS Project Office	00004988	0420	Info Tech Consultant 12 Mo

Reporting No Time Taken for an Employee

1. On the Timekeeper Absence Entry screen, select the EmplID of the employee for whom you want to report an absence.

Note: If an employee holds more than one position, you will be prompted to select which job you want to enter absences for.

Timekeeper Absence Entry

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EmplID	Empl Rec	Current Period Absence	Name	Status	Dept ID	Dept Name	Position	Job Code	Job Title
000027899	1		Abbott,Julie K	Active	1207	CMS Project Office	00009333	0420	Info Tech Consultant 12 Mo
000045683	0		Brinkley,Christy R	Active	1207	CMS Project Office	00000981	0420	Info Tech Consultant 12 Mo
003429852	0		Ford,Harrison L	Terminated	1207	CMS Project Office	00000552	0420	Info Tech Consultant 12 Mo
000019982	0		Kasdan,Lucy	Active	1207	CMS Project Office	00007772	0420	Info Tech Consultant 12 Mo
000040500	0		Kay,Mary K	Work Break	1207	CMS Project Office	00004988	0420	Info Tech Consultant 12 Mo

2. The Report and View Employee Absences screen appears.

Report and View Employee Absences

Julie Abbott
 000027899 0
 Info Tech Consultant 12 Mo 0420
 CMS Project Office 1207
[Click for Instructions](#)

From 02/01/2012 Through 02/29/2012

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By
Existing Absence Events					
Enter New Absence Events					
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

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

3. Change the From and Through dates to show absences from other pay periods.

From 02/01/2012 Through 02/29/2012

4. Existing absences for the current pay period will be displayed in the top grid.

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By
Existing Absence Events					
Enter New Absence Events					
No Time Taken	02/01/2012	02/29/2012			Add Comments

5. In the bottom grid, the Absence Name "No Time Taken" defaults to the current pay period Begin Date and End Date.

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By
Existing Absence Events					
Enter New Absence Events					
No Time Taken	02/01/2012	02/29/2012			Add Comments

6. If no changes are required select the Submit button. No further action is necessary.

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

Submit

Recording an Absence for an Employee

1. On the Timekeeper Absence Entry screen, select the EmplID of the employee for whom you want to report an absence.

Note: If an employee holds more than one position, you will be prompted to select which job you want to enter absences for.

Timekeeper Absence Entry

Carrie Medders
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EmplID	Empl Rec	Current Period Absence	Name	Status	Dept ID	Dept Name	Position	Job Code	Job Title
000027899	1	Sub	Abbott, Julie K	Active	1207	CMS Project Office	00009333	0420	Info Tech Consultant 12 Mo
000045683	0	Sub	Brinkley, Christy R	Active	1207	CMS Project Office	00000981	0420	Info Tech Consultant 12 Mo
003429853	0	None	Ford, Harrison L	Terminated	1207	CMS Project Office	00000552	0420	Info Tech Consultant 12 Mo
000019982	0	Appr	Kasdan, Lucy	Active	1207	CMS Project Office	00007772	0420	Info Tech Consultant 12 Mo
000040500	0	Appr	Kay, Mary K	Work Break	1207	CMS Project Office	00004988	0420	Info Tech Consultant 12 Mo

2. The Report and View Employee Absences screen appears.

Report and View Employee Absences

Julie Abbott
 000027899 0
 Info Tech Consultant 12 Mo 0420
 CMS Project Office 1207
[Click for Instructions](#)

From 02/01/2012 Through 02/29/2012

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By
Existing Absence Events					
Enter New Absence Events					
Absence Name	*Begin Date	*End Date	Absence 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

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

3. To record an absence, select the Absence Name from the dropdown menu.

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type	
No Time Taken	02/01/2012	02/29/2012			Add Comments + -
Bereavement/Funeral Holiday ADO Expiring Take Jury Duty No Time Taken Parental Leave Personal Holiday Sick - Bereavement Sick - Family Care Sick - Self Vacation					

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

Submit

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

4. Confirm that the Balance covers the absence you are recording.

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Balance	*Partial Days
Vacation	02/01/2012	02/01/2012	157.854	None

5. Enter the Begin and End dates for the absence event.

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Balance	*Partial Days
Vacation	02/01/2012	02/01/2012	157.854	None

6. Select Partial Hours from the Partial Days dropdown menu (if applicable)

Enter New Absence Events						
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	
Vacation	02/01/2012	02/01/2012	157.854	None		
Sick - Self	02/06/2012	02/06/2012	8	Partial Hours	2.00	

Calculate Duration

7. Enter the Hours per Day (if using Partial Hours)

Enter New Absence Events						
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	
Vacation	02/01/2012	02/01/2012	157.854	None		
Sick - Self	02/06/2012	02/06/2012	8	Partial Hours	2.00	

Calculate Duration

8. Select Add Comments (if applicable)

Note: This is only required if the Add Comments link is red. The comments link reads Edit Comments once comments are entered.

Enter New Absence Events									
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type		
Vacation	02/01/2012	02/01/2012	157.854	None			Hours	Add Comments	+ -
Sick - Self	02/06/2012	02/06/2012	8	Partial Hours	2.00		Hours	Add Comments	+ -
Sick - Family Care	02/13/2012	02/13/2012	8	Partial Hours	2.00		Hours	Add Comments	+ -

9. Enter the information as prompted.

Note: 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

Save Comments

[Return to Entry Page](#)

10. Select the Save Comments button.

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

Save Comments

[Return to Entry Page](#)

11. Use the plus (+) icon to add rows for additional absences. Note: You can also add consecutive absences (use the Calculate Duration button).

Enter New Absence Events									
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type		
Vacation	02/01/2012	02/01/2012	157.854	None			Hours	Add Comments	+ -
Sick - Self	02/06/2012	02/06/2012	8	Partial Hours	2.00		Hours	Add Comments	+ -
Sick - Family Care	02/13/2012	02/13/2012	8	Partial Hours	2.00		Hours	Edit Comments	+ -

12. Once all absences are entered, select 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

13. Select OK in the Submit Confirmation screen.

Submit Confirmation

✓ The Absence(s) were submitted successfully.

OK

14. The Report and View Employee Absences page displays.

Report and View Employee Absences

Julie Abbott
000027899 0
Info Tech Consultant 12 Mo 0420
CMS Project Office 1207

[Click for Instructions](#)

From Through

Existing Absence Events						
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By
Vacation	02/01/2012	02/01/2012	8.00 Hours		Reviewed	Carrie Medders - FOR DEMOS
Sick - Self	02/06/2012	02/06/2012	2.00 Hours		Reviewed	Carrie Medders - FOR DEMOS
Sick - Family Care	02/13/2012	02/13/2012	2.00 Hours		Reviewed	Carrie Medders - FOR DEMOS

Enter New Absence Events						
Absence Name	Begin Date	End Date	Absence Duration	Unit Type		
No Time Taken	<input type="text" value="02/01/2012"/>	<input type="text" value="02/29/2012"/>			Add Comments	<input type="button" value="+"/> <input type="button" value="-"/>

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

15. 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](#)

Note: The navigation links do not utilize sorts that were applied in the Timekeeper Absence Entry screen. The navigation links move to records in employee ID order.

Delete an Unapproved Absence

Timekeepers can only delete absences with a Submitted status (entered by the employee) or a Reviewed status (entered by a Timekeeper). Approved absences can only be deleted by an approver or by Payroll.

1. On the Timekeeper Absence Entry screen, select the EmplID of the employee for whom you want to edit.

Timekeeper Absence Entry

Carrie Medders
[Click for Instructions](#)

EmplID	Empl Last	Current Period Absence	Name	Status	Dept ID	Dept Name	Position	Job Code	Job Title
000027899		Sub	Abbott,Julie K	Active	1207	CMS Project Office	00009333	0420	Info Tech Consultant 12 Mo
000045693	0	Sub	Brinkley,Christy R	Active	1207	CMS Project Office	00000981	0420	Info Tech Consultant 12 Mo
002439853	0	None	Ford,Harrison L	Terminated	1207	CMS Project Office	00000552	0420	Info Tech Consultant 12 Mo
000019982	0	Appr	Kasdan,Lucy	Active	1207	CMS Project Office	00007772	0420	Info Tech Consultant 12 Mo
000040509	0	Appr	Kay,Mary K	Work Break	1207	CMS Project Office	00004989	0420	Info Tech Consultant 12 Mo

2. The Report and View Employee Absences screen appears.

Report and View Employee Absences

Julie Abbott
 000027899 0
 Info Tech Consultant 12 Mo 0420
 CMS Project Office 1207
[Click for Instructions](#)

From 02/01/2012 Through 02/29/2012

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By
Vacation	02/01/2012	02/01/2012	8.00 Hours		Reviewed	Carrie Medders - FOR DEMOS
Sick - Self	02/06/2012	02/06/2012	2.00 Hours		Reviewed	Carrie Medders - FOR DEMOS
Sick - Family Care	02/13/2012	02/13/2012	2.00 Hours		Reviewed	Carrie Medders - FOR DEMOS

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Absence 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](#)

3. Select the trash can icon in the far right column to delete an absence.

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By
Vacation	02/01/2012	02/01/2012	8.00 Hours		Reviewed	Carrie Medders - FOR DEMOS
Sick - Self	02/06/2012	02/06/2012	2.00 Hours		Reviewed	Carrie Medders - FOR DEMOS
Sick - Family Care	02/13/2012	02/13/2012	2.00 Hours		Reviewed	Carrie Medders - FOR DEMOS

4. Confirm that the absence being deleted is the correct one.

Confirm Delete

✓ Click **Yes** to Delete this Absence Event

Absence: **Sick - Self** Begins: **2/6/2012** Ends: **2/6/2012**

[Yes](#) [No](#)

5. Choose Yes, if appropriate, to continue deleting this absence event.

Confirm Delete

 Click **Yes** to Delete this Absence Event

Absence: **Sick - Self** Begins: **2/6/2012** Ends: **2/6/2012**

6. Confirm that the absence is no longer listed in the Existing Absence Events section.

Report and View Employee Absences

Julie Abbott
000027899 0
Info Tech Consultant 12 Mo 0420
CMS Project Office 1207

[Click for Instructions](#)

From Through

Existing Absence Events							Customize	Find	First	1-2 of 2	Last
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By					
Vacation	02/01/2012	02/01/2012	8.00 Hours		Reviewed	Carrie Medders - FOR DEMOS					
Sick - Family Care	02/13/2012	02/13/2012	2.00 Hours		Reviewed	Carrie Medders - FOR DEMOS					

Enter New Absence Events						
Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type		
No Time Taken	<input type="text" value="02/01/2012"/>	<input type="text" value="02/29/2012"/>				Add Comments <input type="button" value="+"/> <input type="button" value="-"/>

[Timesheet](#)

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

View Prior Absence Transactions for an Employee

1. On the Timekeeper Absence Entry screen, select the EmplID of the employee for whom you want to report an absence.

Timekeeper Absence Entry

Carrie Medders
[Click for Instructions](#)

Emplid	Empl Ref	Current Period Absence	Name	Status	Dept ID	Dept Name	Position	Job Code	Job Title
000027899		Sub	Abbott,Julie K	Active	1207	CMS Project Office	00009333	0420	Info Tech Consultant 12 Mo
000045683	0	Sub	Brinkley,Christy R	Active	1207	CMS Project Office	00000981	0420	Info Tech Consultant 12 Mo
003439853	0	None	Ford,Harrison L	Terminated	1207	CMS Project Office	00000552	0420	Info Tech Consultant 12 Mo
000018982	0	Appr	Kasdan,Lucy	Active	1207	CMS Project Office	00007772	0420	Info Tech Consultant 12 Mo
000040500	0	Appr	Kay,Mary K	Work Break	1207	CMS Project Office	00004988	0420	Info Tech Consultant 12 Mo

2. The Report and View Employee Absences screen appears. The current pay period is displayed.

Report and View Employee Absences

Julie Abbott
 000027899 0
 Info Tech Consultant 12 Mo 0420
 CMS Project Office 1207
[Click for Instructions](#)

From 02/01/2012 Through 02/29/2012

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By
Vacation	02/01/2012	02/01/2012	8.00 Hours		Reviewed	Carrie Medders - FOR DEMOS
Sick - Self	02/06/2012	02/06/2012	2.00 Hours		Reviewed	Carrie Medders - FOR DEMOS
Sick - Family Care	02/13/2012	02/13/2012	2.00 Hours		Reviewed	Carrie Medders - FOR DEMOS

Enter New Absence Events

Absence Name	Begin Date	End Date	Absence 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

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

From 02/01/2012 Through 02/29/2012

4. The page refreshes displaying absence events for the requested time period.

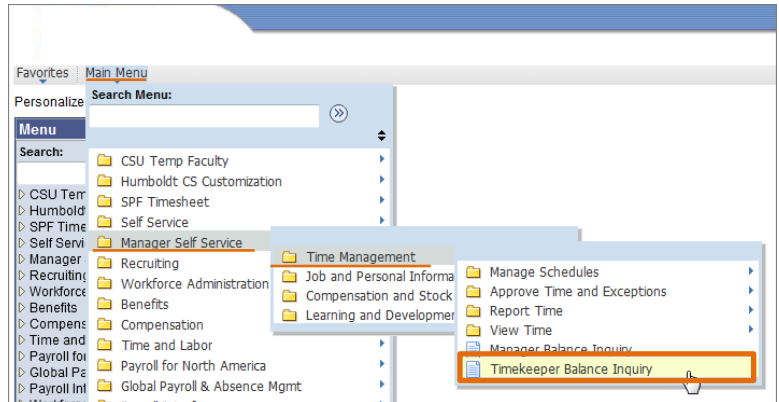
Note: Repeat this process to display absence events for other time periods.

From 10/01/2011 Through 02/29/2012

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By
Sick - Self	10/04/2011	10/05/2011	16.00 Hours		Finalized	Employee Self Service
Vacation	10/14/2011	10/14/2011	8.00 Hours		Finalized	Employee Self Service
Vacation	10/28/2011	10/28/2011	8.00 Hours		Finalized	Employee Self Service
Sick - Self	10/31/2011	10/31/2011	8.00 Hours		Finalized	Employee Self Service
Sick - Self	11/04/2011	11/04/2011	8.00 Hours		Finalized	Employee Self Service
Vacation	12/30/2011	12/30/2011	8.00 Hours		In Process	Employee Self Service
Vacation	02/01/2012	02/01/2012	8.00 Hours		Reviewed	Carrie Medders - FOR DEMOS
Sick - Family Care	02/13/2012	02/13/2012	2.00 Hours		Approved	Carrie Medders - FOR DEMOS

View Absence Balances for Employees

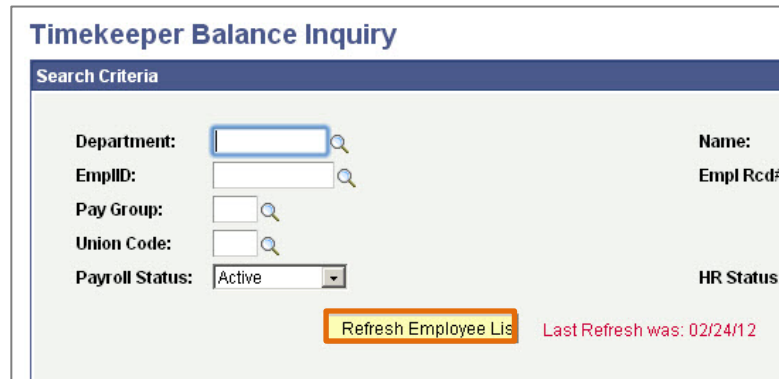
1. Navigate to Timekeeper Balance Inquiry by selecting Main Menu → Manager Self Service → Time Management → Timekeeper Balance Inquiry



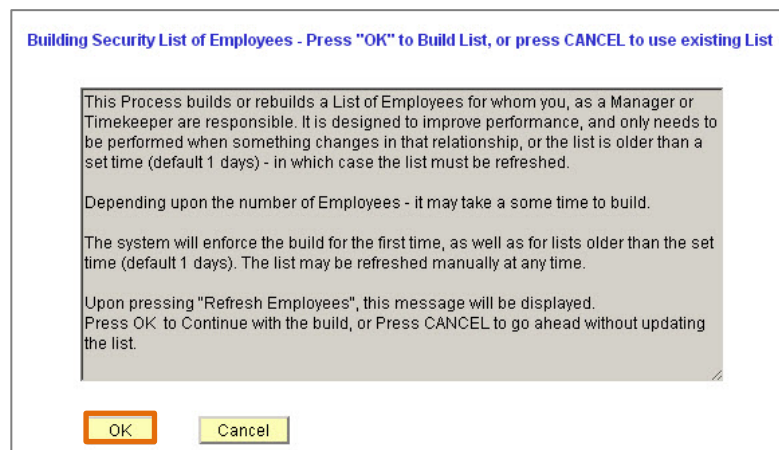
2. The Timekeeper Balance Inquiry page displays



3. Click the Refresh Employee List button








4. Select the OK button in the Building Security List of Employees screen.



5. Type a Department ID or EmplID to search by department or employee.

Timekeeper Balance Inquiry

Search Criteria

Department:  **CMS Project Office**
EmplID: 
Pay Group: 
Union Code: 
Payroll Status: 

6. If you do not know the EmplID or Department ID, select the magnifying glass next to the appropriate field to look it up.

Timekeeper Balance Inquiry






Search Criteria

Department: 
EmplID: 

7. Select the Search button to begin the search.

Timekeeper Balance Inquiry

Search Criteria

Department:  **CMS Project Office**
EmplID: 
Pay Group: 
Union Code: 
Payroll Status: 

8. Absence Balances are displayed.

Timekeeper Balance Inquiry

Search Criteria

Department: 1207 CMS Project Office Name:

EmplID: Empl Rcd#:

Pay Group:

Union Code:

Payroll Status: Active HR Status: Active

Last Refresh was: 02/20/12

Last Finalized Balances for Employees Administered by Carrie Medders

Customize | End | View All | First of 6 Last

Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details
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 Maxson,Shelby T	Active	003406570	0	1207	R09	2011-11	12/01/2011	23.000	23.003	0	

9. Note that Sick Balance, Vacation Balance, and Personal Holiday Available columns are displayed.

Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details
12/01/2011	8.000	165.854	0	
12/01/2011	860.000	340.000	1	
12/01/2011	421.000	364.994	1	
12/01/2011	23.000	23.003	0	

10. Note that you can use the tabs above the table to view All Compensatory Time and State Service for Absence balances

Absence Balances **Compensatory Time** State Service for Absence

Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period
1 Abbott,Julie K	Active	000027899	0	1207	R09	2011-11
2 Brinkley,Christy R	Active	000045683	0	1207	R09	2011-11
3 Kasdan,Lucy	Active	000019982	0	1207	R09	2011-11

View Absence Balance Details 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.

Timekeeper Balance Inquiry

Search Criteria

Department: 1207 CMS Project Office Name:

EmplID: Empl Rcd:

Pay Group:

Union Code:

Payroll Status: Active HR Status: Active

Search Clear Refresh Employee List Last Refresh was: 02/28/12

Name	Payroll Status	EmplID	State Service for Absence	Union Code	Department	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details
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	

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.

Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details
12/01/2011	8.000	165.854	0	
12/01/2011	860.000	340.000	1	
12/01/2011	421.000	364.994	1	
12/01/2011	23.000	23.003	0	

3. The Absence Balance Details screen will appear.

Absence Balance Details

EmplID: 000027899 Julie Abbott Empl Rcd: 0 Last Period Finalized: 2011-11

Department: 1207 CMS Project Office Union Code: R09 Payroll Status: Active

All Absence Balances

Absence Balances Customize | View All | First 1-13 of 09 | Last

Period ID	Balances as of Date	Previous Sick Balance	Sick Earned	Sick Taken	Sick Adjusted	Catastrophic Sick Donated	Sick Balance
1	2011-12 CURRENT - Not Finalized	8.000	0.000	0.000	0.000	0.000	8.000
2	2011-11 12/01/2011	8.000	8.000	8.000	0.000	0.000	8.000
3	2011-10 11/01/2011	24.000	8.000	24.000	0.000	0.000	8.000
4	2011-09 10/01/2011	24.000	8.000	8.000	0.000	0.000	24.000
5	2011-08 09/01/2011	16.000	8.000	0.000	0.000	0.000	24.000
6	2011-07 08/02/2011	8.000	8.000	0.000	0.000	0.000	16.000
7	2011-06 07/01/2011	8.000	8.000	8.000	0.000	0.000	8.000
8	2011-05 06/01/2011	16.130	8.000	16.130	0.000	0.000	8.000
9	2011-04 05/01/2011	8.130	8.000	0.000	0.000	0.000	16.130
10	2011-03 04/01/2011	8.130	8.000	8.000	0.000	0.000	8.130
11	2011-02 03/02/2011	16.130	8.000	16.000	0.000	0.000	8.130
12	2011-01 02/01/2011	8.130	8.000	0.000	0.000	0.000	16.130
13	2010-12 01/01/2011	16.130	8.000	16.000	0.000	0.000	8.130

4. 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

- ▶ All Absence Balances
- ▶ Absence Balances
- ▶ Compensatory Time Balances
- ▶ State Service for Absences

5. 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.



6. The Absence Balances section contains the following tabs:
 - a. Sick
 - b. Vacation
 - c. Personal Holiday

A screenshot of the "Absence Balances" section. It features a dropdown menu with "Absence Balances" selected and a "Customize" link. Below the menu are three tabs: "Sick", "Vacation", and "Personal Holiday". A table below shows the following data:

Period ID	Balances as of Date
1 2011-12	CURRENT - Not Finalized
2 2011-11	12/01/2011

7. 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

A screenshot of the "Compensatory Time Balances" section. It features a dropdown menu with "Compensatory Time Balances" selected and links for "Customize" and "View All". Below the menu are six tabs: "CTO", "Holiday Credit", "Holiday CTO", "Excess", "ADO", and "Non Exp ADO". A table below shows the following data:

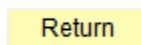
Period ID	Balances as of Date
1 2012-07	CURRENT - Not Finalized
2 2012-06	07/01/2012

8. 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

A screenshot of the "State Service for Absences" section. It features a dropdown menu with "State Service for Absences" selected and links for "Customize", "View All", "First", "1-4 of 4", and "Last". Below the menu are five tabs: "State Service", "State Service Hours", "Service Hours Sick", "Service Hours Vacation", and "Service Hours FTE". A table below shows the following data:

Period ID	Balances as of Date	Previous State Service Balance	State Service Earned
1 2012-07	CURRENT - Not Finalized	21.000	0.000
2 2012-06	07/01/2012	20.000	1.000

9. Select the Return button at the bottom of the screen to return to the Timekeeper Balance Inquiry 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.

Timekeeper Balance Inquiry

Search Criteria

Department: 1207 CMS Project Office Name:

EmplID: Empl Rcd#:

Pay Group:

Union Code:

Payroll Status: Active HR Status: Active

Last Refresh was: 02/28/12

Last Finalized Balances for Employees Administered by Carrie Medders

Name	Payroll Status	EmplID	Empl Rcd Hrs	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details
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	

2. Select the Graduated Vacation Chart link at the bottom of the screen.

Last Finalized Balances for Employees Administered by Carrie Medders

Name	Payroll Status	EmplID	Empl Rcd Hrs	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details
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	255.241	1	
7 Rogers,Jenny R	Active	005537675	0	1207	R09	2011-11	12/01/2011	94.000	48.662	0	
8 Sampson,Dana X	Active	008200452	0	1207	R09	2011-11	12/01/2011	16.000	13.334	1	

[Graduated Vacation Chart](#)

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			SUMMARY OF MAXIMUM VACATION AND CTO CREDITS				
SERVICE REQUIREMENT*	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
VACATION ACCRUAL RATES FOR ELIGIBLE CLASSIFICATIONS IN			UNIT 6	240 HOURS	240 HOURS	272 HOURS	384 HOURS
EXECUTIVE (M98), MANAGEMENT (M80), CONFIDENTIAL (C99), FACULTY (Unit 3) AND ACADEMIC STUDENT (UNIT 11)	16	24	UNIT 7	120 HOURS	240 HOURS	272 HOURS	384 HOURS
			UNIT 8	200 HOURS***	480 HOURS	272 HOURS	384 HOURS
			UNIT 9	120 HOURS	240 HOURS	272 HOURS	384 HOURS
			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

*In terms of full-time service **PER MOU/Policy ***PURSUANT TO FAIR LABOR STANDARDS ACT

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

Timekeeper Balance Inquiry

Search Criteria

Department: 1207 CMS Project Office Name:

EmplID: Empl Rcd#:

Pay Group:

Union Code:

Payroll Status: Active HR Status: Active

Last Refresh was: 02/28/12

Last Finalized Balances for Employees Administered by Carrie Medders

Name	Payroll Status	EmplID	Empl Rcd Hrs	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details
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	