



## **PeopleSoft Absence Management - Employee**

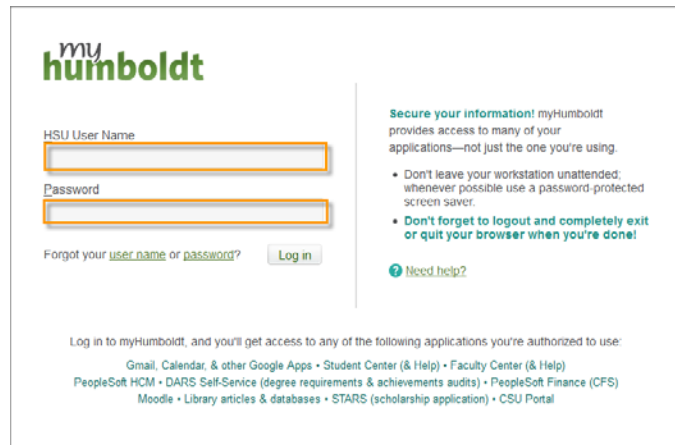
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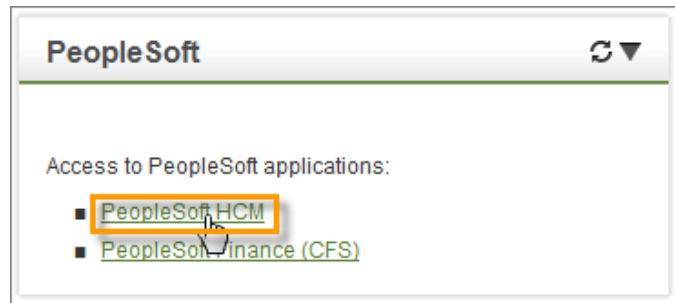
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## Navigating to the Report and View Absences Page

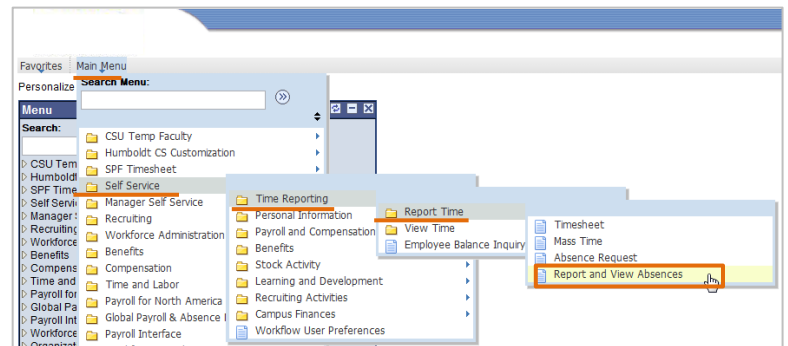
1. Log into the myHumboldt portal at <http://humboldt.edu/myhumboldt>



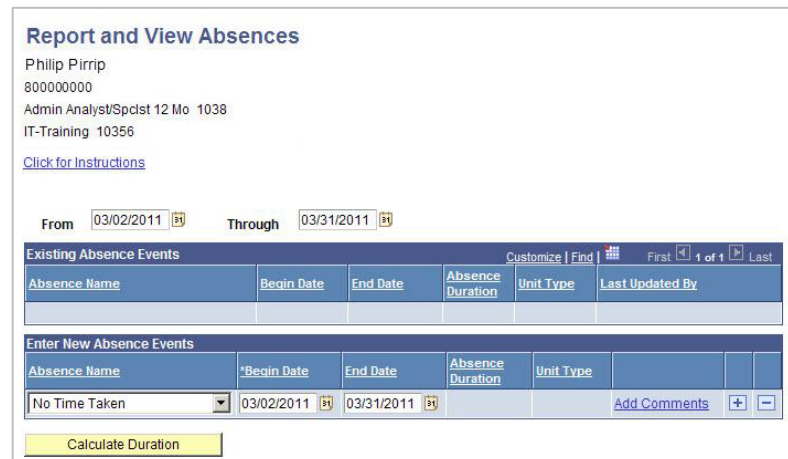
2. Choose the PeopleSoft HCM link



3. Navigate to Report and View Absences by choosing Main Menu → Self Service → Time Reporting → Report Time → Report and View Absences.



4. The Report and View Absences page appears. The page includes the following:
  - a. The page header
  - b. From and Through date selectors
  - c. Existing Absence Events
  - d. Enter New Absence Events
  - e. Calculate Duration button
  - f. Submit button



## Reporting No Time Taken

This section covers how to report that you did not have any absences during the pay period.

1. The default option for absences is "No Time Taken."
2. Review the pay period dates to ensure that you are entering time for the current pay period.
3. Click Submit.

### Report and View Absences

Philip Pirrip  
800000000  
Admin Analyst/Splst 12 Mo 1038  
IT-Training 10356

[Click for Instructions](#)

From  Through

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


Enter New Absence Events					
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	
No Time Taken	<input type="text" value="04/01/2011"/>	<input type="text" value="04/30/2011"/>			<a href="#">Add Comments</a> + -

[Timesheet](#)

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


4. You will receive a confirmation message that your absence entries were submitted. Click OK.

### Submit Confirmation

 The Absence(s) were submitted successfully.

5. The entry now appears in the Existing Absence Events section. Your entry has now been submitted for review and you are finished.

From  Through

Existing Absence Events					
Absence Name	Begin Date	End Date	Absence Status	Last Updated By	
No Time Taken	04/01/2011	04/30/2011	Submitted	Pirrip,Philip	

## Reporting Absences

1. Navigate to the Report and View Absences page as described in the previous section.

**Report and View Absences**

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Admin Analyst/Spclst 12 Mo 1038  
IT-Training 10356

[Click for Instructions](#)

From  Through

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

Enter New Absence Events					
Absence Name	*Begin Date	End Date	Absence Duration	Unit Type	
No Time Taken	<input type="text" value="03/02/2011"/>	<input type="text" value="03/31/2011"/>			<a href="#">Add Comments</a> + -

2. Select an absence type from the drop-down menu under Absence Name.
- Note: The types of absences available to you will depend on your classification and bargaining unit.

Enter New Absence Events					
Absence Name	*Begin Date	End Date	Absence Duration	Unit Type	
No Time Taken	<input type="text" value="03/02/2011"/>	<input type="text" value="03/31/2011"/>			<a href="#">Add Comments</a> + -
<ul style="list-style-type: none"> <li>Bereavement/Funeral</li> <li>CTO Premium Earn</li> <li>CTO Straight Earn</li> <li>CTO Take</li> <li>Dock</li> <li>Holiday ADO Expiring Earn</li> <li>Holiday ADO Expiring Take</li> <li>Holiday CTO Earn</li> <li>Holiday CTO Take</li> <li>Jury Duty</li> <li>Mil Spouse/Domestic Partner</li> <li>Military Leave</li> <li>No Time Taken</li> <li>Organ Donor/Bone Marrow</li> <li>Parental Leave</li> <li>Personal Holiday</li> <li>Professional Development</li> <li>Sick - Bereavement</li> <li><b>Sick - Family Care</b></li> <li>Sick - Self</li> <li>Union Non-Reimbursed</li> <li>Union Reimbursed</li> <li>Vacation</li> </ul>					

best of my knowledge and belief, the information provided is accurate and in full compliance with legal and U policy requirements.

3. Enter the Begin Date of the absence. You may type in the date or click the Calendar icon for a calendar view.

Note: Your absence entry cannot start or end on a campus holiday.

*Begin Date	End Date	Balance	*Parti
03/02/2011 <input type="button" value="31"/>	03/02/2011 <input type="button" value="31"/>	29.5	None

March 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 4.** The End Date automatically changes to match the Begin Date. If the absence occurred over more than one day, change the End Date.

Note: The Balance field shows the amount of leave available to you for the absence type you have selected (if applicable). The system will not allow you to enter an absence that exceeds your available balance.

Enter New Absence Events			
Absence Name	*Begin Date	End Date	Balance
Sick - Family Care	03/15/2011	03/15/2011	29.5

- 5.** Note: If the time between the Begin Date and End Date includes weekends or campus holidays, the system will omit those days from the calculations.

Enter New Absence Events						
Absence Name	*Begin Date	End Date	Balance	*Partial Days	Absence Duration	Unit Type
Vacation	03/28/2011	04/01/2011	137.02	None	32.00 Hours	

- 6.** If your absence was for less than a full day and you are non-exempt, select Partial Hours under the Partial Days column.

- 7.** The Hours per Day column will automatically appear and you can enter the number of hours for your absence.

Note: If you enter partial hours for a range of dates, do not include weekends or holidays in the range.

Enter New Absence Events						
Absence Name	*Begin Date	End Date	Balance	*Partial Days	Hours per Day	
Sick - Family Care	03/15/2011	03/15/2011	29.5	Partial Hours	4.00	

- 8.** Click Add Comments to add a comment for the absence.

Note: A comment is required only when the Add Comments link appears in red.

Enter New Absence Events							
Absence Name	*Begin Date	End Date	Balance	*Partial Days	Absence Duration	Unit Type	
Sick - Family Care	03/15/2011	03/15/2011	29.5	None		Hours	Add Comments

- 9.** Enter a comment for the absence. If a comment is required, you may see text indicating what information you are required to provide.

### 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: daughter.

**10.** Once you are finished entering your comment, click Save Comments.



Note: To return to the Report Absences page without saving your comment, click Return to Entry Page.

**11.** To report additional absences, click the plus sign at the end of the row. To remove an absence, click the negative sign at the end of the row.

Enter New Absence Events							
Absence Name	*Begin Date	End Date	Balance	*Partial Days	Absence Duration	Unit Type	
Sick - Family Care	03/15/2011	03/15/2011	29.5	None		Hours	Edit Comments + -

**12.** Once you have finished entering your absence(s), click Calculate Duration.

Enter New Absence Events							
Absence Name	*Begin Date	End Date	Balance	*Partial Days	Absence Duration	Unit Type	
Sick - Family Care	03/15/2011	03/15/2011	29.5	None		Hours	Edit Comments + -
Vacation	03/30/2011	03/30/2011	137.02	None		Hours	Add Comments + -

Calculate Duration

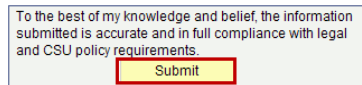
**13.** The Absence Duration and Unit Type columns will show the duration of each absence.

Enter New Absence Events							
Absence Name	*Begin Date	End Date	Balance	*Partial Days	Absence Duration	Unit Type	
Sick - Family Care	03/15/2011	03/15/2011	29.5	None	8.00	Hours	
Vacation	03/30/2011	03/30/2011	137.02	None	8.00	Hours	

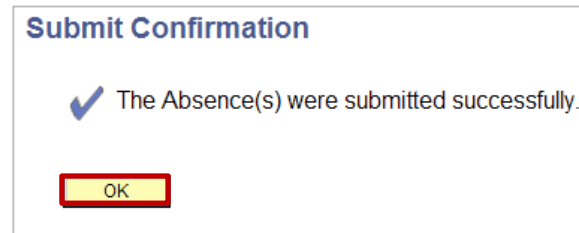
Calculate Duration

**14.** To submit your time, click Submit.

Note: Once you submit your time, you will not be able to edit the entries. To make changes, you will need to delete the absence entry and re-enter.



**15.** You will receive a confirmation message that your absence entries were submitted. Click OK.



**16.** The absences now appear in the Existing Absence Events section of the page. Your absence entries have now been submitted for review and you are finished.

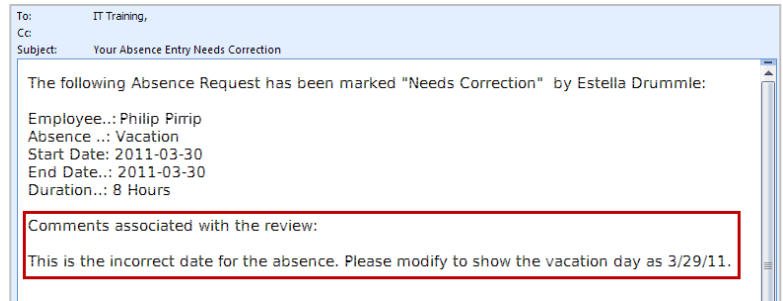
From 03/02/2011 Through 03/31/2011

Existing Absence Events							
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By	
Sick - Family Care	03/15/2011	03/15/2011	8.00	Hours	Submitted	Pirrip, Philip	
Vacation	03/30/2011	03/30/2011	8.00	Hours	Submitted	Pirrip, Philip	

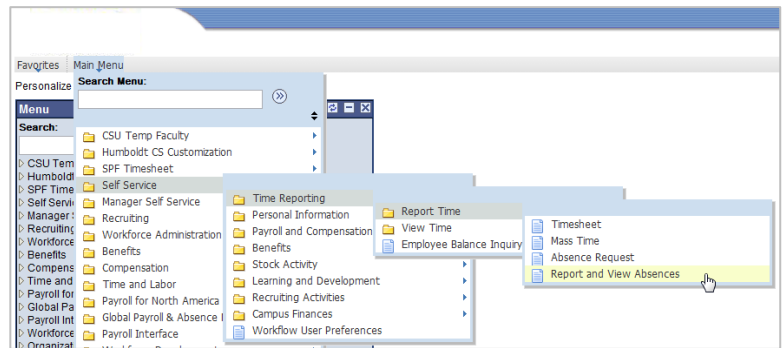
## Correcting an Absence Entry

When your timekeeper and/or manager reviews your absence entries, they may send an entry back to you for correction. This section covers how to correct an absence entry.

1. When you receive an email indicating that an absence entry needs to be corrected, review the information in the email. A comment indicating what you need to modify will be at the bottom of the email.



2. In PeopleSoft, navigate to Report and View Absences by choosing Main Menu → Self Service → Time Reporting → Report Time → Report and View Absences.



3. Your current absence entries appear. Locate the absence that needs correction under Existing Absence Events. Click the Delete icon next to the entry to delete it.

From	Through	Existing Absence Events				
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By
Sick - Family Care	03/15/2011	03/15/2011	8.00 Hours		Reviewed	Drummle,Estella
Vacation	03/30/2011	03/30/2011	8.00 Hours		Needs Correction	Drummle,Estella

4. Confirm the deletion by clicking on Yes.

### Confirm Delete

Click **Yes** to Delete this Absence Event

Absence: **Vacation** Begins: **3/30/2011** Ends: **3/30/2011**

5. Re-enter the absence entry with the corrected information, then click Submit.

### Enter New Absence Events

Absence Name	*Begin Date	End Date	Balance	*Partial Days	Absence Duration	Unit Type
Vacation	03/29/2011	03/29/2011	137.02	None	8.00 Hours	

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.

**6.** You will receive a confirmation message that your absence entries were submitted. Click OK.

**Submit Confirmation**

✓ The Absence(s) were submitted successfully.

OK

**7.** The corrected absence entry now appears in the Existing Absence Events section.

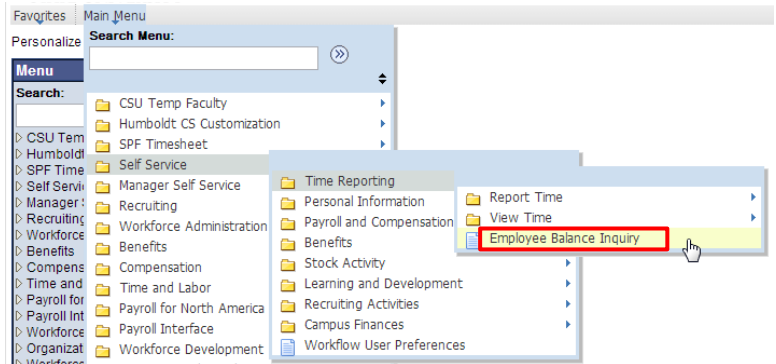
From		Through				
03/02/2011		03/31/2011				
Existing Absence Events						
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By
Sick - Family Care	03/15/2011	03/15/2011	8.00 Hours		Reviewed	Drummie, Estella
Vacation	03/29/2011	03/29/2011	8.00 Hours		Submitted	Pirrip, Philip



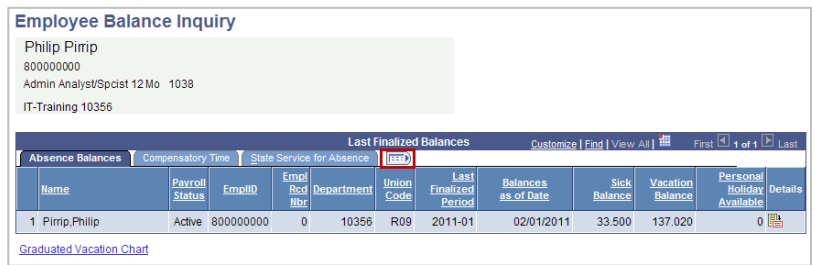
## Viewing Leave Balances

Viewing your available leave balances can help you track your available sick leave, vacation leave, personal holiday, compensatory time, and state service.

1. Navigate to Employee Balance Inquiry by choosing Main Menu → Self Service → Time Reporting → Employee Balance Inquiry.



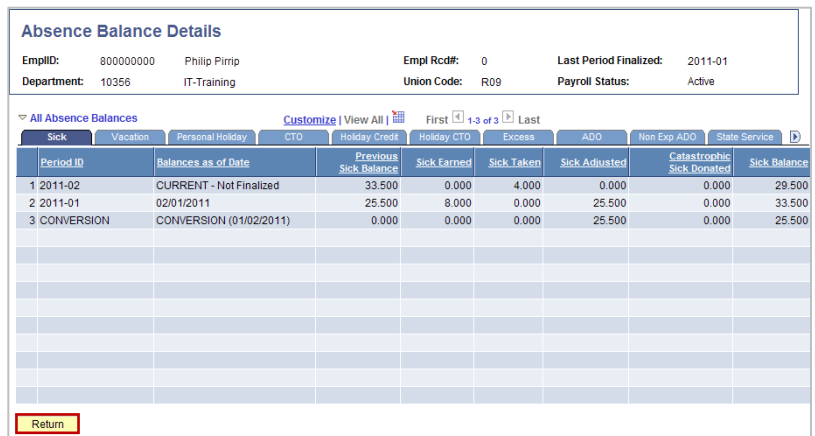
2. There are three tabs of information on this screen:
  - a. Absence Balances
  - b. Compensatory Time
  - c. State Service for Absence



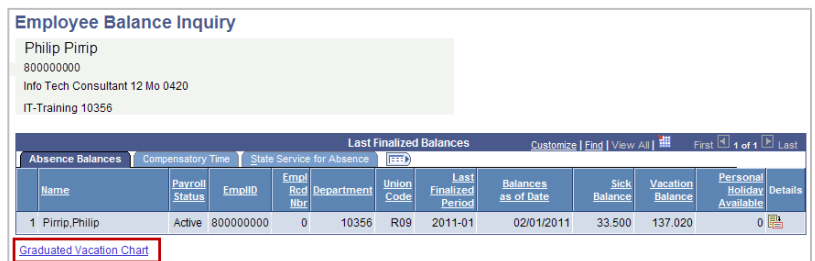
3. To view additional details on your balances, click the Details icon

Name	Payroll Status	EmpID	Emp Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details
1 Pirrip, Philip	Active	800000000	0	10356	R09	2011-01	02/01/2011	33.500	137.020	0	

4. Select a tab to view details relating to that balance type.
5. To return to the previous page, click Return.



6. To view information on leave accrual rates, click Graduated Vacation Chart.



7. The Graduated Vacation Chart shows how much leave you accrue each month based on your years of service.
8. Press the Esc key on the keyboard to go back.

Press Esc to Return

SUMMARY OF VACATION ACCRUAL RATES			SUMMARY OF MAXIMUM VACATION AND CTO CREDITS				
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	M90	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
<b>VACATION ACCRUAL RATES FOR ELIGIBLE CLASSIFICATIONS IN</b>			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  
01/28/2011 Updated/HRM

\*\*PER MOU Policy  
\*\*\*PURSUANT TO FAIR LABOR STANDARDS ACT  
\*\*\*REFER TO APPROPRIATE MOU