



## **PeopleSoft Absence Management - Manager**

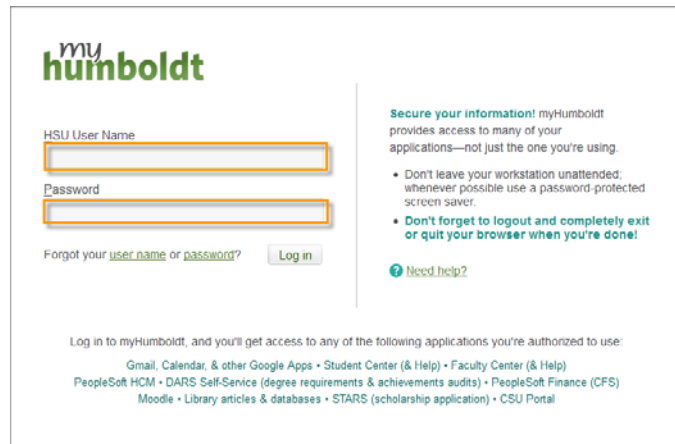
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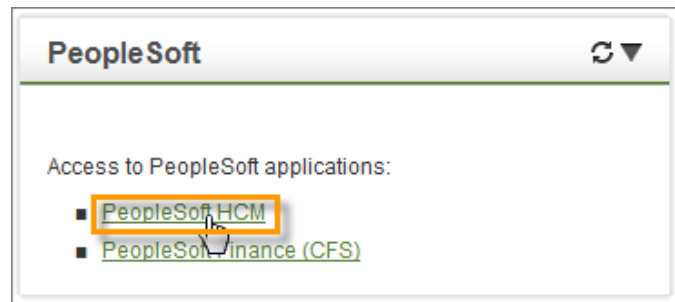
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## Navigating to the Approve Reported Absences Screen

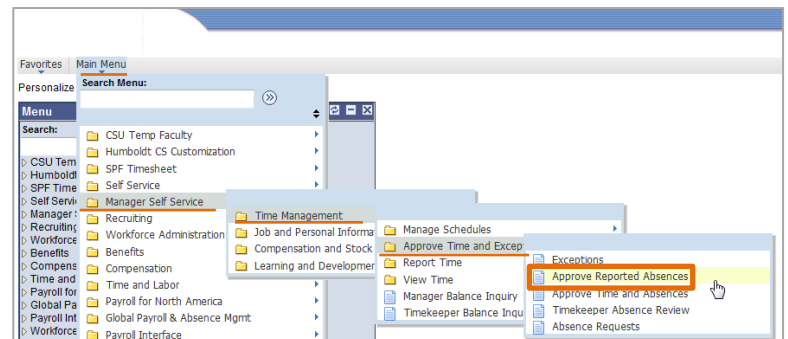
1. Log into the myHumboldt portal at <http://humboldt.edu/myhumboldt>



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.



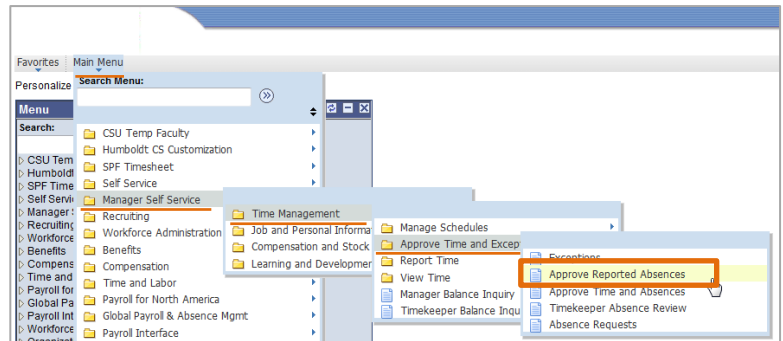
4. Select the OK button if a screen reading "Potentially large number of Employees to load - It may take up to 5 minutes to load. Press OK or Cancel" is displayed.

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

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.

Approve Reported Absences

Carrie Medders  
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Select	Empl ID	Empl Recd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title
<input type="checkbox"/>	000027899	0	Sub	Abbott,Julie K	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	000016108	0	Sub	Louis,Nelly M	Active	1002	Administrative Systems	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	003601755	0	Sub	Potter,Harry J	Active	1002	Administrative Systems	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	000045683	0	Sub	Brinkley,Christy R	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	000037207	0	None	Burnside,George K	Active	1002	Administrative Systems	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	003439853	0	None	Ford,Harrison L	Terminated	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	000041978	0	Sub	Jones,Cassandra L	Active	1263	Administrative Applications	3306	Administrator III
<input type="checkbox"/>	000016160	0	Sub	Barber,Ken L	Active	1002	Administrative Systems	0420	Info Tech Consultant 12 Mo

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.

Approve Reported Absences

Carrie Medders  
[Click for Instructions](#)

Select	Empl ID	Empl Recd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title
<input type="checkbox"/>	003439853	0	None	Ford,Harrison L	Terminated	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	008200452	0	Appr	ampson,Dana X	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	000019982	0	Appr	asdan,Lucy	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	000057344	0	Appr	ickerson,Ned L	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	005537675	0	Appr	Rogers,Jenny R	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	002480570	0	Appr	arcum,Shirley Z	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	000081654	0	Appr	nelson,Roger T	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	000027899	0	Sub	Abbott,Julie K	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	000045683	0	Sub	Brinkley,Christy R	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo

5. Click the Org Chart icon in the far right column to view the direct reports of another employee (if applicable).

Job Code	Job Title	
0420	Info Tech Consultant 12 Mo	
0420	Info Tech Consultant 12 Mo	

**6.** Check boxes to select and view individual absences or click the Select All button to review absences for all employees.

<input type="checkbox"/>	EmpID	RcdID	Name	Active	Unit	Administrative Systems	0400	Analyst/Programmer 12 Mo
<input checked="" type="checkbox"/>	000016342	0	Fong,Kelly A	Active	1002	Administrative Systems	0400 <td>Analyst/Programmer 12 Mo</td>	Analyst/Programmer 12 Mo
<input checked="" type="checkbox"/>	000016108	0	Louis,Nelly M	Active	1002	Administrative Systems	0420 <td>Info Tech Consultant 12 Mo</td>	Info Tech Consultant 12 Mo
<input checked="" type="checkbox"/>	003601755	0	Potter,Harry J	Active	1002	Administrative Systems	0420 <td>Info Tech Consultant 12 Mo</td>	Info Tech Consultant 12 Mo
<input checked="" type="checkbox"/>	000041978	0	Jones,Cassandra L	Active	1283	Administrative Applications	3306	Administrator III

Select All   Deselect All   Continue

**7.** Click the Continue button.

Continue

**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.

**Approve Reported Absences**  
Carrie Medders

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EmpID	RcdID	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approved	Review Status	Entry Comments	Add Comment
1	000027899	0	Abbot,Julie K	Vacation	02/01/2012	02/01/2012	8.00000 Hours	<input type="checkbox"/>	Reviewed		Add Comment
2	000016160	0	Barber,Ken L	Vacation	12/22/2011	12/23/2011	16.00000 Hours	<input type="checkbox"/>			Add Comment
3	000045683	0	Brinkley,Christy R	Sick - Family Care	02/13/2012	02/13/2012	8.00000 Hours	<input type="checkbox"/>	Reviewed		Add Comment
4	000045683	0	Brinkley,Christy R	Vacation	02/27/2012	03/29/2012	24.00000 Hours	<input type="checkbox"/>			Add Comment
5	000045683	0	Brinkley,Christy R	Jury Duty	02/01/2012	02/01/2012	8.00000 Hours	<input type="checkbox"/>			Add Comment
6	005085003	0	Butterworth,Paula K	Vacation	12/30/2011	12/30/2011	8.00000 Hours	<input type="checkbox"/>			Add Comment
7	000016342	0	Fong,Kelly A	Vacation	12/21/2011	12/22/2011	16.00000 Hours	<input type="checkbox"/>			Add Comment
8	000016342	0	Fong,Kelly A	Vacation	12/30/2011	12/30/2011	8.00000 Hours	<input type="checkbox"/>			Add Comment
9	000041978	0	Jones,Cassandra L	Vacation	12/20/2011	12/20/2011	8.00000 Hours	<input type="checkbox"/>			Add Comment

**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.

**Approve Reported Absences**  
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[Click for Instructions](#)

EmpID	RcdID	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approved	Review Status	Entry Comments	Add Comment
1	000027899	0	Abbot,Julie K	Vacation	02/01/2012	02/01/2012	8.00000 Hours	<input type="checkbox"/>	Reviewed		Add Comment
2	000016160	0	Barber,Ken L	Vacation	12/22/2011	12/23/2011	16.00000 Hours	<input type="checkbox"/>			Add Comment
3	000045683	0	Brinkley,Christy R	Sick - Family Care	02/13/2012	02/13/2012	8.00000 Hours	<input type="checkbox"/>	Needs Corr		Add Comment
4	000045683	0	Brinkley,Christy R	Vacation	02/27/2012	03/29/2012	24.00000 Hours	<input type="checkbox"/>	Reviewed		Add Comment

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

**Approve Reported Absences**  
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EmpID	RcdID	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approved	Review Status	Entry Comments	Add Comment
1	000027899	0	Abbot,Julie K	Vacation	02/01/2012	02/01/2012	8.00000 Hours	<input type="checkbox"/>	Reviewed		Add Comment
2	000016160	0	Barber,Ken L	Vacation	12/22/2011	12/23/2011	16.00000 Hours	<input type="checkbox"/>			Add Comment
3	000045683	0	Brinkley,Christy R	Sick - Family Care	02/13/2012	02/13/2012	8.00000 Hours	<input type="checkbox"/>	Needs Corr		Add Comment
4	000045683	0	Brinkley,Christy R	Vacation	02/27/2012	03/29/2012	24.00000 Hours	<input type="checkbox"/>	Reviewed		Add Comment

**11.** 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.

This absence was not on my calendar. I believe you've entered the wrong dates. Please delete and re-submit. Thanks.

**12.** Click the Save Comments button.

Save Comments

**13.** Scroll down to view all absences on the Approve Reported Absences displays.

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

**Approve Reported Absences**  
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Emp ID	Recd	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	Review Status	Entry Comments	Add Comment
1 000027899	0	Abbott,Julie K	Vacation	02/01/2012	02/01/2012	8.00000	Hours	<input type="checkbox"/>	Reviewed		<a href="#">Add Comment</a>
2 000016160	0	Barber,Ken L	Vacation	12/22/2011	12/23/2011	16.00000	Hours	<input type="checkbox"/>	Needs Con		<a href="#">Add Comment</a>
3 000045683	0	Brinkley,Christy R	Sick - Family Care	02/13/2012	02/13/2012	8.00000	Hours	<input type="checkbox"/>	Reviewed		<a href="#">Add Comment</a>
4 000045683	0	Brinkley,Christy R	Vacation	02/27/2012	02/29/2012	24.00000	Hours	<input type="checkbox"/>			<a href="#">Add Comment</a>
5 000045683	0	Brinkley,Christy R	Jury Duty	02/01/2012	02/01/2012	8.00000	Hours	<input type="checkbox"/>			<a href="#">Add Comment</a>

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

14 003601755	0	Potter,Harry J	Vacation	01/03/2012	01/04/2012	16.00000	Hours	<input type="checkbox"/>			<a href="#">Add Comment</a>
15 003601755	0	Potter,Harry J	Vacation	12/22/2011	12/24/2011	16.00000	Hours	<input type="checkbox"/>			<a href="#">Add Comment</a>
16 003601755	0	Potter,Harry J	Personal Holiday	12/30/2011	12/30/2011	1.00000	Days	<input type="checkbox"/>			<a href="#">Add Comment</a>
17 000033541	0	Sunshine,Marvin	Vacation	12/30/2011	12/30/2011	8.00000	Hours	<input type="checkbox"/>			<a href="#">Add Comment</a>

[Return to Employee List](#)

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

**16.** The Approval Confirmation page displays. Click OK.

**Approval Confirmation**

Your Absence Events were approved and any Review Status changes were saved.

**17.** The Approve Reported Absences page displays with the updated status information.

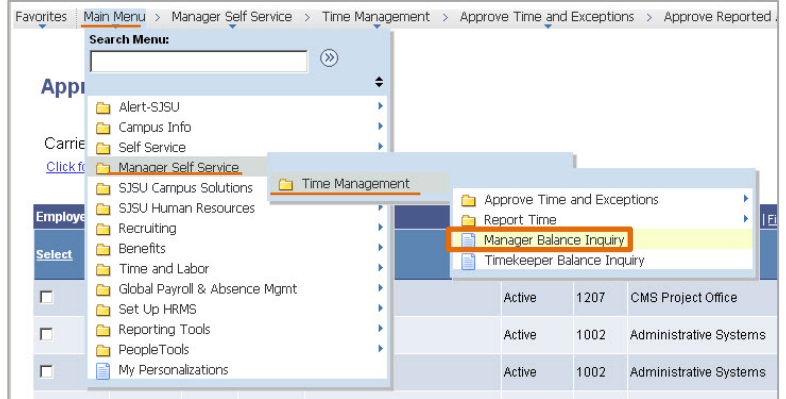
**Approve Reported Absences**  
Carrie Medders  
[Click for Instructions](#)

Select	Emp ID	Emp Recd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title
<input type="checkbox"/>	000027899	0	Appr	Abbott,Julie K	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	000016160	0	Sub	Louis,Nelly M	Active	1002	Administrative Systems	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	003601755	0	Sub	Potter,Harry J	Active	1002	Administrative Systems	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	000045683	0	Appr	Brinkley,Christy R	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	000037207	0	None	Burnside,George K	Active	1002	Administrative Systems	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	003439853	0	None	Ford,Harrison L	Terminated	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	000041978	0	Sub	Jones,Cassandra L	Active	1283	Administrative Applications	3306	Administrator III
<input type="checkbox"/>	000016160	0	Sub	Barber,Ken L	Active	1002	Administrative Systems	0420	Info Tech Consultant 12 Mo

## View Absence Balances for Employees

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

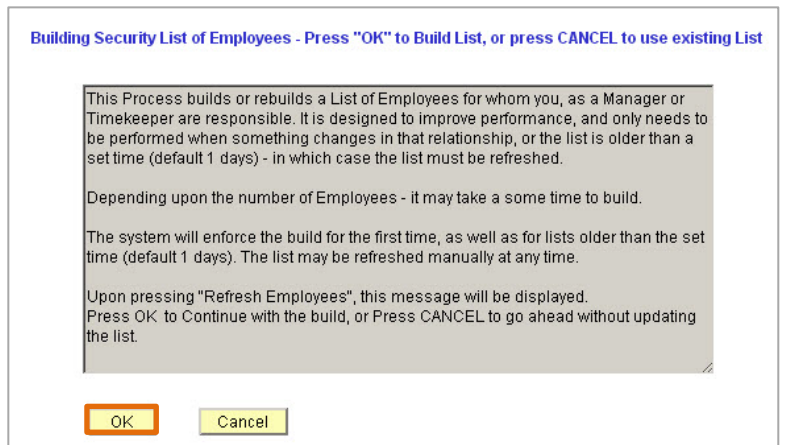
- From the Main Menu, navigate to Manager Self Service > Time Management > Manager Balance Inquiry.



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



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

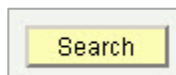


- The Manager Balance Inquiry search page displays. Enter the Department for which you want to view employee balances.

Note: Use Department or EmplID criteria when searching.



- 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.

Mar	Name	Payroll Status	EmplID	Empl Rcd Hbr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick 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	364,984	1
4	Marcum,Shirley Z	Active	002480570	0	1207	R09	2011-11	12/01/2011	23,000	23,003	0

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

Note: All Compensatory Time types of leave display.

Name	Payroll Status	EmplID	Empl Rcd Hbr	Department	Union Code	Last Finalized Period	Balances as of Date	CTD Balance	Hol Cr Balance	Hol CTD Balance	Excess Balance	Expiry ADO Balance	Non Expiry ADO Balance
1 Abbott,Julie K	Active	000027899	0	1207	R09	2011-11	12/01/2011	0.000	0.000	0.000	0.000	0.000	0.000
2 Brinkley,Christy R	Active	000045683	0	1207	R09	2011-11	12/01/2011	0.000	0.000	0.000	0.000	0.000	0.000
3 Kasdan,Lucy	Active	000019982	0	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 view State Service Balances. The State Service for Absence page displays State Service Balances.

Mar	Name	Payroll Status	EmplID	Empl Rcd Hbr	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

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.

Vacation Hours Carryover	State Service FTE Carryover	Details
0.000	0.000	
0.000	0.000	
0.000	0.000	
0.000	0.000	

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

- ▶ All Absence Balances
- ▶ Absence Balances
- ▶ Compensatory Time Balances
- ▶ 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

Absence Balances		<a href="#">Customize</a>
		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

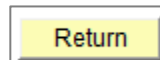
Compensatory Time Balances				<a href="#">Customize</a>	<a href="#">View All</a>		
CTO		Holiday Credit	Holiday CTO	Excess	ADO	Non Exp ADO	
Period ID		Balances as of Date					
1	2012-07	CURRENT - Not Finalized					
2	2012-06	07/01/2012					

**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

State Service for Absences					<a href="#">Customize</a>	<a href="#">View All</a>			First	1-4 of 4	Last
State Service		State Service Hours	Service Hours Sick	Service Hours Vacation	Service Hours FTE	Previous State Service Balance		State Service Earned			
Period ID		Balances as of Date									
1	2012-07	CURRENT - Not Finalized				21.000	0.000				
2	2012-06	07/01/2012				20.000	1.000				

**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.

Name	Payroll Status	EmplID	Empl Rcd	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	255.341	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.

SERVICE REQUIREMENT*	MONTHLY VACATION ACCRUAL RATE	DAYS ACCRUED PER YEAR
0-3 YEARS: 1 TO 36 MONTHS	6 2/3 HOURS	10
3-8 YEARS: 37 TO 72 MONTHS	10 HOURS	15
8-10 YEARS: 73 TO 120 MONTHS	11 1/3 HOURS	17
10-15 YEARS: 121 TO 180 MONTHS	12 2/3 HOURS	19
15-20 YEARS: 181 TO 240 MONTHS	14 HOURS	21
20-25 YEARS: 241 TO 300 MONTHS	15 1/3 HOURS	23
OVER 25 YEARS: 301 MONTHS AND UP	16 HOURS	24

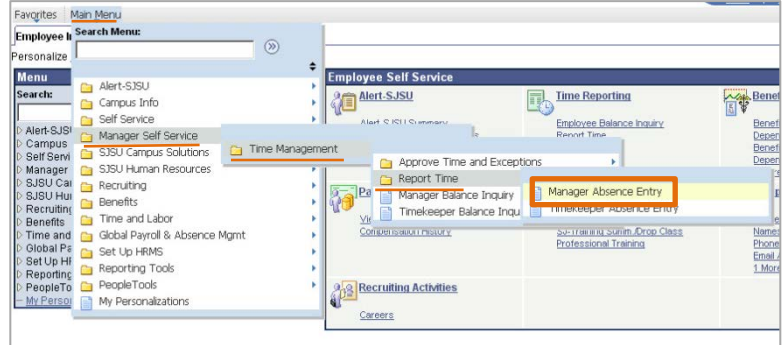
BARGAINING UNIT OR CLASSIFICATION	ANNUAL CTO MAX*	FLSA ANNUAL CTO MAX**	MAX VACATION: LESS THAN 10 YEARS OF SERVICE	MAX VACATION: MORE THAN 10 YEARS OF SERVICE
M98	N/A	N/A	480 HOURS	460 HOURS
M80	N/A	N/A	384 HOURS	440 HOURS
UNIT 1	N/A	N/A	272 HOURS	384 HOURS
UNIT 2	120 HOURS	240 HOURS	272 HOURS	384 HOURS
UNIT 3	N/A	N/A	320 HOURS	440 HOURS
UNIT 4	120 HOURS	240 HOURS	320 HOURS	440 HOURS
UNIT 5	120 HOURS	240 HOURS	272 HOURS	384 HOURS
UNIT 6	240 HOURS	240 HOURS	272 HOURS	384 HOURS
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.

## Report No Time Taken for an Employee

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



- 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.

**Manager Absence Entry**

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EmplID	Empl Red	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title
000027899	0	Appr	Abbot,Julie K	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 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
000037207	0	None	Burnside,George K	Active	1002	Administrative Systems	0420	Info Tech Consultant 12 Mo
005085003	0	Sub	Butterworth,Paula K	Active	1002	Administrative Systems	0420	Info Tech Consultant 12 Mo
000016342	0	Sub	Fong,Kelly A	Active	1002	Administrative Systems	0400	Analyst/Programmer 12 Mo
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

- 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.

**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 Through: 02/29/2012

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

- 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.

**Enter New Absence Events**

Absence Name	Begin Date	End Date	Absence Duration	Unit Type
No Time Taken	02/01/2012	02/29/2012		

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

## Record an Absence for an Employee

1. Select the Absence Name from the dropdown menu.

**Report and View Employee Absences**

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Info Tech Consultant 12 Mo 0420  
CMS Project Office 1207  
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From 02/01/2012 Through 02/29/2012

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	02/01/2012	02/29/2012			<a href="#">Add Comments</a>	<a href="#">+</a> <a href="#">-</a>

[Bereavement/Funeral](#)  
[CTO Take](#)  
[Holiday ADO Expiring Take](#)  
[Holiday CTO Take](#)  
[Jury Duty](#)  
[No Time Taken](#)  
[Parental Leave](#)  
[Personal Holiday](#)  
[Sick - Bereavement](#)  
[Sick - Family Care](#)  
[Sick - Self](#)  
[Vacation](#)

[Submit / Approve](#)

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

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

**Report and View Employee Absences**

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005537675 0  
Info Tech Consultant 12 Mo 0420  
CMS Project Office 1207  
[Click for Instructions](#)

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

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	Balance	Partial Days	Absence Duration	Unit Type		
Vacation	02/01/2012	02/01/2012	45.682	None		Hours	<a href="#">Add Comments</a>	<a href="#">+</a> <a href="#">-</a>

[Calculate Duration](#)

[Timesheet](#)

[Submit / Approve](#)

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

3. Enter the Begin Date and End Date.

**Enter New Absence Events**

Absence Name	Begin Date	End Date	Balance	Partial Days	Absence Duration	Unit Type		
Vacation	02/01/2012	02/01/2012	45.682	None		Hours	<a href="#">Add Comments</a>	<a href="#">+</a> <a href="#">-</a>

4. Click the plus (+) icon to add rows for additional absences.

**Enter New Absence Events**

Absence Name	Begin Date	End Date	Balance	Partial Days	Absence Duration	Unit Type		
Vacation	02/01/2012	02/01/2012	45.682	None		Hours	<a href="#">Add Comments</a>	<a href="#">+</a> <a href="#">-</a>

5. To add Partial Hours:
  - a. Select Partial Hours from the Partial Days dropdown menu
  - b. Enter the Hours per Day.

**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 Through 02/29/2012

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	Balance	Partial Days	Hours per Day	Absence Duration	Unit Type
Vacation	02/01/2012	02/01/2012	45.682	None			Hours
Sick - Self	02/06/2012	02/06/2012	86	Partial Hours	4.00		Hours
<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.

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	Begin Date	End Date	Balance	Partial Days	Hours per Day	Absence Duration	Unit Type
Vacation	02/01/2012	02/01/2012	45.682	None			Hours
Sick - Self	02/06/2012	02/06/2012	86	Partial Hours	4.00		Hours
Sick - Family Care	02/27/2012	02/28/2012	86	None			Hours

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.

9. The Comments link reads Edit Comments when a comment has been 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	45.682	None			Hours
Sick - Self	02/06/2012	02/06/2012	86	Partial Hours	4.00		Hours
Sick - Family Care	02/27/2012	02/28/2012	86	None			Hours

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.

- 12.** The Report and View Employee Absences page displays.

**Report and View Employee Absences**

Jenny Rogers  
 005537675 0  
 Info Tech Consultant 12 Mo 0420  
 CMS Project Office 1207

[Click for Instructions](#)

From  Through

Existing Absence Events							Customize	Find	First	1-3 of 3	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	Hours	Approved	Carrie Medders - FOR DEMOS					
Sick - Self	02/06/2012	02/06/2012	4.00 Hours	Hours	Approved	Carrie Medders - FOR DEMOS					
Sick - Family Care	02/27/2012	02/28/2012	16.00 Hours	Hours	Approved	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"/>				<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.

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




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

**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 Through 02/29/2012

Existing Absence Events							Customize   Find   First 1-3 of 3 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	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	

2. 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

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.

**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 Through 02/29/2012

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	
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	

## 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  
005537675 0  
Info Tech Consultant 12 Mo 0420  
CMS Project Office 1207

[Click for Instructions](#)

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

Existing Absence Events							Customize   Find   First 1-3 of 3 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		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	Absence Duration	Unit Type		
No Time Taken	02/01/2012	02/29/2012				<a href="#">Add Comments</a> + -

[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](#)   [Next Employee In List](#)

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

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

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](#)

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

Existing Absence Events							Customize   Find   First 1-11 of 11 Last
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By	
Sick - Self	10/11/2011	10/11/2011	1.00 Hours		Finalized	Employee Self Service	
Sick - Self	10/21/2011	10/21/2011	1.00 Hours		Finalized	Employee Self Service	
Vacation	11/02/2011	11/02/2011	2.00 Hours		Finalized	Employee Self Service	
Vacation	11/14/2011	11/14/2011	8.00 Hours		Finalized	Employee Self Service	
Sick - Self	11/15/2011	11/15/2011	1.00 Hours		Finalized	Employee Self Service	
Sick - Self	11/16/2011	11/16/2011	8.00 Hours		Finalized	Employee Self Service	
Vacation	11/23/2011	11/23/2011	8.00 Hours		Finalized	Employee Self Service	
Sick - Self	12/06/2011	12/06/2011	8.00 Hours		In Process	Employee Self Service	
Vacation	12/09/2011	12/09/2011	3.00 Hours		In Process	Employee Self Service	
No Time Taken	01/01/2012	01/31/2012			Approved	Carrie M Medders - CMS	
Sick - Family Care	02/27/2012	02/28/2012	16.00 Hours		Approved	Carrie Medders - FOR DEMOS	