Overview

This step-by-step guide will show you how to approve employee absences in PeopleSoft (MySJSU / HSJPRD). It will also show you how to view and enter absence information for your employees. As a manager, supervisor, or work lead, you will see the employees who report directly to you and any employees that your direct reports manage. Alternate approvers will see their own direct reports, if applicable, and all direct and indirect reports of the managers/supervisors/work leads they are alternates for. Absences should be entered and approved as they occur; there is no need to wait until the end of the pay period. Failure to enter and approve absences on time may result in incorrect processing.

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Sign in to MySJSU

This section demonstrates how to sign in to the database.

Note: MySJSU and HSJPRD are the same database.

Sign in to MySJSU/HSJPRD.

1. Navigate to MySJSU (http://my.sjsu.edu/).

2. Click the **MySJSU Sign In** button.

The Oracle PeopleSoft Enterprise (MySJSU) sign in page displays.

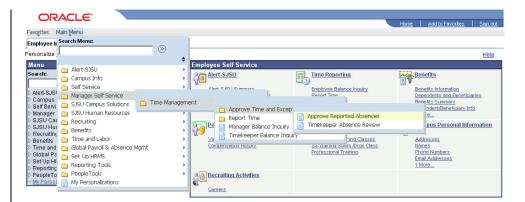3. Enter your **SJSU ID** and **Password**.

4. Click the **Sign In** button.

Note: If you have difficulty signing in, contact the CMS Help Desk by email (cmshelp@sjsu.edu) with your full name, department and SJSU ID.

Approve Absences

1. From the **Main Menu**, navigate to **Manager Self Service > Time Management > Approve Time and Exceptions > Approve Reported Absences.**

The Approve Reported Absences page displays.

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

2. Click a column header to re-sort the list.

The re-sorted list displays.

Note: In this example, the Dept Name column was sorted.

Current Period Absence Status:

- **None** — No absences have been entered.
- **Appr** — All absences entered have been approved.
- **Sub** — Absences have been submitted but not approved.

3. Scroll down to view all employees.

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

The Selection and Continue buttons display.

Note: Alternate Approvers should approve absences of direct reports only if requested by the person they are an alternate for.

5. Click the **Select All** button to review absences for all employees, or check boxes to select and view individual absences.

6. Click the **Continue** button.

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Home | Add to Favorites | Sign

Favorites | Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Approve Reported Absences

New Window | Help | Customize Pag

Approve Reported Absences

Carrie Medders
Click for Instructions

Employees   Customize | Find | View All | 🗗 | ▦   First ◀ 1-21 of 21 ▶ Last

Select	Empl ID	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title	
☐	003439853	0	None	Ford,Harrison L	Terminated	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	🔶
☐	008200452	0	Appr	Sampson,Dana X	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	
☐	000019982	0	Appr	Kasdan,Lucy	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	
☐	000057344	0	Appr	Nickerson,Ned L	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	
☐	005537675	0	Appr	Rogers,Jenny R	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	
☐	002480570	0	Appr	Marcum,Shirley Z	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	
☐	000081654	0	Appr	Nelson,Roger T	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	
☐	000027899	0	Sub	Abbott,Julie K	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	
☐	000045683	0	Sub	Brinkley,Christy R	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	

									12 Mo	
☐	000016342	0	Sub	Fong,Kelly A	Active	1002	Administrative Systems	0400	Analyst/Programmer 12 Mo	
☐	000016108	0	Sub	Louis,Nelly M	Active	1002	Administrative Systems	0420	Info Tech Consultant 12 Mo	
☐	003601755	0	Sub	Potter,Harry J	Active	1002	Administrative Systems	0420	Info Tech Consultant 12 Mo	
☐	000041978	0	Sub	Jones,Cassandra L	Active	1283	Administrative Applications	3306	Administrator III	🔶

🗗 First

[Select All]   [Deselect All]   [Continue]

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.

7. To send an absence back for correction, click the dropdown list in the **Review Status** column.

The Needs Corr and Reviewed statuses display.

8. Select **Needs Corr** (Correction).

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

The Approval Comments page displays.

Note: Be brief and professional when adding comments.

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

11. Click the **Save Comments** button.

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Favorites | Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Approve Reported Absences

New Window | Help | Customize Page

Approve Reported Absences
Carrie Medders

Click for Instructions

	Empl ID	Rcd#	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	☐	Reviewed		Add Comment
2	000016160	0	Barber,Ken L	Vacation	12/22/2011	12/23/2011	16.00000	Hours	☐			Add Comment
3	000045683	0	Brinkley,Christy R	Sick - Family Care	02/13/2012	02/13/2012	8.00000	Hours	☐	Reviewed	Entry Comments	Add Comment
4	000045683	0	Brinkley,Christy R	Vacation	02/27/2012	02/29/2012	24.00000	Hours	☐			Add Comment
5	000045683	0	Brinkley,Christy R	Jury Duty	02/01/2012	02/01/2012	8.00000	Hours	☐			Add Comment
6	005085003	0	Butterworth,Paula K	Vacation	12/30/2011	12/30/2011	8.00000	Hours	☐			Add Comment
7	000016342	0	Fong,Kelly A	Vacation	12/21/2011	12/22/2011	16.00000	Hours	☐			Add Comment
8	000016342	0	Fong,Kelly A	Vacation	12/30/2011	12/30/2011	8.00000	Hours	☐			Add Comment
9	000041978	0	Jones,Cassandra L	Vacation	12/20/2011	12/20/2011	8.00000	Hours	☐			Add Comment

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Favorites | Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Approve Reported Absences

New Window | Help | Customize Page

Approve Reported Absences
Carrie Medders

Click for Instructions

	Empl ID	Rcd#	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	☐	Reviewed		Add Comment
2	000016160	0	Barber,Ken L	Vacation	12/22/2011	12/23/2011	16.00000	Hours	☐			Add Comment
3	000045683	0	Brinkley,Christy R	Sick - Family Care	02/13/2012	02/13/2012	8.00000	Hours	☐	Needs Corr / Reviewed	Entry Comments	Add Comment
4	000045683	0	Brinkley,Christy R	Vacation	02/27/2012	02/29/2012	24.00000	Hours	☐			Add Comment

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Favorites | Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Approve Reported Absences

Approval Comments

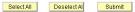Enter comments to be associated with the approval and click the Save Comments button to save them. To return without saving click the Return to Approvals Page link.

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

Save Comments

Return To Approvals Page

The Review Reported Absences displays.

Note: The Add Comment link now says Edit Comment.

12. Scroll down to view all absences.

The Selection and Submit buttons display.

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

13. Click the **Select All** button to approve all absences, or check individual boxes to approve a few select absences.

The page displays with the Approved boxes checked.

14. Click **Submit.**

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Approve Reported Absences
Carrie Medders

Click for Instructions

Absence Requests										Customize | Find | 🗗 | ⊞ First ◄ 1-17 of 17 ► Last	
	Empl ID	Rcd#	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	☐	Reviewed		Add Comment
2	000016160	0	Barber,Ken L	Vacation	12/22/2011	12/23/2011	16.00000	Hours	☐	Needs Corr		Edit Comment
3	000045683	0	Brinkley,Christy R	Sick - Family Care	02/13/2012	02/13/2012	8.00000	Hours	☐	Reviewed	Entry Comments	Add Comment
4	000045683	0	Brinkley,Christy R	Vacation	02/27/2012	02/29/2012	24.00000	Hours	☐			Add Comment
5	000045683	0	Brinkley,Christy R	Jury Duty	02/01/2012	02/01/2012	8.00000	Hours	☐			Add Comment
14	003601755	0	Potter,Harry J	Vacation	01/03/2012	01/04/2012	16.00000	Hours	☐			Add Comment
15	003601755	0	Potter,Harry J	Vacation	12/22/2011	12/24/2011	16.00000	Hours	☐			Add Comment
16	003601755	0	Potter,Harry J	Personal Holiday	12/30/2011	12/30/2011	1.00000	Days	☐			Add Comment
17	000033541	0	Sunshine,Marvin	Vacation	12/30/2011	12/30/2011	8.00000	Hours	☐			Add Comment

[Select All] [Deselect All] [Submit]

Return to Employee List

ORACLE

Approve Reported Absences
Carrie Medders

Click for Instructions

Absence Requests										Customize | Find | 🗗 | ⊞ First ◄ 1-17 of 17 ► Last	
	Empl ID	Rcd#	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	☑	Reviewed		Add Comment
2	000016160	0	Barber,Ken L	Vacation	12/22/2011	12/23/2011	16.00000	Hours	☐	Needs Corr		Edit Comment
3	000045683	0	Brinkley,Christy R	Sick - Family Care	02/13/2012	02/13/2012	8.00000	Hours	☑	Reviewed	Entry Comments	Add Comment
4	000045683	0	Brinkley,Christy R	Vacation	02/27/2012	02/29/2012	24.00000	Hours	☑			Add Comment
5	000045683	0	Brinkley,Christy R	Jury Duty	02/01/2012	02/01/2012	8.00000	Hours	☑			Add Comment

The Approval Confirmation page displays.

15. Click OK.

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Favorites | Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Approve Reported Absences
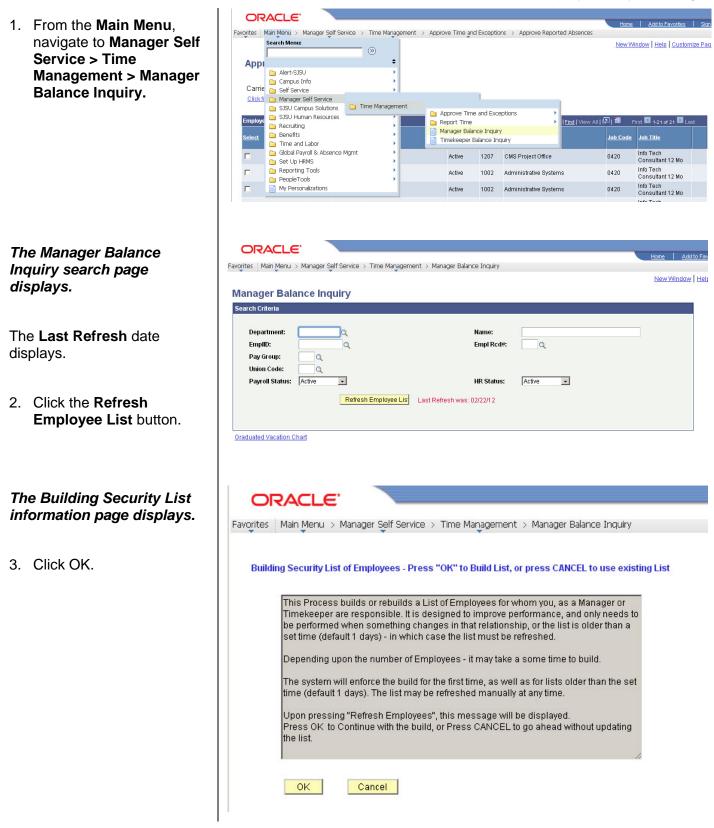
Approval Confirmation

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

OK

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

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Home | Add to Favorites | Sign

Favorites | Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Approve Reported Absences

New Window | Help | Customize Page

Approve Reported Absences

Carrie Medders
Click for Instructions

Employees										
Select	Empl ID	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title	
☐	000027899	0	Appr	Abbott,Julie K	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	
☐	000016108	0	Sub	Louis,Nelly M	Active	1002	Administrative Systems	0420	Info Tech Consultant 12 Mo	
☐	003601755	0	Sub	Potter,Harry J	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	
☐	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	🔜
☐	000016160	0	Sub	Barber,Ken L	Active	1002	Administrative Systems	0420	Info Tech Consultant 12 Mo	

Customize | Find | View All | 🔲 | 🏢   First ◀ 1-21 of 21 ▶ Last

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.**

The Manager Balance Inquiry search page displays.

The **Last Refresh** date displays.

2. Click the **Refresh Employee List** button.

The Building Security List information page displays.

3. Click OK.

The Manager Balance Inquiry search page displays.

Note: The Search and Clear buttons are now available. Use Department or EmplID criteria when searching.

4. Enter the Department for which you want to view employee balances.

The Manager Balance Inquiry page / Absence Balances tab displays.

Sick Balance, **Vacation Balance**, and **Personal Holiday Available** display.

5. Click the **Compensatory Time** tab to view additional balances.

The Manager Balance Inquiry / Compensatory Time tab displays.

All **Compensatory Time** types of leave display.

6. Click the **State Service for Absence** tab to view State Service Balances.

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Manager 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 Lis   Last Refresh was: 02/28/12

Last Finalized Balances for Employees Administered by Carrie Medders   Customize | Find | View All | | #   First 1-9 of 9 Last

Absence Balances | Compensatory Time | State Service for Absence

	Mgr	Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	CTO Balance	Hol Cr Balance	Hol CTO Balance	Excess Balance	Expiry ADO Balance	Non Expiry ADO Balance	Details
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	
4		Marcum,Shirley Z	Active	002480570	0	1207	R09	2011-11	12/01/2011	0.000	0.000	0.000	0.000	0.000	0.000	

The Manager Balance Inquiry / State Service for Absence page displays.

The **State Service Balances** display.

7. 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.

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Manager 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 Lis   Last Refresh was: 02/28/12

Last Finalized Balances for Employees Administered by Carrie Medders   Customize | Find | View All | | #   First 1-9 of 9 Last

Absence Balances | Compensatory Time | State Service for Absence

	Mgr	Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	State Service Months	State Service Hours Carryover	Sick Carryover Hours	Vacation Hours Carryover	State Service FTE Carryover	Details
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	

The Absence Balance Details page / Absence Balances section displays.

Note: There is one tab per absence type.

8. Click a tab to view the relevant absence details.

9. Scroll down to view additional absence types.

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 69 ▶ Last

Sick | Vacation | Personal Holiday

	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

▷ Compensatory Time Balances

The Compensatory Time Balances section displays.

10. To view State Service balances, click the arrow by **State Service for Absences** and scroll down.

▽ Compensatory Time Balances   Customize | View All | 🔲 | 🎴   First ◀ 1-13 of 69 ▶ Last

CTO | Holiday Credit | Holiday CTO | Excess | ADO | Non Exp ADO

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

▷ State Service for Absences

The State Service for Absences section displays.

11. Click the **Return** button to return to the main **Absence Balances** page.

▽ State Service for Absences   Customize | View All | 🔲 | 🎴   First ◀ 1-13 of 69 ▶ Last

State Service | State Service Hours | Service Hours Sick | Service Hours Vacation | Service Hours FTE

	Period ID	Balances as of Date	Previous State Service Balance	State Service Earned	State Service Taken	State Service Adjusted	State Service Balance
1	2011-12	CURRENT - Not Finalized	179.000	0.000	0.000	0.000	179.000
2	2011-11	12/01/2011	178.000	1.000	0.000	0.000	179.000
3	2011-10	11/01/2011	177.000	1.000	0.000	0.000	178.000
4	2011-09	10/01/2011	176.000	1.000	0.000	0.000	177.000
5	2011-08	09/01/2011	175.000	1.000	0.000	0.000	176.000
6	2011-07	08/02/2011	174.000	1.000	0.000	0.000	175.000
7	2011-06	07/01/2011	173.000	1.000	0.000	0.000	174.000
8	2011-05	06/01/2011	172.000	1.000	0.000	0.000	173.000
9	2011-04	05/01/2011	171.000	1.000	0.000	0.000	172.000
10	2011-03	04/01/2011	170.000	1.000	0.000	0.000	171.000
11	2011-02	03/02/2011	169.000	1.000	0.000	0.000	170.000
12	2011-01	02/01/2011	168.000	1.000	0.000	0.000	169.000
13	2010-12	01/01/2011	167.000	1.000	0.000	0.000	168.000

Return

The Manager Balance Inquiry page displays.

12. Click **Graduated Vacation Chart**.

Graduated Vacation Chart

The Graduated Vacation Chart displays.

This chart displays monthly vacation accrual rates, along with maximum vacation accrual allowances, based on employee state service.

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

Press Esc to Return

SUMMARY OF VACATION ACCRUAL RATES

SERVICE REQUIREMENTS*	MONTHLY VACATION ACCRUAL RATE	DAYS ACCRUED PER YEAR
0-3 YEARS: 1 TO 36 MONTHS	6 2/3 HOURS	10
3-6 YEARS: 37 TO 72 MONTHS	10 HOURS	15
6-10 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
VACATION ACCRUAL RATES FOR ELIGIBLE CLASSIFICATIONS IN		
EXECUTIVE (M98), MANAGEMENT (M80), CONFIDENTIAL (C99), FACULTY (Unit 3) AND ACADEMIC STUDENT (UNIT 11)	16	24

*In terms of full-time service

01/28/2011 Updated/HRM

SUMMARY OF MAXIMUM VACATION AND CTO CREDITS

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	480 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

*PER MOU/Policy

**PURSUANT TO FAIR LABOR STANDARDS ACT

***REFER TO APPROPRIATE MOU

Report and View Absences for Employees

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

The Manager Absence Entry page displays.

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.

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

The Report and View Employee Absences page displays.

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

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.

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

3. If this is correct, click the **Submit/Approve** button.

   No other action is necessary.

ORACLE

Favorites | Main Menu > Manager Self Service > Time Management > Report Time > Manager Absence Entry

Report and View Employee Absences

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Click for Instructions

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

Existing Absence Events					Customize | Find | 🖾 | ▦ First ◀ 1 of 1 ▶ Last
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 🗓			Add Comments	➕	➖

[Calculate Duration]

Timesheet

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

[Submit / Approve]

Return to Employee List   Previous Employee In List   Next Employee In List

---

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

The absence Balance displays, along with the option to use Partial Days.

5. Confirm that the **Balance** covers the absence you are recording.

6. Enter the **Begin Date** and **End Date.**

7. If applicable, select **Partial Hours** from the **Partial Days** dropdown menu.

8. Add any comments.

    (This is only required if the **Add Comments** link is red.)

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

10. With **Partial Hours** selected from the **Partial Days** dropdown menu, enter the **Hours per Day**.

11. Add any comments.

(If the **Add Comments** link is red, this is required.)

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

The Absence Event Comments page displays.

13. Enter the information as prompted.

    Note: Be brief. Details are not required.

14. Click the **Save Comments** button.

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Favorites | Main Menu > Manager Self Service > Time Management > Report Time > Manager Absence Entry

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

The Report and View Employee Absences page displays.

Note: When the Add Comments link shows Edit Comments, it indicates that a comment has been entered.

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

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Favorites | Main Menu > Manager Self Service > Time Management > Report Time > Manager Absence Entry

Report and View Employee Absences

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Click for Instructions

From 02/01/2012 [📅]   Through 02/29/2012 [📅]

Existing Absence Events   Customize | Find | [□] | [⊞]   First [◀] 1 of 1 [▶] Last

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	Add Comments	[+]	[−]
Sick - Self	02/06/2012	02/06/2012	86	Partial Hours	4.00		Hours	Add Comments	[+]	[−]
Sick - Family Care	02/27/2012	02/28/2012	86	None			Hours	Edit Comments	[+]	[−]

Calculate Duration

Timesheet

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

Submit / Approve

The Submit Confirmation page displays.

16. Click **OK**.

ORACLE®

Submit Confirmation

✔ The Absence(s) were submitted successfully.

[OK]

The Report and View Employee Absences page displays.
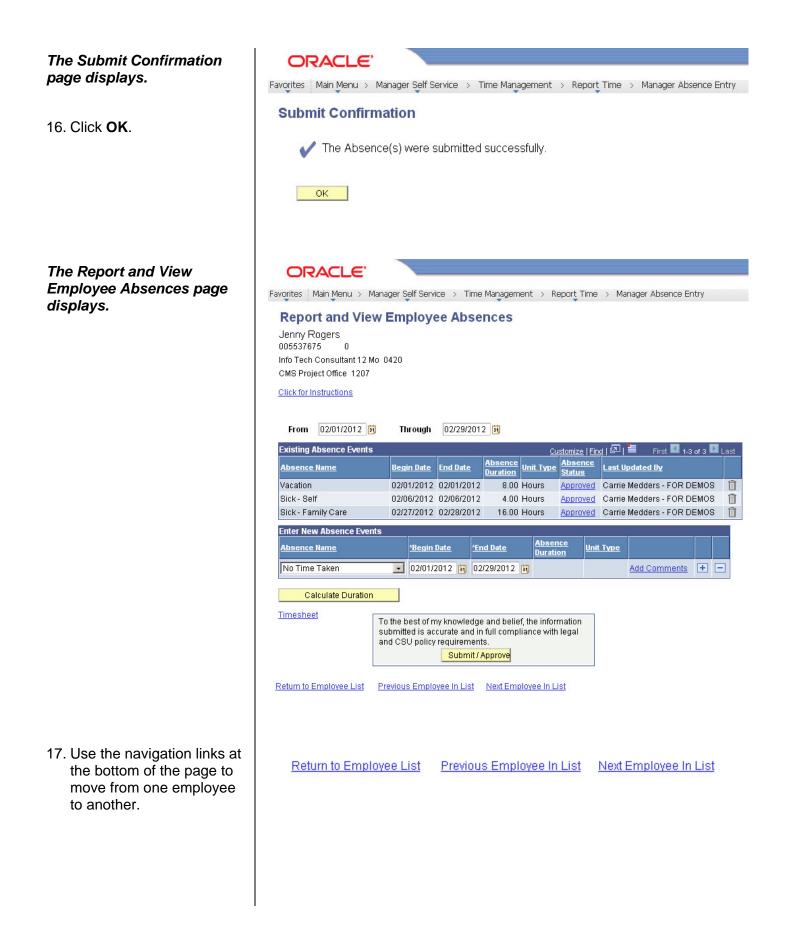
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Report and View Employee Absences

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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 📅			Add Comments	➕ ➖

[Calculate Duration]

Timesheet

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

[Submit / Approve]

Return to Employee List   Previous Employee In List   Next Employee In List

17. 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.

The Report and View Employee Absences page displays.

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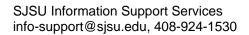

The Confirm Delete page displays.

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

   If not, click the **No** button.

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

The Report and View Employee Absences page displays.

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

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Report and View Employee Absences

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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	🗑

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 / Approve]

Return to Employee List   Previous Employee In List   Next Employee In List

View Prior Absence Transactions for an Employee

All absence transactions since July 2006 can be viewed from the **Report and View Employee Absences** page.

The Report and View Employee Absences page displays.

Note: The current pay period is the default display.

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

The Report and View Employee Absences page again displays.

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

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Report and View Employee Absences

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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	🗑