

## Overview

This step-by-step guide will show you how to enter absences on behalf of other employees in PeopleSoft (MySJSU / HSJPRD). The employees you can view are based on your department security status. Absences should be entered as they occur. There is no need to wait until the end of the pay period to key them in. Failure to key absences on time may result in incorrect processing.

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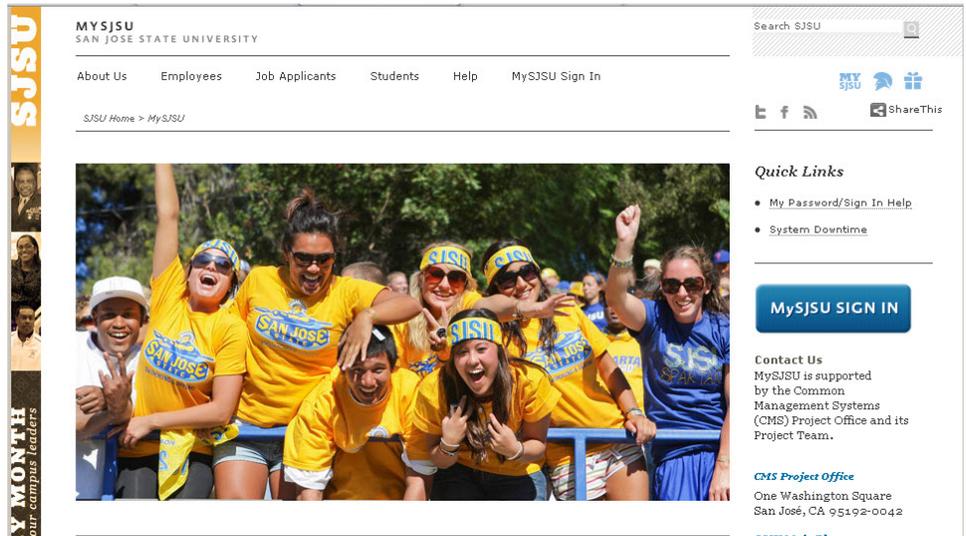
# Sign in to MySJSU

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/) (<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](mailto:cmshelp@sjsu.edu)) with your full name, department and SJSU ID.*

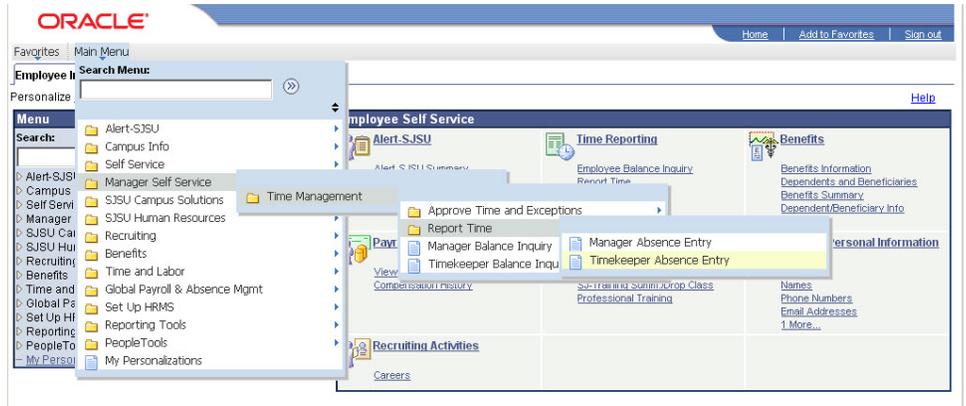
**ORACLE**  
PEOPLESOFT ENTERPRISE

SJSU ID:

Password:

# Report and View Absences for Employees

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



**The Timekeeper Absence Entry page displays.**

*Note: The grid can be sorted by clicking any hyperlinked column title.*

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

The screenshot shows the 'Timekeeper Absence Entry' page. At the top, there is a breadcrumb trail: **Manager Self Service > Time Management > Report Time > Timekeeper Absence Entry**. Below the breadcrumb, the user name 'Carrie Medders' is displayed with a [Click for Instructions](#) link. The main content is a table titled 'Employees' with the following columns: EmplID, Empl Red, Current Period Absence, Name, Status, Dept ID, Dept Name, Position, Job Code, and Job Title. The table contains five rows of employee data.

EmplID	Empl Red	Current Period Absence	Name	Status	Dept ID	Dept Name	Position	Job Code	Job Title
<a href="#">000027899</a>	0	Sub	Abbott,Julie K	Active	1207	CMS Project Office	00009333	0420	Info Tech Consultant 12 Mo
<a href="#">000045683</a>	0	Sub	Brinkley,Christy R	Active	1207	CMS Project Office	00000981	0420	Info Tech Consultant 12 Mo
<a href="#">003439853</a>	0	None	Ford,Harrison L	Terminated	1207	CMS Project Office	00000552	0420	Info Tech Consultant 12 Mo
<a href="#">000019982</a>	0	Appr	Kasdan,Lucy	Active	1207	CMS Project Office	00007772	0420	Info Tech Consultant 12 Mo
<a href="#">000040509</a>	0	Appr	Kay,Mary K	Work Break	1207	CMS Project Office	00004988	0420	Info Tech Consultant 12 Mo

**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**.

- If this is correct, click the **Submit** button.  
No other action is necessary.

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

### Report and View Employee Absences

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000027899 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
Customize   Find   First 1 of 1 Last					

Enter New Absence Events					
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By
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](#)

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

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

### Report and View Employee Absences

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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> + -
To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. <input type="button" value="Submit"/>						

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

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

- Confirm that the **Balance** covers the absence you are recording.
- Enter the **Begin Date** and **End Date**.
- If applicable, select **Partial Hours** from the **Partial Days** dropdown menu.
- Add any comments.  
(This is only required if the **Add Comments** link is red.)
- Click the **plus (+)** icon to add rows for additional absences.

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

### Report and View Employee Absences

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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	157.854	None		Hours
<input type="button" value="Calculate Duration"/>						
To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. <input type="button" value="Submit"/>						

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

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

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

### 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	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type	
Vacation	02/01/2012	02/01/2012	157.854	None			Hours	<a href="#">Add Comments</a> + -
Sick - Self	02/06/2012	02/06/2012	8	Partial Hours	2.00		Hours	<a href="#">Add Comments</a> + -
				None				
				Partial 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.

Submit

- Add any comments.  
(If the **Add Comments** link is red, this is required.)
- Click the **plus (+)** icon to add rows for additional absences.

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

### Report and View Employee Absences

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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	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type	
Vacation	02/01/2012	02/01/2012	157.854	None			Hours	<a href="#">Add Comments</a> + -
Sick - Self	02/06/2012	02/06/2012	8	Partial Hours	2.00		Hours	<a href="#">Add Comments</a> + -
Sick - Family Care	02/13/2012	02/13/2012	8	Partial Hours	2.00		Hours	<a href="#">Add Comments</a> + -

Calculate Duration

[Timesheet](#)

To the best of my knowledge and belief, the information

**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 > Timekeeper 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; that indicates that a comment has been entered.*

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

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Favorites | Main Menu > Manager Self Service > Time Management > Report Time > Timekeeper 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					
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	157.854	None			Hours
Sick - Self	02/06/2012	02/06/2012	8	Partial Hours	2.00		Hours
Sick - Family Care	02/13/2012	02/13/2012	8	Partial Hours	2.00		Hours

**Calculate Duration**

[Timesheet](#) To the best of my knowledge and belief, the information

**The Submit Confirmation page displays.**

16. Click **OK**.

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

### Submit Confirmation

✓ The Absence(s) were submitted successfully.

**OK**

The Report and View Employee Absences page displays.

## Report and View Employee Absences

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 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		<a href="#">Reviewed</a>	Carrie Medders - FOR DEMOS				
Sick - Self	02/06/2012	02/06/2012	2.00 Hours		<a href="#">Reviewed</a>	Carrie Medders - FOR DEMOS				
Sick - Family Care	02/13/2012	02/13/2012	2.00 Hours		<a href="#">Reviewed</a>	Carrie Medders - FOR DEMOS				

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

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 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.

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

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

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

### Report and View Employee Absences

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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		
<input type="text" value="No Time Taken"/>	<input type="text" value="02/01/2012"/>	<input type="text" value="02/29/2012"/>			<a href="#">Add Comments</a>	<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.

**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.

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

### Confirm Delete

Click **Yes** to Delete this Absence Event

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

**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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[Favorites](#) > [Main Menu](#) > [Manager Self Service](#) > [Time Management](#) > [Report Time](#) > [Timekeeper Absence Entry](#)

### Report and View Employee Absences

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 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		
<input type="text" value="No Time Taken"/>	<input type="text" value="02/01/2012"/>	<input type="text" value="02/29/2012"/>			<a href="#">Add Comments</a>	<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.

[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.

**ORACLE**

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

## 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"/>				<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.

**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.

**ORACLE**

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

## 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
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

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 > Timekeeper Balance Inquiry**.

The screenshot shows the Oracle Manager Self Service interface. The breadcrumb trail is: Favorites > Main Menu > Manager Self Service > Time Management > Report Time > Timekeeper Absence Entry. A search menu is open, showing a tree view of navigation options. The 'Time Management' folder is expanded, and 'Timekeeper Balance Inquiry' is highlighted. Below the menu, a table displays absence records for Julie Ab (0000278).

Unit Type	Absence Status	Last Updated By		
00 Hours	Finalized	Employee Self Service		
00 Hours	Finalized	Employee Self Service		
00 Hours	Finalized	Employee Self Service		
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

**The Timekeeper Balance Inquiry search page displays.**

*Note: The Last Refresh date displays.*

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

The screenshot shows the 'Timekeeper Balance Inquiry' search page. The breadcrumb trail is: Favorites > Main Menu > Manager Self Service > Time Management > Timekeeper Balance Inquiry. The page features a 'Search Criteria' section with the following fields:

- Department:
- EmplID:
- Pay Group:
- Union Code:
- Payroll Status:
- Name:
- Empl Rcd#:
- HR Status:

Below the search criteria, there is a 'Refresh Employee Lis' button and a message: 'Last Refresh was: 02/24/12'. A link for 'Graduated Vacation Chart' is also visible.

**The Building Security List information page displays.**

3. Click OK.

The screenshot shows the Oracle Manager Self Service interface. The breadcrumb trail is: Favorites | Main Menu > Manager Self Service > Time Management > Timekeeper Balance Inquiry. The page title is "Building Security List of Employees - Press 'OK' to Build List, or press CANCEL to use existing List". A dialog box contains the following text: "This Process builds or rebuilds a List of Employees for whom you, as a Manager or Timekeeper are responsible. It is designed to improve performance, and only needs to be performed when something changes in that relationship, or the list is older than a set time (default 1 days) - in which case the list must be refreshed. Depending upon the number of Employees - it may take a some time to build. The system will enforce the build for the first time, as well as for lists older than the set time (default 1 days). The list may be refreshed manually at any time. Upon pressing 'Refresh Employees', this message will be displayed. Press OK to Continue with the build, or Press CANCEL to go ahead without updating the list." Below the dialog box are two buttons: "OK" and "Cancel".

**The Timekeeper 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 screenshot shows the Oracle Manager Self Service interface for the "Timekeeper Balance Inquiry" search page. The breadcrumb trail is: Favorites | Main Menu > Manager Self Service > Time Management > Timekeeper Balance Inquiry. The page title is "Timekeeper Balance Inquiry". The search criteria section includes: Department: 1207 (with a search icon and "CMS Project Office" text), EmplID: (with a search icon), Pay Group: (with a search icon), Union Code: (with a search icon), Payroll Status: Active (dropdown), Name: (text input), Empl Rcd#: (with a search icon), and HR Status: Active (dropdown). Below the search criteria are buttons for "Search", "Clear", and "Refresh Employee Lis". A red text indicator says "Last Refresh was: 02/28/12". A link for "Graduated Vacation Chart" is visible at the bottom.

**The Timekeeper 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.

**ORACLE**  
 Home | Add to Favorites  
 Favorites | Main Menu > Manager Self Service > Time Management > Timekeeper Balance Inquiry  
 New Window | Help | Cust

**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 Lis Last Refresh was: 02/28/12

**Last Finalized Balances for Employees Administered by Carrie Medders**

Customize | Find | View All | First 1-8 of 8 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 Marcum,Shirley Z	Active	002480570	0	1207	R09	2011-11	12/01/2011	23.000	23.003	0	

**The Timekeeper 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.

**ORACLE**  
 Home | Add to Favorites  
 Favorites | Main Menu > Manager Self Service > Time Management > Timekeeper Balance Inquiry  
 New Window | Help | Cust

**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 Lis Last Refresh was: 02/28/12

**Last Finalized Balances for Employees Administered by Carrie Medders**

Customize | Find | View All | First 1-8 of 8 Last

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	Expirv ADD Balance	Non Expirv ADD 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	

**The Timekeeper Balance Inquiry / State Service for Absence page displays.**

The **State Service Balances** display.

- 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.

**ORACLE**

Home | Add to Favorites | Sign Out

Favorites | Main Menu > Manager Self Service > Time Management > Timekeeper Balance Inquiry

[New Window](#) | [Help](#) | [Customize Page](#)

### Timekeeper Balance Inquiry

**Search Criteria**

Department: 1207  CMS Project Office      Name:

EmpID:       Empl Rcd#:

Pay Group:

Union Code:

Payroll Status: Active      HR Status: Active

Last Refresh was: 02/28/12

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Last Finalized Balances for Employees Administered by Carrie Medders

Customize | Find | View All | First 1-8 of 8 Last

Name	Payroll Status	EmpID	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	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.

- Click a tab to view the relevant absence details.
- Scroll down to view additional absence types.

**ORACLE**

Home | Add to Favorites

Favorites | Main Menu > Manager Self Service > Time Management > Timekeeper Balance Inquiry

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

### Absence Balance Details

EmpID: 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

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

**The Compensatory Time Balances section displays.**

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

ORACLE  
 Home | Add to Favorites | Sign out  
 Favorites | Main Menu > Manager Self Service > Time Management > Timekeeper Balance Inquiry  
 13 2010-12 01/01/2011 16,130 8,000 16,000 0,000 0,000 8,130  
 Compensatory Time Balances Customize | View All | 53 | 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 **Return** to return to the main **Absence Balances** page.

ORACLE  
 Home | Add to Favorites | Sign out  
 Favorites | Main Menu > Manager Self Service > Time Management > Timekeeper Balance Inquiry  
 State Service for Absences Customize | View All | 53 | 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 Timekeeper Balance Inquiry page displays.**

**12. Click Graduated Vacation Chart.**

Name	Payroll Status	EmpID	Emp Rcd Nbr	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	364.994	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

**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.**

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

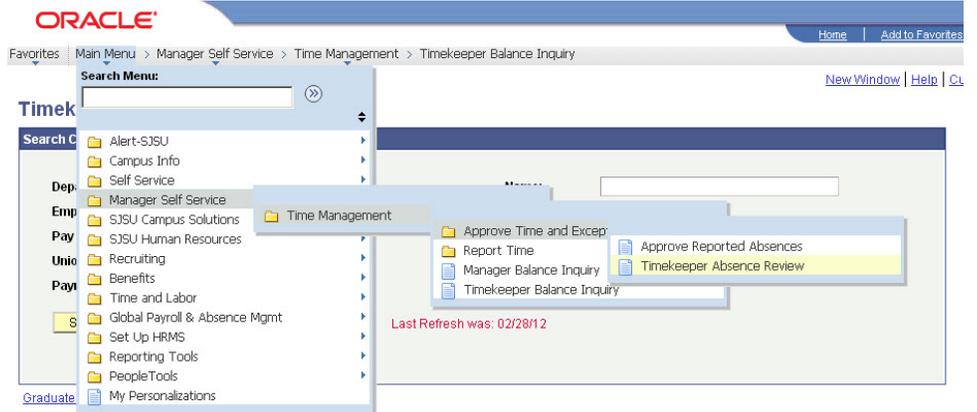
BARGAINING UNIT OR CLASSIFICATION	ANNUAL CTO MAX*	FLSA ANNUAL CTO MAX**	MAX VACATION: LESS THAN 10 YEARS OF SERVICE	MAX VACATION: MORE THAN 10 YEARS OF SERVICE
M98	N/A	N/A	480 HOURS	480 HOURS
M80	N/A	N/A	384 HOURS	440 HOURS
UNIT 1	N/A	N/A	272 HOURS	384 HOURS
UNIT 2	120 HOURS	240 HOURS	272 HOURS	384 HOURS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

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

# Review Absences Entered by Employees

This section demonstrates how to 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.

- From the **Main Menu** navigate to **Manager Self Service > Time Management > Approve Time and Exceptions > Timekeeper Absence Review**.



*The Timekeeper Absence Review page displays.*

- Scroll down to view all employees.



## Timekeeper Absence Review

Carrie Medders  
[Click for instructions](#)

Select	Empl ID	Empl Red	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"/>	000045683	0	Sub	Brinkley,Christy R	Active	1207	CMS Project Office	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"/>	000019982	0	Appr	Kasdan,Lucy	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo

*The Selection and Continue buttons display.*

- Click the **Select All** button to review absences for all employees or check individual boxes to view a few select individuals.
- Click the **Continue** button.

<input type="checkbox"/>	000040509	0	Appr	Kay,Mary K	Work Break	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	002480570	0	Appr	Marcum,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"/>	000057344	0	Appr	Nickerson,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"/>	008200452	0	Appr	Sampson,Dana X	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo

**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.*

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

**The Needs Corr and Reviewed statuses display.**

- Select **Needs Corr** (Correction).
- Click **Add Comment** to communicate information back to the employee.

**The Approval Comments page displays.**

*Note: Be brief and professional when adding comments.*

- Enter a comment to communicate why the absence needs to be corrected.
- Click the **Save Comments** button.

**Review Reported Absences**  
Carrie Medders

[Click for Instructions](#)

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		<a href="#">Add Comment</a>
2 000045683 0		Brinkley,Christy R	Vacation	02/01/2012	02/01/2012	8.00000	Hours			<a href="#">Add Comment</a>
3 000045683 0		Brinkley,Christy R	Sick - Family Care	02/13/2012	02/13/2012	8.00000	Hours		<a href="#">Entry Comments</a>	<a href="#">Add Comment</a>

[Return to Employee List](#)

**Review Reported Absences**  
Carrie Medders

[Click for Instructions](#)

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		<a href="#">Add Comment</a>
2 000045683 0		Brinkley,Christy R	Vacation	02/01/2012	02/01/2012	8.00000	Hours			<a href="#">Add Comment</a>
3 000045683 0		Brinkley,Christy R	Sick - Family Care	02/13/2012	02/13/2012	8.00000	Hours	Needs Corr	<a href="#">Entry Comments</a>	<a href="#">Add Comment</a>

**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.

[Return To Approvals Page](#)

**The Review Reported Absences displays.**

Note: The Add Comment link now says Edit Comment.

10. To mark an absence as reviewed, click the dropdown arrow in the Review Status column.

11. Select Reviewed.

12. Click the Submit button.

**The Approval Confirmation page displays.**

13. Click OK.

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

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

**Review Reported Absences**  
Carrie Medders

[Click for Instructions](#)

Emp#	Req#	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		<a href="#">Add Comment</a>
2	000045683 0	Brinkley,Christy R	Vacation	02/01/2012	02/01/2012	8.00000	Hours	Needs Corr		<a href="#">Edit Comment</a>
3	000045683 0	Brinkley,Christy R	Sick - Family Care	02/13/2012	02/13/2012	8.00000	Hours	Needs Corr		<a href="#">Add Comment</a>

[Return to Employee List](#)

**Approval Confirmation**

✓ Changes to Review Status were saved.

**Review Reported Absences**  
Carrie Medders

[Click for Instructions](#)

Emp#	Req#	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		<a href="#">Add Comment</a>
2	000045683 0	Brinkley,Christy R	Vacation	02/01/2012	02/01/2012	8.00000	Hours	Needs Corr		<a href="#">Edit Comment</a>
3	000045683 0	Brinkley,Christy R	Sick - Family Care	02/13/2012	02/13/2012	8.00000	Hours	Reviewed		<a href="#">Add Comment</a>

[Return to Employee List](#)