CMS Absence Management
Self Service - Manager

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Deadlines for reporting and approving absences and No Time Taken

Deadlines for keying your taken absences or submitting “No Time Taken”, can be found on the Human Resources, Payroll page.

http://www.csus.edu/hr/departments/payroll/index.html

Note: Your department Timekeeper/Manager may set an earlier due date/deadline in order to allow for reviewing and correcting absences prior to approvals.

Don’t wait to enter your absences! Enter time taken as it occurs, you can even enter time up to one month ahead.
Navigating to Approve Reported Absences Page

Log into the My Sac State Portal at: https://my.csus.edu using your SacLink username and SacLink password.

Once logged in, click on the “Employee Center” link in the middle of the page.
Navigating to Approve Reported Absences Page

In the Employee Center, Click on the link “Mgr Absence Approval & Inquiry” or click directly on the “Approve Reported Absences”.

The Approve Reported Absences page displays your direct reports, as well as all employees you are an alternate approver for.

Note: If you click on any of the column headers it will re-sort the data based on the column.
Approve Absences Entered by Employees

In the Current Period Absences column the status shown:

a) None – No absences have been entered.
b) Appr – All absences have been approved.
c) Sub – Absences have been submitted but not approved.

Click the Org Chart icon to view the direct reports of another employee in your list. (if applicable).
Approve Absences Entered by Employees

To view the individual absences click on the check boxes next to the name, or to view all the employees click the button “Select All” and click “Continue”.

The Approve Reported Absences page displays only employees whose absences are in a submitted status and unapproved.

Absences entered by a Timekeeper or reviewed by a designated non MPP level supervisor will appear with a Reviewed status.
Approve Absences Entered by Employees

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 that is sent back for correction.

Then click on the Add Comment link to communicate the correction needed back to the employee.
Approve Absences Entered by Employees

Enter a brief and professional comment to communicate to the employee why the absence needs to be corrected.

Click on the Save Comments button and you will be returned to the previous screen.

Note: Comment links for Absence entries with comments now read “Edit Comment”
Approve Absences Entered by Employees

After reviewing your employees reported absences, check the individual boxes to approve a few select absences or click the Select All button to approve all absences.

Note: if you are not an MPP level approver, your role may only be to “review” the time. MPP level managers will approve.

The Approval Confirmation page will display. Click OK.
**Approve Absences Entered by Employees**

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

<table>
<thead>
<tr>
<th>Select</th>
<th>Emp ID</th>
<th>Emp ID</th>
<th>Current Period Absence</th>
<th>Name</th>
<th>Status</th>
<th>Dept ID</th>
<th>Dept Name</th>
<th>Job Code</th>
<th>Job Title</th>
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<tbody>
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<td>000027899</td>
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<td>Info Tech Consultant 12 Mo</td>
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<td>Potter, Harry J</td>
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<td>Info Tech Consultant 12 Mo</td>
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<td>Jones, Cassandra L</td>
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<td>Administrative Applications</td>
<td>3306</td>
<td>Administrator III</td>
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<tr>
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<td>0</td>
<td></td>
<td>Barber, Ken L</td>
<td>Active</td>
<td>1002</td>
<td>Administrative Systems</td>
<td>0420</td>
<td>Info Tech Consultant 12 Mo</td>
</tr>
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</table>
**View Absence Balances for Employees**

You may view current and prior absence balances for your employees by navigating to the Manager Balance Inquiry page.

Click on the Refresh Employees List button. This process will build or rebuild a most current list of employees that report to you as an Manager or Timekeeper that you are responsible for. If you have had changes to the reporting relationship then you should use the refresh.
View Absence Balances for Employees

In the Manager Balance Inquiry search criteria section you can enter a department to view all your employees in that department or search by an Emplid for an individual record.

One you click the Search button, note that sick, vacation, and personal holiday columns with balances are displayed.
View Absence Balances for Employees

There are also multiple tabs at the top named Absences Balances, Compensatory Time, and State Service for Absence. Click on any tab to view additional information.

To view more detailed information, click the Details icon in the far right column in order to view time earned and time taken.
View Absence Balances for Employees

Note inside the details link there are 4 expandable sections on the page.

a) All Absence Balances
b) Absence Balances
c) Compensatory Time Balances
d) State Service for Absences

Select the right arrow beside the section name to expand or collapse each section. In each section there are multiple tabs of information.

Click the Return button to go back to the previous pages.
Viewing the Graduated Vacation Chart

Within the Manager Balance Inquiry page there is a link at the bottom of the page.

Graduated Vacation Chart will display the monthly vacation accrual rates, along with the maximum vacation accrual allowances, based on employee state service.

Press the Esc key on your keyboard to return to the main balances page.
Reporting No Leave Taken or Absences for your Employees

From the Employee Center, navigate to Mgr Absence Approval & Inquiry then click on the Manager Absence Entry.

Click on the Emlid of the employee you want to enter absences for.

If an employee holds more than one position, you will be prompted to select which job you want to enter absences for.
Reporting No Leave Taken or Absences for your Employees

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 Leave Taken” defaults to the current pay period Begin Date and End Date. If this is correct and you have no absences to report for your employee, click the Submit/Approve button. If you have absences to report see the next slide.
Reporting No Leave Taken or Absences for your Employees

If you have absences to report, select an Absence Name from the dropdown menu. The balance is displayed. Confirm that the balance covers the absence you are recording.

Enter in the Begin Date and End Date of the Absence. Click the Calculate Duration button and be sure that the Duration is correct. If this absence is for a partial day, select Partial Hours from the Partial Days dropdown menu and enter hours per day.
Reporting No Leave Taken or Absences for your Employees

To add any comments, select the Add Comments link.

Note: this is required for certain Absence Names. If the Add Comments link turns red you must add a comment.

Enter a brief and professional comment. Click the Save Comments button. To return to the previous screen.

The Comments link now reads “Edit Comments” when a comment has been entered.
Reporting No Time Taken or Absences for your Employees

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

Click OK on the Submit Confirmation page.

The Report and View Employee Absences page displays again. Use the navigation links at the bottom of the page to move from one employee to another.
Delete an Unprocessed Absence

Managers, Supervisors, and alternate approvers can delete absences with a Reviewed, Submitted or Approved status. To delete an absence click the trash can icon in the far right column.

Confirm that the absence to be deleted is the correct one. Click the Yes button to continue.
View Prior Absence Transactions for an Employee

On the Report and View Employee Absences page, the current pay period is the default display.

Change the From date and Through dates to view a different set of absence transactions.
View Prior Absence Transactions for an Employee

The Report and View Employee Absences is refreshed, reflecting the new dates. Repeat this process to view a different set of absence transactions.

<table>
<thead>
<tr>
<th>Absence Name</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Absence Duration</th>
<th>Unit Type</th>
<th>Absence Status</th>
<th>Last Updated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick - Self</td>
<td>10/11/2011</td>
<td>10/11/2011</td>
<td>1.00 Hours</td>
<td>Finalized</td>
<td></td>
<td>Employee Self Service</td>
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<tr>
<td>Sick - Self</td>
<td>10/21/2011</td>
<td>10/21/2011</td>
<td>1.00 Hours</td>
<td>Finalized</td>
<td></td>
<td>Employee Self Service</td>
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<tr>
<td>Vacation</td>
<td>11/02/2011</td>
<td>11/02/2011</td>
<td>2.00 Hours</td>
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<tr>
<td>Vacation</td>
<td>11/14/2011</td>
<td>11/14/2011</td>
<td>8.00 Hours</td>
<td>Finalized</td>
<td></td>
<td>Employee Self Service</td>
</tr>
<tr>
<td>Sick - Self</td>
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<td>11/15/2011</td>
<td>1.00 Hours</td>
<td>Finalized</td>
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<td>Employee Self Service</td>
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<tr>
<td>Sick - Self</td>
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<td>11/16/2011</td>
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<td>01/01/2012</td>
<td>01/31/2012</td>
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<td>Carrie Medders - CMS</td>
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<td>Sick - Family Care</td>
<td>02/27/2012</td>
<td>02/28/2012</td>
<td>16.00 Hours</td>
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