

CMS Absence Management Self Service - Manager

Table of Contents

Deadlines for Reporting and Approving Absences and No Time Taken	. 2
Navigating to the Approve Reported Absences Screen	3
Approve Absences Entered by Employees	5
View Absence Balances for Employees	11
View Detailed Absence Balance Information for an Employee	13
View the Graduated Vacation Chart	15
Report No Time Taken for an Employee	16
Record an Absence for an Employee	17
Delete an Unprocessed Absence	21
View Prior Absence Transactions for an Employee	22
	1

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/d epartments/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

Approve Reported Absences

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.

Employee Center View and update your Personal, Payroll, Leave Balances and Benefits Information Mgr Absence Approval & Inquiry Personal Information Summary Review a summary of your personal information. View Paycheck Review current and prior paychecks. Sacramento custom manager self service Approval & Inquiry E Approve Reported Absences Manager Absence Entry E Manager Balance Inquiry 📧 <u>Multi Report</u> Health Care Summary Review a summary of your health care enrollments. Benefits Summary Review a summary of current, past or future benefit Compensation History Review compensation history for base, variable, and stock options. enrollments. Current Leave Balances 🖴 Benefit Provider Contacts Report and View Absences Benefit Provider Contacts /iew Current Leave Balances Report and view employee reported absences. View Reporting Relationship Staff/Management Employment Staff/Management Instructions Staff/Management Instructions (Link opens in New View my reporting relationship View Staff/Management jobs and manage your Window) applications. Faculty/Other Employment CneCard Services OneCard Services (Link opens in New Window) View Faculty/Other Employment Opportunities (Link opens in New Window)

Employee	IS						Customize Find View	/ All 🖾 🛗 🛛 F	irst 🖾 1-21 of 21 🛄 Li	
<u>Select</u>	<u>Empl 10</u>	Empl Rcd	Current Period Absence	Hame	<u>Status</u>	Dept ID	Dept Name	Job Code	Job Title	
Г	000027899	0	Sub	Abbott,Julie K	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	
Г	000016108	0	Sub	Louis, Nelly M	Active	1002	Administrative Systems	0420	Info Tech Consultant 12 Mo	
Г	003601755	0	Sub	Potter, Harry J	Active	1002	Administrative Systems	0420	Info Tech Consultant 12 Mo	
Г	000045683	0	Sub	Brinkley, Christy R	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	
Г	000037207	0	None	Burnside,George K	Active	1002	Administrative Systems	0420	Info Tech Consultant 12 Mo	
Г	003439853	0	None	Ford,Harrison L	Terminated	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	-
Г	000041978	0	Sub	Jones,Cassandra L	Active	1283	Administrative Applications	3306	Administrator III	-
Г	000016160	0	Sub	Barber,Ken L	Active	1002	Administrative Systems	0420	Info Tech 4 Consultant 12 Mo	

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).

Carrie Click for	Medders									
Employed	s						Customize Find	View All 🕼 🗮 🛛 F	irst 🖬 1-21 of 21 🕅 L	ast
<u>Select</u>	Empl 10	Empl Rcd	Current Period Absence	Name	Status	<u>Dept ID</u>	Dept Name	Job Code	<u>Job Title</u>	
	003439853	0	None	Ford,Harrison L	Terminated	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	R
6	008200452	0	Appr	Sampson,Dana X	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	1
٦	000019982	0	Appr	Kasdan,Lucy	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	
Γ	000057344	0	Appr	Nickerson,Ned L	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	
Г	005537675	0	Appr	Rogers, Jenny R	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	
Г	002480570	0	Appr	Marcum,Shirley Z	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	
Γ	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	
Г	000045683	0	Sub	Brinkley, Christy R	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	

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 suprvisor will appear with a Reviewed status.

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

Approve Reported Absences

Carrie Medders

Click for Instructions

Exis	ting Absend	e Eve	nts	-			p		Cus	tomize Find 💷	🔠 🛛 First 🚺	1-17 of 17 🚺 Lest
	Empl ID	Red#	Name.	Absence Name	<u>Begin Date</u>	End Date	<u>Duration</u>	<u>Unit</u> Type	Approve	Review Status	Entry Comments	Add Comment
1	000027899	0	Abbott,Julie K	Vacation	02/01/2012	02/01/2012	8.00000	Hours	Г	Reviewed 💽		Add Comment
2	000016160	0	Barber,Ken L	Vacation	12/22/2011	12/23/2011	16.00000	Hours	Г			Add Comment
3	000045683	0	Brinkley, Christy R	Sick - Family Care	02/13/2012	02/13/2012	8.00000	Hours	5	Reviewed 🔹	Entry Comments	Add Comment
4	000045683	0	Brinkley, Christy R	Vacation	02/27/2012	02/29/2012	24.00000	Hours	Г			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	Г			Add Comment
7	000016342	9	Fong,Kelly A	Vacation	12/21/2011	12/22/2011	16.00000	Hours	П			Add Comment
8	000016342	0	Fong,Kelly A	Vacation	12/30/2011	12/30/2011	8.00000	Hours	Г			Add Comment
9	000041978	0	Jones,Cassandra L	Vacation	12/20/2011	12/20/2011	8.00000	Hours	Г			Add Comment

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 Reported Absences Carrie Medders

Click for Instructions

Exi	sting Absend	ce Eve	nts		al			-	Cus	tomize Find 🖾	🔠 🛛 First 🚺	1-17 of 17 🛄 Last
	Empl ID	Rcd#	Name	Absence Name	<u>Begin Date</u>	End Date	Duration	<u>Unit</u> Type	Approve	Review Status	Entry Comments	Add Comment
1	000027899	0	Abbott,Julie K	Vacation	02/01/2012	02/01/2012	8.00000	Hours	Γ	Reviewed 💽		Add Comment
2	000016160	0	Barber,Ken L	Vacation	12/22/2011	12/23/2011	16.00000	Hours	Г			Add Comment
3	000045683	0	Brinkley, Christy R	Sick - Family Care	02/13/2012	02/13/2012	8.00000	Hours	П	Needs Corr	Entry Comments	Add Comment
4	000045683	0	Brinkley, Christy R	Vacation	02/27/2012	02/29/2012	24.00000	Hours	Г			Add Comment

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"

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

Approve Carrie Medde	Rep rs	oorted Absences									
Click for Instruct	ions								-	344	-
bsence Reque	sts	(r						Qust	tomize Find 🖾	THE First KU 1	17 of 17 🚨 Last
Empl ID	<u>Rcd</u> #	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	<u>Review Status</u>	Entry Comments	Add Comment
1 000027899	0	Abbott,Julie K	Vacation	02/01/2012	02/01/2012	8.00000	Hours	Γ	Reviewed 💽		Add Comment
2 000016160	0	Barber,Ken L	Vacation	12/22/2011	12/23/2011	16.00000	Hours	Е	Needs Corr 💌		Edit Comment
3 000045683	0	Brinkley, Christy R	Sick - Family Care	02/13/2012	02/13/2012	8.00000	Hours	Г	Reviewed 💽	Entry Comments	Add Comment
4 000045683	0	Brinkley, Christy R	Vacation	02/27/2012	02/29/2012	24.00000	Hours	Г			Add Comment
5 000045683	0	Brinklay Christy D	luny Dudy	02/01/2012	02/01/2012	0.00000	Hours	-			Add Commont

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 Reported Absences Carrie Medders

Click for Instructions

Abs	sence Reque	sts							Cus	tomize Find 🖾	🚹 First 🕅	1-17 of 17 🛄 Las
	Empl ID	Rcd#	Name	Absence Name	<u>Begin Date</u>	End Date	<u>Duration</u>	<u>Unit</u> Type	Approve	<u>Review Status</u>	Entry Comments	Add Commen
1	000027899	0	Abbott,Julie K	Vacation	02/01/2012	02/01/2012	8.00000	Hours	Г	Reviewed 💽		Add Commen
2	000016160	0	Barber,Ken L	Vacation	12/22/2011	12/23/2011	16.00000	Hours	Г	Needs Con 💌		Edit Commen
3	000045683	0	Brinkley, Christy R	Sick - Family Care	02/13/2012	02/13/2012	8.00000	Hours	Г	Reviewed 💌	Entry Comments	Add Commen
4	000045683	0	Brinkley, Christy R	Vacation	02/27/2012	02/29/2012	24.00000	Hours	Γ			Add Commen
14	003601755	0	Potter, Harry J	Vacation	01/03/2012	01/04/2012	16.00000	Hours	Г			Add Comment
15	003601755	0	Potter, Harry J	Vacation	12/22/2011	12/24/2011	16.00000	Hours	Γ			Add Comment
16	003601755	0	Potter,Harry J	Personal Holiday	12/30/2011	12/30/2011	1.00000	Days	Г	×		Add Comment
17	000033541	0	Sunshine,Marvin	Vacation	12/30/2011	12/30/2011	8.00000	Hours	Г	•		Add Comment

Deselect Al Select All

Submit

Return to Employee List

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

Approve Reported Absences

Carrie Medders

Employee			↓ ↓							100
<u>Select</u>	Empl ID	Empl Rcd	Current Period Absence	Name	<u>Status</u>	<u>Dept ID</u>	<u>Qustomize Find</u> View	Job Code	irst Null 1-21 of 21 Null Li Job Title	ast
Γ.	000027899	0	Appr	Abbott,Julie K	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	
Г	000016108	0	Sub	Louis,Nelly M	Active	1002	Administrative Systems	0420	Info Tech Consultant 12 Mo	
Γ	003601755	0	Sub	Potter,Harry J	Active	1002	Administrative Systems	0420	Info Tech Consultant 12 Mo	
Г	000045683	0	Appr	Brinkley,Christy R	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	
Γ	000037207	0	None	Burnside,George K	Active	1002	Administrative Systems	0420	Info Tech Consultant 12 Mo	
Г	003439853	0	None	Ford,Harrison L	Terminated	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo	*
Г	000041978	0	Sub	Jones,Cassandra L	Active	1283	Administrative Applications	3306	Administrator III	*
Г	000016160	0	Sub	Barber,Ken L	Active	1002	Administrative Systems	0420	Info Tech Consultant 12 Mo	

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.

avorites Main Menu	×								
				1			New Window	Help Customize	e Page
Managar Pal	Em Em	ployee Center	C	10.7		- A.			
wanager ba	lanc 🛅 Tir	ne Reporting	Mgr Ab	sence Approval & I	Approve Rep	orted Absences			
Search Criteria	🗀 Per	sonal Information	Person	al Information Sumr	Manager Abs	sence Entry			
	🗀 Pay	roll and Compensa	ion View Pa	aycneck	Manager Bal	ance Inquiry			
Department:	🗕 🗀 Ber	nefits	Compe	Care Summan	Multi Report				
EmallD	📃 🞑 Lea	ve Balances	E Reach		- ·	ll.			
EmpliD:	E C Rec	cruiting Activities	Benefit	Browider Contacts					
Pay Group:	Clas	ss Search	- Deficit	Provider Contacts					
Union Code:	Q		Report	and View Absences					
Payroll Status	: Active	•	View R	enorting Relationship		-			
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			Staff/M	lanagement Employme	ent				
		Refresh Emplo	yee Staff/M	lanagement Instruction	ns				
			Faculty	Other Employment					
			- acarey	, o and Employment					
Graduated Vacation	<u>Chart</u>		OneCa	rd Services					
Graduated Vacation	<u>Chart</u> ance Inq	uiry	OneCa	rd Services					
Graduated Vacation	ance Inq	uiry	OneCa	rd Services					
Graduated Vacation	ance Inq	uiry	OneCa	rd Services	Name:				
Graduated Vacation	ance Inq	uiry	OneCa	rd Services	Name: Empl Rcd#;				
Graduated Vacation anager Bal arch Criteria Department: EmpliD: Pay Group:	ance Inq	uiry	OneCa	rd Services	Name: Empl Rcd#:				
Graduated Vacation	ance Inq	uiry	OneCa	rd Services	Name: Empl Rcd#:				
Graduated Vacation Graduated Vacation anager Bal arch Criteria Department: EmplID: Pay Group: Union Code: Daggell Statum	ance Inq	uiry a a	OneCa	rd Services	Name: Empl Rcd#:	Attion	1		
Graduated Vacation Anager Bal arch Criteria Department: EmpliD: Pay Group: Union Code: Payroll Status:	Chart ance Inq	uiry	OneCa	rd Services	Name: Empl Rcd#: HR Status:	Active			
Graduated Vacation	Chart ance Inq	uiry	Director	act Potrach war 0	Name: Empl Rcd#: HR Status:	Active	1		
Graduated Vacation anager Bal arch Criteria Department: EmplID: Pay Group: Union Code: Payroll Status:	ance Inq	uiry Q Q Refresh En	ployee Lis:	.ast Refresh was: 0	Name: Empl Rcd#: HR Status: 2/22/12	Active	1		

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.

Manager Balance Inquiry

	-												
arch	Criteria												
Dej Em Paj	partment: pIID: / Group: on Code:	1207	4	CMS Projec	t Office			Name: Empl Rcd#:					
Pay	roll Status:	Active						HR Status:	Active				
		*		Last F by Car	inalized rie Mede	Balances fo ders	r Emploj	yees Admini	stered <u>Cus</u>	tomize Find	View All	∣धा First of 9 ∎	Last
send	e Balances	Compensa	tory Time	State Servi	ice for Al	sence E			-		1		_
Mgr	<u>Name</u>		Payroll <u>Status</u>	<u>EmpliD</u>	Empl Rcd Nbr	Department	<u>Union</u> <u>Code</u>	Last Finalized Period	<u>Balances</u> as of Date	<u>Sick</u> Balance	<u>Vacation</u> Balance	Personal Holiday Available	Details
	Abbott,Julie I	K	Active	000027899	0	1207	R09	2011-11	12/01/2011	8.000	165.854	0	8
	Brinkley,Chri	sty R	Active	000045683	0	1207	R09	2011-11	12/01/2011	860.000	340.000	1	and the second s
	Kasdan,Lucy	1	Activo	000019982	0	1207	R09	0044.44	10/01/0011	101.000	001.001		
	THE OWNER AND A DESCRIPTION OF A DESCRIP	17.	Menve	000010002	1		1100	2011-11	12/01/2011	421.000	364.994	1	
	Marcum,Shir	ley Z	Active	002480570	0	1207	R09	2011-11 2011-11	12/01/2011	23.000	23.003	1 0	

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.

Manager E	Balance	Inquiry
-----------	---------	---------

arch	Criteria											
De En Pa	partment: npIID: nv Group:	1207	Q Q	CMS Projec	t Office			Name: Empl Rcd#:		1		
Un Pa	ion Code: iyroll Status:	Active	×					HR Status:	Active	×		
	Search	Clear	Ref	fresh Employe	e Lis	Last Refres	sh was: (2/28/12				
		~		Last Fi by Car	nalized I rie Medd	Balances fo lers	r Employ	vees Admini	stered <u>Cus</u>	tomize Find	View All 🗖	🗰 First 🚺 1.9 of 9 🚺 Last
bsen	ce Balances	Compense	story Time	Last Fi by Carr [State Servi	nalized I rie Medd ce for Ab	Balances fo lers isence	r Employ	vees Admini	stered <u>Cus</u>	tomize Find	View Al 🗖	i 🗯 First 🚺 1-9 of 9 🖸 Last
bsen Mgr	ce Balances r <u>Harne</u>	Compense	ntory Time Payroll Status	Last Fi by Car State Servi <u>EmpilD</u>	nalized I rie Medd ce for Ab <u>Empl</u> <u>Rcd</u> <u>D</u> <u>Nbr</u>	Balances fo lers sence Department	r Employ III) <u>Union</u> <u>Code</u>	rees Admini Last Finalized Period	stered <u>Cus</u> Balances as of Date	tonize Find Sick Balance	View Al 🔊 <u>Vacation</u> <u>Balance</u>	First II 1.9 of 9 II Lost Personal Holiday Available
sen Mg	ce Balances r <u>Name</u> Abbott,Julie	Compense K	atory Time Payroll Status Active	Last Fi by Carr State Servi EmpliD 000027899	nalized I rie Medd ce for Ab <u>Empl</u> <u>Rcd</u> [<u>Nbr</u> 0	Balances fo lers sence Department 1207	r Employ III) Union Code R09	vees Admini Last Finalized Period 2011-11	stered <u>Que</u> Balances as of Date 12/01/2011	tomize Find Sick Balance 8.000	View Al 🔊 Vacation Balance 165.854	First II 1-3 of 9 II Last Personal Holiday Available 0
osen Ma	ce Balances r Name Abbott,Julie Brinkley,Chr	Compense K isty R	Itory Time Payroll Status Active Active	Last Fi by Car State Servi EmpliD 000027899 000045683	nalized I rie Medd ce for Ab <u>Empl</u> <u>Rcd [Nbr</u> 0 0	Balances fo lers Department 1207 1207	r Employ III) Union Code R09 R09	rees Admini Last Finalized Period 2011-11 2011-11	stered <u>Cus</u> Balances as of Date 12/01/2011 12/01/2011	tonize Find Sick Balance 8.000 950.000	View Al Vacation Balance 165.854 340.000	First II 1.9 of 9 II Lost Personal Holiday Available 0 II 1 III
bsen Mg	ce Balances Name Abbott,Julie Brinkley,Chr Kasdan,Luc	Compense K isty R y	atory Time Payroll Status Active Active Active	Last Fi by Carr State Servi EmpliD 000027899 000045683 000019982	nalized I rie Medd Ce for Ab <u>Empl</u> <u>Red</u> <u>Nbr</u> 0 0 0	Balances fo ters Department 1207 1207	r Employ Union Code R09 R09 R09	vees Admini Last Finalized Period 2011-11 2011-11	stered <u>Que</u> Balances as of Date 12/01/2011 12/01/2011 12/01/2011	tomize Eind Siek Balance 8.000 960.000 421.000	View Al Vacation. Balance 165.854 340.000 364.994	First II 1-3 of 9 II Last Personal Holiday Available 0 III 1 III 1 III
bsen Mai	ce Balances Mame Abbott,Julie Brinkley,Chr Kasdan,Luc Marcum,Shi	K isty R y Hey Z	atory Time Payroll Status Active Active Active Active	Last Fi by Car State Servi EmpliD 000027899 000045683 000019982 002480570	nalized I rie Medd ce for Ab <u>Empl</u> <u>Rcd</u> (<u>Nbr</u> 0 0 0 0	Balances fo lers Department 1207 1207 1207 1207	r Employ Union Code R09 R09 R09 R09	rees Admini Last Finalized Period 2011-11 2011-11 2011-11 2011-11	Stered Que Balances as of Date 12/01/2011 12/01/2011 12/01/2011 12/01/2011 12/01/2011 12/01/2011	tomize Find Sick. Balance 8.000 960.000 421.000 23.000	View Al View Al Vacation Balance 165.854 340.000 364.994 23.003	First II 1.9 of 9 II Lost Holiday Available 1 III 1 III 1 III 0 III

Note inside the details link there are 4 expandable sections n 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.

- All Absence Balances
- Absence Balances
- Compensatory Time Balances
- State Service for Absences



	マ Ab Sicl	k Vacation	es Personal Holiday	<u>Customiz</u>
		Period ID	Balances as of Date	
1	1	2011-12	CURRENT - Not Finalized	
	2	2011-11	12/01/2011	



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.

Absence Balances	ompensatory	Time State	Service	for Absence)				_	
<u>Name</u>	Payroll <u>Status</u>	EmpliD	Empl Rcd Nbr	<u>Department</u>	Union Code	Last Finalized Period	Balances as of Date	<u>Sick</u> 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	B
2 Brinkley, Christy R	Active	000045683	0	1207	R09	2011-11	12/01/2011	860.000	340.000	1	B
3 Kasdan,Lucy	Active	000019982	0	1207	R09	2011-11	12/01/2011	421.000	364.994	1	h
4 Marcum Shirley Z	Active	002480570	0	1207	R09	2011-11	12/01/2011	23.000	23.003	0	h
5 Nelson,Roger T	Active	000081654	0	1207	R09	2011-11	12/01/2011	383.270	241.218	0	B
6 Nickerson,Ned L	Active	000057344	0	1207	R09	2011-11	12/01/2011	680.000	255.341	1	階
7 Rogers, Jenny R	Active	005537675	0	1207	R09	2011-11	12/01/2011	94.000	48.682	0	B
8 Sampson,Dana X	Active	008200452	0	1207	R09	2011-11	12/01/2011	16.000	13.334	1	

Graduated Vacation Charl

SUMMARY OF VACATION	ACCRUAL	RATES		SUMMARY AN	OF MAXIMU D C TO CRE	UM VACATION	
SERVICE REQUIREMENTS*	MONTHLY VACATION ACCRUAL RATE	DAYS ACCRUED PER YEAR	BARGAINING UNIT OR CLASSIFICATION	ANNUAL CTO MAX*	FLSA ANNUAL CTO MAX**	MAX VACATION: LESS THAN 10 YEARS OF SERVICE	MAX VACATION MORE THAN 10 YEARS OF SERVICE
0-3 YEARS: 1 TO 36 MONTHS	6 2/3 HOURS	10	M98	N/A	N/A	480 HOURS	480 HOURS
3-6 YEARS: 37 TO 72 MONTHS	10 HOURS	15	M80	N/A	N/A	384 HOURS	440 HOURS
6-10 YEARS: 73 TO 120 MONTHS	11 1/3 HOURS	17	UNIT 1	N/A	N/A	272 HOURS	384 HOURS
10-15 YEARS: 121 TO 180 MONTHS	12 2/3 HOURS	19	UNIT 2	120 HOURS	240 HOURS	272 HOURS	384 HOURS
15-20 YEARS: 181 TO 240 MONTHS	14 HOURS	21	UNIT 3	N/A	N/A	320 HOURS	440 HOURS
20-25 YEARS: 241 TO 300 MONTHS	15 1/3 HOURS	23	UNIT 4	120 HOURS	240 HOURS	320 HOURS	440 HOURS
OVER 25 YEARS: 301 MONTHS AND UP	16 HOURS	24	UNIT 5	120 HOURS	240 HOURS	272 HOURS	384 HOURS
	io noono	24	UNIT 6	240 HOURS	240 HOURS	272 HOURS	384 HOURS
VACATION ACCRUAL RATES FOR ELIGI	BLE CLASSIFIC	ATIONS IN	UNIT 7	120 HOURS	240 HOURS	272 HOURS	384 HOURS
EXECUTIVE (M98), MANAGEMENT (M80),	1.000	î	UNIT 8	200 HOURS***	480 HOURS	272 HOURS	384 HOURS
CONFIDENTIAL (C99), FACULTY (Unit 3)	16	24	UNIT 9	120 HOURS	240 HOURS	272 HOURS	384 HOURS
AND ACADEMIC STUDENT (UNIT 11)			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	1354 HOURS

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.

Manager Absence Entry

Carrie Medders Click for Instructions

Employees						Customize Find View A	II 🖾 I 🖩 🛛	irst 🚺 1-21 of 21 🚺 Las	st
<u>Emplid</u>	Empl Rcd	Current Period Absence	<u>Name</u>	<u>Status</u>	<u>Dept ID</u>	Dept Name	Job Code	Job Title	
000027899	0	Appr	Abbott,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	*
000010000	0	Appr	Koodon Lusu	Rotino	1007	CMC Droject Office	0400	Info Tech	

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.

Report and View Emp Jenny Rogers 005537675 0 Info Tech Consultant 12 Mo 0420 CMS Project Office 1207 Click for Instructions	ough 02/29/2012 🕅	s	
Existing Absence Events Absence Name	Begin Date End Dat	Customize Find 🗗 E Absence Duration Unit Type	First I of 1 I Last

Absence Name	<u>'Begin</u>	<u>Date</u>	<u>'End Date</u>		<u>Absence</u> <u>Duration</u>	<u>Unit Type</u>			
No Time Taken	• 02/01/	2012 🛐	02/29/2012	81			Add Comments	+	-
Calculate Duration	the hest of r	ov knowl	ledge and beli	ef th	e information				
	Juie bestori	ouroto o	and in full com	olion.	e momanon				
s	ubmitted is a nd CSU policy	require	ments.	Jilali	ce with legal				

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.

Click for Instructions					
From 02/01/2012 🛐 TI	nrough 02/29/2	012 🛐			
Existing Absence Events	i.		Custom	ize Find 🗖	🛄 First 🚺 1 of 1 🔟 Last
Absence Name	<u>Begin Date</u>	End Date	Absence Duration	<u>Unit Type</u>	Last Updated By
Enter New Absence Events		-			
Absence Name	<u>*Begin Date</u>	<u>*End Date</u>	Absence Duration	<u>Unit Type</u>	
No Time Taken 📃	02/01/2012 🛐	02/29/2012 🛐			Add Comments 🛨 🖃
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	est of my knowle ed is accurate an U policy requirem Subm s Employee In Lis	dge and belief, th d in full complian ents. i <mark>t / Approve</mark> t <u>t Next Employ</u>	e informatior ce with legal <u>ee In List</u>	1	



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.

Enter New Absence Events			·						
Absence Name	<u>'Begin Date</u>	<u>'End Date</u>	<u>Balance</u>	<u> *Partial Days</u>	<u>Hours</u> per Day	<u>Absence</u> <u>Duration</u>	<u>Unit Type</u>		
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 💽		1	Hours	Add Comments	+ -

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.

Plea	se enter relationship of	family member: child		

Absence Name	Begin Date		'End Date		Balance	Partial Days	Hours per Day	Absence Duration	Unit Type			
Vacation	02/01/2012	B	02/01/2012	H	45.682	None	1		Hours	Add Comments	+	E
Sick - Self	02/06/2012	Ð	02/06/2012	Ø	86	Partial Hours	4.00		Hours	Add Comments	+	E
Sick - Family Care	02/27/2012	(H)	02/28/2012	R	86	None]		Hours	Edit Comments	+	E

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

Submit Confirmation

The Absence(s) were submitted successfully.

OK

From 02/01/2012	31 TI	nrough	02/29/2	2012 🛐						
Existing Absence Event Absence Name	s Beg	in Date	End Date	Absence Duration	<u>Cu</u> Unit Type	Abser Status	<u> Find</u>	Last U	First 🚺 1-3	of 3 🔼
Vacation	02/0	1/2012	02/01/20	12 8.00	Hours	Appro	ved	Carrie	Medders - FOR D	EMOS
Sick - Self	02/0	6/2012	02/06/20	4.00	Hours	Appro	ved	Carrie	Medders - FOR D	EMOS
Sick - Family Care	02/2	7/2012	02/28/20	12 16.00	Hours	Appro	ved	Carrie	Medders - FOR D	EMOS
No Time Taken		02/01/2	2012 🛐	02/29/2012	<u>Durati</u>	<u>on</u>	onne	туре	Add Comments	.
Calculate Duratio	n									
<u>Fimesheet</u>	To the t submitt and CS	est of n ed is ac U policy	ny knowle curate an requirem Subm	dge and belie d in full comp ients. <mark>it / Approve</mark>	f, the infon liance with	mation legal				
										20

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.

Report and View Employee Absences Jenny Rogers 005537675 Ω Info Tech Consultant 12 Mo 0420 CMS Project Office 1207 Click for Instructions 02/01/2012 🛐 02/29/2012 🛐 From Through Customize | Find | 🖾 | 🛗 Existing Absence Events First 🚺 1-3 of 3 🚺 Last Absence Unit Type Absence Absence Name Begin Date End Date Last Updated By Duration Status Î Vacation 02/01/2012 02/01/2012 8.00 Hours Approved Carrie Medders - FOR DEMOS Sick - Self 4.00 Hours Î 02/06/2012 02/06/2012 Approved Carrie Medders - FOR DEMOS Î Sick - Family Care 02/27/2012 02/28/2012 16.00 Hours Approved Carrie Medders - FOR DEMOS



Vac	NIO
res	INU

View Prior Absence Transactions for an Employee

	Click for Instructions						
On the Report and View	From 02/01/2012 🛐 Through 02/29/2012 🛐						
Employee Absences page,	Existing Absence Events Customize Find 🖾 🗰 First 🖾 1-3 of 3 D Last						
the current pay period is	Absence Name Begin Date End Date Absence Duration Unit Type Absence Status Last Updated By						
the default display.	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						
	Bick - Family Care 02/27/2012 02/28/2012 16.00 Hours Approved Carrie Medders - FOR DEMOS						
	Enter New Absence Events						
	Absence Name <u>*Begin Date</u> <u>*End Date</u> <u>Duration</u> <u>Unit Type</u>						
	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						
Change the From date and Through dates to view a different set of absence transactions.	From 10/01/2011 3 Through 02/29/2012 3						

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.

Report and View Employee Absences

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

Click for Instructions

Existing Absence Events Customize Find 🖾 🗰 First 🚺 1-							
Absence Name	Begin Date	End Date	Absence Duration	<u>Unit Type</u>	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	Û
Vacation	12/09/2011	12/09/2011	3.00	Hours	In Process	Employee Self Service	Û
No Time Taken	01/01/2012	01/31/2012			Approved	Carrie M Medders - CMS	Î
Sick - Family Care	02/27/2012	02/28/2012	16.00	Hours	Approved	Carrie Medders - FOR DEM	os î