CMS Absence Management
Self Service - Manager

_____

Table of Contents

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.

Main Menu > Self Service >

Employee Center

View and update your Personal, Payroll, Leave Balances and Benefits Information.

Mgr Absence Approval & Inquiry
Sacramento custom manager self service Approval & Inquiry
- Approve Reported Absences
- Manager Absence Entry
- Manager Balance Inquiry
- Multi Report

Personal Information Summary
Review a summary of your personal information.

View Paycheck
Review current and prior paychecks.

Compensation History
Review compensation history for base, variable, and stock options.

Health Care Summary
Review a summary of your health care enrollments.

Benefits Summary
Review a summary of current, past or future benefit enrollments.

Benefit Provider Contacts
Benefit Provider Contacts

Current Leave Balances
View Current Leave Balances

Report and View Absences
Report and view employee reported absences.

View Reporting Relationship
View my reporting relationship

Staff/Management Employment
View Staff/Management jobs and manage your applications.

Staff/Management Instructions
Staff/Management Instructions (Link opens in New Window)

Faculty/Other Employment
View Faculty/Other Employment Opportunities (Link opens in New Window)

OneCard Services
OneCard Services (Link opens in New Window)

Approve Reported Absences

Carrie Medders
Click for Instructions

Select	Empl ID	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title	
☐	000027899	0	Sub	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	Sub	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	

Employees — Customize | Find | View All | First 1-21 of 21 Last

Approve Absences Entered by Employees

In the Current Period Absences column the status shown:
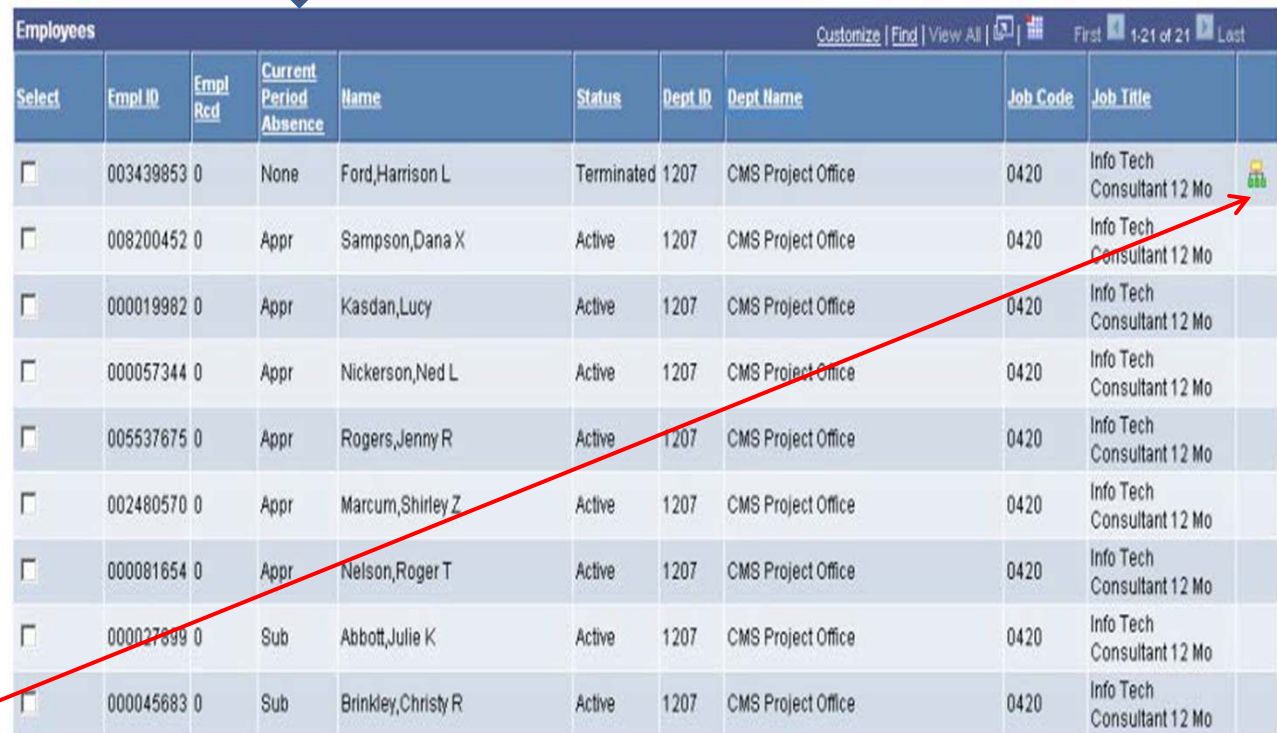
a) None – No absences have been entered.

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 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	
☐	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	

Customize | Find | View All | First 1-21 of 21 Last

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 suprvisor will appear with a Reviewed status.

□	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 Al   Continue

Approve Reported Absences

Carrie Medders

Click for Instructions

Existing Absence Events   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	□	▾		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

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 Reported Absences

Carrie Medders

Click for Instructions

Existing Absence Events   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	☐	▾		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

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"

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 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 Con ▾		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

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 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	☐	Needs Com		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
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

Absence Requests — Customize | Find | First 1-17 of 17 Last

Select All   Deselect All   Submit

Return to Employee List

Approve Absences Entered by Employees

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

Approve Reported Absences

Carrie Medders
Click for Instructions

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	

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

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.
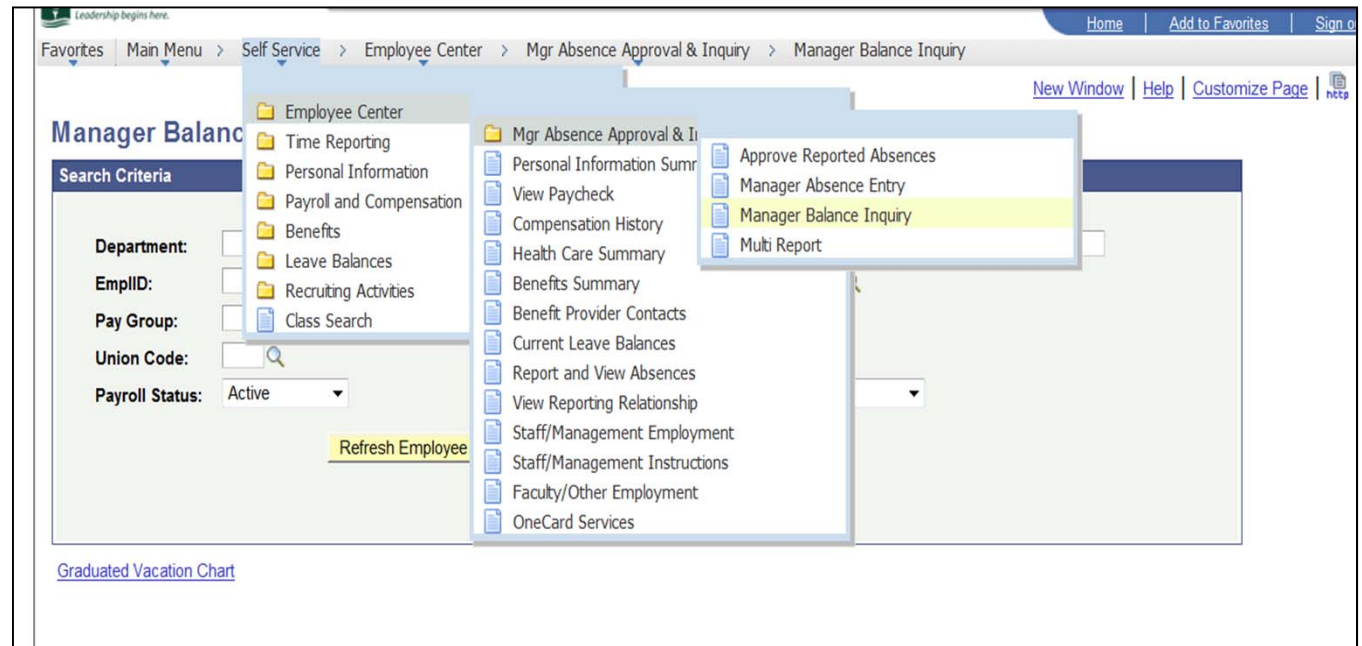
View Absence Balances for Employees

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.

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 List]   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	Sick Balance	Vacation Balance	Personal Holiday Available	Details
1	Abbott,Julie K	Active	000027899	0	1207	R09	2011-11	12/01/2011	8.000	165.854	0	📄
2	Brinkley,Christy R	Active	000045683	0	1207	R09	2011-11	12/01/2011	860.000	340.000	1	📄
3	Kasdan,Lucy	Active	000019982	0	1207	R09	2011-11	12/01/2011	421.000	364.994	1	📄
4	Marcum,Shirley Z	Active	002480570	0	1207	R09	2011-11	12/01/2011	23.000	23.003	0	📄
5	Nelson,Roger T	Active	000001654	0	1207	R09	2011-11	12/01/2011	202.270	211.210	0	📄

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.

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 List]   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	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	960.000	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	000001654	0	1207	R09	2011-11	12/01/2011	292.270	241.240	0	📄

View Absence Balances for Employees

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

All Absence Balances

▽ Absence Balances   Customize

	Sick	Vacation	Personal Holiday
	Period ID	**Balances as of Date**	
1	2011-12	CURRENT - Not Finalized	
2	2011-11	12/01/2011	

▽ Compensatory Time Balances   Customize | View All |

	CTO	Holiday Credit	Holiday CTO	Excess	ADO	Non Exp ADO
	Period ID		**Balances as of Date**			
1	2012-07		CURRENT - Not Finalized			
2	2012-06		07/01/2012			

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.

					Last Finalized Balances for Employees Administered by Carrie Medders					Customize | Find | View All | 🔲 🎛 First ◀ 1-8 of 8 ▶ Last

Absence Balances | Compensatory Time | State Service for Absence | (⊞)

	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	📑
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	📑

Graduated Vacation Chart

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

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

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.

Manager Absence Entry

Carrie Medders

Click for Instructions

Emplid	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	
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	
000010002	0	Appr	Keedon Luey	Active	1207	CMS Project Office	0420	Info Tech	

Employees — Customize | Find | View All | First 1-21 of 21 Last

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.

Report and View Employee Absences

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

Click for Instructions

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

Existing Absence Events   Customize | Find | First   1 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

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.

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 + −

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

best of my knowledge and belief, the information ...ed is accurate and in full compliance with legal U policy requirements.

Submit / Approve

...s Employee In List   Next Employee In List

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Absence Duration	Unit Type	
Vacation	02/01/2012	02/01/2012	45.682	None		Hours	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

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.

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	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.

Please enter relationship of family member: child

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	+	−

Reporting No Time Taken or Absences for your Employees

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

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

Submit / Approve

Click OK on the Submit Confirmation page.

Submit Confirmation

✔ The Absence(s) were submitted successfully.

OK

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.

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

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   0

Info Tech Consultant 12 Mo 0420

CMS Project Office 1207

Click for Instructions

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

Existing Absence Events   Customize | Find | 🔲 | 🏭   First ◀ 1-3 of 3 ▶ Last

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By	
Vacation	02/01/2012	02/01/2012	8.00	Hours	Approved	Carrie Medders - FOR DEMOS	🗑
Sick - Self	02/06/2012	02/06/2012	4.00	Hours	Approved	Carrie Medders - FOR DEMOS	🗑
Sick - Family Care	02/27/2012	02/28/2012	16.00	Hours	Approved	Carrie Medders - FOR DEMOS	🗑

Confirm Delete

✔ Click **Yes** to Delete this Absence Event

Absence: **Vacation**   Begins: **2/1/2012**   Ends: **2/1/2012**

Yes	No

View Prior Absence Transactions for an Employee

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

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

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

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

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

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	🗑