



SACRAMENTO STATE

Redefine the Possible

CMS Absence Management Self Service - Faculty

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Introduction

CSU Sacramento in accordance with CSU HR 2010-17 Technical Letter from the Office of the Chancellor, the implementation of Absence Management Self Service established guidelines and timelines for an on-line absence reporting tool alongside with the absence reporting established in the California Faculty Agreement bargaining unit.

Why do you need to report your absences?

Per California Faculty Association (CFA) Bargaining Unit 3 Agreement, under Article 24 – Sick Leave:

- 24.5 A faculty unit employee shall be responsible for immediately reporting an absence to the appropriate administrator.
- 24.6 A faculty unit employee shall be responsible for promptly completing and signing the campus absence form and returning the absence form to the appropriate administration
- 24.7 A faculty unit employee may be required to provide a physician's statement or other appropriate verification for absences after three (3) consecutive days charged to sick leave. A faculty unit employee shall not normally be required to provide such a statement or verification for an absence of three (3) consecutive days or less charged to sick leave.
- 24.15 A full-time faculty unit employee shall be charged eight (8) hours sick leave for each day s/he was not available to work due to an absence chargeable to sick leave. Sick leave shall be charged for each day, exclusive of days on which the campus is closed, from the onset of such an absence until the employee resumes attendance at the campus or until the employee notifies the appropriate administrator s/he is available to resume work. A faculty unit employee shall not be considered to work more than five (5) days in a seven (7) day period for the purpose of charging sick leave.

For more details regarding leave of absences without pay, leave of absences with pay, sick leave, personal holiday and vacation time please refer to the California Faculty Association bargaining agreement found on the California State University website at:

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/index.shtml>

Deadlines for reporting and approving absences and No Leave Taken

Deadlines for keying your No Leave Taken or taken absences can be found on the Human Resources - Payroll page.

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

Note: Your department timekeeper 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.

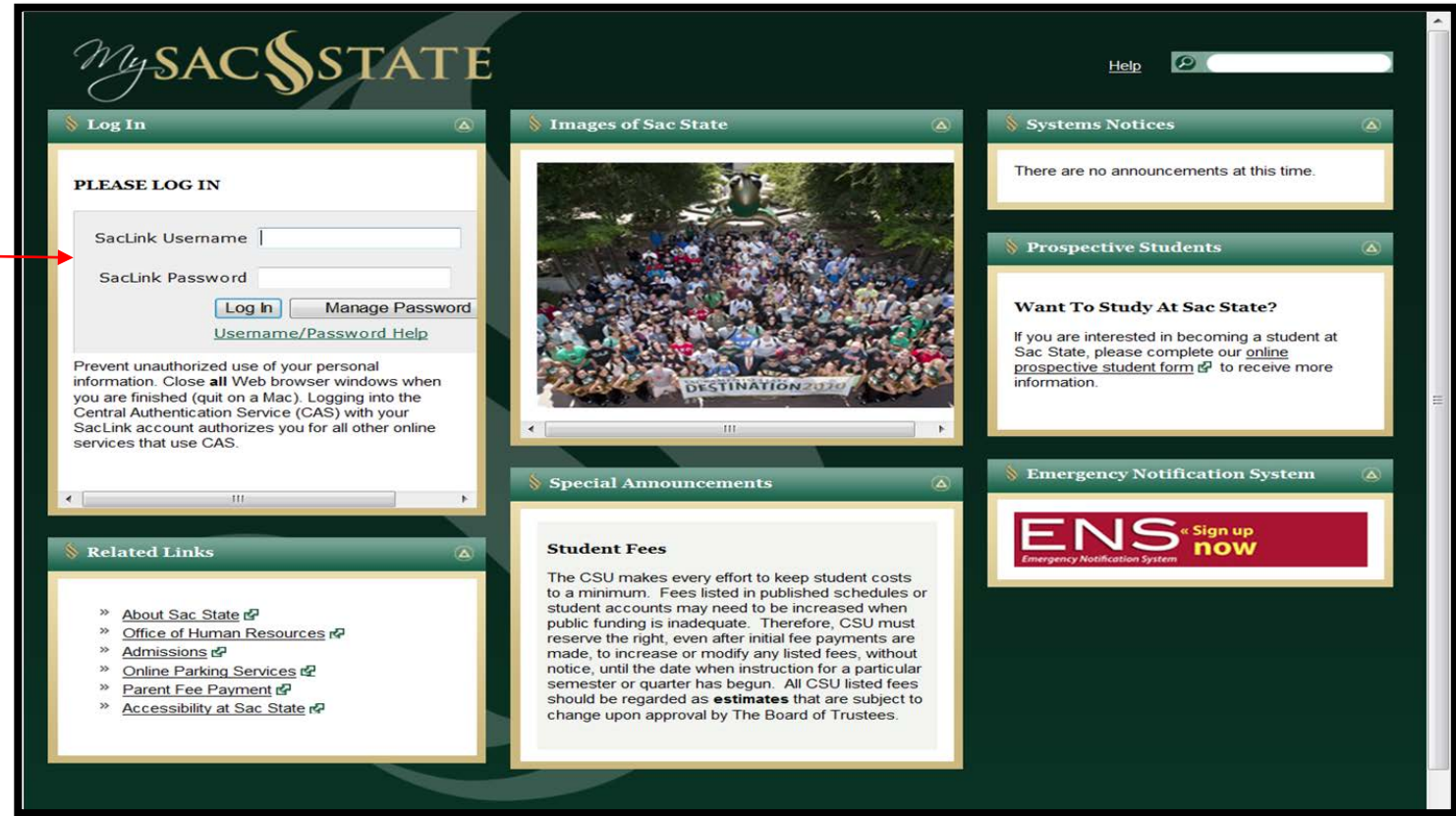
The screenshot shows the Sacramento State Office of Human Resources website. The header includes the Sacramento State logo and navigation links: About, Colleges & Majors, Student Life, Admissions, Athletics, and Make a Gift. The main heading is "Office of Human Resources". Below this is a navigation bar with links: Home, New Employees, Jobs, Departments, Forms, HR Directory, and Quick Links. The main content area is titled "Payroll Services" and features a section for "November 2016 Payroll Deadlines". This section lists several dates and their corresponding deadlines:

- November 1:** Direct Deposit for October Master Payday
- November 2:** **Timekeepers:** Key October Time and Labor (10/1 through 10/31) with Key Date of 10/31/2016. **Absence Self Service Users:** Key Absences for 10/1 through 10/31
- November 4:** **Timekeepers:** Approve Time and Labor and deliver timesheets to Payroll Services by 3:00 PM. **Absence Self Service Managers:** Approve absences on-line
- November 11:** Veterans Day Holiday
- November 15:** Non master payday for October 2016 (Student Pay, hourly Intermittent Pay, Overtime, Shift, Stipends)
- November 15:** PTF's due to Human Resources
- November 18:** Docks must be reported to the Payroll Office

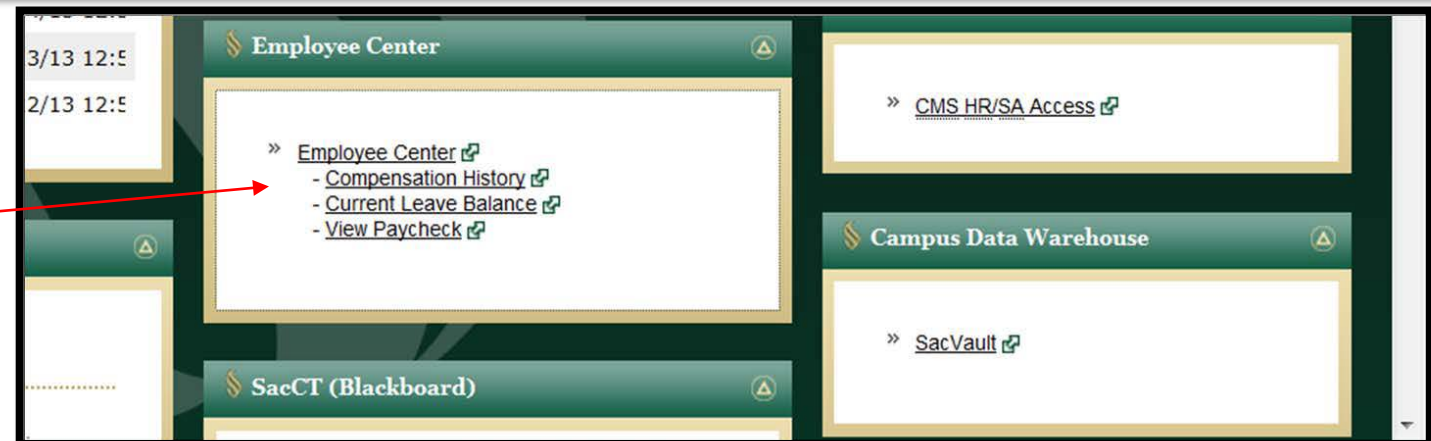
On the left side of the page, there is a sidebar menu with the following items: Payroll Services, Absence Management, Payroll Forms, Payroll Staff, Timekeeper List, Frequently Asked Questions, W-2 Questions, Timekeepers, Employment Verification, and Home. On the right side, there are two boxes: "Contact Us" and "Quick Links". The "Contact Us" box provides the address (Del Norte Hall 3006), telephone (916) 278-6211, fax (916) 278-6220, office hours (M-F 9 a.m. to 4 p.m., open during lunch hour), campus zip (6006), and a link to "Submit A Suggestion". The "Quick Links" box lists: Collective Bargaining Contracts, Net Pay Calculator, Salary Schedule, 2015/16 Payroll Calendar, 2016/17 Payroll Calendar, Monthly Deadlines 2016, Monthly Deadlines 2017, Vacation Accruals, Holiday Pay, and Faculty Pay Distribution.

Navigating to Report and View Absences Page

Log into the My Sac State Portal at: <https://my.csus.edu>
Using your SacLink Username and SacLink Password



Once logged in, navigate to the middle of the page to the Employee Center.



Navigating to the Report and View Absences Page

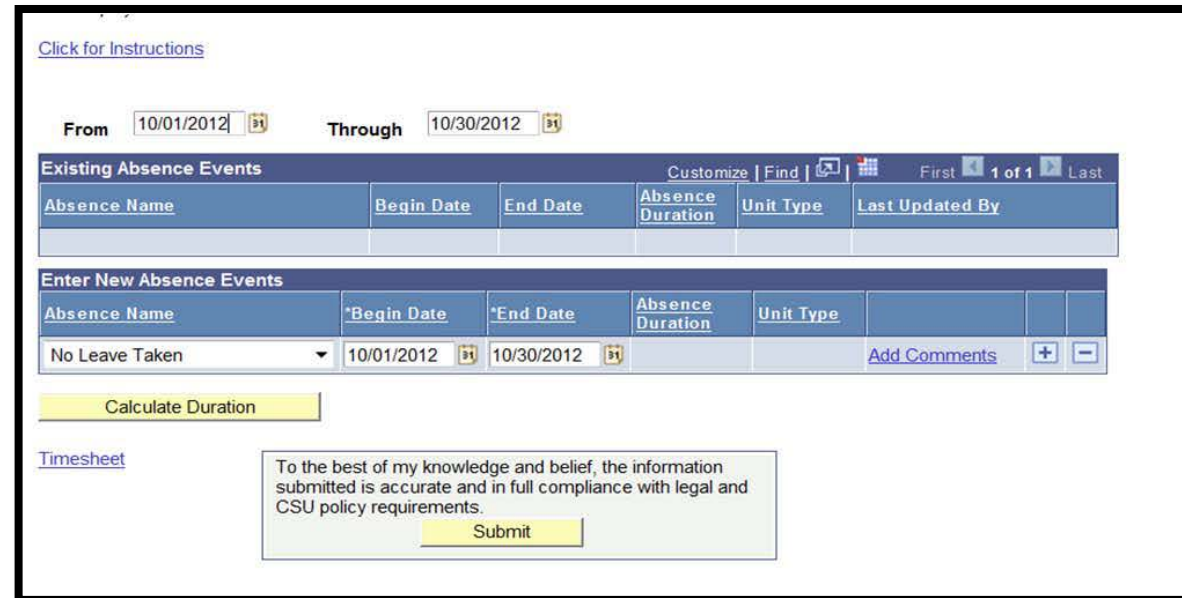
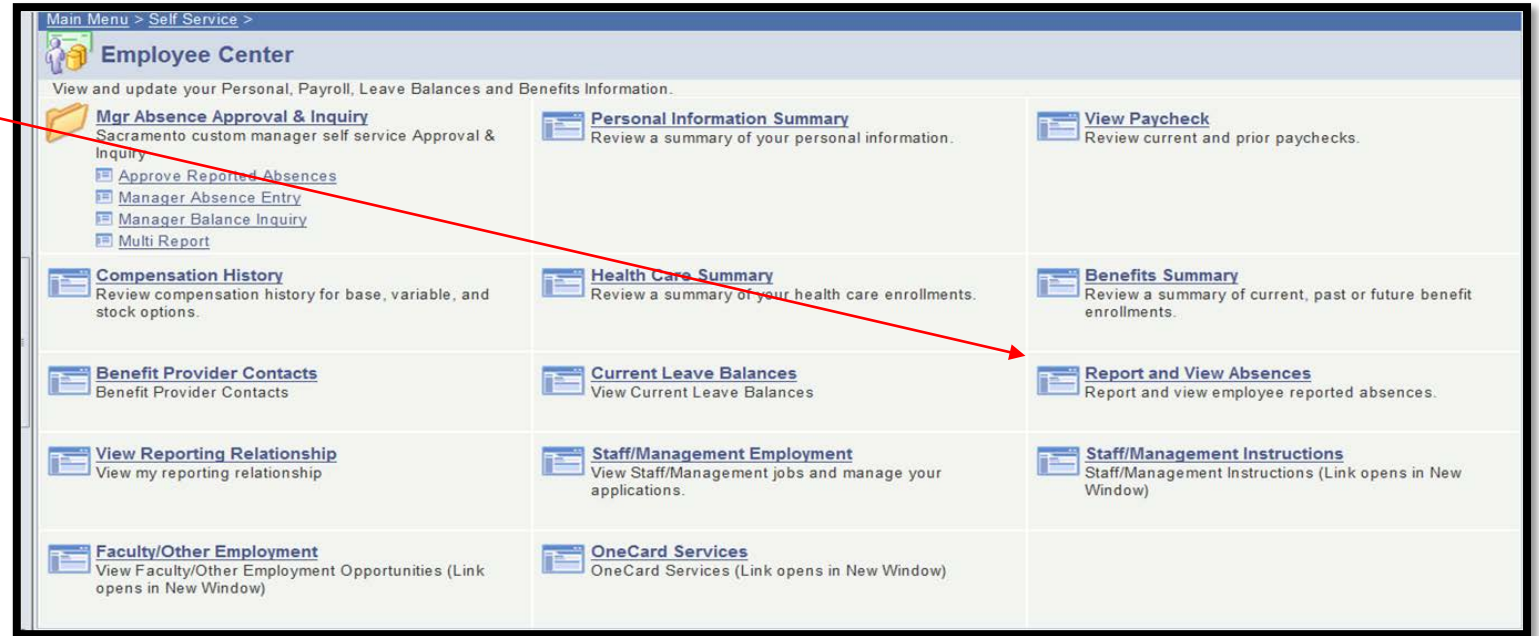
In the Employee Center, choose Report and View Absences link.

The Report and View Absences page appears.

The page includes the following:

- The page header, with personal information such as name, job code, department
- From and Through date selectors
- Existing absence events
- Enter new absence events
- Calculate duration button
- Submit button

Note: The From and Through dates at the top of the page default to the current pay period that has not been “closed” by Payroll. You can change these dates to view previous period submissions.



Reporting “No Leave Taken”

The default option for absences is “No Leave Taken”.

Review the pay period dates to ensure that you are entering time for the current pay period.

If you have taken no time, click the Submit button.

[Click for Instructions](#)

From 10/01/2012 Through 10/30/2012

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 Leave Taken	10/01/2012	10/30/2012			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](#)

The entry now appears in the Existing Absence Events section. Your entry has now been submitted for review.

[Click for Instructions](#)

From 10/01/2012 Through 10/30/2012

Existing Absence Events Customize | Find | First 1 of 1 Last

Absence Name	Begin Date	End Date	Absence Status	Last Updated By	
No Leave Taken	10/01/2012	10/30/2012	Submitted	Edelman, Darlene	🗑️

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type		
No Leave Taken	10/01/2012	10/30/2012			Add Comments	+ -

[Calculate Duration](#)

Reporting an Absence

For Tenured, Tenure-Track, and 12-month Faculty: Follow the directions in this training guide.

For Temporary Faculty (Lecturers): Because you may have less than a full time appointment, absences are reported differently than for tenure-track faculty. When reporting absences you will report “Partial Days” (see slide #10) using your daily rate

To determine your daily rate, you would multiply a full day (8 hours) by your time-base or FTE.

For example: if you work a 3/15 time-base (or .20 FTE), you would multiply 8 hours by .20 = 1.60 hours/day. A conversion table is included in this guide as Appendix 1 or can be found on the “Payroll” website.

For split Chair and Tenured/Tenure-Track Faculty appointments: When reporting all absences EXCEPT “vacation”, make sure to enter absences for **both** positions listed. The system will calculate the appropriate number of hours charged based on your FTEs. When reporting “Vacation”, make sure to report absences under the position where the vacation was accrued (most likely your Chair position).

If you are on Sabbatical or Difference-in-Pay (DIP) leave: select “No Leave Taken” for that time period. This can be done up to two months ahead.

Reporting an Absence

In the Report and View Absences page as described in the previous section, select an absence type from the drop down menu under Absence Name.

Note: The types of absences available for you to pick will depend on your classification and bargaining unit.

Once picking an absence type, enter the begin date of the absence. You may type in the date or click on the calendar icon and choose a date.

Note: Your absence entry cannot start or end on a campus holiday.

From 11/07/2016 Through 11/30/2016

Existing Absence Events Personalize | 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 Leave Taken	11/07/2016	11/30/2016			Add Comments	+	-

Submit

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

Reporting an Absence

The End Date automatically changes to match the Begin Date. If the absence occurred over more than one day, change the End Date.

Note: The balance field shows the amount of leave available to you for the absence type you have selected. The system will not allow you to enter an absence(s) that exceeds your available balance.

If the time between the Begin Date and End Date includes weekends or campus holidays, the system will omit those days from the calculations.

Click on Calculate Duration Button.

[Click for Instructions](#)

From Through

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	<input type="text" value="10/15/2012"/>	<input type="text" value="10/17/2012"/>	134.343	None	24.00	Hours	Add Comments <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](#)

Reporting an Absence – Partial Days

If you are a Temporary/Part-Time Faculty, select Partial Hours from the Partial Days drop down.

The Hours per Day column will automatically appear and you can enter the number of hours equivalent to your daily rate.

To determine your daily rate, you would multiply a full day (8 hours) by your time-base or FTE.

See Appendix 1 for help converting WTUs to FTEs.

Note: *If you enter partial hours for a range of dates, do not include weekends or holidays in the range.*

[Click for Instructions](#)

From Through

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	10/15/2012	10/15/2012	134.343	Partial Hours	4.00	4.00 Hours	Add Comments

[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](#)

Reporting an Absence – Adding Comments

Some absences require a comment to be added, such as Sick Family Care. When this is required the Add Comments link will appear in red.

Click on the Add Comments link to add a comment for the absence.

When you click on the link text will indicate what information you are required to provide. Enter a comment for the Absence

Once you have finished, click on the Save Comments button.

Note: For Absences related to “immediate family” care, consult the CFA bargaining contract, Article 24.11

The screenshot shows the 'Existing Absence Events' table with the following data:

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By
Sick - Family Care	10/15/2012	10/15/2012	88	Partial Hours	4.00

The 'Add Comments' link is highlighted in red. Below the table is a 'Calculate Duration' button and a 'Timesheet' section with a 'Submit / Approve' button.

The 'Absence Event Comments' form contains the following text and fields:

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:

Save Comments

Return to Entry Page

Reporting an Absence – Adding Additional Absence Rows

Only one Absence Type can be submitted per row. To report additional absences/types, click the plus sign at the end of the row.

To remove an absence, click the negative sign at the end of the row.

Remember to click on the Calculate Duration button and the columns will show the duration of each absence.

To submit your time, click the Submit button.

Once submitted you will receive a confirmation message that it was submitted successfully.

[Click for Instructions](#)

From Through

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		
Sick - Family Care	<input type="text" value="10/15/2012"/>	<input type="text" value="10/15/2012"/>	88	Partial Hours	4.00	4.00	Hours	Edit Comments	<input type="button" value="+"/> <input type="button" value="-"/>
Vacation	<input type="text" value="10/16/2012"/>	<input type="text" value="10/18/2012"/>	134.343	None		24.00	Hours	Add Comments	<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](#)



Submit Confirmation





The Absence(s) were submitted successfully.


Absence Submission Status

Once time has been submitted, the Absences then moves up into the Existing Absence Events section and the Absence Status is updated.






[Click for Instructions](#)

From  Through 

Existing Absence Events Customize | Find |   First  1 of 1  Last

Absence Name	Begin Date	End Date	Absence Status	Last Updated By	
No Leave Taken	10/01/2012	10/30/2012	Submitted	Edelman, Darlene	

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type			
No Leave Taken 	<input type="text" value="10/01/2012"/> 	<input type="text" value="10/30/2012"/> 			Add Comments		

Absence Status Types:

Submitted – You submitted the time for review, but it has not been approved by a Manager.

Reviewed – Reviewed by a timekeeper.

Needs Correction – Manager reviewed the time, but it needs correcting.

In Process – Being reviewed by Payroll for finalizing.

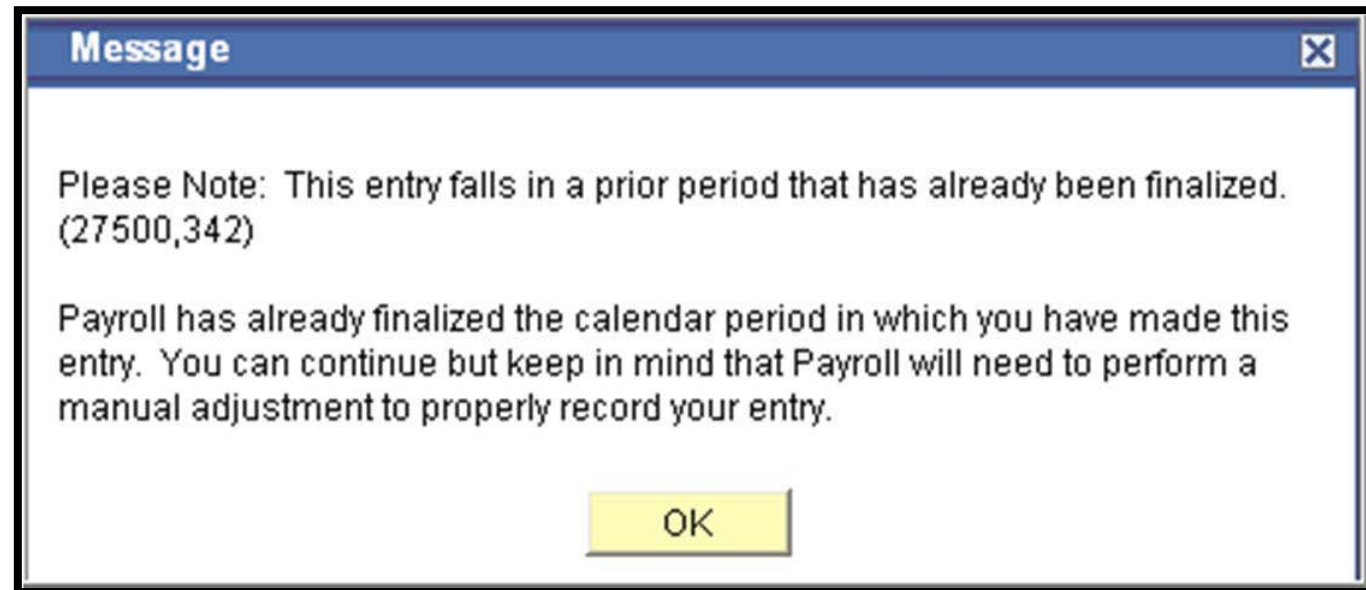
Resolved – Prior Period Adjustments were entered by Payroll.

Correcting an Absence Entry

You can correct any absence at any time that is still in a Submitted or Needs Correction status during the open pay period. If you need to correct time to a previous submitted pay period, you can “add” new time up to 3 month prior.

However if time needs correcting or changing (i.e. changing Vacation time to Sick time for prior closed pay period), a paper Absence Request Form must be submitted to Payroll to make the adjustment.

You may get the below message for submitting or correcting Absences in a prior pay period.



Correcting an Absence Entry

When your timekeeper and/or manager reviews your absence entries, they may send an entry back to you for correction. This correction may come in the form of an email and you will be required to correct your time.

Navigate to the Employee Center, and Report and View Absences.

Your current absence entries appear. Locate the absence that Needs correcting and click on The “trash can” icon next to the entry.

Click Yes to submit.

To: IT Training,
Cc:
Subject: Your Absence Entry Needs Correction

The following Absence Request has been marked "Needs Correction" by Estella Drummle:

Employee...: Philip Pirrip
Absence ...: Vacation
Start Date: 2011-03-30
End Date...: 2011-03-30
Duration...: 8 Hours

Comments associated with the review:

This is the incorrect date for the absence. Please modify to show the vacation day as 3/29/11.

From 03/02/2011 Through 03/31/2011

Existing Absence Events Customize | Find First 1-2 of 2 Last

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By	
Sick - Family Care	03/15/2011	03/15/2011	8.00	Hours	Reviewed	Drummle, Estella	
Vacation	03/30/2011	03/30/2011	8.00	Hours	Needs Correction	Drummle, Estella	

Confirm Delete

Click **Yes** to Delete this Absence Event

Absence: **Vacation** Begins: 3/30/2011 Ends: 3/30/2011

Correcting an Absence Entry

Re-enter the absence entry with the correct information, then click the Submit button.

Enter New Absence Events

Absence Name	*Begin Date	End Date	Balance	*Partial Days	Absence Duration	Unit Type
Vacation	03/29/2011	03/29/2011	137.02	None	8.00	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

You will receive a confirmation message that your absence entries were submitted. Click OK.

Submit Confirmation

✓ The Absence(s) were submitted successfully.

OK

The corrected absence entry now appear in the Existing Absence Events section.

From 03/02/2011 Through 03/31/2011

Existing Absence Events Customize | Find First 1-2 of 2 Last

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By
Sick - Family Care	03/15/2011	03/15/2011	8.00	Hours	Reviewed	Drummle,Estella
Vacation	03/29/2011	03/29/2011	8.00	Hours	Submitted	Pirrip,Philip

Viewing Leave Balances

Viewing your available leave balances can help you track your available sick leave, vacation leave, personal holiday, and compensatory time off.

Navigate to Employee Balance Inquiry page by going through Employee Center and clicking on Current Leave Balances.

The screenshot displays the 'Employee Center' self-service portal. At the top, there is a navigation bar with 'Main Menu > Self Service >'. Below this is the 'Employee Center' header with a sub-header: 'View and update your Personal, Payroll, Leave Balances and Benefits Information.' The main content area is a grid of service tiles. A red arrow points from the text on the left to the 'Current Leave Balances' tile.

Mgr Absence Approval & Inquiry Sacramento custom manager self service Approval & Inquiry Approve Reported Absences Manager Absence Entry 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)	

Viewing Leave Balances

There are multiple tabs of information.


- a) Absence Balances
- b) Compensatory Time
- c) State Service for Absence


To view additional details on your balances, click on the Details icon.

Employee Balance Inquiry

Philip Pirrip
800000000
Admin Analyst/Spclist 12 Mo 1038
IT-Training 10356

Last Finalized Balances Customize | Find | View All | First 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 Pirrip, Philip	Active	800000000	0	10356	R09	2011-01	02/01/2011	33.500	137.020		

[Graduated Vacation Chart](#)


Select a tab to view details relating to that balance type.

To return to the previous page, click on the Return button.


Absence Balance Details

EmplID: 800000000 Philip Pirrip Empl Rcd#: 0 Last Period Finalized: 2011-01
Department: 10356 IT-Training Union Code: R09 Payroll Status: Active

All Absence Balances Customize | View All | First Last

Sick | Vacation | Personal Holiday | CTO | Holiday Credit | Holiday CTO | Excess | ADO | Non Exp ADO | State Service 

Period ID	Balances as of Date	Previous Sick Balance	Sick Earned	Sick Taken	Sick Adjusted	Catastrophic Sick Donated	Sick Balance
1 2011-02	CURRENT - Not Finalized	33.500	0.000	4.000	0.000	0.000	29.500
2 2011-01	02/01/2011	25.500	8.000	0.000	25.500	0.000	33.500
3 CONVERSION	CONVERSION (01/02/2011)	0.000	0.000	0.000	25.500	0.000	25.500



APPENDIX 1: Faculty Unit Conversion Table

Faculty Unit/Fraction Conversion Table

Weighted Teaching Units	FTE Equivalent	Hours per Day for Absence Reporting
0.1	0.01	0.05
0.2	0.01	0.11
0.3	0.02	0.16
0.4	0.03	0.21
0.5	0.03	0.27
0.6	0.04	0.32
0.7	0.05	0.37
0.8	0.05	0.43
0.9	0.06	0.48
1.0	0.07	0.53
1.1	0.07	0.59
1.2	0.08	0.64
1.3	0.09	0.69
1.4	0.09	0.75
1.5	0.10	0.80
1.6	0.11	0.85
1.7	0.11	0.91
1.8	0.12	0.96
1.9	0.13	1.01
2.0	0.13	1.07
2.1	0.14	1.12
2.2	0.15	1.17
2.3	0.15	1.23
2.4	0.16	1.28
2.5	0.17	1.33
2.6	0.17	1.39
2.7	0.18	1.44
2.8	0.19	1.49
2.9	0.19	1.55
3.0	0.20	1.60
3.1	0.21	1.65
3.2	0.21	1.71
3.3	0.22	1.76
3.4	0.23	1.81
3.5	0.23	1.87
3.6	0.24	1.92
3.7	0.25	1.97
3.8	0.25	2.03
3.9	0.26	2.08

Weighted Teaching Units	FTE Equivalent	Hours per Day for Absence Reporting
4.0	0.27	2.13
4.1	0.27	2.19
4.2	0.28	2.24
4.3	0.29	2.29
4.4	0.29	2.35
4.5	0.30	2.40
4.6	0.31	2.45
4.7	0.31	2.51
4.8	0.32	2.56
4.9	0.33	2.61
5.0	0.33	2.67
5.1	0.34	2.72
5.2	0.35	2.77
5.3	0.35	2.83
5.4	0.36	2.88
5.5	0.37	2.93
5.6	0.37	2.99
5.7	0.38	3.04
5.8	0.39	3.09
5.9	0.39	3.15
6.0	0.40	3.20
6.1	0.41	3.25
6.2	0.41	3.31
6.3	0.42	3.36
6.4	0.43	3.41
6.5	0.43	3.47
6.6	0.44	3.52
6.7	0.45	3.57
6.8	0.45	3.63
6.9	0.46	3.68
7.0	0.47	3.73
7.1	0.47	3.79
7.2	0.48	3.84
7.3	0.49	3.89
7.4	0.49	3.95
7.5	0.50	4.00
7.6	0.51	4.05
7.7	0.51	4.11
7.8	0.52	4.16
7.9	0.53	4.21

Faculty Unit/Fraction Conversion Table

Weighted Teaching Units	FTE Equivalent	Hours per Day for Absence Reporting
8.0	0.53	4.27
8.1	0.54	4.32
8.2	0.55	4.37
8.3	0.55	4.43
8.4	0.56	4.48
8.5	0.57	4.53
8.6	0.57	4.59
8.7	0.58	4.64
8.8	0.59	4.69
8.9	0.59	4.75
9.0	0.60	4.80
9.1	0.61	4.85
9.2	0.61	4.91
9.3	0.62	4.96
9.4	0.63	5.01
9.5	0.63	5.07
9.6	0.64	5.12
9.7	0.65	5.17
9.8	0.65	5.23
9.9	0.66	5.28
10.0	0.67	5.33
10.1	0.67	5.39
10.2	0.68	5.44
10.3	0.69	5.49
10.4	0.69	5.55
10.5	0.70	5.60
10.6	0.71	5.65
10.7	0.71	5.71
10.8	0.72	5.76
10.9	0.73	5.81
11.0	0.73	5.87
11.1	0.74	5.92
11.2	0.75	5.97
11.3	0.75	6.03
11.4	0.76	6.08
11.5	0.77	6.13
11.6	0.77	6.19
11.7	0.78	6.24
11.8	0.79	6.29
11.9	0.79	6.35

Weighted Teaching Units	FTE Equivalent	Hours per Day for Absence Reporting
12.0	0.80	6.40
12.1	0.81	6.45
12.2	0.81	6.51
12.3	0.82	6.56
12.4	0.83	6.61
12.5	0.83	6.67
12.6	0.84	6.72
12.7	0.85	6.77
12.8	0.85	6.83
12.9	0.86	6.88
13.0	0.87	6.93
13.1	0.87	6.99
13.2	0.88	7.04
13.3	0.89	7.09
13.4	0.89	7.15
13.5	0.90	7.20
13.6	0.91	7.25
13.7	0.91	7.31
13.8	0.92	7.36
13.9	0.93	7.41
14.0	0.93	7.47
14.1	0.94	7.52
14.2	0.95	7.57
14.3	0.95	7.63
14.4	0.96	7.68
14.5	0.97	7.73
14.6	0.97	7.79
14.7	0.98	7.84
14.8	0.99	7.89
14.9	0.99	7.95
15.0	1.00	8.00