



AM011: Absence Management - Employee Self-Service


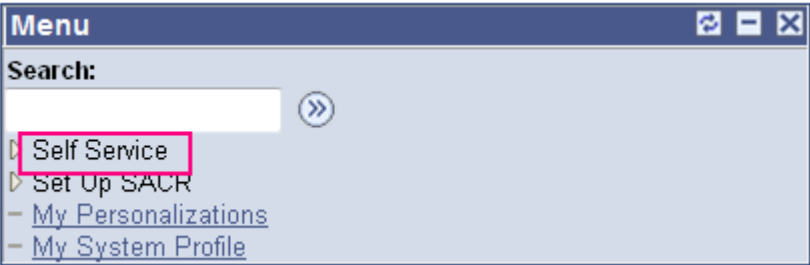
INTRODUCTION

Absence Management was implemented on the CI campus beginning with the October 2012 pay period. During the first phase of the implementation Timekeepers, (within each campus department), input absences from employee timesheets into the Absence Management module.

Staff employees and 12-month faculty are now able to access the Absence Management Self-Service (AMSS) system, enabling employees to view their applicable vacation, sick, CTO and personal holiday balances online. AMSS allows employees to enter their absences directly into the system each month and gives them the ability to view their absence history.



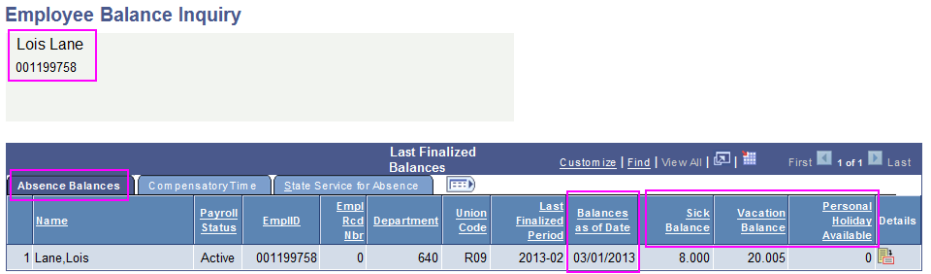
PEOPLESOFT PROCESSING

1) CI Records Log-In

| Processing Steps | Screen Shot |
|---|---|
| <ol style="list-style-type: none"> 1) Log into myCI using your regular sign-in information. 2) Click on "CI Personnel" under <i>Services</i>. |  |
| <ol style="list-style-type: none"> 3) Click on the "Self Service" link. |  |

2) View Balances

Navigation: **Main Menu > Self Service > Employee Balance Inquiry**

| Processing Steps | Screen Shot | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <ol style="list-style-type: none"> 1) <u>NAVIGATION</u> <ul style="list-style-type: none"> • Click on <i>Employee Balance Inquiry</i> |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <ol style="list-style-type: none"> 2) Page displays <ul style="list-style-type: none"> • Your name and Employee ID is displayed. • Tab = <i>Absence Balances</i> • Balance as of Date: Date displayed balances were updated. • Click on <i>Graduated Vacation Chart</i> link.  |  <table border="1"> <thead> <tr> <th colspan="11">Last Finalized Balances</th> </tr> <tr> <th colspan="11">Customize Find View All First 1 of 1 Last</th> </tr> <tr> <th>Name</th> <th>Payroll Status</th> <th>EmpID</th> <th>Empl Rcd Nbr</th> <th>Department</th> <th>Union Code</th> <th>Last Finalized Period</th> <th>Balances as of Date</th> <th>Sick Balance</th> <th>Vacation Balance</th> <th>Personal Holiday Available</th> </tr> </thead> <tbody> <tr> <td>1 Lane,Lois</td> <td>Active</td> <td>001199758</td> <td>0</td> <td>640</td> <td>R09</td> <td>2013-02</td> <td>03/01/2013</td> <td>8.000</td> <td>20.005</td> <td>0</td> </tr> </tbody> </table> | Last Finalized Balances | | | | | | | | | | | Customize Find View All First 1 of 1 Last | | | | | | | | | | | Name | Payroll Status | EmpID | Empl Rcd Nbr | Department | Union Code | Last Finalized Period | Balances as of Date | Sick Balance | Vacation Balance | Personal Holiday Available | 1 Lane,Lois | Active | 001199758 | 0 | 640 | R09 | 2013-02 | 03/01/2013 | 8.000 | 20.005 | 0 |
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| 1 Lane,Lois | Active | 001199758 | 0 | 640 | R09 | 2013-02 | 03/01/2013 | 8.000 | 20.005 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

View Balances (continued)

| Processing Steps | Screen Shot | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <ul style="list-style-type: none"> Helpful grids display: <ul style="list-style-type: none"> Vacation Accrual Rates Maximum Vacation and CTO Credits Click on "Esc" to exit. | <p>Press Esc to Return</p> <div style="display: flex; justify-content: space-around;"> <table border="1" style="width: 45%;"> <thead> <tr> <th colspan="3">SUMMARY OF VACATION ACCRUAL RATES</th> </tr> <tr> <th>SERVICE REQUIREMENTS*</th> <th>MONTHLY VACATION ACCRUAL RATE</th> <th>DAYS ACCRUED PER YEAR</th> </tr> </thead> <tbody> <tr><td>0-3 YEARS: 1 TO 36 MONTHS</td><td>6 2/3 HOURS</td><td>10</td></tr> <tr><td>3-6 YEARS: 37 TO 72 MONTHS</td><td>10 HOURS</td><td>15</td></tr> <tr><td>6-10 YEARS: 73 TO 120 MONTHS</td><td>11 1/3 HOURS</td><td>17</td></tr> <tr><td>10-15 YEARS: 121 TO 180 MONTHS</td><td>12 2/3 HOURS</td><td>19</td></tr> <tr><td>15-20 YEARS: 181 TO 240 MONTHS</td><td>14 HOURS</td><td>21</td></tr> <tr><td>20-25 YEARS: 241 TO 300 MONTHS</td><td>15 1/3 HOURS</td><td>23</td></tr> <tr><td>OVER 25 YEARS: 301 MONTHS AND UP</td><td>16 HOURS</td><td>24</td></tr> </tbody> </table> <table border="1" style="width: 45%;"> <thead> <tr> <th colspan="5">SUMMARY OF MAXIMUM VACATION AND CTO CREDITS</th> </tr> <tr> <th>BARGAINING UNIT OR CLASSIFICATION</th> <th>ANNUAL CTO MAX*</th> <th>FLSA ANNUAL CTO MAX**</th> <th>MAX VACATION: LESS THAN 10 YEARS OF SERVICE</th> <th>MAX VACATION: MORE THAN 10 YEARS OF SERVICE</th> </tr> </thead> <tbody> <tr><td>M98</td><td>N/A</td><td>N/A</td><td>480 HOURS</td><td>480 HOURS</td></tr> <tr><td>M80</td><td>N/A</td><td>N/A</td><td>384 HOURS</td><td>440 HOURS</td></tr> <tr><td>UNIT 1</td><td>N/A</td><td>N/A</td><td>272 HOURS</td><td>384 HOURS</td></tr> <tr><td>UNIT 2</td><td>120 HOURS</td><td>240 HOURS</td><td>272 HOURS</td><td>384 HOURS</td></tr> <tr><td>UNIT 3</td><td>N/A</td><td>N/A</td><td>320 HOURS</td><td>440 HOURS</td></tr> <tr><td>UNIT 4</td><td>120 HOURS</td><td>240 HOURS</td><td>320 HOURS</td><td>440 HOURS</td></tr> <tr><td>UNIT 5</td><td>120 HOURS</td><td>240 HOURS</td><td>272 HOURS</td><td>384 HOURS</td></tr> <tr><td>UNIT 6</td><td>240 HOURS</td><td>240 HOURS</td><td>272 HOURS</td><td>384 HOURS</td></tr> <tr><td>UNIT 7</td><td>120 HOURS</td><td>240 HOURS</td><td>272 HOURS</td><td>384 HOURS</td></tr> <tr><td>UNIT 8</td><td>200 HOURS***</td><td>480 HOURS</td><td>272 HOURS</td><td>384 HOURS</td></tr> <tr><td>UNIT 9</td><td>120 HOURS</td><td>240 HOURS</td><td>272 HOURS</td><td>384 HOURS</td></tr> <tr><td>UNIT 10</td><td>240 HOURS</td><td>240 HOURS</td><td>272 HOURS</td><td>384 HOURS</td></tr> <tr><td>UNIT 11</td><td>N/A</td><td>N/A</td><td>80 HOURS</td><td>80 HOURS</td></tr> <tr><td>UNIT 12</td><td>N/A</td><td>N/A</td><td>272 HOURS</td><td>440 HOURS</td></tr> <tr><td>E99</td><td>120 HOURS</td><td>240 HOURS</td><td>272 HOURS</td><td>384 HOURS</td></tr> <tr><td>C99</td><td>120 HOURS</td><td>240 HOURS</td><td>384 HOURS</td><td>384 HOURS</td></tr> </tbody> </table> </div> <p>*In terms of full-time service 01/28/2011 Updated/HRM</p> <p>**PER MOU/Policy ***PURSUANT TO FAIR LABOR STANDARDS ACT ***REFER TO APPROPRIATE MOU</p> | 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 | 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 |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SUMMARY OF MAXIMUM VACATION AND CTO CREDITS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> The tabs at the top of the page will display <i>Compensatory Time (CTO)</i> or <i>State Service</i> balances. Details: By clicking on the icon at the end of the row, you can view historical details on accrual rates and absence usage for each absence type. | <p>Absence Balance Details</p> <p>EmplID: 001199758 Lois Lane Empl Rcd#: 0 Last Period Finalized: 2013-02 Department: 640 Technology & Communication Union Code: R09 Payroll Status: Active</p> <table border="1"> <thead> <tr> <th>Period ID</th> <th>Balances as of Date</th> <th>Previous Sick Balance</th> <th>Sick Earned</th> <th>Sick Taken</th> <th>Sick Adjusted</th> <th>Catastrophic Sick Donated</th> <th>Sick Balance</th> </tr> </thead> <tbody> <tr><td>1 2013-03</td><td>CURRENT - Not Finalized</td><td>8.000</td><td>0.000</td><td>8.000</td><td>0.000</td><td>0.000</td><td>0.000</td></tr> <tr><td>2 2013-02</td><td>03/01/2013</td><td>8.000</td><td>8.000</td><td>8.000</td><td>0.000</td><td>0.000</td><td>8.000</td></tr> <tr><td>3 2013-01</td><td>01/31/2013</td><td>0.000</td><td>8.000</td><td>0.000</td><td>0.000</td><td>0.000</td><td>8.000</td></tr> <tr><td>4 2012-12</td><td>01/01/2013</td><td>8.000</td><td>8.000</td><td>16.000</td><td>0.000</td><td>0.000</td><td>0.000</td></tr> <tr><td>5 2012-11</td><td>11/30/2012</td><td>8.000</td><td>8.000</td><td>8.000</td><td>0.000</td><td>0.000</td><td>8.000</td></tr> <tr><td>6 2012-10</td><td>10/31/2012</td><td>12.000</td><td>8.000</td><td>12.000</td><td>12.000</td><td>0.000</td><td>8.000</td></tr> <tr><td>7 CONVERSION</td><td>CONVERSION (10/02/2012)</td><td>0.000</td><td>0.000</td><td>0.000</td><td>12.000</td><td>0.000</td><td>12.000</td></tr> </tbody> </table> | Period ID | Balances as of Date | Previous Sick Balance | Sick Earned | Sick Taken | Sick Adjusted | Catastrophic Sick Donated | Sick Balance | 1 2013-03 | CURRENT - Not Finalized | 8.000 | 0.000 | 8.000 | 0.000 | 0.000 | 0.000 | 2 2013-02 | 03/01/2013 | 8.000 | 8.000 | 8.000 | 0.000 | 0.000 | 8.000 | 3 2013-01 | 01/31/2013 | 0.000 | 8.000 | 0.000 | 0.000 | 0.000 | 8.000 | 4 2012-12 | 01/01/2013 | 8.000 | 8.000 | 16.000 | 0.000 | 0.000 | 0.000 | 5 2012-11 | 11/30/2012 | 8.000 | 8.000 | 8.000 | 0.000 | 0.000 | 8.000 | 6 2012-10 | 10/31/2012 | 12.000 | 8.000 | 12.000 | 12.000 | 0.000 | 8.000 | 7 CONVERSION | CONVERSION (10/02/2012) | 0.000 | 0.000 | 0.000 | 12.000 | 0.000 | 12.000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Period ID | Balances as of Date | Previous Sick Balance | Sick Earned | Sick Taken | Sick Adjusted | Catastrophic Sick Donated | Sick Balance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 2013-03 | CURRENT - Not Finalized | 8.000 | 0.000 | 8.000 | 0.000 | 0.000 | 0.000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 2013-02 | 03/01/2013 | 8.000 | 8.000 | 8.000 | 0.000 | 0.000 | 8.000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 2013-01 | 01/31/2013 | 0.000 | 8.000 | 0.000 | 0.000 | 0.000 | 8.000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 2012-12 | 01/01/2013 | 8.000 | 8.000 | 16.000 | 0.000 | 0.000 | 0.000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 2012-11 | 11/30/2012 | 8.000 | 8.000 | 8.000 | 0.000 | 0.000 | 8.000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 2012-10 | 10/31/2012 | 12.000 | 8.000 | 12.000 | 12.000 | 0.000 | 8.000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 CONVERSION | CONVERSION (10/02/2012) | 0.000 | 0.000 | 0.000 | 12.000 | 0.000 | 12.000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

3) Absence Reporting

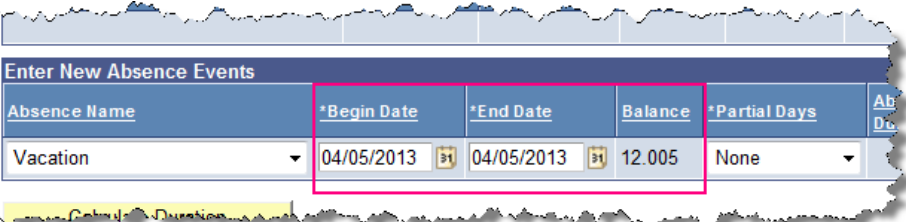
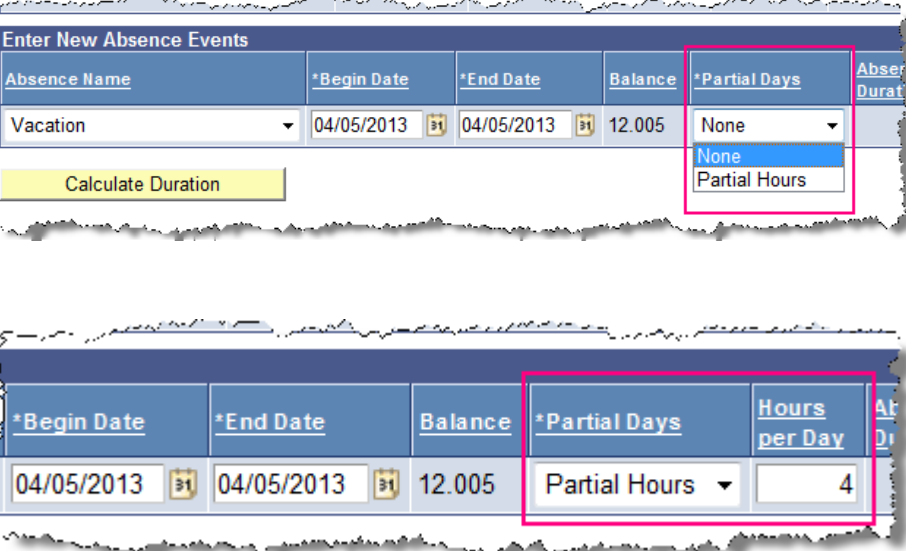
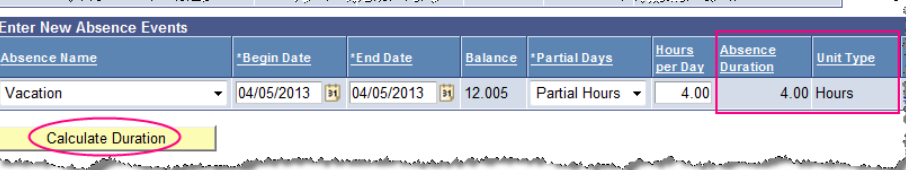

Navigation: **Main Menu > Self Service > Time Reporting > Report Time > Report and View Absences**

| Processing Steps | Screen Shot |
|--|---|
| <p>1) NAVIGATION</p> <ul style="list-style-type: none"> Be sure that you click on "Report and View Absences," if there are more than one option. | <p>Self Service</p> <p>Navigate to your selfservice information and activities.</p> <ul style="list-style-type: none"> Employee Balance Inquiry Employee Absence Balance Inquiry Report Time Report your time and request planned overtime and absences. Report and View Absences View Time View your schedules, forecasted, payable and comp time, exceptions and more. Monthly Schedule |

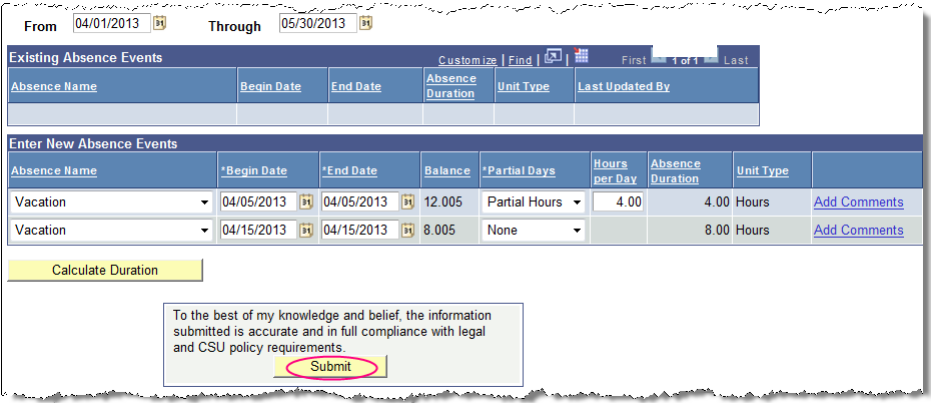
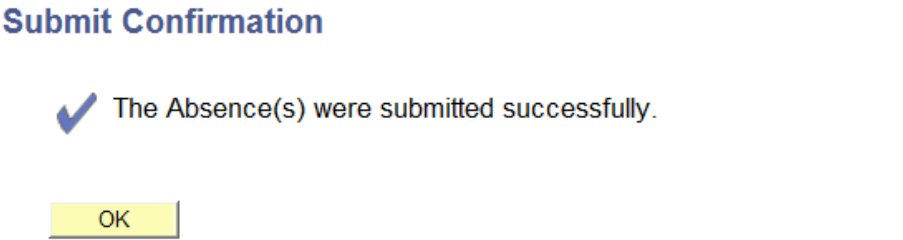
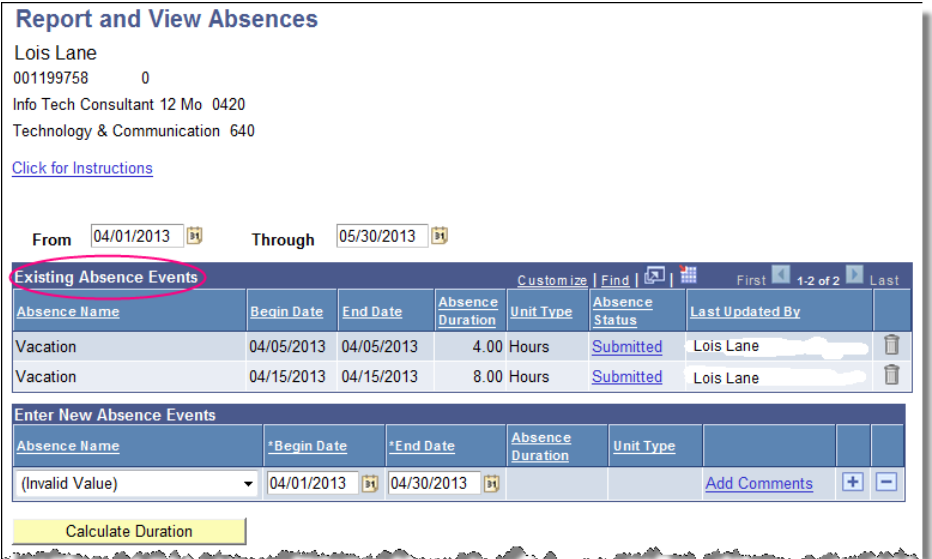
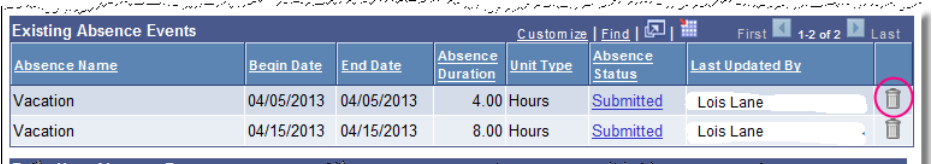
Absence Reporting (continued)

| Processing Steps | Screen Shot |
|--|-------------|
| <p>1) REPORTING ABSENCES</p> <ul style="list-style-type: none"> Note that your name, Employee ID, Job Title and Department are listed at the top of the page. Make sure that the "From" and "Through" dates display the pay period in which you wish to enter your absences. (Refer to the CI Payroll Schedule on the Payroll Services website for exact pay period dates.) | |
| <p>Enter New Absence Events</p> <ul style="list-style-type: none"> Absence Name: Click on the drop-down triangle. A list of absence types will display. Select the Absence that you are reporting. Campus Holidays: Do not report holidays that are posted on the Payroll Calendar. These holidays are already built into the system. Only report if you worked on a campus holiday. | |
| <ul style="list-style-type: none"> Note that when you exit the field, the balance for that leave type appears. A new field, "Partial Days" also displays. Use this field to identify when an absence taken was not for a full, scheduled day. | |

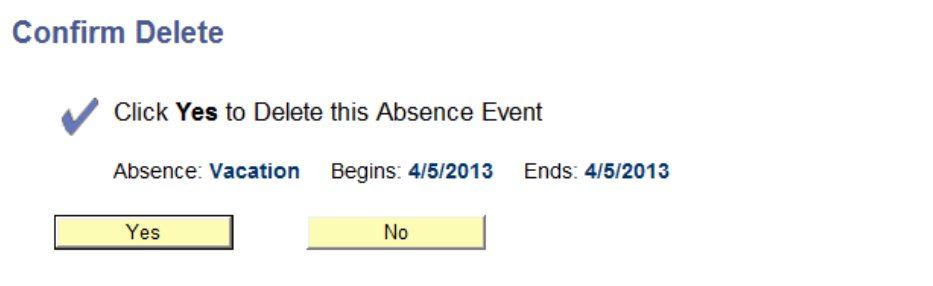
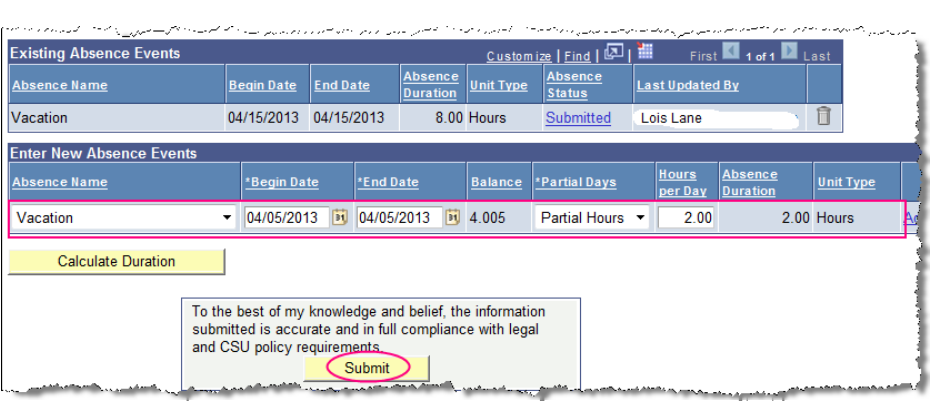
Absence Reporting (continued)

| | |
|--|--|
| <ul style="list-style-type: none"> • Begin Date: Enter the date you're the absence began. • End Date: Notice that this field automatically populates with the same date as the <i>Begin Date</i>. Enter the appropriate end date if the absence was more than one day. • Balance: Verify that you have enough hours to cover the absence that you are reporting. |  |
| <ul style="list-style-type: none"> • Partial Days: Click on the drop-down triangle. • If you are reporting an absence that is for less than a full day off, click on "Partial Hours". • If you are reporting one or more full day(s) off, then leave the value at "None". • Note: Exempt employee should not report any partial days off. • If you select "Partial Hours" a new field will display: <i>Hours per Day</i> • Hours per Day: Enter the number of hours you were absent. |  |
| <ul style="list-style-type: none"> • Click on the Calculate Duration button. • Validate that the <i>Absence Duration</i> is the number of hours that you wish to report as an absence. |  |
| <ul style="list-style-type: none"> • To add another absence, click on the "+" button at the far right end of the row. • Continue to add new rows until all absences are recorded. |  |

Absence Reporting (continued)


| Processing Steps | Screen Shot |
|--|--|
| <ul style="list-style-type: none"> Review your information carefully. If they are correct, click the Submit button. IMPORTANT: Clicking the submit button is equal to signing your timesheet and certifies that you are reporting compliant and accurate monthly absences. |  |
| <ul style="list-style-type: none"> You should receive this confirmation. Click "OK" |  |
| <ul style="list-style-type: none"> Your absences move into the <i>Existing Absence Events</i> section. |  |
| <p>2) CORRECTING ABSENCES</p> <ul style="list-style-type: none"> Once an absence has been submitted it cannot be changed. The only way to edit the information is to delete the incorrect row, and resubmit a new absence. To Delete Row: Click on the trash can icon on the far right of the row. |  |

Payee Messages (continued)

| Processing Steps | Screen Shot | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--------------|------------------|---------------|------------------|------------------|----------------|-----------------|----------|------------|------------|------|-------|-----------|-----------|--------------|-------------|-----------|---------|---------------|---------------|------------------|-----------|----------|------------|------------|-------|---------------|------|------|-------|
| <ul style="list-style-type: none"> You should receive this confirmation. Check the appropriate box. |  <p>Confirm Delete</p> <p>✓ Click Yes to Delete this Absence Event</p> <p>Absence: Vacation Begins: 4/5/2013 Ends: 4/5/2013</p> <p><input type="button" value="Yes"/> <input type="button" value="No"/></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> Add a Row: Re-enter the correct absence(s). Submit: Click on button to submit. |  <p>Existing Absence Events</p> <table border="1"> <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>Vacation</td> <td>04/15/2013</td> <td>04/15/2013</td> <td>8.00</td> <td>Hours</td> <td>Submitted</td> <td>Lois Lane</td> </tr> </tbody> </table> <p>Enter New Absence Events</p> <table border="1"> <thead> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>*End Date</th> <th>Balance</th> <th>*Partial Days</th> <th>Hours per Day</th> <th>Absence Duration</th> <th>Unit Type</th> </tr> </thead> <tbody> <tr> <td>Vacation</td> <td>04/05/2013</td> <td>04/05/2013</td> <td>4.005</td> <td>Partial Hours</td> <td>2.00</td> <td>2.00</td> <td>Hours</td> </tr> </tbody> </table> <p><input type="button" value="Calculate Duration"/></p> <p>To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.</p> <p><input type="button" value="Submit"/></p> | Absence Name | Begin Date | End Date | Absence Duration | Unit Type | Absence Status | Last Updated By | Vacation | 04/15/2013 | 04/15/2013 | 8.00 | Hours | Submitted | Lois Lane | Absence Name | *Begin Date | *End Date | Balance | *Partial Days | Hours per Day | Absence Duration | Unit Type | Vacation | 04/05/2013 | 04/05/2013 | 4.005 | Partial Hours | 2.00 | 2.00 | Hours |
| Absence Name | Begin Date | End Date | Absence Duration | Unit Type | Absence Status | Last Updated By | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vacation | 04/15/2013 | 04/15/2013 | 8.00 | Hours | Submitted | Lois Lane | | | | | | | | | | | | | | | | | | | | | | | | | |
| Absence Name | *Begin Date | *End Date | Balance | *Partial Days | Hours per Day | Absence Duration | Unit Type | | | | | | | | | | | | | | | | | | | | | | | | |
| Vacation | 04/05/2013 | 04/05/2013 | 4.005 | Partial Hours | 2.00 | 2.00 | Hours | | | | | | | | | | | | | | | | | | | | | | | | |

4) View Monthly Schedule


Navigation: *Main Menu > Self Service > Time Reporting > View Time > Monthly Schedule*


| Processing Steps | Screen Shot |
|--|---|
| <p>This is a good tool to see what work schedule is assigned to you, and which absences have been submitted.</p> |  <p>Main Menu ></p> <p>Self Service</p> <p>Navigate to your selfservice information and activities.</p> <ul style="list-style-type: none"> Employee Balance Inquiry Employee Absence Balance Inquiry Report Time Report your time and request planned overtime and absences. Report and View Absences View Time View your schedules, forecasted, payable and comp time, exceptions and more. Monthly Schedule |





View Monthly Schedule (continued)

- Schedule:** Displays the hours you are scheduled to work per day.




Note that this sample employee is assigned the default (8 hour/day, 5 days per week) schedule.

- Holidays:** The  suitcase icon shows the scheduled holidays that are built into the system. There is no need to report holidays which you did not work.

- Absences:** The  calendar icon indicates a reported absence.

| << Previous Month | | 04 - April | | 2013 | | Next Month >> | |
|---|--|------------|------------|------------|--|-------------------------------------|--|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | |
| | 8 Hours  1 | 8 Hours 2 | 8 Hours 3 | 8 Hours 4 | 8 Hours 5 | OFF 6 | |
| |  8 | | | |  12 | | |
| OFF 7 | 8 Hours 8 | 8 Hours 9 | 8 Hours 10 | 8 Hours 11 | 8 Hours 12 | OFF 13 | |
| OFF 14 | 8 Hours 15 | 8 Hours 16 | 8 Hours 17 | 8 Hours 18 | 8 Hours 19 | OFF 20 | |
| OFF 21 |  8 Hours 22 | 8 Hours 23 | 8 Hours 24 | 8 Hours 25 | 8 Hours 26 | OFF 27 | |
| OFF 28 | 8 Hours 29 | 8 Hours 30 | | | | | |

Legend

| | | | |
|---|---|---|-----------------------|
|  Approved Training |  Planned Absence |  Holiday | OFF Scheduled OFF Day |
|---|---|---|-----------------------|