

## AM006: AM Manager/Approver

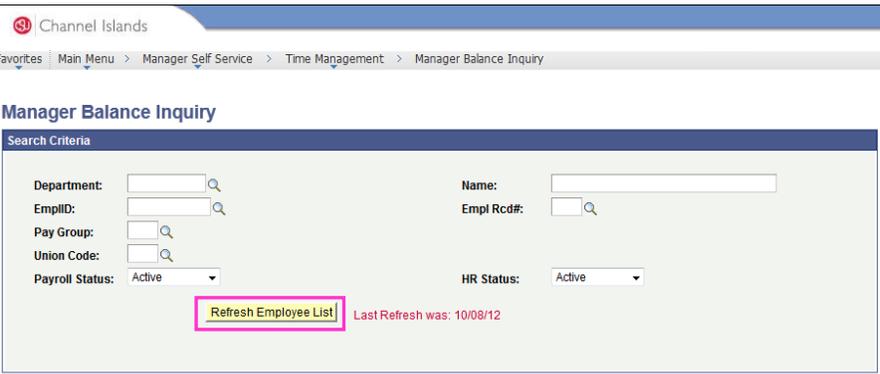
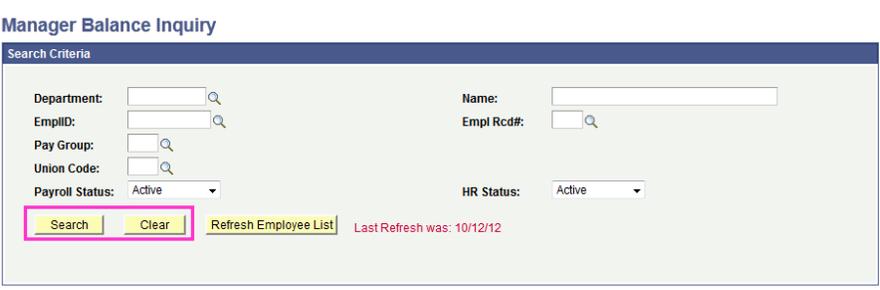
### INTRODUCTION

The *AM Manager/Approver Business Process Guide* describes the role of the Manager/Approver on the CI campus. This guide includes the following processes:

- **Absence Review** – ability to review department absences
  - Absence balances
  - Absences submitted through employee self-service (*This section will be added after we incorporate employee self-service into the implementation.*)
- **Absence Entry** – enter time for employees within your area of responsibility
- **Absence Approvals** – approve time for employees within your area of responsibility before submitting to Payroll.
- **Absence Management Reports** – run reports to assist in the absence validation process:
  - Absence Activity
  - No Time Reported
  - Reported Absences

**A) Manager Balance Inquiry**

Navigation: *Manager Self Service > Time Management > Manager Balance Inquiry*

| Processing Steps  | Screen Shot  |
|---|--|
| <p><b>1) <u>Balance Inquiry</u></b></p> <ul style="list-style-type: none"> <li>When you first use this page, you must press the "Refresh Employee List" button.</li> </ul>    |    |
| <ul style="list-style-type: none"> <li>This dialogue box is displayed.</li> <li>Click on <b>OK</b>.</li> <li>It will take a few minutes for the system to refresh.</li> </ul> | <p><b>Building Security List of Employees - Press "OK" to Build List, or press CANCEL to use existing List</b></p> <p>This Process builds or rebuilds a List of Employees for whom you, as a Manager or Timekeeper are responsible. It is designed to improve performance, and only needs to be performed when something changes in that relationship, or the list is older than a set time (default 1 days) - in which case the list must be refreshed.</p> <p>Depending upon the number of Employees - it may take a some time to build.</p> <p>The system will enforce the build for the first time, as well as for lists older than the set time (default 1 days). The list may be refreshed manually at any time.</p> <p>Upon pressing "Refresh Employees", this message will be displayed.<br/>Press OK to Continue with the build, or Press CANCEL to go ahead without updating the list.</p> <p><b>OK</b>      <b>Cancel</b></p> |
| <ul style="list-style-type: none"> <li>You will see that two new buttons appear at the bottom of the search box: <b>Search</b> and <b>Clear</b>.</li> </ul>                   |    |

## Balance Inquiry (continued)

| Processing Steps   | Screen Shot  |                            |                           |                   |            |                     |  |                         |                         |                     |                                  |                            |                         |                     |                            |                            |                         |                     |                                   |                            |                         |                     |  |                            |                         |                     |                           |                           |                         |                     |                                    |                           |                           |
|--|--|----------------------------|---------------------------|-------------------|------------|---------------------|--|-------------------------|-------------------------|---------------------|----------------------------------|----------------------------|-------------------------|---------------------|----------------------------|----------------------------|-------------------------|---------------------|-----------------------------------|----------------------------|-------------------------|---------------------|--|----------------------------|-------------------------|---------------------|---------------------------|---------------------------|-------------------------|---------------------|------------------------------------|---------------------------|---------------------------|
| <ul style="list-style-type: none"> <li>Use the search page to filter employees by department or individual ID number/name</li> <li>Click on the magnifying glass next to each field to see a drop down list of valid values for each field. (i.e.: Click on the magnifying glass next to <b>Department</b>. You will see a listing of departments within your area of responsibility.)</li> <li>After entering the fields on which you want your information filtered, click on the <b>Search</b> button.</li> </ul> | <div data-bbox="592 268 1523 556"> <h3>Manager Balance Inquiry</h3> <p>Search Criteria</p> <p>Department: <input type="text"/> </p> <p>EmpID: <input type="text"/> </p> <p>Pay Group: <input type="text"/> </p> <p>Union Code: <input type="text"/> </p> <p>Payroll Status: Active <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Empl Rcd#: <input type="text"/> </p> <p>HR Status: Active <input type="text"/></p> <p><b>Search</b> <input type="button" value="Clear"/> <input type="button" value="Refresh Employee List"/> Last Refresh was: 10/12/12</p> <p><a href="#">Graduated Vacation Chart</a></p> </div> <div data-bbox="592 630 1523 1428"> <h3>Look Up</h3> <h4>Look Up Department</h4> <p>SetID: CICMP</p> <p>Department: begins with <input type="text"/></p> <p>Description: begins with <input type="text"/></p> <p>Short Description: begins with <input type="text"/></p> <p>Manager ID: begins with <input type="text"/> </p> <p><input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <a href="#">Basic Lookup</a></p> <h4>Search Results</h4> <p>View 100 First 1-7 of 7 Last</p> <table border="1"> <thead> <tr> <th>Department</th> <th>Description</th> <th>Short Description</th> <th>Manager ID</th> </tr> </thead> <tbody> <tr> <td><a href="#">310</a></td> <td><a href="#">AVP_Operations_Planning &amp; Cons</a></td> <td><a href="#">AVP OPC</a></td> <td><a href="#">(blank)</a></td> </tr> <tr> <td><a href="#">320</a></td> <td><a href="#">Capital Projects</a></td> <td><a href="#">Constructi</a></td> <td><a href="#">(blank)</a></td> </tr> <tr> <td><a href="#">330</a></td> <td><a href="#">Operations</a></td> <td><a href="#">Operations</a></td> <td><a href="#">(blank)</a></td> </tr> <tr> <td><a href="#">340</a></td> <td><a href="#">Facility Services</a></td> <td><a href="#">FacilitySe</a></td> <td><a href="#">(blank)</a></td> </tr> <tr> <td><a href="#">350</a></td> <td><a href="#">Planning, Design, Construction</a></td> <td><a href="#">PlanningDe</a></td> <td><a href="#">(blank)</a></td> </tr> <tr> <td><a href="#">360</a></td> <td><a href="#">Utilities</a></td> <td><a href="#">Utilities</a></td> <td><a href="#">(blank)</a></td> </tr> <tr> <td><a href="#">370</a></td> <td><a href="#">Loistical Services</a></td> <td><a href="#">Loistical</a></td> <td><a href="#">000144561</a></td> </tr> </tbody> </table> </div> | Department                 | Description               | Short Description | Manager ID | <a href="#">310</a> | <a href="#">AVP_Operations_Planning &amp; Cons</a> | <a href="#">AVP OPC</a> | <a href="#">(blank)</a> | <a href="#">320</a> | <a href="#">Capital Projects</a> | <a href="#">Constructi</a> | <a href="#">(blank)</a> | <a href="#">330</a> | <a href="#">Operations</a> | <a href="#">Operations</a> | <a href="#">(blank)</a> | <a href="#">340</a> | <a href="#">Facility Services</a> | <a href="#">FacilitySe</a> | <a href="#">(blank)</a> | <a href="#">350</a> | <a href="#">Planning, Design, Construction</a> | <a href="#">PlanningDe</a> | <a href="#">(blank)</a> | <a href="#">360</a> | <a href="#">Utilities</a> | <a href="#">Utilities</a> | <a href="#">(blank)</a> | <a href="#">370</a> | <a href="#">Loistical Services</a> | <a href="#">Loistical</a> | <a href="#">000144561</a> |
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| <a href="#">320</a>  | <a href="#">Capital Projects</a>   | <a href="#">Constructi</a> | <a href="#">(blank)</a>   |                   |            |                     |  |                         |                         |                     |                                  |                            |                         |                     |                            |                            |                         |                     |                                   |                            |                         |                     |  |                            |                         |                     |                           |                           |                         |                     |                                    |                           |                           |
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| <a href="#">360</a>  | <a href="#">Utilities</a>  | <a href="#">Utilities</a>  | <a href="#">(blank)</a>   |                   |            |                     |  |                         |                         |                     |                                  |                            |                         |                     |                            |                            |                         |                     |                                   |                            |                         |                     |  |                            |                         |                     |                           |                           |                         |                     |                                    |                           |                           |
| <a href="#">370</a>  | <a href="#">Loistical Services</a>   | <a href="#">Loistical</a>  | <a href="#">000144561</a> |                   |            |                     |  |                         |                         |                     |                                  |                            |                         |                     |                            |                            |                         |                     |                                   |                            |                         |                     |  |                            |                         |                     |                           |                           |                         |                     |                                    |                           |                           |

## Balance Inquiry (continued)

| Processing Steps  | Screen Shot   |                                   |   |   |                       |                               |                       |                           |             |    |                            |          |    |                              |              |    |                                |              |    |                                |          |    |                                |              |    |                                  |          |    |  |  |  |  |    |    |   |  |  |  |  |                                   |                 |                       |   |   |     |     |     |           |           |     |     |     |           |           |        |     |     |           |           |        |           |           |           |           |        |     |     |           |           |        |           |           |           |           |        |           |           |           |           |        |           |           |           |           |        |           |           |           |           |        |              |           |           |           |        |           |           |           |           |         |           |           |           |           |         |     |     |          |          |         |     |     |           |           |     |           |           |           |           |     |           |           |           |           |
|---|---|-----------------------------------|---|---|-----------------------|-------------------------------|-----------------------|---------------------------|-------------|----|----------------------------|----------|----|------------------------------|--------------|----|--------------------------------|--------------|----|--------------------------------|----------|----|--------------------------------|--------------|----|----------------------------------|----------|----|--|--|--|--|----|----|---|--|--|--|--|-----------------------------------|-----------------|-----------------------|---|---|-----|-----|-----|-----------|-----------|-----|-----|-----|-----------|-----------|--------|-----|-----|-----------|-----------|--------|-----------|-----------|-----------|-----------|--------|-----|-----|-----------|-----------|--------|-----------|-----------|-----------|-----------|--------|-----------|-----------|-----------|-----------|--------|-----------|-----------|-----------|-----------|--------|-----------|-----------|-----------|-----------|--------|--------------|-----------|-----------|-----------|--------|-----------|-----------|-----------|-----------|---------|-----------|-----------|-----------|-----------|---------|-----|-----|----------|----------|---------|-----|-----|-----------|-----------|-----|-----------|-----------|-----------|-----------|-----|-----------|-----------|-----------|-----------|
| <ul style="list-style-type: none"> <li> <b>Graduated Vacation Chart:</b> Click on this link to see the summary of vacation accrual rates, and the maximum vacation and CTO credits.         </li> </ul>   | <p><b>Manager Balance Inquiry</b></p>  <p>Search Criteria</p> <p>Department: <input type="text"/> Name: <input type="text"/></p> <p>EmplID: <input type="text"/> Empl Rcd#: <input type="text"/></p> <p>Pay Group: <input type="text"/></p> <p>Union Code: <input type="text"/></p> <p>Payroll Status: Active HR Status: Active</p> <p>Search Clear Refresh Employee List Last Refresh was: 10/12/12</p> <p><a href="#">Graduated Vacation Chart</a></p>  |                                   |   |   |                       |                               |                       |                           |             |    |                            |          |    |                              |              |    |                                |              |    |                                |          |    |                                |              |    |                                  |          |    |  |  |  |  |    |    |   |  |  |  |  |                                   |                 |                       |   |   |     |     |     |           |           |     |     |     |           |           |        |     |     |           |           |        |           |           |           |           |        |     |     |           |           |        |           |           |           |           |        |           |           |           |           |        |           |           |           |           |        |           |           |           |           |        |              |           |           |           |        |           |           |           |           |         |           |           |           |           |         |     |     |          |          |         |     |     |           |           |     |           |           |           |           |     |           |           |           |           |
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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                                |   |   |                       |                               |                       |                           |             |    |                            |          |    |                              |              |    |                                |              |    |                                |          |    |                                |              |    |                                  |          |    |  |  |  |  |    |    |   |  |  |  |  |                                   |                 |                       |   |   |     |     |     |           |           |     |     |     |           |           |        |     |     |           |           |        |           |           |           |           |        |     |     |           |           |        |           |           |           |           |        |           |           |           |           |        |           |           |           |           |        |           |           |           |           |        |              |           |           |           |        |           |           |           |           |         |           |           |           |           |         |     |     |          |          |         |     |     |           |           |     |           |           |           |           |     |           |           |           |           |
| 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                                |   |   |                       |                               |                       |                           |             |    |                            |          |    |                              |              |    |                                |              |    |                                |          |    |                                |              |    |                                  |          |    |  |  |  |  |    |    |   |  |  |  |  |                                   |                 |                       |   |   |     |     |     |           |           |     |     |     |           |           |        |     |     |           |           |        |           |           |           |           |        |     |     |           |           |        |           |           |           |           |        |           |           |           |           |        |           |           |           |           |        |           |           |           |           |        |              |           |           |           |        |           |           |           |           |         |           |           |           |           |         |     |     |          |          |         |     |     |           |           |     |           |           |           |           |     |           |           |           |           |
| 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                                   |                       |                               |                       |                           |             |    |                            |          |    |                              |              |    |                                |              |    |                                |          |    |                                |              |    |                                  |          |    |  |  |  |  |    |    |   |  |  |  |  |                                   |                 |                       |   |   |     |     |     |           |           |     |     |     |           |           |        |     |     |           |           |        |           |           |           |           |        |     |     |           |           |        |           |           |           |           |        |           |           |           |           |        |           |           |           |           |        |           |           |           |           |        |              |           |           |           |        |           |           |           |           |         |           |           |           |           |         |     |     |          |          |         |     |     |           |           |     |           |           |           |           |     |           |           |           |           |
| <ul style="list-style-type: none"> <li> <b>Department:</b> Enter the department code to display employees who report to you within the specified department.         </li> <li> <b>EmplID:</b> Enter the ID of the employee if you wish to see the balances of a particular person.         </li> <li>           Click on the <b>Search</b> button.         </li> </ul> | <p><b>Manager Balance Inquiry</b></p>  <p>Search Criteria</p> <p>Department: <input type="text" value="640"/> Name: <input type="text"/></p> <p>EmplID: <input type="text"/> Empl Rcd#: <input type="text"/></p> <p>Pay Group: <input type="text"/></p> <p>Union Code: <input type="text"/></p> <p>Payroll Status: Active HR Status: Active</p> <p>Search Clear Refresh Employee List Last Refresh was: 10/12/12</p> <p><a href="#">Graduated Vacation Chart</a></p>  |                                   |   |   |                       |                               |                       |                           |             |    |                            |          |    |                              |              |    |                                |              |    |                                |          |    |                                |              |    |                                  |          |    |  |  |  |  |    |    |   |  |  |  |  |                                   |                 |                       |   |   |     |     |     |           |           |     |     |     |           |           |        |     |     |           |           |        |           |           |           |           |        |     |     |           |           |        |           |           |           |           |        |           |           |           |           |        |           |           |           |           |        |           |           |           |           |        |              |           |           |           |        |           |           |           |           |         |           |           |           |           |         |     |     |          |          |         |     |     |           |           |     |           |           |           |           |     |           |           |           |           |

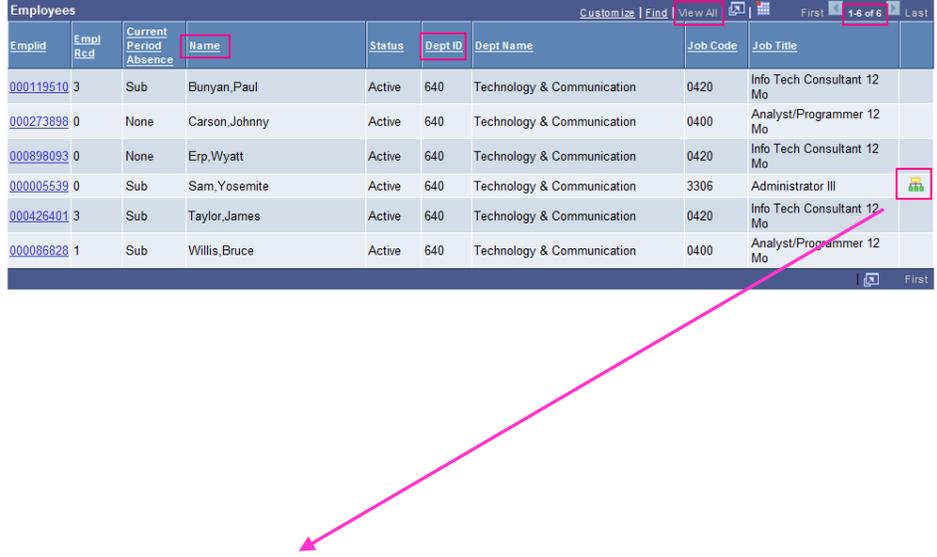
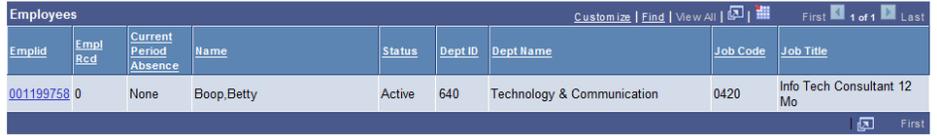
## Balance Inquiry (continued)

| Processing Steps  | Screen Shot   |        |                |            |              |                       |                     |                       |                     |                            |                  |                            |         |   |        |  |   |     |     |         |            |         |         |   |  |   |        |  |   |     |     |         |            |         |         |   |  |   |        |  |   |     |     |         |            |       |        |   |  |   |        |  |   |     |     |         |            |         |         |   |  |   |        |  |   |     |     |         |            |         |         |   |  |
|---|---|--------|----------------|------------|--------------|-----------------------|---------------------|-----------------------|---------------------|----------------------------|------------------|----------------------------|---------|---|--------|--|---|-----|-----|---------|------------|---------|---------|---|--|---|--------|--|---|-----|-----|---------|------------|---------|---------|---|--|---|--------|--|---|-----|-----|---------|------------|-------|--------|---|--|---|--------|--|---|-----|-----|---------|------------|---------|---------|---|--|---|--------|--|---|-----|-----|---------|------------|---------|---------|---|--|
| <ul style="list-style-type: none"> <li>A listing of all employees within the filter (in this case "department") will appear in the results.</li> </ul>  | <p><b>Manager Balance Inquiry</b></p> <p>Search Criteria</p> <p>Department: <input type="text" value="640"/> Academic &amp; Information Tech Name: <input type="text"/></p> <p>EmplID: <input type="text"/> Empl Rcd#: <input type="text"/></p> <p>Pay Group: <input type="text"/></p> <p>Union Code: <input type="text"/></p> <p>Payroll Status: Active HR Status: Active</p> <p><a href="#">Search</a> <a href="#">Clear</a> <a href="#">Refresh Employee List</a> Last Refresh was: 10/12/12</p> <p>Last Finalized Balances for Employees Administered by Judith Frazier</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Payroll Status</th> <th>EmplID</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> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Active</td> <td></td> <td>0</td> <td>640</td> <td>M80</td> <td>2012-08</td> <td>08/31/2012</td> <td>348.000</td> <td>336.000</td> <td>1</td> <td></td> </tr> <tr> <td>2</td> <td>Active</td> <td></td> <td>0</td> <td>640</td> <td>R09</td> <td>2012-08</td> <td>08/31/2012</td> <td>387.000</td> <td>151.333</td> <td>1</td> <td></td> </tr> <tr> <td>3</td> <td>Active</td> <td></td> <td>0</td> <td>640</td> <td>R09</td> <td>2012-08</td> <td>08/31/2012</td> <td>2.000</td> <td>18.667</td> <td>1</td> <td></td> </tr> <tr> <td>4</td> <td>Active</td> <td></td> <td>0</td> <td>640</td> <td>M80</td> <td>2012-08</td> <td>08/31/2012</td> <td>184.000</td> <td>156.000</td> <td>1</td> <td></td> </tr> <tr> <td>5</td> <td>Active</td> <td></td> <td>0</td> <td>640</td> <td>R09</td> <td>2012-08</td> <td>08/31/2012</td> <td>113.500</td> <td>170.010</td> <td>1</td> <td></td> </tr> </tbody> </table> | 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 | Active |  | 0 | 640 | M80 | 2012-08 | 08/31/2012 | 348.000 | 336.000 | 1 |  | 2 | Active |  | 0 | 640 | R09 | 2012-08 | 08/31/2012 | 387.000 | 151.333 | 1 |  | 3 | Active |  | 0 | 640 | R09 | 2012-08 | 08/31/2012 | 2.000 | 18.667 | 1 |  | 4 | Active |  | 0 | 640 | M80 | 2012-08 | 08/31/2012 | 184.000 | 156.000 | 1 |  | 5 | Active |  | 0 | 640 | R09 | 2012-08 | 08/31/2012 | 113.500 | 170.010 | 1 |  |
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| 1   | Active  |        | 0              | 640        | M80          | 2012-08               | 08/31/2012          | 348.000               | 336.000             | 1                          |                  |                            |         |   |        |  |   |     |     |         |            |         |         |   |  |   |        |  |   |     |     |         |            |         |         |   |  |   |        |  |   |     |     |         |            |       |        |   |  |   |        |  |   |     |     |         |            |         |         |   |  |   |        |  |   |     |     |         |            |         |         |   |  |
| 2   | Active  |        | 0              | 640        | R09          | 2012-08               | 08/31/2012          | 387.000               | 151.333             | 1                          |                  |                            |         |   |        |  |   |     |     |         |            |         |         |   |  |   |        |  |   |     |     |         |            |         |         |   |  |   |        |  |   |     |     |         |            |       |        |   |  |   |        |  |   |     |     |         |            |         |         |   |  |   |        |  |   |     |     |         |            |         |         |   |  |
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| 4   | Active  |        | 0              | 640        | M80          | 2012-08               | 08/31/2012          | 184.000               | 156.000             | 1                          |                  |                            |         |   |        |  |   |     |     |         |            |         |         |   |  |   |        |  |   |     |     |         |            |         |         |   |  |   |        |  |   |     |     |         |            |       |        |   |  |   |        |  |   |     |     |         |            |         |         |   |  |   |        |  |   |     |     |         |            |         |         |   |  |
| 5   | Active  |        | 0              | 640        | R09          | 2012-08               | 08/31/2012          | 113.500               | 170.010             | 1                          |                  |                            |         |   |        |  |   |     |     |         |            |         |         |   |  |   |        |  |   |     |     |         |            |         |         |   |  |   |        |  |   |     |     |         |            |       |        |   |  |   |        |  |   |     |     |         |            |         |         |   |  |   |        |  |   |     |     |         |            |         |         |   |  |
| <ul style="list-style-type: none"> <li>Note that the results displayed are the "Last Finalized Balances". This means that the balances displayed are the final numbers calculated from the <u>last</u> pay period.</li> </ul> | <p><b>Manager Balance Inquiry</b></p> <p>Search Criteria</p> <p>Department: <input type="text" value="640"/> Academic &amp; Information Tech Name: <input type="text"/></p> <p>EmplID: <input type="text"/> Empl Rcd#: <input type="text"/></p> <p>Pay Group: <input type="text"/></p> <p>Union Code: <input type="text"/></p> <p>Payroll Status: Active HR Status: Active</p> <p><a href="#">Search</a> <a href="#">Clear</a> <a href="#">Refresh Employee List</a> Last Refresh was: 10/12/12</p> <p>Last Finalized Balances for Employees Administered by Judith Frazier</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Payroll Status</th> <th>EmplID</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> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Active</td> <td></td> <td>0</td> <td>640</td> <td>M80</td> <td>2012-08</td> <td>08/31/2012</td> <td>348.000</td> <td>336.000</td> <td>1</td> <td></td> </tr> <tr> <td>2</td> <td>Active</td> <td></td> <td>0</td> <td>640</td> <td>R09</td> <td>2012-08</td> <td>08/31/2012</td> <td>387.000</td> <td>151.333</td> <td>1</td> <td></td> </tr> <tr> <td>3</td> <td>Active</td> <td></td> <td>0</td> <td>640</td> <td>R09</td> <td>2012-08</td> <td>08/31/2012</td> <td>2.000</td> <td>18.667</td> <td>1</td> <td></td> </tr> <tr> <td>4</td> <td>Active</td> <td></td> <td>0</td> <td>640</td> <td>M80</td> <td>2012-08</td> <td>08/31/2012</td> <td>184.000</td> <td>156.000</td> <td>1</td> <td></td> </tr> <tr> <td>5</td> <td>Active</td> <td></td> <td>0</td> <td>640</td> <td>R09</td> <td>2012-08</td> <td>08/31/2012</td> <td>113.500</td> <td>170.010</td> <td>1</td> <td></td> </tr> </tbody> </table> | 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 | Active |  | 0 | 640 | M80 | 2012-08 | 08/31/2012 | 348.000 | 336.000 | 1 |  | 2 | Active |  | 0 | 640 | R09 | 2012-08 | 08/31/2012 | 387.000 | 151.333 | 1 |  | 3 | Active |  | 0 | 640 | R09 | 2012-08 | 08/31/2012 | 2.000 | 18.667 | 1 |  | 4 | Active |  | 0 | 640 | M80 | 2012-08 | 08/31/2012 | 184.000 | 156.000 | 1 |  | 5 | Active |  | 0 | 640 | R09 | 2012-08 | 08/31/2012 | 113.500 | 170.010 | 1 |  |
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| Processing Steps   | Screen Shot  |                       |                     |                       |               |                           |                     |                           |                     |                            |                         |                            |         |       |        |       |       |           |            |         |            |         |         |       |       |           |            |        |       |        |        |         |            |              |                         |       |       |       |        |       |        |     |     |         |            |       |        |   |  |   |        |  |   |     |     |         |            |         |         |   |  |
|--|--|-----------------------|---------------------|-----------------------|---------------|---------------------------|---------------------|---------------------------|---------------------|----------------------------|-------------------------|----------------------------|---------|-------|--------|-------|-------|-----------|------------|---------|------------|---------|---------|-------|-------|-----------|------------|--------|-------|--------|--------|---------|------------|--------------|-------------------------|-------|-------|-------|--------|-------|--------|-----|-----|---------|------------|-------|--------|---|--|---|--------|--|---|-----|-----|---------|------------|---------|---------|---|--|
| <ul style="list-style-type: none"> <li>• <b>Absence Balance Details:</b> Notice that there are tabs which will display balance history for <b>Sick, Vacation and Personal Holiday</b>.</li> <li>• There is also a link to go to the <b>Compensatory Time Balances</b> page. Click on the triangle to access this information.</li> <li>• Click on the <b>Return</b> button to go back to the main page.</li> </ul> | <p><b>Absence Balance Details</b></p> <p>EmplID: 001199758 Betty Boop Empl Rcd#: 0 Last Period Finalized: 2012-11<br/> Department: 640 Technology &amp; Communication Union Code: R09 Payroll Status: Active</p> <p>▾ All Absence Balances</p> <p>▾ Absence Balances <a href="#">Customize</a>   <a href="#">View All</a>   <a href="#">Print</a>   <a href="#">First</a>   <a href="#">1-4 of 4</a>   <a href="#">Last</a></p> <p><b>Sick</b>   Vacation   Personal Holiday</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 2012-12</td> <td>CURRENT - Not Finalized</td> <td>8.000</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>8.000</td> </tr> <tr> <td>2 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>3 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>4 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> <p>▾ <b>Compensatory Time Balances</b></p> <p>▾ State Service for Absences</p> <p><a href="#">Return</a></p>   | Period ID             | Balances as of Date | Previous Sick Balance | Sick Earned   | Sick Taken                | Sick Adjusted       | Catastrophic Sick Donated | Sick Balance        | 1 2012-12                  | CURRENT - Not Finalized | 8.000                      | 0.000   | 0.000 | 0.000  | 0.000 | 8.000 | 2 2012-11 | 11/30/2012 | 8.000   | 8.000      | 8.000   | 0.000   | 0.000 | 8.000 | 3 2012-10 | 10/31/2012 | 12.000 | 8.000 | 12.000 | 12.000 | 0.000   | 8.000      | 4 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 2012-12  | CURRENT - Not Finalized  | 8.000                 | 0.000               | 0.000                 | 0.000         | 0.000                     | 8.000               |                           |                     |                            |                         |                            |         |       |        |       |       |           |            |         |            |         |         |       |       |           |            |        |       |        |        |         |            |              |                         |       |       |       |        |       |        |     |     |         |            |       |        |   |  |   |        |  |   |     |     |         |            |         |         |   |  |
| 2 2012-11  | 11/30/2012   | 8.000                 | 8.000               | 8.000                 | 0.000         | 0.000                     | 8.000               |                           |                     |                            |                         |                            |         |       |        |       |       |           |            |         |            |         |         |       |       |           |            |        |       |        |        |         |            |              |                         |       |       |       |        |       |        |     |     |         |            |       |        |   |  |   |        |  |   |     |     |         |            |         |         |   |  |
| 3 2012-10  | 10/31/2012   | 12.000                | 8.000               | 12.000                | 12.000        | 0.000                     | 8.000               |                           |                     |                            |                         |                            |         |       |        |       |       |           |            |         |            |         |         |       |       |           |            |        |       |        |        |         |            |              |                         |       |       |       |        |       |        |     |     |         |            |       |        |   |  |   |        |  |   |     |     |         |            |         |         |   |  |
| 4 CONVERSION   | CONVERSION (10/02/2012)  | 0.000                 | 0.000               | 0.000                 | 12.000        | 0.000                     | 12.000              |                           |                     |                            |                         |                            |         |       |        |       |       |           |            |         |            |         |         |       |       |           |            |        |       |        |        |         |            |              |                         |       |       |       |        |       |        |     |     |         |            |       |        |   |  |   |        |  |   |     |     |         |            |         |         |   |  |
| <ul style="list-style-type: none"> <li>• Note the tabs at the top of the results section. Different leave balances display based on the tab selected.</li> <li>• Click on the appropriate tab to see the balances that you are searching for.</li> </ul>   | <p><b>Manager Balance Inquiry</b></p> <p>Search Criteria</p> <p>Department: 640 Academic &amp; Information Tech Name: <input type="text"/><br/> EmplID: <input type="text"/> Empl Rcd#: <input type="text"/><br/> Pay Group: <input type="text"/><br/> Union Code: <input type="text"/><br/> Payroll Status: Active HR Status: Active</p> <p><a href="#">Search</a> <a href="#">Clear</a> <a href="#">Refresh Employee List</a> Last Refresh was: 10/12/12</p> <p>Last Finalized Balances for Employees Administered by Judith Frazier <a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">Print</a>   <a href="#">First</a>   <a href="#">1-10</a> of 36   <a href="#">Last</a></p> <p><b>Absence Balances</b>   Compensatory Time   State Service for Absence</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Payroll Status</th> <th>EmplID</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> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Active</td> <td></td> <td>0</td> <td>640</td> <td>M80</td> <td>2012-08</td> <td>08/31/2012</td> <td>348.000</td> <td>336.000</td> <td>1</td> <td></td> </tr> <tr> <td>2</td> <td>Active</td> <td></td> <td>0</td> <td>640</td> <td>R09</td> <td>2012-08</td> <td>08/31/2012</td> <td>387.000</td> <td>151.333</td> <td>1</td> <td></td> </tr> <tr> <td>3</td> <td>Active</td> <td></td> <td>0</td> <td>640</td> <td>R09</td> <td>2012-08</td> <td>08/31/2012</td> <td>2.000</td> <td>18.667</td> <td>1</td> <td></td> </tr> <tr> <td>4</td> <td>Active</td> <td></td> <td>0</td> <td>640</td> <td>R09</td> <td>2012-08</td> <td>08/31/2012</td> <td>184.000</td> <td>158.000</td> <td>1</td> <td></td> </tr> </tbody> </table> | 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     | Active |       | 0     | 640       | M80        | 2012-08 | 08/31/2012 | 348.000 | 336.000 | 1     |       | 2         | Active     |        | 0     | 640    | R09    | 2012-08 | 08/31/2012 | 387.000      | 151.333                 | 1     |       | 3     | Active |       | 0      | 640 | R09 | 2012-08 | 08/31/2012 | 2.000 | 18.667 | 1 |  | 4 | Active |  | 0 | 640 | R09 | 2012-08 | 08/31/2012 | 184.000 | 158.000 | 1 |  |
| 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  | Active   |                       | 0                   | 640                   | M80           | 2012-08                   | 08/31/2012          | 348.000                   | 336.000             | 1                          |                         |                            |         |       |        |       |       |           |            |         |            |         |         |       |       |           |            |        |       |        |        |         |            |              |                         |       |       |       |        |       |        |     |     |         |            |       |        |   |  |   |        |  |   |     |     |         |            |         |         |   |  |
| 2  | Active   |                       | 0                   | 640                   | R09           | 2012-08                   | 08/31/2012          | 387.000                   | 151.333             | 1                          |                         |                            |         |       |        |       |       |           |            |         |            |         |         |       |       |           |            |        |       |        |        |         |            |              |                         |       |       |       |        |       |        |     |     |         |            |       |        |   |  |   |        |  |   |     |     |         |            |         |         |   |  |
| 3  | Active   |                       | 0                   | 640                   | R09           | 2012-08                   | 08/31/2012          | 2.000                     | 18.667              | 1                          |                         |                            |         |       |        |       |       |           |            |         |            |         |         |       |       |           |            |        |       |        |        |         |            |              |                         |       |       |       |        |       |        |     |     |         |            |       |        |   |  |   |        |  |   |     |     |         |            |         |         |   |  |
| 4  | Active   |                       | 0                   | 640                   | R09           | 2012-08                   | 08/31/2012          | 184.000                   | 158.000             | 1                          |                         |                            |         |       |        |       |       |           |            |         |            |         |         |       |       |           |            |        |       |        |        |         |            |              |                         |       |       |       |        |       |        |     |     |         |            |       |        |   |  |   |        |  |   |     |     |         |            |         |         |   |  |

## B) Manager Absence Entry

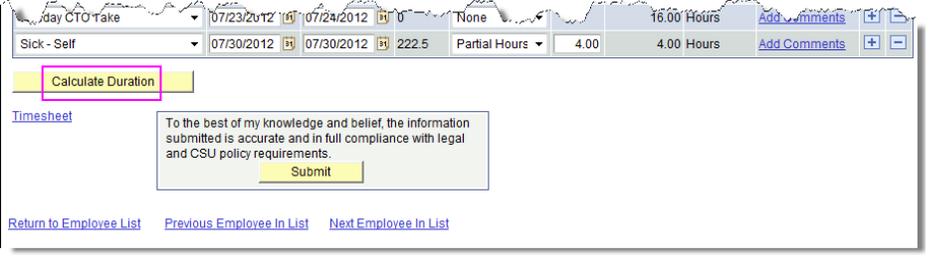
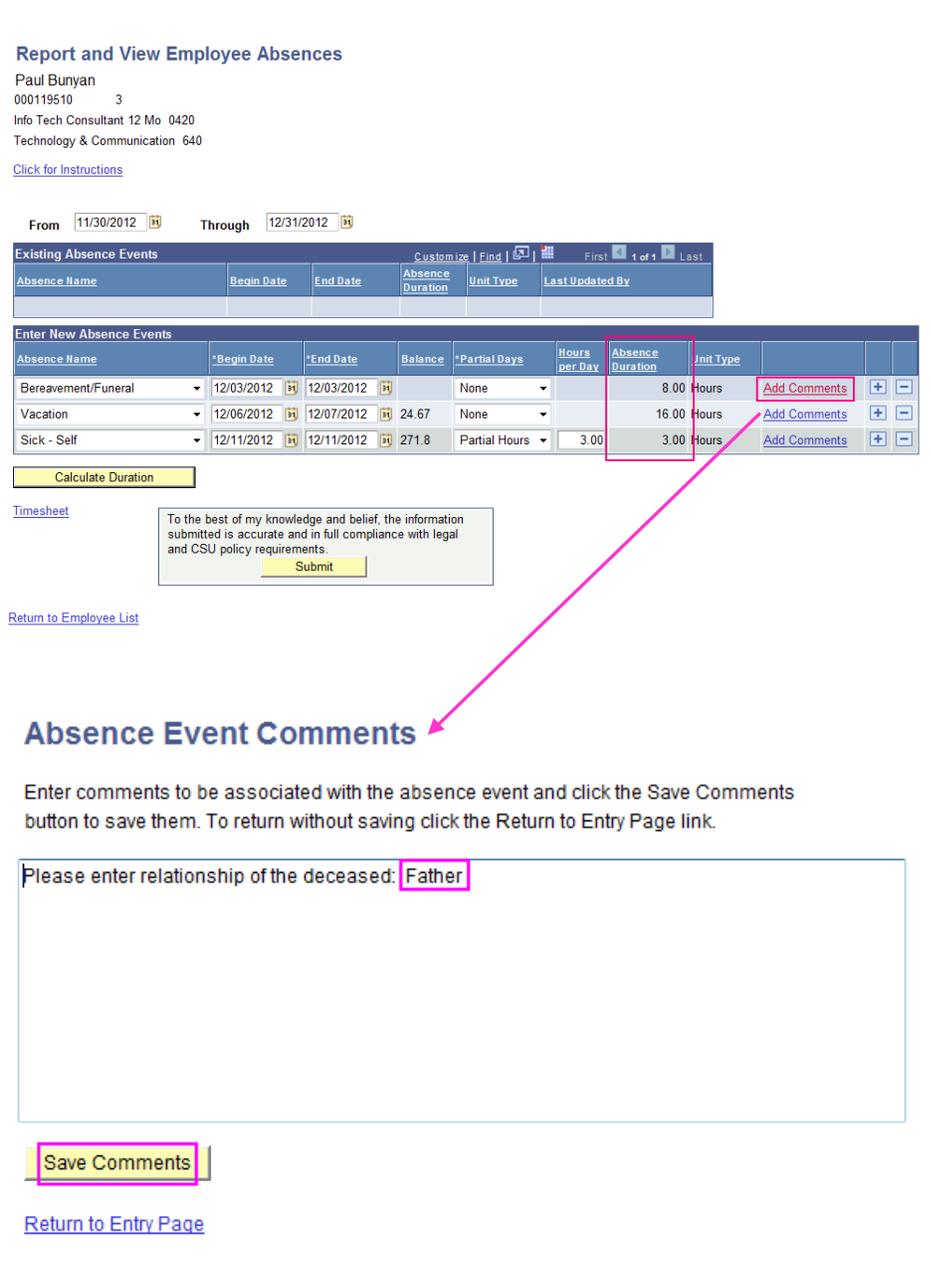
Navigation: *Manager Self Service > Time Management > Report Time > Manager Absence Entry*

| Processing Steps  | Screen Shot  |
|---|--|
| <p><b>2) <u>ABSENCE ENTRY</u></b></p> <ul style="list-style-type: none"> <li>This page displays listing all employees within the Manager's responsibility.</li> <li>Click on the <b>View All</b> hyperlink to expand the number of employees displayed.</li> <li>Notice that this display is showing that <b>1-6</b> employees out of a list of <b>6</b> are now displayed.</li> <li>Click on any header to sort employees. (i.e.: Click on "Name" to put list in alpha order, or click on "Dept ID" to sort list by Department.</li> <li>Click on the EmplID of the employee for whom you wish to enter absences.</li> <li>The  icon identifies that this employee has people reporting to him/her. By clicking on the icon, you can see who reports to this person.</li> </ul> | <p><b>Manager Absence Entry</b></p> <p><a href="#">Click for Instructions</a></p>  <p><b>Manager Absence Entry</b></p> <p>Yosemite Sam</p> <p><a href="#">Click for Instructions</a></p>  |

## Absence Entry (continued)

| Processing Steps   | Screen Shot   |                         |                  |               |                 |                  |           |                              |            |          |                  |           |                 |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |              |             |           |         |               |               |                  |           |  |  |          |            |            |       |      |  |  |       |                              |     |             |            |            |       |               |      |  |       |                              |     |                     |            |            |  |      |  |  |       |                              |     |
|--|---|-------------------------|------------------|---------------|-----------------|------------------|-----------|------------------------------|------------|----------|------------------|-----------|-----------------|--|--|--|--|--|--|--------------------------|--|--|--|--|--|--|--|--|--|--------------|-------------|-----------|---------|---------------|---------------|------------------|-----------|--|--|----------|------------|------------|-------|------|--|--|-------|------------------------------|-----|-------------|------------|------------|-------|---------------|------|--|-------|------------------------------|-----|---------------------|------------|------------|--|------|--|--|-------|------------------------------|-----|
| <p><b>3) ENTER ABSENCE EVENT</b></p> <ul style="list-style-type: none"> <li>The employee's name, EmplID and Record Number, Job Title and Department display in the left corner of the page.</li> <li><b>From/Through:</b> These dates determine the absence entries that will display on this page.<br/><b>From:</b> Enter the first day of the pay period<br/><b>Through:</b> Enter the last day of the pay period.</li> <li><b>Absence Name:</b> Select the appropriate absence by clicking on the magnifying glass icon.<br/>Notice that when you select an absence, the balance (if applicable) will display.)</li> <li><b>Begin Date:</b> Enter the first day of the absence. (see note)</li> <li><b>End Date:</b> Enter the last day of the absence. (see note)</li> <li><b>Partial Hours:</b> Select "Partial Hours" if the absence was not for a full day. (See note)</li> <li><b>Hours per Day:</b> Enter "Partial Hours" taken.</li> <li>To enter a new row, click on the "+" button at the far right end of the row.</li> </ul> | <div data-bbox="586 365 927 390"> <p><b>Report and View Employee Absences</b></p> </div> <div data-bbox="586 394 784 478"> <p>Paul Bunyan<br/>000119510 3<br/>Info Tech Consultant 12 Mo 0420<br/>Technology &amp; Communication 640</p> </div> <div data-bbox="586 485 703 506"> <p><a href="#">Click for Instructions</a></p> </div> <div data-bbox="586 533 943 564"> <p>From 11/30/2012 Through 12/31/2012</p> </div> <div data-bbox="586 569 1304 646"> <table border="1"> <thead> <tr> <th colspan="6">Existing Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th>Last Updated By</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div> <div data-bbox="586 653 1515 787"> <table border="1"> <thead> <tr> <th colspan="10">Enter New Absence Events</th> </tr> <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> <th> </th> <th> </th> </tr> </thead> <tbody> <tr> <td>Vacation</td> <td>12/06/2012</td> <td>12/07/2012</td> <td>24.67</td> <td>None</td> <td> </td> <td> </td> <td>Hours</td> <td><a href="#">Add Comments</a></td> <td>+ -</td> </tr> <tr> <td>Sick - Self</td> <td>12/11/2012</td> <td>12/11/2012</td> <td>271.8</td> <td>Partial Hours</td> <td>3.00</td> <td> </td> <td>Hours</td> <td><a href="#">Add Comments</a></td> <td>+ -</td> </tr> <tr> <td>Bereavement/Funeral</td> <td>12/03/2012</td> <td>12/03/2012</td> <td> </td> <td>None</td> <td> </td> <td> </td> <td>Hours</td> <td><a href="#">Add Comments</a></td> <td>+ -</td> </tr> </tbody> </table> </div> <div data-bbox="586 800 773 821"> <p>Calculate Duration</p> </div> <div data-bbox="586 835 647 854"> <p><a href="#">Timesheet</a></p> </div> <div data-bbox="737 842 1078 919"> <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>Submit</p> </div> <div data-bbox="586 942 719 963"> <p><a href="#">Return to Employee List</a></p> </div> <div data-bbox="578 1117 656 1148"> <p><b>NOTE:</b></p> </div> <div data-bbox="646 1152 953 1182"> <p><b>Begin Date and End Date</b></p> </div> <div data-bbox="646 1180 1531 1297"> <p>If there's a break in the absence, enter each event separately. For example, if an employee is out sick for two days, returns to work for three days, and then is out sick again, enter two absence events. If the absence includes a weekend (say, Thursday to Monday), enter one absence event.</p> </div> <div data-bbox="646 1312 812 1341"> <p><b>Partial Hours</b></p> </div> <div data-bbox="646 1341 1531 1516"> <p>The Partial Hours field is used to indicate an absence period that is less than one full day. For example, a non-exempt employee is taking two hours of Sick time to go to a dentist appointment, the employee would use the partial hours field to indicate the two hours, since it is less than a full day absence. If the Absence requires "Partial Hours", use the pull-down to select it and enter the number of hours in the "Hours per Day" field.</p> </div> <div data-bbox="646 1528 1531 1644"> <p>Hourly Employees: It is required that Absence Entry for hourly employees always utilize the 'partial hours' field. Take hours reported for hourly employees are used to calculate the employee's qualification for state service, sick, and eligible vacation.</p> </div> <div data-bbox="646 1659 1531 1719"> <p>Exempt Employees: It is required that Absences for exempt employees always be entered in full day increments – Exempt employees do not report partial days.</p> </div> | 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 | 12/06/2012 | 12/07/2012 | 24.67 | None |  |  | Hours | <a href="#">Add Comments</a> | + - | Sick - Self | 12/11/2012 | 12/11/2012 | 271.8 | Partial Hours | 3.00 |  | Hours | <a href="#">Add Comments</a> | + - | Bereavement/Funeral | 12/03/2012 | 12/03/2012 |  | None |  |  | Hours | <a href="#">Add Comments</a> | + - |
| 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   | 12/06/2012  | 12/07/2012              | 24.67            | None          |                 |                  | Hours     | <a href="#">Add Comments</a> | + -        |          |                  |           |                 |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |              |             |           |         |               |               |                  |           |  |  |          |            |            |       |      |  |  |       |                              |     |             |            |            |       |               |      |  |       |                              |     |                     |            |            |  |      |  |  |       |                              |     |
| Sick - Self  | 12/11/2012  | 12/11/2012              | 271.8            | Partial Hours | 3.00            |                  | Hours     | <a href="#">Add Comments</a> | + -        |          |                  |           |                 |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |              |             |           |         |               |               |                  |           |  |  |          |            |            |       |      |  |  |       |                              |     |             |            |            |       |               |      |  |       |                              |     |                     |            |            |  |      |  |  |       |                              |     |
| Bereavement/Funeral  | 12/03/2012  | 12/03/2012              |                  | None          |                 |                  | Hours     | <a href="#">Add Comments</a> | + -        |          |                  |           |                 |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |              |             |           |         |               |               |                  |           |  |  |          |            |            |       |      |  |  |       |                              |     |             |            |            |       |               |      |  |       |                              |     |                     |            |            |  |      |  |  |       |                              |     |

## Absence Entry (continued)

| Processing Steps   | Screen Shot   |                         |                  |               |                 |                  |           |              |            |          |                  |           |                 |  |  |  |  |  |  |                          |  |  |  |  |  |  |              |             |           |         |               |               |                  |           |  |  |                     |            |            |  |      |  |      |       |              |     |          |            |            |       |      |  |       |       |              |     |             |            |            |       |               |      |      |       |              |     |
|--|---|-------------------------|------------------|---------------|-----------------|------------------|-----------|--------------|------------|----------|------------------|-----------|-----------------|--|--|--|--|--|--|--------------------------|--|--|--|--|--|--|--------------|-------------|-----------|---------|---------------|---------------|------------------|-----------|--|--|---------------------|------------|------------|--|------|--|------|-------|--------------|-----|----------|------------|------------|-------|------|--|-------|-------|--------------|-----|-------------|------------|------------|-------|---------------|------|------|-------|--------------|-----|
| <ul style="list-style-type: none"> <li>When you have completed your absence entry, click on the <b>Calculate Duration</b> button.</li> </ul>   |   |                         |                  |               |                 |                  |           |              |            |          |                  |           |                 |  |  |  |  |  |  |                          |  |  |  |  |  |  |              |             |           |         |               |               |                  |           |  |  |                     |            |            |  |      |  |      |       |              |     |          |            |            |       |      |  |       |       |              |     |             |            |            |       |               |      |      |       |              |     |
| <ul style="list-style-type: none"> <li><b>Absence Duration:</b> This field will display once the "Calculate Duration" button is pushed. It shows the amounts of leave credits that will be used in this calendar cycle.<br/><b>IMPORTANT!</b> Compare the <b>Absence Duration</b> against the <b>Balance</b> to ensure that the amount of time entered does not exceed the balance!</li> <li><b>Add Comments:</b> If the absence requires that a comment be entered, the "Add Comments" link will be highlighted in red.<br/>Click on the <b>Add Comments</b> link and a new dialogue box will appear. <ul style="list-style-type: none"> <li>Answer the question in the dialogue box</li> <li>Click on the <b>Save Comments</b> button.</li> <li>The "Add Comments" link changes to an "Edit Comments" link.</li> </ul> </li> </ul> |  <p><b>Report and View Employee Absences</b></p> <p>Paul Bunyan<br/>000119510 3<br/>Info Tech Consultant 12 Mo 0420<br/>Technology &amp; Communication 640</p> <p><a href="#">Click for Instructions</a></p> <p>From 11/30/2012 Through 12/31/2012</p> <table border="1"> <thead> <tr> <th colspan="6">Existing Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th>Last Updated By</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="7">Enter New Absence Events</th> </tr> <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> <th> </th> <th> </th> </tr> </thead> <tbody> <tr> <td>Bereavement/Funeral</td> <td>12/03/2012</td> <td>12/03/2012</td> <td> </td> <td>None</td> <td> </td> <td>8.00</td> <td>Hours</td> <td>Add Comments</td> <td>+ -</td> </tr> <tr> <td>Vacation</td> <td>12/06/2012</td> <td>12/07/2012</td> <td>24.67</td> <td>None</td> <td> </td> <td>16.00</td> <td>Hours</td> <td>Add Comments</td> <td>+ -</td> </tr> <tr> <td>Sick - Self</td> <td>12/11/2012</td> <td>12/11/2012</td> <td>271.8</td> <td>Partial Hours</td> <td>3.00</td> <td>3.00</td> <td>Hours</td> <td>Add Comments</td> <td>+ -</td> </tr> </tbody> </table> <p><b>Absence Event Comments</b></p> <p>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.</p> <p>Please enter relationship of the deceased: <b>Father</b></p> <p><b>Save Comments</b></p> <p><a href="#">Return to Entry Page</a></p> | 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 |  |  | Bereavement/Funeral | 12/03/2012 | 12/03/2012 |  | None |  | 8.00 | Hours | Add Comments | + - | Vacation | 12/06/2012 | 12/07/2012 | 24.67 | None |  | 16.00 | Hours | Add Comments | + - | Sick - Self | 12/11/2012 | 12/11/2012 | 271.8 | Partial Hours | 3.00 | 3.00 | Hours | Add Comments | + - |
| 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 |              |            |          |                  |           |                 |  |  |  |  |  |  |                          |  |  |  |  |  |  |              |             |           |         |               |               |                  |           |  |  |                     |            |            |  |      |  |      |       |              |     |          |            |            |       |      |  |       |       |              |     |             |            |            |       |               |      |      |       |              |     |
| Bereavement/Funeral  | 12/03/2012  | 12/03/2012              |                  | None          |                 | 8.00             | Hours     | Add Comments | + -        |          |                  |           |                 |  |  |  |  |  |  |                          |  |  |  |  |  |  |              |             |           |         |               |               |                  |           |  |  |                     |            |            |  |      |  |      |       |              |     |          |            |            |       |      |  |       |       |              |     |             |            |            |       |               |      |      |       |              |     |
| Vacation   | 12/06/2012  | 12/07/2012              | 24.67            | None          |                 | 16.00            | Hours     | Add Comments | + -        |          |                  |           |                 |  |  |  |  |  |  |                          |  |  |  |  |  |  |              |             |           |         |               |               |                  |           |  |  |                     |            |            |  |      |  |      |       |              |     |          |            |            |       |      |  |       |       |              |     |             |            |            |       |               |      |      |       |              |     |
| Sick - Self  | 12/11/2012  | 12/11/2012              | 271.8            | Partial Hours | 3.00            | 3.00             | Hours     | Add Comments | + -        |          |                  |           |                 |  |  |  |  |  |  |                          |  |  |  |  |  |  |              |             |           |         |               |               |                  |           |  |  |                     |            |            |  |      |  |      |       |              |     |          |            |            |       |      |  |       |       |              |     |             |            |            |       |               |      |      |       |              |     |

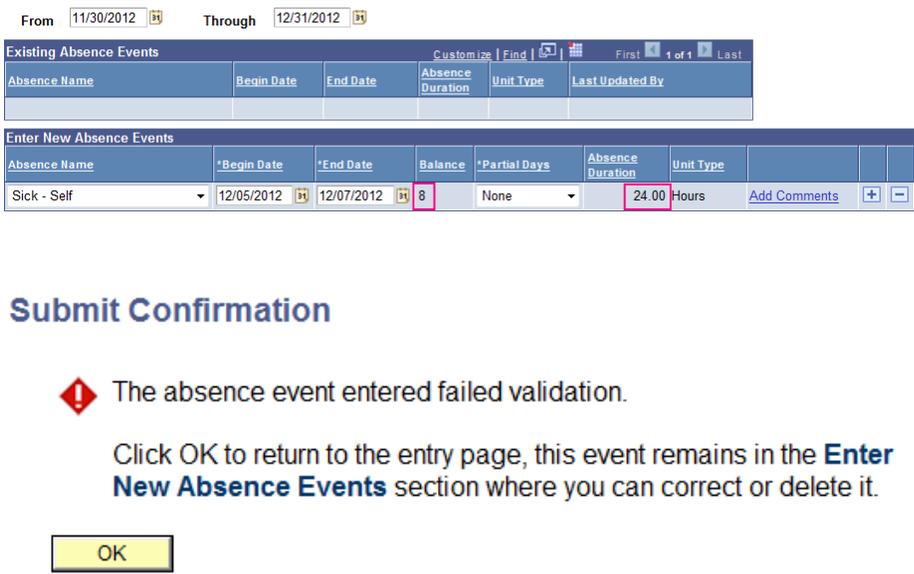
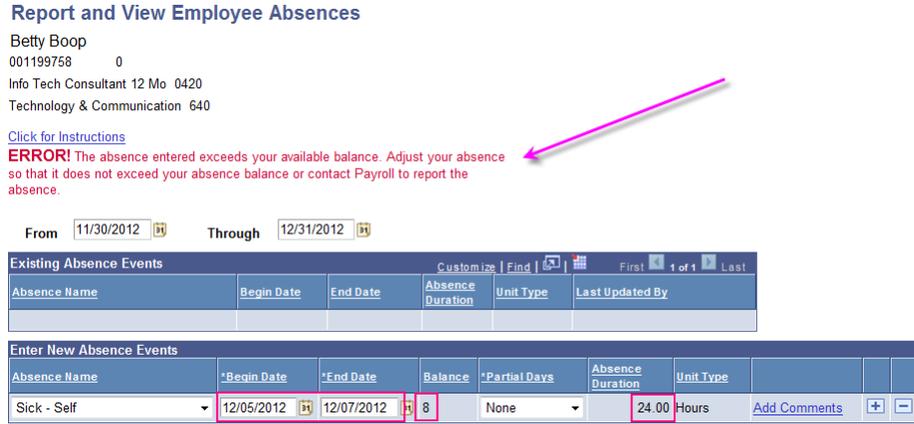
**Absence Entry (continued)**

| Processing Steps  | Screen Shot  |                         |                  |               |                  |                   |                   |  |              |            |          |                  |           |                 |                 |                  |            |            |      |      |          |                   |                          |            |            |      |       |          |                   |                     |              |             |           |         |               |                   |                          |  |                  |            |            |   |      |           |              |                  |           |                  |            |         |      |            |               |                  |                     |            |            |                  |      |            |  |                   |
|---|--|-------------------------|------------------|---------------|------------------|-------------------|-------------------|--|--------------|------------|----------|------------------|-----------|-----------------|-----------------|------------------|------------|------------|------|------|----------|-------------------|--------------------------|------------|------------|------|-------|----------|-------------------|---------------------|--------------|-------------|-----------|---------|---------------|-------------------|--------------------------|--|------------------|------------|------------|---|------|-----------|--------------|------------------|-----------|------------------|------------|---------|------|------------|---------------|------------------|---------------------|------------|------------|------------------|------|------------|--|-------------------|
| <ul style="list-style-type: none"> <li>Review the absences entered. If correct, click on the <b>Submit</b> button.</li> <li>Click on one of the three hyperlinks at the bottom of the page to proceed.                             <ul style="list-style-type: none"> <li><b>Return to Employee List:</b> Click on this link to go back to the full employee listing.</li> <li><b>Previous Employee in List:</b> Click this link to go back to the previous employee.</li> <li><b>Next Employee in List:</b> Click this link to go to the next employee.</li> </ul> </li> </ul> | <p><b>Report and View Employee Absences</b></p> <p>0<br/>Custodian 2010<br/>Facility Services 340<br/><a href="#">Click for Instructions</a></p> <p>From 08/01/2012 Through 08/30/2012</p> <table border="1"> <thead> <tr> <th colspan="7">Existing Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th colspan="2">Last Updated By</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td colspan="2"> </td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="8">Enter New Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>*End Date</th> <th>Balance</th> <th>*Partial Days</th> <th>Absence Duration</th> <th>Unit Type</th> <th> </th> </tr> </thead> <tbody> <tr> <td>Personal Holiday</td> <td>08/06/2012</td> <td>08/06/2012</td> <td>1</td> <td>None</td> <td>1.00 Days</td> <td> </td> <td>Add Comments + -</td> </tr> <tr> <td>Vacation</td> <td>08/07/2012</td> <td>08/07/2012</td> <td>218.166</td> <td>None</td> <td>9.00 Hours</td> <td> </td> <td>Add Comments + -</td> </tr> <tr> <td>Bereavement/Funeral</td> <td>08/27/2012</td> <td>08/27/2012</td> <td> </td> <td>None</td> <td>9.00 Hours</td> <td> </td> <td>Edit Comments + -</td> </tr> </tbody> </table> <p>Calculate Duration</p> <p><a href="#">Timesheet</a></p> <div style="border: 1px solid gray; padding: 5px;"> <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 style="text-align: center;"><b>Submit</b></p> </div> <p><a href="#">Return to Employee List</a>   <a href="#">Previous Employee In List</a>   <a href="#">Next Employee In List</a></p> | 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                |  | Personal Holiday | 08/06/2012 | 08/06/2012 | 1 | None | 1.00 Days |              | Add Comments + - | Vacation  | 08/07/2012       | 08/07/2012 | 218.166 | None | 9.00 Hours |               | Add Comments + - | Bereavement/Funeral | 08/27/2012 | 08/27/2012 |                  | None | 9.00 Hours |  | Edit Comments + - |
| 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         |                   |  |              |            |          |                  |           |                 |                 |                  |            |            |      |      |          |                   |                          |            |            |      |       |          |                   |                     |              |             |           |         |               |                   |                          |  |                  |            |            |   |      |           |              |                  |           |                  |            |         |      |            |               |                  |                     |            |            |                  |      |            |  |                   |
| Personal Holiday  | 08/06/2012   | 08/06/2012              | 1                | None          | 1.00 Days        |                   | Add Comments + -  |  |              |            |          |                  |           |                 |                 |                  |            |            |      |      |          |                   |                          |            |            |      |       |          |                   |                     |              |             |           |         |               |                   |                          |  |                  |            |            |   |      |           |              |                  |           |                  |            |         |      |            |               |                  |                     |            |            |                  |      |            |  |                   |
| Vacation  | 08/07/2012   | 08/07/2012              | 218.166          | None          | 9.00 Hours       |                   | Add Comments + -  |  |              |            |          |                  |           |                 |                 |                  |            |            |      |      |          |                   |                          |            |            |      |       |          |                   |                     |              |             |           |         |               |                   |                          |  |                  |            |            |   |      |           |              |                  |           |                  |            |         |      |            |               |                  |                     |            |            |                  |      |            |  |                   |
| Bereavement/Funeral   | 08/27/2012   | 08/27/2012              |                  | None          | 9.00 Hours       |                   | Edit Comments + - |  |              |            |          |                  |           |                 |                 |                  |            |            |      |      |          |                   |                          |            |            |      |       |          |                   |                     |              |             |           |         |               |                   |                          |  |                  |            |            |   |      |           |              |                  |           |                  |            |         |      |            |               |                  |                     |            |            |                  |      |            |  |                   |
| <ul style="list-style-type: none"> <li><b>Confirmation:</b> The system will validate the absence data entered. This will display if entry was successful.</li> <li>Click on <b>OK</b> button.</li> </ul>  | <p><b>Submit Confirmation</b></p> <p>✓ The Absence(s) were submitted successfully.</p> <p style="text-align: center;"><b>OK</b></p>  |                         |                  |               |                  |                   |                   |  |              |            |          |                  |           |                 |                 |                  |            |            |      |      |          |                   |                          |            |            |      |       |          |                   |                     |              |             |           |         |               |                   |                          |  |                  |            |            |   |      |           |              |                  |           |                  |            |         |      |            |               |                  |                     |            |            |                  |      |            |  |                   |
| <ul style="list-style-type: none"> <li>The submitted information will now appear in the <b>Existing Absence Events</b> section.</li> </ul>  | <p><b>Report and View Employee Absences</b></p> <p>0<br/>Custodian 2010<br/>Facility Services 340<br/><a href="#">Click for Instructions</a></p> <p>From 08/01/2012 Through 08/30/2012</p> <table border="1"> <thead> <tr> <th colspan="7">Existing Absence Events</th> </tr> <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>Personal Holiday</td> <td>08/06/2012</td> <td>08/06/2012</td> <td>1.00</td> <td>Days</td> <td>Reviewed</td> <td>Covarrubias,Linda</td> </tr> <tr> <td>Vacation</td> <td>08/07/2012</td> <td>08/07/2012</td> <td>9.00</td> <td>Hours</td> <td>Reviewed</td> <td>Covarrubias,Linda</td> </tr> <tr> <td>Bereavement/Funeral</td> <td>08/27/2012</td> <td>08/27/2012</td> <td>9.00</td> <td>Hours</td> <td>Reviewed</td> <td>Covarrubias,Linda</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="8">Enter New Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>*End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th colspan="3"> </th> </tr> </thead> <tbody> <tr> <td>No Time Taken</td> <td>06/01/2012</td> <td>06/30/2012</td> <td> </td> <td> </td> <td colspan="3">Add Comments + -</td> </tr> </tbody> </table> <p>Calculate Duration</p>   | Existing Absence Events |                  |               |                  |                   |                   |  | Absence Name | Begin Date | End Date | Absence Duration | Unit Type | Absence Status  | Last Updated By | Personal Holiday | 08/06/2012 | 08/06/2012 | 1.00 | Days | Reviewed | Covarrubias,Linda | Vacation                 | 08/07/2012 | 08/07/2012 | 9.00 | Hours | Reviewed | Covarrubias,Linda | Bereavement/Funeral | 08/27/2012   | 08/27/2012  | 9.00      | Hours   | Reviewed      | Covarrubias,Linda | Enter New Absence Events |  |                  |            |            |   |      |           | Absence Name | *Begin Date      | *End Date | Absence Duration | Unit Type  |         |      |            | No Time Taken | 06/01/2012       | 06/30/2012          |            |            | Add Comments + - |      |            |  |                   |
| Existing Absence Events   |  |                         |                  |               |                  |                   |                   |  |              |            |          |                  |           |                 |                 |                  |            |            |      |      |          |                   |                          |            |            |      |       |          |                   |                     |              |             |           |         |               |                   |                          |  |                  |            |            |   |      |           |              |                  |           |                  |            |         |      |            |               |                  |                     |            |            |                  |      |            |  |                   |
| Absence Name  | Begin Date   | End Date                | Absence Duration | Unit Type     | Absence Status   | Last Updated By   |                   |  |              |            |          |                  |           |                 |                 |                  |            |            |      |      |          |                   |                          |            |            |      |       |          |                   |                     |              |             |           |         |               |                   |                          |  |                  |            |            |   |      |           |              |                  |           |                  |            |         |      |            |               |                  |                     |            |            |                  |      |            |  |                   |
| Personal Holiday  | 08/06/2012   | 08/06/2012              | 1.00             | Days          | Reviewed         | Covarrubias,Linda |                   |  |              |            |          |                  |           |                 |                 |                  |            |            |      |      |          |                   |                          |            |            |      |       |          |                   |                     |              |             |           |         |               |                   |                          |  |                  |            |            |   |      |           |              |                  |           |                  |            |         |      |            |               |                  |                     |            |            |                  |      |            |  |                   |
| Vacation  | 08/07/2012   | 08/07/2012              | 9.00             | Hours         | Reviewed         | Covarrubias,Linda |                   |  |              |            |          |                  |           |                 |                 |                  |            |            |      |      |          |                   |                          |            |            |      |       |          |                   |                     |              |             |           |         |               |                   |                          |  |                  |            |            |   |      |           |              |                  |           |                  |            |         |      |            |               |                  |                     |            |            |                  |      |            |  |                   |
| Bereavement/Funeral   | 08/27/2012   | 08/27/2012              | 9.00             | Hours         | Reviewed         | Covarrubias,Linda |                   |  |              |            |          |                  |           |                 |                 |                  |            |            |      |      |          |                   |                          |            |            |      |       |          |                   |                     |              |             |           |         |               |                   |                          |  |                  |            |            |   |      |           |              |                  |           |                  |            |         |      |            |               |                  |                     |            |            |                  |      |            |  |                   |
| Enter New Absence Events  |  |                         |                  |               |                  |                   |                   |  |              |            |          |                  |           |                 |                 |                  |            |            |      |      |          |                   |                          |            |            |      |       |          |                   |                     |              |             |           |         |               |                   |                          |  |                  |            |            |   |      |           |              |                  |           |                  |            |         |      |            |               |                  |                     |            |            |                  |      |            |  |                   |
| Absence Name  | *Begin Date  | *End Date               | Absence Duration | Unit Type     |                  |                   |                   |  |              |            |          |                  |           |                 |                 |                  |            |            |      |      |          |                   |                          |            |            |      |       |          |                   |                     |              |             |           |         |               |                   |                          |  |                  |            |            |   |      |           |              |                  |           |                  |            |         |      |            |               |                  |                     |            |            |                  |      |            |  |                   |
| No Time Taken   | 06/01/2012   | 06/30/2012              |                  |               | Add Comments + - |                   |                   |  |              |            |          |                  |           |                 |                 |                  |            |            |      |      |          |                   |                          |            |            |      |       |          |                   |                     |              |             |           |         |               |                   |                          |  |                  |            |            |   |      |           |              |                  |           |                  |            |         |      |            |               |                  |                     |            |            |                  |      |            |  |                   |

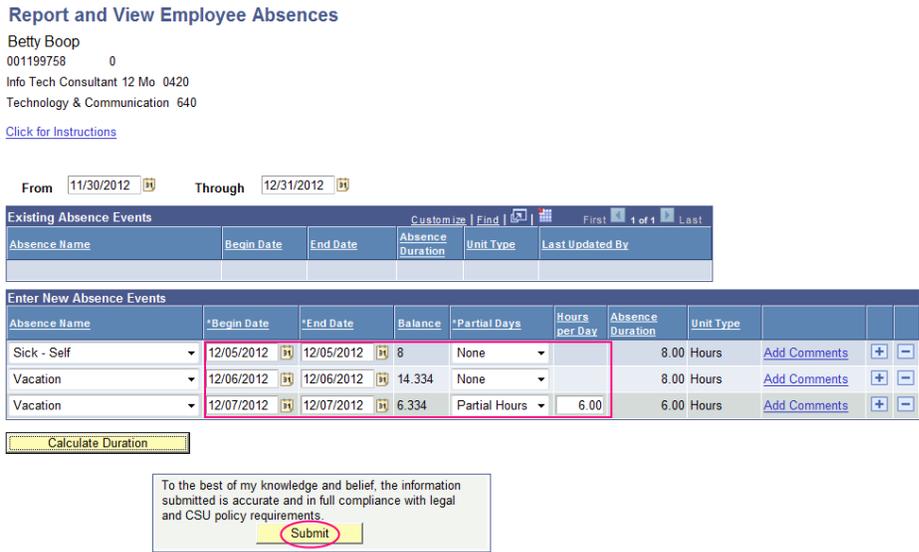
## Absence Entry (continued)

| Processing Steps  | Screen Shot  |                         |                  |               |                |                  |           |              |              |            |          |                  |           |                |                 |                     |            |            |            |  |          |              |          |            |            |             |  |          |              |              |             |            |            |               |               |                  |              |             |           |                  |            |            |       |                 |            |            |  |              |     |                  |
|---|--|-------------------------|------------------|---------------|----------------|------------------|-----------|--------------|--------------|------------|----------|------------------|-----------|----------------|-----------------|---------------------|------------|------------|------------|--|----------|--------------|----------|------------|------------|-------------|--|----------|--------------|--------------|-------------|------------|------------|---------------|---------------|------------------|--------------|-------------|-----------|------------------|------------|------------|-------|-----------------|------------|------------|--|--------------|-----|------------------|
| <ul style="list-style-type: none"> <li>Employee absence data on the <i>Manager Absence Entry</i> page can be modified as much as necessary during the open cycle, before the Payroll deadline.</li> <li>To delete a row of data in the <b>Existing Absence Events</b> section, click on the trash can icon.</li> <li>A dialogue box will appear making sure that you intended to delete the absence event.</li> </ul>                       | <p><b>Report and View Employee Absences</b></p> <p>Paul Bunyan<br/>000119510 3<br/>Info Tech Consultant 12 Mo 0420<br/>Technology &amp; Communication 640</p> <p><a href="#">Click for Instructions</a></p> <p>From 11/30/2012 Through 12/31/2012</p> <table border="1"> <thead> <tr> <th colspan="7">Existing Absence Events</th> </tr> <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>Bereavement/Funeral</td> <td>12/03/2012</td> <td>12/03/2012</td> <td>8.00 Hours</td> <td></td> <td>Reviewed</td> <td>Judy Frazier</td> </tr> <tr> <td>Vacation</td> <td>12/06/2012</td> <td>12/07/2012</td> <td>16.00 Hours</td> <td></td> <td>Reviewed</td> <td>Judy Frazier</td> </tr> <tr> <td>Sick - Self</td> <td>12/11/2012</td> <td>12/11/2012</td> <td>3.00 Hours</td> <td></td> <td>Reviewed</td> <td>Judy Frazier</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>Absence Duration</th> <th>Unit Type</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>(Invalid Value)</td> <td>01/01/2013</td> <td>01/30/2013</td> <td></td> <td></td> <td></td> <td>Add Comments + -</td> </tr> </tbody> </table> <p><b>Confirm Delete</b></p> <p>✓ Click <b>Yes</b> to Delete this Absence Event</p> <p>Absence: <b>Personal Holiday</b> Begins: 8/6/2012 Ends: 8/6/2012</p> <p>Yes No</p> | Existing Absence Events |                  |               |                |                  |           |              | Absence Name | Begin Date | End Date | Absence Duration | Unit Type | Absence Status | Last Updated By | Bereavement/Funeral | 12/03/2012 | 12/03/2012 | 8.00 Hours |  | Reviewed | Judy Frazier | Vacation | 12/06/2012 | 12/07/2012 | 16.00 Hours |  | Reviewed | Judy Frazier | Sick - Self  | 12/11/2012  | 12/11/2012 | 3.00 Hours |               | Reviewed      | Judy Frazier     | Absence Name | *Begin Date | *End Date | Absence Duration | Unit Type  |            |       | (Invalid Value) | 01/01/2013 | 01/30/2013 |  |              |     | Add Comments + - |
| Existing Absence Events   |  |                         |                  |               |                |                  |           |              |              |            |          |                  |           |                |                 |                     |            |            |            |  |          |              |          |            |            |             |  |          |              |              |             |            |            |               |               |                  |              |             |           |                  |            |            |       |                 |            |            |  |              |     |                  |
| Absence Name  | Begin Date   | End Date                | Absence Duration | Unit Type     | Absence Status | Last Updated By  |           |              |              |            |          |                  |           |                |                 |                     |            |            |            |  |          |              |          |            |            |             |  |          |              |              |             |            |            |               |               |                  |              |             |           |                  |            |            |       |                 |            |            |  |              |     |                  |
| Bereavement/Funeral   | 12/03/2012   | 12/03/2012              | 8.00 Hours       |               | Reviewed       | Judy Frazier     |           |              |              |            |          |                  |           |                |                 |                     |            |            |            |  |          |              |          |            |            |             |  |          |              |              |             |            |            |               |               |                  |              |             |           |                  |            |            |       |                 |            |            |  |              |     |                  |
| Vacation  | 12/06/2012   | 12/07/2012              | 16.00 Hours      |               | Reviewed       | Judy Frazier     |           |              |              |            |          |                  |           |                |                 |                     |            |            |            |  |          |              |          |            |            |             |  |          |              |              |             |            |            |               |               |                  |              |             |           |                  |            |            |       |                 |            |            |  |              |     |                  |
| Sick - Self   | 12/11/2012   | 12/11/2012              | 3.00 Hours       |               | Reviewed       | Judy Frazier     |           |              |              |            |          |                  |           |                |                 |                     |            |            |            |  |          |              |          |            |            |             |  |          |              |              |             |            |            |               |               |                  |              |             |           |                  |            |            |       |                 |            |            |  |              |     |                  |
| Absence Name  | *Begin Date  | *End Date               | Absence Duration | Unit Type     |                |                  |           |              |              |            |          |                  |           |                |                 |                     |            |            |            |  |          |              |          |            |            |             |  |          |              |              |             |            |            |               |               |                  |              |             |           |                  |            |            |       |                 |            |            |  |              |     |                  |
| (Invalid Value)   | 01/01/2013   | 01/30/2013              |                  |               |                | Add Comments + - |           |              |              |            |          |                  |           |                |                 |                     |            |            |            |  |          |              |          |            |            |             |  |          |              |              |             |            |            |               |               |                  |              |             |           |                  |            |            |       |                 |            |            |  |              |     |                  |
| <ul style="list-style-type: none"> <li>To add data, simply continue to add information in the <b>Enter New Absence Events</b> section.</li> </ul> <p>Notice in this example that the initial Personal Holiday entry was incorrect, so the row was deleted, and a new row entered. <ul style="list-style-type: none"> <li>Click on the <b>Calculate Duration</b> button.</li> <li>Click on the <b>Submit</b> button to save.</li> </ul> </p> | <p><b>Report and View Employee Absences</b></p> <p>Paul Bunyan<br/>000119510 3<br/>Info Tech Consultant 12 Mo 0420<br/>Technology &amp; Communication 640</p> <p><a href="#">Click for Instructions</a></p> <p>From 11/30/2012 Through 12/31/2012</p> <table border="1"> <thead> <tr> <th colspan="7">Existing Absence Events</th> </tr> <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>Bereavement/Funeral</td> <td>12/03/2012</td> <td>12/03/2012</td> <td>8.00 Hours</td> <td></td> <td>Reviewed</td> <td>Judy Frazier</td> </tr> <tr> <td>Vacation</td> <td>12/06/2012</td> <td>12/07/2012</td> <td>16.00 Hours</td> <td></td> <td>Reviewed</td> <td>Judy Frazier</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> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Sick - Self</td> <td>12/11/2012</td> <td>12/11/2012</td> <td>271.8</td> <td>Partial Hours</td> <td>5.00</td> <td>5.00 Hours</td> <td></td> <td>Add Comments</td> <td>+ -</td> </tr> </tbody> </table> <p>Calculate Duration</p> <p>Submit</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>     | Existing Absence Events |                  |               |                |                  |           |              | Absence Name | Begin Date | End Date | Absence Duration | Unit Type | Absence Status | Last Updated By | Bereavement/Funeral | 12/03/2012 | 12/03/2012 | 8.00 Hours |  | Reviewed | Judy Frazier | Vacation | 12/06/2012 | 12/07/2012 | 16.00 Hours |  | Reviewed | Judy Frazier | Absence Name | *Begin Date | *End Date  | Balance    | *Partial Days | Hours per Day | Absence Duration | Unit Type    |             |           | Sick - Self      | 12/11/2012 | 12/11/2012 | 271.8 | Partial Hours   | 5.00       | 5.00 Hours |  | Add Comments | + - |                  |
| Existing Absence Events   |  |                         |                  |               |                |                  |           |              |              |            |          |                  |           |                |                 |                     |            |            |            |  |          |              |          |            |            |             |  |          |              |              |             |            |            |               |               |                  |              |             |           |                  |            |            |       |                 |            |            |  |              |     |                  |
| Absence Name  | Begin Date   | End Date                | Absence Duration | Unit Type     | Absence Status | Last Updated By  |           |              |              |            |          |                  |           |                |                 |                     |            |            |            |  |          |              |          |            |            |             |  |          |              |              |             |            |            |               |               |                  |              |             |           |                  |            |            |       |                 |            |            |  |              |     |                  |
| Bereavement/Funeral   | 12/03/2012   | 12/03/2012              | 8.00 Hours       |               | Reviewed       | Judy Frazier     |           |              |              |            |          |                  |           |                |                 |                     |            |            |            |  |          |              |          |            |            |             |  |          |              |              |             |            |            |               |               |                  |              |             |           |                  |            |            |       |                 |            |            |  |              |     |                  |
| Vacation  | 12/06/2012   | 12/07/2012              | 16.00 Hours      |               | Reviewed       | Judy Frazier     |           |              |              |            |          |                  |           |                |                 |                     |            |            |            |  |          |              |          |            |            |             |  |          |              |              |             |            |            |               |               |                  |              |             |           |                  |            |            |       |                 |            |            |  |              |     |                  |
| Absence Name  | *Begin Date  | *End Date               | Balance          | *Partial Days | Hours per Day  | Absence Duration | Unit Type |              |              |            |          |                  |           |                |                 |                     |            |            |            |  |          |              |          |            |            |             |  |          |              |              |             |            |            |               |               |                  |              |             |           |                  |            |            |       |                 |            |            |  |              |     |                  |
| Sick - Self   | 12/11/2012   | 12/11/2012              | 271.8            | Partial Hours | 5.00           | 5.00 Hours       |           | Add Comments | + -          |            |          |                  |           |                |                 |                     |            |            |            |  |          |              |          |            |            |             |  |          |              |              |             |            |            |               |               |                  |              |             |           |                  |            |            |       |                 |            |            |  |              |     |                  |

## Absence Entry Errors (continued)

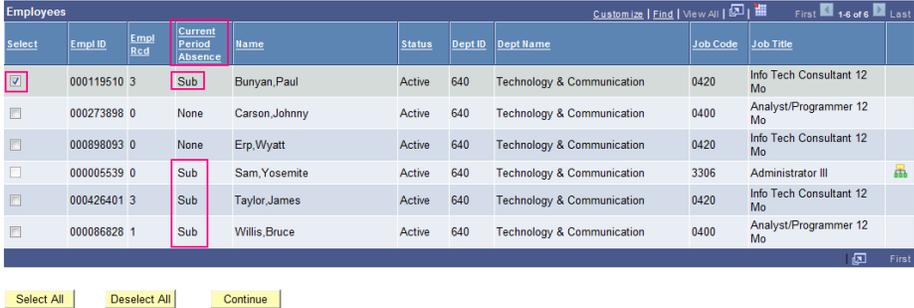
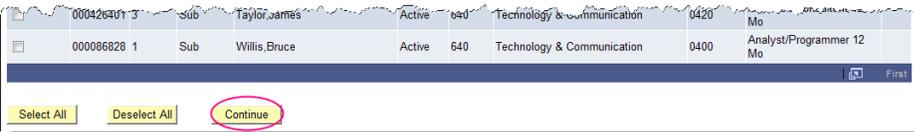
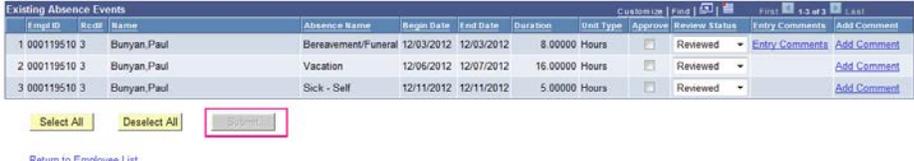
| Processing Steps  | Screen Shot  |                         |                  |               |                  |           |  |              |            |          |                  |           |                 |  |  |  |  |  |  |                          |  |  |  |  |  |  |              |             |           |         |               |                  |           |             |            |            |   |      |       |       |
|---|--|-------------------------|------------------|---------------|------------------|-----------|--|--------------|------------|----------|------------------|-----------|-----------------|--|--|--|--|--|--|--------------------------|--|--|--|--|--|--|--------------|-------------|-----------|---------|---------------|------------------|-----------|-------------|------------|------------|---|------|-------|-------|
| <p><b>4) ERRORS</b></p> <ul style="list-style-type: none"> <li>Occasionally you may inadvertently enter more time than the employee has in his/her balance, and click on the <b>Submit</b> button.</li> <li>If this happens, you will get an error message similar to this.</li> <li>Click on the <b>OK</b> button to return to the main page.</li> </ul> |  <p>From 11/30/2012 Through 12/31/2012</p> <table border="1"> <thead> <tr> <th colspan="6">Existing Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th>Last Updated By</th> </tr> </thead> <tbody> <tr> <td colspan="6"> </td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="7">Enter New Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>*End Date</th> <th>Balance</th> <th>*Partial Days</th> <th>Absence Duration</th> <th>Unit Type</th> </tr> </thead> <tbody> <tr> <td>Sick - Self</td> <td>12/05/2012</td> <td>12/07/2012</td> <td>8</td> <td>None</td> <td>24.00</td> <td>Hours</td> </tr> </tbody> </table> <p><b>Submit Confirmation</b></p> <p> The absence event entered failed validation.</p> <p>Click OK to return to the entry page, this event remains in the <b>Enter New Absence Events</b> section where you can correct or delete it.</p> <p><b>OK</b></p>  | 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 | Sick - Self | 12/05/2012 | 12/07/2012 | 8 | None | 24.00 | Hours |
| 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 |  |              |            |          |                  |           |                 |  |  |  |  |  |  |                          |  |  |  |  |  |  |              |             |           |         |               |                  |           |             |            |            |   |      |       |       |
| Sick - Self   | 12/05/2012   | 12/07/2012              | 8                | None          | 24.00            | Hours     |  |              |            |          |                  |           |                 |  |  |  |  |  |  |                          |  |  |  |  |  |  |              |             |           |         |               |                  |           |             |            |            |   |      |       |       |
| <ul style="list-style-type: none"> <li>An error message sometimes also appears on the main page.</li> <li>Adjust the date range, date or partial hours to fix.</li> </ul>   |  <p><b>Report and View Employee Absences</b></p> <p>Betty Boop<br/>001199758 0<br/>Info Tech Consultant 12 Mo 0420<br/>Technology &amp; Communication 640</p> <p><a href="#">Click for Instructions</a></p> <p><b>ERROR!</b> The absence entered exceeds your available balance. Adjust your absence so that it does not exceed your absence balance or contact Payroll to report the absence.</p> <p>From 11/30/2012 Through 12/31/2012</p> <table border="1"> <thead> <tr> <th colspan="6">Existing Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th>Last Updated By</th> </tr> </thead> <tbody> <tr> <td colspan="6"> </td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="7">Enter New Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>*End Date</th> <th>Balance</th> <th>*Partial Days</th> <th>Absence Duration</th> <th>Unit Type</th> </tr> </thead> <tbody> <tr> <td>Sick - Self</td> <td>12/05/2012</td> <td>12/07/2012</td> <td>8</td> <td>None</td> <td>24.00</td> <td>Hours</td> </tr> </tbody> </table> | 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 | Sick - Self | 12/05/2012 | 12/07/2012 | 8 | None | 24.00 | Hours |
| 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 |  |              |            |          |                  |           |                 |  |  |  |  |  |  |                          |  |  |  |  |  |  |              |             |           |         |               |                  |           |             |            |            |   |      |       |       |
| Sick - Self   | 12/05/2012   | 12/07/2012              | 8                | None          | 24.00            | Hours     |  |              |            |          |                  |           |                 |  |  |  |  |  |  |                          |  |  |  |  |  |  |              |             |           |         |               |                  |           |             |            |            |   |      |       |       |

## Absence Entry Errors (continued)

| Processing Steps   | Screen Shot   |                         |                  |               |                 |                  |           |              |            |          |                  |           |                 |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |              |             |           |         |               |               |                  |           |             |            |            |   |      |  |      |       |          |            |            |        |      |  |      |       |          |            |            |       |               |      |      |       |
|--|---|-------------------------|------------------|---------------|-----------------|------------------|-----------|--------------|------------|----------|------------------|-----------|-----------------|--|--|--|--|--|--|--------------------------|--|--|--|--|--|--|--|--------------|-------------|-----------|---------|---------------|---------------|------------------|-----------|-------------|------------|------------|---|------|--|------|-------|----------|------------|------------|--------|------|--|------|-------|----------|------------|------------|-------|---------------|------|------|-------|
| <ul style="list-style-type: none"> <li>You can sometimes use other eligible leave credits to bring the employee up to full pay. (i.e.: Use Personal Holiday or Vacation for Sick time).</li> </ul> <p><b>NOTE:</b> Sick leave credits can ONLY be used to cover sick days.</p> <ul style="list-style-type: none"> <li>This is one example of properly entered time to make up a portion of this employee's 2<sup>nd</sup> and 3<sup>rd</sup> day of sick absence by using vacation days.</li> <li>Notice that there is still a balance of .334 hours that were not used to cover any more sick time.</li> </ul> <p><i>Vacation &amp; Sick absences can only be used by half-hour increments.</i></p> |  <p><b>Report and View Employee Absences</b><br/>         Betty Boop<br/>         001199758 0<br/>         Info Tech Consultant 12 Mo 0420<br/>         Technology &amp; Communication 640<br/> <a href="#">Click for Instructions</a></p> <p>From 11/30/2012 Through 12/31/2012</p> <table border="1"> <thead> <tr> <th colspan="6">Existing Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th>Last Updated By</th> </tr> </thead> <tbody> <tr> <td colspan="6"> </td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="8">Enter New Absence Events</th> </tr> <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>Sick - Self</td> <td>12/05/2012</td> <td>12/05/2012</td> <td>8</td> <td>None</td> <td></td> <td>8.00</td> <td>Hours</td> </tr> <tr> <td>Vacation</td> <td>12/06/2012</td> <td>12/06/2012</td> <td>14.334</td> <td>None</td> <td></td> <td>8.00</td> <td>Hours</td> </tr> <tr> <td>Vacation</td> <td>12/07/2012</td> <td>12/07/2012</td> <td>6.334</td> <td>Partial Hours</td> <td>6.00</td> <td>6.00</td> <td>Hours</td> </tr> </tbody> </table> <p>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>Submit</p> | 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 - Self | 12/05/2012 | 12/05/2012 | 8 | None |  | 8.00 | Hours | Vacation | 12/06/2012 | 12/06/2012 | 14.334 | None |  | 8.00 | Hours | Vacation | 12/07/2012 | 12/07/2012 | 6.334 | Partial Hours | 6.00 | 6.00 | Hours |
| 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 - Self  | 12/05/2012  | 12/05/2012              | 8                | None          |                 | 8.00             | Hours     |              |            |          |                  |           |                 |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |              |             |           |         |               |               |                  |           |             |            |            |   |      |  |      |       |          |            |            |        |      |  |      |       |          |            |            |       |               |      |      |       |
| Vacation   | 12/06/2012  | 12/06/2012              | 14.334           | None          |                 | 8.00             | Hours     |              |            |          |                  |           |                 |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |              |             |           |         |               |               |                  |           |             |            |            |   |      |  |      |       |          |            |            |        |      |  |      |       |          |            |            |       |               |      |      |       |
| Vacation   | 12/07/2012  | 12/07/2012              | 6.334            | Partial Hours | 6.00            | 6.00             | Hours     |              |            |          |                  |           |                 |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |              |             |           |         |               |               |                  |           |             |            |            |   |      |  |      |       |          |            |            |        |      |  |      |       |          |            |            |       |               |      |      |       |
| <ul style="list-style-type: none"> <li>Other error messages that may appear:</li> <li>Watch your dates. They generally cannot be duplicated or overlap.</li> <li>You will receive an error if you enter dates that fall on weekends or scheduled days off.</li> </ul>  | <p><b>ERROR!</b> The absence entered cannot be entered twice for the same day.</p> <p><b>ERROR!</b> The Absence entered cannot have an end date that is on an unscheduled day.</p>  |                         |                  |               |                 |                  |           |              |            |          |                  |           |                 |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |              |             |           |         |               |               |                  |           |             |            |            |   |      |  |      |       |          |            |            |        |      |  |      |       |          |            |            |       |               |      |      |       |

## C) Approve Reported Absences

Navigation: *Manager Self Service > Time Management > Approve Time and Exceptions > Approve Reported Absences*

| Processing Steps   | Screen Shot   |            |                        |                     |                        |            |                            |          |                            |                |                             |                                     |             |   |           |             |             |                     |                            |            |                            |                          |                          |          |                             |               |           |     |                            |          |                          |                          |           |       |                          |           |                             |     |                            |      |                            |                          |            |            |         |              |                          |          |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
|--|---|------------|------------------------|---------------------|------------------------|------------|----------------------------|----------|----------------------------|----------------|-----------------------------|-------------------------------------|-------------|---|-----------|-------------|-------------|---------------------|----------------------------|------------|----------------------------|--------------------------|--------------------------|----------|-----------------------------|---------------|-----------|-----|----------------------------|----------|--------------------------|--------------------------|-----------|-------|--------------------------|-----------|-----------------------------|-----|----------------------------|------|----------------------------|--------------------------|------------|------------|---------|--------------|--------------------------|----------|-----------------------------|------|-------------------|--------------------------|-----------|---|-----|--------------|--------|-----|----------------------------|------|----------------------------|--------------------------|-----------|---|-----|--------------|--------|-----|----------------------------|------|--------------------------|
| <ul style="list-style-type: none"> <li> <b>Current Period Absence:</b> Notice the value, <i>Sub</i> next to some of the employee names. This indicates that time has been submitted by/for this employee, and needs approval.<br/><br/>           If you click on the <b>Current Period Absence</b> link at the top of the column, the column will re-sort.         </li> <li>Click on the checkbox next to the EmplID in the <b>Select</b> column to select the employee absences that you wish to approve. Multiple employees can be approved at the same time.</li> </ul> | <p>Approve Reported Absences</p> <p><a href="#">Click for Instructions</a></p>  <table border="1"> <thead> <tr> <th>Select</th> <th>Empl ID</th> <th>Empl Rec'd</th> <th>Current Period Absence</th> <th>Name</th> <th>Status</th> <th>Dept ID</th> <th>Dept Name</th> <th>Job Code</th> <th>Job Title</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>000119510</td> <td>3</td> <td>Sub</td> <td>Bunyan,Paul</td> <td>Active</td> <td>640</td> <td>Technology &amp; Communication</td> <td>0420</td> <td>Info Tech Consultant 12 Mo</td> </tr> <tr> <td><input type="checkbox"/></td> <td>000273898</td> <td>0</td> <td>None</td> <td>Carson,Johnny</td> <td>Active</td> <td>640</td> <td>Technology &amp; Communication</td> <td>0400</td> <td>Analyst/Programmer 12 Mo</td> </tr> <tr> <td><input type="checkbox"/></td> <td>000089803</td> <td>0</td> <td>None</td> <td>Erp,Wyatt</td> <td>Active</td> <td>640</td> <td>Technology &amp; Communication</td> <td>0420</td> <td>Info Tech Consultant 12 Mo</td> </tr> <tr> <td><input type="checkbox"/></td> <td>000005539</td> <td>0</td> <td>Sub</td> <td>Sam,Yosemite</td> <td>Active</td> <td>640</td> <td>Technology &amp; Communication</td> <td>3306</td> <td>Administrator III</td> </tr> <tr> <td><input type="checkbox"/></td> <td>000426401</td> <td>3</td> <td>Sub</td> <td>Taylor,James</td> <td>Active</td> <td>640</td> <td>Technology &amp; Communication</td> <td>0420</td> <td>Info Tech Consultant 12 Mo</td> </tr> <tr> <td><input type="checkbox"/></td> <td>000086828</td> <td>1</td> <td>Sub</td> <td>Willis,Bruce</td> <td>Active</td> <td>640</td> <td>Technology &amp; Communication</td> <td>0400</td> <td>Analyst/Programmer 12 Mo</td> </tr> </tbody> </table> <p>Select All   Deselect All   Continue</p> | Select     | Empl ID                | Empl Rec'd          | Current Period Absence | Name       | Status                     | Dept ID  | Dept Name                  | Job Code       | Job Title                   | <input checked="" type="checkbox"/> | 000119510   | 3 | Sub       | Bunyan,Paul | Active      | 640                 | Technology & Communication | 0420       | Info Tech Consultant 12 Mo | <input type="checkbox"/> | 000273898                | 0        | None                        | Carson,Johnny | Active    | 640 | Technology & Communication | 0400     | Analyst/Programmer 12 Mo | <input type="checkbox"/> | 000089803 | 0     | None                     | Erp,Wyatt | Active                      | 640 | Technology & Communication | 0420 | Info Tech Consultant 12 Mo | <input type="checkbox"/> | 000005539  | 0          | Sub     | Sam,Yosemite | Active                   | 640      | Technology & Communication  | 3306 | Administrator III | <input type="checkbox"/> | 000426401 | 3 | Sub | Taylor,James | Active | 640 | Technology & Communication | 0420 | Info Tech Consultant 12 Mo | <input type="checkbox"/> | 000086828 | 1 | Sub | Willis,Bruce | Active | 640 | Technology & Communication | 0400 | Analyst/Programmer 12 Mo |
| Select   | Empl ID   | Empl Rec'd | Current Period Absence | Name                | Status                 | Dept ID    | Dept Name                  | Job Code | Job Title                  |                |                             |                                     |             |   |           |             |             |                     |                            |            |                            |                          |                          |          |                             |               |           |     |                            |          |                          |                          |           |       |                          |           |                             |     |                            |      |                            |                          |            |            |         |              |                          |          |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
| <input checked="" type="checkbox"/>  | 000119510   | 3          | Sub                    | Bunyan,Paul         | Active                 | 640        | Technology & Communication | 0420     | Info Tech Consultant 12 Mo |                |                             |                                     |             |   |           |             |             |                     |                            |            |                            |                          |                          |          |                             |               |           |     |                            |          |                          |                          |           |       |                          |           |                             |     |                            |      |                            |                          |            |            |         |              |                          |          |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
| <input type="checkbox"/>   | 000273898   | 0          | None                   | Carson,Johnny       | Active                 | 640        | Technology & Communication | 0400     | Analyst/Programmer 12 Mo   |                |                             |                                     |             |   |           |             |             |                     |                            |            |                            |                          |                          |          |                             |               |           |     |                            |          |                          |                          |           |       |                          |           |                             |     |                            |      |                            |                          |            |            |         |              |                          |          |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
| <input type="checkbox"/>   | 000089803   | 0          | None                   | Erp,Wyatt           | Active                 | 640        | Technology & Communication | 0420     | Info Tech Consultant 12 Mo |                |                             |                                     |             |   |           |             |             |                     |                            |            |                            |                          |                          |          |                             |               |           |     |                            |          |                          |                          |           |       |                          |           |                             |     |                            |      |                            |                          |            |            |         |              |                          |          |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
| <input type="checkbox"/>   | 000005539   | 0          | Sub                    | Sam,Yosemite        | Active                 | 640        | Technology & Communication | 3306     | Administrator III          |                |                             |                                     |             |   |           |             |             |                     |                            |            |                            |                          |                          |          |                             |               |           |     |                            |          |                          |                          |           |       |                          |           |                             |     |                            |      |                            |                          |            |            |         |              |                          |          |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
| <input type="checkbox"/>   | 000426401   | 3          | Sub                    | Taylor,James        | Active                 | 640        | Technology & Communication | 0420     | Info Tech Consultant 12 Mo |                |                             |                                     |             |   |           |             |             |                     |                            |            |                            |                          |                          |          |                             |               |           |     |                            |          |                          |                          |           |       |                          |           |                             |     |                            |      |                            |                          |            |            |         |              |                          |          |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
| <input type="checkbox"/>   | 000086828   | 1          | Sub                    | Willis,Bruce        | Active                 | 640        | Technology & Communication | 0400     | Analyst/Programmer 12 Mo   |                |                             |                                     |             |   |           |             |             |                     |                            |            |                            |                          |                          |          |                             |               |           |     |                            |          |                          |                          |           |       |                          |           |                             |     |                            |      |                            |                          |            |            |         |              |                          |          |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
| <ul style="list-style-type: none"> <li>After making all of your selections, click on the <b>Continue</b> button.</li> </ul>  |  <p>Select All   Deselect All   Continue</p>  |            |                        |                     |                        |            |                            |          |                            |                |                             |                                     |             |   |           |             |             |                     |                            |            |                            |                          |                          |          |                             |               |           |     |                            |          |                          |                          |           |       |                          |           |                             |     |                            |      |                            |                          |            |            |         |              |                          |          |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
| <ul style="list-style-type: none"> <li>The Absence(s) awaiting approval will display.</li> <li>Notice that each row of reported absence for each employee is displayed.</li> <li>Also notice the the <b>Submit</b> button is grayed out.</li> </ul>  | <p>Approve Reported Absences</p> <p><a href="#">Click for Instructions</a></p>  <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Rec'd</th> <th>Name</th> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Duration</th> <th>Unit Type</th> <th>Approve</th> <th>Review Status</th> <th>Entry Comments</th> <th>Add Comment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>000119510</td> <td>3</td> <td>Bunyan,Paul</td> <td>Bereavement/Funeral</td> <td>12/03/2012</td> <td>12/03/2012</td> <td>8.00000</td> <td>Hours</td> <td><input type="checkbox"/></td> <td>Reviewed</td> <td><a href="#">Add Comment</a></td> </tr> <tr> <td>2</td> <td>000119510</td> <td>3</td> <td>Bunyan,Paul</td> <td>Vacation</td> <td>12/06/2012</td> <td>12/07/2012</td> <td>16.00000</td> <td>Hours</td> <td><input type="checkbox"/></td> <td>Reviewed</td> <td><a href="#">Add Comment</a></td> </tr> <tr> <td>3</td> <td>000119510</td> <td>3</td> <td>Bunyan,Paul</td> <td>Sick - Self</td> <td>12/11/2012</td> <td>12/11/2012</td> <td>5.00000</td> <td>Hours</td> <td><input type="checkbox"/></td> <td>Reviewed</td> <td><a href="#">Add Comment</a></td> </tr> </tbody> </table> <p>Select All   Deselect All   Submit</p> <p><a href="#">Return to Employee List</a></p>  | Empl ID    | Rec'd                  | Name                | Absence Name           | Begin Date | End Date                   | Duration | Unit Type                  | Approve        | Review Status               | Entry Comments                      | Add Comment | 1 | 000119510 | 3           | Bunyan,Paul | Bereavement/Funeral | 12/03/2012                 | 12/03/2012 | 8.00000                    | Hours                    | <input type="checkbox"/> | Reviewed | <a href="#">Add Comment</a> | 2             | 000119510 | 3   | Bunyan,Paul                | Vacation | 12/06/2012               | 12/07/2012               | 16.00000  | Hours | <input type="checkbox"/> | Reviewed  | <a href="#">Add Comment</a> | 3   | 000119510                  | 3    | Bunyan,Paul                | Sick - Self              | 12/11/2012 | 12/11/2012 | 5.00000 | Hours        | <input type="checkbox"/> | Reviewed | <a href="#">Add Comment</a> |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
| Empl ID  | Rec'd   | Name       | Absence Name           | Begin Date          | End Date               | Duration   | Unit Type                  | Approve  | Review Status              | Entry Comments | Add Comment                 |                                     |             |   |           |             |             |                     |                            |            |                            |                          |                          |          |                             |               |           |     |                            |          |                          |                          |           |       |                          |           |                             |     |                            |      |                            |                          |            |            |         |              |                          |          |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
| 1  | 000119510   | 3          | Bunyan,Paul            | Bereavement/Funeral | 12/03/2012             | 12/03/2012 | 8.00000                    | Hours    | <input type="checkbox"/>   | Reviewed       | <a href="#">Add Comment</a> |                                     |             |   |           |             |             |                     |                            |            |                            |                          |                          |          |                             |               |           |     |                            |          |                          |                          |           |       |                          |           |                             |     |                            |      |                            |                          |            |            |         |              |                          |          |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
| 2  | 000119510   | 3          | Bunyan,Paul            | Vacation            | 12/06/2012             | 12/07/2012 | 16.00000                   | Hours    | <input type="checkbox"/>   | Reviewed       | <a href="#">Add Comment</a> |                                     |             |   |           |             |             |                     |                            |            |                            |                          |                          |          |                             |               |           |     |                            |          |                          |                          |           |       |                          |           |                             |     |                            |      |                            |                          |            |            |         |              |                          |          |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
| 3  | 000119510   | 3          | Bunyan,Paul            | Sick - Self         | 12/11/2012             | 12/11/2012 | 5.00000                    | Hours    | <input type="checkbox"/>   | Reviewed       | <a href="#">Add Comment</a> |                                     |             |   |           |             |             |                     |                            |            |                            |                          |                          |          |                             |               |           |     |                            |          |                          |                          |           |       |                          |           |                             |     |                            |      |                            |                          |            |            |         |              |                          |          |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |

## Approve Absences (continued)

| Processing Steps   | Screen Shot  |                         |                        |                     |            |            |                            |                                     |                            |                |                             |        |        |         |                        |            |          |          |           |          |               |                          |             |   |           |             |             |                     |                            |            |                            |                                     |           |   |                             |               |           |     |                            |          |                          |                          |                |                                     |          |           |                             |     |                            |      |                            |                          |            |            |               |                                     |          |     |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
|--|--|-------------------------|------------------------|---------------------|------------|------------|----------------------------|-------------------------------------|----------------------------|----------------|-----------------------------|--------|--------|---------|------------------------|------------|----------|----------|-----------|----------|---------------|--------------------------|-------------|---|-----------|-------------|-------------|---------------------|----------------------------|------------|----------------------------|-------------------------------------|-----------|---|-----------------------------|---------------|-----------|-----|----------------------------|----------|--------------------------|--------------------------|----------------|-------------------------------------|----------|-----------|-----------------------------|-----|----------------------------|------|----------------------------|--------------------------|------------|------------|---------------|-------------------------------------|----------|-----|-----------------------------|------|-------------------|--------------------------|-----------|---|-----|--------------|--------|-----|----------------------------|------|----------------------------|--------------------------|-----------|---|-----|--------------|--------|-----|----------------------------|------|--------------------------|
| <ul style="list-style-type: none"> <li>To approve time, check the rows of absence approved under the <b>Approve</b> checkboxes.</li> <li>The <b>Select All</b> or <b>Deselect All</b> buttons can be used as needed.</li> <li>Click the <b>Submit</b> button to approve.</li> </ul>                            | <p><b>Approve Reported Absences</b></p> <p><a href="#">Click for Instructions</a></p> <table border="1"> <thead> <tr> <th colspan="10">Existing Absence Events</th> </tr> <tr> <th>Emp ID</th> <th>Rcd#</th> <th>Name</th> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Duration</th> <th>Unit Type</th> <th>Approve</th> <th>Review Status</th> <th>Entry Comments</th> <th>Add Comment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>000119510</td> <td>3</td> <td>Bunyan,Paul</td> <td>Bereavement/Funeral</td> <td>12/03/2012</td> <td>12/03/2012</td> <td>8 00000 Hours</td> <td><input checked="" type="checkbox"/></td> <td>Reviewed</td> <td></td> <td><a href="#">Add Comment</a></td> </tr> <tr> <td>2</td> <td>000119510</td> <td>3</td> <td>Bunyan,Paul</td> <td>Vacation</td> <td>12/06/2012</td> <td>12/07/2012</td> <td>16 00000 Hours</td> <td><input checked="" type="checkbox"/></td> <td>Reviewed</td> <td></td> <td><a href="#">Add Comment</a></td> </tr> <tr> <td>3</td> <td>000119510</td> <td>3</td> <td>Bunyan,Paul</td> <td>Sick - Self</td> <td>12/11/2012</td> <td>12/11/2012</td> <td>5 00000 Hours</td> <td><input checked="" type="checkbox"/></td> <td>Reviewed</td> <td></td> <td><a href="#">Add Comment</a></td> </tr> </tbody> </table> <p><a href="#">Select All</a> <a href="#">Deselect All</a> <a href="#">Submit</a></p> <p><a href="#">Return to Employee List</a></p>  | Existing Absence Events |                        |                     |            |            |                            |                                     |                            |                |                             | Emp ID | Rcd#   | Name    | Absence Name           | Begin Date | End Date | Duration | Unit Type | Approve  | Review Status | Entry Comments           | Add Comment | 1 | 000119510 | 3           | Bunyan,Paul | Bereavement/Funeral | 12/03/2012                 | 12/03/2012 | 8 00000 Hours              | <input checked="" type="checkbox"/> | Reviewed  |   | <a href="#">Add Comment</a> | 2             | 000119510 | 3   | Bunyan,Paul                | Vacation | 12/06/2012               | 12/07/2012               | 16 00000 Hours | <input checked="" type="checkbox"/> | Reviewed |           | <a href="#">Add Comment</a> | 3   | 000119510                  | 3    | Bunyan,Paul                | Sick - Self              | 12/11/2012 | 12/11/2012 | 5 00000 Hours | <input checked="" type="checkbox"/> | Reviewed |     | <a href="#">Add Comment</a> |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
| Existing Absence Events  |  |                         |                        |                     |            |            |                            |                                     |                            |                |                             |        |        |         |                        |            |          |          |           |          |               |                          |             |   |           |             |             |                     |                            |            |                            |                                     |           |   |                             |               |           |     |                            |          |                          |                          |                |                                     |          |           |                             |     |                            |      |                            |                          |            |            |               |                                     |          |     |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
| Emp ID   | Rcd#   | Name                    | Absence Name           | Begin Date          | End Date   | Duration   | Unit Type                  | Approve                             | Review Status              | Entry Comments | Add Comment                 |        |        |         |                        |            |          |          |           |          |               |                          |             |   |           |             |             |                     |                            |            |                            |                                     |           |   |                             |               |           |     |                            |          |                          |                          |                |                                     |          |           |                             |     |                            |      |                            |                          |            |            |               |                                     |          |     |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
| 1  | 000119510  | 3                       | Bunyan,Paul            | Bereavement/Funeral | 12/03/2012 | 12/03/2012 | 8 00000 Hours              | <input checked="" type="checkbox"/> | Reviewed                   |                | <a href="#">Add Comment</a> |        |        |         |                        |            |          |          |           |          |               |                          |             |   |           |             |             |                     |                            |            |                            |                                     |           |   |                             |               |           |     |                            |          |                          |                          |                |                                     |          |           |                             |     |                            |      |                            |                          |            |            |               |                                     |          |     |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
| 2  | 000119510  | 3                       | Bunyan,Paul            | Vacation            | 12/06/2012 | 12/07/2012 | 16 00000 Hours             | <input checked="" type="checkbox"/> | Reviewed                   |                | <a href="#">Add Comment</a> |        |        |         |                        |            |          |          |           |          |               |                          |             |   |           |             |             |                     |                            |            |                            |                                     |           |   |                             |               |           |     |                            |          |                          |                          |                |                                     |          |           |                             |     |                            |      |                            |                          |            |            |               |                                     |          |     |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
| 3  | 000119510  | 3                       | Bunyan,Paul            | Sick - Self         | 12/11/2012 | 12/11/2012 | 5 00000 Hours              | <input checked="" type="checkbox"/> | Reviewed                   |                | <a href="#">Add Comment</a> |        |        |         |                        |            |          |          |           |          |               |                          |             |   |           |             |             |                     |                            |            |                            |                                     |           |   |                             |               |           |     |                            |          |                          |                          |                |                                     |          |           |                             |     |                            |      |                            |                          |            |            |               |                                     |          |     |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
| <ul style="list-style-type: none"> <li>An <b>Approval Confirmation</b> will display.</li> <li>If there are additional Absences awaiting approval, you will be returned to the approval page.</li> <li>Click on the <b>OK</b> button to return to the <i>Approve Reported Absences</i> page.</li> </ul>         | <p><b>Approval Confirmation</b></p> <p>✓ Your Absence Events were approved and any Review Status changes were saved.</p> <p>All the Absent Events from your selection have been approved. You will now be returned to the <i>Approve Reported Absences</i> page.</p> <p><a href="#">OK</a></p>   |                         |                        |                     |            |            |                            |                                     |                            |                |                             |        |        |         |                        |            |          |          |           |          |               |                          |             |   |           |             |             |                     |                            |            |                            |                                     |           |   |                             |               |           |     |                            |          |                          |                          |                |                                     |          |           |                             |     |                            |      |                            |                          |            |            |               |                                     |          |     |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
| <ul style="list-style-type: none"> <li>Notice that the employees' status under <b>Current Period Absence</b> column now displays as <i>Appr.</i></li> <li>Notice that each row of reported absence for each employee is displayed.</li> <li>Also notice the the <b>Submit</b> button is grayed out.</li> </ul> | <p><b>Approve Reported Absences</b></p> <p><a href="#">Click for Instructions</a></p> <table border="1"> <thead> <tr> <th colspan="10">Employees</th> </tr> <tr> <th>Select</th> <th>Emp ID</th> <th>Emp Rcd</th> <th>Current Period Absence</th> <th>Name</th> <th>Status</th> <th>Dept ID</th> <th>Dept Name</th> <th>Job Code</th> <th>Job Title</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>000119510</td> <td>3</td> <td>Appr</td> <td>Bunyan,Paul</td> <td>Active</td> <td>640</td> <td>Technology &amp; Communication</td> <td>0420</td> <td>Info Tech Consultant 12 Mo</td> </tr> <tr> <td><input type="checkbox"/></td> <td>000273898</td> <td>0</td> <td>None</td> <td>Carson,Johnny</td> <td>Active</td> <td>640</td> <td>Technology &amp; Communication</td> <td>0400</td> <td>Analyst/Programmer 12 Mo</td> </tr> <tr> <td><input type="checkbox"/></td> <td>000898093</td> <td>0</td> <td>None</td> <td>Erp,Wyatt</td> <td>Active</td> <td>640</td> <td>Technology &amp; Communication</td> <td>0420</td> <td>Info Tech Consultant 12 Mo</td> </tr> <tr> <td><input type="checkbox"/></td> <td>000005539</td> <td>0</td> <td>Sub</td> <td>Sam,Yosemite</td> <td>Active</td> <td>640</td> <td>Technology &amp; Communication</td> <td>3306</td> <td>Administrator III</td> </tr> <tr> <td><input type="checkbox"/></td> <td>000426401</td> <td>3</td> <td>Sub</td> <td>Taylor,James</td> <td>Active</td> <td>640</td> <td>Technology &amp; Communication</td> <td>0420</td> <td>Info Tech Consultant 12 Mo</td> </tr> <tr> <td><input type="checkbox"/></td> <td>000096828</td> <td>1</td> <td>Sub</td> <td>Willis,Bruce</td> <td>Active</td> <td>640</td> <td>Technology &amp; Communication</td> <td>0400</td> <td>Analyst/Programmer 12 Mo</td> </tr> </tbody> </table> <p><a href="#">Select All</a> <a href="#">Deselect All</a> <a href="#">Continue</a></p> | Employees               |                        |                     |            |            |                            |                                     |                            |                |                             | Select | Emp ID | Emp Rcd | Current Period Absence | Name       | Status   | Dept ID  | Dept Name | Job Code | Job Title     | <input type="checkbox"/> | 000119510   | 3 | Appr      | Bunyan,Paul | Active      | 640                 | Technology & Communication | 0420       | Info Tech Consultant 12 Mo | <input type="checkbox"/>            | 000273898 | 0 | None                        | Carson,Johnny | Active    | 640 | Technology & Communication | 0400     | Analyst/Programmer 12 Mo | <input type="checkbox"/> | 000898093      | 0                                   | None     | Erp,Wyatt | Active                      | 640 | Technology & Communication | 0420 | Info Tech Consultant 12 Mo | <input type="checkbox"/> | 000005539  | 0          | Sub           | Sam,Yosemite                        | Active   | 640 | Technology & Communication  | 3306 | Administrator III | <input type="checkbox"/> | 000426401 | 3 | Sub | Taylor,James | Active | 640 | Technology & Communication | 0420 | Info Tech Consultant 12 Mo | <input type="checkbox"/> | 000096828 | 1 | Sub | Willis,Bruce | Active | 640 | Technology & Communication | 0400 | Analyst/Programmer 12 Mo |
| Employees  |  |                         |                        |                     |            |            |                            |                                     |                            |                |                             |        |        |         |                        |            |          |          |           |          |               |                          |             |   |           |             |             |                     |                            |            |                            |                                     |           |   |                             |               |           |     |                            |          |                          |                          |                |                                     |          |           |                             |     |                            |      |                            |                          |            |            |               |                                     |          |     |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
| Select   | Emp ID   | Emp Rcd                 | Current Period Absence | Name                | Status     | Dept ID    | Dept Name                  | Job Code                            | Job Title                  |                |                             |        |        |         |                        |            |          |          |           |          |               |                          |             |   |           |             |             |                     |                            |            |                            |                                     |           |   |                             |               |           |     |                            |          |                          |                          |                |                                     |          |           |                             |     |                            |      |                            |                          |            |            |               |                                     |          |     |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
| <input type="checkbox"/>   | 000119510  | 3                       | Appr                   | Bunyan,Paul         | Active     | 640        | Technology & Communication | 0420                                | Info Tech Consultant 12 Mo |                |                             |        |        |         |                        |            |          |          |           |          |               |                          |             |   |           |             |             |                     |                            |            |                            |                                     |           |   |                             |               |           |     |                            |          |                          |                          |                |                                     |          |           |                             |     |                            |      |                            |                          |            |            |               |                                     |          |     |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
| <input type="checkbox"/>   | 000273898  | 0                       | None                   | Carson,Johnny       | Active     | 640        | Technology & Communication | 0400                                | Analyst/Programmer 12 Mo   |                |                             |        |        |         |                        |            |          |          |           |          |               |                          |             |   |           |             |             |                     |                            |            |                            |                                     |           |   |                             |               |           |     |                            |          |                          |                          |                |                                     |          |           |                             |     |                            |      |                            |                          |            |            |               |                                     |          |     |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
| <input type="checkbox"/>   | 000898093  | 0                       | None                   | Erp,Wyatt           | Active     | 640        | Technology & Communication | 0420                                | Info Tech Consultant 12 Mo |                |                             |        |        |         |                        |            |          |          |           |          |               |                          |             |   |           |             |             |                     |                            |            |                            |                                     |           |   |                             |               |           |     |                            |          |                          |                          |                |                                     |          |           |                             |     |                            |      |                            |                          |            |            |               |                                     |          |     |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
| <input type="checkbox"/>   | 000005539  | 0                       | Sub                    | Sam,Yosemite        | Active     | 640        | Technology & Communication | 3306                                | Administrator III          |                |                             |        |        |         |                        |            |          |          |           |          |               |                          |             |   |           |             |             |                     |                            |            |                            |                                     |           |   |                             |               |           |     |                            |          |                          |                          |                |                                     |          |           |                             |     |                            |      |                            |                          |            |            |               |                                     |          |     |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
| <input type="checkbox"/>   | 000426401  | 3                       | Sub                    | Taylor,James        | Active     | 640        | Technology & Communication | 0420                                | Info Tech Consultant 12 Mo |                |                             |        |        |         |                        |            |          |          |           |          |               |                          |             |   |           |             |             |                     |                            |            |                            |                                     |           |   |                             |               |           |     |                            |          |                          |                          |                |                                     |          |           |                             |     |                            |      |                            |                          |            |            |               |                                     |          |     |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
| <input type="checkbox"/>   | 000096828  | 1                       | Sub                    | Willis,Bruce        | Active     | 640        | Technology & Communication | 0400                                | Analyst/Programmer 12 Mo   |                |                             |        |        |         |                        |            |          |          |           |          |               |                          |             |   |           |             |             |                     |                            |            |                            |                                     |           |   |                             |               |           |     |                            |          |                          |                          |                |                                     |          |           |                             |     |                            |      |                            |                          |            |            |               |                                     |          |     |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |
| <ul style="list-style-type: none"> <li>If all submitted Absences have been approved, an <b>Approval Confirmation</b> such as this one will display.</li> </ul>   | <p><b>Approval Confirmation</b></p> <p>✓ Five Absence Events were approved and any Review Status changes were saved.</p> <p><a href="#">OK</a></p>   |                         |                        |                     |            |            |                            |                                     |                            |                |                             |        |        |         |                        |            |          |          |           |          |               |                          |             |   |           |             |             |                     |                            |            |                            |                                     |           |   |                             |               |           |     |                            |          |                          |                          |                |                                     |          |           |                             |     |                            |      |                            |                          |            |            |               |                                     |          |     |                             |      |                   |                          |           |   |     |              |        |     |                            |      |                            |                          |           |   |     |              |        |     |                            |      |                          |

## D) Absence Management Reports

Managers have access to Absence Management reports based on the security structure defined for them within the Absence Management system.

In addition to the validations that occur at the time of entry in Absence Management Self Service, it is recommended that Absence Management activity is validated by the Manager as part of their review.

### Manager Reports

- **Absence Activity** – Report is run by employee or department. Snapshot of Absence activity by employee. Includes Absences takes, balances, and adjustments.
- **No Time Reported** – Report is run by department each Absence period. Identifies Absence Management eligible employees who have not reported any absences.
- **Reported Absences** – Report is run by employee or department for a specified period. Summary of reported absences by employee.

**Navigation:** *Global Payroll & Absence Management > CSU Absence Management > CSU – AM Inquiry > Multi Report*

| Processing Steps  | Screen Shot  |
|---|--|
| <p><b><u>CREATE A RUN CONTROL</u></b></p> <ul style="list-style-type: none"> <li>• <i>Apply this step for your first process only.</i></li> <li>• Click on the “Add a New Value” tab</li> <li>• <b>Run Control ID:</b> Create a new Run Control. (i.e.: AM_Reports)</li> <li>• Click on the <b>Add</b> button.</li> </ul> |  <p><b>AM Reports</b></p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID: <input type="text"/></p> <p>Add</p>  |
| <p><b>1) <u>SELECT A RUN CONTROL</u></b></p> <ul style="list-style-type: none"> <li>• Use the <b>Search</b> button to bring up a listing of all of your Run Controls.</li> <li>• Select the Run Control for the AM Reports process.</li> </ul>  |  <p><b>AM Reports</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <p>Run Control ID: begins with <input type="text"/></p> <p>Search Clear Basic Search Save Search Criteria</p> |

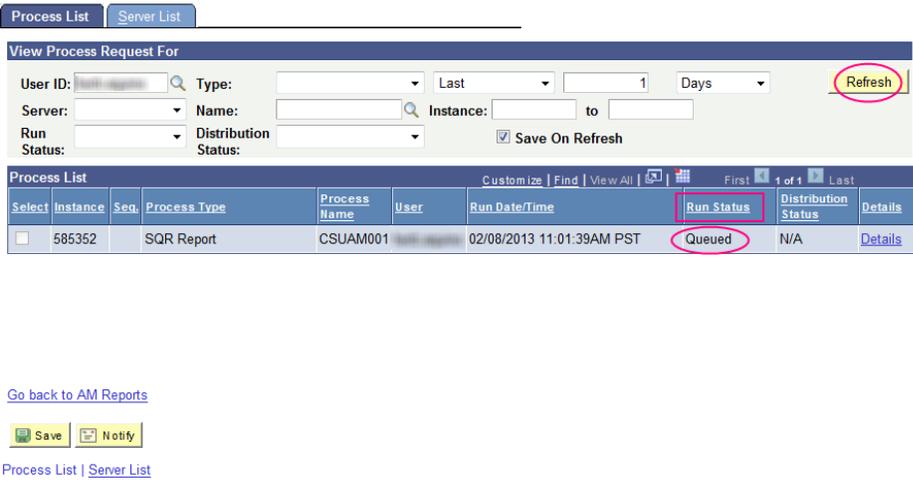
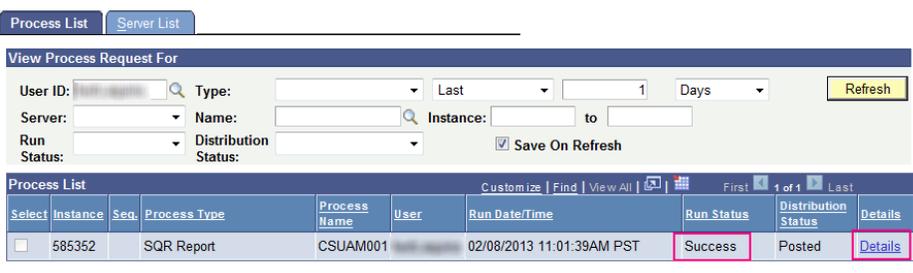
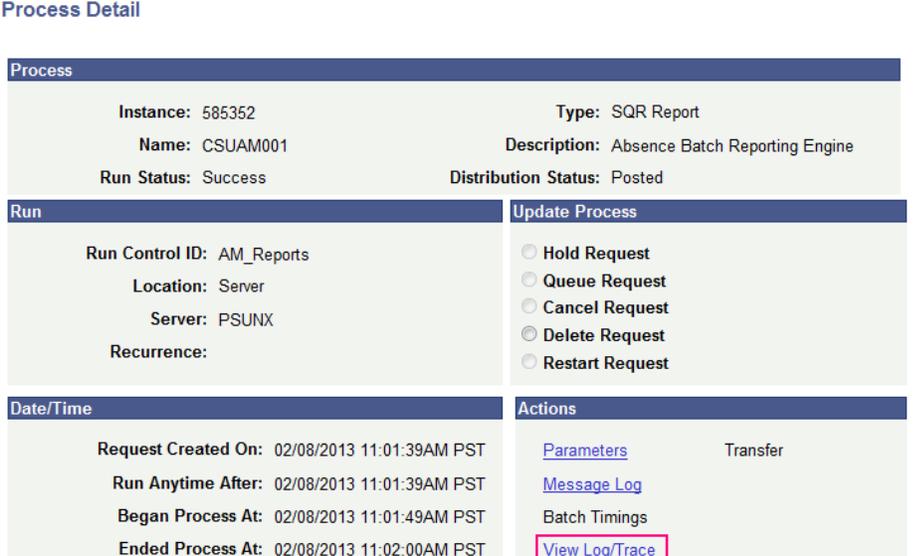
**Manager – Reports (continued)**

| Processing Steps  | Screen Shot   |   |  |  |  |   |  |  |  |   |  |
|---|---|---|--|--|--|---|--|--|--|---|--|
| <ul style="list-style-type: none"> <li>The report Run Control is displayed.</li> </ul> <p><b>2) REFRESH EMPLOYEE LIST</b></p> <ul style="list-style-type: none"> <li>You may get a red display as shown to the right, telling you to refresh the Employee List.</li> <li>Click on the <b>Refresh Employee List</b> button.</li> </ul> | <p><b>CSU Absence Management - Multi Reports</b></p> <p>Report Control ID: AM_Reports <a href="#">Report Manager</a> <a href="#">Process Monitor</a> <a href="#">Submit</a></p> <p><b>Absence Report Search</b></p> <p>Empl ID: <input type="text"/> <input type="button" value="Q"/></p> <p>Empl Rcd#: <input type="text"/> <input type="button" value="Q"/></p> <p>CSU Unit: <input type="text"/> <input type="button" value="Q"/></p> <p>Department: <input type="text"/> <input type="button" value="Q"/></p> <p>Period ID: <input type="text"/> <input type="button" value="Q"/></p> <p><input type="button" value="Clear"/> <input type="button" value="Refresh Employee List"/> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Security data has not been created. Refresh is Required.</span></p> <p>* Click on hyperlink for online query reporting<br/>         * Check box(es) to include in report run</p> <p>▼ Monthly Processing</p> <table border="0"> <tr> <td><input type="checkbox"/> <a href="#">Absences Not Transferred to TL</a></td> <td><input checked="" type="checkbox"/> <a href="#">Select All</a></td> </tr> <tr> <td><input type="checkbox"/> <a href="#">Excessive Hours In Single Day</a></td> <td><input type="checkbox"/> <a href="#">Clear All</a></td> </tr> <tr> <td><input type="checkbox"/> <a href="#">No Leave Taken</a></td> <td></td> </tr> <tr> <td><input type="checkbox"/> <a href="#">Reported Absences</a></td> <td></td> </tr> <tr> <td><input type="checkbox"/> <a href="#">Reported Absences Not Approved</a></td> <td></td> </tr> </table> <p><input type="button" value="Save"/></p> | <input type="checkbox"/> <a href="#">Absences Not Transferred to TL</a> | <input checked="" type="checkbox"/> <a href="#">Select All</a> | <input type="checkbox"/> <a href="#">Excessive Hours In Single Day</a> | <input type="checkbox"/> <a href="#">Clear All</a> | <input type="checkbox"/> <a href="#">No Leave Taken</a> |  | <input type="checkbox"/> <a href="#">Reported Absences</a> |  | <input type="checkbox"/> <a href="#">Reported Absences Not Approved</a> |  |
| <input type="checkbox"/> <a href="#">Absences Not Transferred to TL</a>   | <input checked="" type="checkbox"/> <a href="#">Select All</a>  |   |  |  |  |   |  |  |  |   |  |
| <input type="checkbox"/> <a href="#">Excessive Hours In Single Day</a>  | <input type="checkbox"/> <a href="#">Clear All</a>  |   |  |  |  |   |  |  |  |   |  |
| <input type="checkbox"/> <a href="#">No Leave Taken</a>   |   |   |  |  |  |   |  |  |  |   |  |
| <input type="checkbox"/> <a href="#">Reported Absences</a>  |   |   |  |  |  |   |  |  |  |   |  |
| <input type="checkbox"/> <a href="#">Reported Absences Not Approved</a>   |   |   |  |  |  |   |  |  |  |   |  |
| <ul style="list-style-type: none"> <li>This message displays.</li> <li>Click on the OK button to refresh your employee list.</li> </ul>   | <p><b>Building Security List of Employees - Press "OK" to Build List, or press CANCEL to use existing List</b></p> <div style="border: 1px solid gray; padding: 10px;"> <p>This Process builds or rebuilds a List of Employees for whom you, as a Manager or Timekeeper are responsible. It is designed to improve performance, and only needs to be performed when something changes in that relationship, or the list is older than a set time (default 0 days) - in which case the list must be refreshed.</p> <p>Depending upon the number of Employees - it may take a some time to build.</p> <p>The system will enforce the build for the first time, as well as for lists older than the set time (default 0 days). The list may be refreshed manually at any time.</p> <p>Upon pressing "Refresh Employees", this message will be displayed.<br/>             Press OK to Continue with the build, or Press CANCEL to go ahead without updating the list.</p> </div> <p><input checked="" type="button" value="OK"/> <input type="button" value="Cancel"/></p>   |   |  |  |  |   |  |  |  |   |  |

**Manager – Reports (continued)**

| Processing Steps   | Screen Shot |
|--|-------------|
| <p><b>3) <u>RUN REPORT</u></b></p> <ul style="list-style-type: none"> <li>• <b>Absence Report Search:</b> <ul style="list-style-type: none"> <li>○ Complete the fields that will isolate the employees that you want to view (i.e.: Department)</li> <li>○ <b>Empl ID:</b> Completing this field will result in data for that particular employee.</li> <li>○ <b>Empl Rcd#:</b> Further filters out data to include only one record for an employee.</li> <li>○ <b>CSU Unit:</b> Filter by Reporting Unit</li> <li>○ <b>Department:</b> Filter by department code</li> <li>○ <b>Period ID:</b> Filter by pay period (This filter will be important once we have a lot of history in the system) Once a date is placed in this field, the <b>Ending Period ID</b> field will display.</li> <li>○ <b>Ending Period ID:</b> Optional field to narrow the date parameters on the report(s).</li> </ul> </li> <li>• <b>Monthly Processing:</b> <ul style="list-style-type: none"> <li>○ Check the boxes of the reports that you would like to run. Multiple reports can be generated at the same time.</li> <li>○ Recommended: <ul style="list-style-type: none"> <li>▪ Absence Activity</li> <li>▪ No Time Reported</li> <li>▪ Reported Absences</li> </ul> </li> </ul> </li> <li>• Click on the <b>Submit</b> button to start processing.</li> <li>• Use the <b>Process Monitor</b> link to monitor the report processing.</li> </ul> |             |

Manager – Reports (continued)

| Processing Steps  | Screen Shot  |
|---|--|
| <p>4) <b>MONITOR PROCESS</b></p> <ul style="list-style-type: none"> <li>The report Process List is displayed.</li> <li>The <b>Run Status</b> will initially display as “Queued”.</li> <li>As the process runs, if you click on the <b>Refresh</b> button, you will see the <b>Run Status</b> change. Make sure it runs to “Success.”</li> </ul> |  <p>The screenshot shows the 'Process List' tab selected. The 'View Process Request For' section includes fields for User ID, Type, Server, Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is circled in red. Below is a table with one row: Instance 585352, Process Type SQR Report, Process Name CSUAM001, Run Date/Time 02/08/2013 11:01:39AM PST, Run Status Queued (circled in red), and Distribution Status N/A. A 'Details' link is also present.</p>   |
| <ul style="list-style-type: none"> <li>Once the process has successfully run, click on the <b>Details</b> link.</li> </ul>  |  <p>The screenshot is identical to the previous one, but the 'Run Status' is now 'Success' (circled in red) and the 'Distribution Status' is 'Posted'. The 'Details' link is also circled in red.</p>   |
| <ul style="list-style-type: none"> <li>Click on the <b>View Log/Trace</b> link</li> </ul>   |  <p>The screenshot shows the 'Process Detail' page for Instance 585352. It displays details for the SQR Report process, including Name (CSUAM001), Description (Absence Batch Reporting Engine), Run Status (Success), and Distribution Status (Posted). The 'Run' section shows Run Control ID (AM_Reports), Location (Server), and Server (PSUNX). The 'Date/Time' section shows Request Created On, Run Anytime After, Began Process At, and Ended Process At. The 'Update Process' section includes options like Hold Request, Queue Request, Cancel Request, Delete Request, and Restart Request. The 'Actions' section includes links for Parameters, Message Log, Batch Timings, and View Log/Trace (circled in red).</p> |

*Timekeeper – Reports (continued)*

| Processing Steps  | Screen Shot  |                                  |                   |                  |  |       |                                  |  |     |                                  |  |       |                                  |   |       |                                  |                                     |       |                                  |                      |                 |      |              |
|---|--|----------------------------------|-------------------|------------------|--|-------|----------------------------------|--|-----|----------------------------------|--|-------|----------------------------------|---|-------|----------------------------------|-------------------------------------|-------|----------------------------------|----------------------|-----------------|------|--------------|
| <p>5) <b><u>VIEW REPORT(S)</u></b></p> <ul style="list-style-type: none"> <li>• The reports that you selected will be listed as .csv files.</li> <li>• Click on the report you wish to open.</li> </ul> | <p><b>View Log/Trace</b></p> <div data-bbox="597 310 1409 466"> <p><b>Report</b></p> <p>Report ID: 85866      Process Instance: 585352      <a href="#">Message Log</a></p> <p>Name: CSUAM001      Process Type: SQR Report</p> <p>Run Status: Success</p> </div> <p>Absence Batch Reporting Engine</p> <div data-bbox="597 495 1409 562"> <p><b>Distribution Details</b></p> <p>Distribution Node: HACIPRJ      Expiration Date: 03/25/2013</p> </div> <div data-bbox="597 579 1507 785"> <p><b>File List</b></p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td><a href="#">CSUAM001_ABS_NOT_APPROVED_585352.csv</a></td> <td>2,336</td> <td>02/08/2013 11:02:00.970748AM PST</td> </tr> <tr> <td><a href="#">CSUAM001_NO_LEAVE_TAKEN_585352.csv</a></td> <td>726</td> <td>02/08/2013 11:02:00.970748AM PST</td> </tr> <tr> <td><a href="#">CSUAM001_REPORTED_ABS_585352.csv</a></td> <td>2,526</td> <td>02/08/2013 11:02:00.970748AM PST</td> </tr> <tr> <td><a href="#">SQR_CSUAM001_585352.log</a></td> <td>1,654</td> <td>02/08/2013 11:02:00.970748AM PST</td> </tr> <tr> <td><a href="#">csuam001_585352.out</a></td> <td>2,586</td> <td>02/08/2013 11:02:00.970748AM PST</td> </tr> </tbody> </table> </div> <div data-bbox="597 793 1409 886"> <p><b>Distribute To</b></p> <table border="1"> <thead> <tr> <th>Distribution ID Type</th> <th>Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>haci@equinox</td> </tr> </tbody> </table> </div> | Name                             | File Size (bytes) | Datetime Created | <a href="#">CSUAM001_ABS_NOT_APPROVED_585352.csv</a> | 2,336 | 02/08/2013 11:02:00.970748AM PST | <a href="#">CSUAM001_NO_LEAVE_TAKEN_585352.csv</a> | 726 | 02/08/2013 11:02:00.970748AM PST | <a href="#">CSUAM001_REPORTED_ABS_585352.csv</a> | 2,526 | 02/08/2013 11:02:00.970748AM PST | <a href="#">SQR_CSUAM001_585352.log</a> | 1,654 | 02/08/2013 11:02:00.970748AM PST | <a href="#">csuam001_585352.out</a> | 2,586 | 02/08/2013 11:02:00.970748AM PST | Distribution ID Type | Distribution ID | User | haci@equinox |
| Name  | File Size (bytes)  | Datetime Created                 |                   |                  |  |       |                                  |  |     |                                  |  |       |                                  |   |       |                                  |                                     |       |                                  |                      |                 |      |              |
| <a href="#">CSUAM001_ABS_NOT_APPROVED_585352.csv</a>  | 2,336  | 02/08/2013 11:02:00.970748AM PST |                   |                  |  |       |                                  |  |     |                                  |  |       |                                  |   |       |                                  |                                     |       |                                  |                      |                 |      |              |
| <a href="#">CSUAM001_NO_LEAVE_TAKEN_585352.csv</a>  | 726  | 02/08/2013 11:02:00.970748AM PST |                   |                  |  |       |                                  |  |     |                                  |  |       |                                  |   |       |                                  |                                     |       |                                  |                      |                 |      |              |
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| Distribution ID Type  | Distribution ID  |                                  |                   |                  |  |       |                                  |  |     |                                  |  |       |                                  |   |       |                                  |                                     |       |                                  |                      |                 |      |              |
| User  | haci@equinox   |                                  |                   |                  |  |       |                                  |  |     |                                  |  |       |                                  |   |       |                                  |                                     |       |                                  |                      |                 |      |              |