

AM006: AM Manager/Approver

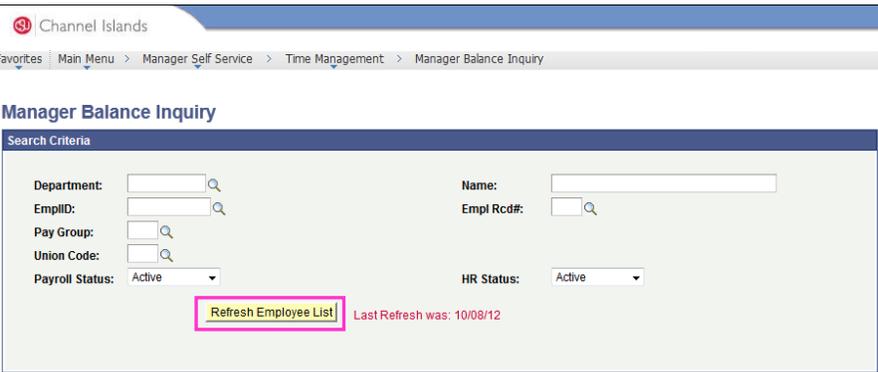
INTRODUCTION

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

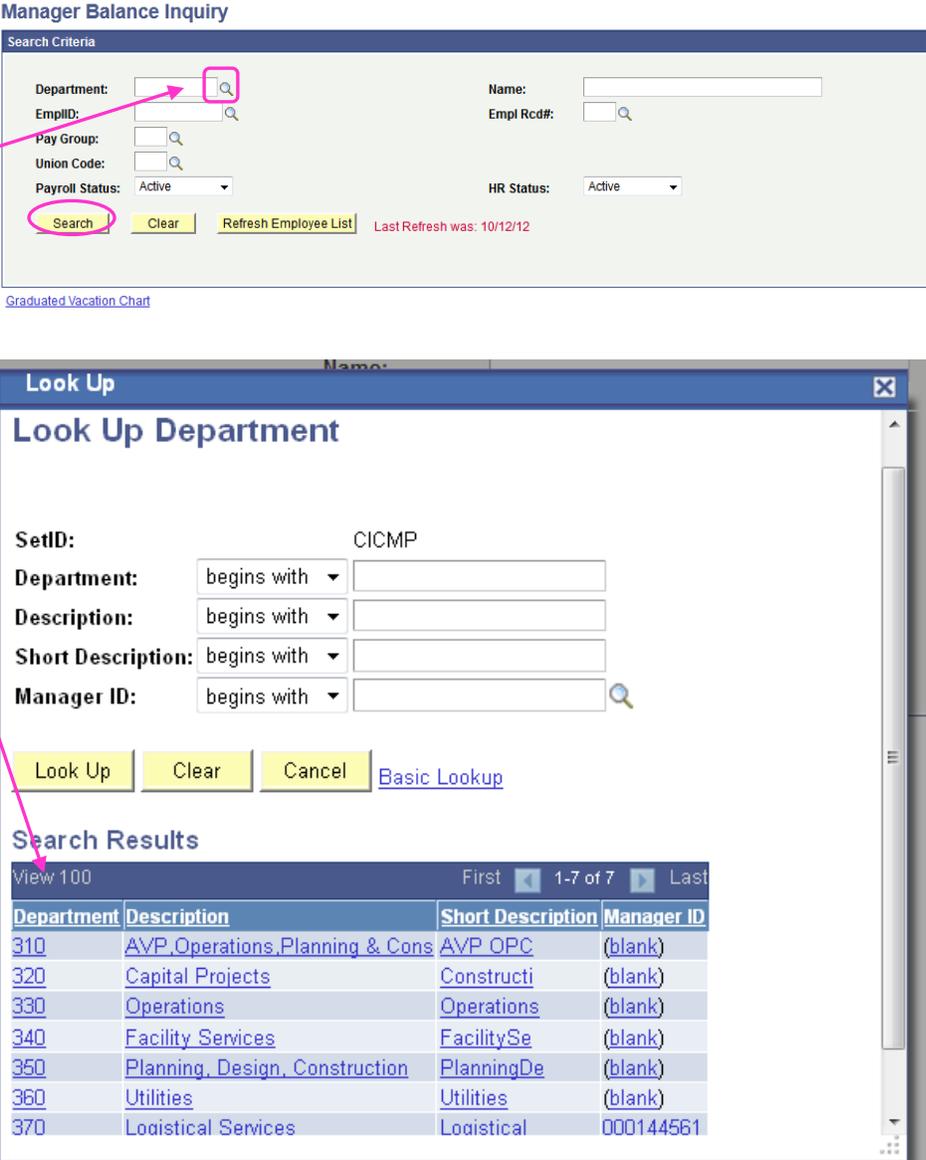
- **Absence Review** – ability to review department absences
 - Absence balances
 - Absences submitted through employee self-service (*This section will be added after we incorporate employee self-service into the implementation.*)
- **Absence Entry** – enter time for employees within your area of responsibility
- **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>1) Balance Inquiry</p> <ul style="list-style-type: none"> When you first use this page, you must press the "Refresh Employee List" button. 	
<ul style="list-style-type: none"> This dialogue box is displayed. Click on OK. It will take a few minutes for the system to refresh. 	<p>Building Security List of Employees - Press "OK" to Build List, or press CANCEL to use existing List</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. Press OK to Continue with the build, or Press CANCEL to go ahead without updating the list.</p> <p>OK Cancel</p>
<ul style="list-style-type: none"> You will see that two new buttons appear at the bottom of the search box: Search and Clear. 	

Balance Inquiry (continued)

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<ul style="list-style-type: none"> • Use the search page to filter employees by department or individual ID number/name • 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 Department. You will see a listing of departments within your area of responsibility.) • After entering the fields on which you want your information filtered, click on the Search button. 	 <p>Manager Balance Inquiry</p> <p>Search Criteria</p> <p>Department: <input type="text"/> <input type="button" value="Q"/></p> <p>EmpID: <input type="text"/> <input type="button" value="Q"/></p> <p>Pay Group: <input type="text"/> <input type="button" value="Q"/></p> <p>Union Code: <input type="text"/> <input type="button" value="Q"/></p> <p>Payroll Status: Active</p> <p>Name: <input type="text"/></p> <p>Empl Rcd#: <input type="text"/> <input type="button" value="Q"/></p> <p>HR Status: Active</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Refresh Employee List"/> Last Refresh was: 10/12/12</p> <p>Graduated Vacation Chart</p> <hr/> <p>Look Up</p> <p>Look Up Department</p> <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"/> <input type="button" value="Q"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup</p> <p>Search Results</p> <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>310</td> <td>AVP_Operations_Planning & Cons</td> <td>AVP OPC</td> <td>(blank)</td> </tr> <tr> <td>320</td> <td>Capital Projects</td> <td>Constructi</td> <td>(blank)</td> </tr> <tr> <td>330</td> <td>Operations</td> <td>Operations</td> <td>(blank)</td> </tr> <tr> <td>340</td> <td>Facility Services</td> <td>FacilitySe</td> <td>(blank)</td> </tr> <tr> <td>350</td> <td>Planning, Design, Construction</td> <td>PlanningDe</td> <td>(blank)</td> </tr> <tr> <td>360</td> <td>Utilities</td> <td>Utilities</td> <td>(blank)</td> </tr> <tr> <td>370</td> <td>Loistical Services</td> <td>Loistical</td> <td>000144561</td> </tr> </tbody> </table>	Department	Description	Short Description	Manager ID	310	AVP_Operations_Planning & Cons	AVP OPC	(blank)	320	Capital Projects	Constructi	(blank)	330	Operations	Operations	(blank)	340	Facility Services	FacilitySe	(blank)	350	Planning, Design, Construction	PlanningDe	(blank)	360	Utilities	Utilities	(blank)	370	Loistical Services	Loistical	000144561
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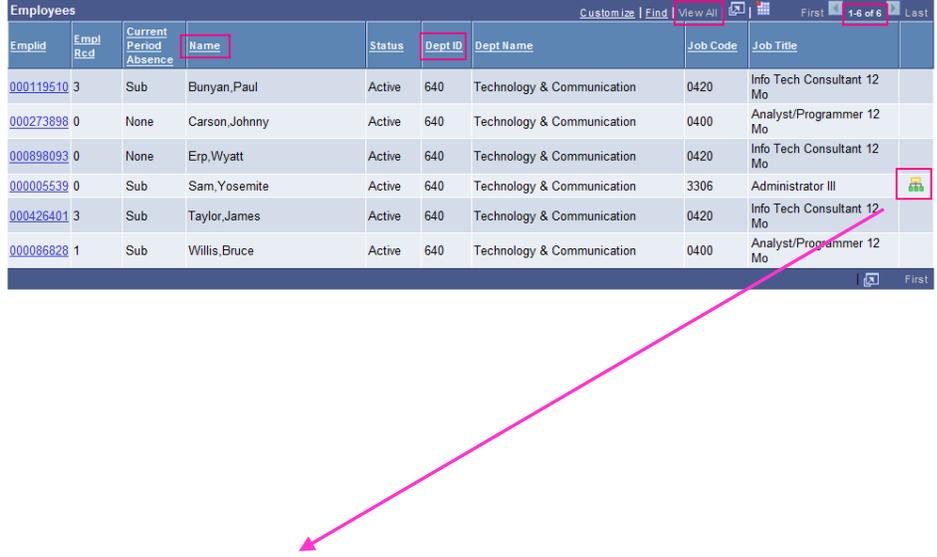
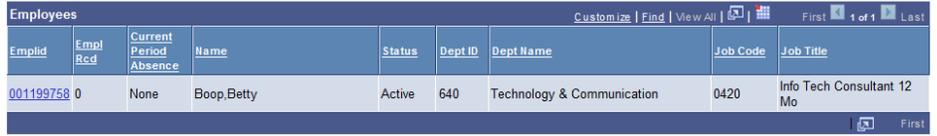
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B) Manager Absence Entry

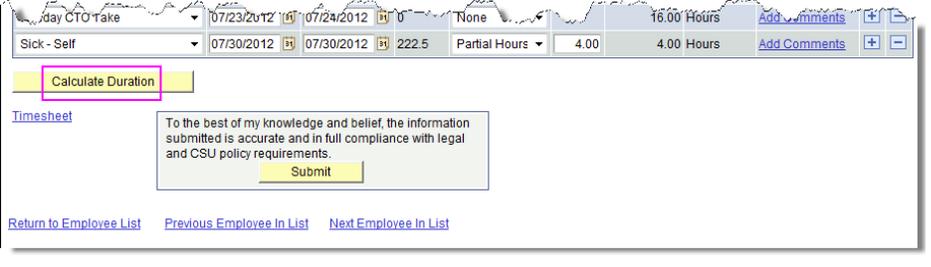
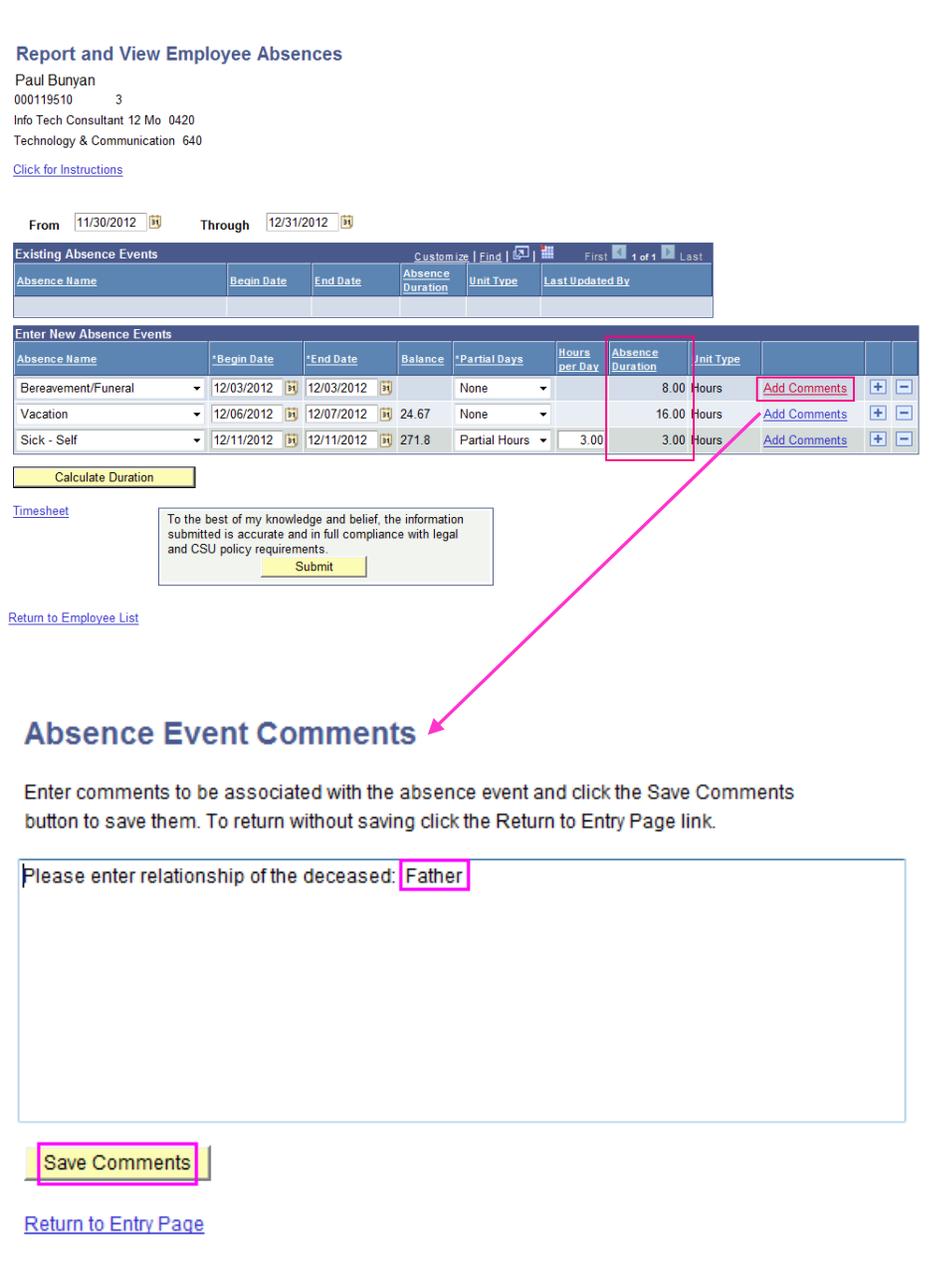
Navigation: *Manager Self Service > Time Management > Report Time > Manager Absence Entry*

Processing Steps	Screen Shot
<p>2) <u>ABSENCE ENTRY</u></p> <ul style="list-style-type: none"> This page displays listing all employees within the Manager's responsibility. Click on the View All hyperlink to expand the number of employees displayed. Notice that this display is showing that 1-6 employees out of a list of 6 are now displayed. 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. Click on the EmplID of the employee for whom you wish to enter absences. 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. 	<p>Manager Absence Entry</p> <p>Click for Instructions</p>  <p>Manager Absence Entry</p> <p>Yosemite Sam</p> <p>Click for Instructions</p> 

Absence Entry (continued)

Processing Steps	Screen Shot																																																																				
<p>3) ENTER ABSENCE EVENT</p> <ul style="list-style-type: none"> The employee's name, EmplID and Record Number, Job Title and Department display in the left corner of the page. From/Through: These dates determine the absence entries that will display on this page. From: Enter the first day of the pay period Through: Enter the last day of the pay period. Absence Name: Select the appropriate absence by clicking on the magnifying glass icon. Notice that when you select an absence, the balance (if applicable) will display.) Begin Date: Enter the first day of the absence. (see note) End Date: Enter the last day of the absence. (see note) Partial Hours: Select "Partial Hours" if the absence was not for a full day. (See note) Hours per Day: Enter "Partial Hours" taken. To enter a new row, click on the "+" button at the far right end of the row. 	<div data-bbox="586 365 927 390"> <p>Report and View Employee Absences</p> </div> <div data-bbox="586 394 784 476"> <p>Paul Bunyan 000119510 3 Info Tech Consultant 12 Mo 0420 Technology & Communication 640</p> </div> <div data-bbox="586 485 703 506"> <p>Click for Instructions</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 785"> <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>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> </td> <td>Hours</td> <td>Add Comments</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>Add Comments</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>Timesheet</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>Return to Employee List</p> </div> <div data-bbox="578 1117 656 1148"> <p>NOTE:</p> </div> <div data-bbox="646 1152 953 1182"> <p>Begin Date and End Date</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>Partial Hours</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	Add Comments	+ -	Sick - Self	12/11/2012	12/11/2012	271.8	Partial Hours	3.00		Hours	Add Comments	+ -	Bereavement/Funeral	12/03/2012	12/03/2012		None			Hours	Add Comments	+ -
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<ul style="list-style-type: none"> Absence Duration: 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. IMPORTANT! Compare the Absence Duration against the Balance to ensure that the amount of time entered does not exceed the balance! Add Comments: If the absence requires that a comment be entered, the "Add Comments" link will be highlighted in red. Click on the Add Comments link and a new dialogue box will appear. <ul style="list-style-type: none"> Answer the question in the dialogue box Click on the Save Comments button. The "Add Comments" link changes to an "Edit Comments" link. 	 <p>Report and View Employee Absences</p> <p>Paul Bunyan 000119510 3 Info Tech Consultant 12 Mo 0420 Technology & Communication 640</p> <p>Click for Instructions</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>Absence Event Comments</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: Father</p> <p>Save Comments</p> <p>Return to Entry Page</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	+ -
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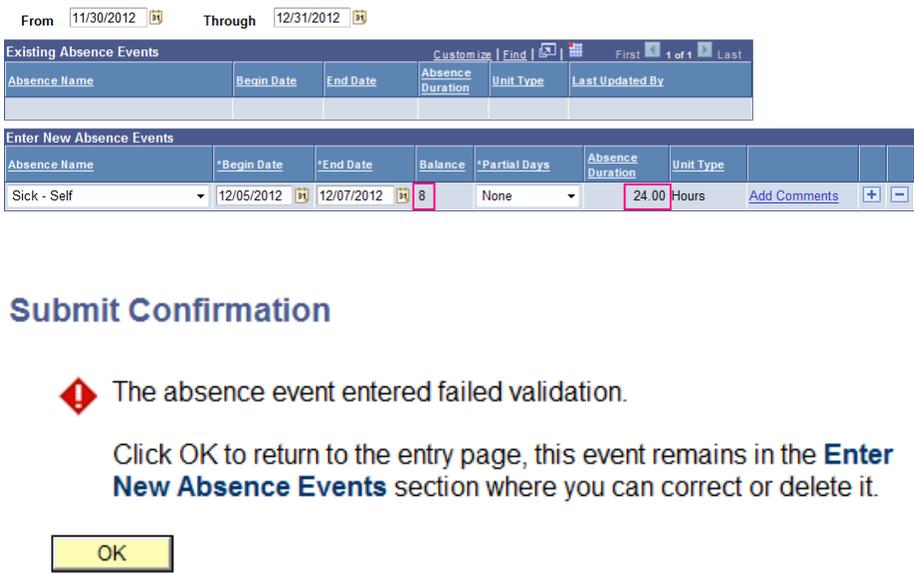
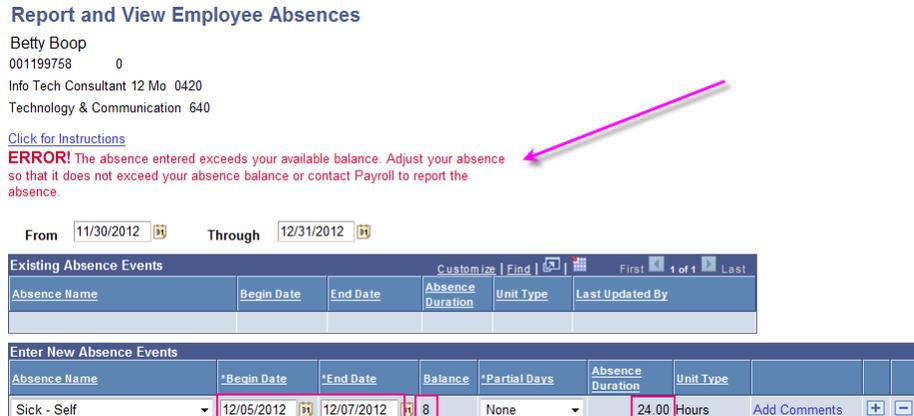
Absence Entry (continued)

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<ul style="list-style-type: none"> Review the absences entered. If correct, click on the Submit button. Click on one of the three hyperlinks at the bottom of the page to proceed. <ul style="list-style-type: none"> Return to Employee List: Click on this link to go back to the full employee listing. Previous Employee in List: Click this link to go back to the previous employee. Next Employee in List: Click this link to go to the next employee. 	<p>Report and View Employee Absences</p> <p>0 Custodian 2010 Facility Services 340 Click for Instructions</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>Timesheet</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;">Submit</p> </div> <p>Return to Employee List Previous Employee In List Next Employee In List</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 + -
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Absence Entry (continued)

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<ul style="list-style-type: none"> 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. To delete a row of data in the Existing Absence Events section, click on the trash can icon. A dialogue box will appear making sure that you intended to delete the absence event. 	<p>Report and View Employee Absences</p> <p>Paul Bunyan 000119510 3 Info Tech Consultant 12 Mo 0420 Technology & Communication 640</p> <p>Click for Instructions</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> <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>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></td> </tr> </tbody> </table> <p>Confirm Delete</p> <p><input checked="" type="checkbox"/> Click Yes to Delete this Absence Event</p> <p>Absence: Personal Holiday Begins: 8/6/2012 Ends: 8/6/2012</p> <p><input type="button" value="Yes"/> <input type="button" value="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	Enter New Absence Events							Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type			(Invalid Value)	01/01/2013	01/30/2013				
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<ul style="list-style-type: none"> To add data, simply continue to add information in the Enter New Absence Events section. <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"> Click on the Calculate Duration button. Click on the Submit button to save. </p>	<p>Report and View Employee Absences</p> <p>Paul Bunyan 000119510 3 Info Tech Consultant 12 Mo 0420 Technology & Communication 640</p> <p>Click for Instructions</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> <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>12/11/2012</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> </tr> </tbody> </table> <p><input type="button" value="Calculate Duration"/></p> <p>Timesheet</p> <p>To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements</p> <p><input type="button" value="Submit"/></p>	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	Enter New Absence Events								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					
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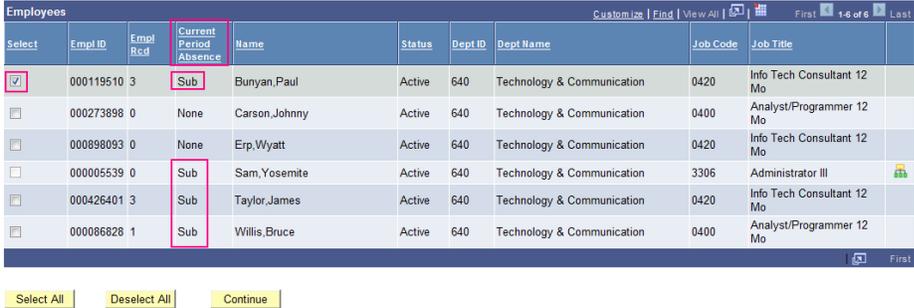
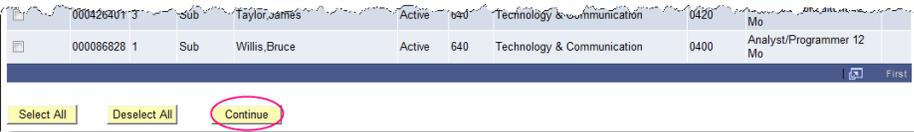
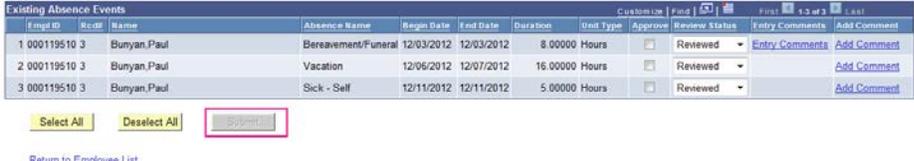
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<p>4) ERRORS</p> <ul style="list-style-type: none"> Occasionally you may inadvertently enter more time than the employee has in his/her balance, and click on the Submit button. If this happens, you will get an error message similar to this. Click on the OK button to return to the main page. 	 <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>Submit Confirmation</p> <p> The absence event entered failed validation.</p> <p>Click OK to return to the entry page, this event remains in the Enter New Absence Events section where you can correct or delete it.</p> <p>OK</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
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Absence Entry Errors (continued)

Processing Steps	Screen Shot																																																										
<ul style="list-style-type: none"> 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). <p>NOTE: Sick leave credits can ONLY be used to cover sick days.</p> <ul style="list-style-type: none"> This is one example of properly entered time to make up a portion of this employee's 2nd and 3rd day of sick absence by using vacation days. Notice that there is still a balance of .334 hours that were not used to cover any more sick time. <p><i>Vacation & Sick absences can only be used by half-hour increments.</i></p>	<p>Report and View Employee Absences</p> <p>Betty Boop 001199758 0 Info Tech Consultant 12 Mo 0420 Technology & Communication 640</p> <p>Click for Instructions</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
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<ul style="list-style-type: none"> Other error messages that may appear: Watch your dates. They generally cannot be duplicated or overlap. You will receive an error if you enter dates that fall on weekends or scheduled days off. 	<p>ERROR! The absence entered cannot be entered twice for the same day.</p> <p>ERROR! 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"> Current Period Absence: 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. If you click on the Current Period Absence link at the top of the column, the column will re-sort. Click on the checkbox next to the EmplID in the Select column to select the employee absences that you wish to approve. Multiple employees can be approved at the same time. 	<p>Approve Reported Absences</p> <p>Click for Instructions</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 & 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 & 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 & 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 & 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 & 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 & 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
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Approve Absences (continued)

Processing Steps	Screen Shot																																																																																
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<ul style="list-style-type: none"> An Approval Confirmation will display. If there are additional Absences awaiting approval, you will be returned to the approval page. Click on the OK button to return to the <i>Approve Reported Absences</i> page. 	<p>Approval Confirmation</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>OK</p>																																																																																
<ul style="list-style-type: none"> Notice that the employees' status under Current Period Absence column now displays as <i>Appr.</i> Notice that each row of reported absence for each employee is displayed. Also notice the the Submit button is grayed out. 	<p>Approve Reported Absences</p> <p>Click for Instructions</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 & 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 & 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 & 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 & 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 & 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 & Communication</td> <td>0400</td> <td>Analyst/Programmer 12 Mo</td> </tr> </tbody> </table> <p>Select All Deselect All Continue</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
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<ul style="list-style-type: none"> If all submitted Absences have been approved, an Approval Confirmation such as this one will display. 	<p>Approval Confirmation</p> <p>✓ Five Absence Events were approved and any Review Status changes were saved.</p> <p>OK</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><u>CREATE A RUN CONTROL</u></p> <ul style="list-style-type: none"> • <i>Apply this step for your first process only.</i> • Click on the “Add a New Value” tab • Run Control ID: Create a new Run Control. (i.e.: AM_Reports) • Click on the Add button. 	 <p>AM Reports</p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID: <input type="text"/></p> <p>Add</p>
<p>1) <u>SELECT A RUN CONTROL</u></p> <ul style="list-style-type: none"> • Use the Search button to bring up a listing of all of your Run Controls. • Select the Run Control for the AM Reports process. 	 <p>AM Reports</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>

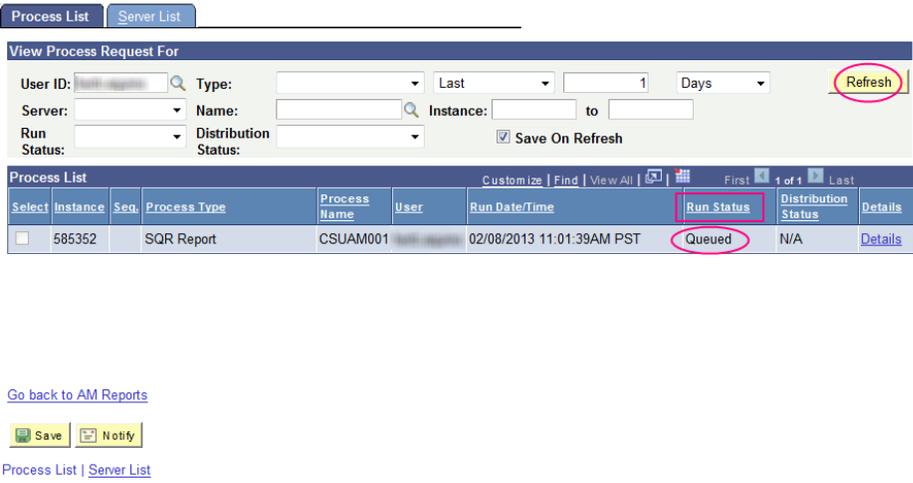
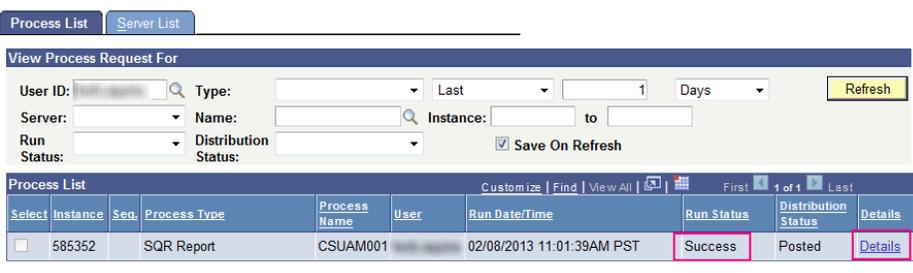
Manager – Reports (continued)

Processing Steps	Screen Shot										
<ul style="list-style-type: none"> The report Run Control is displayed. <p>2) REFRESH EMPLOYEE LIST</p> <ul style="list-style-type: none"> You may get a red display as shown to the right, telling you to refresh the Employee List. Click on the Refresh Employee List button. 	<p>CSU Absence Management - Multi Reports</p> <p>Report Control ID: AM_Reports Report Manager Process Monitor Submit</p> <p>Absence Report Search</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"/> Security data has not been created. Refresh is Required.</p> <p>* Click on hyperlink for online query reporting * Check box(es) to include in report run</p> <p>▼ Monthly Processing</p> <table border="0"> <tr> <td><input type="checkbox"/> Absences Not Transferred to TL</td> <td><input checked="" type="checkbox"/> Select All</td> </tr> <tr> <td><input type="checkbox"/> Excessive Hours In Single Day</td> <td><input type="checkbox"/> Clear All</td> </tr> <tr> <td><input type="checkbox"/> No Leave Taken</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Reported Absences</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Reported Absences Not Approved</td> <td></td> </tr> </table> <p><input type="button" value="Save"/></p>	<input type="checkbox"/> Absences Not Transferred to TL	<input checked="" type="checkbox"/> Select All	<input type="checkbox"/> Excessive Hours In Single Day	<input type="checkbox"/> Clear All	<input type="checkbox"/> No Leave Taken		<input type="checkbox"/> Reported Absences		<input type="checkbox"/> Reported Absences Not Approved	
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<input type="checkbox"/> Reported Absences											
<input type="checkbox"/> Reported Absences Not Approved											
<ul style="list-style-type: none"> This message displays. Click on the OK button to refresh your employee list. 	<p>Building Security List of Employees - Press "OK" to Build List, or press CANCEL to use existing List</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. 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>3) <u>RUN REPORT</u></p> <ul style="list-style-type: none"> ● <u>Absence Report Search:</u> <ul style="list-style-type: none"> ○ Complete the fields that will isolate the employees that you want to view (i.e.: Department) ○ Empl ID: Completing this field will result in data for that particular employee. ○ Empl Rcd#: Further filters out data to include only one record for an employee. ○ CSU Unit: Filter by Reporting Unit ○ Department: Filter by department code ○ Period ID: 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 Ending Period ID field will display. ○ Ending Period ID: Optional field to narrow the date parameters on the report(s). ● <u>Monthly Processing:</u> <ul style="list-style-type: none"> ○ Check the boxes of the reports that you would like to run. Multiple reports can be generated at the same time. ○ Recommended: <ul style="list-style-type: none"> ▪ Absence Activity ▪ No Time Reported ▪ Reported Absences ● Click on the Submit button to start processing. ● Use the Process Monitor link to monitor the report processing. 	

Manager – Reports (continued)

Processing Steps	Screen Shot																				
<p>4) MONITOR PROCESS</p> <ul style="list-style-type: none"> The report Process List is displayed. The Run Status will initially display as “Queued”. As the process runs, if you click on the Refresh button, you will see the Run Status change. Make sure it runs to “Success.” 	 <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 the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>585352</td> <td></td> <td>SQR Report</td> <td>CSUAM001</td> <td></td> <td>02/08/2013 11:01:39AM PST</td> <td>Queued</td> <td>N/A</td> <td>Details</td> </tr> </tbody> </table> <p>Buttons for 'Go back to AM Reports', 'Save', and 'Notify' are visible. A link for 'Process List Server List' is at the bottom.</p>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	585352		SQR Report	CSUAM001		02/08/2013 11:01:39AM PST	Queued	N/A	Details
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<ul style="list-style-type: none"> Once the process has successfully run, click on the Details link. 	 <p>The screenshot is similar to the previous one, but the 'Run Status' in the table is now 'Success' and the 'Distribution Status' is 'Posted'. The 'Details' link is circled in red.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>585352</td> <td></td> <td>SQR Report</td> <td>CSUAM001</td> <td></td> <td>02/08/2013 11:01:39AM PST</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	585352		SQR Report	CSUAM001		02/08/2013 11:01:39AM PST	Success	Posted	Details
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<ul style="list-style-type: none"> Click on the View Log/Trace link 	<p>Process Detail</p> <p>Process</p> <p>Instance: 585352 Type: SQR Report Name: CSUAM001 Description: Absence Batch Reporting Engine Run Status: Success Distribution Status: Posted</p> <table border="1"> <thead> <tr> <th>Run</th> <th>Update Process</th> </tr> </thead> <tbody> <tr> <td>Run Control ID: AM_Reports Location: Server Server: PSUNX Recurrence:</td> <td> <input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Restart Request </td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Date/Time</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Request Created On: 02/08/2013 11:01:39AM PST Run Anytime After: 02/08/2013 11:01:39AM PST Began Process At: 02/08/2013 11:01:49AM PST Ended Process At: 02/08/2013 11:02:00AM PST</td> <td> Parameters Transfer Message Log Batch Timings View Log/Trace </td> </tr> </tbody> </table>	Run	Update Process	Run Control ID: AM_Reports Location: Server Server: PSUNX Recurrence:	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Restart Request	Date/Time	Actions	Request Created On: 02/08/2013 11:01:39AM PST Run Anytime After: 02/08/2013 11:01:39AM PST Began Process At: 02/08/2013 11:01:49AM PST Ended Process At: 02/08/2013 11:02:00AM PST	Parameters Transfer Message Log Batch Timings View Log/Trace												
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Timekeeper – Reports (continued)

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