

AM011: Absence Management - Employee Self-Service

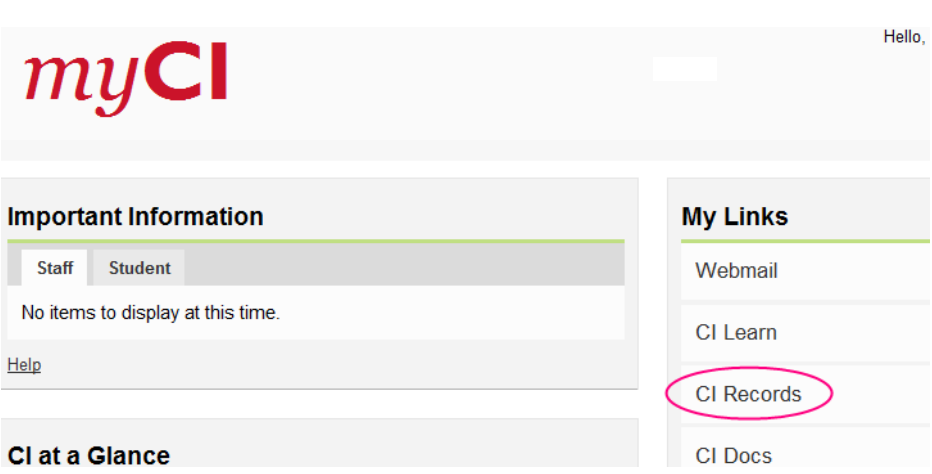
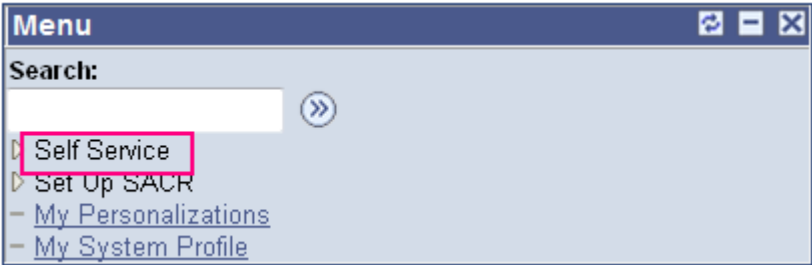
INTRODUCTION

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

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


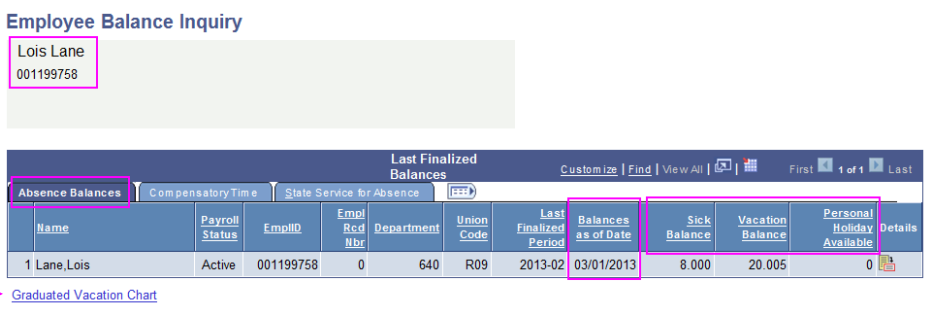
PEOPLESFT PROCESSING

1) CI Records Log-In

Processing Steps	Screen Shot
<ol style="list-style-type: none"> Log into myCI using your regular sign-in information. Click on "CI Records" under the <i>My Links</i> section. 	 <p>The screenshot shows the myCI home page. At the top right, it says "Hello," followed by a blank space. Below the myCI logo, there is a section titled "Important Information" with tabs for "Staff" and "Student". Below this, it says "No items to display at this time." and a "Help" link. To the right, there is a "My Links" section with links for "Webmail", "CI Learn", "CI Records" (which is circled in red), and "CI Docs". Below the "Important Information" section, there is a "CI at a Glance" section.</p>
<ol style="list-style-type: none"> Click on the "Self Service" link. 	 <p>The screenshot shows a "Menu" window with a search bar. Below the search bar, there is a list of links: "Self Service" (which is highlighted with a red box), "Set Up SACR", "My Personalizations", and "My System Profile".</p>

2) View Balances

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

Processing Steps	Screen Shot
<ol style="list-style-type: none"> NAVIGATION <ul style="list-style-type: none"> Click on <i>Employee Balance Inquiry</i> 	 <p>The screenshot shows the "Self Service" menu. At the top, there is a breadcrumb trail: "Favorites Main Menu > Self Service". Below this, there is a "Main Menu >" section. The "Self Service" section contains a list of links: "Employee Balance Inquiry" (which is highlighted with a red box), "Report Time", and "View Time". Below "Employee Balance Inquiry", it says "Employee Absence Balance Inquiry". Below "Report Time", it says "Report your time and request planned overtime and absences." and "Report and View Absences". Below "View Time", it says "View your schedules, forecasted, payable and comp time, exceptions and more." and "Monthly Schedule".</p>
<ol style="list-style-type: none"> Page displays <ul style="list-style-type: none"> Your name and Employee ID is displayed. Tab = <i>Absence Balances</i> Balance as of Date: Date displayed balances were updated. Click on <i>Graduated Vacation Chart</i> link. 	 <p>The screenshot shows the "Employee Balance Inquiry" page. At the top, it says "Employee Balance Inquiry". Below this, there is a box containing the user's name "Lois Lane" and Employee ID "001199758". Below this, there is a table titled "Last Finalized Balances". The table has columns: "Name", "Payroll Status", "EmpID", "Emp Rcd Nbr", "Department", "Union Code", "Last Finalized Period", "Balances as of Date", "Sick Balance", "Vacation Balance", "Personal Holiday Available", and "Details". The first row of data shows: "1 Lane,Lois", "Active", "001199758", "0", "640", "R09", "2013-02", "03/01/2013", "8.000", "20.005", "0", and a "Details" link. Below the table, there is a link for "Graduated Vacation Chart" (which is highlighted with a red box).</p>

View Balances (continued)

Processing Steps	Screen Shot																																																																																																																
<ul style="list-style-type: none">Helpful grids display:<ul style="list-style-type: none">Vacation Accrual RatesMaximum Vacation and CTO CreditsClick on "Esc" to exit.	<div>Press Esc to Return</div> <div><div><div>SUMMARY OF VACATION ACCRUAL RATES</div><table><tr><th>SERVICE REQUIREMENTS*</th><th>MONTHLY VACATION ACCRUAL RATE</th><th>DAYS ACCRUED PER YEAR</th></tr><tr><td>0-3 YEARS: 1 TO 36 MONTHS</td><td>6 2/3 HOURS</td><td>10</td></tr><tr><td>3-6 YEARS: 37 TO 72 MONTHS</td><td>10 HOURS</td><td>15</td></tr><tr><td>6-10 YEARS: 73 TO 120 MONTHS</td><td>11 1/3 HOURS</td><td>17</td></tr><tr><td>10-15 YEARS: 121 TO 180 MONTHS</td><td>12 2/3 HOURS</td><td>19</td></tr><tr><td>15-20 YEARS: 181 TO 240 MONTHS</td><td>14 HOURS</td><td>21</td></tr><tr><td>20-25 YEARS: 241 TO 300 MONTHS</td><td>15 1/3 HOURS</td><td>23</td></tr><tr><td>OVER 25 YEARS: 301 MONTHS AND UP</td><td>16 HOURS</td><td>24</td></tr></table><div>VACATION ACCRUAL RATES FOR ELIGIBLE CLASSIFICATIONS IN</div><table><tr><td>EXECUTIVE (M98), MANAGEMENT (M80), CONFIDENTIAL (C99), FACULTY (Unit 3) AND ACADEMIC STUDENT (UNIT 11)</td><td>16</td><td>24</td></tr></table></div><div><div>SUMMARY OF MAXIMUM VACATION AND CTO CREDITS</div><table><tr><th>BARGAINING UNIT OR CLASSIFICATION</th><th>ANNUAL CTO MAX*</th><th>FLSA ANNUAL CTO MAX**</th><th>MAX VACATION: LESS THAN 10 YEARS OF SERVICE</th><th>MAX VACATION: MORE THAN 10 YEARS OF SERVICE</th></tr><tr><td>M98</td><td>N/A</td><td>N/A</td><td>480 HOURS</td><td>480 HOURS</td></tr><tr><td>M80</td><td>N/A</td><td>N/A</td><td>384 HOURS</td><td>440 HOURS</td></tr><tr><td>UNIT 1</td><td>N/A</td><td>N/A</td><td>272 HOURS</td><td>384 HOURS</td></tr><tr><td>UNIT 2</td><td>120 HOURS</td><td>240 HOURS</td><td>272 HOURS</td><td>384 HOURS</td></tr><tr><td>UNIT 3</td><td>N/A</td><td>N/A</td><td>320 HOURS</td><td>440 HOURS</td></tr><tr><td>UNIT 4</td><td>120 HOURS</td><td>240 HOURS</td><td>320 HOURS</td><td>440 HOURS</td></tr><tr><td>UNIT 5</td><td>120 HOURS</td><td>240 HOURS</td><td>272 HOURS</td><td>384 HOURS</td></tr><tr><td>UNIT 6</td><td>240 HOURS</td><td>240 HOURS</td><td>272 HOURS</td><td>384 HOURS</td></tr><tr><td>UNIT 7</td><td>120 HOURS</td><td>240 HOURS</td><td>272 HOURS</td><td>384 HOURS</td></tr><tr><td>UNIT 8</td><td>200 HOURS***</td><td>480 HOURS</td><td>272 HOURS</td><td>384 HOURS</td></tr><tr><td>UNIT 9</td><td>120 HOURS</td><td>240 HOURS</td><td>272 HOURS</td><td>384 HOURS</td></tr><tr><td>UNIT 10</td><td>240 HOURS</td><td>240 HOURS</td><td>272 HOURS</td><td>384 HOURS</td></tr><tr><td>UNIT 11</td><td>N/A</td><td>N/A</td><td>80 HOURS</td><td>80 HOURS</td></tr><tr><td>UNIT 12</td><td>N/A</td><td>N/A</td><td>272 HOURS</td><td>440 HOURS</td></tr><tr><td>E99</td><td>120 HOURS</td><td>240 HOURS</td><td>272 HOURS</td><td>384 HOURS</td></tr><tr><td>C99</td><td>120 HOURS</td><td>240 HOURS</td><td>384 HOURS</td><td>384 HOURS</td></tr></table><div><div>*PER MOU/Policy</div><div>**PURSUANT TO FAIR LABOR STANDARDS ACT</div><div>***REFER TO APPROPRIATE MOU</div></div></div><div><div>In terms of full-time service</div><div>01/28/2011 Updated/HRM</div></div></div>	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	EXECUTIVE (M98), MANAGEMENT (M80), CONFIDENTIAL (C99), FACULTY (Unit 3) AND ACADEMIC STUDENT (UNIT 11)	16	24	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
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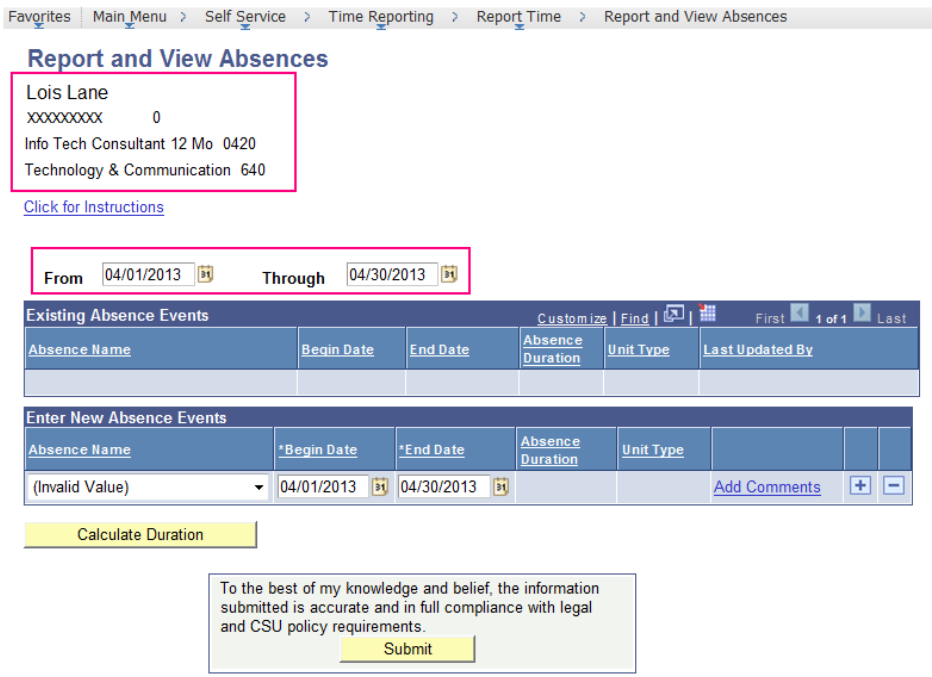
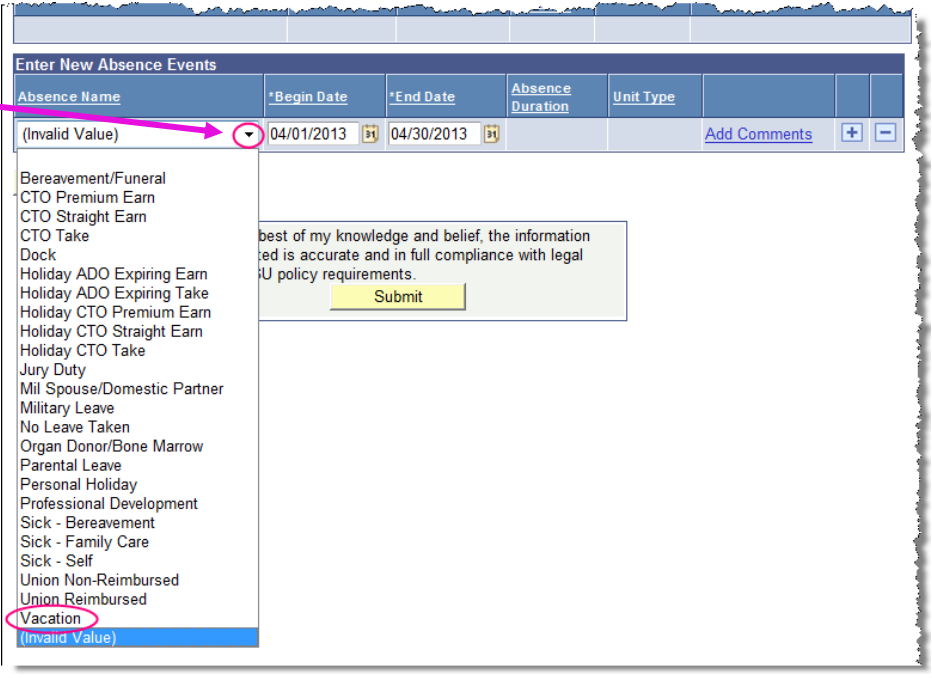
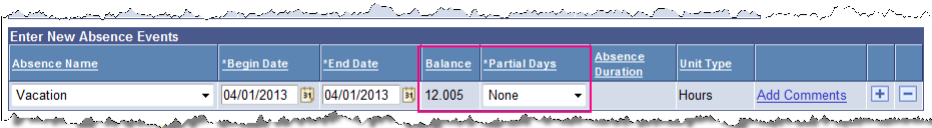
<ul style="list-style-type: none">The tabs at the top of the page will display <i>Compensatory Time (CTO)</i> or <i>State Service</i> balances.Details: By clicking on the icon at the end of the row, you can view historical details on accrual rates and absence usage for each absence type.	<div><div>Last Finalized Balances</div><div>Customize Find View All First 1 of 1 Last</div><div>Absence Balances Compensatory Time State Service for Absence</div><table><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><tr><td>Lane, Lois</td><td>Active</td><td>001199758</td><td>0</td><td>640</td><td>R09</td><td>2013-02</td><td>03/01/2013</td><td>8.000</td><td>20.005</td><td></td><td></td></tr></table><div>Absence Balance Details</div><div>EmplID: 001199758 Lois Lane Empl Rcd#: 0 Last Period Finalized: 2013-02 Department: 640 Technology & Communication Union Code: R09 Payroll Status: Active</div><div>All Absence Balances</div><div>Customize View All First 1 of 7 Last</div><table><tr><th>Sick</th><th>Vacation</th><th>Personal Holiday</th><th>CTO</th><th>Holiday Credit</th><th>Holiday CTO</th><th>Excess</th><th>ADO</th><th>Non Exp ADO</th><th>State Service</th></tr><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><tr><td>1 2013-03</td><td>CURRENT - Not Finalized</td><td>8.000</td><td>0.000</td><td>8.000</td><td>0.000</td><td>0.000</td><td>0.000</td></tr><tr><td>2 2013-02</td><td>03/01/2013</td><td>8.000</td><td>8.000</td><td>8.000</td><td>0.000</td><td>0.000</td><td>8.000</td></tr><tr><td>3 2013-01</td><td>01/31/2013</td><td>0.000</td><td>8.000</td><td>0.000</td><td>0.000</td><td>0.000</td><td>8.000</td></tr><tr><td>4 2012-12</td><td>01/01/2013</td><td>8.000</td><td>8.000</td><td>16.000</td><td>0.000</td><td>0.000</td><td>0.000</td></tr><tr><td>5 2012-11</td><td>11/30/2012</td><td>8.000</td><td>8.000</td><td>8.000</td><td>0.000</td><td>0.000</td><td>8.000</td></tr><tr><td>6 2012-10</td><td>10/31/2012</td><td>12.000</td><td>8.000</td><td>12.000</td><td>12.000</td><td>0.000</td><td>8.000</td></tr><tr><td>7 CONVERSION</td><td>CONVERSION (10/02/2012)</td><td>0.000</td><td>0.000</td><td>0.000</td><td>12.000</td><td>0.000</td><td>12.000</td></tr></table></div>	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	Lane, Lois	Active	001199758	0	640	R09	2013-02	03/01/2013	8.000	20.005			Sick	Vacation	Personal Holiday	CTO	Holiday Credit	Holiday CTO	Excess	ADO	Non Exp ADO	State Service	Period ID	Balances as of Date	Previous Sick Balance	Sick Earned	Sick Taken	Sick Adjusted	Catastrophic Sick Donated	Sick Balance	1 2013-03	CURRENT - Not Finalized	8.000	0.000	8.000	0.000	0.000	0.000	2 2013-02	03/01/2013	8.000	8.000	8.000	0.000	0.000	8.000	3 2013-01	01/31/2013	0.000	8.000	0.000	0.000	0.000	8.000	4 2012-12	01/01/2013	8.000	8.000	16.000	0.000	0.000	0.000	5 2012-11	11/30/2012	8.000	8.000	8.000	0.000	0.000	8.000	6 2012-10	10/31/2012	12.000	8.000	12.000	12.000	0.000	8.000	7 CONVERSION	CONVERSION (10/02/2012)	0.000	0.000	0.000	12.000	0.000	12.000
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3) Absence Reporting

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

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

Absence Reporting (continued)

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

Absence Reporting (continued)

- **Begin Date:** Enter the date you're the absence began.
- **End Date:** Notice that this field automatically populates with the same date as the *Begin Date*. Enter the appropriate end date if the absence was more than one day.
- **Balance:** Verify that you have enough hours to cover the absence that you are reporting.

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Ab Du
Vacation	04/05/2013	04/05/2013	12.005	None	

Calculate Duration

- **Partial Days:** Click on the drop-down triangle.
- If you are reporting an absence that is for less than a full day off, click on "Partial Hours".
- If you are reporting one or more full day(s) off, then leave the value at "None".
- Note: Exempt employee should not report any partial days off.
- If you select "Partial Hours" a new field will display: *Hours per Day*
- **Hours per Day:** Enter the number of hours you were absent.

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Abse Durat
Vacation	04/05/2013	04/05/2013	12.005	None	

Calculate Duration

*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	At Du
04/05/2013	04/05/2013	12.005	Partial Hours	4	

- Click on the **Calculate Duration** button.
- Validate that the *Absence Duration* is the number of hours that you wish to report as an absence.

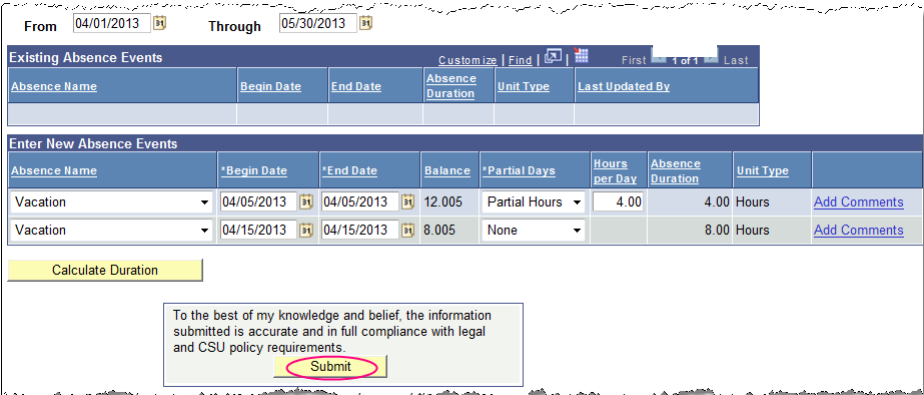
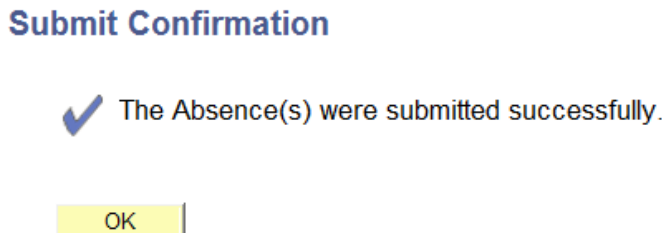
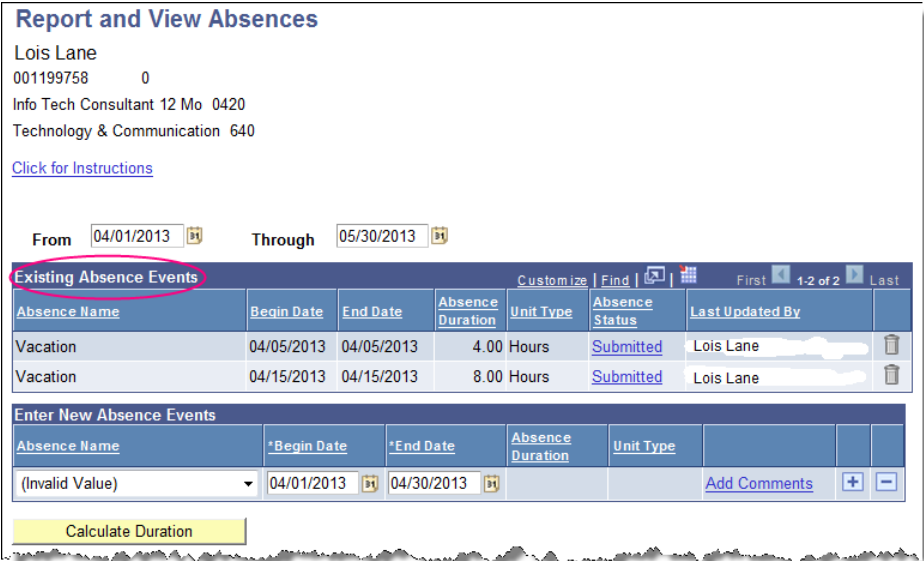
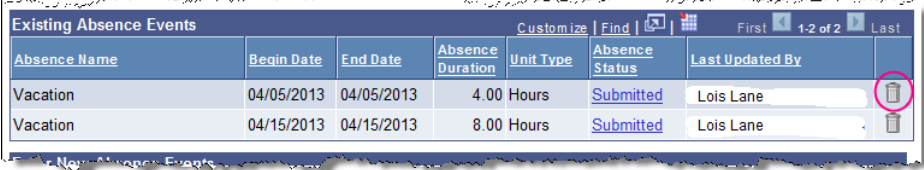
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type
Vacation	04/05/2013	04/05/2013	12.005	Partial Hours	4.00	4.00 Hours	

Calculate Duration

- To add another absence, click on the "+" button at the far right end of the row.
- Continue to add new rows until all absences are recorded.

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type	
Vacation	04/05/2013	04/05/2013	12.005	Partial Hours	4.00	4.00 Hours	Add Comments	+

Absence Reporting (continued)

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

Payee Messages (continued)

Processing Steps	Screen Shot
<ul style="list-style-type: none"> You should receive this confirmation. Check the appropriate box. 	<p>Confirm Delete</p> <p>✓ Click Yes to Delete this Absence Event</p> <p>Absence: Vacation Begins: 4/5/2013 Ends: 4/5/2013</p> <p>Yes No</p>
<ul style="list-style-type: none"> Add a Row: Re-enter the correct absence(s). Submit: Click on button to submit. 	

4) View Monthly Schedule


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


Processing Steps	Screen Shot
<p>This is a good tool to see what work schedule is assigned to you, and which absences have been submitted.</p>	




View Monthly Schedule (continued)

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




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

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

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

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

Legend

 Approved Training
  Planned Absence
  Holiday
 OFF Scheduled OFF Day