AM011: Absence Management - Employee Self-Service

INTRODUCTION

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

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

PEOPLESOFT PROCESSING

1) CI Records Log-In

<table>
<tr><th>Processing Steps</th><th>Screen Shot</th></tr>
<tr><td>

1) Log into myCI using your regular sign-in information.
2) Click on “CI Records” under the *My Links* section.

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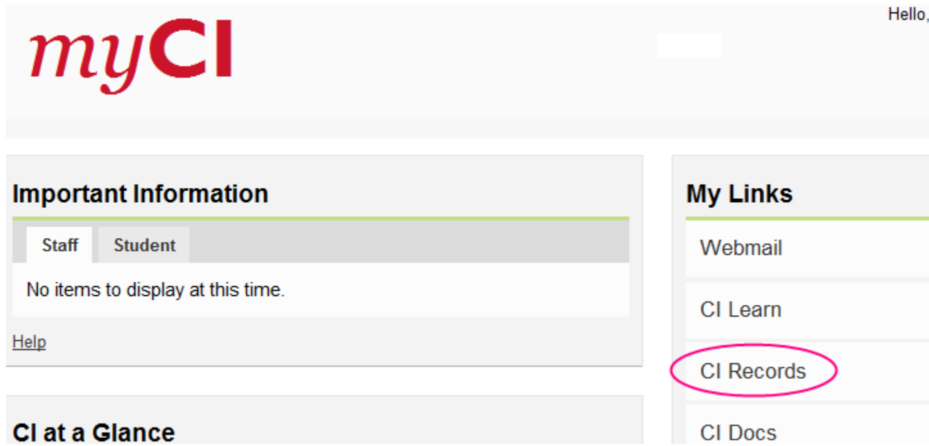

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3) Click on the “Self Service” link.

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</table>

2) View Balances

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

<table>
<tr><th>Processing Steps</th><th>Screen Shot</th></tr>
<tr><td>

1) <u>NAVIGATION</u>
   - Click on *Employee Balance Inquiry*

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<tr><td>

2) Page displays
   - Your name and Employee ID is displayed.
   - Tab = *Absence Balances*
   - **Balance as of Date:** Date displayed balances were updated.
   - Click on *Graduated Vacation Chart* link.

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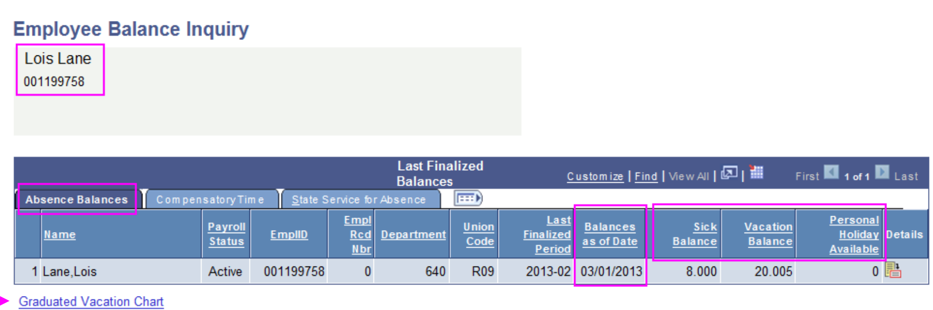

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</table>

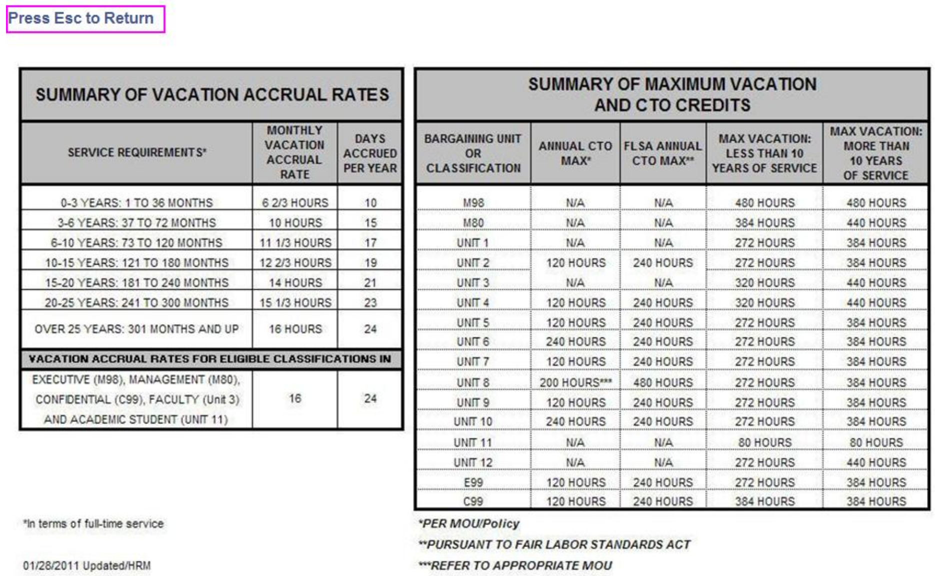
View Balances (continued)

Processing Steps	Screen Shot

Processing Steps

- Helpful grids display:
  - Vacation Accrual Rates
  - Maximum Vacation and CTO Credits
- Click on "Esc" to exit.

Screen Shot



Press Esc to Return

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

*In terms of full-time service

01/28/2011 Updated/HRM

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

*PER MOU/Policy

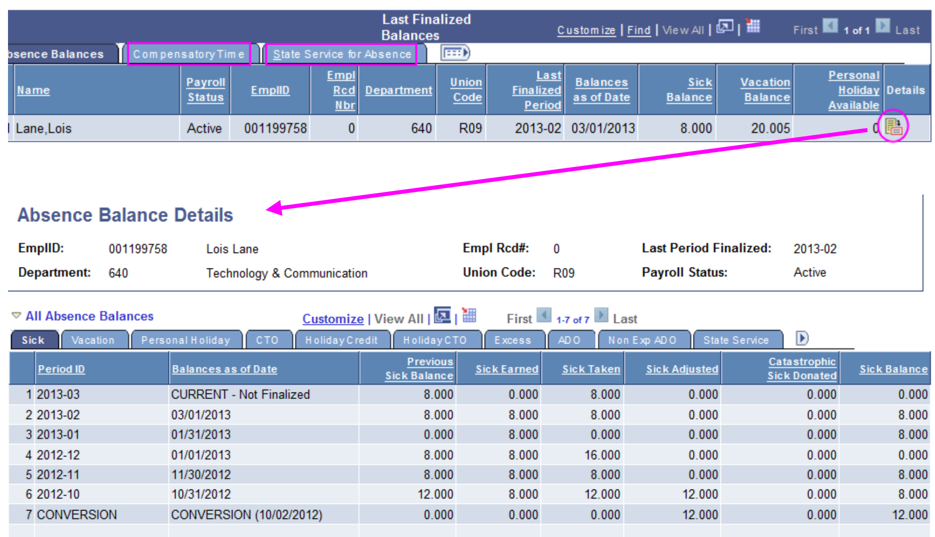
**PURSUANT TO FAIR LABOR STANDARDS ACT

***REFER TO APPROPRIATE MOU

Processing Steps

- The tabs at the top of the page will display *Compensatory Time* (CTO) or *State Service* 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.

Screen Shot



Last Finalized Balances

Customize | Find | View All | First 1 of 1 Last

bsence Balances | Compensatory Time | State Service for Absence

Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details
Lane,Lois	Active	001199758	0	640	R09	2013-02	03/01/2013	8.000	20.005	0	

Absence Balance Details

EmplID:	001199758	Lois Lane	Empl Rcd#:	0	Last Period Finalized:	2013-02
Department:	640	Technology & Communication	Union Code:	R09	Payroll Status:	Active

All Absence Balances

Customize | View All | First 1-7 of 7 Last

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

	Period ID	Balances as of Date	Previous Sick Balance	Sick Earned	Sick Taken	Sick Adjusted	Catastrophic Sick Donated	Sick Balance
1	2013-03	CURRENT - Not Finalized	8.000	0.000	8.000	0.000	0.000	0.000
2	2013-02	03/01/2013	8.000	8.000	8.000	0.000	0.000	8.000
3	2013-01	01/31/2013	0.000	8.000	0.000	0.000	0.000	8.000
4	2012-12	01/01/2013	8.000	8.000	16.000	0.000	0.000	0.000
5	2012-11	11/30/2012	8.000	8.000	8.000	0.000	0.000	8.000
6	2012-10	10/31/2012	12.000	8.000	12.000	12.000	0.000	8.000
7	CONVERSION	CONVERSION (10/02/2012)	0.000	0.000	0.000	12.000	0.000	12.000

3) Absence Reporting

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

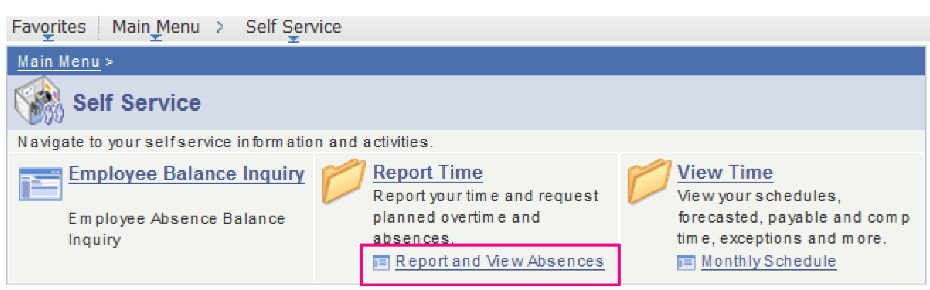
Processing Steps	Screen Shot

Processing Steps

1) NAVIGATION

- Be sure that you click on "Report and View Absences," if there are more than one option.

Screen Shot



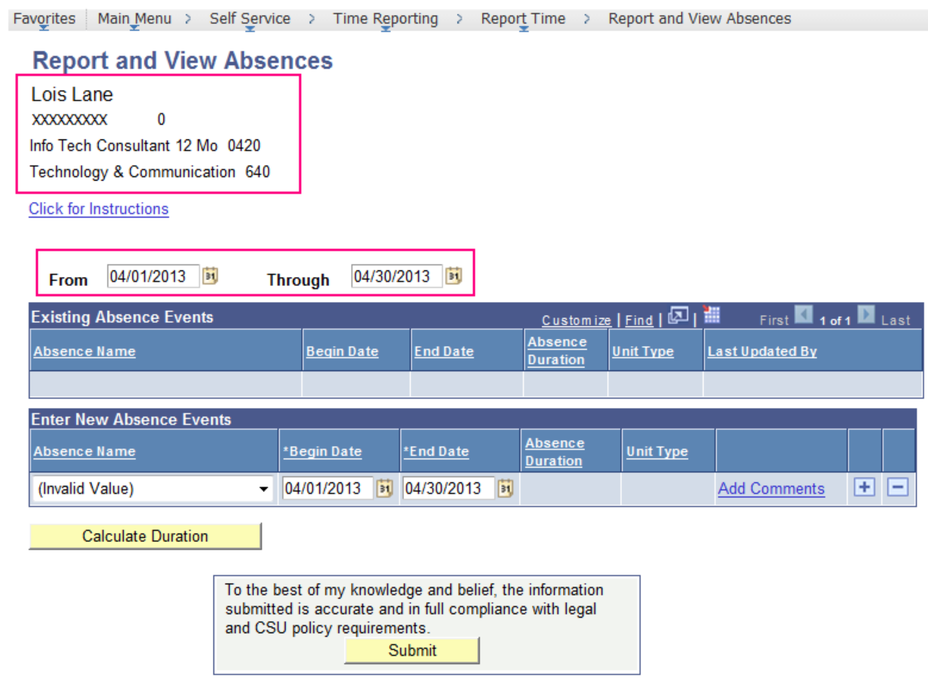
Absence Reporting (continued)

Processing Steps	Screen Shot

1) <u>REPORTING ABSENCES</u>

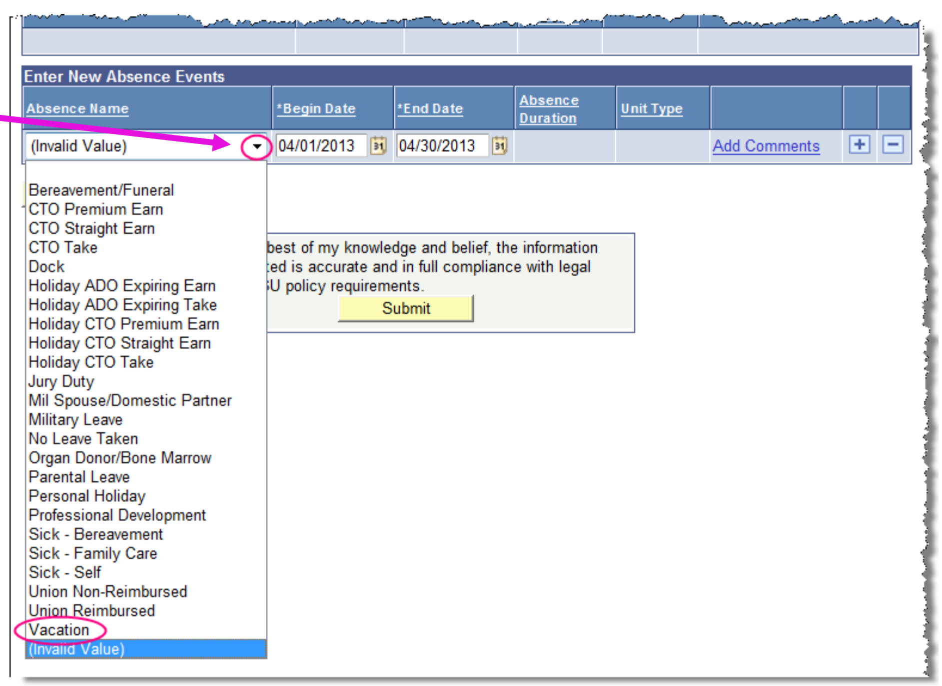
- Note that your name, Employee ID, Job Title and Department are listed at the top of the page.
- Make sure that the "From" and "Through" dates display the pay period in which you wish to enter your absences.

  (Refer to the CI Payroll Schedule on the Payroll Services website for exact pay period dates.)

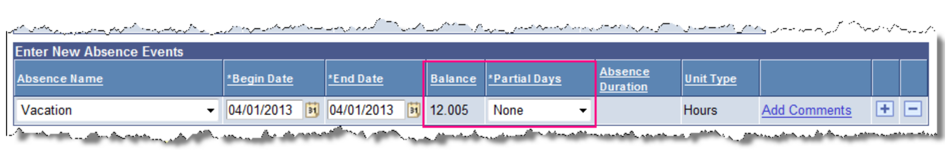


<u>Enter New Absence Events</u>

- **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 **<u>not</u>** 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.

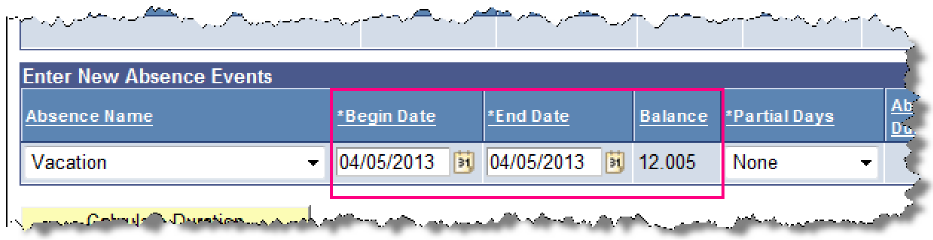


- Note that when you exit the field, the balance for that leave type appears.
- A new field, "Partial Days" also displays. Use this field to identify when an absence taken was not for a full, scheduled day.

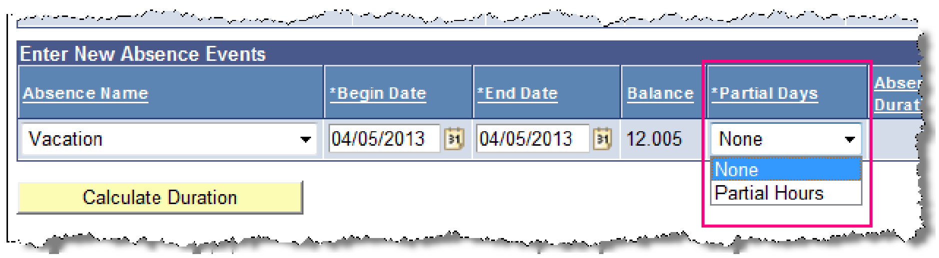


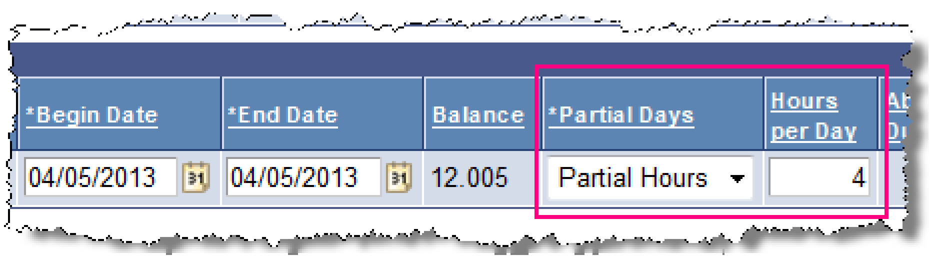
Absence Reporting (continued)

- **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.

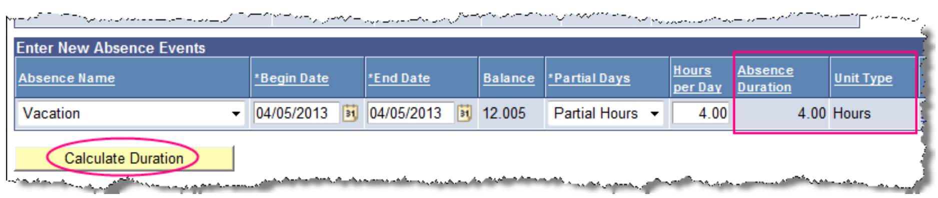


- **Partial Days:** Click on the drop-down triangle.
- If you are reporting an absence that is for less than a full day off, click on "Partial Hours".
- If you are reporting one or more full day(s) off, then leave the value at "None".
- Note: Exempt employee should not report any partial days off.
-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

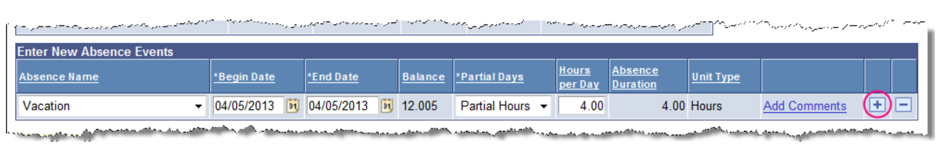




- Click on the **Calculate Duration** button.
- Validate that the *Absence Duration* is the number of hours that you wish to report as an absence.



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



Absence Reporting (continued)

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- 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.

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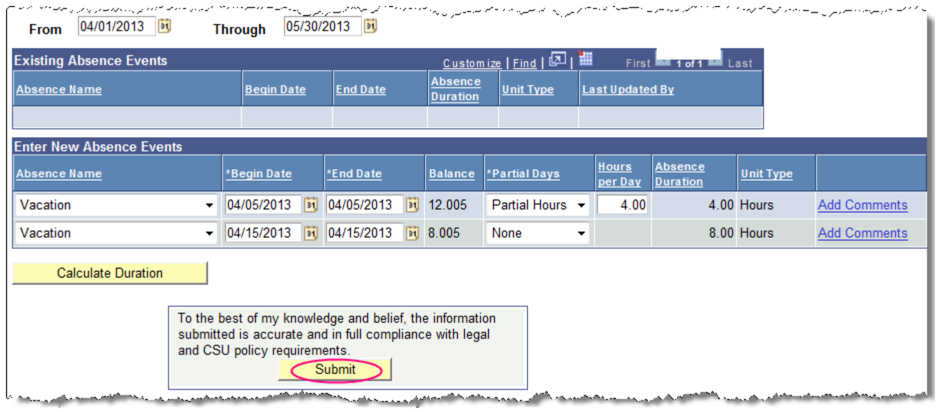

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- You should receive this confirmation.
- Click "OK"

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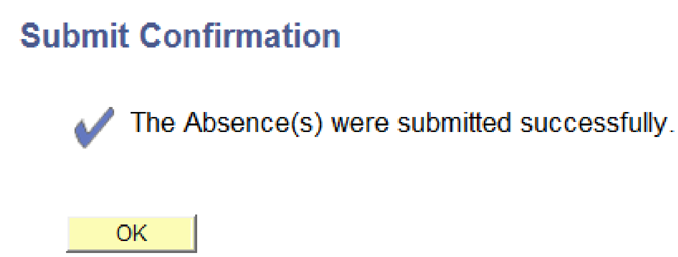

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- Your absences move into the *Existing Absence Events* section.

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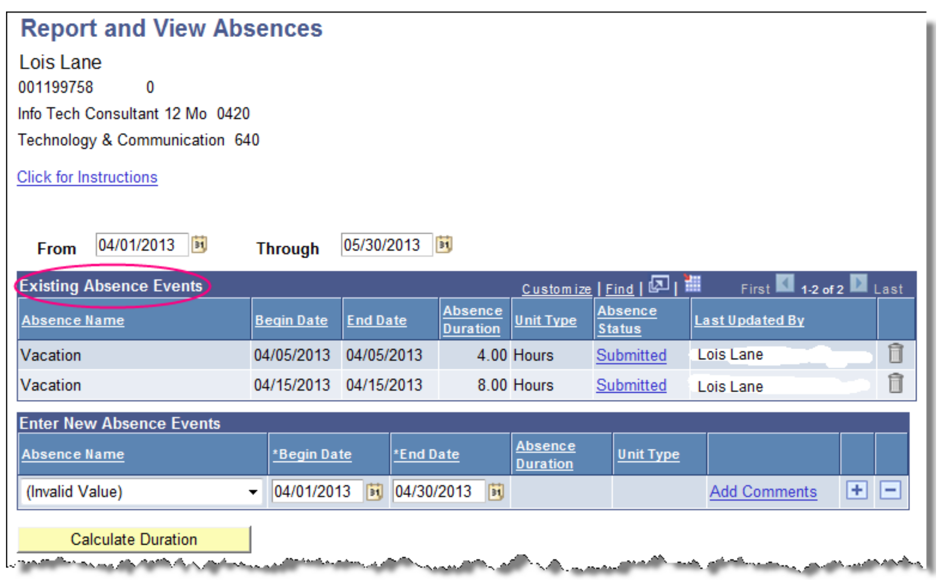

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2) <u>CORRECTING ABSENCES</u>

- 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.

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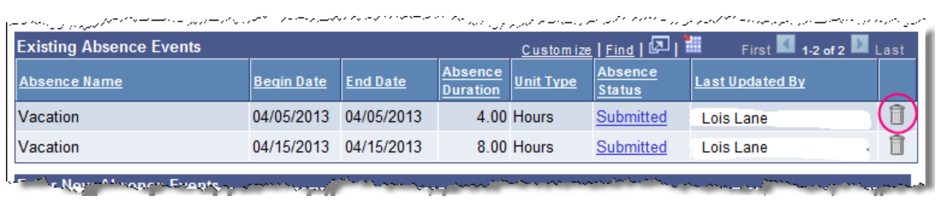

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Payee Messages (continued)

<table>
<tr><th>Processing Steps</th><th>Screen Shot</th></tr>
<tr><td>

- You should receive this confirmation.
- Check the appropriate box.

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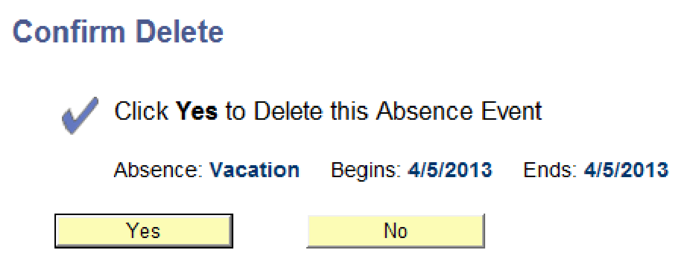

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- **Add a Row:** Re-enter the correct absence(s).
- **Submit:** Click on button to submit.

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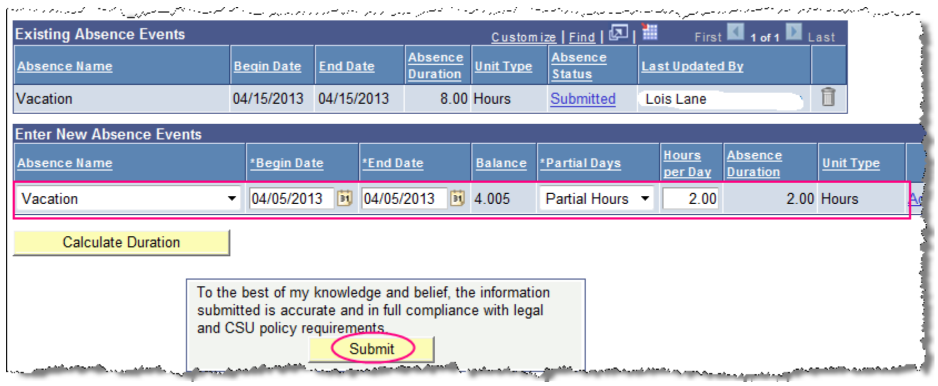

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</table>

4) View Monthly Schedule

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

<table>
<tr><th>Processing Steps</th><th>Screen Shot</th></tr>
<tr><td>

This is a good tool to see what work schedule is assigned to you, and which absences have been submitted.

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</table>

View Monthly Schedule (continued)

- **Schedule:** Displays the hours your 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.