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>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shot</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Log into myCI using your regular sign-in information.</td>
<td><img src="image" alt="myCI Screen" /></td>
</tr>
<tr>
<td>2) Click on “CI Records” under the My Links section.</td>
<td><img src="image" alt="CI at a Glance" /></td>
</tr>
</tbody>
</table>

3) Click on the “Self Service” link.

## 2) View Balances

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

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shot</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) NAVIGATION</td>
<td><img src="image" alt="Employee Balance Inquiry" /></td>
</tr>
<tr>
<td>• Click on Employee Balance Inquiry</td>
<td><img src="image" alt="Employee Balance Inquiry" /></td>
</tr>
</tbody>
</table>

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.
### View Balances (continued)

#### Processing Steps

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

#### Screen Shot

- 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.

### 3) Absence Reporting

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

#### Processing Steps

1) **NAVIGATION**

- Be sure that you click on "Report and View Absences," if there are more than one option.
### Absence Reporting (continued)

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shot</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1) REPORTING ABSENCES</strong></td>
<td><img src="image" alt="Screen Shot" /></td>
</tr>
<tr>
<td>• Note that your name, Employee ID, Job Title and Department are listed at the top of the page.</td>
<td></td>
</tr>
<tr>
<td>• Make sure that the &quot;From&quot; and &quot;Through&quot; 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.)</td>
<td><img src="image" alt="Screen Shot" /></td>
</tr>
</tbody>
</table>

#### Enter New Absence Events

- **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.

- 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)

Processing Steps

- 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.

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>From</th>
<th>Through</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>04/01/2013</td>
<td>05/30/2013</td>
</tr>
</tbody>
</table>

**Existing Absence Events**

- **Absence Name**
- **Start Date**
- **End Date**
- **Absence Duration**
- **Unit Type**
- **Last Updated By**

**Enter New Absence Events**

- **Absence Name**
- **Start Date**
- **End Date**
- **Absence Duration**
- **Unit Type**
- **Add Comments**

Submit Confirmation

- The Absence(s) were submitted successfully.

Submit Confirmation Screen Shot

- OK

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

**Report and View Absences**

- Lois Lane
- 001199758
- Info Tech Consultant 12 Mo 0426
- Technology & Communication 640

**Existing Absence Events**

- **Absence Name**
- **Start Date**
- **End Date**
- **Absence Duration**
- **Unit Type**
- **Last Updated By**

**Enter New Absence Events**

- **Absence Name**
- **Start Date**
- **End Date**
- **Absence Duration**
- **Unit Type**
- **Add Comments**

2) **CORRECTING ABSENCES**

- 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.

**Existing Absence Events**

- **Absence Name**
- **Start Date**
- **End Date**
- **Absence Duration**
- **Unit Type**
- **Last Updated By**

**Enter New Absence Events**

- **Absence Name**
- **Start Date**
- **End Date**
- **Absence Duration**
- **Unit Type**
- **Add Comments**
**Payee Messages (continued)**

<table>
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<tr>
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<tr>
<td>• You should receive this confirmation.</td>
<td><img src="image1" alt="Confirm Delete" /></td>
</tr>
<tr>
<td>• Check the appropriate box.</td>
<td></td>
</tr>
<tr>
<td>• <strong>Add a Row:</strong> Re-enter the correct absence(s).</td>
<td><img src="image2" alt="Add a Row" /></td>
</tr>
<tr>
<td>• <strong>Submit:</strong> Click on button to submit.</td>
<td></td>
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</table>

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**4) View Monthly Schedule**

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

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<tr>
<td>This is a good tool to see what work schedule is assigned to you, and which absences have been submitted.</td>
<td><img src="image3" alt="View Monthly Schedule" /></td>
</tr>
</tbody>
</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.