AM005: AM Timekeeper

INTRODUCTION

The *AM Timekeeper Business Process Guide* describes the role of the Timekeeper 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
- **Review Reported Absences** – Review time for employees within your area of responsibility before submitting to the Approver.
- **Absence Management Reports** – run reports to assist in the absence validation process:
    - Absence Activity
    - No Time Reported
    - Reported Absences

PEOPLESOFT PROCESSING

A) Timekeeper Balance Inquiry

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

Processing Steps	Screen Shot
1) Balance Inquiry • When you first use this page, you must press the "Refresh Employee List" button.	**Timekeeper Balance Inquiry** Search Criteria Department: ____ Name: ____ EmplID: ____ Empl Rcd#: ____ Pay Group: ____ Union Code: ____ Payroll Status: Active HR Status: Active [Refresh Employee List] Last Refresh was: 06/20/12
• This dialogue box is displayed. • Click on **OK**. • It will take a few minutes for the system to refresh.	**Building Security List of Employees - Press "OK" to Build List, or press CANCEL to use existing List** 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. Depending upon the number of Employees - it may take a some time to build. 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. 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. [OK] [Cancel]
• You will see that two new buttons appear at the bottom of the search box: **Search** and **Clear**.	**Timekeeper Balance Inquiry** Search Criteria Department: ____ Name: ____ EmplID: ____ Empl Rcd#: ____ Pay Group: ____ Union Code: ____ Payroll Status: Active HR Status: Active [Search] [Clear] [Refresh Employee List] Last Refresh was: 06/21/12

Balance Inquiry (continued)

Processing Steps	Screen Shot
• 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.	**Timekeeper Balance Inquiry** *Search Criteria* Department: [ ] 🔍 Name: [ ] EmplID: [ ] 🔍 Empl Rcd#: [ ] 🔍 Pay Group: [ ] 🔍 Union Code: [ ] 🔍 Payroll Status: Active ▾ HR Status: Active ▾ [Search] [Clear] [Refresh Employee List] Last Refresh was: 06/21/12 Graduated Vacation Chart **Look Up** ☒ **Look Up Department** SetID: CICMP **Department:** begins with ▾ [ ] **Description:** begins with ▾ [ ] **Short Description:** begins with ▾ [ ] **Manager ID:** begins with ▾ [ ] 🔍 [Look Up] [Clear] [Cancel] Basic Lookup **Search Results** View 100 First ◀ 1-5 of 5 ▶ Last | Department	Description	Short Description	Manager ID
---	---	---	---
610	Technology & Communication	Technology	(blank)
620	Information Management	Info Mgt	(blank)
630	Technology Infrastructure	TECH INFR	(blank)
640	Technology & Communication	TechCommun	(blank)
707	Communication & Marketing	Comm Marke	000003290	

Balance Inquiry (continued)

Processing Steps	Screen Shot
• **Graduated Vacation Chart:** Click on this link to see the summary of vacation accrual rates, and the maximum vacation and CTO credits.	**Timekeeper Balance Inquiry** **Search Criteria** Department: [ ] 🔍 Name: [ ] EmplID: [ ] 🔍 Empl Rcd#: [ ] 🔍 Pay Group: [ ] 🔍 Union Code: [ ] 🔍 Payroll Status: Active ▾ HR Status: Active ▾ [Search] [Clear] [Refresh Employee List] Last Refresh was: 06/21/12 Graduated Vacation Chart
• **Graduated Vacation Chart:** Use this tool for reference as needed. • Press the **Esc** key on your keyboard to return to the search page.	**Press Esc to Return** _(see charts below)_

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	Screen Shot
• **Department:** Enter the department code to display employees within the department. • **EmplID:** Enter the ID of the employee if you wish to see the balances of a particular person. • Click on the **Search** button.	**Timekeeper Balance Inquiry** **Search Criteria** Department: [630] 🔍 Technology Infrastructure Name: [ ] EmplID: [ ] 🔍 Empl Rcd#: [ ] 🔍 Pay Group: [ ] 🔍 Union Code: [ ] 🔍 Payroll Status: Active ▾ HR Status: Active ▾ (Search) [Clear] [Refresh Employee List] Last Refresh was: 02/07/13

Balance Inquiry (continued)

Processing Steps	Screen Shot
• A listing of all employees within the filter (in this case "department") will be appear in the results.	
• Note that the results displayed are the "Last Finalized Balances". This means that the balances displayed are the final numbers calculated from the <u>last</u> pay period.	
• **Details:** If you click on this icon within an employee's row, a history of that employee's balances will appear.	

Processing Steps	Screen Shot
• **Absence Balance Details:** Notice that there are tabs which will display balance history for **Sick, Vacation** and **Personal Holiday.** • There is also a link to go to the **Compensatory Time Balances** page. • Click on the **Return** button to go back to the main page.	**Absence Balance Details** EmplID: 001199758 Betty Boop Empl Rcd#: 0 Last Period Finalized: 2012-11 Department: 640 Technology & Communication Union Code: R09 Payroll Status: Active ▷ All Absence Balances ▽ Absence Balances Customize | View All | 🔲 | 🎬 First ◀ 1-4 of 4 ▶ Last Sick | Vacation | Personal Holiday 	Period ID	Balances as of Date	Previous Sick Balance	Sick Earned	Sick Taken	Sick Adjusted	Catastrophic Sick Donated	Sick Balance
---	---	---	---	---	---	---	---
1 2012-12	CURRENT - Not Finalized	8.000	0.000	0.000	0.000	0.000	8.000
2 2012-11	11/30/2012	8.000	8.000	8.000	0.000	0.000	8.000
3 2012-10	10/31/2012	12.000	8.000	12.000	12.000	0.000	8.000
4 CONVERSION	CONVERSION (10/02/2012)	0.000	0.000	0.000	12.000	0.000	12.000	 ▷ Compensatory Time Balances ▷ State Service for Absences Return
• Note the tabs at the top of the results section. Different leave balances display based on the tab selected. • Click on the appropriate tab to see the balances that you are searching for.	**Timekeeper Balance Inquiry** **Search Criteria** Department: 640 🔍 Technology & Communication Name: [ ] EmplID: [ ] 🔍 Empl Rcd#: [ ] 🔍 Pay Group: [ ] 🔍 Union Code: [ ] 🔍 Payroll Status: Active ▾ HR Status: Active ▾ Search Clear Refresh Employee List Last Refresh was: 02/07/13 Last Finalized Balances for Employees Administered Customize | Find | View All | 🔲 | 🎬 First ◀ 1- by Judith Frazier 10 of 36 ▶ Last Absence 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
---	---	---	---	---	---	---	---	---	---	---	---
1	Active		0	640	M80	2012-11	11/30/2012	380.000	440.000	0	📇
2	Active		0	640	R09	2012-11	11/30/2012	387.000	136.666	0	📇
3	Active		0	640	M80	2012-11	11/30/2012	184.000	148.000	0	📇
4 Boop,Betty	Active	001199758	0	640	R09	2012-11	11/30/2012	8.000	14.334	0	📇
5	Active		0	640	R09	2012-11	11/30/2012	384.250	224.994	0	📇
6 Bunyan,Paul	Active	000119510	3	640	R09	2012-11	11/30/2012	271.800	24.670	0	📇	

B) **Absence Entry**

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

Processing Steps	Screen Shot
2) <u>ABSENCE ENTRY</u> • This page displays listing all employees within the Timekeepers responsibility. • Click on the **View All** hyperlink to expand the number of employees displayed. • Notice that this display is showing that **1-25** employees out of a list **of 40** are now displayed. • Click on any header to sort employees. (i.e.: Click on "Name" to put list in alpha order, or click on "DeptID" to sort list by department. • In the "Select" column, click on the checkbox next to the employee for whom you wish to enter absences. • Click on the "Continue" button at the bottom of the page.	**Timekeeper Absence Entry** Click for Instructions **Employees** Customize | Find | View All First 1-25 of 40 Last Select | Empl ID | Empl Rcd | Current Period Absence | Name | Status | Dept ID | Dept Name | Position | Job Code | Job Title ☐ .... Active 640 Technology & Communication 00000833 3312 Administrator II ☐ .... Active 640 Technology & Communication 00001135 0400 Analyst/Programmer 12 Mo ☐ .... Active 640 Technology & Communication 00000003 3300 Administrator IV ☐ 001199758 0 None Boop,Betty Active 640 Technology & Communication 00000112 0420 Info Tech Consultant 12 Mo ☐ .... Active 640 Technology & Communication 00001424 0440 Equip Systems Specialist 12 Mo ☑ 000119510 3 Sub Bunyan,Paul Active 640 Technology & Communication 00000781 0420 Info Tech Consultant 12 Mo ☐ .... Active 640 Technology & Communication 00000765 0420 Info Tech Consultant 12 Mo Active 640 Technology & Communication 0420 Info Tech Consultant 12 Mo First Select All Deselect All Continue

Absence Entry (continued)

Processing Steps	Screen Shot

3) ENTER ABSENCE EVENT
 	
 • 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, if applicable.
 	
 • To enter a new row, click on the "+" button at the far right end of the row.
	Report and View Employee Absences
	 Paul Bunyan
	 000119510 3
	 Info Tech Consultant 12 Mo 0420
	 Technology & Communication 640
	
	 Click for Instructions
	
	 From 11/30/2012 **Through** 12/31/2012
	
	 Existing Absence Events Customize | Find | First ◄ 1 of 1 ► Last
	
	 Enter New Absence Events
	
	 See table below
	
	 [Calculate Duration]
	
	 Timesheet
	
	 To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. [Submit]
	
	 Return to Employee List

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	+ −

NOTE:

Begin Date and End Date
If there is 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 (i.e.: Thursday to Monday), enter one absence event.

Partial Hours
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.

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.

Exempt Employees: It is required that Absences for exempt employees always be entered in full day increments – Exempt employees do not report partial days.

Absence Entry (continued)

Processing Steps	Screen Shot
• When you have completed your absence entry, click on the **Calculate Duration** button.	

• **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.
 	
   o Answer the question in the dialogue box
   o Click on the **Save Comments** button.
   o The "Add Comments" link changes to an "Edit Comments" link.	

Absence Entry (continued)

Processing Steps	Screen Shot
• 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. ○ **Return to Employee List:** Click on this link to go back to the full employee listing.	**Report and View Employee Absences** Paul Bunyan 000119510 3 Info Tech Consultant 12 Mo 0420 Technology & Communication 640 Click for Instructions From 11/30/2012 Through 12/31/2012 Existing Absence Events — Customize | Find | First 1 of 1 Last 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 | Edit 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 | + − Calculate Duration Timesheet To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. Submit Return to Employee List
• **Confirmation:** The system will validate the absence data entered. This will display if entry was successful. • Click on **OK** button.	**Submit Confirmation** ✔ The Absence(s) were submitted successfully. OK
• The submitted information will now appear in the **Existing Absence Events** section.	**Report and View Employee Absences** Paul Bunyan 000119510 3 Info Tech Consultant 12 Mo 0420 Technology & Communication 640 Click for Instructions From 11/30/2012 Through 12/31/2012 Existing Absence Events — Customize | Find | First 1-3 of 3 Last 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 | | | Add Comments | + −

Absence Entry (continued)

| Processing Steps	Screen Shot
• Employee absence data on the *Timekeeper Absence Entry* 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.	**Report and View Employee Absences** Paul Bunyan 000119510 3 Info Tech Consultant 12 Mo 0420 Technology & Communication 640 Click for Instructions From 11/30/2012 Through 12/31/2012 **Existing Absence Events** — Customize	Find — First 1-3 of 3 Last 	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			Add Comments	+ −	 **Confirm Delete** ✔ Click **Yes** to Delete this Absence Event Absence: **Sick - Self** Begins: **12/11/2012** Ends: **12/11/2012** [Yes] [No]
• To add data, simply continue to add information in the **Enter New Absence Events** section. Notice in this example that the initial Sick - Self entry was incorrect, so the row was deleted, and a new row entered. • Click on the **Calculate Duration** button. • Click on the **Submit** button to save.	**Report and View Employee Absences** Paul Bunyan 000119510 3 Info Tech Consultant 12 Mo 0420 Technology & Communication 640 Click for Instructions From 11/30/2012 Through 12/31/2012 **Existing Absence Events** — Customize	Find — First 1-2 of 2 Last 	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	Add Comments	+ −	 [Calculate Duration] Timesheet To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. [Submit]

Absence Entry Errors (continued)

Processing Steps	Screen Shot
4) ERRORS • 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.	From 11/30/2012 📅 Through 12/31/2012 📅 **Existing Absence Events** — Customize | Find | 🗗 🧮 First ◀ 1 of 1 ▶ Last 	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	Add Comments	➕	➖	 **Submit Confirmation** ❗ The absence event entered failed validation. 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. [OK]
• An error message sometimes also appears on the main page. • Adjust the date range, date or partial hours to fix.	**Report and View Employee Absences** Betty Boop 001199758 0 Info Tech Consultant 12 Mo 0420 Technology & Communication 640 Click for Instructions **ERROR!** The absence entered exceeds your available balance. Adjust your absence so that it does not exceed your absence balance or contact Payroll to report the absence. From 11/30/2012 📅 Through 12/31/2012 📅 **Existing Absence Events** — Customize | Find | 🗗 🧮 First ◀ 1 of 1 ▶ Last 	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	Add Comments	➕	➖	

Absence Entry Errors (continued)

Processing Steps	Screen Shot
• 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). **NOTE:** Sick leave credits can ONLY be used to cover sick days. • 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. ***Vacation & Sick absences can only be used by half-day increments.***	**Report and View Employee Absences** Betty Boop 001199758 0 Info Tech Consultant 12 Mo 0420 Technology & Communication 640 Click for Instructions From 11/30/2012 Through 12/31/2012 Existing Absence Events Customize | Find | 📊 📱 First ◄ 1 of 1 ► Last 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 | Add Comments ➕ ➖ Vacation | 12/06/2012 | 12/06/2012 | 14.334 | None | | 8.00 | Hours | Add Comments ➕ ➖ Vacation | 12/07/2012 | 12/07/2012 | 6.334 | Partial Hours | 6.00 | 6.00 | Hours | Add Comments ➕ ➖ Calculate Duration To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. Submit
• 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.	**ERROR!** The absence entered cannot be entered twice for the same day. **ERROR!** The Absence entered cannot have an end date that is on an unscheduled day.

C) Review Reported Absences

Navigation: *Manager Self Service > Time Management > Approve Time and Exceptions > Timekeeper Absence Review*

Processing Steps	Screen Shot
1) REVIEW ABSENCES: • **Current Period Absence:** Notice the value, *Sub* 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(s) time that you wish to review.	
• The reported absences for the selections that you made on the previous page will display. (The **Review Status** field is used when time is entered via self-service.) Under review status, you can request for an employee to review and correct his/her absences. • You can also review comments entered, or add comments on this page.	

D) Absence Management Reports

Timekeepers 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 Timekeeper as part of their review.

Timekeeper 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
CREATE A RUN CONTROL • *Apply this step for your first process only.* • 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.	**AM Reports** [Find an Existing Value] [Add a New Value] **Run Control ID:** [_____] [Add]
1) SELECT A RUN CONTROL • Use the **Search** button to bring up a listing of all of your Run Controls. • Select the Run Control for the AM Reports process.	**AM Reports** Enter any information you have and click Search. Leave fields blank for a list of all values. [Find an Existing Value] [Add a New Value] Limit the number of results to (up to 300): 300 **Run Control ID:** begins with ▼ [_____] [Search] [Clear] Basic Search 💾 Save Search Criteria
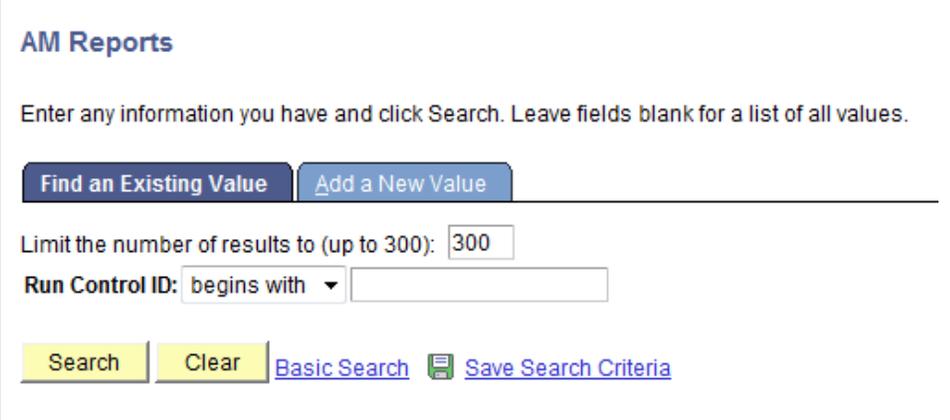
Timekeeper – Reports (continued)

Processing Steps	Screen Shot

2) RUN REPORT
 	
• The report Run Control is displayed.
 	
• Absence Report Search:
 	
   o Complete the fields that will isolate the employees that you want to view (i.e.: Department)
 	
   o **Empl ID:** Completing this field will result in data for that particular employee.
 	
   o **Empl Rcd#:** Further filters out data to include only one record for an employee.
 	
   o **CSU Unit:** Filter by Reporting Unit
 	
   o **Department:** Filter by department code
 	
   o **Period ID:** Filter by pay period (This filter will be important once we have a lot of history in the system)
 	
• Monthly Processing Reports:
 	
   o Check the boxes of the reports that you would like to run. Multiple reports can be generated at the same time.
 	
      ▪ No Leave Taken: Lists employees who have not submitted anything for the period identified
 	
      ▪ Reported Absences: Lists all of the reported absences for the period identified
 	
      ▪ Reported Absences Not Approved: Lists all absences without manager approvals
 	
• Click on the **Submit** button to start processing.
 	
• Click on the **Process Monitor** link to monitor the report processing.
	CSU Absence Management - Multi Reports
	
	Report Control ID: AM_Reports Report Manager Process Monitor Submit
	
	Absence Report Search
	
	Empl ID: [ ]
	Empl Rcd#: [ ]
	CSU Unit: [ ]
	Department: [640] Technology & Communication
	Period ID: [2012-12] Ending Period ID: [ ]
	
	Clear
	
	* Click on hyperlink for online query reporting
	* Check box(es) to include in report run
	
	▼ Monthly Processing
	
	☑ No Leave Taken ☑ Select All
	☑ Reported Absences ☐ Clear All
	☑ Reported Absences Not Approved
	
	Save

Timekeeper – Reports (continued)

Processing Steps	Screen Shot
3) MONITOR PROCESS • 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." • Once the process has successfully run, click on the **Details** link.	
• Once the process has successfully run, click on the **Details** link.	
• Click on the **View Log/Trace** link	
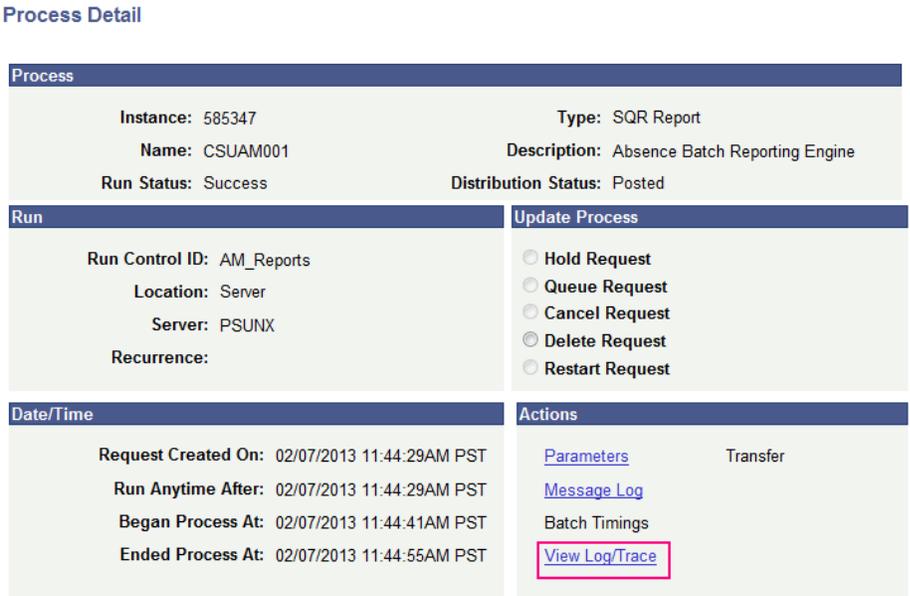
Processing Steps	Screen Shot
4) VIEW REPORT(S) • The reports that you selected will be listed as .csv files. Click on the report you wish to open.	**View Log/Trace** **Report** Report ID: 85866 Process Instance: 585352 Message Log Name: CSUAM001 Process Type: SQR Report Run Status: Success Absence Batch Reporting Engine **Distribution Details** Distribution Node: HACIPRJ Expiration Date: 03/25/2013 **File List** | 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 | **Distribute To** | Distribution ID Type	*Distribution ID
User		