

AM006: AM Manager/Approver

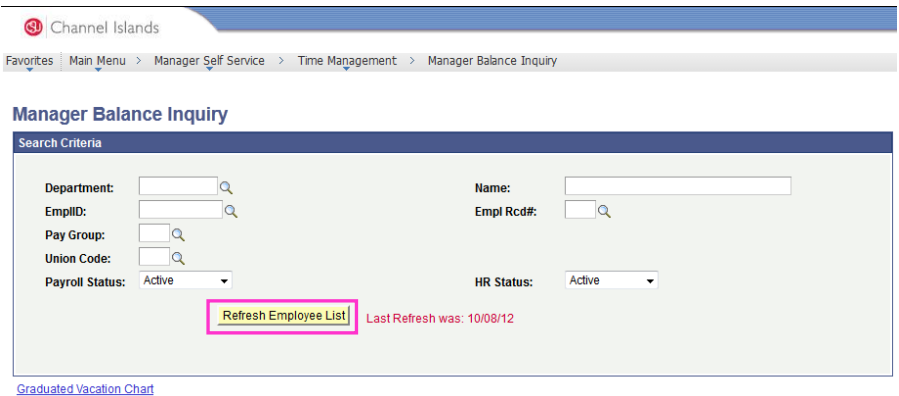
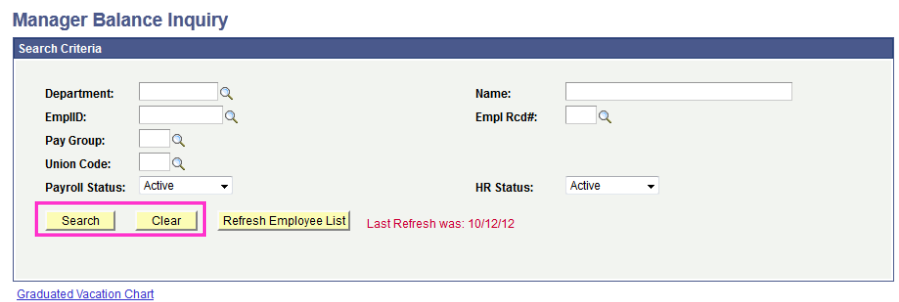
INTRODUCTION

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) <u>Balance Inquiry</u></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.	<div><h3>Manager Balance Inquiry</h3><div><div>Search Criteria</div><div><div>Department: <input type="text"/> </div><div>EmplID: <input type="text"/> </div><div>Pay Group: <input type="text"/> </div><div>Union Code: <input type="text"/> </div><div>Payroll Status: Active </div><div>Name: <input type="text"/></div><div>Empl Rcd#: <input type="text"/> </div><div>HR Status: Active </div><div><div>Search</div><div>Clear</div><div>Refresh Employee List</div><div>Last Refresh was: 10/12/12</div></div></div><div>Graduated Vacation Chart</div></div></div> <div><div><div>Look Up</div><div>Look Up Department</div></div><div><div>SetID: CICMP</div><div>Department: begins with <input type="text"/></div><div>Description: begins with <input type="text"/></div><div>Short Description: begins with <input type="text"/></div><div>Manager ID: begins with <input type="text"/> </div></div><div><div>Look Up</div><div>Clear</div><div>Cancel</div><div>Basic Lookup</div></div><div><div>Search Results</div><div>View 100 First 1-7 of 7 Last</div><table><tr><th>Department</th><th>Description</th><th>Short Description</th><th>Manager ID</th></tr><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>Logistical Services</td><td>Logistical</td><td>000144561</td></tr></table></div></div>	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	Logistical Services	Logistical	000144561
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Balance Inquiry (continued)

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














Balance Inquiry (continued)

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B) Manager Absence Entry

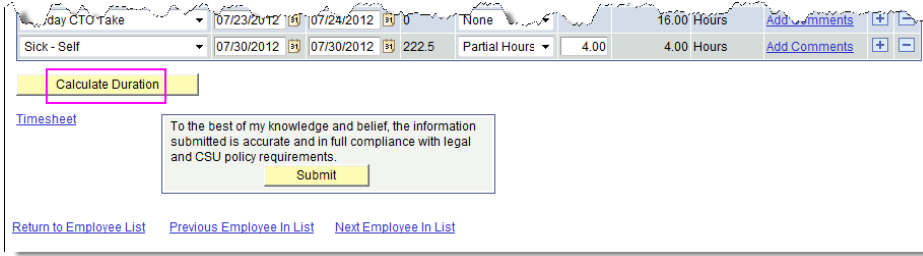
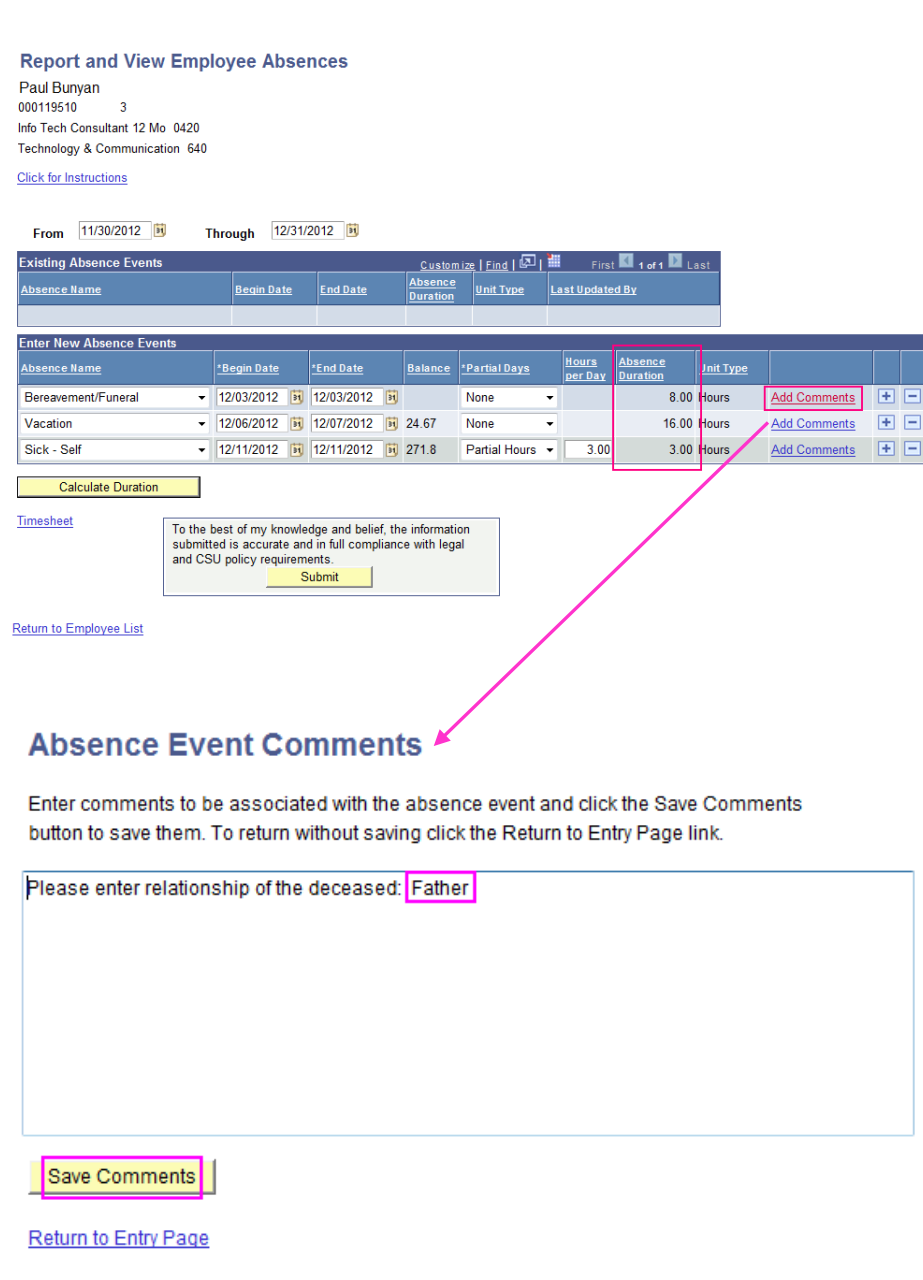
Navigation: *Manager Self Service > Time Management > Report Time > Manager Absence Entry*

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<div>2) <u>ABSENCE ENTRY</u></div> <div><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.</div>	<div><div>Manager Absence Entry</div><div><div><div>Yosemite Sam</div><div>Click for Instructions</div></div><table><tr><th colspan="9">Employees</th></tr><tr><th colspan="9">Customize Find View All   First  1-6 of 6  Last</th></tr><tr><th>EmplID</th><th>Empl 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><tr><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>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>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>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>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>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></table><div> First</div></div></div> <div><div>Manager Absence Entry</div><div><div><div>Yosemite Sam</div><div>Click for Instructions</div></div><table><tr><th colspan="9">Employees</th></tr><tr><th colspan="9">Customize Find View All   First 1 of 1 Last</th></tr><tr><th>EmplID</th><th>Empl 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><tr><td>001199758</td><td>0</td><td>None</td><td>Boop,Betty</td><td>Active</td><td>640</td><td>Technology & Communication</td><td>0420</td><td>Info Tech Consultant 12 Mo</td></tr></table><div> First</div></div></div>	Employees									Customize Find View All   First  1-6 of 6  Last									EmplID	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title	000119510	3	Sub	Bunyan,Paul	Active	640	Technology & Communication	0420	Info Tech Consultant 12 Mo	000273898	0	None	Carson,Johnny	Active	640	Technology & Communication	0400	Analyst/Programmer 12 Mo	000898093	0	None	Erp,Wyatt	Active	640	Technology & Communication	0420	Info Tech Consultant 12 Mo	000005539	0	Sub	Sam,Yosemite	Active	640	Technology & Communication	3306	Administrator III	000426401	3	Sub	Taylor,James	Active	640	Technology & Communication	0420	Info Tech Consultant 12 Mo	000086828	1	Sub	Willis,Bruce	Active	640	Technology & Communication	0400	Analyst/Programmer 12 Mo	Employees									Customize Find View All   First 1 of 1 Last									EmplID	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title	001199758	0	None	Boop,Betty	Active	640	Technology & Communication	0420	Info Tech Consultant 12 Mo
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Absence Entry (continued)

Processing Steps	Screen Shot																																																				
<div>3) ENTER ABSENCE EVENT</div> <div><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>	<div><div>Report and View Employee Absences</div><div>Paul Bunyan 000119510 3 Info Tech Consultant 12 Mo 0420 Technology & Communication 640</div><div>Click for Instructions</div><div><div>From 11/30/2012 Through 12/31/2012</div><div><div>Existing Absence Events</div><table><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><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table><div><div>Enter New Absence Events</div><table><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><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></table><div><div>Calculate Duration</div><div><div><div>To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.</div><div>Submit</div></div></div></div><div>Return to Employee List</div></div></div></div><div><div>NOTE:</div><div><div>Begin Date and End Date</div><div>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.</div><div>Partial Hours</div><div>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.</div><div>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.</div><div>Exempt Employees: It is required that Absences for exempt employees always be entered in full day increments – Exempt employees do not report partial days.</div></div></div></div>	Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By							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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Absence Entry (continued)

Processing Steps	Screen Shot
<ul style="list-style-type: none"> When you have completed your absence entry, click on the Calculate Duration button. 	 <p>The screenshot shows the 'Calculate Duration' button highlighted with a yellow box. Above it, the 'Sick - Self' absence event is visible with dates 07/23/2012 to 07/30/2012, a balance of 222.5, and a duration of 4.00 hours. Below the button is a 'Timesheet' section with a disclaimer and a 'Submit' button. At the bottom are links for 'Return to Employee List', 'Previous Employee In List', and 'Next Employee In List'.</p>
<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>The screenshot shows the 'Report and View Employee Absences' page for Paul Bunyan. It includes a table of 'Existing Absence Events' and a table for 'Enter New Absence Events'. In the 'Enter New Absence Events' table, the 'Add Comments' link for the 'Sick - Self' event is highlighted in red. A pink arrow points from this link to the 'Absence Event Comments' section below. This section contains a text input field with 'Please enter relationship of the deceased: Father' and a 'Save Comments' button highlighted with a yellow box. A 'Return to Entry Page' link is at the bottom.</p>


Absence Entry (continued)

<div>Processing Steps</div> <div><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.</div>	<div>Screen Shot</div> <div><div><div><div>Report and View Employee Absences</div><div><div>0</div><div>Custodian 2010</div><div>Facility Services 340</div><div>Click for Instructions</div></div><div><div>From08/01/2012Through08/30/2012</div><div><div>Existing Absence Events</div><div><div>Customize Find First1 of 1Last</div><table><thead><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></tbody></table></div><div><div>Enter New Absence Events</div><table><thead><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><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><td>+ -</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><td>+ -</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><td>+ -</td></tr></tbody></table><div><div>Calculate Duration</div><div><div>Timesheet</div><div><div>To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.</div><div>Submit</div></div></div><div><div>Return to Employee List</div><div>Previous Employee In List</div><div>Next Employee In List</div></div></div></div></div></div></div></div></div>	Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By	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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Bereavement/Funeral	08/27/2012	08/27/2012		None	9.00 Hours		Edit Comments	+ -																																							
<div><ul style="list-style-type: none">Confirmation: The system will validate the absence data entered. This will display if entry was successful.Click on OK button.</div>	<div><div><div><div>Submit Confirmation</div><div><div><div></div>The Absence(s) were submitted successfully.</div><div>OK</div></div></div></div></div>																																														
<div><ul style="list-style-type: none">The submitted information will now appear in the Existing Absence Events section.</div>	<div><div><div><div>Report and View Employee Absences</div><div><div>0</div><div>Custodian 2010</div><div>Facility Services 340</div><div>Click for Instructions</div></div><div><div>From08/01/2012Through08/30/2012</div><div><div>Existing Absence Events</div><div><div>Customize Find First1-3 of 3Last</div><table><thead><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><th></th></tr></thead><tbody><tr><td>Personal Holiday</td><td>08/06/2012</td><td>08/06/2012</td><td>1.00 Days</td><td></td><td>Reviewed</td><td>Covarrubias,Linda</td><td><div></div></td></tr><tr><td>Vacation</td><td>08/07/2012</td><td>08/07/2012</td><td>9.00 Hours</td><td></td><td>Reviewed</td><td>Covarrubias,Linda</td><td><div></div></td></tr><tr><td>Bereavement/Funeral</td><td>08/27/2012</td><td>08/27/2012</td><td>9.00 Hours</td><td></td><td>Reviewed</td><td>Covarrubias,Linda</td><td><div></div></td></tr></tbody></table></div><div><div>Enter New Absence Events</div><table><thead><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>No Time Taken</td><td>06/01/2012</td><td>06/30/2012</td><td></td><td></td><td>Add Comments</td><td>+ -</td></tr></tbody></table><div><div>Calculate Duration</div></div></div></div></div></div></div></div>	Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By		Personal Holiday	08/06/2012	08/06/2012	1.00 Days		Reviewed	Covarrubias,Linda	<div></div>	Vacation	08/07/2012	08/07/2012	9.00 Hours		Reviewed	Covarrubias,Linda	<div></div>	Bereavement/Funeral	08/27/2012	08/27/2012	9.00 Hours		Reviewed	Covarrubias,Linda	<div></div>	Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type			No Time Taken	06/01/2012	06/30/2012			Add Comments	+ -
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No Time Taken	06/01/2012	06/30/2012			Add Comments	+ -																																									

Absence Entry (continued)

<div>Processing Steps</div> <div><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.</div>	<div>Screen Shot</div> <div><div>Report and View Employee Absences</div><div>Paul Bunyan 000119510 3 Info Tech Consultant 12 Mo 0420 Technology & Communication 640 Click for Instructions</div><div>From 11/30/2012 Through 12/31/2012</div><div><table><tr><th colspan="6">Existing Absence Events</th><th>Customize</th><th>Find</th><th>First 1-3 of 3 Last</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><th></th><th></th></tr><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><td></td><td></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><td></td><td></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><td></td><td></td></tr></table><div>Enter New Absence Events</div><table><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><th></th><th></th></tr><tr><td>(Invalid Value)</td><td>01/01/2013</td><td>01/30/2013</td><td></td><td></td><td></td><td>Add Comments</td><td>+</td><td>-</td></tr></table></div><div>Confirm Delete</div><div><div> Click Yes to Delete this Absence Event</div><div>Absence: Personal Holiday Begins: 8/6/2012 Ends: 8/6/2012</div><div><div>Yes</div><div>No</div></div></div></div>	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			Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type					(Invalid Value)	01/01/2013	01/30/2013				Add Comments	+	-
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(Invalid Value)	01/01/2013	01/30/2013				Add Comments	+	-																																																								
<div><ul style="list-style-type: none">To add data, simply continue to add information in the Enter New Absence Events section.<div>Notice in this example that the initial Personal Holiday entry was incorrect, so the row was deleted, and a new row entered.</div><ul style="list-style-type: none">Click on the Calculate Duration button.Click on the Submit button to save.</div>	<div><div>Report and View Employee Absences</div><div>Paul Bunyan 000119510 3 Info Tech Consultant 12 Mo 0420 Technology & Communication 640 Click for Instructions</div><div>From 11/30/2012 Through 12/31/2012</div><div><table><tr><th colspan="6">Existing Absence Events</th><th>Customize</th><th>Find</th><th>First 1-2 of 2 Last</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><th></th><th></th></tr><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><td></td><td></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><td></td><td></td></tr></table><div>Enter New Absence Events</div><table><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><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>Add Comments</td><td>+</td><td>-</td></tr></table><div>Calculate Duration</div><div>Timesheet</div><div><div>To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.</div><div>Submit</div></div></div></div>	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			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	+	-							
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Absence Entry Errors (continued)

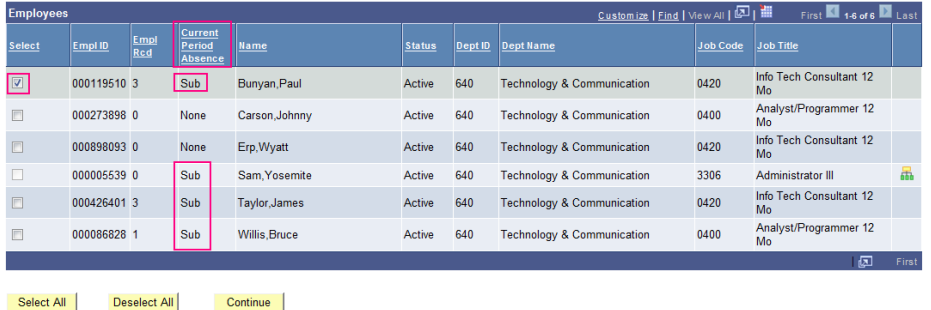
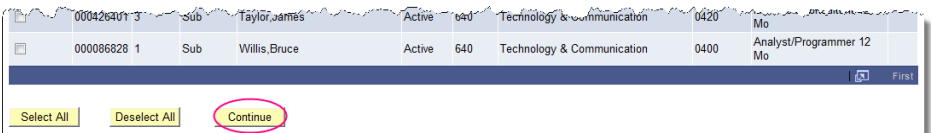
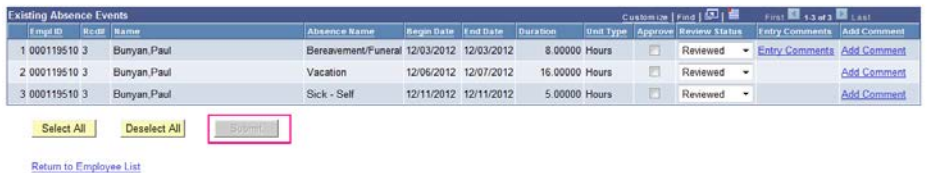
Processing Steps	Screen Shot																														
<div>4) <u>ERRORS</u></div> <div><ul style="list-style-type: none">Occasionally you may inadvertently enter more time than the employee has in his/her balance, and click on the Submit button.If this happens, you will get an error message similar to this.Click on the OK button to return to the main page.</div>	<div><div><div>From11/30/2012Through12/31/2012</div><div><div>Existing Absence Events</div><table><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><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div><div><div>Enter New Absence Events</div><table><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><td></td><td></td></tr><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><td>Add Comments</td><td>+ -</td></tr></table></div></div></div> <div><div>Submit Confirmation</div><div><div>The absence event entered failed validation.</div><div>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.</div><div>OK</div></div></div>	Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By							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	+ -
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<div><ul style="list-style-type: none">An error message sometimes also appears on the main page.Adjust the date range, date or partial hours to fix.</div>	<div><div><div>Report and View Employee Absences</div><div>Betty Boop 001199758 0 Info Tech Consultant 12 Mo 0420 Technology & Communication 640</div><div>Click for Instructions</div><div>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.</div><div>From11/30/2012Through12/31/2012</div><div><div>Existing Absence Events</div><table><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><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div><div><div>Enter New Absence Events</div><table><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><td></td><td></td></tr><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><td>Add Comments</td><td>+ -</td></tr></table></div></div></div>	Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By							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	+ -
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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>	<div><h3>Report and View Employee Absences</h3><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><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>Sick - Self</td><td>12/05/2012</td><td>12/05/2012</td><td>8</td><td>None</td><td>8.00 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>8.00 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 Hours</td></tr></tbody></table><p>Calculate Duration</p><div><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>	Existing Absence Events						Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By	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 Hours
Existing Absence Events																															
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By																										
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 Hours																										
<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.	<div><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></div>																														

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>  <p>The screenshot shows a table titled 'Employees' with columns: Select, Empl ID, Empl Rcd, Current Period Absence, Name, Status, Dept ID, Dept Name, Job Code, and Job Title. The first row is selected, and the 'Current Period Absence' column shows 'Sub' for several employees.</p>
<ul style="list-style-type: none"> After making all of your selections, click on the Continue button. 	 <p>The screenshot shows the bottom of the table with the 'Continue' button highlighted in a red circle.</p>
<ul style="list-style-type: none"> The Absence(s) awaiting approval will display. 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>  <p>The screenshot shows a table titled 'Existing Absence Events' with columns: Empl ID, Rcd, Name, Absence Name, Begin Date, End Date, Duration, Unit Type, Approve, Review Status, Entry Comments, and Add Comment. The 'Submit' button is grayed out.</p>

Approve Absences (continued)

Processing Steps	Screen Shot																																																																																					
<ul style="list-style-type: none">To approve time, check the rows of absence approved under the Approve checkboxes.The Select All or Deselect All buttons can be used as needed.Click the Submit button to approve.	<div><h3>Approve Reported Absences</h3><p>Click for Instructions</p><table><thead><tr><th colspan="10">Existing Absence Events</th><th>Customize</th><th>Find</th><th>1-3 of 3</th><th>Last</th></tr><tr><th>Emp ID</th><th>Recd</th><th>Name</th><th>Absence Name</th><th>Begin Date</th><th>End Date</th><th>Duration</th><th>Unit Type</th><th>Approve</th><th>Review Status</th><th>Entry Comments</th><th>Add Comment</th></tr></thead><tbody><tr><td>1 000119510 3</td><td></td><td>Bunyan,Paul</td><td>Bereavement/Funeral</td><td>12/03/2012</td><td>12/03/2012</td><td>8 00000 Hours</td><td></td><td><input checked="" type="checkbox"/></td><td>Reviewed</td><td>Entry Comments</td><td>Add Comment</td></tr><tr><td>2 000119510 3</td><td></td><td>Bunyan,Paul</td><td>Vacation</td><td>12/06/2012</td><td>12/07/2012</td><td>16 00000 Hours</td><td></td><td><input checked="" type="checkbox"/></td><td>Reviewed</td><td></td><td>Add Comment</td></tr><tr><td>3 000119510 3</td><td></td><td>Bunyan,Paul</td><td>Sick - Self</td><td>12/11/2012</td><td>12/11/2012</td><td>5 00000 Hours</td><td></td><td><input checked="" type="checkbox"/></td><td>Reviewed</td><td></td><td>Add Comment</td></tr></tbody></table><div>Select All Deselect All Submit</div><p>Return to Employee List</p></div>	Existing Absence Events										Customize	Find	1-3 of 3	Last	Emp ID	Recd	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	Review Status	Entry Comments	Add Comment	1 000119510 3		Bunyan,Paul	Bereavement/Funeral	12/03/2012	12/03/2012	8 00000 Hours		<input checked="" type="checkbox"/>	Reviewed	Entry Comments	Add Comment	2 000119510 3		Bunyan,Paul	Vacation	12/06/2012	12/07/2012	16 00000 Hours		<input checked="" type="checkbox"/>	Reviewed		Add Comment	3 000119510 3		Bunyan,Paul	Sick - Self	12/11/2012	12/11/2012	5 00000 Hours		<input checked="" type="checkbox"/>	Reviewed		Add Comment																							
Existing Absence Events										Customize	Find	1-3 of 3	Last																																																																									
Emp ID	Recd	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	Review Status	Entry Comments	Add Comment																																																																											
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2 000119510 3		Bunyan,Paul	Vacation	12/06/2012	12/07/2012	16 00000 Hours		<input checked="" type="checkbox"/>	Reviewed		Add Comment																																																																											
3 000119510 3		Bunyan,Paul	Sick - Self	12/11/2012	12/11/2012	5 00000 Hours		<input checked="" type="checkbox"/>	Reviewed		Add Comment																																																																											
<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.	<div><h3>Approval Confirmation</h3><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><div>OK</div></div>																																																																																					
<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.	<div><h3>Approve Reported Absences</h3><p>Click for Instructions</p><table><thead><tr><th colspan="10">Employees</th><th>Customize</th><th>Find</th><th>View All</th><th>1-6 of 6</th><th>Last</th></tr><tr><th>Select</th><th>Emp ID</th><th>Emp Recd</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 3</td><td></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 0</td><td></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 0</td><td></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 0</td><td></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 3</td><td></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 1</td><td></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><div>Select All Deselect All Continue</div></div>	Employees										Customize	Find	View All	1-6 of 6	Last	Select	Emp ID	Emp Recd	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
Employees										Customize	Find	View All	1-6 of 6	Last																																																																								
Select	Emp ID	Emp Recd	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																																																																													
<ul style="list-style-type: none">If all submitted Absences have been approved, an Approval Confirmation such as this one will display.	<div><h3>Approval Confirmation</h3><p>✓ Five Absence Events were approved and any Review Status changes were saved.</p><div>OK</div></div>																																																																																					

D) Absence Management Reports


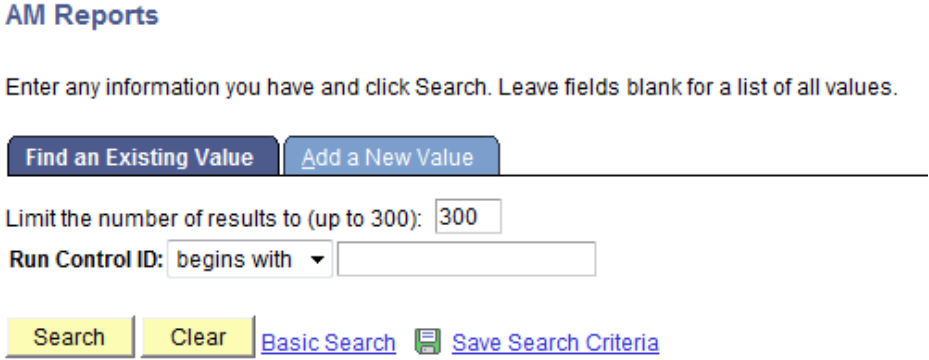
Managers have access to Absence Management reports based on the security structure defined for them within the Absence Management system.

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: <input type="text" value="begins with"/></p> <p>Search Clear Basic Search Save Search Criteria</p>

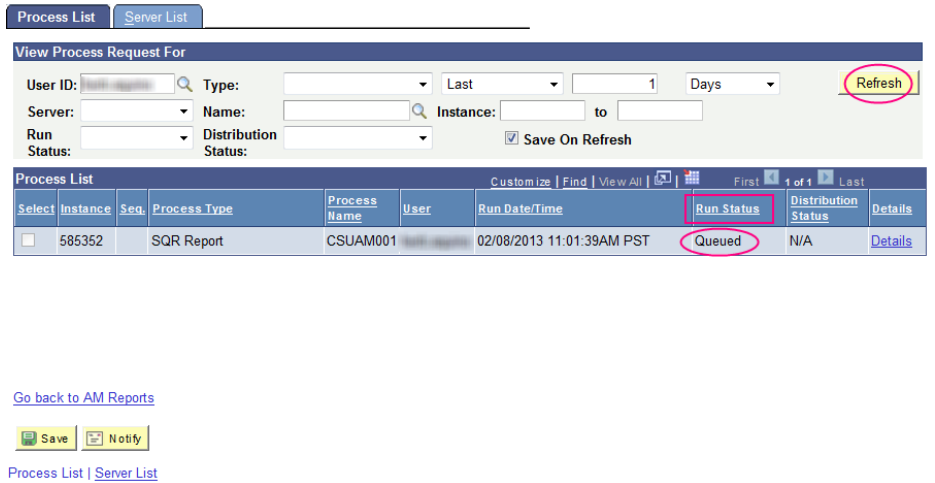
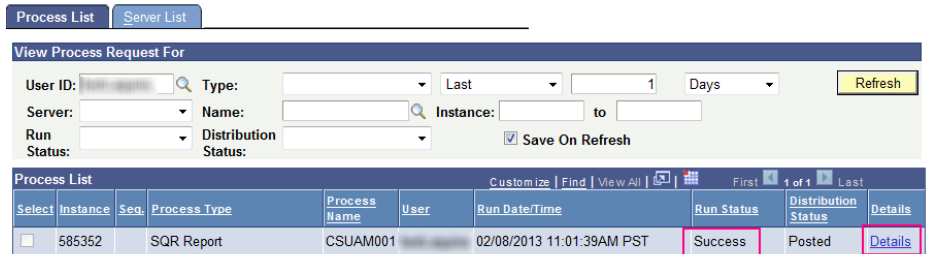
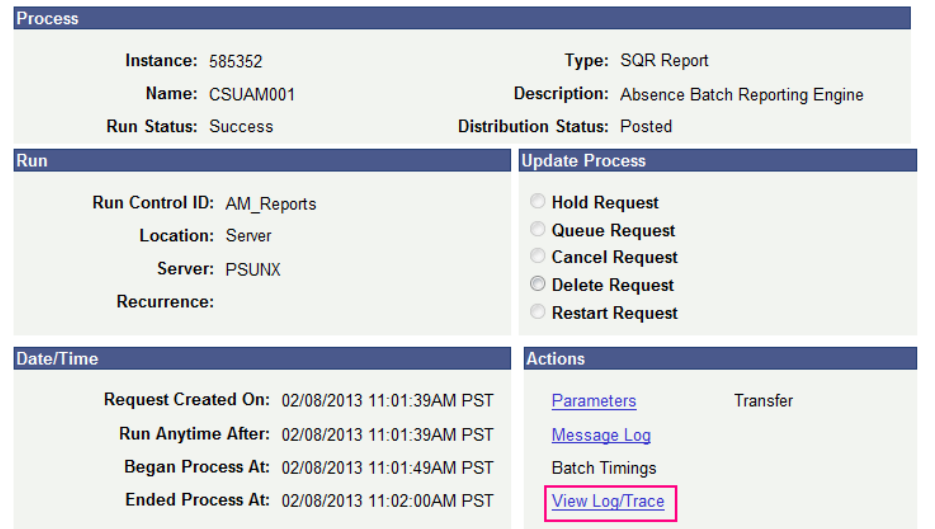
Manager – Reports (continued)

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"/> </p> <p>Empl Rcd#: <input type="text"/> </p> <p>CSU Unit: <input type="text"/> </p> <p>Department: <input type="text"/> </p> <p>Period ID: <input type="text"/> </p> <p>Clear 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>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	
<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											
<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; margin: 10px 0;"> <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>OK Cancel</p>										

Manager – Reports (continued)

Processing Steps	Screen Shot
<div>3) <u>RUN REPORT</u></div> <div><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 UnitDepartment: Filter by department codePeriod 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 ActivityNo Time ReportedReported AbsencesClick on the Submit button to start processing.Use the Process Monitor link to monitor the report processing.</div>	<div><div>CSU Absence Management - Multi Reports</div><div><div>Report Control ID: AM_Reports</div><div>Report ManagerProcess MonitorSubmit</div></div><div><div>Absence Report Search</div><div><div>Empl ID: <input type="text"/></div><div>Empl Rcd#: <input type="text"/></div><div>CSU Unit: <input type="text"/></div><div>Department: <input type="text"/></div><div>Period ID: <input type="text" value="2012-12"/></div><div>Ending Period ID: <input type="text"/></div></div><div><div>Clear</div><div>Refresh Employee List</div><div>No Refresh Required (last refresh was: 02/08/13 10:44)</div></div></div><div><div>* Click on hyperlink for online query reporting</div><div>* Check box(es) to include in report run</div><div><div>Monthly Processing</div><div><div><div><input type="checkbox"/> Absences Not Transferred to TL</div><div><input type="checkbox"/> Excessive Hours In Single Day</div><div><input checked="" type="checkbox"/> No Leave Taken</div><div><input checked="" type="checkbox"/> Reported Absences</div><div><input checked="" type="checkbox"/> Reported Absences Not Approved</div></div><div><div><input checked="" type="checkbox"/> Select All</div><div><input type="checkbox"/> Clear All</div></div></div><div><div>Save</div></div></div></div></div>

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 has a 'Refresh' button circled in red. Below, the 'Process List' table shows a single entry with 'Run Status' circled in red, indicating 'Queued'.</p> <p>Go back to AM Reports</p> <p>Save Notify</p> <p>Process List Server List</p>
<ul style="list-style-type: none"> Once the process has successfully run, click on the Details link. 	 <p>The screenshot shows the 'Process List' tab. The 'Run Status' in the table is now 'Success' and is circled in red. The 'Details' link for that entry is also circled in red.</p>
<ul style="list-style-type: none"> Click on the View Log/Trace link 	<p>Process Detail</p>  <p>The screenshot shows the 'Process Detail' page for instance 585352. The 'Run Status' is 'Success'. The 'View Log/Trace' link is circled in red.</p> <p>Process</p> <p>Instance: 585352 Type: SQR Report Name: CSUAM001 Description: Absence Batch Reporting Engine Run Status: Success Distribution Status: Posted</p> <p>Run</p> <p>Run Control ID: AM_Reports Location: Server Server: PSUNX Recurrence:</p> <p>Update Process</p> <p> <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 </p> <p>Date/Time</p> <p>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</p> <p>Actions</p> <p> Parameters Transfer Message Log Batch Timings View Log/Trace </p>

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> <div><div>Report</div><div><div>Report ID: 85866</div><div>Name: CSUAM001</div><div>Run Status: Success</div></div><div><div>Process Instance: 585352</div><div>Process Type: SQR Report</div></div><div>Message Log</div></div> <div>Absence Batch Reporting Engine</div> <div><div>Distribution Details</div><div><div>Distribution Node: HACIPRJ</div><div>Expiration Date: 03/25/2013</div></div></div> <div><div>File List</div><table><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><div><div>Distribute To</div><table><thead><tr><th>Distribution ID Type</th><th>*Distribution ID</th></tr></thead><tbody><tr><td>User</td><td>haci.prj</td></tr></tbody></table></div></div>	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.prj
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.prj																						