



Human Resources 9.0  
**Absence Management: Employee**  
*Quick Reference Guide*

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## REVISION CONTROL

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### Revision History

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5/9/2011	T. Williams and M. Murie	Sent for review and approval
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## 1.0 Introduction

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Absence Management is a component within the PeopleSoft Human Capital Management (HCM) suite of applications. It provides the ability to report and track absences online. This guide provides instructions for performing basic absence management activities. As an employee, you can:

- Report and view absences (Some departments will use timekeepers, check with manager)
- View balances
- Delete absences \*\*

\*\* *Based on specific statuses*

## 1.1 General Information

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You may receive an email notification, if your timekeeper, manager, or HR makes changes to your reported absences or reports absences on your behalf. The email notification is sent to your Preferred Email Address.

Possible circumstances for email notification may include:


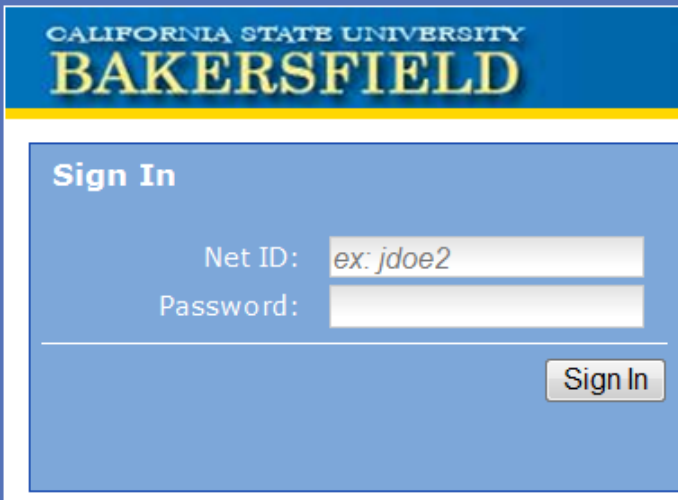

- Absences reported on your behalf
- Changes to your reported absences
- Reported absences needing corrections or deletion
- Reported absences needing additional documentation

### Note

You can update your Preferred Email Address via **Self Service > Personal Information > Email Addresses**


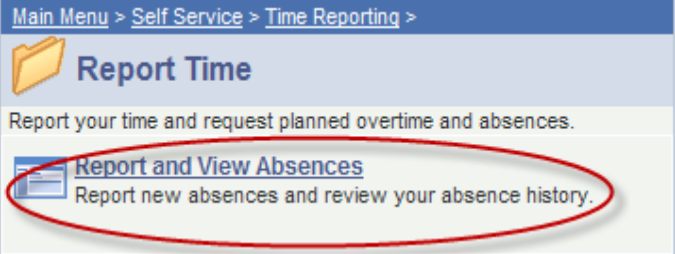
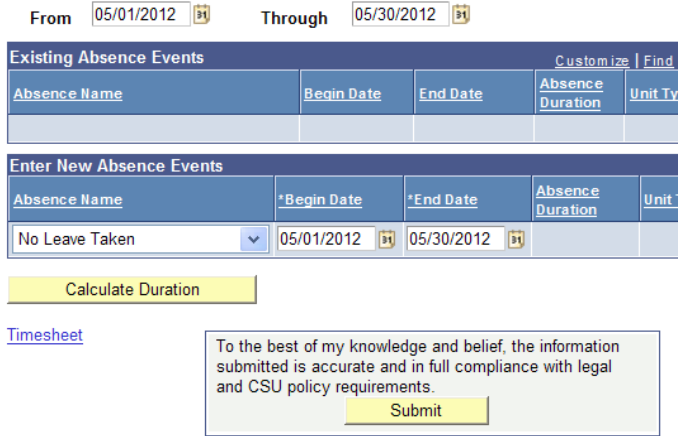
## 2.0 Logging into myCSUB

Login to myCSUB with your NetId and password.

Steps	Illustrations
<p>1. Login to myCSUB. Enter your Net ID Password, and click  button.</p>	
<p>2. Now that you are logged in, please remember the following tips:</p> <ul style="list-style-type: none"> <li>• <b>Sign out</b> when you are done</li> <li>• Don't use your browser buttons to navigate</li> <li>• Use your <b>Add to Favorites</b> to save time.</li> </ul>	


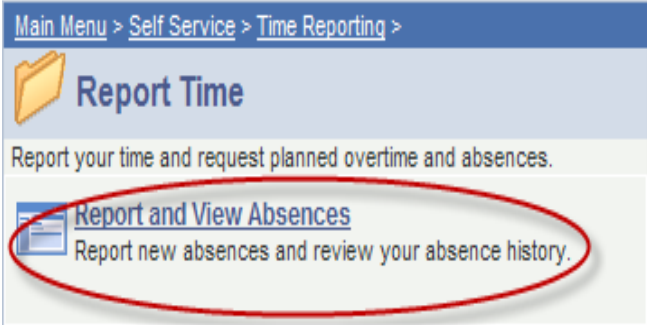
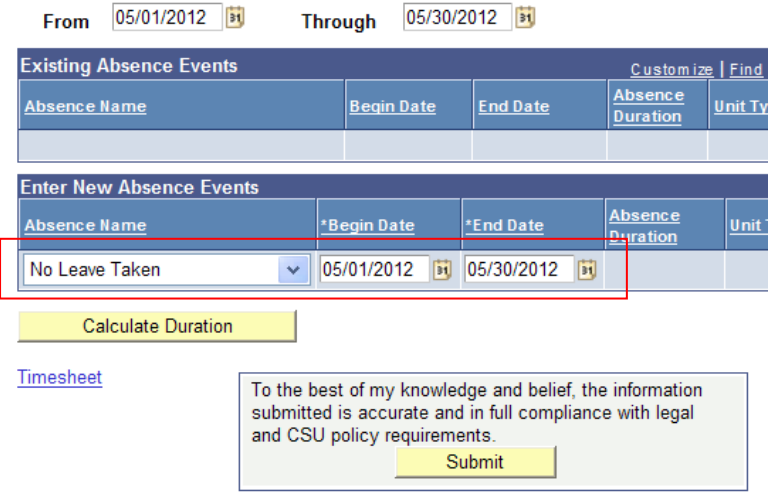
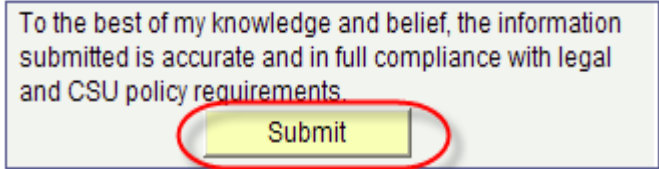
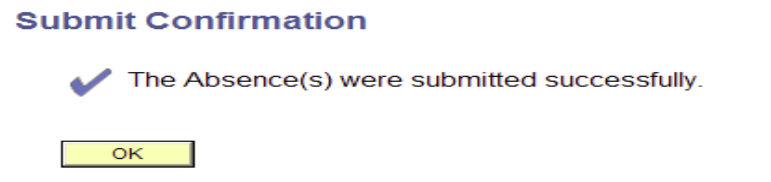
### 3.0 Reporting and Viewing Absences

These instructions will assist you with reporting and viewing your absences.

Steps	Illustrations
<p>1. Navigate to <b>Report and View Absences</b>:</p> <p>Self Service&gt;Time Reporting&gt;Report Time&gt;Report and View Absences</p> 	
<p>2. The <b>Report and View Absences</b> page appears.</p> <p>By changing the <b>From, Through,</b> or both date(s), you can view historical or future absence events.</p>	

### 3.1 Reporting No Leave Taken

Every pay period, you have a mandatory requirement to report either **No Leave Taken** or an absence event. You cannot report **No Leave Taken** and other absence events in the same month. These instructions will guide you through the steps required to report, “No Leave Taken.”

Steps	Illustrations
<p>1. Navigate to:</p> <p>Self Service&gt;Time Reporting&gt;Report Time&gt;Report and View Absences</p> 	
<p>2. In the <b>Enter New Absence Events</b> section,</p> <ul style="list-style-type: none"> <li>• Select <b>“No Leave Taken”</b> from the <b>Absence Name</b> drop-down menu.</li> <li>• Change the <b>Begin Date</b> to start of the absence event.</li> <li>• Change <b>End Date</b> to the end of the absence event.</li> </ul>	
<p>3. Click the <b>Submit</b> button.</p>	
<p>4. On the <b>Submit Confirmation</b> page, click the <b>OK</b> button.</p>	



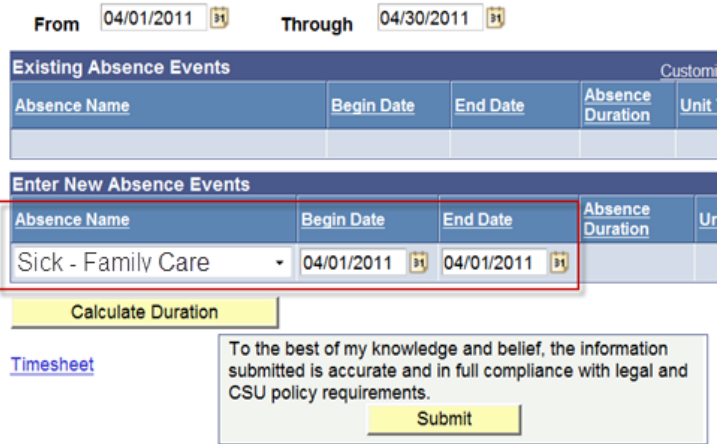
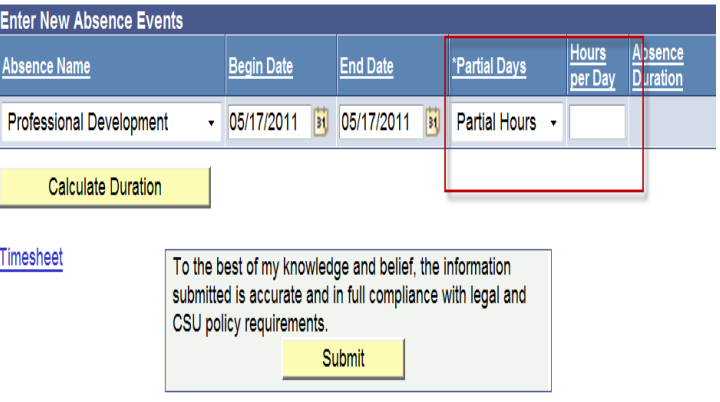
5. In the **Existing Absence Events** section, your reported absence shows with a status of **Submitted**.


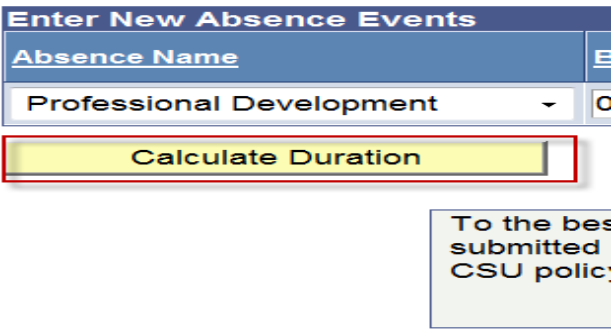
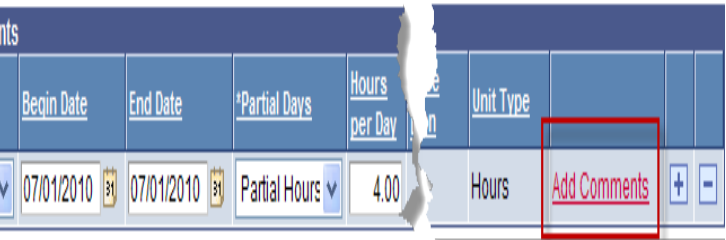
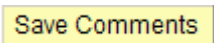
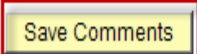

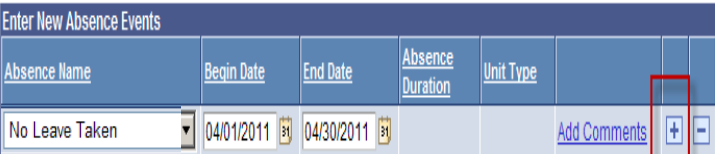
Existing Absence Events				Customize   Find   First		
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Submitted	Last Updated
Vacation	08/01/2010	08/31/2010	22.00	Days	Submitted	Donald C



### 3.2 Reporting Other Absences

These instructions will guide you through the steps required to report other types of absences or absence takes. Remember, you cannot report “No Leave Taken” and other absence events in the same month.

Steps	Illustrations
<p>1. Navigate to:</p> <p>Self Service&gt;Time Reporting&gt;Report Time&gt;Report and View Absences</p> 	
<p>2. In the <b>Enter New Absence Events</b> section,</p> <ul style="list-style-type: none"> <li>• Select the appropriate absence take from the <b>Absence Name</b> drop-down menu.</li> <li>• Change the <b>Begin Date</b> to start of the absence event.</li> <li>• Change <b>End Date</b> to the end of the absence event.</li> </ul> <p><u>Note:</u> You must enter absences taken on non-consecutive days separately.</p>	
<p>3. If a partial work day was taken off or you are a part-time faculty or hourly employee:</p> <p>a) Enter <b>Partial Hours</b> from the <b>Partial Days</b> pull down and</p> <p>b) Enter the number of hours in the <b>Hours Per Day</b> field.</p> <p><b>Or –</b></p> <p>a) Select <b>Partial Days</b> from the <b>Partial Days</b> pull down and</p> <p>b) Enter the number of hours in the <b>Hours Per Day</b> field.</p>	 <p>See <b>Appendix A</b> for the <b>Table of Fractional Equivalents</b></p>

<p>4. Click the  button and verify that the <b>Absence Duration</b> displays the number of hours taken.</p>	
<p>5. When you select an absence take requiring more information, the <a href="#">Add Comments</a> link will turn red.</p> <p>6. Click the <a href="#">Add Comments</a> link to open the comments page</p>	
<p>7. The <b>Absence Event Comments</b> page appears. Enter the comments for your absence event.</p> <p>Depending upon the absence take selected, HR may need additional paperwork or documentation.</p> <p><b>Note:</b> Check your Collective Bargain Agreement (CBA) for eligible absence takes, eligible family members, etc.</p> <p>8. To save your comments, click the  button</p> <p>or</p> <p>Click the <a href="#">Return to Entry Page</a> link to return to the previous page without saving your comments.</p>	<h3>Absence Event Comments</h3> <p>Enter comments to be associated with the absence event and click the Save button to save them. To return without saving click the Return to Entry Page link</p> <p>Please enter relationship of family member: The family member relationship is my daughter.</p> <p> <a href="#">Return to Entry Page</a></p>
<p>9. To enter another absence, click the  button to add a row and follow the steps above until you report all of your absences.</p>	

10. If you enter a row in error, click on the button on the row you want to remove (prior to submitting).

Enter New Absence Events					
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	
No Leave Taken	04/01/2011	04/30/2011			Add Comments
	04/01/2011	04/01/2011			Add Comments

11. When you are satisfied, click the button.

To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.

12. On the **Submit Confirmation** page, click the button.

### Submit Confirmation

The Absence(s) were submitted successfully.



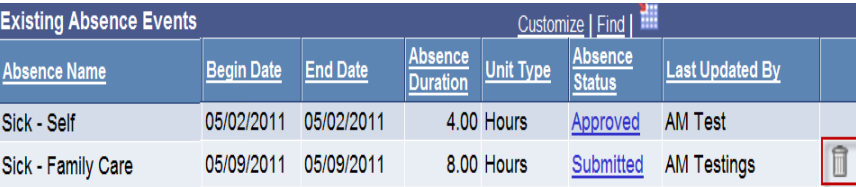
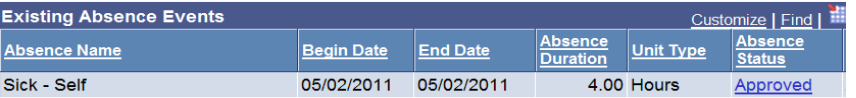
13. In the **Existing Absence Events** section, your reported absence shows with a status of **Submitted**.

From  Through

Existing Absence Events					
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status
Sick - Self	05/02/2011	05/02/2011	4.00	Hours	Approved
Sick - Family Care	05/09/2011	05/09/2011	8.00	Hours	Submitted

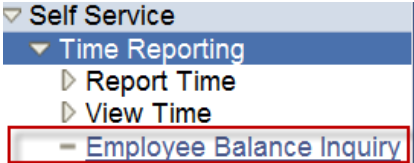
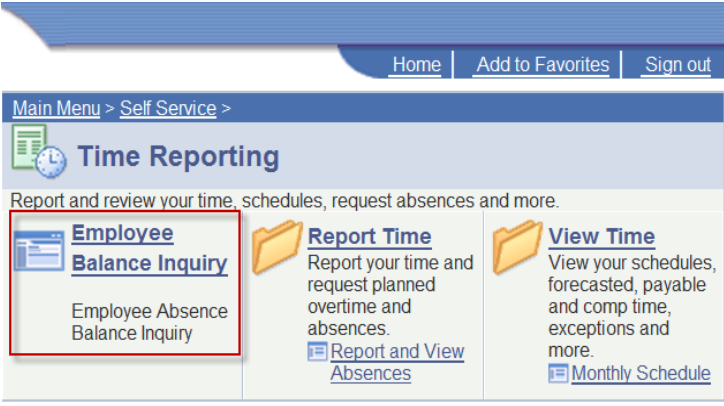


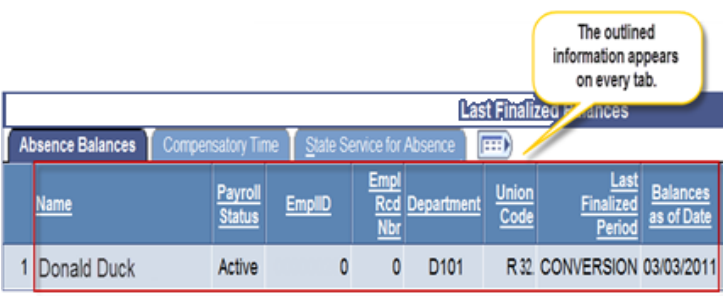
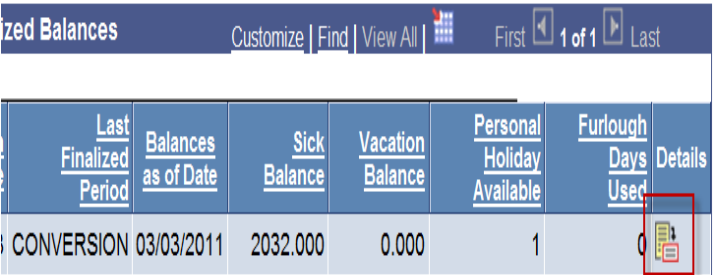

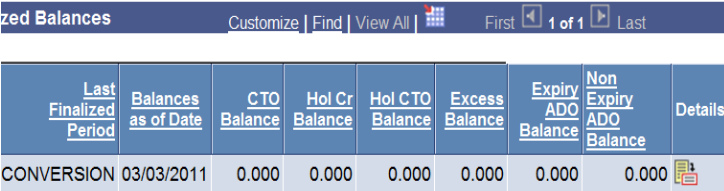





## 4.0 Deleting Reported Absences

As an employee, you may delete any reported absence with an **Absence Status** of *Submitted* or if you see the icon beside an absence entry.

Steps	Illustrations																																				
<p>1. Navigate to:</p> <p>Self Service&gt;Time Reporting&gt;Report Time&gt;Report and View Absences</p> 																																					
<p>2. If you need to view prior pay period absence events, change the <b>From</b> and <b>Through</b> dates.</p>	<p>From <input type="text" value="07/01/2010"/>  Through <input type="text" value="07/31/2010"/> </p>																																				
<p>3. You can delete any reported absence with an <b>Absence Status</b> of <i>Submitted</i> or if the  icon shows beside the absence entry.</p> <p>To delete the absence entry, click the  icon.</p> <p>Contact your timekeeper or manager, if you want to delete an absence entry that does not have the  icon adjacent to it.</p>	 <table border="1"> <thead> <tr> <th colspan="7">Existing Absence Events</th> <th>Customize</th> <th>Find</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> </thead> <tbody> <tr> <td>Sick - Self</td> <td>05/02/2011</td> <td>05/02/2011</td> <td>4.00 Hours</td> <td></td> <td>Approved</td> <td>AM Test</td> <td></td> <td></td> </tr> <tr> <td>Sick - Family Care</td> <td>05/09/2011</td> <td>05/09/2011</td> <td>8.00 Hours</td> <td></td> <td>Submitted</td> <td>AM Testings</td> <td></td> <td></td> </tr> </tbody> </table>	Existing Absence Events							Customize	Find	Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By			Sick - Self	05/02/2011	05/02/2011	4.00 Hours		Approved	AM Test			Sick - Family Care	05/09/2011	05/09/2011	8.00 Hours		Submitted	AM Testings		
Existing Absence Events							Customize	Find																													
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By																															
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Sick - Family Care	05/09/2011	05/09/2011	8.00 Hours		Submitted	AM Testings																															
<p>4. On the <b>Confirm Delete</b> page, click the <b>Yes</b> button to confirm deletion or click the <b>No</b> button to cancel deletion.</p>	<p><b>Confirm Delete</b></p> <p> Click <b>Yes</b> to Delete this Absence Event</p> <p>Absence: <b>Sick - Family Care</b> Begins: <b>5/9/2011</b> Ends: <b>5/9/2011</b></p> <p><input type="button" value="Yes"/> <input type="button" value="No"/></p>																																				
<p>5. The deleted entry no longer shows in your <b>Existing Absence Events</b> section.</p>	<p>From <input type="text" value="05/01/2011"/>  Through <input type="text" value="05/31/2011"/> </p>  <table border="1"> <thead> <tr> <th colspan="7">Existing Absence Events</th> <th>Customize</th> <th>Find</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></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Sick - Self</td> <td>05/02/2011</td> <td>05/02/2011</td> <td>4.00 Hours</td> <td></td> <td>Approved</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Existing Absence Events							Customize	Find	Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status				Sick - Self	05/02/2011	05/02/2011	4.00 Hours		Approved												
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Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status																																
Sick - Self	05/02/2011	05/02/2011	4.00 Hours		Approved																																

## 5.0 Viewing the Employee Balance Inquiry

As an employee, you can check your balance for your entitlements, as determined by your position and CBA. For example, you can view your sick leave or vacation balances.

Steps	Illustrations																																																
<p>1. Navigate to <b>Employee Balance Inquiry</b>:</p> <p>Self Service&gt;Time Reporting&gt;Report Time&gt;Report and View Absences</p> 																																																	
<p>2. The <b>Employee Balance Inquiry</b> page appears showing the <b>Last Finalized Balances</b>.</p> <p>Depending on your position, tabs appear with balances for your entitlements (see Figure 1).</p> <p>Every tab will show:</p> <ul style="list-style-type: none"> <li>Your name</li> <li>Payroll status</li> <li>EmplID (CSUB ID)</li> <li>Empl Rcd Nbr</li> <li>Department</li> <li>Union Code</li> <li>Last Finalized Period and</li> <li>Balances as of Date</li> <li>Details (see Figure 2)</li> </ul> <p>Additional columns will display as appropriate for the balance type (see Figures 2 and 3).</p> <p>The “Show All/Hide All”  button toggles the tabs on and off. When the tabs are off, all the information appears on one line and you will scroll left to right to view.</p> <p>The  button allows you to see detailed information for all your balances.</p>	 <p><b>Figure 1- Information that appears on every tab</b></p> <table border="1" data-bbox="760 1024 1479 1150"> <thead> <tr> <th>Name</th> <th>Payroll Status</th> <th>EmplID</th> <th>Empl Rcd Nbr</th> <th>Department</th> <th>Union Code</th> <th>Last Finalized Period</th> <th>Balances as of Date</th> </tr> </thead> <tbody> <tr> <td>1 Donald Duck</td> <td>Active</td> <td>0</td> <td>0</td> <td>D101</td> <td>R32 CONVERSION</td> <td>03/03/2011</td> <td></td> </tr> </tbody> </table>  <p><b>Figure 2 – Sick and Vacation Balances, Personal Holiday, etc.</b></p> <table border="1" data-bbox="760 1360 1479 1528"> <thead> <tr> <th>Last Finalized Period</th> <th>Balances as of Date</th> <th>Sick Balance</th> <th>Vacation Balance</th> <th>Personal Holiday Available</th> <th>Furlough Days Used</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>CONVERSION</td> <td>03/03/2011</td> <td>2032.000</td> <td>0.000</td> <td>1</td> <td>0</td> <td></td> </tr> </tbody> </table>  <p><b>Figure 3: – CTO, Hol Cr, Hol CTO balances, etc.</b></p> <table border="1" data-bbox="760 1724 1479 1850"> <thead> <tr> <th>Last Finalized Period</th> <th>Balances as of Date</th> <th>CTO Balance</th> <th>Hol Cr Balance</th> <th>Hol CTO Balance</th> <th>Excess Balance</th> <th>Expiry ADO Balance</th> <th>Non Expiry ADO Balance</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>CONVERSION</td> <td>03/03/2011</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td></td> </tr> </tbody> </table>	Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	1 Donald Duck	Active	0	0	D101	R32 CONVERSION	03/03/2011		Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Furlough Days Used	Details	CONVERSION	03/03/2011	2032.000	0.000	1	0		Last Finalized Period	Balances as of Date	CTO Balance	Hol Cr Balance	Hol CTO Balance	Excess Balance	Expiry ADO Balance	Non Expiry ADO Balance	Details	CONVERSION	03/03/2011	0.000	0.000	0.000	0.000	0.000	0.000	
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CONVERSION	03/03/2011	0.000	0.000	0.000	0.000	0.000	0.000																																										



## 6.0 Getting Help

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If you are unsure or need assistance, please consider the preferred sources or order in which to contact listed below:

- Click the [Click for Instructions](#) link for basic instructions
- Click the [Click Here for Detailed Instructions](#) for detailed instructions, when the link is available
- HR website (<http://www.csub.edu/BAS/hr/>)
- Self-Services Guides for Faculty (<http://www.csub.edu/selfservice/guides/faculty/index.shtml>)
- Self-Service Guides for Staff (<http://www.csub.edu/selfservice/guides/Staff/index.shtml>)
- Check with your department admin or timekeeper, if appropriate
- Check with your manager
- Email Human Resources at [hr@csub.edu](mailto:hr@csub.edu).
- Contact Help Desk at 654-2307



## 7.0 Appendix A

Appendix A contains additional information about the Absence Name, Absence Status, and Fractional Equivalents for Faculty Appointments.

### 7.1 Absence Name

The **Absence Name** drop-down contains only the absence takes available for your position. The table below contains a partial listing of absence takes. For more information on your absence takes, eligible family member relationships, or other related topics, please see your Collective Bargain Agreement (CBA).

Please Note: Not all absences takes in the list below will appear depending upon your Collective Bargaining Agreement (CBA), etc.

Absence Name	Usage Notes
<b>Bereavement/Funeral</b>	Includes eligible immediate family members. Specify the family member in the Comments.
<b>Jury Duty</b>	Jury Duty when called to serve at a Superior, Municipal or District Court. Must turn into Payroll the official Jury Duty proof of service.
<b>No Leave Taken</b>	No leave taken for the pay period. If no other absence events have been reported for the month, this event must be submitted to indicate full time attendance.
<b>Personal Holiday</b>	One day off that is granted as of January 1st each calendar year. Usage is at the employees' discretion with supervisor approval.
<b>Bereavement/Funeral</b>	Upon request, bereavement/funeral leave may be supplemented with an employee's own sick leave credits. Specify the family member in the Comments.
<b>Sick - Family Care</b>	Family care, meaning illness or injury in the immediate family up to 10 days of accrued sick leave may be used in one calendar year. Specify the family member in the Comments.
<b>Sick - Self</b>	Sick leave chargeable to employee sick leave balance, physician statement required when absent 5 or more consecutive days.
<b>Vacation</b>	Vacation time chargeable to vacation balance, when approved by the appropriate administrator.

*Table: courtesy of CSU Office of the Chancellor*



## 7.2 Absence Status

The **Absence Status** displays the status of your absence entries. The following chart shows the different statuses and their meanings.

Absence Status	Description
<b>Submitted</b>	Employee submitted the absence
<b>Reviewed</b>	Timekeeper or Manager reviewed the absence
<b>Needs Correction</b>	Timekeeper or Manager identified the absence as needing correction
<b>Approved</b>	Manager approved the absence
<b>In Process</b>	Manager approved the absence or the Absence calculation is processing the absence.
<b>Finalized</b>	Manager approved the absence, the Absence calculation processed the absence, and no change can be made to the absence.

### 7.3 Table of Fractional Equivalents for AM - Faculty Appointments

The following table contains fractional equivalents. This table is to be used by faculty for reporting their hours off.

<b>WTU</b>	<b>FTE TIMEBASE</b>	<b>AM STANDARD DAILY HOURS</b>	<b>AM STANDARD WEEKLY HOURS</b>
0.25	0.0167	0.13	0.67
0.50	0.0333	0.27	1.33
0.75	0.0500	0.40	2.00
<b>1.00</b>	0.0667	0.53	2.67
1.25	0.0833	0.67	3.33
1.50	0.1000	0.80	4.00
1.75	0.1167	0.93	4.67
<b>2.00</b>	0.1333	1.07	5.33
2.25	0.1500	1.20	6.00
2.50	0.1667	1.33	6.67
2.75	0.1833	1.47	7.33
<b>3.00</b>	0.2000	1.60	8.00
3.25	0.2167	1.73	8.67
3.50	0.2333	1.87	9.33
3.75	0.2500	2.00	10.00
<b>4.00</b>	0.2667	2.13	10.67
4.25	0.2833	2.27	11.33
4.50	0.3000	2.40	12.00
4.75	0.3167	2.53	12.67
<b>5.00</b>	0.3333	2.67	13.33
5.25	0.3500	2.80	14.00
5.50	0.3667	2.93	14.67
5.75	0.3833	3.07	15.33
<b>6.00</b>	0.4000	3.20	16.00
6.25	0.4167	3.33	16.67
6.50	0.4333	3.47	17.33
6.75	0.4500	3.60	18.00
<b>7.00</b>	0.4667	3.73	18.67
7.25	0.4833	3.87	19.33
7.50	0.5000	4.00	20.00

<b>WTU</b>	<b>FTE TIMEBASE</b>	<b>AM STANDARD DAILY HOURS</b>	<b>AM STANDARD WEEKLY HOURS</b>
7.75	0.5167	4.13	20.67
<b>8.00</b>	0.5333	4.27	21.33
8.25	0.5500	4.40	22.00
8.50	0.5667	4.53	22.67
8.75	0.5833	4.67	23.33
<b>9.00</b>	0.6000	4.80	24.00
9.25	0.6167	4.93	24.67
9.50	0.6333	5.07	25.33
9.75	0.6500	5.20	26.00
<b>10.00</b>	0.6667	5.33	26.67
10.25	0.6833	5.47	27.33
10.50	0.7000	5.60	28.00
10.75	0.7167	5.73	28.67
<b>11.00</b>	0.7333	5.87	29.33
11.25	0.7500	6.00	30.00
11.50	0.7667	6.13	30.67
11.75	0.7833	6.27	31.33
<b>12.00</b>	0.8000	6.40	32.00
12.25	0.8167	6.53	32.67
12.50	0.8333	6.67	33.33
12.75	0.8500	6.80	34.00
<b>13.00</b>	0.8667	6.93	34.67
13.25	0.8833	7.07	35.33
13.50	0.9000	7.20	36.00
13.75	0.9167	7.33	36.67
<b>14.00</b>	0.9333	7.47	37.33
14.25	0.9500	7.60	38.00
14.50	0.9667	7.73	38.67
14.75	0.9833	7.87	39.33
<b>15.00</b>	1.0000	8.00	40.00

## Acknowledgements

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- **CSU, Eastbay**

PR Absence Management Overview.pdf

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- **CSU Office of the Chancellor**

Julie Alonso (Functional Analyst) for permission to use vscreen shots and documentation used to prepare this documentation.

Permission date: 5/5/2011

CSU HCM 9.0 Business Process Guide Absence Management. 11/04/2010

- **Oracle Inc.**

Oracle's PeopleSoft Enterprise 9 Release Value Proposition: PeopleSoft Enterprise Human Capital Management 9. 2008 PDF Document

Retrieved: 5/4/2011