### REVISION CONTROL

**Document Title:** HR90 AM SS Manager  
**Author:** CMS PeopleSoft Training  
**File Reference:** HR90_AM_SS_Manager_2018_03_27.docx

#### Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Revised By</th>
<th>Summary of Revisions</th>
<th>Section(s) Revised</th>
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<tbody>
<tr>
<td>5/6/2011</td>
<td>T. Sherman</td>
<td>Created document</td>
<td>All</td>
</tr>
<tr>
<td>1/25/12</td>
<td>M. Murie</td>
<td>Updated to reflect HCM 9.0 version changes</td>
<td>All</td>
</tr>
<tr>
<td>5/29/12</td>
<td>M. Murie</td>
<td>Revised MP 4.05 changes - &quot;No Leave Taken&quot;</td>
<td>pgs 3, 9, 10, 11, 29</td>
</tr>
<tr>
<td>3/27/18</td>
<td>M. Murie</td>
<td>Changed login instructions to reference myHR site</td>
<td>pg 5</td>
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</table>

#### Review / Approval History

<table>
<thead>
<tr>
<th>Review Date</th>
<th>Reviewed By</th>
<th>Action (Reviewed, Recommended or Approved)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/23/2011</td>
<td>T. Williams and M. Murie</td>
<td>Sent for review and approval</td>
</tr>
<tr>
<td>1/25/12</td>
<td>M. Murie</td>
<td>Approved</td>
</tr>
<tr>
<td>3/27/18</td>
<td>T. Williams/M. Murie</td>
<td>Approved</td>
</tr>
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1.0 Introduction

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 managers, who will perform absence management activities. As a Manager, you can:

- Report and view absences for employees
- View balances for employees *
- Review and send absences back for correction for employees
- Delete absences for employees **
- Approve employee absences
- Run absence reports

* In the future, paycheck stubs will no longer show balances
** Based on specific statuses and security role.

1.1 General Information

When you make changes to the reported absences for an employee, the employee will receive an email notification. The email notification use the employee’s Campus Email Address.

Possible circumstances for email notification may include:

- Reported absences needing corrections or deletion
- Reported absences needing additional documentation
## 2.0 Login to myHR

<table>
<thead>
<tr>
<th>Steps</th>
<th>Illustrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Login to <em>myHR</em>. Enter your Net ID, Password, and click <strong>Sign In</strong> button. If you need help obtaining and/or using your Net ID, refer to the “First-time user? Click here” help link located on the <em>myHR</em> web page for assistance.</td>
<td><img src="image" alt="Welcome to myHR" /></td>
</tr>
<tr>
<td>2. Now that you are logged in, please remember the following tips:</td>
<td><img src="image" alt="Navigation" /></td>
</tr>
<tr>
<td>• Use your <strong>Add to Favorites</strong> to save time.</td>
<td></td>
</tr>
<tr>
<td>• <strong>Sign out</strong> when you are done</td>
<td></td>
</tr>
<tr>
<td>• Don’t use your browser buttons to navigate</td>
<td></td>
</tr>
</tbody>
</table>
3.0 Approving Reported Absences

The “Approve Reported Absences” page is utilized by the Manager to validate and approve Absences that have been entered by employees and reviewed by Timekeepers. Once the employee entries have been reviewed by the Timekeeper, Absence entries are ready to be approved by the Manager. Managers may also update an Absence entry to a status of “Needs Correction” and include a comment for the employee. This is the same functionality used by Timekeepers, and generates an email notification to the employee with the details of the Absence that needs correction.

Human Resources recommends that your timekeeper review reported absences prior to manager approval. Approving reported absences involves checking the “Approve” box for each absence entry or setting the status to “Needs Correction” (Needs Corr).

The instructions below will guide you through approving employee absences and setting appropriate statuses. Status definitions can be found in Appendix.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Illustrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Navigate to:</td>
<td>![Illustration of Approve Time and Exceptions]</td>
</tr>
<tr>
<td>Manager Self Service&gt;Time Management&gt; Approve Time and Exceptions&gt;Approve Reported Absences</td>
<td></td>
</tr>
<tr>
<td>2. The Approve Reported Absences page appears.</td>
<td>![Illustration of Approve Reported Absences]</td>
</tr>
</tbody>
</table>
3. You can work with absence entries individually or altogether:

Check individual boxes in the “Select” column for the employee(s) to review and approve

Or

Click on the Select All button to view absences for all employees listed.

4. Click the Continue button.

"Current Period Absences" (Cur Pd Abs) column indicates the status of entries for each employee:

a. Appr – All reported absences for this employee have been approved
b. Sub – Absences have been submitted that still require approval
c. None – No absences have been reported for this individual this period

5. Review each absence entry and verify its accuracy.

- If the absence is correct check the “Approve” box.

- Otherwise, select Needs Corr from the Review Status drop down list. The Needs Corr status initiates an email notification to the employee. You should enter a comment by clicking the Add Comment link. In your comments, provide a clear explanation or reason for the correction to assist the employee in correcting the entry. The email notification will include any comments made.
6. You may also click the **Select All** button to select all the absence entries for approval. The Approve boxes are automatically checked.

   Click the **Submit** button

<table>
<thead>
<tr>
<th>Example 1: Pending Absences</th>
<th>Example 2: No Pending Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approval Confirmation</strong></td>
<td><strong>Approval Confirmation</strong></td>
</tr>
<tr>
<td>✓ 1 Absence Event was approved and any Review Status changes were saved.</td>
<td>✓ One Absence Event was approved and any Review Status changes were saved.</td>
</tr>
<tr>
<td><img src="Example1.png" alt="Ok" /></td>
<td><img src="Example2.png" alt="Ok" /></td>
</tr>
</tbody>
</table>

7. On the **Approval Confirmation** page, the displayed message will vary.

   If you have pending absences, then the confirmation message will indicate (Example 1):
   
   a. The number of entries (Absence Events) approved
   b. Whether changes to Review Status were saved.

   If you have no pending absences, the confirmation will indicate (Example 2):
   
   a. All absence events were approved.
   b. Whether changes to Review Status were saved.

   To continue, click the **Ok** button.

8. A final message displays indicating again, that there is no time to approve. Click **Ok** to continue.

   ![Ok](Example3.png)

9. Click the **Return to Employee List** link at the bottom of the page to return to the list of employees.

   ![Return to Employees List](Example4.png)

   | 14 000011961 0 Snow White | Sick Take - Family | 01/01 |
   | 15 000011961 0 Snow White | Sick Take - Self | 01/01 |

   Submit
4.0 Reporting No Leave Taken for Employee

Every pay period, all employees must report either No Leave Taken or other absence event(s). On occasion, your timekeeper or you may report absences on behalf of your department’s employees. When you report absences on behalf of employees, the Status is set to Approved. Remember, you cannot report No Leave Taken and other absence events in the same month. These instructions will guide you through reporting No Leave Taken for employees.

Steps | Illustrations
--- | ---
1. Navigate to:

Manager Self Service > Time Management > Report Time > Manager Absence Entry

[Image: CSU Office of the Chancellor’s]

2. The Manager Absence Entry page appears. Click the Emplid link beside the desired employee.

<table>
<thead>
<tr>
<th>Emplid</th>
<th>Empl Rcd</th>
<th>Cur Pd Abs</th>
<th>First Name</th>
<th>Last Name</th>
<th>Status</th>
<th>Dept Name</th>
<th>Position</th>
<th>Jobtitle</th>
</tr>
</thead>
<tbody>
<tr>
<td>C00004369 0</td>
<td>Sub</td>
<td>Princess</td>
<td>Ariel</td>
<td>Active</td>
<td>Anaheim Ducks</td>
<td>00000192</td>
<td>Makeup Manager</td>
<td></td>
</tr>
<tr>
<td>C00018266 0</td>
<td>Sub</td>
<td>Princess</td>
<td>Belle</td>
<td>Active</td>
<td>Anaheim Ducks</td>
<td>00000881</td>
<td>Band Member I</td>
<td></td>
</tr>
<tr>
<td>C00003792 0</td>
<td>Sub</td>
<td>Daisy</td>
<td>Duck</td>
<td>Active</td>
<td>Anaheim Ducks</td>
<td>00000458</td>
<td>Train Conductor</td>
<td></td>
</tr>
<tr>
<td>C00011111 0</td>
<td>Sub</td>
<td></td>
<td></td>
<td></td>
<td>Anaheim Ducks</td>
<td>00000451</td>
<td>Train Conductor</td>
<td></td>
</tr>
<tr>
<td>C00004759 0</td>
<td>Sub</td>
<td></td>
<td></td>
<td></td>
<td>Anaheim Ducks</td>
<td>00000652</td>
<td>Band Member II</td>
<td></td>
</tr>
<tr>
<td>C00008992 0</td>
<td>Sub</td>
<td></td>
<td></td>
<td></td>
<td>Anaheim Ducks</td>
<td>00000218</td>
<td>Makeup Manager</td>
<td></td>
</tr>
<tr>
<td>C00006774 0</td>
<td>Sub</td>
<td>King</td>
<td>Triton</td>
<td>Active</td>
<td>Anaheim Ducks</td>
<td>00000474</td>
<td>Train Conductor</td>
<td></td>
</tr>
<tr>
<td>C00011061 0</td>
<td>Sub</td>
<td>Snow</td>
<td>White</td>
<td>Active</td>
<td>Anaheim Ducks</td>
<td>00000624</td>
<td>Band Member</td>
<td></td>
</tr>
</tbody>
</table>

3. The Report and View Employee Absences page appears.

By changing the From, Through, or both date(s), you can view historical or future absence events.
4. In the **Enter New Absence Events** section,
   - Select “No Leave Taken” from the **Absence Name** drop-down menu.
   - Change the **Begin Date** to start of the absence event.
   - Change **End Date** to the end of the absence event.

5. When you are satisfied, click the **Submit / Approve** button.

6. On the **Submit Confirmation** page, click the **OK** button.

7. The reported absence entry appears in the **Existing Absence Events** section with:
   - **Status** = Approved
   - **Last Updated by** = Your name

8. Click the **Return to Employee List** link at the bottom of the page to return to the list of employees.
### 5.0 Reporting Other Absence Event(s) for an Employee

On occasion, your timekeeper or you may report absences on behalf of your department’s employees. When you report absences on behalf of employees, the **Status** is set to **Approved**. These instructions will guide you through reporting other absence event(s) for employees. Remember, you cannot report “No Leave Taken” and other absence events in the same month.

#### Steps

1. **Navigate to:**
   
   Manager Self Service > Time Management > Report Time > Manager Absence Entry

   ![Manager Self Service](image)

2. **The Manager Absence Entry page appears. Click the Emplid link beside the desired employee.**

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Empl Rcd</th>
<th>Cur Pd Abs</th>
<th>First Name</th>
<th>Last Name</th>
<th>Status</th>
<th>Dept Name</th>
<th>Position</th>
<th>Jobtitle</th>
</tr>
</thead>
<tbody>
<tr>
<td>000004369</td>
<td>0</td>
<td>Sub</td>
<td>Ariel</td>
<td></td>
<td>Active</td>
<td>Anaheim Ducks</td>
<td></td>
<td>Makeup Manager</td>
</tr>
<tr>
<td>000018266</td>
<td>0</td>
<td>Sub</td>
<td>PrinSs</td>
<td>Ariel</td>
<td>Active</td>
<td>Anaheim Ducks</td>
<td></td>
<td>Band Member I</td>
</tr>
<tr>
<td>000003797</td>
<td>0</td>
<td>Sub</td>
<td>Daisy</td>
<td>Duck</td>
<td>Active</td>
<td>Anaheim Ducks</td>
<td></td>
<td>Train Conductor</td>
</tr>
<tr>
<td>000011116</td>
<td>0</td>
<td>Sub</td>
<td></td>
<td></td>
<td></td>
<td>Anaheim Ducks</td>
<td></td>
<td>Train Conductor</td>
</tr>
<tr>
<td>000004759</td>
<td>0</td>
<td>Sub</td>
<td></td>
<td></td>
<td></td>
<td>Anaheim Ducks</td>
<td></td>
<td>Band Member II</td>
</tr>
<tr>
<td>000006774</td>
<td>0</td>
<td>Sub</td>
<td>King</td>
<td>Triton</td>
<td>Active</td>
<td>Anaheim Ducks</td>
<td></td>
<td>Train Conductor</td>
</tr>
<tr>
<td>000011961</td>
<td>0</td>
<td>Sub</td>
<td>Snow</td>
<td>White</td>
<td>Active</td>
<td>Anaheim Ducks</td>
<td></td>
<td>Band Member</td>
</tr>
</tbody>
</table>

   ![Click to select employee](image)

3. **The Report and View Employee Absences page appears.**

   By changing the **From**, **Through**, or both date(s), you can view historical or future absence events.

   ![Date Selection](image)
4. In the **Enter New Absence Events** section,
   - Select the appropriate absence take from the **Absence Name** drop-down menu.
   - Change the **Begin Date** to start of the absence event.
   - Change **End Date** to the end of the absence event.

   **Note:**
   You must enter absences taken on non-consecutive days separately.

5. If a partial work day was taken off,
   a) Select **Partial Hours** from the **Partial Days** pull down and
   b) Enter the number of hours in the **Hours Per Day** field.

   Or –
   a) Select **Partial Days** from the **Partial Days** pull down and
   b) Enter the number of hours in the **Hours Per Day** field.

6. Click the **Calculate Duration** button and verify that the **Absence Duration** displays the number of hours taken.

7. When you select an absence take requiring more information, the **Add Comments** link will turn red.
   Click the **Add Comments** link to open the comments page
8. The **Absence Event Comments** page appears. Enter comments for the absence event.

   Depending upon the absence take selected, HR may need additional paperwork or documentation.

   **Note:**
   Check the Collective Bargain Agreement (CBA) for eligible absence takes, eligible family members, etc.

   To save your comments, click the **Save Comments** button

   Or

   Click the **Return to Entry Page** link to return to the previous page without saving your comments.

9. To enter another absence, click the **+** button to add a row and follow the steps above until you report all of your absences.

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

11. When you are satisfied, click the **Submit / Approve** button.

12. On the **Submit Confirmation** page, click the **OK** button.
13. The reported absence entry appears in the **Existing Absence Events** section with:
   - Status = Approved
   - Last Updated by = Your name

14. Click the [Return to Employee List](#) link at the bottom of the page to return to the list of employees.
6.0 Deleting Reported Absences for an Employee

As a manager, you may delete reported absences depending on their status. Managers and timekeepers have different privileges with respect to deleting reported absences. For example, you cannot delete absence entries with a Finalized status.

**Managers** may delete reported absences with the following statuses: Approved, In Process, Needs Correction, Reviewed, or Submitted. **Timekeepers** may delete reported absences with these statuses: Reviewed, Needs Correction, or Submitted. The Delete Reported Absences Matrix below provides a quick reference to which statuses you may delete.

**Delete Reported Absences Matrix**

<table>
<thead>
<tr>
<th>Status</th>
<th>Timekeeper</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finalized</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Approved</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>In Process</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Needs Correction</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Reviewed</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Submitted</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

---

**Steps**

1. Navigate to:

   Manager Self Service > Time Management > Report Time > Manager Absence Entry

2. On the Employees selection page, select an employee by clicking on the Emplid.

---

**Illustrations**

- [Illustration of Manager Self Service and Time Management]
- [Illustration of Report Time]
- [Illustration of Manager Absence Entry]

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Image: CSU Office of the Chancellor's
3. If you need to view prior pay period absence events, change the From, Through, or both dates.

4. You can delete any reported absence with the icon showing beside the absence entry. To delete the absence entry, click the icon.

5. Contact HR if you want to delete an absence entry that does not have the icon adjacent to it.

6. On the Confirm Delete page, click the Yes button to confirm deletion or click the No button to cancel deletion.

7. If you do not see the icon next to the entry you would like to delete, you cannot delete the row.

8. An e-mail is sent automatically to the employee letting them know if an absence has been deleted on their behalf.

9. To select another employee, select any of the listed links:
   - Return to Employee List
   - Previous Employee in List
   - Next Employee in List
7.0 Viewing Employee Balances

As a manager, you may need to view employee balances for sick leave, vacation, CTO, or other types. Balances are based on the employee’s job position and Collective Bargain Agreements (CBA).

<table>
<thead>
<tr>
<th>Steps</th>
<th>Illustrations</th>
</tr>
</thead>
</table>
| 1. Navigate to **Manager Balance Inquiry**:  
Manager Self Service>Time Management > Manager Balance Inquiry | ![Illustration 1] |
| 2. The **Manager Balance Inquiry** page appears.  
From this page, you can search for employee balance records using different criteria, such as department, EmplID, Name, etc. | ![Illustration 2] |
| 3. To retrieve an employee’s balances, perform the following steps:  
a. Enter the employee’s name in the **Name** box  
b. Click the **Search** button | ![Illustration 3] |
| 4. Your results appear at the bottom of the page. You may need to scroll down to view them. | ![Illustration 4] |
5. The **Manager Balance Inquiry** page shows:

“**Last Finalized Balances for Employees Administered by...**”

Depending on the employee’s position, tabs appear with balances for their entitlements (see Figure 1).

Every tab will show:

- Employee name
- EmpIID (CSUB ID)
- Payroll status
- Empl Rcd Nbr
- Department
- Union Code
- Last Finalized Period
- Balances as of Date
- Details (see Figure 2)

Additional columns will display as appropriate for the balance type (see Figures 2 and 3).

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.

The button allows you to see detailed information for all absence balances.

---

6. Click the icon. The **Absence Balance Details** page appears showing the last finalized balances. Depending on the employee’s position, tabs appear with balances for their entitlements (see Figure 4). The **Period ID** and **Balances as of Date** will show on all tabs. The remaining columns will reflect relevant information for the balance type (see Figure 5).

You may toggle between viewing **All Absence Balances**, **Core Absence Balances**, **Compensatory Time Balances**, etc. The toggling selections will vary depending on the employee’s position.
Figure 4: Absence Balance Details

Figure 5: Balance details for Vacation

7. When you are satisfied with reviewing balances for an employee, click the button to return to the Manager Balance Inquiry page.
8.0 Running Absence Reports

As a manager, you may need to view employee balances for sick leave, vacation, CTO, or other types. Balances are based on the employee’s job position and Collective Bargain Agreements (CBA). Your access to Absence Management reports is based on the security structure defined for you within the Absence Management system.

You can run the reports individually online or in “batches”. The report content is download-able to Excel for more detailed analysis. Manager reports include the following:

**Absence Activity**
- Provides a snapshot of absence activity by employee
- Includes Absences takes, balances, and adjustments
- Run by employee or department

**No Time Reported**
- Provides a listing of eligible employees, who have not reported any absences.
- Run by department each Absence period

**Reported Absences**
- Provides a summary of employee reported absences
- Run by individual employee or department for a specified period.

**Reported Absences Not Approved**
- Provides a summary of unapproved employee absences
- Run department for a specified period.

8.1 Running an Individual Report

The following instructions will guide in running an individual report.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Illustrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Navigate to <strong>Multi Reports:</strong></td>
<td><a href="#">Oracle Menu</a></td>
</tr>
<tr>
<td>Global Payroll &amp; Absence Mgmt &gt; CSU Absence Mgmt &gt; CSU-AM Inquiry &gt; Multi Report</td>
<td><a href="#">Screen Capture</a></td>
</tr>
</tbody>
</table>
2. The **AM Reports** page appears.

   From this page, you can run an existing **AM** report or generate a new **AM** report to run.

   If this is first time you ran the **AM** reports, follow the steps for **Add a New Value**, see step 5.

3. On the **Finding an Existing Value** tab, Click **Search**.

4. Select the desired **Run Control ID** from the **Search Results** if it is available and skip to step 7 on page 22.

   If it is not available, continue.

5. **Add a New Value**
   a. Click the **Add a New Value** tab.

6. In the **Run Control ID** box, enter a name for your report, such as **Absence Activity**

   Click **Add** the button.
7. The **CSU Absence Management – Multi Reports** page appears. The page has two sections: Absence Report Search and Monthly Processing. From this page, you can run reports by any criteria listed below. Use the icon to search and select values for your report criteria.

   **CSU Absence Management - Multi Reports**

   ![Absence Report Search](image)

   * Click on hyperlink for online query reporting
   * Check box(es) to include in report run

   **Monthly Processing**
   - [ ] Absence Activity
   - [x] No Time Reported
   - [ ] Reported Absences
   - [ ] Reported Absences Not Approved

   ![Save](image)

8. Enter your search criteria in the **Absence Report Search**.

   Click the hyperlink for the desired report, such as Absence Activity, in the **Monthly Processing** section.
9. The report results are displayed. The report contains information grouped under two tabs: Absence Info and Employee Info. The default display is the first tab of the report, containing the “Absence Info” as illustrated below.

The Absence Info tabs shows:

- EmplID (CSUB ID)
- RCD
- Name
- AM Pay group
- Absence Type
- Absence Date
- Balance


10. Click the Employee Info tab.

The Employee Info tab displays:

- EmplID (CSUB ID)
- RCD
- Name
- Empl Status
- Empl Class
- CSU Unit
- DeptID
- Dept Name
- Job Code
- Job Title
- FTE

Click the Return to Previous Page link to return.

You may choose another report by selecting the appropriate hyperlink in the Monthly Processing section.
### 8.2 Running Reports in Batch

Batch reports create a CSV file, which you can download to Excel or other programs for review. You should run reports in batch that return large data sets.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Illustrations</th>
</tr>
</thead>
</table>
| 1. Navigate to **Multi Reports**: 
  Global Payroll & Absence Mgmt > CSU Absence Mgmt > CSU-AM Inquiry > Multi Report | ![Global Payroll & Absence Mgmt Image](image1.png) |
| 2. The **AM Reports** page appears. 
  From this page, you can run an existing AM report or generate a new AM report to run. 
  If this is first time you ran the AM reports, follow the steps for **Add a New Value**, see step 5 on page 25. | ![AM Reports Image](image2.png) |
| 3. On the **Finding an Existing Value** tab, Click | ![Finding an Existing Value Image](image3.png) |
| 4. Select the desired **Run Control ID** from the **Search Results** if it is available and skip to step 7 on page 25. 
  If it is not available, continue. | ![Search Results Image](image4.png) |
5. **Add a New Value**  
a. Click the Add a New Value tab.

6. In the **Run Control ID** box, enter a name for your report, such as **Absence Activity**  
Click the button.

7. The **Multi Reports** page appears. The page has two sections: Absence Report Search and Monthly Processing. From this page, you can run reports by any criteria listed below. Use the icon to search and select values for your report criteria.

---

**CSU Absence Management - Multi Reports**

**Absence Report Search**

- Empl ID:  
- Empl RcdIf:  
- CSU Unit:  
- Department:  
- Period ID:  

* Click on hyperlink for online query reporting  
* Check box(es) to include in report run  

**Monthly Processing**

- Absence Activity  
- No Time Reported  
- Reported Absences  
- Reported Absences Not Approved

---

* Version 3/27/2018  
* Absence Management – Manager  
* Page 25
8. Enter your search criteria in the Absence Report Search.

   Check the box(es) next to desired report, such as 'No Time Reported' in the Monthly Processing section.

   Click the Submit button.


   Click the Refresh button, until the "Distribution Status" displays "Posted".

   Click the Details hyperlink.

10. The Process Detail page appears.

    Click on the "View Log/Trace" link.

11. The "View Log/Trace" page appears.

    Click on the CSV file to download or view the report. (Remember to have your pop-up blockers turned off.)
12. The report results are displayed. The report contains both the absence and employee detail.

### Absence Detail

<table>
<thead>
<tr>
<th>EmplID</th>
<th>Rcd</th>
<th>Name</th>
<th>Absence Name</th>
<th>Absence Date</th>
<th>Duration</th>
<th>Absence Status</th>
<th>Reported By</th>
</tr>
</thead>
<tbody>
<tr>
<td>000017771</td>
<td>0</td>
<td>Absence, Alison M</td>
<td>Furlough Day</td>
<td>05/01/2010 to 05/01/2010</td>
<td>1.00</td>
<td>Reviewed</td>
<td>CMS</td>
</tr>
<tr>
<td>000011193</td>
<td>0</td>
<td>Absence, Martinelli</td>
<td>Holiday CTO Straight Earn</td>
<td>05/01/2010 to 05/01/2010</td>
<td>1.00</td>
<td>Reviewed</td>
<td>CMS</td>
</tr>
<tr>
<td>000005941</td>
<td>0</td>
<td>Abderra, Gigi</td>
<td>Holiday ADO Expiring Earn</td>
<td>05/01/2010 to 05/01/2010</td>
<td>1.00</td>
<td>Reviewed</td>
<td>CMS</td>
</tr>
<tr>
<td>000011193</td>
<td>0</td>
<td>Abderra, Hannah</td>
<td>Dock</td>
<td>05/03/2010 to 05/03/2010</td>
<td>8.00</td>
<td>Reviewed</td>
<td>CMS</td>
</tr>
<tr>
<td>00000803</td>
<td>0</td>
<td>Abderra, Volny</td>
<td>Furlough Day</td>
<td>05/03/2010 to 05/03/2010</td>
<td>1.00</td>
<td>Reviewed</td>
<td>CMS</td>
</tr>
<tr>
<td>000062873</td>
<td>0</td>
<td>Absence, Kai</td>
<td>Vacation</td>
<td>05/03/2010 to 05/07/2010</td>
<td>20.00</td>
<td>Reviewed</td>
<td>CMS</td>
</tr>
<tr>
<td>000062873</td>
<td>0</td>
<td>Abacus, Art</td>
<td>Holiday CTO Earn</td>
<td>05/10/2010 to 05/14/2010</td>
<td>5.00</td>
<td>Reviewed</td>
<td>CMS</td>
</tr>
</tbody>
</table>

Source: CSU HCM 8.9 Business Process Guide Absence Management. Data displayed is for illustrative purposes only.

### Employee Detail

<table>
<thead>
<tr>
<th>Empl Status</th>
<th>Empl Class</th>
<th>DeptID</th>
<th>Dept. Name</th>
<th>Job Code</th>
<th>Job Title</th>
<th>FTE</th>
<th>AM Pay Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>Regular</td>
<td>1033</td>
<td>Music</td>
<td>2360</td>
<td>Instr Fac AY</td>
<td>1.000000</td>
<td>R03 SALKAY</td>
</tr>
<tr>
<td>Work Break</td>
<td>FERP</td>
<td>1038</td>
<td>Business Administration</td>
<td>2360</td>
<td>Instr Fac AY</td>
<td>1.000000</td>
<td>R03 FERPAY</td>
</tr>
<tr>
<td>Active</td>
<td>Regular</td>
<td>1043</td>
<td>Physics and Astronomy</td>
<td>7024</td>
<td>Equip Tech III, Specified Equip</td>
<td>1.000000</td>
<td>CSUEU SALN</td>
</tr>
<tr>
<td>Work Break</td>
<td>FERP</td>
<td>1048</td>
<td>Business Administration</td>
<td>2360</td>
<td>Instr Fac AY</td>
<td>1.000000</td>
<td>R03 FERPAY</td>
</tr>
<tr>
<td>Active</td>
<td>Regular</td>
<td>1053</td>
<td>Central Campus Dining Svc</td>
<td>3312</td>
<td>Administrator II</td>
<td>1.000000</td>
<td>M80 VAC</td>
</tr>
</tbody>
</table>
9.0 Getting Help

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 (when available).
- Click the Click Here for Detailed Instructions for detailed instructions, when the link is available
- HR website (BAS Human Resources - CSUB)
- Check with your department or timekeeper, if appropriate
- Check with your manager
- Email Human Resources at hr@csub.edu.
- Contact Help Desk at 654-2307
### 10.0 Appendix A

Absence Take available through Self-Service. Eligibility is based an employee’s collective bargaining unit.

*Note: Not all takes in the below list will appear depending upon CBID, etc.*

<table>
<thead>
<tr>
<th>Absence Name</th>
<th>Usage Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTO Premium Earn</td>
<td>Compensatory time banked at a premium. Since this is time banked at a premium, the employee must have worked over 40 hours in the workweek to enter time for this.</td>
</tr>
<tr>
<td>CTO Take</td>
<td>Usage of banked compensatory time.</td>
</tr>
<tr>
<td>CTO Straight Earn</td>
<td>Compensatory time banked at straight time. Straight Time Overtime is for employees that work less than 40 hours in a workweek.</td>
</tr>
<tr>
<td>Dock Take</td>
<td>Time taken after exhausting all accruals. Report this as appropriate as a take but note that a departmental dock form signed by the supervisor still must be turned in to payroll.</td>
</tr>
<tr>
<td>Funeral Take</td>
<td>Includes eligible immediate family members. Specify the family member in the Comments.</td>
</tr>
<tr>
<td>Holiday Credit Take</td>
<td>When using holiday credit that is on the system.</td>
</tr>
<tr>
<td>Holiday Credit Earn</td>
<td>Used when employee works on a holiday and is due additional time off.</td>
</tr>
<tr>
<td>Jury Duty Take</td>
<td>Jury Duty when called to serve at a Superior, Municipal or District Court. Must turn into Payroll the official Jury Duty proof of service.</td>
</tr>
<tr>
<td>Maternity Paternity Take</td>
<td>30 day paid leave for the birth of the employee's child or the placement of a child with the employee through adoption or foster care.</td>
</tr>
<tr>
<td>No Leave Taken</td>
<td>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.</td>
</tr>
<tr>
<td>Personal Holiday Take</td>
<td>One day off that is granted as of January 1st each calendar year. Usage is at the employees’ discretion with supervisor approval.</td>
</tr>
<tr>
<td>Parental Leave Take</td>
<td>30 day paid leave for the birth of the employee's child or the placement of a child with the employee through adoption or foster care.</td>
</tr>
<tr>
<td>Sick Take - Death</td>
<td>Upon request, bereavement/funeral leave may be supplemented with an employee's own sick leave credits. Specify the family member in the Comments.</td>
</tr>
<tr>
<td>Absence Name</td>
<td>Usage Notes</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Sick Take - Family</td>
<td>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.</td>
</tr>
<tr>
<td>Sick Take - Self</td>
<td>Sick leave chargeable to employee sick leave balance, physician statement required when absent 5 or more consecutive days.</td>
</tr>
<tr>
<td>Vacation Take</td>
<td>Vacation time chargeable to vacation balance when approved by the appropriate administrator.</td>
</tr>
</tbody>
</table>
## 10.1 Appendix B

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

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

This quick reference guide was prepared for the Absence Management implementation for CSU, Bakersfield. We wish to thank and acknowledge the Oracle, CSU East Bay and CSU Office of the Chancellor for the use of their respective reference and training materials in the development of this document.

- **CSU, Eastbay**
  - PR Absence Management Overview.pdf

- **CSU Office of the Chancellor**
  - Julie Alonso (Functional Analyst) for permission to use screenshots and documentation used to prepare this documentation.
  - Permission date: 5/5/2011


- **Oracle Inc.**
  - PDF Document