



Human Resources 9.0 Absence Management: Employee

Quick Reference Guide



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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 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

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 Campus 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



2.0 Logging into myHR

	Steps	Illustrations
1.	Login to myHR . Enter your Net ID, Password, and click Sign button. If you need help obtaining and/or using your Net ID, refer to the <i>"First-time user? Click here"</i> help link located on the myHR web page for assistance.	Welcome to my HR User Login Net ID First-time user? Click Here I Password Password Sign In
2.	 Now that you are logged in, please remember the following tips: Use your Add to Favorites to save time. Sign out when you are done Don't use your browser buttons to navigate 	Home Add to Favorites Sign out



3.0 Reporting and Viewing Absences

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

	Steps	Illustrations
1.	Navigate to Report and View Absences: Self Service>Time Reporting>Report Time>Report and View Absences Self Service Time Reporting Report Time Report and View Absences View Time Employee Balance Inquiry	Main Menu > Self Service > Time Reporting > Report Time Report your time and request planned overtime and absences. Report and View Absences Report new absences and review your absence history.
2.	The Report and View Absences page appears. By changing the From, Through, or both date(s), you can view historical or future absence events.	From 05/01/2012 Through 05/30/2012 Existing Absence Events Customize Find Absence Name Begin Date End Date Absence Duration Enter New Absence Events Absence Unit Ty Absence Name *Begin Date *End Date Absence Duration No Leave Taken 05/01/2012 05/30/2012 1 Calculate Duration To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. Submit



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
1.	Navigate to: Self Service>Time Reporting>Report Time>Report and View Absences Self Service Time Reporting Report Time Report Time Report and View Absences View Time Employee Balance Inquiry	Main Menu > Self Service > Time Reporting > Report Time Report your time and request planned overtime and absences. Report and View Absences Report new absences and review your absence history.
2.	 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. 	From 05/01/2012 Through 05/30/2012 Image: Constraint of the sector of the secto
3.	Click the Submit button.	To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.
4.	On the Submit Confirmation page, click the OK button.	Submit Confirmation The Absence(s) were submitted successfully.



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5.	In the Existing Absence Events section, your reported absence shows with a status of Submitted.	Existing Absence Events				Customize Find 📕 First 🗹			
		Absence Name	<u>Begin Date</u>	End Date	bsence dration	<u>Unit Type</u>	<u>Submitted</u>	Last Upr	
		Vacation	08/01/2010	08/31/2010	22.00	Days	<u>Submitted</u>	Donald	



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.

 1. Navigate to: Self Service>Time Reporting>Report Time>Report and View Absences Self Service>Time Reporting>Report Time>Report and View Absences Self Service>Time Reporting>Report Time>Report and View Absences Self Service>Time Reporting>Report Time Report and View Absences Self Service>Time Reporting> Self Service>Time Reporting> Self Service>Time Report and Select the appropriate absence take from the Absence Name drop-down menu. Change End Date to start of the absence event. Change End Date to the end of the absence event. Change End Date to the end of the absence staken on non- consecutive days separately. If a partial work day was taken off or you are a part-time faculty or hourly employee: a) Enter 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 	Steps	Illustrations					
 2. 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. Change End Date to the end of the absence event. Change Enter absences taken on non-consecutive days separately. 3. If a partial work day was taken off or you are a part-time faculty or hourly employee: a) Enter 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 	Navigate to: Self Service>Time Reporting>Report Time>Report and View Absences Self Service Time Report and View Report Time Report Time Prime Time Employee Balance Inquiry	Main Menu > Self Service > Time Reporting > Report Time Report your time and request planned overtime and absences. Report and View Absences Report new absences and review your absence history.					
 3. If a partial work day was taken off or you are a part-time faculty or hourly employee: a) Enter 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. a) Select Partial Days from the Partial Days pull down and 	 2. 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. <u>Note:</u> You must enter absences taken on non-consecutive days separately. 	From 04/01/2011 Through 04/30/2011 Image: Custom in the image: Cu					
b) Enter the number of hours in the Hours	 3. If a partial work day was taken off or you are a part-time faculty or hourly employee: a) Enter 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 Partial Days pull down and 	Enter New Absence Events Absence Name Begin Date End Date Partial Days Hours per Day Absence Duration Professional Development 05/17/2011 05/17/2011 05/17/2011 Partial Hours Calculate Duration To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. Submit Sub					



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4.	Click the Calculate Duration button and verify that the Absence Duration displays the number of hours taken.	Enter New Absence Events Absence Name E Professional Development 0 Calculate Duration To the bes submitted CSU policy
5.	When you select an absence take requiring more information, the <u>Add Comments</u> link will turn red. Click the <u>Add Comments</u> link to open the comments page	ents <u>Begin Date</u> End Date <u>Partial Days</u> <u>Partial Hours</u> <u>1</u> <u>Unit Type</u> <u>1</u> <u>Unit Type</u> <u>1</u> <u>1</u> <u>1</u> <u>1</u> <u>1</u> <u>1</u> <u>1</u> <u>1</u>
7.	The Absence Event Comments page appears. Enter the comments for your absence event. Depending upon the absence take selected, HR may need additional paperwork or documentation. <u>Note:</u> Check your Collective Bargain Agreement (CBA) for eligible absence takes, eligible family members, etc.	Absence Event Comments 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 lin Please enter relationship of family member: The family member relationship is my daughter.
8.	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.	Enter New Absence Events Absence Name Begin Date End Date Absence Unit Type No Leave Taken 04/01/2011 04/30/2011 04/30/2011 Image: Comments



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 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 E No Leave Taken	Begin Date End Dat 04/01/2011 IM 04/30/2 04/01/2011 IM 04/01/2	Le <u>Absence</u> Duration 2011 (1) 2011 (1)	<u>Unit Type</u>	Add Comments Add Comments	+ - + -
11. When you are satisfied, click the Submit button.	To the best of my submitted is accurate and CSU policy re	knowledge a irate and in fi equirements Submit	and belief, th ull compliar	ne inform nce with	nation legal	
12. On the Submit Confirmation page, click the	Submit Con	n firmatio bsence(s) v	n were subn	nitted s	uccessf	ully.
 In the Existing Absence Events section, your reported absence shows with a status of Submitted. 	From 05/01/2011 Existing Absence Events Absence Name Sick - Self Sick - Family Care	Through Begin Date 05/02/2011 05/09/2011	05/31/2011 End Date 05/02/2011 05/09/2011	Unation 4.00 Ho 8.00 Ho	Customi it Type Abs. Stat urs App urs Sub	ze Find ence us roved mitted



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					
1.	Navigate to: Self Service>Time Reporting>Report Time>Report and View Absences Self Service Time Reporting Report Time Report and View Absences View Time Employee Balance Inquiry	Main Menu > Self Service > Time Reporting > Report Time Report your time and request planned overtime and absences. Report and View Absences Report new absences and review your absence history.					
2.	If you need to view prior pay period absence events, change the From and Through dates.	From 07/01/2010 3 Through 07/31/2010 3					
3.	You can delete any reported absence with an Absence Status of <i>Submitted</i> or if the icon shows beside the absence entry. To delete the absence entry, click the icon. Contact your timekeeper or manager, if you want to delete an absence entry that does not have the icon adjacent to it.	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					
4.	On the Confirm Delete page, click the Yes button to confirm deletion or click the No button to cancel deletion.	Confirm Delete Click Yes to Delete this Absence Event Absence: Sick - Family Care Begins: 5/9/2011 Ends: 5/9/2011 Yes No					
5.	The deleted entry no longer shows in your Existing Absence Events section.	From 05/01/2011 Through 05/31/2011 Existing Absence Events Customize Find Absence Name Begin Date End Date Absence Sick - Self 05/02/2011 05/02/2011 4.00 Hours					



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5.0 Viewing the Employee Balance Inquiry

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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				
1.	Navigate to Employee Balance Inquiry:	Home Add to Favorites Sign out				
	Self Service>Time Reporting>Report Time>Report and View Absences Self Service Time Reporting Report Time View Time Employee Balance Inquiry	Main Menu > Self Service > Time Reporting Report and review your time, schedules, request absences and more. Employee Balance Inquiry Employee Absence Balance Inquiry Employee Absence Balance Inquiry Report and View Absences Monthly Schedule				
2.	The Employee Balance Inquiry page appears showing the Last Finalized Balances . Depending on your position, tabs appear with balances for your entitlements (see Figure 1).	The outlined information appears on every tab. Last Finalized Absence Balances Absence Balances Compensatory Time State Service for Absence Empl Red Department Union Last Finalized Balances Name Payroll Empl Red Department Union Finalized Balances				
	Every tab will show: • Your name • Payroll status • EmpIID (CSUB ID) • EmpI Rcd Nbr • Department • Union Code • Last Finalized Period and • Balances as of Date • Details (see Figure 2) Additional columns will display as appropriate for the balance type (see Figures 2 and 3).	Status Nor Code Period as of Date 1 Donald Duck Active 0 0 D101 R32. CONVERSION 03/03/2011 Figure: 1- Information that appears on every tab				
		Last Balances Sick Vacation Personal Furlough Period as of Date Balance Balance Available Used CONVERSION 03/03/2011 2032.000 0.000 1 0				
		Figure: 2 – Sick and Vacation Balances, Personal Holiday, etc.				
	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.	zed Balances Customize Find View All First I of 1 Last Last Finalized Balances CTO Hol Cr Balance Balance Balance Balance Balance Balance Balance CTO Balance Ba				
	The button allows you to see detailed information for all your balances.	CONVERSION 03/03/2011 0.000 0.000 0.000 0.000 0.000 0.000 E Figure 3: - CTO, Hol Cr, Hol CTO balances, etc.				



3. Click the icon. The **Absence Balance Details** page appears showing the **Last Finalized Balances**. Depending on your position, tabs appear with balances for your 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).

Absence	Balance	Details	

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EmpliD:	I	Empl Rcd#: 0			Last Period Finalized: CONVERSION			
Department:	l	Jnion Code:		Payroll Status:	Activ	Active		
✓ All Absence Balances	Custo	<u>mize</u> View All 🛄	First 🔳	1-2 of 2 🕨 Last				
SICK Vacation	h Personal Holiday Furlough	CIO	Holiday Credit	Holiday CTO	Excess	ADO N	Non Exp ADC	
Period ID	Balances as of Date	Previous Sick Balance	Sick Earned	<u>Sick Taken</u>	Sick Adjusted	<u>Catastrop</u> Sick Dona	<u>nted</u> <u>Si</u>	<u>ck Balance</u>
1	CURRENT - Not Finalized	2032.000	0.000	0.000	0.000	0.0	000	2032.000
2 CONVERSION	CONVERSION (03/03/2011)	0.000	0.000	0.000	2032.000	0.0	000	2032.000
Return								
Figure 4: Absence	Balance Details							
	Custor	<u>mize</u> View All 뛢	First 🔳	1-2 of 2 🕨 Last				
Sick Vacation	Personal Holiday Furlough	СТО	Holiday Credit	Holiday CTO	Excess	ADO	Non Exp AD	0
Period ID	Balances as of Date	Previous acation Balance	<u>Vacation</u> Earned ⊻	acation Taken	<u>Vacation</u> Adjusted	<u>Catastrop</u> Vacation Dona	ohic Ited Vacat	ion Balance
1 (CURRENT - Not Finalized	0.000	0.000	0.000	0.000	0.0	000	0.000
2 CONVERSION	CONVERSION (03/03/2011)	0.000	0.000	0.000	0.000	0.0	000	0.000
Figure 5: Balance	details for Vacation							
4. When you are s reviewing your	satisfied with balances, click the	Absence Ba	alance De	etails				
Return bu	utton to return.	EmpliD:				Emp	ol Rcd#:	0
		Department: Union Code:						
			lances		Customize	View All	First 1	2 of 2 🕑 Last
		Sick	Vacation	Personal Holiday	Furlough	CTO Hol	day Credit	Heliday CTO
		Period ID	Balar	nces as of Date		Previous Sick Balance	ick Earned	Sick Taken
	1	CURRENT -		NT - Not Finalized		0.000	0.000	
	2 CONVERSION	CON	IVERSION (03/03	/2011)	0.000	0.000	0.000	
		Return						



6.0 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
- Click the Click Here for Detailed Instructions for detailed instructions, when the link is available
- HR website (<u>http://www.csub.edu/BAS/hr/)</u>
- Self-Services Guides for Faculty (<u>http://www.csub.edu/selfservice/guides/faculty/index.shtml</u>)
- Self-Service Guides for Staff (<u>http://www.csub.edu/selfservice/guides/Staff/index.shtml</u>)
- Check with your department admin or timekeeper, if appropriate
- Check with your manager
- Email Human Resources at 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				
Bereavement/Funeral	Includes eligible immediate family members. Specify the family member in the Comments.				
Jury Duty	Jury Duty when called to serve at a Superior, Municipal or District Court. Must turn into Payroll the official Jury Duty proof of service.				
No Leave Taken	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.				
Personal Holiday	One day off that is granted as of January 1st each calendar year. Usage is at the employees' discretion with supervisor approval.				
Bereavement/Funeral	Upon request, bereavement/funeral leave may be supplemented with an employee's own sick leave credits. Specify the family member in the Comments.				
Sick - Family Care	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.				
Sick - Self	Sick leave chargeable to employee sick leave balance, physician statement required when absent 5 or more consecutive days.				
Vacation	Vacation time chargeable to vacation balance, when approved by the appropriate administrator.				



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					
Submitted	Employee submitted the absence					
Reviewed	Timekeeper or Manager reviewed the absence					
Needs Correction	Timekeeper or Manager identified the absence as needing correction					
Approved	Manager approved the absence					
In Process	Manager approved the absence or the Absence calculation is processing the absence.					
Finalized	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.

WTU	<u>FTE</u> TIMEBASE	AM STANDARD DAILY HOURS	AM STANDARD WEEKLY HOURS	WTU	<u>FTE</u> TIMEBASE	<u>AM</u> <u>STANDARD</u> <u>DAILY</u> HOURS	<u>AM</u> <u>STANDARD</u> <u>WEEKLY</u> HOURS
0.25	0.0167	0.13	0.67	7.75	0.5167	4.13	20.67
0.50	0.0333	0.27	1.33	8.00	0.5333	4.27	21.33
0.75	0.0500	0.40	2.00	8.25	0.5500	4.40	22.00
1.00	0.0667	0.53	2.67	8.50	0.5667	4.53	22.67
1.25	0.0833	0.67	3.33	8.75	0.5833	4.67	23.33
1.50	0.1000	0.80	4.00	9.00	0.6000	4.80	24.00
1.75	0.1167	0.93	4.67	9.25	0.6167	4.93	24.67
2.00	0.1333	1.07	5.33	9.50	0.6333	5.07	25.33
2.25	0.1500	1.20	6.00	9.75	0.6500	5.20	26.00
2.50	0.1667	1.33	6.67	10.00	0.6667	5.33	26.67
2.75	0.1833	1.47	7.33	10.25	0.6833	5.47	27.33
3.00	0.2000	1.60	8.00	10.50	0.7000	5.60	28.00
3.25	0.2167	1.73	8.67	10.75	0.7167	5.73	28.67
3.50	0.2333	1.87	9.33	11.00	0.7333	5.87	29.33
3.75	0.2500	2.00	10.00	11.25	0.7500	6.00	30.00
4.00	0.2667	2.13	10.67	11.50	0.7667	6.13	30.67
4.25	0.2833	2.27	11.33	11.75	0.7833	6.27	31.33
4.50	0.3000	2.40	12.00	12.00	0.8000	6.40	32.00
4.75	0.3167	2.53	12.67	12.25	0.8167	6.53	32.67
5.00	0.3333	2.67	13.33	12.50	0.8333	6.67	33.33
5.25	0.3500	2.80	14.00	12.75	0.8500	6.80	34.00
5.50	0.3667	2.93	14.67	13.00	0.8667	6.93	34.67
5.75	0.3833	3.07	15.33	13.25	0.8833	7.07	35.33
6.00	0.4000	3.20	16.00	13.50	0.9000	7.20	36.00
6.25	0.4167	3.33	16.67	13.75	0.9167	7.33	36.67
6.50	0.4333	3.47	17.33	14.00	0.9333	7.47	37.33
6.75	0.4500	3.60	18.00	14.25	0.9500	7.60	38.00
7.00	0.4667	3.73	18.67	14.50	0.9667	7.73	38.67
7.25	0.4833	3.87	19.33	14.75	0.9833	7.87	39.33
7.50	0.5000	4.00	20.00	15.00	1.0000	8.00	40.00



Acknowledgements

CSUB PeopleSoft Trainer prepared this quick reference guide for the Absence Management Self-Service implementation at 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 Retrieved 5/4/2011

• 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

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