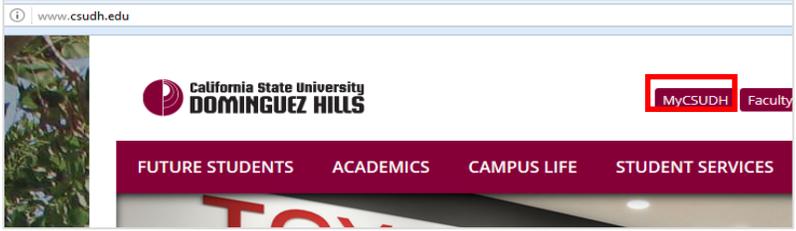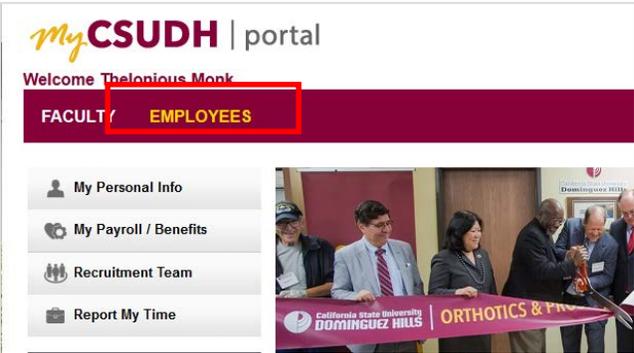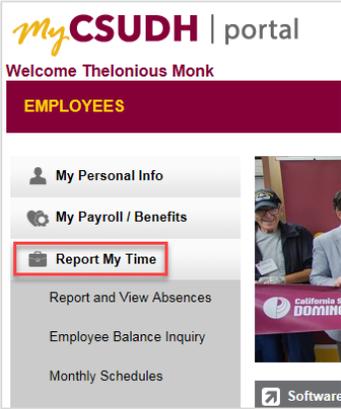# ABSENCE MANAGEMENT
EMPLOYEE GUIDE

CONTENTS

OVERVIEW

As of March 2017, the campus will implement the CSU Absence Management module which allows time entry to be entered online into the CMS system. All other documentation, such as jury duty certification, is still required. There are three specific roles in the process, other than the Payroll process:

1. **Employees** enter, review, and submit their Absences in self-service for the current period. Employees can delete Absences when they are in the status of "Submitted" or "Needs Correction". Employees may also be required to delete and re-enter absences based on notifications from Timekeepers and/or Managers.
   DEADLINES: ABSENCES FOR THE CURRENT PAY PERIOD MUST BE ENTERED BY THE 25TH OF EACH MONTH. ABSENCES FOR FUTURE PAY PERIODS MAY BE ENTERED AT ANY TIME.

2. **Timekeepers** review the Absences for accuracy and update the Absence status to "Reviewed" for correct Absences or "Needs Correction" which generates a notification to the employee to correct the Absence. Timekeepers may enter an Absence on an employee's behalf which automatically updates to a status of "Reviewed".
   DEADLINES: ABSENCES FOR THE CURRENT PAY PERIOD MUST BE COMPLETED BY THE END OF EACH MONTH.

3. **Managers/Approvers** approve absences which have been entered by employees and reviewed by Timekeepers. Managers may also enter an Absence on an employee's behalf. Absences entered by Managers are automatically updated to a status of "Approved" and cannot be corrected by the employee or timekeeper. *Employees automatically receive an email notification when an Absence is entered on their behalf, but not when the Absence is approved.*

   DEADLINES: APPROVAL OF ABSENCES FOR THE CURRENT PAY PERIOD MUST BE COMPLETED BY THE 5TH OF THE MONTH FOLLOWING THE PERIOD.

4. **Payroll** processes approved absences, makes corrections to entries, enters all Catastrophic Donation entries, reviews comments and finalizes the absences and accruals. Not all entries by Payroll will create an email notification.
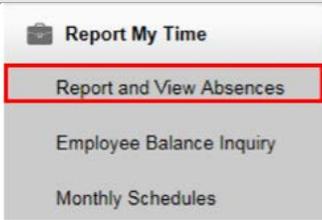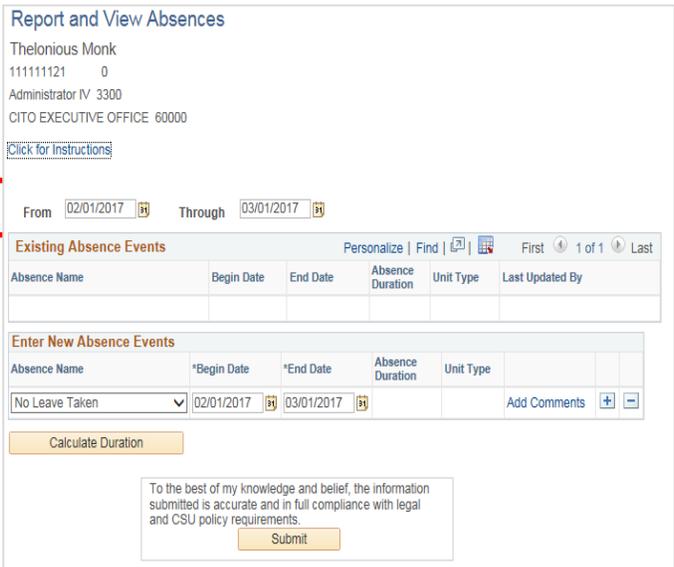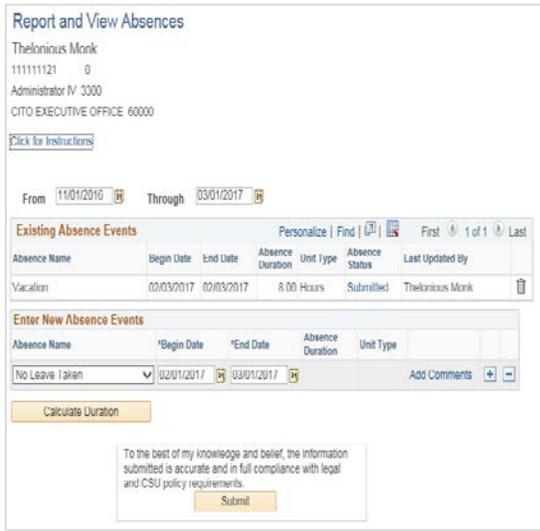
1. LOG INTO PEOPLESOFT THROUGH THE PORTAL

STEP	ACTION	SCREENSHOT
1	Login to **MyCSUDH** Portal at https://www.csudh.edu Click the MyCSUDH button on the top right of the screen.	
2	Login to **PeopleSoft** Enter your **User ID, Password** and click the "**Sign In**" button	
3	Click "**Employee**" tab Next click "**Report My Time**" button	
4	Three links will appear: • **Report and View Absences** • **Employee Balance Inquiry** • **Monthly Schedules**	

1. VIEW REPORTED ABSENCES

STEP	ACTION	SCREENSHOT
1	*The Report and View Absences page is used to enter time off such as 'Vacation' and 'Sick'.* At the MyCSUDH portal, click on "**Report and View Absences**"	Report My Time Report and View Absences Employee Balance Inquiry Monthly Schedules
2	The "**Report and View Absences**" page is displayed. *Dates will default to the current month. If entering or viewing absences for a prior month, enter the appropriate 'From' date.* To view historical or future data, change the From and/or Through date(s) and tab out to refresh the data.	Report and View Absences Thelonious Monk 111111121 0 Administrator IV 3300 CITO EXECUTIVE OFFICE 60000 Click for Instructions From 02/01/2017 Through 03/01/2017 **Existing Absence Events** Personalize | Find | First 1 of 1 Last Absence Name / Begin Date / End Date / Absence Duration / Unit Type / Last Updated By **Enter New Absence Events** Absence Name / *Begin Date / *End Date / Absence Duration / Unit Type No Leave Taken 02/01/2017 03/01/2017 Add Comments + − Calculate Duration To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. Submit
3	Reported absence events that fall within the requested time period display as existing absence events.	Report and View Absences Thelonious Monk 111111121 0 Administrator IV 3300 CITO EXECUTIVE OFFICE 60000 Click for Instructions From 11/01/2016 Through 03/01/2017 **Existing Absence Events** Personalize | Find | First 1 of 1 Last Absence Name / Begin Date / End Date / Absence Duration / Unit Type / Absence Status / Last Updated By Vacation 02/03/2017 02/03/2017 8.00 Hours Submitted Thelonious Monk **Enter New Absence Events** Absence Name / *Begin Date / *End Date / Absence Duration / Unit Type No Leave Taken 02/01/2017 03/01/2017 Add Comments + − Calculate Duration To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. Submit

2. REPORTING "NO LEAVE TAKEN"

Employees enter absences using the Absence Management Self Service page. These entries are then verified by either a timekeeper or approving manager and marked as "Approved" or "Needs Correction".

All employees are required to report "No Leave Taken" if they have no absences to report for the pay period. "No Leave Taken" should only be used if there was no time taken off work during the period. It cannot be reported with any other absence event in the same period.

STEP	ACTION	SCREENSHOT
1	From the MyCSUDH portal: Click on "**Report and View Absences**"	
2	The "**Report and View Absences**" page is displayed. "From" and "Through" dates are defaulted to the current month ***Dates will default to the current month. If entering or viewing absences for a prior month, enter the appropriate 'From' date.*** The Absence Name defaults to "No Leave Taken" and the Begin and End Dates default to the current absence period	
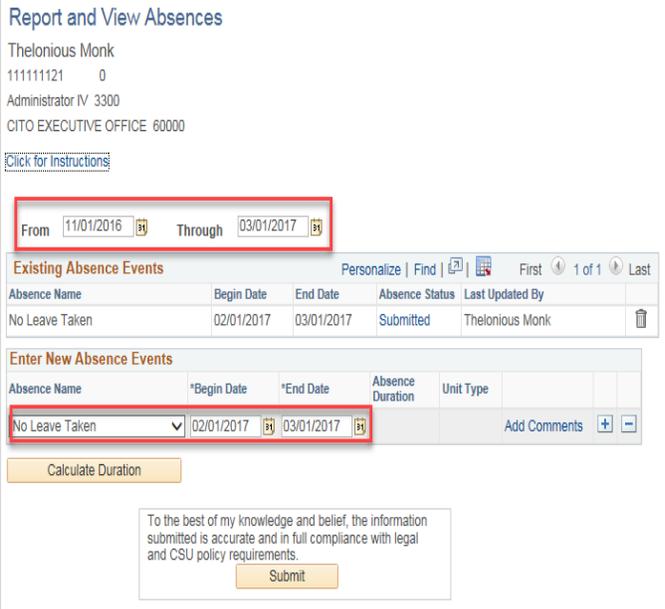
STEP	ACTION	SCREENSHOT
3	Verify the accuracy of the **Absence Name**, **Begin Date and End Date** and if required, change the **Begin and End dates** If accurate, click on the "**Submit**" button to submit the "No Time Taken" absence for approval	
4	Click "**OK**" on the confirmation page	
5	The "**No Leave Taken**" submission shows as an existing absence event with an absence status of "Submitted".	

3. REPORT ABSENCES

Please see Appendix A for applicable Types.

STEP	ACTION	SCREENSHOT
1	From the MyCSUDH portal: Click on "**Report and View Absences**"	Report My Time Report and View Absences Employee Balance Inquiry Monthly Schedules
2	The "Report and View Absences" page is displayed. "From" and "Through" dates are defaulted to the current month **To view historical or future data, change the From and/or Through date(s) and tab out to refresh the data**	Report and View Absences Thelonious Monk 111111121 0 Administrator IV 3300 CITO EXECUTIVE OFFICE 60000 Click for Instructions From 02/01/2017 Through 03/01/2017 Existing Absence Events Enter New Absence Events No Leave Taken 02/01/2017 03/01/2017 Add Comments Calculate Duration To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. Submit
3	Select the appropriate Absence Name from the pull down menu **The Begin and End dates are both set to the first day of the current period** **If applicable (i.e. vacation, sick), the available hours balance is displayed in the Balance column**	Report and View Absences Thelonious Monk 111111121 0 Administrator IV 3300 CITO EXECUTIVE OFFICE 60000 Click for Instructions From 02/01/2017 Through 03/01/2017 Existing Absence Events Enter New Absence Events Sick - Family Care 02/01/2017 02/01/2017 1560 None Hours Add Comments Calculate Duration To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. Submit
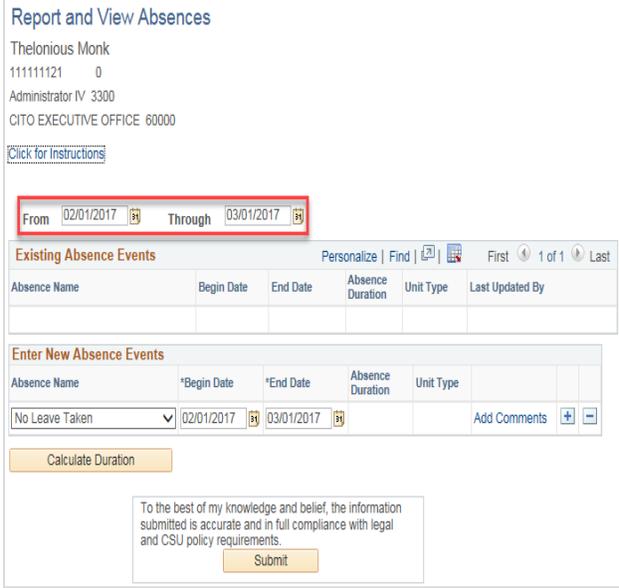
STEP	ACTION	SCREENSHOT
4	Select/enter the **Begin and End dates**	
5	If only part of a workday was taken off, select **Partial Hours** from the **Partial Days** drop-down and enter the number of hours in the "Hours Per Day" field.	
6	Click on the "**Calculate Duration**" button and validate that the correct number of taken hours displayed in the "Absence Duration" field When an absence requiring a comment is selected, the "**Add Comments**" link will turn red Click the "**Add Comments**" link to open the comments page	

STEP	ACTION	SCREENSHOT
7	Enter the appropriate comments **Note: Be brief and professional when adding comments** Click "**Save Comments**" when all information is entered and click on "**Return to Entry Page**"	**Absence Event Comments** Enter comments to be associated with the absence event and click the Save Comments button to save them. To return without saving click the Return to Entry Page link. Please enter relationship of family member: Child Save Comments Return to Entry Page
8	**TO ENTER ANOTHER ABSENCE** Click on the plus **(+)** button to add another row and proceed as instructed above until you have entered all absences **Note: If you enter a row in error (+), click on the minus (-) button on that row to delete it prior to submitting.**	Report and View Absences Thelonious Monk 111111121 0 Administrator IV 3300 CITO EXECUTIVE OFFICE 60000 Click for Instructions From 02/01/2017 Through 03/01/2017 Existing Absence Events — Personalize	Find — First 1 of 1 Last Absence Name — Begin Date — End Date — Absence Duration — Unit Type — Last Updated By Enter New Absence Events Absence Name — *Begin Date — *End Date — Balance — *Partial Days — Hours per Day — Absence Duration — Unit Type Sick - Family Care — 02/03/2017 — 02/03/2017 — 1560 — Partial Hours — 4.00 — 4.00 Hours — Edit Comments + − Calculate Duration To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. Submit
9	Review the information carefully and click on the "**Submit**" button to submit an absence for approval	Report and View Absences Thelonious Monk 111111121 0 Administrator IV 3300 CITO EXECUTIVE OFFICE 60000 Click for Instructions From 02/01/2017 Through 03/01/2017 Existing Absence Events — Personalize	Find — First 1 of 1 Last Absence Name — Begin Date — End Date — Absence Duration — Unit Type — Last Updated By Enter New Absence Events Absence Name — *Begin Date — *End Date — Balance — *Partial Days — Hours per Day — Absence Duration — Unit Type Sick - Family Care — 02/03/2017 — 02/03/2017 — 1560 — Partial Hours — 4.00 — 4.00 Hours — Edit Comments + − Sick - Family Care — 02/06/2017 — 02/06/2017 — 1556 — None — — Hours — Add Comments + − Calculate Duration To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. Submit

STEP	ACTION	SCREENSHOT
10	Click "**OK**" on the confirmation page	
11	The submissions show as an existing absence event with an absence status of "**Submitted**".	
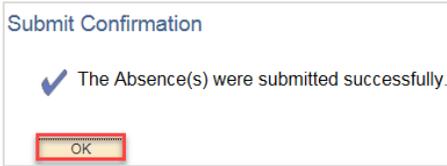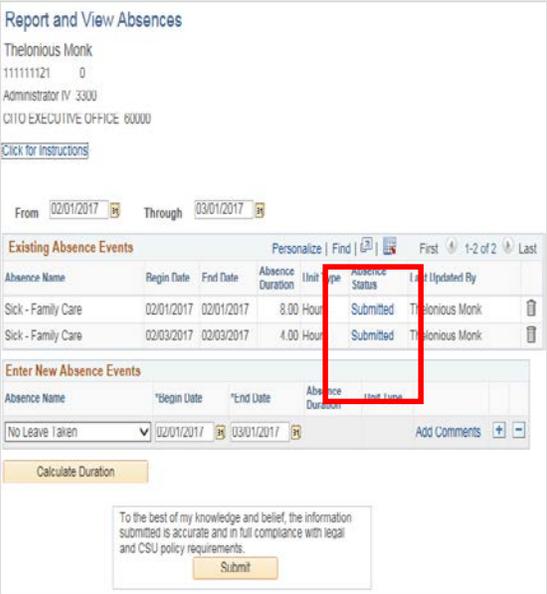
4. DELETING REPORTED ABSENCES

STEP	ACTION	SCREENSHOT
1	From the MyCSUDH portal: Click on "**Report and View Absences**"	
2	Enter the "**From**" and "**Through**" dates Tabbing out of the date field will cause the page to refresh	
3	Absences that have not been reviewed, approved or finalized can be deleted by clicking on the "Trashcan" icon	

STEP	ACTION	SCREENSHOT
4	Click "**Yes**" to confirm deletion or "**No**" to cancel deletion.	**Confirm Delete** ✔ Click **Yes** to Delete this Absence Event Absence: **Sick - Family Care** Begins: **2/3/2017** Ends: **2/3/2017** [Yes] [No]
5	If you do not see the "Trashcan" icon next to the entry you would like to delete, contact your timekeeper or manager for further instruction.	Report and View Absences Thelonious Monk 111111121 0 Administrator IV 3300 CITO EXECUTIVE OFFICE 60000 Click for Instructions From 02/01/2017 Through 03/01/2017 **Existing Absence Events** Personalize	Find	First 1 of 1 Last Absence Name Begin Date End Date Absence Duration Unit Type Last Updated By **Enter New Absence Events** Absence Name *Begin Date *End Date Absence Duration Unit Type No Leave Taken 02/01/2017 03/01/2017 Add Comments + - [Calculate Duration] To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. [Submit]
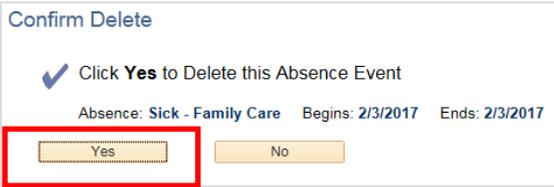
5. VIEW LEAVE BALANCES

STEP	ACTION	SCREENSHOT
1	From the MyCSUDH portal: Click on "**Employee Balance Inquiry**"	
2	There are three tabs of information on the "Employee Balance Inquiry" page: • **Absence Balances** • **Compensatory Time** • **State Service for Absence**	
3	To view additional details on your balances, click the "**Details**" Icon.	
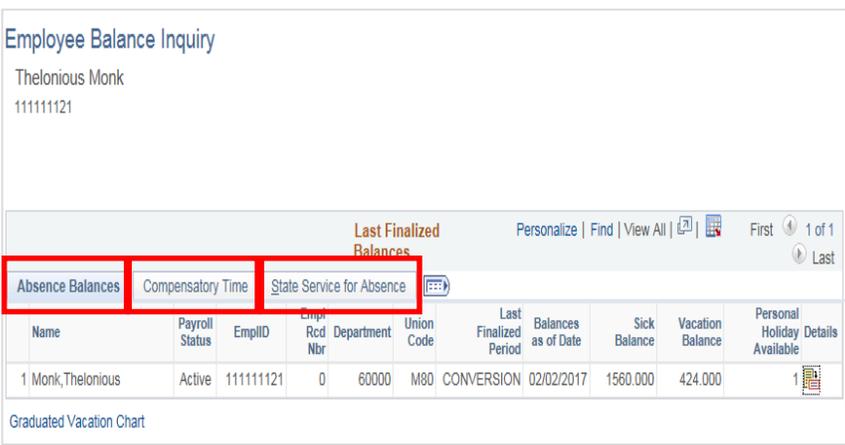
STEP	ACTION	SCREENSHOT
4	Select a tab to view details relating to each balance type. To return to the previous page click the "**Return**" button.	
5	To view information on leave accrual rates, click the "**Graduated Vacation Chart**" link.	
6	**The "Graduated Vacation Chart" shows how much leave you accrue each month based on your years of service.** Press the Esc key on the keyboard to go back.	

6. VIEW MONTHLY SCHEDULE

STEP	ACTION	SCREENSHOT
1	From the MyCSUDH portal: Click on "**Monthly Schedules**"	
2	Use the blue hyperlinks to navigate the months.	
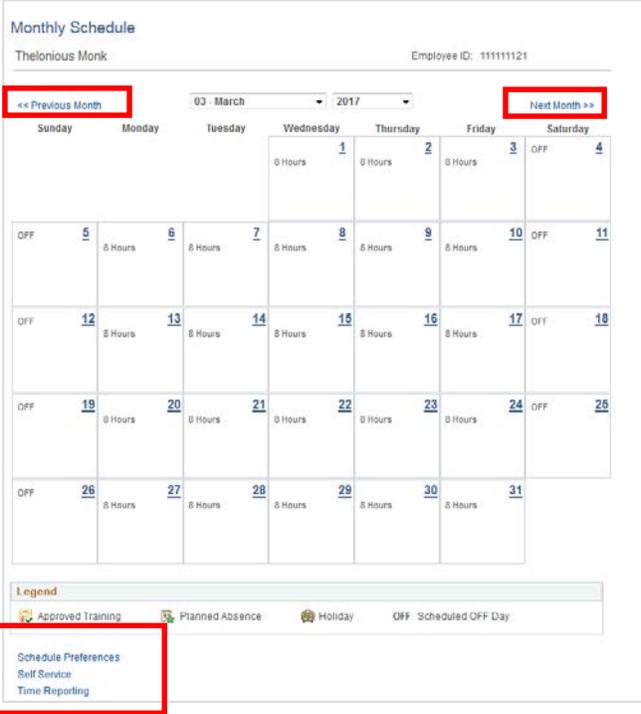
7. APPENDIX A

Below are Absence Take types that are available. Eligibility is based on an employee's collective bargaining unit.

Please Note: Not all takes in the list below will appear for every employee. They depend upon CBID, etc.

ABSENCE TAKE	DESCRIPTION	USE PARTIAL HOURS OR SCHEDULED HOURS	CONSIDERATIONS
CTO AT EARN	CTO Premium Earn	Partial Hours Only	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.
CTO AT TAKE	CTO Take	Partial Hours or Scheduled Hours	Usage of banked compensatory time.
DCK AT DOCK	Dock	Partial Hours or Scheduled Hours	Leave that has been taken after all accruals have been exhausted. 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.
FL ATFUNERAL	Bereavement/Funeral	Partial Hours or Scheduled Hours	Includes eligible immediate family members. Specify the family members in the Comments.
HCR AT EARN	Holiday Credit Earn	Partial Hours Only	Used when an employee works on a holiday and is due additional time off.
HCR AT USAGE	Holiday Credit Take	Partial Hours or Scheduled Hours	When using holiday credit that is on the system.
HCT AT EARN	Holiday CTO Earn	Partial Hours Only	Used when an employee works on a holiday and is due additional time off.
JD AT JURY	Jury Duty	Partial Hours or Scheduled Hours	Jury Duty when called to serve at a Superior, Municipal or District Court. Must turn into Payroll the official Jury Duty proof of service
MPA AT MAT	Maternity/Paternity	Partial Hours or Scheduled Hours	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.
NO LEAVE TAKEN	No Leave Taken	Scheduled Hours	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.
PH AT PER HOL	Personal Holiday	Partial Hours or Scheduled Hours	One day off that is granted as of January 1st each calendar year. Usage is at the employee discretion with supervisor approval.
PL AT PARENT	Parental Leave	Partial Hours or Scheduled Hours	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.
SCK AT DEATH	Sick - Bereavement	Partial Hours or Scheduled Hours	Upon request, bereavement/funeral leave may be supplemented with an employee's own sick leave credits. Specify the family member in the Comments.

ABSENCE TAKE	DESCRIPTION	USE PARTIAL HOURS OR SCHEDULED HOURS	CONSIDERATIONS
SCK AT FAMILY	Sick - Family Care	Partial Hours or Scheduled Hours	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.
SCK AT SELF	Sick - Self	Partial Hours or Scheduled Hours	Sick leave chargeable to employee sick leave balance. Physician statement required when absent 5 or more consecutive days.
VAC AT VAC	Vacation	Partial Hours or Scheduled Hours	Vacation time chargeable to vacation balance when approved by the appropriate administrator.