# ABSENCE MANAGEMENT MANAGER GUIDE



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#### 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:

- 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.	Image: State University       Image: State University         Image: State University       Image: State University
2	Login to PeopleSoft Enter your User ID, Password and click the "Sign In" button	https://my.csudh.edu/psp/paaprd/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST         Image: CSUDH   portal         Signon         User ID         Password         Sign In         HELPFUL GUEST LINKS         Activate Account / New User
3	If required, click "Employees" tab	Welcome Sir James Charles EMPLOYEES My Personal Info My Payroll / Benefits Report My Time Approve Time
4	Click on the "Approve Time " button and the following three options appear: • Approve Reported Absences • Manager Balance Inquiry • Manager Absence Entry Proceed with the steps described in section 2	Welcome Sir James Charles   EMPLOYEES <ul> <li>My Personal Info</li> <li>My Payroll / Benefits</li> <li>Report My Time</li> </ul> <ul> <li>Approve Time</li> <li>Approve Reported Absences</li> <li>Manager Absence Entry</li> </ul>





# 2. REVIEW AND APPROVE REPORTED ABSENCES FOR DIRECT REPORTS

Managers must approve all absence and no leave taken entries for their direct report employees. This can be done throughout the month, or at the end of the month. The approvals must be done prior to the Payroll Office running their processing for the month. Please adhere to any deadlines to ensure timely processing.

STEP	ACTION	SCREENSHOT							
1	From the MyCSUDH portal, click on "Approve Reported Absences"	Approve Time Approve Reported Absences Manager Balance Inquiry Manager Absence Entry							
2 a	At the employee selection page: Check individual boxes in the 'Select' column for the employee(s) to review and approve Click the "Continue" button <b>OR</b>	Approve Reported Absences Sir Charles Octor Octor Sir Charles Octor Octo							
2 b	Click on the "Select All" button to check all employees listed Click the "Continue" button	Approve Reported Absences Sir Charles Citk for Instructions							





STEP	ACTION	SCREENSHOT
3 а	If appropriate, check the "Approve" checkbox for each employee <b>OR</b>	Approve Reported Absences Sir Charles
		Click for Instructors
		Existing Absence Events Personalce   Find   🖓   📮 First 🛞 1-3 of 3 🛞 Last
		1 111111115 0 Harcock,Herbie Sick-Self 0.2022/2017 0.2022/017 8.00000 Hours  2 11111115 0 Harcock,Herbie Sick Self 0.2012/2017 0.2012/2017 8.00000 Hours  ☐ Reviewed → Add Comment
		3 111111113 0 Holday,Bille Vacation 020802017 020802017 8.00000 Hours Area Vacation 020802017 020802017
		Select All Despect All Submit
2 h	Click on the "Coloct All" button	Return to Employee List Approve Reported Absences
3 b	Click on the "Select All" button to select all entries	Sir Charles
		Click for Instructions
		Existing Absence Events Personalize   Find 1/31, E22 First () 1-3 of 3 () Last Emplitio Riccii Name Advence Name Begin Dute End Date Donation Unit Typ Approve Periew Status Add Comment
		1 111111115         I напоскі, Ниезнія         SexiSait         02/02/2017         28/02/2017         8 000000         Human         Add Comment           2 111111115         Hancock, Herbine         Sick - Sait         02/01/2017         02/01/2017         8 000000         Human         Add Comment
		3 111111113 0 Holday,Dille Vacadon 02002017 (22052017 8 00000 Hours ☑ briesed ✓ Add Comment
		Return to Employee List
4	<ul> <li>If a reported absence contains an error, the Review Status can be used to inform the employee of a needed corrective action</li> <li>Select "Needs Corr" and once submitted the employee will receive an e- mail advising them of such</li> <li>Use the "Add Comment" field to explain the needed correction</li> <li>Selecting <i>Reviewed</i> will keep the absence showing on this page for future reference, but will not approve the absence</li> <li>The "Entry Comments" link will open a page showing comments entered by the person when the absence report was entered</li> </ul>	Existing Absence Events       Personalize   Find   []]       First ()       1.2 of 2         Emplib       Rodif Name       Absence Name       Begin Date       End Date       Duration       Unit Type Approve       Review Status       Entry Comments       Add ()         1       111111121       Monk, Thelonious       Care       O2/13/2017       8.00000 Hours       I)       Entry Comments       Add ()         2       111111121       Monk, Thelonious       Sick - Family       02/03/2017       4.00000 Hours       I)       Entry Comments       Add ()         Select.All       Deselect.All       Submit       Interviewed       Interviewed       Interviewed         Return to Employee List       Select.All       Deselect.All       Select.All       Select.All
	Click the "Submit" button to submit approvals or status changes	





STEP	ACTION	SCREENSHOT
5	An approval confirmation message will appear	Approval Confirmation Vour Absence Events were approved and any Review Status
	Click "OK"	changes were saved.
6	If all pending absences have been approved, the confirmation will look a little different with a message indicating all absence events have been approved	<ul> <li>Approval Confirmation</li> <li>Your Absence Event was approved and any Review Status changes were saved.</li> <li>All the Absent Events from your selection have been approved. You will now be returned to the Approve Reported Absences page.</li> </ul>
	Click the "OK" button to proceed	ОК
7	A final message may be displayed indicating that there is no absences to approve if you return to the "Approve Reported Absences" page	<ul> <li>None of the employees you selected have Submitted absence/time entries waiting for approval.</li> </ul>
	Click "OK" to continue.	

#### 3. APPROVE DIRECT REPORTS EMPLOYEES

In a manager's absence, entries still need to be approved and/or made for their direct reports. System security allows a manager to see and work with all employees that report directly to them AND to see and work with any employees that report to managers that report to them.

If a manager is out and cannot manage their direct report absences, their manager can approve and enter absences on their behalf. In order for a manager to access one of their direct reports direct reports, they should select the drill icon at the employee list to drill down to a manager's direct reports.





STEP	ACTION					SC	REE	NSHOT				
1	From the MyCSUDH portal:	Approve Time										
	Click on "Approve Reported Absences"				orted Absence nce Inquiry	es						
			Manage	er Abse	ence Entry							
2	On the list of direct reports, all direct reports who have employees reporting to them will	Appro Sir Ch	ove Reported	Absence	S							
			Instructions					Barrowsina I Find	More 481 62	1. 19	Evel 4 1.10 of 10	(i) I well
	have a 👪 icon in the last	Click fo Employ	ees Engl	Current Period	Name	Status	Dept ID	Personalize   Find		Job Code	First 🚯 1-10 of 10 Job Title	Last
		Employ	ees Empl ID Empl Rcd	Period Absence			1	Dept Name	Position	Job Code	Job Title	V Last
	have a icon in the last column to the right. Select the	Employ Select	ees Empl ID Empl 111111120 0	Period Absence Appr	Armstrong,Louis	Active	Dept 10 20000 50000	Dept Name PROVOST VPAA	Position 00000122	Job Code 3300	Job Title Administrator IV	2
	have a icon in the last column to the right. Select the icon to drill down to the	Employ Select	ees Empl ID Empl Rcd	Period Absence	Armstrong,Louis Brubeck,Dave		20000	Dept Name PROVOST VPAA UNIVERSITY ADVANCEMENT	Position	Job Code 3300 3300	Job Title	الله المعال الله الله الله الله الله الله الله ا
	have a icon in the last column to the right. Select the	Employ Select	ees Empl ID Empl 111111120 0 111111122 0	Period Absence Appr None	Armstrong,Louis	Active Active	20000	Dept Name PROVOST VPAA UNIVERSITY ADVANCEMENT	Position 00000122 00001488	Job Code 3300 3300 3306	Job Title Administrator IV Administrator IV	2
	have a icon in the last column to the right. Select the icon to drill down to the	Employ Select	ees Empl ID Empl 111111120 0 1111111122 0 111111117 0	Appr None None	Armstrong,Louis Brubeck,Dave Carter,Betty	Active Active Active	20000 50000 10410	Dept Name PROVOST VPAA UNIVERSITY ADVANCEMENT ATHLETICS ADMIN	Position 00000122 00001488 00000542	Job Code 3300 3300 3306 3300	Job Title Administrator IV Administrator IV Administrator III	A A A
	have a icon in the last column to the right. Select the icon to drill down to the	Employ Select	ees Empl ID Engl 111111120 0 111111122 0 111111117 0 111111119 0	Appr Appr None None None	Armstrong,Louis Brubeck,Dave Carter,Betty Coltrane,John	Active Active Active Active	20000 50000 10410 30000	Dept Name PROVOST VPAA UNIVERSITY ADVANCEMENT ATHLETICS ADMIN VP ADMINISTRATION & FINANCE	Position 00000122 00001488 00000542 00000293	Job Code 3300 3300 3306 3300 3306	Job Title Administrator IV Administrator IV Administrator III Administrator IV	M M M M
	have a icon in the last column to the right. Select the icon to drill down to the	Employ Select	ees Empi ID Engl 111111120 0 111111122 0 1111111127 0 111111119 0 111111119 0	Peniod Absence Appr None None None	Armstrong,Louis Brubeck,Dave Carter,Betty Coltrane,John Davis,Miles	Active Active Active Active Active	20000 50000 10410 30000 10000	Dept Name PROVOST VPAA UNIVERSITY ADVANCEMENT ATHLETICS ADMIN VP ADMINISTRATION & FINANCE PRESIDENTS OFFICE PRESIDENTS OFFICE	Position 00000122 00001488 00000542 00000293 00002733	Job Code 3300 3300 3306 3300 3306 3306	Job Title Administrator IV Administrator IV Administrator III Administrator IV Administrator III	A A A A
	have a icon in the last column to the right. Select the icon to drill down to the	Employ Select	Empt ID         Empt Red           11111120         0           11111122         0           111111122         0           111111122         0           111111112         0           111111112         0           111111112         0	Penod Absence Appr None None None None	Armstrong, Louis Brubeck, Dave Carter, Betty Coltrane, John Davis, Miles Fitzgerato, Ella	Active Active Active Active Active Active	20000 50000 10410 30000 10000 10000	Dept Name PROVOST VPAA UNIVERSITY ADVANCEMENT ATHLETICS ADMIN VP ADMINISTRATION & FINANCE PRESIDENTS OFFICE PRESIDENTS OFFICE	Position 00000122 00001488 00000542 00000293 00002733 00002986	Job Code 3300 3300 3306 3306 3306 3306 3305	Job Title Administrator IV Administrator IV Administrator III Administrator III Administrator III Administrator III	A A A A A
	have a icon in the last column to the right. Select the icon to drill down to the	Employ Select	Empt ID         Empt Rod           111111120         0           111111122         0           111111122         0           1111111120         0           11111111100         0           11111111100         0           11111111100         0           111111111111111111111111111111111111	Penod Absence Appr None None None None Appr	Armstrong,Louis Brubeck,Dave Cattor,Botty Coltrane,John Davis,Miles Fitzgerald,Ella Hancock,Herbin	Active Active Active Active Active Active Active	20000 50000 10410 30000 10000 10000 10000	Dept Name PROVOST VPAA UNIVERSITY ADVANCEMENT ATHLETICS ADMIN VP ADMINISTRATION & FINANCE PRESIDENTS OFFICE PRESIDENTS OFFICE PRESIDENTS OFFICE	Position 00000122 00001488 00000542 00000293 00002733 00002966 00002965	Job Code 3300 3300 3306 3306 3306 3306 3318 1148	Job Title Administrator IV Administrator IV Administrator III Administrator III Administrator III Administrator III Administrator I	
	have a icon in the last column to the right. Select the icon to drill down to the	Employ select	ees Empl ID Empl 111111120 0 111111122 0 1111111120 0 1111111110 0 1111111110 0 1111111110 0 11111111	Peniod Absence Appr None None None None Appr Appr	Armstrong Louis Brubeck, Dave Cartor, Botty Cartor, Botty Coltrane, John Davis, Miles Fitzgerald, Ella Hancock, Herbio Hollday, Billie	Active Active Active Active Active Active Active Active	20000 50000 10410 30000 10000 10000 10000 40000	Dept Name PROVOST VPAA UNIVERSITY ADVANCEMENT ATHLETICS ADMIN VP ADMINISTRATION & FINANCE PRESIDENTS OFFICE PRESIDENTS OFFICE PRESIDENTS OFFICE PRESIDENTS OFFICE	Position 00000122 00001488 00000542 00000293 0000293 00002935 00002705 00002705	Job Code 3300 3300 3306 3306 3306 3306 3318 1148 3300	Job Title Administrator IV Administrator IV Administrator III Administrator III Administrator III Administrator II Presidential Aide	





STEP	ACTION	SCREENSHOT
3	The selected employee's direct reports list now displays. Manage approving these employees' absences exactly as directed in	Approve Reported Absences Billie Holiday Oitk for instructions Employees Personalize   Find   View AB   [29]  Find () 1 of 1 (0) Last
	section 2 above.	Select Empl ID Empl And Anne Status Dept ID Dept Name Position Job Code Job Title
		Image: 111111116 0         Sub         Getz,Stan         Aztwa         10000         PRESIDENTS OFFICE         00002669         1170         Cridinal Office Support 12 Mo
		Select All     Deselect All     Continue

#### 4. ENTER AND VIEW REPORTED ABSENCES FOR AN EMPLOYEE

Managers can enter and view reported absences for their direct reports and direct reports of managers reporting to them. Absences submitted on behalf of an employee by a Manager are entered with an "Approved" absence status.

STEP	ACTION	SCREENSHOT
1	From the MyCSUDH portal:	Approve Time
	Click on "Monogor Abconco	Approve Reported Absences
	Click on "Manager Absence Entry"	Manager Balance Inquiry
		Manager Absence Entry





	ACTION SCREENSHOT												
2	At the employee selection page select an employee and click the "Continue" button												
		Employee	\$					Personalize   Fin	d I View All I		First 1-10 of	10 () Last	
		in the second second	Empl ID Empl	Current Period	Name 5	tatus E	Dept ID D		Position	Job Code	Job Title	IV CON	
	NOTE: EMPLOYEES THAT			Absence				PROVOST VPAA					
	<b>REPORT TO A MANAGER'S</b>		111111120 0	Appr				INVERSITY ADVANCEMENT	00000122		Administrator IV Administrator IV		
	DIRECT REPORTS CAN BE	and the second s	111111117 0	None				ATHLETICS ADMIN	00000542		Administrator III		
		a familie	11111119 0	None	Coltrane, John A	ctive 3	30000	P ADMINISTRATION & FINANCE	00000293	3300	Administrator IV	25	
	ACCESSED VIA THE		11111114 0	None	Davis,Miles A	ctive 1	10000 F	PRESIDENTS OFFICE	00002733	3306	Administrator III	<b>m</b>	
		123	111111112 0	None	Pitzgerald,Ella A	ctive 1	10000 F	PRESIDENTS OFFICE	00002866	3306	Administrator III		
	ICON	1000	111111115 0	Appr				PRESIDENTS OFFICE	00002705		Administrator I	m	
			111111113 0	Sub				PRESIDENTS OFFICE	00000783		Presidential Aide	-	
		and the second s	111111118 D 111111121 D	None				VICE PRESISTUDENT AFFAIRS	00001966		Administrator IV Administrator IV	a a	
			11111121.0	None	Monic, Theionious A	cove e	60000 C	UTO EXECUTIVE OFFICE	00002011	3300		First &	
	Absences" page is displayed	Betty C			mployee Abser								
	"From" and "Through" dates are defaulted to the current month. To view historical or	11111111 Administr ATHLET		10410									
	"From" and "Through" dates are defaulted to the current	1111111 Administr ATHLETI Click for I	17 0 rator III 330 ICS ADMIN Instructions	10410 17 अ	Through 03/01/								
	"From" and "Through" dates are defaulted to the current month. To view historical or future data, change the From	1111111 Administr ATHLETI Click for I	17 0 rator III 330 ICS ADMIN Instructions	10410 17 अ	Through 03/01/.			Personalize   Find		Fit	rst 🕚 1 of	1 🛞	Last
	"From" and "Through" dates are defaulted to the current month. To view historical or future data, change the From	1111111 Administr ATHLETI Click for I	17 0 rator III 330 ICS ADMIN Instructions 02/01/20 IG Absenc	10410 17 अ	Through 03/01/	2017		Absonse	[2]		rst 🕚 1 of Ipdated By	1 🕑	Last
	"From" and "Through" dates are defaulted to the current month. To view historical or future data, change the From	1111111 Administi ATHLETI Click for From EXISTI Absence	17 0 rator III 330 ICS ADMIN Instructions 02/01/20 IG Absenc	10410	Through 03/01/ S Begin Date	2017	31	Absence				1 🕑	Last
	"From" and "Through" dates are defaulted to the current month. To view historical or future data, change the From	1111111 Administi ATHLETI Click for From EXISTI Absence	17 0 rator III 330 ICS ADMIN Instructions 02/01/20 IG ADSENC Name	10410	Through 03/01/ S Begin Date	2017 Enc	31	Absence Duration Un				•	Last
	"From" and "Through" dates are defaulted to the current month. To view historical or future data, change the From	1111111 Administr ATHLETI Cilck for From Existin Absence Enter N Absence	17 0 rator III 330 ICS ADMIN Instructions 02/01/20 IG ADSENC Name	10410	Through 03/01/ s Begin Date	2017 Enc	d Date	Absence Duration Un Absence Duration	it Type	Last U		r1 🕑 I	
	"From" and "Through" dates are defaulted to the current month. To view historical or future data, change the From	1111111 Administr ATHLETI Click for Existin Absence Enter N Absence No Leav	17 0 rator III 330 ICS ADMIN INStructions 02/01/20 Name Iew Absen Name	10410	Through 03/01/ S Begin Date the segin Date	2017 Enc	d Date	Absence Duration Un Absence Duration	it Type	Last U	lpdated By		
	"From" and "Through" dates are defaulted to the current month. To view historical or future data, change the From	1111111 Administr ATHLETI Click for Existin Absence Enter N Absence No Leav	17         0           rator III         330           ICS ADMIN         INSTRUCTIONS           02/01/20:         02/01/20:           Ig Absent         Name           lew Absent         Name           ve Taken         Ve Taken	10410	Through 03/01/. S Begin Date  *Begin Date  02/01/2017	2017 Enc *End 0 3/0 edge al d in ful ients.	d Date	Absence Duration Un Absence Duration 7 7 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	it Type	Last U	lpdated By		





STEP	ACTION	SCREENSHOT
4	Enter necessary absence information for the employee: • Absence Name,	Report and View Employee Absences         Betty Carter         11111117         0         Administrator III 3306         ATHLETICS ADMIN 10410         Click for Instructions
	<ul> <li>Begin Date,</li> <li>End Date,</li> <li>Partial Days</li> <li>Absence Duration</li> </ul>	Existing Absence Events       Personalize   Find   [2]   [2]       First I of 1 I Last         Absence Name       Begin Date       End Date       Duration         Enter New Absence Events       Image: Comparison of the second sec
	Click the "Calculate Duration button" Click the "Submit/Approve" button	Calculate Calculate Submitted is accurate and in full compliance with legal and CSU polition and in full compliance with legal and CSU polition and in full compliance with legal and CSU polition and in full compliance with legal Return to Employee List
5	Click "OK" on the confirmation page.	Submit Confirmation
6	Since the leave was reported by a manager, the leave is reported as "Approved" and no further approval is required.	Report and View Employee Absences         Betty Carter         1111117       0         Administration 19306         Attrictics ADMIN 10410         Circle Instructions         From       2001/2017         To the set of metructions         Existing Absence Events       Personalize   Find   @   Find   of 1   Last         Absence Name       Degin Date         Outcaser At a basence Events       Personalize   Find   @   Find   of 1   Last         Absence Name       Double the Outcaser         Outcaser At a basence Events       Personalize   Find   @   Find   @   Find   @   Find   @   @   @   @   @   @   @   @   @





## 5. REPORT "NO LEAVE TAKEN"

Managers are able to enter employee absences using the Manager Self Service page. All employees are required to report "No Leave Taken" if they have no absences to report for the pay period.

STEP	ACTION	SCREENSHOT
1	From the MyCSUDH portal:	Approve Time
	Click on "Manager Absence Entry"	Approve Reported Absences
		Manager Balance Inquiry
		Manager Absence Entry
		Manager / booned Enary
2	At the employee selection page select an employee and click the "Continue" button	Manager Absence Entry Sir Charles Click for Instructions
		Employees Personalize   Find   Vee Al   [2]   Find ( 10 10 Last Select Emplo Deed Period Name Status Dept D Dept Name Position Job Code Job Title
	Note: Employees that report to a	koence
	manager's direct reports can be	1111111120 0 Appr Amstrong.Louis Active 20000 PRCIVCIST VPAA 00000122 3300 Administrator IV      111111122 0 None Brubeck,Dave Active 50000 UNIVERSITY ADVANCEMENT 00001488 3300 Administrator IV
	accessed via the 📫 icon	I11111122 0         Nome         Bubeck,Dave         Active         50000         UNIVERSITY ADVANCEMENT         00001488         3300         Administrator IV         Emiliar           I11111117 0         Acor         Carlwe Buby         Active         10110         ATHLETICS ADMIN         00000542         3306         Administrator III         Emiliar
		Coltane_John     Active 30000 VP-ADMINISTRATION & FINANCE 00000293 3000 Administrator IV
		111111114 0 None Davis,Miles Active 10000 PRESIDENTS OFFICE 00002733 3306 Administrator III
		IIIIIIIII 0 None Rizgerald.Ella Active 10000 PRESIDENTS OFFICE 00002066 3306 Administrator III
		111111115 0 Appr Hancock,Herble Ardive 10000 PRESIDENTS OFFICE 00002705 3318 Administrator I
		111111113 0 Sub Holday.Billie Active 10000 PRESIDENTS OFFICE 00000783 1148 Presidential Ade
		111111111111118 0 None Lee Peggy Active 40000 VICE PRES STUDENT AFFARS 00001146 3300 Administrator IV      11111111121 0 None Monit Theorema Active 80000 CT10 EXECUTIVE OFFICE 00002011 3300 Administrator IV
		Rect AI





STEP	ACTION	SCREENSHOT
3	"From" and "Through" dates are defaulted to the current month. To view historical or future data, change the From and/or Through date(s)	Report and View Employee Absences         Dave Brubeck         111111122       0         Administrator IV 3300       UNIVERSITY ADVANCEMENT 50000         Click for Instructions       Click for Instructions         From       02/01/2017         Big Date       Personalize   Find   [201]         First © 1 of 1 © Last         Absence Name       Begin Date         Absence Name       Absence         Duration       Unit Type         Last Updated By
		Enter New Absence Events         Absence Name       "Begin Date       "End Date       Absence Duration       Unit Type       Image: Colspan="4">Image: Colspan="4" Image: Colspan="4" Im
4	At the page entry, the Absence Name defaults to "No Leave Taken". The Begin and End dates default to the current absence period. Make changes to the Begin and End Dates if required Review the information carefully and click on the "Submit/Approve" button to submit the absence	Report and View Employee Absences         Dave Brubeck         11111122 0         Administrator IV 3300         UNIVERSITY ADVANCEMENT 50000         Cilck for Instructions         From 02201/2017 (***) Through 0301/2017 (***)         Existing Absence Events         Absence Events         Absence Events         Absence Name         Vold colspan="2">Calculate Duration         To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy representation:         To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy representation:         Return to Employee List





STEP	ACTION	SCREENSHOT	
5	Click "OK" on the confirmation page	Submit Confirmation  The Absence(s) were submitted successfully.	
6	Since the no leave taken was reported by a manager, the no leave taken is reported as "Approved" and no further approval is required.	Report and View Employee Absences         Dave Brubeck         11111122 0         Administrator IV 3300         UNIVERSITY ADVANCEMENT 50000         Cilck for Instructions         From 0201/2017 B         Personalize   Find   [2] [2]         First (*) 1 of 1 (*) Last         Absence Events         Absence Rame         Begin Date       End Date         No Leave Taken       02/01/2017         V 02/01/2017       B) 03/01/2017         No Leave Taken       02/01/2017         V 02/01/2017       B) 03/01/2017         Calculate Duration         No Leave Taken       02/01/2017         V 02/01/2017       B) 03/01/2017         No Leave Taken       02/01/2017         V 02/01/2017       B) 03/01/2017         Vol Leave Taken       02/01/2017         Vol Leave Taken       Vol Leave Taken         Vol Leave Taken         Vol Leave Taken         Vol Leave Taken         Vol Leave Taken <td co<="" td=""></td>	

#### 6. DELETE REPORTED ABSENCES FOR AN EMPLOYEE

Reported absences may only be deleted under certain statuses. "Finalized" absence entries may not be deleted as they have already been processed by Payroll. Managers may delete reported absences with a review status of "Approved", "Reviewed", "Needs Correction" or "Submitted".

STEP	ACTION	SCREENSHOT
1	From the MyCSUDH portal:	Approve Time
	Click on "Manager Absence Entry"	Approve Reported Absences
		Manager Balance Inquiry
		Manager Absence Entry





STEP	ACTION	SCREENSHOT
2	At the employee selection page, select an employee and click the "Continue" button	Manager Absence Entry Sr Charles Octor Institution Employees Percenter [Pict   View AI [12]] Percenter [12] Per
		Seed:         Early America         Name         Same         Page Dig         Fead America         Name         Page Dig         Page Dig         Name
3	If required, change the "From" and "To" dates Tabbing out of the date field will cause the page to refresh Absences that have not been finalized can be deleted by clicking on the "Trashcan" icon	Vertex       United:         Preport and View Employee Absences         Billic Holiday         1111113       0         Pressonal Asia       148         PRESIDENTS OFFICE 10000         Dick for Instructions         From 02010317*B       Through         Pressonal asia       Personalize   Find   (2)   Finst 0         Absence Events       Personalize   Find   (2)   Finst 0         Absence Variation       Using Absence Events         Vacation       020102017         Using Absence Events       Personalize   Find   (2)   Finst 0         Vacation       020102017
4	Click "Yes" to confirm deletion or "No" to cancel deletion	Confirm Delete  Click Yes to Delete this Absence Event  Absence: Vacation Begins: 2/6/2017  Yes No





STEP	ACTION	SCREENSHOT
5	An e-mail is automatically sent to the person who entered the original absence event to let them know once an absence has been deleted on their behalf.	Report and View Employee Absences         Billie Holiday         1111111113       0         Presidential Aide       1148         PRESIDENTS OFFICE       10000         Click for Instructions       03/01/2017         From       02/01/2017         Through       03/01/2017
		Existing Absence Events Personalize   Find   🖾   🔠 First 🕚 1-3 of 3 🛞 Last
		Absence Name     Begin Date     End Date     Absence Duration     Unit Type     Absence Status     Last Updated By
		Sick - Self 02/01/2017 02/02/2017 16.00 Hours Approved Sir Charles 1
		Vacation 02/15/2017 02/15/2017 4.00 Hours Reviewed Ella Fitzgerald
		Vacation 02/16/2017 02/16/2017 8.00 Hours Reviewed Ella Fitzgerald
		Enter New Absence Events
		Absence Name *Begin Date *End Date Absence Duration Unit Type
		No Leave Taken V 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 / Approve Return to Employee List

#### 7. VIEW ABSENCE BALANCES FOR AN EMPLOYEE

STEP	ACTION	SCREENSHOT
1	From the MyCSUDH portal: Click on "Manager Balance Inquiry"	Approve Time Approve Reported Absences Manager Balance Inquiry Manager Absence Entry
2	The "Manager Balance Inquiry" page displays Click the "Refresh Employee List" button	Search Criteria         Department:       Q         ImpliD:       Q         Bay Group:       Q         Union Code:       Q         Payroll Status:       Active         Refresh Employee List       Last Refresh was: 03/07/17





STEP	ACTION	SCREENSHOT
3	The "Building Security List of Employees" page displays Select the "OK" button in the "Building Security List of Employees" page to build the list and return to the "Manager Balance Inquiry" page	Building Security List of Employees - Press "OK" to Build List, or press CANCEL to use existing List         This Process builds or rebuilds a List of Employees for whom you, as a Manager or Timekeeper are responsible. It is designed to improve performance, and only needs to be performed when something changes in that relationship, or the list is older than a set time (default 1 days) - in which case the list must be refreshed.         Depending upon the number of Employees - it may take a some time to build.         The system will enforce the build for the first time, as well as for lists older than the set time (default 1 days). The list may be refreshed manually at any time.         Upon pressing "Refresh Employees", this message will be displayed.         Press OK to Continue with the build, or Press CANCEL to go ahead without updating the list.         OK       Cancel
4	Click the "Search" button to begin the search	Manager Balance Inquiry         Search Criteria         Department:       Q         EmpliD:       Q         Pay Group:       Q         Itinion Code:       Q         Payroll Status:       Active         Search       Clear         Refresh Employee List       Last Refresh was: 03.0017         Graduated Vacation Chart
5	Absence Balances are displayed Note that Sick Balance, Vacation Balance and Personal Holiday Available columns are displayed	Manager Balance Inquiry         Search Criteria         Department:       Q       Name:         EmpliD:       Q       Empl Rcd#:       Q         Pay Group:       Q       Image: Colspan="2">Image: Colspan="2"         Image: Colspan="2"       Image: Colspan="2"       Image: Colspan="2"       Image: Colspan="2"       Image: Colspan="2"       Image: Colspan="2"       Image: Colspan="2"       Image: Colspan="2"       Image: Colspan="2"       Image: Colspan="2"       Image: Colspan="2"        Image: Colspan="2"





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ACTION	SCREENSHOT
ACTION Note that you can use the tabs above the table to view All Compensatory Time and State Service for absence balances.	SCREENSHOT         Manager Balance Inquiry         Search Criteria         Department:
	Note that you can use the tabs above the table to view All Compensatory Time and State

#### 8. VIEW ABSENCE BALANCE DETAILS FOR AN EMPLOYEE

STEP	ACTION	SCREENSHOT
1	From the MyCSUDH portal:	Approve Time
		Approve Reported Absences
	Click on "Manager Balance Inquiry"	Manager Balance Inquiry
		Manager Absence Entry





STEP	ACTION	SCREENSHOT
2	The "Manager Balance Inquiry" page displays Click the "Search" button to begin the search	Manager Balance Inquiry         Search Criteria         Department:       Q         EmpIID:       Q         Pay Group:       Q         Union Code:       Q         Payroll Status:       Active         Search       Clear         Refresh Employee List       Last Refresh was: 03/08/17
3	Click the "Details" icon in the far right column (on any of the three tabs) to view more detailed information for any employee in the list	Manager Balance Inquiry         Search Criteria         Department:       Q       Name:         EmpID:       Q       EmpI Rcd#:       Q         Pay Group:       Q       EmpI Rcd#:       Q         Union Code:       Q       HR Status:       Active       ✓         Search       Clear       Refresh Employee List       Last Refresh was: 03/08/17         Search       Clear       Refresh Employee List       Last Refresh was: 03/08/17         Mgr Name       Payroll       EmpID       EmpID       Last Refresh was: 03/08/17         Mgr Name       Payroll       EmpID       EmpID       Last Refresh was: 03/08/17         Absence Balances       Compensatory Time       State Service for Absence       EmpID       Nor       1 + 10 of 1077         Absence Balances       Compensatory Time       State Service for Absence       EmpID       Last       Balance       Sick       Vacation       Personalize   Find   View 100   48,000       1 + Armstrong.Louis       Active 111111120       20000       M80 CONVERSION 02/02/2017       1920.000       448,000       2 + Brubeck,Dave       Active 111111120       20000
4	The "Absence Balance Details" page displays	Absence Balance Details         EmpIID:       111111120       Louis Armstrong       EmpI Rcd#:       0       Last Period Finalized:       CONVERSION         Department:       20000       PROVOST VPAA       Union Code:       M80       Payroll Status:       Active <ul> <li>All Absence Balances</li> <li>Absence Balances</li> <li>Personal Holiday</li> <li>Period ID</li> <li>Balances as of Date</li> <li>Sick Balance</li> <li>Sick Balance</li> <li>Sick Catastrophic</li> <li>CURRENT - Not Finalized</li> <li>1920.000</li> <li>0.000</li> <li>0.000&lt;</li></ul>





STEP	ΑCTION	SCREENSHOT
5	Note that there are 4 expandable sections on the page: All Absence Balances, Absence	Absence Balance Details         EmplID:       111111120       Louis Armstrong       Empl Rcd#:       0         Department:       20000       PROVOST VPAA       Union Code:       N
	Balances, Compensatory Time Balances and	All Absence Balances     Absence Balances
	State Service for Absences	<ul> <li>Compensatory Time Balances</li> <li>State Service for Absences</li> </ul>
	Select the right arrow beside the section name to expand or collapse that section	Return
6	Note: The "All Absence Balances" section contains all the tabs available in the other three sections	Absence Balance Details         EmpIID:       111111120       Louis Armstrong       EmpI Rcd#:       0       Last Period Finalized:       CONVERSION         Department:       20000       PROVOST VPAA       Union Code:       M80       Payroll Status:       Active         All Absence Balances       Personalize   View All   [2]   [2]       First @ 1-2 of 2 @ Last         Sick       Vacation       Personal Holiday       CTO       Holiday Credit       Holiday CTO       Excess       ADO       Non Exp ADO       State Service       State Service
7	The "Absence Balances" section contains the following tabs: Sick, Vacation and Personal Holiday	Absence Balance Details         EmplID:       111111120       Louis Armstrong       Empl Rcd#:       0       Last Period Finalized:       CONVERSION         Department:       20000       PROVOST VPAA       Union Code:       M80       Payroll Status:       Active         Image: Adsence Balances       Personalize   View All   Image: First @ 1.2 of 2 @ Last
		Sick         Vacation         Personal Holiday           Period ID         Balances as of Date         Previous Sick Balance         Sick Earned         Sick Taken         Sick Adjusted         Catastrophic Sick Donated         Sick
		1         CURRENT - Not Finalized         1920.000         0.000         0.000         0.000           2 CONVERSION         CONVERSION (02/02/2017)         0.000         0.000         1920.000         0.000





STEP	ACTION	SCREENSHOT
8	The "Compensatory Time Balances" section contains the following tabs: CTO, Holiday Credit, Holiday CTO, Excess, ADO and Non Exp ADO	Absence Balance Details         EmplID:       111111120       Louis Armstrong       Empl Rcd#:       0       Last Period Finalized:       CONVERSION         Department:       20000       PROVOST VPAA       Union Code:       M80       Payroll Status:       Active         > All Absence Balances         > Absence Balances         Compensatory Time Balances         Compensatory Time Balances         Period ID       Balances as of Date       Previous CTO Balance       CTO Taken       CTO Adjusted       CTO
		1         CURRENT - Not Finalized         0.000         0.000         0.000           2         CONVERSION         CONVERSION (02/02/2017)         0.000         0.000         0.000
9	The "State Service for Absences" section contains the following tabs: State Service, State Service Hours, Service Hours Sick, Service Hours Vacation and Service Hours FTE	Absence Balance Details         EmplID:       111111120       Louis Armstrong       Empl Rcd#:       0       Last Period Finalized:       CONVERSION         Department:       20000       PROVOST VPAA       Union Code:       M80       Payroll Status:       Active         All Absence Balances       .       .       All Absence Balances       .       .       .         Compensatory Time Balances       .       .       .       .       .       .       .         State Service for Absences       .       .       .       .       .       .       .         State Service for Absences       .       .       .       .       .       .       .         Period ID       Balances as of Date       .       .       .       .       .       .       .         Period ID       Balances as of Date       .       .       .       .       .       .       .       .
		1 CURRENT - Not Finalized 246.000 0.000 0.000
10	Select the "Return" button at the bottom of the screen to return to the "Manager Balance Inquiry" page.	2 CONVERSION       CONVERSION (02/02/2017)       0.000       0.000       246.000         Absence Balance Details         EmplID:       111111120       Louis Armstrong         Department:       20000       PROVOST VPAA         All Absence Balances       Absence Balances         Compensatory Time Balances       State Service for Absences         Return       Eterm





# 9. VIEW THE GRADUATED VACATION CHART

STEP	ACTION	SCREENSHOT
1	From the MyCSUDH portal: Click on "Manager Balance Inquiry"	Approve Time Approve Reported Absences Manager Balance Inquiry Manager Absence Entry
2	The "Manager Balance Inquiry" page displays Select the "Graduated Vacation Chart" link at the bottom of the page	Manager Balance Inquiry         Search Criteria         Department:       Q         EmpID:       Q         Pay Group:       Q         Union Code:       Q         Payroll Status:       Active         Search       Clear         Refresh Employee List       Last Refresh was: 0300/17
3	The Graduated Vacation Chart displays This chart displays monthly vacation accrual rates, along with maximum vacation accrual allowances, based on employee state service	<section-header>         Summary of vacation accrual rates       Summary of vacation accrual rates                <ul> <li>Service requirements</li> <li>Vacation accrual rates</li> <li>Vacation accrual rates</li> <li>Vacation accrual rates</li> <li>Vacation accruation a</li></ul></section-header>





STEP	ACTION	SCREENSHOT
<b>STEP</b> 4	ACTION Press the Esc key on the keyboard to return to the main balances page.	SCREENSHOT         Manager Balance Inquiry         Search Criteria         Department:       Q         Name:       Empl D:         EmplID:       Q         Pay Group:       Q         Union Code:       Q         Payroll Status:       Active         Search       Clear         Refresh Employee List       Last Refresh was: 03/08/17
		Graduated Vacation Chart





#### 10. APPENDIX A

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

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 1 <sup>st</sup> 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.
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.

