



# Timekeeper Absence Management Guide

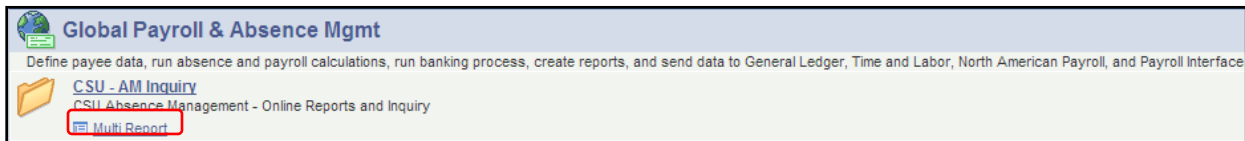
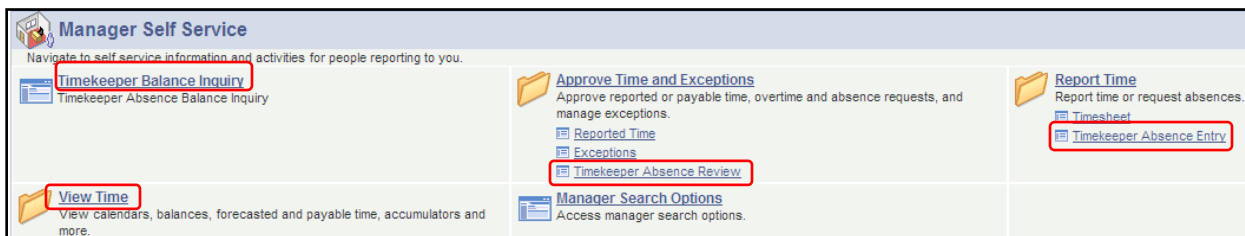
## 1.0 Overview

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In Fall 2011, the campus implemented the CSU Absence Management module which allows time entry previously submitted on the “Absence and Additional Hours Worked Report” to be entered online into the CMS system. The process will replace the Time and Attendance Report Form 672. 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, 3 prior periods and 2 future periods. 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.
- **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”. Employees automatically receive an email notification when an Absence is entered on their behalf.
- **Managers** 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.
- **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. Entries created by Payroll cannot be deleted by Employees, Timekeepers or Managers.

Time must be approved each month by 10am on the Final Attendance date (refer to the Payroll calendar here: <http://www.calstatela.edu/univ/payroll/calendar.php>). **Your time review due date will depend upon your manager’s requirements.**



Manager Self Service and Global Payroll & Absence Management:

- Timekeeper Balance Inquiry page – view employee’s accrued balances
- Timekeeper Absence Review page – validate absences, update status to “Reviewed” or “Needs Correction”
- Timekeeper Absence Entry page – enter time on an employee’s behalf, status updates to “Reviewed”
- Calendar (Monthly, Weekly or Daily) page – view employee’s schedule
- Multi Report page – run absence reports

## 2.0 Timekeeper Absence Review Page

The “Timekeeper Absence Review Page” is utilized by Timekeepers to validate absences entered by employees. Once the employee entries have been checked, the Timekeeper updates the absence status to “Reviewed” for those entries that are ready to be approved by the Manager. Timekeepers may also update an entry to a status of “Needs Correction” and include a comment for the employee. This generates an email notification to the employee with the details of the Absence that needs correction.

*Navigation: Manager Self Service > Time Management > Approve Time and Exceptions > Timekeeper Absence Review*

Select	EmpID	Empl Red	Current Period Absence	Name	Status	Dept ID	Dept Name	Position	Job Code	Job Title	Full/Part Time
<input type="checkbox"/>	201798070	0	None	Approver,Anyone	Active	500200	Administrative Technology	00005932	0420	Info Tech Consultant 12 Mo	Full-Time
<input type="checkbox"/>	203673801	0	Appr	Clerk,Attendance	Active	500200	Administrative Technology	00000263	0420	Info Tech Consultant 12 Mo	Full-Time
<input type="checkbox"/>	202497054	0	Sub	Employee,Test	Active	500200	Administrative Technology	00001775	0420	Info Tech Consultant 12 Mo	Full-Time
<input type="checkbox"/>	301492547	0	Appr	Manager,Dept	Active	500200	Administrative Technology	00000519	3312	Administrator II	Full-Time
<input type="checkbox"/>	220732627	0	Appr	Person,Pretend	Active	500200	Administrative Technology	00001324	0420	Info Tech Consultant 12 Mo	Part-Time
<input type="checkbox"/>	220732627	1	None	Person,Pretend	Active	500200	Administrative Technology	00004255	0420	Info Tech Consultant 12 Mo	Part-Time
<input type="checkbox"/>	201087191	0	None	Worker,Happy B	Active	500200	Administrative Technology	00003030	0420	Info Tech Consultant 12 Mo	Full-Time

Buttons:

The list of employees is based on the groupid’s you have access to and may be sorted by clicking on a column name (NOTE: you will not be able to ‘Review’ your own absences. Your manager will be the person to review and approve your time off). The “Current Period Absence” column shows the status of the employees time as “Appr” – all reported absences have been approved, “Sub” – absences have been submitted that still require approval (this includes “No Time Taken”), and “None” – no absences have been reported for this individual this period. **REMINDER: Everyone must either enter an absence or enter “No Time Taken” for the month. This means you cannot have anyone with a Current Period Absence status of “None”.**

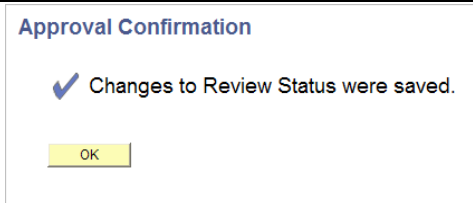
- Click on the “Select” box next to the employee name to select one or multiple employees.
  - Click on the “Select All” button at the bottom of the page to select all employees in the list.
  - Click on the “Deselect All” button to clear all of the select boxes.
- Click the “Continue” button to display the list of employee Absence entries awaiting review.

EmpID	Recd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Review Status	Entry Comments	Add Comment
1	202497054	0	Employee,Test	Sick - Self	08/08/2011	08/10/2011	24.00000	Hours		<a href="#">Add Comment</a>
2	202497054	0	Employee,Test	Jury Duty	08/18/2011	08/18/2011	8.00000	Hours		<a href="#">Add Comment</a>
3	202497054	0	Employee,Test	Sick - Family Care	09/06/2011	09/06/2011	8.00000	Hours	Needs Corr Reviewed	<a href="#">Add Comment</a>

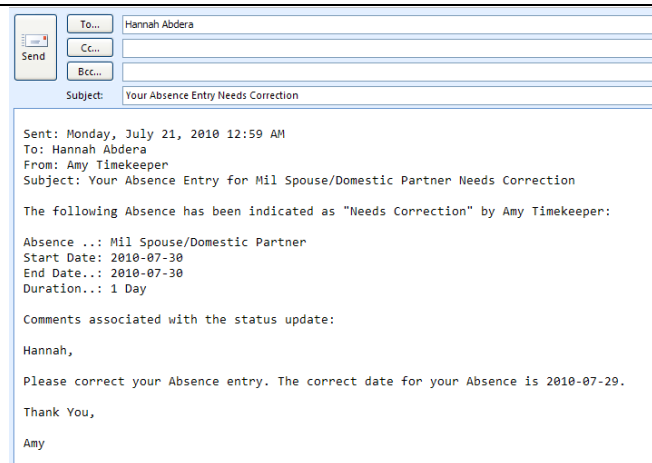
- Reviewed** - verify the absences and click the “Review Status” pull-down to update to “Reviewed” for those absences which are correct. Comments entered by the employee are available to view using the “Entry Comments” link, but employee comments cannot be modified by the Timekeeper. Once the status changes to “Reviewed” the employee cannot edit or delete this time, this must be done by the timekeeper or approver.

Absence Requests								Customize	Find	First	1-3 of 3	Last
EmpID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Review Status	Entry Comments	Add Comment		
1	202497054	0	Employee,Test	Sick - Self	08/08/2011	08/10/2011	24.00000	Hours		<a href="#">Add Comment</a>		
2	202497054	0	Employee,Test	Jury Duty	08/18/2011	08/18/2011	8.00000	Hours	Needs Corr	<a href="#">Add Comment</a>		
3	202497054	0	Employee,Test	Sick - Family Care	09/06/2011	09/06/2011	8.00000	Hours	Reviewed	<a href="#">Add Comment</a>		

4. **Needs Correction** - if an absence needs to be corrected, select the pull-down for “Needs Corr”, click on the “Add Comment” link to include additional information for the employee to correct the Absence. Once you are done, click on the  button to submit all of the review status changes and generate the notifications for the entries that need correction.



5. Click on  to confirm.



6. The notification is sent to the employee by email with any associated comments which were entered by the Timekeeper.
7. Once status has been changed to “Reviewed”, the entries are ready for manager approval (managers can also approve entries that have been submitted by employees and not reviewed by timekeepers). For employees who have not submitted either an absence or “No Time Taken”, you can either remind the employee or enter time on their behalf via the Timekeeper Absence Entry page.

### 3.0 Timekeeper Absence Entry Page

The Timekeeper Absence Entry Page is available for Timekeepers to enter absences or “No Time Taken” on an employee’s behalf when appropriate.

The “Timekeeper Absence Entry Page” includes all of the functionality/validation of the employee entry page plus the following additional functionality:

- Timekeeper entries are automatically updated to an Absence Status of “Reviewed” upon submission and cannot be adjusted or deleted by employees. This mean you do not need to go to the Timekeeper Absence Review page for the employees for which you entered time.
- Timekeepers may delete Absence entries which are in a status of “Reviewed”, “Submitted” and “Needs Correction”.

Navigation: *Manager Self Service > Time Management > Report Time > Timekeeper Absence Entry*

**Timekeeper Absence Entry**

Jane Doe  
[Click for Instructions](#)

Employees Customize | Find | View All First 1-7 of 7 Last

Select	EmpID	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Position	Job Code	Job Title
<input type="checkbox"/>	201798070	0	Appr	Doe,John M.	Active	500200	Administrative Technology	00005932	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	203673801	0	Appr	Employee,Substitute	Active	500200	Administrative Technology	00000263	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	301492547	0	Appr	Manager,Department	Active	500200	Administrative Technology	00000519	3312	Administrator II
<input type="checkbox"/>	220732627	0	Appr	Person,Pretend	Active	500200	Administrative Technology	00001324	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	220732627	1	Appr	Person,Pretend	Active	500200	Administrative Technology	00004255	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	010108098	0	Appr	Test,Admin J	Active	500200	Administrative Technology	00002131	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	201087191	0	Appr	Test,Employee	Active	500200	Administrative Technology	00003030	0420	Info Tech Consultant 12 Mo

1. The employees are based on the groupid’s you have access to and they may have other active records to which you do not have access (for example, they also work in another department.) Sort employees by clicking on a column name. Click on the “Select” box next to the employee name to select one or multiple employees or **Select All** for everyone.

**NOTE:** For employees who have more than one record, you need to make sure time is entered on the correct record. See Section 3.1 covering multiple positions and part-time faculty. Click on **Continue** to go to the Report and View Employee Absences page.

**Report and View Employee Absences**

Pretend Person  
220732627  
Info Tech Consultant 12 Mo 0420  
Administrative Technology 500200

[Click for instructions](#)

From 09/01/2011 Through 10/31/2011

Existing Absence Events	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By
Vacation	09/01/2011	09/01/2011	8.00 Hours		Finalized	AM Approver
Vacation	09/02/2011	09/02/2011	4.00 Hours		Approved	AM Approver
Sick - Self	09/15/2011	09/16/2011	16.00 Hours		Finalized	AM Approver
Jury Duty	09/26/2011	09/28/2011	24.00 Hours		Finalized	AM Approver

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type		
	10/01/2011	10/31/2011				Add Comments + -

Calculate Duration

[Timesheet](#)

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

Submit

[Return to Employee List](#) [Previous Employee In List](#) [Next Employee In List](#)

**Page Overview:**

- Employee name, employee ID, record number, job title, job code, department name, and department ID. [Click for Instructions](#) link - displays the instructions for the “Report and View Absences” page.
- “From” and “Through” dates - defaults to the current open Absence period. Changing the dates automatically updates the range of dates displayed in the “Existing Absence Events” grid.
- Existing Absence Events** grid - displays a list of the employee’s Absences based on the dates.
  - Absence Name: displays the Absence Name
  - Begin Date: begin date of the Absence
  - End Date: end date of the Absence
  - Absence Duration: duration of the Absence (in hours or days depending on the Absence)
  - Unit Type: displays the units which tracks the Absence (hours or days)
  - Absence Status: statuses displayed are:
    - Submitted – absence has been submitted by the employee
    - Reviewed – absence has been reviewed by a Timekeeper or Manager
    - Needs Correction – absence has been identified as needing correction
    - Approved – absence has been approved by a Manager
    - In Process – absence has been approved and is being processed by the Absence calculation
    - Finalized – absence has been approved and processed, no changes can be made.
  - Last Updated By: indicates the employee that entered the most recent update to the Absence

Enter New Absence Events						
Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type		
	10/01/2011	10/31/2011				Add Comments + -

- Enter New Absence Events** grid – this is the area where you enter the absence events. The default date range is the current open Absence period that the Payroll Department is processing. Part time faculty and mid-month hires will see the effective date of their appointment.

Enter New Absence Events

Absence Name

- Bereavement/Funeral
- Dock
- Furlough Day
- Jury Duty
- Maternity/Paternity
- Mil Spouse/Domestic Partner
- Military Leave
- No Time Taken
- Organ Donor/Bone Marrow
- Personal Holiday
- Professional Development
- Sick - Bereavement
- Sick - Family Care
- Sick - Self
- Vacation

- Use the pull-down for “Absence Name” to display the eligible Absence takes or “No Time Taken”. Selection is based on the employee’s collective bargaining unit.

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Absence Duration	Unit Type		
Vacation	07/01/2010	07/01/2010	164	None		Hours	Add Comments	+ -

- After selecting an absence, additional fields are displayed as applicable. For example, the selection of “Vacation” displays the vacation balance and the “Partial Days” field. *The system will not allow entries that result in a negative balance.*

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type		
Sick - Self	03/01/2012	03/01/2012	6.400008	Partial Hours	1		Hours	Add Comments	+ -

Part-time Faculty 2358 – The selection of ‘Sick – Self’ or ‘Sick-Family Care’ automatically sets the Partial Days to ‘Partial Hours’. In the Hours per Day field, enter ‘1’ regardless of the number of days absent. This will notify the Payroll office who will then calculate the correct number of sick hours based on the FTE.

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Absence Duration	Unit Type		
Vacation	07/14/2010	07/16/2010	164	None	24.00	Hours	Add Comments	+ -

Calculate Duration

Timesheet

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

Submit

- Select the “Begin” and “End” dates for the Absence. Click on the “Calculate Duration” and validate that the Absence is correct. If choosing “No Time Taken”, the dates will populate with the current absence period.

**IMPORTANT:** do not cross pay periods for the same line, ex: enter 10/24/2011 – 11/4/2011. You must enter as two lines for two different pay months, 10/24/2011 – 10/31/2011 and 11/1/2011 – 11/4/2011.

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type		
Vacation	09/02/2011	09/02/2011	108.1765	Partial Hours	4		Hours	Add Comments	+ -

- Non-exempt employees, for partial days select “Partial Hours” from the drop down and enter the appropriate hours in the “Hours per Day” field.

**IMPORTANT:** the system validates the time entered against the monthly schedule along with the campus holiday schedule. This means that if you enter a range of dates from Sunday through Saturday for vacation and the employee works the standard M-F 8am-5pm, the system will calculate the duration as 40 hours and not 56 hours. Also if you enter time off on a campus holiday, you will receive an error message. If the employee accrues ADO time, you will see the time on the Employee Balance Inquiry page. Alert Payroll as soon as an employee's schedule changes.

Enter New Absence Events										
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Absence Duration	Unit Type				
Sick - Family Care	09/05/2011	09/05/2011	176.5	None		Hours	Add Comments	+	-	

10. Some absences, including Sick-Family Care, Sick-Bereavement and Bereavement/Funeral, require additional information. A message will appear and the Add Comments link will appear in red indicating information is required. If the comment is not entered, an error is generated and the transaction will not save.

**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: father

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Save Comments

Return to Entry Page

Enter the relationship. This information needs to be reviewed by the timekeeper, manager and the payroll office.

Enter New Absence Events										
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type			
Vacation	09/02/2011	09/02/2011	108.1765	Partial Hours	4.00	4.00	Hours	Add Comments	+	-
	09/01/2011	09/01/2011						Add Comments	+	-

11. To enter another absence, click on **+** to add a row and continue as instructed above until all absences are entered. To delete a **+** row entered in error, click on **-** before you submit.

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

**Submit**

12. Once you are finished entering all absences, review the information carefully and click on **Submit**.


**Submit Confirmation**


✓ The Absence(s) were submitted successfully.

**OK**

Click on **OK**, you will return to the Report and View Absences page



From	09/01/2011	Through	09/30/2011				
<b>Existing Absence Events</b>							
<b>Absence Name</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Absence Duration</b>	<b>Unit Type</b>	<b>Absence Status</b>	<b>Last Updated By</b>	
Vacation	09/01/2011	09/01/2011	8.00	Hours	Approved	AM Approver	
Vacation	09/02/2011	09/02/2011	4.00	Hours	Submitted	AT Employee	
Sick - Self	09/15/2011	09/16/2011	16.00	Hours	Approved	AM Approver	
Jury Duty	09/26/2011	09/28/2011	24.00	Hours	Approved	AM Approver	

13. The Existing Absence Events grid is updated. Change the From and Through dates to view other absence periods. Entries made by an employee reporting their own Absence time show an "Absence Status" of "Submitted". Absences that are in a status of "Submitted" or "Needs Correction" can be deleted by the employee or timekeeper using , you will be asked to confirm:

**Confirm Delete**


Click **Yes** to Delete this Absence Event

Absence: No Time Taken &nbsp;Begin: 9/1/2011 &nbsp;End: 9/30/2011

Confirm, you will return to the Report and View Absences page

**NOTE:** if an absence needs to be entered after "No Time Taken" has been submitted, delete the row or else you will get the following error when you try to submit an absence:

**Submit Confirmation**

 The absence event entered failed validation.

Click OK to return to the entry page, this event remains in the **Enter New Absence Events** section where you can correct or delete it.

The following table shows who (E=Employee, T=Timekeeper, M=Manager, P=Payroll) can make changes to your time based on the Absence Status:

Absence Status	Description	Adjust Time	Notes
Submitted	Absence submitted by employee	E/T/M/P	
Reviewed	Absence reviewed by timekeeper	T/M/P	Contact your timekeeper or manager for corrections
Needs Correction	Absence has been identified by a timekeeper/manager as needing correction	E/T/M/P	
Approved	Absence has been approved by a manager	M/P	Contact your manager for corrections
In Process	Approved absence is being processed by payroll	P	
Finalized	Absence is finalized, no change can be made	P	Enter correction

### 3.1 Full-Time and Part-Time Faculty Multiple Positions

#### Employees who have multiple positions:

- Full-time faculty (2360) member teaching for Extra Quarter Pay (2368) assignment in the summer (i.e., beyond a regular full-time academic year appointment) do not earn additional sick leave nor may they use accrued sick leave during the period when they are teaching for extra pay.
  - If you report sick leave in the **Extra Quarter** assignment, you will be docked (at the end of the quarter).
- Chair with two positions – you will see two positions on Absence Management

AY Chair (2482) at ½ time base and full-time faculty (2360) at ½ time base

- If you are out sick for the day, you need to report absences on both positions.
  - Select record 0 to report absence for the Instructional Faculty AY position.
  - Select record 3 to report absence for the Department Chair AY position.

**Report Absences**

Select Job Title

*Below are two Active positions, report Absences for both positions if you are out sick for the day.*

Select Job Title	Empl ID	Empl Rcd Nbr	Department	Payroll Status	Employee Type	Company
Instr Fac AY		0	Pan African Studies	Active	Salaried	CSU Los Angeles
Casual Worker		1	AVP Student Service Office	Terminated	Hourly	CSU Los Angeles
Dept Chair AY		3	Pan African Studies	Active	Salaried	CSU Los Angeles
Dept Chair AY		4	Pan African Studies	Terminated	Salaried	CSU Los Angeles

#### Reporting absence on record 0 (Instructional Faculty AY):

**Report and View Absences**

Instr Fac AY 2360  
Pan African Studies 201750

From 02/01/2012 Through 02/29/2012

Existing Absence Events

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By
Sick - Self	02/01/2012	02/01/2012	301.333344	None	4.44 Hours

Enter New Absence Events

Absence Name	Begin Date	End Date	Balance	Partial Days	Absence Duration	Unit Type
Sick - Self	02/01/2012	02/01/2012	298.666656	None	3.55 Hours	

Calculate Duration

Submit

#### Reporting absence on record 3 (Dept Chair AY):

**Report and View Absences**

Dept Chair AY 2482  
Pan African Studies 201750

From 02/01/2012 Through 02/29/2012

Existing Absence Events

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By
Sick - Self	02/01/2012	02/01/2012	298.666656	None	3.55 Hours

Enter New Absence Events

Absence Name	Begin Date	End Date	Balance	Partial Days	Absence Duration	Unit Type
Sick - Self	02/01/2012	02/01/2012	298.666656	None	3.55 Hours	

Calculate Duration

3. Part-time faculty (2358) with multiple positions: If you have two teaching Part-time faculty (Lecturer AY) positions on a FWS contract or quarter appointments.
  - o Report absences on both positions if you are out sick for the day.
  - o Report 'dock' if no sick leave balance available. The dock will be deducted from your last check.

**Report Absences**

**Select Job Title** *Multiple Lecturer AY (2358) positions:  
- select the record number that you want to report absence on.*

Job Information						
Select Job Title	Empl ID	Empl Rcd Nbr	Department	Payroll Status	Employee Type	Company
Lecturer AY		0	Sociology	Active	Salaried	CSU Los Angeles
Lecturer AY		2	Sociology	Active	Salaried	CSU Los Angeles

Record 0 is a Y3 contract at 12 units:

**Report and View Absences**

Lecturer AY 2358  
Sociology 201770  
[Click for Instructions](#)

From 02/01/2012 Through 02/29/2012

Existing Absence Events					
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 - Self	02/01/2012	02/01/2012	1336.95	Partial Hours	1.00	1.00	Hours	<a href="#">Add Comments</a> <a href="#">+</a> <a href="#">-</a>

**Calculate Duration**

[Timesheet](#)

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

**Submit**

*Enter "1" in the Hours per Day column.*

Record 2 is aY3 contract at @ 4 units:

**Report and View Absences**

Lecturer AY 2358  
Sociology 201770  
[Click for Instructions](#)

From 02/01/2012 Through 02/29/2012

Existing Absence Events					
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 - Self	02/01/2012	02/01/2012	4.8	Partial Hours	1.00	1.00	Hours	<a href="#">Add Comments</a> <a href="#">+</a> <a href="#">-</a>

**Calculate Duration**

[Timesheet](#)

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

*Enter 1 in the Hours per Day column to represent 1 day.*

4. Full-time Staff with a part-time faculty (2358) appointment.

- o You have reported out sick for the day in the 2358 position. You will see no sick leave earned in the Lecturer AY record because you already earned full accrual rate in the full-time staff position.

**Report Absences**

Select Job Title *Full-time Staff (rcd 2) with Lecturer AY (2358, rcd 0) position.*

Errol Mathias

Job Information						
Select Job Title	Empl ID	Empl Rcd Nbr	Department	Payroll Status	Employee Type	Company
Lecturer AY	010168288	0	Chemistry & Biochemistry	Active	Salaried	CSU Los Angeles
Lecturer AY	010168288	1	Chemistry & Biochemistry	Terminated	Salaried	CSU Los Angeles
Instructional Support Tech III	010168288	2	Chemistry & Biochemistry	Active	Salaried	CSU Los Angeles

- o In this case, you can select to be dock in the Lecturer AY position (record #0) or use sick hours from the staff position (record #2).
- o The 'dock' will be deducted from your Lecturer AY last check.

Option 1: Report 'dock' on record 0:

The screenshot shows the 'Report and View Absences' interface. At the top, it displays the user's name 'Errol Mathias' and job title 'Lecturer AY 2358'. Below this, there is a table for 'Absence Events' with columns for Absence Name, Start Date, End Date, Absence Duration, Part. Type, and Last Modified By. A 'Dock' event is entered for the date 02/01/2012, with a duration of 1.00 hour. The 'Partial Day' column is set to 'Partial Hours'. Below the table, there is a 'Calculate Duration' button and a 'Submit' button. A disclaimer states: 'To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.'

Option 2: Use sick hours from staff position (record 2):

- o In the 'Partial Day' column, select *Partial Hours* and enter the actual hours used in the Hours per Day column. (i.e., teach 4 units in the 2358 –  $8 \times 4/15 = 2.13$  hours/day)

### 3.2 Docks

Dock (employee has had a non-compensable absence) must be reported to payroll and entered in Absence Management and Time and Labor as soon as they occur for the entire month. Payroll reports docks to the State Controller's Office by the "master cut off" date in order to capture all docks in the employee's upcoming paycheck. Please refer to the payroll calendar for the cut-off dates.

Navigate to: Manager Self Service > Time Management > Report Time > Timesheet

[Favorites](#) > [Main Menu](#) > [Manager Self Service](#) > [Time Management](#) > [Report Time](#) > [Timesheet](#)

**Cal State L.A.**

Report Time

### Timesheet Summary

**Employee Selection Criteria**

Description	Value
Group ID	<input type="text"/> <input type="button" value="Search"/>
Empl ID	<input type="text"/> <input type="button" value="Search"/>
Empl Rcd Nbr	<input type="text"/> <input type="button" value="Search"/>
Last Name	<input type="text"/> <input type="button" value="Search"/>
First Name	<input type="text"/> <input type="button" value="Search"/>

Show Schedule Information

View By:  Date:  
 << Previous Week      Next Week >>

Employees For Nerissa Verzani, Totals From 08/30/2014 - 09/05/2014

Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours
Name		0.000000	0.000000	0.000000		0.000000	0.000000

- o Pull up Employee(s) by Empl ID or group ID

**Select for Instructions**

View By:  \*Date:  
 << Previous Week      Next Week >>

Reported Hours: 0.00 Hours      Scheduled Hours: 40.00 Hours  
 From Monday 09/01/2014 to Sunday 09/07/2014

**Timesheet**

Mon 9/1	Tue 9/2	Wed 9/3	Thu 9/4	Fri 9/5	Sat 9/6	Sun 9/7	Total	Time Reporting Code	Taskgroup	Override Rate
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	DOCK - Informal Dock	CSU	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OTPR - Overtime Paid @ 1.5	CSU	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OTST - Overtime Paid @ 1.0	CSU	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	SHGRV - Shift - Graveyard (2.20)	CSU	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	SHSWG - Shift - Swing (1.25)	CSU	<input type="text"/>

**Reported Time Status - select to hide**

Reported Time Status

Date	Status	Total Time Reporting Code	Comments
		0.000000	

Reported Hours Summary - select to view  
 Balances - select to view

[Punch Timesheet](#)  
[Return to Select Employee](#)  
[Manager Self Service](#)  
[Time Management](#)

- o Select "Dock" under the Time Reporting Code. Enter dock hours and click submit.

Favorites > Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time

**Cal State L.A.**

Approve Payable Time

### Approve Time for Time Reporters

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>

No employees were returned for the time period specified.

Start Date:  End Date:

- o Ask payroll to run Time Administration and have the approver approve the hours immediately.

[Click for Instructions](#)

From  Through

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	*Partial Days	Absence Duration	Unit Type		
<input type="text" value="Dock"/>	<input type="text" value="09/01/2014"/>	<input type="text" value="09/01/2014"/>	<input type="text" value="None"/>		Hours	Add Comments	<input type="button" value="+"/> <input type="button" value="-"/>

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

[Return to Employee List](#)

- o **Entering docks in Absence Management**
  - **Navigate to: Manager Self Service > Time Management > Report Time > Timekeeper Absence Entry**
- o Under "Enter New Absence Events", use the drop down arrow to select **Dock**, and then enter the Begin Date and End Date.
- o Leave partial days as **None** to dock based on the employee's scheduled hours or select partial hours to report dock with partial hours for that day

**Approvers navigate to Approve Reported Absences and approve the dock(s). Docks need to be entered in both systems.**

## 4.0 Timesheet page

The timesheet is used to enter time for students, positive attendance, overtime, shift differential and docks (REMEMBER: you only need to enter docks on the timesheet before Master Cutoff, refer to the Payroll calendar). The difference between the timesheet and absence entry page is absence entry is for paid time off while the timesheet is to enter payable time and docks.

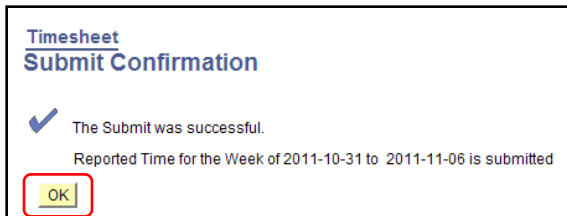
Navigation: *Manager Self Service > Time Management > Report Time > Timesheet*


1. Enter your groupid and click on **Get Employees** . Select the employee that you are entering time for.


2. Enter the time and select the appropriate code from the Time Reporting Code dropdown (codes will vary depending on the employee’s classification and union). Below is a list of Time Reporting Codes:


TRC pertains to Bargaining Units 2, 5, 7 and 9 (CSUEU), 6 (Trades):	TRC pertains to Bargaining Units 8:
OTPR = Overtime worked for pay @ 1.5	HG5 = Holiday RDO Pay @1.0
OTST = Time worked for pay (@ straight time)	HG6 = Holiday Worked Pay @ 1.5
SHSWG = Evening Shift Differential	OF5 = Premium Straight Pay @ 1.0
SHGRV = Night Shift Differential	OF6 = Premium Overtime Pay @ 1.5
DOCK = Time Docked	SHE08 = Evening Shift Differential
	SHN08 = Night Shift Differential
	DOCK = Time Docked

Click on **+** to add additional rows and **-** to delete rows. When you are done, click on **Submit** .



3. Click on  to confirm.

Date	Status	Total	Time Reporting Code	Comments
11/01/2011	Submitted	8.00	OTPR	

4. Once time is entered, you may enter comments by selecting the Comments  for the associated time.

Time entered on the timesheet will run through the 'Time Administration' process which runs nightly. Once the process is complete, time entered updates to the 'Approve Payable Time' page for the approver to approve.

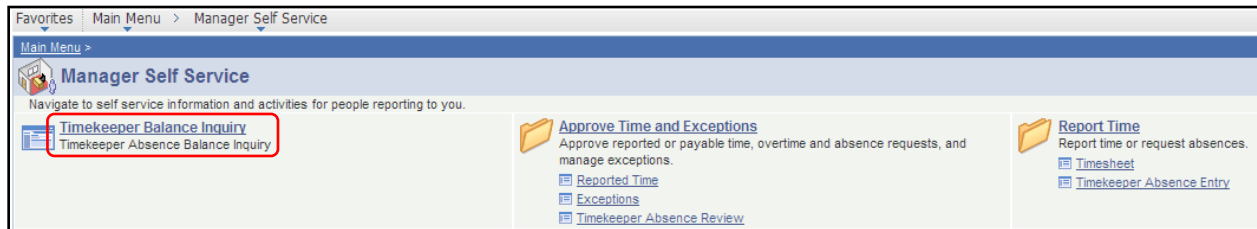


## 5.0 Timekeeper Balance Inquiry

The Timekeeper Balance Inquiry page allows you to view accrued balances along with a detailed page displaying historic information from prior finalized periods, and information for the current period. Employees will also have access to this page in their self service account.

The leave types accessible are: *State Service (for absence), Sick, Vacation, Catastrophic Donation, Personal Holiday, Compensatory Time (CTO), Additional Day Off (ADO), Holiday Credit, Holiday CTO, Excess (+/-) and Furlough.*

Navigation: *Manager Self Service > Time Management > Timekeeper Balance Inquiry*



1. Select Timekeeper Balance Inquiry

2. Click on **Search**. All employees you have access to will display. If you have access to multiple departments, you can limit your search by entering the Department (deptid).

Last Finalized Balances for Employees  
Administered by Jane Doe

Customize | Find | View All | First 1-8 of 8 | Last

Absence Balances		Compensatory Time		State Service for Absence							
Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details
1 Doe, Jane	Active		0	500200	R09	2011-10	11/01/2011	1440.155	258.051	1	
2 Doe, John M.	Active		0	500200	R09	2011-10	11/01/2011	697.200	278.952	1	
3 Employee, Substitute	Active		0	500200	R09	2011-10	11/01/2011	387.000	296.331	1	
4 Manager, Department	Active		0	500200	M80	2011-10	11/01/2011	88.000	48.000	0	
5 Person, Pretend	Active		1	500200	R09	2011-10	11/01/2011	188.500	130.172	1	
6 Person, Pretend	Active		0	500200	R09	2011-10	11/01/2011	188.500	130.172	1	
7 Test, Admin J	Active		0	500200	R09	2011-10	11/01/2011	580.000	401.347	1	
8 Test, Employee	Active		0	500200	R09	2011-10	11/01/2011	1488.000	374.998	1	

3. If an employee has active multiple job records, multiple rows will display. Terminated records will not show balances. There are three tabs:

*Absence Balances* – accrued time, includes sick, vacation and personal holiday

*Compensatory Time* – earned time, includes CTO, ADO, etc

*State Service for Absence* – state service (used in calculating leave accruals) and carryover hours

Absence Balance Details								
EmpID:	Jane Doe		Empl Rcd#:	0	Last Period Finalized:	2011-10		
Department:	500200	Administrative Technology	Union Code:	R09	Payroll Status:	Active		
<a href="#">▶ All Absence Balances</a>								
▼ Absence Balances <a href="#">Customize</a>   <a href="#">View All</a>      <a href="#">First</a>   <a href="#">1-3 of 3</a>   <a href="#">Last</a>								
<a href="#">Sick</a>   <a href="#">Vacation</a>   <a href="#">Personal Holiday</a>								
	Period ID	Balances as of Date	Previous Sick Balance	Sick Earned	Sick Taken	Sick Adjusted	Catastrophic Sick Donated	Sick Balance
1	2011-11	CURRENT - Not Finalized	1440.155	0.000	0.000	0.000	0.000	1440.155
2	2011-10	11/01/2011	1432.155	8.000	0.000	1432.155	0.000	1440.155
3	CONVERSION	CONVERSION (10/02/2011)	0.000	0.000	0.000	1432.155	0.000	1432.155

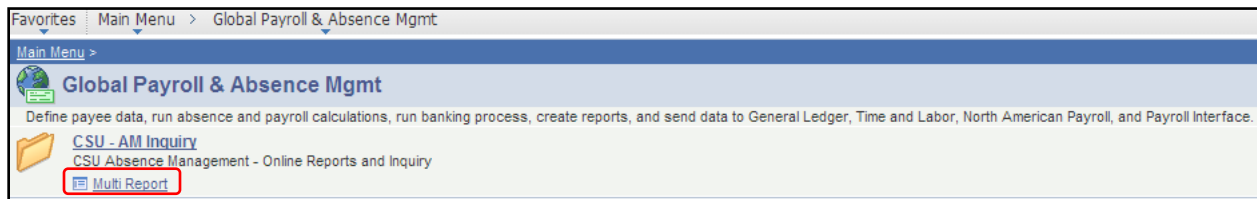
4. Click the link for each employee, the Absence Balance Details page shows the historical balance since conversion (October 2011) for each type of balance. You can also click on the arrow for All Absence Balances to view all the tabs from the Compensatory Time Balances and State Service for Absences pages or click on the arrow for Compensatory Time Balances and State Service for Absences to view those pages. Click on [Return](#) to go back to the Inquiry page.

## 6.0 Timekeeper Absence Reports

There are 4 reports available to run to validate absence activity:

- **Absence Activity** – Report is run by employee or department. Snapshot of Absence activity by employee. Includes Absences takes, balances, and adjustments.
- **No Time Reported** – Report is run by department each Absence period. Identifies Absence Management eligible employees who have not reported any absences.
- **Reported Absences** – Report is run by employee or department for a specified period. Summary of reported absences by employee.
- **Reported Absences Not Approved** – Report is run by department for a specified period. Summary of reported absences which have not been approved.

Navigation: *Global Payroll & Absence Mgmt > CSU Absence Mgmt > CSU – AM Inquiry > Multi Report*



1. Click on Multi Report.

2. Click on **Search** to go to the Multi Reports page. **NOTE:** If this is the first time you run this report, you need to create a Run Control name. Click on “Add a New Value” the first time.

Create a run control name, no spaces but you can use     and click on **Add**.

**CSU Absence Management - Multi Reports**

Report Control ID: AM\_REPORTS [Report Manager](#) [Process Monitor](#) [Submit](#)

**Absence Report Search**

Empl ID:

Empl Rcd#:

CSU Unit:

Department: 500200 Administrative Technology

Period ID: 2011-10 Ending Period ID: 2011-12

[Clear](#)

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

**Monthly Processing**

Absence Activity  Select All

No Time Reported  Clear All

Reported Absences

Reported Absences Not Approved

[Save](#)

- Department:** if you leave this field blank, your reports will include all departments you have access to.  
**Period ID:** you can enter a specific timeframe (like above) or you can just enter from when you want to run the report and leave Ending Period ID blank.
- Click on the hyperlink for the report name, the results will display below.

**Absence Activity** - Snapshot of Absence activity by employee, includes Absences takes, balances, and adjustments.

**Absence Activity Report**

Report Control ID: AM\_REPORTS

**Absence Report Search**

Empl ID:

Empl Rcd#:

CSU Unit:

Department: 500200 Administrative Technology

Period ID: 2011-10 Ending Period ID: 2011-12

Absence Filter:

[Return to Previous Page](#)

[Absence Info](#) | [Employee Info](#)

Empl ID	Empl Rcd#	Name	AM Pay Group	Absence Type	Absence Date	Balance
1	0	Doe, John M.	CSUEU SALN	CAT Available to Donate	10/31/2011	40.00000
2	0	Doe, John M.	CSUEU SALN	CAT Available to Donate	11/30/2011	40.00000
3	0	Doe, John M.	CSUEU SALN	CAT Donation Limit	10/31/2011	40.00000
4	0	Doe, John M.	CSUEU SALN	CAT Donation Limit	11/30/2011	40.00000

The reports will display the specific information and have two tabs, Absence Info and Employee Info. You can click on  to expand all columns on both tabs.

Absence Filter:

[Return to Previous Page](#)

Empl ID	Empl Class	DeptID	CSU Unit	Dept. Name	Job Code	Job Title	FTE
1	Regular	500200	793	Administrative Technology	0420	Info Tech Consultant 12 Mo	0.800000
2	Regular	500200	793	Administrative Technology	0420	Info Tech Consultant 12 Mo	0.800000
3	Regular	500200	793	Administrative Technology	0420	Info Tech Consultant 12 Mo	0.800000
4	Regular	500200	793	Administrative Technology	0420	Info Tech Consultant 12 Mo	0.800000
5	Regular	500200	793	Administrative Technology	0420	Info Tech Consultant 12 Mo	0.800000
6	Regular	500200	793	Administrative Technology	0420	Info Tech Consultant 12 Mo	0.800000
7	Regular	500200	793	Administrative Technology	0420	Info Tech Consultant 12 Mo	0.800000
8	Regular	500200	793	Administrative Technology	0420	Info Tech Consultant 12 Mo	0.800000

The Absence Activity, Reported Absences and Reported Absences Not Approved reports also have a filter to pull specific absence types.

**No Time Reported** – Identifies Absence Management eligible employees who have not reported any absences.

**No Time Reported Report**  
 Report Control ID: Multi\_Report

**Absence Report Search**

Empl ID:  
 Empl Rcd#:  
 CSU Unit:  
 Department: 201640 HHS Advisem& Outreach Ctr  
 Period ID: 2012-01 Ending Period ID: 2012-01

[Return to Previous Page](#)

Empl ID	Rcd	Name	AM Pay Group	Period ID	Calendar ID
1			R03 SALXAY	2012-01	R03SXAY 2012-01
2			R03 SALXAY	2012-01	R03SXAY 2012-01
3			R03 SALXAY	2012-01	R03SXAY 2012-01

**Reported Absences Report** - Summary of reported absences by employee

**Reported Absences Report**  
 Report Control ID: Multi\_Report

**Absence Report Search**

Empl ID:  
 Empl Rcd#:  
 CSU Unit:  
 Department: 500200 Administrative Technology  
 Period ID: 2012-01 Ending Period ID: 2012-01  
 Absence Filter:

[Return to Previous Page](#)

Empl ID	Rcd	Name	AM Pay Group	Absence Type	Begin Date	End Date	Balance	Approval Status	Absence Status	Partial Hours	All Days	End Day Hours	Void	Source
1			CSLEU SALN	No Time Taken	01/01/2012	01/31/2012	0.00000	Y	Approved	N	N	N	N	Employee
2			M80 VAC	Sick - Self	01/27/2012	01/27/2012	8.00000	Y	Approved	N	N	N	N	Manager
3			M80 VAC	Vacation	01/30/2012	01/31/2012	16.00000	Y	Approved	N	N	N	N	Employee

**Reported Absences Not Approved** - Summary of absences that have not been approved (currently there are no absences pending so the screenshot below is blank)

**Reported Absences Not Approved Report**  
 Report Control ID: Multi\_Report

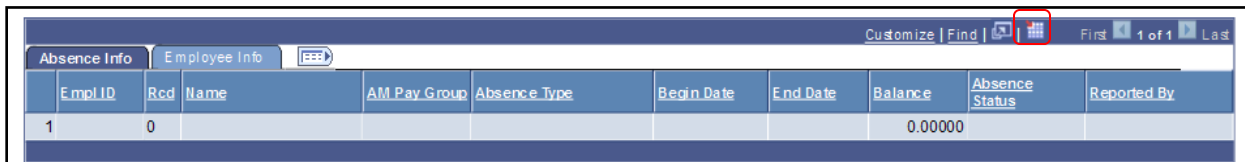
**Absence Report Search**

Empl ID:  
 Empl Rcd#:  
 CSU Unit:  
 Department: 500200 Administrative Technology  
 Period ID: 2012-01 Ending Period ID: 2012-01  
 Absence Filter:

[Return to Previous Page](#)

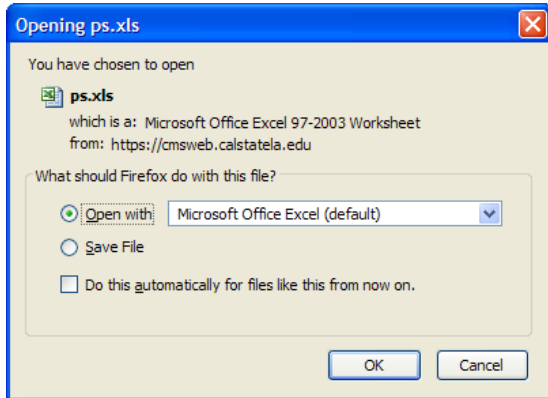
Empl ID	Rcd	Name	AM Pay Group	Absence Type	Begin Date	End Date	Balance	Absence Status	Reported By
1	0						0.00000		

## 6.1 Download Reports to Excel

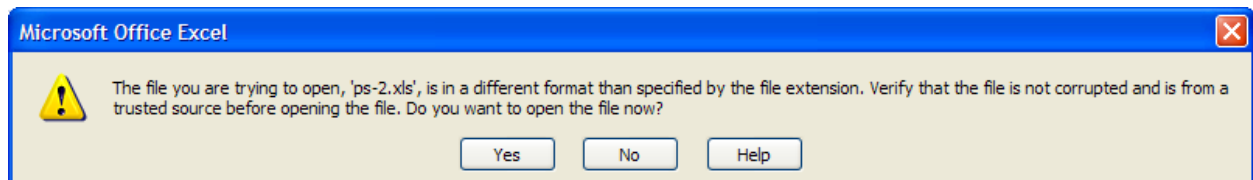


Empl ID	Rcd	Name	AM Pay Group	Absence Type	Begin Date	End Date	Balance	Absence Status	Reported By
1	0						0.00000		

Click on the download button, the following should pop-up:

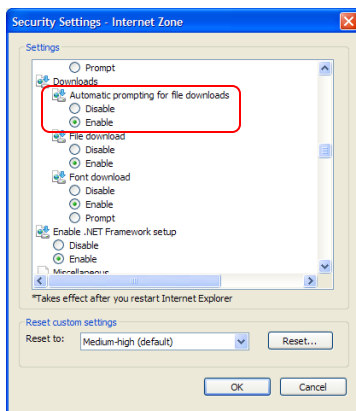


You can choose to open the file or save to your computer, click on OK.




You should get the following message, click on Yes. Your report should open. You can also customize your report to run with specific columns only or in a specific sort order, see the next section 'Customizing Reports'.

If you have problems downloading to excel, the most common issue are your computer settings here:



You may need to contact your ITC for assistance.

## 6.2 Customizing Reports

You can customize your reports to only show the columns you want to include or sort in a specific order. Open all your columns by clicking on . Click on the Customize link all the way to the right.

**Personalize Column and Sort Order**

To order columns or add fields to sort order, highlight column name, then press the appropriate button.  
Frozen columns display under every tab.

Column Order	Sort Order
Tab Absence Info (frozen)	
Empl ID (frozen)	
Rcd (frozen)	
Name (frozen)	
AM Pay Group (hidden)	
Absence Type	
Begin Date	
End Date	
Balance	
Approval Status	
Absence Status	
Partial Hours	
All Days	
End Day Hours	
Void	
Source	
Tab Employee Info	
Empl Status	
Empl Class	
DeptID	
CSU Unit	
Dept. Name	
Job Code	
Job Title	
FTE	



Hidden  
 Frozen


Descending

OK Cancel Preview [Copy Settings](#)

Before you begin to customize, expand all columns and look at what the report provides. Determine which columns you do not need. Some of the columns you may wish to exclude are: AM Pay Group, Partial Hours, All Days, End Day Hours, Void, and Source.

**Hide Columns** - Highlight the column you do not want and click on Hidden. You can always uncheck the box to return the column to your report.

**Reorder Column** – highlight the column and click on the   arrows to reorder your report columns.

**Sort Order** – highlight the column and click on  to move over to the next box. The order in this box will determine the sort order.

Once you are finished, click on . Your report will remain customized until you make a change.