



| High Level Description | |
|------------------------|----------------------------------|
| Process | Self-Service Absence Information |
| Module | Absence Management |
| Document Type | Business Process Guide |

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| Date | By | Action | Pages |
|-----------|----------------|------------------|-------|
| 7-15-2006 | Carrie Medders | Document created | |
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Log in to HSJPRD

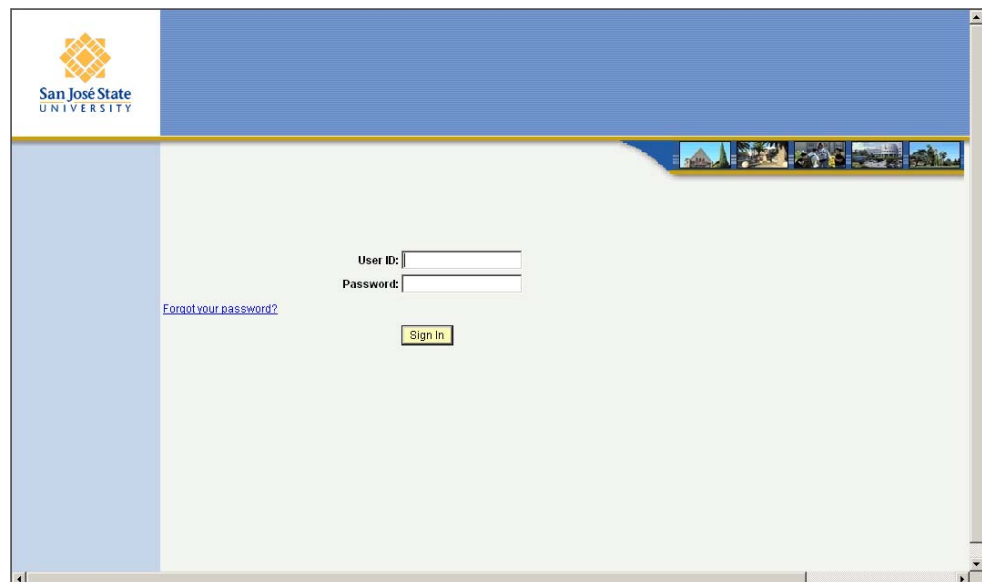
Follow these steps to log into the HSJPRD (HR Production) database.

Navigate to the HR production database using the URL on the right

<https://cmsshr.sjsu.edu/psp/HSJPRD/?cmd=login>

You may also reach this page from the CMS web site (<http://www.sjsu.edu/depts/cms>) - Click Applications and select HSJPRD

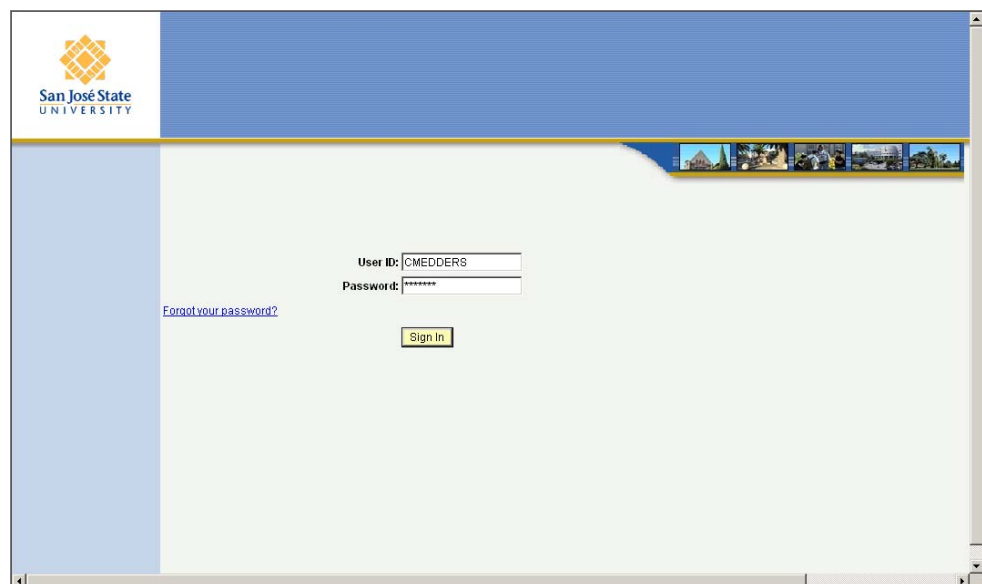
The HSJPRD login page is displayed



Login to the database using your personal User ID and password. Remember that both are case sensitive.

Click Sign In.

Note: If you have difficulty logging in, please contact the CMS Help Desk via email (cmshelp@sjsu.edu) with your full name, department and SJSU ID.

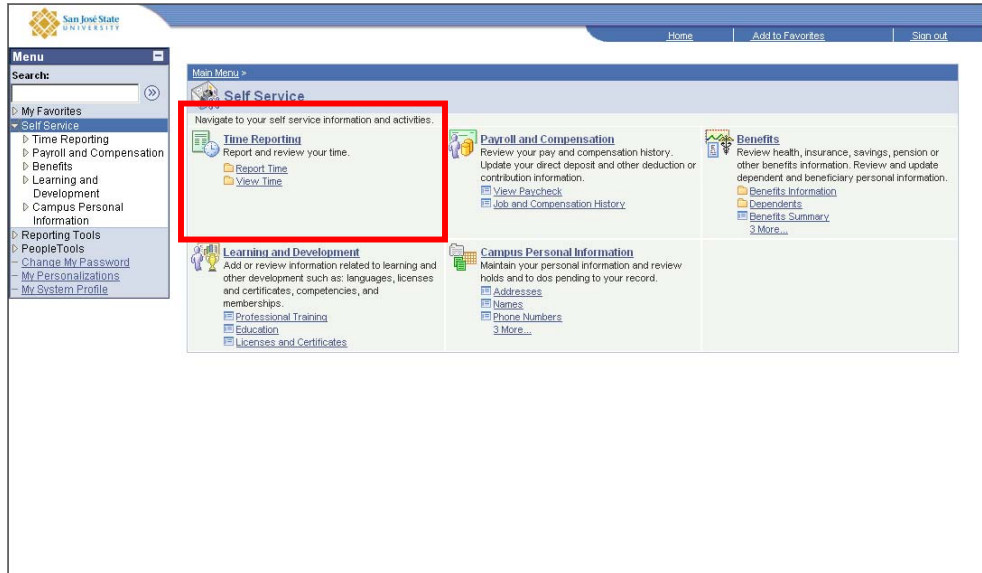
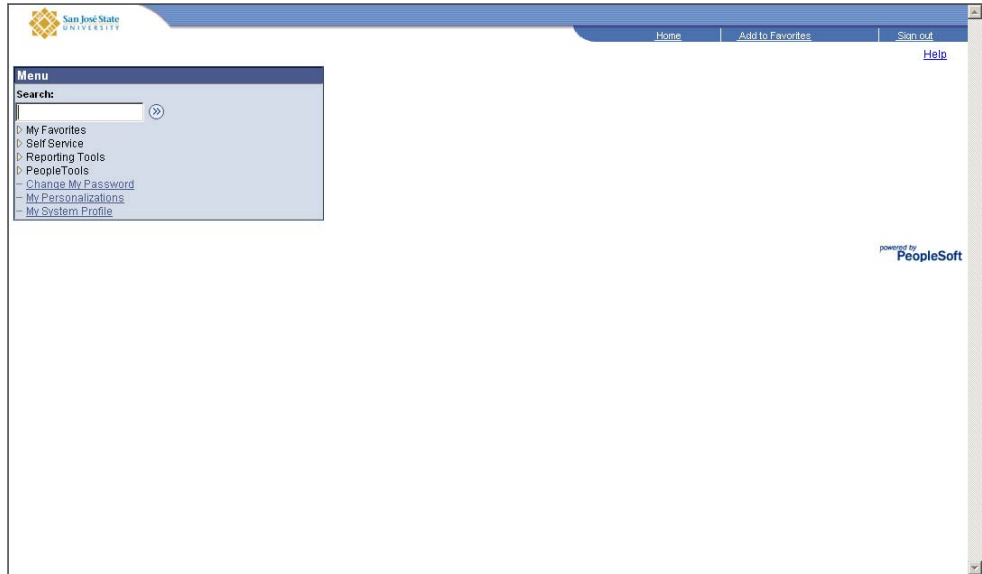


Your personal menu will display upon login.

Click Self Service.

The Self Service options available to you will display.

Click the View Time link under Time Reporting.

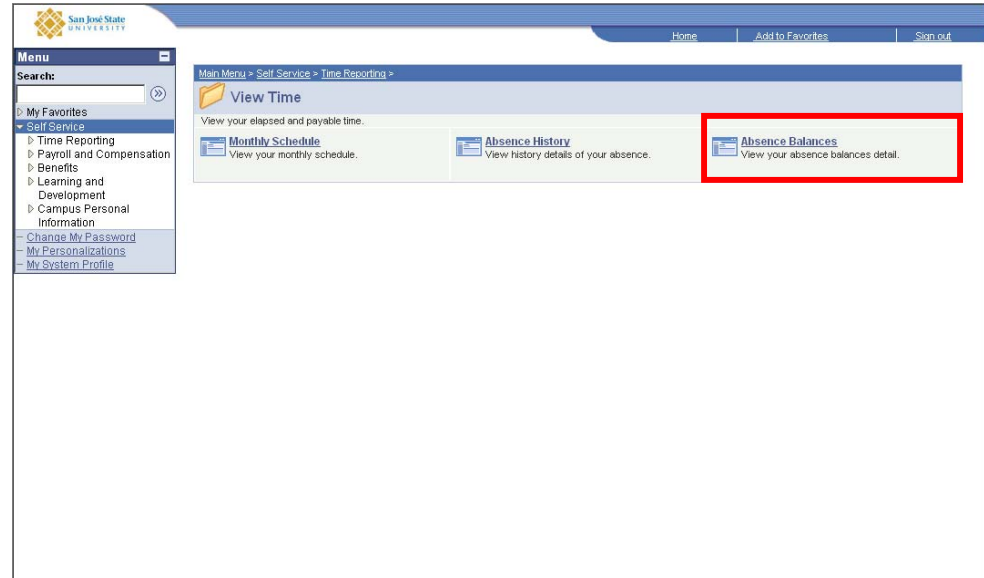


View My Absence Balances

Follow these steps to view your current absence balance information.

The View Time options available to you are displayed.

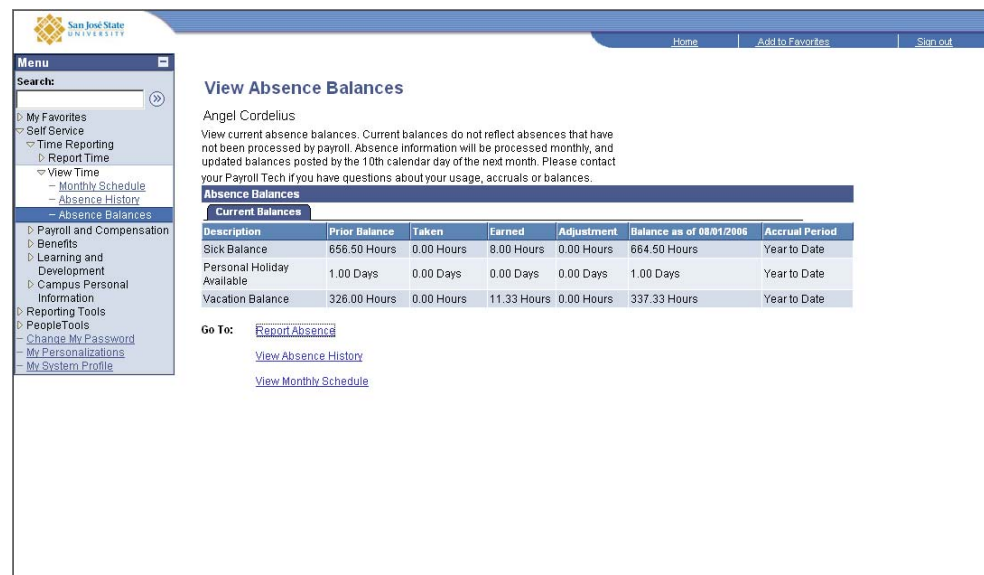
Click Absence Balances.



The screenshot shows the San José State Self-Service portal. The left-hand menu is expanded to 'View Time', which includes options for 'Monthly Schedule', 'Absence History', and 'Absence Balances'. The 'Absence Balances' option is highlighted with a red rectangular box. The main content area shows the 'View Time' header and a brief description of the section.

The View Absence Balances page is displayed.

All absence types that have balances will be displayed.



The screenshot shows the 'View Absence Balances' page for Angel Cordelius. The page includes a header, a user name, and a brief description of the current absence balances. Below this is a table titled 'Absence Balances' with a sub-section for 'Current Balances'.

| Description | Prior Balance | Taken | Earned | Adjustment | Balance as of 08/01/2006 | Accrual Period |
|----------------------------|---------------|------------|-------------|------------|--------------------------|----------------|
| Sick Balance | 656.50 Hours | 0.00 Hours | 8.00 Hours | 0.00 Hours | 664.50 Hours | Year to Date |
| Personal Holiday Available | 1.00 Days | 0.00 Days | 0.00 Days | 0.00 Days | 1.00 Days | Year to Date |
| Vacation Balance | 326.00 Hours | 0.00 Hours | 11.33 Hours | 0.00 Hours | 337.33 Hours | Year to Date |

Below the table, there are links for 'Go To: Report Absence', 'View Absence History', and 'View Monthly Schedule'.

Column Information

Description: The type of absence balance.

Prior Balance: The balance prior to the last absence processing cycle.

Taken/Earned: The amounts of each absence taken & earned during the last absence processing cycle.

Adjustments: Any adjustments to your balances will be displayed here. This might be the result of absence information being reported after the deadline.

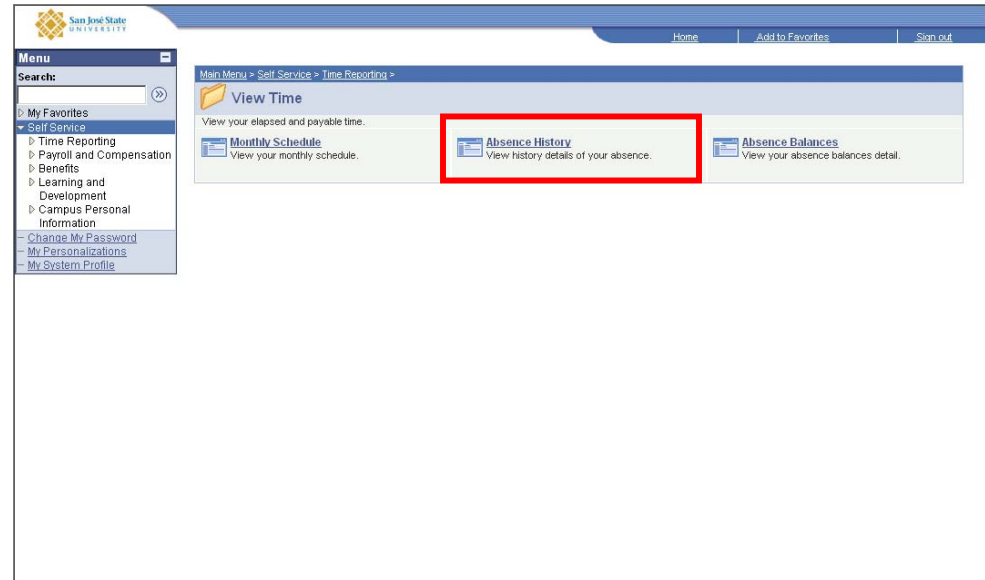
Balance as of...: The current balance at the end of the last absence processing cycle, along with the date.

Accrual Period: This will typically say Year to Date.

View My Absence History

Follow these steps to view your absence history information. History prior to June 1, 2006 is not available in PeopleSoft. The Start and End Dates of the reported absence may overlap a weekend or a holiday, but unless you are scheduled to work on those days, your balance will not be affected.

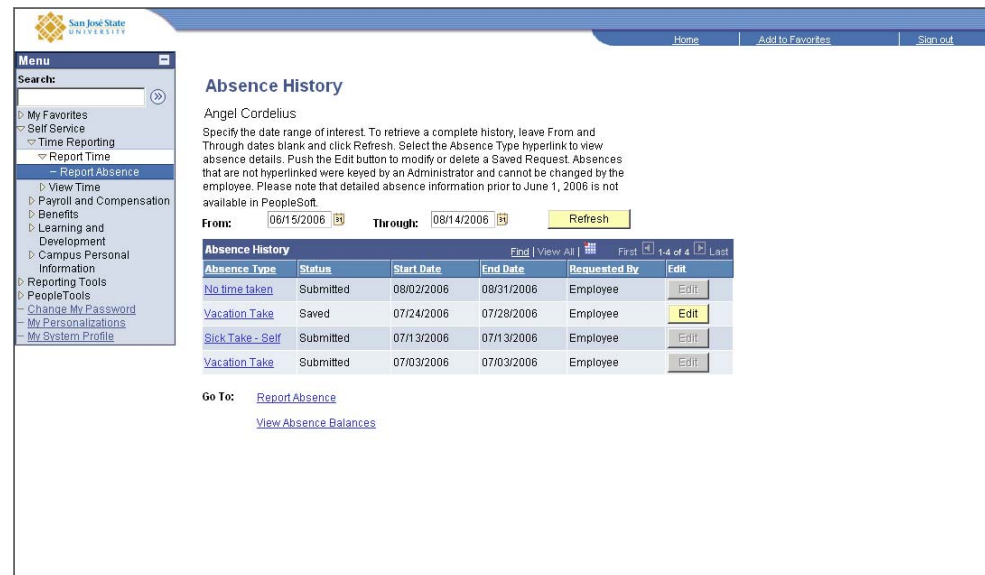
Click Absence History from the main View Time menu, or from the hyperlink on the bottom of the Absence Balances page.



The screenshot shows the 'View Time' page. On the left is a 'Menu' sidebar with 'Absence History' listed under 'Report Time'. The main content area has three buttons: 'Monthly Schedule', 'Absence History' (highlighted with a red box), and 'Absence Balances'. The 'Absence History' button has the text 'View history details of your absence.' below it.

The Absence History page is displayed.

Update the From and Through dates and click refresh to change the time period displayed.



The screenshot shows the 'Absence History' page for Angel Cordelius. It includes a search bar, a 'Refresh' button, and a table of absence records. The table has columns for Absence Type, Status, Start Date, End Date, and Requested By. Below the table are links for 'Report Absence' and 'View Absence Balances'.

| Absence Type | Status | Start Date | End Date | Requested By | Edit |
|------------------|-----------|------------|------------|--------------|----------------------|
| No time taken | Submitted | 08/02/2006 | 08/31/2006 | Employee | Edit |
| Vacation Take | Saved | 07/24/2006 | 07/28/2006 | Employee | Edit |
| Sick Take - Self | Submitted | 07/13/2006 | 07/13/2006 | Employee | Edit |
| Vacation Take | Submitted | 07/03/2006 | 07/03/2006 | Employee | Edit |

Column Information

Absence Type: The type of absence that was reported.

Status: When keying via self-service, this will be the status of your absence. If a timekeeper keys your absence, this status will always say None.

Start Date: The start date of the absence.

End Date: The end date of the absence.

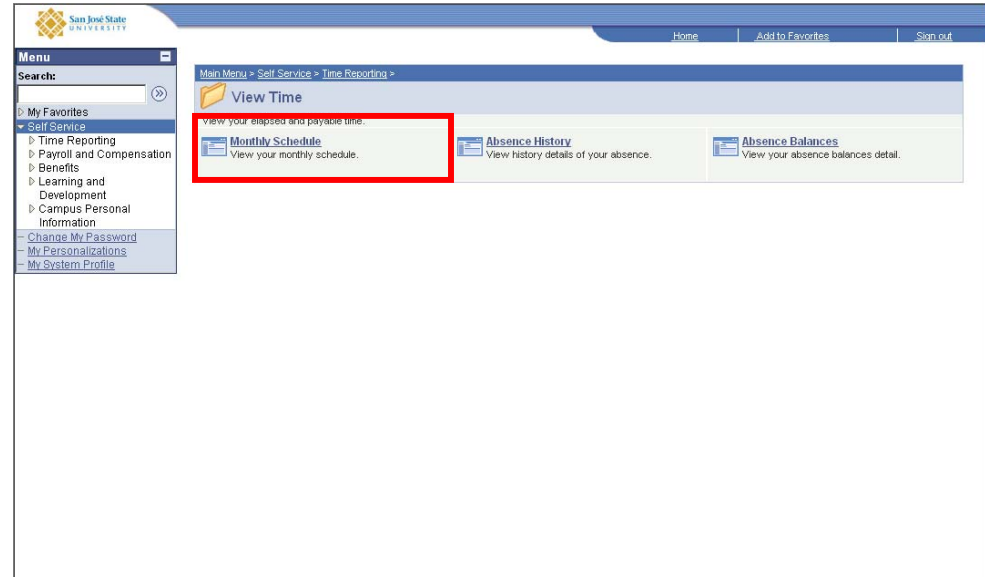
Requested by: When keying via self-service, this will say Employee. If a timekeeper ever keys your time, it will say Admin.

Edit Button: Time saved for later will activate the Edit button. To submit, this button must be pushed. More on this later in the guide.

View My Monthly Schedule

Follow these steps to view your monthly schedule. The standard schedule for employees is Monday-Friday, 8 hours/day. However, you may be on an alternate schedule (part-time, 4/10, 9/80, etc.), which will be displayed. If your schedule is not consistent, you will most likely remain on the standard schedule and your timekeeper will key your absence hours accordingly. If you have questions about your schedule, please contact your timekeeper or payroll technician.

Click Absence History from the main View Time menu, or from the hyperlink on the bottom of the Absence Balances page.



The screenshot shows the 'View Time' page. On the left is a 'Menu' sidebar with 'Self Service' expanded to 'Time Reporting', which includes 'Monthly Schedule'. The main content area has a 'View Time' header and three links: 'Monthly Schedule' (highlighted with a red box), 'Absence History', and 'Absence Balances'. The 'Monthly Schedule' link has a sub-link 'View your monthly schedule.' below it.

The Monthly Schedule page is displayed.

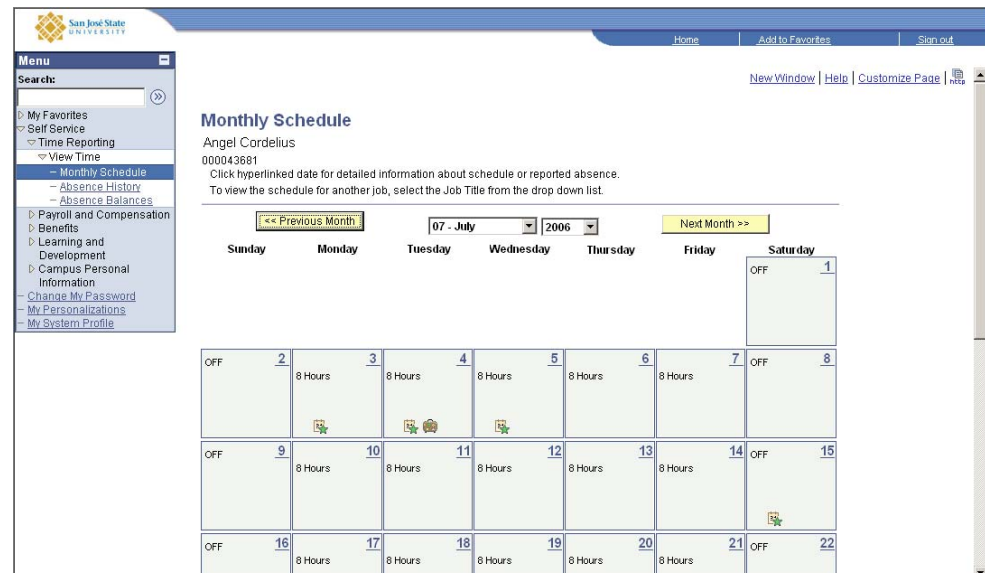


Absences that have been reported will be displayed with the calendar icon.



Scheduled holidays will be displayed with the suitcase icon.

Note: If you have an absence that overlaps a holiday, both icons will be displayed, but your balances will not be affected.



The screenshot shows the 'Monthly Schedule' page for Angel Cordelius (ID: 000043681) for July 2006. The calendar displays a grid of days from Sunday to Saturday. Each day cell shows the number of hours (8 Hours) or 'OFF'. Icons are placed in the cells: a calendar icon for reported absences and a suitcase icon for scheduled holidays. The calendar shows absences on July 2, 3, 4, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, and 21. Scheduled holidays are on July 1, 7, 8, 14, and 22.

Clicking a hyperlinked date on the schedule will display more details about the absence or holiday.



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New Window | Help | Customize Page | 

Menu

Search:

- My Favorites
- Self Service
 - Time Reporting
 - View Time
 - Monthly Schedule
 - Absence History
 - Absence Balances
 - Payroll and Compensation
 - Benefits
 - Learning and Development
 - Campus Personal Information
 - Change My Password
 - My Personalizations
 - My System Profile



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New Window | Help | Customize Page | 

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 - Campus Personal Information
 - Change My Password
 - My Personalizations
 - My System Profile

Non-standard schedule example

This is an example of a part-time schedule where the hours are different on various days of the week.

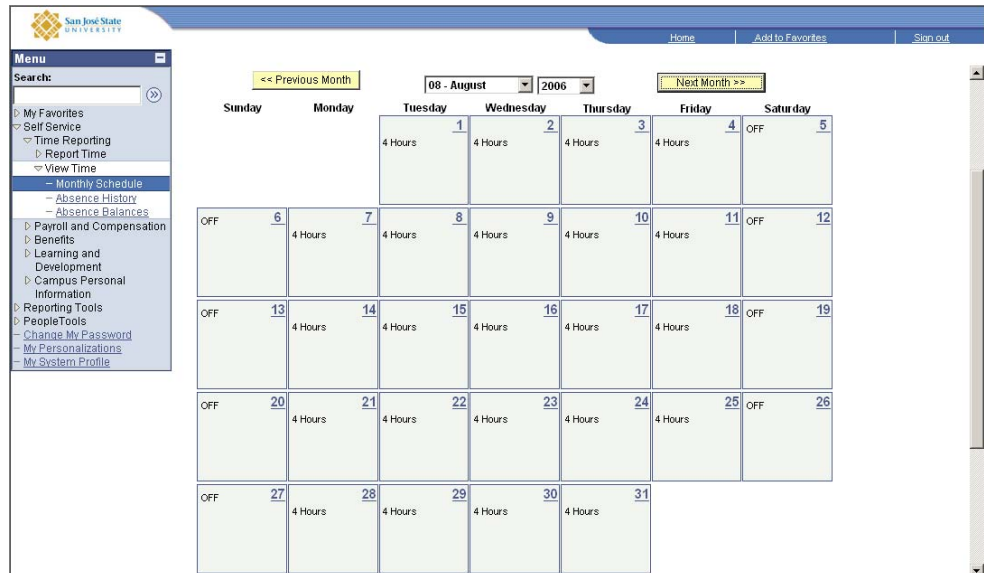


The screenshot shows a calendar for August 2006. The schedule is as follows:

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|---------------|---------------|---------------|---------------|---------------|-----------|
| | | 1 8 Hours | 2 8 Hours | 3 4 Hours | 4 4 Hours | 5 OFF |
| 6 OFF | 7 6 Hours | 8 8 Hours | 9 8 Hours | 10 4 Hours | 11 4 Hours | 12 OFF |
| 13 OFF | 14 6 Hours | 15 8 Hours | 16 8 Hours | 17 4 Hours | 18 4 Hours | 19 OFF |
| 20 OFF | 21 6 Hours | 22 8 Hours | 23 8 Hours | 24 4 Hours | 25 4 Hours | 26 OFF |
| 27 OFF | 28 6 Hours | 29 8 Hours | 30 8 Hours | 31 4 Hours | | |

Non-standard schedule example

This is an example of a part-time schedule where the hours are the same each day of the week.

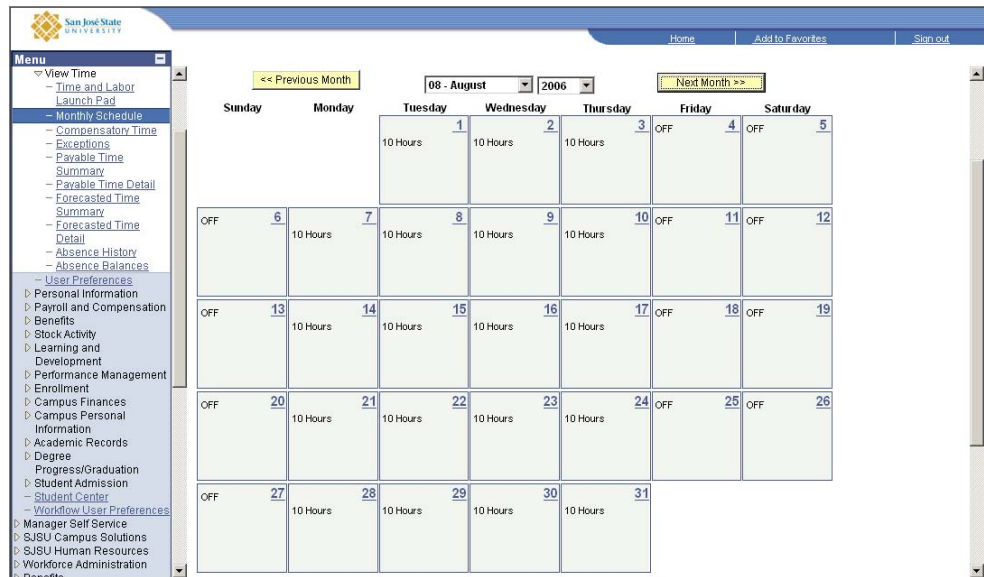


The screenshot shows a calendar for August 2006. The schedule is as follows:

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|---------------|---------------|---------------|---------------|---------------|-----------|
| | | 1 4 Hours | 2 4 Hours | 3 4 Hours | 4 4 Hours | 5 OFF |
| 6 OFF | 7 4 Hours | 8 4 Hours | 9 4 Hours | 10 4 Hours | 11 4 Hours | 12 OFF |
| 13 OFF | 14 4 Hours | 15 4 Hours | 16 4 Hours | 17 4 Hours | 18 4 Hours | 19 OFF |
| 20 OFF | 21 4 Hours | 22 4 Hours | 23 4 Hours | 24 4 Hours | 25 4 Hours | 26 OFF |
| 27 OFF | 28 4 Hours | 29 4 Hours | 30 4 Hours | 31 4 Hours | | |

Non-standard schedule example

This is an example of a 4/10 schedule where the employee is off on Fridays.



| Day | 1 | 2 | 3 | 4 | 5 |
|-----------|----------|----------|----------|-----|-----|
| Sunday | | | | | |
| Monday | | | | | |
| Tuesday | 10 Hours | 10 Hours | 10 Hours | OFF | OFF |
| Wednesday | 10 Hours | 10 Hours | 10 Hours | OFF | OFF |
| Thursday | 10 Hours | 10 Hours | 10 Hours | OFF | OFF |
| Friday | OFF | OFF | OFF | OFF | OFF |
| Saturday | OFF | OFF | OFF | OFF | OFF |

Non-standard schedule example

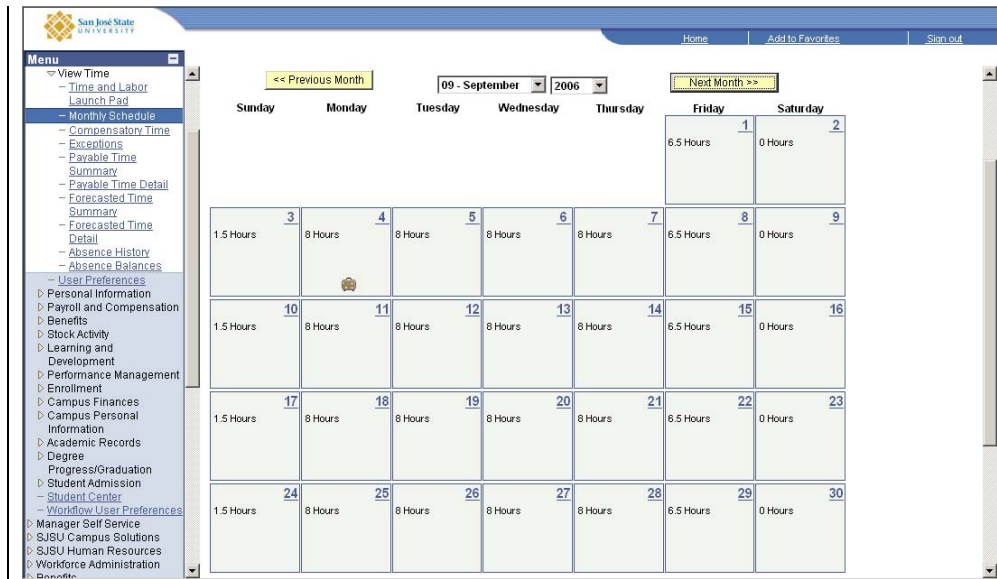
This is an example of a standard Tuesday-Saturday 40-hour schedule.



| Day | 1 | 2 | 3 | 4 | 5 |
|-----------|---------|---------|---------|---------|---------|
| Sunday | OFF | OFF | OFF | OFF | OFF |
| Monday | OFF | OFF | OFF | OFF | OFF |
| Tuesday | 8 Hours | 8 Hours | 8 Hours | 8 Hours | 8 Hours |
| Wednesday | 8 Hours | 8 Hours | 8 Hours | 8 Hours | 8 Hours |
| Thursday | 8 Hours | 8 Hours | 8 Hours | 8 Hours | 8 Hours |
| Friday | 8 Hours | 8 Hours | 8 Hours | 8 Hours | 8 Hours |
| Saturday | 8 Hours | 8 Hours | 8 Hours | 8 Hours | 8 Hours |

Non-standard schedule example

This is an example of someone on a graveyard shift (common for FD&O employees).



The screenshot shows a web-based interface for San José State University. At the top, there are navigation links: Home, Add to Favorites, and Sign out. Below this is a date selector showing '09 - September' and '2006'. Navigation buttons for '<< Previous Month' and 'Next Month >>' are present. The main content is a calendar grid for the month of September. The days of the week are listed at the top: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. The grid cells contain the day number and the number of hours for that day. For example, Sunday (3) has 1.5 Hours, Monday (4) has 8 Hours, Tuesday (5) has 8 Hours, Wednesday (6) has 8 Hours, Thursday (7) has 8 Hours, Friday (8) has 6.5 Hours, and Saturday (9) has 0 Hours. The grid continues through the month to the 30th. On the left side, there is a 'Menu' with various options: View Time, Time and Labor, Launch Pad, Monthly Schedule, Compensatory Time, Exceptions, Payable Time, Summary, Payable Time Detail, Forecasted Time, Forecasted Time Summary, Absence History, Absence Balances, User Preferences, Personal Information, Payroll and Compensation, Benefits, Stock Activity, Learning and Development, Performance Management, Enrollment, Campus Finances, Campus Personal Information, Academic Records, Degree, Progress/Graduation, Student Admission, Student Center, Workflow User Preferences, Manager Self Service, SJSU Campus Solutions, SJSU Human Resources, and Workforce Administration.

| Day | Hours |
|--------------|-----------|
| Sunday 3 | 1.5 Hours |
| Monday 4 | 8 Hours |
| Tuesday 5 | 8 Hours |
| Wednesday 6 | 8 Hours |
| Thursday 7 | 8 Hours |
| Friday 8 | 6.5 Hours |
| Saturday 9 | 0 Hours |
| Sunday 10 | 1.5 Hours |
| Monday 11 | 8 Hours |
| Tuesday 12 | 8 Hours |
| Wednesday 13 | 8 Hours |
| Thursday 14 | 8 Hours |
| Friday 15 | 6.5 Hours |
| Saturday 16 | 0 Hours |
| Sunday 17 | 1.5 Hours |
| Monday 18 | 8 Hours |
| Tuesday 19 | 8 Hours |
| Wednesday 20 | 8 Hours |
| Thursday 21 | 8 Hours |
| Friday 22 | 6.5 Hours |
| Saturday 23 | 0 Hours |
| Sunday 24 | 1.5 Hours |
| Monday 25 | 8 Hours |
| Tuesday 26 | 8 Hours |
| Wednesday 27 | 8 Hours |
| Thursday 28 | 8 Hours |
| Friday 29 | 6.5 Hours |
| Saturday 30 | 0 Hours |

Views with Multiple Jobs

If you have more than one active, absence-eligible job on campus, your views to see balances, history and your schedule will be slightly different. Please note that all balances for employees with multiple jobs were converted to the primary job. For example, if you are a department chair and a faculty member, your balances all reside on the department chair job.

View Absence Balances

All active, absence-eligible jobs will be displayed. Click the hyperlinked Job Title to view the information.

The Absence Balances page displayed is the same.



| Select Job Title | EmpID | Empl Recd# | Department | Supervisor Name | Company |
|--|-----------|------------|--------------------|-----------------|---------------------------|
| Administrator I | 005308746 | 0 | CMS Project Office | | San Jose State University |
| Info Tech Consultant 12 Mo | 005308746 | 1 | CMS Project Office | | San Jose State University |

View Absence History

All active, absence-eligible jobs will be displayed. Click the hyperlinked Job Title to view the information.

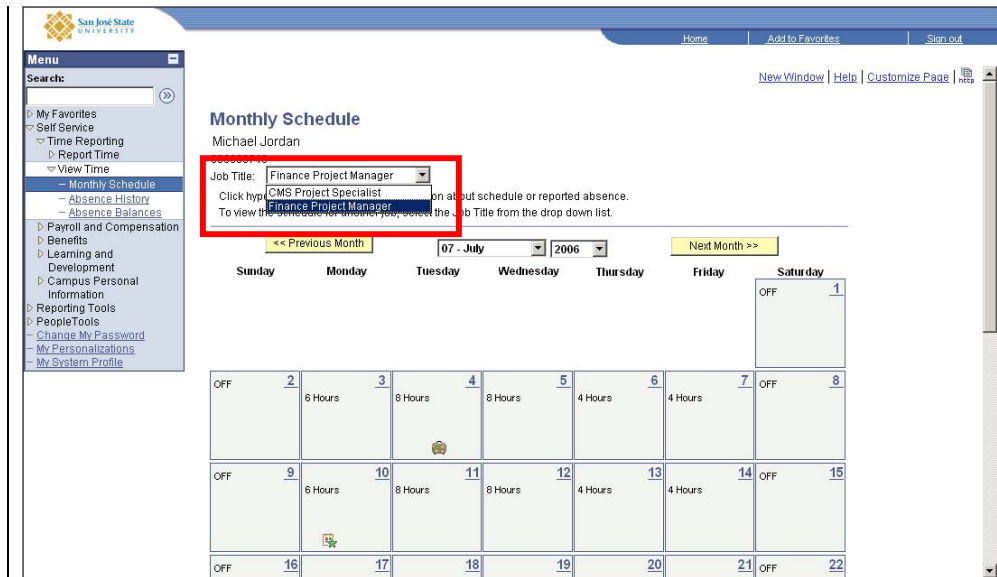
The Absence History page displayed is the same.



| Select Job Title | EmpID | Empl Recd# | Department | Supervisor Name | Company |
|--|-----------|------------|--------------------|-----------------|---------------------------|
| Administrator I | 005308746 | 0 | CMS Project Office | | San Jose State University |
| Info Tech Consultant 12 Mo | 005308746 | 1 | CMS Project Office | | San Jose State University |

View Monthly Schedule

All active, absence-eligible jobs will be displayed in the drop-down list. Select the job you wish to view the schedule for.



Monthly Schedule
Michael Jordan

Job Title: Finance Project Manager
 Click type: CMS Project Specialist
 To view the schedule for a manager, select the Job Title from the drop down list.

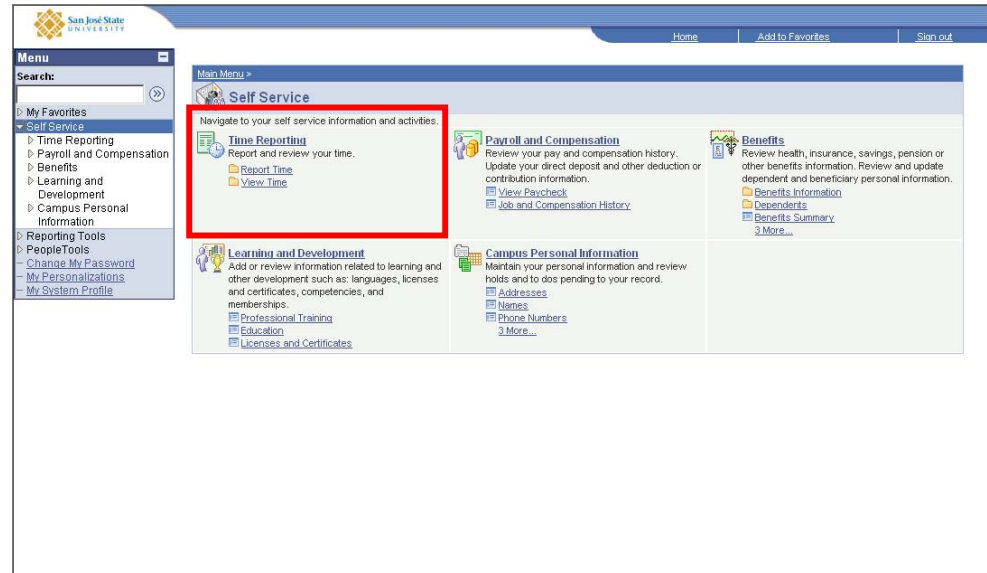
<< Previous Month | 07 - July | 2006 | Next Month >>

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------------|--------------|---------------|---------------|---------------|---------------|
| OFF | 2 6 Hours | 3 8 Hours | 4 8 Hours | 5 8 Hours | 6 4 Hours | 7 4 Hours |
| OFF | 8 | 9 6 Hours | 10 8 Hours | 11 8 Hours | 12 4 Hours | 13 4 Hours |
| OFF | 14 | 15 | 16 | 17 | 18 | 19 |
| OFF | 20 | 21 | 22 | 23 | 24 | 25 |
| OFF | 26 | 27 | 28 | 29 | 30 | 31 |

Report Absences

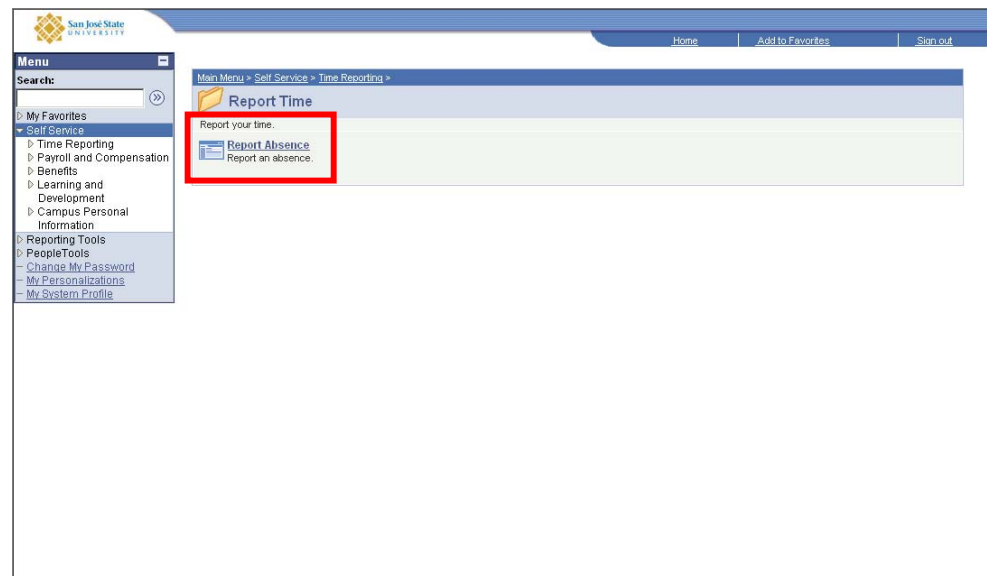
This section will provide you with a variety of ways to key your absence information into the system. Please read each section carefully to know when the various methods should be used.

From the main Self Service menu, under Time Reporting, click Report Time.



The Report Time page displays.

Click Report Absence.



Report Absences – Standard Reporting

This section will provide you with the steps to report standard absences, using your schedule. This method allows you to report by day and will use your schedule to take the appropriate amount from your balance. If you do not work a standard (Monday-Friday/40 hours a week) schedule, yet your schedule in the system indicates that you are on one, you must use the partial days option described in the next section to key your hours.

The Report Absence page displays.

Click the drop down arrow for the Absence Type to select the type of absence you wish to report.

Hyperlinks

All Absence Types available to you will be displayed.

Select the Absence Type you wish to report. For this example, we will use Vacation Take.



Report Absence

Angel Cordelius

Enter Start Date and select appropriate Absence Type. Once Absence Type is selected, enter either End Date or Duration. Push the Calculate button to complete the absence entry. To enter Partial Day information, select the Partial Day option and enter the appropriate hours. To submit the absence information for approval, push the Submit button. To hold the absence entry for a later submission, push the Save for Later button. Remember, all absences must be entered and approved by the 5th calendar day of the next month. To submit or cancel your saved absence, view your Absence History, click the Edit button, and select Submit or Cancel. To view the current calendar and pay period, click the hyperlink below.

Absence Detail

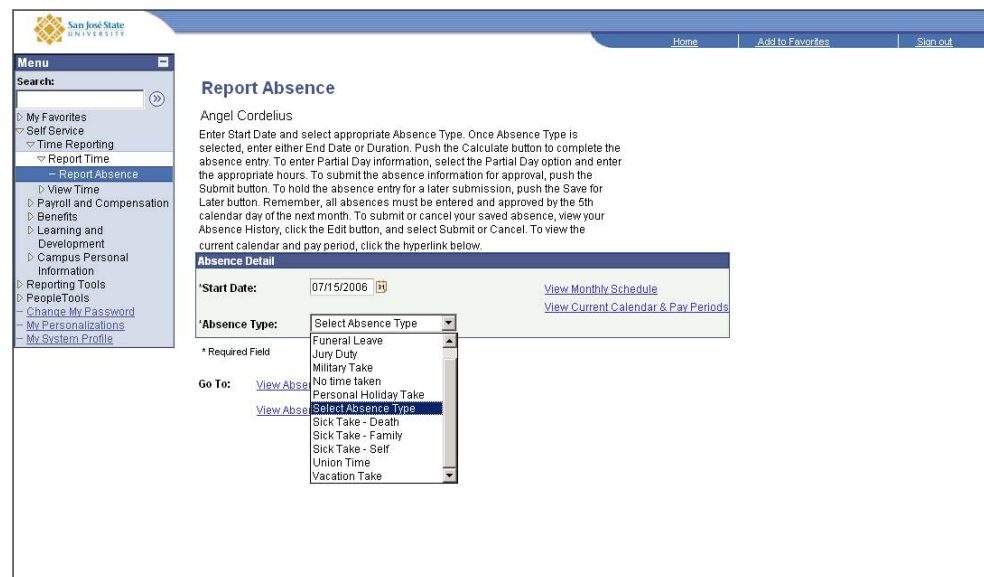
*Start Date: 07/15/2006 [View Monthly Schedule](#)

*Absence Type: Select Absence Type [View Current Calendar & Pay Periods](#)

* Required Field

Go To: [View Absence History](#)
[View Absence Balances](#)

View Monthly Schedule: Use this link to view your monthly schedule
View Current Calendar & Pay Periods: Use this link to view information on start and end dates for each pay period. It is critical that you know the start and end dates of each pay period so you can include your absences in the right period.



Report Absence

Angel Cordelius

Enter Start Date and select appropriate Absence Type. Once Absence Type is selected, enter either End Date or Duration. Push the Calculate button to complete the absence entry. To enter Partial Day information, select the Partial Day option and enter the appropriate hours. To submit the absence information for approval, push the Submit button. To hold the absence entry for a later submission, push the Save for Later button. Remember, all absences must be entered and approved by the 5th calendar day of the next month. To submit or cancel your saved absence, view your Absence History, click the Edit button, and select Submit or Cancel. To view the current calendar and pay period, click the hyperlink below.

Absence Detail

*Start Date: 07/15/2006 [View Monthly Schedule](#)

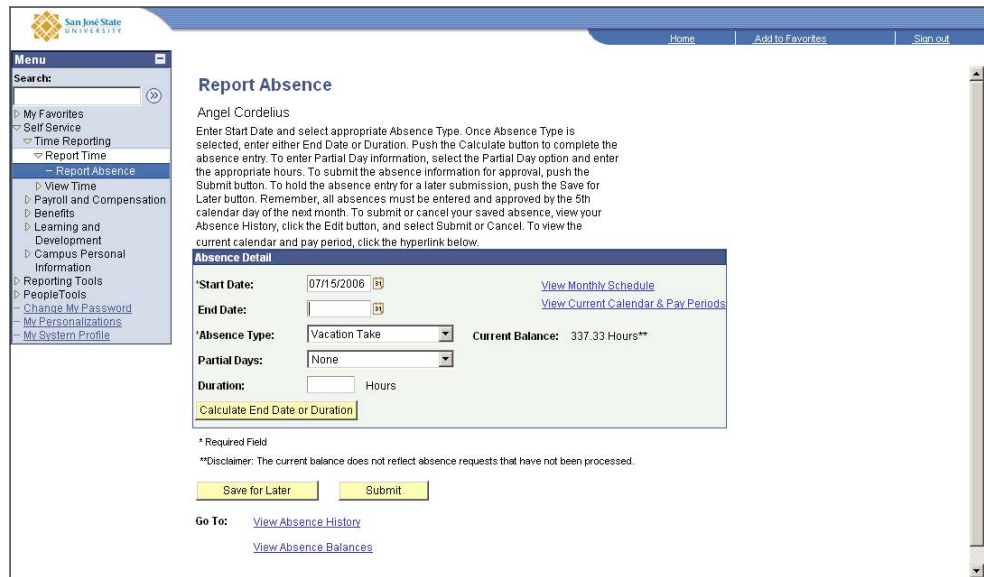
*Absence Type: Select Absence Type [View Current Calendar & Pay Periods](#)

* Required Field

Go To: [View Absence History](#)
[View Absence Balances](#)

- Funeral Leave
- Jury Duty
- Military Take
- No time taken
- Personal Holiday Take
- Select Absence Type
- Sick Take - Death
- Sick Take - Family
- Sick Take - Self
- Union Time
- Vacation Take

Once the Absence Type is selected, additional fields will appear that must be filled in prior to submitting the absence.



Required Fields

Start Date: Enter the start date of the absence.

End Date: Enter the end date of the absence. It's okay to cross a weekend or a holiday because your schedule will ensure that your balances are appropriately decremented.

Partial Days: This information will be explained later in the chapter. For standard absence reporting, using your schedule, this will not be used.

Duration: This will populate upon pushing the Calculate button.

Current Balance: For absence types that hold a balance, the balance displays.

Calculate End Date or Duration

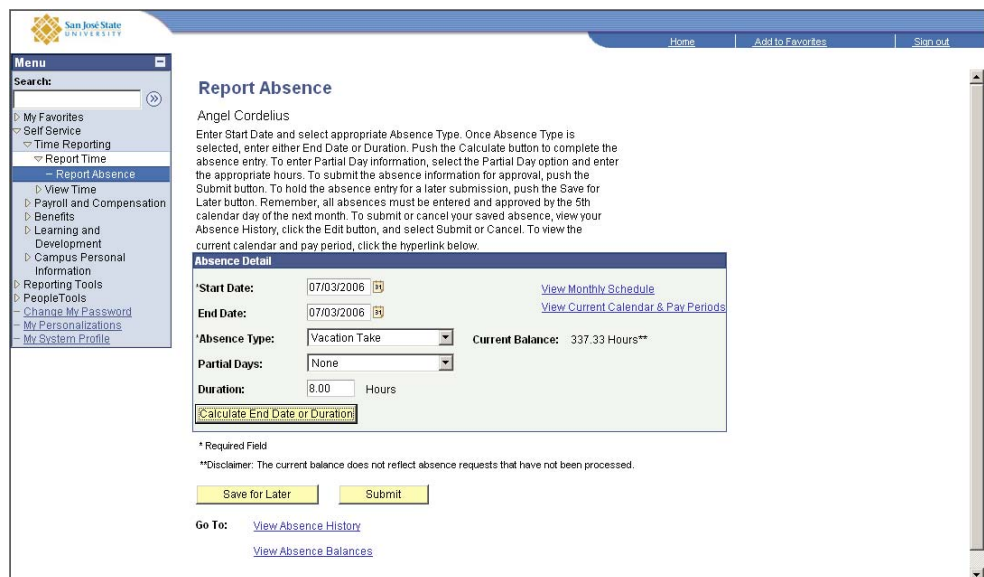
Once all fields are completed, push the Calculate End Date or Duration button.

The Duration displays.

Submit

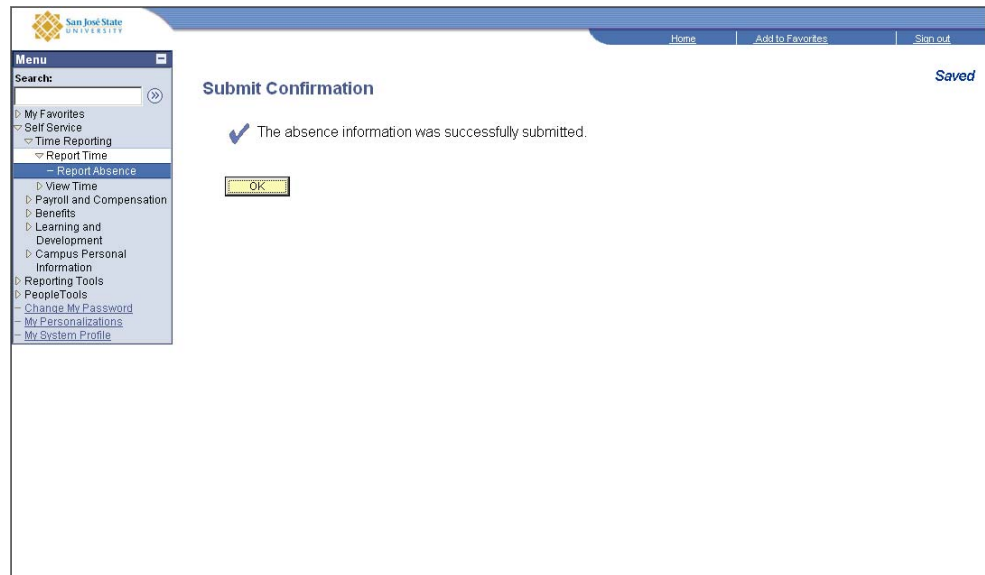
Click the Submit button to submit this absence.

Note: Once the absence is submitted, you have no ability to change it, so please make sure the information is accurate.



The Submit Confirmation page displays.

Click OK.



San José State UNIVERSITY

Home Add to Favorites Sign out

Menu

Search: []

- My Favorites
- Self Service
 - Time Reporting
 - Report Absence
 - View Time
 - Payroll and Compensation
 - Benefits
 - Learning and Development
 - Campus Personal Information
 - Reporting Tools
 - PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile

Submit Confirmation Saved

The absence information was successfully submitted.

The Detailed Absence Information page displays. The Status will say Submitted.



San José State UNIVERSITY

Home Add to Favorites Sign out

Menu

Search: []

- My Favorites
- Self Service
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 - PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile

Detailed Absence Information

Angel Cordelius

View Detailed absence information and submission and approval details.

| Details | |
|---------------|--|
| Start Date: | 07/03/2006 |
| End Date: | 07/03/2006 |
| Absence Type: | Vacation Take Current Balance: 337.33 Hours** |
| Partial Days: | None |
| Duration: | 8.00 Hours |

| Workflow | |
|----------|-----------|
| Status: | Submitted |

| Request History | | | |
|-----------------|-----------------|------------|----------|
| Status | Name | Date | Comments |
| 1 Submitted | Angel Cordelius | 07/15/2006 | |

**Disclaimer: The current balance does not reflect absence requests that have not been processed.

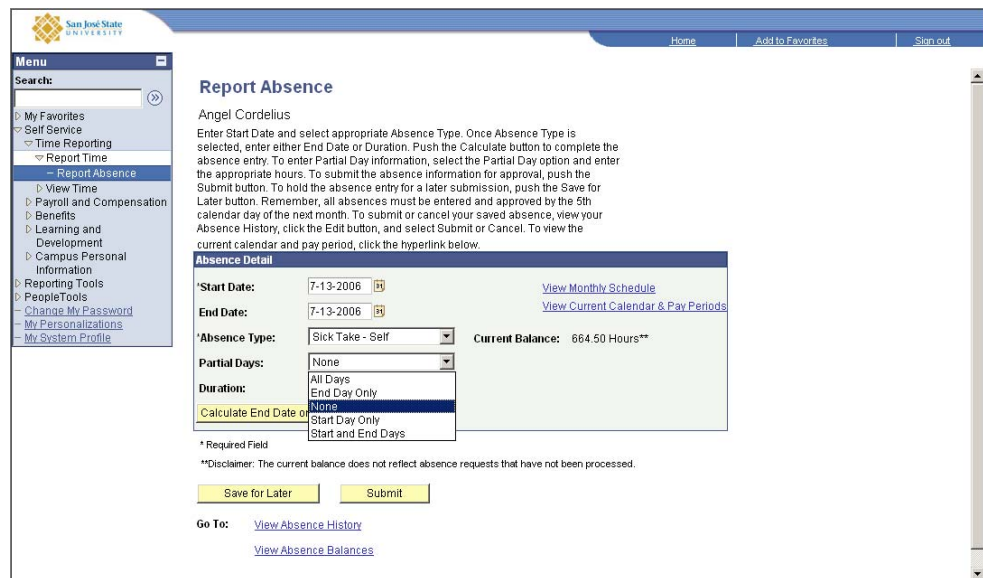
Go To: [Report Absence](#)
[View Absence History](#)
[View Absence Balances](#)

Report Absences – Report Partial Days

This section will provide you with the steps to report partial days. Partial Days can be used for a variety of reasons:

1. Non-Exempt Employees should use this method to report partial days off. For example, if you take 2 hours off during the day for a doctor's appointment, you would use this method.
2. Employees on an alternate schedule that is not recorded in PeopleSoft (i.e. your schedule online displays M-F 40/hours a week, but you actually work a 3/12). All your absence hours will be recorded using this method.
3. Exempt Employees, unless on an alternate schedule as described above, will not use this method.

After selecting the Absence Type, Start and End Date, use the Partial Days dropdown box to select the type of Partial Days you will use.



Types of Partial Days

Our example will use the All Days option.

All Days: Use this option if every day of your absence will use a partial day. For example, if you take 4 hours off each afternoon for a week, you would use this option.

End Day Only: Use this option if the last day of your absence will use a partial day, but every other day will use the hours on your schedule.

Start Day Only: Use this option if the first day of your absence will use a partial day, but every other day will use the hours on your schedule.

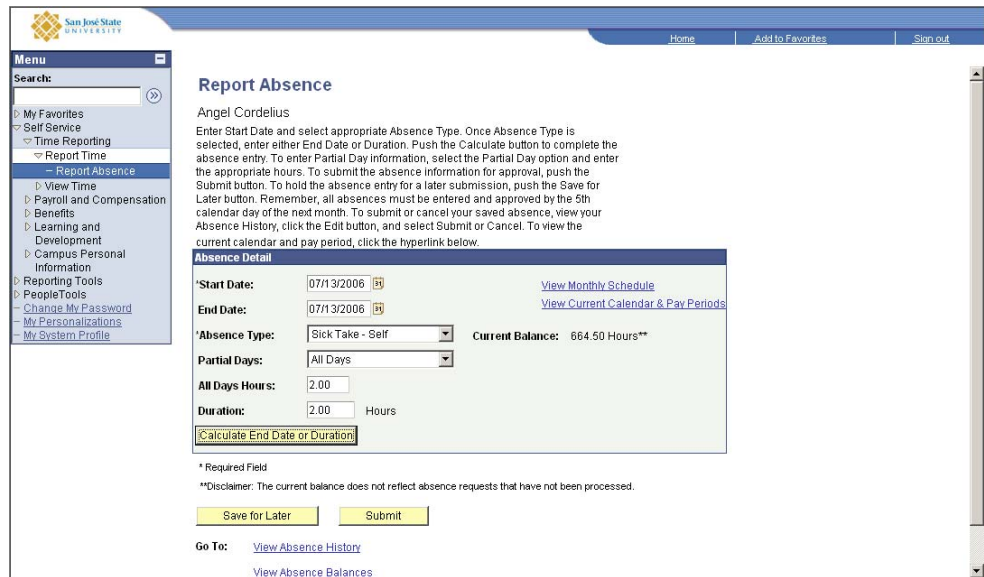
Start and End Dates: Use this option if both the first and last day of your absence will use a partial day, but every other day will use the hours on your schedule.

Once the option is selected, the Hours box will appear (in our example, it says **All Day Hours**; if another option is selected, the appropriate boxes will appear).

Enter the number of hours.

Calculate End Date or Duration

Submit



Report Absence

Angel Cordelius

Enter Start Date and select appropriate Absence Type. Once Absence Type is selected, enter either End Date or Duration. Push the Calculate button to complete the absence entry. To enter Partial Day information, select the Partial Day option and enter the appropriate hours. To submit the absence information for approval, push the Submit button. To hold the absence entry for a later submission, push the Save for Later button. Remember, all absences must be entered and approved by the 5th calendar day of the next month. To submit or cancel your saved absence, view your Absence History, click the Edit button, and select Submit or Cancel. To view the current calendar and pay period, click the hyperlink below.

Absence Detail

*Start Date: 07/13/2006 [View Monthly Schedule](#)

End Date: 07/13/2006 [View Current Calendar & Pay Periods](#)

*Absence Type: Sick Take - Self **Current Balance: 664.50 Hours****

Partial Days: All Days

All Days Hours: 2.00

Duration: 2.00 Hours

Calculate End Date or Duration

* Required Field
**Disclaimer: The current balance does not reflect absence requests that have not been processed.

Save for Later **Submit**

Go To: [View Absence History](#)
[View Absence Balances](#)

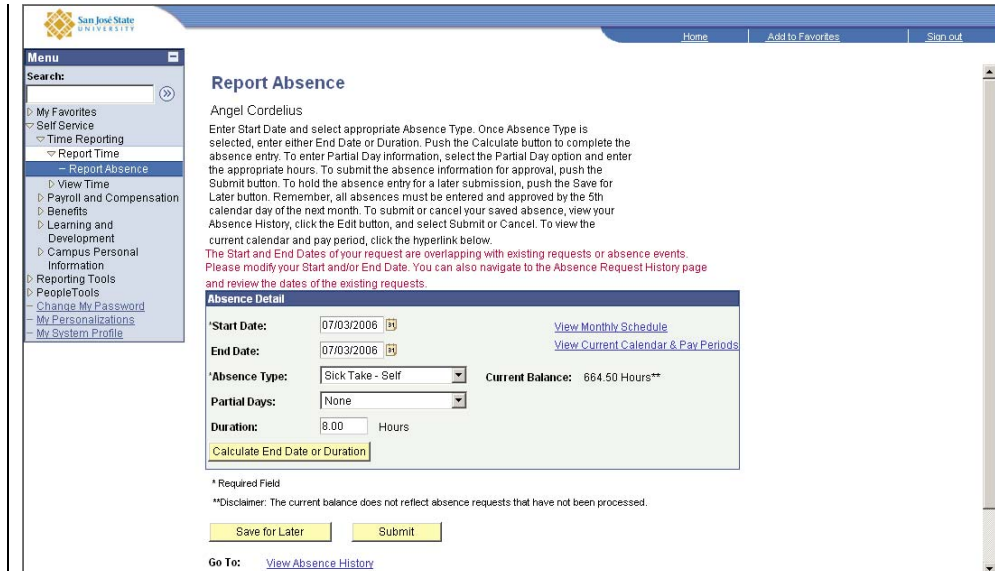
Click the Calculate End Date or Duration button once all fields are completed.

Click the Submit button to submit the absence.

Report Absences – Overlapping Absences

You may not have overlapping absences on the same days. For example, if you have reported vacation, you cannot also report sick on the same days. When using partial hours however, you may split your day between vacation & sick (or a combination of other absence types).

If you attempt to submit an absence and it overlaps another, you will receive a red message letting you know you cannot submit the absence.



The screenshot shows the 'Report Absence' page for user Angel Cordelius. The page includes a navigation menu on the left and a main content area. The main content area displays the 'Absence Detail' form with the following fields:

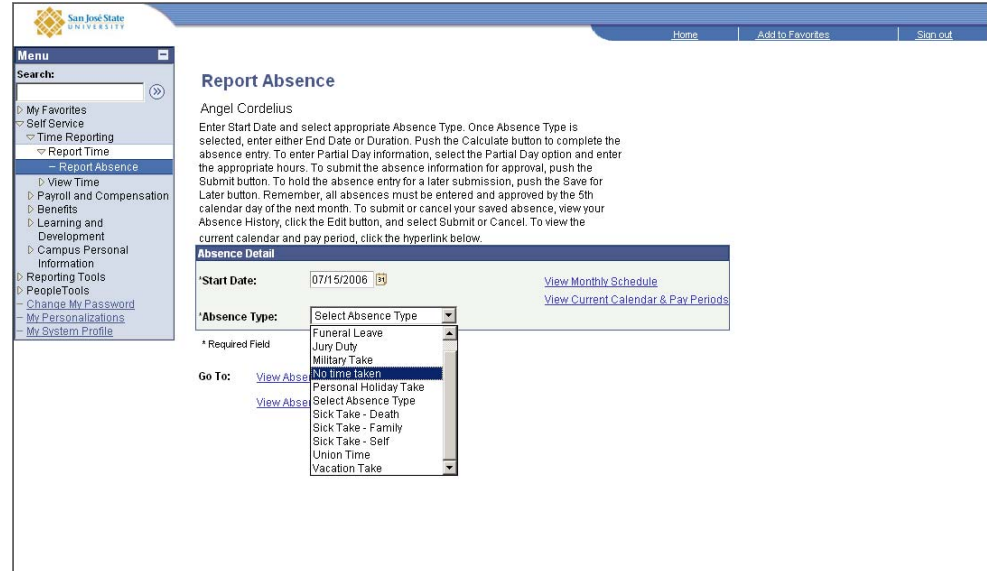
- *Start Date:** 07/03/2006
- End Date:** 07/03/2006
- *Absence Type:** Sick Take - Self
- Current Balance:** 664.50 Hours**
- Partial Days:** None
- Duration:** 8.00 Hours

Below the form, there is a red error message: "The Start and End Dates of your request are overlapping with existing requests or absence events. Please modify your Start and/or End Date. You can also navigate to the Absence Request History page and review the dates of the existing requests." The form also includes a "Calculate End Date or Duration" button, a "Save for Later" button, and a "Submit" button. At the bottom, there is a "Go To: View Absence History" link.

Report Absences – Report No Time Taken

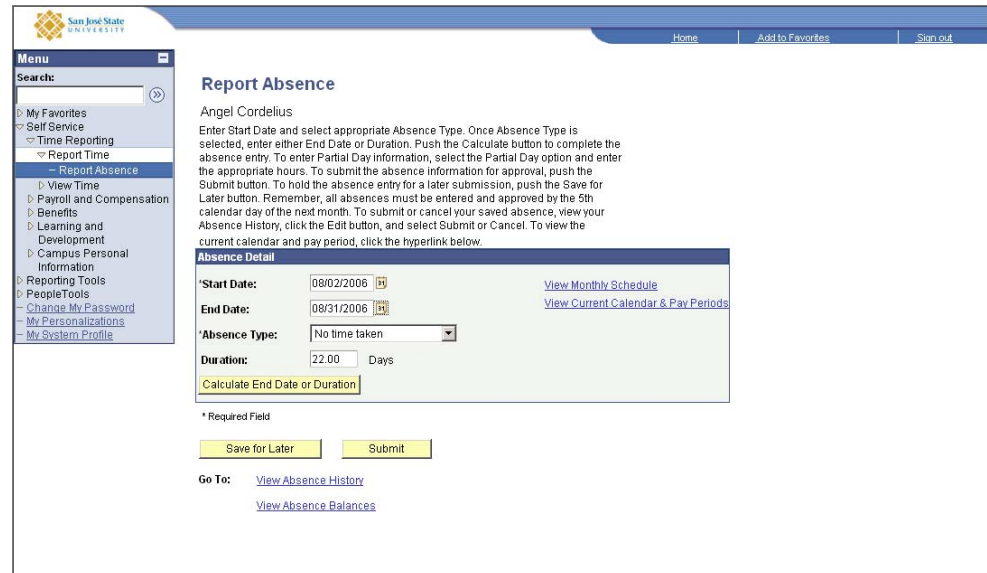
This section will provide you with the steps to report no time taken. When employees have no absence to report for a specific pay period, they must report that they took no time. Your supervisor must approve this as well.

Select No Time Taken from the Absence Type dropdown list.



Enter the Start and End Dates of the pay period for which you are reporting No Time Taken.

Make sure to check the Current Calendar & Pay Periods page so the Start and End Dates are accurate.



Calculate End Date or Duration

Click the Calculate End Date or Duration button once all fields are completed.

Submit

Click the Submit button to submit the absence.

Report Absences – Save for Later

This section will provide you with the steps to enter absence information and save it for later. This can be used as a planning tool, but you must make sure to submit the absence and get it approved by the 5th of the next month.

No matter what type of absence you report, the Save for Later button is available.

Save for Later

Push this button to save your absence for later.

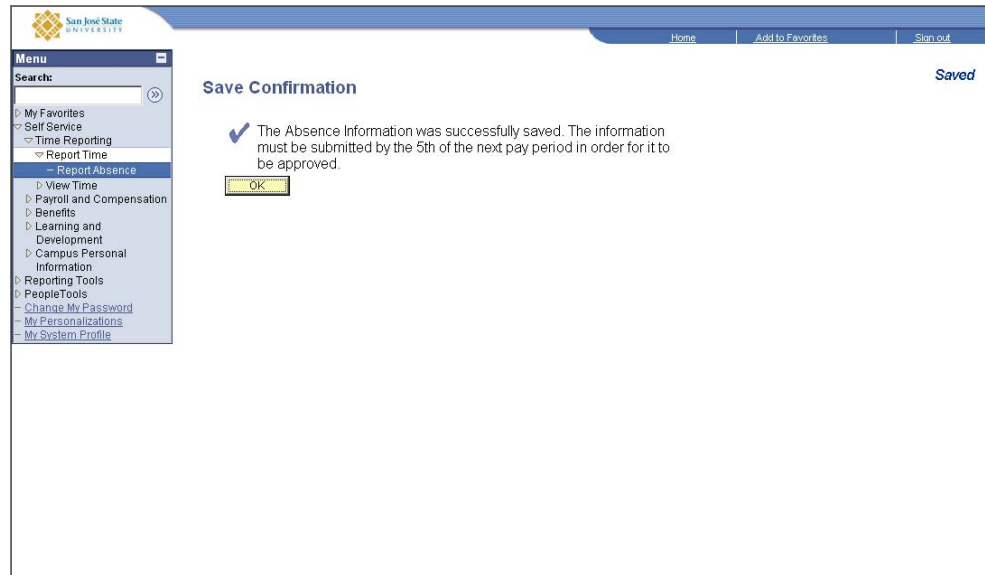
The Save Confirmation page will appear.



The screenshot shows the 'Report Absence' page for user Angel Cordelius. The page includes a navigation menu on the left with options like 'My Favorites', 'Self Service', 'Time Reporting', and 'Report Absence'. The main content area contains instructions for reporting an absence, followed by an 'Absence Detail' form. The form fields include:

- Start Date:** 07/13/2006
- End Date:** 07/13/2006
- Absence Type:** Sick Take - Self
- Current Balance:** 664.50 Hours**
- Partial Days:** All Days
- All Days Hours:** 2.00
- Duration:** 2.00 Hours

 A 'Calculate End Date or Duration' button is present below the form. At the bottom, there are 'Save for Later' and 'Submit' buttons. A disclaimer states: '**Disclaimer: The current balance does not reflect absence requests that have not been processed.' Links for 'View Absence History' and 'View Absence Balances' are also provided.



The screenshot shows the 'Save Confirmation' page. It features a navigation menu on the left and a main message area. The message reads:

- ✓ The Absence Information was successfully saved. The information must be submitted by the 5th of the next pay period in order for it to be approved.

 Below the message is an 'OK' button. The word 'Saved' is displayed in the top right corner of the page content area.

When the Detailed Absence Information page is viewed, the Status will be Saved.

To Submit the Saved time, navigate to the Absence History page.

From the Absence History page, any absences that are Saved will display the Edit button.



Push the Edit button to Submit or Cancel the absence.



Detailed Absence Information
Angel Cordelius
View Detailed absence information and submission and approval details.

Details

Start Date: 07/24/2006
End Date: 07/28/2006
Absence Type: Vacation Take **Current Balance:** 337.33 Hours**
Partial Days: None
Duration: 40.00 Hours

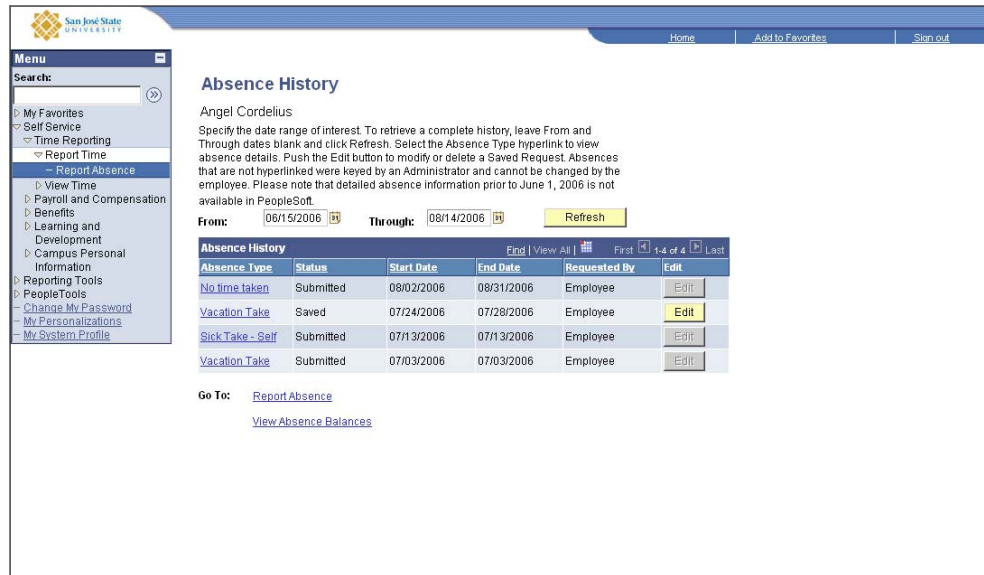
Workflow
Status: Data Saved

Request History

| Status | Name | Date | Comments |
|---------|-----------------|------------|----------|
| 1 Saved | Angel Cordelius | 07/15/2006 | |

**Disclaimer: The current balance does not reflect absence requests that have not been processed.

Go To: [Report Absence](#)
[View Absence History](#)
[View Absence Balances](#)



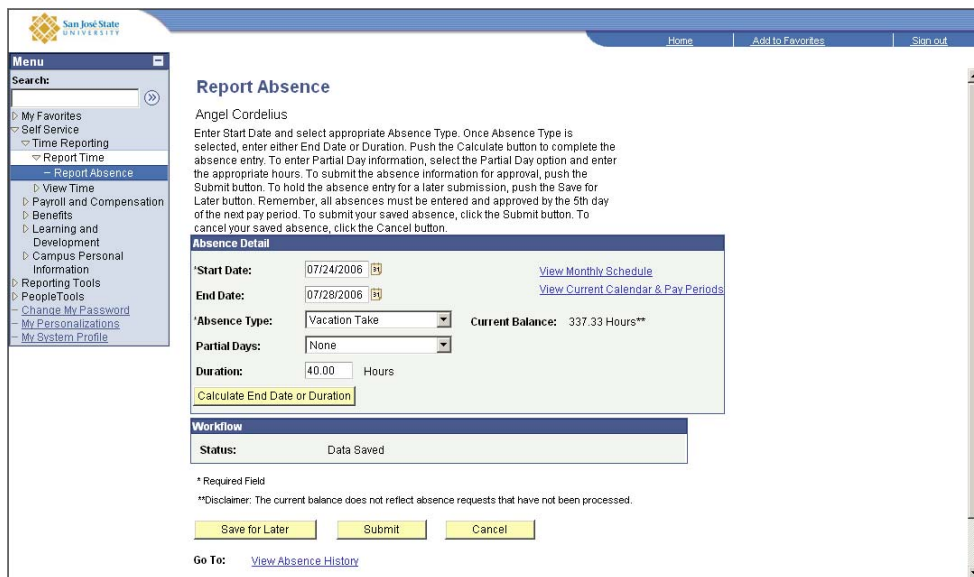
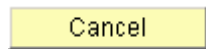
Absence History
Angel Cordelius
Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and click Refresh. Select the Absence Type hyperlink to view absence details. Push the Edit button to modify or delete a Saved Request. Absences that are not hyperlinked were keyed by an Administrator and cannot be changed by the employee. Please note that detailed absence information prior to June 1, 2006 is not available in PeopleSoft.

From: 06/15/2006 **Through:** 08/14/2006 **Refresh**

| Absence Type | Status | Start Date | End Date | Requested By | Edit |
|----------------------------------|-----------|------------|------------|--------------|----------------------|
| No time taken | Submitted | 08/02/2006 | 08/31/2006 | Employee | Edit |
| Vacation Take | Saved | 07/24/2006 | 07/28/2006 | Employee | Edit |
| Sick Take - Self | Submitted | 07/13/2006 | 07/13/2006 | Employee | Edit |
| Vacation Take | Submitted | 07/03/2006 | 07/03/2006 | Employee | Edit |

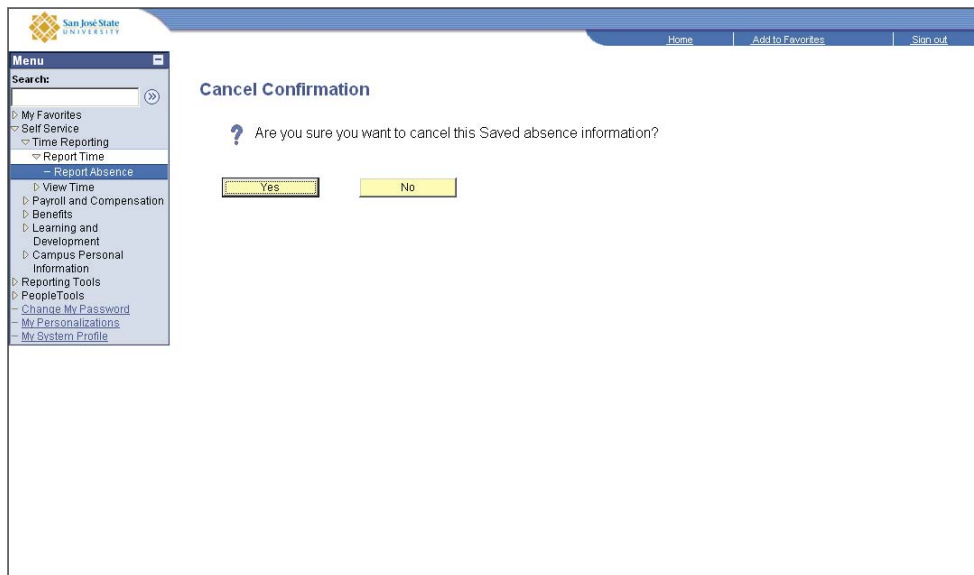
Go To: [Report Absence](#)
[View Absence Balances](#)

The Report Absence page is displayed. In addition to the Save for Later and Submit buttons, there is a Cancel button.

The Cancel Confirmation page displays. Click Yes to confirm that you wish to cancel it.

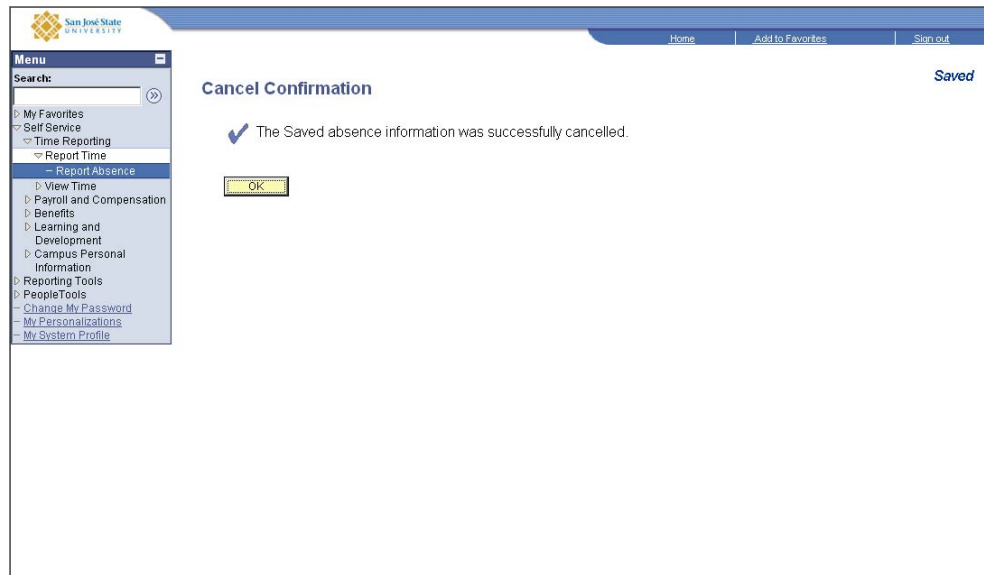
Push the Cancel button if you would like to cancel this absence completely.



The Cancel Confirmation page displays.

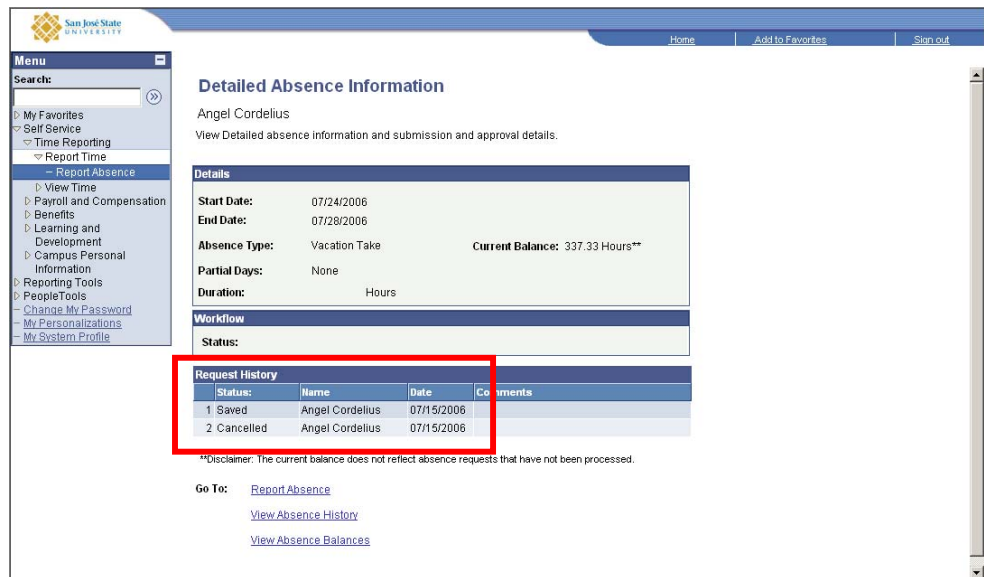
Click OK to review the history of this absence.

In the Request History section of the Detailed Absence Information page, you will see the history of the event.



Cancel Confirmation Saved

The Saved absence information was successfully cancelled.



Detailed Absence Information

Angel Cordelius
View Detailed absence information and submission and approval details.

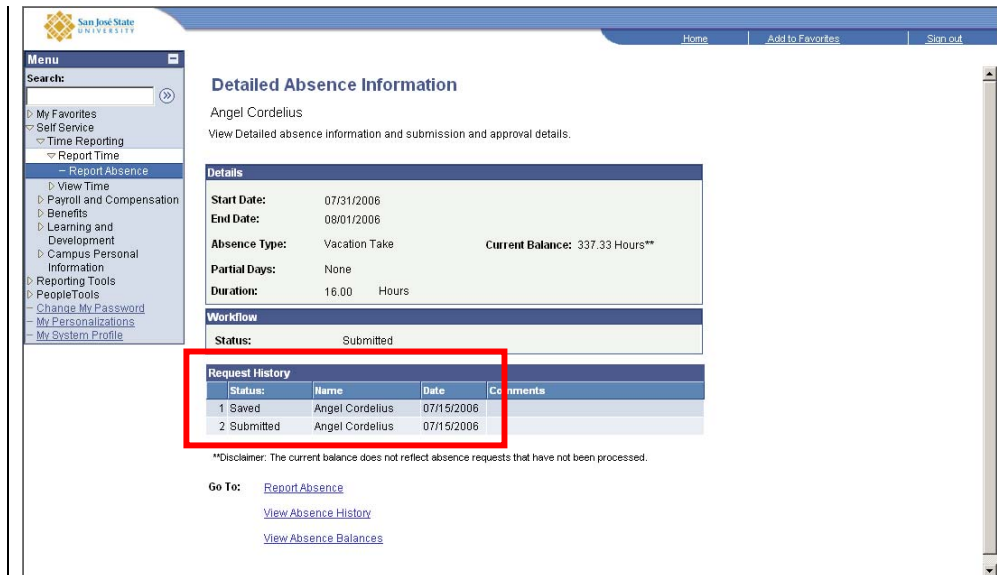
| Details | | | |
|----------------------|---------------|-------------------------|----------------|
| Start Date: | 07/24/2006 | | |
| End Date: | 07/28/2006 | | |
| Absence Type: | Vacation Take | Current Balance: | 337.33 Hours** |
| Partial Days: | None | | |
| Duration: | Hours | | |

| Request History | | | |
|-----------------|-----------------|------------|----------|
| Status | Name | Date | Comments |
| 1 Saved | Angel Cordelius | 07/15/2006 | |
| 2 Cancelled | Angel Cordelius | 07/15/2006 | |

**Disclaimer: The current balance does not reflect absence requests that have not been processed.

Go To: [Report Absence](#)
[View Absence History](#)
[View Absence Balances](#)

Another example of what the history of an event might look like.



San José State UNIVERSITY Home Add to Favorites Sign out

Menu

Search: []

- My Favorites
- Self Service
 - Time Reporting
 - Report Absence
 - View Time
 - Payroll and Compensation
 - Benefits
 - Learning and Development
 - Campus Personal Information
 - Reporting Tools
 - People Tools
 - Change My Password
 - My Personalizations
 - My System Profile

Detailed Absence Information

Angel Cordelius

View Detailed absence information and submission and approval details.

Details

Start Date: 07/31/2006
End Date: 08/01/2006
Absence Type: Vacation Take **Current Balance:** 337.33 Hours**
Partial Days: None
Duration: 16.00 Hours

Workflow

Status: Submitted

Request History

| Status | Name | Date | Comments |
|-------------|-----------------|------------|----------|
| 1 Saved | Angel Cordelius | 07/15/2006 | |
| 2 Submitted | Angel Cordelius | 07/15/2006 | |

**Disclaimer: The current balance does not reflect absence requests that have not been processed.

Go To: [Report Absence](#)
[View Absence History](#)
[View Absence Balances](#)

Report Absences – Multiple Jobs

If you have more than one absence-eligible job on campus, you should report the absence information appropriately by job. Your balance will typically only be on one job (your primary job), but the system will not stop you from reporting absences if there is a zero balance. It is important that you report your absence information on the appropriate records so the appropriate supervisors can approve the information.

When you have multiple jobs, the first step in the Report Absence process will be to select the job you want to report absences for.

After you select the job, the other pages are the same.



San José State UNIVERSITY

Home Add to Favorites Sign out

Menu

Search: []

- My Favorites
- Self Service
 - Time Reporting
 - Report Time
 - Report Absence
 - View Time
 - Payroll and Compensation
 - Benefits
 - Learning and Development
 - Campus Personal Information
 - Reporting Tools
 - People Tools
 - Change My Password
 - My Personalizations
 - My System Profile

Report Absence

Select Job Title

Michael Jordan

| Select Job Title | EmplID | Empl Recd# | Department | Supervisor Name | Company |
|--|-----------|------------|--------------------|-----------------|---------------------------|
| Administrator I | 005308746 | 0 | CMS Project Office | | San Jose State University |
| Info Tech Consultant 12 Mo | 005308746 | 1 | CMS Project Office | | San Jose State University |

Please ensure that you report your absence on the appropriate job so it may be approved by the appropriate supervisor. The absence you report will be decremented from your overall balances, but must be reported and approved on the appropriate job. Do not be alarmed if you see a zero balance on your secondary job. All balances were converted to your primary job. If you have two equivalent jobs, the balances were most likely converted to the lowest Empl Recd #. Should you have any questions about this information, please contact the CMS Help Desk or your payroll technician.