



| High Level Description | |
|------------------------|--------------------------------------|
| Process | Approve and View Absence Information |
| Module | Absence Management |
| Document Type | Business Process Guide |

Revision Control

| Date | By | Action | Pages |
|-----------|----------------|------------------------------|-------|
| 7-18-2006 | Carrie Medders | Document created | |
| 8-1-2006 | Carrie Medders | Batch Approval section added | 13-18 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |



Table of Contents

| | |
|---|-----------|
| Log in | 3 |
| View Absence Balances | 5 |
| View Absence History | 7 |
| View Monthly Calendar (coming soon) | 9 |
| Approve/Deny Absences Individually | 10 |
| Approve/Deny Absences in Batch (just added!) | 13 |
| Report Absences for Employees | 19 |
| Run Absence Activity Report | 25 |

Log in to HSJPRD

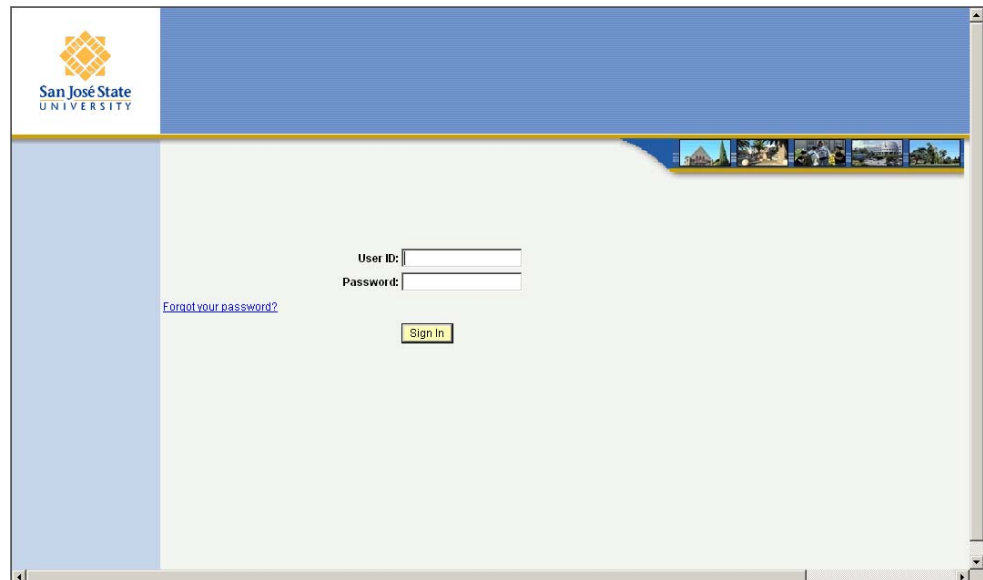
Follow these steps to log into the HSJPRD (HR Production) database.

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

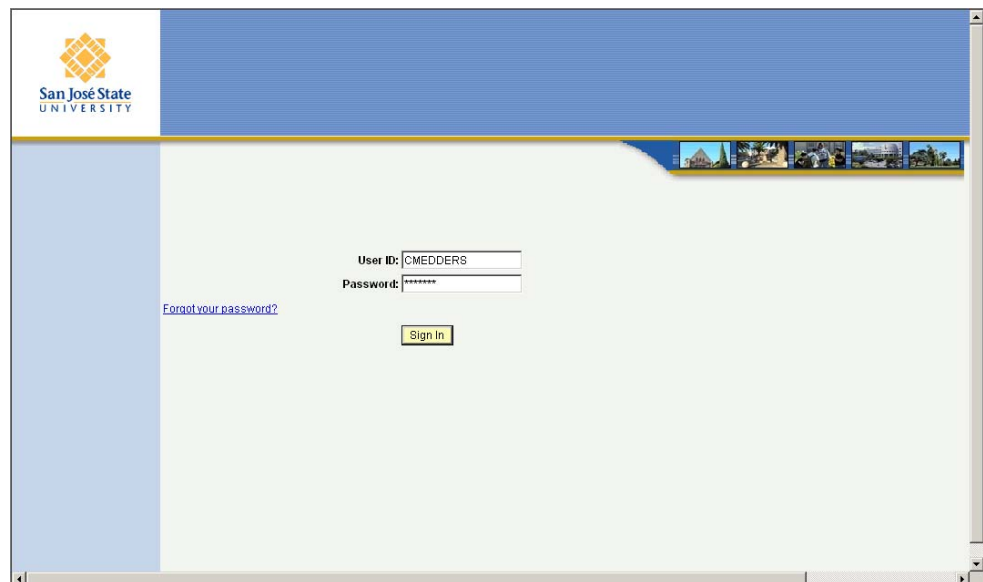
The HSJPRD login page is displayed



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.

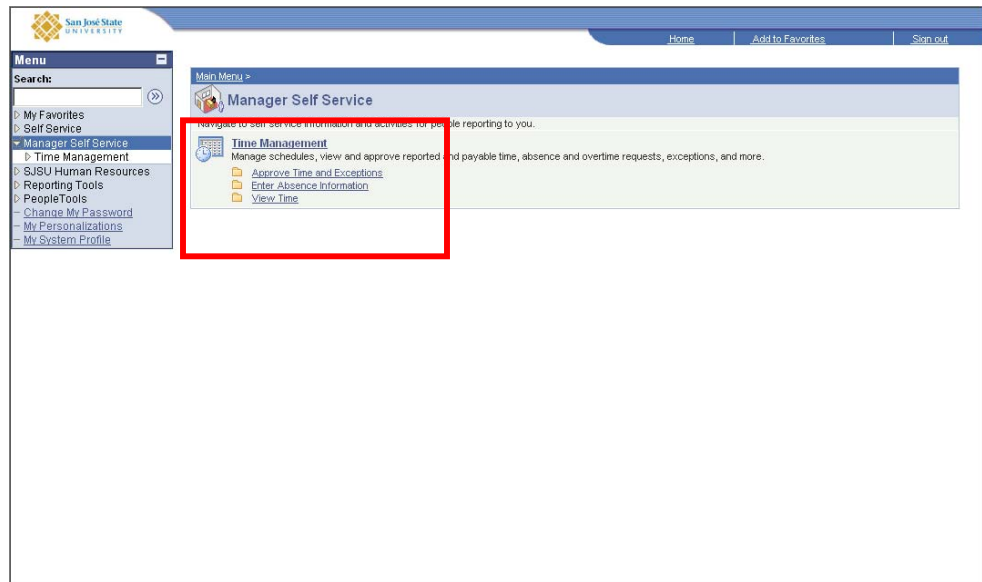
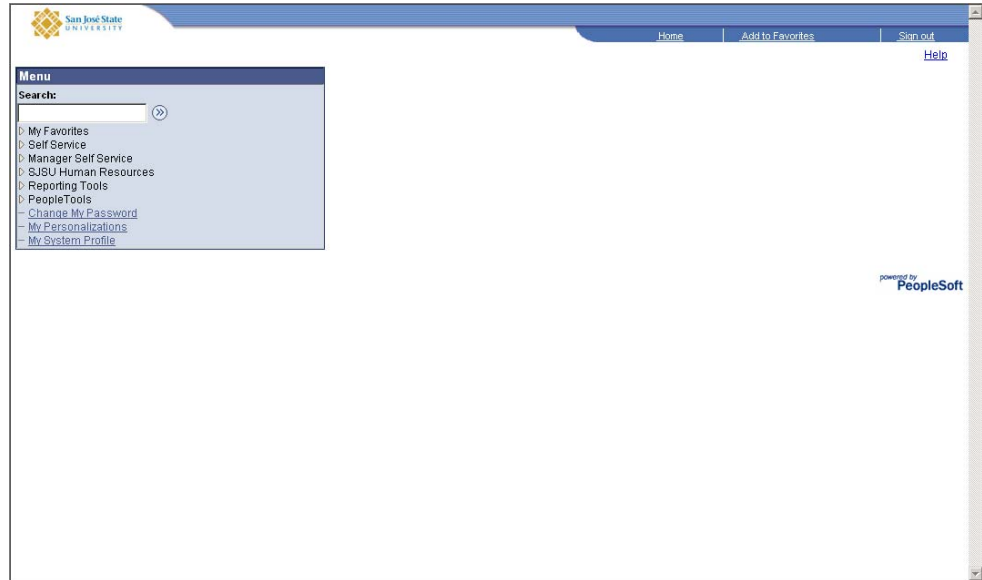


Your personal menu will display upon login.

Click Manager Self Service.

The Manager Self Service options available to you will display.

Click the View Time link under Time Management.

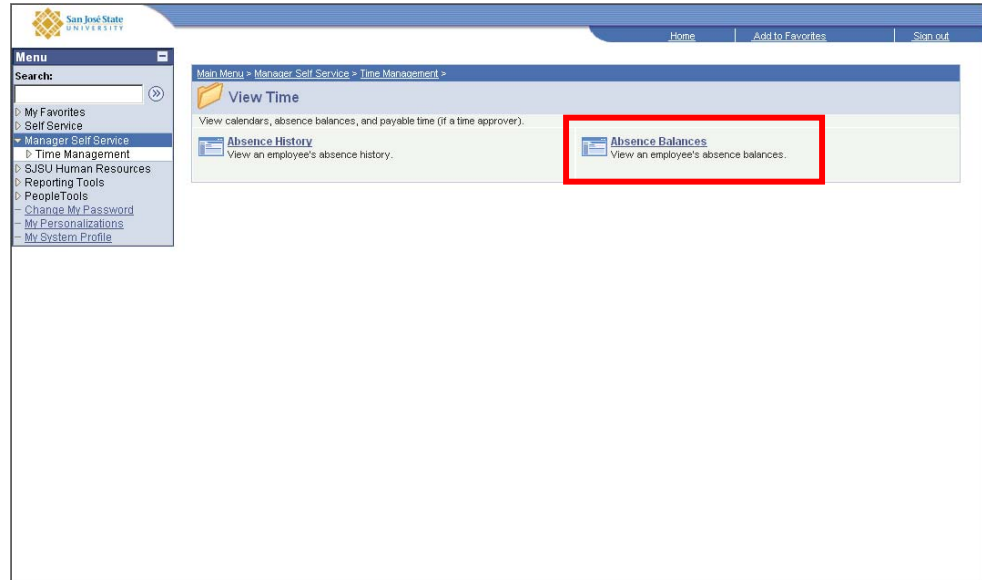


View Absence Balances

Follow these steps to view absence balance information for your direct reports.

The View Time options available to you are displayed.

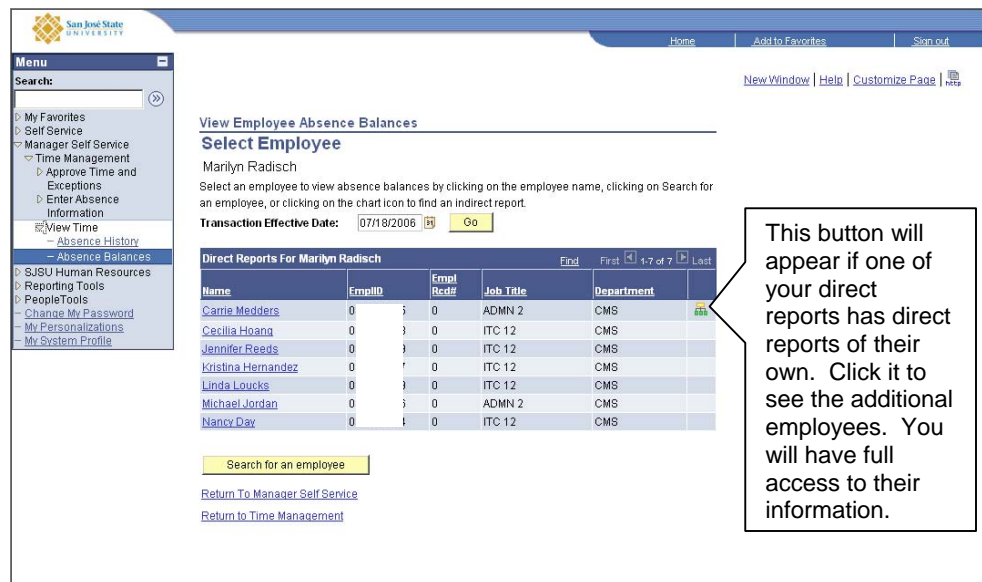
Click Absence Balances.



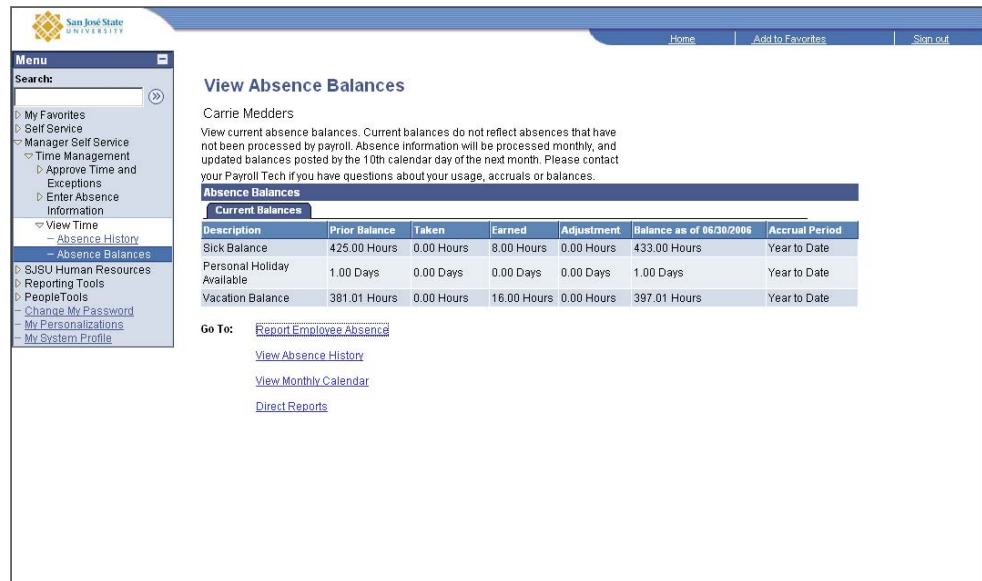
The View Employee Absence Balances page is displayed.

A list of your direct reports is displayed (EmplIDs have been blocked for confidentiality purposes, but you will see them in production).

Click the hyperlinked name of the employee whose balance information you wish to view.



The View Absence Balances page displays for the selected employee.



View Absence Balances

Carrie Medders

View current absence balances. Current balances do not reflect absences that have not been processed by payroll. Absence information will be processed monthly, and updated balances posted by the 10th calendar day of the next month. Please contact your Payroll Tech if you have questions about your usage, accruals or balances.

| Absence Balances | | | | | | |
|----------------------------|---------------|------------|-------------|------------|--------------------------|----------------|
| Current Balances | | | | | | |
| Description | Prior Balance | Taken | Earned | Adjustment | Balance as of 06/30/2006 | Accrual Period |
| Sick Balance | 426.00 Hours | 0.00 Hours | 8.00 Hours | 0.00 Hours | 433.00 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 | 381.01 Hours | 0.00 Hours | 16.00 Hours | 0.00 Hours | 397.01 Hours | Year to Date |

Go To: [Report Employee Absence](#)
[View Absence History](#)
[View Monthly Calendar](#)
[Direct Reports](#)

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 balances will be displayed here. This might be the result of absence information being reported after the deadline.

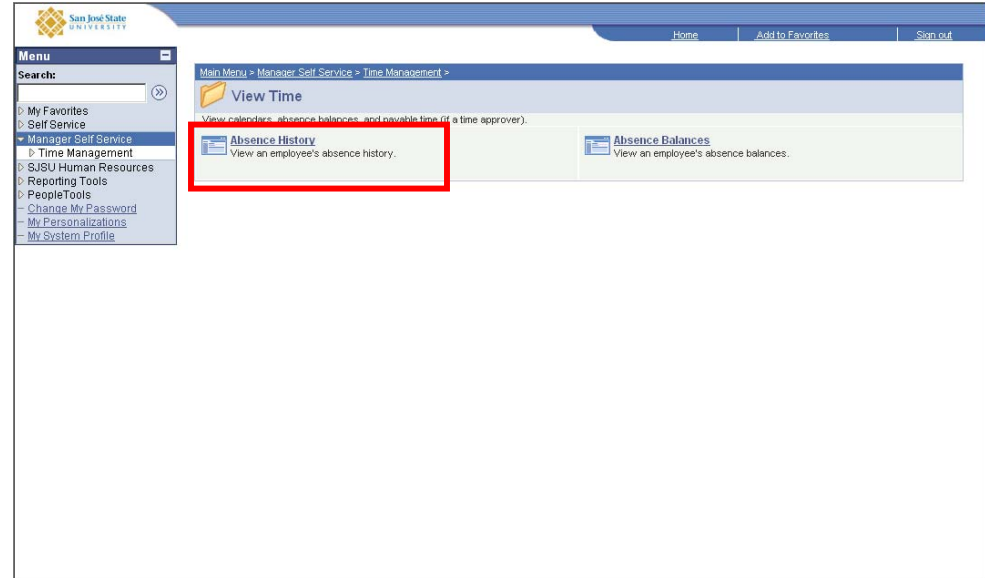
Balance as of...: The current balance at the end of the last absence processing cycle, along with the date.

Accrual Period: This will typically say Year to Date.

View Absence History

Follow these steps to view absence history information for your direct reports. 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 the employee was scheduled to work on those days, the 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 PeopleSoft interface for a manager. The breadcrumb trail is 'Main Menu > Manager Self Service > Time Management > View Time'. The 'View Time' page has two main options: 'Absence History' (highlighted with a red box) and 'Absence Balances'. The 'Absence History' option is described as 'View an employee's absence history.'

The Absence History page is displayed.

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

To view more details about an absence submitted by the employee, click the hyperlinked Absence Type.



The screenshot shows the 'Absence History' page for 'Carrie Medders'. It includes a search area with 'From' and 'Through' date pickers (06/18/2006 and 08/17/2006) and a 'Refresh' button. Below is a table of absence records:

| Absence Type | Status | Start Date | End Date | Requested By | Edit |
|---------------------------------------|-----------|------------|------------|--------------|----------------------|
| Sick Take - Self | Submitted | 07/24/2006 | 07/26/2006 | Employee | Edit |
| Personal Holiday Take | Submitted | 07/18/2006 | 07/18/2006 | Employee | Edit |
| Personal Holiday Take | None | 07/17/2006 | 07/17/2006 | Admin | Edit |
| Sick Take - Self | None | 07/11/2006 | 07/12/2006 | Admin | Edit |

At the bottom, there are links for 'Go To: Report Absence', 'View Absence Balances', and 'Direct Reports'.

Column Information

Absence Type: The type of absence that was reported.

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

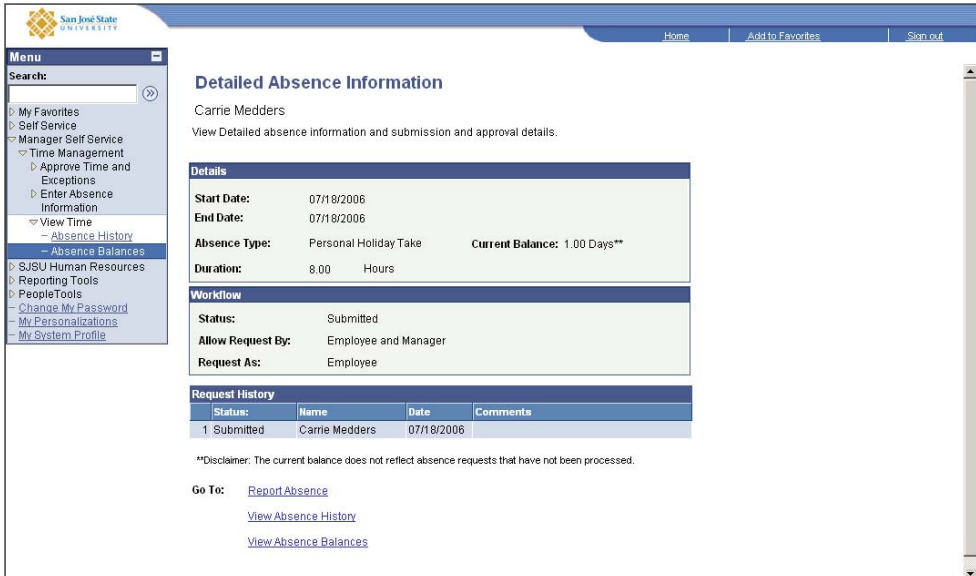
Start Date: The start date of the absence.

End Date: The end date of the absence.

Requested by: When the absence is keyed via self-service, this will say Employee. If a timekeeper keys the time, it will say Admin.

Edit Button: This button will never be available for the approver.

The Detailed Absence Information page is displayed.



San José State UNIVERSITY Home Add to Favorites Sign out

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
- Time Management
 - Approve Time and Exceptions
 - Enter Absence Information
 - View Time
 - Absence History
 - Absence Balances
- SJSU Human Resources
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations
- My System Profile

Detailed Absence Information

Carrie Medders
View Detailed absence information and submission and approval details.

Details

Start Date: 07/18/2006
End Date: 07/18/2006
Absence Type: Personal Holiday Take **Current Balance:** 1.00 Days**
Duration: 8.00 Hours

Workflow

Status: Submitted
Allow Request By: Employee and Manager
Request As: Employee

Request History

| Status | Name | Date | Comments |
|-------------|----------------|------------|----------|
| 1 Submitted | Carrie Medders | 07/18/2006 | |

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

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



View Monthly Calendar

You may see the link to View Monthly Calendar for employees in several places. However, we have discovered an error with this functionality and you will not be able to use it. We are working on a resolution to the problem and will update this guide when the functionality is available. We apologize for the inconvenience.

Approve/Deny Absences Individually

As delivered, PeopleSoft provides a method for you to approve or deny each reported absence individually. San Jose State is developing a modification that will also allow you to approve all absences in a batch format. This will be available near the end of July 2006. Until that time, you may approve individually. In addition, individuals designated as back-up approvers will have access near the end of July 2006 to approve using the batch function.

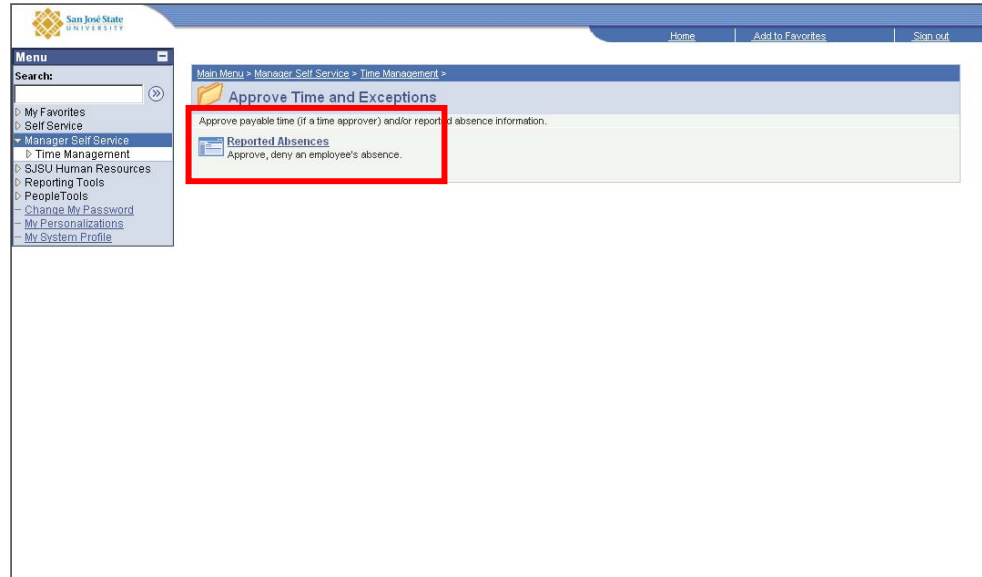
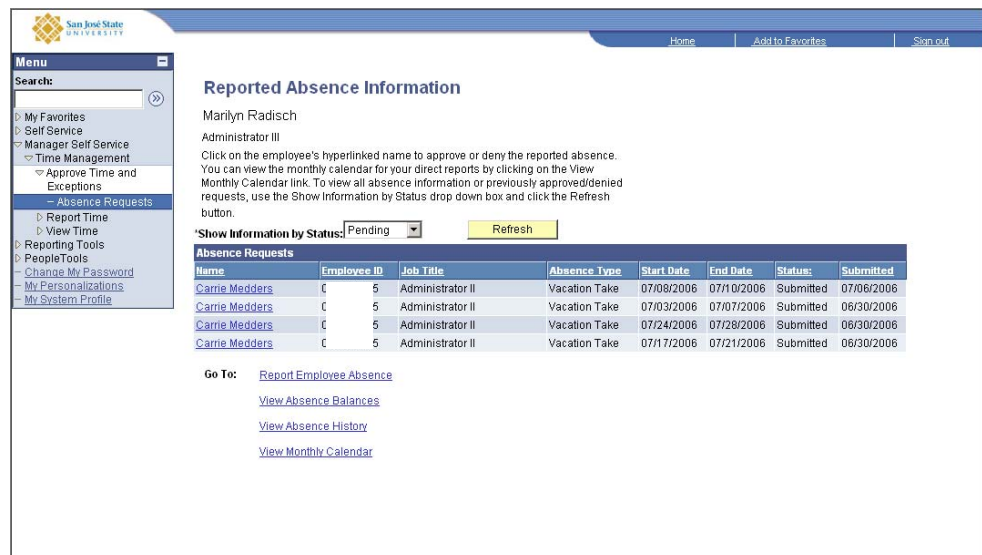
From Manager Self Service, click Time Management, and you will be brought to the Approve Time and Exceptions window.

Click Reported Absences to see the absences that have been reported by your direct reports.

The Reported Absence Information page displays. The Status of Pending defaults, but you may change it to Approved or Denied and hit Refresh to view that information.

Note: EmplIDs have been hidden here for confidentiality purposes. You will see the full EmplID in production.

Click the hyperlinked Name to approve or deny the reported absence.

| Name | Employee ID | Job Title | Absence Type | Start Date | End Date | Status | Submitted |
|----------------|-------------|------------------|---------------|------------|------------|-----------|------------|
| Carrie Medders | C 5 | Administrator II | Vacation Take | 07/08/2006 | 07/10/2006 | Submitted | 07/06/2006 |
| Carrie Medders | C 5 | Administrator II | Vacation Take | 07/03/2006 | 07/07/2006 | Submitted | 06/30/2006 |
| Carrie Medders | C 5 | Administrator II | Vacation Take | 07/24/2006 | 07/28/2006 | Submitted | 06/30/2006 |
| Carrie Medders | C 5 | Administrator II | Vacation Take | 07/17/2006 | 07/21/2006 | Submitted | 06/30/2006 |

Column Information

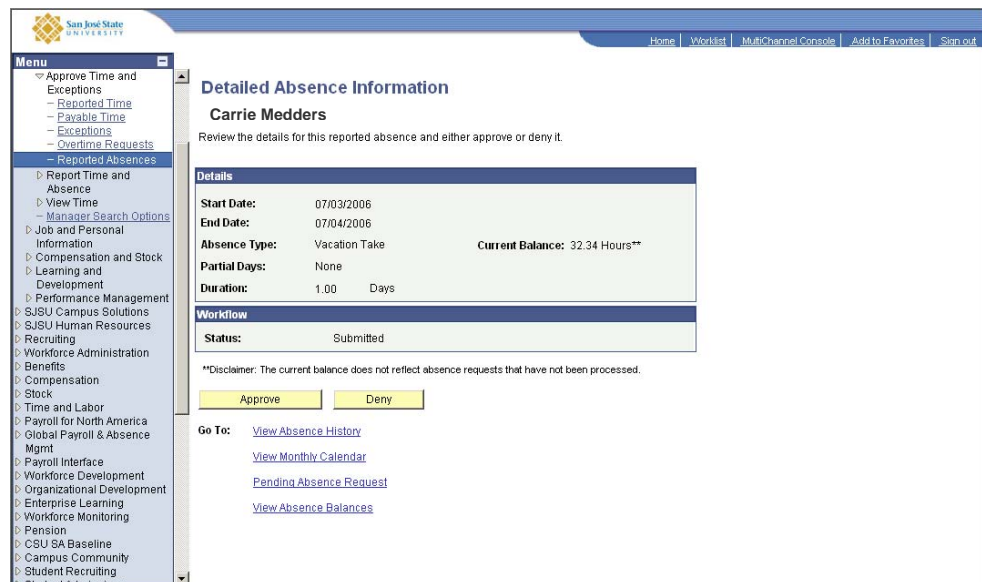
Name: The employee's name will be displayed.
EmplID: The employee's EmplID will be displayed.
Job Title: The employee's job title will be displayed. Should an employee have more than one job that reports to you, and absences are reported on both, both will be displayed here.
Absence Type: The type of absence reported is displayed.
Start/End Date: The start and end date of the reported absence is displayed.
Status: The status of the absence is displayed. Pending absences will always say Submitted. This means they need to be approved.
Submitted: This is the date the absence was submitted.

The Detailed Absence Information page is displayed.

Push the Approve button to approve the absence.

Should you choose to Deny the absence, you may push the Deny button. Please notify the employee of the denial and work with them to resubmit the correct information.

Only the approval will be shown in this guide.



The screenshot shows the 'Detailed Absence Information' page for Carrie Medders. The page includes a navigation menu on the left, a header with the university logo and user options, and a main content area. The main content area displays the employee's name, a brief instruction to review and approve or deny the absence, and a 'Details' table. The 'Details' table lists the start date (07/03/2006), end date (07/04/2006), absence type (Vacation Take), partial days (None), and duration (1.00 Days). It also shows a 'Current Balance' of 32.34 Hours. Below the details is a 'Workflow' section showing the status as 'Submitted'. At the bottom, there are 'Approve' and 'Deny' buttons, a disclaimer, and several 'Go To' links: View Absence History, View Monthly Calendar, Pending Absence Request, and View Absence Balances.

| Details | |
|---------------|---|
| Start Date: | 07/03/2006 |
| End Date: | 07/04/2006 |
| Absence Type: | Vacation Take Current Balance: 32.34 Hours** |
| Partial Days: | None |
| Duration: | 1.00 Days |

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

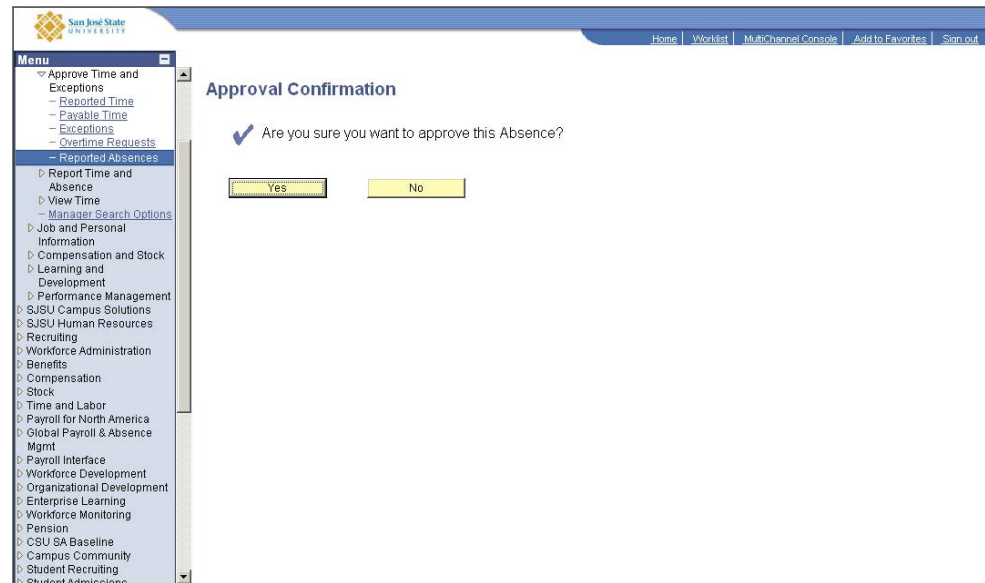
**Disclaimer: The current balance does not reflect absence requests that have not been processed.

Approve Deny

Go To: [View Absence History](#)
[View Monthly Calendar](#)
[Pending Absence Request](#)
[View Absence Balances](#)

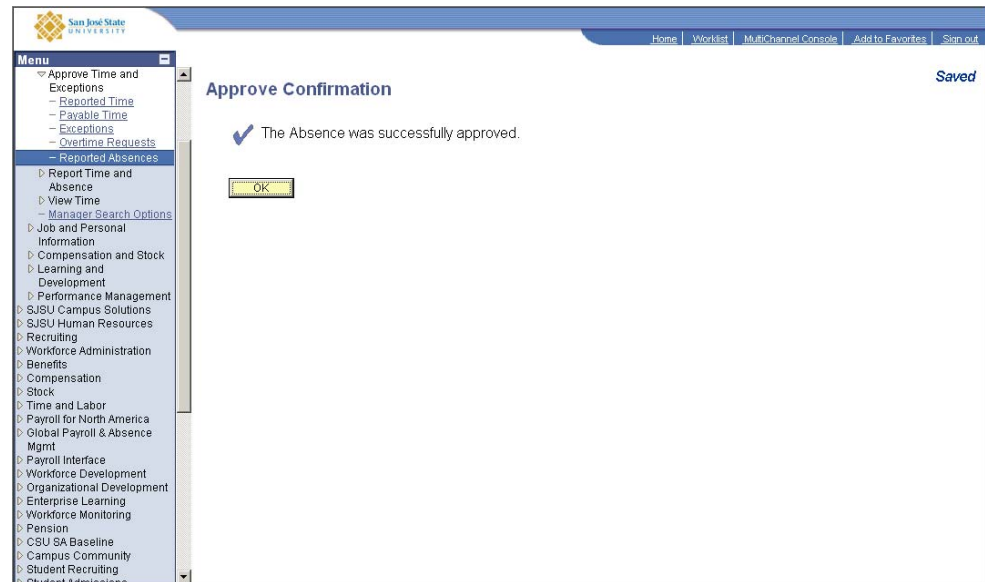
The Approval Confirmation page is displayed.

Click Yes if you are certain you want to approve (No, if you have clicked Approve in error).



The Approve Confirmation page is displayed.

Click OK to return to the Pending Absences page.



Approve Absences via Batch

If you prefer to approve our absences via the batch method, rather than individually, use the steps outlined in this section. There are two processes – one for primary approvers, and one for back-up approvers. If you are listed as the primary approver for a group of employees, use the Batch Approval-Primary. If you are listed as the back-up approver for a group of employees, use the Batch Approval-Secondary.

There is a job that will be run nightly to make all self-service absence entries available to approve via these batch pages. At this time, data entered by a timekeeper will NOT be seen on any approval pages. We are working on an additional modification to make those approval via the batch methods.

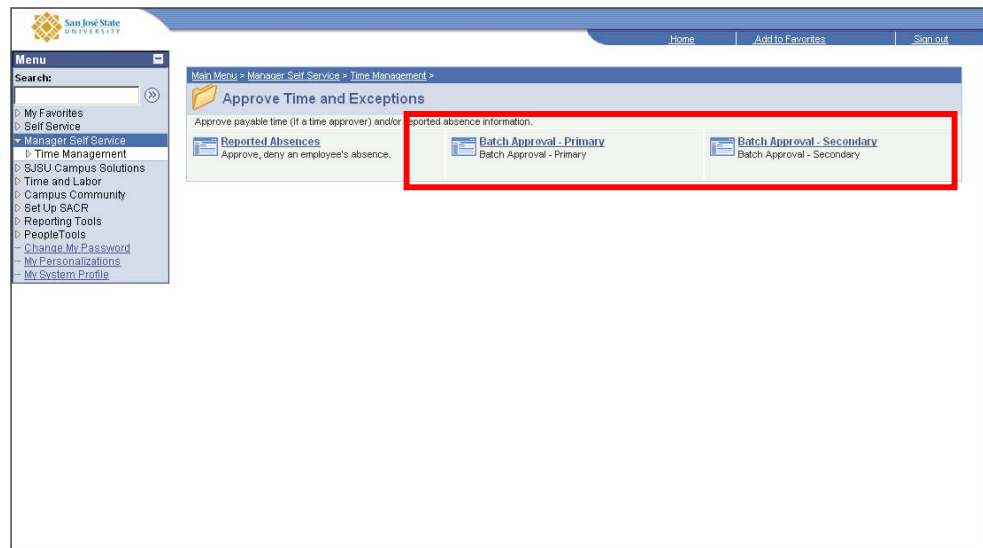
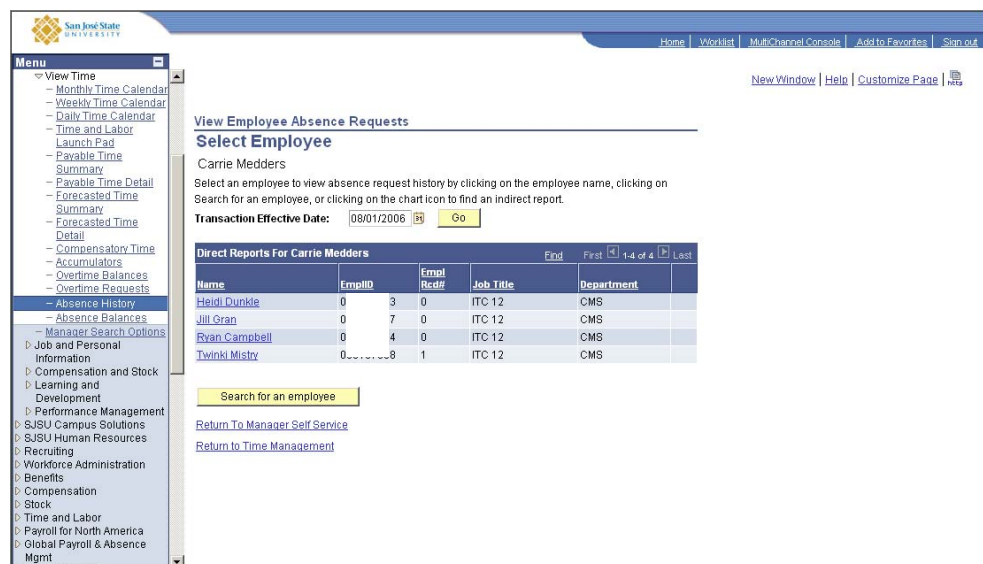
From Manager Self Service, click Time Management, then Approve Time and Exceptions.

The Batch Approval-Primary and Batch Approval-Secondary appear. Let's first take a look at the Batch Approval-Primary.

Let's take a quick look at the approver's direct reports via Absence History

These are the employees who should appear under Batch Approval-Primary.

Note: EmplIDs have been hidden for confidentiality.

| Direct Reports For Carrie Medders | | | | | |
|-----------------------------------|--------|-----------|-----------|------------|-----|
| Name | EmplID | Empl Rcd# | Job Title | Department | |
| Heidi Dunkle | 0 | 3 | 0 | ITC 12 | CMS |
| Jill Cran | 0 | 7 | 0 | ITC 12 | CMS |
| Ryan Carnebell | 0 | 4 | 0 | ITC 12 | CMS |
| Twinkl Mistry | 0 | 8 | 1 | ITC 12 | CMS |

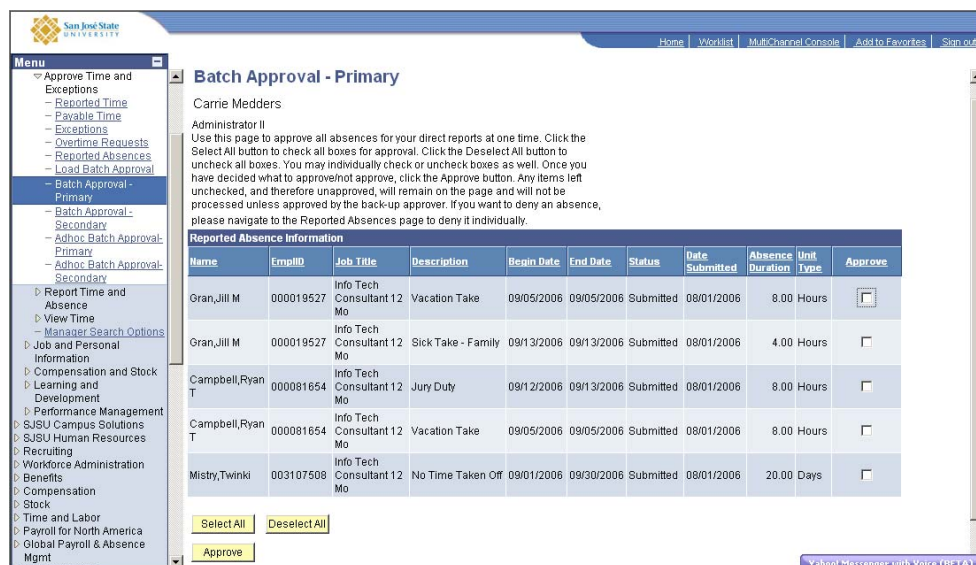
Back to Batch Approval-Primary

All direct report employee absences keyed via self-service, that have not yet been approved, appear.

Select All

Click the Select All button to select all check boxes for approval.

Column Information

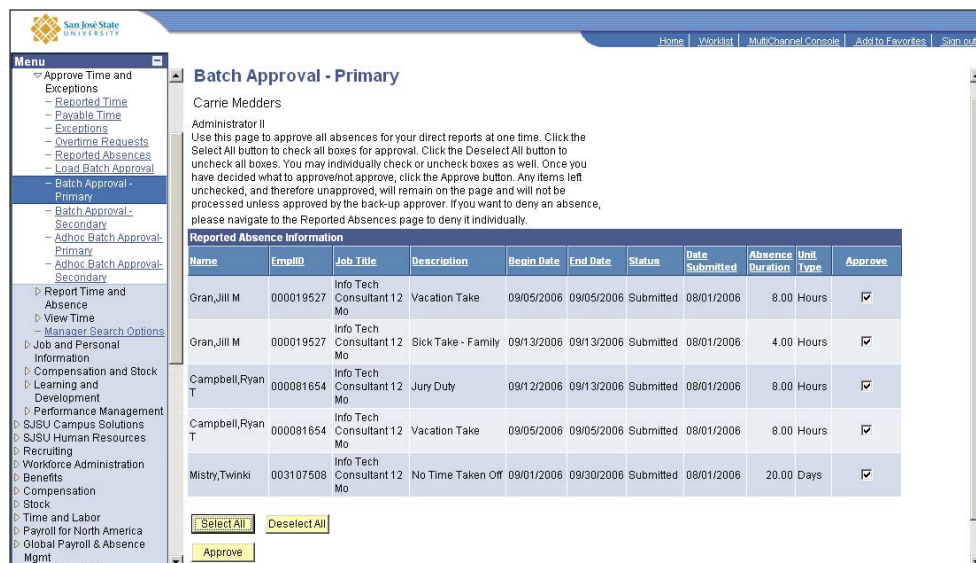


Batch Approval - Primary

Carrie Medders
Administrator II
Use this page to approve all absences for your direct reports at one time. Click the **Select All** button to check all boxes for approval. Click the **Deselect All** button to uncheck all boxes. You may individually check or uncheck boxes as well. Once you have decided what to approve/not approve, click the **Approve** button. Any items left unchecked, and therefore unapproved, will remain on the page and will not be processed unless approved by the back-up approver. If you want to deny an absence, please navigate to the **Reported Absences** page to deny it individually.

| Name | EmplID | Job Title | Description | Begin Date | End Date | Status | Date Submitted | Absence Duration | Unit Type | Approve |
|------------------|-----------|----------------------------|--------------------|------------|------------|-----------|----------------|------------------|-----------|--------------------------|
| Gran, Jill M | 000019527 | Info Tech Consultant 12 Mo | Vacation Take | 09/05/2006 | 09/05/2006 | Submitted | 08/01/2006 | 8.00 Hours | | <input type="checkbox"/> |
| Gran, Jill M | 000019527 | Info Tech Consultant 12 Mo | Sick Take - Family | 09/13/2006 | 09/13/2006 | Submitted | 08/01/2006 | 4.00 Hours | | <input type="checkbox"/> |
| Campbell, Ryan T | 000081654 | Info Tech Consultant 12 Mo | Jury Duty | 09/12/2006 | 09/13/2006 | Submitted | 08/01/2006 | 8.00 Hours | | <input type="checkbox"/> |
| Campbell, Ryan T | 000081654 | Info Tech Consultant 12 Mo | Vacation Take | 09/05/2006 | 09/05/2006 | Submitted | 08/01/2006 | 8.00 Hours | | <input type="checkbox"/> |
| Mistry, Twinkl | 003107508 | Info Tech Consultant 12 Mo | No Time Taken Off | 09/01/2006 | 09/30/2006 | Submitted | 08/01/2006 | 20.00 Days | | <input type="checkbox"/> |

Select All **Deselect All**
Approve



Batch Approval - Primary

Carrie Medders
Administrator II
Use this page to approve all absences for your direct reports at one time. Click the **Select All** button to check all boxes for approval. Click the **Deselect All** button to uncheck all boxes. You may individually check or uncheck boxes as well. Once you have decided what to approve/not approve, click the **Approve** button. Any items left unchecked, and therefore unapproved, will remain on the page and will not be processed unless approved by the back-up approver. If you want to deny an absence, please navigate to the **Reported Absences** page to deny it individually.

| Name | EmplID | Job Title | Description | Begin Date | End Date | Status | Date Submitted | Absence Duration | Unit Type | Approve |
|------------------|-----------|----------------------------|--------------------|------------|------------|-----------|----------------|------------------|-----------|-------------------------------------|
| Gran, Jill M | 000019527 | Info Tech Consultant 12 Mo | Vacation Take | 09/05/2006 | 09/05/2006 | Submitted | 08/01/2006 | 8.00 Hours | | <input checked="" type="checkbox"/> |
| Gran, Jill M | 000019527 | Info Tech Consultant 12 Mo | Sick Take - Family | 09/13/2006 | 09/13/2006 | Submitted | 08/01/2006 | 4.00 Hours | | <input checked="" type="checkbox"/> |
| Campbell, Ryan T | 000081654 | Info Tech Consultant 12 Mo | Jury Duty | 09/12/2006 | 09/13/2006 | Submitted | 08/01/2006 | 8.00 Hours | | <input checked="" type="checkbox"/> |
| Campbell, Ryan T | 000081654 | Info Tech Consultant 12 Mo | Vacation Take | 09/05/2006 | 09/05/2006 | Submitted | 08/01/2006 | 8.00 Hours | | <input checked="" type="checkbox"/> |
| Mistry, Twinkl | 003107508 | Info Tech Consultant 12 Mo | No Time Taken Off | 09/01/2006 | 09/30/2006 | Submitted | 08/01/2006 | 20.00 Days | | <input checked="" type="checkbox"/> |

Select All **Deselect All**
Approve

- Name/EmplID:** The Name and EmplID of the employee is displayed.
- Job Title:** The job title of the employee is displayed.
- Description:** The description of the absence is displayed.
- Begin/End Date:** The begin and end dates of the absence are displayed.
- Status:** The status of the absence is displayed. It should always say Submitted.
- Date Submitted:** The date the absence was submitted by the employee is displayed.
- Absence Duration/Unit Type:** The total duration of the absence, and the type of unit (hours/days) is displayed.
- Approve:** The approve checkbox must be checked in order to approve the absence.

You may uncheck boxes for events you do not want to approve.

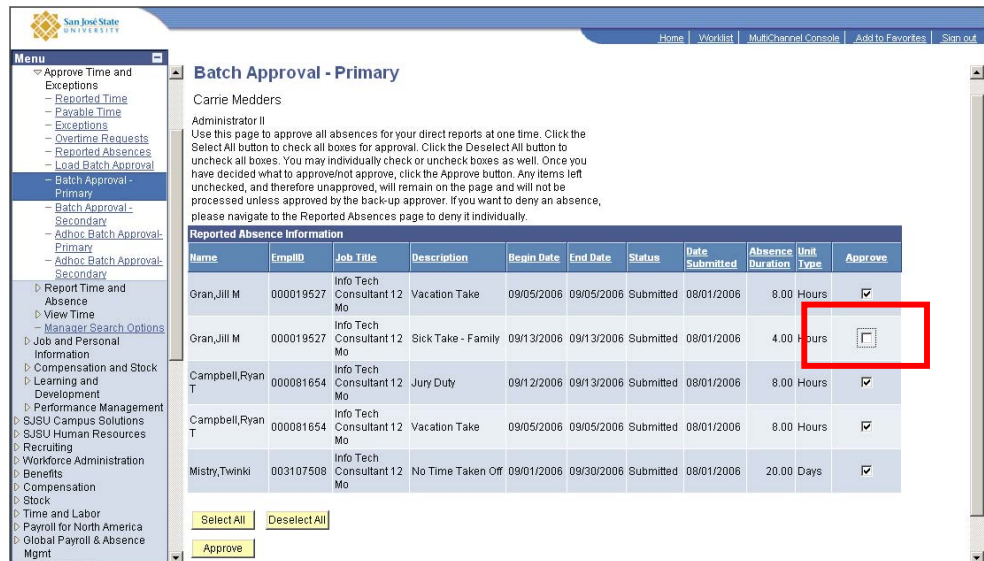
Deselect All

You may also press the Deselect All button to uncheck all boxes.

Approve

Push the Approve button when you are ready to approve.

Any absences you unchecked will remain on the page in a non-approved status. You may approve or deny these for your direct reports manually, or at a later time. This information will also be available for the back-up approver to approve.



Batch Approval - Primary
Carrie Medders
Administrator II
Use this page to approve all absences for your direct reports at one time. Click the Select All button to check all boxes for approval. Click the Deselect All button to uncheck all boxes. You may individually check or uncheck boxes as well. Once you have decided what to approve/not approve, click the Approve button. Any items left unchecked, and therefore unapproved, will remain on the page and will not be processed unless approved by the back-up approver. If you want to deny an absence, please navigate to the Reported Absences page to deny it individually.

| Name | EmpID | Job Title | Description | Begin Date | End Date | Status | Date Submitted | Absence Duration | Unit Type | Approve |
|------------------|-----------|----------------------------|--------------------|------------|------------|-----------|----------------|------------------|-----------|-------------------------------------|
| Gran, Jill M | 000019527 | Info Tech Consultant 12 Mo | Vacation Take | 09/05/2006 | 09/05/2006 | Submitted | 08/01/2006 | 8.00 Hours | | <input checked="" type="checkbox"/> |
| Gran, Jill M | 000019527 | Info Tech Consultant 12 Mo | Sick Take - Family | 09/13/2006 | 09/13/2006 | Submitted | 08/01/2006 | 4.00 Hours | | <input type="checkbox"/> |
| Campbell, Ryan T | 000081654 | Info Tech Consultant 12 Mo | Jury Duty | 09/12/2006 | 09/13/2006 | Submitted | 08/01/2006 | 8.00 Hours | | <input checked="" type="checkbox"/> |
| Campbell, Ryan T | 000081654 | Info Tech Consultant 12 Mo | Vacation Take | 09/05/2006 | 09/05/2006 | Submitted | 08/01/2006 | 8.00 Hours | | <input checked="" type="checkbox"/> |
| Mistry, Twinkl | 003107508 | Info Tech Consultant 12 Mo | No Time Taken Off | 09/01/2006 | 09/30/2006 | Submitted | 08/01/2006 | 20.00 Days | | <input checked="" type="checkbox"/> |

Select All **Deselect All**
Approve



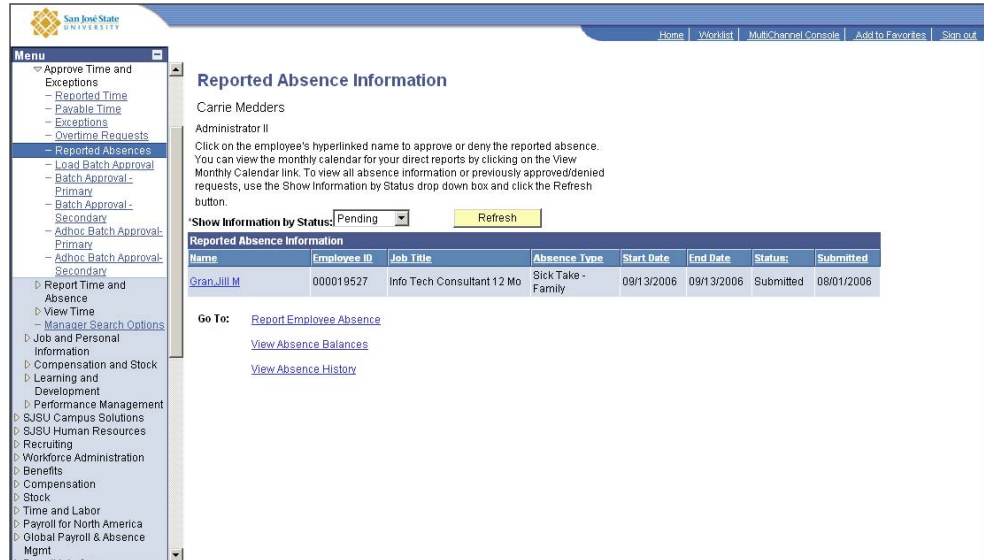
Batch Approval - Primary
Carrie Medders
Administrator II
Use this page to approve all absences for your direct reports at one time. Click the Select All button to check all boxes for approval. Click the Deselect All button to uncheck all boxes. You may individually check or uncheck boxes as well. Once you have decided what to approve/not approve, click the Approve button. Any items you left unchecked will remain on the page. If you want to deny an absence, please navigate to the Reported Absences page to deny it individually.

| Name | EmpID | Job Title | Description | Begin Date | End Date | Status | Date Submitted | Absence Duration | Unit Type | Approve |
|--------------|-----------|----------------------------|--------------------|------------|------------|-----------|----------------|------------------|-----------|--------------------------|
| Gran, Jill M | 000019527 | Info Tech Consultant 12 Mo | Sick Take - Family | 09/13/2006 | 09/13/2006 | Submitted | 08/01/2006 | 4.00 Hours | | <input type="checkbox"/> |

Select All **Deselect All**
Approve

Saved

Navigate to Reported Absences to approve/deny individual absences.



Reported Absence Information

Carrie Medders
Administrator II

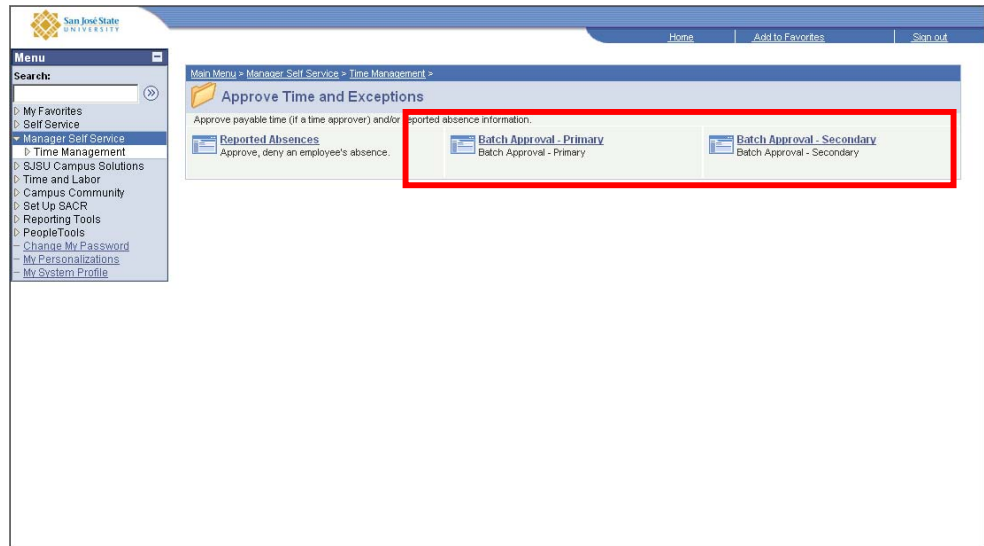
Click on the employee's hyperlinked name to approve or deny the reported absence. You can view the monthly calendar for your direct reports by clicking on the View Monthly Calendar link. To view all absence information or previously approve/denied requests, use the Show Information by Status drop down box and click the Refresh button.

Show Information by Status: Pending Refresh

| Name | Employee ID | Job Title | Absence Type | Start Date | End Date | Status | Submitted |
|------------------------------|-------------|----------------------------|--------------------|------------|------------|-----------|------------|
| Gran, Jill M | 000019527 | Info Tech Consultant 12 Mo | Sick Take - Family | 09/13/2006 | 09/13/2006 | Submitted | 08/01/2006 |

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

Let's take a look at the Batch Approval-Secondary.



Approve Time and Exceptions

Approve payable time (if a time approver) and/or reported absence information.

Reported Absences: Approve, deny an employee's absence.

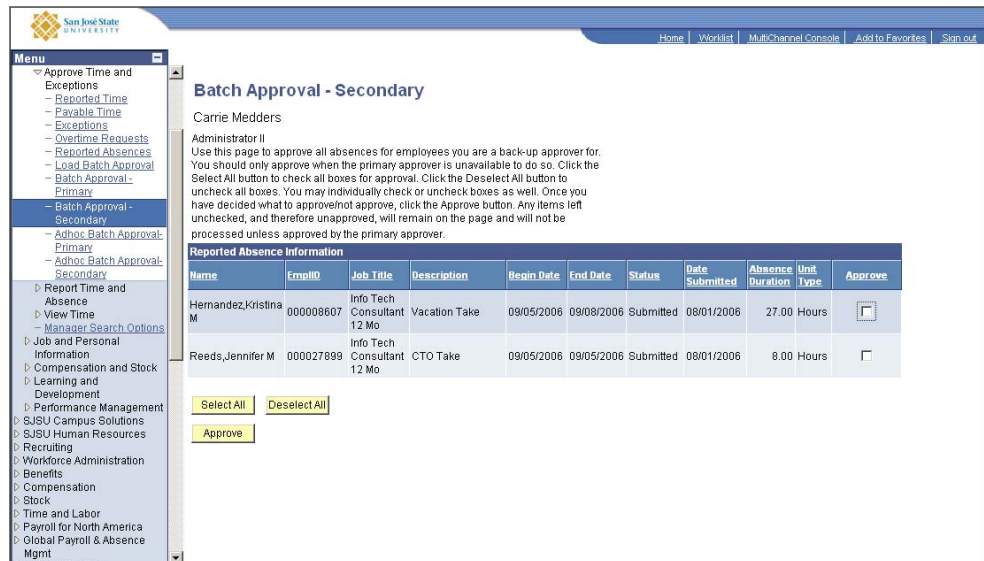
Batch Approval - Primary: Batch Approval - Primary

Batch Approval - Secondary: Batch Approval - Secondary

Note that the employees that appear for the same approver are NOT in the list of direct reports. This approver is listed as the back-up for these employees.

The process from this point forward is the same.

Select All

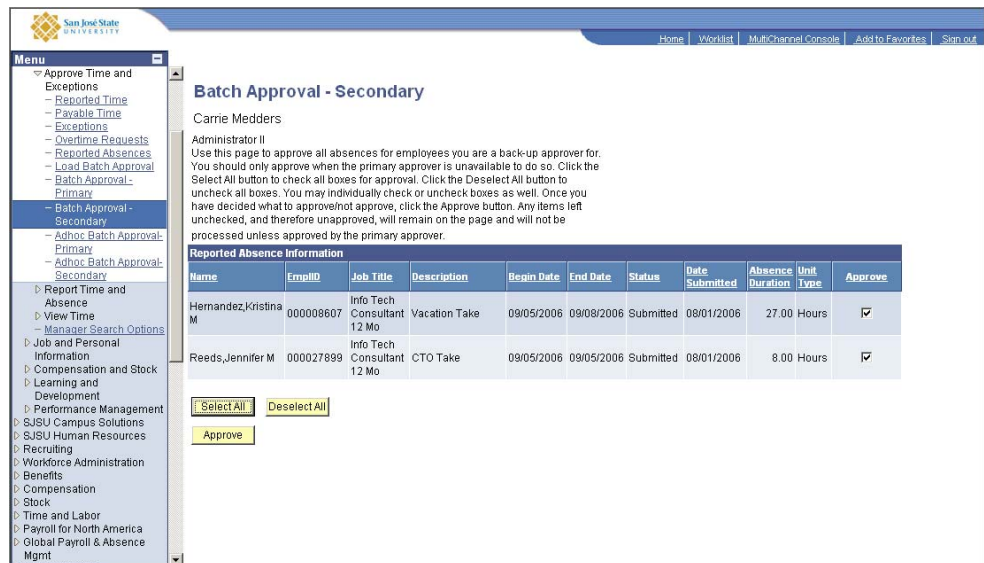


Batch Approval - Secondary
Carrie Medders

Administrator II
Use this page to approve all absences for employees you are a back-up approver for. You should only approve when the primary approver is unavailable to do so. Click the Select All button to check all boxes for approval. Click the Deselect All button to uncheck all boxes. You may individually check or uncheck boxes as well. Once you have decided what to approve/not approve, click the Approve button. Any items left unchecked, and therefore unapproved, will remain on the page and will not be processed unless approved by the primary approver.

| Name | EmpID | Job Title | Description | Begin Date | End Date | Status | Date Submitted | Absence Duration | Unit Type | Approve |
|-----------------------|-----------|----------------------------|---------------|------------|------------|-----------|----------------|------------------|-----------|--------------------------|
| Hernandez, Kristina M | 000008607 | Info Tech Consultant 12 Mo | Vacation Take | 09/05/2006 | 09/08/2006 | Submitted | 08/01/2006 | 27.00 Hours | Hours | <input type="checkbox"/> |
| Reeds, Jennifer M | 000027899 | Info Tech Consultant 12 Mo | CTO Take | 09/05/2006 | 09/05/2006 | Submitted | 08/01/2006 | 8.00 Hours | Hours | <input type="checkbox"/> |

Select All Deselect All Approve



Batch Approval - Secondary
Carrie Medders

Administrator II
Use this page to approve all absences for employees you are a back-up approver for. You should only approve when the primary approver is unavailable to do so. Click the Select All button to check all boxes for approval. Click the Deselect All button to uncheck all boxes. You may individually check or uncheck boxes as well. Once you have decided what to approve/not approve, click the Approve button. Any items left unchecked, and therefore unapproved, will remain on the page and will not be processed unless approved by the primary approver.

| Name | EmpID | Job Title | Description | Begin Date | End Date | Status | Date Submitted | Absence Duration | Unit Type | Approve |
|-----------------------|-----------|----------------------------|---------------|------------|------------|-----------|----------------|------------------|-----------|-------------------------------------|
| Hernandez, Kristina M | 000008607 | Info Tech Consultant 12 Mo | Vacation Take | 09/05/2006 | 09/08/2006 | Submitted | 08/01/2006 | 27.00 Hours | Hours | <input checked="" type="checkbox"/> |
| Reeds, Jennifer M | 000027899 | Info Tech Consultant 12 Mo | CTO Take | 09/05/2006 | 09/05/2006 | Submitted | 08/01/2006 | 8.00 Hours | Hours | <input checked="" type="checkbox"/> |

Select All Deselect All Approve

Approve

When the Approve button is hit and no boxes are left unchecked, the page returned to you will indicate that there are no results to display.

Notes for Back-Up Approvers

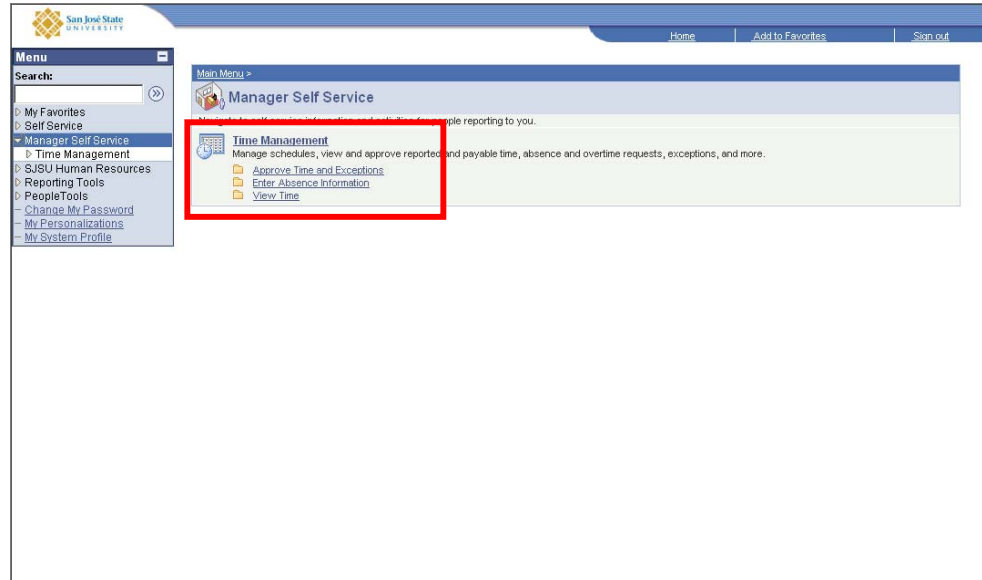


At this time, there is no way to manually review the absence information for the employees you are a back-up approver for. The only thing you will be able to do is approve them via batch.

Report Absences for Employees

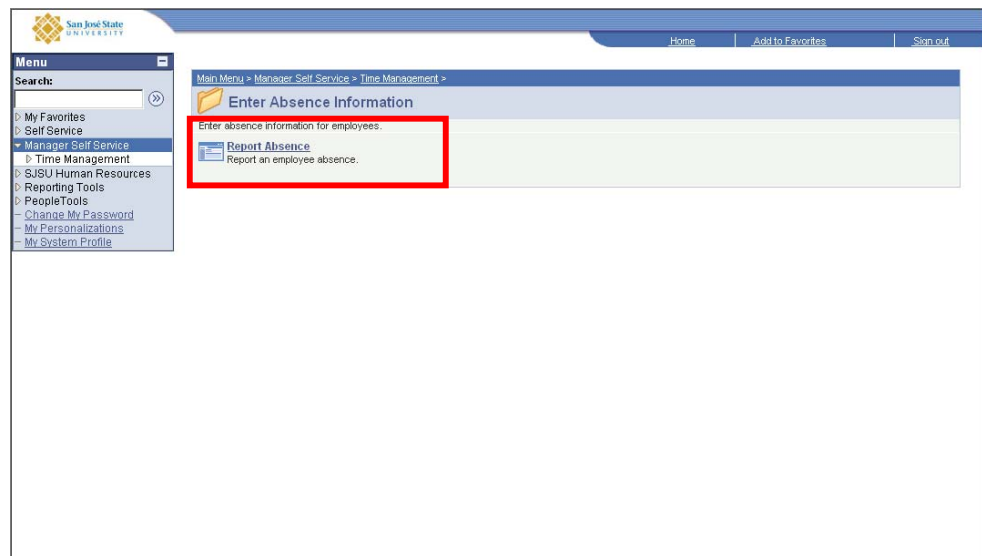
Follow these steps to report absence information for employees in the event they are unable to do so.

From the main Time Management menu, click Enter Absence Information. You may also navigate to the Report Absence page from other pages inside Time Management.



The Enter Absence Information menu is displayed.

Click Report Absence.



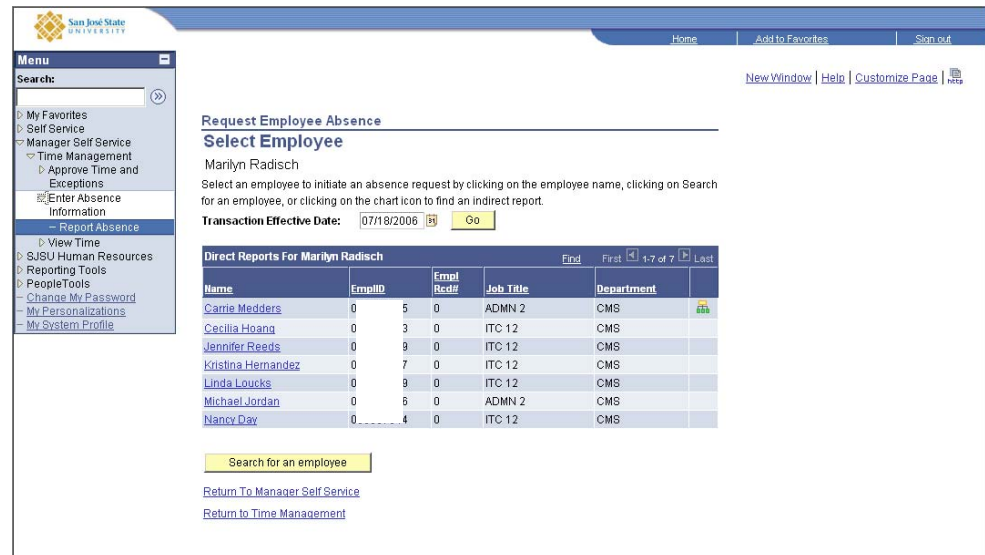
The Request Employee Absence – Select Employee page is displayed.

Click the hyperlinked name of the employee you wish to report an absence for.

Note: EmplIDs are hidden here for confidentiality, but will be seen in full in production.

The Report Absence page is displayed.

Hyperlinks



Request Employee Absence
Select Employee
Marilyn Radisch

Select an employee to initiate an absence request by clicking on the employee name, clicking on Search for an employee, or clicking on the chart icon to find an indirect report.

Transaction Effective Date: 07/18/2006 [B] Go

| Name | EmplID | Empl Red# | Job Title | Department |
|--------------------|--------|-----------|-----------|------------|
| Carrie Medders | 0 | 5 0 | ADMN 2 | CMS |
| Cecilia Hoang | 0 | 3 0 | ITC 12 | CMS |
| Jennifer Reeds | 0 | 9 0 | ITC 12 | CMS |
| Kristina Hernandez | 0 | 7 0 | ITC 12 | CMS |
| Linda Loucks | 0 | 9 0 | ITC 12 | CMS |
| Michael Jordan | 0 | 6 0 | ADMN 2 | CMS |
| Nancy Day | 0 | 4 0 | ITC 12 | CMS |

Search for an employee

[Return To Manager Self Service](#)
[Return to Time Management](#)



Report Absence
Michael Jordan
Administrator II

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: 07/18/2006 [B] [View Monthly Calendar](#)

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

* Required Field

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

View Monthly Schedule: Use this link to view the employee’s monthly schedule (in progress – clicking now will cause an error).

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 absences in the right period.

Use the Dropdown box for Absence Type to select the type of absence you wish to report.



Report Absence

Michael Jordan
Administrator II

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: 07/18/2006 [View Monthly Calendar](#)
[View Current Calendar & Pay Periods](#)

*Absence Type: Select Absence Type

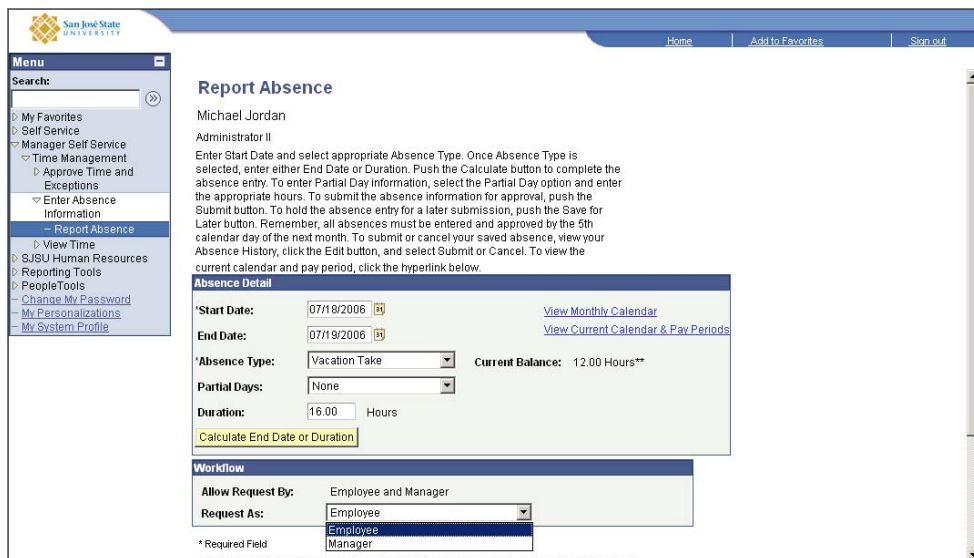
* Required Field

Go To: [View Absence](#)
[View Absence](#)
[Direct Request](#)

- 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 type is selected, additional fields will become available.

Complete the required fields.



Report Absence

Michael Jordan
Administrator II

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: 07/18/2006 [View Monthly Calendar](#)
[View Current Calendar & Pay Periods](#)

End Date: 07/19/2006

*Absence Type: Vacation Take **Current Balance: 12.00 Hours****

Partial Days: None

Duration: 16.00 Hours

Calculate End Date or Duration

Workflow

Allow Request By: Employee and Manager

Request As: Employee

- Employee
- Manager

* Required Field

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 the employee's schedule will ensure that balances are appropriately decremented.

Partial Days: This information will be explained later in the chapter. For standard absence reporting, using an employee's normal 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.

Request As: You have the option to submit this request as the employee or as the manager. We recommend that you select Manager so the employee knows you have submitted it on their behalf.

Calculate End Date or Duration

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

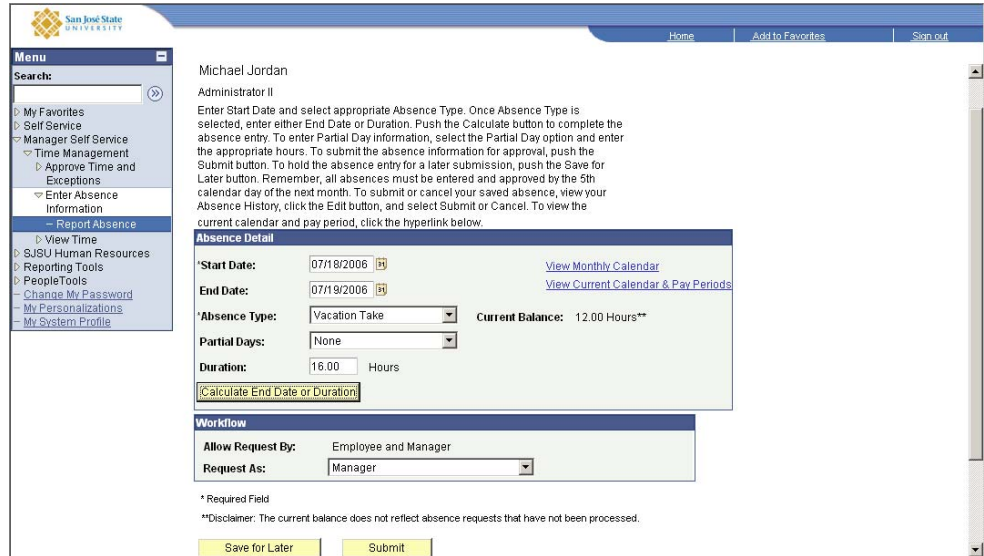
Once all fields are complete, you can either save the absence for later or submit it.

Save for Later will most likely NOT be used by the approver. It functions as a planning tool for the employee to enter absence information to save for later submission. It will not be shown in this guide.

Submit

The Submit Confirmation page appears.

Click OK.



Michael Jordan
Administrator II

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: 07/18/2006 [View Monthly Calendar](#)

End Date: 07/19/2006 [View Current Calendar & Pay Periods](#)

'Absence Type: Vacation Take **Current Balance: 12.00 Hours****

Partial Days: None

Duration: 16.00 Hours

[Calculate End Date or Duration](#)

Workflow

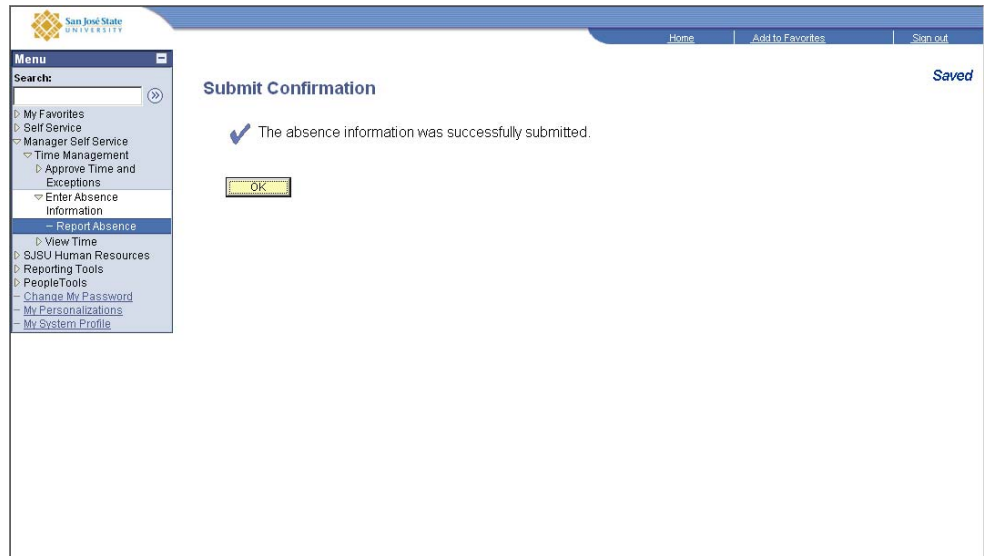
Allow Request By: Employee and Manager

Request As: Manager

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

Save for Later Submit

Click the Submit button to submit the absence for approval.



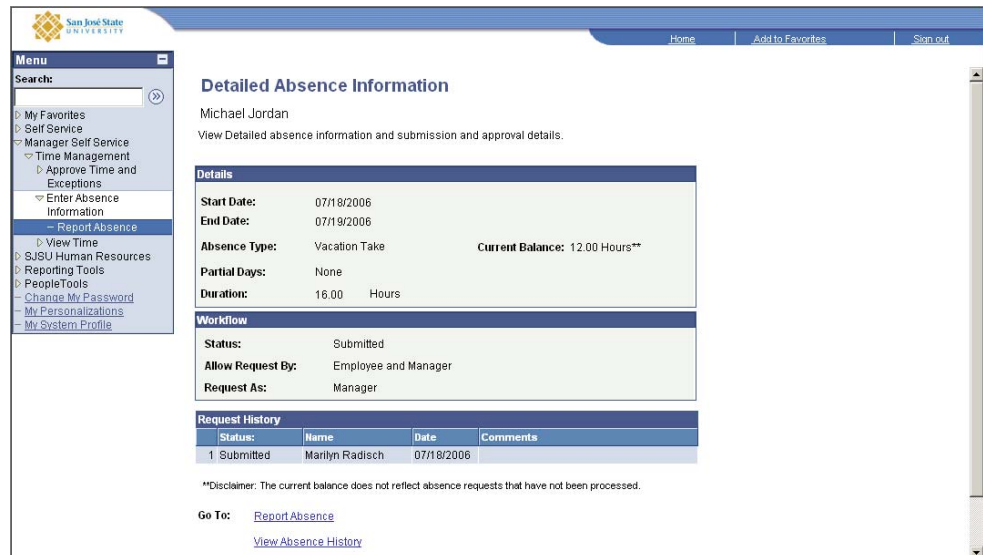
Submit Confirmation Saved

✓ The absence information was successfully submitted.

OK

The Detailed Absence Information page appears, showing the details of the absence you just submitted.

You will now need to approve the absence.



Detailed Absence Information

Michael Jordan
View Detailed absence information and submission and approval details.

Details

Start Date: 07/18/2006
End Date: 07/19/2006
Absence Type: Vacation Take Current Balance: 12.00 Hours**
Partial Days: None
Duration: 16.00 Hours

Workflow

Status: Submitted
Allow Request By: Employee and Manager
Request As: Manager

Request History

| Status | Name | Date | Comments |
|-------------|-----------------|------------|----------|
| 1 Submitted | Marilyn Radisch | 07/18/2006 | |

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

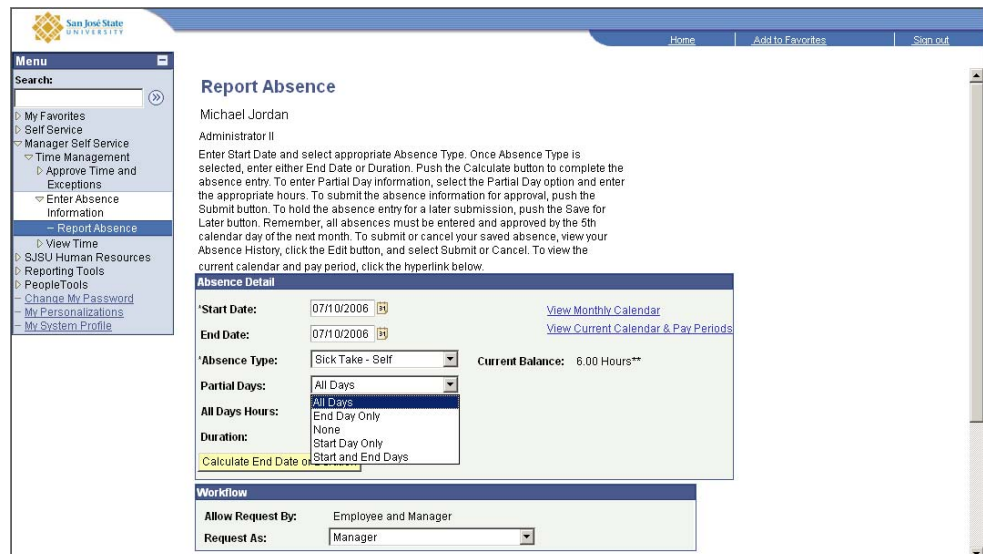
Go To: [Report Absence](#)
[View Absence History](#)

Partial Days

Partial Days can be used for a variety of reasons:

1. To report a partial day off for a Non-Exempt Employees. For example, if your employee takes 2 hours off during the day for a doctor's appointment, you would use this method.
2. To report time for employees on an alternate schedule that is not recorded in PeopleSoft (i.e. the schedule online displays M-F 40/hours a week, but the employee actually works a 3/12). All absence hours will be recorded using this method.
3. This method would never be used for Exempt Employees, unless on an alternate schedule as described above.

From the Report Absence page, use the Partial Days dropdown list to select how you want to record partial days.



Report Absence

Michael Jordan
Administrator II

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: 07/10/2006 [View Monthly Calendar](#)
End Date: 07/10/2006 [View Current Calendar & Pay Periods](#)
Absence Type: Sick Take - Self Current Balance: 6.00 Hours**
Partial Days: All Days
All Days Hours: All Days
Duration: End Day Only
Start Day Only
Start and End Days
[Calculate End Date of](#)

Workflow

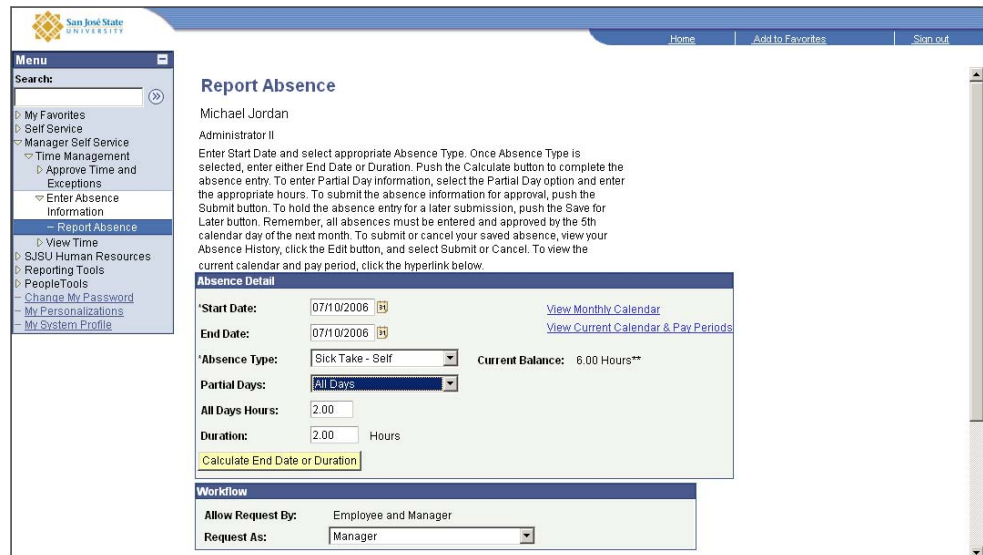
Allow Request By: Employee and Manager
Request As: Manager

In this example, we selected **All Days**, meaning the partial hours will be the same for every day of the reported absence.

Enter the number of hours in the Hours box.

All other information is the same and once complete, the absence can be submitted.

Types of Partial Days



Report Absence

Michael Jordan
Administrator II

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: 07/10/2006 [View Monthly Calendar](#)
End Date: 07/10/2006 [View Current Calendar & Pay Periods](#)

*Absence Type: Sick Take - Self **Current Balance: 6.00 Hours****

Partial Days: All Days

All Days Hours: 2.00

Duration: 2.00 Hours

[Calculate End Date or Duration](#)

Workflow

Allow Request By: Employee and Manager
Request As: Manager

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

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

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

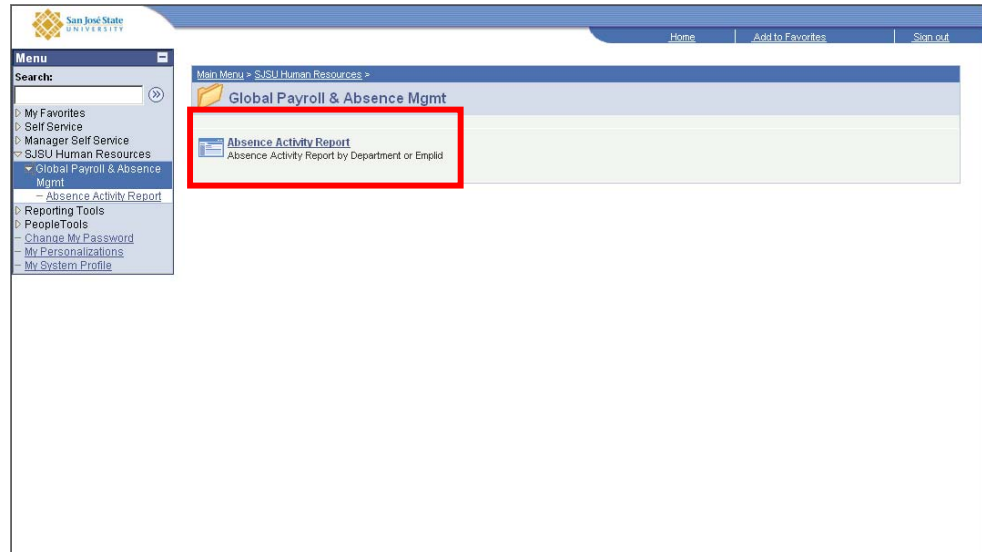
Start and End Dates: Use this option if both the first and last day of the absence will use a partial day, but every other day will use the hours on the employee's schedule.

Run the Absence Activity Report

San Jose State has created a custom report that you can run on-demand to view the absence balances of your employees. This is similar to the report you may have received from the old system, known as the LAB report.

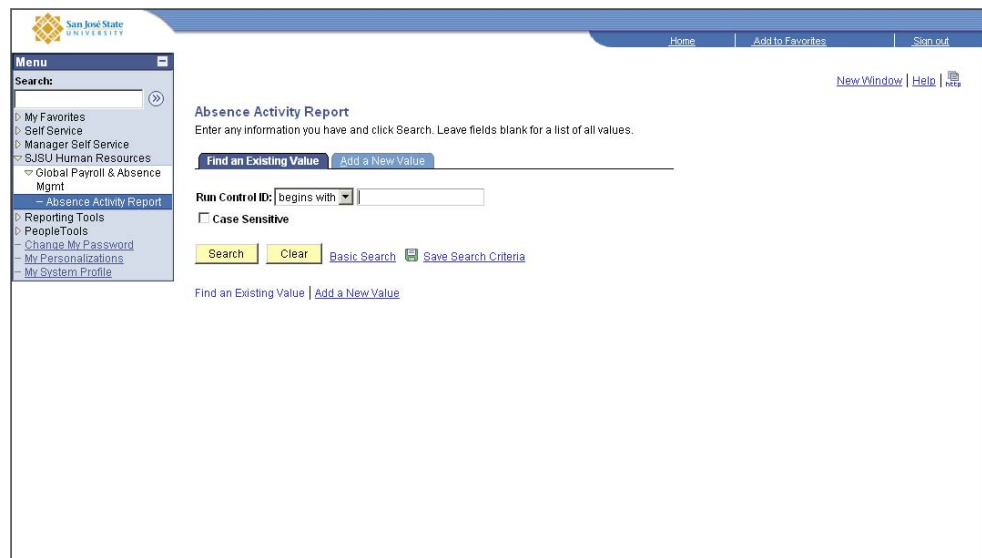
Select SJSU Human Resources from the main menu. Select Global Payroll & Absence Management.

Click Absence Activity Report.



The Absence Activity Report run control page will display.

If you have existing run control IDs you would like to choose from, click Search.



The Search Results display.

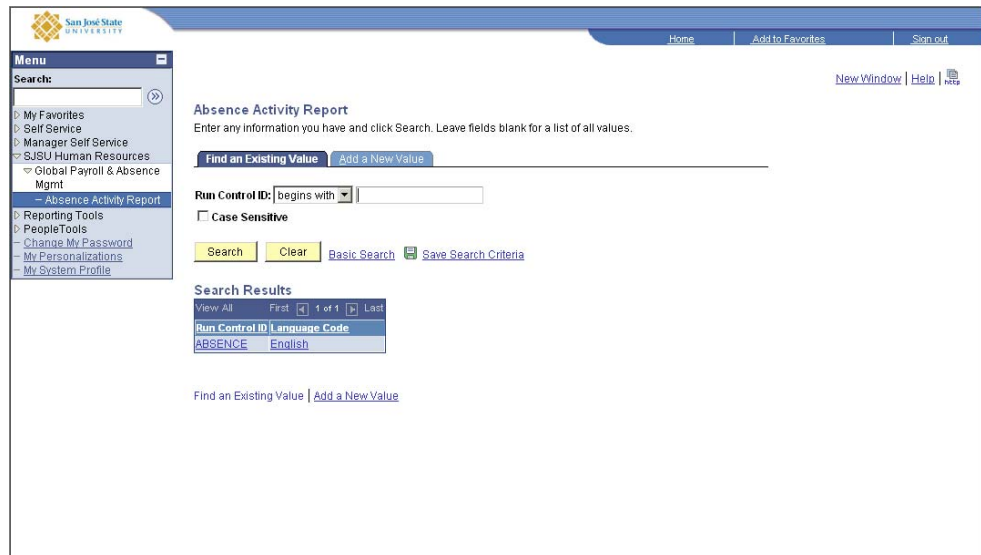
Select the Run Control ID you wish to use by clicking the hyperlink.

If you do not have any run control IDs, or would like to create a new one for this report, click the Add a New Value tab.

Enter the name of the Run Control ID.


Note: The Run Control ID can be no more than 30 characters in length and cannot contain spaces.

Click Add.



San José State UNIVERSITY

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | 

Menu


Search:

- My Favorites
- Self Service
- Manager Self Service
- SJSU Human Resources
 - Global Payroll & Absence Mgmt
 - Absence Activity Report
- Reporting Tools
- PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile

Absence Activity Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

Run Control ID: [Basic Search](#)  [Save Search Criteria](#)

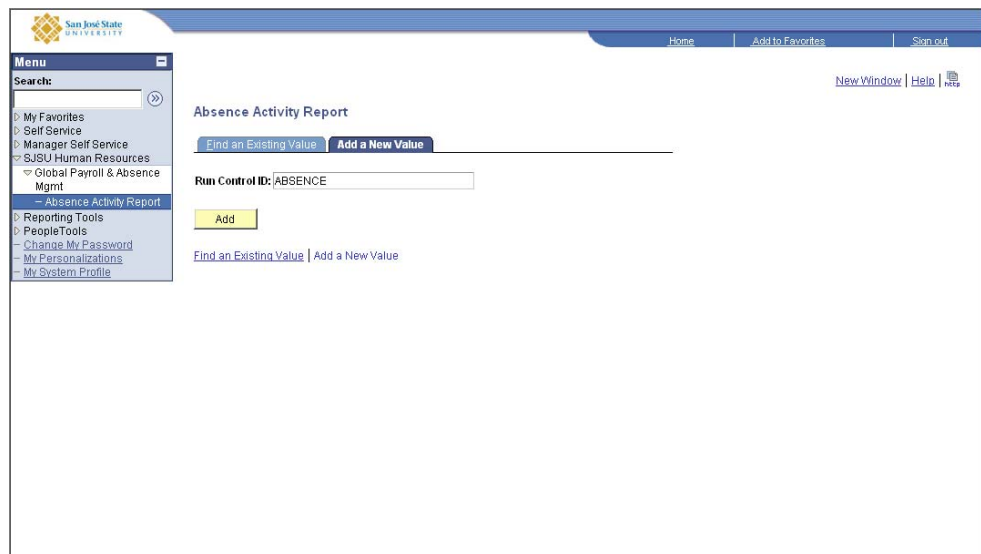
Case Sensitive

Search Results

View All | First of 1 | Last


| Run Control ID | Language Code |
|-------------------------|---------------|
| ABSENCE | English |

[Find an Existing Value](#) | [Add a New Value](#)



San José State UNIVERSITY

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | 

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
- SJSU Human Resources
 - Global Payroll & Absence Mgmt
 - Absence Activity Report
- Reporting Tools
- PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile

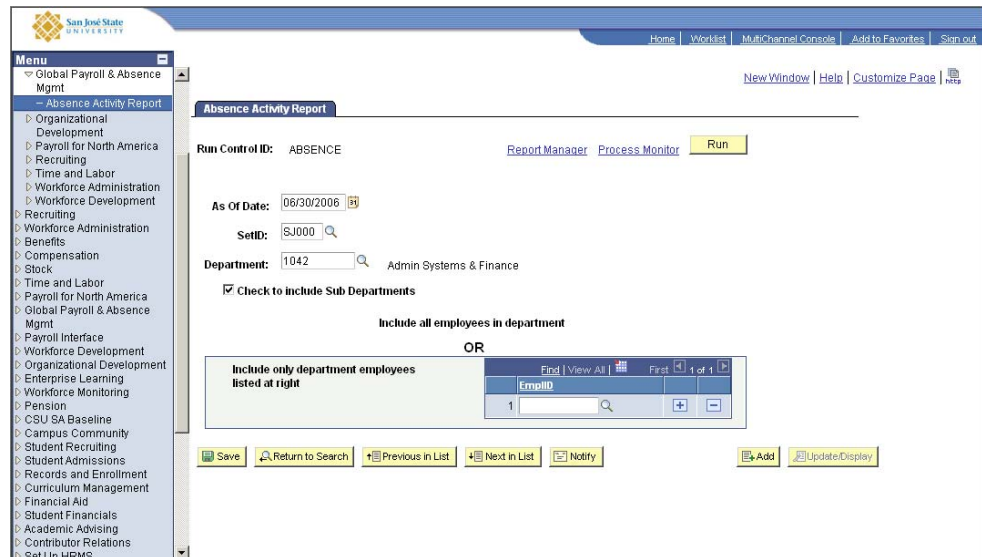
Absence Activity Report

[Find an Existing Value](#) | [Add a New Value](#)

Run Control ID:

[Find an Existing Value](#) | [Add a New Value](#)

Once you have selected or created your run control ID, you will be brought to the Absence Activity Report run control page.



Required Fields

As Of Date: Enter the As Of Date for which you wish to run this report. If you enter a date in the current absence cycle, you will not receive any data. It is recommended that you use the end of the prior pay period to get accurate data. For example, use 6-30-2006 to see the data processed for June, 2006.

SetID: Enter SJ000.

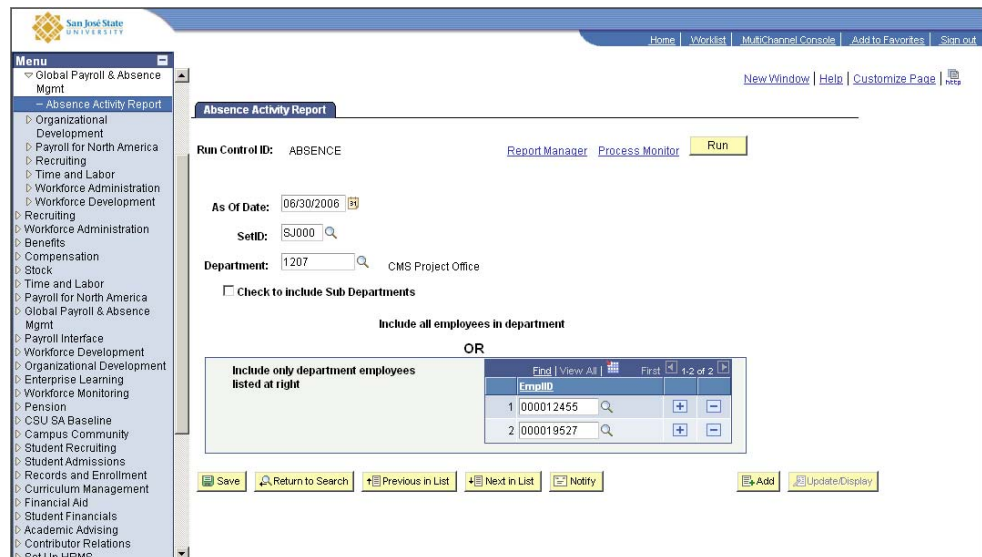
Department: Enter the DeptID for the department you wish to run the report for. You must have been granted access to this department in order to see the data.

Check to include Sub Departments: If the DeptID you selected as sub-departments that report up to it, selecting this check box will give you a report of all departments. Leaving it unchecked will get you only the selected DeptID.

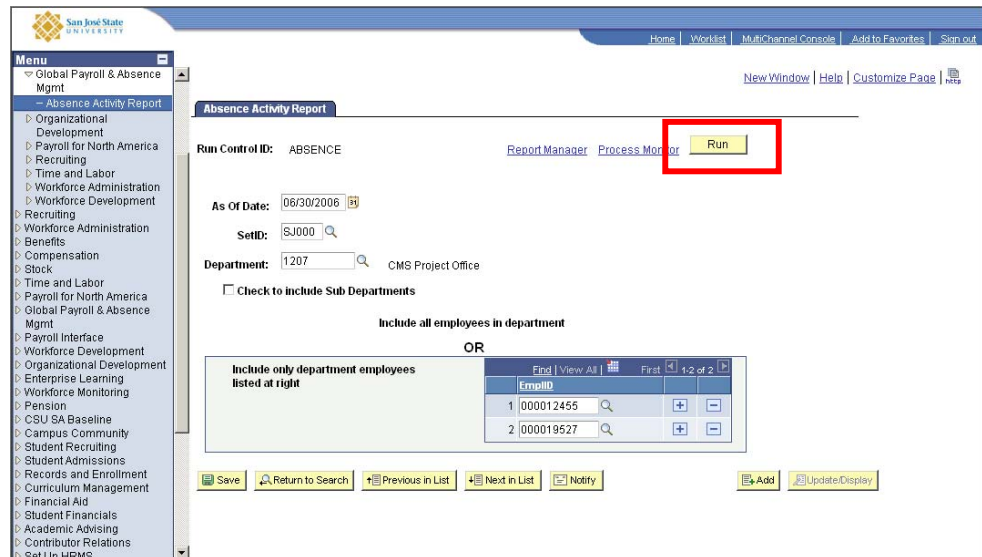
Running for Individual Employees

To run the report for one or more employees, rather than an entire department, complete the fields as indicated above, then add the EmpIDs in the bottom section. You may click the plus button to add rows for multiple employees.

Click Run once all fields have been completed.



Click Run once all fields have been completed.



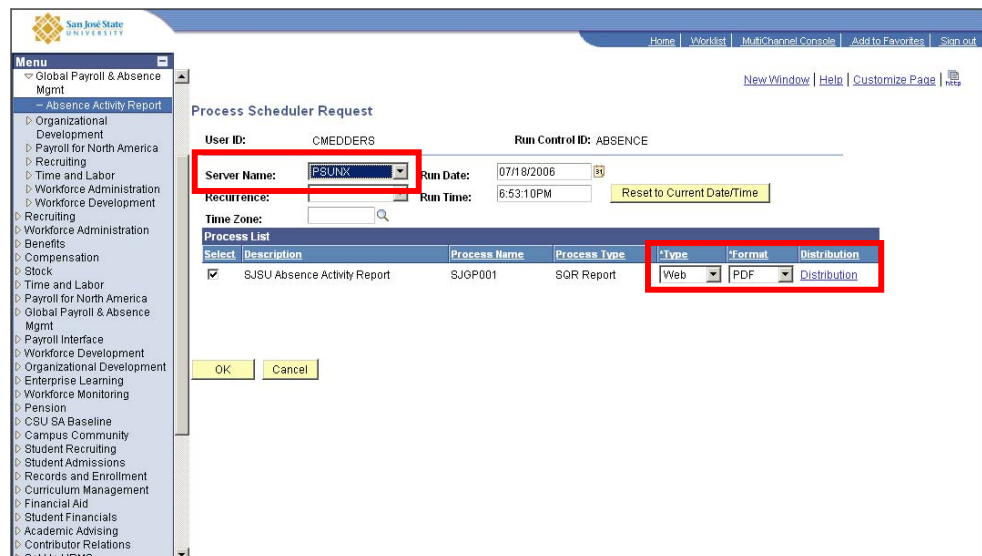
The screenshot shows the 'Absence Activity Report' configuration page. The 'Run Control ID' is 'ABSENCE'. The 'As Of Date' is '06/30/2006'. The 'SetID' is 'SJ000'. The 'Department' is '1207 CMS Project Office'. There is a checkbox for 'Check to include Sub Departments' which is unchecked. Below this, there are two options: 'Include all employees in department' and 'Include only department employees listed at right'. The second option is selected, and a table shows two employee IDs: '000012455' and '000019527'. At the bottom right, the 'Run' button is highlighted with a red box.

The Process Scheduler Request page displays.

Ensure that the Server Name is selected. PSUNX is the most common server, but this report can also be run on the PSNT server.

To view the report online, the **Type** should say Web. The **Format** should say PDF.

Click OK.



The screenshot shows the 'Process Scheduler Request' page. The 'User ID' is 'CMEDDERS' and the 'Run Control ID' is 'ABSENCE'. The 'Server Name' dropdown is set to 'PSUNX'. The 'Run Date' is '07/18/2006' and the 'Run Time' is '6:53:10PM'. There is a 'Reset to Current Date/Time' button. Below this is a 'Process List' table with columns: 'Select', 'Description', 'Process Name', 'Process Type', 'Type', 'Format', and 'Distribution'. The first row is checked and has 'SJSU Absence Activity Report', 'SJGP001', 'SQR Report', 'Web', 'PDF', and 'Distribution'. The 'Type', 'Format', and 'Distribution' columns are highlighted with a red box. At the bottom, there are 'OK' and 'Cancel' buttons.

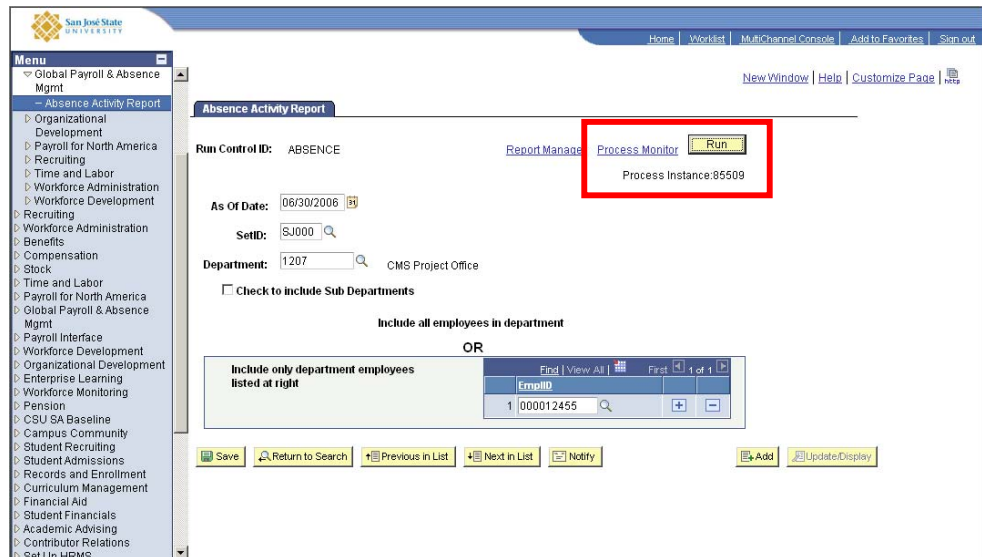
You are brought back to the Run Control page. The Process Instance Number appears, indicating that your report has been submitted for processing.

Click the hyperlink for the Process Monitor.

The Process Monitor is displayed.

Once your report says Success and Posted, click the Details hyperlink.

Note: If you receive an Error, or your process does not complete successfully, please contact the CMS Help Desk for assistance.



San José State UNIVERSITY

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page | [Print]

Menu

- Global Payroll & Absence Mgmt
 - Absence Activity Report
 - Organizational Development
 - Payroll for North America
 - Recruiting
 - Time and Labor
 - Workforce Administration
 - Workforce Development
 - Recruiting
 - Workforce Administration
 - Benefits
 - Compensation
 - Stock
 - Time and Labor
 - Payroll for North America
 - Global Payroll & Absence Mgmt
 - Payroll Interface
 - Workforce Development
 - Organizational Development
 - Enterprise Learning
 - Workforce Monitoring
 - Pension
 - CSU SA Baseline
 - Campus Community
 - Student Recruiting
 - Student Admissions
 - Records and Enrollment
 - Curriculum Management
 - Financial Aid
 - Student Financials
 - Academic Advising
 - Contributor Relations
 - Set Up HRMS

Absence Activity Report

Run Control ID: ABSENCE Report Manager Process Monitor **Run**
Process Instance: 85509

As Of Date: 06/30/2006 [B]

SetID: SJ000 [Q]

Department: 1207 [Q] CMS Project Office

Check to include Sub Departments

Include all employees in department

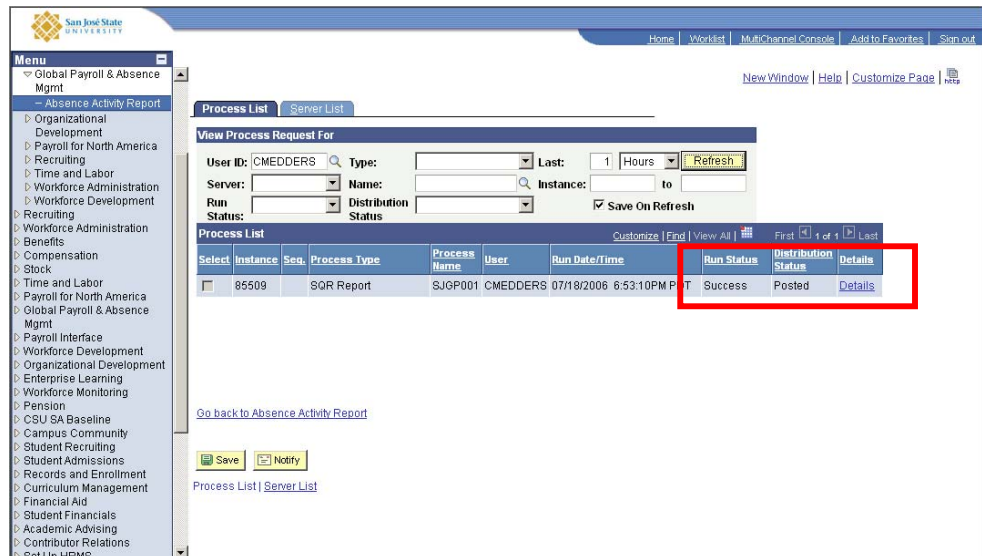
OR

Include only department employees listed at right

Find | View All | First 1 of 1

EmpID
1 000012455 [Q] [Add] [Remove]

Save Return to Search Previous in List Next in List Notify Add Update Display



San José State UNIVERSITY

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page | [Print]

Menu

- Global Payroll & Absence Mgmt
 - Absence Activity Report
 - Organizational Development
 - Payroll for North America
 - Recruiting
 - Time and Labor
 - Workforce Administration
 - Workforce Development
 - Recruiting
 - Workforce Administration
 - Benefits
 - Compensation
 - Stock
 - Time and Labor
 - Payroll for North America
 - Global Payroll & Absence Mgmt
 - Payroll Interface
 - Workforce Development
 - Organizational Development
 - Enterprise Learning
 - Workforce Monitoring
 - Pension
 - CSU SA Baseline
 - Campus Community
 - Student Recruiting
 - Student Admissions
 - Records and Enrollment
 - Curriculum Management
 - Financial Aid
 - Student Financials
 - Academic Advising
 - Contributor Relations
 - Set Up HRMS

Process List Server List

View Process Request For

User ID: CMEDDERS [Q] Type: [v] Last: 1 Hours [v] Refresh

Server: [v] Name: [Q] Instance: [v] to [v]

Run Status: [v] Distribution Status: [v] Save On Refresh

Process List Customize | Find | View All | First 1 of 1 | Last

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|----------|------------------------|------------|---------------------|---------|
| <input type="checkbox"/> | 85509 | | SQR Report | SJGP001 | CMEDDERS | 07/18/2006 6:53:10PM P | T Success | Posted | Details |

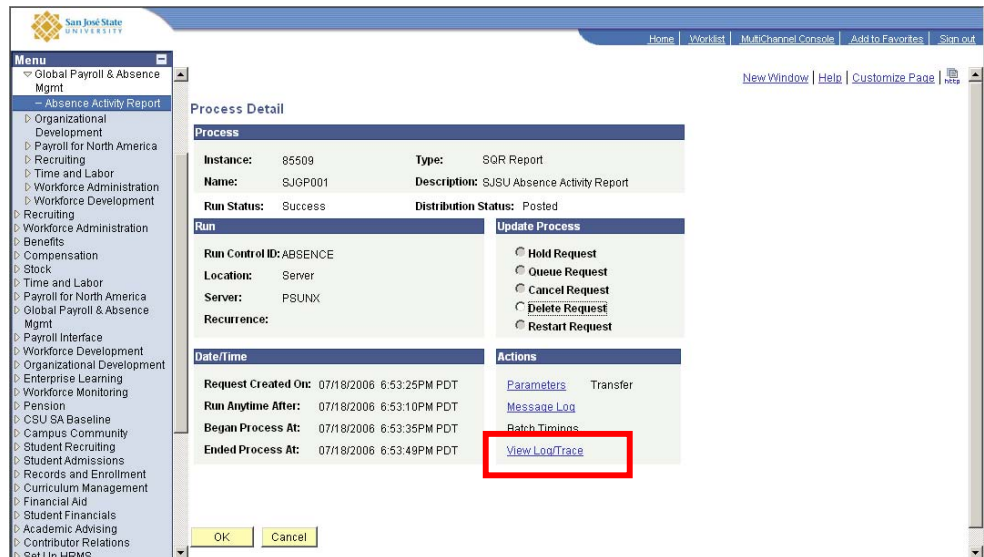
Go back to Absence Activity Report

Save Notify

Process List | Server List

The Process Detail page is displayed.

Click the View Log/Trace hyperlink.



Process Detail

Process

Instance: 85509 Type: SQR Report
 Name: SJGP001 Description: SJSU Absence Activity Report
 Run Status: Success Distribution Status: Posted

Run

Run Control ID: ABSENCE
 Location: Server
 Server: PSUNX
 Recurrence:

Update Process

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Restart Request

Date/Time

Request Created On: 07/18/2006 6:53:25PM PDT
 Run Anytime After: 07/18/2006 6:53:10PM PDT
 Began Process At: 07/18/2006 6:53:35PM PDT
 Ended Process At: 07/18/2006 6:53:49PM PDT

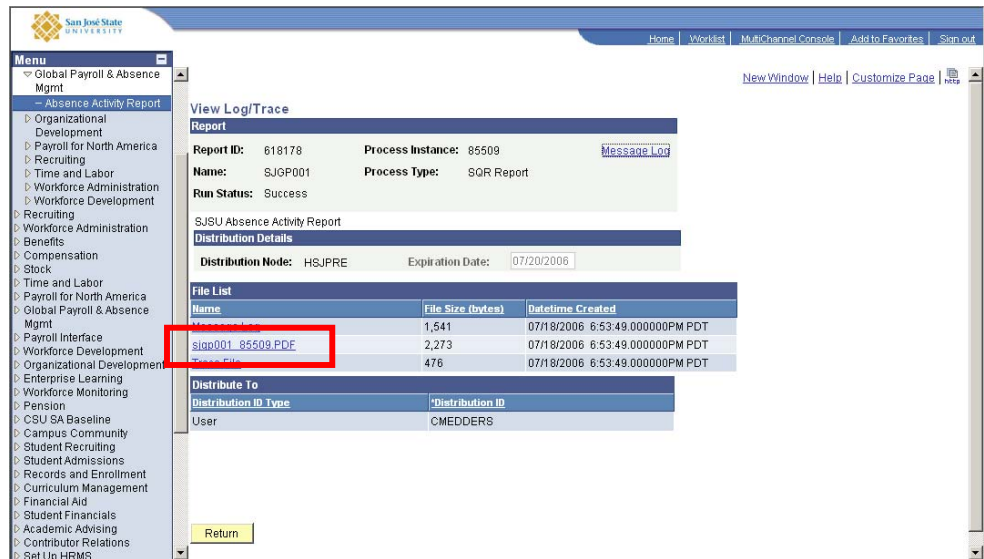
Actions

[Parameters](#) [Transfer](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

OK Cancel

The View Log/Trace page is displayed.

Click the *.pdf file name to view your report.



View Log/Trace

Report

Report ID: 618178 Process Instance: 85509 [Message Log](#)
 Name: SJGP001 Process Type: SQR Report
 Run Status: Success

SJSU Absence Activity Report

Distribution Details

Distribution Node: HSJPRE Expiration Date: 07/20/2006

File List

| Name | File Size (bytes) | Datetime Created |
|-----------------------------------|-------------------|---------------------------------|
| slog001_85509.PDF | 1,541 | 07/18/2006 6:53:49.000000PM PDT |
| Message Log | 2,273 | 07/18/2006 6:53:49.000000PM PDT |
| Batch Timings | 476 | 07/18/2006 6:53:49.000000PM PDT |

Distribute To

| Distribution ID Type | Distribution ID |
|----------------------|-----------------|
| User | CMEDDERS |

Return

This is a sample of the report.

| Report ID: SJGP001 | | San Jose State University | | Report Date: 07/18/06 | | |
|--------------------------------|----------------------------|---------------------------|-------|-----------------------|----------|---------|
| Page 1 of 1 | | Absence Activity Report | | Report Time: 18:53:35 | | |
| Department: CMS Project Office | | As of 06/30/2006 | | 06/30/2006 | | |
| Name/Emplid | Leave Type | Balance | Taken | Earned | Misc Adj | Balance |
| Medders, Carrie M | Cat Leave Donation Limits | 40.00 | 0.00 | 0.00 | 0.00 | 40.00 |
| 00 0 | Personal Holiday Available | 1.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| | Sick Balance | 425.00 | 0.00 | 8.00 | 0.00 | 433.00 |
| | State Service Balance | 97.00 | 0.00 | 0.00 | 0.00 | 97.00 |
| | Vacation Balance | 381.01 | 0.00 | 16.00 | 0.00 | 397.01 |

Column Information

Name/EmplID: The name of the employee (or employees) selected will be displayed, along with their emplid and empl rcd #. The information has been hidden in the example above.

Leave Type: The type of leave is listed.

(Prior Period) Balance: The prior period balance is displayed with its date (5-31-2006 above).

Taken: The hours taken by leave type are displayed.

Earned: The hours earned by leave type are displayed. Remember, not every leave type accrues a balance.

Misc Adj: Miscellaneous adjustments are shown by leave type. This may be catastrophic leave donations, time that was reported after the deadline, etc.

(Current) Balance: The current balance is displayed with its date (6-30-2006 above).