ABSENCE MANAGEMENT
MANAGER GUIDE

CONTENTS

OVERVIEW

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

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

2. **Timekeepers** review the Absences for accuracy and update the Absence status to "Reviewed" for correct Absences or "Needs Correction" which generates a notification to the employee to correct the Absence. Timekeepers may enter an Absence on an employee's behalf which automatically updates to a status of "Reviewed".
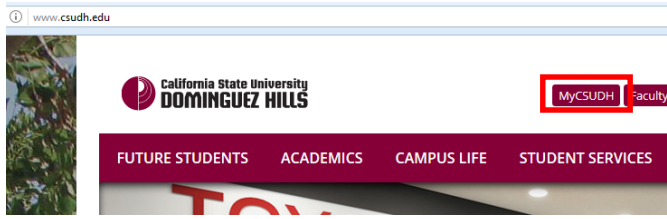   *DEADLINES: ABSENCES FOR THE CURRENT PAY PERIOD MUST BE COMPLETED BY THE END OF EACH MONTH.*
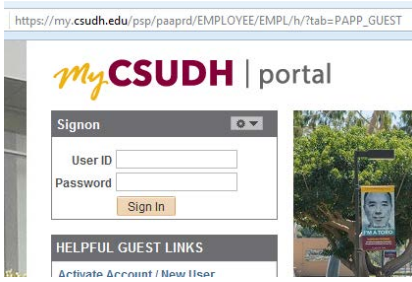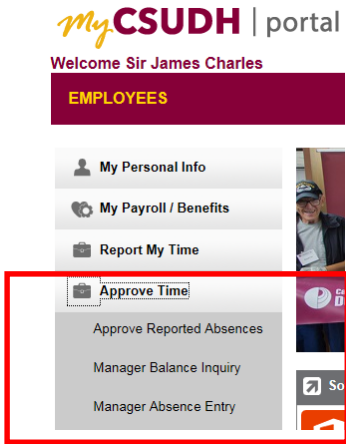
3. **Managers/Approvers** approve absences which have been entered by employees and reviewed by Timekeepers. Managers may also enter an Absence on an employee's behalf. Absences entered by Managers are automatically updated to a status of "Approved" and cannot be corrected by the employee or timekeeper. *Employees automatically receive an email notification when an Absence is entered on their behalf, but not when the Absence is approved.*

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

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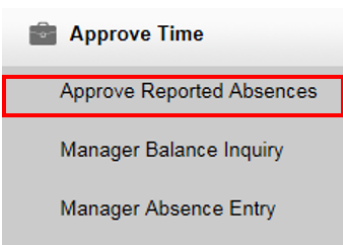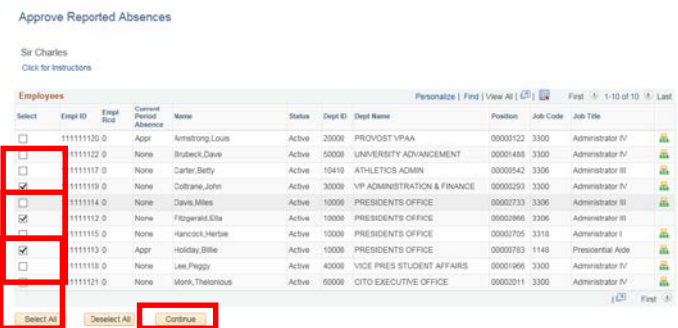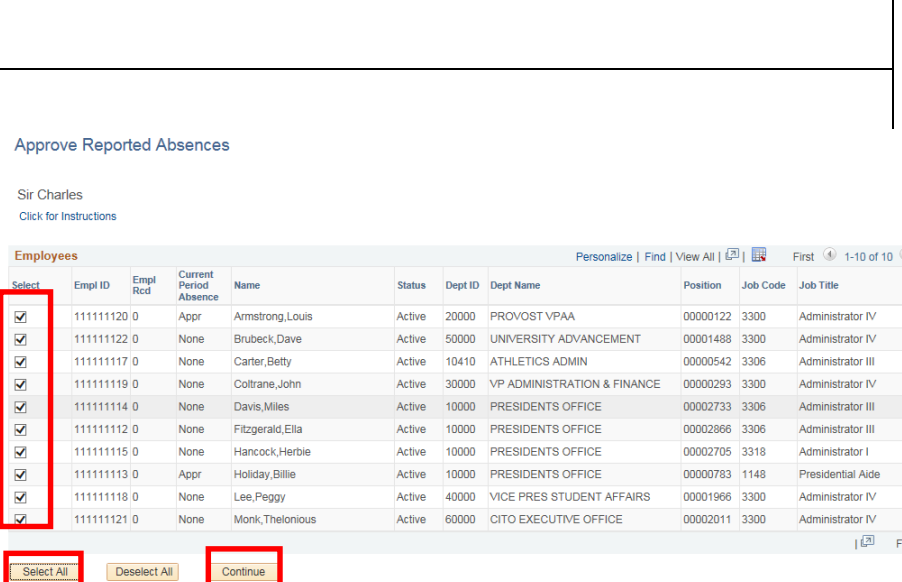
1. LOG INTO PEOPLESOFT THROUGH THE PORTAL

STEP	ACTION	SCREENSHOT
1	Login to MyCSUDH Portal at https://www.csudh.edu Click the MyCSUDH button on the top right of the screen.	
2	Login to PeopleSoft Enter your User ID, Password and click the "Sign In" button	
3	If required, click "Employees" tab	
4	Click on the "Approve Time " button and the following three options appear: • Approve Reported Absences • Manager Balance Inquiry • Manager Absence Entry Proceed with the steps described in section 2	
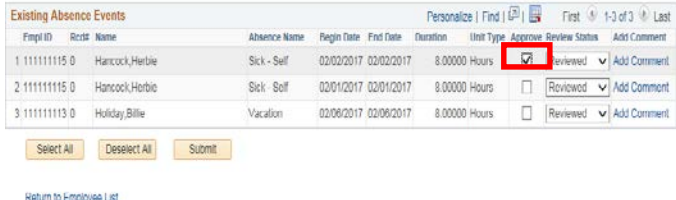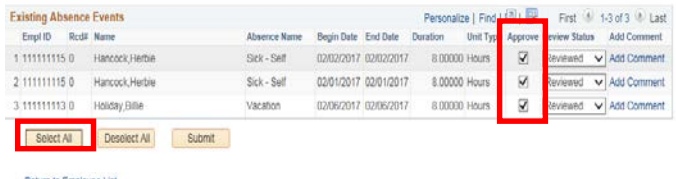
2. REVIEW AND APPROVE REPORTED ABSENCES FOR DIRECT REPORTS

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

STEP	ACTION	SCREENSHOT
1	From the MyCSUDH portal, click on "Approve Reported Absences"	
2 a	At the employee selection page: Check individual boxes in the 'Select' column for the employee(s) to review and approve Click the "Continue" button **OR**	
2 b	Click on the "Select All" button to check all employees listed Click the "Continue" button	

STEP	ACTION	SCREENSHOT
3 a	If appropriate, check the "Approve" checkbox for each employee **OR**	
3 b	Click on the "Select All" button to select all entries	
4	If a reported absence contains an error, the Review Status can be used to inform the employee of a needed corrective action • Select "Needs Corr" and once submitted the employee will receive an e-mail advising them of such • Use the "Add Comment" field to explain the needed correction • Selecting *Reviewed* will keep the absence showing on this page for future reference, but will not approve the absence • The "Entry Comments" link will open a page showing comments entered by the person when the absence report was entered Click the "Submit" button to submit approvals or status changes	

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

3. APPROVE DIRECT REPORTS EMPLOYEES

In a manager's absence, entries still need to be approved and/or made for their direct reports. System security allows a manager to see and work with all employees that report directly to them AND to see and work with any employees that report to managers that report to them.
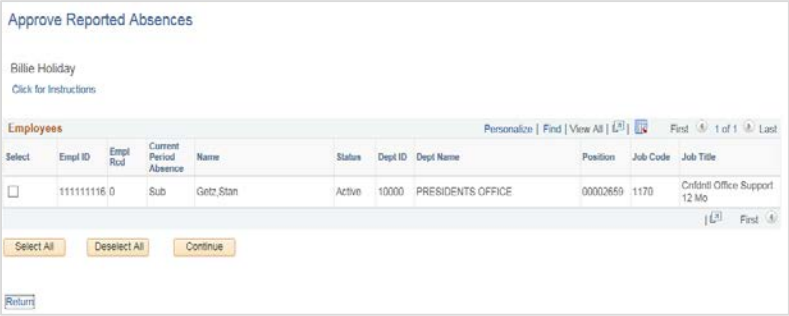
If a manager is out and cannot manage their direct report absences, their manager can approve and enter absences on their behalf. In order for a manager to access one of their direct reports direct reports, they should select the drill icon at the employee list to drill down to a manager's direct reports.

STEP	ACTION	SCREENSHOT
1	From the MyCSUDH portal: Click on "Approve Reported Absences"	**Approve Time** Approve Reported Absences Manager Balance Inquiry Manager Absence Entry
2	On the list of direct reports, all direct reports who have employees reporting to them will have a ▦ icon in the last column to the right. Select the ▦ icon to drill down to the employee's direct reports	Approve Reported Absences Sir Charles Click for Instructions Employees — Personalize | Find | View All | First 1-10 of 10 Last Employee rows: Armstrong,Louis; Brubeck,Dave; Carter,Betty; Coltrane,John; Davis,Miles; Fitzgerald,Ella; Hancock,Herbie; Holiday,Billie; Lee,Peggy; Monk,Thelonious

STEP	ACTION	SCREENSHOT
3	The selected employee's direct reports list now displays. Manage approving these employees' absences exactly as directed in section 2 above.	

4. ENTER AND VIEW REPORTED ABSENCES FOR AN EMPLOYEE

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

STEP	ACTION	SCREENSHOT
1	From the MyCSUDH portal: Click on "Manager Absence Entry"	

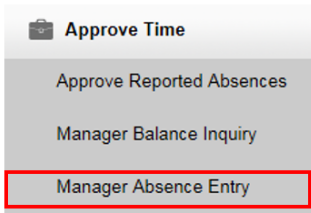| STEP	ACTION	SCREENSHOT
2	At the employee selection page select an employee and click the "Continue" button NOTE: EMPLOYEES THAT REPORT TO A MANAGER'S DIRECT REPORTS CAN BE ACCESSED VIA THE 🔲 ICON	Manager Absence Entry Sir Charles Click for Instructions **Employees** — Personalize | Find | View All | 🔲 | First 1-10 of 10 Last Select / Empl ID / Empl Rcd / Current Period Absence / Name / Status / Dept ID / Dept Name / Position / Job Code / Job Title ☐ 111111120 0 Appr Armstrong,Louis Active 20000 PROVOST VPAA 00000122 3300 Administrator IV ☐ 111111122 0 None Brubeck,Dave Active 50000 UNIVERSITY ADVANCEMENT 00001488 3300 Administrator IV ☐ 111111117 0 None Carter,Betty Active 10410 ATHLETICS ADMIN 00000542 3306 Administrator III ☐ 111111119 0 None Coltrane,John Active 30000 VP ADMINISTRATION & FINANCE 00000293 3300 Administrator IV ☐ 111111114 0 None Davis,Miles Active 10000 PRESIDENTS OFFICE 00002733 3306 Administrator III ☐ 111111112 0 None Fitzgerald,Ella Active 10000 PRESIDENTS OFFICE 00002866 3306 Administrator III ☐ 111111115 0 Appr Hancock,Herbie Active 10000 PRESIDENTS OFFICE 00002705 3318 Administrator I ☐ 111111113 0 Sub Holiday,Billie Active 10000 PRESIDENTS OFFICE 00000783 1148 Presidential Aide ☐ 111111118 0 None Lee,Peggy Active 40000 VICE PRES STUDENT AFFAIRS 00001956 3300 Administrator IV ☐ 111111121 0 None Monk,Thelonious Active 60000 CITO EXECUTIVE OFFICE 00002011 3300 Administrator IV First Select All Deselect All Continue
3	The "Report and View Absences" page is displayed "From" and "Through" dates are defaulted to the current month. To view historical or future data, change the From and/or Through date(s)	Report and View Employee Absences Betty Carter 111111117 0 Administrator III 3306 ATHLETICS ADMIN 10410 Click for Instructions From 02/01/2017 📅 Through 03/01/2017 📅 **Existing Absence Events** — Personalize | Find | 🔲 | 🔲 First 1 of 1 Last Absence Name / Begin Date / End Date / Absence Duration / Unit Type / Last Updated By **Enter New Absence Events** Absence Name / *Begin Date / *End Date / Absence Duration / Unit Type No Leave Taken ▼ 02/01/2017 📅 03/01/2017 📅 Add Comments ➕ ➖ Calculate Duration To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. Submit / Approve Return to Employee List

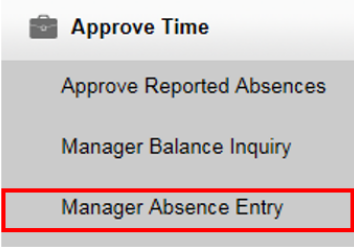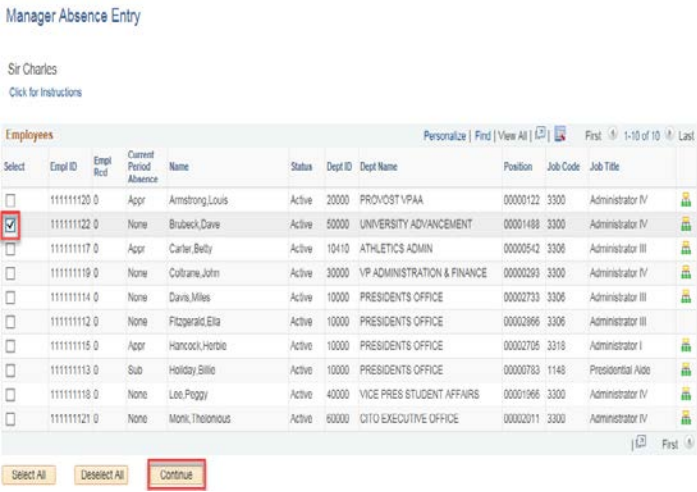| STEP	ACTION	SCREENSHOT
4	Enter necessary absence information for the employee: • Absence Name, • Begin Date, • End Date, • Partial Days • Absence Duration Click the "Calculate Duration button" Click the "Submit/Approve" button	**Report and View Employee Absences** Betty Carter 111111117 0 Administrator III 3306 ATHLETICS ADMIN 10410 Click for Instructions From 02/01/2017 Through 03/01/2017 **Existing Absence Events** Personalize | Find | First 1 of 1 Last Absence Name / Begin Date / End Date / Absence Duration / Unit Type / Last Updated By **Enter New Absence Events** Absence Name / *Begin Date / *End Date / Balance / *Partial Days / Absence Duration / Unit Type Vacation / 02/06/2017 / 02/06/2017 / 128 / None / 8.00 Hours / Add Comments Calculate Duration Calculate To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. Submit / Approve Return to Employee List
5	Click "OK" on the confirmation page.	**Submit Confirmation** ✔ The Absence(s) were submitted successfully. OK
6	Since the leave was reported by a manager, the leave is reported as "Approved" and no further approval is required.	**Report and View Employee Absences** Betty Carter 111111117 0 Administrator III 3306 ATHLETICS ADMIN 10410 Click for Instructions From 02/01/2017 Through 03/01/2017 **Existing Absence Events** Personalize | Find | First 1 of 1 Last Absence Name / Begin Date / End Date / Absence Duration / Unit Type / Absence Status / Last Updated By Vacation / 02/06/2017 / 02/06/2017 / 8.00 / Hours / Approved / Sir Charles **Enter New Absence Events** Absence Name / *Begin Date / *End Date / Absence Duration / Unit Type No Leave Taken / 02/01/2017 / 03/01/2017 / Add Comments Calculate Duration To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. Submit / Approve Return to Employee List

5. REPORT "NO LEAVE TAKEN"

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

STEP	ACTION	SCREENSHOT
1	From the MyCSUDH portal: Click on "Manager Absence Entry"	**Approve Time** Approve Reported Absences Manager Balance Inquiry Manager Absence Entry
2	At the employee selection page select an employee and click the "Continue" button Note: Employees that report to a manager's direct reports can be accessed via the [icon] icon	Manager Absence Entry Sir Charles Click for Instructions *[Employee selection table screenshot]*

STEP	ACTION	SCREENSHOT
3	"From" and "Through" dates are defaulted to the current month. To view historical or future data, change the From and/or Through date(s)	**Report and View Employee Absences** Dave Brubeck 111111122 0 Administrator IV 3300 UNIVERSITY ADVANCEMENT 50000 Click for Instructions From 02/01/2017 Through 03/01/2017 **Existing Absence Events** Personalize | Find | First 1 of 1 Last Absence Name | Begin Date | End Date | Absence Duration | Unit Type | Last Updated By **Enter New Absence Events** Absence Name | *Begin Date | *End Date | Absence Duration | Unit Type No Leave Taken | 02/01/2017 | 03/01/2017 | Add Comments + − Calculate Duration To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. Submit / Approve Return to Employee List
4	At the page entry, the Absence Name defaults to "No Leave Taken". The Begin and End dates default to the current absence period. Make changes to the Begin and End Dates if required Review the information carefully and click on the "Submit/Approve" button to submit the absence	**Report and View Employee Absences** Dave Brubeck 111111122 0 Administrator IV 3300 UNIVERSITY ADVANCEMENT 50000 Click for Instructions From 02/01/2017 Through 03/01/2017 **Existing Absence Events** Personalize | Find | First 1 of 1 Last Absence Name | Begin Date | End Date | Absence Duration | Unit Type | Last Updated By **Enter New Absence Events** Absence Name | *Begin Date | *End Date | Absence Duration | Unit Type No Leave Taken | 02/01/2017 | 03/01/2017 | Add Comments + − Calculate Duration To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. Submit / Approve Return to Employee List

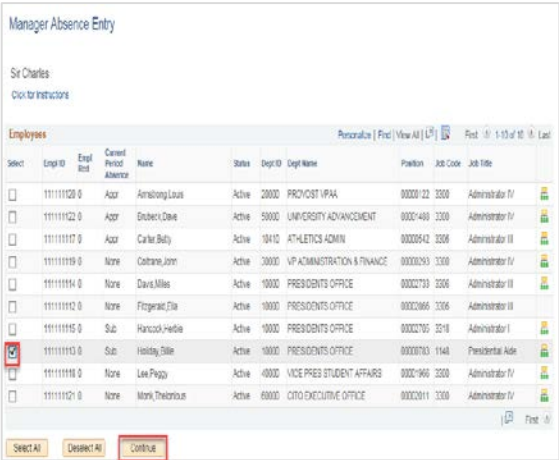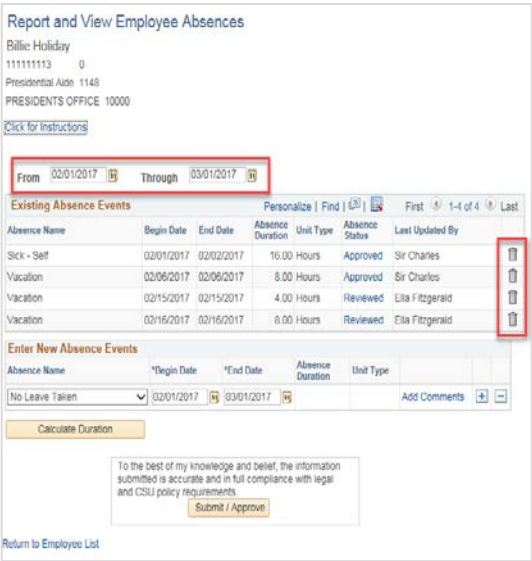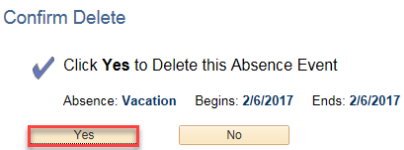| STEP	ACTION	SCREENSHOT
5	Click "OK" on the confirmation page	**Submit Confirmation** ✔ The Absence(s) were submitted successfully. OK
6	Since the no leave taken was reported by a manager, the no leave taken is reported as "Approved" and no further approval is required.	Report and View Employee Absences Dave Brubeck 111111122 0 Administrator IV 3300 UNIVERSITY ADVANCEMENT 50000 Click for Instructions From 02/01/2017 Through 03/01/2017 **Existing Absence Events** — Personalize | Find | First 1 of 1 Last Absence Name / Begin Date / End Date / Absence Status / Last Updated By No Leave Taken / 02/01/2017 / 03/01/2017 / Approved / Sir Charles **Enter New Absence Events** Absence Name / *Begin Date / *End Date / Absence Duration / Unit Type No Leave Taken / 02/01/2017 / 03/01/2017 / Add Comments Calculate Duration To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. Submit / Approve Return to Employee List

6. DELETE REPORTED ABSENCES FOR AN EMPLOYEE

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

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

STEP	ACTION	SCREENSHOT
2	At the employee selection page, select an employee and click the "Continue" button	
3	If required, change the "From" and "To" dates Tabbing out of the date field will cause the page to refresh Absences that have not been finalized can be deleted by clicking on the "Trashcan" icon	
4	Click "Yes" to confirm deletion or "No" to cancel deletion	

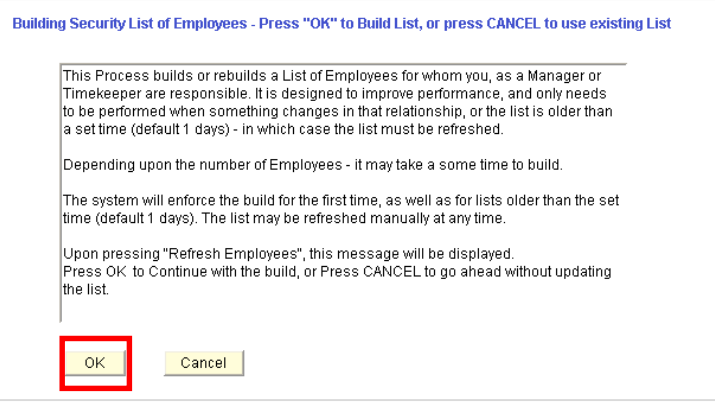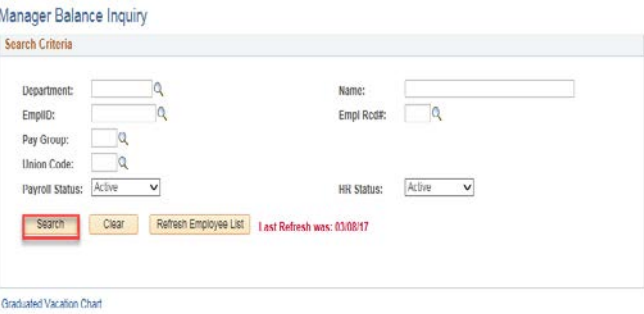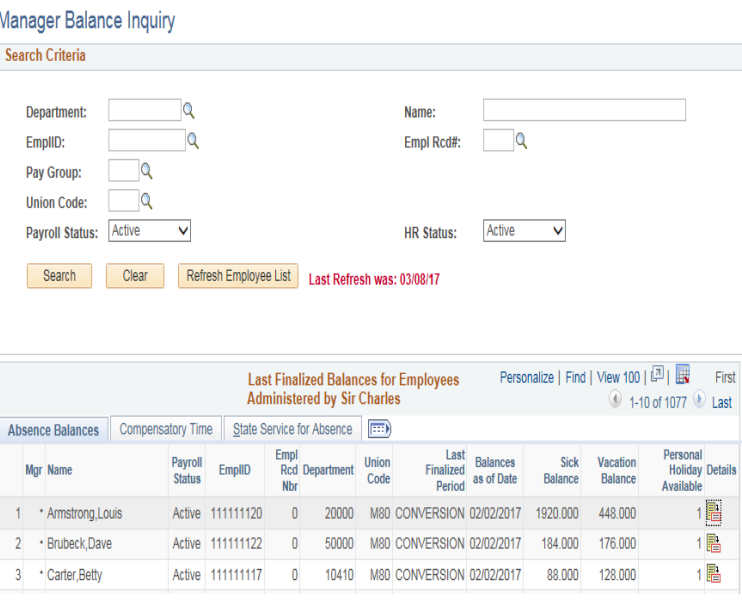| STEP	ACTION	SCREENSHOT
5	An e-mail is automatically sent to the person who entered the original absence event to let them know once an absence has been deleted on their behalf.	Report and View Employee Absences Billie Holiday 111111113 0 Presidential Aide 1148 PRESIDENTS OFFICE 10000 Click for Instructions From 02/01/2017 Through 03/01/2017 **Existing Absence Events** — Personalize | Find | First 1-3 of 3 Last Absence Name | Begin Date | End Date | Absence Duration | Unit Type | Absence Status | Last Updated By Sick - Self | 02/01/2017 | 02/02/2017 | 16.00 | Hours | Approved | Sir Charles Vacation | 02/15/2017 | 02/15/2017 | 4.00 | Hours | Reviewed | Ella Fitzgerald Vacation | 02/16/2017 | 02/16/2017 | 8.00 | Hours | Reviewed | Ella Fitzgerald **Enter New Absence Events** Absence Name | *Begin Date | *End Date | Absence Duration | Unit Type No Leave Taken | 02/01/2017 | 03/01/2017 | Add Comments Calculate Duration To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. Submit / Approve Return to Employee List

7. VIEW ABSENCE BALANCES FOR AN EMPLOYEE

STEP	ACTION	SCREENSHOT
1	From the MyCSUDH portal: Click on "Manager Balance Inquiry"	Approve Time Approve Reported Absences Manager Balance Inquiry Manager Absence Entry
2	The "Manager Balance Inquiry" page displays Click the "Refresh Employee List" button	Manager Balance Inquiry Search Criteria Department: | Name: EmplID: | Empl Rcd#: Pay Group: Union Code: Payroll Status: Active | HR Status: Active Refresh Employee List Last Refresh was: 03/07/17 Graduated Vacation Chart

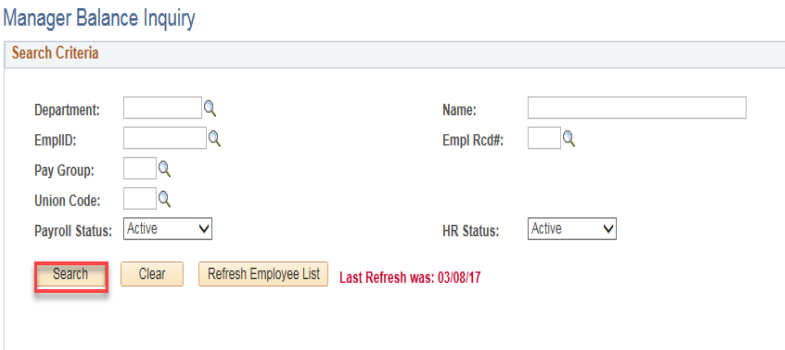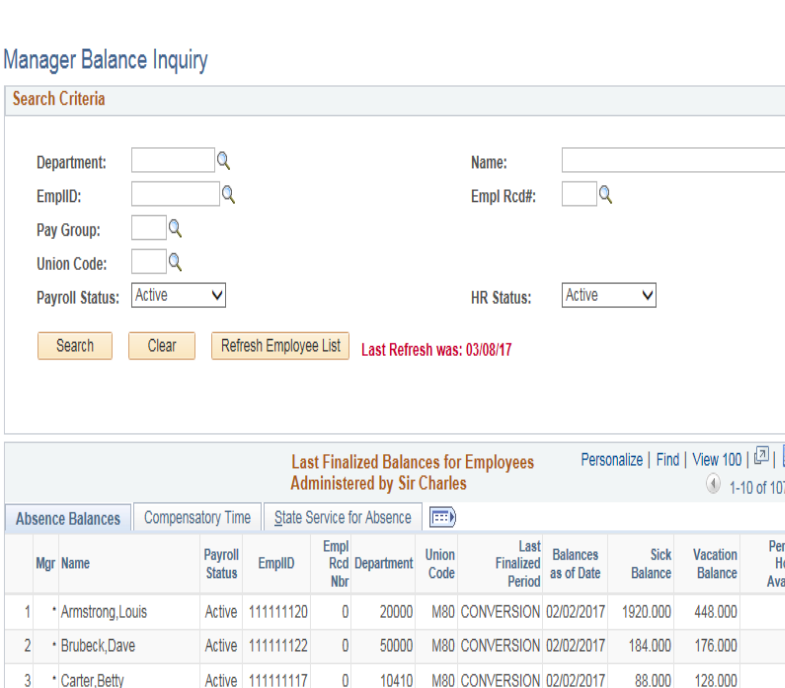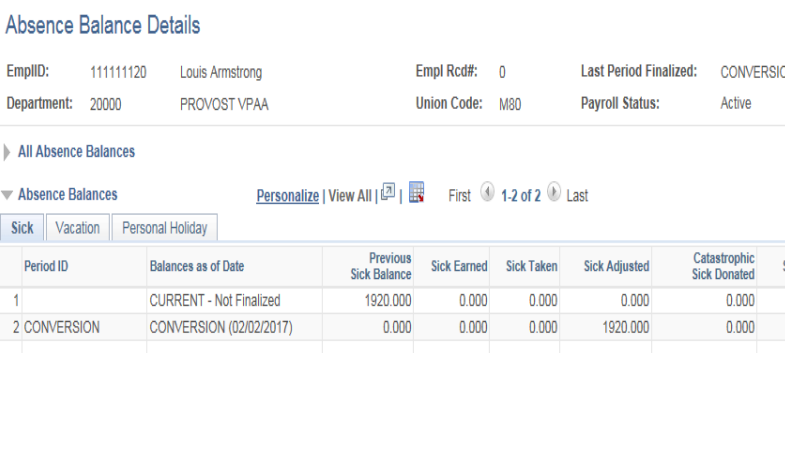| STEP	ACTION	SCREENSHOT
3	The "Building Security List of Employees" page displays Select the "OK" button in the "Building Security List of Employees" page to build the list and return to the "Manager Balance Inquiry" page	**Building Security List of Employees - Press "OK" to Build List, or press CANCEL to use existing List** This Process builds or rebuilds a List of Employees for whom you, as a Manager or Timekeeper are responsible. It is designed to improve performance, and only needs to be performed when something changes in that relationship, or the list is older than a set time (default 1 days) - in which case the list must be refreshed. Depending upon the number of Employees - it may take a some time to build. The system will enforce the build for the first time, as well as for lists older than the set time (default 1 days). The list may be refreshed manually at any time. Upon pressing "Refresh Employees", this message will be displayed. Press OK to Continue with the build, or Press CANCEL to go ahead without updating the list. [OK] [Cancel]
4	Click the "Search" button to begin the search	Manager Balance Inquiry Search Criteria Department: ___ Name: ___ EmplID: ___ Empl Rcd#: ___ Pay Group: ___ Union Code: ___ Payroll Status: Active HR Status: Active [Search] [Clear] [Refresh Employee List] Last Refresh was: 03/08/17 Graduated Vacation Chart
5	Absence Balances are displayed Note that Sick Balance, Vacation Balance and Personal Holiday Available columns are displayed	Manager Balance Inquiry Search Criteria Department: ___ Name: ___ EmplID: ___ Empl Rcd#: ___ Pay Group: ___ Union Code: ___ Payroll Status: Active HR Status: Active [Search] [Clear] [Refresh Employee List] Last Refresh was: 03/08/17 Last Finalized Balances for Employees Administered by Sir Charles Personalize	Find	View 100	First 1-10 of 1077 Last Absence Balances / Compensatory Time / State Service for Absence Mgr Name / Payroll Status / EmplID / Empl Rcd Nbr / Department / Union Code / Last Finalized Period / Balances as of Date / Sick Balance / Vacation Balance / Personal Holiday Available / Details 1 * Armstrong,Louis Active 111111120 0 20000 M80 CONVERSION 02/02/2017 1920.000 448.000 1 2 * Brubeck,Dave Active 111111122 0 50000 M80 CONVERSION 02/02/2017 184.000 176.000 1 3 * Carter,Betty Active 111111117 0 10410 M80 CONVERSION 02/02/2017 88.000 128.000 1

STEP	ACTION	SCREENSHOT
6	Note that you can use the tabs above the table to view All Compensatory Time and State Service for absence balances.	

8. VIEW ABSENCE BALANCE DETAILS FOR AN EMPLOYEE

STEP	ACTION	SCREENSHOT
1	From the MyCSUDH portal: Click on "Manager Balance Inquiry"	

STEP	ACTION	SCREENSHOT
2	The "Manager Balance Inquiry" page displays Click the "Search" button to begin the search	
3	Click the "Details" icon in the far right column (on any of the three tabs) to view more detailed information for any employee in the list	
4	The "Absence Balance Details" page displays	

STEP	ACTION	SCREENSHOT
5	Note that there are 4 expandable sections on the page: All Absence Balances, Absence Balances, Compensatory Time Balances and State Service for Absences Select the right arrow beside the section name to expand or collapse that section	**Absence Balance Details** EmplID: 111111120 Louis Armstrong Empl Rcd#: 0 Department: 20000 PROVOST VPAA Union Code: M ▸ **All Absence Balances** ▸ **Absence Balances** ▸ **Compensatory Time Balances** ▸ **State Service for Absences** Return
6	Note: The "All Absence Balances" section contains all the tabs available in the other three sections	**Absence Balance Details** EmplID: 111111120 Louis Armstrong Empl Rcd#: 0 Last Period Finalized: CONVERSION Department: 20000 PROVOST VPAA Union Code: M80 Payroll Status: Active ▾ All Absence Balances Personalize | View All | 🔀 | 🔢 First ◀ 1-2 of 2 ▶ Last Sick | Vacation | Personal Holiday | CTO | Holiday Credit | Holiday CTO | Excess | ADO | Non Exp ADO | State Service | State Service |	Period ID	Balances as of Date	Previous Sick Balance	Sick Earned	Sick Taken	Sick Adjusted	Catastrophic Sick Donated	S
1		CURRENT - Not Finalized	1920.000	0.000	0.000	0.000	0.000	
2	CONVERSION	CONVERSION (02/02/2017)	0.000	0.000	0.000	1920.000	0.000		
7	The "Absence Balances" section contains the following tabs: Sick, Vacation and Personal Holiday	**Absence Balance Details** EmplID: 111111120 Louis Armstrong Empl Rcd#: 0 Last Period Finalized: CONVERSION Department: 20000 PROVOST VPAA Union Code: M80 Payroll Status: Active ▸ All Absence Balances ▾ Absence Balances Personalize | View All | 🔀 | 🔢 First ◀ 1-2 of 2 ▶ Last Sick | Vacation | Personal Holiday |	Period ID	Balances as of Date	Previous Sick Balance	Sick Earned	Sick Taken	Sick Adjusted	Catastrophic Sick Donated	Sick
1		CURRENT - Not Finalized	1920.000	0.000	0.000	0.000	0.000	
2	CONVERSION	CONVERSION (02/02/2017)	0.000	0.000	0.000	1920.000	0.000		
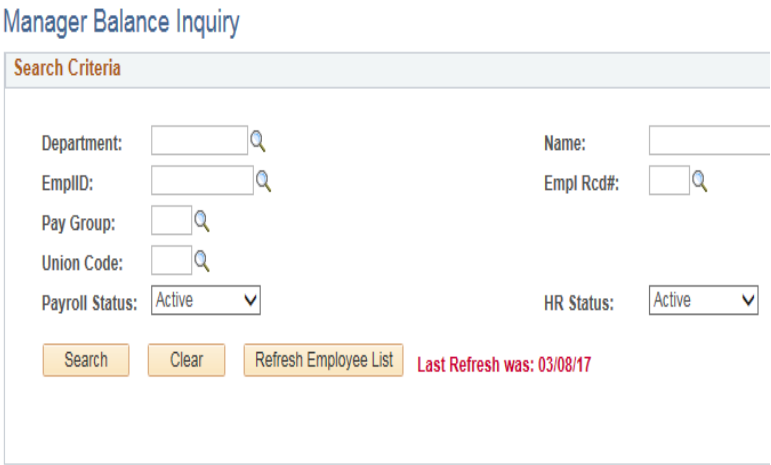
STEP	ACTION	SCREENSHOT
8	The "Compensatory Time Balances" section contains the following tabs: CTO, Holiday Credit, Holiday CTO, Excess, ADO and Non Exp ADO	
9	The "State Service for Absences" section contains the following tabs: State Service, State Service Hours, Service Hours Sick, Service Hours Vacation and Service Hours FTE	
10	Select the "Return" button at the bottom of the screen to return to the "Manager Balance Inquiry" page.	

9. VIEW THE GRADUATED VACATION CHART

STEP	ACTION	SCREENSHOT
1	From the MyCSUDH portal: Click on "Manager Balance Inquiry"	📁 **Approve Time** Approve Reported Absences Manager Balance Inquiry Manager Absence Entry
2	The "Manager Balance Inquiry" page displays Select the "Graduated Vacation Chart" link at the bottom of the page	Manager Balance Inquiry — Search Criteria: Department, Name, EmplID, Empl Rcd#, Pay Group, Union Code, Payroll Status: Active, HR Status: Active. Search / Clear / Refresh Employee List Last Refresh was: 03/08/17. Graduated Vacation Chart
3	The Graduated Vacation Chart displays This chart displays monthly vacation accrual rates, along with maximum vacation accrual allowances, based on employee state service	Press Esc to Return **SUMMARY OF VACATION ACCRUAL RATES** and **SUMMARY OF MAXIMUM VACATION AND CTO CREDITS** (see below)

SUMMARY OF VACATION ACCRUAL RATES

SERVICE REQUIREMENTS*	MONTHLY VACATION ACCRUAL RATE	DAYS ACCRUED PER YEAR
0-3 YEARS: 1 TO 36 MONTHS	6 2/3 HOURS	10
3-6 YEARS: 37 TO 72 MONTHS	10 HOURS	15
6-10 YEARS: 73 TO 120 MONTHS	11 1/3 HOURS	17
10-15 YEARS: 121 TO 180 MONTHS	12 2/3 HOURS	19
15-20 YEARS: 181 TO 240 MONTHS	14 HOURS	21
20-25 YEARS: 241 TO 300 MONTHS	15 1/3 HOURS	23
OVER 25 YEARS: 301 MONTHS AND UP	16 HOURS	24

VACATION ACCRUAL RATES FOR ELIGIBLE CLASSIFICATIONS IN

	MONTHLY VACATION ACCRUAL RATE	DAYS ACCRUED PER YEAR
EXECUTIVE (M98), MANAGEMENT (M80), CONFIDENTIAL (C99), FACULTY (Unit 3) AND ACADEMIC STUDENT (UNIT 11)	16	24

*In terms of full-time service

01/28/2011 Updated/HRM

SUMMARY OF MAXIMUM VACATION AND CTO CREDITS

BARGAINING UNIT OR CLASSIFICATION	ANNUAL CTO MAX*	FLSA ANNUAL CTO MAX**	MAX VACATION: LESS THAN 10 YEARS OF SERVICE	MAX VACATION: MORE THAN 10 YEARS OF SERVICE
M98	N/A	N/A	480 HOURS	480 HOURS
M80	N/A	N/A	384 HOURS	440 HOURS
UNIT 1	N/A	N/A	272 HOURS	384 HOURS
UNIT 2	120 HOURS	240 HOURS	272 HOURS	384 HOURS
UNIT 3	N/A	N/A	320 HOURS	440 HOURS
UNIT 4	120 HOURS	240 HOURS	320 HOURS	440 HOURS
UNIT 5	120 HOURS	240 HOURS	272 HOURS	384 HOURS
UNIT 6	240 HOURS	240 HOURS	272 HOURS	384 HOURS
UNIT 7	120 HOURS	240 HOURS	272 HOURS	384 HOURS
UNIT 8	200 HOURS***	480 HOURS	272 HOURS	384 HOURS
UNIT 9	120 HOURS	240 HOURS	272 HOURS	384 HOURS
UNIT 10	240 HOURS	240 HOURS	272 HOURS	384 HOURS
UNIT 11	N/A	N/A	80 HOURS	80 HOURS
UNIT 12	N/A	N/A	272 HOURS	440 HOURS
E99	120 HOURS	240 HOURS	272 HOURS	384 HOURS
C99	120 HOURS	240 HOURS	384 HOURS	384 HOURS

*PER MOU/Policy
**PURSUANT TO FAIR LABOR STANDARDS ACT
***REFER TO APPROPRIATE MOU

STEP	ACTION	SCREENSHOT
4	Press the Esc key on the keyboard to return to the main balances page.	Manager Balance Inquiry **Search Criteria** Department: [ ] 🔍 Name: [ ] EmplID: [ ] 🔍 Empl Rcd#: [ ] 🔍 Pay Group: [ ] 🔍 Union Code: [ ] 🔍 Payroll Status: Active ▼ HR Status: Active ▼ [Search] [Clear] [Refresh Employee List] **Last Refresh was: 03/08/17** Graduated Vacation Chart

10.   APPENDIX A

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

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

ABSENCE TAKE	DESCRIPTION	USE PARTIAL HOURS OR SCHEDULED HOURS	CONSIDERATIONS
CTO AT EARN	CTO Premium Earn	Partial Hours Only	Compensatory time banked at a premium. Since this is time banked at a premium the employee must have worked over 40 hours in the workweek to enter time for this.
CTO AT TAKE	CTO Take	Partial Hours or Scheduled Hours	Usage of banked compensatory time.
DCK AT DOCK	Dock	Partial Hours or Scheduled Hours	Leave that has been taken after all accruals have been exhausted. Report this as appropriate as a take but note that a departmental dock form signed by the supervisor still must be turned in to Payroll.
FL ATFUNERAL	Bereavement/Funeral	Partial Hours or Scheduled Hours	Includes eligible immediate family members. Specify the family members in the Comments.
HCR AT EARN	Holiday Credit Earn	Partial Hours Only	Used when an employee works on a holiday and is due additional time off.
HCR AT USAGE	Holiday Credit Take	Partial Hours or Scheduled Hours	When using holiday credit that is on the system.
HCT AT EARN	Holiday CTO Earn	Partial Hours Only	Used when an employee works on a holiday and is due additional time off.
JD AT JURY	Jury Duty	Partial Hours or Scheduled Hours	Jury Duty when called to serve at a Superior, Municipal or District Court. Must turn into Payroll the official Jury Duty proof of service
MPA AT MAT	Maternity/Paternity	Partial Hours or Scheduled Hours	30 day paid leave for the birth of the employee's child or the placement of a child with the employee through adoption or foster care.
NO LEAVE TAKEN	No Leave Taken	Scheduled Hours	No leave taken for the pay period. If no other absence events have been reported for the month, this event MUST be submitted to indicate full time attendance.
PH AT PER HOL	Personal Holiday	Partial Hours or Scheduled Hours	One day off that is granted as of January 1st each calendar year. Usage is at the employee discretion with supervisor approval.
PL AT PARENT	Parental Leave	Partial Hours or Scheduled Hours	30 day paid leave for the birth of the employee's child or the placement of a child with the employee through adoption or foster care.

SCK AT DEATH	Sick - Bereavement	Partial Hours or Scheduled Hours	Upon request, bereavement/funeral leave may be supplemented with an employee's own sick leave credits. Specify the family member in the Comments.
SCK AT FAMILY	Sick - Family Care	Partial Hours or Scheduled Hours	Family care, meaning illness or injury in the immediate family up to 10 days of accrued sick leave may be used in one calendar year. Specify the family member in the Comments.
SCK AT SELF	Sick - Self	Partial Hours or Scheduled Hours	Sick leave chargeable to employee sick leave balance. Physician statement required when absent 5 or more consecutive days.
VAC AT VAC	Vacation	Partial Hours or Scheduled Hours	Vacation time chargeable to vacation balance when approved by the appropriate administrator.