



# ABSENCE MANAGEMENT TIME KEEPER GUIDE



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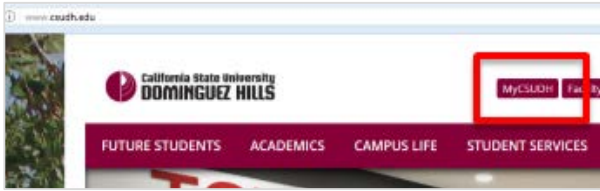
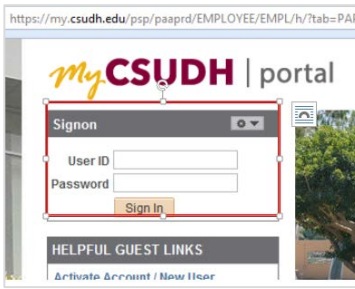


## OVERVIEW

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

- 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. LOGIN TO PEOPLESOFT

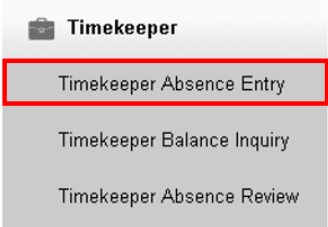
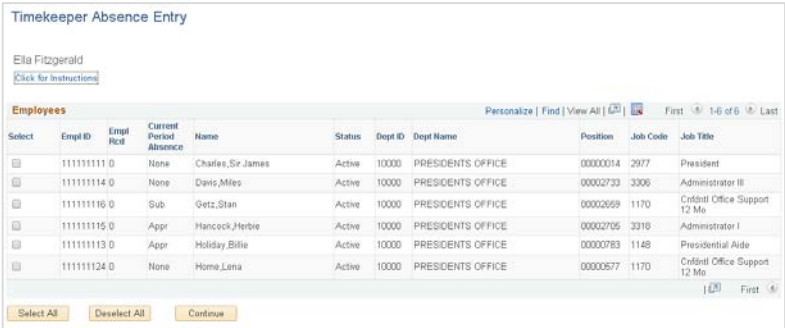
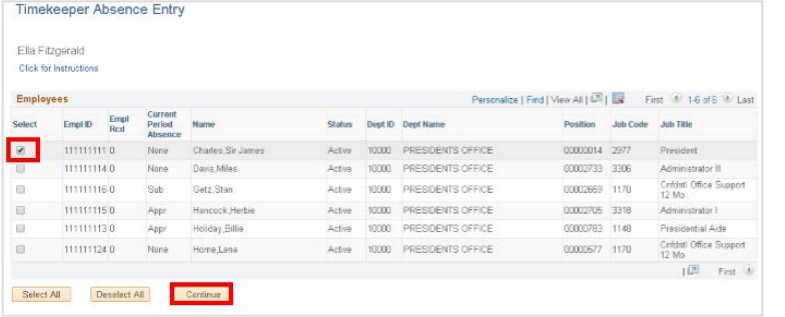
STEP	ACTION	SCREENSHOT
1	Login to MyCSUDH Portal: <a href="https://www.csudh.edu">https://www.csudh.edu</a>  Click the MyCSUDH button on the top right of the screen.	
2	Login to PeopleSoft.  Enter your User ID, Password and click the "Sign In" button.	
3	Click "Employee" tab.  Next click "Timekeeper" button.	
4.	Three links will appear: <ul style="list-style-type: none"> <li>• Timekeeper Absence Entry</li> <li>• Timekeeper Balance Inquiry</li> <li>• Timekeeper Absence Review</li> </ul> Proceed with the steps described in section 2.	



## 2. NAVIGATE TO THE “REPORT AND VIEW EMPLOYEE ABSENCES” PAGE

The “Report and View Employee Absence” page is used by the Timekeeper to do the following for employees:

- Report “No Leave Taken”
- Record absences
- Delete unapproved absences
- View prior absence transactions.

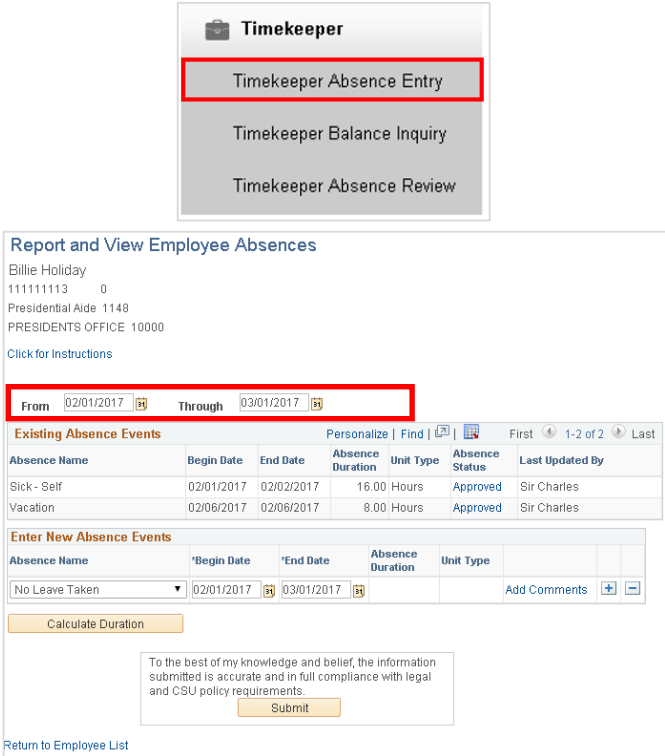
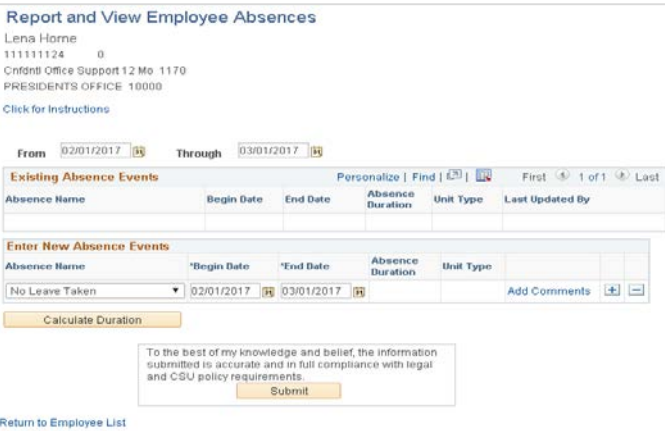
STEP	ACTION	SCREENSHOT
1	From the MyCSUDH portal:  Click on “Timekeeper Absence Entry”	
2	The “Timekeeper Absence Entry” page appears  Note: If desired, sort the grid by clicking any hyperlinked column title	
3 a	At the employee selection page:  <ul style="list-style-type: none"> <li>• Check individual boxes in the ‘Select’ column for the employee(s) to enter absences</li> <li>• Select the “Continue” button</li> </ul> OR	



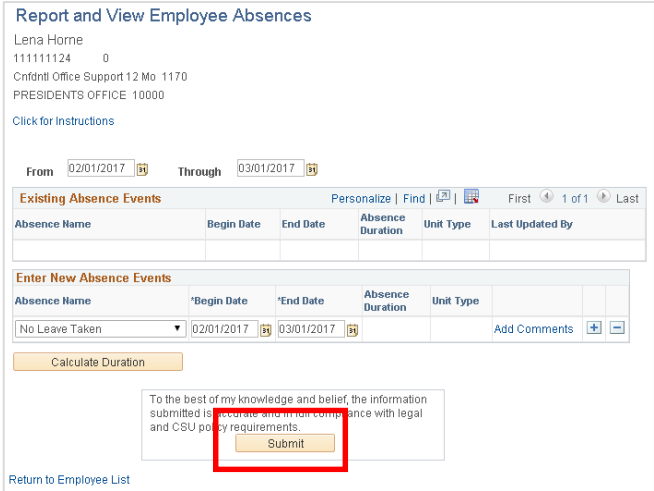
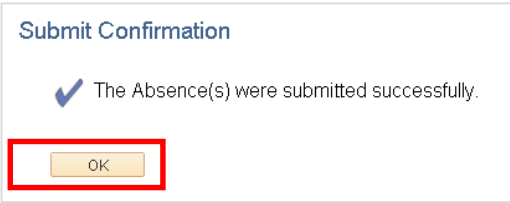
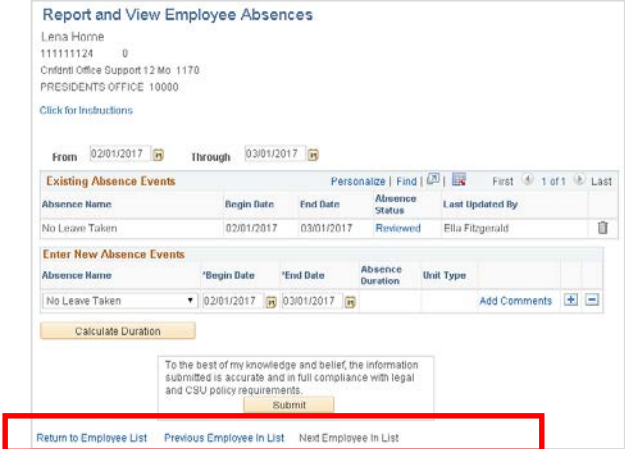
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3 b	<ul style="list-style-type: none"> <li>Click on the "Select All" button to check all employees listed</li> <li>Select the "Continue" button</li> </ul>	<p>Timekeeper Absence Entry</p> <p>Ella Fitzgerald Click for Instructions</p> <table border="1"> <thead> <tr> <th>Select</th> <th>EmpID</th> <th>Emp Rpt</th> <th>Current Period Absence</th> <th>Name</th> <th>Status</th> <th>Dept ID</th> <th>Dept Name</th> <th>Position</th> <th>Job Code</th> <th>Job Title</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>111111111 0</td> <td>None</td> <td>Charles, Sir James</td> <td>Active</td> <td>10000</td> <td>PRESIDENTS OFFICE</td> <td>00000014</td> <td>2977</td> <td></td> <td>President</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>111111114 0</td> <td>None</td> <td>Davis, Miles</td> <td>Active</td> <td>10000</td> <td>PRESIDENTS OFFICE</td> <td>00002733</td> <td>3306</td> <td></td> <td>Administrator III</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>111111116 0</td> <td>Sub</td> <td>Gelt, Stan</td> <td>Active</td> <td>10000</td> <td>PRESIDENTS OFFICE</td> <td>00002659</td> <td>1170</td> <td></td> <td>Central Office Support 12 Mo</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>111111115 0</td> <td>Appr</td> <td>Hancock, Herbie</td> <td>Active</td> <td>10000</td> <td>PRESIDENTS OFFICE</td> <td>00002705</td> <td>3318</td> <td></td> <td>Administrator I</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>111111113 0</td> <td>Appr</td> <td>Holiday, Billie</td> <td>Active</td> <td>10000</td> <td>PRESIDENTS OFFICE</td> <td>00000783</td> <td>1148</td> <td></td> <td>Presidential Aide</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>111111124 0</td> <td>None</td> <td>Horne, Lena</td> <td>Active</td> <td>10000</td> <td>PRESIDENTS OFFICE</td> <td>00000577</td> <td>1170</td> <td></td> <td>Central Office Support 12 Mo</td> </tr> </tbody> </table> <p>Select All Deselect All Continue</p>	Select	EmpID	Emp Rpt	Current Period Absence	Name	Status	Dept ID	Dept Name	Position	Job Code	Job Title	<input checked="" type="checkbox"/>	111111111 0	None	Charles, Sir James	Active	10000	PRESIDENTS OFFICE	00000014	2977		President	<input checked="" type="checkbox"/>	111111114 0	None	Davis, Miles	Active	10000	PRESIDENTS OFFICE	00002733	3306		Administrator III	<input checked="" type="checkbox"/>	111111116 0	Sub	Gelt, Stan	Active	10000	PRESIDENTS OFFICE	00002659	1170		Central Office Support 12 Mo	<input checked="" type="checkbox"/>	111111115 0	Appr	Hancock, Herbie	Active	10000	PRESIDENTS OFFICE	00002705	3318		Administrator I	<input checked="" type="checkbox"/>	111111113 0	Appr	Holiday, Billie	Active	10000	PRESIDENTS OFFICE	00000783	1148		Presidential Aide	<input checked="" type="checkbox"/>	111111124 0	None	Horne, Lena	Active	10000	PRESIDENTS OFFICE	00000577	1170		Central Office Support 12 Mo
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## 2.1. REPORT “NO LEAVE TAKEN” FOR AN EMPLOYEE

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1	<p>From the MyCSUDH portal:</p> <ul style="list-style-type: none"> <li>Click on “Timekeeper Absence Entry” The “Report and View Employee Absences” page displays</li> <li>Change the “From” and “Through” dates to show absences from other pay periods</li> </ul>	 <p><b>Timekeeper</b></p> <ul style="list-style-type: none"> <li>Timekeeper Absence Entry</li> <li>Timekeeper Balance Inquiry</li> <li>Timekeeper Absence Review</li> </ul> <p><b>Report and View Employee Absences</b></p> <p>Billie Holiday 111111113 0 Presidential Aide 1148 PRESIDENTS OFFICE 10000 <a href="#">Click for Instructions</a></p> <p>From: 02/01/2017 Through: 03/01/2017</p> <table border="1"> <thead> <tr> <th>Existing Absence Events</th> <th>Personalize</th> <th>Find</th> <th>Print</th> <th>First</th> <th>1-2 of 2</th> <th>Last</th> </tr> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th>Absence Status</th> <th>Last Updated By</th> </tr> </thead> <tbody> <tr> <td>Sick- Self</td> <td>02/01/2017</td> <td>02/02/2017</td> <td>16.00 Hours</td> <td>Approved</td> <td>Sir Charles</td> <td></td> </tr> <tr> <td>Vacation</td> <td>02/06/2017</td> <td>02/06/2017</td> <td>8.00 Hours</td> <td>Approved</td> <td>Sir Charles</td> <td></td> </tr> </tbody> </table> <p><b>Enter New Absence Events</b></p> <table border="1"> <thead> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>No Leave Taken</td> <td>02/01/2017</td> <td>03/01/2017</td> <td></td> <td></td> <td></td> <td>Add Comments</td> </tr> </tbody> </table> <p>Calculate Duration</p> <p>To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.</p> <p>Submit</p> <p><a href="#">Return to Employee List</a></p>	Existing Absence Events	Personalize	Find	Print	First	1-2 of 2	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	02/06/2017	02/06/2017	8.00 Hours	Approved	Sir Charles		Absence Name	Begin Date	End Date	Absence Duration	Unit Type			No Leave Taken	02/01/2017	03/01/2017				Add Comments
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2	<p>Existing absences for the current pay period will be displayed in the top grid</p> <p>In the bottom grid, the Absence Name “No Leave Taken” defaults to the current pay period Begin Date and End Date</p> <ul style="list-style-type: none"> <li>Change the Begin Date and End Date to the dates for which you would like to report “No Leave Taken”</li> </ul>	 <p><b>Report and View Employee Absences</b></p> <p>Lena Horne 111111124 0 Cnfrnt Office Support 12 Mo 1170 PRESIDENTS OFFICE 10000 <a href="#">Click for Instructions</a></p> <p>From: 02/01/2017 Through: 03/01/2017</p> <table border="1"> <thead> <tr> <th>Existing Absence Events</th> <th>Personalize</th> <th>Find</th> <th>Print</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th>Last Updated By</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Enter New Absence Events</b></p> <table border="1"> <thead> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>No Leave Taken</td> <td>02/01/2017</td> <td>03/01/2017</td> <td></td> <td></td> <td></td> <td>Add Comments</td> </tr> </tbody> </table> <p>Calculate Duration</p> <p>To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.</p> <p>Submit</p> <p><a href="#">Return to Employee List</a></p>	Existing Absence Events	Personalize	Find	Print	First	1 of 1	Last	Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By									Absence Name	Begin Date	End Date	Absence Duration	Unit Type			No Leave Taken	02/01/2017	03/01/2017				Add Comments							
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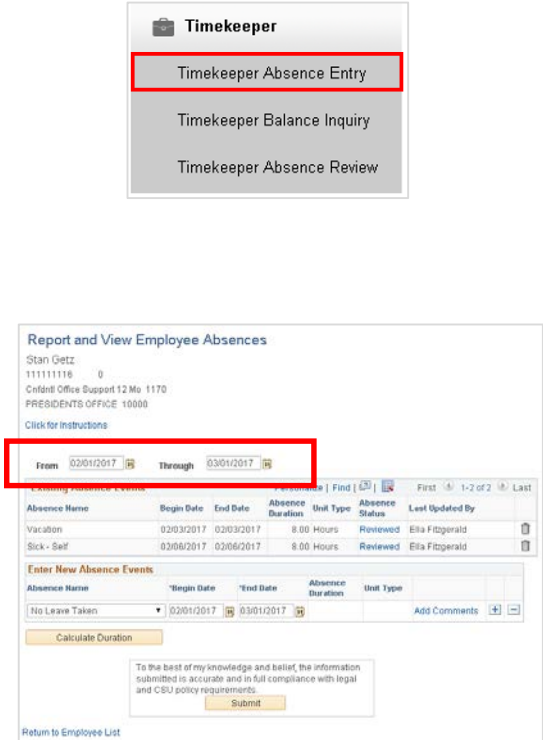
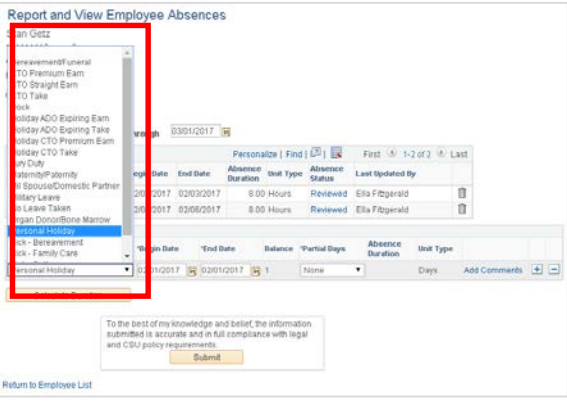


STEP	ACTION	SCREENSHOT
3	Select the "Submit" button	 <p>The screenshot shows the 'Report and View Employee Absences' page for Lena Horne. It includes a date range from 02/01/2017 to 03/01/2017. There are two tables: 'Existing Absence Events' and 'Enter New Absence Events'. The 'Submit' button is highlighted with a red box.</p>
4	The "Submit Confirmation" page appears  Click "OK"	 <p>The screenshot shows the 'Submit Confirmation' page with a checkmark icon and the message 'The Absence(s) were submitted successfully.' The 'OK' button is highlighted with a red box.</p>
5	The "Report and View Employee Absences" page lists the "No Leave Taken" Absence Event you have submitted with a <i>Reviewed</i> Absence Status and no further action is necessary  Use the navigation links at the bottom of the page to move from one employee to another.	 <p>The screenshot shows the 'Report and View Employee Absences' page for Lena Horne. The 'No Leave Taken' event is listed with a 'Reviewed' status. The 'Return to Employee List' link is highlighted with a red box.</p>

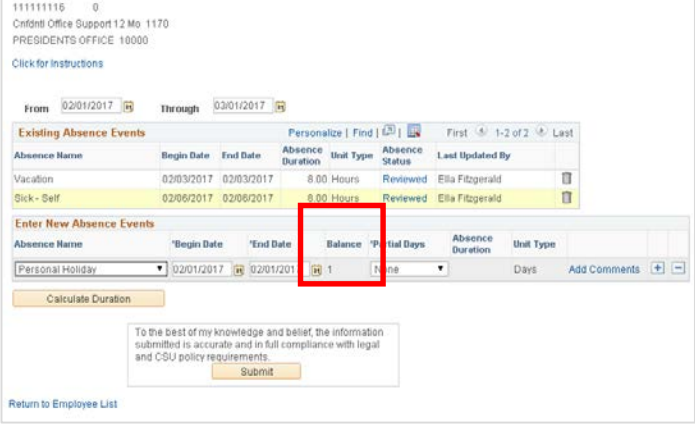
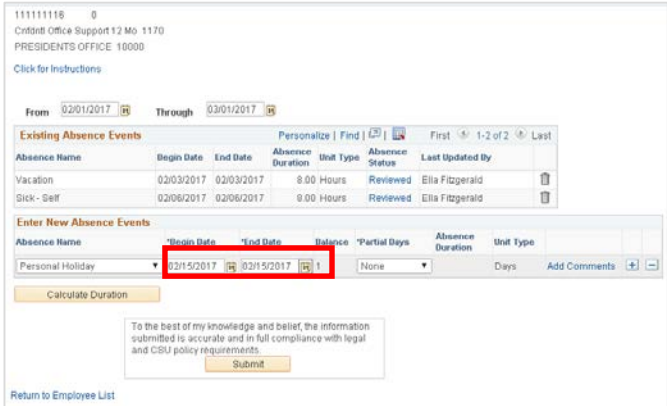
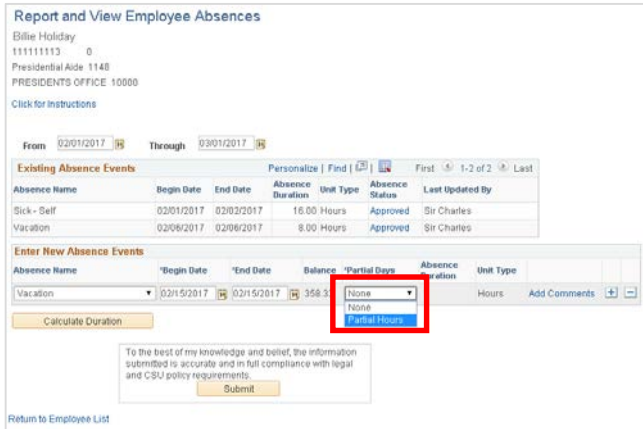




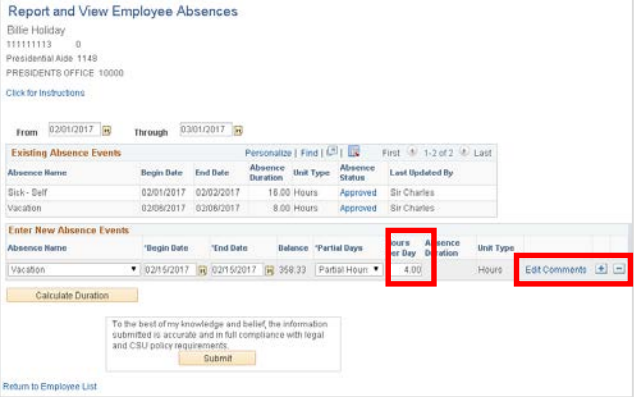


## 2.2. RECORDING AN ABSENCE FOR AN EMPLOYEE

STEP	ACTION	SCREENSHOT
1	<p>From the MyCSUDH portal:</p> <p>Click on “Timekeeper Absence Entry”</p> <p>The “Report and View Employee Absences” page displays</p> <p>Change the “From” and “Through” dates to show absences from other pay periods</p>	 <p>The screenshot shows the 'Timekeeper' menu with 'Timekeeper Absence Entry' highlighted. Below is the 'Report and View Employee Absences' page for Stan Getz. The 'From' and 'Through' date fields are highlighted in red, showing '02/01/2017' and '03/01/2017' respectively. The page also displays a table of existing absence events and a form to enter new absence events.</p>
2	<p>To record an absence, select the Absence Name from the dropdown menu</p>	 <p>The screenshot shows the 'Report and View Employee Absences' page with the 'Absence Name' dropdown menu open. The menu is highlighted in red and shows various absence types, with 'Personal Holiday' selected. The 'From' and 'Through' date fields are also visible, showing '02/01/2017' and '03/01/2017'.</p>



<p>3</p>	<p>Confirm that the Balance covers the absence you are recording</p>	 <p>111111116 0 Credit Office Support 12 Mo 1170 PRESIDENTS OFFICE 10000 Click for instructions</p> <p>From 02/01/2017 Through 03/01/2017</p> <p><b>Existing Absence Events</b></p> <table border="1"> <thead> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th>Absence Status</th> <th>Last Updated By</th> </tr> </thead> <tbody> <tr> <td>Vacation</td> <td>02/03/2017</td> <td>02/03/2017</td> <td>8.00 Hours</td> <td></td> <td>Reviewed</td> <td>Ella Fitzgerald</td> </tr> <tr> <td>Sick - Self</td> <td>02/06/2017</td> <td>02/06/2017</td> <td>8.00 Hours</td> <td></td> <td>Reviewed</td> <td>Ella Fitzgerald</td> </tr> </tbody> </table> <p><b>Enter New Absence Events</b></p> <table border="1"> <thead> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Balance</th> <th>Partial Days</th> <th>Absence Duration</th> <th>Unit Type</th> </tr> </thead> <tbody> <tr> <td>Personal Holiday</td> <td>02/01/2017</td> <td>02/01/2017</td> <td>1</td> <td>None</td> <td></td> <td>Days</td> </tr> </tbody> </table> <p>Calculate Duration</p> <p>To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.</p> <p>Submit</p> <p>Return to Employee List</p>	Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By	Vacation	02/03/2017	02/03/2017	8.00 Hours		Reviewed	Ella Fitzgerald	Sick - Self	02/06/2017	02/06/2017	8.00 Hours		Reviewed	Ella Fitzgerald	Absence Name	Begin Date	End Date	Balance	Partial Days	Absence Duration	Unit Type	Personal Holiday	02/01/2017	02/01/2017	1	None		Days
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By																															
Vacation	02/03/2017	02/03/2017	8.00 Hours		Reviewed	Ella Fitzgerald																															
Sick - Self	02/06/2017	02/06/2017	8.00 Hours		Reviewed	Ella Fitzgerald																															
Absence Name	Begin Date	End Date	Balance	Partial Days	Absence Duration	Unit Type																															
Personal Holiday	02/01/2017	02/01/2017	1	None		Days																															
<p>4</p>	<p>Enter the Begin Date and End Date for the absence event</p>	 <p>111111116 0 Credit Office Support 12 Mo 1170 PRESIDENTS OFFICE 10000 Click for instructions</p> <p>From 02/01/2017 Through 03/01/2017</p> <p><b>Existing Absence Events</b></p> <table border="1"> <thead> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th>Absence Status</th> <th>Last Updated By</th> </tr> </thead> <tbody> <tr> <td>Vacation</td> <td>02/03/2017</td> <td>02/03/2017</td> <td>8.00 Hours</td> <td></td> <td>Reviewed</td> <td>Ella Fitzgerald</td> </tr> <tr> <td>Sick - Self</td> <td>02/06/2017</td> <td>02/06/2017</td> <td>8.00 Hours</td> <td></td> <td>Reviewed</td> <td>Ella Fitzgerald</td> </tr> </tbody> </table> <p><b>Enter New Absence Events</b></p> <table border="1"> <thead> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Balance</th> <th>Partial Days</th> <th>Absence Duration</th> <th>Unit Type</th> </tr> </thead> <tbody> <tr> <td>Personal Holiday</td> <td>02/15/2017</td> <td>02/15/2017</td> <td>1</td> <td>None</td> <td></td> <td>Days</td> </tr> </tbody> </table> <p>Calculate Duration</p> <p>To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.</p> <p>Submit</p> <p>Return to Employee List</p>	Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By	Vacation	02/03/2017	02/03/2017	8.00 Hours		Reviewed	Ella Fitzgerald	Sick - Self	02/06/2017	02/06/2017	8.00 Hours		Reviewed	Ella Fitzgerald	Absence Name	Begin Date	End Date	Balance	Partial Days	Absence Duration	Unit Type	Personal Holiday	02/15/2017	02/15/2017	1	None		Days
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Sick - Self	02/06/2017	02/06/2017	8.00 Hours		Reviewed	Ella Fitzgerald																															
Absence Name	Begin Date	End Date	Balance	Partial Days	Absence Duration	Unit Type																															
Personal Holiday	02/15/2017	02/15/2017	1	None		Days																															
<p>5</p>	<p>Select Partial Hours from the Partial Days dropdown menu (if applicable)</p>	 <p><b>Report and View Employee Absences</b> Billie Holiday 111111113 0 Presidential Aide 1148 PRESIDENTS OFFICE 10000 Click for instructions</p> <p>From 02/01/2017 Through 03/01/2017</p> <p><b>Existing Absence Events</b></p> <table border="1"> <thead> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th>Absence Status</th> <th>Last Updated By</th> </tr> </thead> <tbody> <tr> <td>Sick - Self</td> <td>02/01/2017</td> <td>02/02/2017</td> <td>16.00 Hours</td> <td></td> <td>Approved</td> <td>Sir Charles</td> </tr> <tr> <td>Vacation</td> <td>02/06/2017</td> <td>02/06/2017</td> <td>8.00 Hours</td> <td></td> <td>Approved</td> <td>Sir Charles</td> </tr> </tbody> </table> <p><b>Enter New Absence Events</b></p> <table border="1"> <thead> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Balance</th> <th>Partial Days</th> <th>Absence Duration</th> <th>Unit Type</th> </tr> </thead> <tbody> <tr> <td>Vacation</td> <td>02/15/2017</td> <td>02/15/2017</td> <td>356.5</td> <td>Partial Hours</td> <td></td> <td>Hours</td> </tr> </tbody> </table> <p>Calculate Duration</p> <p>To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.</p> <p>Submit</p> <p>Return to Employee List</p>	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	02/06/2017	02/06/2017	8.00 Hours		Approved	Sir Charles	Absence Name	Begin Date	End Date	Balance	Partial Days	Absence Duration	Unit Type	Vacation	02/15/2017	02/15/2017	356.5	Partial Hours		Hours
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	02/06/2017	02/06/2017	8.00 Hours		Approved	Sir Charles																															
Absence Name	Begin Date	End Date	Balance	Partial Days	Absence Duration	Unit Type																															
Vacation	02/15/2017	02/15/2017	356.5	Partial Hours		Hours																															



<p>6</p> <p>Enter the Hours per Day (if using Partial Hours)</p> <ul style="list-style-type: none"> <li>Click the “Add Comments” link (if applicable)</li> </ul> <p><b>PLEASE NOTE: THIS IS ONLY REQUIRED IF THE “ADD COMMENTS” LINK IS RED</b></p> <p>The comments link reads Edit Comments once comments are entered</p>		
<p>7</p> <p>Enter the information as prompted</p> <p><b>PLEASE NOTE: BE BRIEF. DETAILS ARE NOT REQUIRED</b></p>		
<p>8</p> <p>Select the “Save Comments” button</p>		



<p>9</p> <p>Use the plus (+) icon to add rows for additional absences</p> <p>Note: You can also add consecutive absences (use the Calculate Duration button)</p>		
<p>10</p> <p>Once all absences are entered, select the "Submit" button</p>		
<p>11</p> <p>Select "OK" on the "Submit Confirmation" page</p>		



12

The "Report and View Employee Absences" page displays

Submitted absence events are displayed with a *Reviewed* Absence Status

Use the navigation links at the bottom of the page to move from one employee to another.

**Report and View Employee Absences**

Stan Getz  
111111116 0  
Cnfdntll Office Support 12 Mo 1170  
PRESIDENTS OFFICE 10000  
[Click for Instructions](#)

From  Through

**Existing Absence Events** Personalize | Find | First 1-2 of 2 Last

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By
Vacation	02/03/2017	02/03/2017	8.00 Hours		Reviewed	Ella Fitzgerald
Sick - Self	02/06/2017	02/06/2017	8.00 Hours		Reviewed	Ella Fitzgerald

**Enter New Absence Events**

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	
No Leave Taken	<input type="text" value="02/01/2017"/>	<input type="text" value="03/01/2017"/>			<a href="#">Add Comments</a> <a href="#">+</a> <a href="#">-</a>

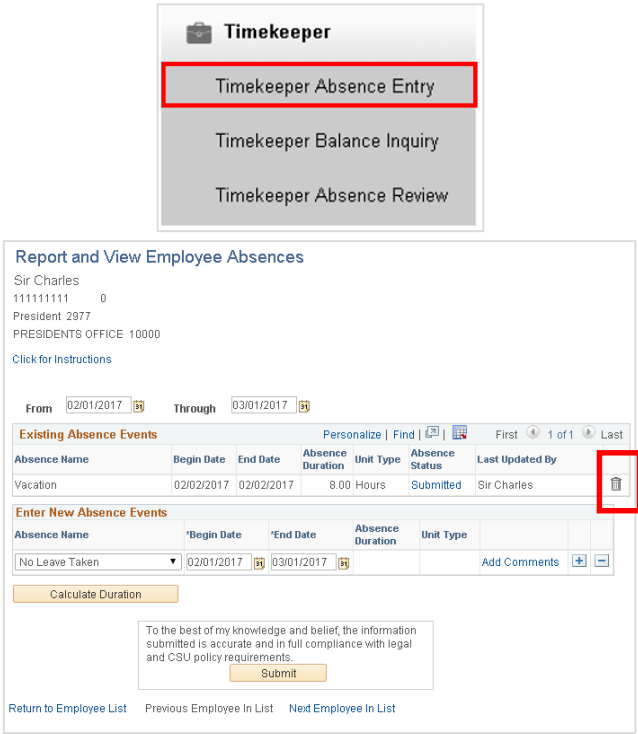
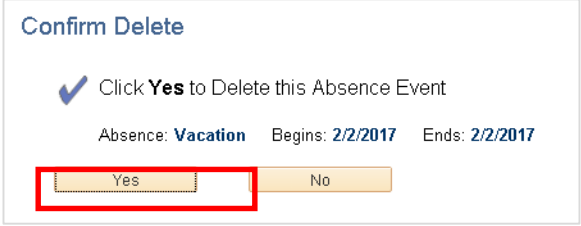
To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.

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



## 2.3. DELETE AN UNAPPROVED ABSENCE

Timekeepers can only delete absences with a Submitted status (entered by the employee) or a Reviewed status (entered by a Timekeeper). Approved absences can only be deleted by an approver or by Payroll.

STEP	ACTION	SCREENSHOT
1	<p>From the MyCSUDH portal:</p> <p>Click on “Timekeeper Absence Entry”</p> <p>The “Report and View Employee Absences” page displays</p> <p>Select the “Trashcan” icon in the far right column to delete an absence</p>	
2	<p>Confirm that the absence being deleted is the correct one</p> <p>Click the “Yes” button, if appropriate, to continue deleting this absence event</p>	



3

Confirm that the absence is no longer listed in the “Existing Absence Events” section

The person who submitted the deleted absence event will receive an e-mail and should enter corrected information.

**Report and View Employee Absences**

Sir Charles  
111111111 0  
President 2977  
PRESIDENTS OFFICE 10000  
[Click for Instructions](#)

From: 02/01/2017 [B] Through: 03/01/2017 [B]

**Existing Absence Events** Personalize | Find | [?] [B] 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 [B]	03/01/2017 [B]			Add Comments	[+] [-]

Calculate Duration

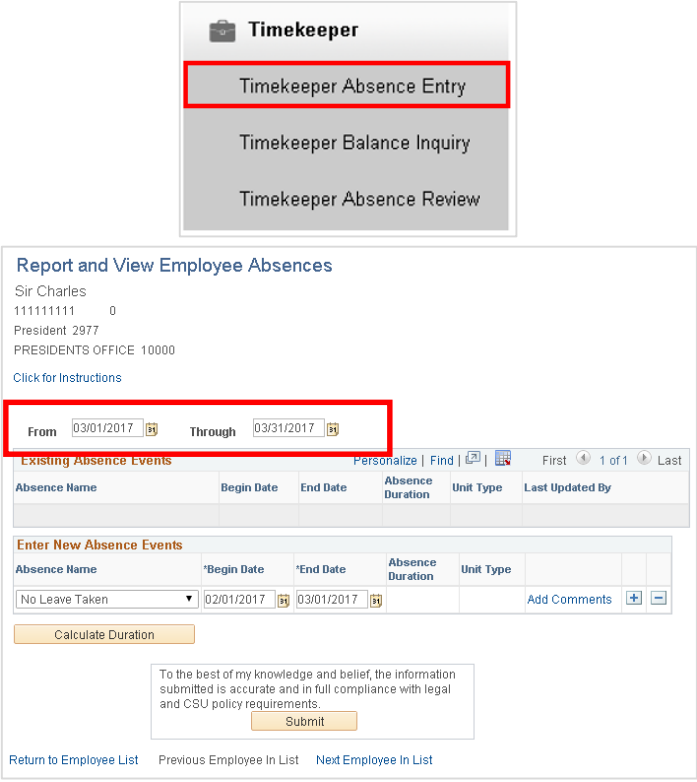
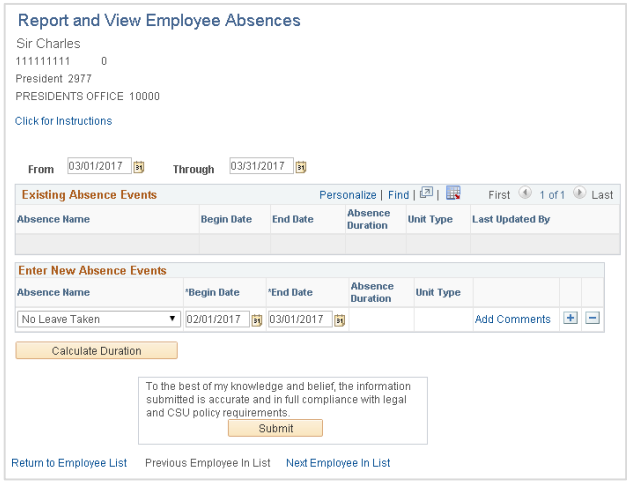
To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.

Submit

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



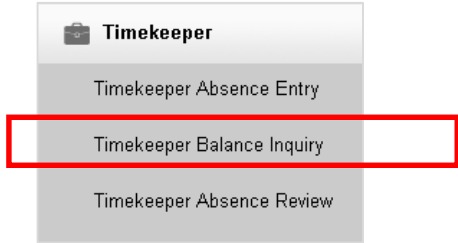
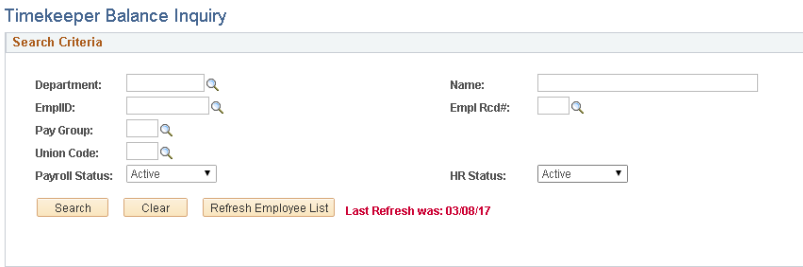
## 2.4. VIEW PRIOR ABSENCE TRANSACTIONS FOR AN EMPLOYEE

STEP	ACTION	SCREENSHOT
1	<p>From the MyCSUDH portal:</p> <p>Click on “Timekeeper Absence Entry”</p> <p>The “Report and View Employee Absences” page displays</p> <p>Change the “From” and “Through” dates to view a different set of absence transactions</p>	 <p>The screenshot shows the 'Timekeeper' menu with 'Timekeeper Absence Entry' highlighted. Below is the 'Report and View Employee Absences' page for Sir Charles (ID: 111111111, President 2977, PRESIDENTS OFFICE 10000). The 'From' date is 03/01/2017 and the 'Through' date is 03/31/2017, both highlighted in red. The page displays a table for 'Existing Absence Events' and a form for 'Enter New Absence Events'.</p>
2	<p>The page refreshes displaying absence events for the requested time period</p> <p>Note: Repeat this process to display absence events for other time periods.</p>	 <p>This screenshot shows the same 'Report and View Employee Absences' page after a refresh. The 'Existing Absence Events' table is now populated with data for the period 03/01/2017 to 03/31/2017. The 'Enter New Absence Events' form is also visible.</p>

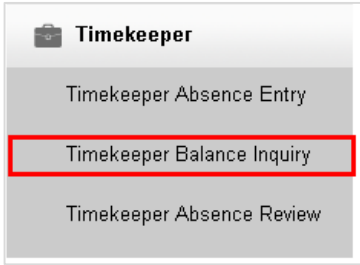
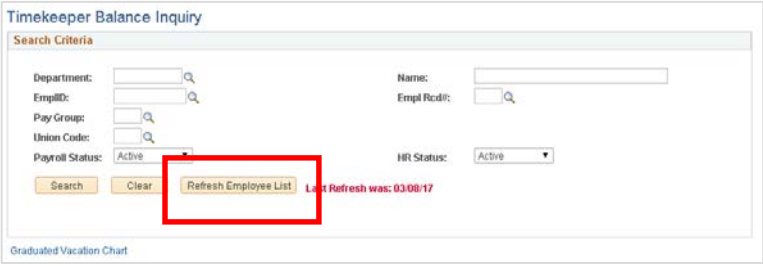




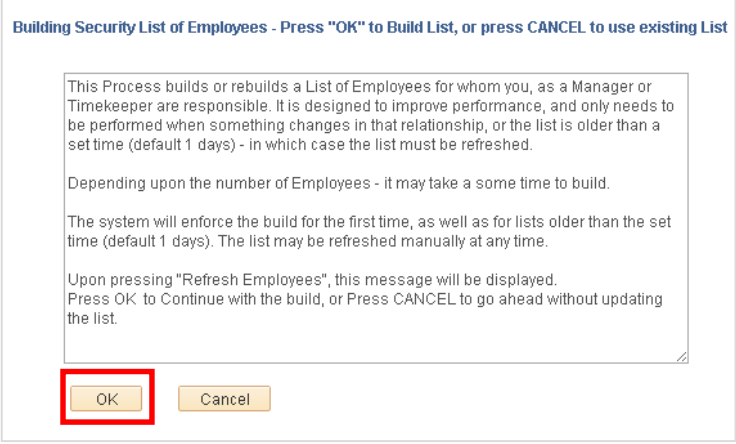
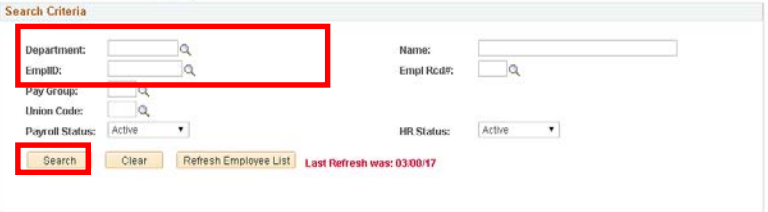
### 3. NAVIGATE TO “VIEW TIMEKEEPER BALANCE INQUIRY” PAGE

STEP	ACTION	SCREENSHOT
1	From the MyCSUDH portal:  Click on “Timekeeper Balance Inquiry”	
2	The “Timekeeper Balance Inquiry” page displays	

#### 3.1. VIEW ABSENCE BALANCES FOR EMPLOYEES

STEP	ACTION	SCREENSHOT
1	From the MyCSUDH portal:  Click on “Timekeeper Balance Inquiry”  The “Timekeeper Balance Inquiry” page displays  Click the “Refresh Employee List” button	 



2	<p>The “Building Security List of Employees” page displays</p> <p>Select the “OK” button in the “Building Security List of Employees” page to build the list and return to the “Timekeeper Balance Inquiry” page</p>	 <p><b>Building Security List of Employees - Press “OK” to Build List, or press CANCEL to use existing List</b></p> <p>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.</p> <p>Depending upon the number of Employees - it may take a some time to build.</p> <p>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.</p> <p>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.</p> <p><b>OK</b> <b>Cancel</b></p>
3	<p>On the “Timekeeper Balance Inquiry” page, enter a Department or EmplID to search for absence balances by department or employee</p> <p>Optionally, these fields can be left blank to view absence balances for all <b>employees</b></p> <p>Click the “Search” button to begin the search</p>	 <p><b>Timekeeper Balance Inquiry</b></p> <p>Search Criteria</p> <p>Department: <input type="text"/> Name: <input type="text"/> EmplID: <input type="text"/> Empl Rcd#: <input type="text"/> Pay Group: <input type="text"/> Union Code: <input type="text"/> Payroll Status: Active HR Status: Active</p> <p><b>Search</b> <b>Clear</b> <b>Refresh Employee List</b> Last Refresh was: 03/08/17</p> <p>Graduated Vacation Chart</p>



4  
Absence Balances are displayed:  
Sick Balance, Vacation Balance and  
Personal Holiday Available columns  
are displayed

**Timekeeper Balance Inquiry**

Search Criteria

Department:  Name:   
 EmplID:  Empl Rcd#:   
 Pay Group:   
 Union Code:   
 Payroll Status: Active HR Status: Active

Last Refresh was: 03/08/17

---

Last Finalized Balances for Employees  
Administered by Ella Fitzgerald

First 1-6 of 6 Last

Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available
1 Charles, Sir James	Active	111111111	0	10000	M98	CONVERSION	02/02/2017	1216.000	448.000	1
2 Davis, Miles	Active	111111114	0	10000	M80	CONVERSION	02/02/2017	32.000	158.500	1
3 Getz, Stan	Active	111111116	0	10000	C99	CONVERSION	02/02/2017	8.000	133.000	1
4 Hancock, Herbie	Active	111111115	0	10000	M80	CONVERSION	02/02/2017	211.000	218.700	1
5 Holiday, Billie	Active	111111113	0	10000	C99	CONVERSION	02/02/2017	302.250	366.330	1
6 Home, Lena	Active	111111124	0	10000	C99	CONVERSION	02/02/2017	109.500	175.500	1

5  
Use the tabs above the table to  
view All Compensatory Time and  
State Service for absence balances.

**Timekeeper Balance Inquiry**

Search Criteria

Department:  Name:   
 EmplID:  Empl Rcd#:   
 Pay Group:   
 Union Code:   
 Payroll Status: Active HR Status: Active

Last Refresh was: 03/08/17

---

Last Finalized Balances for Employees  
Administered by Ella Fitzgerald

First 1 of 1 Last

Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	CTO Balance	Hol Cr Balance	Hol CTO Balance	Excess Balance	Expiry ADO Balance	Non ADO Expiry Balance
1 Davis, Miles	Active	111111114	0	10000	M80	CONVERSION	02/02/2017	0.000	0.000	0.000	0.000	0.000	0.000

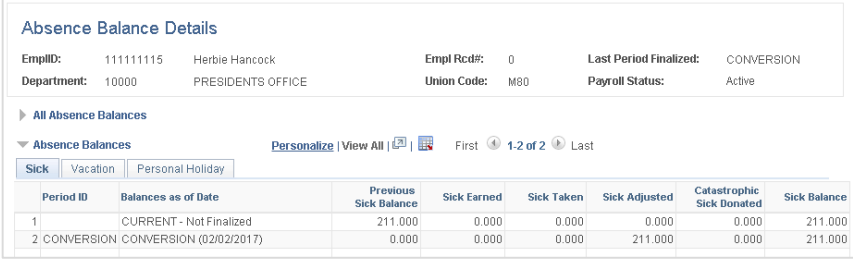
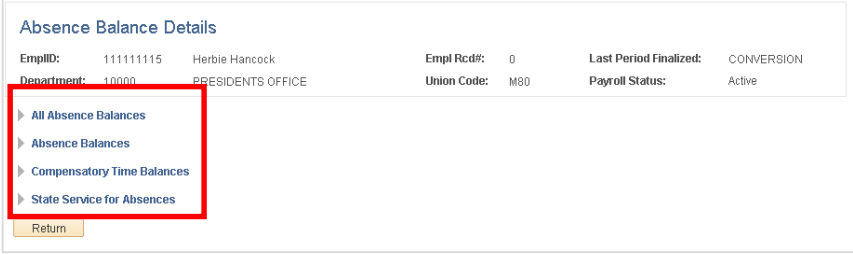
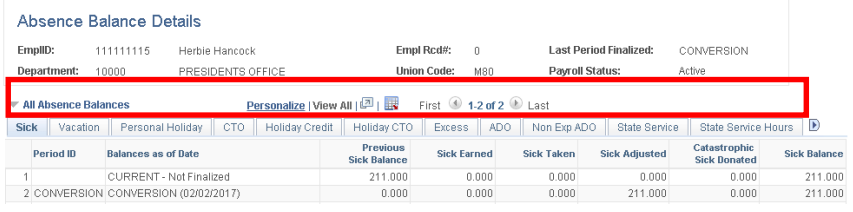
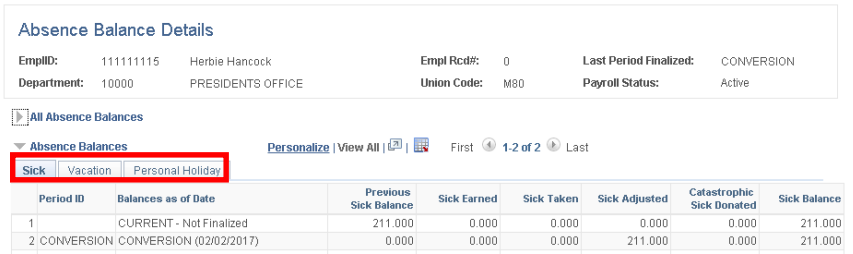
Graduated Vacation Chart



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

STEP	ACTION	SCREENSHOT																								
1	<p>From the MyCSUDH portal:</p> <p>Click on “Timekeeper Balance Inquiry”. The “Timekeeper Balance Inquiry” page displays.</p> <p>Search for an employee’s absence balances by department or EmplID</p>	<p><b>Timekeeper</b></p> <ul style="list-style-type: none"> <li>Timekeeper Absence Entry</li> <li><b>Timekeeper Balance Inquiry</b></li> <li>Timekeeper Absence Review</li> </ul> <p><b>Timekeeper Balance Inquiry</b></p> <p><b>Search Criteria</b></p> <p>Department: 10000 PRESIDENTS OFFICE Name: <input type="text"/></p> <p>EmplID: 111111115 Herbie Hancock Empl Rcd#: <input type="text"/></p> <p>Pay Group: <input type="text"/></p> <p>Union Code: <input type="text"/></p> <p>Payroll Status: Active HR Status: Active</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Refresh Employee List"/> Last Refresh was: 03/08/17</p> <p>Last Finalized Balances for Employees Administered by Ella Fitzgerald</p> <p>Personalize   Find   View All   First   1 of 1   Last</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Payroll Status</th> <th>EmplID</th> <th>Empl Rcd Nbr</th> <th>Department</th> <th>Union Code</th> <th>Last Finalized Period</th> <th>Balances as of Date</th> <th>Sick Balance</th> <th>Vacation Balance</th> <th>Personal Holiday Available</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1 Hancock,Herbie</td> <td>Active</td> <td>111111115</td> <td>0</td> <td>10000</td> <td>M80</td> <td>CONVERSION</td> <td>02/02/2017</td> <td>211.000</td> <td>218.700</td> <td>1</td> <td></td> </tr> </tbody> </table> <p>Graduated Vacation Chart</p>	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 Hancock,Herbie	Active	111111115	0	10000	M80	CONVERSION	02/02/2017	211.000	218.700	1	
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 Hancock,Herbie	Active	111111115	0	10000	M80	CONVERSION	02/02/2017	211.000	218.700	1																
2	<p>To view more detailed information for any employee in the list, click the “Details” icon in the far right column (on any of the three tabs)</p>	<p><b>Timekeeper Balance Inquiry</b></p> <p><b>Search Criteria</b></p> <p>Department: 10000 PRESIDENTS OFFICE Name: <input type="text"/></p> <p>EmplID: 111111115 Herbie Hancock Empl Rcd#: <input type="text"/></p> <p>Pay Group: <input type="text"/></p> <p>Union Code: <input type="text"/></p> <p>Payroll Status: Active HR Status: Active</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Refresh Employee List"/> Last Refresh was: 03/08/17</p> <p>Last Finalized Balances for Employees Administered by Ella Fitzgerald</p> <p>Personalize   Find   View All   First   1 of 1   Last</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Payroll Status</th> <th>EmplID</th> <th>Empl Rcd Nbr</th> <th>Department</th> <th>Union Code</th> <th>Last Finalized Period</th> <th>Balances as of Date</th> <th>Sick Balance</th> <th>Vacation Balance</th> <th>Personal Holiday Available</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1 Hancock,Herbie</td> <td>Active</td> <td>111111115</td> <td>0</td> <td>10000</td> <td>M80</td> <td>CONVERSION</td> <td>02/02/2017</td> <td>211.000</td> <td>218.700</td> <td>1</td> <td></td> </tr> </tbody> </table> <p>Graduated Vacation Chart</p>	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 Hancock,Herbie	Active	111111115	0	10000	M80	CONVERSION	02/02/2017	211.000	218.700	1	
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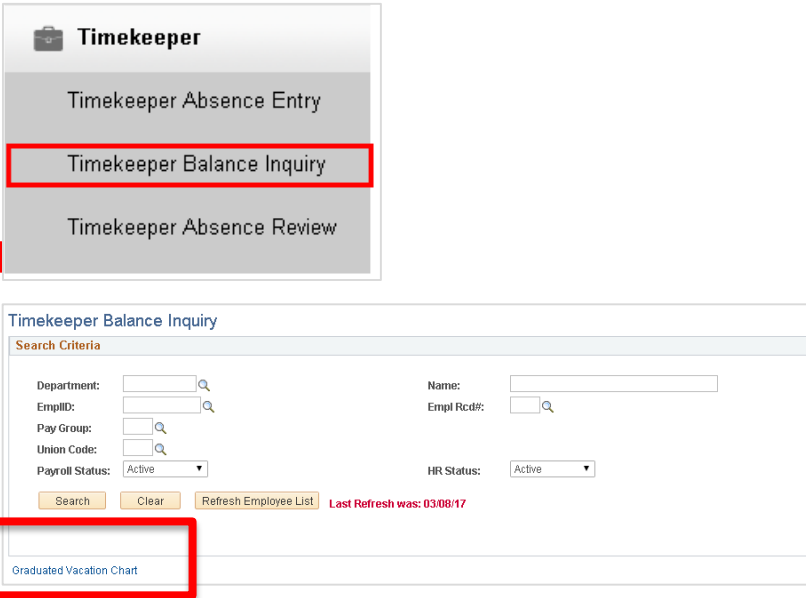
<p>3</p>	<p>The "Absence Balance Details" page displays</p>	
<p>4</p>	<p>Note that there are 4 expandable sections on the page:</p> <p>All Absence Balances, Absence Balances, Compensatory Time Balances and State Service for Absences</p> <p>Select the right arrow beside the section name to expand or collapse that section</p>	
<p>5</p>	<p>Note: The "All Absence Balances" section contains all the tabs available in the other three sections</p>	
<p>6</p>	<p>The "Absence Balances" section contains the following tabs: Sick, Vacation and Personal Holiday</p>	



<p>7</p> <p>The "Compensatory Time Balances" section contains the following tabs:</p> <ul style="list-style-type: none"> <li>CTO,</li> <li>Holiday Credit</li> <li>Holiday CTO</li> <li>Excess</li> <li>ADO</li> <li>Non Exp ADO</li> </ul>		<p><b>Absence Balance Details</b></p> <p>EmplID: 111111115 Herbie Hancock Empl Rcd#: 0 Last Period Finalized: CONVERSION Department: 10000 PRESIDENTS OFFICE Union Code: M80 Payroll Status: Active</p> <p>▶ All Absence Balances</p> <p>▶ Absence Balances</p> <p>▶ Compensatory Time Balances</p> <p>CTO   Holiday Credit   Holiday CTO   Excess   ADO   Non Exp ADO</p> <table border="1"> <thead> <tr> <th>Period ID</th> <th>Balances as of Date</th> <th>Previous CTO Balance</th> <th>CTO Earned</th> <th>CTO Taken</th> <th>CTO Adjusted</th> <th>CTO Balance</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CURRENT - Not Finalized</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> </tr> <tr> <td>2</td> <td>CONVERSION CONVERSION (02/02/2017)</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> </tr> </tbody> </table>	Period ID	Balances as of Date	Previous CTO Balance	CTO Earned	CTO Taken	CTO Adjusted	CTO Balance	1	CURRENT - Not Finalized	0.000	0.000	0.000	0.000	0.000	2	CONVERSION CONVERSION (02/02/2017)	0.000	0.000	0.000	0.000	0.000
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<p>8</p> <p>The "State Service for Absences" section contains the following tabs:</p> <ul style="list-style-type: none"> <li>State Service,</li> <li>State Service Hours,</li> <li>Service Hours Sick,</li> <li>Service Hours Vacation</li> <li>Service Hours FTE</li> </ul>		<p><b>Absence Balance Details</b></p> <p>EmplID: 111111115 Herbie Hancock Empl Rcd#: 0 Last Period Finalized: CONVERSION Department: 10000 PRESIDENTS OFFICE Union Code: M80 Payroll Status: Active</p> <p>▶ All Absence Balances</p> <p>▶ Absence Balances</p> <p>▶ Compensatory Time Balances</p> <p>State Service   State Service Hours   Service Hours Sick   Service Hours Vacation   Service Hours FTE</p> <table border="1"> <thead> <tr> <th>Period ID</th> <th>Balances as of Date</th> <th>Previous State Service Balance</th> <th>State Service Earned</th> <th>State Service Taken</th> <th>State Service Adjusted</th> <th>State Service Balance</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CURRENT - Not Finalized</td> <td>50.000</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>50.000</td> </tr> <tr> <td>2</td> <td>CONVERSION CONVERSION (02/02/2017)</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>50.000</td> <td>50.000</td> </tr> </tbody> </table>	Period ID	Balances as of Date	Previous State Service Balance	State Service Earned	State Service Taken	State Service Adjusted	State Service Balance	1	CURRENT - Not Finalized	50.000	0.000	0.000	0.000	50.000	2	CONVERSION CONVERSION (02/02/2017)	0.000	0.000	0.000	50.000	50.000
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<p>9</p> <p>To return to the "Timekeeper Balance Inquiry" page, click the "Return button" at the bottom of the screen.</p>		<p><b>Absence Balance Details</b></p> <p>EmplID: 111111115 Herbie Hancock Empl Rcd#: 0 Last Period Finalized: CONVERSION Department: 10000 PRESIDENTS OFFICE Union Code: M80 Payroll Status: Active</p> <p>▶ All Absence Balances</p> <p>▶ Absence Balances</p> <p>▶ Compensatory Time Balances</p> <p>▶ State Service for Absences</p> <p>Return</p>																					



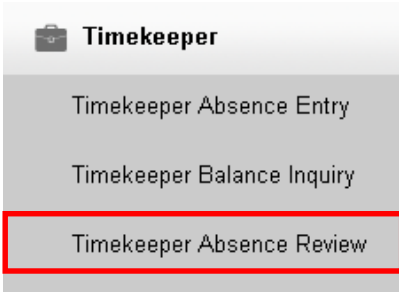
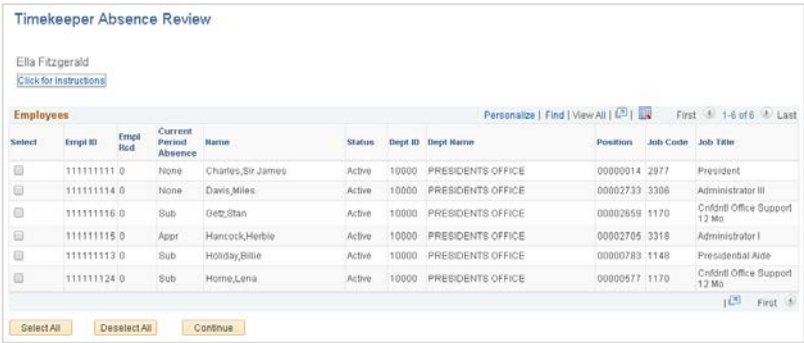
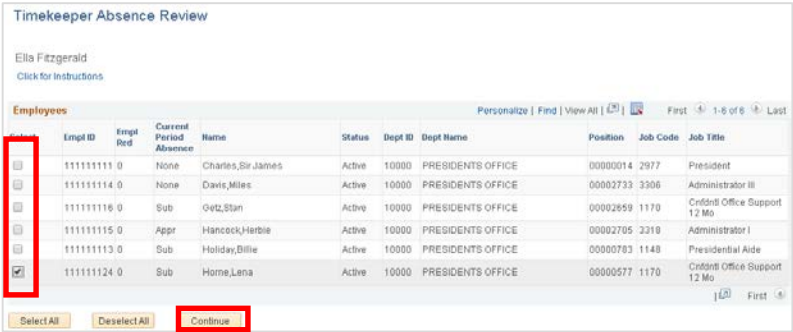
### 3.3. VIEW THE GRADUATED VACATION CHART

STEP	ACTION	SCREENSHOT																																																																																																																											
1	<p>From the MyCSUDH portal, click on “Timekeeper Balance Inquiry”</p> <p>In the “Timekeeper Balance Inquiry” page, select the “Graduated Vacation Chart” link at the bottom of the page.</p>	 <p>The screenshot shows the 'Timekeeper' application interface. A menu on the left contains 'Timekeeper Absence Entry', 'Timekeeper Balance Inquiry' (highlighted with a red box), and 'Timekeeper Absence Review'. Below this is a search form titled 'Timekeeper Balance Inquiry' with fields for Department, EmplID, Pay Group, Union Code, Payroll Status, Name, and Empl Rcd#. A 'Search' button is highlighted with a red box, and the search results show a link for 'Graduated Vacation Chart' also highlighted with a red box.</p>																																																																																																																											
2	<p>Based on employee state service, the Graduated Vacation Chart displays monthly vacation accrual rates, along with maximum vacation accrual allowances.</p> <p>Press Esc to return to the main balances page.</p>	<p>Press Esc to Return</p> <table border="1" data-bbox="704 1104 1019 1402"> <thead> <tr> <th colspan="3">SUMMARY OF VACATION ACCRUAL RATES</th> </tr> <tr> <th>SERVICE REQUIREMENTS*</th> <th>MONTHLY VACATION ACCRUAL RATE</th> <th>DAYS ACCRUED PER YEAR</th> </tr> </thead> <tbody> <tr> <td>0-3 YEARS: 1 TO 36 MONTHS</td> <td>6 2/3 HOURS</td> <td>10</td> </tr> <tr> <td>3-6 YEARS: 37 TO 72 MONTHS</td> <td>10 HOURS</td> <td>15</td> </tr> <tr> <td>6-10 YEARS: 73 TO 120 MONTHS</td> <td>11 1/3 HOURS</td> <td>17</td> </tr> <tr> <td>10-15 YEARS: 121 TO 180 MONTHS</td> <td>12 2/3 HOURS</td> <td>19</td> </tr> <tr> <td>15-20 YEARS: 181 TO 240 MONTHS</td> <td>14 HOURS</td> <td>21</td> </tr> <tr> <td>20-25 YEARS: 241 TO 300 MONTHS</td> <td>15 1/3 HOURS</td> <td>23</td> </tr> <tr> <td>OVER 25 YEARS: 301 MONTHS AND UP</td> <td>16 HOURS</td> <td>24</td> </tr> <tr> <td colspan="3"><b>VACATION ACCRUAL RATES FOR ELIGIBLE CLASSIFICATIONS IN EXECUTIVE (M98), MANAGEMENT (M90), CONFIDENTIAL (C99), FACULTY (Unit 3) AND ACADEMIC STUDENT (UNIT 11)</b></td> </tr> <tr> <td></td> <td>16</td> <td>24</td> </tr> </tbody> </table> <table border="1" data-bbox="1029 1104 1451 1467"> <thead> <tr> <th colspan="5">SUMMARY OF MAXIMUM VACATION AND CTO CREDITS</th> </tr> <tr> <th>BARGAINING UNIT OR CLASSIFICATION</th> <th>ANNUAL CTO MAX*</th> <th>FLSA ANNUAL CTO MAX**</th> <th>MAX VACATION: LESS THAN 10 YEARS OF SERVICE</th> <th>MAX VACATION: MORE THAN 10 YEARS OF SERVICE</th> </tr> </thead> <tbody> <tr> <td>M98</td> <td>N/A</td> <td>N/A</td> <td>480 HOURS</td> <td>480 HOURS</td> </tr> <tr> <td>M90</td> <td>N/A</td> <td>N/A</td> <td>384 HOURS</td> <td>440 HOURS</td> </tr> <tr> <td>UNIT 1</td> <td>N/A</td> <td>N/A</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td>UNIT 2</td> <td>120 HOURS</td> <td>240 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td>UNIT 3</td> <td>N/A</td> <td>N/A</td> <td>320 HOURS</td> <td>440 HOURS</td> </tr> <tr> <td>UNIT 4</td> <td>120 HOURS</td> <td>240 HOURS</td> <td>320 HOURS</td> <td>440 HOURS</td> </tr> <tr> <td>UNIT 5</td> <td>120 HOURS</td> <td>240 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td>UNIT 6</td> <td>240 HOURS</td> <td>240 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td>UNIT 7</td> <td>120 HOURS</td> <td>240 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td>UNIT 8</td> <td>200 HOURS***</td> <td>480 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td>UNIT 9</td> <td>120 HOURS</td> <td>240 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td>UNIT 10</td> <td>240 HOURS</td> <td>240 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td>UNIT 11</td> <td>N/A</td> <td>N/A</td> <td>80 HOURS</td> <td>80 HOURS</td> </tr> <tr> <td>UNIT 12</td> <td>N/A</td> <td>N/A</td> <td>272 HOURS</td> <td>440 HOURS</td> </tr> <tr> <td>E99</td> <td>120 HOURS</td> <td>240 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td>C99</td> <td>120 HOURS</td> <td>240 HOURS</td> <td>384 HOURS</td> <td>384 HOURS</td> </tr> </tbody> </table> <p>*In terms of full-time service 01/28/2011 Updated/HRH</p> <p>**PER MOU/Policy ***PURSUANT TO FAIR LABOR STANDARDS ACT ***REFER TO APPROPRIATE MOU</p>	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	<b>VACATION ACCRUAL RATES FOR ELIGIBLE CLASSIFICATIONS IN EXECUTIVE (M98), MANAGEMENT (M90), CONFIDENTIAL (C99), FACULTY (Unit 3) AND ACADEMIC STUDENT (UNIT 11)</b>				16	24	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	M90	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
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### 3.4. NAVIGATE TO VIEW “TIMEKEEPER ABSENCE REVIEW” PAGE

Timekeeper Absence Review is to be used by those who are designated to review but not to enter or approve absences for a group of employees. A Timekeeper may also use these pages to send an absence back to an employee for correction.

STEP	ACTION	SCREENSHOT
1	From MyCSUDH click on “Timekeeper Absence Review”	 <p>The screenshot shows a menu titled "Timekeeper" with three options: "Timekeeper Absence Entry", "Timekeeper Balance Inquiry", and "Timekeeper Absence Review". The "Timekeeper Absence Review" option is highlighted with a red rectangular border.</p>
2	The “Timekeeper Absence Review” page appears	 <p>The screenshot shows the "Timekeeper Absence Review" page for user Ella Fitzgerald. It features a table of employees with columns for Select, Empl ID, Empl Rcd, Current Period Absence, Name, Status, Dept ID, Dept Name, Position, Job Code, and Job Title. The table lists six employees, including Charles, Sir James, Davis, Miles, Getz, Stan, Hancock, Herbie, Holiday, Billie, and Home, Lena.</p>
3 a	At the employee selection page:  Check individual boxes in the ‘Select’ column for the employee(s) to review absences  Select the “Continue” button  OR	 <p>This screenshot is similar to the previous one but shows the "Select" column checkboxes for the first five employees checked. The "Continue" button at the bottom of the page is highlighted with a red rectangular border.</p>

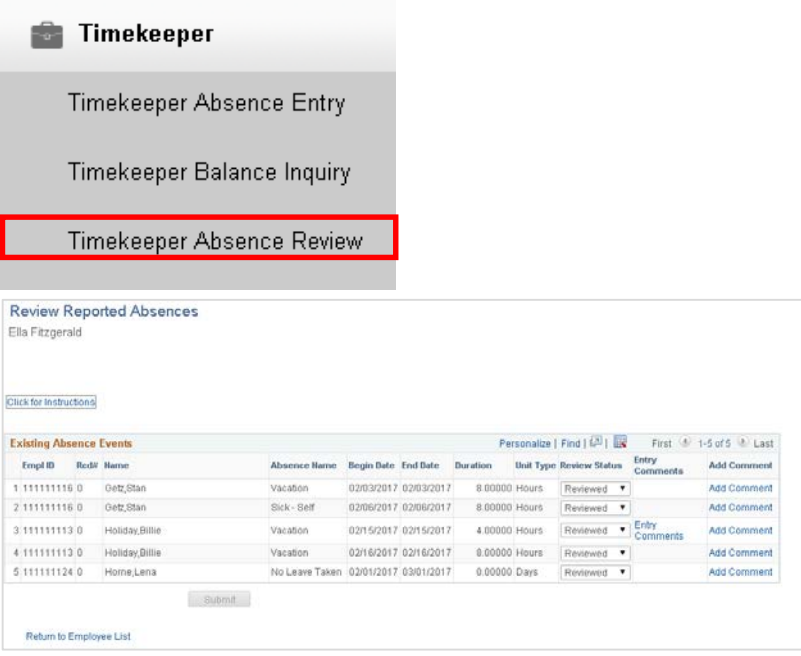






STEP	ACTION	SCREENSHOT																																																																													
3 b	<ul style="list-style-type: none"> <li>Click on the "Select All" button to check all employees listed</li> <li>Select the "Continue" button</li> </ul>	<table border="1"> <thead> <tr> <th>Select</th> <th>Empl ID</th> <th>Empl Rcd#</th> <th>Current Period Absence</th> <th>Name</th> <th>Status</th> <th>Dept ID</th> <th>Dept Name</th> <th>Position</th> <th>Job Code</th> <th>Job Title</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>111111111</td> <td>0</td> <td>None</td> <td>Charles, Sir James</td> <td>Active</td> <td>10000</td> <td>PRESIDENTS OFFICE</td> <td>00000014</td> <td>2977</td> <td>President</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>111111114</td> <td>0</td> <td>None</td> <td>Davis, Miles</td> <td>Active</td> <td>10000</td> <td>PRESIDENTS OFFICE</td> <td>00002733</td> <td>3306</td> <td>Administrator III</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>111111116</td> <td>0</td> <td>Sub</td> <td>Getz, Stan</td> <td>Active</td> <td>10000</td> <td>PRESIDENTS OFFICE</td> <td>00002659</td> <td>1170</td> <td>Cnfrnt Office Support 12 Mo</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>111111115</td> <td>0</td> <td>Appr</td> <td>Hancock, Herbie</td> <td>Active</td> <td>10000</td> <td>PRESIDENTS OFFICE</td> <td>00002705</td> <td>3318</td> <td>Administrator I</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>111111113</td> <td>0</td> <td>Sub</td> <td>Holiday, Billie</td> <td>Active</td> <td>10000</td> <td>PRESIDENTS OFFICE</td> <td>00000793</td> <td>1140</td> <td>Presidential Aide</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>111111124</td> <td>0</td> <td>Sub</td> <td>Horne, Lena</td> <td>Active</td> <td>10000</td> <td>PRESIDENTS OFFICE</td> <td>00000577</td> <td>1170</td> <td>Cnfrnt Office Support 12 Mo</td> </tr> </tbody> </table>	Select	Empl ID	Empl Rcd#	Current Period Absence	Name	Status	Dept ID	Dept Name	Position	Job Code	Job Title	<input checked="" type="checkbox"/>	111111111	0	None	Charles, Sir James	Active	10000	PRESIDENTS OFFICE	00000014	2977	President	<input checked="" type="checkbox"/>	111111114	0	None	Davis, Miles	Active	10000	PRESIDENTS OFFICE	00002733	3306	Administrator III	<input checked="" type="checkbox"/>	111111116	0	Sub	Getz, Stan	Active	10000	PRESIDENTS OFFICE	00002659	1170	Cnfrnt Office Support 12 Mo	<input checked="" type="checkbox"/>	111111115	0	Appr	Hancock, Herbie	Active	10000	PRESIDENTS OFFICE	00002705	3318	Administrator I	<input checked="" type="checkbox"/>	111111113	0	Sub	Holiday, Billie	Active	10000	PRESIDENTS OFFICE	00000793	1140	Presidential Aide	<input checked="" type="checkbox"/>	111111124	0	Sub	Horne, Lena	Active	10000	PRESIDENTS OFFICE	00000577	1170	Cnfrnt Office Support 12 Mo
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4	<p>The "Review Reported Absences" page displays.</p> <p><b>PLEASE NOTE: ONLY EMPLOYEES WHOSE ABSENCES ARE SUBMITTED AND UNAPPROVED WILL APPEAR IN THIS LIST</b></p> <ul style="list-style-type: none"> <li><b>Absences entered by a Timekeeper will appear with a Reviewed status</b></li> <li><b>Absences entered by an Employee will appear with no status</b></li> </ul> <p><a href="#">To send an absence back to an employee for correction, see Section 3.5</a></p> <p><a href="#">To mark an absence entry as reviewed, see Section 3.6</a></p>	<table border="1"> <thead> <tr> <th>Empl ID</th> <th>Rcd#</th> <th>Name</th> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Duration</th> <th>Unit Type</th> <th>Review Status</th> <th>Entry Comments</th> <th>Add Comment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>111111116</td> <td>0</td> <td>Getz, Stan</td> <td>Vacation</td> <td>02/03/2017</td> <td>02/03/2017</td> <td>8.00000 Hours</td> <td>Reviewed</td> <td></td> <td>Add Comment</td> </tr> <tr> <td>2</td> <td>111111116</td> <td>0</td> <td>Getz, Stan</td> <td>Sick - Self</td> <td>02/06/2017</td> <td>02/06/2017</td> <td>8.00000 Hours</td> <td>Reviewed</td> <td></td> <td>Add Comment</td> </tr> <tr> <td>3</td> <td>111111113</td> <td>0</td> <td>Holiday, Billie</td> <td>Vacation</td> <td>02/15/2017</td> <td>02/15/2017</td> <td>4.00000 Hours</td> <td>Reviewed</td> <td>Entry Comments</td> <td>Add Comment</td> </tr> <tr> <td>4</td> <td>111111113</td> <td>0</td> <td>Holiday, Billie</td> <td>Vacation</td> <td>02/16/2017</td> <td>02/16/2017</td> <td>8.00000 Hours</td> <td>Reviewed</td> <td></td> <td>Add Comment</td> </tr> <tr> <td>5</td> <td>111111124</td> <td>0</td> <td>Horne, Lena</td> <td>No Leave Taken</td> <td>02/01/2017</td> <td>03/01/2017</td> <td>0.00000 Days</td> <td>Reviewed</td> <td></td> <td>Add Comment</td> </tr> </tbody> </table>	Empl ID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Review Status	Entry Comments	Add Comment	1	111111116	0	Getz, Stan	Vacation	02/03/2017	02/03/2017	8.00000 Hours	Reviewed		Add Comment	2	111111116	0	Getz, Stan	Sick - Self	02/06/2017	02/06/2017	8.00000 Hours	Reviewed		Add Comment	3	111111113	0	Holiday, Billie	Vacation	02/15/2017	02/15/2017	4.00000 Hours	Reviewed	Entry Comments	Add Comment	4	111111113	0	Holiday, Billie	Vacation	02/16/2017	02/16/2017	8.00000 Hours	Reviewed		Add Comment	5	111111124	0	Horne, Lena	No Leave Taken	02/01/2017	03/01/2017	0.00000 Days	Reviewed		Add Comment											
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### 3.5. SEND AN ABSENCE ENTRY BACK FOR CORRECTION

STEP	ACTION	SCREENSHOT																																																																		
1	<p>From MyCSUDH, click on “Timekeeper Absence Review”</p> <p>The “Review Reported Absences” page displays</p>	 <p><b>Timekeeper</b></p> <ul style="list-style-type: none"> <li>Timekeeper Absence Entry</li> <li>Timekeeper Balance Inquiry</li> <li><b>Timekeeper Absence Review</b></li> </ul> <p><b>Review Reported Absences</b> Ella Fitzgerald</p> <p><a href="#">Click for instructions</a></p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Rcd#</th> <th>Name</th> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Duration</th> <th>Unit Type</th> <th>Review Status</th> <th>Entry Comments</th> <th>Add Comment</th> </tr> </thead> <tbody> <tr> <td>1 111111116 0</td> <td></td> <td>Getz,Stan</td> <td>Vacation</td> <td>02/03/2017</td> <td>02/03/2017</td> <td>8.00000 Hours</td> <td></td> <td>Reviewed</td> <td></td> <td>Add Comment</td> </tr> <tr> <td>2 111111116 0</td> <td></td> <td>Getz,Stan</td> <td>Sick - Self</td> <td>02/06/2017</td> <td>02/06/2017</td> <td>8.00000 Hours</td> <td></td> <td>Reviewed</td> <td></td> <td>Add Comment</td> </tr> <tr> <td>3 111111113 0</td> <td></td> <td>Holiday,Billie</td> <td>Vacation</td> <td>02/15/2017</td> <td>02/15/2017</td> <td>4.00000 Hours</td> <td></td> <td>Reviewed</td> <td></td> <td>Add Comment</td> </tr> <tr> <td>4 111111113 0</td> <td></td> <td>Holiday,Billie</td> <td>Vacation</td> <td>02/16/2017</td> <td>02/16/2017</td> <td>8.00000 Hours</td> <td></td> <td>Reviewed</td> <td></td> <td>Add Comment</td> </tr> <tr> <td>5 111111124 0</td> <td></td> <td>Horne,Lena</td> <td>No Leave Taken</td> <td>02/01/2017</td> <td>03/01/2017</td> <td>0.00000 Days</td> <td></td> <td>Reviewed</td> <td></td> <td>Add Comment</td> </tr> </tbody> </table>	Empl ID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Review Status	Entry Comments	Add Comment	1 111111116 0		Getz,Stan	Vacation	02/03/2017	02/03/2017	8.00000 Hours		Reviewed		Add Comment	2 111111116 0		Getz,Stan	Sick - Self	02/06/2017	02/06/2017	8.00000 Hours		Reviewed		Add Comment	3 111111113 0		Holiday,Billie	Vacation	02/15/2017	02/15/2017	4.00000 Hours		Reviewed		Add Comment	4 111111113 0		Holiday,Billie	Vacation	02/16/2017	02/16/2017	8.00000 Hours		Reviewed		Add Comment	5 111111124 0		Horne,Lena	No Leave Taken	02/01/2017	03/01/2017	0.00000 Days		Reviewed		Add Comment
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7	<p>You successfully submitted any changes you have made on the “Review Reported Absences” page.</p> <p><b>PLEASE NOTE: THE “SUBMIT” BUTTON IS GRAYED OUT (UNAVAILABLE) AND THE “SUBMIT” BUTTON WILL BECOME AVAILABLE AGAIN WHEN YOU MAKE ADDITIONAL CHANGES.</b></p>	<p><b>Existing Absence Events</b></p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Rcd#</th> <th>Name</th> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Duration</th> <th>Unit Type</th> <th>Review Status</th> <th>Entry Comments</th> <th>Add Comment</th> </tr> </thead> <tbody> <tr> <td>1 111111116 0</td> <td></td> <td>Getz,Stan</td> <td>Vacation</td> <td>02/03/2017</td> <td>02/03/2017</td> <td>8.00000 Hours</td> <td></td> <td>Reviewed</td> <td></td> <td>Add Comment</td> </tr> <tr> <td>2 111111116 0</td> <td></td> <td>Getz,Stan</td> <td>Sick - Self</td> <td>02/06/2017</td> <td>02/06/2017</td> <td>8.00000 Hours</td> <td></td> <td>Needs Cor</td> <td></td> <td>Edit Comment</td> </tr> <tr> <td>3 111111113 0</td> <td></td> <td>Holiday,Billie</td> <td>Vacation</td> <td>02/15/2017</td> <td>02/15/2017</td> <td>4.00000 Hours</td> <td></td> <td>Reviewed</td> <td>Entry Comments</td> <td>Add Comment</td> </tr> <tr> <td>4 111111113 0</td> <td></td> <td>Holiday,Billie</td> <td>Vacation</td> <td>02/16/2017</td> <td>02/16/2017</td> <td>8.00000 Hours</td> <td></td> <td>Reviewed</td> <td></td> <td>Add Comment</td> </tr> <tr> <td>5 111111124 0</td> <td></td> <td>Horne,Lena</td> <td>No Leave Taken</td> <td>02/01/2017</td> <td>03/01/2017</td> <td>0.00000 Days</td> <td></td> <td>Reviewed</td> <td></td> <td>Add Comment</td> </tr> </tbody> </table>	Empl ID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Review Status	Entry Comments	Add Comment	1 111111116 0		Getz,Stan	Vacation	02/03/2017	02/03/2017	8.00000 Hours		Reviewed		Add Comment	2 111111116 0		Getz,Stan	Sick - Self	02/06/2017	02/06/2017	8.00000 Hours		Needs Cor		Edit Comment	3 111111113 0		Holiday,Billie	Vacation	02/15/2017	02/15/2017	4.00000 Hours		Reviewed	Entry Comments	Add Comment	4 111111113 0		Holiday,Billie	Vacation	02/16/2017	02/16/2017	8.00000 Hours		Reviewed		Add Comment	5 111111124 0		Horne,Lena	No Leave Taken	02/01/2017	03/01/2017	0.00000 Days		Reviewed		Add Comment
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### 3.6. MARK ABSENCE ENTRY AS REVIEWED

STEP	ACTION	SCREENSHOT																																																																		
1	<p>From MyCSUDH, click on “Timekeeper Absence Review”</p> <p>The “Review Reported Absences” page displays</p>	<p><b>Timekeeper</b></p> <ul style="list-style-type: none"> <li>Timekeeper Absence Entry</li> <li>Timekeeper Balance Inquiry</li> <li><b>Timekeeper Absence Review</b></li> </ul> <p><b>Review Reported Absences</b> Ella Fitzgerald</p> <p>Click for instructions</p> <p><b>Existing Absence Events</b></p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Rcd#</th> <th>Name</th> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Duration</th> <th>Unit Type</th> <th>Review Status</th> <th>Entry Comments</th> <th>Add Comment</th> </tr> </thead> <tbody> <tr> <td>1 111111116 0</td> <td></td> <td>Getz,Stan</td> <td>Vacation</td> <td>02/03/2017</td> <td>02/03/2017</td> <td>8.00000 Hours</td> <td></td> <td>Reviewed</td> <td></td> <td>Add Comment</td> </tr> <tr> <td>2 111111116 0</td> <td></td> <td>Getz,Stan</td> <td>Sick - Self</td> <td>02/06/2017</td> <td>02/06/2017</td> <td>8.00000 Hours</td> <td></td> <td>Needs Cor</td> <td></td> <td>Edit Comment</td> </tr> <tr> <td>3 111111113 0</td> <td></td> <td>Holiday,Billie</td> <td>Vacation</td> <td>02/15/2017</td> <td>02/15/2017</td> <td>4.00000 Hours</td> <td></td> <td>Reviewed</td> <td>Entry Comments</td> <td>Add Comment</td> </tr> <tr> <td>4 111111113 0</td> <td></td> <td>Holiday,Billie</td> <td>Vacation</td> <td>02/16/2017</td> <td>02/16/2017</td> <td>8.00000 Hours</td> <td></td> <td>Reviewed</td> <td></td> <td>Add Comment</td> </tr> <tr> <td>5 111111124 0</td> <td></td> <td>Horne,Lena</td> <td>No Leave Taken</td> <td>02/01/2017</td> <td>03/01/2017</td> <td>0.00000 Days</td> <td></td> <td>Reviewed</td> <td></td> <td>Add Comment</td> </tr> </tbody> </table>	Empl ID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Review Status	Entry Comments	Add Comment	1 111111116 0		Getz,Stan	Vacation	02/03/2017	02/03/2017	8.00000 Hours		Reviewed		Add Comment	2 111111116 0		Getz,Stan	Sick - Self	02/06/2017	02/06/2017	8.00000 Hours		Needs Cor		Edit Comment	3 111111113 0		Holiday,Billie	Vacation	02/15/2017	02/15/2017	4.00000 Hours		Reviewed	Entry Comments	Add Comment	4 111111113 0		Holiday,Billie	Vacation	02/16/2017	02/16/2017	8.00000 Hours		Reviewed		Add Comment	5 111111124 0		Horne,Lena	No Leave Taken	02/01/2017	03/01/2017	0.00000 Days		Reviewed		Add Comment
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2	<p>Choose Reviewed in the dropdown list in the Review Status column</p> <p>Click the “Submit” button</p> <p>You can continue to review/correct the remaining absences before clicking the “Submit” button</p>	<p><b>Review Reported Absences</b> Ella Fitzgerald</p> <p><a href="#">Click for Instructions</a></p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Rcd#</th> <th>Name</th> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Duration</th> <th>Unit Type</th> <th>Review Status</th> <th>Entry Comments</th> <th>Add Comment</th> </tr> </thead> <tbody> <tr> <td>1 111111116 0</td> <td></td> <td>Getz,Stan</td> <td>Vacation</td> <td>02/03/2017</td> <td>02/03/2017</td> <td>8.00000 Hours</td> <td></td> <td>Reviewed</td> <td></td> <td>Add Comment</td> </tr> <tr> <td>2 111111116 0</td> <td></td> <td>Getz,Stan</td> <td>Sick - Self</td> <td>02/06/2017</td> <td>02/06/2017</td> <td>8.00000 Hours</td> <td></td> <td>Needs Cor</td> <td></td> <td>Edit Comment</td> </tr> <tr> <td>3 111111113 0</td> <td></td> <td>Holiday,Billie</td> <td>Vacation</td> <td>02/15/2017</td> <td>02/15/2017</td> <td>4.00000 Hours</td> <td></td> <td>Reviewed</td> <td>Entry Comments</td> <td>Add Comment</td> </tr> <tr> <td>4 111111113 0</td> <td></td> <td>Holiday,Billie</td> <td>Vacation</td> <td>02/16/2017</td> <td>02/16/2017</td> <td>8.00000 Hours</td> <td></td> <td>Reviewed</td> <td></td> <td>Add Comment</td> </tr> <tr> <td>5 111111124 0</td> <td></td> <td>Horne,Lena</td> <td>No Leave Taken</td> <td>02/01/2017</td> <td>03/01/2017</td> <td>0.00000 Days</td> <td></td> <td>Reviewed</td> <td></td> <td>Add Comment</td> </tr> </tbody> </table>	Empl ID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Review Status	Entry Comments	Add Comment	1 111111116 0		Getz,Stan	Vacation	02/03/2017	02/03/2017	8.00000 Hours		Reviewed		Add Comment	2 111111116 0		Getz,Stan	Sick - Self	02/06/2017	02/06/2017	8.00000 Hours		Needs Cor		Edit Comment	3 111111113 0		Holiday,Billie	Vacation	02/15/2017	02/15/2017	4.00000 Hours		Reviewed	Entry Comments	Add Comment	4 111111113 0		Holiday,Billie	Vacation	02/16/2017	02/16/2017	8.00000 Hours		Reviewed		Add Comment	5 111111124 0		Horne,Lena	No Leave Taken	02/01/2017	03/01/2017	0.00000 Days		Reviewed		Add Comment
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3	<p>Click the “OK” button on the “Approval Confirmation” page</p>	<p><b>Approval Confirmation</b></p> <p>✓ Changes to Review Status were saved.</p> <p>OK</p>																																																																		
4	<p>The “Review Reported Absences” page displays with the updated status information</p> <p>PLEASE NOTE: THE “SUBMIT” BUTTON IS GRAYED OUT (UNAVAILABLE) AND THE “SUBMIT” BUTTON WILL BECOME AVAILABLE AGAIN WHEN YOU MAKE ADDITIONAL CHANGES.</p>	<p><b>Review Reported Absences</b> Ella Fitzgerald</p> <p><a href="#">Click for Instructions</a></p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Rcd#</th> <th>Name</th> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Duration</th> <th>Unit Type</th> <th>Review Status</th> <th>Entry Comments</th> <th>Add Comment</th> </tr> </thead> <tbody> <tr> <td>1 111111116 0</td> <td></td> <td>Getz,Stan</td> <td>Vacation</td> <td>02/03/2017</td> <td>02/03/2017</td> <td>8.00000 Hours</td> <td></td> <td>Reviewed</td> <td></td> <td>Add Comment</td> </tr> <tr> <td>2 111111116 0</td> <td></td> <td>Getz,Stan</td> <td>Sick - Self</td> <td>02/06/2017</td> <td>02/06/2017</td> <td>8.00000 Hours</td> <td></td> <td>Needs Cor</td> <td></td> <td>Edit Comment</td> </tr> <tr> <td>3 111111113 0</td> <td></td> <td>Holiday,Billie</td> <td>Vacation</td> <td>02/15/2017</td> <td>02/15/2017</td> <td>4.00000 Hours</td> <td></td> <td>Reviewed</td> <td>Entry Comments</td> <td>Add Comment</td> </tr> <tr> <td>4 111111113 0</td> <td></td> <td>Holiday,Billie</td> <td>Vacation</td> <td>02/16/2017</td> <td>02/16/2017</td> <td>8.00000 Hours</td> <td></td> <td>Reviewed</td> <td></td> <td>Add Comment</td> </tr> <tr> <td>5 111111124 0</td> <td></td> <td>Horne,Lena</td> <td>No Leave Taken</td> <td>02/01/2017</td> <td>03/01/2017</td> <td>0.00000 Days</td> <td></td> <td>Reviewed</td> <td></td> <td>Add Comment</td> </tr> </tbody> </table>	Empl ID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Review Status	Entry Comments	Add Comment	1 111111116 0		Getz,Stan	Vacation	02/03/2017	02/03/2017	8.00000 Hours		Reviewed		Add Comment	2 111111116 0		Getz,Stan	Sick - Self	02/06/2017	02/06/2017	8.00000 Hours		Needs Cor		Edit Comment	3 111111113 0		Holiday,Billie	Vacation	02/15/2017	02/15/2017	4.00000 Hours		Reviewed	Entry Comments	Add Comment	4 111111113 0		Holiday,Billie	Vacation	02/16/2017	02/16/2017	8.00000 Hours		Reviewed		Add Comment	5 111111124 0		Horne,Lena	No Leave Taken	02/01/2017	03/01/2017	0.00000 Days		Reviewed		Add Comment
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## 4. 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 timekeeper. 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



ABSENCE TAKE	DESCRIPTION	USE PARTIAL HOURS OR SCHEDULED HOURS	CONSIDERATIONS
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 time 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.