Overview
This step-by-step guide will show you how to approve absences for your employees in PeopleSoft (MyCSUEB). This process replaces the paper process previously used to submit absences. Absences can be approved at any time during the pay period. There is no need to wait until the end of the pay period to approve. All absences must be entered and approved by the close of business on the first day of the next pay period. For example, the March 2010 pay period ends on March 31. All absences must be keyed and approved by the close of business on April 1 – the first day of the April 2010 pay period. Failure to key and approve absences on time may result in them not being processed correctly.
Notice about the new version of PeopleSoft
All page shots used in this guide are from the previous version of PeopleSoft (HCM 8.9). Please be advised that from the fourth week of February 2012, we are using the new version of PeopleSoft (HCM 9.0) and you may experience a difference in the way the new pages look and feel.

In the new version of PeopleSoft (HCM 9.0), the format of how the Main Menu expands has changed, but the actual navigation path and functionality has not changed. See the sample page shot.

Other minor changes include the following:

- Improved color scheme
- New look for Processing and Save indicators
- Pop-up Search Window and Edit Boxes
- Number of Search Results Option
- Type Ahead Matching
Log In and Navigate to Approve Reported Absences
The simplest way to approve absences for your employees is through the MyCSUEB portal.

Navigate to My CSUEB (my.csueastbay.edu)

1. Enter your NetID and Password
2. Click Sign in

Your home page displays.

Depending on the roles you play on campus, you may see multiple tabs:

- Student
- Applicant
- Faculty
- Manager
- Timekeeper
- Employee

3. Click the Manager tab if it is not displayed already
4. Click the Approve Reported Absences link in the Absence Information area
The Approve Reported Absences page displays.

You may also log in via the administrative PeopleSoft page and get to the same information.

Navigate to Manager Absence Entry > Manager Self Service > Time Management > Approve Time and Exceptions

5. Click the Approve Reported Absences link
Approve Reported Absences for Your Employees

All page shots are shown in the native PeopleSoft environment but will look the same in the MyCSUEB environment.

The Approve Reported Absences page displays.

Your direct employees are shown along with any employees you are an alternate/proxy for. You may sort by department to narrow down who you'd like to approve by. Simply click the column heading Dept Name. The information will sort alphabetically by Department Name.

Drill to the employees of your direct reports by clicking the organizational chart icon in the righthand column.

A manager/supervisor can drill as far down as his or her organization goes.

6. Check the boxes for the individuals you wish to approve absences for; push the Select All button to check all the boxes
7. Click Continue
The Approve Reported Absences page displays.

Absences for the employees you selected on the prior page will be displayed.

Absences keyed and/or reviewed by a timekeeper will show a Review Status of Reviewed.

8. Review the absences and determine if they can all be approved

9. If an absence is incorrect, send it back to the employee for correction by changing the Review Status to Needs Correction

When absences are sent back for correction, the approval box is grayed out.
Click the Add Comments link to send a comment back to the employee regarding the correction.

10. Enter the appropriate comments to ensure the employee understands what needs to be corrected

11. Click Save Comments to return to the prior page

The employee receives an email letting them know you have sent an absence back for correction.

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The following Absence Request has been Denied by Kevin Absence:

Absence #: No Time Taken
Start Date: 2019-03-02
End Date: 2019-03-31
Duration: 21 days

The reason given for denying the absence was:
You must enter your furlough days. You cannot have No Time Taken for this pay period.

Please return to the absence entry page, delete this absence and re-key the proper information.

https://oracle6.caldia.org/oracle/hrms/employee
CSUAM_SSCSUALM_ESS_REOML_SGB1PORTALPARAM_FTCNAV=CSUAML_MULTIESS_REQ&LAEOPP=SCnode=HRMS/AEOPP SCport=EMPLOYEE&
EOPP SCName=CO_EMPLOYEE_SELF_SERVICE&AEOPP SCLabel=Reported Time
Taken Time=AEOPP SCName=HC_RECORD_TIME&AEOPP SCsecondary=TRUE&AEOPP SC=FolderPath=PORTAL_ROOT_OBJECT CO_EMPLOYEE_SELF_SERVICE HC_TIME_REPORTING HC_RECORD_TIME CSUAM_MULTIESS_REQ&Folder=false

Thank you.
Approve the absences.

12. Check the boxes for the absences you wish to approve; you may click Select All to select all absences.

13. Click Submit.

The Approval Confirmation displays.

14. Click OK.

The Approve Reported Absences displays.

Any absences you did not approve, along with those you sent back for correction, are displayed.
Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).