Overview
This step-by-step guide will show you how to enter absences on behalf of your employees in PeopleSoft (MyCSUEB). This process replaces the paper process previously used to submit absences. Absences should be entered as they occur. There is no need to wait until the end of the pay period to key them in. 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 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 Manager Absence Entry
The simplest way to enter 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 Enter Absences for Employees link in the Absence Information area
The Manager Absence Entry 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 > Report Time

5. Click the Manager Absence Entry link
Report Absences for Your Employees
All page shots are shown in the native PeopleSoft environment but will look the same in the MyCSUEB environment.

The Manager Absence Entry page displays.

Your direct employees are shown along with any employees you are an alternate/proxy for.

6. Click the hyperlinked Empid of the employee you wish to enter an absence for.

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.

The View or Report Employee Absences page displays.

The From and Through dates display the current pay period dates. Change the dates to go backward or forward in time.

The earliest transactions are in the February 2010 pay period.

7. Click the Drop Down arrow in the Absence Name column to select the type of absence you wish to enter.

Note: A Timesheet link displays near the bottom of the page that can be used to key time for hourly employees.
A list of eligible absence types will display.

The values displayed are based on the type of employee you are entering an absence for and the bargaining unit he or she belongs to.

8. Highlight the absence type you wish to enter and release your mouse.

The absence type is populated in the Absence Name field; the balance associated with the absence displays.

Note: Some absence types do not have balances (e.g. Jury Duty, Furlough, etc.).

9. Enter the Begin and End Dates of the absence; you may click the calendar icon to select the dates from a calendar.
A completed absence entry might look something like this.

Pushing the Calculate Duration button will make the Absence Duration appear. This is not required and will happen automatically upon pushing the Submit button.

Push the plus button to enter additional absences.

**Enter Partial Hours**

Partial Hours should be used when you are entering leave that is less than 1 day of the employee’s normal schedule. Partial Hours should always be used for hourly employees and for employees on alternate schedules on weeks when the schedule changes (e.g. furlough weeks).

10. Click the Drop Down arrow in the Partial Days column and select Partial Hours.

The Hours per Day box will appear.

11. Enter the appropriate number of hours.

Continue entering absences as appropriate.
You may enter more than one absence type on a day.

In some situations it may be necessary to enter more than one absence type on a day. This is allowed as long as you don’t go over the total number of hours on the employee’s schedule for that day.

In this example, the employee works an 8 hour day and has combined 2 types of absences to make up her 8 hours.

Once all absences are keyed, push the Submit/Approve button.

Pushing the Submit/Approve button replaces your signature and the employee’s on the old form. By pushing this button you are affirming that the information you have entered is accurate and in compliance with policies.

Your submission is confirmed.

If all absences have been keyed correctly, you will receive a confirmation.

12. Click OK to return to the prior page
The View or Report Employee Absences page displays.

All absences submitted and approved now appear in the top portion of the page.
Delete an Employee Absence

Navigate to the View or Report Employee Absences page

All absences submitted and/or approved appear in the top portion of the page. You may delete any absence that is not processed or finalized.

13. Click the trashcan icon in the far right column next to the absence you wish to delete

A delete confirmation appears.

14. Click Yes if you really want to delete the absence (No if you do not)

The Report and View Absences page displays.

The deleted absence no longer appears.
Absences Requiring Comments

Navigate to the View or Report Employee Absences page.

Some absence types may require you to enter a comment.

- Funeral
- Sick Leave-Family
- Sick Leave-Death

When an absence like this is selected, the Add Comments link will turn red.

15. Click the Add Comments link to enter the required comments.

The Absence Event Comments page displays.

16. Enter the appropriate comments.

17. Click Save Comments when all information is entered.

Note: When entering a family relationship, it is not necessary to use specific names, just the actual relationship (e.g. grandmother, father, etc.).

The Report and View Absences page displays.

The Add Comments link changes to say Edit Comments. The absence can now be submitted.
**Reporting No Time Taken**

All employees will be required to report No Time Taken if they have no absences to report for the pay period. Through June 2010, most employees will be required to report furlough days, but several bargaining units are not on the furlough program and will be required to report No Time Taken before that time. Beginning July 2010, all employees will be required to report No Time Taken if they have no absences to report.

No Time Taken is an option in the absences you can enter for your employees.

18. Select No Time Taken just like any other absence

Enter the Begin and End Dates of the pay period and submit the absence.

Once the furlough program is over, No Time Taken will be the default Absence Type for all employees.
Understanding Error Messages

Navigate to the View or Report Employee Absences page.

There are numerous things that will cause a submitted absence to fail validation:

- Absence keyed on a non-work day
- Too many hours keyed based on a schedule
- No comments entered

These are just a few. In the example on the right, a Funeral Take has been entered but no comments have been added.

The Submit Confirmation page displays an error.

19. Click OK to return to the prior page and view the error messages.
The messages are displayed in red at the top of the messages; there may be more than one.

Please read the error messages carefully and correct your entry as appropriate.
**Notification Emails**
If you enter an absence on behalf of the employee, the system will send one or more emails to the employee, depending on the type of absence that has been entered.

**Action Required**
Some types of absence require supporting documentation. The system will send a message to the employee about this documentation if you enter the absence on their behalf.

**Absence Entered by Manager**
When you enter an absence for your employee, the system will automatically notify them.

**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).