Administrative Applications — Business Process Guide

Process: Enter My Absences-Alternate Schedule
Module: Absence Management

High Level Description

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Overview

All employees are on a schedule in PeopleSoft, most on a Monday-Friday, 8 hour/day schedule. However, if your schedule is not Monday-Friday, 8 hours/day, you are on an alternate schedule. This might be a 4/10, 9/80, Tuesday-Saturday, or a variety of other scenarios.

This step-by-step guide will show you how to enter your absences into PeopleSoft (MyCSUEB). This process replaces the paper process previously used to submit your 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 your 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 Report and View Absences

The simplest way to enter your absences 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 Employee tab if it is not displayed already
4. Click the Report My Absences link in the Time and Absence Information area
The Report and View Absences page displays.

Note: A Timesheet link displays near the bottom of the page. As an hourly employee, you may click this link to report your hours worked.

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

Navigate to Report Time > Self Service > Time Reporting > Report Time

5. Click the Report and View Absences link
Report Your Absences

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

The Report and View Absences page displays.

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

Note: The earliest transactions are in the February 2010 pay period.

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

A list of eligible absence types will display.

The values displayed are based on the type of employee you are and the bargaining unit you belong to.

7. 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.).
8. Enter the Begin and End Dates of the absence; you may click the calendar icon to select the dates from a calendar.

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

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10. Enter the appropriate number of hours.

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You may enter more than one absence type on a day.

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In some situations it may be necessary to enter more than one absence type on a day.

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This is allowed as long as you don’t go over the total number of hours on your 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 button.

Pushing the Submit button replaces your signature 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.

11. Click OK to return to the prior page

The Report and View Absences page displays.

All absences submitted now appear in the top portion of the page.
Alternate Schedule Examples

The way you enter your absences is no different from an employee on a regular schedule for the most part, but there are a few things you must be aware. The following examples are intended to help you understand how your absences should be keyed based on your schedule, including how things change on a furlough week or a week when you don’t follow your regular schedule.

When working your regular (alternate) schedule, report your hours by day as appropriate. Use Partial Hours if you are only gone for a portion of a specific day and are a non-exempt employee (e.g. gone for 2 hours of sick leave for a doctor’s appointment). When working a non-regular schedule (your alternate schedule is changed due to a furlough week or some other temporary change), you MUST key your hours using Partial Hours in order to ensure the appropriate amount of leave is taken.

Step-by-step details on navigating to the pages can be found in the Report Your Absences section of this guide. These are quick examples to guide you.

Example – Reporting an absence for standard alternate schedule week:

Employee on 4/10 Schedule where schedule is defined as Monday-Thursday, 10 hours per day, Fridays off

Employee needs to report vacation for Tuesday of 4/10 week

Navigate to Report and View Absences page

1. Use the dropdown button to select Vacation as the absence type
2. Enter the date of the absence in the Begin Date field (the same date will default in the End Date field)
3. Click the Calculate Duration button to see the duration of 10 hours
4. Click Submit

The system will decrement 10 hours of vacation from your balance
Example – Reporting an absence during a furlough week:

Employee on 4/10 Schedule during furlough week where schedule reverts back to Monday-Friday 8 hours per day

Employees needs to report vacation for Monday of that week

Navigate to Report Absences page

1. Use the dropdown button to select Vacation as the absence type
2. Enter the date of the absence in the Begin Date field (the same date will default in the End Date field)
3. Select Partial Hours from the Partial Days dropdown list
4. Enter 8 hours in the Partial Hours box
5. Click the Calculate Duration button to see the duration of 8 hours
6. Click Submit

The system will decrement 8 hours of vacation from your balance
Delete Your Absences

Navigate to the Report and View Absences page

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

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

A delete confirmation appears.

8. 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 Report and View 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.

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

The Absence Event Comments page displays.

10. Enter the appropriate comments
11. 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 does NOT require the entry of Partial Hours.

No Time Taken is an option in the absences you can take.

12. 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 Report and View 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.

13. 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.
Absences Requiring Correction

If an absence needs to be corrected, you will receive an email.

14. Click the link in the email to correct the absence.

The correction email will be automatically sent by the system if a Timekeeper or Manager determines that the entry you made is not valid.

Once logged in, the link will take you to the Report and View Absences page.

Note the two absences that indicate they need correction in the screen shot.

15. Click the trashcan icon next to the affected absence to delete, rekey and resubmit the absence.
Notification Emails
There are four notifications the system can send you.

Absence Entry Needs Correction
A Timekeeper or a Manager can initiate this email by sending an absence back to you for correction.

Your Absence Entry Needs Correction
The following Absence Request has been Denied by Kevin Abansen:

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.


Thank you.

Action Required
Some types of absence require supporting documentation. The system will send a message to you about this documentation whether you, a timekeeper or a manager entered the absence.

Action Required re: Your Jury Duty absence entry
In reference to your Jury Duty absence entry:

Entered by: Charley Abansen
Absence #: Jury Duty Take
Start Date: 2010-03-04
End Date: 2010-03-04
Duration: 4 Hours

Please make sure you submit the paperwork provided to you by the court on completion of your jury service to Payroll before the end of the month.
Absence Entered by Manager

If your manager/supervisor enters an absence on your behalf, the system will notify you. The manager has the option of putting in a comment, but it is not required.

Absence Entered by Timekeeper

If your department is using a timekeeper, you will receive email notifications when he or she keys an absence for you. They have the option of entering a comment, but it is not required.

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).