Overview
This step-by-step guide will show you how to review absences entered by employees in PeopleSoft (MyCSUEB). The employees you see are based on the department security you have. This is an optional process that will take place after employees key their own absences into the system. 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 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 Review Absences
The simplest way to enter absences for 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 Timekeeper tab if it is not displayed already
4. Click the Review Absences link

The Timekeeper Absence Review page displays.
You may also log in via the administrative PeopleSoft page and get to the same information.

**Navigate to Timekeeper Absence Review**

PeopleSoft login:
Manager Self Service>
Time Management>
Approve Time and Exceptions>
Timekeeper Absence Review
Review Absences for Employees

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

After selecting the Absence Review page link, Peoplesoft will load the list of employees from your department and display them in a grid.

5. Once the grid displays, select one or more employees, and click the “Continue” button

Note:

- To select employees: Select employees with “Sub” in the “Cur Pd Abs” column (Sub= Submitted absences ready for review).

- To sort by any column, click the column header.

- To find a specific employee, click the ‘Find’ link and enter the employee’s last name.

- To find multiple employees, use the ‘Find’ link as above, and mark the “Select” column in turn, until all employees are selected.

- If “Cur Pd Abs” column = ‘Appr’, then all absences for that employee are already approved.
6. Click the Select All button to check all the boxes
7. Click Continue
8. Review the absence information and change the Review Status to Reviewed
9. Add comments as appropriate (see step below for details)

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

Click the Add Comments link to send a comment back to the employee regarding the correction.

11. Enter the appropriate comments to ensure the employee understands what needs to be corrected
12. 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.

A completed Review page might look like this.

13. Once all Review Status information has been updated, or if you’re finished reviewing for this specific session, click Submit.

Note: You may enter the Review Reported Absences page and click SUBMIT multiple times throughout the month.
An approval confirmation page appears.

14. Click OK

The approver will now see the absences in a Reviewed status when he or she logs in to approve.

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).