Absence Management Overview

Carrie Medders

Director, Administrative Applications
What and Why?

- PeopleSoft’s online absence reporting system; being implemented by all of CSU
  - CSU East Bay is pilot
  - Absence requests done outside of PeopleSoft
- Allows further connection/consolidation of data into one system
- Provides on-demand information for employees and their managers
When?

- Conversion of Existing Data: February 24
- Go-Live for Payroll: March 1
  - February absences reported to payroll no later than March 1; payroll will key into PeopleSoft
- Go-Live for Campus: March 17
  - March absences keyed/approved via self service
The Basics

- What an employee can see/do
  - View balances
    - Balances no longer on pay stub
  - Enter absences
    - Some departments will use timekeeper, check with manager
  - Delete unapproved absences
The Basics

- What a manager/supervisor can see/do for their direct reports and departments
  - View balances
  - Enter absences
  - Delete absences
  - Send absences back for correction
  - Approve absences
  - Run absence reports
The Basics

- What a timekeeper can see/do for employees in departments they have access to
  - Review absences keyed by employees
  - Send absences back for correction
  - Enter absences for employees
  - Delete absences they keyed
  - Run absence reports
The Basic Process

- Absence information keyed
  - Key as you go! Don’t wait until the end
- Absence information approved
  - All absence information must be keyed and approved by the close of business the first day of the following pay period (e.g. for March, this would be COB April 1)
- Payroll processes and validates information
- Balances available online via self-service (or reports) by 10th of the month
Reporting Methods

- **Current Process:**
  - Complete absence report
  - Submit to manager/supervisor for approval or possibly to a departmental timekeeper
  - Form submitted to Payroll

- **New Process:**
  - PeopleSoft self-service (MyCSUEB)
  - Timekeeper
Reporting via Self-Service

- Employee keys absence information via self-service pages (MyCSUEB)
- Timekeeper reviews information (optional)
- Manager/Supervisor approves information
- Paper eliminated
  - Appropriate documentation for jury duty and the like will still be required
Absence Management Overview

Reporting via a Timekeeper

- Employee reports absence information to timekeeper via department-determined method
  - May continue to use old 634 forms
- Timekeeper enters absences into PeopleSoft
- Manager/Supervisor approves absences
Which method should you use?

- Each division/college/department has made their own decisions on how absences will be keyed
- Talk with your manager/supervisor or office administrative staff to learn more
Reporting/Approval Structure

- Each employee is in a position
- Each position reports to another position
Reporting Structure Maintenance

- PeopleSoft Report: Absence Approval and Reporting Structure
  - All Managers/Supervisors
  - Timekeepers

- Changes should be reported to Human Resources as soon as known
  - Keeping data accurate is critical
  - Process on how to report to be announced soon
Schedules

- All employees on schedules for absence
  - Most on M-F 8 hours a day
- Alternate schedules
  - Anything other than M-F 8 hours a day
  - Employees assigned to appropriate schedule
  - Report absences by day
    - Example: 4/10 employee takes 1 day off = 10 hours
- Furlough or other temporary schedules
  - Report absences using partial hours
Hourly Employees

- Report absences using partial hours
- Report time worked separately (no change in current process)
- Absence data sent to time and labor for processing total hours
- Time and absences approved separately
Employees with Multiple Jobs

- Converted balance will be on primary job
- Accruals will occur on all jobs
- Absences should be reported on primary job
Alternate/Proxy Approvers

- **Alternate**
  - Recommended that each approver have an alternate (must be an MPP)
  - Act on behalf of someone else to enter and/or approve absences
  - Email Carrie Medders to request alternate set up

- **Proxy**
  - Short-term alternate (must be an MPP)
  - Same access as alternate, but has an end date
Types of Leave to Report

- Leaves where balances are accrued
  - Vacation, Sick, Personal Holiday, Comp Time, Holiday Credit, Additional Day Off

- Leaves without balances
  - Jury Duty, Funeral, Union Time, Furlough, No Time Taken
    - All employees required to report No Time Taken when no leave is taken during the pay period
    - Beginning July 1, No Time Take will be default
Types of Leave to Report

- Leaves handled by Payroll
  - Dock, FMLA, Military, Organ Donation, Catastrophic Donations, Leaves of Absence
  - Current process for reporting these types of leaves will not change
Absence Management Overview

Forms

- Absence and Additional Time Worked Report (State Form 634)
  - No longer required to submit to payroll; may be required for exceptions, but not for all
  - May be used internally for tracking

- Attendance Roster
  - Still required, but only a signature is needed
  - No need to include absence information
Training

- Self-Service Entry and Approval
  - None
  - Documentation will be posted
    - [http://www.csueastbay.edu/staff](http://www.csueastbay.edu/staff)
    - Personal Support / Employee Self Service

- Timekeeper Entry and Review
  - Hands-on session required
  - Early March
Access

- Self-Service Entry and View
  - All employees get access automatically
- Self-Service Approval
  - All employees in positions that other positions report to will get access automatically
- Timekeepers
  - SARF will need to be completed to obtain access
  - For initial go-live, we will work on a group SARF
How to Report Problems

- Report problems via Service Desk tickets
  - Staff and Faculty / PeopleSoft / PeopleSoft HR / Absence
- Include as much detail as possible
- Don’t panic
- Be patient
Ask Questions

- Don’t be afraid to ask questions
- Check the posted documentation
- Use the Service Desk

- Staff and Faculty / PeopleSoft / PeopleSoft HR / Absence

- Be as specific as possible
Demonstration

- Live demonstrations took place during the in-person overview sessions; the next few slides give you a snapshot of what was shown; please review the detailed Business Process Guides for more information.
Absence Management Overview

Login via MyCSUEB

Welcome to MyCSUEB
Cal State East Bay's self-service system for applicants, current students, and faculty.

Students, use MyCSUEB for:
- application status
- class schedule
- course enrollment
- financial aid
- grades
- holds

Faculty, use MyCSUEB for:
- class rosters
- online grading

Employees, use MyCSUEB for:
- review benefits
- update personal information
- student time entry and approval

Sign in
NetID: [ ]
Password: [ ]
Sign In

Announcements
Online access to your 1098T form is now available!
Log into MyCSUEB and elect Electronic Delivery of your 1098T and you can get it right now! For the calendar year 2009, all eligible students will also receive a hard copy 1098T, but if you elect electronic delivery now, you can print it yourself. If you elect electronic delivery now, you will not receive a hard copy 1098T.

Student Announcements

Fee Information
The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees.

Important Dates - Winter Quarter 2010
- First Enrollment Period (16 units max): 11/9/09 - 11/19/09
- Second Enrollment Period (22 units max): 11/20/09 - 11/27/09
- Open Enrollment Period (22 units max): 11/28/09 - 12/30/09
- Fee Payment Deadline: 12/16/09
- First day of classes: 1/4/10
- Last day to add/drop or change grade type: 1/15/10
- Last day to file for hpc form: 1/15/10
- Last day to file for next bursar's enrollment: 1/15/10
Absence Management Overview

Employee Tab

My-CSUEB

Manager | Timekeeper | Employee

Personal Information
- Personal Information Summary
- Names
- Addresses
- Phone Numbers
- Email Addresses
- Emergency Contacts

Greetings
Welcome to My-CSUEB!
Use these pages to review and update personal information like your address, email and phone number. In addition, view past and current benefit and compensation information.
Click the Help link above for more information on how each of these pages can be used.

Benefits Information
- Benefits Summary
- Dependent Information

Job/Payroll Information
- Job History
- Paycheck Data

Employee Announcements
Employee Self Service Now Live!
All CSU East Bay employees are now able to view and update personal information in PeopleSoft (My-CSUEB). As an employee, you can update your contact information, including address, phone and email; update emergency contact information; and view data related to your job, compensation and benefits. View the Employee Self Service via My-CSUEB business process guide for more detailed information.

You can also see these pages outside of My-CSUEB by logging directly into PeopleSoft - HEBPRD. View the Employee Self Service via HEBPRD business process guide for more information.
**Employee: View Absence Balances**

**Charley Absence**

View current absence entitlement balances. Current balances do not reflect absence requests that have not been processed by payroll. For more details please contact your absence administrator.

<table>
<thead>
<tr>
<th>Description</th>
<th>Balance as of 03/01/2010</th>
<th>From</th>
<th>To</th>
<th>Accrual Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Service - Period Balance</td>
<td>140.00 Hours</td>
<td>01/01/2010</td>
<td>12/31/2010</td>
<td>Year to Date</td>
</tr>
<tr>
<td>Personal Holiday Balance</td>
<td>0.00 Days</td>
<td>01/01/2010</td>
<td>12/31/2010</td>
<td>Year to Date</td>
</tr>
<tr>
<td>Sick - Period End Balance</td>
<td>505.00 Hours</td>
<td>01/01/2010</td>
<td>12/31/2010</td>
<td>Year to Date</td>
</tr>
<tr>
<td>Vac - Period End Balance</td>
<td>184.00 Hours</td>
<td>01/01/2010</td>
<td>12/31/2010</td>
<td>Year to Date</td>
</tr>
</tbody>
</table>
Employee: Enter Absences
## Employee: Enter Absences

<table>
<thead>
<tr>
<th>Absence Name</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Balance</th>
<th>Partial Days</th>
<th>Hours per Day</th>
<th>Absence Duration</th>
<th>Unit Type</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation Take</td>
<td>03/08/2010</td>
<td>03/10/2010</td>
<td>61.35</td>
<td>None</td>
<td></td>
<td>24.00 Hours</td>
<td></td>
<td>Add Comments</td>
</tr>
<tr>
<td>Sick Take - Self</td>
<td>03/02/2010</td>
<td>03/02/2010</td>
<td>76</td>
<td>Partial Hours</td>
<td>2.00</td>
<td>2.00 Hours</td>
<td></td>
<td>Add Comments</td>
</tr>
<tr>
<td>Furlough Day Take</td>
<td>03/12/2010</td>
<td>03/12/2010</td>
<td></td>
<td></td>
<td></td>
<td>1.00 Days</td>
<td></td>
<td>Add Comments</td>
</tr>
<tr>
<td>CTO Take</td>
<td>03/03/2010</td>
<td>03/03/2010</td>
<td>0.88</td>
<td>Partial Hours</td>
<td>0.88</td>
<td>0.88 Hours</td>
<td></td>
<td>Add Comments</td>
</tr>
<tr>
<td>Vacation Take</td>
<td>03/03/2010</td>
<td>03/03/2010</td>
<td>61.35</td>
<td>Partial Hours</td>
<td>7.12</td>
<td>7.12 Hours</td>
<td></td>
<td>Add Comments</td>
</tr>
</tbody>
</table>
## Employee: Add Comments

### Absence Event Comments

Enter comments to be associated with the absence event and click the "Add Comments" button to save them. To return without saving click the "Return" button.

Please enter relationship of the deceased: Father

### Enter New Absence Events

<table>
<thead>
<tr>
<th>Absence Name</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Partial Days</th>
<th>Absence Duration</th>
<th>Unit Type</th>
<th>Edit Comments</th>
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<tbody>
<tr>
<td>Funeral Take</td>
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<td>Hours</td>
<td>Hours</td>
<td>Add Comments</td>
</tr>
</tbody>
</table>

Calculate Duration
Manager Tab

- Time and Labor Information
  - View or Enter Time for Employee
  - View Payable Time for Employee
  - View and Resolve Exceptions
  - Approve Time for Employee
  - Student Approval Report
  - Hourly Approval Report
  - Timecard Report

- Absence Information
  - Enter Absences for Employee
  - Approve Reported Absences
  - View Absence Balances
  - Absence Activity Report
  - Rptg Structure & Approval Rpt
Manager: View Absence Balances

View Employee Absence Balances

Select Employee
Charley Absence

Select an employee to view absence balances by clicking on the employee name, clicking on Search for an employee, or clicking on the chart icon to find an indirect report.

Transaction Effective Date: 03/11/2010

<table>
<thead>
<tr>
<th>Name</th>
<th>EmpID</th>
<th>EmpID NBR</th>
<th>Job Title</th>
<th>Department</th>
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</thead>
<tbody>
<tr>
<td>Daniel Absence</td>
<td>011184894</td>
<td>0</td>
<td>AAS 12</td>
<td>Absence</td>
</tr>
<tr>
<td>Matthew Absence</td>
<td>000010773</td>
<td>1</td>
<td>ITC 12</td>
<td>Absence</td>
</tr>
<tr>
<td>Matthew Absence</td>
<td>000010773</td>
<td>0</td>
<td>AAS 12</td>
<td>Absence</td>
</tr>
<tr>
<td>Melanie Absence</td>
<td>000014529</td>
<td>0</td>
<td>AAS 12</td>
<td>Absence</td>
</tr>
<tr>
<td>Sami Absence</td>
<td>000026126</td>
<td>0</td>
<td>AAS 12</td>
<td>Absence</td>
</tr>
<tr>
<td>Suzi Absence</td>
<td>010548257</td>
<td>0</td>
<td>AAS 12</td>
<td>Absence</td>
</tr>
<tr>
<td>Terri Absence</td>
<td>011187598</td>
<td>0</td>
<td>AAS 12</td>
<td>Absence</td>
</tr>
</tbody>
</table>

Search for an employee:

Return To Manager Self Service
Return to Time Management
Manager: View Absence Balances

View Absence Balances

Terri Absence

View current absence entitlement balances. Current balances do not reflect absence requests that have not been processed by payroll. For more details please contact your absence administrator.

<table>
<thead>
<tr>
<th>Description</th>
<th>Balance as of 03/01/2010</th>
<th>From</th>
<th>To</th>
<th>Accrual Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Service - Period Balance</td>
<td>77.00 Hours</td>
<td>01/01/2010</td>
<td>12/31/2010</td>
<td>Year to Date</td>
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<tr>
<td>Personal Holiday Balance</td>
<td>0.00 Days</td>
<td>01/01/2010</td>
<td>12/31/2010</td>
<td>Year to Date</td>
</tr>
<tr>
<td>Sick - Period End Balance</td>
<td>347.00 Hours</td>
<td>01/01/2010</td>
<td>12/31/2010</td>
<td>Year to Date</td>
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<tr>
<td>Vac - Period End Balance</td>
<td>104.67 Hours</td>
<td>01/01/2010</td>
<td>12/31/2010</td>
<td>Year to Date</td>
</tr>
</tbody>
</table>

Go To: Direct Reports
Manager: Enter Absences

Manager Absence Entry

Charley Absence

Click for instructions

<table>
<thead>
<tr>
<th>Employees</th>
<th>Empid</th>
<th>Empid</th>
<th>Car/Pd Abs</th>
<th>First Name</th>
<th>Last Name</th>
<th>Status</th>
<th>Department</th>
<th>Dept Name</th>
<th>Job Code</th>
<th>Job Title</th>
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</thead>
<tbody>
<tr>
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<td>Absence</td>
<td>Daniel</td>
<td>Absence</td>
<td>Active</td>
<td>14400</td>
<td>Absence Management</td>
<td>1038</td>
<td>Admin Analyst/Specialist 12 Mo</td>
</tr>
<tr>
<td>000010773</td>
<td>1</td>
<td>None</td>
<td>Absence</td>
<td>Matthew</td>
<td>Absence</td>
<td>Active</td>
<td>14400</td>
<td>Absence Management</td>
<td>0420</td>
<td>Info Tech Consultant 12 Mo</td>
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<td>Absence</td>
<td>Matthew</td>
<td>Absence</td>
<td>Active</td>
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<td>000011088</td>
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<td>Absence</td>
<td>Active</td>
<td>14400</td>
<td>Absence Management</td>
<td>1038</td>
<td>Admin Analyst/Specialist 12 Mo</td>
</tr>
<tr>
<td>00002126</td>
<td>1</td>
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<td>Absence</td>
<td>Sami</td>
<td>Absence</td>
<td>Active</td>
<td>14400</td>
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<td>010542927</td>
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<td>Absence Management</td>
<td>1038</td>
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<tr>
<td>011187698</td>
<td>0</td>
<td>Appr</td>
<td>Absence</td>
<td>Terri</td>
<td>Absence</td>
<td>Active</td>
<td>14400</td>
<td>Absence Management</td>
<td>1038</td>
<td>Admin Analyst/Specialist 12 Mo</td>
</tr>
</tbody>
</table>
Manager: Enter Absences

Report Absences
Charley Absence
010888357
Administrator: 3312
Absence Management: 14400

Existing Absence Events
<table>
<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>rough Day Take</td>
<td>03/1/2010</td>
<td>03/1/2010</td>
<td>1.0 Days</td>
<td>Submitted</td>
<td>Carrie M. Medders</td>
<td></td>
</tr>
</tbody>
</table>

Enter New Absence Events

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

Submit
# Manager: Enter Absences

## Enter New Absence Events

<table>
<thead>
<tr>
<th>Absence Name</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Balance</th>
<th>'Partial Days'</th>
<th>Hours per Day</th>
<th>Absence Duration</th>
<th>Unit Type</th>
<th>Calculate Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation Take</td>
<td>03/08/2010</td>
<td>03/10/2010</td>
<td>61.35</td>
<td>None</td>
<td></td>
<td>24.00 Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick Take - Self</td>
<td>03/02/2010</td>
<td>03/02/2010</td>
<td>76</td>
<td>Partial Hours</td>
<td>2.00</td>
<td>2.00 Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furlough Day Take</td>
<td>03/12/2010</td>
<td>03/12/2010</td>
<td></td>
<td></td>
<td></td>
<td>1.00 Days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CTO Take</td>
<td>03/03/2010</td>
<td>03/03/2010</td>
<td>0.88</td>
<td>Partial Hours</td>
<td>0.88</td>
<td>0.88 Hours</td>
<td></td>
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<td>Vacation Take</td>
<td>03/03/2010</td>
<td>03/03/2010</td>
<td>61.35</td>
<td>Partial Hours</td>
<td>7.12</td>
<td>7.12 Hours</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Manager: Approve Absences

### Approve Reported Absences

For employees reporting to

Charley Absence

[Click for Instructions]

<table>
<thead>
<tr>
<th>Select</th>
<th>EmpID</th>
<th>Email Recd</th>
<th>Cur Psd Abs</th>
<th>First Name</th>
<th>Last Name</th>
<th>Status</th>
<th>Department</th>
<th>Dept Name</th>
<th>Job Code</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>011184994 D</td>
<td>Appr</td>
<td>Absence</td>
<td>Daniel</td>
<td>Absence</td>
<td>Active</td>
<td>14400</td>
<td>Absence Management</td>
<td>1038</td>
<td>Admin Analyst/Spclst 12 Mo</td>
</tr>
<tr>
<td>[ ]</td>
<td>000010773 I</td>
<td>None</td>
<td>Absence</td>
<td>Matthew</td>
<td>Absence</td>
<td>Active</td>
<td>14400</td>
<td>Absence Management</td>
<td>0420</td>
<td>Info Tech Consultant 12 Mo</td>
</tr>
<tr>
<td>[ ]</td>
<td>000010773 D</td>
<td>Appr</td>
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<td>Matthew</td>
<td>Absence</td>
<td>Active</td>
<td>14400</td>
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<td>Admin Analyst/Spclst 12 Mo</td>
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<td>Absence</td>
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<tr>
<td>[ ]</td>
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<tr>
<td>[ ]</td>
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</tbody>
</table>
Manager: Approve Absences

Approve Reported Absences
Charley Absence
080033675
Administrator II 3312
Absence Management 14480

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<tr>
<th>Employee ID</th>
<th>Email</th>
<th>Absence Type</th>
<th>Name</th>
<th>Absence Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Duration</th>
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<tbody>
<tr>
<td>1 0000325126</td>
<td>0</td>
<td>Semi</td>
<td>Absence</td>
<td>Furlough Day Take</td>
<td>03/12/2010</td>
<td>03/12/2010</td>
<td>1.06 Days</td>
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<td>Jury Duty Take</td>
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<td>03/02/2010</td>
<td>03/02/2010</td>
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Select All | Deselect All | Search
Absence Activity Report

Manager/Supervisor and Timekeeper have access to run; replaces LAB report

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<th>Name/Emplid</th>
<th>Leave Type</th>
<th>Balance</th>
<th>Taken</th>
<th>Earned</th>
<th>Misc Adj</th>
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<tbody>
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<tr>
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Reporting & Approval Structure

Manager/Supervisor and Timekeeper have access to run

Non-Absence Management Employees

Absence,MJ 010684273- 1 00002949-Student-NonResident Alien Tax
Key Takeaways

- March 17 go-live
- Key absences as they occur
- Approve absences regularly
- Stay on top of reporting structure changes
- Report problems when they happen
- Don’t be afraid to ask questions
- Don’t panic...be patient...and most of all...
HAVE FUN!!