

PeopleSoft Absence Management - Employee

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Navigating to the Report and View Absences Page

1. Log into the myHumboldt portal at <u>http://humboldt.edu/myhumboldt</u>	Secure your information: myHumbolid Password Password Forgot your user name or password? Log in to myHumbolid, and you'll get access to any of the following applications you're authorized to use: Grani, Catendar, & other Google Apps - Student Center (& Help) - Faculty Center (& Help) PopleSoft Fundar, & other Google Apps - Student Center (& Help) - Faculty Center (CHelp) Modie - Library articles & databases - STARS (scholarship application) - CSU Portal
2. Choose the PeopleSoft HCM link	PeopleSoft C ▼ Access to PeopleSoft applications: ■ PeopleSoft HCM ■ PeopleSoft HCM ■ PeopleSoft HCM
3. Navigate to Report and View Absences by choosing Main Menu → Self Service → Time Reporting → Report Time → Report and View Absences.	Favgrites Man Menu Personalize Self Condition Sector Humbolit CS Customization O GSU Tem Stref Timesheet > Self Service Manageric > Self Service Manageric > Self Service Personal Information > Self Service Time Reporting > Self Service Personal Information > Self Service Time Reporting > Benefits Benefits > Orgenisation Stock Activity > Time and Labor Stock Activities > Global Pavroll for North America Campus Fraerces > Workforu Workfow User Preferences > Organization Workfow User Preferences
 4. The Report and View Absences page appears. The page includes the following: a. The page header b. From and Through date selectors c. Existing Absence Events d. Enter New Absence Events e. Calculate Duration button f. Submit button 	Report and View Absences Philip Pirrip 80000000 Admin Analyst/Spcist 12 Mo 1038 IT-Training 10356 Click for Instructions From 03/02/2011 Existing Absence Events Absence Name Begin Date End Date Absence Unit Type No Time Taken 03/02/2011 03/02/2011 03/03/2011

Calculate Duration

Reporting No Time Taken This section covers how to report that you did not have any absences during the pay period.

 The default option for absences is "No Time Taken." Review the pay period dates to ensure that you are entering time for the current pay period. Click Submit. 	Report and View Absences Philip Pirrip 8000000 Admin Analyst/Spcist 12 Mo 1038 IT-training 10356 Click for Instructions From 04/01/2011 Existing Absence Events Customize [Find] # First 1 of 1 * Last Absence Name Begin Date End Date Muration Unit Type Last Updated By Image: Name 1 04/01/2011 Odd/01/2011 04/30/2011 Calculate Duration Init Type Calculate Duration To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. Submit Submit
4. You will receive a confirmation message that your absence entries were submitted. Click OK.	Submit Confirmation The Absence(s) were submitted successfully. ОК
5. The entry now appears in the Existing Absence Events section. Your entry has now been submitted for review and you are finished.	From 04/01/2011 Through 04/30/2011 Existing Absence Events Customize Find # First First 1 of 1 Absence Name Begin Date End Date Absence Status Last Updated By No Time Taken 04/01/2011 04/30/2011 Submitted Pirrip,Philip

Reporting Absences

- **1.** Navigate to the Report and View Absences page as described in the previous section.
- **Report and View Absences** Philip Pirrip 800000000 Admin Analyst/SpcIst 12 Mo 1038 IT-Training 10356 Click for Instructions From 03/02/2011 🖲 Through 03/31/2011 Existing Absence Events ize | Find | 🛗 First 🗹 1 of 1 🕑 La bsence Name Begin Date End Date Enter New Absence Events Begin Date End Date bsence Name 03/02/2011
 03/31/2011 No Time Taken Add Comments + -Calculate Duration
- 2. Select an absence type from the drop-down menu under Absence Name.

Note: The types of absences available to you will depend on your classification and bargaining unit.

No Time Taken Image: Constraint of the second s	No Time Taken			Duration			
Bereavement/Funeral CTO Premium Earn CTO Straight Earn TO Straight Earn To Straight Earn To Kake Holiday ADO Expiring Take Holiday ADO Expiring Take Holiday CTO Earn Holiday CTO Earn Holiday CTO Take Jury Duty Mil Spouse/Domestic Partner Miltary Leave No Time Taken Organ Donor/Bone Marrow Parental Leave Personal Holiday Personal Holid		03/02/2011	03/31/2011 🖪		ĺ	Add Comments	+ -
	Sereavement/Funeral CTO Premium Earn CTO Straight Earn TO Straight Earn Jock Holiday ADO Expiring Earn Holiday ADO Expiring Take Holiday CTO Earn Holiday CTO Earn Holiday CTO Take Jury Duty Mil Spouse/Domestic Partner Miltary Leave No Time Taken Dorgan Donor/Bone Marrow Parental Leave Personal Holiday Professional Development Sick - Bereavement Sick - Setf	best of my know ted is accurate U policy require	ledge and belief, th and in full complian ments. Submit	e information ce with legal			

3. Enter the Begin Date of the absence. You may type in the date or click the Calendar icon for a calendar view.

Note: Your absence entry cannot start or end on a campus holiday.



4. The End Date automatically changes to match the Begin Date. If the absence occurred over more than one day, change the End Date.

Note: The Balance field shows the amount of leave available to you for the absence type you have selected (if applicable). The system will not allow you to enter an absence that exceeds your available balance.

- Note: If the time between the Begin Date and End Date includes weekends or campus holidays, the system will omit those days from the calculations.
- 6. If your absence was for less than a full day and you are non-exempt, select Partial Hours under the Partial Days column.
- 7. The Hours per Day column will automatically appear and you can enter the number of hours for your absence.

Note: If you enter partial hours for a range of dates, do not include weekends or holidays in the range.

8. Click Add Comments to add a comment for the absence.

Note: A comment is required only when the Add Comments link appears in red.

9. Enter a comment for the absence. If a comment is required, you may see text indicating what information you are required to provide.

Enter New Absence Events			
Absence Name	<u>*Begin Date</u>	End Date	<u>Balance</u>
Sick - Family Care	03/15/2011 🛐	03/15/2011 🛐	29.5

nter New Absence Events						
Absence Name	<u>*Begin Date</u>	End Date	Balance	<u>*Partial Days</u>	<u>Absence</u> <u>Duration</u>	<u>Unit Type</u>
Vacation 💌	03/28/2011 🛐	04/01/2011 関	137.02	None 💌	32.00	Hours

nter New Absence Events					
bsence Name	<u>*Begin Date</u>	End Date	Balance	<u>*Partial Days</u>	<u>Hours</u> per Day
Sick - Family Care 💌	03/15/2011 🛐	03/15/2011 🛐	29.5	Partial Hours 💌	4.00

nter New Absence Events							
bsence Name	*Begin Date	End Date	Balance	<u>*Partial Days</u>	<u>Absence</u> <u>Duration</u>	<u>Unit Type</u>	
šick - Family Care 🔽	03/15/2011 🖲	03/15/2011 関	29.5	None 💌		Hours	Add Comments

Absence Event Comments

Enter comments to be associated with the absence event and click the Save Comments button to save them. To return without saving click the Return to Entry Page link.

Please enter relationship of family member: daughter.

*

10.	Once you are finished entering your comment, click Save Comments. Note: To return to the Report Absences page without saving your comment, click Return to Entry Page.	Save Comments Return to Entry Page
11.	To report additional absences, click the plus sign at the end of the row. To remove an absence, click the negative sign at the end of the row.	Enter New Absence Events Absence fiame *Begin Date End Date Balance *Partial Days Absence Junt Type Sick - Family Care Image: Comparison of the second se
12.	Once you have finished entering your absence(s), click Calculate Duration.	Enter New Absence Events Absence Rame 'Beain Date End Date Balance 'Partial Days Absence Ruration Sick - Family Care 03/15/2011 03/15/2011 29.5 None Hours Edit Comments Image: Comments Vacation 03/30/2011 03/30/2011 137.02 None Hours Add Comments Image: Comments Calculate Duration Calculate Duration Image: Comments Image: Comments Image: Comments Image: Comments Image: Comments
13.	The Absence Duration and Unit Type columns will show the duration of each absence.	Enter New Absence Events Absence Name 'Begin Date End Date Balance 'Partial Days Absence Duration Unit Type Sick - Family Care 03/15/2011 03/15/2011 03/15/2011 29.5 None 8.00 Hours Vacation 03/30/2011 03/30/2011 137.02 None 8.00 Hours Calculate Duration
14.	To submit your time, click Submit. Note: Once you submit your time, you will not be able to edit the entries. To make changes, you will need to delete the absence entry and re-enter.	To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.
15.	You will receive a confirmation message that your absence entries were submitted. Click OK.	Submit Confirmation The Absence(s) were submitted successfully.
16.	The absences now appear in the Existing Absence Events section of the page. Your absence entries have now been submitted for review and you are finished.	From 03/02/2011 10 Customize Find # First 1.2 of 2 > Last Absence Events Customize Find # First 1.2 of 2 > Last Absence Ivents Absence Unit Type Absence Status Sick - Family Care 03/15/2011 03/15/2011 8.00 Hours Submitted Pirrip,Philip The submitted Vacation 03/30/2011 03/30/2011 8.00 Hours Submitted Pirrip,Philip The submitted

Correcting an Absence Entry

When your timekeeper and/or manager reviews your absence entries, they may send an entry back to you for correction. This section covers how to correct an absence entry.

1.	When you receive an email indicating that an absence entry needs to be corrected, review the information in the email. A comment indicating what you need to modify will be at the bottom of the email.	To: Π Training, Cc Subject: Your Absence Entry Needs Correction The following Absence Request has been marked "Needs Correction" by Estella Drummle: Employee: Philip Pimip Absence: Vacation Start Date: 2011-03-30 End Date: 2011-03-30 Duration: 8 Hours Comments associated with the review: This is the incorrect date for the absence. Please modify to show the vacation day as 3/29/11.
2.	In PeopleSoft, navigate to Report and View Absences by choosing Main Menu \rightarrow Self Service \rightarrow Time Reporting \rightarrow Report Time \rightarrow Report and View Absences.	Favgites Man Menu Personalize Search Menu: Personalize CSU Temp Faculty B Humboldt CSU Temp Faculty Image: Search Menu: B Humboldt Search: CSU Temp Faculty B Humboldt Search: CSU Temp Faculty B Humboldt Search: CSU Temp Faculty B Humboldt Search: Sef Time B Humboldt Search: Manager Sef Service D Personal Information Payroll and Compensation Personal Information Payroll and Compensation Personal Payroll and Compensation Searchits: Benefits Semitis: Compensation Stock Activity Eernity Beack Request Sequentity Hearning and Development Sequentity Campus Frances Worldforc: Payroll Interface Worldforc: Payroll Interface
3.	Your current absence entries appear. Locate the absence that needs correction under Existing Absence Events. Click the Delete icon next to the entry to delete it.	From 03/02/2011 Im Existing Absence Events Customize End] Im Absence Name Begin Date End Date Absence Duration Unit Type Absence Status Last Updated By Sick - Family Care 03/15/2011 03/15/2011 8.00 Hours Reviewed Drummle,Estella Vacation 03/30/2011 03/30/2011 8.00 Hours Needs Correction Drummle,Estella
4.	Confirm the deletion by clicking on Yes.	Confirm Delete Click Yes to Delete this Absence Event Absence: Vacation Begins: 3/30/2011 Ends: 3/30/2011 Yes No
5.	Re-enter the absence entry with the corrected information, then click Submit.	Enter New Absence Events Absence Name 'Begin Date End Date Balance 'Partial Days Absence Duration Unit Type Vacation 03/29/2011 03/29/2011 137.02 None 8.00 Hours Calculate Duration Timesheet To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. Submit

- 6. You will receive a confirmation message that your absence entries were submitted. Click OK.
 Submit Confirmation
 ✓ The Absence(s) were submitted successfully.
- **7.** The corrected absence entry now appears in the Existing Absence Events section.

ÜK							
From 03/02/2011	Through	03/31/2011	31				
Existing Absence Events				Cu	stomize Find	First 🗹 1-2 of 2	▶ Last
Absence Name	Begin Date	End Date	Absence Duration	<u>Unit Type</u>	Absence Status	Last Updated By	
Sick - Family Care	03/15/2011	03/15/2011	8.00	Hours	Reviewed	Drummle,Estella	
Vacation	03/29/2011	03/29/2011	8.00	Hours	Submitted	Pirrip,Philip	Î

Viewing Leave Balances

Viewing your available leave balances can help you track your available sick leave, vacation leave, personal holiday, compensatory time, and state service.

 Navigate to Employee Balance Inquiry by choosing Main Menu → Self Service → Time Reporting → Employee Balance Inquiry. 	Favgrites Main Menu Personalize Search Menu: Wenu Image: Search Menu: Search: CSU Temp Faculty Humboldt: Self Service D CSU Tem; Self Service D Humboldt: Self Service D Self Service Time Reporting D Recruiting Personal Information D Recruiting Payroll and Compensation D Benefits Benefits D Compens Compensation D Payroll for North America Recruiting D Payroll int Payrol for North America D Overdrore Poyroll Interface Workforce Development D Workforce Comput Function D Workforce Vork Worker Development D Workforce Comput Function D Workforce Comput Function D Workforce Comput Function D Workforce Payroll Interface D Workforce Workforce Development Workforce Workforce Development D Workforce Workforce Development D Workforce Workforce Development Workforce Workforce D
 2. There are three tabs of information on this screen: a. Absence Balances b. Compensatory Time c. State Service for Absence 	Employee Balance Inquiry Philip Pirrip 8000000 Admin Analyst/Spcist 12 Mo 1038 IT-Training 10356 Last Finalized Balances Customice [End Vew Al] # Frest 1 of 1 P Last Absence Balances Compensatory Time State Service for Absence Textpol Rame Parroll East Employee Balances Balance Balance Balance Balance Available 1 Pirrip.Philip Active 80000000 0 10356 R09 2011-01 02/01/2011 33.500 137.020 0
3. To view additional details on your balances, click the Details icon	Name Payroll Status Emplit Red Mbr Emplit Red Mbr Union Red Status Lass Finalized Period Balances as of Date Sick Balance Vacation Holidar Available 1 Pirrip.Philip Active 80000000 0 10356 R09 2011-01 02/01/2011 33.500 137.020 Q
 Select a tab to view details relating to that balance type. To return to the previous page, click Return. 	Absence Balance Details EmpliD: 80000000 Philip Pirrip EmpliRcd#: 0 Last Period Finalized: 2011-01 Department: 10356 IT-Training Union Code: R09 Payroll Status: Active
6. To view information on leave accrual rates, click Graduated Vacation Chart.	Employee Balance Inquiry Philip Pirrip 8000000 Info Tech Consultant 12 Mo 0420 IT-Training 10356 Last Finalized Balances Customce [End] View Al] First (1 of 1) Last Absence Balances Compensatory Time State Service for Absence Territy Name Parroll Endl Red Department Code Finalized Balances Stick Vacation Personal Holiday Details Available 1 Pirrip.Philip Active 80000000 0 10356 R09 2011-01 02/01/2011 33.500 137.020 0

- **7.** The Graduated Vacation Chart shows how much leave you accrue each month based on your years of service.
- **8.** Press the Esc key on the keyboard to go back.

SUMMARY OF VACATION ACCRUAL RATES			SUMMARY OF MAXIMUM VACATION AND CTO CREDITS				
SERVICE REQUIREMENTS*	MONTHLY VACATION ACCRUAL RATE	DAYS ACCRUED PER YEAR	BARGAINING UNIT OR CLASSIFICATION	ANNUAL CTO MAX*	FLSA ANNUAL CTO MAX**	MAX VACATION: LESS THAN 10 YEARS OF SERVICE	MAX VACATION MORE THAN 10 YEARS OF SERVICE
0-3 YEARS: 1 TO 36 MONTHS	6 2/3 HOURS	10	M98	N/A	N/A	480 HOURS	480 HOURS
3-6 YEARS: 37 TO 72 MONTHS	10 HOURS	15	M80	N/A	N/A	384 HOURS	440 HOURS
6-10 YEARS: 73 TO 120 MONTHS	11 1/3 HOURS	17	UNIT 1	N/A	N/A	272 HOURS	384 HOURS
10-15 YEARS: 121 TO 180 MONTHS	12 2/3 HOURS	19	UNIT 2	120 HOURS	240 HOURS	272 HOURS	384 HOURS
15-20 YEARS: 181 TO 240 MONTHS	14 HOURS	21	UNIT 3	N/A	N/A	320 HOURS	440 HOURS
20-25 YEARS: 241 TO 300 MONTHS	15 1/3 HOURS	23	UNIT 4	120 HOURS	240 HOURS	320 HOURS	440 HOURS
OVER 25 YEARS: 301 MONTHS AND UP	16 HOURS	24	UNIT 5	120 HOURS	240 HOURS	272 HOURS	384 HOURS
			UNIT 6	240 HOURS	240 HOURS	272 HOURS	384 HOURS
VACATION ACCRUAL RATES FOR ELIG	UNIT 7	120 HOURS	240 HOURS	272 HOURS	384 HOURS		
EXECUTIVE (M98), MANAGEMENT (M80),			UNIT 8	200 HOURS***	480 HOURS	272 HOURS	384 HOURS
CONFIDENTIAL (C99), FACULTY (Unit 3)	16	24	UNIT 9	120 HOURS	240 HOURS	272 HOURS	384 HOURS
AND ACADEMIC STUDENT (UNIT 11)			UNIT 10	240 HOURS	240 HOURS	272 HOURS	384 HOURS
			UNIT 11	N/A	N/A	80 HOURS	80 HOURS
			UNIT 12	N/A	N/A	272 HOURS	440 HOURS
			E99	120 HOURS	240 HOURS	272 HOURS	384 HOURS
			C99	120 HOURS	240 HOURS	384 HOURS	384 HOURS