

INFORMATION TECHNOLOGY SERVICES

Overview

This step-by-step guide will show you how to enter absences on behalf of other employees in PeopleSoft (MySJSU / HSJPRD). The employees you can view are based on your department security status. Absences should be entered as they occur. There is no need to wait until the end of the pay period to key them in. Failure to key absences on time may result in incorrect processing.

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Sign in to MySJSU

This section demonstrates how to sign in to the database.

Note: MySJSU and HSJPRD are the same database.

Sign in to MySJSU / HSJPRD.

- 1. Navigate to MySJSU (http://my.sjsu.edu/).
- 2. Click the MySJSU Sign In button.





Quick Links

- My Password/Sign In Help
- System Downtime

MySJSU SIGN IN

Contact Us MySJSU is supported by the Common Management Systems (CMS) Project Office and its Project Team.

CMS Project Office

One Washington Square San José, CA 95192-0042

The Oracle PeopleSoft Enterprise (MySJSU) sign in page displays.

- 3. Enter your SJSU ID and Password.
- 4. Click the **Sign In** button.

Note: If you have difficulty signing in, contact the CMS Help Desk by email (cmshelp@sjsu.edu) with your full name, department and SJSU ID.



SJSU ID: Password:	
Sign In	

Report and View Absences for Employees

1. From the Main Menu navigate to Manager Self Service > Time Management > Report Time > Timekeeper Absence Entry.



The Timekeeper Absence Entry page displays.

Note: The grid can be sorted by clicking any hyperlinked column title.

2. Click the **EmplID** of the employee for whom you want to report an absence.

ORACLE

Favorites Main Menu > Manager Self Service > Time Management > Report Time > Timekeeper Absence Entry

New Window Help Customize Page

Home Add to Favorite

Timekeeper Absence Entry

Carrie Medders Click for Instructions

Employees						Customize Find View	AII 🖾 🚻	First 🚺	1-10 of 10 🔟 Last
<u>Emplid</u>	<u>Empl</u> <u>Rcd</u>	<u>Current</u> Period Absence	<u>Name</u>	<u>Status</u>	<u>Dept ID</u>	<u>Dept Name</u>	Position	Job Code	Job Title
<u>000027899</u>	0	Sub	Abbott,Julie K	Active	1207	CMS Project Office	00009333	0420	Info Tech Consultant 12 Mo
000045683	0	Sub	Brinkley,Christy R	Active	1207	CMS Project Office	00000981	0420	Info Tech Consultant 12 Mo
003439853	0	None	Ford,Harrison L	Terminated	1207	CMS Project Office	00000552	0420	Info Tech Consultant 12 Mo
<u>000019982</u>	0	Appr	Kasdan,Lucy	Active	1207	CMS Project Office	00007772	0420	Info Tech Consultant 12 Mo
000040509	0	Appr	Kay,Mary K	Work Break	1207	CMS Project Office	00004988	0420	Info Tech Consultant 12

The Report and View Employee Absences page displays.

Note: If an employee holds more than one position, you will be prompted to select which job you want to enter absences for.

Existing absences for the current pay period will be displayed in the top grid. The **From** and **Through** dates can be changed to show absences from other pay periods.

In the bottom grid, the Absence Name "No Time Taken" defaults to the current pay period **Begin Date** and **End Date**.

3. If this is correct, click the **Submit** button.

No other action is necessary.



Favorites Main Menu > Manager Self Service > Time Management > Report Time > Timekeeper Absence Entry

Report and View Employee Absences

Julie Abbott 000027899 0 Info Tech Consultant 12 Mo 0420 CMS Project Office 1207

Click for Instructions

From 02/01/2012 🛐 Through 02/29/2012 🛐

Existing Absence Events			Customize Find 🖾 🛗 🛛 First 💶 1 of 1 🔟 La						
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Enter New Absence Events									
Absence Name	<u>*Begin Date</u>	<u>*End Date</u>	<u>Absence</u> <u>Duration</u>	<u>Unit Type</u>					
No Time Taken 💽	02/01/2012 🗃	02/29/2012 🛐			Add Comments	+ -			
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

Return to Employee List	Previous Employee In List	Next Employee In List
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4. To record an absence, select the **Absence Name** from the dropdown menu.



Favorites Main Menu > Manager Self Service > Time Management > Report Time > Timekeeper Absence Entry

Report and View Employee Absences

Julie Abbott 000027899 0 Info Tech Consultant 12 Mo 0420 CMS Project Office 1207

Click for Instructions

From 02/01/2012 🛐 Through 02/29/2012 🛐

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		End Date	<u>Absence</u> <u>Duration</u>	<u>Unit Type</u>	<u>Last Updated By</u>	
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Report and View Employee Absences

Julie Abbott 000027899 0 Info Tech Consultant 12 Mo 0420 CMS Project Office 1207 <u>Click for Instructions</u>

From 02/01/2012 🛐 Through 02/29/2012 🛐 Existing Absence Events Customize | Find | 🖾 | 🛗 🛛 First 🖾 1 of 1 🔯 Last Absence Name <u>Begin Date</u> End Date <u>Unit Type</u> Last Updated By Enter New Absence Events <u>*End Date</u> Absence Name <u>*Begin Date</u> Balance *Partial Days <u>Unit Type</u> ■ 02/01/2012 3 02/01/2012 3 157.854 None Vacation -Hours Add Comments + -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 Return to Employee List Previous Employee In List Next Employee In List

The absence Balance displays, along with the option to use Partial Days.

- 5. Confirm that the **Balance** covers the absence you are recording.
- 6. Enter the **Begin Date** and **End Date**.
- If applicable, select Partial Hours from the Partial Days dropdown menu.
- 8. Add any comments.

(This is only required if the **Add Comments** link is red.)

 Click the plus (+) icon to add rows for additional absences. 10. With **Partial Hours** selected from the **Partial Days** dropdown menu, enter the **Hours per Day**.

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11. Add any comments.

(If the **Add Comments** link is red, this is required.)

12. Click the **plus (+)** icon to add rows for additional absences.

The Absence Event Comments page displays.

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Absence Event Comments

Please enter relationship of family member: child

13. Enter the information as prompted.

> Note: Be brief. Details are not required.

14. Click the Save Comments button.

displays.

button.

Save Comments Return to Entry Page ORACLE The Report and View Home Add t Favorites Main Menu > Manager Self Service > Time Management > Report Time > Timekeeper Absence Entry Employee Absences page **Report and View Employee Absences** Julie Abbott 000027899 Π Info Tech Consultant 12 Mo 0420 CMS Project Office 1207 Note: When the Add Click for Instructions Comments link shows Edit Comments: that indicates that From 02/01/2012 🛐 Through 02/29/2012 🛐 a comment has been entered. Existing Absence Events Customize | Find | 🖾 | 🛗 👘 First 🚺 1 of 1 D Last End Date Init Type sence Name legin Date Last Updated By Enter New Absence Events 15. Once all absences are Absence Name **'Begin Date** *End Date Balance ***Partial Davs** Unit Type entered, click the Submit Vacation ▼ 02/01/2012 到 02/01/2012 到 157.854 None -Hours Add Comments 🛨 🖃 Sick - Self 02/06/2012 1 02/06/2012 1 8 Partial Hours 🗸 2.00 Hours Add Comments 🛨 🗖 02/13/2012 1 02/13/2012 1 8 Sick - Family Care Partial Hours 🗾 2.00 Edit Comments 🛨 Hours Calculate Duration Timesheet To the best of my knowledge and belief, the information The Submit Confirmation ORACLE' page displays. Favorites Main Menu > Manager Self Service > Time Management > Report Time > Timekeeper Absence Entry Submit Confirmation 16. Click OK. The Absence(s) were submitted successfully. OK

Favorites Main Menu > Manager Self Service > Time Management > Report Time > Timekeeper Absence Entry

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.

The Report and View Employee Absences page displays.



Favorites Main Menu > Manager Self Service > Time Management > Report Time > Timekeeper Absence Entry

Report and View Employee Absences

 Julie Abbott

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 Info Tech Consultant 12 Mo
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 CMS Project Office
 1207

Click for Instructions

From	02/01/2012	31	Through	02/29/2012	31
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Vacation	02/0	01/2012	02/01/20	12 8	.00 H	ours	Revie	wed	Carrie	Medders	s - FOR D	EMOS
Sick - Self	02/0	06/2012	02/06/20	12 2	.00 H	ours	Revie	wed	Carrie	Medders	- FOR D	EMOS
Sick - Family Care	02/1	3/2012	02/13/20	12 2	.00 H	ours	Revie	wed	Carrie	Medders	s - FOR D	EMOS
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17. Use the navigation links at the bottom of the page to move from one employee to another.

Delete an Unapproved Absence

Timekeepers can only delete absences with a **Submitted** status (entered by the employee) or a **Reviewed** status (entered by a Timekeeper). **Approved** absences can only be deleted by an approver or by Payroll.

The Report and View ORACLE' Employee Absences page Favorites Main Menu > Manager Self Service > Time Management > Report Time > Timekeeper Absence Entry displays. Report and View Employee Absences Julie Abbott 000027899 0 1. To delete an absence, click Info Tech Consultant 12 Mo 0420 the trash can icon in the CMS Project Office 1207 far right column. Click for Instructions From 02/01/2012 🛐 Through 02/29/2012 🛐 Existing Absence Events Customize | Find | 🖾 | 🛗 💿 First 🚺 1-3 of 3 🔟 Last Absence Unit Type Absence Status End Date <u>Begin Date</u> Last Updated By Absence Name 02/01/2012 02/01/2012 8.00 Hours Reviewed Carrie Medders - FOR DEMOS Vacation Î Sick - Self 02/06/2012 02/06/2012 2.00 Hours Reviewed Carrie Medders - FOR DEMOS 俞 Sick - Family Care 02/13/2012 02/13/2012 2.00 Hours Reviewed Carrie Medders - FOR DEMOS Î Enter New Absence Events Absence Duration Absence Name *Begin Date *End Date <u>Unit Type</u> No Time Taken 💽 02/01/2012 🛐 02/29/2012 🛐 Add Comments + -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 ORACLE' The Confirm Delete page displays. Favorites Main Menu > Manager Self Service > Time Management > Report Time > Timekeeper Absence Entry **Confirm Delete** 2. Confirm that the absence to be deleted is the correct Click Yes to Delete this Absence Event one. Absence: Sick - Self Begins: 2/6/2012 Ends: 2/6/2012 If not, click the **No** button. Yes No 3. To continue deleting the selected absence, click the Yes button.

The Report and View Employee Absences page displays.

4. Confirm that the absence is no longer listed in the **Existing Absence Events** section.

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Favorites Main Menu > Manager Self Service > Time Management > Report Time > Timekeeper Absence Entry

Report and View Employee Absences

Julie Abbott 000027899 0 Info Tech Consultant 12 Mo 0420 CMS Project Office 1207

Click for Instructions

From 02/01/2012 3 Through 02/29/2012 3

Existing Absence Events Customize Find 🖾 🚟 First 🚺 1-2 of 2 💟 Li										
Absence Name	<u>Begin Date</u>	End Date	<u>Absence</u> <u>Duration</u>	<u>Unit Type</u>	<u>Absence</u> <u>Status</u>	<u>Last U</u>	odated By			
Vacation	02/01/2012	02/01/2012	8.00	Hours	Reviewed	Carrie	Medders - FOR D	EMOS		
Sick - Family Care	02/13/2012	02/13/2012	2.00	Hours	Reviewed	Carrie	Medders - FOR D	EMOS		
Enter New Absence Events										
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Return to Employee List Previous Employee In List Next Employee In List

and CSU policy requirements.

Submit

View Prior Absence Transactions for an Employee

All absence transactions since July 2006 can be viewed from the **Report and View Employee Absences** page.

The Report and View ORACLE' Employee Absences page Favorites Main Menu > Manager Self Service > Time Management > Report Time > Timekeeper Absence Entry displays. Report and View Employee Absences Julie Abbott 000027899 0 Note: The current pay period is Info Tech Consultant 12 Mo 0420 the default display. CMS Project Office 1207 Click for Instructions 1. Change the From date From 02/01/2012 🛐 Through 02/29/2012 🛐 and Through dates to view Existing Absence Events Customize | Find | 🖾 | 🛗 💿 First 🚺 1-3 of 3 🔟 Last a different set of absence Absence Unit Type Absence Status <u>Begin Date</u> Last Updated By Absence Name End Date transactions. 02/01/2012 02/01/2012 Reviewed Carrie Medders - FOR DEMOS Vacation 8.00 Hours Î Sick - Self 02/06/2012 02/06/2012 2.00 Hours Reviewed Carrie Medders - FOR DEMOS Â 02/13/2012 02/13/2012 2.00 Hours Reviewed Carrie Medders - FOR DEMOS Sick - Family Care Î Enter New Absence Events Absence Duration *Begin Date *End Date <u>Unit Type</u> Absence Name No Time Taken 💽 02/01/2012 🛐 02/29/2012 🛐 Add Comments + -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 The Report and View ORACLE Employee Absences page Favorites Main Menu > Manager Self Service > Time Management > Report Time > Timekeeper Absence Entry again displays. Report and View Employee Absences Julie Abbott 000027899 n 2. Change the From date Info Tech Consultant 12 Mo 0420 and Through date to view CMS Project Office 1207 a different set of absence **Click for Instructions** transactions. 10/01/2011 🛐 Through 02/29/2012 🛐 From Existing Absence Events Customize | Find | 🗷 | 8 of 8 💵 Last <u>Absence</u> <u>Status</u> Absence Name <u>Begin Date</u> End Date Unit Type Last Updated By Durati

10/04/2011 10/05/2011

10/14/2011 10/14/2011

10/28/2011 10/28/2011

10/31/2011 10/31/2011

11/04/2011 11/04/2011

12/30/2011 12/30/2011

02/01/2012 02/01/2012

02/13/2012 02/13/2012

16.00 Hours

8.00 Hours

8.00 Hours

8.00 Hours

8.00 Hours

8.00 Hours

8.00 Hours

2.00 Hours

Sick - Self

Vacation

Vacation

Sick - Self

Sick - Self

Vacation

Vacation

Sick - Family Care

Finalized Employee Self Service

In Process Employee Self Service

Reviewed Carrie Medders - FOR DEMOS 📋

Approved Carrie Medders - FOR DEMOS

Finalized

Finalized

Finalized

Finalized

View Absence Balances for Employees

This section demonstrates how to view current and prior absence balances for the employees in your charge.

1. From the Main Menu navigate to Manager Self Service > Time Management > Timekeeper Balance Inquiry.

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Julie Ab					\$					
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<u>Absence</u>		Global Payroll & Abs	ence M	gmt	- F	<u>:e</u> n	Unit Typ	e <u>Status</u>	Last Updated By	
Sick - Se		Set Up HKMS)0	Hours	Finalized	Employee Self Service	
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Vacation		My Personalizations)0	Hours	Finalized	Employee Self Service	
Sick - Se		11,1101001101000010)0	Hours	Finalized	Employee Self Service	
Sick - Sel	f	11/0	4/2011	11/04/2011	8.	.00	Hours	Finalized	Employee Self Service	
Vacation		12/3	0/2011	12/30/2011	8.	.00	Hours	In Process	Employee Self Service	
Vacation		02/0	1/2012	02/01/2012	8.	.00	Hours	Reviewed	Carrie Medders - FOR DEMOS	Î
Sick - Far	nily (are 02/1	3/2012	02/13/2012	2.	.00	Hours	Approved	Carrie Medders - FOR DEMOS	



Note: The Last Refresh date displays.

The Timekeeper Balance

Inquiry search page

displays.

2. Click the **Refresh Employee List** button. 3. Click OK.

The Timekeeper Balance Inquiry search page displays.

Note: The Search and Clear buttons are now available. Use Department or EmpIID criteria when searching.

4. Enter the Department for which you want to view employee balances.



The Timekeeper Balance Inquiry page / Absence Balances tab displays.

Sick Balance, Vacation Balance, and Personal Holiday Available display.

5. Click the **Compensatory** Time tab to view additional balances.

The Timekeeper Balance Inquiry / Compensatory Time tab displays.

All Compensatory Time types of leave display.

6. Click the State Service for Absence tab to view State Service Balances.



Home Add 1

	Last Finalized Balances for Employees Administered Qustomize Find View All 🗗 # First 🔟 1-8 by Carrie Medders or 8 🔟 Last										
Absence Balances	Compensatory	Time <mark>∦</mark> <u>S</u> tat	e Service	for Absence)					
<u>Name</u>	Payroll <u>Status</u>	EmpliD	Empl Rcd Nbr	<u>Department</u>	<u>Union</u> <u>Code</u>	<u>Last</u> <u>Finalized</u> <u>Period</u>	<u>Balances</u> as of Date	<u>Sick</u> Balance	<u>Vacation</u> Balance	<u>Personal</u> <u>Holiday</u> Details <u>Available</u>	
1 Abbott,Julie K	Active	000027899	0	1207	R09	2011-11	12/01/2011	8.000	165.854	0 🔡	
2 Brinkley,Christy R	Active	000045683	0	1207	R09	2011-11	12/01/2011	860.000	340.000	1 🔡	
3 Kasdan,Lucy	Active	000019982	0	1207	R09	2011-11	12/01/2011	421.000	364.994	1 📑	
4 Marcum, Shirley Z	Active	002480570	0	1207	R09	2011-11	12/01/2011	23.000	23.003	0 📑	

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	<u>Name</u>	Payroll <u>Status</u>	<u>EmpliD</u>	Empl Red Nbr	<u>Department</u>	<u>Union</u> <u>Code</u>	<u>Last</u> Finalized Period	Balances as of Date	<u>CTO</u> Balance	<u>Hol Cr</u> <u>Balance</u>	<u>Hol CTO</u> <u>Balance</u>	<u>Excess</u> <u>Balance</u>	Expiry ADO Balance	<u>Non</u> Expiry ADO Balance	Details
1	Abbott,Julie K	Active	000027899	0	1207	R09	2011-11	12/01/2011	0.000	0.000	0.000	0.000	0.000	0.000	li i
2	Brinkley,Christy R	Active	000045683	0	1207	R09	2011-11	12/01/2011	0.000	0.000	0.000	0.000	0.000	0.000	B
3	Kasdan Lucy	Active	000019982	0	1207	R09	2011-11	12/01/2011	0.000	0.000	0.000	0.000	0.000	0.000	1

The Timekeeper Balance Inquiry / State Service for Absence page displays.

The **State Service Balances** display.

 Click the **Details** icon in the far right column (on any of the three tabs) to view more detailed information for any employee in the list.

The Absence Balance Details page/Absence Balances section displays.

Note: There is one tab per absence type.

- 8. Click a tab to view the relevant absence details.
- 9. Scroll down to view additional absence types.





New Window | Help | Customize Page

Home Add to F

New Window Help Custom

Home Add to Favorites

Timekeeper Balance Inquiry Search Criteria Q CMS Project Office Department: 1207 Name: EmpliD: Empl Rcd#: Q Q Q Pay Group: Union Code: Q Payroll Status: Active ¥ Active • HR Status: Search Clear Refresh Employee Lis Last Refresh was: 02/28/12

Last Finalized Balances for Employees Administered by Oustomize Find View All 🖓 🕮 First 🛄 1-8 et a B Carrie Medders Absence Balances Compensatory Time State Service for Absence 📼												of 8 🚺 Last	
Name	Payroll Status	EmpliD	Empl Rcd Nbr	Department	<u>Union</u> Code	Last Finalized Period	Balances as of Date	<u>State</u> Service Months	State Service Hours Carryover	<u>Sick</u> <u>Carryover</u> <u>Hours</u>	<u>Vacation</u> <u>Hours</u> <u>Carryover</u>	<u>State</u> Service FTE <u>Carryover</u>	Details
1 Abbott,Julie K	Active	000027899	0	1207	R09	2011-11	12/01/2011	179.000	0.000	0.000	0.000	0.000	B
2 Brinkley, Christy R	Active	000045683	0	1207	R09	2011-11	12/01/2011	368.000	0.000	0.000	0.000	0.000	P
3 Kasdan,Lucy	Active	000019982	0	1207	R09	2011-11	12/01/2011	169.000	0.000	0.000	0.000	0.000	B
4 Marcum.Shirlev Z	Active	002480570	0	1207	R09	2011-11	12/01/2011	9.000	0.000	0.000	0.000	0.000	1

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Favorites Main Menu > Manager Self Service > Time Management > Timekeeper Balance Inquiry

Absence	Balance I	Details					
EmpliD:	000027899	Julie Abbott	Empl Rcd#:	0	Last Period Finalized:	2011-11	
Department:	1207	CMS Project Office	Union Code:	R09	Payroll Status:	Active	

▷ All Absence Balances

▽ Ab	sence Balanc	es <u>c</u>	tustomize View All 💹	📕 🛛 First 🛃 1	-13 of 69 🕑 Last			
Sic	Vacation	Personal Holiday						_
	<u>Period ID</u>	Balances as of Date	Previous Sick Balance	Sick Earned	<u>Sick Taken</u>	Sick Adjusted	<u>Catastrophic</u> Sick Donated	Sick Balance
1	2011-12	CURRENT - Not Finalized	8.000	0.000	0.000	0.000	0.000	8.000
2	2011-11	12/01/2011	8.000	8.000	8.000	0.000	0.000	8.000
3	2011-10	11/01/2011	24.000	8.000	24.000	0.000	0.000	8.000
4	2011-09	10/01/2011	24.000	8.000	8.000	0.000	0.000	24.000
5	2011-08	09/01/2011	16.000	8.000	0.000	0.000	0.000	24.000
6	2011-07	08/02/2011	8.000	8.000	0.000	0.000	0.000	16.000
7	2011-06	07/01/2011	8.000	8.000	8.000	0.000	0.000	8.000
8	2011-05	06/01/2011	16.130	8.000	16.130	0.000	0.000	8.000
9	2011-04	05/01/2011	8.130	8.000	0.000	0.000	0.000	16.130
10	2011-03	04/01/2011	8.130	8.000	8.000	0.000	0.000	8.130
11	2011-02	03/02/2011	16.130	8.000	16.000	0.000	0.000	8.130
12	2011-01	02/01/2011	8.130	8.000	0.000	0.000	0.000	16.130
13	2010-12	01/01/2011	16.130	8.000	16.000	0.000	0.000	8.130

The Compensatory Time Balances section displays.

10. To view State Service balances, click the arrow by State Service for Absences and scroll down.

The State Service for

11. Click **Return** to return to the main Absence Balances page.

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Favorites | Main Menu > Manager Self Service > Time Management > Timekeeper Balance Inquiry

13 2010-12 01/01/2011 16.130 8.000 16.000

Compensatory Time Balances Customize | View All | 🔤 | 🛗 👘 First 📧 1-13 of 69 🕑 Last

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	Period ID	Balances as of Date	Previous CTO Balance	<u>CTO Earned</u>	<u>CTO Taken</u>	CTO Adjusted	<u>CTO Balance</u>
1	2011-12	CURRENT - Not Finalized	0.000	0.000	0.000	0.000	0.000
2	2011-11	12/01/2011	0.000	0.000	0.000	0.000	0.000
3	2011-10	11/01/2011	0.000	0.000	0.000	0.000	0.000
4	2011-09	10/01/2011	0.000	0.000	0.000	0.000	0.000
5	2011-08	09/01/2011	0.000	0.000	0.000	0.000	0.000
6	2011-07	08/02/2011	0.000	0.000	0.000	0.000	0.000
7	2011-06	07/01/2011	0.000	0.000	0.000	0.000	0.000
8	2011-05	06/01/2011	0.000	0.000	0.000	0.000	0.000
9	2011-04	05/01/2011	0.000	0.000	0.000	0.000	0.000
10	2011-03	04/01/2011	0.000	0.000	0.000	0.000	0.000
11	2011-02	03/02/2011	0.000	0.000	0.000	0.000	0.000
12	2011-01	02/01/2011	0.000	0.000	0.000	0.000	0.000
13	2010-12	01/01/2011	0.000	0.000	0.000	0.000	0.000

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Home Add to Favorites

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State Service for Absences

ORACLE Absences section displays.

Favorites Main Menu > Manager Self Service > Time Management > Timekeeper Balance Inquiry

	for Absences <u>Customize View</u>	All 🔽 🔠 💿 First 📧 1-13 c	f 69 🕨 Last			
State Service	State Service Hours Service Hours Sick Service	Hours Vacation 🔰 Service Hou	rs FTE			
Period ID	Balances as of Date	Previous State Service Balance	<u>State Service</u> Earned	<u>State Service</u> <u>Taken</u>	State Service Adjusted	<u>State Service</u> Balance
1 2011-12	CURRENT - Not Finalized	179.000	0.000	0.000	0.000	179.000
2 2011-11	12/01/2011	178.000	1.000	0.000	0.000	179.000
3 2011-10	11/01/2011	177.000	1.000	0.000	0.000	178.000
4 2011-09	10/01/2011	176.000	1.000	0.000	0.000	177.000
5 2011-08	09/01/2011	175.000	1.000	0.000	0.000	176.000
6 2011-07	08/02/2011	174.000	1.000	0.000	0.000	175.000
7 2011-06	07/01/2011	173.000	1.000	0.000	0.000	174.000
8 2011-05	06/01/2011	172.000	1.000	0.000	0.000	173.000
9 2011-04	05/01/2011	171.000	1.000	0.000	0.000	172.000
10 2011-03	04/01/2011	170.000	1.000	0.000	0.000	171.000
11 2011-02	03/02/2011	169.000	1.000	0.000	0.000	170.000
12 2011-01	02/01/2011	168.000	1.000	0.000	0.000	169.000
13 2010-12	01/01/2011	167.000	1.000	0.000	0.000	168.000

Return

The Timekeeper Balance Inquiry page displays.

12. Click Graduated Vacation Chart.



	Last Finalized Balances for Employees Administered <u>Custonize Final</u> View All 🗗 🏙 Firet 🖬 1-8 by Carrie Medders of 8 🍱 Last										
Absence Balances	ompensatory	Time State	: Service	for Absence)		n - 10		01 0 East	
<u>Name</u>	Payroll <u>Status</u>	EmpliD	Empl Red Nbr	<u>Department</u>	<u>Union</u> <u>Code</u>	<u>Last</u> Finalized Period	<u>Balances</u> as of Date	<u>Sick</u> Balance	<u>Vacation</u> Balance	<u>Personal</u> <u>Holiday</u> Details <u>Available</u>	
1 Abbott,Julie K	Active	000027899	0	1207	R09	2011-11	12/01/2011	8.000	165.854	0 📑	
2 Brinkley, Christy R	Active	000045683	0	1207	R09	2011-11	12/01/2011	860.000	340.000	1 🔡	
3 Kasdan,Lucy	Active	000019982	0	1207	R09	2011-11	12/01/2011	421.000	364.994	1 📑	
4 Marcum,Shirley Z	Active	002480570	0	1207	R09	2011-11	12/01/2011	23.000	23.003	0 📑	
5 Nelson,Roger T	Active	000081654	0	1207	R09	2011-11	12/01/2011	383.270	241.218	0 📑	
6 Nickerson,Ned L	Active	000057344	0	1207	R09	2011-11	12/01/2011	680.000	255.341	1 📑	
7 Rogers, Jenny R	Active	005537675	0	1207	R09	2011-11	12/01/2011	94.000	48.682	0 📑	
8 Sampson,Dana X	Active	008200452	0	1207	R09	2011-11	12/01/2011	16.000	13.334	1 📑	

Graduated Vacation Chart

The Graduated Vacation Chart displays.

This chart displays monthly vacation accrual rates, along with maximum vacation accrual allowances, based on employee state service.

13. Press the **Esc** key on your keyboard to return to the main balances page.

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Favorites Main Menu > Manager Self Service > Time Management > Timekeeper Balance Inquiry

New Window Help

Add to

Home

Press Esc to Return

SERVICE REQUIREMENT S*	MONTHLY VACATION ACCRUAL RATE	DAYS ACCRUED PER YEAR
0-3 YEARS: 1 TO 36 MONTHS	6 2/3 HOURS	10
3-6 YEARS: 37 TO 72 MONTHS	10 HOURS	15
6-10 YEARS: 73 TO 120 MONTHS	11 1/3 HOURS	17
10-15 YEARS: 121 TO 180 MONTHS	12 2/3 HOURS	19
15-20 YEARS: 181 TO 240 MONTHS	14 HOURS	21
20-25 YEARS: 241 TO 300 MONTHS	15 1/3 HOURS	23
OVER 25 YEARS: 301 MONTHS AND UP	16 HOURS	24
ACATION ACCRUAL RATES FOR ELIGI	BLE CLASSIFIC	ATIONS IN
EXECUTIVE (M98), MANAGEMENT (M80),	1.00	
CONFIDENTIAL (C99), FACULTY (Unit 3)	16	24
AND ACADEMIC STUDENT (UNIT 11)		

ES		SUMMARY AN	OF MAXIMU D C TO C RE	JM VACATION EDITS	
RUED 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
10	M98	N/A	N/A	480 HOURS	480 HOURS
15	M80	N/A	N/A	384 HOURS	440 HOURS
17	UNIT 1	N/A	N/A	272 HOURS	384 HOURS
19	UNIT 2	120 HOURS	240 HOURS	272 HOURS	384 HOURS
21	UNIT 3	N/A	N/A	320 HOURS	440 HOURS
23	UNIT 4	120 HOURS	240 HOURS	320 HOURS	440 HOURS
24	UNIT 5	120 HOURS	240 HOURS	272 HOURS	384 HOURS
	UNIT 6	240 HOURS	240 HOURS	272 HOURS	384 HOURS
IS IN	UNIT 7	120 HOURS	240 HOURS	272 HOURS	384 HOURS
	UNIT 8	200 HOURS***	480 HOURS	272 HOURS	384 HOURS
24	UNIT 9	120 HOURS	240 HOURS	272 HOURS	384 HOURS
	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

*In terms of full-time service

*PER MOU/Policy

**PURSUANT TO FAIR LABOR STANDARDS ACT

Review Absences Entered by Employees

This section demonstrates how to review absences entered by employees. Use this functionality if you are designated to review but not to enter or approve absences for a group of employees. A Timekeeper may also use these pages to send an absence back to an employee for correction.

1. From the Main Menu navigate to Manager Self Service > Time Management > Approve Time and Exceptions > Timekeeper Absence Review.

The Timekeeper Absence Review page displays.

2. Scroll down to view all employees.

The Selection and Continue buttons display.

- 3. Click the **Select All** button to review absences for all employees or check individual boxes to view a few select individuals.
- 4. Click the **Continue** button.

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Favorites 1	Main Menu > Manager Self Serv	ice > Time Management	t > Timeke	eeper Balance Inquiry				
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	🗀 Campus Info							
Den	🗀 Self Service				[
-	🗀 Manager Self Service				1			
Emp	🛅 SJSU Campus Solutions	😑 Time Management						
Pay	📋 SJSU Human Resources			Approve Time and Exce	p Approve Reports	d Absences		
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Timekeeper Absence Review

Carrie Medders Click for Instructions

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<u>Select</u>	<u>Empl ID</u>	<u>Empl</u> Rcd	<u>Current</u> <u>Period</u> Absence	<u>Name</u>	<u>Status</u>	<u>Dept ID</u>	<u>Dept Name</u>	Job Code	Job Title
	000027899	0	Sub	Abbott,Julie K	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
	000045683	0	Sub	Brinkley,Christy R	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
	003439853	0	None	Ford,Harrison L	Terminated	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
	000019982	0	Appr	Kasdan,Lucy	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo

	000040509 0	Appr	Kay,Mary K	Work Break	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
	002480570 0	Appr	Marcum,Shirley Z	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
	000081654 0	Appr	Nelson,Roger T	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
	000057344 0	Appr	Nickerson,Ned L	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
	005537675 0	Appr	Rogers, Jenny R	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
	008200452 0	Appr	Sampson,Dana X	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
								💽 First
Select All	Deselect Al	Co	ntinue					

The Review Reported Absences page displays.

Note: Only employees whose absences are submitted and unapproved will appear in this list. Absences entered by a Timekeeper will appear with a Reviewed status. Absences entered by an Employee will appear with no status.

5. To send an absence back for correction, click the dropdown list in the **Review Status** column.

The Needs Corr and Reviewed statuses display.

- 6. Select **Needs Corr** (Correction).
- 7. Click **Add Comment** to communicate information back to the employee.

The Approval Comments page displays.

Note: Be brief and professional when adding comments.

- 8. Enter a comment to communicate why the absence needs to be corrected.
- 9. Click the **Save Comments** button.



Favorites Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Timekeeper Absence Review

New Window | Help | Customize Pac

Review Reported Absences

Carrie Medders

Click for Instructions

Ex	isting Absend	e Eve	nts					с	Customize Find 🕼	🛛 👖 🛛 🖬 First 🚺	1-3 of 3 🚺 Last
	Empl ID	<u>Rcd#</u>	Name	<u>Absence Name</u>	<u>Begin Date</u>	End Date	<u>Duration</u>	<u>Unit Type</u>	Review Status	Entry Comments	Add Comment
1	000027899	0	Abbott,Julie K	Vacation	02/01/2012	02/01/2012	8.00000	Hours	Reviewed -		Add Comment
1	000045683	0	Brinkley, Christy R	Vacation	02/01/2012	02/01/2012	8.00000	Hours	-		Add Comment
0	8 000045683	0	Brinkley,Christy R	Sick - Family Care	02/13/2012	02/13/2012	8.00000	Hours		<u>Entry</u> Comments	Add Comment

Return to Employee List

ORACLE'

Favorites Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Timekeeper Absence Review

New Window | Help | Customize Pa

Home Add to Favorite

Review Reported Absences Carrie Medders

Click for Instructions

Exi	sting Absend	ce Ever	nts					Q	ustomize Find 🕼	🛛 🛗 🛛 First 🖾	1-3 of 3 🔟 Last
	<u>Empl ID</u>	Rcd#	<u>Name</u>	Absence Name	<u>Begin Date</u>	End Date	<u>Duration</u>	<u>Unit Type</u>	<u>Review Status</u>	<u>Entry</u> <u>Comments</u>	Add Comment
1	000027899	0	Abbott,Julie K	Vacation	02/01/2012	02/01/2012	8.00000	Hours	Reviewed -		Add Comment
2	000045683	0	Brinkley,Christy R	Vacation	02/01/2012	02/01/2012	8.00000	Hours	-		Add Comment
3	000045683	0	Brinkley,Christy R	Sick - Family Care	02/13/2012	02/13/2012	8.00000	Hours	Needs Corr	Entry Comments	Add Comment

ORACLE

Favorites | Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Timekeeper Absence Review

Approval Comments

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

You have entered this absence for the wrong day. Please correct and re-submit.

Save Comments

Return To Approvals Page

The Review Reported Absences displays.

Note: The Add Comment link now says Edit Comment.

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- 10. To mark an absence as reviewed, click the dropdown arrow in the **Review Status** column.
- 11. Select Reviewed.
- 12. Click the Submit button.

The Approval Confirmation page displays.

13. Click OK.

The Review Reported Absences page displays with the updated status information.

Note: The Submit button is grayed out (unavailable).

Empl ID Red#		1000					Customize Find	된 First	1.3 of 3 🔼 l
	# Name	Absence Name	<u>Begin Date</u>	End Date	<u>Duration</u>	Unit Type	e <u>Review Status</u>	Comments	Add Comm
000027899 0	Abbott,Julie K	Vacation	02/01/2012	02/01/2012	8.00000	Hours	Reviewed -		Add Comm
000045683 0	Brinkley, Christy R	Sick - Family	02/01/2012	02/01/2012	8.00000	Hours	INeeds Corr -	Entry	Edit Comm
000043083 0	Difficiely, Chilisty R	Care	02/13/2012	02/13/2012	8.00000	Hours	Needs Corr	<u>Comments</u>	Add Comm
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