To access the system to approve time for employees who report to you:

a.   Log on to the My Fresno State Portal
b.   Click on Manager Self Service from the menu on the left side of your screen
c.   Click on Time Management
d.   Click on Approve Reported Absences

1.1.1   Using the "Approve Reported Absences" and "Approve Time and Reported Absences" Pages

The "Approve Reported Absences" and "Approve Time and Reported Absences" have the same overall functionality for Absence approval and the "Approve Time and Reported Absences" page can also be used to approve Time and Labor entries.

1. Click on the "Select" box next to an employee name to select the employee(s) or click on the "Select All" button to select all employees in the list.

2. Click on the "Direct Reports" icon 🏛 to drill down to employees reporting to that Manager. This is the same "Drill Down" functionality that is available on the "Manager Absence Entry Page"

3. Click the "Continue" button to display the list of employee Absence entries awaiting approval.

4. The "Approve Reported Absences Page" or "Approve Time and Reported Absences" is displayed with Absences awaiting approval.

Approve Reported Absences

Alison Absence

Click for Instructions

Absence Requests — Customize | Find | ▦   First ◄ 1-14 of 14 ► Last

	EmplID	Rcd#	Approve	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Review Status	Entry Comments	Add Comment
1	CO004	0	☐	Annette Abero	Vacation	07/13/2010	07/13/2010	8.00	Hours	Needs Corr ▾		Edit Comment
2	GP22	0	☐	Alannus Abinanis	CTO Premium Earn	07/26/2010	07/26/2010	5.00	Hours	Reviewed ▾	Entry Comments	Edit Comment
3	CO004	0	☐	Annette Abero	Vacation	07/12/2010	07/12/2010	8.00	Hours	Reviewed ▾		Add Comment
4	CO004	0	☐	Annette Abero	Mil Spouse/Domestic Partner	07/06/2010	07/09/2010	4.00	Days	Needs Corr ▾		Add Comment
5	GP01	2	☐	Canna Abdera	Vacation	07/27/2010	07/27/2010	8.00	Hours	Reviewed ▾		Add Comment
6	GP01	2	☐	Canna Abdera	Sick - Self	07/26/2010	07/26/2010	2.00	Hours	Reviewed ▾		Add Comment
7	GP01	2	☐	Canna Abdera	Jury Duty	07/06/2010	07/09/2010	32.00	Hours	Reviewed ▾		Add Comment
8	GP05	1	☐	Volny Abdera	Personal Holiday	07/06/2010	07/06/2010	1.00	Days	Reviewed ▾		Add Comment
9	GP05	1	☐	Volny Abdera	CTO Premium Earn	07/01/2010	07/01/2010	4.00	Hours	Reviewed ▾		Add Comment
10	GP14	0	☐	Aloysius Abrevis	Vacation	07/19/2010	07/19/2010	8.00	Hours	Reviewed ▾		Add Comment
11	GP14	0	☐	Aloysius Abrevis	CTO Take	07/06/2010	07/06/2010	8.00	Hours	Reviewed ▾		Add Comment
12	GP14	0	☐	Aloysius Abrevis	CTO Premium Earn	07/02/2010	07/02/2010	5.00	Hours	Reviewed ▾		Add Comment
13	GP14	0	☐	Aloysius Abrevis	CTO Premium Earn	07/01/2010	07/01/2010	4.00	Hours	Reviewed ▾		Add Comment
14	GP22	0	☐	Alannus Abinanis	CTO Take	07/28/2010	07/28/2010	1.00	Hours	Reviewed ▾		Add Comment

[Select All]   [Deselect All]   [Submit]

Return to Employee List

Approve Time and Reported Absences

Alison Absence

Click for Instructions

Existing Absence Events — Customize | Find | ▦   First ◄ 1-4 of 4 ► Last

	EmplID	Rcd#	Approve	Name	TRC	Absence Name	Begin Date	End Date	Duration	Unit Type	Review Status	Entry Comments	Edit Comment
1	AW9000008	0	☐	Ethan Absence		Sick Take - Self	10/02/2009	10/02/2009	1.00	Hours	▾	Entry Comments	Edit Comment
2	GP12	0	☐	Abigail Absence	OTPR				16.00	Hours			
3	GP12	0	☐	Abigail Absence		Sick Take - Self	09/08/2009	09/08/2009	8.00	Hours	▾		Add Comment
4	GP12	0	☐	Abigail Absence	REG				49.00	Hours			

[Select All]   [Deselect All]   [Submit]

Return to Employee List

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1. The Manager validates the entries and employee comments, updates any statuses to "Needs Corrections" and enters comments as applicable, then clicks on the "Select All" button to select all Absences for approval.

Note that any Absences in a status of "Needs Approval" are not included with the "Select All".

	EmplID	Rcd#	Approve	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Review Status	Entry Comments	Add Comment
1	CO004	0	☐	Annette Abero	Vacation	07/13/2010	07/13/2010	8.00	Hours	Needs Corr ▾		Edit Comment
2	GP22	0	☑	Alannus Abinanis	CTO Premium Earn	07/26/2010	07/26/2010	5.00	Hours	Reviewed ▾	Entry Comments	Edit Comment
3	CO004	0	☑	Annette Abero	Vacation	07/12/2010	07/12/2010	8.00	Hours	Reviewed ▾		Add Comment
4	CO004	0	☐	Annette Abero	Mil Spouse/Domestic Partner	07/06/2010	07/09/2010	4.00	Days	Needs Corr ▾		Add Comment
5	GP01	2	☑	Canna Abdera	Vacation	07/27/2010	07/27/2010	8.00	Hours	Reviewed ▾		Add Comment
6	GP01	2	☑	Canna Abdera	Sick - Self	07/26/2010	07/26/2010	2.00	Hours	Reviewed ▾		Add Comment
7	GP01	2	☑	Canna Abdera	Jury Duty	07/06/2010	07/09/2010	32.00	Hours	Reviewed ▾		Add Comment
8	GP05	1	☑	Volny Abdera	Personal Holiday	07/06/2010	07/06/2010	1.00	Days	Reviewed ▾		Add Comment
9	GP05	1	☑	Volny Abdera	CTO Premium Earn	07/01/2010	07/01/2010	4.00	Hours	Reviewed ▾		Add Comment
10	GP14	0	☑	Aloysius Abrevis	Vacation	07/19/2010	07/19/2010	8.00	Hours	Reviewed ▾		Add Comment
11	GP14	0	☑	Aloysius Abrevis	CTO Take	07/06/2010	07/06/2010	8.00	Hours	Reviewed ▾		Add Comment
12	GP14	0	☑	Aloysius Abrevis	CTO Premium Earn	07/02/2010	07/02/2010	5.00	Hours	Reviewed ▾		Add Comment
13	GP14	0	☑	Aloysius Abrevis	CTO Premium Earn	07/01/2010	07/01/2010	4.00	Hours	Reviewed ▾		Add Comment
14	GP22	0	☑	Alannus Abinanis	CTO Take	07/28/2010	07/28/2010	1.00	Hours	Reviewed ▾		Add Comment

Absence Requests — Customize | Find | First 1-14 of 14 Last

[Select All] [Deselect All] [Submit]

2. Click on the "Submit" button to update the status of all selected Absences to "Approved". The confirmation includes a count of the number of Absences which have been approved.

Approval Confirmation

✔ Five Absence Events were approved and any Review Status changes were saved.

[OK]

3. If there are additional Absences awaiting approval, the Manager is returned to the approval page. If all of the Absences awaiting approval have been approved, the confirmation page indicates that all Absences have been approved and Manager is returned to the employee list page.

Approval Confirmation

✔ Two Absence Events were approved and any Review Status changes were saved.

All the Absent Events from your selection have been approved. You will now be returned to the *Approve Reported Absences* page.

[OK]