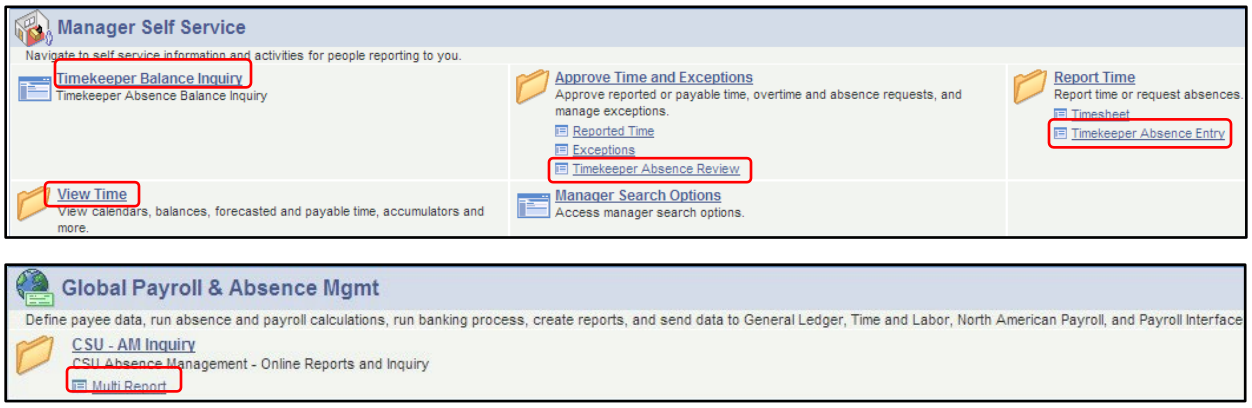
Timekeeper Absence Management Guide

1.0 Overview

There are three specific roles in the process, other than the Payroll process:

- ***Employees*** enter, review, and submit their Absences in self-service for the current, 3 prior periods and 2 future periods. Employees can delete Absences when they are in the status of "Submitted" or "Needs Correction". Employees may also be required to delete and re-enter absences based on notifications from Timekeepers and/or Managers.
- ***Timekeepers*** review the Absences for accuracy and update the Absence status to "Reviewed" for correct Absences or "Needs Correction". Timekeepers may enter an Absence on an employee's behalf which automatically updates to a status of "Reviewed".
- ***Managers*** approve absences which have been entered by employees and reviewed by Timekeepers. Managers may also enter an Absence on an employee's behalf. Absences entered by Managers are automatically updated to a status of "Approved" and cannot be corrected by the employee or timekeeper.
- ***Payroll*** processes approved absences, makes corrections to entries, enters all Catastrophic Donation entries, reviews comments and finalizes the absences and accruals.

Time must be approved each month by the Absence Management Approval Deadline shown on the Payroll calendar here: https://adminfinance.fresnostate.edu/hr/payroll/calendars/index.html. ***Your time review due date will depend upon your manager's requirements.***



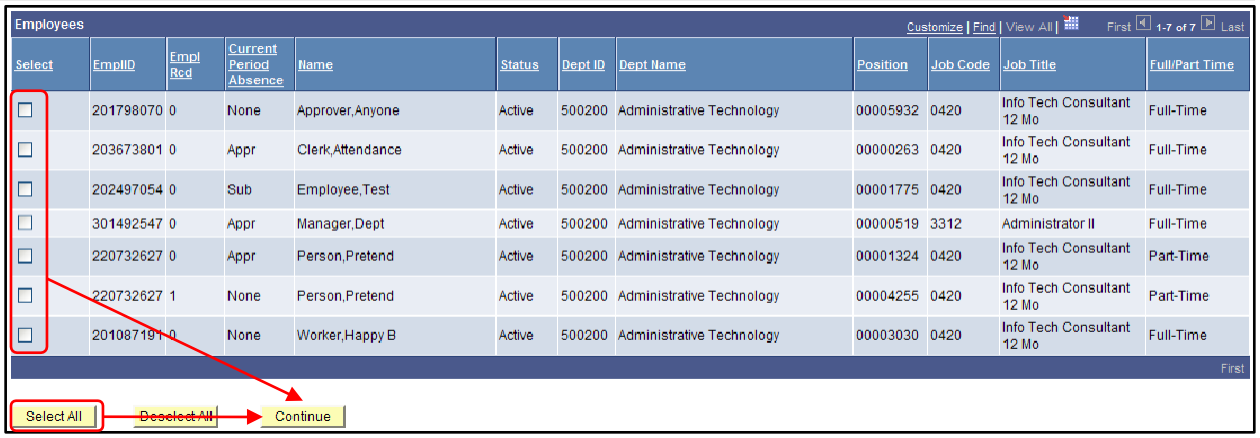
Manager Self Service and Global Payroll & Absence Management:

- Timekeeper Balance Inquiry page – view employee's accrued balances
- Timekeeper Absence Review page – validate absences, update status to "Reviewed" or "Needs Correction"
- Timekeeper Absence Entry page – enter time on an employee's behalf, status updates to "Reviewed"
- Calendar (Monthly, Weekly or Daily) page – view employee's schedule
- Multi Report page – run absence reports

2.0 Timekeeper Absence Review Page

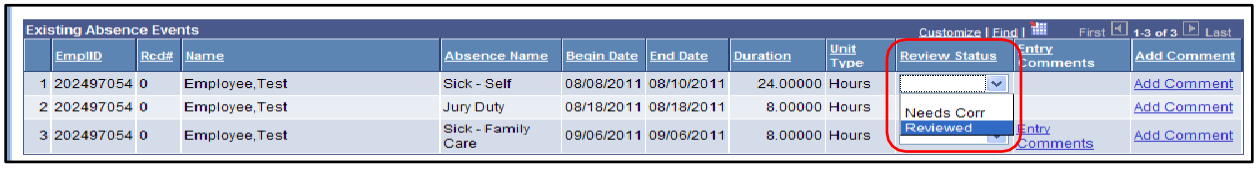
The "Timekeeper Absence Review Page" is utilized by Timekeepers to validate absences entered by employees. Once the employee entries have been checked, the Timekeeper updates the absence status to "Reviewed" for those entries that are ready to be approved by the Manager. Timekeepers may also update an entry to a status of "Needs Correction" and include a comment for the employee.

Navigation: Manager Self Service > Time Management > Approve Time and Exceptions > Timekeeper Absence Review

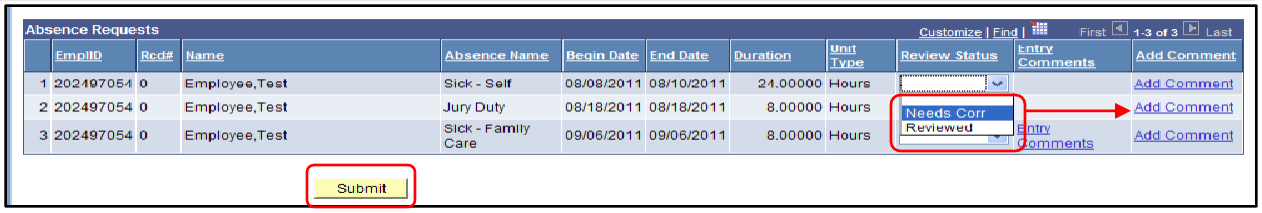


The list of employees is based on the groupid's you have access to and may be sorted by clicking on a column name (NOTE: you will not be able to 'Review' your own absences. Your manager will be the person to review and approve your time off). The "Current Period Absence" column shows the status of the employees' time as "Appr" – all reported absences have been approved, "Sub" – absences have been submitted that still require approval (this includes "No Time Taken"), and "None" – no absences have been reported for this individual this period. **REMINDER**: Everyone must either enter an absence or enter "No Time Taken" for the month. This means you cannot have anyone with a Current Period Absence status of "None".

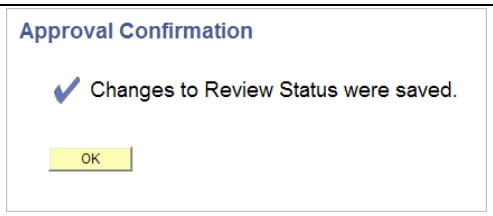
1. Click on the "Select" box next to the employee name to select one or multiple employees.
   A. Click on the "Select All" button at the bottom of the page to select all employees in the list.
   B. Click on the "Deselect All" button to clear all of the select boxes.
2. Click the "Continue" button to display the list of employee Absence entries awaiting review.



3. **Reviewed** - verify the absences and click the "Review Status" pull-down to update to "Reviewed" for those absences which are correct. Comments entered by the employee are available to view using the "Entry Comments" link, but employee comments cannot be modified by the Timekeeper. Once the status changes to "Reviewed" the employee cannot edit or delete this time, this must be done by the timekeeper or approver.



4. **Needs Correction** - if an absence needs to be corrected, select the pull-down for "Needs Corr", click on the "Add Comment" link to include additional information for the employee to correct the Absence. Once you are done, click on the Submit button to submit all of the review status.



5. Click on OK to confirm.

6. Once status has been changed to "Reviewed", the entries are ready for manager approval (managers can also approve entries that have been submitted by employees and not reviewed by timekeepers). For employees who have not submitted either an absence or "No Time Taken", you can either remind the employee or enter time on their behalf via the Timekeeper Absence Entry page.

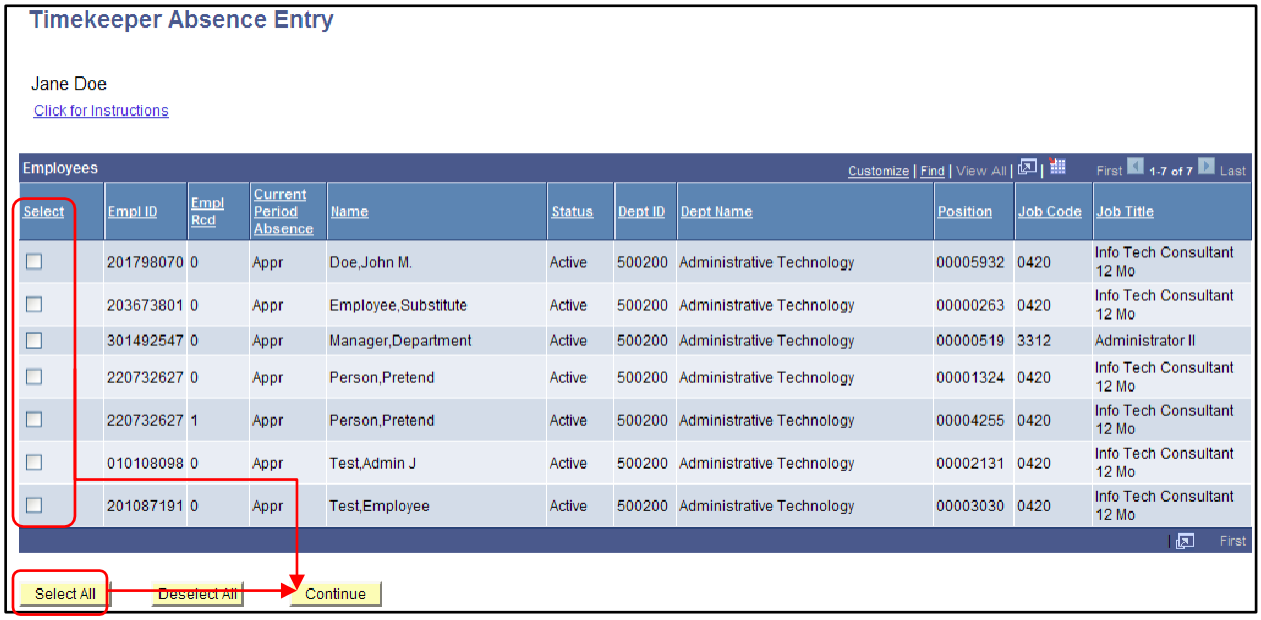
3.0 Timekeeper Absence Entry Page

The Timekeeper Absence Entry Page is available for Timekeepers to enter absences or "No Time Taken" on an employee's behalf when appropriate.

The "Timekeeper Absence Entry Page" includes all of the functionality/validation of the employee entry page plus the following additional functionality:

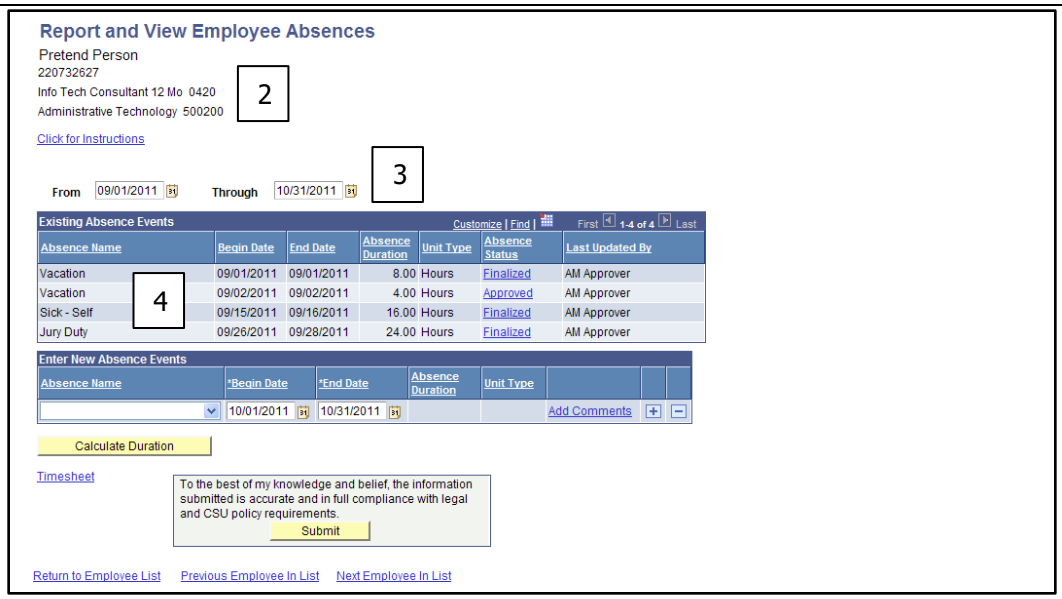
- Timekeeper entries are automatically updated to an Absence Status of "Reviewed" upon submission and cannot be adjusted or deleted by employees. This mean you do not need to go to the Timekeeper Absence Review page for the employees for which you entered time.
- Timekeepers may delete Absence entries which are in a status of "Reviewed", "Submitted" and "Needs Correction".

Navigation: Manager Self Service > Time Management > Report Time > Timekeeper Absence Entry



1. The employees are based on the groupid's you have access to and they may have other active records to which you do not have access (for example, they also work in another department.) Sort employees by clicking on a column name. Click on the "Select" box next to the employee's name to select one or multiple employees or Select All for everyone.

   NOTE: For employees who have more than one record, you need to make sure time is entered on the correct record. See Section 3.1 covering multiple positions and part-time faculty. Click on Continue to go to the Report and View Employee Absences page.

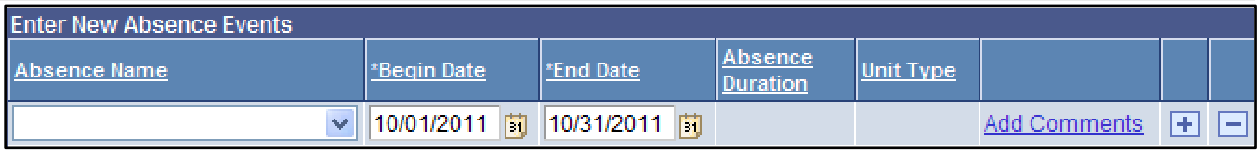


Page Overview:

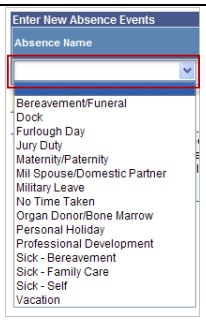
2. Employee name, employee ID, record number, job title, job code, department name, and department ID. Click for Instructions link - displays the instructions for the "Report and View Absences" page.

3. **"From" and "Through"** dates - defaults to the current open Absence period. Changing the dates automatically updates the range of dates displayed in the "Existing Absence Events" grid.

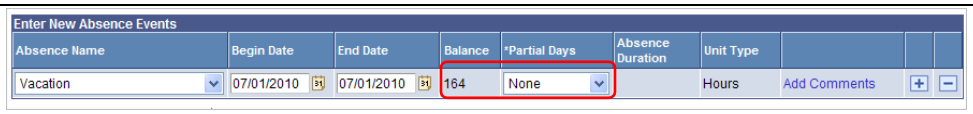
4. **Existing Absence Events** grid - displays a list of the employee's Absences based on the dates.
   - Absence Name: displays the Absence Name
   - Begin Date: begin date of the Absence
   - End Date: end date of the Absence
   - Absence Duration: duration of the Absence (in hours or days depending on the Absence)
   - Unit Type: displays the units which tracks the Absence (hours or days)
   - Absence Status: statuses displayed are:
     - Submitted – absence has been submitted by the employee
     - Reviewed – absence has been reviewed by a Timekeeper or Manager
     - Needs Correction – absence has been identified as needing correction
     - Approved – absence has been approved by a Manager
     - In Process – absence has been approved and is being processed by the Absence calculation
     - Finalized – absence has been approved and processed, no changes can be made.
   - Last Updated By: indicates the employee that entered the most recent update to the Absence



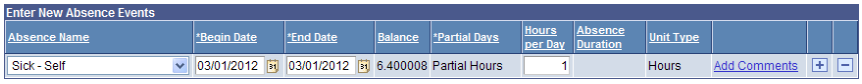
5. **Enter New Absence Events** grid – this is the area where you enter the absence events. The default date range is the current open Absence period that the Payroll Department is processing. Part time faculty and mid- month hires will see the effective date of their appointment.



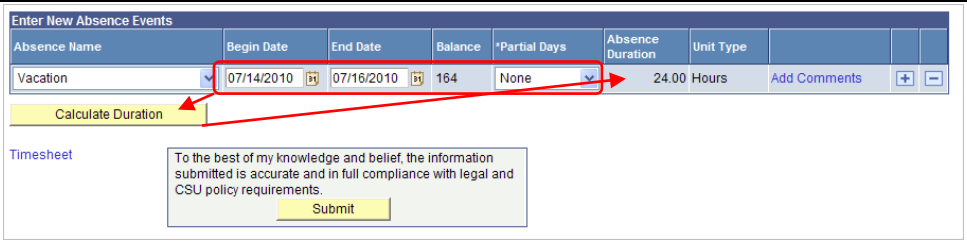
6. Use the pull-down for "Absence Name" to display the eligible Absence takes or "No Time Taken". Selection is based on the employee's collective bargaining unit.



7. After selecting an absence, additional fields are displayed as applicable. For example, the selection of "Vacation" displays the vacation balance and the "Partial Days" field. *The system will not allow entries that result in a negative balance.*

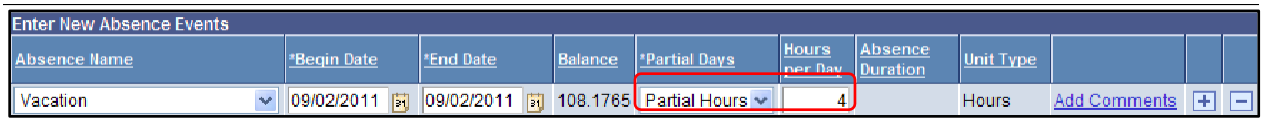


Part-time Faculty 2358 – The selection of 'Sick – Self' or 'Sick-Family Care' automatically sets the Partial Days to 'Partial Hours'. In the Hours per Day field, enter '1' regardless of the number of days absent. This will notify the Payroll office who will then calculate the correct number of sick hours based on the FTE.



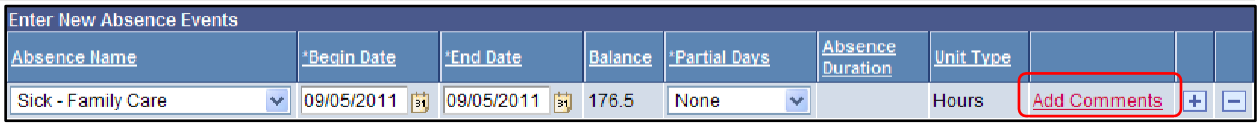
8. Select the "Begin" and "End" dates for the Absence. Click on the "Calculate Duration" and validate that the Absence is correct. If choosing "No Time Taken", the dates will populate with the current absence period.

IMPORTANT: do not cross pay periods for the same line, ex: enter 10/24/2011 – 11/4/2011. You must enter as two lines for two different pay months, 10/24/2011 – 10/31/2011 and 11/1/2011 – 11/4/2011.



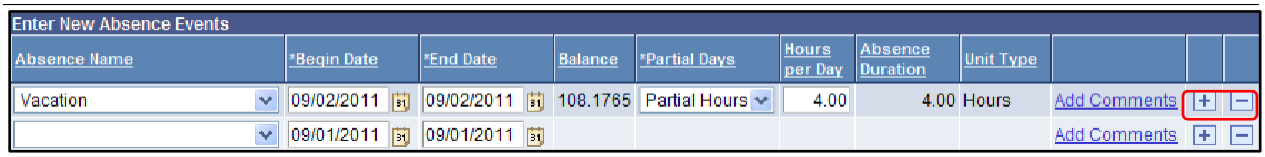
9. Non-exempt employees, for partial days select "Partial Hours" from the drop down and enter the appropriate hours in the "Hours per Day" field.

IMPORTANT: the system validates the time entered against the monthly schedule along with the campus holiday schedule. This means that if you enter a range of dates from Sunday through Saturday for vacation and the employee works the standard M-F 8am-5pm, the system will calculate the duration as 40 hours and not 56 hours. Also, if you enter time off on a campus holiday, you will receive an error message. Alert your HR Consultant as soon as an employee's schedule changes.

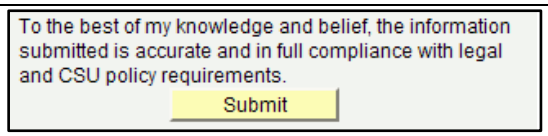


10. Some absences, including Sick–Family Care, Sick–Bereavement and Bereavement/Funeral, require additional information. A message will appear, and the Add Comments link will appear in red indicating information is required. If the comment is not entered, an error is generated, and the transaction will not save.

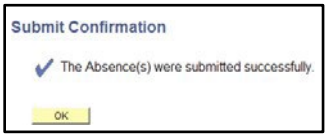
Enter the relationship. This information needs to be reviewed by the timekeeper, manager, and the payroll office.



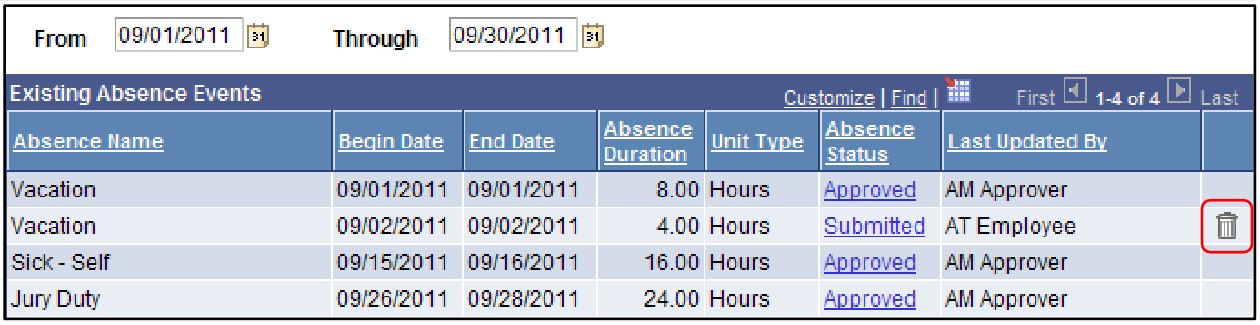
11. To enter another absence, click on [+] to add a row and continue as instructed above until all absences are entered. To delete a [+] row entered in error, click on [−] before you submit.



12. Once you are finished entering all absences, review the information carefully and click on Submit.



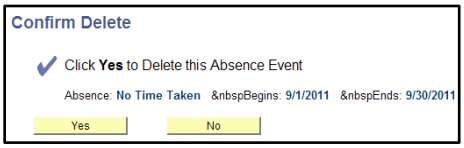
Click on OK, you will return to the Report and View Absences page.


From 09/01/2011 Through 09/30/2011

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

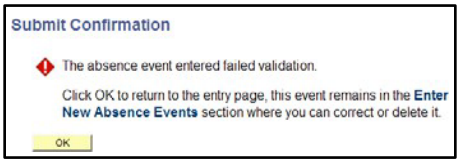
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By
Vacation	09/01/2011	09/01/2011	8.00	Hours	Approved	AM Approver
Vacation	09/02/2011	09/02/2011	4.00	Hours	Submitted	AT Employee
Sick - Self	09/15/2011	09/16/2011	16.00	Hours	Approved	AM Approver
Jury Duty	09/26/2011	09/28/2011	24.00	Hours	Approved	AM Approver

13. The Existing Absence Events grid is updated. Change the From and Through dates to view other absence periods. Entries made by an employee reporting their own Absence time show an "Absence Status" of "Submitted". Absences that are in a status of "Submitted" or "Needs Correction" can be deleted by the employee or timekeeper using , you will be asked to confirm:



Confirm, you will return to the Report and View Absences page.

NOTE: if an absence needs to be entered after "No Time Taken" has been submitted, delete the row or else you will get the following error when you try to submit an absence:



The following table shows who (E=Employee, T=Timekeeper, M=Manager, P=Payroll) can make changes to your time based on the Absence Status:

Absence Status	Description	Adjust Time	Notes
Submitted	Absence submitted by employee	E/T/M/P	
Reviewed	Absence reviewed by timekeeper	T/M/P	Contact your timekeeper or manager for corrections
Needs Correction	Absence has been identified by a timekeeper/manager as needing correction	E/T/M/P	
Approved	Absence has been approved by a manager	M/P	Contact your manager for corrections
In Process	Approved absence is being processed by payroll	P	
Finalized	Absence is finalized, no change can be made	P	Enter correction

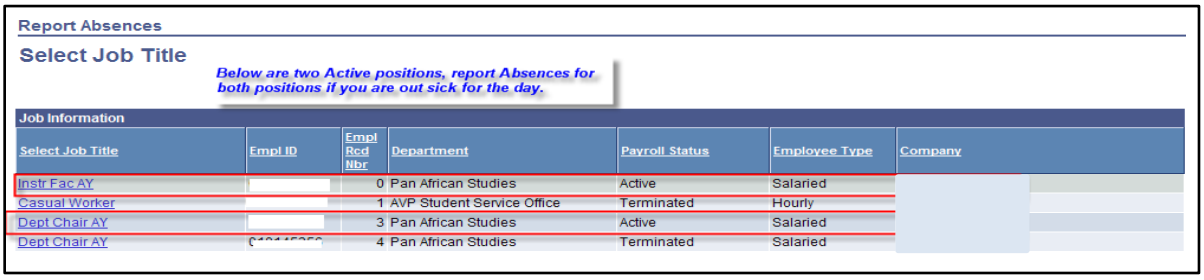
3.1 Full-Time and Part-Time Faculty Multiple Positions

Employees who have multiple positions:

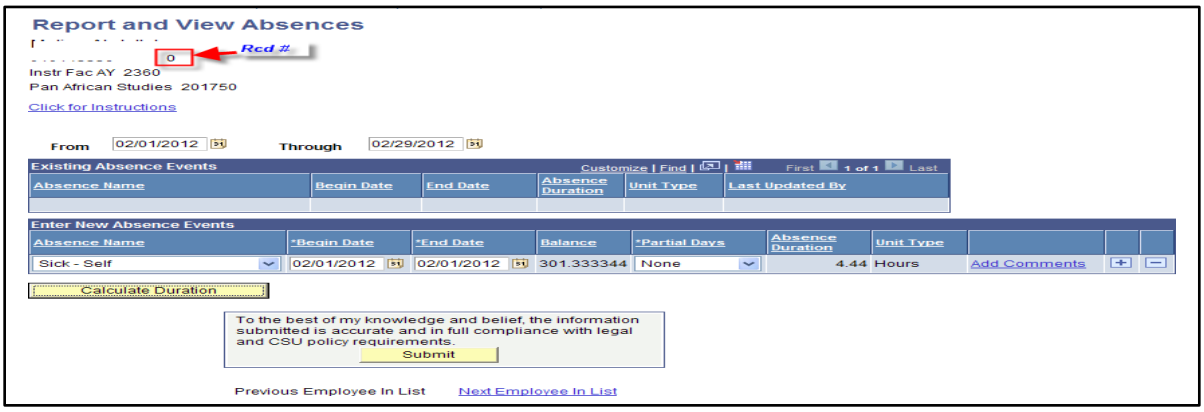
1. Chair with two positions – you will see two positions on Absence Management

   AY Chair (2482) at ½ time base and full-time faculty (2360) at ½ time base.

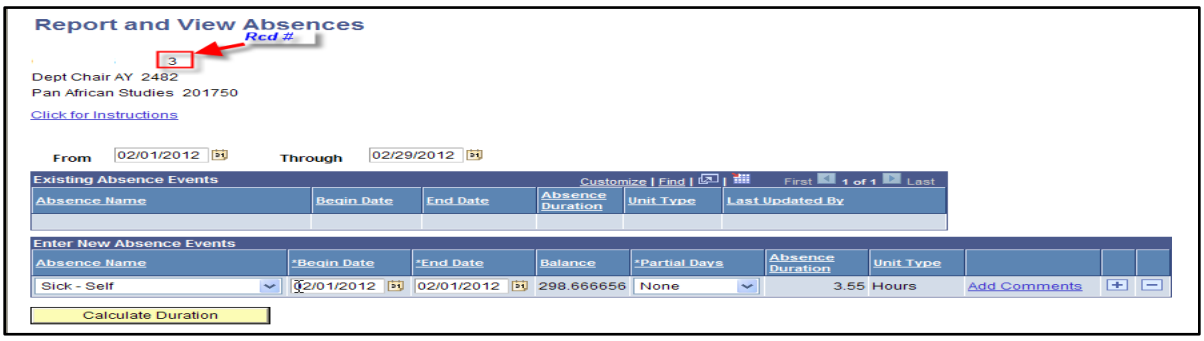
   - If you are out sick for the day, you need to report ***absences*** on both positions.
     - Select record 0 to report absence for the Instructional Faculty AY position.
     - Select record 3 to report absence for the Department Chair AY position.



Reporting absence on record 0 (Instructional Faculty AY):



Reporting absence on record 3 (Dept Chair AY):

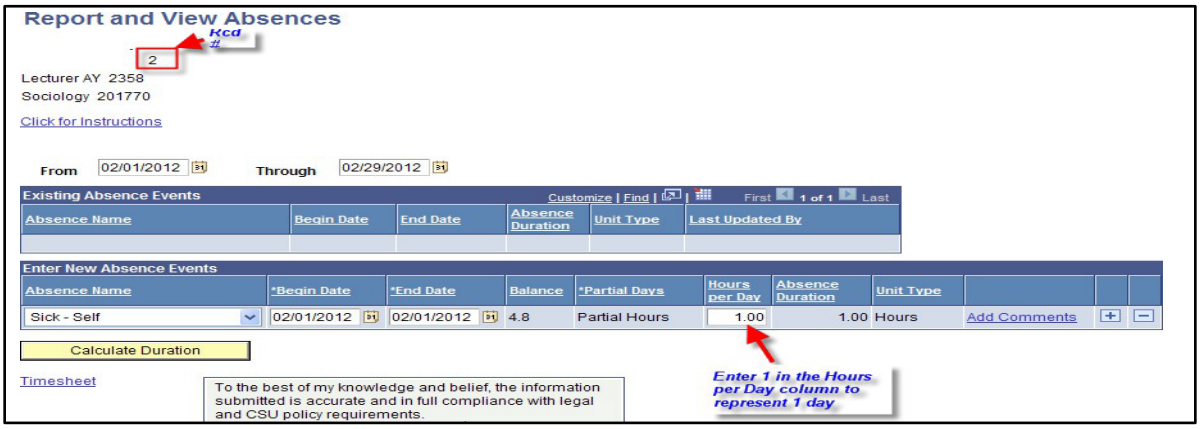


2. Part-time faculty (2358) with multiple positions: If you have two teaching Part-time faculty (Lecturer AY) positions.

   - Report absences for ***both*** positions for each day you are unable to work (including non-teaching days). The absence should be in the amount of the FTE. (i.e. a time base of 3/15 would enter 1.6 hours (8 * 3/15) for each day not worked.)
   - Report 'dock' if no sick leave balance available. The dock will need to be deducted.

Record 0 is a Y3 contract at 12 units:

Record 2 is aY3 contract at @ 4 units:

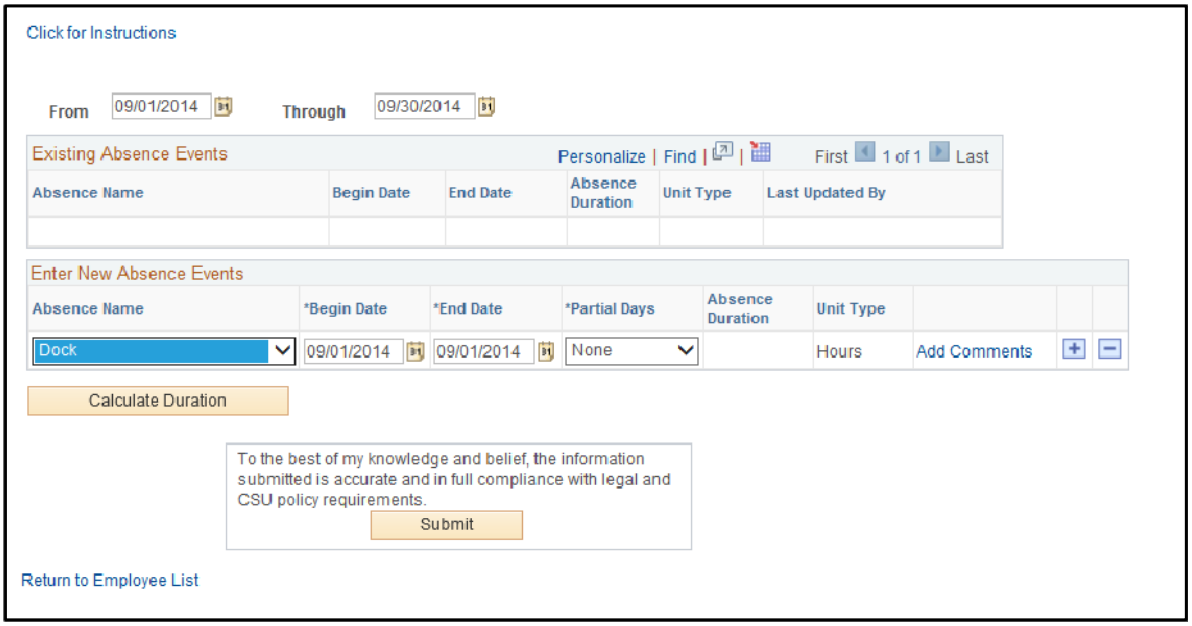


3.2 Docks

Dock (employee has had a non-compensable absence) must be reported to payroll and entered into Absence Management as soon as they occur for the entire month. Payroll reports docks to the State Controller's Office by the "master cut off" date to capture all docks in the employee's upcoming paycheck. Please refer to the payroll calendar for the cut-off dates.

Entering docks in Absence Management

- **Navigate to: Manager Self Service > Time Management > Report Time > Timekeeper Absence Entry**
- Under "Enter New Absence Events", use the drop-down arrow to select ***Dock***, and then enter the Begin Date and End Date.
- Leave partial days as ***None*** to dock based on the employee's scheduled hours or select partial hours to report dock with partial hours for that day



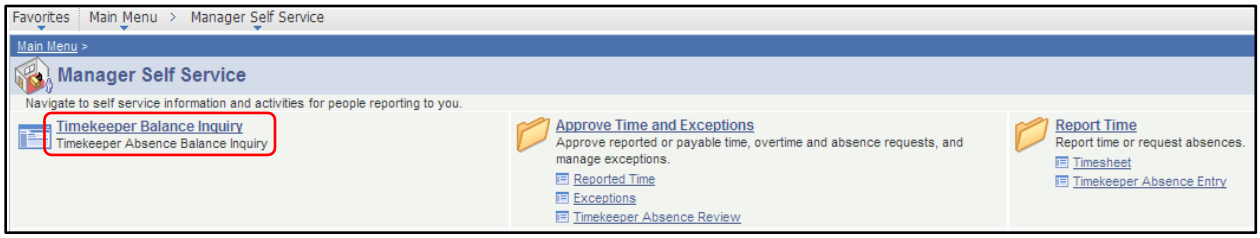
Approvers navigate to Approve Reported Absences and approve the dock(s).

4.0 Timekeeper Balance Inquiry

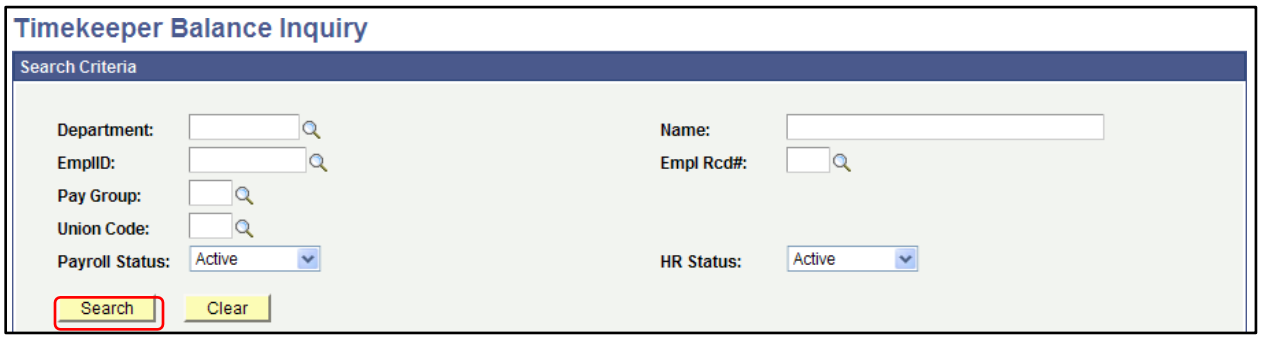
The Timekeeper Balance Inquiry page allows you to view accrued balances along with a detailed page displaying historic information from prior finalized periods, and information for the current period. Employees will also have access to this page in their self-service account.

The leave types accessible are *State Service* (for absence), *Sick, Vacation, Catastrophic Donation*, *Personal Holiday, Compensatory Time* (CTO), *Holiday Credit*, *Holiday CTO, Excess (+/-)*.

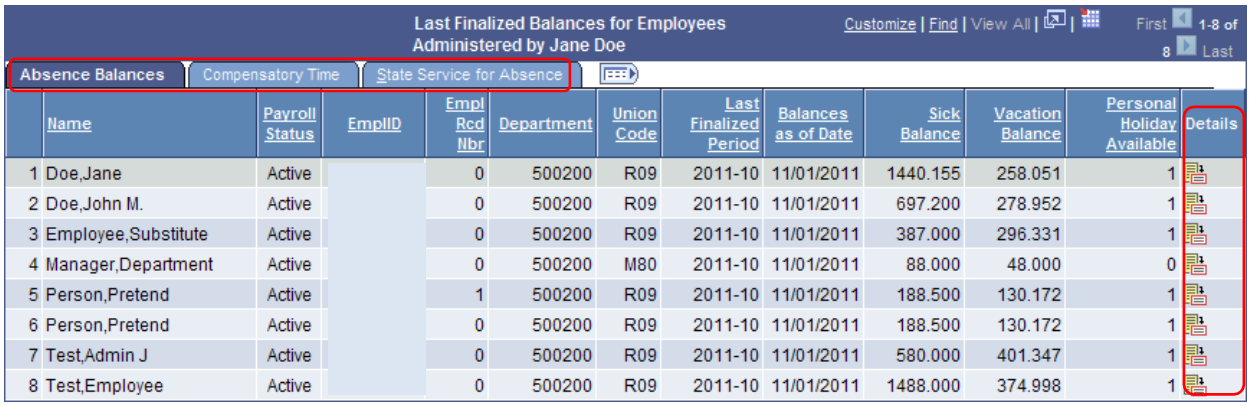
Navigation: Manager Self Service > Time Management > Timekeeper Balance Inquiry



1. Select Timekeeper Balance Inquiry



2. Click on Search. All employees you have access to will be displayed. If you have access to multiple departments, you can limit your search by entering the Department (deptid).



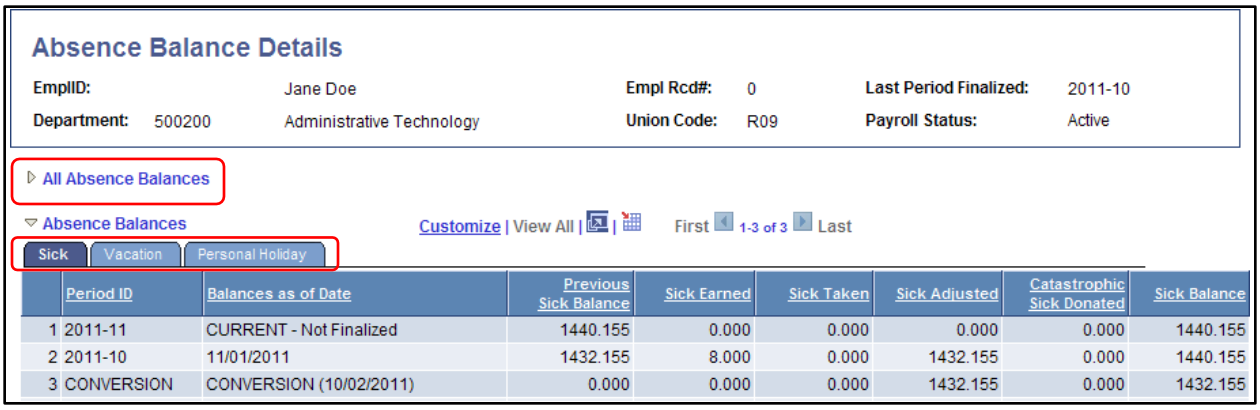
	Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details
1	Doe,Jane	Active		0	500200	R09	2011-10	11/01/2011	1440.155	258.051	1	
2	Doe,John M.	Active		0	500200	R09	2011-10	11/01/2011	697.200	278.952	1	
3	Employee,Substitute	Active		0	500200	R09	2011-10	11/01/2011	387.000	296.331	1	
4	Manager,Department	Active		0	500200	M80	2011-10	11/01/2011	88.000	48.000	0	
5	Person,Pretend	Active		1	500200	R09	2011-10	11/01/2011	188.500	130.172	1	
6	Person,Pretend	Active		0	500200	R09	2011-10	11/01/2011	188.500	130.172	1	
7	Test,Admin J	Active		0	500200	R09	2011-10	11/01/2011	580.000	401.347	1	
8	Test,Employee	Active		0	500200	R09	2011-10	11/01/2011	1488.000	374.998	1	

3. If an employee has active multiple job records, multiple rows will display. Terminated records will not show balances. There are three tabs:

   Absence Balances – accrued time includes sick, vacation and personal holiday.

   Compensatory Time – earned time, includes CTO, ADO, etc.

   State Service for Absence – state service (used in calculating leave accruals) and carryover hours.



Absence Balance Details

EmplID: Jane Doe | Empl Rcd#: 0 | Last Period Finalized: 2011-10

Department: 500200 Administrative Technology | Union Code: R09 | Payroll Status: Active

All Absence Balances

Absence Balances

Customize | View All | First 1-3 of 3 Last

Sick | Vacation | Personal Holiday

	Period ID	Balances as of Date	Previous Sick Balance	Sick Earned	Sick Taken	Sick Adjusted	Catastrophic Sick Donated	Sick Balance
1	2011-11	CURRENT - Not Finalized	1440.155	0.000	0.000	0.000	0.000	1440.155
2	2011-10	11/01/2011	1432.155	8.000	0.000	1432.155	0.000	1440.155
3	CONVERSION	CONVERSION (10/02/2011)	0.000	0.000	0.000	1432.155	0.000	1432.155

4. Click the link for each employee, the Absence Balance Details page shows balance for each type of balance. You can also click on the arrow for All Absence Balances to view all the tabs from the Compensatory Time Balances and State Service for Absences pages or click on the arrow for Compensatory Time Balances and State Service for Absences to view those pages. Click on Return to go back to the Inquiry page.