

**Overview**

This step-by-step guide will show you how to view your absence balances in PeopleSoft (MyCSUFresno). Absences should be entered as they occur. There is no need to wait until the end of the pay period to key them in. All absences must be entered and approved by the close of business on the first day of the next pay period. Failure to key your absences on time may result in them not being processed correctly.

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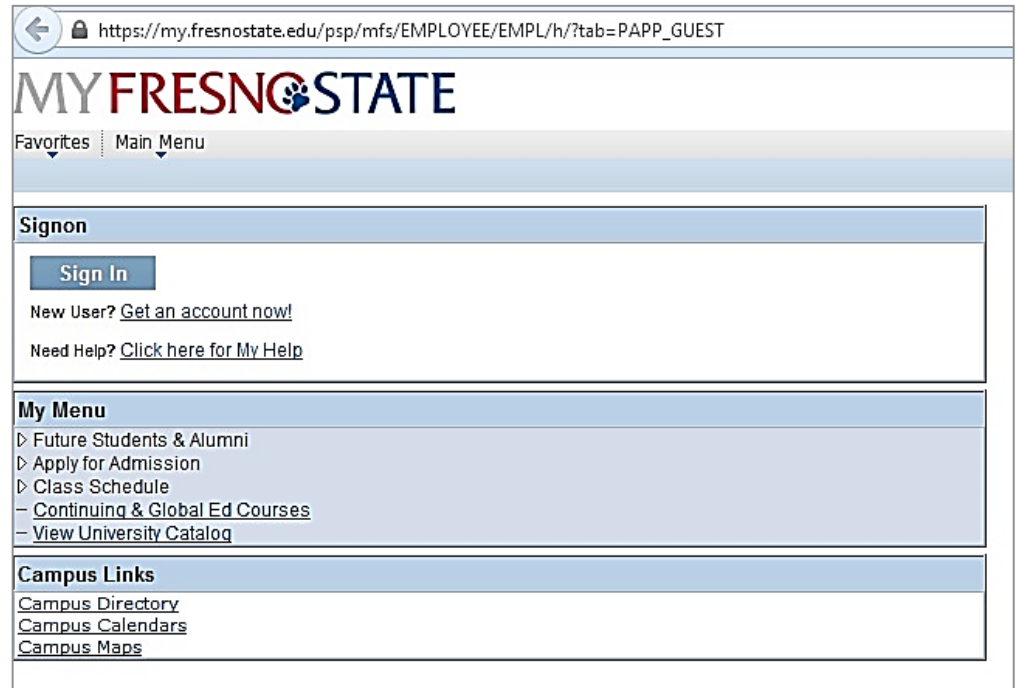
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## LOG IN AND NAVIGATE TO REPORT AND VIEW ABSENCES

To enter your absences, you must first log in to your MyFresnoState portal.

The MyFresnoState homepage displays.

1. Go to MyFresnoState (<http://my.fresnostate.edu/>).
2. Click the MyFresnoState “Sign In” button.



https://my.fresnostate.edu/psp/mfs/EMPLOYEE/EMPL/h/?tab=PAPP\_GUEST

# MY FRESNO STATE

Favorites Main Menu

### Signon

[Sign In](#)

New User? [Get an account now!](#)

Need Help? [Click here for My Help](#)

### My Menu

- ▷ Future Students & Alumni
- ▷ Apply for Admission
- ▷ Class Schedule
- [Continuing & Global Ed Courses](#)
- [View University Catalog](#)

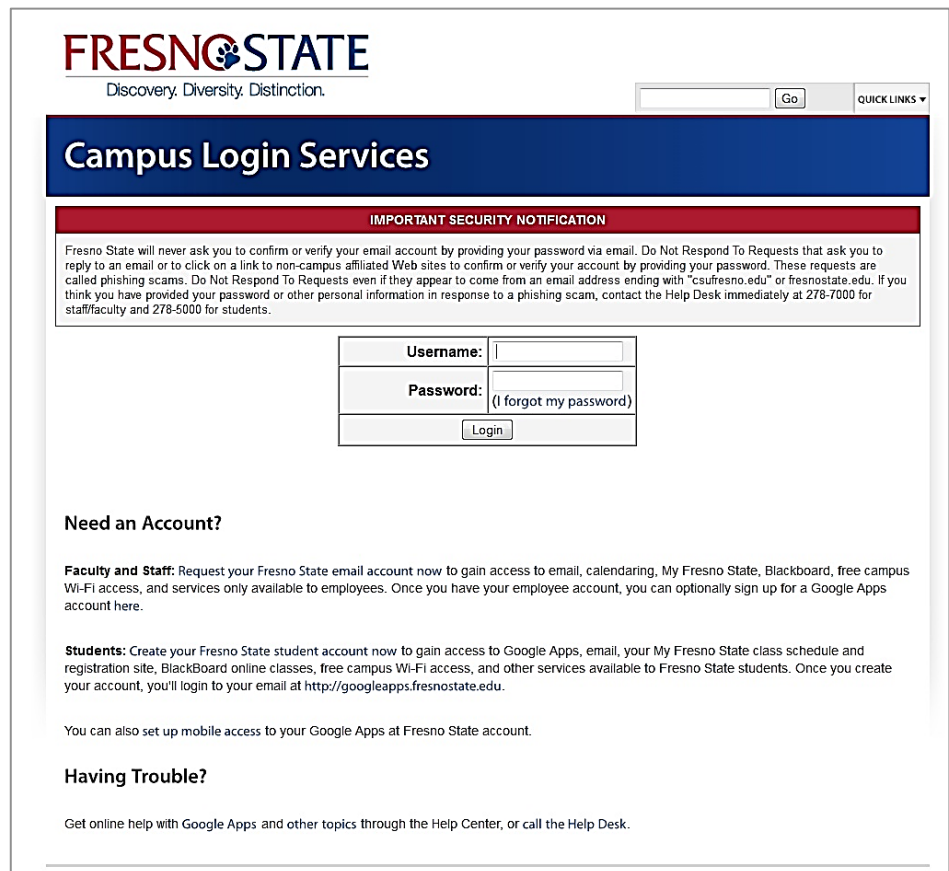
### Campus Links

- [Campus Directory](#)
- [Campus Calendars](#)
- [Campus Maps](#)

The Oracle PeopleSoft Enterprise Sign In page displays.

1. Enter your Fresno State ID and Password.
2. Click the “Sign In” button.

Note: If you have difficulty logging in, contact the Help Desk at 278-5000



# FRESNO STATE

Discovery. Diversity. Distinction.

Go QUICK LINKS

## Campus Login Services

### IMPORTANT SECURITY NOTIFICATION

Fresno State will never ask you to confirm or verify your email account by providing your password via email. Do Not Respond To Requests that ask you to reply to an email or to click on a link to non-campus affiliated Web sites to confirm or verify your account by providing your password. These requests are called phishing scams. Do Not Respond To Requests even if they appear to come from an email address ending with "csufresno.edu" or fresnostate.edu. If you think you have provided your password or other personal information in response to a phishing scam, contact the Help Desk immediately at 278-7000 for staff/faculty and 278-5000 for students.

Username:

Password:  (I forgot my password)

Login

### Need an Account?

**Faculty and Staff:** Request your Fresno State email account now to gain access to email, calendaring, My Fresno State, Blackboard, free campus Wi-Fi access, and services only available to employees. Once you have your employee account, you can optionally sign up for a Google Apps account here.

**Students:** Create your Fresno State student account now to gain access to Google Apps, email, your My Fresno State class schedule and registration site, BlackBoard online classes, free campus Wi-Fi access, and other services available to Fresno State students. Once you create your account, you'll login to your email at <http://googleapps.fresnostate.edu>.

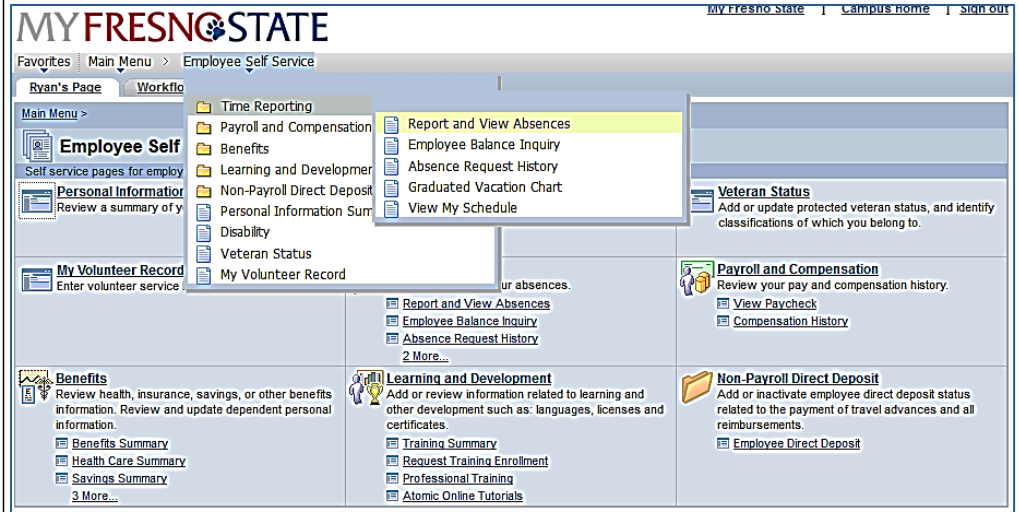
You can also set up mobile access to your Google Apps at Fresno State account.

### Having Trouble?

Get online help with Google Apps and other topics through the Help Center, or call the Help Desk.

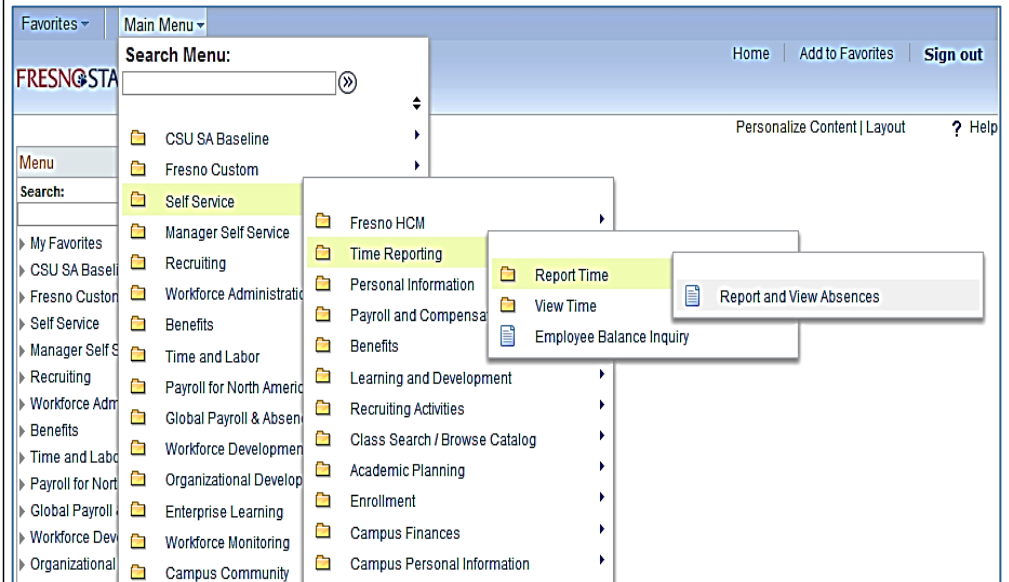
# REPORT AND VIEW ABSENCES

Navigate to Employee Self Service > Time Reporting > Report and View Absences



You may also log in via the administrative PeopleSoft page and get to the same information.

Navigate to Self Service > Time Reporting > Report Time > Report and View Absences



## Report Your Absences

All page shots are shown in the native PeopleSoft environment but will look the same in the MyFresnoState environment.

### The Report and View Absences page displays.

The From and Through dates display the current pay period dates. Change the dates to go backward or forward in time.

- Click the Drop Down arrow in the Absence Name column to select the type of absence you wish to enter.

### Report and View Absences

Cnfdntl Tech Support 12 Mo 1173  
Human Resources 45435  
[Click for Instructions](#)

From  Through

Existing Absence Events						Personalize   Find   <input type="text"/>   <input type="text"/>	First <input type="text"/> 1 of 1 <input type="text"/> Last																
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By																		
<div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <h4 style="margin: 0;">Enter New Absence Events</h4> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>*End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td>No Leave Taken</td> <td><input type="text" value="09/01/2014"/></td> <td><input type="text" value="09/01/2014"/></td> <td></td> <td></td> <td>Add Comments</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> </tbody> </table> <p style="text-align: center; margin: 5px 0;"><input type="button" value="Calculate Duration"/></p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0; text-align: center;">                     To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.                 </div> <p style="text-align: center; margin: 5px 0;"><input type="button" value="Submit"/></p> </div>								Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type				No Leave Taken	<input type="text" value="09/01/2014"/>	<input type="text" value="09/01/2014"/>			Add Comments	<input type="button" value="+"/>	<input type="button" value="-"/>
Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type																			
No Leave Taken	<input type="text" value="09/01/2014"/>	<input type="text" value="09/01/2014"/>			Add Comments	<input type="button" value="+"/>	<input type="button" value="-"/>																

### A list of eligible absence types will display.

The values displayed are based on your classification and the bargaining unit you belong to.

- Highlight the absence type you wish to enter and release your mouse.

#### Enter New Absence Events

Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type			
<input type="text" value="No Leave Taken"/>	<input type="text" value="09/01/2014"/>	<input type="text" value="09/30/2014"/>			Add Comments	<input type="button" value="+"/>	<input type="button" value="-"/>

- Bereavement/Funeral
- CTO Take
- Dock
- Holiday CTO Take
- Jury Duty
- Maternity/Paternity
- Mil Spouse/Domestic Partner
- Military Leave
- No Leave Taken
- Organ Donor/Bone Marrow
- Personal Holiday
- Sick - Bereavement
- Sick - Family Care
- Sick - Self
- Vacation

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

The absence type is populated in the Absence Name field; the balance associated with the absence displays.

*Note: Some absence types do not have balances (e.g. Jury Duty, Furlough, etc.)*

5. Enter the Begin and End Dates of the absence; you may click the calendar icon to select the dates from a calendar.

A completed absence entry might look something like this...

*Note: Pushing the Calculate Duration button will make the Absence Duration appear. This is not required and will happen automatically upon pushing the Submit button.*

6. Push the plus (+) button to enter additional absences.

## Enter Partial Hours

Partial Hours should be used when you are entering leave that is less than 1 day of your normal schedule. Partial Hours should always be used for hourly employees and for employees on alternate schedules on weeks when the schedule changes (e.g. furlough weeks)

- Click the Drop Down arrow in the Partial Days column and select Partial Hours.

The Hours per Day Box will appear.

- Enter the appropriate number of hours.

Continue entering absences as appropriate.

You may enter more than one absence type on a day by selecting the '+' symbol.

In some situations it may be necessary to enter more than one absence type on a day. This is allowed as long as you don't go over the total number of hours on your schedule for that day.

Enter New Absence Events									
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Absence Duration	Unit Type			
Personal Holiday	09/25/2014	09/25/2014	0	None		Days		Add Comments	+ -
Sick - Self	09/01/2014	09/01/2014	952.5	None		Hours		Add Comments	+ -
				None					
				Partial 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

Enter New Absence Events						
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	
Personal Holiday	09/25/2014	09/25/2014	0	None		
Sick - Self	09/01/2014	09/01/2014	952.5	Partial Hours	2.00	

Calculate Duration

Enter New Absence Events									
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type		
Personal Holiday	09/25/2014	09/25/2014	0	None			Days	Add Comments	+ -
Sick - Self	09/01/2014	09/01/2014	952.5	Partial Hours	2.00		Hours	Add Comments	+ -
Bereavement/Funeral	09/03/2014	09/03/2014		None			Hours	Add Comments	+ -
Jury Duty	09/08/2014	09/08/2014		None			Hours	Add Comments	+ -
Vacation	09/16/2014	09/16/2014	347.508	Partial Hours	4.00		Hours	Add Comments	+ -

Calculate Duration

Enter New Absence Events									
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type		
CTO Take	09/08/2014	09/08/2014	120	Partial Hours	4.00		Hours		
Vacation	09/08/2014	09/08/2014	347.508	Partial Hours	4.00		Hours		

Calculate Duration

In this example, the employee works an 8 hour day and has combined 2 types of absences to make up her 8 hours.

9. Once all absences are keyed, push the submit button.

Pushing the Submit button replaces your signature on the old form. By pushing this button you are affirming that the information you have entered is accurate and in compliance with policies.

**Your submission is confirmed.**

If all absences have been keyed correctly, you will receive a confirmation.


10. Click OK to return to the prior page.

**The Report and View Absences page displays.**

All absences submitted now appear in the top portion of the page.

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

### Submit Confirmation

 **The Absence(s) were submitted successfully.**

### Report and View Absences

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Human Resources 45435  
[Click for Instructions](#)

From  Through

Existing Absence Events							Personalize	Find	First	1 of 1	Last
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By					
Personal Holiday	09/25/2014	09/25/2014	1.00 Days		Submitted						

Enter New Absence Events						
Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type		
No Leave Taken	<input type="text" value="09/01/2014"/>	<input type="text" value="09/01/2014"/>				Add Comments <input type="button" value="+"/> <input type="button" value="-"/>

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

## Delete Your Absences

### Navigate to the Report and View Absences page.

All absences submitted and/or approved appear in the top portion of the page. You may delete any absence that is not approved.

11. Click the trashcan icon in the far right column next to the absence you wish to delete.

A delete confirmation appears.

12. Click yes if you really want to delete the absence (No if you do not.)

The Report and View Absences page displays.

The deleted absence no longer appears.

### Report and View Absences

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Human Resources 45435

[Click for Instructions](#)

From  Through

Existing Absence Events							Personalize	Find	First	1 of 1	Last
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By					
Personal Holiday	09/25/2014	09/25/2014	1.00	Days	Submitted						

### Confirm Delete



Click **Yes** to Delete this Absence Event

Absence: **Personal Holiday** Begins: **9/25/2014** Ends: **9/25/2014**

Yes

No

### Report and View Absences

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From  Through

Existing Absence Events							Personalize	Find	First	1 of 1	Last
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By						



## Absences Requiring Comments

### Navigate to the Report and View Absences page.

Some absence types may require you to enter a comment.

- Funeral
- Sick Leave-Family
- Sick Leave-Death

When an absence like this is selected, the Add comments link will turn red.

13. Click the Add Comments link to enter the required comments.

### The Absence Event Comments page displays.

14. Enter the appropriate comments.
15. Click Save Comments when all information is entered.

*Note: When entering a family relationship, it is not necessary to use specific names, just the actual relationship (e.g. grandmother, father, etc.)*

### The Report and View Absences page displays.

The add comments link changes to say Edit Comments. The absence can now be submitted.

Enter New Absence Events									
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Absence Duration	Unit Type			
Sick - Bereavement	09/02/2014	09/02/2014	0	None		Hours	Add Comments	+	-
<input type="button" value="Calculate Duration"/>									

### 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 the deceased:

Enter New Absence Events									
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Absence Duration	Unit Type			
Bereavement/Funeral	09/02/2014	09/02/2014		None		Hours	Edit Comments	+	-
<input type="button" value="Calculate Duration"/>									

## Reporting No Leave Taken

All employees will be required to report No Leave Taken if they have no absences to report for the pay period

**No Leave Taken is an option in the absences you can take.**

16. Select No Leave Taken just like any other absence.

**Enter the Begin and End Dates of the pay period and submit the absence.**

Enter New Absence Events						
Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type		
<div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span style="font-size: 0.8em;">Bereavement/Funeral</span> <span style="font-size: 0.8em;">CTO Take</span> <span style="font-size: 0.8em;">Dock</span> <span style="font-size: 0.8em;">Holiday CTO Take</span> <span style="font-size: 0.8em;">Jury Duty</span> <span style="font-size: 0.8em;">Maternity/Paternity</span> <span style="font-size: 0.8em;">Mil Spouse/Domestic Partner</span> <span style="font-size: 0.8em;">Military Leave</span> <span style="font-size: 0.8em; background-color: #0070C0; color: white; padding: 2px;">No Leave Taken</span> <span style="font-size: 0.8em;">Organ Donor/Bone Marrow</span> <span style="font-size: 0.8em;">Personal Holiday</span> <span style="font-size: 0.8em;">Sick - Bereavement</span> <span style="font-size: 0.8em;">Sick - Family Care</span> <span style="font-size: 0.8em;">Sick - Self</span> <span style="font-size: 0.8em;">Vacation</span> </div> </div>	09/01/2014	09/30/2014			Add Comments	

In the best of my knowledge and belief, the information provided is accurate and in full compliance with legal and U policy requirements.

## Understanding Error Messages

### Navigate to the Report and View Absences page.

There are numerous things that will cause a submitted absence to fail validation.

- Absence keyed on a non-work day.
- Too many hours keyed based on a schedule.
- No comments entered.

These are just a few. In the example on the right, a Funeral Take has been entered but no comments have been added.

### The Submit Confirmation page displays an error.

17. Click OK to return to the prior page and view the error messages.

The messages are displayed in red at the top of the messages; there may be more than one in some cases.

Please read the error messages carefully and correct your entry as appropriate.

Enter New Absence Events						
Absence Name	*Begin Date	*End Date	*Partial Days	Absence Duration	Unit Type	
Bereavement/Funeral	09/02/2014	09/02/2014	None		Hours	<a href="#">Add Comments</a> + -
<input type="button" value="Calculate Duration"/>						

### Submit Confirmation



The absence event entered failed validation.

Click OK to return to the entry page, this event remains in the **Enter New Absence Events** section where you can correct or delete it.

OK

### Report and View Absences

Cnfdnt! Tech Support 12 Mo 1173

Human Resources 45435

[Click for Instructions](#)

**ERROR! The Absence entered cannot have a begin date that is on a Holiday.**  
Change the begin date.

From 09/01/2014 Through 10/30/2014

Existing Absence Events						Personalize   Find	First	1 of 1	Last
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By				


## View Prior Absence Transactions

All previous absence transactions recorded and submitted can be viewed from the Report and View Absences page.

The Report and View Absences page displays.


Note: The current pay period is default display.

- Change the From date and Through dates to view a different set of absence transactions.

From		06/01/2014		Through		09/30/2014					
Existing Absence Events							Personalize   Find   				
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status						
Vacation	06/06/2014	06/06/2014	8.00	Hours	Finalized						
Vacation	06/09/2014	06/09/2014	4.00	Hours	Finalized						
Vacation	06/20/2014	06/20/2014	1.00	Hours	Finalized						
Vacation	07/25/2014	07/25/2014	1.00	Hours	Finalized						
Vacation	07/31/2014	07/31/2014	1.00	Hours	Submitted						
Vacation	08/05/2014	08/05/2014	4.00	Hours	Submitted						
Vacation	08/11/2014	08/11/2014	1.00	Hours	Submitted						
Vacation	08/15/2014	08/15/2014	1.00	Hours	Submitted						
Vacation	08/22/2014	08/22/2014	1.00	Hours	Submitted						

The Report and View Absences page again displays.

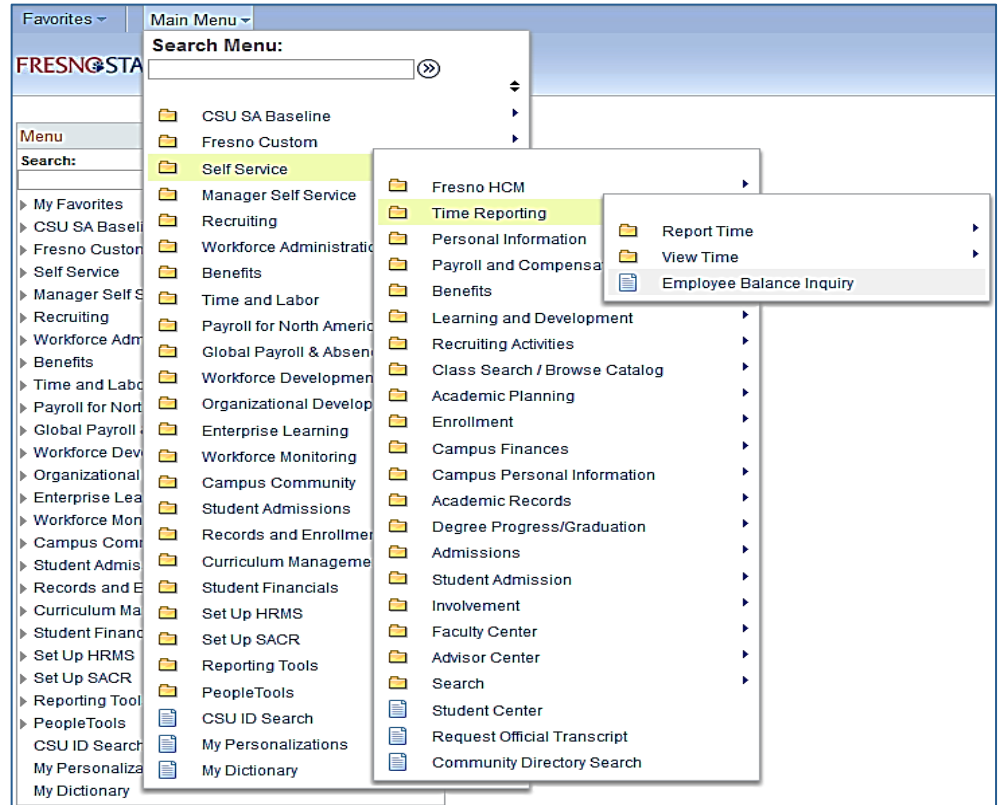
- Change the From date and Through date to view a different set of absence transactions.

From		01/01/2014		Through		05/30/2014					
Existing Absence Events							Personalize   Find    Fir				
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status						
Vacation	01/07/2014	01/07/2014	4.00	Hours	Finalized						
Vacation	01/09/2014	01/09/2014	1.00	Hours	Finalized						
Vacation	01/15/2014	01/17/2014	24.00	Hours	Finalized						
Vacation	01/21/2014	01/21/2014	3.00	Hours	Finalized						
Vacation	01/24/2014	01/24/2014	1.00	Hours	Finalized						
Vacation	01/29/2014	01/29/2014	3.00	Hours	Finalized						
Vacation	02/10/2014	02/10/2014	2.00	Hours	Finalized						
Vacation	02/13/2014	02/13/2014	2.00	Hours	Finalized						
Vacation	02/24/2014	02/24/2014	4.00	Hours	Finalized						
Vacation	02/27/2014	02/27/2014	3.00	Hours	Finalized						
Vacation	02/28/2014	02/28/2014	2.00	Hours	Finalized						
Vacation	03/06/2014	03/06/2014	2.00	Hours	Finalized						
Vacation	03/27/2014	03/27/2014	1.00	Hours	Finalized						
Vacation	03/28/2014	03/28/2014	8.00	Hours	Finalized						
Vacation	04/03/2014	04/03/2014	1.00	Hours	Finalized						
Vacation	04/11/2014	04/11/2014	1.00	Hours	Finalized						
Vacation	04/18/2014	04/18/2014	5.00	Hours	Finalized						
Vacation	05/16/2014	05/16/2014	1.00	Hours	Finalized						
Vacation	05/21/2014	05/21/2014	3.00	Hours	Finalized						
Vacation	05/27/2014	05/27/2014	1.00	Hours	Finalized						

## View My Absence Balances

This section demonstrates how to view your current and prior absence balance information.

- From the **Main Menu** navigate to **Self Service > Time Reporting > Employee Balance Inquiry**



*The Employee Balance Inquiry page/ Absence Balances tab displays.*

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

- Click the **Compensatory Time Tab** to view additional balances.

*The Employee Balance Inquiry/Compensatory Time tab displays.*

All **Compensatory Time** types of leave display.

- Click the **State Service for Absence** tab to view your state service balance.

Employee Balance Inquiry

Last Finalized Balances    Personalize | Find | View All |    First 1 of 1 Last

Absence Balances											
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	Active		0	45435	R07	2014-07	07/31/2014	952.500	368.508	1	

Graduated Vacation Chart

Last Finalized Balances    Personalize | Find | View All |    First 1 of 1 Last

Compensatory Time														
Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	CTO Balance	Hol Cr Balance	Hol CTO Balance	Excess Balance	Expiry ADO Balance	Non Expiry ADO Balance	Details
1	Active		0	45435	R07	2014-07	07/31/2014	120.000	0.000	0.000	0.000	0.000	0.000	

Graduated Vacation Chart

**The Employee Balance Inquiry/  
State Service for Absence page  
displays.**

Your **State Service Balance**  
displays.

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

**The Absence Balance Details  
Page Displays**

*Note: There is one tab per  
absence type.*

24. Click a tab to view the relevant absence details.
25. Click the Return button to return to the main balance page.

**The Employee Balance Inquiry  
page displays.**

26. Click Graduated Vacation Chart.

Last Finalized Balances													
Personalize   Find   View All   First 1 of 1 Last													
Absence Balances		Compensatory Time		State Service for Absence									
Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	State Service Months	State Service Hours Carryover	Sick Carryover Hours	Vacation Hours Carryover	State Service FTE Carryover	Details
1	Active		0	45435	R07	2014-07	07/31/2014	341.000	0.000	0.000	0.000	0.000	

Graduated Vacation Chart

Absence Balance Details												
EmplID: 45435				Human Resources		Empl Rcd#: 0		Last Period Finalized: 2014-07				
Department: 45435				Human Resources		Union Code: R07		Payroll Status: Active				
All Absence Balances												
Personalize   View All   First 1-13 of 71 Last												
Sick	Vacation	Personal Holiday	CTO	Holiday Credit	Holiday CTO	Excess	ADO	Non Exp ADO	State Service	State Service Hours		
Period ID	Balances as of Date		Previous Sick Balance	Sick Earned	Sick Taken	Sick Adjusted	Catastrophic Sick Donated	Sick Balance				
1	2014-08	CURRENT - Not Finalized		952.500	0.000	0.000	0.000	952.500				
2	2014-07	07/31/2014		944.500	8.000	0.000	0.000	952.500				
3	2014-06	07/01/2014		936.500	8.000	0.000	0.000	944.500				
4	2014-05	06/01/2014		928.500	8.000	0.000	0.000	936.500				
5	2014-04	05/01/2014		920.500	8.000	0.000	0.000	928.500				
6	2014-03	04/01/2014		912.500	8.000	0.000	0.000	920.500				
7	2014-02	03/01/2014		904.500	8.000	0.000	0.000	912.500				
8	2014-01	01/31/2014		896.500	8.000	0.000	0.000	904.500				
9	2013-12	01/01/2014		888.500	8.000	0.000	0.000	896.500				
10	2013-11	12/01/2013		880.500	8.000	0.000	0.000	888.500				
11	2013-10	10/31/2013		872.500	8.000	0.000	0.000	880.500				
12	2013-09	10/01/2013		864.500	8.000	0.000	0.000	872.500				
13	2013-08	08/30/2013		856.500	8.000	0.000	0.000	864.500				

Return

Employee Balance Inquiry												
Last Finalized Balances												
Personalize   Find   View All   First 1 of 1 Last												
Absence Balances		Compensatory Time		State Service for Absence								
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	Active		0	45435	R07	2014-07	07/31/2014	952.500	368.508	1		

Graduated Vacation Chart

**The Graduated Vacation Chart Displays.**

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

27. Click the **Esc** key on your keyboard to return to the main balances page.

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
<b>VACATION ACCRUAL RATES FOR ELIGIBLE CLASSIFICATIONS IN:</b>			UNIT 6	240 HOURS	240 HOURS	272 HOURS	384 HOURS
EXECUTIVE (M98), MANAGEMENT (M80), CONFIDENTIAL (C99), FACULTY (Unit 3) AND ACADEMIC STUDENT (UNIT 11)			UNIT 7	120 HOURS	240 HOURS	272 HOURS	384 HOURS
			UNIT 8	200 HOURS***	480 HOURS	272 HOURS	384 HOURS
			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

01/28/2011 Updated/HRM

\*\*PER MOU/Policy

\*\*\*PURSUANT TO FAIR LABOR STANDARDS ACT

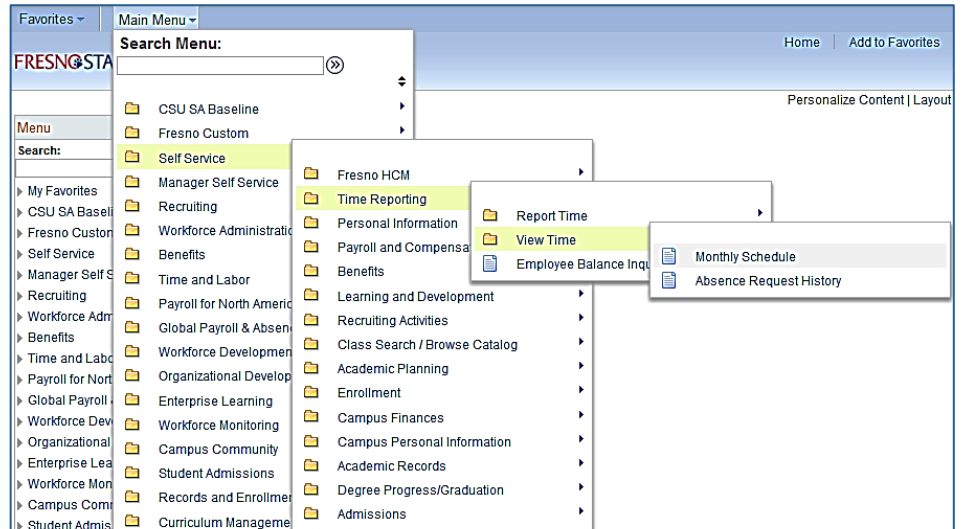
\*\*\*REFER TO APPROPRIATE MOU

## View My Monthly Schedule

This section demonstrates how to view your monthly schedule. The standard employee schedule is Monday through Friday, eight hours per day. If you are on an alternate schedule (part time, 4/10, 9/80 and so forth), this schedule will display. If your schedule is irregular, a standard schedule will most likely display, and your timekeeper will key your absence hours accordingly. If you have questions about your schedule, contact your timekeeper or payroll technician.

28.

29. From the Main Menu  
 navigate to Self Service >  
 Time Reporting > View Time  
 > Monthly Schedule.



### The Monthly Schedule page displays.

Notes: Absences that have been reported will be displayed with the calendar icon.

Scheduled holidays will be displayed with the suitcase icon.

If you have an absence that overlaps a holiday, both icons will display, but your balances will not be affected.

29. Click a date to view more details about the schedule for a specific day.

**Monthly Schedule**

Employee ID: \_\_\_\_\_

<< Previous Month      10 - October      2014      Next Month >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			8 Hours <b>1</b>	8 Hours <b>2</b>	8 Hours <b>3</b>	OFF <b>4</b>
OFF <b>5</b>	8 Hours <b>6</b>	8 Hours <b>7</b>	8 Hours <b>8</b>	8 Hours <b>9</b>	8 Hours <b>10</b>	OFF <b>11</b>
OFF <b>12</b>	8 Hours <b>13</b>	8 Hours <b>14</b>	8 Hours <b>15</b>	8 Hours <b>16</b>	8 Hours <b>17</b>	OFF <b>18</b>
OFF <b>19</b>	8 Hours <b>20</b>	8 Hours <b>21</b>	8 Hours <b>22</b>	8 Hours <b>23</b>	8 Hours <b>24</b>	OFF <b>25</b>
OFF <b>26</b>	8 Hours <b>27</b>	8 Hours <b>28</b>	8 Hours <b>29</b>	8 Hours <b>30</b>	8 Hours <b>31</b>	

**Legend**

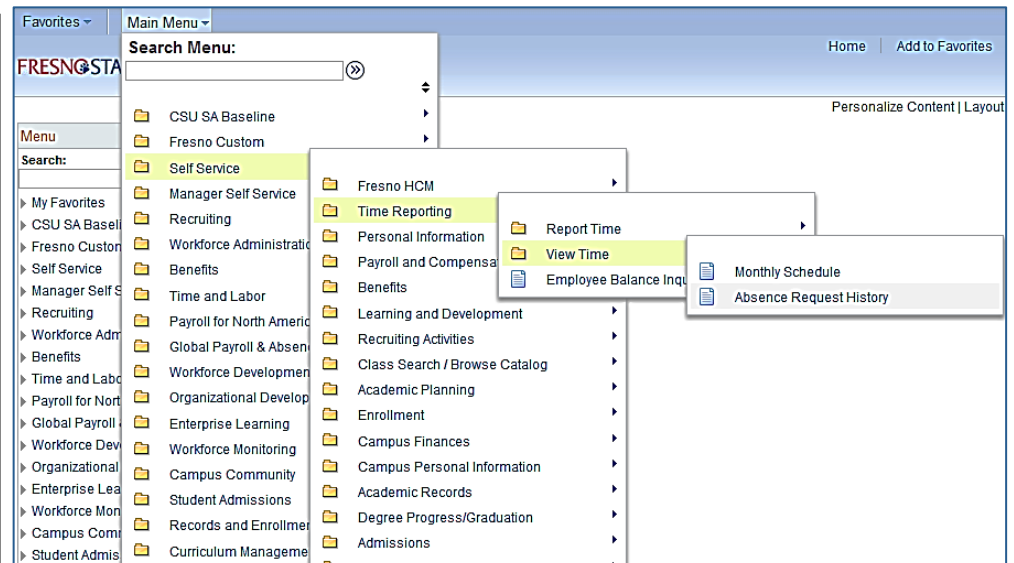
Approved Training     
 Planned Absence     
 Holiday     
 OFF Scheduled OFF Day



## Absence Request History

This section demonstrates how to view your history of absences.

30. From the Main Menu navigate to Self Service > Time Reporting > View Time > Absence Request History.



**The Absence Request History page displays.**

Existing absences are listed from the current pay period. The **From** and **Through** dates can be changed to show absences from other pay periods.

31. Enter the corresponding **From** and **Through** dates for which you wish to view Absences from within that period.
32. Click the **Absence Name** link to view request details.

### Absence Request History

Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and click Refresh. Select the absence name link to view request details. Select edit button to modify or delete the request.

**From:**  **Through:**

Absence Request History							Find   View All   <input type="button" value="Print"/>	First <input type="button" value="Left Arrow"/> 1-6 of 6 <input type="button" value="Right Arrow"/> Last
Absence Name	Status	Begin Date	End Date	Duration	Requested By	Edit		
<a href="#">Vacation</a>	Submitted	08/22/2014	08/22/2014	1 Hours	Employee	<input type="button" value="Edit"/>		
<a href="#">Vacation</a>	Submitted	08/15/2014	08/15/2014	1 Hours	Employee	<input type="button" value="Edit"/>		
<a href="#">Vacation</a>	Submitted	08/11/2014	08/11/2014	1 Hours	Employee	<input type="button" value="Edit"/>		
<a href="#">Vacation</a>	Submitted	08/05/2014	08/05/2014	4 Hours	Employee	<input type="button" value="Edit"/>		
<a href="#">Vacation</a>	Submitted	07/31/2014	07/31/2014	1 Hours	Employee	<input type="button" value="Edit"/>		
<a href="#">Vacation</a>	Approved	07/25/2014	07/25/2014	1 Hours	Employee	<input type="button" value="Edit"/>		

**Go To:** [Request Absence](#)  
[View Absence Balances](#)

*The Absence Details page displays indicating the date of vacation that was requested as well as the current balance in hours remaining for vacation.*

33. Confirm that the Absence has been **Submitted** and/or **Approved** in **Request History**.

Absence Details				
View Absence Status and Details				
Details				
Start Date:	07/25/2014			
End Date:	07/25/2014			
Absence Name:	Vacation	Current Balance: 368.50 Hours**		
Partial Days:	All Days			
All Days Hours:	1.00			
Duration:	1.00	Hours		
Workflow				
Status:	Approved			
Request History				
	Status	Name	Date	Comments
1	Submitted		08/08/2014	
2	Approved		08/08/2014	