

Overview

This step-by-step guide will show you how to approve employee absences in PeopleSoft (MyFresnoState). It will also show you how to view and enter absence information for your employees. As a manager, supervisor, or work lead, you will see the employees who report directly to you and any employees that your direct reports manage. Alternate approvers will see their own direct reports, if applicable, and all direct and indirect reports of the managers/supervisors/work leads they are alternates for. Absences should be entered and approved as they occur. There is no need to wait until the end of the pay period to key them in. Failure to enter and approve absences on time may result in incorrect processing.

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Sign in to the MyFresnoState/PeopleSoft

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 “Login” button.

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

FRESNO STATE

Discovery. Diversity. Distinction.

 [QUICK LINKS](#)

Approve Absences

- From the **Main Menu** navigate to **Manager Self Service > Time Management > Approve Reported Absences**.



The Approve Reported Absences page displays.

Note: Your direct reports, as well as all employees you are an alternate approver for, are shown.

- Click a column header to re-sort the list.

Approve Reported Absences

[Click for instructions](#)

Employees										Personalize Find View All
	Empl ID	Empl Rod	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title	First 1-3 of 3 Last
<input type="checkbox"/>		1	Appr		Active	45435	Human Resources	1173	Cnfdntl Tech Support 12 Mo	
<input type="checkbox"/>		0	Appr		Terminated	45435	Human Resources	1173	Cnfdntl Tech Support 12 Mo	
<input type="checkbox"/>		0	None		Active	45435	Human Resources	1173	Cnfdntl Tech Support 12 Mo	First

The re-sorted list displays.

Note: In this example, the Status column was sorted.

Current Period Absence Status:

- **None** – No absences have been entered.
 - **Appr** – All absences entered have been approved.
 - **Sub** – Absences have been submitted but not approved.
3. Scroll down to view all employees.
 4. Click the **Org Chart icon** in the far right column to view the direct reports of another employee (if applicable).

The Selection and Continue buttons display.

Note: Alternate Approvers should approve absences of direct reports only if requested by the person they are an alternate for.

5. Click the **Select All** button to review absences for all employees, or check boxes to select and view individual absences.
6. Click the **Continue** button

Approve Reported Absences

Click for Instructions

Employees									
Select	Empl ID	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title
<input type="checkbox"/>		0	None		Active	45435	Human Resources	1173	Cnfdntl Tech Support 12 Mo
<input type="checkbox"/>		1	Appr		Active	45435	Human Resources	1173	Cnfdntl Tech Support 12 Mo
<input type="checkbox"/>		0	Appr		Terminated	45435	Human Resources	1173	Cnfdntl Tech Support 12 Mo

Employees									
Select	Empl ID	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title
<input type="checkbox"/>		1	Sub	Draper	Active	45435	Human Resources	1173	Cnfdntl Tech Support 12 Mo
<input type="checkbox"/>		0	Appr	Ellis	Active	45435	Human Resources	1173	Cnfdntl Tech Support 12 Mo
<input type="checkbox"/>		0	None	White	Active	45435	Human Resources	1173	Cnfdntl Tech Support 12 Mo

First

Select All Deselect All Continue

The Approve 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.

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

The Needs Corr and Reviewed statuses display.

- Select **Needs Corr** (Correction.) By choosing Needs Correction, this will allow the employee to either change the hours or completely delete the absence entry and enter a new absence event if necessary.
- Click **Add Comment** to communicate information back to the employee.

The Approval Comments page displays.

Note: Be brief and professional when adding comments.

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

Approve Time and Reported Absences

[Click for Instructions](#)

Existing Absence Events										
Empl ID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	Review Status	Add Comment
1	1		Vacation	08/25/2014	08/25/2014	8.00000	Hours	<input type="checkbox"/>		Add Comment

[Return to Employee List](#)

Approve Time and Reported Absences

[Click for Instructions](#)

Existing Absence Events										
Empl ID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	Review Status	Add Comment
1	1		Vacation	08/25/2014	08/25/2014	8.00000	Hours	<input type="checkbox"/>	<input type="button" value="Needs Corr"/> <input type="button" value="Reviewed"/>	Add Comment

[Return to Employee List](#)

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.

This absence was not on my calendar. I believe you've entered the wrong dates. Please delete and re-submit. Thanks.

[Return To Approvals Page](#)

The Review Reported Absences displays.

Note: The Add Comment link now says Edit Comment.

12. Scroll down to view all absences.

Approve Reported Absences

Click for Instructions

Absence Requests										Personalize	Find	First	1 of 1	Last
Empl ID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	Review Status	Add Comment				
1	1	Draper,Don	Vacation	08/25/2014	08/25/2014	8.00000	Hours	<input type="checkbox"/>	Needs Corr	Add Comment				

Select All Deselect All Submit

Return to Employee List

The Selection and Submit buttons display.

Note: You will not be able to approve an absence with a Needs Corr status.

13. Click the Select All button to approve all absences or check individual boxes to approve a few select absences.

Approve Reported Absences

Click for Instructions

Absence Requests										Personalize	Find	First	1 of 1	Last
Empl ID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	Review Status	Add Comment				
1	1	Draper,Don	Vacation	08/25/2014	08/25/2014	8.00000	Hours	<input checked="" type="checkbox"/>	Reviewed	Add Comment				

Select All Deselect All Submit

Return to Employee List

The page displays with the Approved boxes checked.

14. Click **Submit**.

Approve Reported Absences

Click for Instructions

Absence Requests										Personalize	Find	First	1 of 1	Last
Empl ID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	Review Status	Add Comment				
1	1	Draper,Don	Vacation	08/25/2014	08/25/2014	8.00000	Hours	<input checked="" type="checkbox"/>	Reviewed	Add Comment				


Select All Deselect All Submit

Return to Employee List

The Approval Confirmation page displays.

15. Click OK.

Approval Confirmation

 Your Absence Event was 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

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

Approve Reported Absences

[Click for instructions](#)

Employees									
Personalize Find View All   First 1-3 of 3 Last									
Select	Empl ID	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title
<input type="checkbox"/>		1	Appr		Active	45435	Human Resources	1173	Cnfdntl Tech Support 12 Mo
<input type="checkbox"/>		0	Appr		Terminated	45435	Human Resources	1173	Cnfdntl Tech Support 12 Mo
<input type="checkbox"/>		0	None		Active	45435	Human Resources	1173	Cnfdntl Tech Support 12 Mo

 First

Select All

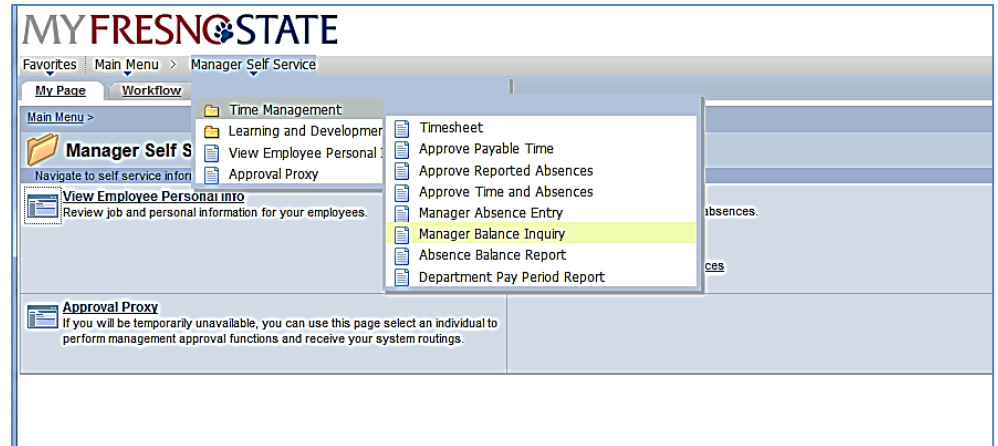
Deselect All

Continue

View Absence Balances for Employees

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

- From the **Main Menu**, navigate to **Manager Self Service > Time Management > Manager Balance Inquiry**.



The Manager Balance Inquiry search page displays.

The **Last Refresh** date displays.

- Click the **Refresh Employee List** Button.

The Building Security List information page displays.

Click OK.

The Manager Balance Inquiry search page displays.

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

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

MY FRESNO STATE
 Favorites | Main Menu > Manager Self Service > Time Management > Manager Balance Inquiry
 My Page | Workflow

Manager Balance Inquiry

Search Criteria

Department: 45435 Human Resources Name:
 EmplID: Empl Rcd#:
 Pay Group:
 Union Code:
 Payroll Status: Active HR Status: Active

Search Clear Refresh Employee List Last Refresh was: 10/22/14

Graduated Vacation Chart

The Manager Balance Inquiry page/Absence Balances tab displays.

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

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

MY FRESNO STATE
 Favorites | Main Menu > Manager Self Service > Time Management > Manager Balance Inquiry
 My Page | Workflow

Manager Balance Inquiry

Search Criteria

Department: 45435 Human Resources Name:
 EmplID: Empl Rcd#:
 Pay Group:
 Union Code:
 Payroll Status: Active HR Status: Active

Search Clear Refresh Employee List Last Refresh was: 10/22/14

Last Finalized Balances for Employees
 Administered by Linda Brase Personalize | Find | View All | 1-2 of 2 | 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		1	45435	C99	2014-07	07/31/2014	240.500	294.167	1	
2	Active		0	45435	C99		08/21/2014	0.000	0.000	0	

Graduated Vacation Chart

The Manager Balance Inquiry/Compensatory Time tab displays.

All Compensatory Time types of leave display.

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

MY FRESNO STATE
 Favorites | Main Menu > Manager Self Service > Time Management > Manager Balance Inquiry
 My Page | Workflow

Manager Balance Inquiry

Search Criteria

Department: 45435 Human Resources Name:
 EmplID: Empl Rcd#:
 Pay Group:
 Union Code:
 Payroll Status: Active HR Status: Active

Search Clear Refresh Employee List Last Refresh was: 10/22/14

Last Finalized Balances for Employees Administered by Linda Brase Personalize | Find | View All | 1-2 of 2 | First 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	CTO Balance	Hol Cr Balance	Hol CTO Balance	Excess Balance	Expiry ADO Balance	Non Expiry ADO Balance	Details
1	Active		1	45435	C99	2014-07	07/31/2014	9.000	0.000	0.000	0.000	0.000	0.000	
2	Active		0	45435	C99		08/21/2014	0.000	0.000	0.000	0.000	0.000	0.000	

Graduated Vacation Chart

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

The State Service Balances display.

21. 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.

MY FRESNO STATE
 Favorites | Main Menu > Manager Self Service > Time Management > Manager Balance Inquiry
 My Page | Workflow

Manager Balance Inquiry

Search Criteria

Department: 45435 Human Resources Name:
 EmplID: Empl Rcd#:
 Pay Group:
 Union Code:
 Payroll Status: Active HR Status: Active

Search Clear Refresh Employee List Last Refresh was: 10/23/14

Last Finalized Balances for Employees Administered by Linda Brase Personalize | Find | View All | 1-2 of 2 | First 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		1	45435	C99	2014-07	07/31/2014	57.000	103.200	103.200	103.200	0.000	
2	Active		0	45435	C99		08/21/2014	0.000	0.000	0.000	0.000	0.000	

Graduated Vacation Chart

The Absence Balance Details page / Absence Balances section displays.

Note: There is one tab per absence type.

- 22. Click a tab to view the relevant absence details.
- 23. Scroll down to view additional absence types.

The Compensatory Time Balances section displays.

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

The State Service for Absences section displays.

- 25. Click the Return button to return to the main Absence Balances page.

Absence Balance Details

EmplID: Don Draper Empl Rcd#: 1 Last Period Finalized: 2014-07
 Department: 45435 Human Resources Union Code: C99 Payroll Status: Active

▾ All Absence Balances

▾ Absence Balances

▾ Compensatory Time Balances

▾ State Service for Absences

Personalize | View All | First 1-13 of 60 Last

State Service	State Service Hours	Service Hours Sick	Service Hours Vacation	Service Hours FTE	Period ID	Balances as of Date	Previous State Service Balance	State Service Earned	State Service Taken	State Service Adjusted	State Service Balance
					1	2014-08 CURRENT - Not Finalized	57.000	0.000	0.000	0.000	57.000
					2	2014-07 07/31/2014	56.000	1.000	0.000	0.000	57.000
					3	2014-06 07/01/2014	55.000	1.000	0.000	0.000	56.000
					4	2014-05 06/01/2014	54.000	1.000	0.000	0.000	55.000
					5	2014-04 05/01/2014	53.000	1.000	0.000	0.000	54.000
					6	2014-03 04/01/2014	52.000	1.000	0.000	0.000	53.000
					7	2014-02 03/01/2014	51.000	1.000	0.000	0.000	52.000
					8	2014-01 01/31/2014	50.000	1.000	0.000	0.000	51.000
					9	2013-12 01/01/2014	49.000	1.000	0.000	0.000	50.000
					10	2013-11 12/01/2013	48.000	1.000	0.000	0.000	49.000
					11	2013-10 10/31/2013	47.000	1.000	0.000	0.000	48.000
					12	2013-09 10/01/2013	46.000	1.000	0.000	0.000	47.000
					13	2013-08 08/30/2013	45.000	1.000	0.000	0.000	46.000

Return

▾ Compensatory Time Balances

Personalize | View All | First 1-13 of 60 Last

CTO	Holiday Credit	Holiday CTO	Excess	ADO	Non Exp ADO	Period ID	Balances as of Date	Previous CTO Balance	CTO Earned	CTO Taken	CTO Adjusted	CTO Balance
						1	2014-08 CURRENT - Not Finalized	9.000	0.000	0.000	0.000	9.000
						2	2014-07 07/31/2014	9.000	0.000	0.000	0.000	9.000
						3	2014-06 07/01/2014	9.000	0.000	0.000	0.000	9.000
						4	2014-05 06/01/2014	9.000	0.000	0.000	0.000	9.000
						5	2014-04 05/01/2014	9.000	0.000	0.000	0.000	9.000
						6	2014-03 04/01/2014	9.000	0.000	0.000	0.000	9.000
						7	2014-02 03/01/2014	9.000	0.000	0.000	0.000	9.000
						8	2014-01 01/31/2014	9.000	0.000	0.000	0.000	9.000
						9	2013-12 01/01/2014	9.000	0.000	0.000	0.000	9.000
						10	2013-11 12/01/2013	9.000	0.000	0.000	0.000	9.000
						11	2013-10 10/31/2013	9.000	0.000	0.000	0.000	9.000
						12	2013-09 10/01/2013	9.000	0.000	0.000	0.000	9.000
						13	2013-08 08/30/2013	9.000	0.000	0.000	0.000	9.000

▾ State Service for Absences

Return

▾ State Service for Absences

Personalize | View All | First 1-13 of 60 Last

State Service	State Service Hours	Service Hours Sick	Service Hours Vacation	Service Hours FTE	Period ID	Balances as of Date	Previous State Service Balance	State Service Earned	State Service Taken	State Service Adjusted	State Service Balance
					1	2014-08 CURRENT - Not Finalized	57.000	0.000	0.000	0.000	57.000
					2	2014-07 07/31/2014	56.000	1.000	0.000	0.000	57.000
					3	2014-06 07/01/2014	55.000	1.000	0.000	0.000	56.000
					4	2014-05 06/01/2014	54.000	1.000	0.000	0.000	55.000
					5	2014-04 05/01/2014	53.000	1.000	0.000	0.000	54.000
					6	2014-03 04/01/2014	52.000	1.000	0.000	0.000	53.000
					7	2014-02 03/01/2014	51.000	1.000	0.000	0.000	52.000
					8	2014-01 01/31/2014	50.000	1.000	0.000	0.000	51.000
					9	2013-12 01/01/2014	49.000	1.000	0.000	0.000	50.000
					10	2013-11 12/01/2013	48.000	1.000	0.000	0.000	49.000
					11	2013-10 10/31/2013	47.000	1.000	0.000	0.000	48.000
					12	2013-09 10/01/2013	46.000	1.000	0.000	0.000	47.000
					13	2013-08 08/30/2013	45.000	1.000	0.000	0.000	46.000

Return

The Manager Balance Inquiry page displays.

26. Click the Graduated Vacation Chart.

MY FRESNO STATE
 Favorites | Main Menu > Manager Self Service > Time Management > Manager Balance Inquiry

My Page | Workflow

Manager Balance Inquiry

Search Criteria

Department: 45435 Human Resources Name:
 EmplID: Empl Rcd#:
 Pay Group:
 Union Code:
 Payroll Status: Active HR Status: Active

Search Clear Refresh Employee List Last Refresh was: 10/22/14

Last Finalized Balances for Employees Administered by Linda Brase Personalize | Find | View All | 1-2 of 2 | Last

Absence Balances		Compensatory Time	State Service for Absence							
Name	Payroll Status	EmplID	Empl Rcd Libr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available
1	Active		1	45435	C99	2014-07	07/31/2014	240.500	294.167	1
2	Active		0	45435	C99		08/21/2014	0.000	0.000	0

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.

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

Press Esc to Return

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
VACATION ACCRUAL RATES FOR ELIGIBLE CLASSIFICATIONS IN			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

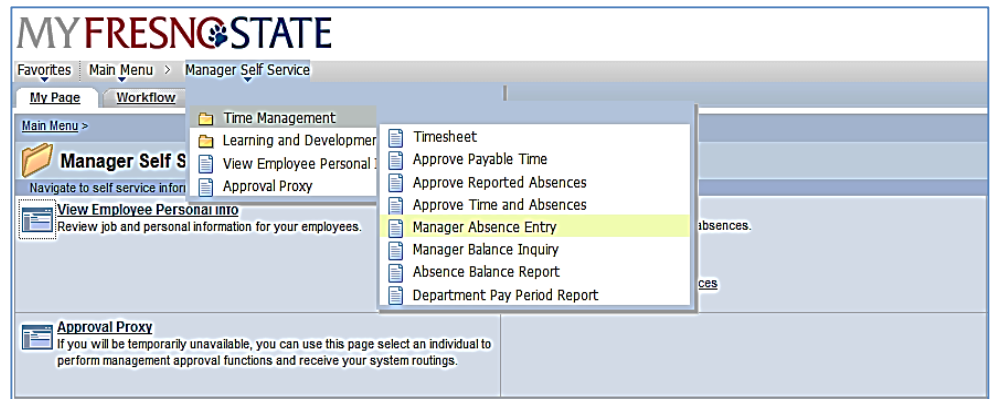
*In terms of full-time service

01/28/2011 Updated/HRM

**PER MOU Policy
 ***PURSUANT TO FAIR LABOR STANDARDS ACT
 ***REFER TO APPROPRIATE MOU

Report and View Absences for Employees

28. From the Main Menu navigate to **Manager Self Service > Time Management > Manager Absence Entry**.



The Manager Absence Entry page displays.

Note: The grid can be sorted by clicking any column title. Alternate approvers may wish to sort by DeptID or Dept Name for ease of entry.

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

EmplID	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title
	1	Sub		Active	45435	Human Resources	1173	Cnfdntl Tech Support 12 Mo
	0	Appr		Terminated	45435	Human Resources	1173	Cnfdntl Tech Support 12 Mo
	0	None		Active	45435	Human Resources	1173	Cnfdntl Tech Support 12 Mo

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**.

30. If this is correct, click the **Submit/Approve** button.

No other action is necessary.

Report and View Employee Absences

Don Draper 1
Cnfdntl Tech Support 12 Mo 1173
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	Last Updated By					

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type					
No Leave Taken	<input type="text" value="10/01/2014"/>	<input type="text" value="10/30/2014"/>					Add Comments	<input type="button" value="+"/>	<input type="button" value="-"/>

Timesheet

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

[Return to Employee List](#) [Previous Employee In List](#) [Next Employee In List](#)

- To record an absence, select the **Absence Name** from the dropdown menu.

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

- Confirm that the **Balance** covers the absence you are recording.
- Enter the **Begin Date** and **End Date**.
- If applicable, select **Partial Hours** from the **Partial Days** dropdown menu.
- Add any comments. (This is only required if the **Add Comments** link is red.)
- Click the **plus (+)** icon to add rows for additional absences.

Report and View Employee Absences

Don Draper
1
Cnfdntl Tech Support 12 Mo 1173
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	Last Updated By																											
<div style="border: 1px solid gray; padding: 5px;"> <p>Enter New Absence Events</p> <table border="1"> <thead> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>*End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>No Leave Taken</td> <td><input type="text" value="10/01/2014"/></td> <td><input type="text" value="10/30/2014"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Add Comments + -</td> </tr> </tbody> </table> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>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</p> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px; width: fit-content;"> <p>To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.</p> <p style="text-align: center;">Submit / Approve</p> </div> <p style="text-align: center;"> Return to Employee In List Next Employee In List </p> </div>											Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type							No Leave Taken	<input type="text" value="10/01/2014"/>	<input type="text" value="10/30/2014"/>								Add Comments + -
Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type																												
No Leave Taken	<input type="text" value="10/01/2014"/>	<input type="text" value="10/30/2014"/>								Add Comments + -																						

Report and View Employee 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																											
<div style="border: 1px solid gray; padding: 5px;"> <p>Enter New Absence Events</p> <table border="1"> <thead> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>*End Date</th> <th>Balance</th> <th>*Partial Days</th> <th>Absence Duration</th> <th>Unit Type</th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Vacation</td> <td><input type="text" value="10/20/2014"/></td> <td><input type="text" value="10/20/2014"/></td> <td>286.167</td> <td>None</td> <td></td> <td>Hours</td> <td></td> <td></td> <td></td> <td>Add Comments + -</td> </tr> </tbody> </table> <p style="text-align: center;">Calculate Duration</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Timesheet</p> <p>To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.</p> <p style="text-align: center;">Submit / Approve</p> </div> <p style="text-align: center;"> Return to Employee In List Previous Employee In List Next Employee In List </p> </div>											Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Absence Duration	Unit Type					Vacation	<input type="text" value="10/20/2014"/>	<input type="text" value="10/20/2014"/>	286.167	None		Hours				Add Comments + -
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Absence Duration	Unit Type																										
Vacation	<input type="text" value="10/20/2014"/>	<input type="text" value="10/20/2014"/>	286.167	None		Hours				Add Comments + -																						

37. With Partial Hours selected from the **Partial Days** dropdown menu, enter the **Hours per Day**.

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

Existing Absence Events Personalize Find | 1 of 1 Last

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Unit Duration	Unit Type	Add Comments
Vacation	10/20/2014	10/20/2014	286.167	None		8.00	Hours	+ -
Sick - Self	10/22/2014	10/22/2014	224.5	Partial Hours	4.00	4.00	Hours	+ -

Calculate Duration

Timesheet

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

Submit / Approve

Return to Employee List Previous Employee In List Next Employee In List

38. Add any comments.
 (If the Add Comments link is red, this is required.)

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

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

Existing Absence Events Personalize Find | 1 of 1 Last

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Unit Duration	Unit Type	Add Comments
Vacation	10/20/2014	10/20/2014	286.167	None		8.00	Hours	+ -
Sick - Self	10/22/2014	10/22/2014	224.5	Partial Hours	4.00	4.00	Hours	+ -
Sick - Family Care	10/24/2014	10/24/2014	220.5	None			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 / Approve

Return to Employee List Previous Employee In List Next Employee In List

**The Absence Event
Comments page displays.**

- 40. Enter the information as prompted.
Note: Be brief. Details are not required.
- 41. Click the **Save Comments** button.

Absence Event Comments

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

Please enter relationship of family member:

Save Comments

[Return to Entry Page](#)

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

*Note: When the Add
Comments link shows Edit
Comments, it indicates that a
comment has been entered.*

- 42. Once all absences are entered, click the **Submit/Approve** button.

Report and View Employee Absences

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From Through

Existing Absence Events					
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By

Enter New Absence Events									
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type		
Vacation	10/20/2014	10/20/2014	286.167	None		8.00	Hours	Add Comments	+ -
Sick - Self	10/22/2014	10/22/2014	224.5	Partial Hours	4.00	4.00	Hours	Add Comments	+ -
Sick - Family Care	10/24/2014	10/24/2014	220.5	None			Hours	Edit Comments	+ -

Calculate Duration

Timesheet

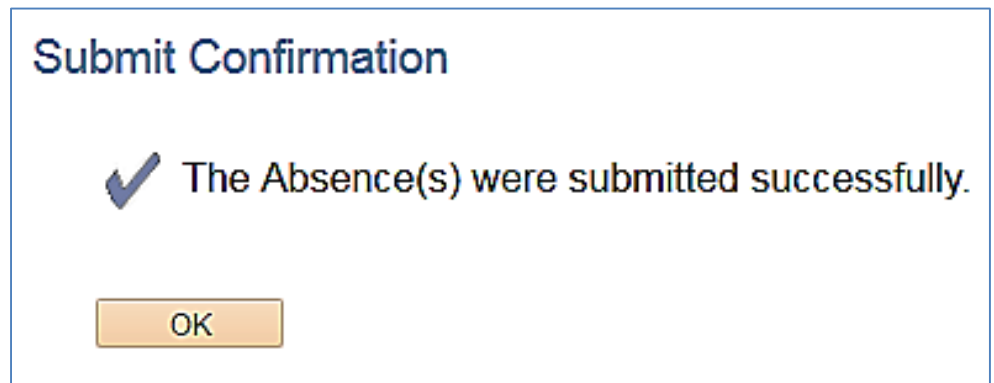
To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.

Submit / Approve

[Return to Employee List](#) [Previous Employee In List](#) [Next Employee In List](#)

The Submit Confirmation page displays.

43. Click OK.



The Report and View Employee Absences page displays.

44. Use the navigation links at the bottom of the page to move from one employee to another.

MY FRESNO STATE

Favorites | Main Menu > Manager Self Service > Time Management > Manager Absence Entry

My Page | Workflow

Report and View Employee Absences

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From Through

Existing Absence Events Personalize | Find | First 1-3 of 3 Last

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By
Vacation	10/20/2014	10/20/2014	8.00	Hours	Approved	
Sick - Self	10/22/2014	10/22/2014	4.00	Hours	Approved	
Sick - Family Care	10/24/2014	10/24/2014	8.00	Hours	Approved	

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type		
No Leave Taken	<input type="text" value="10/01/2014"/>	<input type="text" value="10/30/2014"/>			Add Comments	<input type="button" value="+"/> <input type="button" value="-"/>

Timesheet

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

[Return to Employee List](#) [Previous Employee In List](#) [Next Employee In List](#)

Delete an Unprocessed Absence

Managers, supervisors, work leads, and alternate approvers can delete absences with a **Reviewed, Submitted, or Approved** status.

The Report and View Employee Absences page displays.

45. To delete an absence, click the trash can icon in the far right column.

MY FRESNO STATE

Favorites | Main Menu > Manager Self Service > Time Management > Manager Absence Entry

My Page | Workflow

Report and View Employee Absences

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From Through

Existing Absence Events							Personalize Find <input type="text" value="1-3 of 3"/> <input type="text" value="1-3 of 3"/> Last
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By	
Vacation	10/20/2014	10/20/2014	8.00	Hours	Approved		
Sick - Self	10/22/2014	10/22/2014	4.00	Hours	Approved		
Sick - Family Care	10/24/2014	10/24/2014	8.00	Hours	Approved		

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type			
No Leave Taken	<input type="text" value="10/01/2014"/>	<input type="text" value="10/30/2014"/>				Add Comments	<input type="button" value="+"/> <input type="button" value="-"/>

Timesheet

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

[Return to Employee List](#) [Previous Employee In List](#) [Next Employee In List](#)

The Confirm Delete page displays.

46. Confirm that the absence to be deleted is the correct one.
If not, click the **No** button.
47. To continue deleting the selected absence, click the **Yes** button.

Confirm Delete

Click **Yes** to Delete this Absence Event

Absence: **Vacation** Begins: **10/20/2014** Ends: **10/20/2014**

The Report and View Employee Absences page displays.

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

MY FRESNO STATE

Favorites | Main Menu > Manager Self Service > Time Management > Manager Absence Entry

My Page | Workflow

Report and View Employee Absences

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[Click for Instructions](#)

From Through

Existing Absence Events Personalize | Find | First 1-2 of 2 Last

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By
Sick - Self	10/22/2014	10/22/2014	4.00	Hours	Approved	
Sick - Family Care	10/24/2014	10/24/2014	8.00	Hours	Approved	

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type	Add Comments
No Leave Taken	<input type="text" value="10/01/2014"/>	<input type="text" value="10/30/2014"/>			<input type="button" value="+"/> <input type="button" value="-"/>

Timesheet

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

[Return to Employee List](#) [Previous Employee In List](#) [Next Employee In List](#)

View Prior Absence Transactions for an Employee

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

The Report and View Employee Absences page displays.

Note: The current pay period is the default display.

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

MY FRESNO STATE

[Favorites](#) | [Main Menu](#) > [Manager Self Service](#) > [Time Management](#) > [Manager Absence Entry](#)

My Page
Workflow

Report and View Employee Absences

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[Click for Instructions](#)

From Through

Existing Absence Events
Personalize | Find |
First 1-2 of 2 Last

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By	
Sick - Self	10/22/2014	10/22/2014	4.00	Hours	Approved		
Sick - Family Care	10/24/2014	10/24/2014	8.00	Hours	Approved		

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type			
No Leave Taken	<input type="text" value="10/01/2014"/>	<input type="text" value="10/30/2014"/>				Add Comments	<input type="button" value="+"/> <input type="button" value="-"/>

Timesheet

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

[Return to Employee List](#)
[Previous Employee In List](#)
[Next Employee In List](#)

The Report and View Employee Absences page again displays.

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

MY FRESNO STATE

Favorites | Main Menu > Manager Self Service > Time Management > Manager Absence Entry

My Page | Workflow

Report and View Employee Absences

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From Through

Existing Absence Events Personalize | Find | | First 1-12 of 12 Last

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By	
Vacation	05/01/2014	05/02/2014	16.00	Hours	Finalized		
Vacation	05/13/2014	05/13/2014	1.00	Hours	Finalized		
Vacation	05/23/2014	05/23/2014	8.00	Hours	Finalized		
Vacation	06/11/2014	06/11/2014	4.50	Hours	Finalized		
Vacation	06/19/2014	06/19/2014	1.50	Hours	Finalized		
Sick - Family Care	06/26/2014	06/27/2014	16.00	Hours	Finalized		
Vacation	07/11/2014	07/11/2014	8.00	Hours	Finalized		
Sick - Self	07/22/2014	07/22/2014	1.00	Hours	Finalized		
Sick - Self	08/07/2014	08/08/2014	16.00	Hours	In Process		
Vacation	08/25/2014	08/25/2014	8.00	Hours	Submitted		
Sick - Self	10/22/2014	10/22/2014	4.00	Hours	Approved		
Sick - Family Care	10/24/2014	10/24/2014	8.00	Hours	Approved		