

Overview

This step-by-step guide will show you how to enter absences on behalf of other employees in PeopleSoft (MyFresnoState). The employees you see are based on the department security you have. 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.

Table of Contents

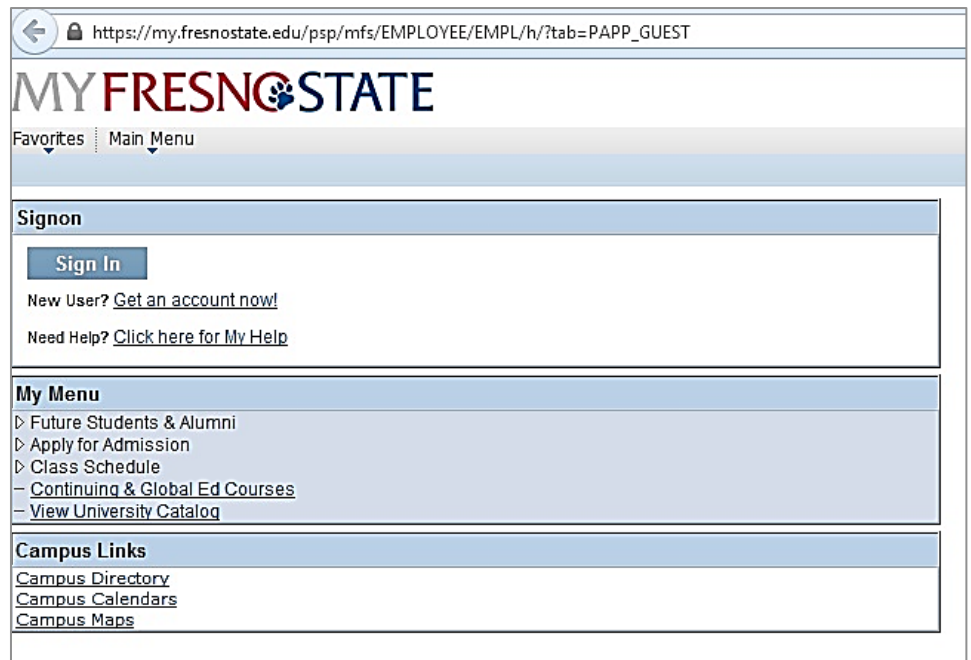
Log In/Report and View Absences	2
Report Absences for Employees.....	4
Delete an Employee Absences.....	8
Absences Requiring Comments	9
Reporting No Leave Taken	10
Understanding Error Messages.....	11

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.

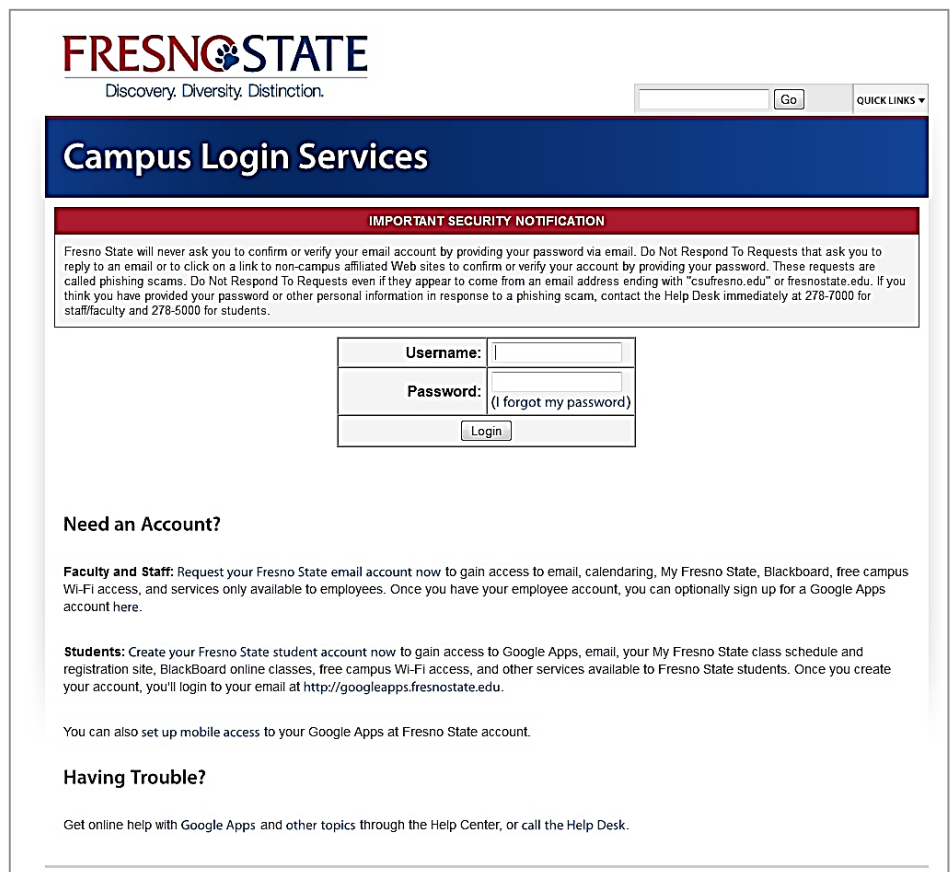
1. Go to MyFresnoState (<http://my.fresnostate.edu/>).
2. Click the MyFresnoState “Sign In” button.



The Oracle PeopleSoft Enterprise Sign In page displays.

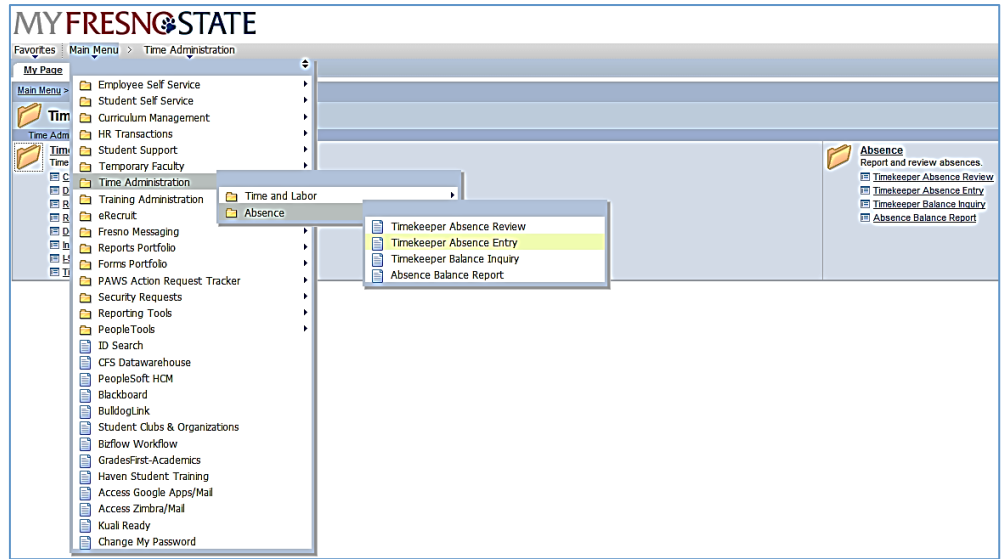
1. Enter your Fresno State ID and Password.
2. Click the “Sign In” button.

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



Report and View Absences for Employees

- From the **Main Menu** navigate to **Main Menu > Time Administration > Absence > Timekeeper Absence Entry**.



The Timekeeper Absence Entry Page displays.

After selecting the absence Entry page link, PeopleSoft will load the list of employees from your department and display them in a grid.

- To enter an absence, select the employee by clicking on their Emplid.

Click for Instructions

Employees									
Emplid	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Position	Job Code	Job Title
0	Sub	Gutierrez	Active	62481	Admissions and Records	00001517	1038	Admin Analyst/Spclst 12 Mo	
0	Sub	Xiong,	Active	62481	Admissions and Records	00001889	3079	SSP I	
0	Sub	Weiner,	Active	62481	Admissions and Records	00003289	3079	SSP I	
0	Sub	Avila	Active	62481	Admissions and Records	00001737	3082	SSP II	
0	Sub	Olivarez	Active	62481	Admissions and Records	00002645	1032	Admin Support Assistant 12 Mo	
0	Sub	Heuston	Active	62481	Admissions and Records	00002169	1038	Admin Analyst/Spclst 12 Mo	
0	Sub	Price	Active	62481	Admissions and Records	00002507	3084	SSP III	
0	None	Hernandez,	Active	62481	Admissions and Records	00004354	3312	Administrator II	
0	None	Ramirez	Active	62481	Admissions and Records	00001616	1038	Admin Analyst/Spclst 12 Mo	
0	Sub	Bennion	Active	62481	Admissions and Records	00001375	1032	Admin Support Assistant 12 Mo	
0	Sub	Eberlein	Active	62481	Admissions and Records	00002599	3079	SSP I	
5	Sub	Yepez	Active	62481	Admissions and Records	00003756	3079	SSP I	
0	Sub	Yang	Active	62481	Admissions and Records	00001530	1032	Admin Support Assistant 12 Mo	
0	Sub	Head,	Active	62481	Admissions and Records	00003912	1038	Admin Analyst/Spclst 12 Mo	
0	Sub	Kast,	Active	62481	Admissions and Records	00001855	1032	Admin Support Assistant 12 Mo	
0	Sub	Obata,	Active	62481	Admissions and Records	00001062	3079	SSP I	
0	Sub	Jolly,	Active	62481	Admissions and Records	00001670	3079	SSP I	
0	Appr	Alvarez Soto	Active	62481	Admissions and Records	00001858	3084	SSP III	
0	Sub	Negrete,	Active	62481	Admissions and Records	00002019	1032	Admin Support Assistant 12 Mo	
0	Sub	Cato	Active	62481	Admissions and Records	00001846	3079	SSP I	
8	Sub	Salinas	Active	62481	Admissions and Records	00004054	3082	SSP II	
0	None	Vang	Active	62481	Admissions and Records	00001643	3079	SSP I	
0	Appr	Douglas,	Terminated	62481	Admissions and Records	00001720	1032	Admin Support Assistant 12 Mo	
1	Appr	Korol,	Active	62481	Admissions and Records	00003262	0400	Analyst/Programmer 12 Mo	
0	Sub	Elrod,	Active	62481	Admissions and Records	00002042	1035	Admin Support Coord 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 period **Begin Date** and **End Date**

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

No other action is necessary.

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		

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="09/01/2014"/>					
						Add Comments	

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](#)

A list of eligible absence types will display.

The values displayed in the dropdown are based on the type of employee selected and also their bargaining unit.

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

The absence type is then 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.)

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

The screenshot shows the 'Enter New Absence Events' form. The 'Absence Name' dropdown menu is open, displaying a list of absence types including: 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, and Vacation. The 'Dock' option is highlighted. The form also shows fields for '*Begin Date' (09/01/2014) and '*End Date' (09/01/2014), and a 'Submit' button.

The screenshot shows the 'Enter New Absence Events' form with 'Vacation' selected in the 'Absence Name' dropdown. The '*Begin Date' is 09/01/2014 and the '*End Date' is 09/01/2014. A 'Calculate Duration' button is visible below the date fields.

The screenshot shows the 'Enter New Absence Events' form with a calendar open. The 'Absence Name' is 'Vacation', '*Begin Date' is 09/01/2014, and '*End Date' is 09/05/2014. The 'Balance' is 454 and '*Partial Days' is None. The calendar shows the month of September 2014, with the 5th highlighted. A 'Calculate Duration' button is visible above the calendar. Below the calendar, there are links for 'Return to Employee List', 'Previous Employee In List', and 'Next Employee In List'.

A completed absence entry might look something like this.

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

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 the employee's 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 in the Hours per Day field for that absence entry.

Continue entering absences as appropriate.

Enter New Absence Events							
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Absence Duration	Unit Type	
Vacation	09/02/2014	09/02/2014	360.508	None	8.00	Hours	Add Comments <input type="button" value="+"/> <input type="button" value="-"/>
<input type="button" value="Calculate Duration"/>							

Enter New Absence Events						
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	
Vacation	09/02/2014	09/02/2014	360.508	None		
Sick - Self	09/01/2014	09/01/2014	952.5	Partial Hours	4.0	
<input type="button" value="Calculate Duration"/>						

Enter New Absence Events						
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	
Sick - Self	09/01/2014	09/01/2014	952.5	Partial Hours	4.00	
Vacation	09/02/2014	09/02/2014	360.508	None		
<input type="button" value="Calculate Duration"/>						

Enter New Absence Events							
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type
Vacation	09/02/2014	09/02/2014	360.508	None		8.00	Hours
Sick - Self	09/04/2014	09/04/2014	952.5	Partial Hours	4.00		Hours
Jury Duty	09/12/2014	09/12/2014		None			Hours
CTO Take	09/21/2014	09/21/2014	120	Partial Hours	6.00		Hours
Vacation	09/01/2014	09/01/2014	360.508	None			Hours
<input type="button" value="Calculate Duration"/>							

You may enter more than one absence type on a day.

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 the employee's schedule for that day.

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

Once all absences are keyed, push the Submit button.

Pushing the Submit button prepares the absences for approval by the manager/supervisor. 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.

- 8. Click OK to return to the prior page.

Enter New Absence Events							
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type
Vacation	09/02/2014	09/02/2014	360.508	Partial Hours	2.00	2.00	Hours
CTO Take	09/02/2014	09/02/2014	120	Partial Hours	6.00	6.00	Hours

Calculate Duration

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

Submit

Submit Confirmation

✓ The Absence(s) were submitted successfully.

OK

The View or Report Employee Absences page displays.

All absences submitted by you, the timekeeper, show as Reviewed and are ready to be approved.

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					
CTO Take	09/02/2014	09/02/2014	6.00	Hours	Reviewed						
Vacation	09/02/2014	09/02/2014	2.00	Hours	Reviewed						

Delete an Employee Absence

Navigate to the View or Report Employee Absences page.

All absences submitted and/or approved appear in the top portion of the page. You may delete any absence that was completed through timekeeper entry and is not processed or finalized.

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

A delete confirmation appears.

10. Click Yes if you really want to delete the absence, or click No if you do not.

The View or Report Absences page displays.

The deleted absence no longer appears.

Report and View Employee Absences

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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					
CTO Take	09/02/2014	09/02/2014	6.00	Hours	Reviewed						
Vacation	09/02/2014	09/02/2014	2.00	Hours	Reviewed						

Confirm Delete

Click **Yes** to Delete this Absence Event

Absence: **CTO Take** Begins: **9/2/2014** Ends: **9/2/2014**

Yes

No

Report and View Employee Absences

0

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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	Absence Status	Last Updated By					
Vacation	09/02/2014	09/02/2014	2.00	Hours	Reviewed						

Absences Requiring Comments

Navigate to the View or Report Employee 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.

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

The Absence Event Comments page displays.

12. Enter the appropriate comments.
13. 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	*Partial Days	Absence Duration	Unit Type	
Bereavement/Funeral	09/01/2014	09/01/2014	None		Hours	Add Comments

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:

Save Comments

Enter New Absence Events						
Absence Name	*Begin Date	*End Date	*Partial Days	Absence Duration	Unit Type	
Bereavement/Funeral	09/01/2014	09/01/2014	None		Hours	Edit Comments + -

Calculate Duration

Reporting No Time Taken

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

No Time Taken is an option in the absences dropdown that you can enter for your employees.

14. Select No Time Taken just like any other absence.
15. Enter the **Begin** and **End** Dates of the pay period and submit the absence.

Enter New Absence Events		
Absence Name	*Begin Date	*End Date
No Leave Taken	09/01/2014	09/30/2014
Bereavement/Funeral		
CTO Take		
Dock		
Holiday CTO Take		
Jury Duty		
Mil Spouse/Domestic Partner		
Military Leave		
No Leave Taken		

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

Submit

Understanding Error Messages

Navigate to the View or Report Employee Absences page.

There are many reasons why a submitted absence will fail validation. The list below contains a few examples:

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

In the example on the right, a Funeral Leave has been entered but no comments have been added.

The Submit Confirmation page displays an error.

16. Click **OK** to return to the prior page and view messages.

Enter New Absence Events						
Absence Name	*Begin Date	*End Date	*Partial Days	Absence Duration	Unit Type	
Bereavement/Funeral	09/01/2014	09/01/2014	None		Hours	Add Comments

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

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

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

Report and View Employee Absences

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ERROR! The absence selected requires the entry of the family relationship in the "Comments" field.