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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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

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.

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

A list of eligible absence types will display.

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

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

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

The Hours per Day Box will appear.

8. 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.
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.
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.
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.
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.
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.
**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.

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

The Report and View Absences page again displays.

19. Change the From date and Through date to view a different set of absence transactions.
View My Absence Balances

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

20. 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.

21. Click the Compensatory Time Tab to view additional balances.

The Employee Balance Inquiry/Compensatory Time tab displays.

All Compensatory Time types of leave display.

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

The Employee Balance Inquiry

Employee Balance Inquiry
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.

<table>
<thead>
<tr>
<th>SERVICE REQUIREMENTS*</th>
<th>MONTHLY VACATION ACCRUAL</th>
<th>DAYS ACCRUED PER YEAR</th>
<th>MAX VACATION LESS THAN 10 YEARS OF SERVICE</th>
<th>MAX VACATION MORE THAN 10 YEARS OF SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-3 YEARS: 1 TO 3 MONTHS</td>
<td>92.50 HOURS</td>
<td>31</td>
<td>240 HOURS</td>
<td>240 HOURS</td>
</tr>
<tr>
<td>2-4 YEARS: 31 TO 72 MONTHS</td>
<td>185 HOURS</td>
<td>62</td>
<td>360 HOURS</td>
<td>360 HOURS</td>
</tr>
<tr>
<td>6-10 YEARS: 73 TO 150 MONTHS</td>
<td>277.5 HOURS</td>
<td>91</td>
<td>480 HOURS</td>
<td>480 HOURS</td>
</tr>
<tr>
<td>10-15 YEARS: 151 TO 180 MONTHS</td>
<td>370 HOURS</td>
<td>123</td>
<td>540 HOURS</td>
<td>540 HOURS</td>
</tr>
<tr>
<td>15-25 YEARS: 181 TO 240 MONTHS</td>
<td>462.5 HOURS</td>
<td>154</td>
<td>600 HOURS</td>
<td>600 HOURS</td>
</tr>
<tr>
<td>20-25 YEARS: 241 TO 280 MONTHS</td>
<td>555 HOURS</td>
<td>186</td>
<td>660 HOURS</td>
<td>660 HOURS</td>
</tr>
<tr>
<td>OVER 25 YEARS: 301 MONTHS AND UP</td>
<td>648 HOURS</td>
<td>219</td>
<td>720 HOURS</td>
<td>720 HOURS</td>
</tr>
</tbody>
</table>

VACATION ACCRUAL RATES FOR ELIGIBLE CLASSIFICATIONS IN:

<table>
<thead>
<tr>
<th>EXECUTIVE (EX), MANAGEMENT (MG), CONFIDENTIAL (CONF), FACULTY (UNIT 2), AND ACADEMIC STUDENT (UNIT 11)</th>
<th>200 HOURS</th>
<th>240 HOURS</th>
</tr>
</thead>
</table>

* in terms of full-time service

**PER MOSTERING**(Pursuant to Fair Labor Standards Act)

***REFER TO APPROPRIATE MOU***

01/26/2011 Updated8/88
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.
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.
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.

<table>
<thead>
<tr>
<th>Details</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date:</td>
<td>07/25/2014</td>
<td></td>
</tr>
<tr>
<td>End Date:</td>
<td>07/25/2014</td>
<td></td>
</tr>
<tr>
<td>Absence Name:</td>
<td>Vacation</td>
<td>Current Balance: 308.50 Hours</td>
</tr>
<tr>
<td>Partial Days:</td>
<td>All Days</td>
<td></td>
</tr>
<tr>
<td>All Days Hours:</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>Duration:</td>
<td>1.00 Hours</td>
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</table>

<table>
<thead>
<tr>
<th>Workflow</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Status:</td>
<td>Approved</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Request History</th>
<th>Status</th>
<th>Name</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submitted</td>
<td></td>
<td>08/08/2014</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Approved</td>
<td></td>
<td>08/08/2014</td>
<td></td>
</tr>
</tbody>
</table>