

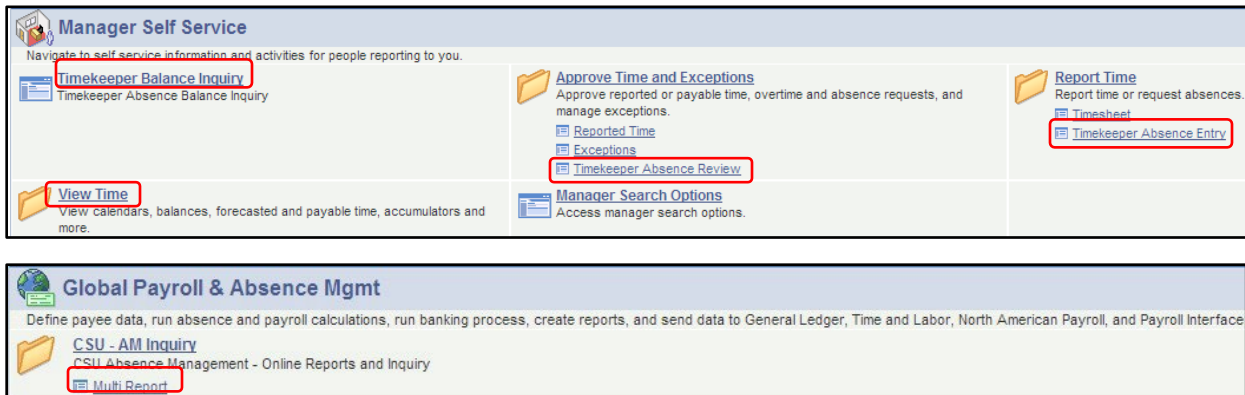
Timekeeper Absence Management Guide

1.0 Overview

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

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

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



Manager Self Service and Global Payroll & Absence Management:

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

2.0 Timekeeper Absence Review Page

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

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

Select	EmplID	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Position	Job Code	Job Title	Full/Part Time
<input type="checkbox"/>	201798070	0	None	Approver,Anyone	Active	500200	Administrative Technology	00005932	0420	Info Tech Consultant 12 Mo	Full-Time
<input type="checkbox"/>	203673801	0	Appr	Clerk,Attendance	Active	500200	Administrative Technology	00000263	0420	Info Tech Consultant 12 Mo	Full-Time
<input type="checkbox"/>	202497054	0	Sub	Employee_Test	Active	500200	Administrative Technology	00001775	0420	Info Tech Consultant 12 Mo	Full-Time
<input type="checkbox"/>	301492547	0	Appr	Manager,Dept	Active	500200	Administrative Technology	00000519	3312	Administrator II	Full-Time
<input type="checkbox"/>	220732627	0	Appr	Person,Pretend	Active	500200	Administrative Technology	00001324	0420	Info Tech Consultant 12 Mo	Part-Time
<input type="checkbox"/>	220732627	1	None	Person,Pretend	Active	500200	Administrative Technology	00004255	0420	Info Tech Consultant 12 Mo	Part-Time
<input type="checkbox"/>	201087191	0	None	Worker,Happy B	Active	500200	Administrative Technology	00003030	0420	Info Tech Consultant 12 Mo	Full-Time

Buttons:

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

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

EmplID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Review Status	Entry Comments	Add Comment
1	202497054	0	Employee_Test	Sick - Self	08/08/2011	08/10/2011	24.00000	Hours	<input type="button" value="Review Status"/>	<input type="button" value="Add Comment"/>
2	202497054	0	Employee_Test	Jury Duty	08/18/2011	08/18/2011	8.00000	Hours	<input type="button" value="Review Status"/>	<input type="button" value="Add Comment"/>
3	202497054	0	Employee_Test	Sick - Family Care	09/06/2011	09/06/2011	8.00000	Hours	<input type="button" value="Review Status"/>	<input type="button" value="Add Comment"/>

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

Absence Requests									Customize	Find	First	1-3 of 3	Last
EmpID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Review Status	Entry Comments	Add Comment			
1	202497054	0	Employee,Test	Sick - Self	08/08/2011	08/10/2011	24.00000	Hours		Add Comment			
2	202497054	0	Employee,Test	Jury Duty	08/18/2011	08/18/2011	8.00000	Hours	Needs Corr	Add Comment			
3	202497054	0	Employee,Test	Sick - Family Care	09/06/2011	09/06/2011	8.00000	Hours	Reviewed	Add Comment			

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

Approval Confirmation

✓ Changes to Review Status were saved.

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

3.0 Timekeeper Absence Entry Page

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

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

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

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

The screenshot shows the 'Timekeeper Absence Entry' page for Jane Doe. It features a table of employees with columns for selection, employee ID, record ID, current period, name, status, department, position, job code, and job title. A red box highlights the 'Select' column checkboxes and the 'Select All', 'Deselect All', and 'Continue' buttons at the bottom. A red arrow points from the 'Select All' button to the 'Continue' button.

Select	EmpLID	EmpL Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Position	Job Code	Job Title
<input type="checkbox"/>	201798070	0	Appr	Doe,John M.	Active	500200	Administrative Technology	00005932	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	203673801	0	Appr	Employee,Substitute	Active	500200	Administrative Technology	00000263	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	301492547	0	Appr	Manager,Department	Active	500200	Administrative Technology	00000519	3312	Administrator II
<input type="checkbox"/>	220732627	0	Appr	Person,Pretend	Active	500200	Administrative Technology	00001324	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	220732627	1	Appr	Person,Pretend	Active	500200	Administrative Technology	00004255	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	010108098	0	Appr	Test,Admin J	Active	500200	Administrative Technology	00002131	0420	Info Tech Consultant 12 Mo
<input type="checkbox"/>	201087191	0	Appr	Test,Employee	Active	500200	Administrative Technology	00003030	0420	Info Tech Consultant 12 Mo

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

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

Report and View Employee Absences

Pretend Person
220732627
Info Tech Consultant 12 Mo 0420
Administrative Technology 500200

[Click for instructions](#)

From 09/01/2011 Through 10/31/2011

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

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type		
	10/01/2011	10/31/2011				Add 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

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

Page Overview:

- Employee name, employee ID, record number, job title, job code, department name, and department ID. [Click for Instructions](#) link - displays the instructions for the “Report and View Absences” page.
- “From” and “Through” dates - defaults to the current open Absence period. Changing the dates automatically updates the range of dates displayed in the “Existing Absence Events” grid.
- Existing Absence Events** grid - displays a list of the employee’s Absences based on the dates.
 - Absence Name: displays the Absence Name
 - Begin Date: begin date of the Absence
 - End Date: end date of the Absence
 - Absence Duration: duration of the Absence (in hours or days depending on the Absence)
 - Unit Type: displays the units which tracks the Absence (hours or days)
 - Absence Status: statuses displayed are:
 - Submitted – absence has been submitted by the employee
 - Reviewed – absence has been reviewed by a Timekeeper or Manager
 - Needs Correction – absence has been identified as needing correction
 - Approved – absence has been approved by a Manager
 - In Process – absence has been approved and is being processed by the Absence calculation
 - Finalized – absence has been approved and processed, no changes can be made.
 - Last Updated By: indicates the employee that entered the most recent update to the Absence

Enter New Absence Events						
Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type		
	10/01/2011	10/31/2011				Add Comments + -

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

Enter New Absence Events

Absence Name

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

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

Enter New Absence Events

Absence Name	Begin Date	End Date	Balance	*Partial Days	Absence Duration	Unit Type		
Vacation	07/01/2010	07/01/2010	164	None		Hours	Add Comments	+ -

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

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type		
Sick - Self	03/01/2012	03/01/2012	6.400008	Partial Hours	1		Hours	Add Comments	+ -

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

Enter New Absence Events

Absence Name	Begin Date	End Date	Balance	*Partial Days	Absence Duration	Unit Type		
Vacation	07/14/2010	07/16/2010	164	None	24.00	Hours	Add 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

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

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

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type		
Vacation	09/02/2011	09/02/2011	108.1765	Partial Hours	4		Hours	Add Comments	+ -

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

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

Enter New Absence Events									
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Absence Duration	Unit Type			
Sick - Family Care	09/05/2011	09/05/2011	176.5	None		Hours	Add Comments	+	-

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

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: father

Save Comments

Return to Entry Page

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

Enter New Absence Events									
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type		
Vacation	09/02/2011	09/02/2011	108.1765	Partial Hours	4.00	4.00	Hours	Add Comments	+
	09/01/2011	09/01/2011						Add Comments	+

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

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

Submit


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


Submit Confirmation

✓ The Absence(s) were submitted successfully.

OK

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

From	09/01/2011	Through	09/30/2011				
Existing Absence Events							
Customize Find First 1-4 of 4 Last							
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By	
Vacation	09/01/2011	09/01/2011	8.00	Hours	Approved	AM Approver	
Vacation	09/02/2011	09/02/2011	4.00	Hours	Submitted	AT Employee	
Sick - Self	09/15/2011	09/16/2011	16.00	Hours	Approved	AM Approver	
Jury Duty	09/26/2011	09/28/2011	24.00	Hours	Approved	AM Approver	

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

Confirm Delete


Click **Yes** to Delete this Absence Event

Absence: No Time Taken Begin: 9/1/2011 End: 9/30/2011

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

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

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.

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

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

3.1 Full-Time and Part-Time Faculty Multiple Positions

Employees who have multiple positions:

- Chair with two positions – you will see two positions on Absence Management

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

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

Report Absences

Select Job Title

Below are two Active positions, report Absences for both positions if you are out sick for the day.

Job Information						
Select Job Title	Empl ID	Empl Rcd Nbr	Department	Payroll Status	Employee Type	Company
Instr Fac AY		0	Pan African Studies	Active	Salaried	
Casual Worker		1	AVP Student Service Office	Terminated	Hourly	
Dept Chair AY		3	Pan African Studies	Active	Salaried	
Dept Chair AY	2482	4	Pan African Studies	Terminated	Salaried	

Reporting absence on record 0 (Instructional Faculty AY):

Report and View Absences

Red #:

Instr Fac AY 2360
Pan African Studies 201750
[Click for Instructions](#)

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	Absence Duration	Unit Type	
Sick - Self	<input type="text" value="02/01/2012"/>	<input type="text" value="02/01/2012"/>	301.333344	None	4.44 Hours		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.

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

Reporting absence on record 3 (Dept Chair AY):

Report and View Absences

Red #:

Dept Chair AY 2482
Pan African Studies 201750
[Click for Instructions](#)

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	Absence Duration	Unit Type	
Sick - Self	<input type="text" value="02/01/2012"/>	<input type="text" value="02/01/2012"/>	298.666656	None	3.55 Hours		Add Comments <input type="button" value="+"/> <input type="button" value="-"/>

2. Part-time faculty (2358) with multiple positions: If you have two teaching Part-time faculty (Lecturer AY) positions.
 - o Report absences for *both* positions for each day you are unable to work (including non-teaching days). The absence should be in the amount of the FTE. (i.e. a time base of 3/15 would enter 1.6 hours (8 * 3/15) for each day not worked.)
 - o Report 'dock' if no sick leave balance available. The dock will need to be deducted.

Report Absences

Select Job Title *Multiple Lecturer AY (2358) positions:
- select the record number that you want to report absence on.*

Job Information	Empl ID	Empl Rec Nbr	Department	Payroll Status	Employee Type	Company
Select Job Title						
Lecturer AY		0	Sociology	Active	Salaried	
Lecturer AY		2	Sociology	Active	Salaried	

Record 0 is a Y3 contract at 12 units:

Report and View Absences

Lecturer AY 2358
Sociology 201770

From 02/01/2012 Through 02/29/2012

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

Enter New Absence Events	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type
Sick - Self	02/01/2012	02/01/2012	1336.95	Partial Hours	1.00	1.00	Hours

Calculate Duration

Enter "1" in the Hours per Day column.

Record 2 is aY3 contract at @ 4 units:

Report and View Absences

Lecturer AY 2358
Sociology 201770

From 02/01/2012 Through 02/29/2012

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

Enter New Absence Events	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type
Sick - Self	02/01/2012	02/01/2012	4.8	Partial Hours	1.00	1.00	Hours

Calculate Duration

Enter 1 in the Hours per Day column to represent 1 day.

3.2 Docks

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

Entering docks in Absence Management

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

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	*Partial Days	Absence Duration	Unit Type			
<input type="text" value="Dock"/>	<input type="text" value="09/01/2014"/>	<input type="text" value="09/01/2014"/>	<input type="text" value="None"/>		Hours	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.

[Return to Employee List](#)

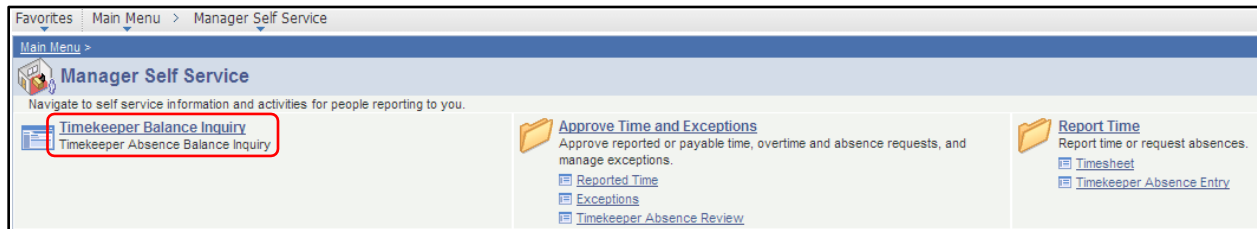
Approvers navigate to Approve Reported Absences and approve the dock(s).

4.0 Timekeeper Balance Inquiry

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

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

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



1. Select Timekeeper Balance Inquiry

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

Last Finalized Balances for Employees
Administered by Jane Doe

Customize | Find | View All | First 1-8 of 8 Last

Last Finalized Balances for Employees Administered by Jane Doe											
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 Doe, Jane	Active		0	500200	R09	2011-10	11/01/2011	1440.155	258.051	1	
2 Doe, John M.	Active		0	500200	R09	2011-10	11/01/2011	697.200	278.952	1	
3 Employee, Substitute	Active		0	500200	R09	2011-10	11/01/2011	387.000	296.331	1	
4 Manager, Department	Active		0	500200	M80	2011-10	11/01/2011	88.000	48.000	0	
5 Person, Pretend	Active		1	500200	R09	2011-10	11/01/2011	188.500	130.172	1	
6 Person, Pretend	Active		0	500200	R09	2011-10	11/01/2011	188.500	130.172	1	
7 Test, Admin J	Active		0	500200	R09	2011-10	11/01/2011	580.000	401.347	1	
8 Test, Employee	Active		0	500200	R09	2011-10	11/01/2011	1488.000	374.998	1	

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

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

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

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

Absence Balance Details								
EmpID:	Jane Doe		Empl Rcd#:	0	Last Period Finalized:	2011-10		
Department:	500200	Administrative Technology	Union Code:	R09	Payroll Status:	Active		
All Absence Balances								
Absence Balances Customize View All First 1 - 3 of 3 Last								
<div style="display: flex; border: 1px solid black; padding: 2px;"> Sick Vacation Personal Holiday </div>								
	Period ID	Balances as of Date	Previous Sick Balance	Sick Earned	Sick Taken	Sick Adjusted	Catastrophic Sick Donated	Sick Balance
1	2011-11	CURRENT - Not Finalized	1440.155	0.000	0.000	0.000	0.000	1440.155
2	2011-10	11/01/2011	1432.155	8.000	0.000	1432.155	0.000	1440.155
3	CONVERSION	CONVERSION (10/02/2011)	0.000	0.000	0.000	1432.155	0.000	1432.155

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