Human Resources Hourly Intermittent Employee Time Reporting and Absence Entry Guide
REVISION CONTROL

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Revision History

<table>
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<tr>
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<td>Updated instructions to the portal login.</td>
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Review / Approval History

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1.0 Reporting Time Worked

Hourly intermittent employees will use the Time Reporting functionality to report the hours that they worked.

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<tbody>
<tr>
<td><strong>Accessing Your Timesheet</strong></td>
<td><img src="image1.png" alt="Screen Shots" /></td>
</tr>
</tbody>
</table>

The timesheet for hourly intermittent employees is available via the campus portal. This means the timesheet is accessible from off-campus and via mobile devices such as an iPad.

**Step 1:**
Launch Internet Explorer (or your browser preference) from your desktop.

**Step 2:**
Your home page opens. If your home page is not the CSUF website, type [www.fullerton.edu](http://www.fullerton.edu) in the address bar and press Enter on your keyboard.

**Step 3:**
Click on the Portal Login button.
<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 4:</strong> Enter your campus username and password.</td>
<td><img src="image1.png" alt="Sign In Screen" /></td>
</tr>
<tr>
<td><strong>Step 5:</strong> Click on the Titan Online icon.</td>
<td><img src="image2.png" alt="CSUF Portal" /></td>
</tr>
<tr>
<td><strong>Step 6:</strong> Click on the Titan Online icon.</td>
<td><img src="image3.png" alt="Titan Online" /></td>
</tr>
</tbody>
</table>

Click the button above to login and please be patient while Titan Online loads.
### Processing Steps

**Step 7:**
The Titan Online page appears.

Depending on your status, you may see various self-service options including Employee Self Service, Student Self Service, and Faculty Self Service.

Depending on your PeopleSoft/CMS access, you may see links to PeopleSoft functionality: Human Resources, Finance, and Student Administration.

---

### Screen Shots

**Step 7a:**
Important messages such as system unavailability will be displayed in the System Messages section.

Please review these messages often as they will provide you with important information.

---

**CSUF, Irvine Campus Titan Incentives**
Enhance your Titan experience by registering for courses at CSUF, Irvine Campus and become eligible for one of the following Titan Incentives:

- Enroll in 6 units at CSUF, Irvine Campus and get priority registration for spring 2019!
- Enroll in 15 units at CSUF, Irvine Campus and get a free laptop for the duration of the semester!

**Human Resources and Student Administration System Maintenance Window**

The Human Resources and Student Administration system will be unavailable on Thursday 07/02 from 8pm - 03 am for system maintenance.
**Processing Steps**

**Step 7b:**
Each section of functionality contains links that allow you to: access the PeopleSoft/CMS system, view other campus websites, review training material, or view resources from the Chancellor’s Office.

To access a particular PeopleSoft database, click on the appropriate link.

**Step 8:**
In the Employee Self Service box, select **Time Reporting** located under the My Absence & Time Management menu.

**Step 8a:**
If you have multiple positions on campus, you may need to select the appropriate position from a list.
### Processing Steps

**Step 9:**
Your Timesheet page appears and you may now start entering the hours you worked.

### Screen Shots

![Screen Shots](image)

### Additional Resources

The Training Resources section of the Employee Self Service page contains several useful links for employees, timekeepers, and managers.

- **AM Time Reporting Tutorial:** a tutorial on how to enter absences.
- **AM Employee Training Guide:** a user guide on how to enter absences.
- **Partial Hours Conversion Chart:** a chart showing how to convert a partial hour (i.e. 30 minutes) to a decimal (i.e. 0.5) for absences and time worked.
- **Payroll Forms:** a link to Payroll forms on the Payroll website.
### Time Entry Overview

It is recommended that employees enter their hours worked on a daily basis in order to keep the timesheet up to date.

### Timesheet Header

In the header area there are the following fields:
- Your Name
- Your Campus-Wide ID (also referred to as Empl ID or Employee ID)
- Your Job Classification Title
- Your Employee Record Number for the job

### Viewing By Day/Week/Time Period

By default your timesheet will show a “Week” view for the current week.

Use the View By drop-down menu and the Date field to view your timesheet in a different way.

*If you wish to permanently change your default view to Time Period (or Day), follow the instructions in the Timesheet Preferences section of this guide.*
### Processing Steps

#### Step 1:
To change your timesheet view, make a selection from the View By drop-down menu.

- **Day** = view/enter your time reported for a specific day.
- **Time Period**: view/enter your time reported for a specific pay period.
- **Week**: view/enter your time reported for a specific week.

#### Screen Shots
- ![View By: Week](image1.png)

#### Step 2:
Enter the start date for your selection or click on the calendar icon (📅) to select a date.

If you chose “Day” in step 1, this date will be the specific day for which you wish to view/enter reported time.

If you chose “Time Period” in step 1, this date will be the start date of the pay period for which you wish to view/enter reported time.

If you chose “Week” in step 1, this date will be the start date of the week for which you wish to view/enter reported time.

#### Screen Shots
- ![Calendar Icon](image2.png)

#### Step 3:
Click on the **Refresh** button.

#### Screen Shots
- ![Refresh Button](image3.png)

#### Step 4:
You are now viewing your timesheet for the specified date/date range.

#### Screen Shots
- ![Refreshed Timesheet](image4.png)
### Entering Time Worked

Employees are encouraged to enter their reported time on a daily basis to stay current on their timesheet.

⚠️ The Scheduled Hours field is a default value; it does not show your specific schedule.

### Step 1:

To enter time, type in the number of hours worked in the column for a specific date.

### Step 1a:

You may enter time worked for more than one day at a time on the same row.
**Processing Steps**

**Step 2:**
Select the **REG – Regular Hours Worked** from the Time Reporting Code drop-down menu.

This timesheet is only for Regular Hours Worked. If you have other types of reported time, consult your department timekeeper or Payroll.

You may need to scroll to the right in order to see the Time Reporting Code menu, especially if you are viewing your timesheet by Time Period.

**Step 3:**
Once you have reviewed your entries for correctness, click the **Submit** button at the bottom of the page.

Clicking Submit does not finalize your timesheet. You can return to the timesheet to make additional entries until the pay period closes which is typically 5 calendar days after the start of the next month (i.e. the January pay period is closed as of February 5th). After a pay period is closed, you will need to submit an adjustment form to Payroll which is available at Payroll’s website: [https://hr.fullerton.edu/forms/#div1](https://hr.fullerton.edu/forms/#div1).
### Processing Steps

<table>
<thead>
<tr>
<th>Step 3a:</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you enter time on a day that is scheduled as a holiday, you will see an error message. Click <strong>OK</strong> to continue or click <strong>Cancel</strong> to correct the entry.</td>
<td><img src="message.png" alt="Message" /></td>
</tr>
<tr>
<td>Warning -- 2012-11-12 is scheduled as a holiday (13504,3003) Reported Date is scheduled as a Holiday. Press <strong>OK</strong> to save the Reported Time and return to Timesheet page. Press <strong>Cancel</strong> to return to Timesheet page to save or change your Reported Time.</td>
<td><img src="timesheet.png" alt="Timesheet" /></td>
</tr>
<tr>
<td>Step 4:</td>
<td><img src="submit_confirmation.png" alt="Submit Confirmation" /></td>
</tr>
<tr>
<td>You will receive a confirmation message that your submission was successful. Click <strong>OK</strong>.</td>
<td></td>
</tr>
<tr>
<td>Step 5:</td>
<td><img src="reported_time_status.png" alt="Reported Time Status" /></td>
</tr>
<tr>
<td>The time you reported now appears in the Reported Time Status section. Reported Time is listed as &quot;Needs Approval&quot; until the manager/MPP that you report to has approved it.</td>
<td></td>
</tr>
</tbody>
</table>
### Processing Steps

#### Correcting a Timesheet Entry

If your timekeeper or manager contacts you about an error on your timesheet, you can return to the timesheet to correct it.

**Step 1:**
In the Employee Self Service box, select **Time Reporting** located under the My Absence & Time Management menu.

**Step 2:**
Make the necessary corrections to your timesheet.

Then click **Submit**.
### Processing Steps

**Step 3:**
You will receive a confirmation message that your submission was successful.

Click **OK**.

**Step 4:**
The updated timesheet entry (or entries) appears in the Reported Time Status section.

You may wish to contact your timekeeper or manager to let them know that you have corrected the entry.

### Common Error Messages

**Holiday Warning Message**
If you enter time on a day that is scheduled as a holiday, you will see a warning message.

If you were required to work on the holiday, you may click **OK** to continue.

If you did not work on the holiday, click **Cancel** to go back to correct the entry.
Setting Default Timesheet View

Setting a default view for your timesheet allows you to automatically view your timesheet by day, week, or pay period.

**Step 1:**
On Titan Online, select **Timesheet Preferences** from the My Absence & Time Management menu in the Employee Self Service section.

**Step 2:**
Select a Default Timesheet Display from the drop-down menu.
- **Day**: timesheet will default to view a single day at a time.
- **Week**: timesheet will default to view a week at a time.
- **Time Reporting Period**: timesheet will default to view a pay period at a time.
### Processing Steps

<table>
<thead>
<tr>
<th>Step 3: (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>You may select a Start Day of Week from the drop-down menu to choose how weeks are displayed.</td>
</tr>
</tbody>
</table>

### Screen Shots

**Time Reporting Preferences**

- **Step 3:** You may set your preferences by selecting a start day of the week. In this example, the start day is set to Sunday.

**Step 4:**

Once you have set your preferences, click **Save**.

**Step 5:**

At the top right of the screen, the word **Saved** will appear, indicating that your preferences have been saved.

When you access your timesheet in the future, the default view will be the one you selected.
## 2.0 Reporting Absence Events

Although each employee classification has differing rules as to when, why, and which absence types can be applied, the manner in which all employees will enter time is the same.

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accessing Your Absence Entry Page</strong></td>
<td><img src="http://www.fullerton.edu" alt="Screen Shot" /></td>
</tr>
<tr>
<td>CSUF employees will access their absence entry page via the campus portal. This means the absence entry page is accessible from off-campus and via mobile devices such as an iPad.</td>
<td></td>
</tr>
<tr>
<td><strong>Step 1:</strong></td>
<td><img src="http://www.fullerton.edu" alt="Screen Shot" /></td>
</tr>
<tr>
<td>Open your internet browser (i.e. Internet Explorer, Safari, Firefox, etc) and go to <a href="http://www.fullerton.edu">http://www.fullerton.edu</a>.</td>
<td></td>
</tr>
<tr>
<td><strong>Step 2:</strong></td>
<td><img src="http://www.fullerton.edu" alt="Screen Shot" /></td>
</tr>
<tr>
<td>Under Portal Login, enter your campus username and password. Click the Login button.</td>
<td></td>
</tr>
<tr>
<td><strong>Step 3:</strong></td>
<td><img src="http://www.fullerton.edu" alt="Screen Shot" /></td>
</tr>
<tr>
<td>Click on the Titan Online tab.</td>
<td></td>
</tr>
<tr>
<td><strong>Step 4:</strong></td>
<td><img src="http://www.fullerton.edu" alt="Screen Shot" /></td>
</tr>
<tr>
<td>In the Employee Self Service box, select Report and View Absences located under the My Absence &amp; Time Management menu.</td>
<td></td>
</tr>
</tbody>
</table>
### Processing Steps

**Step 5:**
Your absence entry page appears and you may now start entering information.

### Absence Entry Overview

This section contains information on each of the fields present on the absence entry page.

**Absence Entry Page Header:**
In the header area there are the following fields:
- Your Name
- Your Campus-Wide ID (also referred to as Empl ID)
- Your Job Classification Title
- Your Department Name and Department ID
**Pay Period Selection:**
When you access the absence entry page within the first 5 calendar days of the month, the dates will default to the prior pay period. On the 6th calendar day, the dates will default to the current pay period.

You can change the dates to view prior pay periods, but you cannot delete absence entries that have already been processed nor can you enter absences for a pay period that has closed.

⚠️ Be sure to view the current Attendance and Pay Schedule document when selecting a different pay period to ensure you have the correct dates for the pay period. The document is available on the Payroll website: [http://hr.fullerton.edu/Payroll](http://hr.fullerton.edu/Payroll).

**Existing Absence Events:**
This section shows any absences that you reported or have been reported on your behalf during the current pay period.

In the example at right, it is showing one absence for the month of March 2011.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence Name</td>
<td>The type of absence used.</td>
</tr>
<tr>
<td>Begin Date</td>
<td>The starting date of the absence.</td>
</tr>
<tr>
<td>End Date</td>
<td>The ending date of the absence.</td>
</tr>
<tr>
<td>Absence Duration</td>
<td>The duration of the absence.</td>
</tr>
<tr>
<td>Unit Type</td>
<td>What unit the duration is in (i.e. Hours, Days, etc).</td>
</tr>
<tr>
<td>Absence Status</td>
<td>The status of the submission; values include Submitted, Reviewed, Approved, and Complete.</td>
</tr>
<tr>
<td>Last Updated By</td>
<td>The name of the person who last updated this absence entry.</td>
</tr>
</tbody>
</table>
**Enter New Absence Events**

This section is where you will enter your absence events.

View the Reporting Absences section of this guide for instructions on filling out this section.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence Name</td>
<td>The type of absence used.</td>
</tr>
<tr>
<td>Begin Date</td>
<td>The starting date of the absence.</td>
</tr>
<tr>
<td>End Date</td>
<td>The ending date of the absence.</td>
</tr>
<tr>
<td>Balance</td>
<td>The amount of time available for you to use for the selected absence type (if applicable).</td>
</tr>
<tr>
<td>Partial Days</td>
<td>If partial days are used, this option can be selected.</td>
</tr>
<tr>
<td>Unit Type</td>
<td>What unit the duration is in (i.e. Hours, Days, etc).</td>
</tr>
<tr>
<td>Add Comments</td>
<td>Enter comments for the absence; for some absence types, this field is mandatory.</td>
</tr>
</tbody>
</table>

**Calculate Duration and Submit**

At the bottom of the timesheet, you have two buttons available to you:

- **Calculate Duration**: this option will calculate the number of hours/days for your absence events once you have entered them.

- **Submit**: when you have finished entering your absences, click Submit to submit your entries.

Notice the Timesheet link at the bottom of the page. This link will take you to your Timesheet where you can enter your Time Worked. See section 1 of this guide for more information on entering time worked.
Reporting Absences

This section covers how to report absences.

⚠️ Absences can only be entered for the current pay period. If you need to submit an absence for a prior pay period, use the adjustment form on the Payroll website: https://hr.fullerton.edu/forms/#divl.

**Step 1:**
First, select an absence type from the drop-down menu under Absence Name.

The types of absences available to you will depend on your classification and bargaining unit.

Employees with a CTO balance may utilize the CTO Take absence type; however only timekeepers should enter CTO Earn.

**Step 2:**
Enter the **Begin Date** of the absence.

You may type in the date or click the Calendar icon ( ) for a calendar view.

Your absence entry cannot start or end on a campus holiday.
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<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
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</thead>
<tbody>
<tr>
<td><strong>Step 3:</strong></td>
<td><img src="image1" alt="Enter New Absence Events" /></td>
</tr>
<tr>
<td>The <strong>End Date</strong> has automatically changed to match the <strong>Begin Date</strong>.</td>
<td></td>
</tr>
<tr>
<td>The <strong>Balance</strong> field shows the amount of leave available to you for the absence type you have selected (if applicable). The system will not allow you to enter an absence that exceeds your available balance.</td>
<td></td>
</tr>
<tr>
<td><strong>Step 4:</strong></td>
<td><img src="image2" alt="Enter New Absence Events" /></td>
</tr>
<tr>
<td>The Partial Days and Hours per Day columns automatically appear.</td>
<td></td>
</tr>
<tr>
<td>Enter the number of hours for your absence in the Hours per Day field.</td>
<td></td>
</tr>
<tr>
<td>! Hourly intermittent employees report all absences using Partial Hours to avoid being charged more hours than were used.</td>
<td></td>
</tr>
<tr>
<td><strong>Step 5:</strong></td>
<td><img src="image3" alt="Enter New Absence Events" /></td>
</tr>
<tr>
<td>Click <strong>Add Comments</strong> to add a comment for the absence.</td>
<td></td>
</tr>
<tr>
<td>! When the <strong>Add Comments</strong> link appears in red (as shown in the screenshot to the right), a comment is required for the absence type. Otherwise, comments are optional.</td>
<td></td>
</tr>
</tbody>
</table>
### Step 5a:
Enter your comment for the absence.

If a comment is required, you may see text indicating what information you are required to provide. In the example to the right, the relationship of the family member is required for Family – Sick Care leave.

Once you are finished entering your comment, click **Save Comments**.

To return to the Report Absences page without saving your comment, click **Return to Entry Page**.

### Step 6:
To report additional absences, click on the plus sign (➕) at the end of the row.

To remove an absence, click on the negative sign (➖) at the end of the row.

### Step 7:
Once you have finished entering your absence(s), click **Calculate Duration**.
**Processing Steps**

**Step 8:**
The Absence Duration and Unit Type columns will show the duration of each absence.

Review all of your absence entries for accuracy.

When you are ready to submit your time, click **Submit**.

⚠️ Once you submit your absence events, you will not be able to edit the existing entries. To make changes, you will need to delete the absence entry and re-enter it.

**Step 9:**
You will receive a confirmation message that your absence entries were submitted.

Click **OK**.

**Step 10:**
The absences now appear in the Existing Absence Events section of the page.

Your absence entries have now been submitted for review and you are finished.
**Reporting No Leave Taken**

This section covers how to report that you did not have any absences during the pay period.

**Step 1:**
The default option for absences is “No Leave Taken.”

Review the pay period dates to ensure that you are entering an absence event for the current pay period.

Click **Submit**.

**Step 2:**
You will receive a confirmation message that your absence entries were submitted.

Click **OK**.

**Step 3:**
The entry now appears in the Existing Absence Events section.

Your entry has now been submitted for review and you are finished.
### Correcting an Absence Entry

When your timekeeper and/or manager reviews your absence entries, they may send an entry back to you for correction. This section covers how to correct an absence entry.

**Step 1:**
When you receive an email indicating that an absence entry needs to be corrected, review the information in the email.

A comment indicating what you need to modify will be at the bottom of the email.

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong></td>
<td><img src="image1.png" alt="Email with Absence Request" /></td>
</tr>
<tr>
<td>When you receive an email indicating that an absence entry needs to be corrected, review the information in the email. A comment indicating what you need to modify will be at the bottom of the email.</td>
<td></td>
</tr>
<tr>
<td><strong>Step 2:</strong></td>
<td><img src="image2.png" alt="Employee Self Service" /></td>
</tr>
<tr>
<td>In the Employee Self Service box, select Report and View Absences located in the My Absence &amp; Time Management menu on Titan Online.</td>
<td></td>
</tr>
<tr>
<td><strong>Step 3:</strong></td>
<td><img src="image3.png" alt="Existing Absence Events" /></td>
</tr>
<tr>
<td>Your current absence entries appear. Locate the absence that needs correction under Existing Absence Events. Click the Delete icon ( ) next to the entry to delete.</td>
<td></td>
</tr>
</tbody>
</table>

Contact Payroll if you do not see the Delete icon next to the entry you wish to delete.
**Processing Steps**  

**Step 4:**  
Confirm the deletion by clicking on Yes.

**Screen Shots**

![Confirm Delete](image)

**Step 5:**  
Re-enter the absence entry with the corrected information.

Then click **Submit**.

![Submit Confirmation](image)

**Step 6:**  
You will receive a confirmation message that your absence entries were submitted.

Click **OK**.

**Step 7:**  
The corrected absence entry now appears in the Existing Absence Events section.

You may wish to contact your timekeeper or manager to let them know that you have corrected the entry.
## Common Error Messages

This section covers some of the common error messages users may encounter and how to resolve the error.

### Campus Holiday Error

**Error message text sample:**

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

**Why did I get this error?**

You cannot have a Begin Date or End Date that is a campus holiday. In the example to the right, the user tried to enter a sick day for March 31st, 2011 which was a campus holiday.

**How do I fix this?**

Change the dates of the absence so it does not start or end on a campus holiday.

- The system will allow you to enter a range of dates where a campus holiday is included in the range, however you cannot start or end an absence on a campus holiday.
### Processing Steps

<table>
<thead>
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<th>Processing Steps</th>
<th>Screen Shots</th>
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</thead>
<tbody>
<tr>
<td><strong>Failed Validation Error</strong></td>
<td><img src="image" alt="Submit Confirmation" /></td>
</tr>
</tbody>
</table>
| Error message text sample:  
*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.*  |
| Why did I get this error?  
There are several possible reasons for this error, including not enough absence/leave credits, the absence type is not available, or you have failed to provide a required comment.  |
| How do I fix this?  
Start by clicking **OK** to return to the Report Absences page. Once there, you should see a second error message that will clarify what the error is and how to fix it.  |
| **Exceeds Available Balance Error** | ![ERROR!](image) |
| Error message text sample:  
*ERROR! The absence entered exceeds your available balance. Adjust your absence so that it does not exceed your absence balance or contact Payroll to report the absence.*  |
| Why did I get this error?  
You do not have enough leave credits to cover the absence. In the example to the right, the user entered an absence of 40 hours but the available credit is only 29.5 hours.  |
| How do I fix this?  
You will need to correct the absence entry so it does not exceed the available leave credits. Contact Payroll if you need additional assistance reporting the absence.  |
### Required Comment Error

**Error message text sample:**

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

**Why did I get this error?**
You did not enter a comment for an absence entry where a comment is required.

**How do I fix this?**
Click on **Add Comments** next to the absence entry to enter a comment.
### 3.0 Viewing Leave Balances

Viewing your available leave balances can help you track your available sick leave, vacation leave, personal holiday, compensatory time, and state service.

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong> To view your leave balances, select <strong>View Absence Balance</strong> from the My Absence &amp; Time Management menu in the Employee Self Service box on Titan Online.</td>
<td><img src="image1.png" alt="Screen Shot 1" /></td>
</tr>
</tbody>
</table>

**Step 2:** The Employee Balance Inquiry screen appears.

There are three tabs of information on this screen:

- **Absence Balances**
  - Sick, Vacation, and Personal Holiday
- **Compensatory Time**
  - CTO, Holiday Credit, Holiday CTO, Excess, and ADO balances
- **State Service for Absence**
  - State Service, State Service Carryover, Sick Carryover, Vacation Carryover, and State FTE Carryover amounts

Click on a tab to view it or to view all of the available information on one page, click the **Show all columns** icon ( ).

**Step 3:** To view additional details on your balances, click the Details icon ( ).
Step 4:
Select a tab to view details relating to that balance type.

To return to the previous page, click Return.

Step 5:
To view information on leave accrual rates, click Graduated Vacation Chart.

This chart shows how much leave you accrue each month based on your years of service.

Step 6:
The Graduated Vacation Chart shows vacation accrual rates based on state service months and the maximum vacation and CTO credits based on bargaining unit.

Press the Esc key on your keyboard to go back.
<table>
<thead>
<tr>
<th>Processing Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 7:</strong></td>
</tr>
<tr>
<td>Once you have finished, click <strong>Home</strong> to return to Titan Online.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="TitanOnline Screen Shot" /></td>
</tr>
</tbody>
</table>

**Employee Balance Inquiry**

Philip Pirip
### 4.0 Field Definitions

The following table is a list of field names and their definitions used throughout this guide.

<table>
<thead>
<tr>
<th>Field</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence Name</td>
<td>The type of absence used.</td>
</tr>
<tr>
<td>Begin Date</td>
<td>The starting date of the absence.</td>
</tr>
<tr>
<td>End Date</td>
<td>The ending date of the absence.</td>
</tr>
<tr>
<td>Absence Duration</td>
<td>The duration of the absence.</td>
</tr>
<tr>
<td>Unit Type</td>
<td>What unit the duration is in (i.e. Hours, Days, etc).</td>
</tr>
<tr>
<td>Absence Status</td>
<td>The status of the submission; values include Submitted, Reviewed, Approved, and Complete.</td>
</tr>
<tr>
<td>Last Updated By</td>
<td>The name of the person who last updated this absence entry.</td>
</tr>
<tr>
<td>Balance</td>
<td>The amount of time available for you to use for the selected absence type (if applicable).</td>
</tr>
<tr>
<td>Partial Days</td>
<td>If partial days are used, this option can be selected.</td>
</tr>
<tr>
<td>Add Comments</td>
<td>Enter comments for the absence; for some absence types, this field is mandatory.</td>
</tr>
</tbody>
</table>