CALIFORNIA STATE UNIVERSITY
FULLERTON

Human Resources
Time Reporting and Absence Review Guide

Last Revised: **9/25/15**

REVISION CONTROL

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Revision History

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5/25/11	Lori Arthur	Updated number of days for refresh employee list; added notation about submitting 634 Form if absences entered on behalf of employee.	3.0, 4.0, 5.0
7/22/11	Lori Arthur	Added section on viewing LAPP Balance History	4.0
8/4/11	Lori Arthur	Added section on Absence Management Employees Roster.	6.0
1/25/13	Lori Arthur	Added section on Reviewing Hourly Intermittent Employee Timesheets; re-ordered Absence Mgmt sections into a single section.	All
9/25/15	Shakeyla Mitchell	Updated the instructions to log into the portal	

Review / Approval History

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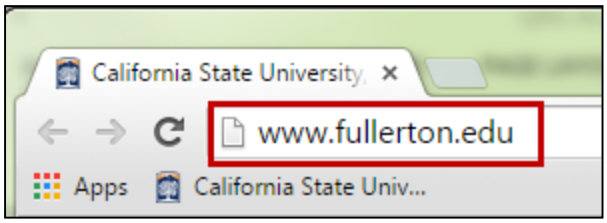
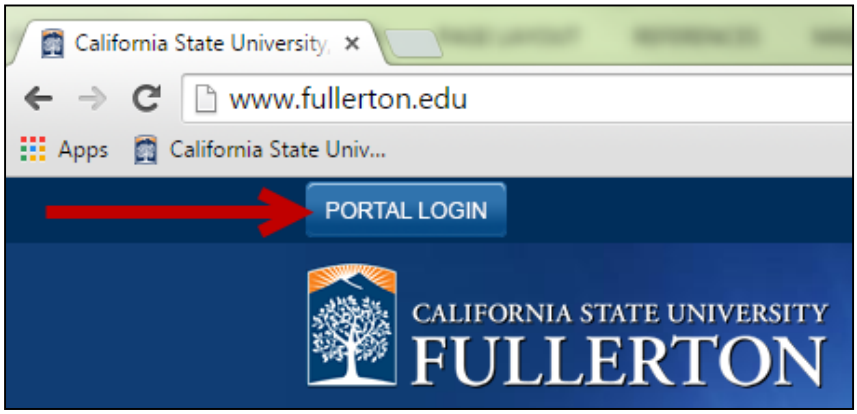
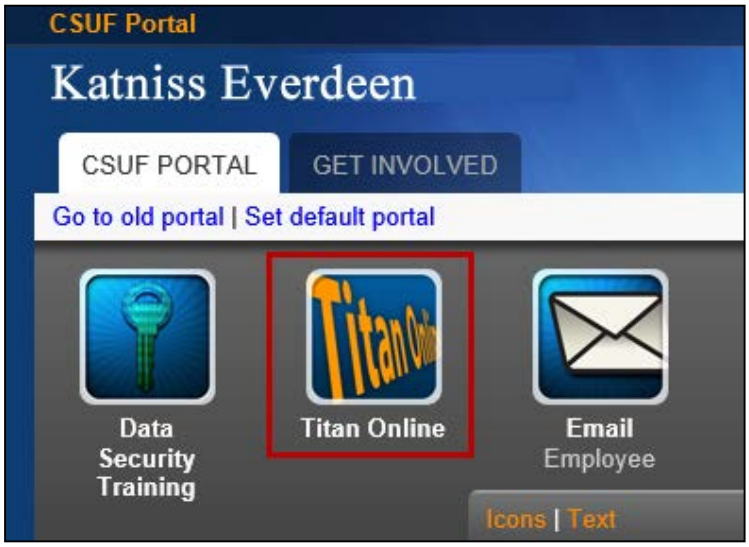
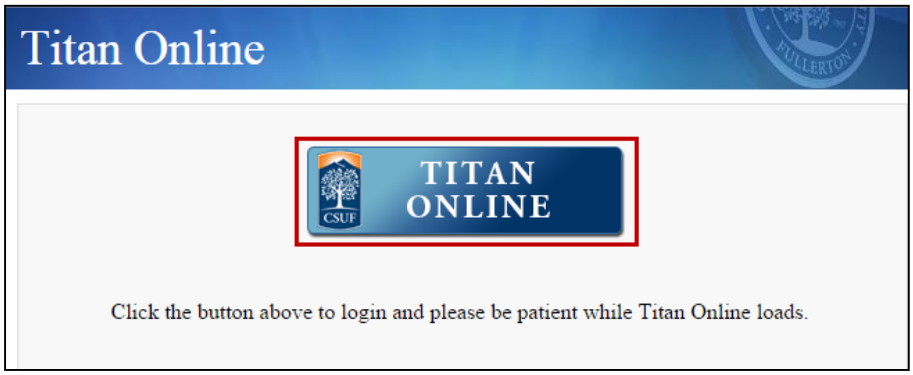
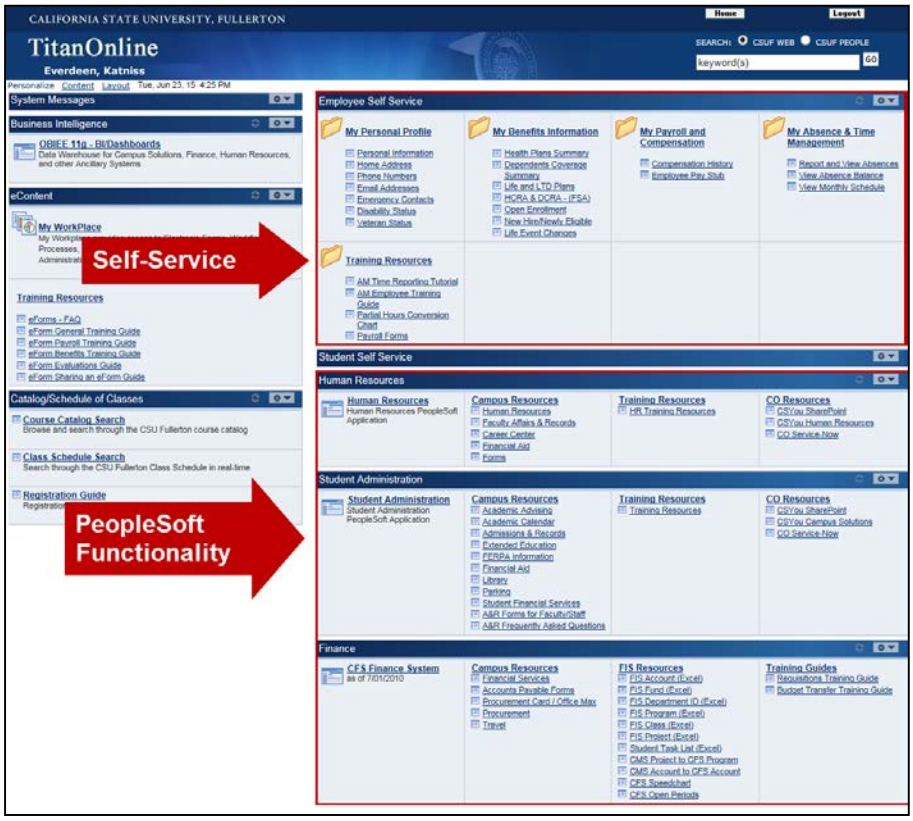
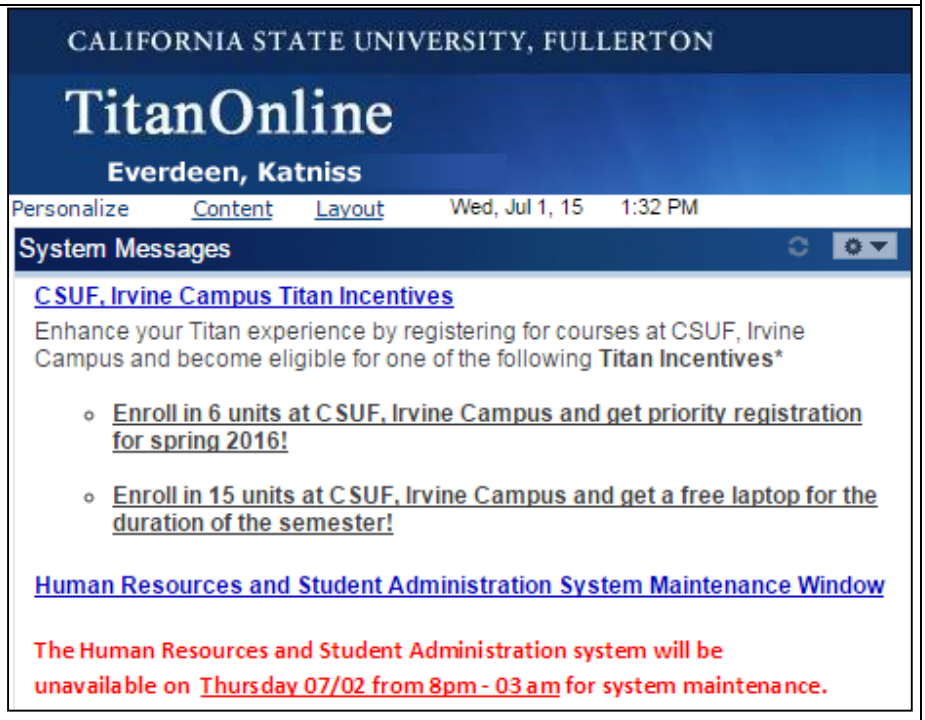
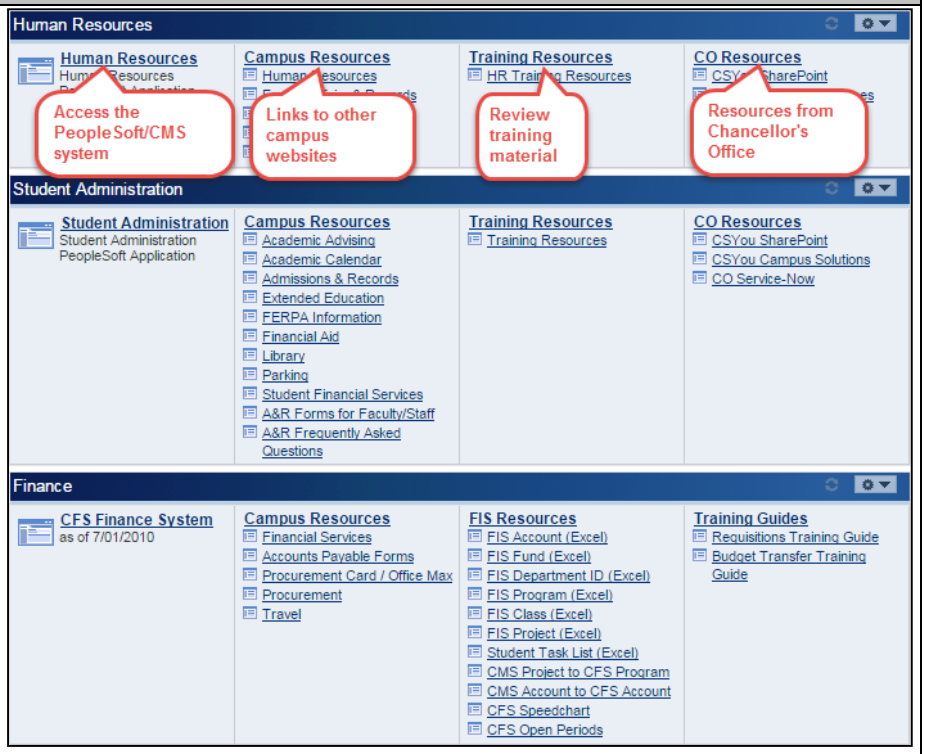
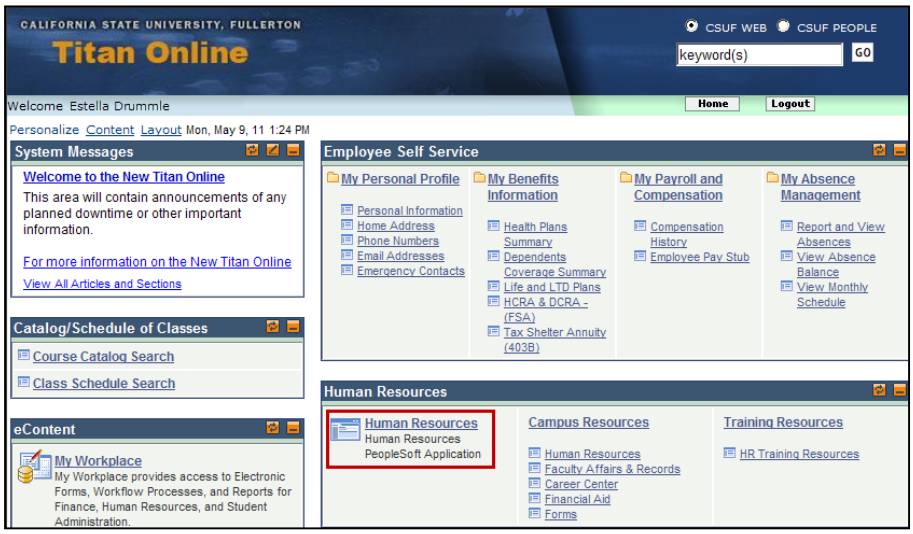
1.0 Accessing the Human Resources System

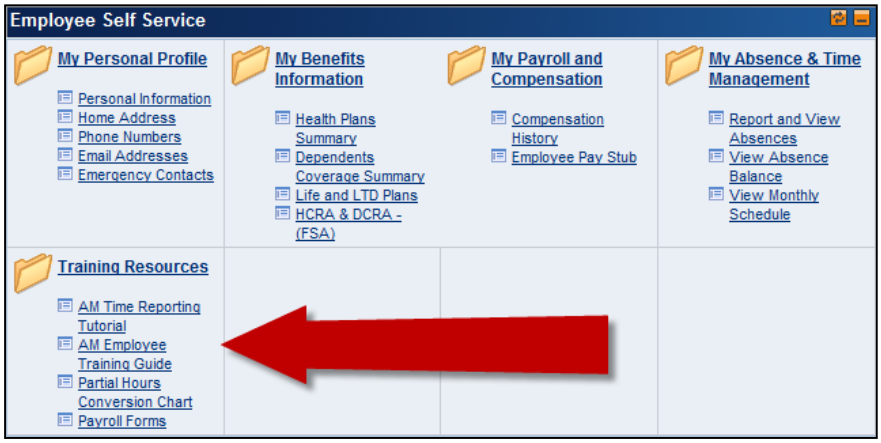
Timekeepers access the Absence Management features of the PeopleSoft Human Resources system via the Human Resources link on Titan Online.

Processing Steps	Screen Shots
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 in the address bar and press Enter on your keyboard.	
Step 3: Click on the **Portal Login** button.	

Processing Steps	Screen Shots
Step 4: Enter your campus username and password.	
Step 5: Click on the **Titan Online** icon.	
Step 6: Click on the Titan Online icon.	

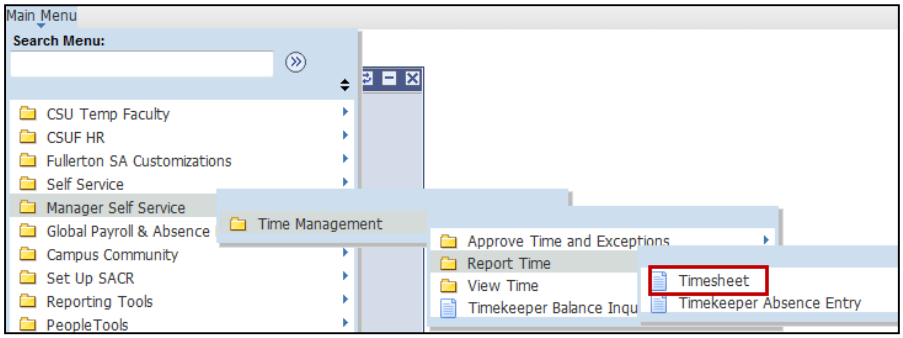
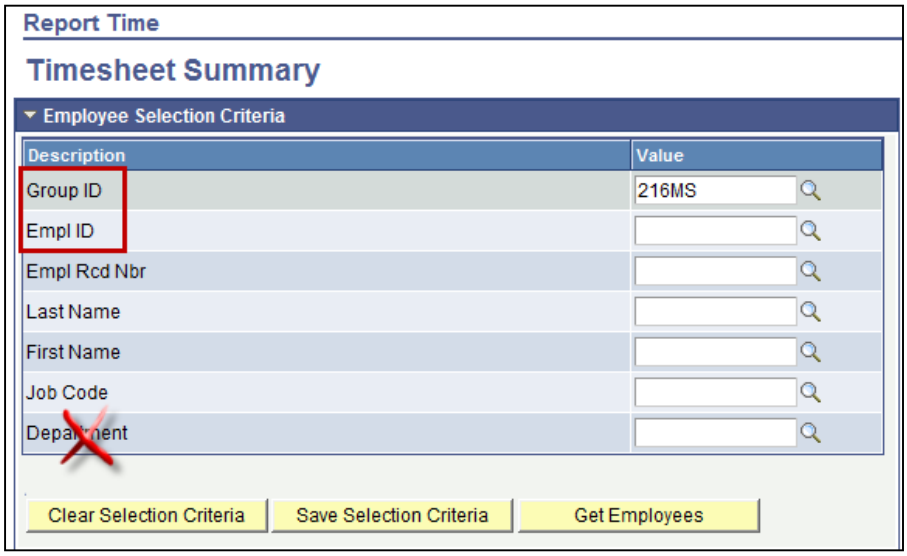
Processing Steps	Screen Shots
Step 7: The Titan Online page appears. Depending on your status, you may see various self-service options including Employee Self Service, Student Self Service, and Faculty Self Service. Depending on your PeopleSoft/CMS access, you may see links to PeopleSoft functionality: Human Resources, Finance, and Student Administration.	
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.	

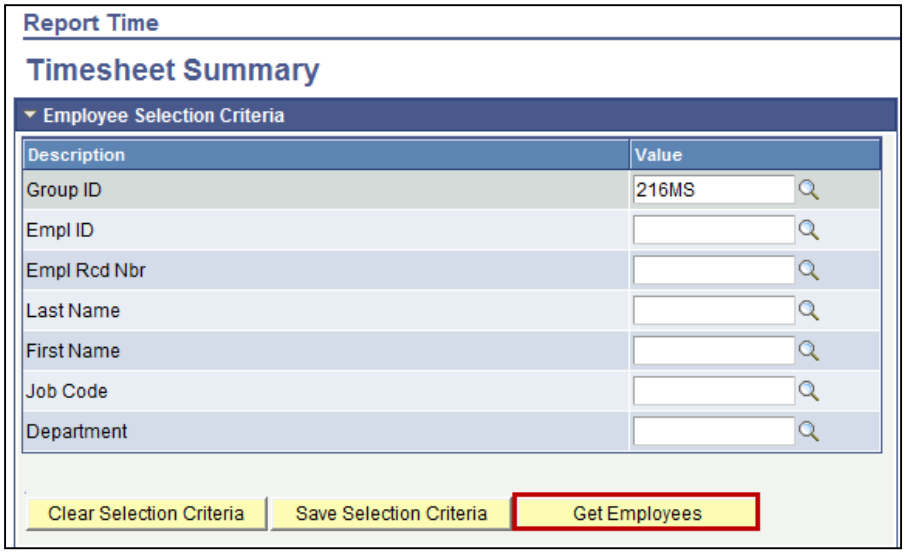
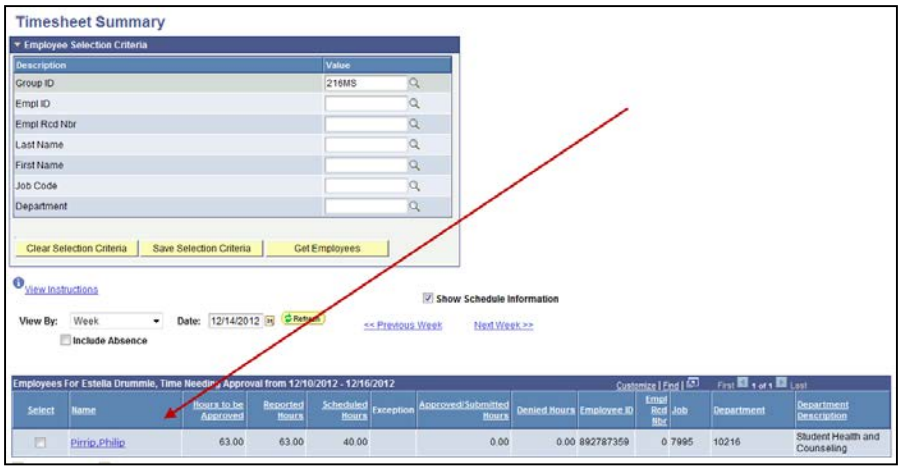
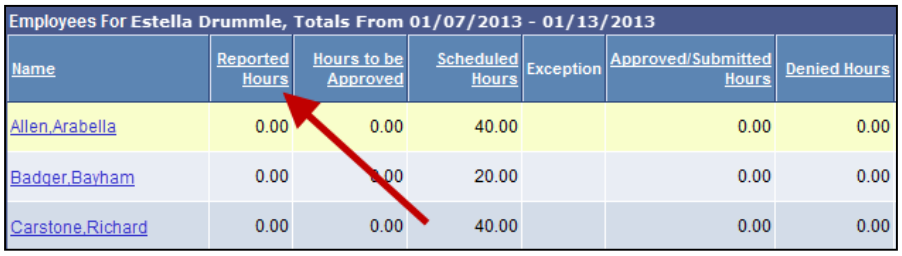
Processing Steps	Screen Shots
Step 7b: Each section of functionality contains links that allow you to: access the PeopleSoft/CMS system, view other campus websites, review training material, or view resources from the Chancellor's Office. To access a particular PeopleSoft database, click on the appropriate link.	
Step 8: Click on the **Human Resources** link in the Human Resources box.	

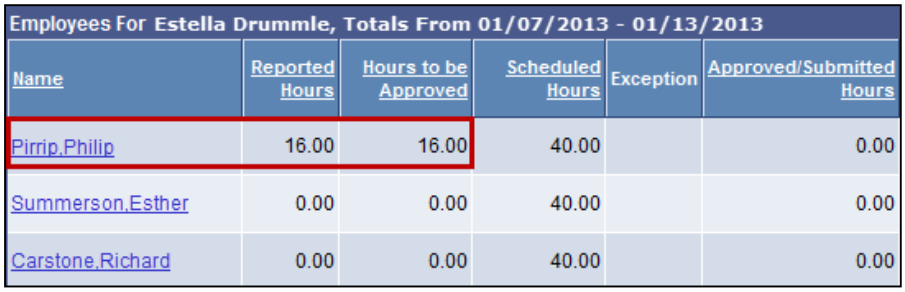
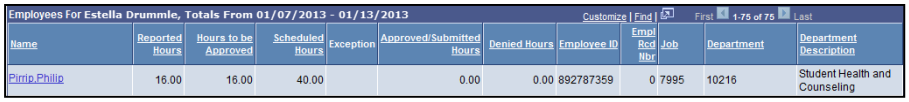
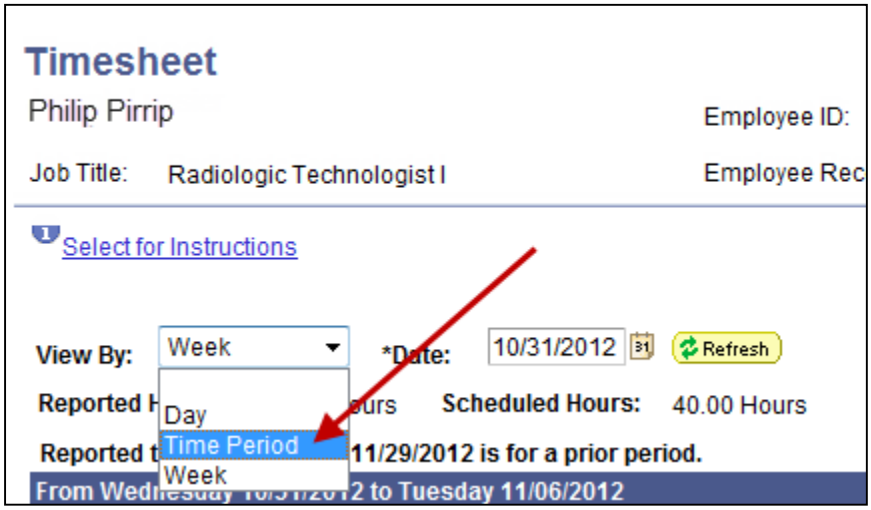
Processing Steps	Screen Shots
Step 9: You are now logged into the PeopleSoft Human Resources system.	
Additional Resources The Training Resources section of the Employee Self Service page contains several useful links for employees, timekeepers, and managers. • **AM Time Reporting Tutorial**: a tutorial 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.	

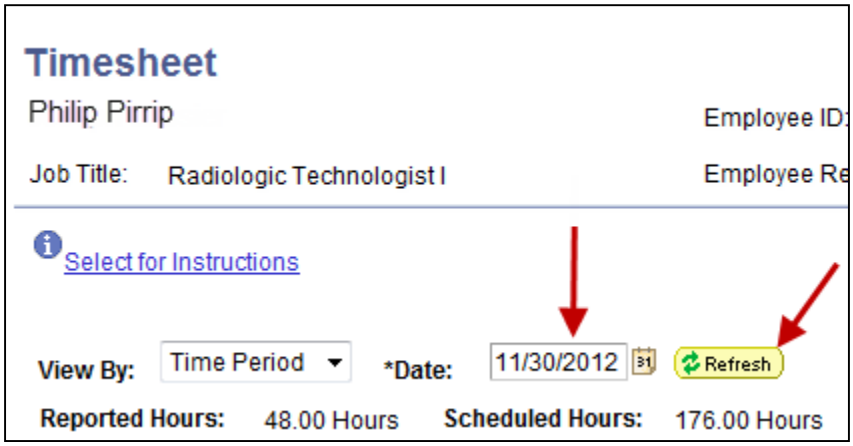
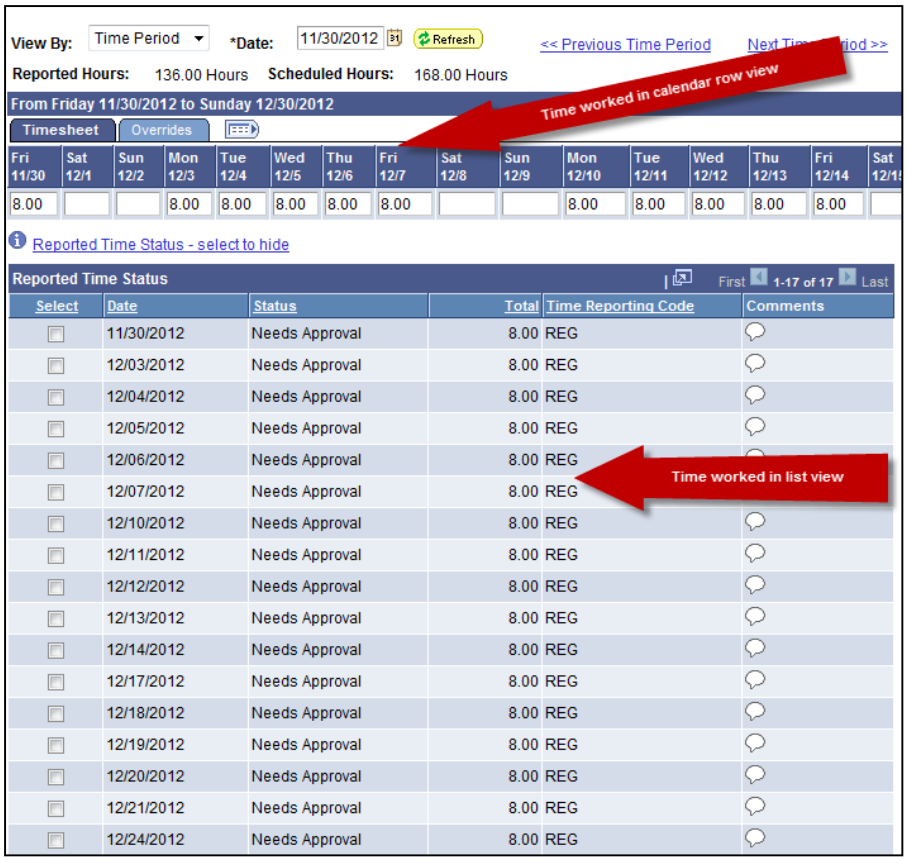
3.0 Reviewing Hourly Intermittent Employee Time Worked

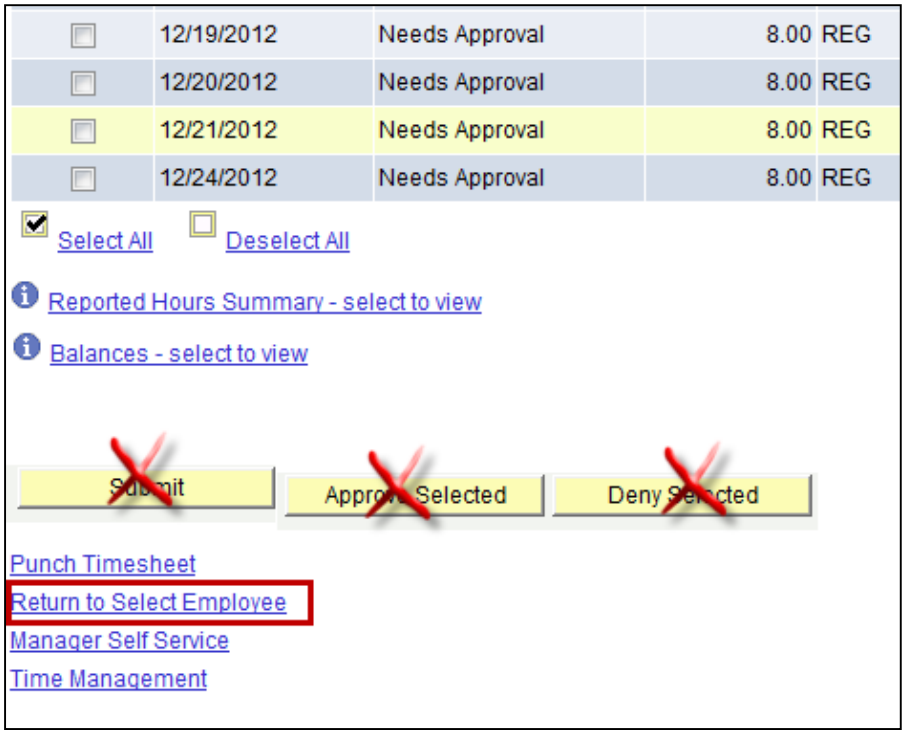
Timekeepers can review timesheets submitted by hourly intermittent employees using the Manager Self Service menu.

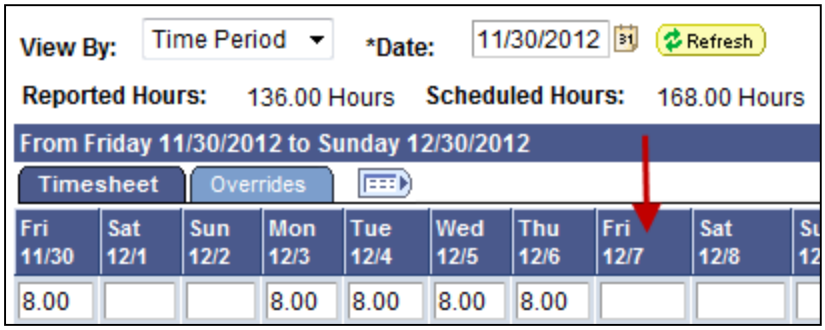
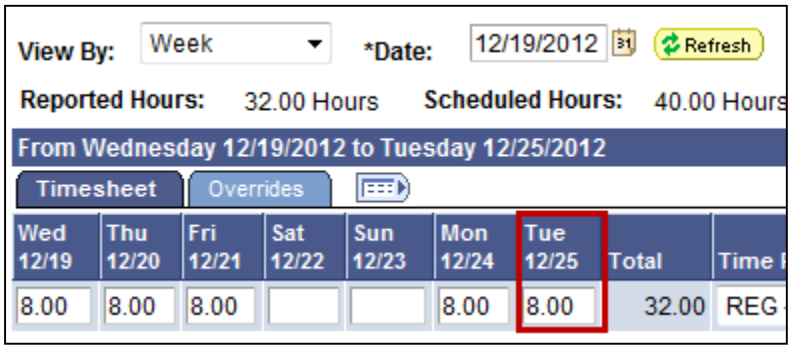
Processing Steps	Screen Shots
Reviewing Time Worked Timekeepers can review time worked that was entered by an employee at any time during a pay period. **Step 1:** From the main PeopleSoft HR home page, navigate to Manager Self Service > Time Management > Report Time > Timesheet. If you are both a timekeeper and a manager, you may see duplicates of these links.	
Step 2: To search for a specific employee or a specific group of employees, enter information in one of the fields in the Employee Selection Criteria. It is recommended that you search either by Group ID for a specific group of employees or by Empl ID for a specific employee. It is not recommended that you search by Department.	

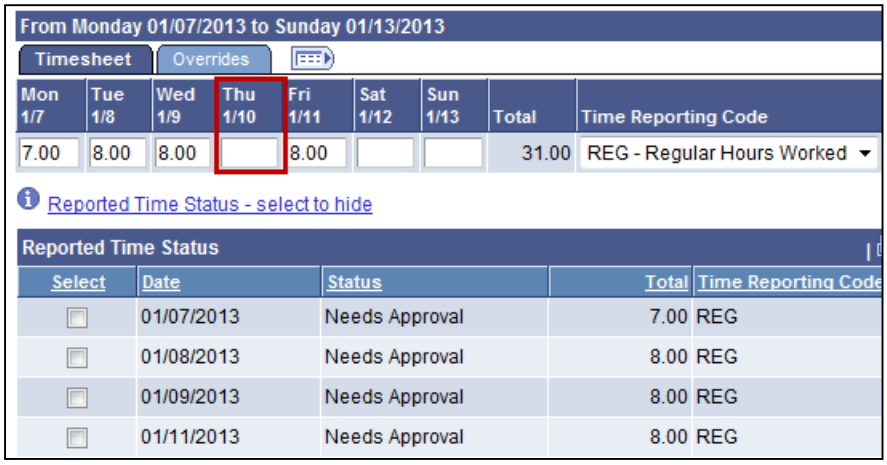
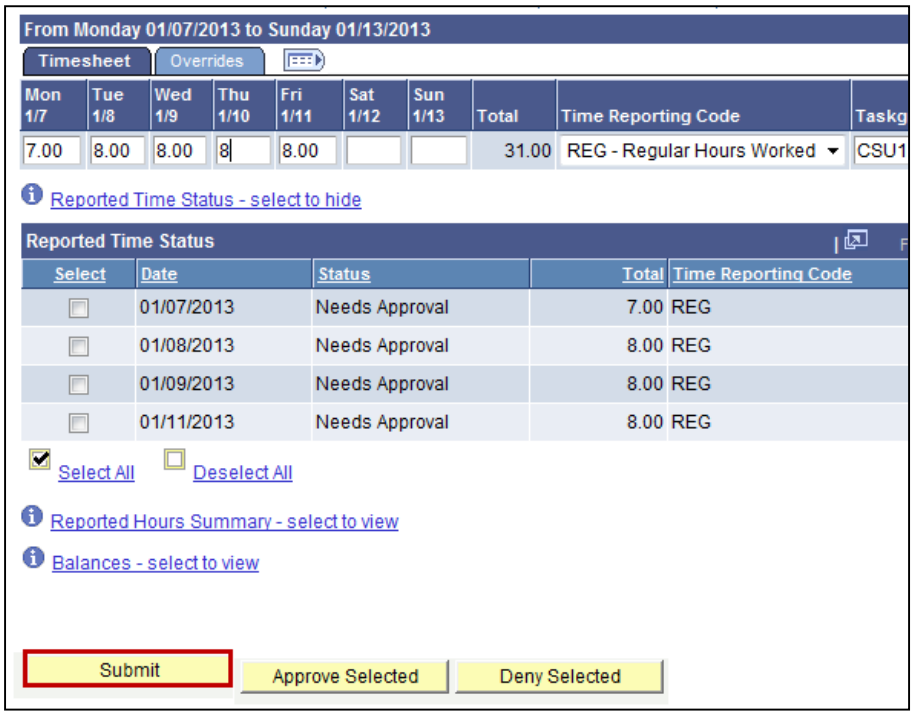
Processing Steps	Screen Shots
Step 3: Once you have entered your optional search criteria, click **Get Employees**.	
Step 4: Your search results appear below.	
Step 4a: If you chose to search by Group ID, your search results will include ALL employees in the Group ID and not just the hourly intermittent employees. You can click on a column header to sort the list by that header. You may need to click on a column header twice to get the sort order that you are looking for.	

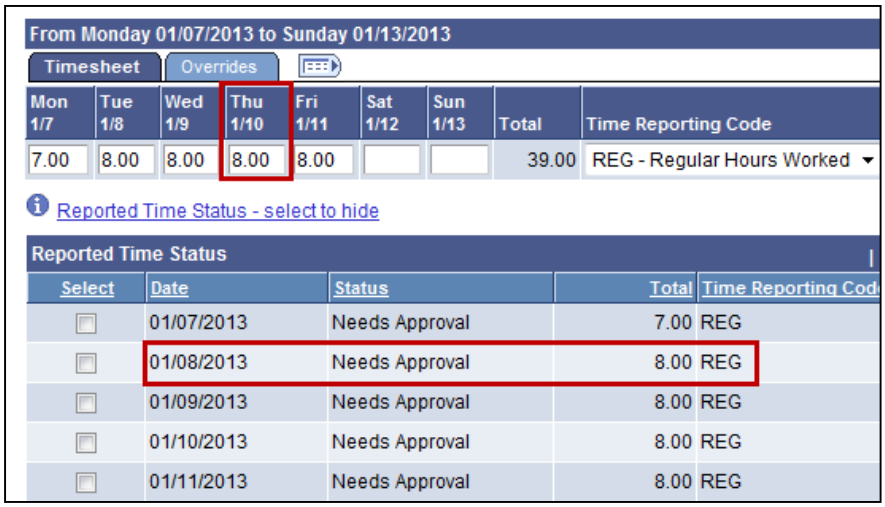
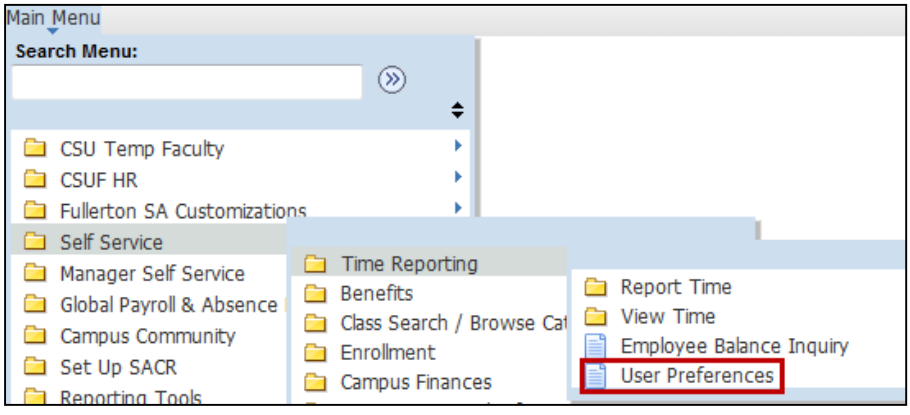
Processing Steps	Screen Shots
Step 4b: Now the list shows the hourly intermittent employee who has reported time worked at the top of the list.	
Step 5: For each employee, you will see the total hours they reported, the total hours to be approved, and the total hours that have been approved/submitted for the time range listed. To view an employee's timesheet in detail, click on the employee's name.	
Step 6: A view of the employee's timesheet appears. To view all of the employee's time worked for a pay period, select **Time Period** from the View By drop-down menu. To set your default view for the timesheet to "time period," follow the instructions in the Timesheet Preferences section of this guide.	

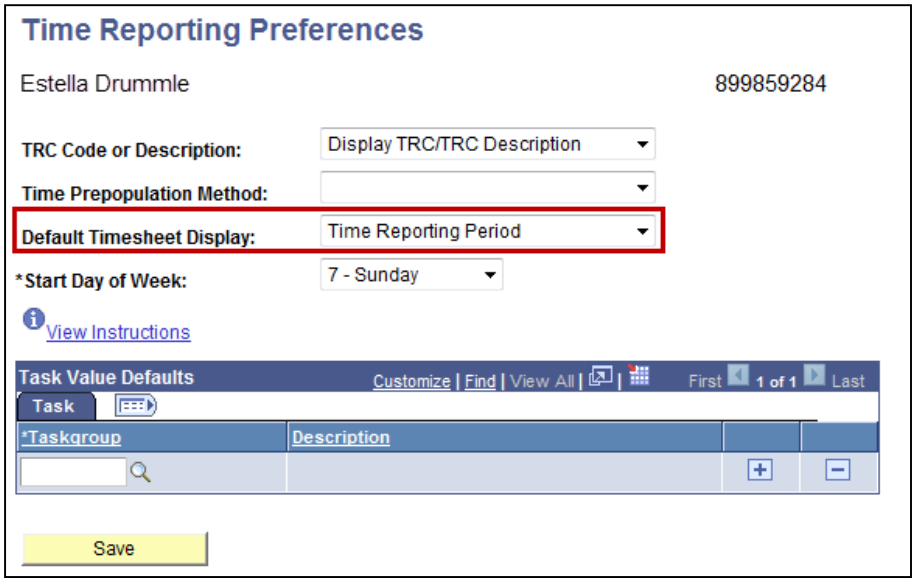
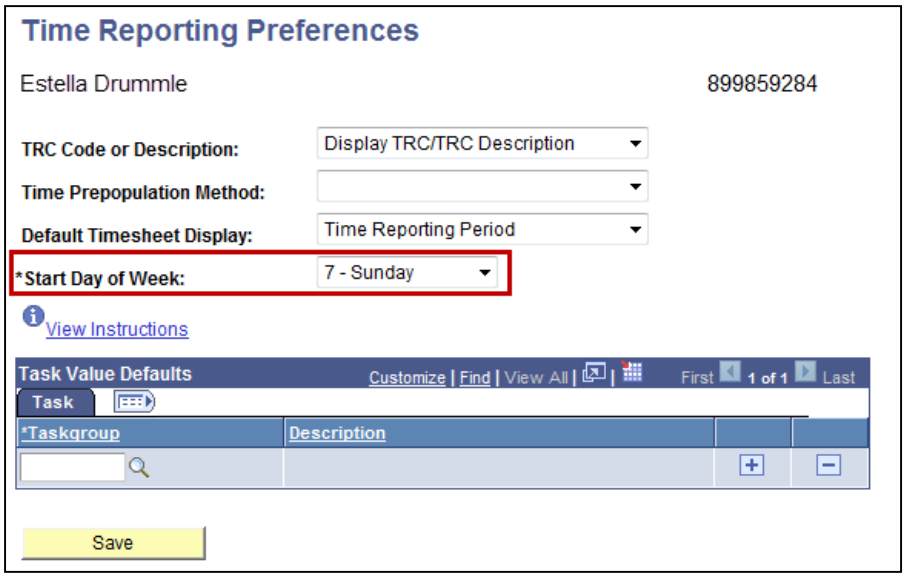
Processing Steps	Screen Shots
Step 6a: Depending on which time period you are viewing, you may need to change the **Date** field to the first day of the pay period you wish to view. In the example on the right, 11/30/2012 was the first day of the December 2012 pay period which would be reviewed in January 2013. If you modify the Date field, click the **Refresh** button to update the view.	
Step 7: There are two views of the time worked available. At the top, the time worked is listed in as a single row calendar view. This allows you to see the day of the week on which the time worked was reported. Below is the time worked in a list view by date. Review the time worked that was reported by the employee to ensure that it is complete and correct. See Correcting Time Worked in this guide for information on how to correct errors on an employee's time sheet.	

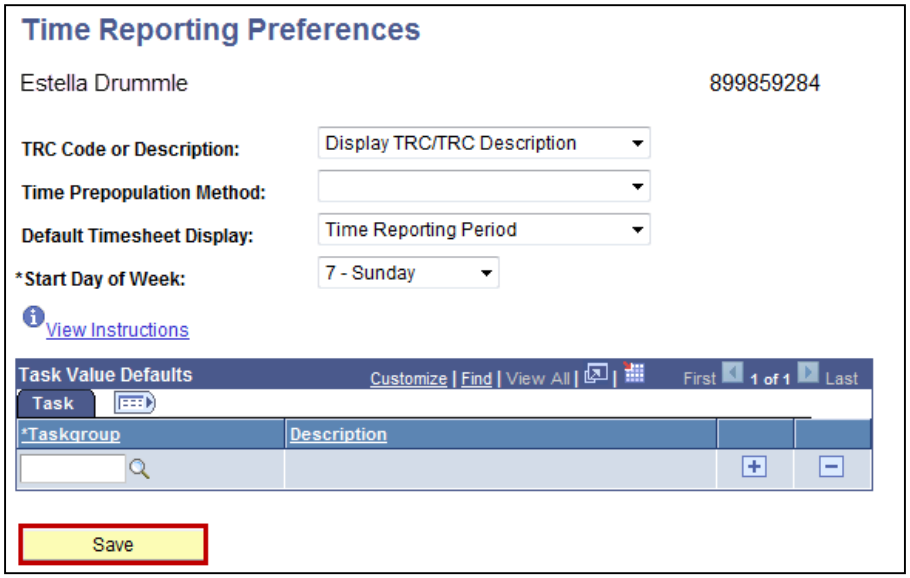
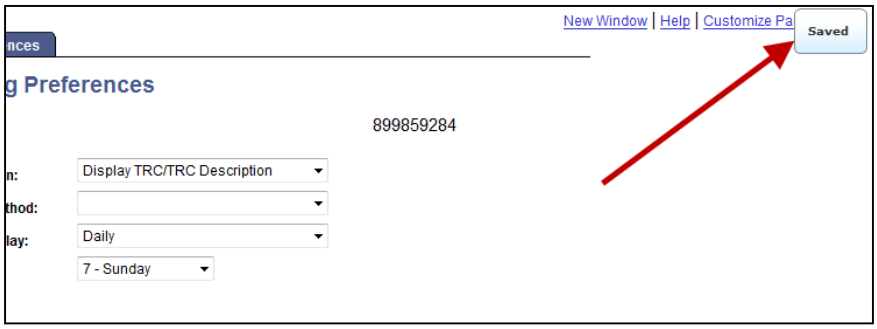
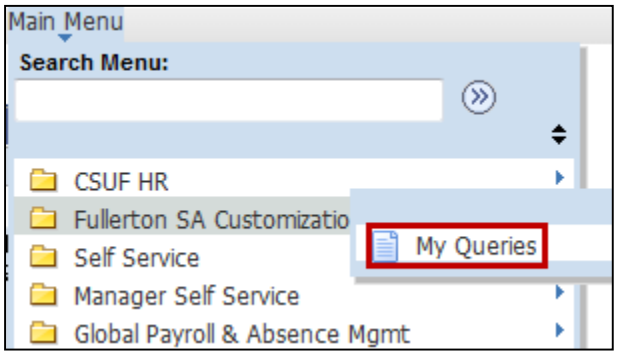
Processing Steps	Screen Shots
Step 8: When you are finished reviewing this employee's time, click **Return to Select Employee** at the bottom left of the page. Do not use the Approve Selected or Deny Selected options that you will see on the page. Timekeepers are not authorized to approve/deny time worked.	

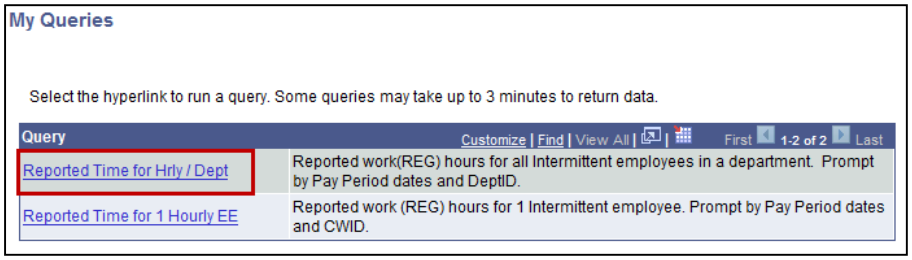
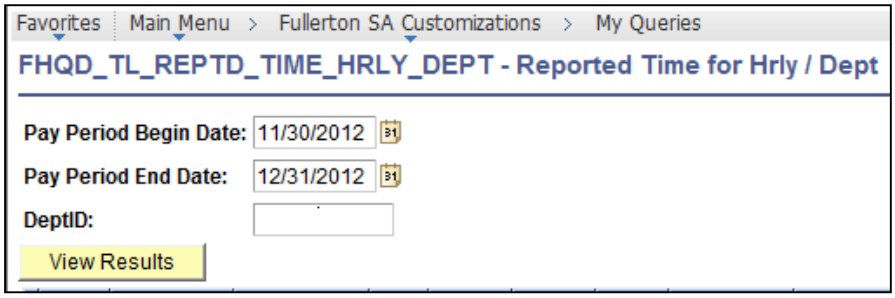
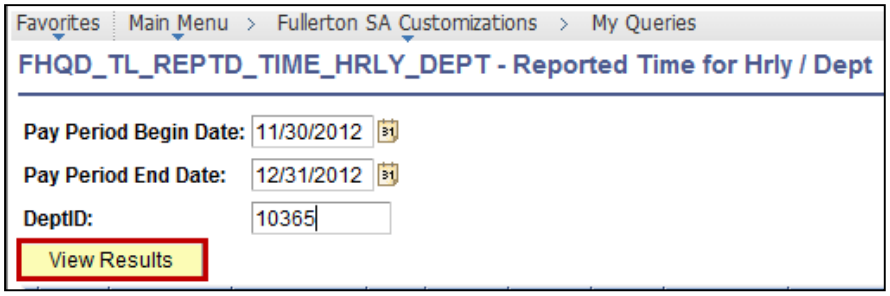
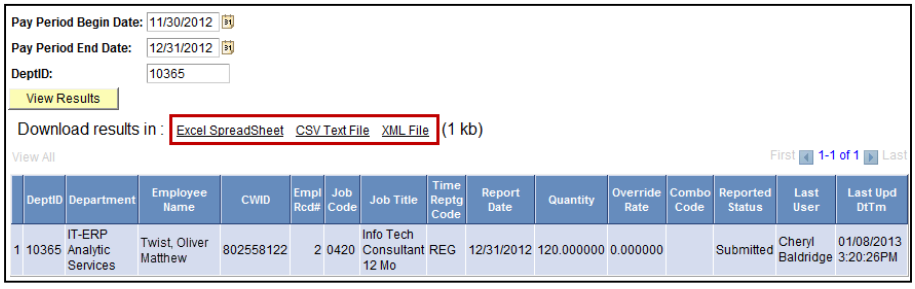
Processing Steps	Screen Shots
Correcting Time Worked Entries If there is an error with an employee's timesheet, the error can be corrected by the employee, timekeeper, or manager. If the timekeeper or manager makes corrections to the employee's timesheet, a hard copy Hourly Intermittent Timesheet will need to be completed, signed by the employee and their manager, and sent to Payroll. **Missing Entries** If an employee is missing an entry (i.e. they did not enter time worked for a day when they worked), contact the employee and have them enter the time worked. Once the employee has entered the time worked, they should contact you so you can re-review their timesheet. If you do not see ANY entries for an employee, it is likely that the employee has not entered any time for the selected pay period.	
Incorrect Entries If an employee has entered time worked on a day that they did not work or entered more/less time worked than they worked on a day, contact the employee and have them correct the entry. Once the employee has corrected the entry (or entries), they should contact you so you can re-review their timesheet.	

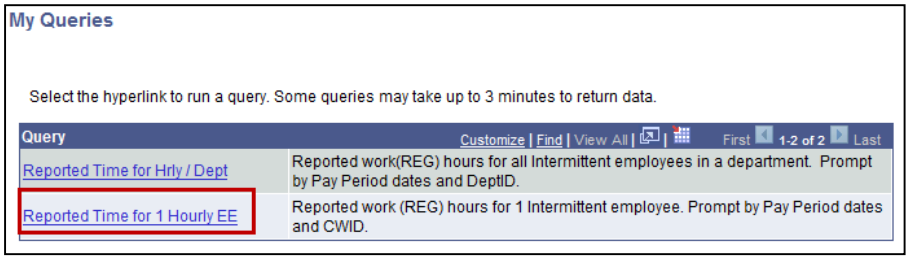
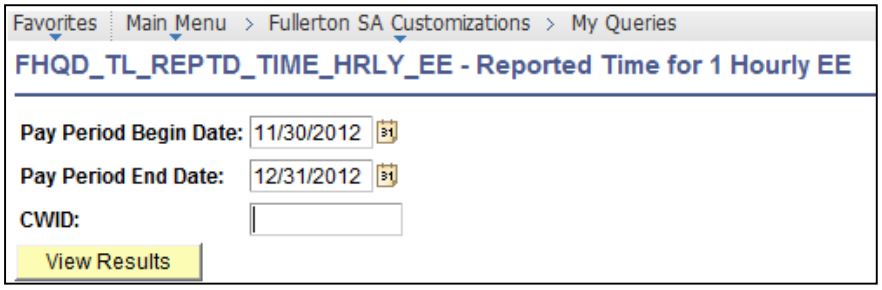
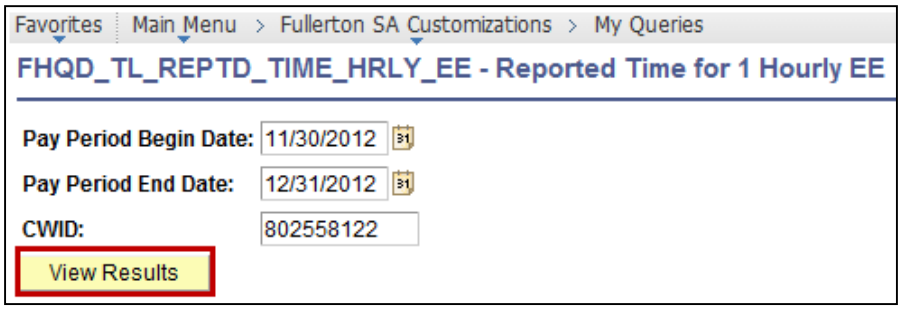
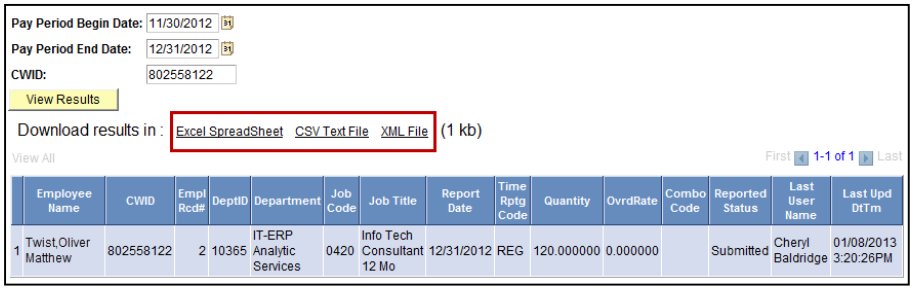
Processing Steps	Screen Shots
Entering Time on Behalf of an Hourly Intermittent Employee Timekeepers may enter time worked on behalf of an employee and/or submit corrections to an employee's timesheet. If a timekeeper or manager makes changes to an employee's timesheet a hard copy Hourly Intermittent Timesheet will need to be completed, signed by the employee and their manager, and submitted to Payroll. **Step 1:** If you notice an error and/or missing entries on the timesheet for an employee, you may make corrections to it.	
Step 2: Once you have entered the updated information, click **Submit**.	

Processing Steps	Screen Shots
Step 3: You will receive a confirmation that your submission was successful. Click **OK**.	
Step 4: The corrected entry (or entries) appears in the Reported Time Status section. Be sure to fill out an Hourly Intermittent Timesheet for the employee, have the employee and manager sign it, and submit the completed form to Payroll.	
Setting Default Timesheet View Timekeepers and hourly intermittent employees can set a default view for the timesheet using the User Preferences functionality. **Step 1:** From the main PeopleSoft HR home page, navigate to Self Service > Time Reporting > User Preferences.	

Processing Steps	Screen Shots
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.	
Step 3: (Optional) You may select a Start Day of Week from the drop-down menu to choose how weeks are displayed.	

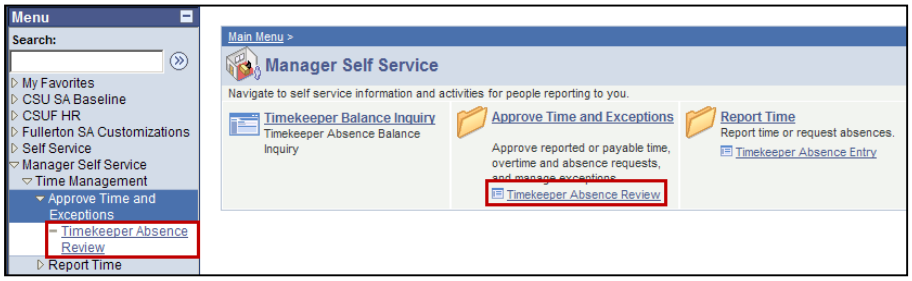
Processing Steps	Screen Shots
Step 4: Once you have set your preferences, click **Save**.	
Step 5: At the top right of the screen, the word **Saved** will appear, indicating that your preferences have been saved. When you access an employee's timesheet in the future, the default view will be the one you selected.	
Time Reporting Reports Timekeepers can run two queries to view hourly intermittent employee time entries. **Step 1:** From the main PeopleSoft HR home page, navigate to Fullerton SA Customizations > My Queries.	

Processing Steps	Screen Shots
Reported Time for Hrly/Dept Query The Reported Time for Hrly/Dept Query allows timekeepers to view all reported time worked for a department. **Step 1:** Select **Reported Time for Hrly/Dept**.	
Step 2: Enter the begin and end dates for the pay period you wish to view. You can view a complete listing of the pay period inclusive dates at the Payroll website: http://hr.fullerton.edu/Payroll.	
Step 3: Enter the department ID whose hourly intermittent employees you wish to view. Then click **View Results**. If you are familiar with running queries and wish to view all of the hourly intermittent employees in all of the departments for which you are a timekeeper, you may use **%** as a wildcard in the DeptID field.	
Step 4: The results of your query appear. You may download the results in an Excel spreadsheet, CSV file, or XML file using the links just above the results.	

Processing Steps	Screen Shots
Reported Time for 1 Hourly EE Query The Reported Time for1 Hourly EE Query allows timekeepers to view all reported time worked for a specific employee. **Step 1:** Select **Reported Time for 1 Hourly EE.**	
Step 2: Enter the begin and end dates for the pay period you wish to view. You can view a complete listing of the pay period inclusive dates at the Payroll website: http://hr.fullerton.edu/Payroll.	
Step 3: Enter the Campus-Wide ID (Empl ID) of the hourly intermittent employee whose time entries you wish to view. Then click **View Results**.	
Step 4: The results of your query appear. You may download the results in an Excel spreadsheet, CSV file, or XML file using the links just above the results.	

4.0 Reviewing Employee Absences

Timekeepers can review absences entered by employees using the Manager Self Service menu.

Processing Steps	Screen Shots
Step 1: From the main PeopleSoft HR home page, navigate to Manager Self Service > Approve Time and Exceptions > Timekeeper Absence Review. If you are both a timekeeper and a manager, you may see duplicates of these links.	

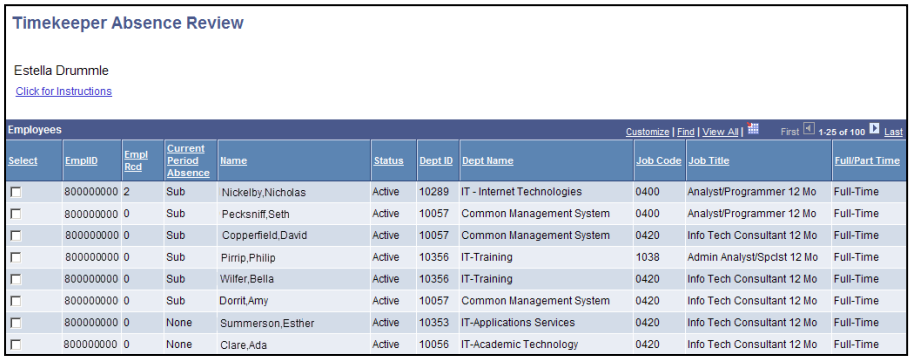
Processing Steps	Screen Shots

Step 2:

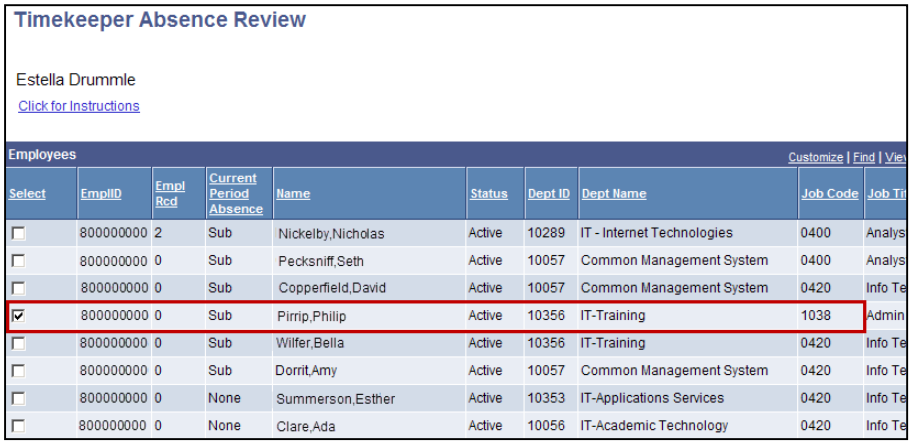
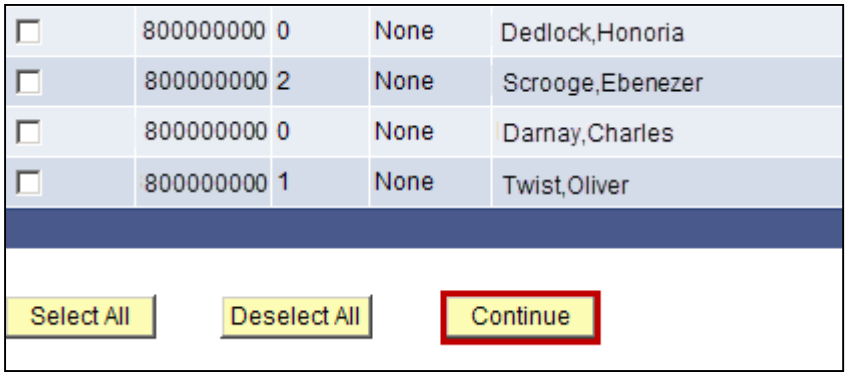
A list of the employees for whom you are the designated timekeeper appears.

By default, the list is sorted by the **Name** field. You may click on a column name to change the sort order.

The **Click for Instructions** link in the header provides both quick and detailed instructions.



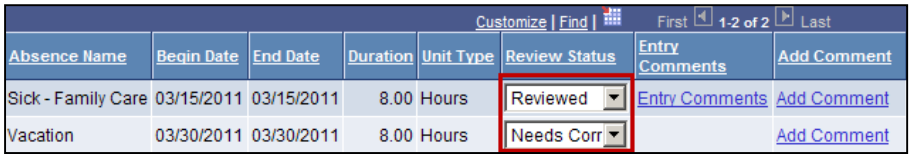
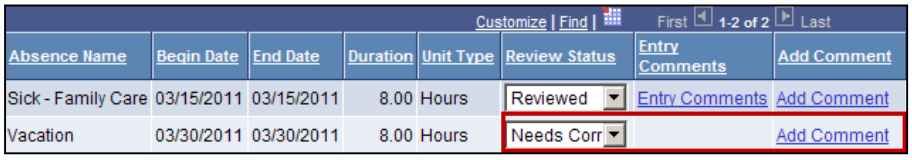
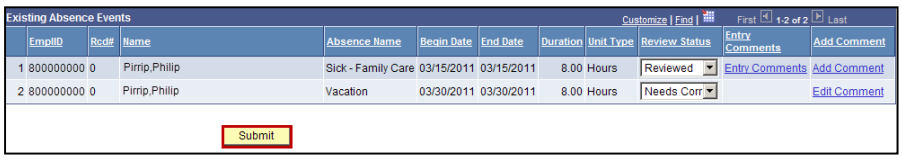
Field	Description
EmplID	The employee's Campus-Wide ID/Employee ID.
Empl Rcd	The employee record number of the position.
Current Period Absence	Indicates the status of the employee's absence entry for the current month. Values include: • None: no absence entries have been submitted. • Sub: the employee has submitted an absence entry. • Appr: the employee's submitted absence entries have been approved by a manager.
Name	The name of the employee.
Status	The employee's status.
Dept ID	The department ID to which the employee reports.
Dept Name	The name of the department to which the employee reports.
Job Code	The job code for the employee's position.
Job Title	The job title for the employee's position.
Full/Part Time	Indicates whether the position is full-time or part-time.

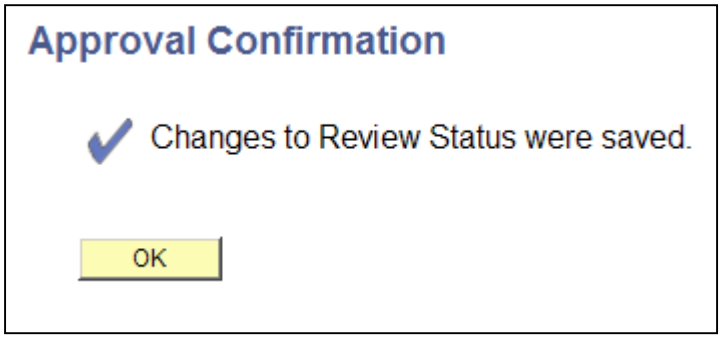
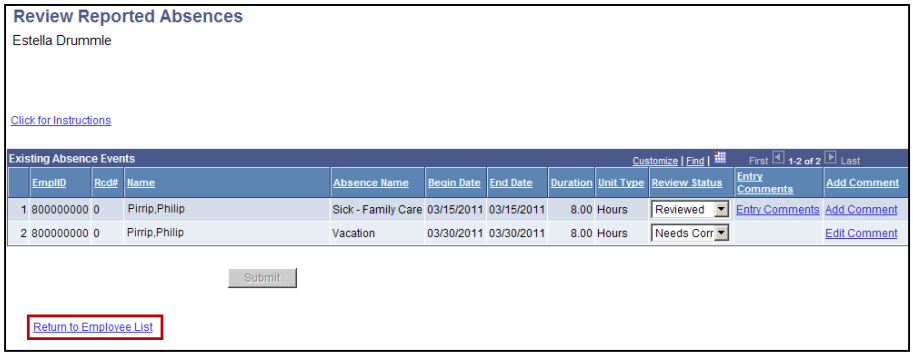
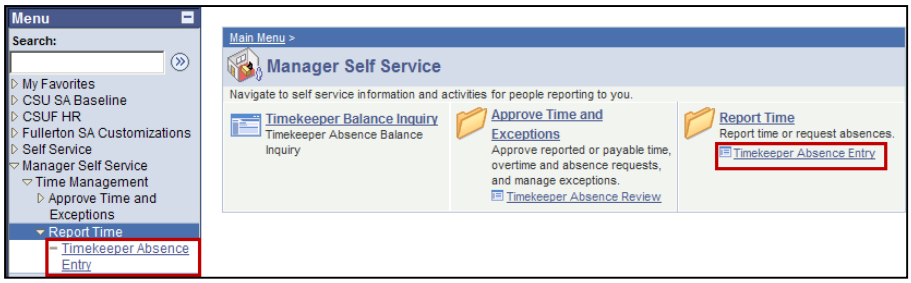
Processing Steps	Screen Shots
Step 3: Place a check mark next to the employee(s) whose absence entries you wish to review. Selecting multiple employees from this list allows you to review multiple employees' absences.	
Step 4: Scroll down to the bottom of the page if it is not visible. Click **Continue**. You have the option to **Select All** employees who have submitted absence entries at the bottom of the page.	

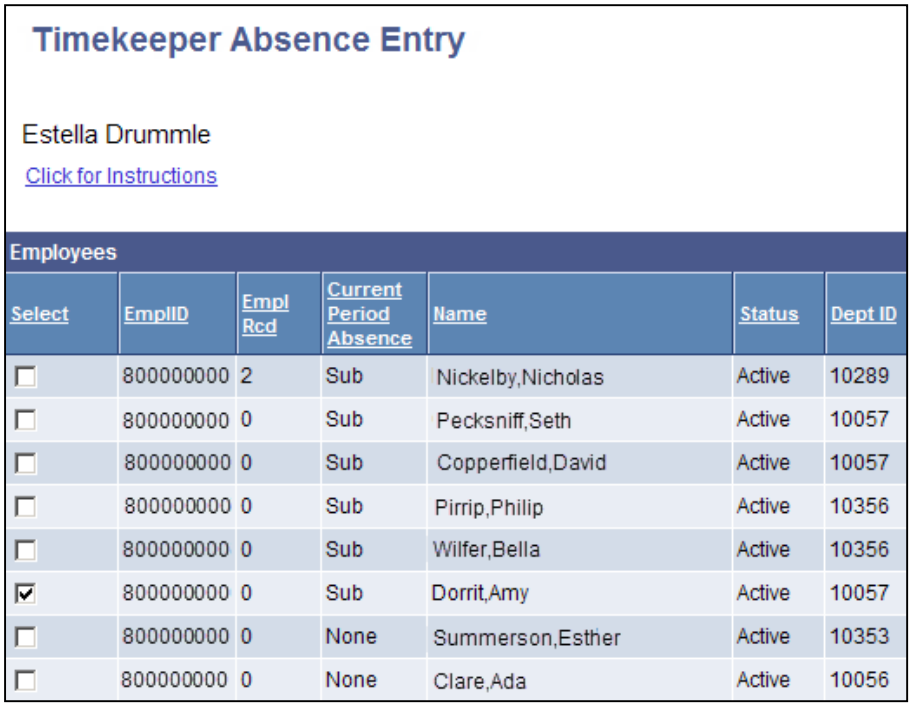
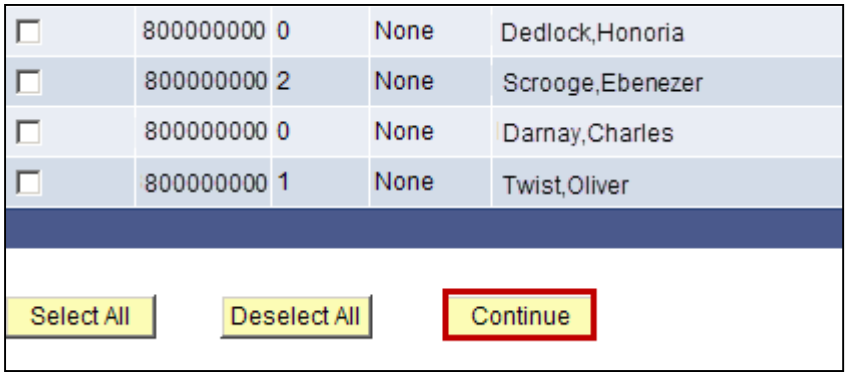
<table>
<tr><th>Processing Steps</th><th>Screen Shots</th></tr>
<tr><td><u>Step 5:</u>
All of the employee's absence entries with a status of "Sub" will appear.

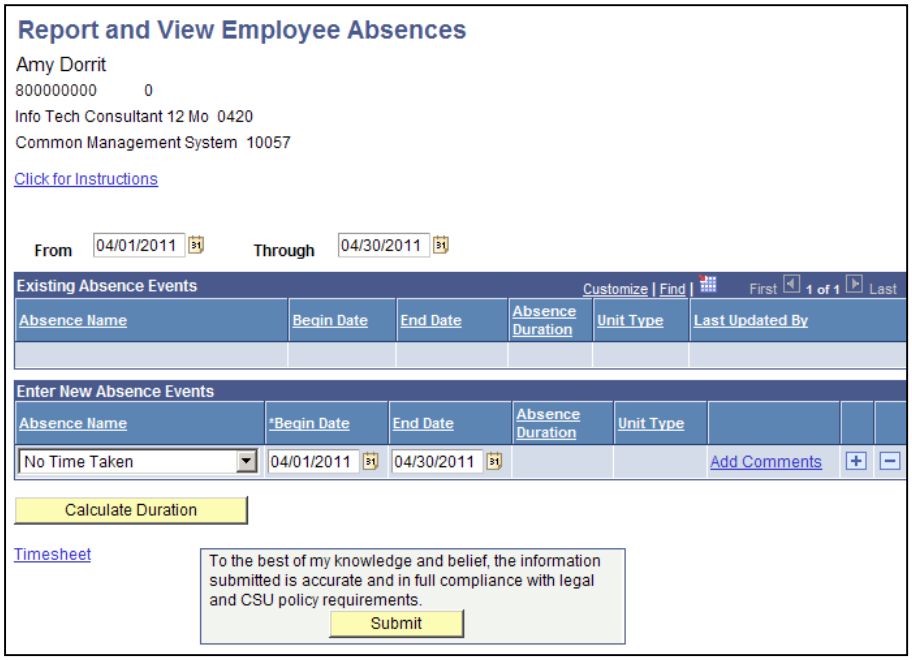
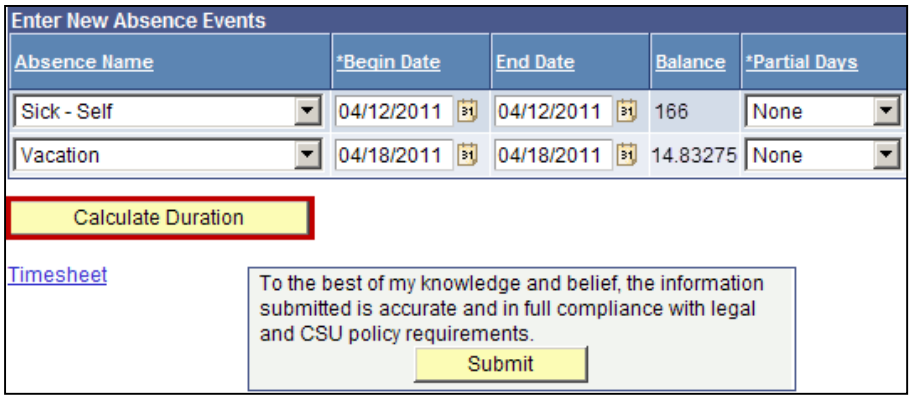
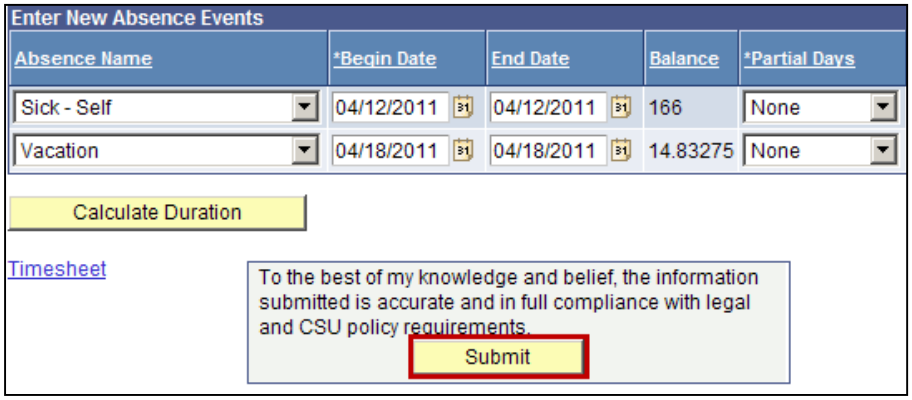
Review the entries for accuracy and completeness.</td><td>

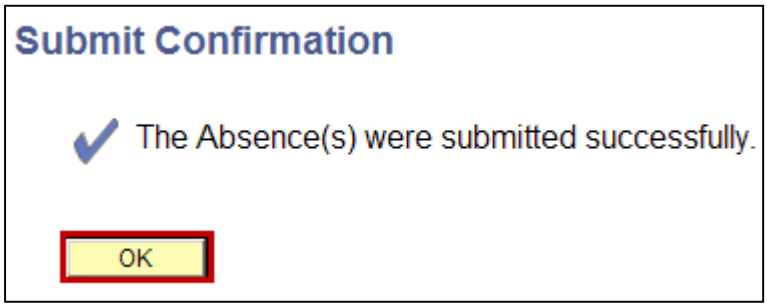
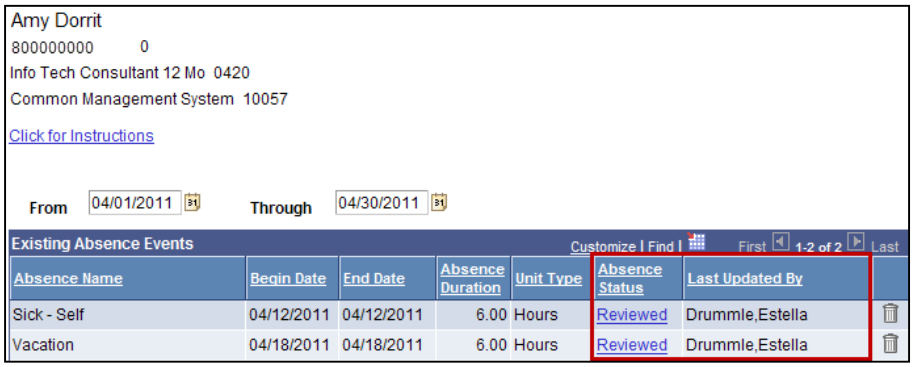
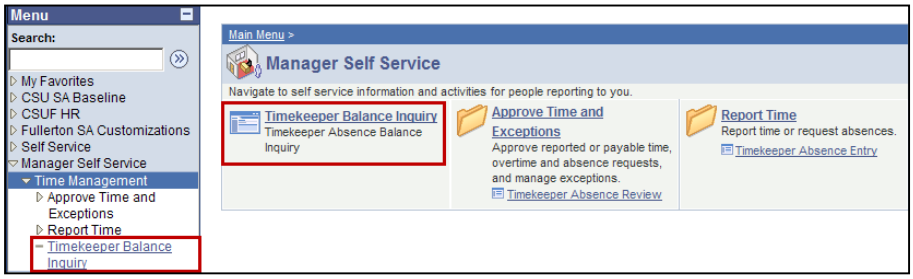
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>EmplID</td><td>The employee's Campus-Wide ID/Employee ID.</td></tr>
<tr><td>Rcd#</td><td>The employee record number of the position.</td></tr>
<tr><td>Name</td><td>The name of the employee.</td></tr>
<tr><td>Absence Name</td><td>The type of absence.</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>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>Review Status</td><td>Indicates whether the absence entry has been reviewed by either the timekeeper or the manager. Values include Reviewed or Needs Corr. The status may also be blank.</td></tr>
<tr><td>Entry Comments</td><td>Indicates if there are any comments associated with the leave.</td></tr>
<tr><td>Add Comment</td><td>Allows timekeeper to add a comment.</td></tr>
</table></td></tr>
<tr><td><u>Step 5a:</u>
If there are comments associated with the entry, click Entry Comments to view the comments.</td><td>
</td></tr>
<tr><td><u>Step 5b:</u>
Once you have reviewed the comment, click Return to Entry Page.</td><td>
</td></tr>
</table>

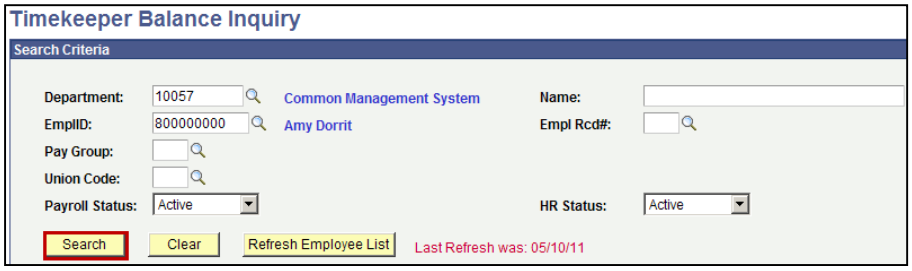
Processing Steps	Screen Shots
Step 6: Mark each absence as either **Reviewed** or **Needs Corr** by using the drop-down menu in the Review Status column. **Reviewed** indicates that the absence entry is complete and accurate as is. **Needs Corr** indicates that the employee needs to correct the absence entry. Choosing this option will send an email to the employee to notify them that the entry needs correction.	
Step 6a: If you chose **Needs Corr** as the review status, click on **Add Comment**.	
Step 6b: Enter a comment indicating what the employee needs to correct for the absence entry. Click **Save Comments**. This comment will be included in the email that the system sends to the employee. The timekeeper will not receive a copy of the email.	
Step 7: Click **Submit**.	

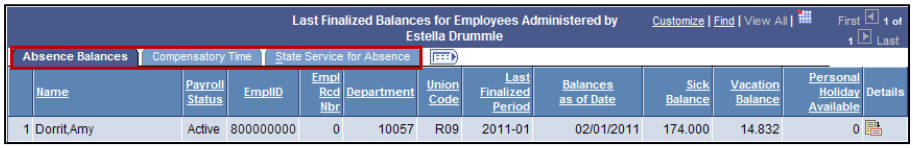
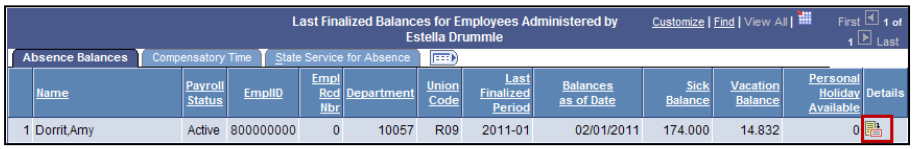
Processing Steps	Screen Shots
Step 8: You'll receive a confirmation message that the changes were saved. Click **OK**.	
Step 9: Click **Return to Employee List** to review other submitted absences.	
Entering Absences on Behalf of an Employee Timekeepers can use the Timekeeper Absence Entry feature to enter absences on behalf of an employee. If a timekeeper or manager enters absences on behalf of an employee, a signed CMS 634 Form must be submitted to Payroll. **Step 1:** From the main PeopleSoft HR home page, navigate to Manager Self Service > Report Time > Timekeeper Absence Entry.	

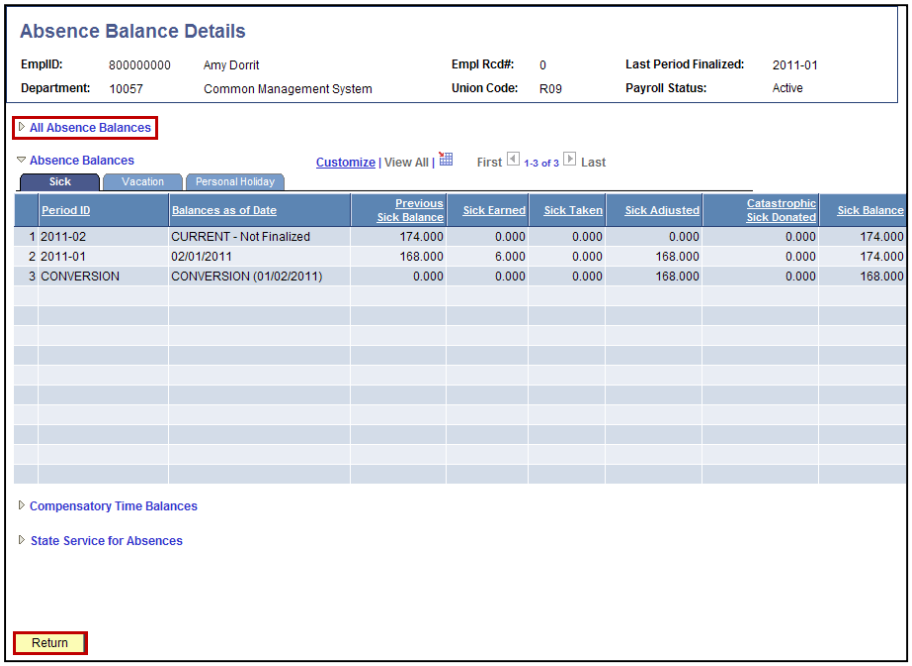
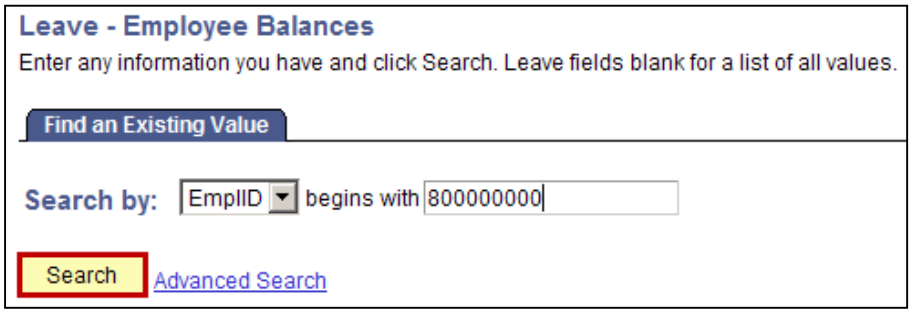
Processing Steps	Screen Shots
Step 2: A list of the employees for whom you are the designated timekeeper appears. Place a check mark next to the employee(s) for whom you wish to create absence entries.	
Step 3: Scroll down to the bottom of the page if it is not visible. Click **Continue**.	

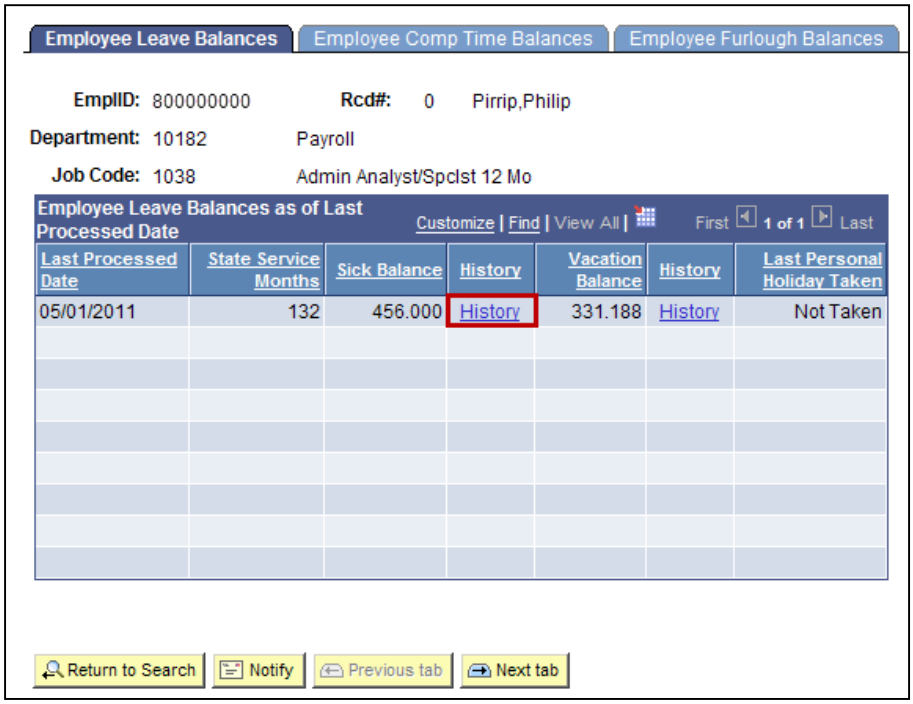
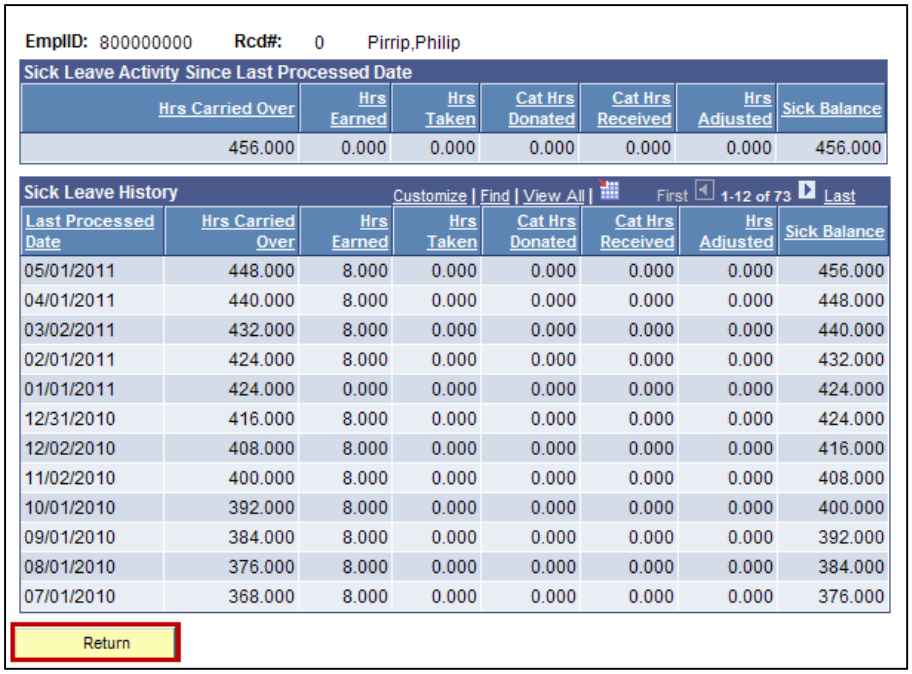
Processing Steps	Screen Shots
Step 4: You can now use the Enter New Absence Events section to create absence entries for this employee. Please view the Absence Management Employee User Guide for information on creating absence entries.	
Step 5: Once you have created the entries, click **Calculate Duration**.	
Step 6: Once you have verified the absences are correct, click **Submit**.	

Processing Steps	Screen Shots
Step 7: You will receive a confirmation that the entries were submitted. Click **OK**.	
Step 8: The absence entries now appear in the Existing Absence Events section. Any entries you create on behalf of an employee will automatically list the Absence Status as “Reviewed” and the Last Updated By will be the timekeeper’s name.	
Step 9: The employee will automatically receive an email indicating that an absence entry has been created on their behalf.	
Timekeeper Balance Inquiry Timekeepers can view employee absence/leave balances using the Timekeeper Balance Inquiry functionality. **Step 1:** From the main PeopleSoft HR home page, navigate to Manager Self Service > Timekeeper Balance Inquiry.	

Processing Steps	Screen Shots
Step 2: The following search criteria are available: • Department • Name • EmplID • Empl Rcd# • Pay Group • Union Code • Payroll Status • HR Status Enter the search criteria you wish to use. Then click **Search**. You may opt to leave the search criteria blank to view all employees, but you should leave both the Payroll Status and HR Status as Active.	

Processing Steps	Screen Shots
Step 3: The search results appear. There are three tabs of information on this screen: • **Absence Balances** - Sick, Vacation, and Personal Holiday balances • **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 4: To view additional details on the balances, click the Details icon ( ).	

Processing Steps	Screen Shots
Step 4a: The employee's balance details appear. You can review all of the details on this page by selecting the arrow icon (▷) next to **All Absence Balances**. When you are finished reviewing this page, click **Return**.	
LAPP Balance History Leave balance history prior to May 2011 can be viewed using the Leave – Employee Balances functionality. **Step 1:** From the main PeopleSoft HR home page, navigate to Global Payroll & Absence Mgmt > CSU – AM History > Leave – Employee Balances.	
Step 2: Enter the EmplID of the employee whose history you wish to view. Then click **Search**. You can also choose to search by employee name.	

Processing Steps	Screen Shots
Step 3: The employee's leave history prior to May 2011 appears. You can click on a tab at the top of the page to select a leave type. Select **History** to view detailed transactions.	
Step 4: All of the detailed transactions for the leave type appear. Click **Return** when you have finished reviewing the transactions.	

Employee Leave Balances | Employee Comp Time Balances | Employee Furlough Balances

EmplID: 800000000 Rcd#: 0 Pirrip,Philip

Department: 10182 Payroll

Job Code: 1038 Admin Analyst/Spclst 12 Mo

Employee Leave Balances as of Last Processed Date — Customize | Find | View All | First 1 of 1 Last

Last Processed Date	State Service Months	Sick Balance	History	Vacation Balance	History	Last Personal Holiday Taken
05/01/2011	132	456.000	History	331.188	History	Not Taken

Return to Search | Notify | Previous tab | Next tab

EmplID: 800000000 Rcd#: 0 Pirrip,Philip

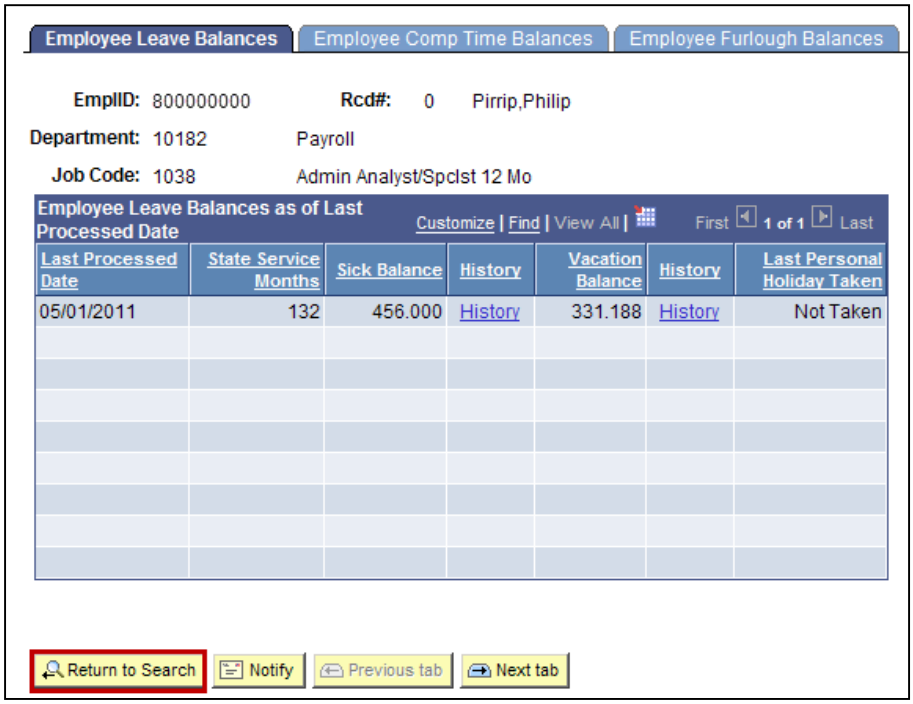
Sick Leave Activity Since Last Processed Date

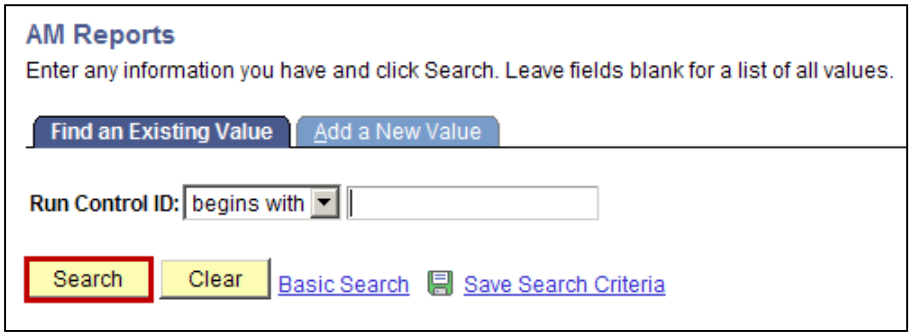
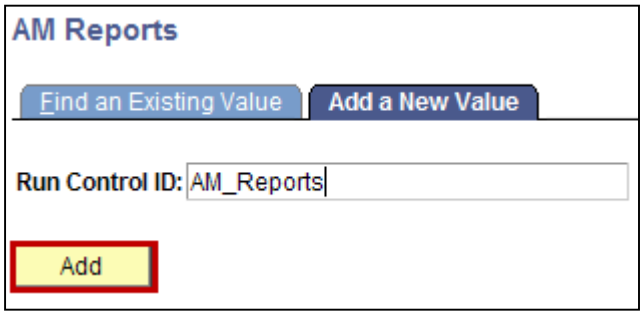
Hrs Carried Over	Hrs Earned	Hrs Taken	Cat Hrs Donated	Cat Hrs Received	Hrs Adjusted	Sick Balance
456.000	0.000	0.000	0.000	0.000	0.000	456.000

Sick Leave History — Customize | Find | View All | First 1-12 of 73 Last

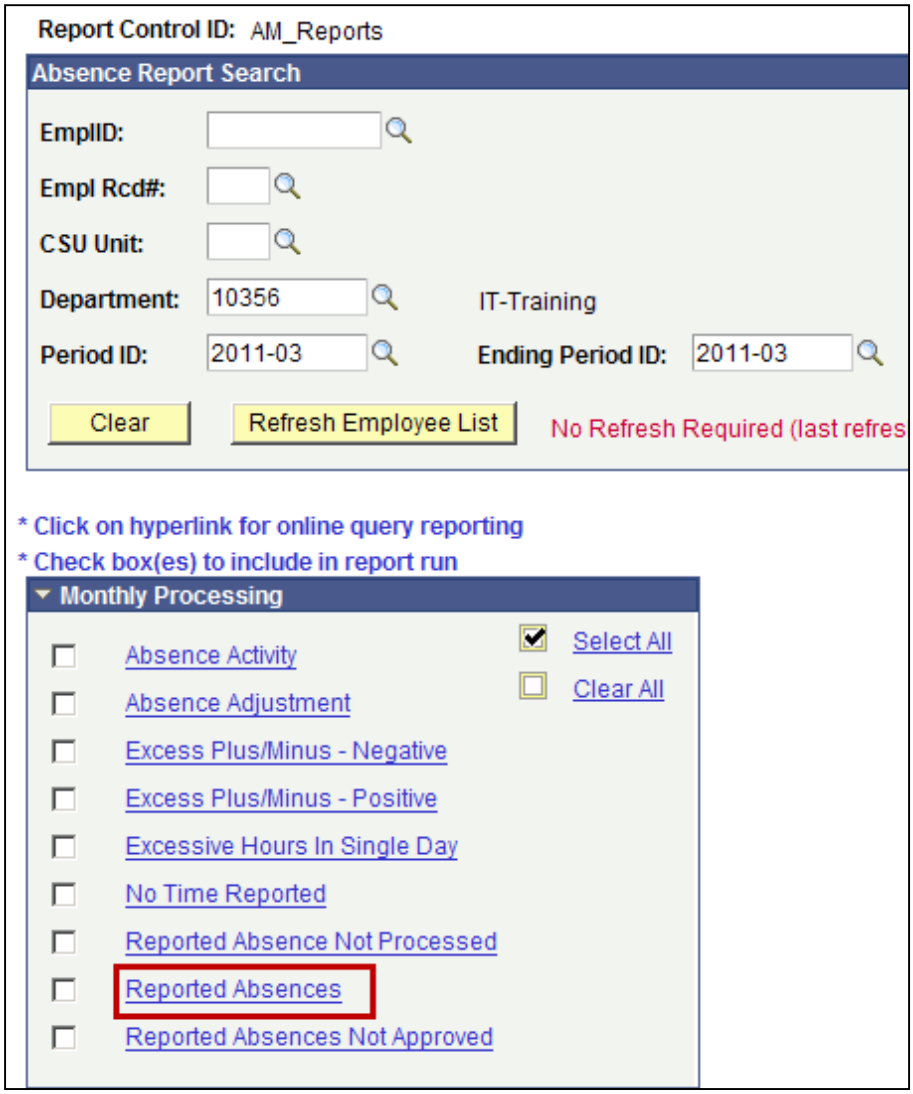
Last Processed Date	Hrs Carried Over	Hrs Earned	Hrs Taken	Cat Hrs Donated	Cat Hrs Received	Hrs Adjusted	Sick Balance
05/01/2011	448.000	8.000	0.000	0.000	0.000	0.000	456.000
04/01/2011	440.000	8.000	0.000	0.000	0.000	0.000	448.000
03/02/2011	432.000	8.000	0.000	0.000	0.000	0.000	440.000
02/01/2011	424.000	8.000	0.000	0.000	0.000	0.000	432.000
01/01/2011	424.000	0.000	0.000	0.000	0.000	0.000	424.000
12/31/2010	416.000	8.000	0.000	0.000	0.000	0.000	424.000
12/02/2010	408.000	8.000	0.000	0.000	0.000	0.000	416.000
11/02/2010	400.000	8.000	0.000	0.000	0.000	0.000	408.000
10/01/2010	392.000	8.000	0.000	0.000	0.000	0.000	400.000
09/01/2010	384.000	8.000	0.000	0.000	0.000	0.000	392.000
08/01/2010	376.000	8.000	0.000	0.000	0.000	0.000	384.000
07/01/2010	368.000	8.000	0.000	0.000	0.000	0.000	376.000

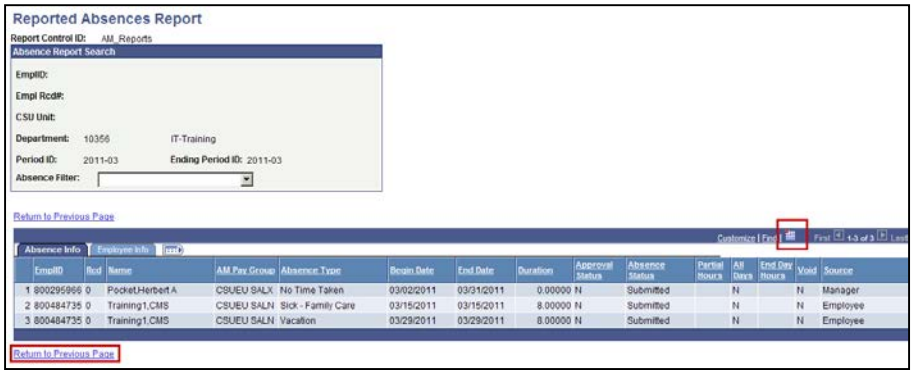
Return

Processing Steps	Screen Shots
Step 5: When you are finished reviewing the employee's history, click **Return to Search** to view another employee's history.	
Absence Management Reports Timekeepers can run several queries and reports in Absence Management. **Step 1:** From the main PeopleSoft HR home page, navigate to Global Payroll & Absence Mgmt > CSU Absence Mgmt > CSU – AM Inquiry > Multi Report.	

Processing Steps	Screen Shots
Step 2: Once you have selected Multi Report, you will need to enter a Run Control ID. You need to have a run control ID in order to run reports in CMS. **Run Control ID** identifies specific run control settings for a particular report or process. Click **Search** to select a Run Control ID that you have already created. If this is your first time running the report, click **Add a New Value**.	
Step 2a: To add a Run Control ID, enter "AM_Reports" (or any other name you wish to use for the Run Control). Run Control IDs cannot have spaces in the name. Omit any spaces or use an underscore. Click **Add**.	

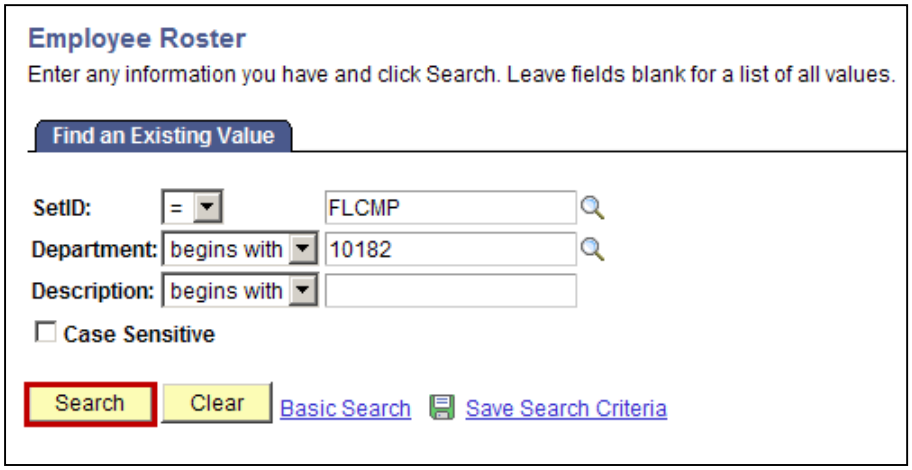
Processing Steps	Screen Shots
Step 3: The following search criteria are available: • EmplID • Empl Rcd # • CSU Unit • Department • Period ID Enter your search criteria. Broad search results may result in a report being so large as to fail. Try to be as specific as possible to avoid a failed report.	

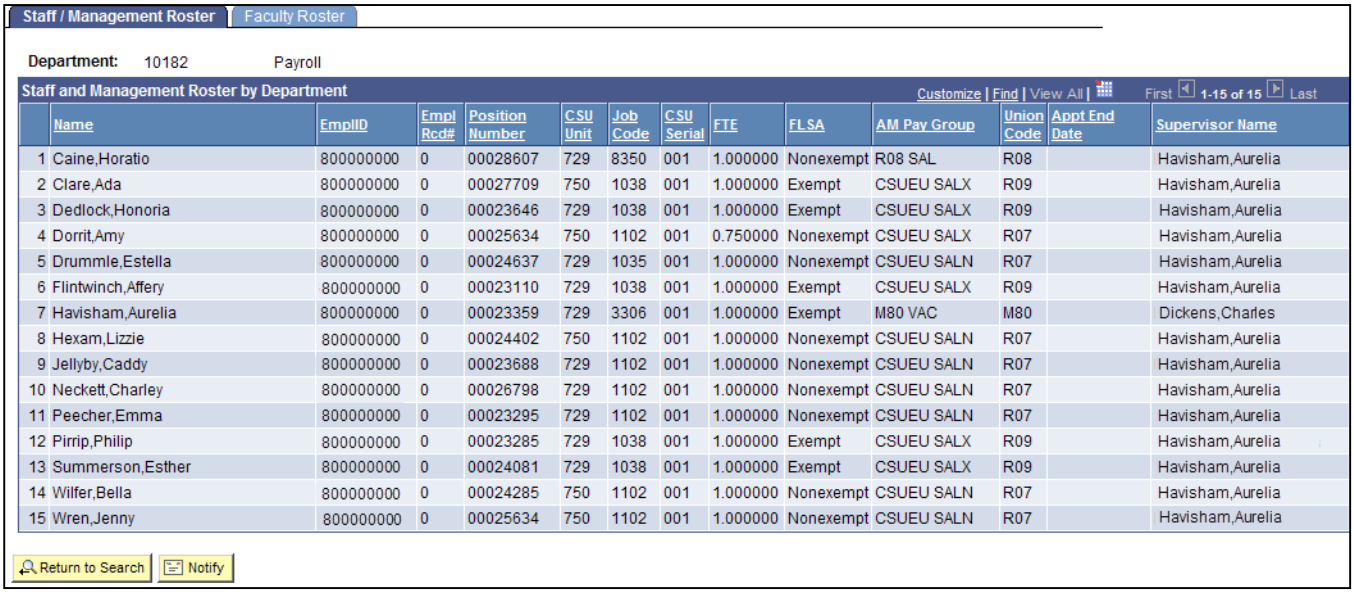
Processing Steps	Screen Shots
Step 4: Click on the name of the report you wish to run. The available reports are: • **Absence Activity** - Lists all absence-related activity (including entitlements, usage, adjustments, and balances) for each employee during the period(s) selected. • **Absence Adjustment** - Lists all of the absence adjustments that have not yet been processed. • **Excess Plus/Minus – Negative** - Lists all alternate schedule employees with a negative balance of monthly time worked for the period(s) selected. • **Excess Plus/Minus – Positive** - Lists all alternate schedule employees with a positive balance of monthly time worked for the period(s) selected. • **Excessive Hours In Single Day** - Lists all employees who have reported more hours than they are scheduled for in a day. • **No Time Reported** - Lists all employees who have no reported time for the pay period(s) selected. • **Reported Absence Not Processed** - Lists all approved absences that have not yet been processed by Payroll. • **Reported Absences** - Lists all reported absences for all employees for the pay period(s) selected. • **Reported Absences Not Approved** - Lists all reported absences that have not been approved by a manager.	

Processing Steps	Screen Shots
Step 5: Review the report. Click on a tab to view it or to view all of the available information on one page, click the **Show all columns** icon ( ). To download the records showing on this page, click the Download To Excel icon ( ) at the top right of the bar above the results. For some reports, an Absence Filter field appears in the header. Use this field to narrow down the results by absence type.	

5.0 Absence Management Employees Roster

Timekeepers can view additional information about an employee's job using the Absence Management Employees Roster. This roster allows you to view information on an employee such as FTE, FLSA, Union Code, and Supervisor Name.

Processing Steps	Screen Shots
Step 1: From the main PeopleSoft HR home page, navigate to CSUF HR > Absence Management > Absence Mgmt Employees Roster.	
Step 2: Enter a department ID or use the magnifying glass icon ( ) to look up a department ID. Then click **Search**.	



Staff / Management Roster | Faculty Roster

Department: 10182 Payroll

Staff and Management Roster by Department

Customize | Find | View All | First 1-15 of 15 Last

	Name	EmplID	Empl Rcd#	Position Number	CSU Unit	Job Code	CSU Serial	FTE	FLSA	AM Pay Group	Union Code	Appt End Date	Supervisor Name
1	Caine,Horatio	800000000	0	00028607	729	8350	001	1.000000	Nonexempt	R08 SAL	R08		Havisham,Aurelia
2	Clare,Ada	800000000	0	00027709	750	1038	001	1.000000	Exempt	CSUEU SALX	R09		Havisham,Aurelia
3	Dedlock,Honoria	800000000	0	00023646	729	1038	001	1.000000	Exempt	CSUEU SALX	R09		Havisham,Aurelia
4	Dorrit,Amy	800000000	0	00025634	750	1102	001	0.750000	Nonexempt	CSUEU SALX	R07		Havisham,Aurelia
5	Drummle,Estella	800000000	0	00024637	729	1035	001	1.000000	Nonexempt	CSUEU SALN	R07		Havisham,Aurelia
6	Flintwinch,Affery	800000000	0	00023110	729	1038	001	1.000000	Exempt	CSUEU SALX	R09		Havisham,Aurelia
7	Havisham,Aurelia	800000000	0	00023359	729	3306	001	1.000000	Exempt	M80 VAC	M80		Dickens,Charles
8	Hexam,Lizzie	800000000	0	00024402	750	1102	001	1.000000	Nonexempt	CSUEU SALN	R07		Havisham,Aurelia
9	Jellyby,Caddy	800000000	0	00023688	729	1102	001	1.000000	Nonexempt	CSUEU SALN	R07		Havisham,Aurelia
10	Neckett,Charley	800000000	0	00026798	729	1102	001	1.000000	Nonexempt	CSUEU SALN	R07		Havisham,Aurelia
11	Peecher,Emma	800000000	0	00023295	729	1102	001	1.000000	Nonexempt	CSUEU SALN	R07		Havisham,Aurelia
12	Pirrip,Philip	800000000	0	00023285	729	1038	001	1.000000	Exempt	CSUEU SALX	R09		Havisham,Aurelia
13	Summerson,Esther	800000000	0	00024081	729	1038	001	1.000000	Exempt	CSUEU SALX	R09		Havisham,Aurelia
14	Wilfer,Bella	800000000	0	00024285	750	1102	001	1.000000	Nonexempt	CSUEU SALN	R07		Havisham,Aurelia
15	Wren,Jenny	800000000	0	00025634	750	1102	001	1.000000	Nonexempt	CSUEU SALN	R07		Havisham,Aurelia

Return to Search | Notify

Processing Steps

Step 3:

The Staff/Management Roster appears.

Fields on this roster include:

- Name
- EmplID
- Empl Rec #
- Position Number
- CSU Unit
- Job Code
- CSU Serial
- FTE
- FLSA (Exempt or Nonexempt)
- AM Pay Group
- Union Code
- Supervisor Name

Processing Steps	Screen Shots
Step 4: To view information on faculty, click **Faculty Roster**. To return to the Employee Roster search page, click **Return to Search**.	

6.0 Field Definitions

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

Field	Definition
EmplID	The employee's Campus-Wide ID/Employee ID.
Empl Rcd	The employee record number of the position.
Current Period Absence	Indicates the status of the employee's absence entry for the current month. Values include: • None: no absence entries have been submitted. • Sub: the employee has submitted an absence entry. • Appr: the employee's submitted absence entries have been approved by a manager.
Name	The name of the employee.
Status	The employee's status.
Dept ID	The department ID to which the employee reports.
Dept Name	The name of the department to which the employee reports.
Job Code	The job code for the employee's position.
Job Title	The job title for the employee's position.
Full/Part Time	Indicates whether the position is full-time or part-time.
Rcd#	The employee record number of the position.
Absence Name	The type of absence.
Begin Date	The starting date of the absence.
End Date	The ending date of the absence.
Duration	The duration of the absence.
Unit Type	What unit the duration is in (i.e. Hours, Days, etc).
Review Status	Indicates whether the absence entry has been reviewed by either the timekeeper or the manager. Values include Reviewed or Needs Corr. The status may also be blank.
Entry Comments	Indicates if there are any comments associated with the leave.
Add Comment	Allows timekeeper to add a comment.