



CALIFORNIA STATE UNIVERSITY
FULLERTON

**Human Resources Absence Management
Employee Time Reporting Guide**

Last Revised: 10/7/20

REVISION CONTROL

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Author:	IT Training & Support
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Revision History

Revision Date	Revised By	Summary of Revisions	Section(s) Revised
5/18/11	Lori Arthur	Modified definition of irregular schedule	2.0
5/25/11	Lori Arthur	Modified calendar change date, added information on Graduated Vacation Chart, added CTO Take information.	2.0, 3.0, 5.0
7/22/11	Lori Arthur	Added notation about non-exempt employees entering partial hours for a range of dates.	
1/14/13	Lori Arthur	Changed "No Time Taken" to "No Leave Taken" and made a few style changes.	
9/25/15	Shakeyla Mitchell	Modified instructions to portal login	
10/7/20	Lori Arthur	Updated Payroll website URLs	


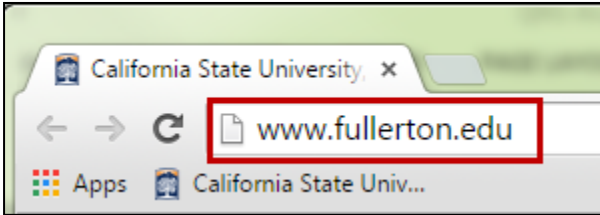
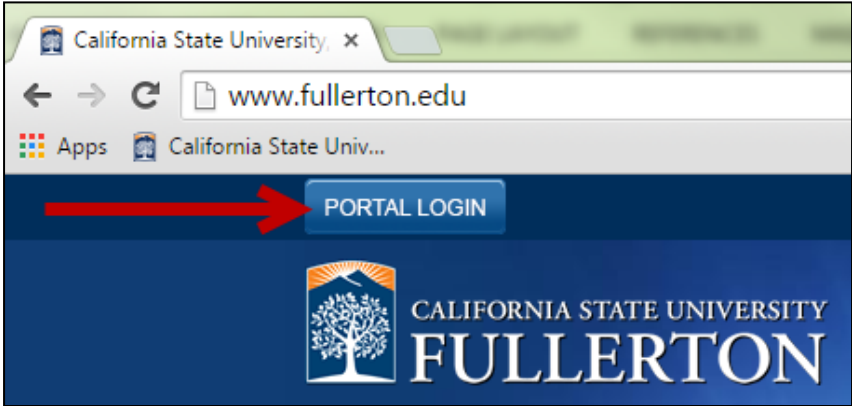
Review / Approval History

Review Date	Reviewed By	Action (Reviewed, Recommended or Approved)
05/11/2011	Tami Lau, Kristin Cook, Kim Kee	Reviewed
5/12/2011	Susan Smith	Approved
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7/22/11	Blanca Rodriguez, Susan Smith, Marilou Encina, Tami Lau, Kristin Cook	Approved
1/14/13	Blanca Rodriguez, Susan Smith, Marilou Encina, Tami Lau, Kristin Cook	Approved


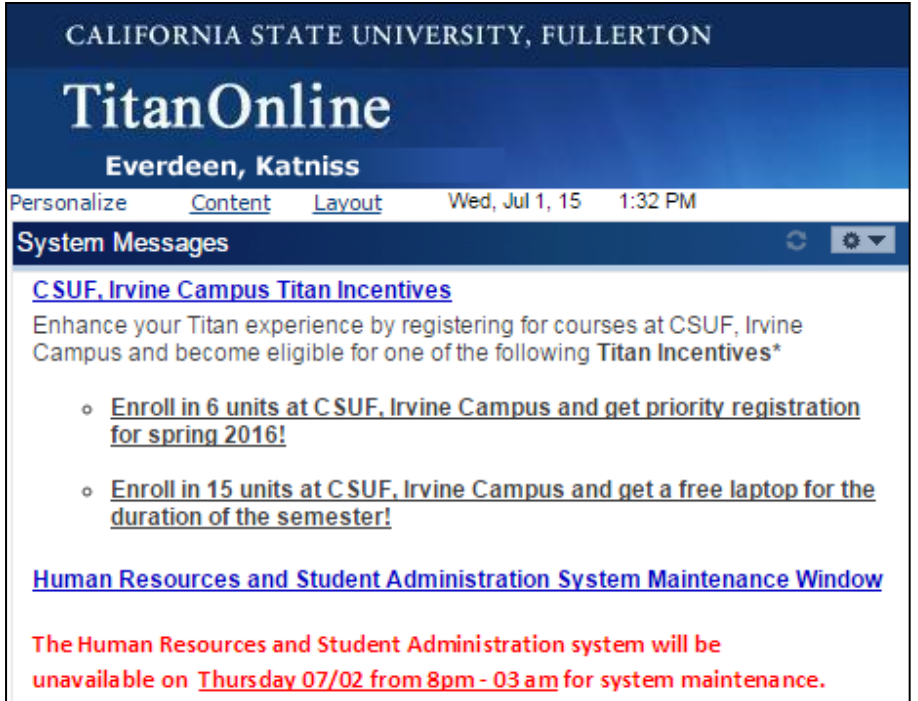
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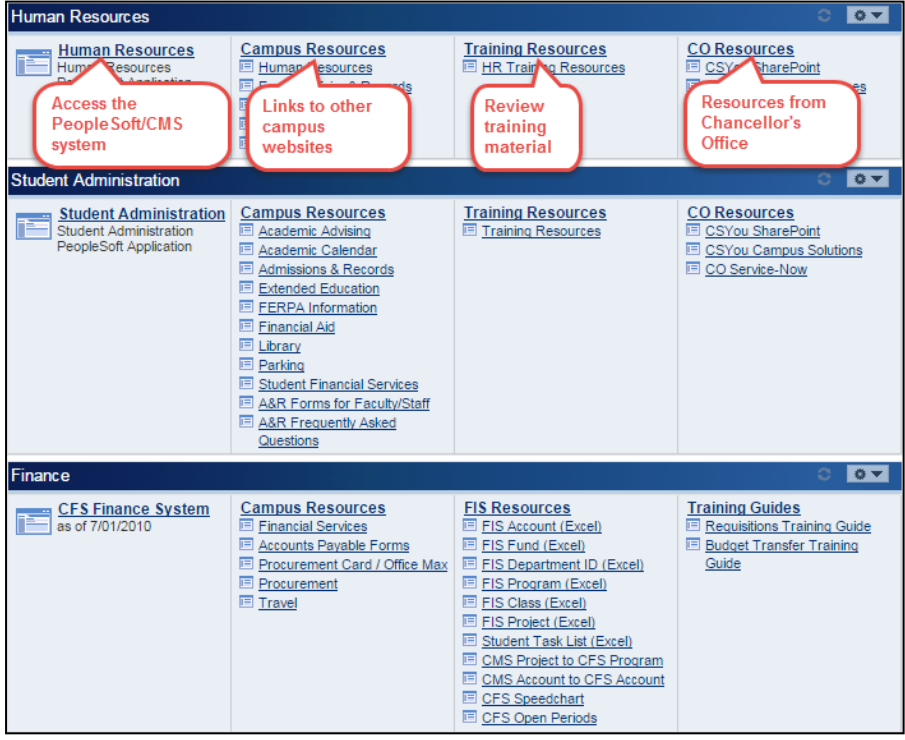

1.0 Accessing Your Absence Entry Page

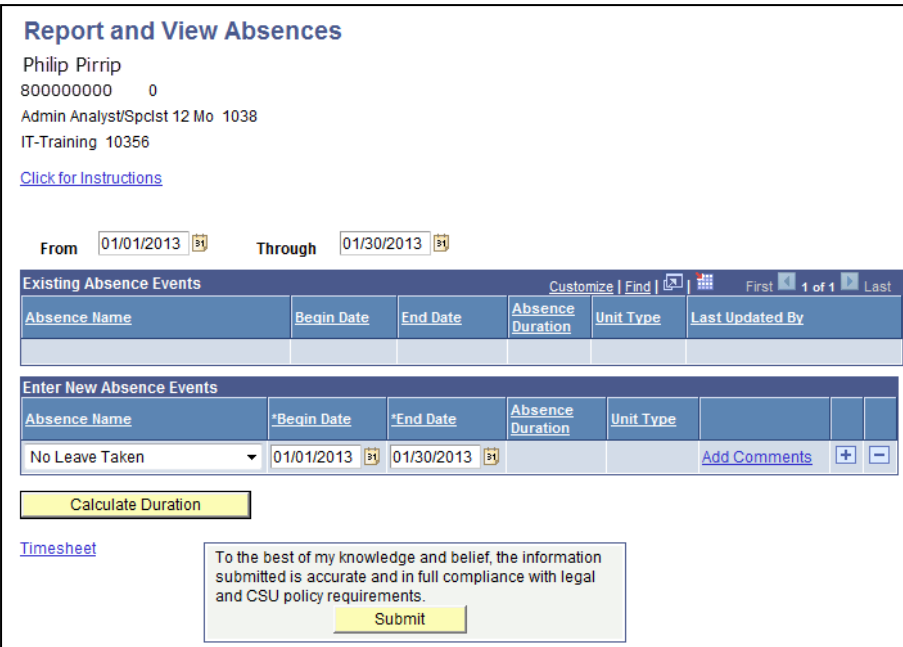

CSUF employees will access their absence entry page via the campus portal. This means the absence entry page is accessible from off-campus and via mobile devices such as an iPad.

Processing Steps	Screen Shots
<p>Step 1: Launch Internet Explorer (or your browser preference) from your desktop.</p>	
<p>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.</p>	
<p>Step 3: Click on the Portal Login button.</p>	

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

Processing Steps	Screen Shots
<p>Step 7: The Titan Online page appears.</p> <p>Depending on your status, you may see various self-service options including Employee Self Service, Student Self Service, and Faculty Self Service.</p> <p>Depending on your PeopleSoft/CMS access, you may see links to PeopleSoft functionality: Human Resources, Finance, and Student Administration.</p>	 <p>The screenshot shows the TitanOnline interface with a navigation bar at the top. Below the navigation bar, there are several main sections: <ul style="list-style-type: none"> Employee Self Service: Includes My Personal Profile, My Benefits Information, My Payroll and Compensation, and My Absence & Time Management. Student Self Service: Includes Human Resources, Campus Resources, Training Resources, and CO Resources. Human Resources: Includes Human Resources, Campus Resources, Training Resources, and CO Resources. Student Administration: Includes Student Administration, Campus Resources, Training Resources, and CO Resources. Finance: Includes CFS Finance System, Campus Resources, FIS Resources, and Training Guides. Red arrows point to the 'Self-Service' and 'PeopleSoft Functionality' sections. </p>
<p>Step 7a: Important messages such as system unavailability will be displayed in the System Messages section.</p> <p>Please review these messages often as they will provide you with important information.</p>	 <p>The screenshot shows the System Messages section of the TitanOnline interface. The message is titled "CSUF, Irvine Campus Titan Incentives" and "Human Resources and Student Administration System Maintenance Window". The message text reads: <p>Enhance your Titan experience by registering for courses at CSUF, Irvine Campus and become eligible for one of the following Titan Incentives*</p> <ul style="list-style-type: none"> Enroll in 6 units at C SUF, Irvine Campus and get priority registration for spring 2016! Enroll in 15 units at C SUF, Irvine Campus and get a free laptop for the duration of the semester! <p>Human Resources and Student Administration System Maintenance Window</p> <p>The Human Resources and Student Administration system will be unavailable on Thursday 07/02 from 8pm - 03 am for system maintenance.</p> </p>


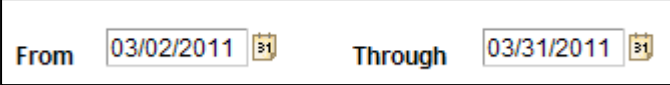
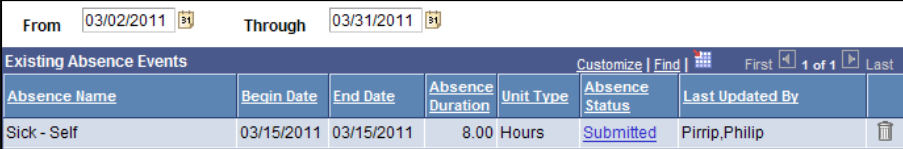
Processing Steps	Screen Shots
<p>Step 7b: Each section of functionality contains links that allow you to: access the PeopleSoft/CMS system, view other campus websites, review training material, or view resources from the Chancellor's Office.</p> <p>To access a particular PeopleSoft database, click on the appropriate link.</p>	 <p>The screenshot displays three main sections of the HR AM Employee Self-Service interface:</p> <ul style="list-style-type: none"> Human Resources: Includes links for Human Resources, Campus Resources, Training Resources, and CO Resources. Red callout boxes highlight: <ul style="list-style-type: none"> Human Resources: Access the PeopleSoft/CMS system Campus Resources: Links to other campus websites Training Resources: Review training material CO Resources: Resources from Chancellor's Office Student Administration: Includes links for Student Administration, Campus Resources, Training Resources, and CO Resources. Campus Resources includes links like Academic Advising, Academic Calendar, Admissions & Records, etc. Finance: Includes links for CFS Finance System, Campus Resources, FIS Resources, and Training Guides. FIS Resources includes links like FIS Account (Excel), FIS Fund (Excel), etc.
<p>Step 8: Under Employee Self-Service, navigate to My Absence and Time Management, and click Report and View Absences</p>	 <p>The screenshot shows the 'Employee Self-Service' interface with four main sections:</p> <ul style="list-style-type: none"> My Personal Profile: Includes links for Personal Information, Home Address, Phone Numbers, Email Addresses, Emergency Contacts, Disability Status, and Veteran Status. My Benefits Information: Includes links for Health Plans Summary, Dependents Coverage Summary, Life and LTD Plans, HCRA & DCRA - (FSA), Open Enrollment, New Hire/Newly Eligible, and Life Event Changes. My Payroll and Compensation: Includes links for Compensation History and Employee Pay Stub. My Absence & Time Management: Includes links for Report and View Absences (circled in red), View Absence Balance, and View Monthly Schedule.


Processing Steps	Screen Shots
<p>Step 9: Your absence entry page appears and you may now start entering information.</p>	
<p>Additional Resources</p> <p>The Training Resources section of the Employee Self Service page contains several useful links for employees, timekeepers, and managers.</p> <ul style="list-style-type: none"> • 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. 	



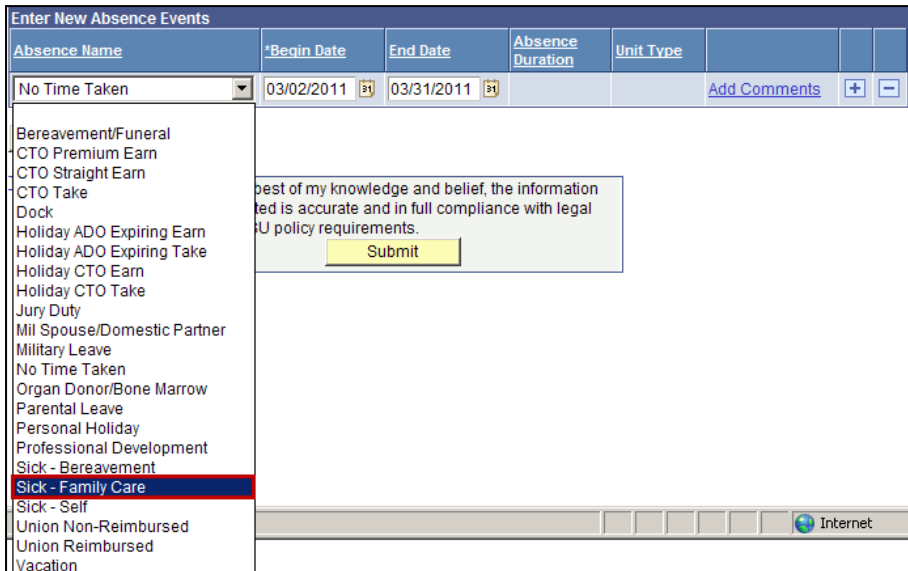



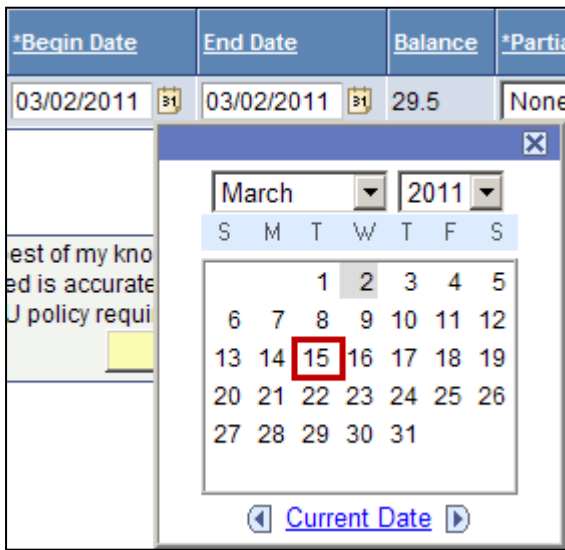
2.0 Reporting Absence Events



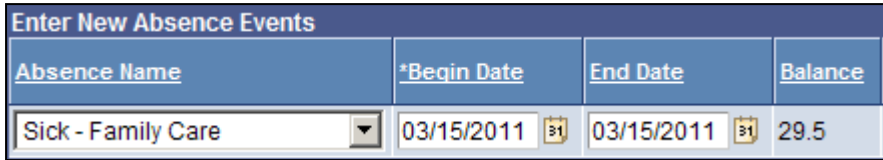
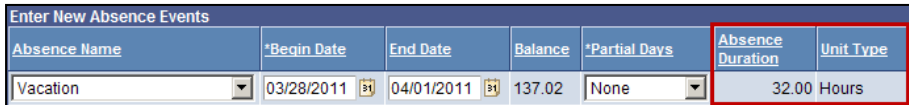

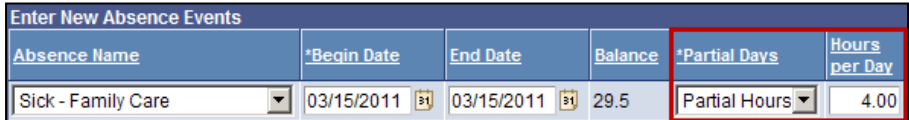
Although each employee classification has differing rules as to when, why, and which absence types can be applied, the manner in which all employees will enter absence events is the same.



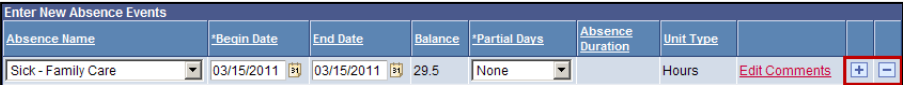
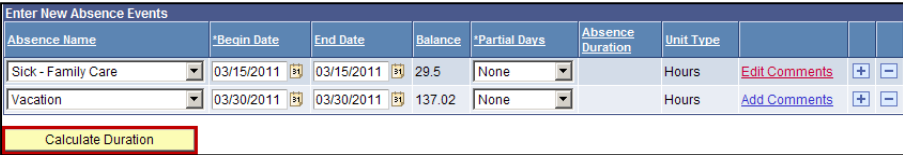
Processing Steps	Screen Shots
<p>Absence Entry Overview</p> <p>This section contains information on each of the fields present on the absence entry page.</p> <p><u>Absence Entry Page Header:</u> In the header area there are the following fields:</p> <ul style="list-style-type: none"> • Your Name • Your Campus-Wide ID (also referred to as Empl ID) • Your Job Classification Title • Your Department Name and Department ID • A link to instructions for the absence entry page. <p> The Click for Instructions link in the header provides both quick and detailed instructions on utilizing the absence entry page.</p>	<div data-bbox="586 438 1110 732" style="border: 1px solid black; padding: 10px;"> <p>Report and View Absences</p> <p>Philip Pirrip 800000000 Admin Analyst/Spclst 12 Mo 1038 IT-Training 10356</p> <p>Click for Instructions</p> </div>


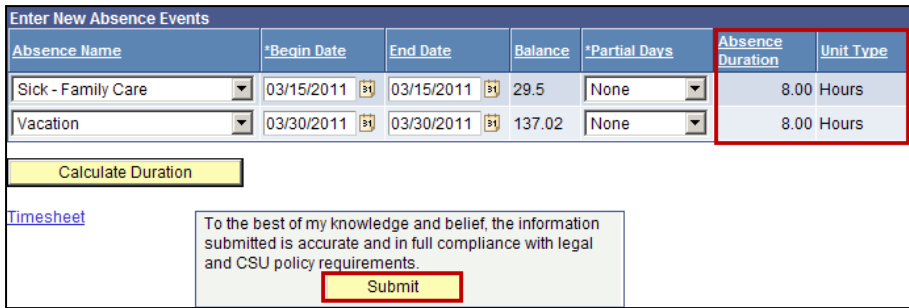
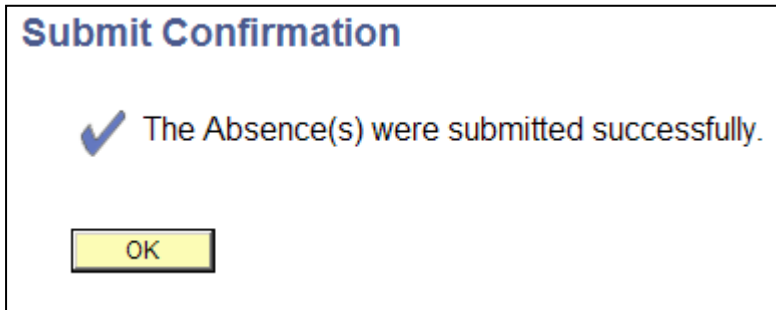

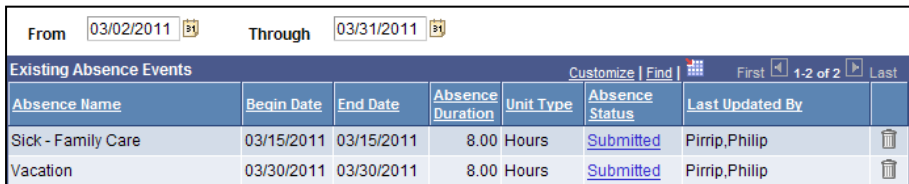
Processing Steps	Screen Shots																
<p>Pay Period Selection:</p> <p>When you access the absence entry page within the first 5 calendar days of the month, the dates will default to the prior pay period. On the 6th calendar day, the dates will default to the current pay period.</p> <p>You can change the dates to two pay periods back or one pay period into the future, but you cannot delete absence entries that have already been processed.</p> <p> 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.</p>																	
<p>Existing Absence Events:</p> <p>This section shows any absences that you reported or have been reported on your behalf during the current pay period.</p> <p>In the example at right, it is showing one absence for the month of March 2011.</p>	 <table border="1" data-bbox="586 1360 1484 1803"> <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>	Field	Description	Absence Name	The type of absence used.	Begin Date	The starting date of the absence.	End Date	The ending date of the absence.	Absence Duration	The duration of the absence.	Unit Type	What unit the duration is in (i.e. Hours, Days, etc).	Absence Status	The status of the submission; values include Submitted, Reviewed, Approved, and Complete.	Last Updated By	The name of the person who last updated this absence entry.
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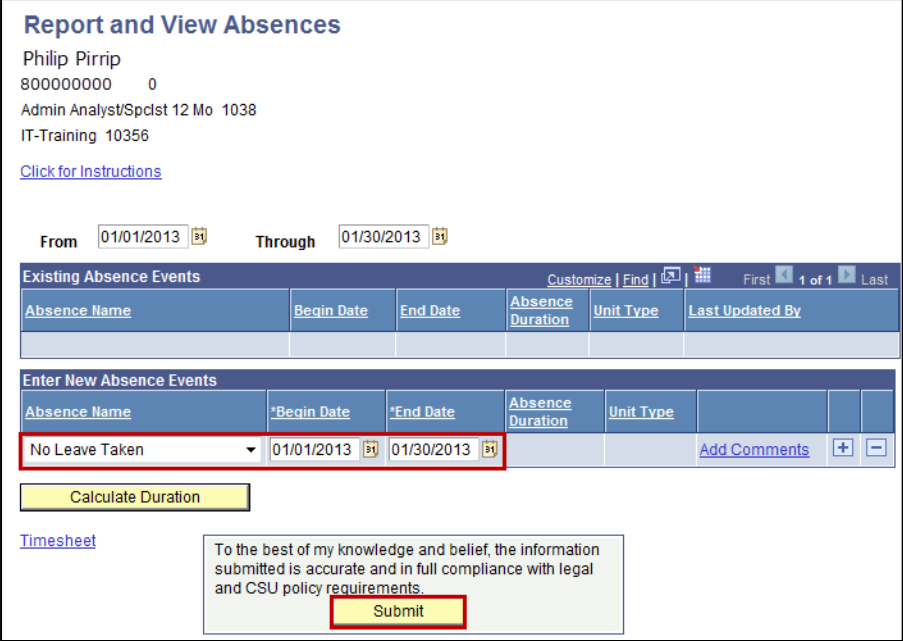
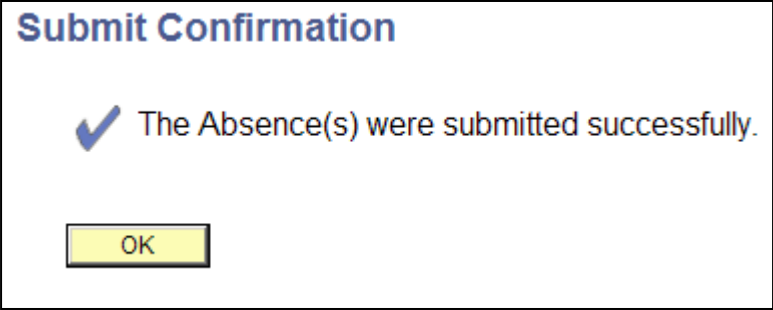

Processing Steps	Screen Shots																																		
<p><u>Enter New Absence Events</u></p> <p>This section is where you will enter your absence events.</p> <p> See page 9 for instructions on filling out this section.</p>	<div data-bbox="581 268 1485 357"> <p>Enter New Absence Events</p> <table border="1"> <thead> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>End Date</th> <th>Balance</th> <th>*Partial Days</th> <th>Absence Duration</th> <th>Unit Type</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Sick - Self</td> <td>03/15/2011</td> <td>03/15/2011</td> <td>21.5</td> <td>None</td> <td>8.00 Hours</td> <td></td> <td>Add Comments</td> <td>+ -</td> </tr> </tbody> </table> </div> <table border="1" data-bbox="581 403 1477 903"> <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>	Absence Name	*Begin Date	End Date	Balance	*Partial Days	Absence Duration	Unit Type			Sick - Self	03/15/2011	03/15/2011	21.5	None	8.00 Hours		Add Comments	+ -	Field	Description	Absence Name	The type of absence used.	Begin Date	The starting date of the absence.	End Date	The ending date of the absence.	Balance	The amount of time available for you to use for the selected absence type (if applicable).	Partial Days	If partial days are used, this option can be selected.	Unit Type	What unit the duration is in (i.e. Hours, Days, etc).	Add Comments	Enter comments for the absence; for some absence types, this field is mandatory.
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<p><u>Calculate Duration and Submit</u></p> <p>At the bottom of the absence entry page, you have two buttons available to you:</p> <ul style="list-style-type: none"> • 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. 	<div data-bbox="581 951 1485 1207"> <p style="text-align: center;">Calculate Duration</p> <p>Timesheet</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p>To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.</p> <p style="text-align: center;">Submit</p> </div> </div>																																		

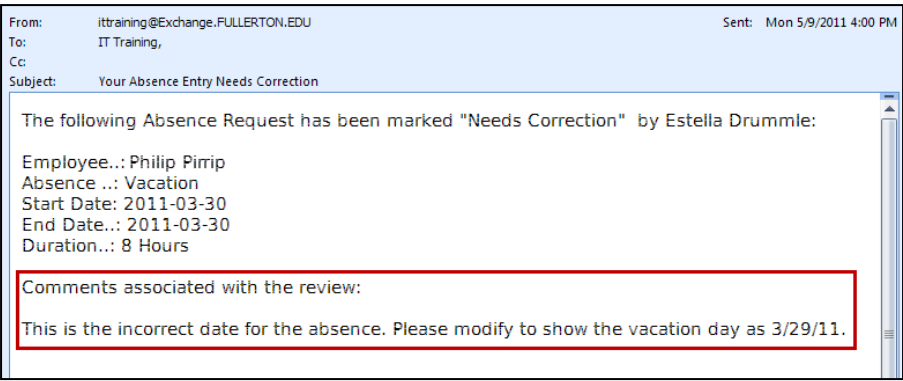



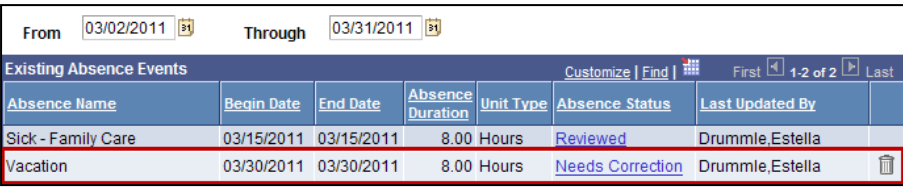
Processing Steps	Screen Shots
<p>Reporting Absences</p> <p>This section covers how to report absences.</p> <p> Absences can be entered for two pay periods back and one pay period into the future. However, you cannot delete absence entries that have already been processed.</p> <p>Step 1: First, select an absence type from the drop-down menu under Absence Name.</p> <p> The types of absences available to you will depend on your classification and bargaining unit.</p> <p>Employees with a CTO balance may utilize the CTO Take absence type; however only timekeepers should enter CTO Earn.</p>	 <p>The screenshot shows the 'Enter New Absence Events' form. It includes a table with columns for Absence Name, Begin Date, End Date, Absence Duration, and Unit Type. The 'Absence Name' dropdown is open, showing a list of options including 'No Time Taken', 'Bereavement/Funeral', 'CTO Premium Earn', 'CTO Straight Earn', 'CTO Take', 'Dock', 'Holiday ADO Expiring Earn', 'Holiday ADO Expiring Take', 'Holiday CTO Earn', 'Holiday CTO Take', 'Jury Duty', 'Mil Spouse/Domestic Partner', 'Military Leave', 'No Time Taken', 'Organ Donor/Bone Marrow', 'Parental Leave', 'Personal Holiday', 'Professional Development', 'Sick - Bereavement', 'Sick - Family Care', 'Sick - Self', 'Union Non-Reimbursed', 'Union Reimbursed', and 'Vacation'. The 'Sick - Family Care' option is highlighted. A 'Submit' button is visible. A warning message is displayed: 'Best of my knowledge and belief, the information entered is accurate and in full compliance with legal and U policy requirements.'</p> <p> Do not use Absence Management to enter Dock time. Please follow existing procedures to process docks. For more on dock procedures visit: https://hr.fullerton.edu/payroll/employee-payroll/attendance-process/faqs.php</p>
<p>Step 2: Enter the Begin Date of the absence.</p> <p>You may type in the date or click the Calendar icon () for a calendar view.</p> <p> Your absence entry cannot start or end on a campus holiday.</p>	 <p>The screenshot shows a date selection interface. It includes a table with columns for Begin Date, End Date, Balance, and Part. The 'Begin Date' is set to 03/02/2011. A calendar pop-up is displayed for March 2011, with the date 15 highlighted in a red box. The calendar shows days of the week (S, M, T, W, T, F, S) and dates from 1 to 31. A 'Current Date' button is visible at the bottom of the calendar.</p>

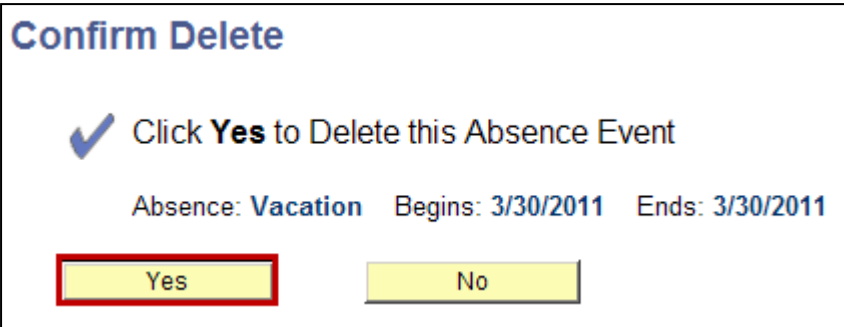
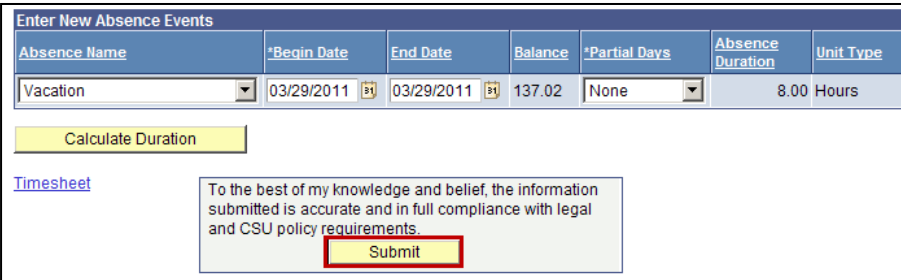
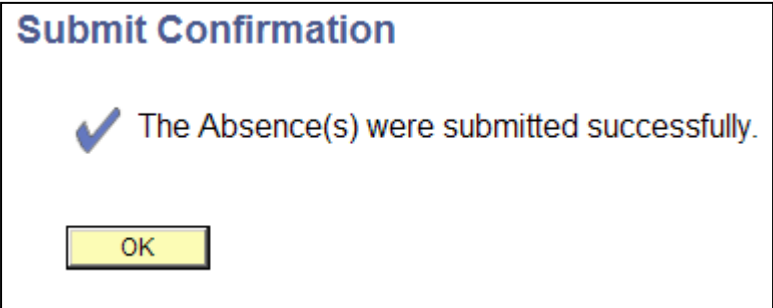
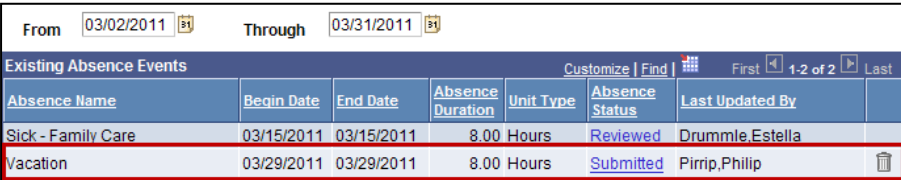
Processing Steps	Screen Shots
<p>Step 3: The End Date has automatically changed to match the Begin Date.</p> <p>If the absence occurred over more than one day, change the End Date by typing in the ending date of the absence or click the Calendar icon () for a calendar view.</p> <p>The Balance field shows 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.</p> <p> If the time between your Begin Date and End Date includes weekends or campus holidays, the system will omit those days from the calculations.</p> <p>For example (see screenshot to the right), if you took vacation during the week of March 28th, 2011 and reported your vacation as 03/28/2011 – 04/01/2011, the system would not deduct vacation credits for March 31st as that was a campus holiday. You would be charged 32 hours of vacation rather than 40 hours.</p>	 
<p>Step 3a: If you are non-exempt and your absence was for less than a full day, select Partial Hours under the Partial Days column.</p> <p>The Hours per Day column will automatically appear and you can enter the number of hours for your absence.</p> <p> If you enter partial hours for a range of dates, do not include weekends or holidays in the range.</p>	

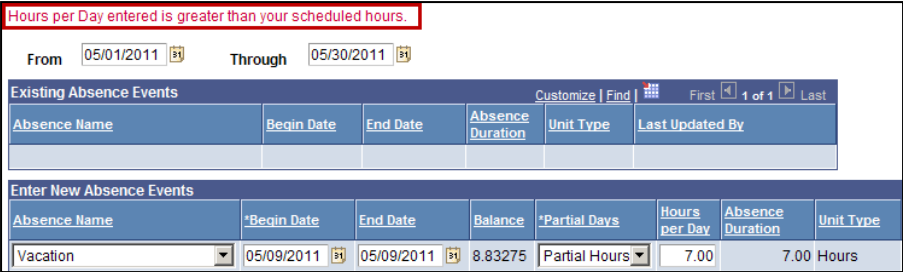

Processing Steps	Screen Shots																																
<p>Step 4: Click Add Comments to add a comment for the absence.</p>  <p>When the Add Comments link appears in red (as shown in the screenshot to the right), a comment is required for the absence type. Otherwise, comments are optional.</p>	 <table border="1"> <thead> <tr> <th colspan="8">Enter New Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>End Date</th> <th>Balance</th> <th>*Partial Days</th> <th>Absence Duration</th> <th>Unit Type</th> <th></th> </tr> </thead> <tbody> <tr> <td>Sick - Family Care</td> <td>03/15/2011</td> <td>03/15/2011</td> <td>29.5</td> <td>None</td> <td></td> <td>Hours</td> <td style="color: red;">Add Comments</td> </tr> </tbody> </table>	Enter New Absence Events								Absence Name	*Begin Date	End Date	Balance	*Partial Days	Absence Duration	Unit Type		Sick - Family Care	03/15/2011	03/15/2011	29.5	None		Hours	Add Comments								
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Sick - Family Care	03/15/2011	03/15/2011	29.5	None		Hours	Add Comments																										
<p>Step 4a: Enter your comment for the absence.</p> <p>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.</p> <p>Once you are finished entering your comment, click Save Comments.</p> <p>To return to the Report Absences page without saving your comment, click Return to Entry Page.</p>	 <p>Absence Event Comments</p> <p>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.</p> <p>Please enter relationship of family member: daughter.</p> <p>Save Comments</p> <p>Return to Entry Page</p>																																
<p>Step 5: To report additional absences, click on the plus sign (+) at the end of the row.</p> <p>To remove an absence, click on the negative sign (-) at the end of the row.</p>	 <table border="1"> <thead> <tr> <th colspan="8">Enter New Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>End Date</th> <th>Balance</th> <th>*Partial Days</th> <th>Absence Duration</th> <th>Unit Type</th> <th></th> </tr> </thead> <tbody> <tr> <td>Sick - Family Care</td> <td>03/15/2011</td> <td>03/15/2011</td> <td>29.5</td> <td>None</td> <td></td> <td>Hours</td> <td style="color: red;">Edit Comments</td> </tr> </tbody> </table>	Enter New Absence Events								Absence Name	*Begin Date	End Date	Balance	*Partial Days	Absence Duration	Unit Type		Sick - Family Care	03/15/2011	03/15/2011	29.5	None		Hours	Edit Comments								
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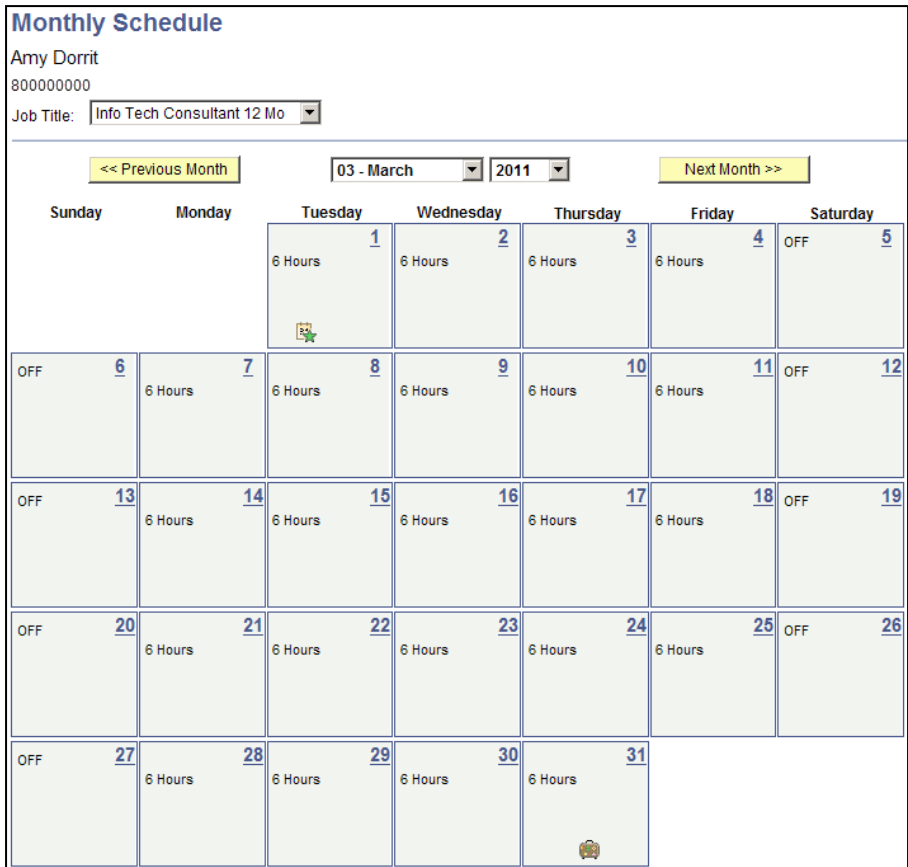





Processing Steps	Screen Shots																					
<p>Step 7: The Absence Duration and Unit Type columns will show the duration of each absence.</p> <p>Review all of your absence entries for accuracy.</p> <p>When you are ready to submit your time, click Submit.</p> <p> Once you submit your absence entries you will not be able to edit the entries. To make changes, you will need to delete the absence entry and re-enter it (see page 14).</p>	 <p>Enter New Absence Events</p> <table border="1"> <thead> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>End Date</th> <th>Balance</th> <th>*Partial Days</th> <th>Absence Duration</th> <th>Unit Type</th> </tr> </thead> <tbody> <tr> <td>Sick - Family Care</td> <td>03/15/2011</td> <td>03/15/2011</td> <td>29.5</td> <td>None</td> <td>8.00</td> <td>Hours</td> </tr> <tr> <td>Vacation</td> <td>03/30/2011</td> <td>03/30/2011</td> <td>137.02</td> <td>None</td> <td>8.00</td> <td>Hours</td> </tr> </tbody> </table> <p>Calculate Duration</p> <p>Timesheet</p> <p>To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.</p> <p>Submit</p>	Absence Name	*Begin Date	End Date	Balance	*Partial Days	Absence Duration	Unit Type	Sick - Family Care	03/15/2011	03/15/2011	29.5	None	8.00	Hours	Vacation	03/30/2011	03/30/2011	137.02	None	8.00	Hours
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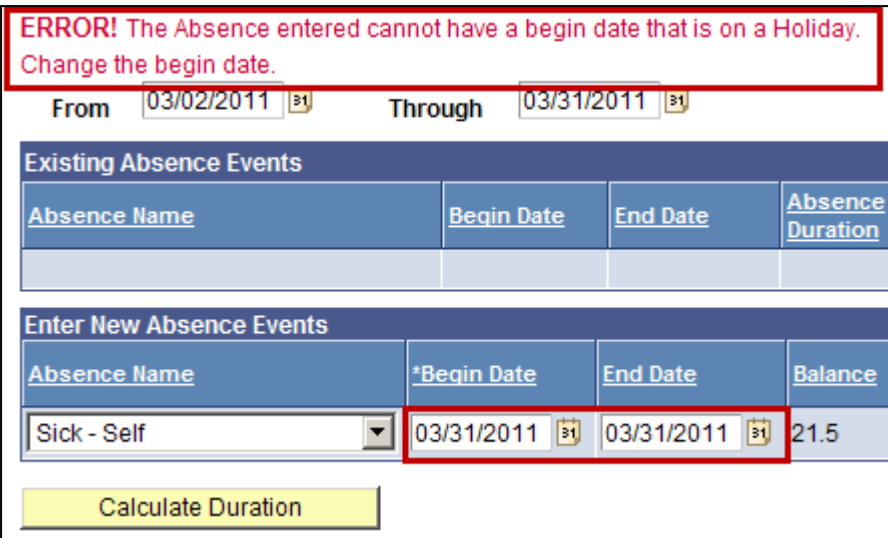
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<p>Reporting No Leave Taken</p> <p>This section covers how to report that you did not have any absences during the pay period.</p> <p>Step 1: The default option for absences is “No Leave Taken.”</p> <p>Review the pay period dates to ensure that you are entering an absence entry for the current pay period.</p> <p>Click Submit.</p>	 <p>Report and View Absences</p> <p>Philip Pirrip 800000000 0 Admin Analyst/Spclst 12 Mo 1038 IT-Training 10356</p> <p>Click for Instructions</p> <p>From 01/01/2013 Through 01/30/2013</p> <table border="1"> <thead> <tr> <th colspan="6">Existing Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th>Last Updated By</th> </tr> </thead> <tbody> <tr> <td colspan="6"> </td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="6">Enter New Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>*End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th>Last Updated By</th> </tr> </thead> <tbody> <tr> <td>No Leave Taken</td> <td>01/01/2013</td> <td>01/30/2013</td> <td></td> <td></td> <td>Add Comments</td> </tr> </tbody> </table> <p>Calculate Duration</p> <p>Timesheet</p> <p>To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.</p> <p>Submit</p>	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	Absence Duration	Unit Type	Last Updated By	No Leave Taken	01/01/2013	01/30/2013			Add Comments
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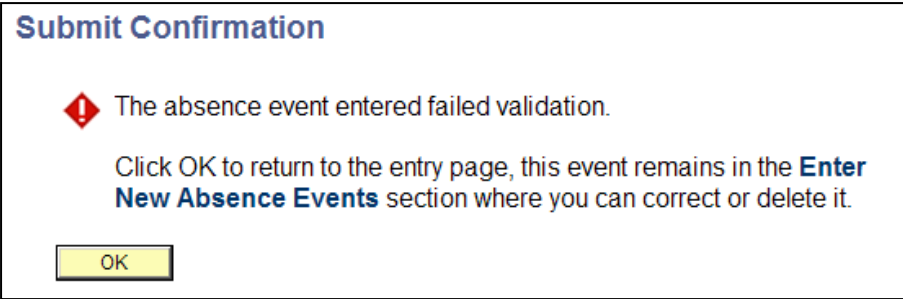

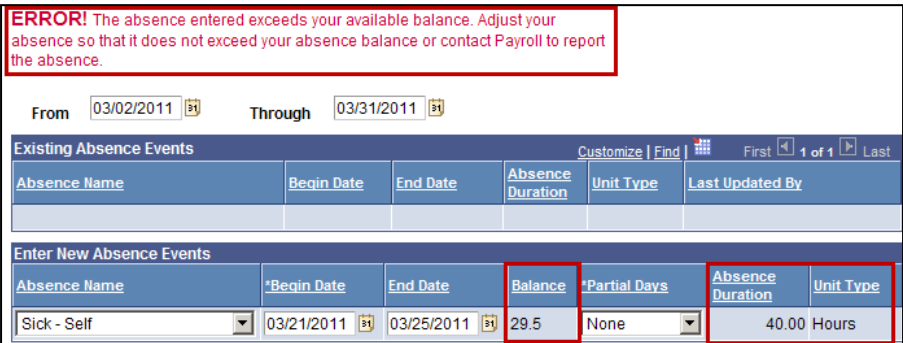
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<p>Correcting an Absence Entry</p> <p>When your timekeeper and/or manager reviews your absence entries, they may send an entry back to you for correction. This section covers how to correct an absence entry.</p> <p>Step 1: When you receive an email indicating that an absence entry needs to be corrected, review the information in the email.</p> <p>A comment indicating what you need to modify will be at the bottom of the email.</p>	 <p>The following Absence Request has been marked "Needs Correction" by Estella Drummle:</p> <p>Employee...: Philip Pirrip Absence ...: Vacation Start Date: 2011-03-30 End Date...: 2011-03-30 Duration...: 8 Hours</p> <p>Comments associated with the review:</p> <p>This is the incorrect date for the absence. Please modify to show the vacation day as 3/29/11.</p>																					
<p>Step 2: In the Employee Self Service box, select Report and View Absences located in the My Absence & Time Management menu on Titan Online.</p>	 <p>The screenshot shows the TitanOnline interface for Philip Pirrip. The 'My Absence & Time Management' menu is expanded, and 'Report and View Absences' is highlighted with a red box.</p>																					
<p>Step 3: Your current absence entries appear.</p> <p>Locate the absence that needs correction under Existing Absence Events.</p> <p>Click the Delete icon () next to the entry to delete it.</p> <p> Contact Payroll if you do not see the Delete icon next to the entry you wish to delete.</p>	 <p>The screenshot shows a table of 'Existing Absence Events' for the period 03/02/2011 through 03/31/2011. The table has columns for Absence Name, Begin Date, End Date, Absence Duration, Unit Type, Absence Status, and Last Updated By. Two rows are visible: 'Sick - Family Care' (Reviewed) and 'Vacation' (Needs Correction). The 'Vacation' row is highlighted with a red border, and a delete icon is visible at the end of the row.</p> <table border="1"> <thead> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th>Absence Status</th> <th>Last Updated By</th> </tr> </thead> <tbody> <tr> <td>Sick - Family Care</td> <td>03/15/2011</td> <td>03/15/2011</td> <td>8.00</td> <td>Hours</td> <td>Reviewed</td> <td>Drummle,Estella</td> </tr> <tr> <td>Vacation</td> <td>03/30/2011</td> <td>03/30/2011</td> <td>8.00</td> <td>Hours</td> <td>Needs Correction</td> <td>Drummle,Estella</td> </tr> </tbody> </table>	Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By	Sick - Family Care	03/15/2011	03/15/2011	8.00	Hours	Reviewed	Drummle,Estella	Vacation	03/30/2011	03/30/2011	8.00	Hours	Needs Correction	Drummle,Estella
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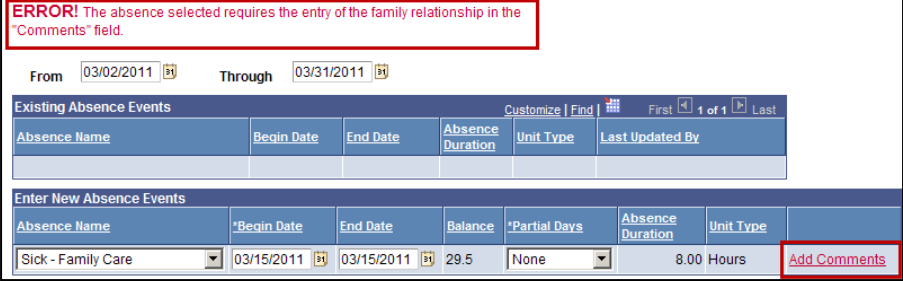
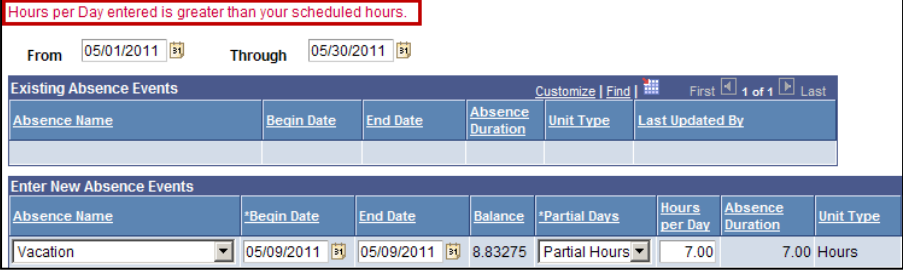
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<p>Step 4: Confirm the deletion by clicking on Yes.</p>	 <p>Confirm Delete</p> <p>✓ Click Yes to Delete this Absence Event</p> <p>Absence: Vacation Begins: 3/30/2011 Ends: 3/30/2011</p> <p>Yes No</p>																					
<p>Step 5: Re-enter the absence entry with the corrected information.</p> <p>Then click Submit.</p>	 <p>Enter New Absence Events</p> <table border="1"> <thead> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>End Date</th> <th>Balance</th> <th>*Partial Days</th> <th>Absence Duration</th> <th>Unit Type</th> </tr> </thead> <tbody> <tr> <td>Vacation</td> <td>03/29/2011</td> <td>03/29/2011</td> <td>137.02</td> <td>None</td> <td>8.00</td> <td>Hours</td> </tr> </tbody> </table> <p>Calculate Duration</p> <p>Timesheet</p> <p>To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.</p> <p>Submit</p>	Absence Name	*Begin Date	End Date	Balance	*Partial Days	Absence Duration	Unit Type	Vacation	03/29/2011	03/29/2011	137.02	None	8.00	Hours							
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<p>Employees with an Irregular Schedule</p> <p>This section covers reporting absence events when you have an irregular schedule. An irregular schedule is any work schedule that is not the CSU standard schedule of Monday – Friday for 8 work hours per day.</p> <p>Reporting Absence Events</p> <p>Remember when you are reporting an absence that the number of hours of the absence cannot be greater than the number of hours for which you are scheduled on that day.</p> <p>In the example at right, the employee was scheduled to work 6 hours on that day and has listed 7 hours of vacation.</p>	
<p>Viewing Your Monthly Schedule</p> <p>Ensure that your monthly schedule is correct by reviewing it periodically.</p> <p>Step 1: On Titan Online, select View Monthly Schedule in the My Absence & Time Management menu in the Employee Self Service box.</p>	

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<p>Step 2: Your schedule for the current month appears.</p> <p>Click Previous Month to view your schedule for a previous month.</p> <p>Click Next Month to view your schedule for the next month.</p> <p>To view details for a specific day, click on the day.</p>	 <p>Monthly Schedule Amy Dorrit 800000000 Job Title: Info Tech Consultant 12 Mo</p> <p><< Previous Month 03 - March 2011 Next Month >></p> <table border="1"> <thead> <tr> <th>Sunday</th> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> <th>Saturday</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1 6 Hours</td> <td>2 6 Hours</td> <td>3 6 Hours</td> <td>4 6 Hours</td> <td>5 OFF</td> </tr> <tr> <td>6 OFF</td> <td>7 6 Hours</td> <td>8 6 Hours</td> <td>9 6 Hours</td> <td>10 6 Hours</td> <td>11 6 Hours</td> <td>12 OFF</td> </tr> <tr> <td>13 OFF</td> <td>14 6 Hours</td> <td>15 6 Hours</td> <td>16 6 Hours</td> <td>17 6 Hours</td> <td>18 6 Hours</td> <td>19 OFF</td> </tr> <tr> <td>20 OFF</td> <td>21 6 Hours</td> <td>22 6 Hours</td> <td>23 6 Hours</td> <td>24 6 Hours</td> <td>25 6 Hours</td> <td>26 OFF</td> </tr> <tr> <td>27 OFF</td> <td>28 6 Hours</td> <td>29 6 Hours</td> <td>30 6 Hours</td> <td>31 6 Hours</td> <td></td> <td></td> </tr> </tbody> </table>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			1 6 Hours	2 6 Hours	3 6 Hours	4 6 Hours	5 OFF	6 OFF	7 6 Hours	8 6 Hours	9 6 Hours	10 6 Hours	11 6 Hours	12 OFF	13 OFF	14 6 Hours	15 6 Hours	16 6 Hours	17 6 Hours	18 6 Hours	19 OFF	20 OFF	21 6 Hours	22 6 Hours	23 6 Hours	24 6 Hours	25 6 Hours	26 OFF	27 OFF	28 6 Hours	29 6 Hours	30 6 Hours	31 6 Hours		
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<p>Step 3: At the bottom of the page is a legend for the schedule.</p> <p>There are also shortcuts back to Self Service and Time Reporting.</p> <p> At this time, the Approved Training, Planned Absence, and Schedule Preferences options are not being used.</p>	 <p>Legend</p> <p> Approved Training  Planned Absence  Holiday OFF Scheduled OFF Day</p> <p>Go To: Self Service Time Reporting Schedule Preferences</p>																																										



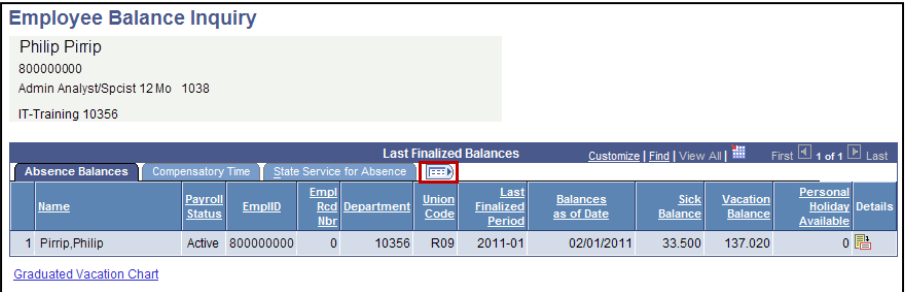




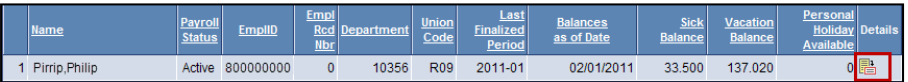
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<p>Common Error Messages</p> <p>This section covers some of the common error messages users may encounter and how to resolve the error.</p> <p>Campus Holiday Error</p> <p>Error message text sample: <i>ERROR! The Absence entered cannot have a begin date that is on a Holiday. Change the begin date.</i></p> <p>Why did I get this error?</p> <p>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.</p> <p>How do I fix this?</p> <p>Change the dates of the absence so it does not start or end on a campus holiday.</p> <p> The system will allow you to enter a range of dates where a campus holiday is included in the range (see page 10), however you cannot start or end an absence on a campus holiday.</p>	 <p>ERROR! The Absence entered cannot have a begin date that is on a Holiday. Change the begin date.</p> <p>From 03/02/2011 [31] Through 03/31/2011 [31]</p> <table border="1"> <thead> <tr> <th colspan="4">Existing Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="4">Enter New Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>End Date</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>Sick - Self</td> <td>03/31/2011 [31]</td> <td>03/31/2011 [31]</td> <td>21.5</td> </tr> </tbody> </table> <p>Calculate Duration</p>	Existing Absence Events				Absence Name	Begin Date	End Date	Absence Duration					Enter New Absence Events				Absence Name	*Begin Date	End Date	Balance	Sick - Self	03/31/2011 [31]	03/31/2011 [31]	21.5
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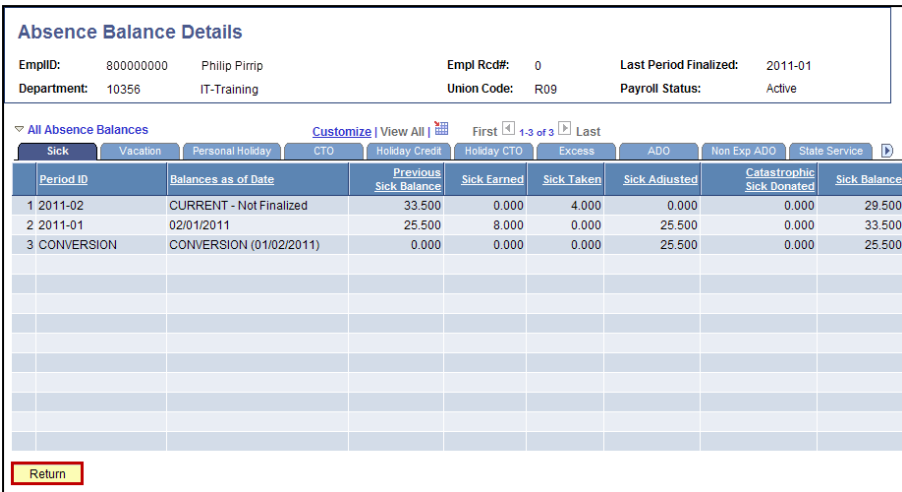

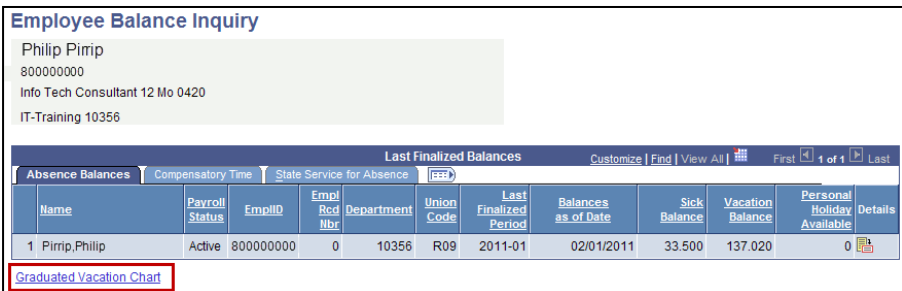
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<p><u>Failed Validation Error</u></p> <p>Error message text sample: <i>The absence event entered failed validation. Click OK to return to the entry page, this event remains in the Enter New Absence Events section where you can correct or delete it.</i></p> <p>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.</p> <p>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.</p>	 <p>Submit Confirmation</p> <p> The absence event entered failed validation.</p> <p>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.</p> <p><input type="button" value="OK"/></p>																																							
<p><u>Exceeds Available Balance Error</u></p> <p>Error message text sample: <i>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.</i></p> <p>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.</p> <p>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.</p>	 <p>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.</p> <p>From <input type="text" value="03/02/2011"/> Through <input type="text" value="03/31/2011"/></p> <table border="1"> <thead> <tr> <th colspan="6">Existing Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th>Last Updated By</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="7">Enter New Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>End Date</th> <th>Balance</th> <th>*Partial Days</th> <th>Absence Duration</th> <th>Unit Type</th> </tr> </thead> <tbody> <tr> <td>Sick - Self</td> <td>03/21/2011</td> <td>03/25/2011</td> <td>29.5</td> <td>None</td> <td>40.00</td> <td>Hours</td> </tr> </tbody> </table>	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	03/21/2011	03/25/2011	29.5	None	40.00	Hours
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Processing Steps	Screen Shots
<p>Required Comment Error</p> <p>Error message text sample: <i>ERROR! The absence selected requires the entry of the family relationship in the "Comments" field.</i></p> <p>Why did I get this error? You did not enter a comment for an absence entry where a comment is required.</p> <p>How do I fix this? Click on Add Comments next to the absence entry to enter a comment.</p>	 <p>The screenshot shows a date range from 03/02/2011 to 03/31/2011. Below the date range are two tables. The first table, 'Existing Absence Events', is empty. The second table, 'Enter New Absence Events', contains one entry: 'Sick - Family Care' with a balance of 29.5 and a duration of 8.00 Hours. A red box highlights the 'Add Comments' button next to this entry.</p>
<p>Hours Per Day Error</p> <p>Error message text sample: <i>Hours per Day entered is greater than your scheduled hours.</i></p> <p>Why did I get this error? You have entered an absence for a greater amount of hours than you are scheduled for that day. In the example at right, the user entered an absence of 7 hours when they were only scheduled to work 6 hours that day.</p> <p>How do I fix this? Modify the absence entry to reflect the correct number of hours of the absence.</p>	 <p>The screenshot shows a date range from 05/01/2011 to 05/30/2011. Below the date range are two tables. The first table, 'Existing Absence Events', is empty. The second table, 'Enter New Absence Events', contains one entry: 'Vacation' with a balance of 8.83275 and a duration of 7.00 Hours. A red box highlights the error message above the table, and another red box highlights the '7.00' value in the 'Hours per Day' column.</p>

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.

Processing Steps	Screen Shots																																																
<p>Step 1: To view your leave balances, select View Absence Balance from the My Absence & Time Management menu in the Employee Self Service box on Titan Online.</p>																																																	
<p>Step 2: The Employee Balance Inquiry screen appears.</p> <p>There are three tabs of information on this screen:</p> <ul style="list-style-type: none"> • Absence Balances <ul style="list-style-type: none"> - Sick, Vacation, and Personal Holiday • Compensatory Time <ul style="list-style-type: none"> - CTO, Holiday Credit, Holiday CTO, Excess, and ADO balances • State Service for Absence <ul style="list-style-type: none"> - State Service, State Service Carryover, Sick Carryover, Vacation Carryover, and State FTE Carryover amounts <p>Click on a tab to view it or to view all of the available information on one page, click the Show all columns icon ().</p>	 <table border="1" data-bbox="586 947 1489 1060"> <thead> <tr> <th colspan="12">Last Finalized Balances</th> </tr> <tr> <th colspan="12">Absence Balances Compensatory Time State Service for Absence Absence</th> </tr> <tr> <th>Name</th> <th>Payroll Status</th> <th>EmpID</th> <th>Emp Red Libr</th> <th>Department</th> <th>Union Code</th> <th>Last Finalized Period</th> <th>Balances as of Date</th> <th>Sick Balance</th> <th>Vacation Balance</th> <th>Personal Holiday Available</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1 Pirrip, Philip</td> <td>Active</td> <td>800000000</td> <td>0</td> <td>10356</td> <td>R09</td> <td>2011-01</td> <td>02/01/2011</td> <td>33.500</td> <td>137.020</td> <td>0</td> <td></td> </tr> </tbody> </table>	Last Finalized Balances												Absence Balances Compensatory Time State Service for Absence Absence												Name	Payroll Status	EmpID	Emp Red Libr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details	1 Pirrip, Philip	Active	800000000	0	10356	R09	2011-01	02/01/2011	33.500	137.020	0	
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<p>Step 3: To view additional details on your balances, click the Details icon ().</p>																																																	

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<p>Step 4: Select a tab to view details relating to that balance type.</p> <p>To return to the previous page, click Return.</p>	 <p>Absence Balance Details</p> <p>EmplID: 800000000 Philip Pirrip Empl Rcd#: 0 Last Period Finalized: 2011-01 Department: 10356 IT-Training Union Code: R09 Payroll Status: Active</p> <p>All Absence Balances Customize View All First 1 of 3 Last</p> <table border="1"> <thead> <tr> <th>Period ID</th> <th>Balances as of Date</th> <th>Previous Sick Balance</th> <th>Sick Earned</th> <th>Sick Taken</th> <th>Sick Adjusted</th> <th>Catastrophic Sick Donated</th> <th>Sick Balance</th> </tr> </thead> <tbody> <tr> <td>1 2011-02</td> <td>CURRENT - Not Finalized</td> <td>33.500</td> <td>0.000</td> <td>4.000</td> <td>0.000</td> <td>0.000</td> <td>29.500</td> </tr> <tr> <td>2 2011-01</td> <td>02/01/2011</td> <td>25.500</td> <td>8.000</td> <td>0.000</td> <td>25.500</td> <td>0.000</td> <td>33.500</td> </tr> <tr> <td>3 CONVERSION</td> <td>CONVERSION (01/02/2011)</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>25.500</td> <td>0.000</td> <td>25.500</td> </tr> </tbody> </table> <p>Return</p>	Period ID	Balances as of Date	Previous Sick Balance	Sick Earned	Sick Taken	Sick Adjusted	Catastrophic Sick Donated	Sick Balance	1 2011-02	CURRENT - Not Finalized	33.500	0.000	4.000	0.000	0.000	29.500	2 2011-01	02/01/2011	25.500	8.000	0.000	25.500	0.000	33.500	3 CONVERSION	CONVERSION (01/02/2011)	0.000	0.000	0.000	25.500	0.000	25.500																																																																																																																
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<p>Step 5: To view information on leave accrual rates, click Graduated Vacation Chart.</p>  <p>This chart shows how much leave you accrue each month based on your years of service.</p>	 <p>Employee Balance Inquiry</p> <p>Philip Pirrip 800000000 Info Tech Consultant 12 Mo 0420 IT-Training 10356</p> <p>Last Finalized Balances Customize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Payroll Status</th> <th>EmplID</th> <th>Empl Rcd Hbr</th> <th>Department</th> <th>Union Code</th> <th>Last Finalized Period</th> <th>Balances as of Date</th> <th>Sick Balance</th> <th>Vacation Balance</th> <th>Personal Holiday Available</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1 Pirrip, Philip</td> <td>Active</td> <td>800000000</td> <td>0</td> <td>10356</td> <td>R09</td> <td>2011-01</td> <td>02/01/2011</td> <td>33.500</td> <td>137.020</td> <td>0</td> <td>Graduated Vacation Chart</td> </tr> </tbody> </table>	Name	Payroll Status	EmplID	Empl Rcd Hbr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details	1 Pirrip, Philip	Active	800000000	0	10356	R09	2011-01	02/01/2011	33.500	137.020	0	Graduated Vacation Chart																																																																																																																								
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<p>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.</p> <p>Press the Esc key on your keyboard to go back.</p>	<p>Press Esc to Return</p> <table border="1"> <thead> <tr> <th colspan="3">SUMMARY OF VACATION ACCRUAL RATES</th> <th colspan="5">SUMMARY OF MAXIMUM VACATION AND CTO CREDITS</th> </tr> <tr> <th>SERVICE REQUIREMENT S*</th> <th>MONTHLY VACATION ACCRUAL RATE</th> <th>DAYS ACCRUED PER YEAR</th> <th>BARGAINING UNIT OR CLASSIFICATION</th> <th>ANNUAL CTO MAX*</th> <th>FLSA ANNUAL CTO MAX**</th> <th>MAX VACATION: LESS THAN 10 YEARS OF SERVICE</th> <th>MAX VACATION: MORE THAN 10 YEARS OF SERVICE</th> </tr> </thead> <tbody> <tr> <td>0-3 YEARS: 1 TO 36 MONTHS</td> <td>6 2/3 HOURS</td> <td>10</td> <td>M98</td> <td>N/A</td> <td>N/A</td> <td>480 HOURS</td> <td>480 HOURS</td> </tr> <tr> <td>3-6 YEARS: 37 TO 72 MONTHS</td> <td>10 HOURS</td> <td>15</td> <td>M80</td> <td>N/A</td> <td>N/A</td> <td>384 HOURS</td> <td>440 HOURS</td> </tr> <tr> <td>6-10 YEARS: 73 TO 120 MONTHS</td> <td>11 1/3 HOURS</td> <td>17</td> <td>UNIT 1</td> <td>N/A</td> <td>N/A</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td>10-15 YEARS: 121 TO 180 MONTHS</td> <td>12 2/3 HOURS</td> <td>19</td> <td>UNIT 2</td> <td>120 HOURS</td> <td>240 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td>15-20 YEARS: 181 TO 240 MONTHS</td> <td>14 HOURS</td> <td>21</td> <td>UNIT 3</td> <td>N/A</td> <td>N/A</td> <td>320 HOURS</td> <td>440 HOURS</td> </tr> <tr> <td>20-25 YEARS: 241 TO 300 MONTHS</td> <td>15 1/3 HOURS</td> <td>23</td> <td>UNIT 4</td> <td>120 HOURS</td> <td>240 HOURS</td> <td>320 HOURS</td> <td>440 HOURS</td> </tr> <tr> <td>OVER 25 YEARS: 301 MONTHS AND UP</td> <td>16 HOURS</td> <td>24</td> <td>UNIT 5</td> <td>120 HOURS</td> <td>240 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td colspan="3">VACATION ACCRUAL RATES FOR ELIGIBLE CLASSIFICATIONS IN</td> <td>UNIT 6</td> <td>240 HOURS</td> <td>240 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td>EXECUTIVE (M98), MANAGEMENT (M80), CONFIDENTIAL (C99), FACULTY (Unit 3) AND ACADEMIC STUDENT (UNIT 11)</td> <td>16</td> <td>24</td> <td>UNIT 7</td> <td>120 HOURS</td> <td>240 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td></td> <td></td> <td></td> <td>UNIT 8</td> <td>200 HOURS***</td> <td>480 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td></td> <td></td> <td></td> <td>UNIT 9</td> <td>120 HOURS</td> <td>240 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td></td> <td></td> <td></td> <td>UNIT 10</td> <td>240 HOURS</td> <td>240 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td></td> <td></td> <td></td> <td>UNIT 11</td> <td>N/A</td> <td>N/A</td> <td>80 HOURS</td> <td>80 HOURS</td> </tr> <tr> <td></td> <td></td> <td></td> <td>UNIT 12</td> <td>N/A</td> <td>N/A</td> <td>272 HOURS</td> <td>440 HOURS</td> </tr> <tr> <td></td> <td></td> <td></td> <td>E99</td> <td>120 HOURS</td> <td>240 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td></td> <td></td> <td></td> <td>C99</td> <td>120 HOURS</td> <td>240 HOURS</td> <td>384 HOURS</td> <td>384 HOURS</td> </tr> </tbody> </table> <p>*In terms of full-time service 01/28/2011 Updated/HRM</p> <p>**PER MOU/Policy ***PURSUANT TO FAIR LABOR STANDARDS ACT ***REFER TO APPROPRIATE MOU</p>	SUMMARY OF VACATION ACCRUAL RATES			SUMMARY OF MAXIMUM VACATION AND CTO CREDITS					SERVICE REQUIREMENT S*	MONTHLY VACATION ACCRUAL RATE	DAYS ACCRUED PER YEAR	BARGAINING UNIT OR CLASSIFICATION	ANNUAL CTO MAX*	FLSA ANNUAL CTO MAX**	MAX VACATION: LESS THAN 10 YEARS OF SERVICE	MAX VACATION: MORE THAN 10 YEARS OF SERVICE	0-3 YEARS: 1 TO 36 MONTHS	6 2/3 HOURS	10	M98	N/A	N/A	480 HOURS	480 HOURS	3-6 YEARS: 37 TO 72 MONTHS	10 HOURS	15	M80	N/A	N/A	384 HOURS	440 HOURS	6-10 YEARS: 73 TO 120 MONTHS	11 1/3 HOURS	17	UNIT 1	N/A	N/A	272 HOURS	384 HOURS	10-15 YEARS: 121 TO 180 MONTHS	12 2/3 HOURS	19	UNIT 2	120 HOURS	240 HOURS	272 HOURS	384 HOURS	15-20 YEARS: 181 TO 240 MONTHS	14 HOURS	21	UNIT 3	N/A	N/A	320 HOURS	440 HOURS	20-25 YEARS: 241 TO 300 MONTHS	15 1/3 HOURS	23	UNIT 4	120 HOURS	240 HOURS	320 HOURS	440 HOURS	OVER 25 YEARS: 301 MONTHS AND UP	16 HOURS	24	UNIT 5	120 HOURS	240 HOURS	272 HOURS	384 HOURS	VACATION ACCRUAL RATES FOR ELIGIBLE CLASSIFICATIONS IN			UNIT 6	240 HOURS	240 HOURS	272 HOURS	384 HOURS	EXECUTIVE (M98), MANAGEMENT (M80), CONFIDENTIAL (C99), FACULTY (Unit 3) AND ACADEMIC STUDENT (UNIT 11)	16	24	UNIT 7	120 HOURS	240 HOURS	272 HOURS	384 HOURS				UNIT 8	200 HOURS***	480 HOURS	272 HOURS	384 HOURS				UNIT 9	120 HOURS	240 HOURS	272 HOURS	384 HOURS				UNIT 10	240 HOURS	240 HOURS	272 HOURS	384 HOURS				UNIT 11	N/A	N/A	80 HOURS	80 HOURS				UNIT 12	N/A	N/A	272 HOURS	440 HOURS				E99	120 HOURS	240 HOURS	272 HOURS	384 HOURS				C99	120 HOURS	240 HOURS	384 HOURS	384 HOURS
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<p>Step 7: Once you have finished, click Home to return to Titan Online.</p>	 <p>The screenshot shows the TitanOnline interface for Philip Pirrip. At the top, it says 'CALIFORNIA STATE UNIVERSITY, FULLERTON' and 'TitanOnline Pirrip, Philip'. There are 'Home' and 'Logout' buttons. A search bar is visible with 'keyword(s)' and radio buttons for 'CSUF WEB' and 'CSUF PEC'. Below the search bar are links for 'New Window', 'Help', and 'Customize Pa'. The main heading is 'Employee Balance Inquiry' with 'Philip Pirrip' below it.</p>

4.0 Field Definitions

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

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