



CALIFORNIA STATE UNIVERSITY  
**FULLERTON**

## **Human Resources Absence Management Manager Guide**

Last Revised: 09/25/15

## REVISION CONTROL

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**Document Title:** HR Absence Management Manager Guide  
**Author:** IT Training & Support  
**File Reference:** UG-AM\_Manager\_Guide.docx

### Revision History

Revision Date	Revised By	Summary of Revisions	Section(s) Revised
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
9/25/15	Shakeyla Mitchell	Updated the instructions to log in to the portal	

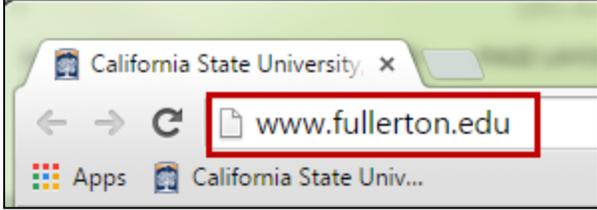
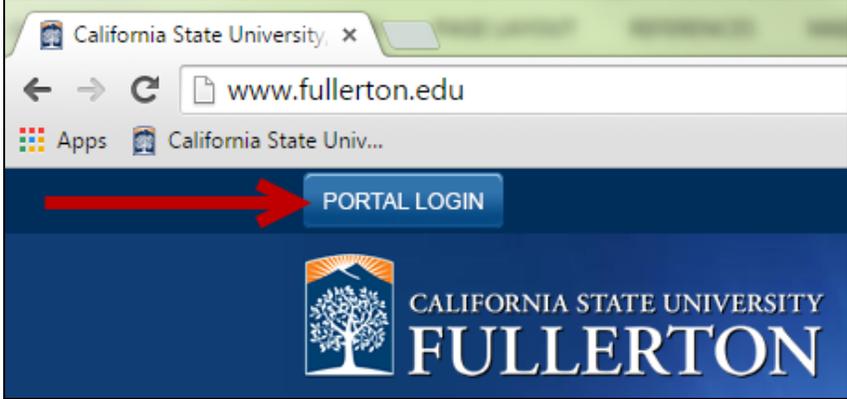
### Review / Approval History

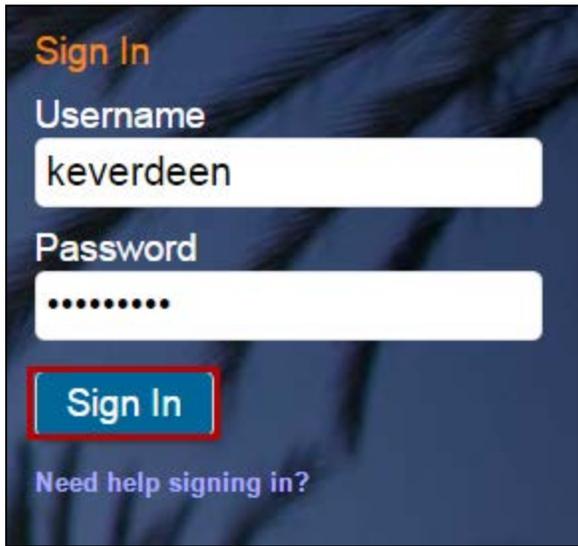
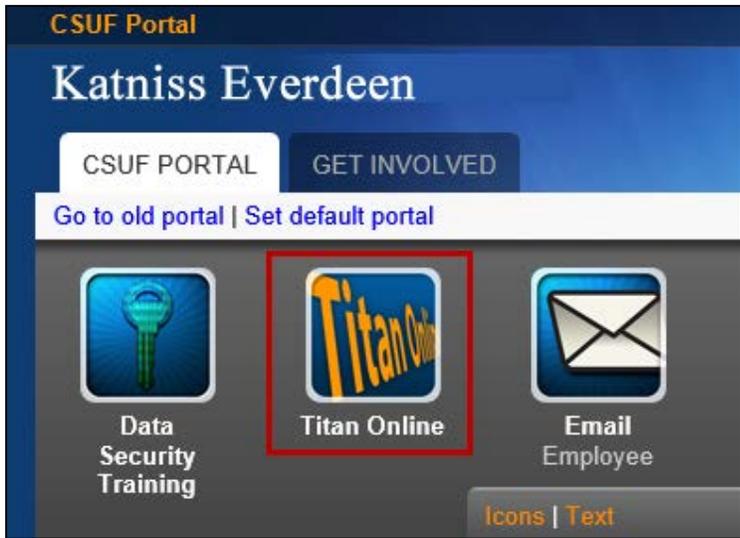
Review Date	Reviewed By	Action (Reviewed, Recommended or Approved)
5/13/11	Tami Lau, Kristin Cook, Kim Kee	Reviewed
5/16/11	Blanca Rodriguez	Reviewed
5/25/11	Blanca Rodriguez, Susan Smith, Marilou Encina, Kristin Cook, Tami Lau	Approved

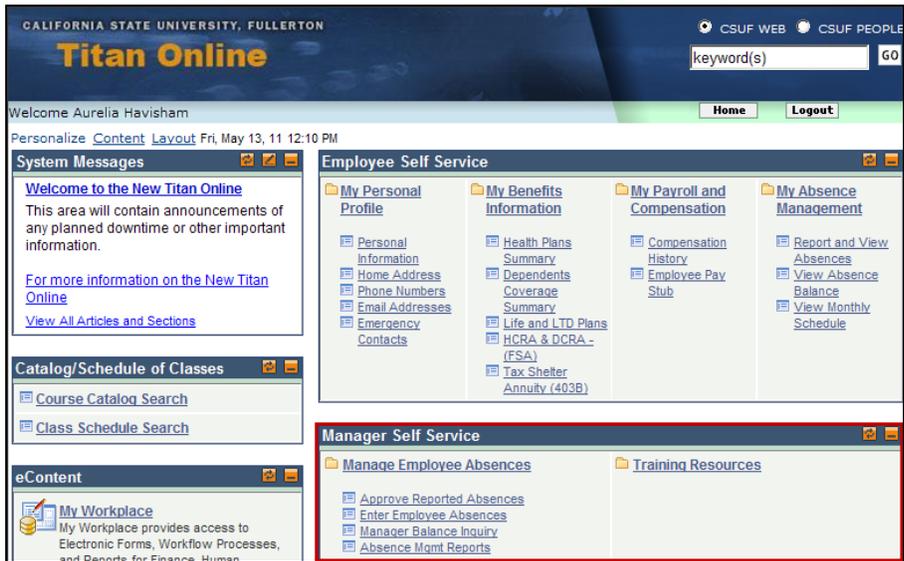
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## 1.0 Accessing Manager Self Service

The Manager Self Service menu allows managers to access employee absence information and approve reported absences.

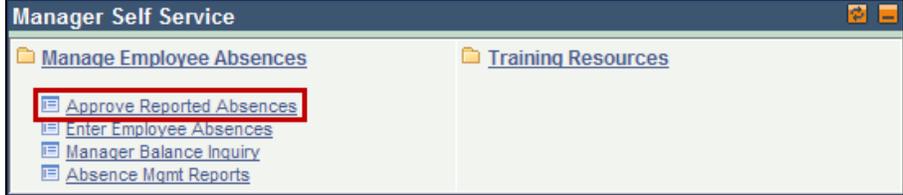
Processing Steps	Screen Shots
<p><b>Step 1:</b> Launch Internet Explorer (or your browser preference) from your desktop.</p>	
<p><b>Step 2:</b> Your home page opens. If your home page is not the CSUF website, type <a href="http://www.fullerton.edu">www.fullerton.edu</a> in the address bar and press Enter on your keyboard.</p>	
<p><b>Step 3:</b> Click on the <b>Portal Login</b> button.</p>	

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

Processing Steps	Screen Shots
<p><b>Step 7:</b> The <b>Manager Self Service</b> menu is located on the Titan Online page.</p> <p>You can now click on a link in Manager Self Service to access that functionality.</p>	 <p>The screenshot shows the Titan Online interface for Aurelia Havisham. The 'Manager Self Service' section is highlighted with a red border. Within this section, the 'Home' and 'Logout' buttons are also highlighted with a red box. Other visible sections include System Messages, Employee Self Service (with sub-sections like My Personal Profile, My Benefits Information, My Payroll and Compensation, and My Absence Management), and eContent (with My Workplace).</p>
<p><b>Step 8:</b> To return to the main Titan Online page, you can click <b>Home</b> at the top right of your screen.</p> <p>To log out of the system, click <b>Logout</b>.</p>	 <p>This screenshot shows the main Titan Online page. The 'Home' and 'Logout' buttons in the top right navigation area are highlighted with a red box. The page content is identical to the previous screenshot, showing the user's name, date, and various service menus.</p>

## 2.0 Reviewing & Approving Reported Absences

Managers can review and approve absences entered by employees using the Manager Self Service menu.

Processing Steps	Screen Shots
<p><b>Approving An Absence Entry</b></p> <p><b>Step 1:</b> On Titan Online, click on <b>Approve Reported Absences</b> on the Manager Self Service box.</p>	 <p>The screenshot shows a web application window titled "Manager Self Service". It features a navigation menu with two main categories: "Manage Employee Absences" and "Training Resources". Under "Manage Employee Absences", there are four sub-items: "Approve Reported Absences", "Enter Employee Absences", "Manager Balance Inquiry", and "Absence Mgmt Reports". The "Approve Reported Absences" item is highlighted with a red rectangular box.</p>

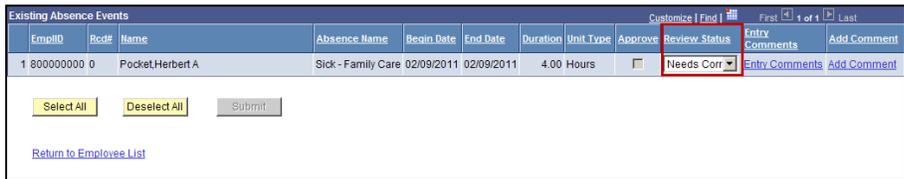
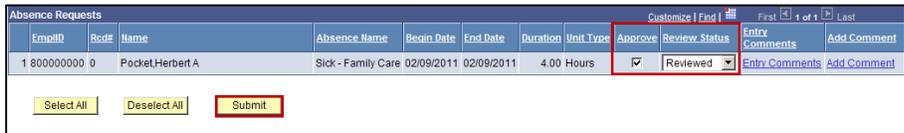
Processing Steps	Screen Shots																						
<p><b>Step 2:</b> A list of the employees for whom you are the designated manager appears.</p> <p>By default, the list is sorted by the <b>Name</b> field. You may click on a column name to change the sort order.</p> <p>The column at the far right indicates whether the employee listed is a manager and you can click on the icon  to view the employees that report to that manager.</p> <p> The <b>Click for Instructions</b> link in the header provides both quick and detailed instructions.</p>	<p><b>Approve Reported Absences</b></p> <p>Aurelia Havisham <a href="#">Click for Instructions</a></p>  <table border="1"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>EmplID</td> <td>The employee's Campus-Wide ID/Employee ID.</td> </tr> <tr> <td>Empl Rcd</td> <td>The employee record number of the position.</td> </tr> <tr> <td>Current Period Absence</td> <td>Indicates the status of the employee's absence entry for the current month. Values include:                             <ul style="list-style-type: none"> <li>None: no absence entries have been submitted.</li> <li>Sub: the employee has submitted an absence entry.</li> <li>Appr: the employee's submitted absence entries have been approved by a manager.</li> </ul> </td> </tr> <tr> <td>Name</td> <td>The name of the employee.</td> </tr> <tr> <td>Status</td> <td>The employee's status.</td> </tr> <tr> <td>Dept ID</td> <td>The department ID to which the employee reports.</td> </tr> <tr> <td>Dept Name</td> <td>The name of the department to which the employee reports.</td> </tr> <tr> <td>Job Code</td> <td>The job code for the employee's position.</td> </tr> <tr> <td>Job Title</td> <td>The job title for the employee's position.</td> </tr> <tr> <td>Full/Part Time</td> <td>Indicates whether the position is full-time or part-time.</td> </tr> </tbody> </table>	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: <ul style="list-style-type: none"> <li>None: no absence entries have been submitted.</li> <li>Sub: the employee has submitted an absence entry.</li> <li>Appr: the employee's submitted absence entries have been approved by a manager.</li> </ul>	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.
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<p><b>Step 3:</b> Place a check mark next to the employee(s) whose absence entries you wish to review/approve.</p>  <p>Selecting multiple employees from this list allows you to review and approve multiple employees' absences.</p>	<div data-bbox="586 275 1482 695"> <h3>Approve Reported Absences</h3> <p>Aurelia Havisham <a href="#">Click for Instructions</a></p> <table border="1"> <thead> <tr> <th colspan="8">Employees</th> <th>Custom</th> </tr> <tr> <th>Select</th> <th>EmpID</th> <th>Empl Rcd</th> <th>Current Period Absence</th> <th>Name</th> <th>Status</th> <th>Dept ID</th> <th>Dept Name</th> <th>Job Code</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>800000000</td> <td>0</td> <td>Sub</td> <td>Pocket,Herbert A</td> <td>Active</td> <td>10356</td> <td>IT-Training</td> <td>0420</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>800000000</td> <td>0</td> <td>Sub</td> <td>Pirrip,Philip</td> <td>Active</td> <td>10356</td> <td>IT-Training</td> <td>1038</td> </tr> <tr> <td><input type="checkbox"/></td> <td>800000000</td> <td>0</td> <td>Sub</td> <td>Dorrit,Amy</td> <td>Active</td> <td>10057</td> <td>Common Management System</td> <td>0420</td> </tr> <tr> <td><input type="checkbox"/></td> <td>800000000</td> <td>0</td> <td>Sub</td> <td>Nickelby,Nicholas</td> <td>Active</td> <td>10057</td> <td>Common Management System</td> <td>0420</td> </tr> <tr> <td><input type="checkbox"/></td> <td>800000000</td> <td>0</td> <td>None</td> <td>Pecksniff,Seth</td> <td>Active</td> <td>10353</td> <td>IT-Applications Services</td> <td>0420</td> </tr> <tr> <td><input type="checkbox"/></td> <td>800000000</td> <td>0</td> <td>None</td> <td>Wilfer,Bella</td> <td>Active</td> <td>10173</td> <td>IT - Data Network</td> <td>3312</td> </tr> <tr> <td><input type="checkbox"/></td> <td>800000000</td> <td>0</td> <td>None</td> <td>Clare,Ada</td> <td>Active</td> <td>10008</td> <td>IT - Administration</td> <td>3312</td> </tr> </tbody> </table> </div>	Employees								Custom	Select	EmpID	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	<input type="checkbox"/>	800000000	0	Sub	Pocket,Herbert A	Active	10356	IT-Training	0420	<input checked="" type="checkbox"/>	800000000	0	Sub	Pirrip,Philip	Active	10356	IT-Training	1038	<input type="checkbox"/>	800000000	0	Sub	Dorrit,Amy	Active	10057	Common Management System	0420	<input type="checkbox"/>	800000000	0	Sub	Nickelby,Nicholas	Active	10057	Common Management System	0420	<input type="checkbox"/>	800000000	0	None	Pecksniff,Seth	Active	10353	IT-Applications Services	0420	<input type="checkbox"/>	800000000	0	None	Wilfer,Bella	Active	10173	IT - Data Network	3312	<input type="checkbox"/>	800000000	0	None	Clare,Ada	Active	10008	IT - Administration	3312
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<p><b>Step 4:</b> Scroll down to the bottom of the page if it is not visible.</p> <p>Click <b>Continue</b>.</p>  <p>You have the option to <b>Select All</b> employees who have submitted absence entries at the bottom of the page.</p>	<div data-bbox="586 789 1419 1150"> <table border="1"> <tbody> <tr> <td><input type="checkbox"/></td> <td>800000000</td> <td>0</td> <td>None</td> <td>Dedlock,Honorina</td> </tr> <tr> <td><input type="checkbox"/></td> <td>800000000</td> <td>2</td> <td>None</td> <td>Scrooge,Ebenezer</td> </tr> <tr> <td><input type="checkbox"/></td> <td>800000000</td> <td>0</td> <td>None</td> <td>Darnay,Charles</td> </tr> <tr> <td><input type="checkbox"/></td> <td>800000000</td> <td>1</td> <td>None</td> <td>Twist,Oliver</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;"> <span>Select All</span> <span style="margin-left: 20px;">Deselect All</span> <span style="margin-left: 20px; border: 2px solid red; padding: 2px;">Continue</span> </div> </div>	<input type="checkbox"/>	800000000	0	None	Dedlock,Honorina	<input type="checkbox"/>	800000000	2	None	Scrooge,Ebenezer	<input type="checkbox"/>	800000000	0	None	Darnay,Charles	<input type="checkbox"/>	800000000	1	None	Twist,Oliver																																																													
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<p><b>Step 5:</b> All of the employee’s absence entries with a status of “Sub” will appear.</p> <p>Check the <b>Review Status</b> column for each absence entry.</p> <p>A status of “Reviewed” indicates that the timekeeper has reviewed the entry for accuracy.</p> <p>A status of “Needs Corr” indicates that the timekeeper has found a problem with the absence entry that the employee needs to correct.</p> <p>The Review Status is not a required field for approving an absence entry. Managers may approve entries without a Review Status and/or change the Review Status.</p>	<div data-bbox="586 239 1484 567"> <p><b>Approve Reported Absences</b> Aurelia Havisham</p> <p><a href="#">Click for Instructions</a></p> <table border="1"> <thead> <tr> <th colspan="11">Existing Absence Events</th> </tr> <tr> <th>EmpID</th> <th>Rcd#</th> <th>Name</th> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Duration</th> <th>Unit Type</th> <th>Approve</th> <th>Review Status</th> <th>Entry Comments</th> <th>Add Comment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>800000000</td> <td>0</td> <td>Pirrip,Philip</td> <td>Sick - Family Care</td> <td>03/15/2011</td> <td>03/15/2011</td> <td>8.00</td> <td>Hours</td> <td><input type="checkbox"/></td> <td>Reviewed</td> <td><a href="#">Entry Comments</a></td> <td><a href="#">Add Comment</a></td> </tr> <tr> <td>2</td> <td>800000000</td> <td>0</td> <td>Pirrip,Philip</td> <td>Vacation</td> <td>03/29/2011</td> <td>03/29/2011</td> <td>8.00</td> <td>Hours</td> <td><input type="checkbox"/></td> <td>Reviewed</td> <td><a href="#">Entry Comments</a></td> <td><a href="#">Add Comment</a></td> </tr> </tbody> </table> <p><a href="#">Return to Employee List</a></p> </div> <table border="1"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>EmpID</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>Approve</td> <td>Allows manager to place a check mark to mark the absence entry as approved.</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 manager to add a comment.</td> </tr> </tbody> </table>	Existing Absence Events											EmpID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	Review Status	Entry Comments	Add Comment	1	800000000	0	Pirrip,Philip	Sick - Family Care	03/15/2011	03/15/2011	8.00	Hours	<input type="checkbox"/>	Reviewed	<a href="#">Entry Comments</a>	<a href="#">Add Comment</a>	2	800000000	0	Pirrip,Philip	Vacation	03/29/2011	03/29/2011	8.00	Hours	<input type="checkbox"/>	Reviewed	<a href="#">Entry Comments</a>	<a href="#">Add Comment</a>	Field	Description	EmpID	The employee’s Campus-Wide ID/Employee ID.	Rcd#	The employee record number of the position.	Name	The name of the employee.	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).	Approve	Allows manager to place a check mark to mark the absence entry as approved.	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 manager to add a comment.
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<p><b>Step 6:</b> If there are comments for an absence entry, click <b>Entry Comments</b>.</p>  <p>Comments in the Entry Comments field were entered by the employee. Comments in the Add Comment field were entered by either the timekeeper or the manager.</p>	<div data-bbox="586 1486 1484 1583"> <table border="1"> <thead> <tr> <th colspan="11">Existing Absence Events</th> </tr> <tr> <th>EmpID</th> <th>Rcd#</th> <th>Name</th> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Duration</th> <th>Unit Type</th> <th>Approve</th> <th>Review Status</th> <th>Entry Comments</th> <th>Add Comment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>800000000</td> <td>0</td> <td>Pirrip,Philip</td> <td>Sick - Family Care</td> <td>03/15/2011</td> <td>03/15/2011</td> <td>8.00</td> <td>Hours</td> <td><input type="checkbox"/></td> <td>Reviewed</td> <td><a href="#">Entry Comments</a></td> <td><a href="#">Add Comment</a></td> </tr> <tr> <td>2</td> <td>800000000</td> <td>0</td> <td>Pirrip,Philip</td> <td>Vacation</td> <td>03/29/2011</td> <td>03/29/2011</td> <td>8.00</td> <td>Hours</td> <td><input type="checkbox"/></td> <td>Reviewed</td> <td><a href="#">Entry Comments</a></td> <td><a href="#">Add Comment</a></td> </tr> </tbody> </table> </div>	Existing Absence Events											EmpID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	Review Status	Entry Comments	Add Comment	1	800000000	0	Pirrip,Philip	Sick - Family Care	03/15/2011	03/15/2011	8.00	Hours	<input type="checkbox"/>	Reviewed	<a href="#">Entry Comments</a>	<a href="#">Add Comment</a>	2	800000000	0	Pirrip,Philip	Vacation	03/29/2011	03/29/2011	8.00	Hours	<input type="checkbox"/>	Reviewed	<a href="#">Entry Comments</a>	<a href="#">Add Comment</a>																										
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<p><b>Step 6a:</b> Review the comment.</p> <p>Then click <b>Return to Entry Page</b>.</p>	<div data-bbox="586 275 1482 772"> <h3>Absence Event Comments</h3> <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> <div data-bbox="602 443 1468 699" style="border: 1px solid gray; padding: 5px;"> <p>Please enter relationship of family member: daughter</p> </div> <div data-bbox="602 720 794 758" style="border: 1px solid red; padding: 2px; display: inline-block;"> <a href="#">Return to Entry Page</a> </div> </div>																																				
<p><b>Step 7:</b> To add a comment for an absence entry, click <b>Add Comment</b>.</p>	<div data-bbox="586 867 1482 961"> <p>Existing Absence Events</p> <table border="1"> <thead> <tr> <th>EmpID</th> <th>Rcd#</th> <th>Name</th> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Duration</th> <th>Unit Type</th> <th>Approve</th> <th>Review Status</th> <th>Entry Comments</th> <th>Add Comment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>800000000</td> <td>0</td> <td>Pirrip,Philip</td> <td>Sick - Family Care</td> <td>03/15/2011</td> <td>03/15/2011</td> <td>8.00 Hours</td> <td><input type="checkbox"/></td> <td>Reviewed</td> <td>Entry Comments</td> <td>Add Comment</td> </tr> <tr> <td>2</td> <td>800000000</td> <td>0</td> <td>Pirrip,Philip</td> <td>Vacation</td> <td>03/29/2011</td> <td>03/29/2011</td> <td>8.00 Hours</td> <td><input type="checkbox"/></td> <td>Reviewed</td> <td>Entry Comments</td> <td>Add Comment</td> </tr> </tbody> </table> </div>	EmpID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	Review Status	Entry Comments	Add Comment	1	800000000	0	Pirrip,Philip	Sick - Family Care	03/15/2011	03/15/2011	8.00 Hours	<input type="checkbox"/>	Reviewed	Entry Comments	Add Comment	2	800000000	0	Pirrip,Philip	Vacation	03/29/2011	03/29/2011	8.00 Hours	<input type="checkbox"/>	Reviewed	Entry Comments	Add Comment
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<p><b>Step 8:</b> Place a check mark in the Approve column for each absence entry that you are ready to approve.</p>	<div data-bbox="586 1050 1482 1144"> <p>Existing Absence Events</p> <table border="1"> <thead> <tr> <th>EmpID</th> <th>Rcd#</th> <th>Name</th> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Duration</th> <th>Unit Type</th> <th>Approve</th> <th>Review Status</th> <th>Entry Comments</th> <th>Add Comment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>800000000</td> <td>0</td> <td>Pirrip,Philip</td> <td>Sick - Family Care</td> <td>03/15/2011</td> <td>03/15/2011</td> <td>8.00 Hours</td> <td><input checked="" type="checkbox"/></td> <td>Reviewed</td> <td>Entry Comments</td> <td>Add Comment</td> </tr> <tr> <td>2</td> <td>800000000</td> <td>0</td> <td>Pirrip,Philip</td> <td>Vacation</td> <td>03/29/2011</td> <td>03/29/2011</td> <td>8.00 Hours</td> <td><input checked="" type="checkbox"/></td> <td>Reviewed</td> <td>Entry Comments</td> <td>Edit Comment</td> </tr> </tbody> </table> </div>	EmpID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	Review Status	Entry Comments	Add Comment	1	800000000	0	Pirrip,Philip	Sick - Family Care	03/15/2011	03/15/2011	8.00 Hours	<input checked="" type="checkbox"/>	Reviewed	Entry Comments	Add Comment	2	800000000	0	Pirrip,Philip	Vacation	03/29/2011	03/29/2011	8.00 Hours	<input checked="" type="checkbox"/>	Reviewed	Entry Comments	Edit Comment
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<p><b>Step 9:</b> Click <b>Submit</b> to approve the selected absence entries.</p>	<div data-bbox="586 1255 1482 1444"> <p>Absence Requests</p> <table border="1"> <thead> <tr> <th>EmpID</th> <th>Rcd#</th> <th>Name</th> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Duration</th> <th>Unit Type</th> <th>Approve</th> <th>Review Status</th> <th>Entry Comments</th> <th>Add Comment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>800000000</td> <td>0</td> <td>Pirrip,Philip</td> <td>Sick - Family Care</td> <td>03/15/2011</td> <td>03/15/2011</td> <td>8.00 Hours</td> <td><input checked="" type="checkbox"/></td> <td>Reviewed</td> <td>Entry Comments</td> <td>Add Comment</td> </tr> <tr> <td>2</td> <td>800000000</td> <td>0</td> <td>Pirrip,Philip</td> <td>Vacation</td> <td>03/29/2011</td> <td>03/29/2011</td> <td>8.00 Hours</td> <td><input checked="" type="checkbox"/></td> <td>Reviewed</td> <td>Entry Comments</td> <td>Edit Comment</td> </tr> </tbody> </table> <div data-bbox="602 1367 857 1392" style="margin-top: 10px;"> <span>Select All</span> <span>Deselect All</span> <span style="border: 1px solid red; padding: 2px;">Submit</span> </div> <p><a href="#">Return to Employee List</a></p> </div>	EmpID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	Review Status	Entry Comments	Add Comment	1	800000000	0	Pirrip,Philip	Sick - Family Care	03/15/2011	03/15/2011	8.00 Hours	<input checked="" type="checkbox"/>	Reviewed	Entry Comments	Add Comment	2	800000000	0	Pirrip,Philip	Vacation	03/29/2011	03/29/2011	8.00 Hours	<input checked="" type="checkbox"/>	Reviewed	Entry Comments	Edit Comment
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<p><b>Step 10:</b> You will receive a confirmation message indicating that the absence entries were approved.</p> <p>Click <b>OK</b>.</p>	<div data-bbox="586 273 1484 667"> <h3>Approval Confirmation</h3> <p> Two Absence Events were approved and any Review Status changes were saved.</p> <p>All the Absent Events from your selection have been approved. You will now be returned to the <i>Approve Reported Absences</i> page.</p> <p><b>OK</b></p> </div>																																																																																										
<p><b>Step 10a:</b> If you did not approve all absence entries for the employee, you will be returned to the Approve Reported Absences page for the employee.</p> <p>Click <b>Return to Employee List</b> to approve absence entries for another employee.</p>	<div data-bbox="586 762 1484 936"> <p>Existing Absence Events</p> <table border="1"> <thead> <tr> <th>EmpID</th> <th>Rcd#</th> <th>Name</th> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Duration</th> <th>Unit Type</th> <th>Approve</th> <th>Review Status</th> <th>Entry Comments</th> <th>Add Comment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>800000000</td> <td>0</td> <td>Pocket,Herbert A</td> <td>Sick - Family Care</td> <td>02/09/2011</td> <td>02/09/2011</td> <td>4.00</td> <td>Hours</td> <td><input type="checkbox"/></td> <td>Needs Corr</td> <td><a href="#">Entry Comments</a></td> <td><a href="#">Add Comment</a></td> </tr> </tbody> </table> <p><a href="#">Return to Employee List</a></p> </div>	EmpID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	Review Status	Entry Comments	Add Comment	1	800000000	0	Pocket,Herbert A	Sick - Family Care	02/09/2011	02/09/2011	4.00	Hours	<input type="checkbox"/>	Needs Corr	<a href="#">Entry Comments</a>	<a href="#">Add Comment</a>																																																																	
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<p><b>Step 11:</b> You are now viewing the employee list.</p> <p>In the Current Period Absences column, <b>Appr</b> now appears for the employee whose absence entries were just approved.</p> <p>You can now continue approving absences or log out (see section 1).</p>	<div data-bbox="586 1134 1484 1556"> <h3>Approve Reported Absences</h3> <p>Aurelia Havisham <a href="#">Click for Instructions</a></p> <table border="1"> <thead> <tr> <th colspan="10">Employees</th> </tr> <tr> <th>Select</th> <th>EmpID</th> <th>Emp Red</th> <th>Current Period Absence</th> <th>Name</th> <th>Status</th> <th>Dept ID</th> <th>Dept Name</th> <th>Job Code</th> <th>Custom</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>800000000</td> <td>0</td> <td>Sub</td> <td>Pocket,Herbert A</td> <td>Active</td> <td>10356</td> <td>IT-Training</td> <td>0420</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>800000000</td> <td>0</td> <td>Appr</td> <td>Pirrip,Philip</td> <td>Active</td> <td>10356</td> <td>IT-Training</td> <td>1038</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>800000000</td> <td>0</td> <td>Sub</td> <td>Dorrit,Amy</td> <td>Active</td> <td>10057</td> <td>Common Management System</td> <td>0420</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>800000000</td> <td>0</td> <td>Sub</td> <td>Nickelby,Nicholas</td> <td>Active</td> <td>10057</td> <td>Common Management System</td> <td>0420</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>800000000</td> <td>0</td> <td>None</td> <td>Pecksniff,Seth</td> <td>Active</td> <td>10353</td> <td>IT-Applications Services</td> <td>0420</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>800000000</td> <td>0</td> <td>None</td> <td>Wilfer,Bella</td> <td>Active</td> <td>10173</td> <td>IT - Data Network</td> <td>3312</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>800000000</td> <td>0</td> <td>None</td> <td>Clare,Ada</td> <td>Active</td> <td>10008</td> <td>IT - Administration</td> <td>3312</td> <td></td> </tr> </tbody> </table> </div>	Employees										Select	EmpID	Emp Red	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Custom	<input type="checkbox"/>	800000000	0	Sub	Pocket,Herbert A	Active	10356	IT-Training	0420		<input type="checkbox"/>	800000000	0	Appr	Pirrip,Philip	Active	10356	IT-Training	1038		<input type="checkbox"/>	800000000	0	Sub	Dorrit,Amy	Active	10057	Common Management System	0420		<input type="checkbox"/>	800000000	0	Sub	Nickelby,Nicholas	Active	10057	Common Management System	0420		<input type="checkbox"/>	800000000	0	None	Pecksniff,Seth	Active	10353	IT-Applications Services	0420		<input type="checkbox"/>	800000000	0	None	Wilfer,Bella	Active	10173	IT - Data Network	3312		<input type="checkbox"/>	800000000	0	None	Clare,Ada	Active	10008	IT - Administration	3312	
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Processing Steps	Screen Shots
<p><b>Approving An Absence With “Needs Corr” As Review Status</b></p> <p>The “Needs Corr” review status is used when the timekeeper finds a discrepancy between the absence entry and his/her records. Managers have the authority to change the review status and approve these absence entries.</p> <p><b>Step 1:</b> If the Review Status of an absence entry is “Needs Corr,” first check with the timekeeper to ensure that the required correction was completed.</p>	 <p>The screenshot shows a table titled "Existing Absence Events". The table has columns: EmpID, Rcd#, Name, Absence Name, Begin Date, End Date, Duration, Unit Type, Approve, Review Status, Entry Comments, and Add Comment. A single row is displayed with EmpID 1, Rcd# 800000000, Name Pocket,Herbert A, Absence Name Sick - Family Care, Begin Date 02/09/2011, End Date 02/09/2011, Duration 4.00 Hours, Unit Type Hours, Approve checkbox unchecked, and Review Status dropdown set to "Needs Corr". The "Needs Corr" dropdown is highlighted with a red box. Below the table are buttons for "Select All", "Deselect All", and "Submit", and a link for "Return to Employee List".</p>
<p><b>Step 2:</b> Select <b>Reviewed</b> from the drop down menu in the Review Status column.</p>	 <p>The screenshot is a close-up of the "Review Status" column in the table. The dropdown menu is open, showing "Needs Corr" and "Reviewed". The "Reviewed" option is highlighted with a red box. The "Approve" checkbox is also visible and unchecked.</p>
<p><b>Step 3:</b> You can now place a check mark in the Approve column for the absence entry.</p> <p>Then click <b>Submit</b>.</p> <p> To mark all absence entries on the page as Approved, click <b>Select All</b>.</p>	 <p>The screenshot shows a table titled "Absence Requests". The table has columns: EmpID, Rcd#, Name, Absence Name, Begin Date, End Date, Duration, Unit Type, Approve, Review Status, Entry Comments, and Add Comment. A single row is displayed with EmpID 1, Rcd# 800000000, Name Pocket,Herbert A, Absence Name Sick - Family Care, Begin Date 02/09/2011, End Date 02/09/2011, Duration 4.00 Hours, Unit Type Hours, Approve checkbox checked, and Review Status dropdown set to "Reviewed". The "Approve" checkbox and "Reviewed" dropdown are highlighted with red boxes. Below the table are buttons for "Select All", "Deselect All", and "Submit".</p>

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<p><b>Step 4:</b> You will receive a confirmation that the absence entries were approved.</p> <p>Click <b>OK</b> to return to the employees list.</p>	 <p><b>Approval Confirmation</b></p> <p>✓ One Absence Event was approved and any Review Status changes were saved.</p> <p>All the Absent Events from your selection have been approved. You will now be returned to the <i>Approve Reported Absences</i> page.</p> <p><b>OK</b></p>																				
<p><b>Returning An Absence Entry For Correction</b></p> <p>If there is an error in an absence entry that needs to be corrected before you can approve it, you can return the entry to the employee for correction.</p> <p><b>Step 1:</b> Select <b>Needs Corr</b> from the drop down menu in the Review Status column for the absence entry that needs correction.</p>	 <table border="1"> <thead> <tr> <th>Duration</th> <th>Unit Type</th> <th>Approve</th> <th>Review Status</th> </tr> </thead> <tbody> <tr> <td>8.00</td> <td>Hours</td> <td><input type="checkbox"/></td> <td>[Dropdown]</td> </tr> <tr> <td>0.00</td> <td>Days</td> <td><input type="checkbox"/></td> <td>Needs Corr</td> </tr> <tr> <td>6.00</td> <td>Hours</td> <td><input type="checkbox"/></td> <td>Reviewed</td> </tr> </tbody> </table>	Duration	Unit Type	Approve	Review Status	8.00	Hours	<input type="checkbox"/>	[Dropdown]	0.00	Days	<input type="checkbox"/>	Needs Corr	6.00	Hours	<input type="checkbox"/>	Reviewed				
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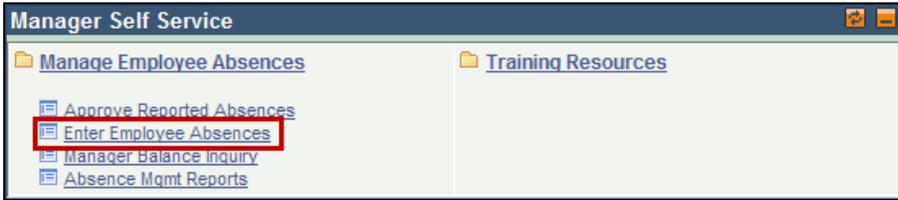
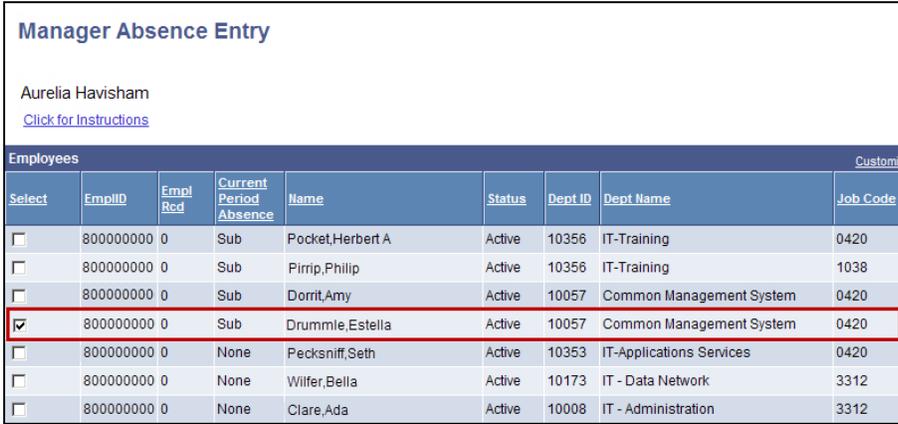
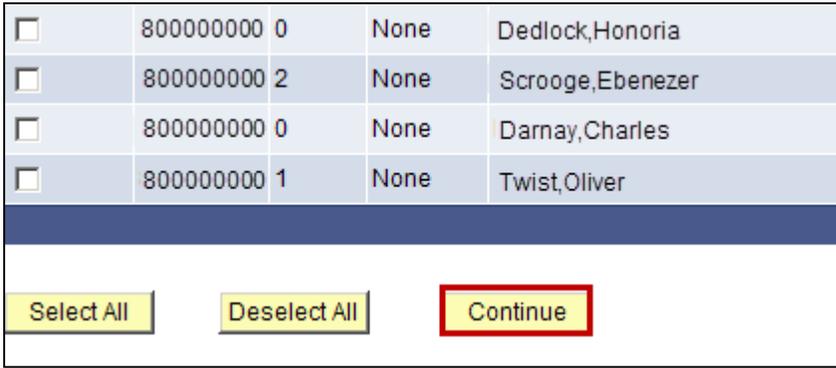
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<p><b>Step 3:</b> Enter a comment indicating what the employee needs to correct for the absence entry.</p> <p>Click <b>Save Comments</b>.</p>  <p>This comment will be included in the email that the system sends to the employee. The manager will not receive a copy of the email.</p>	<div data-bbox="586 270 1484 768"> <h3 style="color: #4F81BD;">Approval Comments</h3> <p>Enter comments to be associated with the approval and click the Save Comments button to save them. To return without saving click the Return to Approvals Page link.</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> <p>You have entered that no time was taken. My records show that you took a sick day on 2/15/11. Please update your absence entry.</p> </div> <div style="text-align: right; margin-top: 10px;"> <span style="border: 2px solid red; padding: 2px 10px;">Save Comments</span> </div> </div>																																																																											
<p><b>Step 4:</b> Click <b>Submit</b> to update the Review Status of the absence entry.</p>	<div data-bbox="586 863 1484 1045"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="11">Absence Requests</th> </tr> <tr> <th>EmpID</th> <th>Rcd#</th> <th>Name</th> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Duration</th> <th>Unit Type</th> <th>Approve</th> <th>Review Status</th> <th>Entry Comments</th> <th>Edit Comment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>800000000</td> <td>0</td> <td>Dorrit,Amy</td> <td>Sick - Family Care</td> <td>01/07/2011</td> <td>01/07/2011</td> <td>8.00</td> <td>Hours</td> <td><input type="checkbox"/></td> <td>Reviewed</td> <td><a href="#">Entry Comments</a></td> <td><a href="#">Edit Comment</a></td> </tr> <tr> <td>2</td> <td>800000000</td> <td>0</td> <td>Dorrit,Amy</td> <td>No Time Taken</td> <td>02/01/2011</td> <td>03/01/2011</td> <td>0.00</td> <td>Days</td> <td><input type="checkbox"/></td> <td>Needs Corr</td> <td><a href="#">Entry Comments</a></td> <td><a href="#">Edit Comment</a></td> </tr> <tr> <td>3</td> <td>800000000</td> <td>0</td> <td>Dorrit,Amy</td> <td>Sick - Self</td> <td>04/12/2011</td> <td>04/12/2011</td> <td>6.00</td> <td>Hours</td> <td><input type="checkbox"/></td> <td>Reviewed</td> <td><a href="#">Entry Comments</a></td> <td><a href="#">Edit Comment</a></td> </tr> <tr> <td>4</td> <td>800000000</td> <td>0</td> <td>Dorrit,Amy</td> <td>Vacation</td> <td>04/18/2011</td> <td>04/18/2011</td> <td>6.00</td> <td>Hours</td> <td><input type="checkbox"/></td> <td>Reviewed</td> <td><a href="#">Entry Comments</a></td> <td><a href="#">Edit Comment</a></td> </tr> </tbody> </table> <div style="margin-top: 5px;"> <span>Select All</span> <span style="margin-left: 20px;">Deselect All</span> <span style="margin-left: 20px; border: 2px solid red; padding: 2px 10px;">Submit</span> </div> </div>	Absence Requests											EmpID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	Review Status	Entry Comments	Edit Comment	1	800000000	0	Dorrit,Amy	Sick - Family Care	01/07/2011	01/07/2011	8.00	Hours	<input type="checkbox"/>	Reviewed	<a href="#">Entry Comments</a>	<a href="#">Edit Comment</a>	2	800000000	0	Dorrit,Amy	No Time Taken	02/01/2011	03/01/2011	0.00	Days	<input type="checkbox"/>	Needs Corr	<a href="#">Entry Comments</a>	<a href="#">Edit Comment</a>	3	800000000	0	Dorrit,Amy	Sick - Self	04/12/2011	04/12/2011	6.00	Hours	<input type="checkbox"/>	Reviewed	<a href="#">Entry Comments</a>	<a href="#">Edit Comment</a>	4	800000000	0	Dorrit,Amy	Vacation	04/18/2011	04/18/2011	6.00	Hours	<input type="checkbox"/>	Reviewed	<a href="#">Entry Comments</a>	<a href="#">Edit Comment</a>
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2	800000000	0	Dorrit,Amy	No Time Taken	02/01/2011	03/01/2011	0.00	Days	<input type="checkbox"/>	Needs Corr	<a href="#">Entry Comments</a>	<a href="#">Edit Comment</a>																																																																
3	800000000	0	Dorrit,Amy	Sick - Self	04/12/2011	04/12/2011	6.00	Hours	<input type="checkbox"/>	Reviewed	<a href="#">Entry Comments</a>	<a href="#">Edit Comment</a>																																																																
4	800000000	0	Dorrit,Amy	Vacation	04/18/2011	04/18/2011	6.00	Hours	<input type="checkbox"/>	Reviewed	<a href="#">Entry Comments</a>	<a href="#">Edit Comment</a>																																																																
<p><b>Step 5:</b> You will receive a confirmation that the changes were saved.</p> <p>Click <b>OK</b>.</p>	<div data-bbox="586 1140 1268 1451"> <h3 style="color: #4F81BD;">Approval Confirmation</h3> <div style="text-align: center; margin: 20px 0;">  <span style="font-size: 1.2em;">Changes to Review Status were saved.</span> </div> <div style="text-align: center; margin-top: 20px;"> <span style="border: 2px solid yellow; padding: 5px 15px;">OK</span> </div> </div>																																																																											
<p><b>Step 6:</b> Click <b>Return to Employee List</b> to review/approve absence entries for another employee.</p>	<div data-bbox="586 1543 1484 1780"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="11">Existing Absence Events</th> </tr> <tr> <th>EmpID</th> <th>Rcd#</th> <th>Name</th> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Duration</th> <th>Unit Type</th> <th>Approve</th> <th>Review Status</th> <th>Entry Comments</th> <th>Edit Comment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>800000000</td> <td>0</td> <td>Dorrit,Amy</td> <td>Sick - Family Care</td> <td>01/07/2011</td> <td>01/07/2011</td> <td>8.00</td> <td>Hours</td> <td><input type="checkbox"/></td> <td>Reviewed</td> <td><a href="#">Entry Comments</a></td> <td><a href="#">Edit Comment</a></td> </tr> <tr> <td>2</td> <td>800000000</td> <td>0</td> <td>Dorrit,Amy</td> <td>No Time Taken</td> <td>02/01/2011</td> <td>03/01/2011</td> <td>0.00</td> <td>Days</td> <td><input type="checkbox"/></td> <td>Needs Corr</td> <td><a href="#">Entry Comments</a></td> <td><a href="#">Edit Comment</a></td> </tr> <tr> <td>3</td> <td>800000000</td> <td>0</td> <td>Dorrit,Amy</td> <td>Sick - Self</td> <td>04/12/2011</td> <td>04/12/2011</td> <td>6.00</td> <td>Hours</td> <td><input type="checkbox"/></td> <td>Reviewed</td> <td><a href="#">Entry Comments</a></td> <td><a href="#">Edit Comment</a></td> </tr> <tr> <td>4</td> <td>800000000</td> <td>0</td> <td>Dorrit,Amy</td> <td>Vacation</td> <td>04/18/2011</td> <td>04/18/2011</td> <td>6.00</td> <td>Hours</td> <td><input type="checkbox"/></td> <td>Reviewed</td> <td><a href="#">Entry Comments</a></td> <td><a href="#">Edit Comment</a></td> </tr> </tbody> </table> <div style="margin-top: 5px;"> <span>Select All</span> <span style="margin-left: 20px;">Deselect All</span> <span style="margin-left: 20px;">Submit</span> </div> <div style="margin-top: 10px;"> <span style="border: 2px solid red; padding: 2px 10px;">Return to Employee List</span> </div> </div>	Existing Absence Events											EmpID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	Review Status	Entry Comments	Edit Comment	1	800000000	0	Dorrit,Amy	Sick - Family Care	01/07/2011	01/07/2011	8.00	Hours	<input type="checkbox"/>	Reviewed	<a href="#">Entry Comments</a>	<a href="#">Edit Comment</a>	2	800000000	0	Dorrit,Amy	No Time Taken	02/01/2011	03/01/2011	0.00	Days	<input type="checkbox"/>	Needs Corr	<a href="#">Entry Comments</a>	<a href="#">Edit Comment</a>	3	800000000	0	Dorrit,Amy	Sick - Self	04/12/2011	04/12/2011	6.00	Hours	<input type="checkbox"/>	Reviewed	<a href="#">Entry Comments</a>	<a href="#">Edit Comment</a>	4	800000000	0	Dorrit,Amy	Vacation	04/18/2011	04/18/2011	6.00	Hours	<input type="checkbox"/>	Reviewed	<a href="#">Entry Comments</a>	<a href="#">Edit Comment</a>
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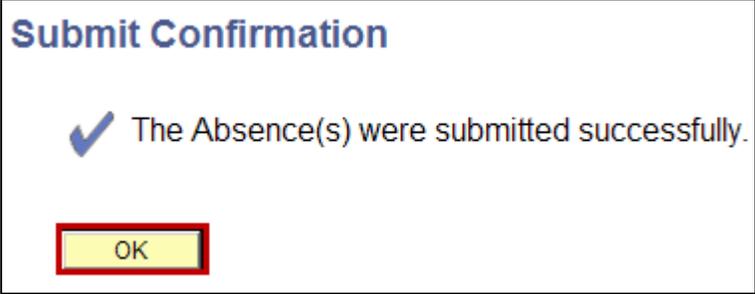
### 3.0 Entering Absences on Behalf of an Employee

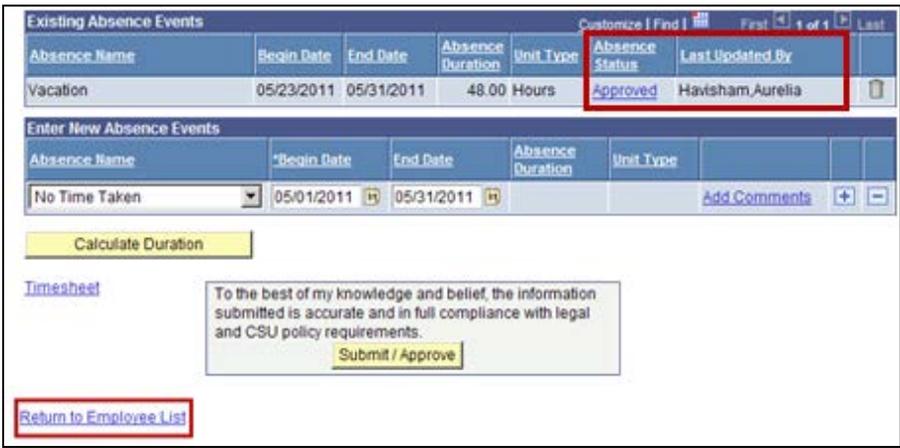
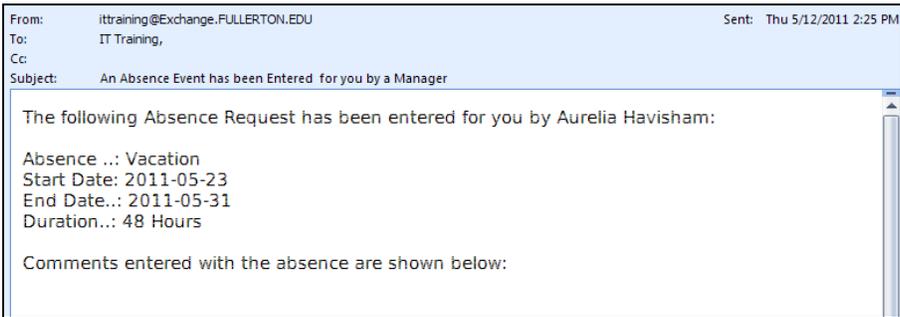
Managers can use the Manager Absence Entry feature to enter absences on behalf of an employee.



If a timekeeper or manager enters absences on behalf of an employee, a signed CMS 634 Form must be submitted to Payroll.

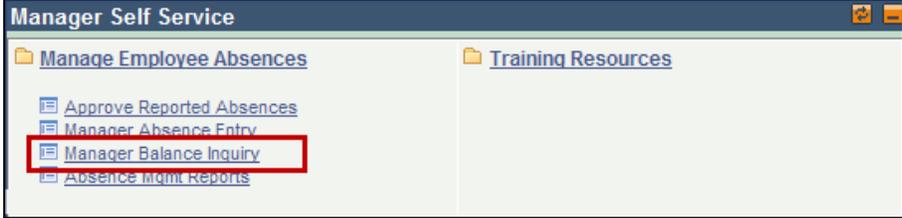
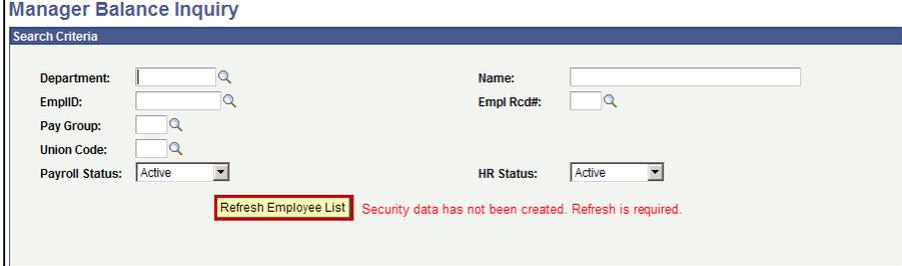
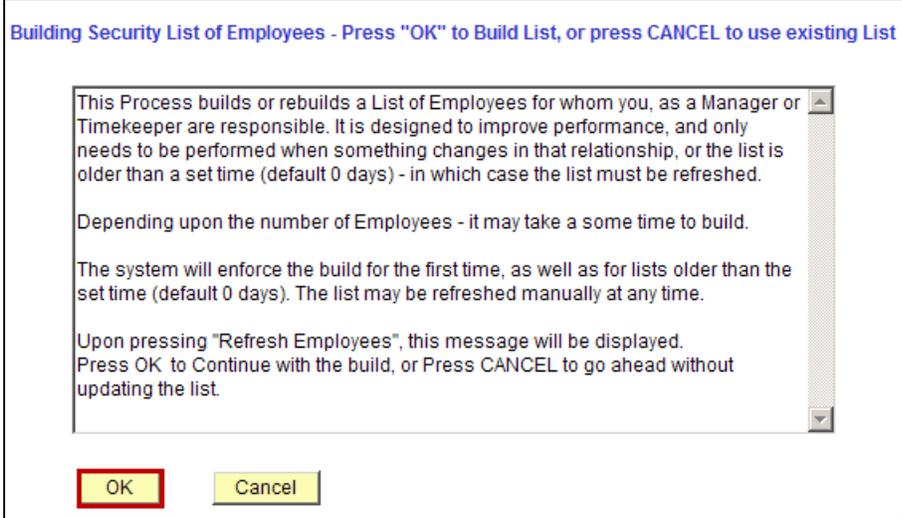
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<p><b>Step 1:</b> On Titan Online, click on <b>Enter Employee Absences</b> on the Manager Self Service box.</p>																																																																									
<p><b>Step 2:</b> A list of the employees for whom you are the designated manager appears.  Place a check mark next to the employee(s) for whom you wish to create absence entries.</p>	 <table border="1" data-bbox="583 968 1481 1245"> <thead> <tr> <th>Select</th> <th>EmpID</th> <th>Empl Red</th> <th>Current Period Absence</th> <th>Name</th> <th>Status</th> <th>Dept ID</th> <th>Dept Name</th> <th>Job Code</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>800000000</td> <td>0</td> <td>Sub</td> <td>Pocket,Herbert A</td> <td>Active</td> <td>10356</td> <td>IT-Training</td> <td>0420</td> </tr> <tr> <td><input type="checkbox"/></td> <td>800000000</td> <td>0</td> <td>Sub</td> <td>Pirrip,Philip</td> <td>Active</td> <td>10356</td> <td>IT-Training</td> <td>1038</td> </tr> <tr> <td><input type="checkbox"/></td> <td>800000000</td> <td>0</td> <td>Sub</td> <td>Dorrit,Amy</td> <td>Active</td> <td>10057</td> <td>Common Management System</td> <td>0420</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>800000000</td> <td>0</td> <td>Sub</td> <td>Drummie,Estella</td> <td>Active</td> <td>10057</td> <td>Common Management System</td> <td>0420</td> </tr> <tr> <td><input type="checkbox"/></td> <td>800000000</td> <td>0</td> <td>None</td> <td>Pecksniff,Seth</td> <td>Active</td> <td>10353</td> <td>IT-Applications Services</td> <td>0420</td> </tr> <tr> <td><input type="checkbox"/></td> <td>800000000</td> <td>0</td> <td>None</td> <td>Wilfer,Bella</td> <td>Active</td> <td>10173</td> <td>IT - Data Network</td> <td>3312</td> </tr> <tr> <td><input type="checkbox"/></td> <td>800000000</td> <td>0</td> <td>None</td> <td>Clare,Ada</td> <td>Active</td> <td>10008</td> <td>IT - Administration</td> <td>3312</td> </tr> </tbody> </table>	Select	EmpID	Empl Red	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	<input type="checkbox"/>	800000000	0	Sub	Pocket,Herbert A	Active	10356	IT-Training	0420	<input type="checkbox"/>	800000000	0	Sub	Pirrip,Philip	Active	10356	IT-Training	1038	<input type="checkbox"/>	800000000	0	Sub	Dorrit,Amy	Active	10057	Common Management System	0420	<input checked="" type="checkbox"/>	800000000	0	Sub	Drummie,Estella	Active	10057	Common Management System	0420	<input type="checkbox"/>	800000000	0	None	Pecksniff,Seth	Active	10353	IT-Applications Services	0420	<input type="checkbox"/>	800000000	0	None	Wilfer,Bella	Active	10173	IT - Data Network	3312	<input type="checkbox"/>	800000000	0	None	Clare,Ada	Active	10008	IT - Administration	3312
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Processing Steps	Screen Shots																										
<p><b>Step 4:</b> You can now use the Enter New Absence Events section to create absence entries for this employee.</p> <p> Please view the Absence Management Employee User Guide for information on creating absence entries.</p>	 <p><b>Report and View Employee Absences</b></p> <p>Estella Drummle 800000000 0 Admin Support Coord 12 Mo 1035 IT-Academic Technology 10056</p> <p><a href="#">Click for Instructions</a></p> <p>From <input type="text" value="05/01/2011"/> Through <input type="text" value="05/31/2011"/></p> <p>Existing Absence Events <span>Customize   Find</span> <span>First 1 of 1 Last</span></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>Last Updated By</th> </tr> </thead> <tbody> <tr> <td colspan="6"> </td> </tr> </tbody> </table> <p>Enter New Absence Events</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></th> <th></th> </tr> </thead> <tbody> <tr> <td>No Time Taken</td> <td>05/01/2011</td> <td>05/31/2011</td> <td></td> <td></td> <td><a href="#">Add Comments</a></td> <td><input type="button" value="+"/> <input type="button" value="-"/></td> </tr> </tbody> </table> <p><input type="button" value="Calculate Duration"/></p> <p><a href="#">Timesheet</a></p> <div style="border: 1px solid gray; padding: 5px;"> <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><input type="button" value="Submit / Approve"/></p> </div> <p><a href="#">Return to Employee List</a></p>	Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By							Absence Name	*Begin Date	End Date	Absence Duration	Unit Type			No Time Taken	05/01/2011	05/31/2011			<a href="#">Add Comments</a>	<input type="button" value="+"/> <input type="button" value="-"/>
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By																						
Absence Name	*Begin Date	End Date	Absence Duration	Unit Type																							
No Time Taken	05/01/2011	05/31/2011			<a href="#">Add Comments</a>	<input type="button" value="+"/> <input type="button" value="-"/>																					
<p><b>Step 5:</b> Once you have created the entries, click <b>Submit/Approve</b>.</p> <p> When a manager creates an absence entry on behalf of an employee, the absence is automatically approved when it is submitted.</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>05/23/2011</td> <td>05/31/2011</td> <td>224.852</td> <td>None</td> <td>48.00</td> <td>Hours</td> </tr> </tbody> </table> <p><input type="button" value="Calculate Duration"/></p> <p><a href="#">Timesheet</a></p> <div style="border: 1px solid gray; padding: 5px;"> <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><input type="button" value="Submit / Approve"/></p> </div>	Absence Name	*Begin Date	End Date	Balance	*Partial Days	Absence Duration	Unit Type	Vacation	05/23/2011	05/31/2011	224.852	None	48.00	Hours												
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<p><b>Step 6:</b> You will receive a confirmation that the entries were submitted.</p> <p>Click <b>OK</b>.</p>	 <p><b>Submit Confirmation</b></p> <p><input checked="" type="checkbox"/> The Absence(s) were submitted successfully.</p> <p><input type="button" value="OK"/></p>																										

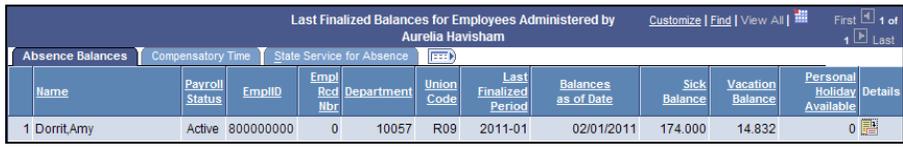
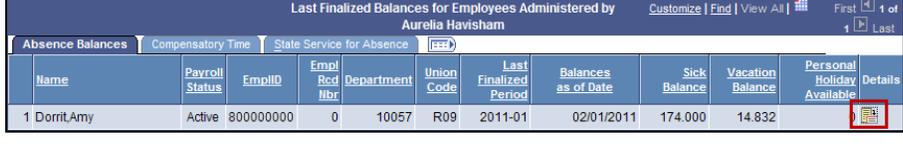
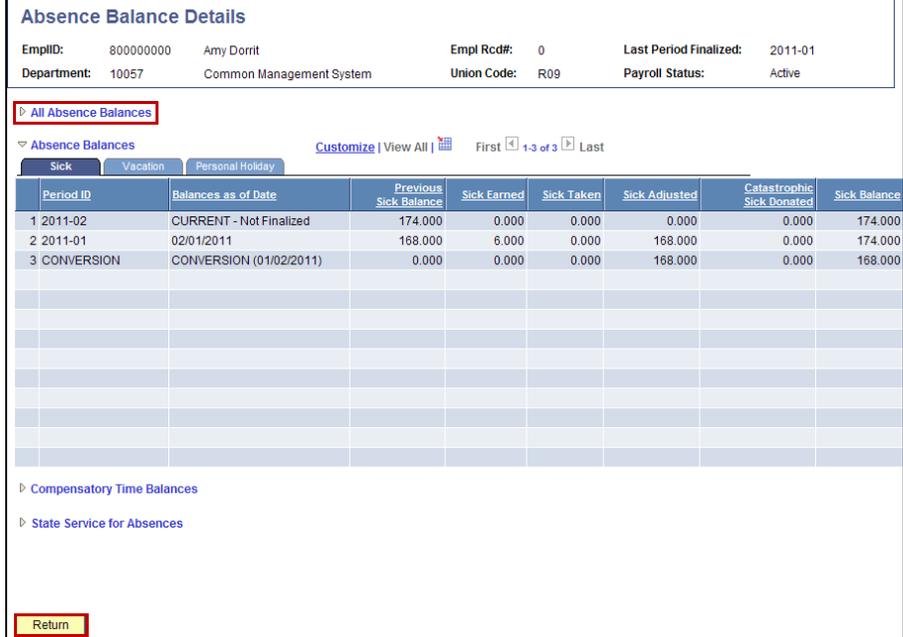
Processing Steps	Screen Shots
<p><b>Step 7:</b> The absence entries now appear in the Existing Absence Events section, indicating Absence Status as already “Approved” and was “Last Updated” by you.</p> <p>Click <b>Return to Employee List</b> to enter absences for another employee.</p>	
<p><b>Step 8:</b> The employee will automatically receive an email indicating that an absence entry has been created on their behalf.</p>	

## 4.0 Manager Balance Inquiry

Managers can view employee absence/leave balances using the Manager Balance Inquiry functionality.

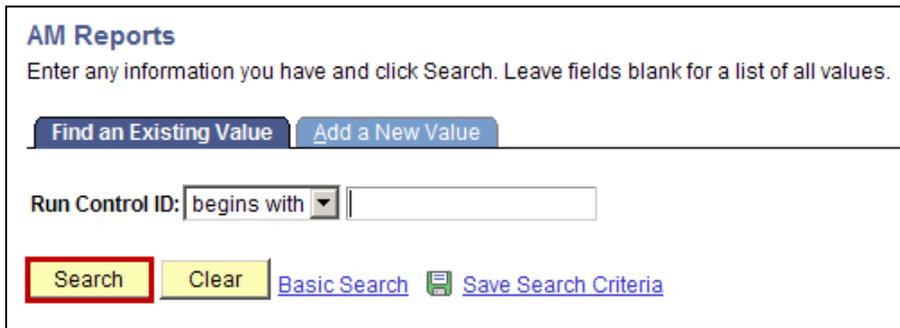
Processing Steps	Screen Shots
<p><b>Step 1:</b> On Titan Online, click on <b>Manager Balance Inquiry</b> on the Manager Self Service box.</p>	 <p>The screenshot shows the 'Manager Self Service' window with a left-hand menu. The 'Manager Balance Inquiry' option is highlighted with a red rectangular box. Other options include 'Approve Reported Absences', 'Manager Absence Entry', and 'Absence Inqmt Reports'. The right-hand side shows 'Training Resources'.</p>
<p><b>Step 2:</b> The first time you access this component, you will be required to click <b>Refresh Employee List</b>.</p> <p> The Refresh Employee List process generates a current list of all active employees for whom you are the designated manager.</p>	 <p>The screenshot shows the 'Manager Balance Inquiry' search criteria form. Fields include Department, EmplID, Pay Group, Union Code, and Payroll Status (set to Active). On the right, there are fields for Name, Empl Rcd#, and HR Status (set to Active). A red box highlights the 'Refresh Employee List' button, with a red error message below it: 'Security data has not been created. Refresh is required.'</p>
<p><b>Step 2a:</b> Click <b>OK</b>.</p> <p> It may take several minutes for this process to run.</p>	 <p>The screenshot shows a dialog box titled 'Building Security List of Employees - Press "OK" to Build List, or press CANCEL to use existing List'. The text inside explains that the process builds or rebuilds a list of employees for whom the manager or timekeeper is responsible. It notes that the list must be refreshed if it is older than a set time (default 0 days). It also states that the system will enforce the build for the first time and for lists older than the set time. At the bottom, there are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a red box.</p>

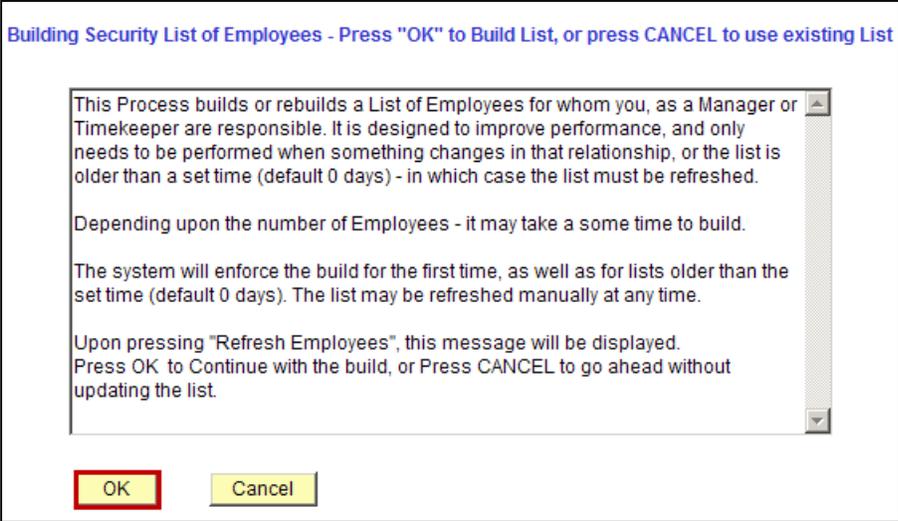
Processing Steps	Screen Shots
<p><b>Step 3:</b> Check the Last Refresh date.</p> <p>If it is more than 5 days in the past, click <b>Refresh Employee List</b>.</p> <p>If not, continue to the next step.</p>	 <p><b>Manager Balance Inquiry</b></p> <p>Search Criteria</p> <p>Department: <input type="text"/> Name: <input type="text"/></p> <p>EmplID: <input type="text"/> Empl Rcd#: <input type="text"/></p> <p>Pay Group: <input type="text"/></p> <p>Union Code: <input type="text"/></p> <p>Payroll Status: Active HR Status: Active</p> <p>Search Clear Refresh Employee List Last Refresh was: 05/12/11</p>
<p><b>Step 4:</b> The following search criteria are available:</p> <ul style="list-style-type: none"> <li>• Department</li> <li>• Name</li> <li>• EmplID</li> <li>• Empl Rcd#</li> <li>• Pay Group</li> <li>• Union Code</li> <li>• Payroll Status</li> <li>• HR Status</li> </ul> <p>Enter the search criteria you wish to use.</p> <p>Then click <b>Search</b>.</p> <p> 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.</p>	 <p><b>Manager Balance Inquiry</b></p> <p>Search Criteria</p> <p>Department: 10057 Common Management System Name: <input type="text"/></p> <p>EmplID: 800000000 Amy Dorrit Empl Rcd#: <input type="text"/></p> <p>Pay Group: <input type="text"/></p> <p>Union Code: <input type="text"/></p> <p>Payroll Status: Active HR Status: Active</p> <p>Search Clear Refresh Employee List Last Refresh was: 05/12/11</p>

Processing Steps	Screen Shots																																
<p><b>Step 5:</b> The search results appear.</p> <p>There are three tabs of information on this screen:</p> <ul style="list-style-type: none"> <li>• <b>Absence Balances</b> <ul style="list-style-type: none"> <li>- Sick, Vacation, and Personal Holiday balances</li> </ul> </li> <li>• <b>Compensatory Time</b> <ul style="list-style-type: none"> <li>- CTO, Holiday Credit, Holiday CTO, Excess, and ADO balances</li> </ul> </li> <li>• <b>State Service for Absence</b> <ul style="list-style-type: none"> <li>- State Service, State Service Carryover, Sick Carryover, Vacation Carryover, and State FTE Carryover amounts</li> </ul> </li> </ul> <p>Click on a tab to view it or to view all of the available information on one page, click the <b>Show all columns</b> icon (.</p>																																	
<p><b>Step 6:</b> To view additional details on the balances, click the Details icon (.</p>																																	
<p><b>Step 6a:</b> The employee's balance details appear.</p> <p>You can review all of the details on this page by selecting the arrow icon (  ) next to <b>All Absence Balances</b>.</p> <p>When you are finished reviewing this page, click <b>Return</b>.</p>	 <p><b>Absence Balance Details</b></p> <p>EmplID: 800000000    Amy Dorrit    Empl Rcd#: 0    Last Period Finalized: 2011-01      Department: 10057    Common Management System    Union Code: R09    Payroll Status: Active</p> <p><a href="#">All Absence Balances</a></p> <p>▼ Absence Balances    Customize   View All   First 1-3 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>174.000</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>174.000</td> </tr> <tr> <td>2 2011-01</td> <td>02/01/2011</td> <td>168.000</td> <td>6.000</td> <td>0.000</td> <td>168.000</td> <td>0.000</td> <td>174.000</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>168.000</td> <td>0.000</td> <td>168.000</td> </tr> </tbody> </table> <p>▶ Compensatory Time Balances      ▶ State Service for Absences</p> <p><a href="#">Return</a></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	174.000	0.000	0.000	0.000	0.000	174.000	2 2011-01	02/01/2011	168.000	6.000	0.000	168.000	0.000	174.000	3 CONVERSION	CONVERSION (01/02/2011)	0.000	0.000	0.000	168.000	0.000	168.000
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## 5.0 Absence Management Reports

Managers can run several queries and reports on Absence Management.

Processing Steps	Screen Shots
<p><b>Step 1:</b> On Titan Online, click on <b>Absence Mgmt Reports</b> on the Manager Self Service box.</p>	 <p>The screenshot shows the 'Manager Self Service' window with a navigation menu. Under the 'Manage Employee Absences' folder, the 'Absence Mgmt Reports' link is highlighted with a red rectangular box.</p>
<p><b>Step 2:</b> You will need to enter a Run Control ID.</p> <p>You need to have a run control ID in order to run reports in CMS.</p> <p><b>Run Control ID</b> identifies specific run control settings for a particular report or process.</p> <p>Click <b>Search</b> to select a Run Control ID that you have already created.</p> <p> If this is your first time running the report, click <b>Add a New Value</b>.</p>	 <p>The screenshot shows the 'AM Reports' search page. It includes a search bar with a dropdown menu set to 'begins with'. Below the search bar, the 'Search' button is highlighted with a red rectangular box. Other buttons include 'Find an Existing Value', 'Add a New Value', 'Clear', 'Basic Search', and 'Save Search Criteria'.</p>
<p><b>Step 2a:</b> To add a Run Control ID, enter "AM_Reports" (or any other name you wish to use for the Run Control).</p> <p> Run Control IDs cannot have spaces in the name. Omit any spaces or use an underscore.</p> <p>Click <b>Add</b>.</p>	 <p>The screenshot shows the 'AM Reports' page with 'AM_Reports' entered into the 'Run Control ID' field. The 'Add' button is highlighted with a red rectangular box.</p>

Processing Steps	Screen Shots
<p><b>Step 3:</b> Check the Last Refresh date.</p> <p>If it is more than 5 days in the past or if the system indicates that a refresh is required, click <b>Refresh Employee List</b>.</p> <p>If not, continue to step 4.</p>	
<p><b>Step 3a:</b> Click <b>OK</b>.</p> <p> It may take several minutes for this process to run.</p>	
<p><b>Step 4:</b> The following search criteria are available:</p> <ul style="list-style-type: none"> <li>• EmplID</li> <li>• Empl Rcd #</li> <li>• CSU Unit</li> <li>• Department</li> <li>• Period ID</li> </ul> <p>Enter your search criteria.</p> <p> 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.</p>	

Processing Steps	Screen Shots																																																												
<p><b>Step 5:</b> Click on the name of the report you wish to run.</p> <p>The available reports are:</p> <ul style="list-style-type: none"> <li>• <b>Absence Activity</b> <ul style="list-style-type: none"> <li>- Lists all absence-related activity (including entitlements, usage, adjustments, and balances) for each employee during the period(s) selected.</li> </ul> </li> <li>• <b>Absence Adjustment</b> <ul style="list-style-type: none"> <li>- Lists all of the absence adjustments that have not yet been processed.</li> </ul> </li> <li>• <b>No Time Reported</b> <ul style="list-style-type: none"> <li>- Lists all employees who have no reported time for the pay period(s) selected.</li> </ul> </li> <li>• <b>Reported Absence Not Processed</b> <ul style="list-style-type: none"> <li>- Lists all approved absences that have not yet been processed by Payroll.</li> </ul> </li> <li>• <b>Reported Absences</b> <ul style="list-style-type: none"> <li>- Lists all reported absences for all employees for the pay period(s) selected.</li> </ul> </li> <li>• <b>Reported Absences Not Approved</b> <ul style="list-style-type: none"> <li>- Lists all reported absences that have not been approved by a manager.</li> </ul> </li> </ul>	<div data-bbox="584 268 1469 735"> <p>Report Control ID: AM_Reports</p> <p><b>Absence Report Search</b></p> <p>EmplID: <input type="text"/> </p> <p>Empl Rcd#: <input type="text"/> </p> <p>CSU Unit: <input type="text"/> </p> <p>Department: 10356  IT-Training</p> <p>Period ID: 2011-03  Ending Period ID: 2011-03 </p> <p><input type="button" value="Clear"/> <input type="button" value="Refresh Employee List"/> No Refresh Required (last refresh)</p> </div> <p>* Click on hyperlink for online query reporting * Check box(es) to include in report run</p> <div data-bbox="584 840 1274 1270"> <p>Monthly Processing</p> <p><input type="checkbox"/> Absence Activity <input checked="" type="checkbox"/> <a href="#">Select All</a></p> <p><input type="checkbox"/> Absence Adjustment <input type="checkbox"/> <a href="#">Clear All</a></p> <p><input type="checkbox"/> No Time Reported</p> <p><input type="checkbox"/> Reported Absence Not Processed</p> <p><input type="checkbox"/> <b>Reported Absences</b></p> <p><input type="checkbox"/> Reported Absences Not Approved</p> <p><input type="button" value="Save"/></p> </div>																																																												
<p><b>Step 6:</b> Review the report.</p> <p>Click on a tab to view it or to view all of the available information on one page, click the <b>Show all columns</b> icon ().</p> <p>To download the records showing on this page, click the Download To Excel icon () at the top right of the bar above the results.</p>	<div data-bbox="584 1438 1485 1806"> <p>Reported Absences Report</p> <p>Report Control ID: AM_Reports</p> <p>Absence Report Search</p> <p>EmplID: <input type="text"/></p> <p>Empl Rcd#: <input type="text"/></p> <p>CSU Unit: <input type="text"/></p> <p>Department: 10356 IT-Training</p> <p>Period ID: 2011-03 Ending Period ID: 2011-03</p> <p>Absence Filter: <input type="text"/></p> <p><a href="#">Return to Previous Page</a></p> <p><a href="#">Return to Previous Page</a> <a href="#">Print</a> <a href="#">Print 1-4 of 3</a> <a href="#">List</a></p> <table border="1"> <thead> <tr> <th>EmplID</th> <th>Rcd#</th> <th>Name</th> <th>AM Pay Group</th> <th>Absence Type</th> <th>Begin Date</th> <th>End Date</th> <th>Duration</th> <th>Approval Status</th> <th>Absence Status</th> <th>Partial Hours</th> <th>All Days</th> <th>End Date</th> <th>Void</th> <th>Source</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>800295966</td> <td>Pocket,Herbert A</td> <td>CSUEU SALX</td> <td>No Time Taken</td> <td>03/02/2011</td> <td>03/31/2011</td> <td>0.00000</td> <td>N</td> <td>Submitted</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>Manager</td> </tr> <tr> <td>2</td> <td>800484735</td> <td>Training1,CMS</td> <td>CSUEU SALN</td> <td>Sick - Family Care</td> <td>03/15/2011</td> <td>03/15/2011</td> <td>8.00000</td> <td>N</td> <td>Submitted</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>Employee</td> </tr> <tr> <td>3</td> <td>800484735</td> <td>Training1,CMS</td> <td>CSUEU SALN</td> <td>Vacation</td> <td>03/29/2011</td> <td>03/29/2011</td> <td>8.00000</td> <td>N</td> <td>Submitted</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>Employee</td> </tr> </tbody> </table> <p><a href="#">Return to Previous Page</a></p> </div>	EmplID	Rcd#	Name	AM Pay Group	Absence Type	Begin Date	End Date	Duration	Approval Status	Absence Status	Partial Hours	All Days	End Date	Void	Source	1	800295966	Pocket,Herbert A	CSUEU SALX	No Time Taken	03/02/2011	03/31/2011	0.00000	N	Submitted	N	N	N	N	Manager	2	800484735	Training1,CMS	CSUEU SALN	Sick - Family Care	03/15/2011	03/15/2011	8.00000	N	Submitted	N	N	N	N	Employee	3	800484735	Training1,CMS	CSUEU SALN	Vacation	03/29/2011	03/29/2011	8.00000	N	Submitted	N	N	N	N	Employee
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## 6.0 Field Definitions

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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: <ul style="list-style-type: none"> <li>• None: no absence entries have been submitted.</li> <li>• Sub: the employee has submitted an absence entry.</li> <li>• Appr: the employee's submitted absence entries have been approved by a manager.</li> </ul>
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.
Name	The name of the employee.
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).
Approve	Allows manager to place a check mark to mark the absence entry as approved.
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 manager to add a comment.