



CALIFORNIA STATE UNIVERSITY
FULLERTON

**Human Resources Absence Management
Teaching Associate/Graduate Assistant Guide**

Last Revised: 08/29/11

REVISION CONTROL

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Revision History

Revision Date	Revised By	Summary of Revisions	Section(s) Revised
Click here to enter Revision Date		Click here to enter Revision Date	

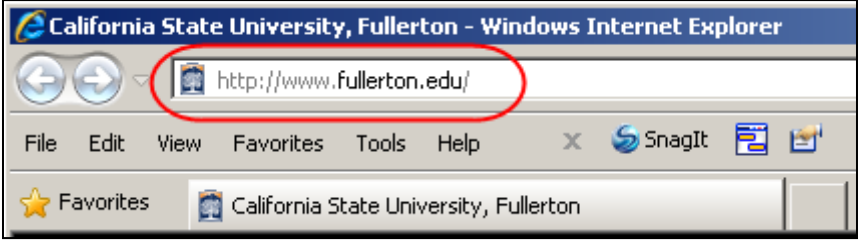
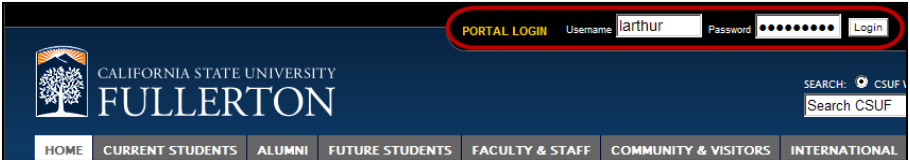
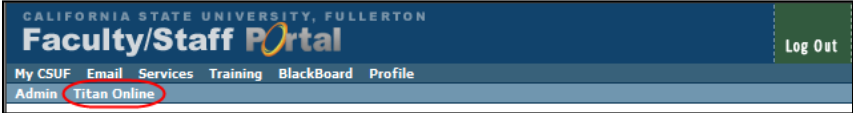
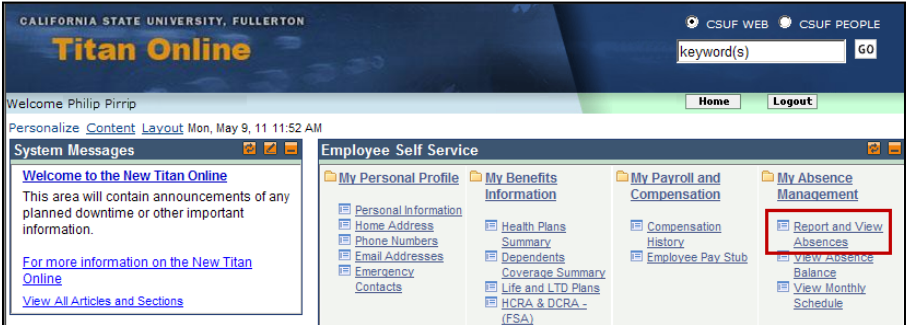
Review / Approval History


Review Date	Reviewed By	Action (Reviewed, Recommended or Approved)
08/29/2011	Blanca Rodriguez, Susan Smith, Marilou Encina, Tami Lau, Kristin Cook	Approved

Table of Contents	Page
1.0 Accessing Your Timesheet	4
2.0 Reporting Time	6
Time Entry Overview	6
Teaching Associates.....	9
Reporting No Time Taken	9
Reporting Absences.....	10
Graduate Assistants	14
Reporting No Time Taken	14
Reporting Absences.....	15
Correcting an Absence Entry.....	19
Common Error Messages.....	21
3.0 Viewing Leave Balances.....	24
4.0 Field Definitions	27

1.0 Accessing Your Timesheet


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


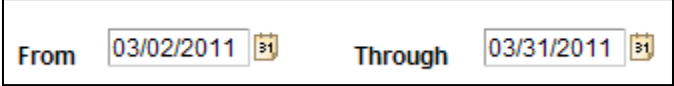
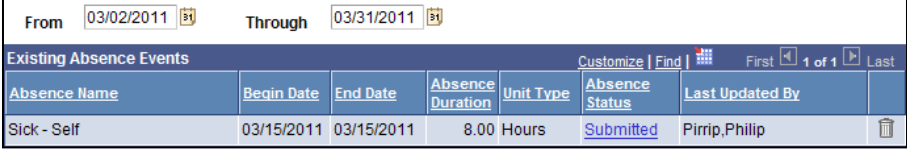
Processing Steps	Screen Shots
<p>Step 1: Open your internet browser (i.e. Internet Explorer, Safari, Firefox, etc) and go to http://www.fullerton.edu.</p>	
<p>Step 2: Under Portal Login, enter your campus username and password. Click the Login button.</p>	
<p>Step 3: Click on the Titan Online tab.</p>	
<p>Step 4: In the Employee Self Service box, select Report and View Absences located under the My Absence Management menu.</p>	


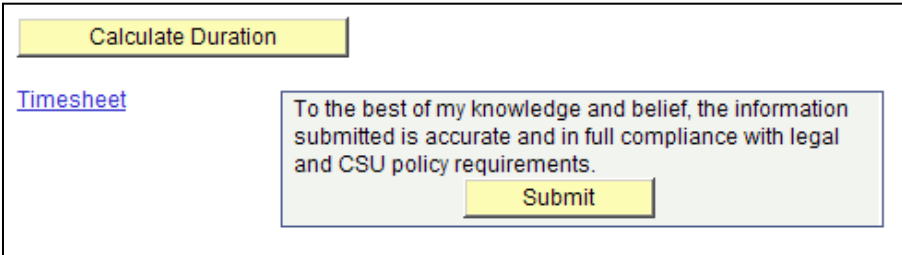
Processing Steps	Screen Shots
<p>Step 5: Your time entry page appears and you may now start entering information.</p>	 <p>The screenshot shows the Titan Online interface for reporting absences. At the top, it says 'CALIFORNIA STATE UNIVERSITY, FULLERTON' and 'Titan Online'. The user is identified as Philip Pirrip. The page title is 'Report and View Absences'. Below this, the user's details are listed: Philip Pirrip, ID 800000000, position Admin Analyst/Spclst 12 Mo 1038, and IT-Training 10356. There is a link for instructions. The date range is set from 03/02/2011 to 03/31/2011. Below this, there are two tables: 'Existing Absence Events' and 'Enter New Absence Events'. The 'Existing Absence Events' table is currently empty. The 'Enter New Absence Events' table has one row with 'No Time Taken' selected for the absence name, and the dates 03/02/2011 and 03/31/2011. There are buttons for 'Calculate Duration' and 'Add Comments'. At the bottom, there is a 'Timesheet' link and a disclaimer: 'To the best of my knowledge and belief, the information submitted is accurate and in full compliance with laws'.</p>

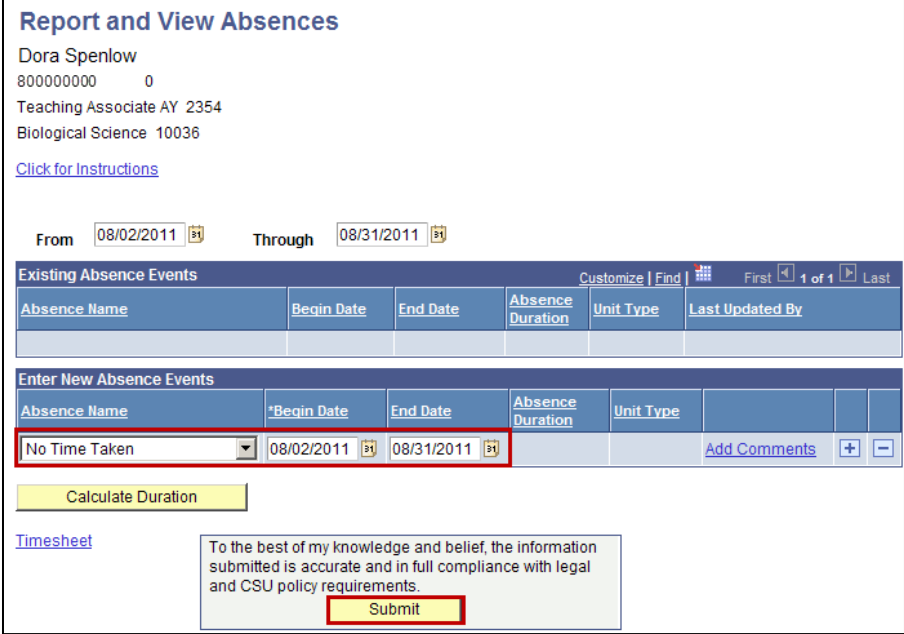
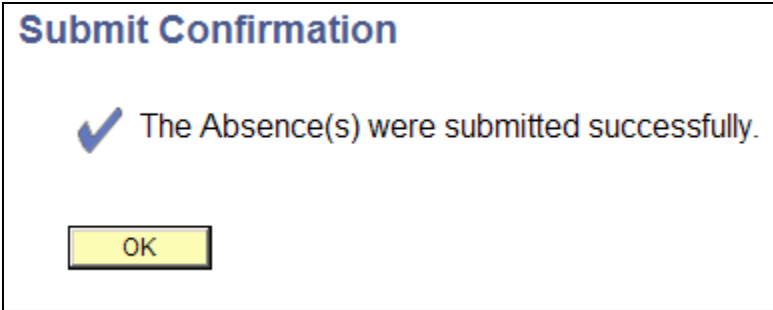
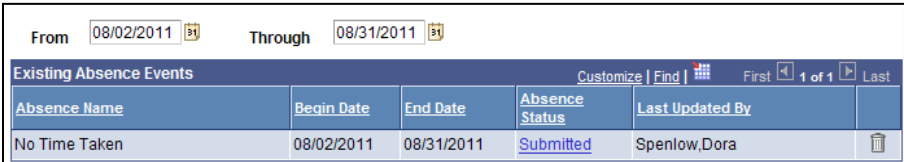
2.0 Reporting Time


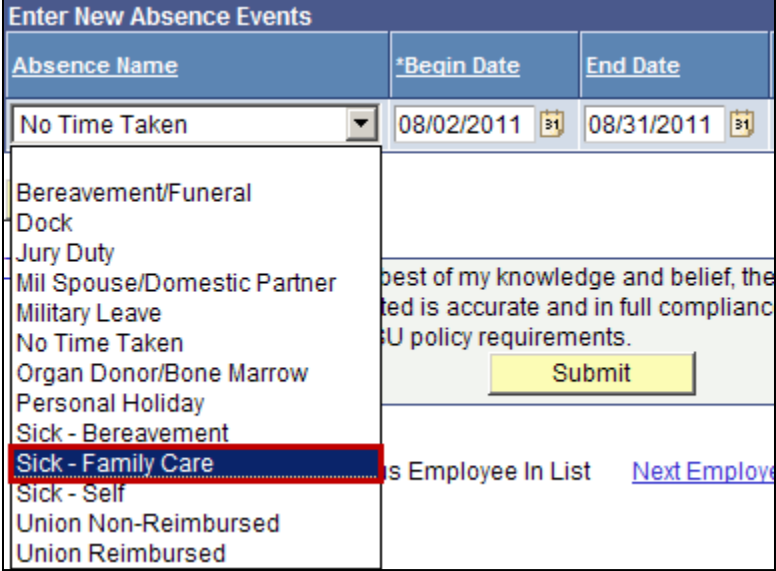



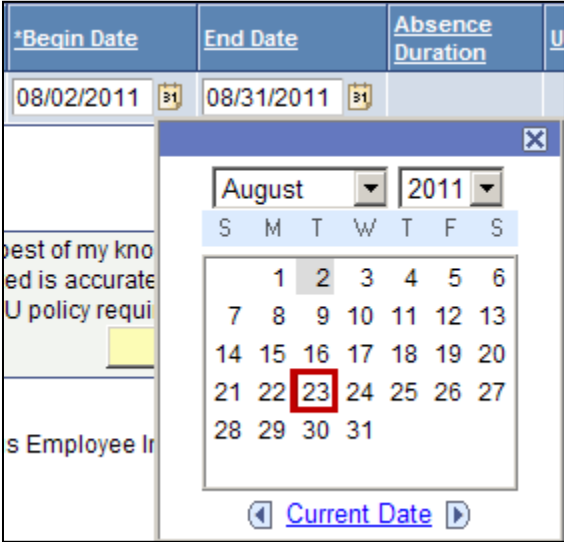
Although each employee classification has differing rules as to when, why, and which absence types can be applied, the manner in which all employees will enter time is the same.


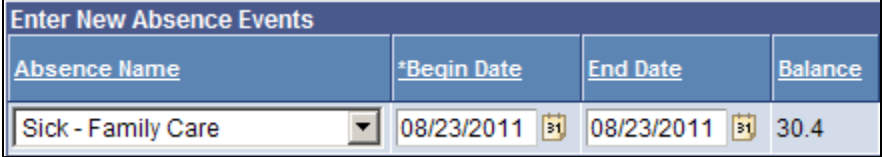
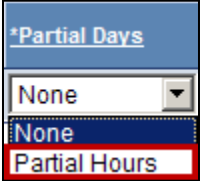

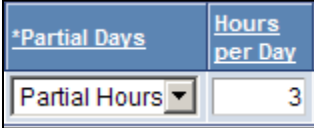
Processing Steps	Screen Shots
<p>Time Entry Overview</p> <p>This section contains information on each of the fields present on the timesheet.</p> <p><u>Time Entry Page Header:</u> In the header area there are the following fields:</p> <ul style="list-style-type: none"> • Your Name • Your Campus-Wide ID (also referred to as Empl ID) • Your Job Classification Title • Your Department Name and Department ID • A link to instructions for the timesheet. <p> The Click for Instructions link in the header provides both quick and detailed instructions on utilizing the time entry page.</p>	<div data-bbox="570 516 1097 810" 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>


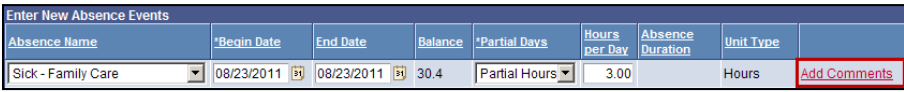

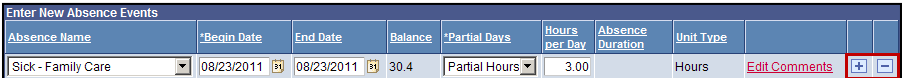

Processing Steps	Screen Shots																
<p>Pay Period Selection: When you access the Time Entry page within the first 5 calendar days of the month, the dates will default to the prior pay period. On the 6th calendar day, the dates will default to the current pay period.</p> <p>You can change the 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: 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="570 1329 1471 1768"> <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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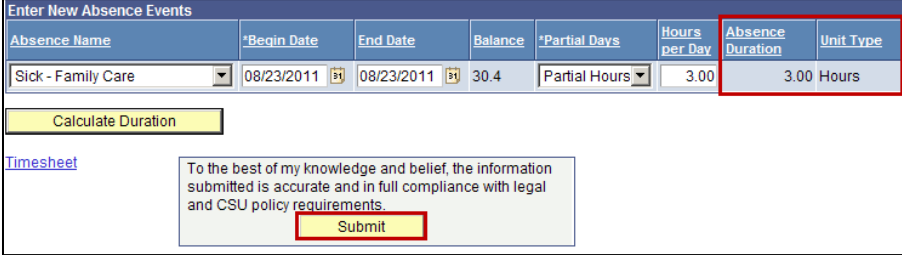
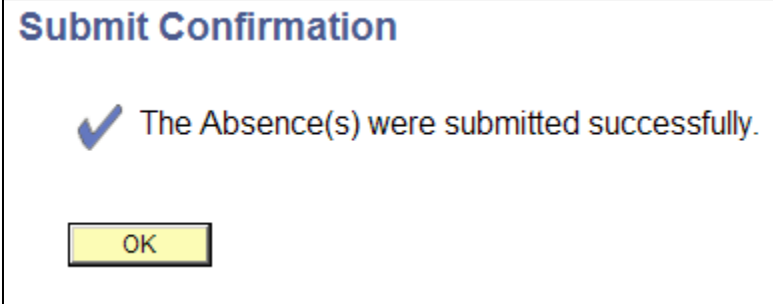
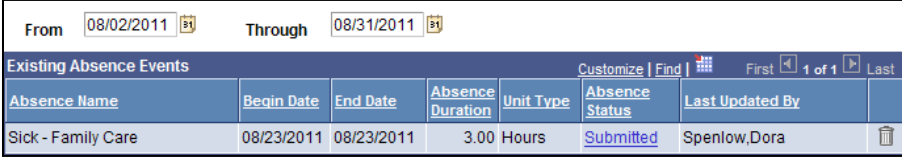
Processing Steps	Screen Shots																																		
<p><u>Enter New Absence Events</u> This section is where you will enter your time.</p>  See the appropriate section of this manual for your job type for more information on filling out this section.	<div data-bbox="570 270 1469 354"> <p>Enter 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="570 405 1463 905"> <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> At the bottom of the timesheet, 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="570 953 1469 1205">  </div>																																		


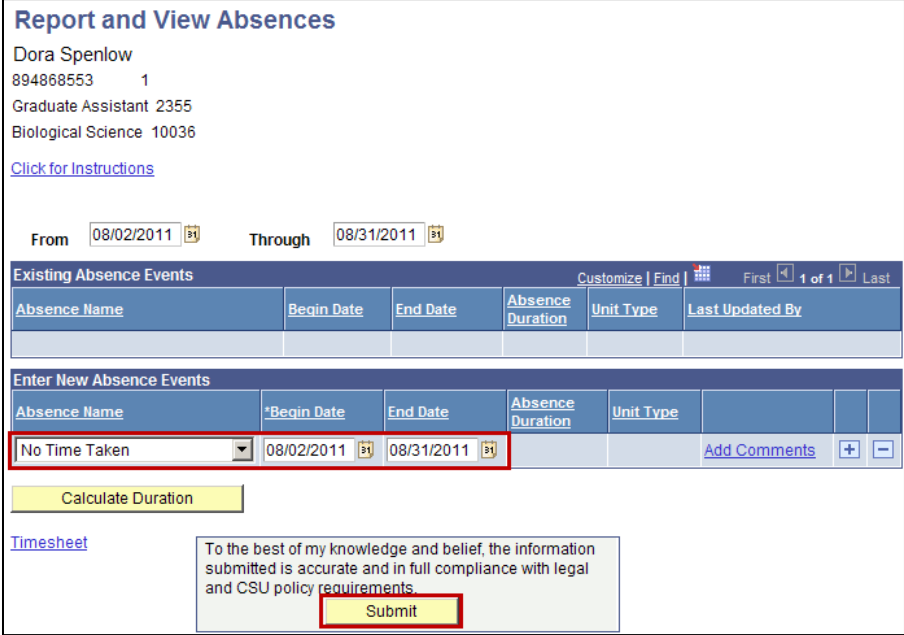
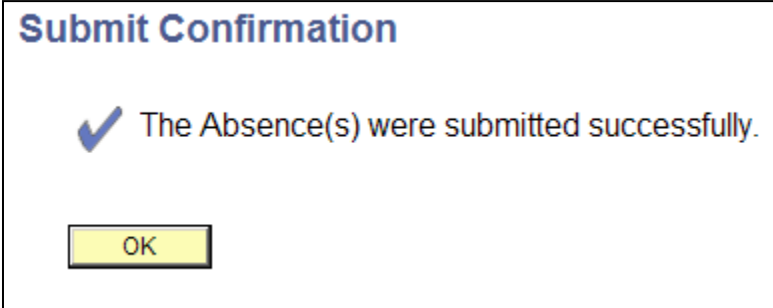
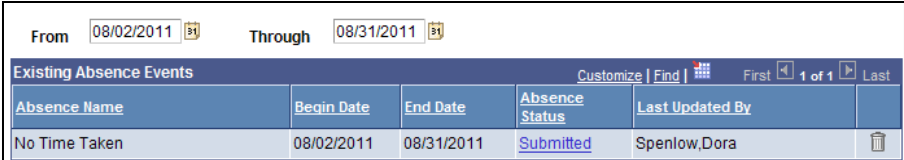
Processing Steps	Screen Shots																										
<p>Teaching Associates</p> <p>This section covers how Teaching Associates report their time. TAs must report either that they took no time or list their absences.</p> <p>Reporting No Time Taken</p> <p>Reporting “No Time Taken” indicates that you had no absences during the pay period.</p> <p>Step 1:</p> <p>The default option for absences is “No Time Taken.”</p> <p>Review the pay period dates to ensure that you are entering time for the current pay period.</p> <p>Click Submit.</p>	 <p>Report and View Absences</p> <p>Dora Spenlow 800000000 0 Teaching Associate AY 2354 Biological Science 10036</p> <p>Click for Instructions</p> <p>From 08/02/2011 Through 08/31/2011</p> <p>Existing 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>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>08/02/2011</td> <td>08/31/2011</td> <td></td> <td></td> <td>Add Comments</td> <td>+ -</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	Absence Duration	Unit Type	Last Updated By							Absence Name	*Begin Date	End Date	Absence Duration	Unit Type			No Time Taken	08/02/2011	08/31/2011			Add Comments	+ -
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<p>Step 2:</p> <p>You will receive a confirmation message that your absence entry was submitted successfully.</p> <p>Click OK.</p>	 <p>Submit Confirmation</p> <p>✓ The Absence(s) were submitted successfully.</p> <p>OK</p>																										
<p>Step 3:</p> <p>The entry now appears in the Existing Absence Events section.</p> <p>Your entry has now been submitted for review and you are finished.</p>	 <p>From 08/02/2011 Through 08/31/2011</p> <p>Existing Absence Events</p> <table border="1"> <thead> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Status</th> <th>Last Updated By</th> </tr> </thead> <tbody> <tr> <td>No Time Taken</td> <td>08/02/2011</td> <td>08/31/2011</td> <td>Submitted</td> <td>Spenlow, Dora</td> </tr> </tbody> </table>	Absence Name	Begin Date	End Date	Absence Status	Last Updated By	No Time Taken	08/02/2011	08/31/2011	Submitted	Spenlow, Dora																
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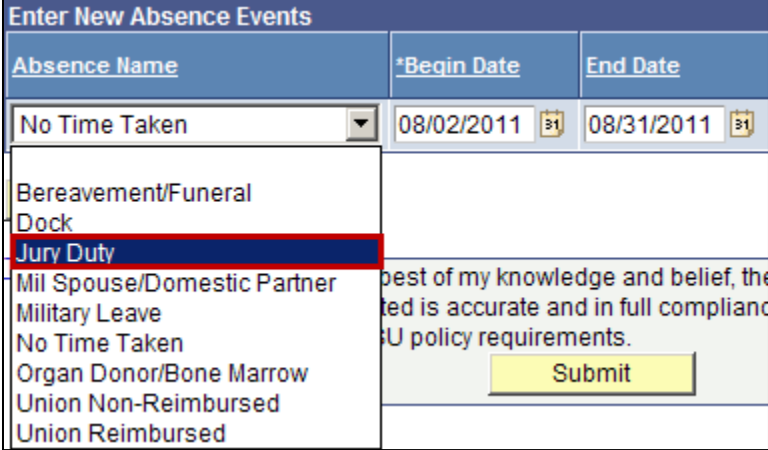



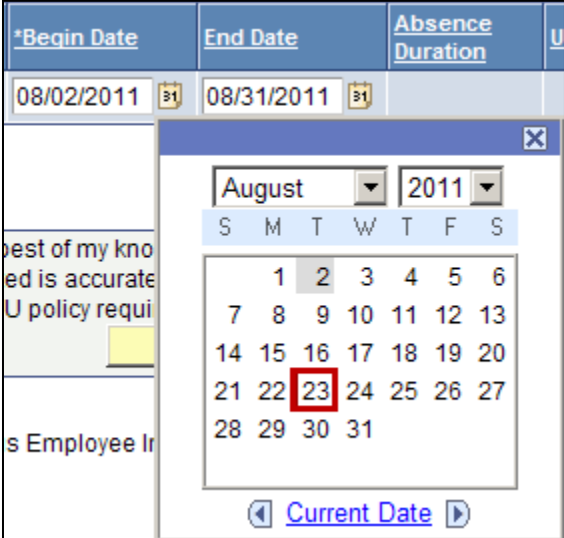
Processing Steps	Screen Shots
<p>Reporting Absences</p> <p>This section covers how to report absences.</p> <p>Step 1: First, select an absence type from the drop-down menu under Absence Name.</p> <p> The types of absences available to you will depend on your classification and bargaining unit.</p>	 <p> Do not use Absence Management to enter Dock time. Please follow existing procedures to process docks. For more on dock procedures visit: http://hr.fullerton.edu/Payroll/Attendance/FAQ.aspx#8</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>	


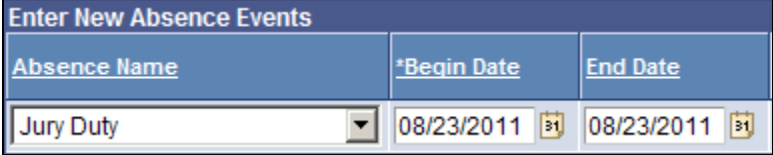
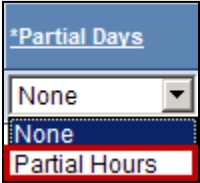

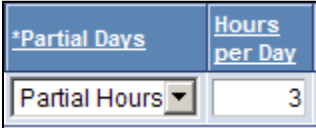

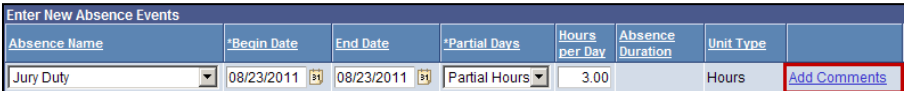
Processing Steps	Screen Shots
<p>Step 3: The End Date has automatically changed to match the Begin Date.</p>  <p>It is not recommended that you change the End Date to indicate consecutive days of an absence as the system may incorrectly calculate the duration of your absence. Enter each day of the absence as a separate row.</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>Step 4: Select Partial Hours in the Partial Days drop-down menu.</p>	
<p>Step 4a: Enter the number of hours for your absence in the Hours Per Day column.</p>  <p>Hours Per Day is calculated using your timebase, not the hours you were scheduled to work that day. Contact your department timekeeper if you are unsure what to put in this column.</p>	


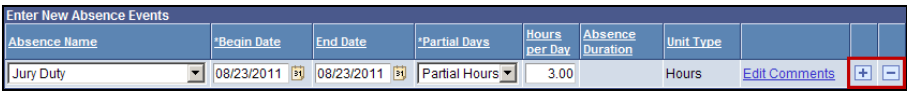
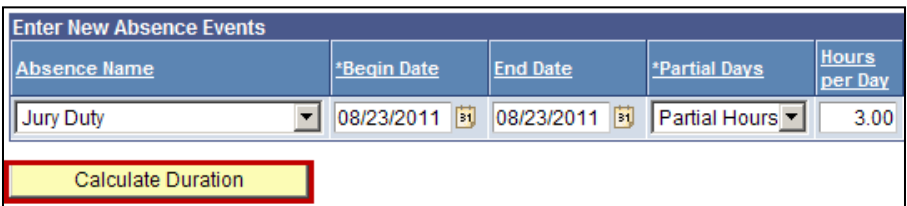
Processing Steps	Screen Shots
<p>Step 5: Click Add Comments to add a comment for the absence.</p> <p> When the Add Comments link appears in red (as shown in the screenshot to the right), a comment is required for the absence type. Otherwise, comments are optional.</p>	 <p>The screenshot shows a table titled "Enter New Absence Events" with columns: Absence Name, *Begin Date, End Date, Balance, *Partial Days, Hours per Day, Absence Duration, Unit Type, and a red "Add Comments" link.</p>
<p>Step 5a: 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>The screenshot shows the "Absence Event Comments" section. It includes instructions to enter comments and save them. A text area contains the prompt: "Please enter relationship of family member: daughter." Below the text area is a yellow "Save Comments" button and a blue "Return to Entry Page" link.</p>
<p>Step 6: 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>	 <p>The screenshot shows the "Enter New Absence Events" table with a red box highlighting the plus (+) and minus (-) icons at the end of the row.</p>
<p>Step 7: Once you have finished entering your absence(s), click Calculate Duration.</p>	 <p>The screenshot shows the "Enter New Absence Events" table with a yellow "Calculate Duration" button highlighted below it.</p>


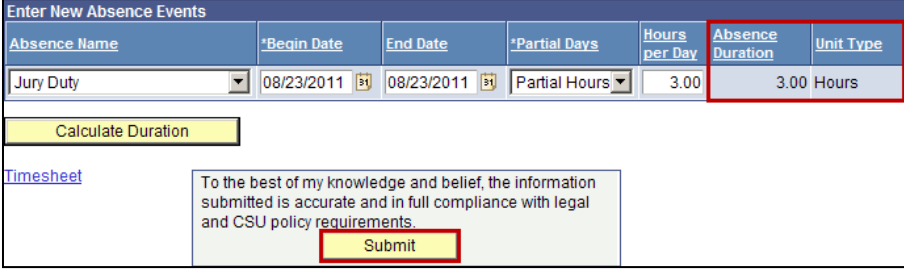
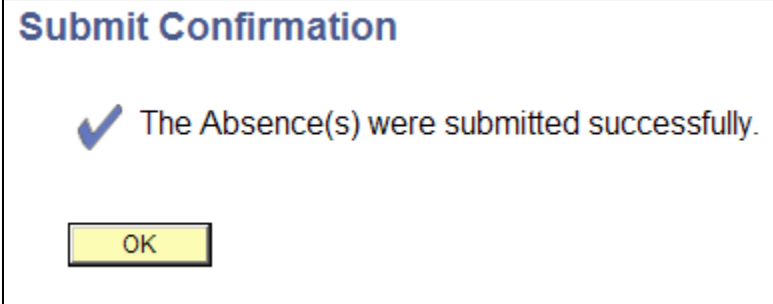
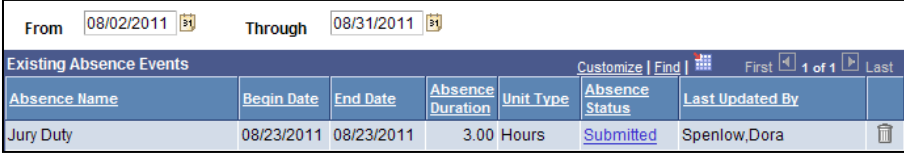
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<p>Step 8: The Absence Duration and Unit Type columns will show the duration of each absence.</p> <p>Review all of your absence entries for accuracy.</p> <p>When you are ready to submit your time, click Submit.</p> <p> Once you submit your time, you 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 15).</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>Hours per Day</th> <th>Absence Duration</th> <th>Unit Type</th> </tr> </thead> <tbody> <tr> <td>Sick - Family Care</td> <td>08/23/2011</td> <td>08/23/2011</td> <td>30.4</td> <td>Partial Hours</td> <td>3.00</td> <td>3.00</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	Hours per Day	Absence Duration	Unit Type	Sick - Family Care	08/23/2011	08/23/2011	30.4	Partial Hours	3.00	3.00	Hours
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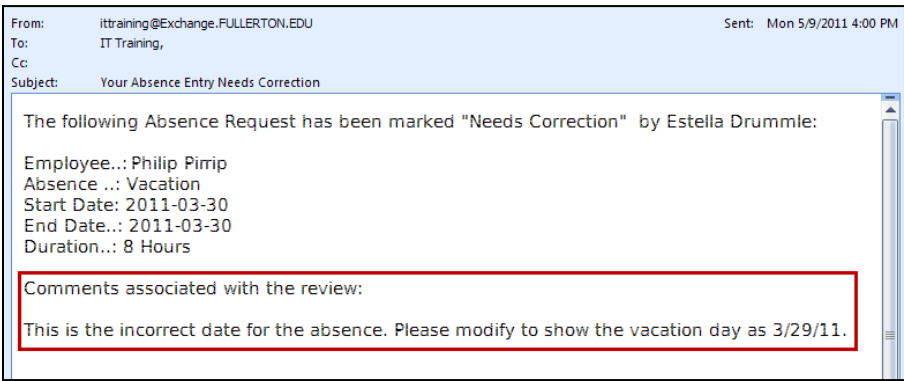
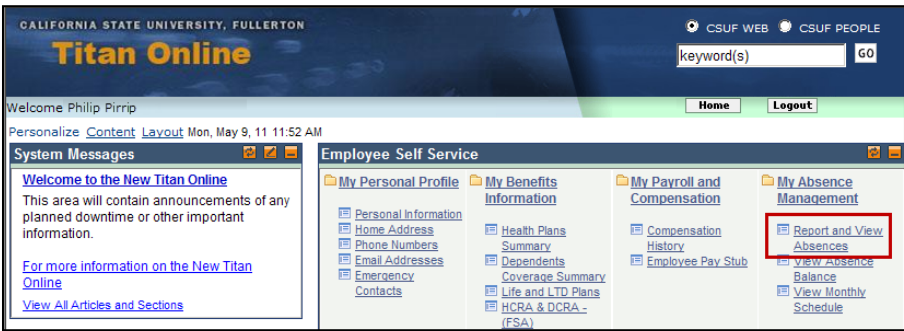


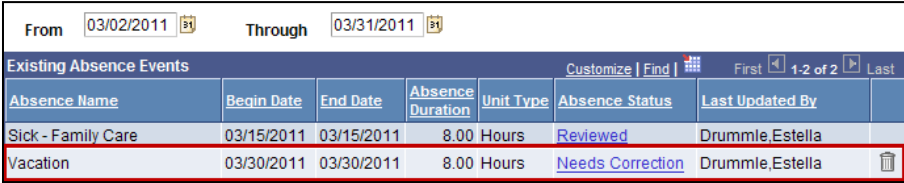
Processing Steps	Screen Shots																										
<p>Graduate Assistants</p> <p>This section covers how Graduate Assistants report their time. GAs must report either that they took no time or list their absences.</p>  Graduate Assistants do not earn leave credits, but several absence types are still available for use. <p>Reporting No Time Taken</p> <p>Step 1: The default option for absences is "No Time Taken."</p> <p>Review the pay period dates to ensure that you are entering time for the current pay period.</p> <p>Click Submit.</p>	 <p>Report and View Absences</p> <p>Dora Spenlow 894868553 1 Graduate Assistant 2355 Biological Science 10036</p> <p>Click for Instructions</p> <p>From 08/02/2011 Through 08/31/2011</p> <p>Existing Absence Events Customize Find First 1 of 1 Last</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>No Time Taken</td> <td>08/02/2011</td> <td>08/31/2011</td> <td></td> <td></td> <td></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>08/02/2011</td> <td>08/31/2011</td> <td></td> <td></td> <td>Add Comments</td> <td>+ -</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	Absence Duration	Unit Type	Last Updated By	No Time Taken	08/02/2011	08/31/2011				Absence Name	*Begin Date	End Date	Absence Duration	Unit Type			No Time Taken	08/02/2011	08/31/2011			Add Comments	+ -
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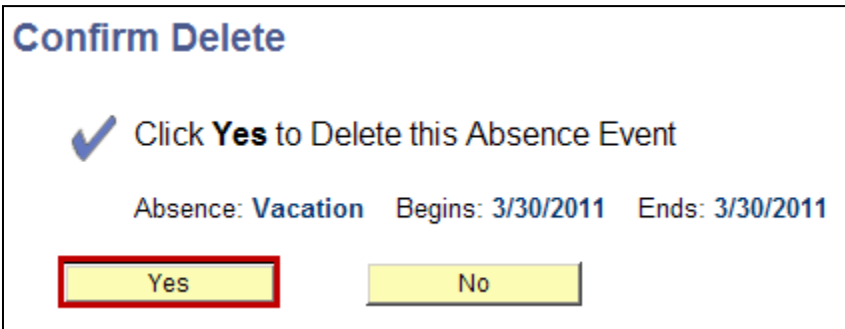
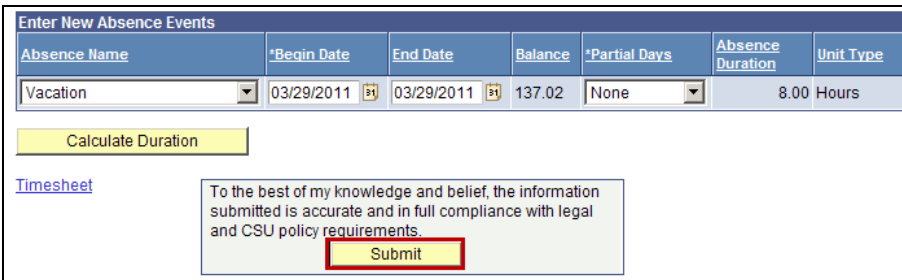
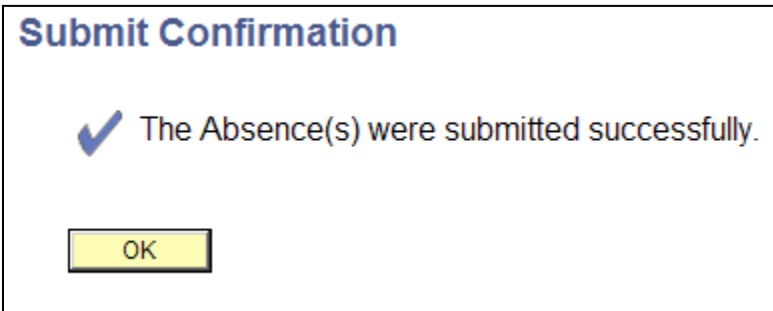
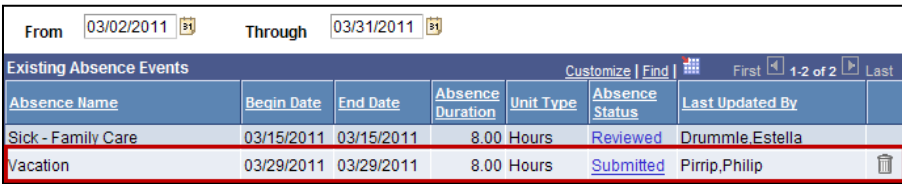
Processing Steps	Screen Shots																																																
<p>Reporting Absences</p> <p>This section covers how to report absences.</p> <p>Step 1: First, select an absence type from the drop-down menu under Absence Name.</p> <p> The types of absences available to you will depend on your classification and bargaining unit.</p>	 <p>Enter New Absence Events</p> <table border="1"> <thead> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>No Time Taken</td> <td>08/02/2011</td> <td>08/31/2011</td> </tr> </tbody> </table> <p>Bereavement/Funeral Dock Jury Duty Mil Spouse/Domestic Partner Military Leave No Time Taken Organ Donor/Bone Marrow Union Non-Reimbursed Union Reimbursed</p> <p>Submit</p> <p> Do not use Absence Management to enter Dock time. Please follow existing procedures to process docks. For more on dock procedures visit: http://hr.fullerton.edu/Payroll/Attendance/FAQ.aspx#8</p>	Absence Name	*Begin Date	End Date	No Time Taken	08/02/2011	08/31/2011																																										
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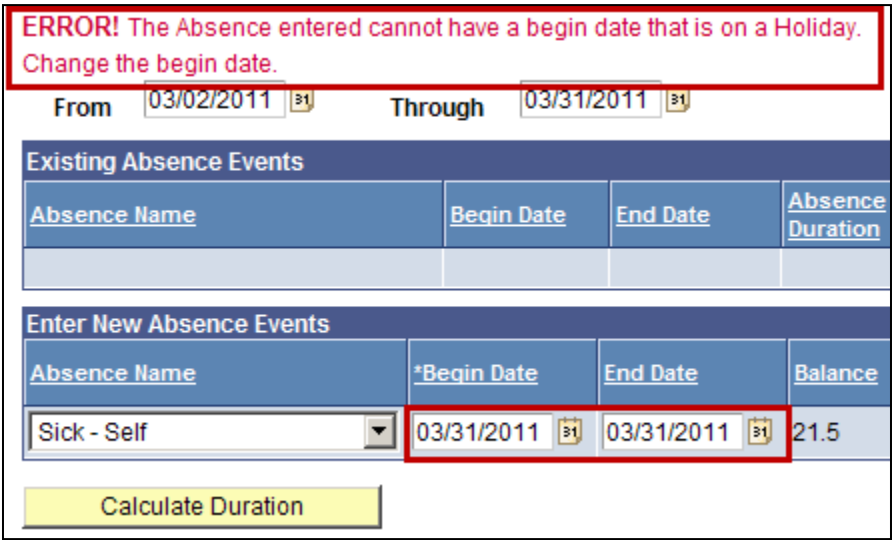
Processing Steps	Screen Shots
<p>Step 3: The End Date has automatically changed to match the Begin Date.</p>  <p>It is not recommended that you change the End Date to indicate consecutive days of an absence as the system may incorrectly calculate the duration of your absence. Enter each day of the absence as a separate row.</p>	
<p>Step 4: Select Partial Hours in the Partial Days drop-down menu.</p>	
<p>Step 4a: Enter the number of hours for your absence in the Hours Per Day column.</p>  <p>Hours Per Day is calculated using your timebase, not the hours you were scheduled to work that day. Contact your department timekeeper if you are unsure what to put in this column.</p>	
<p>Step 5: Click Add Comments to add a comment for the absence.</p>  <p>When the Add Comments link appears in red, a comment is required for the absence type. Otherwise, comments are optional.</p>	

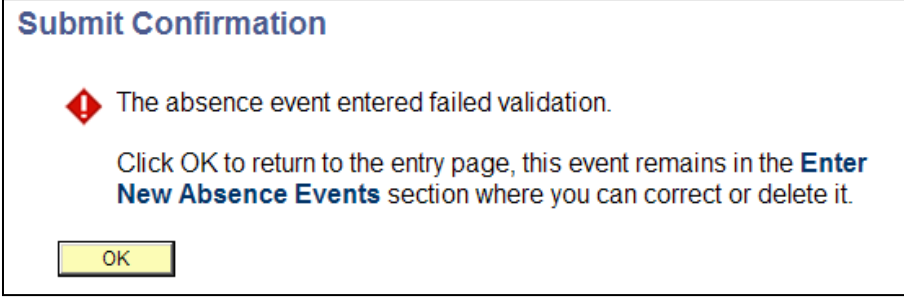

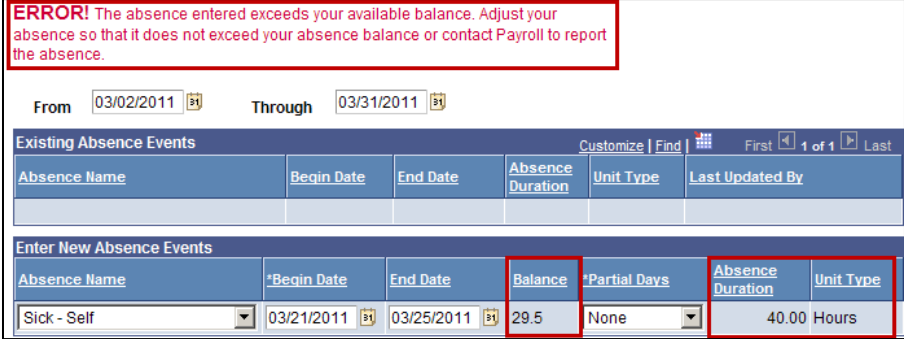
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<p>Step 5a: Enter your comment for the absence.</p> <p>If a comment is required, you may see text indicating what information you are required to provide.</p> <p>Once you are finished entering your comment, click Save Comments.</p> <p>To return to 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>I have provided the jury proof of service slip to my timekeeper.</p> <p>Save Comments</p> <p>Return to Entry Page</p>																					
<p>Step 6: 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="7">Enter New Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>End Date</th> <th>*Partial Days</th> <th>Hours per Day</th> <th>Absence Duration</th> <th>Unit Type</th> </tr> </thead> <tbody> <tr> <td>Jury Duty</td> <td>08/23/2011</td> <td>08/23/2011</td> <td>Partial Hours</td> <td>3.00</td> <td></td> <td>Hours</td> </tr> </tbody> </table>	Enter New Absence Events							Absence Name	*Begin Date	End Date	*Partial Days	Hours per Day	Absence Duration	Unit Type	Jury Duty	08/23/2011	08/23/2011	Partial Hours	3.00		Hours
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<p>Step 7: Once you have finished entering your absence(s), click Calculate Duration.</p>	 <table border="1"> <thead> <tr> <th colspan="5">Enter New Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>End Date</th> <th>*Partial Days</th> <th>Hours per Day</th> </tr> </thead> <tbody> <tr> <td>Jury Duty</td> <td>08/23/2011</td> <td>08/23/2011</td> <td>Partial Hours</td> <td>3.00</td> </tr> </tbody> </table> <p>Calculate Duration</p>	Enter New Absence Events					Absence Name	*Begin Date	End Date	*Partial Days	Hours per Day	Jury Duty	08/23/2011	08/23/2011	Partial Hours	3.00						
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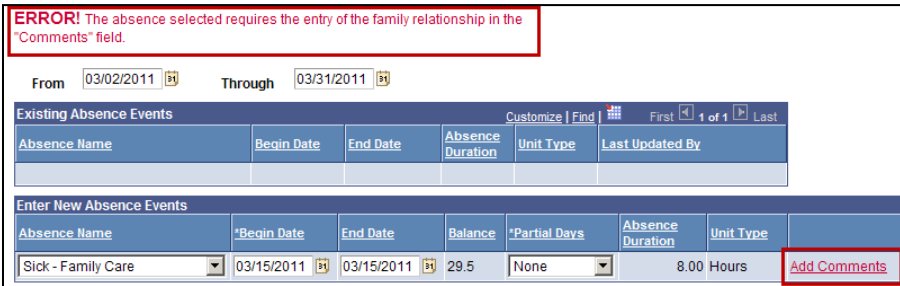
Processing Steps	Screen Shots
<p>Step 8: The Absence Duration and Unit Type columns will show the duration of each absence.</p> <p>Review all of your absence entries for accuracy.</p> <p>When you are ready to submit your time, click Submit.</p> <p> Once you submit your time, you will not be able to edit the entries. To make changes, you will need to delete the absence entry and re-enter it (see page 15).</p>	
<p>Step 9: You will receive a confirmation message that your absence entries were submitted.</p> <p>Click OK.</p>	
<p>Step 10: The absences now appear in the Existing Absence Events section of the page.</p> <p>Your absence entries have now been submitted for review and you are finished.</p>	

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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 Management menu on Titan Online.</p>	 <p>The screenshot shows the Titan Online interface with the 'My Absence Management' menu expanded. The 'Report and View Absences' option 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 your department timekeeper 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. The 'Vacation' entry is highlighted with a red box, and its 'Needs Correction' status is also highlighted.</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 Hours</td> <td></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 Hours</td> <td></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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<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>Step 7: The corrected absence entry now appears in the Existing Absence Events section.</p> <p>You may wish to contact your timekeeper or manager to let them know that you have corrected the entry.</p>	 <p>From 03/02/2011 Through 03/31/2011</p> <p>Existing 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>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>Drummler, Estella</td> </tr> <tr> <td>Vacation</td> <td>03/29/2011</td> <td>03/29/2011</td> <td>8.00</td> <td>Hours</td> <td>Submitted</td> <td>Pirrip, Philip</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	Drummler, Estella	Vacation	03/29/2011	03/29/2011	8.00	Hours	Submitted	Pirrip, Philip
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Processing Steps	Screen Shots
<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><u>Campus Holiday Error</u></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? 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? Change the dates of the absence so it does not start or end on a campus holiday.</p>	 <p>The screenshot shows a web interface for entering absence events. At the top, there is a date range selector with 'From' set to 03/02/2011 and 'Through' set to 03/31/2011. Below this is a table titled 'Existing Absence Events' with columns for Absence Name, Begin Date, End Date, and Absence Duration. Underneath is another table titled 'Enter New Absence Events' with columns for Absence Name, *Begin Date, End Date, and Balance. The 'Absence Name' is set to 'Sick - Self', the '*Begin Date' is 03/31/2011, the 'End Date' is 03/31/2011, and the 'Balance' is 21.5. A red box highlights the error message at the top: 'ERROR! The Absence entered cannot have a begin date that is on a Holiday. Change the begin date.' A yellow button labeled 'Calculate Duration' is located at the bottom of the form.</p>

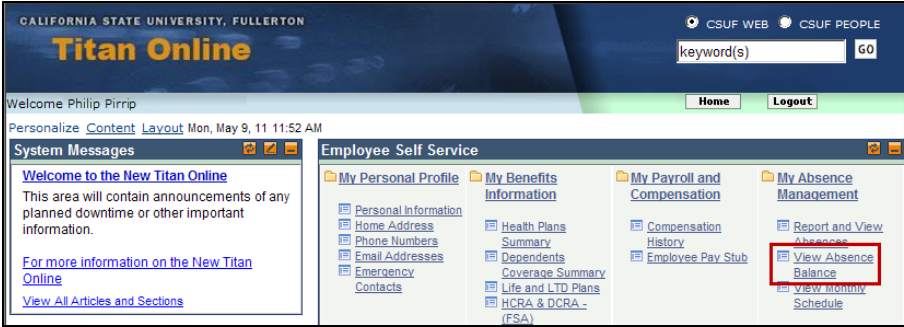

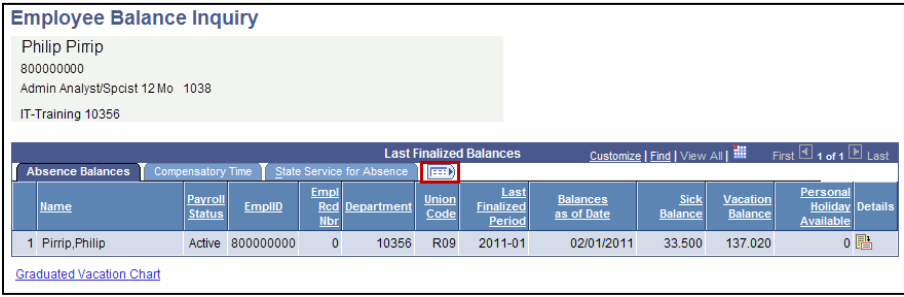



Processing Steps	Screen Shots																																							
<p><u>Failed Validation Error</u></p> <p>Error message text sample: <i>The absence event entered failed validation. Click OK to return to the entry page, this event remains in the Enter New Absence Events section where you can correct 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 your department timekeeper 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 colspan="6"> </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><input type="text" value="03/21/2011"/></td> <td><input type="text" value="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	<input type="text" value="03/21/2011"/>	<input type="text" value="03/25/2011"/>	29.5	None	40.00	Hours
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
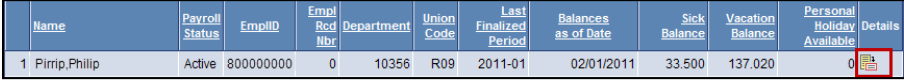
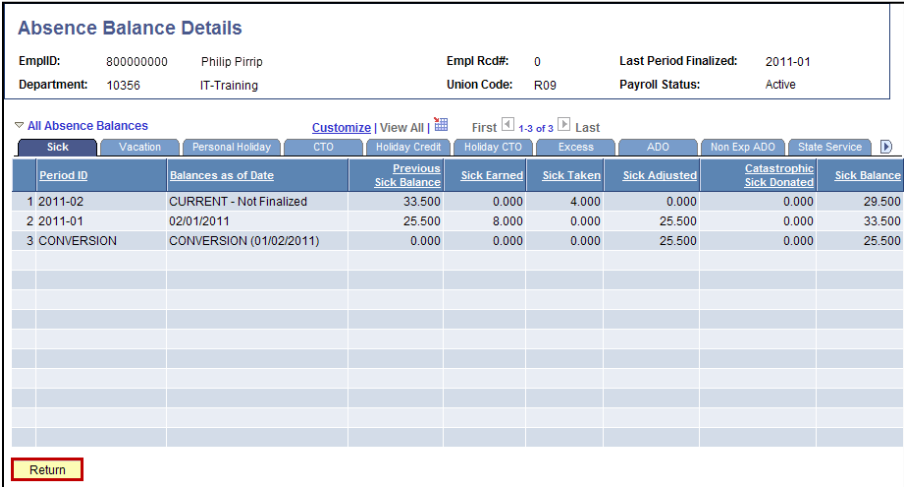

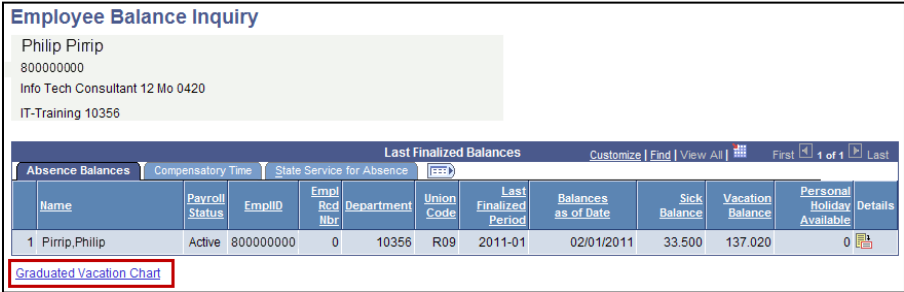
Processing Steps	Screen Shots
<p><u>Required Comment Error</u></p> <p>Error message text sample: <i>ERROR! The absence selected requires the entry of the family relationship in the "Comments" field.</i></p> <p>Why did I get this error? You did not enter a comment for an absence entry where a comment 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 web interface for managing absence events. At the top, there is a date range filter: "From 03/02/2011 Through 03/31/2011". Below this is a table titled "Existing Absence Events" with columns: Absence Name, Begin Date, End Date, Absence Duration, Unit Type, and Last Updated By. Below that is a section titled "Enter New Absence Events" with columns: Absence Name, *Begin Date, End Date, Balance, *Partial Days, Absence Duration, Unit Type, and an "Add Comments" button. The "Add Comments" button is highlighted with a red box. An error message at the top of the screenshot reads: "ERROR! The absence selected requires the entry of the family relationship in the 'Comments' field."</p>

3.0 Viewing Leave Balances

NOTE: Only Teaching Associates earn leave balances; Graduate Assistants can access this functionality, but all of the balances will show as zero.

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 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="570 1102 1468 1207"> <thead> <tr> <th colspan="12">Last Finalized Balances</th> </tr> <tr> <th colspan="3">Absence Balances</th> <th colspan="3">Compensatory Time</th> <th colspan="3">State Service for Absence</th> <th colspan="3">FTE</th> </tr> <tr> <th>Name</th> <th>Payroll Status</th> <th>EmpID</th> <th>Empl Rec Nbr</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			FTE			Name	Payroll Status	EmpID	Empl Rec Nbr	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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Processing Steps	Screen Shots
<p>Step 3: To view additional details on your balances, click the Details icon ().</p>	
<p>Step 4: Select a tab to view details relating to that balance type. To return to the previous page, click Return.</p>	
<p>Step 5: To view information on leave accrual rates, click Graduated Vacation Chart.  This chart shows how much leave you accrue each month based on your years of service.</p>	

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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 REQUIREMENTS*</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 colspan="3">EXECUTIVE (M98), MANAGEMENT (M80), CONFIDENTIAL (C99), FACULTY (Unit 3) AND ACADEMIC STUDENT (UNIT 11)</td> <td>UNIT 7</td> <td>120 HOURS</td> <td>240 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td colspan="3"></td> <td>UNIT 8</td> <td>200 HOURS***</td> <td>480 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td colspan="3"></td> <td>UNIT 9</td> <td>120 HOURS</td> <td>240 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td colspan="3"></td> <td>UNIT 10</td> <td>240 HOURS</td> <td>240 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td colspan="3"></td> <td>UNIT 11</td> <td>N/A</td> <td>N/A</td> <td>80 HOURS</td> <td>80 HOURS</td> </tr> <tr> <td colspan="3"></td> <td>UNIT 12</td> <td>N/A</td> <td>N/A</td> <td>272 HOURS</td> <td>440 HOURS</td> </tr> <tr> <td colspan="3"></td> <td>E99</td> <td>120 HOURS</td> <td>240 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td colspan="3"></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 REQUIREMENTS*	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)			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 Titan Online interface for California State University, Fullerton. It includes a search bar with the text 'keyword(s)', a 'Home' button highlighted with a red box, and a 'Logout' button. Below the search bar, it says 'Welcome Philip Pirrip'. At the bottom, there are links for 'New Window', 'Help', and 'Custom'. The main heading is 'Employee Balance Inquiry'.</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.