CALIFORNIA STATE UNIVERSITY
FULLERTON

Human Resources Absence Management
Teaching Associate/Graduate Assistant Guide

Last Revised: 08/29/11

REVISION CONTROL

Document Title:	HR Absence Management Teaching Associate/Graduate Assistant Guide
Author:	IT Training & Support
File Reference:	UG-AM_TA_GA_Guide.docx

Revision History

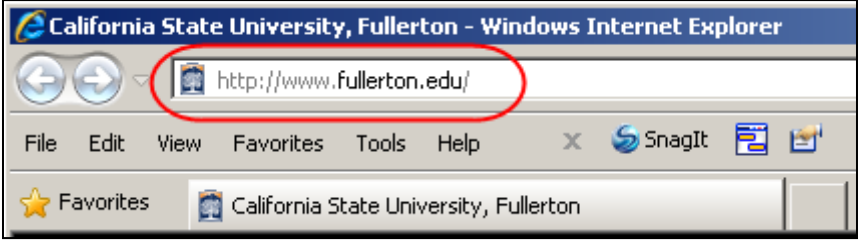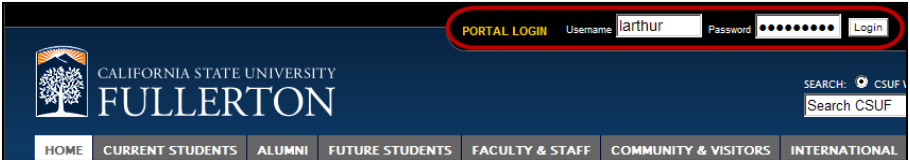| Revision Date	Revised By	Summary of Revisions	Section(s) Revised
Click here to enter Revision Date		Click here to enter Revision Date	
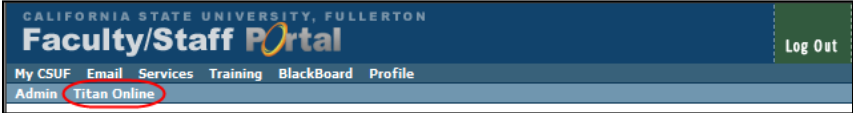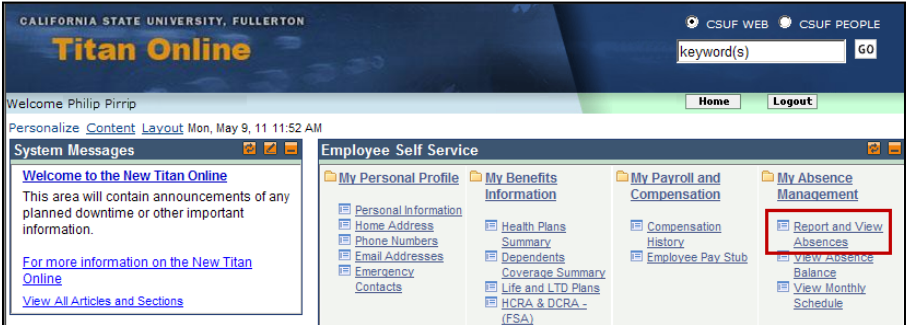
Review / Approval History

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

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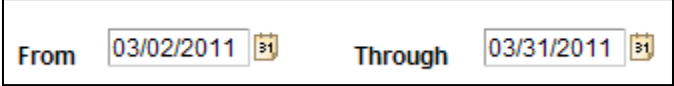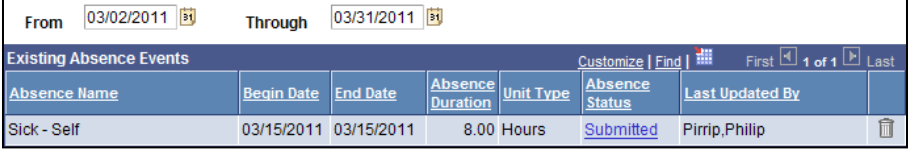
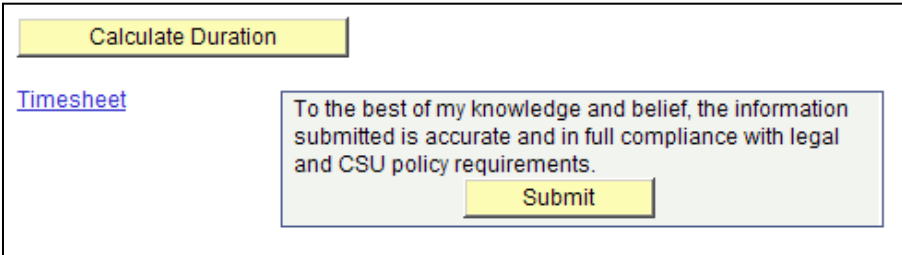| Processing Steps	Screen Shots
Step 1: Open your internet browser (i.e. Internet Explorer, Safari, Firefox, etc) and go to http://www.fullerton.edu.	
Step 2: Under Portal Login, enter your campus username and password. Click the **Login** button.	
Step 3: Click on the **Titan Online** tab.	
Step 4: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

Processing Steps	Screen Shots
Step 5: Your time entry page appears and you may now start entering information.	CALIFORNIA STATE UNIVERSITY, FULLERTON **Titan Online** ⦿ CSUF WEB ⦿ CSU keyword(s) Welcome Philip Pirrip Home Logout **Report and View Absences** Philip Pirrip 800000000 Admin Analyst/Spclst 12 Mo 1038 IT-Training 10356 Click for Instructions From 03/02/2011 📅 Through 03/31/2011 📅 **Existing Absence Events** Customize | Find | First ◀ 1 of 1 ▶ Last Absence Name | Begin Date | End Date | Absence Duration | Unit Type | Last Updated By **Enter New Absence Events** Absence Name | *Begin Date | End Date | Absence Duration | Unit Type No Time Taken ▾ | 03/02/2011 📅 | 03/31/2011 📅 | | | Add Comments ⊞ ⊟ Calculate Duration Timesheet To the best of my knowledge and belief, the information

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.

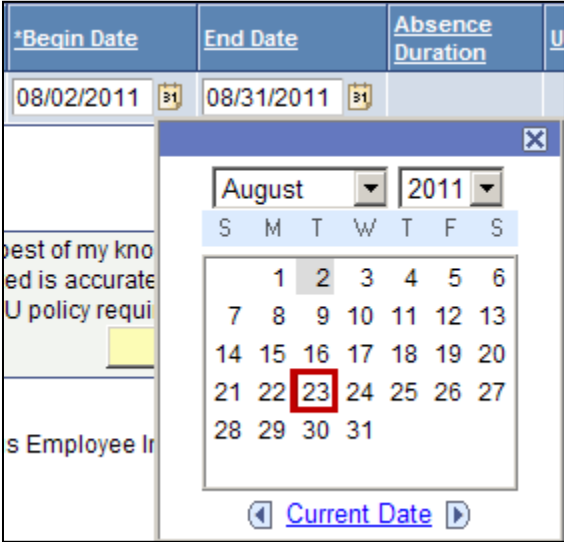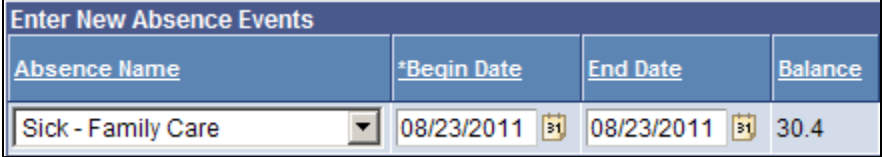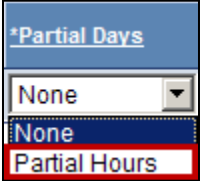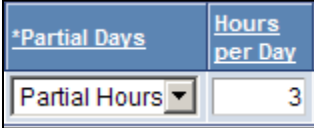| Processing Steps	Screen Shots
Time Entry Overview This section contains information on each of the fields present on the timesheet. **Time Entry Page Header:** In the header area there are the following fields: • Your Name • Your Campus-Wide ID (also referred to as Empl ID) • Your Job Classification Title • Your Department Name and Department ID • A link to instructions for the timesheet. ⚠️ The **Click for Instructions** link in the header provides both quick and detailed instructions on utilizing the time entry page.	**Report and View Absences** Philip Pirrip 800000000 Admin Analyst/Spclst 12 Mo 1038 IT-Training 10356 Click for Instructions

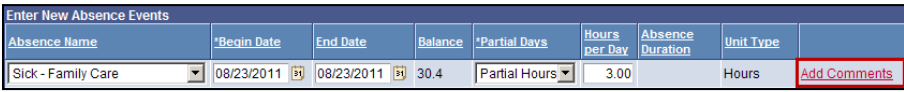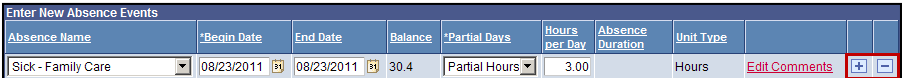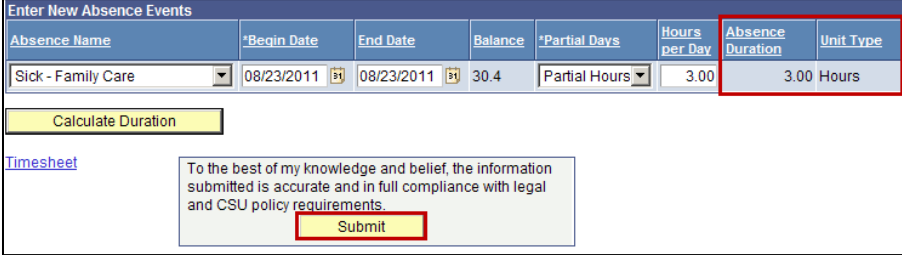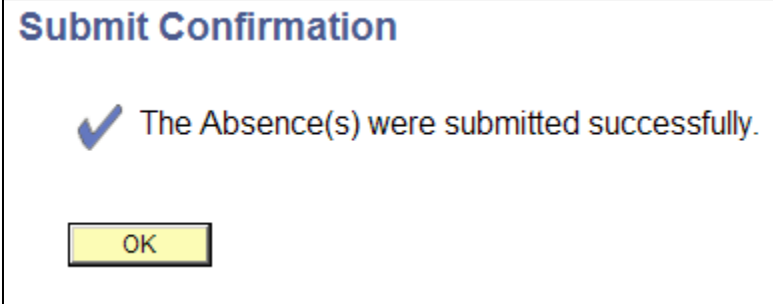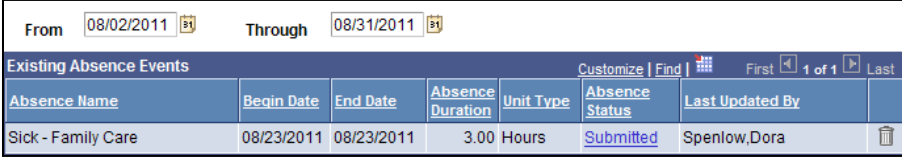| Processing Steps	Screen Shots
Pay Period Selection: When you access the Time Entry page within the first 5 calendar days of the month, the dates will default to the prior pay period. On the 6th calendar day, the dates will default to the current pay period. You can change the dates to two pay periods back or one pay period into the future, but you cannot delete absence entries that have already been processed. ⚠ 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.	From 03/02/2011 📅 Through 03/31/2011 📅
Existing Absence Events: This section shows any absences that you reported or have been reported on your behalf during the current pay period. In the example at right, it is showing one absence for the month of March 2011.	From 03/02/2011 📅 Through 03/31/2011 📅 **Existing Absence Events** — Customize | Find | 🔢 First ◁ 1 of 1 ▷ Last | Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By	
---	---	---	---	---	---	---	---
Sick - Self	03/15/2011	03/15/2011	8.00	Hours	Submitted	Pirrip,Philip	🗑	 <table><tr><th>Field</th><th>Description</th></tr><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></table>

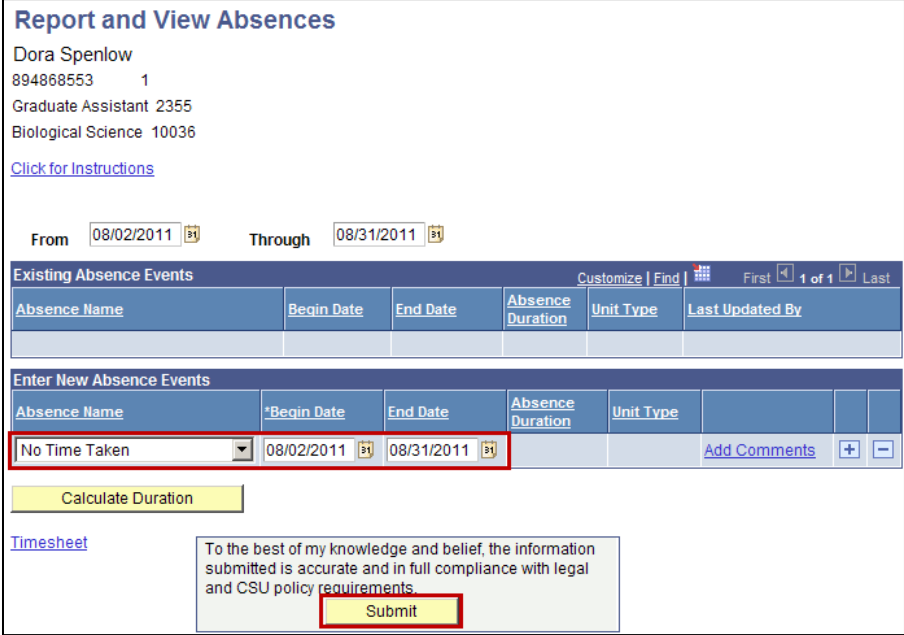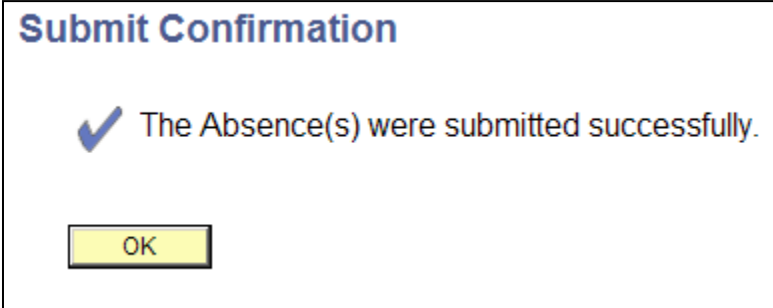| Processing Steps	Screen Shots
Enter New Absence Events This section is where you will enter your time. ⚠️ See the appropriate section of this manual for your job type for more information on filling out this section.	**Enter New Absence Events** | Absence Name	*Begin Date	End Date	Balance	*Partial Days	Absence Duration	Unit Type	
Sick - Self	03/15/2011	03/15/2011	21.5	None	8.00	Hours	Add Comments ➕ ➖	 <table><tr><th>Field</th><th>Description</th></tr><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></table>
Calculate Duration and Submit At the bottom of the timesheet, you have two buttons available to you: • **Calculate Duration**: this option will calculate the number of hours/days for your absence events once you have entered them. • **Submit**: when you have finished entering your absences, click Submit to submit your entries.	**Calculate Duration** Timesheet To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. **Submit**

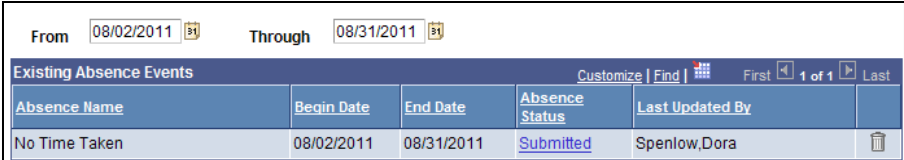| Processing Steps	Screen Shots
Teaching Associates This section covers how Teaching Associates report their time. TAs must report either that they took no time or list their absences. **Reporting No Time Taken** Reporting "No Time Taken" indicates that you had no absences during the pay period. **Step 1:** The default option for absences is "No Time Taken." Review the pay period dates to ensure that you are entering time for the current pay period. Click **Submit**.	**Report and View Absences** Dora Spenlow 800000000 0 Teaching Associate AY 2354 Biological Science 10036 Click for Instructions From 08/02/2011 Through 08/31/2011 Existing Absence Events — Customize | Find — First ◄ 1 of 1 ► Last Absence Name | Begin Date | End Date | Absence Duration | Unit Type | Last Updated By Enter New Absence Events Absence Name | *Begin Date | End Date | Absence Duration | Unit Type No Time Taken | 08/02/2011 | 08/31/2011 | | | Add Comments ＋ － Calculate Duration Timesheet To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. Submit
Step 2: You will receive a confirmation message that your absence entry was submitted successfully. Click **OK**.	**Submit Confirmation** ✔ The Absence(s) were submitted successfully. OK
Step 3: The entry now appears in the Existing Absence Events section. Your entry has now been submitted for review and you are finished.	From 08/02/2011 Through 08/31/2011 Existing Absence Events — Customize | Find — First ◄ 1 of 1 ► Last Absence Name | Begin Date | End Date | Absence Status | Last Updated By No Time Taken | 08/02/2011 | 08/31/2011 | Submitted | Spenlow,Dora 🗑

Processing Steps	Screen Shots
Reporting Absences This section covers how to report absences. **Step 1:** First, select an absence type from the drop-down menu under Absence Name. The types of absences available to you will depend on your classification and bargaining unit.	**Enter New Absence Events** Absence Name / *Begin Date / End Date No Time Taken / 08/02/2011 / 08/31/2011 Bereavement/Funeral Dock Jury Duty Mil Spouse/Domestic Partner Military Leave No Time Taken Organ Donor/Bone Marrow Personal Holiday Sick - Bereavement Sick - Family Care Sick - Self Union Non-Reimbursed Union Reimbursed best of my knowledge and belief, the ...ted is accurate and in full complianc... ...U policy requirements. Submit 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
Step 2: Enter the **Begin Date** of the absence. You may type in the date or click the **Calendar** icon (📅) for a calendar view. Your absence entry cannot start or end on a campus holiday.	*Begin Date / End Date / Absence Duration 08/02/2011 / 08/31/2011 August 2011 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 ◀ Current Date ▶

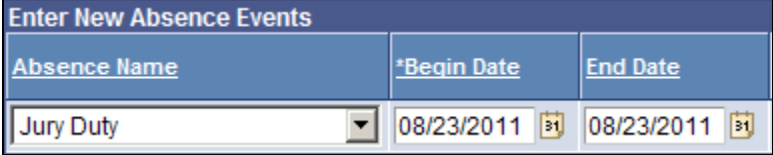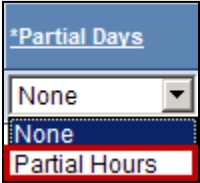| Processing Steps	Screen Shots
Step 3: The **End Date** has automatically changed to match the **Begin Date**. ⚠️ It is not recommended that you change the End Date to indicate consecutive days of an absence as the system may incorrectly calculate the duration of your absence. Enter each day of the absence as a separate row. 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.	**Enter New Absence Events** | Absence Name	*Begin Date	End Date	Balance
Sick - Family Care ▼	08/23/2011 📅	08/23/2011 📅	30.4	
Step 4: Select **Partial Hours** in the Partial Days drop-down menu.	*Partial Days None ▼ None Partial Hours
Step 4a: Enter the number of hours for your absence in the Hours Per Day column. ⚠️ 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.	*Partial Days	Hours per Day	 Partial Hours ▼	3

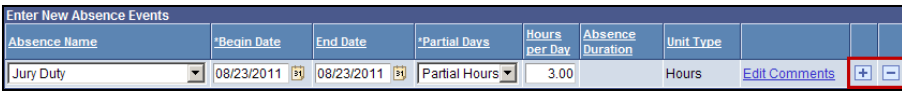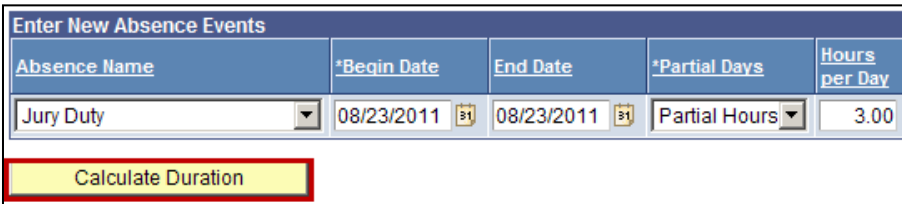| Processing Steps	Screen Shots
Step 5: Click **Add Comments** to add a comment for the absence. ⚠️ When the **Add Comments** link appears in red (as shown in the screenshot to the right), a comment is required for the absence type. Otherwise, comments are optional.	
Step 5a: Enter your comment for the absence. If a comment is required, you may see text indicating what information you are required to provide. In the example to the right, the relationship of the family member is required for Family – Sick Care leave. Once you are finished entering your comment, click **Save Comments**. To return to the Report Absences page without saving your comment, click **Return to Entry Page**.	**Absence Event Comments** 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. Please enter relationship of family member: daughter. Save Comments Return to Entry Page
Step 6: To report additional absences, click on the plus sign (➕) at the end of the row. To remove an absence, click on the negative sign (➖) at the end of the row.	
Step 7: Once you have finished entering your absence(s), click **Calculate Duration**.	

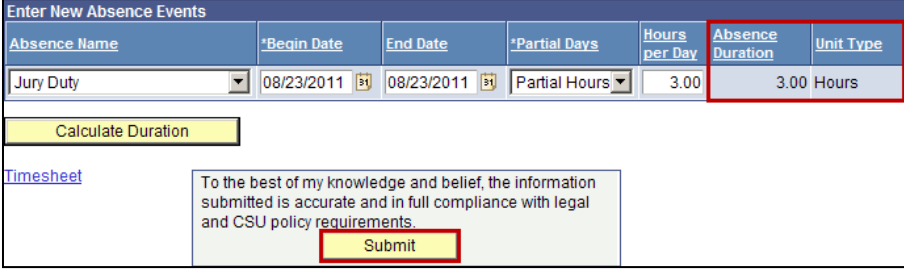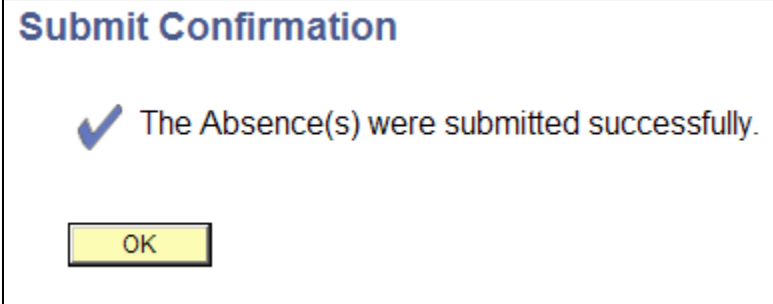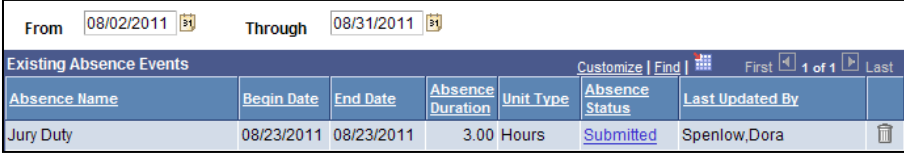| Processing Steps	Screen Shots
Step 8: The Absence Duration and Unit Type columns will show the duration of each absence. Review all of your absence entries for accuracy. When you are ready to submit your time, click **Submit**. ⚠️ Once you submit your time, you will not be able to edit the entries. To make changes, you will need to delete the absence entry and re-enter it (see page 15).	**Enter New Absence Events** | 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	 Calculate Duration Timesheet To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. Submit
Step 9: You will receive a confirmation message that your absence entries were submitted. Click **OK**.	**Submit Confirmation** ✔ The Absence(s) were submitted successfully. OK
Step 10: The absences now appear in the Existing Absence Events section of the page. Your absence entries have now been submitted for review and you are finished.	From 08/02/2011 Through 08/31/2011 **Existing Absence Events** Customize | Find | First 1 of 1 Last | Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By	
Sick - Family Care	08/23/2011	08/23/2011	3.00	Hours	Submitted	Spenlow,Dora	🗑

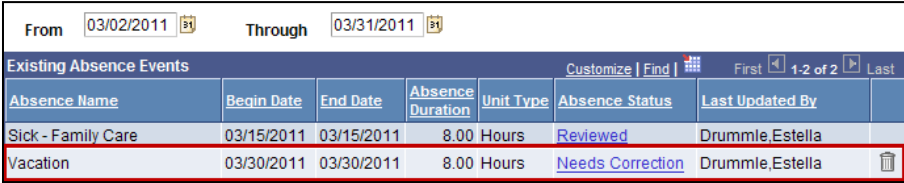| Processing Steps	Screen Shots
Graduate Assistants This section covers how Graduate Assistants report their time. GAs must report either that they took no time or list their absences. 📒 Graduate Assistants do not earn leave credits, but several absence types are still available for use. **Reporting No Time Taken** **Step 1:** The default option for absences is "No Time Taken." Review the pay period dates to ensure that you are entering time for the current pay period. Click **Submit**.	**Report and View Absences** Dora Spenlow 894868553 1 Graduate Assistant 2355 Biological Science 10036 Click for Instructions From 08/02/2011 Through 08/31/2011 **Existing Absence Events** Customize | Find First ◄ 1 of 1 ► Last Absence Name | Begin Date | End Date | Absence Duration | Unit Type | Last Updated By **Enter New Absence Events** Absence Name | *Begin Date | End Date | Absence Duration | Unit Type No Time Taken | 08/02/2011 | 08/31/2011 | | | Add Comments + − Calculate Duration Timesheet To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. Submit
Step 2: You will receive a confirmation message that your absence entry was submitted successfully. Click **OK**.	**Submit Confirmation** ✔ The Absence(s) were submitted successfully. OK
Step 3: The entry now appears in the Existing Absence Events section. Your entry has now been submitted for review and you are finished.	From 08/02/2011 Through 08/31/2011 **Existing Absence Events** Customize | Find First ◄ 1 of 1 ► Last Absence Name | Begin Date | End Date | Absence Status | Last Updated By No Time Taken | 08/02/2011 | 08/31/2011 | Submitted | Spenlow,Dora 🗑

Processing Steps	Screen Shots
Reporting Absences This section covers how to report absences. **Step 1:** First, select an absence type from the drop-down menu under Absence Name. The types of absences available to you will depend on your classification and bargaining unit.	**Enter New Absence Events** Absence Name: No Time Taken *Begin Date: 08/02/2011 End Date: 08/31/2011 Bereavement/Funeral Dock Jury Duty Mil Spouse/Domestic Partner Military Leave No Time Taken Organ Donor/Bone Marrow Union Non-Reimbursed Union Reimbursed ...best of my knowledge and belief, the ...ted is accurate and in full compliance ...U policy requirements. Submit ⚠️ 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
Step 2: Enter the **Begin Date** of the absence. You may type in the date or click the **Calendar** icon (📅) for a calendar view. Your absence entry cannot start or end on a campus holiday.	*Begin Date: 08/02/2011 End Date: 08/31/2011 Absence Duration August 2011 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 ◀ Current Date ▶

Processing Steps	Screen Shots
Step 3: The **End Date** has automatically changed to match the **Begin Date**. ⚠️ 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.	**Enter New Absence Events** 	Absence Name	*Begin Date	End Date
Jury Duty ▼	08/23/2011 📅	08/23/2011 📅	
Step 4: Select **Partial Hours** in the Partial Days drop-down menu.	*Partial Days None ▼ None Partial Hours
Step 4a: Enter the number of hours for your absence in the Hours Per Day column. ⚠️ 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.		*Partial Days	Hours per Day
Partial Hours ▼	3	
Step 5: Click **Add Comments** to add a comment for the absence. ⚠️ When the **Add Comments** link appears in red, a comment is required for the absence type. Otherwise, comments are optional.	**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	Add Comments	

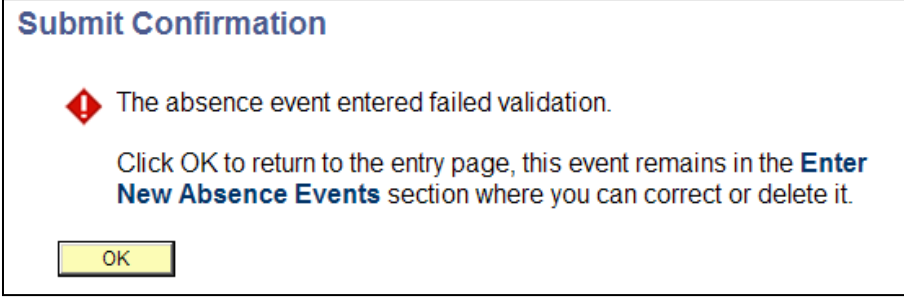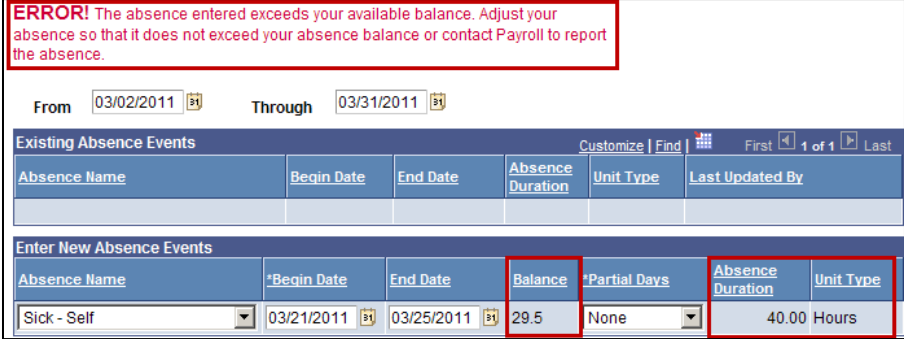| Processing Steps	Screen Shots
Step 5a: Enter your comment for the absence. If a comment is required, you may see text indicating what information you are required to provide. Once you are finished entering your comment, click **Save Comments**. To return to the Report Absences page without saving your comment, click **Return to Entry Page**.	**Absence Event Comments** 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. I have provided the jury proof of service slip to my timekeeper. Save Comments Return to Entry Page
Step 6: To report additional absences, click on the plus sign (![+]) at the end of the row. To remove an absence, click on the negative sign (![−]) at the end of the row.	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	Edit Comments	+	−	
Step 7: Once you have finished entering your absence(s), click **Calculate Duration**.	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	 Calculate Duration

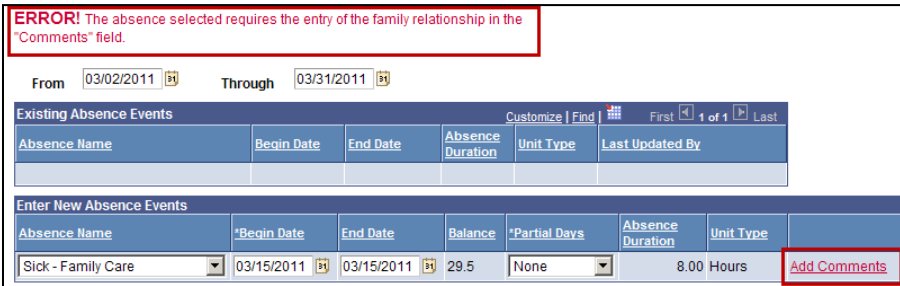| Processing Steps	Screen Shots
Step 8: The Absence Duration and Unit Type columns will show the duration of each absence. Review all of your absence entries for accuracy. When you are ready to submit your time, click **Submit**. ⚠️ Once you submit your time, you will not be able to edit the entries. To make changes, you will need to delete the absence entry and re-enter it (see page 15).	**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	3.00	Hours	 Calculate Duration Timesheet To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. Submit
Step 9: You will receive a confirmation message that your absence entries were submitted. Click **OK**.	**Submit Confirmation** ✔️ The Absence(s) were submitted successfully. OK
Step 10: The absences now appear in the Existing Absence Events section of the page. Your absence entries have now been submitted for review and you are finished.	From 08/02/2011 Through 08/31/2011 **Existing Absence Events** Customize	Find	🔢 First ◄ 1 of 1 ► Last | Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By	
---	---	---	---	---	---	---	---
Jury Duty	08/23/2011	08/23/2011	3.00	Hours	Submitted	Spenlow,Dora	🗑️

Processing Steps	Screen Shots
Correcting an Absence Entry When your timekeeper and/or manager reviews your absence entries, they may send an entry back to you for correction. This section covers how to correct an absence entry. **Step 1:** When you receive an email indicating that an absence entry needs to be corrected, review the information in the email. A comment indicating what you need to modify will be at the bottom of the email.	From: ittraining@Exchange.FULLERTON.EDU Sent: Mon 5/9/2011 4:00 PM To: IT Training, Cc: Subject: Your Absence Entry Needs Correction The following Absence Request has been marked "Needs Correction" by Estella Drummle: Employee..: Philip Pirrip Absence ..: Vacation Start Date: 2011-03-30 End Date..: 2011-03-30 Duration..: 8 Hours Comments associated with the review: This is the incorrect date for the absence. Please modify to show the vacation day as 3/29/11.
Step 2: In the Employee Self Service box, select **Report and View Absences** located in the My Absence Management menu on Titan Online.	CALIFORNIA STATE UNIVERSITY, FULLERTON **Titan Online** CSUF WEB CSUF PEOPLE keyword(s) GO Welcome Philip Pirrip Home Logout Personalize Content Layout Mon, May 9, 11 11:52 AM **System Messages** Welcome to the New Titan Online This area will contain announcements of any planned downtime or other important information. For more information on the New Titan Online View All Articles and Sections **Employee Self Service** My Personal Profile My Benefits Information My Payroll and Compensation My Absence Management Personal Information Health Plans Summary Compensation History Report and View Absences Home Address Dependents Coverage Summary Employee Pay Stub View Absence Balance Phone Numbers Email Addresses Life and LTD Plans View Monthly Schedule Emergency Contacts HCRA & DCRA - (FSA)
Step 3: Your current absence entries appear. Locate the absence that needs correction under Existing Absence Events. Click the Delete icon (🗑) next to the entry to delete it. 📝 Contact your department timekeeper if you do not see the Delete icon next to the entry you wish to delete.	From 03/02/2011 Through 03/31/2011 **Existing Absence Events** Customize	Find First 1-2 of 2 Last <table><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><th></th></tr><tr><td>Sick - Family Care</td><td>03/15/2011</td><td>03/15/2011</td><td>8.00</td><td>Hours</td><td>Reviewed</td><td>Drummle,Estella</td><td></td></tr><tr><td>Vacation</td><td>03/30/2011</td><td>03/30/2011</td><td>8.00</td><td>Hours</td><td>Needs Correction</td><td>Drummle,Estella</td><td>🗑</td></tr></table>

Processing Steps	Screen Shots
Step 4: Confirm the deletion by clicking on **Yes**.	**Confirm Delete** ✔ Click **Yes** to Delete this Absence Event Absence: **Vacation** Begins: **3/30/2011** Ends: **3/30/2011** [Yes] [No]
Step 5: Re-enter the absence entry with the corrected information. Then click **Submit**.	**Enter New Absence Events** 	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	 [Calculate Duration] Timesheet To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. [Submit]
Step 6: You will receive a confirmation message that your absence entries were submitted. Click **OK**.	**Submit Confirmation** ✔ The Absence(s) were submitted successfully. [OK]
Step 7: The corrected absence entry now appears in the Existing Absence Events section. You may wish to contact your timekeeper or manager to let them know that you have corrected the entry.	From 03/02/2011 Through 03/31/2011 **Existing Absence Events** Customize | Find | ⊞ First ◀ 1-2 of 2 ▶ Last | 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	03/29/2011	03/29/2011	8.00	Hours	Submitted	Pirrip,Philip	🗑	

Processing Steps	Screen Shots
Common Error Messages This section covers some of the common error messages users may encounter and how to resolve the error. **Campus Holiday Error** **Error message text sample**: *ERROR! The Absence entered cannot have a begin date that is on a Holiday. Change the begin date.* **Why did I get this error?** You cannot have a Begin Date or End Date that is a campus holiday. In the example to the right, the user tried to enter a sick day for March 31st, 2011 which was a campus holiday. **How do I fix this?** Change the dates of the absence so it does not start or end on a campus holiday.	ERROR! The Absence entered cannot have a begin date that is on a Holiday. Change the begin date. From 03/02/2011 Through 03/31/2011 **Existing Absence Events** Absence Name / Begin Date / End Date / Absence Duration **Enter New Absence Events** Absence Name / *Begin Date / End Date / Balance Sick - Self / 03/31/2011 / 03/31/2011 / 21.5 Calculate Duration

Processing Steps	Screen Shots
Failed Validation Error **Error message text sample**: *The absence event entered failed validation. Click OK to return to the entry page, this event remains in the Enter New Absence Events section where you can correct or delete it.* **Why did I get this error?** There are several possible reasons for this error, including not enough absence/leave credits, the absence type is not available, or you have failed to provide a required comment. **How do I fix this?** Start by clicking **OK** to return to the Report Absences page. Once there, you should see a second error message that will clarify what the error is and how to fix it.	**Submit Confirmation** ⬥ 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. [OK]
Exceeds Available Balance Error **Error message text sample**: *ERROR! The absence entered exceeds your available balance. Adjust your absence so that it does not exceed your absence balance or contact Payroll to report the absence.* **Why did I get this error?** You do not have enough leave credits to cover the absence. In the example to the right, the user entered an absence of 40 hours but the available credit is only 29.5 hours. **How do I fix this?** You will need to correct the absence entry so it does not exceed the available leave credits. Contact your department timekeeper if you need additional assistance reporting the absence.	**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. From 03/02/2011 Through 03/31/2011 **Existing Absence Events** Customize | Find First ◄ 1 of 1 ► Last 	Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By
---	---	---	---	---	---
					| **Enter New Absence Events** | Absence Name	*Begin Date	End Date	Balance	*Partial Days	Absence Duration	Unit Type
---	---	---	---	---	---	---
Sick - Self	03/21/2011	03/25/2011	29.5	None	40.00	Hours	

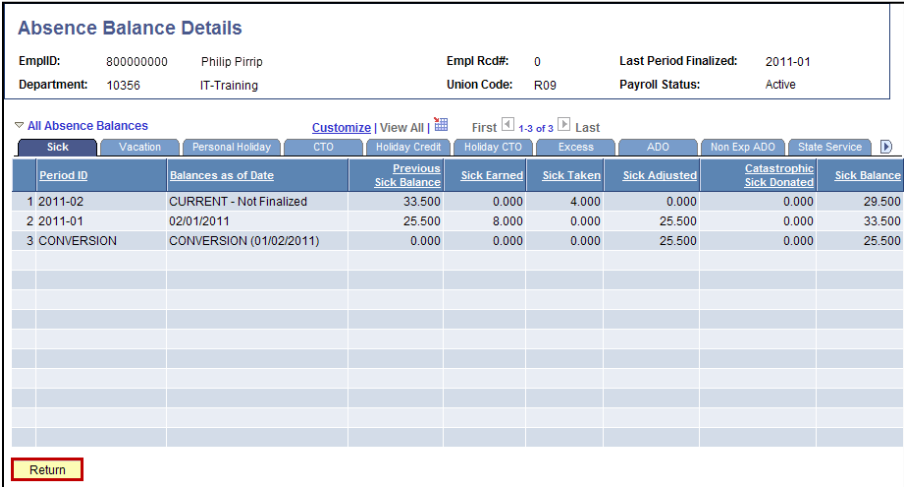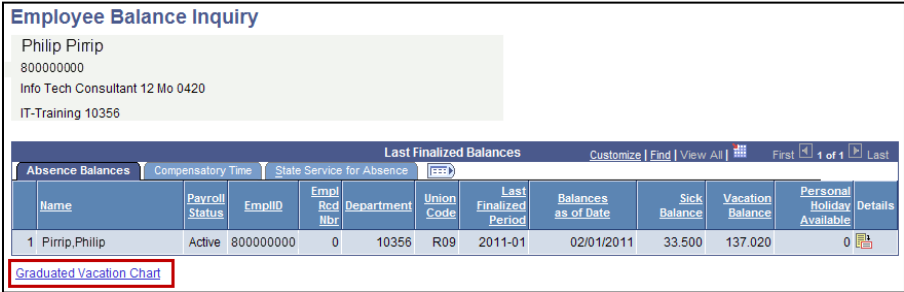| Processing Steps	Screen Shots
Required Comment Error **Error message text sample**: *ERROR! The absence selected requires the entry of the family relationship in the "Comments" field.* **Why did I get this error?** You did not enter a comment for an absence entry where a comment is required. **How do I fix this?** Click on **Add Comments** next to the absence entry to enter a comment.	**ERROR!** The absence selected requires the entry of the family relationship in the "Comments" field. From 03/02/2011 Through 03/31/2011 **Existing Absence Events** Customize | Find | First 1 of 1 Last 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 - Family Care | 03/15/2011 | 03/15/2011 | 29.5 | None | 8.00 | Hours | Add Comments

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
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.	
Step 2: The Employee Balance Inquiry screen appears. There are three tabs of information on this screen: • **Absence Balances** - Sick, Vacation, and Personal Holiday • **Compensatory Time** - CTO, Holiday Credit, Holiday CTO, Excess, and ADO balances • **State Service for Absence** - State Service, State Service Carryover, Sick Carryover, Vacation Carryover, and State FTE Carryover amounts Click on a tab to view it or to view all of the available information on one page, click the **Show all columns** icon (![icon]).	

Processing Steps	Screen Shots
Step 3: To view additional details on your balances, click the Details icon (⊞).	
Step 4: Select a tab to view details relating to that balance type. To return to the previous page, click **Return**.	
Step 5: To view information on leave accrual rates, click **Graduated Vacation Chart**. 📝 This chart shows how much leave you accrue each month based on your years of service.	

Processing Steps	Screen Shots
Step 6: The Graduated Vacation Chart shows vacation accrual rates based on state service months and the maximum vacation and CTO credits based on bargaining unit. Press the **Esc** key on your keyboard to go back.	Press Esc to Return **SUMMARY OF VACATION ACCRUAL RATES** 	SERVICE REQUIREMENTS*	MONTHLY VACATION ACCRUAL RATE	DAYS ACCRUED PER YEAR
---	---	---
0-3 YEARS: 1 TO 36 MONTHS	6 2/3 HOURS	10
3-6 YEARS: 37 TO 72 MONTHS	10 HOURS	15
6-10 YEARS: 73 TO 120 MONTHS	11 1/3 HOURS	17
10-15 YEARS: 121 TO 180 MONTHS	12 2/3 HOURS	19
15-20 YEARS: 181 TO 240 MONTHS	14 HOURS	21
20-25 YEARS: 241 TO 300 MONTHS	15 1/3 HOURS	23
OVER 25 YEARS: 301 MONTHS AND UP	16 HOURS	24
VACATION ACCRUAL RATES FOR ELIGIBLE CLASSIFICATIONS IN		
EXECUTIVE (M98), MANAGEMENT (M80), CONFIDENTIAL (C99), FACULTY (Unit 3) AND ACADEMIC STUDENT (UNIT 11)	16	24 | *In terms of full-time service 01/28/2011 Updated/HRM **SUMMARY OF MAXIMUM VACATION AND CTO CREDITS** | 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
---	---	---	---	---
M98	N/A	N/A	480 HOURS	480 HOURS
M80	N/A	N/A	384 HOURS	440 HOURS
UNIT 1	N/A	N/A	272 HOURS	384 HOURS
UNIT 2	120 HOURS	240 HOURS	272 HOURS	384 HOURS
UNIT 3	N/A	N/A	320 HOURS	440 HOURS
UNIT 4	120 HOURS	240 HOURS	320 HOURS	440 HOURS
UNIT 5	120 HOURS	240 HOURS	272 HOURS	384 HOURS
UNIT 6	240 HOURS	240 HOURS	272 HOURS	384 HOURS
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	 *PER MOU/Policy **PURSUANT TO FAIR LABOR STANDARDS ACT ***REFER TO APPROPRIATE MOU
Step 7: Once you have finished, click **Home** to return to Titan Online.	CALIFORNIA STATE UNIVERSITY, FULLERTON **Titan Online** ● CSUF WEB ● CSU keyword(s) Welcome Philip Pirrip Home Logout New Window	Help	Customi **Employee Balance Inquiry**

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.