CALIFORNIA STATE UNIVERSITY
FULLERTON

Human Resources Absence Management
Teaching Associate/Graduate Assistant Guide

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REVISION CONTROL

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Click here to enter Revision Date		Click here to enter Revision Date	

Review / Approval History

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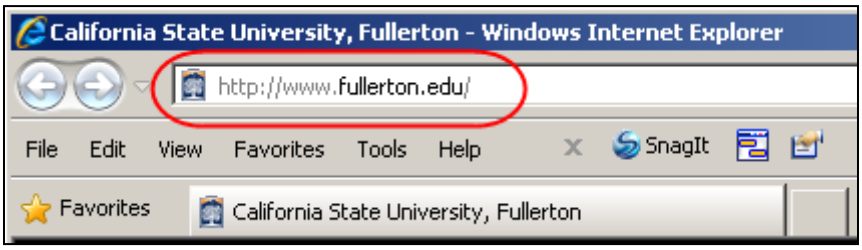
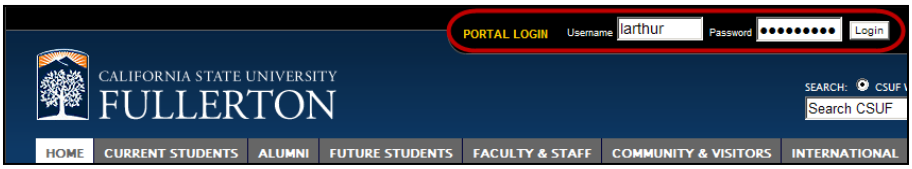
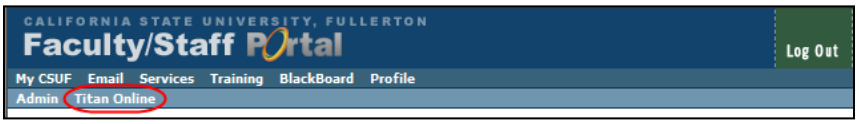
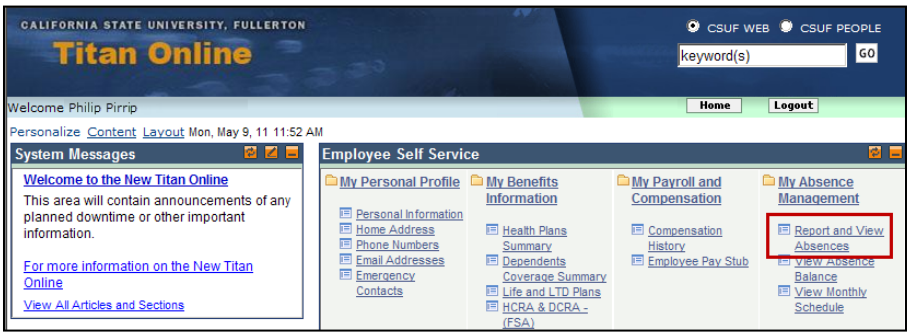
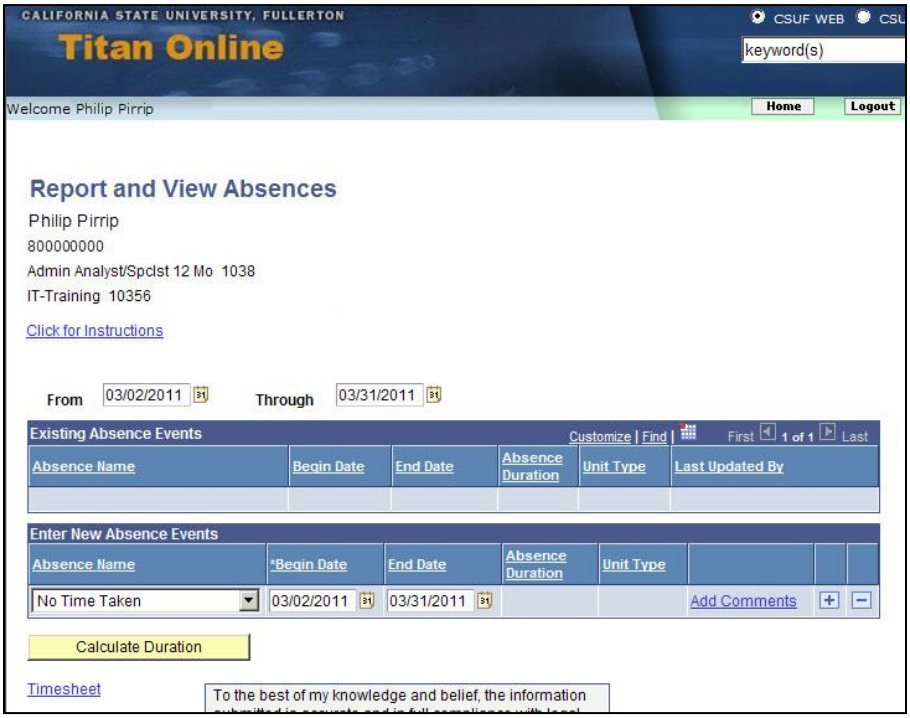
1.0 Accessing Your Timesheet

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.

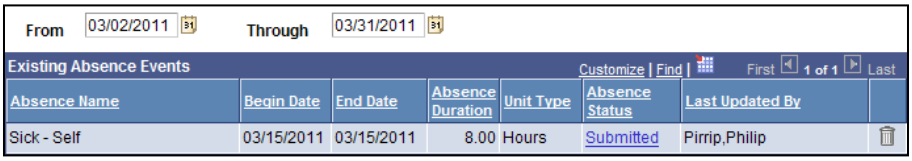
Processing Steps	Screen Shots
Step 1: Open your internet browser (i.e. Internet Explorer, Safari, Firefox, etc) and go to http://www.fullerton.edu.	
Step 2: Under Portal Login, enter your campus username and password. Click the **Login** button.	
Step 3: Click on the **Titan Online** tab.	
Step 4: In 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.	

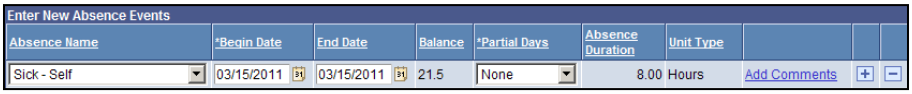
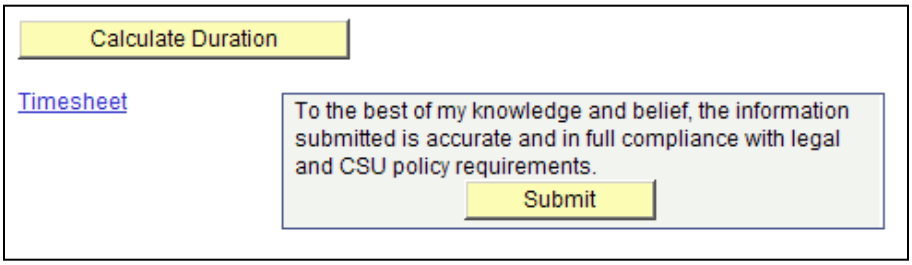
2.0 Reporting Time

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.

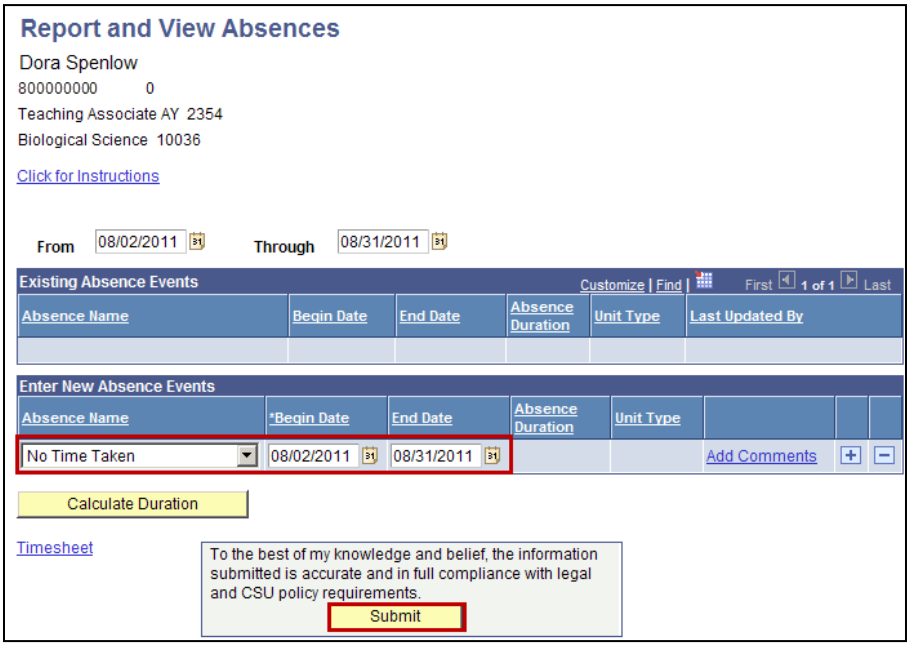
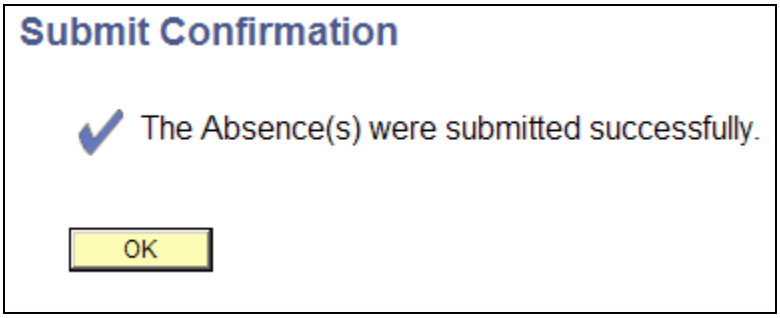
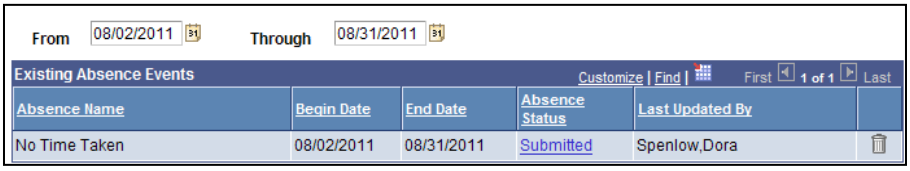
Processing Steps	Screen Shots
Time Entry Overview This section contains information on each of the fields present on the timesheet. **Time Entry Page Header:** In the header area there are the following fields: • Your Name • Your Campus-Wide ID (also referred to as Empl ID) • Your Job Classification 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.	

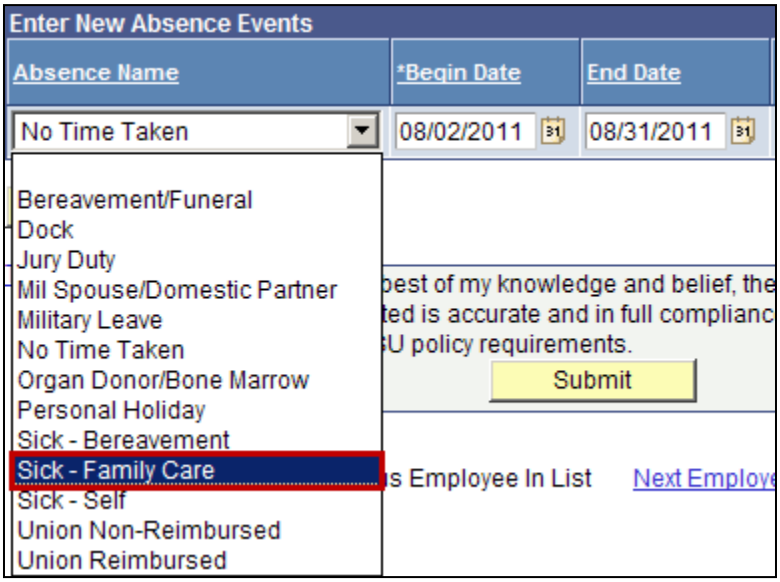
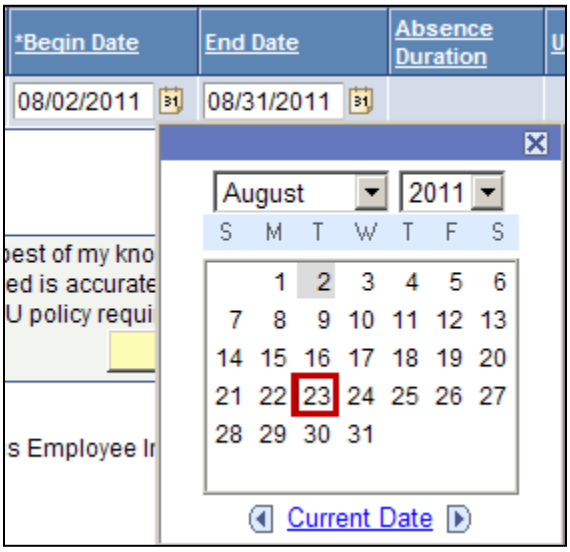
Processing Steps	Screen Shots
Pay Period Selection: When you access the Time Entry page within the first 5 calendar days of the month, the dates will default to the prior pay period. On the 6th calendar day, the dates will default to the current pay period. You can change the dates to two pay periods 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.	
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.	

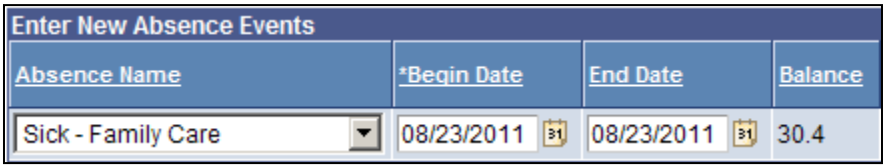
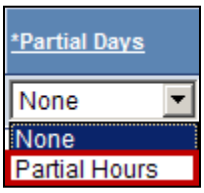
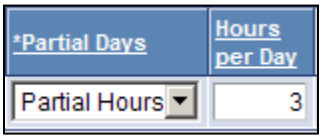
Field	Description
Absence Name	The type of absence used.
Begin Date	The starting date of the absence.
End Date	The ending date of the absence.
Absence Duration	The duration of the absence.
Unit Type	What unit the duration is in (i.e. Hours, Days, etc).
Absence Status	The status of the submission; values include Submitted, Reviewed, Approved, and Complete.
Last Updated By	The name of the person who last updated this absence entry.

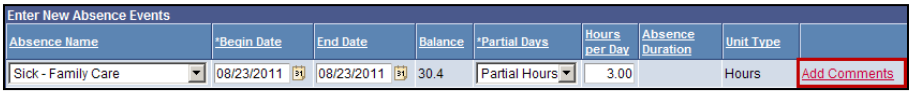
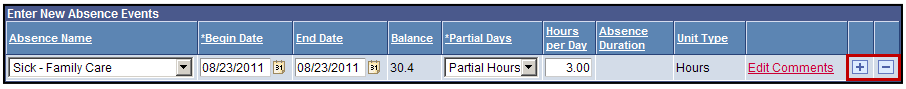
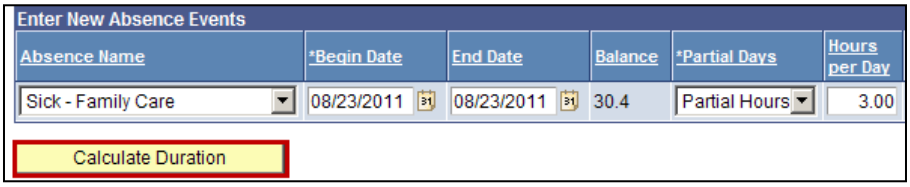
Processing Steps	Screen Shots
Enter New Absence Events This section is where you will enter your time. See the appropriate section of this manual for your job type for more information on filling out this section.	
Calculate Duration and Submit At the bottom of the timesheet, you have two buttons available 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.	

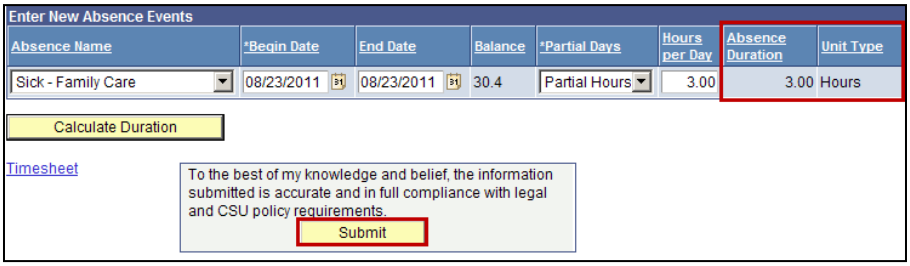
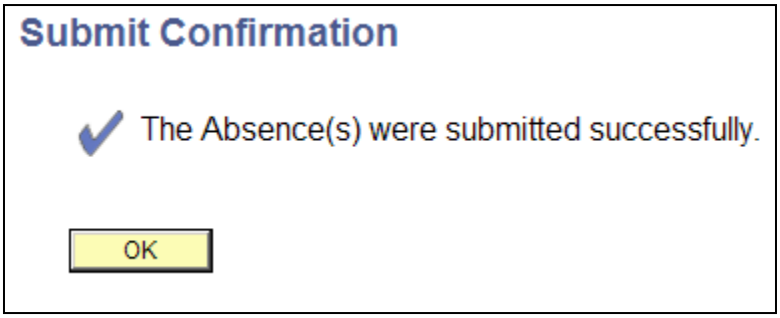
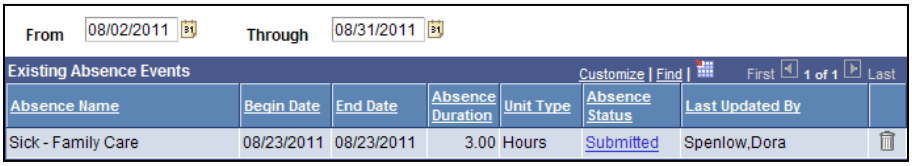
Field	Description
Absence Name	The type of absence used.
Begin Date	The starting date of the absence.
End Date	The ending date of the absence.
Balance	The amount of time available for you to use for the selected absence type (if applicable).
Partial Days	If partial days are used, this option can be selected.
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.

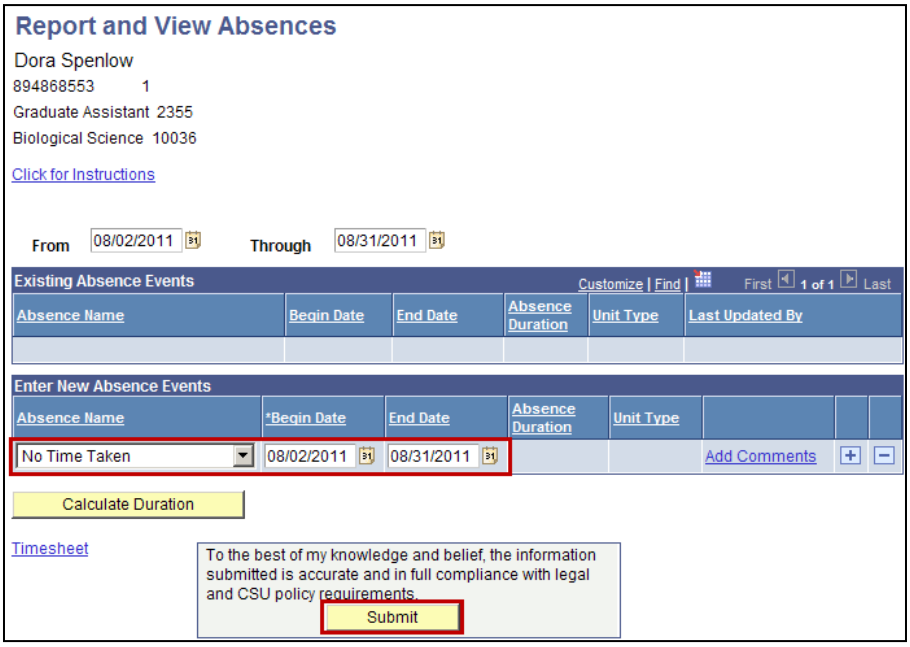
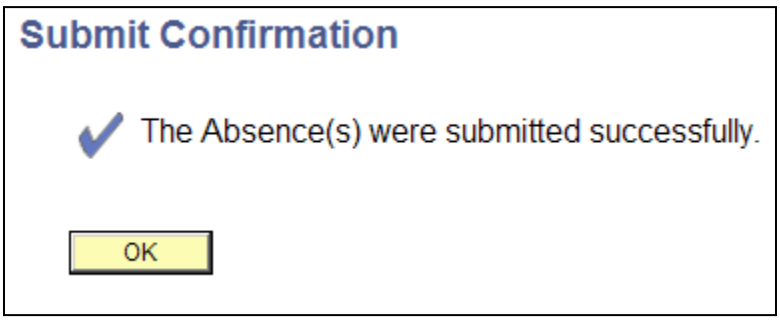
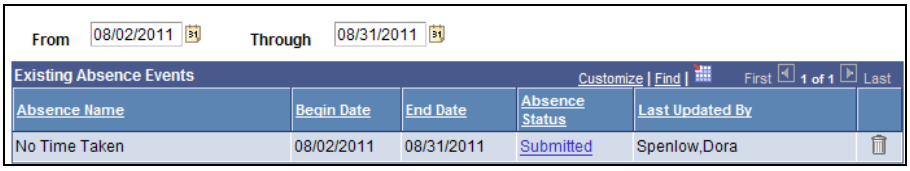
Processing Steps	Screen Shots
Teaching Associates This section covers how Teaching Associates report their time. TAs must report either that they took no time or list their absences. **Reporting No Time Taken** Reporting "No Time Taken" indicates that you had no absences during the pay period. **Step 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**.	
Step 2: You will receive a confirmation message that your absence entry was submitted successfully. Click **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.	

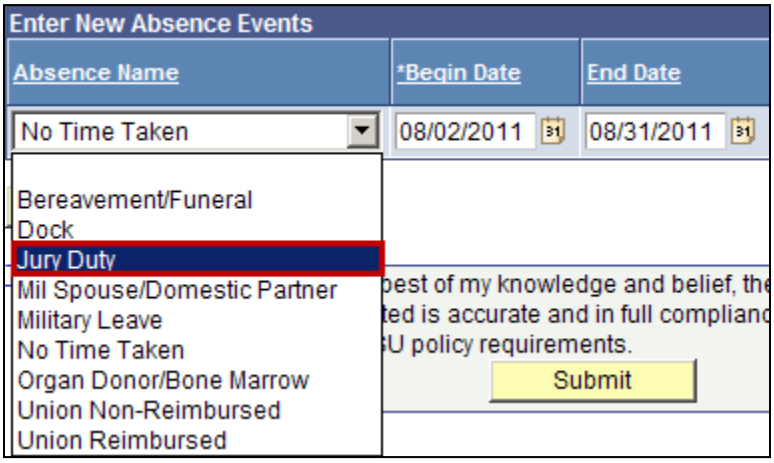
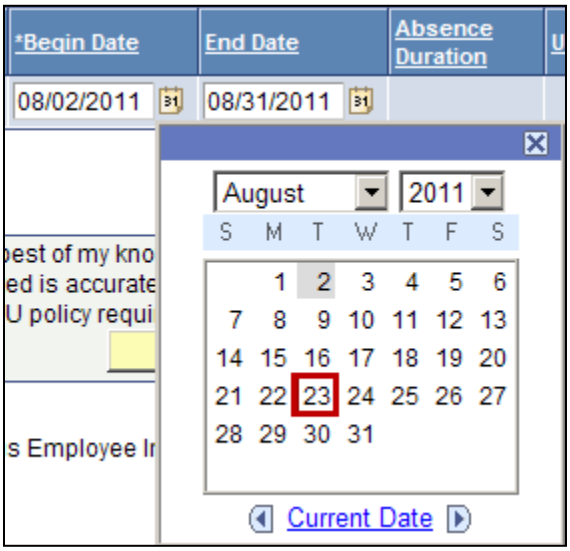
Processing Steps	Screen Shots
Reporting Absences This section covers how to report absences. **Step 1:** First, select an absence type from the drop-down menu under Absence Name. The types of absences available to you will depend on your classification and bargaining unit.	 Do not use Absence Management 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.	

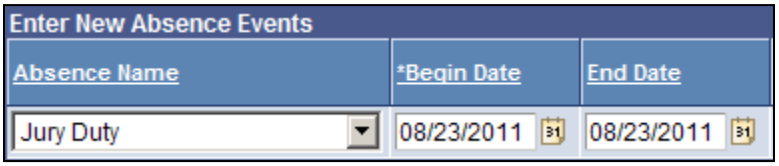
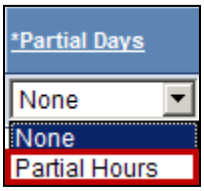
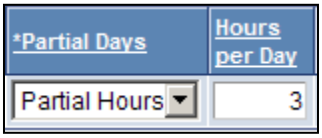
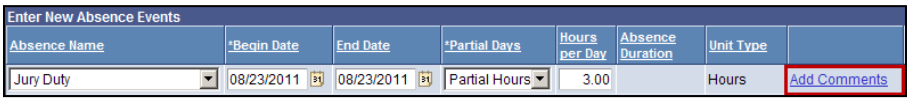
Processing Steps	Screen Shots
Step 3: The **End Date** has automatically changed to match the **Begin Date**. It is not recommended that you change the End Date to indicate consecutive days of an absence as the system may incorrectly calculate the duration of your absence. Enter each day of the absence 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.	
Step 4: Select **Partial Hours** in the Partial Days drop-down menu.	
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.	

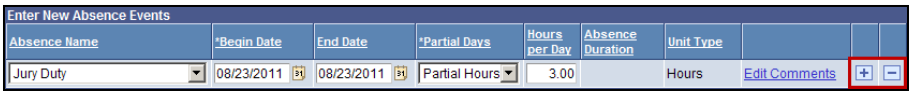
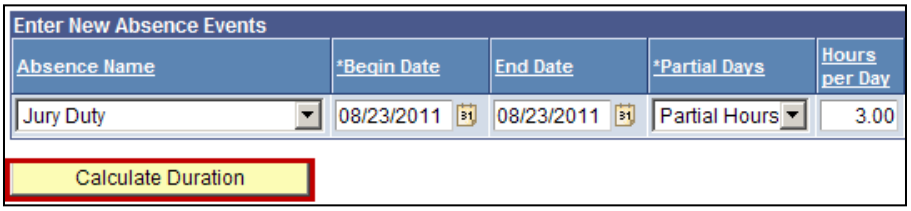
Processing Steps	Screen Shots
Step 5: Click **Add Comments** to add a comment for the absence. When the **Add Comments** link appears in red (as shown in the screenshot to the right), a comment is required for the absence type. Otherwise, comments are optional.	
Step 5a: Enter your comment for the absence. 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**.	
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**.	

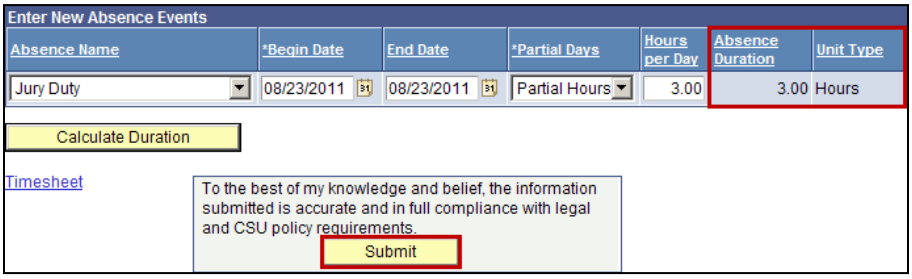
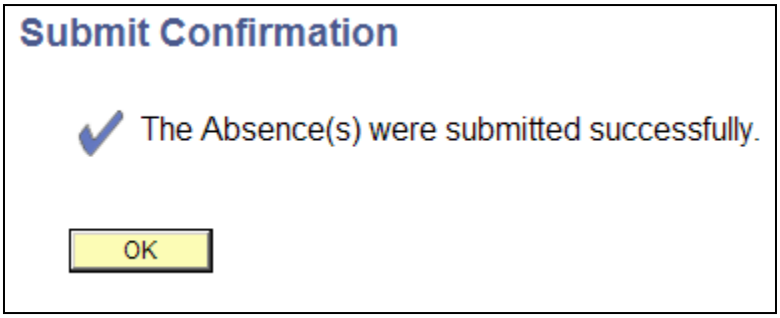
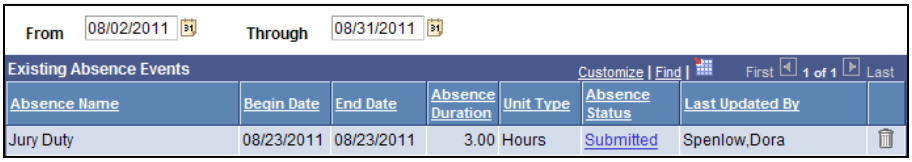
Processing Steps	Screen Shots
Step 8: The Absence Duration and Unit Type columns will show the duration of each absence. Review all of your absence entries for accuracy. When you are ready to submit your time, click **Submit**. Once you submit your time, you will not be able to edit the entries. To make changes, you will need to delete the absence entry and re-enter it (see page 15).	
Step 9: You will receive a confirmation message that your absence entries were submitted. Click **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.	

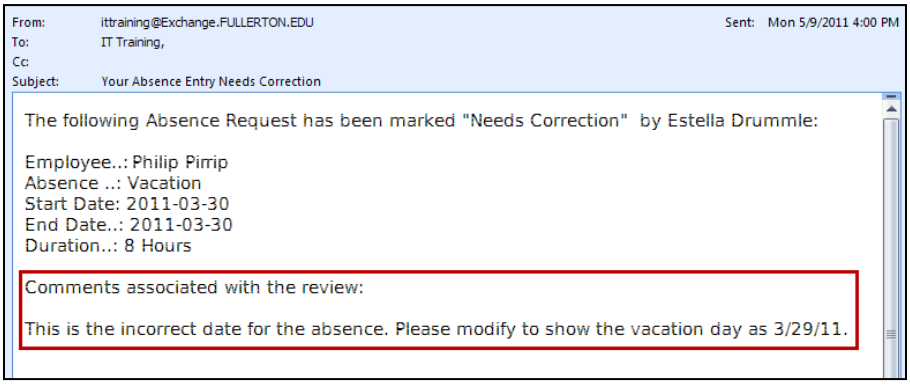
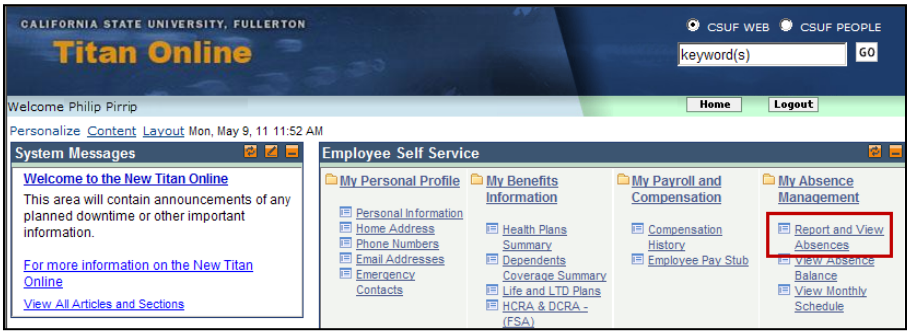
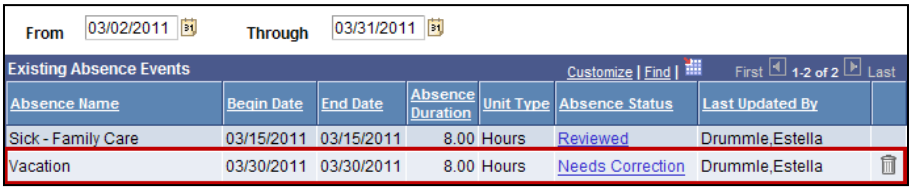
Processing Steps	Screen Shots
Graduate Assistants This section covers how Graduate Assistants report their time. GAs must report either that they took no time or list their absences. Graduate Assistants do not earn leave credits, but several absence types are still available for use. **Reporting No Time 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**.	
Step 2: You will receive a confirmation message that your absence entry was submitted successfully. Click **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.	

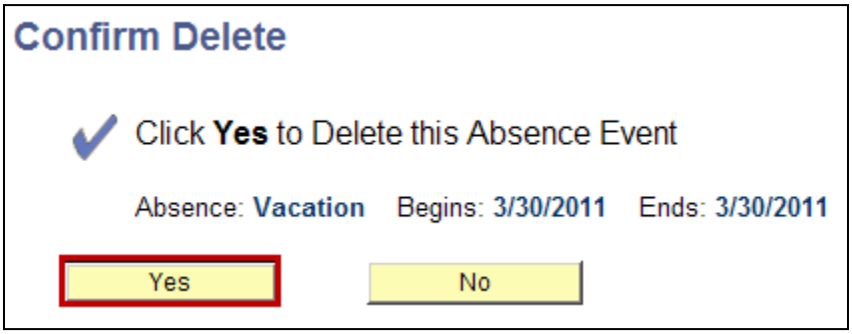
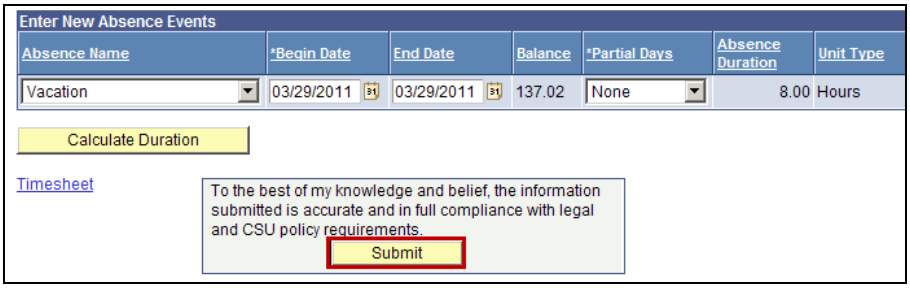
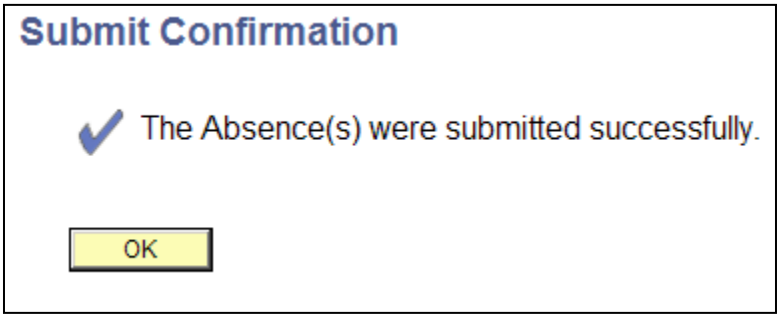
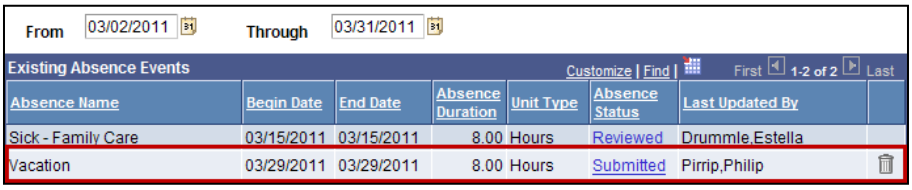
Processing Steps	Screen Shots
Reporting Absences This section covers how to report absences. **Step 1:** First, select an absence type from the drop-down menu under Absence Name. The types of absences available to you will depend on your classification and bargaining unit.	 Do not use Absence Management 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.	

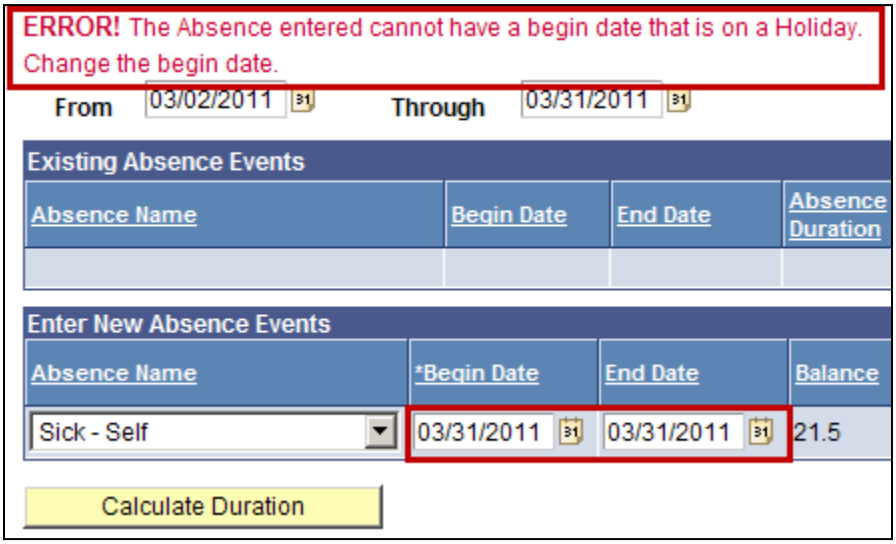
Processing Steps	Screen Shots
Step 3: The **End Date** has automatically changed to match the **Begin Date**. It is not recommended that you change the End Date to indicate consecutive days of an absence as the system may incorrectly calculate the duration of your absence. Enter each day of the absence as a separate row.	
Step 4: Select **Partial Hours** in the Partial Days drop-down menu.	
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.	
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.	

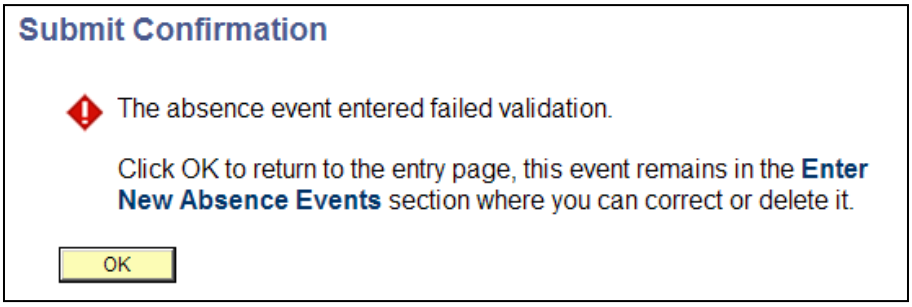
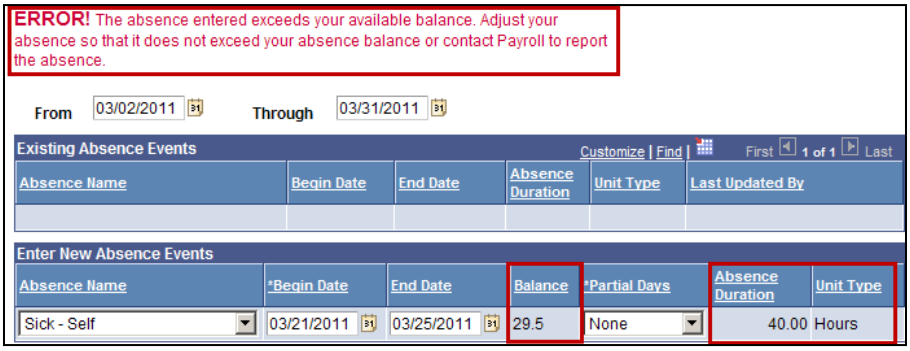
Processing Steps	Screen Shots
Step 5a: Enter your comment for the absence. If a comment is required, you may see text indicating what information you are required to provide. Once you are finished entering your comment, click **Save Comments**. To return to the Report Absences page without saving your comment, click **Return to Entry Page**.	
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**.	

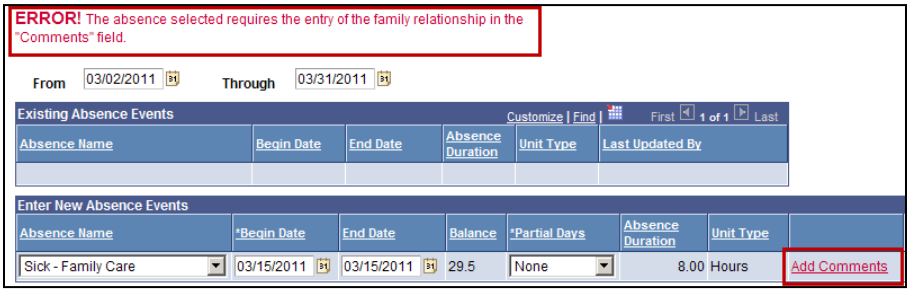
Processing Steps	Screen Shots
Step 8: The Absence Duration and Unit Type columns will show the duration of each absence. Review all of your absence entries for accuracy. When you are ready to submit your time, click **Submit**. Once you submit your time, you will not be able to edit the entries. To make changes, you will need to delete the absence entry and re-enter it (see page 15).	
Step 9: You will receive a confirmation message that your absence entries were submitted. Click **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.	

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.	
Step 2: In the Employee Self Service box, select **Report and View Absences** located in the My Absence Management menu on Titan Online.	
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.	

Processing Steps	Screen Shots
Step 4: Confirm the deletion by clicking on **Yes**.	
Step 5: Re-enter the absence entry with the corrected information. Then click **Submit**.	
Step 6: You will receive a confirmation message that your absence entries were submitted. Click **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.	

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.	

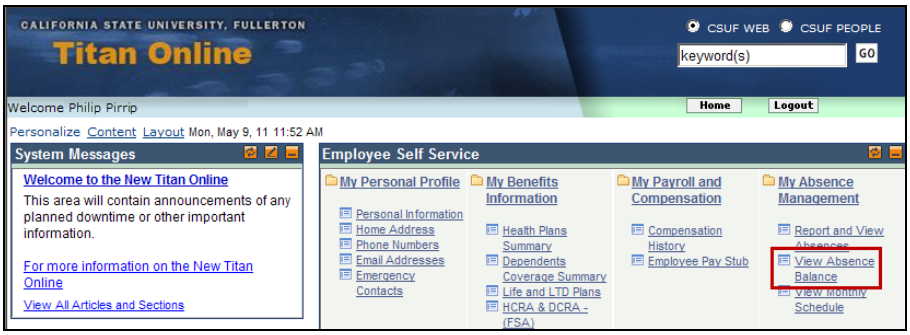
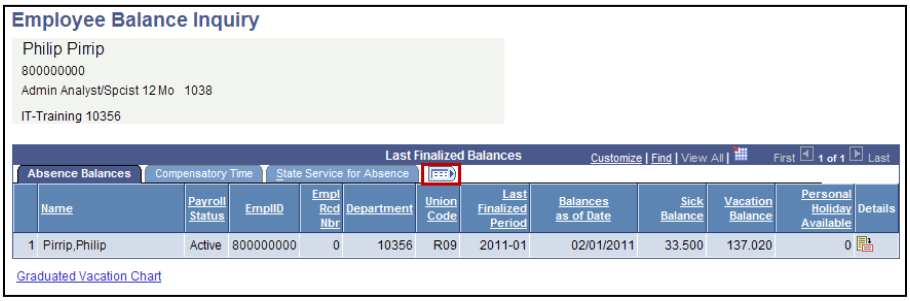
Processing Steps	Screen Shots
Failed Validation Error **Error message text sample**: *The absence event entered failed validation. Click OK to return to the entry page, this event remains in the Enter New Absence Events section where you can correct or delete it.* **Why did I get this error?** There 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.	
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.	

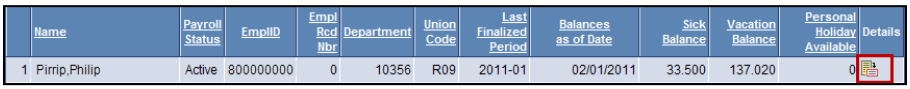
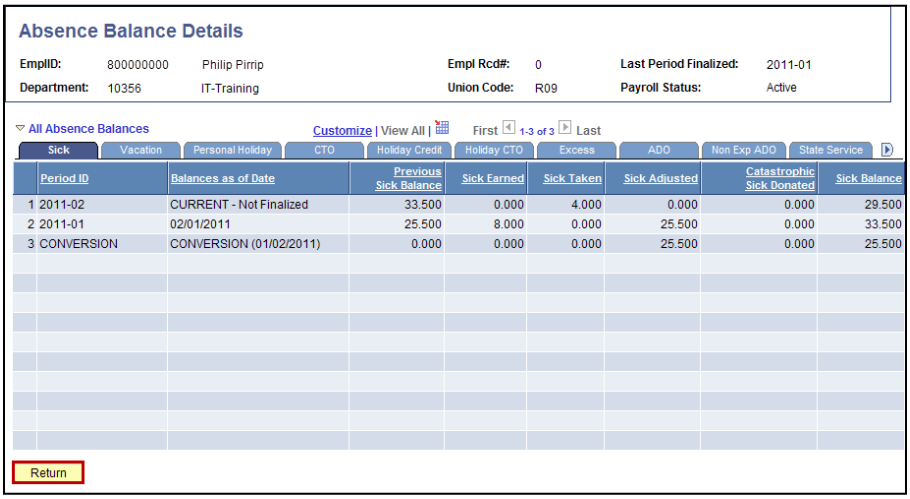
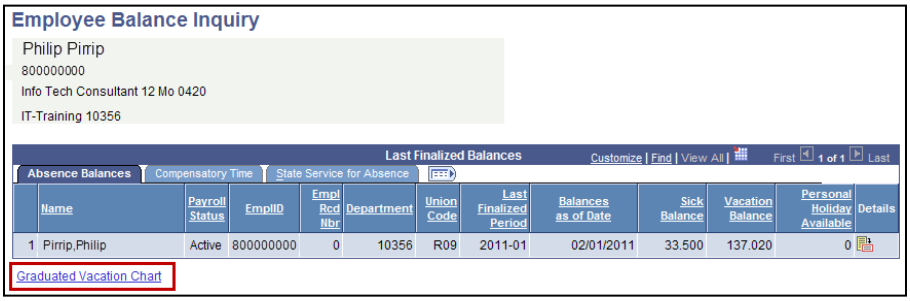
Processing Steps	Screen Shots
Required Comment Error **Error message text sample**: *ERROR! The absence selected requires the entry of the family relationship in the "Comments" field.* **Why did I get this error?** You did not enter a comment for an absence entry where a comment is required. **How do I fix this?** Click on **Add Comments** next to the absence entry to enter a comment.	

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 ( ).	

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 ELIGIBIE 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.	

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.