

AM006: AM Manager/Approver

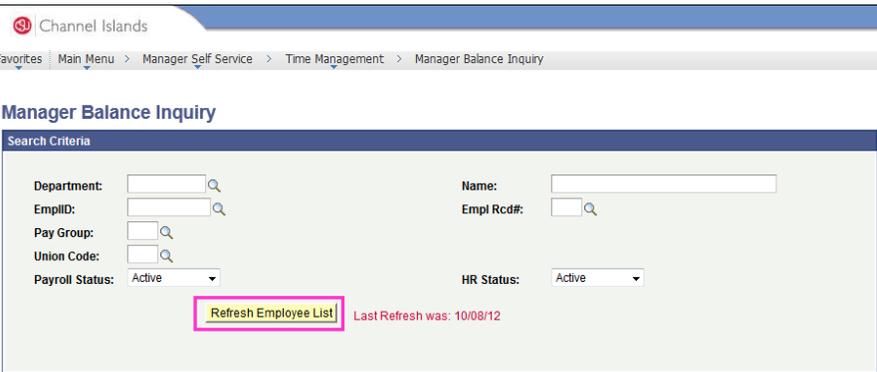
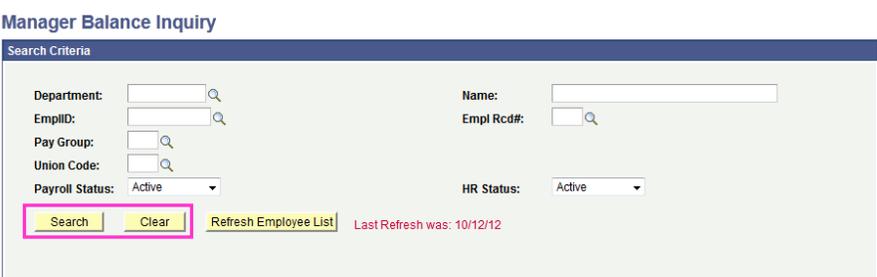
INTRODUCTION

The *AM Manager/Approver Business Process Guide* describes the role of the Manager/Approver on the CI campus. This guide includes the following processes:

- **Absence Review** – ability to review department absences
 - Absence balances
 - Absences submitted through employee self-service (*This section will be added after we incorporate employee self-service into the implementation.*)
- **Absence Entry** – enter time for employees within your area of responsibility
- **Absence Approvals** – approve time for employees within your area of responsibility before submitting to Payroll.
- **Absence Management Reports** – run reports to assist in the absence validation process:
 - Absence Activity
 - No Time Reported
 - Reported Absences

A) Manager Balance Inquiry

Navigation: *Manager Self Service > Time Management > Manager Balance Inquiry*

Processing Steps	Screen Shot
<p>1) <u>Balance Inquiry</u></p> <ul style="list-style-type: none"> When you first use this page, you must press the "Refresh Employee List" button. 	 <p>Channel Islands Favorites Main Menu > Manager Self Service > Time Management > Manager Balance Inquiry</p> <p>Manager Balance Inquiry</p> <p>Search Criteria</p> <p>Department: <input type="text"/> <input type="button" value="Q"/> Name: <input type="text"/></p> <p>EmplID: <input type="text"/> <input type="button" value="Q"/> Empl Rcd#: <input type="text"/> <input type="button" value="Q"/></p> <p>Pay Group: <input type="text"/> <input type="button" value="Q"/></p> <p>Union Code: <input type="text"/> <input type="button" value="Q"/></p> <p>Payroll Status: Active <input type="button" value="v"/> HR Status: Active <input type="button" value="v"/></p> <p>Refresh Employee List Last Refresh was: 10/08/12</p> <p>Graduated Vacation Chart</p>
<ul style="list-style-type: none"> This dialogue box is displayed. Click on OK. It will take a few minutes for the system to refresh. 	<p>Building Security List of Employees - Press "OK" to Build List, or press CANCEL to use existing List</p> <p>This Process builds or rebuilds a List of Employees for whom you, as a Manager or Timekeeper are responsible. It is designed to improve performance, and only needs to be performed when something changes in that relationship, or the list is older than a set time (default 1 days) - in which case the list must be refreshed.</p> <p>Depending upon the number of Employees - it may take a some time to build.</p> <p>The system will enforce the build for the first time, as well as for lists older than the set time (default 1 days). The list may be refreshed manually at any time.</p> <p>Upon pressing "Refresh Employees", this message will be displayed. Press OK to Continue with the build, or Press CANCEL to go ahead without updating the list.</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>
<ul style="list-style-type: none"> You will see that two new buttons appear at the bottom of the search box: Search and Clear. 	 <p>Manager Balance Inquiry</p> <p>Search Criteria</p> <p>Department: <input type="text"/> <input type="button" value="Q"/> Name: <input type="text"/></p> <p>EmplID: <input type="text"/> <input type="button" value="Q"/> Empl Rcd#: <input type="text"/> <input type="button" value="Q"/></p> <p>Pay Group: <input type="text"/> <input type="button" value="Q"/></p> <p>Union Code: <input type="text"/> <input type="button" value="Q"/></p> <p>Payroll Status: Active <input type="button" value="v"/> HR Status: Active <input type="button" value="v"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Refresh Employee List Last Refresh was: 10/12/12</p> <p>Graduated Vacation Chart</p>

Balance Inquiry (continued)

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<ul style="list-style-type: none"> Use the search page to filter employees by department or individual ID number/name Click on the magnifying glass next to each field to see a drop down list of valid values for each field. (i.e.: Click on the magnifying glass next to Department. You will see a listing of departments within your area of responsibility.) After entering the fields on which you want your information filtered, click on the Search button. 	<div data-bbox="592 268 1523 556"> <h3>Manager Balance Inquiry</h3> <p>Search Criteria</p> <p>Department: <input type="text"/> </p> <p>EmpID: <input type="text"/> </p> <p>Pay Group: <input type="text"/> </p> <p>Union Code: <input type="text"/> </p> <p>Payroll Status: Active <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Empl Rcd#: <input type="text"/> </p> <p>HR Status: Active <input type="text"/></p> <p>Search Clear Refresh Employee List Last Refresh was: 10/12/12</p> <p>Graduated Vacation Chart</p> </div> <div data-bbox="592 630 1523 1428"> <h3>Look Up</h3> <h4>Look Up Department</h4> <p>SetID: CICMP</p> <p>Department: begins with <input type="text"/></p> <p>Description: begins with <input type="text"/></p> <p>Short Description: begins with <input type="text"/></p> <p>Manager ID: begins with <input type="text"/> </p> <p>Look Up Clear Cancel Basic Lookup</p> <h4>Search Results</h4> <p>View 100 First 1-7 of 7 Last</p> <table border="1"> <thead> <tr> <th>Department</th> <th>Description</th> <th>Short Description</th> <th>Manager ID</th> </tr> </thead> <tbody> <tr> <td>310</td> <td>AVP_Operations_Planning & Cons</td> <td>AVP OPC</td> <td>(blank)</td> </tr> <tr> <td>320</td> <td>Capital Projects</td> <td>Constructi</td> <td>(blank)</td> </tr> <tr> <td>330</td> <td>Operations</td> <td>Operations</td> <td>(blank)</td> </tr> <tr> <td>340</td> <td>Facility Services</td> <td>FacilitySe</td> <td>(blank)</td> </tr> <tr> <td>350</td> <td>Planning, Design, Construction</td> <td>PlanningDe</td> <td>(blank)</td> </tr> <tr> <td>360</td> <td>Utilities</td> <td>Utilities</td> <td>(blank)</td> </tr> <tr> <td>370</td> <td>Loistical Services</td> <td>Loistical</td> <td>000144561</td> </tr> </tbody> </table> </div>	Department	Description	Short Description	Manager ID	310	AVP_Operations_Planning & Cons	AVP OPC	(blank)	320	Capital Projects	Constructi	(blank)	330	Operations	Operations	(blank)	340	Facility Services	FacilitySe	(blank)	350	Planning, Design, Construction	PlanningDe	(blank)	360	Utilities	Utilities	(blank)	370	Loistical Services	Loistical	000144561
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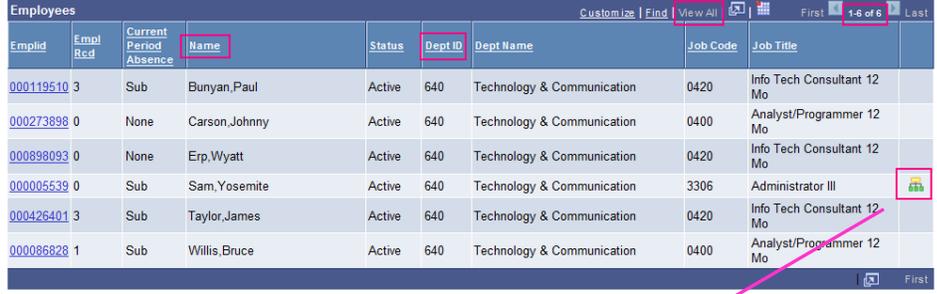
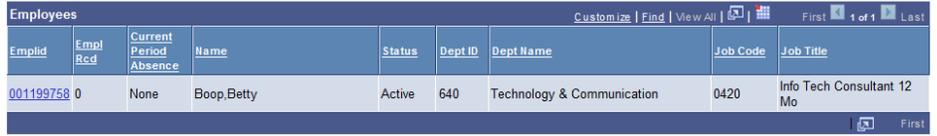
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<ul style="list-style-type: none"> • Absence Balance Details: Notice that there are tabs which will display balance history for Sick, Vacation and Personal Holiday. • There is also a link to go to the Compensatory Time Balances page. Click on the triangle to access this information. • Click on the Return button to go back to the main page. 	<p>Absence Balance Details</p> <p>EmplID: 001199758 Betty Boop Empl Rcd#: 0 Last Period Finalized: 2012-11 Department: 640 Technology & Communication Union Code: R09 Payroll Status: Active</p> <p>▾ All Absence Balances</p> <p>▾ Absence Balances Customize View All [Print] First 1-4 of 4 Last</p> <p>Sick Vacation Personal Holiday</p> <table border="1"> <thead> <tr> <th>Period ID</th> <th>Balances as of Date</th> <th>Previous Sick Balance</th> <th>Sick Earned</th> <th>Sick Taken</th> <th>Sick Adjusted</th> <th>Catastrophic Sick Donated</th> <th>Sick Balance</th> </tr> </thead> <tbody> <tr> <td>1 2012-12</td> <td>CURRENT - Not Finalized</td> <td>8.000</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>8.000</td> </tr> <tr> <td>2 2012-11</td> <td>11/30/2012</td> <td>8.000</td> <td>8.000</td> <td>8.000</td> <td>0.000</td> <td>0.000</td> <td>8.000</td> </tr> <tr> <td>3 2012-10</td> <td>10/31/2012</td> <td>12.000</td> <td>8.000</td> <td>12.000</td> <td>12.000</td> <td>0.000</td> <td>8.000</td> </tr> <tr> <td>4 CONVERSION</td> <td>CONVERSION (10/02/2012)</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>12.000</td> <td>0.000</td> <td>12.000</td> </tr> </tbody> </table> <p>▾ Compensatory Time Balances</p> <p>▾ State Service for Absences</p> <p>Return</p>	Period ID	Balances as of Date	Previous Sick Balance	Sick Earned	Sick Taken	Sick Adjusted	Catastrophic Sick Donated	Sick Balance	1 2012-12	CURRENT - Not Finalized	8.000	0.000	0.000	0.000	0.000	8.000	2 2012-11	11/30/2012	8.000	8.000	8.000	0.000	0.000	8.000	3 2012-10	10/31/2012	12.000	8.000	12.000	12.000	0.000	8.000	4 CONVERSION	CONVERSION (10/02/2012)	0.000	0.000	0.000	12.000	0.000	12.000																				
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<ul style="list-style-type: none"> • Note the tabs at the top of the results section. Different leave balances display based on the tab selected. • Click on the appropriate tab to see the balances that you are searching for. 	<p>Manager Balance Inquiry</p> <p>Search Criteria</p> <p>Department: 640 Academic & Information Tech Name: <input type="text"/> EmplID: <input type="text"/> Empl Rcd#: <input type="text"/> Pay Group: <input type="text"/> Union Code: <input type="text"/> Payroll Status: Active HR Status: Active</p> <p>Search Clear Refresh Employee List Last Refresh was: 10/12/12</p> <p>Last Finalized Balances for Employees Administered by Judith Frazier Customize Find View All [Print] First 1-10 of 36 Last</p> <p>Absence Balances Compensatory Time State Service for Absence</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Payroll Status</th> <th>EmplID</th> <th>Empl Rcd 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</td> <td>Active</td> <td></td> <td>0</td> <td>640</td> <td>M80</td> <td>2012-08</td> <td>08/31/2012</td> <td>348.000</td> <td>336.000</td> <td>1</td> <td>[Details]</td> </tr> <tr> <td>2</td> <td>Active</td> <td></td> <td>0</td> <td>640</td> <td>R09</td> <td>2012-08</td> <td>08/31/2012</td> <td>387.000</td> <td>151.333</td> <td>1</td> <td>[Details]</td> </tr> <tr> <td>3</td> <td>Active</td> <td></td> <td>0</td> <td>640</td> <td>R09</td> <td>2012-08</td> <td>08/31/2012</td> <td>2.000</td> <td>18.667</td> <td>1</td> <td>[Details]</td> </tr> <tr> <td>4</td> <td>Active</td> <td></td> <td>0</td> <td>640</td> <td>R09</td> <td>2012-08</td> <td>08/31/2012</td> <td>184.000</td> <td>158.000</td> <td>1</td> <td>[Details]</td> </tr> </tbody> </table>	Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details	1	Active		0	640	M80	2012-08	08/31/2012	348.000	336.000	1	[Details]	2	Active		0	640	R09	2012-08	08/31/2012	387.000	151.333	1	[Details]	3	Active		0	640	R09	2012-08	08/31/2012	2.000	18.667	1	[Details]	4	Active		0	640	R09	2012-08	08/31/2012	184.000	158.000	1	[Details]
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B) Manager Absence Entry

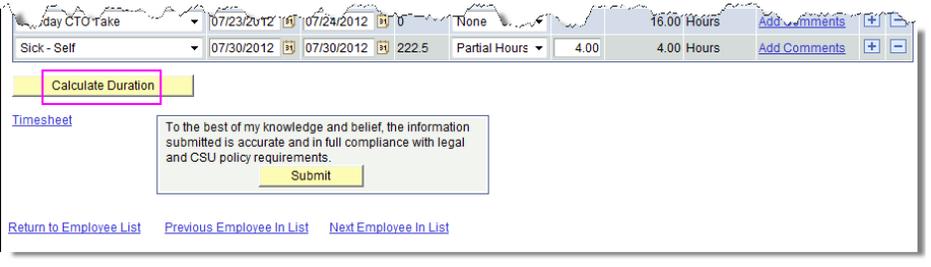
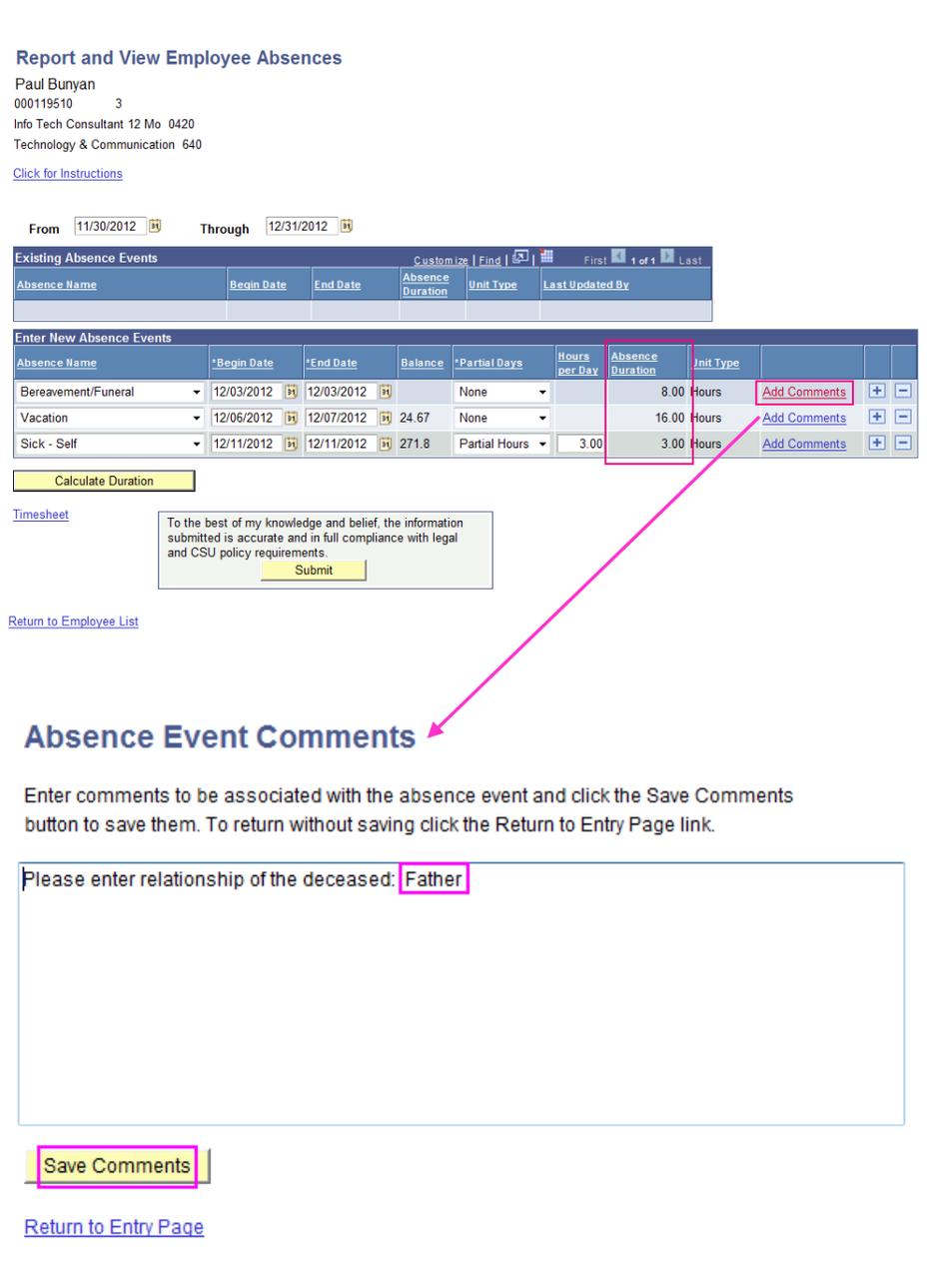
Navigation: *Manager Self Service > Time Management > Report Time > Manager Absence Entry*

Processing Steps	Screen Shot
<p>2) ABSENCE ENTRY</p> <ul style="list-style-type: none"> This page displays listing all employees within the Manager's responsibility. Click on the View All hyperlink to expand the number of employees displayed. Notice that this display is showing that 1-6 employees out of a list of 6 are now displayed. Click on any header to sort employees. (i.e.: Click on "Name" to put list in alpha order, or click on "Dept ID" to sort list by Department. Click on the EmplID of the employee for whom you wish to enter absences. The  icon identifies that this employee has people reporting to him/her. By clicking on the icon, you can see who reports to this person. 	<p>Manager Absence Entry</p> <p>Click for Instructions</p>  <p>Manager Absence Entry</p> <p>Yosemite Sam</p> <p>Click for Instructions</p> 

Absence Entry (continued)

Processing Steps	Screen Shot																																																																							
<p>3) ENTER ABSENCE EVENT</p> <ul style="list-style-type: none"> The employee's name, EmplID and Record Number, Job Title and Department display in the left corner of the page. From/Through: These dates determine the absence entries that will display on this page. From: Enter the first day of the pay period Through: Enter the last day of the pay period. Absence Name: Select the appropriate absence by clicking on the magnifying glass icon. Notice that when you select an absence, the balance (if applicable) will display.) Begin Date: Enter the first day of the absence. (see note) End Date: Enter the last day of the absence. (see note) Partial Hours: Select "Partial Hours" if the absence was not for a full day. (See note) Hours per Day: Enter "Partial Hours" taken. To enter a new row, click on the "+" button at the far right end of the row. 	<p>Report and View Employee Absences</p> <p>Paul Bunyan 000119510 3 Info Tech Consultant 12 Mo 0420 Technology & Communication 640</p> <p>Click for Instructions</p> <p>From: 11/30/2012 Through: 12/31/2012</p> <table border="1"> <thead> <tr> <th colspan="7">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 colspan="2">Last Updated By</th> </tr> </thead> <tbody> <tr> <td colspan="7"> </td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="10">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>Hours per Day</th> <th>Absence Duration</th> <th>Unit Type</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td>Vacation</td> <td>12/06/2012</td> <td>12/07/2012</td> <td>24.67</td> <td>None</td> <td></td> <td></td> <td>Hours</td> <td>Add Comments</td> <td>+ -</td> </tr> <tr> <td>Sick - Self</td> <td>12/11/2012</td> <td>12/11/2012</td> <td>271.8</td> <td>Partial Hours</td> <td>3.00</td> <td></td> <td>Hours</td> <td>Add Comments</td> <td>+ -</td> </tr> <tr> <td>Bereavement/Funeral</td> <td>12/03/2012</td> <td>12/03/2012</td> <td></td> <td>None</td> <td></td> <td></td> <td>Hours</td> <td>Add Comments</td> <td>+ -</td> </tr> </tbody> </table> <p>Calculate Duration</p> <p>Timesheet</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content;"> <p>To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.</p> <p style="text-align: center;">Submit</p> </div> <p>Return to Employee List</p> <p>NOTE:</p> <p>Begin Date and End Date If there's a break in the absence, enter each event separately. For example, if an employee is out sick for two days, returns to work for three days, and then is out sick again, enter two absence events. If the absence includes a weekend (say, Thursday to Monday), enter one absence event.</p> <p>Partial Hours The Partial Hours field is used to indicate an absence period that is less than one full day. For example, a non-exempt employee is taking two hours of Sick time to go to a dentist appointment, the employee would use the partial hours field to indicate the two hours, since it is less than a full day absence. If the Absence requires "Partial Hours", use the pull-down to select it and enter the number of hours in the "Hours per Day" field.</p> <p>Hourly Employees: It is required that Absence Entry for hourly employees always utilize the 'partial hours' field. Take hours reported for hourly employees are used to calculate the employee's qualification for state service, sick, and eligible vacation.</p> <p>Exempt Employees: It is required that Absences for exempt employees always be entered in full day increments – Exempt employees do not report partial days.</p>	Existing Absence Events							Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By									Enter New Absence Events										Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type			Vacation	12/06/2012	12/07/2012	24.67	None			Hours	Add Comments	+ -	Sick - Self	12/11/2012	12/11/2012	271.8	Partial Hours	3.00		Hours	Add Comments	+ -	Bereavement/Funeral	12/03/2012	12/03/2012		None			Hours	Add Comments	+ -
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Absence Entry (continued)

Processing Steps	Screen Shot
<ul style="list-style-type: none"> When you have completed your absence entry, click on the Calculate Duration button. 	 <p>The screenshot shows the 'Calculate Duration' button highlighted with a yellow box. Above it, there are date pickers for 'Begin Date' (07/23/2012) and 'End Date' (07/24/2012), and a 'None' dropdown. Below the button is a 'Timesheet' section with a disclaimer: 'To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.' and a 'Submit' button. At the bottom, there are links for 'Return to Employee List', 'Previous Employee In List', and 'Next Employee In List'.</p>
<ul style="list-style-type: none"> Absence Duration: This field will display once the "Calculate Duration" button is pushed. It shows the amounts of leave credits that will be used in this calendar cycle. <ul style="list-style-type: none"> IMPORTANT! Compare the Absence Duration against the Balance to ensure that the amount of time entered does not exceed the balance! Add Comments: If the absence requires that a comment be entered, the "Add Comments" link will be highlighted in red. <ul style="list-style-type: none"> Click on the Add Comments link and a new dialogue box will appear. <ul style="list-style-type: none"> Answer the question in the dialogue box Click on the Save Comments button. The "Add Comments" link changes to an "Edit Comments" link. 	 <p>The screenshot shows the 'Report and View Employee Absences' page for Paul Bunyan. It includes a 'Calculate Duration' button, a 'Timesheet' section, and a table of 'Existing Absence Events'. The table has columns for Absence Name, Begin Date, End Date, Absence Duration, Unit Type, and Last Updated By. Below the table is a section for 'Enter New Absence Events' with a similar table. A pink arrow points from the 'Add Comments' link in the 'Sick - Self' row of the 'Enter New Absence Events' table to the 'Absence Event Comments' section below. The 'Absence Event Comments' section has a text input field with 'Father' entered and a 'Save Comments' button highlighted with a yellow box. A 'Return to Entry Page' link is at the bottom.</p>

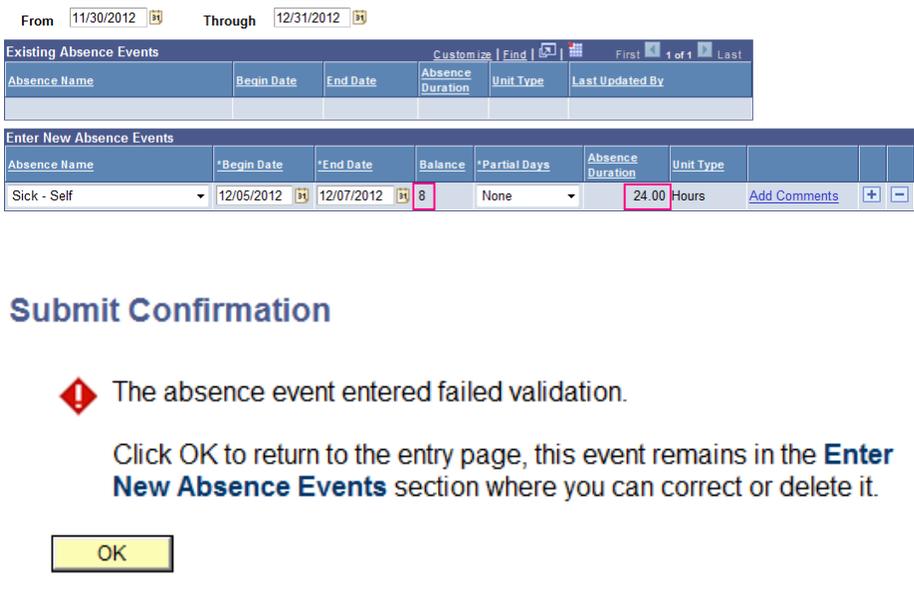
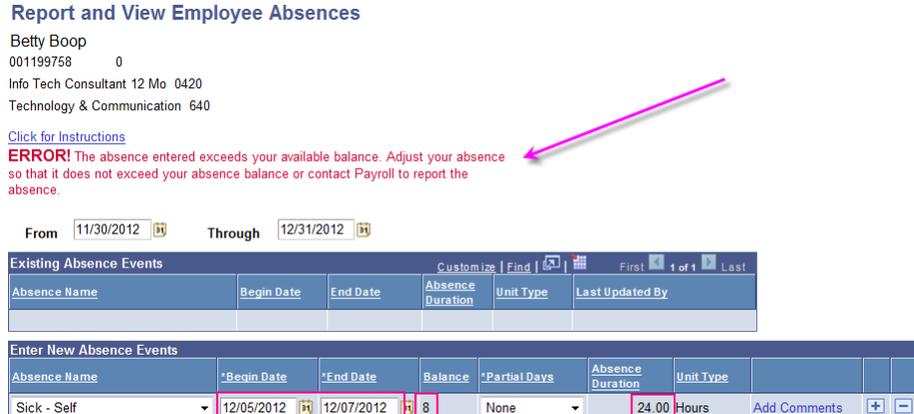
Absence Entry (continued)

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<ul style="list-style-type: none"> Review the absences entered. If correct, click on the Submit button. Click on one of the three hyperlinks at the bottom of the page to proceed. <ul style="list-style-type: none"> Return to Employee List: Click on this link to go back to the full employee listing. Previous Employee in List: Click this link to go back to the previous employee. Next Employee in List: Click this link to go to the next employee. 	<p>Report and View Employee Absences</p> <p>0 Custodian 2010 Facility Services 340 Click for Instructions</p> <p>From 08/01/2012 Through 08/30/2012</p> <table border="1"> <thead> <tr> <th colspan="7">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 colspan="2">Last Updated By</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td colspan="2"> </td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="8">Enter New Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>*End Date</th> <th>Balance</th> <th>*Partial Days</th> <th>Absence Duration</th> <th>Unit Type</th> <th> </th> </tr> </thead> <tbody> <tr> <td>Personal Holiday</td> <td>08/06/2012</td> <td>08/06/2012</td> <td>1</td> <td>None</td> <td>1.00 Days</td> <td> </td> <td>Add Comments + -</td> </tr> <tr> <td>Vacation</td> <td>08/07/2012</td> <td>08/07/2012</td> <td>218.166</td> <td>None</td> <td>9.00 Hours</td> <td> </td> <td>Add Comments + -</td> </tr> <tr> <td>Bereavement/Funeral</td> <td>08/27/2012</td> <td>08/27/2012</td> <td> </td> <td>None</td> <td>9.00 Hours</td> <td> </td> <td>Edit Comments + -</td> </tr> </tbody> </table> <p>Calculate Duration</p> <p>Timesheet</p> <div style="border: 1px solid gray; padding: 5px;"> <p>To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.</p> <p style="text-align: center;">Submit</p> </div> <p>Return to Employee List Previous Employee In List Next Employee In List</p>	Existing Absence Events							Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By									Enter New Absence Events								Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Absence Duration	Unit Type		Personal Holiday	08/06/2012	08/06/2012	1	None	1.00 Days		Add Comments + -	Vacation	08/07/2012	08/07/2012	218.166	None	9.00 Hours		Add Comments + -	Bereavement/Funeral	08/27/2012	08/27/2012		None	9.00 Hours		Edit Comments + -
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<ul style="list-style-type: none"> Confirmation: The system will validate the absence data entered. This will display if entry was successful. Click on OK button. 	<p>Submit Confirmation</p> <p>✓ The Absence(s) were submitted successfully.</p> <p style="text-align: center;">OK</p>																																																													
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Absence Entry (continued)

Processing Steps	Screen Shot																																																								
<ul style="list-style-type: none"> Employee absence data on the <i>Manager Absence Entry</i> page can be modified as much as necessary during the open cycle, before the Payroll deadline. To delete a row of data in the Existing Absence Events section, click on the trash can icon. A dialogue box will appear making sure that you intended to delete the absence event. 	<p>Report and View Employee Absences</p> <p>Paul Bunyan 000119510 3 Info Tech Consultant 12 Mo 0420 Technology & Communication 640</p> <p>Click for Instructions</p> <p>From 11/30/2012 Through 12/31/2012</p> <table border="1"> <thead> <tr> <th colspan="7">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>Absence Status</th> <th>Last Updated By</th> </tr> </thead> <tbody> <tr> <td>Bereavement/Funeral</td> <td>12/03/2012</td> <td>12/03/2012</td> <td>8.00 Hours</td> <td></td> <td>Reviewed</td> <td>Judy Frazier</td> </tr> <tr> <td>Vacation</td> <td>12/06/2012</td> <td>12/07/2012</td> <td>16.00 Hours</td> <td></td> <td>Reviewed</td> <td>Judy Frazier</td> </tr> <tr> <td>Sick - Self</td> <td>12/11/2012</td> <td>12/11/2012</td> <td>3.00 Hours</td> <td></td> <td>Reviewed</td> <td>Judy Frazier</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>Absence Duration</th> <th>Unit Type</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>(Invalid Value)</td> <td>01/01/2013</td> <td>01/30/2013</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Confirm Delete</p> <p><input checked="" type="checkbox"/> Click Yes to Delete this Absence Event</p> <p>Absence: Personal Holiday Begins: 8/6/2012 Ends: 8/6/2012</p> <p><input type="button" value="Yes"/> <input type="button" value="No"/></p>	Existing Absence Events							Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By	Bereavement/Funeral	12/03/2012	12/03/2012	8.00 Hours		Reviewed	Judy Frazier	Vacation	12/06/2012	12/07/2012	16.00 Hours		Reviewed	Judy Frazier	Sick - Self	12/11/2012	12/11/2012	3.00 Hours		Reviewed	Judy Frazier	Enter New Absence Events							Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type			(Invalid Value)	01/01/2013	01/30/2013				
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<ul style="list-style-type: none"> To add data, simply continue to add information in the Enter New Absence Events section. <p>Notice in this example that the initial Personal Holiday entry was incorrect, so the row was deleted, and a new row entered.</p> <ul style="list-style-type: none"> Click on the Calculate Duration button. Click on the Submit button to save. 	<p>Report and View Employee Absences</p> <p>Paul Bunyan 000119510 3 Info Tech Consultant 12 Mo 0420 Technology & Communication 640</p> <p>Click for Instructions</p> <p>From 11/30/2012 Through 12/31/2012</p> <table border="1"> <thead> <tr> <th colspan="7">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>Absence Status</th> <th>Last Updated By</th> </tr> </thead> <tbody> <tr> <td>Bereavement/Funeral</td> <td>12/03/2012</td> <td>12/03/2012</td> <td>8.00 Hours</td> <td></td> <td>Reviewed</td> <td>Judy Frazier</td> </tr> <tr> <td>Vacation</td> <td>12/06/2012</td> <td>12/07/2012</td> <td>16.00 Hours</td> <td></td> <td>Reviewed</td> <td>Judy Frazier</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="8">Enter New Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>*End Date</th> <th>Balance</th> <th>*Partial Days</th> <th>Hours per Day</th> <th>Absence Duration</th> <th>Unit Type</th> </tr> </thead> <tbody> <tr> <td>Sick - Self</td> <td>12/11/2012</td> <td>12/11/2012</td> <td>271.8</td> <td>Partial Hours</td> <td>5.00</td> <td>5.00 Hours</td> <td></td> </tr> </tbody> </table> <p><input type="button" value="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><input type="button" value="Submit"/></p>	Existing Absence Events							Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By	Bereavement/Funeral	12/03/2012	12/03/2012	8.00 Hours		Reviewed	Judy Frazier	Vacation	12/06/2012	12/07/2012	16.00 Hours		Reviewed	Judy Frazier	Enter New Absence Events								Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type	Sick - Self	12/11/2012	12/11/2012	271.8	Partial Hours	5.00	5.00 Hours					
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Absence Entry Errors (continued)

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<p>4) ERRORS</p> <ul style="list-style-type: none"> Occasionally you may inadvertently enter more time than the employee has in his/her balance, and click on the Submit button. If this happens, you will get an error message similar to this. Click on the OK button to return to the main page. 	 <p>From 11/30/2012 Through 12/31/2012</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>12/05/2012</td> <td>12/07/2012</td> <td>8</td> <td>None</td> <td>24.00</td> <td>Hours</td> </tr> </tbody> </table> <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>OK</p>	Existing Absence Events						Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By							Enter New Absence Events							Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Absence Duration	Unit Type	Sick - Self	12/05/2012	12/07/2012	8	None	24.00	Hours
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<ul style="list-style-type: none"> An error message sometimes also appears on the main page. Adjust the date range, date or partial hours to fix. 	 <p>Report and View Employee Absences</p> <p>Betty Boop 001199758 0 Info Tech Consultant 12 Mo 0420 Technology & Communication 640</p> <p>Click for Instructions</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 11/30/2012 Through 12/31/2012</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>12/05/2012</td> <td>12/07/2012</td> <td>8</td> <td>None</td> <td>24.00</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	12/05/2012	12/07/2012	8	None	24.00	Hours
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Absence Entry Errors (continued)

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<ul style="list-style-type: none"> You can sometimes use other eligible leave credits to bring the employee up to full pay. (i.e.: Use Personal Holiday or Vacation for Sick time). <p>NOTE: Sick leave credits can ONLY be used to cover sick days.</p> <ul style="list-style-type: none"> This is one example of properly entered time to make up a portion of this employee's 2nd and 3rd day of sick absence by using vacation days. Notice that there is still a balance of .334 hours that were not used to cover any more sick time. <p><i>Vacation & Sick absences can only be used by half-day increments.</i></p>	<p>Report and View Employee Absences</p> <p>Betty Boop 001199758 0 Info Tech Consultant 12 Mo 0420 Technology & Communication 640</p> <p>Click for Instructions</p> <p>From 11/30/2012 Through 12/31/2012</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="8">Enter New Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>*End Date</th> <th>Balance</th> <th>*Partial Days</th> <th>Hours per Day</th> <th>Absence Duration</th> <th>Unit Type</th> </tr> </thead> <tbody> <tr> <td>Sick - Self</td> <td>12/05/2012</td> <td>12/05/2012</td> <td>8</td> <td>None</td> <td></td> <td>8.00</td> <td>Hours</td> </tr> <tr> <td>Vacation</td> <td>12/06/2012</td> <td>12/06/2012</td> <td>14.334</td> <td>None</td> <td></td> <td>8.00</td> <td>Hours</td> </tr> <tr> <td>Vacation</td> <td>12/07/2012</td> <td>12/07/2012</td> <td>6.334</td> <td>Partial Hours</td> <td>6.00</td> <td>6.00</td> <td>Hours</td> </tr> </tbody> </table> <p>Calculate Duration</p> <p>To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.</p> <p>Submit</p>	Existing Absence Events						Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By							Enter New Absence Events								Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type	Sick - Self	12/05/2012	12/05/2012	8	None		8.00	Hours	Vacation	12/06/2012	12/06/2012	14.334	None		8.00	Hours	Vacation	12/07/2012	12/07/2012	6.334	Partial Hours	6.00	6.00	Hours
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<ul style="list-style-type: none"> Other error messages that may appear: Watch your dates. They generally cannot be duplicated or overlap. You will receive an error if you enter dates that fall on weekends or scheduled days off. 	<p>ERROR! The absence entered cannot be entered twice for the same day.</p> <p>ERROR! The Absence entered cannot have an end date that is on an unscheduled day.</p>																																																										

C) Approve Reported Absences

Navigation: **Manager Self Service > Time Management > Approve Time and Exceptions > Approve Reported Absences**

Processing Steps	Screen Shot																																																																						
<ul style="list-style-type: none"> • Current Period Absence: Notice the value, <i>Sub</i> next to some of the employee names. This indicates that time has been submitted by/for this employee, and needs approval. • If you click on the Current Period Absence link at the top of the column, the column will re-sort. • Click on the checkbox next to the EmplID in the Select column to select the employee absences that you wish to approve. Multiple employees can be approved at the same time. 	<p>Approve Reported Absences</p> <p>Click for Instructions</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Empl ID</th> <th>Empl Rec'd</th> <th>Current Period Absence</th> <th>Name</th> <th>Status</th> <th>Dept ID</th> <th>Dept Name</th> <th>Job Code</th> <th>Job Title</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>000119510</td> <td>3</td> <td>Sub</td> <td>Bunyan,Paul</td> <td>Active</td> <td>640</td> <td>Technology & Communication</td> <td>0420</td> <td>Info Tech Consultant 12 Mo</td> </tr> <tr> <td><input type="checkbox"/></td> <td>000273898</td> <td>0</td> <td>None</td> <td>Carson,Johnny</td> <td>Active</td> <td>640</td> <td>Technology & Communication</td> <td>0400</td> <td>Analyst/Programmer 12 Mo</td> </tr> <tr> <td><input type="checkbox"/></td> <td>000898093</td> <td>0</td> <td>None</td> <td>Erp,Wyatt</td> <td>Active</td> <td>640</td> <td>Technology & Communication</td> <td>0420</td> <td>Info Tech Consultant 12 Mo</td> </tr> <tr> <td><input type="checkbox"/></td> <td>000005539</td> <td>0</td> <td>Sub</td> <td>Sam,Yosemite</td> <td>Active</td> <td>640</td> <td>Technology & Communication</td> <td>3306</td> <td>Administrator III</td> </tr> <tr> <td><input type="checkbox"/></td> <td>000426401</td> <td>3</td> <td>Sub</td> <td>Taylor,James</td> <td>Active</td> <td>640</td> <td>Technology & Communication</td> <td>0420</td> <td>Info Tech Consultant 12 Mo</td> </tr> <tr> <td><input type="checkbox"/></td> <td>000086828</td> <td>1</td> <td>Sub</td> <td>Willis,Bruce</td> <td>Active</td> <td>640</td> <td>Technology & Communication</td> <td>0400</td> <td>Analyst/Programmer 12 Mo</td> </tr> </tbody> </table> <p>Select All Deselect All Continue</p>	Select	Empl ID	Empl Rec'd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title	<input checked="" type="checkbox"/>	000119510	3	Sub	Bunyan,Paul	Active	640	Technology & Communication	0420	Info Tech Consultant 12 Mo	<input type="checkbox"/>	000273898	0	None	Carson,Johnny	Active	640	Technology & Communication	0400	Analyst/Programmer 12 Mo	<input type="checkbox"/>	000898093	0	None	Erp,Wyatt	Active	640	Technology & Communication	0420	Info Tech Consultant 12 Mo	<input type="checkbox"/>	000005539	0	Sub	Sam,Yosemite	Active	640	Technology & Communication	3306	Administrator III	<input type="checkbox"/>	000426401	3	Sub	Taylor,James	Active	640	Technology & Communication	0420	Info Tech Consultant 12 Mo	<input type="checkbox"/>	000086828	1	Sub	Willis,Bruce	Active	640	Technology & Communication	0400	Analyst/Programmer 12 Mo
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Approve Absences (continued)

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D) Absence Management Reports

Managers have access to Absence Management reports based on the security structure defined for them within the Absence Management system.

In addition to the validations that occur at the time of entry in Absence Management Self Service, it is recommended that Absence Management activity is validated by the Manager as part of their review.

Manager Reports

- **Absence Activity** – Report is run by employee or department. Snapshot of Absence activity by employee. Includes Absences takes, balances, and adjustments.
- **No Time Reported** – Report is run by department each Absence period. Identifies Absence Management eligible employees who have not reported any absences.
- **Reported Absences** – Report is run by employee or department for a specified period. Summary of reported absences by employee.

Navigation: *Global Payroll & Absence Management > CSU Absence Management > CSU – AM Inquiry > Multi Report*

Processing Steps	Screen Shot
<p><u>CREATE A RUN CONTROL</u></p> <ul style="list-style-type: none"> • <i>Apply this step for your first process only.</i> • Click on the "Add a New Value" tab • Run Control ID: Create a new Run Control. (i.e.: AM_Reports) • Click on the Add button. 	 <p>AM Reports</p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID: <input type="text"/></p> <p>Add</p>
<p>1) <u>SELECT A RUN CONTROL</u></p> <ul style="list-style-type: none"> • Use the Search button to bring up a listing of all of your Run Controls. • Select the Run Control for the AM Reports process. 	 <p>AM Reports</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <p>Run Control ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Search Clear Basic Search Save Search Criteria</p>

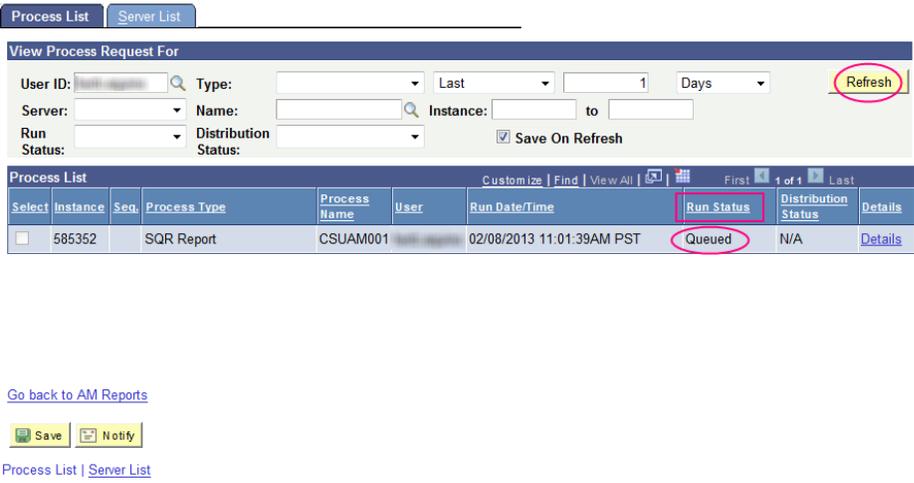
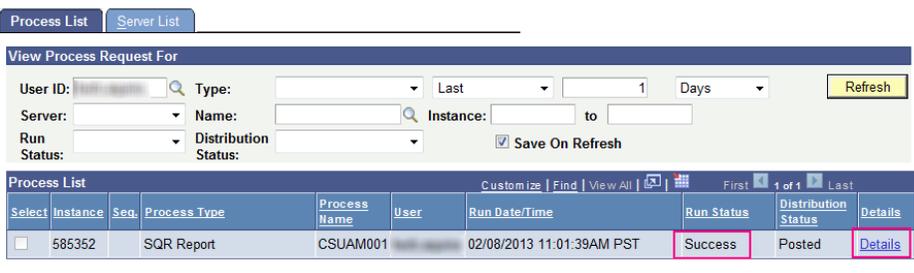
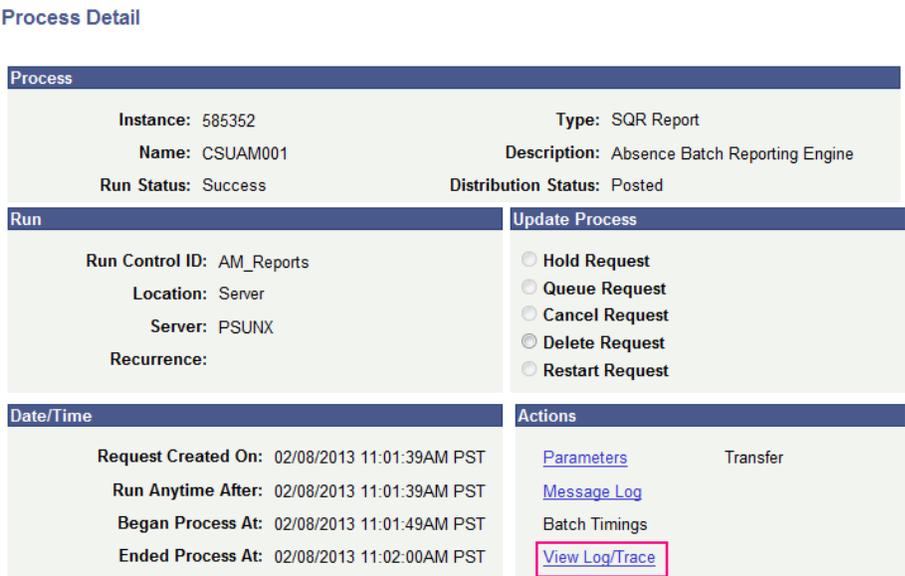
Manager – Reports (continued)

Processing Steps	Screen Shot										
<ul style="list-style-type: none"> The report Run Control is displayed. <p>2) REFRESH EMPLOYEE LIST</p> <ul style="list-style-type: none"> You may get a red display as shown to the right, telling you to refresh the Employee List. Click on the Refresh Employee List button. 	<p>CSU Absence Management - Multi Reports</p> <p>Report Control ID: AM_Reports Report Manager Process Monitor Submit</p> <p>Absence Report Search</p> <p>Empl ID: <input type="text"/> <input type="button" value="Q"/></p> <p>Empl Rcd#: <input type="text"/> <input type="button" value="Q"/></p> <p>CSU Unit: <input type="text"/> <input type="button" value="Q"/></p> <p>Department: <input type="text"/> <input type="button" value="Q"/></p> <p>Period ID: <input type="text"/> <input type="button" value="Q"/></p> <p><input type="button" value="Clear"/> <input type="button" value="Refresh Employee List"/> Security data has not been created. Refresh is Required.</p> <p>* Click on hyperlink for online query reporting * Check box(es) to include in report run</p> <p>▼ Monthly Processing</p> <table border="0"> <tr> <td><input type="checkbox"/> Absences Not Transferred to TL</td> <td><input checked="" type="checkbox"/> Select All</td> </tr> <tr> <td><input type="checkbox"/> Excessive Hours In Single Day</td> <td><input type="checkbox"/> Clear All</td> </tr> <tr> <td><input type="checkbox"/> No Leave Taken</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Reported Absences</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Reported Absences Not Approved</td> <td></td> </tr> </table> <p><input type="button" value="Save"/></p>	<input type="checkbox"/> Absences Not Transferred to TL	<input checked="" type="checkbox"/> Select All	<input type="checkbox"/> Excessive Hours In Single Day	<input type="checkbox"/> Clear All	<input type="checkbox"/> No Leave Taken		<input type="checkbox"/> Reported Absences		<input type="checkbox"/> Reported Absences Not Approved	
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<ul style="list-style-type: none"> This message displays. Click on the OK button to refresh your employee list. 	<p>Building Security List of Employees - Press "OK" to Build List, or press CANCEL to use existing List</p> <div style="border: 1px solid gray; padding: 10px;"> <p>This Process builds or rebuilds a List of Employees for whom you, as a Manager or Timekeeper are responsible. It is designed to improve performance, and only needs to be performed when something changes in that relationship, or the list is older than a set time (default 0 days) - in which case the list must be refreshed.</p> <p>Depending upon the number of Employees - it may take a some time to build.</p> <p>The system will enforce the build for the first time, as well as for lists older than the set time (default 0 days). The list may be refreshed manually at any time.</p> <p>Upon pressing "Refresh Employees", this message will be displayed. Press OK to Continue with the build, or Press CANCEL to go ahead without updating the list.</p> </div> <p><input checked="" type="button" value="OK"/> <input type="button" value="Cancel"/></p>										

Manager – Reports (continued)

Processing Steps	Screen Shot															
<p>3) RUN REPORT</p> <ul style="list-style-type: none"> • Absence Report Search: <ul style="list-style-type: none"> ○ Complete the fields that will isolate the employees that you want to view (i.e.: Department) ○ Empl ID: Completing this field will result in data for that particular employee. ○ Empl Rcd#: Further filters out data to include only one record for an employee. ○ CSU Unit: Filter by Reporting Unit ○ Department: Filter by department code ○ Period ID: Filter by pay period (This filter will be important once we have a lot of history in the system) Once a date is placed in this field, the Ending Period ID field will display. ○ Ending Period ID: Optional field to narrow the date parameters on the report(s). • Monthly Processing: <ul style="list-style-type: none"> ○ Check the boxes of the reports that you would like to run. Multiple reports can be generated at the same time. ○ Recommended: <ul style="list-style-type: none"> ▪ Absence Activity ▪ No Time Reported ▪ Reported Absences • Click on the Submit button to start processing. • Use the Process Monitor link to monitor the report processing. 	<p>CSU Absence Management - Multi Reports</p> <p>Report Control ID: AM_Reports Report Manager Process Monitor Submit</p> <p>Absence Report Search</p> <p>Empl ID: <input type="text"/> <input type="button" value="Q"/></p> <p>Empl Rcd#: <input type="text"/> <input type="button" value="Q"/></p> <p>CSU Unit: <input type="text"/> <input type="button" value="Q"/></p> <p>Department: <input type="text"/> <input type="button" value="Q"/></p> <p>Period ID: <input type="text" value="2012-12"/> <input type="button" value="Q"/> Ending Period ID: <input type="text"/> <input type="button" value="Q"/></p> <p><input type="button" value="Clear"/> <input type="button" value="Refresh Employee List"/> No Refresh Required (last refresh was: 02/08/13 10:44)</p> <p>* Click on hyperlink for online query reporting * Check box(es) to include in report run</p> <p>▼ Monthly Processing</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td>Absences Not Transferred to TL</td> <td><input checked="" type="checkbox"/> Select All</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Excessive Hours In Single Day</td> <td><input type="checkbox"/> Clear All</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>No Leave Taken</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Reported Absences</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Reported Absences Not Approved</td> <td></td> </tr> </table> <p><input type="button" value="Save"/></p>	<input type="checkbox"/>	Absences Not Transferred to TL	<input checked="" type="checkbox"/> Select All	<input type="checkbox"/>	Excessive Hours In Single Day	<input type="checkbox"/> Clear All	<input checked="" type="checkbox"/>	No Leave Taken		<input checked="" type="checkbox"/>	Reported Absences		<input checked="" type="checkbox"/>	Reported Absences Not Approved	
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Manager – Reports (continued)

Processing Steps	Screen Shot																				
<p>4) MONITOR PROCESS</p> <ul style="list-style-type: none"> The report Process List is displayed. The Run Status will initially display as "Queued". As the process runs, if you click on the Refresh button, you will see the Run Status change. Make sure it runs to "Success." 	 <p>The screenshot shows the 'Process List' tab selected. At the top, there are search filters for User ID, Type, Server, Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is circled in red. Below the filters is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>585352</td> <td></td> <td>SQR Report</td> <td>CSUAM001</td> <td></td> <td>02/08/2013 11:01:39AM PST</td> <td>Queued</td> <td>N/A</td> <td>Details</td> </tr> </tbody> </table> <p>Below the table are buttons for 'Go back to AM Reports', 'Save', and 'Notify', and a link for 'Process List Server List'.</p>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	585352		SQR Report	CSUAM001		02/08/2013 11:01:39AM PST	Queued	N/A	Details
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<ul style="list-style-type: none"> Once the process has successfully run, click on the Details link. 	 <p>The screenshot is identical to the previous one, but the 'Run Status' in the table is now 'Success' and the 'Distribution Status' is 'Posted'. The 'Details' link is also circled in red.</p>																				
<ul style="list-style-type: none"> Click on the View Log/Trace link 	<p>Process Detail</p>  <p>The screenshot shows the 'Process Detail' page for instance 585352. It displays the following information:</p> <ul style="list-style-type: none"> Instance: 585352 Name: CSUAM001 Run Status: Success Type: SQR Report Description: Absence Batch Reporting Engine Distribution Status: Posted <p>Below this is a 'Run' section with details: Run Control ID: AM_Reports, Location: Server, Server: PSUNX, and Recurrence: (empty). To the right is an 'Update Process' section with radio buttons for: Hold Request, Queue Request, Cancel Request, Delete Request, and Restart Request.</p> <p>At the bottom is a 'Date/Time' section with the following entries:</p> <ul style="list-style-type: none"> Request Created On: 02/08/2013 11:01:39AM PST Run Anytime After: 02/08/2013 11:01:39AM PST Began Process At: 02/08/2013 11:01:49AM PST Ended Process At: 02/08/2013 11:02:00AM PST <p>To the right of the Date/Time section is an 'Actions' section with links for: Parameters, Message Log, Batch Timings, and View Log/Trace (circled in red). There is also a 'Transfer' button.</p>																				

Timekeeper – Reports (continued)

Processing Steps	Screen Shot																						
<p>5) <u>VIEW REPORT(S)</u></p> <ul style="list-style-type: none"> • The reports that you selected will be listed as .csv files. • Click on the report you wish to open. 	<p>View Log/Trace</p> <div data-bbox="597 310 1409 464"> <p>Report</p> <p>Report ID: 85866 Process Instance: 585352 Message Log</p> <p>Name: CSUAM001 Process Type: SQR Report</p> <p>Run Status: Success</p> </div> <p>Absence Batch Reporting Engine</p> <div data-bbox="597 495 1409 562"> <p>Distribution Details</p> <p>Distribution Node: HACIPRJ Expiration Date: 03/25/2013</p> </div> <div data-bbox="597 579 1507 785"> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>CSUAM001_ABS_NOT_APPROVED_585352.csv</td> <td>2,336</td> <td>02/08/2013 11:02:00.970748AM PST</td> </tr> <tr> <td>CSUAM001_NO_LEAVE_TAKEN_585352.csv</td> <td>726</td> <td>02/08/2013 11:02:00.970748AM PST</td> </tr> <tr> <td>CSUAM001_REPORTED_ABS_585352.csv</td> <td>2,526</td> <td>02/08/2013 11:02:00.970748AM PST</td> </tr> <tr> <td>SQR_CSUAM001_585352.log</td> <td>1,654</td> <td>02/08/2013 11:02:00.970748AM PST</td> </tr> <tr> <td>csuam001_585352.out</td> <td>2,586</td> <td>02/08/2013 11:02:00.970748AM PST</td> </tr> </tbody> </table> </div> <div data-bbox="597 793 1409 884"> <p>Distribute To</p> <table border="1"> <thead> <tr> <th>Distribution ID Type</th> <th>Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>helli.squino</td> </tr> </tbody> </table> </div>	Name	File Size (bytes)	Datetime Created	CSUAM001_ABS_NOT_APPROVED_585352.csv	2,336	02/08/2013 11:02:00.970748AM PST	CSUAM001_NO_LEAVE_TAKEN_585352.csv	726	02/08/2013 11:02:00.970748AM PST	CSUAM001_REPORTED_ABS_585352.csv	2,526	02/08/2013 11:02:00.970748AM PST	SQR_CSUAM001_585352.log	1,654	02/08/2013 11:02:00.970748AM PST	csuam001_585352.out	2,586	02/08/2013 11:02:00.970748AM PST	Distribution ID Type	Distribution ID	User	helli.squino
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