

This **Employee Absence Entry** handout provides step by step instructions for employees to record, cancel/modify, and view their own absence management related transactions. The Absence Management (AM) module is used to track all absence-related activities and corresponding absence balances.


All known absences must be reported in advance or when the time is taken. Late submission of absences for prior payroll cycles may be entered for absences that took place 90 days prior to the current date. Changes to absences previously reported or absences prior to 90 days must be reported to the Timekeeper for processing.

ABSENCE MANAGEMENT – BroncoDirect

<p>Employees have access to the following absence –related links in BroncoDirect.</p> <p>Depending on your relationship with Cal Poly (faculty, staff, and student) you may see several tabs. The absence-related links are located under the Absence Management pagelet on the Employee Home Page.</p>	<div data-bbox="584 493 885 892" style="border: 1px solid black; padding: 5px;"> <p>Employee Self Services</p> <p>View Update Personal Data - Personal Information Summary - Home and Mailing Address - Phone Numbers - Emergency Contacts</p> <p>Absence Management - View Absence Balances - Report and View Absences - View Monthly Schedule</p> <p>Training Enrollment - Training Summary - Request Training Enrollment - Training Enrollment Status</p> <p>Password Management - Manage My Password</p> </div> <div data-bbox="584 903 1429 1102" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> • View Absence Balances: Use to view absence balances and detail history (e.g. vacation, sick, personal holiday, etc.). • Report and View Absences: Use to report absences. • View Monthly Schedule: Use to view scheduled work days corresponding hours, reported absences, and holidays. </div>
--	--

DATES AND DEADLINES

All known absences must be reported in advance or when the time is taken. The deadline for entering and correcting absence transactions will be determined by the Dean. Late submission of absences for prior payroll cycles may be entered for absences that took place 90 days prior to the current date. Changes to absences previously reported or absences prior to 90 days must be reported to the Timekeeper for processing.

<p>Use “Report and View Absences” Page to report absences.</p>	<div data-bbox="535 1365 755 1459" style="border: 1px solid black; padding: 5px;"> <p>Absence Management - View Absence Balances - Report and View Absences ←  - View Monthly Schedule</p> </div>																				
<p>Select Job Title If you have or had more than one position on campus you will need to select the appropriate position to report your absences.</p> <p>If only one position, the Report and View Absences page will open directly to the page.</p>	<div data-bbox="544 1480 1388 1722" style="border: 1px solid black; padding: 5px;"> <p>Report Absences</p> <hr/> <p>Select Job Title</p> <p>Chris Coe</p> <table border="1" data-bbox="544 1596 1388 1722"> <thead> <tr> <th colspan="5">Job Information</th> </tr> <tr> <th>Select Job Title</th> <th>EmplID</th> <th>Empl Rcd#</th> <th>Department</th> <th>Company</th> </tr> </thead> <tbody> <tr> <td>Lecturer AY</td> <td>000024648</td> <td>0</td> <td>Technology & Operations Mgmt</td> <td>Cal Poly Pomona</td> </tr> <tr> <td>Lecturer AY</td> <td>000024648</td> <td>1</td> <td>Mathematics and Statistics</td> <td>Cal Poly Pomona</td> </tr> </tbody> </table> <div data-bbox="544 1732 1388 1858" style="border: 2px solid red; padding: 5px;"> <p>NOTE: Lecturers that have more than one position on campus are required to submit absences or “No Time Taken” for all positions. If you do not know which Job Title/Empl Rcd# to select, contact your Timekeeper.</p> </div> </div>	Job Information					Select Job Title	EmplID	Empl Rcd#	Department	Company	Lecturer AY	000024648	0	Technology & Operations Mgmt	Cal Poly Pomona	Lecturer AY	000024648	1	Mathematics and Statistics	Cal Poly Pomona
Job Information																					
Select Job Title	EmplID	Empl Rcd#	Department	Company																	
Lecturer AY	000024648	0	Technology & Operations Mgmt	Cal Poly Pomona																	
Lecturer AY	000024648	1	Mathematics and Statistics	Cal Poly Pomona																	

Upon navigation to the page, your data is displayed along the top of the page.

The data displayed includes:
The employee's name, employee ID, employee record number, job title, job code, department name, and the department ID.

- Click on the link [Click for Instructions](#) to display the instructions for the "Report and View Absences" page

"From" and "Through" Dates for mid-month new hires or separations: The date range displays one week only, not the default Absence period calendar.

Report and View Absences

Dinah Soares
000035984 0
Administrator II 3312
Payroll Services 69600
[Click for Instructions](#)

From Through

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	Absence Duration	Unit Type	Last Updated By
No Time Taken	<input type="text" value="04/01/2011"/>	<input type="text" value="04/30/2011"/>			Add Comments

[Timesheet](#)

To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.

"From" and "Through" Dates

The default date range is the current open Absence period. Changing either the "From" or "Through" date automatically updates the range of dates displayed in the "Existing Absence Events" grid. The "From" and "Through" dates are also automatically updated when a new Absence event is entered in the "Enter New Absence Events" section. For example, if the current period is April, and an Absence is entered for the 11th day of the April Absence period, the "From" date updates automatically to the 1st of April, which is the 1st day of the April Absence period.

Existing Absence Events Grid

Existing Absence Events						
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By
Vacation	04/11/2011	04/11/2011	8.00 Hours		Submitted	Dinah Soares

At the top of the "Report and View Absences" page, the "Existing Absence Events" grid displays a list of the employee's Absences based on the "From" and "Through" dates at the top of the page.

- Absence Name: Displays the Absence Name
- Begin Date: Begin date of the Absence
- End Date: End date of the Absence
- Absence Duration: Duration of the Absence (in hours or days depending on the Absence)
- Unit Type: Displays the units which tracks the Absence (hours or days)
- Absence Status: Statuses displayed are:

- **Submitted** – Absence has been submitted by the employee
- **Reviewed** – Absence has been reviewed by a Timekeeper
- **Needs Correction** – Absence has been identified by a Timekeeper or Manager as needing correction
- **Approved** – Absence has been approved by a Manager
- **In Process** – Absence has been approved by a Manager and is being processed by the Absence calculation (Payroll process)
- **Finalized** – Absence has been approved by a Manager and processed by the Absence calculation, no changes can be made to the Absence (Payroll process)

Last Updated By
Dinah Soares

Last Updated By

Indicates the name of the person that entered the most recent update to the Absence

Enter New Absence Events Grid

Enter New Absence Events					
Absence Name	*Begin Date	End Date	Absence Duration	Unit Type	
No Time Taken	04/01/2011	04/30/2011			Add Comments + -
<input type="button" value="Calculate Duration"/>					

Default Display of Dates and “No Time Taken”

The default date range is the current open Absence period and the default Absence take displayed is “No Time Taken”. Absence period dates coincide with payroll calendar dates and dates are displayed based on the period begin and end dates.

You must submit “No Time Taken” if you have no absences to report during the period.

All the information is pre-populated on this page for the period and No Time Taken absence event.

- Click on the button

From	04/01/2011	Through	04/30/2011		
Existing Absence Events					
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By
Customize Find First 1 of 1 Last					
Enter New Absence Events					
Absence Name	*Begin Date	End Date	Absence Duration	Unit Type	
No Time Taken	04/01/2011	04/30/2011			Add Comments + -
<input type="button" value="Calculate Duration"/>					
Timesheet					
<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> <input type="button" value="Submit"/> </div>					

To report absences:

- Click on the icon under Absence Name to see the list of absences valid for the employee.
- Select the appropriate absence name.

NOTE: Only the “Absence Names” that you are eligible for will appear for selection.

NOTE: After one (1) full year of employment, a 12-month faculty unit employee who earns vacation shall take at least forty (40) hours of vacation each calendar year. Any part of the forty (40) hours not taken during the calendar year shall be forfeited as of January 1 of the subsequent year.

After selecting the absence, additional fields are displayed as applicable. For example, the selection of “Sick - Self” displays the sick balance and the “Partial Days” field

- Select the Begin and End dates for the absence.
- “Partial Hours” full-time faculty/lecturers report as “None” for full day absences. Part-time lecturers must report absences in “Partial Hours”. The hours charged are based on your current WTU’s (time base), not your work schedule. Please ask your Timekeeper for the appropriate number of hours to be charged for the absence.
- Add comments if required.
- Click

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type		
Sick - Self	10/19/2011	10/21/2011	867.053288	Partial Hours	3.73	11.19 Hours		Add Comments	
Sick - Self	10/24/2011	10/25/2011	855.863288	Partial Hours	3.73	7.46 Hours		Add Comments	

NOTE: Partial Hour absences may be posted weekly. If an absence spans into more than one work week, each week must be reported separately.

Absence Duration will be calculated.

- Validate Absence Duration is correct.
- Once the absence is correct, click

The Absence is validated by the system and the “Submit Confirmation” is displayed.

- Click the **OK** button to return to the entry page.

Submit Confirmation

✓ The Absence(s) were submitted successfully.

OK

- Absence(s) submitted are displayed in the “Existing Absence Events” grid on the top of the page. Entries made by you show an “Absence Status” of “Submitted”.
- Click on the link [Submitted](#) to view the Absence Event Log Detail.

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
Vacation	04/11/2011	04/15/2011	40.00	Hours	Submitted	Dinah Soares

Enter New Absence Events

Absence Name	*Begin Date	End Date	Absence Duration	Unit Type	
No Time Taken	04/01/2011	04/30/2011			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

- Seq#, Event Entry Period Action, Updated by operator Id and last Update Date/Time are displayed.
- Click on the **Return** button to return to “Report and View Employee Absences” page.

Dinah Soares

Absence Vacation **Begin Dt** 04/11/2011 **End Dt** 04/15/2011

Seq#	Event Entry Period	Action	Updated By	Update Date/Time
1	Current Period Entry	New Event Created	000035984	04/27/11 1:14:27PM

Return

You will see either Current Period Entry or Prior Period Entry under Event Entry Period based on the event period.

Absence(s) in the “Existing Absence Events” grid on the top of the page may be deleted if an error or change has occurred in your scheduled absences.

- Click on the icon to delete a “Submitted” absence from the Existing Absence Events.

Absences review by the Timekeeper or approved by the Manager will be indicated in the “Reviewed/Approved” column and cannot be deleted.

From Through

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
Vacation	05/09/2011	05/13/2011	40.00	Hours	Reviewed	Paige Turner
Sick - Family Care	05/23/2011	05/23/2011	8.00	Hours	Submitted	Dinah Soares

Enter New Absence Events

Absence Name	*Begin Date	End Date	Absence Duration	Unit Type	
No Time Taken	05/01/2011	05/31/2011			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

The confirmation page displays the details of the Absence to be deleted. Click "Yes" to confirm the delete or "No" to return to the entry page without deleting the Absence.

- Click "Yes"

Confirm Delete

✓ Click **Yes** to Delete this Absence Event

Absence: **Sick - Family Care** Begins: **5/23/2011** Ends: **5/23/2011**

Entry page is displayed.

- Validate that the absence is deleted.

From Through

Existing Absence Events						
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By
Vacation	05/09/2011	05/13/2011	40.00 Hours		Reviewed	Paige Turner

Enter New Absence Events						
Absence Name	*Begin Date	End Date	Absence Duration	Unit Type		
No Time Taken	<input type="text" value="05/01/2011"/>	<input type="text" value="05/31/2011"/>				Add Comments <input type="button" value="+"/> <input type="button" value="-"/>

[Timesheet](#)

To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.

Once on this page, follow the instructions to enter another absence.

- Click on icon under Absence Name to see the list of absences applicable to you.
- Select the appropriate absence name.

Enter New Absence Events						
Absence Name	*Begin Date	End Date	Balance	*Partial Days	Absence Duration	Unit Type
Sick - Family Care	<input type="text" value="05/12/2011"/>	<input type="text" value="05/12/2011"/>	1085	None		Hours

[Add Comments](#)

To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.

You may enter multiple absences by clicking on the icon to add additional rows.

Absences requiring additional information upon entry, displays the "Add Comments" link in red.

- Enter Begin and End Date
- Lecturers - Enter the number Partial Hours based on your time base.
- Click on "Add Comments" link for providing additional information.

Existing Absence Events						
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By
Vacation	05/02/2011	05/02/2011	8.00 Hours		Reviewed	Paige Turner

Enter New Absence Events						
Absence Name	*Begin Date	End Date	Balance	*Partial Days	Hours per Day	Absence Duration
Sick - Family Care	<input type="text" value="05/18/2011"/>	<input type="text" value="05/18/2011"/>	1055	Partial Hours	2.0	Hours

[Timesheet](#)

To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.

NOTE: Full-time faculty leave as "None" to report a full day absence

<p>Absence Event Comments box is opened.</p> <p>Absence requiring an entry will have a prompt for the required information.</p> <ul style="list-style-type: none"> Enter the prompted information. Click on the Save Comments push button to save the comment and to return to entry page. 	<div style="border: 1px solid black; padding: 5px;"> <h3>Absence Event Comments</h3> <p>Enter comments to be associated with the absence event and click the Save Comments button to save them. To return without saving click the Return to Entry Page link.</p> <div style="border: 1px solid gray; padding: 5px; min-height: 80px;"> <p>Please enter relationship of family member: Son</p> </div> <p style="text-align: center;"> <input type="button" value="Save Comments"/> </p> <p style="text-align: center;"> Return to Entry Page </p> </div>																																
<p>The comments link displays “Edit Comments”. Comments may be edited until the Absence is submitted. Comments may be entered with any Absence.</p> <ul style="list-style-type: none"> Validate Absence Duration is correct. Once the absence is correct, click on <input type="button" value="Submit"/> 	<div style="border: 1px solid gray; padding: 5px;"> <p>Existing Absence Events Customize Find First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th>Reviewed</th> <th>Last Updated By</th> </tr> </thead> <tbody> <tr> <td>Vacation</td> <td>01/04/2011</td> <td>01/04/2011</td> <td>8.00 Hours</td> <td></td> <td>Reviewed</td> <td>P - Olga L Campbell</td> </tr> </tbody> </table> <p>Enter New Absence Events</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Balance</th> <th>*Partial Days</th> <th>Hours per Day</th> <th>Absence Duration</th> <th>Unit Type</th> <th></th> </tr> </thead> <tbody> <tr> <td>Sick - Family Care</td> <td>01/10/2011</td> <td>01/10/2011</td> <td>312</td> <td>All Days</td> <td>5.00</td> <td>Hours</td> <td></td> <td>Edit Comments + -</td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Calculate Duration"/></p> <p>Timesheet</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <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;"><input type="button" value="Submit"/></p> </div> </div>	Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Reviewed	Last Updated By	Vacation	01/04/2011	01/04/2011	8.00 Hours		Reviewed	P - Olga L Campbell	Absence Name	Begin Date	End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type		Sick - Family Care	01/10/2011	01/10/2011	312	All Days	5.00	Hours		Edit Comments + -
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Reviewed	Last Updated By																											
Vacation	01/04/2011	01/04/2011	8.00 Hours		Reviewed	P - Olga L Campbell																											
Absence Name	Begin Date	End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type																										
Sick - Family Care	01/10/2011	01/10/2011	312	All Days	5.00	Hours		Edit Comments + -																									
<p>The Absence is validated by the system and the “Submit Confirmation” is displayed.</p> <ul style="list-style-type: none"> Click the <input type="button" value="OK"/> button to return to the entry page. 	<div style="border: 1px solid gray; padding: 10px; text-align: center;"> <h3>Submit Confirmation</h3> <p> The Absence(s) were submitted successfully.</p> <p style="margin-top: 20px;"><input type="button" value="OK"/></p> </div>																																
<p>The Absence validation will fail if the “Add Comment” is not completed for those leave types that require a relationship.</p> <ul style="list-style-type: none"> Click the <input type="button" value="OK"/> button to return to the entry page 	<div style="border: 1px solid gray; padding: 10px; text-align: center;"> <h3>Submit Confirmation</h3> <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 style="margin-top: 20px;"><input type="button" value="OK"/></p> </div>																																

The “**ERROR**” description will appear and the “Add Comments” will remain in red.

Report and View Employee Absences
 Virginia Beach
 000031603 0
 Payroll Technician III 1102
 Payroll Services 69600
[Click for Instructions](#)
ERROR! The absence selected requires the entry of the family relationship in the “Comments” field.

From 01/01/2011 Through 01/31/2011

Existing Absence Events	Begin Date	End Date	Absence Duration	Unit Type	Reviewed	Last Updated By
Vacation	01/18/2011	01/21/2011	32.00	Hours	Reviewed	Paige Turner

Enter New Absence Events	Begin Date	End Date	Balance	*Partial Days	Absence Duration	Unit Type	Add Comments
Sick - Family Care	01/26/2011	01/26/2011	496	None	8.00	Hours	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

This message will appear if the entry is for a prior period that has been finalized. Complete an Absence Request Form and submit to your Timekeeper for processing.

Message

Please Note: This entry falls in a prior period that has already been finalized. (27500,342)

Payroll has already finalized the calendar period in which you have made this entry. You can continue but keep in mind that Payroll will need to perform a manual adjustment to properly record your entry.

OK

Employees are not authorized access to “Timesheet”. Clicking on the link will result with the following message:

Message

You are not authorized to access this component. (40,20)

You have not been granted security authorization for the component you are attempting to access. You may have access to the designated component and page, but not in the specified action mode (such as Correction or Update/Display). Contact your system administrator.

OK

Click on “Ok” to exit

Report and View Employee Absences
 Chrysta Chandelier
 007687082 0
 Payroll Technician II 1101
 Payroll Services 69600
[Click for Instructions](#)

From 01/01/2011 Through 01/31/2011

Existing Absence Events	Begin Date	End Date	Reviewed	Last Updated By
No Time Taken	01/01/2011	01/31/2011	Reviewed	Paige Turner

Enter New Absence Events	Begin Date	End Date	Absence Duration	Unit Type	Add Comments
No Time Taken	02/01/2011	03/01/2011			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