Timekeeper Guide

This step-by-step guide will show Timekeepers how to view absence balances, review absences, enter and view absences entered by employees using Manager Self Service in PeopleSoft (MyCSUSM).

Absences can be reviewed or entered at any time during the pay period. However, all absences must be entered by the close of business on the last day of the pay period. **Failure to enter and approve absences by deadline dates may result in incorrect processing in pay.**

NOTE: All staff and MPPs are required to report **No Time Taken if they have no absences to report for the pay period. Faculty may choose to participate and enter absences into Self-Service.

View and Review Absences for Employees

1. To navigate through Self Service to Report and View Absences, use your web browser to sign into the campus portal, MyCSUSM.

2. Navigate to **Timekeeper Absence Review** by selecting:

   Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Timekeeper Absence Review
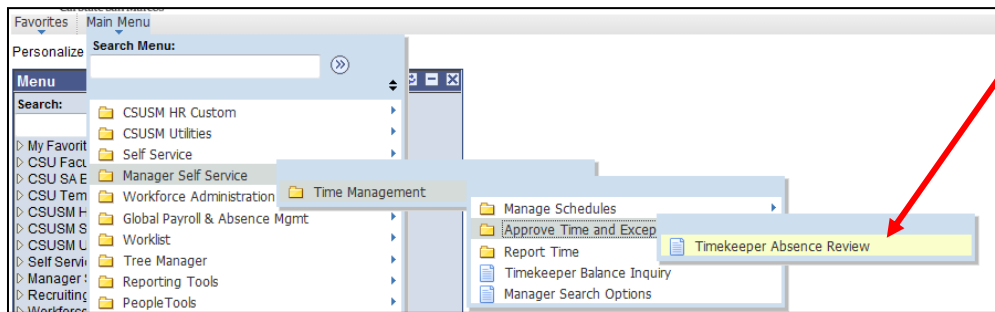

3. The **Timekeeper Absence Review** page should display with a list of employees for whom you are the designated timekeeper.

Current Period Absence:

"None"= No absences/time submitted

"Sub"= Absences/No Leave Taken/Time submitted

"Appr"= All reported absence have been approved for the employee.

4. Check the box for the employee(s) whose absence entries you wish to review. (Click the **Select All** button to check all available boxes).

5. Click Continue. All employees whom submitted an absence will display.

6. Mark each absence as either **"Reviewed"** or **"Needs Corr"** by using the drop-down menu in the Review Status column.
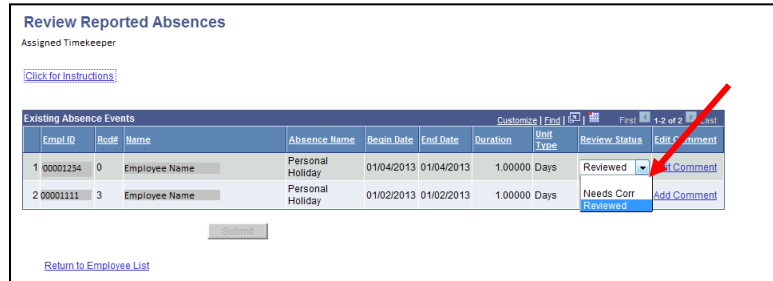

a. **Reviewed** indicates that the absence entry is complete and accurate as is.

b. **Needs Corr** indicates that the employee needs to correct the absence entry. Choosing this option will send an email to the employee to notify them that the entry needs correction.

> *Click on the **Add Comment** link to indicate what the employee needs to correct for the absence entry. The comment will be included in the e-mail the system sends to the employee.*
> ***Timekeeper will not receive a copy of the e-mail.***

7. **Click Submit.** You will receive a confirmation message, **Click OK.**

8. Click Return to Employee List to return to the list of employees for whom you are the designated timekeeper.

Enter Absences on Behalf of an Employee

Timekeepers can use the Timekeeper Absence Entry feature to enter absences on behalf of an employee.

1. From the main PeopleSoft HR page, navigate to **Timekeeper Absence Entry by selecting**:
    *Main Menu > Manager Self Service > Time Management > Report Time > **Timekeeper Absence Entry***
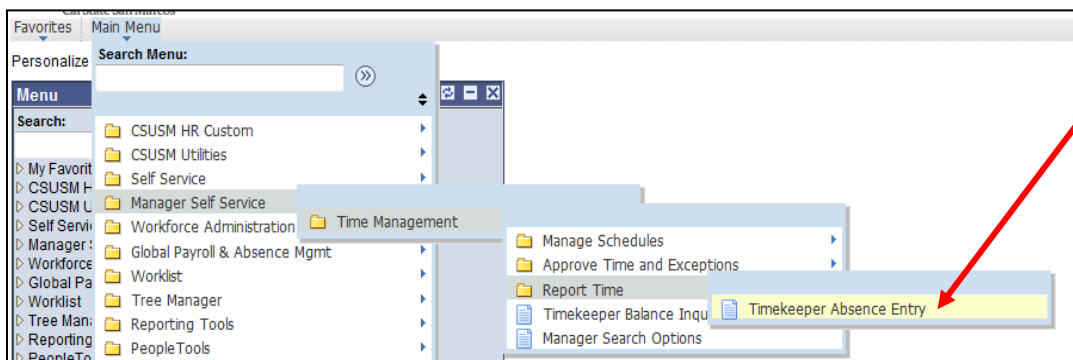
2. The Timekeeper Absence Entry page will display with a list of employees for whom you are the designated timekeeper.

Timekeeper Absence Entry

Estelle Drummle

Click for Instructions

Emplid	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Position	Job Code	Job Title
00001111	1	None	Employee Name	Active	1090	ENRMGT Financial Aid Office	00000181	3082	SSP II
00002222	0	None	Employee Name	Active	1013	CSM Biology Program	00001674	2358	Lecturer AY
00003333	0	None	Employee Name	Active	1116	COBA Instruction	00000801	2360	Instr Fac AY
00004444	0	None	Employee Name	Active	1014	CSM Chemistry Program	00001662	2358	Lecturer AY
00005555	0	None	Employee Name	Active	1034	CEHHS Education	00001676	2358	Lecturer AY

Employees — Customize | Find | View 100 | First 1-25 of 939 Last

3. Select the employee you wish to create absences entries for.

4. You should be navigated to the Report and View Employee Absences page displaying the Employee's information at the top.

5. You can now use the Enter New Absence Events section to create absence entries for the employee.

   ** Please view the Absence Management Employee User Guide for information on how to create absence entries.

   **Any absences entered by Timekeeper, the employee cannot delete.

- *Any entries you create on behalf of an employee will automatically list the Absence Status as "Reviewed."*

- *The employee will automatically receive an e-mail indicating an absence entry has been created on their behalf.*

Report and View Employee Absences

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Common Management System 10057

Click for Instructions

From 04/01/2011   **Through** 04/30/2011

Existing Absence Events — Customize | Find | First 1 of 1 Last

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By

Enter New Absence Events

Absence Name	*Begin Date	End Date	Absence Duration	Unit Type			
No Time Taken	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

Timekeeper Balance Inquiry

Timekeepers can view employee absence/leave balances using the Timekeeper Balance Inquiry functionality.

1. From the main PeopleSoft HR home page, navigate to **Timekeeper Balance Entry** by selecting:

    *Main Menu > Manager Self Service > Time Management > **Timekeeper Balance Inquiry***
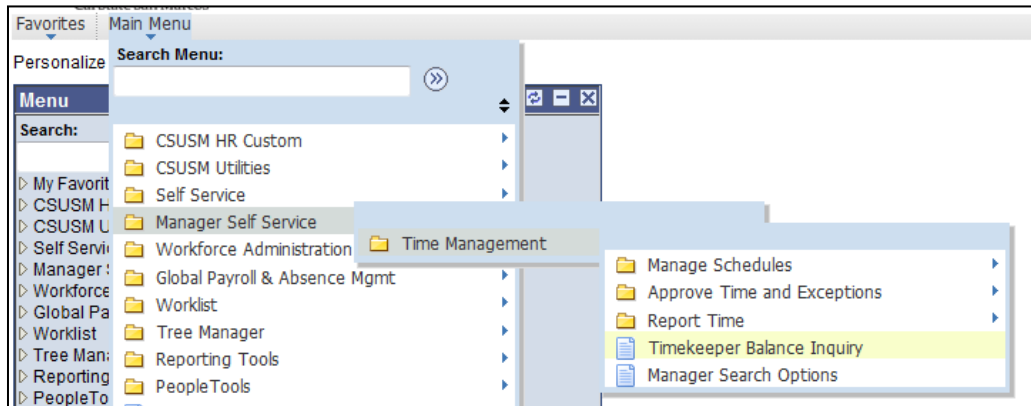
The first time you access this component, you will be required to click <u>Refresh Employee List</u>. *The process generates a current list of all active employees for whom you are the designated timekeeper.* **Click OK.

You will be prompted with a message to confirm Building the Security List of Employees. Press the OK button.

2. Check the Last Refresh Date. If it is more than 5 days in the past, click Refresh Employee List.

3. Use any of the fields to enter the search criteria.

*** You may opt to leave the search criteria blank to view all employees, but you should leave both the Payroll Status and HR Status as Active.*

4. Click **Search.** The search results should appear.

5. There are three tabs of information on this screen:

   a. **Absence Balances** – Sick, Vacation, and Personal Holiday balances.

   b. **Compensatory Time** – CTO, Holiday Credit, Holiday CTO, Excess, and ADO balances.

   c. **State Service for Absences** – State Service, State Service Carryover, Sick Carryover, Vacation Carryover, and State FTE Carryover amounts.

***Note: State Service for Absence is for Leave Accrual use only and does not apply to CalPERS retirement calculations.**

	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	Dorrit,Amy	Active	800000000	0	10057	R09	2011-01	02/01/2011	174.000	14.832	0	

Last Finalized Balances for Employees Administered by Estella Drummle — Customize | Find | View All | First 1 of 1 Last. Tabs: Absence Balances | Compensatory Time | State Service for Absence

6. To view additional details on the balances for each employee, click on the **Details Icon**.

7. The employee's balance details appear.

All Absence Balances:

You can review all of the details on this page (Absences, Compensatory Time, and State Service balances) by selecting the arrow icon next to All Absences Balances.

Absence Balance Details

| EmplID: | 000034096 | Tina Turner | Empl Rcd#: | 1 | Last Period Finalized: | 2012-12 |
| Department: | 1090 | ENRMGT Financial Aid Office | Union Code: | R04 | Payroll Status: | Active |

▽ All Absence Balances — Customize | View All | First 1-3 of 3 Last

Tabs: Sick | Vacation | Personal Holiday | CTO | Holiday Credit | Holiday CTO | Excess | ADO | Non Exp ADO | State Service

	Period ID	Balances as of Date	Previous Sick Balance	Sick Earned	Sick Taken	Sick Adjusted	Catastrophic Sick Donated	Sick Balance
1	2013-01	CURRENT - Not Finalized	16.000	0.000	0.000	0.000	0.000	16.000
2	2012-12	01/01/2013	12.000	4.000	0.000	0.000	0.000	16.000
3	CONVERSION	CONVERSION (11/30/2012)	0.000	0.000	0.000	12.000	0.000	12.000

Select any of the three arrows to view each absence balance detail separately.

▷ Absence Balances

▷ Compensatory Time Balances

▷ State Service for Absences

When you are finished reviewing this page. Click Return to return back to the Timekeeper Balance Inquiry page.

Return