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## 1.0 Introduction

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Following the strategic vision set for the CSU “to foster an environment of continuous human resources improvement” Absence Management Self Service (AM SS) is the first Systemwide Human Resources Information Technology project delivered and supported in CMS Baseline (Oracle/PeopleSoft) with no additional campus modifications<sup>1</sup>. Under the leadership of Systemwide Human Resources, the requirements for AM SS were developed by Human Resource Officers<sup>2</sup> (HROs) with input from key campus constituents based on a common set of best business processes. The custom-built, AM SS module is programmed to those specifications.

The strategic vision for the AM SS is to facilitate “employee” time entry. The system is designed to track “absences reported” or “time incurred.” However, it is understood that due to current cultural environments campuses will need time to transition to the employee Self Service model. Therefore, operational considerations are in place to allow the Manager, Timekeeper and/or Payroll to enter time on behalf of the employee. Functionality is provided to allow the designation of a Proxy or an Alternate approver.

AM SS will present a procedural change for the CSU given the various stages in which campuses have already implemented Absence Management “core.”<sup>3</sup> It is for that reason the Common Management Systems (CMS) Executive Committee (EC) provided campuses with options to implement AM SS. Campuses could 1) implement the AM SS project within six months from the CMS Baseline delivery in June 2010, or 2) implement with their v9.0 Upgrade, by December 2012. This guide was developed to support campuses and ensure consistency in implementations. Information is provided on key policy considerations as it relates to the functionality available in the AM SS module.

## 2.0 Definitions – Roles, Responsibilities and Key Terminology

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In developing the requirements for AM SS, Systemwide Human Resources Management (HRM) and campus Human Resource Officers (HROs) identified roles and terms that are commonly used. The system is developed with processes surrounding these roles. Where possible, campus flexibility in campus processing is provided. Campuses need to determine who will be assigned these roles at their campus.

Campuses must ensure that absences and positive or additional time are reported monthly for all employees. The employee is responsible for entering his/her absences/time. Campuses may designate a Timekeeper as a reviewer for each of their respective departments. Each employee must have a designated approver responsible for certifying their absences/time. Managers must have a back-up assigned. Therefore, the system is designed with flexibility for decentralized approvals with the ability for a primary approver, and alternate and/or a proxy. It is strongly encouraged that campuses designate individuals that will serve the role of “Alternate” prior to their implementation. Managers can approve time for an individual employee or a group of employees that report to him/her. Absences/time that is not approved will not be processed.

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<sup>1</sup>No campus modifications is understood to mean campuses are unable to individually modify, add bolt-on functionality or make changes to the existing CMS Baseline Absence Management module including components, objects and/or pages. Only requests to enhance the system-wide solution will be considered.

<sup>2</sup> A subgroup of the Human Resources Officers focused on Human Resources technology.

<sup>3</sup> “Core” refers to system-wide processing and eligibility rules maintained in CMS Baseline pursuant to Collective Bargaining Agreements (CBAs) and/or CSU policy for eligible employees.

## 2.1 Roles and Responsibilities

It is possible for an employee to be assigned more than one role with AM SS. However, to ensure segregation of duties, as inferred in Technical Letter [HR/EHDB 2007-01](#), no one individual should have the ability to enter, approve, process, and/or audit absences/time. In certain circumstances Payroll may enter absences/time from supporting documentation. In those cases, checks and balances must remain in place to ensure a segregation of duties exist so that the employee entering information is not the same individual auditing such time.

- **Employee:** An employee of the CSU eligible for absences/time based upon his/her Collective Bargaining Identifier (CBID) and/or CSU policy provisions.
  - a. Must certify absences/time entered is accurate including absences/time entered on his/her behalf and complies with state, and federal policy (legal and CSU) requirements.
  - b. Is not able to enter more absences/time than he/she has accrued or can report for a given month. Negative balances are not allowed.
  - c. Cannot approve his/her absences/time.
  
- **Timekeeper (Reviewer):** An employee given access and authority to review absences/time information for a specified group of employees. *This is an optional role that may be assigned by the campus based upon campus business needs.*
  - a. May enter absences/time for an employee on an exception basis.
  - b. Time entered by the Timekeeper must be approved by the Manager.
  
- **Manager (Approver):** An employee given access and authorized to certify absences and time information for employees who report to him/her. This is a campus-specific role, typically a Management Personnel Plan (MPP) employee.
  - a. May enter time on behalf of employees directly reporting to him/her when employees are not physically able to do so.
  - b. Responsible for ensuring that only appropriate absences/time is approved.
  
- **Payroll (or Payroll designee):** The central office on campus that processes and audits payroll, including absences and time information in Oracle/PeopleSoft, CLAS - California Leave Accounting System, or other leave accounting system.
  - a. Responsible for administering the monthly Absence Management process from beginning to end, including the campus "Notification" process.
  - b. Responsible for processing adjustments, Catastrophic Leave and Donations.
  - c. May enter/approve absences and time on behalf of employees with appropriate supporting documentation on an exception basis.
  - d. Responsible for auditing absences/time and "Comments."
  - e. Administers access for the campus "Alternate" and "Proxy."

## 2.2 Key Terminology

- **Adjustment:** Changes to *finalized* absence entries.
- **Centralized (entry):** Payroll/Payroll *designee* or other central administrative unit submits absences or time (hours worked) from campus source documents.
- **Decentralized (Self Service entry):** Absences or time submitted by the employee. In certain circumstances, time may be entered on behalf of the employee by a Timekeeper or the Manager.
- **Alternate (Approver):** An employee (typically a MPP) given access and authorized as a **long-term** alternate (back-up) approver responsible for certifying absences and time information on behalf of a specific Manager.
- **Proxy (Approver):** An employee (typically a MPP) given access and authorized as a **short-term** alternate (back-up) approver responsible for certifying absences and time information on behalf of a specific Manager.
- **Time base:** FTE (full time equivalent).

## 3.0 System-wide Business Process

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AM SS is designed using the existing “core” Absence Management processing rules. The System-wide Business Process described below highlights the key functions of each of role that can be assigned for AM SS when fully implemented by the campus.

### 3.1 Decentralized/Self Service

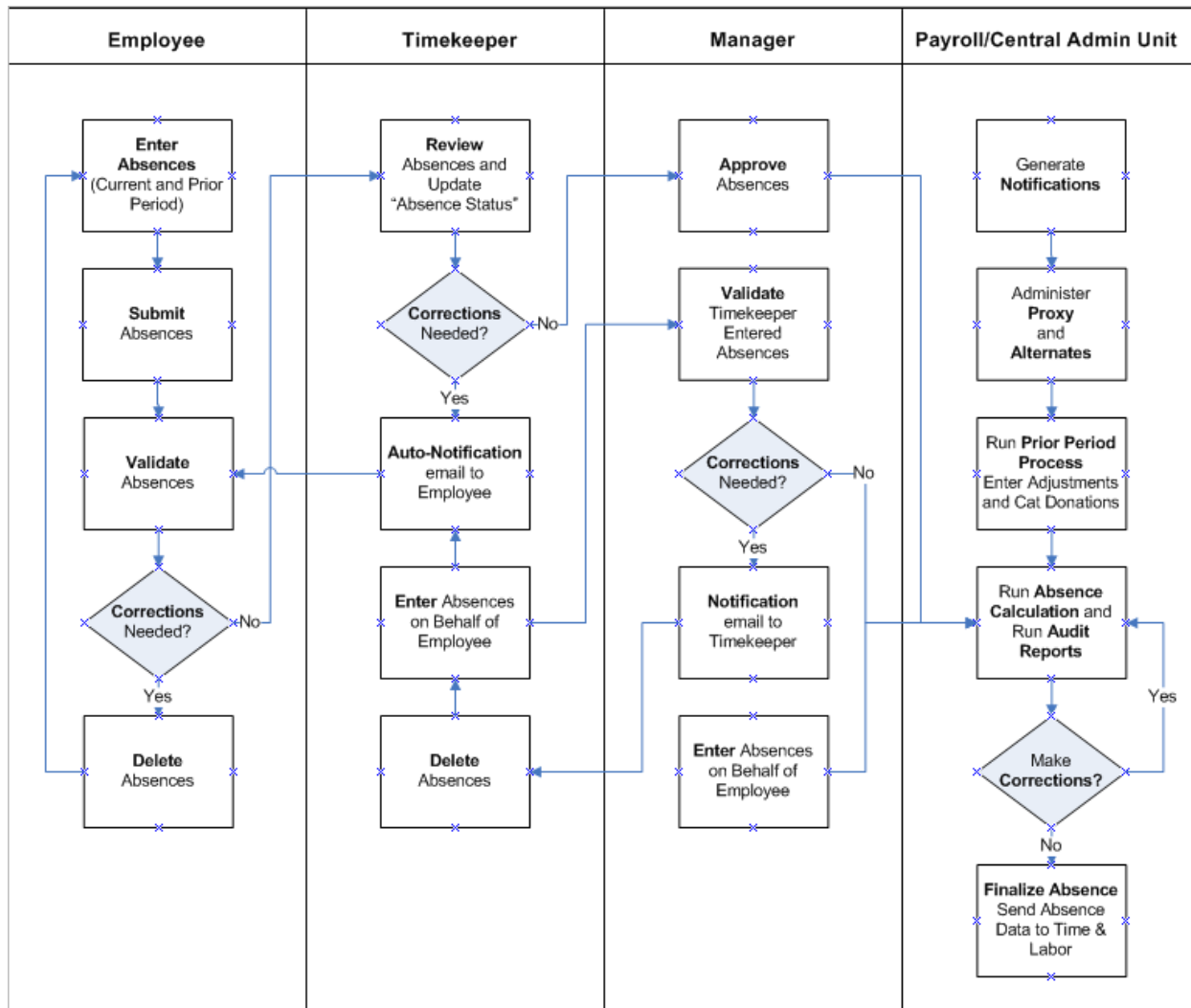
The System-wide Business Process for AM SS involves the following steps:

1. **Employee** enters and submits his/her absences/time information.
  - a. Employee receives an on-screen certification of status of absences/time entry.
  - b. Employee may modify or delete absences/time submitted prior to it being reviewed and/or approved.
2. **Timekeeper** reviews absences/time entries for employees.
  - a. Timekeeper sets status to “Reviewed” and submits for approval.
  - b. Timekeeper may send an absence transaction back to an employee for modification using the “Needs Correction” functionality.
  - c. Timekeeper may modify/delete absences/time submitted by employees or absences/time he/she has entered on behalf of the employee.
  - d. Employee receives notification of changes entered on his/her behalf.
  - e. Timekeeper is able to generate reports to manage the review process.

3. **Manager** approves absences/time for employees reporting to them.
  - a. Manager may send an absence transaction back to employee for modification using “Needs Correction” functionality.
  - b. Manager may modify/delete absences/time entered by the Employee, Timekeeper or absences/time he/she has entered on behalf of the employee.
  - c. Employee receives notification of changes entered on his/her behalf.
  - d. Manager is able to generate reports to manage the approval process.
4. **Payroll** (Payroll designee or central administrative unit) administers the overall Absence Management process.
  - a. Notifies the campus of the Absence Management monthly processing deadlines.
  - b. Administers updates for Proxy and Alternates.
  - c. Runs Prior Period process, enters adjustments, Catastrophic Leave and Donations.
  - d. Runs Absence Management Calculation and initial Audit reports to validate/audit time.
  - e. Re-runs Absence Management Calculation and final audit reports.
  - f. Finalizes absences and sends absence data to Time and Labor.



### 3.2 System-wide Business Process Flow



#### 3.2.1 Diagram Definitions

**Current Period:** The current period based on the open Absence Management calendar.

**Prior Period:** Absences entered up to three periods previous to the current period.

**Auto-Notifications:** Notifications automatically sent to the employee via e-mail:

- When absences/time is submitted on his/her behalf.
- When absences/time is deleted.
- When absences/time is marked as "Needs Correction."

## 4.0 Tracking Absence Requests

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AM SS is designed to track “**absences reported**” or “**time incurred.**” It is not intended to replace the campus current business practices for *requesting* absences. However, functionality is provided to enable the reporting of time for the prior, current and future pay period(s). The system will identify time entered in a closed (finalized), prior pay period as time requiring an adjustment. Adjustments are required when time for the pay period has been finalized.

### 4.1 General Information

#### 4.1.1 Schedules

AM SS utilizes “core” Absence Management processing rules which requires the use of schedules. In addition to personal employee schedules, the system relies on the campus Pay Calendar information (Standard State Pay Period (Master) – typically Monday through Friday, 8 hours a day, and Academic Year (AY)), including the campus Holiday Calendar. Therefore, campuses must use and maintain schedules to support employee processing with the exception of hourly intermittent employees and temporary faculty. At present, hourly intermittent employees and temporary faculty are not tied to default schedules. Therefore, the future direction for system-wide use of schedules remains under evaluation. The final decision will factor in impact to future projects such as the 21<sup>st</sup> Century, MyCalPAYS Project. Additional information is forthcoming.

#### 4.1.2 Partial Hours

Prior to the system-wide implementation of AM SS, campus practices for tracking absences/time may vary. The system will allow employees classified in both non-exempt and exempt positions to report absences/time in less than whole hour increments up to two places before the decimal and two places after using a “Partial Hours” feature, however the CSU policy as outlined in [HR 2004-26](#) and the associated [Time and Attendance Guide](#) must remain in effect. In general, time must be entered in full day increments for employees classified in exempt positions based upon their time base. Exceptions for time reporting apply to those on FML.

#### 4.1.3 Processing Statuses

Several statuses are used to indicate the status of time in the overall Absence Management process. The following statuses are applicable:

- **Submitted:** Indicates time was entered by an employee.
- **Reviewed:** Indicates time was entered or reviewed by a Timekeeper.
- **Approved:** Indicates time was entered or approved by a Manager. (Time entered by Payroll using Absence Event will also reflect a status of “Approved”).
- **In Process:** Indicates the *initial* Absence Management process was run.
- **Finalized:** Indicates the *final* Absence Management process was run. (Changes to time entered in this status will require an adjustment by Payroll.)
- **Needs Correction:** Indicates absences/time to be corrected. An e-mail notification will be sent to the individual that entered the absences/time.
- **Resolved:** Indicates when Payroll has processed (resolved) a prior period entry entered in AM SS via the Manage Prior Period Entries Page.

#### 4.1.4 Comments

Comments are required when additional information is necessary to process certain absences/time submitted, e.g., Sick Leave – Family. Comments can also be used by the Employee, Timekeeper, and/or Manager to facilitate the exchange of information about the absences/time submitted. Comments are included in the e-mail notification that is sent when time is marked as “Needs Correction.” Comments are audited by Payroll.

#### 4.1.5 Key Employee Information

The AM SS entry pages display pertinent information regarding the employee such as his/her: name, employee ID, employee record number, job code, job code description, department name and department ID. These custom fields are not displayed on the Oracle/PeopleSoft Absence Management delivered pages like the Absence Event page.

### 4.2 Establishing Timelines for Processing (Prior, Current, Future Pay Periods)

Pay Calendars are used by the Absence Management process. Therefore, campuses must establish and maintain their campus-specific Pay Calendars in Oracle/PeopleSoft for both employees paid via the Standard State Pay Period and Academic Year.

#### 4.2.1 Prior, Current, and Future Pay Calendar Periods (Retroactive entries)

Absences may be entered for the current Absence period, one Absence period in the future, and three consecutive previous Absence periods. Each campus must define their final processing and posting timeline (dates and/or cycles) for Absence Management based on their campus-specific Pay Calendars and operational needs.

- Retroactive entries will be flagged for processing by Payroll as an adjustment.
- Changes to time entered after the Pay Calendar period is closed must be updated by Payroll as an adjustment since that time was previously finalized.

## 5.0 Notifications

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Effective communication between Payroll and the campus is critical to the success of the monthly Absence Management process. Therefore, each campus is responsible for establishing and providing monthly communication to Employees, Timekeepers, and Managers regarding the campus-defined processing deadlines. Two notification processes are provided to campuses for this purpose: **mass** (*batch*) - used to communicate to a population of employees and **automatic** (*event-driven*) notifications based on absences/time entered or a specified activity.

### 5.1 Mass (Batch) Notifications

The mass notification process provides an easy mechanism for campuses to communicate to a large number of affected employees. Five global notification templates are delivered for this purpose. These templates can be configured to meet the campus business needs such as campus-specific deadlines, instructions, and contact information. New templates may also be created. The Notifications included in AM SS are:

1. 1<sup>st</sup> Notice to all employees: Notice to specified employees identifying the deadline for keying absence and time entry information each pay period.

2. 1<sup>st</sup> Notice to Timekeepers to review: Notice to specified Timekeepers identifying the deadline for keying absence and time entry information each pay period.
3. 1<sup>st</sup> Notice to Approvers: Notice to specified approvers to approve absences and time entered indicating when all approvals must be complete for the pay period.
4. 2<sup>nd</sup> Notice to employees: *Reminder* notice to specified employees identifying the deadline for keying absences and time information each pay period.
5. 2<sup>nd</sup> Notice to Approvers. *Reminder* notice to specified employees identifying the deadline for keying absences and time information each pay period.

## 5.2 Automatic (Event-Driven) Notifications

Automatic notifications occur when an absences/time is submitted by a Timekeeper, Manager, or Payroll on behalf of an employee. When the transaction is saved, an e-mail is sent to inform the affected employee that information has been entered on his/her behalf.

**Note: Campuses must maintain e-mail addresses in Oracle/PeopleSoft in order to utilize the Notification functionality.**

## 6.0 Approvals

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Each employee must have a Manager (Approver) designated, as he/she cannot approve time for him/herself.

It is understood that campuses vary in their organizational structures for approvals. In most cases, the campus approval structure is accommodated in the system-wide AM SS module. However, there may be instances when the system does not accommodate approval of time for an executive employee like the President/Chancellor. Functionality to support these types of approvals will be provided in a future release. In those situations, campuses are required to establish sign-off authority procedures by an executive level employee on the President's/Chancellor's behalf. A manual, paper process utilizing the campus Time and Attendance form may be used and time usage must be entered by appropriate personnel, as determined by the campus.

## 7.0 Absence Management Self Service and Time Reporting Codes

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AM SS adheres to the System-wide Business Process/best practice. It enables all employees to enter absences/time they are eligible to report based upon the "core" eligibility rules, with the exception of Catastrophic Leave and Donations which must be entered by Payroll. A link to the "Timesheet" is provided for efficient data entry of time to be paid. [For an explanation of the absences/pay provisions available to employees, refer to the most recent Coded Memorandum for Leaves (absences) and applicable Salary Program (pay) information posted on HRM's website: <http://www.calstate.edu/HRAdm/SalaryProgram/index.shtml> and <http://www.calstate.edu/HRAdm/memos.shtml>.] Each month, employees will enter their absences/time and/or certify that they have not used absences (taken) in a given month utilizing the new code "**No Time Taken**." On-line balance validations will occur when certain absences/time is submitted. An e-mail notification will be sent to the employee if additional supporting documentation is required for processing. In addition, some codes will require the use of the "Comments" feature. At the end of the monthly Absence Management process, Payroll will audit the usage of various absences/time reported to ensure it complies with applicable CSU policy. The chart below lists all codes that can currently be reported via AM SS:

**Note:** Changes to the “E-mail Notifications Generated” in AM SS will be changed to generate on-line messages instead. These changes will be delivered in a future release. Refer to the Appendix, Section 15.2 for an overview of the changes.

<b>Absence Name</b>	<b>On-Line Balance Validations</b>	<b>E-mail Notifications Generated</b>	<b>Comments Required</b>	<b>Payroll Post Audits</b>
Bereavement/Funeral Leave	No	No	Yes: Please enter relationship of the deceased	Yes
Citizen’s Necessity	No	No	No	Yes
CTO Premium Earn	No	No	No	Yes
CTO Straight Earn	No	No	No	Yes
CTO Take	Yes	No	No	No
Dock	No	Yes	No	Yes
Holiday ADO Expiring Earn	No	No	No	Yes
Holiday ADO Expiring Take	Yes	No	No	No
Holiday CTO Earned-Premium	No	No	No	Yes
Holiday CTO Earned-Straight	No	No	No	Yes
Holiday CTO Take	Yes	No	No	No
Holiday Credit Earn	No	No	No	Yes
Holiday Credit Take	Yes	No	No	No
Hourly Paid Holiday	No	No	No	Yes
Jury Duty	No	Yes	No	Yes
Maternity/Paternity	No	No	No	Yes
Military Leave	No	Yes	No	Yes
Military Spouse/Domestic Partner	No	Yes	No	Yes
MPP Paid Administrative Leave <b>(New)</b>	No	No	No	Yes
No Time Taken <b>(New)</b>	No	No	No	Yes
Organ Donor/Bone Marrow	No	No	No	Yes
Parental Leave	No	No	No	Yes
Personal Holiday	Yes	No	No	Yes
Professional Development	No	No	No	No
Sick - Bereavement	Yes	No	Yes: Please enter relationship of the deceased	Yes
Sick - Family Care	Yes	No	Yes: Please enter relationship	Yes
Sick - Self	Yes	No	No	No
Union Leave-Non-Reimbursed	No	No	No	No
Union Leave-Reimbursed	No	No	No	No
Vacation	Yes	No	No	No

## 8.0 Balances

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Custom Balance Inquiry page(s) are viewable by the Employee, Timekeeper, Manager and Payroll which displays both summarized and detailed absences/time information.

## 9.0 Forms/Supporting Documentation

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Absence Management is integrated within the Human Resources application in Oracle/PeopleSoft. As such, it is tied to the employee's personal and job (employment history) information. When AM SS is fully implemented as defined by the System-wide Business Process, required information previously collected on campus custom forms whether by the Timekeeper, Manager, and/or Payroll for auditing and compliance purposes such as the Time and Attendance form, will be captured and stored in Oracle/PeopleSoft. However, the CSU Records and Retention policy per [HR/Personnel Records 2008-01](#) is applicable. With pertinent employee data stored within Oracle/PeopleSoft, campuses will no longer be required to maintain their campus-specific forms to process absences/time, but may continue to do so as they transition to the System-wide Business Process for AM SS. Campus forms that are retained must be accessible to the campus Payroll Office. Time and Attendance records follow [CSU's Records/Information Retention and Disposition Schedule for Pay-Related Documents](#).

### 9.1 Campus Forms

All campus-specific forms must contain the **employee name, employee ID, department, pay period, absences/time code, and appropriate authorizing signatures** (employee and/or manager) in addition to the required fields outlined below:

Absence Name	Minimum Required Fields to Capture
Bereavement/Funeral Leave	Date, Hours Used, Leave benefit used (if applicable)
Citizen's Necessity	Date, Time employee is to appear
CTO Premium Earn	Date, Total Hours Earned
CTO Straight Earn	Date, Total Hours Earned
CTO Take	N/A
Dock	Days/Total Hours Docked, Reason
Holiday ADO Expiring Earn	Monthly Alternate Work Schedule/Calendar, Date - Start/End Time
Holiday ADO Expiring Take	N/A
Holiday CTO Earned–Premium	Date, Total Hours Earned
Holiday CTO Earned–Straight	Date, Total Hours Earned
Holiday CTO Take	N/A
Holiday Credit Earn	Date, Total Hours Earned
Holiday Credit Take	N/A
Hourly Paid Holiday	Date, Total Hours Earned
Jury Duty	Copy of Jury Duty Summons Certificate
Maternity/Paternity	Dates of Leave Requested, Last Day Physically Worked, Expected Return Date
Military Leave	Copy of Military Orders Dates of Leave Requested, Last Day Physically Worked, Expected Return Date
Military Spouse/Domestic Partner	Copy of Military Orders Dates of Leave Requested, Last Day Physically Worked, Expected Return Date
MPP Paid Administrative Leave ( <b>New</b> )	Dates of Leave Requested, Last Day Physically Worked, Expected Return Date
No Time Taken ( <b>New</b> )	N/A

Absence Name	Minimum Required Fields to Capture
Organ Donor/Bone Marrow	Dates of Leave Requested, Last Day Physically Worked, Expected Return Date
Parental Leave	Proof of Birth or Adoption Dates of Leave Requested, Last Day Physically Worked, Expected Return Date
Personal Holiday	N/A
Professional Development	Dates of Leave Requested, Reason, Last Day Physically Worked, Expected Return Date
Sick - Bereavement	N/A
Sick - Family Care	N/A
Sick - Self	N/A
Union Leave-Non-Reimbursed	Union Code/ CBID, Dates Attended, Total Hours
Union Leave-Reimbursed	Union Code/ CBID, Dates Attended, Total Hours
Vacation	N/A

## 9.2 SCO Forms

All forms required and submitted to the State Controller's Office (SCO) for absences/time reporting must remain in place. The campus business process for administering and processing such forms need not change with the campus implementation of AM SS.

## 10.0 Audits – Payroll Activities

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### 10.1 Post Audits

System audits are performed at the point of entry via on-line balance validations and during the Absence Management process itself (eligibility validations). In addition, each month, Payroll must perform audits of the entries submitted by employees to ensure the absences/time is in accordance with applicable CBAs and CSU policy. Post audits are audits performed after absences/time has been submitted and approved for processing. Refer to Section 7.0 for a list of absences/time Payroll is required to audit.

### 10.2 Additional Functions Performed by Payroll

A variety of reports are provided to assist Payroll with monthly auditing activities. Functions to be performed by Payroll are:

- Manage monthly Absence Management process
- Generate notifications
- Create and maintain schedules
- Adjust employee balances
- Process Catastrophic Leaves and Donations
- Process Excess/Minus
- Enter takes in Absence Event
- Manage access to Proxy and Alternates
- Audit Comments

**Note:** Instructions on how these functions can be performed are provided in the revised AM SS Business Process Guide posted on the [CMS website](#).

## 11.0 Reports

The following reports were developed<sup>4</sup> to support the System-wide Business Process described for AM SS and are currently in CMS Baseline. Several reports will be delivered in a future CMS Baseline release. For consistency in campus implementations, the purpose of the report, the business process and the recommended audience is stated below:

Report Name	Purpose of Report	Business Process	Recommended Audience	Delivered in CMS Baseline
<b>Absence Activity</b>	<p>Report provides a listing of all absence activity for employees. Includes the employee's previous Absence Balance, Absences Taken, Absence Balances Adjusted, Absences Accrued, and the current Absence Balances.</p> <p>Used to view a comprehensive listing of the employee's absence activity.</p>	Weekly Ad Hoc	Payroll, Managers, Timekeepers	Yes
<b>Absence Adjustments</b>	<p>Report provides a listing of absence adjustments that have been entered, but have not processed for employees.</p> <p>Used to review entered adjustments, to validate that adjustments were processed correctly, and to provide information when an adjustment is entered incorrectly.</p>	Monthly Before Finalization	Payroll	Yes
<b>Absence Balance Maximums</b>	<p>This report will provide a projection of absence balances for the end of the year.</p> <p>Used to determine vacation or compensatory balances that will be over the maximum allowable by the end of the current calendar year. For vacation, the report will include the amount of vacation taken year-to-date and an indicator if the employee has a requirement to take vacation (i.e., 40 hours R03 employees are required to use). The report will also include projected <u>vacation</u> accruals for future months through Dec 31<sup>st</sup>.</p>	Annual Calendar Year/October Ad Hoc	Payroll, Managers, Timekeepers	No
<b>Absences Taken and Accrued</b>	<p>Report provides a listing of all absences that were reported and time that was accrued for sick, vacation, and state service (for the purposes of leave accrual).</p> <p>Used to review employee absence activity.</p>	Weekly Ad Hoc	Payroll, Managers, Timekeepers	Yes

<sup>4</sup>Some existing reports were enhanced to meet the AM SS System-wide Business Process requirements.



Report Name	Purpose of Report	Business Process	Recommended Audience	Delivered in CMS Baseline
<b>Alternate Work Schedules</b>	<p>This report will provide a listing of employees who are on alternate work schedules.</p> <p>Used to review schedule information and schedule changes for employees.</p>	Weekly	Payroll, Managers, Timekeepers	No
<b>Audit Comments</b>	<p>Report provides a listing of all of comments for employees entered during the selected period.</p> <p>Used to audit comments entered to ensure they comply with CSU policy.</p>	Monthly	Payroll, Managers	Yes
<b>Catastrophic Donations and Usage</b>	<p>This report will provide a listing of all employees who have given or received Catastrophic Donations.</p> <p>Used to reconcile Catastrophic Donations amounts between Donors and Recipients.</p>	Monthly	Payroll	No
<b>CTO – Over Max</b>	<p>This report will provide a listing of employees who are nearing the CTO maximums (per the current AM core rules for CTO max by CBID) at the end of the month.</p> <p>Used to monitor CTO balances to ensure that they do not exceed maximums. However, in the event that the maximums are exceeded, this report can be used to identify employees who should receive a payout for CTO.</p>	Monthly	Payroll, Managers, Timekeepers	No
<b>Exempt Absences Less Than Time base</b>	<p>This report will provide a listing of absences reported by exempt employees that are less than a full day (exempt employees report absences in full day increments).</p> <p>Used to validate employee absence entries based on their actual schedule and to determine if corrections to reported absences need to be made.</p>	Monthly after 1st Notification, but before Approval Notification	Payroll, Managers, Timekeepers	No
<b>Expiring ADO and Holiday Credit</b>	<p>Report provides a listing of all employees who have expiring Alternate Day Off (ADO) or expiring Holiday Credit Balances.</p> <p>Used to determine if employees have ADO or Holiday Credit balances that need to be taken or paid.</p>	Monthly prior to 1 <sup>st</sup> Notification	Payroll, Managers, Timekeepers	Yes

Report Name	Purpose of Report	Business Process	Recommended Audience	Delivered in CMS Baseline
<b>GAAP</b>	Reports developed to support Systemwide Financial Reporting.	Annual/ Fiscal	Payroll	Yes
<b>Negative Balances</b>	Report provides a listing of employees with negative balances.  Used to validate and identify time that needs to be corrected.	Monthly Before Finalization	Payroll, Managers, Timekeepers	Yes
<b>No Time Reported</b>	Report is used to identify employees who have <b>not reported any absences</b> (time away from work (e.g. vacation, sick, PH, etc.) <b>or did not report "No Time Taken"</b> during the month - excludes voided/cancelled transactions.	Monthly Before Finalization	Payroll, Managers, Timekeepers	Yes
<b>Reported Absences Not Approved</b>	Report provides a listing of absences that have not been approved or time that "Needs Correction," or is in a "Reviewed" status.  Used to review unapproved or pending absences so that approvals can be entered before running the Absence Management Calculation for the period.	Monthly after Approval Notification, but before AM Calculation	Payroll, Managers, Timekeepers	Yes
<b>Sick Balances – Terminated Employees</b>	This report will provide a listing of employees with sick balances that have been terminated more than six months (staff employees) or more than ten months (faculty employees).  <b>Phase I:</b> Used to adjust employee balances so that they are no longer available in the event the employee returns to work at the campus. <ul style="list-style-type: none"> <li><b>Phase I:</b> Delivered with initial AM SS release.</li> </ul> <b>Phase II:</b> Process will be automated to generate the applicable adjustment to zero out the employee's balance. <ul style="list-style-type: none"> <li><b>Phase II:</b> Delivered in a future CMS Baseline release.</li> </ul>	Monthly Ad Hoc	Payroll	No
<b>Terminated Employees with Payable Balances</b>	This report will provide a listing of employees with a status of "terminated" who have payable absence balances (includes vacation, CTO and Personal Holiday, Holiday CTO, Holiday Credit, ADO and excess payout).  Used to validate that employees were paid for all payable balances and to determine if balances need to be adjusted and/or paid off.	Monthly Ad Hoc	Payroll	No

Report Name	Purpose of Report	Business Process	Recommended Audience	Delivered in CMS Baseline
<b>Vacation Forfeited</b>	This report will provide a listing of employees who have forfeited vacation at the end of the calendar year. This may be due to their vacation balances being over the maximum allowed, or they did not take the minimum number of hours required by their bargaining unit.  Used to validate data for employees that have had vacation forfeited.	Annual/Calendar Year-End	Payroll, Managers, Timekeepers	No
<b>Deficit Hours Reconciliation</b>	Used to reconcile deficit hours at the end of each calendar year.	Annual/Calendar Year	Payroll	No
<b>Proxy</b>	Used for auditing purposes to monitor changes to Proxy and Alternates.	Monthly, Ad Hoc	Payroll	No

## 12.0 Security

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Establishment and maintenance of security is a campus responsibility. To assist campuses with their security setup, five Permission Lists are included with the AM SS module: Employee, Timekeeper, Manager, Payroll and Administrator. Campuses have the ability to clone and then modify these Permission Lists to fit their campus-specific needs. When providing security access to Absence Management pages, campuses must remember:

- An employee should have access to all jobs related to him/her including history and his/her balances.
- A Timekeeper should have access to employees he/she has been assigned to review (e.g., a department, multiple departments).
- A Manager should have access to employees who report directly/indirectly to him/her.
- Due to the nature of their work, Payroll should be allowed access to see absences/time information for all campus employees.

### 12.1 Proxy and Alternate

The Proxy and Alternate page must be **centrally** maintained at the campus. Typically this function will be performed by Payroll.

## 12.2 Security Framework

A Self Service Security Framework is delivered which provides campuses with flexibility to utilize their existing reporting structures. The following security access approaches are delivered in CMS Baseline to link Managers and Timekeepers to the employees they are responsible for:

1. **By “Reports To Position”** - Defines the reporting relationship based on information in the “Reports To” field on the “Work Location” page in Job Data. The system presents the user with a list of employees with job records indicating that they report to this user’s position.
2. **By “Department Security Tree”** - Determines employee data access using information from the Security Tree. The system presents the user with a list of employees whose data the user has access to, based on the Row Level Permission List assigned to the user and the Security Tree.
3. **By “Time & Labor Dynamic Groups”** – Time and Labor utilizes Dynamic Groups which are based on SQL (Standard Query Language) “where” clauses and are built using a process. Much like the Department Security Tree, a user is assigned to these groups based on the Row Level Permission List associated with his/her user profile.

Additional security approaches are delivered by Oracle/PeopleSoft and can be made available to campuses, if needed:

4. **By “Group ID”** - Determines data access using the “Group ID” set up in the HR Group Build feature. These groups are not the same as the Time and Labor Groups.
5. **By “Department Manager ID”** - Defines the reporting relationship based on information in the “Manager ID” field on the Department Profile page. For users who are department managers, the system displays a list of the employees who are in the user’s Department.
6. **By Part Position Management Department “Manager ID”** - Defines the reporting relationship by the “Reports To” field on the “Work Location” page in Job Data and the information in the “Manager ID” field on the Department Profile page. The system searches for reporting relationship based on “Reports To” first, and then for Department “Manager ID.”
7. **By Part Position Management Supervisor** - Defines the reporting relationship by both the “Reports To” and the “Supervisor ID” fields on the “Work Location” page in Job Data. The system searches for reporting relationship based on “Reports To” first, and then for “Supervisor ID.”
8. **By Supervisor ID** - Defines the reporting relationship based on information in the “Supervisor ID” field on the “Work Location” page in Job Data. The system presents the user with a list of employees with job records indicating that they are supervised by this user.

## 13.0 Configuration and Approved Pages

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The system is designed to support the System-wide Business Process. Where appropriate, campuses are allowed to configure areas of the system for their campus-specific operational needs. To maintain the integrity of the system design which relies on adherence to the System-wide Business Process, certain configuration information must **not** be changed. [The Absence Management Configuration Guide](#), posted on the CMS website identifies where changes are permissible. Campuses must follow the guidelines specified in the Absence Management Configuration Guide when implementing Absence Management. Only pages identified as part of the AM SS system-wide solution can be used by the campus.

Campus modifications are not allowed and it is understood to mean campuses are unable to individually modify, add bolt-on functionality or make changes to the existing CMS Baseline Absence Management module including components, objects and/or pages. Only requests to enhance the system-wide solution will be considered. In addition, the following list of approved pages is meant to supplement those instructions:

### **13.1 Employee – “Report and View Absences” Page**

This page is used by employees to enter absences, to review absences, and (if needed) to delete “Submitted” absences.

### **13.2 Manager/Timekeeper Absence Entry Pages**

These pages are used by the Manager or Timekeeper to enter absences for an employee when appropriate.

### **13.3 Timekeeper – “Timekeeper Absence Review” Page**

This page is used by Timekeepers to validate and review absences entered by employees and to update the Absence Status to “Reviewed” or to “Needs Correction.”

### **13.4 Manager – “Approve Reported Absences” and Approve Time and Absences” Pages**

The “Approve Reported Absences” and “Approve Time and Absences” Pages are used by the Manager role to certify and approve absences/time that has been submitted by employees and reviewed by Timekeepers. The “Approve Time and Reported Absences” Page can be used to approve both absences and Time and Labor entries. The status can be updated to “Approved” or “Needs Correction.”

### **13.5 Monthly Schedule (Employee, Timekeeper, Manager)**

This page can be used to view an employee’s monthly schedule.

### **13.6 Absence Management – Multi Reports**

This page is used to run Absence Management reports individually or in batch mode.

### **13.7 Alternate and Proxy User Page**

This page is used to designate an Alternate and/or a Proxy.

### **13.8 Balance Inquiry (Employee, Timekeeper, Manager)**

This page is used to display employee balance information.

### **13.9 Mass Notifications**

This process is used to send e-mail notifications to Employees, Timekeepers, and Managers to remind them to take action. The reminder advises them to enter, review, and/or approve absences by a certain date.

### **13.10 Prior Period Event Adjustments Process**

This process is designed to assist Payroll or other central administrative unit with processing the AM SS entries that have been submitted for prior periods. Payroll or the designated user will be notified via e-mail when an employee enters a prior period entry.

### **13.11 Absence Management Self Service Options Page**

This page is used during the implementation and configuration of AM SS. Campuses can configure the system to address their campus-specific business requirements.

Additional pages are provided for Payroll or central administrative unit for utilizing the core Absence Management module to process adjustments, execute the Absence Management Calculation and for validating Absence Management results. Additional pages are also used during the implementation and configuration of the core Absence Management module. The use and configuration of these pages are outlined in the Absence Management Configuration, Specifications and Business Process Guides.

## **14.0 System-wide Training**

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System-wide on-line training and materials are available for campuses to administer. Campuses may alter the training materials to include their campus-specific information only, such as including the campus logo, contact information and page navigation. Additional information is forthcoming.

## 15.0 Appendix

### 15.1 Glossary of Terms Absences/Time Reporting Codes

Absence Name	Description
Additional Day Off (ADO)	An alternate day off is a compensated day off, taken on an employee's regularly scheduled work day, and made available to an employee assigned to a compressed/alternate work schedule when an observed holiday falls on the employee's non-workday, pursuant to respective MOUs and CSU policy.
Bereavement/Funeral Leave	Compensable time off due to death of an employee's immediate family member as defined in the respective collective bargaining agreement/CSU policy provision.
Citizen's Necessity	Two (2) hours time off without loss of pay for a non-citizen Unit 4 employee to attend oath of allegiance ceremonies and/or for a Unit 4 employee to vote at a general, direct primary, or presidential primary election.
Compensatory Time Off (CTO)	Paid time off that was earned by an employee in lieu of receiving cash payment for overtime.
CTO-Premium earn	Time earned at the overtime (one and one-half times) rate.
CTO-Straight	Time earned at the straight (one time) rate.
Holiday Credit	(Unit 8): Paid time off that was earned by an employee in lieu of receiving cash payment for time worked on a Holiday; (Unit 1): Holiday credit is the time credited to an employee when he/she works on a holiday.
Jury Duty	CSU compensation and benefits continue when an employee is summoned for juror service provided that a Proof of Service or Jury Fee remittance is provided to the CSU as applicable.
Maternity/Paternity Leave	Paid leave provided to an employee who as parent, is preparing for the arrival and/or care of a new child.
Military Leave	Paid and unpaid leave time extended to employees who are members of the Armed Forces of the United States, the National Guard or Naval Militia. CSU compensation and leave duration are contingent upon the nature of the military leave type.
Military Spouse/Domestic Partner	An unpaid leave of absence up to 10 days to an employee who works at least an average of twenty (20) hours per week and also is the spouse or domestic partner of a qualified member of the military on leave from deployment.
MPP Paid Administrative Leave (New)	Paid leave for which a MPP employee is granted or placed by the President at a campus or the Chancellor at the Chancellor's office pursuant to Title 5 Section 42729.
Organ Donor/Bone Marrow	Paid leave provisions for employees who are organ or bone marrow donors.
Parental Leave	Paid leave provided to an employee who as parent, is preparing for the arrival and or care of a new child.
Personal Holiday	A compensated day off designated by the employee.
Professional Development Leave	Time off for employees to participate in programs and activities intended to better the employee's skills and abilities, pursuant to the respective collective bargaining unit or CSU policy.
Sick Leave	Earned time used to compensate time off due to an employee's personal illness or the illness or bereavement of eligible family members.
Union Leave	Time used by an employee represented under a collective bargaining agreement for union-related business.
Vacation	Earned time used when an employee takes compensated time off from work for personal rest and relaxation.
No Time Taken (New)	Used in instances where the employee has not used (taken) absences/reported and/or earned time.
Holiday CTO	Compensatory Time Off (CTO) earned as a result of an employee working on the day a holiday is officially observed, as provided for in the respective Memorandum of Understanding (MOU) or policy provision.
Holiday CTO (Straight)	Compensatory Time Off (CTO) paid/taken at the straight time hourly rate of pay.
Dock	A loss of earnings due to a non-compensable period of absence.
Holiday (Hourly)	Holiday time pursuant to the number of hours of holiday pay that an employee may be entitled to, pursuant to the respective Memorandum of Understanding (MOU) or policy provision.

## 15.2 Future Changes to AM SS for Time Reporting Codes

As referenced in Section 7.0, e-mail notifications generated in AM SS for Time Reporting Codes currently delivered in CMS Baseline will be changed to generate "On-Line Messages." Codes will be changed to reflect the following:

Absence Name	On-Line Messages Generated
Citizen's Necessity	No
CTO Premium Earn	Yes*
CTO Straight Earn	Yes*
CTO Take	No
Dock	No
Holiday ADO Expiring Earn	Yes*
Holiday ADO Expiring Take	No
Holiday CTO Earned-Premium	Yes*
Holiday CTO Earned-Straight	Yes*
Holiday CTO Take	No
Holiday Credit Earn	Yes*
Holiday Credit Take	No
Hourly Paid Holiday	No
Jury Duty	Yes**
Maternity/Paternity	Yes**
Military Leave	Yes**
Military Spouse/Domestic Partner	Yes**
MPP Paid Administrative Leave (New)	Yes**
No Time Taken (New)	No
Organ Donor/Bone Marrow	No
Parental Leave	No
Personal Holiday	No
Professional Development	No
Sick - Bereavement	No
Sick - Family Care	No
Sick - Self	No
Union Leave-Non-Reimbursed	No
Union Leave-Reimbursed	No
Vacation	No

\*On-line Message: Use of absence/time requires pre-approval.

\*\*On-Line Message: Use of absence/time requires certification.