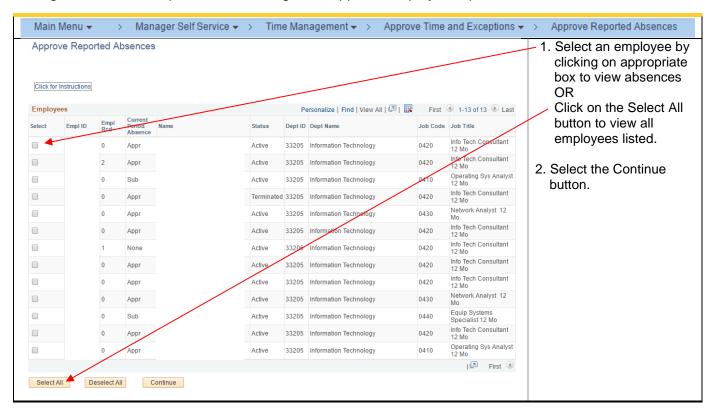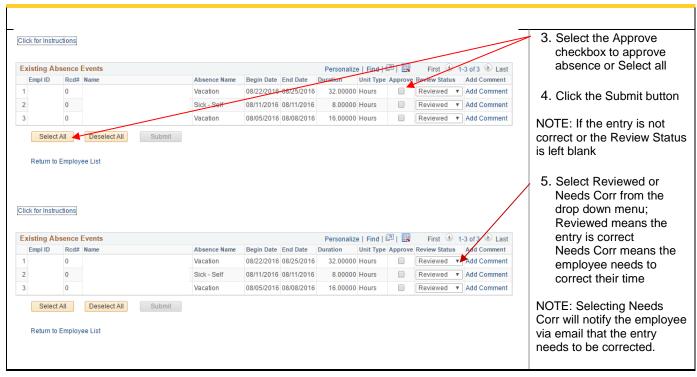California State University | Stanislaus

Approve Reported Absences

This guide outlines the process for managers to approve employee reported absences.

Main Menu ▾ > Manager Self Service ▾ > Time Management ▾ > Approve Time and Exceptions ▾ > Approve Reported Absences

Approve Reported Absences

Click for Instructions

Employees Personalize | Find | View All | 🔲 | 📇 First ◀ 1-13 of 13 ▶ Last

Select	Empl ID	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title
☐		0	Appr		Active	33205	Information Technology	0420	Info Tech Consultant 12 Mo
☐		2	Appr		Active	33205	Information Technology	0420	Info Tech Consultant 12 Mo
☐		0	Sub		Active	33205	Information Technology	0410	Operating Sys Analyst 12 Mo
☐		0	Appr		Terminated	33205	Information Technology	0420	Info Tech Consultant 12 Mo
☐		0	Appr		Active	33205	Information Technology	0430	Network Analyst 12 Mo
☐		0	Appr		Active	33205	Information Technology	0420	Info Tech Consultant 12 Mo
☐		1	None		Active	33205	Information Technology	0420	Info Tech Consultant 12 Mo
☐		0	Appr		Active	33205	Information Technology	0420	Info Tech Consultant 12 Mo
☐		0	Appr		Active	33205	Information Technology	0420	Info Tech Consultant 12 Mo
☐		0	Appr		Active	33205	Information Technology	0430	Network Analyst 12 Mo
☐		0	Sub		Active	33205	Information Technology	0440	Equip Systems Specialist 12 Mo
☐		0	Appr		Active	33205	Information Technology	0420	Info Tech Consultant 12 Mo
☐		0	Appr		Active	33205	Information Technology	0410	Operating Sys Analyst 12 Mo

| 📇 First ◀

[Select All] [Deselect All] [Continue]

1. Select an employee by clicking on appropriate box to view absences OR
   Click on the Select All button to view all employees listed.

2. Select the Continue button.

Click for Instructions

Existing Absence Events Personalize | Find | 🔲 | 📇 First ◀ 1-3 of 3 ▶ Last

	Empl ID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	Review Status	Add Comment
1		0		Vacation	08/22/2016	08/25/2016	32.00000	Hours	☐	Reviewed ▾	Add Comment
2		0		Sick - Self	08/11/2016	08/11/2016	8.00000	Hours	☐	Reviewed ▾	Add Comment
3		0		Vacation	08/05/2016	08/08/2016	16.00000	Hours	☐	Reviewed ▾	Add Comment

[Select All] [Deselect All] [Submit]

Return to Employee List

Click for Instructions

Existing Absence Events Personalize | Find | 🔲 | 📇 First ◀ 1-3 of 3 ▶ Last

	Empl ID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	Review Status	Add Comment
1		0		Vacation	08/22/2016	08/25/2016	32.00000	Hours	☐	Reviewed ▾	Add Comment
2		0		Sick - Self	08/11/2016	08/11/2016	8.00000	Hours	☐	Reviewed ▾	Add Comment
3		0		Vacation	08/05/2016	08/08/2016	16.00000	Hours	☐	Reviewed ▾	Add Comment

[Select All] [Deselect All] [Submit]

Return to Employee List

3. Select the Approve checkbox to approve absence or Select all

4. Click the Submit button

NOTE: If the entry is not correct or the Review Status is left blank

5. Select Reviewed or Needs Corr from the drop down menu;
   Reviewed means the entry is correct
   Needs Corr means the employee needs to correct their time

NOTE: Selecting Needs Corr will notify the employee via email that the entry needs to be corrected.

California State University | Stanislaus

Click for Instructions

Existing Absence Events   Personalize | Find | 🔲 | 📊   First ◀ 1-3 of 3 ▶ Last

	Empl ID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	Review Status	Add Comment
1		0		Vacation	08/22/2016	08/25/2016	32.00000	Hours	☐	Reviewed ▼	Add Comment
2		0		Sick - Self	08/11/2016	08/11/2016	8.00000	Hours	☐	Reviewed ▼	Add Comment
3		0		Vacation	08/05/2016	08/08/2016	16.00000	Hours	☐	Reviewed ▼	Add Comment

[Select All] [Deselect All] [Submit]

Return to Employee List

Approval Comments

Enter comments to be associated with the approval and click the Save Comments button to save them. To return without saving click the Return to Approvals Page link.

[   ]

[Save Comments]

Return To Approvals Page

Absence Requests   Personalize | Find | 🔲 | 📊   First ◀ 1-4 of 4 ▶ Last

	Empl ID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	Review Status	Entry Comments	Add Comment
1		1		No Time Taken	03/01/2012	03/31/2012	0.00000		☐	Reviewed ▼		Add Comment
2		0		Personal Holiday	11/17/2015	11/17/2015	1.00000	Days	☐	Reviewed ▼		Add Comment
3		0		Sick - Self	10/21/2015	10/21/2015	8.00000	Hours	☐	Needs Cor ▼	Entry Comments	Add Comment
4		0		Sick - Self	10/12/2015	10/12/2015	8.00000	Hours	☐	▼	Entry Comments	Add Comment

[Select All] [Deselect All] [Submit]

Return to Employee List

Approval Confirmation

✔ Your Absence Events were approved and any Review Status changes were saved.

[OK]

6. If Review Status is changed to Needs Corr; select Add Comment to enter information on what needs to be corrected

7. Enter comments such as "Change Date" or "Hours should be ___"

8. Click on Save Comments button

9. Select Return to Entry Page link

10. Click Submit button

11. Click OK button to message

California State University | Stanislaus

| Main Menu ▾ | > | Manager Self Service ▾ | > | Time Management ▾ | > | Approve Time and Exceptions ▾ | > | Approve Reported Absences |

Approve Reported Absences

Click for Instructions

Employees											
Select	Empl ID	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title		
☐		0	None		Active	20012	Computer Science	2358	Lecturer AY		
☐		1	None		Active	20012	Computer Science	2358	Lecturer AY		
☐		0	Appr		Active	20012	Computer Science	2358	Lecturer AY		
☐		0	None		Active	20012	Computer Science	2358	Lecturer AY		
☐		4	Appr		Active	20012	Computer Science	0420	Info Tech Consultant 12 Mo		
☐		0	None		Active	20012	Computer Science	2358	Lecturer AY		
☐		0	None		Active	20012	Computer Science	2360	Instr Fac AY		
☐		0	Appr		Active	20012	Computer Science	1032	Admin Support Assistant 12 Mo		
☐		0	None		Active	20012	Computer Science	2358	Lecturer AY		
☐		0	None		Active	20012	Computer Science	2360	Instr Fac AY		📊
☐		0	None		Active	20012	Computer Science	2358	Lecturer AY		
☐		0	None		Active	20012	Computer Science	2358	Lecturer AY		
☐		0	Sub		Active	20012	Computer Science	2360	Instr Fac AY		
☐		1	None		Active	20012	Computer Science	2358	Lecturer AY		
☐		0	Sub		Active	20012	Computer Science	2360	Instr Fac AY		
☐		0	None		Leave W/Py	20012	Computer Science	2360	Instr Fac AY		

Personalize | Find | View All | 🔁 | 📊   First ◀ 1-16 of 16 ▶ Last

First ◀

Select All   Deselect All   Continue

12. If a correction was requested in Step 5, once the employee has corrected the hours, start back at Step 1 to review