

Timekeeper Absence Review

This guide outlines the process to review employee absences.

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

Click for Instructions

| Select | Empl ID | Empl Rcd | Current Period Absence | Name | Status | Dept ID | Dept Name | Job Code | Job Title |
|--------------------------|---------|----------|------------------------|------|--------|---------|--------------------------------|----------|-------------------------------|
| <input type="checkbox"/> | | 0 | None | | Active | 20049 | Criminal Justice | 2358 | Lecturer AY |
| <input type="checkbox"/> | | 0 | None | | Active | 52301 | Tutoring Center | 1150 | Instr Stdnt Asst |
| <input type="checkbox"/> | | 0 | None | | Active | 30030 | Academic Affairs, Vice Provost | 1800 | Casual Worker |
| <input type="checkbox"/> | | 1 | None | | Active | 20010 | Nursing | 1800 | Casual Worker |
| <input type="checkbox"/> | | 0 | None | | Active | 20002 | Politics & Public Admin | 2360 | Instr Fac AY |
| <input type="checkbox"/> | | 1 | None | | Active | 20010 | Nursing | 1800 | Casual Worker |
| <input type="checkbox"/> | | 0 | None | | Active | 20019 | Mathematics | 2358 | Lecturer AY |
| <input type="checkbox"/> | | 0 | None | | Active | 20021 | Music | 2360 | Instr Fac AY |
| <input type="checkbox"/> | | 3 | None | | Active | 20037 | Honors | 2358 | Lecturer AY |
| <input type="checkbox"/> | | 0 | None | | Active | 20004 | Anthropology | 2358 | Lecturer AY |
| <input type="checkbox"/> | | 2 | None | | Active | 20049 | Criminal Justice | 2358 | Lecturer AY |
| <input type="checkbox"/> | | 2 | Sub | | Active | 34201 | Admissions | 1038 | Admin Analyst/Spclst 12 Mo |
| <input type="checkbox"/> | | 1 | None | | Active | 52301 | Tutoring Center | 1150 | Instr Stdnt Asst |
| <input type="checkbox"/> | | 0 | None | | Active | 21006 | Mgmt Operations and Marketing | 2358 | Lecturer AY |
| <input type="checkbox"/> | | 0 | None | | Active | 22004 | Teacher Education | 2358 | Lecturer AY |
| <input type="checkbox"/> | | 0 | None | | Active | 20005 | Art | 1800 | Casual Worker |
| <input type="checkbox"/> | | 0 | None | | Active | 20040 | Philosophy | 2358 | Lecturer AY |
| <input type="checkbox"/> | | 4 | None | | Active | 20010 | Nursing | 2358 | Lecturer AY |
| <input type="checkbox"/> | | 0 | Appr | | Active | 34109 | Student Records | 1032 | Admin Support Assistant 12 Mo |
| <input type="checkbox"/> | | 0 | None | | Active | 20009 | Chemistry | 2360 | Instr Fac AY |
| <input type="checkbox"/> | | 0 | Appr | | Active | 34201 | Admissions | 3318 | Administrator I |
| <input type="checkbox"/> | | 2 | None | | Active | 52301 | Tutoring Center | 1150 | Instr Stdnt Asst |
| <input type="checkbox"/> | | 0 | Sub | | Active | 61118 | Athletic Game Mgmt/Facilities | 3318 | Administrator I |
| <input type="checkbox"/> | | 0 | None | | Active | 30030 | Academic Affairs, Vice Provost | 1800 | Casual Worker |
| <input type="checkbox"/> | | 1 | None | | Active | 20010 | Nursing | 1800 | Casual Worker |

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.

Approve Reported Absences

Click for Instructions

| 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 | | <input type="checkbox"/> | | | Add Comment |
| 2 | 0 | | Personal Holiday | 11/17/2015 | 11/17/2015 | 1.00000 | Days | <input type="checkbox"/> | | | Add Comment |
| 3 | 0 | | Sick - Self | 10/21/2015 | 10/21/2015 | 8.00000 | Hours | <input type="checkbox"/> | | Entry Comments | Add Comment |
| 4 | 0 | | Sick - Self | 10/12/2015 | 10/12/2015 | 8.00000 | Hours | <input type="checkbox"/> | | Entry Comments | Add Comment |

Select All Deselect All Submit

Return to Employee List

3. Use the drop down menu to change the Review Status
 4. Select Reviewed if date, type of absence, and duration is correct
- NOTE: Selecting Reviewed will make the entry unavailable for changes by the employee.
5. Select Needs Corr if the employee needs to fix the absence

[Click for Instructions](#)

| Absence Requests | | | | | | | | | | | |
|------------------|------|------|------------------|------------|------------|----------|-----------|--------------------------|---------------|----------------|-------------|
| 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 | | <input type="checkbox"/> | Reviewed | | Add Comment |
| 2 | 0 | | Personal Holiday | 11/17/2015 | 11/17/2015 | 1.00000 | Days | <input type="checkbox"/> | Reviewed | | Add Comment |
| 3 | 0 | | Sick - Self | 10/21/2015 | 10/21/2015 | 8.00000 | Hours | <input type="checkbox"/> | Needs Cor | Entry Comments | Add Comment |
| 4 | 0 | | Sick - Self | 10/12/2015 | 10/12/2015 | 8.00000 | Hours | <input type="checkbox"/> | | Entry Comments | Add Comment |

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

6. Select Entry Comments to review any comments that the employee has entered

Absence Event Comments

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.

Please enter relationship of family member: daughter

[Return to Entry Page](#)

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.

[Return To Approvals Page](#)

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

8. Enter comments such as "Change Date" or "Hours should be ____"

9. Click on Save Comments button

10. Select Return to Entry Page link

| Absence Requests | | | | | | | | | | | |
|------------------|------|------|------------------|------------|------------|----------|-----------|--------------------------|---------------|----------------|-------------|
| 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 | | <input type="checkbox"/> | Reviewed | | Add Comment |
| 2 | 0 | | Personal Holiday | 11/17/2015 | 11/17/2015 | 1.00000 | Days | <input type="checkbox"/> | Reviewed | | Add Comment |
| 3 | 0 | | Sick - Self | 10/21/2015 | 10/21/2015 | 8.00000 | Hours | <input type="checkbox"/> | Needs Cor | Entry Comments | Add Comment |
| 4 | 0 | | Sick - Self | 10/12/2015 | 10/12/2015 | 8.00000 | Hours | <input type="checkbox"/> | | Entry Comments | Add Comment |

[Return to Employee List](#)

11. Click Submit button

Approval Confirmation

✓ Changes to Review Status were saved.

OK

12. Click OK button to message

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Approve Reported Absences

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Employees Personalize | Find | View All | First 1-16 of 16 Last

| Select | Empl ID | Empl Rcd | Current Period Absence | Name | Status | Dept ID | Dept Name | Job Code | Job Title |
|--------------------------|---------|----------|------------------------|------|------------|---------|------------------|----------|-------------------------------|
| <input type="checkbox"/> | | 0 | None | | Active | 20012 | Computer Science | 2358 | Lecturer AY |
| <input type="checkbox"/> | | 1 | None | | Active | 20012 | Computer Science | 2358 | Lecturer AY |
| <input type="checkbox"/> | | 0 | Appr | | Active | 20012 | Computer Science | 2358 | Lecturer AY |
| <input type="checkbox"/> | | 0 | None | | Active | 20012 | Computer Science | 2358 | Lecturer AY |
| <input type="checkbox"/> | | 4 | Appr | | Active | 20012 | Computer Science | 0420 | Info Tech Consultant 12 Mo |
| <input type="checkbox"/> | | 0 | None | | Active | 20012 | Computer Science | 2358 | Lecturer AY |
| <input type="checkbox"/> | | 0 | None | | Active | 20012 | Computer Science | 2360 | Instr Fac AY |
| <input type="checkbox"/> | | 0 | Appr | | Active | 20012 | Computer Science | 1032 | Admin Support Assistant 12 Mo |
| <input type="checkbox"/> | | 0 | None | | Active | 20012 | Computer Science | 2358 | Lecturer AY |
| <input type="checkbox"/> | | 0 | None | | Active | 20012 | Computer Science | 2360 | Instr Fac AY |
| <input type="checkbox"/> | | 0 | None | | Active | 20012 | Computer Science | 2358 | Lecturer AY |
| <input type="checkbox"/> | | 0 | None | | Active | 20012 | Computer Science | 2358 | Lecturer AY |
| <input type="checkbox"/> | | 0 | Sub | | Active | 20012 | Computer Science | 2360 | Instr Fac AY |
| <input type="checkbox"/> | | 1 | None | | Active | 20012 | Computer Science | 2358 | Lecturer AY |
| <input type="checkbox"/> | | 0 | Sub | | Active | 20012 | Computer Science | 2360 | Instr Fac AY |
| <input type="checkbox"/> | | 0 | None | | Leave W/Py | 20012 | Computer Science | 2360 | Instr Fac AY |

Select All Deselect All Continue

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