

## Timekeeper Absence Entry

This guide outlines the process to enter or correct absences on behalf of employee. The entry automatically goes into reviewed status and is not able to be edited by the employee. A system generated e-mail is sent to the employee to let them know an absence has been entered on their behalf.

**Step 1:**

Go to Manager Self Service>Time Management>Report Time>Time Keeper Absence Entry

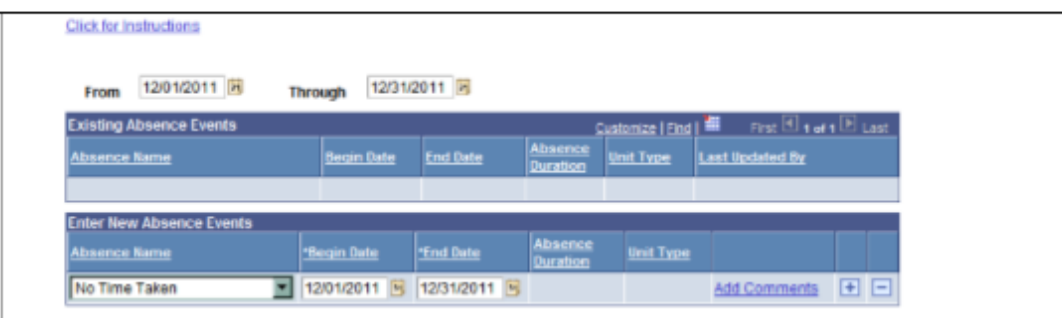
At the employee selection page select an employee by clicking on the Employee ID



Emplid	Empl Rcd	Current Period Absence	Name	Status	Dept ID
[Redacted]	0	Sub	[Redacted]	Active	42001
[Redacted]	0	Appr	[Redacted]	Active	42001
[Redacted]	0	None	[Redacted]	Active	42001

**Step 2:**

At the page entry, the Absence Name defaults to "No Time Taken". The Begin and End Dates default to the current Absence period.



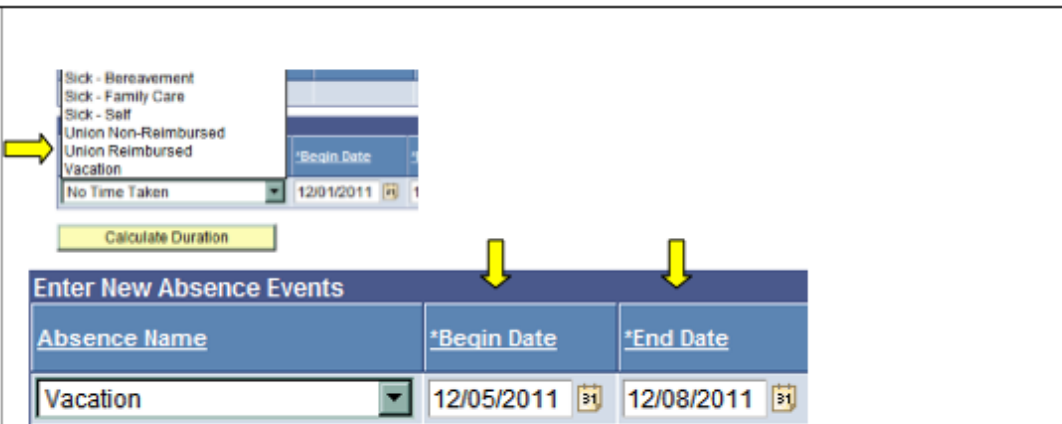
From 12/01/2011 Through 12/31/2011

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By
No Time Taken	12/01/2011	12/31/2011			

**Step 3:**

Select the Absence Name from the drop down menu.

Then select the Begin and End Dates.



Calculate Duration

Absence Name	*Begin Date	*End Date
Vacation	12/05/2011	12/08/2011

**Step 4:**

To enter Partial Days, select Partial Hours from the drop down and enter the appropriate hours in the "Hours Per Day" field.

Then click on the "Calculate Duration" button and validate that the correct number of hours are displayed in the "Absence Duration" field.

*End Date	Balance	*Partial Days
12/08/2011	108.04	None

Enter New Absence Events							
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Absence Duration	Unit Type	
Vacation	12/05/2011	12/08/2011	108.04	None	32.00	Hours	

Calculate Duration

**Step 5:**

To enter another absence, click on the plus (+) button to add a row and continue as instructed above until all absences have been entered.

If you enter a plus (+) row in error, click on the minus (-) button on the row you want deleted (prior to submitting).

Add Comments

+ -

**Step 6**

Review the information carefully and click on the "Submit" button to submit an absence for approval.

Click "Ok" on the confirmation page and an e-mail is automatically sent to the employee letting them know an absence has been entered on their behalf

**Submit Confirmation**

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 Absence(s) were submitted successfully.

OK

The following Absence Request has been entered for you by \_\_\_\_\_:

Absence ..: Sick - Self  
 Start Date: 2012-01-19  
 End Date...: 2012-01-19  
 Duration...: 5 Hours