



CALIFORNIA STATE UNIVERSITY
FULLERTON

Human Resources Hourly Intermittent Employee Time Reporting and Absence Entry Guide

Last Revised: 09/25/15

REVISION CONTROL

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Author: IT Training & Support
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Revision History

Revision Date	Revised By	Summary of Revisions	Section(s) Revised
9/25/15	Shakeyla Mitchell	Updated instructions to the portal login.	


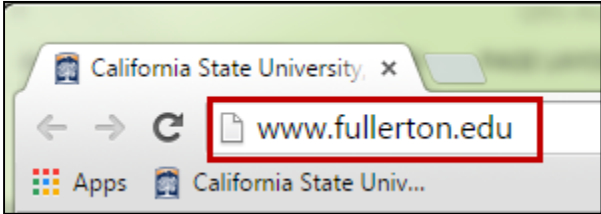
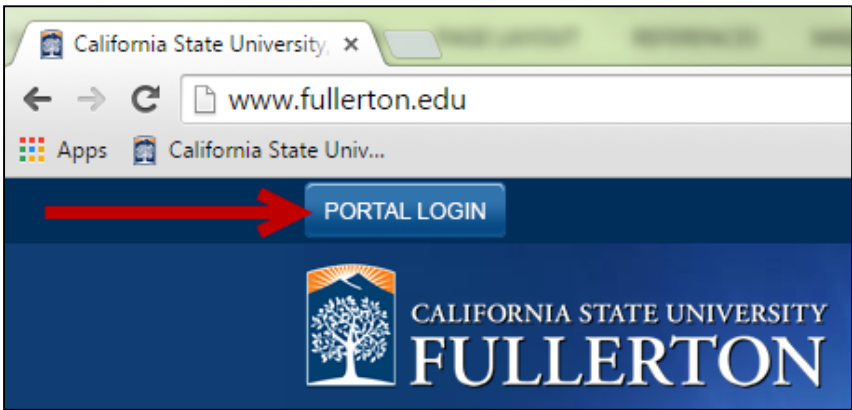
Review / Approval History



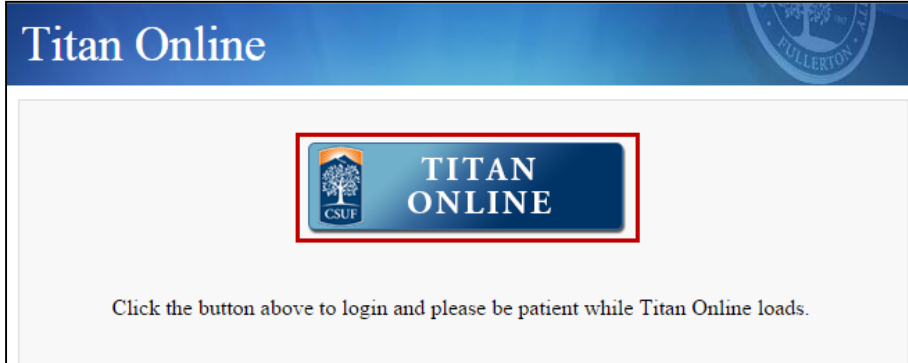
Review Date	Reviewed By	Action (Reviewed, Recommended or Approved)
1/25/13	Blanca Rodriguez, Susan Smith, Marilou Encina, Tami Lau, Kristin Cook	Approved


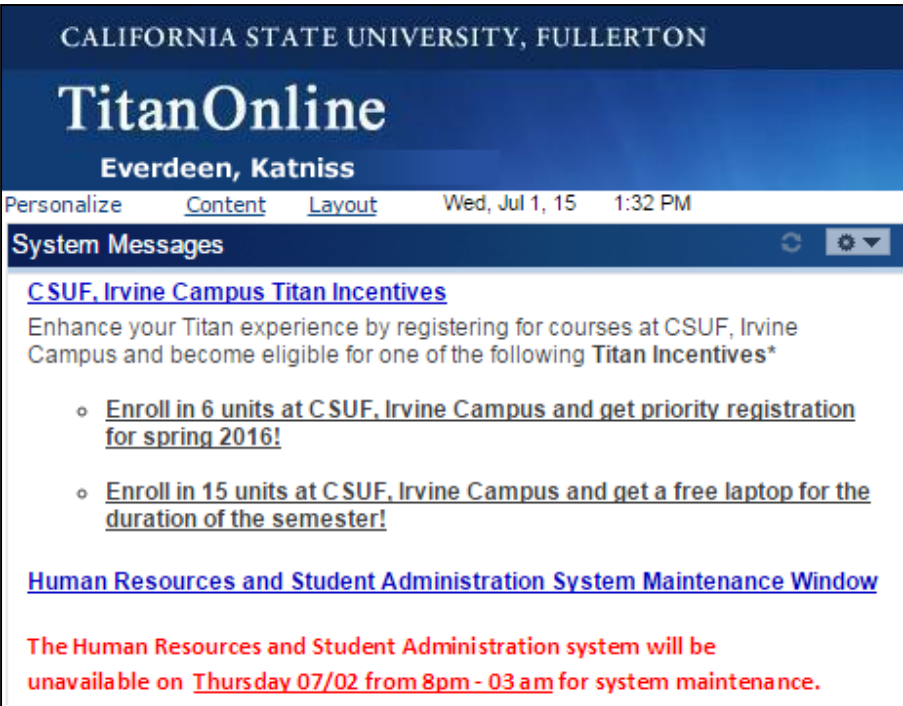
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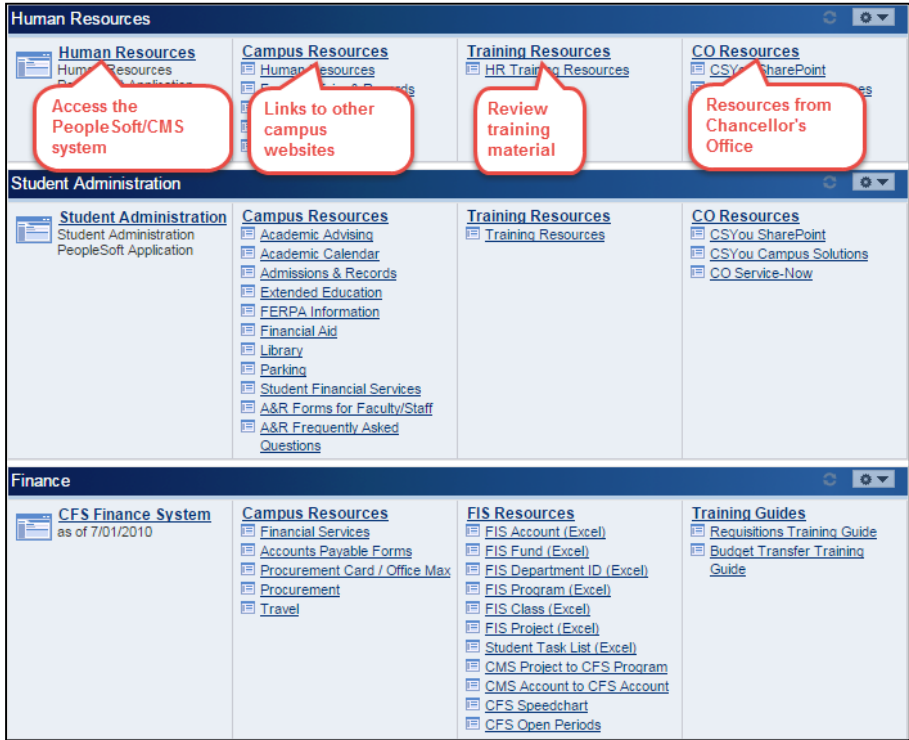

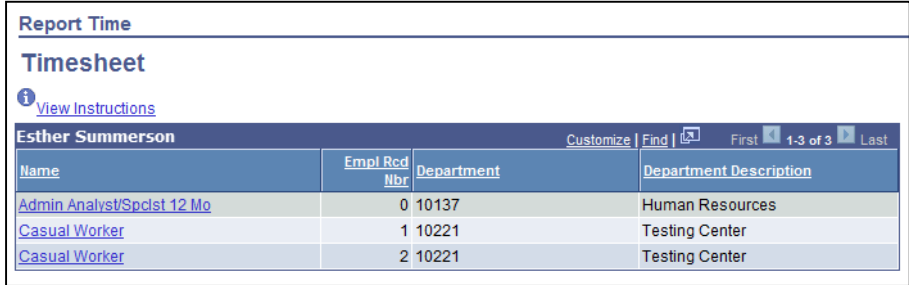
1.0 Reporting Time Worked

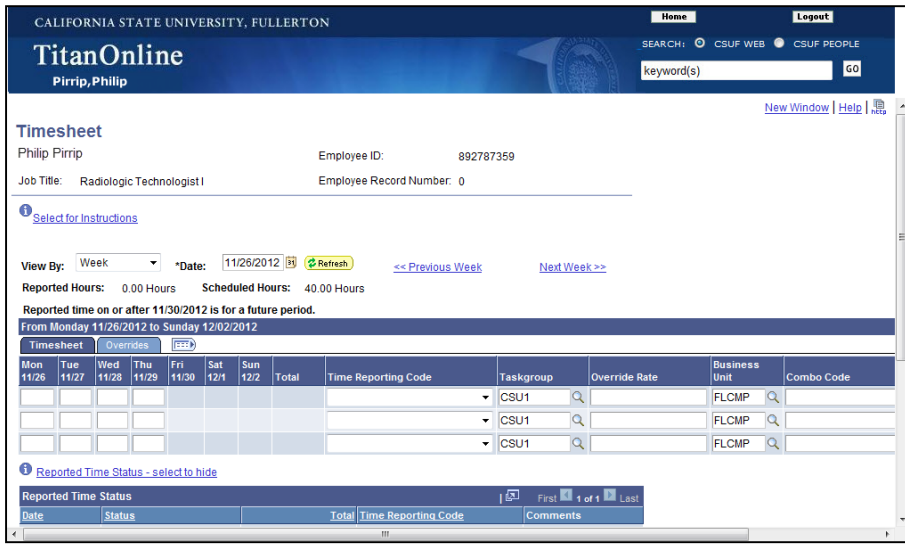
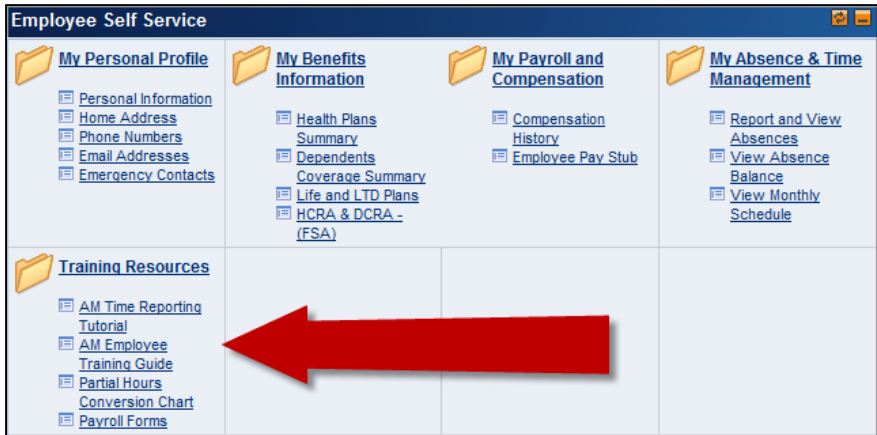
Hourly intermittent employees will use the Time Reporting functionality to report the hours that they worked.




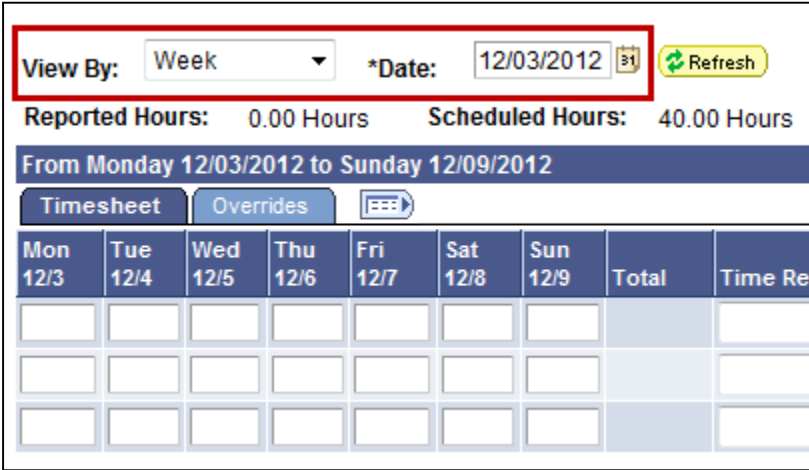
Processing Steps	Screen Shots
<p>Accessing Your Timesheet</p> <p>The timesheet for hourly intermittent employees is available via the campus portal. This means the timesheet is accessible from off-campus and via mobile devices such as an iPad.</p> <p>Step 1: Launch Internet Explorer (or your browser preference) from your desktop.</p>	
<p>Step 2: Your home page opens. If your home page is not the CSUF website, type www.fullerton.edu in the address bar and press Enter on your keyboard.</p>	
<p>Step 3: Click on the Portal Login button.</p>	

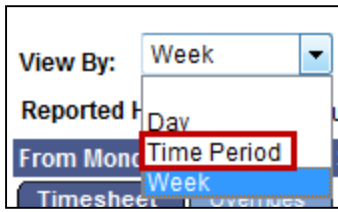
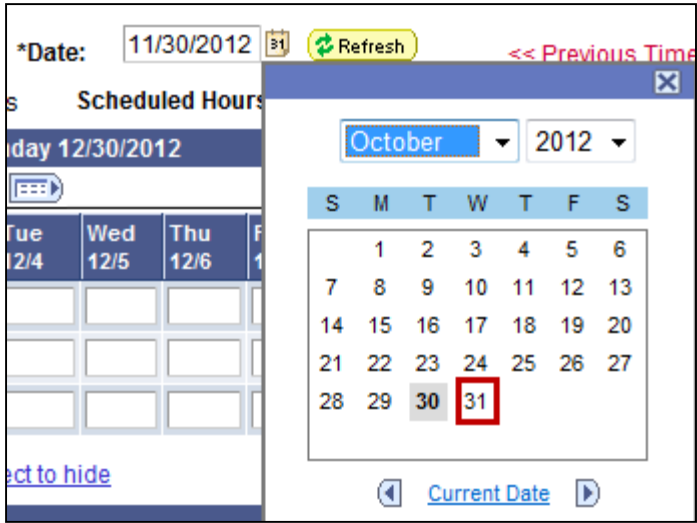
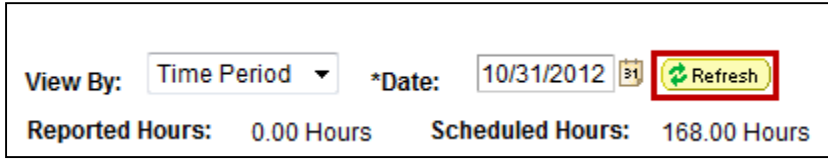
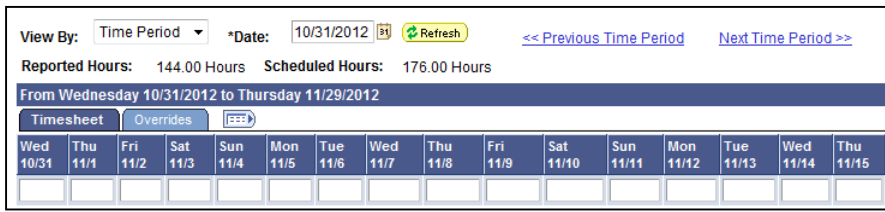
Processing Steps	Screen Shots
<p>Step 4: Enter your campus username and password.</p>	
<p>Step 5: Click on the Titan Online icon.</p>	
<p>Step 6: Click on the Titan Online icon.</p>	



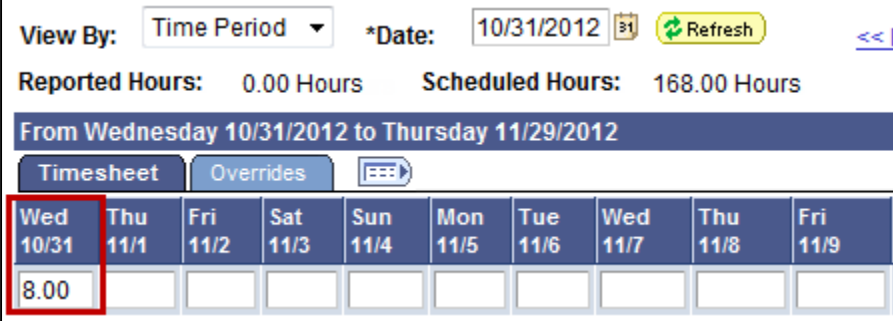
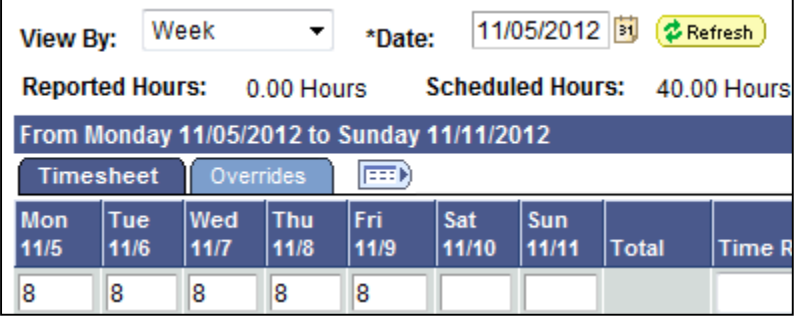
Processing Steps	Screen Shots
<p>Step 7: The Titan Online page appears.</p> <p>Depending on your status, you may see various self-service options including Employee Self Service, Student Self Service, and Faculty Self Service.</p> <p>Depending on your PeopleSoft/CMS access, you may see links to PeopleSoft functionality: Human Resources, Finance, and Student Administration.</p>	 <p>The screenshot shows the TitanOnline interface for user Everdeen, Katniss. The page is divided into several sections: <ul style="list-style-type: none"> System Messages: Includes a message about OBIEE 11g - BI Dashboards. Business Intelligence: Links to Data Warehouse for Campus Solutions, Finance, Human Resources, and other Auxiliary Systems. My Workplace: Links to My Workplace Processes and Administration. Training Resources: Links to eForms - FAQs, eForm General Training Guide, eForm Payroll Training Guide, eForm Benefits Training Guide, eForm Evaluations Guide, and eForm Services an eForm Guide. Catalog/Schedule of Classes: Links to Course Catalog Search and Class Schedule Search. Registration Guide: Links to Registration. Employee Self Service: Includes My Personal Profile, My Benefits Information, My Payroll and Compensation, and My Absence & Time Management. Student Self Service: Includes Human Resources, Campus Resources, Training Resources, and CO Resources. Human Resources: Includes Human Resources, Campus Resources, Training Resources, and CO Resources. Student Administration: Includes Student Administration, Campus Resources, Training Resources, and CO Resources. Finance: Includes CFS Finance System, Campus Resources, FIS Resources, and Training Guides. Red arrows point to the 'Self-Service' and 'PeopleSoft Functionality' sections. </p>
<p>Step 7a: Important messages such as system unavailability will be displayed in the System Messages section.</p> <p>Please review these messages often as they will provide you with important information.</p>	 <p>The screenshot shows the System Messages section of the TitanOnline interface. It features a message titled "CSUF, Irvine Campus Titan Incentives" with the following content: <ul style="list-style-type: none"> Enhance your Titan experience by registering for courses at CSUF, Irvine Campus and become eligible for one of the following Titan Incentives* <ul style="list-style-type: none"> Enroll in 6 units at CSUF, Irvine Campus and get priority registration for spring 2016! Enroll in 15 units at CSUF, Irvine Campus and get a free laptop for the duration of the semester! Human Resources and Student Administration System Maintenance Window A red text box at the bottom states: "The Human Resources and Student Administration system will be unavailable on Thursday 07/02 from 8pm - 03 am for system maintenance." </p>


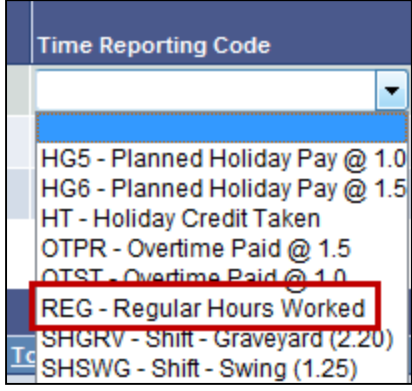

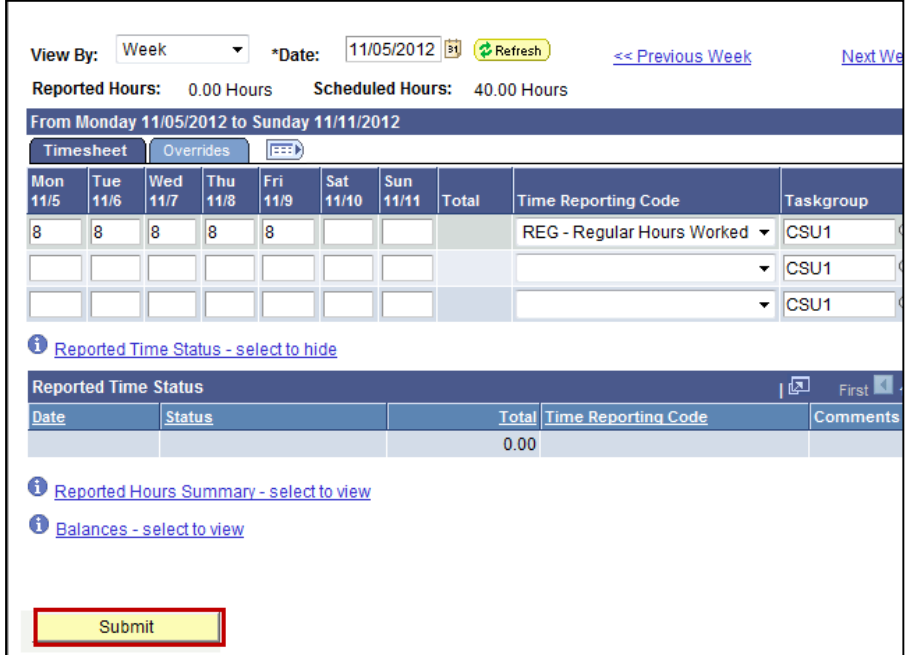
Processing Steps	Screen Shots																
<p>Step 7b: Each section of functionality contains links that allow you to: access the PeopleSoft/CMS system, view other campus websites, review training material, or view resources from the Chancellor's Office.</p> <p>To access a particular PeopleSoft database, click on the appropriate link.</p>	 <p>The screenshot shows the TitanOnline dashboard with three main sections: Human Resources, Student Administration, and Finance. Each section has a grid of links. Red callout boxes are placed over specific links: 'Access the PeopleSoft/CMS system' points to the 'Human Resources' link in the HR section; 'Links to other campus websites' points to the 'Campus Resources' link in the HR section; 'Review training material' points to the 'Training Resources' link in the HR section; and 'Resources from Chancellor's Office' points to the 'CO Resources' link in the HR section.</p>																
<p>Step 8: In the Employee Self Service box, select Time Reporting located under the My Absence & Time Management menu.</p>	 <p>The screenshot shows the TitanOnline Employee Self Service page for Phillip Pirrip. The 'My Absence & Time Management' menu is expanded, and the 'Time Reporting' link is highlighted with a red box.</p>																
<p>Step 8a: If you have multiple positions on campus, you may need to select the appropriate position from a list.</p>	 <p>The screenshot shows the 'Report Time Timesheet' page for Esther Summerson. It includes a table with the following data:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Empl Rcd Nbr</th> <th>Department</th> <th>Department Description</th> </tr> </thead> <tbody> <tr> <td>Admin Analyst/Spclst 12 Mo</td> <td>0</td> <td>10137</td> <td>Human Resources</td> </tr> <tr> <td>Casual Worker</td> <td>1</td> <td>10221</td> <td>Testing Center</td> </tr> <tr> <td>Casual Worker</td> <td>2</td> <td>10221</td> <td>Testing Center</td> </tr> </tbody> </table>	Name	Empl Rcd Nbr	Department	Department Description	Admin Analyst/Spclst 12 Mo	0	10137	Human Resources	Casual Worker	1	10221	Testing Center	Casual Worker	2	10221	Testing Center
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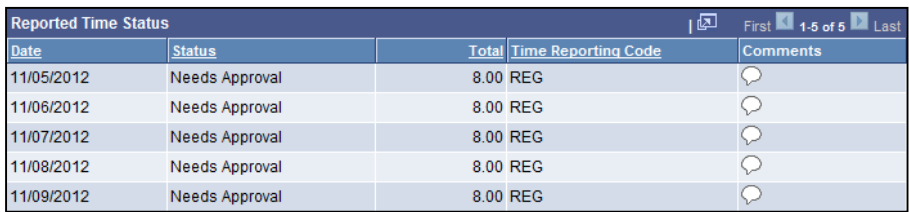
Processing Steps	Screen Shots
<p>Step 9: Your Timesheet page appears and you may now start entering the hours you worked.</p>	 <p>The screenshot shows the TitanOnline interface for Philip Pirrip. It includes a search bar, navigation links, and a timesheet grid for the week of 11/26/2012. The grid shows reported hours as 0.00 and scheduled hours as 40.00. Below the grid is a table for 'Reported Time Status' with columns for Date, Status, Total, Time Reporting Code, and Comments.</p>
<p>Additional Resources</p> <p>The Training Resources section of the Employee Self Service page contains several useful links for employees, timekeepers, and managers.</p> <ul style="list-style-type: none"> • AM Time Reporting Tutorial: a tutorial on how to enter absences. • AM Employee Training Guide: a user guide on how to enter absences. • Partial Hours Conversion Chart: a chart showing how to convert a partial hour (i.e. 30 minutes) to a decimal (i.e. 0.5) for absences and time worked. • Payroll Forms: a link to Payroll forms on the Payroll website. 	 <p>The screenshot shows the Employee Self Service page with four main sections: My Personal Profile, My Benefits Information, My Payroll and Compensation, and My Absence & Time Management. A red arrow points to the 'AM Time Reporting Tutorial' link under the Training Resources section.</p>


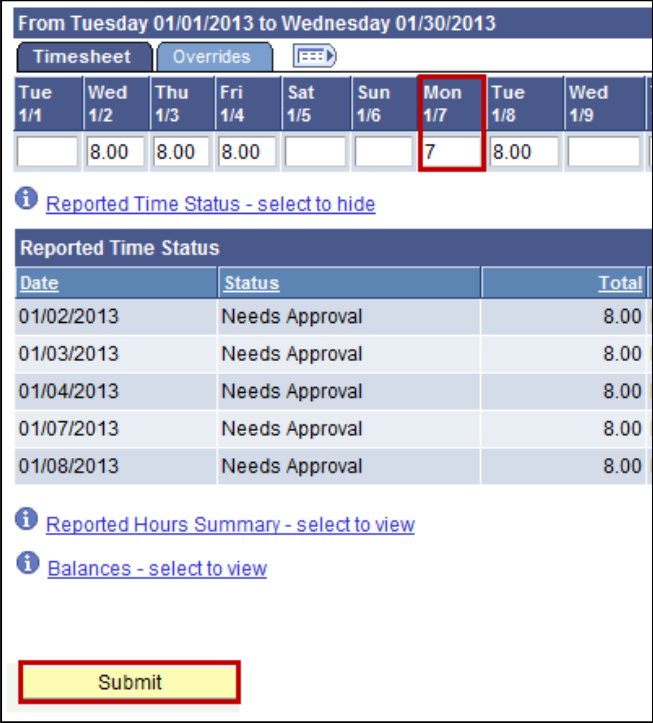
Processing Steps	Screen Shots
<p>Time Entry Overview</p>  <p>It is recommended that employees enter their hours worked on a daily basis in order to keep the timesheet up to date.</p> <p>Timesheet Header</p> <p>In the header area there are the following fields:</p> <ul style="list-style-type: none"> • Your Name • Your Campus-Wide ID (also referred to as Empl ID or Employee ID) • Your Job Classification Title • Your Employee Record Number for the job 	
<p>Viewing By Day/Week/Time Period</p> <p>By default your timesheet will show a “Week” view for the current week.</p> <p>Use the View By drop-down menu and the Date field to view your timesheet in a different way.</p>  <p>If you wish to permanently change your default view to Time Period (or Day), follow the instructions in the Timesheet Preferences section of this guide.</p>	


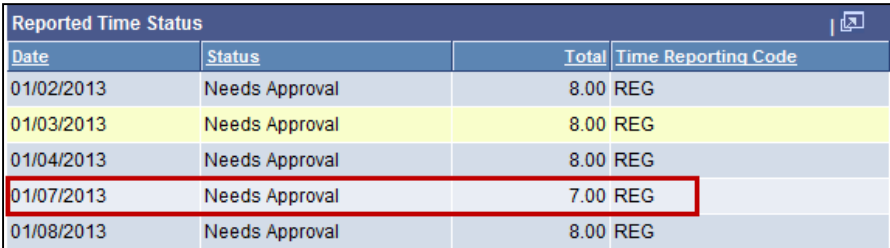

Processing Steps	Screen Shots
<p>Step 1: To change your timesheet view, make a selection from the View By drop-down menu.</p> <ul style="list-style-type: none"> • Day = view/enter your time reported for a specific day. • Time Period: view/enter your time reported for a specific pay period. • Week: view/enter your time reported for a specific week. 	 <p>The screenshot shows a 'View By:' dropdown menu with 'Week' selected. A secondary dropdown menu is open, showing 'Day', 'Time Period' (highlighted with a red box), and 'Week'.</p>
<p>Step 2: Enter the start date for your selection or click on the calendar icon (📅) to select a date.</p> <p>If you chose “Day” in step 1, this date will be the specific day for which you wish to view/enter reported time.</p> <p>If you chose “Time Period” in step 1, this date will be the start date of the pay period for which you wish to view/enter reported time.</p> <p>If you chose “Week” in step 1, this date will be the start date of the week for which you wish to view/enter reported time.</p>	 <p>The screenshot shows a date selection interface. At the top, there is a '*Date:' field with '11/30/2012' and a calendar icon. A 'Refresh' button is next to it. Below this is a calendar for 'October 2012'. The date '31' is highlighted with a red box. The calendar grid shows days of the week (S, M, T, W, T, F, S) and dates from 1 to 31.</p>
<p>Step 3: Click on the Refresh button.</p>	 <p>The screenshot shows the 'View By:' dropdown set to 'Time Period' and the '*Date:' field set to '10/31/2012'. The 'Refresh' button is highlighted with a red box. Below the date field, it shows 'Reported Hours: 0.00 Hours' and 'Scheduled Hours: 168.00 Hours'.</p>
<p>Step 4: You are now viewing your timesheet for the specified date/date range.</p>	 <p>The screenshot shows the full timesheet view. At the top, it displays 'View By: Time Period', '*Date: 10/31/2012', and a 'Refresh' button. It also shows '<< Previous Time Period' and 'Next Time Period >>'. Below this, it shows 'Reported Hours: 144.00 Hours' and 'Scheduled Hours: 176.00 Hours'. The main part of the screenshot is a table with columns for days of the week and dates from 'Wed 10/31' to 'Thu 11/15'. The table is currently empty.</p>


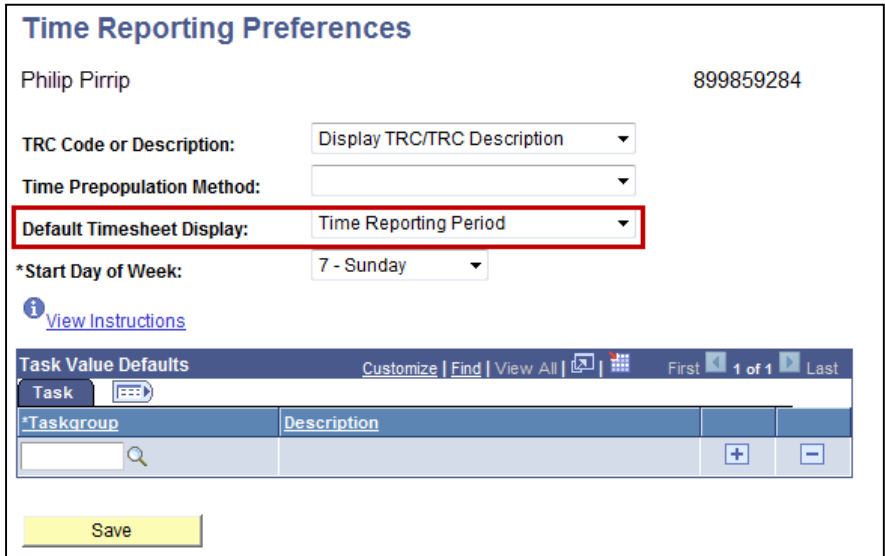
Processing Steps	Screen Shots
<p>Entering Time Worked</p> <p>Employees are encouraged to enter their reported time on a daily basis to stay current on their timesheet.</p> <p> The Scheduled Hours field is a default value; it does not show your specific schedule.</p>	
<p>Step 1:</p> <p>To enter time, type in the number of hours worked in the column for a specific date.</p>	
<p>Step 1a:</p> <p>You may enter time worked for more than one day at a time on the same row.</p>	

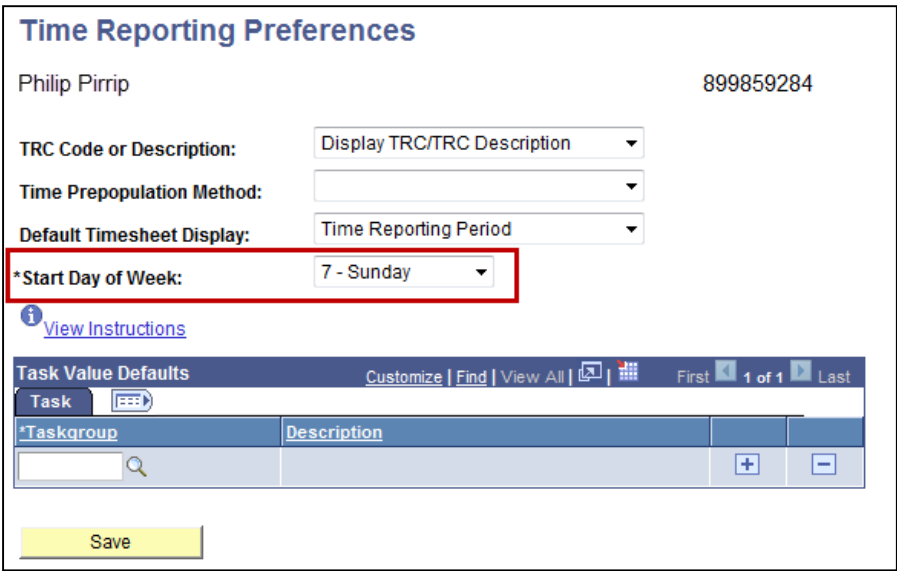
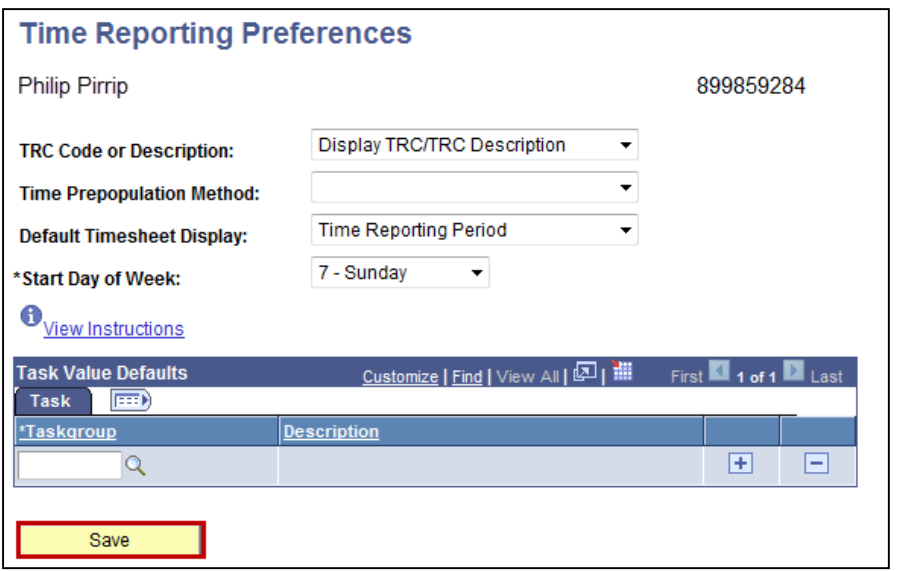

Processing Steps	Screen Shots
<p>Step 2: Select the REG – Regular Hours Worked from the Time Reporting Code drop-down menu.</p> <p>This timesheet is only for Regular Hours Worked. If you have other types of reported time, consult your department timekeeper or Payroll.</p>  <p>You may need to scroll to the right in order to see the Time Reporting Code menu, especially if you are viewing your timesheet by Time Period.</p>	
<p>Step 3: Once you have reviewed your entries for correctness, click the Submit button at the bottom of the page.</p>  <p>Clicking Submit does not finalize your timesheet. You can return to the timesheet to make additional entries until the pay period closes which is typically 5 calendar days after the start of the next month (i.e. the January pay period is closed as of February 5th). After a pay period is closed, you will need to submit an adjustment form to Payroll which is available at Payroll's website: http://hr.fullerton.edu/payroll/Forms.asp.</p>	

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<p>Step 3a: If you enter time on a day that is scheduled as a holiday, you will see an error message.</p> <p>Click OK to continue or click Cancel to correct the entry.</p>																															
<p>Step 4: You will receive a confirmation message that your submission was successful. Click OK.</p>																															
<p>Step 5: The time you reported now appears in the Reported Time Status section.</p> <p>Reported Time is listed as “Needs Approval” until the manager/MPP that you report to has approved it.</p>	 <table border="1"> <thead> <tr> <th>Date</th> <th>Status</th> <th>Total</th> <th>Time Reporting Code</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>11/05/2012</td> <td>Needs Approval</td> <td>8.00</td> <td>REG</td> <td></td> </tr> <tr> <td>11/06/2012</td> <td>Needs Approval</td> <td>8.00</td> <td>REG</td> <td></td> </tr> <tr> <td>11/07/2012</td> <td>Needs Approval</td> <td>8.00</td> <td>REG</td> <td></td> </tr> <tr> <td>11/08/2012</td> <td>Needs Approval</td> <td>8.00</td> <td>REG</td> <td></td> </tr> <tr> <td>11/09/2012</td> <td>Needs Approval</td> <td>8.00</td> <td>REG</td> <td></td> </tr> </tbody> </table>	Date	Status	Total	Time Reporting Code	Comments	11/05/2012	Needs Approval	8.00	REG		11/06/2012	Needs Approval	8.00	REG		11/07/2012	Needs Approval	8.00	REG		11/08/2012	Needs Approval	8.00	REG		11/09/2012	Needs Approval	8.00	REG	
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<p>Correcting a Timesheet Entry</p> <p>If your timekeeper or manager contacts you about an error on your timesheet, you can return to the timesheet to correct it.</p> <p>Step 1: In the Employee Self Service box, select Time Reporting located under the My Absence & Time Management menu.</p>																																																							
<p>Step 2: Make the necessary corrections to your timesheet.</p> <p>Then click Submit.</p>	 <table border="1" data-bbox="597 835 1230 932"> <thead> <tr> <th colspan="9">From Tuesday 01/01/2013 to Wednesday 01/30/2013</th> </tr> <tr> <th colspan="9">Timesheet Overrides</th> </tr> <tr> <th>Tue 1/1</th> <th>Wed 1/2</th> <th>Thu 1/3</th> <th>Fri 1/4</th> <th>Sat 1/5</th> <th>Sun 1/6</th> <th>Mon 1/7</th> <th>Tue 1/8</th> <th>Wed 1/9</th> </tr> </thead> <tbody> <tr> <td></td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td></td> <td></td> <td>7</td> <td>8.00</td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="597 995 1230 1247"> <thead> <tr> <th>Date</th> <th>Status</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>01/02/2013</td> <td>Needs Approval</td> <td>8.00</td> </tr> <tr> <td>01/03/2013</td> <td>Needs Approval</td> <td>8.00</td> </tr> <tr> <td>01/04/2013</td> <td>Needs Approval</td> <td>8.00</td> </tr> <tr> <td>01/07/2013</td> <td>Needs Approval</td> <td>8.00</td> </tr> <tr> <td>01/08/2013</td> <td>Needs Approval</td> <td>8.00</td> </tr> </tbody> </table>	From Tuesday 01/01/2013 to Wednesday 01/30/2013									Timesheet Overrides									Tue 1/1	Wed 1/2	Thu 1/3	Fri 1/4	Sat 1/5	Sun 1/6	Mon 1/7	Tue 1/8	Wed 1/9		8.00	8.00	8.00			7	8.00		Date	Status	Total	01/02/2013	Needs Approval	8.00	01/03/2013	Needs Approval	8.00	01/04/2013	Needs Approval	8.00	01/07/2013	Needs Approval	8.00	01/08/2013	Needs Approval	8.00
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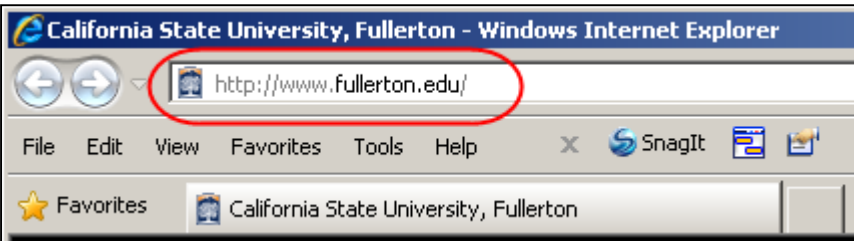
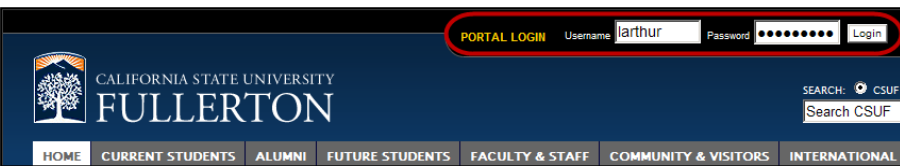
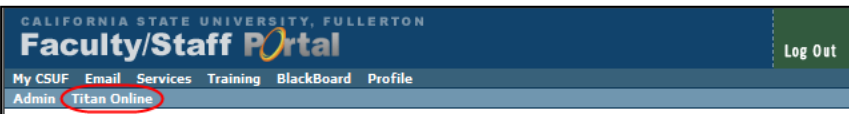

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01/08/2013	Needs Approval	8.00	REG																						
<p>Common Error Messages</p> <p>Holiday Warning Message</p> <p>If you enter time on a day that is scheduled as a holiday, you will see a warning message.</p> <p>If you were required to work on the holiday, you may click OK to continue.</p> <p>If you did not work on the holiday, click Cancel to go back to correct the entry.</p>																									

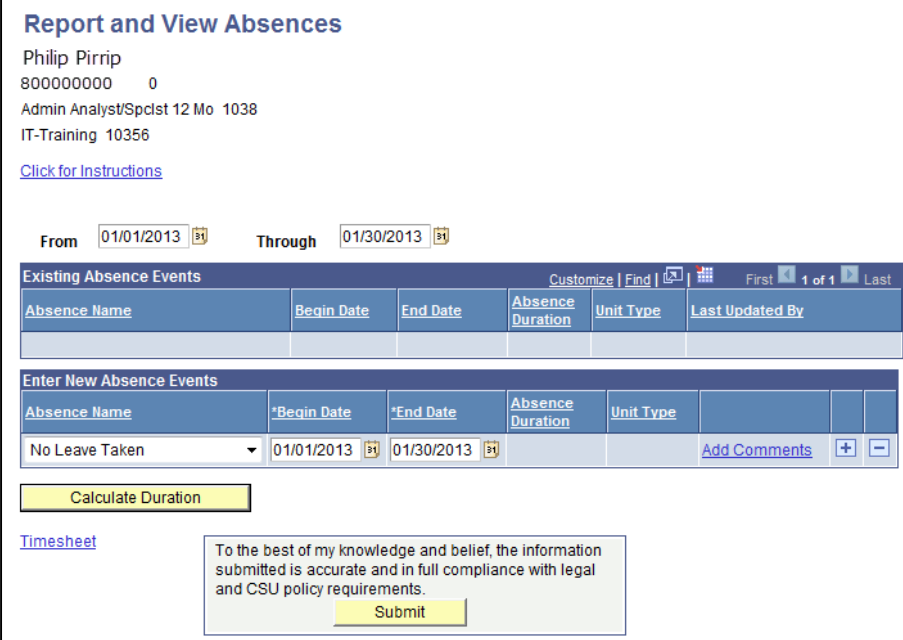

Processing Steps	Screen Shots																								
<p>Setting Default Timesheet View</p> <p>Setting a default view for your timesheet allows you to automatically view your timesheet by day, week, or pay period.</p> <p>Step 1: On Titan Online, select Timesheet Preferences from the My Absence & Time Management menu in the Employee Self Service section.</p>	 <p>The screenshot shows the 'Employee Self Service' interface with four main menu categories: 'My Personal Profile', 'My Benefits Information', 'My Payroll and Compensation', and 'My Absence & Time Management'. Under 'My Absence & Time Management', the 'Timesheet Preferences' option is highlighted with a red rectangular box.</p>																								
<p>Step 2: Select a Default Timesheet Display from the drop-down menu.</p> <ul style="list-style-type: none"> • Day: timesheet will default to view a single day at a time. • Week: timesheet will default to view a week at a time. • Time Reporting Period: timesheet will default to view a pay period at a time. 	 <p>The screenshot shows the 'Time Reporting Preferences' form for Philip Pirrip (ID: 899859284). The 'Default Timesheet Display' dropdown menu is highlighted with a red box and is set to 'Time Reporting Period'. Other visible options include 'TRC Code or Description' (set to 'Display TRC/TRC Description'), 'Time Prepopulation Method', and '*Start Day of Week' (set to '7 - Sunday'). Below the form is a 'Task Value Defaults' table and a 'Save' button.</p> <table border="1" data-bbox="592 1108 1429 1239"> <thead> <tr> <th colspan="2">Task Value Defaults</th> <th>Customize</th> <th>Find</th> <th>View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> <tr> <th>Task</th> <th>Description</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>*Taskgroup</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Task Value Defaults		Customize	Find	View All	First	1 of 1	Last	Task	Description							*Taskgroup							
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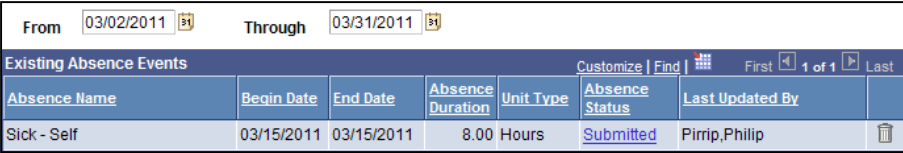
Processing Steps	Screen Shots
<p>Step 3: (Optional) You may select a Start Day of Week from the drop-down menu to choose how weeks are displayed.</p>	 <p>The screenshot shows the 'Time Reporting Preferences' page for Philip Pirrip (ID: 899859284). The 'Start Day of Week' dropdown menu is highlighted with a red box and is set to '7 - Sunday'. Other options include 'Display TRC/TRC Description', 'Time Prepopulation Method', and 'Time Reporting Period'. A 'View Instructions' link is visible below the dropdown. At the bottom, there is a 'Task Value Defaults' table and a 'Save' button.</p>
<p>Step 4: Once you have set your preferences, click Save.</p>	 <p>This screenshot is identical to the previous one, but the 'Save' button at the bottom of the form is highlighted with a red box, indicating the next step in the process.</p>
<p>Step 5: At the top right of the screen, the word Saved will appear, indicating that your preferences have been saved. When you access your timesheet in the future, the default view will be the one you selected.</p>	 <p>The screenshot shows the 'Time Reporting Preferences' page with a 'Saved' notification in the top right corner. A red arrow points from the bottom right towards the 'Saved' button. The form fields are now populated with the selected values: 'Display TRC/TRC Description', 'Daily', and '7 - Sunday'. The 'Task Value Defaults' table and 'Save' button are also visible.</p>



2.0 Reporting Absence Events



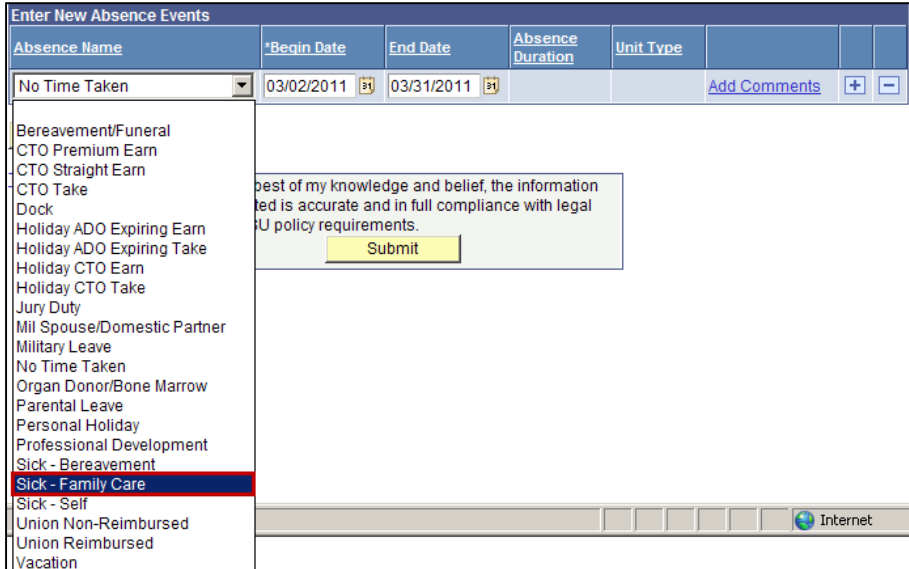


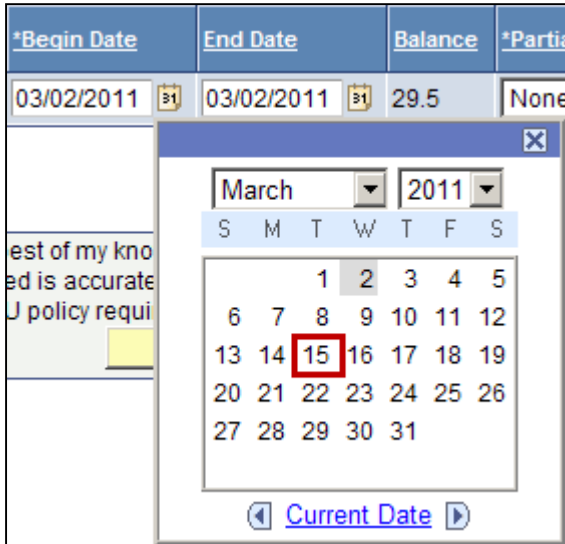
Although each employee classification has differing rules as to when, why, and which absence types can be applied, the manner in which all employees will enter time is the same.

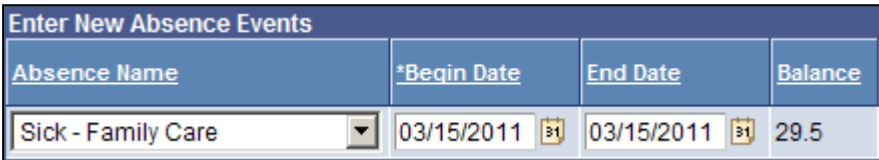

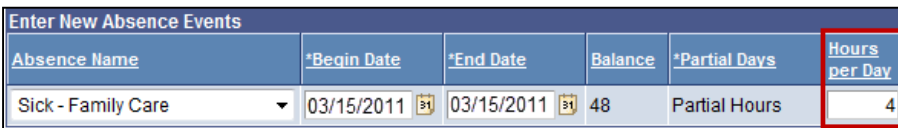

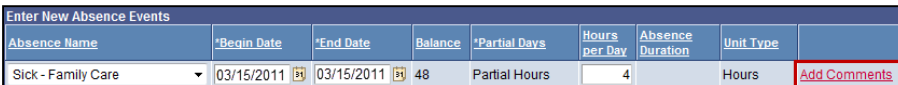
Processing Steps	Screen Shots
<p>Accessing Your Absence Entry Page</p> <p>CSUF employees will access their absence entry page via the campus portal. This means the absence entry page is accessible from off-campus and via mobile devices such as an iPad.</p> <p>Step 1: Open your internet browser (i.e. Internet Explorer, Safari, Firefox, etc) and go to http://www.fullerton.edu.</p>	
<p>Step 2: Under Portal Login, enter your campus username and password.</p> <p>Click the Login button.</p>	
<p>Step 3: Click on the Titan Online tab.</p>	
<p>Step 4: In the Employee Self Service box, select Report and View Absences located under the My Absence & Time Management menu.</p>	

Processing Steps	Screen Shots
<p>Step 5: Your absence entry page appears and you may now start entering information.</p>	
<p>Absence Entry Overview This section contains information on each of the fields present on the absence entry page.</p> <p>Absence Entry Page Header: In the header area there are the following fields:</p> <ul style="list-style-type: none"> Your Name Your Campus-Wide ID (also referred to as Empl ID) Your Job Classification Title Your Department Name and Department ID 	


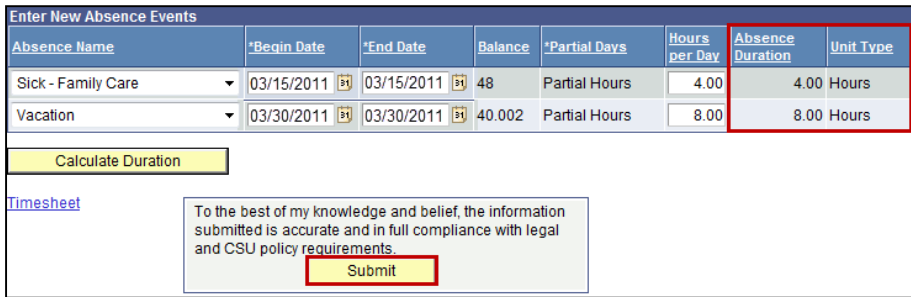
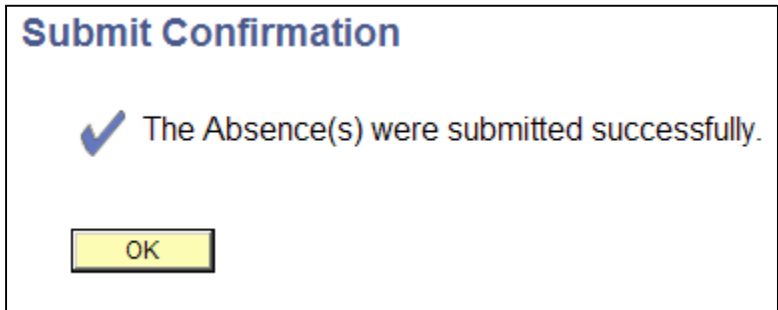
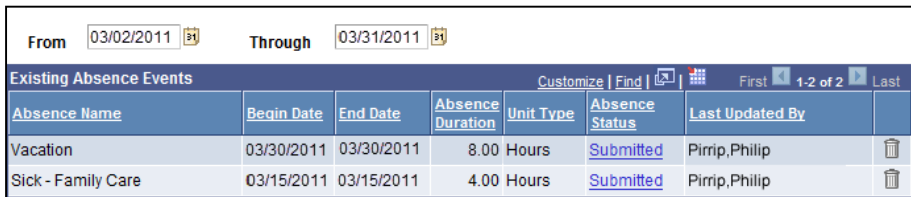
Processing Steps	Screen Shots																
<p>Pay Period Selection:</p> <p>When you access the absence entry page within the first 5 calendar days of the month, the dates will default to the prior pay period. On the 6th calendar day, the dates will default to the current pay period.</p> <p>You can change the dates to view prior pay periods, but you cannot delete absence entries that have already been processed nor can you enter absences for a pay period that has closed.</p> <p> Be sure to view the current Attendance and Pay Schedule document when selecting a different pay period to ensure you have the correct dates for the pay period. The document is available on the Payroll website: http://hr.fullerton.edu/Payroll.</p>																	
<p>Existing Absence Events:</p> <p>This section shows any absences that you reported or have been reported on your behalf during the current pay period.</p> <p>In the example at right, it is showing one absence for the month of March 2011.</p>	 <table border="1" data-bbox="586 1352 1484 1793"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Absence Name</td> <td>The type of absence used.</td> </tr> <tr> <td>Begin Date</td> <td>The starting date of the absence.</td> </tr> <tr> <td>End Date</td> <td>The ending date of the absence.</td> </tr> <tr> <td>Absence Duration</td> <td>The duration of the absence.</td> </tr> <tr> <td>Unit Type</td> <td>What unit the duration is in (i.e. Hours, Days, etc).</td> </tr> <tr> <td>Absence Status</td> <td>The status of the submission; values include Submitted, Reviewed, Approved, and Complete.</td> </tr> <tr> <td>Last Updated By</td> <td>The name of the person who last updated this absence entry.</td> </tr> </tbody> </table>	Field	Description	Absence Name	The type of absence used.	Begin Date	The starting date of the absence.	End Date	The ending date of the absence.	Absence Duration	The duration of the absence.	Unit Type	What unit the duration is in (i.e. Hours, Days, etc).	Absence Status	The status of the submission; values include Submitted, Reviewed, Approved, and Complete.	Last Updated By	The name of the person who last updated this absence entry.
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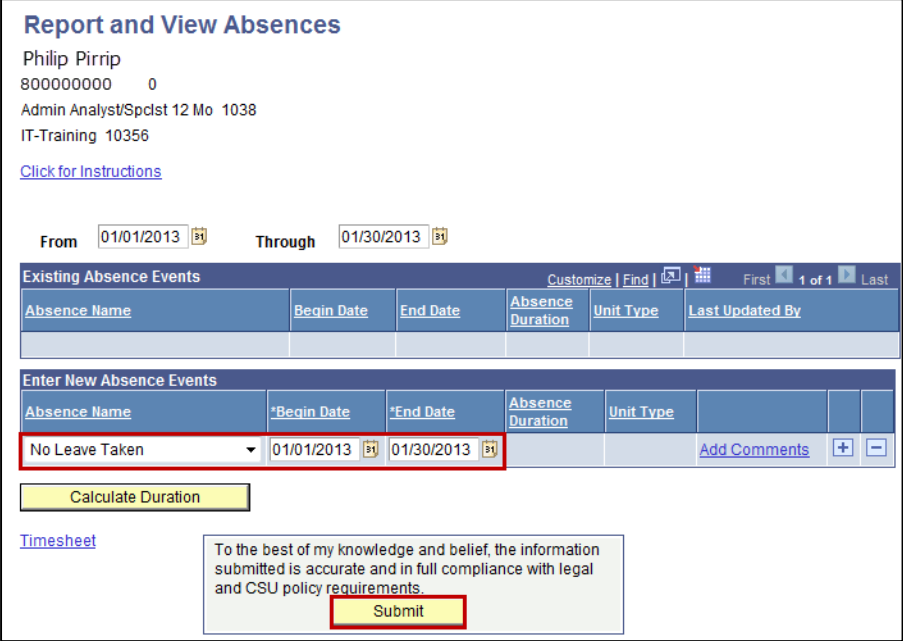
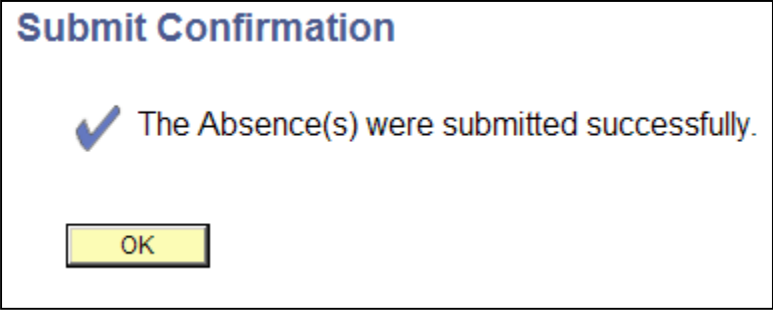

Processing Steps	Screen Shots																																		
<p>Enter New Absence Events This section is where you will enter your absence events.</p> <p> View the Reporting Absences section of this guide for instructions on filling out this section.</p>	<div data-bbox="581 270 1485 357"> <p>Enter New Absence Events</p> <table border="1"> <thead> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>End Date</th> <th>Balance</th> <th>*Partial Days</th> <th>Absence Duration</th> <th>Unit Type</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Sick - Self</td> <td>03/15/2011</td> <td>03/15/2011</td> <td>21.5</td> <td>None</td> <td>8.00 Hours</td> <td></td> <td>Add Comments</td> <td>+ -</td> </tr> </tbody> </table> </div> <table border="1"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Absence Name</td> <td>The type of absence used.</td> </tr> <tr> <td>Begin Date</td> <td>The starting date of the absence.</td> </tr> <tr> <td>End Date</td> <td>The ending date of the absence.</td> </tr> <tr> <td>Balance</td> <td>The amount of time available for you to use for the selected absence type (if applicable).</td> </tr> <tr> <td>Partial Days</td> <td>If partial days are used, this option can be selected.</td> </tr> <tr> <td>Unit Type</td> <td>What unit the duration is in (i.e. Hours, Days, etc).</td> </tr> <tr> <td>Add Comments</td> <td>Enter comments for the absence; for some absence types, this field is mandatory.</td> </tr> </tbody> </table>	Absence Name	*Begin Date	End Date	Balance	*Partial Days	Absence Duration	Unit Type			Sick - Self	03/15/2011	03/15/2011	21.5	None	8.00 Hours		Add Comments	+ -	Field	Description	Absence Name	The type of absence used.	Begin Date	The starting date of the absence.	End Date	The ending date of the absence.	Balance	The amount of time available for you to use for the selected absence type (if applicable).	Partial Days	If partial days are used, this option can be selected.	Unit Type	What unit the duration is in (i.e. Hours, Days, etc).	Add Comments	Enter comments for the absence; for some absence types, this field is mandatory.
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<p>Calculate Duration and Submit At the bottom of the timesheet, you have two buttons available to you:</p> <ul style="list-style-type: none"> • Calculate Duration: this option will calculate the number of hours/days for your absence events once you have entered them. • Submit: when you have finished entering your absences, click Submit to submit your entries. <p> Notice the Timesheet link at the bottom of the page. This link will take you to your Timesheet where you can enter your Time Worked. See section 1 of this guide for more information on entering time worked.</p>	<div data-bbox="581 953 1485 1205"> <p style="text-align: center;">Calculate Duration</p> <p>Timesheet</p> <div style="border: 1px solid gray; padding: 5px; text-align: center;"> <p>To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.</p> <p>Submit</p> </div> </div>																																		

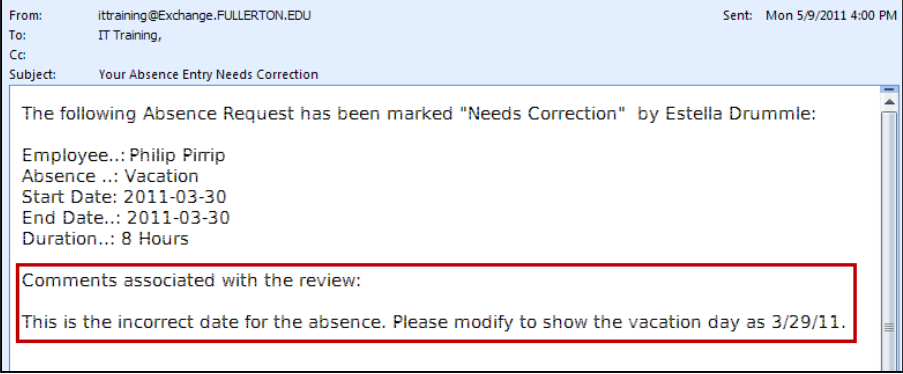



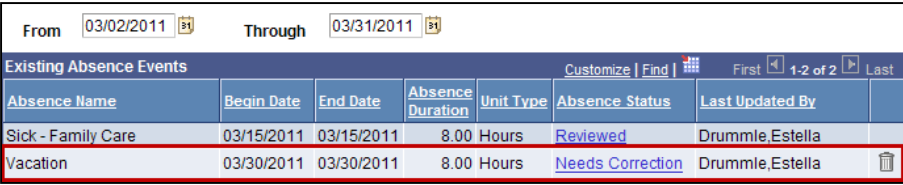
Processing Steps	Screen Shots
<p>Reporting Absences</p> <p>This section covers how to report absences.</p> <p> Absences can only be entered for the current pay period. If you need to submit an absence for a prior pay period, use the adjustment form on the Payroll website: http://hr.fullerton.edu/payroll/Forms.asp.</p> <p>Step 1: First, select an absence type from the drop-down menu under Absence Name.</p> <p> The types of absences available to you will depend on your classification and bargaining unit.</p> <p>Employees with a CTO balance may utilize the CTO Take absence type; however only timekeepers should enter CTO Earn.</p>	 <p>The screenshot shows the 'Enter New Absence Events' form. The 'Absence Name' dropdown is set to 'No Time Taken'. The 'Begin Date' is 03/02/2011 and the 'End Date' is 03/31/2011. A list of absence types is visible, with 'Sick - Family Care' highlighted. A 'Submit' button is present. A disclaimer text is partially visible: '...best of my knowledge and belief, the information... is accurate and in full compliance with legal... U policy requirements.'</p>
<p>Step 2: Enter the Begin Date of the absence.</p> <p>You may type in the date or click the Calendar icon () for a calendar view.</p> <p> Your absence entry cannot start or end on a campus holiday.</p>	 <p>The screenshot shows a date selection interface. The 'Begin Date' is 03/02/2011 and the 'End Date' is 03/02/2011. A calendar for March 2011 is displayed, with the date 15 highlighted in a red box. The calendar shows days of the week (S, M, T, W, T, F, S) and dates from 1 to 31. A 'Current Date' button is at the bottom.</p>

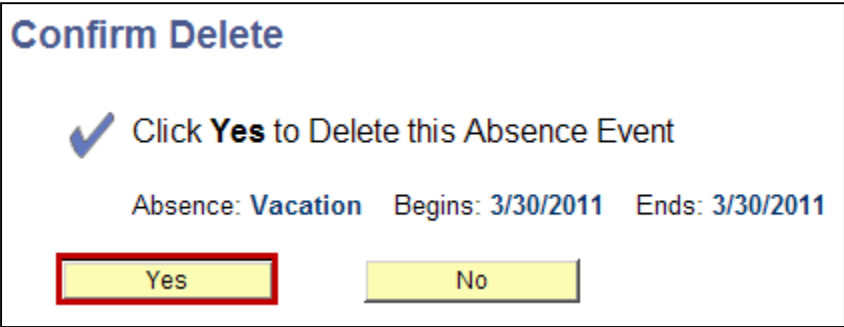
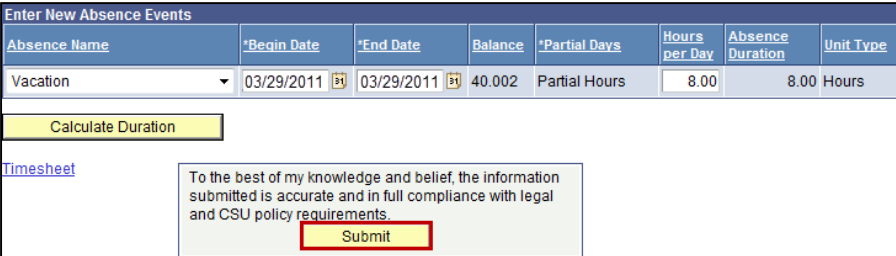
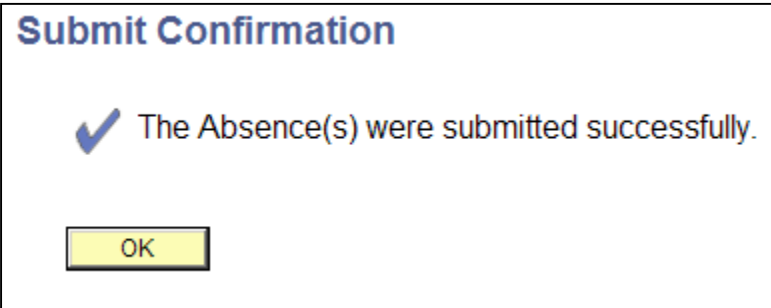
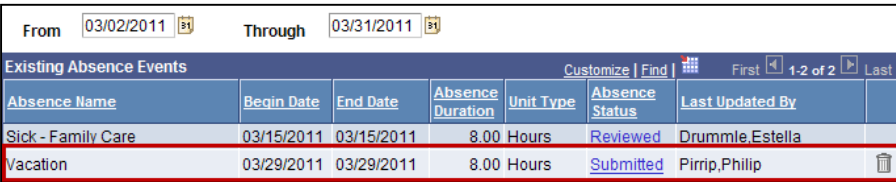
Processing Steps	Screen Shots																											
<p>Step 3: The End Date has automatically changed to match the Begin Date.</p> <p>The Balance field shows the amount of leave available to you for the absence type you have selected (if applicable). The system will not allow you to enter an absence that exceeds your available balance.</p>	 <table border="1"> <thead> <tr> <th colspan="4">Enter New Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>End Date</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>Sick - Family Care</td> <td>03/15/2011</td> <td>03/15/2011</td> <td>29.5</td> </tr> </tbody> </table>	Enter New Absence Events				Absence Name	*Begin Date	End Date	Balance	Sick - Family Care	03/15/2011	03/15/2011	29.5															
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<p>Step 4: The Partial Days and Hours per Day columns automatically appear.</p> <p>Enter the number of hours for your absence in the Hours per Day field.</p> <p> Hourly intermittent employees report all absences using Partial Hours to avoid being charged more hours than were used.</p>	 <table border="1"> <thead> <tr> <th colspan="6">Enter New Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>*End Date</th> <th>Balance</th> <th>*Partial Days</th> <th>Hours per Day</th> </tr> </thead> <tbody> <tr> <td>Sick - Family Care</td> <td>03/15/2011</td> <td>03/15/2011</td> <td>48</td> <td>Partial Hours</td> <td>4</td> </tr> </tbody> </table>	Enter New Absence Events						Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Sick - Family Care	03/15/2011	03/15/2011	48	Partial Hours	4									
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<p>Step 5: Click Add Comments to add a comment for the absence.</p> <p> When the Add Comments link appears in red (as shown in the screenshot to the right), a comment is required for the absence type. Otherwise, comments are optional.</p>	 <table border="1"> <thead> <tr> <th colspan="9">Enter New Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>*End Date</th> <th>Balance</th> <th>*Partial Days</th> <th>Hours per Day</th> <th>Absence Duration</th> <th>Unit Type</th> <th></th> </tr> </thead> <tbody> <tr> <td>Sick - Family Care</td> <td>03/15/2011</td> <td>03/15/2011</td> <td>48</td> <td>Partial Hours</td> <td>4</td> <td></td> <td>Hours</td> <td>Add Comments</td> </tr> </tbody> </table>	Enter New Absence Events									Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type		Sick - Family Care	03/15/2011	03/15/2011	48	Partial Hours	4		Hours	Add Comments
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Processing Steps	Screen Shots																														
<p>Step 5a: Enter your comment for the absence.</p> <p>If a comment is required, you may see text indicating what information you are required to provide. In the example to the right, the relationship of the family member is required for Family – Sick Care leave.</p> <p>Once you are finished entering your comment, click Save Comments.</p> <p>To return to the Report Absences page without saving your comment, click Return to Entry Page.</p>	<div data-bbox="584 268 1482 808"> <h3>Absence Event Comments</h3> <p>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.</p> <div style="border: 1px solid gray; padding: 5px; min-height: 100px;"> <p>Please enter relationship of family member: daughter.</p> </div> <p style="text-align: center;"> <input type="button" value="Save Comments"/> </p> <p style="text-align: center;"> Return to Entry Page </p> </div>																														
<p>Step 6: To report additional absences, click on the plus sign (+) at the end of the row.</p> <p>To remove an absence, click on the negative sign (-) at the end of the row.</p>	<div data-bbox="584 930 1482 1010"> <p>Enter New Absence Events</p> <table border="1"> <thead> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>*End Date</th> <th>Balance</th> <th>*Partial Days</th> <th>Hours per Day</th> <th>Absence Duration</th> <th>Unit Type</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Sick - Family Care</td> <td>03/15/2011</td> <td>03/15/2011</td> <td>48</td> <td>Partial Hours</td> <td>4.00</td> <td>Hours</td> <td>Edit Comments</td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> </tbody> </table> </div>	Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type			Sick - Family Care	03/15/2011	03/15/2011	48	Partial Hours	4.00	Hours	Edit Comments	+	-										
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<p>Step 7: Once you have finished entering your absence(s), click Calculate Duration.</p>	<div data-bbox="584 1276 1482 1440"> <p>Enter New Absence Events</p> <table border="1"> <thead> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>*End Date</th> <th>Balance</th> <th>*Partial Days</th> <th>Hours per Day</th> <th>Absence Duration</th> <th>Unit Type</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Sick - Family Care</td> <td>03/15/2011</td> <td>03/15/2011</td> <td>48</td> <td>Partial Hours</td> <td>4.00</td> <td>Hours</td> <td>Edit Comments</td> <td></td> <td></td> </tr> <tr> <td>Vacation</td> <td>03/30/2011</td> <td>03/30/2011</td> <td>40.002</td> <td>Partial Hours</td> <td>8</td> <td>Hours</td> <td>Add Comments</td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Calculate Duration"/> </p> </div>	Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type			Sick - Family Care	03/15/2011	03/15/2011	48	Partial Hours	4.00	Hours	Edit Comments			Vacation	03/30/2011	03/30/2011	40.002	Partial Hours	8	Hours	Add Comments		
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Processing Steps	Screen Shots
<p>Step 8: The Absence Duration and Unit Type columns will show the duration of each absence.</p> <p>Review all of your absence entries for accuracy.</p> <p>When you are ready to submit your time, click Submit.</p> <p> Once you submit your absence events, you will not be able to edit the existing entries. To make changes, you will need to delete the absence entry and re-enter it.</p>	 <p>The screenshot shows the 'Enter New Absence Events' form. It includes a table with columns: Absence Name, Begin Date, End Date, Balance, Partial Days, Hours per Day, Absence Duration, and Unit Type. Two rows are visible: 'Sick - Family Care' (4.00 Hours) and 'Vacation' (8.00 Hours). Below the table is a 'Calculate Duration' button, a 'Timesheet' link, and a confirmation box with a 'Submit' button.</p>
<p>Step 9: You will receive a confirmation message that your absence entries were submitted.</p> <p>Click OK.</p>	 <p>The screenshot shows a 'Submit Confirmation' message with a checkmark icon and the text 'The Absence(s) were submitted successfully.' Below the message is an 'OK' button.</p>
<p>Step 10: The absences now appear in the Existing Absence Events section of the page.</p> <p>Your absence entries have now been submitted for review and you are finished.</p>	 <p>The screenshot shows the 'Existing Absence Events' table. It includes filters for 'From' (03/02/2011) and 'Through' (03/31/2011). The table has columns: Absence Name, Begin Date, End Date, Absence Duration, Unit Type, Absence Status, and Last Updated By. Two rows are visible: 'Vacation' (8.00 Hours, Submitted) and 'Sick - Family Care' (4.00 Hours, Submitted).</p>

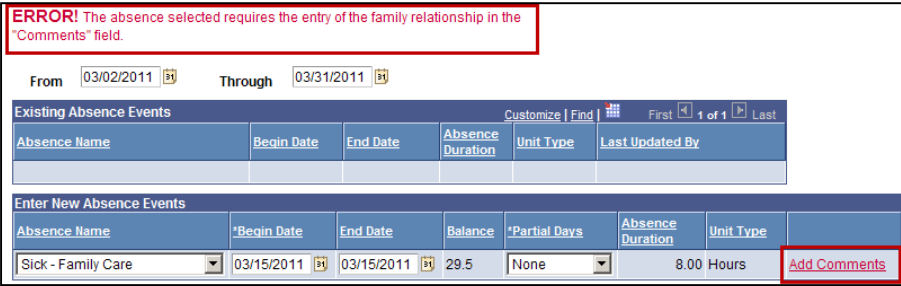
Processing Steps	Screen Shots																																				
<p>Reporting No Leave Taken</p> <p>This section covers how to report that you did not have any absences during the pay period.</p> <p>Step 1: The default option for absences is "No Leave Taken."</p> <p>Review the pay period dates to ensure that you are entering an absence event for the current pay period.</p> <p>Click Submit.</p>	 <p>Report and View Absences</p> <p>Philip Pirrip 800000000 0 Admin Analyst/Spclst 12 Mo 1038 IT-Training 10356</p> <p>Click for Instructions</p> <p>From 01/01/2013 Through 01/30/2013</p> <table border="1"> <thead> <tr> <th colspan="6">Existing Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th>Last Updated By</th> </tr> </thead> <tbody> <tr> <td colspan="6"> </td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="6">Enter New Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>*End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th></th> </tr> </thead> <tbody> <tr> <td>No Leave Taken</td> <td>01/01/2013</td> <td>01/30/2013</td> <td></td> <td></td> <td>Add Comments + -</td> </tr> </tbody> </table> <p>Calculate Duration</p> <p>Timesheet</p> <p>To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.</p> <p>Submit</p>	Existing Absence Events						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 Leave Taken	01/01/2013	01/30/2013			Add Comments + -
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<p>Step 2: You will receive a confirmation message that your absence entries were submitted.</p> <p>Click OK.</p>	 <p>Submit Confirmation</p> <p>✓ The Absence(s) were submitted successfully.</p> <p>OK</p>																																				
<p>Step 3: The entry now appears in the Existing Absence Events section.</p> <p>Your entry has now been submitted for review and you are finished.</p>	 <table border="1"> <thead> <tr> <th colspan="6">Existing Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Status</th> <th>Last Updated By</th> <th></th> </tr> </thead> <tbody> <tr> <td>No Leave Taken</td> <td>01/01/2013</td> <td>01/30/2013</td> <td>Submitted</td> <td>Pirrip, Philip</td> <td></td> </tr> </tbody> </table>	Existing Absence Events						Absence Name	Begin Date	End Date	Absence Status	Last Updated By		No Leave Taken	01/01/2013	01/30/2013	Submitted	Pirrip, Philip																			
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Processing Steps	Screen Shots																					
<p>Correcting an Absence Entry</p> <p>When your timekeeper and/or manager reviews your absence entries, they may send an entry back to you for correction. This section covers how to correct an absence entry.</p> <p>Step 1: When you receive an email indicating that an absence entry needs to be corrected, review the information in the email.</p> <p>A comment indicating what you need to modify will be at the bottom of the email.</p>	 <p>The following Absence Request has been marked "Needs Correction" by Estella Drummle:</p> <p>Employee...: Philip Pirrip Absence ...: Vacation Start Date: 2011-03-30 End Date...: 2011-03-30 Duration...: 8 Hours</p> <p>Comments associated with the review:</p> <p>This is the incorrect date for the absence. Please modify to show the vacation day as 3/29/11.</p>																					
<p>Step 2: In the Employee Self Service box, select Report and View Absences located in the My Absence & Time Management menu on Titan Online.</p>	 <p>The screenshot shows the TitanOnline interface for Philip Pirrip. In the 'My Absence & Time Management' menu, the 'Report and View Absences' option is highlighted with a red box.</p>																					
<p>Step 3: Your current absence entries appear.</p> <p>Locate the absence that needs correction under Existing Absence Events.</p> <p>Click the Delete icon () next to the entry to delete it.</p> <p> Contact Payroll if you do not see the Delete icon next to the entry you wish to delete.</p>	 <p>The screenshot shows a table of 'Existing Absence Events' with columns: Absence Name, Begin Date, End Date, Absence Duration, Unit Type, Absence Status, and Last Updated By. The 'Vacation' entry is highlighted with a red box, and its status is 'Needs Correction'. A delete icon is visible at the end of the row.</p> <table border="1"> <thead> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th>Absence Status</th> <th>Last Updated By</th> </tr> </thead> <tbody> <tr> <td>Sick - Family Care</td> <td>03/15/2011</td> <td>03/15/2011</td> <td>8.00 Hours</td> <td></td> <td>Reviewed</td> <td>Drummle,Estella</td> </tr> <tr> <td>Vacation</td> <td>03/30/2011</td> <td>03/30/2011</td> <td>8.00 Hours</td> <td></td> <td>Needs Correction</td> <td>Drummle,Estella</td> </tr> </tbody> </table>	Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By	Sick - Family Care	03/15/2011	03/15/2011	8.00 Hours		Reviewed	Drummle,Estella	Vacation	03/30/2011	03/30/2011	8.00 Hours		Needs Correction	Drummle,Estella
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Processing Steps	Screen Shots																					
<p>Step 4: Confirm the deletion by clicking on Yes.</p>	 <p>The screenshot shows a 'Confirm Delete' dialog box. It contains a checkmark icon and the text 'Click Yes to Delete this Absence Event'. Below this, it specifies 'Absence: Vacation Begins: 3/30/2011 Ends: 3/30/2011'. At the bottom, there are two buttons: 'Yes' (highlighted with a red border) and 'No'.</p>																					
<p>Step 5: Re-enter the absence entry with the corrected information. Then click Submit.</p>	 <p>The screenshot shows the 'Enter New Absence Events' form. It includes a table with columns: Absence Name, *Begin Date, *End Date, Balance, *Partial Days, Hours per Day, Absence Duration, and Unit Type. The 'Vacation' row shows a balance of 40.002 and a duration of 8.00 hours. Below the table is a 'Calculate Duration' button, a 'Timesheet' link, and a disclaimer box with a 'Submit' button (highlighted with a red border).</p>																					
<p>Step 6: You will receive a confirmation message that your absence entries were submitted. Click OK.</p>	 <p>The screenshot shows a 'Submit Confirmation' message box. It contains a checkmark icon and the text 'The Absence(s) were submitted successfully.' Below the message is an 'OK' button.</p>																					
<p>Step 7: The corrected absence entry now appears in the Existing Absence Events section. You may wish to contact your timekeeper or manager to let them know that you have corrected the entry.</p>	 <p>The screenshot shows the 'Existing Absence Events' list. It includes a date range filter (From 03/02/2011 Through 03/31/2011) and a table with columns: Absence Name, Begin Date, End Date, Absence Duration, Unit Type, Absence Status, and Last Updated By. The 'Vacation' row is highlighted with a red border.</p> <table border="1"> <thead> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th>Absence Status</th> <th>Last Updated By</th> </tr> </thead> <tbody> <tr> <td>Sick - Family Care</td> <td>03/15/2011</td> <td>03/15/2011</td> <td>8.00 Hours</td> <td></td> <td>Reviewed</td> <td>Drummler, Estella</td> </tr> <tr> <td>Vacation</td> <td>03/29/2011</td> <td>03/29/2011</td> <td>8.00 Hours</td> <td></td> <td>Submitted</td> <td>Pirrip, Philip</td> </tr> </tbody> </table>	Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By	Sick - Family Care	03/15/2011	03/15/2011	8.00 Hours		Reviewed	Drummler, Estella	Vacation	03/29/2011	03/29/2011	8.00 Hours		Submitted	Pirrip, Philip
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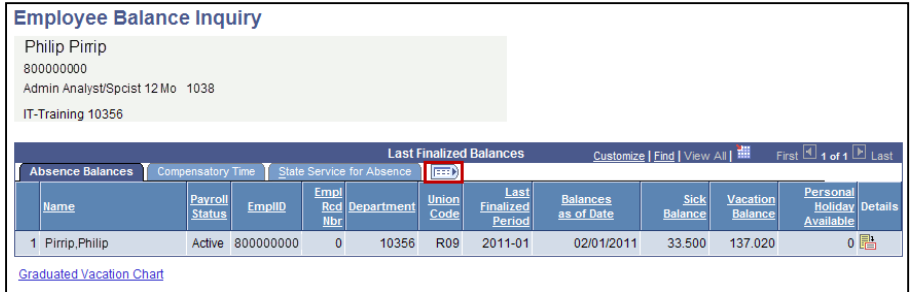




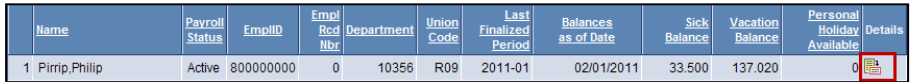
Processing Steps	Screen Shots																								
<p>Common Error Messages</p> <p>This section covers some of the common error messages users may encounter and how to resolve the error.</p> <p>Campus Holiday Error</p> <p>Error message text sample: <i>ERROR! The Absence entered cannot have a begin date that is on a Holiday. Change the begin date.</i></p> <p>Why did I get this error?</p> <p>You cannot have a Begin Date or End Date that is a campus holiday. In the example to the right, the user tried to enter a sick day for March 31st, 2011 which was a campus holiday.</p> <p>How do I fix this?</p> <p>Change the dates of the absence so it does not start or end on a campus holiday.</p> <p> The system will allow you to enter a range of dates where a campus holiday is included in the range, however you cannot start or end an absence on a campus holiday.</p>	<div data-bbox="586 275 1468 352" style="border: 2px solid red; padding: 5px; color: red; font-weight: bold;"> ERROR! The Absence entered cannot have a begin date that is on a Holiday. Change the begin date. </div> <p>From <input type="text" value="03/02/2011"/> <small>31</small> Through <input type="text" value="03/31/2011"/> <small>31</small></p> <table border="1" data-bbox="607 411 1468 554"> <thead> <tr> <th colspan="4">Existing Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <table border="1" data-bbox="607 575 1468 722"> <thead> <tr> <th colspan="4">Enter New Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>End Date</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="Sick - Self"/></td> <td><input type="text" value="03/31/2011"/> <small>31</small></td> <td><input type="text" value="03/31/2011"/> <small>31</small></td> <td>21.5</td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Calculate Duration"/></p>	Existing Absence Events				Absence Name	Begin Date	End Date	Absence Duration					Enter New Absence Events				Absence Name	*Begin Date	End Date	Balance	<input type="text" value="Sick - Self"/>	<input type="text" value="03/31/2011"/> <small>31</small>	<input type="text" value="03/31/2011"/> <small>31</small>	21.5
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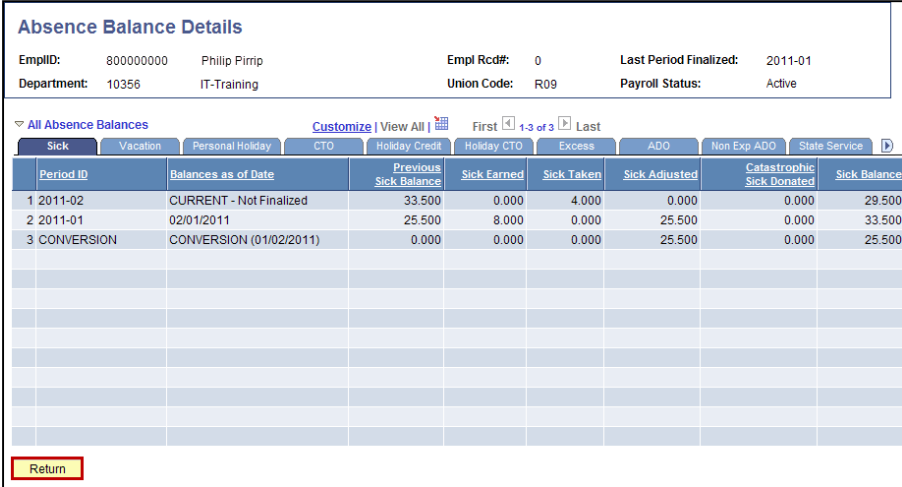

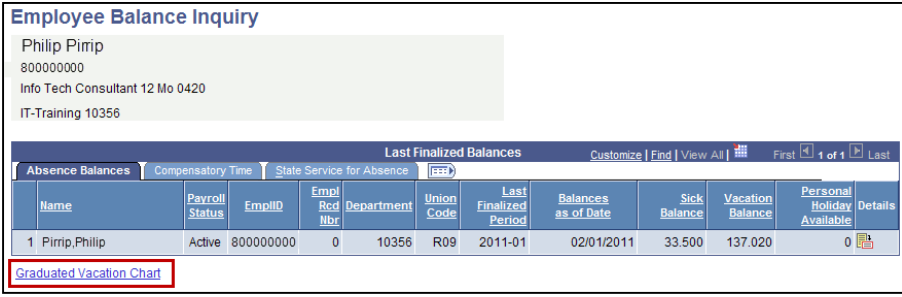
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<p><u>Failed Validation Error</u></p> <p>Error message text sample: <i>The absence event entered failed validation. Click OK to return to the entry page, this event remains in the Enter New Absence Events section where you can correct or delete it.</i></p> <p>Why did I get this error? There are several possible reasons for this error, including not enough absence/leave credits, the absence type is not available, or you have failed to provide a required comment.</p> <p>How do I fix this? Start by clicking OK to return to the Report Absences page. Once there, you should see a second error message that will clarify what the error is and how to fix it.</p>	<div data-bbox="586 270 1484 567"> <p>Submit Confirmation</p> <p> The absence event entered failed validation.</p> <p>Click OK to return to the entry page, this event remains in the Enter New Absence Events section where you can correct or delete it.</p> <p><input type="button" value="OK"/></p> </div>																																							
<p><u>Exceeds Available Balance Error</u></p> <p>Error message text sample: <i>ERROR! The absence entered exceeds your available balance. Adjust your absence so that it does not exceed your absence balance or contact Payroll to report the absence.</i></p> <p>Why did I get this error? You do not have enough leave credits to cover the absence. In the example to the right, the user entered an absence of 40 hours but the available credit is only 29.5 hours.</p> <p>How do I fix this? You will need to correct the absence entry so it does not exceed the available leave credits. Contact Payroll if you need additional assistance reporting the absence.</p>	<div data-bbox="586 1108 1484 1446"> <p>ERROR! The absence entered exceeds your available balance. Adjust your absence so that it does not exceed your absence balance or contact Payroll to report the absence.</p> <p>From <input type="text" value="03/02/2011"/> Through <input type="text" value="03/31/2011"/></p> <table border="1"> <thead> <tr> <th colspan="6">Existing Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th>Last Updated By</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="7">Enter New Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>End Date</th> <th>Balance</th> <th>*Partial Days</th> <th>Absence Duration</th> <th>Unit Type</th> </tr> </thead> <tbody> <tr> <td>Sick - Self</td> <td><input type="text" value="03/21/2011"/></td> <td><input type="text" value="03/25/2011"/></td> <td><input type="text" value="29.5"/></td> <td>None</td> <td><input type="text" value="40.00"/></td> <td>Hours</td> </tr> </tbody> </table> </div>	Existing Absence Events						Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By							Enter New Absence Events							Absence Name	*Begin Date	End Date	Balance	*Partial Days	Absence Duration	Unit Type	Sick - Self	<input type="text" value="03/21/2011"/>	<input type="text" value="03/25/2011"/>	<input type="text" value="29.5"/>	None	<input type="text" value="40.00"/>	Hours
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Processing Steps	Screen Shots
<p>Required Comment Error</p> <p>Error message text sample: <i>ERROR! The absence selected requires the entry of the family relationship in the "Comments" field.</i></p> <p>Why did I get this error? You did not enter a comment for an absence entry where a comment is required.</p> <p>How do I fix this? Click on Add Comments next to the absence entry to enter a comment.</p>	 <p>The screenshot shows a web application interface. At the top, there is a date range filter: "From 03/02/2011 Through 03/31/2011". Below this is a table titled "Existing Absence Events" with columns: Absence Name, Begin Date, End Date, Absence Duration, Unit Type, and Last Updated By. Below that is a section titled "Enter New Absence Events" with columns: Absence Name, *Begin Date, End Date, Balance, *Partial Days, Absence Duration, and Unit Type. A row is visible in the "Enter New Absence Events" table with the following values: Absence Name: Sick - Family Care, *Begin Date: 03/15/2011, End Date: 03/15/2011, Balance: 29.5, *Partial Days: None, Absence Duration: 8.00 Hours, and Unit Type: Hours. A red box highlights the "Add Comments" button next to the "8.00 Hours" value. At the top of the screenshot, a red error message box contains the text: "ERROR! The absence selected requires the entry of the family relationship in the 'Comments' field."</p>

3.0 Viewing Leave Balances

Viewing your available leave balances can help you track your available sick leave, vacation leave, personal holiday, compensatory time, and state service.

Processing Steps	Screen Shots																																																
<p>Step 1: To view your leave balances, select View Absence Balance from the My Absence & Time Management menu in the Employee Self Service box on Titan Online.</p>																																																	
<p>Step 2: The Employee Balance Inquiry screen appears.</p> <p>There are three tabs of information on this screen:</p> <ul style="list-style-type: none"> • Absence Balances <ul style="list-style-type: none"> - Sick, Vacation, and Personal Holiday • Compensatory Time <ul style="list-style-type: none"> - CTO, Holiday Credit, Holiday CTO, Excess, and ADO balances • State Service for Absence <ul style="list-style-type: none"> - State Service, State Service Carryover, Sick Carryover, Vacation Carryover, and State FTE Carryover amounts <p>Click on a tab to view it or to view all of the available information on one page, click the Show all columns icon ().</p>	 <table border="1" data-bbox="592 947 1479 1062"> <thead> <tr> <th colspan="12">Last Finalized Balances</th> </tr> <tr> <th colspan="12">Absence Balances Compensatory Time State Service for Absence Absence</th> </tr> <tr> <th>Name</th> <th>Payroll Status</th> <th>EmpID</th> <th>Emp. Red. Libr</th> <th>Department</th> <th>Union Code</th> <th>Last Finalized Period</th> <th>Balances as of Date</th> <th>Sick Balance</th> <th>Vacation Balance</th> <th>Personal Holiday Available</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1 Pirrip, Philip</td> <td>Active</td> <td>800000000</td> <td>0</td> <td>10356</td> <td>R09</td> <td>2011-01</td> <td>02/01/2011</td> <td>33.500</td> <td>137.020</td> <td>0</td> <td></td> </tr> </tbody> </table>	Last Finalized Balances												Absence Balances Compensatory Time State Service for Absence Absence												Name	Payroll Status	EmpID	Emp. Red. Libr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details	1 Pirrip, Philip	Active	800000000	0	10356	R09	2011-01	02/01/2011	33.500	137.020	0	
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<p>Step 4: Select a tab to view details relating to that balance type.</p> <p>To return to the previous page, click Return.</p>	 <p>Absence Balance Details</p> <p>EmplID: 800000000 Philip Pirrip Empl Rcd#: 0 Last Period Finalized: 2011-01 Department: 10356 IT-Training Union Code: R09 Payroll Status: Active</p> <p>All Absence Balances Customize View All First 1 of 3 Last</p> <table border="1"> <thead> <tr> <th>Period ID</th> <th>Balances as of Date</th> <th>Previous Sick Balance</th> <th>Sick Earned</th> <th>Sick Taken</th> <th>Sick Adjusted</th> <th>Catastrophic Sick Donated</th> <th>Sick Balance</th> </tr> </thead> <tbody> <tr> <td>1 2011-02</td> <td>CURRENT - Not Finalized</td> <td>33.500</td> <td>0.000</td> <td>4.000</td> <td>0.000</td> <td>0.000</td> <td>29.500</td> </tr> <tr> <td>2 2011-01</td> <td>02/01/2011</td> <td>25.500</td> <td>8.000</td> <td>0.000</td> <td>25.500</td> <td>0.000</td> <td>33.500</td> </tr> <tr> <td>3 CONVERSION</td> <td>CONVERSION (01/02/2011)</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>25.500</td> <td>0.000</td> <td>25.500</td> </tr> </tbody> </table> <p>Return</p>	Period ID	Balances as of Date	Previous Sick Balance	Sick Earned	Sick Taken	Sick Adjusted	Catastrophic Sick Donated	Sick Balance	1 2011-02	CURRENT - Not Finalized	33.500	0.000	4.000	0.000	0.000	29.500	2 2011-01	02/01/2011	25.500	8.000	0.000	25.500	0.000	33.500	3 CONVERSION	CONVERSION (01/02/2011)	0.000	0.000	0.000	25.500	0.000	25.500																																																																																																																
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3 CONVERSION	CONVERSION (01/02/2011)	0.000	0.000	0.000	25.500	0.000	25.500																																																																																																																																										
<p>Step 5: To view information on leave accrual rates, click Graduated Vacation Chart.</p>  <p>This chart shows how much leave you accrue each month based on your years of service.</p>	 <p>Employee Balance Inquiry</p> <p>Philip Pirrip 800000000 Info Tech Consultant 12 Mo 0420 IT-Training 10356</p> <p>Last Finalized Balances Customize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Payroll Status</th> <th>EmplID</th> <th>Empl Rcd</th> <th>Department</th> <th>Union Code</th> <th>Last Finalized Period</th> <th>Balances as of Date</th> <th>Sick Balance</th> <th>Vacation Balance</th> <th>Personal Holiday Available</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1 Pirrip, Philip</td> <td>Active</td> <td>800000000</td> <td>0</td> <td>10356</td> <td>R09</td> <td>2011-01</td> <td>02/01/2011</td> <td>33.500</td> <td>137.020</td> <td>0</td> <td>Graduated Vacation Chart</td> </tr> </tbody> </table>	Name	Payroll Status	EmplID	Empl Rcd	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details	1 Pirrip, Philip	Active	800000000	0	10356	R09	2011-01	02/01/2011	33.500	137.020	0	Graduated Vacation Chart																																																																																																																								
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<p>Step 6: The Graduated Vacation Chart shows vacation accrual rates based on state service months and the maximum vacation and CTO credits based on bargaining unit.</p> <p>Press the Esc key on your keyboard to go back.</p>	<p>Press Esc to Return</p> <table border="1"> <thead> <tr> <th colspan="3">SUMMARY OF VACATION ACCRUAL RATES</th> <th colspan="5">SUMMARY OF MAXIMUM VACATION AND CTO CREDITS</th> </tr> <tr> <th>SERVICE REQUIREMENT S*</th> <th>MONTHLY VACATION ACCRUAL RATE</th> <th>DAYS ACCRUED PER YEAR</th> <th>BARGAINING UNIT OR CLASSIFICATION</th> <th>ANNUAL CTO MAX*</th> <th>FLSA ANNUAL CTO MAX**</th> <th>MAX VACATION: LESS THAN 10 YEARS OF SERVICE</th> <th>MAX VACATION: MORE THAN 10 YEARS OF SERVICE</th> </tr> </thead> <tbody> <tr> <td>0-3 YEARS: 1 TO 36 MONTHS</td> <td>6 2/3 HOURS</td> <td>10</td> <td>M98</td> <td>N/A</td> <td>N/A</td> <td>480 HOURS</td> <td>480 HOURS</td> </tr> <tr> <td>3-6 YEARS: 37 TO 72 MONTHS</td> <td>10 HOURS</td> <td>15</td> <td>M80</td> <td>N/A</td> <td>N/A</td> <td>384 HOURS</td> <td>440 HOURS</td> </tr> <tr> <td>6-10 YEARS: 73 TO 120 MONTHS</td> <td>11 1/3 HOURS</td> <td>17</td> <td>UNIT 1</td> <td>N/A</td> <td>N/A</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td>10-15 YEARS: 121 TO 180 MONTHS</td> <td>12 2/3 HOURS</td> <td>19</td> <td>UNIT 2</td> <td>120 HOURS</td> <td>240 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td>15-20 YEARS: 181 TO 240 MONTHS</td> <td>14 HOURS</td> <td>21</td> <td>UNIT 3</td> <td>N/A</td> <td>N/A</td> <td>320 HOURS</td> <td>440 HOURS</td> </tr> <tr> <td>20-25 YEARS: 241 TO 300 MONTHS</td> <td>15 1/3 HOURS</td> <td>23</td> <td>UNIT 4</td> <td>120 HOURS</td> <td>240 HOURS</td> <td>320 HOURS</td> <td>440 HOURS</td> </tr> <tr> <td>OVER 25 YEARS: 301 MONTHS AND UP</td> <td>16 HOURS</td> <td>24</td> <td>UNIT 5</td> <td>120 HOURS</td> <td>240 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td colspan="3">VACATION ACCRUAL RATES FOR ELIGIBLE CLASSIFICATIONS IN</td> <td>UNIT 6</td> <td>240 HOURS</td> <td>240 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td colspan="3">EXECUTIVE (M98), MANAGEMENT (M80),</td> <td>UNIT 7</td> <td>120 HOURS</td> <td>240 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td colspan="3">CONFIDENTIAL (C99), FACULTY (Unit 3)</td> <td>UNIT 8</td> <td>200 HOURS***</td> <td>480 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td colspan="3">AND ACADEMIC STUDENT (UNIT 11)</td> <td>UNIT 9</td> <td>120 HOURS</td> <td>240 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td colspan="3"></td> <td>UNIT 10</td> <td>240 HOURS</td> <td>240 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td colspan="3"></td> <td>UNIT 11</td> <td>N/A</td> <td>N/A</td> <td>80 HOURS</td> <td>80 HOURS</td> </tr> <tr> <td colspan="3"></td> <td>UNIT 12</td> <td>N/A</td> <td>N/A</td> <td>272 HOURS</td> <td>440 HOURS</td> </tr> <tr> <td colspan="3"></td> <td>E99</td> <td>120 HOURS</td> <td>240 HOURS</td> <td>272 HOURS</td> <td>384 HOURS</td> </tr> <tr> <td colspan="3"></td> <td>C99</td> <td>120 HOURS</td> <td>240 HOURS</td> <td>384 HOURS</td> <td>384 HOURS</td> </tr> </tbody> </table> <p>*In terms of full-time service 01/28/2011 Updated/HRM</p> <p>**PER MOU/Policy ***PURSUANT TO FAIR LABOR STANDARDS ACT ***REFER TO APPROPRIATE MOU</p>	SUMMARY OF VACATION ACCRUAL RATES			SUMMARY OF MAXIMUM VACATION AND CTO CREDITS					SERVICE REQUIREMENT S*	MONTHLY VACATION ACCRUAL RATE	DAYS ACCRUED PER YEAR	BARGAINING UNIT OR CLASSIFICATION	ANNUAL CTO MAX*	FLSA ANNUAL CTO MAX**	MAX VACATION: LESS THAN 10 YEARS OF SERVICE	MAX VACATION: MORE THAN 10 YEARS OF SERVICE	0-3 YEARS: 1 TO 36 MONTHS	6 2/3 HOURS	10	M98	N/A	N/A	480 HOURS	480 HOURS	3-6 YEARS: 37 TO 72 MONTHS	10 HOURS	15	M80	N/A	N/A	384 HOURS	440 HOURS	6-10 YEARS: 73 TO 120 MONTHS	11 1/3 HOURS	17	UNIT 1	N/A	N/A	272 HOURS	384 HOURS	10-15 YEARS: 121 TO 180 MONTHS	12 2/3 HOURS	19	UNIT 2	120 HOURS	240 HOURS	272 HOURS	384 HOURS	15-20 YEARS: 181 TO 240 MONTHS	14 HOURS	21	UNIT 3	N/A	N/A	320 HOURS	440 HOURS	20-25 YEARS: 241 TO 300 MONTHS	15 1/3 HOURS	23	UNIT 4	120 HOURS	240 HOURS	320 HOURS	440 HOURS	OVER 25 YEARS: 301 MONTHS AND UP	16 HOURS	24	UNIT 5	120 HOURS	240 HOURS	272 HOURS	384 HOURS	VACATION ACCRUAL RATES FOR ELIGIBLE CLASSIFICATIONS IN			UNIT 6	240 HOURS	240 HOURS	272 HOURS	384 HOURS	EXECUTIVE (M98), MANAGEMENT (M80),			UNIT 7	120 HOURS	240 HOURS	272 HOURS	384 HOURS	CONFIDENTIAL (C99), FACULTY (Unit 3)			UNIT 8	200 HOURS***	480 HOURS	272 HOURS	384 HOURS	AND ACADEMIC STUDENT (UNIT 11)			UNIT 9	120 HOURS	240 HOURS	272 HOURS	384 HOURS				UNIT 10	240 HOURS	240 HOURS	272 HOURS	384 HOURS				UNIT 11	N/A	N/A	80 HOURS	80 HOURS				UNIT 12	N/A	N/A	272 HOURS	440 HOURS				E99	120 HOURS	240 HOURS	272 HOURS	384 HOURS				C99	120 HOURS	240 HOURS	384 HOURS	384 HOURS
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Processing Steps	Screen Shots
<p>Step 7: Once you have finished, click Home to return to Titan Online.</p>	 <p>The screenshot shows the TitanOnline interface for Philip Pirrip. At the top, it says 'CALIFORNIA STATE UNIVERSITY, FULLERTON' and 'TitanOnline'. There are 'Home' and 'Logout' buttons. A search bar is visible with 'keyword(s)' and radio buttons for 'CSUF WEB' and 'CSUF PEC'. Below the search bar, there are links for 'New Window', 'Help', and 'Customize Pa'. The main content area displays 'Employee Balance Inquiry' and the name 'Philip Pirrip'.</p>

4.0 Field Definitions

The following table is a list of field names and their definitions used throughout this guide.

Field	Definition
Absence Name	The type of absence used.
Begin Date	The starting date of the absence.
End Date	The ending date of the absence.
Absence Duration	The duration of the absence.
Unit Type	What unit the duration is in (i.e. Hours, Days, etc).
Absence Status	The status of the submission; values include Submitted, Reviewed, Approved, and Complete.
Last Updated By	The name of the person who last updated this absence entry.
Balance	The amount of time available for you to use for the selected absence type (if applicable).
Partial Days	If partial days are used, this option can be selected.
Add Comments	Enter comments for the absence; for some absence types, this field is mandatory.