

California State University, Fresno

Absence Management

Business Process Design

May 14, 2008

Business Process

- Currently:
 - Employee completes absence report (634 form) and submits to manager for signature approval
 - Timekeeper reviews and transfers to leave report (LUR spreadsheet)
 - Leave report is submitted to manager for approval
 - Leave report is sent to Payroll for input to CLAS
- In the new Absence Management System:
 - Employee enters time through self-service and submits for approval
 - Timekeeper reviews time submitted online
 - Manager approves time online
 - Approved leave time processed by Payroll

Employee

Report Absence

Linda Brase

If you have taken leave time for the month, the start and end date will default to the current month. Review the information and select submit.

To report absence(s), select appropriate Absence Type and enter appropriate start date. If there is a break in the absence, enter each event separately. For example, if you are out sick for two days, return to work for three days, and are out sick again, enter two absence events. If the absence includes a weekend (e.g.; Thursday to Monday), enter one absence event.

Once Absence Type is selected, enter either End Date or Duration. Push the Calculate button to complete the absence entry. To enter Partial Day information, select the Partial Day option and enter the appropriate hours. To submit the absence information for approval, push the Submit button.

All absences must be entered and approved by the 10th calendar day of the next month.

Absence Detail	
*Absence Name:	Vacation Take <input type="button" value="v"/> Current Balance: 150.00 Hours**
*Start Date:	05/01/2008 <input type="button" value="c"/> View Monthly Schedule
End Date:	05/01/2008 <input type="button" value="c"/>
Partial Days:	<input type="button" value="v"/>
Duration:	<input type="text"/> Hours
<input type="button" value="Calculate End Date or Duration"/> <input type="button" value="Forecast Balance"/>	

* Required Field

**Disclaimer: The current balance does not reflect absence requests that have not been processed.

- Employee will enter all leave time or no time taken for the month

Timekeeper


- Timekeepers will have a “role” in the system that gives them access to employee leave records by department ID
- Timekeepers can “review” the leave entries entered by employees for the month
- The Timekeeper Review is an optional step depending on the structure of the department

Timekeeper

Review Absences by DeptID

Use this page to approve absences in a specific department. Enter the DeptID (and EmplID if only approving for one person) and click the Search button. All pending absences in the selected department will be returned. Only absences keyed via self-service can be approved here.

Click the Select All button to check all boxes for approval. Click the Deselect All button to uncheck all boxes. You may individually check or uncheck boxes as well. Once you have decided what to approve/not approve, click the Approve button. Any items left unchecked, and therefore unapproved, will remain on the page and will not be processed unless approved by the primary or back-up approver. A comment will be posted in the absence tables in the database indicating that you approved on behalf of the primary approver.

Search Criteria	
DeptID	<input type="text" value="1207"/>  CMS Project Office
EmplID	<input type="text"/> <input type="button" value="Search"/>

Reported Absence Information										
Name	EmplID	Job Title	Description	Begin Date	End Date	Absence Duration	Unit Type	Primary Approver	Approver's Name	Review
Heidi Dunkle	003439853	Info Tech Consultant 12 Mo	Sick Take - Self	04/07/2008	04/07/2008	8.00	Hours	000012455	Carrie Medders	<input type="checkbox"/>

Manager

- Managers will approve time for direct reports
- A checkbox will indicate if the timekeeper has reviewed the time but Manager approval does not require timekeeper review
- Managers will be required to approve leave time online monthly by the 10th calendar day (i.e May 10th)
- Managers can “proxy” their approval to another Manager or Department Chair if unavailable
- There will be no “online” departmental approval of time by the department Manager/Director, just approval of direct reports employee leave entries

Manager

Manager Leave Approval

Linda Brase

Use this page to approve all absences for your direct reports at one time. Click the Select All button to check all boxes for approval. Click the Deselect All button to uncheck all boxes. You may individually check or uncheck boxes as well. Once you have decided what to approve/not approve, click the Approve button. Any items left unchecked, and therefore unapproved, will remain on the page and will not be processed unless approved by the back-up approver. If you want to deny an absence, please navigate to the Reported Absences page to deny it individually.

Reported Absence Information											
Name	EmpID	Job Title	Description	Begin Date	End Date	Status	Date Submitted	Absence Duration	Unit Type	Approve	Review
Heidi Dunkle	003439853	Info Tech Consultant 12 Mo	Sick Take - Self	04/07/2008	04/07/2008	Submitted	04/07/2008	8.00	Hours	<input type="checkbox"/>	<input type="checkbox"/>

No Time Taken

- Employees will be required to enter all leave time online (no more paper)
- The best business practice will be to have employees enter “No time taken”
- There will be no system processes to require entry of “no time taken”

Implementation Dates

- Parallel processing by pilot departments will be August thru October, 2008
- Implementation will be November, 2008
- Employees will login to system to enter leave time for November, 2008
- Managers will approve time by December 10, 2008

Training and Support

- Training sessions will begin October, 2007
 - Timekeepers
 - Managers
- Open labs will be available December 1 – December 10
 - Employees
 - Managers
 - Timekeepers

Next Steps

- Employees will be asked to verify leave balances on their pay warrants for accuracy
- Managers will be asked to verify their direct reports using PeopleSoft self service
- Managers will be given presentation at Administrative round table of systems and approval process