

**California State University, Los Angeles**  
**Absence Management FAQs**

**Absence Management is used to process leave takes and accruals for absence eligible employees.**

**REPORTING ABSENCES**

**Q: Do I need to do anything if I didn't take any time off?**

**A:** Yes, all employees are required to report their attendance for each pay period. If you were not absent, select "No Time Taken" (which is soon to be labeled "No Leave Taken") and submit it for approval. Timekeepers and Managers will run reports to see who has yet to submit their time.

**Q: Is there paper documentation that still needs to be submitted?**

**A:** Yes, you will need to supply proof of jury duty service, proof of military leave, docks, and corrections to finalized months. Departments may require absence requests in writing (either paper or e-mail.) Check with your department timekeeper for their procedures.

**Q: Can I report my attendance on an on-going basis or do I have to wait until the end of the pay period?**

**A:** We encourage you to enter your absence as soon as possible. Managers will need to approve the on-line submissions by the monthly deadline.

**Q: Can I submit my approved vacation now for time that I am taking next month?**

**A:** Yes, you can submit up to 2 months in advance, along with the current pay period. If you have not accrued enough time, you will need to wait for the accrual before you can enter the future absence.

**Q: Will the system allow me to submit more time than is available?**

**A:** If you try to submit leave usage that is greater than your leave balance or is prior to the end of the month accrual (for instance, you are approved for 2 days of vacation in March, but only have 1 day accrued as of January 31), the system will give you an error message and not allow you to complete the process.

**Q: What if an employee does not have enough leave credits to cover an absence?**

**A:** For vacation and sick leave, employees can use only their available balance as of the close of the prior month. If an employee does not have enough leave to cover an absence, they must charge the remaining time to dock.

**Q: What dates are included in each pay period?**

**A:** The Payroll Calendar <http://www.calstatela.edu/univ/payroll/calendar.php> notes the dates for each pay period. The dates do not always correspond with the begin and end dates of the calendar months.

**Q: How should I report docks?**

**A:** Before Master Cutoff (refer to the Payroll Calendar), the dock must be entered both on the Timekeeper Absence Event page and on the timesheet for the current month. When entered in both places, the time on the timesheet will be transmitted to the State Controller's Office and the employee's check will be adjusted accordingly.

After Master Cutoff, the dock will be entered on the Timekeeper Absence Event page only. Payroll will make the necessary adjustments for the check. Work with your Payroll Technician for all docks or call extension 3681 for assistance.

**Q: How can I correct a prior month?**

**A:** The past three months can be corrected on-line if the absence was not previously submitted. If you need to change an absence type, say from vacation to personal holiday, you will need to complete AM Form 634 Correction of Absence. Instructions are included on the form. You can find the form on our website [http://www.calstatela.edu/univ/payroll/abs\\_mgmt.php](http://www.calstatela.edu/univ/payroll/abs_mgmt.php)

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**Q: How will Catastrophic donations be handled in Absence Management?**

**A:** The forms currently in use will remain in use due to the complex process needed to ensure the transactions are handled properly. You will see your balances change (either being increased by someone donating to you or decreased by your donation to another) after a Payroll Technician has finalized the entries.

**Q: Can Personal Holiday be taken in less than a 1 day increment?**

**A:** No, Personal Holiday must be taken as a full day.

**Q: Can a Personal Holiday be taken in the same month it is accrued?**

**A:** Yes, Personal Holiday can be taken in the same month it is earned.

**Q: Can Exempt employees take a partial day?**

**A:** As was previously noted in the instructions for Form 672, Exempt employees cannot be charged for taking a partial day. The Absence Management system will allow Exempt employees to enter a partial day, but Payroll will monitor the entries and contact the Timekeeper to correct the entry.

**Q: Can Non - Exempt employees take less than an hour of absence time?**

**A:** Non-exempt employees must report their absences in 1 hour increments.

**Q: How do I report Holiday Informal Time that was granted by the Governor?**

**A:** Holiday Informal Time is not a leave type that is accrued, so it is not part of the Absence Management system. Entries cannot be made to report leaving early for the day. Departments should track when their employees are approved for leaving early. Also, as noted in the email from President Rosser, the 4 hours is not to be combined with other leaves as Holiday Informal Time is for an employee to leave work early.

**LEAVE BALANCES**

**Q: When will leave balances be updated and available to employees?**

**A:** Around the 10<sup>th</sup> of the month, the prior pay period will be closed. Absences will be deducted from the previous balance and your new accrual, if any, will be posted.

**Q: When are leave credits earned and when are they available for use?**

**A:** Leave is earned and available for use at the beginning of the pay period following a qualifying pay period. For purposes of computing vacation and sick leave, an employee who is paid eleven (11) or more days is considered to have completed a qualifying pay period.

**Q: Do I need to be on campus or have my pay warrant available in order to view my balances or enter an absence?**

**A:** You can access Self Service wherever you have the internet and only need your login and password in order to report an absence or check your balances.

**Q: Why are my leave balances no longer noted on my pay warrants?**

**A:** Now that more current information is available on-line with Absence Management, the campus is no longer using the system supplied by the State Controller's Office.

**Q: Will I be able to access my leave history prior to the conversion to Absence Management?**

**A:** On-line information is not available prior to October 2011. Please contact your department timekeeper for this information.

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**VACATION ACCRUAL RATES**

**Q: At what rate do employees earn vacation?**

**A:** On the Self Service page for entering absences, you will find the Graduated Vacation Chart. It is also available on the Payroll website [http://www.calstatela.edu/univ/payroll/docs/graduated\\_vacation\\_chart.pdf](http://www.calstatela.edu/univ/payroll/docs/graduated_vacation_chart.pdf) . The chart is set up by years of service and classification or bargaining unit. It also includes the maximum hours allowed.

**TIMESHEET LINK**

**Q: Why is there a link to the Timesheet?**

**A:** The timesheet is used to report docks, overtime and shift differential. If you are an exempt employee, this link will not be used. If you are a non-exempt employee, your timekeeper will enter any docks, shift differential or overtime for you.

**SCHEDULES**

**Q: If an employee changes their schedule, what do I need to do?**

**A:** Because the schedule assigned to an employee determines the number hours charged to an absence and the number of hours of CTO and ADO, it is important that a schedule change is reported to the Payroll Tech. Payroll will make the change to the employee's Absence Management schedule – even if it's just for a week's time.

**Q: What happens to schedules during the December week of campus closure?**

**A:** Almost all schedules will be changed from an alternate schedule to a 5/40 M-F. Your Payroll Tech will be making changes during the month of December for that week and then changing the schedule back to the previous schedule, so if your employee is changing to a third schedule during the week following the campus closure, contact your Payroll Tech.

**Q: Where can I find which schedule has been assigned?**

**A:** As an employee, you will find it in Self Service > Time Reporting > View Time. As a timekeeper or approver, Manager Self Service > Time Management > View Time

**ACCESS TO SELF SERVICE, TIMEKEEPER PAGES & APPROVER PAGES**

**Q: How do I access my Self Service pages? Is it the same path if I am a timekeeper or approver?**

**A:** Go to the myCSULA page via <https://mycsula.calstatela.edu>. Log in to the portal, select QuickLaunch from the left menu and then click on GET. Once the GET link is selected, you will be logged into HR Self-Service. This gives you access to input your own absences and review your own leave balances.

**Q: As a timekeeper or approver, how do I access the Manager Self Service pages?**

**A:** Go to the PeopleSoft Production sign on via this link: <https://cmsweb.calstatela.edu/HLAPRD/signon.html>

\*\*\* Having problems logging in? Make sure you don't have another browser window open with either Self Service or Production. Having a window already open will prevent you from logging into the other access page. \*\*\*

**PAPERWORK AND FORMS**

**Q: Can we still use Form 634?**

**A:** Yes, but we have updated Form 634 to no longer require a Social Security number. The form can be used when an employee does not have access to a computer for inputting their own absences.

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**Q: Are there any new forms?**

**A:** AM Form 634 Correction of Absence is new. Use it when you can't make a correction on-line. Call your Payroll Tech if you need guidance with making corrections.

**Q: Will we continue to receive the Form 672?**

**A:** After March, the master payroll attendance form will not be distributed.

**Reported Absence Status Chart**

STATUS	MEANING	HOW TO MAKE A CHANGE
Submitted	absence has been submitted by the employee	Employee can use the trash can to delete
Reviewed	absence has been reviewed by a Timekeeper or Manager	Employee needs to contact timekeeper or manager
Needs Correction	absence has been identified as needing correction	Employee can use the trash can to delete
Approved	absence has been approved by a Manager	Employee needs to contact timekeeper or manager
In Process	absence has been approved and is being processed by the absence calculation	Employee needs to contact timekeeper or manager who will then contact Payroll
Finalized	absence has been approved and processed	Employee can add a new absence if other absences were reported for that month; otherwise use Form AM 634 Correction