

HCM 9.0 HUMAN RESOURCES

Employee Absence Entry Guide

http://www.calstatela.edu California State University, Los Angeles Click on myCSULA California State University, Los Angeles Enter the User Name and Password that you use to log on to your computer and click on measurements Vour password is case sensitive. Click on the Absence Mgmt button on the left hand side tog of directly to the Report and View Absences page. Image: Market Absence Mgmt button on the left hand side tog of directly to the Report and View Absences page. The Report and View Absences page. Reget at Var Absence Click for Instructions - quick online reference to enter time. Image: Market Absence State Image: Market Absence Image: Image: Market Absence Image: Im	http://www.calstatela.edu California State University. Los Angeles Cick on myCSULA California State University. Los Angeles Enter the User Name and Password that you use to log on to your computer and click on med. Image: California State University. Los Angeles Click on the Absence Mgmt button on the left hand side to go directly to the Report and View Absences page. Image: California State University. Los Angeles The Report and View Absences page. Image: California State University. California State University. Los Angeles Dates will default to the current month. If entering or viewing absences for a prior month, enter the appropriate 'from' date. Image: California State University. Los Angeles Dates will default to the select the absence name. Select the absence namow than 1day. Image: Absenc	Go to:	About Cal State L.A. President Covino MyCSULA Campus Directory Campus Maps									
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Certain absences like Sick –	Enter New Absence Events									
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Employee Balance Entry	Navigation: Self Service – Time Reporting – Employee Balance Entry										
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balances including		l	Balances				Last				
Vacation Sick and CTO	Absence Balances Compensatory Time State Service for Absence								Personal		
Graduated Magation Chart	Name	Payroll Status	EmplID	Rcd Departm	Balan as of	lces Date	Sick Balance	Vacation Balance	Holiday Details		
Graduated vacation chart	1	Active		NOT		2014-03	3 0	4/01/2014	1432.155	264.708	
– a quick reference to	Graduated Vacation	Chart									
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Other Tabs:	Absence Balances	Compensatory T	ime <u>S</u> tate	Service for Abs	ence		_				00
Compensatory Time –	Name	Payroll Status	npIID Rc	pl d Department	Union Code Fir	Last nalized as o	lances C of Date Jalan	TO Hol Cr ice Balance	Hol CTO Exc Balance Bala	ess ADO	xpiry ADO Details
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Click on to view your	Period ID	Balances as of Date	line d	Sick Bala	nce Sick	Earned	Sick Taken	Sick Ad	justed	Sick Donated	Sick Balance
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	7 2013-10	10/31/2013		1436.	155	8.000	19.000		0.000	0.000	1425.155
	9 2013-08	08/30/2013		1432.	155	8.000	24.000		0.000	0.000	1432.155
	10 2013-07	07/31/2013		1440.	155	8.000	0.000		0.000	0.000	1448.155
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Monthly Schedule	Navigation	: Self Servi	ce – Ti	me Rep	orting	– Viev	<i>w</i> Time	– Moi	nthly So	hedule	
All employees are placed	-			•	•				•		
on a schedule. This allows		Monthly Sch	adula								
the sustained to be successed		Supan Cortez	saule				Em	playee ID: 20	2407054		
the system to know your		Susan Conez					City	proyee ID. 20	2457034		
days off and how many		<< Previous Month	1	05 - May		▼ 2014	•		Next M	onth >>	
hours a day you work so it		Sunday	Monday	Tuesda	y Wed	Inesday	Thursday	Frida	y Sat	urday	
can correctly calculate the							1 8 Hours	L R Hours	2 OFF	<u>3</u>	
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enter an absence on a non-		OFF 4		5	6	7	8	3	9 OFF	10	
schodulod dov			8 Hours	8 Hours	8 Hours	8	8 Hours	8 Hours			
		(1)	24								
The system also calculates		 	B ∦ r	12	13	14	1	15	16	17	
excess plus/minus hours		OFF 11	8 Hours	8 Hours	8 Hours	s 14	8 Hours	8 Hours	TO OFF		
monthly based on your											
Monthly Schedule											
monthly benedate.		OFF <u>18</u>	0.11	<u>19</u>	<u>20</u>	<u>21</u>	2	22	23 OFF	<u>24</u>	
			8 Hours	8 Hours	8 Hours	8 8	8 Hours	8 Hours			
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			8 Hours	8 Hours	8 Hours	s _ 8	8 Hours	8 Hours			
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			(11)								