

# Timekeeper: Running Absence Management Reports

This article covers how department timekeepers can run reports relating to absences.

## 1. Log in to the campus portal and click on Human Resource in the Titan Online widget.


[View step-by-step instructions on accessing CHRS.](#)

## Which report do you want to run?

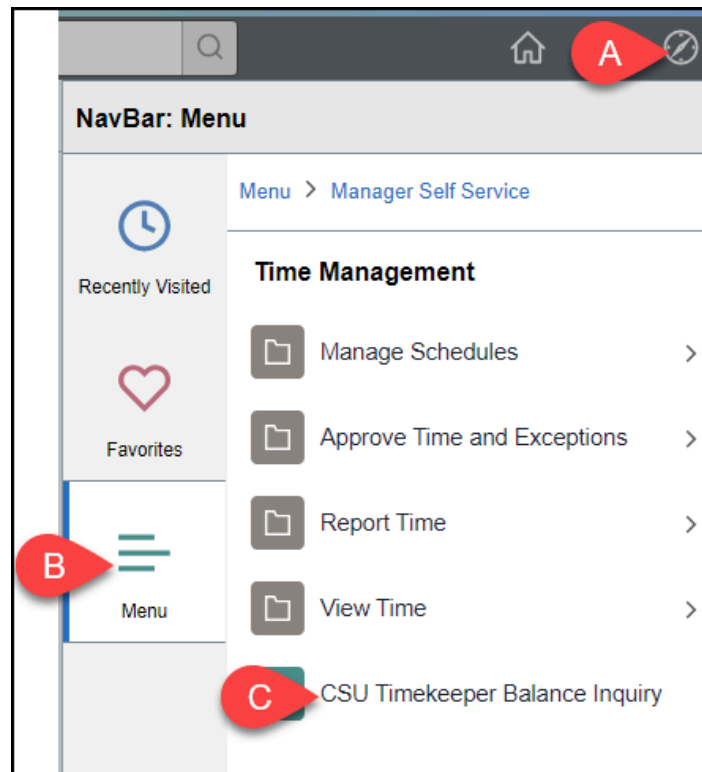
Timekeeper Balance Inquiry allows you to view leave balances for employees in your department(s).

CSU Absence Management Reports offer multiple reports to view absence activity, absence adjustments, excess plus/minus information for alternate schedule employees, and reported absences that have not been processed by Payroll or approved by a manager for employees in your department(s).

## Timekeeper Balance Inquiry

 [Find out how to add this menu to your Favorites](#) to make it easy to access in the future.

**1. Use the Nav Bar to access the Menu and select Manager Self Service. Then select Time Management > CSU Timekeeper Balance Inquiry.**



- A. Click on the **NavBar**.
- B. Select **Menu**.
- C. Then navigate to **Manager Self Service > Time Management > CSU Timekeeper Balance Inquiry**.

**2. Select the As Of Date for your report. Enter additional criteria such as Dept ID, Employee (CHRS ID), or Reports To. Then click Refresh Employees.**



If you run this report without many filters, it will take a long time to run. Adding more filters will reduce the time it takes to get results.

Manager Self Service
Timekeeper Balance Inquiry
Help

### Timekeeper Balance Inquiry

#### Employee Selection Criteria

As Of Date

#### Filters

- Required: Select the As Of Date. This defaults to today's date, but you can adjust this if you want to view leave balances as of a different date.
- Required: Bus Unit should be set to **FLCMP**. Do not change this.
- Optional: Select or enter a Dept ID to view only employees in that department.
- Optional: Select an Employee to view only leave balances for that employee.
- Optional: Select a Reports To to view leave balances for employees who report to that person.
- After entering your criteria, click **Refresh Employees**.

**3. Place a checkmark next to the employee(s) whose leave balance you want to view. Then click Continue.**

#### Employee Selection Criteria

As Of Date

#### Filters

#### Susan Sto Helit's employees

Select	Name	Empl ID	Job	Empl Status	HR Status	Position	Job Code	Job Title	Dept ID	Department
<input checked="" type="checkbox"/>	Adora Belle Dearheart	1	0	Active	Active		3306	Administrator III	10216	Student Health and Counseling
<input checked="" type="checkbox"/>	Agnes Nitt		0	Active	Active		8137	Clinical Assistant	10216	Student Health and Counseling
<input checked="" type="checkbox"/>	Desiderata Hollow	1	0	Active	Active		1038	Admin Analyst/Spclst 12 Mo	10216	Student Health and Counseling

- Place a checkmark next to the employee(s) whose leave balances you want to view.





SU Timekeeper Balance Inquiry
Timekeeper Balance Inquiry

### Absence Balance Detail

ID 1 Adora Belle Dearheart RCD 0 Last Finalized Period 2023-09

Department 10216 Student Health and Counseling Union Code M80 Payroll Status Active

### Absences and State Service

A
Vacation Sick Personal Holiday Vacation SS

### Vacation Balances B

1-4 of 4 View All

	Period ID	Balances as of Date	Previous Balance	Taken	Earned	Adjusted	Catastrophic Donated	Balance
1	2023-10	CURRENT - Not Finalized	133.70	0.00	16.00	0.00	0.00	149.70
2	2023-09	2023-09-30	117.70	0.00	16.00	0.00	0.00	133.70
3	2023-08	2023-08-31	101.70	0.00	16.00	0.00	0.00	117.70
4	2023-07	2023-08-01	101.70	0.00	0.00	0.00	0.00	101.70

Return to Summary C

- Click on a link in the Absences and State Service section to view details of absence leave types such as Vacation, Sick, Personal Holiday, and Vacation SS.
- Details of the selected balance type will appear in the table.
- Click **Return to Summary** to go back to the previous page.

**6. Click Graduated Vacation Chart to view the leave accrual rates based on years of service.**

SU Timekeeper Balance Inquiry

### Employee Balance Inquiry

Absence Balances

Compensatory Time

	Last Name	First Name	Payroll Status
1	Dearheart	Adora Belle	Active
2	Hollow	Desiderata	Active
3	Nitt	Agnes	Active

[Graduated Vacation Chart](#)

**6.1. Review the chart. Click the x at the top right of the chart or click Return at the bottom left to close the chart.**

The Graduated Vacation Chart shows vacation accrual rates based on state service months and the maximum vacation and CTO credits based on bargaining unit.

SUMMARY OF VACATION ACCRUAL RATES		
SERVICE REQUIREMENTS*	MONTHLY VACATION ACCRUAL RATE	DAYS ACCRUED PER YEAR
0-3 YEARS: 1 TO 36 MONTHS	6 2/3 HOURS	10
3-6 YEARS: 37 TO 72 MONTHS	10 HOURS	15
6-10 YEARS: 73 TO 120 MONTHS	11 1/3 HOURS	17
10-15 YEARS: 121 TO 180 MONTHS	12 2/3 HOURS	19
15-20 YEARS: 181 TO 240 MONTHS	14 HOURS	21
20-25 YEARS: 241 TO 300 MONTHS	15 1/3 HOURS	23
OVER 25 YEARS: 301 MONTHS AND UP	16 HOURS	24
VACATION ACCRUAL RATES FOR ELIGIBLE CLASSIFICATIONS IN		
EXECUTIVE (M98), MANAGEMENT (M80), CONFIDENTIAL (C99), FACULTY (UNIT 3) AND ACADEMIC STUDENT (UNIT 11)	16	24

SUMMARY OF MAXIMUM VACATION AND CTO CREDITS				
BARGAINING UNIT OR CLASSIFICATION	ANNUAL CTO MAX*	FLSA ANNUAL CTO MAX**	MAX VACATION: 10 YEARS OR LESS SERVICE	MAX VACATION: MORE THAN 10 YEARS OF SERVICE
M98	N/A	N/A	480 HOURS	480 HOURS
M80	N/A	N/A	384 HOURS	440 HOURS
UNIT 1	N/A	N/A	320 HOURS	440 HOURS
UNIT 2	120 HOURS	240 HOURS	320 HOURS	440 HOURS
UNIT 3	N/A	N/A	320 HOURS	440 HOURS
UNIT 4	120 HOURS	240 HOURS	320 HOURS	440 HOURS
UNIT 5	120 HOURS	240 HOURS	320 HOURS	440 HOURS
UNIT 6	240 HOURS	240 HOURS	272 HOURS	384 HOURS
UNIT 7	120 HOURS	240 HOURS	320 HOURS	440 HOURS
UNIT 8	200 HOURS***	480 HOURS	320 HOURS	440 HOURS
UNIT 9	120 HOURS	240 HOURS	320 HOURS	440 HOURS
UNIT 10	240 HOURS	240 HOURS	272 HOURS	384 HOURS
UNIT 11	N/A	N/A	80 HOURS	80 HOURS
E99	120 HOURS	240 HOURS	272 HOURS	384 HOURS
C99	120 HOURS	240 HOURS	384 HOURS	440 HOURS

\* In terms of full-time service

9/22/22

\*PER MOU/Policy

\*\*PURSUANT TO FAIR LABOR STANDARDS ACT

\*\*\*REFER TO APPROPRIATE MOU

**7. Click CSU Timekeeper Balance Inquiry to go back to the inquiry settings.**

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SU Timekeeper Balance Inquiry

## Employee Balance Inquiry

Absence Balances

Compensatory Time


	Last Name	First Name	Payroll Status
1	Dearheart	Adora Belle	Active
2	Hollow	Desiderata	Active
3	Nitt	Agnes	Active

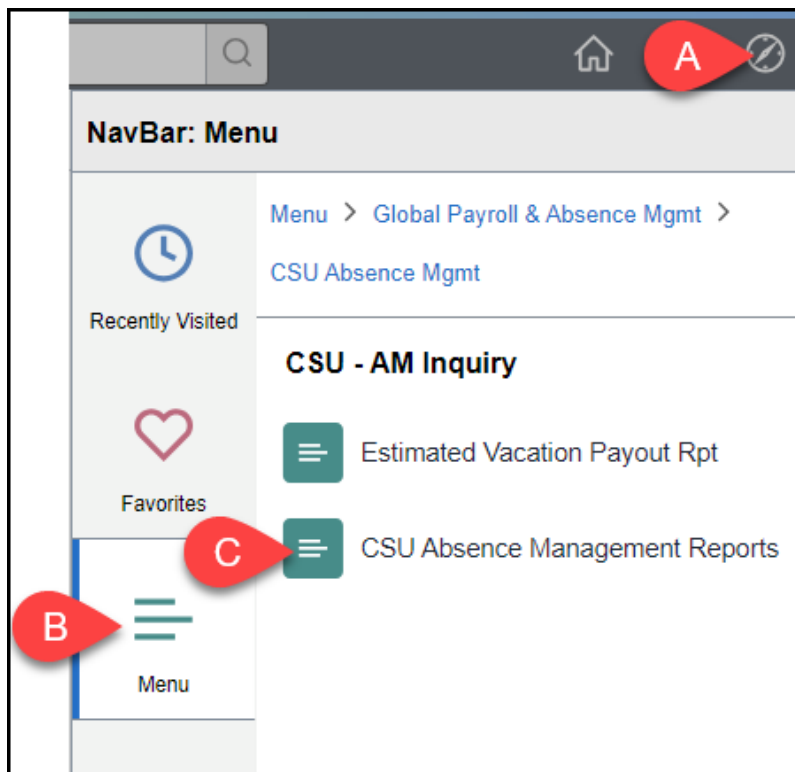
Graduated Vacation Chart



# CSU Absence Management Reports

**1. Use the Nav Bar to access the Menu and select Global Payroll & Absence Mgmt. Then select CSU Absence Management > CSU - AM Inquiry > CSU Absence Management Reports.**

 [Find out how to add this menu to your Favorites](#) to make it easy to access in the future.



- A. Click on the **NavBar**.
- B. Select **Menu**.
- C. Then navigate to **Global Payroll & Absence Mgmt > CSU Absence Management > CSU - AM Inquiry > CSU Absence Management Reports**.

**2. If you have run this report before, click Search to find your existing Run Control ID. If you have NOT run this report before, click Add a New**

## Value to create a Run Control ID.

### CSU Absence Management Reports


Enter any information you have and click **B**. Leave fields blank for a list of all values.

▼ Search Criteria

Run Control ID

- A. Click **Search** if you have run this report in the past.  
 B. Click **Add a New Value** if this is the first time you are running this report.

### 2.1. ADDING A NEW VALUE: Enter a name for your Run Control ID such as `Absence_Reports`. Then click Add.

 Remember that Run Control IDs can NOT have any spaces in the name, but you can use dashes or underscores if you wish.

Acceptable name variations:


- AbsenceReports
- Absence\_Reports
- Absence-Reports

## CSU Absence Management Reports

\*Run Control ID

- A. Enter a name for your Run Control ID such as **Absence\_Reports**.
- B. Then click **Add**.

## 2.2. FINDING AN EXISTING VALUE: Select your Run Control ID from the list of search results.

 If you have only created one Run Control ID in CHRS, you may be taken directly to the report parameters page.

### CSU Absence Management Reports

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Run Control ID

Search Results

Run Control ID
<a href="#">Absence_Reports</a>

**3. Enter an Empl ID to look up a specific employee. Or enter a Department to look up all employees in a department. Then click on the look up button next to Period ID to select a pay period.**



Broad search results may result in a report being so large as to fail. Try to be as specific as possible to avoid a failed report. At minimum, you should include both Department and Period ID.

## CSU Absence Management - Multi Reports

Report Control ID: Absence\_Reports [Report Manager](#) [Process Monitor](#) [Submit](#)

### Absence Report Search

Business Unit: FLCMP CSU Fullerton

**A** Empl ID:

Empl Rcd#:

CSU Unit:

**B** Department:  Student Health and Counseling

Period ID:  **C** Ending Period ID:

[Clear](#)

- A. Optional: Enter an Empl ID (CHRS ID) to look up a specific employee.
- B. RECOMMENDED: Enter a department ID to look up all employees in a department.
- C. RECOMMENDED: Click on the look up button next to Period ID to select a pay period/month.

**3.1. Enter a Period Begin Date and Period End Date and then click Search. To view faculty absences, select a Period ID that begins with FUL and has AY in the Description. To view staff absences, select a Period ID that is just the pay period dates.**

Look Up Period ID

Period ID

begins with

Description

begins with

Period Begin Date

>=

10/01/2023

Period End Date

<=

10/31/2023

Search

Cancel

Basic Lookup

Search Results

View 100

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Period ID	Description	Period Begin Date	Period End Date
STA2023-10	STA2023-10	10/01/2023	10/31/2023
FUL2023-10	FUL2023-10 AY	10/01/2023	10/31/2023
CRA2023-10	CRA2023-10 CR1	10/01/2023	10/31/2023
CMA2023-10	CMA2023-10	10/01/2023	10/31/2023
CIS2023-10	CIS2023-10	10/01/2023	10/31/2023
2023-10	2023-10	10/01/2023	10/31/2023

- Enter a Period Begin Date and Period End Date to find pay periods that match those dates.
- Then click **Search**.
- To view faculty AY absences, select a Period ID that starts with **FUL** and contains **AY** in the Description.
- To view staff absences, select a Period ID that is just the calendar dates (e.g., 2023-10).

## 4. Scroll down and click on a report name hyperlink to run an individual report.

Department: 10216
Student Health and Counseling

Period ID: 2023-10
Ending Period ID: 2023-10

Clear

\* Click on hyperlink for online query reporting  
 \* Check box(es) to include in report run

Monthly Processing

☒ Select All  
☐ Clear All

☐ Absence Activity  
☐ Absence Adjustment  
☐ Excess Plus/Minus - Negative  
☐ Excess Plus/Minus - Positive  
☐ Reported Absence Not Processed  
☐ Reported Absences  
☐ Reported Absences Not Approved

Save

### Available Reports:

- **Absence Activity**
  - Lists all absence-related activity (including entitlements, usage, adjustments, and balances) for each employee during the selected pay period.
- **Absence Adjustment**
  - Lists all of the absence adjustments that have not yet been processed.
- **Excess Plus/Minus – Negative**
  - Lists all alternate schedule employees with a negative balance of monthly time worked for the selected pay period.
- **Excess Plus/Minus – Positive**
  - Lists all alternate schedule employees with a positive balance of monthly time worked for the selected pay period.
- **Reported Absence Not Processed**
  - Lists all approved absences that have not yet been processed by Payroll.

- **Reported Absences**
  - Lists all reported absences for all employees for the selected pay period.
- **Reported Absences Not Approved**
  - Lists all reported absences that have not been approved by a manager.

## 5. Review the report.

### Reported Absences Report

Report Control ID: Absence\_Reports

**Absence Report Search**

Empl ID:  
Empl Rcd#:  
CSU Unit:  
Department: 10216 Student Health and Counseling  
Period ID: 2023-10 Ending Period ID: 2023-10  
Absence Filter:

[Return to Previous Page](#)

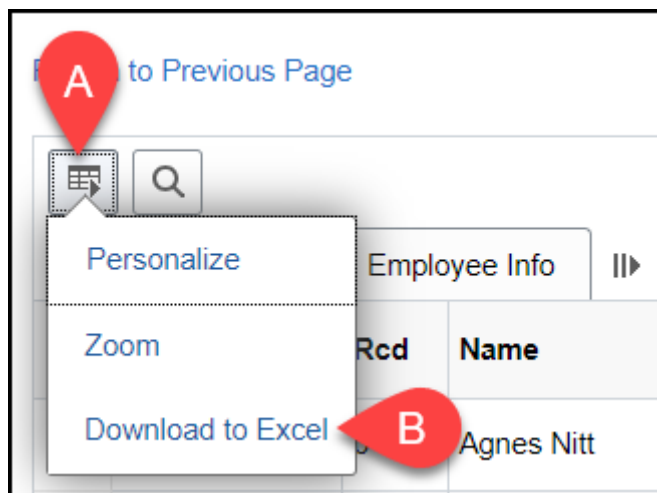
**Absence Info** **Employee Info**

Empl ID	Rcd	Name	Eligibility Group	Absence Type	Begin Date	End Date	All Days	Duration	Absence Status	Partial Hours	Source
1 1	0	Agnes Nitt	CSUEU SALX	Sick Leave	10/05/2023	10/05/2023	N	8.00	Approved		Employee Absence Request
2 1	0	Agnes Nitt	CSUEU SALX	Vacation	10/23/2023	10/31/2023	N	52.00	Submitted	4.00	Employee Absence Request
3 1	0	Desiderata Hollow	CSUEU SALX	Vacation	10/30/2023	10/30/2023	N	8.00	Cancelled		Employee Absence Request
12 1	0	Ymper Trymon	R01 SAL X	Sick Leave	10/23/2023	10/23/2023	N	8.00	Push Back		Employee Absence Request

- If applicable, click on any filters above the report results.
- Click on a tab to view it or click on the show all columns icon to combine all of the available information on one page.
- Click on the magnifying glass button to find a specific employee or entry.
- Click **Return to Previous Page** to go back to the CSU Absence Management Reports - Multi Report page.



6. To download the report to Excel, click on the grid action menu button and then select **Download to Excel**.



- A. Click on the grid action menu button.
- B. Then click **Download to Excel**.

## Need More Help?

For questions about your specific entries or reporting requirements for your position, contact your department timekeeper or [Payroll](#) at 657-278-2521 or [payroll@fullerton.edu](mailto:payroll@fullerton.edu).

For training and how-to assistance, contact IT Training at 657-278-5647 or [ittraining@fullerton.edu](mailto:ittraining@fullerton.edu).

For technical assistance, contact the IT Help Desk at 657-278-7777 or [helpdesk@fullerton.edu](mailto:helpdesk@fullerton.edu).