ABC 2014 Fall Summit

Absence Management Approval

Absence Management Self-Service (AMSS)

September 9, 2014

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Class Objectives

- Understand the Approver role
- Understand the calendar of events
- Understand the system
Manager (Approver): An employee given access and authorized to certify absences and time information for direct reports

- May enter time on behalf of employees directly reporting to him/her when employees are not physically able to do so
- Responsible for ensuring that time taken by an employee is reported
- Responsible for ensuring that only appropriate time is approved
**Roles & Responsibilities**

- **Employee-Self Reporter**
  - Enters Absences by the first day of the following pay period

- **Timekeeper/Supervisor**
  - Reviews Absences submitted and recommends for approval to the manager (may also enter Absences for the dept.)

- **Manager**
  - Approves Absences by the third business day of the pay period

- **Payroll**
  - Reviews and Finalizes Absences by the 10th of the pay period

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Calendar of Events

- First week of pay period
  - 3rd business day, approve for prior pay period

- Second week of pay period
  - Employees will continue to enter absences as they occur; Payroll closes the prior pay period

- Third week of pay period
  - Dock (leave without pay) should be entered and approved in time for Master Payroll Certification

- Last week of pay period
  - Employees enter all absences or hours for pay by first day of following pay period
<table>
<thead>
<tr>
<th>Task</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve Time and Absences</td>
<td>Approve</td>
</tr>
<tr>
<td>Approve Master Payroll Certification (MPC)</td>
<td>Approve</td>
</tr>
<tr>
<td>Manager Leave Balance Inquiry</td>
<td>Review</td>
</tr>
<tr>
<td>Manager Absence Entry</td>
<td>Enter</td>
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</tbody>
</table>
Employee Overview

- Encourage to enter absences as they occur
- Manager waits to approve after pay period ends (except Dock)
- Collective Bargaining Agreements typically drive leave program eligibility, along with CSU policy
- Hourly employees
- Overtime and Shift Differential
Approval Overview

- Employee List
- Approve Time and Reported Absences
- Needs Correction
- Review Status
- Comments
- Hierarchy Button
- Alternate/Proxy Approver
Tips for Success

- Cultivate an internal leave request and reporting process
- Understand the collective bargaining specific leave programs that apply for your employees
- Online approval travels with you!
- “Click for Instructions”
Questions for me?

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