ABC 2015 Fall Summit

Absence Management Approval

Absence Management Self-Service (AMSS)

September 9, 2015

Class Objectives

- Understand the Approver role
- Understand the calendar of events
- Understand the system
I Approve!

- **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
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 AMSS for Master Payroll Certification

- Last week of pay period
  - Employees enter all absences or hours for pay by first day of following pay period

My Job Tasks – where do I click and when for AMSS approval?

Approve Time and Absences - 3rd business day of the month email:

payroll-selfservice@calpoly.edu
Reminder: Approve all July absences and hours for pay by August 4
My Job Tasks – what are the other links?

- Approve Time and Absences
- Approve Master Payroll Certification (MPC)
- Absence Management Reporting
- Manager Leave Balance Inquiry
- Manager Absence Entry

Approve Master Payroll Certification (MPC)

From: cms-mpcapprover-request@calpoly.edu [mailto:cms-mpcapprover-request@calpoly.edu] On Behalf Of Jennifer R. Hatt
Sent: Wednesday, August 19, 2015 9:29 AM
To: Jennifer R. Hatt <jhatt@calpoly.edu>
Subject: Master Payroll Certification Today (August 19) through Thursday (August 20)

Absence Management Reporting:
- Absence Activity
- Absence Adjustment
- No Leave Taken
- Reported Absences
- Reported Absences Not Approved
- Audit Comments
My Job Tasks – what are the other links?

Manager Balance Inquiry:
- Balances by all employees that report to you
- Balances by employee ID
- Balances by payroll status (term, active, on leave)
- Balances by pay group (salaried, positive paid)

Manager Absence Entry:
- Allows you to enter or delete absences on behalf of employees that report to you
- Absence is saved with a status of “Approved” when entered by a manager
Employee Overview

- Encourage to enter absences as they occur
- Manager will 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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