

Absence Management Multi-Reports Guide

Payroll Services now has the ability to allow timekeepers and managers to run reports in Absence Management. The employees you can view are determined by your security. These reports can be run individually online or can be run in “batches”. Please be careful when running online. Only run for one period ID at a time. If you need to run larger reports, use the “batch” feature and download to excel for a more detailed analysis.

Navigation

Global Payroll & Absence Mgmt>CSU Absence Mgmt>CSU-AM Inquiry>Multi Report

Please note: The first time you access this page, you will need to establish a run control ID. On the “Add a new value” tab, type in Run Control ID = AM_REPORTS and click “Add”. Your reports page will then launch.

AM Reports

The screenshot shows a web interface for adding a new value. At the top, there are two tabs: "Find an Existing Value" and "Add a New Value", with the latter being selected. Below the tabs is a text input field labeled "Run Control ID:" containing the text "AM_REPORTS". Below the input field is a yellow "Add" button.

Manager and Timekeeper Delivered Reports

- **Absence Activity** – Report is run by employee or department. Snapshot of Absence activity by employee. Includes Absences takes, balances, and adjustments.
- **Absence Adjustment** – shows all adjustments made by payroll for the employee; including adjustment reason. Due to length of reason field, some reasons may show cut-off. Contact Payroll for full details if necessary.
- **No Leave Taken** – Report is run by department each Absence period. Identifies Absence Management eligible employees who have not reported any absences or “No Leave Taken”
- **Reported Absences** – Report is run by employee or department for a specified period. Summary of reported absences by employee.
- **Reported Absences Not Approved** – shows all absences not approved by the manager by pay period.

CSU Absence Management - Multi Reports

Report Control ID: AM_REPORTS

[Report Manager](#) [Process Monitor](#) [Submit](#)

Absence Report Search

Empl ID: 

Empl Rcd#: 

CSU Unit: 

Department: 

Period ID:  Ending Period ID: 

[Clear](#)

[Refresh Employee List](#)

No Refresh Required (last refresh was: 09/20/12 00:42)

* Click on hyperlink for online query reporting

* Check box(es) to include in report run

▼ Monthly Processing

<input type="checkbox"/> Absence Activity	<input checked="" type="checkbox"/> Select All
<input type="checkbox"/> Absence Adjustment	<input type="checkbox"/> Clear All
<input type="checkbox"/> No Leave Taken	
<input type="checkbox"/> Reported Absences	
<input type="checkbox"/> Reported Absences Not Approved	

[Save](#)

Absence Report Search Criteria

Employee ID

Employee Rcd#

CSU Unit – This is the 3-digit ORG unit

Department – Department ID

Period ID - This is the pay period, in the format of yyyy-mm (example 2021-01 is the January 2021 pay period)

Run an Individual Report

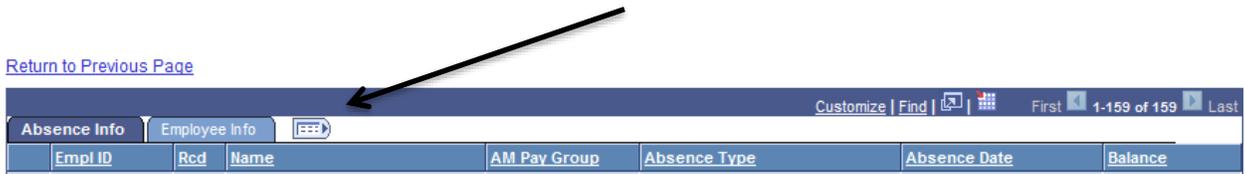
To run an individual report, enter the search criteria in the above “Absence Report Search” section, and click on the hyperlink for the report name you wish to view:



The report results will display online. The default display is the “Absence Info” tab on the report output:



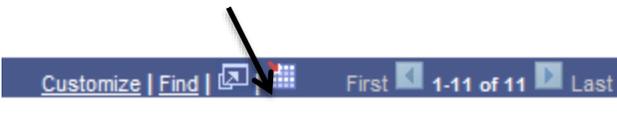
To see both tabs at once click on “see all tabs” button:



To filter online results by certain absence types, use the Absence Filter:

Absence Filter:

The results you receive online can be downloaded to Excel as well by clicking the download button.



Run Reports in Batch Mode

Reports can also be run in batch mode. Batch reports create a CSV file which can then be downloaded to Excel or other programs for review.

Batch reporting is recommended for reports that return large data sets. Click on the checkboxes next to the desired reports or use the “Select All” link to select all of the reports in the section. After selecting the checkboxes for the desired reports, click the “Submit” button to run the reports in the batch process.

Report Control ID: Multi_Reports [Report Manager](#) [Process Monitor](#) [Submit](#)

CSU Absence Management - Multi Reports

Absence Report Search

Empl ID:

Empl Rcd#:

CSU Unit:

Department:

Period ID: Ending Period ID:

[Clear](#) [Refresh Employee List](#) **No Refresh Required (last refresh was: 08/20/15 00:10)**

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

Monthly Processing

Absence Activity Select All
 Absence Adjustment Clear All
 No Leave Taken
 Reported Absences
 Reported Absences Not Approved

[Save](#)

Audits

Audit Comments Select All
 Clear All

Click on the link for the “Process Monitor” to see the status of the report process.

[Process List](#) [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Select	Instance	Seq.	Process Type	Process Name	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	624418		SQR Report	CSUAM001	06/24/2010 9:18:49AM PDT	Queued	N/A	Details

When the process has completed, click on the “Details” link and click on the CSV file to download or view the report.