

Absence Management Self Service Business Requirements Definition

Overview of Recommended Systemwide Business Process

1. Absence takes and/or hours worked are entered, saved (Pending) or submitted by employee or time keeper. The employee receives an on-screen notification of the status of the time entry.
2. An automatic e-mail notification is sent to the Timekeepers, managers and approvers to remind them to take action with a link to the Self Service time entry page. The reminder advises of them to review and approve time by a certain date.
3. If time is incorrect or request is denied after being reviewed by the Timekeeper or manager, the employee is automatically notified via e-mail notification (includes comment field) and asked to make corrections. This process occurs prior to the approval step.
4. After time entry is submitted by employee or time keeper, the approver either approves, cancels, or denies the time. If approved time needs to be modified before processing, the approver will “unapprove” allowing for #3 activities to be conducted.
5. Payroll audits/confirms time entered using delivered reports and either makes corrections or returns request(s) back to the approver (return to #3).
6. Payroll enters adjustments received prior to the deadline for Absence processing.
7. The Absence Process is run by Payroll (campus determines timeline).
8. Payroll reconciles and corrects errors of time entry.
9. The Absence Process is repeated and finalized.
10. Excess/Deficit hours are reconciled.

Definitions of Terms

- Timekeeper: Manager, department , or Timekeeper
- Adjustment: Changes to existing approved or processed time entries
- Centralized: Payroll or other central administrative unit enters absence take requests or hours worked.
- Decentralized: Timekeeper, approvers, managers, or employee enters absence take requests or hours worked from source document(s) determined by the campus.
- Alternate Approver: A designated back up for time approval
- Proxy: A person delegated authority by an approver to approve time
- Time base: FTE
- Approvers: Person of appropriate rank and scope of authority who are responsible for certifying time (campus specific role).

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Business Requirements by Business Process Step

Tracking Absence Requests

(Survey Question 10)

1. Absence requests will not be tracked in Absence Management.
2. Tracking Absence requests in Absence Management is not a business requirement.
3. Tracking Absence Requests in the Absence Management is a nice to have, but not a business requirement. Campuses will establish business processes and guidelines for absence requests.

Data Entry of Absence and Positive Time

(Survey Question 26)

1. System provides intuitive ability for data entry on a single page for both Time & Labor (positive time entry) and absence (time used/taken) transactions.
2. Provides the ability for the employee, Timekeeper and Payroll to update, adjust and delete the transaction entered prior to it being approved (processed).
3. System only displays a list of valid Time & Labor/Absence Management codes applicable to the employee's CBID and position to ensure the employee or time keeper can only enter valid values.
4. Employees or Timekeepers have the ability to enter most time (time codes) applicable to the employee's CBID. Timekeepers validate and/or modify as appropriate, then approvers take action. On some campuses, Timekeepers and approver roles may be combined, consistent with segregation of duties guidelines. The system will allow Payroll to audit and validate time codes entered. CAT Leave usage and adjustments will only be entered by Payroll.
5. Changes made to time after it is entered, will trigger an e-mail notification from the system to the employee that a change was made.
6. Design considerations for the data entry page: Page will display the employee's leave balances with an 'As-Of Date', the employee's job code, job code description, employee name, employee ID, employee record number, department name, department ID, the payroll calendar applicable to the employee (pay period) to allow the ability to click on specific dates, and a link to a page that displays the Vacation Accruals and Maximum vacation accumulation balances.
7. Provides the capability for the employee, Timekeeper, or approver to indicate "No Time Taken." This value will not prevent the system from processing the employee's time. This business process will be enforced by the campus.

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Data Entry of Absence and Positive Time (continued)

8. Provides the ability for Payroll to enter and process all transactions.
9. Provides the ability to have time entered as often as needed for the current and one consecutive (future) pay period. (If possible the limitation on this section would be set up as a campus specific configuration). The approver/Timekeeper will only see and approve time entered for the current or prior pay period.
10. The system will need to allow proxy for Timekeepers and approvers.
11. When an employee enters a transaction that requires partial hours, and they do not check the partial hours checkbox, an error message will need to appear to advise the employee that the partial hours flag must be checked.
12. The system should not allow temporary hourly employees to enter regular hours exceeding the total hours in a pay period between Time and Labor and Absence Management.
13. When a part-time employee enters time, the system should automatically calculate the part-time hours based on the employees schedule and FTE (time-base).
14. The system will not allow an employee's accrued or earned time to go to a negative balance for the current pay period at the point absence requests are entered.

Approval for Processing (Survey Question 37)

1. System provides flexibility for centralized and decentralized approvals with the ability to set up a primary approver, an alternate and or a proxy. The system will provide a single approval entry page for both Time and Labor and Absence Management entries.
2. Provides flexibility for approvers to approve time in batch for their employee groups. The page will need to display and sort by the employee type (hourly, salaried, students).
3. Unapproved time will not be processed.
4. Payroll or the approver can approve, unapprove (cancel), or deny time prior to it being processed.
5. Each Campus will need to define their final processing and posting timeline (dates and/or cycles).

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6. Employees cannot approve time for themselves.

Timelines for Processing

(Survey Question 48)

1. System provides the ability to enter transactions for the current pay period and one future (consecutive) pay period.
2. The system must support both an Academic pay calendar and a Master pay calendar. Pay calendars must be campus specific.
3. System provides a process to manage retroactive transactions for prior pay periods.

Reporting

(Survey Question 60)

1. All reports can be viewed on-line and exported to Excel.
2. System provides ability to generate GAAP reports.
3. System provides the ability to report on the amount of Excess/Deficit hours to be paid for applicable employees (CIRS G54 & G55).
4. Design consideration, where applicable: The Run Control will provide the ability to generate reports for an employee, all employees or groups of employees (Timekeeper) and by specific leave type.
5. A report that identifies all time taken and accrued for employees.
6. A report that provides annual leave liability information.
7. A report of employees who have negative leave balances and a summary of prior leave balances, leave activity and current leave balances.
8. A report that can be generated to project maximums (CTO, Vacation, PH, e.g. CIRS B73), or that can project accrual balances for the end of the year. The report would include the 40-hours minimum vacation usage for faculty.
9. A report that identifies forfeited excess vacation accruals.
10. A report that reflects unapproved time, and other statuses and reason codes (e.g. Save, Push-back, Denied, and Holds.)
11. An adjustment audit report that validates the leave type and identifies adjustments that have not posted, the adjustment reason, and the adjustment period end date.
12. A report of employees on alternate work schedules.
13. A report for exempt employees that identifies any time reported less than their time base (FTE).

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14. A report for terminated employees with payable balances (e.g. vacation, CTO, ADO, PH, Excess/Deficit hours and Holiday Credit).
15. A report to audit 6 month and 10 month terminations to zero out their sick leave balances.
16. An ADO aging report, including Holiday Credit and Holiday CTO.
17. CAT leave (donations and receipts) and Proxy change reporting as well.

Absence Balances (Survey Question 68)

1. Provides ability for employee (includes multiple jobs), Timekeeper, approvers and Payroll to access the employee's accruals, balances, usage, and adjustments online, both at a summarized level and detailed level (indicates the event and duration).
2. Adjustments will be documented in the Notes in the system. From the leave balance pages employees will have ability to access the adjustments Notes.
3. Provides the ability for approvers and Timekeepers to see a summary of balances and usage for their groups of employees and the ability to drill down to the detail for each employee.
4. State Service months should be displayed on all leave balance pages. Since the label "State Service Months" could be confused with CalPERS state service credits, we would like the label on the Absence Management pages changed to read Leave Credit Service Months or something to that effect.

Excess/Deficit Hours (Survey Question 75)

1. Provides ability to track Excess hours and report on Deficit hours to be paid for applicable employees. This will require the use of schedules in the system for alternate work schedule employees.
2. Provide the ability for Payroll and Timekeepers to enter and maintain schedules. (Contact Fresno)

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Reconciliation - (Retroactivity, Adjustments, Errors)

(Survey Question 78)

1. Provides the ability for Late Time Reporting through Self Service for the Employee, Timekeeper or Payroll. This time will be processed during the current months processing.
2. Adjustments will only be processed by Payroll or other central administrative unit. Campuses will determine their own business process for communicating adjustments to Payroll.
3. The system will not allow employees to post time on an unscheduled work day. This will require campuses to maintain schedules.

Security

(Survey Question 79)

1. Approvers and Timekeepers can only see employees they are responsible for (e.g. a department, multiple departments), but Payroll can see all employees.
2. Employee can see all jobs related to themselves, including history and leave balances.
3. Security must facilitate a single point of data entry, workflow, proxy and alternate approvers.

Other (Doc Reporting, Military Leave, Alternative Work Schedules, CTO, Multiple Positions, Workflow)

(Survey Question 83)

1. Provide an automatic process to enroll employees in the proper Absence Management Pay Group (contact Long Beach).