

RUN ABSENCE MANAGEMENT REPORT QUICK PROCESS GUIDE

STEP 1: Create Run Control ID to run Absence Management Reports:

- Navigate to:
Main Menu->Global Payroll & Absence Mgmt->CSU Absence Mgmt->CSU - AM Inquiry->Multi Report
- Add a new Run Control ID:
 - Click on **Add a New Value** tab
 - Enter Run Control ID (do not use spaces)
 - Click on
- If you have an existing Run Control ID then click on

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

AM Reports

Run Control ID:

STEP 2: Enter specific Period ID for Absence Management Report:

- Enter Period ID:
 - Click on
 - Select specific Period ID from drop down
- In the Monthly Processing section, click on the specific box(es) to include in report run
- Click on
- Click on

CSU Absence Management - Multi Reports

Report Control ID: 111

Absence Report Search

Empl ID:

Empl Rcd#:

CSU Unit:

Department:

Period ID:

Look Up Period ID

Period ID:

Description:

Period Begin Date:

Period End Date:

Basic Lookup

Search Results

View 100 First 1-113 of 113 Last

Period ID	Description	Period Begin Date	Period End Date
CONVERSION	Conversion Period	09/01/2008	09/01/2008
2017-12	2017-12 Monthly	12/01/2017	12/31/2017
2017-11	2017-11 Monthly	11/01/2017	11/30/2017
2017-10	2017-10 Monthly	10/01/2017	10/31/2017
2017-09	2017-09 Monthly	09/01/2017	09/30/2017
2017-08	2017-08 Monthly	08/01/2017	08/31/2017
2017-07	2017-07 Monthly	07/01/2017	08/01/2017

Process Monitor

* Click on hyperlink for online query reporting

* Check box(es) to include in report run

Monthly Processing

Absence Activity Select All

No Leave Taken Clear All

Reported Absences

STEP 3: View Process Request:

- Once you submit your Request, the Process Monitor will display with a Run Status = **Queued**
- Once the Run Status = **Success** and Distribution Status = **Posted**, click on link [Details](#)

Process List | Server List

View Process Request For

User ID 000000000 Type Last 25 Days Refresh

Server Name Instance to

Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View All | First 1-3 of 3 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1948914		SQR Report	CSUAM001	00079396	09/13/2017 11:52:17AM PDT	Queued	N/A	Details
<input type="checkbox"/>	1948913		SQR Report	CSUAM001	00079396	09/13/2017 10:58:14AM PDT	Success	Posted	Details

STEP 4: View Log/Trace Details:

- At the Process Detail page, click on link [View Log/Trace](#)

Process Detail

Process

Instance 1948902 Type SQR Report

Name CSUAM001 Description Absence Batch Reporting Engine

Run Status Success Distribution Status Posted

Run **Update Process**

Run Control ID 111 Hold Request

Location Server Queue Request

Server PSUNX Cancel Request

Recurrence Delete Request

Re-send Content Restart Request

Date/Time **Actions**

Request Created On 09/12/2017 1:11:41PM PDT [Parameters](#) Transfer

Run Anytime After 09/12/2017 1:11:41PM PDT [Message Log](#)

Began Process At 09/12/2017 1:12:07PM PDT Batch Timings

Ended Process At 09/12/2017 1:14:48PM PDT [View Log/Trace](#)

- At the View Log/Trace page, the reports you requested will be listed with a file name CSUAM001_xxx.csv
- Click on the specific *.csv report link to download



View Log/Trace

Report

Report ID 640086 Process Instance 1948902 [Message Log](#)

Name CSUAM001 Process Type SQR Report

Run Status Success

Absence Batch Reporting Engine

Distribution Details

Distribution Node HASONTRS Expiration Date 10/12/2017

File List

Name	File Size (bytes)	Datetime Created
CSUAM001_ABS_ACTIVITY_1948902.csv	146,037	09/12/2017 1:14:48.338 PDT
CSUAM001_NO_LEAVE_TAKEN_1948902.csv	333	09/12/2017 1:14:48.338 PDT
CSUAM001_NO_LEAVE_TAKEN_NO_R03_1948902.csv	333	09/12/2017 1:14:48.338 PDT
CSUAM001_REPORTED_ABS_1948902.csv	39,633	09/12/2017 1:14:48.338 PDT

STEP 5: Download Report and Open in Excel:

- Once you click on a specific *.csv report link, the file in an Excel format will appear at the bottom of the page




- Click on the file and Excel will launch with the results of your report



Distribute To

Distribution ID Type	*Distribution ID
User	000000000

Return

 CSUAM001_ABS_A....csv ^

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
EmplID	Rcd	Name	Empl Status	Empl Class	CSU Unit	DeptID	Dept. Nam	Job Code	Job Title	FTE	FLSA Statu	Union Cod	AM Pay Gr	Absence T	Absence D	Balance	
2	0		Active	Regular	728	3062	General Ar	3312	Administr	1	Exempt	M80	M80 VAC	CAT Availa	8/1/2017	40	
3	0		Active	Regular	728	3062	General Ar	3312	Administr	1	Exempt	M80	M80 VAC	CAT Donal	8/1/2017	40	
4	0		Active	Regular	728	3062	General Ar	3312	Administr	1	Exempt	M80	M80 VAC	Personal	8/1/2017	1	
5	0		Active	Regular	728	3062	General Ar	3312	Administr	1	Exempt	M80	M80 VAC	Sick - Peric	8/1/2017	152	
6	0		Active	Regular	728	3062	General Ar	3312	Administr	1	Exempt	M80	M80 VAC	Sick - Peric	8/1/2017	8	
7	0		Active	Regular	728	3062	General Ar	3312	Administr	1	Exempt	M80	M80 VAC	State Servi	8/1/2017	23	
8	0		Active	Regular	728	3062	General Ar	3312	Administr	1	Exempt	M80	M80 VAC	State Servi	8/1/2017	1	
9	0		Active	Regular	728	3062	General Ar	3312	Administr	1	Exempt	M80	M80 VAC	Vac - Peric	8/1/2017	184	
10	0		Active	Regular	728	3062	General Ar	3312	Administr	1	Exempt	M80	M80 VAC	Vac - Peric	8/1/2017	16	