

Entering Docks

Absence Management & Time & Labor

Overview

Dock (employee has had a non-compensable absence) must be reported to payroll and entered in Absence Management and Time and Labor as soon as they occur for the entire month. Payroll reports docks to the State Controller’s Office by the “master cut off” date in order to capture all docks in the employee’s upcoming paycheck. Please refer to the payroll calendar for the cut-off dates.

Entering docks in **Time and Labor**

Pull up Employee(s) by Empl ID or group ID

Navigate to:

Report Time
Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>

Clear Selection Criteria Save Selection Criteria Get Employees

View By: Date: Refresh << Previous Week Next Week >>

Employees For Nerissa Verzani, Totals From 08/30/2014 - 09/05/2014

Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/SubMITTED Hours	Denied Hours
Name		0.000000	0.000000	0.000000		0.000000	0.000000

Select “Dock” under the Time Reporting Code

Enter dock hours and click submit

Select for Instructions

View By: *Date: Refresh << Previous Week Next Week >>

Reported Hours: 0.00 Hours Scheduled Hours: 40.00 Hours

From Monday 09/01/2014 to Sunday 09/07/2014

Timesheet

Mon 9/1	Tue 9/2	Wed 9/3	Thu 9/4	Fri 9/5	Sat 9/6	Sun 9/7	Total	Time Reporting Code	Taskgroup	Override Rate
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	DOCK - Informal Dock	CSU	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OTPR - Overtime Paid @ 1.5	CSU	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OTST - Overtime Paid @ 1.0	CSU	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	SHGRV - Shift - Graveyard (2.20)	CSU	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	SHSWG - Shift - Swing (1.25)	CSU	<input type="text"/>

Apply Schedule

Reported Time Status - select to hide

Date	Status	Total Time Reporting Code	Comments
		0.000000	

Reported Hours Summary - select to view

Balances - select to view

Submit Approve Selected Deny Selected

Punch Timesheet
Return to Select Employee
Manager Self Service
Time Management

Ask payroll to run Time Administration and have the approver approve the hours immediately.

Favorites ▾ Main Menu ▾ > Manager Self Service ▾ > Time Management ▾ > Approve Time and Exceptions ▾ > Payable Time

Cal State L.A.

Approve Payable Time

Approve Time for Time Reporters

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/> 🔍
Empl ID	<input type="text"/> 🔍
Empl Rcd Nbr	<input type="text"/> 🔍
Last Name	<input type="text"/> 🔍
First Name	<input type="text"/> 🔍

No employees were returned for the time period specified.

Start Date: 🔍 End Date: 🔍

[Time Administration Run Control](#)
[Manager Self Service](#)
[Time Management](#)

Entering docks in

Absence Management

Navigate to: Timekeeper Absence Entry

Under “Enter New Absence Events”, use the drop down arrow to select **Dock**, and then enter the Begin Date and End Date. Leave partial days as **None** to dock based on the employee’s scheduled hours or select partial hours to report dock with partial hours for that day

Favorites ▾ Main Menu ▾ > Manager Self Service ▾ > Time Management ▾ > Report Time ▾ > Timekeeper Absence Entry

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Click for Instructions

From 🔍 Through 🔍

Existing Absence Events Personalize | Find | 🔍 | 📅 | First 1 of 1 Last

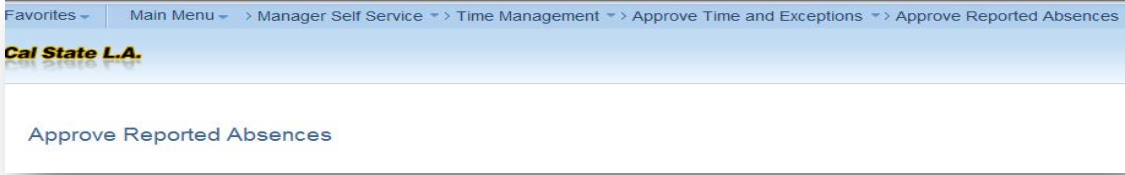
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By

Enter New Absence Events

Absence Name	*Begin Date	*End Date	*Partial Days	Absence Duration	Unit Type		
Dock	<input type="text" value="09/01/2014"/> 🔍	<input type="text" value="09/01/2014"/> 🔍	None		Hours	Add Comments	<input type="button" value="+"/> <input type="button" value="-"/>

To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.

[Return to Employee List](#)

<p>Approvers navigate to Approve Reported Absences and approve the dock(s)</p> <p>Docks need to be entered in both systems.</p>	 <p>The screenshot shows a web browser window with the following breadcrumb navigation: Favorites > Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Approve Reported Absences. Below the navigation is the Cal State L.A. logo and the page title 'Approve Reported Absences'.</p>
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