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 Add • If you have an existing Run Control ID then click on Search	Main Menu ▾ > Global Payroll & Absence Mgmt ▾ > CSU Absence Mgmt ▾ > CSU - AM Inquiry ▾ > Multi Report **AM Reports** Find an Existing Value | **Add a New Value** Run Control ID: RUN_AM_RPT Add
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 Save • Click on Submit	**CSU Absence Management - Multi Reports** Report Control ID: 111 Process Monitor Submit Absence Report Search Empl ID: _____ 🔍 Empl Rcd#: ____ 🔍 CSU Unit: ____ 🔍 Department: _____ 🔍 Period ID: 2017-07 🔍 ➡ Clear **Look Up Period ID** Period ID: begins with ▾ Description: begins with ▾ Period Begin Date: >= ▾ Period End Date: <= ▾ Look Up Clear Cancel 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 08/02/2017 08/31/2017 2017-07 2017-07 Monthly 07/01/2017 08/01/2017 *** 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 Save

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	
STEP 4: View Log/Trace Details: • At the Process Detail page, click on link 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	

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