


Date: November 15, 2010

Code: HR 2010-17

To: CSU Presidents

From: Gail E. Brooks 
Vice Chancellor
Human Resources Management

Subject: Implementation of Absence Management Self Service

Overview

Audience: Human Resources Directors and/or HR Professionals, Payroll Managers and/or Payroll designees responsible for Absence Management and Time and Labor processing in CMS Baseline (Oracle/PeopleSoft).

Action Item: Campuses must adhere to the established guidelines and timelines for implementing the on-line time and attendance CMS Baseline application, Absence Management Self Service.

Affected Employee Group(s)/Unit(s): Individuals responsible for auditing time and attendance records and individuals responsible for implementing Absence Management Self Service at their respective campus.

Summary

This HR Letter announces Absence Management Self Service, as the system-wide CMS Baseline application for tracking on-line time and attendance. This application is available for campus implementation within the timelines prescribed by the Common Management Systems (CMS) Executive Committee.

Consistent with the strategic vision for Human Resources “to foster an environment of continuous human resources improvement,” Absence Management Self Service is now available for campus implementation in CMS Baseline.

Under the leadership of Systemwide Human Resources, requirements for the Absence Management Self Service project were developed by Human Resources Directors¹ based upon a common set of best business processes and with input from key campus constituents. The system-wide Absence Management Self Service solution has been programmed to include these requirements in CMS Baseline.

¹ A subgroup of the Human Resources Directors focused on Human Resources technology.

Distribution:

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All Campus Vice Presidents
AVPs/Deans, Faculty Affairs
State Controller’s Office (SCO)

Human Resources Directors
Business Managers
General Counsel
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The CMS Executive Committee has prescribed timelines for campuses to transition to the newly developed Self Service functionality. Campuses may choose to implement the new Self Service functionality within six (6) months from the CMS Baseline delivery by December 2010 or with their version 9.0 Upgrade. All campuses were to have fully implemented Absence Management Self Service no later than December 2012.

Absence Management is the first system-wide Human Resources Information Technology project delivered and supported in CMS Baseline (Oracle/PeopleSoft) with no additional campus modifications². The new system-wide application has been successfully piloted at the Chancellor's Office and the Sonoma and East Bay campuses.

Implementation details pertinent to Absence Management Self Service will be provided in forthcoming Technical Letter communications. The system-wide webcast held on November 4, 2010, provided an overview of the system-wide Implementation Policy Guidelines to Human Resources Directors, HR Professionals, Payroll Managers and Payroll designees responsible for Absence Management and Time and Labor. A Certificate of Completion was provided to campus payroll staff in consideration of their role to audit time and attendance records.

Questions regarding this HR letter may be directed to Human Resources Management at (562) 951-4411. This document is available on Human Resources Management's Website at: <http://www.calstate.edu/HRAdm/memos.shtml>.

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² No campus modifications is understood to mean campuses are unable to individually modify, add bolt-on functionality or make changes to the existing CMS Baseline Absence Management Module including components, objects and/or pages.