Date: August 3, 2012

To: Human Resources Officers
Payroll Managers

From: Evelyn Nazario
Assistant Vice Chancellor
Human Resources Management

Subject: Clarification on Absence Management Self Service (AM SS) Implementation Policy Guidelines

Overview

**Audience:** Campus Payroll Managers, Human Resources Officers or designees responsible for processing time and attendance; campus personnel responsible for the campus implementation of AM SS

**Action Item:** Adhere to policy guidelines

**Affected Employee Groups/Units:** Faculty employees

**Summary**

This technical letter provides clarification on the policy guidelines outlined in Technical Letter HR/Leaves 2011-01 for the implementation of the AM SS time and attendance module.

The Payroll Manager or designee(s) responsible for time and attendance along with campus personnel responsible for the Absence Management implementation at their campus should review the remainder of this technical letter for further information.

The Absence Management Self Service (AM SS) Implementation Policy Guide detailed in Technical Letter HR/Leaves 2011-01 serves as the official documentation for the AM SS time and attendance module. The guide was created to assist campuses with implementation and to provide essential information on policy considerations as it pertains to the functionality available in the application. Campuses must comply with the guidelines and timelines prescribed within the policy guide.

For clarification purposes, there is no requirement for campuses to implement AM SS for (Unit 3) faculty employees. However, if campuses implemented AM SS for some or all of their faculty employees, campuses may continue this practice and support will be provided by appropriate CMS personnel and Systemwide Human Resources.
The CMS Baseline system will be updated to include changes as appropriate. Additional information will be provided in a future CMS communication.

Questions regarding this technical 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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