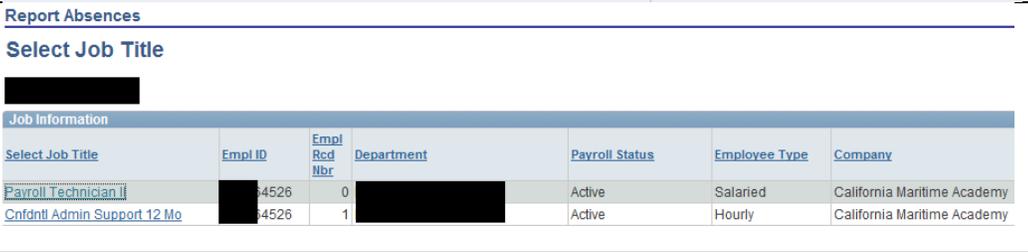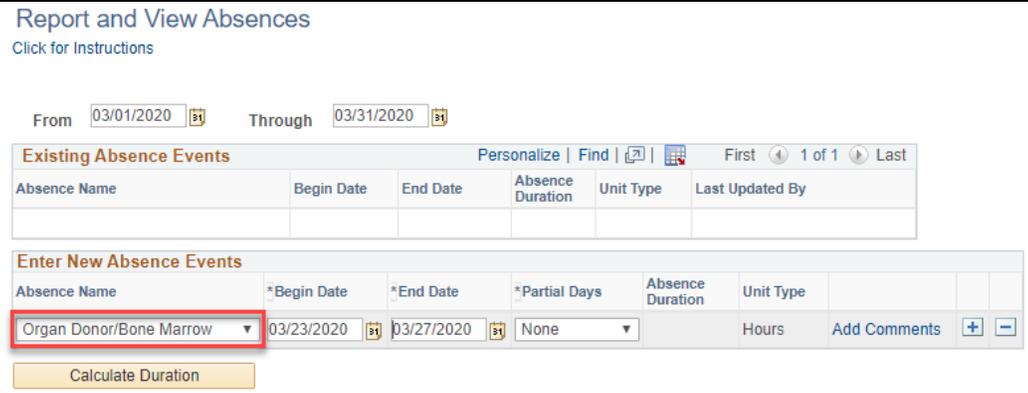CAL MARITIME

Reporting COVID-19 Temporary Paid Administrative Leave (CPAL)
Employee Self Service Quick Reference Guide

Please enter Coronavirus Pandemic (COVID-19) Temporary Paid Administrative Leave (CPAL) time used by selecting "Organ Donor/Bone Marrow" from the drop down and in the comments type "CPAL". These entries will need to be followed up with the Request for Temporary Paid Administrative Leave Form found on the Human Resources COVID-19 Employee Resources page. In the coming months the Organ Donor/Bone Marrow leave label will be re-titled for COVID-19 related use.

Action	Screen Shots
Log into PeopleSoftHR using your Login and password	ORACLE PEOPLESOFT User ID Password Select a Language English Sign In
Click on Report and View Absences	**Employee Self Service Center** Report and View Absences Report new absences and review your absence history. Employee Balance Inquiry Employee Absence Balance Inquiry **Manager Self Service Center** Approve Reported Absences Review employees time and absences and for accuracy and flag as approved or needs correction. Manager Balance Inquiry Manager Absence Balance Inquiry
If you have multiple positions, there will be one row for each appointment. Select the appropriate position to report your absence	**Report Absences** **Select Job Title** Job Information Select Job Title / Empl ID / Empl Rcd Nbr / Department / Payroll Status / Employee Type / Company Payroll Technician II — 4526 — 0 — Active — Salaried — California Maritime Academy Cnfdntl Admin Support 12 Mo — 4526 — 1 — Active — Hourly — California Maritime Academy
This is the screen if you have only one appointment, or after you select one of your appointments to report absence. Select "Organ Donor/Bone Marrow" to indicate CPAL leave.	**Report and View Absences** Click for Instructions From 03/01/2020 Through 03/31/2020 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 Organ Donor/Bone Marrow ▼ | 03/23/2020 | 03/27/2020 | None ▼ | | Hours | Add Comments + − Calculate Duration

Enter the Begin and End Dates	**Enter New Absence Events** Absence Name — ***Begin Date** `03/23/2020` — ***End Date** `03/23/2020` — ***Partial Days** `None` — Absence Duration — Unit Type `Hours` — Add Comments + − `Organ Donor/Bone Marrow` Calculate Duration
To enter Partial Days, use ▼ to select partial hours and enter the appropriate hours in the Hours per Day field (non exempt only)	**Enter New Absence Events** Absence Name — *Begin Date `03/23/2020` — *End Date `03/23/2020` — ***Partial Days** `Partial Hours` — **Hours per Day** `4` — Absence Duration — Unit Type `Hours` — Add Comments + − `Organ Donor/Bone Marrow` Calculate Duration
COVID-19 Temporary Paid Administrative Leave requires the employee to indicate "CPAL" in the comments section Click **Add Comments**	**Enter New Absence Events** Absence Name — *Begin Date `03/23/2020` — *End Date `03/23/2020` — *Partial Days `None` — Absence Duration — Unit Type `Hours` — **Add Comments** + − `Organ Donor/Bone Marrow`
Absence Event Comments window will open. Enter CPAL Click on **Save Comments**	**Absence Event Comments** Enter comments to be associated with the absence event and click the Save Comments button to save them. To return without saving click the Return to Entry Page link. CPAL Save Comments
Click on **Calculate Duration** Note that the Absence Duration and Unit Type are filled in after calculation	**Enter New Absence Events** Absence Name — *Begin Date `03/23/2020` — *End Date `03/23/2020` — *Partial Days `Partial Hours` — Hours per Day `4` — Absence Duration — Unit Type `Hours` — Edit Comments + − `Organ Donor/Bone Marrow` Calculate Duration **Enter New Absence Events** Absence Name — *Begin Date `03/23/2020` — *End Date `03/23/2020` — *Partial Days `Partial Hours` — Hours per Day `4.00` — **Absence Duration** `4.00` — **Unit Type** `Hours` — Edit Comments + − `Organ Donor/Bone Marrow`
Review the completed information carefully, and click **Submit**	**Enter New Absence Events** Absence Name — *Begin Date `03/23/2020` — *End Date `03/23/2020` — *Partial Days `Partial Hours` — Hours per Day `4.00` — Absence Duration `4.00` — Unit Type `Hours` — Edit Comments + − `Organ Donor/Bone Marrow` Calculate Duration Timesheet To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. Submit

Submit Confirmation will appear. Click OK to return to the Report and View Absence Page	**Submit Confirmation** ✔ The Absence(s) were submitted successfully. OK
The absence you submitted will appear under the Existing Absence Events area. The status will change after your manager approves the absences.	**Report and View Absences** Click for Instructions From 03/01/2020 Through 03/31/2020 **Existing Absence Events** Personalize | Find | 🗗 | 🔢 First ◀ 1 of 1 ▶ Last 	Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By	
---	---	---	---	---	---	---	---
Organ Donor/Bone Marrow	03/23/2020	03/23/2020	4.00	Hours	Submitted		🗑 | **Enter New Absence Events** | Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type		
---	---	---	---	---	---	---
▼	04/01/2020	04/30/2020			Add Comments	➕ ➖	 Calculate Duration Timesheet To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. Submit