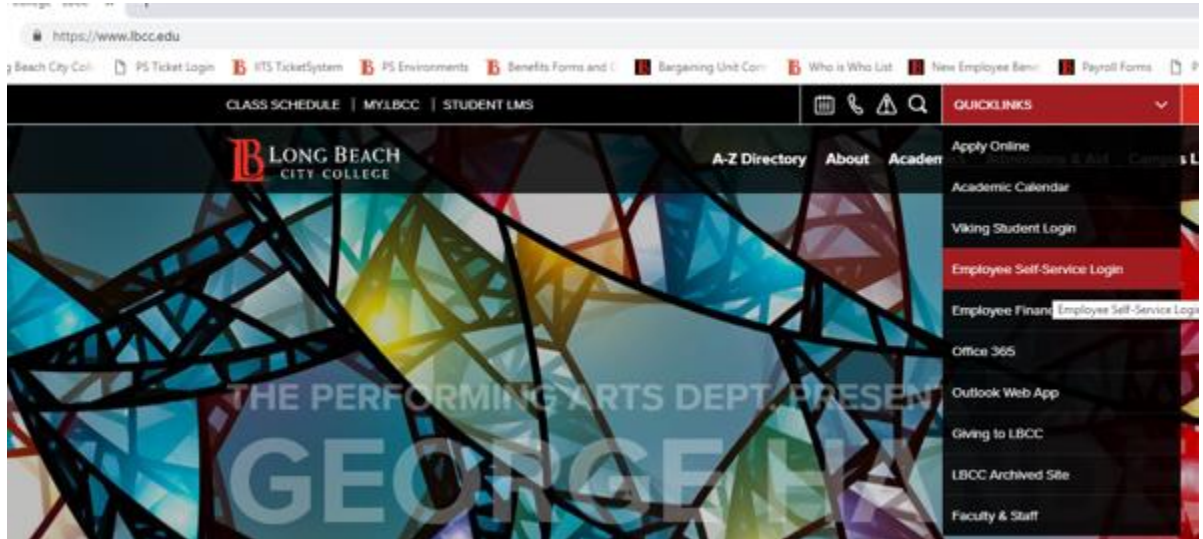


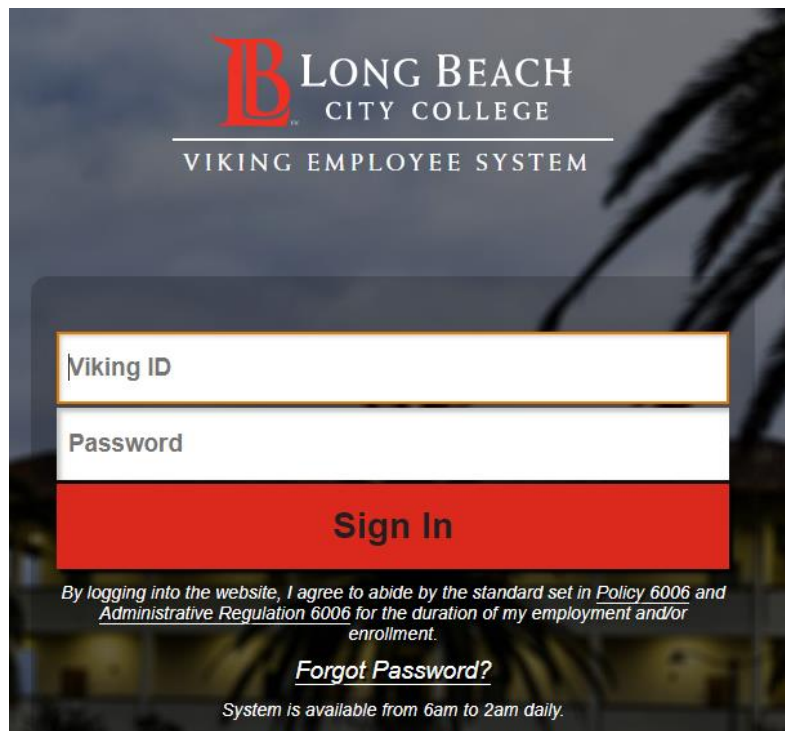
TARS – Absences Entry

Entering Absences in TARS

1. You can access the PeopleSoft system under Quick Links > Employee Self-Service Login

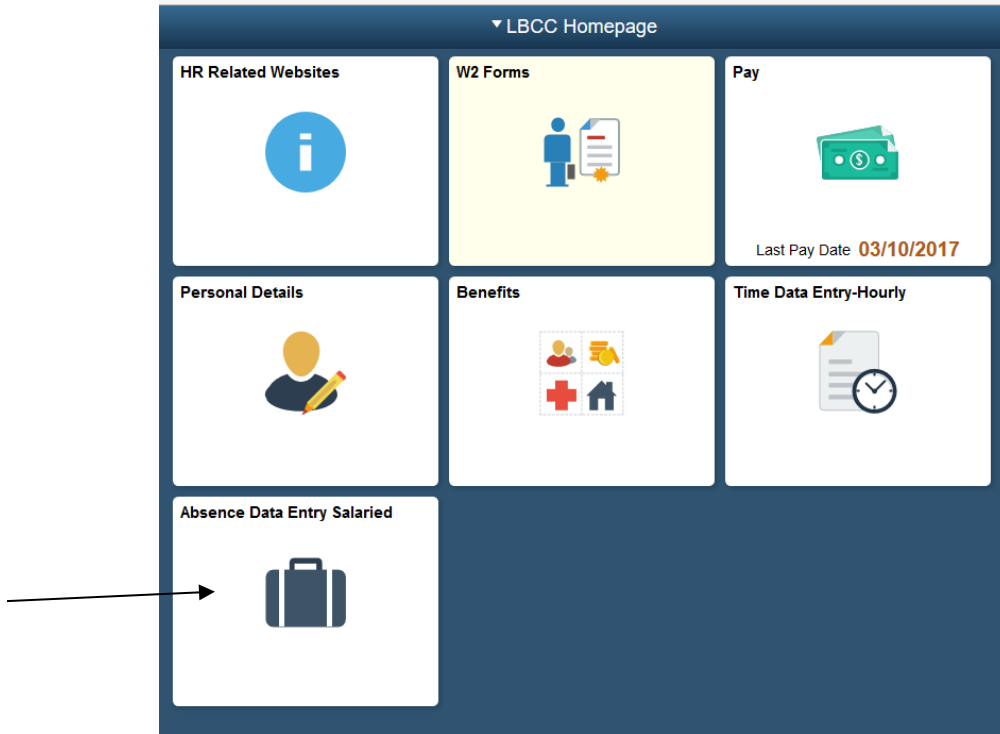


2. This brings up the sign on screen. Your User Name and Password are the same user name and password that you use to log on to the LBCCD network from your computer. The Password is case sensitive.

A screenshot of the Viking Employee System login screen. At the top, it displays the Long Beach City College logo and the text 'VIKING EMPLOYEE SYSTEM'. Below this, there are two input fields: 'Viking ID' and 'Password'. A red 'Sign In' button is positioned below the password field. At the bottom, there is a disclaimer: 'By logging into the website, I agree to abide by the standard set in Policy 6006 and Administrative Regulation 6006 for the duration of my employment and/or enrollment.' Below the disclaimer, there is a link for 'Forgot Password?' and a note: 'System is available from 6am to 2am daily.'

TARS – Absences Entry

3. Main Menu > Absence Data Entry – Salaried



4. Under Add a New Value tab, enter the employee ID, and Pay Period End Date. Click Add.

Absence Data Entry-Salaried

Find an Existing Value | **Add a New Value**

Company: LBC

Empl ID: []

Empl Record: 0

Pay Group: C12

Pay Period End Date: 083113

LBC Entry Type: Regular Salaried

Add

[Find an Existing Value](#) | [Add a New Value](#)

Always use the LAST day of the month.

TARS – Absences Entry

5. If you get this message, a TARS-Absence has already been created. Click on date to open TARS.

Absence Data Entry-Salaried

Find an Existing Value | Add a New Value

Company: LBC
Empl ID:
Empl Record: 0
Pay Group: C12
Pay Period End Date: 08/31/2013
LBC Entry Type: Regular Salaried

Add

The value you tried to add already exists. Select it below if you'd like to update it, or specify a new value in the fields above.

Search Results

View All First 1 of 1 Last

Company	Empl ID	Empl Record	Pay Period End Date	Job Code	LBC Entry Type	Description
LBC	0001505 0		08/31/2013	C51000	Reg. Sal	Lead Cashier

Find an Existing Value | Add a New Value

6. **Make sure you have the correct employee.**
- Enter the date of absence and earn code.
 - Enter the Start and Stop times or the total # of hours.
 - Enter any comments if needed. Click SAVE.
 - Examples of comments: entire week or multiple dates for absences
 - Conferences or off site training
 - **Earn Codes:**
 - VAC Vacation
 - RSL Sick
 - PN Personal Necessity (comes out of sick balance)
 - FH Floating Holiday (AFT only, 1 per fiscal year)
 - MGT Management Leave
 - BRV Bereavement Leave
 - IMM Imminent Death
 - JDL Jury Duty
 - TRV or TRN Training or Conferences
 - DSL Discretionary Leave (Full time Faculty only)
 - **Earn Codes – Adjunct Faculty:**
 - HSL Hourly Sick Leave
 - PNH Personal Necessity Hourly

TARS – Absences Entry

7. If you know a TARS-Absence already exists or if you want to view past Absences, click on Find an Existing Value tab.

- Enter Employee ID and click Search.
- The oldest absences will be listed first. Double click on Pay Period End Date to list the newest Tars Absences first.
- Click on the Pay Period End Date to open the TARS-Absence.

Absence Data Entry-Salaried

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Company: begins with LBC

Empl ID: begins with []

Empl Record: []

Pay Group: begins with []

Pay Period End Date: []

LBC Entry Type: [] Regular Salaried

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All | First | 1-100 of 127 | Last

Company	Empl ID	Empl Record	Pay Group	Pay Period End Date	Job Code	LBC Entry Type	Description
LBC	0001505 0		C12	08/31/2013	C51000	Reg. Sal	Lead Cashier
LBC	0001505 0		C12	07/31/2013	C51000	Reg. Sal	Lead Cashier
LBC	0001505 0		C12	06/30/2013	C51000	Reg. Sal	Lead Cashier
LBC	0001505 0		C12	05/31/2013	C51000	Reg. Sal	Lead Cashier
LBC	0001505 0		C12	04/30/2013	C51000	Reg. Sal	Lead Cashier
LBC	0001505 0		C12	03/31/2013	C51000	Reg. Sal	Lead Cashier

8. Click on + to add additional lines. Enter addition dates, earn coded, and # of hours. Click Save.

Absence Data Entry-Salaried

Job Info.

ID: [] Rcd#: 0 Pay Period End: 08/31/2013

Jobcode: C13100 Sr. Administrative Assistant Dept: 672000 Fiscal Services

Paygroup: C12 Ben Prog: AFT Next Action: 08-01-2013 Hire

Entry Type: RS Entry Status: I

Leave Balances

Sick Bal Vacation Bal

IA Bal STAT Bal Comp Time Bal

Absence Info.

Find | View All | First | 1-3 of 3 | Last

*Date	Start Time	StopTime*ERNCD	Hrs	Comments:	Appr OprID	OprID
07/31/2013		VAC	-2.00	cancelled vacation		
08/01/2013	8:00AM	10:00AM	2.00			
08/05/2013		VAC	40.00	Aug 5, 6, 7, 8 - 10 hr days		

Calculate Total Hours | LBC Total Hours: 48.00 | Comments: []

Save | Notify | Add | Update/Displa

TARS – Absences Entry

9. Absence Entry Examples

- Absences for 10 and 12 month employees cannot be posted on the months they are off. (typically January and July).

ORACLE

Favorites | Main Menu: Long Beach, City College > Time & Attendance > Time, Absence Entry & Approval > Absence Data Entry-Salaried

Absence Data Entry-Salaried

Job Info.

ID: 0002458 Stevens, Jason A Rcd#: 0 Pay Period End: 07/31/2012
 Jobcode: C46100 Instructional Assistant Dept: 053800 Computer and Office Studies II
 Paygroup: C12 Ben Prog: AFT Next Action: 08-01-2012 Return from Wo
 Entry Type: RS Entry Status: X

Leave Balances

Sick Bal 391.770000 Vacation Bal 80.070000
 IA Bal 216.000000 STAT Bal 350.000000 Comp Time Bal

Absence Info.

*Date	Start Time	StopTime*ERNCD	Hrs	Comments:	Appr OprID	OprID
06/04/2012		VAC			TARSMGR	KEACH

Calculate Total Hours LBC Total Hours: Comments: To be entered on 8/31/2012
 PPF ka

Save Return to Search Notify Add Update/Display

You cannot enter absence if an employee is not active on this month. The absence must be added when he/she returns in the fall, pay period end date 8/31/12.

Add a comment letting Payroll know hours should be blank.

- If hours are posted, Payroll will send you an email requesting the absences be posted to the next month.

ORACLE

Favorites | Main Menu: Long Beach, City College > Time & Attendance > Time, Absence Entry & Approval > Absence Data Entry-Salaried

Absence Data Entry-Salaried

Job Info.

ID: Rcd#: 0 Pay Period End: 07/31/2012
 Jobcode: C48730 Dept:
 Paygroup: C12 Ben Prog: AFT Next Action: 08-01-2012 Return from Wo
 Entry Type: RS Entry Status: X

Leave Balances

Sick Bal 806.550000 Vacation Bal 252.660000
 IA Bal 480.000000 STAT Bal 800.000000 Comp Time Bal

Absence Info.

*Date	Start Time	StopTime*ERNCD	Hrs	Comments:	Appr OprID	OprID
06/07/2012		VAC	4.00		TARSMGR	TSCRUGGS
06/28/2012		VAC	8.00		TARSMGR	TSCRUGGS

Calculate Total Hours LBC Total Hours: 12.00 Comments: sent e/m to ts to rekey into n/a 8/31/12 = eh (st)

Add a comment letting Payroll know hours should be blank.

TARS – Absences Entry

10. Once an Absence is created and Save, you cannot delete it.

- If an entry was made in error, enter a date and earn code. Keep the Hours box empty. Put a comment stating it was entered in error and click Save.

ORACLE

Favorites | Main Menu | Long Beach, City College > Time & Attendance > Time, Absence Entry & Approval > Absence Data Entry-Salaried

Absence Data Entry-Salaried

Job Info.

ID: Rcd#: 0 Pay Period End: 07/31/2012
Jobcode: C46100 Instructional Assistant Dept: 053800 Computer and Office Studies II
Paygroup: C12 Ben Prog: AFT Next Action: 08-01-2012 Return from Wo
Entry Type: RS Entry Status: X

Leave Balances

Sick Bal 391.770000 Vacation Bal 80.070000
IA Bal 216.000000 STAT Bal 350.000000 Comp Time Bal

Absence Info. Find | View All | First 1 of 1 Last

*Date	Start Time	StopTime	*ERNCD	Hrs	Comments:	Appr OprID	OprID
06/04/2012			VAC			TARSMGR	KEACH

[Calculate Total Hours](#) LBC Total Hours: Comments: To be entered on 8/31/2012
PPF ka

Save Return to Search Notify Add Update/Display