



COPPIN STATE UNIVERSITY

FY11 Supervisor Tracking Administrative/Furlough Leave

The following procedure is to be used by a supervisor to track an employee's usage of FY11 accumulated Administrative/Furlough Leave hours. Please refer to the President's memo dated 8/11/10 to determine the accumulated Administrative/Furlough Leave by salary for each employee.

Access the employee time entry history

Navigate to CSU Manager Timekeeping > Manager Timekeeping > View > Time Entry History.

Enter the employee ID or use the look up icon to search by last name or click search for a list of employees in your department. Select the employee whose history you wish to view.

Use the filter at the top of the history page to define your search. Enter the begin date, end date and TRC = FRTK. Click Refresh Rows.

Reselect this Employee's processed time using criteria below

From Date: 12/19/2009 Thru Date: 01/01/2010 TRC: FRTK

Date	D-Day	TRC	Hours	Comment
12/23/2009	<input type="checkbox"/>	FRTK	8.00	
12/24/2009	<input type="checkbox"/>	FRTK	8.00	

The display will show the user the dates and hours reported for Administrative/Furlough Leave.