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Background

Absence Management Self Service allows employees to enter absences daily. Planned absences can also be reported in advance. Reporting absences certifies work attendance and provides justification for time away from the workplace.

For more details regarding leave of absences without pay, leave of absences with pay, sick leave, personal holiday and vacation time, please refer to the <u>appropriate bargaining unit</u> agreement.

Deadlines

Deadlines for entering absences, including "No Leave Taken" can be found on the <u>Human Resources/Payroll webpage</u>. Email reminders are sent to all employees after the final day of the pay period. Pay period dates do not always correspond with the beginning and end dates of the calendar months.

Note: Department timekeepers may establish earlier deadlines to allow for review and correction of absences prior to approval. Entering absences timely ensures accurate time reporting.

Navigating to the Report and View Absences Page

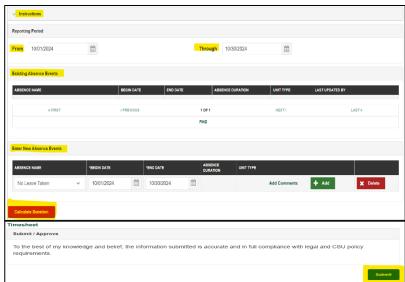
Login to the My Sac State portal at my.csus.edu.

Select "Report Absences" under "Employee Quick Links":



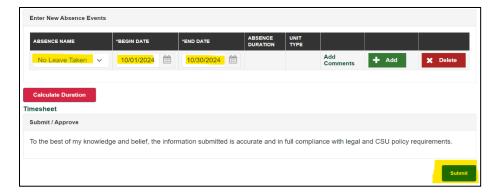
The Report and View Absences page includes:

- Click for Instructions
- From and Through Date selectors
- Existing Absence Events
- Enter New Absence Events
- Calculate Duration button
- Submit button



Reporting No Leave Taken

The default option for absences is "No Leave Taken". Review the pay period dates to ensure entries are for the current pay period. Click "Submit".



Reporting Absences

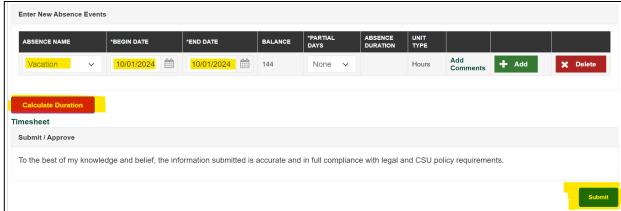
In the Report and View Absence page, select an absence type from the drop-down menu under "Absence Name". The list of available absence types will vary, depending on the applicable bargaining unit.

After selecting an absence type, enter the begin and end dates (or click on the calendar icon to choose a date). Click on "Calculate Duration". After entering absences, click "Submit".

Notes:

- Absence dates cannot begin or end on a campus holiday.
- Absences cannot exceed the available balance.





Non-Exempt status and Partial Days

Non-exempt employees may report absences as partial hours. Select "Partial Hours" from the Partial Days drop down menu. Then, enter hours under the "Hours per Day".



Adding Comments

Some absences require adding a comment, such as Sick Family Care. When required, the "Add Comments" link will appear in red. Click on the link to add a comment for the associated absence. Then, select "Save Comments".

Adding/Deleted Absence Rows

To report additional absences/types, select the "+ Add" button at the end of the row. To remove a row, select the "X Delete" button at the end of the row.

Calculate Duration and Submit

Remember to select the:

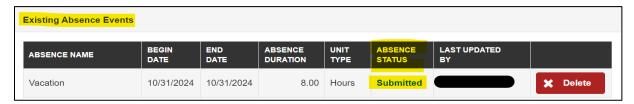
- "Calculate Duration" button to display the duration of each absence.
- "Submit" button to report the absences.



Absence Submission Status

After submission, the absence entries move up to the "Existing Absence Events" section and displays a status related to the absence. "Absence Status" types include:

- Submitted: Pending approval by a manager
- Reviewed: Timekeeper reviewed the reported absences.
- Needs Correction: Timekeeper/Manager reviewed the time, but corrections are needed.



Correcting an Absence Entry

Absences displayed as "Submitted" or "Needs Correction" can be edited during open pay periods. When notified that a correction is needed, navigate to the Report and View absences page. Locate the absence that needs correcting and select the trash can icon next to the entry. Click "yes" to submit. Re-enter the absence entry with the correct information and select "Submit".

If corrections are needed for a prior pay period that is closed, contact Payroll.

Viewing Leave Balances

Login to the My Sac State portal at my.csus.edu. Select "Current Leave Balance" under "Employee Ouick Links".

