

# Absence Management Self Service - Employee

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# Absence Management Self Service - Employee

## 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 [appropriate bargaining unit agreement](#).

## Deadlines

Deadlines for entering absences, including “No Leave Taken” can be found on the [Human Resources/Payroll webpage](#). 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](http://my.csus.edu).

Select “Report Absences” under “Employee Quick Links”:

### Employee Quick Links

Employee Center  
Report Absences

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

The screenshot displays the 'Report and View Absences' page. At the top, there is an 'Instructions' button. Below it, the 'Reporting Period' is set from 10/01/2024 to 10/30/2024. The 'Existing Absence Events' section shows a table with one entry: 'No Leave Taken' from 10/01/2024 to 10/30/2024. Below this, the 'Enter New Absence Events' section has a table with the same entry and buttons for 'Add Comments', '+ Add', and 'X Delete'. A 'Calculate Duration' button is also present. At the bottom, there is a 'Timesheet' section with a 'Submit / Approve' button and a disclaimer: 'To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.'

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## 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”.

Enter New Absence Events

ABSENCE NAME	*BEGIN DATE	*END DATE	ABSENCE DURATION	UNIT TYPE	Add Comments	+ Add	X Delete
No Leave Taken	10/01/2024	10/30/2024				+	X

Calculate Duration

**Timesheet**

Submit / Approve

To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.

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.

**ABSENCE NAME**

Select

- Bereavement/Funeral
- Dock
- Holiday ADO Expiring Earn
- Holiday ADO Expiring Take
- Jury Duty
- Maternity/Paternity
- Mil Spouse/Domestic Partner
- Military Leave
- No Leave Taken
- PAL/FFCRA
- Personal Holiday
- Sick - Bereavement
- Sick - Family Care
- Sick - Self
- Vacation

Select v

Enter New Absence Events

ABSENCE NAME	*BEGIN DATE	*END DATE	BALANCE	*PARTIAL DAYS	ABSENCE DURATION	UNIT TYPE	Add Comments	+ Add	X Delete
Vacation	10/01/2024	10/01/2024	144	None		Hours		+	X

Calculate Duration

**Timesheet**

Submit / Approve

To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.

Submit

## 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”.

*PARTIAL DAYS	HOURS PER DAY	ABSENCE DURATION	UNIT TYPE	Add Comments	+ Add	X Delete
Partial	4.00	4.00	Hours		+	X

# Absence Management Self Service - Employee

## 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.

The screenshot shows a section titled "Calculate Duration" with a "Timesheet" sub-section. Below this, there is a "Submit / Approve" button and a text box containing a disclaimer: "To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements." A "Submit" button is located at the bottom right of the form.

## 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.

Existing Absence Events						
ABSENCE NAME	BEGIN DATE	END DATE	ABSENCE DURATION	UNIT TYPE	ABSENCE STATUS	LAST UPDATED BY
Vacation	10/31/2024	10/31/2024	8.00	Hours	Submitted	

## 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](http://my.csus.edu). Select “Current Leave Balance” under “Employee Quick Links”.

