

Absence Management Self Service - Faculty

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Absence Management Self Service - Faculty

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 [California Faculty Association bargaining agreement found on the California State University website](#).

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.

- The dates do not always correspond with the beginning and end dates of the calendar months.
- The academic calendar varies from the payroll calendars setup by the State Controller’s Office.
- Please carefully review the payroll calendar for specific academic notations (e.g. AY = 22 days).

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

The screenshot shows the "Report and View Absences" page. At the top, there's a "Reporting Period" section with "From" and "Through" date selectors, both set to 10/01/2024. Below this is a table for "Existing Absence Events" with columns for Absence Name, Begin Date, End Date, Absence Duration, Unit Type, and Last Updated By. The table shows one entry for "No Leave Taken" with a duration of 1 OF 1. Below the table is a section for "Enter New Absence Events" with a similar table structure. The "No Leave Taken" entry is selected, and there are "Add" and "Delete" buttons. At the bottom, there's a "Calculate Duration" button and a "Submit / Approve" section with a "Submit" button.

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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

Sabbatical or Difference in Pay (DIP) leave

Select “No Leave Taken” for the applicable time period. Entries may be made up to two months prior.

Reporting Absences

In the Report and View Absence page, select an absence type from the drop-down menu under “Absence Name”.

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.
- Enter absences for each workday an absence occurred (versus each class day an absence occurred).

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

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

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For split Chair and Tenured/Tenure-Track Faculty appointments:

- When reporting any absences (except “vacation”), enter absences for both positions listed. The system will calculate the appropriate number of hours charged based on the FTE appointment.
- When reporting “vacation”, report under the position where the vacation was accrued (most likely the Chair position).

Temporary Faculty (Lecturers) and Partial Days

Temporary faculty with less than full-time appointments may report absences as partial hours using a daily rate. To determine the daily rate, multiply a full day (8 hours) by the appointed time-base or FTE. Example:

For .50 FTE, multiply $8 * .50 = 4.00$ hours/day.

PARTIAL DAYS	HOURS PER DAY	ABSENCE DURATION	UNIT TYPE			
Partial <input type="text"/>	4.00 <input type="text"/>	4.00	Hours	Add Comments	<input type="button" value="+ Add"/>	<input type="button" value="X Delete"/>

Select “Partial Hours” from the Partial Days drop down menu. Then, enter hours under the “Hours per Day”.

Please refer to [Appendix I](#) for the table to convert WTUs to FTEs.

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 web interface with a yellow button labeled "Calculate Duration" at the top left. Below it is a section titled "Timesheet" with a "Submit / Approve" button. A text box contains the statement: "To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements." At the bottom right, there is a yellow button labeled "Submit".

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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		

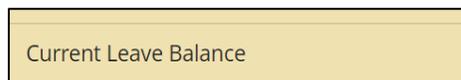
Correcting an Absence Entry

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 “X Delete” button 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 Quick Links”.



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Appendix 1: Faculty Unit Conversion Table

Faculty Unit/Fraction Conversion Table											
Weighted Teaching Units	FTE Equivalent	Hours per Day for Absence Reporting	Weighted Teaching Units	FTE Equivalent	Hours per Day for Absence Reporting	Weighted Teaching Units	FTE Equivalent	Hours per Day for Absence Reporting	Weighted Teaching Units	FTE Equivalent	Hours per Day for Absence Reporting
0.1	0.01	0.05	4.0	0.27	2.13	8.0	0.53	4.27	12.0	0.80	6.40
0.2	0.01	0.11	4.1	0.27	2.19	8.1	0.54	4.32	12.1	0.81	6.45
0.3	0.02	0.16	4.2	0.28	2.24	8.2	0.55	4.37	12.2	0.81	6.51
0.4	0.03	0.21	4.3	0.29	2.29	8.3	0.55	4.43	12.3	0.82	6.56
0.5	0.03	0.27	4.4	0.29	2.35	8.4	0.56	4.48	12.4	0.83	6.61
0.6	0.04	0.32	4.5	0.30	2.40	8.5	0.57	4.53	12.5	0.83	6.67
0.7	0.05	0.37	4.6	0.31	2.45	8.6	0.57	4.59	12.6	0.84	6.72
0.8	0.05	0.43	4.7	0.31	2.51	8.7	0.58	4.64	12.7	0.85	6.77
0.9	0.06	0.48	4.8	0.32	2.56	8.8	0.59	4.69	12.8	0.85	6.83
1.0	0.07	0.53	4.9	0.33	2.61	8.9	0.59	4.75	12.9	0.86	6.88
1.1	0.07	0.59	5.0	0.33	2.67	9.0	0.60	4.80	13.0	0.87	6.93
1.2	0.08	0.64	5.1	0.34	2.72	9.1	0.61	4.85	13.1	0.87	6.99
1.3	0.09	0.69	5.2	0.35	2.77	9.2	0.61	4.91	13.2	0.88	7.04
1.4	0.09	0.75	5.3	0.35	2.83	9.3	0.62	4.96	13.3	0.89	7.09
1.5	0.10	0.80	5.4	0.36	2.88	9.4	0.63	5.01	13.4	0.89	7.15
1.6	0.11	0.85	5.5	0.37	2.93	9.5	0.63	5.07	13.5	0.90	7.20
1.7	0.11	0.91	5.6	0.37	2.99	9.6	0.64	5.12	13.6	0.91	7.25
1.8	0.12	0.96	5.7	0.38	3.04	9.7	0.65	5.17	13.7	0.91	7.31
1.9	0.13	1.01	5.8	0.39	3.09	9.8	0.65	5.23	13.8	0.92	7.36
2.0	0.13	1.07	5.9	0.39	3.15	9.9	0.66	5.28	13.9	0.93	7.41
2.1	0.14	1.12	6.0	0.40	3.20	10.0	0.67	5.33	14.0	0.93	7.47
2.2	0.15	1.17	6.1	0.41	3.25	10.1	0.67	5.39	14.1	0.94	7.52
2.3	0.15	1.23	6.2	0.41	3.31	10.2	0.68	5.44	14.2	0.95	7.57
2.4	0.16	1.28	6.3	0.42	3.36	10.3	0.69	5.49	14.3	0.95	7.63
2.5	0.17	1.33	6.4	0.43	3.41	10.4	0.69	5.55	14.4	0.96	7.68
2.6	0.17	1.39	6.5	0.43	3.47	10.5	0.70	5.60	14.5	0.97	7.73
2.7	0.18	1.44	6.6	0.44	3.52	10.6	0.71	5.65	14.6	0.97	7.79
2.8	0.19	1.49	6.7	0.45	3.57	10.7	0.71	5.71	14.7	0.98	7.84
2.9	0.19	1.55	6.8	0.45	3.63	10.8	0.72	5.76	14.8	0.99	7.89
3.0	0.20	1.60	6.9	0.46	3.68	10.9	0.73	5.81	14.9	0.99	7.95
3.1	0.21	1.65	7.0	0.47	3.73	11.0	0.73	5.87	15.0	1.00	8.00
3.2	0.21	1.71	7.1	0.47	3.79	11.1	0.74	5.92			
3.3	0.22	1.76	7.2	0.48	3.84	11.2	0.75	5.97			
3.4	0.23	1.81	7.3	0.49	3.89	11.3	0.75	6.03			
3.5	0.23	1.87	7.4	0.49	3.95	11.4	0.76	6.08			
3.6	0.24	1.92	7.5	0.50	4.00	11.5	0.77	6.13			
3.7	0.25	1.97	7.6	0.51	4.05	11.6	0.77	6.19			
3.8	0.25	2.03	7.7	0.51	4.11	11.7	0.78	6.24			
3.9	0.26	2.08	7.8	0.52	4.16	11.8	0.79	6.29			
			7.9	0.53	4.21	11.9	0.79	6.35			