

# Absence Management Self Service - Manager

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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 [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 Approve Reported Absences Page

Login to the My Sac State portal at [my.csus.edu](http://my.csus.edu).  
Select “Approve Reported Hours” (or “Approve Reported Absences”) under “Employee Quick Links”:

Employee Quick Links
Employee Center
Report Absences
Approve Reported Hours

## Approve Absences Entered by Employees

The Approve Reported Absences page displays:

- Direct reports as well as employees assigned to an alternate approver
- Click on column headers to re-sort data in the column.
- “Current Period Absences” displays statuses:
  - None: No absences entered.
  - Appr: Absences approved.
  - Sub: Absences submitted and pending approval.

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- To view specific absence entries in the “Existing Absence Events” page, select an individual check box or the “Select All” button, then “Continue”.

## Existing Absence Events

- “Existing Absence Events” only displays employees whose absences are not approved.
  - Absences entered by a timekeeper or a designated non MPP level supervisor will appear with a “Reviewed” status.
- Under the “Approve” column select the boxes for each employee to approve. Select “Submit”.
- The “Approval Confirmation” page displays. Select “Ok”.
- The “Approve Reported Absences” page displays updated statuses in the “Current Period Absence” column.

Approval Confirmation

Your Absence Event was approved and any Review Status changes were saved.  
All the Absent Events from your selection have been approved. You will now be returned to the *Approve Reported Absences* page.

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## Correcting an Absence Entry

Absences can be corrected or edited during open pay periods. Locate the absence that needs correcting and in the “Review Status” column, select “Need Corr”. Then, select “Add Comment” to communicate the correction needed from the employee. Click “Save Comments” and return to the previous screen. The “Edit Comments” column displays the employee absences with comments.

EMP ID	RCD#	NAME	ABSENCE NAME	BEGIN DATE	END DATE	DURATION	UNIT TYPE	APPROVE	REVIEW STATUS	EDIT COMMENT
1	0		Sick - Self	10/07/2024	10/07/2024	8.00000	Hours	<input checked="" type="checkbox"/>	Reviewed	Edit Comment

Note: Absences that need correction/editing cannot be approved.

If corrections are needed for a prior pay period that is closed, contact [Payroll](#).

## View Employee Absence Balances

Navigate to the “Manager Self Service” menu. Select “Employee Absence Balances” to view current and prior absence balances for employees.

- Manager Self Service
- Employee Absence Balances
- Reported Time
- Payable Time

In the employee selection screen criteria fields, enter a department (to view all employees in a department) or employee ID (to view an individual record). Select the “Search” button to display balances for Sick, Vacation and available Personal Holiday. Select the down arrow next to the type of absence balance to view additional details.

EmplID: [blank]  
Empl Rcd#: 0  
Last Period Finalized: 2024-09  
Payroll Status: Active  
Department: [blank]  
Union Code: [blank]

All Absence Balances

- Absence Balances
- Compensatory Time Balances
- State Service for Absences

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## Graduated Vacation Chart

Select the “Graduated Vacation Chart” link to display the monthly vacation accrual rates, along with the maximum vacation accrual allowances, based on the service requirements. Press the “Esc” key to return to the Manager Balance Inquiry page.

Press Esc to Return

SUMMARY OF VACATION ACCRUAL RATES			SUMMARY OF MAXIMUM VACATION AND CTO CATEGORIES				
SERVICE REQUIREMENTS*	MONTHLY VACATION ACCRUAL RATE	DAYS ACCRUED PER YEAR	BARGAINING UNIT OR CLASSIFICATION	ANNUAL CTO MAX*	FLSA ANNUAL CTO MAX**	MAX VACATION: 10 YEARS OR LESS SERVICE	MAX VACATION: MORE THAN 10 YEARS OF SERVICE
0-3 YEARS: 1 TO 36 MONTHS	6 2/3 HOURS	10	MPS	N/A	N/A	480 HOURS	480 HOURS
3-6 YEARS: 37 TO 72 MONTHS	10 HOURS	15	MBO	N/A	N/A	384 HOURS	440 HOURS
6-10 YEARS: 73 TO 120 MONTHS	11 1/3 HOURS	17	UNIT 1	N/A	N/A	320 HOURS	440 HOURS
10-15 YEARS: 121 TO 180 MONTHS	12 2/3 HOURS	19	UNIT 2	120 HOURS	240 HOURS	320 HOURS	440 HOURS
15-20 YEARS: 181 TO 240 MONTHS	14 HOURS	21	UNIT 3	N/A	N/A	320 HOURS	440 HOURS
20-25 YEARS: 241 TO 300 MONTHS	15 1/3 HOURS	23	UNIT 4	120 HOURS	240 HOURS	320 HOURS	440 HOURS
OVER 25 YEARS: 301 MONTHS AND UP	16 HOURS	24	UNIT 5	120 HOURS	240 HOURS	320 HOURS	440 HOURS
VACATION ACCRUAL RATES FOR ELIGIBLE CLASSIFICATIONS IN:			UNIT 6	240 HOURS	240 HOURS	272 HOURS	384 HOURS
EXECUTIVE (MPS), MANAGEMENT (MBO), CONFIDENTIAL (CPS), FACULTY (UNIT 3) AND ACADEMIC STUDENT (UNIT 11)			UNIT 7	120 HOURS	240 HOURS	320 HOURS	440 HOURS
			UNIT 8	200 HOURS***	480 HOURS	320 HOURS	440 HOURS
			UNIT 9	120 HOURS	240 HOURS	320 HOURS	440 HOURS
			UNIT 10	240 HOURS	240 HOURS	272 HOURS	384 HOURS
			UNIT 11	N/A	N/A	80 HOURS	80 HOURS
			E99	120 HOURS	240 HOURS	272 HOURS	384 HOURS
			C99	120 HOURS	240 HOURS	384 HOURS	440 HOURS

\* In terms of full-time service  
9/22/22

\*\*PER MOU/Policy  
\*\*\*PURSUANT TO FAIR LABOR STANDARDS ACT  
\*\*\*REFER TO APPROPRIATE MOU

## Reporting No Leave Taken or Absences on Behalf of an Employee

Navigate to the “Manager Self Service” menu. Select “Manager Absence Entry” to display and select an employee.

The “Manager Absence Entry” page includes:

- Reporting Period From and Through Date selectors
- Existing Absence Events
- Enter New Absence Events
- Calculate Duration button
- Submit/Approve button

Manager Self Service

- Employee Absence Balances
- Reported Time
- Payable Time
- Payable Time Summary
- Payable Time Detail
- Approve Reported Absences
- Approve Time and Absences
- Manager Absence Entry**
- Timesheet

Existing absences for the current pay period will be displayed under the “Existing Absence Events” section.

Under the “Enter New Absence Events” section, select an absence type to enter, such as “No Leave Taken” or “Vacation”.

Select “Add Comments” to explain the absence entry.

Reporting Period

From 10/01/2024 Through 10/30/2024

Existing Absence Events

ABSENCE NAME	BEGIN DATE	END DATE	ABSENCE DURATION	UNIT TYPE	ABSENCE STATUS	LAST UPDATED BY
Sick - Self	10/07/2024	10/07/2024	8.00	Hours	Approved	Delete
Vacation	10/09/2024	10/09/2024	8.00	Hours	Approved	Delete

Enter New Absence Events

ABSENCE NAME	BEGIN DATE	END DATE	ABSENCE DURATION	UNIT TYPE	ADD COMMENTS	ADD	DELETE
Select	10/01/2024	10/01/2024	8.00	Hours	Add Comments	Add	Delete

Calculate Duration

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.

Previous Employee In List Next Employee In List Submit / Approve

## Temporary Faculty (Lecturers)/Non-Exempt Staff and Partial Days

Temporary faculty (with less than full-time appointments) or non-exempt staff 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	ADD COMMENTS	ADD	DELETE
Partial	4.00	4.00	Hours	Add Comments	Add	Delete

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

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

## *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.

## *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).

## *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/Approve” button to report the absences.

## *Absence Submission Status*

After submission, the absence entries move up to the “Existing Absence Events” section and displays an “Approved” status related to the absence.

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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			