

## Manager Absence Entry

This guide outlines the process to enter or correct absences on behalf of employee or verify what you have approved. The entry automatically goes into approved status and is not able to be edited by the employee. A system generated e-mail is sent to the employee to let them know an absence has been entered on their behalf.

Main Menu > Manager Self Service > Time Management > Report Time > **Manager Absence Entry**

Manager Absence Entry

[Click for Instructions](#)

Employees									
Emplid	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title	
000	0	Appr		Active	33205	Information Technology	0420	Info Tech Consultant 12 Mo	
002	2	Appr		Active	33205	Information Technology	0420	Info Tech Consultant 12 Mo	
000	0	Appr		Active	33205	Information Technology	0410	Operating Sys Analyst 12 Mo	
000	0	Appr		Terminated	33205	Information Technology	0420	Info Tech Consultant 12 Mo	
002	0	Appr		Active	33205	Information Technology	0430	Network Analyst 12 Mo	
000	0	Appr		Active	33205	Information Technology	0420	Info Tech Consultant 12 Mo	
000	1	None		Active	33205	Information Technology	0420	Info Tech Consultant 12 Mo	
000	0	Appr		Active	33205	Information Technology	0420	Info Tech Consultant 12 Mo	
000	0	Appr		Active	33205	Information Technology	0420	Info Tech Consultant 12 Mo	
000	0	Appr		Active	33205	Information Technology	0430	Network Analyst 12 Mo	
000	0	Sub		Active	33205	Information Technology	0440	Equip Systems Specialist 12 Mo	
002	0	Appr		Active	33205	Information Technology	0420	Info Tech Consultant 12 Mo	
003	0	Appr		Active	33205	Information Technology	0410	Operating Sys Analyst 12 Mo	

1. Select an employee by clicking on the Employee ID

**Report and View Employee Absences**

Lecturer AY 2358  
Criminal Justice 20049  
[Click for instructions](#)

From  Through

**Existing Absence Events** Personalize | Find | First 1 of 1 Last

Absence Name	Begin Date	End Date	Absence Duration

**Enter New Absence Events**

Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type		
No Leave Taken	<input type="text" value="01/01/2016"/>	<input type="text" value="01/31/2016"/>			Add Comments	+ -

Timesheet

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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2. At the page entry, the Absence Name defaults to "No Time Taken". The Begin and End Dates default to the current Absence period.

**Enter New Absence Events**

Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type		
No Leave Taken	<input type="text" value="01/01/2016"/>	<input type="text" value="01/31/2016"/>			Add Comments	+ -

3. Select the Absence Name from the drop down menu.

4. Then select the Begin and End Dates.

**Enter New Absence Events**

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Absence Duration	Unit Type		
Vacation	<input type="text" value="01/01/2016"/>	<input type="text" value="01/01/2016"/>	33.007	None		Hours	Add Comments	+ -

**Enter New Absence Events**

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Absence Duration	Unit Type		
Vacation	<input type="text" value="01/11/2016"/>	<input type="text" value="01/11/2016"/>	33.007	None	8.00	Hours	Add Comments	+ -

Timesheet

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5. To enter Partial Days, select Partial Hours from the drop down and enter the appropriate hours in the "Hours Per Day" field.

6. Then click on the "Calculate Duration" button and validate that the correct number of hours are displayed in the "Absence Duration" field.

7. To enter another absence, click on the plus (+) button to

add a row and continue as instructed above until all absences have been entered.

8. If you enter a plus (+) row in error, click on the minus (-) button on the row you want deleted (prior to submitting).

From  Through

**Existing Absence Events** Personalize | Find | First 1 of 1 Last

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By

**Enter New Absence Events**

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type		
Sick - Self	<input type="text" value="08/02/2016"/>	<input type="text" value="08/02/2016"/>	0	Partial Days	<input type="text" value="4.00"/>	4.00 Hours		Add Comments	<input type="button" value="+"/> <input type="button" value="-"/>

Timesheet

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9. Review the information carefully and click on the Submit/Approve button to submit an absence for approval.

10. Click "Ok" on the confirmation page and an e-mail is automatically sent to the employee letting them know an absence has been entered on their behalf

### Submit Confirmation

The Absence(s) were submitted successfully.

**The following Absence Request has been entered for you by \_\_\_\_\_ :**

Absence ..: Sick - Self  
 Start Date: 2012-01-19  
 End Date..: 2012-01-19  
 Duration..: 5 Hours