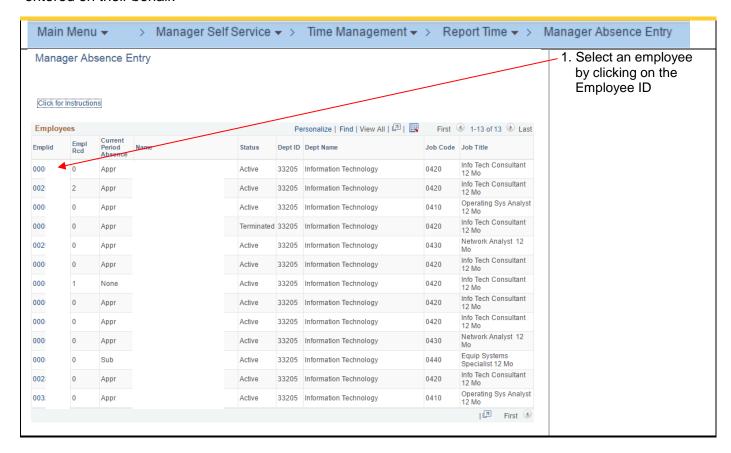
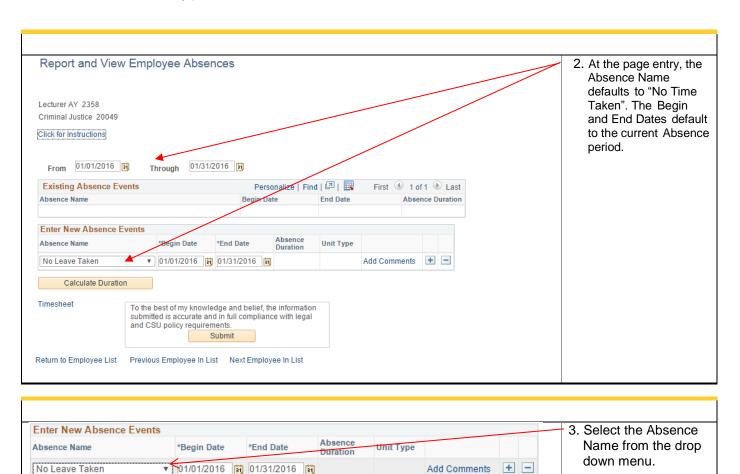
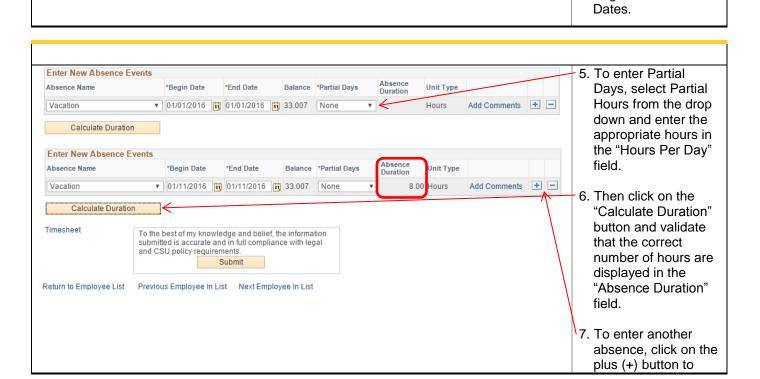
Manager Absence Entry

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.







Calculate Duration

4. Then select the

Begin and End

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- add a row and continue as instructed above until all absences have been entered.
- If you enter a plus

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

