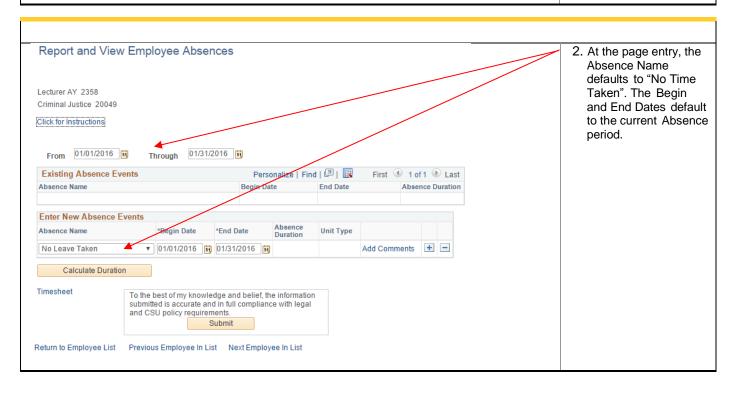# Timekeeper Absence Entry

This guide outlines the process to enter or correct absences on behalf of employee. The entry automatically goes into reviewed 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 ▾ | > | Timekeeper Absence Entry |

Timekeeper Absence Entry

Click for Instructions

Employees   Personalize | Find | View 100 | 🗗 | 🔣   First ◀ 1-25 of 1431 ▶ Last

Emplid	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Position	Job Code	Job Title
	0	None		Active	20049	Criminal Justice	00001929	2358	Lecturer AY
	0	None		Active	52301	Tutoring Center	00001702	1150	Instr Stdnt Asst
	0	None		Active	30030	Academic Affairs, Vice Provost	00001079	1800	Casual Worker
	1	None		Active	20010	Nursing	00002433	1800	Casual Worker
	0	None		Active	20002	Politics & Public Admin	00000185	2360	Instr Fac AY
	1	None		Active	20010	Nursing	00002817	1800	Casual Worker
	0	None		Active	20019	Mathematics	00000724	2358	Lecturer AY
	0	None		Active	20021	Music	00000145	2360	Instr Fac AY
	3	None		Active	20037	Honors	00002700	2358	Lecturer AY
	0	None		Active	20004	Anthropology	00000713	2358	Lecturer AY
	2	None		Active	20049	Criminal Justice	00001929	2358	Lecturer AY
	2	Appr		Active	34201	Admissions	00001169	1038	Admin Analyst/Spclst 12 Mo
	1	None		Active	52301	Tutoring Center	00001702	1150	Instr Stdnt Asst
	0	None		Active	21006	Mgmt Operations and Marketing	00000737	2358	Lecturer AY

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 01/01/2016 📅   Through 01/31/2016 📅

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 ▾	01/01/2016 📅	01/31/2016 📅			Add Comments	➕ ➖

[Calculate Duration]

Timesheet

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

[Submit]

Return to Employee List   Previous Employee In List   Next Employee In List

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

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

4. Then select the Begin and End Dates.

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).

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Absence Duration	Unit Type			
Vacation ▼	01/11/2016 📅	01/11/2016 📅	33.007	None ▼	8.00	Hours	Add Comments	➕	➖

Calculate Duration

Timesheet

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

Submit

Return to Employee List   Previous Employee In List   Next Employee In List

Submit Confirmation

✔ The Absence(s) were submitted successfully.

OK

```
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
```

9. Review the information carefully and click on the "Submit" 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