

Absence Entry

This guide outlines the process to enter your absences.

Step 1:

Navigate to Self
Service>Time
Reporting>Report
Time>Report and
View Absences



Step 2:

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

[Click for instructions](#)

From 12/01/2011 Through 12/31/2011

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

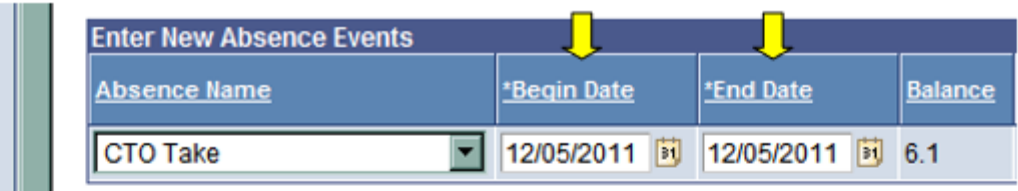
Enter New Absence Events					
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	
No Time Taken	12/01/2011	12/31/2011			Add Comments

Step 3:

Select the Absence
Name from the drop-
down menu.

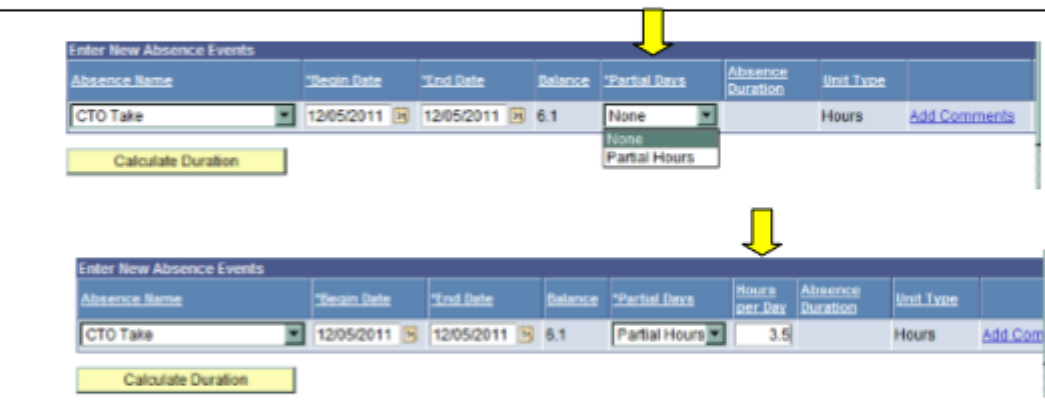
- Adoption / Foster Care
- Bereavement/Funeral
- CTO Premium Earn
- CTO Straight Earn
- CTO Take
- Dock
- Holiday ADO Expiring Earn
- Holiday ADO Expiring Take
- Holiday CTO Premium Earn
- Holiday CTO Straight Earn
- Holiday CTO Take
- Jury Duty
- Mil Spouse/Domestic Partner
- Military Leave
- No Time Taken
- Organ Donor/Bone Marrow
- Parental Leave
- Personal Holiday
- Professional Development
- Sick - Bereavement
- Sick - Family Care
- Sick - Self
- Union Non-Reimbursed
- Union Reimbursed
- Vacation
- CTO Take

Step 4:
Select the Begin and End Dates.



Absence Name	*Begin Date	*End Date	Balance
CTO Take	12/05/2011	12/05/2011	6.1

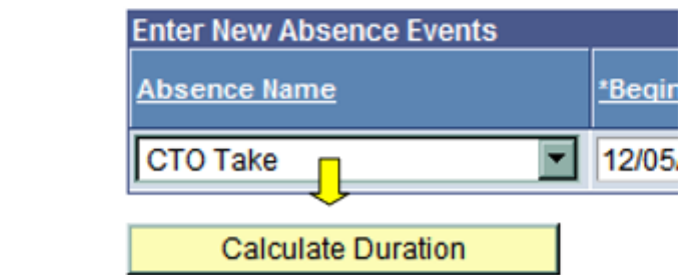
Step 5:
To enter Partial Days, select Partial Hours from the drop down and enter the appropriate hours in the "Hours Per Day" field.



Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Absence Duration	Unit Type
CTO Take	12/05/2011	12/05/2011	6.1	Partial Hours		Hours

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type
CTO Take	12/05/2011	12/05/2011	6.1	Partial Hours	3.5		Hours

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



Absence Name	*Begin Date
CTO Take	12/05/2011

Calculate Duration

Step 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.

Days	Hours per Day	Absence Duration	Unit Type		
1 Hours	3.50	3.50	Hours	Add Comments	+ -

Step 8:

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

Days	Hours per Day	Absence Duration	Unit Type		
1 Hours	3.50	3.50	Hours	Add Comments	+ -

Step 9:

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

Click "Ok" on the confirmation page.

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

Submit

Submit Confirmation

✓ The Absence(s) were submitted successfully.

OK