

# 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.

**Step 1:**

Go to Manager Self Service>Time Management>Report Time>Manager Absence Entry

At the employee selection page select an employee by clicking on the Employee ID

### Manager Absence Entry

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[Click for instructions](#)

Employees					
Emplid	Empl Rcd	Current Period Absence	Name	Status	Dept ID
██████	0	Sub	██████████	Active	42001
██████	0	Appr	██████████	Active	42001
██████	0	None	██████████	Active	42001

**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			<a href="#">Add Comments</a> + -

**Step 3:**

Select the Absence Name from the drop down menu.

Then select the Begin and End Dates.

<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <ul style="list-style-type: none"> <li>Sick - Bereavement</li> <li>Sick - Family Care</li> <li>Sick - Self</li> <li>Union Non-Reimbursed</li> <li>Union Reimbursed Vacation</li> <li style="border-bottom: 1px solid #ccc;">No Time Taken</li> </ul> </div>	<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span style="border: 1px solid #ccc; padding: 2px;">12/01/2011</span> </div>
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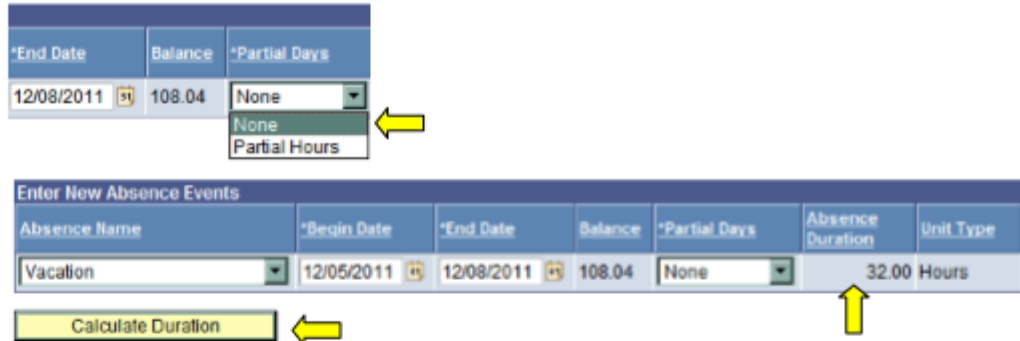
Calculate Duration

Enter New Absence Events		
Absence Name	*Begin Date	*End Date
Vacation	12/05/2011	12/08/2011

**Step 4:**

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

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



*End Date	Balance	*Partial Days
12/08/2011	108.04	None

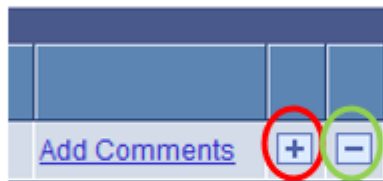
Enter New Absence Events						
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Absence Duration	Unit Type
Vacation	12/05/2011	12/08/2011	108.04	None	32.00	Hours

Calculate Duration

**Step 5:**

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

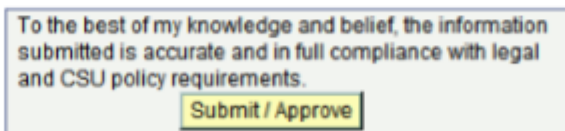


Add Comments

**Step 6**

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

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



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

Submit / Approve

**Submit Confirmation**

The Absence(s) were submitted successfully.

OK