Employee Manage Absences

Overview

This job aid shows employees how to:

- Open CSU Time
- Request absences
- View your absence balances
- View your absence requests
- Cancel absences

Open CSU Time

CSU Time is a central location for managing your time reporting, leave, and absences.

Action	Information
1. If you have multiple Homepages, select the Employee Self Service Homepage.	**Employee Self Service** ▼
2. Select the **Time** tile.	**CSU Time** The **CSU Time** Self Service activity guide opens. What to do next: • Request absences • View your absence balances • View your absence requests • Cancel absences

Request absences

Use the same procedure to request future absences or to report past absences.

Action	Information
1. In CSU Time, select **Request Absence** from the navigation area.	🧳 Request Absence
2. From the *Absence Name menu, select the absence type.	*Absence Name Select Absence Name ⌄ **Optional**: If you have multiple jobs, you must first select the job for which you are requesting the absence. Job Title Job row Dept. Pay Manager *Job Title Dept Chair AY, 8, Psychology, $56.83, *Absence Name Select Absence Name ⌄

3. Complete the request fields:
  A. ***Begin Date.**
  B. **End Date.**
  C. Verify the **Duration.**
  D. **Optional**: Enter **Comments** if needed.
	Request Absence Submit
	
	*Absence Name Vacation ⌄
	*Begin Date: 10/25/2022 Ⓐ 📅
	End Date 10/26/2022 Ⓑ 📅
	Duration 16.00 Ⓒ Hours
	Partial Days None ›
	Forecast
	Comments Ⓓ
	
	IMPORTANT: Compensatory time off is handled on the Enter Time page. For more information, see [Employee Enter Compensatory Time](#) job aid.

Action	Information

4. **Optional:** Request partial days.
 	
  A. Click **Partial Days**.
  B. Select which days are partial days.
    - All Days
    - End Day Only
    - Start Day Only
    - Start and End Days
  C. Enter the number of hours that you are requesting off on the partial days.
  D. Click **Done.**
	Partial Days None **A**
	
	Cancel **Partial Days** **D** Done
	
	Partial Days Start Day Only **B** ⌄
	Begin Date: 10/25/2022
	Duration 5 **C** Hours
	
	• Hourly employees who are eligible for absence management and faculty might use partial days to caculate the number of hours requested.
	• If you select Start and End days, you can specify separate durations for each.
	• The system updates your Duration total based your selections.

5. If the **Forecast** button is visible, select it. Otherwise, skip this step.
 	
  - If you are eligible you can submit.
  - If you are not eligible, you cannot submit.
	Forecast: If this button is visible, you must click **Forecast** before you submit.
	
	Forecast View Eligibility Details
	
	Comments
	
	☑
	
	Attachments
	You have not added any Attachments.
	
	Add Attachment
	
	Balance Information
	
	As Of 01/31/2022 232.00 Hours**
	
	View Balances ←
	
	View Requests
	
	• The Forecast button is displayed only if you must accrue the absence type.
	• Your accrued hours are displayed in the Balance Information section.
	• **IMPORTANT**: Absence balances are truncated to two decimal places on this page for readability, which can result in the appearance of variations between periods.
	• Select **View Balances** to view your sick leave, personal holiday, and vacation balances
	• You can reduce your requested absence, then re-Forecast.

Action	Information
6. Select **Submit**.	Submit
7. Select **Yes** to submit the request.	Are you sure you want to Submit this Absence Request? Yes No Your request is submitted for approval.

View your absence balances

Action	Information
1. In CSU Time, select **CSU Employee Balance Inquiry**.	CSU Employee Balance Inquiry The CSU Employee Balance Inquiry component opens.
2. Select the page to view information about: - Absence Balances - Compensatory Time - Service Accrual - PTO Balances - ETO Balances	**Employee Balance Inquiry** Absence Balances | Compensatory Time | Service Accrual | PTO Balances | ETO Balances Last Name / First Name / Payroll Status / ID / Empl RCD / Department / Union Code / Last Finalized Period 1 Aston Tosha Active 100000937 0 10131 M80 2020-05
3. Select **Details** to open the Absence Balance Detail page.	Details Details You might need to scroll to the right to see the Details link.

Action	Information
4. In the Absences and State Service area, select the type of detail to display in the table. - Vacation - Sick - Personal Holiday - PTO - Vacation SS - Excess	**Absences and State Service** Vacation Sick Personal Holiday PTO Vacation SS Excess **Vacation Balances** |	Period ID	Balances as of Date	Previous Balance	Taken
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1	2020-05	2020-05-31	340.32	0.00
2	2020-04	2020-04-30	388.32	0.00
3	2020-03	2020-03-31	372.32	0.00
4	2020-02	2020-02-29	356.32	0.00
5	2020-01	2020-01-30	0.00	0.00	 **IMPORTANT**: Absence balances are truncated to two decimal places on this page for readability, which can result in the appearance of variations between periods.
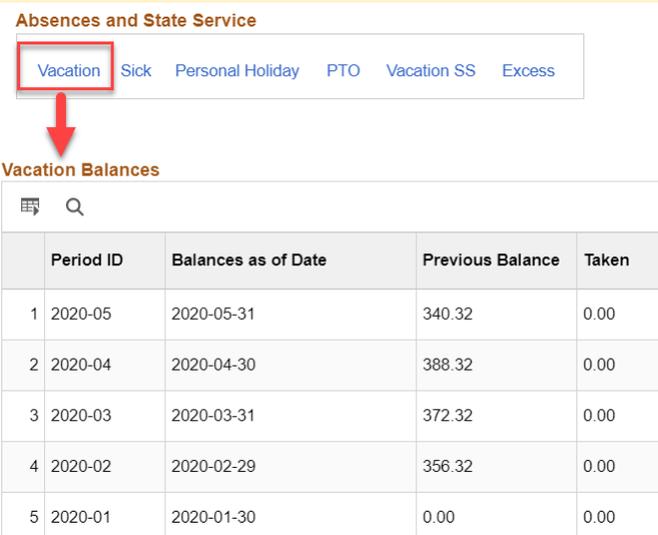
View your absence requests

Action	Information
1. In CSU Time, select View Requests.	View Requests The View Requests page open.
2. Select the request to open the Details page.	**View Requests** View Requests 1 row **Vacation** Canceled 08/24/2020 - 08/28/2020 View Requests 40 Hours ELIGIBLE
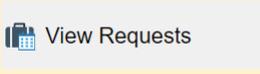
Cancel absences

Action	Information
1. In CSU Time, select **Cancel Absences**.	Cancel Absences
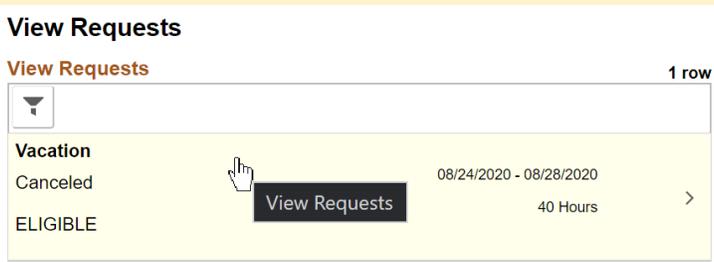
Action	Information
2. Select the request that you want to cancel.	**Cancel Absences** **View Requests** 1 row **Vacation** Submitted View Requests 08/24/2020 - 08/28/2020 40 Hours ›
3. Select Cancel Absence.	**Cancel Absence**
4. Select **Yes** to cancel the absence.	Are you sure you want to Cancel this Absence Request? Yes No **IMPORTANT**: Cancelled absences are not deleted. If you want to request a new absence during the time of a cancelled request, you must find the cancelled absence and resubmit for approval.