

# Absence Management Self Service - Faculty

## Frequently Asked Questions

### **Q: What if I receive an error when I try to access “Report Absences”?**

Clearing the browser cache may resolve the issue. If the error persists, submit an [IRT ticket](#).

### **Q: Who do I contact if I need assistance reporting my absences?**

Please contact your department timekeeper for assistance. You may also contact the Human Resources Payroll department at 916-278-6211 or email: [payroll\\_office@csus.edu](mailto:payroll_office@csus.edu).

For more information and detailed instructions on reporting your time, please consult the [Absence Management](#) section of the Payroll Services website.

### **Q: What other absences would I report?**

In addition to sick leave, personal holiday and vacation, other absences to report may include:

- Bereavement/Funeral Leave
- Sick Bereavement Leave (may supplement bereavement/funeral leave)
- Jury Duty: Refer to [CFA Contract/ Article 23](#) “Leaves of Absence with Pay – Jury Duty Leave”.

For a list of all paid absence types, please refer to the [CFA Contract](#).

### **Q: Are holidays considered an absence?**

No. The holiday calendar is built into the system and holidays do not need to be entered.

### **Q: What if the absences are greater than the accrued leave balance?**

Submitting approved leaves/absences greater than the accrued leave balance results in an error message.

In this situation, report the absence as “dock” time. After entering any absences as “dock”, please notify the department timekeeper, so Payroll can be notified prior to the monthly dock deadline. Any dock time reported after the deadline will be deducted from a future pay period.

### **Q: Are absences reported based on class time/office hours missed?**

Enter absences for each academic workday an absence occurred (versus each class missed). Refer to the [Payroll calendar](#) for academic workdays.

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### Leave Balances

**Q: When will leave balances be updated and available to employees?**

Around the 15th of the month, the prior absence period will be closed. Absences will be deducted from the previous balance and new accruals, if any, will be posted.

**Q: When are leave credits earned and when are they available for use?**

Leave is earned and available for use at the beginning of the pay period following a qualifying pay period. For purposes of calculating sick leave, an employee who is paid eleven (11) or more days is considered to have completed a qualifying pay period.

**Q: How do I view my leave balances?**

Access the Employee Center Self Service using a VPN connection to the [My Sac State portal](#).

**Q: Who should I contact if there is a discrepancy with my leave information?**

Contact the department timekeeper for any discrepancies. Department timekeepers will refer the issue accordingly if additional Payroll assistance is needed.