SACRAMENTO STATE
Redefine the Possible

CMS Absence Management
Self Service - Employee

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Deadlines for reporting and approving absences and No Time Taken

Deadlines for keying your No Leave Taken, or taken absences can be found on the Human Resources, Payroll page.

http://www.csus.edu/hr/departments/payroll/index.html

Note: Your department timekeeper may set an earlier due date/deadline in order to allow for reviewing and correcting absences prior to approvals.

Don't wait to enter your absences! Enter time taken as it occurs, you can even enter time up to one month ahead.

Navigating to Report and View Absences Page

Log into the My Sac State Portal at:

https://my.csus.edu

Using your SacLink Username and SacLink Password

Once logged in, navigate to the middle of the page to the Employee Center.

Navigating to the Report and View Absences Page

In the Employee Center, Choose Report and View Absences link.

The Report and View Absences page appears.

The page includes the following:

a) The page header, with personal information such as name, job code, department

b) From and Through date selectors

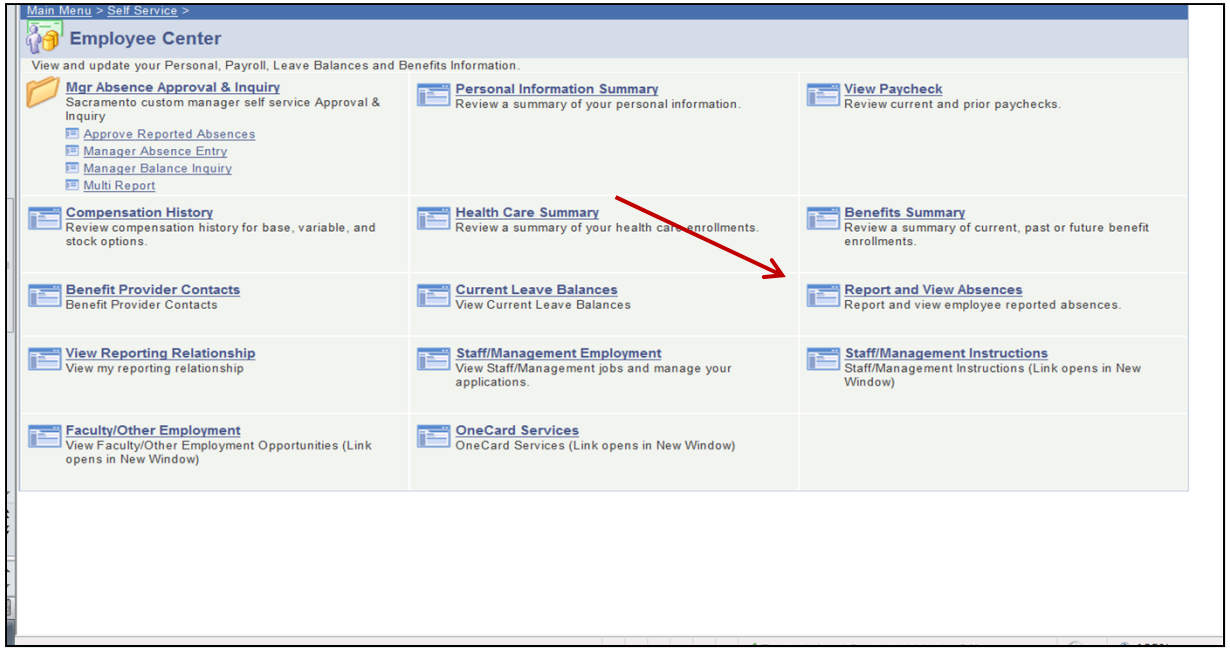
c) Existing absence events

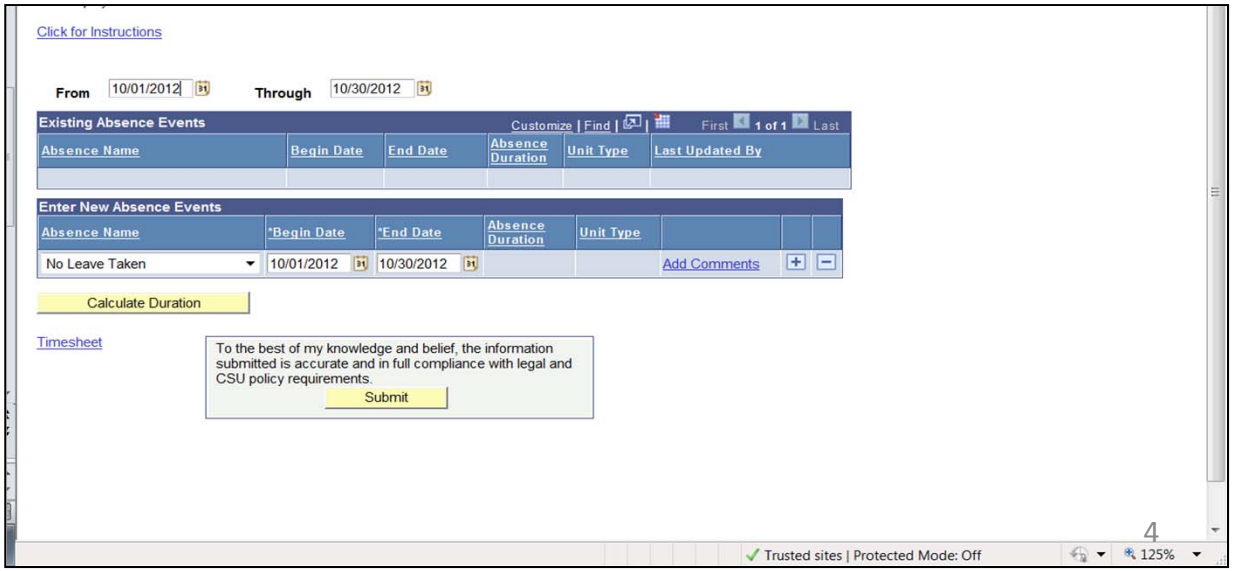
d) Enter new absence events

e) Calculate duration button

f) Submit button

Note: *The From and Through dates at the top of the page default to the current pay period that has not been "closed" by Payroll. You can change these dates to view previous period submissions.*





Reporting an Absence

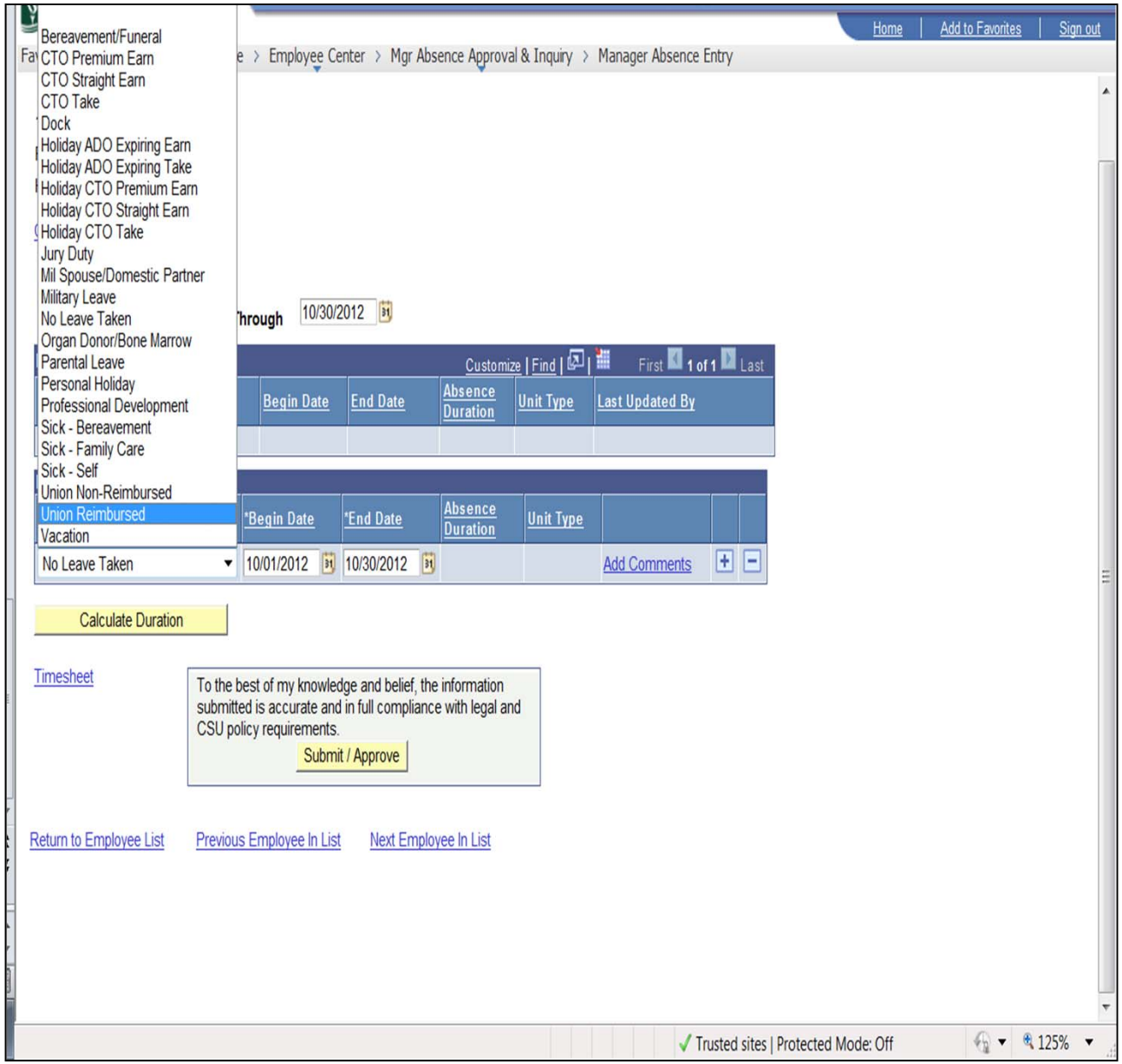
In the Report and View Absences page as described in the previous section.

Select an absence type from the drop down menu under Absence Name.

Note: The types of absences available for you to pick will depend on your classification and bargaining unit.

3. Once picking an absence name, enter the begin date of the absence. You may type in the date or click on the calendar icon and choose a date.

Note: Your absence entry cannot start or end on a campus holiday.

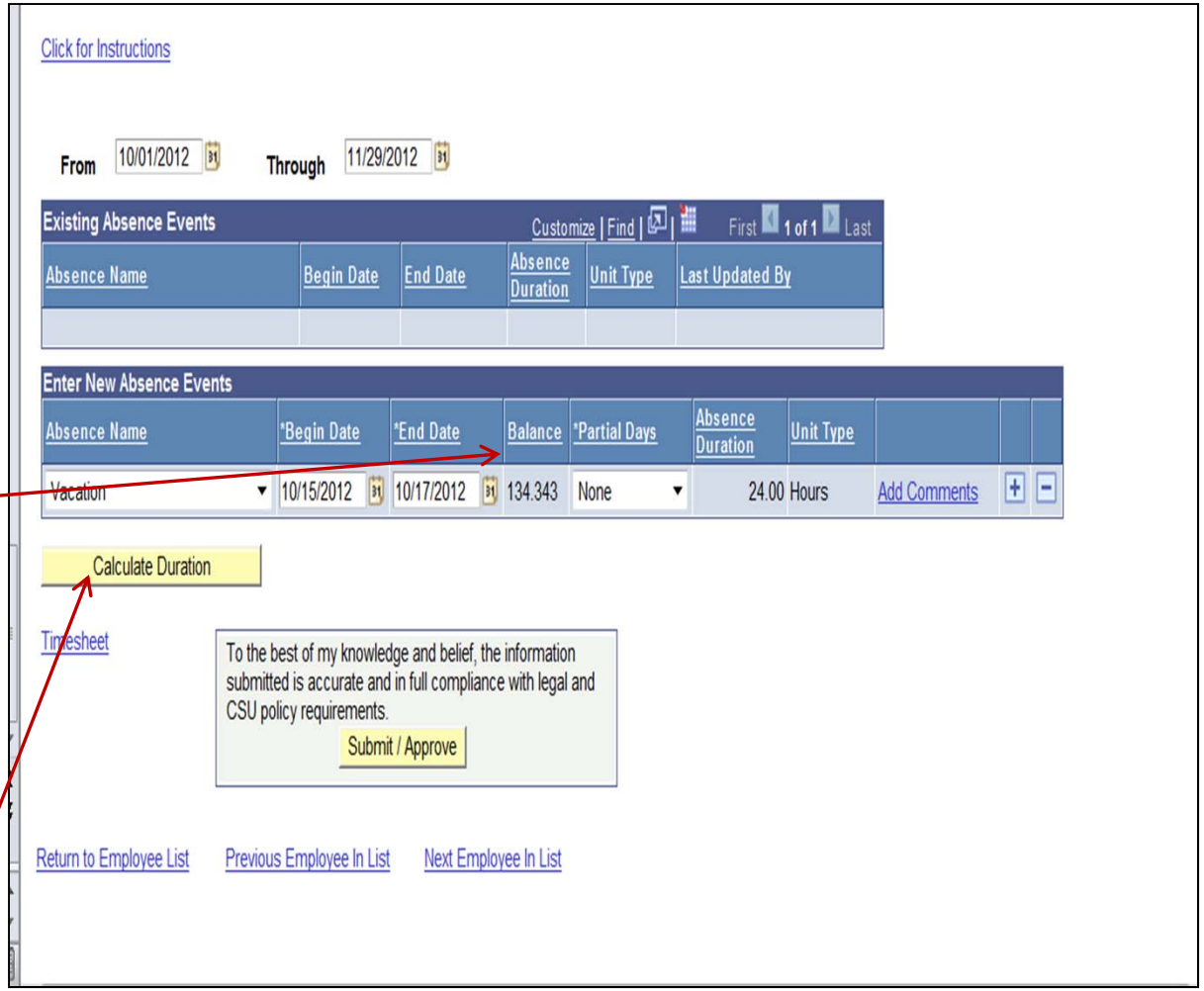


Reporting an Absence

The End Date automatically changes to match the Begin Date. If the absence occurred over more than one day, change the End Date.

Note: *The balance field shows the amount of leave available to you for the absence type you have selected. The system will not allow you to enter an absence(s) that exceeds your available balance.*

If the time between the Begin Date and End Date includes weekends or campus holidays, the system will omit those days from the calculations. Click on Calculate Duration Button

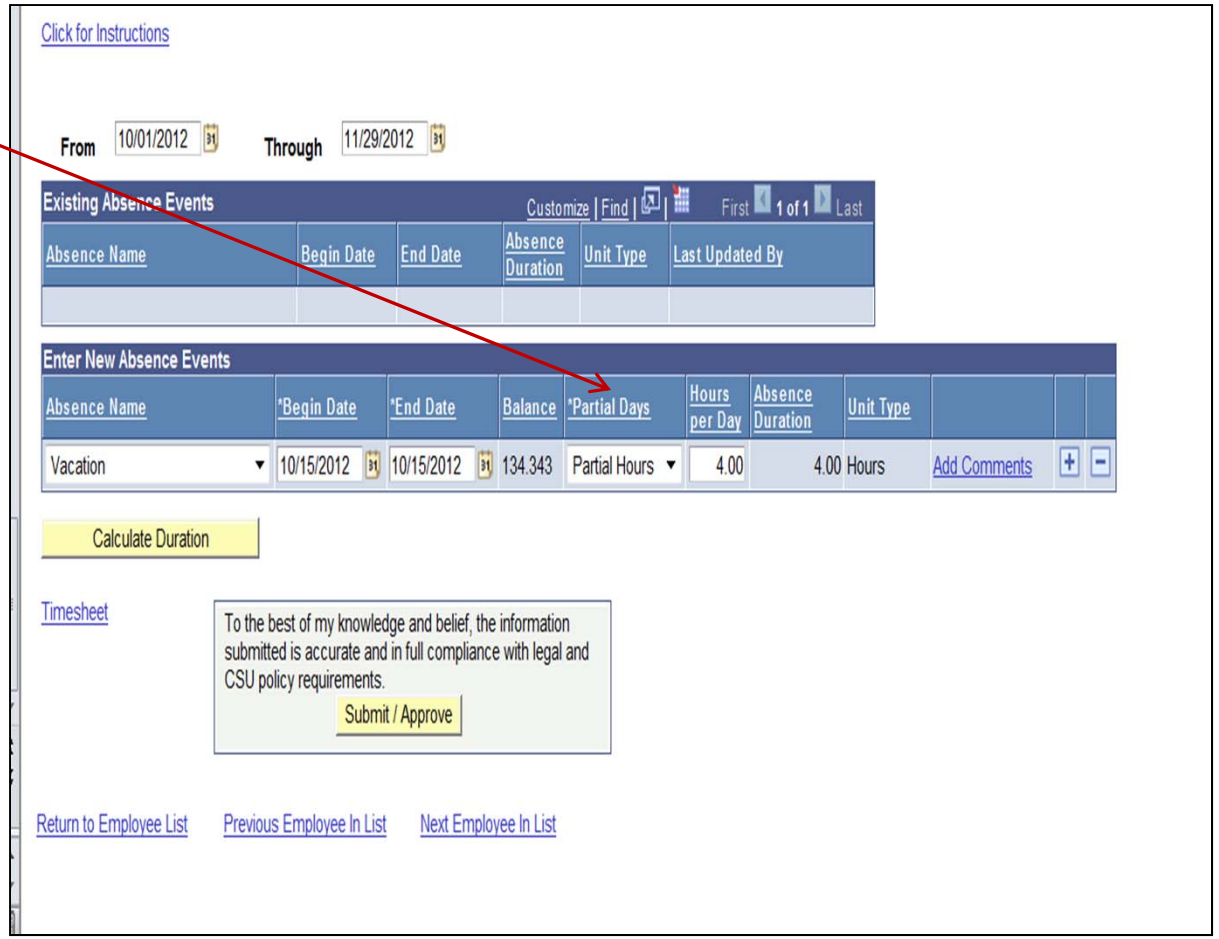


Reporting an Absence

If your absence was for less than a full day and your are non-exempt, select Partial Days column.

The hours per Day column will automatically appear and you can enter the number of hours for your absence.

Note: If you enter partial hours for a range of dates, do not include weekends or holidays in the range.

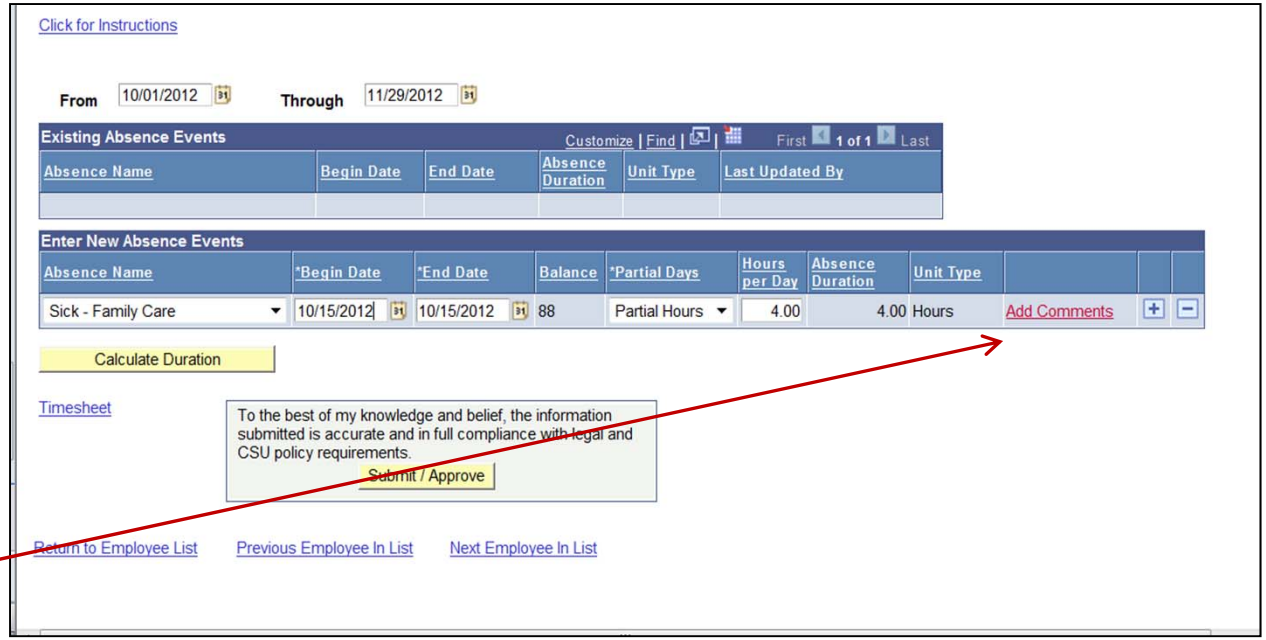


Reporting an Absence

Click on the Add Comments link to add a comment for the absence. Some absences require a comment to be added, such as Sick Family Care. When this is required the Add Comments link will appear in red.

Enter a comment for the absence. When you click on the link text will indicate what information you are required to provide.

Once you have finished, click on the Save Comments button.



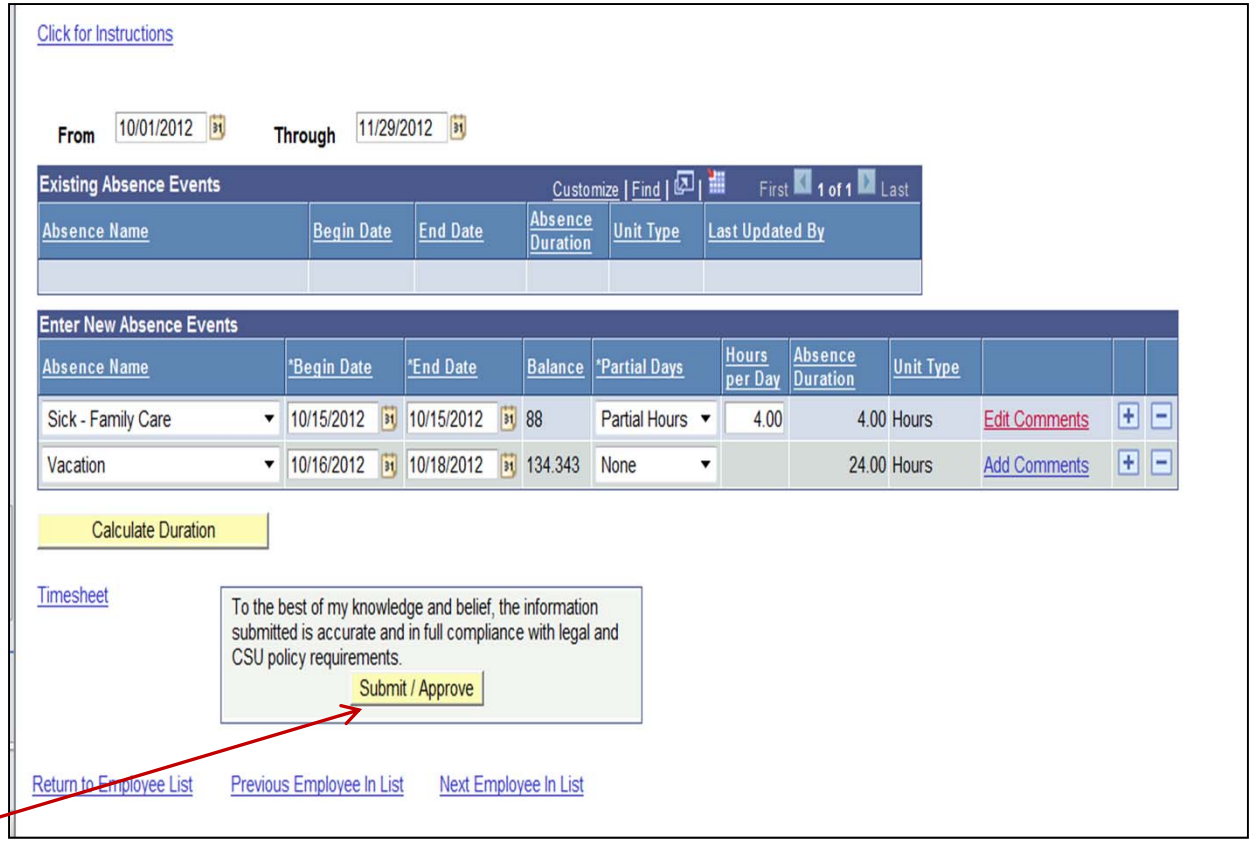
Reporting an Absence

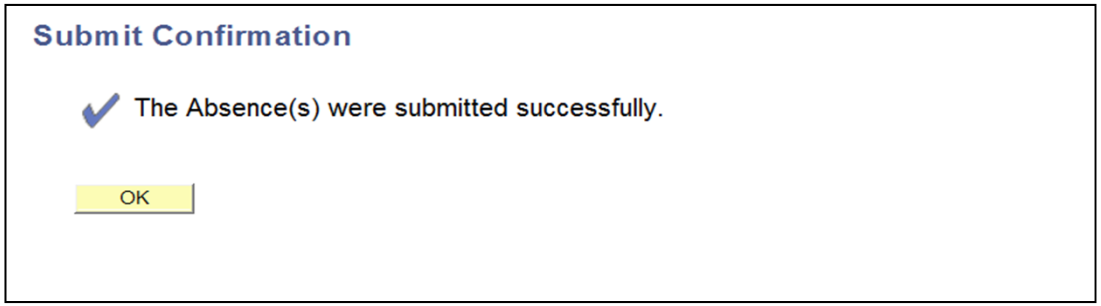
To report additional absences, click the plus sign at the end of the row. To remove an absence, click the negative sign at the end of the row.

Remember to click on the Calculate Duration button and the columns will show the duration of each absence.

To submit your time, click the Submit button.

Once submitted you will receive a confirmation message that it was submitted successfully.





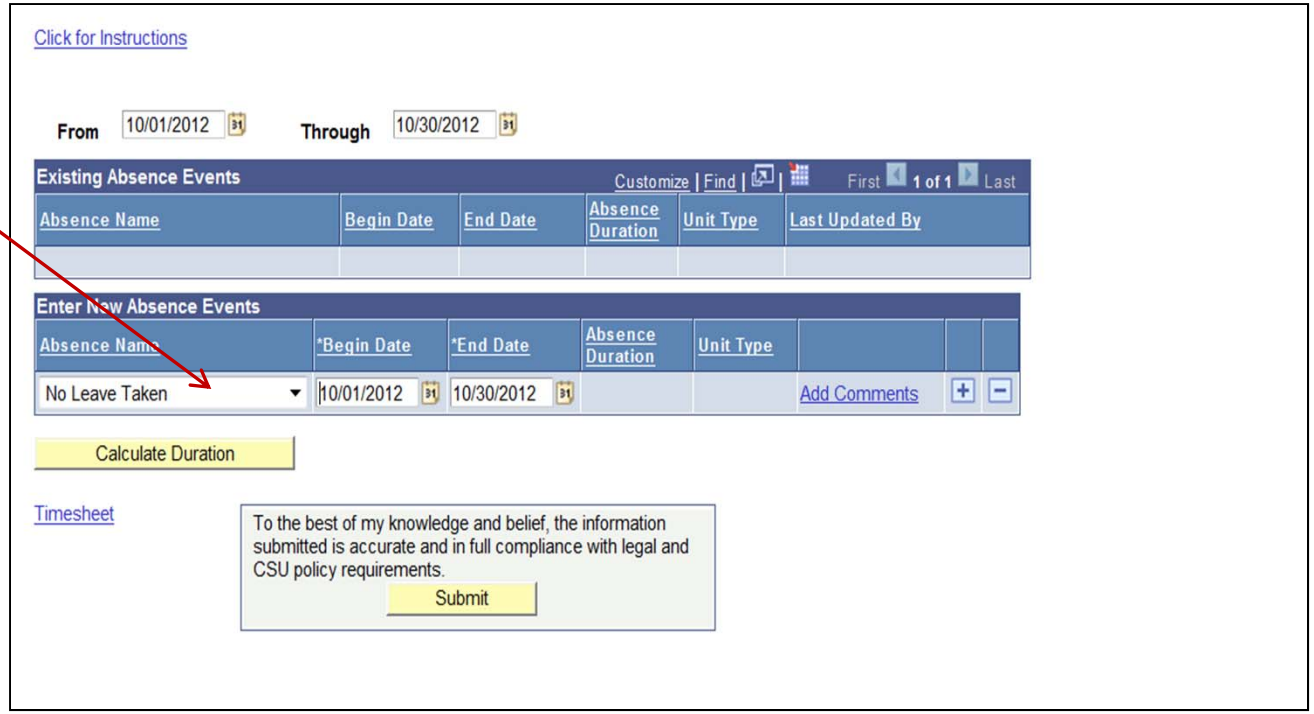
Reporting No Time Taken

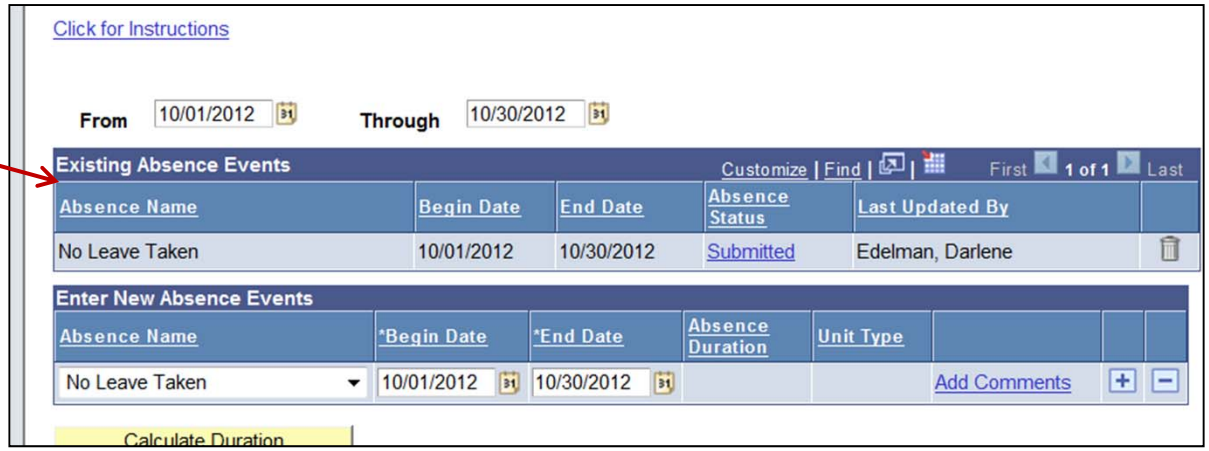
The default option for absences is “No Leave Taken”.

Review the pay period dates to ensure that you are entering time for the current pay period.

If you have taken no time, click the Submit button.

The entry now appears in the Existing Absence Events section. Your entry has now been submitted for review.





Reporting Absences or No Time Taken

Once time has been submitted, the Absences then moves up into the Existing Absence Events section and the Absence Status is updated.

Status Types:

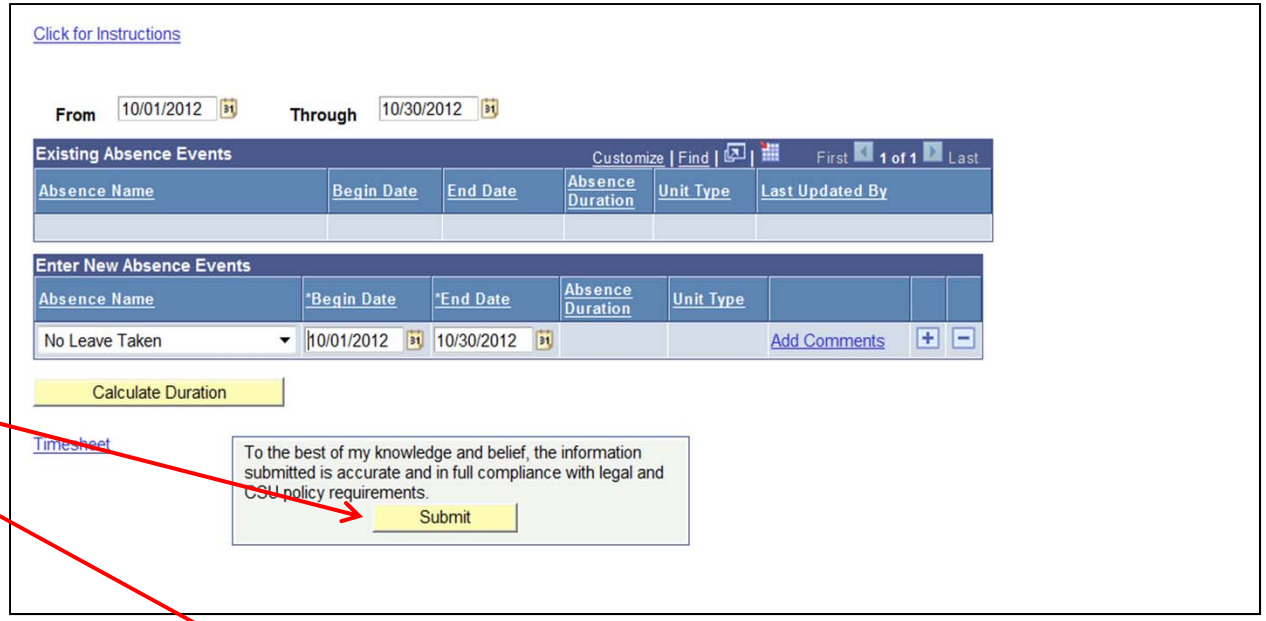
Submitted – you submitted the time for review, but it has not been approved by a Mgr.

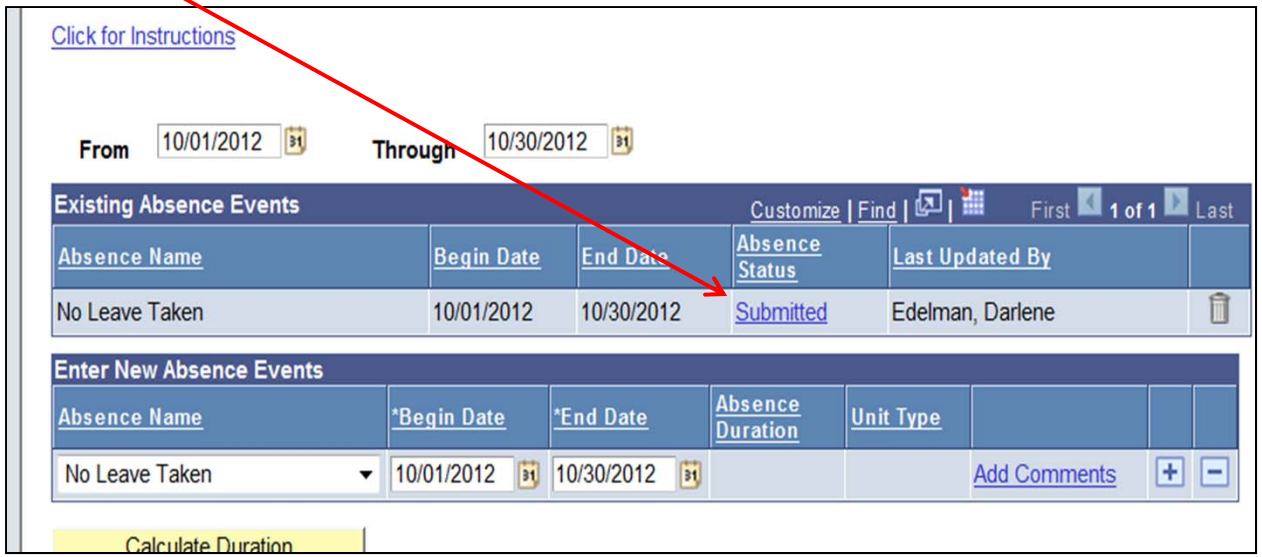
Reviewed – Reviewed by a timekeeper.

Needs Correction – Mgr reviewed the time, but it needs correcting.

In Process – Being reviewed by Payroll for finalizing.

Resolved – Prior Period Adjustments were entered by Payroll.

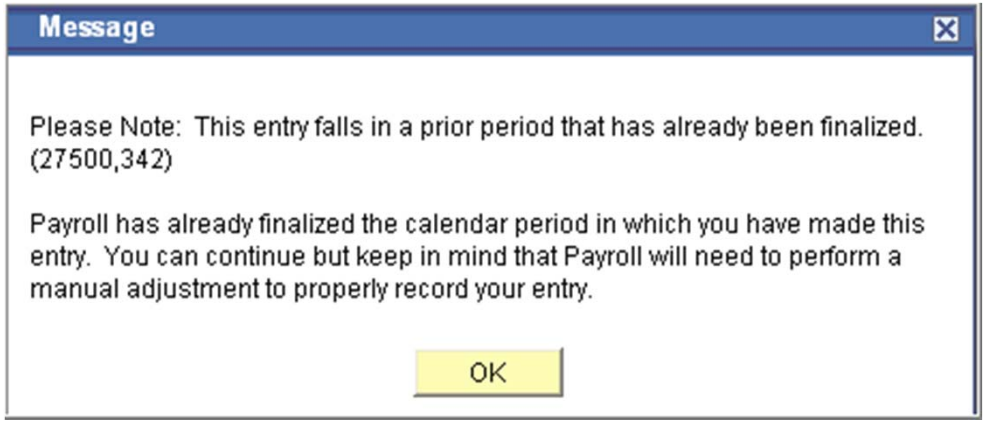




Correcting an Absence Entry

Please note you can correct any time that is still in a submitted or Needs Correction status during the open pay period. If you need to correct time to a previous submitted pay period, you can “add” new time up to 3 month prior.

However if time needs correcting or changing such as changing Vacation time to Sick time for prior closed pay period, a paper Absence Request Form must be submitted to Payroll to make the adjustment. You may get a message for prior time.

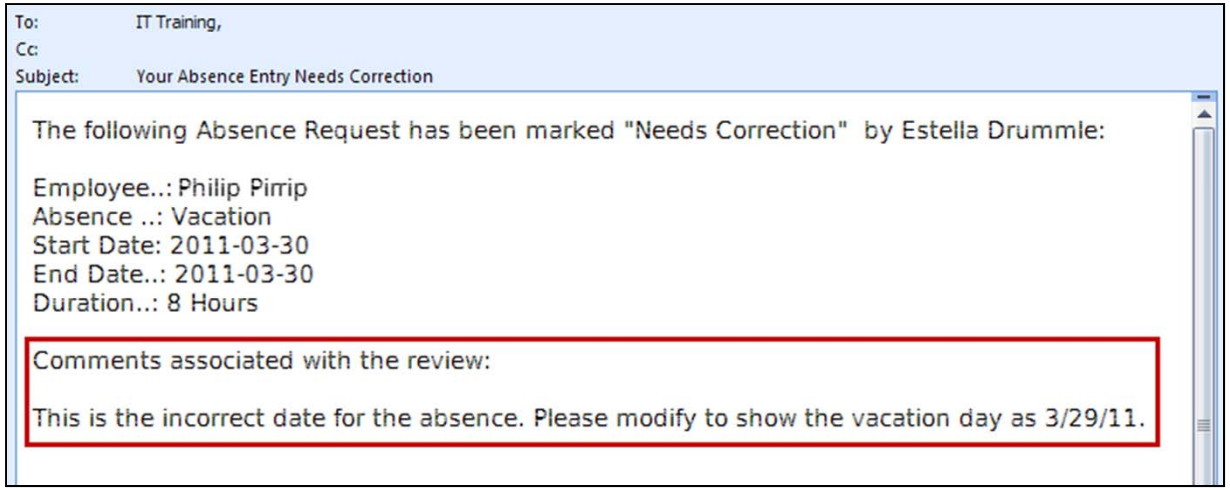


Correcting an Absence Entry

When your timekeeper and/or manager reviews your absence entries, they may send an entry back to you for correction. This correction may come in the form of an email and you will be required to correct your time.

Navigate to the Employee Center, and Report and View Absences.

Your current absence entries appear. Locate the absence that needs correcting and click on the delete icon next to the entry.

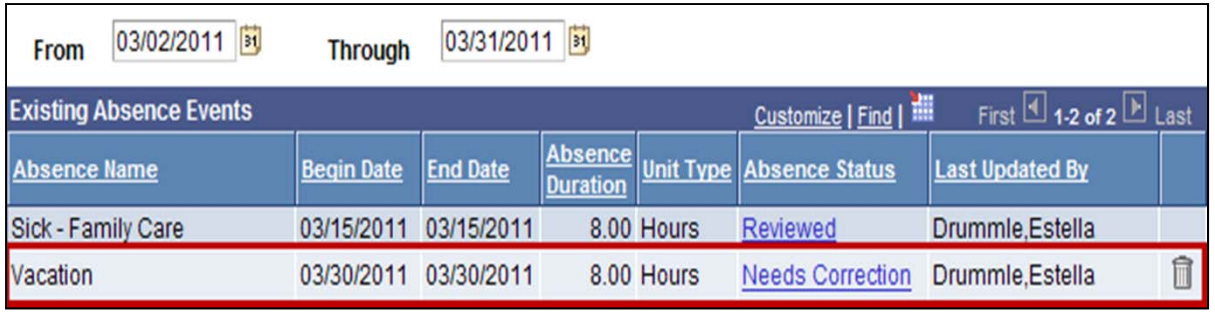

To: IT Training,
Cc:
Subject: Your Absence Entry Needs Correction

The following Absence Request has been marked "Needs Correction" by Estella Drummle:

Employee..: Philip Pirrip
Absence ..: Vacation
Start Date: 2011-03-30
End Date..: 2011-03-30
Duration..: 8 Hours

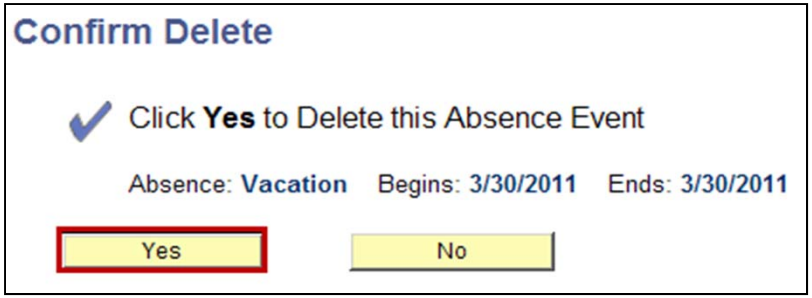
Comments associated with the review:

This is the incorrect date for the absence. Please modify to show the vacation day as 3/29/11.


From 03/02/2011 Through 03/31/2011

Existing Absence Events — Customize | Find | First 1-2 of 2 Last

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By
Sick - Family Care	03/15/2011	03/15/2011	8.00	Hours	Reviewed	Drummle,Estella
Vacation	03/30/2011	03/30/2011	8.00	Hours	Needs Correction	Drummle,Estella


Confirm Delete

Click **Yes** to Delete this Absence Event

Absence: **Vacation** Begins: **3/30/2011** Ends: **3/30/2011**

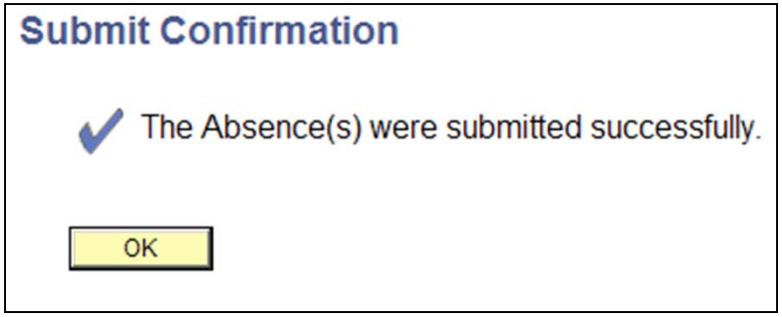
Yes No

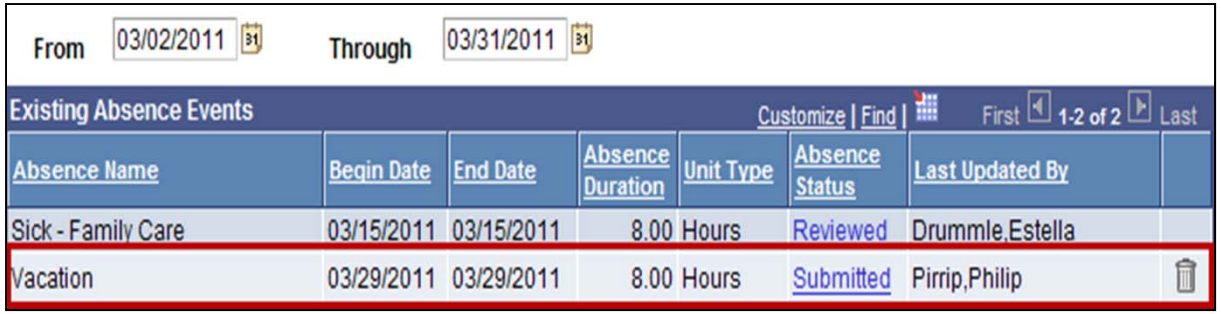
Correcting an Absence Entry

Re-enter the absence entry with the correct information, then click the Submit button.

You will receive a confirmation message that your absence entries were submitted. Click OK.

The corrected absence entry now appear in the Existing Absence Events section.

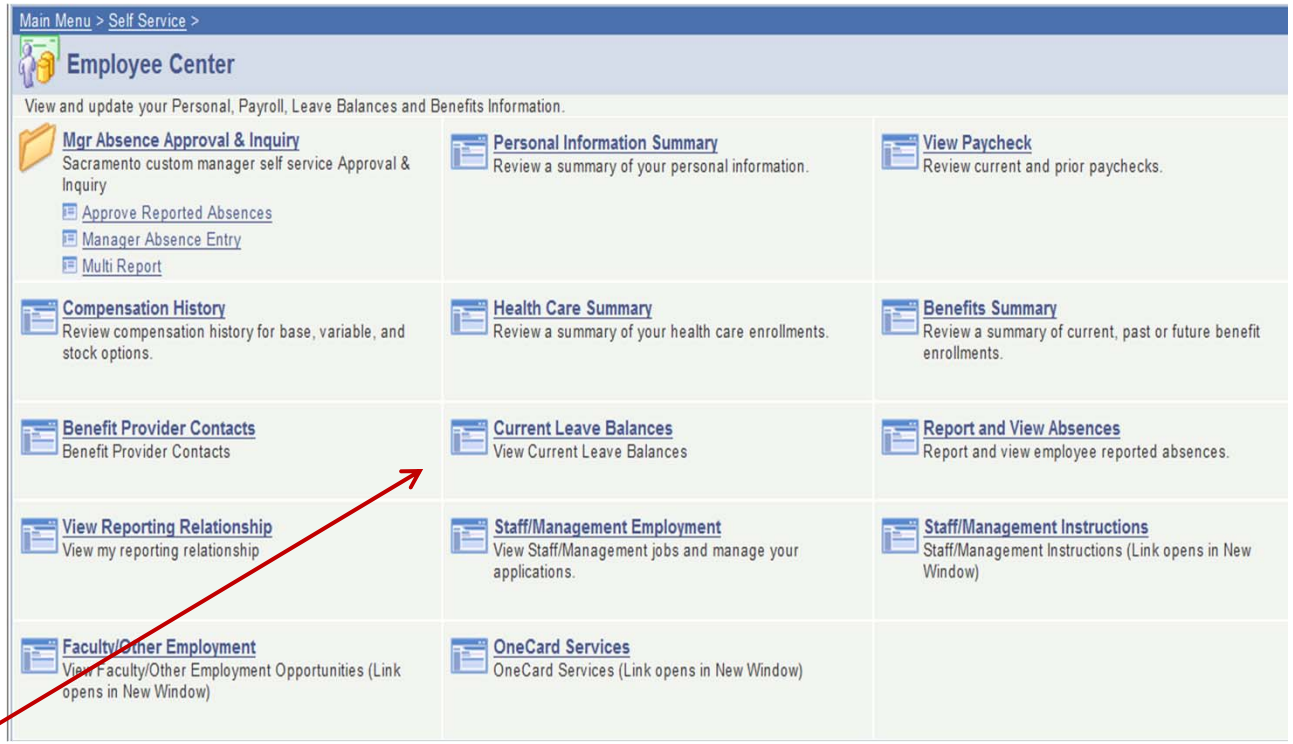




Viewing Leave Balances

Viewing your available leave balances can help you track your available sick leave, vacation leave, personal holiday, and compensatory time off.

Navigate to Employee Balance Inquiry page by going through Employee Center, Current Leave Balances.



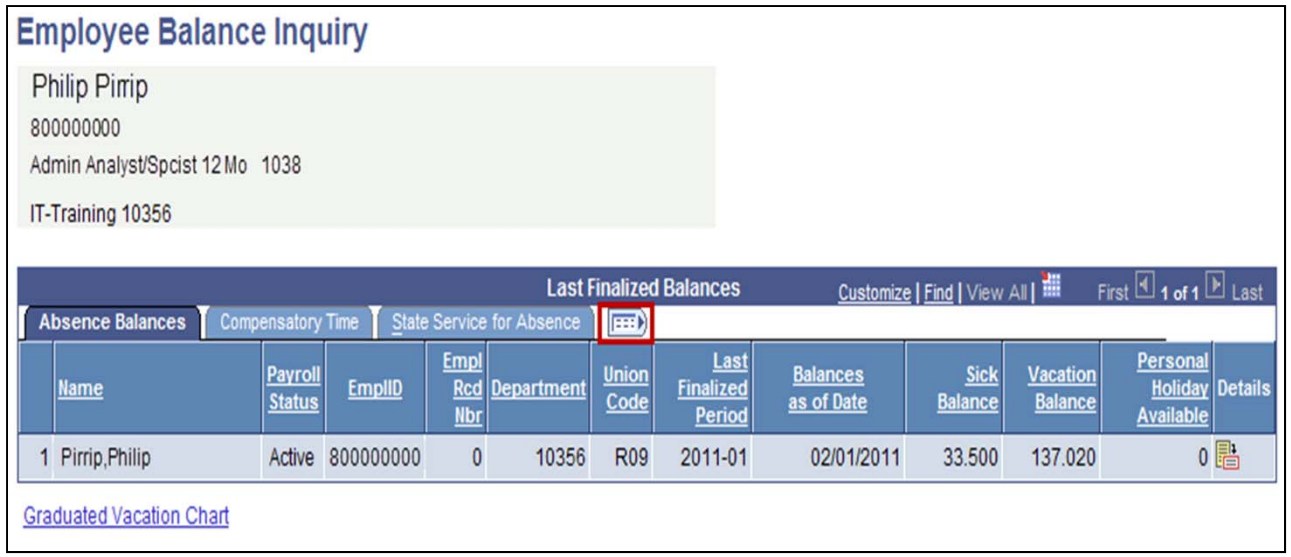
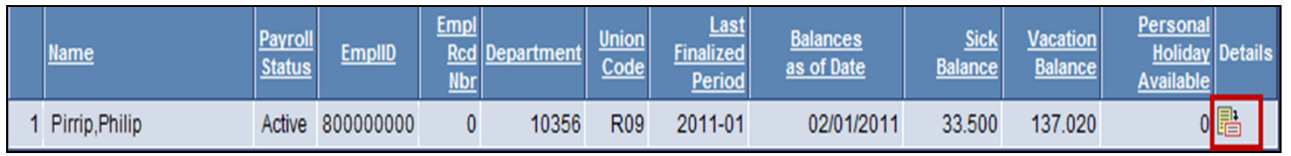
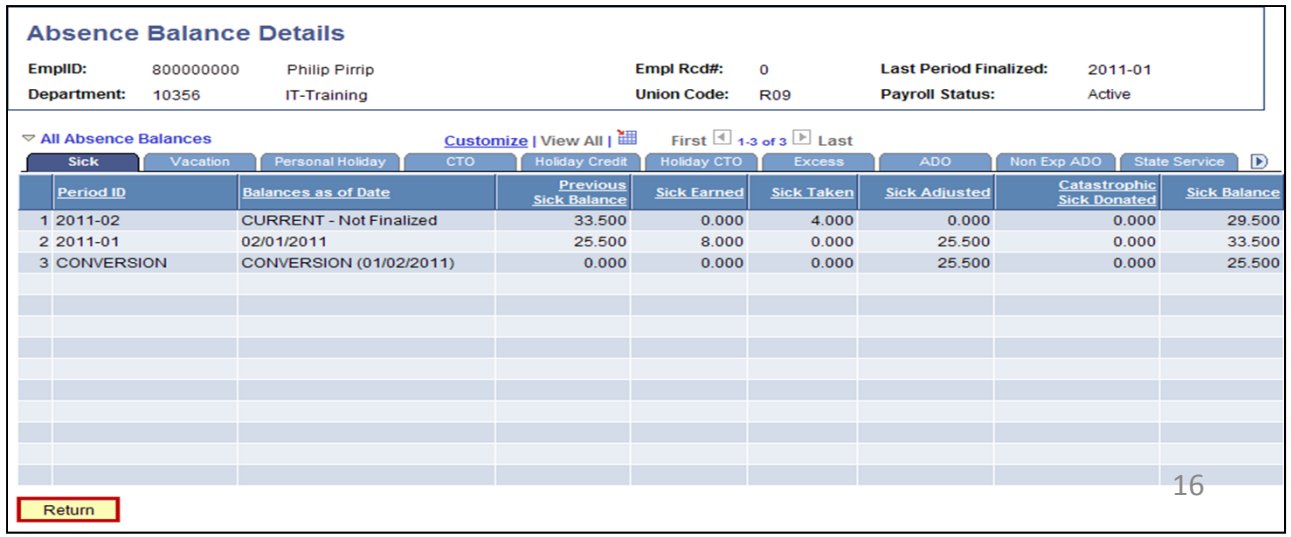
Viewing Leave Balances

There are multiple tabs of information.

a) Absence Balances

b) Compensatory Time

c) State Service for Absence

To view additional details on your balances, click on the Details icon.

Select a tab to view details relating to that balance type. To return to the previous page, click on the Return button.