CMS Absence Management
Self Service - Employee

_____

Table of Contents

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.
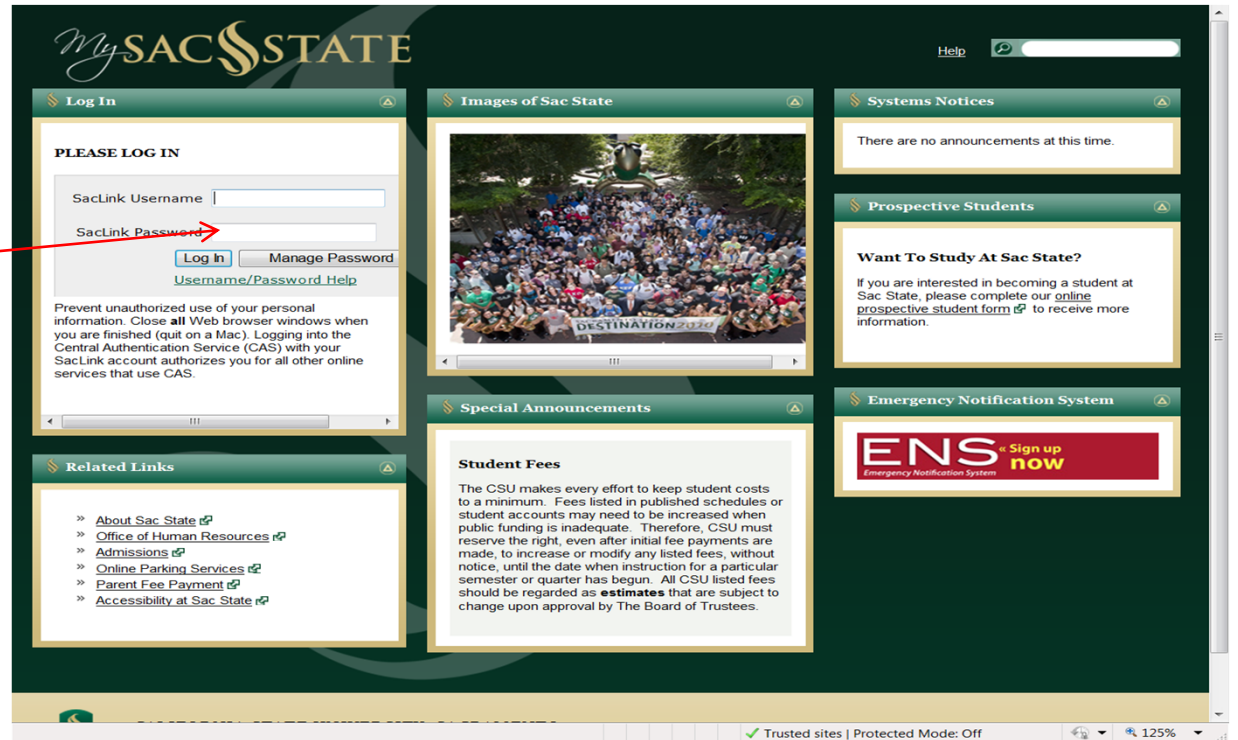
Navigating to the Report and View Absences Page

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.

e > Employee Center > Mgr Absence Approval & Inquiry > Manager Absence Entry

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 Leave Taken
Organ Donor/Bone Marrow
Parental Leave
Personal Holiday
Professional Development
Sick - Bereavement
Sick - Family Care
Sick - Self
Union Non-Reimbursed
Union Reimbursed
Vacation

Through 10/30/2012

Customize | Find | 🖾 🖩   First ◀ 1 of 1 ▶ Last

	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By

	*Begin Date	*End Date	Absence Duration	Unit Type		
No Leave Taken ▼	10/01/2012	10/30/2012			Add Comments	➕ ➖

Calculate Duration

Timesheet

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

Return to Employee List   Previous Employee In List   Next Employee In List

✔ Trusted sites | Protected Mode: Off   🔍 ▼ 🔍 125% ▼

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

Click for Instructions

From 10/01/2012 Through 11/29/2012

Existing Absence Events   Customize | Find | 🔲 🔳   First ◀ 1 of 1 ▶ Last

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

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Absence Duration	Unit Type		
Vacation ▼	10/15/2012	10/17/2012	134.343	None ▼	24.00	Hours	Add Comments	➕ ➖

Calculate Duration

Timesheet

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

Return to Employee List   Previous Employee In List   Next Employee In List

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.

Click for Instructions

From 10/01/2012 📅   Through 11/29/2012 📅

Existing Absence Events   Customize | Find | | First 1 of 1 Last

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

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type			
Vacation ▼	10/15/2012 📅	10/15/2012 📅	134.343	Partial Hours ▼	4.00	4.00	Hours	Add Comments	+	−

Calculate Duration

Timesheet

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

Return to Employee List   Previous Employee In List   Next Employee In List

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.

Click for Instructions

From 10/01/2012   Through 11/29/2012

Existing Absence Events   Customize | Find | 🖻 🎆   First ◄ 1 of 1 ► Last

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

Enter New Absence Events

Absence Name		*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type			
Sick - Family Care	▼	10/15/2012	10/15/2012	88	Partial Hours ▼	4.00	4.00	Hours	Add Comments	+	−

Calculate Duration

Timesheet

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

Return to Employee List   Previous Employee In List   Next Employee In List

Absence Event Comments

Enter comments to be associated with the absence event and click the Save Comments button. To return without saving click the Return to Entry Page link.

Please enter relationship of family member:

Save Comments

Return to Entry Page

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.

Click for Instructions

From 10/01/2012   Through 11/29/2012

Existing Absence Events   Customize | Find | | First 1 of 1 Last

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

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type			
Sick - Family Care	10/15/2012	10/15/2012	88	Partial Hours	4.00	4.00	Hours	Edit Comments	+	−
Vacation	10/16/2012	10/18/2012	134.343	None		24.00	Hours	Add Comments	+	−

Calculate Duration

Timesheet

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

Return to Employee List   Previous Employee In List   Next Employee In List

Submit Confirmation

✔ The Absence(s) were submitted successfully.

OK

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.

Click for Instructions

From 10/01/2012   Through 10/30/2012

Existing Absence Events   Customize | Find | 🔲 🏢   First ◀ 1 of 1 ▶ Last

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 Leave Taken ▼	10/01/2012	10/30/2012			Add Comments	➕ ➖

Calculate Duration

Timesheet

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

Submit

Click for Instructions

From 10/01/2012   Through 10/30/2012

Existing Absence Events   Customize | Find | 🔲 🏢   First ◀ 1 of 1 ▶ Last

Absence Name	Begin Date	End Date	Absence Status	Last Updated By	
No Leave Taken	10/01/2012	10/30/2012	Submitted	Edelman, Darlene	🗑

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type		
No Leave Taken ▼	10/01/2012	10/30/2012			Add Comments	➕ ➖

Calculate Duration

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.

Click for Instructions

From 10/01/2012   Through 10/30/2012

Existing Absence Events Customize | Find | First 1 of 1 Last

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 Leave Taken	10/01/2012	10/30/2012			Add Comments	+ −

Calculate Duration

Timesheet

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

Submit

Click for Instructions

From 10/01/2012   Through 10/30/2012

Existing Absence Events Customize | Find | First 1 of 1 Last

Absence Name	Begin Date	End Date	Absence Status	Last Updated By	
No Leave Taken	10/01/2012	10/30/2012	Submitted	Edelman, Darlene	🗑

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type		
No Leave Taken	10/01/2012	10/30/2012			Add Comments	+ −

Calculate Duration

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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.

Message ☒

Please Note: This entry falls in a prior period that has already been finalized. (27500,342)

Payroll has already finalized the calendar period in which you have made this entry. You can continue but keep in mind that Payroll will need to perform a manual adjustment to properly record your entry.

OK
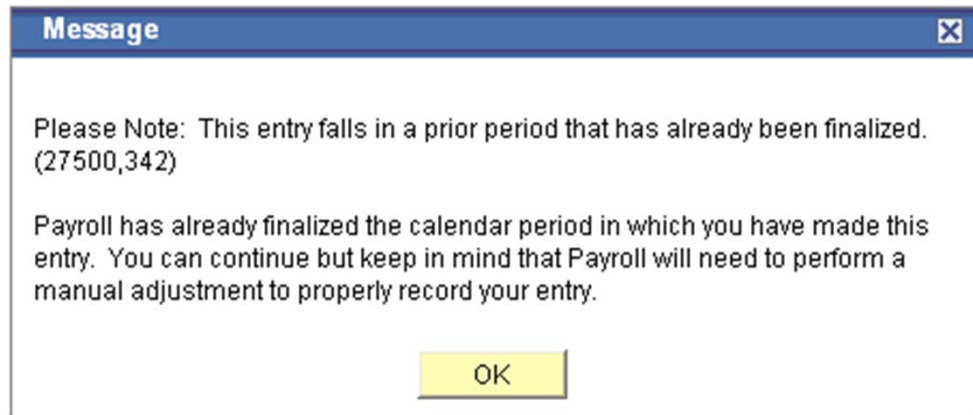
Correcting an Absence Entry

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.

Enter New Absence Events

Absence Name	*Begin Date	End Date	Balance	*Partial Days	Absence Duration	Unit Type
Vacation	03/29/2011	03/29/2011	137.02	None	8.00	Hours

Calculate Duration

Timesheet

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

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	03/29/2011	03/29/2011	8.00	Hours	Submitted	Pirrip,Philip	🗑

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.

Main Menu > Self Service >

Employee Center

View and update your Personal, Payroll, Leave Balances and Benefits Information.

Mgr Absence Approval & Inquiry
Sacramento custom manager self service Approval & Inquiry
- Approve Reported Absences
- Manager Absence Entry
- Multi Report

Personal Information Summary
Review a summary of your personal information.

View Paycheck
Review current and prior paychecks.

Compensation History
Review compensation history for base, variable, and stock options.

Health Care Summary
Review a summary of your health care enrollments.

Benefits Summary
Review a summary of current, past or future benefit enrollments.

Benefit Provider Contacts
Benefit Provider Contacts

Current Leave Balances
View Current Leave Balances

Report and View Absences
Report and view employee reported absences.

View Reporting Relationship
View my reporting relationship

Staff/Management Employment
View Staff/Management jobs and manage your applications.

Staff/Management Instructions
Staff/Management Instructions (Link opens in New Window)

Faculty/Other Employment
View Faculty/Other Employment Opportunities (Link opens in New Window)

OneCard Services
OneCard Services (Link opens in New Window)

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.

Employee Balance Inquiry

Philip Pirrip

800000000

Admin Analyst/Spcist 12 Mo   1038

IT-Training 10356

Last Finalized Balances   Customize | Find | View All | First ◄ 1 of 1 ► Last

	Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details
1	Pirrip,Philip	Active	800000000	0	10356	R09	2011-01	02/01/2011	33.500	137.020	0	

Absence Balances | Compensatory Time | State Service for Absence

Graduated Vacation Chart

	Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details
1	Pirrip,Philip	Active	800000000	0	10356	R09	2011-01	02/01/2011	33.500	137.020	0	

Absence Balance Details

EmplID:	800000000	Philip Pirrip	Empl Rcd#:	0	Last Period Finalized:	2011-01
Department:	10356	IT-Training	Union Code:	R09	Payroll Status:	Active

▽ All Absence Balances   Customize | View All | First ◄ 1-3 of 3 ► Last

Sick | Vacation | Personal Holiday | CTO | Holiday Credit | Holiday CTO | Excess | ADO | Non Exp ADO | State Service ▷

	Period ID	Balances as of Date	Previous Sick Balance	Sick Earned	Sick Taken	Sick Adjusted	Catastrophic Sick Donated	Sick Balance
1	2011-02	CURRENT - Not Finalized	33.500	0.000	4.000	0.000	0.000	29.500
2	2011-01	02/01/2011	25.500	8.000	0.000	25.500	0.000	33.500
3	CONVERSION	CONVERSION (01/02/2011)	0.000	0.000	0.000	25.500	0.000	25.500

Return

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