

Employee Manage Absences

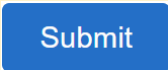

Overview

This job aid shows employees how to:


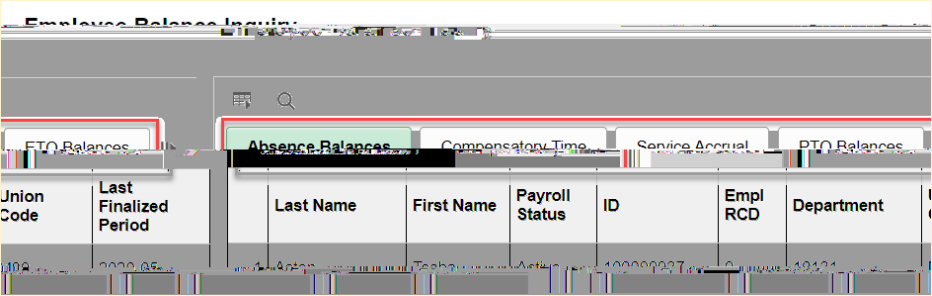
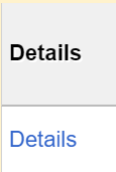
Request absences

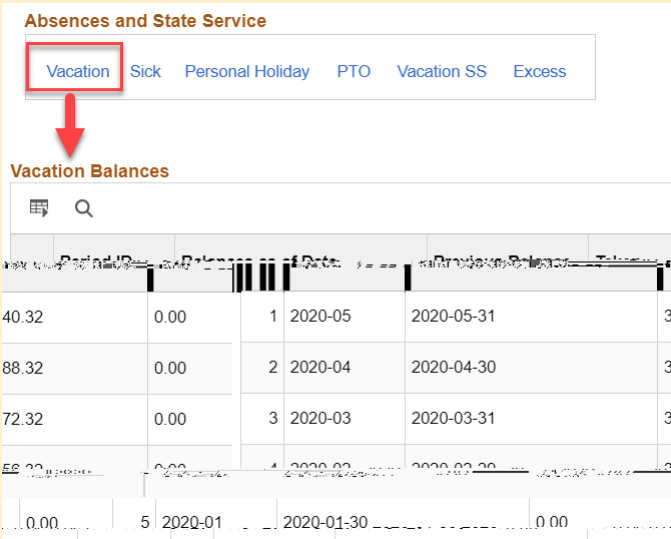
Use the same procedure to request future absences or to report past absences.

Action	Information
1. In CSU Time select Request Absence from the navigation area.	
2. From the *Absence Name menu, select the absence type.	Optional If you have multiple jobs, you must select the job for which you are

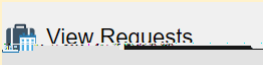
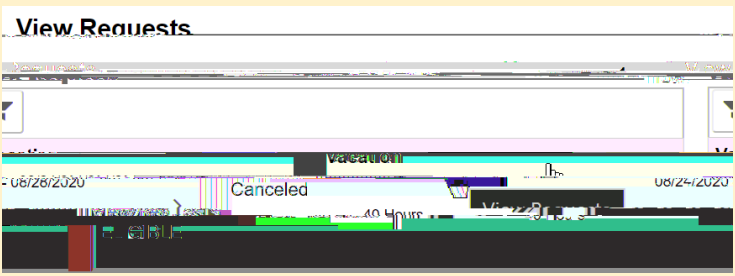
Action	Information
6. Select Submit	
7. Select Yes to submit the request	 <p>Your request is submitted for approval.</p>

View your absence balances

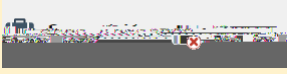
Action	Information
1. In CSU Time Select CSU Employee Balance Inquiry	 <p>The CSU Employee Balance Inquiry component opens.</p>
2. Select the page to view information about: <ul style="list-style-type: none"> - Absence Balances - Compensatory Time - Service Accrual - PTO Balances - ETO Balances 	
3. Select Details to open the Absence Balance Detail page	 <p>You might need to scroll to the right to see the Details link.</p>

Action	Information																		
<p>4. In the Absences and State Service area, select the type of detail to display in the table.</p> <ul style="list-style-type: none"> - Vacation - Sick - Personal Holiday - PTO - Vacation SS - Excess 	 <p>Absences and State Service</p> <p>Vacation Sick Personal Holiday PTO Vacation SS Excess</p> <p>Vacation Balances</p> <table border="1"> <thead> <tr> <th>Period ID</th> <th>Dates</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2020-05</td> <td>40.32</td> </tr> <tr> <td>2</td> <td>2020-04</td> <td>88.32</td> </tr> <tr> <td>3</td> <td>2020-03</td> <td>72.32</td> </tr> <tr> <td>4</td> <td>2020-02</td> <td>56.32</td> </tr> <tr> <td>5</td> <td>2020-01</td> <td>0.00</td> </tr> </tbody> </table> <p>IMPORTANT: Absence balances are truncated to two decimal places on this page readability, which can result in the appearance of variations between periods.</p>	Period ID	Dates	Balance	1	2020-05	40.32	2	2020-04	88.32	3	2020-03	72.32	4	2020-02	56.32	5	2020-01	0.00
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1	2020-05	40.32																	
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3	2020-03	72.32																	
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View your absence requests

Action	Information
<p>1. In CSU Time, select View Requests.</p>	 <p>The View Requests page open.</p>
<p>2. Select the request to open Details page.</p>	

Cancel absences

Action	Information
<p>1. In CSU Time, select Cancel Absences</p>	

Action	Information
2. Select the request that you want to cancel.	
3. Select Cancel Absence.	
4. Select Yes to cancel the absence.	<p>IMPORTANT Cancelled absences are not deleted. If you want to request a new</p>