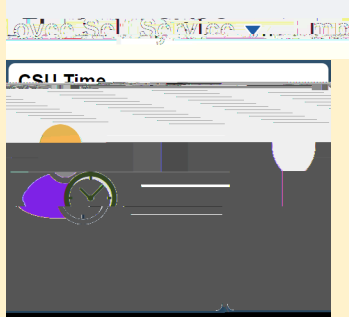
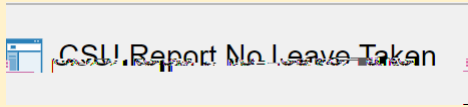
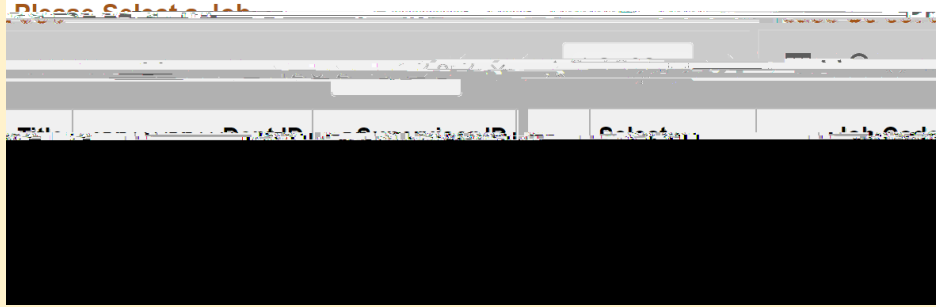



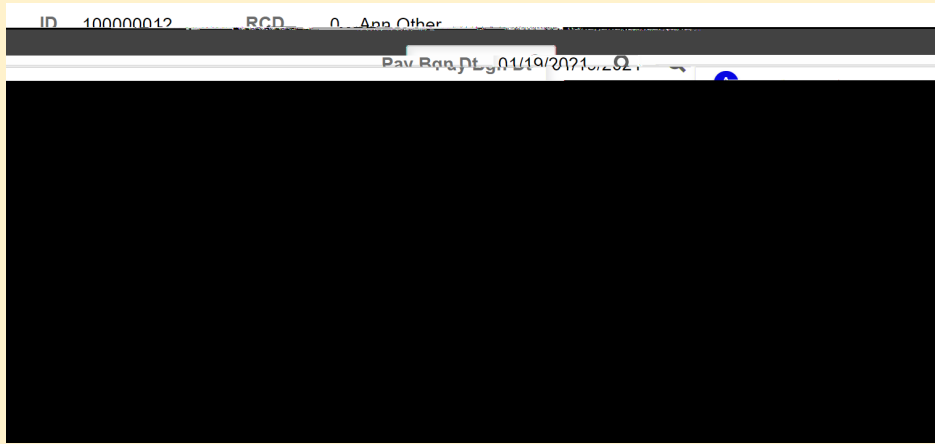
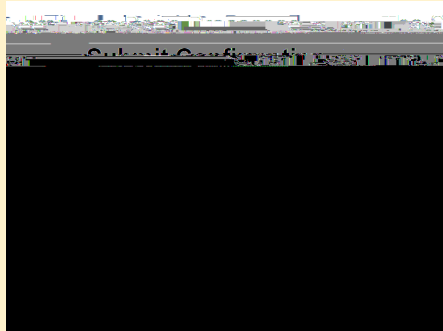
Employee Report No Leave Taken

Overview

This job aid shows employees how to report no leave taken.

Report no leave taken

Action	Information
<p>1. On the Employee Self Service Home Page, click the CSU Time tile</p>	 <p>If you are on a different home page, click the home page menu to select the Employee Self Service home page.</p>
<p>2. In the left navigation pane click CSU Report No Leave Taken.</p>	
<p>3. Optional: If you are working multiple jobs, select one job</p>	 <p>x You can select only one job at a time. x You must complete this procedure for each applicable job separately. x Not all jobs are eligible for absence management.</p>
<p>4. Click Continue</p>	

Action	Information
<p>5. Confirm no leave taken:</p> <ul style="list-style-type: none">A. Verify the Pay begin and end dates.B. Click Submit.	
<p>6. Review the confirmation information.</p>	 <p>x Your self-report of No Leave Taken is pending manager approval. x If you see the message "Multiple Approvals Step," Contact Payroll.</p>
<p>7. Optional: If you are working multiple jobs, repeat this procedure for the remaining jobs.</p>	