

## Staff & MPPs | Enter My Absences

This step-by-step guide will show Staff and MPPs how to enter, delete, and view absences by using Employee Self Service in PeopleSoft ([MyCSUSM](#)).

Absences may be entered at any time during the pay period. However, all absences must be entered by the close of business on the last day of the pay period. **Failure to enter absences by the deadline may result in incorrect processing in pay.**

**\*\*NOTE: All staff and MPPs are required to report **No Leave Taken** if there are no absence to report for the pay period.**

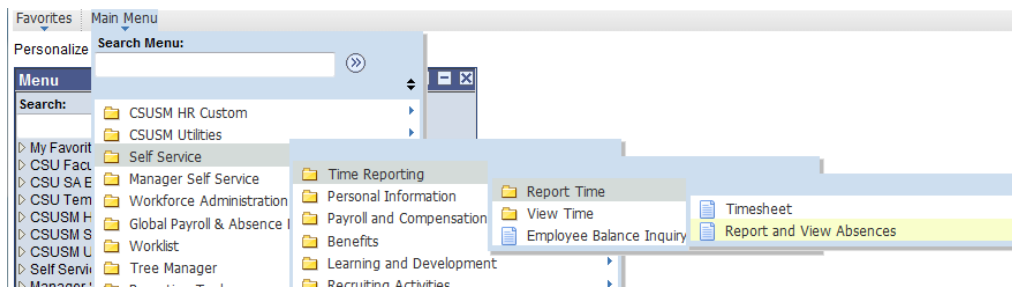
### Enter Absences

- To navigate through Employee Self-Service to the **Report and View Absences** page, use your web browser to sign into the campus portal, [MyCSUSM](#).
- There are two options that will navigate you to the same page :
  - Direct Link:** In the [My HR Resources](#) box, click on the link titled **"Absence Reporting"**

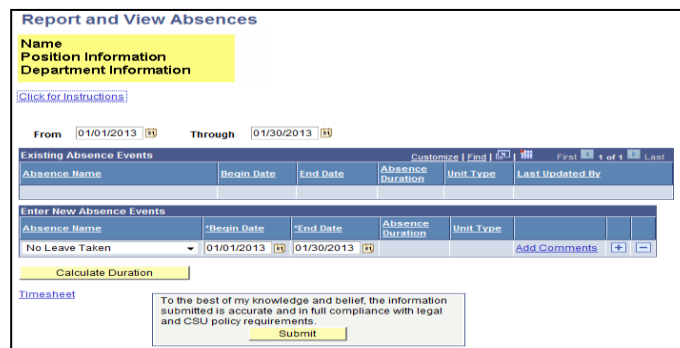


OR

- Full Navigation:** *Main Menu > Self Service > Time Reporting > Report Time > Report and View Absences*



- The **Report and View Absences** page should display:



The screenshot shows the "Report and View Absences" page. It includes fields for Name, Position Information, and Department Information. Below these are date pickers for "From" (01/01/2013) and "Through" (01/30/2013). There are two tables: "Existing Absence Events" and "Enter New Absence Events". The "Enter New Absence Events" table has columns for Absence Name, Begin Date, End Date, Absence Duration, and Unit Type. A "Calculate Duration" button is located below the table. At the bottom, there is a "Timesheet" link and a "Submit" button.

### Report and View Absences

Name  
Position Information  
Department Information

[Click for Instructions](#)

From  Through

Existing Absence Events						
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By
Sick - Self	01/03/2013	01/03/2013	8.00 Hours		Approved	Lily Sand

**Enter New Absence Events**

Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type		
No Leave Taken	<input type="text" value="01/01/2013"/>	<input type="text" value="01/30/2013"/>				<a href="#">Add Comments</a> + -

[Timesheet](#)

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

Enter New Absence Events

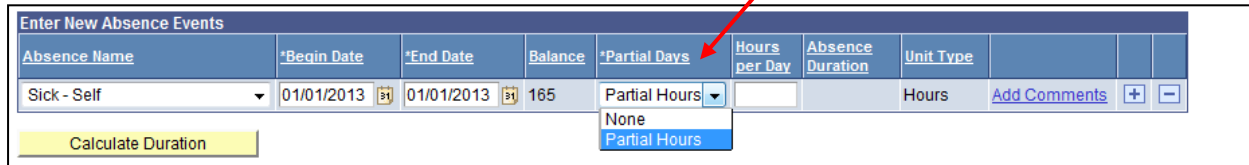
Absence Name

- No Leave Taken
- 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 Take
- Jury Duty
- Maternity/Paternity
- Mil Spouse/Domestic Partner
- Military Leave
- No Leave Taken**
- Organ Donor/Bone Marrow
- Personal Holiday
- Sick - Bereavement
- Sick - Family Care
- Sick - Self

#### Report and View Absences value definitions:

- A. **The “From” and “Through” date range defaults to current Pay Period.**  
\*Date range can be changed to display past/future absence entries.
- B. **Absence Name:** Defaults to “No Leave Taken” for current month. Select an absence from the drop down menu. *\*The Absence values displayed are based on the employee’s bargaining unit.*
- C. **Begin Date and End Date:** Defaults to date range of current Pay Period. This is the Begin and End Date of an Absence. Update according to Absence Entry.
- D. **Add Comments Link:** If the Absence requires a comment, the “Add Comments” link will display in red. Click on the “Add Comments” link enter accordingly.
- E. **Absence Status** - Status displayed are:
  - **Submitted** – Absence has been submitted by the employee
  - **Reviewed** – Absence has been reviewed by a Timekeeper or Manager
  - **Needs Correction** – Absence has been identified by a Timekeeper or Manager as needing correction
  - **Approved** – Absence has been approved by a Manager
  - **In Process** – Absence has been approved by a Manager and is being processed by the Absence calculation
  - **Finalized** – Absence has been approved by a Manager and processed by the Absence calculation, no changes can be made to the Absence
- F. **Last Update By:** Name of person that last updated the absence (i.e. Employee, Timekeeper, Manager, or Payroll).
- G. **Timesheet Link:** The Timesheet link is ONLY for HOURLY employees. All employees will see the link. However, there is no need to click it unless you are an hourly employee and need to report hours worked.
- H. **Absence Duration:** Duration of the Absence (in hours or days depending on the Absence)

\*\* When an **Absence name is selected** the “Partial Days” column will display. All Employees will see this field. However, Exempt Employees will *only* use this in coordination with the Family and Medical Leave Act (FMLA). Leave the default “None” field as is, OR select “Partial Hours” to enter partial days. If none is selected, the system will calculate the absence based on your assigned work schedule.

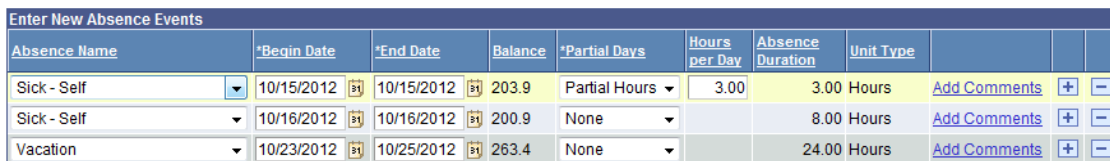


Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type		
Sick - Self	01/01/2013	01/01/2013	165	Partial Hours			Hours	Add Comments	+ -

Calculate Duration


4. The Absence Name defaults to **"No Leave Taken"** for the current month.
  - A. If you have **no leave** to report, then leave the default as is and click **Submit**. You will receive a confirmation for your submission.
  - OR
  - B. If you have **leave** to report, click on the Drop Down arrow in the **Absence Name** column to select the type of leave you wish to enter. Then select the “Begin date” and “End Date” for the leave.  
\*\*The values displayed are based on the type of employee you are and the bargaining unit you belong to.

Example: A completed absence entry might look something like this for a non-exempt employee.



Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type		
Sick - Self	10/15/2012	10/15/2012	203.9	Partial Hours	3.00	3.00 Hours	Hours	Add Comments	+ -
Sick - Self	10/16/2012	10/16/2012	200.9	None		8.00 Hours	Hours	Add Comments	+ -
Vacation	10/23/2012	10/25/2012	263.4	None		24.00 Hours	Hours	Add Comments	+ -

## Delete and Correct Your Absences

1. Navigate to the **Report and View Absences** page (navigation provided in step # 2A & 2B)
2. All absences submitted and/or approved appear in the section titled “Existing Absence Events”.
3. *You may delete any absence that is not approved. (If Absence Status still shows “Submitted”)*
4. Click the trashcan icon  in the far right column next to the absence you wish to delete.
5. A delete confirmation page appears with the option to select Yes or No. Click Yes.
6. You will be returned to the Report and View Absences page. The absence will no longer be listed.
7. Re-enter absences as it should have been.  
**\*\*For adjustments on time already approved, please contact Payroll Services.**

## Notification Emails

There are **four notifications** the system will send you.

1. **Absence Entry Needs Correction**  
A Timekeeper or a Manager will initiate this email by sending an absence back to you for correction.
2. **Absence Entered by Manager**  
If your manager/supervisor enters an absence on your behalf, the system will send an automatic e-mail notification to you. Comments may be viewed by clicking the comment link.

3. **Absence Entered by Timekeeper**

If your department is using a timekeeper, you will receive an automatic e-mail notification when he or she enters an absence for you. Comments may be viewed by clicking the comment link.

4. **When an absence is deleted by a Manger or a Timekeeper**

An automatic e-mail notification will be sent to you.

### **Who to Contact for Help?**

For questions regarding:

- Absence entry, correcting an absence entry and technical related questions please contact Payroll Services at ext. 4421
- Absence leave type usage please call Human Resources at ext. 4418