Faculty | 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:** Faculty may choose to participate and enter absences into Self Service

Enter Absences

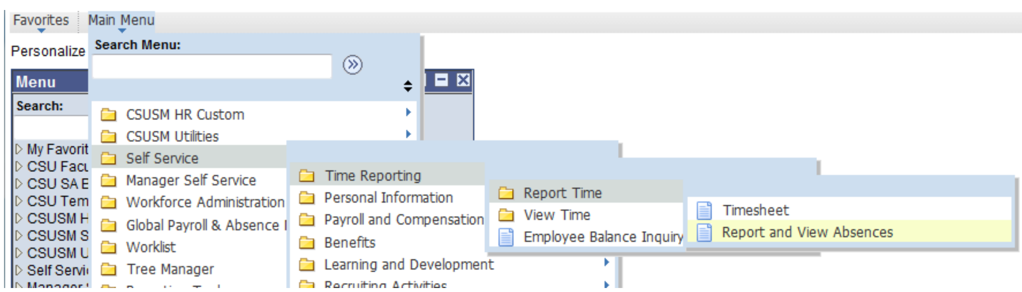
1. To navigate through Employee Self Service to the ***Report and View Absences*** page, use your web browser to sign into the campus portal, MyCSUSM.

2. There are two options that will navigate you to the same page :

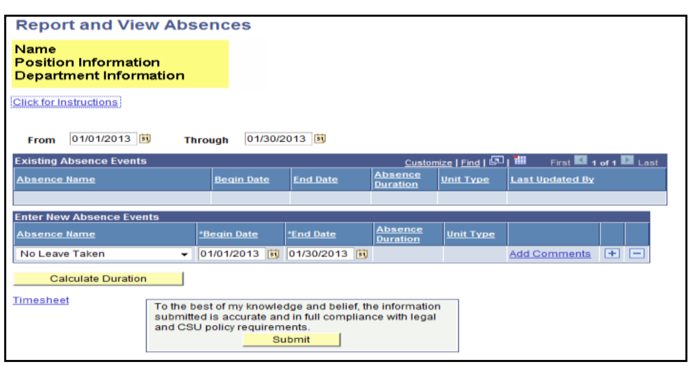
   A. **Direct Link:** In the My HR Resources box, click on the link titled **"Absence Reporting"**

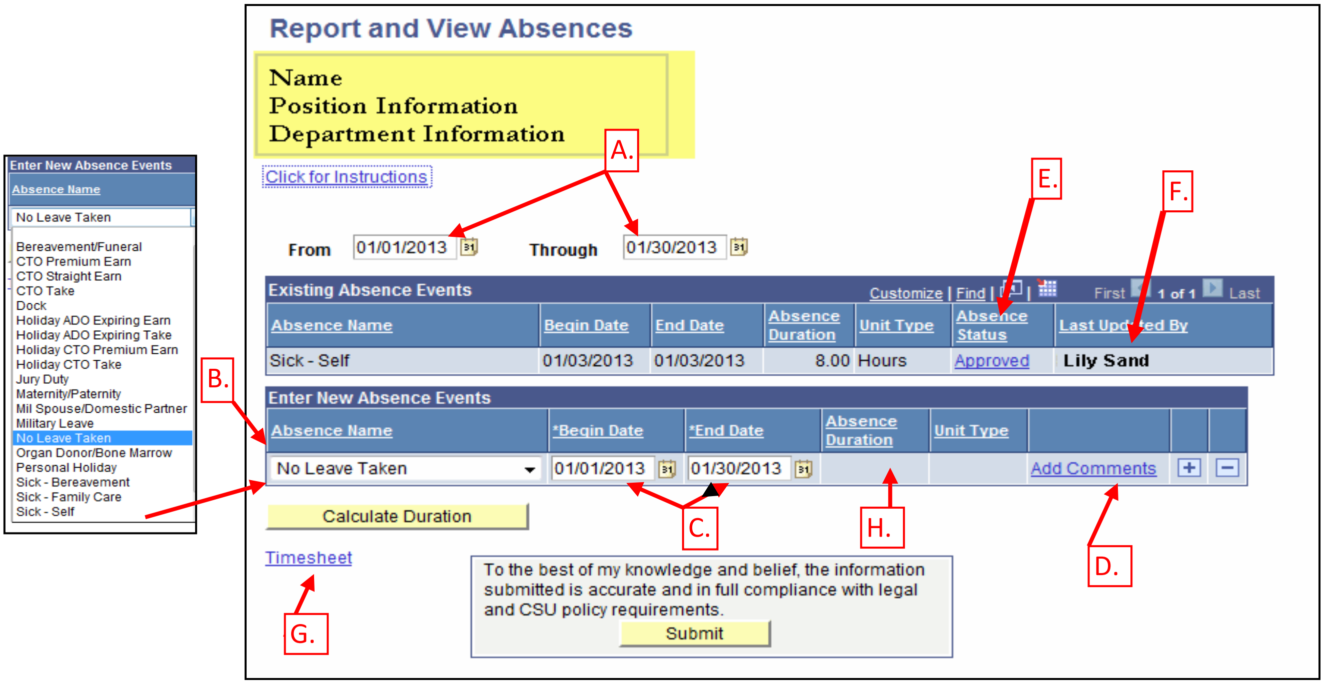
OR

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



3. The **Report and View Absences** page should display:





<u>Report and View Absences value definitions:</u>

A. **The "From" and "Through" date range defaults to current Pay Period.**
*Date range can be changed to display past/future absence entries.

B. <u>**Absence Name:**</u> 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. <u>**Begin Date and End Date:**</u> Defaults to date range of current Pay Period. This is the Begin and End Date of an Absence. Update according to Absence Entry.

D. <u>**Add Comments Link:**</u> If the Absence requires a comment, the "Add Comments" link will display in red. Click on the "Add Comments" link enter accordingly.

E. <u>**Absence Status**</u> - 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. <u>**Last Update By**</u>: Name of person that last updated the absence (i.e. Employee, Timekeeper, Manager, or Payroll).

G. <u>**Timesheet Link:**</u> The Timesheet link is <u>ONLY for HOURLY employees</u>. 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. <u>**Absence Duration**</u>: 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.

Enter New Absence Events

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 (None / 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.

Enter New Absence Events

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	Add Comments	+	−
Sick - Self	10/16/2012	10/16/2012	200.9	None		8.00	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