Managers | Approve Absences

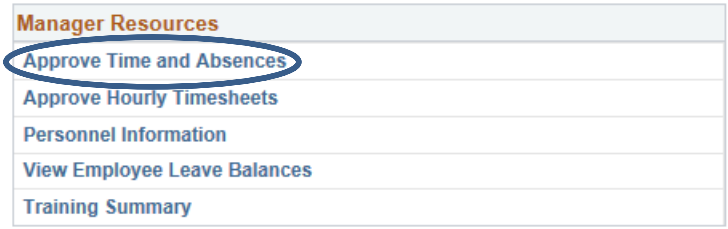
This step-by-step guide will show Managers how to approve and view absences for your employees using Manager Self Service in PeopleSoft (MyCSUSM).

Absences can be approved at any time during the pay period. However, all absences must be entered and approved by 5:00 PM on first business day after the pay period closes. **Failure to approve absences by deadline dates may result in incorrect processing in pay.**

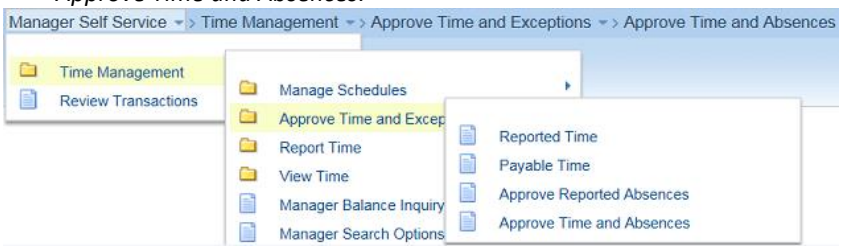
****NOTE:** All staff and MPPs are required to report **No Leave Taken** if they have no absences to report for the pay period. Faculty may choose to participate and enter absences into Self-Service.

Approve Absences

1. To navigate through Manager Self Service to **Approve Time and Absences**, use your web browser to sign into the campus portal, MyCSUSM.
2. There are two options that will navigate to the same page:
   A. Direct Link: In the Manager Resources box, click on the link titled **"Approve Time and Absences"**



   B. Full Navigation: *Main Menu > Manger Self Service > Time Management > Approve Time and Exceptions > Approve Time and Absences:*



3. The **Approve Time and Absences** page should display, listing all direct reports:

Hierarchy/Drill Down Icon:

If your direct reports have his/her own direct reports, you have the access to approve absences for those people. Simply click on the icon and a list of his/her employees will show.

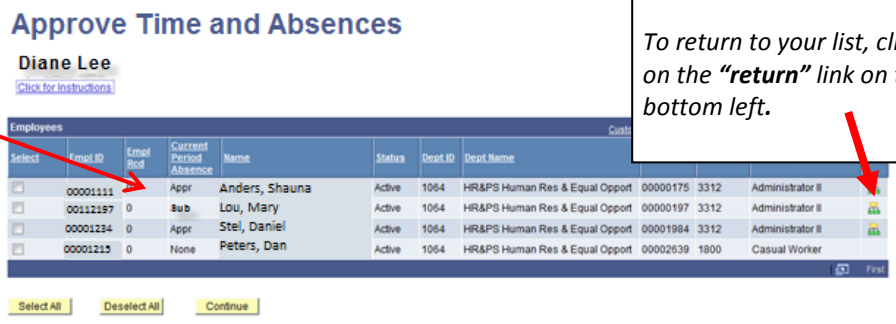
*To return to your list, click on the **"return"** link on the bottom left.*

Current Period Absence:

***"None"**= No absences/time submitted. For students/Hrly "None" may also indicate Time has been approved. Refer back to person's Timesheet to validate.*

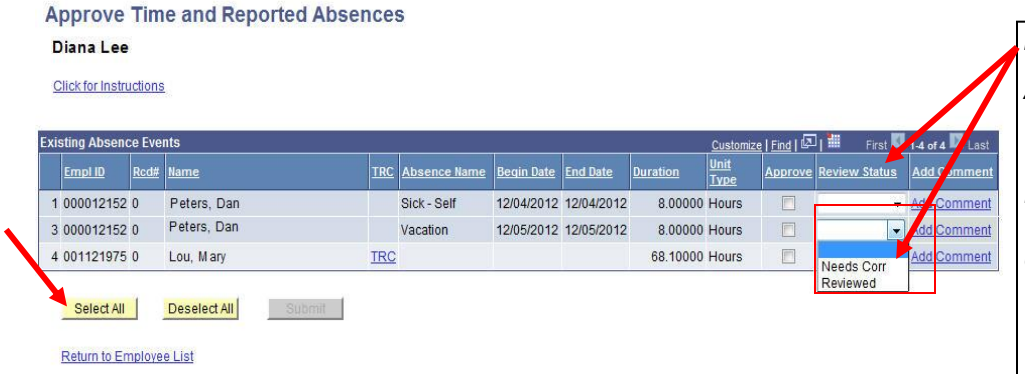
***"Sub"**= Absences/No Leave Taken/Time submitted*

***"Appr"**= All reported absence have been approved for the employee.*



4. Select the employees you wish to approve time & absences for (click the **Select All button** to check all available boxes.) ***Click Continue button.***

5. The **Approve Time and Reported Absences** page displays, listing all Time (Hourly & Students only) and Absences (ALL) that need approval.



REVIEW STATUS:

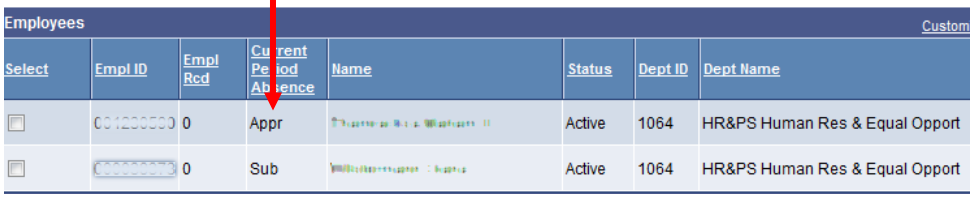
A. ***"Reviewed"*** *= Absence has been entered or reviewed by a Timekeeper.*

B. ***Blank =*** *Absence was entered by employee*

C. ***"Needs Corr"*** *= MPP will select this status if direct report needs to correct his/her absence. Click on the* ***Add comment*** *link to add comments for employee. Employee (or Timekeeper) will receive an e-mail after submitted.*

6. Review the absence information

- **Check the boxes for the individuals whom you wish to approve absences for:** (click the Select All button to check all available boxes)
  - Click Submit
  - The **Approval Confirmation** displays, click OK.
  - The **Approve Time and Absences** page displays.
    - Any Absences approved will show **"Appr" status.**
      **Any absences you did not approve, along with those you sent back for correction, are also displayed.*



*Absences requiring correction will no longer be available for approval. The approval checkbox will be grayed out. At this point, employees should have received an e-mail notifying them that a correction is needed on the absence they submitted. MPP comments and instructions on how to make absence corrections are included in the e-mail.

***Once an employee makes correction to the absence, the absence row will be removed from the Approval Page.*

If you need assistance, please call Payroll Services at ext. 4421.