



# myCSUSM Manager Quick Tips

## Approve Hours & Absences or View Employee Leave Balances


Online approvals are due on or before the 1<sup>st</sup> day of each new pay period.

Use the links in the **Manager Resources** box located on your myCSUSM home page:

Approve	View
<b>Student Hours &amp; Staff Absences</b>	<b>Employee Leave Balances</b>
<b>Manager Resources</b>	<b>Manager Resources</b>
Approve Time and Absences 	Approve Time and Absences
Approve Hourly Timesheets	Approve Hourly Timesheets
Personnel Information	Personnel Information
View Employee Leave Balances	View Employee Leave Balances 
Training Summary	Training Summary


- > Select from employee list or "Select All".
- > Click on Continue
- > Approve and Submit

- > Click on "Refresh" to update list.
- > Click on "Search"

**Note:** If your direct reports have their own direct reports, you have the access to approve hours and absences for those employees by clicking on the hierarchy icon. Simply click on the icon  and a list of their employees will show.

## Approve Student Hours Only

Use the link in the **Manager Resources** box located on your myCSUSM home page:

<b>Manager Resources</b>	
Approve Time and Absences	
Approve Hourly Timesheets 	
Personnel Information	
View Employee Leave Balances	
Training Summary	

- > Change "View By" to: **ALL TIME BEFORE** and select desired date.
- > Click the "Get Employees" button to view all of your student and hourly employees needing time approval.
- > Use the check boxes to select employees and approve or deny **all** reported hours.

- > To view hours in detail, correct or deny **specific** hours: Click on employee's name to open up current timesheet. From there, you can change "View By" to *Week* or *Time Period* and correct or deny hours as needed.

## Approve Staff Absences Only

At the top left corner of your screen, click on:

Main Menu -> Manager Self Service -> Time Management -> Approve Time and Exceptions -> Approve Reported Absences

- > Select employees using the check boxes and click "Continue". Click check box to select the absences to approve and click "Submit".

## Enter Absences or No Leave Taken on Behalf of an Employee

At the top left corner of your screen, click on:

Main Menu -> Manager Self Service -> Time Management -> Report Time -> Manager Absence Entry

- > Click on employee's Empl ID to open up the absence reporting page. From there, you can Submit/Approve absences on the employee's behalf.



Make navigating easy by creating Favorites. Any set of navigation steps, such as approving staff absences, can be bookmarked by clicking on "Add to Favorites" in the upper right-hand corner of your screen.

## Dock Reporting Information

A dock occurs when an employee has completely exhausted his/her available leave balances or does not have appropriate leave available to cover an absence.

- > Notify Payroll immediately if your employee exhausts all available leave credits and pay should be docked.
- > DOCKS ON PAYDAY MUST BE PHONED IN TO PAYROLL NO LATER THAN 9:00 A.M. to ensure a reduced check for the affected employee is available on payday.
- >

## Need Help? Have Questions? Who to Call?

Please visit the Payroll Website at: <http://www.csusm.edu/payroll> for additional information including FAQs, Paydays/Holidays, and Payroll Forms.

To identify your assigned Payroll Specialist, click on *Department Assignments*.

Feel free to contact any available Payroll Services professional at (760) 750-4420.