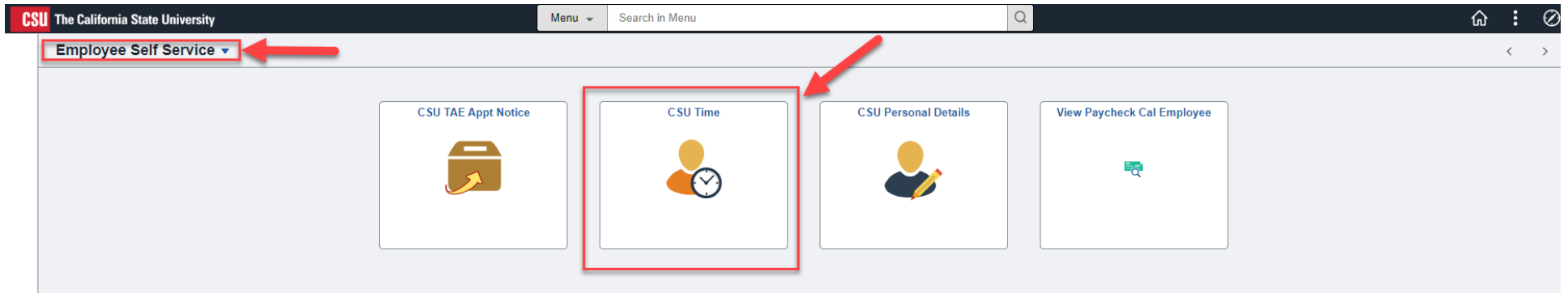


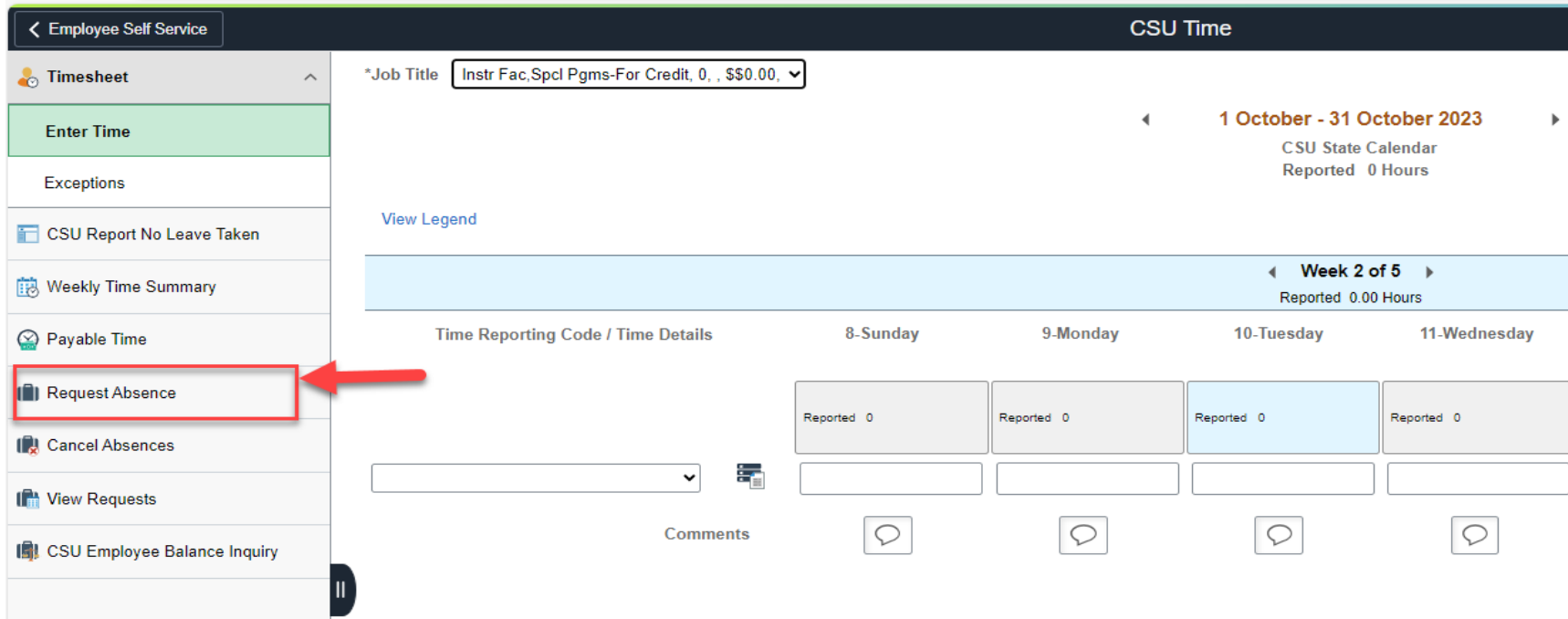
CHRS Guide: Faculty – Time and Absence Management

Employee Submits Absence Using Employee Self Service

1. Make sure "Employee Self Service" is selected and click on the "CSU Time" tile.



2. Click on the "Request Absence"




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3. Select Absence Name from Dropdown. Select Reason code if required. If you have more than one employment, make sure to select the correct job title that you are requesting/submitted absence for.

CSU Time

Request Absence


*Job Title

*Absence Name 


CSU Time


Request Absence

*Job Title

*Absence Name 

*Reason

*Begin Date: 

End Date 

Duration Hours

Partial Days

Comments

CHRS Guide: Faculty – Time and Absence Management

4. Enter Begin Date and End Date - Duration Calculation happens automatically.

CSU Time

Request Absence

*Job Title

*Absence Name

*Reason


*Begin Date:

End Date:

Duration: Hours

Partial Days:

Comments:



5. For part-time AY faculty, calculate your sick time based on your time base and submit partial sick hours. (See a time base chart below for reference.) Select the day you want to enter partial hours. Once you enter partial hours, click "Done". It recalculates the duration hours. Make sure that you have sufficient sick leave credit before you submit.

CSU Time

Request Absence

*Job Title

*Absence Name


*Reason

*Begin Date:

End Date:

Duration: Hours

Partial Days:



CHRS Guide: Faculty – Time and Absence Management

CSU Time

*Job Title: Lecturer AY, 2, Math, \$31.18

*Absence Name: Sick Leave

*Reason: Sick Personal

*Begin Date: 10/30/2023

End Date: 10/31/2023

Duration: 16.00 Hours

Partial Days

Partial Days: All Days

Duration: 3.2 Hours

Cancel Done

CSU Time

Request Absence

*Job Title: Lecturer AY, 2, Math, \$31.18

*Absence Name: Sick Leave

*Reason: Sick Personal

*Begin Date: 10/30/2023

End Date: 10/31/2023

Duration: 6.40 Hours

Partial Days: All Days

Forecast

Comments

Attachments
You have not added any Attachments.
[Add Attachment](#)

Balance Information

As Of 12/31/2023 6.40 Hours**

CHRS Guide: Faculty – Time and Absence Management

6. Click Submit and confirm submission.

CSU Time

Request Absence

*Job Title: Lecturer AY, 2, Math, \$31.18

*Absence Name: Sick Leave

*Reason: Sick Personal

*Begin Date: 10/30/2023

End Date: 10/31/2023

Duration: 6.40 Hours

Partial Days: All Days

Forecast

Comments

Attachments
You have not added any Attachments.
Add Attachment

Balance Information
As Of 12/31/2023 6.40 Hours**

CHRS Guide: Faculty – Time and Absence Management

Partial Sick Time Calculation

Time Base = # of WTUs ÷ 15WTUs

Partial Sick Time = Time Base x 8hrs

Total WTU	Time Base	Fraction	Sick Time
1.00	0.07	1/15	0.53
2.00	0.13	2/15	1.07
3.00	0.20	3/15	1.60
4.00	0.27	4/15	2.13
5.00	0.33	5/15	2.67
6.00	0.40	6/15	3.20
7.00	0.47	7/15	3.73
8.00	0.53	8/15	4.27
9.00	0.60	9/15	4.80
10.00	0.67	10/15	5.33
11.00	0.73	11/15	5.87
12.00	0.80	12/15	6.40
13.00	0.87	13/15	6.93
14.00	0.93	14/15	7.47
15.00	1.00	15/15	8.00