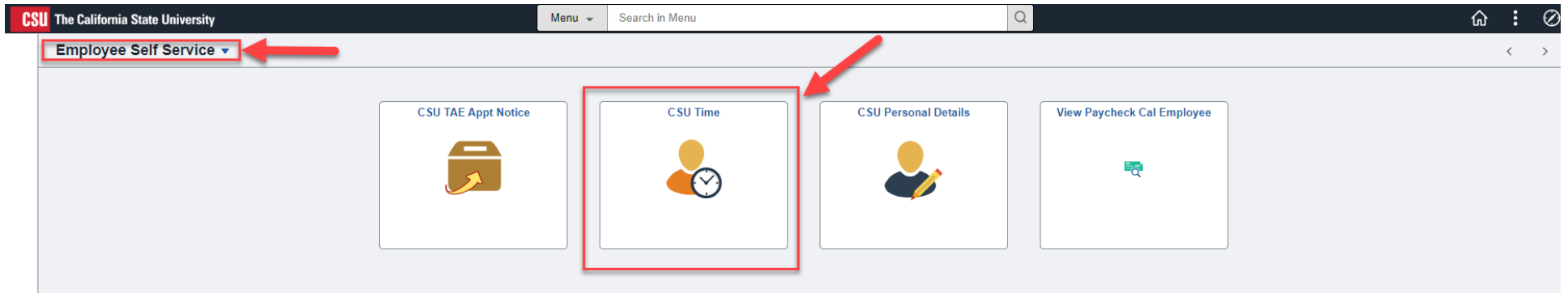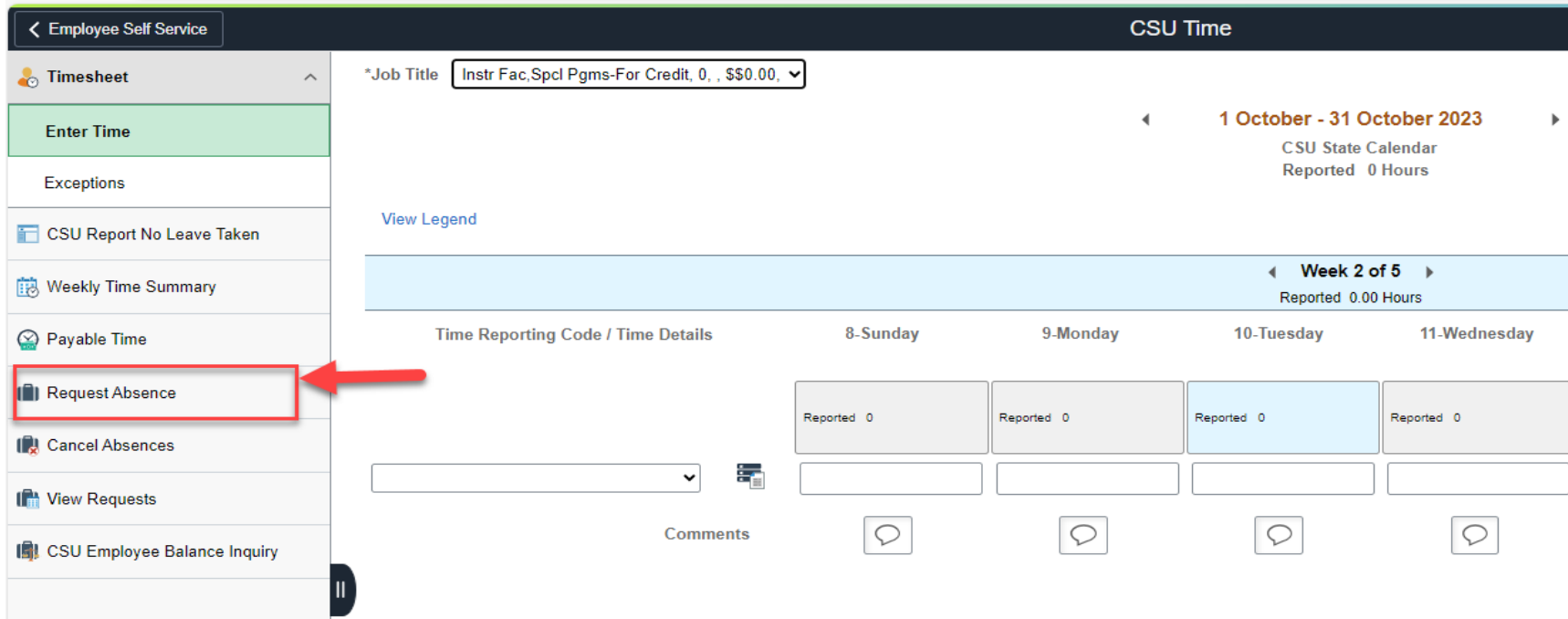## CHRS Guide: Faculty – Time and Absence Management

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/submitting absence for.

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

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.

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6. Click Submit and confirm submission.

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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