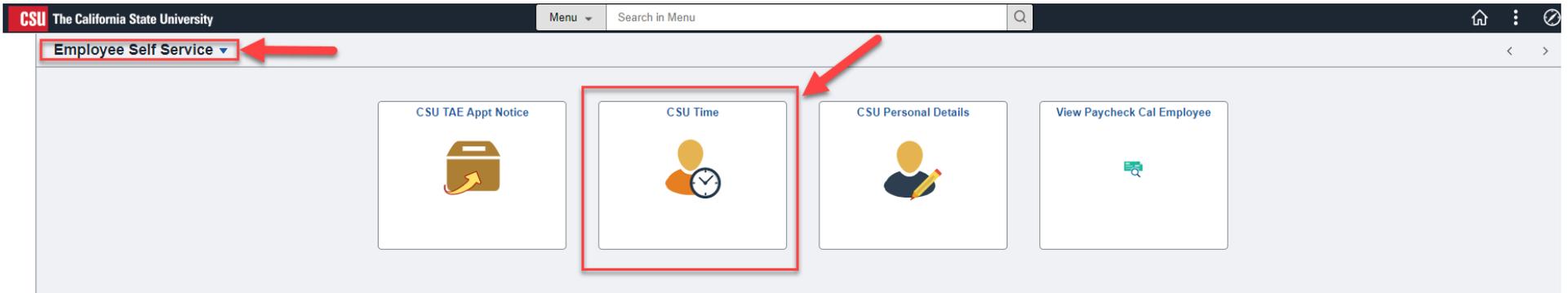


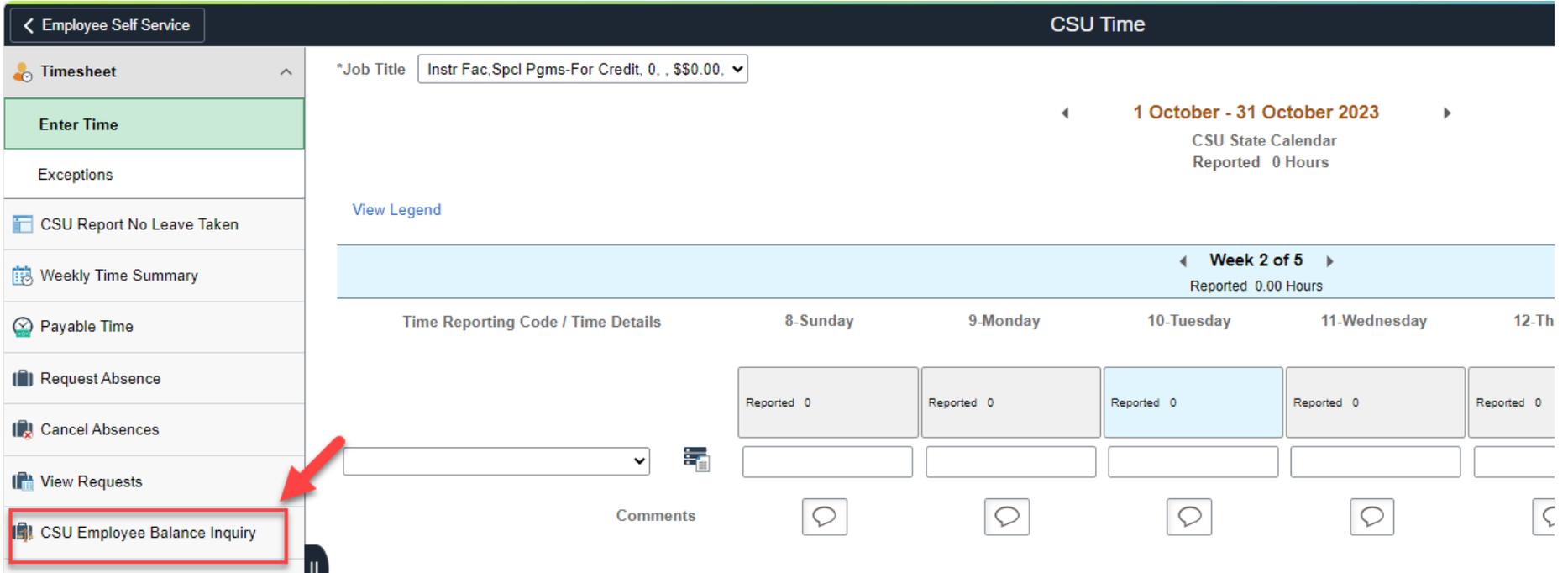
# CHRS Guide: Faculty – Time and Absence Management

## Employee reviews balances using Balance Inquiry

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



2. Click on the CSU "Employee Balance Inquiry"



# CHRS Guide: Faculty – Time and Absence Management

## 3. Review the balances.

Employee Self Service CSU Time

- Timesheet
- CSU Report No Leave Taken
- Weekly Time Summary
- Payable Time
- Request Absence
- Cancel Absences
- View Requests
- CSU Employee Balance Inquiry**

**Employee Balance Inquiry**

1-1 of 1 | View All

**Absence Balances** | Compensatory Time | Service Accrual | PTO Balances | ETO Balances

	Last Name	First Name	Payroll Status	Empl ID	Empl Rcd	Department	Union Code	Last Finalized Period	Balances As Of	Sick Balance	Vacation Balance	Personal Holiday	Details
1	Fraser	Jamie	Active	100042499	2	303750	R03	2023-12	12/31/2023	6.40	0.00	1	<a href="#">Details</a>

[Graduated Vacation Chart](#)