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"

C Employee Self Service		CSL	CSU Time								
🕹 Timesheet 🔹 🔨	*Job Title Instr Fac,Spcl Pgms-For Credit, 0, , \$\$0.00	, 🗸									
Enter Time			•	1 October - 31 C CSU State	D <mark>ctober 2023</mark> Calendar	•					
Exceptions				Reported	0 Hours						
🔚 CSU Report No Leave Taken	View Legend										
🔯 Weekly Time Summary	Week 2 of 5 Reported 0.00 Hours										
🚱 Payable Time	Time Reporting Code / Time Details	8-Sunday	9-Monday	10-Tuesday	11-Wednesday	12 -Th					
(Request Absence		Percented 0	Reported 0	Reported 0	Recented 0	Reserted 0					
R Cancel Absences											
👫 View Requests	· · · · · ·										
CSU Employee Balance Inquiry	Comments	0	0	0	0	5					

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3. Review the balances.

Employee Self Service	CSU Time													
🕹 Timesheet 🗸 🗸				-										
🔚 CSU Report No Leave Taken	Er	nployee Bala	nce Inquiry	<u></u>										
🔞 Weekly Time Summary		₹ Q										I∢	f1 🗸 🕨 🕨	View All
🔛 Payable Time		Absence Balances Compensatory Time Service Accrual PTO Balances ETO Balances III												
Request Absence		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
🕞 Cancel Absences		1 Fraser	Jamie	Active	100042499	2	303750	R03	2023-12	12/31/2023	6.40	0.00	1	Details
👫 View Requests	Gra	aduated Vacation C	hart											

SU Employee Balance Inquiry