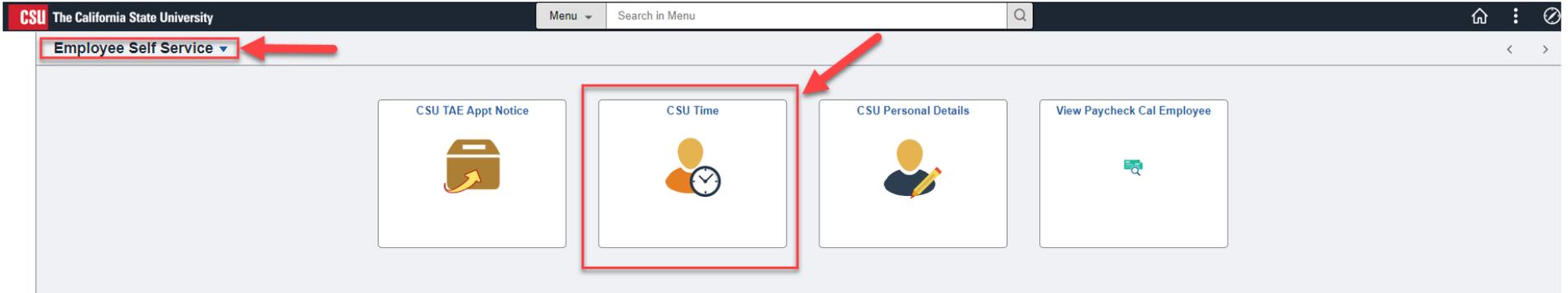


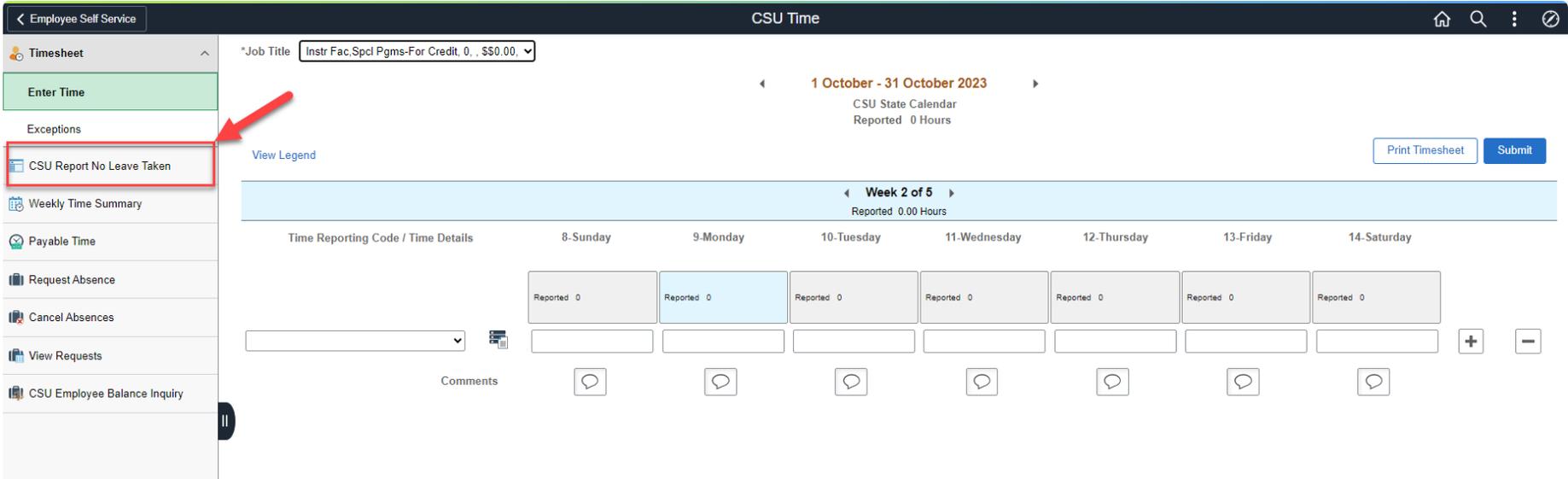
CHRS Guide: Faculty – Time and Absence Management

Employee Enters No Leave Taken using Self Service

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

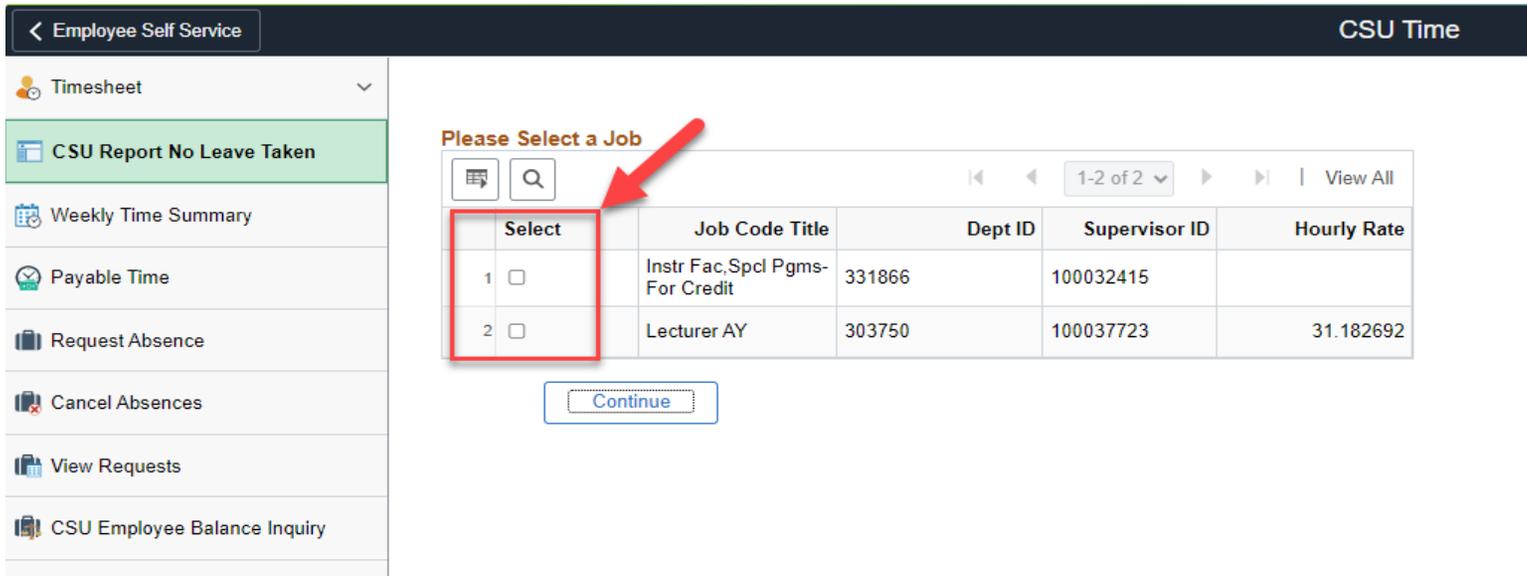


2. Click on "CSU Report No Leave Taken".



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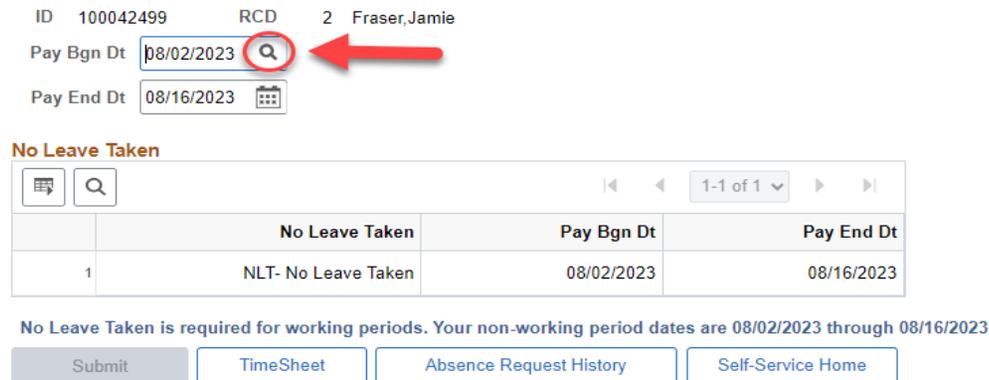
- If employee has multiple appointments, select the appropriate appointment from the list.



The screenshot shows the 'Employee Self Service' interface with a sidebar on the left containing various options like 'Timesheet', 'CSU Report No Leave Taken', 'Weekly Time Summary', 'Payable Time', 'Request Absence', 'Cancel Absences', 'View Requests', and 'CSU Employee Balance Inquiry'. The main content area is titled 'Please Select a Job' and features a table with two rows of job options. A red box highlights the 'Select' column, and a red arrow points to the first row. Below the table is a 'Continue' button.

Select	Job Code Title	Dept ID	Supervisor ID	Hourly Rate
1 <input type="checkbox"/>	Instr Fac, Spcl Pgms- For Credit	331866	100032415	
2 <input type="checkbox"/>	Lecturer AY	303750	100037723	31.182692

- Select the Pay Bgn Dt for the appropriate period.
The default will always be the most current unfinalized pay period based on the Pay Calendar for the employee's paygroup.



The screenshot shows the 'Employee Self Service' interface with the following information: ID 100042499, RCD 2, Fraser, Jamie. The 'Pay Bgn Dt' is set to 08/02/2023, and the 'Pay End Dt' is set to 08/16/2023. A red arrow points to the search icon next to the 'Pay Bgn Dt' field. Below this is a 'No Leave Taken' section with a table showing one row of data. At the bottom, there is a message: 'No Leave Taken is required for working periods. Your non-working period dates are 08/02/2023 through 08/16/2023'. There are four buttons: 'Submit', 'TimeSheet', 'Absence Request History', and 'Self-Service Home'.

ID 100042499 RCD 2 Fraser, Jamie
Pay Bgn Dt 08/02/2023
Pay End Dt 08/16/2023

No Leave Taken	Pay Bgn Dt	Pay End Dt
1 NLT- No Leave Taken	08/02/2023	08/16/2023

No Leave Taken is required for working periods. Your non-working period dates are 08/02/2023 through 08/16/2023

Submit TimeSheet Absence Request History Self-Service Home

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5. Click the "Submit" button.

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

ID 100042499 RCD 2 Fraser, Jamie

Pay Bgn Dt 10/01/2023

Pay End Dt 10/31/2023

No Leave Taken

1-1 of 1

	No Leave Taken	Pay Bgn Dt	Pay End Dt
1	NLT- No Leave Taken	10/01/2023	10/31/2023

Submit TimeSheet Absence Request History Self-Service Home