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".

✓ Employee Self Service			CSU Time				
🕹 Timesheet 🔹 🔨	*Job Title Instr Fac, Spcl Pgms-For Credit, 0, , \$\$0.00, •	•					
Enter Time	1 October - 31 October 2023 CSU State Calendar						
Exceptions				Reported 0	Hours		
E 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		
Request Absence Cancel Absences		Reported 0	Reported 0	Reported 0	Reported 0		
In View Requests							
CSU Employee Balance Inquiry	Comments	\bigcirc	\bigcirc	\bigcirc	\bigcirc		

CHRS Guide: Faculty – Time and Absence Management

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.

	CSU Time
Request Absence	
	*Job Title Lecturer AY, 2, Math, \$31.18,
	*Absence Name Select Absence Name
	CSU Time
Request Absence	
	*Job Title Lecturer AY, 2, Math, \$31.18,
	*Absence Name Sick Leave
	*Reason Sick Personal ~
	*Begin Date: 10/30/2023
	Fnd Date
	Duration 8.00 Hours
	Partial Days None
	Forecast
	Commonte
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4. Enter Begin Date and End Date - Duration calculation happens automatically. Make sure you have sufficient sick leave credit by using "Forecast" button before you submit.

Note: For part-time AY faculty, your sick time hours will be adjusted based on your time base.

	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 16.00 Hours
	Partial Days None
	Forecast
	Commente

5. Click "Submit" and confirm submission.

	CSU Time	ώ	Q	:	Ø
Request Absence					
		-		Subn	ait
*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				

Updated 03/07/2024