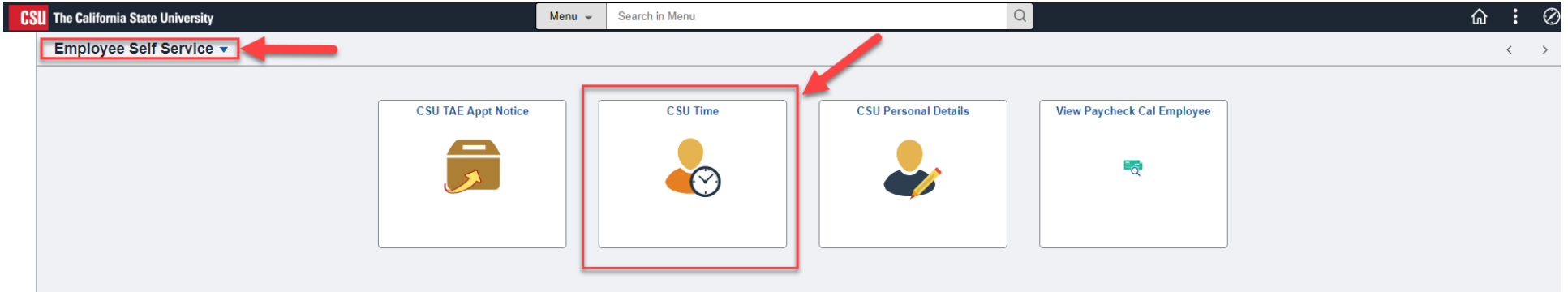


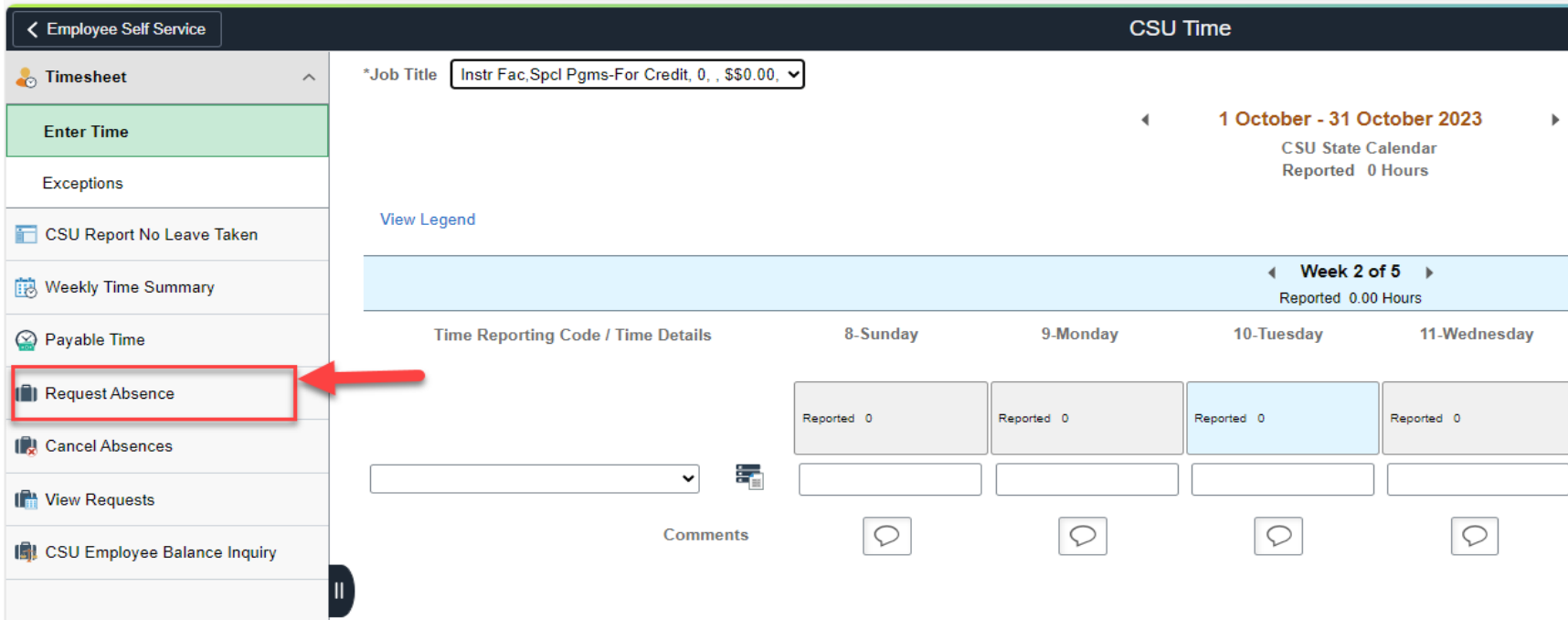
CHRS Guide: Faculty – Time and Absence Management

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/submitted absence for.

CSU Time

Request Absence


*Job Title

*Absence Name 


CSU Time


Request Absence

*Job Title

*Absence Name 

*Reason

*Begin Date: 

End Date 

Duration Hours

Partial Days

Comments

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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

*Absence Name

*Reason

*Begin Date:

End Date

Duration Hours

Partial Days

Comments

5. Click "Submit" and confirm submission.

CSU Time

Request Absence

*Job Title

*Absence Name

*Reason

*Begin Date:

End Date