

Absence Management – Where do I find it?

Employee

View my **absence and compensatory time balances**

Self Service -> Time Reporting -> Employee Balance Inquiry

View the **vacation accrual rates, maximum balance and maximum CTO credits**

Self Service -> Time Reporting -> Employee Balance Inquiry ... click on Graduated Vacation Chart

Enter **no time taken for the month**

Self Service -> Time Reporting ->Report Time - > Report and View Absences

Enter **my time taken**

Self Service -> Time Reporting ->Report Time - > Report and View Absences

Enter **comments if required on time taken**

Self Service -> Time Reporting ->Report Time - > Report and View Absences ... click on Add Comments

View **my work schedule**

Self Service -> Time Reporting ->View Time -> Monthly Schedule

View if **my manager approved my time**

Self Service -> Time Reporting ->Report Time - > Report and View Absences... look for “Approved”

Timekeeper

Review **time entered by employee**

Manager Self Service -> Time Management -> Report Time -> Timekeeper Absence Entry

Enter **time taken or no time taken on behalf of employee or change/reject their entry**

Manager Self Service -> Time Management -> Report Time -> Timekeeper Absence Entry

Enter **overtime or shift differential worked on behalf of an employee**

Manager Self Service -> Time Management -> Report Time -> Timesheet

View **employee’s work schedule**

Manager Self Service ->Time Reporting ->View Time -> Monthly Schedule

View **if the manager approved time**

Manager Self Service -> Time Management -> Report Time -> Timekeeper Absence Entry

Run **reports** (including: absences reported, no absences reported, expiring ADO)

Global Payroll and Absence Mgmt -> CSU Absence Mgmt -> CSU AM Inquiry -> Multi Report

Report **my own absences**

If you’re in Manager Self Service, click Sign Out then use the GET button to go into Self Service -> Time Reporting ->Report Time - > Report and View Absences

Manager/Approver

Approve time or no time taken entered by employees and timekeepers

Manager Self Service -> Time Management -> Approve Time and Exceptions -> Approve Reported Absences

Enter time taken or no time taken on behalf of employee

Manager Self Service -> Time Management -> Report Time -> Manager Absence Entry

Enter **overtime or shift differential** worked on behalf of an employee
Manager Self Service -> Time Management -> Report Time -> Timesheet

Run **reports** (including: absences reported, no absences reported, expiring ADO)
Global Payroll and Absence Mgmt -> CSU Absence Mgmt -> CSU AM Inquiry -> Multi Report

Report **my own absences**
*If you're in Manager Self Service, click Sign Out then use the GET button to go into Self Service -> Time Reporting
->Report Time - > Report and View Absences*