Employee Absence Entry Guide
Go to:  
http://www.calstatela.edu

Click on myCSULA

Enter the **User Name** and **Password** that you use to log on to your computer and click on **Login**.

Your password is case sensitive.

Click on the **Absence Mgmt** button on the left hand side to go directly to the Report and View Absences page.

The Report and View Absences page is used to enter time off such as 'Vacation' and 'Sick'.

**Click for Instructions** – quick online reference to enter time.

Dates will default to the current month. If entering or viewing absences for a prior month, enter the appropriate 'From' date.

1. Use the drop down to select the absence name. Select **No Leave Taken** for no absences during the month.
2. Enter the first date of the absence.
3. The end date will default to the same day as the begin date. Change it if your absence spans more than 1 day.
4. Use **Add** to add or delete a row.
5. Click **Save** to save and report your absence.

Click if you want to see the calculated hours.
Certain absences like Sick – Family Care and Bereavement require the relationship of the family member in the Add Comments section.

**TIP:**
When you choose Sick or Vacation, your balance for that type will appear on the screen.

**TIP:**
Only absences available to you (whether you have a balance or not) will appear in the drop down. This is based on your union code.

**IMPORTANT:**
Exempt employees take time in whole days or “None”.

Non-exempt employees may use “Partial Hours” - but cannot use anything less than a full hour. If less than a full hour is entered, Payroll will round up the time to a whole number.

**TIP:**
After Submitting, if you enter the wrong Absence Name or Date, use the garbage can button to delete the row.

**NOTE:**
If you Submit and go back in later and want to delete an entry, review the Absence Status [see list below]. You cannot delete if the timekeeper and/or approver have “Reviewed” or “Approved” your time. Contact them to reject your time so that you can start over or they can enter the correct absence information for you.

**NOTE:**
Absence Status definitions

<table>
<thead>
<tr>
<th>Absence Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>not yet reviewed by timekeeper or approved by MPP</td>
</tr>
<tr>
<td>Reviewed</td>
<td>reviewed by timekeeper and sent to MPP for approval</td>
</tr>
<tr>
<td>Approved</td>
<td>approved by MPP and sent to Payroll for processing</td>
</tr>
<tr>
<td>In Process</td>
<td>Payroll Dept is processing</td>
</tr>
<tr>
<td>Needs Correction</td>
<td>timekeeper, MPP or Payroll has rejected the entry</td>
</tr>
<tr>
<td>Finalized</td>
<td>Payroll Dept has closed the calendar and the absence is applied to balances</td>
</tr>
<tr>
<td>Resolve</td>
<td>a prior period adjustment that the Payroll Dept needs to process</td>
</tr>
</tbody>
</table>

**Warning:** if using the same number of partial hours for multiple days and it includes weekends, you must enter on separate lines. For instance, if you are entering 4 partial hours daily from Thursday – Tuesday, enter one line Thursday - Friday and another line Monday - Tuesday. If you combine the dates on one line, the system will add in the weekend days and calculate more hours.
**Employee Balance Entry**

You can view your balances including Vacation, Sick and CTO. **Graduated Vacation Chart** – a quick reference to Vacation Accruals Rates

**Other Tabs:**
- **Compensatory Time** – shows CTO and ADO time
- **State Service for Absence** – shows your state service months.

Click on **[ ]** to view your history. Click on the appropriate tab to view each balance.

**Monthly Schedule**

All employees are placed on a schedule. This allows the system to know your days off and how many hours a day you work so it can correctly calculate the appropriate time off or warn you when you try to enter an absence on a non-scheduled day.

The system also calculates excess plus/minus hours monthly based on your Monthly Schedule.