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