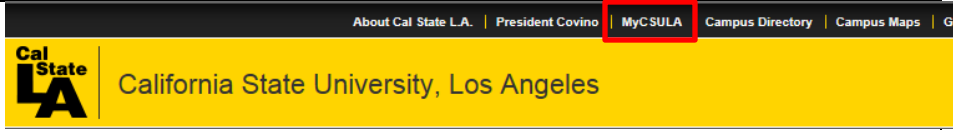

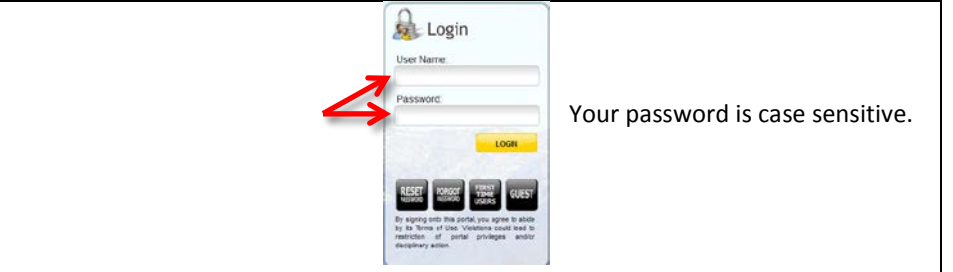


# **Employee Absence Entry Guide**

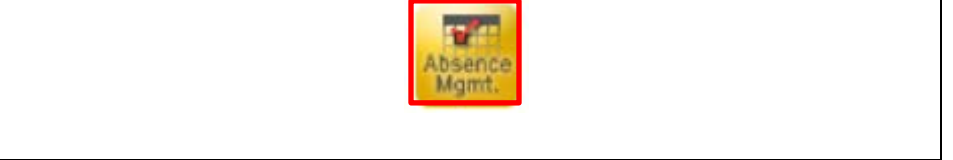
Go to:  
<http://www.calstatela.edu>  
 Click on myCSULA



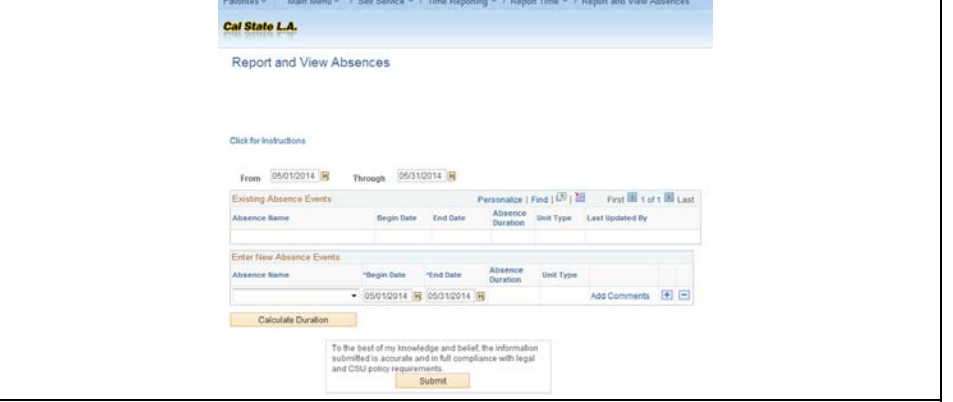
Enter the **User Name** and **Password** that you use to log on to your computer and click on .



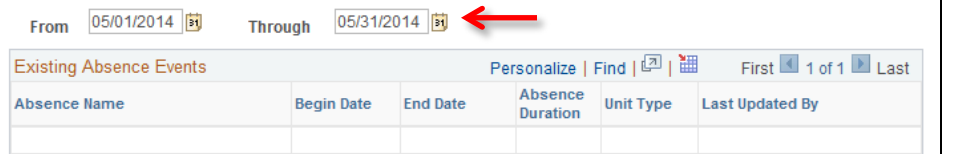
Click on the **Absence Mgmt** button on the left hand side to go directly to the Report and View Absences page.






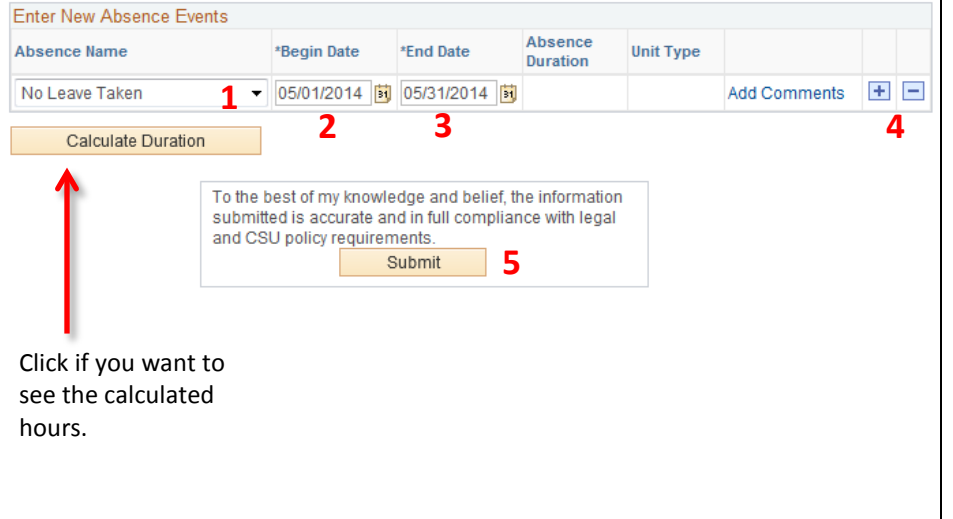
The Report and View Absences page is used to enter time off such as 'Vacation' and 'Sick'.  
  
[Click for Instructions](#) – quick online reference to enter time.



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  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  to add or delete a row.
5. Click  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.

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Absence Duration	Unit Type		
Sick - Family Care	05/07/2014	05/08/2014	1432.155	None		Hours	<a href="#">Add Comments</a>	+ -

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

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Absence Duration	Unit Type		
Sick - Self	05/01/2014	05/01/2014	1432.155	None		Hours	<a href="#">Add Comments</a>	+ -

**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.

- Bereavement/Funeral
- Desk
- Holiday ADO Expiring Earn
- Holiday ADO Expiring Take
- Holiday CTO Straight Earn
- Holiday CTO Take
- Jury Duty
- MI Spouse/Domestic Partner
- Military Leave
- No Leave Taken
- Organ Donor/Bone Marrow
- Parental Leave
- Personal Holiday
- Professional Development
- Sick - Bereavement
- Sick - Family Care
- Sick - Self
- Union Non-Reimbursed
- Union Reimbursed
- Vacation

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

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Absence Duration	Unit Type		
Sick - Self	05/01/2014	05/01/2014	1432.155	None		Hours	<a href="#">Add Comments</a>	+ -

Calculate Duration

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.

**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.

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

Existing Absence Events

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By	
Vacation	05/01/2014	05/06/2014	32.00	Hours	Submitted		

**NOTE:**  
Absence Status definitions

- Submitted – not yet reviewed by timekeeper or approved by MPP
- Reviewed – reviewed by timekeeper and sent to MPP for approval
- Approved – approved by MPP and sent to Payroll for processing
- In Process – Payroll Dept is processing
- Needs Correction – timekeeper, MPP or Payroll has rejected the entry
- Finalized – Payroll Dept has closed the calendar and the absence is applied to balances
- Resolve – a prior period adjustment that the Payroll Dept needs to process

**Employee Balance Entry**  
 You can view your balances including Vacation, Sick and CTO. [Graduated Vacation Chart](#) – a quick reference to Vacation Accruals Rates

Navigation: Self Service – Time Reporting – Employee Balance Entry

Last Finalized Balances Personalize | Find | View All | First 1 of 1 Last

Absence Balances Compensatory Time State Service for Absence

Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details
1	Active					2014-03	04/01/2014	1432.155	264.708	1	

Graduated Vacation Chart

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

Absence Balances Compensatory Time State Service for Absence

Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	CTO balance	Hol Cr Balance	Hol CTO Balance	Excess Balance	Expiry ADO Balance	Non Expiry ADO Balance	Details
1	Active					2014-03	04/01/2014	0.000	0.000	0.000	0.000	0.000	0.000	

Absence Balances Compensatory Time State Service for Absence

Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	State Service Months	State Service Hours Carryover	Sick Carryover Hours	Vacation Hours Carryover	State Service FTE Carryover	Details
1	Active					2014-03	04/01/2014	276.000	0.000	0.000	0.000	0.000	

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

Sick	Vacation	Personal Holiday	CTO	Holiday Credit	Holiday CTO	Excess	ADO	Non Exp ADO	State Service	State Service Hours
Period ID	Balances as of Date		Previous Sick Balance	Sick Earned	Sick Taken	Sick Adjusted	Catastrophic Sick Donated	Sick Balance		
1 2014-04	CURRENT - Not Finalized		1432.155	0.000	0.000	0.000	0.000	1432.155		
2 2014-03	04/01/2014		1424.155	8.000	0.000	0.000	0.000	1432.155		
3 2014-02	03/01/2014		1414.155	8.000	8.000	10.000	0.000	1424.155		
4 2014-01	01/31/2014		1417.155	8.000	11.000	0.000	0.000	1414.155		
5 2013-12	01/01/2014		1417.155	8.000	8.000	0.000	0.000	1417.155		
6 2013-11	12/01/2013		1425.155	8.000	16.000	0.000	0.000	1417.155		
7 2013-10	10/31/2013		1436.155	8.000	19.000	0.000	0.000	1425.155		
8 2013-09	10/01/2013		1432.155	8.000	4.000	0.000	0.000	1436.155		
9 2013-08	08/30/2013		1448.155	8.000	24.000	0.000	0.000	1432.155		
10 2013-07	07/31/2013		1440.155	8.000	0.000	0.000	0.000	1448.155		
11 2013-06	07/01/2013		1436.155	8.000	4.000	0.000	0.000	1440.155		
12 2013-05	05/31/2013		1432.155	8.000	4.000	0.000	0.000	1436.155		
13 2013-04	05/01/2013		1428.155	8.000	4.000	0.000	0.000	1432.155		

**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.

Navigation: Self Service – Time Reporting – View Time – Monthly Schedule

Monthly Schedule

Susan Cortez Employee ID: 202497054

<< Previous Month 05 - May 2014 Next Month >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				8 Hours 1	8 Hours 2	OFF 3
OFF 4	8 Hours 5	8 Hours 6	8 Hours 7	8 Hours 8	8 Hours 9	OFF 10
OFF 11	8 Hours 12	8 Hours 13	8 Hours 14	8 Hours 15	8 Hours 16	OFF 17
OFF 18	8 Hours 19	8 Hours 20	8 Hours 21	8 Hours 22	8 Hours 23	OFF 24
OFF 25	8 Hours 26	8 Hours 27	8 Hours 28	8 Hours 29	8 Hours 30	OFF 31