Timekeeper: Reviewing Absences

This article covers how department timekeepers can review absences that were submitted by employees in the department(s) that they are authorized to view.
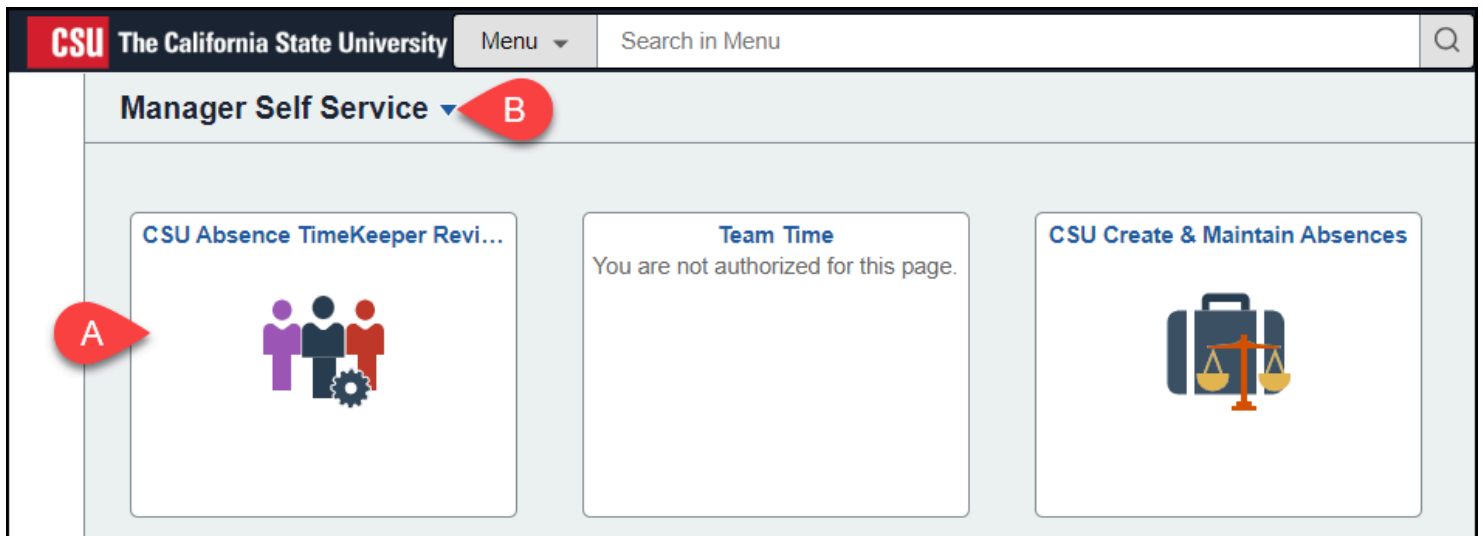
⚠ Timekeepers will only be able to mark an entry as reviewed or needs correction if the MPP approver has not approved it.

1. Log in to the campus portal and click on Human Resource in the Titan Online widget.

View step-by-step instructions on accessing CHRS.

2. Select CSU Absence TimeKeeper Review on the Manager Self-Service homepage.

💡 You can also access this menu from the Nav Bar > Menu > Global Payroll & Absence Mgmt > CSU Absence Mgmt > CSU Absence TimeKeeper Review.

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A. Click on **CSU Absence TimeKeeper Review** on the Manager Self Service homepage.
B. If you are not on Manager Self Service, click on the arrow next to the homepage name to select Manager Self Service.

3. Enter search criteria to look up one or more employees. You can enter multiple fields to narrow down your search results. Then click Search or Save.

⚠️ It is highly recommended that you check Include Approved Absences so you can see both unapproved and approved absences. Remember that Approvers will receive a notification about an absence request as soon as the request is submitted, so it's likely that many absences may already be approved.

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A. Enter the Empl ID (CHRS ID) of an employee to look up absences for the employee.
B. Enter the Last Name and/or First Name of an employee to look up absences for the employee.
C. Enter the Empl ID (CHRS ID) of an Approver to view all absences for employees that report to that Approver.
D. Leave the HR Status as Active to view absences for active employees. You can change this to Inactive to view absences for inactive employees.
E. **RECOMMENDED**: Check the Include Approved Absences option to show both unapproved and approved absences.
F. Type or look up a Department to view only absences for that specific department. If you leave this field blank, you will see absences for ALL departments that you have authorization to view.
G. Update the From Date and Thru Date to view absences for a particular range such as pay period inclusive dates. The default From Date is 30 days prior to today; the default Thru Date is 30 days in the future.
H. Click **Search** to search for absences.
I. Click **Save** to save your search settings and search for absences.

4. To download the search results to Excel, click on the action menu button and select Download to Excel. To find a specific employee or entry in the search results, click on the search button.
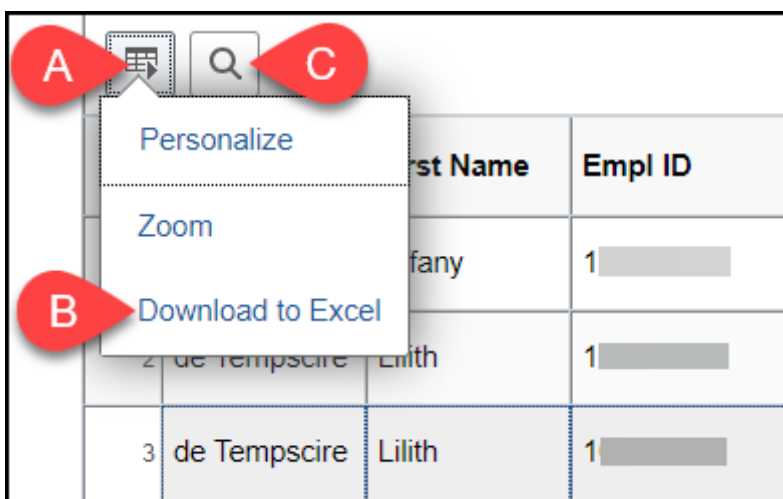
A. To download the search results, click on the grid action menu icon.
B. Then select **Download to Excel**.
C. To find a specific employee/absence entry, click on the search button.

5. You can now review all of the submitted absences.

💡 Click on a column header to sort the results by that column.

Last Name	First Name	Empl ID	Empl Rcd	Job Code	Job Code Description	Dept ID	Department Name	HR Status	Absence Type	Absence Reason	WF Status	Begin Date	End Date	Hours	Review Status	Apvd	Approver EMPLID	Approver Name	Bus Unit
1 Hollow	Desiderata	1⬚	0	1038	Admin Analyst/Spclst 12 Mo	10216	Student Health and Counseling	Active	Jury Duty		Push Back	10/11/2023	10/13/2023	24.00		☐	1⬚	Adora Belle Dearheart	FLCMP
2 Hollow	Desiderata	1⬚	0	1038	Admin Analyst/Spclst 12 Mo	10216	Student Health and Counseling	Active	Vacation		Submitted	10/30/2023	10/30/2023	8.00	⌄	☐	1⬚	Adora Belle Dearheart	FLCMP
3 Proust	Eunice	1⬚	0	1032	Admin Support Assistant 12 Mo	10216	Student Health and Counseling	Active	Sick Leave	Sick Personal	Approved	10/16/2023	10/16/2023	8.00		☑	1⬚	Adora Belle Dearheart	FLCMP
4 Proust	Eunice	1⬚	0	1032	Admin Support Assistant 12 Mo	10216	Student Health and Counseling	Active	Vacation		Submitted	10/31/2023	10/31/2023	8.00	⌄	☐	1⬚	Adora Belle Dearheart	FLCMP
5 Weatherwax	Galder	1⬚	0	1038	Admin Analyst/Spclst 12 Mo	10216	Student Health and Counseling	Active	Sick Leave	Family Care	Submitted	10/06/2023	10/09/2023	16.00	⌄	☐	1⬚	Adora Belle Dearheart	FLCMP

A. The employee's Last Name, First Name, and Empl ID (CHRS ID).
B. The employee's position information, including Empl Record, Job Code, Job Code Description, Department ID, Department Name, and HR Status. Note that some employees may have multiple positions.
C. Absence Type is the type of absence request.
D. Some absence request types require that an Absence Reason is selected to further define the absence request. In the example above, there are two Sick Leave absence types but one has an Absence Reason of Family Care and the other is Sick Personal.
E. WF Status shows the current workflow status of the absence request.
   • Submitted = employee has submitted the absence request for approval
   • Approved = MPP has approved the absence request in CHRS
   • Denied = MPP has denied the absence request in CHRS
   • Push Back = MPP has sent the absence request back to the employee for correction/rework

F. Begin Date is the first day of the absence.
G. End Date is the last day of the absence.
H. Hours is the total number of hours for the absence.
I. Review Status is what timekeepers use to mark an absence as reviewed or needs correction.
J. If there is a checkmark in the Apvd column, that means the absence request has been approved by the MPP in CHRS.
K. Approver Empl ID and Approver Name indicates to whom the absence request was submitted for approval.

6. Click on the Review Status drop-down menu and select either Reviewed or Needs Corr.

End Date	Hours	Review Status	Apvd
10/13/2023	24.00		☐
10/30/2023	8.00	⌄ **A**	☐
10/16/2023		**B** Needs Corr Reviewed	☑
10/31/2023	8.00	Needs Corr ⌄	☐
10/09/2023	16.00	Reviewed ⌄	☐

⚠️ If you choose Needs Correction, you will need to reach out to the employee directly to let them know what needs to be modified as the email will only tell them that a timekeeper marked the absence as needing correction.

A. Click on the Review Status drop-down menu.
B. Select the status for the absence request:
- **Needs Corr** = Needs Correction. Choosing this option will send an email to the employee indicating that the absence needs to be reworked/corrected.
- **Reviewed** = Entry is Correct. Choosing this option indicates that you have reviewed the entry and it is accurate.

Does an approved absence need to be corrected?

If the absence has been approved, it must be canceled before it can be corrected. Timekeepers should reach out to either the employee or the manager to have them cancel the absence request so the absence can be corrected.

Employee Cancels the Absence

1. The employee cancels the absence.
2. The manager approves the canceled absence.
3. The employee can then edit the absence with the necessary corrections and re-submit it.
4. The timekeeper reviews the corrected absence.
5. The manager approves the corrected absence.

Manager Cancels the Absence

1. The manager cancels the absence.
2. The employee can now edit the absence with the necessary corrections and re-submit it.
3. The timekeeper reviews the corrected absence.
4. The manager approves the corrected absence.

7. Click Save to save your changes.

💡 Note that you do not need to review all absence request entries before saving.

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Next Steps

The MPP Approver will need to [approve the absence requests](#).

Need More Help?

For questions about your specific entries or reporting requirements for your position, contact your department timekeeper or [Payroll](#) at 657-278-2521 or payroll@fullerton.edu.

For training and how-to assistance, contact IT Training at 657-278-5647 or ittraining@fullerton.edu.

For technical assistance, contact the IT Help Desk at 657-278-7777 or helpdesk@fullerton.edu.

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