

Timekeeper: Entering Absences or No Leave Taken on Behalf of an Employee

This article covers how department timekeepers enter absences or no leave taken on behalf of an employee if the employee is unable to submit entries themselves.

- ! If a timekeeper enters absences or no leave taken on behalf of an employee, a 634 Form needs to be filled out, signed by the employee and manager, and submitted to Payroll Services.

The 634 form is in the process of moving to AEM Forms and more information will be available soon.

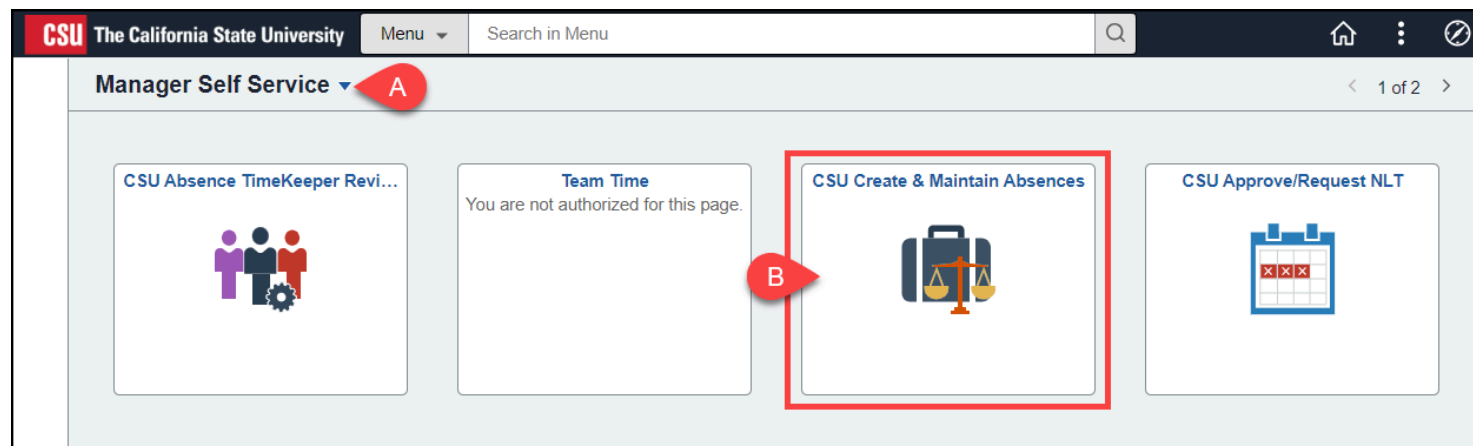
1. Log in to the campus portal and click on Human Resource in the Titan Online widget.

[View step-by-step instructions on accessing CHRS.](#)

What do you want to do?

Enter absence requests on behalf of an employee

1. Click on CSU Create & Maintain Absences on Manager Self Service.



- A. Use the homepage selection arrow to switch to the Manager Self Service homepage if you are not already there.
- B. Then click **CSU Create & Maintain Absences**.

2. Enter the CHRS ID of the employee for whom you want to create an absence entry in the Employee ID field and then press Tab on your keyboard to populate the employee's information.

Create and Maintain Absence Requests

► **Search**

Absence Requests

Select	*Employee ID	Name	Empl Record
<input type="checkbox"/>	100000000 <input type="button" value="Search"/>	Name	0 <input type="button" value="Search"/>

3. Start by entering the Begin Date and End Date for the absence.

Absence Requests

Select	*Employee ID	Name	Empl Record	Job Title	*Begin Date:	*End Date
<input type="checkbox"/>	1 <input type="button" value="Search"/>	Eunice Proust	0 <input type="button" value="Search"/>	Admin Support Assistant 12 Mo	10/24/2023 <input type="button" value="Calendar"/>	10/24/2023 <input type="button" value="Calendar"/>

A. Enter the Begin Date for the absence. You can type in the date or click on the calendar icon to select a date.

B. Enter the End Date for the absence. You can type in the date or click on the calendar icon to select a date.

4. Select the absence type from the Absence Name drop-down menu. If applicable, select a reason from the Reason drop-down menu.

*End Date	*Absence Name	Reason	Duration	Attachment	Balance
10/24/2023	Sick Leave	Sick Pers	8 Hours	View/Add	110.50 Hours

Annotations: A points to the Absence Name dropdown, B points to the Reason dropdown, and C points to the View/Add link.

- A. Select the absence type from the Absence Name drop-down menu.
- B. Some absence types require a Reason. If applicable, select a reason from the Reason drop-down menu.
- C. Optional: click **View/Add** to add an attachment to the absence entry.

5. Click the plus sign button to add another absence for this employee.

*Absence Name	Reason	Duration	Attachment	Balance	Original Begin Date	Entry Source	Status	Void	
Sick Leave	Sick Pers	8 Hours	View/Add	110.50 Hours			New		+

A red arrow points from the 'New' status to the plus sign button (+) in the final column.

6. Once you have entered all of the absences for an employee, place a checkmark next to each absence entry row. Then click Forecast.



You must forecast the absences before they can be submitted.

Absence Requests

Absence Detail

Partial Days

Additional Information

Override

Process

Forecast

Comments

Dem

Select	*Employee ID	Name	Empl Record	Job Title	*Begin Date:	*End Date
<div>A</div> <input checked="" type="checkbox"/>	1 <input type="text"/>	Eunice Proust	0 <input type="text"/>	Admin Support Assistant 12 Mo	10/24/2023 <input type="text"/>	10/24/2023 <input type="text"/>

Select All

Deselect All

Copy Absence

Delete

Comments

Submit

Save for Later

B

Forecast

A. Place a checkmark next to each absence entry row for the employee.

B. Then click **Forecast**.

7. Click Yes to save and forecast the absences.

In order to provide accurate Forecast Results, the system will save the all Absence Requests. Would you like to continue?

Yes

No

8. Click on the Forecast tab.

Absence Requests

☐ ☐

Absence Detail | Partial Days | Additional Information | Override | Process | **Forecast** | Comments | Demog

Select	*Employee ID	Name	Empl Record	Job Title	*Begin Date:	*End Date
<input type="checkbox"/>	1 <input type="text"/>	Eunice Proust	0 <input type="text"/>	Admin Support Assistant 12 Mo	10/24/2023 <input type="text"/>	10/24/2023 <input type="text"/>

9. Check the Forecast Value to make sure it is ELIGIBLE for each of the absence entries.

Absence Requests

☐ ☐

Absence Detail | Partial Days | Additional Information | Override | Process | **Forecast** | Comments | Demographic | ||

Select	*Employee ID	Name	Empl Record	Job Title	*Begin Date:	*End Date	*Absence Name	Balance	Forecast Value	Forecast Date Time	Forecast Message
<input type="checkbox"/>	1 <input type="text"/>	Eunice Proust	0 <input type="text"/>	Admin Support Assistant 12 Mo	10/24/2023 <input type="text"/>	10/24/2023 <input type="text"/>	Sick Leave	110.50 Hours	ELIGIBLE	10/24/2023 4:24PM	Completed Successfully!

10. Return to the Absence Detail tab. Place a checkmark next to each absence entry row and then click Submit.

The screenshot shows the 'Absence Requests' interface. At the top, there are tabs: 'Absence Detail' (selected), 'Partial Days', 'Additional Information', 'Override', 'Process', 'Forecast', and 'Co'. Below the tabs is a table with the following columns: 'Select', '*Employee ID', 'Name', 'Empl Record', 'Job Title', and '*Begin Date:'. The first row of data shows a checkmark in the 'Select' column, '1' in the '*Employee ID' column, 'Eunice Proust' in the 'Name' column, '0' in the 'Empl Record' column, 'Admin Support Assistant 12 Mo' in the 'Job Title' column, and '10/24/2023' in the '*Begin Date:' column. Below the table are buttons for 'Select All', 'Deselect All', 'Copy Absence', and 'Delete'. There is also a 'Comments' section with a text area. At the bottom, there are buttons for 'Submit', 'Save for Later', and 'Forecast'. Red callout letters A, B, and C are placed over the 'Absence Detail' tab, the checkmark in the 'Select' column, and the 'Submit' button, respectively.

- A. Click on the **Absence Detail** tab.
- B. Place a checkmark next to each absence entry row for the employee.
- C. Then click **Submit**.


11. You will see a confirmation that the submission was successful. Click OK.


The screenshot shows a confirmation message box with the text 'Selected Absence Requests were successfully submitted. (0,0)'. Below the text is a button labeled 'OK'.







12. The employee will receive an email letting them know that the

absence request was submitted.


This Absence Request has been Submitted



To 



 Reply
  Reply All
  Forward
 


Tue 10/24/2023 4:29 PM


 We removed extra line breaks from this message.

CSUF external service. Use caution and confirm sender.

The following Absence Request has been Submitted

Employee Id: 1  - Eunice Proust
 Department: Student Health and Counseling Job Title: Admin Support Assistant 12 Mo Absence Start Date: 2023-10-24 Absence
 Name: 251847 - CSU SCKAT - Sick Leave Absence End Date: 2023-10-24
 Status: Submitted
 Comments:

13. The employee's manager will receive an email letting them know they have an absence request to approve.

-  The [manager will need to approve all absence requests](#) that you submit on the employee's behalf.

There is an Absence Request awaiting your approval



To [redacted]



Reply

Reply All

Forward



Tue 10/24/2023 4:29 PM

We removed extra line breaks from this message.

CSUF external service. Use caution and confirm sender.

There is an Absence Request awaiting your approval

Employee Id: 1 [redacted] - Eunice Proust

Department: Student Health and Counseling Job Title: Admin Support Assistant 12 Mo Absence Start Date: 2023-10-24

Absence Name: 251847 - CSU SCKAT - Sick Leave Absence End Date: 2023-10-24

Status: Submitted

Comments:

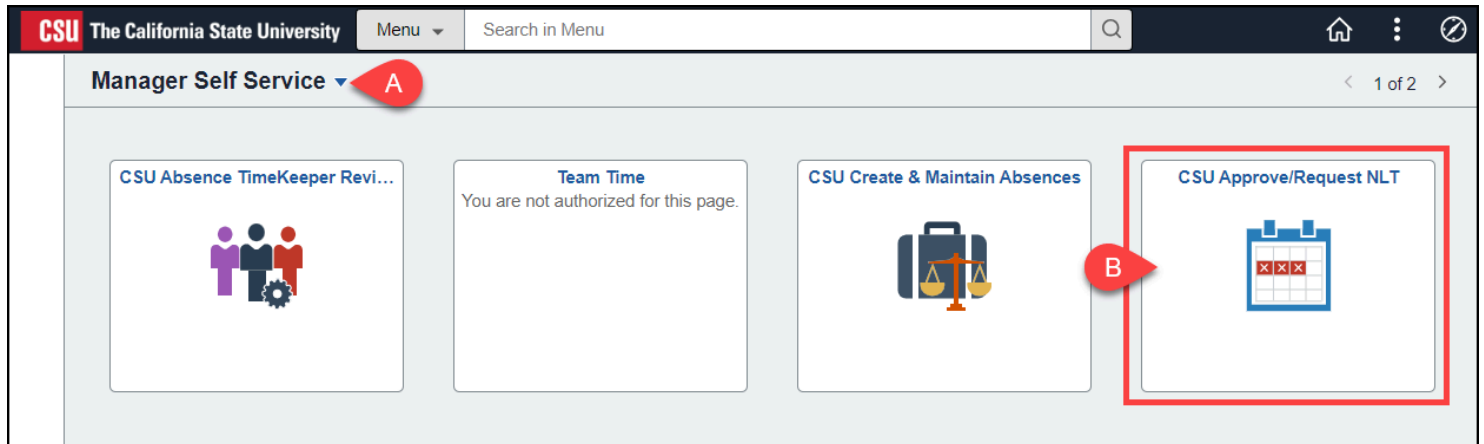
14. A 634 Form will need to be filled out, signed, and submitted to Payroll Services.

If a timekeeper enters absences or no leave taken on behalf of an employee, a 634 Form needs to be filled out, signed by the employee and manager, and submitted to Payroll Services.

The 634 form is in the process of moving to AEM Forms and more information will be available soon.


Enter No Leave Taken on behalf of an employee

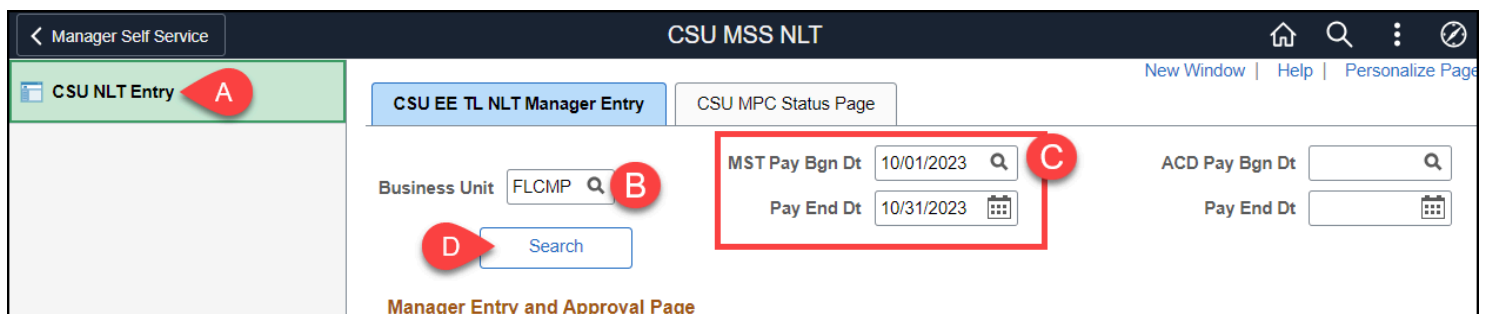
1. Click on CSU Approve/Request NLT on Manager Self Service.



- A. Use the homepage selection arrow to switch to the Manager Self Service homepage if you are not already there.
- B. Then click **CSU Approve/Request NLT**.

2. Verify the Business Unit is FLCMP. Then select the pay period for which you want to add No Leave Taken entries if necessary.

 Depending on when you are entering the no leave taken entries, the correct pay period may already be selected.



- A. Select **CSU NLT Entry** if you are not taken directly to this page.

- B. Verify that the Business Unit is **FLCMP**.
- C. Click on the lookup button next to MST Pay Bgn Dt to select the first day of the pay period for which you want to add no leave taken entries.
- D. Then click **Search**.

3. Review the NLT Status and WF Status for the employee(s). Place a checkmark next to each employee for whom you want to add a no leave taken entry. Then click Submit.

Manager Entry and Approval Page

1-11 of 83 [View All](#)

Select	Empl ID	Last Name	First Name	Empl Rcd	Unit	Job Code	Title	FTE	NLT Status	WF Status
<input checked="" type="checkbox"/>	1	Dearheart	Adora Belle	0	686	3306	Administrator III	1.000000	Needs NLT	
<input type="checkbox"/>				0	686	7993	Pharmacist II	1.000000	Needs NLT	
<input type="checkbox"/>				0	686	3312	Administrator II	1.000000	Needs NLT	
<input type="checkbox"/>				0	686	7737	Physician-Primary Care	1.000000	Needs NLT	
<input type="checkbox"/>				0	686	3070	SSP Academic Related I 12 Mo	1.000000	Needs NLT	
<input type="checkbox"/>				0	686	8166	Nurse Practitioner	1.000000	Needs NLT	
<input type="checkbox"/>				0	686	8154	Registered Nurse II	1.000000	Needs NLT	
<input type="checkbox"/>				0	686	8154	Registered Nurse II	1.000000	Needs NLT	
<input type="checkbox"/>				0	686	3070	SSP Academic Related I 12 Mo	1.000000	Needs NLT	
<input type="checkbox"/>				0	686	0820	Graphic Designer 12 Mo	1.000000	Needs NLT	
<input type="checkbox"/>				0	686	3086	SSP IV	1.000000	Needs NLT	

To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.

[Submit](#) [Select All](#) [Deselect All](#)

- A. Click on the look up button to locate a specific employee by name or Empl ID (CHRS ID).
- B. Review the NLT Status and WF Status to ensure the employee does not already have a no leave taken entry submitted.
- C. Place a checkmark next to each employee for whom you want to add a no leave taken entry.
- D. Then click **Submit**.

4. The entry/entries will be submitted and you will see Submitted in the WF Status for the employee(s).

CSU MSS NLT

CSU EE TL NLT Manager Entry CSU MPC Status Page

Business Unit FLCMP MST Pay Bgn Dt 10/01/2023 ACD Pay Bgn Dt Pay End Dt 10/31/2023

Search

Manager Entry and Approval Page

Select	Empl ID	Last Name	First Name	Empl Rcd	Unit	Job Code	Title	FTE	NLT Status	WF Status
18	10	Dearheart	Adora Belle	0	686	3306	Administrator III	1.000000	Needs NLT	Submitted

5. The employee will receive an email letting them know that the No Leave Taken entry was submitted.

NLT No Leave Taken Submitted

To

CSUF external service. Use caution and confirm sender.

The following NLT Request has been Submitted

Employee Id: 10 - Adora Belle Dearheart
 Department: Student Health and Counseli
 Job Title: Administrator III
 Pay Period Start Date: 2023-10-01
 Pay Period End Date: 2023-10-31
 Status: In Approval Process
 Comments:

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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.