



Requesting/Entering Absences

This article covers how employees can request absences in CHRS. This includes absences that can be requested ahead of time, such as vacation, and retroactive absences such as sick time.

Prefer to watch a quick video?

- [Video: Requesting Absences & Viewing Absences](#) (4 minutes)

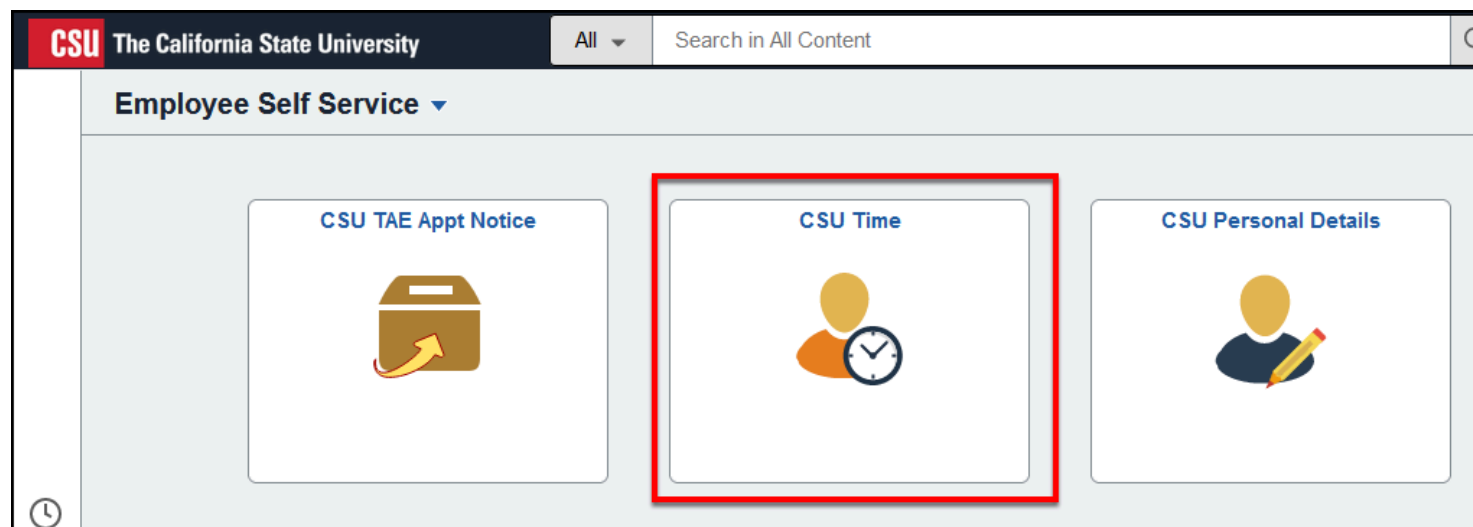
 All absences must be requested one by one, even if you are requesting them for an absence that happened in the past such as sick time.

 If you get an error, you can review [Common Error Messages in Absence Entry](#) to learn more about the error and how to fix it.

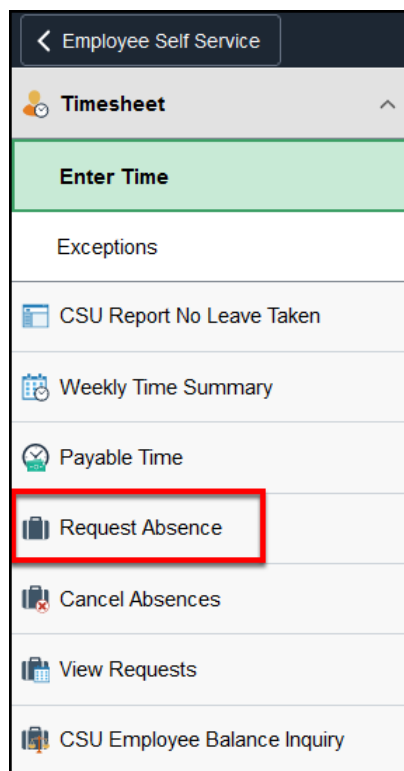
1. Log in to the campus portal and select Employee Homepage.

View [How Do I Access the Employee Homepage/Employee Self Service?](#) for step-by-step instructions.

2. Click CSU Time.



3. Select Request Absence.



4. Use the Absence Name drop-down menu to select the type

of absence.

Request Absence

*Absence Name

Select Absence Name

Bereavement Funeral(Days)

Bone Marrow Days

Dock

Jury Duty

Organ Donor Leave

Paid Parental Leave

Personal Holiday

Professional Development

Select Absence Name

Sick Leave

Vacation

Voting Time Off

Witness for CSU

5. If applicable, select a Reason for the absence.

*Absence Name

Sick Leave

*Reason

Select Absence Reason

Bereavement

Family Care

Select Absence Reason

Sick Personal

*Begin Date:

End Date

Duration

6. Enter the Begin and End Dates for your absence.



Your absence entry cannot start or end on a campus holiday.



If the time between your **Begin Date** and **End Date** includes weekends or campus holidays, the system will omit those days from the calculations.

Single Day Absence	*Begin Date:	09/14/2023	
	End Date	09/14/2023	
	Duration	8.00	Hours
<hr/>			
Multi-Day Absence	*Begin Date:	09/11/2023	
	End Date	09/15/2023	
	Duration	40.00	Hours

The duration will automatically calculate based on the date range you enter and the number of hours per day you typically work.

7. If you are non-exempt staff and your absence is for less than a full day OR you are part-time faculty, click on Partial Days.




Duration 8.00 Hours

Partial Days None

7.1. Select the Partial Days option that applies to your absence: All Days or Start Day Only.



Part-time faculty should choose **All Days**.



Cancel Partial Days Done

Partial Days None

All Days


None


Start Day Only

All Days = the partial hours will apply to each day of your absence.

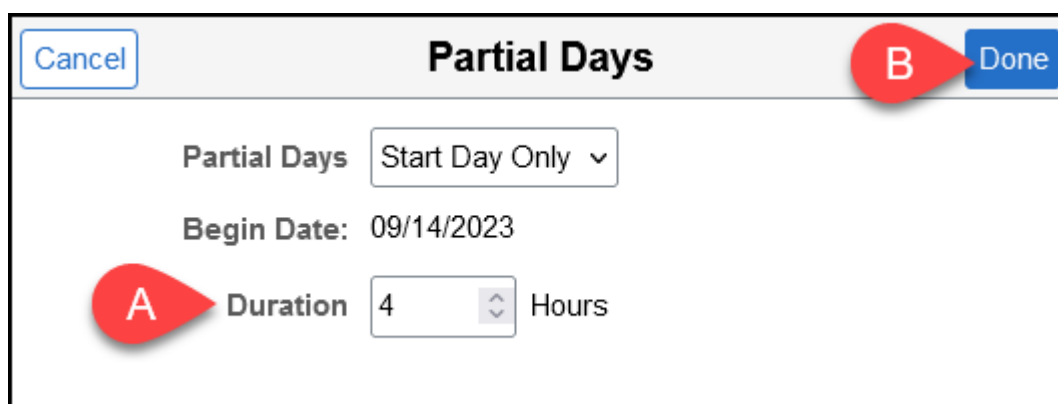
Start Day Only = the partial hours will apply to only the first day of your absence.

7.2. Enter the duration of your absence. Then click Done.

 If you enter partial hours for All Days, do not include weekends or holidays in the range.

 Part-Time Faculty should calculate the duration by multiplying their time base by 8 hours.

For example, if your time base is 0.50 FTE, multiply 0.50 by 8 hours to get 4 hours ($0.50 \times 8 = 4$). So you would enter 4 hours in the Duration field.



Cancel Partial Days Done

Partial Days Start Day Only ▾



Begin Date: 09/14/2023

A Duration 4 ▾ Hours

- A. Enter the duration of your absence (e.g., 4 hours).
- B. Then click **Done**.

8. Click Forecast to determine if you have the necessary leave credits to cover the absence.

 This is a required step before you can save the absence.

*Absence Name	Sick Leave	▼
*Reason	Family Care	▼
*Begin Date:	09/14/2023	
End Date	09/14/2023	
Duration	8.00	Hours
Partial Days None		
<div style="border: 2px solid red; padding: 5px; display: inline-block;">Forecast</div>		

9. You will see a message indicating you have enough leave credits. Click OK.

<p>Successfully Forecasted - You have enough balance to cover this Absence Request. Date Time: September 14,2023 at 14:57</p> <p style="text-align: center;"> <div style="border: 2px solid red; padding: 5px; display: inline-block;">OK</div> </p>
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10. Enter any Comments about this absence request. Click **Add Attachment to add any attachments related to the request. You can also see your current balance for the absence type, view your balances, or view your absence requests.**



Please note that comments and attachments will be viewable to your manager, timekeeper, and Payroll Services. If you have concerns about confidentiality, please contact your manager directly.

The screenshot shows a web interface for entering absence requests. It includes a 'Comments' section with a text box and a 'Comments' label. Below this is an 'Attachments' section with a message 'You have not added any Attachments.' and an 'Add Attachment' button. Further down is a 'Balance Information' section showing 'As Of 06/30/2023 380.50 Hours**'. At the bottom are two buttons: 'View Balances' and 'View Requests'.

Callouts on the screenshot:

- A**: Points to the 'Comments' text box.
- B**: Points to the 'Add Attachment' button.
- C**: Points to the 'Balance Information' text.
- D**: Points to the 'View Balances' button.
- E**: Points to the 'View Requests' button.

- A. Enter any comments about this absence request.
- B. Click **Add Attachment** to attach any documents to this request (e.g., jury duty certification).
- C. The current balance for the absence type you selected is displayed.
- D. Click **View Balances** to view all of your leave balances.
- E. Click **View Requests** to view all of your absence requests.

11. Click Submit when you are ready to submit your absence request.

Request Absence

Submit

*Absence Name Sick Leave

*Reason Family Care

*Begin Date: 09/14/2023

End Date 09/14/2023

Duration 8.00 Hours

12. Click Yes to confirm you want to submit the absence request.

Are you sure you want to Submit this Absence Request?

Yes

No


13. You will see a message that the absence request was submitted successfully.

CSU Time


Submitted Successfully


14. You will also receive an email confirmation that your absence request was submitted and you'll get additional emails when your absence entry is approved, denied, or sent back to you for correction.


This Absence Request has been Submitted





To




 Reply


 Reply All

 Forward





Tue 9/19/2023 9:04 AM

 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 - Lilith de Tempscire
 Department: Human Services
 Job Title: Admin Support Assistant 12 Mo Absence Start Date: 2023-09-19 Absence Name: 251847 - CSU SCKAT - Sick Leave Absence
 End Date: 2023-09-19
 Status: Submitted
 Comments:

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.