

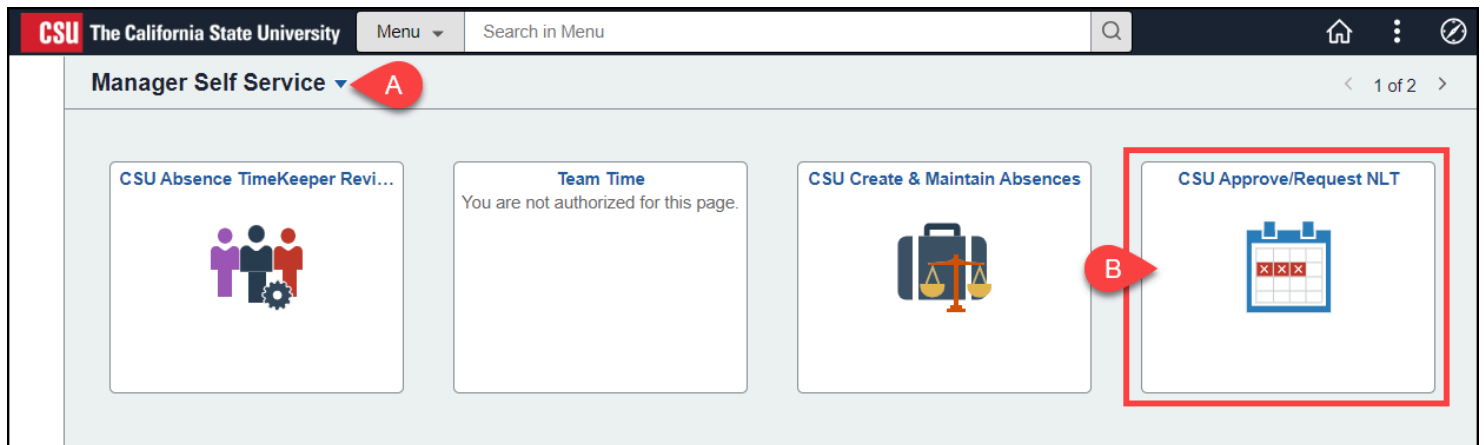
# Timekeeper: Reviewing No Leave Taken Entries

This article covers how department timekeepers can review No Leave Taken entries submitted by employees.

## 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.](#)

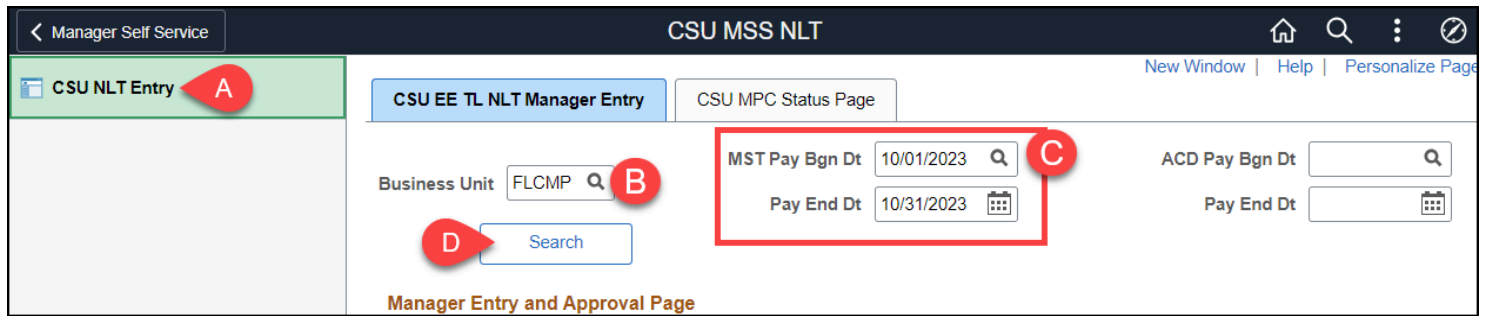
## 2. Click on CSU Approve/Request NLT on Manager Self Service.



- 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**.


### 3. Verify the Business Unit is FLCMP. Then select the pay period for which you want to view No Leave Taken entries.

 Depending on when you are reviewing 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 review no leave taken entries.
- D. Then click **Search**.

#### 3.1. To view faculty and Unit 11 employees with academic year appointments, clear out the MST dates and then select ACD dates.

 Selecting ACD dates allows you to choose academic pay calendar dates which are used for academic year/semester appointments. These dates are different from the regular MST pay calendar dates, so you must view them separately.

CSU MSS NLT

CSU EE TL NLT Manager Entry

CSU MPC Status Page

Business Unit 

C Search

MST Pay Bgn Dt 

A

ACD Pay Bgn Dt 

B

Pay End Dt

Pay End Dt

- A. Clear out the MST Pay Bgn Dt and Pay End Dt.
- B. Click on the lookup button next to ACD Pay Bgn Dt to select the first day of the pay period for which you want to review no leave taken entries.
- C. Then click **Search**.

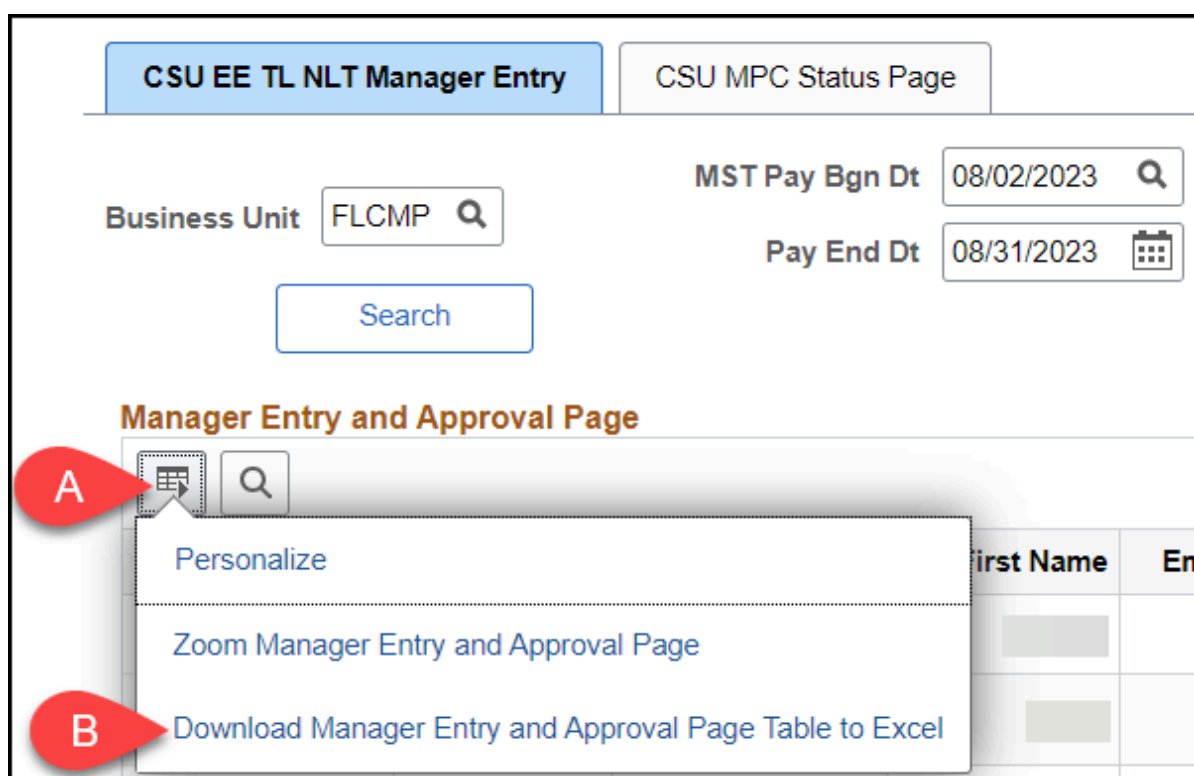
## 4. Review the NLT Status and WF Status for the employees. Use the lookup button to search for a specific employee.

Manager Entry and Approval Page											
<input type="text"/> <input type="button" value="Q"/> <span style="color: #2c3e50;">C</span>		<div style="text-align: right;">             1-84 of 84 <span style="color: #2c3e50;">A</span> <span style="color: #2c3e50;">B</span> 11           </div>									
Select	Empl ID	Last Name	First Name	Empl Rcd	Unit	Job Code	Title	FTE	NLT Status	WF Status	
18 <input type="checkbox"/>	1	Dearheart	Adora Belle	0	686	3306	Administrator III	1.000000	Needs NLT		
30 <input type="checkbox"/>	1	Hollow	Desiderata	0	686	1038	Admin Analyst/Spclst 12 Mo	1.000000	NLT Submitted	In Approval Process	
54 <input type="checkbox"/>	1	Nitt	Agnes	0	686	8137	Clinical Assistant	1.000000	NLT Submitted	Denied	
59 <input type="checkbox"/>	1	Proust	Eunice	0	686	1032	Admin Support Assistant 12 Mo	1.000000	Needs NLT		
64 <input type="checkbox"/>	1	Rincewind	Horace	0	686	7996	Radiologic Technologist II	0.500000	Needs NLT		
74 <input type="checkbox"/>	1	Tick	Perspicacia	0	686	3074	SSP Academic Related III 12 Mo	1.000000	Needs NLT		
75 <input type="checkbox"/>	1	Tockley	Diamanda	0	686	8166	Nurse Practitioner	0.800000	Needs NLT		
78 <input type="checkbox"/>	1	Trymon	Ymper	0	686	7737	Physician-Primary Care	1.000000	Needs NLT		
81 <input type="checkbox"/>	1	Vimes	Sybil	0	686	7737	Physician-Primary Care	1.000000	Needs NLT		
82 <input type="checkbox"/>	1	Weatherwax	Galder	0	686	1038	Admin Analyst/Spclst 12 Mo	1.000000	NLT Submitted	Approved	

- A. Review the NLT Status to see if a No Leave Taken (NLT) entry has been submitted for the employee.
  - **Needs NLT:** There is no NLT entry for the employee for the selected pay period/month.
  - **NLT Submitted:** An NLT entry has been submitted for the employee for the selected pay period/month.

- B. Review the WF Status to see the workflow status of a submitted NLT entry.
- **In Approval Process:** The NLT entry is waiting for the manager's approval.
  - **Approved:** The NLT entry has been approved by the manager.
  - **Denied:** The NLT entry has been denied by the manager.
- C. Click on the look up button to locate a specific employee in the list by name or Empl ID (CHRS ID).

## 5. To download the No Leave Taken entries to Excel, click on the grid action menu and then select Download Manager Entry and Approval Page Table to Excel.



- A. Click on the grid action menu.
- B. Then select **Download Manager Entry and Approval Page Table to Excel**.

## Need More Help?

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

For training and how-to assistance, contact IT Training at 657-278-5647 or [ittraining@fullerton.edu](mailto:ittraining@fullerton.edu).

For technical assistance, contact the IT Help Desk at 657-278-7777 or [helpdesk@fullerton.edu](mailto:helpdesk@fullerton.edu).