

View, Rework, or Cancel an Absence Entry

This article covers how employees can view the status of their absences, rework/correct an absence, and cancel an absence.

Prefer to watch a quick video?


- [Video: Editing and Canceling Absences](#) (4 minutes)

Email notifications you may receive relating to your absence entry


Absence has been approved







This email indicates the absence request has been approved. Check the Comments to see if your manager has added any additional information.

This Absence Request has been Approved



To

 We removed extra line breaks from this message.


 Reply
  Reply All
  Forward
 


Tue 9/19/2023 9:22 AM

CSUF external service. Use caution and confirm sender.

The following Absence Request has been Approved


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: Approved
 Comments: These are any comments you have about this absence request.


Absence has been denied







This email indicates that your absence request has been denied. Typically the Comments will tell you why the request was denied, but you can reach out to your manager if you're not sure.

Note that you can still modify and re-submit a denied absence request.

This Absence Request has been Denied




To 


 Reply
  Reply All
  Forward
 


Tue 9/19/2023 10:11 AM

CSUF external service. Use caution and confirm sender.

The following Absence Request has been Denied

Employee Id: 1  - Lilith de Tempscire
 Department: Human Services
 Job Title: Admin Support Assistant 12 Mo Absence Start Date: 2023-11-20 Absence Name: 251639 - CSU VACAT - Vacation Absence End Date: 2023-11-22

Status: Denied

Comments: This is the reason the absence request is being denied.

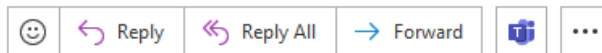
Absence needs to be reworked (corrected)

This email indicates that you need to make a correction to the absence entry. Typically the Comments will tell you what needs to be corrected, but you can reach out to your manager if you are not sure what needs to be fixed.

This Absence Request needs to be reworked



To



Tue 9/19/2023 9:18 AM

CSUF external service. Use caution and confirm sender.

This Absence Request needs to be reworked

Employee Id: 1 - Lilith de Tempscire

Department: Human Services

Job Title: Admin Support Assistant 12 Mo Absence Start Date: 2023-09-08 Absence Name: 251745 - CSU PHLAT - Personal Holiday

Absence End Date: 2023-09-08

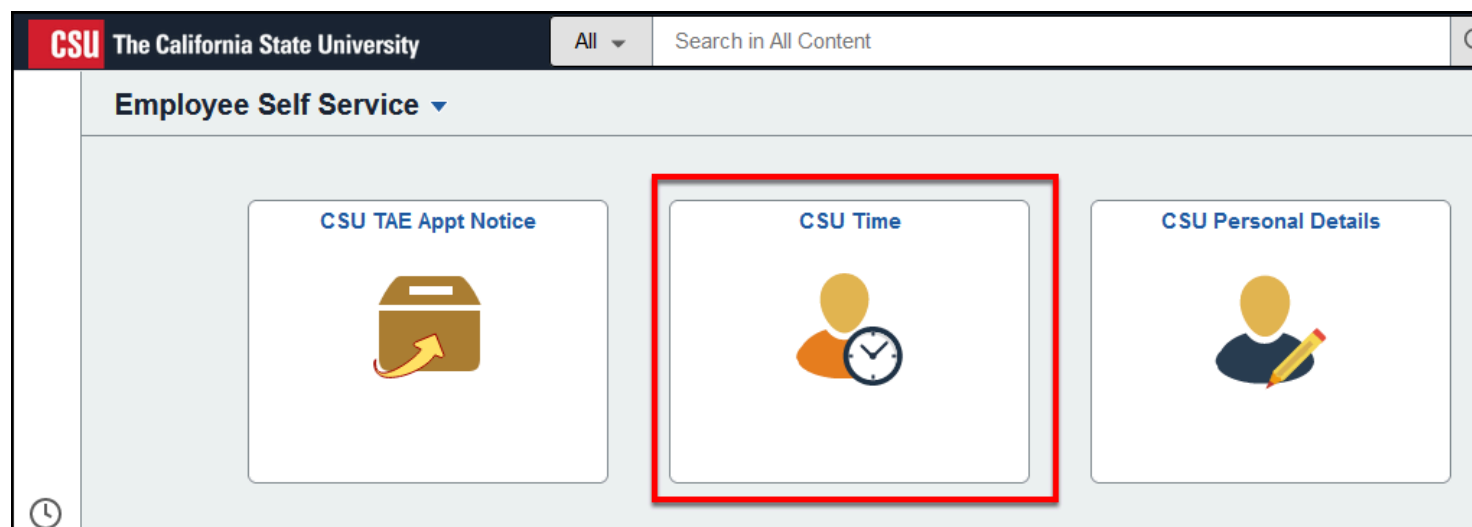
Status: Rework

Comments: This is the reason the absence is being sent back to the employee.

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.

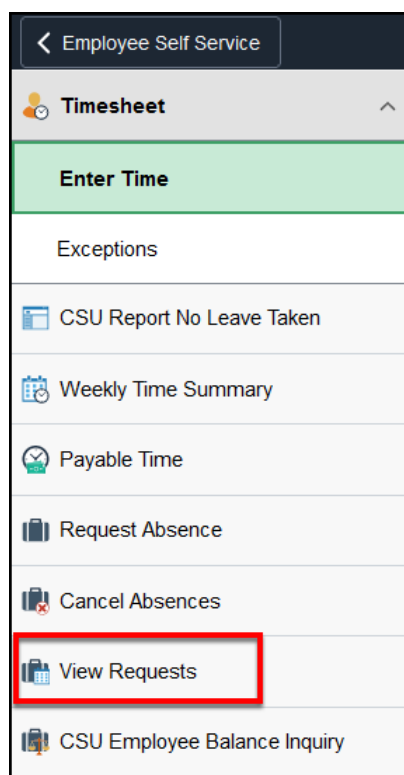


What do you want to do?


View status of my submitted absences

You can use the View Requests feature to view the status of all of your absence requests, including any comments entered by you or your manager.

1. Click View Requests.



2. You will see all of your current absence requests and the status of each one. Click on an absence request to view more details, including any comments added by your manager.


 You'll receive an email when you absence entry is approved, denied, or sent back to you for rework/correction and the email will include any comments

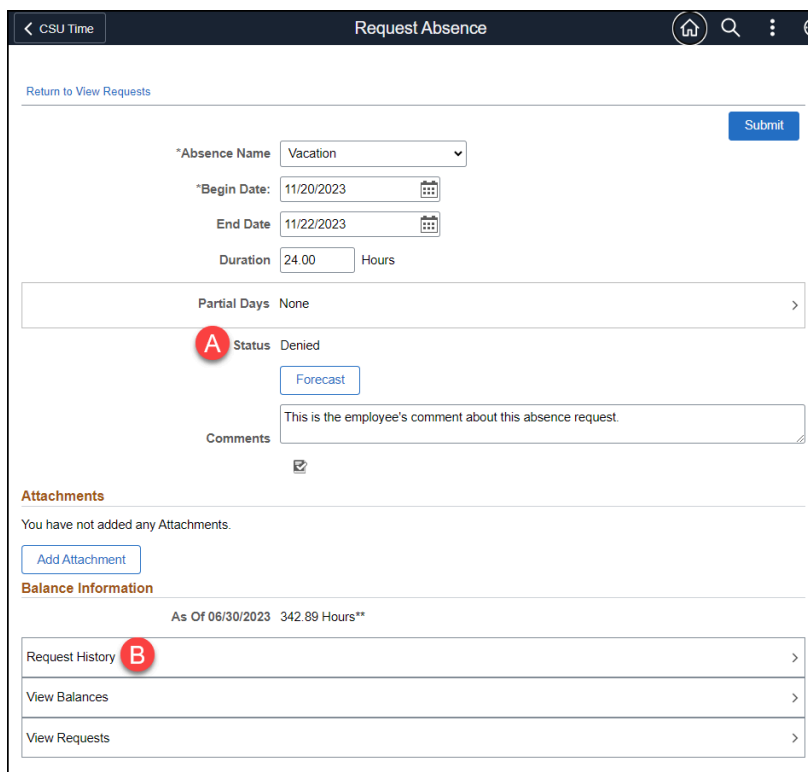
added by your manager. This is just another place you can look up the status and comments.

CSU Time			
View Requests			
View Requests			6 rows
A	Vacation Submitted ELIGIBLE	03/04/2024 8 Hours	>
B	Sick Leave Denied ELIGIBLE	02/20/2024 - 02/21/2024 16 Hours	>
C	Sick Leave Approved ELIGIBLE	01/25/2024 8 Hours	>
D	Vacation Push Back ELIGIBLE	12/29/2023 8 Hours	>
E	Personal Holiday Canceled ELIGIBLE	12/28/2023 8 Hours	>

- A. **Submitted** = you have submitted the absence request to your manager but it has not been approved/denied/pushed back.
- B. **Denied** = your manager has denied the absence request. You can still rework/correct the absence request and re-submit it if you wish.
- C. **Approved** = your manager has approved the absence request.
- D. **Push Back** = your manager has sent the absence request back to you for rework/correction.
- E. **Canceled** = the absence request has been successfully canceled, including your manager approving the cancellation (if applicable). You can click on this absence request to modify/rework the absence.

3. You will see the details of the absence request, including the current Status. Click on Request History to view more details about when it was submitted and the approval history.

 Notice that the absence below can be modified and re-submitted since the status is Denied. Learn more in the [Rework/Correct an absence section](#).



CSU Time Request Absence

[Return to View Requests](#)

[Submit](#)

*Absence Name: Vacation

*Begin Date: 11/20/2023

End Date: 11/22/2023

Duration: 24.00 Hours

Partial Days: None

A Status: Denied

[Forecast](#)

Comments: This is the employee's comment about this absence request.

Attachments

You have not added any Attachments.

[Add Attachment](#)

Balance Information

As Of 06/30/2023 342.89 Hours**

B Request History	>
View Balances	>
View Requests	>

- A. The **Status** will show the current status of the absence.
- B. Click on **Request History** to view more details about when it was submitted and the approval history.

4. You will see a history of the absence request, including any comments added about the absence request. Click the x to close the window when you are done.

Request History

A

Status

Submitted Absence Request

Requestor

Lilith de Tempscire

Date

09/19/2023

Comments

This is the employee's comment about this absence request.

B

Status

Denied Absence Request

Approver

Alberto Malich

Date

09/19/2023

Comments


This is the reason the absence request is being denied.

C

X

- A. The Request History will usually start with your submission of the absence request.
- B. Each subsequent entry will include any approval, denial, push back, and re-submission and include any comments added at each step.
- C. Click the **x** to close this window.

5. Click CSU Time to go back to the previous menu.

 If you click Return to View Requests, you will see your list of absence requests, but no left menu. Clicking on CSU Time will take you back to view your requests and the left menu.

[< CSU Time](#)

Request Absence

[Return to View Requests](#)

*Absence Name

Vacation

*Begin Date:

11/20/2023

End Date

11/22/2023

Duration

24.00

Hours

Rework/Correct an absence

You can rework/make a correction to an absence request if you notice an error with your submission or if your timekeeper or manager asks you to make a correction. You can also modify a canceled request after you have canceled it and your manager has approved the cancellation (if applicable).

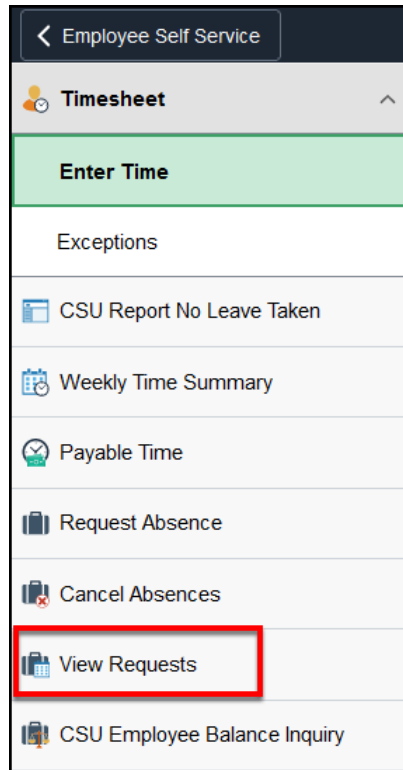
What is the status of the absence request?

Depending on the current status of the absence request, you will need to use either the Cancel Absences feature or View Requests feature.

The status is Denied or Push Back or Canceled

You can use the View Requests feature to modify and re-submit your absence request.

1. Click View Requests.



2. Click on the absence request that you want to rework/correct.



Remember you can rework absences that are Canceled, Denied, or Submitted.

CSU Time		
View Requests		
View Requests		6 rows
<div> </div>		
Vacation		
Canceled	03/04/2024	
ELIGIBLE	8 Hours	>
Sick Leave		
Denied	02/20/2024 - 02/21/2024	
ELIGIBLE	16 Hours	>
Sick Leave		
Submitted	01/25/2024	
ELIGIBLE	8 Hours	>
Vacation		
Approved	12/29/2023	
ELIGIBLE	8 Hours	>

3. Update the details of the absence request such as the type, date(s), and Partial Days as applicable. Click **Forecast** to check you have enough leave credits for the absence. Enter a comment to let your manager know that you are resubmitting this absence request with changes and any other details. Then click **Submit**.

The screenshot shows the 'Request Absence' web form. At the top left is a back arrow and 'CSU Time'. At the top right are icons for home, search, and user profile. Below the header is a 'Return to View Requests' link. The main form area contains:

- A red circle 'A' pointing to the '*Absence Name' dropdown menu, which is currently set to 'Vacation'.
- *Begin Date: 11/21/2023 (with a calendar icon)
- End Date: 11/21/2023 (with a calendar icon)
- Duration: 8.00 Hours
- Partial Days: None (with a right arrow)
- Status: Denied
- A red circle 'B' pointing to the 'Forecast' button.
- Comments: A text area containing 'I am adding a new comment because I am resubmitting this absence request with changes.' with a red circle 'C' at the end.
- Attachments: A section stating 'You have not added any Attachments.' with an 'Add Attachment' button and a red circle 'D'.
- Balance Information: A section showing 'As Of 06/30/2023 342.89 Hours**'.
- Request History: A link with a right arrow and a red circle 'E'.
- View Balances: A link with a right arrow.
- Submit: A blue button at the top right with a red circle 'F'.

- A. Update the details of the absence request (e.g., absence name/type, date(s), Partial Days).
- B. Click **Forecast** to check that you have enough leave credits to cover the absence.
- C. Update the Comments to indicate that you are resubmitting this absence request with changes and any other details you want your manager to know.
- D. Click **Add Attachment** to add an attachment to the absence request (e.g., doctor's note, jury duty summons, etc.).
- E. Click **Request History** if you want to view the comments that were entered when the absence request was denied/pushed back.
- F. Then click **Submit** to re-submit this absence request for approval.

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

Are you sure you want to Submit this Absence Request?


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

< CSU Time
Request Absence

Submitted Successfully

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

This Absence Request has been Submitted



To [Redacted]

We removed extra line breaks from this message.

😊
↩ Reply
↩ Reply All
➡ Forward
📧
⋮

Tue 9/19/2023 9:04 AM

CSUF external service. Use caution and confirm sender.

The following Absence Request has been Submitted

Employee Id: 1[Redacted] - 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

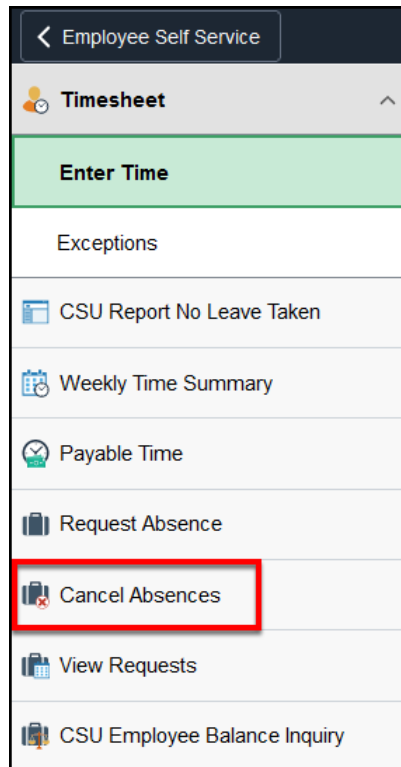
Status: Submitted

Comments:

The status is Submitted or Approved

You will need to use the Cancel Absences feature to cancel the absence request, then select the absence request under View Requests to rework/correct the entry and re-submit it.

1. Click Cancel Absences.







2. Click on the absence request that you want to rework/correct.

Cancel Absences			
View Requests			3 rows
			
Vacation Submitted		10/31/2023 8 Hours	>
Sick Leave Push Back		10/23/2023 8 Hours	>
Sick Leave Approved		10/16/2023 - 10/17/2023 16 Hours	>

3. Enter an optional comment about why you are canceling the absence. Then click Cancel Absence.

< CSU Time

Cancel Absence

[Return to Cancel Absences](#)

B Cancel Absence

Absence Details

Absence Name

Sick Leave

Reason

Bereavement

Begin Date:

10/16/2023

End Date

10/17/2023

Duration

16.00

Hours

Status

Approved

Comments

Attachments

You have not added any Attachments.

Add Attachment

Cancel Details

Comments

Please approve this cancellation so I can edit this absence request.

- A. Enter an optional comment about why you are canceling the absence request.
- B. Then click **Cancel Absence**.

4. Click Yes to confirm you want to cancel the absence request.

Are you sure you want to Cancel this Absence Request?

Yes

No


5. If the absence status was Submitted, you will see a confirmation that the absence request was canceled. You can skip to step 7 below to continue.

[Skip to step 7 to continue editing the absence request.](#)

Cancel Absence

Absence Request Canceled Successfully.

6. If the absence status was Approved, you will see a confirmation that the absence request was submitted for cancellation.

 You will need to wait until your manager approves the cancellation request to proceed to the next step.

[← CSU Time](#)

Cancel Absence

Absence Request is Submitted for Cancelation.

[Return to Cancel Absences](#)

Absence Details

Absence Name

Sick Leave

Reason

Bereavement

Begin Date:

10/16/2023

End Date

10/17/2023

Duration

16.00 Hours

Status

Approved

6.1. You will receive an email notification when the cancellation request has been approved by your manager.

This Absence Cancellation Request has been Approved



To

 This message has extra line breaks.

CSUF external service. Use caution and confirm sender.

The following Absence Cancellation Request has been Approved

Employee Id: 1 - Ymper Trymon

Department: Student Health and Counseling

Job Title: Physician-Primary Care

Absence Start Date: 2023-10-16

Absence Name: 251847 - CSU SCKAT - Sick Leave

Absence End Date: 2023-10-17

Cancel Status: Approved

Comments: These are the comments about approving the cancellation

7. Select CSU Time on Employee Self Service and then select View Requests. Then click on the canceled absence request.

The screenshot shows the 'Employee Self Service' interface with the 'CSU Time' section selected. The left sidebar contains a menu with the following items: Timesheet, CSU Report No Leave Taken, Weekly Time Summary, Payable Time, Request Absence, Cancel Absences, **View Requests** (highlighted with a green background and a red circle 'A'), and CSU Employee Balance Inquiry. The main content area is titled 'View Requests' and displays a table of requests. The table has three rows: 'Vacation Submitted' (10/31/2023, 8 Hours), 'Sick Leave Push Back' (10/23/2023, 8 Hours), and 'Sick Leave Canceled' (10/16/2023 - 10/17/2023, 16 Hours). The 'Sick Leave Canceled' row is highlighted with a red border and a red circle 'B'.

View Requests			3 rows
Vacation	Submitted	10/31/2023	8 Hours
ELIGIBLE			
Sick Leave	Push Back	10/23/2023	8 Hours
ELIGIBLE			
Sick Leave	Canceled	10/16/2023 - 10/17/2023	16 Hours
ELIGIBLE			

- Select **View Requests** under CSU Time on Employee Self Service.
- Then click on the canceled absence request.

8. Update the details of the absence request such as the type, date(s), and Partial Days as applicable. Click **Forecast** to check you have enough leave credits for the absence. Enter a comment to let your manager know that you are resubmitting this absence request with changes and any other details. Then click **Submit**.

The screenshot shows the 'Request Absence' form in the CSU Time system. The form includes the following fields and buttons:

- Return to View Requests** (link)
- A** (callout pointing to the form fields): *Absence Name (Sick Leave), *Reason (Family Care), *Begin Date (10/16/2023), End Date (10/17/2023), Duration (16.00 Hours), Partial Days (None).
- B** (callout pointing to the Forecast button): **Forecast** button.
- C** (callout pointing to the Comments field): Comments field containing the text: "I have updated this absence request with the necessary corrections."
- D** (callout pointing to the Add Attachment button): **Add Attachment** button.
- E** (callout pointing to the Submit button): **Submit** button.

The form also includes an **Attachments** section with the message "You have not added any Attachments."

- Update the details of the absence request (e.g., absence name/type, date(s), Partial Days).
- Click **Forecast** to check that you have enough leave credits to cover the absence.
- Update the Comments to indicate that you are resubmitting this absence request with changes and any other details you want your manager to know.
- Click **Add Attachment** to add an attachment to the absence request (e.g., jury duty summons, etc.).
- Then click **Submit** to re-submit this absence request for approval.

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

Are you sure you want to Submit this Absence Request?

Yes

No

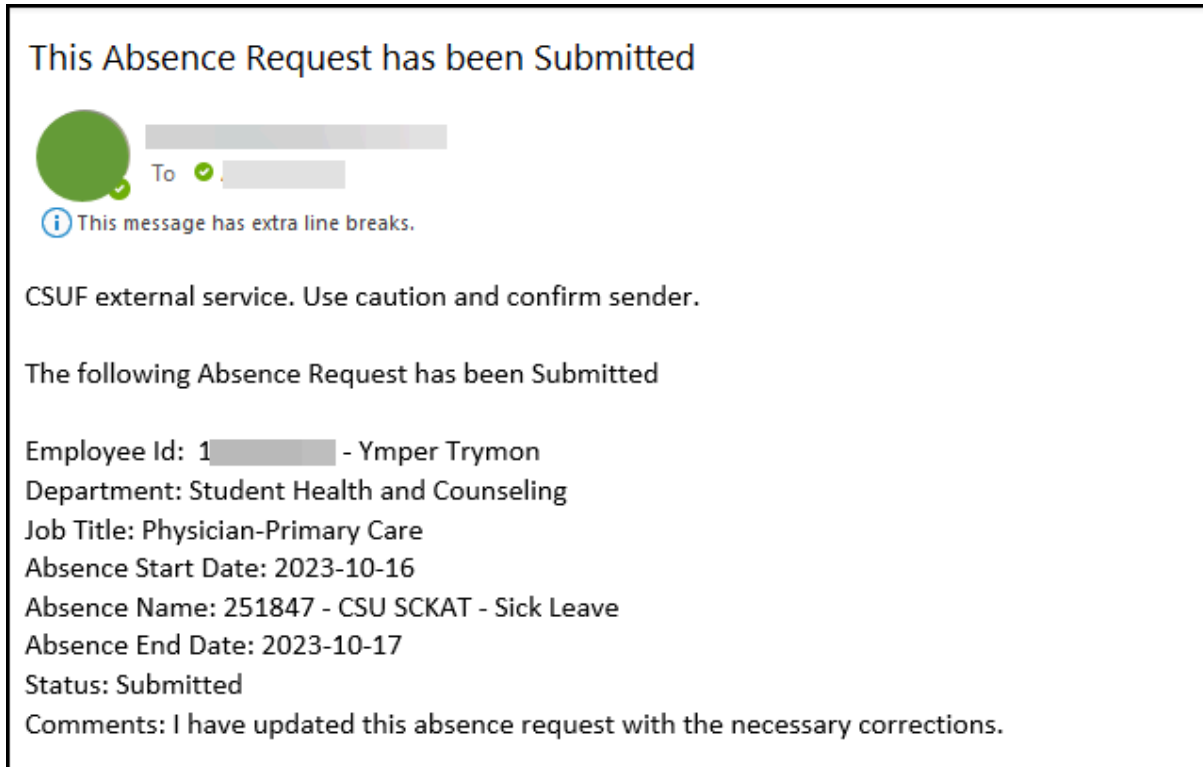
10. You will see a message that the absence request was submitted successfully. Click CSU Time to go back to the previous menu.

< CSU Time

Request Absence

Submitted Successfully

11. 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.



I don't know

Use the instructions above to [view the status of your absence request](#).

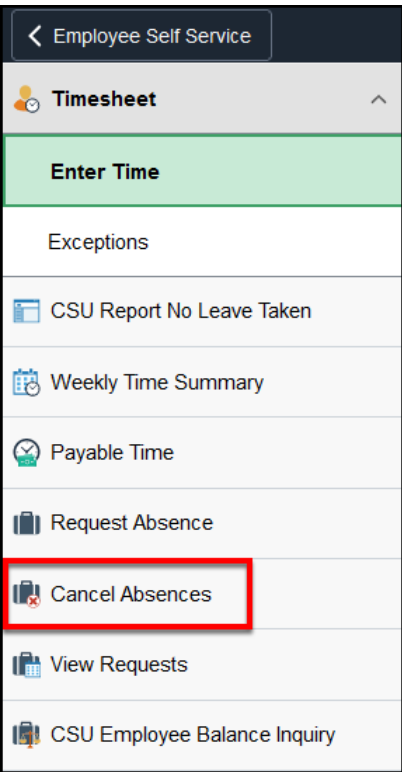
Cancel an absence

You can cancel an absence if it no longer applies, even if the absence has been approved by your manager.



You cannot submit a new absence request that includes date(s) in a canceled absence request. You will need to [rework/correct the existing absence request](#) and re-submit it.

1. Click Cancel Absences.







2. Click on the absence request that you want to cancel.

CSU Time			
Cancel Absences			
View Requests			4 rows
			
Vacation Submitted	12/18/2023 - 12/22/2023	40 Hours	>
Vacation Submitted	11/21/2023	8 Hours	>
Sick Leave Approved	09/19/2023	8 Hours	>
Personal Holiday Push Back	09/08/2023	8 Hours	>

3. Click Cancel Absence.

< CSU Time

Cancel Absence

[Return to Cancel Absences](#)

Cancel Absence

Absence Details

Absence Name

Vacation

Begin Date

11/21/2023

End Date

11/21/2023

Duration

8.00

Hours

Status

Submitted

Comments

I am adding a new comment because I am resubmitting this absence request with changes.

4. Click Yes to confirm you want to cancel the absence request.

Are you sure you want to Cancel this Absence Request?

Yes


No

5. If the absence status was Submitted, you will see a confirmation that the absence request was canceled.

Cancel Absence

Absence Request Canceled Successfully.

6. If the absence status was Approved, you will see a confirmation that the absence request was submitted for cancellation.

 You will need to wait until your manager approves the cancellation request to proceed to the next step.

[< CSU Time](#)

Cancel Absence

Absence Request is Submitted for Cancelation.

6.1. You will receive an email notification when the cancellation request has been approved by your manager.



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.