


Entering Dock Time in CHRS

This article covers how employees can enter dock time in CHRS. Dock Time is reported when an employee does not have enough leave credits to cover an absence.

 Note that there is a separate [Dock Notice \(Payroll Services\) form in Adobe Experience Manager \(AEM\)](#) that must be submitted either by the timekeeper or employee by the 17th of the month for any dock time.

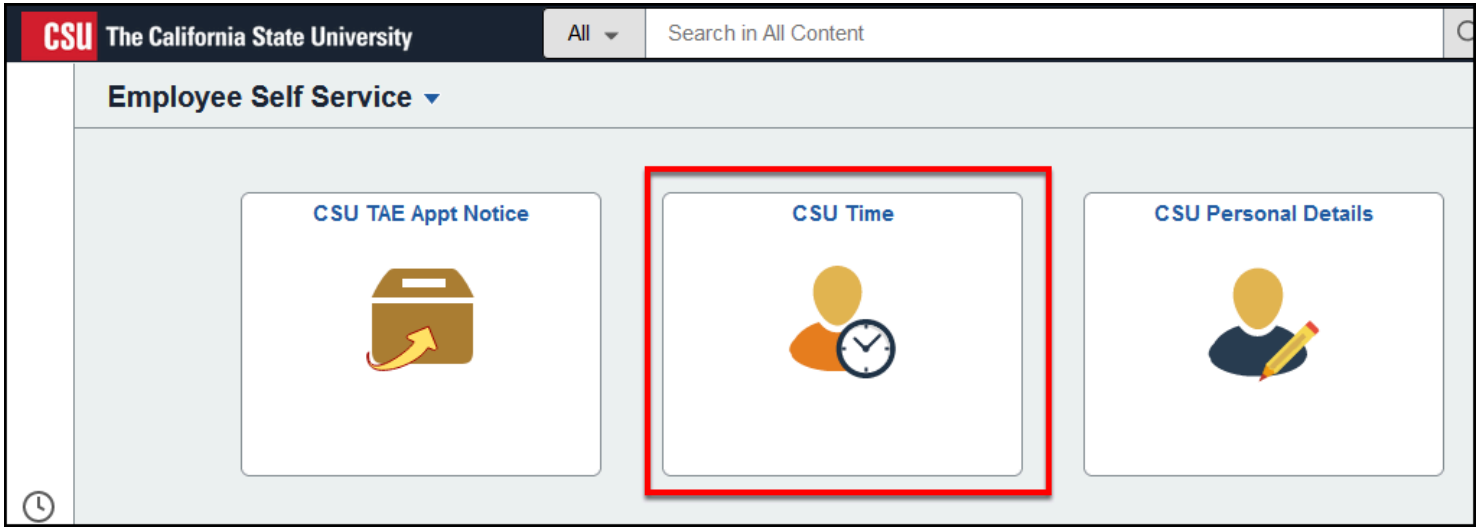
The dock time absence request outlined in this article also be submitted by the 17th of the month. After the 17th submission deadline, docks should be reported to both the department timekeeper and Payroll Services daily up until pay day.

More information on the dock process can be found on the [Payroll FAQs webpage](#).

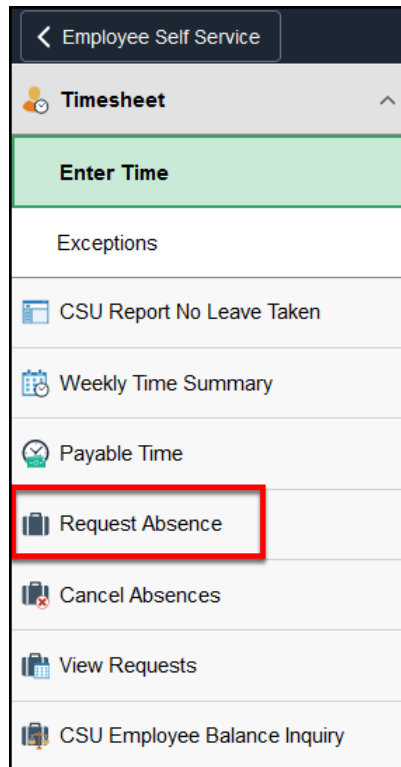
1. Log in to the campus portal and select Employee Homepage.

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. Choose Dock from the Absence Name drop-down menu.

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
- Union Business Release Time
- Union Leave
- Voting Time Off
- Witness for CSU

5. Enter the Begin and End Dates for your dock time.



Your entry cannot start or end on a campus holiday.



Enter a single date if your dock is for a one day absence.

Enter a range of dates if your dock is for multiple consecutive days.

*Absence Name

Dock

Single Day Dock

*Begin Date:

02/05/2024

End Date

02/05/2024

Duration

8.00

Hours

*Absence Name

Dock

Multi-Day Dock
(Consecutive Days)

*Begin Date:

02/05/2024

End Date

02/07/2024

Duration

24.00

Hours

The duration will automatically calculate based on the date range you enter and the number of hours per day you typically work. Note that part-time faculty will need to use Partial Days to correctly calculate the duration.

6. 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

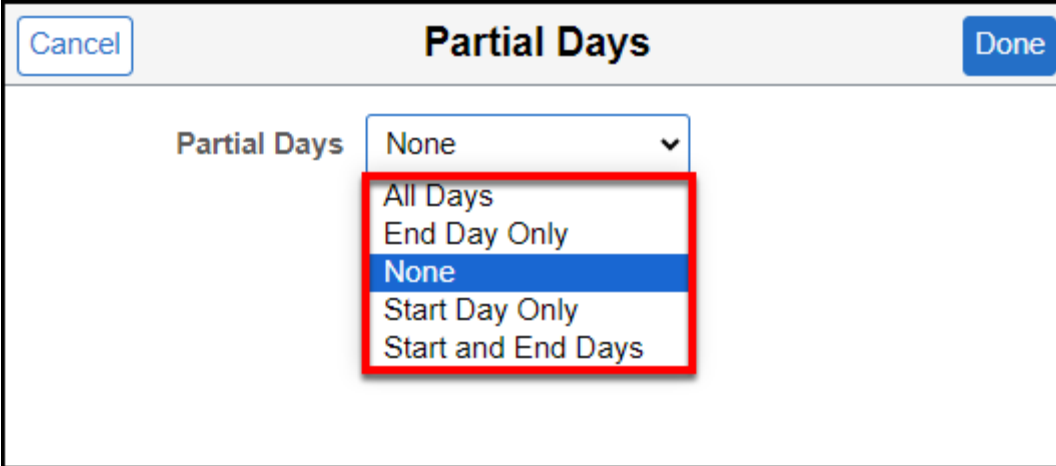
Partial Days

None

6.1. Select the Partial Days option that applies to your entry: All Days, End Day Only, Start Day Only, or Start and End Days.



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



The screenshot shows a dialog box titled "Partial Days" with "Cancel" and "Done" buttons. A dropdown menu is open, displaying the following options: "All Days", "End Day Only", "None" (highlighted in blue), "Start Day Only", and "Start and End Days". The "None" option is currently selected in the dropdown.

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

End Day Only = the partial hours will apply to only the last day of your dock time.

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

Start and End Days = the partial hours will apply to only the first and last day of your dock time, but not any days in between.

6.2. Enter the duration of your dock time. Then click Done.



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.



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

Partial Days

Partial Days

All Days

A

Duration

4

Hours

A. Enter the duration of your dock (e.g., 4 hours).

B. Then click **Done**.

7. Enter any Comments about this dock. Then click Submit when you are ready to submit your dock time.



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

Request Absence

B

*Absence Name

Dock

*Begin Date:

02/05/2024

End Date

02/07/2024

Duration

12.00

Hours

Partial Days

All Days

A

Comments

This is a comment about this dock time.

- A. Enter any comments about this absence request.
- B. Then click **Submit** when you are ready to submit your dock time.

8. Click Yes to confirm you want to submit the dock time.

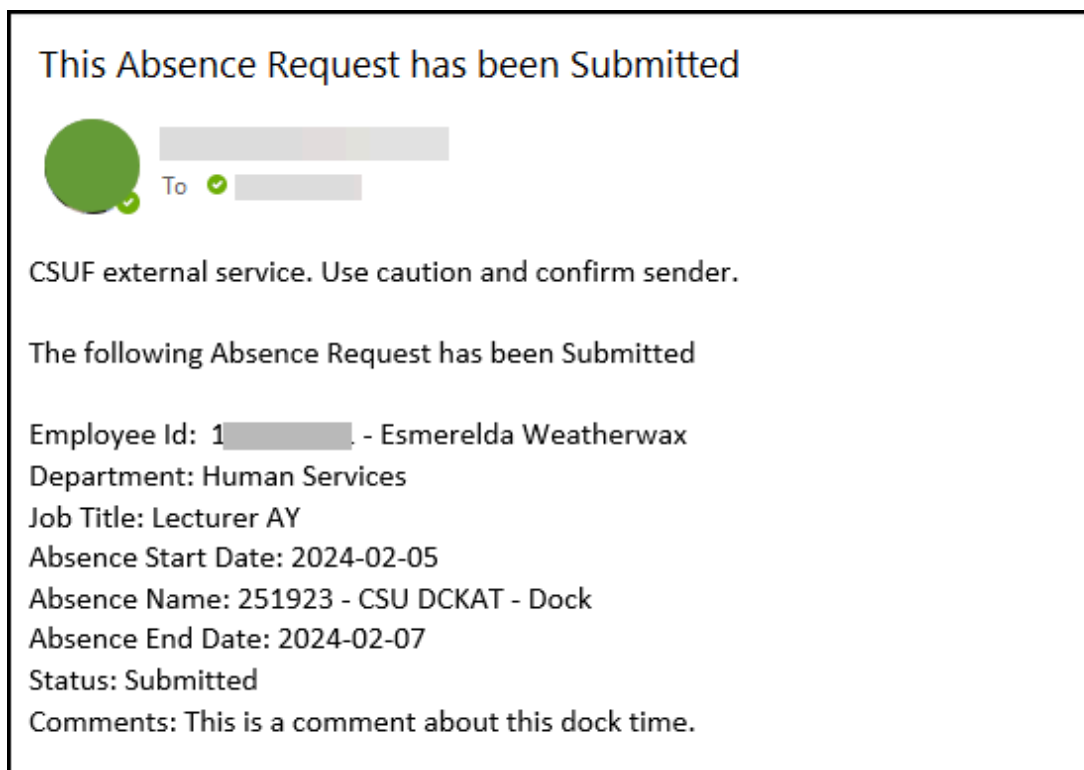
Are you sure you want to Submit this Absence Request?

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

CSU Time

Submitted Successfully

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



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.